

# Regular Meeting Agenda September 10, 2018 – 7:00 P.M.

1. Call to order, Roll Call of Council, Pledge of Allegiance and Invocation	
2. Approval of Consent Agenda:	Miller
<ul> <li>Approval of minutes of the August 13<sup>th</sup>, Regular Council Meeting</li> <li>Approval of minutes of the August 20<sup>th</sup>, DDA Board Meeting</li> <li>Approval of DPW Director's Report</li> <li>Approve the Bills to be paid</li> <li>Accept the Sheriff's Report for August 2018</li> <li>Accept the Building &amp; Zoning Report for August 2018</li> </ul>	
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	
<ul> <li>Manager's Evaluation Criteria</li> <li>Industrial Park Purchase Agreement</li> <li>Cameras for Wallace Park Bid</li> </ul>	Alden Alden Alden
8. New Business	
<ul> <li>Baird, Cotter, &amp; Bishop P.C. Contract</li> <li>Approval of minutes of the August 23<sup>rd</sup>, Planning Commission</li> <li>Budget Amendment/Adjustment</li> </ul>	Alden Alden Dodge
9. Discussion Items	
<ul> <li>Purchase/Lease of 1113 Lake St. (Hiawatha)</li> </ul>	Alden
10. Public Acknowledgement (Two minutes per speaker)	
11. Council Comments	
12. Items for the Next Agenda	
13. Adjournment	

#### VILLAGE OF ROSCOMMON

#### Minutes of the August 13, 2018 Regular Council Meeting

President Pro Tem McKee called the meeting to order at 7:00 PM. Members of the Council present: Jan Deloge, Brian Ludwig, Marc McKee, Heather Roemer and Dan Scow. Absent: Miller and Ruddy. Others present: Manager Ron Alden, Clerk Dawn Dodge, Lance Cherven, Joanne Lederman, Tony Medina, Krista Tacey-Cater, Diane Love-Suvada and Dan Fishel. 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 \$65,331.12. Ayes: Scow, Deloge, McKee, Ludwig and Roemer. Nays: None. Absent: Ruddy and Miller. The motion carried.

#### **REGULAR AGENDA**

Moved by Ludwig, seconded by Roemer, to approve the regular agenda with the addition of "MML conference" under New Business. All in favor. Hearing no objections, the motion carried.

#### MANAGER'S REPORT

Manager Alden gave the Manager's report.

#### ICE PROJECT UPDATE

Lance Cherven gave an update on the ICE project.

#### PUBLIC COMMENT ON REGULAR AGENDA ITEMS

Comments heard from Dan Fishel and Diane Love-Suvada.

#### **UNFINISHED BUSINESS**

#### -Ordinance Change

Moved by Scow, seconded by Ludwig, to adopt the ordinance proposal to make the clerk and treasurer's position appointed. Ayes: Roemer, McKee, Ludwig, Scow and Deloge. Nays: None. Absent: Ruddy and Miller. The motion carried.

#### -Manager's Evaluation Criteria

Moved by Scow, seconded by Roemer, that the council adopt the manager's five performance goals set out in the document created by Trustee Scow. All in favor. Hearing no objections, the motion carried.

#### -Council Representation on Committees

Discussion.

#### -Purchase of Vacuum Truck

Moved by Scow, seconded by Deloge, to purchase the vac truck from Grayling at a cost of \$20,000 and authorize repairs and reconditioning up to \$30,000. Ayes: Ludwig, Scow, McKee, Roemer and Deloge. Nays: None. Absent: Ruddy and Miller. The motion carried.

#### **NEW BUSINESS**

#### -Cameras for Wallace Park Quote

Tabled.

#### -Budget Adjustment

Moved by Ludwig, seconded by Scow, to approve the following budget adjustments: \$300 from 101-265-930.000 to 101-265-977.000, \$500 from 101-191-956.000 to 101-880-880.000, \$500 from 661-000-727.000 to 661-000-977.000. Ayes: Scow, Roemer, Ludwig, McKee and Deloge. Nays: None. Absent: Ruddy and Miller. The motion carried.

#### -Contribution to the Sawmill

Diane Love-Suvada requested an in-kind donation of foregoing rent from the Sawmill. A motion was made by Roemer to accept the Sawmill's request with no second being received.

#### -Industrial Park Purchase Agreement

Moved by Scow, seconded by Roemer, to authorize Mr. Alden to negotiate a purchase agreement with Mr. Wiegand on the Industrial Park property. All in favor. Hearing no objections, the motion carried.

