



*— Creating New Thoughtful Futures —*  
**Village of Roscommon**

**REGULAR MEETING AGENDA**  
July 22, 2013

1. Call to Order, Roll Call of Council, Pledge of Allegiance and Invocation
2. Sheriff Stevenson Report on Ireland Trip
3. Approval of Consent Agenda:
  - Approve the Minutes of the July 8, 2013 Regular Meeting
  - Approve the Bills to be Paid
  - Accept Planning Commission Minutes of July 9, 2013.
  - Accept DDA Minutes of July 15, 2013
4. Approval of Regular Agenda
5. Brief Public Comment on Regular Agenda Items (Two minutes per speaker)
6. Manager's Report
7. Unfinished Business:
  - Approve Budget Amendments
  - Attendees to MML Convention
8. New Business:
  - Update on Infrastructure Projects
  - Zoning Map Recommended Changes
  - DDA Projects
  - Volunteer Driver Policy
  - Budget Approval Schedule
9. Public Acknowledgement (Two minutes per speaker)
10. Council Comments
11. Items for the Next Agenda
12. Closed Session to review closed session minutes of July 8, 2013
13. Approve Closed Session Minutes
14. Adjournment

VILLAGE OF ROSCOMMON  
Minutes of the July 8, 2013 Regular Council Meeting

President Erine Adams called the meeting to order at 7:00 PM. Members of the Council present: Diane Lippert, Linda Mesler, Jesse Carlson, Erine Adams, Bruce Yannatta, Marc McKee and Mark Larsen. Also present: Krista Tacey-Cater, Dean Maeder, Chris Fishell, Carol Garlo and Dawn Dodge. The Pledge of Allegiance was recited and an Invocation given by Manager Lowe.

SHERRIF'S REPORT

Deputy Maeder gave the Sheriff Department's report.

CONSENT AGENDA

The Clerk added the following additional bills: Allen Lowe: \$42.18, Kelley's Clean Cut Lawn Care: \$550.00, Pollution Control Services: 19,605.00, Lappan's of Gaylord, Inc.: 36.59.

Moved by McKee, seconded by Lippert, to approve the Consent Agenda, including bills to be paid, with additions, in the amount of \$53,561.51. Ayes: Yannatta, Carlson, Lippert, Adams, Mesler and McKee. Nays: None. Abstained: Larsen. The motion carried.

REGULAR AGENDA

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

BRIEF PUBLIC COMMENT ON REGULAR AGENDA ITEMS

None.

MANAGER'S REPORT

The Manager gave his report with the addition of an update from OGA regarding breaking ground on the dialysis center in two weeks, the 11 AM Planning Commission meeting on July 9, a 10 AM visit from the DNR on July 10 regarding grants, Sheriff Stevenson will be attending the July 22 meeting to give an update on his trip to Ireland, the trial date for the Wagner sign will be in October, handout of the list of increased spending for 2013.

UNFINISHED BUSINESS

None.

NEW BUSINESS

**-MML Convention**

There is an upcoming convention in Detroit. Council to let the Manager know if interested in attending.

**-Seventh Street Property**

Trustee McKee asked to have this on the agenda to discuss possible uses for the Village-owned property on Seventh Street.

**-Mosquito Control**

Trustee McKee asked to have this on the agenda to discuss three options of mosquito control: Fogging, bat houses or an organic spray.

**-Future Projects**

Trustee Mesler asked to have information regarding future projects, the Manager had prepared a hand-out.

PUBLIC ACKNOWLEDGEMENT

Carol Garlo: There will be a Civil War reenactment at the Fire Training Grounds on August 2 and 3. Would like to enjoy the 7<sup>th</sup> Street property the way it is.

COUNCIL COMMENTS

Trustee Larsen: Thankful the purple ribbons were removed in a timely manner.

Trustee Lippert: Village Market is great. Curious about the stop sign by the courthouse.

Trustee Yannatta: Nice to see large amounts of people at the concert at the CRAF center.

President Adams: Good attendance at market. More activity needed on the 4<sup>th</sup> of July. Shop local.

Trustee Carlson: Interested in going to the MML convention.

Trustee Larsen: Questioned when the training webinar was going to occur.

