CITY OF ROOSEVELT PARK
ELECTRONIC CITY COUNCIL MEETING NOTICE
Monday, January 4, 2021
6:15 p.m.
Remote Meeting Via Zoom Remote Meetings

Reason for Electronic Meeting
To mitigate the spread of COVID-19, protect the public health, and provide essential protections to vulnerable persons, it is crucial that all persons take steps to limit in-person contact. These critical mitigation measures include social distancing and limiting the number of people interacting at public gatherings. On March 18, 2020 Governor Whitmer signed Executive Order 2020-15 titled "Temporary authorization of remote participation in public meetings and hearings and temporary relief from monthly meeting requirements for school boards". The City of Roosevelt Park must continue to conduct public business during this emergency, including actions to respond to COVID-19, and the general public must be able to continue to participate in government decision making without unduly compromising public health, safety, and welfare. To protect the public health, safety, and welfare and comply with the Governor's orders and CDC recommendations, the City Council meeting will be held remotely and electronically.

Public Participation Instructions
Members of the public may view the meeting live via Zoom meetings at the link below. There will be two portions of public comment with the first pertaining to items on current meeting agenda and the second being general public comment. Please state name and address and observe the three-minute limit per comment.

To Access Zoom Meeting Via smart phone, computer, tablet please following the below link:

LINK:
https://us02web.zoom.us/j/85145969189?pwd=QnZsd2VXY0hxK0tUaklhMEFGMVBxdz09
Password: 010421

The remote meeting is also accessible for users with a cellular telephone or land line by calling the following numbers.

PHONE INSTRUCTIONS
Dial (for higher quality, dial a number based on your current location):
US: +1 929 205 6099 or +1 312 626 6799 or +1 301 715 8592 or +1 346 248 7799 or +1 669 900 6833 or +1 253 215 8782
Webinar ID: 851 4596 9189
Password: 010421

Meeting participants with questions on utilization of the Zoom Remote meeting platform can visit the following link for tutorials on use

https://support.zoom.us/hc/en-us/articles/206618765-Zoom-Video-Tutorials

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. You may also utilize Michigan Relay Service which provides telecommunications relay services for the state of Michigan including TTY, Voice Carry Over (VCO), Hearing Carry Over (HCO), Speech-to-Speech (STS), Spanish and CapTel®. Dial 711 to use Michigan Relay Service or visit www.hamiltonrelay.com/michigan.

City of Roosevelt Park
Virtual Meeting Instructions

City of Roosevelt Park
900 Oak Ridge Rd
Muskegon, Michigan 49441

www.rooseveltpark.org
Phone 231-755-3721
Fax 231-755-1442

Commission and committee members

1. Use your computer or tablet if possible. Mobile phones tend to struggle with audio.
2. Navigate to www.zoom.us and set up a new account.
3. You will receive an email from Zoom prompting you to enter your name and set up a password. Please remember that the name you enter will be displayed during the meeting. Be sure to use Mayor, Commissioner, Chairperson, etc.
4. Allow Zoom to install on your device (If you already have the Zoom client installed, be sure you are always using the latest version).
5. Select a quiet location with proper lighting and without a window behind you. Be mindful of how you are dressed and what is in your background. You may also want to consider using background such as the City Seal or City Hall.
6. Remember, people can see and hear what you are doing at all times.
7. Click on the meeting invitation link which will be emailed to you.
8. There will always be at least one Meeting Moderator (City Employee) to handle the administrative tasks of the meeting (i.e. Setting up the meeting, ensuring participants can speak during public comments, explain how to 'raise their hand', etc.).
    a. Moderator will remind board/commission members to ensure their name reflects their title. For example, Mayor XXXX, Mayor Pro-Tem XXXX, Commissioner XXXX, etc.

Virtual meeting overview

1. All applicable FOIA (Freedom of Information Act), OMA (Open Meeting Act) and Executive Order 2020-15 and 2020-48 guidelines are being followed.
2. Participants will be able to listen, see the Council members and participate in public comments.
3. Zoom meeting details
    a. Participation is limited to 100 people. This can be changed if deemed appropriate.
    b. Muted audio will be the default for all participants.

Before the start of the meeting

1. You may log into the Zoom virtual meeting up to 10 minutes before the posted meeting start time, however you can not login before the host opens the meeting.
2. Video/audio settings
    a. Council members, the City Clerk, the City Manager and the City Attorney will be unmuted immediately (by the meeting moderator) upon joining the meeting.
    b. The meeting moderator is the only person who can unmute public participants during the meeting.
    c. Please note that non-host participants can mute themselves in Zoom, however, they will NOT be able to unmute themselves. They can raise their hand (visually or electronically) to notify the meeting moderator that they would like to be unmuted for public comment.
3. If necessary, the host can designate a co-host

4. Public participants (All but the City Council, City Manager, City Clerk & City Attorney)
    a. All meeting participants' audio will be muted.
    b. Public should follow same rules as regular meetings by stating their name and address before speaking during public comments for no more than three minutes per person.

