



**Regular Meeting Agenda
February 14, 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 January 10, 2022, Regular Council Meeting
 - Approval of minutes of the January 24, 2022, DDA Meeting
 - Approval of minutes of the January 24, 2022, Planning Commission Meeting
 - Accept of Sheriff's Report for January 2022
 - Approve the Bills to be paid
- 3. Approval of Regular Agenda** Miller
- 4. Manager's Report** Alden
- 5. Public Acknowledgement on Agenda Items (Two minutes per speaker)**
- 6. Unfinished Business**
 - Marijuana Ordinance Proposal Cook
 - DPW Update Cherven
 - Village Manager Evaluation Miller
- 7. New Business**
 - Approval of DDA Bylaws Alden
 - Village Tax Collection Extension Alden
 - USDA Wastewater 440-11 \$20,810.28 Alden
 - USDA Water 440-11 \$14,600.50 Alden
 - USDA Wastewater Change Order, \$8,144.10 Alden
 - Master Plan Goals Update Scow
- 8. Discussion Items**
- 9. Public Acknowledgement (Two minutes per speaker)**
- 10. Council Comments**
- 11. Items for the Next Agenda**
- 12. Adjournment**

VILLAGE OF ROSCOMMON
Minutes of the January 10, 2022
Regular Council Meeting

President Michael Miller called the Regular Council Meeting to order at 7:00 PM. Members of the Council present: Michael Miller, Dan Fishel, Tony Medina, Joanne Lederman, Heather Roemer, and Maureen Ruddy. Angela Cook was absent/excused. Others present - Manager Ron Alden, and Clerk Frances Dawson. Public present at the meeting were Dan Scow, Sean Brabant, and 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 \$30,788.42. Ayes: Ruddy, Medina, Fishel, Lederman, Miller, Roemer. Nays: None. The motion carried.

REGULAR AGENDA

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

MANAGER'S REPORT

Alden gave updates on:

New chairs for Council and audience that all match to make the room look more comfortable and professional, purchased from last years budget. Old chairs donated to The Lions Den. A reminder that our audit is January 24, 2022.

Training for the Planning Commission is set for Saturday, January 29, 2022 from 9:00 am to 1:30 pm. You may attend or zoom in and we will be hosting the class for a few other municipalities. Alden has provided a Basic Procedures pamphlet for all of the Council for the meetings.

Alden has applied for several grants over the holiday - \$1.5 million for work on Hiawatha - \$800,000.00 for the Main Street bridge, etc...

Alden has been working with Lisa Easterwood from F&V for the Hiawatha reform with the DNR for some of their grants.

No word will come in on those grants until later in the spring, first of summer.

Alden has been working with Consumers Energy on getting on a list for a couple of charging station grants to put in town for electric cars.

The DDA is giving their small section of land at the River Center to the River Center.

The Planning Commission is being restructured to be done with the new rules and regulations, and has new – updated – bylaws.

The DDA is updating their bylaws and they will come to Council in the next few months.
On Wednesday, January 12, 2022 @6:00 pm will be an Economic Development meeting.
Larry Dantzer has agreed to be our new Plumbing & Mechanical Inspector – the notices have been sent to the State of Michigan.

Saturday, January 22, 2022 will be the monthly food distribution at the school bus garage.
The property on M-18 – Industrial Park – some of the lots are in negotiations. Will keep you all posted. Dan Scow has posted businesses and drawn some interest for the Economic Development.

The new Village of Roscommon sign that is in meeting room is going up in the next few weeks at the Hiawatha site.

PUBLIC ACKNOWLEDEMENT ON REGULAR AGENDA ITEMS

UNFINISHED BUSINESS

Marijuana Committee update – Cook was out with an excused sick night. They are looking at a new approach to help the process along. Next meeting will have a new proposal for the Council to look over.

DPW Update-

Lance Cherven zoomed in from his home in Roscommon, Michigan due to Covid.

The DPW received the blower for the new sidewalk cleaner and they will start working with it next week.

USDA is working mostly out at the DPW plant replacing liners, machinery, etc...

The grant for galvanized/led service lines was approved. It will take up to three to four years to fully be finished. There was only one led service line found over the last summer and that was replaced.

The weather has not been too bad yet, so they are holding off on the let run.

Motion to approve 2022 Water increase of 3% and Sewer increase of 1.75% by Roemer, seconded by Lederman. Ayes: Medina, Fishel, Miller, Roemer, Lederman, Ruddy. Nays: none. Motion carried.

These are increases that the Council adopted several years ago. Discussion on bringing in Michigan Rural Water to do a rate study to ensure that the increases that are predicted are enough to cover the bonds that were taken several years ago.

A work session is scheduled for Monday – January 31, 2022 @ 7:00 pm to go over the Employee Handbook.

NEW BUSINESS

Motion to approve the new Marketing Plan by Medina, seconded by Ruddy. Ayes: Roemer, Ruddy, Fishel, Medina, Lederman, Miller. Nays: none. Motion carried.

Roemer gave a brief report on the Planning Commission meetings for 2020 & 2021. She stated that there were not a lot of meetings due to Covid.

Motion to accept the 2021 Planning Commission Annual Report by Lederman, seconded by Ruddy. Ayes: Miller, Fishel, Medina, Lederman, Ruddy, Roemer. Nays: none. Motion carried.

Motion to approve the Roscommon DDA 2022 Budget in the amount of \$330,241.00 by Roemer, seconded by Lederman. Ayes: Miller, Roemer, Medina, Ruddy, Fishel, Lederman. Nays: none. Motion carried.

Motion to approve Amended Ordinance No. 62 – DDA Ordinance by Ruddy, seconded by Roemer. Ayes: Ruddy, Fishel, Roemer, Lederman, Medina, Miller. Nays: none. Motion carried.

Motion to Approve Ordinance #94 – New Planning Commission Ordinance – by Lederman, seconded by Ruddy. Ayes: Miller, Ruddy, Fishel, Roemer, Medina, Lederman. Nays: none. Motion carried.

Motion to approve USDA Water Improvement Project for Wyckoff Drive with funds from USDA Grant by Flies & Vandenbrink by Fishel, seconded by Medina. Ayes: Lederman, Ruddy, Roemer, Medina, Miller, Fishel. Nays: none. Motion carried

DISCUSSION ITEMS

PUBLIC ACKNOWLEDGEMENT

Sue Jock requesting input/ideas volunteers to help work on the Recreation Authority Recreation Plan for the coming year. The revised plan will take several months to complete but is required to go forward and apply for grants, etc....

Dan Scow stating his hesitancy of the council wanting to change the Employee Hand Book.

COUNCIL COMMENTS

Medina stated that Wallace Park is looking even better with the fallen trees gone.

Ruddy stating she was confused about the Employee Hand Book being an issue when she sees none.

Fishel would like Ron Alden to lay out and pick a day for his evaluation and bring it to council.

Lederman concerned about the work session on the Employee Handbook and what the rest of the Councils intentions are and the procedure to change it and how it is done.

Miller said thank you to Cherven for the great job on plowing.

ITEMS FOR THE NEXT AGENDA

Employee Handbook, Marijuana Ordinance Update, DDA Bylaws, etc...

ADJOURNMENT

Moved by Fishel, seconded by Medina to adjourn the meeting at 8:17 PM. All in favor. Hearing no objections, the motion carried.

