ROSCOMMON TOWNSHIP BOARD REGULAR MEETING MINUTES 8555 Knapp Road, Houghton Lake, MI 48629 September 1, 2026	3310
Supervisor Randall called the meeting to order at 7:01 p.m. and lead the Pledge of Allegiance.	Call to Order
Board Present: Randall-Supervisor, Milburn-Clerk, Hose-Treasurer, Pickard-Trustee and Schwach-Trustee. Absent: None.	Roll Call
	CONSENT AGENDA
Motion by Schwach, second by Hose, to approve the items on the Consent Agenda with verbiage added to August minutes and the additional bills as presented. All ayes, Motion carried.	Approved
	PUBLIC COMMENT
None at this time.	None
	CORRESPONDENCE
Notice from EGLE permit regarding gold prospecting in Muskegon River near Canoe Camp Road was shared.	EGLE Notice
	UNFINISHED BUSINESS
Update regarding property at 5389 W. Houghton Lake Drive was shared. No bids were opened for property clean up. Motion by Pickard, second by Hose, to accept Ordinance Officer's assessment of 5389 W. Houghton Lake dated September 1, 2026, bringing said property into compliance with Order Enforcing Ordinance Case No. 25-R0244-ON-2. Ordinance Officer to continue to monitor said property for one year. All ayes. Motion carried.	5389 W. Houghton Lake Drive
Gasoline Alley one-way street update was shared. It is the Roscommon County Road Commission's discretion to request one-way streets and no traffic accidents have occurred at this intersection.	Gasoline Alley
Board review quote from sign company to create and install Freshwater Fish Trail sign. Motion by Hose, second by Milburn, to authorize the additional $1,175.00 from the original motion approving $3,000.00 ($4,175.00 total) for the Fresh Water Trail Fish Sign from line item: 101-101-850-00. All ayes. Motion carried.	Freshwater Fish Trail Sign
	NEW BUSINESS
Roscommon Township Fire Department Executive Board request for chainsaw was reviewed. Motion by Milburn, second by Schwach, to approve the purchase of a Husqvarna 545 mark II chainsaw with storage box to have on the brush truck as per quote order #256051/1 from Ebels Hardware Inc. from line item 206-000-977-00. All ayes, Motion carried.	Chainsaw
Roscommon Township Fire Department Executive Board request to apply for Fire Equipment Grant was reviewed. Motion by Schwach, second by Milburn, to adopt Resolution #2026-9-1 to authorize Supervisor to execute the completed Fire Equipment Grant Application Per Section 991(2) of Public Act 22 of 2025 that includes a proposed budget prepared by Clerk and Fire Chief, detailing how grant funds will be used to purchase fire equipment, for all firefighters and/or gear for firefighters that are on-call, part-time or volunteer. All ayes. Motion carried.	Resolution 2026-9-1 Fire Equipment Grant
Roscommon Township Fire Department Executive Board request for use of public safety grant funds was reviewed. Decision regarding completing the receipting of the funds to 206-000-699-00 and to 101-000-569-00. Motion by Schwach, second by Milburn, to authorize the use of the Michigan Department Public Safety Revenue to purchase trauma kits for the Roscommon Township Fire Engine in the amount of $2,011.46 from the Roscommon County Emergency Management Department from line item 206-000-977-00. All ayes, Motion carried.	Fire Department Trama Kits
Roscommon Township Fire Department Executive Board request for approval of Chief Emertius Policy was reviewed. Motion by Pickard, second by Hose, to approve the Roscommon Township Fire Department Fire Chief Emeritus Policy as presented effective September 1, 2026. All ayes, Motion carried.	Fire Department Chief Emeritus Policy
Roscommon Township Fire Department Executive Board request hire under Chief Emertius Policy was reviewed. Motion by Pickard, second by Schwach, to appoint Joseph Williams as active-duty Fire Chief Emeritus as per the Roscommon Township Fire Department Fire Chief Emeritus Policy effective September 1, 2026. All ayes, Motion carried.	Chief Emertius Hire

