



A PLACE FOR TODAY. TOMORROW. THE FUTURE.  
**Regular Meeting Agenda**

**November 14, 2022 – 7:00 P.M.**

**1. Call to order, Roll Call of Council, Pledge of Allegiance, and Invocation**

**2. Approval of Consent Agenda:**

Miller

- Approval of minutes of the October 10, 2022, Regular Council Meeting
- Approval of minutes of the October 24, 2022, Special Budget Work Session
- Approval of minutes of the October 17, 2022, DDA Meeting
- Approval of minutes of the October 17, 2022, Planning Commission Meeting
- Approval of October 2022 Sheriff Report
- Accept Zoning Director's October 2022 Report
- Congratulatory from Governor Whitmer
- Approve the Bills to be paid

**3. Approval of Regular Agenda**

Miller

**4. Manager's Report**

Alden

**5. Public Acknowledgement on Agenda Items (Two minutes per speaker)**

**6. Unfinished Business**

- DPW Update
- USDA Change Order #6, Elmer's Crane & Dozer, \$13,282.50
- USDA 440-11 Water, Fleis&Vandenbrink Invoice \$561.09
- USDA 440-11 Wastewater, Fleis&Vandenbrink Invoice \$5,295.75
- 2023 Village Budget Resolution Adoption and Millage Levy
- Resolution to approve the RARA Master Plan Review
- Future Overhead Utility Lines Ordinance
- Ordinance to Repeal Ordinance No. 89 of 2019
- Resolution for Retail Recreational Marijuana Permit Fee

Emery

Alden

Alden

Alden

Alden

Jory Klumpp

Alden

Alden

**7. New Business**

- Resolution to approve Capital Improvement Plan
- Participation Plan Review
- Police Protection Contract
- Authorization to Post/Hire an Associate Director of Economic Development
- Michigan Department of Treasury Letter
- Village President's Pay
- Council Pay
- Treasurer Salary
- Clerk Salary
- Manager's Contract

Alden

Alden

Alden

Alden

Alden

Alden

Alden

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Alden

Alden

**8. Discussion Items**

**9. Public Acknowledgement (Two minutes per speaker)**

**10. Council Comments**

**11. Items for the Next Agenda**

**12. Adjournment**

## CONSENT AGENDA

**VILLAGE OF ROSCOMMON**  
**Minutes of the October 10, 2022**  
**Regular Council Meeting**

President Michael Miller called the Regular Council Meeting to order at 7:00 PM. Members of the Council present: Michael Miller, Dan Fishel, Tony Medina, Angela Cook, Joanne Lederman, Maureen Ruddy. Heather Roemer was absent/excused. Others present - Manager Ron Alden, Clerk Frances Dawson. Public present at the meeting were Debbie Emery, Kyle Stonehouse, Jason Sharpe, Troy Daniels, Dan Scow, Don Dixon. The Pledge of Allegiance was recited by all and an Invocation was given by Trustee Dan Fishel.

**CONSENT AGENDA**

Moved by Cook, seconded by Lederman, to accept the Consent Agenda with bills to be paid in the amount of \$11,323.19. Ayes: Medina, Cook, Fishel, Lederman, Ruddy, Miller. Nays: None. The motion carried.

**REGULAR AGENDA**

Moved by Medina, seconded by Ruddy to approve the Regular Agenda. Ayes: Miller, Fishel, Medina, Lederman, Ruddy, Cook. Nays: None. The motion carried.

**MANAGER'S REPORT**

Alden stated to Medina that Roemer was absent because of her brother possibly having a stroke, so she was at the hospital with him.

Reminder for the meeting of the Five Families coming up on October 20, 2022 @ 6:00 pm. Alden has talked to anyone he can at the Post Office with no results, he is trying to contact post masters, and has talked to Congressmen to see if they can find out what is going on and what they plan to do.

Chase Bank building is considering lowering the price of the building.

MEDC Grants are still ongoing. (Hiawatha – no match grant) We have been assigned a Grant Administrator, which is a good sign. Alden and Scow are still pursuing the Spark Grant with could help with the bridge going across the river to Wallace Park.

American Rescue Plan Act is still ongoing. They are scrambling to get info together so that they can hopefully give away some monies before the end of the year. The Village is looking for some infrastructure money. Another round of funding for the Match on Main grants hopefully coming.

The old Tin Fish building has been purchased. They are the same buyers of the Holland House and the old Ameluxen house. They are deciding if it will be more costly to rebuild or refurbish.

The new owners of the Spruce Lodge have been working on the building with putting on a new roof and painting.

Gahagan has purchased the land across from the Post Office. They will be working with the Village to do an easement for our lift station.

Alden gave a big Thank you to the flower committee. They all did a very good job through the summer with the weeding and watering to keep the flowers looking great.

Alden gave a big Thank you to all of the volunteers and businesses that donated and helped out with the Sesquicentennial Celebration. It was a huge success and everyone is wanting to make it an annual Rosctober Celebration.

#### PUBLIC ACKNOWLEDEMENT ON AGENDA ITEMS

##### UNFINISHED BUSINESS

DPW Report – Debbie Emery

The crew has been working on the light poles to get them all up and running.

Leaf pick up will start this week.

Flushing hydrants are finished.

Well 5 – Metro Park - will be done on Wednesday.

Emery passed her CDL test and is excited to get started on using it.

There is a bit of a sink spot near the Main Street bridge that is cautioned taped off and is in the process of being fixed.

Motion by Medina, seconded by Lederman to approve F&V USDA Water 440-11 Invoice for \$338.62. Ayes: Miller, Fishel, Medina, Lederman, Ruddy, Cook. Nays: none. Motion carried.

Motion by Fishel, seconded by Medina to approve F&V USDA Wastewater 440-11 Invoice for \$7,196.50. Ayes: Cook, Miller, Ruddy, Fishel, Medina, Lederman. Nays: none. Motion carried.

Motion by Medina, seconded by Cook to approve bid for new heating/cooling system for Village Hall from Cooke Sheet Metal for \$34,563.00. Ayes: Ruddy, Medina, Fishel, Cook, Lederman, Miller. Nays: none. Motion carried.

##### NEW BUSINESS

Alden scheduled a 2023 Budget Meeting for Monday – October 24, 2022 at 6:00 pm.

Motion to appoint the Village Manager (Alden) to serve as the Retail Recreational Marijuana Administrator by Ruddy, seconded by Lederman. Ayes: Ruddy, Medina, Miller, Fishel, Lederman, Cook. Nays: none. Motion carried.

Motion to approve the Retail Recreational Marijuana Application as written by Lederman, seconded by Medina. Nays: none. Motion carried.

Requested by RARA to the Village Council to review the new RARA Master Plan and possibly approve it at the November meeting.

Motion to approve Future Overhead Utility Line Ordinance as written by Medina, seconded by Ruddy. Ayes: Fishel. Nays: Ruddy, Cook Medina, Miller, Lederman. Motion not passed. The Council requested it go back to DDA and be revised to remove the language that limits banners to go across the roads.

Motion by Lederman, seconded by Cook to affirm the Village Master Plan as is. Ayes: Medina, Fishel, Miller, Lederman, Cook Ruddy. Nays: none. Motion carried

#### DISCUSSION ITEMS

Medina wants it reviewed that the Council Members should not be allowed to miss meetings for vacations.

Fishel noted that Gallagher has started his business in the Industrial Park.

#### PUBLIC ACKNOWLEDGEMENT

Troy Daniels gave a small talk about his candidacy for Roscommon County District Court Judge Dan scow voiced his displeasure at Medina for accusing other Council members about missing to many meetings for personal reasons and undermining some of Councils decisions on facebook and in the public. He also counseled the other Council members to stand up and stop letting Medina put them all down.

He also thanked everyone for all of their help with the celebration and to keep positive going forward.

#### COUNCIL COMMENTS

Medina- Impressed with RARA.

Ruddy- Proud of community coming together for the celebration.

Fishel- Elections coming up Nov. 8, 2022 and remind people of Columbus Day. Compliment Alden and Scow for the Sesquicentennial Celebration – also Laura Cherven for her historical contribution to the Historical Society.

Cook-Very Proud of the whole town and reminding people of elections and the Hedley Amendment.

Lederman- Had all positive comments about the Sesq Celebration. Will be checking people more on things that she does think is harmful to the Village morale.

Miller- Thank Debbie Emery for CDL, support for Troy Daniels, thank you to all who helped and participated in the Sesq. Celebration.

#### ITEMS FOR THE NEXT AGENDA

Capital Improvement plan, Participation Plan, Annual Budget, Marijuana Application Resolution, Utility Line Ordinance, 2023 calendars, employee handbook.

ADJOURNMENT

Moved by Fishel, seconded by Cook to adjourn the meeting at 8:45 PM. All in favor. Hearing no objections, the motion carried.

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Michael Miller  
Village President

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Frances Dawson  
Village Clerk

VILLAGE OF ROSCOMMON  
Minutes of the October 24, 2022  
Special Budget Workshop Meeting

President Michael Miller called the Regular Council Meeting to order at 6:00 PM. Members of the Council present: Michael Miller, Dan Fishel, Tony Medina, Angela Cook, Joanne Lederman, Maureen Ruddy. Heather Roemer was absent. Others present - Manager Ron Alden, Clerk Frances Dawson. The Pledge of Allegiance was recited by all and an Invocation was given by Trustee Dan Fishel.

