



~ Working For a Brighter Future ~

Village of Roscommon

Regular Meeting Agenda

August 13, 2018 – 7:00 P.M.

1. Call to order, Roll Call of Council, Pledge of Allegiance and Invocation
2. Approval of Consent Agenda: Miller
 - Approval of minutes of the July 9th, Regular Council Meeting
 - Approval of minutes of the July 19th Work Session Meeting
 - Approval of minutes of the July 16th, DDA Board Meeting
 - Approval of DPW Director's Report
 - Approve the Bills to be paid
 - Accept the Sheriff's Report for July, 2018
 - Accept the Building & Zoning Report for July, 2018
3. Approval of Regular Agenda Miller
4. Manager's Report Alden
5. ICE Project Update Cherven
6. Public Acknowledgement on Agenda Items (Two minutes per speaker)
7. Unfinished Business
 - Bryan Graham, Village Attorney, Ordinance Change Alden
 - Manager's Evaluation Criteria Scow, Roemer, & Ruddy
 - Council Representation on Committees; (Planning Commission, Zoning Board of Appeals, Parks and Recreation & Cemetery) Alden
 - Purchase of Vacuum Truck Cherven
8. New Business
 - Cameras for Wallace Park Quote Alden
 - Budget Amendment/Adjustment Dodge
 - Contribution to the Sawmill Alden
 - Industrial Park Purchase Agreement Alden
 - Sidewalk Bid Cherven
 - Treasurer & Clerk Compensation Alden
 - Village Hall Hours of Operation Alden
9. Discussion Items
 - Building/Zoning Inspector Wages McKee
10. Public Acknowledgement (Two minutes per speaker)
11. Council Comments
12. Items for the Next Agenda
13. Adjournment

VILLAGE OF ROSCOMMON
Minutes of the July 9, 2018 Regular Council Meeting

President Miller called the meeting to order at 7:00 PM. Members of the Council present: Mike Miller, Dan Scow, Heather Roemer, Brian Ludwig, Marc McKee and Jan Deloge. Others present: Manager Ron Alden, Clerk Dawn Dodge, Lance Cherven, Mark Walling, Krista Tacey-Cater, Chris Fishell, Tony Medina, Diane Lippert and Cecilia Scow. The Pledge of Allegiance was recited and an Invocation given by President Miller.

CONSENT AGENDA

Moved by Ludwig, seconded by Roemer, to approve the consent agenda, including bills to be paid in the amount of \$107,924.13. Ayes: Miller, Scow, Roemer, Ludwig and Deloge. Nays: None. Absent: McKee. The motion carried.

REGULAR AGENDA

Moved by Ludwig, seconded by Scow, to approve the regular agenda. All in favor. Hearing no objections, the motion carried.

MANAGER'S REPORT

Manager Alden submitted a written report and also acknowledged and congratulated Gary Boyle for passing his water exams.

-Jonah Schutte gave the Sheriff Department's report.

The Manager also covered the following: RRC Townhall meeting, sidewalk maintenance, Village purchase of property, Iron Belle trail meeting, Dumpster at the compost site, RRC training, 4th of July parade.

ICE PROJECT UPDATE

Lance Cherven gave an update on the street projects and an offer from the City of Grayling to sell us their vactor truck.

PUBLIC COMMENT ON REGULAR AGENDA ITEMS

Comments heard from Dan Fishel.

UNFINISHED BUSINESS

-Appointment of New Council Member

Moved by Scow, seconded by Deloge, to appoint Maureen Ruddy to fill the vacant council position. Ayes: Scow, Deloge, Ludwig, Miller and Roemer. Nays: None. Absent: McKee. The motion carried.

-Bryan Graham, Village Attorney Suggested Procedure

Work session scheduled for July 19 at 6 PM.

-Manager's Evaluation Criteria

Samples given.

NEW BUSINESS

-Second Quarter Budget Review

The Revenue and Expenditure report was provided.

-Budget Adjustment

After discussion with Lance Cherven, the budget adjustment was unnecessary.

Moved by Ludwig, seconded by Roemer, to approve the following budget amendments from

Fund Balance: Increase 101-265-957.000 \$1,300, increase 101-265-977.000 \$1,000. Ayes:

Miller, Scow, Roemer, Ludwig and Deloge. Nays: None. Absent: McKee. The motion carried.

-Council Representation on Committees

There was discussion on which committees may need members.

PUBLIC ACKNOWLEDGEMENT

Comments heard from: Bev Luther, Mark Walling and Bev Luther.