Start of the meeting

1. The Mayor or Chairperson will start the meeting with the Pledge of Allegiance as normal.
2. The Mayor or Chairperson will remind guests that public participants have been muted.
3. The Mayor or Chairperson will inform the public that if they wish to speak during public comments, they can raise their hand electronically during public comment portions of the agenda. The Mayor, Chairperson or Clerk will call out their name at which time the meeting moderator will unmute the public participant. When they have completed speaking, they will be muted once more.

Meeting agenda

1. We will follow our standard meeting agenda.
2. Multiple people will be able to talk at the same time. The Mayor or Chairperson will do their best to ensure people are recognized for speaking in order to ensure we don't talk over each other.
3. Votes will be roll call votes. This will ensure that the minutes reflect the proper votes.
4. The Mayor or Chairperson will repeat who moved each motion and who seconded said motion to ensure the minutes are accurate.
5. The moderator will monitor the participants to see if any of them have 'raised their hand' to comment during the appropriate time.

Public comments

1. The Mayor or Chairperson will announce that we have reached our public comments section.
2. Participants that wish to speak should be asked to 'raise their hand' as explained by the moderator at the start of the meeting and repeated at this time as well.
3. The Mayor or Chairperson will announce the first person who wishes to speak and ask them to state their first and last name, home address and remind them to limit their comments to 3 minutes.
4. At this point, the moderator will unmute the person.
5. After their comments have been concluded, the moderator will mute the participant.

   NOTE: We will complete steps 2-5 until all public comments have been heard.

After the meeting adjourns

1. The meeting moderator will close the meeting after the meeting has been adjourned.

How the public can attend the meeting

- The Zoom meeting link will be emailed to all board and commission members as well as on our website and on every agenda cover sheet.
- Public does not need a username or password to participate – only the meeting link & meeting password.
- The public can also dial in via phone

CITY OF ROOSEVELT PARK
CITY COUNCIL MEETING
REMOTE MEETING
AGENDA
January 4, 2021
6:15 p.m.

1. Council Work Session
2. Call to Order and Roll Call
3. Pledge of Allegiance
4. Invocation by Councilmember Neiser
5. Public Comment on Agenda Items

6. Approval of Consent Agenda
   a. Regular Agenda
   b. Minutes of the December 21, 2020 Regular City Council Meeting
   c. List of Bills

7. Unfinished Business
   a. Campbell Project-Water System Easement Approval

8. New Business
   a. City Board and Committee Appointments/Reappointments

9. 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)

10. Comments from the Mayor and City Council
11. Reports from City Manager, City Attorney & Department Heads
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 23, 2020
Subject: **Monday, January 4, 2021**– 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. **Tabled-Campbell Project-Water System Easement Approval**- With the planning and design phases of the upcoming Campbell Elementary project ongoing, the addition of a fire hydrant and fire suppression system must be accompanied with a water maintenance easement. The revised easement and exhibits are attached.

b. **Board and Commission Appointments**- Several of the Roosevelt Park boards and committees have terms expiring and thus the formal reappointment by the City Council are necessary.

CITY OF ROOSEVELT PARK
CITY COUNCIL
MEETING MINUTES
December 21, 2020

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

PRESENT: **Council Members:** Mayor Pro-Tem Melissa Klos, Greg Neiser, Michael Sutton, Carim Calkins, Noah Crossno, Lynda Taylor

STAFF: City Manager Jared Olson, City Clerk Ann Wisniewski, DPW Supervisor Ben VanHoeven City Treasurer Kate Dibble, Chief David Boone, City Attorney Will Meier

ABSENT: None

WORK SESSION

Council discussed Agenda Items:

- 2021 Non-Union-COLA Increase
- Mayoral Appointments to Committees
- 2021 General Liability Insurance Quotes
- Fire Services Agreement-Contract Extension
- Public Works Committee- Set Meeting Time and Date
- Public Safety Committee- Set Meeting Time and Date
- Personnel and Finance Committee- Set Meeting Time and Date
- Senior Millage Committee Meeting – Set Time and Date
- List of Bills

Special Guests:

Andrew Campbell From Baker Tilly – laws and processes for unfunded pension liability bonding

Mayor Aaron Langlois called the Council meeting to order at 7:29 p.m.

2020-184 **ROLL CALL- Include Name/City and State**

City Clerk Ann Wisniewski called roll call.

2020-185 **INVOCATION**

Council Member Crossno provided the Invocation.

2020-186 **PUBLIC COMMENT ON AGENDA ITEMS**

none

2020-187 **CONSENT AGENDA**

Council Member Neiser moved to approve the consent agenda. This motion was Supported by Council Member Sutton.
Roll Call: 7 Ayes, 0 Nays, 0 absent Motion Carries

2020-188 **UNFINISHED BUSINESS**

7A. Campbell Project-Water System Easement Approval.
It was decided during the work session that this subject be tabled until the next Council meeting scheduled for January 4, 2021.

