



**Regular Meeting Agenda
August 14, 2023 – 7:00 P.M.**

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

1.5 Approval of Absence:

Miller

2. Approval of Consent Agenda:

Miller

- Approval of minutes of the July 10, 2023, Regular Council Meeting
- Approval of July 2023 Sheriff Report
- Accept Zoning Director's July 2023 Report
- Approve the Bills to be paid

3. Approval of Regular Agenda

Miller

4. Manager's Report

Alden

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

6. Unfinished Business

- DPW Report
- Economic Director's July Report
- Robert T. Cole Inc. Change Order (schedule extension)
- Elmers Final Payment Application
- Fleis&Vandenbrink, USDA 440-11 Wastewater Improvements, \$23,717.60
- Fleis&Vandenbrink, USDA 440-11 Water Improvements, \$363.31
- Roscommon County Hazard Mitigation Plan Resolution

Emery
Perialas
Alden
Alden
Alden
Alden
Alden

7. New Business

- Resolution Authorizing the Village Manager for the Hiawatha Project
- Hiawatha Pre-Bid Meeting Update

Alden
Alden

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 July 10, 2023

Regular Council Meeting

President Michael Miller called the Regular Council Meeting to order at 7:00 PM. Members of the Council present: Michael Miller, Dan Fishel, Tony Medina, Angela Cook, Joanne Lederman, Maureen Ruddy, with Jennifer Smejkal excused/absent. Others present - Manager Ron Alden, Clerk Frances Dawson, DPW director, Debbie Emery. 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 Ruddy, seconded by Fishel to excuse Jennifer Smejkal from the council meeting. Ayes: Ruddy, Medina, Miller, Fishel, Lederman, Cook. Nays: none. Motion carried.

CONSENT AGENDA

Moved by Lederman, seconded by Ruddy, to accept the Consent Agenda with bills to be paid in the amount of \$12,326.09 and an addition of a closed session on Code of Ethics discussion in the Discussion Items on the Agenda. Ayes: Medina, Fishel, Miller, Lederman, Cook, Ruddy. Nays: None. The motion carried.

REGULAR AGENDA

Moved by Lederman, seconded by Ruddy to approve the Regular Agenda with a change of a closed session in the Discussion Items on Code of Ethics. Ayes: Medina, Cook, Fishel, Lederman, Ruddy, Miller. Nays: None. The motion carried.

MANAGER'S REPORT

An Ice Cream Social will be held at Roscommon Insurance on Thursday, July 27th from 4-6 pm. The training for the Village/DPW in July went very well. It was on blood born pathogens and carrying first aid supplies – this is an RRC Certification requirement.

The Village attorney is drawing up the paperwork for the former Chase Bank public parking lot. Mornings with the Manager is going very well. We are getting more participants.

The issue at Mission Pointe is being worked on by the DPW to put in a special water meter and back flow preventer.

The Roscommon Motel is now hooked into our Village water/sewer system.

The tree at Wallace Park has been ordered, a Crimson King Maple.

The possibility of a Camp-n-Go facility is being looked at for the Industrial Park. If it goes further, it will go through the Planning Commission and then through Village Council before approval.

Alden has been working with the local Sheriff to possibly appoint a Blight Enforcement Officer. The Sparks Grant has been submitted for the second round of approval.

Flowers are doing great. They are getting ready to schedule a weed and feed night.

Food distribution will be Saturday July 22nd at the bus garage.
There has been port-a-pots set at the Farmers Market.

PUBLIC ACKNOWLEDEMENT ON AGENDA ITEMS

UNFINISHED BUSINESS

DPW UPDATE – Debbie Emery

Emery said that the Open House at the DPW Plant went very well. They had about 15 people attend.

There was some sewer issues at Holland House that was taken care of.

The main line is up and running well.

Mission Pointe is just about done and then the water side of the USDA grant will be done.

They have been keeping up on the mowing and trimming to keep the Village looking great.

ECONOMIC DEVELOPMENT UPDATE –

Thank DPW for doing a great job keeping downtown looking great, keeping up with the little emergencies that pop up, and such a great job at the Open House.

Perialas gave an update on the Housing Task Force. He will be checking into a Housing Study to present to investors.

The repair men for the downtown clock will be coming soon.

The DDA/MEDC grants have been helping a lot of the businesses in town. The Laundry Tub, The Depot Candle Shop, Fleck's Gas Station, The Spruce Lodge, etc...

Uncommonly Good is starting to rebuild and hopefully will be open soon with an ice cream shop included.

The system that plays the music downtown has been upgraded and is sounding great and will continue.

Perialas walks through town every week or so and is getting all good feedback that business is very good.

