



**Regular Meeting Agenda
June 12, 2023 – 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 May 8, 2023, Regular Council Meeting
- Approval of minutes of the May 15, 2023, Public Hearing
- Approval of minutes of the May 15, 2023, DDA Meeting
- Approval of minutes of the May 15, 2023, Planning Commission Meeting
- Approval of May 2023 Sheriff Report
- Accept Zoning Director's May 2023 Report
- Accept Economic Director's May 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
- Robert T. Cole Inc., USDA Water Improvements, \$15,772.00
- Fleis&Vandenbrink, USDA 440-11 Water Improvements, \$6,694.90
- USDA Change Order #8 RCL Construction, Inc., \$123,241.00
- Village Snowmobile Route Update

Emery
Alden
Alden
Alden
Medina

7. New Business

- Seasonal DPW Worker
- Resolution of Authorization Sparks Grant
- Resolution Authorizing Non-Motorized Transportation Improvements
- October Festival Funding
- Economic Development Plan
- Bylaws & Procedures

Alden
Alden
Alden
Alden
Alden
Alden

8. Discussion Items

- Fourth Street Loading/Unloading Zone

Medina

9. Public Acknowledgement (Two minutes per speaker)

10. Council Comments

11. Items for the Next Agenda

12. Adjournment

Consent Agenda

Council Minutes

Public Hearing

DDA Minutes

DDA Special Minutes

Planning Commission Minutes

Sheriff Report

Zoning Report

VILLAGE OF ROSCOMMON

Minutes of the May 8, 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, Maureen Ruddy and Joanne Lederman, and Angela Cook excused/absent. Others present - Manager Ron Alden, Clerk Pro Tem Tammy Menghini, DPW director, Debbie Emery and Economic Director, Jim Perialas. Public present at the meeting are attached on the Sign In Sheet. The Pledge of Allegiance was recited by all and an Invocation was given by Trustee Dan Fishel.

Motion by Fishel, seconded by Medina to appoint the vacant Council seat to Jennifer Smejkal until the term ends in November 2024. Ayes: Fishel, Ruddy, Medina, Miller, Lederman. Nays: None. The motion carried.

CONSENT AGENDA

Moved by Lederman, seconded by Ruddy, to accept the Consent Agenda with bills to be paid in the amount of \$19,654.23. Ayes: Medina, Fishel, Miller, Smejkal, Lederman, Ruddy. Nays: None. The motion carried.

REGULAR AGENDA

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

MANAGER'S REPORT

Village Clean Up was a huge success. About 40 people showed up to help. Thank you to all the volunteers.

The Five Families Meeting went well. Very light attendance.

There is a Public Hearing scheduled for Monday May 15, 2023, for Fleis & Vandenbrink for the new water project in the Village.

There was a meeting with the new Chase Bank owners. Plans are being drawn up for the back parking lot and restrooms.

At our last MWM we had 5 people from our community attend. They had several questions regarding Village projects and events. Our next session is scheduled for May 18, 2023, at 9:00 am.

The paving at Depot Drive is done and looks great.

While looking over the new meter hook up at Mission Point, we noticed that their back flow preventer set up is not up to date. With their current system, you cannot test to see if the back flow unit is working or not. We are in discussion to correct this matter.

The Multi Use Hog is back with us. They will be providing us with mechanical training and later this summer they will come up and give the guys some additional operating training.

Saturday, May 20, 2023 @ 9:00 am will be the food distribution at the School Bus Garage.
Happy Mother's Day to all the Moms in the Village!

PUBLIC ACKNOWLEDEMENT ON AGENDA ITEMS

UNFINISHED BUSINESS

DPW UPDATE – Debbie Emery

The paving for the River Center is done – Tisdale and Ester Court will be paved later in the summer. The Hilltop paving will be done in the fall as it needs some extra attention.
The DPW is starting work on the water service lines that are required by EGLE to be done every year in conjunction with the lead and copper project.
The brush hog tractor is back and they will be starting on sweeping sidewalks.

Economic Development Update by Perialas –

We have had very positive feedback on the banners for the 2023 graduates.
The Wastewater Open House is set for Friday – June 30, 2023.
There is another Housing Task Force that Perialas and Alden will be attending on June 28, 2023.
Uncommonly Good will be opening with a new owner and they will be serving Ice Cream for the summer.
There will not be a brew pub in the old Chase Bank Building.
There is still discussion and planning for the “Shamrock Drop” scheduled for New Year's Eve.
The Village of Roscommon billboard on I-75 near Linwood has been renewed for another year.

Motion by Medina, seconded by Fishel to approve USDA WW payment for Fleis & Vendenbrink in the amount of \$4,755.89. Ayes: Medina, Fishel, Miller, Smejkal, Lederman, Ruddy. Nays: none. Motion carried.

Motion by Lederman, seconded by Medina to approve USDA Water payment for Fleis & Vandenbrink in the amount of \$8,307.21. Ayes: Fishel, Ruddy, Smejkal, Medina, Miller, Lederman. Nays: None. Motion carried.

Motion by Ruddy, seconded by Miller to Amend the Village Zoning Ordinance as written. Ayes: Medina, Fishel, Miller, Smejkal, Lederman, Ruddy. Nays: None. Motion carried.

Medina gave a Village Snowmobile Route update.

NEW BUSINESS

A new seasonal full time DPW worker has been hired and will start in the first part of June 2023.

Motion by Lederman, seconded by Ruddy to reaffirm approval of the Village of Roscommon Participation Plan as written. Ayes: Medina, Fishel, Miller, Smejkal, Lederman, Ruddy. Nays: None. Motion carried.

Motion by Medina, seconded by Ruddy to award the Roscommon Fireworks Committee \$1,250.00 for the 4th of July Fireworks Event. Ayes: Fishel, Ruddy, Smejkal, Medina, Miller, Lederman. Nays: None. Motion carried.

Motion by Ruddy, seconded by Lederman, to approve the Village Building Permit Fees & related Zoning Permit Fees as presented. Ayes: Fishel, Ruddy, Smejkal, Medina, Miller, Lederman. Nays: None. Motion carried.

Motion by Lederman, seconded by Ruddy to approve the 2023 Village of Roscommon Tax Rate Request (L-4029). Ayes: Medina, Fishel, Miller, Smejkal, Lederman, Ruddy. Nays: None. Motion carried.

DISCUSSION ITEMS

There was some discussion about not permitting anymore storage units in the Village.

PUBLIC ACKNOWLEDGEMENT

COUNCIL COMMENTS

ITEMS FOR THE NEXT AGENDA

ADJOURNMENT

Moved by Medina, seconded by Ruddy to adjourn the meeting at 8:43 PM. All in favor. Hearing no objections, the motion carried.

Michael Miller
Village President

Tammy Menghini
Village Clerk Pro Tem

VILLAGE OF ROSCOMMON

Minutes of the May 15, 2023

Public Hearing Meeting

President Michael Miller called the Public Hearing Meeting to order at 7:00 PM. Members of the Council present: Michael Miller, Dan Fishel, Tony Medina, Angela Cook, Jennifer Smejkal and Joanne Lederman, with Maureen Ruddy absent/excused. Others present - Manager Ron Alden, Clerk Frances Dawson, and DPW director, Debbie Emery. The Pledge of Allegiance was recited by all and an Invocation was given by Trustee Dan Fishel.

REGULAR AGENDA

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

UNFINISHED BUSINESS

Scott Rasmussen from Flies & Vendenbrink gave a talk and answered questions about the Drinking Water State Revolving Fund (SRF) Project Plan.

- Rasmussen explained why F&V were there and what the State Project meant for the Village.
- What issues the Village had.
- What alternatives were considered and discussed.
- What the scope of the recommended project is.
- The possible/probable cost of the project.
- When the project would happen.
- The impact of the project on the residents.
- What the next steps are.

Motion by Cook, seconded by Lederman to adopt the Resolution for Final Project Planning Document for Water Improvement and Designating the Village Manager an Authorized Project Representative. Ayes: Fishel, Smejkal, Cook, Medina, Miller, Lederman. Nays: none. Motion passed.

PUBLIC COMMENT

None

NEW BUSINESS

Motion by Lederman, seconded by Medina to approve Resolution to Approve the Appointment of Northern Lakes Economic Alliance for Administrative Services Associated with the Hiawatha Redevelopment Project. Ayes: Medina, Fishel, Miller, Smejkal, Lederman, Cook. Nays: none. Motion passed.

PUBLIC COMMENT

None

ADJOURNMENT

Moved by Medina, seconded by Cook to adjourn the meeting at 7:55 PM. All in favor. Hearing no objections, the motion carried.

Michael Miller
Village President

Frances Dawson
Village Clerk



MEETING MINUTES

May 15, 2023

Members Present: CEO Ron Alden, President Thomas O'Brien (4), Vice President Jim Anderson (1), Treasurer Andrea Weiss (4), Secretary Sue Jock (1),

Mike Walker (3), Tom Barber (3), Phil Weiler (3), Riley Carter, Reanna Stern (alternate)

Virtual: Dan Scow

Excused: Crystal Brabant (2), Sue McFatridge (2), Peggy Kish (Resident) (4), Jessie Sharpe (2)

Absent: Diane Love Suvada (2)

Others Present: Jim Perialis

Motion made by to accept the meeting minutes for by April by Andrea Weiss second by Jim Anderson, motion carried.

(Thru 5/12/23)	Treasurer's report	
Balance Forward		\$464,010.96
Deposits		\$1,110.00
Balance		\$465,120.96
<i>Bills Approved Prior Month</i>		
<i>Ck #1323 Kirtland Warbler Festival</i>		\$500.00
<i>Bills to be approved</i>		
<i>Ck #1324 Marcie Dankert</i>		\$620.18
<i>Ck #1325 Dan Scow</i>		

Ending Balance **\$464,000.78**

Future Commitments to Date

AuSable River Center	\$300 Quarterly
Terry Dickinson Mural Rehab	\$1,800.00 approved
Hiawatha Grant	\$50,000.00 approved/no payment schedule approved
Village of Roscommon Equipment	\$15,251.00 due in Sept. last payment
Village clock repair	\$1,760.00

Motion by to accept treasurer's report as presented by Riley Carter, second by Jim Anderson, roll call, treasurer's report approved.

CORRESPONDENCE & PUBLIC COMMENT –

None-

COMMITTEE REPORTS

Managers' Report –

- Saturday June 3 household hazardous waste collection – may be the only one this year
- Village cleanup huge turnout
- Five families meeting, low turnout but fulfilled state requirements
- Public meeting tonight 7:00 required for grant, 10,000 feet of waterline to replaced and lead fittings, remainder of work after USDA grant finished.

- Paving completed at AuSable River Center.
- Multiuse DPW “hog” repaired and ready for use.
- Streetlight GFIs outlets to all be replaced for uniform function and working condition.
- Street sign post for banners discussion with options
- Food distribution this Saturday at high school bus garage
- Informal and discussion about Ken’s Tire old white storage building. Mike Walker, Ron Alden, Tom Barber and Tom Ron Alden to meet with Jesse Watters today.

Economic Administrators: Jim Perialis - Dan Scow

- Dan is working on resubmitting Spark Grant for bridge for Wallace Park.

Jim Perialis Report:

- Senior class banners up and will stay up until June 1st.
- Waste water utility building open house, June 30th.
- Housing task force met and looking for empty lots, 50-50 match grant available.
- Uncommonly Good opening in June with ice cream and other shops slotted to open after remodel.
- Meeting this afternoon with Chase Bank owners to review new bathrooms and parking lot.
- Existing billboard lease renewed.

Farmers Market: First market is May 20th, 36 vendors are scheduled to be there.

