



# CITY OF ROOSEVELT PARK COUNCIL MEETING

## AGENDA

December 19, 2022

6:15 p.m.

1. Council Work Session
2. Call to Order and Roll Call
3. Pledge of Allegiance
4. Invocation by Councilmember Cruz
  
5. Public Comment on Agenda Items
6. Approval of Consent Agenda
  - a. Regular Agenda
  - b. Minutes of the December 5, 2022 Regular City Council Meeting
  - c. List of Bills
  
7. Unfinished Business
8. New Business
  - a. Mayoral Appointments to Council Committees
  - b. Planning Commissioner Letter of Resignation
  - c. General Board and Commission Appointments
  - d. Recreation and Parks Commission-Formal Appointments
  - e. Resolution of Authorization-SPARKS Grant Application
  
9. Comments from the Mayor and City Council
10. Reports from City Manager, City Attorney & Department Heads
  
11. Public Comment  
Please state your name and home address  
Please limit comments to 3 minutes per individual presentation  
(City Council Rules of Procedure: 10/7/2011)
  
12. Adjournment

American Disability Act Compliance: For access to open meetings of the City Council and any of its committees or subcommittees, the City of Roosevelt Park will provide necessary reasonable auxiliary aids and services, to individuals with disabilities who want to attend the meeting, upon twenty-four hour notice to the City of Roosevelt Park. Individuals with disabilities requiring auxiliary aids or services should contact the City of Roosevelt Park, City Clerk by writing or calling, 231-755-3721 or call the following: TDD: Dial 7-1-1 and request a representative to dial 231-755-3721.



# City of Roosevelt Park

*A Proud Community*

To: Honorable Mayor and City Council  
From: Jared Olson, City Manager  
Date: December 15, 2022  
Subject: **Monday, December 19, 2022**– CITY COUNCIL MEETING

The following is information pertaining to items on the agenda for your meeting:  
COUNCIL WORK SESSION:

1. **Active Agenda Items**

COUNCIL MEETING:

- a. **Mayor Appointments to Committees**- Per the charter, appointments to standing committees are to be completed by the Mayor during the second meeting of December.
- b. **Planning Commissioner Letter of Resignation**- The City Council is being asked to accept the written resignation of a Planning Commission member.
- c. **General Board and Commission Reappointments**- As needed annually, several boards and commissions within the City have terms that are expiring. As included in the attachment, reappointments are necessary.
- d. **Recreation and Parks Commission Board**- The first formal appointments to the newly created Recreation and Parks Commission are needed. The hope is to seat the board in December with the first formal meeting occurring in January. The first meeting will be an organizational meeting.
- e. **Resolution of Authorization**- 2022-23 Sparks Grant Submittal- The newly created Michigan Sparks grant is aimed at updating and renovating existing parks and park facilities. As such, the Community Center is a prime focus for this grant and a full renovation throughout will be the main area of concern along with several accessibility and ADA compliance updates to make the facility more accessible to ages and abilities within the community.

If you have questions, please contact me.



**CITY OF ROOSEVELT PARK  
CITY COUNCIL  
MEETING MINUTES  
December 5, 2022**

This Zoom/online meeting was called to order by Mayor Aaron Langlois at 6:15 p.m.

**PRESENT:**       **Council Members:** Aaron Langlois, Greg Neiser, Michael Sutton, Noah Crossno, Diane Goodman, Stacey Burmeister

**STAFF:**        City Manager Jared Olson, City Clerk Ann Wisniewski, City Treasurer Kate Dibble, DPW Supervisor Ben VanHoeven, City Shawn Bride, City Attorney Sawyer Rozgowski

**ABSENT:**        Fawn Cruz

**WORK SESSION**

**Council discussed Agenda Items:**

- Appointment of City Officers
- 2023 Meeting Dates
- Senior Millage Committee – Set Meeting Time and Date
- 2023 Property and Liability Insurance Renewal
- Maple Grove Engineering Proposal
- List of Bills

**Special Guests:**

None

**City Clerk Ann Wisniewski called the Council meeting to order at 6:38 p.m.**

**2020-153        ROLL CALL**  
City Clerk Ann Wisniewski called roll call.

**2020-154        INVOCATION**  
Council Member Sutton provided the Invocation.

**2020-155        NOMINATION AND ELECTION OF MAYOR/MAYOR PRO TEM**  
Council Member Neiser nominated Council Member Langlois for the office of Mayor of the City of Roosevelt Park. This nomination was supported by Council Member Sutton. Council Member Langlois accepted the nomination.  
There being no further nominations for the Office of Mayor, nominations were closed.

Voting in favor of Council Member Aaron Langlois for the Office of Mayor for the City of Roosevelt Park for a term expiring November 2023.

Roll Call: 6 Ayes, 0 Nays, 1 Absent (Cruz)

Council Member Neiser nominated Council Member Sutton for the Office of Mayor Pro Tem for the City of Roosevelt Park. This nomination was supported by Council Member Goodman. Council Member Sutton accepted the nomination.

Voting in favor of Council Member Sutton for the Office of Mayor Pro-Tem for the City of Roosevelt Park for a term expiring November 2023.

Roll Call: 6 Ayes, 0 Nays, 1 Absent (Cruz)

**2020-156**

**OATH OF OFFICE**

City Clerk Ann Wisniewski administered Oath of Office to newly elected Mayor: Aaron Langlois and newly elected Mayor Pro-Tem: Michael Sutton.

**2020-157**

**PUBLIC COMMENT ON AGENDA ITEMS**

None

**2020-158**

**CONSENT AGENDA**

Council Member Crossno moved to approve the consent agenda. This motion was Supported by Mayor Pro Tem Sutton.

Roll Call: 6 Ayes, 0 Nays, 1 absent (Cruz) Motion Carries

**2020-159**

**UNFINISHED BUSINESS**

None

**2020-160**

**NEW BUSINESS**

**9A. Appointment of City Officers 2023**

City Officers are appointed annually by City Council as required by Section 5.2 of the City Charter, the "appointive officers of the City shall be appointed" by the City Council at their first regular meeting in December.

Currently City officers up for appointment are the following:

City Manager - Jared Olson

City Clerk – Ann Wisniewski

City Treasurer – Kate Dibble

Chief of Police-Shawn Bride

Superintendent of Public Works-Ben VanHoeven

Fire Chief-City of Norton Shores Fire Dept. (contract)

City Attorney-John Schrier/Parmenter Law

Motion was made by Council Member Crossno that the Council appoint the slate of Officers as presented. This motion was supported by Council Member Burmeister.

Roll Call: 6 Ayes, 0 Nays, 1 Absent (Cruz) Motion Carries

**9B. 2021 Meeting Dates**

Council Member Goodman moved to approve the 2023 Meeting Schedule as presented. This motion was supported by Council Member Neiser.

Roll Call: 6 Ayes, 0 Nays, 1 Absent (Cruz) Motion Carries

**9C. Senior Millage Committee – Set Meeting Time and Date**

Council Member Goodman moved to set Tuesday January 10, 2023 @ 5:00 pm for the Next Senior Millage Committee Meeting. This motion was supported by Council member Burmeister.

Roll Call: 6 Ayes, 0 Nays, 1 Absent (Cruz) Motion Carries

**9D. Commercial Property and Liability Insurance Coverage**

Council Member Neiser moved to approve the coverage proposal for the upcoming 2023 year. This motion was supported by Council Member Crossno.

Roll Call: 6 Ayes, 0 Nays, 1 Absent (Cruz) Motion Carries

**9E. Engineering Proposal for Maple Grove Project**

Council Member Goodman moved to approve the proposal and service agreement with Prein and Newhof for engineering services as presented for the upcoming Maple Grove Reconstruction project and authorize the City Manager to sign the attached proposal. This motion was supported by Council Member Burmeister.

Roll Call: 6 Ayes, 0 Nays, 1 Absent (Cruz) Motion Carries

**2020-161**

**COUNCIL COMMENTS**

Council Members shared comments.

**2020-162**

**DEPARTMENT HEAD REPORTS**

Department Heads shared comments.

**2020-163**

**PUBLIC COMMENTS**

None

**2020-164**

**ADJOURNMENT**

Mayor Langlois moved to adjourn the meeting at 7:40 p.m. This motion supported by Council Member Burmeister and carried unanimously.

