



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

**REGULAR MEETING AGENDA**  
September 9, 2013

1. Call to Order, Roll Call of Council, Pledge of Allegiance and Invocation
2. Sheriff's Report
3. Approval of Consent Agenda:
  - Approve the Minutes of August 26, 2013 Regular Meeting
  - Approve the Bills to be Paid
  - Accept Cemetery Board Minutes of September 5, 2013
  - Accept DPW Report
  - Accept Zoning Administrator's Report
  - Accept Sheriff's Report
4. Approval of Regular Agenda
5. Brief Public Comment on Regular Agenda Items (Two minutes per speaker)
6. Manager's Report
7. Unfinished Business:
  - Selby Water Bill
8. New Business:
  - Library Irrigation
  - DPW Director's Pay
9. Public Acknowledgement (Two minutes per speaker)
10. Industrial Park & Equipment Recommended Budgets
11. Council Comments
12. Items for the Next Agenda
13. Adjournment

VILLAGE OF ROSCOMMON  
Minutes of the August 26, 2013 Regular Council Meeting

President Erine Adams called the meeting to order at 7:00 PM. Members of the Council present: Jesse Carlson, Diane Lippert, Mark Larsen, Erine Adams, Marc McKee, Linda Mesler and Bruce Yannatta. Also present: Clerk Dawn Dodge, Manager Allen Lowe, Chris Fishell, Julie White, Krista Tacey-Cater, Emily Long, LouAnne Wilson, Greta Strasly, Brian Wilson, Dale Carpenter, Cindy Selby, Richard Wilson and Beth Crawford. The Pledge of Allegiance was recited and an Invocation given by Manager Lowe.

CONSENT AGENDA

Moved by McKee, seconded by Larsen, to approve the Consent Agenda, including bills to be paid, with additions in the amount of \$6,176.60. Ayes: Mesler, Carlson, McKee, Yannatta, Larsen, Lippert and Adams. Nays: None. The motion carried.

REGULAR AGENDA

Trustee Larsen would like to add Metro Park to the Regular Agenda.

Moved by Yannatta, seconded by McKee, to approve the Regular Agenda with the addition of Metro Park. All in favor. Hearing no objections, the motion carried.

BRIEF PUBLIC COMMENT ON REGULAR AGENDA ITEMS

Clerk Dawn Dodge informed the Council of the years Jim Hodges watered the flowers.

MANAGER'S REPORT

The Manager gave his report.

UNFINISHED BUSINESS

**-Volunteer Driver Policy**

President Adams was concerned about the wording on the Volunteer Driver Release Form. Manager Lowe offered additional language.

Moved by Larsen, seconded by McKee, to accept the Volunteer Driver Policy and forms as amended with the addition of "caused by my actions" in the last paragraph of the Volunteer Driver Release Form. Ayes: Yannatta, Carlson, Lippert, Adams, Mesler, McKee and Larsen. Nays: No. The motion carried.

NEW BUSINESS

**-Safe Walk Snow Clearing**

There was a discussion regarding the Safe Routes to School snow clearing.

Moved by McKee, seconded by Lippert, 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 2013-2014 winter season, with a cap of \$2,000. Ayes: Adams, Lippert and Carlson. Nays: Larsen, Mesler, Yannatta and McKee. The motion failed.

### **-Budget Requests**

Manager Lowe informed the council that budget workshops are upcoming and encouraged the council to think of what they'd like to see in 2014.

### **-Metro Park**

Trustee Larsen spoke of his concerns regarding Metro Park. Manager Lowe read a letter he received today regarding Metro Park. President Adams requested the Manager draft a letter to RMRA regarding the concerns.

### PUBLIC ACKNOWLEDGEMENT

Emily Long: Questions regarding RMRA.

LouAnne Wilson: Would like the Village to reconsider chickens.

Cindy Selby: Concerns about her water bill from January. President Adams asked her to make a written request.

Dale Carpenter: Believed that Cindy Selby should have been called regarding her water bill.

### COUNCIL COMMENTS

Trustee Mesler: Complimented the Farmer's Market.

Trustee Lippert: Disappointed the Village isn't going to provide the snow removal for the Safe Routes to School.

Trustee Yannatta: Buy local.

President Adams: Pleased with the efforts made at the DDA planning meeting.

Manager Lowe: Informed the council that Tim O'Rourke from the Road Commission is going to want to know the reasons behind the vote and asked that those on the council who voted no to let him know what their reasons are.

Trustee McKee: Agrees with the sidewalks being cleared, but does not like people creating bills and just handing them to the Village. Does not agree with the water meters, doesn't believe they're correct.

Trustee Carlson: Stop looking at so many new projects and fund what projects we already do have.

