

# REGULAR MEETING AGENDA February 12, 2018 - 6:30 p.m.

- 1. Call to Order, Roll Call of Council, Pledge of Allegiance and Invocation
- 2. Sheriff's Report
- 3. Approval of Consent Agenda:
  - Approve the minutes of the January 8, 2018 Regular Council Meeting
  - Approve the Bills to be Paid
  - Accept the Sheriff's Report for January, 2018
  - Accept the minutes of the December 18, 2017 DDA Meeting
  - Accept the DPW Report for January, 2018
  - Accept the Zoning Director's Report for January, 2018
- 4. Approval of Regular Agenda
- 5. Recess of Regular Business Meeting for Work Session
- 6. Open Work Session (work session is for information gathering only)

Topics: Blight

Solar Energy Lease in Industrial Park

Paperless/CivicClerkSoftware/Chrome Notebooks

Water Discoloration

- 7. End Work Session/Resume Business Meeting
- 8. Manager's Report:
  - Written Manager's Report
  - Mixed-Use Park Report
  - RRC Report Mark Walling
- 9. Public Acknowledgement on Agenda Items (Two minutes per speaker)
- 10. <u>Unfinished Business</u>:
  - Appointment of Building and Zoning Inspector
  - Vineyard Lawsuit
- 11. New Business
  - Reappointment of Village Positions Liquor Inspectors and RMRA
  - Consultant for Rezoning
  - Appointment of Street Administrator (transfer from Manager to DPW Director)
  - Accept Letter of Resignation from Village Treasurer
  - Appointment Process for New Treasurer
  - Temporary Assignment of Treasurer Duties and Compensation
  - Truck Bids (replace 2 DPW trucks)
  - DPW Carpet (replace carpeting in 2 offices)
  - DPW Intern (for summer)
  - Shelter for J.D. Tractor at Well No. 3
  - Proposal for Engineer for WWTP License
  - Village Website Proposals
  - Life Insurance/Dismemberment Coverage for Full-Time Employees
  - Posting of Manager's Position

- 12. Public Acknowledgement (Two minutes per speaker)
- 13. Council Comments
- 14. <u>Items for the Next Agenda</u>
- 15. Adjournment

#### **DRAFT MINUTES**

#### VILLAGE OF ROSCOMMON

Minutes of the January 8, 2018 Regular Council Meeting

President Fishel called the meeting to order at 7:03 PM. Members of the Council present: Dan Fishel, Mike Miller, Dan Scow, Heather Roemer, Brian Ludwig, Marc McKee and Jan Deloge. Others present: Manager John Rosczyk, Lance Cherven, Krista Tacey-Cater, Chris Fishell, Sue Jock, Connie Allen, Josh Burmester, Tony Medina and Cari Talarico. The Pledge of Allegiance was recited and an Invocation given by President Fishel.

#### SHERIFF'S REPORT

Sergeant Burmester gave the Sheriff Department's report.

#### **CONSENT AGENDA**

Moved by Ludwig, seconded by McKee, to approve the consent agenda. Ayes: McKee, Ludwig, Roemer, Miller, Scow, Deloge and Fishel. Nays: None. The motion carried.

#### **REGULAR AGENDA**

Moved by Scow, seconded by Deloge, to accept the Regular Agenda with the addition of Manager's Hiring Search under New Business. All in favor. Hearing no objections, the motion carried.

#### **OPEN WORK SESSION**

Work session opened at 7:12 PM.

Topics: Appointment of Village Treasurer, Insurance Benefits for Elected Officials, Parks and Recreation Committee

Work session closed at 7:59 PM.

#### MANAGER'S REPORT

Manager gave a report

#### PUBLIC COMMENT ON REGULAR AGENDA ITEMS

None

#### **UNFINISHED BUSINESS**

None

#### **NEW BUSINESS**

#### -Approval of 2018 Council Meeting Dates

Moved by Scow, seconded by Deloge, to approve the 2018 meeting dates. Ayes: Scow, Fishel, Deloge, McKee, Ludwig, Miller and Roemer. Nays: None. The motion carried.

#### -Approval of 2018 Village Employee Holiday Schedule

Moved by Scow, seconded by Miller, to approve the 2018 Holiday schedule. Ayes: Miller, Deloge, Scow, Ludwig, McKee, Roemer and Fishel. Nays: None. The motion carried.

#### -Appointment of DDA Members

Moved by Scow, seconded by Miller, to approve the following DDA appointments: Phil Weiler and Roy Spangler, with terms expiring 12/31/21. All in favor. Hearing no objections, the motion carried.

#### -Extension of Sawmill Lease

Moved by Scow, seconded by Deloge, to approve a one-year extension of lease between the Village and Sawmill Rural Business Center, from February 1, 2018 to December 31, 2019 by the Manager and the Sawmill Rural Business Center Director. Ayes: Deloge, Ludwig, Miller, McKee, Roemer and Scow. Nays: Fishel. The motion carried.

#### -Approval of Resolution for RRC Action Plan recommended by MEDC

Moved by Ludwig, seconded by Scow, to approve the Resolution of the RRC Action Plan recommended by the MEDC. Ayes: Scow, Fishel, Deloge, McKee, Ludwig, Miller and Roemer. Nays: None. The motion carried.

#### -Approval of Contract with Consultant to Develop Village Master Plan

Moved by Roemer, seconded by Scow, to table contract for master plan and zoning ordinance until February meeting. All in favor. Hearing no objections, the motion carried.

# -Approval of Contract with Consultant to Develop New Zoning Ordinance Tabled.

#### -Manager's Hiring Search

Moved by Miller, seconded by Scow, to advertise for the manager position as soon as possible, advertising not to exceed \$2,000. Ayes: Fishel, Roemer, McKee, Ludwig, Scow, Deloge and Miller. Nays: None. The motion carried.

#### PUBLIC ACKNOWLEDGEMENT

Comments heard from: Sue Jock.

#### **COUNCIL COMMENTS**

Comments made by President Fishel and Trustees Roemer, Scow and Miller.

#### ITEMS FOR THE NEXT AGENDA

Park and recreation issue, mixed use development plan, Two Rare Design building, paperless options, advertising policy for board members, blight ordinance, clerk and treasurer benefit policy.

#### <u>ADJOURNMENT</u>

Moved by Scow, seconded by Ludwig, to adjourn the meeting at 9:05 PM. All in favor. Hearing no objections, the motion carried.

Daniel G. Fishel Village President

Heather Roemer
Village Clerk (Acting)

# Sheriff's Report January, 2018

Village Patrol		Jan-1.8	هـــــ	
Mileage	=	435		
Hours	=	53		
Stops	=	30		
VW	=	28		
Citations	=	2		
Criminal	=	2	-	
Non Criminal	=	4		
Report Writing		3		
Accidents	=	0		
Arrests	=	1		
Allesis	_			
Contacts	=	96		
Prop. Check	<b>=</b> .5	59		

Activity Report to Village of Roscommon Village Patrol Paid Hours

Arrests OWI

#### Complaints

**D- Trespassing Complaint** 

P- OWI/Lake Street

D- Larceny from Motor Vehicle

D- Suicidal Subject, transported by EMS

D- Assault at Detention Center

P- Civil Issue

D= Dispatched P= Patrol Initiated

# Jan-18 Additional Village Activity

Hours

21

**Criminal Complaints** 

6

Non Criminal Complaints

8

**Traffic Stops** 

7

Verbal Warnings

7

Citations

3

**OWI Arrests** 

Other Arrests

4

Accidents

2

**Assist EMS** 

# Other Assignments

# Type of Complaints Handled

- P- Possession of Meth
- D- Prop Damage Accident- Sherwood/Pinecrest
- D- Suspicious Situation- Terrace Dr/ DTE Gas Checks
- D- Wellbeing Check
- D- Investigation- SO Lobby
- D- Overdose
- P- Assist Clare County
- D- Assault- Detention Center
- D- Prop Damage Accident- Fourth/Division
- D- Suspicious Situation- N Main St
- D- Harassment Complaint- Roscommon Motel
- D- Courthouse- Domestic Violence Complaint
- D- Suspicious Situation- N Second St

#### **Arrests**

Possession of Methamphetamine x3 Fugitive Arrest for Clare County

# ROSCOMMON DOWNTOWN DEVELOPMENT AUTHORITY BOARD MINUTES December 18, 2017

Members Present: O'Brien, Rosczyk, Anderson, Weiss, Alden, Wilkerson, Hodges, Legg, Walker

Excused: Schwalm, Jock

Absent: Weiler

Others Present: Mark Walling, Diane Love-Suvada, Dan Scow, and Lance Cherven

Motion by Andrea with support from Jim to accept the Secretary's report. All in favor, motion carried. Motion by Ron with support from Jim to approve the Treasurer's report. All in favor, motion carried.

(Thru 12/15/17)	Treasurer's Report			
Cash on Hand		\$305,295.32		
Interest 11/30/17		\$24.72		
		\$305,320.04		
Bills Approved Prior Month				
Ck #818 Dependable Electric-David Pflum		\$150.00		
Bills for Approval				
Ck #819 Flowers in the Village		\$1,150.39		
Ck #821 Consumers Energy		\$33.93		
Ck #822 Mark Walling		\$1,160.00		
Ck #823 GroGreen(1st Inst for Sidewalk clearing)		\$6,825.00		
Ck #824 Hometown Decorations		\$2,480.00		
Ck #825 AuSable River Center		\$300.00		
		<b>Ending Balance</b>	\$293,142.72	

#### **CORRESPONDENCE & PUBLIC COMMENT** - Nothing.

#### **COMMITTEE REPORTS**

Managers Report - John gave an update on the Village Budget, Blight, and committee appointments.

Façade Grant - McKee Storage to reapply.

Sidewalks and Streetscapes - Nothing new.

Website - Nothing new.

<u>Sawmill</u> – Diane Love-Suvada - Letter of interest from Two Rare Design to put a new building in Village.

Farm market- No agreement as yet.

#### **OLD BUSINESS**

Iron Bell Trail - No report.

