



**Regular Meeting Agenda
November 13, 2023 – 7:00 P.M.**

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

1.25 Approval of Absences:

Miller

1.5 Public Hearing: 2024 Village Budget

Miller

2. Approval of Consent Agenda:

Miller

- Approval of minutes of the October 9, 2023, Regular Council Meeting
- Approval of minutes of the October 16, 2023, DDA Meeting
- Approval of minutes of the October 16, 2023, Planning Commission Meeting
- Approval of October 2023 Sheriff Report
- Accept Zoning Director's October 2023 Report
- 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 Report
- Economic Director's July Report
- Fleis&Vandenbrink, USDA 440-11 Wastewater Improvements, \$1,137.28
- Fleis&Vandenbrink, USDA 440-11 Water Improvements, \$608.01
- County Housing Study
- 2024 Village Budget Resolution Adoption
- 2024 Millage Levy Approval
- Authorization of Village Assessor & Treasurer
- Village President's Pay
- Village Council Pay
- Special Meeting Pay

Emery

Perialas

Alden

Alden

Perialas

Alden

Alden

Alden

Alden

Alden

Alden

7. New Business

- Hiawatha Update
- Participation Plan Review
- Resolution to Approve Capital Improvement Plan
- Planning Commission 2023 Annual Report

Alden

Alden

Alden

Dixon

8. Discussion Items

- Digital Video Council Meetings

Medina

9. Public Acknowledgement (Two minutes per speaker)

10. Council Comments

11. Items for the Next Agenda

12. Adjournment



Public Hearing Agenda
11/13/2023 @ 7:00 P.M.
Notice

The purpose of this Public Hearing is to allow the public to question and make comments regarding the proposed 2024 Village of Roscommon Budget

1. Call to Order, Roll Call of Council
2. Public Comment 2024 Village Budget (Two minutes per speaker)
3. Adjournment



VILLAGE OF ROSCOMMON 2024 PROPOSED BUDGET

General Fund 101	Revenues \$466,600.00
	Expenses \$876,000.00
Major Street Fund 202	Revenues \$125,400.00
	Expenses \$73,650.00
Local Street Fund 203	Revenues \$82,500.00
	Expenses \$122,450.00
Industrial Park Fund 412	Revenues \$10,015.00
	Expenses \$6,000.00
Sewer Fund 590	Revenues \$600,672.50
	Expenses \$668,172.50
Water Fund 591	Revenues \$366,506.50
	Expenses \$443,256.50
Equipment Fund 661	Revenues \$93,015.00
	Expenses \$91,100.00
	Total Revenue \$1,744,709.00
	Total Appropriations \$2,280,629.00

Consent Agenda

Council Minutes

Public Hearing

DDA Minutes

Planning Commission Minutes

Sheriff Report

Zoning Report

VILLAGE OF ROSCOMMON
Minutes of the October 9, 2023
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, Jennifer Smejkal. Others present - Manager Ron Alden, Clerk Frances Dawson, DPW director, Debbie Emery, Economic Director, Jim Perialas. Public present at the meeting are on the attached Sign In Sheet. The Pledge of Allegiance was recited and an Invocation was given by Trustee Dan Fishel.

Open Public Hearing for Industrial Park lot sales – 13 & 14 – to Shepke at 7:02 pm.

Alden informed everyone of the intention of the sale.

Close Public Hearing at 7:06 pm

CONSENT AGENDA

Motion by Lederman, seconded by Ruddy, to accept the Consent Agenda with bills to be paid in the amount of \$12,440.16. Ayes: Miller, Fishel, Medina, Lederman, Ruddy, Cook, Smejkal. Nays: none. The motion carried.

REGULAR AGENDA

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

MANAGER'S REPORT

Welcome to all.

Roctoberfest is Saturday, October 14th. There are four or five bands scheduled, food trucks, drinks, kids games, etc.

Rich Castle from Consumers Energy was in the office and informed Alden about Consumers 5 year goals to improve their service. This includes: No one without power for more than 24 hours, trimming up trees on or by their lines better, expand and replace old poles, and bring the grid up to date.

The decorative globe lights in town started getting put up in 1995-96 and have had very little if any service over the years. The Village is checking into replacing the sensors and GFI's.

Mornings with the Manager is Thursday, October 19th at 9:00 am.

Alden and Perialas will continue going to housing meetings with the State.

Tisdale & Ester Court were supposed to be paved last Saturday, but the weather was bad. They will schedule it again as soon as the weather permits. It will most likely be short notice.

The sidewalks on 4th Street and the slab at the Compost site have been finished.

Alden has a gentleman for the Ordinance Enforcement Officer lined up and will get him started in the next few weeks.

The Spart Grant has been denied twice – there is one more chance to apply before the end of the year and the Village will be doing that.

Saturday, October 21st is the food distribution at the school bus garage at 9:00 am.

Carnexa is up for sale and the charging stations have been turned off.

The burnt house across from the Sunny Spot is being cleaned up soon and they will rebuild the same way it was.

PUBLIC ACKNOWLEDEMENT ON AGENDA ITEMS

UNFINISHED BUSINESS

DPW UPDATE – Debbie Emery

The DPW will are done flushing hydrants.

Leaf pick-up will start on Tuesday the 17th.

The DPW is finished with mowing for the year and have started getting things ready for winter.

The dump truck is just about done. They will be calling shortly to come pick it up.

Weed growth on the ponds has been going crazy. They will be starting treatments in the spring with the first dose in May 2024. These treatments will have to happen a few times to get the problem under control.

The USDA Grant will be finished by spring. It is pretty much wrapped up now, however there is one thing for water and one for sewer.

ECONOMIC DEVELOPMENT UPDATE –

Congratulations to the Roscommon Bucks for their victory at Homecoming.

Next year the school will be painting the windows downtown again. The Homecoming parade was a great success.

NCACU staff cleaned up all the flower beds downtown on Monday and they also donated \$200 for the flower fund.

The DDA has already made a deposit on the flowers for next year.

The DDA does not have a time limit on the grants for how long you will be in business.

Ladies Night Out is set for Tuesday, October 24th. All of the business run sales, raffles, treats, etc...

Rosctoberfest is moving forward for Saturday, October 14th. The business and residents have been very generous with their donations to fund and support the party. Thank you all very much.

Perialas will be going to different Township meetings and the County to get funds to help pay for a Housing Study.

The Five Families will be here on October 19, 2023 at 6:00 pm here at Village Hall.

The DDA is looking for another member to fill a vacancy. Preferably with a financial background.

Uncommonly Good has been taken over by a new couple and have a lot of local artists creations in their store.

