

VILLAGE OF ROSCOMMON
REGULAR MEETING AGENDA
October 22, 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 September 10, 2012 Regular Meeting
Bills to be Paid
5. Manager's Report
6. Committee Reports:
Library Board, Cemetery Board, Recreation Committee, RMRA, DDA
7. Unfinished Business:
Snow Clearing Contract
8. New Business:
Roscommon Weekly Presentation
PA 152 Compliance
Tax Administration Fee
Sign Removal Update
2013 Projects and Beyond
9. Public Acknowledgement (Two minutes per speaker)
10. Council Comments
11. Items for the next agenda
12. Adjournment

VILLAGE OF ROSCOMMON
Minutes of the October 8, 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, Diane Lippert, Erine Adams, Linda Mesler and Bruce Yannatta. Absent: Jesse Carlson (arrived at 7:10 PM). Also present: Scott Marshall, Sue Jock, Krista Tacey-Cater, Dave Hodges, Chris Fishell, Larry Paxton, Joe Quintana and Dawn Dodge. The Pledge of Allegiance was recited and an invocation given by Allen Lowe.

REGULAR AGENDA

President Adams added the DPW camera request to New Business.

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

PUBLIC COMMENT ON REGULAR AGENDA ITEMS

None.

CONSENT AGENDA

Moved by McKee, seconded by Suvada, to accept the consent agenda with bills to be paid in the amount of \$12,061.20, as presented. Ayes: Adams, Yannatta, Suvada, Lippert, McKee and Mesler. Nays: None. Absent: Carlson. The motion carried.

SHERIFF'S REPORT

Officer Quintana gave the sheriff department's report.

MANAGER'S REPORT

The Manager gave his report.

COMMITTEE REPORTS

Sue Jock gave a report on RMRA. Their first meeting was two weeks ago and their next meeting will be on November 14.

UNFINISHED BUSINESS

-Approval of 2013-2017 Recreation Plan

Trustees Yannatta and Lippert spoke regarding the recreation committee and plan.

Moved by McKee, seconded by Yannatta, to adopt the resolution approving the Village of Roscommon Park, Recreation and Open Space Master Plan for 2013-2017. Nays: None. The motion carried.

-Village Property Use Policy

The manager wrote a new policy regarding the use of village property.

Moved by McKee, seconded by Lippert, to accept the Village Property Use Policy as presented. Ayes: Adams, Mesler, Suvada, Yannatta, Lippert, Carlson and McKee. Nays: None. The motion carried.

NEW BUSINESS

-Appoint Temporary Liquor Inspector

Bob Waterman will be moving down south for the winter and has suggested the council appoint Dewey Barber to replace him during his absence.

Moved by McKee, seconded by Mesler, to approve the appointment of Dewey Barber as temporary liquor inspector. Ayes: McKee, Lippert, Carlson, Suvada, Mesler, Adams and Yannatta. Nays: None. The motion carried.

-Sign Permit Appeal

The Village received a request from Fred Roemer regarding placement of a sign on the Nagel Building.

Moved by Carlson, seconded by McKee, to approve the sign permit application for 106 South Main Street as presented. Ayes: Carlson, Adams, Yannatta, Suvada, Lippert, McKee and Mesler. Nays: None. The motion carried.

-DPW Camera Request

Dave Hodges explained the reason for the sewer camera request.

Moved by Yannatta, seconded by Lippert, to approve the purchase of a new sewer camera for the DPW in the amount of \$7,995. Ayes: Mesler, Carlson, Lippert, McKee, Yannatta, Suvada and Adams. Nays: None. The motion carried.

PUBLIC ACKNOWLEDGEMENT

Larry Paxton: Asked if there was a decision made regarding hunting at the sewer lagoons. He was informed that the passage of the new Village Property Use Policy did not allow hunting on village property.

Chris Fishell: Questioned the sign by the highway. She was informed that a lawsuit has been filed.

Dave Hodges: Thanked the council for the camera. He has received a lot of compliments regarding Wallace Park.

COUNCIL COMMENTS

Trustee Mesler: Thinks the town looks nice. Comments about the grease in sewers.