#### Break at 8:30 for short program:

<u>Presentation by Mark Walling of RRC Program</u> – Mark explained RRC. Also present representing ZBA were June Karjalainen and Jon Suvada, representing the Planning Commission were Tim Legg, Bill Curnalia, and Bob Qualls, and representing the Village were Lance Cherven, Dawn Dodge, and John Rosczyk.

<u>Village Clock</u> – Lance will reset.

DDA Meeting resumed.

#### **NEW BUSINESS**

Rising Tide – Not selected for Round 2. Round 3 will be this summer.

<u>Sawmill Contract</u> - Previously approved at last month's meeting as part of the budget adoption at Nov. mtg. <u>DDA Board Members</u> – Motion to accept Phil Weiler, Roy Spangler, and Mike Walker to DDA Board positions

until 2021 – four year terms. They will be approved at Village meeting.

<u>Parking</u> – Discussion led by John and Mike regarding turning the property behind Village Hall (now owned by Mike) into a parking lot). There is a window of 45 days before he starts improvements.

#### FUTURE PROJECTS – Keep a running list so they are not forgotten

Trees at BC Pizza – May
Division Street trail – New item for 2020
AuSable Drugs Purchase
Garbage can advertising
Frontier building parking
Green's & Antiques – parking and open space/Downtown housing

Discussion about Brownfield clean-up in area of Green's Tavern and dance studio. Could possibly extend from Fifth-Lake St. intersection to Brooks St. Grant underwriting could be done by DDA, and then DDA could be the administrative agency in administering the Brownfield Grant. Could invite Julie Lowe to a meeting regarding this type of grant. Lonnie and Jim both spoke in favor of seeking Brownfield funding for re-development in downtown area.

#### **LIAISON REPORTS** – Nothing.

Meeting Adjourned at 9:41: Motion by Andrea. Support by Mike. All in favor.

Respectfully submitted,
John Rosczyk (substituting for Tammy)

# **DPW Report for January 2018 Council Meeting**

- ➤ All water testing results have come back perfect. This is always something we take great pride in. We are continuing to devise a plan to create better water quality as well.
- ➤ Due to our sewer sampler freezing up we have elected to suspend our discharge until spring. After a lot of hard work this past fall discharging we fortunately have plenty of room in the ponds to do this.
- ➤ Finished doing general maintenance to all of the trucks and equipment. (Thanks Gary)
- ➤ I have been spending a lot of time working with Fleis & Vandenbrink on the ICE Grant project to help keep things on track.
- ➤ We continue to need to be on a let run due to frost being very deep in the ground. I will advise when it is safe to turn the water off.
- ➤ I have been in contact with both Lear and DaVita Dialysis
  Clinic in efforts to establish a relationship to help better serve
  them as well as the Village. I have scheduled meetings with
  both of these facilities and will report back with my findings.
- Working to get Waste Water Treatment Plant operating permit renewed. We still have sometime but would like to get this handled early.

- ➤ We have been making some great changes to the chlorine levels which seem to be paying off with the taste of the water. Again with the flushing this spring and fall we will be making great strides in even better water quality. Please I ask that you advise our citizens that the water is safe and help explain we are working hard to improve it.
- ➤ We have been out monitoring our prone problem areas with the sewer system to ensure we do not have any backups.
- ➤ Had a few reports of frozen water lines. DPW did what we could to help and I am happy to report we currently have no frozen lines. (Fingers crossed stays that way)
- ➤ I have put together (with the help from Lacey) a job description for an Intern. I have attached that description. In short I would like to have an Intern come in that is going to school for GIS mapping. My goal for by the end of summer is to have all of our water valves, hydrants and curb stops located and mapped in GIS. This would be a huge step toward helping our operation.
- ➤ We have begun doing a lot of upgrades to the offices at the DPW plant. This is something that has been needed for a long time. Painting, cleaning, and hopes to replace the carpeting which is the original and really showing wear. (See attached estimate to replace carpet)
- Worked on getting bids to replace the two oldest pickups. I have attached all the bids and would recommend that we except all bids but will award in the best interest of the Village. I feel it is important to do this so that if low bid cannot follow through with bid we do not have to spend the time and money rebidding.

- ➤ I have attached a few pictures of what I would like to propose to purchase for the storage of the water tractor. I propose that we place it at our Well #3 site. Doing this will allow the tractor to be undercover as well as behind a locked gate in a well-lighted area.
- ➤ We still have two globe lights out near State St. I have done some checking and what I can tell it is a Consumers Energy problem. I have reached out to them and still waiting to hear back.
- As the weather begins to warm we will be back out doing tree trimming to help with safety areas as well as areas that have been causing problems for snow removal.

As always please feel free to contact me with any concerns any of you may have. We are working hard to continue to serve our wonderful community and grow as a TEAM.

Be a Fountain

Not a Drain

Thank You Kindly,

Lance Cherven

**DPW Director** 

702 Bake Street • P.O. Box 236 • Roscommon, Michigan 48653 Jelephone (989) 275-5743 • Jax (989) 275-5998

February 6, 2018

Building and Zoning report for the month of January 2018

01/09/2018: Completed the Census Report for the Village of Roscommon, talked with Matt [owner of restaurant that was damaged] about the need for a permit to repair, attended the staff meeting and met with the manager.

01/17/2018: Visit the nu-Craft building site. Met with the manager

01/24/2018: Visit the Lion's Den checking the progress, issued permit for minor repair to the restaurant that was

damaged by crash, met with the manager

01/31/2018: Final inspection for the restaurant, met with the manager.

Respectfully Submitted,

James R. Lefts

Temporary Building Inspector and Zoning Administrator

"This institution is an equal opportunity provider"

TDD (800) 649-3777

ROSCOMMON, MICHIGAN • INC. 1885

## VILLAGE MANAGER'S REPORT

February 12, 2018

- 1. **RRC:** I am happy to report that Mark Walling has returned from his Florida trip and has been hard at work this week on advancing our RRC endeavors. We have a working group that meets weekly which helps us to stay on task.
- 2. MIXED-USE PROPERTY: Thirteen people attended our public forum concerning The mixed-use park on Wednesday, February 7<sup>th</sup>. Discussion was led by surveyor-engineer, John May, and Larry Fox, managing partner of C2AE Engineering of Gaylord, who has consulted with us for several years concerning water-sewer service for this property. Dan Fishel is in the process of writing up meeting minutes which will be separately submitted to you. The Sharpes, of course, attended the meeting, and I believe significant progress was made on their request to purchase property in that site.

There are many other items on which there is progress. Some are either covered as action items in the agenda or will be discussed in our work session. Additionally, an exciting prospect is under review involving leasing approximately 25 acres in our Industrial Park to a firm producing solar generated electricity. There will be a short presentation on this at our meeting.

John



TO:

PRESIDENT FISHEL AND THE VILLAGE COUNCIL

FROM:

JOHN ROSCZYK, VILLAGE MANAGER

**SUBJECT:** 

APPOINTMENT OF BUILDING INSPECTOR AND ZONING

**ADMINISTRATOR** 

DATE:

2/12/2018

To date, we have had three applications submitted for Building Inspector and Zoning Administrator. The first one is from Jim Letts, our temporary inspector who has been holding this post since it was vacated and during the open posting period. The other applicants were a licensed builder in the West Branch area and a local resident working in a business office with no builder's license.

Neither of the last two applicants is qualified for the position. Jim Letts is clearly the best qualified candidate, and he has performed well for the past 2 ½ months. His resume is extensive and is available for your review upon request.

I recommend the appointment of Jim Letts at \$35 an hour for his services as zoning administrator. In addition, he will receive the fees for building permits for his building inspector duties. A motion is requested from Council to this effect.

A roll call vote is requested.

TO:

PRESIDENT FISHEL AND THE VILLAGE COUNCIL

FROM:

JOHN ROSCZYK, VILLAGE MANAGER

**SUBJECT: VINEYARD LAWSUIT** 

DATE:

2-12-2018

Our attorney, Bryan Graham, has already sent out the attached memo to Council regarding his opinion on the settlement of the Vineyard Lawsuit. He recommends a payment of \$1,000.00 to Mr. Vineyard as a compromise.

I am asking that Council pass the motion whereby Council accepts the offer by Robert Vineyard to resolve all outstanding issues between the parties in the case entitled Village of Roscommon v Robert Vineyard, Roscommon County Circuit Court, Case No. 15-722543-CE, by the payment of \$1,000.00 by the Village to Robert Vineyard and that the Village attorney is hereby authorized to sign and file all court pleadings necessary to implement this final settlement.

A roll call vote is necessary.

## YOUNG, GRAHAM & WENDLING, P.C.

Attorneys at Law 104 E. Forest Home Ave., P.O. Box 398 Bellaire, Michigan 49615 (231) 533-8635 Facsimile (231) 533-6225 www.upnorthlaw.com

Bryan E. Graham Peter R. Wendling Nicole E. Essad

Eugene W. Smith James G. Young, Of Counsel

#### MEMORANDUM

TO:

Roscommon Village Council

VIA EMAIL

FROM:

Bryan E. Graham

DATE:

January 26, 2018

**SUBJECT:** Vineyard lawsuit

As you know, the Circuit Court entered a Stipulated Judgment in the Robert Vineyard case on July 6, 2017. Paragraphs 8 and 9 of this judgment provide:

- 8. That Plaintiff. Village of Roscommon, agree to waive any and all outstanding water service fees and or charges related to the subject property.
- 9. That Plaintiff, Village of Roscommon, agrees to file and record with the Register of Deeds for Roscommon County all necessary Release of Liens in regard to any previous unpaid water bill that resulted in a lien or additional property taxes being placed upon the subject property as a result of a prior unpaid water bill.

Our law firm was not involved in this case at the time this judgment was entered. However, as the current village attorneys, we have an obligation to provide the village with legal advice concerning these judgment provisions. The language of these two provisions are unclear. Paragraph 8 deals with "outstanding" water service fees and/or charges. The provision, however, does not provide a date when any water service fees and/or charges became "outstanding." For example, did the water service fees and/or charges become outstanding on the date they became past due, or were the water service fees and/or charges outstanding only if those fees and/or charges were unpaid on July 6, 2017, the date the judgment was entered?