Perialas asks that we complete a survey for our Master Plan. The survey has a link on our web site.

Motion by Cook, seconded by Lederman to approve USDA Amendment for Fleis & Vendenbrink to Owner-Engineer Agreement in the amount of \$18,400.00. Ayes: Ruddy, Fishel, Cook, Medina, Lederman, Miller. Nays: none. The motion carried.

Motion by Ruddy, seconded by Cook to approve USDA Fleis & Vendenbrink Wastewater invoice in the amount of \$2,292.50. Ayes: Miller, Fishel, Medina, Lederman, Ruddy, Cook. Nays: none. Motion carried.

Motion by Cook, seconded by Lederman to approve USDA Water Services for Fleis & Vendenbrink in the amount of \$1,677.71. Ayes: Fishel, Ruddy, Cook, Medina, Miller, Lederman. Nays: none. Motion carried.

Motion by Ruddy, seconded by Lederman to approve USDA Change Order #8 Elmer's Inc. for (\$44,117.50). Ayes: Medina, Fishel, Miller, Lederman, Cook, Ruddy. Nays: none. Motion carried.

Medina gave an update on his ongoing participation with the Snowpackers and DNR on the posting of the snowmobile and ORV trails through the Village. They cleaned up the trailhead and Medina and Alden got the route posted better for the Village.

The Village will be posting two No Parking signs on Fourth St., 12 feet back on either side of the affected residential driveway.

Motion by Medina, seconded by Ruddy to remove section 14-d from the Village Parking Ordinance #70 Regulating Traffic and Parking. Ayes: Ruddy, Medina, Miller, Fishel, Lederman, Cook. Nays: none. Motion carried.

NEW BUSINESS

Alden gave a mid-year budget update.

Vanessa Varner from the Roscommon County Emergency Management office gave a talk on the update of the Emergency Management Plan for the entire County. The County will be getting approval from all the Townships in the County. The entire Plan is available at the Village office as well, as the County.

Motion by Lederman, seconded by Medina, to approve Agreement with Northern Lakes Economic Alliance for their services for the Hiawatha Project Grant for the amount of \$20,425.00. Ayes: Medina, Cook, Fishel, Lederman, Ruddy, Miller. Nays: none. Motion carried.

DISCUSSION ITEMS

Fishel does not believe that the Village needs a blight enforcement officer. Lederman states that yes, the blight is getting worse and will continue to get worse unless it is addressed.

Medina does not believe that the Village needs anymore parking areas. Others said that the public parking areas need to be posted. Suggested to add public parking areas to walking map.

PUBLIC ACKNOWLEDGEMENT

COUNCIL COMMENTS

Medina thanks Ruddy for taking over the Community Garden and doing such a great job of it. Ruddy thanks her group of volunteers for their hard work.

Lederman said that Mr. Benik wants to thank all of the volunteers for watering the flowers everyday and that they really like the benches that the DDA has put all around town.

Miller thanks the DPW for their work, thank Perialas for his work and thank you to the Council for all their efforts.

Alden mentioned the County Recycle day on September 9th at the County Road Commission Garage.

ITEMS FOR THE NEXT AGENDA

New Blight Enforcement Officer

USDA

County Emergency Management Plan

Motion by Cook, seconded by Fishel to go to closed session for Code of Ethics at 9:04 pm. All in favor.

Open Closed Session at 9:08 pm.

Close Closed Session at 9:32 pm.

ADJOURNMENT

Moved by Fishel , seconded by Cook to adjourn the meeting at 9:33 PM. All in favor. Hearing no objections, the motion carried.

Michael Miller
Village President

Frances Dawson
Village Clerk

COUNTY of ROSCOMMON

OFFICE of SHERIFF



Edward Stern
Sheriff

Ben Lowe
Undersheriff

Eric Tiepel
Lieutenant
Uniform Services Division

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

Angela Ackley
Lieutenant
Investigative Services

Laurie Beck
Lieutenant
Jail Administrator

Village Patrol July Statistics

Mileage	134
Hours	35
Stops	8
Verbal Warnings	9
Citations	0
Criminal Complaints	3
Non-Criminal Complaints	4
Report Writing	5
Accidents	0
Property Checks	28
Contacts	58
Arrests	1
Probation Violation	

Complaint Type

Assault on Police
Missing Person
Juvenile Curfew
BOL Reckless Driving
Juvenile Complaint

Jul-23 Additional Village Activity

Hours	19
Criminal Complaints	5
Non Criminal Complaints	10
Traffic Stops	17
Verbal Warnings	12
Citations	1
OWI Arrests	1
Other Arrests	1
Accidents	1

Assist EMS

Other Assignments

4th of July Fireworks

4th of July Parade

Type of Complaints Handled

Suspicious x6
Animal in Vehicle
ATL Welfare x4
Malicious Destruction of Mailbox
Trespassing
Liquor Inspection (Greens Tavern) LCC Request
Noise Complaint
Narcotics Complaint
Domestic
Larceny

Arrests

OWI
DWLS



~ Working For a Brighter Future ~

Village of Roscommon

702 Lake Street • P.O. Box 236 • Roscommon, Michigan 48653

Telephone (989) 275-5743 • Fax (989) 275-5998

BUILDING AND ZONING REPORT FOR THE MONTH OF July 2023

7/5/2023: Inspection at 407 Lake St.