Alden went through the 2022 & 2023 budget with the Council and discussed any adjustments that will be needed for the approval of the 2023 budget at the November Council Meeting.

ADJOURNMENT

Moved by Fishel, seconded by Lederman to adjourn the meeting at 7:00 PM. All in favor. Hearing no objections, the motion carried.

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Michael Miller  
Village President

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Frances Dawson  
Village Clerk



## MEETING MINUTES

October 17, 2022

**Members Present:** CEO Ron Alden, President Thomas O'Brien (1), Treasurer Andrea Weiss (1), Diane Love Suvada (3), Crystal Brabant (3), Jessie Sharpe (3), Peggy Kish (Resident) (1), Mike Walker (4), Phil Weiler (4)

**Virtual:** Secretary Sue Jock (2), Sue McFatridge (3),

**Excused:** Vice President Jim Anderson (2), Tom Barber (4),

**Absent:**

**Others Present:** Marcie Dankert, Dan Scow and Beth Barber

Motion made by Andrea Weiss to accept the meeting minutes for September, second by Phil Weiler, motion carried. The minutes were corrected to change the title to Meeting Minutes not Agenda.

### Roscommon Downtown Development Authority – September 2022

(Thru 10/14/22)

Treasurer's Report

Balance Forward	\$394,576.33
Deposits	\$30,330.00
	\$424,906.33

*Bills Approved Prior Month*

*Bills to be approved*

<i>Ck #1293 Dan Scow</i>	<i>\$2,593.75</i>
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<i>Ck #1294 Village of Roscommon (2023 flower baskets)</i>	<i>\$3,740.00</i>
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<i>Ck #1295 RARA-AuSable River Center</i>	<i>\$300.00</i>
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<i>Ck #1296 Marcie Dankert</i>	<i>\$537.70</i>
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Ending Balance	\$417,734.88
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Late bill Farmers Market Bill for additional \$300 for winter market and cleaning.

Motion by to accept treasurer's report as presented by Ron Alden, second by Crystal Brabant, roll call, treasurer's report approved.

### CORRESPONDENCE & PUBLIC COMMENT –

None-

### COMMITTEE REPORTS

#### Managers' Report –

- Reminder October 20 five family's meetings. PA 97 meeting fulfillment 6pm.
- No post office update. Contacts to state representatives.
- Looking at Spark Grant for bridge over the river for Hiawatha.

- Capital improvement plan, adding 2028 plans. Four-inch water line changed out to 8in. Infrastructure in industrial park, many future opportunities.
- Thank you to the DDA for support of the village flowers.
- 150<sup>th</sup> celebration was a success, positive feedback. Considering to do it annually.
- Jasmine Rees is receding her student member application.

#### **Economic Administrator:**

- More than 30 sponsors for the 150<sup>th</sup> celebration.
- **Mural Compensation**
  - Request \$400 to compensate Olivia Meadows for painting the mural on 709 Lake Street.
  - We also have a quote from Terry Dickinson to refurbish the murals on the St. Vincent DePaul building for \$1800 plus scaffold rental if needed.
  - working on getting a committee together to make a recommendation for future art in the Village.
- **Downtown Rehabilitation Grant"** Continue discussions from last month about offering a "Downtown Rehabilitation Grant" funded by the DDA (See Attached). Finding needs that are beyond the scope of the façade grant. Many need more than \$10K in assistance. Many need more significant improvements than facades. Most do not have the means to contribute 25-50% matching funds. A proposed draft is attached. To be further discussed in November.

#### **Façade Grants –**

- VFW Post new doors \$4159 \$3,750 / \$7,500-No update-  
Change of contractors - Pending final paid invoice.
- Spruce Lodge new roof \$5,000 / \$11,900-painting started, shingles on site-  
Pending final paid invoice

#### **Old Business:**

- Veteran - Thank You for Serving banners, no new applications.
- Overhead Power line ordinance-Village council voted not to support this. Question on eliminating overhead banners for events. If ordinance was tweaked then resubmitted. No objection to the banners.
- Light pole maintenance still in the works.

#### **New Business:**

- Mural Compensation Olivia Medows \$400, motion made by Mike Walker, second by Crystal Brabant, roll call motion carried. Terry Dickenson for \$1,800 mural rehab, motion by Mike Walker second by Crystal Brabant, roll call motion carried.
- Downtown Rehabilitation Grant- see above
- Master Plan Progress Report and feedback: Will need to develop new plan in 2023.
- MEDC Match on Main Recommendation: Subcommittee accepted Roscommon Laundromat and Wickery (new candle business) for consideration. Motion to approve the committee recommendation by Ron Alden second by Sue Jock, motion carried

- Economic Administrator Consultant Compensation- Hours worked this month have exceeded hourly limit. Consistent working 20-30 hours a week. Ron Alden will check with the Village Council for their input. General conversation tended to develop a second position due to extent of work and future transition. November agenda item.

**Future Projects:**

Village clock, Tank Creek bridge, possible extending culvert and cement over, music script for downtown sound system, Façade Grants 25% match, Start-up incentive Grants.

**Liaison Reports:**

Village, Township, Chamber: Girls Night Out October 18<sup>th</sup>, Chamber annual meeting October 25<sup>th</sup> at the Barn

Next DDA Meeting – November 21<sup>st</sup>

Christmas in the Village - Baby it Cold Outside 12-7-22, 6:30 at AuSable River Center

Motion by Mike Walker, second by Diane Suvada., meeting adjourned at 9:35.

Secretary-Sue Jock

VILLAGE OF ROSCOMMON  
PLANNING COMMISSION PUBLIC HEARING / REGULAR MEETING MINUTES  
10-17-2022

Public Hearing

1. Call to Order: Chairperson Dixon called the public hearing of the Planning Commission to order at 5:30 PM, at the offices of the Village of Roscommon.
2. Roll Call: Roll was taken by Walker. Members present: Don Dixon, Tim Reilly, Steven DeVault, Angela Cook. Members excused: Kris Suvada. Others present: Ron Alden, Jennie Walker, Troy Hull, Jory Klumpp.
3. Public Comment: Alden explained that authorization of the public hearing had been established; and the purpose of the hearing was to review the Recreation Open Space Master Plan for 2023-2027 and gain feedback from the public. Klumpp described the survey process, reviewed survey results, and presented the plan. Klumpp noted the plan's inclusion of the Hiawatha Park supporting data. Alden solicited additional public comment. No comments were added.
4. Dixon requested a motion of adjournment. Cook made the motion and Reilly seconded the motion. The public hearing was adjourned at 5:36 PM.

Regular Meeting

1. Call to Order: Chairperson Dixon called the regular meeting of the Planning Commission to order at 5:37 PM at the offices of the Village of Roscommon.
2. Pledge of Allegiance - The Pledge of Allegiance was recited by those present.
3. Roll Call: Roll was taken by Walker. Members present: Don Dixon, Tim Reilly, Heather Roemer, Steven DeVault. Members excused: Kris Suvada. Others present: Ron Alden, Jennie Walker, Troy Hull, Jory Klumpp.
4. Approval of Minutes: Dixon asked for any discussion of the previous meeting minutes. After no discussion, Cook made a motion to approve the minutes and Reilly seconded the motion. The motion was carried with all members present voting aye.
5. Public Comment: No comments
6. Old Business
  - A. Planning Commission Annual Report  
Dixon reviewed draft document with members. Additional items were suggested for inclusion by members present. Alden also explained that the report content will be prepared and submitted by Dan Scow, Economic Development Director.
  - B. Roscommon Area Recreational Area  
Alden requested that the board entertain a resolution to approve the Park, Recreation and Open Space Master Plan for 2023-2027. After further discussion, Cook made the motion that the Plan be approved with editing for typos. Dixon seconded the motion. The motion was carried with all members present voting aye.
  - C. 5 Family Bi-Annual Meeting  
Alden described the agenda and invited members to attend the 5 Family meeting on October 20 with the Village Council, Planning Commission, Downtown Development Authority, and Dan Scow, Economic Development Director.
  - D. Capital Improvement Plan  
Alden reviewed the progress, completion, funding sources, and priority status of all line items of the plan. After discussion of some line items, DeVault made a motion to approve the plan. Reilly seconded the motion. All members present voted aye and the motion was carried.
7. New Business

A. Troy Hull Tiny House Plan

Hull presented pictures of possible tiny houses and discussed the differences in requirements for tiny houses versus other housing options. Alden, Hull and members explored site options, water and sewer versus well and septic possibilities, and other parameters to consider prior to the sale of any lots in the mixed use or industrial park areas. Alden will contact EGLE to discuss options regarding water, sewer, well and septic requirements per lot sizes and report back to members.

B. Master Plan Review

Alden requested that the Planning Commission board members review the plan and provide a statement of support once the review is completed at the next meeting.

C. Bylaws/Procedures

The Bylaws were reviewed by the members and Dixon made a motion to approve the Bylaws. DeVault seconded the motion. All members present voted aye and the motion was carried.

