

Regular Meeting Agenda May 8, 2023 – 7:00 P.M.

1.Call to order	, Roll Call of Council, Pledge of Allegiance, and Invocation	
1.5 Swearing I	n of new Council Member	Dawson
2. Approval of	Consent Agenda:	Miller
•	Approval of minutes of the April 13, 2023, Regular Council Meeting	
•	Approval of minutes of the April 17, 2023, DDA Meeting	
•	Approval of minutes of the April 17, 2023, Planning Commission Meeting	
•	Approval of March, April 2023 Sheriff Report	
•	Accept Zoning Director's April 2023 Report	
•	Approve the Bills to be paid	
3. Approval of	Regular Agenda	Miller
4. Manager's F	Report	Alden
5. Public Ackno	owledgement on Agenda Items (Two minutes per speaker)	
6. Unfinished	Business	
•	DPW Report	Emery
•	Economic Development Update	Periala
•	Fleis&Vandenbrink, USDA 440-11 Wastewater Improvements, \$4,755.89	Alden
•	Fleis&Vandenbrink, USDA 440-11 Water Improvements, \$8,307.21	Alden
•	Ordinance to Amend the Village Zoning Ordinance	Alden
•	Village Snowmobile Route Update	Medina
7. New Busine	SS	
•	Seasonal DPW Worker	Alden
•	Participation Plan Review	Alden
•	Roscommon Fireworks Committee	Medina
•	Village Fee Review	Alden
•	2023 Milage Tax Request L-4029	Alden
8. Discussion I	,	
•	Village Storage Units	Fishel
9. Public Ackn	owledgement (Two minutes per speaker)	
10. Council Co		
11. Items for t	he Next Agenda	
12. Adjournm	Bit I	

VILLAGE OF ROSCOMMON

Minutes of the April 13, 2023 Regular Council Meeting

President Michael Miller called the Regular Council Meeting to order at 7:00 PM. Members of the Council present: Michael Miller, Dan Fishel, Tony Medina, Angela Cook, and Maureen Ruddy. Joanne Lederman, was absent/excused. Others present - Manager Ron Alden, Clerk Frances Dawson, DPW director, Debbie Emery and Economic Director, Jim Perialas. Public present at the meeting are attached on the Sign In Sheet. The Pledge of Allegiance was recited by all and an Invocation was given by Trustee Dan Fishel.

CONSENT AGENDA

Moved by Miller, seconded by Cook, to accept the Consent Agenda with bills to be paid in the amount of \$21,001.39, and the deletion of the Police Report. Ayes: Cook, Miller, Ruddy, Fishel, Medina. Nays: None. The motion carried.

REGULAR AGENDA

Moved by Medina, seconded by Cook to approve the Regular Agenda with the addition of a closed session after #10 on the Agenda and a discussion on the Compost. Ayes: Ruddy, Medina, Fishel, Cook, Miller. Nays: None. The motion carried.

PUBLIC ACKNOWLEDEMENT ON AGENDA ITEMS

MANAGER'S REPORT

Village Clean Up is set for April 29, 2023 at the AuSable River Center. The Canoe Race for RARA has been set for April 22, 2023.

The Village of Roscommon has an article in the MML Review book about the upcoming project at Hiawatha.

The Chase Bank Auction went well. Some local investors have purchased to building and will be revealing their plans for it shortly.

The closing for lots 20 & 21 in the Industrial Park is done and went well.

The Compost Site will be opening on Tuesday, April 11, 2023 with the hours to be 9:00 to 12:00 and 1:00 to 3:00 on Tuesday, Friday, Saturday, & Sunday. The new fencing will be going in soon and a shed that sits at Hiawatha will be moved to the Compost Site for storage.

The Staff Training is going well. March was a class on CPR and the AED machine and was taught by Aaron Grace.

The Five Families meeting is scheduled for Thursday, April 20, 2023 @ 6:00 pm at Village Hall. May 15, 2023 will be a Public Hearing for F&V to explain to everyone about the new project this summer for replacing more water lines in the Village. The Public Hearing will be at 7:00 pm

The April CD renewal has happened and will be at 4.05% for 12 months.

The March Morning with the Manager went very well and this month it will be April 20, 2023 at 9:00 am.

The Multi Use Hog is at the company that made it and is getting fixed. We should have it back in about 2 weeks. They will be having some training on it for a few different things later in the summer.

Saturday, April 22, 2023 @ 9:00 am will be the food distribution at the School Bus Garage. We are still waiting for approval on the several grants that the Village has been applying for and to make sure how they are funded.

The Crosswalk and parking space lines will be painted in the spring.

PUBLIC ACKNOWLEDEMENT ON AGENDA ITEMS

UNFINISHED BUSINESS

DPW UPDATE -

Next week leaf pickup will start.

The DPW crew has been working on cleaning up leaning trees and branches.

They are getting ready to start the discharge in May.

They have been working on the VAC truck and getting it out to do some work.

The USDA is finishing up the Well house work.

The County did Street Sweeping this week.

The DPW will be working on cleaning up the sidewalks by trimming and killing weeds.

Economic Development Update -

Perialas and Alden attended a State Housing meeting last week. They will be sending out information on how they plan to attack the housing issue and hopefully their solutions.

They will be meeting with a local housing task force to discuss the issue.

They will be attending a Roscommon County Tourism Meeting on April 12, 2023 to do a State Assessment on Tourism.

Match on Main grants do not go to anyone in Roscommon.

There are a couple of fasad grants that are ongoing.

The Resorter will be doing a feature on the DPW Wastewater facility. There will be an open house at a later date.

Perialas is working with the high school students on some historical signs that will be posted around the Village.

