

TO:

PRESIDENT FISHEL AND THE VILLAGE COUNCIL

FROM:

JOHN ROSCZYK, VILLAGE MANAGER

SUBJECT: NEW SCHEDULE FOR SEWER RATES

DATE:

8/14/2017

Our sewer rates, as pointed out by Umbaugh, need to be reviewed and increased in an amount consistent with planned expenditures needed for operation and improvements to our WWTP and operating facilities and lines. Umbaugh is available to us to consult with finalizing our proposal. A plan to address this needs further review and recommendation from our Infrastructure Committee, as well as our expected new DPW Director.

I recommend this for action in October-November, with further review and recommendations at a special meeting.

UMBAUGH

H. J. Umbaugh & Associates Certified Public Accountants, LLP 2150 Association Drive Suito 100 Okemos, MI 48864 Phone: 517-321-0110 Fax: 517-321-8866 www.umbaugh.com

Village of Roscommon SAW Grant Asset Management Financial Plan May 2017

A primary goal of Asset Management is to develop a long term plan for revenue support of capital improvements, as well as operating cost. The following Asset Management Financial Plan (AMFP) is intended to summarize the policy formulation in the areas of rate management, capital spending, and fund balance.

Methodology

A significant effort has been made by the Village and their consulting engineers to inventory assets, evaluate the infrastructure, and determine asset criticality. The result is the identification of asset investment cost by project and by year. The AMFP covers an extended forecast period to take this asset evaluation into account.

The AMFP is a four step process: 1) historical comparison with audits and budgets, 2) test year, or normalized budget year, along with inflation assumptions for purposes of forecasting, 3) proof of rate to revenue for reliance on customer data, and 4) cash flow forecast including revenue, operating expense, capital spending, debt, and fund balance (i.e., actual cash and investment balance). The analysis is a "cash basis" approach as described in the AWWA Manual of Rate Making Practices.

From year to year, this AMFP may be used to implement policy regarding rate management and budgeting.

Audit Comparison

One key indicator of financial health is the cash balance as found in the Comparative Statement of Net Position. The Village has well maintained this cash and investment balance. The cash and investment balance represents about 12+ months of cash to operating expense. Management of the cash balance will be discussed further under Forecast – Cash Balance.

Budget Comparison / Test Year

The budget from year to year has been seeing some fluctuation. There is an increase in the current operating budget compared to previous years. Certain adjustments have been made to reflect a normalized year for operating expense in order to develop the Test Year budget including expected percent inflation factors.

Proof of Rate to Revenue

The Village uses a base fee plus commodity charge as the method of billing. The base fee and commodity charge multiplied by current rates tie to the revenue reflected in the audit and budget, such that we can rely on the numbers in forecasting.

Forecast - Capital Cost

Annual cost has been forecasted based on an engineering evaluation of asset inventory, condition assessment, and criticality. These are expenses not already included in the operating and maintenance budget. The forecast reflects a balance between cash-funded and debt-financed capital cost.

Forecast - Cash Balance

Our standard minimum target of cash and investment to operating expenses (net of depreciation) is six months. The forecast reflects the reduction of cash over a number of years with maintaining a minimum target of about six months.

Forecast - Rate Management

The revenue needs to support operations, debt, and capital cost, with solving to cash balance. The cash flow forecast demonstrates a rate track to reach the operating and capital improvement goals of the Village. Annual inflation increases are modeled after four years.

Management Summary

- Rates: increases as reflected in the cash flow.
- Cash Balance: maintain target of six months compared to net operating cost.
- Capital Cost: a balance of cash and debt-funding as modeled in the cash flow.

Further Analysis

It is recommended that the Village continue to evaluate this draft version of the cash flow forecast and the related assumptions within six to twelve months.

AMFP - Management Tool

The AMFP is a living document. It is most effective as a tool used annually for budget and user rate decisions.

UMBAUGH

H. J. Umbaugh & Associates Certified Public Accountants, LLP 2150 Association Drive Suite 100 Okemos, MI 48864 Phone: 517-321-0110 Fax: 517-321-8865 www.umbaugh.com

May 16, 2017

Village of Roscommon 702 Lake Street Roscommon, MI 48653

Re: Village of Roscommon (Michigan) Sewer Fund - SAW Grant - Asset Management Financial Plan

Dear Village of Roscommon:

The attached schedules (listed below) present unaudited and limited information for the purpose of discussion and consideration in the preliminary planning stage of a SAW financial plan by the appropriate officers, officials and advisors of the Village of Roscommon. The use of these schedules should be restricted to this purpose, for internal use only, as the information is subject to future revision and final report.

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- 6 Schedule of 2017 Budgeted Operating Expenses and Adjustments
- 7 Schedule of Amortization of \$1,100,000 Principal Amount Outstanding of 1998 USDA UTGO Bonds
- 8-9 Cash Flow Analysis

We would appreciate your questions or comments on this information and would provide additional information upon request.

Sincerely,

UMBAUGH

Tom Traciak

COMPARATIVE STATEMENT OF NET POSITION

		As	of	
	12/31/2013	12/31/2014	12/31/2015	12/31/2016
Assets	(Per A	Audit)
Current assets:				
Cash	#200 ppp		27 (0.00)	2
Accounts receivable	\$382,809	\$390,038	\$395,097	\$497,365
Taxes receivable	31,080	31,603	29,000	27,868
[NATE OF THE PROPERTY OF THE	5,051	4,884	4,458	4,652
Prepaid expenditures Due from other governments	1,950			oenersed S
Total current assets		43,665	27,895	9,678
Total current assets	420,890	470,190	456,450	539,563
Noncurrent assets:				
Restricted:				
Cash	234,176	181,952	216,643	76,505
Capital assets:				
Improvements other than buildings	4,850,234	5,034,461	5,034,461	5,034,461
Machinery and equipment	163,479	163,479	181,979	191,379
Subtotal	5,013,713	5,197,940	5,216,440	5,225,840
Less: Accumulated depreciation	2,284,927	2,390,514	2,499,489	2,609,312
Total noncurrent assets	2,728,786	2,807,426	2,716,951	2,616,528
Total Assets	\$3,383,852	\$3,459,568	\$3,390,044	\$3,232,596
Liabilities				
Current liabilities:				
Accounts payable	\$416	\$44,694	\$32,694	\$15,001
Accrued interest	13,165	12,858	12,529	-
Current portion of long-term debt	27,000	29,000	30,000	
Due to other funds		434		2
Total current liabilities	40,581	86,986	75,223	15,001
Long-term liabilities:				
Compensated absences	3,327	1,909	1,433	1,743
1998 Unlimited Tax Obligation Bonds, net of current portion	1,132,268	1,103,268	1,073,268	1,050,000
Total noncurrent liabilities	1,135,595	1,105,177	1,074,701	1,051,743
Total Liabilities	1,176,176	1,192,163	1,149,924	1,066,744
Net Position	ā			
Net investment in capital assets	1,569,518	1,675,158	1,613,683	1,566,528
Restricted for debt service	125,011	79,952	95,785	68,805
Restricted for improvements	96,000	102,000	108,000	00,003
Restricted for sludge		102,000	100,000	7,700
Unrestricted	417,147	410,295	422,652	522,819
Total Net Position	2,207,676	2,267,405	2,240,120	2,165,852

COMPARATIVE STATEMENT OF REVENUES, EXPENSES AND CHANGES IN NET POSITION

\$273,277 \$101,684 5,298	12/31/2014 Per Ai \$277,063	12/31/2015 udit	12/31/2016) \$334,391
101,684	\$277,063) \$334,391
101,684		\$288,528	\$334,391
	05 084		
	05 094		
		99,710	132,288
		DS USSENDED DE	30,416
14,079	1877 (L) 18 - 1891		102,116
3445 FEET STATE ST			66,790
		\$17 mb 5 mb	11,710
50 to 100 to		*** **** **** *** *** *** *** *** ***	1,048
			38,747
2014 Sept. 2015 Co. (2015)	17,070	10,056	30,747
-	450	997	250
3 554		22.1	230
14.17. T. S.	3,727		-
	278 402	312 540	383,365
110,677	105,587	108,975	109,823
417,821	383,989	421,515	493,188
(144,544)	(106,926)	(132,987)	(158,797)
1,497	1.186	1.958	1,474
	\$100 ACT \$10	20 C\$\$14 C6 P\$C	60,325
ă (a			69,486
(52,420)	(51,253)	(49,970)	(46,756)
15,164	166,655	105,702	84,529
(129.380)	59 729	(27.285)	(74,268)
2,337,056	2,207,676	2,267,405	2,240,120
\$2,207,676	\$2,267,405	\$2,240,120	\$2,165,852
	5,298 14,079 60,766 97,695 464 16,604 3,000 3,554 4,000 307,144 110,677 417,821 (144,544) 1,497 66,087 (52,420) 15,164 (129,380) 2,337,056	5,298 8,574 14,079 83,172 60,766 58,608 97,695 12,602 464 710 16,604 14,878 3,000 - 450 3,554 3,554 3,424 4,000 - 307,144 278,402 110,677 105,587 417,821 383,989 (144,544) (106,926) 1,497 1,186 66,087 62,003 - 154,719 (52,420) (51,253) 15,164 166,655 (129,380) 59,729 2,337,056 2,207,676	5,298 8,574 5,366 14,079 83,172 110,457 60,766 58,608 64,414 97,695 12,602 15,024 464 710 514 16,604 14,878 16,058 3,000 - - - 450 997 3,554 3,424 - 4,000 - - 307,144 278,402 312,540 110,677 105,587 108,975 417,821 383,989 421,515 (144,544) (106,926) (132,987) 1,497 1,186 1,958 66,087 62,003 66,324 - 154,719 87,390 (52,420) (51,253) (49,970) 15,164 166,655 105,702 (129,380) 59,729 (27,285) 2,337,056 2,207,676 2,267,405