Ann Wisniewski, City Clerk





# CITY OF ROOSEVELT PARK

A Proud Community  
900 OAK RIDGE ROAD  
ROOSEVELT PARK, MI 49441  
(231) 755-3721

# COUNCIL LIST

CHECK NUMBER	VENDOR NAME	DESCRIPTION	Invoice #	INVOICE AMT
3410 (E)	BANK OF AMERICA BUSINESS CARD			
		DATE STAMP	111055904707	11.95
		LAMINATOR	112371957482	109.99
		MS OFFICE SUBSCRIPTION	E0400L9NMU	61.22
		PD MAGAZINES AND AMMO	17672807	385.23
		CANCELED ITEM RETURN - MAGAZINES OUT OF RETURN		(121.60)
		<b>Check Total</b>		<b>446.79</b>
3411 (E)	BANK OF AMERICA BUSINESS CARD			
		MAMC MASTERS ACADEMY HOTEL	120122MAMC	346.50
		MAMC CONFERENCE	MAMC120122	13.98
		MAMC CONFERENCE	MAMC	23.59
		<b>Check Total</b>		<b>384.07</b>
3412 (E)	BLUE CARE NETWORK OF MI			
		RETIREE HEALTH CARE	223430018878	1,875.84
		<b>Check Total</b>		<b>1,875.84</b>
3413 (E)	BLUE CROSS BLUE SHIELD OF MICH			
		RETIREE HEALTH CARE	153097210	1,952.78
		<b>Check Total</b>		<b>1,952.78</b>
3414 (E)	CITY OF ROOSEVELT PARK - TAX			
		WINTER TAXES - 1367 W SHERMAN BLVD	2022WINTER	3,575.11
		<b>Check Total</b>		<b>3,575.11</b>
3415 (E)	CONSUMERS ENERGY			
		1000 0017 0686 3106 ROOSEVELT RD	206702735810	13.50
		<b>Check Total</b>		<b>13.50</b>
3416 (E)	CONSUMERS ENERGY			
		1000 0038 5011 TRAFFIC LIGHTS	206969515878	230.52
		<b>Check Total</b>		<b>230.52</b>
3417 (E)	CONSUMERS ENERGY			
		1000 0460 5042 3105 ROOSEVELT	206880616242	46.88
		<b>Check Total</b>		<b>46.88</b>
3418 (E)	CONSUMERS ENERGY			
		1000 0460 5166 3106 ROOSEVELT	206880616243	109.14
		<b>Check Total</b>		<b>109.14</b>
3419 (E)	CONSUMERS ENERGY			
		1000 0597 2995 1168 CORNELL	205724176994	32.50
		<b>Check Total</b>		<b>32.50</b>
3420 (E)	CONSUMERS ENERGY			
		1000 0616 4881 1580 GARRISON	206258025428	354.47
		<b>Check Total</b>		<b>354.47</b>
3421 (E)	CONSUMERS ENERGY			
		1000 0616 6274 3064 GLENSIDE	206258025429	29.27
		<b>Check Total</b>		<b>29.27</b>
3422 (E)	CONSUMERS ENERGY			
		1000 0616 6498 2875 GLENSIDE	206258025430	29.85
		<b>Check Total</b>		<b>29.85</b>
3423 (E)	CONSUMERS ENERGY			
		1000 0622 0758 1344 GREENWICH RD	206080105151	29.27
		<b>Check Total</b>		<b>29.27</b>
3424 (E)	CONSUMERS ENERGY			
		1000 0628 6080 1502 HAVERHILL	206080105152	49.40
		<b>Check Total</b>		<b>49.40</b>
3425 (E)	CONSUMERS ENERGY			
		1000 0678 0280 898 W BROADWAY	203232499322	89.85

**CITY OF ROOSEVELT PARK**

A Proud Community  
 900 OAK RIDGE ROAD  
 ROOSEVELT PARK, MI 49441  
 (231) 755-3721

**COUNCIL LIST**

CHECK NUMBER	VENDOR NAME	DESCRIPTION	Invoice #	INVOICE AMT
			<b>Check Total</b>	<b>89.85</b>
3426 (E)	CONSUMERS ENERGY	1000 0777 1684 880 OAKRIDGE	201274718651	476.14
			<b>Check Total</b>	<b>476.14</b>
3427 (E)	CONSUMERS ENERGY	1000 0783 4730 901 POST RD	201274718652	29.27
			<b>Check Total</b>	<b>29.27</b>
3428 (E)	CONSUMERS ENERGY	1000 0832 5373 3278 GERMAINE	201363689082	36.46
			<b>Check Total</b>	<b>36.46</b>
3429 (E)	CONSUMERS ENERGY	1000 0864 3968 1267 LAMBERT	201363689083	36.30
			<b>Check Total</b>	<b>36.30</b>
3430 (E)	CONSUMERS ENERGY	1000 0849 1167 3163 MAPLE GROVE	201719624404	104.35
			<b>Check Total</b>	<b>104.35</b>
3431 (E)	CONSUMERS ENERGY	1000 0864 2272 1140 SHERWOOD	201719624405	29.27
			<b>Check Total</b>	<b>29.27</b>
3432 (E)	CONSUMERS ENERGY	1030 2926 0835 49441 LED LIGHT RD	202164562557	1,077.41
			<b>Check Total</b>	<b>1,077.41</b>
3433 (E)	DTE ENERGY	GAS 900 OAKRIDGE RD	11092022	624.90
			<b>Check Total</b>	<b>624.90</b>
3434 (E)	DTE ENERGY	GAS 1572 GARRISON	110922	539.93
			<b>Check Total</b>	<b>539.93</b>
3435 (E)	DTE ENERGY	GAS 3106 ROOSEVELT RD	110922	322.55
			<b>Check Total</b>	<b>322.55</b>
3436 (E)	HOME DEPOT CREDIT SERVICES	1367 W. SHERMAN BUILDING SUPPLIES, DPW T	12132022	286.80
			<b>Check Total</b>	<b>286.80</b>
3437 (E)	LINDE GAS & EQUIPMENT	EQUIPMENT SUPPLIES - C25 ARG-CO2	32908166	72.03
			<b>Check Total</b>	<b>72.03</b>
3438 (E)	MICHIGAN STATE POLICE	DRY GAS	551-607909	110.00
			<b>Check Total</b>	<b>110.00</b>
3439 (E)	STATE OF MICHIGAN	MIDEAL 2023 DUES	2023DUES	180.00
			<b>Check Total</b>	<b>180.00</b>
3440 (E)	WEX BANK	GAS (DPW 341.728, PD 318.781)	85556220	2,531.60
			<b>Check Total</b>	<b>2,531.60</b>
3441 (A)	ASPHALT PAVING, INC.	PATCH	API0001436	65.99
			<b>Check Total</b>	<b>65.99</b>
3442 (A)	CITY OF NORTON SHORES	FIRE SERVICES OCT-DEC	22-0000876	56,250.00
			<b>Check Total</b>	<b>56,250.00</b>
3443 (A)	EJ USA INC			

**CITY OF ROOSEVELT PARK**

A Proud Community  
 900 OAK RIDGE ROAD  
 ROOSEVELT PARK, MI 49441  
 (231) 755-3721

**COUNCIL LIST**

CHECK NUMBER	VENDOR NAME	DESCRIPTION	Invoice #	INVOICE AMT
		HYDRANT REPAIR	110220090095	150.70
			<b>Check Total</b>	<b>150.70</b>
3444 (A)	EMERGENCY SERVICES LLC	VEHICLE MAINTENANCE LABOR	19436	640.00
			<b>Check Total</b>	<b>640.00</b>
3445 (A)	FLEX ADMINISTRATORS, INC.	FLEXIBLE SPENDING ADMINISTRATION	613296	35.00
			<b>Check Total</b>	<b>35.00</b>
3446 (A)	MICHIGAN MUNICIPAL LEAGUE	MML DUES	2023DUES	2,655.00
			<b>Check Total</b>	<b>2,655.00</b>
3447 (A)	MUSKEGON CENTRAL DISPATCH 911	CENTRAL DISPATCH FEES - JAN	2200001393	3,786.33
		IT SUPPORT - DEC	2200001377	447.43
			<b>Check Total</b>	<b>4,233.76</b>
3448 (A)	MUSKEGON CHARTER TOWNSHIP	CODE ENFORCEMENT	2200014729	906.62
		CODE ENFORCEMENT - NOV	2200014728	906.58
			<b>Check Total</b>	<b>1,813.20</b>
3449 (A)	PARMENTER LAW	GENERAL LEGAL	269790	1,218.00
		LABOR	269789	850.00
		GENERAL LEGAL	269788	265.50
		GENERAL LEGAL	269787	264.00
		PROSECUTIONS	269786	275.50
			<b>Check Total</b>	<b>2,873.00</b>
3450 (A)	PREIN & NEWHOF, P.C	GLENSIDE ENGINEERING	71612	5,267.00
			<b>Check Total</b>	<b>5,267.00</b>
3451 (A)	REPUBLIC SERVICES	NOV WASTE REMOVAL	0240-	15,085.10
			<b>Check Total</b>	<b>15,085.10</b>
3452 (A)	SILVERSMITH DATA	ANNUAL GIS HOSTING	39855	3,900.00
			<b>Check Total</b>	<b>3,900.00</b>
3453 (A)	VANHOEVEN, BEN	DENTAL REIMBURSEMENT	120522	188.32
			<b>Check Total</b>	<b>188.32</b>
3454 (A)	WEST MICHIGAN LOCK & DOOR	DOOR ACCESS CONTROL SOFTWARE CHANGES	4473	285.00
		ELECTION CAMERA INSTALL	4460	1,000.00
		KEYS	4496	34.56
			<b>Check Total</b>	<b>1,319.56</b>
3455 (A)	WEST MICHIGAN UNIFORM	DPW UNIFORM CLEANING	5687052	50.75
			<b>Check Total</b>	<b>50.75</b>
3456 (A)	WISNIEWSKI, ANN	MAMC CONFERENCE MILEAGE	MAMC	146.25
			<b>Check Total</b>	<b>146.25</b>
37951	ACE HARDWARE	CHAIN SAW	208211/2	303.99
			<b>Check Total</b>	<b>303.99</b>
37952	BILZ PLUMBING & MECHANICAL INC			

**CITY OF ROOSEVELT PARK**

A Proud Community  
 900 OAK RIDGE ROAD  
 ROOSEVELT PARK, MI 49441  
 (231) 755-3721