#### -Sidewalk Bid

Moved by Roemer, seconded by Ludwig, to accept both of the bids for sidewalk repair and for Lance to go with what's best for the Village. Ayes: Deloge, McKee, Ludwig and Roemer. Nays: Scow. Absent: Ruddy and Miller. The motion carried.

#### -Treasurer & Clerk Compensation

Moved by Scow, seconded by Ludwig, to set the clerk and treasurer rate at \$7,800 with additional hours and compensation to be set forth by the Village Manager. Ayes: Deloge, Ludwig, McKee, Roemer and Scow. Nays: None. Absent: Miller and Ruddy. The motion carried.

#### -Village Hall Hours of Operation

The council informed the manager it was his decision to make.

#### -MML Convention

Moved by Roemer, seconded by Deloge, to approve for two people to attend the MML convention in Grand Rapids in September with them being named by August 23 to register. Ayes: Scow, Deloge, McKee, Ludwig and Roemer. Nays: None. Absent: Ruddy and Miller. The motion carried.

#### **Discussion Items**

#### -Building/Zoning Inspector Wages

Discussion held.

#### PUBLIC ACKNOWLEDGEMENT

Comments heard from: Joanne Lederman and Dan Fishel.

#### **COUNCIL COMMENTS**

Comments heard from Scow, Ludwig and Roemer.

#### **ITEMS FOR THE NEXT AGENDA**

Cameras, manager goals, update on website, Industrial Park information, Village Hall hours updates.

#### **ADJOURNMENT**

Moved by Deloge, seconded by Roemer, to adjourn the meeting at 9:08 PM. All in favor. Hearing no objections, the motion carried.

Marc McKee Village President Pro Tem Dawn M. Dodge Village Clerk

#### ROSCOMMON DOWNTOWN DEVELOPMENT AUTHORITY

BOARD MINUTES August 20, 2018

Members Present: Tammy Schwalm, Tom O'Brien, Doug Hodges, Jim Anderson, Sue Jock, Lonnie Wilkerson,

Mike Walker, Cecil Scow, Roy Spangler

Excused: Andres Weiss, Ron Alden, Phil Weiler, Tim Legg

Absent:

Others Present: Diane Love-Suvada, Tom Glennan, Kaylee Mondrella, Marci Dankert, Mark Walling, Dan Scow

(Thru 8/17/18)	Treasurer's report	
Cash on Hand		\$258,248.78
Deposit-Billboard Grant		\$5,000.00
Deposit -Higgins Twp		\$1,043.75
Interest 7/30/18		\$22.26
		\$264,314.79
Bills Approved Prior N	1onth	
Ck #1030 Village of Ro	scommon-Kaden Cherven	\$269.00
Ck #1031 Roscommor	Area Historical Society	\$1,016.67
Bills for Approval		
Ck #1032 Wolfe Comp	oany-Billboard	\$600.00
Ck #1033 Village of Ro	oscommon-Kaden Cherven	\$679.88
Ck #1034 MDA Memb	ership & Donation	\$200.00
Ck #1035 Marcie Dan	kert	\$500.00
Ck #1036 Heritage Bro	padcasting-MFMF Ad	\$1,505.00
Ck #1037 Fox Local-M	IFMF Ad	\$720.00
Ck #1038 MeTV-MFM	IF Ad	\$160.00
Ck #1039 Mark Wallir	ng	\$2,534.29

Ending Balance \$256,129.95

Motion by Sue Jock with support from Cecil Scow to accept the Secretary's report. All in favor, motion carried. Motion by Sue Jock to approve the Treasurer's report with the exception of MFM payment until we discuss the payment in the meeting under new business. Support from Cecil Scow to approve the Treasurer's report. All in favor motion carried.

<u>CORRESPONDENCE & PUBLIC COMMENT</u> – Looking for a new village resident board member. Lonnie is moving out of the Village.

#### **COMMITTEE REPORTS**

<u>Managers Report</u> - ICE project is underway. RRC will have a Townhall meeting October  $24^{\text{th}} 5:30 - 7:30$  to set goals based on the survey. Sidewalk bids are being accepted for the areas scheduled to be done this year. Blight debris continues, the shared dumpster is going well. The council tabled cameras at Wallace Park until better bids that fit the needs can be obtained. Sawmill asked the Village to consider dropping the monthly rent payment. The motion was dropped due to lack of interest. A purchase agreement that supports all the Village zoning requirements is being drawn up for a potential buyer of lot 30 in the industrial park.

