



**Regular Meeting Agenda  
September 11, 2023 – 7:00 P.M.**

**1. Call to order, Roll Call of Council, Pledge of Allegiance, and Invocation**

**1.5 Approval of Absence:**

Miller

**2. Approval of Consent Agenda:**

Miller

- Approval of minutes of the August 14, 2023, Regular Council Meeting
- Approval of minutes of the August 21, 2023, DDA Meeting
- Approval of minutes of the August 21, 2023, Planning Commission Meeting
- Approval of August 2023 Sheriff Report
- Accept Zoning Director's August 2023 Report
- Approve the Bills to be paid

**3. Approval of Regular Agenda**

Miller

**4. Manager's Report**

Alden

**5. Public Acknowledgement on Agenda Items (Two minutes per speaker)**

**6. Unfinished Business**

- DPW Report Emery
- Economic Director's July Report Perialas
- Elmers Final Payment Application, \$27,514.87 Alden
- Fleis&Vandenbrink, USDA 440-11 Wastewater Improvements, \$5,416.31 Alden
- Fleis&Vandenbrink, USDA 440-11 Water Improvements, \$1,868.97 Alden
- Fleis&Vandenbrink, DWAM Grant Change Order, \$22,750 Alden

**7. New Business**

- Roscommon County Literacy Program Ewald & Smits
- Hiawatha Bid Update Alden
- DDA Bylaws Revision Approval Alden
- Guest Speaker Time Limit Fishel
- UHYLLP, Certified Public Accountants Alden

**8. Discussion Items**

**9. Public Acknowledgement (Two minutes per speaker)**

**10. Council Comments**

**11. Items for the Next Agenda**

**12. Adjournment**

# Consent Agenda

Council Minutes

Public Hearing

DDA Minutes

Planning Commission Minutes

Sheriff Report

Zoning Report

VILLAGE OF ROSCOMMON  
Minutes of the August 14, 2023  
Regular Council Meeting

President Michael Miller called the Regular Council Meeting to order at 7:00 PM. Members of the Council present: Michael Miller, Dan Fishel, Tony Medina, Angela Cook, Joanne Lederman, Maureen Ruddy, Jennifer Smejkal. Others present - Manager Ron Alden, Clerk Frances Dawson, DPW director, Debbie Emery, Economic Director, Jim Perialas. Public present at the meeting are on the attached Sign In Sheet. The Pledge of Allegiance was recited and an Invocation was given by Trustee Dan Fishel.

CONSENT AGENDA

Motion by Lederman, seconded by Cook, to accept the Consent Agenda with bills to be paid in the amount of \$18,132.47. Ayes: Miller, Fishel, Lederman, Ruddy, Cook, Smejkal. Nays: Medina. The motion carried.

REGULAR AGENDA

Motion by Cook, seconded by Ruddy to approve the Regular Agenda with a change of removing Elmers final pay for USDA as the bill did not come through yet. Ayes: Fishel, Ruddy, Smejkal, Cook, Medina, Miller, Lederman. Nays: None. The motion carried.

Jock presented the new RARA Newsletter that explains in more detail what the RARA Board is doing and all of the officers on the board.

MANAGER'S REPORT

Alden thanked RARA and Gahagan for their well put together Newsletters.

Mornings with the Manager is this Thursday, August 17<sup>th</sup>. The meetings have been going very well.

Alden and Perialas went to a meeting in Atlanta pertaining to businesses that are having problems from the Covid Pandemic. There are applications that you can fill out to request monetary help with your business.

The old Roscommon Motel – the New Roscommon Sleep & Stay – is hooked up to the Village water and sewer.

A Pre-Bid meeting for the Hiawatha Project went very well.

Shepke has requested to purchase the other two lots that he requested be held for him in the Industrial Park.

The Huron Pines DNR Program has been through our compost site looking for invasive species. The tree for Wallace Park is now at the landscapers and they are scheduling a meeting to move it and plant it at the Park.

We have had no response to the Blight Officer job. The Sheriff's office is understaffed and no one else has applied.

The Food Distribution is on the 26<sup>th</sup> of August at the bus garage.

There will be a training this Wednesday for Village and DPW team building for our RRC Certification.

The DPW will be researching closing the road in the winter by NuCraft due to a water line that is not far down.

There has been no new information on the RV Park & Stay.

## PUBLIC ACKNOWLEDEMENT ON AGENDA ITEMS

### UNFINISHED BUSINESS

DPW UPDATE – Debbie Emery

Mission Point has been hooked up with new meters.

USDA is finishing up all of the small jobs at the end of the project.

Tisdale & Ester Court will be being paved soon.

The No Parking between signs have been placed on 4<sup>th</sup> Street behind Family Fare.

Haenftling and Emery went to a training on wastewater and aeration.

The DPW Seasonal worker – Andre Janisse – is working out great. He will be returning to school in a few weeks.

### ECONOMIC DEVELOPMENT UPDATE –

The town clock has been fixed – Thank you to the Lions Club, Rotary, and DDA for making this happen.

Perialas talked to Jory at the CRAF Center and thanked him for the Wednesday Concerts – it bought in about 150 people for each concert. They are all set for next summer to have them again.

Homecoming is October 9<sup>th</sup>. The kids will be painting the stores windows this year.

Tin Fish and Chase banks plans have changed again. Not exactly sure until spring of 2024.

The Depot Candle Shop got a new fasade grant and will be starting work anytime.

Uncommonly Good also got a fasade grant and they will be finishing the outside soon.

This Saturday, August 19<sup>th</sup> will be a Grand Opening for Special Beginnings Birthing Center at noon with Hotdogs and ice cream.

The fall Roctoberfest will be Saturday October 14<sup>th</sup> at 4:00 pm with bands starting at 5:00pm.

There will be 4 bands playing throughout the evening, a few food trucks, and beer, pop, water.

There will be kids games and events.

The Housing project is on going and they are continuing to have meetings regarding this issue.

The Master Plan survey results are in. The Planning Commission will review the results and decide where to go with those results.

Motion by Ruddy, seconded by Miller to extend Robert T. Cole's time extension to Nov. 27, 2023. Ayes: Medina, Fishel, Miller, Smejkal, Lederman, Cook, Ruddy. Nays: none. Motion carried.

Motion by Cook, seconded by Lederman to approve the USDA Wastewater payment for fleis & Vandenbrink for the amount of \$23,717.60. Ayes: Ruddy, smejkal, Medina, Miller, Fishel, Lederman, Cook. Nays: none. Motion carried/



Motion by Lederman, seconded by Ruddy to approve the USDA Water payment for Fleis & Vandenbrink for \$363.31. Ayes: Medina, Cook, Fishel, Smejkal, Lederman, Ruddy, Miller. Nays: none. Motion carried.

Motion by Lederman, seconded by Cook to approve Resolution for the Roscommon County Hazard Mitigation Plan. Ayes: Smejkal, Ruddy, Fishel, Cook, Medina, Lederman, Miller. Nays: none. Motion carried.

#### NEW BUSINESS

Motion by Fishel, seconded by Lederman to approve the designation to the Village Manager as the Environmental Review Certifying Officer, the person authorized to certify the Michigan CDBG Application, the person authorized to sign the Grant Agreement and payment request, and the person authorized to execute any additional documents required to carry out and complete the Grant. Ayes: Miller, Fishel, Medina, Lederman, Ruddy, Cook, Smejkal. Nays: none. Motion carried.

Alden gave an update on the pre-bid meeting for the Hiawatha Project. This meeting is for the contractors to ask questions to the engineers so that their bids can be as accurate as possible. The time line on the beginning of the project depends on getting all of the paperwork out in a timely manner and getting the approval.

#### DISCUSSION ITEMS

#### PUBLIC ACKNOWLEDGEMENT

#### COUNCIL COMMENTS

Medina – Thank everyone for coming to meeting.

Ruddy – Really like the Newsletters.

Fishel – Firewood out of his yard soon. Gallagher doing a great business. Credit Union has a new branch, Lear is hiring and met guys golfing at Forest Dunes from Pennsylvania.

Compliment Ruddy on the Community Garden.

Cook – Questioned Jock on the start of Metro Park Project –

Lederman – Thank Perialas for report. Hears positive comments about our town all the time.

Miller – Thank you to the community, thank flower committee, thank DPW.

#### ITEMS FOR THE NEXT AGENDA

Time line for speakers at public meetings.

Land sale at the Industrial Park

Update on Hiawatha Project bids.

ADJOURNMENT

Moved by Lederman , seconded by Fishel to adjourn the meeting at 8:10 PM. All in favor.  
Hearing no objections, the motion carried.

---

Michael Miller  
Village President

---

Frances Dawson  
Village Clerk



## MEETING MINUTES

August 21, 2023

**Members Present:** CEO Ron Alden, President Thomas O'Brien (4), Vice President Jim Anderson (1), Treasurer Andrea Weiss (4), Secretary Sue Jock (1), Jessie Sharpe (2), Peggy Kish (Resident) (4), Mike Walker (3), Tom Barber (3), Phil Weiler (3), Crystal Brabant (2)

**Virtual:**

**Excused:** Sue McFatridge (2), Diane Love Suvada (2),

**Absent:**

**Others Present:** Jim Perialis, Marcie Dankert, Doug Hodges, Brian Tessier, Mike Miller, Tracy Smith

Motion made by to accept the meeting minutes for June by Tom Barber, second by Jim Anderson, motion carried. No quorum was available in July.

### (Thru 7/14/23) Treasurer's report

Balance Forward	\$457,398.49
Deposits	\$1,600.00
Balance	\$458,998.49
Bills Approved Prior Month	
Ck #1333 HLRCC (ART FESTIVAL ADVERTISING)	\$1,200.00
Ck #1334 ROSCOMMON FIREWORKS	\$2,500.00
Ck #1335 VILLAGE OF ROSCOMMON (OCTOBERFEST)	\$2,000.00
Ck #1336 CRAF CENTER (FAÇADE-ELECTRIC)	\$4,700.00
Ck #1337 DAN FLECKENSTEIN (FLECK'S BP FAÇADE)	\$5,000.00
Billed to be approved	
Ck #1338 MARCIE DANKERT	\$515.00
Ck #1339 RARA	\$300.00
Ck #1340 VILLAGE OF ROSCOMMON (Jim & Dan wages)	\$1,600.00
<b>Ending Balance</b>	<b>\$441,183.49</b>

### (Thru 8/18/23) Treasurer's report

Balance Forward	\$441,183.49
Deposits	\$6,677.19
Balance	\$447,860.68
Bills Approved Prior Month	
Billed to be approved	
Ck #1341 Marcie Dankert	\$638.60
<b>Ending Balance</b>	<b>\$447,222.08</b>
Future Commitments to Date	
AuSable River Center	\$300 Quarterly
Hiawatha Grant	\$50,000.00 approved/no payment schedule approved
Village of Roscommon Equipment 1 left	\$15,251.00 due in Sept.