Michael Miller
Village President

Frances Dawson
Village Clerk

ROSCOMMON DOWNTOWN DEVELOPMENT AUTHORITY
BOARD MINUTES
January 24, 2022

Members Present: CEO Ron Alden, President Thomas O'Brien (1), Treasurer Andrea Weiss (1), Diane Love Suvada (3), Jessie Sharpe (3), Mike Walker (4), Isabella (Bella) Cortes (SM), Phil Weiler (4), Tom Barber (4)

Virtual: Sue McFatrige (3), Peggy Kish (Resident)(1), Secretary Sue Jock (2), Vice President Jim Anderson (2),

Excused: Crystal Brabant (3)

Absent:

Others Present: Theresa Ekdom

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

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

CORRESPONDENCE & PUBLIC COMMENT – None

(Thru 1/21/2022)	Treasurer's report	
Cash on Hand		\$345,769.78
Deposits		8,320.00
	354,089.78	
Bills Approved Prior Month		
Ck #1224 Christmas in the Village		\$5000.00
Bills to be Approved		
Ck #1225 Dan Scow		\$1,680.00
Ck #1226 RARA (ARC 1-1-22 to 3-31-22)		\$300.00
Ending Balance		\$347,109.78

COMMITTEE REPORTS

Managers' Report –

- Audit started today for Village that will also include the DDA and RARA.
- Training this Saturday 9-1:30 for RRC. Higgins Township will be participation.
- Planning Commission will meet tonight at 5:30 and will be on same day as DDA.
- DPW employees Andrew and Elizabeth both took the waste water certifications and passed it
- Review of some grant opportunities, contacts and projects. Village applied for drinking water assessment grant. CDGV Block grant-economic development/tourism. USDA grant review and additions.
- The DDA bylaws were approved at the last Village Council meeting and were distributed.
- Property deed transfer from DDA to RARA for the River Center is signed and completed.
- Vacant mechanical and plumbing inspector position filled by Larry Dantzer.
- Two lots in the industrial park were sold. Possible there will be a lot sold in mixed use site.
- MDOT was contacted regarding the main traffic light in the Village. The timing is off and needs to be adjusted. There is a censor in the road and a couple have been removed that have affected the timing. Speed limit signs need to be adjusted as well. Waiting follow up.

Farmers Market: Off Season

Economic Administrator: Out of town

Façade Grants: Sky High Gym \$5,000, RAHS paint School House \$4,180

Beacon Assembly of God sign \$600, K & D RV Center sign \$590 (the sign was completed and installed prior to the grant approval, this was revisited with no objections to pay for half the cost of the sign.

Old Business:

- Veteran - Thank You for Serving banners – Josh Scott received an application
- Overhead power line ordinance - Mike Walker will proceed with the authority's comments.
- New Industrial Park sign – Approved \$1,500 – No new update.

New Business:

- Kirtland's Warbler Festival request \$500 for the June festival. Same weekend of local car show. Motion made by Tom Barber, second by Ron Alden, roll call approval.

- Therese Ekdom- The Roscommon Economic Development Corp received grant money, they have 4 projects that need support.

1. Dreams for sale and looking at a county wide promotion, one day event.
2. Streetscape program: looking to have a plan with a feasibility study in the three communities
3. First Impressions assessment: They assess community for tourism. EDC has been talking with a \$5,000/community in the past looking to do a county wide project to cover for the grant. MSU will "secret shop" assessing the community, looking at websites, customer service and assess with a follow up report. Then an action plan will be developed. Looking for support and assessment. Summer 2023.
4. EDC has money to distribute to those effected by illness/covid.

Looking for Feedback on Mainstreet: anyone complete the training?

Future Projects

Purchase Chase Bank Property-should be listed any day and the company out of Indiana

Frontier Property- Alden received a notification from the bank.

Industrial Park - sewer and water-Informal discussion in progress.

Liaison Reports:

Village:

Township- Participation for Planning Commission training

Chamber: Winterfest: February 18, 19-at the Lyon Twp Hall instead of the McMillian Ctr. Difficult planning due to lack of volunteers.

Next DDA Meeting – Monday, February 28, 2022

Motion to adjourn by Mike Walker, second by Jesse Sharpe, motion carried @ 9:28 am.

PLANNING COMMISSION MINUTES

1/24/22

I. Call to Order

Manager Ron Alden called to order the regular meeting of the Planning Commission at 5:30 PM at the offices of the Village of Roscommon. Introductions of Recorder Jennie Walker were made.

II. Pledge of Allegiance

The Pledge of Allegiance was recited by all present.

III. Roll Call

Roll call was taken by Walker. Members present: Steven DeVault, Don Dixon (virtual – personal residence), Tim Reilly, Heather Roemer, Kris Suvada. Others present: Ron Alden, Dan Scow, Jennie Walker.

IV. Approval of Minutes

After a brief discussion, a motion was made by Roemer to approve the minutes and Reilly second the motion. Motion was carried, 5-0.

V. Public Comment

There was no public comment.

VI. Old Business

A. Planning Commission Offices

After a brief explanation of the open officer positions, Don Dixon was nominated for the position of chairperson. Motion was made by Reilly and second by Roemer. Motion was carried, 5-0. Tim Reilly was nominated for vice chairperson. Roemer made a motion to elect Reilly and DeVault second the motion. Motion was carried, 5-0.

B. Training on January 29th

Alden provided an overview of training logistics, area attendees, and sessions. He encouraged all members to attend.

C. Annual Report Approved by Village Council

Alden discussed the importance of the annual report and reviewed the purpose and content of the MEDC's Planning Commission Annual Report handout. He recommended that all members track pertinent items on the handout throughout the year during meetings, trainings, etc. to support and expedite the annual report completion process at year-end.

D. Planning Commission Bylaws

Alden shared that the village's lawyer reviewed and made recommendations to the bylaws. He noted that Scow and Alden made further modifications under the guidance of the lawyer. Alden stated that the current format was now up-to-date and legally acceptable. A copy of the draft was provided, reviewed and accepted. Reilly made the motion to accept the bylaws and DeVault second the motion. The motion was carried, 5-0.

VII. New Business

A. Industrial Park – Gallagher

Alden presented the request by Chris Gallagher to purchase Parcels 2 & 3 within the Industrial Park Development Properties (IPDP) of the Village of Roscommon. Gallagher would put in place a

wood processing business and blight control measures. A tentative purchase price of \$10,000 for both parcels had been agreed on between Alden and Gallagher.

A general discussion followed concerning utility impact on future IPDP sales. Concerns included limitations caused by utility easements, the lack of water and sewer connectivity, and electrical output and availability. Alden explored the concerns with the members and stated that he would investigate current and future options to mitigate the limitations.

B. Industrial Park – Ostling

Various business options are being explored with Blake Ostling and Jim Ostling for Lot# 055-107-014-0086, an 11.51-acre parcel in the IDPD. Alden stated that a three-phase electric power system would be needed and that he is looking into this with the utility company. No price had been determined with the Ostlings at the time of the meeting. Another inquiry about the same parcel had been made per Alden. He would keep the members updated as the requests develop.

C. Marijuana Ordinance

An overview of the seven possible licenses related to the marijuana industry and some implications, such as electrical utility drain for a grow facility, that each type of business may have on a community was provided by Alden. He cited examples of area communities and the impact of their choices. He informed the members that the Village Council had and will continue to research the industry in order to develop an ordinance. At some point the planning commission members will need to make a recommendation and Alden encouraged them to do their own research in preparation. He noted that public hearings will be needed during the ordinance development process as well.

VIII. Correspondence/Reports

Alden reported that he has been in communication with an area realtor regarding a large parcel near Hannah Street. The owner, Mike Grover may subdivide the property to allow for homes in the \$150,000 to \$200,000 range.

A landscape business out of Grayling has approached Alden about a 10-acre parcel in the I-75 business corridor near the Lear Corporation. This parcel had been retained under contract with Munson Healthcare but is no longer bound.

Preliminary discussions were held with Fick & Sons concerning hotel development options for the mixed-use property on the I-75 business loop. Alden will update the members should there be any further communications.

IX. Public Comment

No public comment.

X. Adjournment

A motion of adjournment was made by Roemer and Reilly second the motion. The motion was carried, 5-0. Meeting was adjourned at 6:30 PM.