2020-189 **NEW BUSINESS**

8**A. 2021 NON-Union COLA Increase**
Motion was made by Council Member Crossno to approve the 2021 fiscal year Compensation adjustment as presented. This motion was supported by Council Member Sutton.
Roll Call: 7 Ayes, 0 Nays, 0 Absent Motion Carries

8**B. Mayoral Appointments to Committees**
Mayor Aaron Langlois appointed Council members to the following committees:

PERSONNEL AND FINANCE: Michael Sutton (Chair)
Noah Crossno
PUBLIC SAFETY: Lynda Taylor (Chair)
Carim Calkins
PUBLIC WORKS: Greg Neiser (Chair)
Melissa Klos

8**C. 2021 General Liability Insurance Quotes**
Council Member Neiser moved to accept the Personnel and Finances Committees Recommendation and accept the quote for 2021 liability and property coverage from MML as presented in the amount of $44,202. This motion was supported by Council Member Crossno.
Roll Call: 6 Ayes, 1 Nays (Klos), 0 Absent, Motion Carries

8D. Fire Services Agreement – Contract Extension
Council Member Sutton moved to authorize the Mayor and the City Clerk to sign the Updated Fire Protection Agreement that extends fire protection services as presented. This motion was supported by Council Member Calkins.
Roll Call: 7 Ayes, 0 Nays, 0 Absent Motion Carries

8**E. Public Works Committee- Set Meeting Time and Date**
Council Member Sutton Neiser moved to set Thursday January 7, 2021 3:30 pm. For the Next Public Works Committee meeting/zoom. This motion was supported by Council Member Crossno.
Roll Call: 7 Ayes, 0 Nays, 0 Absent Motion Carries

8F. Public Safety Committee- Set Meeting Time and Date
Council Member Calkins moved to set Wednesday January 20, 2021 at 2:15 pm for the Next Public Safety Committee meeting/zoom. This motion was supported by Council Member Neiser.
Roll Call: 7 Ayes, 0 Nays, 0 Absent Motion Carries

8G. Personnel and Finance Committee-Set Meeting Time and Date
Council Member Sutton moved to set Wednesday January 6, 2021 at 4pm for the Next Personnel and Finance Committee meeting/zoom. This motion was supported Council Member Neiser.
Roll Call: 7 Ayes, 0 Nays, 0 Absent Motion Carries

8H. Senior Millage Committee-Set Meeting Time and Date
Council Member Sutton moved to set Thursday January 7, 2021 at 2:15 pm for the Next Senior Millage Committee meeting/zoom. This motion was supported by Council Member Crossno.
Roll Call: 7 Ayes, 0 Nays, 0 Absent Motion Carries

2020-190 **COUNCIL COMMENTS**
Council Members shared comments.

2020-191 **DEPARTMENT HEAD REPORTS**
Department Heads shared comments.

2020-192 **PUBLIC COMMENTS**
None

2020-193 **ADJOURNMENT**
Council Member Sutton moved to adjourn the meeting at 8:05 p.m. This motion was supported by Council Member Neiser 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

Wednesday, December 30, 2020

CHECK NUMBER	VENDOR NAME	DESCRIPTION	Invoice #	INVOICE AMT
1866(E)	AMAZON.COM			
		DPW GARAGE DOOR OPENER	111059237452	14.95
			Check Total	**14.95**
1867(E)	BANK OF AMERICA BUSINESS CARD			
		LEAK DETECTION TABS	111609970473	24.99
		PDF SOFTWARE	1316095944	10.59
		MEETING SOFTWARE	INV57427991	47.67
		MEETING SOFTWARE	INV59919613	23.26
		COPY PAPER/OFFICE SUPPLIES	20201212	83.33
			Check Total	**189.84**
1868(E)	CITY OF MUSKEGON-WATER DEPT			
		WATER USE - ACCT # 199340001	20201215	14,227.01
		WATER USE - ACCT # 0199340201	20201204	12,316.54
		SEWER ACCT # 199342601	20201204	21.05
		SEWER ACCT # 199342701	20201205	1.50
		SEWER ACCT # 199342801	20201205	24.97
			Check Total	**26,591.07**
1869(E)	DTE ENERGY			
		GAS 900 OAKRIDGE RD	20201210	378.29
			Check Total	**378.29**
1870(E)	DTE ENERGY			
		GAS 1572 GARRISON	20201211	382.26
			Check Total	**382.26**
1871(E)	DTE ENERGY			
		GAS 3106 ROOSEVELT RD	20201211	229.97
			Check Total	**229.97**
1872(A)	APPLIED IMAGING			
		COPY MACHINE USAGE	1657968	387.88
			Check Total	**387.88**
1873(A)	DIBBLE, KATE			
		DENTAL REIMBURSEMENT	DENTAL1220	241.60
			Check Total	**241.60**
1874(A)	EMERGENCY SERVICES LLC			
		UNIT 4 OIL CHANGE	16069	34.16
			Check Total	**34.16**
1875(A)	MUSKEGON CENTRAL DISPATCH 911			
		CENTRAL DISPATCH FEES JAN 2021	2000000491	3,568.92
			Check Total	**3,568.92**
1876(A)	NOVOTNY ELECTRONICS			
		FIRE ALARM MONITORING	31980	120.00
			Check Total	**120.00**
1877(A)	REAGAN, MICHAEL			
		MECHANICAL PERMITS DEC 2020	PERMITS1220	490.40
			Check Total	**490.40**
1878(A)	SERVPRO			
		COVID REMEDIATION	5182785	423.63
			Check Total	**423.63**
1879(A)	WEST MICHIGAN UNIFORM			
		DPW UNIFORM CLEANING	5480647	41.40
		DPW UNIFORM CLEANING	5482659	41.40
			Check Total	**82.80**
37329	ADVANCE AUTO PARTS			
		TAILGATE HANDLE AND BEZEL	538203512093	24.18
			Check Total	**24.18**

