

# Consent Agenda

Council Minutes

DDA Minutes

DDA Special Minutes

Planning Commission Minutes

Planning Commission Work Session Minutes

RARA Resolution

Sheriff Report

Zoning Report





**Regular Meeting Agenda  
February 13, 2023 – 7:00 P.M.**

**1. Call to order, Roll Call of Council, Pledge of Allegiance, and Invocation**

**1.5 Public Hearing Grant Submission**

**2. Approval of Consent Agenda:**

Miller

- Approval of minutes of the January 9, 2023, Regular Council Meeting
- Approval of minutes of the January 23, 2023, DDA Meeting
- Approval of minutes of the January 25, 2023, DDA Special Meeting
- Approval of minutes of the January 23, 2023, Planning Commission Meeting
- Approval of minutes of the February 6, 2023, Planning Commission Work Session
- Approval of minutes of the February 2, 2023, RARA Meeting
- Approval of January 2023 Sheriff Report
- Accept Zoning Director's January 2023 Report
- Approve the Bills to be paid

**3. Approval of Regular Agenda**

Miller

**4. Manager's Report**

Alden

**5. Public Acknowledgement on Agenda Items (Two minutes per speaker)**

**6. Unfinished Business**

- DPW Update
- Economic Development Update
- USDA 440-11 Wastewater, Fleis&Vandenbrink Invoice \$6,024.22

Emery  
Perialas  
Alden

**7. New Business**

- RARA Resolution to allow application for Grant.
- Village Tax Collection Extension
- Roscommon Cemetery Annex GIS Proposal, \$1,800
- NPDES Permit Renewal, Fleis&Vandenbrink, \$4,200

Jock  
Alden  
Dawson  
Emery

**8. Discussion Items**

- Snowmobile Trail

Medina

**9. Public Acknowledgement (Two minutes per speaker)**

**10. Council Comments**

**11. Items for the Next Agenda**

**12. Adjournment**



## VILLAGE OF ROSCOMMON

Minutes of the January 9, 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, Maureen Ruddy and Joanne Lederman, with Heather Roemer absent/excused. Others present - Manager Ron Alden, Clerk Frances Dawson. Public present at the meeting were Debbie Emery, Jim Perialas, Krista Tacey-Cater, Don Dixon, Jennie Walker, Sue Jock, and Rory Schum. The Pledge of Allegiance was recited by all and an Invocation was given by Trustee Dan Fishel.

#### CONSENT AGENDA

Moved by Lederman, seconded by Cook, to accept the Consent Agenda with bills to be paid in the amount of \$30,003.80, and some adjustments that Fishel would like to see to the DDA minutes. Ayes: Miller, Fishel, Medina, Lederman, Ruddy, Cook. Nays: None. The motion carried.

#### REGULAR AGENDA

Moved by Medina, seconded by Ruddy to approve the Regular Agenda with the removal of item 1.5 on the Agenda. Ayes: Cook, Miller, Ruddy, Fishel, Medina, Lederman. Nays: None. The motion carried.

#### MANAGER'S REPORT

Alden thanked the CIV Committee and the individuals in the community that helped out with the Christmas in the Village celebration and the other decorations and events that happened over the Christmas season.

The week of January 23, 2023 will be the Village Audit.

Retail Recreational Marijuana apps are due by noon of January 20, 2023. We currently have one application on file.

The Sparks Grant application has been submitted and we should hear by the end of January on the status of the grant. We can reapply through the year for another opportunity.

Uncommonly Good is going to fix where they had the fire and hopefully be reopened by spring. There is a company that is interested in the mixed-use property across from Lear to put in a Verizon tower with a thirty (30) year lease. We are still waiting on more information.

Starting January 19, 2023, Ron Alden will be having coffee with the residents at 9:00 am to answer any questions or concerns that anyone has. This will happen on the third Thursday of every month for 2023.

There are car chargers at the new Carnexa dealership in the Village for the any one use. These are short term charge stations.

Alden has had a couple meetings about the housing problem. It is still a very big concern for the Village and they are going to continue to look for solutions.



## PUBLIC ACKNOWLEDEMENT ON AGENDA ITEMS

### UNFINISHED BUSINESS

DPW Report – Debbie Emery

The DPW has been getting caught up on all of the projects for winter. After that big snow and the fire with so much extra work they are maintaining very well.

Jim Perialis gave a more detailed talk on the projects he has been working on with Scow and on his own.

Perialis introduced the new Mid Michigan Health Services Pharmacy that is open in the Village. It is open to the public.

The building next to the Butcher's Wife will be a northern Michigan candle shop that will be opening in the spring.

The economic development committee have built a newsletter, that they plan to do a couple of times a year, and will be working very diligently toward more social media exposure. They will really be promoting the Village walking maps on Facebook, Twitter, etc...

Thinking about paper placemats in restaurants or any other ideas to advertise and promote anything happening in the Village.

The old Impact Office building has been sold and is now being renovated to support offices or stores.

Motion to approve USDA F&V 440-11 WW for \$4,570.38 by Ruddy, seconded by Medina. Ayes: Ruddy, Medina, Fishel, Cook, Lederman, Miller. Nays: none. Motion carried.

Alden did a 2022/2023 budget review to clarify numbers for the Council

### NEW BUSINESS

Water/Sewer rate increase for 2023 –

Motion by Medina, seconded by Cook to not increase the Water/Sewer Billing for 2023. Ayes: Medina. Nays: Fishel, Ruddy, Cook, Miller, Lederman. Motion did not pass.