COMPARATIVE DETAIL OF OPERATING EXPENSES

		12/31/2014	Fiscal Year Ended 12/31/2015 12/31/2	ar Ended 12/31/2016	12/31/2017	Test Year	Multiplier	2018	2019	2020	2021
Operating Expenses		Ţ	rer Client-	lient	Î		Į.				
Ş., . 2	25	\$61,488	\$62,306	\$76,000	295,000	290,000	2.0%	\$91,800	\$93,636	895 509	807 410
	Unemployment	1541	- C	3,500	*	3,500	0.0%	3,500	3,500	3.500	3 500
	Supplies	1,031	749	11,800	15,000	12,000	1.5%	12,180	12,363	12.548	12.736
	Lab Supplies	1,54	1,124	2,500	2,800	2,500	1.5%	2,538	2.576	2,614	2,653
	Equipment/Inventory	3,765	2,135	23,000	28,000	4,000	1.5%	4,060	4.121	4 183	4 745
83	Bio-Solids	752	474	1,500	200	٠	0.0%				Charle
	Sampling	710	40	1,500	1,500	300	1.5%	305	309	314	318
E.	Contractual	6,513	19,067	20,000	27,000	10,000	0.0%	10.000	10,000	10 000	10,000
590-000-852.000 Postage	age	1,483	1,357	2,000	2,000	1.500	1.0%	1 515	1 530	1 545	1 551
	Administrative Fee		4,000	000'9	6,500	6,000	0.0%	0009	000 9	000 9	100,1
	Equipment Rental	14,878	16,508	20,000	41,000	35,000	0.0%	35,000	35 000	35 000	35,000
590-000-910.000 Insur	Insurance	5	•	3,000	3,000	3.000	%0.0	3.000	3 000	3,000	2000
590-000-920.000 Utilities	ties	58,608	64,414	63,500	70,500	63.500	1.5%	64 453	65 410	66 401	2000,5
590-000-930.000 Repa	Repair & Maintenance	12,492	15,024	13,800	13,800	13,800	%0.0	13 800	13,800	12,800	12,000
	Miscellaneous	110	·	•		•	0.0%	2006	oonin.	00000	000,51
	Fravel & Training	450	766	3,000	3,000	3,000	0.0%	3.000	3.000	3 000	2 000
590-000-990.000 Projects	cts	•	•	85,000	20,000	٠	0.0%		- Conta	onot-	חחחיר
	SAW Grant	,	•	٠			0.0%	100	•		
23)	Principal Expense	,(•)	*	*	- 12		0.0%		•		
34	Interest Expense	•)	•	0.00 E	- 12		0.0%	•		9 9	
590-000-998.000 Depr	Depreciation Expense			•	- [3]		0.0%	٠			
ŀ							•				
1001	Total Dept. 000 Expenses	163,822	188,196	336,100	359,600	248,100		251,150	254,254	257,414	\$260,630
Dept. 850 - Benefits Expenses	Apenses	2000	400 00								
	rat & Delital	2,4230	22,083	000,62	25,000	29,605	3.0%	30,493	31,408	32,350	33,321
	SILLIS	3,424	3,854	4,900	4,900	5,803	3.0%	5,977	6,156	6,341	6,531
	401 Kehrement	7,190	6,435	000'6	0006	10,658	3.0%	876,01	11,307	11,646	11,996
	Lufe insurance	290	228	400	400	474	3.0%	488	503	518	533
590-850-719.000 FICA	FICA MED	4,780	4,803	6,100	6,100	7,224	3.0%	7,441	7,664	7,894	8,131
Total	Total Dept. 850 - Benefit Expenses	37,920	37,404	45,400	45,400	53,764		55,377	57,038	58,749	60,512
Total	Total Operating Expenses	\$201,741	\$225,600	\$381,500	\$405,000	\$301,864		\$306,526	\$311,292	\$316,163	\$321,142

SAW Grant expenses are removed from this report as these expenses are fully reimbursable by the State.
 Principal and Interest Expense are removed from this section of the report. These items are discussed later in the report.
 Depreciation Expense is removed from the report as this study is performed on the cash basis.

COMPARATIVE DETAIL OF OPERATING EXPENSES

7036	0000		511,1516	000,5	13,923	715,6	2,308		398	10,000	1,812	9,000	35,000	3,000	84,261	13,800		3,000	٠	,	•	- 3	0.	316.433	51 013	351.01	00701	700,01	100	12,00/	94,275	\$410,709
2035		6170 547	245,0216	2,300	2,000	2,206	2,443	1 600	766	10,000	1,794	00000	35,000	3,000	83,016	13,800	*	3,000	٠	•		,	9	312,231	50.401	0 870	10 145	200	100	12,236	91,530	\$403,760
2034		6136 000	220,022	15 456	2,750	5.159	7016	200	2000	000,01	1,170	000,97	32,000	3,000	81,789	13,800	•	3,000				,	•	308,102	48 933	165 6	17.616	207	11000	11,240	88,864	\$396,966
2033		133 5613	3 500	15 228	3 177	5.076	2	100	10,000	1 750	5,000	0,000	3,000	3,000	180,08	13,800	•	3,000	•	•				304,047	47.507	9.312	17 103	191	11 502	277	86,275	\$390,323
2032		\$171 178	3 500	15,003	3 126	5 001	1006	275	10,000	1741	000 9	35,000	2000	20,000	066,61	13,800	•	3,000	•	•	•	•	•	300,064	46,124	9,041	16,605	738	11 255	-	83,763	\$383,826
2031		\$118.753	3 500	14.781	3.079	4.927		370	10 000	1 774	6 000	35,000	3,000	21000	017'0/	13,800	3.00	3,000		•	٠	•	ı	296,151	44,780	8,778	16,121	717	10 927		81,323	\$377,474
2030		\$116,425	3,500	14,563	3.034	4.854	•	364	10.000	1.707	6 000	35,000	3,000	2000,5	100,11	13,800	-	3,000	*	•	(i)	**************************************	•	292,307	43,476	8,522	15,652	969	10.609		78,954	\$371,261
2029	2 2	\$114,142	3.500	14,347	2,989	4,782	6	359	10.000	1.690	0009	35,000	3,000	75 077	447,00	13,800	•	3,000	•	060	101	3		288,531	42,210	8,274	15,196	929	10,300		76,655	\$365,186
2028		\$111,904	3,500	14,135	2,945	4,712		353	10.000	1.674	0009	35,000	3 000	74 800	2004	13,800	١	3,000	ř	1	ě	¥	î	284,822	40,980	8,033	14,753	929	10,000		74,422	\$359,244
2027		\$109,709	3,500	13,926	2,901	4,642		348	10,000	1,657	6,000	35,000	3 000	73 694	12 000	13,800	•	3,000	•	*	946	ř	1	281,179	39,787	7,799	14,323	637	9,708		72,254	\$353,433
2026		\$107,558	3,500	13,721	2,858	4,574	5	343	10,000	1,641	6,000	35,000	3.000	72,605	12 000	000,61		3,000	٨		(1))	•	•	277,600	38,628	7,572	13,906	819	9,426		70,150	\$347,750
2025		\$105,449	3,500	13,518	2,816	4,506	٠	338	10,000	1,624	6,000	35,000	3.000	71.532	12 900	13,000	' 000 6	3,000	•	ŧ	*	•		274,084	37,503	7,351	13,501	009	9,151		68,107	\$342,191
2024		\$103,382	3,500	13,318	2,775	4,439	•	333	10,000	1,608	9000	35,000	3,000	70,475	13 900	12,000	, 000 6	3,000	5	•		•		270,630	36,410	7,137	13,108	583	8,885		66,123	\$336,753
2023		\$101,355	3,500	13,121	2,734	4,374	•	328	10,000	1,592	6,000	35,000	3,000	69,434	13 800	23,000	0000	3,000	•	•	į			267,237	35,350	6,929	12,726	266	8,626	10000000	64,197	\$331,434
2022		299,367	3,500	12,927	2,693	4,309	•	323	10,000	1,577	6,000	35,000	3,000	68,408	13 800	000571	2 000	000,4	•		•		•	263,904	34,320	6,727	12,356	249	8,375	3	62,327	\$326,231

SCHEDULE OF 2017 BUDGETED OPERATING EXPENSES AND ADJUSTMENTS

		2017 Budget	Adjustments	Test Year
Operating Expenses		(Per Client)		
Dept: 000 Expense	es			
590-000-702.000	Wages	\$95,000	(05 000) 513	22220000
590-000-721.000	Unemployment	\$95,000	(\$5,000) [1]	\$90,000
590-000-727.000	Supplies	15,000	3,500 [1]	3,500
590-000-728.000	Lab Supplies		(3,000) [1]	12,000
590-000-740.000	Equipment/Inventory	2,800 28,000	(300) [1]	2,500
590-000-742,000	Bio-Solids	500	(24,000) [1]	4,000
590-000-743.000	Sampling		(500) [1]	Secretary Secret
590-000-818.000	Contractual	1,500	(1,200) [1]	300
590-000-852.000	Postage	27,000	(17,000) [1]	10,000
590-000-870.000	Administrative Fee	2,000	(500) [1]	1,500
590-000-888.000	Equipment Rental	6,500	(500) [1]	6,000
590-000-910.000	Insurance	41,000	(6,000) [1]	35,000
590-000-920.000	Utilities	3,000		3,000
590-000-930.000	Repair & Maintenance	70,500	(7,000) [1]	63,500
590-000-956.000	Miscellaneous	13,800		13,800
590-000-957.000	Travel & Training			=
590-000-990.000	Projects	3,000	TEL 8/10/20/15 15/15	3,000
590-000-990.003	SAW Grant	50,000	(50,000) [1]	=
590-000-996.000	Principal Expense	· ·		=
590-000-997.000	Interest Expense	15		
590-000-998.000	Depreciation Expense	<u> </u>		1
390-000-998,000	Depreciation Expense			
	Total Dept. 000 Expenses	359,600	(111,500)	248,100
Dept. 850 - Benefit	s Expenses			
590-850-715.000	Medical & Dental	25,000	4,605 [1]	20.404
590-850-716.000	Uniforms	4,900	903 [1]	29,605
590-850-717.000	401 Retirement	9,000	1,658 [1]	5,803
590-850-718.000	Life Insurance	400		10,658
590-850-719.000	FICA/MED	6,100	74 [1] 1,124 [1]	474 7,224
	Total Dept. 850 - Benefit Expenses	45,400	8,364	53,764
	Total Operating Expenses	\$405,000	(\$103,136)	\$301,864

^[1] Adjustment per client.

