



REGULAR MEETING AGENDA
December 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 November 25, 2013 Regular Meeting**
 - **Approve the Bills to be Paid**
 - **Accept Zoning Administrator's, DPW and Sheriff's Reports**
 - **Accept Cemetery Board Minutes of November 26, 2013**
4. Approval of Regular Agenda
5. Manager's Report
6. Unfinished Business:
 - **Martin Graf, Gosling Czubak**
7. New Business:
 - **Year-end budget Amendment**
 - **Cemetery Board Recommendations**
 - **Office Copier**
 - **Trail Master Plan Update**
8. Public Acknowledgement (Two minutes per speaker)
9. Council Comments
10. Items for the Next Agenda
11. Adjournment

VILLAGE OF ROSCOMMON
Minutes of the November 25, 2013 Regular Council Meeting

President Adams called the meeting to order at 7:00 PM. Members of the Council present: Marc McKee, Diane Lippert, Erine Adams, Mark Larsen, Jesse Carlson and Linda Mesler. Also present: Clerk Dawn Dodge, Manager Allen Lowe, Tony Medina, Krista Tacey-Cater and Joan Murphy. The Pledge of Allegiance was recited and an Invocation given by Manager Lowe.

MILLAGE RATE AND BUDGET PUBLIC HEARING

Public hearing held from 7:03 PM – 7:10 PM.

CONSENT AGENDA

The council received a list of additional bills.

Moved by McKee, seconded by Mesler, to approve the Consent Agenda, including bills to be paid, with additions, in the amount of \$11,111.81. Ayes: Larsen, Carlson, Mesler, Adams, Lippert and McKee. Nays: None. The motion carried.

REGULAR AGENDA

President Adams would like to add Cancellation of December 23, 2013 Meeting under New Business.

Moved by Lippert, seconded by Mesler, to accept the Regular Agenda with the addition of Cancellation of December 23, 2013 Meeting. All in favor. Hearing no objections, the motion carried.

BRIEF PUBLIC COMMENT ON REGULAR AGENDA ITEMS

Joan Murphy: Questioned whether or not the council was going to advertise the council vacancy.

MANAGER'S REPORT

Manager Lowe gave his Manager's Report.

UNFINISHED BUSINESS

-SAW Grant Application Approval

Moved by Larsen, seconded by Lippert, to adopt the Resolution Authorizing the SAW Grant Agreement. Ayes: Mesler, Carlson, McKee, Larsen, Lippert and Adams. Nays: None. The motion carried.

-Sell Pickup

Moved by Carlson, seconded by Mesler, to advertise for bids to sell the 2003 F-250 pickup truck with bids being due January 31, 2014. Ayes: Adams, Larsen, Mesler, Lippert, McKee and Carlson. Nays: None. The motion carried.

NEW BUSINESS

-Approve 2014 Millage Rate and Budget Resolution

Moved by Lippert, seconded by Mesler, to approve the 2014 Budget Adoption Resolution as presented. Ayes: McKee, Larsen, Mesler, Carlson, Adams and Lippert. Nays: None. The motion carried.

-Appoint President Pro Tempore

Moved by Larsen, seconded by Lippert, to appoint Jesse Carlson as President Pro Tempore. All in favor. Hearing no objections, the motion carried.

-PA 152 Resolution

Moved by McKee, seconded by Lippert, that the Village adopt the Resolution opting out of the provisions of Public Act 152 of 2011 for one year beginning January 1, 2014. Ayes: Carlson, Lippert, Adams, Mesler, McKee and Larsen. Nays: None. The motion carried.

-Approve 2014 DDA Budget

Moved by Mesler, seconded by Lippert, to approve the 2014 Downtown Development Authority Budget as presented. Ayes: Adams, Larsen, Mesler, Lippert, Carlson. Nays: McKee. The motion carried.

-Cancellation of December 23, 2013 Meeting

Moved by Lippert, seconded by Mesler, to cancel the December 23 meeting. All in favor. Hearing no objections, the motion carried.

PUBLIC ACKNOWLEDGEMENT

Joan Murphy: Questioned who was voted President Pro Tem. Asked if DDA was doing a study on the Industrial Park.

COUNCIL COMMENTS

Trustee Larsen: Asked the council to look at the DDA capture sheets Manager Lowe handed out.

Trustee Mesler: Has seen chickens in town and reported it to the Township.

President Adams: Has been asked to sit on the Commission on Aging as a liaison.

Trustee McKee: Buy local.

ITEMS FOR THE NEXT AGENDA

Manager has a list.