Fishel stated that several years ago the Village Council were advised to take out a bond and a scale for the increases over the years to pay the bills of the Village and keep enough money in the accounts to pay the bills for the Village.

Motion by Cook, seconded by Lederman to approve the 3% increase in Water rates. Ayes: Ruddy, Miller, Fishel, Lederman, Cook. Nays: Medina. Motion passed.

Motion by Cook, seconded by Ruddy to approve the 1.75% increase in Sewer rates. Ayes: Cook, Fishel, Lederman, Ruddy, Miller. Nays: Medina. Motion passed.

Motion by Cook, seconded by Medina, to approve the application of a DWSRF Drinking Water State Revolving Fund Grant thru EGLE to replace all of the led and galvanized water pipe that was found in the Village with Flies & Vendenbrink to complete the grant work for \$13,000.

Ayes: Medina, Fishel, Miller, Lederman, Cook, Ruddy. Nays: none. Motion carried.



Alden reminded the Council that the Bylaws and Procedures will have to be reviewed and go over any changes next month.

Alden went over the Master Plan Timeline and would like the Council to review the Draft of a Mobile Food Vendor Permit and license that the Village could use to cover the increased number of food trucks that are popping up everywhere.

Jock gave a preliminary talk for the improvements that the RARA board is going to apply for grants for Metro Park. Including the Splash Pad and the Bump track.

#### DISCUSSION ITEMS

#### PUBLIC ACKNOWLEDGEMENT

#### COUNCIL COMMENTS

Medina- Promoting Gahaghn Nature Center and their 96 acres.

Ruddy – Excited about Metro Park

Cook – Also excited about Metro Park

Lederman – Inquired about parking behind Chase Bank – nothing new to report

Miller – Thank you DPW over major snow week. Thank Jock over great RARA plan.

#### ITEMS FOR THE NEXT AGENDA

Update on Marijuana application.

More input from Food Truck Vendor license.

#### ADJOURNMENT

Moved by Cook, seconded by Medina to adjourn the meeting at 8:58 PM. All in favor. Hearing no objections, the motion carried.

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Michael Miller  
Village President

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Frances Dawson  
Village Clerk





## MEETING MINUTES

January 23, 2023

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

Virtual: Tom Barber (3), Sue McFatrige (2), Peggy Kish (Resident) (4), Secretary Sue Jock (1)

Absent: Diane Love Suvada (2), Crystal Brabant (2), Mike Walker (3),

Excused: Phil Weiler (3)

Others Present: Doug Hodges, Dan Scow (virtual)

Lack of quorum, special meeting scheduled for Wednesday January 25<sup>th</sup>, at 8:00 am.

Doug Hodges - gave an update on the Fireman's Memorial Festival and presented a check to the DDA for \$3,000 and a thank you note for their support for the festival.

Next regular scheduled meeting is February 27<sup>th</sup>, 2023

Secretary-Sue Jock





## **SPECIAL MEETING MINUTES**

**January 25, 2023**

**Members Present:** CEO Ron Alden, Chairman Thomas O'Brien (4), Vice Chairman Jim Anderson (1), Treasurer Andrea Weiss (4), Jessie Sharpe (2), Crystal Brabant (2), Phil Weiler (3)

**Virtual:** Peggy Kish (Resident) (4),

**Absent:** Diane Love Suvada (2), Mike Walker (3), Tom Barber (3), Sue McFatridge (2),

**Excused:** Secretary Sue Jock (1), Student Members - Riley Carter, Reanna Stern (alternate)

**Others Present:** Jim Perialas

### **New Business**

Approved the pre-funding of the \$25,000 MEDC Match on Main reimbursement grant for Roscommon Laundry. Motion by Ron Alden with support from Jessie Sharp, all in favor, Motion approved.

Motion by Jim Anderson, second by Ron Alden, all in favor, meeting adjourned at 8:20 am.

Next regular scheduled meeting is February 27<sup>th</sup>, 2023

**Minutes by: Thomas OBrien**



PLANNING COMMISSION MINUTES

December 19, 2022

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, Angela Cook, Kris Suvada, Steven DeVault. Members excused: none. Others present: Ron Alden, Jim Perialas, Jennie Walker.
4. Approval of Minutes - Dixon asked for any discussion of the previous meeting minutes. After no discussion, Cook made a motion to approve the minutes and Kusada seconded the motion. The motion was carried with all members present voting aye.
5. Public Comment:

Alden introduced Jim Perialas as the new part-time assistant for the Village of Roscommon, economic development office. Perialas shared his relationship to the community and goals for the role. Perialas and Dan Scow will address the 5-year plan, housing, and other community development needs, and present their progress to the planning commission throughout the year.
6. Old Business
  - A. Planning Commission Annual Report – Alden reported that the report had been completed and submitted to the State. He thanked Dan Scow and the members for their work on the plan.
  - B. Retail Recreational Marihuana Permit Application Period – Alden stated that the 45-day application period had started last week and will end before the end of January 2023. Alden will have 10 days to review the application(s). The applicant(s) will be allowed up to 14 days to revise and resubmit their application. At the time of the meeting there had only been one application submitted.
  - C. PUD Planned Under Development - Alden explained that our Zoning Ordinance contains the PUD criteria and cited several examples. After members discussed the content of various ordinances, Alden asked members to review all PUD-related information and offer suggestions for clarifications, new content, and areas needing revision or correction.
7. New Business
  - A. Economic Development Update – Perialas presented additional information related to the goals previously stated during the meeting. Perialas confirmed that Scow and he will establish timelines to reach their goals in cooperation with Alden.
8. Correspondence/Reports – Dixon asked the members for their master plan wish list for 2023. Members would like to see more businesses developed (e.g., brewery, day care, microchip or other industry), the clean-up/revitalization of a couple older businesses, progress on the greenspace development, and less time spent on old business, such as retail recreational marihuana.
9. Public Comment
  - Perialas appreciated and noted the “wish list” of the members.
  - Alden reported that plans for an Oktoberfest was in the works for next fall.
  - Alden presented members with sesquicentennial medallions for service to the community.
10. Adjournment - A motion of adjournment was made by Suvada and Dixon seconded the motion. The motion was carried by members present. Meeting was adjourned at 6:35PM.

