



**Regular Meeting Agenda
October 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 September 12, 2022, Regular Council Meeting
- Approval of minutes of the September 12, 2022, Special Meeting
- Approval of minutes of the September 19, 2022, DDA Meeting
- Approval of minutes of the September 19, 2022 Planning Commission Meeting
- Approval of minutes of the September 21, 2022, RARA Meeting
- Approval of September 2022 Sheriff Report
- Accept Zoning Director's September 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 Emery
- USDA 440-11 Water, Fleis&Vandenbrink Invoice \$338.62 Alden
- USDA 440-11 Wastewater, Fleis&Vandenbrink Invoice \$7,196.50 Alden
- Village Hall Heating/Cooling Bid Alden

7. New Business

- 2023 Village Budget – Special Council Meeting Work Session Alden
- Retail Recreational Marihuana Administrator Alden
- Marihuana Application Procedure Alden
- RARA Master Plan Review Jock
- Future Overhead Utility Lines Ordinance Alden
- Village Master Plan Review Alden
- Bylaws and Procedures Alden

8. Discussion Items

9. Public Acknowledgement (Two minutes per speaker)

10. Council Comments

11. Items for the Next Agenda

12. Adjournment

CONSENT AGENDA

VILLAGE OF ROSCOMMON
Minutes of the September 12, 2022
Regular Council Meeting

President Michael Miller called the Regular Council Meeting to order at 7:02 PM. Members of the Council present: Michael Miller, Dan Fishel, Tony Medina, Angela Cook, Joanne Lederman, Heather Roemer, and Maureen Ruddy. Others present - Manager Ron Alden, Clerk Frances Dawson. Public present at the meeting were Gary Boyle, Debbie Emery, Sean Brabant, Jason Sharpe, The Pledge of Allegiance was recited by all and an Invocation was given by Trustee Dan Fishel.

CONSENT AGENDA

Moved by Roemer, seconded by Ruddy, to accept the Consent Agenda with bills to be paid in the amount of \$11,272.56. Ayes: Ruddy, Medina, Fishel, Cook, Lederman, Miller, Roemer. Nays: None. The motion carried.

REGULAR AGENDA

Moved by Roemer, seconded by Medina to approve the Regular Agenda with the addition of RCL Construction Wastewater change order #6 in the amount of \$13,164.00. Ayes: Ruddy, Roemer, Medina, Miller, Fishel, Lederman, Cook. Nays: None. The motion carried.

MANAGER'S REPORT

Thank you all for coming.

Flyer for 150th celebration coming up on October 8, 2022. Special guest appearances, music for the day by local bands, activities for kids, food and drinks. Looking for volunteers for the day. Blocking off Brooks St. from the railroad tracks to Main St. Everyone is welcome!!

Recently the cooling/heating system has gone out at Village Hall. They have been looked at and need to be replaced. We will be putting an ad in the paper for bids.

Motion by Miller, seconded by Fishel to allow Manager to gather bids and make the decision on how to proceed with the heating/cooling issue. Ayes: Medina, Cook, Fishel, Roemer, Lederman, Ruddy, Miller. Nays: none. Motion carried.

All of the paperwork for Hiawatha have been submitted to MEDC and the Village will officially be awarded to the grant soon. Waiting to hear from MDNR for the non matching grant to build the bridge from Hiawatha to Wallace Park.

The Ostling property closed last week, all is good there.

The old Tin Fish may have to be torn down – looking if BC building has been damaged also over the years. Not sure how soon with the cost of building still fairly high. Alden and Scow have been helping the new owners check out and apply for grants to help offset the high cost.

The Spruce Lodge is doing improvements to the roof and will be painting the building. The property that the DNR was auctioning is in the process of getting turned over to Gahaghn and RARA and they have agreed to the Village purchasing a portion of the land for our well house and some extra property for future housing. The Holland House has been sold and the Village has been talking to the new owners about purchasing a portion of the lot and putting in a small parking lot. The CRAF Center is in the process of changing the doors on the front of the building so that we will have public restrooms available in the Village. This is being funded by the DDA. Medina inquired about the progress on the crosswalks and was told that it probably would not be done till spring. Medina would also like the Village to check into helping removing some of the dead oak trees around town.

PUBLIC ACKNOWLEDEMENT ON AGENDA ITEMS

UNFINISHED BUSINESS

DPW Report –

The DWAM grant has done the preliminary work on determining which areas have led and/or copper pipes. They will continue to determine this and be ready to proceed in the spring.

Emery is continuing to qualify for her CDL.

They are starting to prepare for winter.

The ponds and equipment have been gone over.

They are working on the light poles to make sure they are all in working order.

Fishel requested that he would like to see them come to a solution for Matt's parking lot.

Motion to authorize Manager to be Certifying Officer to sign for CDBG by Medina, seconded by Lederman. Ayes: Roemer, Ruddy, Fishel, Cook, Medina, Lederman, Miller. Nays: none. Motion carried.

Motion by Miller, seconded by Roemer to approve USDA Water invoice 440-11 for F&V for \$4,868.14.

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

Motion by Ruddy, seconded by Cook to approve USDA Wastewater invoice 440-11 for F&V for \$16,691.60. Ayes: Cook, Miller, Ruddy, Fishel, Roemer, Medina, Lederman. Nays: none.

