



**Regular Meeting Agenda
May 10, 2021 – 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 April 12, 2021 Regular Council Meeting
- Approval of minutes of the April 30, 2021 Special Council Meeting
- Approval of minutes of the April 19, 2021 DDA Meeting
- Accept of DPW Director's April Report
- Accept of Sheriff's Report for April 2021
- Accept the Building & Zoning Report for April 2021
- 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

- Marijuana Ordinance Committee Cook
- 801 Lake Street update Alden
- USDA RD-440-11 Form Alden
- Change Order No. 1 Peerless Midwest, Inc. \$48,224.83 Alden
- Change Order No. 2 Peerless Midwest, Inc. \$80,724.83 Alden
- Change Order No. 3 Corby Energy Services, Inc. \$88,977.13 Alden
- MERS – Defined Contribution Plan Adoption Agreement Alden

7. New Business

- Roscommon Area Recreation Authority Jock
- Amend ACH & Electronic Transactions Policy Alden
- Amend Credit Card Policy Alden
- LARA Permit Approval 406 N. 5th Street Ballard

8. Discussion Items

9. Public Acknowledgement (Two minutes per speaker)

10. Council Comments

11. Items for the Next Agenda

12. Adjournment

VILLAGE OF ROSCOMMON

Minutes of the April 12, 2021

Regular Council Meeting

President Michael Miller called the Regular Meeting to order at 7:00 PM. Members of the Council present: Michael Miller, Dan Fishel, Tony Medina, Angela Cook, Jared Osmond, Heather Roemer and virtually Maureen Ruddy. Others present - Manager Ron Alden, and Clerk Frances Dawson, Lance Cherven, Tammy Menghini. Others present at the meeting were Sue Jock Mike Allen, Sara Wellsted. The Pledge of Allegiance was recited by all and an Invocation was given by Trustee Dan Fishel.

CONSENT AGENDA

Moved by Roemer, seconded by Osmond to approve the Consent Agenda with the bills to be paid in the amount of \$27,852.55. Ayes: Osmond, Fishel, Miller, Roemer, Medina, Cook, Ruddy. Nays: None. The motion carried.

REGULAR AGENDA

Moved by Cook, seconded by Roemer, to approve the Regular Agenda with the addition of the Authorization to sign USDA Water/Sewer Project Payments. Ayes: Ruddy, Medina, Fishel, Cook, Osmond, Miller, Roemer. Nays: None. The motion carried.

MANAGER'S REPORT

Alden gave updates on:

Let Run for the winter has been cancelled. The One Call Now worked great for letting the residents know when to run the water and when to stop.

801 Lake Street has been purchased by Kate Otwell and will be called the Butcher's Wife's Store. With a two year agreement to invest some monies into the building and get established. M-18 Walk way has no additional updates at this time. As soon as we can schedule it we will proceed with the dedication.

ROXY Committee has finished web site and submitted all of the paperwork to get the redevelopment ready status. ROXY is also working with the DDA to schedule an open house on all vacant buildings in the Village.

DPW has put out the benches this year around town.

Nine of the Townships contributed to the Food Drive for the Challenge.

Consumers Energy has sent update on a few things they would like people to do to save on electricity for the summer if it is very hot. They struggle with keeping up enough electricity with all the fans and air conditioners going. Pick up flyers at the Village Hall.

May 1, 2021 will be the Community Clean up at the River Center. There will be a dumpster at the Compost site. Lunch will be provided by the Rotary.

Village Compost site is open with set hours for all season which are Tuesday, Friday, Saturday & Sunday from 10:00 am to 6:00 pm. Weather permitting.

Rotary to clean up Tank Creek area around McDonalds, Family Fare, Laundromat, and Forwards. They are all willing to contribute what they can by putting up fences to catch the garbage before it gets to the river.

Fishel stated that the last TEFAP food drive went really well.

Medina questioned when there was a plan to clean up the Hiawatha area and Lance Cherven, DPW Director informed him that it was scheduled to be done on Wednesday, April 14, 2021.

PUBLIC ACKNOWLEDEMENT ON REGULAR AGENDA ITEMS

UNFINISHED BUSINESS

Motion to change/update some of the wording in Council Rules and Procedures – i.e. Virtual Meetings, Council members submitting items for meetings to the President, council member physically present or virtually present to count as a quorum, and the right to vote made by Roemer, seconded by Cook. Ayes: Ruddy, Fishel, Cook, Osmond, Miller, Roemer. Nays: Medina. Majority Ayes – motion passed.

This Motion was voted on in 2019 and states that two (2) people from the Council are allowed to attend virtually with a valid reason. (health, vacation, etc...)

The Ordinance regarding the discharge of firearms, bows, crossbows has been put on hold for further consideration on the wording from the attorney.

President Miller requested Council Woman Cook to put together a committee to start on the Marijuana Establishment in the Village. Council person, resident, business owner, etc... Also to make the meetings public so that anyone can attend. Will update about first meeting at next Council meeting.