SCHEDULE OF AMORTIZATION OF \$1,100,000 PRINCIPAL AMOUNT OUTSTANDING OF 1998 USDA UTGO BONDS

Payment	Principal	1	Debt Service		Fiscal Year
Date	Balance	Principal	Interest	Total	Total
	(In Dollars)	(In D	ollars)
4/1/2017	\$1,100,000	\$50,000	\$3,749.64	\$53,749.64	
10/1/2017	1,050,000	\$50,000	14,422.50	14,422.50	0.00 1.70 1.4
4/1/2018	1,050,000	50,000	14,422.50	64,422.50	\$68,172.14
10/1/2018	1,000,000	55,000	14,110.00	14,110.00	70 520 50
4/1/2019	1,000,000	50,000	14,110.00	64,110.00	78,532.50
10/1/2019	950,000	50,000	13,760.00	13,760.00	77 970 00
4/1/2020	950,000	50,000	13,760.00	63,760.00	77,870.00
10/1/2020	900,000	20,000	13,347.50	13,347.50	77 107 50
4/1/2021	900,000	50,000	13,347.50		77,107.50
10/1/2021	850,000	50,000	12,897.50	63,347.50	76 045 00
4/1/2022	850,000	50,000	12,897.50	12,897.50	76,245.00
10/1/2022	800,000	50,000	12,410.00	62,897.50	75 307 50
4/1/2023	800,000	50,000	12,410.00	12,410.00	75,307.50
10/1/2023	750,000	50,000	11,860.00	62,410.00	
4/1/2024	750,000	50,000	11,860.00	11,860.00	74,270.00
10/1/2024	700,000	50,000		61,860.00	100 100 10
4/1/2025	700,000	50,000	11,272.50 11,272.50	11,272.50	73,132.50
10/1/2025	650,000	50,000		61,272.50	
4/1/2026	650,000	50,000	10,635.00	10,635.00	71,907.50
10/1/2026	600,000	30,000	10,635.00	60,635.00	
4/1/2027	600,000	60,000	9,960.00	9,960.00	70,595.00
10/1/2027	540,000	00,000	9,960.00	69,960.00	2021 1 22 3 3 1
4/1/2028	540,000	60,000	9,090.00	9,090.00	79,050.00
10/1/2028	480,000	60,000	9,090.00	69,090.00	
4/1/2029	480,000	60,000	8,190.00	8,190.00	77,280.00
10/1/2029	420,000	60,000	8,190.00	68,190.00	
4/1/2030	420,000	70.000	7,245.00	7,245.00	75,435.00
10/1/2030	350,000	70,000	7,245.00	77,245.00	
4/1/2031	350,000	70.000	6,107.50	6,107.50	83,352.50
10/1/2031	280,000	70,000	6,107.50	76,107.50	
4/1/2032	280,000	70.000	4,935.00	4,935.00	81,042.50
10/1/2032	210,000	70,000	4,935.00	74,935.00	
4/1/2033	210,000	70.000	3,727.50	3,727.50	78,662.50
10/1/2033	140,000	70,000	3,727.50	73,727.50	
4/1/2034	10 H	70.000	2,502.50	2,502.50	76,230.00
10/1/2034	140,000	70,000	2,502.50	72,502.50	
4/1/2035	70,000	70.000	1,260.00	1,260.00	73,762.50
4/1/2033	70,000	70,000	1,260.00	71,260.00	71,260.00
	Totals =	\$1,100,000	\$339,214.64	\$1,439,214.64	\$1,439,214.64

CASH FLOW ANALYSIS

9		2017		2018	2019	2020	2021		2022	2023
Assumptions		1	Increase	100				Increase		
Number of customers charged base tee		467		467	467	467	467		467	467
Base Icc - month		\$17.80	13.50%	520.20	\$22.93	\$26.03	\$29.54	1.75%	90 053	85 023
Volume sold - annual mgal		38,920		38,920	38,920	38.920	38.920		38 000	00000
Commodity charge - mgal		\$4.18	13.50%	\$4.74	\$5,38	56.11	P6 93	1 70%	20,00	076'96
Out of village customer count		80		80	60	00	00		00.75	01.10
Out of village fee - month		\$8.52	13,50%	19.65	\$10.98	\$12.46	S14 14	1 700/	614 30	0
Un-metered customer count		-		res	-	-	-	4,7378	414.33	514.04
Un-metered account fee - month		\$30.67	13.50%	\$34.81	\$39.51	\$44.84	\$50.90	1.75%	\$51.79	\$52.69
Revenues										
Rates & charges										
Ready-to-serve charge		\$99,751		\$113,218	\$128,502	\$145 850	6165 5319		267 0313	700
Commodity charge		162,686		184,648	209.576	237 868	769 081		3100,470	717,156
Out of village charge		818		928	1 054	1 196	1351		1001	510,512
Un-metered account charge		368		418	474	225	113		155,1	1,405
Total rates & charnes revenue		563 636	•	010000	100 000	000	110		179	632
Causing hond millions		570,007		717,667	339,603	385,452	437,488		445,144	452,934
Jewel Bollet Hilliage		pp*374		66,324	66,324	66,324	66,324		66,324	66,324
Lear Corporation revenue		17,071	3	34,141	34,141	34,141	34,141		34,141	34.141
Total revenues		347,017		399,677	440,070	485,917	537,953	ı	545,609	553,399
Total expenditures		301,864		306,526	311,292	316,163	321,142		326,231	331,434
Net operating revenue		45.153		03.150	129 770	1,50 354	110 210			
		20161		001,00	170,173	103,134	710,811		219,378	221,965
Add: Loan from other fund				150,000						
Less: Current debt service payment		68,172		78,533	77,870	77,108	76,245		75,308	74.270
Estimated cash-funded replacement costs Estimated cash-funded capital improvements		202,000		175,500		30,000			22,000	40,000
Estimated debt service #1 2020 Bonds [1] Payback of loss from other fined							104,750		104,750	104,750
			1						150,000	
Net eash flow		(\$225,019)		(\$168,382)	\$50,909	\$62,647	\$35,816	•	(\$132,680)	\$2,945
Unrestricted cash & investments	\$497,365	\$272,346		\$103,964	\$154,873	\$217,519	\$253,336		\$120,656	\$123,601

^[1] Estimated debt service payments based on a \$2,521,643 40-year bond issues at current USDA rates.

CASH FLOW ANALYSIS

(Continued)

2036	,	467	358.32	38,920	29.00	50	\$18.34	-	\$66.03	CAC ALCO	355.035	977'000	10/1	761	770100	47C'00	141,45	410.709	257,278		27.000	104,750	\$65 578	
2035		195	007.00	076'96	30.64	ю ;	\$18.03	-	\$64.89	5211 049	344 303	יינד ו	167,1	136 633	101,100 ACT 22	141 141	658,226	403,760	254,466		71,260	104,750	\$78,456	
2034	467	10,553	30.000	076'00	50.05	0 (7/1/18	-	263.77	\$207.419	118 283	1 701	765	871 875	66 324	74 141	648,633	396,966	251,667		73,763	104,750	(\$4,845)	
2033	199	125 28	38 000	5 8 S			11.714	====	\$62.68	\$203.852	332.465	1,677	757	538 740	66 324	34.141	639,205	390,323	248,883		76,230	104,750	\$27,903	
2032	467	52 585	18 970	CS 40	04	11213		-	261.60	\$200,346	326.747	1643	739	529.474	66,324	34,141	629,939	383,826	246,113		78,663	104,750	\$54,701	0000000
2031	467	\$35.14	38.920	\$8.25	•	\$16.83	-	- :	\$60.54	\$196,900	321,127	1.615	726	520,368	66,324	34,141	620,833	377,474	243,359		81,043	104,750	\$42,567	0107360
2030	467	\$34.53	38,920	28.11	•	516 53	-	1 020	00,600	\$193,514	315,604	1.587	714	511,418	66,324	34,141	611,883	371,261	240,622		83,353	104,750	\$52,519	6313 453
2029	467	\$33.94	38,920	27.97	000	\$16.24		1 000	\$26.46	\$190,185	310,176	1,559	702	502,622	66,324	34,141	603,087	365,186	237,901		75,435	104,750	\$17,716	220 0923
2028	467	\$33.35	38,920	\$7.83	90	\$15.96		- 653	14700	\$186,914	304,841	1,533	069	493,978	66,324	34,141	594,443	359,244	235,198		77,280	104,750	\$25,168	5703 217
2027	467	\$32,78	38,920	57.70	00	\$15.69	34	655.40	05:000	\$183,700	299,598	1,506	829	485,482	66,324	34,141	585,947	353,433	232,513		79,050	104,750	(\$6,287)	\$178.040
2026	467	\$32,22	38,920	57.57	80	\$15.42	-	15 553	2000	\$180,540	294,445	1,480	999	477,132	66,324	34,141	165,173	347,750	229,847		70,595	104,750	(\$21,498)	\$184 336
2025	467	\$31.66	38,920	\$7.44	90	\$15.16	-	854 56		\$177,435	289,381	1,455	655	468,926	66,324	34,141	569,391	342,191	227,200	W	71,908	104,750	\$50,543	\$205.833
2024	467	\$31.12	38,920	\$7.31	00	\$14.89	-	69 253	10000	\$174,383	284,404	1,430	643	460,861	66,324	34,141	561,326	336,753	224,573		73,133 15,000	104,750	\$31,690	\$155.291

TO:

PRESIDENT FISHEL AND THE VILLAGE COUNCIL

FROM:

JOHN ROSCZYK, VILLAGE MANAGER

SUBJECT: MANAGER STATUS UPDATE

DATE:

8/14/2017

The Manager's Contract ends December 31, 2017.

