City of Roosevelt Park

To: Honorable Mayor and City Council

From: Jared Olson, City Manager

Date: May 2nd, 2019

Subject: **Monday, May 6th, 2019** – CITY COUNCIL MEETING

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

COUNCIL WORK SESSION:

a. **Council Member Request-** A council member has proposed a change in the City Council Rules and Procedures.

b. **Active Agenda Items**

COUNCIL MEETING:

a. **Fordham Park Fence Request**- A neighbor of the city owned Fordham Park has requested permission to remove the current city chain-link fence and install a new privacy fence on their own property per the current zoning ordinance. This was tabled during the first council meeting in April.

b. **Set Roosevelt Park Day Meeting**- The next Roosevelt Park Day event committee needs to set another day. The date of this year's event is September 7th.

c. **Citywide Tree/Stump Grinding bids-**The DPW Superintendent issued a Request for Proposals (RFP) for citywide tree cutting, trimming, and stump grinding. The bids are up for review and approval.

d. **Surplus Equipment Sale Approval**- With the delivery of the new plow truck, the oldest plow truck in the fleet needs be approved for surplus sale.

Please contact me if you have any questions.

MIRELDA TOKARCZYK

May 1, 2019

Roosevelt Park City Clerk Wisnewski
900 Oakridge
Muskegon MI. 49441

RE: **Request**

I was directed by Mayor Lowe to simplify my previous request of Amendment to be discussed. All city councilpersons were present at that last Council meeting April 15, 2019 when this was stated to me.

I have revised my amendment to add timeline to address, respond and handle timely requests of services and items to be taken care of to be placed on the Agenda for May 6, 2019 discussion.

My proposed amendment:

The Council shall require Department Heads to address the issues that comes into the city by any means.

The staff shall address within the five (5) days gathering the information and formulating a plan of action and documenting the information and plan of action to be placed in a file. If issue can not be solved within five (5) days a letter will be sent to the person via 1st class mail at the address provided stating what the reasonable amount of time resolve will be made. It shall not be longer than 30 days unless it is a crimnial matter then it shall be turned over to proper authoriites.

Peronnel shall not allow personal feelings to influence their professional conduct.

If there is more than one (1) person who has the same request/concern/complaint the dept heads can address it all together and attach them all to the same file and shall specify the dates of each indivdual contacted staff.

Each person will be given the outcome in writing with findings and resolutions.

The outcome will be updated in the file.

Thank you kindly for your assistance

Councilwoman
Mirelda Sanchez Tokarczyk
Proudly serving the residents of Roosevelt Park

CITY OF ROOSEVELT PARK
CITY COUNCIL
MEETING MINUTES
April 15, 2019

This meeting was called to order by Mayor Allan Lowe at 6:15 p.m.

PRESENT: Mayor Allan Lowe, Mayor Pro Tem Andy O'Riley, **Council Members:** Melissa Klos, Michael Sutton, Mirelda Sanchez Tokarczyk, Greg Neiser and Aaron Langlois

STAFF: City Manager Jared Olson, City Attorney Matt Mills, Chief of Police David Boone, City Clerk Ann Wisniewski, City Treasurer Kate Cunningham, DPW Superintendent Steve Biesiada

WORK SESSION

Council discussed Agenda Items:

- Body Worn Camera Proposals
- Fireworks Ordinance Date Amendment-Second Read
- Rental Inspection Ordinance Amendment-Second Read
- Zoning Board of Appeals Appointment
- List of bills

Mayor Allan Lowe called the regular meeting to order at 7:04 p.m.

2019-71 ROLL CALL
City Clerk Ann Wisniewski called roll call.

2019-72 INVOCATION
Council Member Klos provided the invocation.

2019-73 PUBLIC COMMENT ON AGENDA ITEMS
Carlos Sanchez, 975 Post Rd., shared comments.
Jana Silvis, 2873 Roosevelt Rd., shared comments.

2019-74 CONSENT AGENDA
Council Member O'Riley moved to approve the Consent Agenda. This motion was supported by Council Member Neiser.
Roll Call: 7 Ayes, 0 Nays, Absent 0

2019-75 **NEW BUSINESS**

7A. Body Worn Camera Proposals

Council Member Tokarczyk made a motion to table the Body Camera decision until a representative from Axon can come and do a demonstration to the City Council. Motion dies due to lack of support.