Jan-22 **Additional Village Activity**

Hours 6

Criminal Complaints 1

Non Criminal Complaints 3

Traffic Stops

Verbal Warnings

Citations

OWI Arrests

Other Arrests

Accidents

Assist EMS

Other Assignments

Type of Complaints Handled

D- GEN NON CRIMINAL/ ROSCOMMON MOTEL
D- THREATS COMPLAINT/ LAKE ST
D- ASSAULT/ JUVENILE DETENTION CENTER
D- GENERAL NON CRIMINAL/ HILLTOP APTS

Arrests

Village Patrol		Jan-22			Activity Report to Village of Roscommon Village Patrol Paid Hours
Mileage	=	356			<u>Details</u>
Hours	=	99			
Stops	=	5			
VW	=	5			
Citations	=	7			
Criminal	=	14			
Non Criminal	=	12			
Report Writing		17			
Accidents	=	1			
Arrests	=	17			
Contacts	=	107			
Prop. Check	=	73			
Liquor Inspections	=	6			

ARRESTS

Probation Violation x3

FLEE&ELUDE

OWI

CCW

OPEN INTOX

POSS FIREARM WHILE INTOX

DOMESTIC X 3

Parole Violation

WARRANT ARREST x2

NO INSURANCE

IMPROPER REGISTRATION

Complaints

P- Probation Violation/ Courthouse

D- Car-Deer/100-Post Office

D-MDOP/ LAKE ST

P- FLEE&ELUDE/OWI/WEAPONS VIOLATION- TERRACE

P- WARRANT ARREST/ ROSH

D- DOMESTIC/ HILLTOP APTS

P- ATL/ N FOURTH ST

D- DOMESTIC/ PINECREST

D- CIVIL MATTER/ PINECREST

D- DOMESTIC/ FIR ST

D- NATURAL DEATH/ SPRUCE LODGE

P- SUSPICIOUS VEHICLE/ TISDALE TRIANGLE P-LOT

D- ALARM/ SUBWAY

D- ALARM/ POST OFFICE

D- OVERDOSE/N MAIN ST

D- DISORDERLY PERSON/ GREENS TAVERN

D- PAROLE CHECK/ FIFTH ST

D- OVERDOSE/N MAIN ST

P- WARRANT ARREST/ BROOKS ST



Recreational Marijuana Proposal

Putting together a complete Marijuana Ordinance for the seven different licenses, is a time-consuming task that will take several months. After talking to Bryan Graham, our Village Attorney, it was recommended that it would be easier and quicker to complete one license Ordinance at a time. Since most of our work has been done for the Recreational Marijuana Retail License, we decided to start there.

So, your options are:

- 1- Make a motion that would authorize, Bryan Graham to draft a Recreational Marijuana Retail Ordinance for the Village of Roscommon.
- 2- Make no motion.

Please note, that by passing a motion the Village is NOT opting in, but merely drafting a copy of a Recreational Marijuana Ordinance. If a motion is made and supported, the next steps are to hold a Public Hearing or two. This would be necessary to gather public participation in making this decision. If zoning must be changed it must go to the Zoning Board of Appeals. They would study the Recreational Marijuana Ordinance and make final decisions on zoning. If rezoning is required, it must be posted in the paper and a Public Hearing would have to take place. After the ZBA is finalized, then it will go to our Planning Commission. The Planning Commission would be responsible for implementing the criteria that this new business must follow. (Signage, hours etc.). They would then make a recommendation to the Village Council. The Village Council would vote to support the recommendation from the Planning Commission. If supported, the final Recreational Marijuana Ordinance would have to be posted in the paper for a period before it becomes final.

If a motion is made, please state in your motion what zoning district that you want the Recreational Marijuana License in.

Zoning Districts

Residential 1, Residential 2, Residential 3, Mixed Development,
Downtown Commercial, Highway Commercial & Industrial

Roscommon Village Manager Evaluation

February 14, 2022

Rate each category by circling either Proficient, Effective, or Needs Improvement. List examples to support your rating in the comment space.

The Council established manger's goals in five areas:

1. Budget Management
2. Grant Writing Application
3. Economic Development
4. Infrastructure
5. Team Building

BUDGET MANAGEMENT –	Proficient	Effective	Needs Improvement
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Comment:

GRANT WRITING APPLICATION –	Proficient	Effective	Needs Improvement
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Comment:

ECONOMIC DEVELOPMENT –	Proficient	Effective	Needs Improvement
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Comment:

INFRASTRUCTURE – Proficient Effective Needs Improvement

Comment:

TEAM BUILDING – Proficient Effective Needs Improvement

Comment:

Overall Rating – Proficient Effective Needs Improvement

Comment:

Signature

Date

*Please complete and return this to the Village President by February 28, 2022.

**VILLAGE OF ROSCOMMON
DOWNTOWN DEVELOPMENT AUTHORITY
BYLAWS**

1.0 AUTHORITY

These bylaws are adopted by the Village of Roscommon DDA pursuant to Section 204(3), Part 2 of Act 57 of the Public Acts of 2018, as amended, concerning Downtown Development Authorities, being MCL 125.4204(3).

2.0 OFFICERS.

2.1 Officers.

The officers of the DDA shall be a chairperson, vice chairperson, secretary, and treasurer.

2.2 Election of Officers.

The officers of the DDA shall be chosen from its members by the DDA at its annual meeting held in January of each year. The term of office for each officer shall be one (1) year, or until his or her successor is chosen and assumes office.

2.3 Chairperson.

The chairperson shall preside over all meetings of the DDA.

2.4 Vice Chairperson.

The vice chairperson shall perform the duties of the chairperson during the absence or disability of the chairperson.

2.5 Secretary.

The secretary shall attend meetings of the board and keep a record of its proceedings, shall maintain custody of the official seal and of records, books, documents, or other papers not required to be maintained by the treasurer, and perform such other duties delegated by the board.

2.6 Treasurer.

The treasurer shall keep the financial records of the DDA and who, together with the director, shall approve all vouchers for the expenditure of funds of the DDA. The treasurer shall also perform such other duties as may be delegated to him or her by the board and shall furnish bond in an amount as prescribed by the board.

2.7 Vacancies.

If a vacancy occurs in the office of chairperson, the vice chairperson shall assume the office of chairperson for the remainder of the term. All other vacancies in offices shall be filled by the board from its members for the unexpired term of the office.

3.0 MEETINGS

3.1 Regular Meetings

The board shall meet at the Roscommon Village Hall located at 702 Lake St., Roscommon, Michigan on the 3rd Monday of each month in regular session or at such other places and times as established by the board. At its first meeting in each calendar year, the board shall establish its schedule of regular meetings for the balance of the year. If any regularly scheduled meeting falls on a legal holiday, the regular meeting shall be held on the next business day that is not a legal holiday.

3.2 Special Meetings

The board shall meet in special session at the call of the chairperson or upon written request of no less than four (4) members of the board filed with the secretary. No less than 18 hours before the scheduled special meeting, the secretary, or his or her designee, shall provide each member of the board a notice of the special meeting, specifying the date, time, place, and purpose of the special meeting. This notice shall be given personally to each member of the board, mailed to each member by first class mail, left at the member's usual place of residence, or provided by electronic mail.

3.3 Emergency Meetings

Emergency meetings of the board may be held only in the event of a severe and imminent threat to the health, safety, or welfare of the public when two-thirds of the members of the entire board decide that delay would be detrimental to efforts to lessen or respond to the threat.

3.4 Place of Meetings

Meetings of the board shall be held in the Governmental Center **Township / Village Hall**, unless public notice of the meeting states a different location. Whenever the regular meeting place of the board shall appear inadequate for members of the public to attend, the chairperson may change the meeting location to a larger facility in the village, or surrounding area. A notice of such change shall be prominently posted on the door of the regular meeting place. The secretary, or his or her designee, shall also give notice of the change in the meeting place in a newspaper if time permits.

3.5 Time of Regular Meetings

The time of the regular meetings will be _____ p.m. and shall be stated in the regular schedule of meetings adopted under Paragraph 3.1, unless the board by a vote of a majority of its members specifies a different starting time. The board shall not begin considering any matter on the agenda after 10:30 p.m. except by unanimous consent of the members present. Matters on the agenda which have

not been considered shall be placed on the agenda of the next regular meeting, or on the agenda of a special meeting, if one is called.

3.6 Change in Schedule

Change in the regular meeting schedule shall not be made except upon the approval of a majority of the entire board. In the event the board shall meet and a quorum is not present, the board, with the approval of those present, may adjourn the meeting to a later day and time provided that proper notice to members and the public is given.

3.7 Cancellation of Meetings.

If there is no business for the board to conduct at any scheduled meeting, or if inclement weather would in the opinion of the chairperson make holding the meeting unsafe for the board members or the public, the chairperson may cancel the meeting and place any business item on the agenda of the next regular meeting, or on the agenda of a special meeting, if one is called

4.0 PUBLIC NOTICE OF MEETINGS

The secretary, or his or her designee, shall provide the proper notice for all meetings of the board. All such notices shall comply with the Michigan Open Meetings Act and shall be posted in a conspicuous location at the Governmental Center **Township / Village Hall** visible from the outdoors and on the DDA's website, as provided in these Bylaws.

4.1 Regular Meetings

A notice shall be posted within ten (10) days after the first meeting of the board in each calendar year indicating the date, time, and place of the board's regularly scheduled meetings.

4.2 Schedule Change

Whenever the board changes its regular schedule of meetings, a notice of the change in the regular meeting schedule shall be posted within three (3) days following the meeting in which the change was made.

