

ROSCOMMON TOWNSHIP BOARD REGULAR MEETING MINUTES	
8555 Knapp Road, Houghton Lake, MI 48629	3232
March 3, 2020	
Supervisor Randall called the meeting to order at 7:05 p.m., and held a moment of silence in remembrance of retired Fire Chief Richard Martin, followed by the Pledge of Allegiance.	Call to Order
Board Present: Randall-Supervisor, Milburn-Clerk, Hose-Treasurer, DuPuis-Trustee, and Christian-Trustee.	Roll Call
	CONSENT AGENDA
Motion by Hose, second by Milburn, to accept the items on the Consent Agenda with the additional bills as presented. All yes, Motion carried.	Approved
	PUBLIC COMMENT
None at this time.	None
	CORRESPONDENCE
F.O.E request for Memorial Day Parade was presented. Motion by Christian, second by DuPuis, to authorize Supervisor to proceed with the permitting process with MDOT for the 2020 Fraternal Order of Eagles Memorial Day Parade. All yes, Motion carried.	Memorial Day Parade
Request from Houghton Lake Women's Softball League to use Dutcher fields. Motion by Milburn, second by DuPuis, to authorize the Houghton Lake Women's Softball League use of Dutcher Softball Complex Fields 1 and 2 on Tuesdays and Thursdays from April through August for the 2020 season. The Annual Fun Tournament is allowed on August 8, 2020 and shall not interfere with the Annual Movie in the Park. Said approval is conditional upon proper insurance. There will not be a cost for use of the fields, instead we would appreciate the League's assistance in clean up after their events. Portapotties will be placed throughout the park for park use. If additional portapotties are required it will be the responsibility of the League. All yes, Motion carried.	Houghton Lake Women's Softball League
Houghton Lake Men's League request the use of Dutcher fields was reviewed. Motion by DuPuis, second by Christian, to authorize the Houghton Lake Men's League use of Dutcher Softball Complex Fields 1 and 2 on Mondays and Wednesdays from May through August for the 2020 season. The Annual Tournament is allowed April 25 and 26, 2020, and July 18 and 19, 2020. Said approval is conditional upon proper insurance. There will not be a cost for use of the fields, instead we would appreciate the League's assistance in clean up after their events. Portapotties will be placed throughout the park for park use. If additional portapotties are required it will be the responsibility of the League's. All yes, Motion carried.	Houghton Lake Men's League
Traverse City Ultimate Frisbee Team request to use the former soccer fields at Skinner Park. Motion by Hose, second by Milburn, to authorize the Traverse City Ultimate Frisbee Youth Team and Saginaw Youth Team use of the former soccer fields at Skinner Park on May 1, 2020 or May 2, 2020. Said approval is conditional upon proper insurance. There will not be a cost for the use of the fields, instead we would appreciate the League's assistance in clean up after their events. All yes, Motion carried.	Ultimate Frisbee Teams
Supervisor presented 2020-2021 contract for services with the County Equalization Department. Motion by Christian, second by Milburn, to adopt Resolution #2020-3-3 to authorize Supervisor to contract with Roscommon County Equalization for the 2020-2021 year for Option A: full service-Assessment, Tax and Clerk for \$1.15 per parcel and .45 cents parcel postage per mailing. All yes, Motion carried.	Resolution #2020-3-3 Equalization/Assessing Contract
DEQ Corrective Action Plan for 9391 W Lake City Road was reviewed.	DEQ Corrective Action
	UNFINISHED BUSINESS
Dangerous Building Hearing for 707 Federal commenced. Board reviewed the Hearing Officer's Order and Request. The owner of the property was not present and there was no other public comment offered. Motion by DuPuis, second by Christian, to adopt Resolution #2020-3-3a, to authorize Supervisor to execute the Order upholding the Order of the Hearing Officer, and requiring the property owner to demolish and remove said structures within 21 days. If that Order is not appealed to Circuit Court within 20 days, then the Township will be authorized to effectuate the demolition not less than 21 days after the date of the demolition set by the Township Board. The Township Board will then have the ability to effectuate the demolition and charge the costs to the property as a lien. All yes, Motion carried.	Resolution #2020-3-3a Dangerous Building Hearing Case #2019-11 707 Federal

Consensus of the Board to allow Supervisor to publish demolition bids for 707 Federal.	Demolition bids