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

COUNCIL LIST

Wednesday, December 30, 2020

CHECK NUMBER	VENDOR NAME	DESCRIPTION	Invoice #	INVOICE AMT
37330	AGEWELL SERVICES			
		SENIOR MEAL EVENT	1757	14,092.00
			Check Total	**14,092.00**
37331	BRICKLEY DELONG CPA			
		AUDITING SERVICES	1211852	2,500.00
			Check Total	**2,500.00**
37332	CITY OF NORTON SHORES			
		BUILDING PERMITS DEC 2020	PERMITS1220	703.40
			Check Total	**703.40**
37333	FIRESTONE COMPLETE AUTO CARE			
		TIRES 2016 CHEVY	12162020	589.76
			Check Total	**589.76**
37334	J & J FARM SALES			
		CHAINS	84318	57.80
		CHAINS	84282	108.53
			Check Total	**166.33**
37335	KENDALL ELECTRIC			
		GARAGE LIGHTING	S109545551.0	845.14
			Check Total	**845.14**
37336	LOWDER ROBERT E			
		ELECTRICAL PERMITS DEC 2020	PERMITS1220	1,296.20
			Check Total	**1,296.20**
37337	MUSKEGON CNTY TREASURER			
		WASTE WATER/BOND PMTS	WWUB20201215	29,823.58
			Check Total	**29,823.58**
			Report Total	**83,176.36**

Agenda Item 7A

CITY OF ROOSEVELT PARK
CITY COUNCIL MEETING
January 4, 2021

Item: TABLED-Campbell Elementary Water Utility Easement	**Date:** January 4, 2021
Summary: The Campbell Elementary remodel construction project includes the addition of a fire suppression system. As such a new water main and fire hydrant are needed at the site and to do so, a utility easement is necessary to allow the City to maintain both the new portion of watermain and the new fire hydrant. The attached redrafted legal easement allows the City to take over control and maintenance of the new water addition and is needed for the completion of the new fire suppression system. This item was tabled from the December 21st meeting as to make additional changes to the easement language. The draft easement now has added language in the last sentence of the restoration paragraph.	
Financial Impact: No direct financial cost to the City.	
Recommendation: To review and adopt the utility easement as presented for the Campbell Elementary School Project.	
Signature:	**Title:** City Manager

WATER MAIN EASEMENT

THIS EASEMENT is granted this day of , 2020 by Mona Shores Public Schools, a Michigan general powers school district organized and operating under the provisions of the Revised School Code, MCL 380.1, *et seq*., whose address is 121 Randall Road, Norton Shores, Michigan 49441 hereinafter referred to as "**Grantor**," to the City of Roosevelt Park, a Michigan municipal corporation, whose address is 900 Oak Ridge Road, Roosevelt Park, Michigan 49441, hereinafter referred to as "**City**";

WITNESSETH:

For a consideration of One and no/100 ($1.00) Dollar paid to Grantor, the receipt of which is acknowledged, the Grantor grants to City, its successors and assigns, a non-exclusive, perpetual utility Easement (the "Easement") and right-of-way over, under, through and across a certain parcel of land situated in the City of Roosevelt Park, County of Muskegon and State of Michigan, the parcel of land being owned by Grantor in fee simple as follows:

1355 Greenwich Road, Parcel 61-25-001-300-0001-00

See attached **Exhibit A** (Parcel Legal Description)

The Easement shall consist of a portion of the above described parcel of property designated as:

See attached **Exhibit B** (Easement Legal Description)

PURPOSE: The Easement and right-of-way granted to the City shall be for the purpose of the construction and installation of a water main, its appurtenant valves, hydrants and accessories, over, under, through and across the Easement for the purpose of constructing, operating, maintaining, repairing, replacing, reinstalling, inspecting and keeping in working order the water main and its appurtenances valves, hydrants and accessories which are running under, through and across the Easement.

The Easement and right-of-way granted to the City shall include the right to enter upon sufficient land of Grantor adjacent to the Easement ("**Adjacent Land**") as is required for the construction, installation, maintenance, repair, replacement, reinstallation, operation and inspection of said water main, together with the right to install intersecting water lines therein.