I believe the Council should review at its next meeting the available options--which include the selection of a new manager or extension of the existing manager's contract (possibly one year).

TO:

PRESIDENT FISHEL AND THE VILLAGE COUNCIL

FROM:

JOHN ROSCZYK, VILLAGE MANAGER

SUBJECT: CONSUMERS ENERGY COMPANY ELECTRIC

FRANCHISE ORDINANCE

DATE:

8/14/2017

Ordinance 59, granting certain rights, power, and authority, with respect to construction and maintenance of electrical transmission lines, has been requested to be updated and replaced by Consumers Power Company. Jay Jacobs, the Community Affairs Manager for Consumers Energy, will be present to explain the request and its importance, along with answering any questions you may have.

The former Ordinance 59 is available for viewing on the Village's website, as adopted August 26, 1957.

A motion is requested by Consumers Power to adopt the Consumers Energy Company Electric Franchise Ordinance, as attached, hereto.

A roll call vote is needed.

ORDINANCE NO.	
---------------	--

CONSUMERS ENERGY COMPANY ELECTRIC FRANCHISE ORDINANCE

AN ORDINANCE, granting to CONSUMERS ENERGY COMPANY, its successors and assigns, the right, power and authority to construct, maintain and commercially use electric lines consisting of towers, masts, poles, crossarms, guys, braces, feeders, transmission and distribution wires, transformers and other electrical appliances on, under, along and across the highways, streets, alleys, bridges, waterways, and other public places, and to do a local electric business in the VILLAGE OF ROSCOMMON, ROSCOMMON COUNTY, MICHIGAN, for a period of thirty years.

THE VILLAGE OF ROSCOMMON ORDAINS:

SECTION 1. GRANT. TERM. The VILLAGE OF ROSCOMMON, ROSCOMMON COUNTY, MICHIGAN, hereby grants the right, power and authority to the Consumers Energy Company, a Michigan corporation, its successors and assigns, hereinafter called the "Grantee," to construct, maintain and commercially use electric lines consisting of towers, masts, poles, crossarms, guys, braces, feeders, transmission and distribution wires, transformers and other electrical appliances for the purpose of transmitting, transforming and distributing electricity on, under, along and across the highways, streets, alleys, bridges, waterways, and other public places, and to do a local electric business in the VILLAGE OF ROSCOMMON, ROSCOMMON COUNTY, MICHIGAN, for a period of thirty years.

SECTION 2. <u>CONSIDERATION</u>. In consideration of the rights, power and authority hereby granted, said Grantee shall faithfully perform all things required by the terms hereof.

SECTION 3. <u>CONDITIONS</u>. No highway, street, alley, bridge, waterway or other public place used by said Grantee shall be obstructed longer than necessary during the work of construction or repair, and shall be restored to the same order and condition as when said work was commenced. All of Grantee's structures and equipment shall be so placed on either side of the highways as not to unnecessarily interfere with the use thereof for highway purposes. All of Grantee's wires carrying electricity shall be securely fastened so as not to endanger or injure persons or property in said highways. The Grantee shall have the right to trim trees if necessary in the conducting of such business, subject, however, to the supervision of the highway authorities.

SECTION 4. HOLD HARMLESS. Said Grantee shall at all times keep and save the Village free and harmless from all loss, costs and expense to which it may be subject by reason of the negligent construction and maintenance of the structures and equipment hereby authorized. In case any action is commenced against the Village on account of the permission herein given, said Grantee shall, upon notice, defend the Village and save it free and harmless from all loss, cost and damage arising out of such negligent construction and maintenance.

SECTION 5. <u>EXTENSIONS</u>. Said Grantee shall construct and extend its electric distribution system within said Village, and shall furnish electric service to applicants residing therein in accordance with applicable laws, rules and regulations.

SECTION 6. FRANCHISE NOT EXCLUSIVE. The rights, power and authority herein granted, are not exclusive.

RATES. Said Grantee shall be entitled to charge the inhabitants of said Village for electricity furnished therein, the rates as approved by the Michigan Public Service Commission, to which Commission or its successors authority and jurisdiction to fix and regulate electric rates and rules regulating such service in said Village, are hereby granted for the term of this franchise. Such rates and rules shall be subject to review and change at any time upon petition therefor being made by either said Village, acting by its Village Council, or by said Grantee.

REVOCATION. The franchise granted by this ordinance is subject to revocation upon sixty (60) days written notice by the party desiring such revocation.

MICHIGAN PUBLIC SERVICE COMMISSION, JURISDICTION. Said Grantee SECTION 9. shall, as to all other conditions and elements of service not herein fixed, be and remain subject to the reasonable rules and regulations of the Michigan Public Service Commission or its successors, applicable to electric service in said Village.

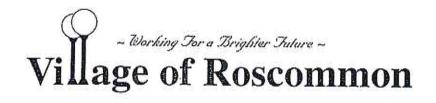
REPEALER. This ordinance, when accepted and published as herein provided, shall SECTION 10. repeal and supersede the provisions of an electric ordinance adopted by the Village on October 7, 1987 entitled:

AN ORDINANCE, granting to CONSUMERS POWER COMPANY its successors and assigns, the right, power and authority to construct, maintain and commercially use electric lines consisting of towers, masts, poles, crossarms, guys, braces, feeders, transmission and distribution wires, transformers and other electrical appliances on, under, along and across the highways, streets, alleys, bridges and other public places, and to do a local electric business in the VILLAGE OF ROSCOMMON, ROSCOMMON COUNTY, MICHIGAN, for a period of thirty years.

and amendments, if any, to such ordinance whereby an electric franchise was granted to Consumers Energy Company.

EFFECTIVE DATE. This ordinance shall take effect upon the day after the date of SECTION 11. publication thereof; provided, however, it shall cease and be of no effect after thirty days from its adoption unless within said period the Grantee shall accept the same in writing filed with the Village Clerk. Upon acceptance and publication hereof, this ordinance shall constitute a contract between said Village and said Grantee.

		ranchise Ordinance was duly enacted by the Village Council of the ROSCOMMON COUNTY, MICHIGAN, on the day of
Attest:		Dan Fishel, Village President
Dawn Dodge,	Village Clerk	



TO:

PRESIDENT FISHEL AND THE VILLAGE COUNCIL.

FROM:

JOHN ROSCZYK, VILLAGE MANAGER

SUBJECT: AMENDMENT OF COUNCIL RULES AND PROCEDURES

DATE:

8/14/2017

At a special meeting of the Council held on July 24, 2017, a training group from MML conducted a Council 101 and Parliamentary Procedures Workshop for all Village staff and council members. One of the trainers, Eleanor (CoCo) Siewert, helped the staff to review and update council rules and procedures, as attached.

After reviewing the attached changes, please consider amending the council rules and procedures (deletions are noted by a line through the word; additions are in yellow).

A motion is requested to amend the attached council rules and procedures.

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.

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. Special meetings that are called at a regular council meeting only require notice to any members who were not in attendance.

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. After the president approves this document, it shall be published in a newspaper of general circulation in the village.

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:

- 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)
- 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
- Council Comments
- k. Agenda items for next meeting
- 1. Adjournment

Any council member may submit items to add to the regular agenda before it is approved except for section D, item 6. Items must be submitted to the Manager no later than noon on the Thursday prior to the meeting.

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 non-controversial 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 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.
- For strategy and negotiation sessions connected with the negotiation of a collective bargaining agreement when either negotiating party requests a closed hearing.
- 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 two thirds 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 with the permission of the chair. 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 only after an invitation is given by the chair that it will accept a motion on an issue. Once a motion is made, the chair will ask if there is a second support for the motion on the floor. Upon hearing a second support 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 support for a motion, the chair may reopen the issue for discussion, place the issue on hold 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 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

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. -unless granted an extension by the chair. 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. state his or her name and home address. 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 present 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 president 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 president, subject to approval by a majority vote of the Village Council and must be taxpayers' residents 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

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

TO:

PRESIDENT FISHEL AND THE VILLAGE COUNCIL

FROM:

JOHN ROSCZYK, VILLAGE MANAGER

SUBJECT: WATER RELIABILITY STUDY

DATE:

8/14/2017

I recommend getting a second quote from Gosling-Czubak who performed our water-rate study last year.

I request that this be tabled pending a second price quote.



DESIGN. BUILD. OPERATE.

August 4, 2017

John Rosczyk Village of Roscommon 702 Lake Street Roscommon, MI 48653

RE: 2017 Water Reliability Study and Asset Management Plan

Dear John,

We appreciate the opportunity to provide you with a proposal to update Roscommon's Water Reliability Study and assist you with developing an Asset Management Plan. F&V completed Roscommon's most recent water reliability study in 2009 and our staff, working as Gove Engineering at the time did your 1999 report as well.

