VILLAGE OF ROSCOMMON

A PLACE FOR TODAY. TOMORROW. THE FUTURE.

Regular Meeting Agenda
June 13, 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 May 9, 2022, Regular Council Meeting
- Approval of minutes of the May 16, 2022, DDA Meeting
- Approval of minutes of the May 16, 2022, Planning Commission Meeting
- Approval of minutes of the May 9, 2022, Public Hearing – Wendigo
- Approval of minutes of the May 9, 2022, Public Hearing – RARA
- Approval of minutes of the May 18, 2022, RARA Meeting
- Accept Zoning Director's May 2022 Report
- Approve the Bills to be paid

3. Approval of Regular Agenda Miller

4. Manager's Report Alden

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

6. Unfinished Business

- DPW Update Cherven
- USDA Project Update Scott Rassmussen
- Economic Development Update Scow
  - Economic Development Plan
  - Development Review Process
- Retail Recreational Marijuana Update Alden
- USDA Wastewater 440-11, Fleis&Vandenbrink, $6,929.35 Alden
- USDA Water 440-11, Fleis&Vandenbrink, $9,118.89 Alden
- Little Free Library Book Update Medina

7. New Business

- Village Permits Review Alden
- Council Rules & Procedures Review Alden
- L 4029 Tax Form Approval Alden
- Mid-Year Budget Update Alden

8. Discussion Items

- Chase Bank Purchase Alden

9. Public Acknowledgement (Two minutes per speaker)

10. Council Comments

11. Items for the Next Agenda

12. Adjournment

VILLAGE OF ROSCOMMON

Minutes of the May 9, 2022
Regular Council Meeting

President Michael Miller called the Regular Council Meeting to order at 7:15 PM. Members of the Council present: Michael Miller, Dan Fishel, Tony Medina, and Maureen Ruddy. Joanne Lederman, Heather Roemer, and Angela Cook were all absent/excused. Others present - Manager Ron Alden, Clerk Frances Dawson. Public present at the meeting were Dan Scow, Sue Jock, Mike Allen, Don Dixon, Matt Letts. The Pledge of Allegiance was recited by all and an Invocation was given by Trustee Dan Fishel.

CONSENT AGENDA

Moved by Medina, seconded by Ruddy, to accept the Consent Agenda with bills to be paid in the amount of $10,023.17. Ayes: Miller, Fishel, Medina, Ruddy. Nays: None. The motion carried.

REGULAR AGENDA

Moved by Medina, seconded by Ruddy to approve the Regular Agenda with the addition of an update of the Community Garden under New Business. Ayes: Ruddy, Medina, Miller, Fishel. Nays: None. The motion carried.

MANAGER'S REPORT

Alden gave updates on:
Hand out on tables for Gypsy Moth Spraying, Household Waste Recycling on June 4, 2022 at the Roscommon County Road Commission Grounds in Prudenville
Grants out for Charging Station from Consumers Energy, Hiawatha, and waiting on meeting with State Rep. for extra grants. These are non matching grants.
Work in the Industrial Park with Land Division Ordinance to sell some lots for new businesses going in.
Lease agreement in the works to renew F&V rental in Village Hall.
Robert Yancy purchased Franz property to open new Used Car Sales in July.
DDA preparing the final step in the Lease Agreement for the purchase of the Butchers Wife Store.
Benches will be going out next week.
Hanging baskets will be going up by the 20th of May. Flower beds will be in by Memorial Weekend. Watering crew all ready to go.
Kirtland Warbler Festival at the CRAF Center scheduled for June 4, 2022.
Working on better fencing at the Compost Site.

Richard Roxbury is the new employee at the Compost Site.
Village Clean Up went very well.
Repair on sidewalks on 4th Street to happen this year and hopefully extend sidewalk to Family Fare.

PUBLIC ACKNOWLEDEMENT ON AGENDA ITEMS

UNFINISHED BUSINESS
There are new microphones on Council Tables to help the people that zoom in to hear the meetings better.

Economic Development update:
A walking map has been made of downtown to highlight the stores and restaurants.
New banners and other signs going up.
The new billboard is up on I-75 down state.
New way signs going up.
Grant Applications have been handed out for small business and tourist improvements.
An Art store is inquiring to open an Art Store in town.
Looking into having more murals painted on buildings. Also looking for a sculpture for downtown and ideas.

Motion to approve 2022 Budget Adjustment line item #101-000-629-000 for Brownfield in the amount of $7,435.25 (for 801 Lake St.) and DWAM Grant (Led/galvanized water pipe grant) line item #591-000-999-000 in the amount of $183,719.00 by Fishel, seconded by Ruddy. Ayes: Medina, Fishel, Miller, Ruddy. Nays: none. Motion carried.

Motion to approve the sale of lot 055-107-014-0450 in the amount of $6,153.85 and the sale of lot 055-107-014-0350 in the amount of $3,846.15 to Wendigo Forest Products by Fishel, seconded by Ruddy. Ayes: Ruddy, Fishel, Medina, Miller. Nays: none. Motion carried.

Recreational Marijuana update: Planning Commission and Attorney are working together on the Ordinance. After that is complete the Zoning has to be updated. After that the Zoning will come to the Council first and then the Ordinance.

NEW BUSINESS
Motion to approve the Amendment to RARA for the Articles of Incorporation by Ruddy, seconded by Medina. Ayes: Miller, Fishel, Medina, Ruddy. Nays: none. Motion carried.

Motion to approve the RCL change order #4 for the amount of $66,748.00 by Medina, seconded by Fishel. Ayes: Ruddy, Medina, Miller, Fishel. Nays: none. Motion carried.

Motion to approve the decrease in Sterling Change Order #6 in the amount of $63,060.00 by Fishel, seconded by Medina. Ayes: Medina, Fishel, Miller, Ruddy. Nays: none. Motion carried.

Motion to approve the additional service for the USDA project for Fleis & Vandenbrink, with the total of $102,700.00 ($97,900.00 – Wastewater & $4,800.00 – Water) by Medina, seconded by Ruddy. Ayes: Miller, Ruddy, Fishel, Medina. Nays: none. Motion carried.

Motion to approve change order 440-11 for Fleis & Vendenbrink USDA Wastewater Invoice thru April 2, 2022 in the amount of $9,023.57 by Ruddy, seconded by Miller. Ayes: Ruddy, Medina, Fishel, Miller. Nays: none. Motion carried.

Motion to approve change order 440-11 for Fleis & Vendenbrink USDA Water Invoice thru April 2, 2022 in the amount of $18,501.52 by Medina, seconded by Ruddy. Ayes: Miller, Medina, Ruddy, Fishel. Nays: none. Motion carried.

Motion to approve New Land Division Ordinance as written by Ruddy, seconded by Fishel. Ayes: Ruddy, Fishel, Medina, Miller. Nays: none. Motion carried.

Motion to approve Fleis & Vendenbrink to survey the Mixed-Use property in the Industrial Park for the amount of $11,600.00 by Medina, seconded by Miller. Ayes: Medina, Miller, Fishel, Ruddy. Nays: none. Motion carried.

Motion to approve the appointment of Angela Cook to serve on the Planning Commission board for the term ending in November 2024 by Miller, seconded by Ruddy. Ayes: Ruddy, Fishel, Medina, Miller. Nays: none. Motion carried.

Ruddy gave an update on the Community Garden. There is an Advisory Board, the raised beds are repaired and finished. They have applied for grants to run their own water line, and to expand on the garden beds.

DISCUSSION ITEMS

Medina has a Little Library Box that he would like to put at Wallace Park under the pavilion for the public to use. Medina would be maintaining the box, with people taking books and replacing them with what they would like to see in there.

PUBLIC ACKNOWLEDGEMENT

Scow suggested Pocket Park for the Little Library Box.
Dixon commented that so many things in the Village are looking great and is very happy with all the new businesses. Inquired about street sweepers – they will be going in the next week or so.

Canoe race and all the events at the River Center are set for May 14, 2022.

COUNCIL COMMENTS

Medina commented on all the volunteers that helped with the Village Clean Up.
Fishel gave a little history tidbit.
Miller thanked everyone for all their help.

ITEMS FOR THE NEXT AGENDA
Permit Pricing
Marijuana Ordinance
Library Box
Grant updates
Chase Bank Property

ADJOURNMENT
Moved by Fishel, seconded by Medina to adjourn the meeting at 8:29 PM. All in favor. Hearing no objections, the motion carried.