COUNCIL COMMENTS

Comments heard from Roemer, Ludwig, Deloge, Scow and Miller.

ITEMS FOR THE NEXT AGENDA

Manager review, ICE grant update, clerk/treasurer position, security camera quote, vector truck purchase, paving approved on Terrace and George.

ADJOURNMENT

Moved by Deloge, seconded by Roemer, to adjourn the meeting at 8:25 PM. All in favor.

Hearing no objections, the motion carried.

Michael Miller
Village President

Dawn M. Dodge
Village Clerk

ROSCOMMON DOWNTOWN DEVELOPMENT AUTHORITY
BOARD MINUTES
July 16, 2018

Members Present: Tammy Schwalm, Doug Hodges, Jim Anderson, Sue Jock, Cecilia Scow, Ron Alden, Mike Walker, Roy Spangler
Excused: Tom O'Brien, Andrea Weiss
Absent: Tim Legg, Phil Weiler, Lonnie Wilkerson
Others Present: Diane Love-Suvada, Kaylee Mondrella, Mark Walling, Dan Scow, Brenda Batchelder, Jason and Jessie Sharpe.

Motion by Tammy Schwalm with support from Cecil Scow to accept the Secretary's report. All in favor, motion carried. Motion by Sue Jock with support from Doug Hodges to approve the Treasurer's report. All in favor motion carried.

(Thru 7/13/18)	Treasurer's report	
Cash on Hand		\$260,649.83
Interest 6/30/18		\$22.03
		\$260,671.86
Bills Approved Prior Month		
Ck #1026 AuSable River Center		\$300.00
Ck #1028 Kirtland Warbler Festival		\$750.00
Bills for Approval		
Ck #1027 Village of Roscommon(Billboard & RCRC)		\$968.34
Ck #1029 Marcie Dankert-Farm Market(6-23-18 to 7-14-18)		\$404.74
	Ending Bal	\$258,248.78

CORRESPONDENCE & PUBLIC COMMENT – None

COMMITTEE REPORTS

Managers Report - The ICE grant project should start this week and the anticipated completion time is the end of October. There is a new announcement board in the lobby of the Village and is available to anyone that wants to advertise an event on it. The sidewalk project is in progress. Iron Bell trail is getting input on the sections of the proposed trail routes and then they will be going back and putting a price on it, once they present a price grants can be applied for. Higgins Township is going to go in with the Village to put a dumpster and a trailer for a couple months at the composite site to provide residents an opportunity to put items in their yard that they have no place to dispose of. Welcome sign by Chemical and Rite-Aid has a dead shrub. Ron will contact Gregg Fluegel to get some pricing to replace and maintain it. We Received a check for \$5,000 for the grant for the billboard. Ron is researching quotes for cameras at Wallace Park.

Façade Grant – A new request from Gallagher's apartments. Concerns are the project has been started which would dis-qualify them and is the project commercial or residential. Application was turned in last Monday. Additional questions the property is not on the main street, used as residential and the project has already started. Table until the façade committee meets on the application. Sharpe's presented an application to remove the vinyl siding and the canopy. Motion to approve the projection pending the committee recommending approval. Motion by Mike Walker second by Roy Spangler. All in favor, motion passed.

Sidewalks and Streetscapes – Spring banners, Andrea Weiss has been in contact with Marci Dankert to look at new banners for the market.

Website – Phase one of the Village website is in process.

Sawmill – Diane Love-Suvada provided a report see attached report.

Farm market- There are 15 to 20 vendors and the market is going well. Diane Love-Suvada commented that the vendors feel the marketing is not marketed enough. Diane will follow up with Marci Dankert to help with the marketing.

Economic Development Coordinator – Dan Leonard wants to speak with the DDA, he has some ideas on the corner drug store property. Mark provided monthly report. See attached report.

Rising Tide – Pull off the agenda for the time being.

OLD BUSINESS

Lighthouse - Paving should start in August.

Iron Bell Trail – Ron Alden gave in up-date in the manager’s report.

NEW BUSINESS

River Festival Advertising – No request has been submitted.

Future Projects

Murals - The mural’s need to be removed and moved or retired. Doug Hodges offered they could be attached to the side of his building in the pocket park. There are many options for placement the Dollar General, CRAF center, Dan Fishell’s building. Teri who originally painted them will be contacted to get a cost to refurbish and move them.

Corner Drug Store Property - There was considerable discussion regarding the 801 Lake Street property. Dan Leonard will be contacted to see if a meeting can be set up with him sooner than originally planned. Jim recommend we either set up a committee or a full board meeting so Dan can share his ideas. Ron will contact the Village’s legal counsel to get information on developments plans.

