

**CITY OF ROOSEVELT PARK
CITY COUNCIL
MEETING MINUTES
August 17, 2009**

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

2009-141 **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, Building and Zoning Administrator Tim Villanueva, Police Chief Bill Regan, and Treasurer/Clerk Tammera Harmsen

2009-142 **INVOCATION**

Council Member Martin provided the invocation.

2009-143 **CONSENT AGENDA**

Council Member Grimm moved to approve the Consent Agenda. The motion was supported by Council Member Martin and carried unanimously.

2009-144 **SET PUBLIC HEARING-POST ROAD IMPROVEMENT PROJECT**

The Michigan Community Development Block Grant Program for Infrastructure Capacity Enhancement Projects, requires that each project applicant “furnish its citizens with information concerning...the activities to be undertaken”. In order to finalize the City’s grant request for the Post Road Improvement Project it will be necessary to hold a public hearing on the proposed project and for City Council to adopt an Authorizing Resolution. Due to the short timeline for turn-around on the grant package it is necessary to hold the required public hearing as soon as possible.

The action being taken at this time is simply for the scheduling of the public hearing. A notice announcing the hearing will be published in a newspaper of general circulation

Mayor Pro Tem Buikema moved to set the public hearing on the Post Road Improvement Project for Tuesday, September 8, 2009 at 7:15 p.m. The motion was supported by Council Member Lowe and carried unanimously.

2009-145 **AUTHORIZATION: COPS HIRING RECOVERY PROGRAM GRANT)**

Due to the efforts of Chief Regan, the City has been awarded a COPS Hiring Recovery Program (CHRP) grant in the amount of \$191,182 to fund the hiring of one full-time police officer. The grant will provide federal funds for this position for a period of three years, with the City being required to fund an additional 12 months.

The “grantee commits to retain all CHRP officer positions for a minimum of 12 months at the conclusion of 36 months of federal funding”.

Mayor Pro Tem Buikema moved to accept the CHRP grant and authorize the Chief of Police and City Manager to sign all required grant documents and to proceed with posting of a job ad and hiring of a full-time police officer. The motion was supported by Council Member Fitzpatrick and carried unanimously.

2009-146

ANTHONY D. CHANDLER: HOUSING AND CODE ENFORCEMENT OFFICER CITY OF GRAND HAVEN

Interview for Assistant To the City Manager:

- 1.) Please tell us about yourself and your work background/experience.
Mr. Chandler thanked the Council for the ability to interview. He stated he is currently employed as the Code Enforcement Officer with the City of Grand Haven. Prior to this position he worked as Assistant to the Manager at City of Ferrysburg. Mr. Chandler stated he currently holds a Masters in Public Administration.
- 2.) What three adjectives describe you best?
Mr. Chandler stated he is responsible, realistic in decision making, adaptable and open minded. He indicated that he has not been late or missed any days of work this year.
- 3.) Why did you choose public service as a career?
He stated working with Cities was a passion. He would like to be in a leadership role to make decisions that will make a difference.
- 4.) What were your most significant accomplishments at our present job?
Restoring the rental property program and following-up on inspections.
- 5.) How would you go about establishing a working relationship with the staff here at the City of Roosevelt Park?
His personality allows him to be a team player, seeking others ideas and developing a team to help make each other better.
- 6.) Where do you see yourself in five years?
Mr. Chandler stated he would like to be working in some capacity with local government. He would like to be in a role to make decisions that would impact a community.
- 7.) Tell us about a time when you had to plan and coordinate a job from start to finish?

The rental housing program in Grand Haven was not being enforced. Property owners were struggling to keep up their homes and he began to work with residents to make improvements. This in turn would help the community to look better.

- 8.) What can you offer us that another person can't? (Why are you the best person for this job?)

Mr. Chandler stated he is open minded, flexible and wants to learn the skills needed to be a good manager.

- 9.) What do you see as the key competencies to being an effective public administrator in a small city?

He stated being resourceful, creative, innovative and provide service to the community is what is needed.

- 10.) What questions do you have of us?

Mr. Chandler asked what his responsibility would be? Mayor Lenartowicz stated for starters, working with Department of Public Works and learning what they do. Getting hands on experience.

Mr. Chandler asked what where the expectations from him in the first six months?

City Manager Boehm stated developing a relationship with the Department of Public Works and learning about the community.

Mr. Chandler asked if he would be required to attend meetings?

City Manager Boehm stated he would be asked to attend some meeting and represent the City, also attending Council Meetings.

He asked about a residency requirement.

City Manager Boehm stated there is none.

2009-147

COUNCIL COMMENTS

Mayor Lenartowicz thanked Chief Regan for working the Silent Witness Golf Outing on the previous Friday.

Council Member Lowe asked when the tennis courts were going to be resurfaced. City Manager Boehm stated possibly next year.

Council Member Fitzpatrick thanked staff for the Standard and Poor's rating. Also, she thanked Chief Regan for his work on securing the COPS Grant.

Council Member Martin asked for an update on the homes on Woodside and Haverhill. Building and Zoning Administrator Villanueva stated the property

owners are doing the minimum to comply, but they are complying. He has left notices for them to call.

2009-148

DEPARTMENT HEAD REPORTS

City Manager Boehm reviewed the DDA, Sewer and Water Fund draft Budgets.

City Attorney Stapleton stated there were 10 pretrials for Wednesday. There are 14 total pretrials this month.

Building and Zoning Administrator Villanueva stated the DPW building is nearing completion. Also, he is working with the Health Department with the renovation at "Handsome Henrys".

Chief Regan stated he is working with the City Manager on hiring the officer for full time in his department. He stated two Chief's from other departments will be doing the interviews.

Treasurer/Clerk Harmsen stated the City now has the Qualified Voter File Program through the State in house. All voting information is available off this site. She also stated the final preparations are being made for Roosevelt Park Day.

2009-149

ADJOURNMENT

Council Member Lowe moved to adjourn the meeting at 8:15 p.m. The motion was supported by Mayor Lenartowicz and carried unanimously.

Treasurer/Clerk Tammera Harmsen