



Regular Meeting Agenda
January 10, 2022 – 7:00 P.M.

- 1. Call to order, Roll Call of Council, Pledge of Allegiance, and Invocation**
- 2. Approval of Consent Agenda:** Miller
 - Approval of minutes of the December 13, 2021, Regular Council Meeting
 - Approval of minutes of the December 20, 2021, DDA Meeting
 - Approval of minutes of the December 20, 2021 Planning Commission Meeting
 - Accept of Sheriff's Report for November & December 2021
 - Accept the Building & Zoning Report for December 2021
 - 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**
 - Marijuana Ordinance Committee Update Cook
 - DPW Update Cherven
 - Approval of 2022 Water & Sewer Rates Alden
 - Schedule Work Session, Employee's Handbook Miller
- 7. New Business**
 - Approval of the Marketing Plan Scow
 - Acceptance of the 2021 Planning Commission Annual Report Roemer
 - Approval of DDA 2022 Budget Alden
 - Approval to Amend Ordinance #62, DDA Alden
 - Approval of Ordinance # 94, Planning Commission Alden
 - Approval of USDA Water Improvement Project – Wyckoff Drive Alden
- 8. Discussion Items**
- 9. Public Acknowledgement (Two minutes per speaker)**
- 10. Council Comments**
- 11. Items for the Next Agenda**
- 12. Adjournment**

VILLAGE OF ROSCOMMON
Minutes of the December 13, 2021
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, Joanne Lederman, Heather Roemer, and Maureen Ruddy zoomed in from her home in the Village of Roscommon. Others present - Manager Ron Alden, and Clerk Frances Dawson. Public present at the meeting were Dan Scow, Kyle Stonehouse, Brock Pelleran, Gregory Pelleran, Don Dixon and Jerry Medina. The Pledge of Allegiance was recited by all and an Invocation was given by Trustee Dan Fishel.

Motion to appoint Heather Roemer as President Pro Tem by Fishel, seconded by Ruddy. Ayes: Medina, Fishel, Miller, Roemer, Lederman, Cook, Ruddy. Nays: none. Motion carried.

Motion to appoint Heather Roemer and Angela Cook as the finance committee by Lederman, seconded by Roemer. Ayes: Roemer, Ruddy, Fishel, Cook, Medina, Lederman, Miller. Nays: none. Motion carried.

CONSENT AGENDA

Moved by Roemer, seconded by Cook, to accept the Consent Agenda excluding the Sheriff's Report for the month of November, with bills to be paid in the amount of \$70,069.61. Ayes: Miller, Fishel, Medina, Lederman, Ruddy, Cook, Roemer. Nays: None. The motion carried.

REGULAR AGENDA

Moved by Medina, seconded by Fishel to approve the Regular Agenda. Ayes: Cook, Miller, Ruddy, Fishel, Roemer, Medina, Lederman. Nays: None. The motion carried.

MANAGER'S REPORT

Alden gave updates on:

Thank you all for being here.

The Audit is set for January 24, 2022. The Audit will take a bit longer because the USDA Project will also be audited.

The DDA swore in Isabella Cortez for their student intern for the year.

Welcome to a few of the students from the Government Class to observe the meeting.

The tree at the River Center is gone, Hiawatha will be gone tomorrow, the tree on 7th Street will go this week and a tree that recently fell on Brooks Street.

Congratulations to the DPW for Water & Wastewater Prevention Week.

Hats off to the Christmas in the Village Committee and all of their hard work to put on the festival for the day. Thank you so much for your time and dedication.

Lindsey Ballard of Consumers Energy was at Business to Business Breakfast and said that she would come into any business and advise them on several ideas on how to save money on energy costs. She will be getting back in touch with the manager to implement some of their new ideas and suggestions.

The Food Distributions have been going very well and they plan to continue to have it every month.

Fishel questioned when he could get the tree looked at by his house that is on Village property.

Medina questioned what was going on with the new sidewalk on Brooks. There was a leak under the ground and the DPW had to replace a line. There are people still parking on the sidewalk and he is requesting that it be addressed.

The M-18 property or Industrial Park has been staked out into lots to help it look more appealing and manageable to new businesses.

PUBLIC ACKNOWLEDEMENT ON REGULAR AGENDA ITEMS

UNFINISHED BUSINESS

Marijuana Committee update – They have conversed with the attorney and are talking about restricting usage to the Industrial Park to help avoid any of the law suits that are exploding around the state. Council to think on it till next meeting and will discuss more options next month.

DPW Update-

They are still flushing lines.

Snow clean up and brush. The new snowblower is working great.

USDA update to follow later in meeting.

Medina would like to work something out with sidewalk cleanup down to Family Dollar.

Scott Rasmussen USDA Project update-

Working on final cleanup on roads, lines, etc...

Wrapping up final contracts with Sterling, (wastewater), Elmer's to go on a bit longer on the water side.

Working on the pump stations and the DPW plant improvements.

Crews will still be working in the spring towards finishing the project.

Motion to approve the amendment to USDA Wastewater Invoice for Fleis & Vandenbrink for \$11,500.00 by Fishel, seconded by Roemer. Ayes: Lederman, Ruddy, Roemer, Cook, Medina, Miller, Fishel. Nays: none. Motion carried.

Motion to approve the amendment to USDA Water Invoice for Flies & Vandenbrink for \$29,900.00 by Roemer, seconded by Fishel. Ayes: Medina, Fishel, Miller, Roemer, Lederman, Cook, Ruddy. Nays: none. Motion carried.

Motion to approve USDA 440-11 Wastewater Invoice to Flies & Vandenbrink payment \$72,989.96 by Roemer, seconded by Cook. Ayes: Roemer, Miller, Medina, Ruddy, Fishel, Lederman, Cook. Nays: none. Motion carried.

Motion to approve USDA 440-11 Water Invoice Flies & Vandenbrink payment \$21,322.85 by Fishel, seconded by Roemer. Ayes: Ruddy, Cook, Fishel, Roemer, Lederman, Medina, Miller. Nays: none. Motion carried.

Alden gave an update on the update of the Capital Improvement Plan.
Motion to accept the Update of the Capital Improvement Plan by Roemer, seconded by Lederman. Ayes: Ruddy, Medina, Fishel, Cook, Lederman, Miller, Roemer. Nays: none. Motion carried.

Scow gave an update on the Economic Development Plan Approval. Bylaws and Ordinances pertaining to the Plan have gone to the attorney. Working with the DDA on incentive selling services. Goals have been written, plans made, now they have to be implemented. This will put the Village of Roscommon in a very elite group of communities in the state that will make us more eligible for a number of grants and benefits. Scow handed out notebooks to all Council members with all updated information.

Motion to approve Economic Development Plan by Medina, seconded by Cook. Ayes: Roemer, Ruddy, Fishel, Cook, Medina, Lederman, Miller. Nays: none. Motion carried.

NEW BUSINESS

Motion to accept 2022 Village Council Meeting Calendar by Roemer, seconded by Lederman. Ayes: Miller, Fishel, Medina, Lederman, Ruddy, Cook, Roemer. Nays: none. Motion carried.

Motion to accept the DDA 2022 Meeting Calendar by Fishel, seconded by Lederman. Ayes: Cook, Miller, Ruddy, Fishel, Roemer, Medina, Lederman. Nays: none. Motion carried.

Motion to accept the Village Hall 2022 Holiday Calendar by Lederman, seconded by Roemer. Ayes: Ruddy, Fishel, Cook, Lederman, Miller, Roemer. Nays: Medina. Motion carried.
Discussion by Council to look at Village Employee Handbook and the Council to look at holidays, etc...

Motion to approve Planning Commission Candidate Don Dixon with his commission to expire December 2024 by Roemer, seconded by Fishel. Ayes: Miller, Roemer, Medina, Ruddy, Fishel, Lederman, Cook. Nays: none. Motion carried.

Motion to approve Planning Commission Candidate Steven DeVault with his commission to expire December 2022 by Roemer, seconded by Fishel. Ayes: Ruddy, Cook, Fishel, Roemer, Lederman, Medina, Miller. Nays: none. Motion carried.

Motion to approve Planning Commission Candidate Kris Suvada with his commission to expire December 2022 by Lederman, seconded by Ruddy. Ayes: Lederman, Ruddy, Roemer, Cook, Medina, Miller, Fishel. Nays: none. Motion carried.

Alden gave an update on the MML Liability & Property Pool Renewal Insurance Summary .

Motion on Resolution to authorize the Consumers Energy Company Standard Light Contract for Clerk, Frances Dawson, to sign on behalf of the Village by Medina, seconded by Ruddy. Ayes: Medina, Fishel, Miller, Roemer, Lederman, Cook, Ruddy. Nays: none. Motion carried.

Motion on Resolution to authorize the Consumers Energy Company to make changes in our lighting services in the Village with no cost to the Village by Roemer, seconded by Cook. Ayes: Roemer, Ruddy, Fishel, Cook, Medina, Lederman, Miller. Nays: none. Motion carried.

DISCUSSION ITEMS

Fishel is wondering when the name of Hiawatha will be changed – determined probably at a later date.

PUBLIC ACKNOWLEDGEMENT

Scow thanked Council for approval of Planning Commission Candidates. He also made comments about changing employee handbook and keeping a good and reliable group of employees content.

Scott Rasmussen commented about working together with Lance Cherven the Village was awarded a grant from EGLE for the drinking water asset plan in excess of \$108,000.00 to replace led and galvanized pipes.

COUNCIL COMMENTS

Medina – Great job with the Shop Small for the Village business owners on the Saturday after Thanksgiving. Congrats to his brother. Village Hall looks very festive so good job to all who helped with that.

Fishel – Thank you to the Office staff – it is the best the hall has run and with no turmoil it is even better.

Roemer – Christmas in the Village was great. She thought CIV and Santa Train should be the same weekend.

Cook – CIV was great and thank you Ron for the get together before the meeting.

Lederman – Thank you again for the nights get together, Merry Christmas to all.

Miller – Thank the Council and employees. Thank you Ron Alden for the get together.

Ruddy – She is very happy with the Village and DPW work and how great the town looks.

ITEMS FOR THE NEXT AGENDA

Employee Handbook, Calendar, Marijuana Ordinance Update, Economic Development, USDA update, Report on Planning Commission, training, etc...

ADJOURNMENT

Moved by Roemer, seconded by Fishel to adjourn the meeting at 8:26 PM. All in favor. Hearing no objections, the motion carried.

Michael Miller
Village President

Frances Dawson
Village Clerk

ROSCOMMON DOWNTOWN DEVELOPMENT AUTHORITY
BOARD MINUTES
December 20, 2021

Members Present: CEO Ron Alden, President Thomas O'Brien (2), Vice President Jim Anderson (3), Treasurer Andrea Weiss (2), Secretary Sue Jock (3), Diane Love Suvada (4), Crystal Brabant (4), Jessie Sharpe (4), Mike Walker (1), Isabella (Bella) Cortes (SM)

Virtual: Sue McFatridge (4)

Excused: Tom Barber (1), Phil Weiler (1), Peggy Kish (Resident) (2)

Absent:

Others Present: Doug Hodges, Dan Scow, Bob McClure

Motion made by Andrea Weiss to accept the meeting minutes for November, second by Ron Alden, motion carried.