ITEMS FOR THE NEXT AGENDA

Budget amendments.

CLOSED SESSION TO CONSIDER THE PURCHASE OF REAL PROPERTY

Moved by McKee, seconded by Lippert, that the Council meet in closed session under section 8(d) of the Open Meetings Act to consider the purchase of real property at 7:53 PM. Ayes: Larsen, Carlson, Mesler, Adams, Lippert and Yannatta. Nays: McKee. The motion carried.

Moved by Lippert, seconded by Mesler, to come out of closed session at 8:04 PM. Ayes: Carlson, Lippert, Larsen, Adams, McKee, Mesler and Yannatta. Nays: None. The motion carried.

Moved by Carlson, seconded by McKee, to adjourn the meeting at 8:08 PM. All in favor. Hearing no objections, the motion carried.

Erine Adams  
Village President

Dawn Dodge  
Village Clerk

INVOICE REGISTER REPORT FOR VILLAGE OF ROSCOMMON  
 EXP CHECK RUN DATES 07/23/2013 - 07/23/2013  
 BOTH JOURNALIZED AND UNJOURNALIZED  
 BOTH OPEN AND PAID

Inv Ref#	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnalized
1311	FIFTH THIRD BANK	07/01/2013	07/29/2013	390.89	390.89	0	N
1312	ARROW UNIFORM	06/30/2013	07/29/2013	206.11	206.11	0	N
1313	PJ'S MINI MOTORS	06/30/2013	07/29/2013	22.75	22.75	0	N
1314	FICK & SONS, INC.	06/30/2013	07/29/2013	702.27	702.27	0	N
1315	BLUE CROSS BLUE SHIELD OF MICH	07/09/2013	07/29/2013	5,495.87	5,495.87	0	N
1316	ROBERT WATERMAN	07/18/2013	07/29/2013	187.96	187.96	0	N
1317	DAWN DOMINEK	07/14/2013	07/29/2013	50.00	50.00	0	N
1318	M-33 ACCESS	07/12/2013	07/29/2013	572.41	572.41	0	N
1319	MISS DIG SYSTEM	06/30/2013	07/29/2013	63.35	63.35	0	N
1320	CONSUMERS ENERGY	06/30/2013	07/26/2013	22.39	22.39	0	N
1321	CITY OF GRAYLING	07/10/2013	07/26/2013	3,876.70	3,876.70	0	N
1322	ePro Technology	07/08/2013	07/26/2013	130.00	130.00	0	N
1323	MARK VICK	07/08/2013	07/26/2013	829.00	829.00	0	N
1324	DAVID DOLL	07/08/2013	07/26/2013	270.00	270.00	0	N
# of Invoices: 14 # Due: 14				12,819.70	12,819.70		
# of Credit Memos: 0 # Due: 0				0.00	0.00		
Net of Invoices and Credit Memos:				12,819.70	12,819.70		

--- TOTALS BY FUND ---  
 101 - General Operating 7,419.48  
 590 - Sewer Fund 4,513.50  
 591 - Water Fund 77.89  
 661 - Equipment Fund 808.83

--- TOTALS BY DEPT/ACTIVITY ---  
 000 - Village Hall 10,564.07  
 265 - Law Enforcement 614.26  
 330 - Building Department 187.96  
 370 - Zoning and Planning 899.00  
 400 - Benefits--General Insurance 200.00  
 850 - Promotions & Dues 332.02  
 880 - 22.39

- Preserving Our Brighter Future -  
**Village of Roscommon**

Planning Commission

Minutes  
July 9, 2013

Chair Bill Curnalia called the meeting to order at 11:00 AM.

Planning Commission Members present: Jon Suvada, Bob Qualls, Bill Curnalia, Tim Legg, and Jesse Carlson. Members absent: None

Others Present: Allen Lowe, Jackie S. Bertsch, Fred Roemer, Eugenia Roemer, Michael Crutiss, Lisa Sutton, John Rosczyk, Ron Sharpe, Wini Sharpe

1. Motion by Legg to approve the minutes of the June 11, 2013 meeting. Seconded by Suvada. Motion Carried.
2. Chairman Curnalia opened the public hearing regarding the requested Zoning Map change for parcel number 055-107-014-0300 at 11:03 AM.