Moved by Carlson, seconded by Lippert, to adjourn the meeting at 7:46 PM. All in favor. Hearing no objections, the motion carried.

Erine Adams
Village President

Dawn Dodge
Village Clerk

Inv Ref#	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnalized
1504	Commercial Bank	12/01/2013	12/31/2013	13,200.00	13,200.00	O	N
1505	FICK & SONS, INC.	11/18/2013	12/16/2013	880.36	880.36	O	N
1506	VILLAGE OF ROSCOMMON	12/01/2013	12/20/2013	88.37	88.37	O	N
1507	GERARD F. BRABANT, P.C.	12/02/2013	12/31/2013	87.50	87.50	O	N
1508	BANNING ELECTRIC	11/25/2013	12/31/2013	989.00	989.00	O	N
1509	MDEQ	12/01/2013	01/15/2014	0.00	0.00	V	N
1510	KEN'S TIRE & AUTO	11/29/2013	12/31/2013	504.00	504.00	O	N
1511	CHARTER COMMUNICATIONS	11/22/2013	12/12/2013	68.34	68.34	O	N
1512	TIME EMERGENCY EQUIPMENT	11/27/2013	12/31/2013	175.00	175.00	O	N
1513	Gosling Czubak	11/25/2013	12/31/2013	2,775.00	2,775.00	O	N
1514	SENTRY INSURANCE COMPANY	11/20/2013	12/20/2013	77.07	77.07	O	N
1515	DTE ENERGY	12/02/2013	12/18/2013	247.65	247.65	O	N
1516	WASTE MANAGEMENT	12/02/2013	12/31/2013	152.23	152.23	O	N
1517	MISS DIG SYSTEM	12/02/2013	12/31/2013	205.60	205.60	O	N
1518	NCL OF WISCONSIN	11/22/2013	12/31/2013	84.53	84.53	O	N
1519	UNITED STATES OF AMERICA	11/26/2013	01/01/2014	23,455.00	23,455.00	O	N
1520	ADVANCED CHEMICAL & SUPPLY, INC	11/22/2013	12/31/2013	43.09	43.09	O	N
# of Invoices:		17	# Due:	16	Totals:	43,032.74	
# of Credit Memos:		0	# Due:	0	Totals:	0.00	
Net of Invoices and Credit Memos:				43,032.74	43,032.74		

--- TOTALS BY FUND ---

101 - General Operating	16,417.84
202 - Major Streets Fund	25.37
203 - Local Streets Fund	25.37
590 - Sewer Fund	1,343.47
591 - Water Fund	23,592.87
661 - Equipment Fund	1,627.82
TOTALS	39,841.23

--- TOTALS BY DEPT/ACTIVITY ---

000 -	87.50
210 - Attorney/Legal	364.27
265 - Village Hall	24.00
276 - Cemetery	50.74
463 - Maintenance	2,665.00
751 - Parks	2,665.00
TOTALS	39,841.23



~ Working For a Brighter Future ~

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 05, 2013

David Doll
Village of Roscommon Zoning Administrator
10/15/13 – 10/22/13

- 10/15/13 Complaint, 664 Squire, change of use, no permits.
Sean Nagy, letter requesting the drywall etc. in the upstairs apartment be allowed to remain.
- 10/16/13 Dialysis Center footings, not dug. I discussed the project with the site engineer who was performing compaction testing.
- 10/17/13 Letter sent to Craig, 664 Squire on change of use.
Dialysis Center footings approved.
- 10/22/13 Complaint, North Country Computers has tires and tarps on the roof. I talked with the owner. He stated the tarps are to stop leaks until the roof can be repaired. I asked when the roof is to be repaired he stated when he has the money to do the work.
Sean Nagy, letter sent requesting a meeting to discuss the Tin Fish issues.

"This institution is an equal opportunity provider."

JDD (800) 649-3777

ROSCOMMON, MICHIGAN • INC. 1885

Hours	14
Criminal Complaints	5
Non Criminal Complaints	5
Traffic Stops	10
Verbal Warnings	7
Citations	3
OWI Arrests	0
Other Arrests	4
Accidents	1
Assist EMS	2

Other Assignments

Village Meeting
 Blight Violations
 Veterans Day Ceremony

Type of Complaints Handled

Threats
 Malicious Destruction of Property
 Retail Fraud
 Harrassment
 Fail to pay for Gas

Arrests

Resist/Obstruct Police
 Warrant Arrest x2
 Narcotics Violation

Village Patrol		Nov-13		
Mileage	=	387		
Hours	=	95		
Stops	=	26		
VW	=	30		
Citations	=	4		
Criminal	=	6		
Non Criminal	=	1		
Accidents	=	1		
Arrests	=	3		
Contacts	=	84		
PC General	=	78		

Arrests

- Operating While Intoxicated
- Possession of Marijuana
- Domestic Assault

Complaints

- Fail to Return Rental Property x 4
- Domestic

Village of Roscommon
Cemetery Board of Trustees
November 26, 2013
10:02 AM

Members Present: June Karjalainen, Jesse Carlson and Mark Larsen. Also present: Manager Allen Lowe and Clerk Dawn Dodge.