Under Michigan law delinquent water service fees and/or charges become a lien on the property and are added to the tax rolls for collection. During the settlement with the county treasurer in March of each year, the village is paid by the county for delinquent taxes, including the delinquent water service fees and/or charges that were added to

the tax roll. Paragraph 9 of the judgment requires the village to release the statutory liens that were created by the delinquent fees and/or charges due to being added to the tax roll.

Clearly, the delinquent water service fees and/or charges were added to the tax roll each year they were delinquent. In some of those past years Mr. Vineyard paid the county treasurer's office for the delinquent taxes, including the delinquent water service fees and/or charges.

Because Paragraph 9 of the judgment requires the village to release the statutory lien that resulted from "any previous unpaid water bill that resulted in a lien or additional property taxes," a question exists under the judgment language whether the village is required to reimburse Mr. Vineyard for payments he made previously to the county treasurer's office for those delinquent fees and/or charges.

On January 5, 2018 Michael T. Edwards, the attorney for Mr. Vineyard, sent the village a letter outlining what Mr. Edwards believes the village owes Mr. Vineyard under the judgement. By a copy of this memo, I am asking John to provide you with a copy of this letter and to have a copy of this letter available for your review at your February 12, 2018 council meeting.

As you will see from the letter, Mr. Edwards believes the total amount due Mr. Vineyard is \$1,876.00. After carefully reviewing this matter, including reviewing detailed documents from the county treasurer's office and detailed conversations with the county treasurer, I am satisfied the village does not owe Mr. Vineyard \$1,876.00. The village, however, does owe Mr. Vineyard for the inspections in the amount of \$455.00.

The uncertainty in this matter concerns how Judge Bennett will enforce Paragraphs 8 and 9 of the judgment. I would anticipate that the judge will enforce the judgment based on his understanding of the parties' intentions at the time the judgment was entered. However, because I was not involved in the case at that time, I am in no position to know how the judge perceived that intention.

Based on my review in this matter, it is my opinion that the worst-case scenario for the village would be that the village owes Mr. Vineyard \$1,550.55, which includes the \$455.00 for the inspections. I have spoken with Mr. Edwards concerning this matter, and he has informed me that Mr. Vineyard is willing to resolve this matter with a payment from the village of \$1,000.00. If this proposal is accepted by the village, then the litigation would be completely over.

Because of the uncertainty in the judgment language and the uncertainty concerning how Judge Bennett will enforce the judgment, it is my legal advice and recommendation to the village that it accept the offer to resolve this matter by the payment of \$1,000.00 to Mr. Vineyard.

If the village does not accept this resolution, then the next step would be a hearing in Circuit Court before Judge Bennett. Such a hearing would require our participation,

which will result in legal fees. I would estimate that the time necessary to prepare for the hearing and to appear in court for the hearing would cost the village in the range of \$500 – \$750 in legal fees. More significantly, however, the results of the hearing cannot be guaranteed in the village's favor. In other words, the village could be ordered to pay Mr. Vineyard the \$1,550.00 in addition to the legal fees.

I realize that this case has been an ongoing issue within the village. As the new village attorney, I have reviewed this matter "with a fresh set of eyes." While it is fair to say that I would have handled this matter differently, the fact remains that a judgment has been entered in the case. In my opinion the time has come to end this matter. It is also my opinion that the payment of \$1,000.00 to Mr. Vineyard is a fair compromise of the payment required.

Therefore, it is my advice and recommendation that the village council pass the following motion:

Motion by \_\_\_\_\_\_\_, seconded by \_\_\_\_\_\_\_, that the village council hereby accepts the offer by Robert Vineyard to resolve all outstanding issues between the parties in the case entitled *Village of Roscommon v Robert Vineyard*, Roscommon County Circuit Court, Case No. 15-722543-CE, by the payment of \$1,000.00 by the village to Robert Vineyard and that the village attorney is hereby authorized to sign and file all court pleadings necessary to implement this final settlement.

If there are questions concerning this matter, please do not hesitate to contact me. However, please be advised that I have another evening meeting currently scheduled on February 12, 2018. I can answer any questions prior to that time, if necessary.

**BEG** 

cc: John Rosczyk, Manager (via email)



TO:

PRESIDENT FISHEL AND THE VILLAGE COUNCIL

FROM:

JOHN ROSCZYK, VILLAGE MANAGER

**SUBJECT:** VILLAGE MANAGER APPOINTMENTS

DATE:

2/12/2018

The terms are up for the persons in the positions as indicated below. Each person so named is willing to accept reappointment to the position, and I respectfully request the immediate reappointment for the position and term as indicated below:

#### **RMRA**

Term ending February 28, 2021:

Karrie Williams

#### LIQUOR INSPECTOR

Term ending December 31, 2019:

**Bob Waterman** 

Dewey Barber (assistant)

A motion is requested to make the above appointments.

TO:

PRESIDENT FISHEL AND THE VILLAGE COUNCIL

FROM:

JOHN ROSCZYK, VILLAGE MANAGER

**SUBJECT: CONSULTANT FOR REZONING** 

DATE:

2/12/2018

The Northeast Michigan Council of Governments (NEMCOG) has submitted a proposal to work with the Village of Roscommon to create a new Zoning Ordinance. This proposal, necessary for Roscommon's new Master Plan, is attached to this memo. At this time, I am still working with MEDC about sharing the cost with us (they would pay ½ of the fee).

NEMCOG has proposed to complete their services (including zoning ordinance text/research, nine meetings, mileage, and administrative costs) for a fee of \$16,880, budgeted over two fiscal years. There would be an additional charge of \$450 for each added meeting (beyond nine).

I am requesting that Council table the request to pay for this proposal until there is definite confirmation from MEDC that they will pay for  $\ensuremath{\cancel{1}}$  of the fee.



# Northeast Michigan Council of Governments

80 Livingston Blvd Suite U-108 | PO Box 457 | Gaylord, MI 49734 | Voice: 989.705.3730 | Fax: 989.705.3729 | nemcog.org

# VILLAGE OF ROSCOMMON ZONING ORDINANCE Proposal

#### January 8, 2018

Per request, the Northeast Michigan Council of Governments (NEMCOG) is submitting a proposal to work with the Village of Roscommon to create a new Zoning Ordinance. Our agency has a long history of providing services to communities in the region. For over four decades, we have completed a wide range of planning efforts, including master plans, zoning, transportation planning, economic development, and water resource planning. The Zoning Ordinance will be created to comply with the best practices of the MEDC Redevelopment Ready (RRC) Communities Program.

#### **Preparation of Zoning Ordinance**

The Zoning Ordinance will address planning and zoning issues identified in the Roscommon Master Plan and will incorporate all recent state mandates on zoning matters. Regulations for new forms of development and innovative zoning techniques (such as form-based code, green infrastructure standards, and non-motorized transportation standards) will be researched and addressed. The resulting ordinance will be comprehensive and will employ graphics and tables as illustration.

General zoning ordinance topics to be reviewed and revised:

- Definitions and General Provisions
- Zoning district boundaries and schedule of regulations
- District Regulations & Land Use Matrix
- Site Plan Review and Special Uses
- Supplemental Site Development Standards
- Administration and Enforcement of the Zoning Ordinance
- Zoning Board of Appeals
- Amendments & Adoption

Regional Cooperation Since 1968

#### This proposal includes:

1. Comprehensive line-by-line review and revision of entire ordinance and map – NEMCOG will incorporate text for review by the Planning Commission.

Alcona ' Alpena ' Cheboygan ' Crawford ' Emmet ' Montmorency ' Oscoda ' Otsego ' Presque Isle

- 2. Nine (9) meetings with the Planning Commission to review and discuss draft articles.
- 3. Creation of diagrams throughout the ordinance depicting district regulations, design standards, and general standards.
- 4. Final ordinance pdf document will be made interactive by including:
  - a. links to other referenced sections of the ordinance;
  - b. links to referenced local, state and federal laws;
  - c. links to referenced websites;
  - d. links from the main Table of Contents;
  - e. links to each section from each Article's Table of Contents (contained on the first page of each separate article); and
  - f. links to each Article in a Table of Contents depicting the Article tabs at the bottom of each page.

## **Process of Zoning Ordinance Preparation**

- A. <u>Prepare Zoning Text</u>: NEMCOG will draft or revise zoning text (by Article) prior to each meeting and will transmit text in electronic format. The Village will be responsible for printing draft copies for the Planning Commission and other personnel.
- B. <u>Meetings:</u> At each meeting, NEMCOG staff will review draft chapters with Commission members. After the meeting, NEMCOG staff will make appropriate changes based on the discussion.

Meeting 1 – Introduction and Definitions

Meeting 3 – General Provisions part I

Meeting 3 – General Provisions part II

Meeting 4 – District Regulations

Meeting 6 – Site Plan Review/Special Uses

Meeting 7 – Supplemental Regulations

Meeting 8 – ZBA, Administration &

Amendments

Meeting 9 - Overview

- C. <u>Compile and Edit Zoning Ordinance</u>: NEMCOG will compile and edit the entire Zoning Ordinance document for review by the Planning Commission prior to the public hearing, and afterward will revise as needed before submittal to the Village Council.
- D. <u>Adoption Process</u>: NEMCOG will assist the Planning Commission with the adoption process including legally required transmittals and adoption notices.

#### **Products**

Regional Cooperation Since 1968

Digital draft copies of each article will be provided as they are completed. After the public hearing and ordinance adoption, 12 hard copies of the final approved Zoning Ordinance will be provided to the Village. In addition, a digital copy of the ordinance (including text, illustrations, and zoning map) will be provided to the Village in Microsoft Word and Adobe PDF

format to be filed and used for making additional copies and/or amendments. NEMCOG will provide one 24" x 36" color zoning map for display purposes at the Village offices.

# Services to be provided by the Village of Roscommon for Zoning Ordinance preparation

The Village of Roscommon will make available, free of charge, all existing information pertinent to the Zoning Ordinance. This will include maps, reports, any information concerning existing public services and facilities and other existing file material related to ordinance preparation. The Village will provide, if available, a Microsoft Word version of the current zoning ordinance in addition to the mapping files used to create the current zoning map. The Roscommon Village Council and Planning Commission also agree to provide input and guidance throughout the ordinance development process. Finally, the Planning Commission will lead efforts to identify community concerns or controversy at the earliest possible stage.