Fred Roemer, the property owner, stated that he was requesting the rezoning to have a commercial operation on the parcel.  
Jackie Bertsch was concerned about access to her Performance Propane property with cars parked on Squire Street. She also wanted to maintain the vision of the community by reserving the industrial park for industrial uses.  
Michael Curtiss, the tenant, said that he had cleaned up the property and made it look better.

The chairman closed the public hearing at 11:17 AM.

Motion by Suvada that we recommend the Village Council not grant the request to rezone parcel 055-107-014-0300, at 10279 Squire Street, from Industrial to Commercial based on the fact that it would amount to spot zoning. Seconded by Carlson.  
Ayes: Qualls, Curnalia, Legg, Carlson, Suvada.  
Nays: None

3. Chairman Curnalia opened the public hearing regarding the requested Zoning Map change for parcel number 055-606-004-100 at 11:20 AM.

Fred Roemer told the commission members that he wanted to use the property for a flea market, warehousing and distribution.

The chairman closed the public hearing at 11:24 AM.

Motion by Legg that we approve the request to rezone parcel 055-606- 004-1000 from R-1 to Downtown Commercial based on the fact that it better fits within the commercial district and send that recommendation to the Village Council. Seconded by Suvada.

Ayes: Qualls, Curnalia, Legg, Carlson, Suvada.

Nays: None

4. Chairman Curnalia opened the public hearing regarding the requested Zoning Map change for parcel numbers 055-107-013-0021 and 055-107-015-0081 from R-2 to Mixed Development at 11:25 AM.

The Village Manager told the commissioners that the parcels are split between to different zoning districts. The zoning should be unified on each parcel to clarify uses.

The chairman closed the public hearing at 11:27 AM.

Motion by Suvada that we approve the request to rezone the westerly portion of parcels 055-107-013-0021 and 055-107-015-0081 from R-2 to Mixed Development to make the zoning on the parcels consistent and send that recommendation to the Village Council. Seconded by Legg.

Ayes: Qualls, Curnalia, Legg, Carlson, Suvada.

Nays: None

Motion by Suvada to adjourn. Seconded by Carlson.

Meeting adjourned at 11:34 AM.

---

Bill Curnalia, Chair

---

Jesse Carlson, Secretary

**ROSCOMMON DOWNTOWN DEVELOPMENT AUTHORITY  
BOARD MINUTES  
JULY 15, 2013**

Members Present: President Anderson, President Adams, Norton, Jock, Spangler, Dodge, O'Brien, Hodges, Weiss

Others Present: Kevin Howe, Janae Ostling, Dan Fishel

Motion by Norton with support from O'Brien to approve June minutes as presented. All in favor, motion carried.

Motion by Spangler with support from O'Brien to approve Treasurers report as presented with cash on hand in the amount of \$120,068.07. All in favor, motion carried.

Dan Fishel presented report for Flowers in the Village.

**DISTRICT LIBRARY**

Construction has begun.

**DEVELOPMENT PLAN**

Contract has been signed with Beckett Raider.

**FARM MARKET**

Approximately 22-27 vendors, and busy with customers.

**FAÇADE GRANT**

Motion by Spangler with support from Adams to approve façade grant application for Roscommon County Weekly in the amount of \$957.90. All in favor, motion carried. Norton abstained.

**SIDEWALKS AND STREETSCAPES**

Discussion on continuation of last year's sidewalk project.

Recreation Committee held a trail-way planning meeting at CRAF center with Gosling Czubek.

**INDUSTRIAL PARK & ECONOMIC DEVELOPMENT**

Dialysis Center should be breaking ground in the next couple of weeks.

Interest in M-18 property for a nursing home.

**CHAMBER OF COMMERCE**

Art Festival was a success!

Motion by Norton with support from Adams to adjourn meeting at 9:15. All in favor, motion carried.