NEW BUSINESS

Resolution to approve USDA Wastewater Grant for a total of \$3,757,000.00 by Roemer, seconded by Osmond. Ayes: Ruddy, Fishel, Cook, Roemer, Medina, Miller, Osmond. Nays: none. Resolution carried.

Resolution to Authorize Issuance of Sanitary Sewer System Junior Lien Revenue Bond for the amount of \$1,570,000.00 by Osmond, seconded by Medina. Ayes: Fishel, Ruddy, Roemer, Cook, Medina, Miller, Osmond. Nays: none. Resolution carried.

Resolution to approve USDA Water Grant for the total \$4,406,000.00 by Roemer, seconded by Osmond. Ayes: Osmond, Fishel, Miller, Roemer, Medina, Cook, Ruddy. Nays: none. Resolution carried.

Resolution to Authorize Issuance of Water System Junior Lien Revenue bond in the amount of \$1,229,000.00 by Cook, seconded by Roemer. Ayes: Roemer, Ruddy, Fishel, Cook, Medina, Osmond, Miller. Nays: none. Resolution carried.

Resolution to Approve the Water & Sewer Compliance Review/Self Evaluation Guide that was done with special attention to the needs of our current and future Community and all residences best interest, even in times of emergencies, as written by Osmond, seconded by Cook. Ayes: Miller, Fishel, Medina, Osmond, Ruddy, Cook Roemer. Nays: none. Resolution carried.

Motion to Authorize signature of payment for the USDA Water & Sewer Project by the Village President – Michael Miller by Roemer, seconded by Fishel. Ayes: Cook, Miller, Ruddy, Fishel, Roemer, Medina, Osmond. Nays: none. Motion carried.

Motion to authorize the rental of offices in the Village Hall to Flies & Vendenbrink for the sum of \$500 per month to include utilities by Fishel, seconded by Medina. Ayes: Ruddy, Medina, Fishel, Cook, Osmond, Miller, Roemer. Nays: none. Motion carried.

Alden went over the 5-6 year Capital Improvement Plan to show everyone that a lot of the projects that the previous Councils would like to have seen done, will be done by the USDA Grant. The plan was put together in 2015-16. 70 – 73 % of our projects will be done by 2022-23

DISCUSSION ITEMS

Medina sent in info and pictures for the future Dog Park that he would like to see. It is recommended that the dog park be placed in the back of the Industrial Park off South Line Rd. The big obstacle at this time is the expense of fencing increasing so much in the current market. Check with Markey Township about their Rules and Regulations.

Sue Jock gave an update on the AuSable River Center – A lot of improvements, cleaning, reorganizing. They now have meeting/event rooms available for rent. RARA would like to put in a Pickle Ball and Basketball court but the price of fencing has gone too high and will have to wait until it goes back to normal.

The issue with delinquent water/sewer billing is improving. There are fewer residents that are delinquent than there were a few months ago. They have been sent letters and will be followed up with. At this time, we will be starting to put late fees and shut offs back on the billing. If the issues can not be resolved the Village will be looking into putting the balance on the tax rolls.

PUBLIC ACKNOWLEDGEMENT

Mike Allen put in the complaint of trash from snow removal down by the bridge behind the Court House. Cherven and Alden assured him they would look into it.

COUNCIL COMMENTS

Medina mentions Village Clean up, flower meeting, new businesses, etc...

Fishel is very happy with the way Alden and Cherven are handling work and the Village.

Cook questions an anonymous letter that the Council received. Alden is trying to handle the few blight issues but has acknowledged that if they are not cleaned up the Village will do it and then bill or put on tax roll the expense of the clean up.

ITEMS FOR THE NEXT AGENDA

Firearm Ordinance, dog park, marijuana ordinance, USDA updates.

ADJOURNMENT

Moved by Roemer, seconded by Medina to adjourn the meeting at 8:50 PM. All in favor.

Hearing no objections, the motion carried.

Michael Miller
Village President

Frances Dawson
Village Clerk

VILLAGE OF ROSCOMMON
Special Meeting
Minutes of the April 30, 2021
Special Council Meeting

President Pro Tem Dan Fishel called the Special Meeting to order at 9:00 AM. Members of the Council present: Dan Fishel, Angela Cook, Heather Roemer and virtually Maureen Ruddy skyping in from the Village of Roscommon and Michael Miller skyping in from Houghton Lake. Others present - Manager Ron Alden, and Clerk Frances Dawson. The Pledge of Allegiance was recited by all and an Invocation was given by Trustee Dan Fishel.

CONSENT AGENDA

REGULAR AGENDA

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

MANAGER’S REPORT

PUBLIC ACKNOWLEDEMENT ON REGULAR AGENDA ITEMS

UNFINISHED BUSINESS

Motion by Cook, seconded by Ruddy to Declare Local State of Emergency due to the continued presence of Covid-19 throughout the Village of Roscommon until December 31, 2021. Ayes: Cook, Miller, Ruddy, Fishel, Roemer. Nays: none. Motion carried.

