

**VILLAGE OF ROSCOMMON
REGULAR MEETING AGENDA
December 10, 2012**

1. Call to Order, Roll Call of Council, Pledge of Allegiance and Invocation
2. Sheriff's Report
3. 2013 Millage Rate and Budget Public Hearing
4. Approval of Consent Agenda:
 - Minutes of November 26, 2012 Regular Meeting
 - Bills to be paid
 - Reports: Zoning Administrator, DPW
5. Approval of Regular Agenda
6. Brief Public Comment on Regular Agenda Items (Two minutes per speaker)
7. Manager's Report
8. Committee Reports:
 - Library Board, Cemetery Board, Recreation Committee, RMRA, DDA
9. Unfinished Business:
 - Approve Council Rules**
 - Appoint President Pro-tempore**
 - Property and Liability Insurance Policy**
 - Medical Insurance Policy**
 - Village Manager's Contract**
 - PA 152 Compliance**
10. New Business:
 - Village President's Appointments**
 - Safe Walk to School Contract**
11. Public Acknowledgement (Two minutes per speaker)
12. Budget Work Session
13. Council Comments
14. Items for the Next Agenda
15. Adjournment

VILLAGE OF ROSCOMMON
RESOLUTION

2013 Budget Adoption

WHEREAS, The Roscommon Village Staff has submitted a proposed 2013 Budget to the Roscommon Village Council and

WHEREAS, the Village requires adoption of a budget for the next fiscal year no later than the last day of December and

WHEREAS, the Council held a work session on December ____, 2012 to review and amend the proposed budget and

WHEREAS, the Council held a public hearing on the proposed budget on December 10, 2012 and

WHEREAS, the Village Manager recommends adoption of the 2013 budget by activity as submitted and attached.

NOW, THEREFORE, BE IT RESOLVED

That the Roscommon Village Council hereby approves the following fund summaries for the 2013 annual budget:

General Fund 101	Revenues	\$ 394,245
	Expenses	394,000
Major Street Fund 202	Revenues	\$ 62,400
	Expenses	60,100
Local Street Fund 203	Revenues	\$ 41,300
	Expenses	40,150
Industrial Park 412	Revenues	\$ 40
	Expenses	0
Sewer Fund 590	Revenues	\$ 306,900
	Expenses	296,900
Water Fund 591	Revenues	\$ 204,800
	Expenses	201,300
Equipment Fund 661	Revenues	\$ 76,950
	Expenses	75,700

BE IT FURTHER RESOLVED

That the Village of Roscommon Council does hereby direct the levy of 9.8000 mills for the General Fund and 2.500 mills for the Sewer Bond Debt on all real and personal property in the Village of Roscommon and

BE IT FURTHER RESOLVED

That the Roscommon Village Council does hereby authorize the Village Assessor to spread upon the tax roll the levies necessary for municipal purposes and does hereby direct the Village Treasurer to collect such taxes.

Erine Adams, Village President

I, Dawn M. Dodge, the duly appointed and sworn Clerk of the Village of Roscommon, do attest that the foregoing is a true and correct copy of a resolution approved by 2/3 of the members of the Roscommon Village Council at a regular meeting held on December 10, 2012.

Dawn M. Dodge, Village Clerk

VILLAGE OF ROSCOMMON

Minutes of the November 26, 2012 Regular Council Meeting

President Erine Adams called the meeting to order at 7:00 PM. Members of the Council present: Marc McKee, Erine Adams, Bruce Yannatta, Diane Lippert and Linda Mesler. Absent: Jesse Carlson. Also present: Bev Luther, Tim Legg, Kathy Pardo-Carlson, Krista Tacey-Cater, Jim Ostling and Dawn Dodge. The Pledge of Allegiance was recited and an Invocation given by Allen Lowe.

REGULAR AGENDA

President Adams would like to add DPW Wages and Snow Removal under Unfinished Business and remove President's Appointments.

Moved by McKee, seconded by Lippert, to approve the Regular Agenda with additions. All in favor. Hearing no objections, the motion carried.

PUBLIC COMMENT ON REGULAR AGENDA ITEMS

Tim Legg: Complaints regarding the sidewalk snow removal.