Façade Grants –

- Fleck’s BP Gas – signage, \$5,000 / \$12,500, New signs are in process.
- Spruce Lodge new roof 5,000 / \$11,900 -Paid \$2,500, Ron to touch base with them.
- Uncommonly Good-\$5,000 / \$27,000 -Resubmitted paperwork exterior siding, roof and windows. Mike suggested conditions that fire repair would be completed. According from Jim plan for new façade, outside that would somewhat match Matt’s. New trusses are on site and they have a contractor.
- CRAF Center CIV electrical revisions \$4,700 Fritch Electrical -Meeting with electrician.
- Five Buds – Brabant, new metal siding and roof, \$5,000/ \$15,470.80 -Started siding.
- St. Michael Church – exterior paint \$5,000 / \$17,800 -pending.

Old Business

- Veteran - Thank You for Serving banners, no new applications.
- Review of Façade Grant recommendations, Tom to get information for next meeting.
- DDA bylaws update-Council to look at them in June.

New Business:

- Request from the Village to support parking line painting- \$300 River Center and \$900 downtown striping, motion by Jim Anderson, second by Mike Walker for \$1200, roll call vote, motion carried.
- Review, Short- and Long-Term Projects - Discussion on pavilion and we will add it to next month’s agenda. Discussed division street bridge, art, music script, etc.

Liaison Reports:

Next DDA Meeting –June 19th.

Summer Fest, June 3rd.

Business Expo, 3 to 6 pm - May 17th.

Household Hazardous Waste Collection, June 3rd

Motion to adjourn by Riley Carter, second by Jim Anderson, motion carried.

Secretary-Sue Jock

PLANNING COMMISSION MINUTES

5-15-2023

1. Call to Order - Chairperson Dixon called to order the regular meeting of the Planning Commission at 5:33 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, Angela Cook, and Kris Suvada (Left at 6:15PM). Members absent: Steven DeVault. Others present: Ron Alden, Jennie Walker, Denise Cline (remote).
4. Approval of Minutes - Dixon asked for any discussion of the previous meeting minutes. After no discussion, Reilly made a motion to approve the minutes and Cook seconded the motion. The motion was carried with all members present voting aye.
5. Public Comment - none
6. Old Business
 - A. Master Plan (MP) Kickoff – Cline, Alden and members reviewed the Village of Roscommon MP Survey rough draft prepared by NEMCOG. Questions were asked about the overall survey logistics; and, suggestions for changes to the draft were made by members. Cline will revise the draft and have IT ready for the next meeting and distribution thereafter.
7. New Business
 - A. Storage Units – Discussion item. No action taken.
 - B. Training Exercise – Alden introduced a new site plan training exercise and asked members to review it.
8. Correspondence/Reports - none
9. Public Comment - none
10. Adjournment - A motion of adjournment was made by Reilly and Cook seconded the motion. The motion was carried by members present voting aye. Meeting was adjourned at 6:43PM.

Chairperson, Don Dixon

Date

Secretary, Jennie Walker

Date

May-23 Additional Village Activity

Hours	13
Criminal Complaints	5
Non Criminal Complaints	9
Traffic Stops	7
Verbal Warnings	7
Citations	
OWI Arrests	1
Other Arrests	2
Accidents	
Assist EMS	1
Other Assignments	

Type of Complaints Handled

Business Alarm
Welfare Check
Fail to Pay Gas
Loud Noise Comp x2
motorist assist
Juvenile Runaway
Welfare Check
Hit and Run Accident
Suspicious Person
Argument x2
Domestic x2
Civil Stand By
Structure Fire
Found Property

Arrests

Possession Narcotics x2
Domestic Assault
FOC Warrant



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 May 2023

5/3/2023: Review a permit for 110 Pinecrest St.
5/10/2023: Inspection at 814 Lake St.
5/17/2023: Inspection at 10279 N. Roscommon Rd.
5/24/2023: Posted a NOT TO BE OCCUPIED notice at 407/409 Lake St.
5/31/2023: Inspection at 109 N. Fourth 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

Robert T. Cole, USDA
Fleis&Vandenbrink USDA Water
Change Order #8
Snowmobile Route Update

Contractor's Application for Payment No. 19



To: Village of Rossmore		Application Period: 5/1/2023 to 5/31/2023	Application Date: 05/25/23
Contract: USDA Water System Improvements		Contract: 2-Water Supply	Contract's Project No.: 21-015
Owner's Contract No.:		Engineer's Project No.: K38947	

Application for Payment Change Order Summary

Approved Change Order Number	Additions	Deductions	1. ORIGINAL CONTRACT PRICE
1	\$9,737.60	\$3,325.50	\$ 579,815.00
2	\$114,896.00		\$ 591,112.50
TOTALS	\$124,633.60	\$3,325.50	
NET CHANGE BY CHANGE ORDERS	\$121,307.50		

2. Net change by Change Orders: \$ 591,112.50
3. Current Contract Price (Line 1 + 2): \$ 591,112.50
4. TOTAL COMPLETED AND STORED TO DATE (Column F total on Progress Estimate): \$ 590,668.29
5. RETAINAGE:
 - 5% Work Completed: \$ 5
 - 5% Stored Material: \$ 0.00
6. AMOUNT ELIGIBLE TO DATE (Line 5 a + Line 5 b): \$ 588,122.50
7. LESS PREVIOUS PAYMENTS (Line 6 from prior Application): \$ 579,526.50
8. AMOUNT DUE THIS APPLICATION: \$ 16,608.00
9. BALANCE TO FINISH, PLUS RETAINAGE (Column G total on Progress Estimate + Line 5 c above): \$ 515,772.00

Contractor's Certification

Payment of: \$ (Line 8 or other - attach explanation of the other amount) Scott Rasmussen (Engineer) Date:		Payment of: \$ (Line 8 or other - attach explanation of the other amount) (Owner) Date:	
Is recommended by: \$ (Engineer) Date:		Is approved by: \$ (Owner) Date:	
Contractor Signature:  By:  Date: 05/25/23		Approval by: \$ (Owner) Date:	

POST-BID SCHEDULE OF VALUES SUMMARY

Roscommon Well House

Date: 5/25/2023



Item No.	Description of Work	Scheduled Value	Work Completed		Materials Presently Stored	Total Completed & Stored to Date	% (G / C)	Balance to Finish (C-G)	Retainage
			From Previous Application	This Period					
01000	General Conditions	\$40,012.00	\$40,012.00	\$0.00	\$0.00	\$40,012.00	100.00%	\$0.00	\$2,000.60
02000	Site Development	\$290,902.80	\$290,902.80	\$0.00	\$0.00	\$290,902.80	100.00%	\$0.00	\$14,545.14
03000	Concrete	\$13,325.00	\$13,325.00	\$0.00	\$0.00	\$13,325.00	100.00%	\$0.00	\$666.25
04000	Masonry	\$29,953.00	\$29,953.00	\$0.00	\$0.00	\$29,953.00	100.00%	\$0.00	\$1,497.65
05000	Metals	\$13,538.00	\$13,538.00	\$0.00	\$0.00	\$13,538.00	100.00%	\$0.00	\$676.90
06000	Woods and Plastics	\$13,547.00	\$13,547.00	\$0.00	\$0.00	\$13,547.00	100.00%	\$0.00	\$677.35
07000	Thermal	\$29,247.00	\$22,098.53	\$7,148.47	\$0.00	\$29,247.00	100.00%	\$0.00	\$1,462.35
08000	Windows & Doors	\$16,740.00	\$16,740.00	\$0.00	\$0.00	\$16,740.00	100.00%	\$0.00	\$837.00
09000	Finishes	\$6,710.00	\$6,710.00	\$0.00	\$0.00	\$6,710.00	100.00%	\$0.00	\$335.50
10000	Specialties	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	#DIV/0!	\$0.00	\$0.00
11000	Equipment	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	#DIV/0!	\$0.00	\$0.00
12000	Appliances	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	#DIV/0!	\$0.00	\$0.00
13000	Special Construction	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	#DIV/0!	\$0.00	\$0.00
14000	Conveying System	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	#DIV/0!	\$0.00	\$0.00
15000	Mechanical	\$220,249.00	\$199,671.68	\$10,123.11	\$0.00	\$209,794.79	95.25%	\$10,454.21	\$10,489.74
16000	Electrical	\$213,724.20	\$213,724.20	\$0.00	\$0.00	\$213,724.20	100.00%	\$0.00	\$10,686.21
	Allowances	\$23,174.50	\$23,174.50	\$0.00	\$0.00	\$23,174.50	100.00%	\$0.00	\$1,158.73
		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	#DIV/0!	\$0.00	\$0.00
		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	#DIV/0!	\$0.00	\$0.00
	GRAND TOTALS	\$911,122.50	\$883,396.71	\$17,271.58	\$0.00	\$900,668.29	#DIV/0!	\$10,454.21	\$45,033.41

ESTIMATE OF FUNDS NEEDED
FOR
30-Day Period Commencing
04-01-2023

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	6,694.90
Interest	
Equipment	
Contingencies	
Refinancing	
Initial O&M	
Other	
TOTAL	\$ 6,694.90

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

May 15, 2023
Invoice No: 65863-W
Project No: 838946

**RE: Village of Roscommon - USDA RD Water Improvements
Services through April 29, 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	\$462,035.07	\$2,664.93	\$3,991.15
Resident Project Observation	\$173,000.00	\$168,003.75	\$4,996.25	\$2,703.75
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	\$786,188.82	\$7,661.18	
Total amount of this invoice				<u>\$6,694.90</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

Change Order No. 8

Date of Issuance: 6/8/2023	Effective Date: 6/8/2023
Owner: Village of Roscommon	Owner's Contract No.: 838942-2
Contractor: RCL Construction, Inc.	Contractor's Project No.:
Engineer: Fleis & VandenBrink	Engineer's Project No.: 838942-2
Project: Village of Roscommon USDA Wastewater System Improvements	Contract Name: Contract 2 – WWTF and PS

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

Description: Bulletin No. 10 – WWTF Laboratory Improvements (\$28,114.00)
Bulletin No. 10 – WWTF Laboratory Improvements (\$95,127.00)

Attachments: Bulletin No. 10 dated 3/31/2023

CHANGE IN CONTRACT PRICE	CHANGE IN CONTRACT TIMES
Original Contract Price: \$ <u>3,244,600.00</u>	Original Contract Times: Substantial Completion: <u>300 days, March 9, 2022</u> Ready for Final Payment: <u>330 days, April 8, 2022</u> days or dates
Decrease from previously approved Change Orders No. <u>1</u> to No. <u>7</u> : \$ <u>(17,272.54)</u>	Increase from previously approved Change Orders No. <u>1</u> to No. <u>7</u> : Substantial Completion: <u>474</u> Ready for Final Payment: <u>458</u> days
Contract Price prior to this Change Order: \$ <u>3,227,327.46</u>	Contract Times prior to this Change Order: Substantial Completion: <u>774 days, June 26, 2023</u> Ready for Final Payment: <u>788 days, July 10, 2023</u> days or dates
Increase of this Change Order: \$ <u>123,241.00</u>	Increase of this Change Order: Substantial Completion: <u>420</u> Ready for Final Payment: <u>420</u> days or dates
Contract Price incorporating this Change Order: \$ <u>3,350,568.46</u>	Contract Times with all approved Change Orders: Substantial Completion: <u>1,194 days, August 19, 2024</u> Ready for Final Payment: <u>1,208 days, September 2, 2024</u> days or dates

RECOMMENDED:		ACCEPTED:		ACCEPTED:	
By: <u>Scott Rasmussen</u>	<small>Digitally signed by Scott Rasmussen Date: 2023.06.08 11:39:26-04'00'</small>	By: _____	By: _____	By: _____	By: _____
Engineer (if required)		Owner (Authorized Signature)		Contractor (Authorized Signature)	
Title: <u>Project Manager</u>	Title: _____	Title: <u>Village Manager</u>		Title: <u>Project Manager</u>	
Date: <u>6/8/2023</u>	Date: _____	Date: _____		Dat: _____	

Approved by Funding Agency (if applicable)

By: _____ Date: _____
Title: _____

BULLETIN
Page 1 of 6

CONTRACT FOR:	Village of Roscommon 702 Lake Street Roscommon, MI 48603	BULLETIN NO. 10
OWNER:	Village of Roscommon 702 Lake Street Roscommon, MI 48603	DATE: March 23, 2023
		DUE DATE: March 31, 2023
CONTRACTOR:	RCL Construction Co., Inc. 777 Maynard Rd. Sanford, MI 48657	ENGINEER: Fleis & VandenBrink 603 Bay Street, First Floor Traverse City, MI 49684
DISTRIBUTION:	<u>RCL Construction Co., Inc.</u> <u>Village of Roscommon</u>	

=====

The items below are being considered as possible changes to the Contract Documents for this Project. CONTRACTOR is requested to submit changes in cost, if any, for each item and indicate whether it is an addition to or deduction from the Contract Price. Include all labor, materials, overhead and profit. After reviewing the effects of those changes in the Work, OWNER may issue a Change Order specifying which changes are to be incorporated in the Work, if any.