**COUNCIL LIST**

CHECK NUMBER	VENDOR NAME	DESCRIPTION	Invoice #	INVOICE AMT
		WATER SERVICE - LEAD LINE REPLACEMENT	147157	2,980.00
			<b>Check Total</b>	<b>2,980.00</b>
37953	CITY OF MUSKEGON	WATER SAMPLING	22-0008745	39.17
			<b>Check Total</b>	<b>39.17</b>
37954	CORE & MAIN	12X8 TAP, VALVE, FLAGS	R741412	3,683.00
			<b>Check Total</b>	<b>3,683.00</b>
37955	KENT COMMUNICATIONS INC	TAX BILLS	316866	580.52
		WATER BILLS/NEWSLETTERS	316781	1,372.51
			<b>Check Total</b>	<b>1,953.03</b>
37956	MICHIGAN MUNICIPAL LEAGUE LIABILITY	LIABILITY INSURANCE 2023	8586206	45,101.00
			<b>Check Total</b>	<b>45,101.00</b>
37957	NYE UNIFORM CO.	PD UNIFORMS - SHIPPING FEE	832251	12.98
			<b>Check Total</b>	<b>12.98</b>
37958	P.M. BLOUGH, INC.	MDNR SPARKS GRANT	121022	550.00
			<b>Check Total</b>	<b>550.00</b>
37959	PRO CLEAN SOLUTIONS	BUILDING CLEANING - NOV	RO0120122	300.00
			<b>Check Total</b>	<b>300.00</b>
37960	SELECTIVE INSURANCE COMPANY	DEDUCTIBLE PAYMENT - JOSHWAY	22078903	1,584.70
			<b>Check Total</b>	<b>1,584.70</b>
37961	SIGNATURE STREETSCAPES	STREET SIGNS	20056	326.00
			<b>Check Total</b>	<b>326.00</b>
37962	TELE RAD INC	BRIDE - UNIFORMS	908705	2,417.34
			<b>Check Total</b>	<b>2,417.34</b>
			<b>Report Total</b>	<b>169,631.09</b>



## CITY OF ROOSEVELT PARK CITY COUNCIL MEETING December 19, 2022

Mayoral 2023 Council Committee Appointments	<b>Date:</b> December 19, 2022
<p><b>Summary:</b> The Mayor selects the appointments of the City Council members to the Committees of Council (Personnel &amp; Finance; Public Safety; Public Works) as outlined in Section F. (3, a) of the City Council’s Rules of Procedure. That language is below and coincides with the language within Section 3.13 of the City of Roosevelt Park Charter.</p> <p><i>Committee members will be appointed by the Mayor and shall be members of the Council. The Mayor shall fill any committee vacancies. The committee members shall serve one year and may be reappointed. Special committees may be established for a specific period of time by the Mayor or by a resolution of the Council which specifies the task of the special committee and the date of its dissolution.</i></p> <p>The previous 2022 standing committee assignments are as follows with vacancies due to council members no longer on the Council.</p> <p>Personnel &amp; Finance: Mayor Langlois, Noah Crossno, Michael Sutton (Chair) Public Safety: Mayor Langlois, Stacey Burmeister, Diane Goodman (Chair) Department of Public Works: Mayor Langlois, Fawn Cruz, Greg Neiser (Chair)</p>	
<b>Financial Impact:</b> None	
<b>Recommendation:</b> The appointments to each committee are made by the Mayor.	
<b>Signature:</b>	<b>Title:</b> City Manager



**CITY OF ROOSEVELT PARK  
CITY COUNCIL MEETING  
December 19, 2022**

<b>Item:</b> Planning Commissioner Resignation- Council Action	<b>Date:</b> December 19, 2022
<b>Summary:</b> A member of the Roosevelt Park Planning Commission has formally submitted their letter of resignation due to moving outside the city limits and no longer being eligible to be on the board. The letter is attached to this memo.	
<b>Financial Impact:</b> none	
<b>Recommendation:</b> Accept the resignation as presented with deep regret.	
<b>Signature:</b>	<b>Title:</b> City Manager

## Jared D. Olson

---

**From:** Tammy Vrosh  
**Sent:** Thursday, December 15, 2022 12:30 PM  
**To:** Jared D. Olson  
**Subject:** RE: City of Roosevelt Park PC Meeting Packet

Good Morning Jared,

I do apologize for the late response. I have moved out of the city limits and am no longer eligible to be on the planning commission board.

Thank you,

Tammy Vrosh



**CITY OF ROOSEVELT PARK  
CITY COUNCIL MEETING  
December 19, 2022**

**Item:** Board and Commission Appointments

**Date:** December 19, 2022

**Summary:** In accordance with Section 3.13 of the City Charter, the Mayor appoints members to citizen boards and commissions, with the advice and consent of the Council. Due to several boards experiencing term expirations throughout the year, the City Council is asked to reappoint volunteer community members on their respective boards and committees. The following reappointments are requested:

City of Roosevelt Park Downtown Development Authority

- Mike Lonnee-Term Expires 12/2023
- Jay Keessen-Term Expires 12/2023
- Sue Sanborn-Poulin-12/2024
- Kevin Dethloff- 12/2024
- Council Appointment- Currently Greg Neiser
- Mayor or Mayors Designee- Currently Noah Crossno

City of Roosevelt Park Planning Commission

- Tyra Jonas-Term Expires 12/2024
- Amber Weerstra-Term Expires 12/2024
- Bob Jakubowski- Term Expires 12/2024
- Council Appointment-Currently Michael Sutton
- Mayor or Mayors Designee

City of Roosevelt Park Zoning Board of Appeals

- Rodney Buikema-Term Expires 12/2024
- 2 vacancies
- 2 alternate vacancies

Board of Review

- Rod Buikema-Term Expires 12/2024
- Council Appointment- Currently Noah Crossno
- 2 alternate vacancies

**Recommendation:** Move to reappoint community volunteers to the respective boards and commissions as presented.

**Signature:**

**Title:** City Manager



# CITY OF ROOSEVELT PARK CITY COUNCIL MEETING December 19, 2022

<b>Recreation and Board Commission- Board Creation</b>	<b>Date:</b> December 19, 2022
<p>Per past Council meetings, the formal creation of a Parks and Recreation Commission was proposed, reviewed, created in September of 2022,</p> <p>As outlined in the attached ordinance, the Recreation and Parks Commission has the advisory and planning powers however would not have spending authority, legal authority to enter contracts, approve final planning documents, or create power to adopt ordinances.</p> <p>The first step in getting the board moving on upcoming projects is to appoint the membership of the board. The following is the language within the ordinance.</p> <p><i>A city Recreation and Parks Commission is hereby created to consist of seven members who shall represent, insofar as possible, different professions, occupations, and backgrounds. The members of the city Recreation and Parks Commission shall consist of the mayor, one member of the city council to be elected by it as members ex officio, and five persons who shall be appointed by the mayor, subject to the approval by a majority vote of the members elected to the city council.</i></p> <p>As such, staff created and advertised the open positions online, in our newsletter, and throughout several other areas of notification.</p> <p>This resulted in the attached six received applications being submitted to the City Clerk. As outlined above, the board is made up of five residents, one council member, and the Mayor or Mayors appointee.</p>	
<b>Financial Impact:</b> None	
<b>Recommendation:</b> Council review the application and determine the next step of action for the appointment of the Recreation and Parks Board.	
<b>Signature:</b>	<b>Title:</b> City Manager

**CITY OF ROOSEVELT PARK  
MUSKEGON COUNTY, MICHIGAN  
ORDINANCE NO. \_\_\_\_\_**

An Ordinance to add Division 4. – Recreation and Parks Commission, Article IV, Chapter 2 of the City of Roosevelt Park Code of Ordinances concerning Boards and Commissions.

The City of Roosevelt Park hereby ordains that the Code of Ordinances, City of Roosevelt Park, Michigan, adds Division 4. – Recreation and Parks Commission of Article IV of Chapter 2 to read as follows:

**Division 4. – Recreation and Parks Commission**

**Section 2-151. Membership.**

A city Recreation and Parks Commission is hereby created to consist of seven members who shall represent, insofar as possible, different professions, occupations, and backgrounds. The members of the city Recreation and Parks Commission shall consist of the mayor, one member of the city council to be elected by it as members ex officio, and five persons who shall be appointed by the mayor, subject to the approval by a majority vote of the members elected to the city council.

**Section 2-152. Compensation; term; vacancies; removal.**

All members of the Recreation and Parks Commission shall serve without compensation. All appointments, except to fill a vacancy, shall be made during the month of December in each year at the same time other appointive city offices are filled. All members shall hold office until their successors are appointed. Members of the Commission may be suspended or removed from office for cause in accordance with the Charter and any applicable law.

**Section 2-153. - Officers; rules; meetings.**

The Recreation and Parks Commission shall elect its chairman from among its members and fill such other offices as it may determine. The term of the chairman shall be one year with eligibility for reelection. It shall hold at least one regular meeting each quarter and shall adopt rules for the transaction of business, and shall keep a record of its rules, resolutions, transactions, findings and determinations.

**Section 2-154. - Duties.**

It shall be the duty of the Recreation and Parks Commission to make a study of the recreational needs and facilities of the city; to formulate an overall plan concerning the city's recreational program, and to add to and amend the plan from time to time as circumstances require; to make recommendations to the city council for the adoption and furtherance of the plan or any parts thereof; to make recommendations to the city council for the procurement and maintenance of recreational facilities, parks and playgrounds; to make further recommendations to the city council concerning the procurement and compensation of personnel necessary to carry out the city's recreational program; and in general to be

responsible to the mayor and city council for the carrying out of all policies and plans adopted by the city council concerning the city's recreational program.