BUILDINGS AND STRUCTURES: The Grantor and subsequent owners of the parcel shall not construct any buildings, fences, water main, septic system, drain field, or any other permanent structures or plant landscaping over, under, within or on the easement described above without the prior written consent of the City. In the event the City grants Grantor permission to construct such structures or plant landscaping within the Easement, Grantor shall be responsible for all additional costs incurred by City in exercising its rights under this Easement due to such items and the City shall not be responsible for the material or labor costs for the repair or replacement of the aforementioned items due to the City's construction, maintenance or repair of the water main within the Easement.

TERM: The easement and right-of-way under, through and across the Easement for the use and benefit of City, its successors and assigns, shall be perpetual.

AUTHORITY: Grantor warrants that they have the right and authority to grant this easement as above described and own the lands covered by the Easement.

RESTORATION: The Easement and right-of-way shall include, but not be limited to, City's right to enter upon the Easement at such times as may be reasonably necessary to construct, maintain, repair, replace, reinstall and inspect its water main, across, through and under the above-described Easement Description. City shall have the further right to remove trees, brush and undergrowth and other obstructions situated upon the Easement interfering with the location, construction, maintenance or repair of the water main. City shall be obligated, at its sole expense (i) to fill and grade to ground level the trench or ditch occupied by the water main and (ii) to restore the drives, parking areas, shrubs or grass in the Easement and Adjacent Lands to their ~~former~~ condition as of the date of this Agreement, which is sparsely grass covered in the Easement, insofar as is reasonably possible.

GRANTOR'S OTHER RIGHTS: None of the provisions within this Easement document shall alter or compromise the rights of the Grantor to recover any fees it collects from adjacent landowners that travel over the Grantor's property or private roads to access their properties.

This Easement is exempt from transfer tax by reason of MCL 207.526(a) and MCL 207.505(a).

The Grantor has caused this Easement to be signed the day and year first above written. This instrument shall be binding upon and inure to the benefit of the parties hereto, their respective heirs, representatives, successors and assigns.

By: MONA SHORES PUBLIC SCHOOLS

By: _____

_____
(Printed Name and Title)

STATE OF MICHIGAN)
) ss.
COUNTY OF MUSKEGON)

Acknowledged before me on _____, 2020, by _____.

Sign here: _____
Type here:

Notary Public
_____ County, Michigan
My Commission Expires: _____
Acting in Muskegon County, Michigan

Modified by: Rebecca K. Page, P.E.
Holland Engineering, Inc.
220 Hoover Blvd.
Holland, MI 49423

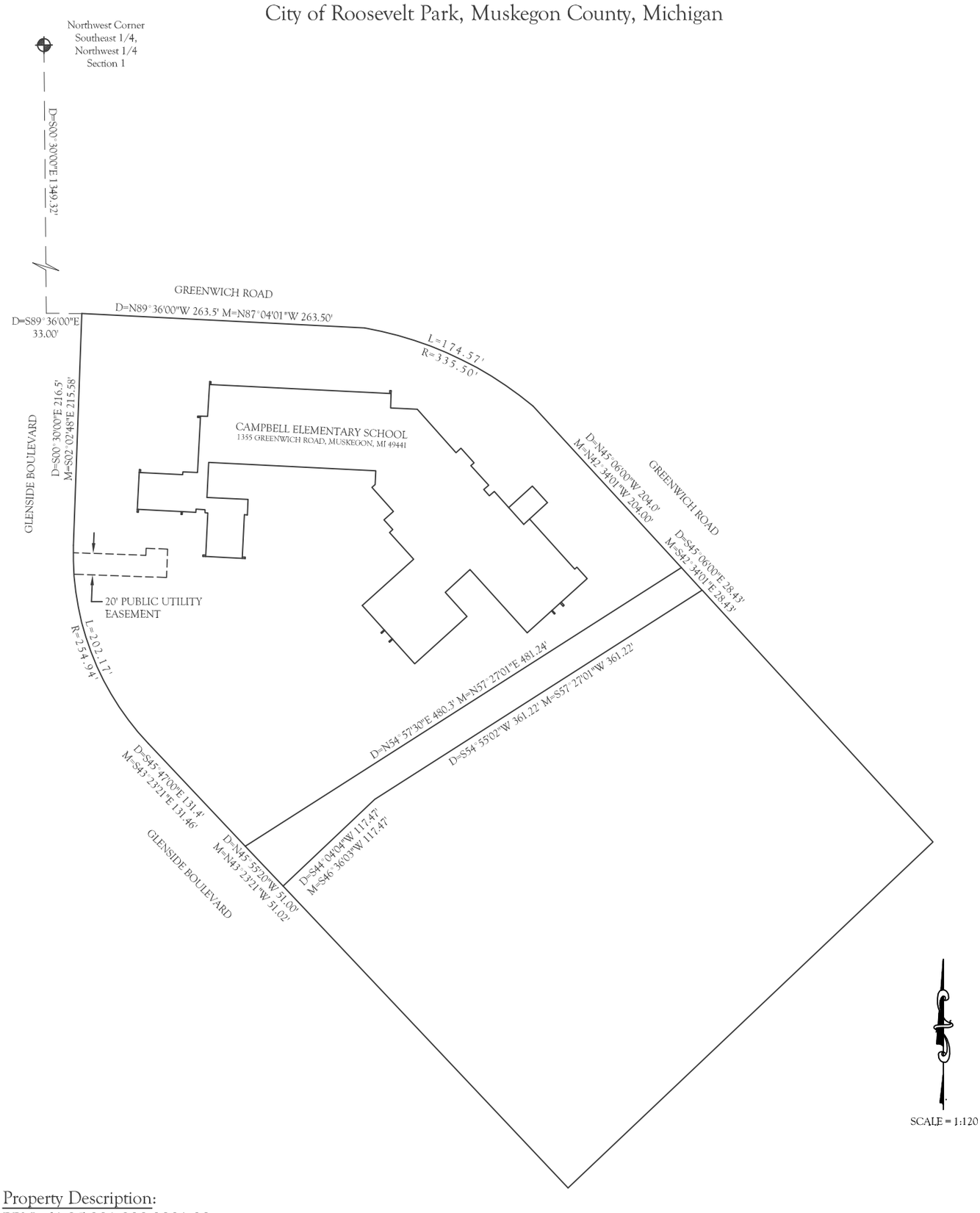
Return to: City of Roosevelt Park
City Clerk
900 Oak Ridge Road
Roosevelt Park, MI 49441