Motion by Smejkal, seconded by Lederman to approve USDA Wastewater Services, Fleis & Vandenbrink invoice for \$6,916.94 to pay through August 26, 2023. Ayes: Medina, Fishel, Miller, Smejkal, Lederman, Cook, Ruddy. Nays: none. Motion carried.

Motion by Ruddy, seconded by Cook to approve the USDA Water Services, Fleis & Vandenbrink invoice for \$3,143.18 to pay through August 26, 2023. Ayes: Fishel, Ruddy, Smejkal, Cook, Medina, Miller, Lederman. Nays: none. Motion carried.

Alden has already answered all the issues with the decorative street lighting. Hopefully fixed soon. A reminder to use the app on the Village Web Site to report regular street lights out.

Medina would like to put up Public Parking Signs pointing to the County Building Parking lot on Robinson Street.

Medina suggested that the Village Manager could approve all of the change orders for USDA. The USDA grant is federally funded and they require the funds to be approved by a quorum of the council.

NEW BUSINESS

Alden gave an update for the Hiawatha Project –

The MEDC has come up with new tests and requirements for the project so the Village has been informed that they will have to get new bids in the spring as the ones that they just got will expire by the time they are ready for any work to begin. The shed can be moved to the Compost site and will be done next week.

Motion by Fishel, seconded by Ruddy to approve the sale of lots 13 & 14 in the Industrial Park to Shepke for \$6,000.00. Ayes: Fishel, Miller, Smejkal, Lederman, Cook, Ruddy. Nays: none. Abstain: Medina. Motion carried.

Motion by Medina, seconded by Smejkal to approve the Roscommon County Road Commission Culvert Repair Project on 4th Street for \$15,000.00. Ayes: Fishel, Ruddy, Smejkal, Cook, Medina, Miller, Lederman. Nays: none. Motion carried.

Medina was contacted by a resident who has had issues with her meter and billing. We were informed by the DPW that this was the third meter that this resident has gone through, with the Village paying for the first two. The Administrative Assistant gave an update on the alerts that this residence was getting for the past few months and the billing issues. The resident was not present.

Motion by Medina, seconded by Cook to waive the charge for the water meter of \$175.00. Ayes: Medina, Fishel. Nays: Miller, Smejkal, Lederman, Cook, Ruddy. Motion not carried.

DISCUSSION ITEMS

Miller believes that if a resident comes to you with an issue, either bring it to the office or have the resident come to a council meeting. That way issues get documented and you have other witnesses.

PUBLIC ACKNOWLEDGEMENT

Barber had a few ideas about the Hiawatha Project.

Dixon praised the DPW Crew for their prompt and efficient service when he had some problems with his water lines. He is very happy with the automated system.

COUNCIL COMMENTS

Ruddy – Feels comfortable with the decisions made and wished for more information.

Fishel – Thank the Council for all their efforts.

Smejkal – Thank the Council and the public for being at the meeting.

Lederman – Apologize for outburst and thank everyone for coming to the meeting.

Miller – Thank the DPW and the Council for making tough decisions.

ITEMS FOR THE NEXT AGENDA

Budget, Capital Improvement Plan, Planning Commission

ADJOURNMENT

Moved by Fishel , seconded by Ruddy to adjourn the meeting at 9:15 PM. All in favor. Hearing no objections, the motion carried.

Michael Miller
Village President

Frances Dawson
Village Clerk



MEETING MINUTES

October 16, 2023

Members Present: CEO Ron Alden, President Thomas O'Brien (4), Vice President Jim Anderson (1), Treasurer Andrea Weiss (4), Secretary Sue Jock (1), Diane Love Suvada (2), Crystal Brabant (2), Jessie Sharpe (2), Peggy Kish (Resident) (4), Mike Walker (3), Tom Barber (3), Phil Weiler (3),

Virtual:

Excused:

Absent:

Others Present: Jim Perialis

Motion made by to accept the meeting minutes for September by Andrea Weiss second by Jessie Sharpe, motion carried.

Roscommon Downtown Development Authority - September 2023

(Thru 10/13/23) **TREASURER'S REPORT**

Balance Forward	\$425,082.90
Deposits (\$520.00 Farm Market-\$25,000.00 MOM Grant-\$10,300.00 Higgins Twp.)	
	\$35,820.00
Balance	\$460,902.90
<i>Bills Approved Prior Month</i>	
<i>Ck #1365 Crystal and Sean Brabant(Façade Grant)</i>	\$5,000.00
<i>Ck #1366 RL McClure Properties LLC(Facade Grant)</i>	\$5,000.00
<i>Ck #1367 Roscommon Floral(2024 Village flowers)</i>	\$4,520.00
<i>Ck #1368 Business Radio Licensing</i>	\$115.00
<i>Bills to be Approved</i>	
<i>Ck #1369 RARA -ARC</i>	\$300.00
<i>Ck #1370 Marcie Dankert (\$30 Vet coupons, \$19.30 postage)</i>	\$549.30
<i>Ck #1371 Village of Roscommon (Jim and Dan Wages-Aug & Sept)</i>	\$4,800.00
Ending Balance	\$440,618.60

Future Commitments to Date

AuSable River Center	\$300 Quarterly
Hiawatha Grant	\$50,000.00 approved/ no payment scheduled

Motion by to accept treasurer's report as presented by Mike Walker, second by Phil Weiler, roll call, treasurer's report approved.

CORRESPONDENCE & PUBLIC COMMENT –

None-

COMMITTEE REPORTS

Managers' Report –

- Five Families this Thursday October 19th at 6pm, Village hall
- Meeting with Consumers Energy. Goal no outage to effect over 100,000 people or resident over 24 hours. More aggressive tree maintenance required. Utilize technology. Decorative street light sensors are old and there is a better system, they are going to give a report. Plan to finish GFI upgrades on light poles.
- NCACU staff volunteered and removed all flowers from beds as their community service project.
- Hanging baskets to come down this week
- Meeting with the manager this week
- Village looking to update their façade and the community events storefront.
- Vacant DDA position. Possible DDA liaison from Huntington Bank, Jim working on high school student member.
- This Saturday next food distribution at the high school bus garage
- Leaf pick up starts Tuesday
- Waiting on demolition permit from State of Michigan for demolition of the burnt building at 307 N. 5th Street.

Farmers Market:

- Done for the season, 4 scheduled Saturday's for this winter

Economic Administrator

- Homecoming went well, parade and window painting are cleaned up.
- RRC village training continues.
- Mermaid building sold. Working with Dan for MEDC grants. Building intention to continue renting and renovating upstairs.
- Housing taskforce continues to meet.
- Masterplan results to be presented to Rotary on Thursday
- Rocktoberfest a success. New Year's Eve Shamrock drop planned.