### Project Costs: \$16,880

NEMCOG proposes to complete the described professional services for a fee of \$16,880. Due to the length of this project, this total will be budgeted over two fiscal years.

	<u>Total</u>
Zoning Ordinance text/research	\$ 10,725
Meetings (9)	\$ 3,375
Mileage/Meeting Expenses	\$ 540
Administration, Project Set-Up, & other misc. expenses (printing, postage)	\$ 2,780
Project Total	\$16,880

Note: If the Village of Roscommon requests work activities outside this scope, there would be additional charges, based on time and materials expended by NEMCOG staff. The additional charges would be determined and agreed upon prior to NEMCOG proceeding with the expanded scope. If the Village of Roscommon requests travel by NEMCOG staff to additional Planning Commission meetings (beyond the nine meetings budgeted above), the additional charge will be \$450 per meeting.

Regional Cooperation Since 1968



TO:

PRESIDENT FISHEL AND THE VILLAGE COUNCIL

FROM:

JOHN ROSCZYK, VILLAGE MANAGER

SUBJECT:

APPOINTMENT OF STREET ADMINISTRATOR

DATE:

2-12-2018

The Village Manager has previously been appointed as Street Administrator (by former Village Councils), and I have served as such for over 2 ½ years. We are fortunate to have as our DPW Director someone who, in my opinion, is imminently qualified to be our Street Administrator through his former work experience with the Roscommon County Road Commission.

I request that Lance Cherven be appointed as our Street Administrator, effective immediately, and that notice of his appointment be given to MDOT, so that he may file our MDOT Streets Report later this month.

A roll called vote is necessary.



TO:

PRESIDENT FISHEL AND THE VILLAGE COUNCIL

FROM:

JOHN ROSCZYK, VILLAGE MANAGER

SUBJECT:

ACCEPT LETTER OF RESIGNATION FROM VILLAGE TREASURER

DATE:

2-12-2018

Our Village Treasurer, Michelle R. Linderman, has resigned her position as treasurer, effective January 17, 2018, due to selling her house and moving from the Village of Roscommon. Attached is a signed letter of resignation.

I request a motion from the Village Council to accept Michelle Linderman's resignation from the position of Roscommon Village Treasurer.

A roll called vote is not necessary.

January 17, 2018

Mr. John Rosczyk Village Manager Village of Roscommon PO Box 236/ 702 Lake St Roscommon, MI 48653

Dear Mr. Rosczyk,

I am writing to notify you that I am resigning from my position as Village Treasurer with the Village of Roscommon. My last day of employment will be January 17th.

I appreciate the opportunities I have been given during my time with the Village, as well as your professional guidance and support.

I wish you and the Village the best of success in the future.

If I can assist with the transition, please do let me know.

Very sincerely,

Michelle Linderman

Muhalle R. Linder Men

TO:

PRESIDENT FISHEL AND THE VILLAGE COUNCIL

FROM:

JOHN ROSCZYK, VILLAGE MANAGER

SUBJECT:

APPOINTMENT OF VILLAGE TREASURER

DATE:

2-12-2018

Our Village Treasurer's resignation presumably will be accepted by Council on Monday, February 12, 2018. This position is an elective office, and appointment of a successor treasurer is by nomination of a qualified individual and an affirmative vote of Council confirming the appointment.

Previously, you have received a letter from the Village Attorney addressing this matter. I have also researched the law, as well as discussing procedure the legal counsel for the MML. I have had conversations with the managers of Hillman and Kingsley, both villages, and with the current Kingsley Treasurer (for 15 years).

I am attaching, herewith, the Kingsley Ordinance which I like, along with excerpts of the Michigan law relating to appointment of the Village Treasurer, as opposed to election. Kingsley and Hillman both appoint their officers by their Council. In the case of Hillman, they have a combined clerk and treasurer position.

There is clearly a third option which is set forth under the Village Manager's section of MCL65.8, attached, which allows Council to transfer the power to appoint or remove an appointed official of the Village (see Section 4, as highlighted). It would appear that under this approach, Council would have to make the treasurer position appointive and then transfer the powers,

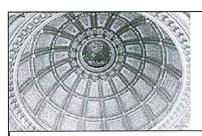
including the power of appointment, to the manager. In my discussion with our attorney, this form of appointment has not come up before. I do not know if any village has enacted an ordinance, thus far, transferring, in effect, the treasurer's powers to the village manager.

#### Our choices are as follows:

- 1. Advertise the position with the Village President making a nomination to the Council (the appointed treasurer would then have to run for election in November). Thus, this would be an elected position.
- 2. Enact an ordinance (very soon), making this position appointive and blending in additional administrative functions, similar to what Kingsley has done. Our attorney is in the process of submitting an opinion on this approach.
- 3. Enact an ordinance transferring the powers of appointment and/or assign the administrative duties of the treasurer to the village manager. It is my impression that our attorney does not recognize this as possible, although the law seems to be specific saying otherwise (per attachment). This third approach most certainly would require more research.

I request that Council consider making this position appointive, and in that event, adopt a motion requesting the drafting of an ordinance to that effect as to the position of Village Treasurer.

A roll call vote is necessary.



# MICHIGAN LEGISLATURE

Michigan Compiled Laws Complete Through PA 255 of 2017 House: Adjourned until Tuesday, January 23, 2018 6:00:00 PM Senate: Adjourned until Tuesday, January 23, 2018 10:00:00 AM

Why Register? New! Help Register Login Home



**NAVIGATE SECTIONS** 

Section 65.8

friendly link a Printer Friendly

#### THE GENERAL LAW VILLAGE ACT (EXCERPT) Act 3 of 1895

65.8 Village manager; term; employment contract; powers and duties; ordinance assigning responsibilities to manager.

Sec. 8.

- (1) The council may employ a village manager.
- (2) The manager shall serve at the pleasure of the council.
- (3) The council may enter into an employment contract with a village manager for a period extending beyond the terms of the members of council but not exceeding 6 years. An employment contract with a manager shall be in writing and shall specify the compensation to be paid to the manager, any procedure for changing compensation, any fringe benefits, and any other conditions of employment. The contract shall state that the manager serves at the pleasure of the council. The contract may provide for severance pay or other benefits in the event the employment of the manager is terminated at the pleasure of the council. Unless otherwise provided by ordinance adopted under subsection (4), the council may assign to the manager only those powers and duties not required by law to be assigned to or performed by another official of the village.
- (4) The council may adopt an ordinance assigning to the manager an administrative duty imposed by this act on the council; an administrative duty imposed by this act on the village president; the authority to appoint, remove, direct, or supervise any employee or appointed official of the village; or supervisory responsibility over the accounting, budgeting, personnel, purchasing, and related management functions imposed by this act on the village clerk and the village treasurer. The council shall provide in the ordinance that the assignment becomes effective 45 days after the date of adoption and that if a petition signed by not less than 10% of the registered electors of the village is filed with the village clerk within the 45-day period, the ordinance shall not become effective until after the ordinance is approved at an election held on the question. Notice of the delayed effect of the ordinance and the right of petition under this subsection shall be published separately at the same time, and in the same manner, as the ordinance is published pursuant to section 4 of chapter VI. The village clerk shall compare the signatures on the petitions to the signatures of those electors as they appear on the appropriate registration cards. If a petition bearing the

# MCL Chapter Index

- (a) Chapters 61 75
- Act 3 of 1895
- 3-1895-V
- Section 65.8

#### Legislature

Bills Appropriation Bills Calendars Committees Committee Bill Records Committee Meetings Concurrent Resolutions Initiatives/Alternative Measures Joint Resolutions Journals Legislators Public Act (Signed Bills) Resolutions Rules Session Schedules Search - Basic Search - Advanced

#### Laws

Basic MCL Search Advanced MCL Search Public Act MCL Search Michigan Constitution Chapter Index **Executive Orders Executive Reorgs** Historical Documents See the MCL Tables Often Reg Laws Req Outdated Acts

#### More

Archives **Email Notifications** Michigan Manuals

Print

# Kingsley, MI Code of Ordinances

# **CHAPTER 30: VILLAGE COUNCIL AND OFFICIALS**

#### Section

#### General Provisions

	0.001 ustee	Number of signatures required on a nominating petition for President or			
3	0.002	Terms of office for President and Trustees			
3	0.003	Delegation of Council functions			
3	0.004	Compensation of village officials			
Village Treasurer					
3	30.015	Office of Village Treasurer			
3	30.016	Appointment of Village Treasurer			
3	30.017	Term of office			
	30.018	Termination of appointment; removal			
	30.019	Residency requirements			
	30.020	Compensation			
	30.021	Duties and responsibilities			
	30.022	Effective date			
Village Clerk					
	30.035	Office of Village Clerk			
	30.036	Appointment of Village Clerk			
	30.037	Term of office			
	30.038	Termination of appointment; removal			
	30.039	Residency requirements			
	30.040	Compensation			
	30.041	Duties and responsibilities			
	30.042	Effective date			
		Village Manager			
	30.055	5 Creation of office			
	30.056	6 Appointment of Village Manager			

#### § 30.003 DELEGATION OF COUNCIL FUNCTIONS.

The Village Council may, from time to time as considered necessary, delegate the responsibility for the administration, oversight, and enforcement of this code and any other ordinances to any village officer, or employee, or committee.

(1992 Code, § 1.17)

#### § 30.004 COMPENSATION OF VILLAGE OFFICIALS.

- (A) The President and each Trustee shall receive compensation for the performance of these offices only as provided by ordinance, which shall specify the manner and method of compensation.
- (B) The President and Trustees shall receive no other compensation for service performed for and on behalf of the village during their term of office.
- (C) Except as otherwise provided by law, other village officers shall receive the compensation as may be prescribed by the Council.

(1992 Code, § 1.18)

#### VILLAGE TREASURER

#### § 30.015 OFFICE OF VILLAGE TREASURER.

- (A) The position of Village Treasurer is hereby designated an appointed position under the General Village Law Charter, being Public Act 3 of 1895, Ch. 2, § 1, being M.C.L.A. § 62.1, as amended.
- (B) The statutory duties of the Treasurer, which are incorporated in §§ 30.015et seq. by reference, are found in Public Act 3 of 1895, Ch. IV, §§ 9 to 12, being M.C.L.A. § 64.9 to 64.11, as amended, the same constituting the Charter for the Village of Kingsley.