EXHIBIT A

LEGAL DESCRIPTION OF PARCEL

EXHIBIT A

Campbell Elementary School
City of Roosevelt Park, Muskegon County, Michigan



Property Description:

PPN: 61-25-001-300-0001-00

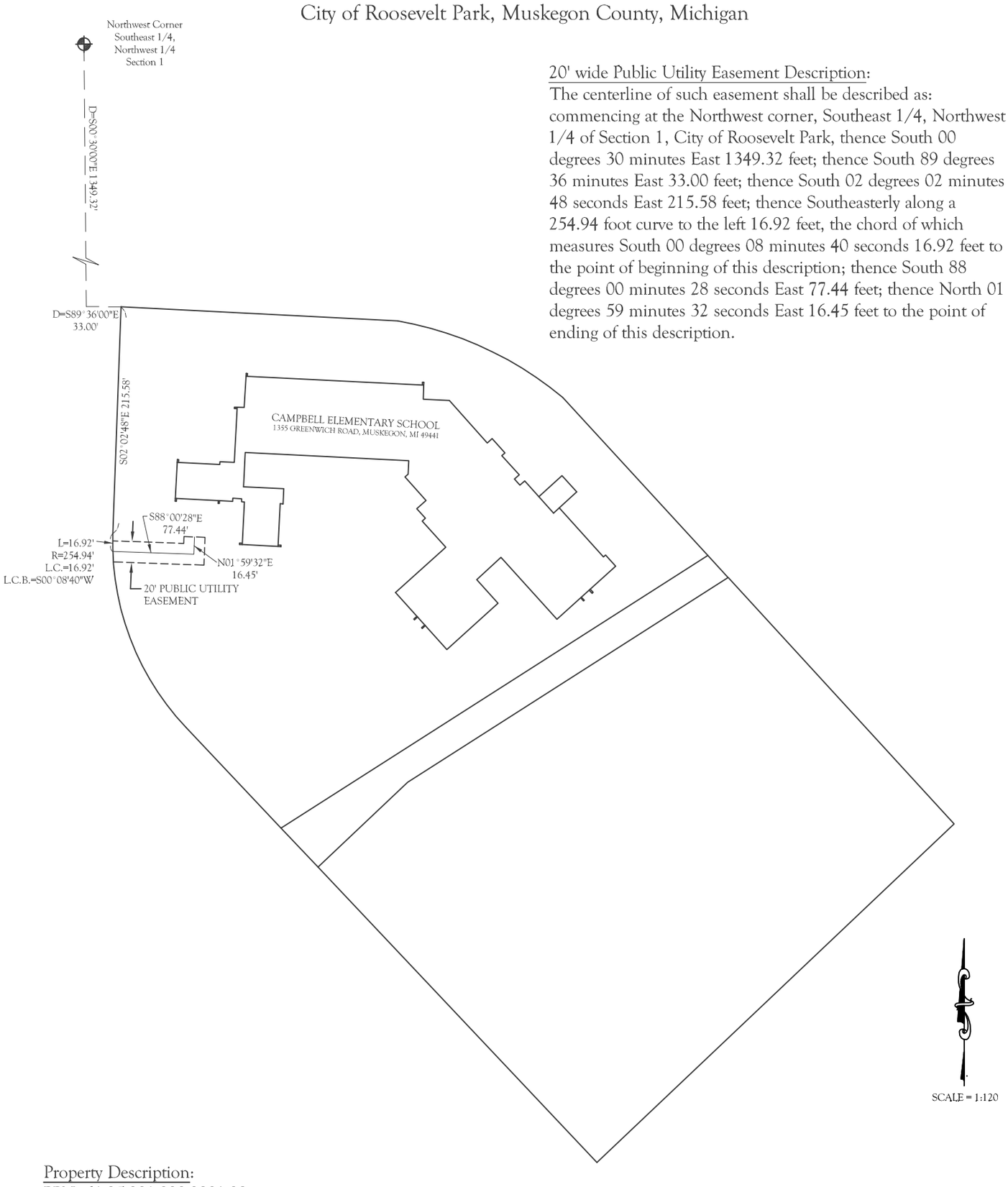
City of Roosevelt Park, commencing at the Northwest corner, Southeast 1/4, Northwest 1/4 of Section 1; thence South 00 degrees 30 minutes East 1349.32 feet; thence South 89 degrees 36 minutes East 33 feet to the point of beginning; thence South 00 degrees 30 minutes East 216.5 feet; thence Southeasterly along curve of 254.94 foot radius 201.83 feet; thence South 45 degrees 47 minutes East 131.4 feet; thence North 54 degrees 57 minutes 30 seconds East 408.3 feet to the Southwesterly line of Greenwich Road; thence North 45 degrees 06 minutes West along said Southwesterly line 204 feet; thence Northwesterly along Southerly line 174.57 feet; thence North 89 degrees 36 minutes West along South line of Greenwich Road 263.5 feet to point of beginning. AND Part of the Southwest 1/4 of Section 1, Town 9 North, Range 17 West, City of Norton Shores, Muskegon County, Michigan, described as follows: commence at the Northwest corner of the Southeast 1/4 of the Northwest 1/4 of said Section 1; thence South 00 degrees 29 minutes 11 seconds East, a distance 1349.32 feet (D=South 00 degrees 30 minutes 00 seconds East); thence South 89 degrees 36 minutes 00 seconds East, a distance of 33.00 feet; thence South 00 degrees 29 minutes 11 seconds East, a distance of 215.58 feet to a point of curvature (D=South 00 degrees 30 minutes 00 seconds East, a distance of 216.15 feet); thence Southeasterly along the arc of a curve, an arc distance of 202.11 feet (said curve data being R. 254.94, A 45 degrees 26 minutes 09 seconds, L.C.=196.91, L.C.B. = South 23 degrees 12 minutes 16 seconds East); thence South 45 degrees 55 minutes 20 minutes East, (D = South 45 minutes 47 minutes 00 seconds East) along the Northerly line of Glenside Blvd., a distance of 131.46 feet (D= 131.40 feet), to a found iron and the point of beginning; thence North 54 degrees 55 minutes 02 seconds East (D= North 54 degrees 57 minutes 30 seconds East) a distance of 481.24 feet (D=480.30) to the Southerly line of Greenwich Road; thence South 45 degrees 06 minutes 00 seconds East along said line, a distance of 28.43 feet; thence South 54 degrees 55 minutes 02 seconds West, a distance of 361.22 feet; thence South 44 degrees 04 minutes 04 seconds West, a distance of 117.47 feet to the Northerly line of Glenside Blvd; thence North 45 degrees 55 minutes 20 seconds West along said line a distance of 51.00 feet to the point of beginning.

