



**CITY OF ROOSEVELT PARK  
CITY COUNCIL  
MEETING MINUTES  
December 2, 2019**

**This work Session meeting was called to order by Mayor Allan Lowe at 6:13 p.m.**

**PRESENT:**       **Council Members:** Mayor Allan Lowe, Greg Neiser, Michael Sutton, Aaron Langlois, Lynda Taylor, Carim Calkins and Melissa Klos

**STAFF:**        City Manager Jared Olson, City Attorney John Schrier, City Clerk Ann Wisniewski, City Treasurer Kate Cunningham, and DPW Superintendent Ben VanHoeven

**Absent:**        None

**WORK SESSION**

**Council discussed Agenda Items:**

- Mayor and Mayor Pro Tem Nomination and election
- Appointment of City Officers
- 2020 Meeting Dates
- City Hall Roofing Project Bids
- 2020 Poverty Exemption-Resolution and Policy
- List of Bills

**City Clerk Ann Wisniewski called the regular meeting to order at 6:21 p.m.**

**2019-202**       **ROLL CALL**  
City Clerk Ann Wisniewski called roll call.

**2019-203**       **INVOCATION**  
Council Member Klos provided the invocation.

**2019-204**       **NOMINATION AND ELECTION OF MAYOR/MAYOR PRO TEM**  
Council Member Neiser nominated Council Member Lowe for the office of Mayor for the City of Roosevelt Park. This nomination was supported by Council Member Klos. Council Member Lowe accepted the nomination. There being no further nominations for the office of Mayor, nominations were closed.

Voting in favor of Council Member Allan Lowe for office of Mayor for the City of Roosevelt Park for a term expiring November 2020.

Roll Call: 7 Ayes, 0 Nays

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

Council Member Langlois nominated himself for the Office of Mayor Pro Tem for the City of Roosevelt Park. This nomination was supported by Council Member Klos.

There being no further nominations for the office of Mayor Pro Tem the nominations were closed.

Voting in favor of Council Member Calkins for the office of Mayor Pro Tem for the City of Roosevelt Park for a term expiring November 2020.  
Roll Call: 2 Ayes, 4 Nays (Taylor, Langlois, Sutton, Lowe) Nomination Fails

Voting in favor of Council Member Langlois for the office of Mayor Pro Tem for the City of Roosevelt Park for a term expiring November 2020. Roll Call: 6 Ayes, 1 Nays (Sutton) Nomination Passes

2019-205

**OATH OF OFFICE**

City Clerk Ann Wisniewski, administered Oath of office to newly elected Mayor: Allan Lowe and newly elected Mayor Pro Tem: Aaron Langlois.

**PUBLIC COMMENT ON AGENDA ITEMS**

2019-206

Mirelda Sanchez Tokarczyk 975 Post Rd, share comments.

**CONSENT AGENDA**

2019-207

Mayor Pro Tem Langlois moved to approve the Consent Agenda. This motion was supported by Council Member Neiser.  
Roll Call: 7 Ayes, 0 Nays

2019-208

**NEW BUSINESS**

**9A. Appointment of City Officers**

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.

Current City Officers up for appointment are the following:

City Manager-Jared Olson  
City Clerk- Ann Wisniewski  
City Treasurer- Kate Cunningham  
Chief of Police- Dave Boone  
Superintendent of Public Works- Ben VanHoeven  
Fire Chief- City of Norton Shores Fire Dept. (contract)  
City Attorney- Parmenter O'Toole

Motion was made by Council Member Klos that the Council vote on the City Officer positions as a whole. This motion was supported by Council Member Neiser.

Roll Call: 7 Ayes, 0 Nays

**9B. Meeting Dates for 2020**

The Charter states that regular meetings shall be set by the Council at its yearly organizational meeting. If any date shall fall on a legal holiday, then such regular meeting shall be held on the next following secular day which is not a legal holiday or on such other day as may be set by the Council.

Mayor Pro Tem Langlois moved to approve the meeting calendar dates for 2020 as written. This motion was supported by Council Member Neiser.

Roll Call: 7 Ayes, 0 Nays

**9C. City Hall Roofing Project Bids**

Five RFP's (Request for proposals) were received. One Company was disqualified for not meeting the minimum requirements of 40-year shingles. Council Member Klos made a motion to approve the bid as quoted from Bob's Roofing for the removal and replacement of the city hall roof. This motion was supported by Council Member Taylor.

Roll Call: 7 Ayes, 0 Nays

**9D. 2020 Poverty Exemption-Resolution and Policy**

Council Member Neiser made a motion to approve the Resolution 2019-09 Poverty Exemption and the 2020 Poverty Exemption Guidelines. This motion was supported by Council Member Klos.

Roll Call: 7 Ayes, 0 Nays

**2019-209**      **COUNCIL COMMENTS**

Council Members shared comments.

**2019-210**      **DEPARTMENT HEAD REPORTS**

Department Heads shared comments.

**2019-211**      **PUBLIC COMMENT**

Mirelda Sanchez Tokarczyk, 975 Post Road, shared comments  
Carlos Sanchez, 975 Post Road, shared comments

**2019-212**      **ADJOURNMENT**

Council Member Klos moved to adjourn the meeting at 6:54 p.m. This motion was supported by Council Member Neiser and carried unanimously.

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Ann Wisniewski, City Clerk