Trustee Lippert: Thanked council for approval of the recreation plan.

Trustee Yannatta: Thanked council for approval of the recreation plan. Buy at farm market.

President Adams: Thanked everyone for coming.

Trustee McKee: Thanked the council for sending him to the convention.

Trustee Carlson: Thanked the council for sending him to the convention.

BUDGET OVERVIEW PART 2

The Manager reviewed the street funds and general fund.

ITEMS FOR THE NEXT AGENDA

Manager has the list.

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

EXP CHECK RUN DATES 10/23/2012 - 10/23/2012
 BOTH JOURNALIZED AND UNJOURNALIZED
 BOTH OPEN AND PAID

Inv Ref#	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnalized
931	AMERICAN MESSAGING	10/15/2012	11/01/2012	174.73	174.73	0	N
932	ALLEN LOWE	10/15/2012	11/01/2012	108.00	108.00	0	N
933	XPRESS COPY CENTER	10/11/2012	11/01/2012	56.50	56.50	0	N
934	FIFTH THIRD BANK	10/11/2012	10/29/2012	1,789.33	1,789.33	0	N
935	BOWEN TECHNOLOGY SERVICE, INC.	10/11/2012	10/29/2012	166.25	166.25	0	N
936	MARC MCKEE	10/11/2012	10/29/2012	107.67	107.67	0	N
937	FICK & SONS, INC.	10/11/2012	10/29/2012	728.17	728.17	0	N
938	HACH COMPANY	10/03/2012	10/29/2012	246.46	246.46	0	N
939	FICK & SONS, INC.	10/08/2012	10/29/2012	260.26	260.26	0	N
940	BLUE CROSS BLUE SHIELD OF MICH	10/08/2012	10/29/2012	665.64	665.64	0	N
941	M-33 ACCESS	10/08/2012	10/29/2012	564.90	564.90	0	N
942	DAWN DOMINEK	10/08/2012	10/29/2012	50.00	50.00	0	N
943	DTE ENERGY	10/08/2012	10/29/2012	149.75	149.75	0	N
944	H2O IN MOTION, INC	10/08/2012	10/29/2012	1,080.00	1,080.00	0	N
945	MISS DIG SYSTEM	10/08/2012	10/29/2012	69.29	69.29	0	N
946	ROSCOMMON COUNTY SHERIFF'S	10/08/2012	10/29/2012	1,666.29	1,666.29	0	N
947	CENTRAL FIRE PROTECTION	10/08/2012	10/29/2012	72.00	72.00	0	N
# of Invoices: 17 # Due: 17				Totals: 7,955.24	7,955.24		
# of Credit Memos: 0 # Due: 0				Totals: 0.00	0.00		
Net of Invoices and Credit Memos:				7,955.24	7,955.24		

--- TOTALS BY FUND ---

101 - General Operating	4,929.66
590 - Sewer Fund	774.58
591 - Water Fund	1,352.95
661 - Equipment Fund	898.05

--- TOTALS BY DEPT/ACTIVITY ---

000 -	3,025.58
101 - City Council	1,132.15
265 - Village Hall	1,465.58
330 - Law Enforcement	1,666.29
850 - Benefits--General Insurance	665.64

Proposal



Landscaping, L.L.C.
400 E. Federal Hwy. • Roscommon, MI 48653
(989) 275-8089
Gregg Fluegel

DATE: 10-10-12

PROPOSAL SUBMITTED TO: Village of Roscommon

ADDRESS:

CITY, STATE, AND ZIP CODE: Roscommon, Mi. 48653

PHONE: 989-275-5743

JOB LOCATION: Same

JOB PHONE: Same

We hereby submit specifications and estimates for:

Snow removal from the sidewalks per specifications provided and attached.