Consensus of the Board to allow Supervisor to sign and record the Notice of Municipal Conditions.	Notice of Municipal Conditions
Dangerous Building Hearing for 206 McClellan Blvd. commenced. Board reviewed the Hearing Officer's Order and Request. The owner of the property was not present and there was not other public comment offered. Motion by DuPuis, second by Milburn, to adopt Resolution #2020-3-3b, to authorize Supervisor to execute the Order upholding the Order of the Hearing Officer, and requiring the property owner to demolish and remove said structures within 21 days. If that Order is not appealed to Circuit Court within 20 days, then the Township will be authorized to effectuate the demolition not less than 21 days after the date of the demolition set by the Township Board. The Township Board will then have the ability to effectuate the demolition and charge the costs to the property as a lien. All yes, Motion carried.	Resolution #2020-3-3b Dangerous Building Hearing Case #2019-12 206 McClellan Blvd
Consensus of the Board to allow Supervisor to publish demolition bids for 206 McClellan Blvd. and sign and record the Notice of Municipal Conditions.	Demolition bids and Notice of Conditions
Supervisor advised there were no bids received for the purchase of 104 Columbus, Lot 63 Lakeview Heights. Motion by Hose, second by Milburn, to revise the minimum bid to \$2,800.00, with a return date of May 4, 2020 to be opened at the May 5, 2020 regular Board meeting. All yes, Motion carried.	104 Columbus
Clerk discussed Phase II center suspension streetlight conversion to LED. Motion by Christian, second by DuPuis, to adopt Resolution #2020-3-3c, to authorize Clerk to execute contract number: 103030776811, to remove the center suspension streetlights as indicated in Exhibit A. All yes, Motion carried.	Resolution #2020-3-3c Center Suspension Streetlights
Motion by Milburn, second by Hose, to adopt Resolution #2020-3-3d, to authorize Clerk to execute contract number: 10000024923, to install LED Cobrahead Streetlights as indicated in Exhibit A. All yes, Motion carried.	Resolution #2020-3-3d Center Suspension Streetlights
NEW BUSINESS	
Supervisor presented the 2020/2021 Annual Budget. Motion by Milburn, second by Hose, to adopt Resolution #2020-3-3e, to adopt the Fiscal Year 2020/2021 Roscommon Township Budget by fund as follows: General Fund in the amount of \$965,628.00, Road Fund in the amount of \$128,658.00, Fire Operating in the amount of \$710,840.00, Fire Equipment in the amount of \$481,463.00 and Solid Waste/Trash in the amount of \$411,840.00. All yes, Motion carried.	Resolution #2020-3-3e 2020/2021 Fiscal Year Budget
Township payroll for Fiscal Year 2020/2021 was reviewed. Motion by Hose, second by Christian, to adopt Resolution #2020-3-3f, Township Payroll for Fiscal Year 2020/2021, with a correction to the Ordinance/Zoning Officer's wage to \$17.29. All yes, Motion carried.	Resolution #2020-3-3f Township Payroll
Clerk presented contract for Cemetery Maintenance. Motion by Hose, second by DuPuis, to authorize Clerk to contract for Cemetery Maintenance for an amount not to exceed \$14,000.00. All yes, Motion carried.	Cemetery Maintenance
Supervisor discussed Health Insurance Contribution Opt Out 80/20 Plan for 2020. Motion by Hose, second by DuPuis, to adopt Resolution #2020-3-3g, Annual Exemption Option as set forth in 2011 Public Act 152, the Public Funded Health Insurance Contribution Act as presented. All yes, Motion carried.	Resolution #2020-3-3g Opt Out 80/20 Health Insurance Contribution
Trustee/Ordinance Administrator DuPuis presented six possible violations under the Dangerous Building Ordinance. Motion by Hose, second by DuPuis, to authorize Roscommon Township Supervisor to submit the following described property for review of possible violation pursuant to the Roscommon Township Dangerous Building Ordinance No. 73, legally described as: Lot 79, Maple Grove, # 3, commonly known as 222 Kennedy, Houghton Lake, MI 48629. All yes, Motion carried.	Dangerous Buildings 222 Kennedy
Motion by DuPuis, second by Christian, to authorize Roscommon Township Supervisor to submit the following described property for review of possible violation pursuant to the Roscommon Township Dangerous Building Ordinance No. 73, legally described as: Lot 2, Block 3, Grand View Park, commonly known as 5553 W. Houghton Lake Dr, Houghton Lake, MI 48629. All yes, Motion carried.	Dangerous Buildings 5553 West Houghton Lake Dr.