Façade Grants –

- Addie Beth's – Emily Barber new sign, 300 / \$600-Committee approved, motion by Jim Anderson, second by Andrea, roll call, Mike Walker abstained, motion carried.
- Spruce Lodge new roof, 5,000 / \$11,900 -Paid \$2,500-Ron in contact with owner.
- Darrel Hall – 709 Lake Street, 5,000 / \$16,500 -Approved-No final paperwork submitted
- St. Michael Church – exterior paint \$5,000 / \$17,800 – Approved-No final paperwork submitted

Old Business

- Veteran - Thank You for Serving banners-are up for the season
- HLRCC Quilt Trail request-no update. Had the tour last week, relatively successful.
- Au Sable River Pavilion-Review of preliminary plans

New Business:

Liaison Reports: Chamber and Other

RARA:

- Reported their LWCG preliminary score was published with a score of 295. High score with promising results, two weeks to address sited deficits from MDNR and resubmitted. Awardees to be announced mid-November.

Next DDA Meeting – November 20th, 8:00 am
Five Family Meeting – October 19th. 6:00 pm
Ladies Night Out – October 24th. 4-8:00 pm
Small Business Saturday – November 25th

Motion to adjourn by Mike Walker, second by Tom Barber, motion carried.
Meeting closed 9:38 am

Secretary - Sue Jock

Group photo was updated after the meeting



Planning Commission Minutes

10-16-2023

1. Call to order

Chair Dixon called to order the regular meeting of the Planning Commission at 5:32 in the offices of the Village of Roscommon.

2. Pledge of Allegiance

The Pledge of Allegiance was recited by all present.

3. Roll Call

Roll was called by Dixon (for Walker) Members present: Dixon, Tim Reilly, Angela Cook, Ron Alden (Village Manager) Absent: Kris Suvada, Steven Devault, Jennie Walker (Secretary)

4. Approval of Minutes

Motion by Reilly and seconded by Cook to approve the minutes of 9/18/23. Motion carried, no objection.

5. Public Comment

None

6. Old Business

- A. Master Plan: New employee for Denise Kline has not contacted the Village Manager as of today. Nothing new to report.
- B. Capital Improvement Plan: Discussion regarding Roscommon Road Commission planning a survey for possible projects. Village DPW needs discussed. Motion by Reilly seconded by Cook to approve Capital Improvement Plan as written, motion carried.
- C. Five Families Meeting 10/19/23. Dixon attending to Represent Planning Commission, Alden representing the Village of Roscommon.

7. New Business

- A. Reviewed draft information submitted by Dixon for the Annual Report of the Planning Commission. Dixon to prepare draft and contact Steve Perialas to assist in final report.

8. Correspondence/ Reports

- A. Open discussion on housing and concerns regarding rental properties and lodging in Roscommon.

9. Public Comment

None

10. Adjournment

Motion by Reilley and seconded by Cook for adjournment. Motion passed without objection. Adjournment 7:35.

COUNTY of ROSCOMMON

OFFICE of SHERIFF



Edward Stern
Sheriff

Ben Lowe
Undersheriff

Eric Tiepel
Lieutenant
Uniform Services Division

111 S. Second St.
Roscommon, MI 48653
Telephone 989-275-5101 Fax 989-275-5843
Email: roscosheriff@roscommoncounty.net

Angela Ackley
Lieutenant
Investigative Services

Laurie Beck
Lieutenant
Jail Administrator

Village Patrol October 2023 Statistics

Mileage	194
Hours	45
Stops	11
Verbal Warnings	12
Citations	3
Criminal Complaints	4
Non-Criminal Complaints	3
Report Writing	4
Accidents	0
Property Checks	33
Contacts	163
Arrests	5 (Warrant Arrest)

Complaint Type

Trunk or Treat Family Fare
Homecoming Parade

Assault
Overdose
Harassment
Welfare Check

Oct-23 **Additional Village Activity**

Hours	10
Criminal Complaints	1
Non Criminal Complaints	10
Traffic Stops	9
Verbal Warnings	10
Citations	5
OWI Arrests	1
Other Arrests	2
Accidents	
Assist EMS	1
Other Assignments	1
Homecoming Parade	

Type of Complaints Handled

Arrests

injured deer
Noise Complaint
Threats Complaint
Psych Complaint
Possible Domestic x2
Suspicious Child
DOA
911 Hangup
Business Alarm
Suicidal Person



~ 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 2023

10/4/2023: Issued permit for 694 Squire St.

10/11/2023: Issued permit for 802 Lake /St.

10/18/2023: Inspection at 802 Lake /St.

10/25/2023: Issued permit for 307 N. Fifth 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

UNFINISHED BUSINESS

Fleis&Vandenbrink USDA Wastewater

Fleis&Vandenbrink USDA Water

County Housing Study

2024 Budget Resolution

2024 Levy Mills

Authorization of Village Assessor & Treasurer

Village President's Pay

Village Council Pay

Special Meeting Pay

ESTIMATE OF FUNDS NEEDED
FOR
30-Day Period Commencing
09-01-2023

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	1,137.28
Interest	
Equipment	
Contingencies	
Refinancing	
Initial O&M	
Other	
TOTAL	\$ 1,137.28

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 6, 2023
 Invoice No: 67309-S
 Project No: 838942

**RE: Village of Roscommon - USDA RD Wastewater Improvements
 Services through September 30, 2023**

	<u>Contract Amount</u>	<u>Billed to Date (Includes this invoice)</u>	<u>Remaining Contract Amount</u>	<u>This Invoice</u>
Professional Services:				
Basic Services - Design, Bidding & Construction Administration	\$584,000.00	\$584,000.00	\$0.00	\$923.74
Resident Project Observation	\$178,900.00	\$178,900.00	\$0.00	\$0.00
Additional Services* - Startup, Record Drawings, Soil Borings, ROW Map, Owner Training, O&M Manuals	<u>\$134,800.00</u>	<u>\$132,911.14</u>	<u>\$1,888.86</u>	<u>\$213.54</u>
	\$897,700.00	\$895,811.14	\$1,888.86	
Total amount of this invoice				<u>\$1,137.28</u>

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 / dpwdirector@roscommonvillage.com

ESTIMATE OF FUNDS NEEDED
FOR
30-Day Period Commencing
09-01-2023

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	608.01
Interest	
Equipment	
Contingencies	
Refinancing	
Initial O&M	
Other	
TOTAL	\$ 608.01

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 6, 2023
Invoice No: 67309-W
Project No: 838946