Clerk shared update on Deputy Clerk positions and requested Board consider hiring Deputy Clerk and Clerk Assistant. Deputy Clerk will be temporary to help training Clerk Assistant who will be appointment Deputy Clerk after training. Motion by Pickard, second by Hose, to appoint Anna Stogiera as Deputy Clerk part-time effective September 2, 2026, at a rate of $19.12 per hour, for up to 28 hours per week with the except of Early Voting and Election Day weeks when the hours will be increased. All ayes, Motion carried.	Deputy Clerk
Motion by Pickard, second by Schwach, to hire Sarah Kirksey as full-time Clerk Assistant effective September 8, 2026, at the rate of $19.12 per hour, with the understanding that she will be appointed Deputy Clerk after November 30, 2026, when her training is complete. All ayes, Motion carried.	Clerk Assistant
Board discussed Zoning Amendments recommended by Planning Commission. Motion by Pickard, second by Milburn, to forward Zoning Amendments to Attorney for final review and including the Notice of Adoption Publication for the newspaper. During discussion Supervisor indicated she will ask attorney to get back with the Board prior to its September 10 special meeting. All ayes, Motion carried.	Zoning Amendments
Board discussed applicants for Zoning Administrator. Motion by Randall, second by Milburn, to appoint Robert Amor as Roscommon Township Zoning Administrator effective September 1, 2026 for a salary of $20,800 ($20 per hour x 20 per week) with Tuesday and Thursday office hours. A minimum of 10 hours per week office hours to meet with citizens. Supervisor to contact attorney for possible employment contract for the position and bring recommendation back to the board and the Zoning Administration for review. Hose-yes, Milburn- yes, Randall-yes, Pickard-no, Schwach-yes, Motion carried.	Zoning Administrator
Clerk shared that resident David Hill had donated $300 to the Township for use in the cemetery.	Cemetery Donation
2026 Solid Waste Assessment calculation was considered at that same rate as 2025. Motion by Hose, second by Milburn, to adopt Resolution #2026-9-1a to set the 2026 Solid Waste Special Assessment at $169.00 per unit for the 2026 winter tax bill. All ayes, Motion carried.	Resolution 2026-9-1a Solid Waste Special Assessment
2026 Questview Streetlight Special Assessment calculations were considered. Motion by Hose, second by Pickard, to adopt Resolution #2026-9-1b to set the Questview Street Light Special Assessment at $54.00 per unit for the 2026 winter tax bill. All ayes, Motion carried.	Resolution 2026-9-1b Questview Streetlight Special Assessment
Supervisor shared information regarding issue on non-certified road Woodlawn in Lakewood Subdivision and Road Commission email with suggestion of widening road with gravel and swale ditches. Motion by Milburn, second by Hose, to approve the widening of Woodlawn, Lakewood Sub Plat for an estimate of $10,000 from line item 203-000-775-00. Discussion regarding non-certified roads versus private roads, fire equipment access, property owners complaints about yard art and fence encroachments, power pole, ditches, property owner buy-in for the project, asking RCRC to answer questions at later meeting. Milburn requested and received unanimous consent to withdraw the Motion.	Woodlawn, Lakewood Subdivision Road Widening
	PUBLIC COMMENT
Resident shared concern about spending township funds on non-certified roads.	Non-certified Roads
Public member reminded Board that Household Hazardous Waste Collection Day is Saturday, September 12, 2026 at RCRC from 9:00 a.m. to 1:00 p.m.	HHW Day
	ANNOUCEMENTS
Clerk advised that November General Election ballots will be available at end of September.	November General Election Ballot
Treasurer advised Monday, September 14, 2026 is last day to pay summer tax without penalties.	Taxes
	ADJOURN
Motion by Hose, second by Schwach, to adjourn the meeting at 8:24 p.m. All ayes, Motion carried.	8:24 PM
Carie A. Milburn, Township Clerk Date:	
Diane F. Randall, Township Supervisor Date:	Minutes prepared by Clerk Milburn
THESE MINUTES ARE SUBJECT TO APPROVAL AT THE NEXT REGULAR MEETING OF THE ROSCOMMON TOWNSHIP BOARD	