The new spring banners are up and in May the Seniors will have some banners up.

Perialas and Emery will work on a Water Tower tour. The Resorter will be doing a feature on that also.

Motion by Cook, seconded by Medina to approve USDA RD WW Services with Flies & Vendenbrink in the amount of \$3,349.25. Ayes: Ruddy, Medina, Miller, Fishel, Cook. Nays: none. Motion carried.

Motion by Ruddy, seconded by Cook to approve the Mobile Food Unit Licensing Ordinance. Ayes: Cook, Fishel,, Ruddy, Miller. Nays: Medina. Motion carried.

Medina gave an update on the snowmobile trails going through the Village. He is still working with St. Helen Snowpackers, DNR, and the State. He is not sure if it will be possible, but is not giving up.

NEW BUSINESS

Alden told everyone about Denise Kline helping to update the Master Plan. The cost is \$12,000.00. MEDC will pay \$9,000.00 through a grant and then the Village will pay the remainder. This should take about a year, but then will be set for another five years.

Motion by Medina, seconded by Ruddy to approve a posting and hiring for a seasonal DPW worker to be handled by the Manager. Ayes: Fishel, Ruddy, Cook, Medina, Miller. Nays: none. Motion carried.

Alden told everyone about the 2023 Wastewater Utility of the Year Award that the DPW received.

DISCUSSION ITEMS

Vacant Village Council Seat —
Each candidate stood to say a few words to the Council and the public.
Mike Allen, Kathy Pardo, Jennifer Phillips, and
Kathy Mead-Rivas was not present.

Medina would like to check into the key fob gate entry like Gerrish Township uses for entry to the Compost Site. Also would like some old Oaks around the compost site taken out.

PUBLIC ACKNOWLEDGEMENT

Members from the public made comments on Hull Lumber Yard expansion. They say they did not receive the letters of intent in 2020. It was in 2018 that this went to the Planning and Zoning Commission. Alden has copies of the letters and the notices.

COUNCIL COMMENTS

Medina- Canoe Race on April 22 - A couple of Clean Ups coming up

Ruddy – Happy to see 4 candidates for the Council position.

Fishel – Wants to discuss letting no more storage barns in the Village.

Cook – Happy to see all the candidates. Also all the other public coming to the meeting with some issues.

Miller – Says he will address the issues on Wyckoff. Thank you DPW for doing a great job, thank you to the Council, thank everyone for coming to the meeting.

Motion by Fishel, seconded by Cook to go into Closed Session at 8:20 pm. All in favor. Motion carried.

Close Closed	Session	at 8:56	pm
ITEMS FOR T	HE NEXT	Γ ΔGENI	ΔΔ

Budget updates Seasonal Worker New Council Person Participation Plan

ADJOURNMENT

Moved by Fishel, seconded by Ruddy to adjourn the meeting at 9:11 PM. All in favor. Hearing no objections, the motion carried.

Michael Miller	Frances Dawson
Village President	Village Clerk



MEETING MINUTES April 17, 2023

Members Present: CEO Ron Alden, President Thomas O'Brien (4), Vice President Jim Anderson (1), Treasurer Andrea Weiss (4), Diane Love Suvada (2), Jessie Sharpe (2), Mike Walker (3), Tom Barber (3), Student Members - Riley Carter, Reanna Stern (alternate)

Virtual: Peggy Kish (4), Secretary Sue Jock (1), Sue McFatridge (2),

Excused: Phil Weiler (3)
Absent: Crystal Brabant (2)

Others Present: Jim Perialis, Marcie Dankert, Dan Scow, Tom Dale

Motion made by to accept the meeting minutes for March by Tom Barber, second by Ron Alden, motion carried.

Roscommon Downtown Development Authority- March 2023

(Thru 4/14/23) Treasurer's report

 Balance Forward
 \$453,598.74

 Deposits
 \$12,112.22

 Balance
 \$465,710.96

Bills Approved Prior Month

Bills to be approved

Ck #1320 Village of Roscommon (audit fee)	\$2	1,000.00
Ck #1321 Daniel Scow	\$	400.00
Ck #1322 RARA	\$	300.00

Ending Balance \$464,010.96

CORRESPONDENCE & PUBLIC COMMENT -

None-

COMMITTEE REPORTS

Managers' Report -

- Our village clean was move to April 29
- Five families meeting Thursday April 20th 6pm, mandated meeting
- Mobile food ordinance passed by village council, needs to have zoning to adjusted addressing private property occupancy.

^{*}Comment - it would be nice to see our previous financial commitments listed here. Motion by to accept treasurer's report as presented by Ron Alden, second by Tom Barber, roll call, treasurer's report approved.

- Closed on 2 lots in industrial park, south of NuCraft
- Chase Bank up for auction, local group interested, shared vision, they got the bid with some interested in downtown development. Jim Anderson suggested a written commitment in regards to intent from the Village.
- Morning with the manager 6 in attendance last month.
- Multiuse hog in for repair and should be back next week
- Compost site open, Tuesday, Friday, Saturday and Sunday. 9:00 to 3:00
- State appropriations grant awaiting results
- Michigan Rural Water Award granted to Roscommon.
- 4 applications were received for Village Council

Economic Administrators: Jim Perialis-Dan Scow

- Dan Scow completed RRC biannual report
- MOM grants 2 submitted neither were awarded. We need to be prepared for next round.
- Working on community block grant to fund bridge project.
- Octoberfest October 14th.
- Laundry Tub having difficulty with permitting. Our second MOM grant recipient.
- Starting master planning process
- Attended tourism meeting

Farmers Market: Vender meeting for summer market, 30 applications, \$1000 fees already received, opening day May 20th. Attending business Expo in May.