Motion carried.

Motion by Roemer, seconded by Lederman to approve USDA wastewater RCL Construction change order #6 for \$13, 164.00. Ayes: Ruddy, Medina, Fishel, Cook, Lederman, Miller, Roemer. Nays: none. Motion carried.

Motion by Lederman, seconded by Ruddy to approve the Ordinance to Amend the Village of Roscommon Zoning Ordinance as written. Ayes: Ruddy, Roemer, Miller, Lederman, Cook. Nays: Medina, Fishel. Motion carried.

Motion by Roemer, seconded by Lederman to approve the Recreational Marijuana Establishment Ordinance No 96 of 2022 as written. Ayes: Medina, Cook, Fishel, Roemer, Lederman, Ruddy, Miller. Nays: none. Motion carried.

NEW BUSINESS

Motion by Roemer, seconded by Cook to approve the Resolution to name the Roscommon Village Manager as our Street Administrator. Ayes: Roemer, Ruddy, Fishel, Cook, Medina, Lederman, Miller. Nays: none. Motion passed.

Motion by Cook, seconded by Roemer for the Village Manager to pursue the feasibility and cost of the parking lot to be behind Holland House. Ayes: Lederman, Ruddy, Cook, Roemer. Nays: Miller, Fishel, Medina. Motion carried.

Motion by Medina, seconded by Cook to start the process to drop to a 5 person Council. Ayes: Fishel, Medina. Nays: Cook, Miller, Ruddy, Roemer, Lederman. Motion did not pass.

Alden will be giving Executive Summaries pertaining to the Zoning Ordinance in sections every month so that the council can review them and any updates for the year.

DISCUSSION ITEMS

Fishel has a very serious issue with people speeding in the Village and everywhere and believes that the police should crack down on it more than they do. He will be contacting the Sheriff's office, not as a representative of the Council, but as a concerned citizen.

PUBLIC ACKNOWLEDGEMENT

Mr. Dixon is very happy with the DPW and the Village and all the wonderful things happening.

COUNCIL COMMENTS

Medina- Likes the attention to Facebook, & the activities going on at Gahaghn.

Ruddy-She would like to volunteer for the 150th party.

Fishel-

Roemer-Reminder of the Firemen's Memorial and the Pancake Breakfast at the Higgins Twp. Fire Hall.

Cook-She read a Thank you note from Gahaghn for a donation that they received and thanked Medina for mentioning their activities.

Lederman- Thank you to all who came to the meeting and the public that does support us.

Miller-Thank the DPW, everyone stay safe, Youth Football.

ITEMS FOR THE NEXT AGENDA

2023 Budget, Marijuana update, update yearly contracts, Holland House Upatee

ADJOURNMENT

Moved by Roemer, seconded by Ruddy to adjourn the meeting at 8:45 PM. All in favor.

Hearing no objections, the motion carried.

Michael Miller
Village President

Frances Dawson
Village Clerk

VILLAGE OF ROSCOMMON
Minutes of the September 12, 2022

Public Hearing

President Michael Miller called the Public Hearing to order at 6:30 pm. Members of the Council present: Michael Miller, Dan Fishel, Tony Medina, Maureen Ruddy, Joanne Lederman, Heather Roemer, and Angela Cook. Others present - Manager Ron Alden, and Clerk Frances Dawson, Gary Boyle, Debbie Emery, Don Dixon, Virginia & Fred Krauss, Jim Mesler, Sean Brabant, Jason Sharpe, & Dave Schulz.

Motion to approve Special Agenda by Cook, seconded by Lederman. Ayes: Medina, Cook, Fishel, Lederman, Ruddy, Miller. Nays: none. Motion carried.

The purpose of the Public Hearing was to review the Zoning Amendment and the Ordinance for Recreational Marijuana to be sold in the Village of Roscommon.

Motion to adjourn Public Hearing at 6:54 pm by Lederman, seconded by Cook. All in favor. Motion carried.

Michael Miller
Village President

Frances Dawson
Village Clerk

PLANNING COMMISSION MINUTES

1. Call to Order
Chairperson Dixon called to order the regular meeting of the Planning Commission at 5:30 PM at the offices of the Village of Roscommon.
2. Pledge of Allegiance
The Pledge of Allegiance was recited by those present.
3. Roll Call
Roll was taken by Walker. Members present: Don Dixon, Tim Reilly, Kris Suvada, Angela Cook. Members excused: Steven DeVault. Others present: Ron Alden, Jennie Walker
4. Approval of Minutes
Dixon asked for any discussion of the 7/18/2022 meeting minutes. There was no meeting in August of 2022. After no discussion, Reilly made a motion to approve the minutes and Cook second the motion. The motion was carried with all members present voting aye.
5. Public Comment – none
6. Old Business
 - A. Planning Commission Annual Report – The report template was reviewed by members and notes were taken of needed content. Alden will forward the Master Plan Updated Summary when completed, and previous council and planning commission minutes will be reviewed by members for additionally needed data to complete the annual report. Dixon requested that members submit information by the October planning commission meeting to work on it then and finish it by the November meeting.
 - B. Marihuana Ordinance Update – The ordinance was passed by the Village Council. Alden was contacted regarding a community concern, but concluded it was not under the Village's purview and referred it to the business owners involved.
 - C. CDBG Grant – Alden explained the Community Development Block Grant process and protocols for receiving grant funding and shared that the Village may receive the funding soon. He stated that the money would allow for development of the currently proposed Hiawatha Park. It would exclude the pedestrian bridge at this time. An updated design layout was provided.
7. New Business
 - A. Industrial Park Water/Sewer Expansion – Alden explained the park layout, current and proposed needs for water and sewer infrastructure, and costs involved in expansion options. Current property owners' needs, and a proposed developer needs were discussed by the members and several recommendations were shared with Alden for planning purposes. Cook requested, with support of members present, that the proposed contractor provide data and site plans before the Village considers a purchase request.
 - B. Holland House Parking Lot – Alden reported that the Holland House had been purchased and that the owner offered to sell the vacant lot to the Village. Alden shared