Fleis & VandenBrink (F&V) has completed over 60 water system reliability studies for communities across the State and has a highly trained staff experienced in preparing all aspects of reliability studies including hydraulic models. We will provide a user-friendly report that the Village can utilize for water system analysis and planning. We will include prioritized lists of recommendations with realistic budgets for improvements that should be targeted in the 5-year and 20-year planning periods. We will work closely with the Village to obtain system information needed to complete the report.

In addition to the requirement to update the Village's water system reliability study every five years, beginning in January of 2018 the State of Michigan has required communities with publicly owned water systems serving populations greater than 1,000 to prepare and submit an Asset Management Plan (AMP). Staff at F&V has extensive experience with the Village of Roscommon's water system, Asset Management Planning, and highly relevant water system evaluation, design, construction, and operation. We have a tremendous amount of depth in our organization to support asset management planning. As a firm, we are doing more SAW funded Asset Management Plans than any other firm in the state. Although we have been doing CIP planning, asset management planning, and master planning for decades, we have taken the opportunity with all of our asset management plans to highly refine our tools, processes, and deliverables to focus on a highly useful, well organized asset management product. The expertise we have developed for the SAW asset management plans easily translates to efficiently creating an asset management plan for the Village's water system.

We propose the following scope of services, which encompasses the MDEQ's requirements for water reliability studies and asset management plans:

WATER SYSTEM RELIABILITY STUDY

- Review the scope of work and schedule with Village staff, collect data on historical water use and pump records, review problem areas in the water distribution system and fire flow objectives for the community based on service areas (i.e., industrial, commercial, residential).
- Review and inventory the existing water system components including pump and tank data, well capacity, well houses and treatment.

- Review the water distribution system and its overall condition, known deficiencies, age of the water lines and type of pipe materials
- 4. Review chemical analysis of the water and unaccounted water (water loss) and potential sources.
- Review information on current water use and pumping records. Calculate existing, 5-year and 20-year projections for water demands for the system. This will include average day, maximum day, maximum hour, peak instantaneous and fire flow.
- 6. Review the most recent Insurance Services Organization (ISO) evaluation of the system.
- 7. Update the existing computer model of the system utilizing the current water map. We assume that hydrant tests performed as a part of the last study can be re-used to verify model calibration. The model will be updated in Water CAD and will simulate and assist in the hydraulic analysis of the water distribution, fire flow analysis, pumping capacity of system. Complete preliminary computer runs, identifying static pressures and flows at key locations in the system and identify deficiencies where the system cannot produce the desired flow or meet maximum day demands.
- Prepare a draft report summarizing the findings and outlining the recommendations. The report will
 include a 24"x36" general plan of the existing water system, recommended improvements, system
 deficiencies and fire flows. Submit and review the draft report to the Village, update the report after
 receiving the Village's comments.
- Submit the report to the MDEQ, receive comments from the MDEQ and finalize the Water Reliability Study.
- 10. Submit three hard copies of the report to the Village.

ASSET MANAGEMENT PLAN

As a natural extension and continuation of the water system reliability study, F&V will assist the Village with preparing an Asset Management Plan (AMP) for the water system. Much of the information gathered for the water study will be utilized in the AMP, requiring that only a limited amount of additional information will be needed. Having the same team prepare both the water reliability study and AMP streamlines the process and reduces the amount of time and cost required to prepare the plan.

Task 1 - Asset Inventory & Condition Assessment

- Based on existing GIS, electronic mapping of the system, and field visits, F&V will prepare the asset inventory in a "top down" manner that will assess individual system components in blocks, or groups of similar items. All of the Village's water system assets will be included in this process.
- 2. This asset inventory will be further evaluated for condition based on a combination of field visits, desktop information review, and input from the Village. F&V will rely on the Village to provide any historical information available including information regarding break or service history, well inspection records, tank inspection reports, and other available water system historical information.
- The inventory will result in a tabular form including asset description, location, age, condition, service history, and estimated remaining life.

TASK 2 - LEVEL OF SERVICE & CRITICALITY

F&V will assist the Village in development of a Level of Service statement. This statement defines the
way in which the water system owner and manager expect the system to perform over the long-term. It
may include statements relating to water quality, frequency of breaks, acceptable service disruption
quidelines, user cost, and other detailed information.



- F&V will include one meeting with Village staff to review and discuss the Level of Service statement and will include Village comments in the final document.
- 3. F&V will prepare for Village review a method for determining the criticality of each system component. This will include the consequences and priorities surrounding each component and will be developed into a mathematical algorithm to produce a scoring matrix. The matrix will include the likelihood of failure on one axis and the consequence of failure on the other axis. Each asset block will be scored using the defined criteria and assigned a score and level of criticality.
- Each asset will be ranked in priority order based on a combination of probability and consequence of failure.

TASK 3 - LIFE CYCLE COSTING & CAPITAL IMPROVEMENTS PLANNING

- For each asset block, F&V will prepare a cost to replace each asset. This cost information will be
 developed at an appropriate planning level of detail and will be assigned using a top-down approach to
 each asset block. The costs will be developed as guidelines that will cover full replacement for example,
 watermain costs will include associated valves and hydrants.
- Using the anticipated remaining life of asset groups, a long-term plan will be developed to estimate annual costs to fund repair and replacement of assets. This cost will be compared with the Village's current operating budget.
- F&V will prepare a Capital Improvement Plan (CIP) indicating needed improvements and anticipated timelines and assist the Village staff in identifying a rate methodology and rate structure needed to support the CIP. If desired, we would also coordinate with a third-party municipal financial advisor retained by the Village to develop a more detailed rate methodology and structure.

TASK 4 - PLAN PREPARATION, IMPLEMENTATION, COMMUNICATION AND TRAINING

- F&V will prepare a written Asset Management Plan and submit a draft copy to the Village for review. We assume that F&V will attend one meeting with Village staff to review the plan and receive feedback, and will finalize the plan based on Village comments and submit final documents to the Village.
- Prepare and provide information in a format that the Village Utilities Department can use during the Village's budget preparation process.

PROPOSED FEE

We propose to complete the Scope of Work identified below in items 1-3 on a lump sum basis with an estimated fee of \$14,000.

Task	Description	Fee
1	Water Reliability Study	\$6,000
2	Asset Management Plan	\$4,500

We appreciate the opportunity and look forward to working with the Village on this important project. If you have any questions, please call.

Sincerely,

John DeVol, P.E. Traverse City Manager



	ith the Scope of Services presented in this proposal dated July eement with F&V to provide Professional Engineering services
John Rosczyk, Village Manager	Date



Sample Quarterly Water and Sewer Rates September 2012

				/	24 2 2 00
	*				Combined
			Quarterly	Quarterly	Quarterly
		Number of	Water Bill	Sewer Bill	W & S Bill
Rank	Community	Customers (10,000 gal/qtr)	(10,000 gal/qtr)	(10,000 gal/qtr)
1	Mackinaw City	650	\$26.29	\$50.00	\$76.29
2	Alpena	4798	\$38.00	\$50.64	\$88.64
3	Cadillac	3800	\$33.57	\$56.82	\$90.39
4	Escanaba	5500	\$51.73	\$40.80	\$92.53
5	Cheboygan	1867	\$47.10	\$52.00	\$99.10
6	Grayling	800	\$46.35	\$61.35	\$107.70
7	Harrisville	330	\$44.00	\$66.00	\$110.00
8	Gaylord	1800	\$31.15	\$82.80	\$113.95
9	Traverse City	6648	\$30.00	\$87.00	\$117.00
10	Charlevoix	4300	\$44.51	\$74.99	\$119.50
11,	Alpena Township	2365	\$62.00	\$61.62	\$123.62
12	East Tawas	1389	\$72.40	\$57.00	\$129.40
13	Elk Rapids	1277	\$62.50	\$85.40	\$147.90
14	Tawas	1000	\$66.10	\$84.72	\$150.82
15	Rogers City	1600	\$69.50	\$89.60	\$159.10
16	Sault Ste. Marie	4800	\$78.10	\$82.16	\$160.26
17	Petoskey	4110	\$72.03	\$112.40	\$184.43
18	Onaway	500	\$64.50	\$120.00	\$184.50
19	St. Ignace	1400	\$95.20	\$97.05	\$192.25
20	Harbor Springs 75% of Northern M	1336 ichigan comm	\$86.60 nunities bill mon	\$124.05 http://doi.org/10.000	\$210.65

TO:

PRESIDENT FISHEL AND THE VILLAGE COUNCIL

FROM:

JOHN ROSCZYK, VILLAGE MANAGER

SUBJECT: PAYMENT FOR BS&A SERVICES

DATE:

8/14/2017

The attached invoice from BS&A needs to be approved by Council for our contracted services.

A motion is requested to pay the attached invoice.

A roll call vote is needed.



14965 Abbey Lane Bath, MI 48808

Voice:

517-641-8900

Fax: 517-641-8960

BIII DO VILLAGE OF ROSCOMMON

PO BOX 236 ROSCOMMON, MI 48653

ROSCOMMON

CustomerID	Customer/PO	Paymen	r Terms
VILLOFROSCOMMON			
Account Rep	Shipping Method	Ship Date	Due Date
			8/31/17

Quantity Billed	Description	Unit Price	Line Item Amount
1.00	Utility Billing System - annual service/support fee per contract for the coverage dates of August 1st, 2017-August 1st, 2018	427.00	427.00
1.00	Payroll System - annual service/support fee per contract for the coverage dates of August 1st, 2017-August 1st, 2018	514.00	514.00
1.00	Cash Receipting System - annual service/support fee per contract for the coverage dates of August 1st, 2017-August 1st, 2018	406.00	406.00
1.00	Accounts Payable System - annual service/support fee per contract for the coverage dates of August 1st, 2017-August 1st, 2018	406.00	406.00
1.00	General Ledger/Budgeting System - annual service/support fee per contract for the coverage dates of August 1st, 2017-August 1st, 2018	470.00 AUG 08 2017	470.00
		ė.	