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Chairperson, Don Dixon

Date

Secretary, Jennie Walker

Date



PLANNING COMMISSION WORK SESSION MINUTES

2-6-2023

1. Call to Order  
The work session of the Planning Commission was called to order at 5:00 PM at the Industrial Park of the Village of Roscommon.
2. Attendance  
Members present: Don Dixon, Angela Cook, Kris Suvada. Members excused: Tim Reilly, Steven DeVault. Others present: Ron Alden, Jennie Walker
3. Industrial Park, Mixed-Use and Residential On-Site Visit  
Members present toured the Industrial Park, Mixed-Use and Residential areas near M-18 to explore development possibilities. No action was taken.
4. Adjournment  
Meeting was adjourned at 5:40.

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Chairperson, Don Dixon

Date

Secretary, Jennie Walker

Date





## Roscommon Area Recreation Authority (RARA)

February 2, 2023

The meeting was called to order by Chair S. Jock at 7:00 p.m. at the AuSable River Center.

**Board Members Present:** Sue Jock, Connie Allen, Steve Hines, Derek Smitz, Eric Hart

**Excused:** Cheri Hutek, Kerrie Williams

**Guests:** Jory Klumpp, RARA Director; Hunter Mires; Tracy Bosworth, Kalsa Parker Browning, Gahagan Nature Preserve

**Public Comment:** None

**Open Public Meeting:** Open meeting for opportunity to discuss Metro Park Renovation Plan grant submission. Meeting closed at 7:20 PM

**Minutes** of the November 21, 2022 meeting minutes were approved as presented, motion S. Hines, 2<sup>nd</sup> D. Smitz, motion carried.

**Treasurer Report** – Attached. Motion to approve the Treasurers report as presented C. Allen, 2<sup>nd</sup> E. Hart, motion carried.

**Correspondence:** None

### Old Business:

- 2023-2027 5 Year Recreation Open Space Master Plan – Completed and submitted to the State of Michigan 01/07/2023.
- Reindeer Run – 64 participants, new route down Main Street to Ballenger (across M18) worked better. Roscommon County Sheriff's Department assistance greatly appreciated. \$330 Profit.
- Baby it's Cold Outside – 101 in attendance. Received all positive comments. Food \$1,500, music \$400, beer \$374. Loss \$400. Plan to make this an annual event. Other events that evening cut into attendance, Silver Dollar Boat Club Party and a college football game.
- AuSable River Center - Kitchen renovation complete.

### New Business:

- CRAF Center – 'Early Release' Program in conjunction with Gahagan Nature Preserve low participation and attendance. Free Open Gym for children from 2-5 PM, Monday – Friday currently no participation. Transportation concerns discussed and will be brought to the attention on Roscommon Elementary School principal. Silver Sneakers added Friday class, now available 4 days a week. Popular class, great turnout. Center Shot Archery, 8 sessions, brought in 20-24 kids. COOR classroom repairs complete. Zumba classes popular and well attended; CRAF Center membership is over 1,000.
- CRAF Center will offer March Madness membership at \$30 per month for 3 months w/auto renewal.
- Resolution for Gahagan Nature Preserve Spark Grant – Approved 5 Ayes, 0 Nays, 2 absent. If received, no matching funds are required. Grant fund plans are to have a paved walkway to Brookside, braille trail, paved parking lot for ADA access to paved trails with rails for handicapped individuals.
- LWCF Grant Resolution Metro Park – Resolution approved (4 Ayes, 0 Nays, 2 absent, 1 abstain) grant submission for \$820,000, 50% matching funds or \$410,000. Current plans include pump track, trail around the park, pavilion type structure, basketball court (final quote dependent) and parking lot. Splash pad in phase 2 development.



- 2022 audit complete.
- Community Cleanup April 22, AuSable River Canoe Marathon April 29, Rotary Spring Auction May 6.

Adjourn: Meeting adjourned at 8:20 p.m., motion S. Hines, 2<sup>nd</sup> D. Smitz, motion carried. Next meeting is scheduled for March 15, 2023.