(Ord. 18-2001-R, passed 11-5-2001)

## § 30.016 APPOINTMENT OF VILLAGE TREASURER.

The Village Treasurer shall be appointed by the Village Council after nomination of the individual by the Village Council President.

(Ord. 18-2001-R, passed 11-5-2001)

### § 30.017 TERM OF OFFICE.

- (A) The Village Treasurer shall be appointed for an indefinite term of office and shall serve at the pleasure of the Council.
- (B) At all times during the term of office, the Treasurer shall not be in default to the village (as defined in Public Act 3 of 1895, Ch. 2, § 7, being M.C.L.A. § 62.7) and shall give and maintain any bond or security required for the performance of his or her office as required by Public Act 3 of 1895, being M.C.L.A. § 61.1 to 75.12.

(C) The Treasurer shall, within 30 days after receiving notice of his or her appointment to the position of Village Treasurer, take the oath of office prescribed by the Constitution of the state and file the oath according to statute.

(Ord. 18-2001-R, passed 11-5-2001)

# § 30.018 TERMINATION OF APPOINTMENT; REMOVAL.

- (A) As set forth in §§ 30.015et seq., the Treasurer's term being for an indefinite period and the individual serving "at will" at the pleasure of the Village Council, the appointment of the Treasurer may be terminated at any time when the Village President, acting with the approval of the Village Council, deems the same to be in the best interest of the public.
- (B) In addition, the Treasurer may be suspended for neglect of duty by the Village President and may be, with the approval of the Village Council, removed when the Council and the President deem the same to be in the best interest of the public.
- (C) (1) In the event of suspension or removal by the Village President and not termination by full action by the Village Council, the Treasurer shall be entitled to a "due process" hearing before the Village Council as a whole, in accordance with procedures established for hearings relating to appointed officials.
- (2) The action of the Village Council, as a whole, in removing the Village Treasurer or upholding the suspension shall be deemed final.

(Ord. 18-2001-R, passed 11-5-2001)

# § 30.019 RESIDENCY REQUIREMENTS.

The Village Treasurer need not be a resident of the village but, in accordance with the terms and provisions of §§ 30.015et seq. and the statute, must not be "in default" to the village and must take the constitutional oath of office and give and maintain the bond or security as may be required by statute.

(Ord. 18-2001-R, passed 11-5-2001)

# § 30.020 COMPENSATION.

- (A) (1) The Village Treasurer shall receive the compensation as the Council shall determine on an annual basis, with the amount to be fixed by resolution.
- (2) The compensation shall not be decreased, as to the monetary amount to be received for the full performance of duties during the year the resolution is in effect.
- (3) The compensation may be increased or decreased on an annual basis at the time the Village Council establishes compensation by resolution.
- (B) In the event the Village Treasurer is removed from office during the time period in which the resolution is in effect, he or she shall be paid for all work performed to the time of removal and, in addition thereto, shall receive the equivalent of 60-days additional pay as "termination/removal compensation" and shall have no other or further monetary claim against the village arising out of his or her appointment as Village Treasurer.

(Ord. 18-2001-R, passed 11-5-2001)

# § 30.021 DUTIES AND RESPONSIBILITIES.

- (A) The Village Treasurer shall have the following duties as described in Public Act 3 of 1895, Ch. 4, being M.C.L.A. § 64.1 to 64.21, being the Village Charter:
- (1) Has custody of and receives all village money, bonds, mortgages, notes, leases, and evidence of value;
  - (2) Keeps an account of all receipts and expenditures;
- (3) Collects and keeps an account of all taxes and money appropriations, keeping a separate account of each fund;
  - (4) Performs duties relating to levying taxes; and
  - (5) Makes periodic reports to the Clerk and Council as required by law.
- (B) (1) In addition to those statutory duties and responsibilities as set forth in Public Act 3 of 1895, being M.C.L.A. § 61.1 to 75.12, the Council may establish further duties and responsibilities for the Village Treasurer as may be from time to time set forth by Council.
- (2) The statutory duties and responsibilities may be supplemented by those duties and responsibilities created by the Village Council by resolution or as set forth in any "job description" created and approved by Council.

(Ord. 18-2001-R, passed 11-5-2001)

#### § 30.022 EFFECTIVE DATE.

- (A) Sections 30.015 et seq. shall be effective 45 days after adoption, and shall be applicable not earlier than the first term for which the nomination deadline is at least 30 days after the effective date of §§ 30.015et seq. or when the office is vacated, whichever event first occurs.
- (B) Pursuant to Public Act 3 of 1895, being M.C.L.A. § 61.1 to 75.12, as amended by Public Act 255 of 1998, being M.C.L.A. § 61.1 to 75.12, §§ 30.015et seq. shall take effect 45 days after the date of adoption unless a petition signed by not less than 10% of the registered electors of the village is filed with the Village Clerk within the 45-day period. If such a petition is filed, the effective date of §§ 30.015et seq. shall be delayed until it is approved after an election held on the question.

(Ord. 18-2001-R, passed 11-5-2001)

#### VILLAGE CLERK

#### § 30.035 OFFICE OF VILLAGE CLERK.

- (A) The position of Village Clerk is hereby designated an appointed position under the General Village Law Charter, being Public Act 3 of 1895, Ch. 2, § 1, being M.C.L.A. § 62.1, as amended.
- (B) The statutory duties of the Clerk, which are incorporated in §§ 30.035et seq. by reference, are found in Public Act 3 of 1895, Ch. IV, §§ 5 to 8, being M.C.L.A. § 64.5 to 64.8, as amended, the same constituting the Charter for the Village of Kingsley.

(Ord. 17-2001-R, passed 11-5-2001)



Village Manager < manager@roscommonvillage.com >

# Treasurer position and GLV workshop

2 messages

Bill Mathewson <wmathewson@mml.org>

Thu. Jan 18, 2018 at 4:25 PM

To: "manager@roscommonvillage.com" <manager@roscommonvillage.com> Cc: Kim Cekola <kcekola@mml.org>, Mary Charles <mcharles@mml.org>

John, it was good to speak with you. As I mentioned, the GLV Handbook (page 19) does indicate that the treasurer duties can be transferred to the mgr by ordinance. The Handbook also has a sample ordinance to change from elected to appointed. And for all the reasons you indicated, it sounds like that would be advisable in Roscommon – especially since the elected treasurer has resigned. Kim and Mary can give you additional details re supporting information about both the transfer of duties to the mgr (and perhaps a sample ordinance) and adopting the ordinance to change to an appointed position. They can also give information to you regarding the GLV training that I believe is coming up fairly soon.

Hope this helps.

William C. Mathewson General Counsel wmathewson@mml.org Ph: (734) 669-6305 Fax: (734) 662-8083 1675 Green Road, Ann Arbor MI 48105 www.mml.org









The Michigan Municipal League's Legal Affairs Division provides legal education and information, primarily as a general service to MML members. The information provided here does not establish an attorney client relationship. Additionally,

the information provided should not be interpreted or used as a substitute for a legal opinion from retained legal counsel. Before making legal decisions, municipal officials should consult with their retained counsel or other qualified counsel.

Mary Charles <mcharles@mml.org>

Fri, Jan 19, 2018 at 10:10 AM

To: Bill Mathewson <wmathewson@mml.org>, "manager@roscommonvillage.com" <manager@roscommonvillage.com> Cc: Kim Cekola <kcekola@mml.org>

John, the sample ordinances Bill was referring to are on the website at http://www.mml.org/ resources/sample docs/ordinances/glv ordinances.htm. You will note that the ordinances to make the treasurer's (and clerk's) position appointed rather than elected require a 2/3 majority of council and a 45 day waiting period to allow for the filing of a petition for referendum on the matter. Assuming no petition is filed, the ordinance goes into effect when the post becomes vacant - either at the next election or if there is a resignation.

The assignment of duties from treasurer to the manager are usually a part of the ordinance establishing the manager position. If memory serves me right, Roscommon has adopted such an ordinance. You may need to amend that.

And of course as I'm sure Bill said, this is going to be a conversation you will want to have with the village attorney.

And last but not least, here is a list of the GLV Training Sessions. You can register at

January 27, Saturday, Lansing, 9am - noon February 1, Thursday, Lexington, 6pm - 9pm February 7, Wednesday, Lawrence, 9am - noon

You can register by clicking on the selecte date at http://www.mml.org/events/calendar.htm.

Please let me know if you need anything else.

Mary

Mary Charles League Inquiry Service Consultant Ph: 734-669-6322 I Fax: 734-662-8083 1675 Green Road, Ann Arbor MI 48105 www.mml.org

The information contained in this email is provided solely for general informational purposes and should not be interpreted as legal advice. The League encourages municipal officials to consult with their legal counsel on questions of law.

From: Bill Mathewson

Sent: Thursday, January 18, 2018 4:25:40 PM To: manager@roscommonvillage.com

Cc: Kim Cekola; Mary Charles

Subject: Treasurer position and GLV workshop

AN ORDINANCE to provide for the appointment of the (Name of Village) village treasurer. The Village of (Name of Village) ordains:

#### Section 1. Establishment of office

As authorized by section 1(3), chapter II of the 1895 PA 3, as amended, the village treasurer shall be chosen by nomination by the village president and appointment by a majority vote of the village council.

#### Section 2. Term of office

The term of office of the village treasurer shall be two years from the second Monday of March of each even-numbered year and until a successor is appointed. The person first appointed as village treasurer under this ordinance shall have an initial term of office commencing as of the date such person takes and subscribes the oath of office and files it with the village clerk, together with the filing of any bond required by law. The initial term of office shall commence not earlier than the second Monday of March (insert year of election).

#### Section 3. Effective date

This ordinance shall take effect 45 days after the date of its adoption, unless a petition signed by not less than ten percent of the registered electors of the village is filed with the village clerk or village office within such 45 days.