Façade Grant - Two Rare designs was called and they good to go. No word on anyone else.

Sidewalks and Streetscapes - Nothing to report

<u>Website</u> – Jim Anderson and Tom O'Brien will sit down with Lacey to work on the website. Sue Jock is available to assist after September 15<sup>th</sup>.

<u>Sawmill</u> – Two new business consultants. A Springboard recruitment session for the Spring Summit was held. First Farmer workshop class with three more classes to go. The Sawmill is hosting the NCMCOG monthly meeting. Partnered with Michigan Works to host a workshop called Going Pro for employers to get assistance with training employees. Youth Maker Market to get youth interested in entrepreneurship. Hosting a business basics startup series which is the beginning of expanding the services outside of Roscommon. SBDC regional rep has been looking for another part-time consultant for part-time work, asked the Sawmill to put together a proposal. NEMCOG is interested in getting the pipeline going. Tom Glennan introduced himself and shared his background.

<u>Farm market</u>- There has been a big increase in vendors since the beginning of August, more vendors and more people. On average there are 17-20 vendors, last weekend there were 25. New Farm Market banners have been ordered.

Economic Development Coordinator – Mark Walling gave an up-date, he is working on best practices for the RRC. MEDC was pleased with the quarterly report. The public survey was completed and sent out. One of the major takeaways was housing. The survey will help at the October 24th Townhall meeting with Denise with directions to plan for.

#### **OLD BUSINESS**

<u>Lighthouse</u> - MDOT should be starting the expanded shoulder soon.

Iron Bell Trail - Nothing new to report

Dead Shrubs at Welcome sign - Have been replaced and look good.

#### **NEW BUSINESS**

MDA Membership - \$100 membership and \$100 contribution

<u>Firemen's memorial advertising</u> — Motion by Mike Walker support by Jim Anderson to approve the Firemen's memorial advertising for \$2,385. Motion approved.

<u>Mural relocation</u> – Tom O'Brien is available to remove them and will store them until it is decided where to relocate them. He would appreciate help from anyone that can give a hand.

<u>AuSable Drug property - No new news to report.</u> Dan Leonard requested a Performa before anything can be done. Motion by Tom O'Brien to start negotiations on the property, with a cap price of \$80,000, the board authorizes the DDA President to sign a potential agreement. Second by Jim Anderson. Motion approved.

<u>Exit Signs -</u> The suggestion was made to have Ron and Lance contact the MDOT engineers to find what the MDOT rules are regarding placing signs on their right of way that would direct business off the expressway to the I-75 Business loop. The intent is to encourage traffic that does not know what services Roscommon has to exit and come into town rather than get right back on the expressway. After the rules are known a bigger conversation can happen and a possible sign design can be obtained.

**LIAISON REPORTS** - Nothing to report.

Meeting Adjourned at 9:24. Motion by Jim Anderson with support by Tammy Schwalm. All in favor.

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

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

## ❖ ICE Grant Project:

Brief update. As you are all aware of the old water main being struck. Thank you for your support with the mess that caused. Things are moving along. Most of the new water main has been installed. Beginning next week the contractor installing the force main will be starting. I will give a more in-depth update at the meeting.

- New sidewalks have been installed. DPW has some finishing touches to put on them. These actually came in under the original quoted price.
- Near the end of this month and the beginning of October we will be doing our 3<sup>rd</sup> and final Hydrant flushing.
- We are going to be transitioning into doing some end of summer projects and begin preparing for (yes I said it) winter.
- Been meeting with Ron to begin working on our 2019 budget.
- All water and sewer sample results continue to come back great. This is something we are all proud of.

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** 



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

Jelephone (989) 275-5743 • Jax (989) 275-5998

www.roscommonvillage.com

City of Grayling 1020 City Boulevard/ P.O. Box 549 Grayling, MI 49738

Douglas Baum, City Manager,

The Village of Roscommon has decided to purchase the vactor from the Grayling's Department of Public Works. We are happy to inform you that your staff has maintained the vactor in great condition and will be of great advantage to the Village of Roscommon.

As per our conversation with Kyle Bond, Director of DPW, the purchase amount would be set at \$20,000.00.

The Village of Roscommon would like to thank you for offering us a piece of equipment at such a reasonable price. It is our pleasure to do business with you and look forward to future endeavors with the City of Grayling.