Roscommon Downtown Development Authority – November 2021

(Thru 12/17/2021) **Treasurer's report**

Cash on Hand \$354,498.74

Deposits

\$354,498.74

Bills Approved Prior Month

Ck #1219 Roscommon Cleaners and Laundry

\$200.00

Ck #2020 Hometown Decorations

\$2,788.00

Ck #2021 Village of Roscommon-Martin Schilbe

\$3,500.00

Bills to be Approved

Ck #1222 Dan Scow

\$1,600.00

Ck # 1223 Dealers Supply-Village sig

\$640.96

Ending Balance

\$345,769.78

Motion by Jim Anderson to accept treasurer's report as presented, second by Diane Suvada, roll call, treasurer's report approved.

CORRESPONDENCE & PUBLIC COMMENT – None

COMMITTEE REPORTS

Managers' Report –

- January 24th is the Village yearly audit.
- Tree at ARC has been taken down.
- Thank the CIV committee and volunteers for this year's event.
- Lindsey Ballard (Consumers Energy) speaker at morning breakfast. Willing to come into business to test and audit efficiency.
- Planning Commission: Meeting tonight, three new members: Steve DuVault, Kris Suvada, Don Dixon. Will be sworn in tonight.

Farmers Market: Off Season

Economic Administrator:

Pending Planning Commission Report, board appointments and DDA Bylaws.

Marketing Plan, Economic Plan, Development Plan, etc., seeking to approve them and adjust and merge them into one. Priorities: Seeking approving Marketing Plan as a draft then to adjust. Incentives are listed but in pretty good shape.

Motion to approve Marketing Plan by Sue Jock, second by Andrea, all in favor motion carried.

Façade Grants: Sky High Gym siding here but no start date yet.

RAHS paint School House \$4,180

K & D RV Center sign \$540-Committee approved sign, motion by Jim Anderson, second by Crystal Brabant, roll call, motion carried.

Beacon Assembly of God sign \$600-approved by committee. Motion by Tom OBrien second by Ron Alden, motion carried.

Old Business:

- Au Sable River Center / Train property transfer paperwork -Deed found, at attorney.
- Veteran - Thank You for Serving banner's-Pending two applicants.
- Overhead Power line ordinance recommendation. Not completed-pending.
- New Industrial Park and Hiawatha sign – Approved \$1,500-Hiawatha sign finished and ready to go up. Industrial Park sign pending.

New Business:

- Fireman's Festival Update: Generic sponsor banner. The festival went relatively well with total income \$35,000, less that half of years past. (covid, lack of spring raffle) Total expenses was \$25,000. They do have subsequent income from storage. Current balance 30K.
- 2022 DDA Budget: presentation and explanation by Jim Anderson. We will increase economic development \$19,200, Banners \$8,000, Promotions, with total expenditures of \$711,555.00. Motion by Andrea Weiss to accept budget with adjustments, Second by Diane Suvada, roll call motion carried
- New Four-Year Members - Walker, Weiler, Barber. Motion to approve 3 members by Andrea Weiss, second by Jim Anderson, motion approved. Get with Fran to be sworn in.
- DDA Elections of Officers: Motion by Sue Jock second by Diane Suvada to keep all officers as currently in place, motion approved.
- Economic Administrators position Extension. Motion by Ron Alden to extend Dan Scow's contract, second by Diane Suvada to continue for \$19,200, roll call motion carried.

Future Projects

- Purchase Chase Bank Property-Emails sent with no feedback.
- Industrial Park - sewer and water-AS ABOVE

Liaison Reports:

Village: Nothing, Township: Nothing, Chamber: Winterfest: Dire need of volunteers.

RARA:

Next DDA Meeting – Monday, January 24th (Date Change)

Meeting Adjourned @ 9:23, motion by Tom OBrien second by Sue Jock motion carried.

PLANNING COMMISSION MINUTES

12/20/21

Call to Order at 6:00 P.M.

Attendees: Don Dixon, Tim Reilly, Kris Suvada, & Steven DeVault

Excused: Heather Roemer

Others present: Dan Scow & Ron Alden

Old Business:

Village Manager Alden defined the roles of the Planning Commission Officers. He stated that at the January Planning Commission meeting they will decide who will hold these positions. Also discussed was having a Secretary/Recorder to take notes and to make sure everything gets posted.

New Members: Kris Suvada (2022), Steven DeVault (2022), Don Dixon (2024) were all sworn in by the village clerk.

New Business:

Discussion regarding the 2022 meeting calendar. It was decided that the Planning Commission would meet on the third Monday of every month, except in January (MLK Day) & February (Presidents Day). On these two Mondays the Planning Commission would meet on the fourth Monday due to the office being closed. All meetings will be held at the Roscommon Village Hall and start at 5:30 p.m.

The planning commission will utilize the Robert's Rules of Order during their meetings.

Planning Commission Bylaws are being updated and review by the village attorney. They should be available at January's meeting.

Scow gave the board notebooks with all the Village Plans and a shorten copy of our Master Plan. Board members also received our Zoning Ordinance.

Alden explained the state requirement of filing an Annual Report. Board members review our Annual Report before a motion was made by Dixon, seconded by Reilly to approve the report. Motion carried 4 – 0.

Saturday, January 29, 2022, was set for a Planning Commission training sponsored by MEDC. The training is scheduled from 9:00 – 1:30 at the village hall. Other townships, cities, villages will be invited to attend.

Motion by Reilly to adjourn the meeting, seconded by Dixon. Motion carried.

Meeting was adjourned at 7:31 p.m.

Ron Alden, Recorder

Dec-21 **Additional Village Activity**

Hours	8
Criminal Complaints	1
Non Criminal Complaints	4
Traffic Stops	0
Verbal Warnings	0
Citations	0
OWI Arrests	0
Other Arrests	1
Accidents	1
Assist EMS	0
Other Assignments	0

Type of Complaints Handled

Arrests

D- ARGUMENT/ HILLTOP APTS
D-PDA/ FIFTH-BROOKS
P- WARRANT ARREST/ COURTHOUSE
D- ALARM/ ROSCOMMON POST OFFICE
D- WELFARE CHECK/ HIAWATHA CANOE LIVERY

Village Patrol		Dec-21			Activity Report to Village of Roscommon
					Village Patrol Paid Hours
Mileage	=	293			
Hours	=	68			<u>Details</u>
Stops	=	12			
VW	=	13			CHRISTMAS IN THE VILLAGE
Citations	=	1			SANTA TRAIN
					TURKEYS INSTEAD OF TICKETS
Criminal	=	9			
Non Criminal	=	8			
Report Writing		7			
Accidents	=	1			
Arrests	=	1			
Contacts	=	295			
Prop. Check	=	67			
Liquor Inspections	=	11			

ARRESTS

Complaints

P- WALK-IN CSC/ ROSH LOBBY
 D- 911 HANGUP/ DIVISION
 D- GENERAL ASSIST/ RIVERFOREST APTS
 D- SNOW PLOWING ISSUE/ N 6TH
 D- ARGUMENT/ HILLTOP APTS
 D- PDA/ KENS TIRE
 P- GENERAL/ GREENS TAVERN
 D- MDOP/ BENNETT ST
 D- 911 HANGUP/ DIVISION
 D- ASSAULT/ N 4TH ST
 P- DWLS/ FORWARDS
 D- DOMESTIC/ HILLTOP APTS
 D- SUSPICIOUS PERSON/ LIONS DEN
 D- WELFARE CHECK/ S FOURTH ST

Village Patrol		Nov-21			Activity Report to Village of Roscommon
					Village Patrol Paid Hours
Mileage	=	381			
Hours	=	72			<u>Details</u>
Stops	=	8			
VW	=	12			ASSIST WITH FUNERAL
Citations	=	1			
Criminal	=	2			
Non Criminal	=	17			
Report Writing		5			
Accidents	=	1			
Arrests	=	2			
Contacts	=	113			
Prop. Check	=	84			
Liquor Inspections	=	7			

ARRESTS

Complaints

D- FRAUD COMPLAINT/ TISDALE
 D- ALARM/BC PIZZA
 D- ASSAULT/ ROSH LOBBY
 D- SCIOUS SITUATION/ GAYLOR INSURANCE
 D- WOUNDED DEER/ ROSCO VET CLINIC
 D-MENTAL HEALTH CALL/ N 5TH ST
 D- SUSP SITUATION/ LANCEWOOD (FOOT TRACKS AROUND HOMES)
 D- CAR-DEER/ HART FORD
 D-911 HANG-UP/ FIFTH ST
 D-LINES DOWN/BROOKS-WALLACE PARK
 D-CIVIL MATTER/ROSCO MOTEL
 D-GEN NON CRIMINAL/BALLENGER
 D-SUICIDAL SUBJECT/ HILLTOP APTS
 D-CIVIL/ FIFTH ST
 D-NATURAL DEATH/SPRUCE LODGE

Nov-21 **Additional Village Activity**

Hours	15
Criminal Complaints	0
Non Criminal Complaints	3
Traffic Stops	0
Verbal Warnings	0
Citations	0
OWI Arrests	0
Other Arrests	0
Accidents	1
Assist EMS	1

Other Assignments

Type of Complaints Handled

P- ASSIST EMS/ BROOKE ADULT LIVING
D- CIVIL STAND BY/ FAMILY FARE
D- CAR-DEER/ 5TH-HIGGINS

Arrests



2022 MONTHLY RATE SCHEDULE

Base Fee: \$41.75

Water	Rate	Effective Date
Base Fee	\$14.26	01/01/2022
Usage Fee	\$7.13 (over 2000 gallons)	01/01/2022
Out of Village	\$3.97 (additional surcharge)	01/01/2022
Sewer	Rate	Effective Date
Base Fee	\$27.49	01/01/2022
Usage Fee	\$6.46 (per 1000 gallons)	01/01/2022
Multi-Unit	\$10.89 (per Apt.)	01/01/2022
Out of Village	\$13.16 (additional surcharge)	01/01/2022
Un-metered Accounts	Rate	Effective Date
Water	\$29.94 per month	01/01/2022
Sewer	\$47.37 per month	01/01/2022

***There is an annual increase of 3% in both the base fee and usage fee for the water rates starting January 1, 2023.**

There is an annual increase of 1.75% for base, usage, multi-unit, out of village and un-metered accounts for sewer starting January 1, 2023.

Village Council will review the water and sewer rates again in 2023.