Council Member Langlois moved to approve the quote from Axon for the TAP program camera contract with the 2019 fiscal year cost of $4,415 and to authorize the clerk to Mayor to execute the service agreement. This motion was supported by Council Member Sutton.
Roll Call: 6 Ayes, 1 Nays (Tokarczyk), Absent 0

7B. Fireworks Ordinance Date Amendment-Second Read

Council Member Neiser moved to approve the second read and adopt the Consumer Fireworks ordinance amendment as presented. This motion was supported by Council Member Langlois.
Roll Call: 7 Ayes, 0 Nays, Absent 0

7C. Rental Inspection Ordinance Amendment–Second Read

Council Member Klos moved to approve the second read and adopt the rental ordinance amendment as presented. This motion was supported by Council Member Langlois.
Roll Call: 7 Ayes, 0 Nays, Absent 0

7D. Zoning Board of Appeals Appointment

Council Member Tokarczyk moved to appoint to the Zoning Board of Appeals, Mr. Rod Buikema with a term expiring December of 2019, Mr. James Ferrell with a term expiring December of 2020, and Mr. Richard Isacson with a term expiring in December 2021. This motion was supported by Council Member O'Riley.
Roll Call: 7 Ayes, 0 Nays, Absent 0

2019-76 **COUNCIL COMMENTS**

Council Members shared comments.

2019-77 **DEPARTMENT HEAD REPORTS**

Department Heads shared comments.

2019-78 **PUBLIC COMMENT**

Carlos Sanchez, 975 Post Rd., shared comments.
Jana Silvis, 2873 Roosevelt Rd., shared comments.
Bob Heaton 902 Woodside Rd., shared comments.

2019-79 **ADJOURNMENT**

Council Member Langlois moved to adjourn the meeting at 7:42 p.m. This motion was supported by Council Member Klos 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

Friday, April 26, 2019

CHECK NUMBER	VENDOR NAME	DESCRIPTION	Invoice #	INVOICE AMT
			Check Total	**19.02**
687(E)	BANK OF AMERICA BUSINESS CARD			
		OFFICE SUPPLIES	111524985267	63.85
			Check Total	**63.85**
688(E)	BANK OF AMERICA BUSINESS CARD			
		TONER CARTRIDGES	114610751297	61.38
			Check Total	**61.38**
689(E)	BANK OF AMERICA BUSINESS CARD			
		ANNUAL NEWSPAPER SUBSCRIPTION	201904	295.20
			Check Total	**295.20**
690(E)	BANK OF AMERICA BUSINESS CARD			
		OFFICE PAPER	2374502647	139.92
			Check Total	**139.92**
691(E)	BANK OF AMERICA BUSINESS CARD			
		EASTER SCRAMBLE	20190412	99.88
			Check Total	**99.88**
692(E)	BANK OF AMERICA BUSINESS CARD			
		EASTER SCRAMBLE	20190412	98.52
			Check Total	**98.52**
693(E)	BANK OF AMERICA BUSINESS CARD			
		EASTER SCRAMBLE	20190410	48.35
			Check Total	**48.35**
694(E)	BANK OF AMERICA BUSINESS CARD			
		EASTER SCRAMBLE	20190412	72.61
			Check Total	**72.61**
695(E)	BLUE CROSS BLUE SHIELD OF MICH			
		RETIREE HEALTH CARE	20190407	1,177.97
			Check Total	**1,177.97**
696(E)	CITY OF MUSKEGON-WATER DEPT			
		WATER USE - ACCT # 0199340201	20190404	3,169.36
			Check Total	**3,169.36**
697(E)	CITY OF MUSKEGON-WATER DEPT			
		SEWER 199342601	20190404	29.88
			Check Total	**29.88**
698(E)	CITY OF MUSKEGON-WATER DEPT			
		SEWER 199342701	20190404	1.50
			Check Total	**1.50**
699(E)	CITY OF MUSKEGON-WATER DEPT			
		SEWER 199342801	20190404	47.62
			Check Total	**47.62**
700(E)	CITY OF MUSKEGON-WATER DEPT			
		WATER USE - ACCT # 0199340001	20190403	16,057.73
			Check Total	**16,057.73**
701(E)	DTE ENERGY			
		GAS 900 OAKRIDGE RD	20190412	283.72
			Check Total	**283.72**
702(E)	DTE ENERGY			
		GAS 1572 GARRISON	20190414	415.36
			Check Total	**415.36**
703(E)	DTE ENERGY			
		GAS 3106 ROOSEVELT RD	20190412	216.19
			Check Total	**216.19**
704(E)	ETNA SUPPLY COMPANY			