**RE: Village of Roscommon - USDA RD Water Improvements
Services through September 30, 2023**

	<u>Contract Amount</u>	<u>Billed to Date (Includes this invoice)</u>	<u>Remaining Contract Amount</u>	<u>This Invoice</u>
Professional Services:				
Basic Services - Design, Bidding & Construction Administration	\$464,700.00	\$464,700.00	\$0.00	\$0.00
Resident Project Observation	\$173,000.00	\$173,000.00	\$0.00	\$608.01
Additional Services* - Startup, Record Drawings, Soil Borings, ROW Map, Owner Training, O&M Manuals	<u>\$156,150.00</u>	<u>\$156,150.00</u>	<u>\$0.00</u>	<u>\$0.00</u>
	\$793,850.00	\$793,850.00	\$0.00	
Total amount of this invoice				<u>\$608.01</u>

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 / dpwdirector@roscommonvillage.com

Regional Housing Plan Summary

Region E

Alpena, Alcona, Crawford, Cheboygan,
Iosco, Montmorency, Ogemaw, Otsego,
Oscoda, Roscommon, and Presque Isle
Counties.

Lenny Avery RHP Lead
August 30, 2023

Region E

Snapshot

The **Regional Housing Plan** represents a collective vision for our community's future. Born from extensive collaboration, it embodies aspirations to ensure equitable, accessible, and affordable housing options for all. Through strategic goals and key performance indicators, we aim to address housing challenges, embracing diversity, and fostering inclusivity. This blueprint not only recognizes the importance of safe and stable housing but also outlines a path toward vibrant neighborhoods and stronger communities. With unwavering dedication, we're poised to transform this plan into action, enhancing lives, and shaping a future where housing is a cornerstone of well-being and opportunity for everyone.

01

Build 5,000 New Housing Units

Build 5,000 New Housing Units

The "Build Baby Build" initiative sets forth an ambitious goal to construct 5,000 new housing units catering to a full spectrum of needs within our region over the next five years. With an emphasis on diversity and accessibility, this plan is a testament to our commitment to inclusive community development. In the inaugural year, we aim to make substantial progress by building 1,000 full-spectrum housing units.

02

Rehabilitation of 5,000 Single-Family & Rental

Rehab 5,000 Single-Family & Rentals Units

The "Regional Rehabilitation" initiative is set to upgrade 5,000 housing units in our region over the next five years. Our focus is on improving both single-family and rental properties to ensure a well-maintained and diverse housing stock. In the first year, we aim to renovate 1,000 units, including 700 single-family homes and 300 rental properties. This initial progress will pave the way for the initiative's continued success in the following years.

03

Northeast Michigan Housing Alliance (NEMHA)

Formation of the Northeast Michigan Housing Alliance (NEMHA)

Key stakeholders from across Northeastern Michigan have joined forces to establish the Northeast Michigan Housing Alliance (NEMHA). This unprecedented collaboration aims to harness the collective power of local governments, nonprofits, businesses, and community leaders to tackle housing disparities and promote equitable housing opportunities for all northeast Michigan residents.

04

Regional Housing Summit Fall of 2024

NEMHA's core objectives include conducting detailed housing assessments, facilitating cross-sector collaboration, advocating for policy changes, and promoting equitable housing solutions. By pooling resources, expertise, and knowledge, our alliance will empower local residents, support sustainable development, and foster economic growth across the region.

Regional Housing Summit in the Fall of 2024

To celebrate the hard work of our regional partners and stakeholders, we are thrilled to announce the upcoming Regional Housing Summit in the fall of 2024. This event will provide an opportunity for the public to witness the collective impact of the Regional Housing Plan. Attendees will gain insights into the strategies, goals, and collaborative efforts that have shaped the Regional Housing Plan. The Summit will highlight our commitment to fostering vibrant communities through affordable housing and community development.

Statewide Housing Shortage of 190,000 units
Michigan State Housing Development Authority
2019-2020

GEO CODE	TOWNSHIP	COUNTY	SHARE OF 190K Shortage
06000000US2614304320	Au Sable township, Roscommon County, Michigan	Roscommon County	6
06000000US2614304720	Backus township, Roscommon County, Michigan	Roscommon County	N/A
06000000US2614321640	Denton township, Roscommon County, Michigan	Roscommon County	46
06000000US2614331960	Gerrish township, Roscommon County, Michigan	Roscommon County	16
06000000US2614338020	Higgins township, Roscommon County, Michigan	Roscommon County	28
06000000US2614344400	Lake township, Roscommon County, Michigan	Roscommon County	32
06000000US2614349840	Lyon township, Roscommon County, Michigan	Roscommon County	97
06000000US2614351780	Markey township, Roscommon County, Michigan	Roscommon County	35
06000000US2614356980	Nester township, Roscommon County, Michigan	Roscommon County	10
06000000US2614368200	Richfield township, Roscommon County, Michigan	Roscommon County	N/A
06000000US2614369560	Roscommon township, Roscommon County, Michigan	Roscommon County	92
Roscommon County, Michigan			
TOTAL			362



RESOLUTION

2024 Budget Adoption and Millage Levy

WHEREAS, the Roscommon Village Staff has submitted a proposed 2024 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 October 30, 2023 to review and amend the proposed budget; and

WHEREAS, the Council held a public hearing on the proposed budget on November 13, 2023; and

WHEREAS, the Village Manager recommends adoption of the 2024 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 2024 Annual Budget:

General Fund 101	Revenues \$466,600.00
	Expenses \$876,000.00
Major Street Fund 202	Revenues \$125,400.00
	Expenses \$73,650.00
Local Street Fund 203	Revenues \$82,500.00
	Expenses \$122,450.00
Industrial Park Fund 412	Revenues \$10,015.00
	Expenses \$6,000.00
Sewer Fund 590	Revenues \$600,672.50

	Expenses \$668,172.50
Water Fund 591	Revenues \$366,506.50
	Expenses \$443,256.50
Equipment Fund 661	Revenues \$93,015.00
	Expenses \$91,100.00
	Total Revenue \$1,744,709.00
	Total Appropriations \$2,280,629.00

Motion By: _____ Seconded By: _____

Yays: _____

Nays: _____

Date: _____

Frances Dawson, Village Clerk



Village 2024 Budget Approval

- Levy 9.800 mills for the General Fund & 2.500 mills for the Sewer Bond Dept.
- Authorize the Village Assessor to apply the levies to the tax roll, and hereby direct the Village Treasurer to collect such taxes.