Motion by to accept treasurer's report for July & August as presented by Sue Jock, second by Ron Alden, roll call, treasurer's report approved.

### **CORRESPONDENCE & PUBLIC COMMENT –**

None-

### **COMMITTEE REPORTS**

#### **Managers' Report –**

- Saturday. September 9 hazardous waste drop off 9-1
- Housing development meeting attended by Jim and Ron in Grayling, next meeting in November.
- There was a pre-bid meeting for Hiawatha with good attendance of local vendors, bids are due Sept 31.
- Another industrial lot was sold.
- COOR's transition work program assisted the Village with odd jobs over the summer
- New GFI outlets and sensors were installed on the Village light poles.

**Farmers Market:** This past Saturday was the biggest market with 41 vendors, with an average of 30. Last market September 30. Winter market of third Saturday, proposed dates but need to confirm, Nov 18, Dec 16, Feb 17<sup>th</sup>, March 16. They are taking Fresh Start and veteran coupons.

#### **Economic Administrators:**

- Congratulations to Phil Weiler for a fantastic 75<sup>th</sup> AuSable Canoe Marathon.
- Clock repair is complete.
- Rocktoberfest is currently planned, October 14<sup>th</sup>.
- Small business initiative attended. Some covid money (3 million) is left and dispensing some of these funds in surrounding counties that will benefit from \$20,000 grants.
- Homecoming windows will be decorated once again
- Masterplan results in to be presented to planning commission this afternoon.
- MOM grant renewed for 3<sup>rd</sup> round January 2024.
- Chase Bank – Our attorney is working on parking lot purchase agreement.
- Tin Fish, working with MEDC, all on hold for now. Planned tear down this year put off. Design and build plan completed.

#### **Façade Grants –**

- Spruce Lodge new roof, 5,000 / \$11,900 -Paid \$2,500-no updates
- Uncommonly Good: \$5,000 / \$18,300 – Approved. Owner stated employed 6 youth, 2 disabled teens, large amount of foot traffic. Tom O'Brien had some observations of unfinished "items, ie brackets, wiring, overspray, etc" that should be completed. Of note, all receipts submitted to Jim Perialis and misplaced. Jim states all complete and suggests payment. Motion by Jim Anderson, second by Ron Alden, to pay façade grant with agreement to complete outstanding punch list items, roll call, 1 nay, 10 yea's, motion carried. Late in meeting, Mike Walker added discussion after thought that he would like amend policy and procedures to assure that insurance and work by licensed contractors be included in our current process.
- Darrel Hall – 709 Lake Street, 5,000 / \$16,500 -Approved-Awning, constructed has started.
- Five Buds – Brabant, new metal siding and roof, \$5,000/ \$15,470.80 -Approved- Door just came and to be completed for next month
- St. Michael Church – exterior paint \$5,000 / \$17,800 – Approved- Painting has started.
- Rob McClure – storefront, 805 Lake Street \$5,000 / \$10,600 – Approved-Front almost complete, stain pending, railroad side planned for 2024

#### **Old Business**

- Veteran - Thank You for Serving banners- No new applications.
- The revised Façade Grant application is available on line and posted

#### **New Business:**

- Sue McFatrige submitted an email resignation. She is retiring the first of September. Ron reached out to NCACU for possible replacement. Motion by Jim Anderson to accept, second by Tom Barber, motion approved.



- Doug Hodges – Fireman’s Memorial Festival Request- Advertising help of \$1,250 for radio advertising, also stated a need for funding for parade sponsorship. New president Fred Bradley and Vice President is working hard. Motion by Jim Anderson for \$3,250, second by Tom Barber, roll call motion approved
- HLRCC Quilt Trail request: This is a Roscommon County Economic Development Corporation project. Looking for areas in Roscommon for quilts and blocks. Quilt Block sponsors \$450/blocks. Sue Jock motion \$1,350 pending placement for 3 blocks, second by Andrea Weiss, motion carried.
- Ken’s Tire Lot- Jim talked to owner Kenny and he indicated that there may be a purchase within the next year. No further action was taken.
- Au Sable River Pavilion, Frontier property: Jim and Jim to work together to see if we can secure the Frontier property. The pavilion idea was discussed as a central hub. Jim suggested a committee to work on the general idea. Tom Barber, Jim Anderson, Ron Alden, Jim Perialis, Sue Jock, Marcie Dankert and Tom Obrien volunteered.

### **Liaison Reports:**

Chamber and Other

Firemen’s memorial Festival – September 14<sup>th</sup> thru 17<sup>th</sup>

Next DDA Meeting – September 18th

Rocktober – October 14<sup>th</sup>, Saturday

Motion to adjourn by Jim Anderson, second by Mike Walker, motion carried.

Secretary-Sue Jock





## PLANNING COMMISSION MINUTES

8-21-2023

1. Call to Order  
Chairperson Dixon called to order the regular meeting of the Planning Commission at 5:33 PM at the offices of the Village of Roscommon.
2. Pledge of Allegiance  
The Pledge of Allegiance was recited by those present.
3. Roll Call  
Roll was taken by Walker. Members present: Don Dixon, Tim Reilly, Angela Cook, Kris Suvada. Members excused: Steven DeVault. Others present: Ron Alden, Jim Perialas, Jennie Walker.
4. Approval of Minutes  
Dixon asked for any discussion of the previous meeting minutes. After no discussion, Cook made a motion to approve the minutes and Suvada seconded the motion. The motion was carried with all members present voting aye.
5. Public Comment - None
6. Old Business
  - A. Master Plan Update  
Perialas distributed sections of the completed survey results for review and discussion by members.
  - B. Small House Subdivision  
Alden and members discussed housing size and location for future developments. Alden will contact Hull with outcome of discussion.
7. New Business
  - A. Mixed Use Property Discussion  
Alden informed members that he was approached by a group of developers regarding the residential and mixed-use property. Members discussed development ideas, including an event center with community-accessible recreation options and other possibilities, and a proposed price for the land. Alden will convey the outcome of the discussion to the developers and further explore the developers ideas for the property, then report to the members.
  - B. Mid-Year Annual Report Review  
Alden distributed the template for the review and asked members to note items to be included.
  - C. Property Sale Industrial Park Lots #13 & #14  
Alden shared that lots #13 & #14 will be purchased. He also noted that a 4.5-acre parcel may be purchased for \$3,000/acre.
  - D. Nuisance Ordinance Amendment (Household Pets)  
Alden proposed that new language be added regarding the noise of pets housed in rental dwellings. He will review Higgins Townships ordinances in this regard and explore other ordinances in relation to the number of pets allowable on various property sizes. Alden will draft language for noise issues and report on other findings at the next meeting.
8. Correspondence/Reports - none
9. Public Comment  
Dixon requested members to begin the annual report preparation. He also proposed that temporary garage structures be added to the next agenda.
10. Adjournment  
Dixon asked for a motion to close the meeting. A motion of adjournment was made by Reilly and Suvada seconded the motion. The motion was carried by members present. Meeting was adjourned at 7:35 PM.

---

Chairperson, Don Dixon

---

Date

---

Secretary, Jennie Walker

---

Date

# COUNTY of ROSCOMMON

## OFFICE of SHERIFF



*Edward Stern*  
*Sheriff*

**Ben Lowe**  
**Undersheriff**

**Eric Tiepel**  
**Lieutenant**  
**Uniform Services Division**

111 S. Second St.  
Roscommon, MI 48653  
Telephone 989-275-5101 Fax 989-275-5843  
Email: [roscosheriff@roscommoncounty.net](mailto:roscosheriff@roscommoncounty.net)

**Angela Ackley**  
**Lieutenant**  
**Investigative Services**

**Laurie Beck**  
**Lieutenant**  
**Jail Administrator**

---

### Village Patrol August Statistics

Mileage	138
Hours	40
Stops	3
Verbal Warnings	4
Citations	0
Criminal Complaints	4
Non-Criminal Complaints	3
Report Writing	4
Accidents	1
Property Checks	34
Contacts	78
Arrests	0

### Complaint Type

MDOP  
EMS Assist  
Juvenile Domestic  
Accident  
Psych Call  
Noise Complaint  
Larceny by Conversion

Aug-23 **Additional Village Activity**

Hours	16
Criminal Complaints	4
Non Criminal Complaints	8
Traffic Stops	14
Verbal Warnings	16
Citations	1
OWI Arrests	
Other Arrests	1
Accidents	1
Assist EMS	1

**Other Assignments**

**Type of Complaints Handled**

suspicious situation    x5  
Alarm  
Disorderly Person  
Frauds  
Harrassing Communications  
intoxicated subject  
Argument    x2  
Probation Violation  
Well Being Check  
Retail Fraud

**Arrests**

Probation Violation  
Retail Fraud



*~ Working For a Brighter Future ~*

# Village of Roscommon

702 Lake Street • P.O. Box 236 • Roscommon, Michigan 48653

Telephone (989) 275-5743 • Fax (989) 275-5998

## BUILDING AND ZONING REPORT FOR THE MONTH OF AUGUST 2023.

8/2/2023: Inspection at 407 Lake St. [to remove the ladders from front of building]

8/9/2023: Inspection at 311 N. Fifth St.

8/16/2023: Inspection T 700 Edna St.

8/23/2023: Review sign requirements with sign company for 129 Lake /St.

8/30/2023: Issue permit for new home at 207 Main St.