Kathy Pardo-Carlson: Submitted a letter to the council regarding complaints with the sidewalk snow removal.

CONSENT AGENDA

Moved by McKee, seconded by Yannatta, to accept the consent agenda with bills to be paid in the amount of \$7,962.71, as presented. Ayes: McKee, Lippert, Adams, Mesler and Yannatta.

Nays: None. Absent: Carlson. The motion carried.

MANAGER'S REPORT

The manager gave his report; in addition, he has spoken to a couple of insurance agents regarding municipal policies.

COMMITTEE REPORTS

Trustee Yannatta reported that the Recreation Committee will meet on Thursday.

Manager Lowe met with Sue Jock and John Rosczyk earlier in the day regarding RMRA.

President Adams gave a report regarding the DDA meeting.

UNFINISHED BUSINESS

-Snow Removal

Many complaints were received at Village Hall regarding snow removal from the sidewalks over the weekend. Manager Lowe phoned Twin Oakes Monday morning and informed them of the complaints and suggested Mr. Fluegel come to the meeting. Manager Lowe told the council they could give him another chance or choose to send a letter stating he has 30 days to rectify the situation or the contract would be terminated. President Adams asked each council member how they would like to proceed and they each requested the manager give Twin Oakes written notice that they have 30 days to rectify the situation. President Adams directed the manager to compose such a letter.

-Budget Questions

Trustee Mesler questioned where the funds from the tower rental went. The Manager informed her it went into the General Fund.

Trustee Yannatta asked questions regarding the revenue and expenses. He would like to see the DPW receive raises.

-2013 Projects

The manager put this on the agenda simply for discussion. Trustee Yannatta said the Recreation Committee has projects and the Manager informed him that he does know the projects the Recreation Committee has in mind.

Trustee Lippert had questions regarding establishing a Park and Recreation Department.

-PA 152 Compliance

The Manager informed the council that a decision has to be made by the end of the year.

Moved by McKee, seconded by Mesler, for the Village of Roscommon to opt out of Public Act 152 under the provisions of that act for 2013. Ayes: Mesler, McKee, Adams and Lippert. Nays: Yannatta. Absent: Carlson. The motion failed.

-DPW Wages

President Adams informed the council that the decision regarding raises is in the Manager's Ordinance. Manager Lowe did ask for the council's input and it was given.

NEW BUSINESS

-Approve Council Rules

After each election the Council Rules and Procedures need to be reviewed and approved. Tabled until next agenda to allow the council a chance to review and see if they would like to make any changes.

-AT&T Requests

The requests are in the agenda. No action taken.

-Council Appointment

President Adams would like to include the vacancy on the ZBA and Planning Commission in the ad for the council appointment.

Moved by Yannatta, seconded by McKee, to place an ad to fill a vacancy for council trustee, ZBA and Planning Commission in the Houghton Lake Resorter, Roscommon County Weekly and Channel 97 with application to be due by February 11, 2013.

PUBLIC ACKNOWLEDGEMENT

Kathy Pardo-Carlson: Thanked the Council for not going along with the AT&T requests.

COUNCIL COMMENTS

Trustee Mesler: Had questions regarding the Colonial.

Trustee Lippert: Attended the special meeting and the DDA meeting and learned a lot. Would like the council to hold an annual meeting with all the different entities.

Trustee Yannatta: Likes seeing residents moving into the vacant homes. Buy local.

President Adams: Proud of the council.

Manager Lowe: The council has worked so well over the last couple of months.

ITEMS FOR THE NEXT AGENDA

Manager's contract.

Moved by McKee, seconded by Lippert, to adjourn the meeting at 8:23 PM. All in favor. Hearing no objections, the motion carried.