Facade Grants -

- Fleck's BP Gas signage \$5,000 / \$12,500 -Approved
- Spruce Lodge new roof 5,000 / \$11,900 -Paid \$2,500
- Uncommonly Good \$5,000 / \$27,000 -Approved
- D. Hall 709 Lake Street 5,000 / \$16,500 -Approved
- CRAF Center CIV electrical revisions \$4,700 Fritch Electrical -Approved
- Five Buds Brabant, new metal siding and roof \$5,000/\$15,470.80 -Approved
- St. Michael Church exterior paint \$5,000 / \$17,800 motion made by Tom Barber, second by Jim Anderson, roll call, motion carried

Old Business

- Veteran -nothing new will be put up seasonally.
- Downtown Rehabilitation Grants and Revolving Loan Funds not in our budget at this time.
- Some Façade grant changes will be presented at our next meeting.
- DDA bylaws updates no significant changes. Motion to approve DDA bylaws as presented by Jim Anderson, second by Andrea Weiss, discussion, motion carried. Bylaws to go to Village Council for approval.

New Business:

- Village Clock repair quote \$4,760 \$1,500 each has been pledged from the Lions Club and Rotary. A motion by Jim Anderson, second by Tom Barber to pay the balance of \$1,760, roll call, motion carried.
- Request for Kirtland Warbler Festival funding of \$500, cost around \$3,500. Motion by Tom Barber, second by Andrea Weiss, roll call, motion carried.
- Short and long term projects: general discussion, to send out afterwards for everyone to rate their top three priorities.

Liaison Reports:

Chamber:. Business Expo in May 17th.

Next DDA Meeting – May 15th, 2023, Village clean up April 29th.

Motion to adjourn 9:23 by Reanne Stern, second by Ron Alden, motion carried.

Secretary-Sue Jock

PLANNING COMMISSION MINUTES 4-17-2023

- 1. Call to Order Chairperson Dixon called to order the regular meeting of the Planning Commission at 5:30 PM at the offices of the Village of Roscommon.
- 2. Pledge of Allegiance The Pledge of Allegiance was recited by those present.
- 3. Roll Call Roll was taken by Walker. Members present: Don Dixon, Tim Reilly, Kris Suvada. Members excused: Angela Cook, Steven DeVault. Others present: Ron Alden, Jennie Walker, Jim Perialas, Dan Fishel
- 4. Approval of Minutes Dixon asked for any discussion of the previous meeting minutes. After no discussion, Reilly made a motion to approve the minutes and Suvada seconded the motion. The motion was carried with all members present voting aye.
- 5. Public Comment None

6. Old Business

A. Master Plan Process (MPP) – Alden updated the public and members regarding the proposal submitted by Northeast Michigan Council of Government (NEMCOG) to oversee and implement the process; funding available through MEDC to cover NEMCOG costs; and the kick-off of the MPP planned for the next meeting. MEDC will provide a grant of \$9,000 and the Village will be responsible for \$3,000 for the services of NEMCOG. Alden stated that funds were already set aside to cover the village's costs.

7. New Business

A. Amend Village Zoning Ordinance — Alden stated that the Mobile Food Unit Ordinance was approved by the Village Council. He also explained that the amendment to the MFU ordinance was needed to cover property within the Downtown Commercial District. Members asked questions of clarification, and Dixon asked for a motion of approval of the amendment. Reilly made a motion to approve and Suvada seconded the motion. The motion was carried with all members present voting aye.

- B. Training Exercise Members participated in a mock site evaluation.
- 8. Correspondence/Reports Alden shared that the Chase Bank had been purchased by local investors at auction. He stated that development should occur quickly and be ready for retail occupants by fall. The Village will work with investors to include public bathrooms and downtown parking options.
- 9. Public Comment Perialas expressed the need of public input in the Master Plan. He reminded members of the Five Family meeting on Thursday, April 20, 2023, at 6:00 PM. He also spoke of recent changes for Uncommonly Good. Dixon reiterated that the kickoff for the MPP will be at the next meeting. Alden hoped that Denise Cline of NEMCOG would be able to attend. Alden also shared of a possible prospect for a parcel in the Industrial Park. He will present the purchase agreement at a future meeting. Alden circulated an article in a recent publication of Michigan Municipal Parks showcasing Wallace Park and the upcoming expansion project. Alden explained the unique filtering system of the Village of Roscommon's wastewater treatment facility. The Village was honored for the treatment facility and awarded highway signage in acknowledgment. Alden will work with MDOT to get signs erected soon.

10. Adjournment	t
-----------------	---

A motion of adjournment was	made by Dixon and Suvada seconded the motion.	The motion was carried by
members present voting aye.	Meeting was adjourned at 6:20 PM.	