8. Correspondence/Reports

Alden announced that the TeePee property had been purchased and that the new owners. Alden was pleased with their proposed development ideas. Alden explored 2023 planning commission meeting options with members. Members suggested that meetings continue monthly. Alden shared that DeVault and Suvada's terms will be up in December of 2022. He stated that they would need to submit a letter requesting continuance if they desired to remain on the board. Alden noted that there was interest in the building north of The Butcher's Wife for a tanning salon. Alden gave an update on the property known as Rosco's and the possibility of utilizing MEDC gap funds for development.

9. Public Comment

Dixon asked for agenda items for the next meeting. Items included EGLE update by Alden.

10. Adjournment

Dixon asked for adjournment. A motion of adjournment was made Reilly and Cook seconded the motion. Meeting was adjourned at 7:47PM.

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Chairperson, Don Dixon

Date

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Secretary, Jennie Walker

Date

<b>Village Patrol</b>		Oct-22			<b>Activity Report to Village of Roscommon Village Patrol Paid Hours</b>
<b>Mileage</b>	=	205			<b><u>Details</u></b> Homecoming Parade Family Fare Trunk or Treat
<b>Hours</b>	=	58			
<b>Stops</b>	=	2			
<b>VW</b>	=	1			
<b>Citations</b>	=	4			
<b>Criminal</b>	=	8			
<b>Non Criminal</b>	=	7			
<b>Report Writing</b>		12			
<b>Accidents</b>	=	4			
<b>Arrests</b>	=	4			
<b>Contacts</b>	=	261			
<b>Prop. Check</b>	=	47			
<b>Liquor Inspections</b>	=	4			

#### **ARRESTS**

**OWI**

**OPEN INTOX**

**MDOP JAIL PROPERTY**

#### **Complaints**

PDA- SUNNY SPOT

DOMESTIC- S. SECOND ST

SUSPICIOUS PERSON/ FORWARDS

DRIVE-OFF/ SUNNY SPOT

WELFARE CHECK/ N FOURTH ST

GENERAL ASSIST/ HILLTOP APTS

PDA/ LAKE ST AT MATTS

OWI/ DOLLAR GENERAL (RELATED TO ABOVE)

911 HANG UP/ HILLTOP APTS

EMS ASSIST/ HILLTOP APTS

SUSPICIOUS PERSON/ WALLACE PARK

GENERAL ASSIST/ ROSH LOBBY

NON TRAFFIC PDA/ SUNNY SPOT

MDOP/ JAIL

Oct-22 **Additional Village Activity**

Hours	10
Criminal Complaints	3
Non Criminal Complaints	0
Traffic Stops	0
Verbal Warnings	0
Citations	0
OWI Arrests	0
Other Arrests	2
Accidents	0
Assist EMS	0

**Other Assignments**

HOMECOMING PARADE  
FAMILY FARE TRUNK OR TREAT

**Type of Complaints Handled**

WARRANT ARREST/ ROSH LOBBY  
WARRANT ARREST/ ROSH LOBBY  
TRESPASS/ SPRUCE MOTOR LODGE  
DISORDERLY PERSON/ 5TH-SUNNYSPO

**Arrests**

WARRANT X2  
DISORDERLY PERSON  
OPEN INTOX ON PUBLIC ROADWAY



*~ Working For a Brighter Future ~*

# Village of Roscommon

702 Lake Street • P.O. Box 236 • Roscommon, Michigan 48653  
Telephone (989) 275-5743 • Fax (989) 275-5998

## BUILDING AND ZONING REPORT FOR THE MONTH OF October 2022

10/5/2022: Permit for 110 Oak St.  
10/12/2022: Rough Inspection 217 S. Fifth St.  
10/19/2022: Final inspection 405 Division St.  
10/26/2022: Final inspection 110 Oak St.

Respectfully Submitted,



James R. Letts  
Building Official and Zoning Administrator

*"This institution is an equal opportunity provider"*

TDD (800) 649-3777

ROSCOMMON, MICHIGAN • INC. 1885



STATE OF MICHIGAN  
OFFICE OF THE GOVERNOR  
LANSING

GARLIN GILCHRIST  
LT. GOVERNOR

GRETCHEN WHITMER  
GOVERNOR

October 8, 2022

Village of Roscommon  
P.O. Box 236  
Roscommon, MI 48653

To the residents of Roscommon,

On behalf of the state of Michigan, I would like to extend my most sincere congratulations to residents of the city of Roscommon upon your 150<sup>th</sup> Anniversary.

Roscommon has been a hub for outdoor enthusiasts across our state and nation. From the beautiful state parks that surround the village to the kind residents that inhabit it, Roscommon is a wonderful place to live and raise a family. I am so proud to represent a city with such drive, grit, and hard work.

Again, congratulations on your 150<sup>th</sup> Anniversary. I have no doubt that Roscommon will continue to thrive in the years to come.

Sincerely,

A handwritten signature in blue ink that reads "Gretchen Whitmer".

Gretchen Whitmer  
Governor of Michigan

## UNFINISHED BUSINESS

USDA CHANGER ORDER

USDA 440-11 WATER

USDA 440-11 WASTERWATER

2023 VILLAGE BUDGET

RESOLUTION FOR RARA MASTER PLAN

ORDINANCE FOR FUTURE OVERHEAD UTILITY LINES

ORDINANCE TO REPEAL

RESOLUTION FOR RETAIL RECREATIONAL MARIHUANA PERMIT FEE

# CHANGE ORDER

No. 6

OWNER Village of Roscommon  
 CONTRACTOR Elmers Crane and Dozer, Inc.  
 Contract: Contract 1 Water Distribution System  
 Project: USDA Water System Improvements  
 OWNER's Contract No. 838946 ENGINEER's Project No. 838946  
 ENGINEER Fleis & VandenBrink

The Contract is modified as follows upon execution of this Change Order:

1. Proposal provided by Goyette Mechanical for replacement of two water meters.
2. Contract Time – Extension to reflect as-constructed substantial completion.

Attachments: 1. Goyette Mechanical Proposal.  
 2. Pre-construction photos of water meters to be replaced.

CHANGE IN CONTRACT PRICE
Original Contract Price \$ <u>3,093,057.00</u>
Increase (Decrease) from previously approved Change Orders No. <u>1</u> to <u>5</u> : \$ <u>152,181.35</u>
Contract Price prior to this Change Order: \$ <u>3,245,238.35</u>
Increase (Decrease) of this Change Order: \$ <u>13,282.50</u>
Contract Price incorporating this Change Order: \$ <u>3,258,520.85</u>

CHANGE IN CONTRACT TIMES
Original Contract Times: Substantial Completion: <u>182 (11/15/21)</u> Ready for Final Payment: <u>196 (11/29/21)</u> (days or dates)
Increase (Decrease) from previously approved Change Orders No. <u>1</u> to <u>5</u> : Substantial Completion: <u>227</u> Ready for Final Payment: <u>227</u> (days)
Contract Times prior to this Change Order: Substantial Completion: <u>409 (6/30/22)</u> Ready for Final Payment: <u>423 (7/14/22)</u> (days or dates)
Increase (Decrease) of this Change Order: Substantial Completion: <u>175</u> Ready for Final Payment: <u>175</u> (days)
Contract Times with all approved Change Orders: Substantial Completion: <u>584 (12/22/22)</u> Ready for Final Payment: <u>598 (1/5/23)</u> (days or dates)

## RECOMMENDED:

By: Scott Rasmussen  
Digitally signed by Scott Rasmussen  
 Date: 2022.11.08 11:49:40-05'00'  
 ENGINEER (Authorized Signature)  
 Title: Project Manager  
 Date: 11/8/2022

## APPROVED:

By: \_\_\_\_\_  
 OWNER (Authorized Signature)  
 Title: \_\_\_\_\_  
 Date: \_\_\_\_\_

## ACCEPTED:

By: Daniel LaFleche  
Digitally signed by Daniel LaFleche  
 DN: cn=Daniel LaFleche, c=US,  
 o=Elmers Crane and Dozer, Inc.,  
 email=DanL@teamelmers.com  
 Date: 2022.11.08 11:59:25 -05'00'  
 CONTRACTOR (Authorized Signature)  
 Title: PROJECT MANAGER  
 Date: 11-8-2022

Approved by Funding Agency (if applicable):

By: \_\_\_\_\_ Date: \_\_\_\_\_

Title: \_\_\_\_\_



**GOYETTE**  
M E C H A N I C A L

Flint MI  
Phone: (810) 742-8530  
Fax: (810) 742-3661

## PROPOSAL

Date: 11-3-2022

To: ELMERS-VILLAGE OF ROSCOMMON PROJECT

Attn: DAN

Email: DL1539@TEAMELMERS.COM

Re: WATER METER INSTALLATION

In reference to the above-mentioned project, our price includes all supervision, labor, materials, tools, permits, and equipment required for a complete scope.

**Our price will include the following:**

### **MISSION POINT**

- PREFAB PIPING AS MUCH AS POSSIBLE PRIOR TO SHUT DOWN.
- SHUT WATER OFF TO THE BUILDING AS NEEDED FOR REPAIRS. PER ONSIGHT MAINTANENCE STAFF THIS SHUT DOWN IS TO OCCUR STARTING AT 7PM.
- DRAIN BUILDING WATER DOWN AS NEEDED.
- REMOVE THE CURRENT WATER METER PIPING ARRANGEMENT BACK TO THE MAIN.
- INSTALL ALL NEW PIPING, VALVES AND BYPASS TO ACCOMMODATE THE NEW CUSTOMER SUPPLIED WATER METER.
- RESTORE WATER SERVICE TO BUILDING ONCE REPAIRS HAVE BEEN COMPLETED.