Inv Ref#	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnalized
993	MDEQ-RMD-MWWF	12/01/2012	01/15/2013	1,950.00	1,950.00	O	N
994	ROSCOMMON COUNTY SHERIFF'S	12/03/2012	12/31/2012	1,666.29	1,666.29	O	N
995	ROSCOMMON COUNTY WEEKLY	11/30/2012	12/31/2012	10.00	10.00	O	N
996	RAVEN ANALYTICAL	12/03/2012	12/31/2012	120.00	120.00	O	N
997	ROSCOMMON AUTO RECYCLERS	11/29/2012	12/31/2012	200.00	200.00	O	N
998	IMPACT OFFICE PRODUCTS	11/30/2012	12/31/2012	142.64	142.64	O	N
999	VERIZON WIRELESS	11/23/2012	12/14/2012	120.73	120.73	O	N
1000	WASTE MANAGEMENT	12/01/2012	12/31/2012	119.82	119.82	O	N
1001	UNITED HEALTHCARE	11/20/2012	12/01/2012	67.93	67.93	O	N
1002	CHARTER COMMUNICATIONS	11/22/2012	12/31/2012	54.99	54.99	O	N
1003	DAWN DOMINEK	12/02/2012	12/31/2012	50.00	50.00	O	N
1004	NICOLE CRESPO	11/30/2012	12/31/2012	156.73	156.73	O	N
1005	FICK & SONS, INC.	11/27/2012	12/31/2012	342.18	342.18	O	N
1006	VILLAGE HARDWARE	11/30/2012	12/31/2012	235.53	235.53	O	N
1007	RAY'S PARTS CENTER	12/03/2012	12/31/2012	145.12	145.12	O	N
1008	VILLAGE OF ROSCOMMON	12/01/2012	12/20/2012	88.37	88.37	O	N
1009	CONSUMERS ENERGY	12/01/2012	12/26/2012	8,137.64	8,137.64	O	N
1010	Gosling Czubak	11/29/2012	12/14/2012	2,100.00	2,100.00	O	N
# of Invoices:		18	# Due:	18	Totals:	15,707.97	15,707.97
# of Credit Memos:		0	# Due:	0	Totals:	0.00	0.00
Net of Invoices and Credit Memos:				15,707.97	15,707.97		
--- TOTALS BY FUND ---							
101	General Operating			5,184.20	5,184.20		
202	Major Streets Fund			169.97	169.97		
203	Local Streets Fund			169.97	169.97		
590	Sewer Fund			7,576.48	7,576.48		
591	Water Fund			2,001.24	2,001.24		
661	Equipment Fund			606.11	606.11		
--- TOTALS BY DEPT/ACTIVITY ---							
000	-			10,291.76	10,291.76		
265	Village Hall			612.54	612.54		
269	Other Village Property			25.26	25.26		
276	Cemetery			57.15	57.15		
330	Law Enforcement			1,666.29	1,666.29		
448	Streetlights			2,662.54	2,662.54		
463	Maintenance			339.94	339.94		
751	Parks			29.08	29.08		
880	Promotions & Dues			23.41	23.41		

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Village of Roscommon

214 South Main Street • P.O. Box 236 • Roscommon, Michigan 48653

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

www.roscommonvillage.com

December 06, 2012

David Doll
Village of Roscommon Zoning Administrator
11/08/12 – 12/04/12

- 11/08/12: O'Brian, question on existing apartment above drug store, possibly grandfathered, depends on if there is a use change.
- 11/20/12: Colonial, took pictures of open apartment, talked with tenants stated the building may be closed because of the condition of the building. I checked with the prosecuting attorney, no help, left message with Brabant. Checked NA Industries on possible business established, no one there. Bloomers, oven hood, states incidental to principal use. Walker, states upstairs is not being occupied as an apartment. I requested arranging visit to verify.
- 11/27/12: I discussed the Colonial with Brabant. Family Dollar, exterior vending machines considered appliance.
- 11/28/12: I discussed the Colonial with Paul M, (health dept.), talked with Allen L. and left message with Brabant about posting the Colonial.
- 11/29/12: I, A. Lowe, Sheriff posted the Colonial do not occupy.
- 12/04/12: Noticed Save the Colonial posters. Barry A. 418 S. Fifth, permit required for canopy.

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ROSCOMMON, MICHIGAN • INC. 1885

VILLAGE OF ROSCOMMON COUNCIL REPORT

November 5, 2012

VILLAGE MANAGER – ALLEN LOWE

We have been working on the Christmas Lights and repairing receptacles.