Motion by Roemer, seconded by Cook a Resolution to Amend and Ratify Resolution to Authorize Issuance of Water System Junior Lien Revenue Bonds. Ayes: Ruddy, Fishel, cook, Miller, Roemer. Nays: none. Motion carried.

Motion by Roemer, seconded by Cook a Resolution to Ratify Resolution to Authorize Issuance of Sanitary Sewer System Junior Lien Revenue Bonds. Ayes: Roemer, Ruddy, Fishel, Cook, Miller. Nays: none. Motion carried.

Motion by Cook, seconded by Roemer to Ratify and Confirm all action taken at the April 12, 2021 Council Meeting. Ayes: Miller, Fishel, Ruddy, Cook, Roemer. Nays: none. Motion carried.

NEW BUSINESS

DISCUSSION ITEMS

PUBLIC ACKNOWLEDGEMENT

COUNCIL COMMENTS

ITEMS FOR THE NEXT AGENDA

ADJOURNMENT

Moved by Roemer, seconded by Cook to adjourn the meeting at 9:14 AM. Ayes: Cook, Miller, Ruddy, Fishel, Roemer. Nays: none. The motion carried.

Michael Miller
Village President

Frances Dawson
Village Clerk

ROSCOMMON DOWNTOWN DEVELOPMENT AUTHORITY
BOARD MINUTES
April 19, 2021

Members Present: CEO Ron Alden, President Thomas O'Brien, Vice President Jim Anderson, Treasurer Andrea Weiss, Secretary Sue Jock, Mike Walker, Tom Barber, Phil Weiler

by Video Conference: Sue McFatridge, Diane Love Suvada

Excused: Jessie Sharpe, Peggy Kish

Absent: Crystal Brabant

DDA Meeting Called to order at 8:00

Others Present: Tracy Pardue-Smith, Beth Barber, Marcie Dankert

No comments on the agenda

Motion by Andrea Weiss to accept March minutes as presented, second by Tom Barber, motion approved. Motion by Andrea Weiss to accept March 21st. special minutes as presented, second by Tom Barber, motion approved.

Roscommon Downtown Development Authority – (Thru 4/16/2021)

Treasurer's Report

Cash on Hand	\$349,304.28
Deposits	\$29,574.34
Interest 3/25/21	\$2.39
Refund of S/C	\$10.00
	\$378,891.01
 Bills Approved Prior Month	
Ck #1171 Tree Top Products LLC	\$4,000.00
 Bills to be Approved	
Ck #1772 Village of Roscommon (801 Lake St water bill)	\$40.86
Ck #1173 DTE -801 Lake St	\$243.88
Ck # 1174 Consumer Energy-801 Lake St	\$113.46
Ck #1175 RARA (April-June 2021)	\$300.00
Ck #1176 Village of Roscommon (Flowers in the Village-Preen)	\$101.97
Ending Balance	\$374,090.84

Motion by Ron Alden to accept treasurer's report as presented, second by Jim Anderson, treasurer's report approved.

CORRESPONDENCE & PUBLIC COMMENT – None

COMMITTEE REPORTS

Managers' Report –

- Virtual Meetings: Village and DDA have a policy for virtual meetings utilized by those to assist the attendance policy. Due to number of DDA members the number of 4 can be virtual to maintain a quorum. This is different than the State mandate utilized during the pandemic.

- New phone system is up and running and will call up to 6 times to send message.
- Waiting on walkway plaque to be delivered.
- ROXY- Ready Redevelopment Community – Waiting on approval from SOM.
- Working on vacant building open house June 5th. Working with owners and realtors to open up the buildings.
- Pending sales in the downtown: Rosco's (waiting on liquor license transfer), The Boardwalk, and the Lions Club building.
- Park benches are out, we have 10. New banners with floral design will be installed this week.
- Food truck challenge to township supervisors, \$900 collected.
- Brown outs: shortage of electricity during peak times in summer. Summer Peak program from Consumers, April 1-Sept 30, hours from 2-7pm, if you are conscious of reducing usage, you will see a decrease in your bill.
- Tank Creek, Great Lake Watershed Clean Up, Earth Day Project: Rotary proposed to clean up the creek. Tom OBrien met with Forwards, Family Fare and McDonalds. Forwards apologized and was embarrassed with the mess and cleaned it up. They will also be putting up a fence to help contain litter.
- Compost site open.

Farm Market New Sign – Express Copy \$195, Dealer Supply \$372.64. Motion made by Jim Anderson for up to \$400 for sign and canopy renovation, second by Andrea Weiss, with an addendum to approve and pay farmers market bills that were submitted for \$173.64. Motion carried.

Farmers Market: Vendor meeting with at least 25 people. Rules and Regulations reviewed. Fee per vendor new this year, no kickback from attendees, all excepted. \$10/Saturday or \$100/season. May 22 is opening day. Communication with the Train Club on grounds keeping and hours of train operation. The ownership to be on agenda next month regarding the property that is adjoining to the River Center be deeded to the RARA.