**Section 2-155. - Reports.**

The Recreation and Parks Commission shall annually make a detailed report to the city council concerning all of its activities and doings during the preceding 12-month period, and shall file this report, together with copies of the minutes of all meetings held during the year, with the city clerk.

**Sections 2-156—2-180. - Reserved.**

This ordinance amendment was adopted August 8, 2022, at a regular meeting of the City Council.

Ayes: 7  
Nays: 0  
Abstained: 0

Adoption Date: August 8, 2022  
Effective Date: \_\_\_\_\_  
Publish: \_\_\_\_\_

CITY OF ROOSEVELT PARK

By \_\_\_\_\_  
Ann Wisniewski, City Clerk

CERTIFICATE

The undersigned, being duly qualified clerk of the City of Roosevelt Park, Muskegon County, Michigan, does hereby certify that the foregoing is a true and complete copy of an ordinance adopted by the City Council of the City of Roosevelt Park at a regular meeting of the City Council on the 8 day of August, 2022, at which meeting a quorum was present and remained throughout, and that the original said ordinance is on file in the records of the City of Roosevelt Park. I further certify that the meeting was conducted, and public notice was given, pursuant to and in full compliance with Act No. 267, Public Acts of Michigan of 1976, as amended, and that minutes were kept and will be or have been made available as required thereby.

Dated: August 8, 2022

CITY OF ROOSEVELT PARK

By \_\_\_\_\_  
Ann Wisniewski, City Clerk

Publish: Notice of Adoption to be published once within ten (10) days of final adoption.

**CITY OF ROOSEVELT PARK  
NOTICE OF ADOPTION**

TO: ALL PERSONS INTERESTED

Please take notice that on \_\_\_\_\_, 2022, the City Council of the City of Roosevelt Park adopted an ordinance adding Division 4. – Recreation and Parks Commission of Article IV of Chapter 2 to the Code of Ordinances of the City of Roosevelt Park concerning Boards and Commissions, summarized as follows:

1. Division 4. – Recreation and Parks Commission is added to create a commission to study, plan, recommend, and carry out all policies and plans adopted by the city concerning the city’s recreational program.

Copies of the ordinance may be viewed and purchased at reasonable cost at the Office of the City Clerk in the City Hall, 900 Oak Ridge Road, Roosevelt Park, Michigan, during regular business hours.

This ordinance amendment is effective ten (10) days from the date of this publication.

CITY OF ROOSEVELT PARK

Published: \_\_\_\_\_, 2022

By \_\_\_\_\_  
Ann Wisniewski, Its Clerk

-----  
PUBLISH ONCE WITHIN TEN (10) DAYS OF FINAL PASSAGE



# City of Roosevelt Park Recreation and Park Commission Application



This newly formed commission will advise the City Council on Parks and Recreation matters. The commission considers and studies the reasonable needs of recreational facilities and activities in which the City might properly participate. The commission will consist of seven members who are qualified by experience and have an interest in the development of park and recreation services for public use. Appointed inaugural members shall establish Recreation and Park Commission bylaws per ordinance. Meetings shall occur a minimum of once each quarter (four times each year), however may occur more frequently dependent on need.

**APPLICATION INSTRUCTIONS:** Application may be filled out online using the form below, or printed and filled out by hand. If using the online form, simply place your cursor in the first gray square (form field) in the DATE: area below to begin typing, then press the Tab key to go to the next form field. Once filled out completely, please sign and return to the City Clerk via email to [clerk@rooseveltpark.org](mailto:clerk@rooseveltpark.org) or mail/deliver to Roosevelt Park City Hall Attn: City Clerk 900 Oakridge Rd. Muskegon, MI. 49441

DATE: 1/1/2022 NAME: Lauren F. Biksacky

ADDRESS: 2933 Dawes

PHONE: [REDACTED] EMAIL: [REDACTED]

EMPLOYER: Attorney General of the United States / Department of Justice

OCCUPATION: Assistant United States Attorney

Are you a current or former resident of the City of Roosevelt Park? If so, please state the years of residency.

Yes, since May 2021 when we purchased our home.

Please indicate days or times you would be unable to attend meetings.

Prefer evening meetings as I work full time. Unavailable Thursday evening before 7.

Please indicate which of our current parks you utilize regularly (mark all that apply).


- |   |   |   |
|---|---|---|
| <input type="checkbox"/> James V. Wells Playfield             | <input checked="" type="checkbox"/> Hidden Park           | <input type="checkbox"/> HD Carsell Park          |
| <input checked="" type="checkbox"/> Leon J. Lambert Playfield | <input type="checkbox"/> Ashland Street Park              | <input type="checkbox"/> Davies Park              |
| <input type="checkbox"/> Delmar Playfield                     | <input checked="" type="checkbox"/> Community Center Park | <input type="checkbox"/> Fordham Street Playfield |




# City of Roosevelt Park

## Recreation and Park Commission Application

Please explain why you are interested in serving as part of the Recreation and Parks Commission.

I moved back home to Muskegon from Chicago in 2020 during the pandemic and realized when everyone was outdoors that although we have wonderful hiking resources in the area (Muskegon State Park, Hoffmaster, Lake Harbor), our local parks where communities can play and gather together are severely lacking compared to what I was used to in Chicago. And in Chicago, I saw so many more adults enjoying park resources. I hope to help the commission think outside the box for new, innovative parks ideas for people of all ages. It was a great first step to install pickleball courts at the Community Center park. But I think there is more that can be done to expand the park offerings. 

Please explain your qualifications as related to being a member of the Recreation and Parks Commission.

I have worked in government, as well as served on various committees and in volunteer organizations throughout my college, law school, and professional life. I currently serve on the volunteer board of YMCA Camp Pentalouan (located in Montague, Michigan) because I am passionate about exploring our natural resources. To the extent grants or matching funds are sought in addition to the millage, my work gives me experience in writing and drafting documents and presentations. My work also involves public speaking. 

Please tell us any other information about you which you feel is pertinent in assisting the City Council in their selection of Recreation and Parks board members. A resume or additional attributes may be attached.

Please find my resume attached. Also, my role model is Leslie Knope. (NBC sitcom "Parks and Recreation.")

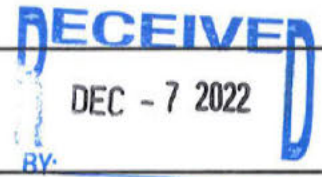
**Lauren Biksacky** Digitally signed by Lauren Biksacky  
Date: 2022.12.01 12:50:36 -05'00'

Signature

12/1/22

Date

LAUREN F. BIKSACKY



---

**EDUCATION**

---

**Yale Law School**

**New Haven, CT**

Juris Doctor

Class of 2014

Activities: Research Assistant for Dean Robert Post and Akhil Amar; Trial Advocacy Team; Moot Court Semifinalist; International Moot Court Team; *Yale Law and Policy Review* (responsible for reviewing academic journal submissions and Bluebook compliance)

**Bowling Green State University**

**Bowling Green, OH**

First in Class (4.0 GPA), Bachelor of Arts, *Summa Cum Laude* in Political Science

December 2010

Activities: Full Merit Scholar; American Mock Trial Association Team Captain; Phi Beta Kappa; Winner of Best Undergraduate Research and Writing Award Competition sponsored by the Academy of Legal Studies in Business

---

**EXPERIENCE**

---

**United States Attorney's Office for the Western District of Michigan**

**Grand Rapids, MI**

*Assistant United States Attorney*

July 2020 – Present

Responsible for full criminal caseload for duration of cases from investigation to appeal, including: researching, drafting, and arguing evidentiary and pre-trial motions; serving as first and second chair trial counsel; and researching and drafting Sixth Circuit appellate briefs.

**Kirkland & Ellis LLP**

**Chicago, IL**

*Litigation Associate*

October 2014 – October 2016; November 2017 – July 2020

Experience in all aspects of federal and state litigation with a focus on business law disputes of Fortune 500 companies (including General Motors, Volkswagen Group, AbbVie, Abbott Laboratories, and JUUL), including: researching and drafting Seventh Circuit appellate briefs; researching and drafting dispositive and evidentiary motions; drafting trial outlines and examinations, preparing expert witness disclosures and reports, and arguing pre-trial and discovery motions.

**Southern District of New York**

**New York, NY**

*Federal Law Clerk to the Hon. Edgardo Ramos*

October 2016 – October 2017

Assisted in all aspects of trial practice, including: managing one-third of the Court's docket, researching and drafting judicial opinions, and assisting at trial and in evidentiary hearings.

**American Civil Liberties Union (ACLU) of Illinois**

**Chicago, IL**

*Litigation Fellow*

June – September 2014

Worked closely with ACLU staff attorneys on pending cases, including researching drafting briefs and memoranda for lawsuits related to national security and free speech.

**Quinn Emanuel Urquhart & Sullivan, LLP**

**Los Angeles, CA**

*Litigation Summer Associate*

May – August 2013

Drafted briefs and pleadings in civil litigation and assisted with white-collar investigations and interviews.

**Belin McCormick, P.C.**  
*Litigation Summer Associate*

**Des Moines, IA**  
May – August 2012

Researched and drafted briefs and pleadings in civil and criminal litigation.