Replaced an aerator motor, we have 1 to be sent in for repairs.

We have been working with the staff from Fred's on an issue they have been having with their sewer, there is a lot of grease buildup in the pipe before it enters our system. They are checking with the Health Dept. on putting in an outside grease trap system.

As we mentioned before we were getting some infiltration in the collection system on 4th. St. near Shelley, we tried to dig it up to do the repairs but were unable to due to the high water table in that area. We were able to put a temporary patch inside the pipe. After patching the area we noticed the flow at the Main Lift station has gone from 160,000 gal per day to about 130,000 which will save having to process an additional 900,000 gal a month.

We have used the new camera a number of times just this last couple of weeks, it is nice to have such a great tool.

Thank You

Dave

Village Options under SB-7 (PA 152 of 2011)

You must annually select one of the three options below or fall under the No Action penalty.

	Annual Premium Limit Village can pay up to	Annual Cost to Employees	Annual Cost to Village	Votes to Approve
<p>Hard Cap</p> <p>Any amount over the premium limit must be paid by the Village.</p>	<p>\$5,692.50 single \$11,385.00 couple \$15,525.00 family</p>	<p>\$1,216.50 single \$2,960.00 couple \$1,754.00 family</p>	\$79,177.50	4
<p>Opt-in</p> <p>The Village may only pay 80% of the premium.</p>	80% of the premium	<p>\$1,381.80 single \$2,869.00 couple \$3,455.80 family</p>	\$72,505.60	4
<p>Opt-out</p> <p>The Village may pay any amount it chooses.</p>	Amount determined by Council	\$0.00 or more	up to \$90,632.00	5
<p>No Action</p> <p>The Village may pay any amount it chooses, but loses 10% of its EVIP funds</p>	Amount determined by Council	\$0.00 or more	up to \$90,632.00 plus \$1,504.00	0

We currently have 4 family, 1 couple, and 1 individual policies.
 The total projected cost of health insurance for six employees/officials is \$90,632.88
 The election must be made before January 1, 2013.

2013 Blue Cross Proposal for Medical and Dental including H S A.

Single	\$ 6,909.00
Couple	\$ 14,345.00
Family	\$ 17,279.00

VILLAGE OF ROSCOMMON
RESOLUTION

A resolution to exempt the Village of Roscommon from the requirements of Public Act 152 of 2011, the Publicly Funded Health Insurance Contribution Act for 2013

Whereas, the Publicly Funded Health Insurance Contribution Act or Public Act 152 of 2011 mandated certain cost-sharing obligations for public employee health insurance premiums and costs, and

Whereas, Section 8 of the Act provides that the "governing body" of "a local unit of government may exempt itself from the requirements of this act for the next succeeding year."

Now therefore be it hereby resolved, the Village Council of the Village of Roscommon does, by a vote of 2/3 of its members, exempt itself from the provisions of Public Act 152 of 2011 for one year beginning January 1, 2013, and

Be it further resolved, pursuant to the Act no exemption beyond December 31, 2013 is intended or implied by this resolution, and

Be it further resolved, pursuant to the Economic Vitality Incentive Program (EVIP) provisions of Public Act 63 of 2011 the Village Council recognizes its responsibility to select the medical plan and payment option that best suits the Village of Roscommon.

Motion by: _____

Second by: _____

Yeas: _____

Nays: _____

Erine Adams, Village President

I, Dawn M. Dodge, the duly appointed and sworn Clerk of the Village of Roscommon, do attest that the foregoing is a true and correct copy of a resolution approved by 2/3 of the members of the Roscommon Village Council at a regular meeting held on December 10, 2012.

Dawn M. Dodge, Village Clerk

Meeting Report

To: Village Council

From: Allen

Date: December 10, 2012



Agenda Items

Budget and Millage Rate Public Hearing

We are recommending that the millage rate in the Village remain at 9.8 mills and that the sewer millage remain at the lower rate of 2.5 mills. The budget is on the website and attached to this email. Erine will open the public hearing. Just listen to any comments from the public, and she will close the hearing when the comments are finished.

Approve Council Rules

Here are two suggested changes to your rules of procedure.

