

| <b>ROSCOMMON TOWNSHIP BOARD REGULAR MEETING MINTUES</b>   |   |
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| <b>April 4, 2017</b>  | 3196  |
| <b>8555 Knapp Road, Houghton Lake, MI 48629</b>   |   |
| Supervisor Randall called the meeting to order at 7:02 p.m., Roscommon County Sheriff Deputy, lead the Pledge of Allegiance.  | Call to Order   |
| Board Present: Diane Randall-Supervisor, Carie Milburn-Clerk, Mary Anne Hose-Treasurer, Terry DuPuis-Trustee, and Rob Christian-Trustee.  | Roll Call   |
| Motion by Hose, second by DuPuis, to add to the Agenda under Correspondence #10, A Communications Agency, LLC letter. All yes, motion carried.  | Approved  |
|   | <b>CONSENT AGENDA</b>   |
| Milburn requested two bills be pulled from Consent Agenda for discussion.   |   |
| Motion by Christian, second by DuPuis, to approve the Consent Agenda with removal of the Time Emergency bill and Cody Parr's reimbursement request for further discussion, with the additional bills. All yes, motion carried.  | Approved  |
|   | <b>PUBLIC COMMENT</b>   |
| None at this time.  | None  |
|   | <b>CORRESPONDENCE</b>   |
| Correspondence from Roscommon County Road Commission regarding its decision to resume the responsibility from the Townships of maintaining the road brine program for the County up to two applications was read.   | RCRC Road Brine Program                                       |
| Correspondence from Diebold Insurance Agency presenting an opportunity to provide municipal insurance for the Township was reviewed.  | Diebold Insurance   |
| Letter from Michigan Liquor Control Commission was reviewed on the transfers of ownership of Citgo liquor license from R&K Party Store to Satnam Gas Inc.   | Liquor License Transfer                                       |
| Republic Services letter regarding rate adjustment was read and discussed.  | Republic Services   |
| Correspondence from the Michigan State Tax Commission regarding Roscommon Township being selected for the AMAR.   | State Tax Commission  |
| Roscommon Township Planning Commission letter requesting a Medical Marijuana Ordinance packet from Attorney Fahey was discussed. Motion by DuPuis, second by Christian, to authorize up to \$500.00 to obtain Medical Marijuana Ordinance packet from Attorney Fahey . All yes, motion carried  | Medical Marijuana Packet from Fahey                           |
| A letter from the Houghton Lake Men's Softball League requesting use of softball fields was read. Motion by Hose, second by DuPuis, to authorize the Houghton Lake Men's Softball League use of Dutcher Softball Complex Fields 1 and 2, on Mondays and Wednesdays from May through August for the 2017 season. The annual tournaments are allowed on April 29 -April 30 and June 24-June 25. There will not be a cost for use of the fields, instead the township would appreciate the League's assistance in the clean up after their events. Porta potties will be placed throughout the park for park use, if additional porta potties are required, it will be the responsibility of the Leagues. All yes, motion carried. | H.L. Men's Softball League Request for use of Softball Fields |
| Houghton Lake Chamber of Commerce application and correspondence for July fireworks was read. Motion by Hose, second by Milburn, to adopt Resolution #2017-4-4 to authorize Supervisor to review and sign the 2017 Chamber of Commerce fireworks permit for Monday, July 3, 2017. All yes, motion carried.  | H.L. Chamber Request Permit for Fireworks                     |
| Correspondence from Baird, Cotter & Bishop, P.C. regarding the 2016/2017 Fiscal Year Audit was discussed. Motion by Hose, second by Christian, to authorize Clerk to execute the engagement letter to Baird, Cotter & Bishop, P.C. for the 2016/2017 Fiscal Year Audit to begin on April 24, 2017. All yes, motion carried.   | 2016/2017 Fiscal Year Audit                                   |
| A Communications Agency, LLC email regarding its plan not to renew its contract with Roscommon Township for website maintenance was read. There was discussion about setting a meeting up later this month to decide how to precede.  | Website Maintenance   |