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

COUNCIL LIST

Friday, April 26, 2019

CHECK NUMBER	VENDOR NAME	DESCRIPTION	Invoice #	INVOICE AMT
669(E)	CONSUMERS ENERGY			
		1000 0015 1900 2848 ASHLAND	601011782016	52.64
			Check Total	**52.64**
670(E)	CONSUMERS ENERGY			
		1000 0015 2536 - 896 W BROADWAY	601011782019	31.99
			Check Total	**31.99**
671(E)	CONSUMERS ENERGY			
		1000 0460 5042 3105 ROOSEVELT	206789937529	32.71
			Check Total	**32.71**
672(E)	CONSUMERS ENERGY			
		1000 0460 5166 3106 ROOSEVELT	206789937530	194.82
			Check Total	**194.82**
673(E)	CONSUMERS ENERGY			
		1000 0597 2995 1168 CORNELL	204565388170	27.79
			Check Total	**27.79**
674(E)	CONSUMERS ENERGY			
		1000 0616 4881 1580 GARRISON	204298414443	419.95
			Check Total	**419.95**
675(E)	CONSUMERS ENERGY			
		1000 0616 6274 3064 GLENSIDE	204298414444	25.40
			Check Total	**25.40**
676(E)	CONSUMERS ENERGY			
		1000 0616 6498 2875 GLENSIDE	204298414445	25.40
			Check Total	**25.40**
677(E)	CONSUMERS ENERGY			
		1000 0622 0758 1344 GREENWICH RD	204298414446	25.80
			Check Total	**25.80**
678(E)	CONSUMERS ENERGY			
		1000 0628 6080 1502 HAVERHILL	205722263082	44.02
			Check Total	**44.02**
679(E)	CONSUMERS ENERGY			
		1000 0678 0280 898 W BROADWAY	203764435479	74.46
			Check Total	**74.46**
680(E)	CONSUMERS ENERGY			
		1000 0777 1684 880 OAKRIDGE	203586467614	610.18
			Check Total	**610.18**
681(E)	CONSUMERS ENERGY			
		1000 0783 4730 901 POST RD	203497481925	25.40
			Check Total	**25.40**
682(E)	CONSUMERS ENERGY			
		1000 0832 5373 3278 GERMAINE	205277294687	30.86
			Check Total	**30.86**
683(E)	CONSUMERS ENERGY			
		1000 0864 3968 1267 LAMBERT	201984610772	29.00
			Check Total	**29.00**
684(E)	CONSUMERS ENERGY			
		1000 0849 1167 3163 MAPLE GROVE	201984610773	115.96
			Check Total	**115.96**
685(E)	CONSUMERS ENERGY			
		1000 0864 2272 1140 SHERWOOD	203052499678	25.40
			Check Total	**25.40**
686(E)	BANK OF AMERICA BUSINESS CARD			
		EASTER SCRAMBLE	20190412	19.02