Michael Miller
Village President

Frances Dawson
Village Clerk

ROSCOMMON DOWNTOWN DEVELOPMENT AUTHORITY
BOARD MINUTES
May 16, 2022

Members Present: CEO Ron Alden, President Thomas O'Brien (1), Vice President Jim Anderson (2), Treasurer Andrea Weiss (1), Secretary Sue Jock (2), Jessie Sharpe (3), Peggy Kish (Resident) (1), Mike Walker (4), Tom Barber (4), Phil Weiler (4), Isabella (Bella) Cortes (SM), Diane Love Suvada (3)
Virtual: Dan Scow
Excused: Crystal Brabant (3)
Absent: Sue McFatridge (3)
Others Present: Marcie Dankert, Anthony Gnesotto and Beth Barber
Motion made by Andrea Weiss to accept the meeting minutes for April 18, 2022, second by Jim Anderson, motion carried.
Motion by Phil Weiler to accept treasurer's report as presented, second by Ron Alden, roll call, treasurer's report approved.

CORRESPONDENCE & PUBLIC COMMENT –
Webinar Series Still available

Roscommon Downtown Development Authority (Thru 5/13/2022)

Treasurer's report

Balance Forward	$440,222.87
Deposit from 2/24/22 posted twice	-$12,400.00
Posted twice check #1233 Northern Storage Condo	- $50.00
	$427,772.87
Bills Approved Prior Month	
Ck #1241 Gardiner's Jewelry	*$25,000.00*
Bills to be approved	
Ck #1242 Dan Scow	*$1,600.00*
Ck #1243 Xpress Copy	*$1,800.00*
Ck #1244 Two Rare Design	*$160.00*
Ck #1245 Marcie Dankert	*$500.00*
Ending Balance	$398,712.87

COMMITTEE REPORTS

Managers' Report –

- Awaiting grant on Hiawatha that will include charging stations
- Scheduled closing of property in industrial Park
- Final purchase agreement for 801, closing paperwork in process as stipulated. Motion by Jim Anderson to authority Tom OBrien to sign closing paperwork, second by Andrea Weiss, motion carried.
- Bob Yancy new owner of Franz Auto Sales. Used car and charging station, plans to open mid-July.
- New Pharmacy at Brabant's old property.

- Some action on Tin Fish, so here is hoping!
- Benches out today, flower baskets out Thursday. Flower in Village meeting Monday, to be put in by Memorial Day.
- Working on nominating a student DDA member for 22-23 year.

Farmers Market: Ready to be open May 21st. 17 applications so far for vendors. More expected. Anticipating 20-25 vendors this weekend. Received at least $700 in fees. Market signed up for project fresh program. Business expo on Wednesday. Flyer to be put up. Food truck will need Hawkers and Peddlers license for food truck.

Economic Administrator:

WAY FINDING SIGNS

Suggestions: Where/what do we want to direct visitors:

PUBLIC MURALS AND/OR SCULPTURES

What is the DDA/Village interest in public murals, sculpture, or other public art in the Village? Might the DDA commit funds to public art? At what level? General Discussion.

Façade Grants – No new applications. Awaiting the three to finish.

Bird and Bear $5,000, Sky High Gym $5,000, RAHS paint School House $4,180

Old Business:

- Veteran - Thank You for Serving banners – Josh Scott
- Overhead Power line ordinance recommendation: Draft in process.

New Business:

- Expo, May 18th: Village Booth, DDA Sponsor Banner
- Public toilets at CRAF Center – new doors to allow general public access. Jory currently working with vendors on cost. No request yet for port-a-jon's as they did last year.
- Anthony Gnesotto inform group on fireworks funding. Motion by Jim Anderson second by Mike Walker for $2,000 in support, motion carried.

Future Projects

- Purchase Chase Bank Property. Ron Alden stated they want $400,000 +/-

Liaison Reports:

Liaison Reports:

Village, Township, Chamber and Other

Warbler Festival, Car Show, June 4rd

Summer Fest 2022, June 4th June 8th Community Appreciation Lunch

Household Hazardous Waste Collection, June 4th

MEDC RRD Presentation June 13th, 10:30 AuSable River Center

Next DDA Meeting – Monday, June 20, 2022

Motion to adjourn by Bella Cortes, second by Diane Love Suvada, motion carried and meeting closed at 9:00 am.

PLANNING COMMISSION MINUTES

5-16-2022

1.) Dixon called meeting to order at 5:35, regular meeting, Village of Roscommon Hall

2.) 2.) Pledge of Allegiance

3.) Roll Call: Don Dixon, Angela Cook, Tim Reilly, Kris Suvada. Also present; Ron Alden, Dan Fishel

4.) Approval of minutes; Dixon made motion to accept the minutes, for last regular meeting, Suvada second.

5.) Public comment: None

6.) Review of Marijuana Ordinance. Discussion regarding revised ordinance, text discussed. As the ordinance had been reviewed and edited, motion by Reilly to table the ordinance, Cook seconded motion.

7.) New Business: Land Division Ordinance discussed. It had been updated and is now published.

8.) Discussion re: New benches in Village are in place, Flowers in the Village hanging baskets up soon, Village advertisement south of Linwood very noticeable. A. Cook thanked for being the Village Leadership on the Planning Commission.

9.) Public comment: D Fishel commented on Marijuana Ordinance.

10.) Adjournment

_____ _____

Don Dixon, Planning Commission Chair Date

_____ _____

Planning Commission Recorder Date

VILLAGE OF ROSCOMMON

Minutes of the May 9, 2022

Public Hearing Meeting – Industrial Park Lots – Wendigo Forest Products

President Michael Miller called the Public Hearing Meeting to order at 6:30 PM. Members of the Council present: Michael Miller, Dan Fishel, Tony Medina, and Maureen Ruddy. Joanne Lederman, Heather Roemer, and Angela Cook were absent/excused. Others present - Manager Ron Alden, and Clerk Frances Dawson. Public present at the meeting were Dan Scow, Don Dixon, Sue Jock, Tony, Mike Allen, Matt Letts.

Ron Alden, the Village Manager, gave an update on the Wendigo Forest Products purchasing lots in the Industrial Park.

The Council and the audience had several ideas/concerns/positive thoughts, that were discussed.

Public hearing closed at 6:45 pm.

Public Hearing Meeting – RARA – Amendment, Articles of Inc, Public Input

President Michael Miller call the Public Hearing Meeting to order at 7:00 pm. All still present as stated above.

Sue Jock gave updates on projects in progress and explained about the DNR wanting a back up plan in case of RARA dissolving added to their Master Plan.

Public Hearing closed at 7:15 pm.

_____ _____

Michael Miller
Village President

Frances Dawson
Village Clerk

Roscommon Area Recreation Authority (RARA)
May 18, 2022

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

Board Members Present: E. Hart, C. Allen, C. Hutek, S. Hinds Excused: D. Smitz, K. Williams
Guests: Jory Klumpp, RARA Director

Open Meeting: Purpose of the open meeting is to gather input for the 2023-2027 5 Year Recreation Plan for the Roscommon Area Recreation Authority. Meeting opened at 7:01pm, meeting closed at 7:04pm. No public in attendance despite public posting, newspaper notice and social media post.

Public Comment: None

Minutes of the March 8, 2022 meeting minutes were approved as presented, motion C. Hutek, 2nd S. Hines, motion carried.

Treasurer Report – Attached. Motion to approve the Treasurers report as presented C. Allen, 2nd S. Hines, motion carried.

Correspondence: None

Old Business:

- Roscommon Rotary Grant "Event Package" received. Funds were used to purchase barricades, jockey box beer tap/coolers, outdoor cigarette receptacles, and chest freezer in the amount of $5,000.
- 2023-2027 5-Year Recreation Plan update/survey. Open Meeting to discuss plan, no community members present, meeting closed. Monkey Survey data will be processed and available at the June recreation committee meeting.
- 40th Annual Roscommon Canoe Classic –Great event, participation slows after award presentation, may close the event earlier in the afternoon next year. Food trucks did well, bounce house was a hit, Gahagan display brought visitors into the River Center.
- Gazebo Concert Grant – No funding this year. Line up set.
- Whitetails $4,500 Grant – D. Smitz and S. Jock are looking at programs such as 'Long Bows for Hunting', Bow Hunting workshop, etc.
- Community Spring Clean-up – Volunteers from RARA, DDA, Rotary and Lion's Den. Lion's Den volunteers worked all day and cleaned Metro Park, did a great job!