**Westlaw**  
*Student Representative*

**Iowa City, IA**  
2011 – 2012

Selected while at law school to train law students how to enhance their use of legal research platforms.

**Stanford Law School: Lead America Law and Trial Conference**  
*Trial Advocacy Team Leader*

**Palo Alto, CA**  
May – August 2011

Teaching assistant at summer trial advocacy programs. Coached Stanford high school mock trial program.

**Dynamic Business Law (Textbook)**  
*Legal Researcher*

**Bowling Green, OH**  
2008 – 2012

Updated new edition of business law textbook by writing international segments, researching and adding new case updates, and developing critical thinking and ethical reasoning questions. Created student tests/quizzes and instructor answer key for new online test platform.

**BGSU Honors Peer Facilitator**  
*Honors Introduction to Critical Thinking (for Dr. M. Neil Browne)*

**Bowling Green, OH**  
2008 – 2010

Assisted with teaching, 1-on-1 tutoring/mentoring, and writing workshops for Honors Introduction to Critical Thinking classes. Researcher for Asking the Right Questions critical thinking textbook.

## **LEGAL PUBLICATIONS AND ACADEMIC CONFERENCE ARTICLES**

---

*Casinos and Problem Gamblers: The Complexity of Legal Responsibility*, 5 CHARLOTTE L. REV. 339 (2014)

*The Significance of the Distinction Between Children and Adults for Consumer Protection*, 25 LOY. CONSUMER LAW REV. 185 (2013)

*Corporations, Campaigns, and the Court: Flaws in the Majority Opinion of Citizens United v. Federal Election Commission* (2010 Academy of Legal Studies in Business, Best Undergraduate Research and Writing Award)

*A Strong Legal Doctrine to Protect the Weak Consumer: Assumptions of Contract Theory and the Doctrine of Unconscionability* (2010 National Conference on Undergraduate Research, Accepted Submission)

*Advertising to Children and the Commercial Speech Doctrine*, 58 DRAKE L. REV. 67 (2009)

*Free Speech Can Be Expensive: The First Amendment and America's Youth* (2009 National Conference on Undergraduate Research, Accepted Submission)

## **OTHER LICENSES AND QUALIFICATIONS**

---

Illinois Bar Admission (2014-Present)



# City of Roosevelt Park

## Recreation and Park Commission Application

RECEIVED  
DEC - 2 2022

This newly formed commission will advise the City Council on Parks and Recreation matters. The commission considers and studies the reasonable needs of recreational facilities and activities in which the City might properly participate. The commission will consist of seven members who are qualified by experience and have an interest in the development of park and recreation services for public use. Appointed inaugural members shall establish Recreation and Park Commission bylaws per ordinance. Meetings shall occur a minimum of once each quarter (four times each year), however may occur more frequently dependent on need.

**APPLICATION INSTRUCTIONS:** Application may be filled out online using the form below, or printed and filled out by hand. If using the online form, simply place your cursor in the first gray square (form field) in the DATE: area below to begin typing, then press the Tab key to go to the next form field. Once filled out completely, please sign and return to the City Clerk via email to [clerk@rooseveltpark.org](mailto:clerk@rooseveltpark.org) or mail/deliver to Roosevelt Park City Hall Attn: City Clerk 900 Oakridge Rd. Muskegon, MI. 49441

DATE: 12/1/2022 NAME: Jessica Lambert

ADDRESS: 3279 Rockland Rd.

PHONE: [REDACTED] EMAIL: [REDACTED]

EMPLOYER: Great Lakes Dental Excellence

OCCUPATION: Dentist

Are you a current or former resident of the City of Roosevelt Park? If so, please state the years of residency.

Current resident - 3.5 years

Please indicate days or times you would be unable to attend meetings.

MTW- before 2:30, Thurs- before 5:30

Please indicate which of our current parks you utilize regularly (mark all that apply).

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> James V. Wells Playfield  | <input type="checkbox"/> Hidden Park                      | <input type="checkbox"/> HD Carsell Park                     |
| <input type="checkbox"/> Leon J. Lambert Playfield | <input type="checkbox"/> Ashland Street Park              | <input type="checkbox"/> Davies Park                         |
| <input type="checkbox"/> Delmar Playfield          | <input checked="" type="checkbox"/> Community Center Park | <input checked="" type="checkbox"/> Fordham Street Playfield |



# City of Roosevelt Park

## Recreation and Park Commission Application



Please explain why you are interested in serving as part of the Recreation and Parks Commission.

I am interested in serving the park because I believe that safe recreation spaces for our community are important. Being outside and disconnecting with technology to enjoy fresh air, sunshine, and community are essential to the well-being of a person. I think we see this in the Community Center Park, in the Playfields, and pickleball/tennis courts throughout the year. It is where I have met other parents and learned more about our community members. I would love to see the transformation and revitalization of other parks in our community to be inclusive to all not just focused on play. I think that we can think outside of the box of how to use these different areas. music, dog park, open play.

Please explain your qualifications as related to being a member of the Recreation and Parks Commission.

I have served on boards and committees within our community, and I have learned the processes that it takes to implement such a large project. I also have experience writing grants to obtain funding for community projects. I believe that we should always listen to what our community wants and needs above our own agendas. When we work together to learn the needs and dreams of our community, it becomes a smoother process to meet those needs and fulfill those dreams. Listed below are some of my involvements:  
Greater Muskegon Jaycees: I served as Community Director for three years. Required to

Please tell us any other information about you which you feel is pertinent in assisting the City Council in their selection of Recreation and Parks board members. A resume or additional attributes may be attached.

My husband, daughter, and I were new to the neighborhood when the pandemic/quarantine period hit. We walked ALL over Roosevelt Park and discovered all of the pocket parks. I thought many times that I wish the parks could get a facelift, and now that opportunity is here. I would love to be part of this lasting reinvestment in our community.

Signature

12/1/2022

Date



# City of Roosevelt Park Recreation and Park Commission Application



This newly formed commission will advise the City Council on Parks and Recreation matters. The commission considers and studies the reasonable needs of recreational facilities and activities in which the City might properly participate. The commission will consist of seven members who are qualified by experience and have an interest in the development of park and recreation services for public use. Appointed inaugural members shall establish Recreation and Park Commission bylaws per ordinance. Meetings shall occur a minimum of once each quarter (four times each year), however may occur more frequently dependent on need.

**APPLICATION INSTRUCTIONS:** Application may be filled out online using the form below, or printed and filled out by hand. If using the online form, simply place your cursor in the first gray square (form field) in the DATE: area below to begin typing, then press the Tab key to go to the next form field. Once filled out completely, please sign and return to the City Clerk via email to [clerk@rooseveltpark.org](mailto:clerk@rooseveltpark.org) or mail/deliver to Roosevelt Park City Hall Attn: City Clerk 900 Oakridge Rd. Muskegon, MI. 49441

DATE: 11/23/2022 NAME: Jeff Grossenbacher

ADDRESS: 1522 Greenwich Rd. Muskegon, MI 49441

PHONE: [REDACTED] EMAIL: [REDACTED]

EMPLOYER: Former - Fruitport Community Schools (1990-2022)

OCCUPATION: Retired

Are you a current or former resident of the City of Roosevelt Park? If so, please state the years of residency.

Yes. We purchased our home here in February, 1996 and still reside there.

Please indicate days or times you would be unable to attend meetings.

I'm pretty flexible. In the summer months I am normally playing music Wed-Sun evenings.

Please indicate which of our current parks you utilize regularly (mark all that apply).

- |  |   |   |
|--|---|---|
| <input checked="" type="checkbox"/> James V. Wells Playfield | <input type="checkbox"/> Hidden Park                      | <input type="checkbox"/> HD Carsell Park          |
| <input type="checkbox"/> Leon J. Lambert Playfield           | <input type="checkbox"/> Ashland Street Park              | <input type="checkbox"/> Davies Park              |
| <input checked="" type="checkbox"/> Delmar Playfield         | <input checked="" type="checkbox"/> Community Center Park | <input type="checkbox"/> Fordham Street Playfield |



# City of Roosevelt Park

## Recreation and Park Commission Application

Please explain why you are interested in serving as part of the Recreation and Parks Commission.

Please see attached document.

Please explain your qualifications as related to being a member of the Recreation and Parks Commission.

Please see attached document.

Please tell us any other information about you which you feel is pertinent in assisting the City Council in their selection of Recreation and Parks board members. A resume or additional attributes may be attached.

I believe I have outlined my qualifications on the questions above, but I would be more than happy to sit down with Jared or any member of the City Council to discuss this opportunity further.

I will also attach a recently updated resume'.

Jeff Grossenbacher

Digitally signed by Jeff  
Grossenbacher  
Date: 2022.11.23 19:33:19 -05'00'

11/23/22

Signature

Date



# Jeff Grossenbacher

Retired Educator

## My Contact



### Address

1522 Greenwich Rd.  
Muskegon, MI 49441



### Phone

[REDACTED]



### Web

[REDACTED]

## Education

- **Western Michigan University**  
*MA in Educational Leadership  
Completed in 1993*
- **Grand Valley State University**  
*BS in Group Science/Elementary Ed.  
Completed in 1989*
- **Coopersville High School**  
*High School Diploma*

## Skills & Experience

- Excellent Communication both Verbal & Written
- Grant Writing & Implementation
- Bond & Millage Budget Oversight
- Google Apps Use & Administration
- Conference Presentation & Public Speaking

## Awards

Sallie Mae  
**National First Year Educator Award**

Greater Muskegon Jaycees  
**Outstanding Young Educator**

State of Michigan Jaycees  
**Outstanding Young Educator**

## About Me

I am a retired educator seeking to obtain a volunteer position where my communication, interpersonal, leadership, organizational, and technical skills will be utilized to help better our community.