Respectfully Submitted,



James R. Letts

Building Official and Zoning Administrator

*"This institution is an equal opportunity provider"*

TDD (800) 649-3777

ROSCOMMON, MICHIGAN • INC. 1885

## UNFINISHED BUSINESS

Elmer's Final Payment Application  
Fleis&Vandenbrink USDA Wastewater  
Fleis&Vandenbrink USDA Water  
Fleis&Vandenbrink, DWAM Grant





# Contractor's Application for Payment No. 10

Application Period:	04/10/2023 - 08/18/2023	Application Date:	8/18/2023
To (Owner):	Village of Rosecommon	Via (Engineer):	Piers & Vandenberg
(Owner):	From (Contractor):	Contract:	Elmer's Crane and Dozer, Inc.
Project:	Rosecommon H20 Collection	Contractor's Project No.:	22231 / 511005
Owner's Contract No.:		Engineer's Project No.:	838946

## Application For Payment Change Order Summary

Approved Change Orders	Number	Additions	Deductions
1		\$134,892.00	
2		\$45,800.00	
3		\$13,686.00	\$68,686.65
4		\$6,490.00	
5		\$13,282.50	
6			\$65,900.10
7			\$44,117.50
8		\$234,150.50	\$178,704.25
TOTALS			
NET CHANGE BY		\$55,446.25	
CHANGE ORDERS			

### Contractor's Certification

The undersigned Contractor certifies, to the best of its knowledge, the following:

(1) All previous progress payments received from Owner on account of Work done under the Contract have been applied on account to discharge Contractor's legitimate obligations incurred in connection with the Work covered by prior Applications for Payment.

(2) Title to all Work, materials and equipment incorporated in said Work, or otherwise listed in or covered by this Application for Payment, will pass to Owner at time of payment, free and clear of all liens, security interests, and encumbrances (except such as are covered by a bond acceptable to Owner indemnifying Owner against any such liens, security interests, or encumbrances); and

(3) All the Work covered by this Application for Payment is in accordance with the Contract Documents and is not defective.

Contractor Signature:	Date:
	8-21-2023
By: Dan Lattache	

1. ORIGINAL CONTRACT PRICE:	\$3,093,057.00
2. Net change by Change Orders:	\$55,446.25
3. Current Contract Price (Line 1 + 2):	\$3,148,503.25
4. TOTAL COMPLETED AND STORED TO DATE	
(Column F total on Progress Estimates):	\$3,148,503.25
5. RETAINAGE:	
a. <input checked="" type="checkbox"/> Work Completed:	\$
b. <input checked="" type="checkbox"/> Stored Material:	\$
c. Total Retainage (Line 5.a + Line 5.b):	\$3,148,503.25
6. AMOUNT ELIGIBLE TO DATE (Line 4 - Line 5.c):	\$
7. LESS PREVIOUS PAYMENTS (Line 6 from prior Application):	\$3,120,988.38
8. AMOUNT DUE THIS APPLICATION:	\$27,514.87
9. BALANCE TO FINISH, PLUS RETAINAGE	
(Column G total on Progress Estimates + Line 5.c above):	\$

Payment of:	\$	(Line 8 or other - attach explanation of the other amount)
is recommended by:	Scott Rasmussen	Digitally signed by Scott Rasmussen Date: 2023.08.22 16:56:57-04'00'
(Engineer)		(Date)
Payment of:	\$	(Line 8 or other - attach explanation of the other amount)
is approved by:		(Owner)
(Owner)		(Date)
Approved by:		Funding or Financing Entity (if applicable)
		(Date)

## Contractor's Application

ECDC® C-620 Contractor's Application for Payment  
© 2013 National Society of Professional Engineers for ECDC. All rights reserved.  
Page 1 of 1



# Progress Estimate - Unit Price Work

# Contractor's Application

For (Contract):													Application Number: 10			
Application Period: 04/30/2023 - 08/18/2023													Application Date: 8/18/2023			
A							B		C		D		E		F	
Item		Contract Information					Estimated Quantity Installed	Value of Work Installed to Date	Materials Presently Stored (not in C)	Total Completed and Stored to Date (D + E)	% (F / B)	Balance to Finish (B - F)				
Bid Item No	Description	Item Quantity	Units	Unit Price	Total Value of Item (\$)											
6	Mat Dep, Environment Impacted Soil	310	CY	\$250.00	\$48,980.00	310	\$48,980.00		\$48,980.00	100.0%						
6B	Mat Disp, Environment Impacted Soil Sholey S	14193	SY	\$5.00	\$70,965.00	14193	\$70,965.00		\$70,965.00	100.0%						
8	Pavement Removal	2295	SY	\$3.00	\$6,885.00	2295	\$6,885.00		\$6,885.00	100.0%						
9	Cold Milling HMA	59.4	SY	\$30.00	\$1,782.00	59.4	\$1,782.00		\$1,782.00	100.0%						
10	Concrete Drive Removal	518	SY	\$19.00	\$9,842.00	518	\$9,842.00		\$9,842.00	100.0%						
11	Concrete Sidewalk, Removal		SE	\$41.00												
12	Dec Brick R Ribbom, Rem & Repl	319	LF	\$20.00	\$6,380.00	319	\$6,380.00		\$6,380.00	100.0%						
13	Curb and Gutter Removal	11	EA	\$780.00	\$8,580.00	11	\$8,580.00		\$8,580.00	100.0%						
14	Remove Hydrant, Salvage	19	EA	\$400.00	\$7,600.00	19	\$7,600.00		\$7,600.00	100.0%						
15	Abandon Ex. Valve & Box	21	EA	\$260.00	\$5,460.00	21	\$5,460.00		\$5,460.00	100.0%						
15B	Salvage Ex. Valve & Box	773	LF	\$5.00	\$3,865.00	773	\$3,865.00		\$3,865.00	100.0%						
16	Cut and Plug Ex. Watermain	205	CY	\$35.00	\$7,175.00	205	\$7,175.00		\$7,175.00	100.0%						
17	Flowable Fill of Ex. Watermain	205	CY	\$30.00	\$6,150.00	205	\$6,150.00		\$6,150.00	100.0%						
18	Sand Subbase, CIP	10613	SY	\$8.00	\$84,904.00	10613	\$84,904.00		\$84,904.00	100.0%						
19	Trench Undercut	5077	SY	\$13.00	\$66,001.00	5077	\$66,001.00		\$66,001.00	100.0%						
20	Aggregate Base 22A, 8"	1014	SY	\$8.00	\$8,112.00	1014	\$8,112.00		\$8,112.00	100.0%						
21	Aggregate Base 21AA, 8"	4610	SY	\$5.00	\$23,050.00	4610	\$23,050.00		\$23,050.00	100.0%						
22	Aggregate Surface 23A, 6"	138.5	SE	\$6.00	\$831.00	138.5	\$831.00		\$831.00	100.0%						
23	Sidewalk, Concrete 4"	37	SE	\$36.00	\$1,332.00	37	\$1,332.00		\$1,332.00	100.0%						
24	Sidewalk, Concrete 6"	400.6	SE	\$6.00	\$2,403.60	400.6	\$2,403.60		\$2,403.60	100.0%						
25	Detachable Warming Surface, ADA	296	LF	\$26.00	\$7,696.00	296	\$7,696.00		\$7,696.00	100.0%						
26	Concrete Curb and Gutter, Match Ex	8748	SY	\$6.35	\$55,549.80	8748	\$55,549.80		\$55,549.80	100.0%						
27	HMA L VSP, Base	12740	SY	\$6.85	\$87,269.00	12740	\$87,269.00		\$87,269.00	100.0%						
28	HMA L VSP, Surface	727	SY	\$20.05	\$14,576.35	727	\$14,576.35		\$14,576.35	100.0%						
29	HMA L VSP, Surface	5077	SY	\$11.10	\$56,354.70	5077	\$56,354.70		\$56,354.70	100.0%						
30	HMA 3E3, Base	4977	SY	\$7.75	\$38,571.75	4977	\$38,571.75		\$38,571.75	100.0%						
31	HMA 4E3, Leveling	4977	SY	\$7.75	\$38,571.75	4977	\$38,571.75		\$38,571.75	100.0%						
32	HMA 4E3, Surface	686	LF	\$3.00	\$2,058.00	686	\$2,058.00		\$2,058.00	100.0%						
33	HMA Curb	60	LF	\$1,120.00	\$67,200.00	60	\$67,200.00		\$67,200.00	100.0%						
34	Jack & Bore, 18"	2	EA	\$5,000.00	\$10,000.00	2	\$10,000.00		\$10,000.00	100.0%						
35	Valve Chamber, 8" Valve & Test Ports	693	LF	\$215.00	\$148,995.00	693	\$148,995.00		\$148,995.00	100.0%						
36	8" Watermain Directional Drill	253	LF	\$240.00	\$60,720.00	253	\$60,720.00		\$60,720.00	100.0%						
37	8" Watermain Directional Drill, DJP, PKM	39	LF	\$135.50	\$5,284.50	39	\$5,284.50		\$5,284.50	100.0%						
38	8" Watermain Directional Drill, DJP, PKM	7219	LF	\$83.00	\$599,177.00	7219	\$599,177.00		\$599,177.00	100.0%						
39	8" Watermain	26	EA	\$1,500.00	\$39,000.00	26	\$39,000.00		\$39,000.00	100.0%						
40	8" Valve & Box	1	EA	\$6,490.00	\$6,490.00	1	\$6,490.00		\$6,490.00	100.0%						
40C	8" Tapping Valve & Box	19	EA	\$5,000.00	\$95,000.00	19	\$95,000.00		\$95,000.00	100.0%						
41	Hydrant Assembly															