If a petition is filed within such period of time, this ordinance shall then take effect only upon its approval at the next general village or special village election held on the question of whether the ordinance shall be approved. Notice of the delayed effect of this ordinance and the right of petition under this section shall be published separately at the same time and in the same manner as the ordinance or a notice of the ordinance is published in a local newspaper of general circulation.

#### Section 4. Adoption

This ordinance shall be adopted by an affirmative vote of at least two-thirds of the members of the village council.

#### Section 5. Publication

The village clerk shall cert	fy to the adoption of t	nis ordinance and cause th	ne same to be published	as required by law.
------------------------------	-------------------------	----------------------------	-------------------------	---------------------

Yeas:		
Nays:		
Ordinance declared adopted		
Village Clerk		

[If the ordinance is passed, notice of the delayed effect of the ordinance and the right of petition must be published separately at the same time and in the same manner as the ordinance is published. Below is a sample of such a notice.]

#### Sample of published notice of adoption of the ordinance

Notice to the electors of the Village of (Name of Village): Take notice that Village Ordinance No. \_\_\_\_\_ which provides for the appointment of the village treasurer was adopted pursuant to 1895 PA 3 as amended on (date of adoption) and will take effect 45 days after the date of adoption unless a petition signed by not less than ten percent of the registered electors of the village is filed with the village clerk within the 45-day period in which case the ordinance will take effect upon the approval of an election held on the question.]



TO:

PRESIDENT FISHEL AND THE VILLAGE COUNCIL

FROM:

JOHN ROSCZYK, VILLAGE MANAGER

SUBJECT:

TEMPORARY ASSIGNMENT OF TREASURER DUTIES AND COMP.

DATE:

2-12-2018

I am still working on this action item of the agenda, and I cannot make a recommendation as of this date (Thursday). If I can get answers before the meeting, I will email Council.



TO:

PRESIDENT FISHEL AND THE VILLAGE COUNCIL

FROM:

JOHN ROSCZYK, VILLAGE MANAGER

SUBJECT:

ACCEPTANCE OF BIDS FOR DPW TRUCKS

DATE:

2-12-2018

Lance Cherven, our DPW Director, has received two separate bids to consider in replacing two older DPW trucks.

The bids are attached, and it is Lance's recommendation that all bids be accepted, with the contract awarded to the vendor that serves the best interest of the Village. He will be present to answer any questions you may have.

A motion is requested to accept all bids for replacement of the two older DPW trucks, with the contract awarded to the vendor that serves the best interest of the Village.



#### Ford · Lincoln

117 Lake Street • Roscommon, MI 48653 989-275-8922 • Fax 989-275-4643

January 22, 2018

Village of Roscommon

702 Lake St.

Roscommon Mi 48653

2018 Ford F150 Regular Cab Truck 4x2 (equipment attached) \$22,040.00

2018 Ford F350 Super Cab Truck 4x2 (equipment attached) \$37,831.00

2018 Ford F350 Regular Cab Truck 4x2 (equipment attached) \$35,895.00

The above pricing is based on ordering the trucks through Ford Fleet. Any questions, feel free to give me a call.

Sincerely

Scott P. McCarthy

General Manager

#### VEHICLE PURCHASE / LEASE AGREEMENT

Deal No.

Don Nester Chevrolet 424 E Federal Hwy Roscommon, Mi 48653 (989)275-5105 http://www.nesterchevy.com/  VEHICLE SOLD		Purchaser Village of Roscommon DPW			Nicknam	Nickname	
		Ga Purcharer			Nesknam	Neskuame	
		Address 702 Lete Ct					
		702 Lake St.			Zip		
		Roscommon Res. Phone		Bus Phone	MI	48653	
NEW V USED PEP DEMO SPECIAL EVENT DRIVER E	DUG.			203 7 7637			
2018 Make Chevrolet Model 1500 WT LONG B	SOX	Daver License			Detudate		
Stack No. V°N		Co-Duzer Compse	AND		Co-Buthdate		
Body Style Odometer Not Actual Exceeds Mecha	anical	Plate No.	Evp Coun	ly	Co-Code	Wit:Fee Cat	
GMO GMS GMJ RETAIL SUPPL	.gp	Insurance Address			Moste Expe	Yen Code	
e-Val		Insurance Co		Palicy	No		
TRADE-IN		las, Agent		Agent	Phone No.		
Not Actual Exceeds Mens	san ca	MSRP of Vehicle				\$32,130.00	
Ways Model		Purchase Price of Vi	ehicle			\$25,730.00	
Ecdy Sty ?		Other Taxable Char	ges (DOC Fee, Et	=)		233.00	
Octor Phone No.							
Address		TOTAL TAXABLE PR	ICE			-	
Payoff Cosed Through Contact Person \$0.00		Sales Tar	and the second s				
Account No. ACV	\$0.00	Tie	are error and error deads a first an angelier i near second the films the effects a				
PROGRAMS		Carrie New	Franster	newal			
gw Purmire Autoromica #		aupa ka	l will be	×:		\$0.00	
Programe Ampliet		Tax	Credit		( -		
Program # Amount		TOTAL DELIVERED	PRIGE			\$25,963.0	
Segretar # Amount	***************************************	Repate(s)					
Dragram # Amount		Reputers)			and the state of t	a para dia finisi a refer, desem di per, sualificazi anciento comi discarra chemica.	
Gir Care Auth, in Ami NO		Cash on Deposit			ar ann an Aireann an A	and the second s	
Lense Leyalty Authorization # 10		Case Ove on Delve:	Y				
		Tisgo Allowance		\$0.0	0		
		Less Less		\$0.0			
		TOTAL DOWNPAYN	ENT				
		UNPAID BALANCE	TO FINANCE				
		Purchaser Signature			Date	01/26/201	
		ShiPurchaser Stony	Kite		Dave	01/26/201	
		Den'er Accountmen	1 -		Cate	01/26/201	
		Sample Ed Kr	21100	The Control of the Co	Sales #		
		1 / saki	ause		West of the second seco		

#### VEHICLE PURCHASE / LEASE AGREEMENT

Deal No.

Don Nester Chevrolet	Purchaser Village of Roscommon DPW	Nickname	
424 E Federal Hwy Roscommon, Mi 48653	Св. Рикопосен	Niskname	
(989)275-5105 http://www.nesterchevy.com/	Address 702 Lake St.		
VEHICLE SOLD		State Zip MI 48653	
NEW JUSED PEP DEMO SPECIAL EVEN DRIVER EDUC	Res Phone Bus Phone	10000	
	Daver Userse	Buthdate	
2018 Chevrolet 3500 WT REG CAIS	Co-Draw License	Co-Birthdate	
		Co-Goes Wulfee Ca	
Beey Style  Utility Boy  Diameter Net Actus'  Exercise Meanwhich		Me to Spe Ven Code	
amo GVI GVI RETAL SUPPLER	Jasurance Address		
E.Va		y Na	
TRADE-IN	las, Agerit Age	it Phene No	
NOVE TRADE PURCHASE Odomater Not Adula!  Exceeds Meshanical	MSRP of Vehicle	\$36,150.00	
Vec Make Made	Purchase Price of Vehicle	\$29,750.00	
Eray Sty + V V	Other Taxable Charges (DOC Fee, Etc)	233.00	
Celor Phone No.	Utility Box	9553.00	
Address	TOTAL TAXABLE PRICE		
Solved Solved Through Centact Person			
AC7 \$0.00	Sales Tax		
PROGRAMS			
		\$0.00	
3M Pagenson Authorization #	GUPP	1 / :	
Progress # Amount	Tax Credit	\$39,536.00	
Program P Amount	TOTAL DELIVERED PRICE	1 5.59.0.00.00	
	•	+07/00010	
Position # Amount	Brogress)	70,7000.00	
Program # Amount Program # Amount	Readers)  Residens	707/0000	
Program # Amount	Assate is		
Program # Amount  GM Card Auth # Am NO	Residence Cash on Deposit		
Program # Amount  GM Cand Auth # Amn NO	Cash Que on Delivery	00	
Program # Amount  GM Card Auth # Am NO	Reside to  Sash on Degosia  Cash Due on Delivery  Trage Allowance \$0.0  Less Lien \$0.0	00	
Program # Amount  GM Cand Auth # Amn NO	Residence  Cash Que on Delivery  Trade Allowance \$0.0  Less Lieft \$0.0	00	
Program # Amount  GM Card Auth # Am NO	Reside to  Sash on Degosia  Cash Due on Delivery  Trage Allowance \$0.0  Less Lien \$0.0	00 00 00	
Program # Amount  GM Card Auth # NO	Residence  Cash Due on Delivery  Trage Allowance \$0.0  Less Lein \$0.0  TOTAL DOWNPAYMENT  UNPAID BALANCE TO FINANCE	00 00 00 01/26/2018	
Program # Amount  GM Card Auth # NO	Trade Allowance \$0.0  Less Len \$0.0  TOTAL DOWNPAYMENT  DNPAID BALANCE TO FINANCE  Plindinger Signature	Date 01/26/2018	
Program # Amount  GM Card Auth # NO	Cash Que on Delivery  Trade Allowance \$0.0  Less Len \$0.0  TOTAL DOWNPAYMENT  DNPAID BALANCE TO FINANCE  Plusinger Signature  Constructionser Signature	Date 01/26/2018	

TO:

PRESIDENT FISHEL AND THE VILLAGE COUNCIL

FROM:

JOHN ROSCZYK, VILLAGE MANAGER

SUBJECT:

REPLACEMENT CARPET FOR DPW OFFICES

DATE:

2-12-2018

Lance Cherven, our DPW Director, has received a bid from Northern Flooring and Design Center in Prudenville for replacing the carpet in two rooms of DPW Offices. The proposal is attached.

A motion is requested to accept the bid of \$1,223.08 from Northern Flooring and Design Center to replace the carpet in two rooms of the DPW Offices.