This Bulletin is not a Change Order and is not to be deemed authorization to proceed with the changes listed.

Additional work or materials, where proposed, shall meet the requirements of the Contract Documents, except where noted.

CONTRACTOR will be responsible for notifying ENGINEER, in writing, concerning any revision or clarification which causes a change in the Contract Documents, but are not specifically mentioned as a cost item in this Bulletin.

CONTRACTOR shall return three (3) completed and signed copies of the Bulletin to ENGINEER on or before the due date noted above.

Each proposed change has been described briefly with additional information provided concerning detailed changes required for the major trades concerned. Only one total cost figure has been requested for each item on the Bulletin; however, a complete breakdown is required for each item as supporting documentation. This will allow OWNER to more easily evaluate the proposed cost changes. Each Bulletin item is an all-inclusive item and may concern work from several trades or Subcontractors. It is CONTRACTOR's responsibility to ensure that all work for each item has been included in the total cost figure provided to OWNER.

DATE: March 23, 2023

PROPOSED CHANGES

Item No 1: WWTF Laboratory Improvements

This item includes the replacement of the following equipment in the WWTF laboratory:

1. HACH HRI3P BOD Incubator (upsized requested).
2. VWR Scientific Model 2005 Sample Incubator (upsized requested).
3. ISCO 5800 Refrigerated Sampler.

NOTE: ~~The Contractor should visit the site and verify all existing conditions.~~

Add \$28,114.00 OR \$28,650.00

Furnish and Install equipment items 1,2,3.	\$26,380.00
OH&P	\$1,319.00
Bond	\$ 415.00
Total Add:	\$28,114.00

CLARIFICATIONS

- If Item #3 Generator is not selected, **Add \$536.00 for Insurance (OCP).**
- Existing conditions not verified. Pricing is based on the information provided above.
- Excludes electrical and control (SCADA) work. Excludes painting and finishes.
- Excludes RCL general conditions and supervision.
- Contract time extension required. ***Add 10 weeks** from change order approval date. (*The equipment delivery date is not guaranteed. Contract time extension adjustment to be issued as needed based on actual equipment delivery dates).

Item No 2: WWTF Inoperable Valves

This item includes replacement of two AIS compliant 12-inch knife gate valves at the polishing pond effluent structure. This work includes all labor and material necessary to ~~provide bypass pumping, removal and disposal of existing inoperable valves, installation of new valves and reconnection of the existing sewer.~~

NOTE: ~~The Contractor should visit the site and verify all existing conditions.~~

Add \$65,220.00 OR \$68,028.00

Furnish and Install two 12" knife gate valves in polishing pond outlet structure

#4 (Top and Middle draw off valves).

Valves	\$59,936.00
Painting	\$1,260.00
OH&P	\$3,060.00
<u>Bond</u>	<u>\$ 964.00</u>
Total Add:	\$65,220.00

CLARIFICATIONS

- If Item #3 Generator is not selected. **Add \$2,808.00 for Insurance (OCP).**
- Existing conditions not verified. (Under water).
- Reconnection of the existing sewer is not included. Conditions could not be verified and are unknown.
- Pricing based on proposed valve spec attached.
- Excludes by-pass pumping or flow stoppage for valve work.
- Painting of new valves to be done prior to installation. No painting inside structure or after installation included.
- Excludes electrical and control (SCADA) work.
- Excludes RCL general conditions and supervision.
- Contract time extension required. ***Add 52 weeks** from change order approval date. (*The valve delivery date is not guaranteed. Contract time extension adjustment to be issued as needed based on actual valve delivery date.)

DATE: March 23, 2023

Item No 3: Pump Station 1 Backup Generator

This item includes the labor and material necessary to furnish and install a 60 kW 240V, 3-phase natural gas standby generator including but not limited to generator, generator pad, housing, control, natural gas service, startup, training, and all associated work. The generator shall be able to start one 23 HP, 230 V, three phase, 60 HZ, Flygt NT 3153 motor and start a second 23 HP, 230 V, three phase 60 HZ, Flygt NT 3153 motor with the first motor running at 20% instantaneous voltage dip or less. The work also includes the removal and disposal of the existing generator.

NOTE: ~~The Contractor should visit the site and verify all existing conditions.~~

Add \$95,127.00

Furnish and Install backup generator at PS #1.

General Conditions/Supervision	\$7,969.00
Electrical	\$59,000.00
Mechanical	\$6,666.00
Site work	\$6,940.00
Painting	\$468.00
Generator Pad	\$3,584.00
OH&P	\$5,879.00
Insurance (OCP)	\$3,215.00
<u>Bond</u>	<u>\$1,406.00</u>
Total Add:	\$95,127.00

CLARIFICATIONS

- Generator pad size is 5'x11'x12" thick with 2.9 mesh and edge resteel. 12" above grade on 6" granular fill. (4) 12"-18" concrete piers, 36"-42" depth below bottom of slab. No thickened edges included. **No dewatering included.**
- Gas service revisions and service fees are excluded. Assumed that we would tee off existing gas line on exterior side of building just downstream of the gas meter.
- Painting only for new exposed steel gas pipe and fittings.
- Full time RCL general conditions and supervision not included. Part time general conditions and supervision only are included.
- All existing conditions were not verified.
- Excludes by-pass pumping. Reusing existing ATS will not require power outage for work.
- Excludes SCADA and control work.
- Contract time extension required. ***Add 60 weeks** from change order approval date. (*The generator delivery date is not guaranteed. Contract time extension adjustment to be issued as needed based on actual generator delivery date.)

DATE: March 23, 2023

Item No 4: Collection System - Bid Alternates

This item includes collection system repairs originally included in Contract 1. Sanitary Manhole Repairs include the cleaning, preparation, and rehabilitation of existing sanitary structures and all related work including but not limited to chemical grouting, polymer manhole lining, casting replacement, excavation

and backfill, grade rings, and all restoration of disturbed areas (HMA, Surface Restoration, etc.). Sanitary Lateral replacements include the pipe measured horizontally on the surface along the pipe centerline and surface quantities (HMA & restoration) measured and paid by the unit area for the specified mix, thickness. Plans and specifications for these repairs will be provided upon request.

Item	Est. Qty (Unit)	Unit Price (\$/Unit)	Subtotal (\$)
*Sanitary Manhole Repair, Type I	10 EA	\$4,266.00	\$42,660.00
*Sanitary Manhole Repair, Type II	10 EA	\$5,859.00	\$58,590.00
Sanitary Manhole Repair, Type III	2 EA	\$18,900.00	\$37,800.00
Connect to Existing Sanitary Sewer	12 EA	\$8,100.00	\$97,200.00
Sanitary Lateral	200 LF	\$175.00	\$35,000.00
HMA LVSP, Base	150 SY	\$43.00	\$6,450.00
HMA LVSP, Surface	150 SY	\$43.00	\$6,450.00
Surface Restoration	300 SY	\$16.00	\$4,800.00

Add \$288,950.00 OR \$290,557.00

CLARIFICATIONS

- If Item #3 Generator is not selected. **Add \$1,607.00 for Insurance (OCP).**
- *Type I & Type II Repair: Replace frame and cover EJ 1020 & EJ 1022 using Mr Manhole System. Pour concrete to grade, dye black to match existing pavement.
- Excludes RCL general conditions and supervision.
- Contract time extension required. **Add 30 Weeks** from change order approval date. It is estimated that the work will start early fall, 2023.

BULLETIN
Page 6 of 6

BULLETIN NO. 10

DATE: March 23, 2023

Enclos.: Photo Log - Laboratory Equipment (Item 1)
Location Diagram (Item 2)
Specification 26 32 13 (Item 3)
Contract 1 Sanitary Sewer As-Built Drawings (Item 4)

CONTRACTOR:

Sam Luedtke

Signature

VP of Field Operations

Name and Title of Signatory

6/6/23

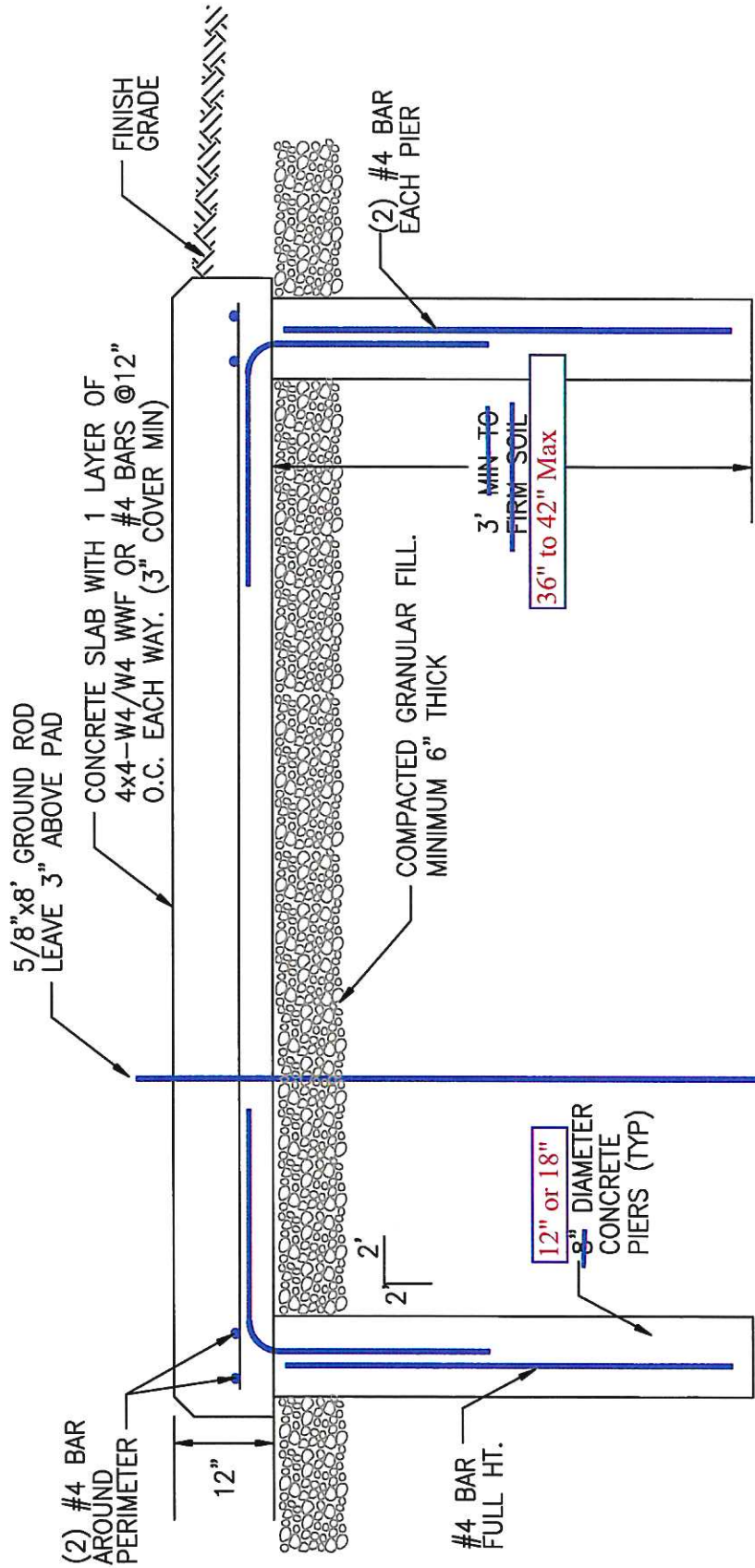
Date

Types	Characteristics	Characteristic Descriptions
Style	KGC	Cast Knife Gate Valve
Size	12	12 Inch (300mm)
Body Style	BD	Bi-Directional Valve
End Connection	F1	Flanged Drilling; ASME Class 1
Body Material	S2	316 Stainless Steel Cast
Packing	SMP	PTFE Braided Packing to 500° (pH Range 0-14)
Gate Material	S2	316 Stainless Steel
Seat Material	CR	Chloroprene to 180° F. (83° C.)