Sawmill Refund - \$8,565.03 was received. No updates on future of Sawmill.

Façade Grants: NONE

Old Business:

- DDA website will be vacated and moved to Village Website-to be removed from agenda.
- Veteran - Thank You for Serving banners – Changes made to application, Fran Jacobs to interview applicants for write up.
- Roxy (above) Rising Tide Certificate, do we want to move forward with this. Keep on agenda for further discussion and decision making (economic development).
- Snow removal tractor - Lance has been working with vendors, meetings and should have a final recommendation upcoming. \$73,000 is what DDA paid for street cleaning over the past 5 years. Talking of splitting cost, or lease.
- M-18 Walkway Lighting-No word back from Chris Janisse.

New Business:

- Short and Long Term Projects review with no comments.

- Roscommon Business Builders (group of business owners in downtown district-subcommittee of the Chamber) looking at promotional ideas- Due to Covid 19 and restrictions use of downtown bathrooms are limited. Group requesting \$700 for Lil Willies porta potties, 3 months. Includes a pump every week. Motion made by Mike Walker, second by Ron Alden to support. Motion carried.
- Higgins Lake Roscommon Chamber - requesting \$1,600 summer event advertising for the car and art show, motion Jim Anderson second by Tom Barber, motion carried. New event, car show and cornhole tournament.
- 801 Lake Street – lease agreement awarded to Bob and Kate Otwell. During renovations additional asbestos tile was found when the pharmacy floor was removed. ATC will be removing the tile this week. The attorney is working on the agreement. Insurance policy and transfer of utilities upon closing.

Future Projects

New economic position: Need further discussion.

Liaison Reports:

Village:

Township-County wide recycling at Road Commission. Township opted out because they did not want to pay \$3000 for the few residents that use the service.

Chamber: 6-8 new members

RARA: ARC renovations underway. Post canoe race event May 8th, beer, live music, food truck 12-4. Hired a Director for the Recreation Authority, starts Monday April 19th.

Meeting Adjourned @ 9:38, motion by Jim Anderson second by Mike Walker, motion carried.

Next Regular DDA Meeting Monday, May 17th, 2021

Community Spring Clean Up, May 1, 2021

Annual Report Due June 30, 2021



**COMMUNITY
SPRING CLEAN UP**
MAY 1, 2021
9AM - 12PM

MEET AT THE
AUSABLE RIVER CENTER

BRING YOUR FAMILY, KIDS, RAKES, LEAF BLOWERS AND LET'S
CLEAN UP

LUNCH PROVIDED BY THE ROSCOMMON ROTARY

➡ We can get a lot done if we all work together
Dumpster available

Sponsored by:



DPW Report for May 2021 Council Meeting

Here are some of the key points I would like to take time to acknowledge.

- Update on Well #3: The Well company will be here the week of May 17th to place a liner inside the casing. Once that cures, they can begin getting the Well up and running.
- All the street sweeping has been completed. All the locations that we do spring clean up have been done and ready for summer.
- All the hydrants in the Village have been flushed. Providing we can do so we will be flushing again in September providing the water project will allow us to.
- USDA Project Update: The entire project has now been closed and ready to allow construction to begin. Team Elmer's will be starting Monday the 17th with watermain along Division St. Once that area has been completed, they will be moving to other areas TBD, I will be sure to send updates when we know where they are heading next.
- Wallace Park bathrooms have been opened for the summer.
- We have our first month of doing sewer samples for other communities under our belt. Everything went very well, we have it figured that by July we will have recouped all the expense that we have put into the lab to get it back up and running. Great news!!!
- We have been spending some time going around where the project work will be done to make sure we have all valves and curb stops located. This will help in the event we need to shut an area down due to a break.

As always feel free to contact me with question or concerns.

Thank You Kindly,

Lance Cherven

DPW Director

Village Patrol		Apr-21			Activity Report to Village of Roscommon Village Patrol Paid Hours
Mileage	=	481			<u>Details</u>
Hours	=	73			
Stops	=	13			
VW	=	16			
Citations	=	2			
Criminal	=	6			
Non Criminal	=	17			
Report Writing		3			
Accidents	=	0			
Arrests	=	3			
Contacts	=	190			
Prop. Check	=	79			
Liquor Inspections	=	9			

ARRESTS

DWLS X2

Probation Violation

Complaints

P- EMS ASSIST/ QUICK LUBE

D- GENERAL ASSIST/ ROSCO BP

P- MENTAL ORDER

P- PROBATION VIOLATION/ ROVER FOREST APTS

P- MOTORIST ASSIST/ 18-LEAR

P- DWLS/BROOKS-MAIN

P- DWLS/ LAKE-LEAR

D- NATURAL DEATH/ SPRUCE MOTOR LODGE

D- JUVENILE COMPLAINT/ N 5TH

D- MAN W/ A GUN- NEAR GREENS (SUBJ LOCATED- NO WEAPONS)

Apr-21 **Additional Village Activity**

Hours	9
Criminal Complaints	
Non Criminal Complaints	1
Traffic Stops	1
Verbal Warnings	1
Citations	0
OWI Arrests	0
Other Arrests	0
Accidents	0
Assist EMS	0
Other Assignments	0

Type of Complaints Handled
D- SUICIDAL SUBJECT

Arrests



~ Working For a Brighter Future ~

Village of Roscommon

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

April 28, 2021

BUILDING AND ZONING REPORT FOR THE MONTH OF April 2021

4/7/2021: Review site plan for a new residence at Tisdale and Esther.