2023 WAGES

CURRENT VILLAGE PRESIDENT'S WAGE \$225.00/MONTH

CURRENT COUNCIL MEMBER WAGE \$175.00/MONTH

SPECIAL MEETING \$25.00/PER MEMBER

2024 WAGES

CURRENT VILLAGE PRESIDENT'S WAGE \$/MONTH

CURRENT COUNCIL MEMBER WAGE \$/MONTH

SPECIAL MEETING \$/PER MEMBER

NEW BUSINESS

Hiawatha Update – Alden
Participation Plan Review
Resolution for Capital Improvement Plan
2023 Planning Commission Annual Report



PUBLIC PARTICIPATION PLAN

July 24, 2019

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OVERVIEW and PURPOSE

Citizen engagement through a planning process is crucial to the success and effectiveness of the plan. By providing an opportunity for community input, village officials and administrators ensure community stakeholders have an opportunity to “by-in” to their governing plan. Such a process also enhances both the ability and responsibility of public participants to affect the Village’s future. If requested, the Village of Roscommon shall assist developers/applicants in soliciting input from neighboring stakeholders and the public in general, early on and throughout the planning process, to ensure their understanding and acceptance and will endeavor to work with all parties to prevent obstacles from arising late in the process.

In circumstances when the village consults with a third-party entity, that entity shall adhere to the provisions of this Plan, if applicable.”

Creating a public participation plan or P3, as referred to by the Michigan Economic Development Corporation’s (MEDC) Redevelopment Ready Communities program, will allow the Village to engage the public during substantive planning, zoning, and development projects. This ensures a retention of institutional knowledge over time. By documenting and analyzing information on participation efforts, the Village of Roscommon will be able to more objectively assess its efforts and adjust accordingly, thereby creating an effective set of best practices to consult for future uses.

PARTICIPATION GOALS and OBJECTIVES

As the Village of Roscommon strives to involve the community in the decision-making process, Village staff use various methods of communications and outreach in order to understand resident desires. Principal goals of the Public Participation Plan are outlined below.

- Develop and maintain staff expertise in methods of community participation
- Solicit public participation in each phase of planning processes
- Provide participation opportunities that support and encourage active and effective community involvement
- Use forms and methods of communication that ensure broad access to information
- Record results of public engagement and report such results back to the public

COMMUNICATION METHODS

The Village of Roscommon uses a variety of methods for communicating with the public. Village staff seek ways to communicate by researching and experimenting with contemporary and traditional methods. The Village staff oversees innovative communication opportunities that include technological means and multiple media platforms.

The Village is updating its website to streamline and enhance online communications. Various social media accounts have been created including [Facebook](#), [Twitter](#), and [Instagram](#).

Realizing that not all residents use computers, the exclusion of notifying certain residents can occur. Therefore, the Village will use a variety of communication methods, such as notices on water-bill postcards, newspaper notices, and billboards and fliers to ensure public awareness of upcoming events and activities. Notice and communication methods employed or being explored by the Village are described below.

ANNOUNCEMENT METHODS FOR PUBLIC MEETINGS

- Newspaper notices
- Website postings
- Fliers
- Council meeting announcements
- Postcards
- Water bill attachment or short message
- Village social media accounts

SURVEYS

Surveys are useful for identifying a broad scope of ideas or issues from a community perspective. A community may use a survey to identify where to start in the planning process or the general climate surrounding a topic. Surveys can be useful to get a general idea of public opinion on a specific community issue. The most recent planning process began with a Village *public opinion survey* in 2018. As with most public input efforts, it is best to vary information-delivery methods (e.g., mail, handouts, and electronic).

WEBSITE/SOCIAL MEDIA

The Village's new website will be a practical platform to access project and contact information. Proposed-project information will be incorporated into an online-website format. Social media

will update audiences on project progress, distribute meeting notifications, solicit feedback from surveys, acknowledge general comments, and/or generally engage and inform the public.

MOBILE COMMUNICATIONS

Mobile-phone texting reaches a wide audience. Young adults are more likely to communicate via cell phone and text than other traditional media methods. Seniors and low-income persons are the most unlikely to text. The Village of Roscommon will research cell phone and texting options to increase communication with the public.

In summary, a myriad of communication means and methods will be used to ensure effective public participation in all facets of Village management, planning, and development activities.

MASTER PLAN UPDATE

The Master Plan is the visioning document for the Village from which present and future developments and policies are maintained and created. The aforementioned communication tools are used to gain the attention and involvement from the widest number of Village residents.

As an example, notice was given to village residents in the summer of 2018 when the planning process began by using a *public opinion survey*. The survey helped the RRC committee shape and draft the Master Plan to reflect Roscommon residents' present and future desires.

ZONING ORDINANCE UPDATE

The Zoning Ordinance is the document that enforces the Master Plan's vision and promotes the community's health, safety, and general welfare. Since the document establishes land-use regulation and provides for the administration, enforcement, and amendment of those regulations, it is essential that the public be informed and given the opportunity for input on zoning updates. While zoning is based on and enforces the master plan, many zoning regulations are based in state law and, therefore, the input process is not as flexible to public input. Nonetheless, the Village will use its communications methods accordingly to keep the public well advised.

PRE-APPLICATION REVIEW

Applicants are encouraged to submit a pre-application plan for review by the Village Manager and Zoning and Building Official prior to submitting a formal application or site plan. The review shall be informal and advisory only and shall not constitute any form of approval or authorization of granting a permit. The review shall be at no cost to the applicant. (See "Guide

to Development” on Village website

[<http://roscommonvillage.com/boards/planning-commission/>] [Guide to Development/Conceptual meeting procedures].) A suggestion for a developer’s early stakeholder outreach can also be found at this section of the Guide.

COMMUNICATING RESULTS

Results from public participation sessions will be communicated back to the public by including their comments in the final planning document. Media will also be used to release public-input comments indicating, for example, the most interesting points, how many people attended, and whether further participation will be forthcoming. This will demonstrate that public responses are heard, input is desired, and that the Village wishes to create an environment of transparency.

Public-meeting minutes shall be posted online. Village staff will compile and report completed public surveys in a timely manner. Survey results will be posted online and in the newspaper when appropriate.

EVALUATION AND IMPROVEMENT

Review of its public-input process ensures the Village of Roscommon will remain a thriving and connected community. The residents are what make the Village such a great place to live. Their creativity and talent are integral to the community planning process. Therefore, reflection on communication and involvement efforts are needed to assure such methods are effective.

An “Event Satisfaction Survey” will be used at each public event. Results will be analyzed by keeping records of participation, including the types of communication used, the quantity of comments received, and the number of participants involved. The survey sample can be found at the end of this document. Documentation will contribute to a public participation process that is continuously evolving to better obtain public input.