the owner's site development proposal and cost. He also shared an alternate plan to cut costs if the Village developed the site. Alden will continue to explore the options before considering a purchase.

C. Capital Improvement Plan – Alden reviewed each financial component of the plan and provided updates, clarifications, and proposed changes. Alden requested that members provide suggestions for the plan by the October meeting. He will provide a revised document when changes are made to current data and when proposed projects and funds are identified and added for 2027.

D. 150th Celebration – Alden updated members of the October 8 event activities and other details. He also shared plans for an indoor farmers market to be held at the River Center, one Saturday per month, from November through March.

8. Correspondence/Reports - none

9. Public Comment

Dixon requested agenda items. Members suggested a report from Troy Hall, a Holland House update, the Capital Improvement Plan Annual Review, and a Planning Commission Annual Report work session be included at the next month meeting agenda.

10. Adjournment

A motion of adjournment was made by Cook and Suvada second the motion. The motion was carried by members present. Meeting was adjourned at 7:20 PM.

Chairperson, Don Dixon	Secretary, Jennie Walker	Date
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MEETING AGENDA
September 19, 2022

Members Present: CEO Ron Alden, President Thomas O'Brien (1), Vice President Jim Anderson (2), Treasurer Andrea Weiss (1), Secretary Sue Jock (2), Crystal Brabant (3), Jessie Sharpe (3), Tom Barber (4), Phil Weiler (4)

Virtual: Sue McFatridge (3)

Excused: Peggy Kish (Resident) (1), Diane Love Suvada (3)

Absent: Mike Walker (4)

Others Present: Marcie Dankert, Dan Scow

Motion made by Phil Weiler to accept the meeting minutes for August, second by Andrea Weiss, motion carried.

(Thru 9/15/22) **Treasurer's Report**

Balance Forward	\$420,921.13
Deposits	\$ 9,340.00
	\$430,261.13

Bills Approved Prior Month

<i>Ck #1283 Thomas O'Brien Architect-Façade</i>	<i>\$1,487.50</i>
<i>Ck #1284-Voided</i>	
<i>Ck #1285 MFMF-Parade Sponsorship</i>	<i>\$6,000.00</i>
<i>Ck #1286 Village of Roscommon-Equipment payment pledge #1 of 3</i>	<i>\$15,351.00</i>

Bills to be approved

<i>Ck #1287 Marcie Dankert</i>	<i>\$535.80</i>
<i>Ck #1288 Dan Scow</i>	<i>\$2,000.00</i>
<i>Ck #1289 Express Copy-Big Check</i>	<i>\$55.50</i>
<i>Ck #1290 Village of Roscommon-Att. fee for overhead line ordinance</i>	<i>\$255.00</i>
<i>Ck #1291 Carnexa LLC-Façade grant</i>	<i>\$5,000.00</i>
<i>Ck #1292 Society of St Vincent de Paul Thrift Store-Façade grant</i>	<i>\$5,000.00</i>

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

CORRESPONDENCE & PUBLIC COMMENT –

None-

St. Vincent looks good.

COMMITTEE REPORTS

Managers' Report –

- Blake Ostling purchased lot in Industrial Lot. The other Ostling property is on hold.

- Tin Fish new owners, meeting, grants, economic development. Building assessment dependent on remodel or demolition and rebuild.
- Land for Auction: GNP obtained the 34 acres across from the Post Office.
- 4th street sidewalks only first 2 blocks, looking to extend down to Family Fare.
- Last council meeting passed marijuana retail recreation ordinance. 1 license 1000 ft from church, daycare, etc, see village council meeting minutes.

Farm Market: Three weeks away from end of season, average 27 vendors. Total of 71 different vendors. Moving ahead with a winter market at AuSable River Center starting Nov. 12, Dec 10, Feb 11, Mar 11, January off. Motion by Ron Alden for \$500 for the additional market dates, second by Jessie Sharpe, roll call, motion carried.

Economic Administrator:

- Offered to do a design build through the MEDC for the Tin Fish. Due to RCC status there is \$30,000 available free of charge to use.
- Master Plan reviewed. Much is completed within the past year.