# NORTHERN FLOORING AND DESIGN CENTER 441. W. WEST BRANCH RD PRUDENVILLE, MI 48651 989 366-0515---FAX 989 366-1525 northernflooringdesign@hotmail.com

LANCE CHERVEN 989 390 5933 RE; DPW BUILDING

#### PROPOSAL

CARPET IN TWO ROOMS 2 SELECTIONS	
ATLAS charcoal COLOR @\$12.99 YD.	\$507.38
TRANSITIONS	\$24.00
ADHESIVE	\$150.00
SHIPPING;	\$78.00
SUB TOTAL	\$903.38
TAX;	\$54.20
LABOR TO INSTALL CARPET	\$253.50
RIP OUT OLD FLOORING	\$156.00
TOTAL	\$1,223.08

THANK YOU

NORTHERN FLOORING AND DESIGN CENTER TERMS; ½ DOWN UPON ORDER MATERIAL BALANCE DUE UPON COMPLETION OF INSTALLATION. NO RETURNS ON SPECIAL ORDER MATERIAL. RESTOCKING FEE APPLIES TO ALL STOCK MATERIAL RETURNED IN UNOPENED PACKAGES WITHIN 3 DAYS OF PURCHASE.

TO:

PRESIDENT FISHEL AND THE VILLAGE COUNCIL

FROM:

JOHN ROSCZYK, VILLAGE MANAGER

SUBJECT:

DPW SUMMER INTERN

DATE:

2-12-2018

Lance Cherven, our DPW Director, has suggested that we hire a summer intern to work approximately from May 30<sup>th</sup> through September 25<sup>th</sup>. This would allow our DPW to accomplish more work during our busy summer season, as well as providing an intern with good work experience.

Wages will be determined based on qualifications and experience but are expected to be somewhere in the \$12 to \$14/hour range for 40 hours a week. The cost will be under \$10,000 and can be taken out of several different DPW budget categories. Attached this memo is an employment form designating terms and duties of the proposed internship.

A motion is requested to advertise for and hire a summer intern to work for the DPW from approximately May 30<sup>th</sup> through September 25<sup>th</sup>, with total wages not to exceed \$10,000.



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

Jelephone (989) 275–5743 • Fax (989) 275–5998

www.roscommonoillage.com

# SEASONAL EMPLOYMENT G.I.S. INTERNSHIP Department of Public Works

#### **SUMMARY OF DUTIES:**

Provide an opportunity for a student to work and learn about civil engineering, construction, and geographic information systems in a real-world environment. Student would be an asset to staff while doing basic work under supervision, while gaining valuable onthe-job experience. Perform other duties as assigned.

#### **DUTIES AND RESPONSIBILITIES:**

Field data collection, measuring, mapping, drafting, data conversion, and data manipulation for the purpose of updating the Village's GIS and CAD maps of Village's utilities and infrastructure.

Use of Village's GPS Unit to obtain field data for updating in using field measurements

Downloading field information onto the Village GIS server for further processing.

Digital drafting utility and infrastructure features using ESRI ArcView software.

Other duties would be performed as assigned.

#### KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:

Must have a strong working knowledge of computers, basic engineering and/or surveying principles and some working knowledge of ArcGIS software.

Construction experience would be considered valuable.

Additionally, students should have the ability to read construction plans, survey drawings and perform basic engineering calculations such as determining drainage areas, flow volumes, pipe capacities, etc.

#### PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT:

There is frequent need to walk, stand, lift up to and over fifty (50) pounds and perform other similar actions during the course of the workday. There will be times work is performed near traffic and heavy construction equipment, in inclement weather, and there is need to utilize and wear proper safety gear and equipment. Among other physical requirements, this position requires intermittent walking through dense vegetation and negotiating a variety of terrain while carrying tools and instrumentation to perform measurements as required.

#### MINIMUM QUALIFICATIONS:

High school diploma, minimum of two (2) years of college-level courses completed toward an Engineering or GIS related degree, and a valid driver's license. Qualified applicants must pass a background check, reference check and medical physical. The Village of Roscommon promotes a drug/alcohol free work environment through the use of mandatory pre-employment drug testing.

#### Compensation:

Duration: May 30, 2018 to September 25, 2018

Hours per week: 7:00 A.M. to 3:30 P.M. Monday-Friday

Wage: To be determined based on qualifications & experience

Intern positions have no standard employee benefits

"This institution is an equal opportunity provider"
TDD (800) 649-3777



TO:

PRESIDENT FISHEL AND THE VILLAGE COUNCIL

FROM:

JOHN ROSCZYK, VILLAGE MANAGER

SUBJECT:

SHELTER FOR JOHN DEERE TRACTOR

DATE:

2-12-2018

Lance Cherven, our DPW Director, and I are proposing the purchase of a shelter for our John Deere Tractor and watering tank used for watering the flowers in the Village each summer. A likely place to put the storage facility would be at Well No. 3 at the corner of First and Brooks Streets. Fencing is already in place.

A budget of \$3,000 could cover the cost of the storage facility. Attached are pictures of a possible shelter.

A motion is requested to allow the purchase of a storage shelter for our John Deere Tractor and watering tank at a cost of no more than \$3,000.



Village Manager < manager@roscommonvillage.com>

#### **January DPW Report**

2 messages

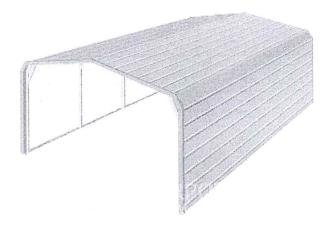
Lance Cherven < lance@roscommonvillage.com>

Wed, Jan 31, 2018 at 3:25 PM

To: John Rosczyk <manager@roscommonvillage.com>, Lacey Wilkerson <lacey@roscommonvillage.com>, Mike Stanaway <dpwspecialist@roscommonvillage.com>, Gary Boyle <dpwtechnician@roscommonvillage.com>, Dawn Dodge <dawn@roscommonvillage.com>

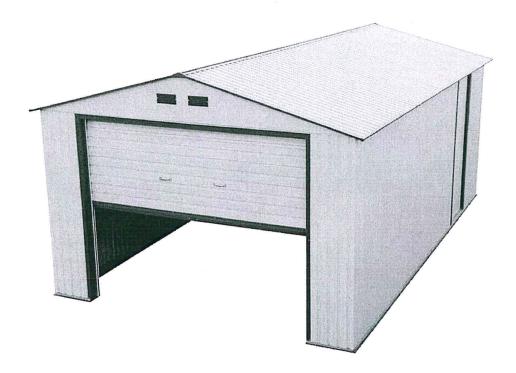
Please see the attached January DPW report and supporting documents.

TOLL FREE: 877-275-7048 And More.com



<sup>©</sup> Copyright CarPortsAndMore.com





Lance Cherven Village of Roscommon DPW Director (989) 275-8222

#### 5 attachments

DPW CARPET.docx

TO:

PRESIDENT FISHEL AND THE VILLAGE COUNCIL

FROM:

JOHN ROSCZYK, VILLAGE MANAGER

SUBJECT:

PROPOSAL FOR ENGINEER FOR WWTP LICENSE RENEWAL

DATE:

2-12-2018

Our Wastewater Treatment Plant NPDES Permit will expire this year. A new permit renewal application must be submitted to the MDEQ by April 4, 2018. Fleis & VandenBrink Engineering, Inc. has proposed to complete the permit application, including the necessary attachments and diagrams, for a fee of no more than \$3,800. Please see the attached proposal for a more complete description.

A motion is requested to accept the proposal of Fleis & VandenBrink Engineering, Inc. to complete the WWTP License Renewal and submit it to the MDEQ by April 4, 2018 for the amount of no more than \$3,800.



February 6, 2018

Mr. John Rosczyk, Village Manager Village of Roscommon 702 Lake Street Roscommon, MI 48653

RE: Wastewater Treatment Plant NPDES Permit Renewal Application

Dear Mr. Rosczyk:

As requested, we have prepared a scope of work and budget for professional services related to the renewal of the Village of Roscommon's National Pollutant Discharge Elimination System (NPDES) permit. We understand that the Village's current permit expires on October 1, 2018, and that the permit renewal application must be submitted to the Michigan Department of Environmental Quality (MDEQ) by April 4, 2018.

Fleis & VandenBrink Engineering, Inc. (F&V) proposes to complete the permit application, including necessary attachments and diagrams, for a not-to-exceed fee of \$3,800, including reimbursable expenses. This budget assumes that F&V will assist in the collection of necessary background information, working closely with Village staff. This budget also assumes that the NPDES permit fees will be paid by the Village and does not include any sampling or laboratory analysis work, or follow up negotiations with MDEQ. If it is determined that these services are needed, we will provide a proposal at that time.

Authorization to proceed with this work under our existing Professional Services Agreement can be given by returning a copy of this proposal signed where indicated below. We look forward to working with the Village on this important assignment. Please contact us with any questions.

Sincerely,

FLEIS & VANDENBRINK

Robert W. Wilcap

Robert W. Wilcox, PE Project Manager John DeVol, PE Traverse City Manager

## AUTHORIZATION TO PROCEED WITH NPDES PERMIT RENEWAL APPLICATION

Fleis & VandenBrink is authorized to proceed with this work and is authorized under the existing agreement with F&V to provide Professional Engineering services to the Village dated March 17, 2017.

John Rosczyk, Village Manager

Date



TO:

PRESIDENT FISHEL AND THE VILLAGE COUNCIL

FROM:

JOHN ROSCZYK, VILLAGE MANAGER

SUBJECT:

VILLAGE WEBSITE PROPOSALS

DATE:

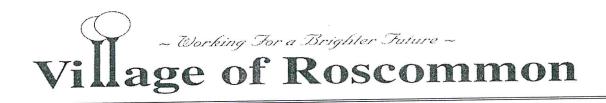
2-12-2018

Our Administrative Aide, Lacey Wilkerson, has obtained for us two proposals to select from for a new website. These proposals, Revize and Civic Plus, have been sent to you separately at an earlier date.

It is our recommendation that the Revise Proposal, including the App, be accepted, and that the service agreement also be approved.

Lacey will be available to answer questions at the meeting.

A motion is requested to accept the Revise Website Proposal, the special App, and the service agreement.



TO:

PRESIDENT FISHEL AND THE VILLAGE COUNCIL

FROM:

JOHN ROSCZYK, VILLAGE MANAGER

SUBJECT:

LIFE INSURANCE/DISMEMBERMENT COVERAGE FOR EMPLOYEES

DATE:

2-12-2018

We are required to provide life and accidental death and dismemberment insurance coverage for our full time employees. Our current insurance is terminating its coverage in March. We have two proposals for group coverage. We are waiting for a third proposal from a local insurance agency; however, they cannot provide us with group coverage—only individual policies. Although I have no quote to go on, I do believe that individual policies for each full time employee will be higher than a group policy.