Respectfully submitted,

*Connie Allen*

Connie Allen

9:01 AM  
02/07/23  
Accrual Basis

**Roscommon Area Recreation Authority**  
**Balance Sheet**  
As of February 3, 2023

	Feb 3, 23
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
NCACU 10s	95,273.33
NCACU Checking	20,989.70
NCACU Savings	25.00
Total Checking/Savings	116,288.03
Other Current Assets	
Undeposited Funds	2,566.41
Total Other Current Assets	2,566.41
Total Current Assets	118,854.44
Fixed Assets	
Furniture and Equipment	3,854.08
Total Fixed Assets	3,854.08
<b>TOTAL ASSETS</b>	<b>122,708.52</b>
<b>LIABILITIES &amp; EQUITY</b>	
Liabilities	
Current Liabilities	
Other Current Liabilities	
Payroll Liabilities	
Federal Tax Payable	-6,853.65
State Withholding Payable	419.44
Total Payroll Liabilities	-6,534.21
Total Other Current Liabilities	-6,534.21
Total Current Liabilities	-6,534.21
Total Liabilities	-6,534.21
Equity	
Opening Balance Equity	55,869.86
Unrestricted Net Assets	72,645.81
Net Income	727.06
Total Equity	129,242.73
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>122,708.52</b>



8:59 AM

02/07/23

Accrual Basis

**Roscommon Area Recreation Authority**  
**Profit & Loss**  
 January 1 through February 3, 2023

	Jan 1 - Feb 3, 23
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
Concert Series Income	
Grant	2,310.00
Total Concert Series Income	2,310.00
Early Payment Discount	16.92
Investments	
Interest-Savings, Short-term CD	8.49
Total Investments	8.49
Lease Payments	
Art Sigmond	350.00
Blue Sky Counseling	300.00
COOR ISD	2,100.00
Higgins Lake Property Owners	250.00
Northsport Physical Therapy	1,000.00
Rosco Higgins Trail Cruisers	240.00
Sheriff Auxiliary	225.00
Lease Payments - Other	140.00
Total Lease Payments	4,605.00
Membership Income	
Group Memberships	
Gerrish Township Group	615.00
Mid Michigan Health Group	450.00
Munson Health Group	602.25
Roscommon County	820.00
Group Memberships - Other	500.00
Total Group Memberships	2,987.25
Insurance Income	3,695.75
Key Fobs	998.50
Membership Dues	11,697.22
Walk-Ins	972.98
Total Membership Income	20,351.70
Monthly Rental	
Clogging	40.00
Karate	40.00
Total Monthly Rental	80.00
Program Fees	
Pickleball League Dues	65.00
Total Program Fees	65.00
Vending Machine Sales	100.00
Total Income	27,537.11
<b>Gross Profit</b>	27,537.11
<b>Expense</b>	
Building Expense	
ARC Project	1,142.35
COOR	5,347.01
Flooring	64.79
General Maintenance	-84.64
Janitorial Supplies	39.84
Misc Decor	159.90
Paint	233.00
Plumbing Services	37.98
Security System	32.90
Building Expense - Other	-106.23
Total Building Expense	6,866.90



8:59 AM  
02/07/23  
Accrual Basis

**Roscommon Area Recreation Authority**  
**Profit & Loss**  
January 1 through February 3, 2023

	Jan 1 - Feb 3, 23
Cleaning Services	602.00
Event Entertainment	50.00
Facilities and Equipment	
Fitness Equipment	98.33
Facilities and Equipment - Other	6.00
Total Facilities and Equipment	104.33
Instructor Pay	
Cardio Drumming	180.00
Kick Start	350.00
Silver Sneakers	350.00
Yoga	471.00
Total Instructor Pay	1,351.00
Instructor Pay-Zumba	210.00
MindBody, INC	
Credit Card Charges	307.59
Kellen Systems	28.00
MB Monthly Fee	182.33
Total MindBody, INC	517.92
Operations	
Books, Subscriptions, Reference	126.67
Office Supplies	67.79
Web Services	17.95
Operations - Other	97.00
Total Operations	309.41
Payroll Expenses	941.54
Salaries & Wages	
Payroll Expenses	
Net Pay Expense	-4,230.95
Payroll Expenses - Other	31.52
Total Payroll Expenses	-4,199.43
Salaries & Wages - Other	12,307.38
Total Salaries & Wages	8,107.95
Snow Plow	
CRAF Center	540.00
Total Snow Plow	540.00
Tisdale	276.98
Utilities	
CRAF Electric	1,154.54
CRAF Gas	3,729.11
CRAF Phone / Internet Service	247.10
CRAF Refuse/Recycle	441.91
CRAF Water	435.86
Metro Park Electric	46.23
Metro Park Water	41.75
River Center Electric	184.67
River Center Gas	415.43
River Center Water	41.75
Total Utilities	6,738.35
Vending Machine Goods	193.67
Total Expense	26,810.05
Net Ordinary Income	727.06
Net Income	727.06



# COUNTY of ROSCOMMON

## OFFICE of SHERIFF



*Edward Stern*  
*Sheriff*

**Ben Lowe**  
**Undersheriff**

**Eric Tiepel**  
**Lieutenant**  
**Uniform Services Division**

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

**Angela Ackley**  
**Lieutenant**  
**Investigative Services**

**Laurie Beck**  
**Lieutenant**  
**Jail Administrator**

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### Village Patrol January Statistics

Mileage	199
Hours	35
Stops	3
Verbal Warnings	4
Citations	1
Criminal Complaints	3
Non-Criminal Complaints	9
Report Writing	4
Accidents	3
Property Checks	51

Arrests	0
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#### Complaint Type

Criminal Sexual Conduct	Business Alarm
Narcotics	Larceny/Trespass
Vin Inspection	Car-Deer