Chairperson, Don Dixon	Date	Secretary, Jennie Walker	Date

COUNTY of ROSCOMMON OFFICE of SHERIFF



Edward Stern Sheriff

Ben Lowe Undersheriff

Angela Ackley Lieutenant Investigative Services

Laurie Beck Lieutenant Jail Administrator

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

Village Patrol March 2023

Mileage	213
Hours	55
Criminal Complaints	9
Non-Criminal Complaints	8
Report Writing	11
Traffic Stops	1
Verbal Warnings	1
Citations	1
OWI Arrests	1
Other Arrests	1
Accidents	1
Assist EMS	0
Property Checks	40
Contacts	42

Complaints Handled

Fraud Civil Comp

Missing Elderly Person

Possible Larceny

Assault & Battery

Assault & Battery Overdose Death

Suicide

Arrests

OWI

COUNTY of ROSCOMMON OFFICE of SHERIFF



Edward Stern Sheriff

Ben Lowe Undersheriff

Angela Ackley Lieutenant Investigative Services

Laurie Beck Lieutenant Jail Administrator

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

Extra Village Patrol March 2023

Hours	12
Criminal Complaints	0
Non-Criminal Complaints	5
Traffic Stops	7
Verbal Warnings	7
Citations	1
OWI Arrests	0
Other Arrests	2
Accidents	1
Assist EMS	1

Complaints Handled

911 Hangup Possible Fraud Parking Complaint Suspicious Person DOA Argument Vicious Dog

Arrests

Driving While License Suspended Possession of Narcotics

COUNTY of ROSCOMMON OFFICE of SHERIFF



Edward Stern Sheriff

Ben Lowe Undersheriff

Angela Ackley Lieutenant Investigative Services

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

Laurie Beck Lieutenant Jail Administrator

Village Patrol April 2023

Mileage	136
Hours	40
Criminal Complaints	2
Non-Criminal Complaints	5
Traffic Stops	2
Verbal Warnings	3
Citations	1
OWI Arrests	0
Other Arrests	2
Accidents	0
Assist EMS	0
Property Checks	50
Contacts	46

Complaints Handled

Fraud Larceny

Arrests

Warrant Arrest x 2

COUNTY of ROSCOMMON OFFICE of SHERIFF



Edward Stern Sheriff

Ben Lowe Undersheriff

Angela Ackley Lieutenant Investigative Services

Laurie Beck Lieutenant Jail Administrator

111 S. Second St. Roscommon, MI 48653

Telephone 989-275-5101 Fax 989-275-5843 Email: roscosheriff@roscommoncounty.net

Extra Village Patrol April 2023

Hours	20
Criminal Complaints	4
Non-Criminal Complaints	8
Traffic Stops	12
Verbal Warnings	10
Citations	2
OWI Arrests	0
Other Arrests	2
Accidents	0
Assist EMS	0

Other Assignements

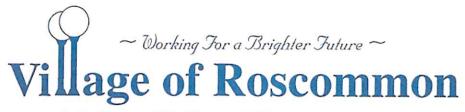
Assist with Canoe Races at Wallace Park

Complaints Handled

civil stand bye Neighbor Dispute x2 Argument x 2 x3 Suspicious Vehicle Narcotics Complaint Noise Complaint x2 Illegal Dumping **MDOP** x2 **PPO Violation** Fraud / Fake Money x 2 Welfare Check Disorderly Person Trespassing

Arrests

PPO Violation Warrant Arrests x 2



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

BUILDING AND ZONING REPORT FOR THE MONTH OF April 2023

4/5/2023: Review plans for sewer and water lines at 111 Union St.

4/12/2023: Inspection at 700 Edna St. 4/18/2023; Inspection at 814 Lake St. 4/26/2023: Inspection at 909 Higgins St.

Respectfully Submitted,

James R. Letts

Building Official and Zoning Administrator

USDA-RD Form RD 440-11 (Rev. 10-00)

FOR 30-Day Period Commencing 3/01/2023

FORM APPROVED OMB NO. 0575-0015

Name of Borrower Village of Roscommon Sewer

Items		Amount of Funds
Development	\$	
Contract or Job No.		
Contract or Job No.		
Contract or Job No.		
Land and Rights-of-Way		
Legal Services		
Engineering Fees		4,755.89
Interest		
Equipment		
Contingencies		
Refinancing		
Initial O&M		
Other		
TOTAL	\$	4,755.89
Prepared by Village of Roscor	mmon	
Ву		Name of Borrow
Date		
Approved by		
Date		

According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0575-0015. The time required to complete this information collection is estimated to average 1 hour per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.



INVOICE

Ron Alden Village of Roscommon 702 Lake Street PO Box 236 Roscommon, MI 48653

April 17, 2023 Invoice No: 65484-S Project No: 838942

RE: Village of Roscommon - USDA RD Wastewater Improvements Services through April 1, 2023

Professional Services: Basic Services - Design, Bidding &	Contract <u>Amount</u>	Billed to Date (Includes this invoice)	Remaining Contract <u>Amount</u>	This Invoice
Construction Administration	\$574,200.00	\$574,200.00	\$0.00	\$130.57
Resident Project Observation	\$173,800.00	\$160,027.29	\$13,772.71	\$217.50
Additional Services* - Startup, Record Drawings, Soil Borings, ROW Map, Owner Training, O&M Manuals	\$131,300.00 \$879,300.00	\$122,103.22 \$856,330.51	\$9,196.78 \$22,969.49	<u>\$4,407.82</u>
Total amount of this invoice				\$4,755.89

Terms: Net 15 days

Thank you for your business, it is sincerely appreciated.

If there are any questions regarding this invoice or the services provided, please contact us.

via email: manager@roscommonvillage.com / dpwdirector@roscommonvillage.com

Status Update:

Punch list ongoing at the WWTF and pump stations

USDA-RD Form RD 440-11 (Rev. 10-00)

FOR 30-Day Period Commencing 03/01/2023

FORM APPROVED OMB NO. 0575-0015

Name of Borrower Village of Roscommon Water

Items	Amount of Funds
Development	\$
Contract or Job No.	15
Contract or Job No.	
Contract or Job No.	
Land and Rights-of-Way	
Legal Services	
Engineering Fees	8,307.21
Interest	
Equipment	
Contingencies	
Refinancing	
Initial O&M	
Other	
TOTAL	\$ 8,307.21
Prepared by Village of Rosco	nmon
Ву	Name of Borro
Date	
Approved by	
Date	

According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0575-0015. The time required to complete this information collection is estimated to average 1 hour per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.