To ensure that methods are effective, the P3 will be reviewed annually and updated when necessary. Methods that have failed will not be removed from the P3 but will be reviewed and documented so that the same mistakes will not be made in the future. The Village Clerk will compile and present the data to the Village council with suggestions for actions. The results will identify strengths and weaknesses and allow Village staff to maximize outreach methods. The feedback loop will create a continuous review process that enables Village officials to make improvements to the public-participation plan.

CLOSING

Public participation, when properly executed, builds community consensus and strengthens sense of place. Creating a culture of collaborative visioning enriches democracy by allowing citizens to voice their ideas, not just their complaints. This public-participation plan is a guide to incorporate the public into the decision-making process that affects their land use, environmental enjoyment, and the pursuit of happiness.

COMMUNITY EVENT SATISFACTION SURVEY
EVENT:
How did you hear about this event?
Was this event held at a convenient location and time? If not, what time or location would have been better for you?
Did you enjoy the event? Are you glad that you came?

How could we improve the event?

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.



**CAPITAL
IMPRROVEMENT
PLAN
2024-2029**

**ADOPTED
11.13.2023**

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										
	2023	2024	2025	2026	2027	2028	2029	FUNDING	PRIORITY	STATUS
REPLACE BYPASS PUMP								SF/BO		COMPLETED
INDUSTRIAL PARK			800,000					SF/BO	HIGH	PENDING
MIXED USE SEWER				800,000				SF/BO	MED	PENDING
TREATMENT PLANT VALVES										
MAIN/GEORGE SEWER LINE										
TOTAL			800,000	800,000						

WATER - PROJECT DESCRIPTION										
	2023	2024	2025	2026	2027	2028	2029	FUNDING	PRIORITY	STATUS
WATER MAIN/BALLINGER										
WATER OAK								WF	MEDIUM	PENDING
WATER QUALITY EASTSIDE								WF	LOW	ONGOING
WATER INDUSTRIAL PARK			800,000					GRANT	HIGH	PENDING
SOUTHSIDE 4TH STREET LINE										
WATER MIXED USE				800,000				GRANT	MEDIUM	PENDING
DWAM REPLACEMENT	30,000	30,000	30,000	30,000	30,000	30,000	30,000			
SHERWOOD/OAK LINE										
TOTAL	30,000	30,000	830,000	830,000	30,000	30,000	30,000			

STORM - PROJECT DESCRIPTION										
	2023	2024	2,025	2026	2027	2028	2029	FUDING	PROIRITY	STATUS
GEORGE/MAIN BRIDGE								GEN FUND	MEDIUM	ONGOING
BROOKS STREET CULVERT TANK CREEK		15,000						GEN FUND	MEDIUM	ONGOING
NORTH FOURTH CULVERT			10,000					GEN FUND	HIGH	PENDING
BIRD & BEAR DRAIN					10,000			GEN FUND	MEDIUM	ONGOING
VILLAGE HALL PARKING DRAIN			20,000					GEN FUND	MEDIUM	ONGOING
MATT'S/FIRST STREET		10,000						GEN/MATT	MEDIUM	ONGOING
TOTAL		25,000	10,000		10,000					

EQUIPMENT - PROJECT DESCRIPTION										
	2023	2024	2025	2026	2027	2028	2029	FUNDING	PRIORITY	STATUS
TRUCK			60,000					GEN FUND	MEDIUM	ONGOING
MULTI HOG ATTACHMENT	15,000		15,000		15,000			GEN FUND	LOW	PENDING
DUMPTRUCK/SNOW BLOW								GEN FUND	HIGH	COMPLETED
BACKHOE				150,000				GEN FUND	MEDIUM	PENDING
VOC TRUCK		30,000				40,000		GEN FUND	MEDIUM	PENDING
TOTAL	15,000	30,000	75,000	150,000	15,000	40,000				

LOCAL STREETS - PROJECT DESCRIPTION										
	2023	2024	2025	2026	2027	2028	2029	FUNDING	PRIORITY	STATUS
N, ST. HELEN								LSF	LOW	PENDING
TISDALE	38,000							LSF	LOW	PENDING
ESTHER	40,000							LSF	LOW	PENDING
WYCKOFF								LSF	LOW	COMPLETED
HILLTOP	35,000							LSF	LOW	PENDING
SOUTH 6TH STREET		9,000						LSF	LOW	PENDING
SHEERWOOD		15,000						LSF	LOW	PENDING
SOUTHLINE STREET		60,000						LSF	LOW	PENDING
NORTH 6TH STREET			1,400					LSF	MEDIUM	PENDING
SOUTH 7TH STREET			1,400					LSF	LOW	PENDING
NORTH ST. HELEN STREET			1,200					LSF	LOW	PENDING
GEORGE STREET			3,100						LOW	PENDING
MAIN STREET BRIDGE				800,000				LSF	MEDIUM	PENDING
4TH STREET BRIDGE					800,000				MEDIUM	PENDING
TOTALS	113,000	84,000	7,100	800,000	800,000	500,000				

MAJOR STREETS - PROJECT DESCRIPTION

	2023	2024	2025	2026	2027	2028	2029	FUNDING	PROIRIRY	STATUS
BALLINGER			60,000					FUNDING	PROIRIRY	STATUS
			60,000					MS	LOW	ONGOING
TOTAL			60,000							

SIDEWALKS - PROJECT DESCRIPTION

	2023	2024	2025	2026	2027	2028	2029	FUNDING	PROIRITY	STATUS
SIDEWALK REPLACEMENT	15,000	15,000	15,000	15,000	15,000	15,000	15,000	GEN FUND	MEDIUM	ONGOING
SIDEWALK - NEW	20,000	35,000	25,000					GEN FUND	MEDIUM	PENDING
TOTALS		50,000	40,000	15,000	15,000	15,000	15,000			

PARKS & RECREATION - PROJECT DESCRIPTION

	2,023	2024	2,025	2026	2,027	2028	2029	FUNDING	PROIRITY	STATUS
LIGHTPOLES								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

	2023	2024	2025	2026	2027	2028	2029	FUNDING	PROIRITY	STATUS
REPLACE FURNACES (2 UNITS)	32,000							GEN FUND	HIGH	COMPLETED
SOLAR CONVERSIONS			10,000					GEN FUND	LOW	PENDING
UPDATE PUMP STATIONS HOUSES								SF	HIGH	PENDING
VILLAGE HALL FAÇADE		40,000						GEN/DDA	MEDIUM	PENDING
DPW ROOF & FACE BOARDS		80,000						GEN FUND	HIGH	ONGOING
SIDING PAINT					25,000			GEN FUND	LOW	ONGOING
TOTAL		120,000	10,000		25,000					



RESOLUTION

2024 Capital Improvement Plan Adoption

WHEREAS, the Roscommon Village Staff has submitted a proposed 2024 Capital Improvement Plan to the Roscommon Village Council; and