**UNFINISHED BUSINESS**

The final draft of the South Houghton Lake Area 2017 Joint Master Plan between Denton Township and Roscommon Township was reviewed. Motion by Hose, second by DuPuis, to adopt Resolution # 2017-4-4a, as follows: WHEREAS, the Michigan Planning Enabling Act (MPEA) authorizes the Planning Commission to prepare a Master Plan for the use, development and preservation of all land in the Township; and WHEREAS, the Planning Commission prepared a proposed new Master Plan and submitted the plan to the Township Board for review and comment; and WHEREAS, on August 9, 2016 the Roscommon Township Board received and reviewed the proposed Master Plan prepared by the Planning Commission and authorized distribution of the Master Plan to the Notice Group entities identified in the MPEA; and WHEREAS, notice was provided to the Notice Group entities as provided in the MPEA; and WHEREAS, THE Planning Commission held a public hearing on February 21, 2017 to consider public comment on the proposed SOUTH HOUGHTON LAKE AREA 2017 JOINT MASTER PLAN, and to further review and comment on the proposed Master Plan; and WHEREAS, the Township Board finds that the proposed SOUTH HOUGHTON LAKE AREA 2017 JOINT MASTER PLAN is desirable and proper and furthers the use, preservation, and development goals and strategies of the Township; and WHEREAS, the MPEA authorizes the Township Board to assert by resolution its right to approve or reject the proposed Master Plan. THEREFORE BE IT HEREBY RESOLVED AS FOLLOWS: The Roscommon Township Board hereby and adopts the proposed SOUTH HOUGHTON LAKE AREA 2017 JOINT MASTER PLAN, including all of the chapters, figures, maps and tables contained therein. All yes, motion carried.

Res. #2017-4-4a Joint Master Plan

Houghton Lake Airport Hangar construction cost estimate provided by Intelligent Design was reviewed and discussed. David Riebschleger spoke on the improvements needed in order to stabilize the historical building. Dave Tuck commented on the history of the building and its value to Roscommon Township. Township Board will continue to move forward on the project and get answers from the State and possible grant funding.

Houghton Lake Airport Hangar

**NEW BUSINESS**

2017 Road Improvement Projects were presented by Roger Saxton from Roscommon County Road Commission (RCRC). Motion by Milburn, second by Hose, to adopt Resolution #2017-4-4b to authorize the Supervisor and Clerk to execute the following agreement for 2017 Millage Road Improvements: Standard Street; 0.32 miles of country curb removal, HMA full width wedging and gravel shoulders for a total cost of \$9,930.67 (\$25,930.67 - \$16,000.00 from RCRC). Kennedy Road: 0.34 miles of country curb removal, drainage improvements, trenching, HMA full width wedging, slope restoration, HMA curb and gravel shoulders for a total coast of \$31,463.29 to be paid by RCRC. Danes Drive: 0.25 miles of country curb removal, trenching, aggregate base, HMA curb slope, HMA full width wedging, gravel shoulders and slope restoration for a total cost of \$21,967.19 (\$61,007.19 - \$39,040.00 from RCRC). Charles Court: 0.23 miles of country curb removal, HMA full width wedging and gravel shoulders, ditch clean out, HMA curb, HMA spillway and slope restoration for a total cost of \$10,482.85 (\$29,042.85 - \$18,560 from RCRC). Welch Road: 0.50 miles of county curb removal, HMA full width wedging, gravel shoulders and slope restoration for a total cost of \$28,318.82 (\$40,541.47- \$12,222.65 from RCRC) Grand total of \$102,162.82 to be paid out of line item 203-000-775-00. All yes, motion carried.