4/14/2021 Sick day

4/21/2021: Review plans for reopening the car and dog wash.

4/28/2021: Issue permit for shed at 114 S. Second 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

ESTIMATE OF FUNDS NEEDED
FOR
30-Day Period Commencing
05-01-2021

Name of Borrower Village of Roscommon

Items	Amount of Funds
Development	\$
Contract or Job No.	
Contract or Job No.	
Contract or Job No.	
Land and Rights-of-Way	
Legal Services	52,555.00
Engineering Fees	782,474.55
Interest	
Equipment	
Contingencies	
Refinancing Bond Counsel	33,079.00
Initial O&M	
Other Corby Energy. & Elmers	123,382.13
TOTAL	\$ 991,490.68

Prepared by Village of Roscommon

By

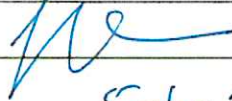


Name of Borrower

Date

5-1-21

Approved by



Date

5-6-21

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.

Change Order No. 1

Date of Issuance: 1/26/2021	Effective Date: 1/26/2021
Owner: Village of Roscommon	Owner's Contract No.:
Contractor: Peerless Midwest, Inc.	Contractor's Project No.:
Engineer: Fleis & VandenBrink	Engineer's Project No.: 838947
Project: Village of Roscommon USDA Water System Improvements	Contract Name: Well No. 3 Rehabilitation

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

Description:

Provide a new 1" stainless steel top line shaft, and stainless steel jump coupling from 1 1/4" to 1" to coordinate the installation of the proposed pump with the existing discharge head.

Attachments:

Peerless Midwest Change Order

CHANGE IN CONTRACT PRICE	CHANGE IN CONTRACT TIMES [note changes in Milestones if applicable]
Original Contract Price:	Original Contract Times:
\$ 47,805.00	Substantial Completion: 60
	Ready for Final Payment: 90
	days or dates
[Increase] [Decrease] from previously approved Change Orders No. ___ to No. ___:	[Increase] [Decrease] from previously approved Change Orders No. ___ to No. ___:
\$ N/A	Substantial Completion: N/A
	Ready for Final Payment: N/A
	days
Contract Price prior to this Change Order:	Contract Times prior to this Change Order:
\$ 47,805.00	Substantial Completion: 60
	Ready for Final Payment: 90
	days or dates
Increase of this Change Order:	Increase of this Change Order:
\$ 419.83	Substantial Completion: 15
	Ready for Final Payment: 0
	days or dates
Contract Price incorporating this Change Order:	Contract Times with all approved Change Orders:
\$ 48,224.83	Substantial Completion: 75
	Ready for Final Payment: 90
	days or dates

RECOMMENDED:	ACCEPTED:	ACCEPTED:
By: 	By: 	By: 
Engineer (if required)	Owner (Authorized Signature)	Contractor (Authorized Signature)
Title: Project Engineer	Title: Village Manager	Title: Project Manager
Date: 1-29-2021	Date: 2-2-2021	Date: 1/29/2021

Approved by Funding Agency (if applicable)

By: **ANDREW** Digitally signed by **ANDREW GRANSKOG** Date: **2021.04.27**
 Title: **GRANSKOG** 09:46:29 -04'00'

Date of Issuance: 4/20/2021	Effective Date: 4/20/2021
Owner: Village of Roscommon	Owner's Contract No.:
Contractor: Peerless Midwest, Inc.	Contractor's Project No.:
Engineer: Fleis & VandenBrink	Engineer's Project No.: 838947
Project: Village of Roscommon USDA Water System Improvements	Contract Name: Well No. 3 Rehabilitation

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


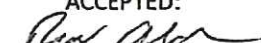

Description:

To repair a hole discovered during the cleaning of Well 3, 70 feet of 8-inch well casing will be placed inside the existing 12" casing, from top of screen to approximately 125' below the top of the existing casing, and the annular space will be sealed with grout.