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' ~~written~~ notice BY THE CLERK to each member of the council ~~served personally or left at the council member's usual place of residence~~ 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. SPECIAL MEETINGS THAT ARE CALLED AT A REGULAR COUNCIL MEETING ONLY REQUIRE NOTICE TO ANY MEMBERS WHO WERE NOT IN ATTENDANCE.

Change the order of the council agenda to:

- c. Approval of consent agenda
- d. Approval of regular agenda
- e. Brief public comment on agenda items

Let me know if you want to do something different.

I move to approve the Policy on Rules and Procedures for 2013-2014 with the amendments to sections A. 2. and B. 2.

Appoint President Pro-tempore

Following each election, the council must appoint one of its members to be Pro-tem until the next regular election.

I move that we appoint _____ as President Pro-tem to serve until the 2014 election.

Property and Liability Policy

We have received quote from Paul Olson, representing the Township Participating Plan. That is in your mailbox. Connie Monson, representing the MML Liability Pool, will have one to us soon. They were both here last year. Both offer municipal policies. The other three underwriters who offer these policies chose not to submit proposals.

I move that we accept the proposal from (I will have a recommendation) for the Village property and liability insurance for 2013.

Medical Insurance Policy

Since we received the 19.55% rate increase from Priority Health, Nicole has been searching for alternatives. A different agent found us a new plan that is a premium increase of only 4.1%. The employees will have higher copays and deductibles. I recommend that you approve that plan for the Village staff on Monday night. If we submit the paperwork to agent on Tuesday, he can start the coverage on January 1. If you wait any longer, the current coverage will continue for an additional month and it will cost an additional \$847. Approving this policy has no effect on what you do with PA 152.

I move that we accept the Blue Cross proposal from The Benefits Group as the Village medical and dental insurance carrier for 2013.

Village Manager's Contract

Attached is the current and proposed contract. Most of it is the same, just reorganized to put information together that belongs together. Erine has reviewed it. Talk to one of us, if you have questions. Here are the changes.

- It is a three-year contract rather than one year. I don't care what the term is, since I am an at-will employee.
- Pay is the same. There is no money for a raise.
- There is included language about extra hours being required. Otherwise this would be a 40 hour per week job (I wish).
- I substituted bar dues for ICMA membership under Professional Development. The only time I use my legal license is for the Village. The International City Managers Association is great for a city of 25,000 or a manager who is looking for a new job, not so much for us. Bar dues are also a little cheaper than ICMA.

- Severance pay is one month for every year of work. Typically it is 6-12 months.
- 10 hours of outside work is permitted if it does not conflict with the Village.
- Language that if the law or village requires me to be bonded, the village will pay the cost. I am not now bonded.
- Complete agreement and severability language are common in contracts but missing in the current one.

PA 152 Compliance

You must make a decision by the end of the month or the Village will pay a \$1,500 fine. Since the vote to opt-out failed, your rules require that either Bruce or Jesse must move to reconsider that vote for that option to come up again. Only a member who did not vote for the motion can ask that it be reconsidered. You have all the information. If you want a resolution for 80-20 or the Hard Cap, let me know.

I move that the Village adopt the resolution opting out of the provisions of Public Act 152 of 2011 for one year beginning January 1, 2013.

President's Appointments

There are several appointments that the President must make. If you have any questions or suggestions, talk to Erine.

I move that we approve the Village President's appointments to the ____.

Safe Walk to School Contract

As you know, when Tom was here he agreed to clear the new walkways from the post office to the elementary school. We cannot do that. The Road Commission will administer a contract to clear the sidewalk on both sides through the winter. They are asking that the Village pay one third of the cost. That is the fraction of the walk that is within the village limit. The group is also asking RAPS and the DDA to pay the other portion. The RCRC estimates that the total cost will be \$4,000.

I move that the Village pay to clear the walking paths of snow from Lake Street west to the Village limit, one-third of the total cost for the 2012-2013 winter season. Payment will be made to the Roscommon County Road Commission.

Notes

Personal Property Tax

This webpage has the latest information regarding proposed changes to personal property tax. The final version of the bill will determine how we will be affected.