4.3 Special and Emergency Meetings

If a special meeting of the board is scheduled under Paragraph 3.2 or an emergency meeting of the board is scheduled under Paragraph 3.3, then notice of such meeting shall be posted immediately and delivered to the residence of each member by personal delivery, electronic mail, or first class mail. The notice shall also be posted on the DDA's website on either the homepage or on a separate webpage dedicated to public notices for nonregularly scheduled public meetings and accessible via a prominent and conspicuous link on the website's homepage that clearly describes its purpose for public notification of those

nonregularly scheduled public meetings. No meeting, except emergency meetings, shall be held until notice of the meeting has been posted at least eighteen (18) hours in advance of the meeting.

4.4 Notification to Media and Others

The secretary, or his or her designee, shall notify, without charge, any newspaper or radio or television station of the board's meeting schedule, schedule changes, or special or emergency meetings whenever such newspaper or radio or television station has filed with the secretary, or his or her designee, a written request for such notice. The secretary, or his or her designee, shall also notify other individuals or organizations of regular meeting schedules, changes in the schedule, or special and emergency meetings, but only upon their written request and agreement to pay the DDA for printing and postage expenses. With written consent of the persons or agencies requesting notification, notice may be made by electronic mail. In the absence of such consent, notices shall be made by first class mail.

5.0 QUORUM AND ATTENDANCE

5.1 Quorum

A majority of members of the entire board shall constitute a quorum for the transaction of ordinary business of the board. In the event a quorum is not present at a scheduled meeting of the board, no business shall be conducted and the meeting shall be rescheduled to a later day and time and proper notice shall be given to the board members and to the public.

5.2 Attendance

No member of the board may absent himself or herself without first having notified the chairperson or secretary of his or her intent to be absent from a scheduled meeting.

6.0 MEETING AGENDAS

6.1 Agenda for Regular Meetings

The secretary, or his or her designee, shall prepare the agenda of business for all regular board meetings. Any member of the board, a committee of the board, or the public desiring to place a matter on the agenda shall notify the secretary, or his or her designee, of such item by 3:00 p.m. on the Tuesday preceding the next regular meeting. Such items shall be placed on the agenda under New Business, Old Business, or other agenda category as appropriate in the order they were received by the secretary, or his or her designee. The board reserves the right to alter the agenda, the order of items on the agenda, and remove items by a majority vote of the members present at the meeting. Except upon the consent of a majority of the members present, the board shall not consider items not received by the secretary, or his or her designee, by the stated deadline.

6.2 Agenda for Special and Emergency Meetings

Whenever the board is called into special session pursuant to Paragraph 3.2, the agenda shall be included in the notice of the meeting and no other matter shall be considered except when all members are present and a majority concurs.

The agenda for emergency meetings pursuant to Paragraph 3.3 shall be provided along with the notice of the meeting to members of the board, if time permits. At other times, the chairperson shall declare the agenda upon the approval of a majority of the members present.

6.3 Distribution of Agenda and Materials

Upon the completion of the agenda, the secretary, or his or her designee, shall immediately distribute copies of the agenda together with copies of reports, explanations, etc., which relate to the matters of business on the agenda.

Members of the board shall be entitled to receive such materials no later than three (3) days prior to the meeting, if time permits.

6.4 Order of Business

The agenda shall be arranged in the following order:

1. Call to order
2. Roll Call
3. Pledge of Allegiance
4. Introduction of Guest
5. Review and Approve Agenda
6. Approve Minutes
7. Treasurer's Report
8. Correspondence and Public Comments (3 minutes per person)
9. Committee Reports
10. Old Business
11. New Business
12. Future Projects
13. Liaison Reports
14. Adjournment

7.0 CONDUCT OF MEETINGS

7.1 Meeting Chair

The chairperson shall preside at all meetings of the board. In the absence of the chairperson, the vice chairperson shall assume the duties of the chairperson. In the absence of both the chairperson and vice chairperson, the secretary shall assume the duties of the chairperson for the purpose of the board electing one of its members present to preside at the meeting.

7.2 Form of Address

Members of the board wishing to speak shall first obtain the approval of the chairperson and each member who speaks shall address the chairperson. Other persons at the meeting shall not speak unless recognized by the chairperson.

7.3 Rules for Citizen Comments to the Board

1. The public may only address the board at the time designated on the agenda.
2. Members of the public addressing the board shall take into consideration the rules of common courtesy.
3. Members of the public shall not use the public participation portion of the meeting to make personal attacks against members of the board or against other officials or DDA employees. If the intended comments constitute a complaint or charge brought against a member of the board or against a DDA employee alleging that the official or employee has violated a federal or state statute, or an ordinance, resolution, or policy of the DDA, the individual shall contact the secretary, or his or her designee, under Paragraph 5.1 to request placement on the agenda.
4. Members of the public wishing to speak shall first obtain the approval of the chairperson, and each person who speaks shall address the entire board.
5. The persons addressing the board shall, when requested, identify themselves.
6. Each member of the public addressing the board may speak for three (3) minutes unless they contact the secretary, or his or her designee, under Paragraph 6.1 to request placement on the agenda and specify the purpose of the presentation and length of time requested (maximum time allowed 15 minutes per speaker or group).
7. A member of the public who desires to submit a written statement shall give the statement to the secretary prior to the commencement of the meeting or any comments. All written statements and documents presented to the board by an individual are considered public documents and shall be retained in the record of the meeting.
8. The above provisions, however, shall in no way impair the right of the chairperson to control the meeting as presiding officer.

7.4 Disorderly Conduct

The chairperson shall call to order any person who is being disorderly by speaking or otherwise disrupting the proceedings, by failing to be germane, by speaking longer than the allotted time, or by speaking vulgarities. Such person shall thereupon be seated until the chairperson has determined whether the person is in order. If a person so engaged in a presentation is ruled out of order, he or she shall not be permitted to speak further at the same meeting except upon the vote of a majority of the board members present and voting. If the person continues to be disorderly and to disrupt the meeting, the chairperson

may request the sheriff, a deputy sheriff, or other police officer to remove the person from the meeting. No person shall be removed from a public meeting except for an actual breach of the peace committed at the meeting. The board shall also have the right to adjourn the meeting if it is interrupted due to the disorderly conduct of any person.

8.0 RECORD OF MEETINGS

8.1 Minutes and Official Records

The secretary shall be responsible for maintaining the official record and minutes of each meeting of the board. The minutes shall include all the actions and decisions of the board with respect to substantive (non-procedural) motions. The minutes shall include the names of the mover and seconder and the vote of the members. The record shall also state whether the vote was by voice or by roll call; when by roll call, the record shall show how each member voted. The secretary shall maintain copies of each resolution or other matter acted upon by the board. The official minutes, however, may refer to those matters by an identifying number and the descriptive title of the resolution or other matter.

8.2 Record of Discussion

The secretary shall not be responsible for maintaining a written record or summary of the discussion or comments of the members of the board nor of the comments made by members of the public. The secretary, however, shall be responsible for making an audio tape recording of each meeting of the board. Each such recording shall be maintained by the secretary until the minutes are transcribed and formally approved by the board. Thereafter, the recording may be erased or destroyed, unless the recording is pertinent to any pending or reasonably anticipated legal proceeding.

8.3 Request for Remarks to Be Included

Any member of the board may have his or her comments printed as part of the record upon the concurrence of a majority of the other members. Comments to be included in the record shall be provided in writing by the member.

8.4 Public Access to Meeting Records

The secretary shall make available to members of the public the records and minutes of the board meetings in accordance with the Michigan Open Meetings Act and the Michigan Freedom of Information Act. Minutes of board meetings, prepared but not approved by the board, shall be available for public inspection not more than eight (8) business days following the meeting. Minutes approved by the board shall be available within five (5) business days of the meeting at which they were approved.

9.0 COMMITTEES

9.1 Establishment; Appointment

If deemed advisable, the board may establish standing and ad hoc committees, define the purpose of each committee, and specify the number of members on each committee. The chairperson shall appoint the members of the committees. The chairperson shall be an ex officio member of all committees without a vote.

Upon the motion of any board member, and approval by a majority of the entire board, a committee may be discharged from further consideration of any matter.

9.2 Committee Meetings

A majority of the members of a committee shall constitute a quorum. Each committee shall comply with the provisions of the Michigan Open Meetings Act and the Freedom of Information Act.