Total cost of snow removal for the three years winter seasons:

\$33,840.00

Equipment available to use as needed:

- 1) Grasshopper direct drive power unit with snow blower, cab and v-plow
- 2) Bobcat rubber track power unit with cab, bucket, snow blower and v-plow
- 3) 48" walk behind snow blower with enclosure used primarily for a backup unit
- 4) 26" walk behind snow blower last line of defense
- 5) 20 horsepower tractor with plow if everything else fails



Landscaping, L.L.C.
400 E. Federal Hwy. • Roscommon, MI 48653
(989) 275-8089
Gregg Fluegel

We Propose hereby to furnish material and labor, complete in accordance with the above specifications for the sum of:

(Thirty three thousand eight hundred forty dollars \$33,840.00)

Payment to be made as follows:

Authorized Signature

This proposal may be withdrawn by us if not accepted within **30** days

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from the above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents, weather or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workmen's Compensation Insurance.

Acceptance of Proposal The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Date of Acceptance: _____

Signature: _____

Signature: _____

P.O. Box 489
Roscommon, Michigan 48653
989-821-5858



October 12, 2012

Alan Lowe, Manager
Village of Roscommon
P.O. Box 236
Roscommon, MI 48653

RE: Snow Removal - Village of Roscommon Sidewalks 2012 / 2015

Dear Mr. Lowe:

Higgins Lake Landscaping is once again pleased to provide the Village with a bid to provide snow removal from designated sidewalks.

Bid Price - \$13,500 for the 2012 - 2013 winter season.
 \$13,750 for the 2013 - 2014 winter season.
 \$14,000 for the 2014 - 2015 winter season.

Contract Period - The contract period shall be from November 30, 2012 through March 30, 2015. Snow removal services will be performed between November 15 and March 30.

Payment Terms - Contractor requests that payments equal to 50% of the bid price be paid prior to January 10 of the contract year and the remainder paid before March 10 of the contract year.

Equipment - Our snow removal fleet includes a specialized piece of equipment intended for use on sidewalks as well a back-up utility vehicle with plow.

Single Point of Contact - Contractor assumes that the Village Manager will be the single point of contact for any questions or other issues involving the plowing activities.

Insurance - Higgins Lake Landscaping is fully insured and will provide the Village with necessary documentation upon contract award.

Once again we appreciate the opportunity to work with the Village to remove snow from their sidewalks. Higgins Lake Landscaping has been in business since 1990 and employs local residents for this activity.

Mr. Alan Lowe
October 12, 2012
Page 2

Sincerely,

A handwritten signature in black ink, appearing to read "Jim Ostling", is written over a horizontal line. The signature is stylized and cursive.

Jim Ostling
Partner

C/James Anderson - Village of Roscommon DDA

Village Options under SB-7

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>\$2,269.40 single \$4,349.07 couple \$3,416.93 family</p>	\$79,177.50	4
<p>Opt-in</p> <p>The Village may only pay 80% of the the premium.</p>	80% of the premium	<p>\$1,592.38 single \$3,146.81 couple \$3,788.39 family</p>	\$79,570.95	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 \$99,463.69	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 \$99,463.69 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 \$99,463.69.
 The election must be made before January 1, 2012.

Projected cost for Medical and Dental Insurance with 12% increase from 2012 rates.

Single	\$ 7,961.90
Couple	\$ 15,734.07
Family	\$ 18,941.93

General Fund Operating Budget

Revenue		
101-000-401.000	Property Taxes	128,550.00
101-000-402.000	DDA Capture	75,635.00
101-000-403.000	Personal Property Taxes	44,950.00
101-000-476.000	Building Department Fees	10,000.00
101-000-574.000	State Revenue Sharing	76,949.00
101-000-574.001	EVIP	15,040.00
101-000-575.000	Liquor Control Fees	2,200.00
101-000-600.000	Local Fees	2,000.00
101-000-601.000	Transfers In / Sewer Backup Insurance	3,000.00
101-000-603.000	Mowing Fees	1,500.00
101-000-607.000	Tax Penalties	1,700.00
101-000-627.000	Cemetery Sales	100.00
101-000-664.000	Interest	1,500.00
101-000-671.000	Other Revenue	700.00
101-000-677.000	DDA Expense Reimbursement	22,500.00
101-000-678.000	Administrative Fee	7,000.00
101-000-691.000	Tower Rent	11,220.00
	Total Revenue	404,544.00