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

COUNCIL LIST

Friday, April 26, 2019

CHECK NUMBER	VENDOR NAME	DESCRIPTION	Invoice #	INVOICE AMT
		COMMUNITY CENTER REPAIRS	S103020704.0	13.57
			Check Total	**13.57**
705(E)	ETNA SUPPLY COMPANY			
		WATER SUPPLIES	S103025853.0	13.99
			Check Total	**13.99**
706(E)	FRONTIER			
		PHONE 23175502531118095	20190407	111.77
			Check Total	**111.77**
707(E)	FRONTIER			
		PHONE 23175537220101715	20190420	204.05
			Check Total	**204.05**
708(E)	FUELMAN			
		PD - 198.368 GAL / DPW - 170.487 GAL	NP55901968	842.87
			Check Total	**842.87**
709(E)	HOME DEPOT CREDIT SERVICES			
			20190412	461.70
			Check Total	**461.70**
710(E)	STANDARD INS. CO.			
		LIFE INSURANCE PREMIUMS	20190501	418.31
			Check Total	**418.31**
711(E)	TRUGREEN PROCESSING CENTER			
		LAWN MAINENANCE	98978788	813.70
			Check Total	**813.70**
712(E)	US BANK EQUIPMENT FINANCE			
		COPY MACHINE LEASE	382423101	147.99
			Check Total	**147.99**
713(A)	APPLIED IMAGING			
		COPY MACHINE USAGE	1327847	320.40
			Check Total	**320.40**
714(A)	MUSKEGON CHARTER TOWNSHIP			
		MAY 2019 CENTRAL DISPATCH FEES	1900011424	3,465.00
		CROSS CONNECTION INSPECTIONS	1900011446	357.50
			Check Total	**3,822.50**
715(A)	REAGAN, MICHAEL			
		MECHANICAL PERMITS APRIL 2019	20190426	613.80
			Check Total	**613.80**
716(A)	WEST MICHIGAN UNIFORM			
		DPW UNIFORM CLEANING	5294176	46.40
		DPW UNIFORM CLEANING	5296286	61.80
			Check Total	**108.20**
717(A)	WINDEMULLER			
		TRAFFIC SIGNAL MAINTENANCE FEB 2019	194498	216.00
			Check Total	**216.00**
718(E)	BLUE CARE NETWORK OF MI			
		RETIREE HEALTH CARE	190990042423	2,134.16
			Check Total	**2,134.16**
36432	ADVANCE AUTO PARTS			
		DPW EQUIPMENT MAINTENANCE -	538291062952	112.92
		DPW EQUIPMENT MAINTENANCE - OIL -	538291009631	46.96
			Check Total	**159.88**
36433	BRUCKBAUER, FRANK/NANCY			
		REFUND FOR OVERCHARGE OF DOG LICENSE	P30815	55.00
			Check Total	**55.00**

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

COUNCIL LIST

Friday, April 26, 2019

CHECK NUMBER	VENDOR NAME	DESCRIPTION	Invoice #	INVOICE AMT
36434	CITY OF NORTON SHORES			
		IFAK KIT	IFAKJBMED	130.35
		BUILDING PERMITS APRIL 2019 - REAGAN	20190426	3,326.80
			Check Total	**3,457.15**
36435	FERGUSON SUPPLY CO.			
		WATER METERS (2")	0067418-4	14,880.00
		WATER METER - PIT	0071396	1,668.25
			Check Total	**16,548.25**
36436	FOX, RYAN			
		DENTAL/VISION REIMBURSEMENT APRIL 2019	DENTAL0419	363.20
			Check Total	**363.20**
36437	JR ACCOUNTING			
		BANK RECONCILIATION JAN/FEB/MARCH	1789	237.50
			Check Total	**237.50**
36438	LOWDER ROBERT E			
		ELECTRICAL PERMITS APRIL 2019	20190426	674.40
			Check Total	**674.40**
36439	MCKENNA			
		PROFESSIONAL SERVICES - MASTER PLAN	21901-1	1,890.00
			Check Total	**1,890.00**
36440	MORSE, AARON			
		DENTAL/VISION REIMBURSEMENT	20190416	59.14
			Check Total	**59.14**
36441	MUSKEGON AREA CHAMBER OF			
		CHAMBER OF COMMERCE LUNCHEON	76570	70.00
			Check Total	**70.00**
36442	MUSKEGON CNTY TREASURER			
		DOG TAGS MARCH 2019	0000172016	472.00
		ASSESSMENT ADMINISTRATION APRIL/MAY/JUNE	0000172246	7,206.00
		WASTE WATER/BOND PMTS	20190415	50,097.12
			Check Total	**57,775.12**
36443	PORTER STEEL & WELDING CO.			
		CHIPPER TRUCK	25094	23.00
			Check Total	**23.00**
36444	PREIN & NEWHOF, P.C			
		GRANT B APPLICATION	49214	1,500.00
			Check Total	**1,500.00**
36445	SHORELINE INSURANCE AGENCY			
		PLUMBING PERMITS APRIL 2019	20190426	228.00
			Check Total	**228.00**
36446	W.M.C.J.T.C. ATTN: LORI BOEVE			
		TASER INSTRUCTOR - RANCE	3805	100.00
			Check Total	**100.00**
			Report Total	**117,473.49**