<http://www.mml.org/ppt/index.html>

Colonial Update

In February Cliff Cubit, the owner of the building, gave a quit claim deed to a California nonprofit headed by Anne Teschler. That deed has not been recorded. This week, I have again talked with both Cliff and Anne. I impressed on both of them that they need to get the ownership settled, the residents out of the building, and the premises secured.

How the ownership issue is settled will determine what our next step will be. I believe either one would work with us to fix the problems. The fix however, would be different. I advised Anne to either file the deed and take ownership or send it back to Cliff and let him deal with it. By Dave Doll posting the building as unsafe, we at least have a measure of protection from liability.

M-18 Property

The developer for the proposed health facility called this week and talked to Nicole. They will be sending a proposal to you for purchase of the property. I am sure it will be contingent upon the Phase II coming back clean. This is your opportunity to place any stipulation on the sale. Do you want a commitment for a certain number of jobs or construction to begin by a particular time?

I move that we appoint _____ as President Pro-tem to serve until the 2014 election.

Property and Liability Policy

We have received quote from Paul Olson, representing the Township Participating Plan. That is in your mailbox. Connie Monson, representing the MML Liability Pool, will have one to us soon. They were both here last year. Both offer municipal policies. The other three underwriters who offer these policies chose not to submit proposals.

I move that we accept the proposal from (I will have a recommendation) for the Village property and liability insurance for 2013.

Medical Insurance Policy

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I move that we accept the Blue Cross proposal from The Benefits Group as the Village medical and dental insurance carrier for 2013 at the current premium of \$5,716.16 per month.

Village Manager's Contract

Attached is the current and proposed contract. Most of it is the same, just reorganized to put information together that belongs together. Erine has reviewed it. Talk to one of us, if you have questions. Here are the changes.

- It is a three-year contract rather than one year. I don't care what the term is, since I am an at-will employee.
- Pay is the same. There is no money for a raise.
- There is included language about extra hours being required. Otherwise this would be a 40 hour per week job (I wish).
- I substituted bar dues for ICMA membership under Professional Development. The only time I use my legal license is for the Village. The International City Managers Association is great for a city of 25,000 or a manager who is looking for a new job, not so much for us. Bar dues are also a little cheaper than ICMA.



WINDEMULLER

1714 NORTHERN STAR DRIVE
TRAVERSE CITY, MI 49696
PHONE: 231.935.4800
FAX: 231.935.4801
WINDEMULLER.US

November 15, 2012
Doug Coates
Gosling Czubak
1280 Buisness park Drive
Traverse City, MI 49686

PROJECT: Village of Roscommon Main lift station
SUBJECT: Proposal

Dear Doug,

This proposal is for the supply of labor and materials needed to install VFD's (variable frequency drive) on the lift stations pumps. The following equipment and services are included.

1. Option #1, 240-volt VFD's:
 - Remove the existing transformer, disconnects for the pump motors, starters, small circuit panel and control panel.
 - Install a new 120/240-volt three-phase panel to the left of the existing ATS feed from the ATS this will partial cover the window.
 - Install a new control panel with the existing control circuit board, two 15HP VFD's, cooling fan, din rail, terminals and wire management.
 - Feed the control panel from the new power panel.
 - Feed the two pump motors from the new control panel.
 - Re-use the existing auto-dialer and level controls.
 - Permit with inspection.

Total cost for the above described work is **\$11,112.00**, including tax. This proposal is valid for 30 days.

2. Option #2, 240-volt soft starters:
 - Same as above using soft starters in lieu of VFD's.

Total cost for the above described work is **\$8,995.00**, including tax. This proposal is valid for 30 days.

Terms: Net 10 days

Thank you for the opportunity to provide a proposal for your requirements. If you have any questions, please feel free to contact us.

Sincerely,

Matthew Feenstra
Service Manager

Accepted by _____ Printed Name _____

Purchase Order _____ Date _____

PROPOSED BUDGET ITEMS
FOR 2013

1. Soft start for the Main Lift Station	\$8995.00
2. Door openers for truck garage	\$2200.00
3. Sweeper attachment for JD tractor	\$4500.00