

ROSCOMMON TOWNSHIP BOARD REGULAR MEETING MINUTES	
8555 Knapp Road, Houghton Lake, MI 48629	3303
February 3, 2026	
Supervisor Randall called the meeting to order at 7:00 p.m. and Roscommon Township Fire Chief Joseph Williams lead the Pledge of Allegiance.	Call to Order
Board Present: Randall-Supervisor, Milburn-Clerk, Hose-Treasurer, Christian-Trustee, Pickard-Trustee. Absent: None	Roll Call
	CONSENT AGENDA
Motion by Hose, second by Pickard, to approve the items on the Consent Agenda with the additional bills as presented. All ayes, Motion carried.	Approved
	PUBLIC COMMENT
None at this time.	None
	CORRESPONDENCE
Board considered request for Women's Softball League use of ballfields. Motion by Milburn, second by Hose, to authorize 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 2026 season. The Cancer Sucks Tournament is allowed on September 19 & 20, 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 its 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 League's. All ayes, Motion carried.	HL Women's Softball League
	UNFINISHED BUSINESS
Board reviewed MI Court of Appeals findings upholding the Circuit Courts ruling in the Township's favor regarding the Dangerous Building 818 Federal Avenue.	Dangerous Building Update
	NEW BUSINESS
Retirement/Resignation letter from Fire Chief Joseph H. Williams was read. Supervisor requested that at the next regular board meeting Chief Williams attend so the Board can honor his service with the designation of Fire Chief Emeritus. Motion by Christian, second by Pickard, to accept the resignation of Fire Chief Joseph H. Williams, effective February 10, 2026, with the board's sincere gratitude for his meritorious service to our community and the fire service profession. All ayes, Motion carried.	Retirement/Resignation of Fire Chief Joseph H. Williams
Fire Chief Williams recommendation for the next Fire Chief was included in his letter. Motion by Christian, second by Pickard, to appoint Cody Lawson Parr as Roscommon Township Fire Chief effective 0000 hours, February 11, 2026. All ayes, Motion carried.	Appointment of Fire Chief Cody L. Parr
Board considered Zoning Administrator's request to add Zoning Administrator Deputy duties to Ordinance Officer's position with measurables under his supervision. Motion by Milburn, second by Hose, to authorize the Roscommon Township Ordinance Officer to perform the duties of Zoning Administrator Deputy (ZAD) as per the Zoning Administrator's recommendation attached, effective February 3, 2026, with 90-day review. Said duties to be performed at current pay and hours. All ayes, Motion carried.	Zoning Administrator Deputy/Ordinance Officer
Request for Planning Commission and ZBA training was reviewed. Motion by Christian, second Milburn, to authorize MSUE in-house training for Planning Commission and Zoning Board of Appeals members, Zoning Administrator and Zoning Administrator Deputy for a cost up to \$1,300. If Denton Township wishes to participate as well, the cost would be divided accordingly. Line item: 101-805-860-00. All ayes, Motion carried.	MSU Extension PC and ZBA Training
MTA Capital Conference flyer was presented. Motion by Pickard, second by Hose, to authorize Roscommon Township Board Members to attend the Michigan Townships Association 2026 Capital Conference for a cost up to \$125 (per attendee), mileage, lodging at discount rate, if required, and parking. Line item: 101-101-860-00; 101-101-870-00. All ayes. Motion carried.	2026 MTA Capital Conference
Board scheduled date for 2026/2027 Budget Public Hearing. Motion by Hose, second by Pickard, to adopt Resolution #2026-2-3, to hold a hearing on the 2026/2027 Roscommon Township Budget on Tuesday, March 3, 2026 at 6:45 p.m. All ayes, Motion carried.	Resolution #2026-2-3 2026/2027 Budget Hearing

