

**OSCODA TOWNSHIP  
REGULAR BOARD MEETING  
AGENDA & NOTICE**

**June 22, 2020 - 7:00 P.M.**

**<https://us02web.zoom.us/j/84050187717>**

**Call-In Number: +1-929-205-6099**

**Meeting ID: 840 5018 7717**

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Posted Date: June 18, 2020

Press Notification Date: June 18, 2020

Posted by: \_\_\_\_\_

**CALL TO ORDER**

**ROLL CALL**

**PUBLIC HEARING ECWAG Grant Application**

**PUBLIC HEARING DWRF Grant Application**

**PUBLIC HEARING CWSRF Grant Application**

**AGENDA ADDITIONS:**

**CONSENT AGENDA:**

**Approval of Minutes:**

1. Regular Meeting Minutes – June 8, 2020

**Finance:**

1. Payment of Bills (Oscoda Township) – Total - \$ 323,160.05
  - a. Prepaid – June 16, 2020 - \$5,549.35
  - b. Check Run – June 23, 2020 - \$317,610.70

**SUB COMMITTEE REPORTS AND PROJECT UPDATES: (As Available)**

1. Update from ROWE Engineering
2. Update from the Economic Improvement Director
3. 2019 Annual Report from Iosco County Central Dispatch
4. Reminder of the Zoom Work Session Established for Wednesday 24 June 2pm
5. May 2020 Operating Report Submitted by Utility Operator

**REPORTS:**

1. **Superintendent** - - - - - Schaeffer
  - a. 2020 Appropriations for the Drug Forfeiture Fund 265
  - b. 2020 Expenditures Booked to the Drug Law Enforcement Fund 265
  - c. Request to Increase 2020 Appropriations for the General Fund by \$10,118.43
  - d. ROWE Proposal for SRF Engineering and Construction Administration Services for Sanitary Sewer Projects 2020 - 2023
  - e. Final Pay Invoice for Haney Electric Associated with Old Orchard Park Electrical Upgrade
  - f. Professional Services Contract Agreement with HydroCorp
  - g. Lumber for Octagon Pavilion Decking
  - h. DPW Request for Mower and Trailer Purchase
  - i. Sanitary Sewer Camera Project
  - j. Request to Increase Superintendent Purchasing Limit to \$10,000

- k. Real Estate Brokerage RFP Recommendation
- l. Appraisal RFQ Recommendation – Aune Medical Facility

**RESOLUTIONS AND ORDINANCES:**

- a. Resolution 2020-11: Fees for Vacant Building Registration
- b. Resolution 2020-13: Application for ECWAG
- c. Resolution 2020-14: Application for DWRF
- d. Resolution 2020-15: Application for CWSRF

**OTHER:**

- 1. Appointment to the Board of Review
- 2. Appointment to the Zoning Board of Appeals
- 3. Chamber Request for Harbor House Publishing
- 4. Part Time Seasonal Employee for the Treasurer's Office
- 5. Request for Blood Drive 29 June 2020
- 6. Requesting Amount Not to Exceed \$8,000 for the North American Space Summit Sunday 30 August through Wednesday 2 September (to be paid from Prop O&M Fund 236-266-860.100)
- 7. Determine Fireworks for the 4<sup>th</sup> of July
- 8. AuSable Township Request to Reduce Sewer Charges due to Rain Event
- 9. Request from the CVB for Movies at the Pier
- 10. Placeholder Item for the Electronic Vehicle Charging Station

**PUBLIC COMMENTS:**

**BOARD COMMENTS:**

## Regular Board Meeting Minutes June 8, 2020

**Call to Order** – Mr. Weed called the meeting to order at 7:09 p.m. at the Robert J. Parks Library located at 6010 North Skeel Avenue, Oscoda Michigan 48750.

**Roll Call** – Board Members Present: Mr. Baier, Mr. Cummings, Mr. Gayeski, Ms. McGuire, Mr. Nordeen, Mr. Palmer, Mr. Weed  
Board Members Absent: None  
Others Present: Mr. Dickerson, Mr. Schaeffer, Ms. Scott (Stephenson & Co.)