New Business:

- AuSable River Center – Kitchen renovation discussed; enlarge space to 9x14ft approx, add a 3-section sink, full size refrigerator and more counter/work space. This would offer renters more options.
- CRAF Center – New doors/wall at main entrance to the CRAF Center. New inside doors that would limit access to the gym and remainder of the building; new entry doors and wall at the front of the building, would allow access to the restrooms in the entry foyer during community events. Funds would be requested from the DDA.
- Roscommon DPW was awarded the seasonal mowing contract after bids received and will be cutting the grass at Metro Park, CRAF Center and AuSable River Center.
- Metro Park – Motion C. Allen, 2nd E. Hart for Fleis & Vandenbrink to prepare a conceptual plan for the Park, grant writing and submission and to include two topographical areas for a total of $8.800. Motion carried. Discussion included adding 2,000 sq. ft. splash pad. This items currently ranks the top of 2018-22 recreation plan and also top currently in preliminary data gathering. Due to planning ground work on the amenity will start now. Examples will be emailed to the board in the morning.

The cost is approximately $250,000 to $260,000. A Passport Grant can be applied for, max of $300,000 with a 25% match. This would make Roscommon's Metro Part a 'Destination'.

Adjourn: Meeting adjourned at 8:01 p.m., motion C. Allen, 2nd C. Hutek, motion carried. Next meeting is scheduled for July 20, 2022

Respectfully submitted,
Connie Allen, Secretary

Roscommon Area Recreation Authority
Profit & Loss
January 1 through May 17, 2022

		Jan 1 - May 17, 22
Ordinary Income/Expense		
Income		
Concert Series Income		
Grant	950.00	
Total Concert Series Income		950.00
Direct Public Support		
DDA	600.00	
Direct Public Support - Other	31,750.00	
Total Direct Public Support		32,350.00
Donations		1,000.00
Event Rental		
Large Gym	1,125.00	
Room Rental -151/145	2,165.00	
Event Rental - Other	825.00	
Total Event Rental		4,115.00
Investments		
Interest-Savings, Short-term CD	22.21	
Total Investments		22.21
Lease Payments		
Art Sigmond	1,400.00	
Blue Sky Counseling	600.00	
COOR ISD	8,200.00	
Higgins Lake Property Owners	1,000.00	
Northsport Physical Therapy	3,800.00	
Rock and Gem Club	100.00	
Rosco Higgins Trail Cruisers	240.00	
Lease Payments - Other	1,175.00	
Total Lease Payments		16,515.00
Membership Income		
Group Memberships		
Gerrish Township Group	1,155.00	
Mid Michigan Health Group	825.00	
Munson Health Group	600.00	
Roscommon County	3,150.00	
Total Group Memberships	5,730.00	
Insurance Income	6,583.52	
Key Fobs	2,224.06	
Membership Dues	33,497.74	
Walk-Ins	2,856.30	
Membership Income - Other	703.80	
Total Membership Income		51,595.42
Monthly Rental		
Clogging	200.00	
Dance Attitude	40.00	
Karate	160.00	
Stone Turtle Yoga	325.00	
Yoga	60.00	
Total Monthly Rental		785.00
Other Types of Income		
Miscellaneous Revenue	1,153.30	
Other Types of Income - Other	18.33	
Total Other Types of Income		1,171.63
Program Fees		
Pickleball League Dues	145.00	
Program Fees - Other	322.00	
Total Program Fees		467.00

Roscommon Area Recreation Authority
Profit & Loss
January 1 through May 17, 2022

	Jan 1 - May 17, 22
Vending Machine Sales	690.00
Total Income	109,661.26
Gross Profit	109,661.26
Expense	
Bank Fees	28.95
Building Expense	
Audio-Visual Equipment	2,516.66
General Maintenance	532.81
Janitorial Supplies	1,119.72
Misc Decor	368.63
Building Expense - Other	-30.57
Total Building Expense	4,507.25
Business Expenses	
Licensing	167.57
Uniforms	224.00
Total Business Expenses	391.57
Cleaning Services	2,227.50
Contract Services	
Legal Fees	153.00
Total Contract Services	153.00
Event Entertainment	
Food and Beverage	1,485.63
Event Entertainment - Other	2,327.40
Total Event Entertainment	3,813.03
Facilities and Equipment	
Equip Rental and Maintenance	75.67
Fitness Equipment	16,561.94
Facilities and Equipment - Other	241.29
Total Facilities and Equipment	16,878.90
Instructor Pay	
Cardio Drumming	400.00
Kick Start	1,050.00
Silver Sneakers	1,085.00
Yoga	375.00
Total Instructor Pay	2,910.00
MindBody, INC	
Credit Card Charges	1,174.15
Kellen Systems	84.00
MB Monthly Fee	691.00
Total MindBody, INC	1,949.15
Operations	
Advertising	1,771.76
Books, Subscriptions, Reference	317.99
Office Supplies	127.67
Printing and Copying	32.50
Supplies	
Key Fobs	1,020.00
Supplies - Other	106.42
Total Supplies	1,126.42
Web Services	185.77
Total Operations	3,562.11
Other Types of Expenses	
Insurance - Liability, D and O	8,327.00
Total Other Types of Expenses	8,327.00

Roscommon Area Recreation Authority
Profit & Loss
January 1 through May 17, 2022

	Jan 1 - May 17, 22
Payment Discount	-3.08
Payroll Expenses	533.25
Salaries & Wages	
Payroll Expenses	
Net Pay Expense	13,668.84
Payroll Expenses - Other	260.25
Total Payroll Expenses	13,929.09
Salaries & Wages - Other	13,583.10
Total Salaries & Wages	27,512.19
Snow Plow	
CRAF Center	990.00
Total Snow Plow	990.00
Tisdale	276.80
Utilities	
CRAF Electric	4,827.13
CRAF Gas	17,273.08
CRAF Phone / Internet Service	972.24
CRAF Refuge/Recycle	604.71
CRAF Water	617.70
Metro Park Electric	241.58
Metro Park Water	207.95
River Center Electric	658.32
River Center Gas	1,879.04
River Center Phone / Internet	353.91
River Center Water	289.41
Total Utilities	27,925.07
Vending Machine Goods	388.82
Total Expense	102,371.51
Net Ordinary Income	7,289.75
Net Income	**7,289.75**

Roscommon Area Recreation Authority
Balance Sheet
As of May 16, 2022

	May 16, 22
ASSETS	
Current Assets	
Checking/Savings	
NCACU 108	92,209.78
NCACU Checking	17,588.17
NCACU Savings	25.00
Total Checking/Savings	109,822.95
Other Current Assets	
Undeposited Funds	3,023.01
Total Other Current Assets	3,023.01
Total Current Assets	112,845.96
Fixed Assets	
Furniture and Equipment	3,854.08
Total Fixed Assets	3,854.08
TOTAL ASSETS	**116,700.04**
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
Payroll Liabilities	
Federal Tax Payable	-11,022.64
State Withholding Payable	-936.70
Total Payroll Liabilities	-11,959.34
Total Other Current Liabilities	-11,959.34
Total Current Liabilities	-11,959.34
Total Liabilities	-11,959.34
Equity	
Opening Balance Equity	55,869.86
Unrestricted Net Assets	65,499.77
Net Income	7,289.75
Total Equity	128,659.38
TOTAL LIABILITIES & EQUITY	**116,700.04**

~ Working For a Brighter Future ~

Village of Roscommon

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

May 25, 2022

BUILDING AND ZONING REPORT FOR THE MONTH OF May 2022.

5/4/2022: Permit at 909 Higgins St. Permit at 301 S. Sixth St.
5/11/2022: Rough Inspection at 241 Lake St.
5/18/2022: Permit for 417 Hannah St.
5/25/2022: Footing inspection at the new pump house for the Village.

Respectfully Submitted,

James R. Letts
Building Official and Zoning Administrator

VILLAGE OF ROSCOMMON

A PLACE FOR TODAY. TOMORROW. THE FUTURE.