Sincerely,

Lance Cherven
Director of Public Works
Village of Roscommon

"This institution is an equal opportunity provider"

TDD (800) 649-3777



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

September 6, 2018

Building and Zoning Report for the month of August 2018

8/1/2018: Tour of the building next to City Hall to determine if a building permit is needed. Inspect the fire dampers at

the Lion's Den. [ one of three were install at this time. Will follow up]

8/8/2018: RCC meeting. Final at the Railroad club. [fake train tunnel]

8/15/2018: Final at 106 First St. Issued one zoning permit. Research procedure to have the State of Michigan do

plumbing, mechanical and electrical for the village.

8/22/2018: Inspection at 1134 Robinson St. Checked progress on Juniors fence.

Respectfully Submitted,

James R. Letts
Building Inspector and Zoning Administrator

#### Ron Alden

#### Roscommon Village Manger Evaluation Goals

2018

#### COMMUNICATION

- By September 10, 2018, Mr. Alden will develop a comprehensive written strategy to improve communications in the Village. The plan is to include communications with Village personnel, Village constituents, other governmental units (e.g. County, Township, or State) as well as the Village Council.
  - 1.1 Strategy (Village): Establish a listserv and phone message system for emergency situations and special announcements. This would be available to all village residents.
    - 1.1.1. Action Step: Gather email addresses from our village residents. This could be added to our water bills. Then we would create a listserv using the email addresses given by our village residents. If people don't want to receive an email, they could opt out.
    - 1.1.2. Action Step: Gather phone numbers, (landline or cell) from village residents.
      We could add this request on our phone bills. If people don't want to receive a phone call, they could opt out.
    - 1.1.3. Village residents can find Non-emergency information be viewing the local newspaper, or going on our Village website and Village Facebook
  - 1.2 **Strategy (Township):** I would like to establish a monthly meeting between the Higgins Township Supervisor and myself. This would allow both entities to develop an open line of communication which would build a strong relationship.
    - 1.2.1 I have established a monthly meeting with the Higgins Township Supervisor to review and share minutes from the Village Council Meeting, Downtown Development Authority Meeting and Higgins Township Meeting. The purpose of this meeting is not only to keep everyone informed of events and activities that are going on, but also to build a close working relationship with other community officials. We will meet the fourth Monday of every month.

#### 1.3 Strategy (Village Council):

- 1.3.1 Weekly the Village Office workers hold (Team Time). Team time is an allotted time that we as a team share and discuss events, concerns, or to review the village budget. Because of this you will receive an email titled, Matters of Interest, (M.O.I)
- 1.3.2 When important issues occur, I will email or call all Council Members to make sure that they have up to date information regarding our situation. My goal is to keep Village Council members informed without overburdening them.

#### Ron Alden

#### Roscommon Village Manger Evaluation Goals

#### 2018

#### BLIGHT

- By September 10, 2018, Mr. Alden will develop a comprehensive written strategy/plan
  to eliminate/reduce blight and dangerous buildings in the Village. The plan is to include
  a communication strategy for Council and constituents.
  - 2.1 Strategy: Create a bright orange Notice of Ordinance Violation card to issue residents that are in violation. This card would state the violation and consequence on one side, and definitions of the ordinance on the other.
    - 2.1.1. Have cards available when traveling around town. Cards will be available for the Village Manager and the Director of the Department of Public Worker. Issue cards when you see a violation and record the violation on the Blight Spreadsheet Log
    - 2.1.2 Record the violation on the Blight Spreadsheet Log. Revisit the sight after the allowed correction time has expired. Record results
  - 2.2 **Strategy**: Throughout the summer months, at the Township Compost site, have a 30-yard dumpster available for residents to use to dispose waste. The cost of this service would be shared by Village and Higgins Township.
  - 2.2.1. Seek bids and order a dumpster early June so that it's available for the Village Spring Clean-Up.
    - 2.2.2. Establish what waste materials that can be dumped and post on dumpster.
  - 2.2.3. Utilize the listserv, the Village phone messenger, and the local paper to help bring awareness for our residents.
  - 2.3 **Strategy**: If any touchy Blight situations occur, I will keep Council members informed. Make my Blight Spreadsheet Log available to Council Members on an as need to know bases.
  - 2.3.1. I will keep Council members informed by either a phone call or email. Don't want anyone to get caught off guard.
  - 2.3.2. Make my Blight Spreadsheet Log available to Council Members on an as need to know bases.