Exit Signage - There was discussion regarding signage right off exit’s 239 and 244 that show what is in town so people don’t get right back on the express. Arrows and signage in town explaining the business loop and I-75 South and North would also be helpful.

LIAISON REPORTS

Township – Motion by Roy Spangler for \$269 to pay for the labor for the Village sidewalk clean up. Second by Mike Walker. All in favor. Motion passed. New township clerk LeAnn Goodrich.

Chamber – Nothing to report.

Motion by Mike Walker second by Jim Anderson to adjourn. All in favor. Meeting Adjourned at 10:02.

**ECONOMIC DEVELOPMENT REPORT
REDEVELOPMENT READY COMMUNITIES INITIATIVE
DDA Report, July 15, 2018**

The Village is pursuing a certification from the MEDC's Redevelopment Ready Communities (RRC) program. The RRC works with Michigan communities to establish economic goals and objectives, streamline and implement their development processes, and focus on predictable outcomes that move communities into the future.

Status:

- **Redevelopment-Ready Communities Steering Committee (the ROXIE).** Several ROXIE members attended a MEDC RRC conference in Grayling June 28th. The conference covered Best Practices 3, 5, and 6, which are: (1) streamlining the development process, (2) market research, and (3) economic development strategies. Several surrounding RRC-engaged communities were present, as follows: Grayling, Rogers City, Onaway, Harrisville, Cheboygan, West Branch, and Tawas City. It was an excellent opportunity to gain knowledge and share what challenges other communities were faced with toward RRC.
- The ROXIE team met as scheduled and discussed relevant Best Practices and progress toward meeting the MEDC Quarterly Progress Report No. 2, which was submitted July 3rd to MEDC. Once MEDC confers with our progress an up-dated progress report will be provided.
- **Northeast Michigan Council of Governments (NEMCOG).** Before several ROXIE members (which included the Village Manager and Zoning Official, Jim Letts), and Planning Commission and Zoning Board of Appeals members, Jon Suvada and Bob Qualls, Ms. Cline, Deputy Director, NEMGOG, conducted a two-hour presentation of Article 3 of the draft Zoning Ordinance. This was the second half of a session covering Article 3. The topics covered were as follows: out-door seating, buffer yards, parking and loading zones, hazardous substances, drainage and grading, land clearing, dumping, and signs. There is much work to be done by the Planning Commission and Zoning Officials in review and fine tuning the draft language that will be conveyed back to Ms. Cline for a final draft.

The next meeting with Ms. Cline, the ROXIE, Planning Commission, and Zoning Board is scheduled for September 19, 2018, from 2:00 to 4:00 PM. The session will discuss the results of the Public-Input Survey for the Master Plan and continue discussions on the draft zoning ordinances regarding district regulations, site plans, and plot plans.

- **Public-Input Survey.** The Master Plan Public-Input Survey will conclude July 31st. Ms. Cline indicated that thus far the Village has had over 150 responses, which she felt was a substantive response. A town-hall meeting in support of the public survey was held at Village Hall on Thursday afternoon from 5:30 to 6:30 PM. Few attended.

Next Steps:

- Review and comment on NEMCOG draft zoning ordinance part two of Article 3;
- Continue implementing, reporting, and monitoring goals and objectives for achieving the Six Best practices;
- Continue with ROXIE meetings in pursuit of the Best Practices requirements.

Respectfully submitted, Mark Walling, EDC, DDA



DDA Monthly Update

July 16th, 2018

1. Client Engagement
 - a. 1 new biz consult
 - b. Shay's Playplace seeking larger facility
2. Programs/Events
 - a. Workshops held
 - i. None since last update
 - b. Programs in planning
 - i. Springboard Summit- Fall 2018
 - c. Workshops planned for this 3rd and 4th quarter
 - i. How to become lender ready-Northern Initiatives (July 24)
 - ii. Agricultural Business Series-USDA NRCS- (August 7,14,21, 28)
 1. Building Healthy Soils
 2. Hoop House Production
 3. Pasture and Rotational Grazing Systems
 4. Managing Forests for Timber and Other Products
 - d. Events
 - i. Brunch and Browse
 - e. Roscommon County Economic Development Committee
 - i. 5- year strategic plan for millage tabled.
3. Fundraising initiatives
 - a. Sponsorship program
 - i. Workshops
 - ii. Springboard Summit
 - iii. Support
 - b. Seeking grants and private foundation funds for 2019 funding and beyond

4. Empty Buildings

- a. 700 Lake St.- Sold
- b. 801 Lake St.- For sale, seeking development plan
- c. 102 N. Fifth (JB Interiors)- not currently listed for sale
- d. 211 N. Fifth (Franz)- For sale, possibly lease
- e. 402 N. Fifth (Walker)- For lease
- f. 406 N. Fifth (Kelly's Restaurant)- For sale
- g. 841 Lake St. (Fishel)- not currently listed for sale

DPW Report for August 2018 Council Meeting

Hey all, here are a few high points from the month of July.