## Work Experience

### Grand Valley State University | Adjunct Professor 2016 – Present

- Taught EDT 370 - Technology in Education for both general & special education.
- Planned, prepared & presented a technology based education curriculum to future educators in a hybrid course.
- Assigned, evaluated, and reported all student units, projects and course grades.

### Fruitport Community Schools | Director of Technology 2003 – 2022

- Annually budgeted, planned & purchased all technology for the district.
- Chaired the district Technology Committee.
- Planned & implemented a district wide 1:1 Chromebook deployment plan.
- Designed & provide technology-based professional development activities at various times throughout the year.
- Created, implemented & reported short/long term plans for the Muskegon County Technology & Security Millage.

### Fruitport Community Schools | Assistant Principal 2000 – 2003

- Supervised student attendance and discipline.
- Evaluated educator performance.
- Wrote, applied for and supervised awarded grants.
- Assisted staff with integrating technology into the curriculum.

### Fruitport Community Schools | Elementary Educator 1990 – 2000

- Planned, prepared & implemented daily classroom lessons.
- Organized, maintained & reported on all student records.
- Created a welcoming environment for parents and students

## References

### Bob Szymoniak

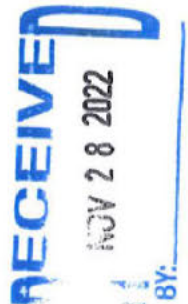
Retired Superintendent  
Fruitport Community Schools

[REDACTED]

### Amy Upham

Retired Elementary Principal  
Fruitport Community Schools

[REDACTED]



**Please explain why you are interested in serving as part of the Recreation and Parks Commission:**

As a long time resident of Roosevelt Park, I am excited to assist in making our city the best it can be. One of the very things that makes us unique amongst other communities in the area is the number of parks we have for a city of our size. I would like to help ensure that this remains and flourishes, but also work to make each park unique in its own way. Also, as a retired resident, I believe we should, and can, find ways to strike a balance between parks with activities for young families and older residents. Our children have now grown, but we spent countless hours at "Piggy Park" (Wells) while they were growing up and I love seeing the new families with young children take advantage of these same parks. However; they need updating and now that I am retired and have a much more flexible schedule, I would enjoy giving back to our community by serving on this commission.

---

**Please explain your qualifications as related to being a member of the Recreation and Parks Commission:**

As mentioned earlier, I am recently retired from Fruitport Community Schools. During my years there as a teacher, Assistant Principal and the Director of Technology, I have had many experiences I feel would be useful for this commission.

**Committee work:**

I have had a variety of experiences chairing, co-chairing, and working on various committees for the district. These committees covered many areas including curriculum, technology, evaluation, planning & construction. The latter two seem to fit very well with this commission.

**Planning for and the use of bond/millage funds:**

I was the Director of Technology when we passed the Muskegon County Technology & Security Enhancement Millage. With that, I had to create both short & long-term plans for the use of these funds over the life of this millage, present them to the School Board for approval, implement the plans, and report on how those funds were utilized annually. In 2016, we passed a bond for the new Fruitport High School and I was also a part of the committee that designated how those funds were allocated and helped design the new building. I think experience gained during the process will help the commission as we plan for the use of the the newly allocated funds.

**Grant writing:**

I have experience in grant writing. Over the years, I have written and been awarded various grants for the district including smaller classroom grants for teachers, medium-sized grants for technology enhancement & professional development, as well as larger grants for district initiatives such as the "School to Work" grant and the "One in a Million" consortium grant that were multi-year awards.

**Recreation:**

I was a volleyball coach at FCS for over 25 years, including experiences at the Middle School, High School and Club (Inside Out) levels. I have played competitive volleyball for many years. During my retirement, I have discovered PickleBall, which is the largest growing sport in America, and I can see why, it's a blast! I am aware that future planning for the parks involve the creation of formal Pickle Ball courts, which I believe will be a great asset to our community.



# City of Roosevelt Park Recreation and Park Commission Application

RECEIVED  
NOV 21 2022  
BY: \_\_\_\_\_

This newly formed commission will advise the City Council on Parks and Recreation matters. The commission considers and studies the reasonable needs of recreational facilities and activities in which the City might properly participate. The commission will consist of seven members who are qualified by experience and have an interest in the development of park and recreation services for public use. Appointed inaugural members shall establish Recreation and Park Commission bylaws per ordinance. Meetings shall occur a minimum of once each quarter (four times each year), however may occur more frequently dependent on need.

**APPLICATION INSTRUCTIONS:** Application may be filled out online using the form below, or printed and filled out by hand. If using the online form, simply place your cursor in the first gray square (form field) in the DATE: area below to begin typing, then press the Tab key to go to the next form field. Once filled out completely, please sign and return to the City Clerk via email to [clerk@rooseveltpark.org](mailto:clerk@rooseveltpark.org) or mail/deliver to Roosevelt Park City Hall Attn: City Clerk 900 Oakridge Rd. Muskegon, MI. 49441

DATE: 11/18/2022 NAME: Tiffany Dugger

ADDRESS: 1070 W Broadway Ave

PHONE: [REDACTED]

EMAIL: [REDACTED]

EMPLOYER: N/A

OCCUPATION: Stay at home mom - MOMS Club International Volunteer

Are you a current or former resident of the City of Roosevelt Park? If so, please state the years of residency. Current resident of the City of Roosevelt Park.

Please indicate days or times you would be unable to attend meetings.

I'm pretty open if scheduled in advance

Please indicate which of our current parks you utilize regularly (mark all that apply).

James V. Wells Playfield

Hidden Park

HD Carsell Park

Leon J. Lambert Playfield

Ashland Street Park

Davies Park

Delmar Playfield

Community Center Park

Fordham Street Playfield



# City of Roosevelt Park

## Recreation and Park Commission Application

Please explain why you are interested in serving as part of the Recreation and Parks Commission.

I am interested in serving as a part of the Recreation & Parks Commission because I frequently visit and plan events at parks throughout Roosevelt Park regularly. I hear from mothers in the community regularly as the President of a nonprofit support group for mothers living in Muskegon what they desire & benefit from within the community. I want to help grow our community to be the best it can be.

Please explain your qualifications as related to being a member of the Recreation and Parks Commission.

I am involved with thoughts from members of the community to know first hand what they would benefit from. I have 2 young children that use our parks and I would love to give input first hand. I have my Early Childhood Education Degree to know what would benefit children from a developmental standpoint. I am the President of moms Club of Muskegon.

Please tell us any other information about you which you feel is pertinent in assisting the City Council in their selection of Recreation and Parks board members. A resume or additional attributes may be attached.

I am heavily involved with mothers & families in our community that live within Roosevelt Park. I feel I bring value from the "users" of the facilities that are growing up & raising families daily. I would love to help make a positive impact in our community for families currently & in the future.

Signature

*Zeffrey Press*

Date

11/18/22



# City of Roosevelt Park Recreation and Park Commission Application

RECEIVED  
NOV 16 2022  
BY: \_\_\_\_\_

This newly formed commission will advise the City Council on Parks and Recreation matters. The commission considers and studies the reasonable needs of recreational facilities and activities in which the City might properly participate. The commission will consist of seven members who are qualified by experience and have an interest in the development of park and recreation services for public use. Appointed inaugural members shall establish Recreation and Park Commission bylaws per ordinance. Meetings shall occur a minimum of once each quarter (four times each year), however may occur more frequently dependent on need.

**APPLICATION INSTRUCTIONS:** Application may be filled out online using the form below, or printed and filled out by hand. If using the online form, simply place your cursor in the first gray square (form field) in the DATE: area below to begin typing, then press the Tab key to go to the next form field. Once filled out completely, please sign and return to the City Clerk via email to [clerk@rooseveltpark.org](mailto:clerk@rooseveltpark.org) or mail/deliver to Roosevelt Park City Hall Attn: City Clerk 900 Oakridge Rd. Muskegon, MI. 49441

DATE: 11-12-2022 NAME: Gina M. Lorentz-Laubach

ADDRESS: 1185 Sherwood RD

PHONE: [REDACTED] EMAIL: [REDACTED]

EMPLOYER: \_\_\_\_\_

OCCUPATION: Marketing + Sales, Graphics

Are you a current or former resident of the City of Roosevelt Park? If so, please state the years of residency.

Current, 8 years

Please indicate days or times you would be unable to attend meetings.

N/A

Please indicate which of our current parks you utilize regularly (mark all that apply).

- |   |   |  |
|---|---|--|
| <input checked="" type="checkbox"/> James V. Wells Playfield  | <input checked="" type="checkbox"/> Hidden Park           | <input checked="" type="checkbox"/> HD Carsell Park          |
| <input checked="" type="checkbox"/> Leon J. Lambert Playfield | <input checked="" type="checkbox"/> Ashland Street Park   | <input checked="" type="checkbox"/> Davies Park              |
| <input checked="" type="checkbox"/> Delmar Playfield          | <input checked="" type="checkbox"/> Community Center Park | <input checked="" type="checkbox"/> Fordham Street Playfield |



# City of Roosevelt Park

## Recreation and Park Commission Application

Please explain why you are interested in serving as part of the Recreation and Parks Commission.