Facade Grants –

VFW Post new doors	\$4159 \$3,750 / \$7,500-No update
Spruce Lodge new roof	\$5,000 / \$11,900-painting started, shingles on site
St. Vincent DePaul Society	\$5,000 / \$17,180-complete-reciept received
Carnexa LLC sign	\$5,000 / \$13,578.72- complete-receipt received
CRAF Center Funding:	Doors to be installed in October

Old Business:

- Veteran - Thank You for Serving banners, - no new applications
- Overhead Power line ordinance recommendation-On October Council agenda
- Village 150th (**SESQUICENTENNIAL**) birthday on October 8th 150th, October 8th, AuSable River Center. Music, hot dogs, kids activities. Food request to Family Fare. Music, tent, beer. Multiple music groups. Further publicity planned.
- Light pole maintenance-in progress

New Business:

- Jasmine Rees - Student Member nominated to board by Tom Barber, second by Jim Anderson, motion carried.
- Holland House parking-Discussion with minimal support.

Outdoor Art, \$2,000 seed money requested for grants, motion by Jim Anderson, second by Tom Barber, motion approved. Further decisions on type of art, who and where to be deferred to "committee".

- Match on Main-coming back, the grants are based on merit, can be funded twice in a year, deadline coming up.
- Rehab Grant-Dan Scow wrote up a plan, based from other community, proposal sent to Tom OBrien and will be forwarded to the board for consideration.

Future Projects:

- Continuous feed for village music.

Liaison Reports:

Village, Township, Chamber: Girls Night Out October 18th.

Next DDA Meeting – October 17th

Motion by Ron Alden, second by Tom Barber, meeting adjourned at 9:45.

Secretary - Sue Jock



Roscommon Area Recreation Authority (RARA)

September 21, 2022

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

Board Members Present: Sue Jock, Connie Allen, Steve Hines, Eric Hart, Cheri Hutek, Derek Smitz, Kerrie Williams

Guests: Jory Klumpp, RARA Director

Public Comment: None

Minutes of the July 13, 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 E. Hart, 2nd C. Allen, motion carried.

Correspondence: None

New Business:

- Rotary Grant - \$5,000 Grant has been submitted to Roscommon Rotary to be used for the kitchen renovation at the AuSable River Center and to update Wi-Fi at the CRAF Center.
- RARA Meeting date moved to November 21, 2022.
- Gahagan Nature Preserve – GNP Has hired a new director, Kalsa Parker-Browning. GNP is purchasing 34 acres of State land located across from the Roscommon Post Office for \$46,800 from private donor assistance.
- CRAF Center – Motion C. Allen, 2nd E. Hart to purchase Sled Gym Equipment with weights, not to exceed \$1,100. Motion carried.

Old Business:

- CRAF Center – DDA funding received in the amount of \$15,000 for the replacement of doors/wall at the main entrance of the CRAF Center to allow access to the restrooms in the entry foyer during community events. Also, new inside doors (panic doors) that would limit access to the gym and remainder of the building. Installation plans for first of October.
- AuSable River Center – Kitchen renovation has begun.
- 5-Year Recreation Plan – The Plan for RARA, Village of Roscommon and Higgins Township has been completed and posted for review. RARA will vote on the Plan at the November 21, 2022 meeting.
- Metro Park – Topographical drawing by Fleis and VanderBrink was shared. There is approximately 18,000 sq. ft. to develop. Discussion ideas included a walking path around the perimeter of the park, a dog park, splash pad, pump track, pavilion, basketball court and parking area. Meeting with Fleis and VanderBrink next week to begin preliminary suggestions into the park plan.
- Snowshoe Making Class – Will be held at the AuSable River Center October 29, 9 AM – 4 PM and October 30 9 AM – Noon. Limited to 10 attendees, lunch provided the first day.
- Reindeer Run – Will be held December 3 at the AuSable River Center in conjunction with Christmas in the Village as a 5k walk/run event.
- 'Baby It's Cold Outside' – will be held December 3 at the AuSable River Center in conjunction with Christmas in the Village, following the parade. A beer/wine license has been obtained, more to follow.

Adjourn: Meeting adjourned at 8:10 p.m., motion C. Allen, 2nd S. Hines, motion carried. Next meeting is scheduled for November 21, 2022.

Respectfully submitted,

Connie Allen

1:36 PM
09/15/22
Accrual Basis

Roscommon Area Recreation Authority
Balance Sheet
As of September 15, 2022

	Sep 15, 22
ASSETS	
Current Assets	
Checking/Savings	
NCACU 108	92,240.77
NCACU Checking	23,525.21
NCACU Savings	25.00
Total Checking/Savings	115,790.98
Other Current Assets	
Undeposited Funds	5,274.22
Total Other Current Assets	5,274.22
Total Current Assets	121,065.20
Fixed Assets	
Furniture and Equipment	3,854.08
Total Fixed Assets	3,854.08
TOTAL ASSETS	124,919.28
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
Payroll Liabilities	
Federal Tax Payable	-6,395.61
State Withholding Payable	259.10
Total Payroll Liabilities	-6,136.51
Total Other Current Liabilities	-6,136.51
Total Current Liabilities	-6,136.51
Total Liabilities	-6,136.51
Equity	
Opening Balance Equity	55,869.86
Unrestricted Net Assets	65,499.77
Net Income	9,686.16
Total Equity	131,055.79
TOTAL LIABILITIES & EQUITY	124,919.28