- ❖ ICE Grant Project brief update: I will give you all a more in-depth verbal report at the meeting. I just wanted to touch on a couple points. Project did start on July 23rd, Elmer's still saying the will meet the completion deadline. With not having much for records it has been very difficult to locate things. So with that we have had to make a few location changes of the water main. This change seems it may actually save us some money in the long run.
- ❖ Sanitary Survey DEQ update: Again I am only going to give a brief update on this as I will be giving a much more detailed update at the meeting. Every year we are required to have a walkthrough of all our Well Houses. Along with these walkthroughs we have to go over all documentations that are sent monthly or yearly to DEQ. I am very happy to report that we had a great visit this year. It was even said "You guys have made huge changes in just a years' time".
- ❖ Morgan's last day with us will be August 16th. I would like to say she has done a great job for us and because of that we are much closer to having both water and sewer completely mapped out.
- ❖ All water and sewer sample results continue to come back great. This is something we are all proud of.
- ❖ Sidewalk cleaning is moving right along, I have heard some real positive feedback on this.

Again as always please feel free to contact me with any questions or concerns that you may have.

Change is in the air, embrace it!!!!

Thank You Kindly,

Lance Cherven

DPW Director

EXTRA

Patrol Paid Hours

	207	Hours	27	Arrests	Type of Complaints Handled
Mileage Hours	48	Criminal Complaints	3	Possess Synthetic Narcotic	D- CIVIL MATTER/ SPINK
Stops	5	Non Criminal Complaints	11	Domestic Violence	D- ASSAULT- WALLACE PARK
VW	5	Traffic Stops	25		D- ASSIST MSP- ASSAULT @ NCACU
Citations	1	Verbal Warnings	28		D- THREATS COMPLAINT- STATE ST
		Citations	5	Complaints	P- SUSPICIOUS PERSON- WALLACE PARK
Criminal	14	OWI Arrests	0	D- Fireworks Complaint- 5th/George	P- FREE FAWN FROM CEMETARY FENCE
Non Criminal	4	Other Arrests	0	D- Assault Complaint- Forwards	P- MOTORIST ASSIST- GEORGE/FIFTH ST
Report Writing	5	Accidents	1	D- Stolen Vehicle Complaint- Southline Dr	P- LARCENY COMPLAINT- LOBBY OF ROSH
Accidents	0			D- Assist EMS	P- ASSIST PROB/PAROLE- FORWARD'S
				D- Suspicious Death- Roscommon Motel	D- NON-TRAFFIC PDA/ FAMILY FARE
Arrests	2			P- Possession of Schedule 4 Drug	P- LARCENY OF MEDICATION/ LOBBY
				D- Argument- 5th St	D- DOMESTIC
Contacts	62			D- Suspicious Vehicle- Campbells	D- PARKING ISSUE- LAKE/FIFTH ST
					D- WELL BEING CHECK- PINECREST
Prop. Check	29			P= Patrol Initiated	D- WELL BEING CHECK- SPRUCE LODGE
				D= Dispatched	D- DISORDERLY PERSON- LAKE/FIFTH ST
Liquor Inspections=	4				D- ARGUMENT- SHELLY ST
					D- GENERAL NON CRIMINAL- LIGHTHOUSE
Details					D- ABANDONED TRAILER- NUCRAFT
Fourth of July Parade					D- ATL- FOURTH ST
Traffic detail for Forgotten Eagles Motorcycle Ride					D- TRAFFIC COMPLAINT- RADL
Assist EMS					D- FOUND BICYCLE- VILLAGE PLACE APTS
					D- NOISE COMPLAINT
					P- UDAA/ LOBBY OF ROSH
					D- 911 HANG UP- AREA OF SOUTHLINE/SQUIRE

VILLAGE OF ROSCOMMON
Ordinance No. ____ of 2018

AN ORDINANCE TO PROVIDE FOR THE APPOINTMENT OF THE VILLAGE
CLERK AND THE VILLAGE TREASURER.

