

REGULAR MEETING AGENDA

June 11th, 2018 – 7:00 P.M.

1. Call to Order, Roll Call of Council, Pledge of Allegiance and Invocation Miller
2. Approval of Consent Agenda: Miller
 - Approval of minutes of the May 15th, Regular Council Meeting
 - Approve the Bills to be paid
 - ACH Authorization Form – Utility Billing
 - Accept the Sheriff's Report for May, 2018
 - Building & Zoning Report, May, 2018
 - Accept the DPW Report for May, 2018
 - 4th of July Parade Permit
 - Art in the Park Permit
3. Approval of Regular Agenda Miller
4. Manager's Report Alden
5. Public Acknowledgement on Agenda Items (Two minutes per speaker) Miller
6. Unfinished Business
 - Council Seat Posting until June 21st Alden
 - ICE Project Progress Cherven
7. New Business
 - Region 3 Regional Prosperity Initiative (I-75) Grant Alden
 - Budget Amendment
 - Resolution to extend tax period to February 14th, 2019
 - Two new office computers bids
8. Discussion Items
 - Village Water/Sewer Rates McKee
 - November Council Election (Miller, McKee, Scow, Open) July 24th, 4:00 P.M.
 - Village Clerk Position
 - Changing the Clerk & Treasurer Position from Elected to Appointed
 - Zoning Update
 - Council Shirt Color
9. Public Acknowledgement (Two minutes per speaker) Miller
10. Council Comments
11. Items for Next Agenda Miller
12. Adjournment Miller

Roscommon Village Council

June 11th, 2018

Roll Call Vote

Consent Agenda

I, _____ make a motion to accept the Consent Agenda for June 1th, 2018 Council Meeting.

Second _____ Approved _____ Failed _____

DRAFT MINUTES

VILLAGE OF ROSCOMMON

Minutes of the May 15, 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, Marc McKee and Jan Deloge. Absent: Ludwig (arrived at 7:24 PM) Others present: Manager Ron Alden, Clerk Dawn Dodge, Krista Tacey-Cater, Linda Mesler, Lance Cherven, Mark Walling and Doug Hodges. The Pledge of Allegiance was recited and an Invocation given by President Miller.

SHERIFF'S REPORT

There was no one present from the Sheriff's Department.

CONSENT AGENDA

Manager Alden requested moving the L-4029 report to the consent agenda. Trustee McKee requested moving the Manager's Contract to the regular agenda.

Moved by McKee, seconded by Roemer, to approve the consent agenda, including bills to be paid in the amount of \$35,355.03, moving the L-4029 to the consent agenda and moving the Manager's Contract to the regular agenda. Ayes: McKee, Roemer, Miller, Scow and Deloge. Nays: None. Absent: Ludwig. The motion carried.

REGULAR AGENDA

Moved by McKee, seconded by Roemer, to approve the regular agenda with the addition of the Manager's Contract. All in favor. Hearing no objections, the motion carried.

MANAGER'S REPORT

Manager Alden submitted a written report.

PUBLIC COMMENT ON REGULAR AGENDA ITEMS

Linda Mesler.

UNFINISHED BUSINESS

-Seasonal Storage for John Deere

Moved by Scow, seconded by Deloge, to accept the Road Commission's offer to store the watering tractor at no cost to the Village. All in favor. Hearing no objections, the motion carried.

Trustee Ludwig arrived at 7:24 PM

-Manager's Agreement

Moved by Scow, seconded by Deloge, to approve the Manager's Agreement as presented. Ayes: Deloge, Ludwig, Miller, McKee, Roemer and Scow. Nays: None. The motion carried.