# Progress Estimate - Unit Price Work

# Contractor's Application

For (Contract):										Application Number: 10									
Application Period: 04/30/2023 - 08/18/2023										Application Date: 8/18/2023									
A										B		C		D		E		F	
Item		Contract Information			B		C		D		E		F						
Bid Item No.	Description	Item Quantity	Units	Unit Price	Total Value of Item (\$)	Estimated Quantity Installed	Value of Work Installed to Date	Materials Presently Stored (not in C)	Total Completed and Stored to Date (D + E)	% (F / B)	Balance to Finish (B - F)								
42	Connect to Ex. W/M	21	EA	\$3,400.00	\$71,400.00	21	\$71,400.00		\$71,400.00	100.0%									
43	2" Water Service	401	LF	\$47.00	\$18,847.00	401	\$18,847.00		\$18,847.00	100.0%									
44	2" Water Service Directional Drill	1	EA	\$2,150.00	\$2,150.00	1	\$2,150.00		\$2,150.00	100.0%									
45	2" Corporation, Curb Stop & Box	2	EA	\$1,750.00	\$3,500.00	2	\$3,500.00		\$3,500.00	100.0%									
46	1" Water Service	3584	LF	\$35.00	\$125,440.00	3584	\$125,440.00		\$125,440.00	100.0%									
47	1" Water Service Directional Drill	26	EA	\$840.00	\$21,840.00	26	\$21,840.00		\$21,840.00	100.0%									
48	1" Corporation, Curb Stop & Box	95	EA	\$890.00	\$84,550.00	95	\$84,550.00		\$84,550.00	100.0%									
49	Reconnect Ex. Water Service	79	EA	\$560.00	\$44,240.00	79	\$44,240.00		\$44,240.00	100.0%									
50	Bollards	8	EA	\$1,185.00	\$9,480.00	8	\$9,480.00		\$9,480.00	100.0%									
51	Pavement Marking, 4" White, Waterborne	1631	LF	\$0.14	\$228.34	1631	\$228.34		\$228.34	100.0%									
52	Pavement Marking, 4" Yellow, Waterborne	1249	LF	\$0.14	\$174.86	1249	\$174.86		\$174.86	100.0%									
53	Pavement Marking, Stop Bar, Polyurea	34	LF	\$112.00	\$408.00	34	\$408.00		\$408.00	100.0%									
54	Post Mkg. Left Turn Only, Polyurea	1	EA	\$180.00	\$180.00	1	\$180.00		\$180.00	100.0%									
55	Post Mkg. 4" Crosswalk, Polyurea	90	LF	\$2.45	\$220.50	90	\$220.50		\$220.50	100.0%									
56	Mesh Blanket		SY	\$1.80															
57	Surface Restoration	13158	SY	\$3.00	\$39,474.00	13158	\$39,474.00		\$39,474.00	100.0%									
58	H2O Meter, Cell Rd. 5/8"x3/4" Replace, Int	365	LF	\$700.00	\$255,500.00	365	\$255,500.00		\$255,500.00	100.0%									
59	H2O Meter, Cell R. 5/8"x3/4" New Install, Int	20	LS	\$700.00	\$14,000.00	20	\$14,000.00		\$14,000.00	100.0%									
60	Abandon Ex. Meter Pit	20	EA	\$745.00	\$14,900.00	20	\$14,900.00		\$14,900.00	100.0%									
61	H2O Meter, Cell Rd. 1" Replace, Int	23	EA	\$750.00	\$17,250.00	23	\$17,250.00		\$17,250.00	100.0%									
62	H2O Meter, Cell Rd. 1 1/2" Replace, Int	4	EA	\$1,550.00	\$6,200.00	4	\$6,200.00		\$6,200.00	100.0%									
63	Water Meter, Cell Rd. 2" Replace, Int	6	EA	\$1,700.00	\$10,200.00	6	\$10,200.00		\$10,200.00	100.0%									
64	Water Meter, Cell Rd. 2" New Install, Int	1	EA	\$1,700.00	\$1,700.00	1	\$1,700.00		\$1,700.00	100.0%									
65	Water Meter, Cell Rd. 3" Replace, Interior	1	EA	\$2,000.00	\$2,000.00	1	\$2,000.00		\$2,000.00	100.0%									
66	Water Meter, Cell Rd. 4" Replace, Interior		EA	\$3,000.00															
67	H2O Meter, Spare, Cell Rd. 5/8"x3/4"	15	EA	\$300.00	\$4,500.00	15	\$4,500.00		\$4,500.00	100.0%									
68	Vehicle Radio Meter Reading Device	1	EA	\$20,000.00	\$20,000.00	1	\$20,000.00		\$20,000.00	100.0%									
69	Meter Read Software, Training, Implement	1	LS	\$10,600.00	\$10,600.00	1	\$10,600.00		\$10,600.00	100.0%									
70	Replace 1x H2O Service, Lead Svc Lane		EA	\$40.00															
CO2	Remove 12" Watermain	617	LF	\$30.20	\$12,463.40	617	\$12,463.40		\$12,463.40	100.0%									
CO2	12" Watermain	742	LF	\$128.60	\$95,421.20	742	\$95,421.20		\$95,421.20	100.0%									
CO2	12" Valve & Box	2	EA	\$3,178.00	\$6,356.00	2	\$6,356.00		\$6,356.00	100.0%									
CO3	Tree Removal		LS	\$3,500.00															
CO3	Material Disposal		CY	\$158.00															
CO3	Remove 8" Watermain		LF	\$20.00															
CO3	8" Watermain, Direct Bury		LF	\$135.50															
CO6	Water Meter Installation	1	EA	\$13,282.50	\$13,282.50	1	\$13,282.50		\$13,282.50	100.0%									



# Progress Estimate - Unit Price Work

## Contractor's Application

For (Contract):										Application Number: 10						
Application Period: 04/30/2023 - 08/18/2023										Application Date: 8/18/2023						
A										B		C	D	E	F	
Item		Contract Information														
Bid Item No.	Description	Item Quantity	Units	Unit Price	Total Value of Item (\$)	Estimated Quantity Installed	Value of Work Installed to Date	Materials Presently Stored (not in C)	Total Completed and Stored to Date (D + E)	% (F / B)	Balance to Finish (B - F)					
Totals					\$2,609,317.25		\$2,609,317.25		\$2,609,317.25	100.0%						



ESTIMATE OF FUNDS NEEDED  
FOR  
30-Day Period Commencing  
07-01-2023

Name of Borrower Village of Roscommon Sewer

Items	Amount of Funds
Development .....	\$
Contract or Job No. ....	
Contract or Job No. ....	
Contract or Job No. ....	
Land and Rights-of-Way .....	
Legal Services .....	
Engineering Fees .....	5,416.31
Interest .....	
Equipment .....	
Contingencies .....	
Refinancing .....	
Initial O&M .....	
Other .....	
TOTAL .....	\$ 5,416.31

Prepared by Village of Roscommon

Name of Borrower

By

Date

Approved by

Date

*According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0575-0015. The time required to complete this information collection is estimated to average 1 hour per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.*

## INVOICE

Ron Alden  
 Village of Roscommon  
 702 Lake Street  
 PO Box 236  
 Roscommon, MI 48653

August 15, 2023  
 Invoice No: 66755-S  
 Project No: 838942

**RE: Village of Roscommon - USDA RD Wastewater Improvements  
 Services through July 29, 2023**

	<u>Contract Amount</u>	<u>Billed to Date (Includes this invoice)</u>	<u>Remaining Contract Amount</u>	<u>This Invoice</u>
<b>Professional Services:</b>				
<b>Basic Services</b> - Design, Bidding & Construction Administration	\$584,000.00	\$582,445.78	\$1,554.22	\$4,592.53
<b>Resident Project Observation</b>	\$178,900.00	\$178,900.00	\$0.00	\$813.78
<b>Additional Services*</b> - Startup, Record Drawings, Soil Borings, ROW Map, Owner Training, O&M Manuals	\$134,800.00	\$126,411.14	\$8,388.86	\$10.00
	<b>\$897,700.00</b>	<b>\$887,756.92</b>	<b>\$9,943.08</b>	
<b>Total amount of this invoice</b>				<b><u>\$5,416.31</u></b>

*Terms: Net 15 days*

*Thank you for your business, it is sincerely appreciated.*

*If there are any questions regarding this invoice or the services provided, please contact us.*

via email: [manager@roscommonvillage.com](mailto:manager@roscommonvillage.com) / [dpwdirector@roscommonvillage.com](mailto:dpwdirector@roscommonvillage.com)

**Status Update:**

- Pump Station 1 improvements substantially complete and punch list ongoing.

ESTIMATE OF FUNDS NEEDED  
FOR  
30-Day Period Commencing  
07-01-2023

FORM APPROVED  
OMB NO. 0575-0015

Name of Borrower Village of Roscommon Water

Items	Amount of Funds
Development .....	\$
Contract or Job No. ....	
Contract or Job No. ....	
Contract or Job No. ....	
Land and Rights-of-Way .....	
Legal Services .....	
Engineering Fees .....	1,868.97
Interest .....	
Equipment .....	
Contingencies .....	
Refinancing .....	
Initial O&M .....	
Other .....	
TOTAL .....	\$ 1,868.97

Prepared by Village of Roscommon

*Name of Borrower*

By

Date

Approved by

Date

*According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0575-0015. The time required to complete this information collection is estimated to average 1 hour per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.*

**INVOICE**

Ron Alden  
 Village of Roscommon  
 702 Lake Street  
 PO Box 236  
 Roscommon, MI 48653

August 15, 2023  
 Invoice No: 66755-W  
 Project No: 838946

**RE: Village of Roscommon - USDA RD Water Improvements  
 Services through July 29, 2023**

	<b><u>Contract Amount</u></b>	<b><u>Billed to Date (Includes this invoice)</u></b>	<b><u>Remaining Contract Amount</u></b>	<b><u>This Invoice</u></b>
<b>Professional Services:</b>				
<b>Basic Services</b> - Design, Bidding & Construction Administration	\$464,700.00	\$463,530.28	\$1,169.72	\$483.72
<b>Resident Project Observation</b>	\$173,000.00	\$170,418.53	\$2,581.47	\$1,385.25
<b>Additional Services*</b> - Startup, Record Drawings, Soil Borings, ROW Map, Owner Training, O&M Manuals	<u>\$156,150.00</u>	<u>\$156,150.00</u>	<u>\$0.00</u>	<u>\$0.00</u>
	<b>\$793,850.00</b>	<b>\$790,098.81</b>	<b>\$3,751.19</b>	
<b>Total amount of this invoice</b>				<b><u>\$1,868.97</u></b>

*Terms: Net 15 days*

*Thank you for your business, it is sincerely appreciated.*

*If there are any questions regarding this invoice or the services provided, please contact us.*

via email: [manager@roscommonvillage.com](mailto:manager@roscommonvillage.com) / [dpwdirector@roscommonvillage.com](mailto:dpwdirector@roscommonvillage.com)



September 6, 2023

Mr. Ron Alden  
Village of Roscommon  
702 Lake St.,  
Roscommon, Michigan 48653  
Via Email: [manager@roscommonvillage.com](mailto:manager@roscommonvillage.com)

**Drinking Water Asset Management (DWAM) Asset Management Plan Engineering Services Amendment**

Dear Ron,

We have had the pleasure to work with the Village of Roscommon to assist with the Michigan Department of Environment, Great Lakes, and Energy (EGLE) DWAM Grant Program for an update of the Village's Water System Asset Management Plan (AMP) and Distribution System Materials Inventory (DSMI). As we discussed, the Village is able to use the remainder of the DSMI funds to conduct more service line material verifications. The Village's contracted hydroexcavation services performed by UIS will be able to verify materials at additional service lines throughout the Village (anticipated around 35 services). The scope and fee should be eligible for reimbursement with EGLE's grant. The scope of services is further described below.