Expenditure		
101-000-888.000	Equipment Summary	10,000.00
101-000-999.000	Transfer Out/DDA	75,635.00
101-101-702.000	Council Wages	10,000.00
101-101-957.000	Travel & Training	0.00
101-171-702.000	President Wages	2,500.00
101-171-957.000	Travel & Training	
101-172-702.000	Manager Wages	22,500.00
101-172-860.000	Travel & Training	0.00
101-201-818.000	Auditor	7,865.00
101-210-818.000	Attorney	4,000.00
101-215-702.000	Treasurer Wages	7,650.00
101-253-702.000	Clerk Wages	7,650.00
101-260-702.000	Assistant Wages	12,480.00
Village Hall		
101-265-727.000	Supplies	4,800.00
101-265-818.000	Contractual	5,500.00
101-265-901.000	Publications	1,800.00
101-265-920.000	Utilities	11,000.00
101-265-930.000	Repair & Maintenance	500.00
101-265-957.000	Office Travel & Training	0.00
101-265-977.000	Equipment	0.00

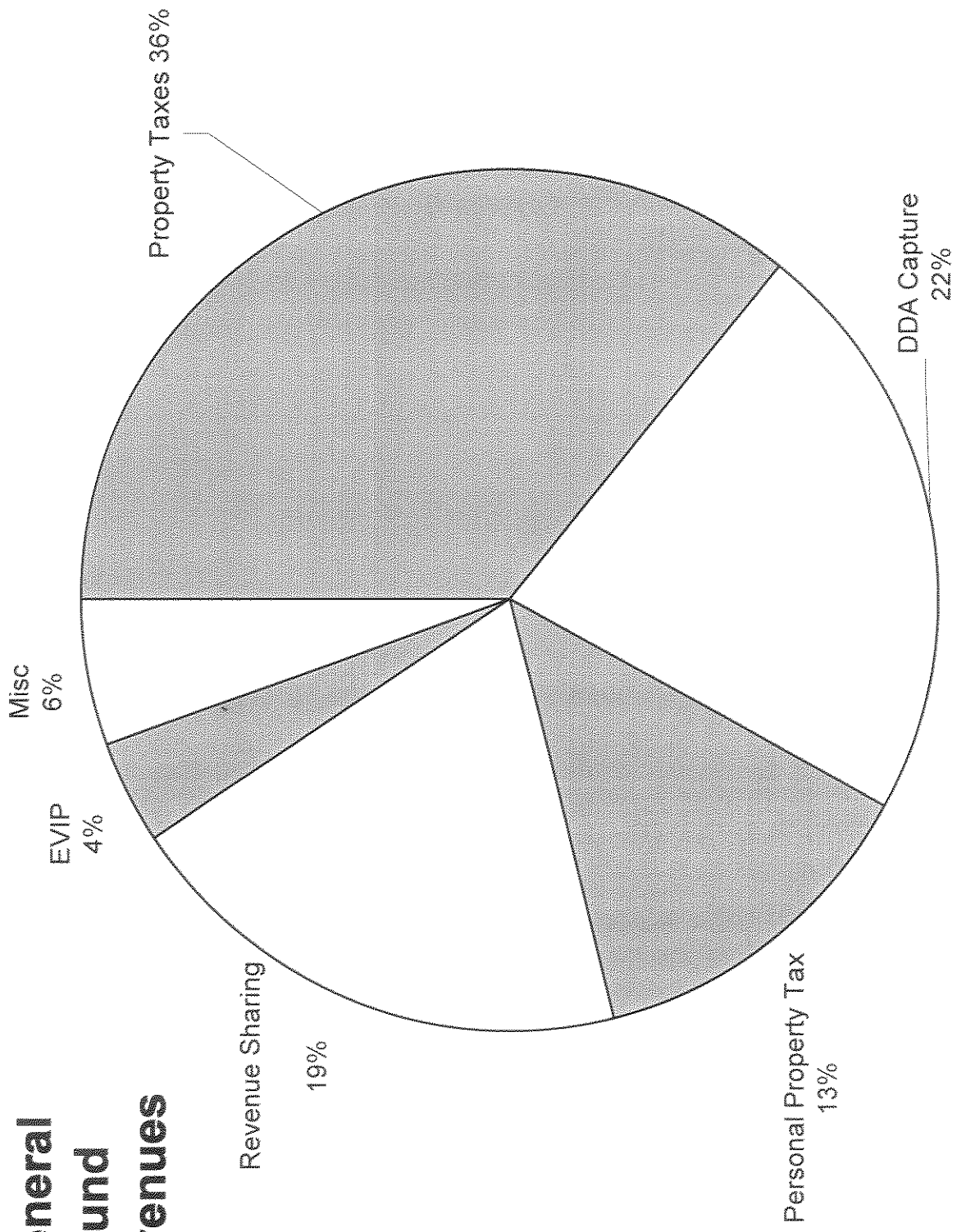
	Village Property		
101-269-818.000	Contractual		200.00
101-269-920.000	Utilities		250.00
101-269-930.000	Repair & Maintenance		900.00
101-269-956.000	Miscellaneous		300.00
	Cemetery		
101-276-818.000	Contractual		3,200.00
101-276-860.000	Travel & Training		0.00
101-276-920.000	Utilities		600.00
101-276-930.000	Repair & Maintenance		2,800.00
101-276-956.000	Miscellaneous		0.00
101-299-956.000	Contingency		0.00
101-330-702.000	Liquor Inspections		<u>2,200.00</u>
101-330-818.000	Sheriff's Contract		20,000.00
101-370-702.000	Building Inspection Wages		<u>10,000.00</u>
101-370-727.000	Inspector Supplies		200.00
101-400-702.000	Planning and Zoning Wages		3,500.00
101-400-990.000	P & Z Projects		0.00
101-441-702.000	DPW Wages	DDA	<u>29,000.00</u>
101-442-818.000	Downtown Sidewalks	DDA	<u>13,500.00</u>
101-448-920.000	Streetlight Utilities		30,000.00
101-448-930.000	Streetlight Repair & Maintenance	DDA	<u>8,000.00</u>
	Parks		
101-751-818.000	Contractual		1,000.00
101-751-920.000	Utilities		800.00
101-751-930.000	Repair & Maintenance		500.00
101-751-990.000	Projects		0.00
101-768-920.000	Christmas Lights		0.00
101-850-715.000	Medical & Dental Insurance		29,000.00
101-850-717.000	401 Retirement		8,000.00
101-850-718.000	Life Insurance		500.00
101-850-719.000	FICA/MED		8,000.00
101-850-910.000	Liability Insurance		24,000.00
101-880-880.000	Community Promotions and Dues		<u>0.00</u>
	Total Expenditure		380,330.00
	Surplus		<u>24,214.00</u>