1:35 PM

09/15/22

Accrual Basis

Roscommon Area Recreation Authority

Profit & Loss

January 1 through September 15, 2022

	Jan 1 - Sep 15, 22
Ordinary Income/Expense	
Income	
Concert Series Income	
Concessions	325.00
Grant	950.00
Total Concert Series Income	1,275.00
Direct Public Support	
DDA	900.00
Direct Public Support - Other	36,250.00
Total Direct Public Support	37,150.00
Donations	1,452.00
Early Payment Discount	23.72
Event Rental	
Large Gym	1,275.00
Room Rental -151/145	3,999.50
Event Rental - Other	825.00
Total Event Rental	6,099.50
Grants	-3,075.57
Investments	
Interest-Savings, Short-term CD	53.20
Total Investments	53.20
Lease Payments	
Art Sigmund	2,800.00
Blue Sky Counseling	1,200.00
COOR ISD	16,500.00
Higgins Lake Property Owners	1,800.00
Northsport Physical Therapy	7,600.00
Rock and Gem Club	100.00
Rosco Higgins Trail Cruisers	240.00
Sheriff Auxiliary	450.00
Lease Payments - Other	1,325.00
Total Lease Payments	32,015.00
Membership Income	
Group Memberships	
Gerrish Township Group	2,055.00
Mid Michigan Health Group	1,225.00
Munson Health Group	1,416.95
Roscommon County	4,425.00
Group Memberships - Other	150.00
Total Group Memberships	9,271.95
Insurance Income	13,414.52
Key Fobs	3,886.41
Membership Dues	62,647.08
Walk-Ins	5,299.74
Membership Income - Other	1,008.45
Total Membership Income	95,528.15
Monthly Rental	
Clogging	320.00
Dance Attitude	40.00
Karate	320.00
Stone Turtle Yoga	490.00
Yoga	60.00
Total Monthly Rental	1,230.00
Other Types of Income	
Insurance Claims	590.00

1:35 PM
09/15/22
Accrual Basis

Roscommon Area Recreation Authority
Profit & Loss
January 1 through September 15, 2022

	Jan 1 - Sep 15, 22
Miscellaneous Revenue	
Table and Chair rental	985.58
Miscellaneous Revenue - Other	1,790.30
Total Miscellaneous Revenue	2,775.88
Other Types of Income - Other	316.61
Total Other Types of Income	3,682.49
Program Fees	
Pickleball League Dues	145.00
Program Fees - Other	322.00
Total Program Fees	467.00
River Center	154.50
Special Event Income	1,078.85
Vending Machine Sales	1,190.00
Total Income	178,323.84
Gross Profit	178,323.84
Expense	
Bank Fees	28.95
Building Expense	
Audio-Visual Equipment	2,754.19
Electrical Services	117.15
General Maintenance	712.85
Janitorial Supplies	1,986.26
Misc Decor	1,137.71
Plumbing Services	76.84
Security System	-33.24
Building Expense - Other	63.05
Total Building Expense	6,814.81
Business Expenses	
Licensing	608.57
Uniforms	224.00
Total Business Expenses	832.57
Cleaning Services	3,833.50
Concert Series	
Entertainment Fees	3,475.00
Concert Series - Other	25.04
Total Concert Series	3,500.04
Contract Services	
Legal Fees	153.00
Total Contract Services	153.00
Event Entertainment	
Food and Beverage	1,997.24
Event Entertainment - Other	2,398.30
Total Event Entertainment	4,395.54
Facilities and Equipment	
Equip Rental and Maintenance	75.67
Fitness Equipment	16,957.78
Facilities and Equipment - Other	1,689.92
Total Facilities and Equipment	18,723.37
Instructor Pay	
Cardio Drumming	825.00
Kick Start	2,240.00
Silver Sneakers	2,660.00
Yoga	825.00
Total Instructor Pay	6,550.00

1:35 PM
09/15/22
Accrual Basis

Roscommon Area Recreation Authority
Profit & Loss
January 1 through September 15, 2022

	Jan 1 - Sep 15, 22
Lawn Maintenance	
CRAF Center	490.00
Metro Park	930.00
River Center	240.00
Lawn Maintenance - Other	40.00
Total Lawn Maintenance	1,700.00
Metro Park	
Building maintenance	22.96
Total Metro Park	22.96
MindBody, INC	
Credit Card Charges	1,773.41
Kellen Systems	196.00
MB Monthly Fee	1,569.49
Total MindBody, INC	3,538.90
Operations	
Advertising	2,054.96
Books, Subscriptions, Reference	515.99
Office Supplies	304.03
Printing and Copying	32.50
Supplies	
Key Fobs	1,567.50
Supplies - Other	106.42
Total Supplies	1,673.92
Web Services	254.57
Operations - Other	65.40
Total Operations	4,901.37
Other Types of Expenses	
Insurance - Liability, D and O	8,327.00
Other Costs	228.00
Workers Comp Insurance	1,538.00
Total Other Types of Expenses	10,093.00
Payment Discount	-3.08
Payroll Expenses	3,787.50
Salaries & Wages	
Payroll Expenses	
Net Pay Expense	-2,171.37
Payroll Expenses - Other	787.75
Total Payroll Expenses	-1,383.62
Salaries & Wages - Other	60,918.75
Total Salaries & Wages	59,535.13
Snow Plow	
CRAF Center	1,530.00
Total Snow Plow	1,530.00
Tisdale	276.80

