

**CITY OF ROOSEVELT PARK  
CITY COUNCIL WORK SESSION  
MEETING MINUTES**

**August 17, 2009**

A Work Session of City Council was held on August 17, 2009 at 6:15 p.m. in the City Council Chambers located at 900 Oak Ridge Rd.

**PRESENT:** Mayor Jeff Lenartowicz, Mayor Pro Tem Rod Buikema, Council Members Laura Fitzpatrick, Eric Grimm, Al Lowe, David Martin and Judy Van Westen

**ABSENT:** None

**STAFF:** City Manager Dave Boehm, Police Chief Bill Regan, Building and Zoning Administrator Tim Villanueva and Treasurer/Clerk Tammera Harmsen

**RYAN D. FELLOWS: Assistant to the City Manager, City of New Buffalo**

Interview for Assistant To the City Manager

- 1.) Please tell us about yourself and your work background/experience.  
Mr. Fellows stated he did an internship with City of Mason and Delta Township. He stated he currently is the Assistant to the City Manager at the City of New Buffalo.
- 2.) What three adjectives describe you best?  
Well organized, honest, and hard working.
- 3.) Why did you choose public service as a career?  
As a Boy Scout he was able to work with the Mayor at the City of Mason and that got him interested in public service. He later found his internship with Mason very rewarding. Mr. Fellows stated there is nothing better than to serve the public.
- 4.) What were your most significant accomplishments at your present job?  
Managing the Tree Replacement Program, working on the DDA master plan, park improvement millage, and the transition of employees.
- 5.) How would you go about establishing a working relationship with the staff here at the City of Roosevelt Park?  
Mr. Fellows stated getting involved and understanding what they do.
- 6.) Where do you see yourself in five years?  
His goal is to be a public administrator for a Village or City.
- 7.) Tell us about a time when you had to plan and coordinate a job from start to finish.  
Mr. Fellows stated the Tree Planting Program was a project he worked on from the beginning. Coordinating placement and planting took patience with the residents.
- 8.) What can you offer us that another person can't? (Why are you the best person for the job?)

Council knows who is needed for this position. He stated he may not have all the experience needed, but is willing to learn. He is an analytical thinker, patient and willing to use others and find resources to help him.

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

Good leadership skills, the ability to deal with the public and problems as well as working well with others and earning respect makes a good administrator.

10.) What questions do you have of us?

Mr. Fellows thanked Council for the interview.

Council Member Lowe asked if Mr. Fellows had any experience in grant writing. Mr. Fellows stated he has not completed a grant application from start to finish but has been involved in the process.

Council Member Van Westen asked if he was a team player. Mr. Fellows stated an Administrator is only as good as his staff and would work to build relationships with all employees.

### **SEWER BACK-UP CLAIMS**

City Manager Boehm state Pollution Control Services did televise the sewer lines on Summit Road and did not find any defect in the public main. There were no collapses but there is a significant amount of flow in the line. The sewer lead from several homes to the main have root problems. This would not be the City's responsibility.

### **BUDGET 2010**

City Manager reviewed Major and Local Streets, also Sewer and Water funds.

#### Major Streets

- 4.6% decrease in population factor (-3.8% in 2009)
- 5.0% decrease in per mile funding (-4.0% in 2009)
- 4.7% decrease in Act 51 funding (-3.9% in 2009)
- Decreases work against small (population) units with no growth and no new roads.
- Status Quo Budget for 2010
- Issues for 2010
  - Carry-over on MDOT payments for Glenside II
  - Need to re-evaluate garage rental
  - We don't yet know salt costs for next winter
- Example: 1<sup>st</sup> Quarter Labor = \$28,554.43 (Dec., Jan., Feb.)  
2<sup>nd</sup> Quarter Labor = \$4,778.22 (March, April, May) (\$38,000)

#### Local Streets

- 3.58% decrease in population factor
- 4.69% decrease in per mile funding
- 4.6% decrease in Act 51 funding (-3.9% in 2009)
- Grants need to have matching local funds.
- Transfer from Major Streets and Fund Balance
- Same issues as Major Streets (except Glenside II)
- Example: 1<sup>st</sup> Quarter Labor = \$23,764.82  
2<sup>nd</sup> Quarter Labor = \$833.48 (\$35,500)

- Similar results for equipment rental

#### Downtown Development Authority

- Very little flex in 2010 Budget
- 1<sup>st</sup> year payment on DPW Building used fund balance
- Debt costs will jump substantially
- General Fund support continues
- Design/planning services for redevelopment of DPW site will be a priority.

#### Sewer Fund

- No good news here
- Will need to carefully monitor expenses vs. revenues after we have data from next billing cycle.
- Sewer Fund will most likely operate at a loss in 2009
- Grants need to have matching funds.
- Glenside Phase II Construction in 2009 and Post in 2010.
- Bond payments on the 66" Force Main kick-in in 2010. Maybe \$50,000 but probably higher.
- Debt tied to flow
- Most Sewer Fund revenue is a pass through to Muskegon County.

#### Water Fund

- Expect 2010 to almost be a mirror of 2009
- Water sales have been stable.
- Cost of water purchased has remained stable.
- No construction planned for 2010. Post Road is currently an unknown however as no engineering design.

### **ADJOURNMENT**

The work session was adjourned at 7:15 p.m.

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Tammera K. Harmsen, Treasurer/Clerk