Economic Development Plan

2022-2025

January 1, 2022

Approved: 12.13.2

INTRODUCTION

The Village of Roscommon updated its Master Plan in 2019. The purpose of the Master Plan is to foster thegrowth and advancement of the Village of Roscommon as a beautiful place to live, work, and recreate. To achieve this objective the Village of Roscommon has developed an economic plan to ensure the communityis ready for its future development while sustaining an environmentally balanced community. To ensure that the Village's Master Plan reflects the goals of the community, an online survey was prepared to gather input from residents. During June and July of 2018, the Village of Roscommon posted a communitysurvey on their website and made printed copies available at the Village Offices. The Village intends to conduct a follow up survey in 2022. The survey was advertised through a press release and through social media platforms. Input was requested on several major issues including Quality of Life, Land Use and Development, Community Services, Roads and Transportation, and Economy and Business. Public input was also welcomed at all Planning Commission, Village Council, and RRC Committee (Economic Development Steering Team) meetings.

COMMUNITY SURVEY DATA

Respondents

The survey generated 158 responses. 83 of the respondents were year-round Village residents, 12 were seasonal residents, and 57 were not residents of the Village.

- 7% of the year-round residents of the Village responded to the survey.
- Over 92% of respondents are homeowners or property owners (rental or land) in the Village. 16% of respondents are business owners.
- Length of time spent living orowning property in Roscommon is split evenly between long-time residents and newer residents.
- The age of respondents showed a classic bell curve.
- Nearly 35% of respondents are classified in the professional/managerial occupation
- 24 % are retired
- Over 13% are self-employed
- Over 9% are in the skilled trades/crafts
- 39% of respondents are employed within the Village of Roscommon.

Quality of Life

62% of respondents are satisfied with the Village as a place to live or own property while 24% are very satisfied. When asked to identify Roscommon's biggest assets, some common themes emerged including the following general themes:

- Friendly
- Quiet/quaint
- Small town/Hometown feel
- Safe
- Natural resources

- Walkability
- Sense of community
- Cleanliness/Flowers
- Events and activities
- Parks/Recreation
- Businesses

Christmas in the Village was rated by 43% of respondents as the favorite community event with the Farmer's Market coming in second. However, it was noted that respondents would have like to select more than one event as their favorite.

When asked about the biggest problems within Roscommon, the responses were more varied. Many issues emerged such as:

- Lack of shopping/Poor economy/Vacant businesses
- Lack of lodging facilities
- Blight
- High cost of living (gas, taxes, water/sewer)
- Political disputes
- Too much regulation
- Lack of events/entertainment/recreation
- Drinking water quality
- Lack of opportunity
- Lack of services

Land Use and Housing

Respondent's opinion of the quality and range of housing options in the village rated poor to moderate (71%). Over half feel that the Village should encourage more attached housing units and 46% feel the Village should allow accessory dwelling units (29% responded "no"). 53% feel that more low-cost senior housing is needed. Half of respondents support the development of Tiny Houses in the Village.

Services

70% of respondents feel that the quality of services in the Village are good or adequate. Many ideas were generated about additional needed services. When asked if the Village should maintain services such as irrigation at parks, yard waste pick-up/drop-off, sidewalk snowplowing, street sweeping, sidewalk maintenance, street/walkway signage, most respondents feel that these services should be maintained or expanded. In addition, over 70% of respondents recycle.

Roads/Transportation

69% of respondents are satisfied with the condition of the roads in the Village. The survey also asked for specific segments needing improvement.7% are satisfied with snow removal services. Half of respondents feel that additional wayfinding signage is not needed in the Village.

Economy/Business

62% of respondents feel that there are not enough job opportunities in the Village, however 44% also feel that they have enough money to meet their everyday needs (24% say they have

"just enough" money while 23% say they do not have enough money to meet every day needs). Over 79% favor offering incentives (such as partial tax abatements) to attract and retain new jobs and businesses. When asked if they would locate a business in the Village today, 33% said they would not while only 25% said that they would. 66% of respondents leave the Village for shopping one to two times per week and 45% leave the Village for entertainment one to two times per week. 30% leave the Village for medical care one to two times per week.

ECONOMIC CHALLENGES

Though the Village has many strengths, it does have challenges in terms of economic development:

- Lack of affordable housing
- Lack of incentives to developers and entrepreneurs
- Aging infrastructure
- Aging population
- Lack of living wage employment
- Empty storefronts and buildings
- Lack of local shopping opportunities
- Lack of lodging (hotels, etc.)
- Only 25% of survey respondents said they would locate a business in Roscommon
- Lack of motels/hotels

ECONOMIC OPPORTUNITIES

- There are several properties in the DDA district and surrounding village that are primefor development. (e.g. Gary Franz Building, AuSable Bakery).
- The Village Council and Downton Development Authority are committed to assisting entrepreneurs and developers interested in the Village.
- The Downtown Development Authority has a history of exploring development ideasand assisting financially with development on a case-by-case basis.
- The Village of Roscommon is near significant market populations including Higgins Lake, Houghton Lake, St. Helen, and Grayling.
- The Village is strategically located on Interstate 75 with easy on and off access to its business loop.
- The Village includes or has immediate access to many recreational opportunities.
- The Village has lots and acreage available to industrial, commercial, and residential development.
- The Village is committed to engaging with Michigan Main Street to continue efforts to further develop and expand the local economy.

KEY SUPPORT

The Village has identified the following key supporters to assist and contribute to its economic development:

Roscommon County Economic Development Corporation
Higgins Lake – Roscommon Chamber of Commerce
East Michigan Council of Governments Michigan
Economic Development Corporation Michigan State
Housing Development AuthorityMichigan Main
Street

Other supporting partners and resources:

Roscommon Rotary
Roscommon Lions Club
Zonta Club
VFW Post 4159
American Legion Post 96 Roscommon
Community FoundationRoscommon Area
Public Schools Kirtland Community
College

SUPPORTING REGIONAL ECONOMIC DEVELOPMENT EFFORTS

Key to the economic growth of the Village of Roscommon is engagement with regional economic development efforts. The Village will engage (send a representative as appropriate)with the East Michigan Council of Governments to incorporate the following goals into the Village's plan:

1. Capitalize on East Michigan's existing transportation assets (roads, rail, port facilities, airports, etc.) and make strategic investments in regional infrastructure, including broadband, that improve the region's economic competitiveness.

2. Build on the collaboration among East Michigan's higher education, adult education, primary and secondary education (PreK-12), and workforce development organizationsto create a strong talent pool to support the regions current and future employers.

3. Leverage East Michigan's higher education institutions, major industries, medical complexes, and innovation assets to establish the region as a center for technology-based entrepreneurship and small business growth.

4. Embark on local and regional initiatives to strengthen the quality of place in each of East Michigan's communities to create an attractive environment for residents and tourists.

5. Capitalize on the Kirtland Community College Strategic and Action Plan (Kirtland Community College Strategic and Action Plan). The Village will seek to be included inthe school's strategic planning task force. The college is an untapped resource for theVillage. The college's main objectives are:

    a. Develop a five-year plan to construct an additional building on the Grayling Campus to include an event/ wellness center.
    b. Finalize a plan for the Roscommon Campus.
    c. Encourage local public schools to bring students to the various Kirtland locations
    d. Identify funding resources

6. Capitalize on the Roscommon Area Public Schools Strategic Plan (Roscommon Area Public Schools Strategic Plan). Village will seek to be included in the school's strategicplanning. The college's main objectives are:

    a. Improve student achievement.
    b. Cultivate critical relationships.
    c. Maintain a effective learning environment.
    d. Meet the varied needs of the school community.
    e. Capitalize on the Higgins Lake/Roscommon Chamber of Commerce whose mission is to promote and enhance the business and economic development inthe area.

7. Capitalize on the Roscommon County Michigan Strategic Plan – 2013. The Village has established a much closer relationship with the Roscommon County Economic Development Corporation. The director of the RCEDC is a member of the Village Economic Development Steering Committee. The major goals of the County and the Village are quite similar and have been incorporated when applicable in the village plan.The major goals of the County are:

    a. Youth and family support in the community*
    b. Education, marketing, and economic development*
    c. Financial stability and growth
    d. Staff development – support and retention.

    *Specifically included in the Village plan

ECONOMIC DEVELOPMENT PROCESS

Through the planning process, several actions were taken to develop a working framework for identifying strategic economic goals and objectives. The Council, the Planning Commission, the Downtown Development Authority, and a newly created Redevelopment Ready Communities Steering Committee (the EDST) worked with community stakeholders to identify several focus areas, objectives, and action items.