EXHIBIT B

LEGAL DESCRIPTION & EXHIBIT OF EASEMENT

EXHIBIT B

Campbell Elementary School
City of Roosevelt Park, Muskegon County, Michigan



20' wide Public Utility Easement Description:
The centerline of such easement shall be described as: commencing at the Northwest corner, Southeast 1/4, Northwest 1/4 of Section 1, City of Roosevelt Park, thence South 00 degrees 30 minutes East 1349.32 feet; thence South 89 degrees 36 minutes East 33.00 feet; thence South 02 degrees 02 minutes 48 seconds East 215.58 feet; thence Southeasterly along a 254.94 foot curve to the left 16.92 feet, the chord of which measures South 00 degrees 08 minutes 40 seconds 16.92 feet to the point of beginning of this description; thence South 88 degrees 00 minutes 28 seconds East 77.44 feet; thence North 01 degrees 59 minutes 32 seconds East 16.45 feet to the point of ending of this description.

Property Description:
PPN: 61-25-001-300-0001-00
City of Roosevelt Park, commencing at the Northwest corner, Southeast 1/4, Northwest 1/4 of Section 1; thence South 00 degrees 30 minutes East 1349.32 feet; thence South 89 degrees 36 minutes East 33 feet to the point of beginning; thence South 00 degrees 30 minutes East 216.5 feet; thence Southeasterly along curve of 254.94 foot radius 201.83 feet; thence South 45 degrees 47 minutes East 131.4 feet; thence North 54 degrees 57 minutes 30 seconds East 408.3 feet to the Southwesterly line of Greenwich Road; thence North 45 degrees 06 minutes West along said Southwesterly line 204 feet; thence Northwesterly along Southerly line 174.57 feet; thence North 89 degrees 36 minutes West along South line of Greenwich Road 263.5 feet to point of beginning. AND Part of the Southwest 1/4 of Section 1, Town 9 North, Range 17 West, City of Norton Shores, Muskegon County, Michigan, described as follows: commence at the Northwest corner of the Southeast 1/4 of the Northwest 1/4 of said Section 1; thence South 00 degrees 29 minutes 11 seconds East, a distance 1349.32 feet (D=South 00 degrees 30 minutes 00 seconds East); thence South 89 degrees 36 minutes 00 seconds East, a distance of 33.00 feet; thence South 00 degrees 29 minutes 11 seconds East, a distance of 215.58 feet to a point of curvature (D=South 00 degrees 30 minutes 00 seconds East, a distance of 216.15 feet); thence Southeasterly along the arc of a curve, an arc distance of 202.11 feet (said curve data being R. 254.94, A 45 degrees 26 minutes 09 seconds, L.C.=196.91, L.C.B. = South 23 degrees 12 minutes 16 seconds East); thence South 45 degrees 55 minutes 20 minutes East, (D = South 45 minutes 47 minutes 00 seconds East) along the Northerly line of Glenside Blvd., a distance of 131.46 feet (D= 131.40 feet), to a found iron and the point of beginning; thence North 54 degrees 55 minutes 02 seconds East (D= North 54 degrees 57 minutes 30 seconds East) a distance of 481.24 feet (D=480.30) to the Southerly line of Greenwich Road; thence South 45 degrees 06 minutes 00 seconds East along said line, a distance of 28.43 feet; thence South 54 degrees 55 minutes 02 seconds West, a distance of 361.22 feet; thence South 44 degrees 04 minutes 04 seconds West, a distance of 117.47 feet to the Northerly line of Glenside Blvd; thence North 45 degrees 55 minutes 20 seconds West along said line a distance of 51.00 feet to the point of beginning.

Agenda Item 8A

CITY OF ROOSEVELT PARK
CITY COUNCIL MEETING
January 4, 2021

Item: Board and Commission Appointments	**Date:** January 4, 2021

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 12/2021
- Pam Hanophy- Term Expires 12/2024
- Jay Keessen-Term Expires 12/2021
- Council Appointment-Greg Neiser
- Mayor or Mayors Designee- Mayoral Choice