### ITEMS FOR THE NEXT AGENDA

Manager has a list.

Moved by Carlson, seconded by McKee, to adjourn the meeting at 8:03 PM. All in favor. Hearing no objections, the motion carried.

Erine Adams  
Village President

Dawn Dodge  
Village Clerk

EXP CHECK RUN DATES 09/10/2013 - 09/10/2013  
BOTH JOURNALIZED AND UNJOURNALIZED  
BOTH OPEN AND PAID

Inv Ref#	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnalized
1367	IMPACT OFFICE PRODUCTS	08/28/2013	09/28/2013	120.58	120.58	0	N
1368	GERARD F. ERABANT, P.C.	08/28/2013	09/28/2013	107.38	107.38	0	N
1369	Gosling Czubak	08/29/2013	09/12/2013	4,140.00	4,140.00	0	N
1370	VILLAGE OF ROSCOMMON	09/01/2013	09/20/2013	2,686.03	2,686.03	0	N
1371	CHARTER COMMUNICATIONS	09/01/2013	09/11/2013	54.99	54.99	0	N
1372	FIEB'S PLUMBING, INC	08/29/2013	09/27/2013	250.00	250.00	0	N
1373	SOHN ENTERPRISE, INC.	08/01/2013	09/27/2013	35.20	35.20	0	N
1374	VERIZON WIRELESS	09/01/2013	09/16/2013	144.63	144.63	0	N
1375	WASTE MANAGEMENT	09/01/2013	10/01/2013	125.81	125.81	0	N
1376	ETNA SUPPLY COMPANY	08/16/2013	09/16/2013	873.69	873.69	0	N
# of Invoices:		10	Totals:	8,538.31	8,538.31		
# of Credit Memos:		0	Totals:	0.00	0.00		
Net of Invoices and Credit Memos:				8,538.31	8,538.31		
--- TOTALS BY FUND ---							
101	- General Operating			2,142.01	2,142.01		
202	- Major Streets Fund			20.97	20.97		
203	- Local Streets Fund			20.97	20.97		
590	- Sewer Fund			2,498.29	2,498.29		
591	- Water Fund			3,696.92	3,696.92		
661	- Equipment Fund			159.15	159.15		
--- TOTALS BY DEPT/ACTIVITY ---							
000	-			6,394.36	6,394.36		
210	- Attorney/Legal			107.38	107.38		
265	- Village Hall			130.63	130.63		
276	- Cemetery			24.00	24.00		
463	- Maintenance			41.94	41.94		
751	- Parks			1,840.00	1,840.00		

Village of Roscommon  
Cemetery Board of Trustees  
September 5, 2013  
10:05 AM

Members Present: June Karjalainen, Mike Butler and Mark Larsen. Also present: Allen Lowe and Dawn Dodge, Village Clerk.

Chairman Butler called the meeting to order at 10:05 AM.

Discussion held regarding projects.

There was a consensus regarding dead trees needing to be removed. Mark Larsen will call Have Saw Will Travel, Schilbe, Higgins Lake Landscaping and Twin Oaks Landscaping for quotes.

Clerk Dodge received a quote from BS & A for cemetery software in the amount of \$4,710.

Mark Larsen would like to see crushed limestone placed on the Main entry and the loop that goes to the chapel.

The next meeting will be set after quotes for the tree removal are received.

Moved by Karjalainen, seconded by Larsen, to adjourn the meeting at 10:35 AM.

~ Working For a Brighter Future ~

# Village of Roscommon

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**September 05, 2013**

**David Doll**  
**Village Zoning Administrator**  
**08/01/13 – 08/07/13**

- 08/01/13      T. Ballor, 225 Lake St., will sell yard sale only.  
Cindy, sign questions.
- 08/07/13      Library, called for floor pre-pour, not ready
- 08/13/13      Library, floor pier footings approved.

*"This institution is an equal opportunity provider"*

*DD (800) 649-3777*

**ROSCOMMON, MICHIGAN • INC. 1885**

Village Patrol		Aut-13		
Mileage	=	327		
Hours	=	104		
Stops	=	19		
VW	=	16		
Citations	=	8		
Criminal	=	3		
Non Criminal	=	2		
Accidents	=	1		
Arrests	=	6		
Contacts	=	86		
PC General	=	39		

**Arrests**

- Possess Marijuana
- OWI x 3
- Driving While License Suspended x 2

**Complaints**

- Runaway
- Sex Offender Registry Violation
- Operating While Intoxicated

# Extra Village Patrol August 2013

Hours	15
Criminal Complaints	5
Non Criminal Complaints	19
Traffic Stops	14
Verbal Warnings	9
Citations	5
OWI Arrests	1
Other Arrests	8
Accidents	3
Assist EMS	0