**SCOPE OF SERVICES**

- Provide updated specifications and maps to the Village.
- Provide general assistance to the Village and UIS representatives in charge of the field operation.
- Review data gathered for accuracy and verification.

We have an estimated cost of **\$2,000** to assist with the hydroexcavations and DSMI development. We appreciate the opportunity to continue our working relationship with you and your community. To authorize the scope and cost performed by F&V, please sign on the following page. Please do not hesitate to contact us if you have any questions regarding this amendment. If you have any questions, please call.

Sincerely,

FLEIS & VANDENBRINK

A handwritten signature in blue ink, appearing to read "Scott Rasmussen".

Scott Rasmussen, PE  
Project Manager

A handwritten signature in blue ink, appearing to read "Brian D. Rowley".

Brian D. Rowley, PE  
Regional Manager, Traverse City



## WORK AUTHORIZATION

Fleis & VandenBrink Engineering, Inc. is hereby authorized to perform Professional Services for the **EGLE Drinking Water Asset Management (DWAM) project** for the Village of Roscommon as detailed in this letter, by amending the scope of work with these specifically authorized additional services and pursuant to the terms of our existing Professional Services Agreement (PSA) fully executed on August 13, 2019 and from our project proposal signed on January 12, 2022.

\_\_\_\_\_  
**By**

\_\_\_\_\_  
**Date**

\\fveng.com\shares\projects\proj845001-847000\846880 roscommon water amp app 2020\pm\budgets\engineering amendments\engineering amendment 2\846880 dwam engineering amendment 2.docx

**CHANGE ORDER NO.: 1**

Owner: Village of Roscommon  
702 Lake Street  
Roscommon, Michigan 48653  
Owner's Project No.: 846881  
Engineer: Fleis and VandenBrink  
603 Bay Street, First Floor  
Traverse City, Michigan 49684  
Engineer's Project No.: 846881  
Contractor: Underground Infrastructure Services (UIS)  
12119 Levan Road  
Livonia, Michigan 48150  
Contractor's Project No.:  
Project: Village of Roscommon DSMI Hydro-Excavations  
Contract Name: Agreement for Distribution Service Line Material Hydro-Excavations  
Date Issued: 9/6/2023 Effective Date of Change Order: 9/6/2023

The Contract is modified as follows upon execution of this Change Order:

Description: **Increase service material identification from one hundred (100) to one hundred and thirty-five (135).**

Attachments: **Executed Bulletin No. 1**

**Change in Contract Price****Change in Contract Times**

Original Contract Price: \$ 65,000.00	Original Contract Times: Substantial Completion: 10/14/2022 Ready for final payment: 10/14/2022
Increase from previously approved Change Orders \$ N/A	Increase from previously approved Change Orders Substantial Completion: N/A Ready for final payment: N/A
Contract Price prior to this Change Order: \$ 65,000.00	Contract Times prior to this Change Order: Substantial Completion: 10/14/2022 Ready for final payment: 10/14/2022
Increase this Change Order: \$ 22,750.00	Increase this Change Order: Substantial Completion: 365 Ready for final payment: 365
Contract Price incorporating this Change Order: \$ 87,750.00	Contract Times with all approved Change Orders: Substantial Completion: 10/14/2023 Ready for final payment: 10/14/2023

Recommended by Engineer (if required)

By: Scott Rasmussen  
Title: Project Manager  
Date: 9/6/2023

Digitally signed by Scott Rasmussen  
Date: 2023.09.06 13:18:53 -0400

Authorized by Contractor

*Michael J. H.*  
Director of Operations  
9/6/23

Authorized by Owner

By: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_

Approved by Funding Agency (if applicable)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**BULLETIN**  
*Page 1 of 2*

CONTRACT FOR: Village of Roscommon  
702 Lake Street  
Roscommon, Michigan 48653

BULLETIN NO. 1

DATE: 8/29/2023

OWNER: Village of Roscommon  
702 Lake Street  
Roscommon, Michigan 48653

DUE DATE: 9/8/2023

CONTRACTOR: Underground Infrastructure Services (UIS)  
12119 Levan Road  
Livonia, Michigan 48150

ENGINEER: Fleis and VandenBrink  
603 Bay Street, First Floor  
Traverse City, Michigan 49684

DRAWING REVISION NO.: N/A  
DRAWING SHEETS ISSUED HEREWITH: N/A  
DISTRIBUTION: Village of Roscommon  
Underground Infrastructure Services (UIS)

=====

The items below are being considered as possible changes to the Contract Documents for this Project. CONTRACTOR is requested to submit changes in cost, if any, for each item and indicate whether it is an addition to or deduction from the Contract Price. Include all labor, materials, overhead and profit. After reviewing the effects of those changes in the Work, OWNER may issue a Change Order specifying which changes are to be incorporated in the Work, if any.

This Bulletin is not a Change Order and is not to be deemed authorization to proceed with the changes listed.

Additional work or materials, where proposed, shall meet the requirements of the Contract Documents, except where noted.

CONTRACTOR will be responsible for notifying ENGINEER, in writing, concerning any revision or clarification which causes a change in the Contract Documents, but are not specifically mentioned as a cost item in this Bulletin.

CONTRACTOR shall return three (3) completed and signed copies of the Bulletin to ENGINEER on or before the due date noted above.

Each proposed change has been described briefly with additional information provided concerning detailed changes required for the major trades concerned. Only one total cost figure has been requested for each item on the Bulletin; however, a complete breakdown is required for each item as supporting documentation. This will allow OWNER to more easily evaluate the proposed cost changes. Each Bulletin item is an all-inclusive item and may concern work from several trades or Subcontractors. It is CONTRACTOR's responsibility to ensure that all work for each item has been included in the total cost figure provided to OWNER.

**BULLETIN**  
Page 2 of 2

**BULLETIN NO. 1**

**DATE: 8/29/2023**

**SPECIFICATION CHANGES**

**Item No. 1:**

Increase service material identification from one hundred (100) to one hundred and thirty-five (135). One hundred of the service material identifications have been completed, thirty-five are being added on. A table of quantities with adjusted units is provided below.

Item No.	Item Description	Est. Qty Change	Unit Price (EA)	Est. Value Change
1	Service Material Identification	35	\$650.00	\$22,750

Add: \$22,750.00

Enclosures: Updated List of Random Services

CONTRACTOR:

  
Signature

Michael L. Hagen Director of Operations  
Name and Title of Signatory

8/29/23  
Date

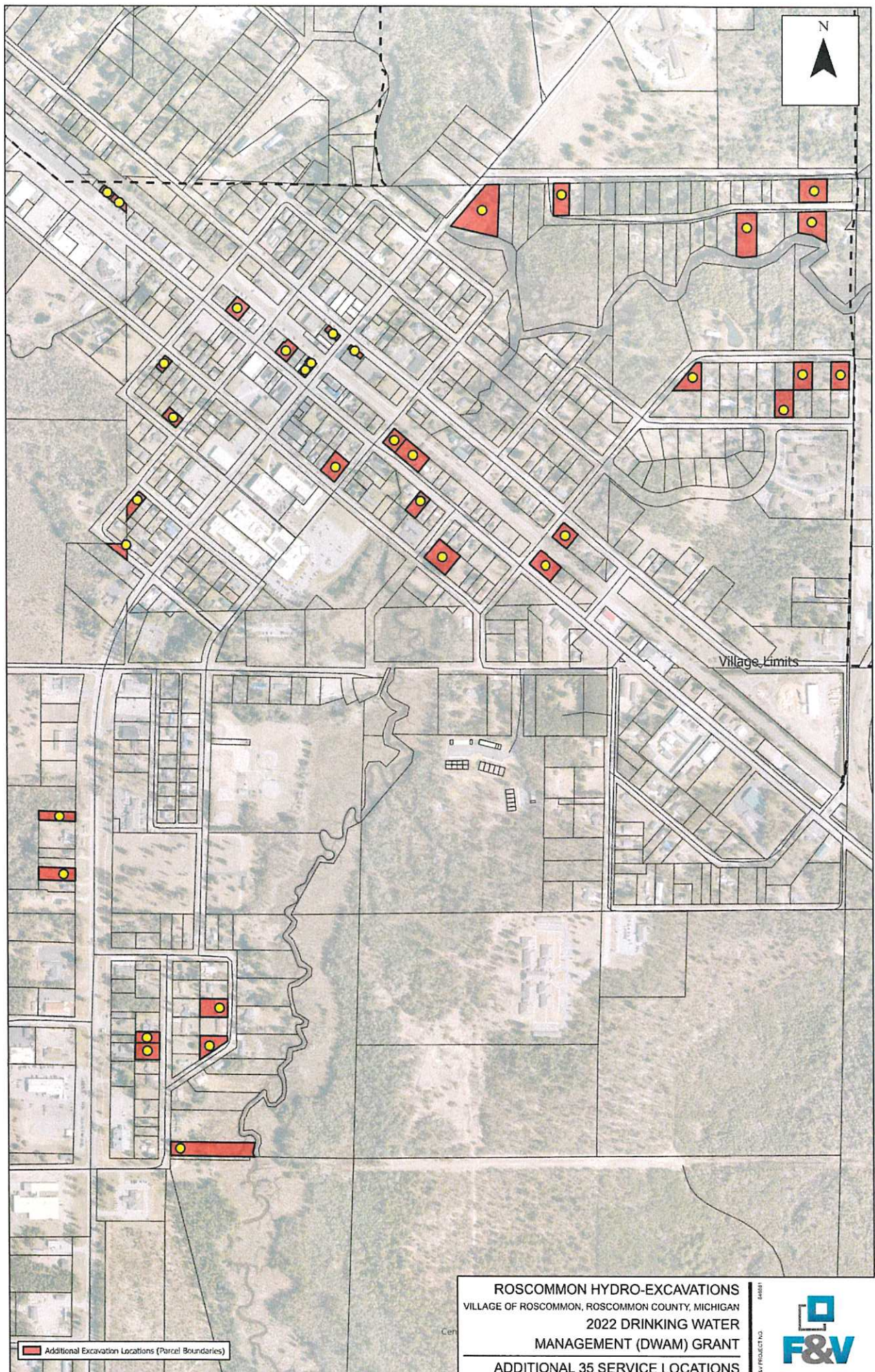


LIST OF ADDRESS (IF NEEDED  
BASED ON SITE OBSERVATIONS)