Agenda Item # 6A

CITY OF ROOSEVELT PARK
CITY COUNCIL MEETING
May 6th, 2019

Item: Fordham Park Fence Request	**Date:** May 6th, 2019
Per discussion from the previous meeting, a neighbor to Fordham Park has requested permission to remove the city owned chain link fence and install a much more aesthetically pleasing wooden fence per the city ordinance. The neighbor will cover all costs and assume future maintenance of the fence. This will save long term costs, labor, and liability to the city. The current zoning ordinance does not allow double fences along property lines and thus for the neighbor to install their desired fence, the city would have to agree to let them take down and remove the current fence. This was tabled during the April 1st meeting in as much to include the fence ordinance and allow the residents to answer questions on their request.	
Financial Impact: The proposal will cost nothing to the city.	
Recommendation: To take formal action on the request	
Signature:	**Title:** City Manager

Felicia Mullins

Daniel Mullins

3296 Germaine Rd

Muskegon, MI 49441

March 28, 2019

To whom it may concern:

This letter is in regards to the property address 3296 Germaine Rd. Daniel Mullins and I are looking to purchase and put up a privacy fence along the back perimeter of our property. The north side of our back yard happens to fall along a public playground/park. We are addressing the City Council today to get further approval to take full responsibility to maintaining the new privacy fence and all financial responsibilities that come with removing the chain link that is currently there and putting up the new privacy fencing. We are willing to sign and agree to any further documentation that comes with this commitment.

Thank you for your time and consideration to this topic.

Sincerely,

Felicia Mullins

Felicia Mullins

Daniel Mullins

RECEIVED
MAR 28 2019

CONSTRUCTING A FENCE

When constructing a fence the following procedures must be observed to comply with the City's zoning ordinance.

1. Prior to constructing a fence, an application and site plan must be presented to the zoning administrator for zoning approval. The site plan drawing should include the following information:

   a) All side and rear property lines with dimensions.
   b) The location of all existing fencing on or adjacent to the property lines.
   c) The location of all nearby homes, garages and sheds, etc.
   d) The proposed location of all new fencing.
   e) The height and type of proposed new fencing.
   f) Manufacturers installation instructions or proposed installation procedure.

2. Upon approval of the application and site plan the zoning administrator will issue a Certificate of Zoning Compliance.

3. When you have completed construction of the fence contact the zoning administrator for a final inspection. The zoning administrator will inspect for zoning compliance and adherence of the installation procedure.

Following are some of the general requirements from the zoning ordinance regarding the construction of a fence in residential districts. A complete copy of the fence ordinance is available upon request.

1. A fence shall not be erected between the front building line and front lot line.
2. No portion of a fence or landscape treatment shall project beyond the fence owner's property line.
3. A fence shall not be erected in excess of six (6) feet in height, as measured from the lowest existing adjacent grade. Where a residential property line is adjacent to a nonresidential district, the maximum height shall not exceed eight (8) feet for fences on said property line. A building permit is required for fences exceeding six (6) feet in height.
4. There shall be a maximum of one fence per property line.
5. Privacy Screen Structures shall not exceed six (6) feet above the surface of the deck, patio, pool, or other area to be screened.
6. Any fence having an unfinished side (e.g. stockade fence) shall be installed so that the finished side of the Fence shall be facing adjacent properties or the street.

applications, permits, reviews, and for other procedures and services related to the provisions of this Ordinance.

SECTION 3.13 FENCES

A. The erection, construction or substantial rebuilding of any fence or screen shall be performed within all municipal codes and shall require a building permit. Substantial rebuilding is reconstruction of more than fifty (50%) percent of the structure, a change in the height of the structure, or a change from existing material within a twelve (12) month period. Painting, cleaning, replacement of like materials, or other actions commonly considered as general maintenance shall not be defined as "substantial rebuilding."

B. General Requirements by District

1. General Requirements - All Districts

All fences shall comply with the following general requirements regardless of the zoning district:

a. No wall or fence shall have barbed wire, razor wire, electrical current, concertina wire, nor any other similar material. Similar material shall be determined by the City Manager or his/her designee.

b. Fence or screen wall owners shall maintain their fences or walls in accordance with the provisions of all maintenance codes adopted by the City of Roosevelt Park and with the provisions of any site maintenance agreement they may have entered into with the City.

c. Fences and screen walls shall be maintained plumb and true with adequate support and in a safe and sightly manner. The owner of a fence or screen wall shall remove or repair a fence or screen wall that is dangerous, dilapidated, or otherwise in violation of this code.

d. No hedges or shrubs located within ten (10) feet of the front of side property line shall be greater than 30 inches in height.