THE VILLAGE OF ROSCOMMON ORDAINS:

Section 1. Appointment of Village Clerk and Village Treasurer.

As authorized by Section 1(3), Chapter II of Act 3 of the Public Acts of 1895, as amended, being MCL 62.1(3), the Village Clerk and the Village Treasurer shall be chosen by nomination of the Village President and appointment by a majority of the entire Village Council.

Section 2. Term of Office; Not in Default; Bond; Oath.

- A. The Village Clerk and the Village Treasurer shall each serve an indefinite term of office and shall serve at the pleasure of the Village Council.
- B. At all times during his or her term of office, the Village Clerk and the Village Treasurer shall not be in default to the Village as defined in MCL 62.7(2), as amended, and he or she shall give and maintain a bond or security required for the performance of his or her office, as required by MCL 62.8 and MCL 62.9, as amended respectively.
- C. The Village Clerk and the Village Treasurer, within 30 days after receiving notice of his or her appointment to the office of Village Clerk or Village Treasurer, shall take the oath of office prescribed by the Michigan Constitution and filed the oath according to statute.

Section 3. Applicability of Ordinance.

This Ordinance shall apply beginning with the first term of the Village Clerk and/or Village Treasurer the nomination deadline for which would have been not less than 30 days after the effective date of this Ordinance or shall apply when the office is vacated, whichever occurs first.

Section 4. Effective Date of Ordinance.

- A. This Ordinance shall take effect 45 days after the date of its adoption, unless a petition signed by not less than ten percent (10%) of the registered electors of the Village is filed with the Village Clerk within such 45 days.
- B. If a petition is filed within such period of time, this Ordinance shall then take effect only upon its approval at the next general 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 that the Ordinance is published in a local newspaper of general circulation.

Section 5. Adoption.

This Ordinance shall be adopted by an affirmative vote of at least two-thirds (2/3) of the members of the Village Council.

Section 6. Severability.

If any section, provision or clause of this Ordinance or the application thereof to any person or circumstance shall be invalid, such invalidity shall not effect any remaining portion or application of this Ordinance which can be given effect without the invalid portion or application.

Section 7. Publication.

The Village Clerk shall certify to the adoption of this Ordinance and cause the same to be published as required by law.

Ordinance No. ____ was adopted on the ____ day of _____, 2018, by the Roscommon Village Council as follows:

Motion by: _____

Seconded by: _____

Yeas: _____

Nays: _____

Absent: _____

Dawn M. Dodge, Clerk

Michael Miller, President

I certify that this is a true copy of Ordinance No. ____ that was adopted at a regular meeting of the Roscommon Village Council on _____, 2018 and published in the _____ on _____, 2018.

Dated: _____

Dawn M. Dodge, Clerk

**NOTICE OF ADOPTION OF VILLAGE CLERK
AND VILLAGE TREASURER
APPOINTMENT ORDINANCE
Ordinance No. _____ of 2018
and the RIGHT OF REFERENDUM RELATING THERETO**

PLEASE TAKE NOTICE that the Village Council of the Village of Roscommon, at its regular meeting on _____, 2018 pursuant to MCL 62.1 of the General Law Village Act adopted Ordinance No. ____ of 2018 which provides for the appointment of the Village Clerk and the Village Treasurer.

RIGHT OF REFERENDUM. The Ordinance shall become effective 45 days after its enactment without a vote of the electors, unless a petition requesting such a vote, signed by not less than ten (10%) percent of the registered electors of the Village, is filed with the Village Clerk within 45 days after the date of enactment. If such a petition is filed, the Ordinance shall not become effective unless approved by a majority of the qualified electors of the Village at an election held on the question.

This notice is given pursuant to the requirements of MCLA 62.1 of the General Law Village Act.

Dawn M. Dodge, Clerk
Village of Roscommon

Customer Initial _____

Sales Initial _____

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**Schedule of Protection
Village of Roscommon
Wallace Park
989-275-5743 x-13
manager@roscommon.com
7/30/18**

To Be Installed

- 1 16 Channel 6Tb Network Digital Recorder
- 7 2 Mp Turret Cameras w/ 4mm lens
- 1 NVR Heated Lock Box
- 1 Uninterrupted Power Supply
- 1 Master Power Supply
- 1 Setup for offsite viewing
- * Misc. parts, wire and training.

Installation: \$ 7,366.41
Premier Service Plan: \$ 84.44 per month
(see page 2 for explanation for PSP)

Installation with no PSP: \$ 9,576.34

Note: Customer to provide pole near road, piping, trenching and A/C power.