ADDITIONAL 35 SERVICE LINES PER BULLETIN

Service Line ID & Location		Historical Records		Service Line Based on Field Verification						
Pacel ID	Address	Year of Original Construction	Year if Replaced	Point #1 Interior (1.5 ft. or 1st Shutoff)	Point #1 Date Verified	Point #2 Material Home to Curbstop	Point #3 Material Main to Curbstop	Points #2 & #3 Date Verified	Method of Verification	Point #4 Connector to Main
141	055-800-022-0000	1445 ESTHER CT								
142	055-603-007-0000	808 ROBINSON ST								
145	055-800-065-0000	1144 ROBINSON ST								
146	055-450-001-5000	102 PINECREST ST								
147	055-450-027-0000	111 OAK DR								
149	055-603-009-0000	403 S FIFTH ST								
151	055-608-009-0000	206 N FIFTH - KENS TIRE ST								
153	055-719-011-0000	603 BROOKS ST								
154	055-107-004-0165	121 PINECREST ST								
155	055-605-011-0000	201 S FIFTH ST								
156	055-607-001-0000	841 LAKE ST								
158	055-607-012-5000	801 LAKE ST								
159	055-726-010-1000	305 S FOURTH ST								
160	055-106-014-0060	412 N FIFTH ST								
161	055-107-002-0160	217 LAKE ST								
163	055-450-025-0000	121 OAK DR								
164	055-800-078-0000	415 HANNAH ST								
165	055-708-006-1000	115 N SECOND ST								
168	055-800-063-0000	1150 ROBINSON ST								
170	055-719-006-0000	211 N FOURTH ST								
171	055-607-008-0000	104 N FIFTH ST								
172	055-106-014-0040	406 N FIFTH ST								
173	055-725-003-2000	214 S FIFTH ST								
174	055-800-005-0000	1100 TISDALE RD								
175	055-106-015-0045	104 N FIRST ST								
176	055-800-071-0000	1112 ROBINSON ST								
177	055-607-012-0000	805 LAKE ST								
178	055-107-002-0240	231 LAKE ST								
179	055-605-012-0000	209 S FIFTH ST								
181	055-606-007-0000	814 LAKE ST								
184	055-107-004-0140	125 PINECREST ST								
186	055-800-001-2000	1130 LAKE ST								
187	055-800-033-0000	1370 ESTHER CT								
188	055-800-028-0000	1444 ESTHER CT								
189	055-724-015-0000	701 GEORGE ST								
190	055-800-018-0000	1300 TISDALE RD								
193	055-707-010-0000	402 LAKE ST								
195	055-108-006-0305	201 STATE ST								
196	055-604-012-0000	307 S FIFTH ST								
197	055-724-012-0002	107 S FOURTH ST								
198	055-825-102-4000	557 SOUTH ST								
199	055-800-068-0000	1130 ROBINSON ST								
201	055-325-001-0000	1002 ROBINSON ST								
202	055-723-003-0000	107 N FIFTH - GREENS ST								
203	055-107-004-0100	129 PINECREST ST								
205	055-747-005-6000	1101 ST HELEN ST								
206	055-107-003-0160	143 LAKE ST								
207	055-325-004-0000	404 HANNAH ST								
208	055-105-011-0020	450 S FIFTH ST								
211	055-718-001-1000	603 LAKE ST								
213	055-607-001-7500	815 LAKE ST								
217	055-800-037-0000	1202 ESTHER CT								
218	055-107-002-0220	225 LAKE ST								
220	055-325-009-0000	414 HANNAH ST								
222	055-747-002-0000	1205 ST HELEN ST								







## NEW BUSINESS

Roscommon County Literacy Program – Presentation

Hiawatha Update – Alden

DDA Bylaws

Guest Speaker Time Limit – Fishel

UHYLLP, Certified Public Accountants

**VILLAGE OF ROSCOMMON  
DOWNTOWN DEVELOPMENT AUTHORITY  
BYLAWS  
(REVISED APRIL 3, 2023)**

**1.0 AUTHORITY**

These bylaws are adopted by the Village of Roscommon DDA pursuant to Section 204(3), Part 2 of Act 57 of the Public Acts of 2018, as amended, concerning Downtown Development Authorities, being MCL 125.4204(3).

**2.0 OFFICERS**

**2.1 Officers**

The officers of the DDA shall be a chairperson, vice chairperson, secretary, and treasurer.

**2.2 Election of Officers**

The officers of the DDA shall be chosen from its members by the DDA at its annual meeting held in DECEMBER of each year. The term of office for each officer shall be one (1) year, or until his or her successor is chosen and assumes office.

**2.3 Chairperson**

The chairperson shall preside over all meetings of the DDA.

**2.4 Vice Chairperson**

The vice chairperson shall perform the duties of the chairperson during the absence or disability of the chairperson.

**2.5 Secretary**

The secretary shall attend meetings of the board and keep a record of its proceedings, shall maintain custody of the official seal and of records, books, documents, or other papers not required to be maintained by the treasurer, and perform such other duties delegated by the board.

**2.6 Treasurer**

The treasurer shall keep the financial records of the DDA and who, together with the director, shall approve all vouchers for the expenditure of funds of the DDA. The treasurer shall also perform such other duties as may be delegated to him or her by the board and shall furnish bond in an amount as prescribed by the board.

**2.7 Vacancies**

If a vacancy occurs in the office of chairperson, the vice chairperson shall assume the office of chairperson for the remainder of the term. All other vacancies in offices shall be filled by the board from its members for the unexpired term of the office.

**3.0 MEETINGS**

### **3.1 Regular Meetings**

The board shall meet at the Roscommon Village Hall located at 702 Lake St., Roscommon, Michigan on the 3rd Monday of each month in regular session or at such other places and times as established by the board. At its first meeting in each calendar year, the board shall establish its schedule of regular meetings for the balance of the year. If any regularly scheduled meeting falls on a legal holiday, the regular meeting shall be held on the next business day that is not a legal holiday.

### **3.2 Special Meetings**

The board shall meet in special session at the call of the chairperson or upon written request of no less than four (4) members of the board filed with the chairperson. No less than 18 hours before the scheduled special meeting, the chairperson or his or her designee, shall provide each member of the board a notice of the special meeting, specifying the date, time, place, and purpose of the special meeting. This notice shall be given personally to each member of the board, mailed to each member by first class mail, left at the member's usual place of residence, or provided by electronic mail.

### **3.3 Emergency Meetings**

Emergency meetings of the board may be held only in the event of a severe and imminent threat to the health, safety, or welfare of the public when two-thirds of the members of the entire board decide that delay would be detrimental to efforts to lessen or respond to the threat.

### **3.4 Place of Meetings**

Meetings of the board shall be held in the Township/Village Hall unless public notice of the meeting states a different location. Whenever the regular meeting place of the board appears inadequate for members of the public to attend, the chairperson may change the meeting location to a larger facility in the village or surrounding area. Notice of such change shall be prominently posted on the door of the regular meeting place. The chairperson or his or her designee, shall also give notice of the change in the meeting place in a newspaper if time permits.

### **3.5 Time of Regular Meetings**

The time of the regular meetings will be 8:00 A.M. and shall be stated in the regular schedule of meetings adopted under Paragraph 3.1, unless the board by a vote of a majority of its members specifies a different starting time. The board shall not begin considering any matter on the agenda after 10:30 A.M. except by unanimous consent of the members present. Matters on the agenda which have not been considered shall be placed on the agenda of the next regular meeting, or on the agenda of a special meeting if one is called.

### **3.6 Change in Schedule**

Change in the regular meeting schedule shall not be made except upon the approval of a majority of the entire board. In the event the board shall meet and a quorum is not present, the board, with the approval of those present, may adjourn the meeting to a later day and time provided that proper notice to members and the public is given.

### **3.7 Cancellation of Meetings**

If there is no business for the board to conduct at any scheduled meeting, or if inclement weather would in the opinion of the chairperson make holding the meeting unsafe for the board members or the public,

the chairperson may cancel the meeting and place any business item on the agenda of the next regular meeting, or on the agenda of a special meeting, if one is called.

#### **4.0 PUBLIC NOTICE OF MEETINGS**

The chairperson or his or her designee, shall provide the proper notice for all meetings of the board. All such notices shall comply with the Michigan Open Meetings Act and shall be posted in a conspicuous location at the Township/Village Hall visible from the outdoors and on the *VILLAGE of ROSCOMMON* website, as provided in these Bylaws.

##### **4.1 Regular Meetings**

A notice shall be posted within ten (10) days after the first meeting of the board in each calendar year indicating the date, time, and place of the board's regularly scheduled meetings.

##### **4.2 Schedule Change**

Whenever the board changes its regular schedule of meetings, notice of the change in the regular meeting schedule shall be posted within three (3) days following the meeting in which the change was made.

##### **4.3 Special and Emergency Meetings**

If a special meeting of the board is scheduled under Paragraph 3.2 or an emergency meeting of the board is scheduled under Paragraph 3.3, then notice of such meeting shall be posted immediately and delivered to the residence of each member by personal delivery, electronic mail, or first class mail. The notice shall also be posted on the *VILLAGE of ROSCOMMON* website on either the homepage or on a separate webpage dedicated to public notices for non-regularly scheduled public meetings and accessible via a prominent and conspicuous link on the website's homepage that clearly describes its purpose for public notification of those non-regularly scheduled public meetings. No meeting, except emergency meetings, shall be held until notice of the meeting has been posted at least eighteen (18) hours in advance of the meeting.

#### **5.0 QUORUM AND ATTENDANCE**

##### **5.1 Quorum**

A majority of members of the entire board shall constitute a quorum for the transaction of ordinary business of the board. In the event a quorum is not present at a scheduled meeting of the board, no business shall be conducted and the meeting shall be rescheduled to a later day and time and proper notice shall be given to the board members and to the public.

##### **5.2 Attendance**

No member of the board may absent himself or herself without first having notified the chairperson or secretary of his or her intent to be absent from a scheduled meeting.