2. Residential Districts

a Fences may be constructed of steel, iron, wood, masonry, or other durable material.

b.. A fence shall not be erected between the front building line and the front lot line.

c. Landscape treatment may be located between the front building line and the front lot line.

d. Landscape treatments (structural) which fall within the front yard and which are parallel to, or are placed along, a lot line is limited as follows:

1. At front line.

a. An aggregate length not to exceed sixteen (16) feet.

b. Setback not less than three (3) feet from front lot line.

2. At side lot lines.
   a. An aggregate length not to exceed eight (8) feet.
   b. Setback not less than two (2) feet when adjacent to a. driveway.

e. No portion of a fence or landscape treatment shall project beyond the fence owner's property line.

f. A fence or privacy fence shall not be erected in excess of six (6) feet in height, as measured from the lowest existing adjacent grade. Where a residential property line is adjacent to a nonresidential district, the maximum height shall not exceed eight (8) feet for fences on said property line. Subject to the requirements of this section.

g. There shall be a maximum of one fence per property line. Ownership of a fence shall be determined by the fence permit applicant as follows:
   1. By a search of building permits issued to his/her and adjacent properties; or
   2. By mutual agreement of the adjacent property owners.

h. Privacy screen structures shall not exceed six feet above the surface of the deck, patio, pool, or other area to be screened.

i. Privacy screen structures adjacent to pools shall also meet the requirements for pool fencing.

j. Any fence having an unfinished side (e.g. stockade fence) shall be installed so that the finished side of the fence shall be facing adjacent properties or the street.

3. Nonresidential Districts.
   a. A fence shall not be erected in excess of eight (8) feet high as measured from the lowest existing adjacent grade.
   b. Screen walls are required on or adjacent to all property lines separating nonresidential property from residential property.
      1. Screen wall shall not be less than six (6) feet height.
      2. Screen wall shall be of masonry construction. A maintenance agreement shall be required for any masonry screen wall receiving paint or other impermeable coating.
   c. The Planning Commission may alter or revise the minimum screen wall height requirements if the Commission finds that strict application of said requirements will endanger pedestrians or vehicular traffic.
   d. Landscaping areas between screen walls and property lines shall be maintained by the property owner.
   e. Where a screen wall is erected within 12 feet of a driveway/sidewalk intersection, whether within the property or not, the wall height shall not be greater than three (3) feet.

(rev. 9/19/03)

Agenda Item 7A

CITY OF ROOSEVELT PARK
CITY COUNCIL MEETING
May 6th, 2019

Item: Set Roosevelt Park Day Meeting- May	**Date:** May 6th, 2019
As we move towards the upcoming 2019 Roosevelt Park Day event, planning needs to continue and thus the next meeting date needs to be set. Staff is requesting that the next date be set for a date during the last week of May.	
Financial Impact: None	
Recommendation: Set a meeting for the next Roosevelt Park Day event for May.	
Signature:	**Title:** City Manager

Agenda Item 7b

CITY OF ROOSEVELT PARK
CITY COUNCIL MEETING
May 6th, 2019

Item: 2019 Tree Cutting Bid	**Date:** May 6th, 2019
Summary: As needed, the City has routinely hired contractors to cut and remove city owned trees throughout the community. As such, the DPW Superintendent created a request for quotes which was advertised and eventually mailed out to numerous contractors throughout the area in late March. We have received two quotes back from contractors and those quotes are attached in the following attachments.	
Financial Impact: Tree work is an annually budgeted expenditure within both the local and major streets funds and in the case of the emergency tree removal, is based on as needed services.	
Recommendation: Staff recommend the city council approve the low bid as quoted by Borgman Tree Service for the 2019 tree cutting and removal services.	
Signature:	**Title:** City Manager

City of Roosevelt Park

"A Proud Community"
900 Oak Ridge Street
Roosevelt Park, MI 49441
Phone: 231-755-3721
Fax: 231-755-1442

Memo

To: Jared Olson, City Manager

From: Steven Biesiada

Date: May 2, 2019

Re: Tree removal quotations

Please see attached two (2) quotations for Routine tree and stump removal for the City of Roosevelt Park 2018.