Village January 2022		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	
Mileage		2		22		15	11	2	39	16			0		20	14	3	28		11				16									199
Hours		2		2		2	2	1	7	2			4		2	2	1	4		2				2									35
Stops		0		0		0	1	0	0	1			0		0	0	0	1		0				0									3
VW		0		0		0	1	0	0	1			0		0	0	0	2		0				0									4
Citations		0		0		0	0	0	0	0			1		0	0	0	0		0				0									1
Criminal		1		0		1	0	0	0	0			1		0	0	0	0		0				0									3
Non Criminal		0		2		0	0	1	3	1			0		1	0	0	0		0				1									9
Report Writing		1		0		0	0	0	0	0			3		0	0	0	0		0				0									4
Accidents		0		0		0	0	0	2	0			0		0	0	0	0		0				1									3
Arrests		0		0		0	0	0	0	0			2		0	0	0	0		0				0									2
Pc's		0		4		1	6	1	5	4			0		3	12	3	8		0				4									51
Liquor Inspections		0		2		0	1	1	1	0			0		0	1	0	1		0				1									8
Contacts		6		5		2	6	5	22	4			1		3	14	0	8		6				6									88

## Details

Complaints	Details
CSC COMPLAINT/ HILLTOP APTS	VIN INSPECTION/ BENNETT ST
PANIC ALARM/ ROSCO BP	CAR DEER/ 18-HILLTOP
DRUG COMPLAINT/ RIVER FOREST APTS	
LARCENY/TRESPASS- ST VINCENTS DEPAUL	
FRAUD/ LAKE ST	
MENTAL HEALTH ASSIST/ HILLTOP APTS	
PARKING LOT PDA/ FAMILY FARE	
CIVIL MATTER/ HILLTOP APTS	
PARKING LOT PDA/ HUNTINGTON BANK	
DISORDERLY PERSON/ ROSCOMMON MOTEL	
SUSPICIOUS SITUATION/ N THIRD ST	
ARGUMENT/ FORWARDS	

## Arrests

Resist/Obstruct x2



Jan-23 **Additional Village Activity**

Hours	9
Criminal Complaints	1
Non Criminal Complaints	5
Traffic Stops	1
Verbal Warnings	1
Citations	0
OWI Arrests	0
Other Arrests	0
Accidents	2
Assist EMS	0
Other Assignments	0

**Type of Complaints Handled**

GENERAL ASSIST/ GEORGE ST  
PARKING LOT PDA/ BIRD & THE BEAR  
CIVIL STAND BY/ ROSCOMMON MOTEL  
GENERAL ASSIST/ RIVERFOREST APTS  
ALARM RESIDENCE  
ACCIDENT

**Arrests**

WARRANT-UDAA





*~ 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

## BUILDING AND ZONING REPORT FOR THE MONTH OF January 2023

1/4/2023: Issue building permit for 704 Lake St.

1/11/2023: Issue building permit for 709 Lake St.

1/18/2023: Review flood plane issues for planning at Hiawatha Park. Issue permit for 104 S. 5<sup>th</sup> St.

1/25/2023: video call to engineer for the Hiawatha park project. Go over pre plans for storage units at chasin cars carwash

Respectfully Submitted,



James R. Letts

Building Official and Zoning Administrator

*"This institution is an equal opportunity provider"*

TDD (800) 649-3777

ROSCOMMON, MICHIGAN • INC. 1885



# Unfinished Business

USDA 440-11



**INVOICE**

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

January 18, 2023  
 Invoice No: 64680-S  
 Project No: 838942

**RE: Village of Roscommon - USDA RD Wastewater Improvements  
 Services through December 31, 2022**

	<b><u>Contract Amount</u></b>	<b><u>Billed to Date (Includes this invoice)</u></b>	<b><u>Remaining Contract Amount</u></b>	<b><u>This Invoice</u></b>
<b>Professional Services:</b>				
<b>Basic Services</b> - Design, Bidding & Construction Administration	\$574,200.00	\$568,526.52	\$5,673.48	\$2,572.83
<b>Resident Project Observation</b>	\$173,800.00	\$159,809.79	\$13,990.21	\$831.89
<b>Additional Services*</b> - Startup, Record Drawings, Soil Borings, ROW Map, Owner Training, O&M Manuals	<u>\$131,300.00</u>	<u>\$115,050.00</u>	<u>\$16,250.00</u>	<u>\$2,619.50</u>
	<b>\$879,300.00</b>	<b>\$843,386.31</b>	<b>\$35,913.69</b>	
<b>Total amount of this invoice</b>				<b><u>\$6,024.22</u></b>

*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](mailto:manager@roscommonvillage.com) / [dpwdirector@roscommonvillage.com](mailto:dpwdirector@roscommonvillage.com)

**Status Update:**

- Punch list ongoing at the WWTF and pump stations



ESTIMATE OF FUNDS NEEDED  
FOR  
30-Day Period Commencing  
12/01/2022

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 .....	6,024.22
Interest .....	
Equipment .....	
Contingencies .....	
Refinancing .....	
Initial O&M .....	
Other .....	
TOTAL .....	\$ 6,024.22

Prepared by Village of Roscommon

*Name of Borrower*

By .....

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.*



# New Business

RARA Resolution  
Village Tax Extension  
Roscommon Cemetery  
NPDES Permit Renwal



WHEREAS, the Village of Roscommon supports the Department of Natural Resources (DNR) submission of an application titled, "Metro Park Renovation Project" to the Land and Water Conservation Fund for the development of accessible trails, parking, pump track, greenspace as well as renovation and improvements to the existing ground network at Metro Park, 208 George Street; and,

WHEREAS, the property of the proposed project is deeded to the Roscommon Area Recreation Authority, operated and maintained by and,

WHEREAS, the proposed project, if completed, will be a benefit to the community and its visitors; and,

WHEREAS, with this resolution of support it is acknowledged that the Roscommon Area Recreation Authority is hereby making a financial commitment to the project in the amount of \$410,000.00 matching funds, in cash and/donated or force account; and,

NOW THEREFORE, BE IT RESOLVED that the Village of Roscommon hereby authorizes submission of a Land and Water Conservation Fund for \$820,000.00, and further resolves the Roscommon Area Recreation Authority make available its financial obligation amount of \$410,000.00 (50 %) of a total \$820,000.00 project cost, during the 2023-2024 fiscal year.