	NEW BUSINESS Con't
<p>Board discussed upcoming community promotions. Possibly doing banners for the America's 250 Anniversary and Fresh Water Trail fish display. More information will be gather and brought to future meetings.</p>	<p>Community Promotions</p>
<p>Quote to repair township vehicle windshield was considered. Motion by Pickard, second by Christian, to authorize Superior Auto Glass to replace the windshield of the 2016 Charger for an amount not to exceed \$457.27. Line item: 101-805-977-10. All ayes. Motion carried.</p>	<p>Windshield Repair</p>
<p>Board reviewed request from airport hangar to put current lease for Lot #10 in his wife's name. Motion by Milburn, second by Hose, to authorize the transfer of Lot Lease Agreement from Ronald G. Koelsch to his wife, Linda Koelsch effective after 2025 winter taxes are paid in full. All ayes. Motion carried.</p>	<p>Airport Hangar Lot #10 Lease</p>
<p>Roscommon Township Board Member Salary Resolutions were considered by the Board. Motion by Milburn, second by Pickard, to adopt Resolution #2026-2-3a as follows: WHEREAS, according to MCLA 41.95(3), in a township that does not hold an annual meeting, the salary for officers composing the Township Board shall be determined by the Township Board, and WHEREAS, the Township Board deems that an adjustment in the salary of the office of Supervisor is warranted in consideration of the increase of \$1,539.00 since the Township Board members' salaries were last adjusted. BE IT RESOLVED, that as of April 1, 2026, the salary of the Township Supervisor shall be \$39,992.00, exclusive of assessing duties or as appointed and approved with additional assessing duties if properly certified as assessor and directly performing assessing. All ayes, Motion carried.</p>	<p>Resolution #2026-2-3a Supervisor Salary</p>
<p>Motion by Randall, second by Pickard, to adopt Resolution #2026-2-3b as follows: WHEREAS, according to MCLA 41.95(3), in a township that does not hold an annual meeting, the salary for officers composing the Township Board shall be determined by the Township Board, and WHEREAS, the Township Board deems that an adjustment in the salary of the office of Clerk is warranted in consideration of the increase of \$1,658.00 since the Township Board members' salaries were last adjusted. BE IT RESOLVED, that as of April 1, 2026, the salary of the Township Clerk shall be \$43,087.00, exclusive of additional duties as requested and approved for Cemetery Administration. All ayes, Motion carried.</p>	<p>Resolution #2026-2-3b Clerk Salary</p>
<p>Motion by Christian, second by Pickard, to adopt Resolution #2026-2-3c as follows: WHEREAS, according to MCLA 41.95(3), in a township that does not hold an annual meeting, the salary for officers composing the Township Board shall be determined by the Township Board, and WHEREAS, the Township Board deems that an adjustment in the salary of the office of Treasurer is warranted in consideration of the increase of \$1,539.00 since the Township Board members' salaries were last adjusted. BE IT RESOLVED, that as of April 1, 2026, the salary of the Township Treasurer shall be \$39,992.00. All ayes, Motion carried.</p>	<p>Resolution #2026-2-3c Treasurer Salary</p>
<p>Motion by Randall, second by Milburn, to adopt Resolution #2026-2-3d as follows: WHEREAS, according to MCLA 41.95(3), in a township that does not hold an annual meeting, the salary for officers composing the Township Board shall be determined by the Township Board, and WHEREAS, the Township Board deems that an adjustment in the salary of the office of Trustee is warranted in consideration of the increase of \$257.00 since that Township Board members' salaries were last adjusted. BE IT RESOLVED, that as of April 1, 2026, the salary of the Township Trustee shall be \$6,668.00. All ayes. Motion carried.</p>	<p>Resolution #2026-2-3d Trustees' Salary</p>
<p>Resignation letter from Trustee Robert Christian was read. Supervisor requested Trustee Christian to stand as she read the Motion by Hose, second by Pickard, to accept the resignation from Robert Christian as Roscommon Township Trustee and Planning Commission member effective February 4, 2026. It is with great admiration that we bid farewell to our fellow board member, Robert Christian. Robert has served Roscommon Township with integrity and the highest standards of professionalism throughout his tenure. We thank him for the many contributions he has made through his hard work and dedication—efforts that will benefit our community for many years to come. We applaud and appreciate Rob's continued commitment to public service through his work in law enforcement and wish him many years of good health and safety in his new role. All ayes. Motion carried.</p>	<p>Trustee Robert Christian Resignation</p>

	NEW BUSINESS Con't
Vacant seats on the Planning Commission were considered. Motion by Milburn, second by Christian, to appoint Ken Pickard to the Roscommon Township Planning Commission for a term to begin February 4, 2026, through November 20, 2028. All ayes. Motion carried.	Pickard Planning Commission Appointment
Motion by Christian, second by Pickard, to appoint Steven Lamb to the Roscommon Township Planning Commission for a term to begin February 3, 2026, through January 14, 2028. All ayes. Motion carried.	Lamb Planning Commission Appointment
Board discussed setting a special meeting to finalize 26-27 proposed budget and Trustee appointment, who would be required to run in the August Primary election. Consensus to meet Tuesday, February 10, 2026 at 3:15 p.m.	26-27 Budget Work Session and Special Meeting
ANNOUNCEMENTS	
Supervisor/Assessor advised Assessment Change Notices for 2026 will be mailed out Friday, February 20, 2026 and that she will be happy to meet/speak with any property owners. She requested that as she is the only person in the assessing department that property owners leave her a voicemail with their property information so she can be more effective to assist prior to calling them back.	Project Compass Safety Workshop
Treasurer stated final day for 2025 winter property taxes without penalties is February 17, 2026.	Winter Taxes Due
Supervisor shared that a resident had received a letter about insuring "water lines". She wanted the public to be aware of possible scams and reminded property owners that there is no "city water line" in Roscommon Township.	Water Line Insurance Possible Scam
PUBLIC COMMENT	
Resident asked Board to be sure possible light ordinance was not in conflict with other ordinances. He also advised he was available if there are any questions on possible TAP Grant funding.	Light Ordinance Conflict and TAP Grant
ADJOURN	
Motion by Hose, second by Christian, to adjourn the meeting at 7:36 p.m. All ayes, Motion carried.	7:36 PM
Carie A. Milburn, Township Clerk	Date:
Diane F. Randall, Township Supervisor	Date:
THESE MINUTES ARE SUBJECT TO APPROVAL AT THE NEXT REGULAR MEETING OF THE ROSCOMMON TOWNSHIP BOARD	Minutes prepared by Clerk Milburn