### **THE BROOK**

- SHUT OFF WATER TO THE BUILDING AS NEEDED FOR REPAIRS.
- REMOVE ONE 4 INCH WATER METER.
- INSTALL NEW CUSTOMER SUPPLIED 4 INCH WATER METER.
- RESTORE WATER SERVICE TO THE BUILDING ONCE REPAIRS HAVE BEEN COMPLETED.

	Goyette Total Add:	\$12,650.00
	5% OHP:	\$632.50
<b>Total Price: \$12650.00</b>	<b>Total Add:</b>	<b>\$13,282.50</b>

**NOTE:** There will be a 3% charge if invoice is paid by credit card

**Our price will not include the following:**

- Asbestos Removal
- insulation

### **PAYMENT TERMS: NET 30 DAYS**

CONDITIONS: All material is guaranteed to be as specified. All work is to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from specifications involving extra costs will be executed only

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upon written orders, and will become an extra charge over and above the estimate. All agreements are contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workman's Compensation Insurance.

ACCEPTED. The above prices, specifications and conditions are Satisfactory and are accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Date of Acceptance \_\_\_\_\_

BY: \_\_\_\_\_

This proposal may be withdraw by us  
if not accepted within 60 days.  
respectfully submitted,

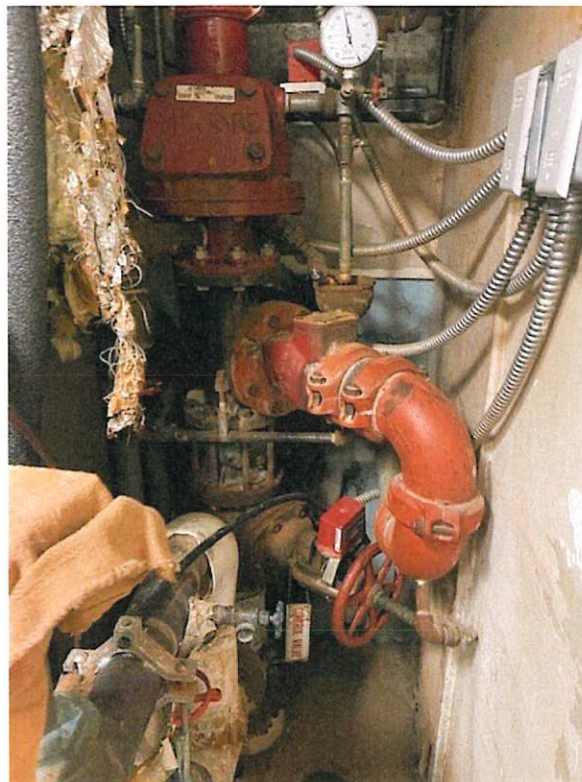
**GOYETTE MECHANICAL CO., INC.**

BY: \_\_\_\_\_

**NATHAN UTLEY**  
State of Michigan Master Plumber  
Field Supervisor  
810-869-8902  
nutley@goyettemechanical.com



**PHOTOGRAPH 1: Existing water meter at Mission Point Nursing Home.**



**PHOTOGRAPH 2: Existing water meter at Mission Point Nursing Home.**



**PHOTOGRAPH 3: Existing Water Meter at The Brooks Assisted Living.**



**PHOTOGRAPH 4: Existing Water Meter at The Brooks Assisted Living.**

ESTIMATE OF FUNDS NEEDED  
FOR  
30-Day Period Commencing  
9/01/2021

Name of Borrower Village of Roscommon Water

Items	Amount of Funds
Development .....	\$
Contract or Job No. ....	
Contract or Job No. ....	
Contract or Job No. ....	
Land and Rights-of-Way .....	
Legal Services .....	
Engineering Fees .....	561.09
Interest .....	
Equipment .....	
Contingencies .....	
Refinancing .....	
Initial O&M .....	
Other .....	
TOTAL .....	\$ 561.09

Prepared by Village of Roscommon

*Name of Borrower*

By

Date

Approved by

Date

*According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0575-0015. The time required to complete this information collection is estimated to average 1 hour per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.*

**INVOICE**

Ron Alden  
 Village of Roscommon  
 702 Lake Street  
 PO Box 236  
 Roscommon, MI 48653

October 19, 2022  
 Invoice No: 63891-W  
 Project No: 838946

**RE: Village of Roscommon - USDA RD Water Improvements  
 Services through October 1, 2022**

	<b><u>Contract Amount</u></b>	<b><u>Billed to Date (Includes this invoice)</u></b>	<b><u>Remaining Contract Amount</u></b>	<b><u>This Invoice</u></b>
<b>Professional Services:</b>				
<b>Basic Services</b> - Design, Bidding & Construction Administration	\$453,000.00	\$450,474.96	\$2,525.04	\$0.00
<b>Resident Project Observation</b>	\$165,300.00	\$165,300.00	\$0.00	\$446.98
<b>Additional Services*</b> - Startup, Record Drawings, Soil Borings, ROW Map, Owner Training, O&M Manuals	<u>\$154,150.00</u>	<u>\$154,150.00</u>	<u>\$0.00</u>	<u>\$114.11</u>
	<b>\$772,450.00</b>	<b>\$769,924.96</b>	<b>\$2,525.04</b>	
<b>Total amount of this invoice</b>				<b><u>\$561.09</u></b>

*Terms: Net 15 days*

*Thank you for your business, it is sincerely appreciated.*

*If there are any questions regarding this invoice or the services provided, please contact us.*

via email: [manager@roscommonvillage.com](mailto:manager@roscommonvillage.com) / [dpwdirector@roscommonvillage.com](mailto:dpwdirector@roscommonvillage.com)

**Status Update:**

- Well No. 5 construction is ongoing.

ESTIMATE OF FUNDS NEEDED  
FOR  
30-Day Period Commencing  
09/01/2021

Name of Borrower Village of Roscommon Sewer

Items	Amount of Funds
Development .....	\$
Contract or Job No. ....	
Contract or Job No. ....	
Contract or Job No. ....	
Land and Rights-of-Way .....	
Legal Services .....	
Engineering Fees .....	5,295.75
Interest .....	
Equipment .....	
Contingencies .....	
Refinancing .....	
Initial O&M .....	
Other .....	
TOTAL .....	\$ 5,295.75

Prepared by Village of Roscommon

*Name of Borrower*

By .....

Date .....

Approved by .....

Date .....

*According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0575-0015. The time required to complete this information collection is estimated to average 1 hour per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.*

## INVOICE

Ron Alden  
 Village of Roscommon  
 702 Lake Street  
 PO Box 236  
 Roscommon, MI 48653

October 19, 2022  
 Invoice No: 63891-S  
 Project No: 838942

**RE: Village of Roscommon - USDA RD Wastewater Improvements  
 Services through October 1, 2022**

	<b><u>Contract Amount</u></b>	<b><u>Billed to Date (Includes this invoice)</u></b>	<b><u>Remaining Contract Amount</u></b>	<b><u>This Invoice</u></b>
<b>Professional Services:</b>				
<b>Basic Services</b> - Design, Bidding & Construction Administration	\$574,200.00	\$555,993.09	\$18,206.91	\$4,841.75
<b>Resident Project Observation</b>	\$173,800.00	\$157,870.90	\$15,929.10	\$454.00
<b>Additional Services*</b> - Startup, Record Drawings, Soil Borings, ROW Map, Owner Training, O&M Manuals	<u>\$131,300.00</u>	<u>\$112,430.50</u>	<u>\$18,869.50</u>	<u>\$0.00</u>
	<b>\$879,300.00</b>	<b>\$826,294.49</b>	<b>\$53,005.51</b>	
<b>Total amount of this invoice</b>				<b><u>\$5,295.75</u></b>

*Terms: Net 15 days*

*Thank you for your business, it is sincerely appreciated.*

*If there are any questions regarding this invoice or the services provided, please contact us.*

via email: [manager@roscommonvillage.com](mailto:manager@roscommonvillage.com) / [dpwdirector@roscommonvillage.com](mailto:dpwdirector@roscommonvillage.com)

**Status Update:**

- Punch list ongoing at the WWTF and pump stations

# VILLAGE OF ROSCOMMON

## RESOLUTION

### 2023 Budget Adoption and Millage Levy

WHEREAS, the Roscommon Village Staff has submitted a proposed 2022 Budget to the Roscommon Village Council; and

WHEREAS, the Village requires adoption of a budget for the next fiscal year no later than the last day of December; and

WHEREAS, the Council held a work session on November 1, 2021 to review and amend the proposed budget; and

WHEREAS, the Council held a public hearing on the proposed budget on November 8, 2021; and

WHEREAS, the Village Manager recommends adoption of the 2022 Budget by activity, as submitted and attached; and

NOW, THEREFORE, BE IT RESOLVED,

That the Roscommon Village Council hereby approves the following fund summaries for the 2023 Annual Budget:

General Fund 101	Revenues \$436,600.00
	Expenses \$649,750.00
Major Street Fund 202	Revenues \$125,400.00
	Expenses \$103,600.00
Local Street Fund 203	Revenues \$167,525.00
	Expenses \$167,950.00
Industrial Park Fund 412	Revenues \$10,015.00
	Expenses \$51,000.00
Sewer Fund 590	Revenues \$2,159,900.00
	Expenses \$2,229,000.00
Water Fund 591	Revenues \$1,616,250.00
	Expenses \$1,686,750.00

Equipment Fund 661

Revenues \$92,500.00

Expenses \$160,600.00

Total Revenue \$ 4,608,190.00

Total Appropriations \$5,048,650.00

BE IT FURTHER RESOLVED,

That the Village of Roscommon Council does hereby direct the levy of 9.800 mills for the General Fund and 2.500 mills for the Sewer Bond Debt on all real and personal property in the Village of Roscommon; and

BE IT FURTHER RESOLVED,

That the Roscommon Village Council does hereby authorize the Village Assessor to spread upon the tax roll the levies necessary for municipal purposes and does hereby direct the Village Treasurer to collect such taxes.