Sewer Rates Village of Roscommon

YEAR	Increase - % Approximate	Base Fee	Usage Fee - mgal	Out of Village Fee - month	Multi-Unit (per Apt)	Un-metered Account Fee - month
2017	current	\$17.80	\$4.18	\$8.52	\$7.05	\$30.67
2018	11%	\$19.76	\$4.64	\$9.46	\$7.83	\$34.04
2019	11%	\$21.93	\$5.15	\$10.50	\$8.69	\$37.79
2020	11%	\$24.34	\$5.72	\$11.65	\$9.64	\$41.95
2021	11%	\$27.02	\$6.35	\$12.93	\$10.70	\$46.56
	Increase					
2022	1.75%	\$27.49	\$6.46	\$13.16	\$10.89	\$47.37
2023	1.75%	\$27.98	\$6.57	\$13.39	\$11.08	\$48.20
2024	1.75%	\$28.47	\$6.68	\$13.62	\$11.27	\$49.05
2025	1.75%	\$28.96	\$6.80	\$13.86	\$11.47	\$49.90
2026	1.75%	\$29.47	\$6.92	\$14.11	\$11.67	\$50.78
2027	1.75%	\$29.99	\$7.04	\$14.35	\$11.88	\$51.67
2028	1.75%	\$30.51	\$7.16	\$14.60	\$12.08	\$52.57
2029	1.75%	\$31.04	\$7.29	\$14.86	\$12.30	\$53.49
2030	1.75%	\$31.59	\$7.42	\$15.12	\$12.51	\$54.43
2031	1.75%	\$32.14	\$7.55	\$15.38	\$12.73	\$55.38
2032	1.75%	\$32.70	\$7.68	\$15.65	\$12.95	\$56.35
2033	1.75%	\$33.28	\$7.81	\$15.93	\$13.18	\$57.33
2034	1.75%	\$33.86	\$7.95	\$16.21	\$13.41	\$58.34
2035	1.75%	\$34.45	\$8.09	\$16.49	\$13.64	\$59.36
2036	1.75%	\$35.05	\$8.23	\$16.78	\$13.88	\$60.40

Village of Roscommon

"Working for a Brighter Future"

Employee Handbook

Adopted December 2001

Amended July 2012

Amended July 29, 2014

Amended February 13, 2017

Amended August 12, 2019

702 Lake Street

P.O. Box 236

Roscommon, MI 48653

Phone (989) 275-5743

www.roscommonvillage.com

INTRODUCTION

This manual reflects the concern the Roscommon Village Council and administration have for the people who make the Village work its employees. The provisions in this manual replace any other manuals supplied to employees. It rescinds all prior conflicting policies, manuals, procedures or rules whether they are oral or written. Should any provision contained in this manual differ from any formal agreements that the Village may have with employees, the formal agreements shall control.

These policies may change from time to time. They may need to be clarified, amended or supplemented. The Village maintains the responsibility and the right to unilaterally make these changes at any time. Should that happen, the administration will notify you before any change becomes effective. The recognition of this right is a term and condition of employment and continued employment with the Village.

This employee manual is not intended to be a contract of employment. It is Intended as a general reference guide to Village procedures, rules, and practices governing your employment.

Unless granted a written employment, contract authorized by the Village Council, all employees of the Village of Roscommon are at-will employees. They may be dismissed at any time for any reason or no reason. The employees also have the right to leave the employment of the Village at any time and for any reason.

The Village of Roscommon adheres to the provisions of the Fair Labor Standards Act (FLSA), the Michigan Youth Employment Standards Act, the Americans with Disabilities Act (ADA) and is an Equal Opportunity Employer which does not discriminate on the basis of race, religion, ethnic origin, sex or age.

All employees of the Village of Roscommon shall be issued a copy of this Handbook upon its adoption or at the time of their employment. This Handbook may only be amended by official action of the Village Council.

If you have any questions about this manual, contact your supervisor for clarification.

TABLE OF CONTENTS

INTRODUCTION	2
TABLE OF CONTENTS	3
DEFINITIONS	4
HIRING PROCESS	5
PAYROLL/ DIRECT DEPOSIT	5
WORK SCHEDULES	5
OVERTIME	6
ON CALL	6
OUTSIDE EMPLOYMENT	7
JOB INJURIES	7
EMPLOYEE CONDUCT	7
NO SMOKING	8
OPEN COMMUNICATIONS	8
USE OF VILLAGE EQUIPMENT AND FACILITIES	8
USE OF VILLAGE TELEPHONE	8
USE OF PERSONAL VEHICLE	9
PAID TIME OFF	9
RETURN TO SERVICE	9
OTHER EXCUSED ABSENCES	10
HOLIDAYS	11
JOB SUMMARIES AND PAY RANGES	11
PERSONNEL FILES	11
INSURANCE AND RETIREMENT BENEFITS	12

DEFINITIONS

AT-WILL EMPLOYEE — An employee who may be terminated at any time, for any reason with or without notice. All Village employees are "at will".

EMPLOYEE - All persons employed on an hourly or salaried basis by the Village of Roscommon. The term "employee" excludes independent contractors and elected officials.

FULL-TIME EMPLOYEE - Any person hired by the Village whose standard workweek is 40 hours.

PAID TIME OFF (PTO) — That time earned by, or provided to, employees which they may use for the purpose of taking vacation, sick, or personal time.

PART-TIME EMPLOYEE - Any person hired by the Village whose standard workweek is less than 30 hours.

TEMPORARY (SEASONAL) EMPLOYEE - A full-time or part-time employee hired for a specified period of time.

HIRING PROCESS

The Village of Roscommon will provide an application for employment to anyone who requests one. The Village will accept applications for Village employment during normal business hours and keep applications on file for six (6) months.

The Village will publish information concerning any openings that occur. An official Job Summary for open positions may be obtained by contacting Village Hall during normal business hours.

The Village Manager shall be responsible to oversee the hiring of all employees. Village residents shall be given preference in hiring. The Village reserves the right to hire nonresidents if, in the opinion of the Village, they possess superior qualifications.

Falsification of any information by an applicant may be cause for immediate disqualification or dismissal.

The filling of vacancies in elected positions shall be handled in accordance with the General Law Village Act.

PAYROLL/DIRECT DEPOSIT

The payroll period is one week and runs from Wednesday through Tuesday of the next week. Beginning January 1, 2015, all payroll payments will be made by direct deposit to the financial institution of the employee's choice on the Thursday following the end of the pay period. Beginning January 1, 2015, the payroll period will be one week and run from Wednesday of one week until Tuesday of the following week.

The Village will make deductions from paychecks as required by law. Employees may request additional deductions for deferred contribution or other purposes approved by the Village Council. Deductions will be itemized on the payroll stub. The Village does not provide pay advances on unearned wages.

WORK SCHEDULES

Regular office hours for Village Hall are Monday through Thursday from 7:00 A.M. to 5:00 P.M.

Regular work hours for the Department of Public Works are 6:00 A.M. to 4:30 P.M. Monday through Friday with the exception of on-call duty rotated among the crew. Employees may take an unpaid lunch period of one half-hour as scheduled by the DPW Director or Village Manager as appropriate.

Employees also may take fifteen-minute morning and afternoon break periods at the discretion of the DPW Director or Village Manager as appropriate.

OVERTIME / COMPENSATORY TIME

All overtime hours must be pre-approved by the DPW Director or Village Manager.

Hourly Employees

Hourly employees will receive overtime pay for hours in a pay week in excess of 40 hours paid. No hourly employee may work more than forty hours in a workweek without the consent of the Village Manager or DPW Director.

Employees have the option of taking compensatory time in lieu of overtime pay. Compensatory time may not be accumulated. It must be used within one month of when it is earned. If it is not used it will be forfeited. The Village Manager or DPW Director must approve when the comp time will be used. Comp time must be depleted before PTO is used. In the event of an emergency, the time period to use the comp time may be extended. Approved comp time and used comp time must appear on the employee's time sheet.

If an employee must miss work, he/she may be able to make up the hours missed under the following conditions:

1. The hours are made up within the current or next pay period.
2. The Village Manager approves of the flextime.
3. The employee may not work hours that must be paid at the overtime rate.

Salaried Employees

Salaried employees are expected to work at least 40 hours in each pay period. They are also required to work as many hours as are necessary to do their job. They should be available as much as possible during regular office hours. On some occasions, it may be necessary to work at other hours. If an employee is required to work or attend meetings at other hours, the Village Manager may approve compensatory time for those hours worked. Comp time must be used during the current or next pay period. If it is not used, it will be forfeited. The Village Manager must approve when the comp time will be used.

ON-CALL

On-call hours are scheduled weekly within the DPW on a rotating basis to cover any emergencies that occur. Each employee will be on-call from Wednesday noon until Wednesday noon of the following week. The 911 Dispatch Center, DPW Director, Village Manager, or other designee is able to call in the on-call worker. Prior to responding to calls from any other source, authorization must first be obtained from the 911 Dispatch Center, Village Manager, DPW Director or their designee. The employee who is on-call must be able to respond within 20 minutes.

Compensation for on-call is \$1.50/ hr, for each hour. This includes hours other than the normally scheduled workday, and 24 hours per day on weekends and holidays. If that employee is called in they will be paid a minimum of two hours of overtime. The employee does not receive the on-call pay when being paid this hourly rate.

OUTSIDE EMPLOYMENT

The Village expects each employee to perform his or her job responsibilities faithfully and competently. Outside employment is permitted to the extent that it does not interfere with the employee's duties or create a conflict of interest. Outside employment is any engagement to perform services of any kind for compensation including the operation of a business. Any employee who wishes to engage in outside employment must notify his or her supervisor prior to beginning the employment.

Outside employment must be on the employee's time. Village employees may not change their work schedule to work elsewhere. If an employee is scheduled to work when they want to engage in other employment, they must use vacation time to cover the missed time at the Village.

JOB INJURIES

Employees shall immediately report all job-related accidents, injuries or illnesses to the Village Manager.

EMPLOYEE CONDUCT

The purpose of these guidelines is not to restrict an employee's rights, but to protect the rights of all and to promote a safe, efficient and cooperative working environment. Engaging in any of the following behaviors while representing the Village shall be subject to disciplinary action up to and including dismissal at the discretion of the Village Manager. The following list is not all-inclusive but serves as a reasonable guide. The Village is an "at will" employer and as such may terminate the employment of any employee at any time for any reason with or without notice.

- Absence from work without prior notification or permission.
- Willfully misusing Village property or resources.
- Failure to wear Village supplied work clothing.
- Failure to follow instructions of the supervisor.
- Creating or contributing to unsanitary conditions.
- Failure to work in an efficient, cooperative or productive manner.
- Reckless behavior.
- Failure or refusal to adhere to proper safety procedures.
- Possession of a firearm.
- Insubordination.
- Threatening, intimidating or abusive behavior or language.
- Gambling, fighting, theft, illegal drug use, alcohol use, and immoral or indecent conduct while on duty.
- Using racial or sexually offensive remarks.

NO SMOKING

All Village owned buildings and vehicles are designated Non-Smoking Areas-

OPEN COMMUNICATIONS POLICY

The Village of Roscommon believes in open communication without fear of repercussion. If you have a suggestion or concern, we would like to know about it. The Village Manager is responsible for supervisory control over all departments as well as personnel matters for the Village and is responsible to investigate all complaints concerning the administration of the Village. All suggestions and concerns should be addressed to his/her attention.

If the employee is not satisfied that the issue has been effectively resolved, he or she may request an inquiry on the issue. Such request must be submitted to the Village Clerk in writing. The matter shall then be submitted to a committee established by the Village President for final disposition.

Should an employee or office have a concern or complaint regarding the Village Manager, the complaint should be addressed to the Village President.

USE OF VILLAGE EQUIPMENT AND FACILITIES

No Village vehicle shall be used for private purposes. Employees may use the Village vehicle assigned to them to go to lunch or break. Such use shall be directly to and from the job site. Vehicles which require a CDL for operation shall only be driven by Village employees with a valid CDL. Anyone operating a Village vehicle will be responsible for routine maintenance of the vehicle prior to, during and after operating such equipment. If an employee discovers any mechanical problems during these checks, he/she should report them to the supervisor in writing, immediately upon noting the problem.

All Village vehicles must be operated in a safe and courteous manner at all times. Drivers must obey all traffic and safety laws and regulations.

Employees who wish to use Village facilities outside of normal working hours must obtain prior approval from the Village Manager. Permission will be granted based on policies adopted by the Village Council.

USE OF VILLAGE TELEPHONES

Any charges incurred by an employee using Village telephones for private purposes shall be the financial responsibility of that employee.