## Other Assignments

Village Meeting  
Blight Violations

## Type of Complaints Handled

Threats  
Assault  
Trespassing  
Domestic  
Malicious Destruction of Property

## Arrests

Driving While License Revoked  
Operating While Intoxicated  
Narcotics Violation x 3  
Open Intoxicants in a Motor Vehicle x 2  
Domestic Assault  
Warrant Arrest



Cythia Selby, who owns the house at 200 Terrace Drive but does not reside there, requested that her utility bills be sent to a relatives address in Midland, Michigan. The house has been unoccupied since 2010. During that time, the water service has remained on. Most residents who are absent for prolonged periods will either turn the water off inside the home or have the DPW turn it off at the curb box. Instead she had someone local tend to the house for her.

Sometime in January of 2013, a 3/8 inch sink service line became disconnected and began to run onto the floor. When the meter was read on or about January 30<sup>th</sup> the system recorded 21,000 gallons of usage, for which she was charged \$202.38. Since she had paid her water bill in advance, Ms. Selby still had a remaining credit of \$276.66. A bill was sent to the address she requested showing the usage and a credit of \$74.28.

During the month of February the water continued to flow, and the meter recorded a usage of 354,000 gallons. This did put the account in the red and the software generated a bill of \$3,142.77. Nicole gave Ms Selby a courtesy call to let her know that there was a problem. She contacted the caretaker who discovered the broken line and notified the Village.

Three things then occurred. The DPW dug through the snow covering the curb box and turned off the water. Ms Selby requested that the billing address on the account be changed to one in Mississippi. The same day, Nicole removed \$1,492.50 in sewer charges, since the water did not enter our sewer system. This left a remaining balance of \$1,566.78.

Over 17,200 gallons of water will flow through a 3/8 line in a 24 hour period. That translates to over 480,000 gallons during the 28 days in February. The disparity between this amount and 354,000 gallons recorded could be a difference in water pressure or the fact that meters tend to read low during times of low flow. Meters may also read low, never high, when they are older. I have yet to hear of a meter that gave an incorrect, high reading.

There has been no contact with Ms. Selby since that time, nor has she made any payments on the account. Between monthly penalties and base fees, the balance is currently \$3,010.47.

Lear's water usage alone is over 1,000,000 gallons per month. We read 549 different meters monthly. An increase of 21,000 gallons is not statistically significant to the amount that our wells pump. It also would not show up as water loss, because the meter recorded the use. When the system flags a particular meter read, Nicole will make a courtesy call even though none is required. That is what happened in this situation.

October 21, 2011

President Adams spoke regarding the DDA meeting and the sidewalk snow removal. She informed the council that the DDA did not agree to take over the snow removal contract, but will still contribute money to the village to help pay for it.

Trustee Murphy does not believe we should pay any money for the snow removal before the job is completed.

Moved by Butler, seconded by Suvada, to advertise for snow removal in the Village of Roscommon similar to what we had last time. Ayes: Yannatta, Murphy, McKee, Adams, Suvada, Butler and Lippert. Nays: None. The motion carried.

#### **-Water Bill Payment Plan**

Manager Lowe informed the council of a request by the Goslings to have the interest forgiven on their water bill. He also informed the council that if the interest is forgiven, they need to create a policy.

Moved by Butler, seconded by Suvada, to agree to forgive the interest payments on the Gosling property, 111 5<sup>th</sup> Street. Ayes: Suvada. Nays: Butler, Adams, Yannatta, Lippert, McKee and Murphy. The motion failed.

#### **-MML Training**

The dates and locations of the MML training were discussed.

Moved by Murphy, seconded by Lippert, that whomever is able to go to the MML training session let Allen know as soon as possible. Ayes: Murphy, Butler, Lippert, McKee, Yannatta and Adams. Nays: Suvada. The motion carried.

#### NEW BUSINESS

##### **-Appoint Replacement Liquor Inspector**

The current liquor inspector, Bob Waterman, will be gone for three months and a replacement inspector needs to be appointed. He recommended Dewey Barber.

Moved by Murphy, seconded by McKee, to appoint Mr. Dewey Barber to be our temporary liquor inspector. Ayes: Adams, Murphy, Suvada, Yannatta, Lippert, Butler and McKee. Nays: None. The motion carried.

##### **-Budget Overview**

Manager Lowe has a Power Point presentation to give regarding the budget. He suggested the rest of the agenda be completed first in case any members of the public did not want to stay for the budget overview because it was going to be lengthy.

#### PUBLIC ACKNOWLEDGEMENT

Dan Fishel: Commented on the electric bill at the CRAF center. Commented on the sidewalk snow removal.