Subtotal	2,223.00
Sales Tax	
Total Invoice Amount	2,223.00
Payment/Credit Applied	
TOTALDUE	2,223.00

Invoice Number: 113949

Aug 1, 2017

1

Invoice Date:

Page:

Check/Credit Memo No:



TO:

PRESIDENT FISHEL AND THE VILLAGE COUNCIL

FROM:

JOHN ROSCZYK, VILLAGE MANAGER

SUBJECT: PAYMENT FOR SENSUS SOFTWARE

DATE:

8/14/2017

Sensus provides our software support for our meter reading. Attached is a bill for next year's support.

A motion is requested to pay the attached invoice.

A roll call vote is needed.



450 N. Gallatin Avenue P.O. Box 487 Uniontown, PA 15401 1-800-METER-IT 1-800-638-3748

Note:

CUSTOMER ORDER # SUPPORT DATE SHIPPED 8/03/17		SENSUS ORDER# 453540	INVOICE NUMBER ZA 17023566	INVOICE DATE 8/03/17	PAGE PAGE 1	
		SHIPPED VIA UPS		NETTA CHIL	TERMS NET 30 DAYS	
REGION	SALESPERSON CURTIS CH	ANCE	- Salabara Shakshe	SEND REMITTANCE TO: SENSUS USA, Inc.		

BILL TO 704080

ROSCOMMON VILLAGE OF -AM

021

PO BOX 236 ROSCOMMON MI 48653 SHIP TO

ROSCOMMON VILLAGE OF -AM PO BOX 236

ROSCOMMON MI 48653

29088 NETWORK PLACE CHICAGO, IL 60673-1290

FEDERAL TAX I.D. # 51-0338883

Sensus Remittance Address above has changed - please update your records and state of the s

Seller hereby certifies that all goods covered by this invoice have been produced in compliance with all applicable requirements of Sections 6, 7 and 12(a) of the Fair Labor Standards Act of 1938, as amended, and the regulations and orders of the U.S. Department of Labor Issued under Section 14 thereof.

LINE	WHSE	DESCRIPTION	ORDERED	SHIPPED	BACK ORDERED	UNIT PRICE	AMOUNT
1	65	TS AUTORD 1YR AUTOREAD SFTWR SUPPORT PROGRAM ANNUAL WINDOWS RENEWAL 1 YEAR COVERAGE FROM 2017-10-04 TO 2018-10-03	1	1		1715.9500	1,715.95
		US DOLLARS SUB-TOTAL					1,715.95
		Address All Replies To: Heather Miller PO Box 487 Uniontown, PA 15401-0487 Phone: 724-425-7975 heather.miller@xyleminc.com		·		*	

DUE DATE 10/02/17

PLEASE PAY THIS AMOUNT

1,715.95

TO:

PRESIDENT FISHEL AND THE VILLAGE COUNCIL

FROM:

JOHN ROSCZYK, VILLAGE MANAGER

SUBJECT: APPROVAL FOR RCRC ROAD IMPROVEMENT

AGREEMENT

DATE:

8/14/2017

The Village of Roscommon and The Roscommon County Road Commission would like to enter into an agreement whereby the RCRC will accomplish the following:

- Construct a pathway from Hilltop Apartments to the M-18 Bridge
- Construct a pedestrian bridge over the AuSable River alongside M-18

The total amount necessary to complete the work is estimated at \$3,500, with a possible \$350 additional, if needed.

A motion is requested to pay the attached invoice.

A roll call vote is needed.

AGREEMENT FOR ROAD IMPROVEMENT

Village of Roscommon

This agreement, made and entered into between the Village of Roscommon, Roscommon County, Michigan, referred to, herein, as "Village" and the Roscommon County Road Commission, referred to herein as "Road Commission;" whereby, it is agreed that:

WHEREAS, the Village desires to accomplish improvements.

IT IS NOW, THEREFORE, AGREED that the Road Commission will accomplish the following: Engineering of the pathway from Hilltop Apartments to the M-18 Bridge, alongside M-18 in the Village, including a pedestrian bridge over the AuSable River, alongside M-18;

WHEREAS, IT IS AGREED that the Road Commission shall complete the engineering for the estimated sum of \$3,500;

IT IS FURTHER AGREED that as the project begins, Road Commission will bill the Village 25% of the estimated agreement amount. Thereafter, the Village will receive monthly progress billings until all work has been completed and the charges assessed. At the time the total project costs are in, the Village will be sent a final bill. Should the actual costs exceed the amount shown in this Agreement, Village shall pay 100% of the overrun costs up to 110% of the Agreement amount.

The undersigned officers hereby certify that at a meeting of the Village of Roscommon, they were authorized to enter into this agreement with the Roscommon County Road Commission, and that their share of the funds are available.

Village of Roscommon:	Date:		
Manager		Witness	
Clerk	-	Witness	
Roscommon County Road Commission:	Date:		
Chair	•	Witness	
Vice-Chair		Witness	



VILLAGE MANAGER MEMORANDUM

TO:

PRESIDENT FISHEL AND THE VILLAGE COUNCIL

FROM:

JOHN ROSCZYK, VILLAGE MANAGER

SUBJECT: PAYMENT FOR MR. ROOTER SERVICES

DATE: 8/14/2017

Due to the recent downpours we have had this summer, both commercial and residential properties were threatened because the drains were not working properly at Sheley and N. Main St., which drain into Tank Creek. Because of this problem, it was necessary to engage the help of Mr. Rooter Plumbing to help alleviate the situation, along with our DPW crew.

A motion is requested to pay the attached invoice.

A roll call vote is needed.



Billing Address Village of Roscommon P.O. Box 236 Roscommon, MI 48653 USA P.O. Box 2004 Kalkaska, Mi. 49646 877-365-4516

Invoice 18220798 Invoice Date 8/9/2017 Completed Date Technicians Corey Smith Patrick Smith

> Customer PO Job Address Village of Roscommon 702 Lake St Roscommon, MI 48653 USA

Description of Work

Additional price per hour after first hour on site \$253.87. Total hours on site was 3.5. Hours. Jetted from creek towards town removed large amounts of sediment. Assisted city in vacuuming solids from catch basins.

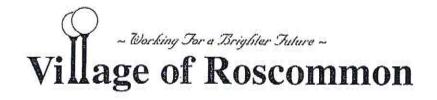
Corner of brooks and main south east manhole runs 13 feet and turns into an elbow on brooks street heading south. Could not camera any farther because solid buildup was preventing movement. Total cost for today's labor 1223.20. Invoicing bill

Jetting for the city	Description Additional hour after 2 hour minimum for main sewer or drains larger than 3"	Quantity Your Price 1.00 \$1,223.20			
of Roscommon	The state of the s	1.00 \$1,223.20	\$1,223.20		
		Sub-Total Tax	\$1,223.20 \$0.00		
		Total Due	\$1,223.20		
		Balance Du	e \$1,223.20		
	We know you have choices. Thank you for choosing Mr. Rooter Plumbing.				
be found to be nece	ice quoted prior to the start of work does not include any additional or unforesee				
corroded, unusable acknowledge that th Conditions.	ssary to complete repairs or replacements. I also agree to hold Mr. Rooter or its a or unreliable for completion of stated work to be done. I hereby authorize Mr. Ro- is invoice is due upon receipt. Independently owned and operated franchise. I agr	oter to perform propo-	rts deemed sed work and		
corroded, unusable	ssary to complete repairs or replacements. I also agree to hold Mr. Rooter or its a or unreliable for completion of stated work to be done. I hereby authorize Mr. Ro- is invoice is due upon receipt. Independently owned and operated franchise. I agr	oter to perform propo-	rts deemed sed work and		

Acceptance of work performed: I find the service and materials performed & installed have been completed in accordance with this agreement. I agree to pay reasonable attorney fees, collection fees and court costs in the event of legal action pursuant to collection of amount due \$1,223.20.

Credit Card Payment Aut	horization		Please pay	y total due amount. Thank you
Print Name below as it ap	ppears on credit card			
Payment Type	Credit Card #		EXP	cvc
Name on card		Signature	W-1-18	

Remit to: Mr. Rooter Plumbing of Traverse City P.O. Box 2004 Kalkaska, Mi. 49646 877-365-4516 Amount Due: \$1,223.20



VILLAGE MANAGER MEMORANDUM

TO:

PRESIDENT FISHEL AND THE VILLAGE COUNCIL

FROM:

JOHN ROSCZYK, VILLAGE MANAGER

SUBJECT: WADE-TRIM WWTP OPERATION CONTRACT

DATE:

8/14/2017

I am requesting the availability of support for our DPW through Wade-Trim.

I am requesting a motion to approve entry into this contract with Wade-Trim by the Village Manager.

A roll call vote is needed.



July 28, 2017

Village of Roscommon 702 Lake Street PO Box 236 Roscommon, Michigan 48653

Attn:

Mr. John Rosczyk, Manager

Re:

Operations Services Agreement

Dear Mr. Rosczyk:

Thank you for the opportunity to present our proposal to assist the Village with its Department of Public Works shortage of manpower. Based on our conversations with you, we feel a short-term plan can be developed quickly to assist your staff with on-going efforts and emergency on-call situations. We are confident our technician's assistance will meet and exceed your expectations.

Scope of Work

Wade Trim has direct, relevant experience operating and managing small municipality water and wastewater systems including distribution and collection as well as full Department of Public Works efforts and supervision. The Village of Roscommon's systems are no exception. We have initially prepared a six month short-term plan we believe will rectify the shortage of manpower you are experiencing. We propose Mr. Michael Stanaway to be our technician to assist in this effort. Mike lives very close to the Village and has proven experience working in the field.