Chairman Larsen called the meeting to order at 10:02 AM.

-Removal of Dead Trees

Chairman Larsen informed the board that the trees have been removed from the cemetery.

-Cremains

Moved by Carlson, seconded by Karjalainen, to recommend that the Village Council amend the Cemetery ordinance to allow four cremains per plot. All in favor. Hearing no objections, the motion carried.

-Rates

Moved by Larsen, seconded by Carlson, to recommend that the Village Council amend the fees for the purchase of a cemetery plot as follows: Village Residents from \$100 to \$200 and Non-Residents from \$200 to \$500. All in favor.

Moved by Carlson, seconded by Larsen, to adjourn the meeting at 10:20 AM.

BUDGET AMENDMENT RESOLUTION
December 9, 2013

The following expenditures have been approved by the Roscommon Village Council. These amendments to the 2013 Village Budget will allow the village staff to make the necessary payments.

Preliminary Engineering for Second Street project	\$14,495
Payment of accrued PTO to retiring DPW director	\$7,692
Purchase of Pickup	\$30,046

MAJOR STREET FUND

Increase Expenditures from \$65,600.00 to \$66,500.00

LOCAL STREET FUND

Increase Expenditures from \$40,150.00 to \$41,050.00

SEWER FUND

Increase Expenditures from \$408,700.00 to \$418,700.00

WATER FUND

Increase Expenditures from \$201,300.00 to \$211,300.00

EQUIPMENT FUND

Increase Expenditures from \$75,700 to \$105,700.

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


~ Working For a Brighter Future ~
Village of Roscommon

MEETING REPORT

November 12, 2013

Agenda Items

Consent Agenda

Nothing unusual here.

Gosling Czubak

Martin Graf will represent Gosling at the meeting bringing a Christmas gift for the Village. There is no action necessary.

Year-end Budget Amendment

There are three large expenditures that the council approved in the recent months. These were not included in the original budget. The attached resolution describes them and shows where the budget will increase.

I move that we approve the Budget Amendment Resolution dated December 9, 2013.

Cemetery Board Recommendations

You have a copy of the minutes from their meeting. They are recommending that the council make two changes regarding the cemetery. The current ordinance states, "Two cremains in one burial space are allowed." They are recommending that the ordinance be amended to allow for four cremains in a cemetery plot. If you would like to make the change, I will review the ordinance to see if there is other language that should be amended. You can vote on it next year.

The second recommendation is to increase the cost of plots as specified in the minutes. That change does not require an amendment to the ordinance, which states, "The purchase of a burial space, including the interment of ashes, shall be at a cost to be determined from time to time by resolution of the village council, payable to the village." Mark or Jesse can answer your questions.

I move that we increase the cost of cemetery burial plots from \$100 to \$200 for village residents and from \$200 to \$500 for non-residents.

Office Copier

After Nicole developed the new website, we had to change the operating system on her computer. The scanner can only run through her computer. There is no driver for our 2006 copier that is compatible with the newer system. Kodiak Group has done much of our IT work lately. They gave us two recommendations. Purchase a network scanner. The cost is \$1,000 and up. Alternatively, we can replace our 2005 copier for a little less than \$5,000. Copier are designed for a life of five years.: Most offices can get seven or eight years of use, which we have passed. In another year, they will stop manufacturing replacement parts for our machine. Since we have not spent money on office equipment this year, there is money in the budget to purchase it.

I **move** to authorize the village manager to purchase a copier for the office not to exceed \$4,900.

Trail Master Plan Update

Diane will tell you about an upcoming Recreation Committee meeting this month.

Update

Firearms Ordinance

This ordinance contains a section that prohibits firecrackers in the Village. That provision is contrary to the new state statute. Jerry and I have worked on the necessary changes. There are several other ordinances that need to be updated. I hope to work on those over the winter and have them ready for your review early next year.

Liability Insurance Premium

We just received the renewal quote for our Property AND Liability Policy. Last year, the premium was \$12,220. With the new truck going on the policy, this year's premium will be \$12,199.