NOW THEREFORE, BE IT RESOLVED that the Village of Roscommon hereby supports submission of the Land and Water Conservation grant to the DNR.

AYES:

NAYES:

ABSENT:

MOTION:

I HEREBY CERTIFY, that foregoing is a resolution duly made and passed by the Village of Roscommon Village Council at their regular meeting held on February 13, 2023 at 7:00 p.m. in the evening, with a quorum present.

---

Frances Dawson  
Village Clerk

Dated: \_\_\_\_\_





## **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 15<sup>th</sup>, 2024.





January 30, 2023

Via Email: [clerk@roscommonvillage.com](mailto:clerk@roscommonvillage.com)

Frances Dawson, Village Clerk  
702 Lake Street  
PO Box 236  
Roscommon, MI 48653

**RE: Second Addition to Roscommon Cemetery Annex GIS Proposal**

Dear Frances:

Fleis & VandenBrink Engineering, Inc. (F&V) is pleased to assist the Village of Roscommon (Village) in developing a Geographic Information System (GIS) for the Second Addition to Roscommon Cemetery Annex.

## Statement of Understanding

The Second Addition to Roscommon Cemetery Annex consists of 32 blocks numbered 181 to 212, with each containing 4 burial plots. The block corners in this section have already been set, and a Civil3D drawing is available that shows the general layout of this portion of the cemetery.

The Village is seeking assistance in converting this information over to a GIS. The GIS will provide Village staff an easy way to view and manage the burial plots in this section of Roscommon Cemetery. While the Village is interested in converting the rest of their cemetery records over to a GIS, that is outside the scope of this project.

## Scope of Services

The following is a summary of two of our proposed Scope of Services options:

### Option 1

1. Develop a GIS consisting of section, block, and plot layers using the known dimensions of the Second Addition to Roscommon Cemetery Annex.
  - Existing parcel data and aerial imagery will be used to approximately place these layers on the map.
2. Work with the Village to determine which information fields should be added to the GIS.
3. Migrate the GIS layers over to the Village's ArcGIS Online account.
4. Create an interactive web map for use by Village staff.
  - A non-editable version of this web map will be created for the public, if desired.
5. Train Village staff on how to manage the cemetery information through the web map.



## Option 2

1. Locate and survey critical block corners throughout the Second Addition to Roscommon Cemetery Annex.
  - This option allows the survey team 1 day to locate critical block corners. If the survey team finds some of these critical block corners are not set or missing, they would move onto the next corner and not set any missing corners.
2. Develop a GIS consisting of section, block, and plot layers based on the surveyed data.
  - Compared to Option 1, this will be much more accurate since the layers are being tied to the actual physical location of the block corners.
3. Work with the Village to determine which information fields should be added to the GIS.
4. Migrate the GIS layers over to the Village's ArcGIS Online account.
5. Create an interactive web map for use by Village staff.
  - A non-editable version of this web map will be created for the public, if desired.
6. Train Village staff on how to manage the cemetery information through the web map.

## Schedule and Fees

We will initiate work upon your authorization to proceed and anticipate that the entire project will take 60-90 days to complete (weather permitting).

F&V proposes to complete the above-mentioned Scope of Services options on a lump sum basis as follows:

Fees	
Option 1	\$1,800
Option 2	\$4,000

If you are interested in any of the two Scope of Services options please let us know, and we will provide you with a Professional Services Agreement to sign as authorization to proceed with this work.

If you need any other information regarding this proposal, please contact me at 616.916.3265 or [slipscomb@fveng.com](mailto:slipscomb@fveng.com).

Once again, thank you for this opportunity, and we look forward to working with you.

Sincerely,

FLEIS & VANDENBRINK



Sam Lipscomb  
Lead GIS Technician



Kevin Cleaver, P.S.  
Survey Group Manager





February 8, 2023

Via Email: [debbie@roscommonvillage.com](mailto:debbie@roscommonvillage.com)

Debbie Emery  
DPW Director  
Village of Roscommon  
702 Lake Street  
PO Box 236  
Roscommon, Michigan 48653

**RE: NPDES Permit Renewal Application 2023  
Work Authorization for Professional Services**

Dear Debbie,

We appreciate the opportunity to submit this Scope of Services and Budget to prepare the application to renew the NPDES discharge permit for the wastewater treatment facility (WWTF).

We understand that the Village's current NPDES permit expires on October 1, 2023, with the permit renewal application due to the Michigan Department of Environment, Great Lakes, and Energy by April 4, 2023.

## Scope of Services

Following is a summary of our proposed scope of services:

- Complete the permit renewal application form in MiEnviro Portal (formerly MiWaters)
- Prepare attachment documents for the application, including the process flow diagram, site location map, and summary of discharge data

## Budget

We propose to complete the scope of services outlined above for lump sum fee in the amount of \$4,200. This budget assumes that the NPDES permit fee will be paid by the Village and does not anticipate or include any sampling or laboratory analysis work. We have the staff capacity to complete the permit application prior to April 4, 2023 as required by EGLE should our proposal be authorized by Monday February 13, 2023.