1:35 PM
09/15/22
Accrual Basis

Roscommon Area Recreation Authority
Profit & Loss
January 1 through September 15, 2022

	Jan 1 - Sep 15, 22
Utilities	
CRAF Electric	7,853.58
CRAF Gas	19,477.24
CRAF Phone / Internet Service	1,960.64
CRAF Refuge/Recycle	1,426.16
CRAF Water	1,409.84
Metro Park Electric	437.47
Metro Park Water	374.95
River Center Electric	1,029.35
River Center Gas	2,276.01
River Center Phone / Internet	825.79
River Center Water	456.41
Total Utilities	37,527.44
Vending Machine Goods	895.88
Total Expense	168,637.68
Net Ordinary Income	9,686.16
Net Income	9,686.16

Village Patrol		Sep-22			Activity Report to Village of Roscommon
					Village Patrol Paid Hours
Mileage	=	355			
Hours	=	60			<u>Details</u>
Stops	=	17			FIREMEMS MEMORIAL
VW	=	17			SUICIDE WALK
Citations	=	4			
Criminal	=	2			
Non Criminal	=	14			
Report Writing		2			
Accidents	=	1			
Arrests	=	1			
Contacts	=	174			
Prop. Check	=	94			
Liquor Inspections	=	13			

ARRESTS

WARRANT ARREST

Complaints

TRAFFIC CRASH/RITE AIDE PARKING LOT
 MISSING BIKE/ HILLTOP APTS
 GENERAL ASSIST/ LAKE-4TH
 ASSIST EMS/ TERRACE DR
 DISPATCH DEER/ 5TH-ST HELEN
 UNATTENDED CHILD/ DOLLAR GENERAL
 BUSINESS ALARM/ DAVITA DIALYSIS
 ORDINANCE VIOLATION/ BROOKS ST
 SUSPICIOUS SITUATION/ FOOT AND ANKLE ASSOC
 ARGUMENT/ S SIXTH ST
 ARGUMENT-WARRANT ARREST/ BROOKS ST
 SUSPICIOUS SITUATION/ WALLACE PARK
 ORDINANCE VIOLATION- BROOKS ST
 CIVIL MATTER- ROSCO BP
 ATL- HILLTOP APTS

Sep-22 **Additional Village Activity**

Hours 13

Criminal Complaints 1

Non Criminal Complaints 3

Traffic Stops 1

Verbal Warnings 1

Citations

OWI Arrests

Other Arrests

Accidents 1

Assist EMS

Other Assignments

MEALS ON WHEELS CAR SHOW
FIREMANS MEMORIAL PARADE

Type of Complaints Handled

Arrests

TRAFFIC CRASH/ SUNSET-LAKE
LARCENY/ S. FIFTH ST
MISSING BIKE/HILLTOP APTS (LOCATED)
ATL/ HILLTOP APTS
WELLBEING CHECK/ FIFTH ST
OPEN DOOR/ FIFTH ST



~ Working For a Brighter Future ~

Village of Roscommon

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

Telephone (989) 275-5743 • Fax (989) 275-5998

BUILDING AND ZONING REPORT FOR THE MONTH OF September 2022.

9/6/2022: Violation letter for 110 Oak St. Complete FIOA request for Hilltop.

9/14/2022: Issue permit for 107 N. Fifth St.

9/21/2022: Final inspection at 107 N. Fifth St.

9/26/2022: Meet with property owner for sign placement 700 /Edna St. Issue permit for 106 Hilltop.

Respectfully Submitted,



James R. Letts
Building Official and Zoning Administrator

"This institution is an equal opportunity provider"

TDD (800) 649-3777

ROSCOMMON, MICHIGAN • INC. 1885

UNFINISHED BUSINESS

USDA 440-11 WATER

USDW 440-11 WASTEWATER

(3) HEATING/COOLING BIDS

ESTIMATE OF FUNDS NEEDED
FOR
30-Day Period Commencing
8/01/2021

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	338.62
Interest	
Equipment	
Contingencies	
Refinancing	
Initial O&M	
Other	
TOTAL	\$ 338.62

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.

INVOICE

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

September 8, 2022
 Invoice No: 63947-W
 Project No: 838946

**RE: Village of Roscommon - USDA RD Water Improvements
 Services through August 27, 2022**

	<u>Contract Amount</u>	<u>Billed to Date (Includes this invoice)</u>	<u>Remaining Contract Amount</u>	<u>This Invoice</u>
Professional Services:				
Basic Services - Design, Bidding & Construction Administration	\$453,000.00	\$450,474.96	\$2,525.04	\$72.50
Resident Project Observation	\$165,300.00	\$164,853.02	\$446.98	\$266.12
Additional Services* - Startup, Record Drawings, Soil Borings, ROW Map, Owner Training, O&M Manuals	<u>\$154,150.00</u>	<u>\$154,035.89</u>	<u>\$114.11</u>	<u>\$0.00</u>
	\$772,450.00	\$769,363.87	\$3,086.13	
Total amount of this invoice				<u>\$338.62</u>

Terms: Net 15 days

Thank you for your business, it is sincerely appreciated.