These items are removed from this budget:

All Training	Chamber Dues
All Equipment	MLGMA Dues
Contingencies	MML Dues
All Projects	Clerks' Association Dues
Christmas Lights	Village Clean-up Day
CRAF Electricity	Business Expo Participation

There is about \$210,000 available in the General Fund.

General Fund Revenues



Meeting Report

To: Village Council

From: Allen

Date: October 22, 2012



Agenda Items

Snow Clearing Contract

As expected, we received two bids for clearing the sidewalks. There are copies in this packet. I thought the plan was for this to be a DDA project. They would hire a contractor and pay the bills. The Village would do the administrative work; drafting and signing the contract and handling the finances. At the DDA meeting on Monday, the board voted to pay \$8,500 each year toward the cost and give the proposals to the Council to award the contract. Erine will have more information at the meeting.

Roscommon County Weekly Presentation

Scott Marshall asked to have a few minutes at the meeting to talk about the rates the Weekly can offer to municipalities for notices that we are required to publish.

PA 152 Compliance

Again this year, you must select one of these three options for health insurance for 2013. The information sheet will answer some of your questions. There is no need to make a decision now. You do need to talk about it, since you must make the election by the end of the year. This is just for questions.

Tax Administration Fee

Janae is offering this as an option, not a recommendation.

Municipalities can charge an administration fee to collect property taxes. Janae's research shows that AuSable, Lake, Denton, Nester, Richfield, and Roscommon Townships and the City of Grayling all charge a one percent fee to collect the tax. This would amount to just over \$3,000 each year in the Village. The fee would be added to each property owner's tax bill.

