

**CITY OF ROOSEVELT PARK
CITY COUNCIL
MEETING MINUTES
March 16, 2009**

Mayor Lenartowicz called the meeting to order at 7:15 p.m.

2009-048 **ROLL CALL**

Present: Mayor Jeff Lenartowicz, Mayor Pro Tem Rod Buikema, Council Members Al Lowe, David Martin, Laura Fitzpatrick, Eric Grimm, and Judy VanWesten

Absent: None

Staff Present: City Manager Dave Boehm, DPW Superintendent Matt Farrar, Building and Zoning Administrator Tim Villanueva, Police Chief Bill Regan and Treasurer/Clerk Tammera Harmsen

2009-049 **INVOCATION**

Mayor Pro Tem Buikema provided the invocation.

2009-050 **REPORT ON FINANCIAL STATEMENTS – 2008 FISCAL YEAR**

Eric Van Dop, CPA from Brickley DeLong presented the annual overview of the City's financial statements. The most important document of the final audit is the opinion letter (Independent Auditors' Report) and Mr. Van Dop directed Council's attention to the 3rd paragraph: "In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities..." Mr. Van Dop stated that this was a clean opinion and is the highest opinion auditors can give.

Mr. Van Dop summarizing the General Fund explaining there was an increase of \$61,000 in property tax revenue, but permit fees were down. He stated State Revenue was nearly the same to the prior year. Investment earnings were down from 2007 due to lower interest rates. He stated expenditures were up within the Police Department. Overall the total Fund Balance at fiscal year end is \$836,139.00. This is just under 5 months reserve which is a good fiscal situation for the City.

Mr. Van Dop stated the Sewer Fund ended with a positive balance which has not been the case in a few years. A reserve is needed in the Sewer Fund for costly problems that occur.

The Water Fund had a slight decrease for 2008. A decrease in both usage and expenses caused this decrease. The Downtown Development Authority contributed to the Water Fund by funding Phase II of the Sherman Boulevard Project which is part of the City infrastructure.

Mr. Van Dop stated Major streets had a break even year for 2008. He stated there was a decrease in the local street funds.

City Manager asked how 2008 compared to prior years. Mr. Van Dop stated water purchases were lower than in the past years. He stated the General Fund fund balance is up over the last few years. He stated property tax revenue will be lower because of the 2009 assessments reported. Mr. Van Dop stated the State Revenue Sharing looks to be flat this upcoming year.

Mr. Van Dop stated staff was very helpful in completing the 2008 audit.

2009-051

PUBLIC COMMENT

Mr. Ron Munford with Sherman Bowling Center stated they would like to host a “Bike Run” to raise funds for local charities. The event would be held each Wednesdays throughout the summer from 4:00 p.m. to 9:00 p.m. He stated an estimated 25 participants to start but hopes this would become a bigger weekly event.

Council Member Grimm asked who has been asked to participate in the event and how would it work. Mr. Munford stated he has spoke with local businesses and vendors to sponsor this event. He stated bikers would travel from different businesses and pubs and receive a stamp for each location they stopped.

Council Member Grimm asked about the “burn out pit” that is proposed on the property. Mr. Munford stated it would be set up in a supervised area. He stated bikes run through gears and smoke their tires. Mr. Munford stated there would be security and 2 fire extinguishers available if something happened. Council Member Grimm asked about the air quality with tire smoking. Mr. Munford stated he was not sure if there were any restrictions. Mayor Pro Tem Buikema asked about the noise this pit would generate. Mr. Munford stated there would be some noise.

Mr. Munford stated the event would mainly be outdoors with limited access in and out of the bowling lanes. All that entered must have identification. This event would be serving alcohol. Council concerns regarding drunk driving were raised.

City Attorney Stapleton stated research would be needed concerning all police agencies that would be affected by the event. He also stated local Police and Fire would need to be available in case of emergency.

Mr. Edwin Groszowski of 1433 Cornell stated that the house at 1019 W. Summit has trash all over the yard. Mr. Groszowski is tired of seeing the mess. He knows the Building & Zoning Administrator has been there a few times and things are still not cleaned up. He would like something done.

2009-052

CONSENT AGENDA

Council Member Lowe moved to approve the Consent Agenda. The motion was supported by Council Member Grimm with the addition of 8d and 8e and carried unanimously.