This economic development strategy incorporates the key goals and objectives expected to help drive the conditions needed to grow a strong economic Roscommon. Responsibility for implementing this plan includes governmental, private enterprise, community groups, and individuals. It is hoped this plan will stimulate enthusiasm and interest in community and economic development that in time becomes a self-sustaining way of life for Village residents and its neighboring communities.

The plan will be written, implemented, and then reviewed annually as follows:

November	Economic Development Steering Team (EDST)
December	Downtown Development Authority (DDA)
January	Village Council (VC)
February	Planning Commission and Zoning (PC/Z)
March	Roscommon County Economic Development Corporation
June	Village Council (VC)*

* Village Council will review all revisions and adopt updated Economic Development Plan

Legend

Each of the objectives includes a "timeline" and "responsibilities" for development completionof the action steps:

IMMEDIATE: Low cost, easy implementation, directly addressing top priorities, or critical to the advancement of other strategies, and to be implemented within the next 1-6 months

SHORT: Low cost, easy implementation, directly addressing top priorities, or critical to the advancement of other strategies, and to be implemented within the next 6-12 months.

MEDIUM: Important actions that have some level of significant cost and can be implemented within the next 12-18 months.

LONG: Actions that often require significant amounts of funding that must be planned for overtime or require other strategies to be completed prior to their implementation.

ON-GOING: Actions but which are continuously on-going in the Village.

M – Village Manager
PC – Planning Commission
VC - Village Council
ZO – Zoning Official
DDA – Downtown Development Authority

ECONOMIC DEVELOPMENT GOAL
2022-2025

"The Village of Roscommon will be ready for future development while sustaining an environmentally balanced community as a beautiful place to live, work, and recreate."

Objective A

Develop and promote the growth of a diverse economic base as well as the tourism economy to serve the employment and commercial needs ofresidents and visitors.

Action Steps:

1. Ensure the zoning ordinance allows for areas of mixed-use development, higher density development, and walkable designs in addition to areas for general commercial and industrial development.
    - VC/PC/EDST/M
    - **IMMEDIATE ON-GOING**

2. Explore options (i.e. tax abatements) that would further assist with business recruitment.
    - VC/PC/EDST/M
    - **SHORT ON-GOING**

3. Encourage Village staff to participate in programs, seminars, and conferences which educate on available opportunities. Research incentives.
    - VC/PC/EDST/M
    - **MEDIUM ON-GOING**

4. Support the use of programs for rehabilitation by the DDA and Roscommon County (Façade Improvements Program, Brownfields, etc.)
    - DDA/EDST/M/VC
    - **SHORT ON-GOING**

5. Review and revise zoning to ensure that development of property within the Village is not unnecessarily burdensome; streamline approval processes.
    - VC/PC/EDST/M
    - **IMMEDIATE ON-GOING**

6. Support the development and maintenance of a vibrant downtown through implementation of the DDA Downtown Plan.
    - DDA/M/EDST/VC
    - **MEDIUM ON-GOING**

7. Amend the Zoning Ordinance to allow for mixed use development in the downtown

and other areas identified as appropriate and consistent with existingsurrounding neighborhoods.

- ZO/DDS/PC/M/EDST
- **IMMEDIATE ON-GOING**

8. Develop and implement policies and practices that attract new employment opportunities and increase the number of living wage jobs.
    - Partner with Kirtland Community College for training opportunities.
    - Partner with Michigan Works to promote job placements.*
    - DDA/M/EDST/VC
    - **MEDIUM ON-GOING**

9. Conduct follow up survey to monitor progress.
    - EDST
    - **MEDIUM ON-GOING**

*Regional Michigan Works Director is on our EDST

Objective B
Market the Village to attract additional commercial and industrialenterprises.

Action Steps:

1. Work with tourism organizations and surrounding municipalities to promote the Roscommon area as a year-round tourism destination.
    - M/EDEST/DDA
    - **MEDIUM ON-GOING**

2. Work toward development of the priority redevelopment and infill development areas.
    - ZO/DDS/PC/M/EDST
    - **MEDIUM ON-GOING**

3. Develop a database that contains specific information pertaining to each commercial/industrial property that can be used as a marketing tool for redevelopment.
    - DDA/M/EDST/PC
    - **MEDIUM ON-GOING**

4. Market redevelopment ready properties through the RRC program with assistance from the State.
    - DDA/M/PC/EDST
    - **MEDIUM ON-GOING**

5. Ensure a strong marketing message is created and displayed on the Village's website and on other local websites (branding).
    - DDA/M/EDST

- **SHORT ON-GOING**

6. Support and monitor marketing of the downtown with regional partners.
   - DDA/M/EDST
   - **MEDIUM ON-GOING**

7. Support and promote the development of mixed lodging opportunities withinthe 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.
   - DDA/M/EDST
   - **LONG ON-GOING**

8. Modify zoning ordinance as needed Increase the availability and attainabilityof a range of housing options such as accessory housing units (ADU):
   - an apartment over the garage
   - a tiny house (on a foundation) in the backyard
   - a basement apartment
   - "Granny Flats"
   - M/PC/ZO
   - **MEDIUM ON-GOING**

9. Conduct follow up survey to monitor progress.
   - EDST
   - **MEDIUM ON-GOING**

Objective C

Work to attract a diverse age group to the Village by providing a thrivingenvironment for training and job growth as well as by maintaining a family-friendly high quality of life.

Action Steps:

1. Support and participate with local and regional economic development personnel and educational institutions to provide job training opportunities within the Village.
   - M/DDA/EDST
   - **MEDIUM ON-GOING**

2. Encourage entrepreneurial training programs to assist residents in starting and maintaining their own small businesses.
   - VC/DDA/EDST/M
   - **MEDIUM ON-GOING**

3. Create information packets for new and potential residents and businesses.
   - EDST/M
   - **LONG ON-GOING**

4. Become more internet and Wi-Fi friendly.
    a. EDST/M/VC
    b. **LONG ON-GOING**

5. Develop a strategy that addresses activities related to key economic development initiatives including business and talent attraction/retention,

and education and infrastructure
   - EDST/M/VC
   - **LONG ON-GOING**

6. Provide clear guidelines for developers on the Village website and include illustrations in the Zoning Ordinance.
   - M/PC/ZO
   - **IMMEDIATE ON-GOING**

7. Implement and maintain the practices outlined by the MEDC Redevelopment Ready Communities Program.
   - M/PC/ZO
   - **IMMEDIATE ON-GOING**

8. Conduct follow up survey to monitor progress.
   - EDST
   - **MEDIUM ON-GOING**

Objective D

Provide a development-friendly environment in the Village.

Action Steps:

1. Ensure development approval processes are easy to follow, seamless, and predictable.
   - M/PC/ZO
   - **IMMEDIATE ON-GOING**

2. Provide clear guidelines for developers on the Village website and include illustrations in the Zoning Ordinance.
   - M/PC/ZO
   - **IMMEDIATE ON-GOING**

3. Provide clear guidelines for developers on the Village website and include illustrations in the Zoning Ordinance.
   - M/PC/ZO
   - **IMMEDIATE ON-GOING**

4. Implement and maintain the practices outlined by the MEDC Redevelopment Ready Communities Program.
   - M/PC/ZO
   - **IMMEDIATE ON-GOING**
5. Conduct follow up survey to monitor progress.
   - EDST
   - **MEDIUM ON-GOING**

Article 5
Plot Plan & Site Plan Review

Sec	Name	Pg
5.1	Purpose & Approval Table	5-1
5.2	Plot Plans	5-2
5.3	Site Plan Review - Procedures	5-3
5.4	Site Plan Review - Data Required	5-7
5.5	Site Plan Review - Standards	5-8
5.6	Wellhead Protection	5-10

Section 5.1 Purpose & Approval Table

The purpose of this Article is to specify the documents and/or drawings required and procedures for plot plans and site plan review so as to ensure that a proposed land use or development activity is in compliance with this Ordinance. The following table summarizes the review level required and the approving body for each type of use.