As a parent of four, I have first hand experience w/ each and every park. I have been hoping for such a commission.

Please explain your qualifications as related to being a member of the Recreation and Parks Commission.

I'm an experienced individual in all things recreational. I am an excellent communicator and a skilled negotiator.

Please tell us any other information about you which you feel is pertinent in assisting the City Council in their selection of Recreation and Parks board members. A resume or additional attributes may be attached.

If granted a position, I will work diligently to ensure that the vision of the community is brought to fruition through attainable goals.

Jim M. Langford  
Signature

11-16-2022  
Date

# Gina Lorentz-Laubach

---

1185 Sherwood Rd, Muskegon, MI 49441 | [REDACTED]

## Objective

- Seeking work as marketing professional focused on exceeding revenue goals, driving high-volume new user acquisition and growing subscription- based businesses.

## Education

### GRADUATE | 2001 | MONA SHORES HIGH SCHOOL

- Major: General and vocational education. Graduated with honors.
- Attended Muskegon Community College in 2006: Assistant to VP of Philosophy Club; Member Drama Club...

## Skills & Abilities

- Conceptualized and launched the Martin and MacArthur Outrigger Reef Christmas 2011 sales campaign which entailed bringing in local craftsmen and artists and subsequently led to a 22% increase in sales while establishing new relationships with future clients.
- Sales: obtained new clients in local business owners by analyzing individualized sales reports and providing cost-effective benefit packages to the fiscal goals of each client while working as an outside marketing representative for Sam's Club.
- Managing Skills: Adhered to strict dietary restrictions and individualized needs while assisting in the overall presentation and preparation of meals for over four hundred residents at Deboer Hermitage and Nursing Home.
- Mechanical Skills: increased overall departmental productivity at Herman Miller by manning two brake-press machines and one spot welder where initially two workers were stationed, doing so in less time than allotted for completion of workload
- Experienced in following areas: New customer acquisition; Account management; Knowledge of market trends; Special events planning; Articulate public speaker; Skilled negotiator; Prospecting; Brand recognition optimization

## Experience

**SALES ASSOCIATE | MARTIN AND MACARTHUR /HONOLULU, HI/JUNE 2011-NOVEMBER 2012**

**BRAKE-PRESS RUNNER/SPOT WELDING OPERATOR | HERMAN MILLER/SPRING LAKE, MI/ JANUARY 2011-FEBRUARY 2008**

**OUTSIDE MARKETING REPRESENTATIVE/SAM'S CLUB/MUSKEGON, MI/MARCH 2006-JANUARY 2007**

**SERVICE DESK ASSOCIATE/ MEIJER, INC./MUSKEGON, MI/DECEMBER 2004-MARCH 2006**

**DIETARY AIDE, ASSISTANT HEAD COOK/DEBOER HERMITAGE AND NURSING HOME/ MUSKEGON, MI/JANUARY 2003-NOVEMBER 2004**



# City of Roosevelt Park

NOV - 9 2022

## Recreation and Park Commission Application

This newly formed commission will advise the City Council on Parks and Recreation matters. The commission considers and studies the reasonable needs of recreational facilities and activities in which the City might properly participate. The commission will consist of seven members who are qualified by experience and have an interest in the development of park and recreation services for public use. Appointed inaugural members shall establish Recreation and Park Commission bylaws per ordinance. Meetings shall occur a minimum of once each quarter (four times each year), however may occur more frequently dependent on need.

**APPLICATION INSTRUCTIONS:** Application may be filled out online using the form below, or printed and filled out by hand. If using the online form, simply place your cursor in the first gray square (form field) in the DATE: area below to begin typing, then press the Tab key to go to the next form field. Once filled out completely, please sign and return to the City Clerk via email to [clerk@rooseveltpark.org](mailto:clerk@rooseveltpark.org) or mail/deliver to Roosevelt Park City Hall Attn: City Clerk 900 Oakridge Rd. Muskegon, MI. 49441

DATE: 11/8/2022 NAME: Karly Smothers

ADDRESS: 3305 Maple Grove Rd

PHONE: [REDACTED] EMAIL: [REDACTED]

EMPLOYER: Lake Michigan Cottages

OCCUPATION: vacation rental management

Are you a current or former resident of the City of Roosevelt Park? If so, please state the years of residency.

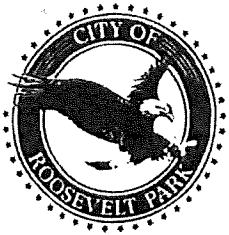
Yes, Dec 2021 - present

Please indicate days or times you would be unable to attend meetings.

I'm very flexible

Please indicate which of our current parks you utilize regularly (mark all that apply).

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> James V. Wells Playfield  | <input type="checkbox"/> Hidden Park                      | <input type="checkbox"/> HD Carsell Park                     |
| <input type="checkbox"/> Leon J. Lambert Playfield | <input type="checkbox"/> Ashland Street Park              | <input type="checkbox"/> Davies Park                         |
| <input type="checkbox"/> Delmar Playfield          | <input checked="" type="checkbox"/> Community Center Park | <input checked="" type="checkbox"/> Fordham Street Playfield |



# City of Roosevelt Park

## Recreation and Park Commission Application

Please explain why you are interested in serving as part of the Recreation and Parks Commission.

I try to find ways to be involved with my community. I work in Grand Haven and we take part in the kids coast guard parade, the Jingle Bell Parade, and Lovell. Now that I have bought a home and settled down, I would love to be part of my own community! I enjoy being outside & love all the parks ~~around~~ Roosevelt Park has, so this caught my interest.

Please explain your qualifications as related to being a member of the Recreation and Parks Commission.

I work in vacation rental management and with that, I also do interior design and construction project management. I enjoy beautifying spaces & bringing them back to life. I like working with my hands, building, and designing at the same time. There are many aspects to project management which closely relate to the parks beautifying project. I am organized, process driven, and like to have fun with what I design.

Please tell us any other information about you which you feel is pertinent in assisting the City Council in their selection of Recreation and Parks board members. A resume or additional attributes may be attached.

I have a Bachelor's in Early Childhood Development from Michigan State University. Even though I don't work with children anymore, I have a heart for them and love that this would be aiding in creating better parks for the kids. I also have a dog whom I walk regularly and we also enjoy the parks & neighborhood. Being a part of the families in my community by making their play spaces more safe & updated bring me lots of joy!

Kerly Smittus  
Signature

11/8/2022  
Date



**CITY OF ROOSEVELT PARK  
CITY COUNCIL MEETING  
December 19, 2022**

Resolution of Authorization-Sparks Grant Application

**Date:** December 19, 2022

The Sparks Grant program is a new \$65 million grant program to help local communities that want to create, renovate or redevelop public opportunities for residents and visitors—especially those whose economic opportunities and health were hardest hit by the COVID-19 pandemic.

Administered by the DNR, Michigan Spark Grants will support projects that provide safe, accessible, public recreation facilities and spaces to improve people’s health, introduce new recreation experiences, build on existing park infrastructure, and make it easier for people to enjoy both indoor and outdoor recreation.

A newly renovated Community Center with accessible bathrooms, newly installed hearing loop and audio plus visual system, and completely updated fixtures and amenities will benefit the local community and the entire Muskegon area in numerous ways for decades to come. The Roosevelt Park Community Center is used as a community recreational area, gathering place, and event location for local residents, school groups, senior citizen organizations, local philanthropic and community-based groups, county residents, and visitors alike so the renovation of the facility will help set it up as a strong community asset for another fifty years.

The grant we are requesting has been worked on for nearly a month by staff, consultant Pam Blough, and our architect/engineers to help design, estimate, and create the strongest application and design possible. While not required, staff is recommending a city contribution of \$50,000 to project with a grant request that will fall most likely above \$500,000.

As we complete the very abbreviated timeframe for a grant like this, the final designs are being completed over the weekend and an official number will be included and updated prior to the City Council meeting. The attached is a resolution that is required for submittal and DRAFT designs. **Please note these are design and color drafts and are not final and will without a doubt be altered prior to project completion.**

We are also proposing at least a single public input session prior to the final designing and facility approval to solicit input.

**Recommendation:** Move to approve Resolution 22-13 as presented during the regular City Council meeting of December 19<sup>th</sup>, 2022 and authorize staff to finalize and submit the grant application.

**Signature:**

**Title:** City Manager



# City of Roosevelt Park

*A Proud Community*

**CITY OF ROOSEVELT PARK  
Michigan Department of Natural Resources  
Resolution of Authorization  
Resolution 22-13**

WHEREAS, the City Council of the City of Roosevelt Park supports the submission of an application titled, "Roosevelt Park Community Center Renovation and Universal Accessibility Improvements" to the Spark Grant Program for assistance in the renovation and improvement for a fully accessible Community Center located at 3106 Roosevelt Road, Roosevelt Park, Michigan ; and,

WHEREAS, the current Community Center was completed in 1977 and is functionally obsolete, is not universally accessible, and could supremely benefit the community as a whole with several upgrades and accessibility improvements; and

WHEREAS, a new Community Center with accessible bathrooms, newly installed hearing loop and audio plus visual system, and completely updated fixtures and amenities will benefit the local community and the entire Muskegon area as a whole, as the Roosevelt Park Community Center is used as a community recreational facility, gathering place, and event location for local residents, school groups, senior citizen organizations, local philanthropic and community based groups, county residents, and visitors alike;

WHEREAS, the City Council of the City of Roosevelt Park hereby authorizes submission of a Spark Grant application for \$\_\_\_\_\_ for the Community Center Renovation and Accessibility Improvement project to benefit all ages and abilities throughout the community.