7/12/2023: Inspection at 409 Lake St.

7/18/2023: Temporary Occupancy issued for 407 Lake St.

7/26/2023: Monitoring progress at 407 Lake St. for adherence to the agreement for temp occ..

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

Date of Issuance: 8/14/23	Effective Date: 8/14/23
Owner: Village of Roscommon	Owner's Contract No.: 838947
Contractor: Robert T. Cole, Inc.	Contractor's Project No.:
Engineer: Fleis & VandenBrink	Engineer's Project No.: 838947
Project: Village of Roscommon USDA Water Supply Improvements	Contract Name: Contract 2 – Water Supply

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

Description: Contract times to be extended to accommodate work authorization.

Attachments: None

CHANGE IN CONTRACT PRICE	CHANGE IN CONTRACT TIMES <i>[note changes in Milestones if applicable]</i>
Original Contract Price: \$ <u>789,815.00</u>	Original Contract Times: Substantial Completion: <u>280 (2/17/2022)</u> Ready for Final Payment: <u>310 (3/19/2022)</u> days or dates
Increase from previously approved Change Orders No. 1 to No. 4: \$ <u>121,307.50</u>	Increase from previously approved Change Orders No. 1 to No. 4: Substantial Completion: <u>758</u> Ready for Final Payment: <u>772</u> days
Contract Price prior to this Change Order: \$ <u>911,122.50</u>	Contract Times prior to this Change Order: Substantial Completion: <u>06/26/2023</u> Ready for Final Payment: <u>7/10/2023</u> days or dates
Increase of this Change Order: \$ <u>0</u>	Increase of this Change Order: Substantial Completion: <u>140</u> Ready for Final Payment: <u>140</u> days or dates
Contract Price incorporating this Change Order: \$ <u>911,122.50</u>	Contract Times with all approved Change Orders: Substantial Completion: <u>914 (11/13/2023)</u> Ready for Final Payment: <u>928 (11/27/2023)</u> days or dates

RECOMMENDED:		ACCEPTED:		ACCEPTED:	
By: Scott Rasmussen	<small>Digitally signed by Scott Rasmussen Date: 2023.08.07 15:02:53-04'00'</small>	By: _____	By: Eric Bair	<small>Digitally signed by Eric Bair Date: 2023.08.07 15:19:44 -04'00'</small>	
Engineer (if required)		Owner (Authorized Signature)		Contractor (Authorized Signature)	
Title: Project Manager	Title: Village Manager	Title: _____	Title: Project Manager	Title: _____	
Date: 8/7/23	Date: _____	Date: _____	Date: _____	Date: _____	

Approved by Funding Agency (if applicable)

By: _____ Date: _____
Title: _____

ESTIMATE OF FUNDS NEEDED
FOR
30-Day Period Commencing
06/01/2023

Name of Borrower Village of Roscommon Sewer

Items	Amount of Funds
Development	\$
Contract or Job No.	
Contract or Job No.	
Contract or Job No.	
Land and Rights-of-Way	
Legal Services	
Engineering Fees	23,717.60
Interest	
Equipment	
Contingencies	
Refinancing	
Initial O&M	
Other	
TOTAL	\$ 23,717.60

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

July 20, 2023
 Invoice No: 66487-S
 Project No: 838942

**RE: Village of Roscommon - USDA RD Wastewater Improvements
 Services through July 1, 2023**

	<u>Contract Amount</u>	<u>Billed to Date (Includes this invoice)</u>	<u>Remaining Contract Amount</u>	<u>This Invoice</u>
Professional Services:				
Basic Services - Design, Bidding & Construction Administration	\$584,000.00	\$577,853.25	\$6,146.75	\$3,653.25
Resident Project Observation	\$178,900.00	\$178,086.22	\$813.78	\$15,766.43
Additional Services* - Startup, Record Drawings, Soil Borings, ROW Map, Owner Training, O&M Manuals	\$134,800.00	\$126,401.14	\$8,398.86	\$4,297.92
	\$897,700.00	\$882,340.61	\$15,359.39	
Total amount of this invoice				<u>\$23,717.60</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