USE OF PRIVATE VEHICLE

In the event that an employee or elected official of the Village is required to use their personal vehicle for Village business, the Village will reimburse for such vehicle use at the rate established by the Village Travel Policy.

PAID TIME OFF (PTO)

The Village of Roscommon provides Paid Time Off (PTO) for all full-time employees only. PTO combines vacation, personal and sick leave into a single bank of time which an employee will earn and may utilize with pay subject to criteria below.

All full-time employees will begin earning PTO benefits on their date of hire. Earned PTO is determined by years of service, with hours deposited into an employee's PTO bank on a weekly basis. For full-time employees to earn PTO for each week, they must show 40 paid hours for that week.

The use of PTO must be pre-approved. In the event of illness or emergency use, notification shall be made to the DPW Director or Village Manager's office prior to the beginning of the scheduled workday or prior to leaving during a workday.

YEARS OF SERVICE

PTO EARNED/WK.

Hire date thru year 1	3.5 hours / week
Year 2 thru year 5	4.0 hours / week
Year 6 thru year 10	4.5 hours / week
Year 11 and beyond	5.0 hours / week

The maximum accumulation of PTO for full time employees is 300 hours. In the event an employee is at the 300 hour limit and a situation arises where the employee's services are needed, the Village Manager may grant an exception to the 300 hour rule. Three times each year, employees can cash out PTO time at their hourly rate. Full-time employees can be paid for no more than 60 hours in excess of 40 hours accumulated each time. At the time of voluntary or involuntary termination, an employee shall be paid for all their earned and unused PTO hours. Payment will be made at the hourly rate in effect for the employee at the time of payment.

RETURN TO SERVICE

If an employee is absent for three or more consecutive days due to illness or injury, a physician's statement must be provided verifying the disability and its beginning and expected ending dates. Before returning to work from a sick leave absence of seven or more workdays, an employee must provide a physician's verification that he or she may safely return to work. Such verification may be requested for other sick leave absences as well and may be required as a condition for receiving PTO.

Time off due to a job-related injury will not be charged against accumulated PTO.

OTHER EXCUSED ABSENCES FROM WORK

Military Service

Employees who are called to military duty shall be entitled to those reemployment rights as prescribed by Federal Law. Employees who are members of the National Guard or an armed forces reserve unit and are called to duty for an annual training period, not to exceed two (2) weeks, shall be entitled to an unpaid leave of absence.

Jury Duty

An employee who is serving jury duty is expected to be at work at all normal hours when not serving as a juror. Full-time employees are entitled to a leave of absence for jury duty with full pay, less the amount received by the employee for jury duty.

Fire and Ambulance Runs

All employees who are members of the Higgins Township Fire Department may respond to calls during normal working hours with pay upon prior approval of their supervisor.

Bereavement Leave

In the case of death of an immediate family member, an employee shall be granted a leave of absence with pay for the workdays falling within the period between the time of death and day of the funeral. Paid bereavement leave shall not exceed three (3) days. Additional days will be granted in accordance with the Village PTO policy.

Immediate family is defined as husband, wife, child, mother, father, sister, brother, step child, step parent, grandparent, grandchild, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, grandfather-in-law, grandmother-in-law or a relative residing in the employee's household.

Medical Leave of Absence

An employee who is unable to perform his/ her assigned duties because of personal illness or disability and who has exhausted all PTO, may apply for an unpaid leave of absence. A written request for such a leave must be submitted to the Village Manager prior to the start of the leave along with a written recommendation from a physician. The Village Council may grant a medical leave of absence without pay for the duration of said illness or disability up to a maximum of six months. Within thirty days prior to the expiration of the leave, the employee shall notify the Village in writing of his/her intent to return to work accompanied by a written statement from a physician certifying the fitness of the employee to fulfill his or her duties. The Village cannot guarantee that the employee will be provided the same job or equivalent position for any leave exceeding a 365-day period. During such discretionary leave of absence, the employee is responsible for the payment of all his or her health insurance premiums.

Discretionary Leave of Absence

An employee desiring a leave of absence without pay from his/ her employment for a reason other than illness or disability shall secure written permission from the Village Council at least 30 days prior to the start of said leave. Conditions attached to use of said leave shall be established by the Village Council at the time such leave is authorized.

HOLIDAYS

The following shall be considered paid holidays for all full-time employees of the Village. Village offices will be closed on these days.

New Year's Day
Martin Luther King Jr. Day
Presidents' Day
Good Friday
Memorial Day
Independence Day
Labor Day
Veteran's Day
Thanksgiving Day
Friday after Thanksgiving
Christmas Eve Day
Christmas Day

If any of the above listed holidays falls on a Saturday, the paid holiday shall be on the preceding day. If any of the above listed holidays falls on a Sunday, the paid holiday shall be on the following day.

Employees who are required to work on a holiday shall be paid at a rate of one and one half their regular hourly rate for each hour worked in addition to the paid holiday.

JOB SUMMARIES AND PAY RANGES

The Village maintains a Job Summary for each non-elected position with the Village. Each Job Summary is developed and maintained by the Village Manager with Village Council oversight. Compensation for employees and officers shall be established in accordance with the Village Manager's Ordinance.

PERSONNEL FILES

It is the responsibility of each employee to promptly notify the Village of any changes in his or her mailing address, telephone number, email addresses, number and names of dependents, individuals to be contacted in the case of an emergency.

Personnel files are the property of the Village and access to the information they contain is restricted. Only individuals who have a legitimate reason to review the file will be allowed to

do so. Any valid request under the Freedom of Information Act will be honored; however, the only information that will be released is what the Village is legally bound to release. The employee will be notified when the Village receives a request to view the file.

Employees are encouraged to review their own file on an annual basis. No material may be removed from the file; however, the employee may insert comments if desired.

INSURANCE AND RETIREMENT BENEFITS

Hospital and Medical Insurance:

The Village of Roscommon will pay the following for Hospital and Medical Insurance after a ninety (90) day waiting period for full-time employees:

Full-time employees — 80% of premium

Dental Insurance:

The Village of Roscommon will pay the following for Dental Insurance after a ninety (90) day waiting period for full-time employees:

Full-time employees - 80% of premium

Retirement:

The Village of Roscommon currently offers Defined Contribution Retirement Plan to full-time employees. Employees are required to pay 3% of their gross wage or salary. The Village will pay the following:

10% for full-time employees eligible for social security.

Deferred Compensation:

Full-time and part-time employees may contribute up to the legal limit into a 457 Deferred Compensation Plan underwritten by ICMA/ MERS.

Term Life Insurance and Accidental Death and Dismemberment:

All full-time employees shall be covered with a \$25,000 term life insurance policy including accidental death and dismemberment while they are employed by the Village.

Insurance and retirement benefits are not available to part-time, seasonal or temporary employees.

EMPLOYMENT KNOWLEDGEMENT

I acknowledge that the Village of Roscommon Employee Handbook is not a contract for employment. I have voluntarily entered into my employment relationship with the Village of Roscommon, and I acknowledge that my employment is for no specified period of time. Either the Village or I can unilaterally terminate the employment relationship at any time, with or without cause, so long as there is no violation of applicable federal or state law or valid employment contract. I further understand that the at-will nature of my employment relationship can be modified only by an agreement set forth in writing between the Village and myself.

I acknowledge that I have received the Village Employee Handbook. I understand that it is my responsibility to read and comply with all of the policies contained in that Handbook, including any revisions made to it. I understand that I should consult my Supervisor regarding any questions I might have that are not answered in the Handbook.

Employee Signature

Date



MARKETING PLAN

2022-2025

Adopted 12.20.21

Contents

I. Background.....	4
Vision Statement	5
Mission Statement.....	5
SWOT Analysis	6
Marketing Plan	7
Target Audience.....	7
Community Partners.....	7
Marketing Responsibilities.....	8
Current Branding Elements – Messaging	9
Economic Development Key Messages	10
Goals, Strategies, Audience, and Measurement	10
Goal 1:.....	10
Objective: Develop brand identity guidelines	10
Objective: Train staff on using brand guidelines	10
Objective: Grow portfolio of visual assets	11
Goal 2:.....	11
Objective: Perform audit of existing business and economic development programs available to businesses and developers	11
Objective: Brand and compose business resource webpage to streamline service offerings	12
Tactics:	12
Objective: Provide updated information as new resources are available or processes change	12
Goal 3:.....	13
Objective: Send monthly e-newsletter and mailer to keep community members up-to-date with village news, events, and offerings	13
Objective: Enhance image of neighborhood, commercial, and industrial districts	13
Objective: Increase number and distribution of special events held within the village	14
Objective: Increase Village social media engagement and opportunities for digital participation	14
Objective: Coordinate regular meetings with community partners.....	14
Goal 4:.....	15
Objective: Identify key priority sites	15
Objective: Develop branding including digital and print assets	15

VILLAGE OF ROSCOMMON

A PLACE FOR TODAY. TOMORROW. THE FUTURE.

I. Background

The Village of Roscommon, Michigan is a small community located in north central Roscommon County within Higgins Township. The Village, the county seat for Roscommon County, was incorporated in 1885. The Village of Roscommon encompasses approximately 1.6 square miles and is located three miles east of I-75 and 15 miles southeast of Grayling. Two major thoroughfares lead to Roscommon, M-18 and M-76. The beautiful Au Sable River is the main recreation attraction within the Village. Higgins Lake, one of the world's most beautiful lakes, is about eight miles west of the Village.

Though Roscommon County had been set off originally as Mikenauk County in 1840, it was changed by legislation in 1843. The name Roscommon is Irish, "Ros" meaning a "wooded promontory or pleasant place" and "Coman" the name of an Irish Saint who lived between 500 and 550 A.D. In 1843, State Representative Charles O'Malley, who was from Roscommon, Ireland and was instrumental in the organization of the County, initiated action to change Mikenauk County to Roscommon County.

The lumber prospects in Roscommon County and those surrounding it were very attractive. With the South Branch of the Au Sable River meeting the new track of the Jackson, Lansing, and Saginaw Railroad at 44 degrees, -30'N, 84 degrees- 36' W, it was an ideal place to establish a railroad station. Since this point was located in Roscommon County, it was designated Roscommon Station.

In 1875, Roscommon County was organized, and Roscommon Station was designated as the county seat. In 1876, George O. Robinson, a Detroit lawyer and businessman, drew up the plat for the Village of Roscommon. On January 4, 1882, Roscommon was incorporated as a village by the Board of Supervisors. As the railroad and lumbering operations reached new peaks of production, the Village became established and continued to grow. Roscommon seemed destined to a bright and prosperous future.

The tourism industry was the main attraction which brought Roscommon back to prosperity. In November, 1922, the businessmen of Roscommon formed the Board of Commerce. The purpose of the organization was to capitalize on the already present tourist trade. Roscommon began to draw attention as a major tourist destination. Even after the outbreak of the Second World War, holidays were profitable to the Village. The tourist industry had flourished between the end of the Depression years and the beginning of World War II.

Lauren Dean established a canoe livery on the South Branch of the Au Sable River in 1947. It was the first in the area and was located one-half mile east of Roscommon. The beautiful canoe trip down the river attracted many tourists. Five canoe liveries would open in the years to come, forming the South Branch Canoe Livery Association in 1968. By the dawn of the 1960s, the economy of the Village relied on tourism and management of natural

resources, therefore, the railroad was expendable. The practice of arriving by the Michigan Central Railroad was obsolete after the improvement of highways and automobiles. The passing of the lumbering era diminished the need for rail transportation of freight, just as the promotion of the automobile curtailed the need of passenger service. The train discontinued passenger service in 1959. The depot was soon demolished at the direction of Albert Golnick, an employee of the Michigan Central Railroad Company.