Thank you for the opportunity.
Todd McDonough
231-330-3736
tmcdonough@habitecsecurity.com



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Customer Initial _____

Sales Initial _____

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Installation

- Our technicians have an average of 20+ years in the security industry.
- Every installation will be completed in a neat and workmanlike manner.
- All new equipment installed by Habitec Security is warranted for one (1) year, parts and labor. This can be extended with our Premier Service Plan.
- Installation includes:
 - o All equipment, wiring, back boxes required for a first class install
 - o Programming
 - o Thorough instruction and training on system as well as Apps or Software
 - o Insurance certificate

Premier Service: Video

- Habitec will repair any components of the video system that fails because of normal wear and tear as long as the agreement is in effect.
- Habitec will complete an annual video system inspection and cleaning. Including security updates for the NVR, refocusing of lenses and preventative maintenance.
- Habitec will provide remote training on the proper use of the video system.
- Habitec will provide technical assistance to remotely retrieve critical images from the recording device.
- Habitec will provide a DDNS hosted access portal, providing remote access to the video system via web browser or app. This eliminates the need for a costly static IP address
- Habitec will install a temporary device in place of all video system components sent out for repair.
- Habitec guarantees the arrival of a service technician within 24 hours of the service request.
- Habitec will credit your account \$50 if we do not respond within this time frame.

Commercial Notes:

- Customer is to supply any necessary 110-volt power and phone/network lines if required.
- Customer is to provide the network connection, IP address or router/network programming if required in advance of job start.
- If a lift is required for installation, it will be charged at our current daily or weekly rates.
- This proposal can be withdrawn if not accepted within thirty (30) days.

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habitecsecurity.com | 800-996-9869



July 24, 2018
Sawmill Rural Business Center
702 Lake St.
Roscommon, MI 48653

Dear Village Manager and/or Esteemed Council,

On behalf of the Sawmill Rural Business Center, you are receiving this letter to request your support in furthering the Sawmill's efforts to support small business growth in Roscommon and northern Michigan.

It is that time of year in which we must review our budget for our September fiscal-year end to determine our operating costs for the coming year. As a nonprofit we generally seek grants, donations, and sponsorships of actual monetary value, but recognize that as a municipality your ability to support organizations such as the Sawmill is limited due to restrictions on use of taxpayer funds.

In lieu of monetary support, the Sawmill would like to ask for an in-kind contribution of the office space at Village Hall. At present, that would be an actual contribution of \$150 a month to our operating budget, or \$1800 a year. This dollar amount could equate to additional workshops for clients, funds towards Springboard Summit prize dollars that have yet to be covered, ongoing marketing expenses to continue to spread the word about the Sawmill, and the list goes on.

The Sawmill has worked hard to become an integral part of the community and being located here makes Village the focus of much of the Sawmill's endeavors.

In return for your contribution, the Sawmill will list the Village of Roscommon as a partner and supporter on Sawmill events and materials where appropriate.

Your consideration of this in-kind contribution is greatly appreciated.

The Sawmill's ability to continue to operate is due in large part to this council and other local community members who recognize how essential it is to support business and economic development from the inside out.

Thank you for considering this request.

Sincerely,

Diane Love-Suvada
Executive Director

Business Plan

Roscommon County Home Repairs and Services

* Bill Wiegand and Christine Wiegand

204 Crestwood Drive Grayling, MI 49738

TEL: 231-676-3279

Email: mb112213@gmail.com

EXECUTIVE SUMMARY

Company name: Roscommon County Home Repairs and Services

Address: 204 Crestwood Drive Grayling, MI 49738

Roscommon address: To be determined

Contact person: Bill Wiegand

History and Objectives: Founded 2018

Our objective: To provide home repairs and property services to Roscommon County.

MANAGEMENT SUMMARY:

Owner: : Bill Wiegand

40+ years in construction industry as remodeler of housing, small commercial and small industrial projects. 20+ years as a contractor in Calif. 30+ years as a landlord.

Co owner: Christine Wiegand Recent B.S. . 4 years experience in construction.

Product/Service: Our company provides home repairs and other property services in Roscommon County. We will also buy, repair and rent homes in the area as well as plan to operate assorted businesses in the industrial zone.

Strength of our business are reliable, on time performance and fair pricing.

Our weakness are current lack of hired help.

EXISTING AND PROJECTED MARKET:

Existing market is estimated at over 7000 homes in Roscommon County.

Projected market is over 500,000 homes in Northern Michigan within 100 miles of our location.

EXPECTED GROWTH AND RATIONALE:

Population has a steady growth.