Bryan Davidson
Inside Sales Manager

Valve Spec.
Contact Information | Website | Facebook | LinkedIn | Twitter | YouTube

JOIN OUR TEAM: Account Managers, Customer Service Representatives, Project Managers, Field Service and Shop Personnel. **CLICK HERE** for more information.





June 8, 2023

Ron Alden, Village Manager
Village of Roscommon
702 Lake Street
P.O. Box 236
Roscommon, Michigan 48653

Re: Status of USDA Sewer Improvements Project – Additional Construction Services

Dear Ron,

We are enjoying working with the Village of Roscommon on the USDA Sewer Improvements Project. We look forward to continuing towards the successful completion of this project. As we are continuing the construction phase of the project, we wanted to share with you the status of the project and provide a summary of additional engineering and construction services proposed to the project. Construction Change Order #8 (CO8) was issued to RCL Construction with recommended repairs to the main pump station and WWTF laboratory. Each item in the change order has its overall benefit to the project and we recommend authorizing additional engineering services to accommodate construction administration, observation. A summary of these costs is provided below.

Water System Improvements	
Description	Estimate
Construction Services	
Basic Services – Construction Admin, Record Dwgs	\$9,800
Resident Project Observation – RPR	\$5,100
Additional Services – Staking, Startup	\$3,500
Subtotal:	\$18,400

During the USDA's review of the funding applications, engineering fees were reduced, and these funds were moved into project contingency. This was done with the understanding that if out-of-scope items came up on the project, engineering costs could be covered by the additional contingency. We estimate about \$287,000 remaining in total contingency for sewer before this proposed engineering amendment (\$18,400) and contractor change order (\$123,241). We would be happy to answer any questions you may have regarding the additional project costs or our request to be reimbursed for our extra work. If the proposed engineering fees are acceptable to the Village, we would prepare an Engineering Exhibit K's to amend our agreements with the Village.

Sincerely,
FLEIS & VANDENBRINK

Scott Rasmussen, P.E.
Project Manager

Brian D. Rowley, P.E.
Manager, Traverse City

CC: Debbie Emery, DPW Supervisor

m:\proj837001-839000\838940 roscommon - water & sewer funding 2018\pm\budgets-estimates\engineering amendments\amendment 4 - sewer - construction engineering amendments\838940 construction engineering amendment 4 sewer.docx

603 Bay Street, First Floor
Traverse City, MI 49684
P: 231.932.8600
F: 231.932.8700
www.fveng.com

Tony Medina
110 Oak Drive
Roscommon, MI 48653
989 390 5050

COPY

June 2, 2023

Dear President Miller,

I would once again like to give an update on the progress being made on the snowmobile/ORV trail, as well as update on the snowmobile trail "parking lot" at the next regular meeting.

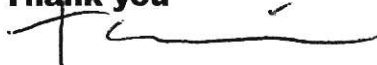
For a state designated ORV trail to be plausible for the Village there has to be a safe way for ORVs to negotiate the I75 business loop from Billman road at the Crawford County Border to N. Central drive. I have enclosed some plat maps, which shows the MDOT right-of-way widening as Federal Highway curves to the south east. MDOT would probably allow ORVs to use that area, but where the Right-of-way is narrow towards the west some sort of easement or lease agreement would have to be granted by the property owners to allow ORVs to use their property as a trail.

I have enclosed a couple pictures of the current unauthorized trail between Billman road and N Central Drive. It is evident that this area is already used by many ORVs, all though against the law. If we could get this connecting trail recognized by the state of Michigan DNR, it would be lawful for ORVs to use that section and the trail would be placed on maps, in turn more people would be encouraged to use that area as means to get into the Village of Roscommon.

I plan on contacting the property owners, James Engelhard, and Thomas Thatcher in regard to this matter.

Any questions or comments prior to the meeting feel free to contact me.

Thank you



**Tony Medina
Village of Roscommon Trustee**

Cc: Village Manager

Enclosures: 2 Plat Maps, 2 5x7 Color Photos

Free-Pee
Motel
↓



Beaver Creek

ENGELHARD
JAMES

CRAWFORD COUNTY

072

West Federal Hwy

BEGER
TYLER F &
HERMAN
TODD

mapbox

7 trial days left



Billman Rd

THATCHER
THOMAS
JAY

020

072

CRAWFORD Rd

Crawford Rd

mapbox

7 trial days left

NEW BUSINESS

Seasonal DPW Worker – Andre Janisse
Resolution Sparks Grant
Resolution Non-motorized Transportation
October Festival Funding - \$2,000
Economic Development Plan
Bylaws & Procedures

RESOLUTION OF AUTHORIZATION

WHEREAS, the Village of Roscommon supports the submission of an application titled, Wallace Park to the Spark grant program for building a foot bridge at the abandoned Hiawatha Canoe Livery property); and,

WHEREAS, the Village of Roscommon is hereby making a financial commitment to the project in the amount of \$70,000 matching funds, in cash and/or force account; and,

NOW THEREFORE, BE IT RESOLVED that the Village of Roscommon hereby authorizes submission of a Spark Application for \$925,709 and further resolves to make available its financial obligation amount of \$70,000 (7.5 %) of a total \$925,709 project cost, during the 2023 - 2024 fiscal year.

AYES:

NAYES:

ABSENT:

MOTION APPROVED.

I HEREBY CERTIFY that the foregoing is a Resolution duly made and passed by Village Council of the Village of Roscommon at their regular meeting held on November 14, 2022 at 7:00 p.m. in Village of Roscommon with a quorum present.

Mike Miller
Village President

Dated: June 12, 2023

VILLAGE OF ROSCOMMON

STATE OF MICHIGAN

RESOLUTION NO. _____

**RESOLUTION AUTHORIZING NON-MOTORIZED TRANSPORTATION
IMPROVEMENTS**

WHEREAS, the Village of Roscommon, State of Michigan receives Act 51 funds from the State of Michigan, and

WHEREAS, the Village of Roscommon is currently in no-compliance with the Actual qualified expenditures for Non-motorized Improvements Section 10k of the Act 51 law, and

WHEREAS, the Village of Roscommon, in order to achieve compliance with the State of Michigan, Section 10k, of the Act 51 law must present a plan to expend at least \$3,701.60 within the next three years on non-motorized transportation improvements, and

WHEREAS, the Village of Roscommon after reviewing the Reporting Guidelines for Non-motorized Transportation Expenditures of the State of Michigan, Street Financial Report and the needs of the populace does hereby submit the following proposal;

NOW, THEREFORE BE IT RESOLVED:

That the Village of Roscommon hereby submit to the State of Michigan a plan to redo the attached non-motorized improvements.

AYES: _____

NAYS: _____

ABSENT: _____

DATED: _____

BY: _____

June 6, 2023

VILLAGE OF ROSCOMMON

NONMOTORIZED NONCOMPLIANCE - PLAN FOR THE NEXT 3 YEARS –

TO BE COMPLETED IN 2023, SIDEWALK FROM BROOKS STREET TO SHELEY STREET
WITH A COST TO BE ESTIMATED AROUND \$6,800.00

FUTURE SIDEWALK AND WALKING BRIDGE PLANS FOR SHELEY ST TO EDNA ST.,
(THIS COVERS AT LEAST 3 BLOCKS) WITH THE WALKING BRIDGE OVER TANK CREEK.
ESTIMATED COST OF \$40,000.00. PLANS ARE TO HAVE THIS PROJECT COMPLETED
BY 2024.



Economic Development Plan

2022-2025

January 1, 2022

Approved: 12.13.2

INTRODUCTION

The Village of Roscommon updated its Master Plan in 2019. The purpose of the Master Plan is to foster the growth and advancement of the Village of Roscommon as a beautiful place to live, work, and recreate. To achieve this objective the Village of Roscommon has developed an economic plan to ensure the community is ready for its future development while sustaining an environmentally balanced community. To ensure that the Village's Master Plan reflects the goals of the community, an online survey was prepared to gather input from residents. During June and July of 2018, the Village of Roscommon posted a community survey on their website and made printed copies available at the Village Offices. The Village intends to conduct a follow up survey in 2022. The survey was advertised through a press release and through social media platforms. Input was requested on several major issues including Quality of Life, Land Use and Development, Community Services, Roads and Transportation, and Economy and Business. Public input was also welcomed at all Planning Commission, Village Council, and RRC Committee (Economic Development Steering Team) meetings.

COMMUNITY SURVEY DATA

Respondents

The survey generated 158 responses. 83 of the respondents were year-round Village residents, 12 were seasonal residents, and 57 were not residents of the Village.

- 7% of the year-round residents of the Village responded to the survey.
- Over 92% of respondents are homeowners or property owners (rental or land) in the Village. 16% of respondents are business owners.
- Length of time spent living or owning property in Roscommon is split evenly between long-time residents and newer residents.
- The age of respondents showed a classic bell curve.
- Nearly 35% of respondents are classified in the professional/managerial occupation
- 24 % are retired
- Over 13% are self-employed
- Over 9% are in the skilled trades/crafts
- 39% of respondents are employed within the Village of Roscommon.

Quality of Life

62% of respondents are satisfied with the Village as a place to live or own property while 24% are very satisfied. When asked to identify Roscommon's biggest assets, some common themes emerged including the following general themes:

- Friendly
- Quiet/quaint
- Small town/Hometown feel
- Safe
- Natural resources

- Walkability
- Sense of community
- Cleanliness/Flowers
- Events and activities
- Parks/Recreation
- Businesses

Christmas in the Village was rated by 43% of respondents as the favorite community event with the Farmer's Market coming in second. However, it was noted that respondents would have like to select more than one event as their favorite.

When asked about the biggest problems within Roscommon, the responses were more varied. Many issues emerged such as:

- Lack of shopping/Poor economy/Vacant businesses
- Lack of lodging facilities
- Blight
- High cost of living (gas, taxes, water/sewer)
- Political disputes
- Too much regulation
- Lack of events/entertainment/recreation
- Drinking water quality
- Lack of opportunity
- Lack of services

Land Use and Housing

Respondent's opinion of the quality and range of housing options in the village rated poor to moderate (71%). Over half feel that the Village should encourage more attached housing units and 46% feel the Village should allow accessory dwelling units (29% responded "no"). 53% feel that more low-cost senior housing is needed. Half of respondents support the development of Tiny Houses in the Village.

Services

70% of respondents feel that the quality of services in the Village are good or adequate. Many ideas were generated about additional needed services. When asked if the Village should maintain services such as irrigation at parks, yard waste pick-up/drop-off, sidewalk snowplowing, street sweeping, sidewalk maintenance, street/walkway signage, most respondents feel that these services should be maintained or expanded. In addition, over 70% of respondents recycle.