DPW Director Pay

<u>Municipality</u>	<u>Population</u>	<u>Minimum</u>	<u>Maximum</u>	<u>Current</u>	<u>Per</u>	<u>Extra</u>
Perry	2188	57,934		-	Year	600 /Year
Bessemer	1905	19		-	Hour	
Ewart	1903			62,500	Year	
Bangor	1885			47,840	Year	2500 /Year
Goodrich	1860	46,883	46,883		Hour	
Leslie	1851			46,000	Year	
Decatur	1819	46,384	46,384	46,384	Year	Overtime
Armada	1730	30		43,107	Hour	5000 /Year
Homer	1668			47,940	Year	
Nashville	1628			51,450	Year	
Schoolcraft	1525			47,877	Year	
Brown City	1325			18	Hour	
Lakewood Club	1291	42,307		42,307	Year	
Bellevue	1282			22	Hour	
Webberville	1272			23	Hour	
Pigeon	1208	18	27	-	Hour	50 /Meeting
Carson City	1093	35,000	46,000	40,000	Year	
Bellaire	1086			49,483	Year	50 /Meeting
Roscommon	1075			19	Hour	3300 /Year
Saugatuck	925			28	Hour	
Grant	894			37,188	Year	
Stephenson	862			20	Hour	
South Range	758			18	Hour	
McBain	656			41,000	Year	
Muir	604			18	Hour	
Britton	586			23	Hour	
Sand Lake	500			38,000	Year	

09/04/2013 BUDGET REPORT FOR VILLAGE OF ROSCOMMON  
 Calculations as of 08/31/2013

GL NUMBER	DESCRIPTION	2012 ACTIVITY	2013 AMENDED BUDGET	2013 ACTIVITY THRU 08/31/13	2014 REQUESTED BUDGET
Fund 412 - Industrial Park Fund					
ESTIMATED REVENUES					
Dept 000					
412-000-664.000	Interest	41.07	40.00	0.39	40.00
Totals for dept 000-		41.07	40.00	0.39	40.00
TOTAL ESTIMATED REVENUES		41.07	40.00	0.39	40.00
NET OF REVENUES/APPROPRIATIONS - FUND 412		41.07	40.00	0.39	40.00

09/04/2013 BUDGET REPORT FOR VILLAGE OF ROSCOMMON  
 Calculations as of 08/31/2013

GL NUMBER	DESCRIPTION	2012 ACTIVITY	2013 AMENDED BUDGET	2013 ACTIVITY THRU 08/31/13	2014 REQUESTED BUDGET
Fund 661 - Equipment Fund					
ESTIMATED REVENUES					
Dept 000					
661-000-602.000	From Reserves		6,700.00		7,000.00
661-000-664.000	Interest	253.31	250.00	70.57	250.00
661-000-669.000	Rental Income	59,809.27	70,000.00	31,414.47	70,000.00
Totals for dept 000-		60,062.58	76,950.00	31,485.04	77,250.00
TOTAL ESTIMATED REVENUES					
		60,062.58	76,950.00	31,485.04	77,250.00
APPROPRIATIONS					
Dept 000					
661-000-702.000	Wages	25,900.93	24,000.00	19,098.81	27,000.00
661-000-727.000	Supplies	164.22	450.00	66.63	300.00
661-000-728.000	Garage Supplies	865.10	900.00	145.57	900.00
661-000-741.000	Gas and Oil	8,822.06	11,000.00	7,774.40	14,000.00
661-000-775.000	Parts	1,709.19	3,000.00	2,373.18	5,000.00
661-000-818.000	Contractual			425.00	
661-000-851.000	Fringe Benefits	6,708.31			
661-000-920.000	Utilities	3,530.37	3,500.00	2,319.73	5,000.00
661-000-930.000	Repair & Maintenance	2,347.75	10,000.00	647.45	4,250.00
661-000-977.000	Equipment	448.00	9,000.00	24.02	3,000.00
661-000-998.000	Depreciation Expense	17,086.76			
Totals for dept 000-		67,582.69	61,850.00	32,874.79	59,450.00
Dept 850-Benefits--General Insurance					
661-850-715.000	Medical & Dental	2,514.78	8,100.00	6,275.50	11,000.00
661-850-717.000	401 Retirement	1,123.36	3,500.00	2,413.83	4,000.00
661-850-718.000	Life Insurance	87.86	250.00	148.64	300.00
661-850-719.000	FICA/MED	679.36	2,000.00	1,460.98	2,500.00
Totals for dept 850-Benefits--General Insurance		4,405.36	13,850.00	10,298.95	17,800.00
TOTAL APPROPRIATIONS					
		71,988.05	75,700.00	43,173.74	77,250.00
NET OF REVENUES/APPROPRIATIONS - FUND 661					
		(11,925.47)	1,250.00	(11,688.70)	0.00