INVOICE

Ron Alden Village of Roscommon 702 Lake Street PO Box 236 Roscommon, MI 48653 December 12, 2022 Invoice No: 64410-W Project No: 838946

RE: Village of Roscommon - USDA RD Water Improvements Services through November 26, 2022

Professional Services: Basic Services - Design, Bidding &	Contract <u>Amount</u>	Billed to Date (Includes this invoice)	Remaining Contract <u>Amount</u>	This Invoice
Construction Administration	\$453,000.00	\$451,893.35	\$1,106.65	\$156.64
Resident Project Observation	\$165,300.00	\$165,300.00	\$0.00	\$0.00
Additional Services* - Startup, Record Drawings, Soil Borings, ROW Map, Owner Training, O&M Manuals	\$154,150.00 \$772,45 0.00	\$154,150.00 \$771,343.35	<u>\$0.00</u> \$1,106.65	<u>\$0.00</u>
Total amount of this invoice				<u>\$156.64</u>

Terms: Net 15 days

Thank you for your business, it is sincerely appreciated.

If there are any questions regarding this invoice or the services provided, please contact us.

via email: manager@roscommonvillage.com / dpwdirector@roscommonvillage.com

Status Update:

Well No. 5 started up. Punch list is ongoing.



INVOICE

Ron Alden Village of Roscommon 702 Lake Street PO Box 236 Roscommon, MI 48653 April 17, 2023 Invoice No: 65484-W Project No: 838946

RE: Village of Roscommon - USDA RD Water Improvements Services through April 1, 2023

Professional Services: Basic Services - Design, Bidding &	Contract <u>Amount</u>	Billed to Date (Includes this invoice)	Remaining Contract <u>Amount</u>	This Invoice
Construction Administration	\$464,700.00	\$458,043.92	\$6,656.08	\$6,150.57
Resident Project Observation	\$173,000.00	\$165,300.00	\$7,700.00	\$0.00
Additional Services* - Startup, Record Drawings, Soil Borings, ROW Map, Owner Training, O&M Manuals	\$156,150.00 \$ 793,850.00	\$156,150.00 \$779,493.92	<u>\$0.00</u> \$14,356.08	\$2,000.00
Total amount of this invoice				<u>\$8,150.57</u>

Terms: Net 15 days

Thank you for your business, it is sincerely appreciated.

If there are any questions regarding this invoice or the services provided, please contact us.

via email: manager@roscommonvillage.com / dpwdirector@roscommonvillage.com

Status Update:

Well No. 5 started up. Punch list is ongoing.

VILLAGE OF ROSCOMMON Ordinance No. ___ of 2023

AN ORDINANCE TO AMEND THE VILLAGE OF ROSCOMMON ZONING ORDINANCE

THE VILLAGE OF ROSCOMMON ORDAINS:

Section 1. Amendment of Section 2.2.

Section 2.2 of the Village of Roscommon Zoning Ordinance is hereby amended to add a new definition in its appropriate alphabetical location, which new definition shall read in its entirety as follows:

Mobile Food Unit. Any motor vehicle or trailer from which a vendor operates a business that serves or offers for sale food and/or, which meets the definition of a food service establishment under Public Act 92 of 2000, and which may include the ancillary sales of branded items consistent with the food, such as a tee shirt that bears the name of the person engaged in the mobile food vending business.

Section 2. Amendment of Article 3.

Article 3 of the Village of Roscommon Zoning Ordinance is hereby amended to add a new Section 3.24, which shall read in its entirety as follows:

Section 3.24. Mobile Food Units

Mobile food units shall be a use permitted by right in the Downtown Commercial District (C-1), subject to all of the following requirements:

- A. The operator of the mobile food unit has obtained a licence for that mobile food unit under the Village of Roscommon Mobile Food Unit Licensing Ordinance.
- B. In addition to signage placed on the mobile food unit, a mobile food unit shall be allowed one (1) temporary accessory sign no greater than 8 square feet in sign surface area and no greater than three (3) feet in height displayed at the location of the mobile food unit. The sign shall be displayed only during times when food is being served from the mobile food unit.
- C. No more than twelve (12) accessory chairs and no more than three (3) accessory tables may be placed out of doors on the lot.

- D. Each mobile food unit shall have a minimum of two (2) off street parking spaces if no accessory seating is offered or a minimum of three (3) off street parking spaces if accessory seating is offered.
- E. A mobile food unit shall meet all setback requirements of the zoning district in which it is located.

Section 3. Amendment of Section 4.11.

The Table of Permitted Uses & Special Uses, Accommodation and Food/Event Services, within Section 4.11.B of the Village of Roscommon Zoning Ordinance is hereby amended to add the following use:

Mobile Food Units

C-1 P

Section 4. Validity.

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

Section 5. Effective Date.

This Ordinance shall become effective eight (8) days after being published in a newspaper of general circulation within the Village.

		day of	
2023, by the Rosco	ommon Village Council as	follows:	
Motion by:			
Seconded by:			
Yeas:			
Nays:			
Absent:			
Frances Dawson, (Clerk	Michael Miller, President	

meeting of the Roscommon Village Council on _	that was adopted at	a regular , 2023 and
published in the	on	•
2023.		,
Dated:	Frances Dawson, Clerk	
	Talles Dawsoll, Cielk	



A PLACE FOR TODAY, TOMORROW, THE FUTURE.