Roads/Transportation

69% of respondents are satisfied with the condition of the roads in the Village. The survey also asked for specific segments needing improvement. 7% are satisfied with snow removal services. Half of respondents feel that additional wayfinding signage is not needed in the Village.

Economy/Business

62% of respondents feel that there are not enough job opportunities in the Village, however 44% also feel that they have enough money to meet their everyday needs (24% say they have

“just enough” money while 23% say they do not have enough money to meet every day needs). Over 79% favor offering incentives (such as partial tax abatements) to attract and retain new jobs and businesses. When asked if they would locate a business in the Village today, 33% said they would not while only 25% said that they would. 66% of respondents leave the Village for shopping one to two times per week and 45% leave the Village for entertainment one to two times per week. 30% leave the Village for medical care one to two times per week.

ECONOMIC CHALLENGES

Though the Village has many strengths, it does have challenges in terms of economic development:

- Lack of affordable housing
- Lack of incentives to developers and entrepreneurs
- Aging infrastructure
- Aging population
- Lack of living wage employment
- Empty storefronts and buildings
- Lack of local shopping opportunities
- Lack of lodging (hotels, etc.)
- Only 25% of survey respondents said they would locate a business in Roscommon
- Lack of motels/hotels

ECONOMIC OPPORTUNITIES

- There are several properties in the DDA district and surrounding village that are prime for development. (e.g. Gary Franz Building, AuSable Bakery).
- The Village Council and Downton Development Authority are committed to assisting entrepreneurs and developers interested in the Village.
- The Downtown Development Authority has a history of exploring development ideas and assisting financially with development on a case-by-case basis.
- The Village of Roscommon is near significant market populations including Higgins Lake, Houghton Lake, St. Helen, and Grayling.
- The Village is strategically located on Interstate 75 with easy on and off access to its business loop.
- The Village includes or has immediate access to many recreational opportunities.
- The Village has lots and acreage available to industrial, commercial, and residential development.
- The Village is committed to engaging with Michigan Main Street to continue efforts to further develop and expand the local economy.

KEY SUPPORT

The Village has identified the following key supporters to assist and contribute to its economic development:

[Roscommon County Economic Development Corporation](#)
[Higgins Lake – Roscommon Chamber of Commerce](#)
[East Michigan Council of Governments Michigan](#)
[Economic Development Corporation Michigan State](#)
[Housing Development Authority Michigan Main](#)
[Street](#)

Other supporting partners and resources:

[Roscommon Rotary](#)
[Roscommon Lions Club](#)
[Zonta Club](#)
[VFW Post 4159](#)
[American Legion Post 96 Roscommon](#)
[Community Foundation Roscommon Area](#)
[Public Schools Kirtland Community](#)
[College](#)

SUPPORTING REGIONAL ECONOMIC DEVELOPMENT EFFORTS

Key to the economic growth of the Village of Roscommon is engagement with regional economic development efforts. The Village will engage (send a representative as appropriate) with the [East Michigan Council of Governments](#) to incorporate the following goals into the Village's plan:

1. Capitalize on East Michigan's existing transportation assets (roads, rail, port facilities, airports, etc.) and make strategic investments in regional infrastructure, including broadband, that improve the region's economic competitiveness.
2. Build on the collaboration among East Michigan's higher education, adult education, primary and secondary education (PreK-12), and workforce development organization to create a strong talent pool to support the region's current and future employers.
3. Leverage East Michigan's higher education institutions, major industries, medical complexes, and innovation assets to establish the region as a center for technology-based entrepreneurship and small business growth.
4. Embark on local and regional initiatives to strengthen the quality of place in each of East Michigan's communities to create an attractive environment for residents and tourists.

5. Capitalize on the Kirtland Community College Strategic and Action Plan ([Kirtland Community College Strategic and Action Plan](#)). The Village will seek to be included in the school's strategic planning task force. The college is an untapped resource for the Village. The college's main objectives are:
 - a. Develop a five-year plan to construct an additional building on the Grayling Campus to include an event/ wellness center.
 - b. Finalize a plan for the Roscommon Campus.
 - c. Encourage local public schools to bring students to the various Kirtland locations
 - d. Identify funding resources
6. Capitalize on the Roscommon Area Public Schools Strategic Plan ([Roscommon Area Public Schools Strategic Plan](#)). Village will seek to be included in the school's strategic planning. The college's main objectives are:
 - a. Improve student achievement.
 - b. Cultivate critical relationships.
 - c. Maintain a effective learning environment.
 - d. Meet the varied needs of the school community.
 - e. Capitalize on the [Higgins Lake/Roscommon Chamber of Commerce](#) whose mission is to promote and enhance the business and economic development in the area.
7. Capitalize on the Roscommon County Michigan Strategic Plan – 2013. The Village has established a much closer relationship with the Roscommon County Economic Development Corporation. The director of the RCEDC is a member of the Village Economic Development Steering Committee. The major goals of the County and the Village are quite similar and have been incorporated when applicable in the village plan. The major goals of the County are:
 - a. Youth and family support in the community*
 - b. Education, marketing, and economic development*
 - c. Financial stability and growth
 - d. Staff development – support and retention.

*Specifically included in the Village plan

ECONOMIC DEVELOPMENT PROCESS

Through the planning process, several actions were taken to develop a working framework for identifying strategic economic goals and objectives. The Council, the Planning Commission, the Downtown Development Authority, and a newly created Redevelopment Ready Communities Steering Committee (the EDST) worked with community stakeholders to identify several focus areas, objectives, and action items.

This economic development strategy incorporates the key goals and objectives expected to help drive the conditions needed to grow a strong economic Roscommon. Responsibility for implementing this plan includes governmental, private enterprise, community groups, and individuals. It is hoped this plan will stimulate enthusiasm and interest in community and economic development that in time becomes a self-sustaining way of life for Village residents and its neighboring communities.

The plan will be written, implemented, and then reviewed annually as follows:

November	Economic Development Steering Team (EDST)
December	Downtown Development Authority (DDA)
January	Village Council (VC)
February	Planning Commission and Zoning (PC/Z)
March	Roscommon County Economic Development Corporation
June	Village Council (VC)*

* Village Council will review all revisions and adopt updated Economic Development Plan

Legend

Each of the objectives includes a “timeline” and “responsibilities” for development completion of the action steps:

IMMEDIATE: Low cost, easy implementation, directly addressing top priorities, or critical to the advancement of other strategies, and to be implemented within the next 1-6 months

SHORT: Low cost, easy implementation, directly addressing top priorities, or critical to the advancement of other strategies, and to be implemented within the next 6-12 months.

MEDIUM: Important actions that have some level of significant cost and can be implemented within the next 12-18 months.

LONG: Actions that often require significant amounts of funding that must be planned for overtime or require other strategies to be completed prior to their implementation.

ON-GOING: Actions but which are continuously on-going in the Village.

M – Village Manager

PC – Planning Commission

VC - Village Council

ZO – Zoning Official

DDA – Downtown Development Authority

ECONOMIC DEVELOPMENT GOAL 2022-2025

“The Village of Roscommon will be ready for future development while sustaining an environmentally balanced community as a beautiful place to live, work, and recreate.”

Objective A

Develop and promote the growth of a diverse economic base as well as the tourism economy to serve the employment and commercial needs of residents and visitors.

Action Steps:

1. Ensure the zoning ordinance allows for areas of mixed-use development, higher density development, and walkable designs in addition to areas for general commercial and industrial development.
 - o VC/PC/EDST/M
 - o **IMMEDIATE ON-GOING**
2. Explore options (i.e. tax abatements) that would further assist with business recruitment.
 - o VC/PC/EDST/M
 - o **SHORT ON-GOING**
3. Encourage Village staff to participate in programs, seminars, and conferences which educate on available opportunities. Research incentives.
 - o VC/PC/EDST/M
 - o **MEDIUM ON-GOING**
4. Support the use of programs for rehabilitation by the DDA and Roscommon County (Façade Improvements Program, Brownfields, etc.)
 - o DDA/EDST/M/VC
 - o **SHORT ON-GOING**
5. Review and revise zoning to ensure that development of property within the Village is not unnecessarily burdensome; streamline approval processes.
 - o VC/PC/EDST/M
 - o **IMMEDIATE ON-GOING**
6. Support the development and maintenance of a vibrant downtown through implementation of the DDA Downtown Plan.
 - o DDA/M/EDST/VC
 - o **MEDIUM ON-GOING**
7. Amend the Zoning Ordinance to allow for mixed use development in the downtown

and other areas identified as appropriate and consistent with existing surrounding neighborhoods.

- ZO/DDS/PC/M/EDST
- **IMMEDIATE ON-GOING**

8. Develop and implement policies and practices that attract new employment opportunities and increase the number of living wage jobs.
 - Partner with Kirtland Community College for training opportunities.
 - Partner with Michigan Works to promote job placements.*
 - DDA/M/EDST/VC
 - **MEDIUM ON-GOING**
9. Conduct follow up survey to monitor progress.
 - EDST
 - **MEDIUM ON-GOING**

*Regional Michigan Works Director is on our EDST

Objective B

Market the Village to attract additional commercial and industrial enterprises.

Action Steps:

1. Work with tourism organizations and surrounding municipalities to promote the Roscommon area as a year-round tourism destination.
 - M/EDEST/DDA
 - **MEDIUM ON-GOING**
2. Work toward development of the priority redevelopment and infill development areas.
 - ZO/DDS/PC/M/EDST
 - **MEDIUM ON-GOING**
3. Develop a database that contains specific information pertaining to each commercial/industrial property that can be used as a marketing tool for redevelopment.
 - DDA/M/EDST/PC
 - **MEDIUM ON-GOING**
4. Market redevelopment ready properties through the RRC program with assistance from the State.
 - DDA/M/PC/EDST
 - **MEDIUM ON-GOING**
5. Ensure a strong marketing message is created and displayed on the Village's website and on other local websites (branding).
 - DDA/M/EDST

- **SHORT ON-GOING**
- 6. Support and monitor marketing of the downtown with regional partners.
 - DDA/M/EDST
 - **MEDIUM ON-GOING**
- 7. Support and promote the development of mixed lodging opportunities within the Village by measures such as adopting zoning ordinance provisions that permit various forms of lodging, i.e. hotels, motels, bed and breakfasts, and tourist homes.
 - DDA/M/EDST
 - **LONG ON-GOING**
- 8. Modify zoning ordinance as needed Increase the availability and attainability of a range of housing options such as accessory housing units (ADU):
 - an apartment over the garage
 - a tiny house (on a foundation) in the backyard
 - a basement apartment
 - "Granny Flats"
 - M/PC/ZO
 - **MEDIUM ON-GOING**
- 9. Conduct follow up survey to monitor progress.
 - EDST
 - **MEDIUM ON-GOING**

Objective C

Work to attract a diverse age group to the Village by providing a thriving environment for training and job growth as well as by maintaining a family-friendly high quality of life.

Action Steps:

1. Support and participate with local and regional economic development personnel and educational institutions to provide job training opportunities within the Village.
 - M/DDA/EDST
 - **MEDIUM ON-GOING**
2. Encourage entrepreneurial training programs to assist residents in starting and maintaining their own small businesses.
 - VC/DDA/EDST/M
 - **MEDIUM ON-GOING**
3. Create information packets for new and potential residents and businesses.
 - EDST/M
 - **LONG ON-GOING**

4. Become more internet and Wi-Fi friendly.
 - a. EDST/M/VC
 - b. **LONG ON-GOING**
5. Develop a strategy that addresses activities related to key economic development initiatives including business and talent attraction/retention,

- and education and infrastructure
 - o EDST/M/VC
 - o **LONG ON-GOING**
- 6. Provide clear guidelines for developers on the Village website and include illustrations in the Zoning Ordinance.
 - o M/PC/ZO
 - o **IMMEDIATE ON-GOING**
- 7. Implement and maintain the practices outlined by the MEDC Redevelopment Ready Communities Program.
 - o M/PC/ZO
 - o **IMMEDIATE ON-GOING**
- 8. Conduct follow up survey to monitor progress.
 - o EDST
 - o **MEDIUM ON-GOING**

Objective D

Provide a development-friendly environment in the Village.