Operational Assistance Cost

We are submitting this proposal to provide labor assistance only. Charges for technician assistance will be based on \$45.50/ hr. We anticipate approximately 20 hours per week will be needed to achieve your goals. Exceedance of 8 hours on any given day will be invoiced at 1.5 times this hourly rate. Emergency callouts will be invoiced at 1.5 times the hourly rate or \$68.25/hour with a minimum of 2 hours per emergency callout. Implementation of the short-term plan, if approved, will commence as soon as an agreement is executed.

Mileage charges for emergency callouts will be based on \$0.63/mile and will be calculated traveling from our Wade Trim office location in Gaylord. Total round trip equals 86 miles. Total cost for mileage will be \$54.18. Response time would be approximately 30 minutes or less. We anticipate emergency callouts will be minimal. Per our conversation, our technician would be on-call every third week to provide other employees some relief of their on-call duties.

Owner Responsibilities

- All large & small equipment needed to perform the maintenance activities requested.
- Supply all Personal Protective Equipment (PPE) as needed.

BUILDIN B RELATIONS HIPS ON A FOUNDATION OF



Village of Roscommon July 28, 2017 Page 2 of 2

We are enclosing two copies of our standard Agreement for your consideration. If it meets your understanding of the arrangement between us, please sign and date both copies and return one to us as your authorization to proceed.

Thank you for the opportunity to be of service to you. Should you have any questions regarding the project, please contact me directly at 616.293.8699.

Very truly yours,

Wade Trim Operations Services, Inc.

Ken Schaut

Senior Project Manager

KS:dj

AAA8130-17

PW\Client\R\Rcm\Proposals\Corresp\20170728OSAgreement

Enclosure

cc: Chris Johnson, Wade Trim Operations Services

Project File



OPERATIONS SERVICES, INC. AGREEMENT FOR SERVICES

THIS AGREEMENT, is made on this <u>28</u> day of <u>July</u>, 2017, between <u>Village of Roscommon</u>, located at <u>702 Lake St. PO Box 236, Roscommon Mi. 48653</u>, (hereinafter "OWNER") and WADE TRIM OPERATIONS SERVICES, Inc., a Michigan Corporation, located at 25251 Northline, P.O. Box 10, Taylor, Michigan 48180 (hereinafter "WADE TRIM").

SCOPE OF SERVICE:

- 1. WADE TRIM shall:
 - Provide those services for the facility as described in its letter proposal dated July 28, 2017, which is attached to this document and made a part of this AGREEMENT.

COMPENSATION:

- 1. WADE TRIM's compensation under this AGREEMENT shall be as follows:
 - a. All compensation to WADE TRIM is due upon receipt of WADE TRIM's invoice and payable within 15 days, OWNER shall pay interest at a rate of 1.5 percent per month (or the maximum legal rate) from date due until the date paid for late payments.
 - b. WADE TRIM's Requests for Payment, and any statements of account that WADE TRIM deems necessary to submit may be sent to OWNER either by United States Mail, Courier Delivery Service, or electronic transmission (including but not limited to facsimile transmission or electronic mail). The form of submittal shall be at WADE TRIM's discretion and shall be considered a valid submittal unless OWNER specifically directs WADE TRIM otherwise.

Both parties indicate their approval of this AGREEMENT, including all general provisions, by their signatures below.

WADE TRIM OPERATIONS SERVICES, INC.	OWNER	
By: Athanager Its: Senior Project Manager	By: Its:Village Manager	
Attest:	Attest:	

MISCELLANEOUS

- It is understood that the relationship of WADE TRIM to OWNER is that of an independent contractor.
- This AGREEMENT shall be governed by and interpreted in accordance with the laws of the State of Michigan.
- This AGREEMENT shall be binding upon the respective successors and assignees of each of the parties hereto. Neither party will assign this AGREEMENT without the prior written consent of the other party.
- 4. This AGREEMENT states the entire agreement between OWNER and WADE TRIM, supersedes all previous or contemporaneous representations and agreements (whether written or oral), and may be modified only in writing and signed by the parties. OWNER agrees that its remedies against WADE TRIM and its affiliates shall be limited to those expressly provided in this AGREEMENT. All releases, indemnities, and limitations on liability and remedies stated herein shall apply, regardless of whether the liability or remedies arise in contract, warranty, negligence, strict liability, or otherwise.

TERM

- The initial term of this AGREEMENT shall be five years commencing on the date shown on page one, unless modified by the parties under the scope of work.
- This AGREEMENT shall automatically renew for a subsequent like term unless canceled by either party by providing a minimum of 120 days notice to the other of the intent to cancel.

LIABILITY AND INSURANCE

- WADE TRIM agrees to defend, Indemnify, and hold OWNER harmless from liability for bodily injury, including death, and damage to tangible property claimed by third parties to the extent arising from WADE TRIM's negligence or willful misconduct in the conduct of activities assumed under this AGREEMENT.
- OWNER agrees to defend, Indemnify, and hold WADE TRIM harmless from any liability to the extent arising other than from WADE TRIM's negligence or willful misconduct; and regardless of whether caused in whole or in part by such willful misconduct or negligence.

3. WADE TRIM SHALL MAINTAIN:

- Statutory worker's compensation for all of WADE TRIM's employees at the FACILITY as required by law.
- Comprehensive general liability insurance for bodily injury and/or property damage with \$1,000,000 combined single limits, per occurrence and in the aggregate.

4. EACH PARTY:

a. Shall maintain adequate property insurance for its equipment and real and personal property including, but not limited to, extended coverage, and as to OWNER, to the full insurable value of property in which OWNER has an interest.

- b. Hereby waives and releases all subrogation rights as it or its insurers may now or in the future have against the other and its affiliates and their respective directors, officers, employees, and agents for any loss or damage resulting from any and all risks and losses, however and whenever arising, including, but not limited to, the losses and risks of fire or other extended coverage or extended perils, business interruption, transit damages or losses, vandalism, and malicious mischief and other risks.
- In no event shall the cumulative liability of WADE TRIM or its affiliates relating in any way to this AGREEMENT exceed \$50,000 in the aggregate.

FORCE MAJEURE

Neither party shall be liable for its failure to perform nor for delay in performance of its obligations hereunder (other than payment) when due to force majeure including but not limited to any event beyond its reasonable control including fire, flood, explosion, or other casualty loss, strikes, and labor disputes, accident, epidemic, acts, or omissions of government, or wrecks or delays in transportation of supplies, materials, and equipment.

ARBITRATION

- 1. All claims, counterclaims, disputes and other matters in question between the parties hereto arising out of or in any way relating this AGREEMENT or the breach thereof shall be decided by arbitration in accordance with the Construction Industry Arbitration Rules of the American Arbitration Association then obtaining, subject to the conditions and restrictions stated in paragraphs 2 and 3 below. This agreement so to arbitrate and any other consent or agreement to arbitrate entered into in accordance herewith as provided in this paragraph 1 shall be specifically enforceable under the prevailing arbitration law of any court having jurisdiction.
- 2. Notice of demand for arbitration must be filed with the other parties to this AGREEMENT and with the American Arbitration Association. The demand must be made within a reasonable time after the claim, dispute or other matter in question has arisen. In no event may the demand for arbitration be made after the expiration of one year from the date the cause of action accrued. The cause of action shall be deemed to have accrued at the time the party asserting the claim knew, or by reasonable exercise of due diligence, should have known of the existence of such claim. After the expiration of said one year, any claim between the parties hereto shall be barred.
- No arbitration arising out of, or related to this AGREEMENT may include, by consolidation, joinder or any other manner, any other person or entity who is not a party to this agreement.
- The award rendered by the arbitrators will be final, not subject to appeal and judgment may be entered on it on any court having jurisdiction thereof.

VILLAGE MANAGER MEMORANDUM

TO:

PRESIDENT FISHEL AND THE VILLAGE COUNCIL

FROM:

JOHN ROSCZYK, VILLAGE MANAGER

SUBJECT:

MML ANNUAL CONVENTION

DATE:

8-14-2017

The MML Annual Convention will be held in Holland, Michigan on Wednesday, September 13th through Friday, September 15th.

The following costs will apply to the convention:

- Registration for three days is \$449 per person, if registered by August 30th (after \$599 per person).
- Thursday only registration is \$300 per person.
- Lodging at host hotels varies from \$119 to \$159 per night, plus fees.
- · Many meals are not included in the registration fee.
- Some workshops and meals have additional fees, as noted on the registration form.
- Mileage reimbursement at \$53.5 per mile; approximately 400 miles round trip

There is currently \$2,640 left in the budget for Council travel and training for this year.

I will not be attending the convention this year, but if you are interested, please let me know as soon as possible. The convention agenda and breakout sessions are attached.

Convention Agenda-at-a-glance

Tues. Sept. 12, 2017

3:00 pm

Board of Trustees Meeting

6:30 pm

pm

Board of Trustees Dinner Reception

Wed. Sept. 13, 2017

8:30 am - 5:30

Registration Hours

9:00 am - Noon Convention Workshops

10:00 am – Noon

MME Executive Board Meeting

1:00 - 1:30 pm Delegate Check-in

1:30 - 2:30 pm Annual Business Meeting

2:45 - 5:00 pm General Session

- · President's Address
- The Impact of Federal Decisions on State and Local Government,
 Lisa Soronen, Executive Director, State and Local Legal Center
- · Community Excellence Award Presentations

5:15 - 6:15 pm Elected Officials Academy Board Meeting

6:00 - 7:30 pm Host City Reception

Thurs., Sept. 14, 2017

7:00 am - 5:00 pm	Registration Hours
7:30 – 8:30 am	Michigan Association of Mayors Breakfast and Annual Meeting
8:30 – 9:45 am	Breakout Sessions MBC-LEO Meeting
10:15 am – 12:15 pm	 General Session America in Bloom, Tony Ferrara, First Vice President, An Bloom Ethical Public Leadership, Scott Paine, Ph.D., Director, L Education, FLC University, Florida League of Cities
12:30 pm – 4:00 pm	Lunch & Mobile Workshops / Breakout Sessions / Meet Ups
6:00 – 8:00 pm	Foundation Reception
Fri., Sept. 15, 2017	
7:00 – 11:00 am	Registration Hours
7:45 – 8:45 am	Michigan Women in Municipal Government Breakfast
9:00 – 10:15 am	Breakout Sessions / Meet Ups
10:30 am – Noon	 Closing General Session The Legalization of Marijuana in Colorado: The Impact, (Clarke, Strategic Intelligence Unit Supervisor, Rocky Mo HIDTA Announce Community Excellence Awards "Race for the
Noon	Adjourn

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Breakout Sessions

During Convention, you will have the opportunity to choose from the list of topics shown below. Each session is designed to enhance your knowledge and provide you with ideas that you can take home and apply in your own community.