Village of Roscommon PUBLIC PARTICIPATION PLAN

Adopted 11.08.21

Table of Contents

OVERVIEW and PURPOSE		2
PARTICIPATION GOALS and OBJECTIVES		2
COMMUNICATION		2
BASIC ANNOUNCEMENT METHODS FOR PUBLIC MEETINGS SU	JRVEYS	3
PRE-APPLICATION REVIEW		3
WEBSITE/SOCIAL MEDIA		3
PHONE/MOBILE		4
MASTER PLAN UPDATE		4
ZONING ORDINANCE UPDATE		4
COMMUNICATING RESULTS		4
EVALUATION AND IMPROVEMENT		4
CLOSING		5

OVERVIEW and PURPOSE

Citizen engagement through a planning process is crucial to the success and effectiveness of the plan. By providing an opportunity for community input, village officials and administrators ensure community stakeholders have an opportunity to "by-in" to their governing plan. Such a process also enhances both the ability and responsibility of public participants to affect the Village's future. If requested, the Village of Roscommon shall assist developers/applicants in soliciting input from neighboring stakeholders and the public in general, early on and throughout the planning process, to ensure their understanding and acceptance and will endeavor to work with all parties to prevent obstacles from arising late in the process.

In circumstances when the village consults with a third-party entity, that entity shall adhere to the provisions of this Plan, if applicable."

Creating a public participation plan or P3, as referred to by the Michigan Economic Development Corporation's (MEDC) Redevelopment Ready Communities program, will allow the Village to engage the public during substantive planning, zoning, and development projects. This ensures a retention of institutional knowledge over time. By documenting and analyzing information on participation efforts, the Village of Roscommon will be able to more objectively assess its efforts and adjust accordingly, thereby creating an effective set of best practices to consult for future uses.

COMMUNICATION TOOLBOX

		Ven	ues and Engag	gement E	fforts		
	Master Plan	Zoning Amendments	Environmental Projects	CIP planning	Parks and Recreation Planning	Major Development SLU	Permitted Uses
Preapplication meetings							
Surveys							
Open House meetings							
Charrettes							
Walking Tours							
1:1 Interviews							
Focus Groups							
Local events							
News, Media							
Public Hearing							Not Required

Recommended Optional Required

PARTICIPATION GOALS and OBJECTIVES

As the Village of Roscommon strives to involve the community in the decision-making process, Village staff use various methods of communications and outreach in order to understand resident desires. Principal goals of the Public Participation Plan are outlined below.

- Develop and maintain staff expertise in methods of community participation
- Solicit public participation in each phase of planning processes
- Provide participation opportunities that support and encourage active and effective community involvement
- Use forms and methods of communication that ensure broad access to information
- Record results of public engagement and report such results back to the public

COMMUNICATION METHODS

The Village of Roscommon uses a variety of methods for communicating with the public. Village staff seek ways to communicate by researching and experimenting with contemporary and traditional methods. The Village staff oversees innovative communication opportunities that include technological means and multiple media platforms.

The Village is updating its website to streamline and enhance online communications. Various social media accounts have been created including <u>Facebook</u>, <u>Twitter</u>, and <u>Instagram</u>.

Realizing that not all residents use computers, the exclusion of notifying certain residents can occur. Therefore, the Village will use a variety of communication methods, such as:

Newspaper posting:

The Village will utilize the local newspapers: Houghton Lake Resorter Up North Voice

Website posting:

The Village website, https://www.roscommonvillage.com/, announces meetings, posts agendas, minutes, and sometimes will contain pages or links for topics of major interest.

Radio Stations:

100.3 WQON 98.5 WUPS 92.1 WTWS

Printed postings:

Available for viewing at Village Hall and local bulletin boards

Announcements:

Announcements are made during meetings of the Village Council, Downtown Development Authority, Planning Commission and other boards and commissions.

Press releases and articles:

Houghton Lake Resorter Up North Voice

• Email or postal mail:

Interested parties may request to the Village Clerk that they be notified personally of meetings/topics for discussion. The City also issues postal mailings to neighbors within 300 feet, according to statute.

Water bill notices:

The city can print communications on the monthly water bills.

Customers will be informed on where to obtain information and how to share their opinions.

Newsletters:

The city produces an annual newsletter which will be used to provide information and announcements

ANNOUNCEMENT METHODS FOR PUBLIC MEETINGS

- Newspaper notices
- Website postings
- Fliers
- Council meeting announcements
- Postcards
- Water bill attachment or short message
- Village social media accounts

SURVEYS

Surveys are useful for identifying a broad scope of ideas or issues from a community perspective. A community may use a survey to identify where to start in the planning process or the general climate surrounding a topic. Surveys can be useful to get a general idea of public opinion on a specific community issue. The most recent planning process began with a Village *public opinion survey* in 2018. As with most public input efforts, it is best to vary information-delivery methods (e.g., mail, handouts, and electronic).

WEBSITE/SOCIAL MEDIA

The Village's new website will be a practical platform to access project and contact information. Proposed-project information will be incorporated into an online-website format. Social media will update audiences on project progress, distribute meeting notifications, solicit feedback from surveys, acknowledge general comments, and/or generally engage and inform the public.

MOBILE COMMUNICATIONS

Mobile-phone texting reaches a wide audience. Young adults are more likely to communicate via cell phone and text than other traditional media methods. Seniors and low-income persons are the most unlikely to text. The Village of Roscommon will research cell phone and texting options to increase communication with the public.

In summary, a myriad of communication means, and methods will be used to ensure effective public participation in all facets of Village management, planning, and development activities.

MASTER PLAN UPDATE

The Master Plan is the visioning document for the Village from which present and future developments and policies are maintained and created. The aforementioned communication tools are used to gain the attention and involvement from the widest number of Village residents.