2009-053 DRAFT: ELECTRONIC SIGN POLICY

The City's Downtown Development Authority recently funded the purchase of an electronic sign to be incorporated within the Broadway Streetscape. The purpose of the sign is to enhance communication between the City and its residents. Electronic message boards are becoming more commonplace as a "public information" device to attempt to inform the public as to local events, meetings, changes in city services, emergencies or provide other important information. Municipalities that have such signs have found it necessary to have an adopted policy that addresses the general ground rules for their use.

Mayor Pro Tem Buikema move to approve the Electronic Sign Policy, dated March 2009. The motion was supported by Council Member Lowe and carried unanimously.

2009-054 OUTDOOR EVENT PERMIT REQUEST – SHERMAN BOWLING CENTER

Sherman Bowling Center presented a proposal for a Motorcycle Pub Crawl.

Mayor Pro Tem Buikema moved to table this request until more information can be gathered. The motion was supported by Council Member Martin and carried unanimously.

2009-055 CELL PHONE POLICY

The Internal Revenue Service includes cellular phones under the classification of "Listed Property" and as such for all employer-owned cell phones, the employer must have some method of record-keeping that distinguishes business from personal phone charges. Municipalities in Michigan are being audited by the IRS to verify the application of this rule and the presence of a policy addressing personal use of employer-owned cell phones. The City of Roosevelt Park does have employer-owned cell phones that it provides to certain City staff. The City would prefer to **not** become involved in a time-consuming effort to review phone records and back-charge employees for personal use. The City's contract with Nextel has also long since expired and we have continued on a month to month basis. At this time it is proposed that the City no longer have cell phones for designated staff, but rather provide a monthly stipend to those required to have such a phone as part of their employment. The employee will be required to purchase their own cell phone and to pay all monthly invoices for its' use. Repair or replacement of such phones will be the responsibility of the employee. This policy, as with all City policies will be reviewed from time to time.

The policy will be incorporated into the Personnel Manual and submitted to all employees affected by this policy.

Mayor Pro Tem Buikema moved to terminate the City's contract with Nextel for cell phones and provide a \$40 per month taxable stipend to those City staff that

are required to carry a phone as part of their job responsibilities. The motion was supported by Council Member Martin and carried unanimously.

2009-056 **NEIGHBOR ISSUE ON ROOSEVELT ROAD**

Council discussed how to handle an issue regarding a dispute between neighbors. The residents are in disagreement over a “fence” located in the middle of the back yard at 3116 Roosevelt.

Council determined that a letter of notice is to be forwarded to the resident at 3116 Roosevelt Road to comply with the fence ordinance. Building and Zoning Administrator Villanueva will issue the letter to the homeowner to comply.

2009-057 **CLOSED SESSION – DPW SUPERINTENDENT EVALUATION**

Mayor Pro Tem Buikema moved to go into closed session at 8:35 p.m. to complete the DPW Superintendent’s performance evaluation. The motion was supported by Council Member Fitzpatrick and carried.

Roll call vote: 7 ayes, 0 nays, 0 absent.

Council Member Fitzpatrick moved to return to regular session at 8:50 p.m. The motion was supported by Council Member Lowe and carried.

Roll Call Vote: 7 ayes, 0 nays, 0 absent

Mayor Lenartowicz stated ranges were set for department heads and approved by council at the February 9, 2009 meeting. Within this approved range he would like the City Manager to move forward on a proposal to increase the salary for the DPW Superintendent.

Council Member Fitzpatrick moved to have the City Manager present the DPW Superintendent with a salary adjustment based on the performance evaluation. The motion was supported by Council Member Lowe and carried unanimously.

2009-058 **COUNCIL COMMENTS**

Council Member Fitzpatrick asked the notice be given the resident at 1019 Summit to clean up his property.

2009-059 **DEPARTMENT HEAD REPORTS**

Treasurer/Clerk Harmsen stated 78 Board of Review decisions were reviewed. Also, Mona Shores School paid for the entire costs incurred for the school election that was held on February 24, 2009. Treasurer/Clerk Harmsen stated Music in the Park was scheduling for the summer was completed and the Art-in-the-Park program was ready for another year.

2009-060

ADJOURNMENT

Council Member Lowe moved to adjourn the meeting at 9:10 p.m. The motion was supported by Mayor Pro Tem Buikema and carried unanimously.

Treasurer/Clerk Tammera Harmsen