#### Ron Alden

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8/27/2018

Bryan E. Graham Attorney at Law 104 E. Forest Home Ave. P.O. Box 398 Bellaire, Michigan 49615

RE: Documentation for Industrial Park Purchase

Bryan,

I have gathered the requested documentation; Property Deed, Section 2 of our Zoning, Map of Property Stating Values, Map of Property Showing Water and Sewer Lines, Proposal of Purchase from Bill Wiegand for you to review. After reviewing the documentation, please give us your legal interpretation regarding the purchase of Lot 30 in Roscommon's Industrial Park. If legal, I will then take this information along with your response and give it to our Planning Commission for their approval. The final approval will be given by our Village Council.

Also, if all documentation appears to be in line, I will need a Purchase Agreement for Lot #30 in our Industrial Park. The agreed cost of the lot is \$3,500.00, which will be a one-time payment. The purchaser will be responsible for the cost involving connection of our Water and Sewer Lines as well as any additional closing cost.

Please let me know if you need any further information.

Sincerely yours,

Ron Alden Village Manager

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

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Bellaire, Michigan 49615
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Facsimile (231) 533-6225
www.upnorthlaw.com

Bryan E. Graham Peter R. Wendling Nicole E. Essad James G. Young, Of Counsel

VIA EMAIL

#### MEMORANDUM

TO:

Ron Alden, Manager

Village of Roscommon

FROM:

Bryan E. Graham

BES

DATE:

September 5, 2018

SUBJECT:

Sale of Lot 30 within the Industrial Park

I have now had the opportunity to review the information you provided concerning the potential sale of Lot 30 within the Village Industrial Park. Based on the information you have provided, it is my understanding that Bill and Christine Wiegand are proposing to purchase Lot 30 within the Industrial Park and "4 adjacent lots." I have no information concerning the adjacent lots. Finally, the business being proposed by the Wiegands is to "provide home repairs and property services to Roscommon County."

In your letter to me dated August 27, 2018 you asked me to give my legal interpretation regarding the purchase of the Lot 30. I am interpreting your letter as a request for me to address the legal issues surrounding the potential sale of Lot 30 to the Wiegands.

As you know, Lot 30 within the Industrial Park is located within the Industrial District under the Village zoning ordinance. It is my understanding that the first zoning ordinance within the Village was enacted in 2002. It is important to recognize, however, that in 1999 the Village, as the owner of the lots within the Industrial Park, imposed covenants, conditions, and restrictions on the lots within the Industrial Park. As a result, Lot 30 must comply with the requirements of both the 1999 covenants, conditions, and restrictions and the current zoning regulations of the Industrial District under the zoning ordinance. Fortunately, the regulations of the 1999 covenants, conditions, and restrictions and the regulations under the zoning ordinance are similar in nature.

Paragraph 1 of the 1999 covenants, conditions, and restrictions provide in part, "All of the building sites in the Village of the Roscommon Industrial Park shall be used for office, manufacturing, warehousing, distribution or similar business enterprises." Under the Village zoning ordinance, the uses authorized in the Industrial District are: offices, manufacturing, warehousing, distribution, and municipal composting/recycling sites. The zoning ordinance then provides, "When determining what facilities fall into the above listed categories, the decision of the Zoning Administrator shall prevail."

As indicated above, the business being proposed by the Wiegands is to "provide home repairs and property services to Roscommon County." Under many zoning ordinances, this proposed use is commonly referred to as a "contractors yard." Although the use being proposed by the Wiegands is not expressly stated in the 1999 covenants, conditions, and restrictions nor in the Industrial District, both the 1999 covenants, conditions, and restrictions and the zoning ordinance provide language that similar unlisted uses can be allowed on the lots within the Industrial District.

Although I have not been provided any specifics concerning the business being proposed by the Wiegands, it is likely that the business will include an office and an area for the storage of material for use in the repairs and property services to be provided. Therefore, the office use would be expressly authorized and the storage of material would be similar to a warehousing use. As a result, it is my opinion that grounds exist that the proposed business uses can be allowed on Lot 30.