Get-R-Cut from Spring Lake who was high on the quotation and Borgman Tree Service of Muskegon with the low quote.

Letters were sent out to receive a quote package to 5 local contractors, with only the two (2) contractors quoting.

My recommendation to City Council is award the quotation to Borgman Tree Service from Muskegon.

If you have any questions on the attached, please feel free to contact me.

C.c Quotes

Contractor list

QUOTATION PRICE FORM

DATE: 4-2-19

Routine tree or stump removal and stump grinding will be scheduled 72 hours in advance. Emergency tree removal will be an unscheduled event requiring immediate action.

Tree removal/Tree Pruning

(Measured by tree diameter at 4 ½ - 5 feet from ground level including equipment and labor and portal to portal charge)

PLEASE TYPE QUOTATION AMOUNTS IN ALL AREAS

Tree Size	Scheduled Price Tree Removal	Scheduled price Tree removal & Stump	Emergency Price Tree Removal
0" TO 6"	$ 100.00	$ 175.00	$ 500.00
7" TO 12"	$ 200.00	$ 275.00	$ 500.00
13" TO 18"	$ 400.00	$ 475.00	$ 800.00
19" TO 24"	$ 600.00	$ 750.00	$ 1200.00
25" TO 30"	$ 900.00	$ 1050.00	$ 1400.00
31" TO 36"	$ 1400.00	$ 1600.00	$ 2000.00
37" TO 42"	$ 1800.00	$ 2100.00	$ 2800.00

Trees over 42" in. in diameter will be bid at a cost per inch. $ 50 /inch.

The above bid price will include all labor, equipment and travel time to all jobs within the City of Roosevelt Park, as well as removal of all debris including stump grindings.

EMERGENCY RESPONSE: Contractor agrees that a crew will be able to respond as needed for emergency services requested by the City of Roosevelt Park.

Company Name Get-R-Cut

Company Address 15035 Cleveland St.
Spring Lake Mi. 49456

Telephone Number 2313435304 Fax # 61164145665

Emergency #: same E-Mail Address becky@get-r-cut.com

RECEIVED
APR 01 2019

QUOTATION PRICE FORM

DATE: 3/28/19

Routine tree or stump removal and stump grinding will be scheduled 72 hours in advance. Emergency tree removal will be an unscheduled event requiring immediate action.

Tree removal/Tree Pruning

(Measured by tree diameter at 4 ½ - 5 feet from ground level including equipment and labor and portal to portal charge)

PLEASE TYPE QUOTATION AMOUNTS IN ALL AREAS

Tree Size	Scheduled Price Tree Removal	Scheduled price Tree removal & Stump	Emergency Price Tree Removal
0" TO 6"	$ 100	$ 125	$ 250
7" TO 12"	$ 200	$ 250	$ 300
13" TO 18"	$ 350	$ 400	$ 550
19" TO 24"	$ 500	$ 500	$ 700
25" TO 30"	$ 600	$ 800	$ 850
31" TO 36"	$ 700	$ 850	$ 900
37" TO 42"	$ 800	$ 1,000	$ 1100
Trees over 42" in. in diameter will be bid at a cost per inch.			$ 35 /inch.

The above bid price will include all labor, equipment and travel time to all jobs within the City of Roosevelt Park, as well as removal of all debris including stump grindings.

EMERGENCY RESPONSE: Contractor agrees that a crew will be able to respond as needed for emergency services requested by the City of Roosevelt Park.

Company Name Borgman Tree Service, LLC.

Company Address 1596 S. Hilton park RD.
Muskegon, MI 49442

Telephone Number 231-788-4163 Fax # 231-788-4163

Emergency #: 231-750-4622 E-Mail Address JDBorgman@AOL.com

Agenda Item 7C

CITY OF ROOSEVELT PARK
CITY COUNCIL MEETING
May 6th, 2019

Item: Surplus Equipment Sale Approval	**Date:** May 6th, 2019
With the delivery of the new plow truck, the oldest plow truck in the fleet needs be approved for surplus sale. Staff expects to place the 1994 Ford Plow/Dump truck up for auction on an online government surplus site as to attain the best return possible on the sale of the surplus equipment.	
Financial Impact: None	
Recommendation: Authorize the 1994 Ford Dump truck as surplus equipment and approve the surplus sale of the vehicle.	
Signature:	**Title:** City Manager