Action Steps:

1. Ensure development approval processes are easy to follow, seamless, and predictable.
 - o M/PC/ZO
 - o **IMMEDIATE ON-GOING**
2. Provide clear guidelines for developers on the Village website and include illustrations in the Zoning Ordinance.
 - o M/PC/ZO
 - o **IMMEDIATE ON-GOING**
3. Provide clear guidelines for developers on the Village website and include illustrations in the Zoning Ordinance.
 - o M/PC/ZO
 - o **IMMEDIATE ON-GOING**
4. Implement and maintain the practices outlined by the MEDC Redevelopment Ready Communities Program.
 - o M/PC/ZO
 - o **IMMEDIATE ON-GOING**
5. Conduct follow up survey to monitor progress.
 - o EDST
 - o **MEDIUM ON-GOING**

Village of Roscommon Council Rules and Procedures

A. REGULAR AND SPECIAL MEETINGS

All meetings of the village council will be held in compliance with state statutes, including the Open Meetings Act, 1976 PA 267 as amended, General Law Village Act, 1895 PA 3 as amended and with these rules.

1. Regular Meetings

Regular meetings of the Village Council will be held on the second Monday of each month beginning at 7:00 p.m. at the Village Hall unless otherwise rescheduled by resolution of the council. Council meetings shall conclude no later than 10:00 p.m., subject to extension by the council.

2. Special Meetings

A special meeting shall be called by the Clerk upon the written request of the Village President or any three members of the council on at least 24 hours' notice by the Clerk to each member of the council by phone or electronic mail. Special meeting notices shall state the purpose of the meeting. No official action shall be transacted at any special meeting of the council unless the item has been stated in the notice of such meeting.

2.5 Virtual (Electronic) Meetings

At the November 9, 2020 Regular Council Meeting, a Resolution was passed to allow Virtual Meeting at all Village of Roscommon Public Meetings. This Resolution follows all of the Open Meetings Act procedures. The Virtual meeting must follow all Regular Meeting criteria and all voting must be done by a Roll Call Vote.

3. Minutes of Regular and Special Meetings

The Clerk shall attend the council meetings and record all the proceedings and resolutions of the council in accordance with Section 64.5 of the General Law Village Act of 1895 as amended and the Open Meetings Act. In the absence of the Clerk, the council may appoint one of its own members or another person to temporarily perform the Clerk's duties.

Within 15 days of a council meeting a synopsis showing the substance of each separate decision of the council or the entirety of the council proceedings shall be prepared by the Clerk and shall indicate the vote of the council members.

A copy of the minutes of each regular or special council meeting shall be available for public inspection at the village offices during regular business hours.

4. Study Sessions

Upon the call of the Village President or the council and with appropriate notice to the council members and to the public, the council may convene a work session devoted exclusively to the exchange of information relating to municipal affairs. No votes shall be taken on any matters under discussion nor shall any council member enter into a formal commitment with another member regarding a vote to be taken subsequently.

B. CONDUCT OF MEETINGS

1. Meetings to be Public

All regular and special meetings of the Village Council shall be open to the public, and citizens shall have a reasonable opportunity to be heard in accordance with such rules and regulations as the council may determine, except that the meetings may be closed to the public and the media in accordance with the Open Meetings Act.

All official meetings of the council and its committees shall be open to the media, freely subject to recording by radio, television and photographic services at any time provided that such arrangements do not interfere with the orderly conduct of the meetings.

2. Agenda Preparation

An agenda for each regular council meeting shall be prepared by the Village Manager with the following order of business:

- a. Call to order and roll call of Council, Pledge of Allegiance to the Flag of the United States of America, Invocation
- b. Public hearings (as appropriate)
- c. Approval of consent agenda
- d. Approval of regular agenda
- e. Brief public comment on agenda items
- f. Report from village manager (incl. DPW and other staff reports)
- g. Unfinished business
- h. New business

- i. Public acknowledgement
- j. Council Comments
- k. Agenda items for next meeting l, Adjournment

Council Members may submit items to the Village President to be added to the regular agenda. The Village President will communicate with the Village Manager and the other Council Members, except for Section D, Item 6 before deciding to place the item on the agenda. Items must be submitted to the Manager no later than noon on the Wednesday prior to the meeting. All documents must be prepared in an appropriate manner.

3. Consent Agenda

The Village may use a consent agenda to allow the council to act on numerous administrative or non-controversial items at one time. Included on this agenda can be noncontroversial matters such as approval of minutes, payment of bills, approval of recognition resolutions, liquor control reports, financial statements, law enforcement reports, minutes of last meeting, etc. Upon request by any member of the council, an item may be removed from the consent agenda and placed on the regular agenda for discussion.

4. Quorum

A majority of the entire elected or appointed and sworn members of the council, whether physically present or virtually present, shall constitute a quorum for the transaction of business at all council meetings. In the absence of a quorum, a lesser number may adjourn any meeting to a later time or date with appropriate public notice.

5. Attendance at Council Meetings

Election to the Village Council is a privilege freely sought by the nominee. It carries with it the responsibility to participate in council activities and represent the residents of the Village. Attendance at council meetings is critical to fulfilling this responsibility. The Village Council is empowered by Section 65.5 of the General Law Village Act as amended to adjourn a meeting if a quorum is not present and compel attendance in a manner prescribed by its ordinance.

The council may excuse absences for cause. If a council member has more than three unexcused successive absences for regular or special council meetings, the council may enact a resolution of reprimand. In the event that the member's absences continue for more than three additional successive regular or special meetings of the council, the council may enact a resolution of censure or request the council member's resignation or both.

6. Presiding Officer

The Village President is the presiding officer and shall be responsible for enforcing these rules of procedure and for enforcing orderly conduct at meetings. The Village Council shall appoint one of its members President Pro Tem, who shall preside in the absence of the President. In the absence of both the President and the President Pro Tem, the member present who has the longest consecutive service on the council shall preside.

7. Disorderly Conduct

The President may call to order any person who is being disorderly by speaking out of order or otherwise disrupting the proceedings, failing to be germane, speaking longer than the allotted time or speaking vulgarities. Such person shall be seated until the chair determines whether the person is in order.

If the person so engaged in presentation is called out of order, he or she shall not be permitted to continue to speak at the same meeting except by special leave of the council. If the person shall continue to be disorderly and disrupt the meeting, the chair may order the person removed from the meeting. No person shall be removed from a public meeting except for an actual breach of the peace committed at the meeting.

C. CLOSED MEETINGS

1. Purpose

Closed meetings may be held only for the reasons authorized in the Open Meetings Act, which are the following:

- a. To consider the dismissal, suspension, or disciplining of, or to hear complaints or charges brought against a public officer, employee, staff member or individual agent when the named person requests a closed meeting.
- b. For strategy and negotiation sessions connected with the negotiation of a collective bargaining agreement when either negotiating party requests a closed hearing.
- c. To consider the purchase or lease of real property up to the time an option to purchase or lease that real property is obtained.
- d. To consult with the village attorney or another attorney regarding trial or settlement strategy in connection with specific pending litigation, but only when an open meeting would have a detrimental financial effect on the litigating or settlement position of the council.
- e. To review the specific contents of an application for employment or appointment to a public office when a candidate requests that the application remain confidential.

However, all interviews by a public body for employment or appointment to a public office shall be held in an open meeting.

- f. To consider material exempt from discussion or disclosure by state or federal statute.

2. Calling Closed Meetings

At a regular or special meeting, the council members, elected or appointed and serving, by a majority roll call vote may call a closed session. The roll call vote and purpose(s) for calling the closed meeting shall be entered into the minutes of the public part of the meeting at which the vote is taken.

3. Minutes of Closed Meetings

The Clerk or the designated secretary of the council shall take a separate set of minutes at the closed session. These minutes will be retained by the Clerk, shall not be available to the public, and shall only be disclosed if required by a civil action, as authorized by the Michigan Open Meetings Act. These minutes may be destroyed one year and one day after approval of the minutes of the regular meeting at which the closed session was approved.

D. DISCUSSION AND VOTING

1. Rules of Procedure

Any member of the Council may bring an item to the floor for discussion. It shall be the responsibility of the chair to moderate the discussion.

2. Conduct of Discussion

During the council discussion and debate, no member shall speak until recognized for that purpose by the chair. After such recognition, the member shall confine discussion to the question at hand and to its merits and shall not be interrupted except by a point of order or privilege raised by another member. Speakers should address their remarks to the chair, maintain a courteous tone and avoid interjecting a personal note into debate.

No member shall speak more than once on the same question unless every member desiring to speak to that question shall have had the opportunity to do so.

A motion may be made by any member of the Council. Once a motion is made, the chair will ask if there is a second for the motion on the floor. Upon hearing a second for a motion by a member other than the maker of the motion, the chair may entertain further discussion

leading to a vote on the issue, If there is no second for a motion, the chair may reopen the issue for discussion, or set the issue aside.

3. Ordinances and Resolutions

No ordinance, except an appropriation ordinance, an ordinance adopting or embodying an administrative or governmental code or an ordinance adopting a code of ordinances, shall relate to more than one subject, and that subject shall be clearly stated in its title.

A vote on all ordinances and resolutions shall be taken by a roll call vote and entered in the minutes.

4. Roll Call

In all roll call votes, the names of the members of the council shall be called in rotating order.

5. Duty to Vote

Election to a deliberative body carries with it the obligation to vote. Council members present at a council meeting shall vote on every matter before the body, unless otherwise excused or prohibited from voting by law.

Conflict of interest, as defined by law, shall be the sole reason for a member to abstain from voting. The opinion of the village attorney shall be binding on the council with respect to the existence of a conflict of interest. A vote may be tabled, if necessary, to obtain the opinion of the village attorney.

The right to vote is limited to the members of council physically or virtually present at the time the vote is taken.

Voting by proxy or by telephone is not permitted.

6. Results of Voting

In all cases where a vote is taken, the Clerk shall declare the result.

Any council member who voted in the majority on any motion may move for a reconsideration of the motion at that meeting or at the next succeeding meeting of the council. When a motion to reconsider fails, it cannot be renewed.

E. CITIZEN PARTICIPATION

1. General

Each regular council meeting agenda shall provide for reserved time for audience participation.

If requested by a member of the council, the presiding officer shall have discretion to allow a member of the audience to speak at times other than reserved time for audience participation.

2. Length of Public Comment

Any person who addresses the Village Council during public comment or a public hearing shall be limited to 2-minutes in length per individual. The Clerk will maintain the official time and notify the speakers when their time is up.

3. Addressing the Council

When a person addresses the Village Council, he or she shall approach the podium. Remarks should be confined to the question at hand and addressed to the chair in a courteous tone. No person shall have the right to speak more than once on any particular subject until all other persons wishing to be heard on that subject have had the opportunity to speak. Simple yes or no questions may be answered by council, but detailed questions and/or debate during public comment will not be entertained.

F. MISCELLANEOUS

1. Adoption and Amendment of Rules of Procedure

These rules of procedure of the Village Council will be placed on the agenda of the first meeting of the council following the seating of the newly elected council members for review and adoption. A copy of the rules adopted shall be distributed to each council member.

The council may alter or amend its rules at any time by a vote of a majority of its members after notice has been given of the proposed alteration or amendment.

2. Suspension or Amendment of Rules

The rules of the Village Council may be suspended for a specified portion of a meeting by an affirmative vote of two-thirds of the members serving except that council actions shall conform to state statutes and to the Michigan and the United States Constitution.

3 . Bid Awards

The Village Council during regular or special meetings will award bids. A bid award may be made at a special meeting of council if that action is announced in the notice of the special meeting.