9.3 Exercise of Governmental Function

A committee shall not exercise a governmental function as defined by the Michigan Open Meetings Act in a meeting not open to the public unless the act permits the action to be considered in executive session closed to the public. The responsibility of each committee is to make recommendations to the board and to report matters considered and rejected as well as those considered and recommended.

10.0 EXECUTIVE MEETINGS (CLOSED SESSION)

10.1 The vote to hold an executive meeting shall be recorded in the minutes of the meeting at which the decision was made.

10.2 The board may meet in executive session, closed to members of the public, upon the motion of any member and roll call approval by two-thirds of the members for the following purposes:

10.2.1 To consider the purchase or lease of real property, until an option to purchase or lease that property is obtained.

10.2.2 To consult with its 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 DDA.

10.2.3 To meet with an attorney to consider the attorney's written opinion.

10.2.4 To review the specific contents of an application for employment to a DDA position and the applicant requests that the application remain confidential.

Whenever the board meets to interview an applicant, the meeting shall be open to the public.

10.3 The board may also meet in executive session upon the motion of any member and roll call approval by a majority of the entire members for the following purposes:

10.3.1 To consider the dismissal, suspension, or disciplining of, or to hear complaints or charges brought against, or to consider a periodic personnel evaluation of a public officer, employee, staff member, or individual agent if the named person requests a closed hearing. If the person rescinds his/her request for a closed meeting the matter at issue shall thereafter be considered only in open public meeting.

10.3.2 To consider strategy connected with the negotiation of a collective bargaining agreement.

10.4 Minutes, Executive Meetings

For each executive meeting, the secretary shall make a separate record of the topics discussed. This record shall not be disclosed to the public except upon the order of a court. The secretary shall destroy the minutes after one year and one day have passed after the meeting at which the board approved the minutes of the meeting at which the board voted to hold the executive meeting.

11.0 PROCEDURAL MOTIONS AND RESOLUTIONS

11.1 Statement by Chairperson, Motions, and Resolutions

No motion or resolution shall be entertained unless the same is seconded. No motion or resolution shall be adopted until the chairperson states the motion. All motions, except procedural motions and resolutions, may be required to be in writing upon the demand of any member. A request to recess for the purpose of writing out a motion or resolution shall be in order.

11.2 Non-debatable Motions

The motions to fix the time of the next meeting, adjourn, recess, point of privilege, call for orders of the day, to table, vote immediately, limit or extend debate shall be ordered and voted upon without debate.

11.3 Motion to reconsider

The motion to reconsider shall be in order on any question that the board has decided, but no question shall be reconsidered more than once. The motion to reconsider shall be in order on the same day as the vote to be reconsidered was taken or at the next meeting of the board. The motion to reconsider shall be made only by a member who voted with the prevailing side. A motion to reconsider a motion to amend shall not be in order if the main question has been

voted upon. If the board has adopted a motion to reconsider, however, motions to amend shall be in order.

11.4 Motion to clear the floor

The motion to clear the floor may be made by the chairperson or a member, whenever procedural matters have become sufficiently confused. If the motion to clear the floor has been adopted, it shall clear the floor of all motions as though they had been withdrawn. The motion shall not be subject to debate nor, if adopted, to reconsideration.

11.5 Temporary suspension of the bylaws

These bylaws may be suspended temporarily at any time by vote of two-thirds of the entire board to achieve any legal objective of the board in a legal manner.

11.6 Appeal rulings of the chairperson

Any member of the board may appeal the ruling of the chairperson. On all appeals receiving a second, the question shall be, "Shall the decision of the chairperson stand as the decision of the board?" The question shall then be decided by the vote of a majority of the board members present and voting.

12.0 VOTING

12.1 Abstaining from voting

Except as provided herein, whenever the chairperson puts a question to the board, every member present shall vote on the question. No member present shall abstain from voting "yes" or "no." If there is a conflict of interest which prevents a member of the board present from voting, the nature of such conflict of interest shall be stated on the record and its existence confirmed by the chairperson with the advice of the DDA attorney. Once the conflict of interest is confirmed, the member with the conflict of interest shall abstain from any discussions concerning and voting on the matter.

12.2 Roll call votes

The names and votes of members shall be recorded on board actions to adopt final measures such as resolutions, appointment or election of officers, etc. A roll call vote shall be taken on other motions and actions at the request of any board member.

12.3 Votes Required

Except as provided elsewhere in these bylaws and except for those decisions required by statute to have a higher majority, procedural and other questions arising at a meeting of the board shall be decided by a majority of the members present and voting. A majority of the entire board, however, shall be required for the allowance of a financial claim against the DDA.

13.0 PARLIAMENTARY AUTHORITY

Generally, Robert's Rules of Order (Newly Revised) shall govern all questions of procedure not otherwise provided by these bylaws or by state or federal law. The DDA attorney shall serve as the board's parliamentarian and shall advise the chairperson regarding bylaws.

14.0 AMENDMENTS

These bylaws may be added to, amended or repealed in whole or in part. Proposed changes to these bylaws must be submitted in writing to the members of the board at least one (1) month in advance of the meeting at which the proposed changes will be considered. A majority vote of the entire board shall be required to amend these bylaws.

15.0 SEVERABILITY

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

These bylaws were adopted by the Village of Roscommon DDA at its meeting held on _____, 2022.

Sue Jock, Secretary

These bylaws were approved by the Roscommon Village Council at its meeting held on _____, 2022.

Frances Dawson, Village Clerk



THE GENERAL LAW VILLAGE ACT (EXCERPT)

Act 3 of 1895

69.18 Taxes as lien against property; interest; fees and charges; taxes returned delinquent; resolution; tax bill or enclosure to specify where delinquent taxes to be paid; adding fees and interest to taxes; return of unpaid taxes on real property to county treasurer; collection; rate of interest and fees; delinquent taxes as lien; return to department of treasury.

Sec. 18 (2) Taxes collected by the village shall be returned delinquent to the county treasurer on September 15 unless the governing body of the village by resolution adopted on or before June 1 of each year determines that the village taxes shall be returned to the county treasurer on the same date that county taxes are returned delinquent for collection. The resolution shall be forwarded to the county treasurer before July 1 each year. The village tax bill for each year or a separate enclosure with the tax bill shall specify where such delinquent taxes are to be paid.

I _____ make a motion to accept the resolution that the village treasurer be allowed to collect village taxes until February 15th, 2023.

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

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	20,810.28
Interest	
Equipment	
Contingencies	
Refinancing	
Initial O&M	
Other	
TOTAL	\$ 20,810.28

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

January 18, 2022
 Invoice No: 61051-S
 Project No: 838942

**RE: Village of Roscommon - USDA RD Wastewater Improvements
 Services through December 31, 2021**

	Contract Amount	Billed to Date (Includes this invoice)	Remaining Contract Amount	This Invoice
Professional Services:				
Basic Services - Design, Bidding & Construction Administration	\$524,500.00	\$512,757.20	\$11,742.80	\$2,930.03
Resident Project Observation	\$146,000.00	\$127,027.98	\$18,972.02	\$4,755.00
Additional Services* - Startup, Record Drawings, Soil Borings, ROW Map, Owner Training, O&M Manuals	\$110,900.00	\$89,193.89	\$21,706.11	\$13,125.25
	\$781,400.00	\$728,979.07	\$52,420.93	
Total amount of this invoice				<u>\$20,810.28</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 wastewater treatment facility is ongoing.

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

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	14,600.50
Interest	
Equipment	
Contingencies	
Refinancing	
Initial O&M	
Other	
TOTAL	\$ 14,600.50

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

January 18, 2022
 Invoice No: 61051-W
 Project No: 838946

**RE: Village of Roscommon - USDA RD Water Improvements
 Services through December 31, 2021**

	<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	\$416,200.00	\$391,892.98	\$24,307.02	\$6,362.45
Resident Project Observation	\$145,200.00	\$125,442.64	\$19,757.36	\$344.00
Additional Services* - Startup, Record Drawings, Soil Borings, ROW Map, Owner Training, O&M Manuals	<u>\$147,150.00</u>	<u>\$129,196.01</u>	<u>\$17,953.99</u>	<u>\$7,894.05</u>
	\$708,550.00	\$646,531.63	\$62,018.37	

Total amount of this invoice **\$14,600.50**

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:

•

Meter installation is mostly complete. Well rehabilitation is ongoing.