However, before I can proceed with the required purchase agreement, I will need the following information:

- 1. The deed to Lot 30 establishing ownership of that lot in the Village.
- 2. How the Wiegands desire to have the property titled jointly as husband and wife or individually? I will need to know the formal name or names of the Wiegands for the purchase agreement and ultimately the warranty deed.
- 3. Whether the Wiegands desire to have contingencies within the purchase agreement dealing with formal approval by the Village Council for the proposed use under the 1999 covenants, conditions, and restrictions and formal approval by the zoning administrator for the proposed use in the Industrial District. Before these approvals can be granted, the Wiegands must submit specific plans for the proposed use of Lot 30.
- 4. Confirmation that the Village will be required to obtain title insurance for Lot 30 and that the Wiegands will be paying for the title insurance.
- 5. Confirmation that the Wiegands will be paying all costs of the closing. Typically, the closing will be held at the title company that provides the title insurance.
- 6. Finally, Michigan law requires that the Village enact an ordinance authorizing the sale of the property. This ordinance must then be published in a local newspaper. Obviously, there will be costs associated with the preparation of the required ordinance and the required publication. I will need to know whether the Village or the Wiegands will be paying for these costs.

Once you have had an opportunity to review this memo, please call me with any questions.

BEG

Customer Initial _	
Sales Initial	



Page | 1

Schedule of Protection
Village of Roscommon
Wallace Park
989-275-5743 x-13
manager@roscommon.com
8/22/18

#### To Be Installed

- 1 8 Channel 4Tb Network Digital Recorder
- 4 4 Mp Turret Cameras w/ 4mm lens
- 2 Nano Stations- Restroom and Pavallion
- 1 NVR Heated Lock Box
- 1 Uninterrupted Power Supply
- 1 Master Power Supply
- 1 Setup for offsite viewing
- Misc. parts, wire and training.

Installation: \$ 6,105.81

Premier Service Plan: \$80.00 per month

(see page 2 for explanation for PSP)

Installation with no PSP: \$ 7,937.56

Thank you for the opportunity.
Todd McDonough
231-330-3736

tmcdonough@habitecsecurity.com



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Customer Initial _	
Sales Initial	



Page | 2

#### 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 warrantied 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**
  - 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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# CERTIFIED PUBLIC ACCOUNTANTS 134 WEST HARRIS STREET CADILLAC, MICHIGAN 49601 PHONE: (231) 775-9789 FAX: (231) 775-9749 www.bcbcpa.com

August 13, 2018

Village of Roscommon Attn: Ron Alden 214 S. Main Street P.O. Box 236 Roscommon, Michigan 48653

We are pleased to submit a proposal for a complete financial audit of the Village of Roscommon as of and for the years ended December 31, 2018, 2019 and 2020.

Our audit will be conducted with the objective of issuing our opinion on the financial statements of the Village of Roscommon. Our examination will be conducted in accordance with generally accepted auditing standards and with the standards prescribed by the State Treasurer.

As an integral part of our audit, we will conduct tests of the transactions recorded in the records of the Village to ascertain their reliability relative to the fairness of the presentation of the financial statements. We will also be testing and reconciling the balance sheet accounts of the Village to determine their reliability.

Our firm is a member of the AICPA's Governmental Audit Quality Center. We believe our membership in this voluntary quality center helps strengthen our commitment to producing quality governmental audits.

Our firm has participated in the AICPA peer program for quality and received required peer reviews every three years. The C.P.A. firm of Maner Costerisan PC performed the reviews, and issued an unqualified opinion every time.

All C.P.A.'s and non-certified professional staff in our firm meet the Michigan Board of Accountancy continuing education requirements and the "Government Auditing Standards" requirements.

Our firm is independent of the Village of Roscommon as defined by generally accepted auditing standards. We will not delegate or subcontract our responsibilities under our agreement. Additionally, all information provided in this proposal is true and accurate to the best of our knowledge.

Our approach to an audit has always been to not just meet the minimum audit requirements the State imposes upon you, but to provide a useful document for the Council to use as a tool in pursuing the efficient management of the Village's resources. To meet that goal, we provide additional schedules and consultations with Village officers, as deemed appropriate, that increases the usefulness of the audited annual report as well as satisfies the filing requirement as imposed by the State of Michigan.