<p>Motion by Hose, second by DuPuis, to authorize Roscommon Township Supervisor to submit the following described property for review of possible violation pursuant to the Roscommon Township Dangerous Building Ordinance No. 73, legally described as: Lot 7, Houghton Lake Mobile Estates, commonly known as 102 Travelo, Houghton Lake, MI 48629. All yes, Motion carried.</p>	<p>Dangerous Buildings 102 Travelo</p>
<p>Motion by Hose, second by DuPuis, to authorize Roscommon Township Supervisor to submit the following described property for review of possible violation pursuant to the Roscommon Township Dangerous Building Ordinance No. 73, legally described as: Lot 81, Houghton Lake Park, commonly known as 211 Flora, Houghton Lake, MI 48629. All yes, Motion carried.</p>	<p>Dangerous Buildings 211 Flora</p>
<p>Motion by DuPuis, second by Hose, to authorize Roscommon Township Supervisor to submit the following described property for review of possible violation pursuant to the Roscommon Township Dangerous Building Ordinance No. 73, legally described as: Lots 27, 28 and East 10 foot of Lot 51, Lakeview Heights, commonly known as 128 DeSoto, Houghton Lake, MI 48629. All yes, Motion carried.</p>	<p>Dangerous Buildings 128 DeSoto</p>
<p>Motion by Hose, second by DuPuis, to authorize Roscommon Township Supervisor to submit the following described property for review of possible violation pursuant to the Roscommon Township Dangerous Building Ordinance No. 73, legally described as: Lots 33, 34 and 35, Houghton Lake Park, commonly known as 213 Oliver, Houghton Lake, MI 48629. All yes, Motion carried.</p>	<p>Dangerous Buildings 213 Oliver</p>
<p>Clerk presented quote for attorney fees regarding ordinance and zoning enforcement. Motion by Christian, second by Milburn, to authorize up to \$630.00 for attorney fees to Fahey Schultz Burzych Rhodes PLC for Civil Infraction Ordinance updates for Houghton Lake Building Agency Townships as outlined in the February 3, 2020 email from Attorney Christopher S. Patterson, from line item 101-805-807-00. All yes, Motion carried.</p>	<p>HLBA Attorney Fees</p>
<p>Nomination for Board of Directors to Michigan Township Participating Plan was tabled.</p>	<p>MTTP Nominations</p>
<p>Roscommon County Road Commission Representative updated Board on the Capital Improvement/Road Millage showing Roscommon Township investments in local roads and highly improved PASER rating.</p>	<p>Local Road Capital Improvement and Maintenance Update</p>
<p>Board reviewed Compost/Recycle Sticker rates for 2020 Summer Season. Motion by Christian, second by DuPuis, to keep compost permit stickers costs as follows: \$1,200.00 annually to tree service contractors; \$150.00 for resident leaf and grass contractors; \$300.00 for non-resident leaf and grass contractors; \$75.00 for non-resident recycle/compost; one extra permit sticker per residential household allowed with license plate number on both permit stickers; and enforcement Compost/Recycle Center Permit Policy that permit stickers are adhered to the lower passenger side vehicle windshield. All yes, Motion carried.</p>	<p>Compost/Recycle Center Permit Sticker</p>
