

**VILLAGE OF ROSCOMMON
SPECIAL MEETING
VILLAGE INSURANCE POLICY
MEETING AGENDA**

January 23, 2012
5:00 PM

1. Call to Order, Roll Call of Council

2. Presentation of Insurance Quotes:

5:00-5:25	Connie Monson	MML Liability Pool
5:30-5:55	Paul Olson	Municipal Underwriters
6:00-6:25	Mike Walker	Roscommon Insurance

3. Adjournment

6:30-7:00	Dinner break (no discussion of Village business)
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**VILLAGE OF ROSCOMMON
REGULAR MEETING AGENDA
January 23, 2012**

1. Call to Order, Roll Call of Council, Pledge of Allegiance and Invocation
2. Approval of Regular Agenda
3. Brief Public Comment on Regular Agenda Items (Two minutes per speaker)
4. Approval of Consent Agenda:
 - Minutes of January 9, 2012 Regular Meeting
 - Bills to be paid and Checks written since last meeting
5. Manager's Report
6. Committee Reports:
 - Library Board and Cemetery Board.
7. Unfinished Business:
 - Village Insurance Quotes**
 - Amendment to Employee Manual**
 - Cemetery Security**
 - Audio Recording**
 - Manager's Evaluation**
 - MML Training**
8. New Business:
 - Chamber of Commerce Membership**
 - Village Newsletter**
 - Recreation Plan Committee**
 - Engineering RFQ**
 - Industrial Park Utilities**
 - Review Suggestions for 2012 Projects**
 - Training Budget**
9. Public Acknowledgement (Two minutes per speaker)
10. Council Comments
11. Items for the next agenda
12. Adjournment

Meeting Report

To: Village Council Members

From: Allen

Date: January 23, 2012

Here are my notes for next week's meeting. If you have any questions, please let me know. I want to be able to provide you with good information. I will be in the office Friday and Monday. There is much on the agenda, so ask your questions before the meeting, and keep the agenda moving.

Agenda Items

Village Insurance Quotes

It is difficult to give you any input on this item. These agents may come with a reduced price or an additional product. The basis for your decision is going to be how much more you want to spend to stay local.

Motion to accept the quote from _____ for the village liability insurance for 2012.

Employee Manual Amendment

We discussed the need to amend the Employee Manual in the area of part-time employee benefits. Attached is the information to do that.

Motion to accept the proposed amendment to the Village Employee Manual.

Cemetery Security

All the solutions we have looked at are expensive, and we have no guarantee of success. I recommend that while we investigate alternatives, you establish a curfew in the cemetery from dusk until dawn. Family members do not look for loved one's graves at night. That would give the Sheriff's Department the ability to escort individuals out. This may be enough to alleviate the situation.

Audio Recording

I will have a price for you for a digital recorder and a single multi-directional microphone.

Manager's Evaluation

You have the evaluation forms. As I have said, the numbers are subjective. My preference is to meet with each of you individually to discuss my performance.

MML Training

If you want to proceed with hosting some training for local government officials, you need to make some decisions.

Exactly what training do you want?

When do you want to have it?

Where should we hold it?

Who else should we invite?

Chamber of Commerce Membership

State law does not authorize local government to pay membership dues to a chamber of commerce. The attached contract that requires the Chamber to provide the enumerated services will make the expenditure of the \$30.00 legal.

Motion to approve the proposed contract with the Higgins Lake-Roscommon Chamber of Commerce through January 31, 2013.

Village Newsletter

Here is Jon's email as an explanation.

Nicole, Allen,

After some more thought about the newsletter...it seems the process in which we distributed the letter is flawed. In years past, residents would receive their letter in the Roscommon Herald (all Village residents got a free copy)

As you know the Roscommon Herald is no longer being published so there is a distribution issue....the problem with putting the letter in the Resorter is not all residents purchase the Houghton Lake Resorter. Its easy to understand why all residents didn't receive a letter. In addition, not all residents have access to a computer or can get out to pick one up at Village Hall.

To assure all Village tax payers receive the Villager Newsletter I recommend you send it out bulk mail or with the water bill.