ADJOURNMENT

Moved by Scow, seconded by Deloge, to adjourn the meeting at 8:30 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
May 21, 2018

Members Present: Tammy Schwalm, Tom O'Brien, Doug Hodges, Tim Legg, Andrea Weiss, Sue Jock, Phil Weiler, Ron Alden,

Excused: Jim Anderson

Absent: Lonnie Wilkerson, Mike Walker, Roy Spangler

Others Present: Diane Love-Suvada, Mark Walling, Mike Miller Tom Dale, Kaylee Mondrella, Marci Dankert, Dan Scow, Tim O'Rourke, Neil Belanger.

Motion by Sue Jock with support from Andrea Weiss to accept the Secretary's report. All in favor, motion carried. Motion by Phil Weiler with support from Doug Hodges to approve the Treasurer's report. All in favor motion carried.

Thru 5/18/18)	Treasurer's report	
Cash on Hand		\$277,445.17
Interest 4/30/18		\$25.80
		\$277,470.97
Bills Approved Prior Month		
Ck #1017 Consumer Energy		\$964.20
Bills for Approval		
Ck #1018 Mark Walling		\$1,540.00
Ck #1019 Village of Roscommon(Safe Rte 2-18 to 4-18		\$826.88
And Misc Village Hdre for Banners)		
Ck #1020 Standard Electric Co.(Lamp & Surge pro)		\$808.92
Ending Balance		\$273,330.97

CORRESPONDENCE & PUBLIC COMMENT – Seminar with DDA association June 8th in Monroe.

COMMITTEE REPORTS

Managers Report - Back to the Bricks is coming to Roscommon June 9th between 9 and 2 with a presentation at 11:00. Youth police academy June 28th. There will be 4 Movies Under the Moon July – August on Friday nights at Wallace Park. The DPW has been flushing out the fire hydrants with very good results and are hoping to have them done by Memorial Weekend, it will be close. Solar energy incentives, Ron is looking to see if there are other companies, Consumers put a cap on funds, if anything else comes up they will let us know. Jason and Jessie Sharpe withdrew the purchase agreement on the first property and purchased the Sandbar Designs building instead. They will be moving in this summer, renovating on the outside and inside while open with a goal to complete by Christmas in the Village. Flowers will be in this weekend possibly. They have been ordered and the crew is ready to go. Dan Fishell said he is set and ready to go. New business tax incentives were discussed at the last council meeting. Comments were made at to what are we going to do for businesses that are already established in town. We do have grants for them. Hopefully there will be something for everyone. Starting to put together a packet now with information.

Façade Grant – McKee storage turned in paid invoices but is not quite done yet. No word on any of the other facades.

Sidewalks and Streetscapes – Painting the lines is completed.

Website – Nothing new.

Sawmill – Diane presented a report. She is working with 6 clients on-going. She attended 3 business expos. Diane is having a hard time getting a response from realtors and owners in regards to the Dreams for Sale June 9th and she would like to get the signs in the businesses soon. Working on a possible fund raiser for the Saw

Mill. The billboard will not go up before Memorial Weekend due to the fact it would jeopardize the grant money so we have to wait. The Foundation Center at KCC has grant software and Diane will be looking at other grant opportunities.

Farm market- Marci Dankert gave an update. She started in March, updating Facebook and started the process to become a market master. She attended the three-week cottage food law class. In April she created the 2018 vendor applications and reviewed rules, had a vendor meeting with 8 vendors and two potential new ones with eggs and meat to sell from Mio. She is looking at new banners for the light poles. Scott Marshall has not gotten back with her. Jason and Jesse might be able to do them as well. Finished training for project fresh. Opening day was last weekend, we had 5 vendors very slow, rainy and cold. Sue Jock thanked Marci and commented that people don't know how much work goes into the market.

Economic Development Coordinator – Mark Walling gave an up-date he is working on the second quarter report, as well as the master plan and zoning ordinance. A survey will be distributed to village and surrounding residents May 31 through July 31. Denise Cline Deputy Director of NEMGOG will be here on June 6th with an introduction to the master plan.

Rising Tide - Nothing new to report.