Table 5.1 Approval Summary Table

Type of Use	Required	Approving Body
1. Single-Family Detached Dwellings and Two-Family Dwellings	Plot Plan	Reviewed & approved by ZA
2. Single-Family Attached Dwellings,	Site Plan	Reviewed & approved by PC
3. Residential Special Uses (Group Child Care; Cottage Industry)	Plot Plan	Reviewed & approved by PC
4. Special Uses (Non-Residential)	Site Plan (none required if no changes to structure)	
5. Parking Lots	Site Plan	Reviewed & approved by PC
6. Accessory Structures (residential and nonresidential)	Plot Plan	Reviewed & approved by ZA
7. Fences	Plot Plan	Reviewed & approved by ZA
8. New Commercial, Industrial, Institutional and Utility Structures/Uses	Site Plan	Reviewed & approved by PC
9. Expansion of an existing use which increases the required parking	Site Plan	Reviewed & approved by PC
10. Change of Use – from one use category to another (if #8 does not apply). Example: "Office" to "Accommodation"	ZA determines if plot plan is necessary	Reviewed & approved by ZA
11. Planned Unit Developments and Site Condominium Projects	Site Plan	Reviewed & approved by PC
12. Food Trucks	Plot Plan	Reviewed & approved by ZA
13. Small Cell Wireless Facilities	Site Plan	Reviewed & approved by ZA
PC = Planning Commission ZA = Zoning Administrator **ZA may request Planning Commission review/decision on any application.**		

Plot Plan. The drawings and documents depicting and explaining all salient features of a proposed development which requires a zoning permit but is not required to prepare a site plan, to evaluate compliance with Zoning Ordinance standards and requirements.

Site Plan. The drawings and documents, submitted for review and approval by the Planning Commission, depicting and explaining all salient features of a proposed development so that it may be evaluated according to the procedures set forth in this Ordinance, to determine if the proposed development meets the requirements of this Zoning Ordinance.

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

ESTIMATE OF FUNDS NEEDED
FOR
30-Day Period Commencing
04/01/2021

FORM APPROVED
OMB NO. 0575-0015

Name of Borrower Village of Roscommon Sewer

Items	Amount of Funds
Development	$
Contract or Job No.	
Contract or Job No.	
Contract or Job No.	
Land and Rights-of-Way	
Legal Services	
Engineering Fees	6,929.35
Interest	
Equipment	
Contingencies	
Refinancing	
Initial O&M	
Other	
TOTAL	$ 6,929.35

Prepared by Village of Roscommon
Name of Borrower

By _____

Date _____

Approved by _____

Date _____

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

FLEIS&VANDENBRINK
603 BAY STREET, FIRST FLOOR, TRAVERSE CITY, MI 49684
OFFICE: 231.932.8600 | FAX: 231.932.8700

INVOICE

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

May 13, 2022
Invoice No: 62194-S
Project No: 838942

RE: Village of Roscommon - USDA RD Wastewater Improvements
Services through April 30, 2022

Professional Services:	Contract Amount	Billed to Date (Includes this invoice)	Remaining Contract Amount	This Invoice
Basic Services - Design, Bidding & Construction Administration	$524,500.00	$522,692.12	$1,807.88	$3,474.12
Resident Project Observation	$146,000.00	$140,396.82	$5,603.18	$1,852.48
Additional Services* - Startup, Record Drawings, Soil Borings, ROW Map, Owner Training, O&M Manuals	$110,900.00	$99,615.14	$11,284.86	$1,602.75
	$781,400.00	**$762,704.08**	**$18,695.92**	
Total amount of this invoice				**$6,929.35**

Terms: Net 15 days
Thank you for your business, it is sincerely appreciated.
If there are any questions regarding this invoice or the services provided, please contact us.

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

Status Update:

- Construction at the wastewater treatment facility is ongoing and lift station rehabilitation is starting up.

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

ESTIMATE OF FUNDS NEEDED
FOR
30-Day Period Commencing
4/01/2021

FORM APPROVED
OMB NO. 0575-0015

Name of Borrower Village of Roscommon Water

Items	Amount of Funds
Development	$
Contract or Job No.	
Contract or Job No.	
Contract or Job No.	
Land and Rights-of-Way	
Legal Services	
Engineering Fees	9,118.89
Interest	
Equipment	
Contingencies	
Refinancing	
Initial O&M	
Other	
TOTAL	$ 9,118.89

Prepared by Village of Roscommon
Name of Borrower

By _____

Date _____

Approved by _____

Date _____

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

FLEIS&VANDENBRINK
603 BAY STREET, FIRST FLOOR, TRAVERSE CITY, MI 49684
OFFICE: 231.932.8600 | FAX: 231.932.8700

INVOICE

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

May 13, 2022
Invoice No: 62194-W
Project No: 838946

RE: Village of Roscommon - USDA RD Water Improvements
Services through April 30, 2022

Professional Services:	**Contract Amount**	**Billed to Date (Includes this invoice)**	**Remaining Contract Amount**	**This Invoice**
Basic Services - Design, Bidding & Construction Administration	$449,800.00	$434,607.44	$15,192.56	$7,094.72
Resident Project Observation	$165,300.00	$132,038.00	$33,262.00	$1,040.17
Additional Services* - Startup, Record Drawings, Soil Borings, ROW Map, Owner Training, O&M Manuals	$152,550.00	$149,005.50	$3,544.50	$984.00
	$767,650.00	**$715,650.94**	**$51,999.06**	
Total amount of this invoice				**$9,118.89**

Terms: Net 15 days
Thank you for your business, it is sincerely appreciated.
If there are any questions regarding this invoice or the services provided, please contact us.

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

Status Update:

- Well rehabilitation is ongoing and Wyckoff watermain drawings and permit is ready for construction.

5-27-22

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

Dear President Miller,

I'am writing in regards to my request to have "Little free library" placed on Junes regular meeting agenda under old business.

I would like council to decide where the library box should be placed. I would like to propose the south westerly corner post of the pavilion at Wallace Park. I will enclose a 5x7 color photograph of the proposed location as well a 5x7 color photograph of the library.

Any questions or comments feel free to contact me

Thank you,

Tony medina
Village of Roscommon Trustee

CC: Ron Alden
Enclosures: 5x7 color photo of proposed location; 5x7 color photo of library box

Little Free Library
Take a Book • Share a Book
THOR
BLACK LIST
HOW TO SPELL IT
STEPHEN HUNTER
LIBERTY

BUILDING PERMIT FEES

Effective August 20, 2020

A 10% Administrative Fee Is Added To The Total Cost Of All Permits
**Minimum Fee For Building Permit Is $60.00*

RESIDENTIAL

Zoning Administrator Permit: **$40.00**

Building Inspector Plan Review: **$25.00**

.20 Per Sq Ft: Single Family Dwelling – Garage – Sheds – Carports – Additions – Basements – 2nd floors – Remodel and Alterations

.20 Per Sq Ft: Porches – Decks – Roof Over – Shed – Carports

Flat Rate **$85.00** Fee: Deck – Shed – Demolition – Pool – Roof Over – Re-Roof – Retaining Wall 4' or Higher – Solid Fence 6' Or Higher Extend Permit: **$30.00**

COMMERCIAL

*****Site Plan Review Must Be Approved By Planning Commission*****
*****Commercial Drawings Must Have A Raised Seal By An Architect*****

Planning Commission Site Plan Review: **$125.00**

Building Inspector Sealed Prints Plan Review:

Up to 400 Sq Ft-	**$80**	10,001 to 15,000-	**$300**	35,001 to 40,000-	**$800**
401 to 900 Sq Ft-	**$100**	15,001 to 20,000-	**$400**	40,001 to 45,000-	**$900**
901 to 1400 Sq Ft-	**$120**	20,001 to 25,000-	**$500**	45,001 to 50,000-	**$1000**
1401 to 5000 Sq Ft-	**$140**	25,001 to 30,000-	**$600**	50,001 to 55,000-	**$1100**
5001 to 10,000 Sq Ft-	**$200**	30,001 to 35,000-	**$700**	***Add $100 per 5000 Sq Ft***	

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

Demolition: ($140 Plan Review plus $280 Permit Fee) **$125**
Signs: $80 Plan Review plus **$160** Permit Fee
Towers: $80 Plan Review plus **$150** Permit Fee
Processing by mail/email $20.00

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

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

RELATED ZONING PERMIT FEES

Zoning Permit	$40.00
Site Plan Review	$125.00
Rezoning Request	$250.00
Zoning Text Amendment	$200.00
PUD Application	$200.00
ZBA Public Hearing	$200.00
Special Use Permit	$250.00
Variance	$200.00

Building Permit Cost & $20.00 Administrative Fee

Village of Roscommon
Council Rules and Procedures

A. REGULAR AND SPECIAL MEETINGS

All meetings of the village council will be held in compliance with state statutes, including the Open Meetings Act, 1976 PA 267 as amended, General Law Village Act, 1895 PA 3 as amended and with these rules.