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

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

Status Update:

- Well No. 5 construction is ongoing.

ESTIMATE OF FUNDS NEEDED
FOR
30-Day Period Commencing
08/01/2021

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	7,196.50
Interest	
Equipment	
Contingencies	
Refinancing	
Initial O&M	
Other	
TOTAL	\$ 7,196.50

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.

INVOICE

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

September 8, 2022
 Invoice No: 63497-S
 Project No: 838942

**RE: Village of Roscommon - USDA RD Wastewater Improvements
 Services through August 27, 2022**

	<u>Contract Amount</u>	<u>Billed to Date (Includes this invoice)</u>	<u>Remaining Contract Amount</u>	<u>This Invoice</u>
Professional Services:				
Basic Services - Design, Bidding & Construction Administration	\$574,200.00	\$551,151.34	\$23,048.66	\$6,464.50
Resident Project Observation	\$173,800.00	\$157,416.90	\$16,383.10	\$497.50
Additional Services* - Startup, Record Drawings, Soil Borings, ROW Map, Owner Training, O&M Manuals	<u>\$131,300.00</u>	<u>\$112,430.50</u>	<u>\$18,869.50</u>	<u>\$234.50</u>
	\$879,300.00	\$820,998.74	\$58,301.26	
Total amount of this invoice				<u>\$7,196.50</u>

Terms: Net 15 days

Thank you for your business, it is sincerely appreciated.

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

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

Status Update:

- Construction at the lift stations is ongoing.

72 Degrees Heating and Cooling LLC.

1365 Tisdale Rd
Roscommon MI 48653

989-889-6527

jim72degreesheatingandcooling@gmail.com

Estimate

Date	Estimate #
9/7/2022	170

Estimate for:

Roscommon Village Hall
702 Lake St.
Roscommon Mich.
48653

Project

Description	Qty	Rate	Total
Replace 2 Rooftop Units Installing 2, 5 ton 100,000 BTU rooftop units with economizer and new curb adapter. I will have to hire a crane to do this work it is include in this estimate. Electrical by others. This estimate includes all materials labor and permits.		19,087.00	19,087.00
Job requires 60% down prior to beginning work. this estimate pricing good for 30 days		Total	\$19,087.00



COOKE SHEET METAL

901 Commerce Drive NE
Kalkaska, MI 49646
www.cookesheetmetal.com

P: 231.258.4902
P: 231.258.9701
F: 231.258.9696

QUOTE

PROJECT NAME: Village of Roscommon Village Hall RTU Replacement
DATE: 28-Sep-22
JOB LOCATION: Roscommon, MI
TO: Ron Alden, Village Manager
FROM: Ken Cooke, Cooke Sheet Metal Inc.

COOKE SHEET METAL IS PLEASED TO QUOTE THE FOLLOWING WORK:

1. Provide and install (2) 5-Ton Roof Top Units to replace existing 5-Ton Roof Top Units. Curb adapter and new economizer included.
2. Crane costs included.
3. Disposal of existing Roof Top Units and reclaim of refrigerant included.
4. Mechanical permit included.
5. Work is to be done during regular business hours, Monday thru Friday, 7:00am-5:00pm.
6. Lead time on quoted RTUs is approximately 2 weeks at this time.

TOTAL FOR ABOVE...\$34,563.00

NOT INCLUDED:

1. Thermostats
2. Test and Balance

Terms:

Payment terms are net 30 days after invoice unless otherwise agreed. The undersigned agrees to personally guarantee the full and complete performance of the terms and conditions of payment set forth above. There are no promises, agreements or understandings between the undersigned and Cooke Sheet Metal, INC. not contained in this agreement. This is made subject to your agreement within 30 days.

THANK YOU FOR THE OPPORTUNITY TO QUOTE THIS WORK!

QUOTE PREPARED BY:	DATE PREPARED:	ACCEPTED BY:	Date Accepted:
<i>Kenneth W. Cooke</i>	<i>09/28/2022</i>		

[illegible]

NEW BUSINESS

RETAIL RECREATIONAL MARIHUANA
APPLICATION

OVERHEAD UTILITY LINES ORDINANCE

BYLAWS AND PROCEDURES

2023 BUDGET – SET SPECIAL MEETINGS DATE
APPROVE VILLAGE MANAGER AS RM ADMINISTRATOR
RARA MASTER PLAN PRESENTED & EXPLAINED
VILLAGE MASTER PLAN REVIEW (IN BOOKLET)



RETAIL RECREATIONAL MARIHUANA APPLICATION

An applicant seeking a permit under this Ordinance shall submit a complete application for the marihuana retailer permit sought under the Ordinance to the RM Administrator. The application shall include all of the following information and any other information reasonably necessary.