Motion by: \_\_\_\_\_ Seconded by: \_\_\_\_\_

Yeas: \_\_\_\_\_

Nays: \_\_\_\_\_

\_\_\_\_\_

Mike Miller, Village President

I, Frances Dawson, the duly appointed and sworn Clerk of the Village of Roscommon, do attest that the foregoing is a true and correct copy of a resolution approved by 2/3 of the members of the Roscommon Village Council at a regular council meeting held on November 14, 2022.

\_\_\_\_\_

Frances Dawson, Village Clerk

**VILLAGE OF ROSCOMMON  
RESOLUTION TO APPROVE  
THE PARK, RECREATION AND OPEN SPACE MASTER PLAN 2023-2027**

WHEREAS: The Roscommon Village Council and the Higgins Township Board has appointed a committee to assess, plan and draft the Park, Recreation and Open Space Master Plan 2023-2027, and

WHEREAS: The plan has been available for public comment for more than thirty days, and

WHEREAS: The Village of Roscommon have held a public meeting to provide an opportunity for citizens to express opinions, ask questions, and discuss all aspects of the plan, and they have determined that the plan furthers the goals of the township and village's master plan for recreation, and

NOW, THEREFORE BE IT RESOLVED; That the Roscommon Village Council approves the RESOLUTION TO APPROVE THE PARK, RECREATION, AND OPEN SPACE MASTER PLAN 2023-2027 as a guide for improving the recreation for the residents and visitors to HIGGINS TOWNSHIP AND THE VILLAGE OF ROSCOMMON.

YEAS:

NAYS:

ABSENT:

I, Frances Dawson, Clerk for the Village of Roscommon, do hereby certify that the foregoing is a true and original copy of a Resolution adopted by the Roscommon Village Council at a regular meeting thereof held on November 14th, 2022.

\_\_\_\_\_  
Frances Dawson, Clerk

\_\_\_\_\_  
Dated

**VILLAGE OF ROSCOMMON  
OVERHEAD UTILITY LINES ORDINANCE  
Ordinance No. \_\_\_\_ of 2022**

AN ORDINANCE TO PROHIBIT FUTURE OVERHEAD UTILITY LINES WITHIN PORTIONS OF THE VILLAGE OF ROSCOMMON TO INSURE THE PUBLIC HEALTH, SAFETY AND WELFARE AND TO PROVIDE PENALTIES FOR VIOLATIONS THEREOF

THE VILLAGE OF ROSCOMMON ORDAINS:

**Section 1. Legislative Findings.**

The Roscommon Village Council hereby finds that the presence of overhead utility lines above the public rights-of-way of Lake Street and Fifth Street within the Village detract from the aesthetic views in these areas of the Village. As a result, this Ordinance is intended to protect these views, to preserve existing property values within these areas, and to otherwise protect the health, safety, morals and general welfare of the residents of and visitors to the Village by preventing the future installation of overhead utility lines above the public rights-of-way of Lake Street and Fifth Street within the Village and by eliminating any existing overhead utility lines above the public rights-of-way of Lake Street and Fifth Street within the Village at the time these utilities are updated or modified.

**Section 2. Definitions.** As used in this Ordinance,

“Cable System” means all antennas, cables, wires, lines, towers, waveguides, or other conductors, converters, equipment or facilities, designed and constructed for the purpose of producing, providing, receiving, transmitting, amplifying and distributing, audio, video and other forms of electronics or directional duplex signals.

“Electric System” means all towers, masts, poles, crossarms, guys, braces, feeders, transmission and distribution wires, transformers and other electrical appliances utilized for the purpose of transmitting, transforming and distributing electricity.

“Overhead utility lines” mean any portion of a cable system and electric system located within, along, and across a public right-of-way within the Village.

“Person” means an individual, firm, corporation, association, partnership, limited liability company, or other legal entity.

“Village” means the Village of Roscommon.

**Section 3. Regulations.**

- (1). After the effective date of this Ordinance, overhead utility lines shall not be installed above the public rights-of-way of Lake Street and Fifth Street within the Village.

- (2). Subject to subsection (3) below, all overhead utility lines located above the public rights-of-way of Lake Street and Fifth Street within the Village may continue.
- (3). At the time the cable or electric utilities are updated or modified within the public rights-of-way of Lake Street and Fifth Street within the Village any existing overhead utility line located above the public rights-of-way of Lake Street and Fifth Street within the Village associated with the update or modification shall be removed from above the public rights-of-way of Lake Street and Fifth Street within the Village.

#### **Section 4. Penalty.**

Any person who violates any provision of this Ordinance shall be responsible for a municipal civil infraction as defined in Public Act 12 of 1994, amending Public Act 236 of 1961, being Sections 600.101-600.9939 of Michigan Compiled Laws, and shall be subject to a fine of not more than Five Hundred and 00/100 (\$500.00) Dollars. Each day this Ordinance is violated shall be considered as a separate violation.

#### **Section 5. Enforcement Officers.**

The Village Manager, and other individuals appointed by the Village Council are hereby designated as the authorized village officials to issue municipal civil infraction citations directing alleged violators of this Ordinance to appear in court.

#### **Section 6. Separate Court Action, Nuisance Per Se.**

Nothing in this Ordinance shall prohibit the Village or any interested party from seeking such other relief as may be permitted in law or in equity regarding the existence of a nuisance. A violation of this Ordinance is deemed to be a nuisance per se.

#### **Section 7. Severability.**

If any section, provision or clause of this Ordinance or the application thereof to any person or circumstance is held invalid, such invalidity shall not effect any remaining portions or application of this Ordinance which can be given effect without the invalid portion or application.

#### **Section 8. Effective Date.**

This Ordinance shall become effective twenty (20) after its enactment.

Ordinance No. \_\_\_\_\_ was adopted on the 14<sup>th</sup> day of November, 2022, by the Roscommon Village Council as follows:

Motion by: \_\_\_\_\_

Seconded by: \_\_\_\_\_

Yeas: \_\_\_\_\_

Nays: \_\_\_\_\_

Absent: \_\_\_\_\_

\_\_\_\_\_  
Frances Dawson, Clerk

\_\_\_\_\_  
Michael Miller, President

I certify that this is a true copy of Ordinance No. \_\_\_\_\_ that was adopted at a regular meeting of the Roscommon Village Council on November 14, 2022 and published in the \_\_\_\_\_ on \_\_\_\_\_, 2022.

Dated: \_\_\_\_\_

\_\_\_\_\_  
Frances Dawson, Clerk

VILLAGE OF ROSCOMMON  
Ordinance No.            of 2022

AN ORDINANCE TO REPEAL ORDINANCE No. 89 of 2019

THE VILLAGE OF ROSCOMMON ORDAINS:

Section 1. Repeal.

The Village of Roscommon Ordinance No. 89 of 2019 is hereby repealed in its entirety. in their entirety.

Section 2. Effective Date.

This Ordinance shall be effective the day following its publication in a newspaper of general circulation within the Village.

Ordinance        No. was adopted on the 14<sup>th</sup> day of November, 2022, by the Roscommon Village Cou ncil as follows:

Motion by:

Seconded by:

Yeas: Nays:

Absen t:

\_\_\_\_\_  
Frances Dawson, Clerk

\_\_\_\_\_  
Michael Miller, President

I certify that this is a true copy of Ordinance No. \_\_\_\_\_ that was adopted at a regular meeting of the Roscommon Village Council on November 14, 2022 and published in the on, 2022.

\_\_\_\_\_  
Dated:

\_\_\_\_\_  
Frances Dawson, Clerk

**VILLAGE OF ROSCOMMON**  
**Resolution No. \_\_\_\_ of 2022**

**A RESOLUTION TO ESTABLISH THE REQUIRED APPLICATION FEE  
UNDER THE RECREATIONAL MARIHUANA ESTABLISHMENT  
ORDINANCE**

At a regular meeting of the Roscommon Village Council held in the Village Hall located at 702 Lake St., Roscommon, Michigan, 48653 on November 14, 2022 at 7:00 p.m.

**Recitals**

- A. Section 5 of the Village of Roscommon Recreational Marihuana Establishment Ordinance provides that the required fee for a recreational marijuana licensing application shall be determined from time to time by resolution of the Village Council.
- B. The Roscommon Village Council, therefore, desires to establish the required application fee under the Recreational Marihuana Establishment Ordinance by the adoption of this Resolution.