Vision Statement

"A PLACE FOR TODAY, TOMORROW, THE FUTURE"

Mission Statement

"Roscommon is inclusive, diverse, tourist and business friendly.
A small village with big opportunities and planned growth."

Small village.
Big opportunities!

SWOT Analysis

<p>Strengths:</p> <p><i>Educational System</i> Roscommon Area Public Schools Kirtland Community College</p> <p><i>Civic and Community Resources</i> Roscommon County Sherriff Department Service Clubs (e.g. Rotary)</p> <p><i>Boards and Governance</i> Strong DDA Village Council and Manager</p> <p><i>Engaged Businesses and Resources</i> Open to new businesses “Good Feel” Sense of Community Small town charm</p> <p><i>Demographics and Population</i> Large population of retirees Resident longevity</p> <p><i>Local Attractions and Resources</i> Tourism Proximity to “nature” Natural resources like lakes, rivers, and trails</p>	<p>Weaknesses:</p> <p><i>Jobs</i> No job opportunities</p> <p><i>Marketing</i> Lack of community identity</p> <p><i>Housing</i> Lack of attainable housing</p> <p><i>Parking</i> Lack of downtown parking</p> <p><i>Lodging for Tourism/Visitors</i> No hotels or motels</p> <p><i>Youth</i> Lack of programs/activities for youth</p> <p><i>Downtown Facilities</i> Could use more downtown development</p> <p><i>Healthcare</i> Holes in social safety nets</p> <p><i>Eye and Curb Appeal</i> Too many eyesores Lack of cultural opportunities</p> <p><i>Utilities</i> Lack of internet in many residential areas Strained public transportation No public restrooms</p>
<p>Opportunities:</p> <p><i>Tourism and Recreation</i> Highlight local attractions and activities</p> <p><i>Housing and Development</i> Industrial Park development, Mixed-use development More affordable housing</p> <p><i>Transportation</i> Capitalize on location</p> <p><i>Education</i> Capitalize on Kirtland Community College Increase career tech education Capitalize on community organizations (e.g. 4-H)</p>	<p>Threats:</p> <p><i>Money</i> Money for projects</p> <p><i>Income/Housing/Opportunities</i> Lack of trained workforce Limited earning opportunities Lack of housing</p> <p><i>Infrastructure</i> Existing road structure Access to broadband</p> <p><i>Healthcare</i> No life support ambulance service</p> <p><i>Surrounding communities are ahead of Roscommon</i></p>

Marketing Plan

This marketing plan will outline the Village of Roscommon's current activities and future action plan, to grow community identity, improve existing assets, and streamline development services. The strategy is to change public perception and behaviors to improve economic development. It will grow consumer confidence and reach by sharing the economic and social value of Roscommon through a comprehensive communication plan.

Target Audience

The Village of Roscommon will target current and prospective residents, property owners, community organizations, and businesses.

Community Partners

The Village of Roscommon's community partners include:

- Roscommon Area Recreation Authority
- Michigan Economic Development Corporation
- Roscommon Rotary
- Roscommon Lions Club
- Knights of Columbus
- Zonta Club
- VFW Post 4159
- American Legion 96
- Local Churches:
 - Beacon Assembly of God
 - St. Michael's Catholic Church
 - Northern Michigan Church of Christ
 - First Congregational Church
- Surrounding area Churches:
 - Shepherd of the Lakes Evangelical Lutheran Church WELS
 - Immanuel Baptist Church
 - St. Elizabeth's Episcopal Church
 - Markey Community Baptist Church
 - Grace Covenant Fellowship
 - Roscommon Baptist Church
 - Roscommon Free Methodist Church
 - Messiah Luther Church
 - ELCA Good Shepherd United Methodist Church of the North

Marketing Responsibilities

The strategies outlined in the marketing plan will be successful as the Village shares responsibility between staff and appointed and elected officials. The successful implementation of the strategies outlined in this plan rests heavily on a combined effort of the Village and its community partners. The goals of the Plan will be met through a shared commitment to implement the strategies outlined in the plan delivered to the target marketing audiences.

History of Branding and Asset Inventory

The Village and Downtown Development Authority worked with a local graphic arts firm to develop a branding strategy. The proposal was adopted in January 2019.

From the work with the graphic artist the following assets were identified:

Nature

- Ausable River
- Wallace Park
- Iron Belle Trail System
- Higgins Lake
- "Up North"
- Tisdale Trail

Community

- Strong sense of community
- Connections with schools
- Strong support of local businesses
- "Rough Diamond"

- Small town atmosphere
- Metro Park
- CRAF Center
- Festivals
- Vacant Properties

Recreation

- Canoeing and kayaking
- Bike paths
- UTV and ATV trails
- Lakes and rivers
- Riverfest

Current Branding Elements –See Appendix 1

A color scheme was adopted:

Ice Blue

CMYK: 22.0.11.0
RGB: 197 230 227
WEB: C5E6E3

Cream

CMYK: 4.4.25.0
RGB: 243 236 199
WEB: F3ECC7

Gold

CMYK: 14.43.94.0
RGB: 216 150 49
WEB: D89631

Sage

CMYK: 56.29.55.4
RGB: 120 148 126
WEB: 78947E

Current Branding Elements – Messaging

SAMPLE LOGOS



Economic Development Key Messages

Goals, Strategies, Audience, and Measurement

Below are four goals identified by the Economic Development Steering Committee as a part of the Marketing Plan. These were identified as important strategic goals with accompanied tactics to address the need for core branding, business resource access, neighborhood enrichment, and marketing of priority development sites. The goals are not listed in order of priority.

Goal 1:

Have a core brand identity implemented across village service areas within 5 years

Audience

- Future and current residents, businesses, and community partners

Core Messages

- Our mission is inclusive, diverse, tourist and business friendly. A small town with big opportunities and planned growth."
- We are a diverse, strong, and authentic community where all individuals can thrive
- We support businesses, intentional development, and community growth

Objective: Develop brand identity guidelines

- *Tactics:*
 - Complete a comprehensive audit of existing branding in print, on signage, on village website, contracted web portals for village services, and on social media channels.
 - Develop voice and tone guidelines
 - Design approval processes for digital and print collateral, advertisements, and promotional items
 - Identify approved color palette, logos, and typography with standards and use guidelines
 - Build approval process for new logo designs
 - Create standards for brand use with brochures, equipment, and signage
- *Measurement:*
 - Track project progress
 - Track brand element implementation across departments
 - Create annual report of brand implementation progress

Objective: Train staff on using brand guidelines

- *Tactics:*
 - Provide access to guide on the intranet
 - Identify brand and communication liaison in each department and

- service area
 - Create video trainings accessible on the intranet
 - Implement annual refresher course on brand use
 - Embed brand training into new hire onboarding process
- *Measurement:*
 - Track intranet web analytics of brand guidelines
 - Track annual staff training dates

Objective: Grow portfolio of visual assets

- *Tactics:*
 - Develop digital photo and video database with appropriate tags
 - Coordinate with local partners to compile initial photo assets
- *Measurement:*
 - Track growth of photo and video assets over time

Goal 2:

Create a business resource webpage on the village website to centralize resources and programs for existing and prospective businesses and developers in the Village within 2 years.

Audience

- Prospective and current businesses, developers, and community partners

Core Messages

- We are committed to supporting business, commercial, and industrial development
- We provide helpful resources that are easily accessible
- We offer a balance of residential, commercial, industrial, and mixed-use development sites
- We offer low tax to high service ratio and high-quality public infrastructure

Objective: Perform audit of existing business and economic development programs available to businesses and developers

- *Tactics:*
 - Develop business and economic development agency contact list
 - Work with community and agency partners to compile digital and print resources
 - Work with Village staff to identify business resources and processes
- *Measurement:*
 - Track number of available resources by agency

Objective: Brand and compose business resource webpage to streamline service offerings

Tactics:

- Design and implement a business resource brand identity
- *Measurement:*
 - Track number of participants in design process
 - Measure web metrics over time
 - Survey new businesses and developers on quality of available resources
 - Track web analytics

Objective: Provide updated information as new resources are available or processes change

- *Tactics:*
 - Develop business and developer distribution list within existing webpage capabilities or with Constant Contact.
 - Create a registration form for distribution list on business resource webpage
 - Coordinate internal team to monitor for additional resources and manage communication distributions
- *Measurement:*
 - Track growth in number of contacts in list over time
 - Track email analytics for content engagement

Goal 3:

Develop sense of community through placemaking, special events, social media engagement, and ongoing community meetings.

Audience

- Future and current businesses, residents, school districts, and community partners

Core Messages

- We are a diverse, strong, and authentic community where all individuals have the opportunity to thrive
- We are committed to partnering with community to continuously improve our sense of place.
- We keep our community updated with community and village events, programs, and activities
- We work with community members and stakeholders to provide enriching and diverse community events and programming
- We meet residents where they are at by providing digital engagement opportunities for community to come together
- We collaborate with our schools, business districts, and other partners to create synergy in our programs, initiatives, and communications

Objective: Send monthly e-newsletter and mailer to keep community members up-to-date with village news, events, and offerings

- *Tactics:*
 - Develop marketing and branding for monthly e-newsletter and print
 - Design processes and procedures for content development, design, and distribution
- *Measurement:*
 - Track growth in number of contacts in list over time
 - Track email analytics for content engagement

Objective: Enhance image of neighborhood, commercial, and industrial districts

- *Tactics:*
 - Educate residents on available grants, loans and rebate programs available through community partners
 - Promote commercial mixed-use development projects
 - Work with community to identify and create gateway features

- *Measurement:*
 - Track number of Roscommon houses receiving community grants, loans, or rebates
 - Monitor web analytics for resource pages
 - Track number of gateways features implemented

Objective: Increase number and distribution of special events held within the village

- *Tactics:*
 - Work with the village and other entities to expand event and activity offerings
 - Market existing festivals and organizations in the area
 - Cross promote events through village and partner social media and other communication channels
- *Measurement:*
 - Track changes over time for attendance at special events in the Village.