## 2013 Increased Spending

<u>Paid to</u>	<u>For</u>	<u>Amount</u>
Twin Oaks	Extra Snow Removal	720
Road Commission	Downtown Snow Removal	2,691
Gosling Czubak	Hilltop Grant Application	2,500
Sandy Bornholdt	Sewer Backup	2,760
Gosling Czubak	Sewer Evaluation	5,230
PCS	Sewer Inspection	77,804
Windemueller	Lift Station Control Panel	8,995
Overtime, Equipment, West Branch, Grayling	Flood Water in Sewer System	7,997
Jerry Brabant	Warner Sign Removal	1,076
S & J, Feib's, Hodgins, Brabant	Matt's Sewer	8,464

Total	\$ 118,237
Less Budget Amendment 4/8/13	\$ <u>100,300</u>
Budget Amendment Needed	\$ <u>17,937</u>

New additions to the budget

<b>Sewer Fund</b>	<b>\$13,237</b>	
General Fund	\$ 4,700	\$ <u>17,937</u>
Trail Planning Grant (Will be reimbursed)	<u>\$17,500</u>	
<b>Total General Fund</b>		<b>\$22,200</b>

	Current	New
General Fund	\$394,245	\$416,445
Sewer Fund	\$382,700	\$395,937



VILLAGE OF ROSCOMMON  
RESOLUTION TO  
AMEND 2013 BUDGET

WHEREAS the Village of Roscommon has experienced unanticipated expenses for trial costs and grant administration and matching funds

NOW THEREFORE the Village Council amends the 2013 Village of Roscommon budget as follows:

GENERAL FUND

Increase Expenditures from \$394,245.00 to \$416,445.00.

SEWER FUND

Increase Expenditures from \$382,700.00 to \$395,937.00

Motion by \_\_\_\_\_ Seconded by \_\_\_\_\_

Ayes: \_\_\_\_\_

Nays: \_\_\_\_\_

Absent: \_\_\_\_\_

On this date the Roscommon Village Council approved the above budget amendments.

\_\_\_\_\_  
Dawn M. Dodge  
Village Clerk

July 22, 2013  
Dated \_\_\_\_\_

## Cost to Attend 2013 MML Convention

### Individual Costs

Registration	\$349	per person
Room	\$148	per night
food - maximum allowance	\$45	per day
Mileage 195 miles one way	\$220	@ 56.5¢ per mile

### Total Expense

One person two days	\$800
One person three days	\$1,000
Two people one room two days	\$1,250
Two people two rooms two days	\$1,400
Two people one room three days	\$1,500
Two people two rooms three days	\$1,800
Available in Council Training Line Item	\$1,375

**VILLAGE OF ROSCOMMON  
RESOLUTION TO  
AMEND ORDINANCE #22**

WHEREAS on July 9, 2013 the Village of Roscommon Planning Commission has held a public hearing to receive input on the proposed changes to the Village Zoning Map,

AND WHEREAS the Planning Commission found that these changes comply with the Village Master Plan,

AND WHEREAS the Planning Commission unanimously voted to recommend that the Village Council make these changes,

NOW THEREFORE the Village Council amends the Village of Roscommon Zoning Map a part of Ordinance #22 as follows:

Rezone parcel 055-606- 004-1000 from R-1 to Downtown Commercial based on the fact that it better fits within the commercial district

Rezone the easterly portions of parcels 055-107-013-0021 and 055-107-015-0081 from R-2 to Mixed Development to make the zoning on the parcels consistent

Motion by \_\_\_\_\_ Seconded by \_\_\_\_\_

Ayes: \_\_\_\_\_ Nays: \_\_\_\_\_ Absent: \_\_\_\_\_

\_\_\_\_\_  
Dawn M. Dodge  
Village Clerk

July 22, 2013  
Dated

## Village of Roscommon Volunteer Driver Policy

In the continuing effort to protect the Village residents from exposure to liability due to actions of volunteers using Village vehicles and equipment, the Village Council adopts this policy.

Each individual who wishes to use a piece of village equipment or vehicle to do work on behalf of the Village must complete the attached Volunteer Driver Release Form.

The Village Manager will submit the information to the Michigan Secretary of State Subscription Service.

Permission to use equipment and vehicles can be withdrawn at any time by the Manager or Council.