Attachments:

Peerless Midwest Proposal and Budget Letter
Well 3 Rehabilitation Sketch

CHANGE IN CONTRACT PRICE	CHANGE IN CONTRACT TIMES [note changes in Milestones if applicable]
Original Contract Price: \$ 47,805.00	Original Contract Times: Substantial Completion: 60 Ready for Final Payment: 90 days or dates
Increase from previously approved Change Orders No. 1 : \$ 419.83	Increase from previously approved Change Orders No. 1: Substantial Completion: 15 Ready for Final Payment: 0 days
Contract Price prior to this Change Order: \$ 48,224.83	Contract Times prior to this Change Order: Substantial Completion: 75 Ready for Final Payment: 90 days or dates
Increase of this Change Order: \$ 32,500.00	Increase of this Change Order: Substantial Completion: 136 Ready for Final Payment: 136 days or dates
Contract Price incorporating this Change Order: \$ 80,724.83	Contract Times with all approved Change Orders: Substantial Completion: 211 Ready for Final Payment: 226 days or dates

RECOMMENDED:	ACCEPTED:	ACCEPTED:
By: 	By: 	By: 
Engineer (if required)	Owner (Authorized Signature)	Contractor (Authorized Signature)
Title: Project Engineer	Title: Village Manager	Title: Project Manager
Date: 4-20-21	Date: 4-21-21	Date: 4-20-21

Approved by Funding Agency (if applicable)

By: **ANDREW** Digitally signed by ANDREW GRANSKOG Date: 2021.04.27 10:07:25
Title: **GRANSKOG** 04'00'

CHANGE ORDER

No. 3

OWNER Village of Roscommon
 CONTRACTOR Corby Energy Services, Inc.
 Contract: CCTV 838942-A
 Project: USDA Wastewater Collection CCTV
 OWNER's Contract No. 838942-A ENGINEER's Project No. 838942-A
 ENGINEER Fleis & VandenBrink

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

Adjust contract bid and previously approved change order quantities to reflect as-constructed quantities as detailed in the attached Change Order Detail Sheet.

Attachments: Summary of As-Constructed Quantities

CHANGE IN CONTRACT PRICE	CHANGE IN CONTRACT TIMES
Original Contract Price \$ <u>88,830.00</u>	Original Contract Times: Milestone 1: <u>N/A</u> Substantial Completion: <u>3/23/2020</u> Ready for Final Payment: <u>3/31/2020</u> (days or dates)
Increase (Decrease) from previously approved Change Orders No. <u>1</u> to <u>2</u> : \$ <u>7,800.00</u>	Increase (Decrease) from previously approved Change Orders No. <u>1</u> to <u>2</u> : Milestone 1: <u>N/A</u> Substantial Completion: <u>31</u> Ready for Final Payment: <u>31</u> (days)
Contract Price prior to this Change Order: \$ <u>96,630.00</u>	Contract Times prior to this Change Order: Milestone 1: <u>N/A</u> Substantial Completion: <u>4/23/2020</u> Ready for Final Payment: <u>4/30/2020</u> (days or dates)
Decrease of this Change Order: \$ <u>(7,652.87)</u>	Increase of this Change Order: Milestone 1: <u>N/A</u> Substantial Completion: <u>N/A</u> Ready for Final Payment: <u>N/A</u> (days)
Contract Price incorporating this Change Order: \$ <u>88,977.13</u>	Contract Times with all approved Change Orders: Milestone 1: <u>N/A</u> Substantial Completion: <u>4/23/2020</u> Ready for Final Payment: <u>4/30/2020</u> (days or dates)

RECOMMENDED:

By: [Signature]
 ENGINEER (Authorized Signature)

Title: Project Engineer

Date: 5/3/2021

APPROVED:

By: _____
 OWNER (Authorized Signature)

Title: _____

Date: _____

ACCEPTED:

By: [Signature]
 CONTRACTOR (Authorized Signature)

Title: Vice President

Date: 5/4/2021

CHANGE ORDER DETAIL SHEET

OWNER: Village of Roscommon
 CONTRACTOR: Corby Energy Services, Inc.
 Project: USDA Wastewater Collection CCTV
 Contract Name: USDA Wastewater Collection CCV
 ENGINEER's Project No. 838942-A
 ENGINEER: Frels & VandenBrink Engineering, Inc.

Description:

A. Make the following Quantity Changes to SECTION C-410 - BID for the unit costs as follows:

Item	Item Description	Unit	Bid Quantity	Unit Price	Bid Amount	Prev CO Qty	Previous Addition/(Deduction)	This Qty Change	This Addition/(Deduction)	Final Qty	Final Amount
1	Clean and Televis 15 Inch Sanitary Sewer including Disposal	Lft	900	\$ 1.75	\$ 1,575.00		\$ -	(21)	\$ (37.27)	879	\$ 1,537.73
2	Clean and Televis 12 Inch Sanitary Sewer including Disposal	Lft	100	\$ 1.75	\$ 175.00		\$ -	1	\$ 1.75	101	\$ 176.75
3	Clean and Televis 10 Inch Sanitary Sewer including Disposal	Lft	7300	\$ 1.80	\$ 13,140.00		\$ -	1518	\$ 2,732.40	8818	\$ 15,872.40
4	Clean and Televis 8 Inch Sanitary Sewer including Disposal	Lft	40200	\$ 1.70	\$ 68,340.00		\$ -	(1858)	\$ (3,157.75)	38343	\$ 65,182.25
5	Clean and Televis 6 Inch Sanitary Sewer including Disposal	Lft	1300	\$ 2.00	\$ 2,600.00		\$ -	(446)	\$ (892.00)	854	\$ 1,708.00
6	Launch and Televis Sanitary Sewer Lateral	Ea	10	\$ 300.00	\$ 3,000.00		\$ -	(3)	\$ (900.00)	7	\$ 2,100.00
7	Heavy Cleaning	Ea	0	\$ 300.00	\$ -	7	\$ 2,100.00	(3)	\$ (900.00)	4	\$ 1,200.00
8	Lift Station Cleaning 4 Hours	Ea	0	\$ 300.00	\$ -	4	\$ 1,200.00		\$ -	4	\$ 1,200.00
9	Point Repair	Ea	0	\$ 4,500.00	\$ -	1	\$ 4,500.00	(1)	\$ (4,500.00)	0	\$ -
					\$88,830.00		\$7,800.00		-\$7,652.88		\$ 88,977.13

Total Additions/(Deductions), This Change Order: (\$7,652.88)

Original Contract: \$88,830.00
Previous Change Orders: \$7,800.00
This Change Order (CO3): (\$7,652.88)
\$88,977.13

Village of Roscommon
ACH and Electronic Transactions Policy
July 28, 2003

The following policy shall govern the use of electronic transactions and ACH arrangements for the Village of Roscommon.

1. Authority of Enter into ACH agreements and Electronic Transfer of Public Funds

The treasurer may enter into an ACH Agreement as provided by Public Act 738 of 2002, effective December 30, 2002. The Village shall have adopted a resolution to authorize electronic transactions and have received a copy of the policy. Applicable definitions in the act shall apply.

An ACH arrangement under PA 738 of 2002 is not subject to the Revised Municipal Finance Act, 2001 PA 34, MCL 141.2821, or to provisions of law or charter concerning the issuance of the debt by the Village

2. Responsibility for ACH agreements

The Treasurer shall be responsible for all ACH agreements, including payment approval, accounting reporting and generally overseeing compliance with the ACH policy. The Treasurer shall submit to the Village documentation detailing the goods or services purchased, the date of goods or services, the date of the payment, and the department levels serviced by payment. This report can be contained in the electronic general ledger software system or in a separate report to the governing body.

3. Internal Accounting Controls to Monitor Use of ACH Transactions

- a. The treasurer shall be responsible for the establishment of ACH agreements. The Treasurer shall notify the Village Clerk of those accounts to be paid by ACH or electronic transfers.
- b. Upon Receipt of an invoice for payment for accounts paid by ACH the clerk shall approve payment and notify the Treasurer of the date of debit to the Village accounts. Accounts payable by this method may include utility and recurring lease payments. These payments shall be included on the report of payments to the Village. All other invoices approved by the Village Council and payable by ACH may be paid in that matter if deemed in the best interest of the Village, e.g. to avoid a late fee.

- c.** For payment of State and Federal payroll taxes, the Treasurer shall initiate payment to the proper authority upon receipt of the information from the payroll department using the established EFTPS and state program.
- d.** For deposits from state, county, and/or federal authorities, and from third-party payment processors, e.g. (Banks, vendors), the Treasurer shall obtain the amount of the deposit and send an advice to the person responsible for accounting records.
- e.** All invoices shall be held by the Clerk along with copies of payment advices.

Village of Roscommon
Resolution for ACH and Electronic Transactions

At a regular meeting of the Village council of the Village of Roscommon held in the Village Hall on July 28, 2003 at 7PM.

Present Seaman, Cook, Butler, Morris, Murphy, Carlson and Miller

The following resolution was offered by Murphy and seconded by Butler

Whereas, on December 30 2002, the Governor of the State of Michigan approved Act No. 738 of the Public Acts of 2002 authorizing the use of electronic transactions by designated officers of the local government; and

Whereas, the Village Council deems that it is in the best interest of the Village to make certain financial transactions by using electronic transactions as described in the Act;

Now, therefore, be it Resolved, that the following policy shall govern the use of electronic transactions:

- a. **The Treasurer** shall be responsible for establishing all ACH arrangements for the local unit;
- b. **The Treasurer** shall draft a written policy to be followed in accordance with the act and presented to the governing body;
- c. **The Treasurer** shall be responsible for payment approval, accounting, reporting, and generally overseeing compliance or shall appoint an employee to perform such duties;
- d. **The Treasurer** shall submit documentation to the governing body, or person responsible for approving payments by resolution or charter requirements, detailing goods and services purchased, the cost of goods or service, the date of payment, and department levels serviced;
- e. All ACH transactions shall be approved by the Treasurer BEFORE payment is made.