Status Update:

- Pump Station 1 improvements ongoing

ESTIMATE OF FUNDS NEEDED
FOR
30-Day Period Commencing
06-01-2023

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	363.31
Interest	
Equipment	
Contingencies	
Refinancing	
Initial O&M	
Other	
TOTAL	\$ 363.31

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

July 20, 2023
 Invoice No: 66487-W
 Project No: 838946

**RE: Village of Roscommon - USDA RD Water Improvements
 Services through July 1, 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	\$463,046.56	\$1,653.44	\$313.31
Resident Project Observation	\$173,000.00	\$169,033.28	\$3,966.72	\$50.00
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	\$788,229.84	\$5,620.16	
Total amount of this invoice				<u>\$363.31</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

VILLAGE OF ROSCOMMON

ROSCOMMON COUNTY HAZARD MITIGATION PLAN ADOPTION RESOLUTION
RESOLUTION NO. _____

WHEREAS the Village of Roscommon, Michigan has experienced risks that may damage commercial, residential, and public properties, displace citizens and businesses, close streets and impair infrastructure, and present general public health and safety concerns; and

WHEREAS, the community of the village of Roscommon has prepared a *Hazard Mitigation Plan* that outlines the community's options to reduce damages and impacts from natural and technological hazards; and

WHEREAS, the *Hazard Mitigation Plan* has been reviewed by community residents, business owners, and federal, state, and local agencies, and has been revised where appropriate to reflect their concerns;

NOW THEREFORE BE IT RESOLVED THAT:

The *Hazard Mitigation Plan* is hereby adopted as an official plan of the Village of Roscommon.

Roscommon County Emergency Management is charged with supervising the implementation of the Plan's recommendations within the funding limitations as provided by Roscommon County or other sources.

Roscommon County Emergency Management shall give priority attention to the following action items recommended by the *Hazard Mitigation Plan*:

_____ (Recommendation)_____, page _____)
_____ (Recommendation)_____, page _____)
_____ (Recommendation)_____, page _____)
_____ (Recommendation)_____, page _____)

Motion by: _____ Seconded by: _____

Yeas: _____

Nays: _____

Michael Miller, Village President

I Frances Dawson, the duly appointed and sworn Clerk of the Village of Roscommon, do attest that the foregoing is a true and correct copy of a resolution approved by 2/3 of the members of the Roscommon Village Council at a regular council meeting held on August 14, 2023.

Frances Dawson, Village Clerk

RESOLUTION 2023-8-14

AN AUTHORIZING RESOLUTION OF THE VILLAGE OF ROSCOMMON, COUNCIL OF

WHEREAS the Michigan Strategic Fund invited Units of General Local Government to apply for its Public Gathering Spaces (PGS) Initiative Funding Round 2022; and

WHEREAS the Village Of Roscommon is requesting \$919,870 in CDBG funds for a Public Gathering Spaces Initiative for extending the existing Wallace Park expanding access to the river and the use of the riverbank utilizing the Hiawatha Property located at 1113 Lake St, Roscommon, Michigan, to create a welcome, center, handicap accessible launch, and a wooden foot bridge across the South Branch of the AuSable River.

WHEREAS the Village of Roscommon commits local funds from the General Fund and DDA or other district funds, in the amount of \$184,100; and

WHEREAS the proposed project is consistent with the local Community Development Plan as described in the Application; and

WHEREAS the proposed project will benefit all residents of the project area and 51% percent of the residents of the Village Of Roscommon who are low and moderate-income persons as determined by the Census Data provided by the US Department of Housing and Urban Development; and **WHEREAS** local funds and any other funds to be invested in the project will not be obligated/incurred prior to a formal grant award, completion of the environmental review procedures, and/or a formal written authorization to obligate/incur costs from the Michigan Economic Development Corporation.

NOW, THEREFORE, BE IT RESOLVED that the Village of Roscommon hereby designates the Village Manager as the Environmental Review Certifying Officer, the person authorized to certify the Michigan CDBG Application, the person authorized to sign the Grant Agreement and payment requests, and the person authorized to execute any additional documents required to carry out and complete the Grant.

ALL RESOLUTIONS AND PARTS OF RESOLUTIONS INSOFAR AS THEY CONFLICT WITH THE PROVISIONS OF THIS RESOLUTION BE AND THE SAME ARE HEREBY RESCINDED.

The Resolution was introduced by _____ and supported by _____. The Resolution declared adopted by the following roll call vote:

YEAS: _____

NAYS: _____

ABSENT: _____

Resolution approved for adoption on this 14th day of August 2023.

Signed by: _____

Title: _____

Date: _____