1. Regular Meetings

Regular meetings of the Village Council will be held on the second Monday of each month beginning at 7:00 p.m. at the Village Hall unless otherwise rescheduled by resolution of the council. Council meetings shall conclude no later than 10:00 p.m., subject to extension by the council.

2. Special Meetings

A special meeting shall be called by the Clerk upon the written request of the Village President or any three members of the council on at least 24 hours' notice by the Clerk to each member of the council by phone or electronic mail. Special meeting notices shall state the purpose of the meeting. No official action shall be transacted at any special meeting of the council unless the item has been stated in the notice of such meeting.

2.5 Virtual (Electronic) Meetings

At the November 9, 2020 Regular Council Meeting, a Resolution was passed to allow Virtual Meeting at all Village of Roscommon Public Meetings. This Resolution follows all of the Open Meetings Act procedures. The Virtual meeting must follow all Regular Meeting criteria and all voting must be done by a Roll Call Vote.

3. Minutes of Regular and Special Meetings

The Clerk shall attend the council meetings and record all the proceedings and resolutions of the council in accordance with Section 64.5 of the General Law Village Act of 1895 as amended and the Open Meetings Act. In the absence of the Clerk, the council may appoint one of its own members or another person to temporarily perform the Clerk's duties.

Within 15 days of a council meeting a synopsis showing the substance of each separate decision of the council or the entirety of the council proceedings shall be prepared by the Clerk and shall indicate the vote of the council members.

A copy of the minutes of each regular or special council meeting shall be available for public inspection at the village offices during regular business hours.

4. Study Sessions

Upon the call of the Village President or the council and with appropriate notice to the council members and to the public, the council may convene a work session devoted exclusively to the exchange of information relating to municipal affairs. No votes shall be taken on any matters under discussion nor shall any council member enter into a formal commitment with another member regarding a vote to be taken subsequently.

B. CONDUCT OF MEETINGS

1. Meetings to be Public

All regular and special meetings of the Village Council shall be open to the public, and citizens shall have a reasonable opportunity to be heard in accordance with such rules and regulations as the council may determine, except that the meetings may be closed to the public and the media in accordance with the Open Meetings Act.

All official meetings of the council and its committees shall be open to the media, freely subject to recording by radio, television and photographic services at any time provided that such arrangements do not interfere with the orderly conduct of the meetings.

2. Agenda Preparation

An agenda for each regular council meeting shall be prepared by the Village Manager with the following order of business:

a. Call to order and roll call of Council, Pledge of Allegiance to the Flag of the United States of America, Invocation

b. Public hearings (as appropriate)

c. Approval of consent agenda

d. Approval of regular agenda

e. Brief public comment on agenda items

f. Report from village manager (incl. DPW and other staff reports)

g. Unfinished business

h. New business

i. Public acknowledgement

j. Council Comments

k. Agenda items for next meeting l, Adjournment

Council Members may submit items to the Village President to be added to the regular agenda. The Village President will communicate with the Village Manager and the other Council Members, except for Section D, Item 6 before deciding to place the item on the agenda. Items must be submitted to the Manager no later than noon on the Wednesday prior to the meeting. All documents must be prepared in an appropriate manner.

3. Consent Agenda

The Village may use a consent agenda to allow the council to act on numerous administrative or non-controversial items at one time. Included on this agenda can be noncontroversial matters such as approval of minutes, payment of bills, approval of recognition resolutions, liquor control reports, financial statements, law enforcement reports, minutes of last meeting, etc. Upon request by any member of the council, an item may be removed from the consent agenda and placed on the regular agenda for discussion.

4. Quorum

A majority of the entire elected or appointed and sworn members of the council, whether physically present or virtually present, shall constitute a quorum for the transaction of business at all council meetings. In the absence of a quorum, a lesser number may adjourn any meeting to a later time or date with appropriate public notice.

5. Attendance at Council Meetings

Election to the Village Council is a privilege freely sought by the nominee. It carries with it the responsibility to participate in council activities and represent the residents of the Village. Attendance at council meetings is critical to fulfilling this responsibility. The Village Council is empowered by Section 65.5 of the General Law Village Act as amended to adjourn a meeting if a quorum is not present and compel attendance in a manner prescribed by its ordinance.

The council may excuse absences for cause. If a council member has more than three unexcused successive absences for regular or special council meetings, the council may enact a resolution of reprimand. In the event that the member's absences continue for more than three additional successive regular or special meetings of the council, the council may enact a resolution of censure or request the council member's resignation or both.

6. **Presiding Officer**

The Village President is the presiding officer and shall be responsible for enforcing these rules of procedure and for enforcing orderly conduct at meetings. The Village Council shall appoint one of its members President Pro Tem, who shall preside in the absence of the President. In the absence of both the President and the President Pro Tem, the member present who has the longest consecutive service on the council shall preside.

7. Disorderly Conduct

The President may call to order any person who is being disorderly by speaking out of order or otherwise disrupting the proceedings, failing to be germane, speaking longer than the allotted time or speaking vulgarities. Such person shall be seated until the chair determines whether the person is in order.

If the person so engaged in presentation is called out of order, he or she shall not be permitted to continue to speak at the same meeting except by special leave of the council. If the person shall continue to be disorderly and disrupt the meeting, the chair may order the person removed from the meeting. No person shall be removed from a public meeting except for an actual breach of the peace committed at the meeting.

C. CLOSED MEETINGS

1. Purpose

Closed meetings may be held only for the reasons authorized in the Open Meetings Act, which are the following:

a. To consider the dismissal, suspension, or disciplining of, or to hear complaints or charges brought against a public officer, employee, staff member or individual agent when the named person requests a closed meeting.

b. For strategy and negotiation sessions connected with the negotiation of a collective bargaining agreement when either negotiating party requests a closed hearing.

c. To consider the purchase or lease of real property up to the time an option to purchase or lease that real property is obtained.

d. To consult with the village attorney or another attorney regarding trial or settlement strategy in connection with specific pending litigation, but only when an open meeting would have a detrimental financial effect on the litigating or settlement position of the council.

e. To review the specific contents of an application for employment or appointment to a public office when a candidate requests that the application remain confidential.

However, all interviews by a public body for employment or appointment to a public office shall be held in an open meeting.

f. To consider material exempt from discussion or disclosure by state or federal statute.

2. **Calling Closed Meetings**

At a regular or special meeting, the council members, elected or appointed and serving, by a majority roll call vote may call a closed session. The roll call vote and purpose(s) for calling the closed meeting shall be entered into the minutes of the public part of the meeting at which the vote is taken.

3. **Minutes of Closed Meetings**

The Clerk or the designated secretary of the council shall take a separate set of minutes at the closed session. These minutes will be retained by the Clerk, shall not be available to the public, and shall only be disclosed if required by a civil action, as authorized by the Michigan Open Meetings Act. These minutes may be destroyed one year and one day after approval of the minutes of the regular meeting at which the closed session was approved.

D. DISCUSSION AND VOTING

1. **Rules of Procedure**

Any member of the Council may bring an item to the floor for discussion. It shall be the responsibility of the chair to moderate the discussion.

2. **Conduct of Discussion**

During the council discussion and debate, no member shall speak until recognized for that purpose by the chair. After such recognition, the member shall confine discussion to the question at hand and to its merits and shall not be interrupted except by a point of order or privilege raised by another member. Speakers should address their remarks to the chair, maintain a courteous tone and avoid interjecting a personal note into debate.

No member shall speak more than once on the same question unless every member desiring to speak to that question shall have had the opportunity to do so.

A motion may be made by any member of the Council. Once a motion is made, the chair will ask if there is a second for the motion on the floor. Upon hearing a second for a motion by a member other than the maker of the motion, the chair may entertain further discussion

leading to a vote on the issue, If there is no second for a motion, the chair may reopen the issue for discussion, or set the issue aside.