Neither Janae nor I think that you want to raise property taxes by 1%, but we need to inform you that the option is available. You do not need to take any action, if you choose not to institute the admin fee.

Sign Removal Update

The owner of the property is offering to sell it to the Village for \$12,000.00. The tax rolls place the value of the property at about \$9,000.00. I told him that I would bring the offer to you. There does not seem to be a purpose for the Village to own that lot. The parcel is about 50 by 200 feet.

2013 Projects and Beyond

Each year I put together a "to do list" of the items I want to accomplish over the next twelve months. This list is what I have so far for next year. These are things that I can believe should be done, or there is a consensus on the council to do them. It is not finished yet, but it will give you some idea of what I will be working on. When Tim Roache is finished with our Improvement Plan, there will be more to add to the list.

1. Uniform Ordinance Format
2. Review / Rewrite These Ordinances
 - Sign Ordinance
 - Electrical Inspector Ordinance
 - Plumbing Inspector Ordinance
 - Mechanical Inspector Ordinance
 - Noise Ordinance
 - Firearms Ordinance
 - Managers Ordinance
3. Combine the Water and Sewer Bonds
4. On Site Council Training
5. Catalog and Verify the Deeds to Village Property
6. Develop a Sidewalk Plan
7. Identify Locations Where Curbs are Needed
8. On Site Training for the ZBA and Planning Commission
9. Do Site Work for Cemetery Expansion
10. Install Park and Cemetery Security Cameras

As a council, you need to set the direction for the Village. You determine the big picture. That is the difficult part. When you decide where the Village should go, you give the staff the resources to do that. The sidewalks are a good example of how the process works. What are the problems in the Village that we can solve? What would make Roscommon a better place to live?

You also need to look beyond next year. Erine also wants to discuss creating a vision for the community.

Notes

Village Facebook Page

Tom Gromek started a Village facebook page when he was here. It has not been maintained for a couple years. At our staff meeting this week, we decided that it is important to clean it up and update it on a regular basis. If you have content for the page, contact Dawn. She volunteered to take that responsibility.

Sidewalk Project Update

Poraths will finish the concrete work that is started. They do not want to start additional work that will require more pours this late in the year. This fall, they will do some curb cuts and remove and restore some short sections. If you want, we can plan a spring project to finish some more of the work.

M-18 Property

I sent the following email to the agent who is looking for property for the medical office. She responded and said she would pass the information on to her client.

Felicia,

I hope things are going well for you. The weather is definitely starting to change here.

The first time we talked about the Village property on M-18 was in March of this year. Your client's plan then was to lease space in the Village, until construction could be complete on a new building. Had they then approached the Village Council with a proposal, they could have a building enclosed by now.

My concern is that there are now several people looking at that property. The Cemetery Board wants the council to give them some of the land for more grave sites. Some of the village staff wants to put a municipal park on the property. An out-of-town developer has approached the council about a campground. The DDA this week discussed finding local investors to do a residential development there. Those would be good for the community, but that area should be commercial. I believe that the Village Council would offer a great deal to whoever was the first in. They see one use on the property bringing others to the site also.

If your client is interested, I would be happy to meet with them and discuss what I believe the Village would be able to do for them. Just let me know. I want to see the property go in a commercial direction.

Thanks,

Allen Lowe
Roscommon Village Manager
(989) 275-5743

MML Incorporation Workshop (from League website)

You may have received this email on the Village Listserv. The workshop would cover the topics of a village converting to a city and a village disincorporating. Someone has probably talked to you either about Roscommon becoming a city, or the Village taking over the township. I hear it about once a month. The first is possible. The second is not. If the League does have the seminar, we may want to have someone attend.

Are any villages interested in attending an incorporation seminar? The League will set one up for April 9th, if there is enough interest in the topic. This isn't one we have very often (changing your form of government doesn't happen every day), but that is an issue that needs in-depth examination.

Please let me know if anyone from your village would be interested in attending.

Kim Cekola
Research Specialist/Editor

If you are not on the Village Listserv, let us know. We can help get you registered.