4 . Committees

Special committees may be established for a specific period of time by the Village Manager or by a resolution of the council which specifies the task of the special committee and the date of its dissolution.

Citizen task forces may be established by a resolution of the council, which specifies the task to be accomplished, and the date of its dissolution. Members of such committees will be appointed by the Village Manager subject to approval by a majority vote of the Village Council and must be taxpayers of the Village. Vacancies will be filled by majority vote of the Village Council in the same way appointments are made.

5. Authorization for Contacting the Village Attorney

The following village officials (by title) are authorized to contact the village attorney regarding village matters:

Village Manager

Village Clerk

Village President

Date adopted:	10/25/01
Amended:	02/08/10
Amended:	12/10/12
Amended:	03/24/14
Amended:	02/09/15
Amended:	12/12/16
Amended:	08/14/17
Amended:	04/12/21

DISCUSSION ITEMS

Fourth Street Loading/Unloading Zone

Tony Medina
110 Oak Drive
Roscommon, MI 48653
(989) 390 5050
Tonymedina@roscommonvillage.com

May 23, 2023

Dear President Miller,

I'm writing to ask that "N. 4th Street Parking issue" be placed on the next regular meeting agenda, scheduled for Monday, June 12th at 7pm.

I was contacted by one of our constituents, Ms. Audrey Boucher, in regard to an ongoing issue she has been having with large delivery trucks parking behind the Family Fare Store, and in turn, blocking her mailbox located on N. 4th street. These delivery trucks also block the driveway of a neighboring business, as well as pose a safety hazard to other motorists and pedestrians by creating blind spots, and parking on the street in the direction of oncoming traffic; see *ordinance #70, section 4*

I would like to bring this issue up to the village council, and perhaps we could help mediate a peaceful resolution between Family Fare, the delivery drivers and Ms. Boucher.

After assessing the situation at the rear of the Family Fare building, I would like to make a few suggestions; it appears that if the dumpsters were relocated to the side of the building and the 53' semi trailer was removed, there would be ample space for delivery trucks to safely park off of the street.

If this issue can not be resolved with peaceful mediation, I would suggest the council entertain the idea of amending *ordinance #70, section 6, paragraph 14* to include the portion of N. 4th Street where this parking issue is occurring, and that no parking signs be respectively placed at this location.

I have enclosed copies of Ms. Bouchers' email correspondence regarding her concerns, of which she goes on to express in great detail. Also enclosed is a copy of *Village ordinance #70* for your review.

It is in my humble opinion that it would be in best interest of all parties involved, that we as The Village Council, provide assistance in the resolution of the issue at hand, for the safety and tranquility of our residents.

Any questions please feel free to contact me,

Thank you,


Tony Medina
Village of Roscommon Trustee

 COPY

Enclosures: 2 Emails from Audrey Boucher, 5 5x7 color photos, 1 Copy of Village Ordinance #70

Cc: Village Manager, Roscommon Family Fare, Fred Krauss, SpartanNash Company, President of Parking, RCSO, Griffin Beverage, Roscommon Post Master, Audrey Boucher

From: Audrey Boucher <boucheraud17@gmail.com>
Sent: Wednesday, May 10, 2023 7:10 PM
To: Tony Medina <tonymedina@roscommonvillage.com>
Subject: Safety Parking Sign Proposal

E-mail # 2 of 2

Hello Mr. Medina,

I hope you are doing well,

My name is Audrey and I have lived in the Village of Roscommon my entire life, and I love this village for the multitude of options to enjoy the outdoors, be in walking distance of the many new and great downtown businesses. However, I would like to express my frustration and concern about the lack of commuter and parking safety down North Fourth Street that endangers the lives of the residents.

The Family Fare grocery store is allowing its vendors to obstruct the street by parking in the middle of the street, blocking both public and private driveways, interfering with the daily mail route, actively denying residents access to their mailboxes and driveways, illegally parking facing oncoming traffic which obstructs the view for commuters and endangers those who are walking to the businesses in the area or just enjoying a stroll through Roscommon because no one can see the oncoming vehicles or pedestrians. I have followed up with the Michigan State Police regarding traffic and parking law clarity and the store is in many violations.

These are a few of the state laws being violated:

There are certain exception to these laws if they are parking to avoid conflict with traffic however this is not the case. The way they are parking is causing the conflict with traffic.

257.674 Prohibited parking; exceptions; bus loading zone; violation as civil infraction.

(1) A vehicle must not be parked, except if necessary to avoid conflict with other traffic or in compliance with the law or the directions of a police officer or traffic-control device, in any of the following places:

(b) In front of a public or private driveway.

(y) On a street or highway in such a way as to obstruct the delivery of mail to a rural mailbox by a carrier of the United States Postal Service.

-etc.

[http://www.legislature.mi.gov/\(S\(df5jpifzearkjxexrapur525\)\)/mileg.aspx?page=getObject&objectName=mcl-257-674](http://www.legislature.mi.gov/(S(df5jpifzearkjxexrapur525))/mileg.aspx?page=getObject&objectName=mcl-257-674)

257.676b Interference with normal flow of vehicular, streetcar, or pedestrian traffic prohibited; public utility facilities; solicitation of contributions on behalf of charitable or civic organization; violation as civil infraction; local regulations; "charitable or civic organization" defined.

(1) Subject to subsection (2), a person, without authority, shall not block, obstruct, impede, or otherwise interfere with the normal flow of vehicular, streetcar, or pedestrian traffic upon a public street or highway in this state, by means of a barricade, object, or device, or with his or her person. This section does not apply to

persons maintaining, rearranging, or constructing public utility or streetcar facilities in or adjacent to a street or highway.

[http://www.legislature.mi.gov/\(S\(a3aq04vvrf1cn1mpakfigaig\)\)/mileg.aspx?page=getObject&objectName=mcl-257-676b](http://www.legislature.mi.gov/(S(a3aq04vvrf1cn1mpakfigaig))/mileg.aspx?page=getObject&objectName=mcl-257-676b)

I am aware that the vendors need access to the store and have tried talking to Family Fare store management many times about how to peacefully solve this issue. However, they do not care to make parking for their vendors safe and legal. The only recent changes they made were installing a security camera outback and sending out an email to vendors but no one is actively trying to correct vendors or show them where to safely park. The store along with its vendors have even started verbally threatening us residents regarding this issue. There's two vendors from Griffin Beverage Company that have now made sure every time they show up that they interfere with the mail route and park in the way during mail delivery hours which is against the law as well. I personally asked these vendors if they could please be mindful of how they are parking and was cursed out and told that "no one can tell them what to do." Family Fare won't remind them or have them fix their parking either.

The grocery store is intentionally making it so vendors have no access to their back driveway for loading/unloading and a manger told me she was encouraging them to block the street off and park however they would like. I have missed multiple mail deliveries because my postal worker could not access my mailbox due to vendors purposely blocking it off during prime mailing hours. Family Fare has been treating a public street like their personal alley for a long time now and it has been getting more and more unsafe. They have plenty of room to park without blocking my mailbox but they're intentionally causing problems.

I've tried talking to SpartanNash corporate and asking if they could potentially "revamp" the back of their store so vendors could safely park up behind Family Fare or park/move items to the side lot near RiteAid or use the upfront loading/unloading areas but they told me that "dealing with vendors isn't in their job description and I need to stop calling."

I asked at minimum if they could please just leave enough room where my mailbox sits so that our mail truck can pull in, drop off mail then safely leave which seemed like a reasonable request but instead the store threatened us over forcibly moving our mailbox in which they have no legal right to do or say because Federal law states my mailbox is legally placed and protected and it's been in that exact spot for over 20+ years and it wasn't until recent that this mailbox issue escalated. This is also the only store in the village that does not have to follow any parking laws or have vendors utilize the empty parking spaces to prevent any blockage to the street or mailbox areas and I would like to know why that is? On their busiest day which is Tuesday they have been parking up the entire street making it extremely difficult to drive down the road. The way these vendors have been parking is causing issues with everyday traffic. Even my postmaster and general postal employees have tried asking them to not park there but they will no longer listen or help. This is quite literally a weekly issue that no one seem to want to help resolve fully so I wanted to turn to council and ask for help.

I have talked to the local and state police about this active issue, along with President Mike Miller and village manager Ron Alden. Ron mentioned when I first reported this issue if the problems continued to

get worse he'd look into placing no parking signs but I wasn't told if this was still happening or not.

Is this an issue that can be brought up or I could present to council? All I ask is that two no parking signs be placed on both sides of the curb by my mailbox so one, we can get our mail without issue and secondly, everyday traffic can safely see out of the forwards back driveways and down the rest of the street without any obstructions to the view of oncoming traffic.

I have attached recent images from May but can also send you videos and more images if needed. Along with what laws are being violated via the MSP. I also talked to the Michigan government office down in Lansing just for further clarity on Michigan Laws and violations.

I look forward to hearing from you and thank you for your time,
Audrey Boucher

Nevertheless, MCL 257.676b regulates the flow of traffic and is typically referred to as "impeding traffic". The statute states, in part, "a person, without authority, shall not block, obstruct, impede, or otherwise interfere with the normal flow of vehicular, streetcar, or pedestrian traffic upon a public street or highway in this state, by means of a barricade, object, or device, or with his or her person." To the extent the "vendors" are "blocking, obstructing, impeding, or otherwise interfering with the normal flow of...traffic" with an "object" (i.e. vehicle), enforcement action could be initiated. I would recommend contacting local law enforcement if faced with a similar situation in the future.

I hope this information was helpful.

Sergeant Richard Chaffee

Michigan State Police

Legal Resources and Education Unit

Re: Safety Parking Sign Proposal

Email # 1 of 2

Audrey Boucher <boucheraud17@gmail.com>

Thu 5/11/2023 7:41 PM

To: Tony Medina <tonymedina@roscommonvillage.com>

Alright, I really do appreciate your help. Thank you for caring so much about this issue it really means a lot to us residents that have been affected. Mr. Alden and President Miller first told us they would help and if the issue continued they'd look into placing signs regardless but they have both back pedaled. Even the grocery store took back their word on making vendors prioritize parking upfront or revamping the outback area/driveway versus blocking the entire street off outback.

We've been getting endless harassment from both the store and it's vendors.

I did try following up with Alden but he said "that store has been getting deliveries for years" and no longer wants to be bothered with this issue. President Miller never responded back to me he just said to reach out to Alden. I also asked both of them if I could talk to council on May 8 (whenever your last meeting was) about this issue and they told me no.

Today the postmaster/manager did a surprise visit to our house and threatened us over our mailbox saying we either give in and move it or he'll find a way to knock it down and force us to move. I asked him who he talked to or who sent him but he wouldn't clarify and did not care if state laws were being broken. I tried telling him that village ordinances didn't matter in this scenario because if state or federal laws are being violated that supersedes local but he just kept screaming about us needing to move our mailbox. The vendors park up the entire street so we'd have to move our mailbox up to a different neighborhood and that just isn't right or fair to us. I filed a police report against him because he does not have any legal right to even threaten us over that especially since my mailbox is legally placed and approved by the US Postal Service.

This entire thing blew up completely out of proportion as we were just asking for that curb to stay clear so we could access our mailbox especially since my dad has severe health issues and gets a lot of mail from the doctors. We've also had issues with rushing him to the hospital and could barely leave because the vendors had the road blocked off and blocking our driveway.

A few changes were made but a lot of the larger vendors are intentionally causing issues. I had a run in with the Essentia driver about a month ago and had asked if he could please just pull up off that curb a bit more so our mail driver could access the box and he cursed me out and said "no one can tell him what to do or where to park." He and his fellow Griffin Vendor Co. vendors always make sure they block not only my mailbox but obstruct the entire street now when they deliver. Every Tuesday is the worst and busiest day of it all and the store knows this but won't follow through with any other changes to make it easier and safer for everyone involved.