3. **Ordinances and Resolutions**

No ordinance, except an appropriation ordinance, an ordinance adopting or embodying an administrative or governmental code or an ordinance adopting a code of ordinances, shall relate to more than one subject, and that subject shall be clearly stated in its title.

A vote on all ordinances and resolutions shall be taken by a roll call vote and entered in the minutes.

4. **Roll Call**

In all roll call votes, the names of the members of the council shall be called in rotating order.

5. **Duty to Vote**

Election to a deliberative body carries with it the obligation to vote. Council members present at a council meeting shall vote on every matter before the body, unless otherwise excused or prohibited from voting by law.

Conflict of interest, as defined by law, shall be the sole reason for a member to abstain from voting. The opinion of the village attorney shall be binding on the council with respect to the existence of a conflict of interest. A vote may be tabled, if necessary, to obtain the opinion of the village attorney.

The right to vote is limited to the members of council physically or virtually present at the time the vote is taken.

Voting by proxy or by telephone is not permitted.

6. **Results of Voting**

In all cases where a vote is taken, the Clerk shall declare the result.

Any council member who voted in the majority on any motion may move for a reconsideration of the motion at that meeting or at the next succeeding meeting of the council. When a motion to reconsider fails, it cannot be renewed.

E. CITIZEN PARTICIPATION

1. General

Each regular council meeting agenda shall provide for reserved time for audience participation.

If requested by a member of the council, the presiding officer shall have discretion to allow a member of the audience to speak at times other than reserved time for audience participation.

2. Length of Public Comment

Any person who addresses the Village Council during public comment or a public hearing shall be limited to 2-minutes in length per individual The Clerk will maintain the official time and notify the speakers when their time is up.

3. Addressing the Council

When a person addresses the Village Council, he or she shall approach the podium. Remarks should be confined to the question at hand and addressed to the chair in a courteous tone. No person shall have the right to speak more than once on any particular subject until all other persons wishing to be heard on that subject have had the opportunity to speak. Simple yes or no questions may be answered by council, but detailed questions and/or debate during public comment will not be entertained.

F. MISCELLANEOUS

1. Adoption and Amendment of Rules of Procedure

These rules of procedure of the Village Council will be placed on the agenda of the first meeting of the council following the seating of the newly elected council members for review and adoption. A copy of the rules adopted shall be distributed to each council member.

The council may alter or amend its rules at any time by a vote of a majority of its members after notice has been given of the proposed alteration or amendment.

2. Suspension or Amendment of Rules

The rules of the Village Council may be suspended for a specified portion of a meeting by an affirmative vote of two-thirds of the members serving except that council actions shall conform to state statutes and to the Michigan and the United States Constitution.

3. **Bid Awards**

The Village Council during regular or special meetings will award bids. A bid award may be made at a special meeting of council if that action is announced in the notice of the special meeting.

4. **Committees**

Special committees may be established for a specific period of time by the Village Manager or by a resolution of the council which specifies the task of the special committee and the date of its dissolution.

Citizen task forces may be established by a resolution of the council, which specifies the task to be accomplished, and the date of its dissolution. Members of such committees will be appointed by the Village Manager subject to approval by a majority vote of the Village Council and must be taxpayers of the Village. Vacancies will be filled by majority vote of the Village Council in the same way appointments are made.

5. **Authorization for Contacting the Village Attorney**

The following village officials (by title) are authorized to contact the village attorney regarding village matters:

Village Manager

Village Clerk

Village President

Date adopted:	10/25/01
Amended:	02/08/10
Amended:	12/10/12
Amended:	03/24/14
Amended:	02/09/15
Amended:	12/12/16
Amended:	08/14/17
Amended:	04/12/21

Michigan Department of Treasury
614 (Rev. 02-22)

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

L-4029

2022 Tax Rate Request (This form must be completed and submitted on or before September 30, 2022)

MILLAGE REQUEST REPORT TO COUNTY BOARD OF COMMISSIONERS

Carefully read the instructions on page 2.

This form is issued under authority of MCL Sections 211.24e, 211.34 and 211.34d. Filing is mandatory; Penalty applies.

County(ies) Where the Local Government Unit Levies Taxes	2022 Taxable Value of ALL Properties in the Unit as of 5-23-2022
ROSCOMMON	**$23,839,813**
Local Government Unit Requesting Millage Levy	For LOCAL School Districts: 2022 Taxable Value excluding Principal Residence, Qualified Agricutlural, Qualified Forest, Industrial Personal and Commercial Personal Properties.
VILLAGE OF ROSCOMMON	

This form must be completed for each unit of government for which a property tax is levied. Penalty for non-filing is provided under MCL Sec 211.119. The following tax rates have been authorized for levy on the 2022 tax roll.

(1) Source	(2) Purpose of Millage	(3) Date of Election	(4) Original Millage Authorized by Election Charter, etc.	(5) ** 2021 Millage Rate Permanently Reduced by MCL 211.34d "Headlee"	(6) 2022 Current Year "Headlee" Millage Reduction Fraction	(7) 2022 Millage Rate Permanently Reduced by MCL 211.34d "Headlee"	(8) Sec. 211.34 Truth in Assessing or Equalization Millage Rollback Fraction	(9) Maximum Allowable Millage Levy *	(10) Millage Requested to be Levied July 1	(11) Millage Requested to be Levied Dec. 1	(12) Expiration Date of Millage Authorized
ALLOCATED	GENERAL	11/1978	12.0000	11.7691	1.0000	11.7691	1.0000	11.7691	9.8000		N/A
VOTED	WW DEBT	1997	VARIABLE	N/A	1.0000	N/A	1.0000	N/A	2.5000		12/2038
	TOTALS		12.0000	11.7691				11.7691	12,3000		

Prepared by	Telephone Number	Title of Preparer	Date
FRANCES DAWSON	**(989) 275-5743**	**CLERK**	**06/07/2022**

CERTIFICATION: As the representatives for the local government unit named above, we certify that these requested tax levy rates have been reduced, if necessary to comply with the state constitution (Article 9, Section 31), and that the requested levy rates have also been reduced, if necessary, to comply with MCL Sections 211.24e, 211.34 and, for LOCAL school districts which levy a Supplemental (Hold Harmless) Millage, 380.1211(3).

	Signature	Print Name	Date
☒ Clerk ☐ Secretary	Frances A Dawson	**FRANCES DAWSON**	**06/07/2022**
☐ Chairperson ☒ President		**MICHAEL MILLER**	**06/07/2022**

Local School District Use Only. Complete if requesting millage to be levied. See STC Bulletin 2 of 2022 for instructions on completing this section.	
Total School District Operating Rates to be Levied (HH/Supp and NH Oper ONLY)	Rate
For Principal Residence, Qualified Ag., Qualified Forest and Industrial Personal	
For Commercial Personal	
For all Other	

** Under Truth in Taxation, MCL Section 211.24e, the governing body may decide to levy a rate which will not exceed the maximum authorized rate allowed in column 9. The requirements of MCL 211.24e must be met prior to levying an operating levy which is larger than the base tax rate but not larger than the rate in column 9.*

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

VILLAGE OF ROSCOMMON

A PLACE FOR TODAY. TOMORROW. THE FUTURE.

		2022 Budget	5/31/2022	% USED
General Fund 101	Revenues	$430,100.00	$82,192.21	18.79
	Expenses	$521,450.00	$269,029.61	51.59
Major Street Fund 202	Revenues	$125,300.00	$40,038.62	31.95
	Expenses	$111,600.00	$18,279.61	16.38
Local Street Fund 203	Revenues	$82,520.00	$18,452.54	22.36
	Expenses	$69,400.00	$18,086.26	26.06
Industrial Park Fund 412	Revenues	$15.00	$0	0.00
	Expenses	$1,500.00	$0	0.00
Sewer Fund 590	Revenues	$4,356,114.10	$870,208.74	19.98
	Expenses	$4,425,414.10	$1,544,206.10	34.89
Water Fund 591	Revenues	$2,463,996.43	$552,530.14	20.87
	Expenses	$2,516,896.43	$603,729.29	23.99
Equipment Fund 661	Revenues	$90,700.00	$32,072.68	35.36
	Expenses	$180,200.00	$26,010.49	14.43
	Total Revenue	$ 7,548,745.53	$1,595,494.93	20.61
	Total Appropriations	$7,826,460.53	$2,479,341.36	31.68