#### **6.0 MEETING AGENDAS**

### **6.1 Agenda for Regular Meetings**

The chairperson or his or her designee, shall prepare the agenda of business for all regular board meetings. Any member of the board, a committee of the board, or the public desiring to place a matter on the agenda shall notify the chairperson or his or her designee, of such item by 3:00 p.m. on the Tuesday preceding the next regular meeting. Such items shall be placed on the agenda under New Business, Old Business, or other agenda category as appropriate in the order they were received. The board reserves the right to alter the agenda, the order of items on the agenda, and remove items by a majority vote of the members present at the meeting. Except upon the consent of a majority of the members present, the board shall not consider items not received by the stated deadline.

### **6.2 Agenda for Special and Emergency Meetings**

Whenever the board is called into special session pursuant to Paragraph 3.2, the agenda shall be included in the notice of the meeting and no other matter shall be considered except when all members are present and a majority concurs. The agenda for emergency meetings pursuant to Paragraph 3.3 shall be provided along with the notice of the meeting to members of the board if time permits. At other times, the chairperson shall declare the agenda upon the approval of a majority of the members present.

### **6.3 Distribution of Agenda and Materials**

Upon the completion of the agenda, the chairperson or his or her designee, shall immediately distribute copies of the agenda together with copies of reports, explanations, etc., which relate to the matters of business on the agenda. Members of the board shall be entitled to receive such materials no later than three (3) days prior to the meeting, if time permits.

### **6.4 Order of Business**

The agenda shall be arranged in the following order:

1. Call to Order
2. Roll Call
3. Pledge of Allegiance
4. Introduction of Guest
5. Review and Approve Agenda
6. Approve Minutes
7. Treasurer's Report
8. Correspondence and Public Comments (3 minutes per person)
9. Committee Reports
10. Old Business
11. New Business
12. Future Projects
13. Liaison Reports
14. Adjournment

## **7.0 CONDUCT OF MEETINGS**

### **7.1 Meeting Chair**

The chairperson shall preside over meetings of the board. In the absence of the chairperson, the vice chairperson shall assume the duties of the chairperson. In the absence of both the chairperson and vice

chairperson, the secretary shall assume the duties of the chairperson for the purpose of the board electing one of its members present to preside at the meeting.

## **7.2 Form of Address**

Members of the board wishing to speak shall first obtain the approval of the chairperson and each member who speaks shall address the chairperson. Other persons at the meeting shall not speak unless recognized by the chairperson.

## **7.3 Rules for Citizen Comments to the Board**

1. The public may only address the board at the time designated on the agenda.
2. Members of the public addressing the board shall take into consideration the rules of common courtesy.
3. Members of the public shall not use the public participation portion of the meeting to make personal attacks against members of the board or against other officials or DDA employees. If the intended comments constitute a complaint or charge brought against a member of the board or against a DDA employee alleging that the official or employee has violated a federal or state statute, or an ordinance, resolution, or policy of the DDA, the individual shall contact the chairperson or his or her designee, under Paragraph 5.1 to request placement on the agenda.
4. Members of the public wishing to speak shall first obtain the approval of the chairperson, and each person who speaks shall address the entire board.
5. The persons addressing the board shall, when requested, identify themselves.
6. Each member of the public addressing the board may speak for three (3) minutes unless they contact the chairperson or his or her designee, under Paragraph 6.1 to request placement on the agenda and specify the purpose of the presentation and length of time requested (maximum time allowed 15 minutes per speaker or group).
7. A member of the public who desires to submit a written statement shall give the statement to the chairperson prior to the commencement of the meeting or any comments. All written statements and documents presented to the board by an individual are considered public documents and shall be retained in the record of the meeting.
8. The above provisions, however, shall in no way impair the right of the chairperson to control the meeting as presiding officer.

## **7.4 Disorderly Conduct**

The chairperson shall call to order any person who is being disorderly by speaking or otherwise disrupting the proceedings, by failing to be germane, by speaking longer than the allotted time, or by speaking vulgarities. Such person shall thereupon be seated until the chairperson has determined whether the person is in order. If a person so engaged in a presentation is ruled out of order, he or she shall not be permitted to speak further at the same meeting except upon the vote of a majority of the board members present and voting. If the person continues to be disorderly and to disrupt the meeting, the chairperson may request the sheriff, a deputy sheriff, or other police officer to remove the person from the meeting. No person shall be removed from a public meeting except for an actual breach of the peace committed at the meeting. The board shall also have the right to adjourn the meeting if it is interrupted due to the disorderly conduct of any person.



## **8.0 RECORD OF MEETINGS**

### **8.1 Minutes and Official Records**

The secretary shall be responsible for maintaining the official record and minutes of each meeting of the board. The minutes shall include all the actions and decisions of the board with respect to substantive (non-procedural) motions. The minutes shall include the names of the mover and seconder and the vote of the members. The record shall also state whether the vote was by voice or by roll call; when by roll call, the record shall show how each member voted. The secretary shall maintain copies of each resolution or other matter acted upon by the board. The official minutes, however, may refer to those matters by an identifying number and the descriptive title of the resolution or other matter.

### **8.2 Record of Discussion**

The secretary shall not be responsible for maintaining a written record or summary of the discussion or comments of the members of the board nor of the comments made by members of the public.

### **8.3 Request for Remarks to Be Included**

Any member of the board may have his or her comments printed as part of the record upon the concurrence of a majority of the other members. Comments to be included in the record shall be provided in writing by the member.

### **8.4 Public Access to Meeting Records**

The secretary shall make available to members of the public the records and minutes of the board meetings in accordance with the Michigan Open Meetings Act and the Michigan Freedom of Information Act. Minutes of board meetings, prepared but not approved by the board, shall be available for public inspection not more than eight (8) business days following the meeting. Minutes approved by the board shall be available within five (5) business days of the meeting at which they were approved.

## **9.0 COMMITTEES**

### **9.1 Establishment; Appointment**

If deemed advisable, the board may establish standing and *ad hoc* committees, define the purpose of each committee, and specify the number of members on each committee. The chairperson shall appoint the members of the committees. The chairperson shall be an ex officio member of all committees without a vote.

Upon the motion of any board member, and approval by a majority of the entire board, a committee may be discharged from further consideration of any matter.

### **9.2 Committee Meetings**

A majority of the members of a committee shall constitute a quorum. Each committee shall comply with the provisions of the Michigan Open Meetings Act and the Freedom of Information Act.

### **9.3 Exercise of Governmental Function**

A committee shall not exercise a governmental function as defined by the Michigan Open Meetings Act in a meeting that is NOT open to the public unless the act permits the action to be considered in executive session closed to the public. The responsibility of each committee is to make

recommendations to the board and to report matters considered and rejected as well as those considered and recommended.

#### **10.0 EXECUTIVE MEETINGS. (CLOSED SESSION)**

**10.1** The vote to hold an executive meeting shall be recorded in the minutes of the meeting at which the decision was made.

**10.2** The board may meet in executive session, closed to members of the public, upon the motion of any member and roll call approval by two-thirds of the members for the following purposes:

**10.2.1** To consider the purchase or lease of real property, until an option to purchase or lease that property is obtained.

**10.2.2** To consult with its attorney regarding trial or settlement strategy in connection with specific pending litigation, but only when an open meeting would have a detrimental financial effect on the litigating or settlement position of the DDA.

**10.2.3** To meet with an attorney to consider the attorney's written opinion.

**10.2.4** To review the specific contents of an application for employment to a DDA position and the applicant requests that the application remain confidential. Whenever the board meets to interview an applicant, the meeting shall be open to the public.

**10.3** The board may also meet in executive session upon the motion of any member and roll call approval by a majority of the entire members for the following purposes:

**10.3.1** To consider the dismissal, suspension, or disciplining of, or to hear complaints or charges brought against, or to consider a periodic personnel evaluation of a public officer, employee, staff member, or individual agent if the named person requests a closed hearing. If the person rescinds his/her request for a closed meeting the matter at issue shall thereafter be considered only in open public meeting.

**10.3.2** To consider strategy connected with the negotiation of a collective bargaining agreement.

#### **10.4 Minutes, Executive Meetings**

For each executive meeting, the secretary shall make a separate record of the topics discussed. This record shall not be disclosed to the public except upon the order of a court. The secretary shall destroy the minutes after one year and one day have passed after the meeting at which the board approved the minutes of the meeting at which the board voted to hold the executive meeting.

#### **11.0 PROCEDURAL MOTIONS AND RESOLUTIONS**

##### **11.1 Statement by Chairperson, Motions, and Resolutions**

No motion or resolution shall be entertained unless the same is seconded. No motion or resolution shall be adopted until the chairperson states the motion. All motions, except procedural motions and

resolutions, may be required to be in writing upon the demand of any member. A request to recess for the purpose of writing out a motion or resolution shall be in order.

### **11.2 Non-debatable Motions**

The motions to fix the time of the next meeting, adjourn, recess, point of privilege, call for orders of the day, to table, vote immediately, limit or extend debate shall be ordered and voted upon without debate.

### **11.3 Motion to Reconsider**

The motion to reconsider shall be in order on any question that the board has decided, but no question shall be reconsidered more than once. The motion to reconsider shall be in order on the same day as the vote to be reconsidered was taken or at the next meeting of the board. The motion to reconsider shall be made only by a member who voted with the prevailing side. A motion to reconsider a motion to amend shall not be in order if the main question has been voted upon. If the board has adopted a motion to reconsider, however, motions to amend shall be in order.

### **11.4 Motion to Clear the Floor**

The motion to clear the floor may be made by the chairperson or a member, whenever procedural matters have become sufficiently confused. If the motion to clear the floor has been adopted, it shall clear the floor of all motions as though they had been withdrawn. The motion shall not be subject to debate nor, if adopted, to reconsideration.

### **11.5 Temporary Suspension of the Bylaws**

These bylaws may be suspended temporarily at any time by vote of two-thirds of the entire board to achieve any legal objective of the board in a legal manner.

### **11.6 Appeal Rulings of the Chairperson**

Any member of the board may appeal the ruling of the chairperson. On all appeals receiving a second, the question shall be, "*Shall the decision of the chairperson stand as the decision of the board?*" The question shall then be decided by the vote of a majority of the board members present and voting.

## **12.0 VOTING**

### **12.1 Abstaining from voting**

Except as provided herein, whenever the chairperson puts a question to the board, every member present shall vote on the question. No member present shall abstain from voting "yes" or "no." If there is a conflict of interest which prevents a member of the board present from voting, the nature of such conflict of interest shall be stated on the record and its existence confirmed by the chairperson with the advice of the DDA attorney. Once the conflict of interest is confirmed, the member with the conflict of interest shall abstain from any discussions concerning and voting on the matter.