Objective: Increase Village social media engagement and opportunities for digital participation

- *Tactics:*
 - Implement social media tracking mechanism to better analyze post performance by department, service, or content
 - Develop civic engagement participation contests through social media networks and webpages to encourage community involvement
 - Implement annual social media content calendar
 - Increase partnerships in communication posts to create synergy in distribution
 - Sponsor social media posts that engage or perform well
 - Cross promote events through village and partner social media and other communication channels
- *Measurement:*
 - Track participation in participation contests to monitor changes over time
 - Track and monitor social media posts by department, service, and content
 - Monitor analytics and performance of content calendar posts
 - Track and report out on social media sponsored posts and engagement

Objective: Coordinate regular meetings with community partners

- *Tactics:*
 - Strengthen relationships with schools by creating a regular meeting with village staff and school district representatives
 - Coordinate communications and events with Roscommon Library
 - Enhance cooperative relationship with local and community media
 - Attend existing business association meetings within the village

- Improve relationships with minority-serving commerce and community organizations through existing or newly established meetings
- Create a shared partner calendar share by village department heads to track meetings and staff participation
- *Measurement:*
 - Track staff participation in existing community meetings
 - Track participation in newly formed community meetings

Goal 4:

Market priority development sites

Audience

- Future and current businesses, developers, and community partners

Core Messages

- We are committed to supporting business, commercial, and industrial development
- We provide helpful resources that are easily accessible
- We offer a balance of residential, commercial, industrial, and mixed-use development sites
- We offer low tax to high service ratio and high-quality public infrastructure

Objective: Identify key priority sites

- *Tactics:*
 - Use the master plan as a guide to identify priority sites
- *Measurement:*
 - Track project progress

Objective: Develop branding including digital and print assets

- *Tactics:*
 - Develop visual asset library for development sites
 - Brand and market development sites
 - Work with partners on communications and marketing sites
 - Market existing festivals and organizations in the area
 - Cross promote events through village and partner social media and other communication channels
- *Measurement:*
 - Track development interest and activity at priority sites over time
 - Monitor web analytics and track changes over time
 - Monitor and track earned media

PRIMARY FONT

GEARED SLAB

ABCDEFGHIJKLMNOPQRSTUVWXYZ

abcdefghijklmnopqrstuvwxyz

PRIMARY FONT

JANIRETRO

ABCDEFGHIJKLMNOPQRSTUVWXYZ

ACCENT FONT

Aleo

ABCDEFGHIJKLMNOPQRSTUVWXYZ

abcdefghijklmnopqrstuvwxyz

FONT IDENTITY

*Two
Rate*

CREAM

CMYK: 4.4.25.0
RGB: 243 236 199
WEB: F3ECC7

GOLD

CMYK: 14.43.94.0
RGB: 216 150 49
WEB: D89631

SAGE

CMYK: 56.29.55.4
RGB: 120 148 126
WEB: 78947E

SLATE BLUE

CMYK: 73.8.49.29
RGB: 70 82 91
WEB: 46525B

PRIMARY COLOR PALETTE

*Two
Rare*

NATURE

AUSABLE RIVER
WALLACE PARK
IRON BELLE TRAIL (UPCOMING)
CLOSE TO HIGGINS LAKE
UP NORTH
TISDALE TRAIL

COMMUNITY

STRONG SENSE OF COMMUNITY
CONNECTION WITH SCHOOLS
STRONG SUPPORT OF LOCAL BUSINESSES
LOTS OF FACETS TO THIS ROUGH CUT DIAMOND
SMALL TOWN ATMOSPHERE

RECREATION

CANOE / KAYAK
BIKE PATH
UTV / ATV TRAILS
LAKES / RIVERS
RIVERFEST
ART IN PARK
CHRISTMAS IN THE VILLAGE

KEY WORDS

*Two
Rate*



Planning Commission Annual Report 2021 - 2022

January 1, 2022

The Village of Roscommon Planning Commission was created under the Michigan Planning Enabling Act (Act 33 of 2008)

AN ACT to codify the laws regarding and to provide for county, township, city, and village planning; to provide for the creation, organization, powers, and duties of local planning commissions; to provide for the powers and duties of certain state and local governmental officers and agencies; to provide for the regulation and subdivision of land; and to repeal acts and parts of acts

"A planning commission shall make an annual written report to the legislative body concerning its operations and the status of planning activities, including recommendations regarding actions by the legislative body related to planning and development."

The purpose of the following report is to increase information-sharing between staff, boards, commissions, and the Village Council. It allows for anticipation of upcoming issues and priorities to prepare and budget as necessary.

I. Planning commission Members (5 Members) – Term Expiration

Heather Roemer © – December 2021

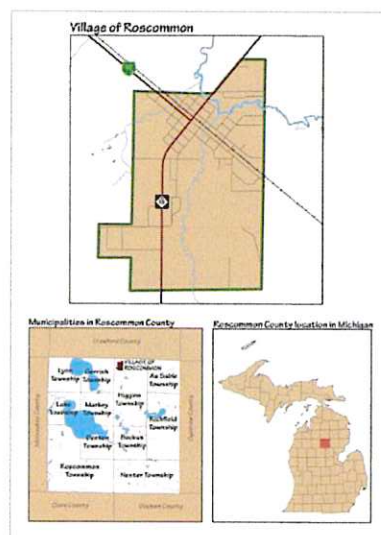
Tim Reilly - December 2023

Steven Devault, December 2023*

Kris Suvada December 2023*

Don Dixon December 2024*

* Appointed November 13, 2021



II. Meetings

The Village of Roscommon Planning Commission met (meets) four times. This meets the requirements of the Michigan Planning Enabling Act (Act 33 of 2008) Section 125.3821:

March 17, 2021

August 10, 2021

October 20, 2021

November 3, 2021

December 15, 2021*

2022 Schedule to be determined

* Agenda to include Adoption of Annual Report, Fee Schedule Review, Development Review Process

III. Zoning and Ordinance Amendments

The Commission reviewed the following ordinances:

- Ordinance #17 - Off Road Recreational Vehicles
- Ordinance #70 - Traffic and Parking
- Ordinance #39 - Kennels in the Village
- Ordinance #27 - Animals in the Village

The Commission reviewed the following zoning language and recommended a change:

- The Planning Commission changed the setbacks in the Industrial Park from 30' to 0'

IV. Master Plan Implementation Review

- Conducted annual Master Plan reviews and future goal setting to evaluate accomplishments and actions needed for the next year. No suggestions for change to the Master Plan.
- Reviewed Zoning Ordinance to ensure adequate areas exist which allow a variety of land uses which are needed in the Village. Ensure these land uses complement, rather than conflict with, the residential areas. Assigned to Economic Development Administrator for further review.
- Reviewed Zoning Ordinance to ensure it requires adequate buffering, where necessary, to minimize negative impacts on adjacent land uses. Assigned to Economic Development Administrator for further review.
- Evaluated density and current zoning setback regulations to determine if an increased density or lesser setbacks are needed. Assigned to Economic Development Administrator for further review.
- Revised zoning to require sidewalks and standards for pedestrian connections to all new developments, and work to connect all existing developments along the corridor with sidewalks.

Approved new sidewalks on George Street. Assigned to Economic Development Administrator for further review.

- Reviewed the zoning ordinance to ensure it allows for areas of mixed-use development, higher density development, and walkable designs in addition to areas for general commercial and industrial development. Assigned to Economic Development Administrator for further review.
- Explored options (i.e. tax abatements) that would further assist with business recruitment. Encourage Village staff to participate in programs, seminars, and conferences which educate on available opportunities. Assigned to Economic Development Administrator for further review.
- Reviewed the zoning ordinance to ensure it allows for mixed use development in the downtown and other areas identified as appropriate and consistent with existing surrounding neighborhoods. Assigned to Economic Development Administrator for further review.
- Working toward development of the priority redevelopment and infill development areas. Assigned to Economic Development Administrator for further review
- Developing a database that contains specific information pertaining to each commercial/industrial property that can be used as a marketing tool for redevelopment. Assigned to Economic Development Administrator for further review
- Resolved to support and promote the development of mixed lodging opportunities within the Village by measures such as adopting zoning ordinance provisions that permit various forms of lodging, i.e. hotels, motels, bed and breakfast and tourist homes. Assigned to Economic Development Administrator for further review
- Reviewed the development approval processes to ensure it is easy to follow, seamless, and predictable. Assigned to Economic Development Administrator for further review
- Committed to implement and maintain the practices outlined by the MEDC Redevelopment Ready Communities Program.
- Directed Economic Development Administrator to post guidelines for developers on the Village website and include illustrations in the Zoning Ordinance. Assigned to Economic Development Administrator for further review
- Resolved to support and promote the development of mixed lodging opportunities within the Village by measures such as adopting zoning ordinance provisions that permit various forms of lodging, i.e. hotels, motels, bed and breakfasts, and tourist homes. Assigned to Economic Development Administrator for further review,

V. Development Reviews

Project Type	Location	Description	Status	Rec to Legislative Body	Date of Action
Permit	307 S. Main	Porch Addition	Approved		9-1-21
Permit	302 S. 5 th Street	Garage	Approved		3-31-21
Permit	701 Lake Street	Pump House	Approved		7-14-21
Permit	1445 Esther Ct	Basement Wall	Approved		8-18-21
Permit	801 Lake Street	Ingress/Egress	Approved		6-23-21
Permit	1107 St. Helen	Retaining Wall	Approved		8-18-21

VI. Actions By Legislative Body.

January, 2021

Approved new water and sewer rates for the Village

February, 2021

Received update from Fleis and Vandebriek re: USDA grant for water and sewer upgrades

March, 2021

Accepted bids to reconstruct Division Street

April, 2021

Approved USDA water and sewer upgrade grant applications

Reviewed Capital Improvement Plan and made no suggestions for revisions.

Made amendments to Council Rules and Procedures

June, 2021

Amended the Sewer Ordinance

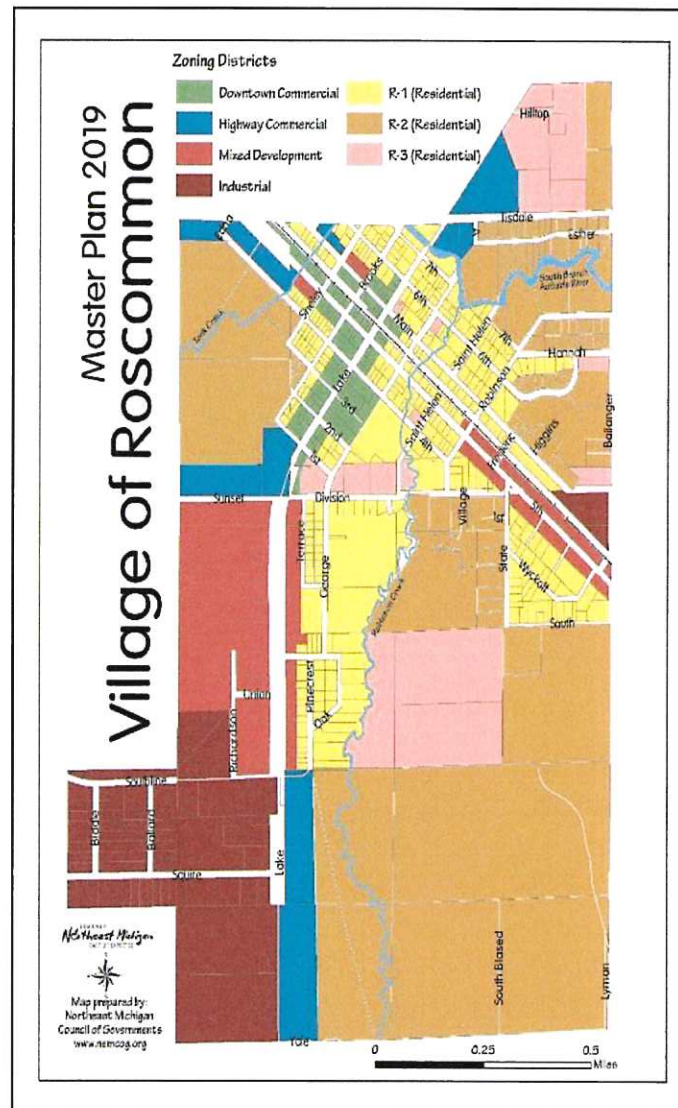
Presentation from VM re: the Master Plan. Council made no suggestions for revisions.

September, 2021

Approved sidewalk bids

VII. Zoning Map

No changes recommended.



VIII. Trainings Attended

Due to Covid Restrictions the Planning Commission was not able to attend any in-person training. No virtual training was conducted.