CHANGE ORDER

No. 5OWNER Village of RoscommonCONTRACTOR Sterling Excavation, Inc.Contract: Contract 1 Collection System RepairsProject: USDA Wastewater System ImprovementsOWNER's Contract No. 838942-1ENGINEER's Project No. 838942-1ENGINEER Fleis & VandenBrink

The Contract is modified as follows upon execution of this Change Order:

This change order includes changes to the contract indicated in Bulletin No. 4 Item No. 7, Bulletin No. 5 Item No. 1, and performing CIPP spot repairs in lieu of Wye Repairs as indicated on sheets C1 through C4.

- Bulletin No. 4 Item No. 7 was issued to provide CIPP lining of a section of pipe based on information collected during construction.
- Bulletin No. 5 Item No. 1 was issued to provide a unit price for 15-inch CIPP spot repair in lieu of a Wye Repair (Item Alternate #2) [Plan Repair #250].
- Three (3) CIPP spot repairs (Item #34) are being installed in lieu of Wye Repairs (Item Alternate #2) based on televising performed during construction [Plan Repair #253, #285, & #294].

Attachments: Bulletin No. 4 (6 pages)
Bulletin No. 5 (3 pages)
Change Order Detail Sheet (1 page)

CHANGE IN CONTRACT PRICE
Original Contract Price \$ <u>1,438,318.00</u>
Increase (Decrease) from previously approved Change Orders No. <u>1</u> to <u>4</u> : \$ <u>73,015.50</u>
Contract Price prior to this Change Order: \$ <u>1,511,333.50</u>
Increase (Decrease) of this Change Order: \$ <u>8,144.10</u>
Contract Price incorporating this Change Order: \$ <u>1,519,477.60</u>

CHANGE IN CONTRACT TIMES
Original Contract Times: Substantial Completion: <u>112 (9/13/21)</u> Ready for Final Payment: <u>126 (9/27/21)</u> (days or dates)
Increase (Decrease) from previously approved Change Orders No. <u>1</u> to <u>4</u> : Substantial Completion: <u>49</u> Ready for Final Payment: <u>49</u> (days)
Contract Times prior to this Change Order: Substantial Completion: <u>161 (11/1/21)</u> Ready for Final Payment: <u>175 (11/15/21)</u> (days or dates)
Increase (Decrease) of this Change Order: Substantial Completion: <u>136</u> Ready for Final Payment: <u>136</u> (days)
Contract Times with all approved Change Orders: Substantial Completion: <u>297 (3/17/22)</u> Ready for Final Payment: <u>311 (3/31/22)</u> (days or dates)

RECOMMENDED:

 Digitally signed by Scott Rasmussen
Date: 2022.02.10 11:50:44-05'00'
By: _____
ENGINEER (Authorized Signature)
Title: Project Manager
Date: 2/10/22

APPROVED:

By: _____
OWNER (Authorized Signature)
Title: _____
Date: _____

ACCEPTED:

By: _____
CONTRACTOR (Authorized Signature)
Title: _____
Date: _____

Approved by Funding Agency (if applicable):

By: _____
Title: _____

Date: _____

BULLETIN
Page 1 of 4

CONTRACT FOR: Village of Roscommon
702 Lake Street
Roscommon, MI 48603

BULLETIN NO. 4

OWNER: Village of Roscommon
702 Lake Street
Roscommon, MI 48603

DATE: October 21, 2021

DUE DATE: October 28, 2021

CONTRACTOR: Sterling Excavation, Inc.
3685 Lehman Road
West Branch, Michigan 48861

ENGINEER: Fleis & VandenBrink
603 Bay Street, First Floor
Traverse City, MI 49684

DRAWING SHEETS ISSUED HEREWITH: N/A
DISTRIBUTION: Sterling Excavation
Village of Roscommon

=====

The items below are being considered as possible changes to the Contract Documents for this Project. CONTRACTOR is requested to submit changes in cost, if any, for each item and indicate whether it is an addition to or deduction from the Contract Price. Include all labor, materials, overhead and profit. After reviewing the effects of those changes in the Work, OWNER may issue a Change Order specifying which changes are to be incorporated in the Work, if any.

This Bulletin is not a Change Order and is not to be deemed authorization to proceed with the changes listed.

Additional work or materials, where proposed, shall meet the requirements of the Contract Documents, except where noted.

CONTRACTOR will be responsible for notifying ENGINEER, in writing, concerning any revision or clarification which causes a change in the Contract Documents, but are not specifically mentioned as a cost item in this Bulletin.

CONTRACTOR shall return three (3) completed and signed copies of the Bulletin to ENGINEER on or before the due date noted above.

Each proposed change has been described briefly with additional information provided concerning detailed changes required for the major trades concerned. Only one total cost figure has been requested for each item on the Bulletin; however, a complete breakdown is required for each item as supporting documentation. This will allow OWNER to more easily evaluate the proposed cost changes. Each Bulletin item is an all-inclusive item and may concern work from several trades or Subcontractors. It is CONTRACTOR's responsibility to ensure that all work for each item has been included in the total cost figure provided to OWNER.

BULLETIN
Page 2 of 4

BULLETIN NO. 4

DATE: October 21, 2021

DRAWING CHANGES

Item No. 1:

Sheet C1:

Upon further exploration of the collection system, an existing sanitary sewer structure was found that was not previously known to be connected to the collection system. The structure is located southeast of SSMH 11 and within a parking lot. The rim elevation needs to be raised as it is contributing to inflow. Please provide an additional Type I repair for the structure.

~~Total item No. 1 – Add/(Deduct) \$ 3,198.00~~

Item No. 2:

~~Sheet C2~~

~~Upon exploration of unforeseen field conditions, an existing sanitary sewer pipe forms a blind tee between SSMH 90 and SSMH 91. The blind tee branches towards SSMH 96. Please provide the cost to install a standard 4-foot diameter sanitary manhole at the location of the blind tee. Include the materials and labor to locate, identify the depth of the blind tee, pavement removal (if necessary), excavation, removal and connection to existing sanitary, backfill, grade rings, castings, and all restoration of disturbed areas (HMA, surface restoration, etc.)~~

~~Total item No. 2 – Add/(Deduct) \$ 11,839.00~~

Item No. 3:

~~Sheet C1~~

~~Upon further field exploration of SSMH FMAIN7, it was identified that the air release valve located within the structure is highly corroded and not functioning. See the detail attached to this bulletin and install a Val-Matic #801A Wastewater Combination Air Valve or Equal Approved by Engineer. Include all material and labor to provide bypass pumping, fittings, and connection to the existing forcemain. Contractor to verify the diameter of the existing forcemain and have spare pipe and fittings onsite if it should be necessary to repair a section of the forcemain to install the Combination Air Valve.~~

~~Total item No. 3 – Add/(Deduct) \$ 10,825.00~~

Item No. 4:

~~Sheet C1~~

~~Upon further field exploration of SSMH 46, the lateral entering the structure from the north/northwest direction appears to contain a significant amount of groundwater. The lateral appears to approach from House at address 501. Please provide televising of the lateral and provide a lateral repair pending results of the televising. Please include the materials and labor to televise, locate the potential defect, identify the depth of the lateral defect, pavement removal, excavation, removal and connection to existing sanitary, backfill, and all restoration of disturbed areas (HMA, surface restoration, etc.)~~

BULLETIN
Page 3 of 4

BULLETIN NO. 4

DATE: October 21, 2021

The estimated quantities related to the installation are provided in the following table:

Item No.	Item	Est. Quantity	Unit Price	Subtotal (\$)
27B	Launch and Televise Sanitary Sewer Lateral	1 LSum	1942.50	1,942.50
1B	Traffic Control, Mobilization, Bypass Pumping	1 LSum	525.00	525.00
7	Pavement Removal	30 SYD	\$8.00/SYD	\$240.00
11	Remove Existing Sanitary Sewer	40 LF	\$4.00/LF	\$160.00
17	Aggregate Base, 22A, 8"	30 SYD	\$12.00/SYD	\$360.00
20	HMA LVSP, Base	30 SYD	\$14.00/SYD	\$420.00
21	HMA LVSP, Surface	30 SYD	\$13.00/SYD	\$390.00
23	Connection to Existing Sanitary Sewer Manhole	1 EA	\$5,000.00/EA	\$5,000.00
27	Sanitary Lateral	40 LFT	\$130.00/LF	\$1,200.00
37	Surface Restoration	40 SYD	\$8.00/SYD	\$320.00

Total item No. 4 – Add/(Deduct) \$ 10,557.50

Item No. 5:

Sheet C1

Upon further field exploration of SSMH 60, it was identified groundwater is infiltrating through all pipe penetrations. Please provide the cost to pressure grout and line this structure typical of a Type II repair, traffic control, and bypass pumping (if necessary).