**Resolution**

NOW, THEREFORE, THE ROSCOMMON VILLAGE COUNCIL HEREBY RESOLVES that the required fee for a recreational marijuana licensing application shall be \$5,000.00.

YES: \_\_\_\_\_

NO: \_\_\_\_\_

**RESOLUTION DECLARED ADOPTED.**

By: \_\_\_\_\_  
Michael Miller

Its: President

I, the undersigned, the Clerk of the Village of Roscommon, Roscommon County, Michigan, do hereby certify that the foregoing is a true and complete copy of certain proceedings taken by the Roscommon Village Council at its regular meeting held on November 14, 2022, relative to adoption of the resolution therein set forth; that said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, being Act 267, Public Acts of Michigan, 1976, and that the minutes of said meeting were kept and will be or have been made available as required by said Act.

Dated: \_\_\_\_\_

\_\_\_\_\_  
Frances Dawson, Clerk

## NEW BUSINESS

CAPITAL IMPROVEMENT PLAN

PARTICIPATION PLAN

POLICE PROTECTION CONTRACT

AUTHORIZATION TO HIRE

MICHIGAN DEPARTMENT OF TREASURY LETTER

VILLAGE PRESIDENT PAY

VILLAGE COUNCIL PAY

VILLAGE TREASURER PAY (CLOSED SESSION)

VILLAGE CLERK PAY (CLOSED SESSION)

MANAGER'S CONTRACT (CLOSED SESSION)



# CAPITAL IMPROVEMENT PLAN

2023 - 2028

ADOPTED

11.14.22

## **MICHIGAN PLANNING ENABLING ACT (EXCERPT}**

### **Act 33 of 2008**

125.3865 Capital improvements program of public structures and improvements; preparation; basis.

Sec. 65. (1) To further the desirable future development of the local unit of government under the master plan, a planning commission, after adoption of a master plan, shall annually prepare a capital improvements program of public structures and improvements, unless the planning commission is exempted from this requirement by charter or otherwise. If the planning commission is exempted, the legislative body either shall prepare and adopt a capital improvements program, separate from or as a part of the annual budget, or shall delegate the preparation of the capital improvements program to the chief elected official or a nonelected administrative official, subject to final approval by the legislative body. The capital improvements program shall show those public structures and improvements, in the general order of their priority, that in the commission's judgment will be needed or desirable and can be undertaken within the ensuing 6-year period. The capital improvements program shall be based upon the requirements of the local unit of government for all types of public structures and improvements. Consequently, each agency or department of the local unit of government with authority for public structures or improvements shall upon request furnish the planning commission with lists, plans, and estimates of time and cost of those public structures and improvements.

(2) Any township may prepare and adopt a capital improvement program. However, subsection (1) is only mandatory for a township if the township, alone or jointly with 1 or more other local units of government, owns or operates a water supply or sewage disposal system.

## **REDEVELOPMENT READINESS COMMUNITIES STANDARD**

(1.3) Capital Improvement Plan: The governing body has adopted a capital improvements plan

### **INTRODUCTION**

Pursuant to the Municipal Planning Commission Act - Public Act 285 of 1931, the Planning Commission of a municipality shall make and adopt a six-year (Capital Improvement Program) program to carry out its long-range planning objectives. The Village of Roscommon Planning Commission will be adopting its program this year for fiscal years 2023 - 2028.

Commencing with this fiscal year, the Village Administration procedurally reviews and updates the six-year Capital Improvement Program (CIP) annually between the months of

January and March. This is timed to correlate directly with the annual Capital Improvement Fund Budget process.

Briefly stated, the objectives of a CIP Program are as follows:

To develop a long range (six-year) program in which physical projects are planned, prioritized, and implemented in an orderly manner.

To coordinate the capital related projects of the various Village departments and boards and commissions to ensure an appropriate distribution of capital improvement funds with regards to the needs of the Village and the fiscal ability of the Village to undertake the requested projects.

To assist the Village President and Village Council in the determination of project requests and funding sources about short and long-range plans; and

To coordinate the demands and requests for Capital Improvement Funds with the planning needs of the Village so that an appropriate prioritized system of funding can be programmed over increments of six years.

### **EXPLANATION OF CAPITAL IMPROVEMENT TERMS**

Capital Improvements: Projects that result in the acquisition, addition, updating, or development of physical facilities.

A capital improvement may also include contractual or bonded indebtedness payments related to fixed assets, or any major expenditure for physical development, which generally falls into one of the following categories:

- 1) Land and non-structural improvements
- 2) New structures
- 3) Major repairs - \$5,000 or more
- 4) Major replacements - \$5,000 or more
- 5) Non-motorized equipment - \$5,000 or more

Additionally, capital improvements are generally defined as the following:

- a) New and expanded physical facilities for the community which are relatively large, expensive and permanent.
- b) Large scale rehabilitation or replacement of existing facilities.
- c) Major pieces of equipment which has a direct relationship to the function of a physical facility, and which are relatively expensive and of long life.
- d) Purchase of equipment for any public improvements when first

erected or acquired that are to be financed in whole or in part from bond funds.

The cost of engineering and architectural studies and surveys relative to an anticipated improvement. Capital Improvement Program: Capital Improvement Programming is the preparation and updating of a recommended schedule of public works and related equipment to be built or purchased during the next six years. To be effective, the Village's Capital Improvement Program will cover the Village's entire range of public facility and service. In the Village's Capital Improvement Program, all future projects are listed in order of construction priority together with cost estimates and the anticipated means of financing for each project.

A six-year Capital Improvement Programming period is generally considered to be most suitable. A two- or three-year time period is too short for effective programming because planning and financing of major projects usually take a longer period of time. Conversely, a period of seven or more years may project the program too far into the future to be of practical value. A capital improvement budget is the first year of a Capital Improvement Program.

Capital Improvement Budget: While the Capital Improvement Program is a proposed spending schedule for six years, the Capital Budget is legal authorization to spend, during the coming fiscal year, funds from Village sources and from Federal and State Grants.

The Village capital improvement budget is distinct from the Operating Budget. The Operating Budget authorizes the expenditures, on a one-year basis, of funds for employee salaries, fringe benefits, and the purchase of services, supplies and the like. It also includes the payment of principal and interest on the bonds issued to support past Capital Budget projects. Since effective Village services depend on the timely combination of manpower, supplies and capital facilities, serious effort is devoted in the budgetary process to coordinating the Capital and Operating Budgets.

Appropriation: Money appropriated by the Village Council for capital improvement projects to be implemented during the budget year. It includes amendments made during the fiscal year to the originally approved capital budget appropriations.

Program Adoption and Amendment Procedures: The Planning Commission must act within 60 days from receipt of the proposed Capital Improvement Plan, or it shall be deemed approved. The Planning Commission shall annually prepare such a Capital Improvement Plan for the ensuing six years, which program shall show those public structures and improvements, in the general order of their priority, which in the Planning Commission's judgment will be needed or desirable and can be undertaken within the six-year period.

In the event of a proposed change or amendment of an adopted Capital Improvement Program and/or Project, said Program or Project must be submitted to the Village Planning Commission for amendment consideration. Should the Planning Commission deny the

requested amendment, the legislative body may overturn said denial.

## **METHODOLOGY**

The projects listed in this document were compiled by the Village Administration from the submissions and requests of the various Department and Divisions of the Village. The procedures for the preparation of the 2023-28 Capital Improvement Program were:

A) Initiation:

A communication from the Village Manager was transmitted to all Village Department Heads, as well as to select board and commission chairpersons, enlisting their support and cooperation.

B) Analysis of Past Results:

As part of preparing the 2023-28 CIP, the Village Manager reviewed the results achieved over the previous years with each department to get an accurate account of past priorities, expenditures and completed projects during the previous year.

C) Information Gathering:

Review of future capital improvement proposals consisted of systematically analyzing the input from the various Village Departments. The use of "Capital Improvement Project Summary and Description Sheets" provided a brief written description of each Capital Improvement Project recommended for funding over the next six years by fiscal year. Each project Summary and Description Sheet also provided a departmental listing of proposed capital improvement projects with proposed priority and related cost estimates and funding source identification.

D) Prioritizing:

After the gathering of the Summary and Description Sheets and a complete analysis of the impact of the various projects proposed by each Department, a priority for each project was identified. The criteria used for the evaluation of each Capital Improvement Project by the Village Administration consisted of the following:

- 1) Is the proposed project already in process due to its inclusion in the current budget year? Is the project under construction, under contract, and is there a continuing debt obligation payable?

- 2) Is the project mandated by law or court action?
- 3) Is there a relationship between the proposed project and the Village Master Plan "Goals and Objectives?"
- 4) Is alternative funding available? Is funding available through other sources, or is funding available through land contract or bonding to minimize annual cost requirement?
- 5) Does the proposed project generate revenue for the general fund and/or other funds? This item should be determined based upon an annual forecast and the schedule of revenues should be designated by the appropriate fund.
- 6) Does the proposed project result in the use of supplementary funds for 'leverage', using matching funds with other funding sources.

E) Review Procedures:

The review procedures associated with the Capital Improvement Program consisted principally of the following:

- 1) After receiving all proposed project data and priorities from each Department, the information was evaluated, reviewed, amended, and approved by the Planning Commission.
- 2) The Capital Improvement Program was then submitted to the Village President for review and approval by the Village Council. In accordance with the State Law, the Village Council must act regarding the review and approval of said document within 60 days after submission or it is deemed approved.