- 2 Vacancies

City of Roosevelt Park Planning Commission

- Dawn Noyes-Term Expires 12/2022
- Amber Weerstra- Term Expires 12/2022
- Council Appointment-Michael Sutton
- Mayor or Mayors Designee

City of Roosevelt Park Zoning Board of Appeals

- James Farrell-Term Expires 12/2023
- 2 vacancies
- 2 alternate vacancies

Recommendation: Move to reappoint community volunteers to the respective boards and commissions as presented and authorize the City Clerk to advertise the open board seats.

Signature:	**Title:** City Manager

The 2020 calendar year has come to an end and snow is here. Crews have all the equipment serviced and ready to keep up with the upcoming snowfall.

Year End MISS DIG Statistics

This year the DPW had a total of 481 MISS DIG requests. When responding to MISS DIG, the crew marks the location of; water mains and services, sewer stubs and storm sewer catch basins, and lines. MISS DIG is called when any excavation or digging is required. The DPW department is not only asked to mark the dig site, but also required to reply online for a positive response posting so the contractor or homeowner can see what has been marked. After the utilities are marked the on-site crew is required to spot dig and locate all marked utilities within the work area before excavating.

MISS DIG Totals By month for 2019

January-25	February-17	March-29	April-34	May-51	June-41	July-44
August-41	September-69	October-64	November-24	December 42	**Total = 481**	

Most MISS DIG requests take ½ hour from start to finish. However, utility replacement and jobs that require boring new lines at multiple addresses can take anywhere between 1-3 hours.

GIS Locating

With the purchase of our new GIS system and employee training we have been able to incorporate this technology in our daily routine. DPW crews have done an exceptional job of logging data points along with our daily routine. As the MISS DIG requests come in, crews are already locating public utilities, at this point we are getting them into the GIS mapping system for future reference. Our goal for this upcoming year would be the addition of 2 more tablets to get our entire operation paperless moving forward. I look forward to the day we meet in person to show everyone the progress we have made in the past year.

Sewer and Groundwater

This year we again hired contractors to clean roots and debris from our sanitary and storm water lines. The sanitary cleaning covered roughly 15,000 feet of sewer main in our system. Storm water basins and lines were also cleaned and found on major and local streets. We will continue this year with more preventive maintenance and locating.

Streets

We were able to mill and overlay multiple local streets again this year. There will be a PASER rating done of our streets in the upcoming spring. This will give us and overview of the condition of the remaining roads in need of repair. We used the contracted price for street marking this year and were able to have the entire City lined.

Trees

Many trees were removed this year throughout the City. A lot of the dying trees were creating trip hazards with raised sidewalks. With the removal of both the tree and the sidewalk we were able to provide a lower risk when enjoying our walkable community.

The tree grant for newly planted trees has been completed. Twenty-five new trees were planted within the watershed district at little to no cost to the City. We may be eligible to receive another round of trees in the upcoming year. If you or your neighbor are interested in trees, please email me and we can see if the address fits the criteria required.

Happy New Year,

Ben VanHoeven

DPW Superintendent