Boomers retiring, One of Roscommon counties fastest growing demographic. Most will require help maintaining their homes. There are over 3000 empty homes in the county, including cabins and vacation homes.

Most of existing housing is 40 plus years old. Ongoing maintenance is required.

MILESTONES:

1. Break even should be achieved 1st year.
2. Accelerating sales, gross profits and net profits.
3. Investment empowers rapid growth of business.
4. Secondary sources of income will be created and contribute to business.

FINANCING NEEDED:

50K Seed money- Start, acquire first work. (Already have downpayment reserved and waiting.) Acquire industrial lot and setup initial industrial building.

Round 1: 50-150K . Hire rehab manager and helpers, hire part time office help. Explore secondary sources of income. Buy and rehab properties as rentals. Setup second industrial building when first is full.

Round 2: 100-250K Set up full office, buy more properties, Rehab, rent, repeat. Develop and startup secondary sources of income.

Round 3: 1M - Continue acquisitions, open second location when warranted.. Prove and refine secondary sources of income. Add additional industrial buildings as necessary.

Terms: Interest only until contracted work pays, estimated to be 6 months.

Collateral: Houses purchased and rehabbed wholesale. Large equity positions. Assignments of rents if necessary. Industrial property with buildings on it. Land. Savings available for reserves.

DESCRIPTION OF BUSINESS:

We will provide home repairs and property services based in Roscommon county, MI. We also buy, rehab, develop and rent homes and industrial property. We intend to also create a maker's market where we sponsor and support local entrepreneurs to build their businesses.

Our company structure is a sole proprietor and is expected to change to either LLC or S Corp.

MARKETING

We market our services via internet ads, newspapers and through local networking. There is as long waiting list. Average adds return several inquiries per week.

Our target markets are homeowners and landlords in Roscommon County.

COMPETITION:

Our competition is other contractors .

Their strengths are that they have more capital available and are already operating.

Their weaknesses are that it is not economically feasible for the large companies to work on smaller jobs. They need to build entire houses and do larger projects.

Our marketing strategy is to concentrate on smaller to medium size projects where the large companies don't go. There is a strong demand for our services in these areas.

OPERATIONS,

We will be located in Roscommon, Michigan.

We are a startup business at this time. As we grow we will acquire offices in the industrial park.

We operate during regular daytime hour during the week and online and by phone when closed.

We handle all work ourselves at present or hire subcontractors as necessary. As we expand and have offices we will hire help as necessary. Wages will be paid from revenue generated and operating income.

Professional help, lawyers, accounting,etc are paid on an as needed basis from operating income.

MANAGEMENT TEAM

Bill Wiegand is the principal and main worker.He has 40+years in the construction busines as a company owner and contractor and 30+years as a landlord.

Christine Wiegand has 4 years in construction and has a college degree. She will be running the office and coordination.

OUTSIDE RESOURCESS

Lawyer: tbd

Accountant- Dan Decker Roscommonn

Insurance- Michael Bennett Rural Insurance

Banker- Chemical Bank

Consultant- SBDC

Mentor- SBDC

FINANCIAL ANALYSIS

Startup costs: 50-100K: To be used for acquisition of industrial property, construction of initial building and operating costs.

Acquisition of properties 50K,

Operations - 10K

Reserves and contingencies-15K

2 year projections: Year 1- 100-130K revenue, Year 2- 130-200K plus revenue.

Net cash flow projections: Year 1: 20K, Year2 35K plus.

Break even analysis: cost of operations is approximately 10K per year at this time, consisting mainly of mortgage, property taxes, insurance and ongoing maintenance.

PROPOSAL FOR VILLAGE OF ROSCOMMON

AUGUST / 2018

TO: VILLAGE OF ROSCOMMON

FROM: BILL WIEGAND

RE: PURCHASE OF INDUSTRIAL PROPERTY

We are intending to do business in this general area - northern lower Michigan.

We are interested in purchasing a parcel in the Roscommon Industrial Park, LOT 30 and 4 adjacent lots. This property is currently vacant and is owned by the village.

We propose, with your agreement, to put an approved structure as a first building of several and to install and operate a business there that meets your local requirements. Over a reasonable time, it is our intent to add additional buildings and additional businesses.

As part of our plan, we intend to create and support a "makers place" in some of the buildings to encourage and support additional entrepreneurs and businesses in the area. Said spaces will be made available and subsidized by us as innovation space to those who have ideas they wish to try. If done here, this will put Roscommon at the front of this developing trend in Northern Michigan.