IX. Potential Training Topics FY 2022

The Planning Commission has quotes from the Michigan Planning Association to provide 2 ½ hours of virtual “Basic Training.” Early 2022

Michigan Planning Association

BASIC TRAINING

4 ½ Hours

Via ZOOM or live if possible

- (1) Introduce new planning commissioners and zoning board of appeals members to their roles and responsibilities and for more experienced officials looking to hone their skills and knowledge.
- (2) Explanation of the zoning board of appeals, planning commissioners, elected officials and staff interact.
- (3) Explanation of the roles and responsibilities of the board, site plan review, comprehensive planning, zoning ordinances, conditional rezoning, consideration of variances, how to determine practical difficulty, and standards for decision-making are all presented. Zoning Board of Appeals.

X. Joint Meetings

The “Five Families” is the biannual joint meeting attended by Village Staff, Village Council, DDA, Planning Commission, and the Building & Zoning Official) The biannual meeting was held on November 3, 2021, at 6:30 pm at Village Hall, 702 Lake St, Roscommon, Michigan.

DISCUSSION ITEMS INCLUDED:

Update on Master Plan and Zoning Ordinance
Opportunity for each group to share what they have accomplished and are working on
Discussion for goals in Master Plan
DDA update on the Hiawatha Park project
Update on the status of the Village’s effort to become a redevelopment community
USDA project update
Ordinance updates
Sidewalk projects
Tree removal

The next biannual joint meeting is scheduled for April 27, 2022. Agenda items will include:

Village Marketing Plan
Capital Improvement Plan Update
Zoning Concerns
Economic Development Plan Update
Other

ROSCOMMON DDA 2022 PROPOSED BUDGET WORKSHEET

	<u>2020 Actual</u>	<u>2021 Estimated</u>	<u>2022 Proposed Budget</u>
BEGINNING FUND BALANCE	\$ 282,762	\$ 271,741	\$ 348,177
REVENUES:			
TIFA	148,104	143,656	150,000
FEES	-	3,580	3,600
INTEREST	128	7	15
GRANT	-	-	500,000
OTHER	-	8,565	40,000
	<hr/>	<hr/>	<hr/>
TOTAL REVENUES	148,232	155,808	693,615
	<hr/>	<hr/>	<hr/>
EXPENDITURES:			
ECONOMIC DEVELOPMENT - READINESS	-	6,040	19,200
DOWNTOWN IMPROVEMENTS - GRANT	-	-	500,000
DOWNTOWN IMPROVEMENTS	105,645	20,195	100,000
FAÇADE PROGRAM	5,000	5,880	30,000
FLOWERS IN THE VILLAGE	4,322	3,622	4,000
FARM MARKET	2,058	3,521	4,000
TREES & LANDSCAPING	-	-	3,000
INDUSTRIAL PARK DEVELOPMENT	-	-	2,000
BANNERS	180	420	8,000
CHRISTMAS DECORATIONS	2,700	2,788	3,000
ADVERTISING/PROMOTIONS	4,090	13,395	20,000
ADMINISTRATIVE	112	25	150
MISCELLANEOUS	-	10	500
DUES & SUBSCRIPTIONS	100	100	100
LEGAL & PROFESSIONAL	-	-	550
RENT FEES	1,200	1,200	1,200
MAINTENANCE & REPAIRS	196	-	500
SAWMILL PROJECT	20,000	-	-
DOWNTOWN SNOW REMOVAL	13,650	22,176	15,351
	<hr/>	<hr/>	<hr/>
TOTAL EXPENDITURES	159,253	79,372	711,551
	<hr/>	<hr/>	<hr/>
ENDING FUND BALANCE	\$ 271,741	\$ 348,177	\$ 330,241
	<hr/>	<hr/>	<hr/>

VILLAGE OF ROSCOMMON
Ordinance No. ____ of 2022

**AN ORDINANCE TO AMEND THE VILLAGE DOWNTOWN
DEVELOPMENT AUTHORITY ORDINANCE**

THE VILLAGE OF ROSCOMMON ORDAINS:

Section 1. Amendment of Section 7.

Section 7 of the Downtown Development Authority Ordinance is hereby amended to read in its entirety as follows:

SECTION 7. BOARD OF DIRECTORS

The Authority shall be under the supervision and control of the Board. The Board shall consist of the Chief Executive Officer and twelve (12) members. The members shall be appointed by the Chief Executive Officer, subject to approval by the Council. Not less than a majority of the members shall be persons having an interest in property located in the Downtown District. Not less than one of the members shall be a resident of the Downtown District, if the Downtown District has 100 or more persons residing within it. Members shall be appointed to serve for a term of four years, except that of the members first appointed for terms of 1 year, 2 years, 3 years, and 4 years. A member shall hold office until the member's successor is appointed and qualified. Before assuming the duties of office, a member shall qualify by taking and subscribing to the constitutional oath of office. An appointment to fill a vacancy shall be made by the Chief Executive Office for the un-expired term only. Members of the Board shall serve without compensation, but shall be reimbursed for actual and necessary expenses. The chairperson of the Board shall be elected by the Board. The Board shall adopt Bylaws governing its procedures subject to the approval of the Council. In the event that the Board determines to employ a Director of the Authority, such Director shall furnish a bond in the penal sum of \$20,000 payable to the authority for use and benefit of the authority and shall file the same with the Village Clerk for the Village.

Section 2. Effective Date.

This Ordinance shall become effective the day following its publication in a newspaper of general circulation within the village.

Ordinance No. _____ of 2022 was enacted on _____, 2022, by the
Roscommon Village Council as follows:

Motion by: _____

Seconded by: _____

Yeas: _____

Nays: _____

Absent: _____

Frances Dawson, Clerk

Michael Miller, President

I certify that this is a true copy of Ordinance No. _____ of 2022 that was adopted at a
special meeting of the Roscommon Village Council on April 30, 2022 and published in
the _____ on _____, 2022.

Dated: _____

Frances Dawson, Clerk

VILLAGE OF ROSCOMMON
Ordinance No. ____ of 2022

AN ORDINANCE TO CREATE A VILLAGE PLANNING
COMMISSION PURSUANT TO ACT 33 OF THE PUBLIC
ACTS OF 2008, AS AMENDED, TO PROVIDE FOR ITS
ORGANIZATION, AND TO DEFINE ITS POWERS AND
DUTIES

THE VILLAGE OF ROSCOMMON ORDAINS:

Section 1. Creation of Village Planning Commission; Name of Planning Commission

A village planning commission is hereby created for the Village of Roscommon pursuant to the Michigan Planning Enabling Act, Act 33 of the Public Acts of 2008, as amended. This planning commission shall be known as the "Village of Roscommon Planning Commission."

Section 2. Membership; Appointment; Compensation; Terms; Removal; Vacancy.

- (a). The village planning commission shall consist of five (5) members. The village manager or a person designated by the village manager, the village president, one (1) or more members of the village council, or any combination thereof, may be appointed to the village planning commission as *ex officio* members with full voting rights on the planning commission, provided that these officials constitute no more than one-third (1/3) of the total membership on the planning commission. Except as provided herein, an elected official or employee of the village, however, shall not be eligible to be a member of the village planning commission. Members of the village planning commission shall be qualified electors of the village, except two (2) members may be individuals who are not qualified electors of the village, but are qualified electors of another local unit of government. In addition, members of the village planning commission shall be representative of the entire territory of the village to the extent practicable and shall be representative of important segments of the village, such as the economic, governmental, educational, and social development of the village, in accordance with the major interests as they exist in the village, such as agricultural, natural resources, recreation, education, public health, government, transportation, industry, and commerce.
- (b). All members of the village planning commission shall be appointed by the village president, subject to the approval by a majority vote of the entire village council.

- (c). All appointed members of the village planning commission may be compensated at a rate to be determined by the village council.
- (d). Except for any *ex officio* members, the term of each appointed member shall be three (3) years or until his or her successor is appointed, except that the respective terms of approximately one-third (1/3) of the non-*ex officio* members first appointed shall be for one (1) year and the respective terms of approximately one-third (1/3) of the non-*ex officio* members first appointed shall be for two (2) years, so that as nearly as possible the terms of one-third (1/3) of the non-*ex officio* members of the planning commission will expire each year. If appointed to the village planning commission, the term of the village president shall correspond to his or her term as village president, the term of the village manager or person designated by the village manager shall expire with the term of the village president who appointed the village manager, and the term of any member appointed from the village council shall expire with his or her term on the village council.
- (e). After written charges and a public hearing before the village council, a member of the village planning commission, including any *ex officio* member, may be removed from office for misfeasance, malfeasance, or nonfeasance in office by the village council. The failure of a planning commission member to disclose to the planning commission a potential conflict of interest, as defined in Section 5 of this Ordinance, shall constitute malfeasance in office. The failure of a planning commission member to regularly attend scheduled meetings of the planning commission shall constitute nonfeasance in office. The planning commission secretary shall report to the village council when a planning commission member has failed to attend three (3) consecutive planning commission meetings.
- (f). A vacancy on the village planning commission occurring otherwise than through the expiration of a member's term shall be filled for the unexpired term in the same manner as the original appointment.

Section 3. Organization; Chairperson, Secretary, and Other Officers; Committees; Meetings; Rules; Records.

- (a). The village planning commission shall elect a chairperson, vice chairperson, and secretary from its members; provided, however, an *ex officio* member shall not be eligible to serve as the chairperson or vice chairperson of the planning commission. The planning commission may create and fill by election such other offices as it considers advisable. The term of chairperson and any other officers shall be one (1) year, with eligibility for reelection as specified in the planning commission bylaws.

- (b). The planning commission may appoint advisory committees, whose members are not required to be members of the planning commission.
- (c). The village planning commission shall hold not less than four (4) regular meetings each year and shall by resolution determine the time and place of the meetings.
- (d). The village planning commission shall adopt bylaws for the transaction of its business.
- (e). The village planning commission shall keep a public record of its resolutions, transactions, findings, and determinations.

Section 4. Powers and duties.

- (a). The village planning commission shall have all powers authorized by, and shall perform all duties specified in, the Michigan Planning Enabling Act, being Act 33 of the Public Acts of 2008, as amended, except that the village planning commission shall be exempt from the requirement to prepare annually a capital improvement program of public structures and improvements.
- (b). The village planning commission shall have all the powers and duties conferred on zoning commissions under the Michigan Zoning Enabling Act, being Act 110 of the Public Acts of 2006, as amended, and any other powers and duties conferred on planning commissions by other provisions of law. Any and all such powers and duties are hereby conferred and incorporated as if fully set forth herein.

Section 5. Conflict of Interest.

A member of the village planning commission shall declare a conflict of interest in connection with a matter pending before the planning commission and shall disqualify himself of herself from deliberating and voting on the matter when any of the following circumstances exist:

- (a). The applicant is the child, grandchild, great-grandchild, parent, grandparent, great-grandparent, brother, sister, nephew, niece, aunt, or uncle of the planning commission member or the member's spouse.
- (b). The planning commission member or the member's spouse, parent, child, or any relative residing in the member's household has a pecuniary interest in the outcome of the matter.