OLD BUSINESS

Lighthouse - Tim O'Rourke and Neal Belanger would like to do this project in phases. This is MDOT's right away and they are looking to get a 7-foot shoulder in the turn lane for phase 1. MDOT is on board next year for the bridge. MDOT was talking about a 10-foot buffer zone but this year the goal is to get the shoulder safe. Motion by Sue Jock with support from Phil Weiler for \$12,820 for phase one of the project.

Iron Bell Trail – Meeting with Steve Schnell from NEMCOG who is getting everyone together to reboot the plan.

Parking Stripping - Completed except for some striping in the rear.

Sawmill funding - Phil Weiler suggested waiting until Jim is here to give us numbers. Motion by Phil Weiler, with support from Andrea Weiss to pay the \$10,000 to finalize the 2018 commitment. Motion approved. The future funding was tabled until Jim Anderson is present to provide numbers.

NEW BUSINESS

\$25,000 payment for new Village Hall - Final payment to the Village for the DDA's contribution to the Village Hall building.

Kirtland Warbler Festival – Wednesday there will be a field trip to see the Kirtland Warbler. 45 businesses signed on as sponsors so the request for advertising funding is less this year \$750 half of last years. Motion by Doug Hodges with support from Sue Jock to contribute \$750 to the Kirtland Warbler Festival.

Ron Alden's vacancy – Two people have expressed interest Jason Sharpe and Cecil Scow. Both would be good candidates. The CEO appoints the vacancies as they occur. Ron Alden's nomination to fill the three-year term is Cecil Scow. Sue Jock suggested he might want to consider dilution being Dan is part of the Village board.

LIAISON REPORTS – The Business Expo had a good turnout. A suggestion was made that next year maybe the DDA and the Village should have a booth together.

Township – Anxious to get the sign and new landscaping out front. Cheri Sullivan make take the treasurer position, which would make for an easier transition and then the Township would fill her clerk position. Doug Hodges commented on the tax abatements. A good example of a successful tax abatement is NuCraft Metal looking at what they have been able to grow to over the years with some initial tax abatements at one time.

Meeting Adjourned at 9:18. Motion by Phil Weiler with support by Tammy Schwalm. All in favor.



ACH Authorization Form – Utility Billing

I (we) hereby authorize the Village of Roscommon (THE COMPANY) to initiate entries to my (our) checking/savings accounts at the financial institution listed below (THE FINANCIAL INSTITUTION), and, if necessary, initiate adjustments for any transactions credited/debited in error. This authority will remain in effect until THE COMPANY is notified by me (us) in writing to cancel it in such time as to afford THE COMPANY and THE FINANCIAL INSTITUTION a reasonable opportunity to act on it.

Name – PLEASE PRINT:	
Address – PLEASE PRINT:	
Utility Billing Account:	

Name of Financial Institution:	
Address of Financial Institution:	
Routing Number:	
Checking/Savings Account Number:	

Signature

Date

These numbers are located on the bottom of your check as follows:

Routing Number
Account Number

Roscommon County Sheriff's Report

Activity Report April 2018 – Village Patrol Paid Hours

				Type of Complaints Handled	
Mileage	391	Hours	21	D- Domestic	2
Hours	54	Criminal Complaints	7	D- Alarm- Chase Bank	
Stops	16	Non-Criminal Complaints	7	D- Larceny of Food/ Left at St Vincent's	
VW	16	Traffic Stops	6	D- CMH Issue	
Citations	0	Verbal Warnings	6	D- 911 hang-up/ All Secure	
		Citations	0	D_ Argument	
Criminal	1	OWI Arrests	0	P- General Non-Criminal	
Non-Criminal	6	Other Arrests	2	D- Domestic	
Report Writing	0	Accidents	2	D- Domestic	
Accidents	0	Assist EMS		D- Accident Sherwood/Dentist Office	
		Other Assignments		D- Threats	
Arrests	0	Hours	21	D- MDOP	
		Criminal Complaints	7	D- Alarm	
Contacts	114	Non Criminal Complaints	7	D- 911 Hang Up	
		Traffic Stops	6	D- Dog Bite	
Prop. Check	78	Verbal Warnings	6	D- Non-Traffic PDA-CRAF Center	
		Citations	0	P- Jail Complaint	
Liquor Inspections	15	OWI Arrests	0	D – Computer Scam	



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

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

May 31, 2018

Building and Zoning Report for the month of May 2018

05/09/2018: RRC meeting. 1 Sign permit. Research outdoor seating permits. Permit to railroad club for a fake tunnel.