I recommend that a selection be made from one of the companies that have submitted a bid. I am sending you by separate cover the bids received thus far.

A motion is requested to accept the bid from one of the proposals received for life and accidental death and dismemberment insurance coverage for full time employees of the Village of Roscommon.



TO:

PRESIDENT FISHEL AND THE VILLAGE COUNCIL

FROM:

JOHN ROSCZYK, VILLAGE MANAGER

SUBJECT:

POSTING OF MANAGER'S POSITION

DATE:

2-12-2018

Per Council's directive at the September Council Meeting, the Village of Roscommon will begin the process of selecting a new Village Manager in March, 2018. To begin this process, it will be necessary to review the Manager's Job Summary, the ad to go in area papers, and the information to be posted on the MML website. Attached is the information used during the 2015 selection process.

I recommend that the Council appoint a committee to oversee the above matters, so that the process of selecting a new Village Manager may begin in the month of March.

#### VILLAGE OF ROSCOMMON JOB SUMMARY

TITLE:	Village Manager DDA Liaison	JOB CODE: OSHA CATEGORY:	
REPORTS TO: APPROVED:	Village Council	FLSA: PAY GRADE: DATE APPROVED:	

This description is intended to describe the general nature and level of work being performed by people assigned to this classification. This is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. Further, this description is not intended to limit or in any way modify the right of any supervisor to assign, direct and control the work of employees under his/her supervision. The position must demonstrate competencies for the following use group:

Job Summary:

The Village Manager is the Chief Administrative Officer and is responsible for the efficient administration of all affairs, supervision over all departments and public property as established in Ordinance No. 63, and shall act as the Downtown Development Authority (DDA) Liaison.

#### MINIMUM LEVEL OF EDUCATION REQUIRED:

Bachelor's degree in Public Administration or related field such as Business Administration, Political Science, or Urban Planning/Management.

A minimum of two years direct experience in management is required. Must be able to read, write legibly, speak English clearly, and be computer literate in word processing and spreadsheet programs. Grant writing experience is desired.

#### INTERPERSONAL SKILLS:

Advanced level of interpersonal skills is required in order to provide in depth employee relations, negotiate agreements on behalf of the organization and represent the Village and the DDA positively in every encounter. Able to articulate and demonstrate commitment to the Philosophy, Values and Mission of the Village of Roscommon.

#### **DECISION MAKING AND IMPACT:**

Work is performed in accordance with identified expectations and annual goals. Decisions are based on professional standards, policies, federal/state law, or regulatory agencies. Decisions influence the operations of the Village and the DDA as a whole.

#### ANALITICAL ABILITY:

Significant analytical ability is required by the job, typically involving the application of multiple policies, conceptual data, and the necessity to consider intangible elements. Preparing and analyzing financial reports, contracts, proposals, laws, are examples. Dealing with complex psychosocial problems or solving difficult administrative problems are routine tasks.

#### LEVEL OF CONCENTRATION AND PHYSICAL EFFORT:

Job requires the ability to pay close attention to detail and concentrate.

Must be able to balance, bend, climb, crawl, crouch, kneel, reach, sitting, squat, stand, twist and walk 100% of the time. Must be able to hear speech, distinguish sounds and speak. Must have near vision, far vision, depth perception and be able to distinguish colors. Must be able to lift objects weighing 20 to 50 pounds.

#### WELFARE OF OTHERS:

Maintain safe working environment for self, other employees, visitors and in accordance with applicable standards and procedures relevant to the position's job duties.

#### RESPONSIBILITY FOR MATERIALS AND EQUIPMENT:

Responsible for large quantities of supplies and equipment.

#### WORK OF OTHERS:

Responsible for assigning, supervising, instructing, and evaluating the work of others.

#### WORKING CONDITIONS:

Occasionally exposed to all weather conditions.

Must be able to work while being exposed to infectious disease, dust, noise, fumes/vapors, sharp instruments/tools, hazardous liquids and operating machinery.

### POSITION ACCOUNTABILITIES (Specific to Job Title)

- Prepares report for and attends all meetings of the Village Council. Attends meetings of local and state organizations to further the interests of the organization. Prepares documents and accurate records.
- Develops, implements, and evaluates personnel management policies and procedures including salary administration program. Interviews, hires, and fires according to policies and federal/state laws. Performs annual performance appraisals of all employees before budget preparation/proposal and makes recommendations.
- 3. Supervises all departments as specified in ordinance including accounting; budgeting, purchasing, and related management functions of the Village Clerk and Village Treasurer.
- 4. Prepare and administer the budget. Presents quarterly progress reports to the Council.
- 5. Act as the purchasing agent for the Village. Seeks bids, quotes, and provides analysis for Council decision making. Seeks methods to reduce cost.
- 6. Prepares and maintains policy and procedure manual defining the duties and functions of the officers and Departments of the Village, including procedures on daily operational issues.
- Investigates all complaints concerning the Village and examines all documents related to Village property or activities.
- 8. Writes grants for Village benefit, administers all grant programs.
- 9. Prepares an annual strategic plan, and presents to the Village Council for approval in conjunction with annual budget.
- Conducts Planning and Zoning meetings at least quarterly.
- Accountable for Village of Roscommon's compliance with all state and federal regulations Including operations at water and wastewater treatment plan.
- 12. Act as liaison for DDA Board and Village Council. This includes reporting to each entity and promoting two way communications between boards. It includes working with both entities for the greater good of the community.

- 13. Actively pursue grants for infrastructure and economic development and redevelopment. This would include the grant writing and administration of the grants.
- 14. Participate and provide leadership with the DDA, Chamber of Commerce and EDC or any other agencies or organizations interested in economic growth in the Village and greater area. This would include attending meetings and sharing of information and actively participating in the endeavors that affect the Village.
- 15. Coordinate efforts, resources & planning between the DDA, Village Council and other related organizations such as the Roscommon Metropolitan Recreation Authority (RMRA). Considering the limited resources we have in the community, it is important to eliminate the duplication of effort and to promote a good working relationship and harmony between all groups.
- 16. Be visible in the community. This would include participating in community events whenever possible.
- 17. Downtown growth and economic development: The DDA Liaison should work with all agencies and individuals interested in attracting businesses to the community and promote economic growth. This is a coordinated effort promoting a good working relationship with all entities.
- 18. Assist the DDA Board in the long term strategic plans and annual budget for the downtown ensuring that they are consistent and work within the same for the overall Village.
- 19. The DDA Liaison should have education and/or experience in one or more of the following areas architecture, historic preservation, economics, finance, public relations, design, journalism, planning, business administration, public administration, retailing, volunteer or nonprofit administration and/or small business development. The program manager must be sensitive to design and preservation issues. The manager must understand the issues confronting downtown business people, property owners, public agencies and community organizations. The manager must be entrepreneurial, energetic, imaginative, well organized and capable of functioning effectively in an independent situation. Excellent verbal and written communication skills are essential.

# VILLAGE OF ROSCOMMON Village Manager/DDA Liaison

The Village of Roscommon is accepting applications for a Village Manager/DDA Liaison. The manager must have experience with financial management, accounting, grant writing, planning, public administration, employee relations and be able to take direction from the President and six-member Council. The Village has water, sewer, streets, parks, an industrial park and four full time employees. The manager must be able to wear many hats, be visible and active in the community, have good people skills, be open to ideas of others and have a demonstrated work ethic. The manager will act as a liaison for the DDA board and Village Council, and be an active part in the DDA. The salary range is \$50,000 - \$65,000 DOQ. The Manager's ordinance and job description is available online at <a href="https://www.roscommonvillage.com">www.roscommonvillage.com</a> or at Village Hall. Mail resumes and references to Village of Roscommon, PO Box 236, Roscommon, MI 48653, no later than March 6th, 2015. The Village of Roscommon is an equal opportunity employer.



Thank you for submitting a classified ad with the Michigan Municipal League. The details of your ad, as well as estimated costs are below:

#### **Billing Information:**

Name: Dawn Dodge Title: Village Clerk

Municipality/Company: Village of Roscommon

Address: PO Box 236 City: Roscommon State: Michigan Zip: 48653

Phone: 9892755743

#### **Estimated Ad Cost Per 4 Weeks:**

Ads running beyond 4 weeks are billed at twice the rate of a 4 week ad.

Character Count: 1038

Member Rate: 103.80 + 0 files x \$10 ea = \$ 103.8 Non-Member Rate: 207.60 + 0 files x \$15 ea = \$ 207.6

#### Ad to be Posted:

Ad Heading: Village Manager/DDA Director

Employer: Village of Roscommon

Compensation: \$50,000-\$65,000 DOQ

Start Immediately?: Yes OR Begin on this date:

End Date: Feb-27-2015

Posted Closing Date: March 6, 2015

To Apply: Mail resumes and references by March 6, 2015 to Village of Roscommon, PO Box 236, Roscommon, MI 48653. The Village of Roscommon is an equal opportunity employer.

Ad Content: The Village of Roscommon is accepting applications for a Village Manager/DDA Director. The manager must have experience with financial management, accounting, grant writing, planning, public administration, employee relations and be able to take direction from the President and sixmember Council. The Village has water, sewer, streets, parks, an industrial park and four full time employees. The manager must be able to wear many hats, be visible and active in the community, have good people skills, be open to ideas of others and have a demonstrated work ethic. Manager will act as liaison for the DDA board and Village Council and be an active participant in the DDA. The salary range is \$50,000-\$65,000 depending on qualifications. The Manager's ordinance and job description is available online at www.roscommonvillage.com or at Village Hall.

#### **Payment**

Ads are invoiced by the Michigan Municipal League the month following the submission.

#### Need to make changes or cancel this ad?

To make any changes or cancel this classified ad, please contact Mohamed Nuh at <a href="mmuh@mml.org">mnuh@mml.org</a>, or phone <a href="mailto:734-662-3246">734-662-3246</a>.