As an example, notice was given to village residents in the summer of 2018 when the planning process began by using a *public opinion survey*. The survey helped the RRC committee shape and draft the Master Plan to reflect Roscommon residents' present and future desires.

ZONING ORDINANCE UPDATE

The Zoning Ordinance is the document that enforces the Master Plan's vision and promotes the community's health, safety, and general welfare. Since the document establishes land-use regulation and provides for the administration, enforcement, and amendment of those regulations, it is essential that the public be informed and given the opportunity for input on zoning updates. While zoning is based on and enforces the master plan, many zoning regulations are based in state law and, therefore, the input process is not as flexible to public input. Nonetheless, the Village will use its communications methods accordingly to keep the public well advised.

PRE-APPLICATION REVIEW

Applicants are encouraged to submit a pre-application plan for review by the Village Manager

and Zoning and Building Official prior to submitting a formal application or site plan. The review shall be informal and advisory only and shall not constitute any form of approval or authorization of granting a permit. The review shall be at no cost to the applicant. (See "Guide to Development" on Village website

[http://roscommonvillage.com/boards/planning-commission/ [Guide to Development/Conceptual meeting procedures].) A suggestion for a developer's early stakeholder outreach can also be found at this section of the Guide.

COMMUNICATING RESULTS

Results from public participation sessions will be communicated back to the public by including their comments it in the final planning document. Media will also be used to release public-input comments indicating, for example, the most interesting points, how many people attended, and whether further participation will be forthcoming. This will demonstrate that public responses are heard, input is desired, and that the Village wishes to create an environment of transparency.

Public-meeting minutes shall be posted online. Village staff will compile, and report completed public surveys in a timely manner. Survey results will be posted online and, in the newspaper, when appropriate.

EVALUATION AND IMPROVEMENT

Review of its public-input process ensures the Village of Roscommon will remain a thriving and connected community. The residents are what make the Village such a great place to live. Their creativity and talent are integral to the community planning process. Therefore, reflection on communication and involvement efforts are needed to assure such methods are effective.

An "Event Satisfaction Survey" will be used at each public event. Results will be analyzed by keeping records of participation, including the types of communication used, the quantity of comments received, and the number of participants involved. The survey sample can be found at the end of this document. Documentation will contribute to a public participation process that is continuously evolving to better obtain public input.

ANNUAL REVIEW OF PUBLIC PARTICIPATION STRATEGY

This document is intended to be a living document that can adapt to changes in technology and best meet the needs of residents. Therefore, this strategy is reviewed annually, and public engagement activities will be reported via the PLANNING COMMISSSION ANNUAL REPORT (Deadline: November). Methods that have failed will not be removed but will be reviewed and

documented so that the same mistakes will not be made in the future. The results will identify strengths and weaknesses and allow staff to maximize outreach methods. This feedback loop will create a continuous review process that enables officials to make improvements to strategy.

The Village of Roscommon will document public engagement activities held throughout the year and report it to the legislative body. This can be done through the Planning Commission Annual Report.

INCLUSIVITY

The Village of Roscommon is committed to being inclusive when it comes to public outreach and making sure all voices are heard. Some practices Roscommon will continue to work on are:

Collaborations with:

- Roscommon Economic Development Corporation
- Roscommon Higgins Lake Chamber of Commerce
- Roscommon Area Schools
- Roscommon District Library
- Higgins Township
- NEMCOG
- MEDC
- Others

Communications with constituents:

- Announcements/Information on water bills
- Updated and current website
- Email updates
- Feedback forms at public meetings and events
- Community Survey
- Public Meetings
- Economic Development Steering Committee

Involving all generations

Vibrant communities are places where young people and older adults are included in all

aspects of community life. That includes being involved in making the changes they want to see in their community.

Ensuring diversity

People of all income levels share the benefits of safe, affordable, accessible housing and transportation options. People of all ethnicities, races and cultures share the benefits of accessible, inviting parks and green spaces. People of all gender identifications and sexual orientations enjoy the benefits to health and well-being of having access to quality health services and community supports. When people don't know about community projects or when they don't feel welcome, they likely won't benefit. If people who are traditionally excluded from community involvement are involved with the effort—especially the implementation effort—it will encourage other members of often excluded communities to participate in the work.

Tony Medina 110 Oak Drive Roscommon, MI 48653 (989) 390 5050 Tonymedina@roscommonvillage.com



April 21st 2023

Dear President Miller,

I would like to request "Roscommon Fireworks contribution" be placed on the May 8th regular meeting agenda under New Business. I have spoken with Roscommon Fireworks committee president, Anthony Gnesotto and he informed me the Village contributed \$500 towards the event last year. Mr. Gnesotto explained to me the rising cost associated with holding this event and his concerns with being able to raise enough funds to put on a quality fireworks show for our residents and visitors to enjoy.

I would like to suggest the village at least doubles last year's contributions. This is a great event that our residents look forward to every year. Not to mention the amount of people it brings into our downtown area supporting the local commerce and promoting the Village of Roscommon.