Thursday, September 14 8:30 – 9:45 am

2017 State of the Cities Addresses: Highlights and How-Tos

A growing number of mayors and village board chairs are delivering annual State of the City addresses in their communities. The speeches help improve transparency; connect local leaders with their constituents; highlight accomplishments; and share information on city/village priorities, plans, and challenges. The Michigan Municipal League recently prepared a report summarizing key themes and priorities presented in 2017 State of the City addresses given by Michigan mayors and other local leaders. In this session, you will hear some of the highlights from the League's State of the Cities report, and learn valuable tips and tricks of the trade for delivering an effective State of the City address in your community.

Speakers

Maureen Donker, Mayor, Midland; League Board of Trustee Shanna Draheim, Director, Policy Development, Michigan Municipal League

Developing a Community Energy Strategy

The City of Holland and Holland Board of Public Works have been proactive in tackling their region's energy future, leading a civic conversation that led to the innovative Holland Energy Fund and the Holland Community Energy Plan. They have twice been recognized by the Governor's Energy Excellence Awards. But Holland is not the only Michigan city reaping the benefits of a strategic approach to energy. Several nonprofits recently formed MI-CEP (Michigan Community Energy Partners) to share lessons and best practices among communities—small and large, urban and rural, those with municipal utilities, and those without. This session will teach attendees how to launch or revitalize their own community's energy strategy, how to use energy projects to meet broader community goals, and how to use the Michigan Green Communities Challenge to track and share progress.

Moderator

Luke Forrest, Director, Civic Innovations, Michigan Municipal League

Speakers

Rick Bunch, Executive Director, Southeast Michigan Regional Energy
Office Allison Harris, Director, Strategic Community Initiatives, EcoWorks
Anne Saliers, Community Energy Services Manager, Holland Board of Public Works

Illegal / Improper Municipal Expenditures

If your council or residents have ever questioned whether it is OK to spend public funds on an event (such as retirement parties, funerals, birthday cakes) or to support an individual or group (e.g. the

Boy Scouts, Red Cross, veterans' organizations), then you will want to attend this session. It will cover a municipality's power and authority to spend money, which may only be done for a valid public purpose.

Speaker

Eric D Williams, City Attorney, Big Rapids; MAMA Board of Directors

Keys to Successful Millage Proposals

In the past four years, the City of Sterling Heights has successfully passed two millage proposals: a public safety millage in 2013 branded "Safe Streets," and a 2016 recreation millage called "Recreating Recreation." In both cases, the City of Sterling Heights used a playbook of marketing, public information, public forums, and targeted outreach to citizens to help educate them on the proposals. In this session, Sterling Heights leaders will share how they ran both proposals and the successes and difficulties along the way.

Speakers

Melanie Davis, President & CEO, Sterling Heights Regional Chamber of Commerce and Industry Bridget Kozlowski, Community Relations Director, Sterling Heights Mark Vanderpool, City Manager, Sterling Heights

Legislative Update

The League's State and Federal Affairs team will discuss current issues and what's on the horizon for the Legislature this fall, including hot topics like our continuing efforts around municipal finance, infrastructure investments, and issues related to local control, along with how the budget proposal in D.C. could impact communities in Michigan.

Speakers

Chris Hackbarth, Director, State & Federal Affairs, Michigan Municipal League John LaMacchia, Assistant Director, State Affairs, Michigan Municipal League Jennifer Rigterink, Legislative Associate, Michigan Municipal League

Making Strong Towns: The On-the-Ground Experience

How are Michigan communities rethinking their infrastructure and development practices to improve their fiscal solvency, resiliency, and sense of place? Some have begun to apply the lessons of past Convention speaker Chuck Marohn, from the national organization Strong Towns. In this session, a panel of local representatives will share what they've learned—and what they're doing differently as a result.

Moderator

Richard Murphy, Program Coordinator, Civic Innovations, Michigan Municipal League

Speakers

Nancy DeBoer, Mayor, Holland Gary Howe, City Commissioner, Traverse City Kathleen Ling, Mayor, Mount Pleasant

Thursday, September 14 12:30 – 4:00 pm

America in Bloom: Connecting the Dots

As a follow-up to Thursday morning's general session, hear more about America in Bloom and the involvement of some of your Michigan counterparts. During this session, you will learn how to be engaged as a local leader, and hear more details on community and citizen engagement through America in Bloom.

Speakers

Maureen Donker, Mayor, Midland, League Board of Trustees Tony Ferrara, First Vice President, America in Bloom Linda Hart, Community Outreach Coordinator, Holland Area Visitors Bureau

Emergency Vehicle Operations

Operating a motor vehicle in response to an emergency presents unique challenges. In this session, you'll learn about exemptions in the law and the standard of care the operator must meet. Presenters will also discuss how the operation of emergency vehicles can impact governmental immunity and how to reduce the incidents of inappropriate operation or crashes. Police and public safety administrators will explain and demonstrate how they electronically monitor employees when operating motor vehicles, and how that audit process impacts decision-making.

Moderator

Thomas Wolff, Claims Manager, Risk Management Services, The League

Speakers

Audrey Forbush, Legal Advisor, Law Enforcement Action Forum; Plunkett
Cooney Elmer Hitt, Director of Police & Fire Services, Jackson
Gene King, Coordinator, Law Enforcement Action Forum; Loss Control Consultant, Michigan
Municipal League Liability and Property Pool
Don Mawer, Chief of Police, Frankenmuth
Geoff Smith, Director, Sturgis Department of Public Safety

Friday, September 15 9:00 – 10:15 am

The Gender Balance Challenge

While women represent over 50 percent of the state and local government workforce, they quickly drop off to less than 20 percent at the chief executive level. Why does this occur and why is it important for you, an elected official or city administrator, to address this issue?

Studies have shown that inclusive cultures with gender diversity in leadership positions achieve better overall organizational results. Still, even after more than 30 years, women are not proportionately represented in the upper ranks of city management. But, as long as cities are being run day-to-day, does the lack of women in upper management even matter? It sure does! The lack

of gender diversity in organizations can have a big price tag in lost productivity and financial success. Striving for more diversity can have a huge payoff for your organization. In addition, as communities strive to deal with changing demographics and ensure that the workforce at all levels reflects the communities being served, embracing diversity of all types—including gender—is essential for the future health of our cities.

Speakers

Pamela Antil, Assistant City Administrator, Santa Barbara, CA; President, League of Women in Government

Theodore Staton, City Manager, Upper Arlington, OH; Board Member, League of Women in Government

Getting Redevelopment Sites Moving

How do you get from "Redevelopment Ready" to developers taking on projects in your community? Staff from the Michigan Economic Development Corporation and Michigan Municipal League will discuss the support available from those organizations to kick-start projects, and local staff will present case studies of packaging their priority sites and getting developers under contract.

Moderator

Monica Galloway, Councilmember, Flint

Speakers

Richard Murphy, Program Coordinator, Civic Innovations, MML Joe Borgstrom, Principal, Place & Main Advisors Ryan Kilpatrick, Senior Community Assistance Specialist, MEDC

machineQ by Comcast, Internet of Things and Smart City Applications

machineQ is a cost-effective network solution enabling the Internet of Things. It's ideal for Smart City applications such as water metering, internal and external lighting, parking, and many other Smart City applications. Using LoRaWAN (long-range) technology, the machineQ network captures and disseminates data over a footprint spanning up to 30 miles—above ground, underground, and inside dense structures—while using very little power. That data is collected in real-time and can be used to create actionable intelligence that helps a city operate smarter...and they can do it at nearly a tenth of the cost it would take to move the same data over alternative networks.

machineQ was incubated out of Comcast's Strategic Development department in 2016. Strategic Development is tasked with ideating, incubating, and innovating for the future. After months of research and analysis on low power-wide area networks, Comcast chose to deploy LoRaWAN as their chosen connectivity form throughout the U.S. to address the need for the Internet of Things and Smart City applications. machineQ serves as Comcast's point of entry into the growing Enterprise IoT space.

Speakers

Jacob Murphy, Business Development Manager at machineQ, Comcast

Practicing Ethical Public Leadership

Building on the understandings developed in the Thursday morning session, this workshop will test our sense of an ethics of public service against real world scenarios from municipal leaders' lives. Don't come to learn the answers; come to learn how to find answers.

Speaker

Scott Paine, Ph.D., Director, Leadership Development & Education, FLC University, Florida League of Cities

Social Media: The Good, the Bad, and the Legalities

You've been told that to be successful in your role you need to have a presence on social media. You're likely on Facebook, but are you using it right? Is there a right way? What about Twitter, should you be on that? And what are the legal ramifications of it all? This session will explore the various social media platforms and the benefits and pitfalls.

Speakers

Matt Bach, Director of Communications, Michigan Municipal League Steve Baker, Councilmember, Berkley Steve Mann, Principal, Miller Canfield

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