WHEREAS, the City of Roosevelt Park is hereby making a financial commitment to the project in the amount of \$50,000 matching funds, in cash; from Roosevelt Park Recreation Millage Funds, and,

NOW THEREFORE, BE IT RESOLVED that the City of Roosevelt Park hereby authorizes submission of a Spark Application for \$\_\_\_ and further resolves to make available its financial obligation amount of \$50,000 match amount (\_\_\_ %) of a total \$\_\_\_\_\_ project cost, during the 2023-2024 fiscal year.

At a regular meeting of the City Council of the City of Roosevelt Park, held in the Council Chambers, City Hall, 900 Oak Ridge Road on the 19th day of December 2022 the foregoing resolution was moved for adoption by Council Member \_\_\_\_\_. The motion was supported by Council Member \_\_\_\_\_ and carried.  
This resolution adopted:

AYES:  
NAYES:  
ABSENT:

**CITY OF ROOSEVELT PARK**

By \_\_\_\_\_  
Ann Wisniewski, City Clerk

STATE OF MICHIGAN  
COUNTY OF MUSKEGON

I hereby certify that the foregoing is a true and complete copy of a resolution adopted at a meeting of the city council members of the City of Roosevelt Park, Michigan, held on the 19<sup>th</sup> day of September, 2022, and that the minutes of the meeting are on file in the office of the City Clerk and are available to the public. Public notice of the meeting was given pursuant to and in compliance with Act 267, Public Acts of Michigan, 1976.

---

Ann Wisniewski, City Clerk



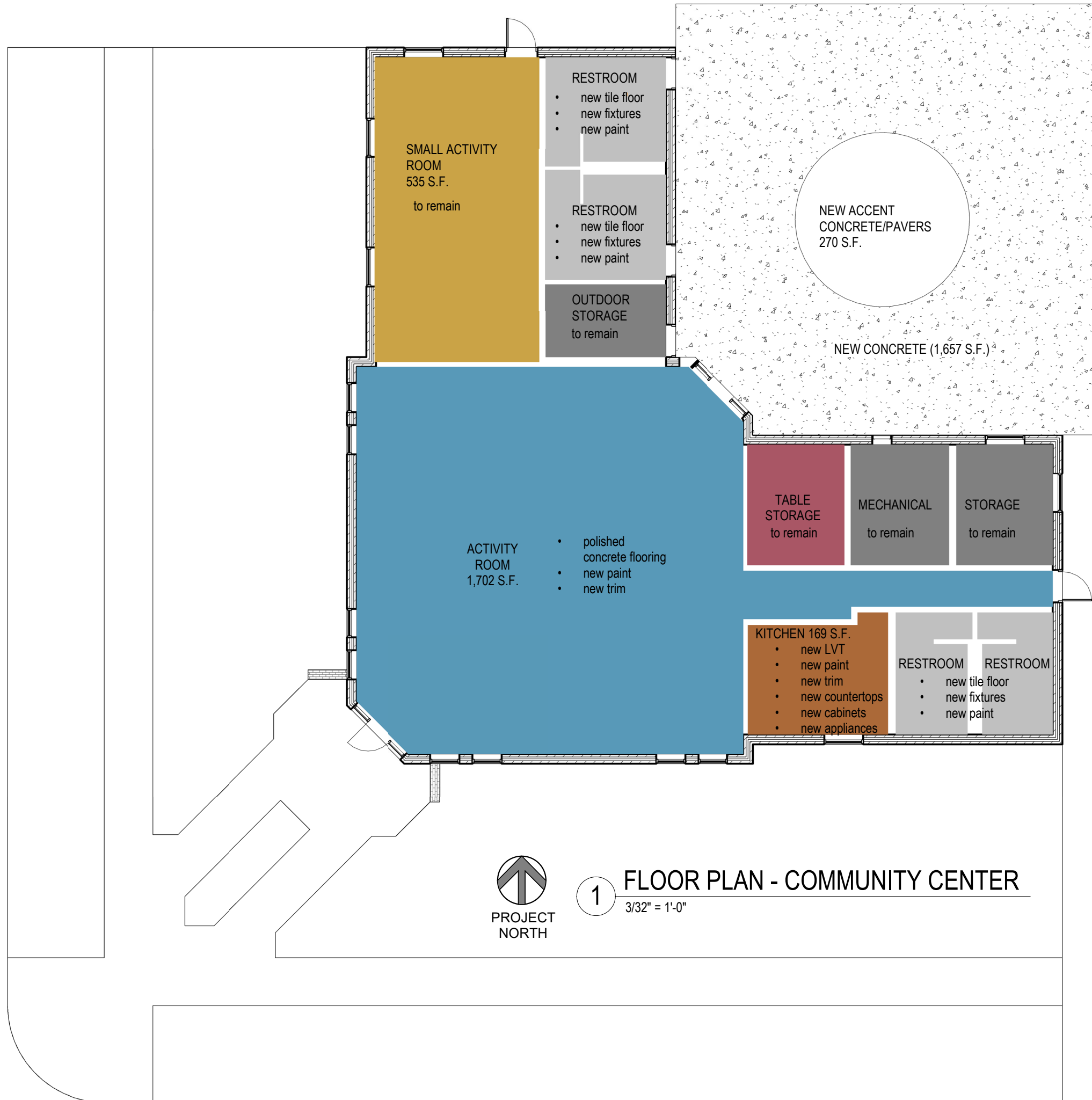
1  
A615

3D View 1



2  
A615

3D View 2



City of Roosevelt Park

*A Proud Community*

## **Informational Updates**

The following documents are informational updates and documents relating to our community. They are for your information only and no action is requested.

Share this page

## Elected Officials Academy - Advanced Weekender

## Sign In

### Elected Officials Academy Leadership Advanced Weekender

Seasoned elected officials who have attended the EOA "Core Weekender" are ready to jump up to the next level of service with more in-depth knowledge of municipal issues. This weekender will include formal presentations about developing diversity in the workplace, strategic coalition building and stability and collaborative leadership and discussion in a relaxed environment. Participating in Advanced Weekenders is a great way to earn the Elective credits required for Academy Levels Two and Three.

#### Agenda

Friday, May 19, 2023

Check-in 5:30 pm; A light dinner; Begin 6:00 pm; Adjourn 9:00 pm

Saturday, May 20, 2023

Check-in 7:30 am; Begin 8:15 am; Lunch; Adjourn 3:00 pm

Please click [here](#) for a faxable registration form

#### Cost Per Person

League Member communities, \$225

Nonmember Government, \$275

#### Location Information

DoubleTree by Hilton Hotel Bay City - Riverfront  
One Wenonah Park Place  
Bay City, MI 48708

#### Education Credits Approved For This Program

9 EOA

#### When:

5/19/2023 - 5/20/2023

#### Where:

DoubleTree by Hilton Hotel Bay City - Riverfront  
One Wenonah Park Place  
Bay City, MI 48708

**When:** 5/19/2023 - 5/20/2023

**Where:** One Wenonah Park Place  
Bay City, MI 48708

#### Username

#### Password

**Remember me on this computer**

[Sign In](#)

Forgot [my password](#) or [my username](#)

[Create a new account](#)

[Shop](#)

[Connect With Us](#)

[Contact Us](#)  
[info@mml.org](mailto:info@mml.org)



Share this page

## Elected Officials Academy - Core Weekender

## Sign In

### Elected Officials Academy Core Weekender - Spring

All elected municipal officials must have a basic foundation of knowledge upon which to build their effectiveness as community leaders. This weekend seminar offers the most critical information in four short courses-Legal Framework, Leadership Roles & Responsibilities, Financial Management, and Planning & Zoning-in a compact format that facilitates achievement of Level One of the Michigan Municipal League's Elected Officials Academy. The Elected Officials Academy CEOA is a voluntary continuing education program established to encourage and recognize the efforts of local elected officials to become effective leaders. Learn more about the EOA at [eoa.mml.org](http://eoa.mml.org). Upon completion of this program attendees will be able to differentiate between the role of the councilmember and the role of the mayor /president, discuss the Uniform Budgeting and Accounting Act, identify where taxes and revenue sharing come from, use zoning checks and balances, and make effective zoning decisions.

#### Agenda

Friday, May 19, 2023

Check-in 5:30 pm; A light dinner; Begin 6:00 pm; Adjourn 9:00 pm

Saturday, May 20, 2023

Check-in 7:30 am; Begin 8:00 am; Lunch; Adjourn 3:00 pm

Please click [here](#) for a faxable registration form.

#### Cost Per Person

League Member communities, \$225

Nonmember Government, \$275

#### Location Information

DoubleTree by Hilton Hotel Bay City - Riverfront

One Wenonah Park Place

Bay City, MI 48708

#### Education Credits Approved For This Program

8 EOA

#### When:

5/19/2023 - 5/20/2023

#### Where:

DoubleTree by Hilton Hotel Bay City - Riverfront

One Wenonah Park Place

Bay City, MI 48708

**When:** 5/19/2023 - 5/20/2023

**Where:** One Wenonah Park Place  
Bay City, MI 48708

#### Username

#### Password

**Remember me on this computer**

[Sign In](#)

Forgot [my password](#) or [my username](#)

[Create a new account](#)