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

WHEREAS, the Council held a work session on October 30, 2023 to review and amend the proposed Capital Improvement Plan; and

WHEREAS, the Village Manager recommends adoption of the 2024 Capital Improvement Plan by activity, as submitted and attached; and

NOW, THEREFORE, BE IT RESOLVED, That the Roscommon Village Council hereby approves the following 2024 Capital Improvement Plan:

Motion by: _____

Seconded by: _____

Yays: _____

Nays: _____

Frances Dawson, Village Clerk

Date



Planning Commission

Annual Report

2022-2023

January 1, 2024

Contents:

Membership

Meeting

Training

Activities

Zoning Ordinance Amendments

Development Review Items

Joint Meetings

Other Topics

The Village of Roscommon Planning Commission was created under the Michigan Planning Enabling Act (Act 33 of 2008)

AN ACT to codify the laws regarding and to provide for county, township, city, and village planning; to provide for the creation, organization, powers, and duties of local planning commissions; to provide for the powers and duties of certain state and local governmental officers and agencies; to provide for the regulation and subdivision of land; and to repeal acts and parts of acts.

A planning commission shall make an annual written report to the legislative body concerning its operations and the status of planning activities, including recommendations regarding actions by the legislative body related to planning and development.

The purpose of the following report is to increase information-sharing between staff, boards, commissions, and the Village Council. It allows for anticipation of upcoming issues and priorities to prepare and budget as necessary.

1. Membership

Planning Commission Members	Expiration
Don Dixon (Chair)	December, 2024
Angela Cook	December, 2024
Tim Reiley	December, 2026
Kris Suvada	December, 2025
Steve DeVault	December, 2025
Jennie Walker, Secretary/Clerk (non-voting)	
Ron Alden, Village Manager	Ex-Officio

2. Meetings

The Village of Roscommon Planning Commission met (meets) monthly on the third Monday of the month. This meets the requirements of the Michigan Planning Enabling Act (Act 33 of 2008) Section 125.3821.

Minutes of the meetings are available at:



PLANNING COMMISSION WEBPAGE

3. Training

A training session for the Planning Commission was presented at the March 2023 meeting by the Village Manager who had attended a *Michigan Association of Planning* seminar. Topics included: Site Plan Reviews & Construction Drawing Interpretation.

4. Activities

- The Planning Commission recommended three members and two alternates to serve on the **Zoning Board of Appeals**. The Village Council officially appointed the new membership on February 28, 2022.
 - Members:
 - Joanne Lederman, Village Trustee (Term Expires 2023)
 - Jenny Walker (Term Expires 2025)
 - Ed Thoma (Term Expires 2024)
 - Alternates:
 - Tim Reily
 - Mike Miller, Village President
- ***The Commission recommends the extension of members and alternates that expire at the end of 2023 at Village Council's discretion in 2024.**
- Reviewed and approved the Park, Recreation, and Public Gathering Plan.
- The Village Council and Planning Commission convened an ad hoc "*Housing Task Force*" to study and address the housing shortage in the Village and surrounding communities.
- Commission members visited and toured the Industrial Park and M-18 properties for possible home site development, and Industrial Park usage.
- The Commission requested and received guidance from NEMGOG (Denise Cline) as it prepares to review and update the **Master Plan** in 2024. In 2023, the commission reviewed the prior survey questions and for the Master Plan Public Survey. The survey was conducted in the summer, and the Master Plan process continues with anticipated completion in 2024.

5. Zoning Ordinance Amendments:

- No Zoning Amendments were presented to the village in 2023.

6. Development Review:

The Commission Reviewed the Following Ordinances for Village Council Approval:

- Reviewed/approved storage units behind “Chasin’ Cars” Car Wash.
- Reviewed Food Truck ordinance and licensing.
- Industrial Park purchases of lots: 13,14, 21 and 22.

***All the above were approved by the Village Council in 2023.**

7. Joint Meetings:

The Village held its bi-annual “*Five Families*” meeting consisting of:

- Planning Commission
- Downtown Development Authority (DDA)
- Village Council
- Village Manager
- Economic Development Director.

Meetings were held in April and October 2023.

- **General Topics:**
 - Review of Economic Development Plan
 - Review of Master Plan Process
 - Village accomplishments and progress
 - Grants and finances.
 - RRC Update
 - Village Council Update & DDA Update

8. Other notable items/topics before the Commission:

- Discussions of housing development with consideration of cost, size, type, usage, and lot development
- Municipal Parking Options
- Development of the Mixed Use/Residential property (M-18)
- Development of the Industrial Park
- Capital Improvement Plan



Planning Commission

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2022-2023

January 1, 2024

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The Village of Roscommon Planning Commission was created under the Michigan Planning Enabling Act (Act 33 of 2008)

AN ACT to codify the laws regarding and to provide for county, township, city, and village planning; to provide for the creation, organization, powers, and duties of local planning commissions; to provide for the powers and duties of certain state and local governmental officers and agencies; to provide for the regulation and subdivision of land; and to repeal acts and parts of acts.

A planning commission shall make an annual written report to the legislative body concerning its operations and the status of planning activities, including recommendations regarding actions by the legislative body related to planning and development.

The purpose of the following report is to increase information-sharing between staff, boards, commissions, and the Village Council. It allows for anticipation of upcoming issues and priorities to prepare and budget as necessary.

1. Membership

Planning Commission Members	Expiration
Don Dixon (Chair)	December, 2024
Angela Cook	December, 2024
Tim Reiley	December, 2026
Kris Suvada	December, 2025
Steve DeVault	December, 2025
Jennie Walker, Secretary/Clerk (non-voting)	
Ron Alden, Village Manager	Ex-Officio

2. Meetings

The Village of Roscommon Planning Commission met (meets) monthly on the third Monday of the month. This meets the requirements of the Michigan Planning Enabling Act (Act 33 of 2008) Section 125.3821.

Minutes of the meetings are available at:



PLANNING COMMISSION WEBPAGE

3. Training

A training session for the Planning Commission was presented at the March 2023 meeting by the Village Manager who had attended a *Michigan Association of Planning* seminar. Topics included: Site Plan Reviews & Construction Drawing Interpretation.

4. Activities

- The Planning Commission recommended three members and two alternates to serve on the **Zoning Board of Appeals**. The Village Council officially appointed the new membership on February 28, 2022.