Any questions feel free to contact me

Thank you,

Tony Medina

Village of Roscommon Trustee

BUILDING PERMIT FEES

Effective August 20, 2020

*A 10% Administrative Fee Is Added To The Total Cost Of All Permits

*Minimum Fee For Building Permit Is \$60.00

RESIDENTIAL

Zoning Administrator Permit: (\$25.00) \$40.00

Building Inspector Plan Review: (\$10.00) \$25.00

(.10) .20 Per Sq Ft: Single Family Dwelling — Garage — Sheds — Carports — Additions

— Basements — 2nd floors — Remodel and Alterations

(.10) .20 Per Sq Ft: Porches — Decks — Roof Over — Shed — Carports

Flat Rate (\$60.00) \$85.00 Fee: Deck — Shed — Demolition — Pool — Roof Over — Re-Roof — Retaining Wall 4' or Higher — Solid Fence 6' Or Higher Extend Permit: \$30.00

COMMERCIAL ***Site Plan Review Must Be Approved By Planning Commission***

Commercial Drawings Must Have A Raised Seal By An Architect

Planning Commission Site Plan Review: (\$250.00) \$125.00

Building Inspector Sealed Prints Plan Review:

Up to 400 sq Ft-	\$80	10,001 to 15,000- \$300	35,001 to 40,000- \$800
401 to 900 sq Ft-	\$100	15,001 to 20,000-\$400	40,001 to 45,000- \$900
901 to 1400 sq Ft-	\$120	20,001 to 25,000-\$500	45,001 to 50,000- \$1000
1401 to 5000 sq Ft- \$1	40	25,001 to 30,000-\$600	50,001 to 55,000- \$1100
5001 to 10,000 sq Ft	- \$200	30,001 to 35,000- \$700	Add \$100 per 5000 sq Ft

*PLUS .20 Per Sq Ft: New Commercial — Additions - Remodel and Alterations

Demolition: (\$140 Plan Review plus \$280 Permit Fee) \$125

Signs: \$80 Plan Review plus \$160 Permit Fee Towers: \$80 Plan Review plus \$150 Permit Fee

Processing by mail/fax: \$10.00

PERMIT FEES ARE ROUNDED OFF TO THE NEAREST DOLLAR. ANY SERVICES NOT SPECIFICALLY PROVIDED FOR SHALL BE CALLED IN THE MANNUAL MOST SIMILAR TO THE WORK BEING DONE.

VIOLATIONS AND WORK STARTED WITHOUT A PERMIT WILL BE CHARGED A FEE, UP TO <u>DOUBLE</u> THE COST OF THE PERMIT. OCCUPANCY PERMITS MUST BE COMPLETED

RELATED ZONING PERMIT FEES

Zoning Permit \$40.00 (\$25.00)

Site Plan Review \$125.00 (\$250.00)

Rezoning Request \$250.00 (\$200.00)

Zoning Text Amendment \$200.00

PUD Application \$200.00

ZBA Public Hearing \$200.00

Special Use Permit \$250.00 (\$200.00)

Variance \$200.00

Building Permit Cost & \$10.00 Administrative Fee

211.34 and 211.34d. Filling is mandatory, Penalty applies.

2023 TAX RATE REQUEST (This form must be completed and submitted on or before September 30, 2023)

ORIGINAL TO: County, Clerk(s) COPY TO: Equalization Department(s) COPY TO: Each township or city clerk

	Personal and Commercial Personal Properties,	055 VILLAGE OF ROSCOMMON
ON PAGE 2.		Local Government Unit Requesting Millage Levy
THE INSTRUCTIONS	25,596,464	ROSCOMMON
CAREFULLY READ	2023 Taxable Value of ALL Properties in the Unit as of 4-26-2023	County(les) Where the Local Government Unit Levies Taxes
	NERG	MILLAGE REQUEST REPORT TO COUNTY BOARD OF COMMISSIONERS

The following tax rates have been authorized for levy on the 2023 tax roll. This form must be completed for each unit of government for which a property tax is levied. Penalty for non-filing is provided under MCL Sec 21.1.119.

CERTIFICATION	Prepared by				VOTED	ALLOCATED	Source	(3)
CERTIFICATION: As the representatives for the local government unit named above, we certify that these requested tax levy rates have		TOTALS			WW DEBT	GENERAL	Purpose of Millage	(2)
tives for the local					1997	11/1978	Date of Election	(3)
government unit na	Telephone Number (989) 2:	12.0000			VARIABLE	12,0000	Original Millage Authorized by Election, Charter, etc.	(4)
amed above, we co	umber (989) 275-5743	11.7691			¥	11.7691	2022 Millage Rate Permanently Reduced by MCL 211.34d "Headlee"	(5)***
ertify that these rec	Title of Preparer				1.0000	1.0000	2023 Current Year "Headlee" Millage Reduction Fraction	(6)
luested tax levy ra					NA	11.7691	2023 Millage Rate Permanently Reduced by MCL 211.34d "Headlee"	(7)
tes have	Village Clerk				1.0000	1.0000	Assessing or Equalization Millage Rollback Fraction	(8)
		11.7691			NA	11.7691	Maximum Allowable Millage Levy*	(9)
	ים	12.3000			2.5000	9.8000	Millage Requested to be Levied July 1	(10)
	Dale						Millage Requested to be Levied Dec. 1	(11)
					12/2038	N/A	Expiration Date of Millage Authonized	(12)

been reduced, if necessary to comply with the state constitution (Article 9, Sec.31), and that the requested levy rates have also been reduced, if necessary to comply with MCL Sections 211.24e, 211.34 and , for LOCAL school districts which levy a Supplemental (Hold Harmless)

Local School District Use Only. Complete if requesting

Type Name Type Name

rate but not larger than the rate in column 9.
** IMPORTANT: See instru rate allowed in column 9. The requirements of MCL 211.24e must be met prior to levying an operating levy which is larger than the base tax

For Commercial Personal

Forest and Industrial Personal

For Principal Residence, Qualified Ag, Qualified Levied (HH/Supp and NH Oper ONLY) Total School District Operating Rates to be nstructions on completing this section. nillage to be levied. See STC Bulletin 2 of 2023 for

Rate

See instructions on page 2 regarding where to find the millage rate used in column (5).