Jon

Recreation Plan Committee

I have spent some time revising the draft of the village recreation plan; however the state looks more favorably on plans that have community involvement. My recommendation would be an eight member committee consisting of myself (I will have to do the grunt work), Bruce and Diane (they both listed recreation opportunities as one of their priorities for 2012), Mike Looney (we need someone from the DPW and his experience would be helpful), someone from RMRA, a business person involved in recreation and two high school students. This is an appointment by the Village President with approval of the Council.

Engineering RFQ

We have discussed several village projects that will require engineering services. Dave and I have talked about using the same firm for our projects to give us some continuity. We have the contact information for ten engineering firms, with offices in northern Michigan, that the village has used in the past or that have made contact with us. A committee consisting of Dave Hodges, a council member, and myself can interview the 3 or 4 firms that have the best proposals and make a recommendation to the council. This committee is also an appointment by the Village President with approval of the Council.

Industrial Park Utilities

The privately owned parcels in the industrial park have access to municipal water and sewer. Those still owned by the village have neither. If a new development or expansion of an existing facility creates industrial jobs, there are grant programs available through the state to pay a portion of the cost of the necessary infrastructure. If the project will not create new jobs, for example the trucking company that is currently looking at locating here, state funds are not available.

The DDA should obtain the preliminary engineering to complete the loop of village water and sewer on Squire and Ballard Streets. This should be their expense, because they will receive all the increase in property taxes from any new development in the industrial park. They have budgeted \$10,000 in 2012 for "Industrial Park Development".

2012 Projects

Attached is a list of the priorities that the council and staff gave me. With everything else that needs to be completed this year, the list is too long for us to do everything in 2012. Some of the suggestions could be started in 2012. Others require planning that we could start now. We would need to contract with an engineer now to get drawings completed and bid specs out. Contractors will come in with better prices before their summer schedules fill up. Several items fall under the jurisdiction of the DDA. Others can be a part of the recreation plan that is in the works.

If you want to hold a public forum to get some input, you could publicize the current list, set a date, and ask for more suggestions.

Training Budget

I have attached some numbers for training money over the last years. I do not know the intent of each individual line item, but the total training dollars for the village has been on the decline. Training can actually save the Village money. At some point, you need to have a discussion about what training is important and budget the money to pay for it.

VILLAGE OF ROSCOMMON
Minutes of the January 9, 2012 Regular Council Meeting

President Erine Adams called the meeting to order at 7:00 PM. Members of the Council present: Jon Michael Suvada, Marc McKee, Michael Butler, Diane Lippert, Erine Adams and Bruce Yannatta. Absent: Joan Murphy. Others present were: Kathy Murphy, Michael Tomaszewski, Krista Tacey-Cater, Owen Skarbek, Tony Medina, Nicole Crespo, Linda Mesler, Dan Fishel, Pam Ostling, Jim Ostling, Jen Weber, Desiree Marshall, Joe Quintana, AJ Kory, Carl Jock, Bradley Biggs and Dawn Dodge. The Pledge of Allegiance was recited and an Invocation given by Trustee Butler.

REGULAR AGENDA

Trustee McKee would like to add "council comments" under New Business.

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

PUBLIC COMMENT ON REGULAR AGENDA ITEMS

None

CONSENT AGENDA

Moved by Yannatta, seconded by Butler, to accept the consent agenda as presented. Ayes: Butler, Adams, Yannatta, Lippert and McKee. Nays: Suvada. Absent: Murphy. The motion carried.

SHERIFF'S DEPARTMENT REPORT

Officer Quintana gave the sheriff's report.

MANAGER'S REPORT

Manager Lowe informed the council that he received an email from Trustee Murphy regarding her absence at the meeting.

Has met with most of the council member's regarding their priorities.

COMMITTEE REPORTS

Trustee Butler gave a report on the library.

UNFINISHED BUSINESS

-North Country Computers

President Adams moved this up from New Business, as she believes the issue is resolved and no representative from North Country Computers was in attendance.

-Finance Committee Policy

Manager Lowe drafted a finance committee policy and it is attached to the agenda.

Moved by McKee, seconded by Yannatta, to accept the finance committee policy as presented. Ayes: Butler, Lippert, McKee, Yannatta, Suvada and Adams. Nays: None. Absent: Murphy. The motion carried.

President Adams appointed Marc McKee and Michael Butler to the finance committee for one year.