Total item No. 5 – Add/(Deduct) \$ 10,282.00

Item No. 6:

Sheet C1

The MH nearest to the Boardwalk Pump Station, SSMH 16A, has been identified as a structure which needs type I repairs per specifications, which includes casting replacement and rim adjustment. The rim elevation needs to be raised as it is contributing to inflow. Please provide an additional Type I repair for the structure.

Total item No. 6 – Add/(Deduct) \$ 2,692.00

BULLETIN

Page 4 of 4

BULLETIN NO. 4

DATE: October 21, 2021

Item No. 7:**Sheet C8**

Upon recent modifications of the sanitary sewer along Lake Street near 5th Street (see sheet C8 and Change Order No. 4), it was identified that the existing sewer pipe that was not replaced is contributing to exfiltration. This section of pipe is located between SSMH 55 to SSMH 54A. Provide CIPP lining that includes all materials, labor, equipment and services necessary for bypass pumping of sewage flows, cleaning, any necessary pre-inversion television inspection of the sewers to be lined, installation of the liner, testing, reconnection of sewer service connections, and final television inspection and acceptance.

The estimated quantities related to the installation are provided below in the following table:

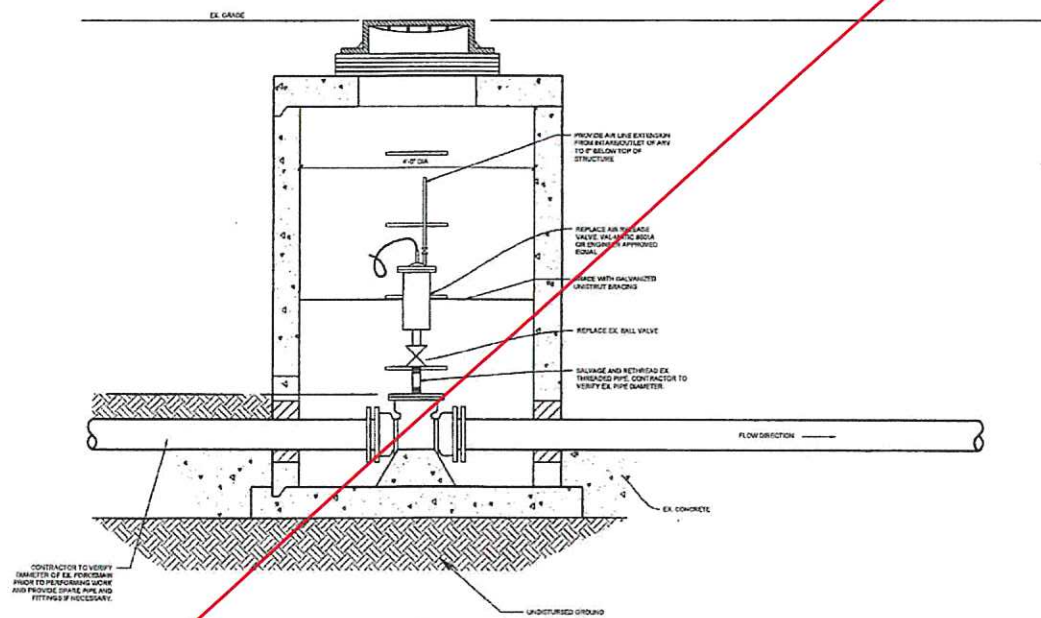
Item No.	Item	Est. Quantity	Unit Price	Subtotal (\$)
1C	Mobilization, Bypass Pumping and Traffic Control	1 LSum	5,966.10	5,966.10
31	Cure-In-Place Pipe (CIPP), 8-inch	146 LFT	\$43.00	\$6,278.00

Total item No. 7 – Add/(Deduct) \$ 12,244.10

Enclosures: ~~Air Release Valve Detail (Item No. 3)~~
~~Sketch for Lateral (Item No. 4)~~

CONTRACTOR:


SignatureAvery Sterling Pres.
Name and Title of Signatory1/31/22
Date



COMBINATION AIR VACUUM
AND RELEASE VALVE REPLACEMENT

NOT TO SCALE

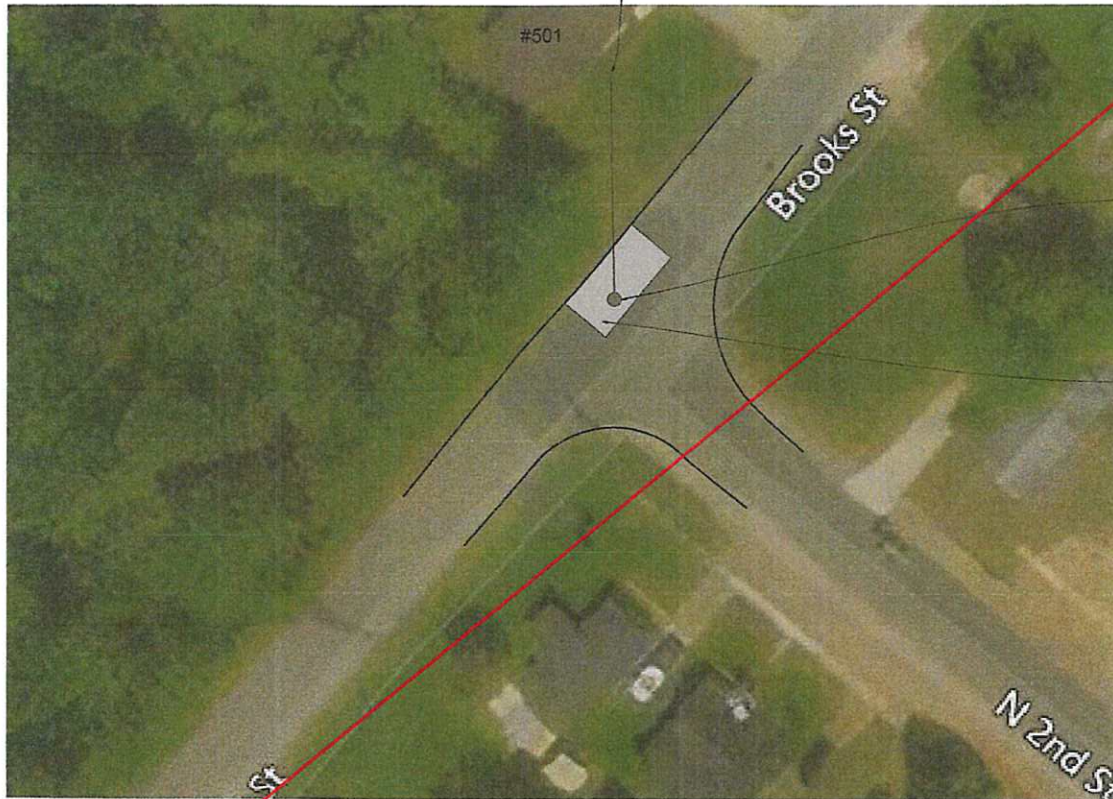
VILLAGE OF ROSCOMMON
ROSCOMMON COUNTY, MI
USDA WASTEWATER CONTRACT 1
BULLETIN 4 ARV REPLACEMENT

F&V PROJECT NO. 039942



NOTE: PROVIDE NECESSARY
TRAFFIC CONTROL MEASURES &
BYPASS PUMPING FOR REPAIR.

PRIOR TO EXCAVATION, TELEWISE AND
LOCATE DEFECT. REPLACE LATERAL
BETWEEN EX. MH TO RIGHT OF WAY.
CONNECT TO EXISTING SANITARY SEWER.



LEGEND:

REMOVE & REPLACE HMA PAVEMENT

EX. SS MH #46

REMOVE AND REPLACE EX.
HMA AND AGGREGATE BASE
AS NECESSARY FOR REPAIR.
FULLY RESTORE ALL
DISTURBED AREAS.