Ayes: 7 Nays 0

(State of Michigan)

(County of Roscommon)

I, the undersigned, the duly qualified and elected Clerk of the Village of Roscommon, Roscommon County, Michigan, do hereby certify that the foregoing is a true and complete copy of the resolution enacted by the Village council and a regular meeting held on the 28th day of July, 2003, the original of which is on file in my office.

IN WITNESS WHEREOF, I have here onto affixed my official signature this 31st day of July, 2003

Mary D. Krauss

Village Clerk

Village of Roscommon Credit Card policy

In accordance with MCL 129,243, the Roscommon Village Council authorizes the use of credit cards for the purchase of goods and services for the official business of the Village under the following conditions.

Credit cards for official Village business may be issued to all Village officers and employees.

Credit Cards will not be issued until recipient has signed a Credit Card user agreement.

Responsibility

Only those who are authorized and who have signed the credit Card user Agreement shall be issued Village Credit cards.

Credit cards shall only be used to purchase goods or services for the official business of the Village of Roscommon.

All authorized users of Village credit cards shall submit documentation detailing the goods or services purchased the cost of the goods or services, the date of the purchase, and the official business for which it was purchased.

Authorized employees issued a credit card are responsible for its protection and custody and shall immediately notify the **Village Treasurer** if the credit card is lost or stolen.

Employees issued Village Credit cards shall return the credit card immediately upon termination of his or her employment or service with the Village of Roscommon.

Any employee or elected official of the Village of Roscommon who violates the provisions of this policy shall be subject to disciplinary action dismissal and appropriate criminal and/or civil action.

Internal Accounting Controls

The Village **Treasurer** shall be responsible for the issuance, accounting, monitoring, and retrieval of all Village credit cards

The Village Treasurer shall keep a current list of all credit cards, authorized user, and credit limits.

All invoices shall be submitted to the Village Council for approval before payment is made.

The balance including interest due on an extension of credit, under the credit card arrangement shall be paid within sixty (60) days of the initial statement date.

The total combined authorized credit limit of all credit cards issued by the Village of Roscommon shall not exceed five (5) percent of the total budget for the current fiscal year.

Moved by: _____

Supported By: _____

Ayes: _____

Nays: _____

Resolution Adopted _____, 2011

Village of Roscommon Credit Card User Agreement

Requirements for use of credit card:

1. The credit card is used only to make purchases for the legitimate business of the Village of Roscommon.
2. The credit card must be used in accordance with the provisions of the Credit Card Policy and Procedures established by the Village of Roscommon.
3. Violation of these requirements will result in disciplinary measures up to and including dismissal, appropriate criminal and/or civil action.

I have read and understand the Village of Roscommon's Credit card Policy and Procedures and I agree to adhere to them.

Signature

Date



Michigan Department of Licensing and Regulatory Affairs
Liquor Control Commission (MLCC)
Toll Free: 866-813-0011 •

Business ID: _____
Request ID: _____
(For MLCC use only)

Local Government Approval
(Authorized by MCL 436.1501)

Instructions for Applicants:

- You must obtain a recommendation from the local legislative body for a new on-premises license application, certain types of license classification transfers, and/or a new banquet facility permit.

Instructions for Local Legislative Body:

- Complete this resolution or provide a resolution, along with certification from the clerk or adopted minutes from the meeting at which this request was considered.

At a _____ meeting of the _____ council/board
(regular or special) (township, city, village)
called to order by _____ on _____ at _____
(date) (time)
the following resolution was offered:

Moved by _____ and supported by _____

that the application from BEECHWOOD HIGGINS LAKE, LLC
(name of applicant - if a corporation or limited liability company, please state the company name)

for the following license(s): TAVERN LICENSE, SUNDAY SALES PERMIT
(list specific licenses requested)

to be located at: 406 N. 5TH ST., ROSCOMMON MI 48653

and the following permit, if applied for:

☐ Banquet Facility Permit Address of Banquet Facility: _____

It is the consensus of this body that it _____ this application be considered for
(recommends/does not recommend)
approval by the Michigan Liquor Control Commission.

If disapproved, the reasons for disapproval are _____

Vote

Yeas: _____

Nays: _____

Absent: _____

I hereby certify that the foregoing is true and is a complete copy of the resolution offered and adopted by the
council/board at a _____ meeting held on _____ (township, city, village)
(regular or special) (date)

Print Name of Clerk

Signature of Clerk

Date

Under Article IV, Section 40, of the Constitution of Michigan (1963), the Commission shall exercise complete control of the alcoholic beverage traffic within this state, including the retail sales thereof, subject to statutory limitations. Further, the Commission shall have the sole right, power, and duty to control the alcoholic beverage traffic and traffic in other alcoholic liquor within this state, including the licensure of businesses and individuals.

Please return this completed form along with any corresponding documents to:

Michigan Liquor Control Commission

Mailing address: P.O. Box 30005, Lansing, MI 48909

Hand deliveries or overnight packages: Constitution Hall - 525 W. Allegan, Lansing, MI 48933

Fax to: 517-763-0059