**Agenda Additions** – None

**Adoption of Agenda** – Mr. Palmer supported a motion by Ms. McGuire to accept the agenda.

ALL YEAS  
MOTION CARRIED

**Presentation: 2019 Audit Report** – Cindy Scott from Stephenson and Company introduced herself and spoke about her qualifications and experience. Ms. Scott also noted that this was her first time having performed the Oscoda Township audit. Ms. Scott went on to give an overview of the 2019 audit. She spoke about the audit opinion letter and indicated that Oscoda Township received an unmodified opinion which is the highest level of assurance. Ms. Scott also spoke about the management's discussion and analysis, government-wide financial statements, fund financial statements, notes to the financial statements, the required supplementary information, and other information. Ms. Scott noted that the state sent the township a letter requesting a corrective action plan regarding actual expenditures exceeding the amounts authorized in the budget. Ms. Scott also spoke about the management letter, the four current year comments, and the status of the prior year comments. Mr. Baier asked about the timeline regarding the letter from the state and Ms. Scott spoke to the matter. Mr. Gayeski thanked Ms. Scott for her presentation. Mr. Cummings asked for more information about the financial statement preparation comment and Ms. Scott responded. Mr. Cummings also inquired about the testing related to the cash reconciliations comment and Ms. Scott replied. Mr. Cummings asked about the asset listing and depreciation of the senior center. Ms. Scott indicated that she would confirm the status of the senior center. Mr. Weed stated that the superintendent had ensured that no discrepancies fell under his purview and thanked Mr. Schaeffer.

**Consent Agenda** – Mr. Baier supported a motion by Ms. McGuire to approve the consent agenda.

ALL YEAS

MOTION CARRIED

Mr. Palmer raised a question about checks written in fund 248 and the closure of fund 248. Mr. Nordeen noted that the board needed to approve budget appropriations before those expenditures could be accounted for somewhere other than fund 248. Mr. Schaeffer also noted a report for 2021 operating revenue.

## **Sub Committee Reports and Project Updates**

**Recap of Michigan Safe Start Plan / Stage 4** – Mr. Schaeffer spoke about the state's reopening plan and the current status.

**Recap of the Executive Orders Issued by the Governor** – Mr. Schaeffer also spoke about recent executive orders and their implications.

**Recommendation from AuSable Township concerning Fireworks for the 4th of July** – Mr. Schaeffer notified the board of AuSable Township's recommendation regarding the fireworks display. Mr. Schaeffer also spoke about the township's options with the fireworks vendor. Mr. Baier asked a question about AuSable Township's financial contribution and spoke about neighboring towns' firework displays. Mr. Cummings and Mr. Nordeen also spoke about the fireworks display and the related options.

**Phase II Water Main Connections** – Mr. Schaeffer updated the board regarding property owner connections to the newly installed watermain.

**Reminder of the Work Session Established for Wednesday 24 June 2pm at the Library** – Mr. Schaeffer also reminded the board of the upcoming work session.

**Sign Ordinance** – Mr. Nordeen inquired about the status of the sign ordinance revision. Mr. Palmer indicated that the planning commission subcommittee had been working on the sign ordinance and that work would resume when possible.

## **Superintendent's Report**

**2019 Corrective Action Plan to be Submitted to the Department of Treasury** – Ms. McGuire supported a motion by Mr. Palmer to approve the 2019 corrective action plan to be submitted to the department of treasury as presented.

ALL YEAS

MOTION CARRIED



**2020 Appropriations for General Fund 101-250 Lakefront District** – Ms. McGuire supported a motion by Mr. Palmer to increase the 2020 General Fund appropriations for the Lakefront District by \$17,901 and to book all revenues and expenditures from Fund 248 and 252 to Lakefront District Fund.

ALL YEAS  
MOTION CARRIED

Mr. Palmer asked if the amount of the checks that had previously been mentioned was factored into the appropriations and Mr. Schaeffer indicated that it was. Mr. Cummings inquired about the timeline of the DDA fund closure and Mr. Nordeen spoke.

**Worker's Compensation Insurance Renewal** – Mr. Palmer supported a motion by Mr. Cummings to approve worker's compensation insurance renewal for \$16,304.