05/16/2018: RRC meeting. Review 1 article for new zoning code. Site visit to the Lion's Den for questions. Request for information for improvements at the lumber yard.

05/23/2018: Met with the owner of apartments behind Matt's restaurant about improvements to the façade. RRC meeting. Review article 2 of the new zoning code. Final 109 South St.

05/30/2018: RRC meeting. 1 Fence permit. Received a request for rezoning 3 residential lots for the lumber yard. Review article 3 for the new zoning code.

Respectfully Submitted,

James R. Letts

Village of Roscommon Zoning Administrator and Building Inspector

"This institution is an equal opportunity provider"

JDD (800) 649-3777





RICK SNYDER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF TRANSPORTATION
LANSING

KIRK T. STEUDLE
DIRECTOR

REQUEST AND ORDER TO CLOSE STATE HIGHWAY

For each parade or event, the local governmental agency is required to complete and submit this form and the on-line Advance Notice of Permitted Activity together with a map of the parade route or event, showing police traffic control points and any traffic control signing that will be put in place. Submit requests to the appropriate MDOT Transportation Service Center a minimum of 30 days in advance of the parade or event and the on-line Advance Notice of Permitted Activity a maximum of 21 days in advance of the parade or event.

Parade or Event Name: Roscommon County 4th of July Parade

Same Parade Route or Traffic Control Plan as last year? ☒ Yes ☐ No

IN ACCORDANCE WITH THE PROVISION OF ACT 328, Section 497, Public Acts of 1931, as amended and Act 200, Section 3, Public Acts of 1969, as amended and subject to the application and resolution on file,

Village of Roscommon (local government agency) hereby requests that

State Highway BL-75, be ☒ Closed ☒ Partially Closed

From Edna Street (cross street) to Division Street (cross street)

During the following date(s) and time(s):

Starting Date 07/04/2018

Starting Time 10:00 AM

Ending Date 07/04/2018

Ending Time 1:00 PM

Requested by: Lacey Wilkerson Title: Administrative Assistant Date: _____
Print

Signature

MDOT USE ONLY – DO NOT WRITE BELOW THIS LINE

BY PROVISION OF THE LAW, one copy of this order must be posted at each end of State Highway being closed to traffic. It will be necessary for you to see that proper traffic control signs are erected and adequate police protection is provided during the time specified in this Official Closing Order.

IN WITNESS WHEREOF, I have hereunto set my hand in _____, Michigan
this _____, 20____, and do hereby Order this State Highway Closure.

MDOT UP-67 (03/11)

COUNTY of ROSCOMMON OFFICE of SHERIFF



Edward Stern
Sheriff

Ben Lowe
Undersheriff

Eric Tiepel
Lieutenant
Jail Administrator

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

William Tatrai
Lieutenant
Uniform Services Division

06/06/2018

To Whom It May Concern:

We at the Roscommon County Sheriff's Office are in full support of the Independence Day Parade in the Village of Roscommon, scheduled for July 4, 2018 at 11:00 am. The Sheriff's Office will again count it a privilege to provide patrol units and coordinate units from other departments to detour traffic for the parade. Road closures on both North Fifth Street and Lake Street will be barricaded with the assistance of the Village of Roscommon Department of Public Works, and we will work to provide as many personnel as possible to maintain a secure parade route. We recognize the importance of this event to our Community as we celebrate our Nation, and we are proud of the community spirit and patriotism that is exhibited locally by our residents.