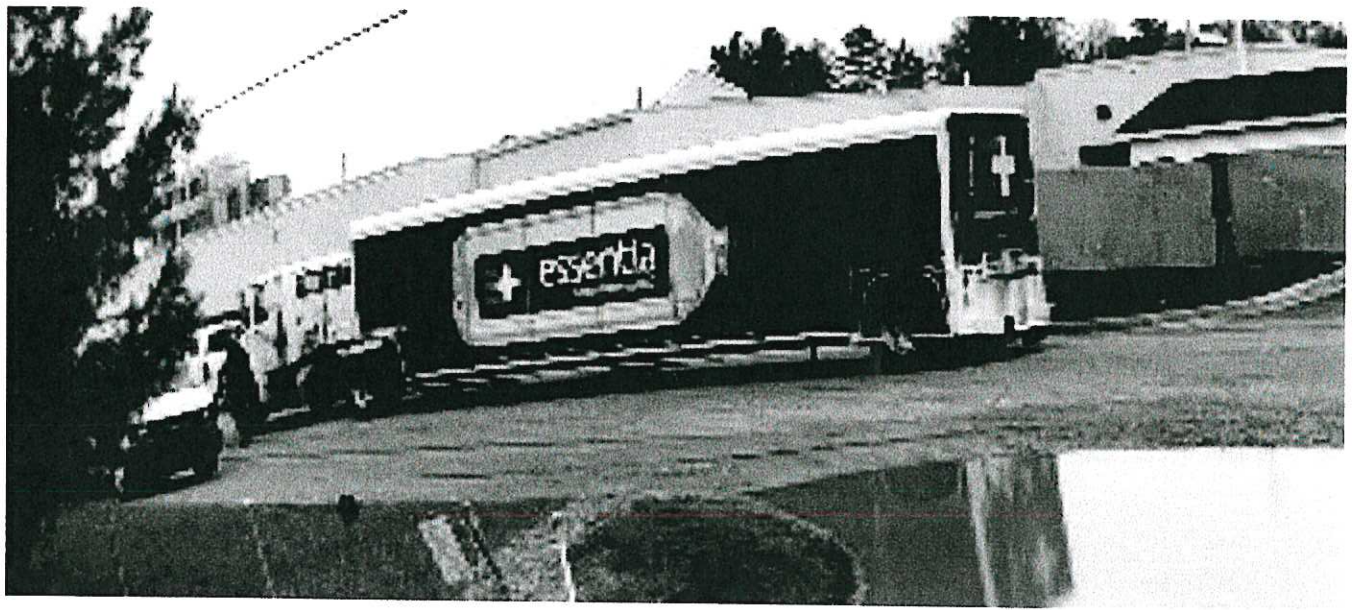
That's why I sent you that other email today about backing out because I really did not know how to go about it and especially after what happened today we are now being relentlessly targeted and I didn't want to cause more issues.

Seriously thank you very much and I will definitely see you June 12.

- Audrey







VILLAGE OF ROSCOMMON
ORDINANCE #70

AN ORDINANCE REGULATING TRAFFIC AND PARKING

THE VILLAGE OF ROSCOMMON ORDAINS:

SECTION 1. Definitions:

- a. Motor Vehicle: Every vehicle that is self-propelled.
- b. Trailer: Any motor vehicle drawn apparatus. May be used for transportation of goods, merchandise, or other materials from one destination to another.
- c. Parked: A standing vehicle, whether occupied or not, upon a street, alley, right of way, or State Highway, when not loading or unloading, except when making necessary repairs.

SECTION 2.

(a) There shall be no parking of any motor vehicle or trailer on any street, alley, or Village maintained right of way within the limits of the Village of Roscommon at any time between the hours of 2:00 A.M. and 7:00 A.M. of any day of the week. It shall be lawful for the Village Street Administrator, or any designated enforcement personnel acting under his direction, to remove or cause to be removed to a designated area, any vehicle or trailer parking in violation of this section. The Village of Roscommon or its designated enforcement personnel shall not be liable for any damage caused to said vehicle by reason of such removal.

(b) It shall be unlawful for any motor vehicle or trailer to be parked for a continuous period to exceed 2 hours between the hours of 8 a.m. and 6 p.m. on Fifth Street between George Street and Shelley Street or on Lake Street between First Street and Sixth Street.

It shall be unlawful for any motor vehicle or trailer to be parked for a continuous period to exceed 2 hours between the hours of 8 a.m. and 6 p.m. on the southwest side of South Fourth Street, in the area between the two curb cuts of the county parking lot. No parking is allowed on the remaining portion of the southwest side of South Fourth.

(c) It shall be unlawful for any motor vehicle or trailer to be parked for a continuous period to exceed two hours between the hours of 8 a.m. and 6 p.m. on the Northeast side of South Fourth Street between Lake Street and George Street or either side of south Third Street between Lake Street and George Street.

(d) It shall be unlawful for trucks weighing over 6000 pounds or tractor and semitrailer, either individually or in combination, to be parked along the right of way adjacent to, or within the front yard setback, of a residential home, unless actively loading or unloading.

Trucks weighing over 6000 pounds or tractor and semitrailer, either individually or in combination, can be parked in the side yards or back yards of residential homes, or within the front yard set back when parked on an established driveway which is perpendicular to the traveled roadway. Parking of such vehicles must be done in a manner so as to remain clear of any public sidewalk and not be within 18 feet of a traveled edge of the improved roadway in front of such residence.

(e) The area on the Southwest side of South Fourth Street, starting 50 feet from the intersection and continuing to the first curb cut from Lake Street for the county parking lot, shall be designated a bus loading/unloading zone.

(f) South Third Street between Lake Street and George Street shall be a one-way street with traffic flow in a southeast direction only from Lake Street to George Street.

SECTION 3. It shall be unlawful for any motor vehicle or trailer to be parked on the street side of any vehicle stopped or parked at the edge or curb of a street or State Highway within the village limits of the Village of Roscommon.

SECTION 4. No vehicle shall be parked with the left side of such vehicle next to the curb or shoulder of the road. It shall be unlawful for any motor vehicle or trailer to be stopped or parked upon a street, alley, or right of way within the limits of the Village of Roscommon unless the right hand wheels of such vehicle are stopped or parked parallel to and within 8 inches of the right hand curb or edge of such street, alley or right of way, except streets that have been marked for angle parking. Vehicles shall be parked at the angle to the curb indicated by such marks.

SECTION 5. It shall be unlawful for any motor vehicle or trailer to remain standing for the purposes of loading or unloading goods or merchandise to the business establishments in the Village of Roscommon for any period in excess of 60 minutes.

SECTION 6. It shall be unlawful to permit any vehicle or trailer to stand in any of the following places at any time except when necessary to avoid conflict with the other traffic or in compliance with the directions of a policeman or traffic control device.

1. In any intersection.
2. In a crosswalk.
3. Within twenty feet of any intersection or crosswalk.
4. Within fifteen feet of a fire hydrant.
5. At any place where the vehicle would block any portion of a driveway.
6. On any sidewalk.

7. Within thirty (30) feet of any flashing beacon, stop sign, or traffic control signal located at the side of the street.
8. Within fifty (50) feet of the nearest rail of a railroad crossing.
9. Within twenty (20) feet of the driveway entrance to any fire station, and on the side of the street opposite the entrance to any fire station within seventy-five (75) feet of said entrance when properly sign posted.
10. Alongside or opposite any street excavation or obstruction when such stopping, standing or parking would endanger traffic.
11. Upon any bridge, culvert or other elevated structure.
12. In any place or in any manner so as to block immediate egress from any emergency exit or exits buildings conspicuously marked as such.
13. At any place where official signs prohibit stopping.
14. At any time on the following streets, specifically described as follows:
 - a. Division Street from Lake Street to George Street.
 - b. George Street from Second Street to Fourth Street.
 - c. Northeast side of South Fourth Street from Lake Street to George Street except for portion of street designated in section 2c.
 - e. Southwest side of South Fourth Street except for the portion of the street designated in section 2c.
 - d. Northeast side of South Third Street from Lake Street for a distance of 228 feet towards George Street.
15. Within designated right of way located adjacent to Water Filling Station on S. Main Street.

SECTION 7. No person shall park any vehicle in the Village of Roscommon municipal parking lot between the hours of 2:00 o'clock a.m. and 7:00 o'clock a.m. No trucks weighing over 6000 pounds or tractor and semi-trailers, either individually or in combination, shall be parked in the municipal lot.

SECTION 8. It shall be unlawful for any person to drive at a greater speed than twenty-five (25) miles per hour within the residential limits of the Village of Roscommon.

SECTION 9. The Village Manager or an authorized representative shall cause signs to be posted in all areas where parking is limited or prohibited, indicating such limitations or prohibitions.

SECTION 10. Emergency Vehicles:

a. Upon the approach of any fire, ambulance, or police vehicle giving audible signal by siren, exhaust whistle or bell, the driver of every other vehicle shall immediately drive the same to a position as near as possible and parallel to the curb or side of street, clear of any intersection of streets, and shall stop and remain in such position until the fire, ambulance, or police vehicle has passed, unless otherwise directed by a police or traffic officer.

b. It shall be unlawful for the driver of any vehicle other than one on official business to follow any fire, ambulance, or police vehicle travelling in response to an alarm, closer than five hundred (500) feet or to drive into or park such vehicle within five hundred (500) feet of where emergency vehicle has stopped.

c. No motor vehicle shall be driven over any hose of any fire department when hose is laid down in any street or alley or private driveway, to be used at any fire or alarm of fire unless with the consent of the fire department official in charge.

SECTION 11. Stop Streets:

It shall be unlawful for the driver of any vehicle to enter on any through street so designated by stop signs at the right hand curb or street edge of the intersection street, without first bringing the vehicle to a complete stop, and then to enter when traffic on the through street is cleared so no accident will be caused by such entry.

Police, fire or ambulance and such emergency vehicles, only when answering alarms and emergency calls and advertising such emergency by audible sounds, siren or bell, are exempt from making a complete stop at signed intersections. This exemption does not waive any liability of drivers of emergency response vehicles if they fail to exercise proper caution when approaching intersections.

SECTION 12. Funeral Processions or Authorized Parades:

a. It shall be unlawful for the driver of any vehicle (except fire apparatus, police patrol or ambulance when answering emergency calls) to cut into or in any other way obstruct or interfere with the passage of any funeral procession where such procession is marked by the necessary flags and illuminated headlights to so indicate.

b. It shall be unlawful for any except emergency vehicles as described above to cross through or in any way intercept or disrupt any authorized parade on any street in the Village.

SECTION 13. It shall be unlawful for any person to drive, push or tow, any vehicle or trailer whose total weight of vehicle and load, or trailer and load, exceeds 5 tons (10,000 pounds), over and/or across the bridges located on Main Street and on Fourth Street, said bridges spanning Robinson Creek and/or Tank Creek within the Village of Roscommon.

Any person or corporation responsible for such driving, pulling or pushing of vehicle or trailer, weighing in excess of 5 tons including the load on said vehicle or trailer, across said bridge, which use thereof shall cause such bridge to be damaged, shall be liable for said damage to said bridge.

SECTION 14. Violation of any provisions of this ordinance shall be construed as a Civil Infraction. Violators shall be issued a Civil Infraction Citation to appear in District Court within ten (10) days, and shall subject the violator to a monetary fine of Ten (\$10.00) Dollars. Further action shall follow same procedural steps as in Civil Infraction cases in the District Court as provided for by the State of Michigan.

SECTION 15. Ordinances or parts of ordinances conflicting with the above are hereby repealed. Sections of this ordinance shall be determined severable and should any section or provision of this ordinance be declared by the courts to be invalid or unconstitutional, the same shall not effect the validity of the ordinance as a whole, or any part thereof other than the part so declared to be unconstitutional or invalid.

ADOPTED: April 10, 1997

AMENDED: October 9, 1997
March 26, 1998
September 14, 2000
July 8, 2002