Moved by Lippert, seconded by Yannatta, to appoint Marc McKee and Michael Butler to the finance committee for one year. Ayes: Adams, Suvada, Yannatta, Lippert, Butler and McKee. Nays: None. Absent: Murphy. The motion carried.

-FEMA Resolution

Moved by McKee, seconded by Butler, to adopt the FEMA Resolution as presented. Ayes: McKee, Lippert, Butler, Suvada, Adams and Yannatta. Nays: None. Absent: Murphy. The motion carried.

-Insurance Work Session Date

President Adams scheduled a special meeting on January 23, 2012 at 5:30 PM to meet with each interested insurance carrier.

-Manager's Evaluation

President Adams informed the council that there was a copy of the manager's evaluation in the agenda and has asked the council members to fill it out and bring it to the next meeting.

NEW BUSINESS

-Audio/Video Taping of Meetings

There was a discussion regarding the pros and cons of taping the meetings. Manager Lowe will be checking into audio taping the meetings.

-Fund Balance House Call

Manager Lowe explained some of the problems that have occurred with Fund Balance networking.

-Council Comments

There was a discussion regarding the necessity of "Council Comments" on the agenda. Trustee McKee believes it is not being used properly and it causes too much negativity.

Moved by McKee, seconded by Butler, to remove "Council Comments" from the agenda. Ayes: McKee. Nays: Lippert, Suvada, Adams, Butler and Yannatta. The motion failed.

PUBLIC ACKNOWLEDGEMENT

Dan Fishel: Gave a history on the floods of Roscommon.

Linda Mesler: Questioned why there are "no" votes on the consent agenda without explanation, and asked what exactly a consent agenda was. She also asked about the procedure regarding pay raises and the 5% raise given by the council to an employee at the last meeting.

COUNCIL COMMENTS

Trustee Yannatta: Would like to remain local regarding the insurance and reminded the council to try and buy local as much as possible.

President Adams: Acknowledged there were a couple of students in the audience and welcomed them.

ITEMS FOR THE NEXT AGENDA

President Adams: The manager has the list.

Trustee McKee would like to add the vandalism in the cemetery on the agenda.

Moved by Butler, seconded by McKee, to adjourn the meeting at 8:00 PM. All in favor. Hearing no objections, the motion carried.

These Minutes subject to approval at the next council meeting.

Erine Adams
Village President

Dawn M. Dodge
Village Clerk

Village of Roscommon

Amendments to Employee Handbook

Amend page 3, definition of TEMPORARY EMPLOYEE to read, “TEMPORARY EMPLOYEE or SEASONAL EMPLOYEE is defined as an employee hired for a specified time period. A temporary or seasonal employee is not considered a full-time or part-time employee for purposes of this Employee Handbook.

Amend Attachment A, “Insurance and Retirement Benefits” by removing “part-time” from the Hospital and Medical Insurance, Dental Insurance, and Retirement sections.

DEFINITIONS

FULL TIME EMPLOYEE – is defined as any person hired by the Village whose standard scheduled workweek is more than 30 hours in a week.

PART-TIME EMPLOYEE – is defined as any person hired by the Village whose standard scheduled workweek is 30 hours or less.

TEMPORARY EMPLOYEE – is defined as an employee hired for a specified time period.

AT WILL EMPLOYER – the Village reserves the right to terminate the employment of an employee at any time, for any reason with or without notice.

PTO – Personal Time Off is that time earned by, or provided to, the employee which they may use for the purpose of taking vacation, sick time or bereavement leave.

Adopted 12/13/2001
Amended 6/13/2011

INSURANCE AND RETIREMENT BENEFITS

Hospital and Medical Insurance:

The Village of Roscommon currently offers and will pay the following for Hospital and Medical Insurance after a ninety (90) day waiting period for full-time and part-time employees (seasonal employees are not eligible):

- Full-time or part-time employees hired on or before June 13, 2011 – 100% of premium
- Full-time or part-time employees hired June 14, 2011 or after – 80% of premium

Dental Insurance:

The Village of Roscommon currently offers and will pay the following for Dental Insurance after a ninety (90) day waiting period for full-time and part-time employees (seasonal employees are not eligible):

- Full-time or part-time employees – 100% of premium

Retirement:

The Village of Roscommon currently offers and will pay the following into the Defined Contribution Retirement Plan for part-time and full-time employees (seasonal employees are not eligible); a minimum of 3% employee contribution is required.