Please do not hesitate to contact me with any concerns or questions as needed.

Sincerely,

Ben Lowe
Undersheriff
Roscommon County Sheriff's Office

~ Working For a Brighter Future ~

Village of Roscommon

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

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

FESTIVAL PERMIT

This permit must be completed and approved by the Village Council before any event that uses Village property can take place. The Council meets the second Monday of each month. The information below must be returned to Village Hall by the Wednesday prior to ensure it will be on the agenda.

Name of Organization Higgins Lake-Roscommon Chamber of Commerce

Contact Person Tracy Pardue Smith

Address 709 Lake St. PO Box 486

Phone 989-275-8760

Name of Festival Annual Roscommon Arts Festival

Purpose Community Event

Dates July 7, 2018

Times 6 a.m. to 6 p.m.

What Village assets do you want to use?

Parks _____

Streets Lake st between 3rd St. and 4th St.

Equipment Trash nrecepticals and barricades

(barricades, trash receptacles, etc.)

The applicant agrees to assume all liability for any and all injuries, damages to real or personal property, or any other liability from the event. The applicant agrees to indemnify the Village of Roscommon from any and all liability except for gross negligence on the part of the Village, its agents, employees or representatives.

Tracy P. Smith

Signature of Applicant

6-5-18

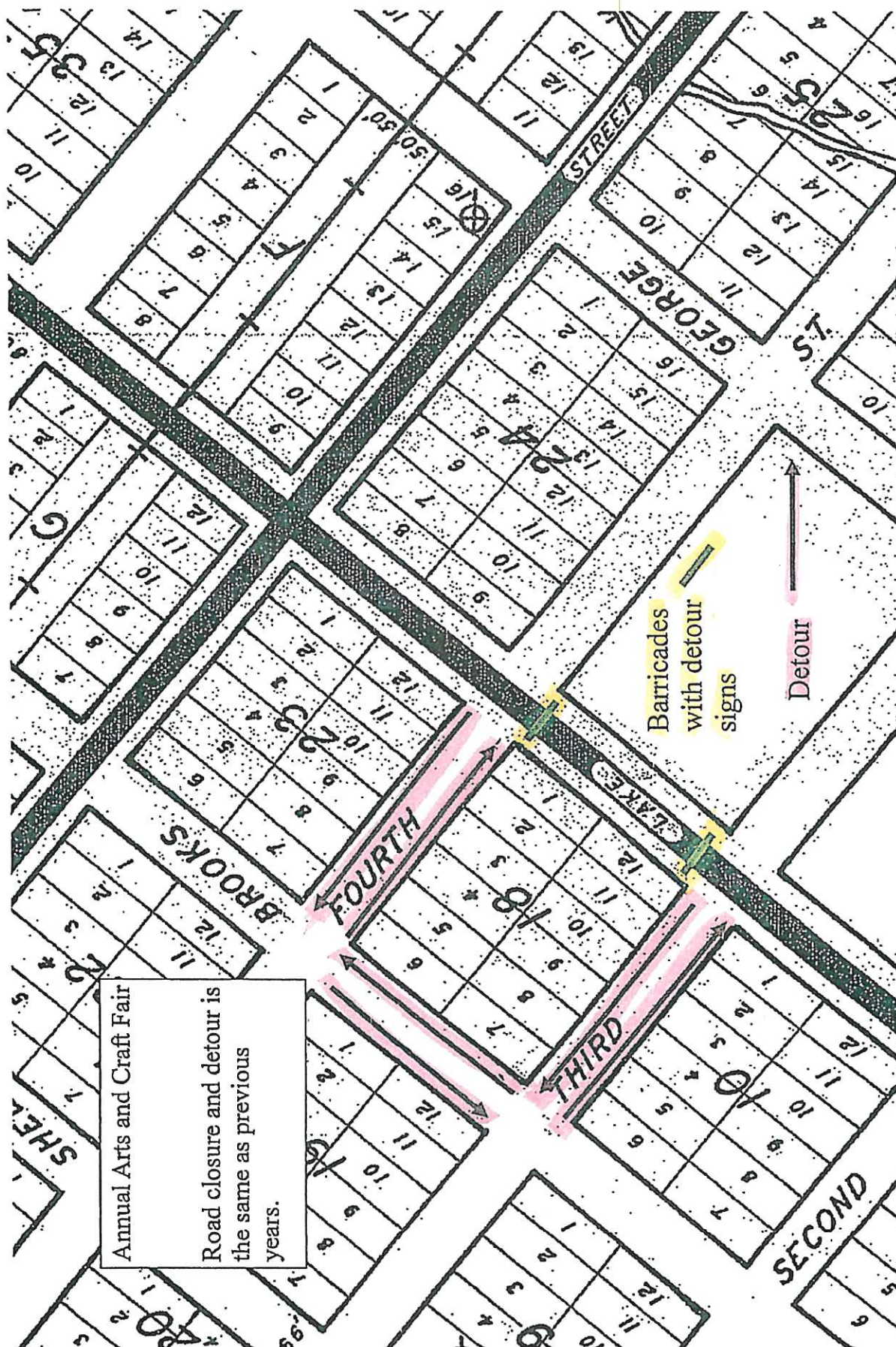
Date

Please attach the following:

- Map of area to be used with proposed uses
- Copy of Committee's liability insurance policy

Approved _____

Dawn Dodge, Village Clerk



COUNTY of ROSCOMMON

OFFICE of SHERIFF



Edward Stern
Sheriff

Ben Lowe
Undersheriff

Eric Tiepel
Lieutenant
Jail Administrator

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

William Tatrai
Lieutenant
Uniform Services Division

June 6, 2018

To Whom It May Concern:

This letter is in support of the closure of roads in the Village of Roscommon for the Roscommon Arts Festival and Craft Fair. This event will require road closures on July 7th, 2018 from 6:00 am. until 6:00 pm. The projected closures are on Lake St from 3rd street to 4th street. The Village of Roscommon will oversee the closure of the road with barricades, detouring traffic around the block. Our agency will provide support as needed for this event, as we have in the past.