Res. #2017-4-4b Road Repair Millage and County Road Funds

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| Maintenance to open parks for season was discussed. Motion by DuPuis, second by Christian, to authorize Supervisor to spend up to \$2,000.00 for immediate park maintenance as needed in April and May 2017. All Yes, motion carried.  | Spring Maintenance  |
| Park Committee recommendations for Heights Park was discussed. Motion by DuPuis, second by Christian, to authorize Supervisor to obtain quotes on remodeling the Heights Park pavilion, removal and trimming of trees for a cost not to exceed \$3,000.00 from line item 101-698-778-00. All yes, motion carried.  | Heights Park Improvements                                     |
| Fire Department's request to purchase two sets of turnout gear to replace deteriorating gear was discussed. Motion by Milburn, second by Hose, to authorize the purchase of two sets of turnout gear for a cost of \$1,700.00 each for a total cost not to exceed \$3,400.00. All yes, motion carried.   | Fire Depart. Turn Out Gear                                    |
| Letter of Termination for a firefighter was discussed. Motion by Hose, second by Milburn, to discharge Paul Oster Jr. from the Roscommon Township Fire Department effective April 4, 2017, for failure to successfully complete training within the Standard Operating Guidelines two year period from date of hire, October 7, 2014. All yes, motion carried.                 | Termination of Paul Oster Jr. from Fire Depart.               |
| An amended payroll list was presented and was discussed. The recently reinstated position of 2nd Lieutenant was erroneously omitted from the Payroll List approved in March. Motion by Christian, second by Milburn, to approve the Roscommon Township Payroll List with the correction of the pay for 2nd Lieutenant. All yes, motion carried.                                | Amended Payroll List  |
| Planning Commission Member reappointment was presented. Motion by Milburn, second by DuPuis, to reappoint Alan Terrian to the Roscommon Township Planning Commission for a term to expire January 4, 2020. All yes, motion carried.  | Reappoint Alan Terrian to Planning Commission                 |
| A letter from Supervisor Randall about stepping down from the Houghton Lake Building Agency and Houghton Lake Sewer Authority after 20 years of service was read. Motion by DuPuis, second by Christian, to appoint Carie A. Milburn to the Houghton Lake Building Agency effective April 4, 2017. All yes, motion carried.  | Appoint Carie A. Milburn to the Houghton Lake Building Agency |
| Houghton Lake Sewer Authority appointment was discussed. Motion by Milburn, second by DuPuis, to appoint Rob Christian to the Houghton Lake Sewer Authority effective April 4, 2017. All yes, motion carried.  | Appoint Rob Christian to the Houghton Lake Sewer Authority    |
| Michigan Association of Municipal Cemeteries Conference was discussed. Motion by Christian, second by DuPuis to authorize Clerk and Deputy Clerk to attend the 2017 Michigan Association of Municipal Cemetery Conference August 16, 17, and 18, 2017 in Frankenmuth for a cost of \$95.00 each, plus lodging, mileage and reasonable reimbursements. All yes, motion carried. | MI Municipal Cemetery Conference                              |
| Roscommon Township Compost Center was discussed. Motion by Milburn, second by DuPuis, to authorize the purchase of a microwave oven for the Compost Center for a cost not to exceed \$70.00. All yes, motion carried.  | Microwave for Compost Center                                  |
| The 2017 Assessing Schedule was reviewed.  | Assessing Schedule  |
| BS&A Land Values and ECF Class was discussed. Motion by Hose, second by Milburn, to authorize Assessor and Assistant Assessor to attend the BS&A Land Values and ECF Class on April 28, 2017 in West Branch for a cost of \$50.00 each plus mileage. All yes, motion carried.  | Land Values & ECF Class                                       |
| Movie in the Park contract was discussed. Motion by Hose, second by Christian, to authorize Clerk to sign the Great Outdoor Movies Agreement for the August 12, 2017, 8th annual Movie in the Park for a cost of \$1,795.00. All yes, motion carried.  | 8th Annual Movie in the Park                                  |

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| <p>Discussion regarding bills that were pull from Consent Agenda. Motion by Christian, second by Hose, to approve the purchase of two additional pairs of fire gloves at \$70.00 each for a total cost with previous approval of \$1,540.00 from Time Emergency Equipment and approve Cody Parr attending Educational Metehology Class for a cost of \$20.00 plus mileage. All yes, motion carried.</p> | <p>Items removed from the Consent Agenda</p>                          |
|   | <p><b>ANNOUNCEMENTS</b></p>   |
| <p>2017 Compost/Recycle is now open Wednesday - Sunday. The schedule has been updated is now available.</p>   | <p>Compost/Recycle Schedule</p>                                       |
| <p>Absent voters applications and ballots are now available for May 2, 2017 Election.</p>   | <p>May 2 Election</p>   |
|   | <p><b>PUBLIC COMMENT</b></p>  |
| <p>A resident spoke on behalf of the DHHS Building relocation to the Dollar Dave's building and it being a convenient location for County residents and will give DHHS the room needed to expand. He also urged other residents to contact Lansing to let them know not everyone is against this move.</p>  | <p>DHHS Building Relocation</p>                                       |
|   | <p><b>ADJOURN</b></p>   |
| <p>Motion by Hose, second by Milburn, adjourn at 8:14 p.m.</p>  | <p>8:14 p.m.</p>  |
| <p><i>Carie A. Milburn</i><br/>Carie A. Milburn, Township Clerk</p>   | <p>Date: 5/9/17</p>   |
| <p><i>Diane F. Randall</i><br/>Diane F. Randall, Township Supervisor</p>  | <p>Date: 5/9/17</p> <p>Minutes prepared by<br/>Tammy Muckenthaler</p> |

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