We are ready to negotiate the details.

With your approval, we are willing and ready to begin TODAY.

Sincerely,

Bill Wiegand

K & K Masonry
168 W. Federal Hwy
Roscommon, MI 48653
(989)-275-8773

Job Estimate

Date: 7-25-18

Name / Address
Village of Roscommon

Job Name / Location
Village

Roscommon Mich

Att. Lance Cherven

Phone: _____

Job Description

286' x 4' Sidewalk 4"
210' x 4' Sidewalk 4"
Drive Areas To Be 5" Only
2 3/8" Rod. Continuous ALL Sidewalks
ALL conc. to Bag Mix w/ Fibers

New 1984 sq ft. At. 4.20 = 8330⁰⁰

Tear out. 1984 sq ft. At. .80 = 1580⁰⁰
& HAUL

THIS ESTIMATE IS FOR COMPLETING THE JOB AS DESCRIBED ABOVE. IT IS BASED ON OUR EVALUATION AND DOES NOT INCLUDE MATERIAL PRICE INCREASES OR ADDITIONAL LABOR AND MATERIALS WHICH MAY BE REQUIRED SHOULD UNFORSEEN PROBLEMS OR ADVERSE WEATHER CONDITIONS ARISE AFTER THE WORK HAS STARTED.

Estimate Total: _____

Estimated By: [Signature]

Bigford Concrete & Masonry, Co.
 989-205-6928 - Business Phone
 1716 W Maplehurst
 Roscommon MI 48653
 United States

dpwdirector@roscommonvillage.com
 Lance Cherven
 Sidewalk Replacement/2 Locations
 Roscommon, Mi.

Estimate # 0000739
 Estimate Date July 9, 2018
Estimate Total (USD) \$13,700.00

Item	Description	Unit Cost	Quantity	Line Total
Fourth & George	4' x 286' - 1144 sq. ft. of 4" thick concrete walk, wire & fiber mesh, broom finish, & saw cut control joints.	5,250.00	1	5,250.00
Shelly & Brooks	Removal & disposing of existing concrete.	2,500.00	1	2,500.00
	4' x 210' - 840 sq. ft. of 4" thick concrete walk, wire & fiber mesh, broom finish, & saw cut control joints.	3,950.00	1	3,950.00
	Removal & disposing of existing concrete.	2,000.00	1	2,000.00
Estimate Total (USD)				\$13,700.00

Terms

By signing this proposal you agree to the terms requested by Bigford Concrete & Masonry, Co.
 Payment must be received upon completion of job.
 Deposit of 1/2 down due upon request.
 Owner is responsible for damage due to salt application on exterior concrete.

Signature _____
Date _____

989-281-1248 - FAX

This estimate was sent using  FRESHBOOKS

Roscommon Village Treasurer and Clerk Compensation

Clerk & Treasurer

Base Compensation - \$7,800.00 (10 hours a week @ \$15.00/hr X 52 weeks)

Treasurer

Additional Compensation - 20 hours a week @ \$15.00 hour

During the additional 20 hours a week that the treasurer is working, she has picked up the duties involving the cemetery, recording our ordinances, and collection of water bills. The treasurer is also seeking and working on grant opportunities for us.

Clerk

Additional Compensation (if needed) \$10.00 hour

This will require a roll call vote.

Village Office Hours

Three options for Village Office hours:

- A) Work 4 Ten-hour days (7:00 – 5:00) Possible savings in utilities
- B) Work 5 Eight-hour days (8:00 – 4:00)
- C) Switch when the Daylight Savings changes (Spring/Summer 7:00-5:00) & (Fall/Winter 8:00-4:00) Possible savings on utilities

*DPW will switch back to (B) due to snow removal

Invoice date: July 9, 2018

Invoice Number: 1007

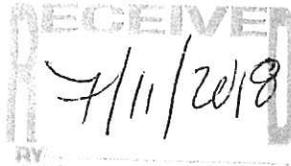
Due date: August 9, 2018

Terms: NET 30 DAYS

James R. Letts
5870 E. Pierce Rd.
Harrison Mi. 48625
(810) 397-1349

Operator I.D. Number 2625

INVOICE MAILED TO
Village of Roscommon
702 Lake St.
Roscommon Mi. 48653



SERVICES PROVIDED:

Building Official
Zoning Administrator
For the month of June 2018 [19.5 hrs. @ \$35.00=\$682.50

TOTAL AMOUNT DUE:

\$682.50

Thank you for your business. If you have any questions please call me.

Sincerely,


James R. Letts

101-400-702.000