Our audit fees are based solely on time required and actual expenses incurred. Based on the information provided, we submit a bid (inclusive of all travel, out-of-pocket expense and cost of answering periodic questions from Village personnel throughout the year) to do the audit of the Village of Roscommon, not to exceed, as follows:

	A	udited	
	Financial Statements		
December 31, 2018	\$	9,100	
December 31, 2019		9,350	
December 31, 2020		9,600	

If additional work is required of our firm to perform any additional services relative to new funds, services beyond auditing, or change in accounting pronouncements, we will consider the work to be a separate engagement to be negotiated outside this audit proposal. For a C.P.A. of the firm, hourly fees range from \$80 to \$240 per hour and for other professional staff the hourly fee ranges from \$55 to \$110 per hour. If there is an increase in the audit fee or additional work needs to be performed, we will discuss this with the Village immediately, before additional services are performed.

The contact person at our office who is authorized to make representations on behalf of the firm, relative to this proposal, is Trent A. Mulder, C.P.A. Mr. Mulder may be contacted at the address and telephone number appearing in our letterhead. Mr. Mulder and two professional staff would be completing the Village audit, all on a full-time basis. Our approach would be to utilize the staff on a full-time basis in order to complete the audit in the most efficient and timely manner possible.

The person signing this letter, Trent A. Mulder, C.P.A., is authorized to bind the firm to this proposal. We look forward to your reply to our proposal and hope to enjoy the opportunity to perform this service for the Village.

Very truly yours,

BAIRD, COTTER & BISHOP, P.C.

Trent A. Mulder, C.P.A.

We have reviewed the above proposal and agree with the stated terms.
SIGNATURE:
DATE:

# VILLAGE OF ROSCOMMON PUBLIC HEARING AND PLANNING COMMISSION MEETING MINUTES AUGUST 23, 2018

MEETING CALLED TO ORDER AT 2:00PM

PLEDGE

ROLL CALL PRESENT: CURNALIA, LEGG, SUVADA, CARLSON, QUALL

**ABSENT: NONE** 

PUBLIC PRESENT: SEE ATTACHED SIGN IN SHEET

MOTION TO APPROVE MINUTE FROM 2-6-2018 BY LEGG, SECOND BY SUVADA

YEAS: 5 NAYS 0 APPROVED

PUBLIC COMMENT: M. WALLING, MEETING 10-24 TO REVIEW FEEDBACK ON PUBLIC SURVEY REGARDING RRC, DEVELOPMENT OF MASTER PLAN, ALL ARE WELCOME TO ATTEND.

PLANNING COMMISSION PURPOSE OF MEETING: REQUEST BY HULL BUILDING CENTER, TO REZONE PROPERTLY FOR EXPANSION OF BUSINESS.

PUBLIC COMMENT: SUAVDA READ LETTERS FROM PUBLIC IN REGARD TO PROPOSAL.

QUESTIONS REGARDING FENCE AND BUFFER ZONE IF PROPOSAL APPROVED. CONCERNS
REGARDING NOISE, INCREASED TRAFFIC, AND PROPERTLY VALUES. LOSS OF FOREST AND
INCREASE TRAFFIC NOISE. LETTERS SENT NOT RECEIVED BY PROPERTY OWNERS.
PUBLIC HEARING CLOSED AT 2:44PM
PLANNING COMMISSION MEETING OPENED

MOTION BY CURNALIA, SECOND BY LEGG
TO APPROVE HULL BUILDING CENTER REQUEST TO REZONE.
YEAS: 5 NAYS 0 APPROVED

THIS ACTION IS PRESENTED TO THE VILLAGE COUNCIL FOR THEIR FINAL APPROVAL AT THE NEXT VILLAGE COUNCIL MEETING.

MOTION TO ADJOURN BY CARLSON SECONDED BY SUAVDA TIME 2:45PM YEAS 5 NAYS:0 APRROVED

JON SUVADA, SEC.

WILLIAM E. CURNALIA, CHAIR



702 Lake Street • P.O. Box 236 • Roscommon, Michigan 48653 Telephone (989) 275-5743 • Fax (989) 275-5998 www.roscommonvillage.com

TO: Village Council FROM: Dawn Dodge DATE: July 3, 2018

SUBJECT: Budget Amendments/Budget Adjustment

I am proposing the following budget amendments from Fund Balance:

Increase 101-265-818.000 (Village Hall Contractual) \$2,000 Increase 101-265-977.000 (Village Hall Equipment) \$600 Increase 101-880-880.000 (Promotions & Dues) \$2,000 Increase 591-000-957.000 (Water Travel & Training) \$200 Increase 591-000-990.000 (Projects) \$5,000

I am proposing the following budget adjustment:

\$1.50 FROM: 101-400-990.00 (Projects) TO: 101-400-956.000 (MISC)

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