This is an annual event within the Village of Roscommon and is important to the citizens of the area, and I strongly support the continuation of the event, including the road closure.

If you have any questions or would like to speak with me directly about these issues, please do not hesitate to contact me at the Sheriff's Office.

Sincerely,

Ben Lowe
Undersheriff
Roscommon County Sheriff's Office

Roscommon Village Council

June 11th, 2018

Roll Call Vote

New Business – Region 3 Regional Prosperity Initiative (I-75) Grant

I, _____ make a motion that the village council pays \$625.00 for the Region 3 Regional Prosperity Initiative (I-75) Grant. Second _____ Approved _____ Failed _____

(Roll Call is required)

New Business – Budget Amendment

I, _____ make a motion to approve the budget adjustments for June, 2018. Second _____
Approved _____ Failed _____ **(Roll Call vote is required)**

New Business – Two Office Computers

I, _____ make a motion that we accept the bid of _____ for the amount of
\$_____ for the purchase of two desk top computers. Second _____
Approved _____ Failed _____ **(Roll Call vote is required)**



Ron Alden <manager@roscommonvillage.com>

Billboard Grant info

1 message

lacey@roscommonvillage.com <lacey@roscommonvillage.com>
To: Ron Alden <manager@roscommonvillage.com>

Tue, Jun 5, 2018 at 7:51 AM

Hi Ron,

Here's that info you need:

2018 RPI Region 3 Mini-grants for both programs: Economic & Community Development AND the Marketing Mini-grant programs

These grants are made available to local governments and non-profit agencies to initiate or improve economic development and marketing projects in local communities or regionally. These are made possible through the Region 3 Regional Prosperity Initiative covering the 11 counties of Northeast Michigan. This program supports innovative projects that will enhance Talent – Business - Community in Northeast MI. Both the Marketing and Community & Economic Development Mini-Grant grants aim to build a thriving future for Northeast Lower Michigan communities by creating places where people want to live, work, and play.