In summary, the above information enumerates the thought process and procedures used to compile the administration's proposed Capital Improvement Program and Budget. Upon receipt of this proposal, the Planning Commission and, subsequently, the Village Council must review, amend if necessary, and adopt both the program and budget so that implementation can commence.

WASTEWATER - PROJECT DESCRIPTION

	2022	2023	2024	2025	2026	2027	2028	FUNDING	PROIRITY	STATUS
REPLACE BYPASS PUMP	30,000							SF/BO		COMPLETED
INDUSTRIAL PARK			800,000					SF/BO	HIGH	PENDING
MIXED USE SEWER				800,000				SF/BO	MED	PENDING
TOTAL	30,000		800,000	800,000						

WATER - PROJECT DESCRIPTION

	2022	2023	2024	2025	2026	2027	2028	FUNDING	PROIRITY	STATUS
WATER MAIN/BALLINGER										
WATER OAK	153,000							WF	MEDIUM	PENDING
WATER QUALITY EASTSIDE	680,000							WF	LOW	ONGOING
WATER FOURTH STREET	208,000							WF	LOW	PENDING
WATER BIDDLE	548,000							GRANT	LOW	PENDING
WATER INDUSTRIAL PARK		800,000						GRANT	HIGH	PENDING
WATER MIXED USE				800,000				GRANT	MEDIUM	PENDING
DWAM REPLACEMENT	30,000	30,000	30,000	30,000	30,000	30,000	30,000			
TOTAL	1,619,000	830,000	30,000	830,000	30,000	30,000	30,000			

STORM - PROJECT DESCRIPTION

	2022	2023	2024	2,025	2026	2027	2028	FUDING	PROIRITY	STATUS
GEORGE/MAIN CULVERTS	50,000							GEN FUND	MEDIUM	ONGOING
BROOKS STREET CULVERT			10,000					GEN FUND	MEDIUM	ONGOING
NORTH FOURTH CULVERT		10,000						GEN FUND	HIGH	PENDING
MATT'S/FIRST STREET		10,000								
TOTAL	50,000	20,000	10,000							

## EQUIPMENT - PROJECT DESCRIPTION

	2022	2023	2024	2025	2026	2027	2028	FUNDING	PRIORITY	STATUS
TRUCK								GEN FUND	MEDIUM	
MULTI HOG ATTACHMENT		15,000		60,000				GEN FUND	LOW	PENDING
DUMPTRUCK/SNOW BLOW	150,000			15,000		15,000		GEN FUND	HIGH	COMPLETED
BACKHOE			150,000		150,000			GEN FUND	MEDIUM	PENDING
VOC TRUCK		30,000					40,000	GEN FUND	MEDIUM	PENDING
TOTAL	80,000	15,000	150,000	75,000	150,000	15,000	40,000			

## LOCAL STREETS - PROJECT DESCRIPTION

	2022	2023	2024	2025	2026	2027	2028	FUNDING	PRIORITY	STATUS
N, ST. HELEN								LSF	LOW	PENDING
TISDALE		38,000						LSF	LOW	PENDING
ESTHER		40,000						LSF	LOW	PENDING
WYCKOFF	45,000							LSF	LOW	COMPLETED
HILLTOP		35,000						LSF	LOW	PENDING
SOUTH 6TH STREET			9,000							
SHEERWOOD			15,000					LSF	LOW	PENDING
SOUTHLINE STREET			60,000							
NORTH 6TH STREET										
SOUTH 7TH STREET				1,400				LSF	MEDIUM	PENDING
NORTH ST. HELEN STREET				1,400						
GEORGE STREET				1,200						
MAIN STREET BRIDGE			800,000	3,100				LSF	MEDIUM	PENDING
4TH STREET BRIDGE				800,000				LSF	MEDIUM	PENDING
TOTALS	45,000	113,000	800,000	800,000			500,000			

## MAJOR STREETS - PROJECT DESCRIPTION

	2022	2023	2024	2025	2026	2027	2028	FUNDING	PRIORITY	STATUS
BALLINGER		55,000						MS	LOW	ONGOING
TOTAL		55,000								

**SIDEWALKS - PROJECT DESCRIPTION**

	2022	2023	2024	2025	2026	2027	2028	FUNDING	PROIRITY	STATUS
SIDEWALK REPLACEMENT		15,000	15,000	15,000	15,000	15,000	15,000	GEN FUND	MEDIUM	ONGOING
SIDEWALK - NEW		20,000		25,000				GEN FUND	MEDIUM	PENDING
TOTALS		35,000	15,000	40,000	15,000	15,000	15,000			

**PARKS & RECREATION - PROJECT DESCRIPTION**

LIGHTPOLES	2022	2,023	2024	2,025	2026	2,027	2028	FUNDING	PROIRITY	STATUS
METRO PARK UPGRADES								GEN FUND	LOW	ONGOING
HIAWATHA		1,300,000						DNR	MEDIUM	PENDING
AUSABLE RIVER CENTER PAVILLION								CDBG/GF	HIGH	ACTIVE
TOTAL								DNR/DDA	LOW	PENDING

**BUILDINGS - PROJECT DESCRIPTION**

REPLACE FURNACES (2 UNITS)	2022	2023	2024	2025	2026	2027	2028	FUNDING	PROIRITY	STATUS
	35,000							GEN FUND	HIGH	COMPLETED
SOLAR CONVERSIONS	10,000	10,000	10,000					GEN FUND	LOW	PENDING
UPDATE PUMP STSTIONS HOUSES	15,000							SF	HIGH	PENDING
TOTAL	60,000	10,000	10,000							

## Public Participation Goals and Objectives

### Achieved:

- Public comment is encouraged at all public meetings (e.g. Council meetings, DDA meetings, Joint meetings, etc.)
- The Village of Roscommon uses a variety of methods for communicating with the public.
  - The Village used local newspaper outlets to post important public announcements.
  - The Village has made significant updates and improvements to the Website.
  - The Village uses Facebook as its social media outlet. Other platforms like Instagram and Twitter have not been implemented.
  - The Village website, <https://www.roscommonvillage.com> is used to announce meetings, posts agendas, minutes, and sometimes other topics of major interest.
  - Radio station outlets have not been used frequently. The Village did use radio advertising for the Sesquicentennial.
  - Printed information is posted in several spots in the Village. There is an announcement board in the Village office and another on the sidewalk just outside the office. Other information has been posted in individual businesses.
  - When appropriate, announcements are made at public meetings.
  - Important information is printed on the bottom of water bills that reach all Village residents.
  - The Village uses an alert calling system (Voice Messaging) to make announcements on an occasional basis.

### In Progress:

- The "Event Satisfaction Survey" has yet to be used at public events on a regular basis. We have developed a survey QR code for visitors to use – it might make it easier and more efficient to collect data.
- The Village included production of an annual newsletter in the Public Participation Plan but has yet to use this tool due to time and personnel limitations. In the works.

# PUBLIC PARTICIPATION SURVEY

PLEASE TAKE OUR BRIEF SURVEY TO TELL US HOW WE'RE DOING.

USE YOUR SMART PHONE.



## POLICE PROTECTION AGREEMENT

This agreement is made on the 1<sup>st</sup> day of January 2023, by and between the COUNTY OF ROSCOMMON (hereinafter referred to as "County"); the ROSCOMMON COUNTY SHERIFF'S OFFICE (hereinafter referred to as "Sheriff"); and the VILLAGE OF ROSCOMMON (hereinafter referred to as "Village").

WHEREAS, the Village is desirous of contracting with the County for the performance of additional policing services its boundaries; and

WHEREAS, the Village and County have, by appropriate resolutions, been authorized to enter into this Agreement pursuant to the General Law Act and state law; and

WHEREAS, the purpose of this enforcement of law and order for the citizens, residents and visitors of the Village as well as for property protections, and

WHEREAS, the County, through its Sheriff Department and the Sheriff, desire to provide the Village with more police protection in addition to what is already being furnished by the Sheriff Department.

NOW, THEREFORE, the parties agree as follows:

1. The County agrees to provide the Village with additional police protection within the Village boundaries, through the office of the Sheriff, with such services, including, but not limited to, the services of one (1) or more Deputies and appropriate supervision, liability insurance, communication facilities, patrol car, weapons, uniforms and other necessary supplies needed for the police protection.  
The County will bill the Village annually for this service. The amount is not to exceed \$30,000.00 per year.
2. The date of these services shall be from January 1, 2023, through December 31, 2025.
3. The hours of Village patrol coverage shall be 804 officer hours per year.
4. The supervision, standard of performance and discipline of the Deputy Sheriff and other matters incident to the control and performance of such services to the Village shall remain in the County, solely under the direction of the Sheriff or his/her designee. The standards of performance of the Deputy Sheriff assigned under this Agreement,

however, shall not be lower than the ability and caliber of a professionally trained, experienced, certified, and qualified Deputy Sheriff.