- (c). The planning commission member or the member's spouse resides on or has an ownership interest in land within 300 feet of the parcel regarding which the decision is to be made.
- (d). While being a member of the planning commission the member has made statements or taken any action outside the formal decision-making process that would suggest that he or she has prejudged the matter before the planning commission or would in any way preclude him or her from affording the applicant and the public a fair hearing.
- (e). If the planning commission member has expressed an opinion concerning a matter before the planning commission prior to becoming a member of the planning commission and cannot in good faith set aside that prior opinion and decide the matter based on the information provided at the public hearing and the zoning ordinance requirements.
- (f). The planning commission member concludes in good faith that because of prior business or personal relationships with the applicant or with other participants in the public hearing process, or for other reasons, he or she cannot afford the applicant and the public a fair hearing.

Section 6. Planning Director and Personnel; Contract for Planning Services and other Technicians.

- (a). The village council may employ a planning director and other personnel as it considers necessary to assist the village planning commission in carrying out its powers and duties.
- (b). The village council may contract for professional planning services and other technical services, such as attorneys and engineers, as it considers necessary to assist the village planning commission in carrying out its powers and duties.

Section 7. Notification to County Planning Commission.

Within fourteen (14) days after the village council adopts this Ordinance the village clerk shall transmit a notice of the adoption of this Ordinance to the county planning commission.

Section 8. Savings Clause.

All official actions taken by the village planning commission prior to the effective date of this Ordinance are hereby approved, ratified, and reconfirmed. Any project, review, or process taking place on the effective date of this Ordinance shall continue with the village planning commission created by this Ordinance, shall be subject to the

requirements of this Ordinance, and shall be deemed a continuation of any previous village planning commission action.

Section 9. Repeal.

The previous Village of Roscommon Planning Commission Ordinance, being Ordinance 50, as amended, is hereby repealed in its entirety.

Section 10. Severability.

If any section, provision or clause of this Ordinance or the application thereof to any person or circumstances 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 11. Effective Date.

This Ordinance shall become effective the day following its publication in a newspaper of general circulation within the village.

Ordinance No. ____ of 2022 was enacted on _____, 2022, by the Roscommon Village Council as follows:

Motion by: _____

Seconded by: _____

Yeas: _____

Nays: _____

Absent: _____

Frances Dawson, Clerk

Michael Miller, President

I certify that this is a true copy of Ordinance No. _____ of 2022 that was adopted at a special meeting of the Roscommon Village Council on April 30, 2022 and published in the _____ on _____, 2022.

Dated: _____

Frances Dawson, Clerk

January 4, 2022

Ron Alden, Village Manager
Village of Roscommon
702 Lake Street
P.O. Box 236
Roscommon, Michigan 48653

Re: Status of USDA Water Improvements Project - Additional Design, Engineering, and Construction Services

Dear Ron,

We are enjoying working with the Village of Roscommon on the USDA Water Improvements Project. We look forward to continuing towards the successful completion of this project. As we are approaching the end of the Team Elmers watermain distribution contract, we wanted to share with you the status of the project and provide a summary of proposed construction and engineering services for the project.

We had the ability to complete the scope of work with Team Elmers under their contract amount. Therefore, there is about \$300,000 remaining construction budget of Team Elmers and a combined contingency of about \$120,000 remaining for both Team Elmers and Cole (\$420,000 total remaining grant). We discussed with the USDA a scope of work that the Village could undertake and received support to pursue keeping Team Elmers contract open.

We propose Team Elmers to perform additional watermain the spring and/or early summer. We met with Lance and discussed the replacement of approximately 1,300 feet watermain including water services, hydrants, valves, etc. on Wyckoff Drive between Fifth Street and State Street. The watermain is shallow, unreliable, undersized, and cited in past surveys by EGLE for replacement. We anticipate the construction costs at Team Elmers established rates to be between \$302,000 to \$333,000 with construction contingency.

Wyckoff Drive is a new area that was not included in the original detailed engineering design of the project; therefore, the following services by F&V would be required prior to moving forward with the watermain replacement by Team Elmers: topographical survey, design drawings, EGLE Act 399 permitting, construction administration, onsite construction inspection (RPR), amongst others. A summary of those costs are provided in the table below.

Water System Improvements – Wyckoff Drive	
Description	Budget
Basic Services – Design, Construction Admin, & Record Drawings	\$33,600
Resident Project Observation - RPR	\$20,100
Additional Services – Permitting, Construction Staking	\$5,400
USDA Survey, Engineering, & Construction Services Subtotal:	\$59,100
USDA Construction & Contingency Subtotal:	\$302,000
Construction Contingency (10%):	\$31,000
Total Anticipated Costs:	\$392,100

Please be aware that by replacing watermain on Wyckoff we anticipate that service lines may need to be replaced in accordance with EGLE's lead and copper rule. USDA does not cover the costs on private property; therefore, should a service line need replacement the Village would be responsible for covering the replacement beyond the Village owned Right of Way and to a minimum 18 inches into the building. Below is a table of the worst case if all services require replacement (i.e. lead pipes, lead goosenecks, or suspected to be connected to lead at some point).

Summary of Non-USDA Participating Items

Replace Ex. Water Service, Private Property	LFT	730	\$40.00	\$29,200
Plumbing Permit	EA	12	\$150.00	\$1,800
Surface Restoration	SYD	800	\$3.00	\$2,400
Plumber Cost	HRS	48	\$150.00	\$7,200

Total Potential Impact for Village: \$41,000

We would be happy to answer any questions you may have regarding the project costs. If authorized for the work, we will prepare an engineering exhibit to our existing agreement for the USDA project.

Sincerely,

FLEIS & VANDENBRINK

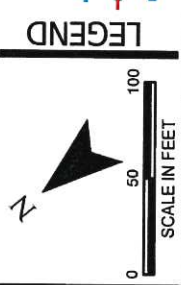
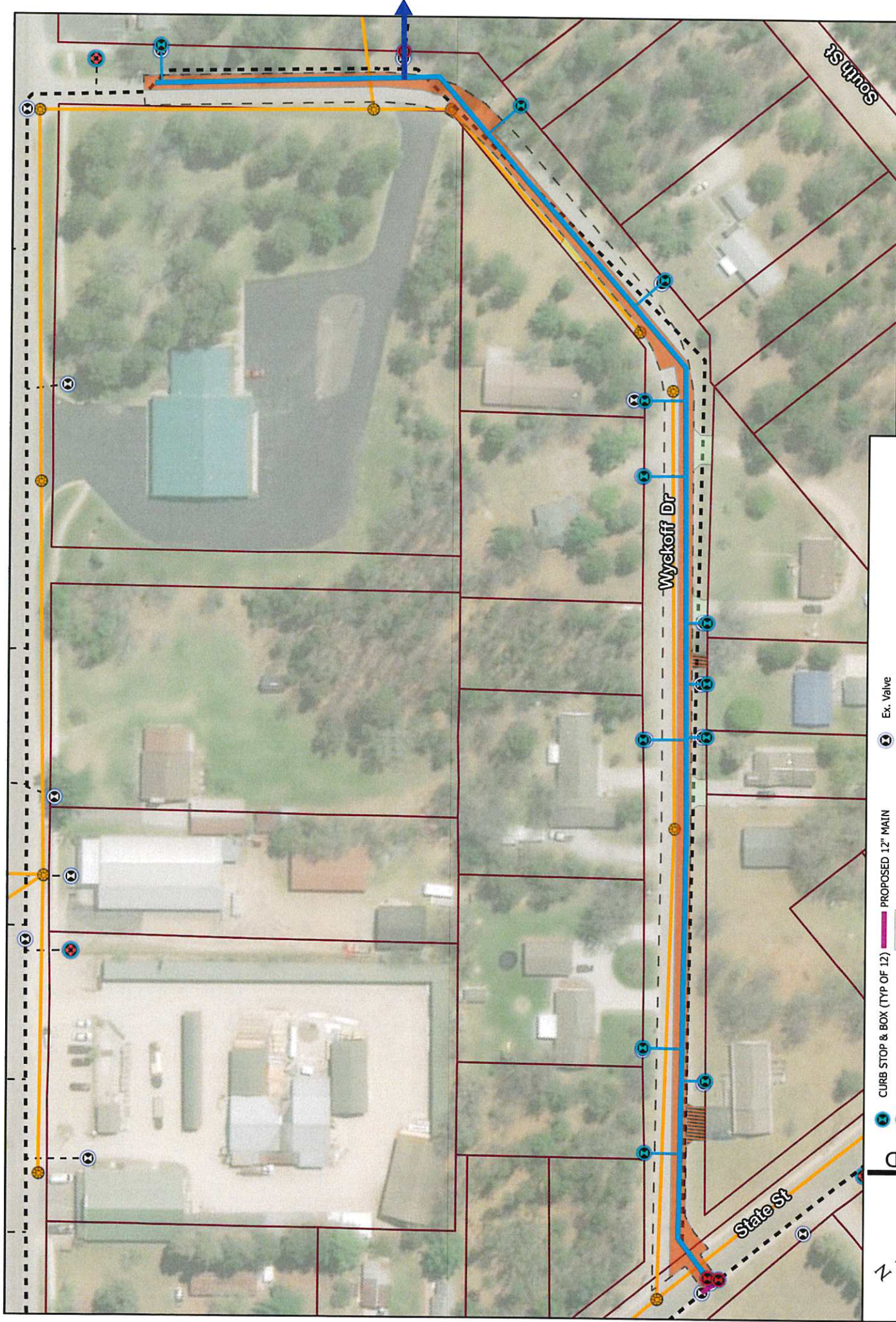


Scott Rasmussen, P.E.
Project Manager



Brian Rowley, P.E.
Manager, Traverse City

m:\proj837001-839000\838940 roscommon - water & sewer funding 2018\pm\budgets-estimates\design amendment\water - additional watermain amendment\838940 engineering amendment - additional watermain.docx





Village of Roscommon USDA Water System Improvements Project
Additional Scope of Work - Wyckoff Drive
Distribution System

Item	Description	Unit	QTY
1B	General Conditions, Bonds, Insurance, and Mobilization	Lsum	1
2B	Traffic Control	Lsum	1
3B	Soil Erosion Control	Lsum	1
4B	Dewatering	Lsum	1
7C	Clearing & Grubbing, Tree Removal	Lsum	1
8	Pavement Removal	SYD	2,100
9	Cold Milling HMA	SYD	1,800
15	Abandon Ex. Valve & Box	EA	1
15B	Salvage Ex. Valve & Box	EA	1
16	Cut and Plug Ex. Watermain	EA	2
17B	Remove Ex. 12" Watermain	LFT	40
18	Sand Subbase, CIP	CYD	40
19	Trench Undercut	CYD	40
20	Aggregate Base 22A, 8"	SYD	2,000
22	Aggregate Surface 23A, 6"	SYD	140
28	HMA LVSP, Base	SYD	2,100
29	HMA LVSP, Surface	SYD	3,900
30	HMA Driveway, LVSP	SYD	80
39	8" Watermain	LFT	1,360
39B	12" Watermain	LFT	40
40	8" Valve & Box	EA	1
40B	12" Valve & Box	EA	1
41	Hydrant Assembly	EA	2
42	Connect to Ex WM	EA	3
46	1" Water Service	LFT	380
46B	2" Water Service	LFT	450
47	1" Water Service Directional Drill	EA	6
47B	2" Water Service Directional Drill	EA	1
48	1" Corporation, Curb Stop & Box	EA	13
48B	2" Corporation, Curb Stop & Box	EA	1
49	Reconnect Ex. Water Service	EA	12
57	Surface Restoration	SYD	1,900
71B	Pre-Construction Video Survey	Lsum	1
72	Leak Detection Survey (Entire System ~68,000 ft)	Lsum	1