1. The name and business address of the applicant:

a. Name: _____

b. Address: _____

2. The names, addresses, and dates of birth of all officers, directors, and managerial employees of the applicant and all person who hold any direct or indirect ownership interest in the applicant.

a. Name: _____

b. Address: _____

c. DOB: _____

a. Name: _____

b. Address: _____

c. DOB: _____

a. Name: _____

b. Address: _____

c. DOB: _____

a. Name: _____

b. Address: _____

c. DOB: _____

3. The address of the location at which the proposed marihuana retailer will be located.

a. Address: _____

4. 4. Proof of ownership or lease of the building or land in or on which the proposed marihuana retailer will be located.

a. Provide Documentation:

5. A copy of a written Business Plan for the proposed Marihuana Retailer and a copy of the Marihuana Retailer Plan, Security Plan, and Marihuana Product Destruction and Waste Management Plan that were filed with the State as part of the Applicant's State Application(s) under the Act.

a. Provide Documentation:

6. A written Sign Plan specifying the location, size, and lighting of any proposed signs to be placed on the property of building of each type proposed Marihuana establishment. If no signs are proposed, then the application shall provide.

a. Provide Documentation:

FOR THE RM ADMINISTRATOR

DATE RECEIVED: _____

TIME RECEIVED: _____

**VILLAGE OF ROSCOMMON
OVERHEAD UTILITY LINES ORDINANCE
Ordinance No. ____ of 2022**

AN ORDINANCE TO PROHIBIT FUTURE OVERHEAD UTILITY LINES,
OVERHEAD BANNERS, AND OTHER OVERHEAD ITEMS WITHIN PORTIONS
OF THE VILLAGE OF ROSCOMMON TO INSURE THE PUBLIC HEALTH,
SAFETY AND WELFARE AND TO PROVIDE PENALTIES FOR VIOLATIONS
THEREOF

THE VILLAGE OF ROSCOMMON ORDAINS:

Section 1. Legislative Findings.

The Roscommon Village Council hereby finds that the presence of overhead utility lines, overhead banners, and other items above the public rights-of-way of Lake Street and Fifth Street within the Village detract from the aesthetic views in these areas of the Village. As a result, this Ordinance is intended to protect these views, to preserve existing property values within these areas, and to otherwise protect the health, safety, morals and general welfare of the residents of and visitors to the Village by preventing the future installation of overhead utility lines, overhead banners, and other items above the public rights-of-way of Lake Street and Fifth Street within the Village and by eliminating any existing overhead utility lines, overhead banners, and other items above the public rights-of-way of Lake Street and Fifth Street within the Village at the time these utilities, banners, and developments are updated or modified.

Section 2. Definitions. As used in this Ordinance,

“Cable System” means all antennas, cables, wires, lines, towers, waveguides, or other conductors, converters, equipment or facilities, designed and constructed for the purpose of producing, providing, receiving, transmitting, amplifying and distributing, audio, video and other forms of electronics or directional duplex signals.

“Electric System” means all towers, masts, poles, crossarms, guys, braces, feeders, transmission and distribution wires, transformers and other electrical appliances utilized for the purpose of transmitting, transforming and distributing electricity.

“Overhead banner” means a fabric, plastic, or other material upon which is displayed any words, letters, figures, emblems, symbols, designs, or trademarks by which any message or image is afforded public visibility; that is made of non-rigid material, with or without a supporting framework, designed to be attached at the top and bottom edges to a pole or building; and that is located within, along, and across a public right-of-way within the Village.

“Overhead utility lines” mean any portion of a cable system and electric system located within, along, and across a public right-of-way within the Village.

"Person" means an individual, firm, corporation, association, partnership, limited liability company, or other legal entity.

"Village" means the Village of Roscommon.

Section 3. Regulations.

- (1). After the effective date of this Ordinance, overhead utility lines, overhead banners, and any other item shall not be installed above the public rights-of-way of Lake Street and Fifth Street within the Village.
- (2). Subject to subsection (3) below, all overhead utility lines, overhead banners, and other items located above the public rights-of-way of Lake Street and Fifth Street within the Village may continue.
- (3). At the time utilities, banners, and developments are updated or modified within the public rights-of-way of Lake Street and Fifth Street within the Village any existing overhead utility line, overhead banner, and any other item located above the public rights-of-way of Lake Street and Fifth Street within the Village associated with the update or modification shall be removed from above the public rights-of-way of Lake Street and Fifth Street within the Village.

Section 4. Penalty.

Any person who violates any provision of this Ordinance shall be responsible for a municipal civil infraction as defined in Public Act 12 of 1994, amending Public Act 236 of 1961, being Sections 600.101-600.9939 of Michigan Compiled Laws, and shall be subject to a fine of not more than Five Hundred and 00/100 (\$500.00) Dollars. Each day this Ordinance is violated shall be considered as a separate violation.

Section 5. Enforcement Officers.

The Village Manager, and other individuals appointed by the Village Council are hereby designated as the authorized village officials to issue municipal civil infraction citations directing alleged violators of this Ordinance to appear in court.

Section 6. Separate Court Action, Nuisance Per Se.

Nothing in this Ordinance shall prohibit the Village or any interested party from seeking such other relief as may be permitted in law or in equity regarding the existence of a nuisance. A violation of this Ordinance is deemed to be a nuisance per se.

Section 7. Severability.

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

Section 8. Effective Date.

This Ordinance shall become twenty (20) after its enactment.

Ordinance No. _____ was adopted on the _____ day of _____, 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. _____ that was adopted at a regular meeting of the Roscommon Village Council on _____, 2022 and published in the _____ on _____, 2022.

Dated: _____

Frances Dawson, Clerk

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