<p>Board discussed Michigan Townships Association on-line courses. Motion by Milburn, second by Hose, to authorize up to \$300.00 for on-line MTA courses.</p>	<p>MTA On-Line Courses</p>
<p>Roscommon Township Fire Department request to purchase Turn-Out Gear was reviewed. Motion by Milburn, second by Hose, to authorize the purchase of three sets of Turn-Out Gear for a cost not to exceed \$6,903.21, from line item 206-000-977-00. All yes, Motion carried.</p>	<p>Fire Department Turn- Out Gear Purchase</p>
<p>IT Right quote for new server and computer upgrades was presented. Motion by Hose, second by Milburn, to authorize the purchase of replacement network server, replacement of the Assistant Assessor/Land Use computer and an updated router for a total cost of \$7,134.10, from line item 101-101-977-00. All yes, Motion carried.</p>	<p>Server and Computer Upgrades</p>
<p>Roscommon Township Fire Department replacement computer quote was reviewed. Motion by Milburn, second by DuPuis, to authorize the purchase of replacement computer for Roscommon Township Fire Department for a total cost of \$1,169.00, from line item 206-000-977-00. All yes, Motion carried.</p>	<p>RTFD Replacement Computer</p>
<p>Request for Deputy Clerk membership to Michigan Association of Municipal Clerks was reviewed. Motion by Hose, second by Christian, to authorize Anna Stogiera, Roscommon Township Deputy Clerk, membership in the Michigan Association of Municipal Clerks. All yes, Motion carried.</p>	<p>Michigan Association of Municipal Clerks</p>

Supervisor presented 2019/2020 Budget Amendments to the Board. Motion by Milburn, second by Hose, to amend the 2019/2020 Fiscal Year Budget as follows: Increase Revenue line item 101-000-422-00 from \$117,180.00 to \$172,780.00, decrease MDNR Grant Receivable line item 101-000-820-00 from \$67,116.88 to \$48,366.88, decrease Contingency line item 101-101-999-00 from \$21,434.88 to \$4,964.88 and increase Park line item 101-698-933-00 from \$97,680.00 to \$151,000.00. All yes, Motion carried.	2019/2020 Fiscal Year Budget Amendments
ANNOUNCEMENTS	
Supervisor stated the March Board of Review will be held March 9, 2020 from 9:00 a.m. to 4:00 p.m. and March 10, 2020 from 2:00 p.m. to 9:00 p.m. The Board of Review will accept letters and faxes from residents which must be received by Tuesday March 10, 2020 by 8:30 p.m.	Board of Review Dates
Treasurer indicated the new carpet will be installed at the Township Hall the weekend of March 28, 2020.	Hall New Carpet
Clerk mentioned the Presidential Primary Election is Tuesday, March 10, 2020, and Absentee Ballots are still available.	Election
PUBLIC COMMENT	
Resorter reporter asked where the Board of Review will be held.	BOR Location
Resident asked to confirm where and when the Board of Review is and times polls are open for Election.	BOR/Election
ADJOURN	
Motion by Hose, second by Christian, to adjourn the meeting at 8:22 p.m.	8:22 PM
Carie A. Milburn, Township Clerk <i>Carie A. Milburn</i> Date: <i>4/8/2020</i>	
Diane F. Randall, Township Supervisor <i>Diane F. Randall</i> Date: <i>4/22/2020</i>	Minutes prepared by Deputy Clerk Stogiera