Revenue Expenditure Report

Attached is the report through the end of November. I know that there are a lot of numbers. The first two columns are the most important. 2013 AMENDED BUDGET is what you have budgeted this year including the amendments you approved. YTD BALANCE is how much of the revenue has come in and how much we have spent in each account. They will show you where we are with each account. Dawn and Janae keep track of all these individual accounts during the year.

2014 Priorities

Over the next month, the staff will be working on priorities for 2014. Some for this year were: razing the Colonial, applying for a Hilltop pathway grant, evaluating our sanitary sewer system, a new village website, removing the M-18 sign and repairing the main lift station. If you have things that you want to accomplish next year, let us know. Many of the two dozen accomplishments this year took months to complete, so we need to get an early start.

Village Website

Nicole has spent a great deal of time creating a new village website and is continuing to tweak it. Check it out. www.roscommonvillage.com

Detroit Eligible for Bankruptcy

<http://www.governing.com/news/headlines/gov-detroit-eligible-for-bankruptcy.html>

Non-citizens May Vote in D.C.

<http://www.governing.com/topics/politics/gov-district-of-columbia-to-consider-a-voting-rights-bill-for-non-citizens.html>

Snyder Most Pro-immigration Governor

http://www.mlive.com/business/west-michigan/index.ssf/2013/12/gov_rick_snyder_pledges_support.html

**VILLAGE OF ROSCOMMON
COUNCIL REPORT**

DECEMBER, 6, 2013

Village Manager- Allen Lowe

Brief list of Work done for the month of November

- WATER**
- Filled out daily charts at the well houses.
 - Marked several Miss Digs.
 - Read meters.
 - Turned on/off several meters for non-payment and for repairs.
 - Widemuller was here to check on power surging at well #2.
 - Took monthly bacti samples.
 - Gave water usage report to fire dept per request.
 - Oversaw water tap for dialysis.
 - repaired a meter.
- SEWER**
- Filled out daily charts at lift stations.
 - Did lab once a week.
 - Monitored flow at lagoon.
 - Cleaned debris from grate at lagoon.
 - Used sewer jet to unplug sewer on Pinecrest.
 - Met with Gosling Czubak re: S.A.W. grant.
 - Used sewer jet and generator at the Main street lift station due to power outage.
 - Worked on aireator.
- Equipment**
- Checked and repaired several street lights.
 - Purchased new F-250 pick up.
 - Cleaned up old F-250.
 - Put up banners.
 - Worked on Compactor.
 - Had remote door openers installed in back bay.
- Roads**
- Filled pothole on Pincrest.
 - Graded road at the DPW.
 - Put down gravel around corners throughout town.

Greg MacIntosh
Director of public works

User: JANA E
DB: Roscommon

EXP CHECK RUN DATES 12/09/2013 - 12/09/2013
BOTH JOURNALIZED AND UNJOURNALIZED
BOTH OPEN AND PAID

Inv Ref#	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnlized
1504	Commercial Bank	12/01/2013	12/31/2013	13,200.00	13,200.00	O	N
1505	FICK & SONS, INC.	11/18/2013	12/16/2013	880.36	880.36	O	N
1506	VILLAGE OF ROSCOMMON	12/01/2013	12/20/2013	88.37	88.37	O	N
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1521	MWEA	12/01/2013	12/31/2013	60.00	60.00	O	N
1522	ARROW UNIFORM	11/30/2013	12/18/2013	288.28	288.28	O	N
1523	PJ'S MINI MOTORS	11/30/2013	12/18/2013	222.95	222.95	O	N
1524	SPARTAN STORES, LLC	12/02/2013	12/18/2013	30.47	30.47	O	N
# of Invoices:				21	# Due:	20	Totals:
# of Credit Memos:				0	# Due:	0	Totals:
Net of Invoices and Credit Memos:				43,685.08	43,685.08		

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Net of Invoices and Credit Memos:				43,685.08	43,685.08		

--- TOTALS BY FUND ---

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202 - Major Streets Fund	25.37	25.37
203 - Local Streets Fund	25.37	25.37
590 - Sewer Fund	1,671.55	1,671.55
591 - Water Fund	23,684.64	23,684.64
661 - Equipment Fund	1,850.77	1,850.77
Totals:	43,685.08	43,685.08

--- TOTALS BY DEPT/ACTIVITY ---

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210 - Attorney/Legal	87.50	87.50
265 - Village Hall	373.81	373.81
276 - Cemetery	24.00	24.00
463 - Maintenance	50.74	50.74
751 - Parks	2,665.00	2,665.00
850 - Benefits--General Insurance	288.28	288.28
Totals:	43,685.08	43,685.08