### **12.2 Roll call votes**

The names and votes of members shall be recorded on board actions to adopt final measures such as resolutions, financial matters, appointment, or election of officers, etc. A roll call vote shall be taken on other motions and actions at the request of any board member.



### **12.3 Votes Required**

Except as provided elsewhere in these bylaws and except for those decisions required by statute to have a higher majority, procedural and other questions arising at a meeting of the board shall be decided by a majority of the members present and voting. A majority of the entire board, however, shall be required for the allowance of a financial claim against the DDA.

### **13.0 PARLIAMENTARY AUTHORITY**

Generally, *Robert's Rules of Order* (Newly Revised) shall govern all questions of procedure not otherwise provided by these bylaws or by state or federal law. The DDA attorney shall serve as the board's parliamentarian and shall advise the chairperson regarding bylaws.

### **14.0 AMENDMENTS**

These bylaws may be added to, amended, or repealed in whole or in part. Proposed changes to these bylaws must be submitted in writing to the members of the board at least one (1) month in advance of the meeting at which the proposed changes will be considered. A majority vote of the entire board shall be required to amend these bylaws.

### **15.0 SEVERABILITY**

If any section, provision or clause of these bylaws or the application thereof to any person or circumstance shall be invalid, such invalidity shall not affect any remaining portion or application of these bylaws which can be given effect without the invalid portion or application.

These bylaws were adopted by the Village of Roscommon DDA at its meeting held on

\_\_\_\_\_, 2023

\_\_\_\_\_  
Sue Jock, Secretary

These bylaws were approved by the Roscommon Village Council at its meeting held on

\_\_\_\_\_, 2023

\_\_\_\_\_  
Frances Dawson, Village Clerk



September 6, 2023

Village of Roscommon  
Attn: Ron Alden  
214 S. Main Street  
P.O. Box 236  
Roscommon, Michigan 48653

We are pleased to submit a proposal for a complete financial audit of the Village of Roscommon as of and for the year ended December 31, 2024, 2025 and 2026.

Our audit will be conducted with the objective of issuing our opinion on the financial statements of Village of Roscommon. Our examination will be conducted in accordance with generally accepted auditing standards and with the standards prescribed by the State Treasurer.

As an integral part of our audit, we will conduct tests of the transactions recorded in the records of the Village to ascertain their reliability relative to the fairness of the presentation of the financial statements. We will also be testing and reconciling the balance sheet accounts of the Village to determine their reliability.

Our approach to an audit has always been to not just meet the minimum audit requirements the State imposes upon you, but to provide a useful document for the Board to use as a tool in pursuing the efficient management of the Village's resources. To meet that goal, we provide additional schedules and consultations with Village officers, as deemed appropriate, that increase the usefulness of the audited annual report as well as satisfy its filing requirement as imposed by the State of Michigan.

Our firm is a member of the AICPA's Governmental Audit Quality Center. We believe our membership in this voluntary quality center helps strengthen our commitment to producing quality governmental audits and in conjunction with our own Auditing and Accounting committee keep up to date on new laws, standards, and pronouncements in governmental accounting.

Our firm participates in the AICPA peer review program for quality and receives required peer reviews every three years passing with an unmodified opinion every time. UHY, LLP also has an internal audit review process that requires a partner of the firm that is not directly involved in performing the engagement to review the audit prior to the issuance of the opinion.

UHY, LLP and all of its employees meet the continuing education and external quality control review requirements required by the U.S. General Accounting Office and Government Auditing Standards.



We do not discriminate against any individual because of race, consideration for employment, selection of training, promotion, transfer, recruitment, rates of pay, or other forms of compensation, demotion, or separation.

Our audit fees are based solely on time required and actual expenses incurred. These fees include preparation of the Annual Local Unit Fiscal Report Form F-65 (MI-2) and Act 51 Report. We submit a bid (inclusive of all travel, out-of-pocket expenses and cost of answering periodic questions from Village personnel throughout the year) to do the audit of the Village of Roscommon, not to exceed, as follows:

December 31, 2024	\$11,275
December 31, 2025	\$12,000
December 31, 2026	\$12,900

If a single audit is required due to the Village receiving more than \$750,000 of federal funds, the charge per major program will be \$3,500. Typically, only one major program is audited as part of a single audit for an entity the size of the Village of Roscommon.

If additional work is required of our firm to prepare your records for audit or to perform any additional services relative to changes in accounting pronouncements, new funds, or various projects and consultations beyond the audit engagement, we will consider the work to be a separate engagement to be negotiated outside this audit proposal. For a partner or a manager of the firm, hourly fees range from \$180 to \$340 per hour and for other professional staff and C.P.A.'s, the hourly fee ranges from \$68 to \$160 per hour.

Our firm is independent of the Village of Roscommon as defined by generally accepted auditing standards. We will not delegate or subcontract our responsibilities under our agreement. Additionally, all information provided in this proposal is true and accurate to the best of our knowledge.

The contact person at our office who is authorized to make representations on behalf of the firm, relative to this proposal, is Trent A. Mulder, C.P.A. Mr. Mulder may be contacted at the address and telephone number appearing in our letterhead.

The person signing this letter, Trent A. Mulder, C.P.A., is authorized to bind the firm to this proposal. We look forward to your reply to our proposal and hope to enjoy the opportunity to perform this service for the Village.

Very truly yours,

UHY, LLP

  
Trent A. Mulder, C.P.A.

We have reviewed the above proposal and agree with the stated terms.

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

## OFFICE LOCATIONS

**California**  
Orange County

**Connecticut**  
Farmington

**Florida**  
Miami

**Georgia**  
Atlanta

**Maryland**  
Columbia

**Michigan**  
Ann Arbor  
Detroit  
Farmington Hills  
Port Huron  
Sterling Heights

**Missouri**  
Kansas City  
St. Louis

**New York**  
Albany  
Catskill  
Hudson  
Kingston  
Long Island  
New York  
Rye Brook  
Saratoga Springs

**Texas**  
Houston

## Report On Peer Review

---

We are pleased to provide a copy of UHY LLP's most recent peer review report dated January 31, 2021 as well as the related letter from the Chair of the American Institute of Certified Public Accountants' National Peer Review Committee notifying us that the Committee accepted our peer review report on April 21, 2021. Firms can receive a rating of pass, pass with deficiency(ies), or fail. UHY LLP received a peer review report rating of pass – the best possible outcome.

Peer reviews are conducted on a triennial basis and are performed on the system of quality control for the accounting and auditing practice applicable to non-SEC issuers. Our next peer review will be due on January 31, 2024.

A peer review is conducted by qualified CPA inspectors from an outside CPA firm. These peer reviewers select engagements that are representative of the reviewed firm's non-SEC practice. Their selection considers the various industries served by the firm, the partners serving those industries and must include all levels of attest service – audits, reviews, compilations, agreed-upon procedures engagements, SOC 1 and SOC 2 engagements, and other attestation services.

In addition to the numerous engagement files reviewed in detail, the peer reviewers inspect other areas of our non-SEC practice including client acceptance and retention, independence, integrity and objectivity, licensing and professional membership, and our staff and partner resources related to recruiting, hiring, assignments, education and training, and continuing professional education.

We are proud of our record of commitment to quality and pledge to continue in our dedication to the highest level of service.

**UHY** **LLP**



National Peer  
Review Committee

April 22, 2021

Cynthia Scheuer  
UHY LLP  
4 Tower Place, Executive Park, 7th Floor  
ALBANY, NY 12203

Dear Cynthia Scheuer:

It is my pleasure to notify you that on April 21, 2021, the National Peer Review Committee accepted the report on the most recent System Review of your firm. The due date for your next review is January 31, 2024. This is the date by which all review documents should be completed and submitted to the administering entity. Since your due date falls between January and April, you can arrange to have your review a few months earlier to avoid having a review during tax season.

As you know, the report had a peer review rating of pass. The Committee asked me to convey its congratulations to the firm.

Thank you for your cooperation.

Sincerely,

A handwritten signature in black ink, reading 'Michael Fawley', with a stylized flourish at the end.

Michael Fawley  
Chair, National PRC  
+1.919.402.4502

cc: Candace Wright, Betina Dufault

Firm Number: 900003882951

Review Number: 579417





8550 United Plaza Blvd., Ste. 1001 — Baton Rouge, LA 70809  
225-922-4600 Phone — 225-922-4611 Fax — [pnllp.com](http://www.pnllp.com)

A Professional Accounting Corporation

## Report on the Firm's System of Quality Control

To the Partners of UHY LLP  
and the National Peer Review Committee

We have reviewed the system of quality control for the accounting and auditing practice of UHY LLP (the firm) applicable to engagements not subject to PCAOB permanent inspection in effect for the year ended July 31, 2020. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants (Standards).

A summary of the nature, objectives, scope, limitations of, and the procedures performed in a System Review as described in the Standards may be found at [www.aicpa.org/prsummary](http://www.aicpa.org/prsummary). The summary also includes an explanation of how engagements identified as not performed or reported in conformity with applicable professional standards, if any, are evaluated by a peer reviewer to determine a peer review rating.

### Firm's Responsibility

The firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. The firm is also responsible for evaluating actions to promptly remediate engagements deemed as not performed or reported in conformity with professional standards, when appropriate, and for remediating weaknesses in its system of quality control, if any.

### Peer Reviewer's Responsibility

Our responsibility is to express an opinion on the design of the system of quality control and the firm's compliance therewith based on our review.

### Required Selections and Considerations

Engagements selected for review included engagements performed under *Government Auditing Standards*, including compliance audits under the Single Audit Act; audits of employee benefit plans, an audit performed under FDICIA, an audit of a broker-dealer, and examinations of service organizations [SOC 1 and SOC 2 engagements].

As part of our peer review, we considered reviews by regulatory entities as communicated to the firm, if applicable, in determining the nature and extent of our procedures.

### Opinion

In our opinion, the system of quality control for the accounting and auditing practice of UHY LLP applicable to engagements not subject to PCAOB permanent inspection in effect for the year ended July 30, 2020, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency(ies)* or *fail*. UHY LLP has received a peer review rating of *pass*.

*Postlethwaite & Netterville*

Baton Rouge, Louisiana  
January 11, 2021