- Members:

- Joanne Lederman, Village Trustee (Term Expires 2023)
- Jenny Walker (Term Expires 2025)
- Ed Thoma (Term Expires 2024)

- Alternates:

- Tim Reily
- Mike Miller, Village President

***The Commission recommends the extension of members and alternates that expire at the end of 2023 at Village Council's discretion in 2024.**

- Reviewed and approved the Park, Recreation, and Public Gathering Plan.
- The Village Council and Planning Commission convened an ad hoc "*Housing Task Force*" to study and address the housing shortage in the Village and surrounding communities.
- Commission members visited and toured the Industrial Park and M-18 properties for possible home site development, and Industrial Park usage.
- The Commission requested and received guidance from NEMGOG (Denise Cline) as it prepares to review and update the **Master Plan** in 2024. In 2023, the commission reviewed the prior survey questions and for the Master Plan Public Survey. The survey was conducted in the summer, and the Master Plan process continues with anticipated completion in 2024.

5. Zoning Ordinance Amendments:

- No Zoning Amendments were presented to the village in 2023.

6. Development Review:

The Commission Reviewed the Following Ordinances for Village Council Approval:

- Reviewed/approved storage units behind “Chasin’ Cars” Car Wash.
- Reviewed Food Truck ordinance and licensing.
- Industrial Park purchases of lots: 13,14, 21 and 22.

***All the above were approved by the Village Council in 2023.**

7. Joint Meetings:

The Village held its bi-annual “*Five Families*” meeting consisting of:

- Planning Commission
- Downtown Development Authority (DDA)
- Village Council
- Village Manager
- Economic Development Director.

Meetings were held in April and October 2023.

- **General Topics:**
 - Review of Economic Development Plan
 - Review of Master Plan Process
 - Village accomplishments and progress
 - Grants and finances.
 - RRC Update
 - Village Council Update & DDA Update

8. Other notable items/topics before the Commission:

- Discussions of housing development with consideration of cost, size, type, usage, and lot development
- Municipal Parking Options
- Development of the Mixed Use/Residential property (M-18)
- Development of the Industrial Park
- Capital Improvement Plan

DISCUSSION ITEM

Digital Video Council Meetings

Tony Medina
110 Oak Drive
Roscommon, MI 48653
989-390-5050
tonymedina@roscommonvillage.com

Tuesday November 7th, 2023

Dear President Miller,

I would like to request that "digital video council meetings" be placed on November's regular meeting agenda under discussion items.

I would like to discuss the possibility of video recording future council meeting and displaying the videos online for public view. This could be done several different ways, the way I feel would be most effective in reaching our constituents, local business owners, and visitors is utilizing Facebook Live. I have noticed the village using the Facebook live feature to broadcast local events and happenings. The public seems to be very responsive to these video posts, with some videos receiving thousands of views.

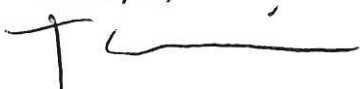
There are several municipalities around Michigan, and the country that use Facebook live to broadcast their council meetings. I have contacted some of the Michigan villages and cities that use Facebook live to broadcast meetings, to receive some feedback from them on their experience using this platform. I have enclosed a couple emails from The Village of Webberville and the City of Bessemer sharing their thoughts and experience. I also was contacted via telephone by the City of Ecorse, as well as the Village of Dundee. All these communities expressed to me how using Facebook Live has increased transparency. It was also mentioned that community involvement and awareness has increased as well as a result of these Live video streams.

Some other options for posting video recordings of our meetings online would be creating a YouTube channel and post recordings there. It could also be possible to post recordings on our website, but there may be a limit as to how many videos can be stored on the website.

Having video recording of meetings available online would be beneficial to both the public and the council. Being able to access recordings of meetings 24/7 would allow people to view meetings at their leisure, when it's convenient for them. As council members we will have access to past meetings, if we would like to get a refresher on ongoing agenda items, or to review past content to be used as reference at subsequent meetings.

We currently have all the infrastructure in place in our meeting room to create these video recordings. We live in a digital world and I feel digital video recordings would help the village get with the times.

Thank you,



Tony Medina
Village of Roscommon Trustee

 COPY

Enclosures: 2 emails
Cc: Village Manager

RE: Facebook live info

Jessica Kuch <jkuch@webbvill.com>

Thu 11/2/2023 11:55 AM

To: Tony Medina <tonymedina@roscommonvillage.com>

Cc: Josh Rockey (josh@zsolutiontechs.com) <josh@zsolutiontechs.com>

Good Morning,

I feel like using Facebook live has helped a lot with the issues that we had with people thinking we weren't being transparent. We really haven't had any issues with harassing or negative comments, and if someone does comment the council will address their concern either at public comment or the tail end of the meeting. Our IT guy actually monitors the live feed as the meeting is going on so that things run smoothly. We have had some people mention that they appreciate the meetings being broadcasted since they can't make it. then we have others who have absolutely no idea that we do it. I added our IT guy to the email so that he can also answer some of this for you with his perspective. His name is Josh Rockey who is also our DDA Chairman.

Thank you

Jessica Kuch
Village of Webberville
Clerk/Treasurer
5175213984

RE: Facebook live info

Samantha Dorr <samantha.dorr@cityofbessemer.org>

Fri 11/3/2023 9:37 AM

To: Tony Medina <tonymedina@roscommonvillage.com>

Cc: Mandy Lake <mandy.lake@cityofbessemer.org>

Good Morning,

The City of Bessemer originally started live streaming when COVID-19 first started. It was the best way to allow the public to see the meetings while still quarantining. After COVID, it was decided to continue with live streaming because residents felt that the Council was being more transparent and open with what is going on.

We have mixed reactions, which is to be expected. A lot of people will post comments, but we do not record anything into the minutes, nor do we respond to the comments as they appear during the meeting. In my experience, I have found that most people who comment on the posts don't generally want to attend the meeting. Since we have done this for over two years now, residents question if we don't live stream a meeting now. It has been an unspoken policy that we only stream the regular meetings, and not the special meetings too. A recent example would be when we interviewed candidates for the City Manager position. It did not feel appropriate to live stream the interviews, even though it was still an open meeting and people could attend if they desired.

Facebook is nice and simple to use. I have had good luck with Facebook and getting it set up. There are a few people that have spoken up saying that they do not use Facebook and would prefer it be posted another way, but at this time we have not changed anything. One nice thing is that the recorded meetings are all stored on the Facebook page and are a perfect resource to look back on when questioning what happened at the meeting. The last benefit I have seen is that I have seen people get more involved with what is going on with the City. Sometimes that can be a dual edged sword, but ultimately, I think getting people involved and more knowledgeable about the City and the Council is a benefit that the community appreciates.

Let me know if you have any other questions!

Samantha Dorr
Deputy Clerk, City of Bessemer
906-663-4311 ext. 1
cityofbessemer.org