VILLAGE OF ROSCOMMON
ROSCOMMON COUNTY, MI
USDA WASTEWATER CONTRACT 1
BULLETIN 4 LATERAL REPAIR

62842
F&V PROJECT NO.



BULLETIN
Page 1 of 2

CONTRACT FOR: Village of Roscommon
702 Lake Street
Roscommon, MI 48603

BULLETIN NO. 5

OWNER: Village of Roscommon
702 Lake Street
Roscommon, MI 48603

DATE: December 9, 2021

DUE DATE: December 16, 2021

CONTRACTOR: Sterling Excavation, Inc.
3685 Lehman Road
West Branch, Michigan 48861

ENGINEER: Fleis & VandenBrink
603 Bay Street, First Floor
Traverse City, MI 49684

DRAWING SHEETS ISSUED HERewith: N/A
DISTRIBUTION: Sterling Excavation
Village of Roscommon

=====

The items below are being considered as possible changes to the Contract Documents for this Project. CONTRACTOR is requested to submit changes in cost, if any, for each item and indicate whether it is an addition to or deduction from the Contract Price. Include all labor, materials, overhead and profit. After reviewing the effects of those changes in the Work, OWNER may issue a Change Order specifying which changes are to be incorporated in the Work, if any.

This Bulletin is not a Change Order and is not to be deemed authorization to proceed with the changes listed.

Additional work or materials, where proposed, shall meet the requirements of the Contract Documents, except where noted.

CONTRACTOR will be responsible for notifying ENGINEER, in writing, concerning any revision or clarification which causes a change in the Contract Documents, but are not specifically mentioned as a cost item in this Bulletin.

CONTRACTOR shall return three (3) completed and signed copies of the Bulletin to ENGINEER on or before the due date noted above.

Each proposed change has been described briefly with additional information provided concerning detailed changes required for the major trades concerned. Only one total cost figure has been requested for each item on the Bulletin; however, a complete breakdown is required for each item as supporting documentation. This will allow OWNER to more easily evaluate the proposed cost changes. Each Bulletin item is an all-inclusive item and may concern work from several trades or Subcontractors. It is CONTRACTOR's responsibility to ensure that all work for each item has been included in the total cost figure provided to OWNER.

BULLETIN
Page 2 of 2

BULLETIN NO. 5

DATE: December 9, 2021

DRAWING CHANGES

Item No. 1:

Sheet C1:

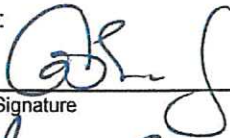
Upon further exploration of the collection system, a defect in the sanitary sewer pipe between SSMH 2 and SSMH 3 may be identified that would be contributing to groundwater infiltration. Based on the observations by Waste Recovery Systems the week ending 12/102/2021, provide the cost to install a cured-in-place pipe spot repair on the 15-inch diameter pipe.

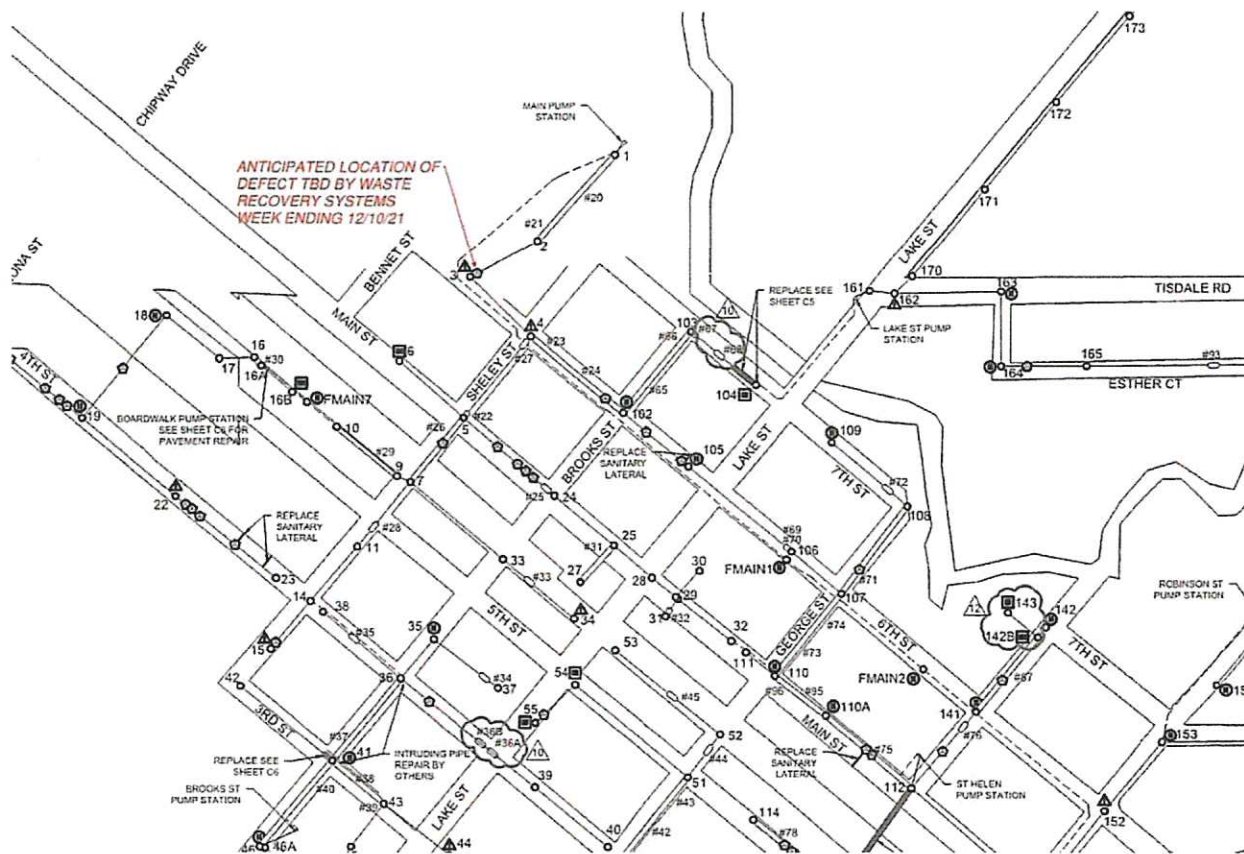
Include all materials, labor, equipment and services necessary for bypass pumping of sewage flows, cleaning, any necessary pre-inversion television inspection of the sewers to be lined, installation of the spot repair liner, testing, reconnection of sewer service connections, and final television inspection and acceptance. Contractor shall provide and install a minimum 4' long repair tube or the length required to completely repair the sewer defect identified

Total item No. 1 – Add/(Deduct) \$ 6,510.00

Enclosures: Location Diagram

CONTRACTOR:


Signature
AVERY STERLING PRES.
Name and Title of Signatory
1/31/22
Date



Location Diagram: 15-inch Diameter Spot Liner

CHANGE ORDER DETAIL SHEET

No. 5

OWNER: Village of Roscommon
 CONTRACTOR: Sterling Excavation, Inc.
 Project: USDA Wastewater System Improvements
 Contract Name: Contract 1 - Collection System
 ENGINEER's Project No. 838942-1
 ENGINEER: Fleis & VandenBrink Engineering, Inc.

Description:

A. The following additions have been added to the contract. See attached Bulletin 2 for additional information.

BULLETIN NO.	ADDITIONAL COST
Bulletin 4, Item 7	\$5,966.10
Bulletin 5, Item 1	\$6,510.00
Total Cost:	\$12,476.10

B. Make the following Quantity Changes to SECTION C-410 - BID for the unit costs as follows:

Item	Item Description	Unit	Qty	Qty Change	Revised Qty	Unit Price	Addition/ (Deduction)
31	Cured-in-Place Pipe (CIPP), 8-inch	LFT	6295	146	6441	\$43.00	\$ 6,278.00
34	Spot Repair, Cured-in-Place Pipe (CIPP), 8-inch	EA	27	3	30	\$2,530.00	\$ 7,590.00
Alt 2	Trenchless Sanitary Wye Repair	EA	45	(4)	41	\$4,550.00	\$ (18,200.00)
							\$ (4,332.00)

Additions/(Deductions), Part A: \$ 12,476.10

Additions/(Deductions), Part B: \$ (4,332.00)

Total Additions/(Deductions), This Change Order CO5: \$ 8,144.10

Original Contract \$ 1,438,318.00

Change Order CO 1 \$ -

Change Order CO 2 \$ 3,029.82

Change Order CO 3 \$ 11,732.68

Change Order CO 4 \$ 58,253.00

Contract Price Incorporating Change Orders \$ 1,519,477.60