Ayes: \_\_\_\_\_

Nays: \_\_\_\_\_

Adopted by the Village of Roscommon Council on \_\_\_\_\_

# VILLAGE OF ROSCOMMON

## Volunteer Driver Release Form

This form must be completed by any individual before they operate a Village vehicle or piece of equipment for Village business.

Full Name of Driver as it appears on the Driver's License:

\_\_\_\_\_

Date of Birth: \_\_\_\_\_

Driver's License Number: \_\_\_\_\_

**(This information will be sent to the Government Subscription Service. That agency will notify the Village of any current or future negative driving activity posted to your record.)**

Mailing Address: \_\_\_\_\_

City & Street: \_\_\_\_\_ Zip: \_\_\_\_\_

Emergency Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

I hereby release indemnify and hold harmless the Village of Roscommon, its officers, directors and the organizers, sponsors and supervisors of all its activities, from any and all liability in connection with any injury (or claim of damages) in conjunction with my use of a Village vehicle.

Signature: \_\_\_\_\_

---

---

## 2014 BUDGET ADOPTION SCHEDULE

---

---

<u>Meeting Date</u>	<u>Agenda Items</u>	<u>Requests Due</u>
September 9	Equipment and Industrial Park	August 28
September 23	Streets	September 11
October 14	Water and Sewer	October 2
October 28	General	October 16
November 12	Budget Work Session	
November 25	Public Hearings and Approval	

It would be our goal to send you that portion of the budget a week before the meeting. This would include the reoccurring expenses and any additional requests. You would also have the amount available in each fund and a list of anticipated expenditures for the next 5-10 years. After you review the proposed budget you can discuss it at the meeting.

On November 12<sup>th</sup>, you can set priorities for the year, make changes to the budget, and set the required public hearings. On November 25<sup>th</sup>, after the budget hearings you can make further changes based on the public comments if necessary and approve the final version.

This resolves several concerns that staff and council have expressed.

- It avoids an additional, lengthy meeting for a Budget Work Session.
- The budget would be complete before December.
- Council can focus on individual funds at each meeting.
- Staff can complete the review material for each fund separately.

Please give me any constructive criticism or suggestions.



*~ Working For a Brighter Future ~*  
**Village of Roscommon**

## TALKING POINTS

July 22, 2013

### Sheriff's Ireland Trip

He wants to give the council a report on his trip.

### Approval of the Consent Agenda

Nothing unusual.

### Approve Budget Amendments

These amendments are only to cover the additional spending that the council has already approved. Need a roll call.

### Attendees to MML Convention

Do you want to turn this over to Marc or do you want to take control of the issue? I have talked to council members about going, but do not know if anyone else is interested. We just need to be done with this issue. You can ask for whatever motion you want.

- Money is tight, so we will not authorize anyone to go.
- The village will only pay up to a certain amount.
- Whatever stipulation you think is appropriate.

### Update on Infrastructure Projects

Doug wants to talk to the council about a new grant program for sewer work. It would be free money to do some planning, but may require us to raise sewer rates later. I am interested to see what reaction the group will have.

Dave and I want to do a street project this fall. It would involve replacing water and sewer mains and repaving. Residents need to see that we are making progress. My only concern is that we fix the worst area first. Doug will have some cost estimates.

### Zoning Map Recommended Changes

These are both reasonable recommendations. The planning commission did a good job handling an uncomfortable situation. There is no need for a public hearing, since the PC already held one.  
Roll Call.

## DDA Projects

This is all you.

## Volunteer Driver Policy

A vote on this can wait until the next meeting. I want everyone to feel comfortable with the issue.

The major areas of municipal liability are:

1. Sidewalk trip and fall. We will remedy these as soon as Porath gets with us.
2. Sewer backups. Our video project will identify any problems.
3. Zoning decisions. I am writing the motions for the planning commission and ZBA.
4. Vehicle accidents. This program cannot prevent accidents, but will limit our liability.

## Budget Approval Schedule

I do not believe that the council members will want to spend an additional three nights going through all the line items. There are many decisions you all will need to make in regards to the 2014 budget: salaries, benefits, equipment, training, projects, and services.

This can also wait until the next meeting. All of you should have time to think about this and ask any questions.