If you concur with our scope of services, authorization can be given to begin work by signing the Work Authorization below and returning it us.



We look forward to working with you on this important assignment. Please call with any questions.

Sincerely,

FLEIS & VANDENBRINK



Elaine J. Venema, PE  
Project Manager



Brian D. Rowley, PE  
Regional Manager, Traverse City

**Authorization to Proceed:**

This work is authorized as additional services under our existing professional services agreement fully executed on August 13, 2019, based on the work scope outlined above.

**Village of Roscommon**

By: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_



# Snowmobile Trail

(Discussion Item)



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



February 4<sup>th</sup>, 2023

Dear President Miller,

I'm writing to request "Snowmobile trail" be placed on February's regular meeting agenda under Discussion items. I know this topic has been reviewed several times in the past, but has not been covered in recent memory.

Some things I would like to discuss are, possible improvements that could be made to signage at the trail head and along the designated snowmobile route in the Village. As well as look into options in creating a snowmobile parking area downtown.

I would also like to discuss ways to possibly improve mapping of the designated village snowmobile trail. I have enclosed a Houghton lake resorted article dated November 13<sup>th</sup> 2014 stating the designated snowmobile route through the village will be officially put on ATV & snowmobile maps. I have enclosed every map I have found, which shows the trail dead ending at the trail 69 trail head.

As you are aware, Snowmobiling and ATV riding is a large factor of the local economy. Improvements to mapping and signage, to get more traffic downtown would be beneficial to the Village. Many visitors, who are unfamiliar with the area, will look on maps and see the dead-end at the trail head in Roscommon, and not go into town, or just avoid the Roscommon area completely.

I understand this has been a struggle for the village for quite some time, but I feel it's something that should be revisited periodically. Perhaps with the recent growth and momentum in the village we can make some improvements to help get some increased snowmobile traffic downtown.

Any questions or comments, feel free to contact me,

Thank you

Tony Medina  
Village of Roscommon Trustee

Enclosures: HL restorer Article, Snowmobile Maps, Snowmobile route signage example

Cc: Village Manager Ron Alden, District 2 County Commissioner Eric Ostergren, Rosco-Higgins Trail cruisers



# Village OKs official snowmobile/ ATV route

By Krista Tacey-Cater

The Village of Roscommon will officially be put on Roscommon County's ATV/snowmobile map following a decision at the council's Nov. 10 meeting.

The council approved a resolution from the Roscommon Recreation Committee that requested that the a new snowmobile/ATV route be adopted, which allows the new trail to officially be printed on snowmobile/ATV route maps.

Roscommon Recreation Committee Chair Bruce Yannatta said that without a clear route, there has been a "lack of accessibility" to the village. He added that riders were confused about how to access the village properly as riders had to "zig zag" through the village.

(continued on page 10)

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to "zig zag" through the village.

The new route will begin at the 69 trail head, cross M-76 to Ballanger Road, then go left on Main Street, over M-18 and continue out of town on Main Street.

"If we can get this approved, we can get it on all the maps," Higgins Lake-Roscommon Chamber of Commerce Coordinator Connie Allen said of the village's snowmobile trail.

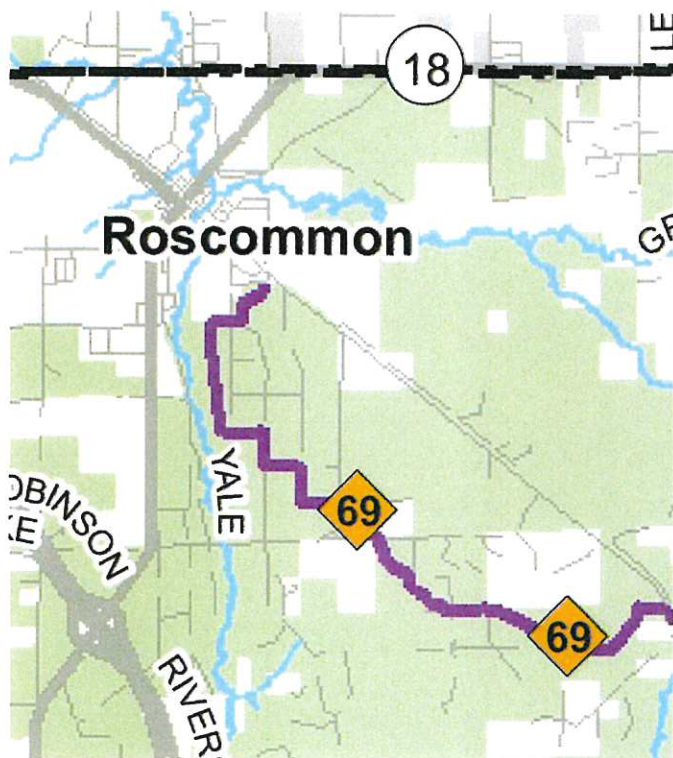
The council unanimously approved the new snowmobile/ATV route, however, Trustee Linda Mesler did have concern for the route taking the course of the intersection of Main and Lakes Streets. In past years snow has piled up by the St. Vincent de Paul building causing parking and visibility problems.

Yannatta noted the route that was chosen was deemed to be the easiest and most direct route to get riders through the village safely.