5. The law enforcement services to be provided by the County shall consist of furnishing a Deputy Sheriff for the number of hours contracted, with the scheduling to be determined by the Sheriff. The Sheriff or his/her designee shall meet with the Village Manager, in order to report on services rendered and to receive recommendations from the Village for the hours and days in which patrol services are desired. Meetings between the Sheriff or his/her designee and the Village Manager shall be at least monthly. The Sheriff shall provide a record of the hours of service provided for each month as well as actions taken.
6. The services provided herein shall be in addition to those maintained in the regular patrols and duties of the Sheriff Department. It is the intent of the parties that the Deputy Sheriff provided shall primarily be responsible for community policing, i.e., vehicle and foot patrol, traffic matters, crowd control and routine misdemeanors. Investigations from the Village that cannot be completed by the assigned officer during his/her shift shall be turned over to the Sheriff's Department to be completed. The services do not include such services as prisoner transport, unless it relates to court proceedings on an arrest in the Village by the officer then assigned to the Village.
7. The County agrees that the Deputy Sheriff, while on duty, shall be assigned to work within the Village. The parties further agree that the Deputy Sheriff shall respond to emergencies throughout the County as directed by the Sheriff.
8. The Deputy Sheriff services provided by the County to the Village, in addition to general law enforcement shall include Village ordinance enforcement involving traffic control, nuisances, parking, liquor control, parks, curfews, and disorderly conduct. It shall not include such matters as zoning, licensing, permits, dangerous structures, noxious weeds, animal control or rental control. The Deputy Sheriff's duties shall include the services of warrants, subpoenas and complaints when requested by the Village. Any dispute over the extent by the Sheriff enforcing Village ordinances, shall be resolved by the Sheriff and the Village Manager. The Village understands that prosecution of Village ordinance must be handled by a private attorney.
9. All personnel used by the County in order to fulfill the terms of this Agreement shall be employees of the County and not employees of the Village. The Village shall not be liable for compensation or indemnity to any County employee for injury or sickness arising out of his or her employment relating to this Agreement.
10. The Sheriff shall try to meet a reasonable request from the Village for the Deputy Sheriff to be on duty during major Village events such as Roscommon Art Festival, Firemen's Memorial Parade, Christmas in the Village, Fourth of July Parade and Homecoming Parade.

11. The parties agree that no party to this Agreement is under any obligation to continue it after the stated period. The parties agree to meet in an effort to renegotiate the Agreement for future years.
12. The Sheriff, at the discretion, can elect to have any number of Deputies provide the services contracted for herein.
13. The County shall provide insurance for the motor vehicle(s) used in the performance of the services described in the Agreement, as well as other necessary insurances, such as liability, worker's compensation and unemployment insurance coverage for any Deputy Sheriff assigned to the duty in the Village. The Village shall be held harmless for claims against the County and/or Sheriff Department resulting from performance of services described in the Agreement.
14. The cost associated with prosecuting any individual that may be arrested by the Deputy Sheriff with the Village shall be the responsibility of the County, unless said individual is arrested due to violations of any Village ordinances.
15. In the event that the Village request additional services during the term of this Agreement, the cost of this additional service shall be determined by mutual agreement of the parties.
16. This document is the entire agreement of the parties. No party shall make further demands for duties of funds from another party under the terms of this Agreement unless the parties agree in writing.
17. In carrying out the terms of this Agreement, the parties hereto shall adhere to all applicable Federal, State, and Local laws and regulations prohibiting discrimination. It is expressly understood and agreed to by the parties that this Agreement shall not be construed as in any way affecting the collective bargaining agreement covering the Deputy Sheriff's assigned to the Village under this Agreement, but not limited to, the adding of provisions thereto or subtracting provisions therefrom.
18. No failure of delay on the part of either of the parties to this Agreement in exercising any right, power, or privilege hereunder shall operate as a waiver thereof nor shall a single partial exercise of any further right, power, or privilege.
19. The parties to this Agreement may not assign, subcontract, or otherwise transfer their duties and/or obligations under this Agreement.
20. This Agreement is not intended to be a third-party beneficiary contract and confers no rights on anyone other than the parties hereto.
21. If any provisions of this Agreement is held to be invalid, it shall be considered to be deleted, and the remainder of this Agreement shall not be affected thereby. Where the deletion of the invalid provision would result in the illegality and/or unenforceability of this Agreement, this Agreement shall be considered to have terminated as of the date in which the provision was declared invalid.
22. The persons signing on behalf of the parties hereto certify by their signature that they are duly authorized to sign this Agreement on the behalf of said parties and this Agreement has been authorized by said parties.

IN WITNESS WHEREOF, the authorized representatives of the parties hereto have fully executed this Agreement on the date first written above.

**COUNTY OF ROCOMMON**

**BOARD OF COMMISSIONERS**

Dated: \_\_\_\_\_

\_\_\_\_\_

County Commissioner Chairperson

Dated: \_\_\_\_\_

\_\_\_\_\_

Jodi Valentino, County Controller

**ROSCOMMON COUNTY SHERIFF**

Dated: \_\_\_\_\_

\_\_\_\_\_

Edward Stern, Sheriff

**VILLAGE OF ROSCOMMON**

Dated: \_\_\_\_\_

\_\_\_\_\_

Mike Miller, Village President

Dated: \_\_\_\_\_

\_\_\_\_\_

Frances Dawson, Village Clerk

Dated: \_\_\_\_\_

\_\_\_\_\_

Ron Alden, Village Manager



New Position  
\$1600/Month

Current Position  
\$1600/Month

EDST - Assist/Support  
Marketing Plan and marketing strategies  
Facebook  
Webpage  
Other?  
Public Participation Plan – Improving participation  
RAPS and Kirtland liaison  
Improve relationships with local schools  
Chamber of Commerce liaison  
Historical Society liaison  
Festivals and event planning/liaison  
Downtown business liaison  
Roscommon County Economic Development  
MEDC  
NEMCOG  
Master Planning – Assist/Support  
Housing Task Force – Assist/Support  
Planning Commission – Represent/Assist/Support  
Village Council  
Capital Improvement Planning - Assist/Support  
Economic Development Planning – Assist/Support  
Art Committee – Assist/Support  
Grant Writing – Assist/Support  
Development and Redevelopment – Assist/Support  
Other:

EDST - Assist/Support  
Marketing Plan and marketing strategies - Transition  
Facebook  
Webpage  
Other?  
Public Participation Plan – Assist/Support/ Transition  
Roscommon County EDC - Assist/Support/ Transition  
MEDC - Assist/Support/ Transition  
NEMCOG - Assist/Support/ Transition  
Master Planning – Assist/Support/ Transition  
Housing Task Force – Assist/Support/ Transition  
Planning Commission – Assist/Support/ Transition  
Downtown Development Authority  
Capital Improvement Planning - Assist/Support/ Transition  
Economic Development Planning – Assist/Support/ Transition  
Art Committee – Assist/Support  
Grant Writing – Assist/Support/Transition  
RRC Compliance - Assist/Support/Transition  
TRELLO (Pablo)  
Document Maintenance  
Reporting and Review Schedule  
Progress Updates  
Other  
Development & Redevelopment – Transition  
Other:



GRETCHEN WHITMER  
GOVERNOR

STATE OF MICHIGAN  
DEPARTMENT OF TREASURY  
LANSING

RACHAEL EUBANKS  
STATE TREASURER

October 24, 2022

MuniCode: 72-3-010

Village of Roscommon  
702 Lake St., P.O. Box 236  
Roscommon, MI 48653

Dear Village Council:

We have reviewed the deficiencies noted in your audit for the fiscal year ending December 31, 2021. Consequently, there are additional items that we believe require further documentation and/or explanation. Please submit the following:

- An update on actions being taken to ensure the ACH deposits along with other electronic transactions are recorded in the general ledger properly.
- A copy of the policy and the process for bank reconciliation, including segregation of duties for the preparer and the reviewer, how often it is done, and when the last bank reconciliation was done.
- An update on actions being taken to ensure the rates for the equipment rent are in compliance with the new rates issued by the Michigan Department of Transportation.
- An update on the actions being taken to correct the issues with the water and sewer billings. The issues include wrong meter reads, inappropriate accounting treatment, and incorrect bills.
- An update on whether the mileage reimbursement rate for the current year is consistent with the one issued by the IRS.
- An update on whether the overpayment for payroll taxes to the IRS have been refunded.

Please submit the preceding additional reporting information (ARI) and a copy of this letter to the Community Engagement and Finance Division at the address listed below or send via email to [mcdonnelly@michigan.gov](mailto:mcdonnelly@michigan.gov). If sending your plan by email, please include the following in the subject line: "local unit name-year-ARI." Failure to submit the required additional reporting information within 30 days of the dates listed above may subject the local unit to an audit and/or review performed by Department of Treasury auditors at the expense of the local unit.

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Thank you for your attention to this matter. If you have any questions, please contact Yongping McDonnell at 517-335-7469.

Sincerely,

A handwritten signature in black ink, appearing to read 'CJ Vaughn', with a stylized flourish at the end.

Cary Jay Vaughn, CPA, CGFM  
Audit Manager  
Community Engagement and Finance Division



## Village Council President's Pay

Current Pay Breakdown 2022:

Council President	\$112.50/month
Council Meetings	\$112.50/month
Total Monthly Pay	- \$225.00

\*Special Meetings \$25/meeting



## Village Council Pay

Current Pay Breakdown 2022:

Council Trustee	\$87.50/month
Council Meetings	\$87.50/month
Total Monthly Pay	- \$175.00

\*Special Meetings \$25/meeting