- 10% defined contribution for full-time or part-time employees eligible for social security hired June 14, 2011 or after.
- 13% defined contribution for full-time or part-time employees not eligible for social security.

Deferred Compensation:

Full-time or part-time employees (seasonal employees are not eligible) may contribute up to the legal limit into a 457 Deferred Compensation Plan underwritten by ICMA/MERS.

Term Life Insurance and Accidental Death and Dismemberment:

All full-time employees (part-time and seasonal employees are not eligible) shall be covered with a \$25,000 term life insurance policy including accidental death and dismemberment while they are employed by the Village.

Village of Roscommon & Higgins-Lake Roscommon Chamber of Commerce
Contract

1. The Village of Roscommon will pay the \$30 non-profit membership fee in exchange for the following services:

- Promotion of Village events through newsletters, website, flyers, and the electronic message board at the Community Events Facade.

- Cooperation & Volunteers from the Chamber on Village of Roscommon sponsored events

- Promotion of Village Businesses who are members of the Higgins Lake-Roscommon Chamber of Commerce.

- Cooperation with the Village on promoting Economic Development in the community

2. The Village of Roscommon will be recognized as an official member of the Higgins Lake-Roscommon Chamber of Commerce.

3. Membership will begin February 1, 2012 and last through January 31, 2013. Both parties must agree to renew the membership contract and price before February 1, 2013.

4. Payment will be issued from the Village of Roscommon to the Higgins Lake-Roscommon Chamber of Commerce before February 1, 2013.

Signature: _____

Signature: _____

Date: _____

Date: _____

Allen Lowe
Village Manager

Connie Allen
Chamber Coordinator

Signature: _____

Signature: _____

Date: _____

Date: _____

Erine Adams
Village President

Kurtis Norton
Chamber President

C2AE
123 W. Main Street, Suite 200
Gaylord, MI 49735

ROWE Professional Services Co.
403 Huron Street
P O Box 831
Grayling, MI 49738

Wade Trim
271 West McCoy Rd.
Gaylord, MI 49735

Gordie-Fraser
123 W. Front Street
Traverse City, MI 49684

Jones & Henry Engineers
4791 Campus Drive
Kalamazoo, MI 49008

Spicer Group
230 S. Washington Ave.
Saginaw, MI 48607

Gosling Czubak Engineering Sciences, Inc.
1280 Business Park Drive
Traverse City, MI 49686-8607

Fleis And VandenBrink Engineering
3491 Hartman Road
Suite B
Traverse City, MI 49685

Lapham Associates
116 S Third St
West Branch, MI 48661

John May & Associates
3197 W. M-76, Suite B
West Branch, MI 48661.

2012 Suggestions

Council

1. Complete M-18 Entrance
2. Sidewalk Repair and Construction
3. Street Repaving
4. Complete Visible Projects
5. Spruce up Downtown Corners
6. Promote Quiet Sports
7. Establish Walking Trails
8. Make the Village Bicycle Friendly
9. Control Expenditures
10. Develop Positive Attitudes
11. Support for Village Staff
12. Ordinance Enforcement
13. Hire Fourth DPW Worker
14. Cemetery Expansion
15. Curb the Village Streets
16. Develop a Business Incubator
17. Attract Affluent Residents
18. Village take over Downtown Sidewalk Clearing

DPW

1. Repave Second Street
2. Repave State Street
3. New Water Main on Fifth and Wyckoff

Staff

1. Rate Village Streets
2. Rate Village Sidewalks
3. Expand Village Hall
4. Sidewalk Repair and Removal
5. Remove Blighted Buildings

Travel and Training

	2008	2009	2010	2011	2012
General Fund					
Council	1500	1500	1500	500	500
President	1500	1500	750	500	500
Manager	4000	4000	2000	500	500
Village Hall	<u>100</u>	<u>100</u>	<u>200</u>	<u>1100</u>	<u>600</u>
Total	7100	7100	4450	2600	2100
Sewer Fund	500	500	500	500	500
Water Fund	<u>750</u>	<u>750</u>	<u>500</u>	<u>2000</u>	<u>2000</u>
Total	8350	8350	5450	5100	4600