I've attached the application we sent and the concept design for the billboard.

Lacey Wilkerson

Administrative Assistant

Village of Roscommon

www.roscommonvillage.com

(989) 275-5743 x10

2 attachments**Billboard Grant Application.pdf**
430K**Roscommon_PR4.pdf**
1146K

**ROSCOMMON, MICHIGAN • INC. 1885**



THE GENERAL LAW VILLAGE ACT (EXCERPT)

Act 3 of 1895

69.18 Taxes as lien against property; interest; fees and charges; taxes returned delinquent; resolution; tax bill or enclosure to specify where delinquent taxes to be paid; adding fees and interest to taxes; return of unpaid taxes on real property to county treasurer; collection; rate of interest and fees; delinquent taxes as lien; return to department of treasury.

Sec. 18 (2) Taxes collected by the village shall be returned delinquent to the county treasurer on September 15 unless the governing body of the village by resolution adopted on or before June 1 of each year determines that the village taxes shall be returned to the county treasurer on the same date that county taxes are returned delinquent for collection. The resolution shall be forwarded to the county treasurer before July 1 each year. The village tax bill for each year or a separate enclosure with the tax bill shall specify where such delinquent taxes are to be paid.

I _____ make a motion to accept the resolution that the village treasurer be allowed to collect village taxes until February 15th, 2019.



Quote

Customer:	Village of Roscommon
Job:	2018 New Computers
Date:	Tuesday, June 05, 2018
Consultant:	CF
Valid Until:	Thursday, July 05, 2018
<i>*Or until item is out of stock</i>	

Qty	Item	Price ea.	Total Price
2	Lenovo ThinkCentre M710s 10M7 - SFF - 1 x Core i5 7400 / 3 GHz - RAM 8 GB - SSD 256 GB - TCG Opal Encryption, NVMe - DVD-Writer - HD Graphics 630 - GigE - Win 10 Pro 64-bit	\$760.16	\$1,520.31
2	Optional - Upgrade to 3 year Onsite Warranty (base warranty is 3 years mail-in)	\$60.00	\$120.00
		Est. Shipping:	\$0.00
		Subtotal:	\$1,640.31
		Tax:	EXEMPT
		Trip Charge:	\$0.00
		Est. Labor:	\$440.00
		Grand Total:	\$2,080.31

****Total is based on estimates for shipping and labor and may vary based upon actual costs****

295 E. Federal Hwy
Roscommon, MI 48653
ccrnorth.com
(989)281-1409

CLASSIC COMPUTER REPAIR

Village of Roscommon
702 Lake Street
Roscommon, MI 48653

Estimate #	1029
Estimate Date	05-14-18
Total	\$1,167.96

Item	Description	Unit Cost	Quantity	Line Total
Parts	Dell Desktop Computer, i5 3.2GHz, 8GB, 500GB, Windows 10 Pro	\$317.99	2.0	\$635.98
Parts	Acer 21.5-Inch LED Monitor	\$105.99	2.0	\$211.98
Labor	*Optional* Antivirus Software	\$35.00	2.0	\$70.00
New Computer Setup	Includes data transfer (not including programs), updates and Antivirus Installation	\$125.00	2.0	\$250.00

THIS IS AN ESTIMATE

Disclaimer

This estimate is not a contract or bill. It is our best guess at the total price to complete the work based on our initial consultation. If prices change or additional parts and/or labor are required, we will inform you prior to proceeding with the work.

Subtotal	\$1,167.96
Tax	\$0.00
Estimate Total	\$1,167.96