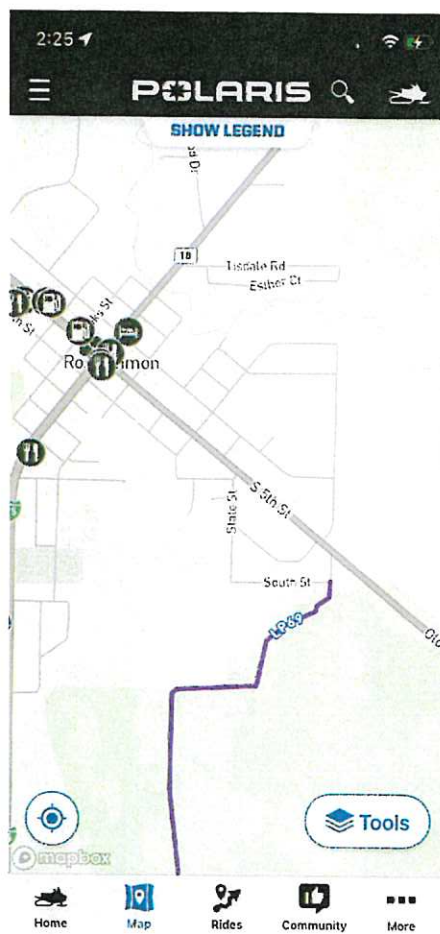
New Village Manager Bill Bohlen, who previously worked as the director of the Rochester Department of Public Works, noted that when he told his friends from downstate that he was going to be working as the manager of Roscommon their reaction was that Roscommon is the town that isn't easily passable by snowmobile. Being his first day on the job, he said he can now tell them that one of the first matters he dealt with was being able to ensure the village has a marked snowmobile route and the problem has been solved.

With the Second Street construction





DNR map



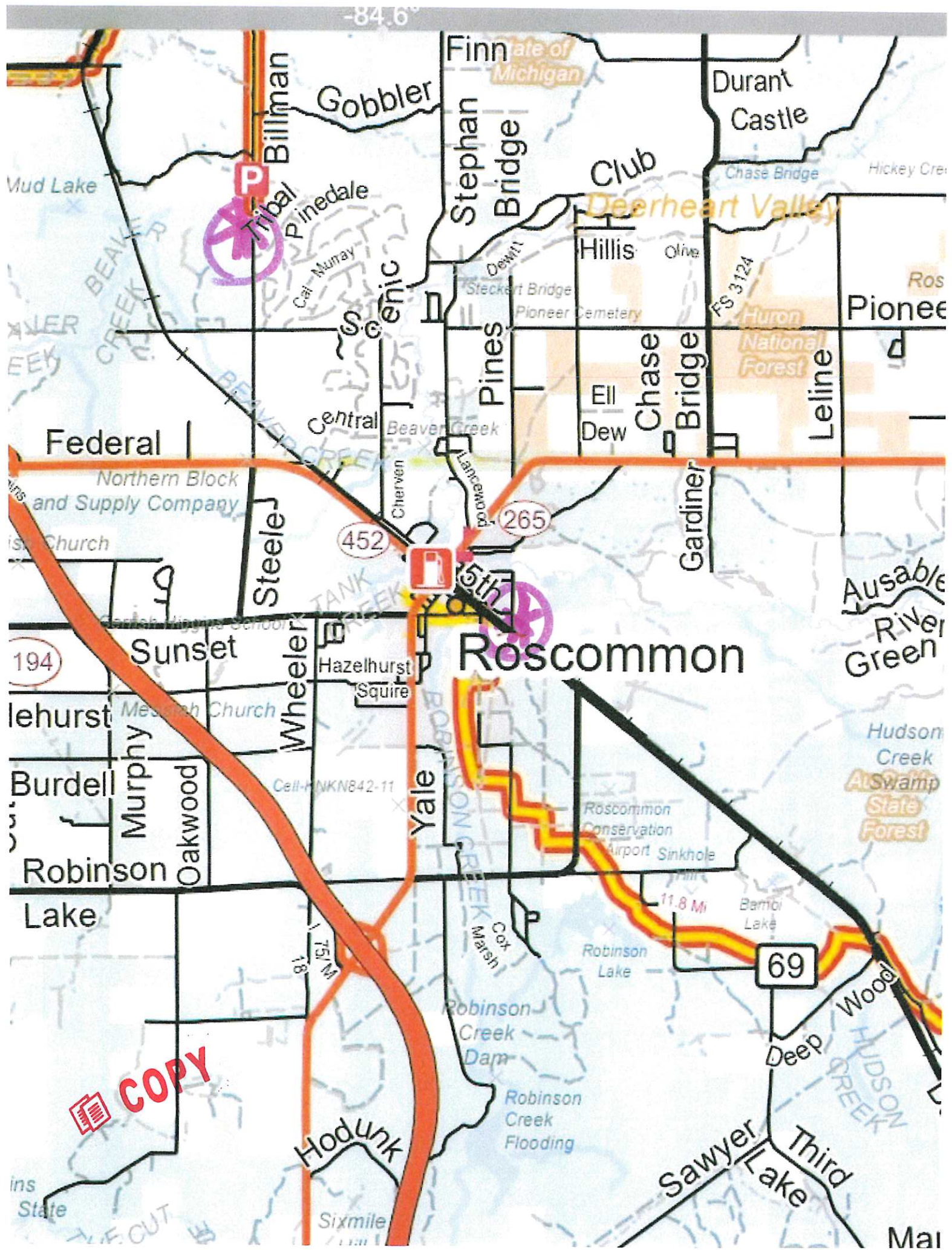
Polaris App map



County GIS map

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