ALL YEAS  
MOTION CARRIED

**E-Z GO Utility Carts for Old Orchard Park** – Mr. Gayeski supported a motion by Mr. Palmer to approve the purchase of two E-Z GO carts in the amount of \$12,700.

ALL YEAS  
MOTION CARRIED

Mr. Gayeski asked about the specifications of the carts and Mr. Schaeffer and Mr. Cummings referenced the packet information and responded. Mr. Baier asked if the carts would be additions or replacements and Mr. Schaeffer indicated that they would be additions.

**Partial Payment for Phase II of the Water Main Extension** – Mr. Baier supported a motion by Mr. Cummings to approve the partial payment for Phase II of the watermain extension.

ALL YEAS  
MOTION CARRIED

Mr. Cummings and Mr. Palmer expressed their approval of the work. Mr. Gayeski asked if the project was ahead of schedule about the status of the easement. Mr. Schaeffer indicated that the project was ahead of schedule and spoke about the easement process.

**Responses to the RFQ for Design and Construction Engineering Services** – Mr. Cummings supported a motion by Mr. Palmer to approve ROWE Professional Services for SRF engineering services and authorize the township supervisor to execute the QBS Certification Form.

ALL YEAS  
MOTION CARRIED

## **Resolutions and Ordinances**

**Resolution 2020-11: Fees for Vacant Building Registration** – Mr. Palmer supported a motion by Mr. Weed to postpone Resolution 2020-11.

ALL YEAS  
MOTION CARRIED

Mr. Gayeski asked about the timelines associated with the registration and discussion followed. Board members discussed the fee amount and structure. There was also discussion about the intention and appropriateness of the ordinance and fee. Mr. Baier asked if the concept had been run by the attorney and it was indicated that it had with a positive response. The punitive nature of the ordinance was also discussed.

**Resolution 2020-12: Application for MDOT Tap Grant associated with Phase 3 of the Iosco Exploration Trail** – Mr. Gayeski supported a motion by Ms. McGuire to approve Resolution 2020-12 in regard to the Michigan Natural Resources Trust Fund grant application.

ALL YEAS  
MOTION CARRIED

Mr. Nordeen asked if the resolution further obligated the township and Mr. Schaeffer answered that it did not. Mr. Palmer spoke about the iterations of the project and the potential benefits. Mr. Gayeski asked about the local match amount for the grant.

### **Other**

**Oscoda Township Board Rules Time of Meeting** – Mr. Cummings supported a motion by Mr. Palmer to extend the meeting to finish the agenda.

ALL YEAS  
MOTION CARRIED

**Resignation from the Zoning Board of Appeals** – Ms. McGuire supported a motion by Mr. Baier to accept the letter from Mrs. Irene Dunn with regret.

ALL YEAS  
MOTION CARRIED

**Resignation from the Zoning Board of Appeals** – Mr. Palmer supported a motion by Ms. McGuire to accept her resignation with regrets also.

ALL YEAS  
MOTION CARRIED

Mr. Weed express appreciation for the service of Irene Dunn and JoAn Nink.

**ORV Trail Operating Agreement Extension** – Mr. Cummings supported a motion by Mr. Palmer to approve the agreement extension for the period from July 1, 2020 to June 20, 2021.

ALL YEAS  
MOTION CARRIED

**Proposal to Post for Library Assistant** – Mr. Cummings supported a motion by Mr. Baier to allow the librarian to go ahead with her plans to advertise to fill the position.

ALL YEAS  
MOTION CARRIED

Mr. Nordeen suggested a typographical correction. Ms. McGuire asked if separate action was needed to possibly change the operating hours of the library. It was suggested that Mr. Schaeffer could handle the possible change in operating hours.

**Placeholder Proposal from Blue Ribbon Events** – Mr. Baier supported a motion by Mr. Palmer to approve the two events with the Blue Ribbon event company.

ALL YEAS  
MOTION CARRIED

Mr. Baier asked about the financial structure of the events. Mr. Schaeffer, Mr. Dickerson, and Danielle, an event representative, spoke about the matter and provided details. Mr. Gayeski asked about the entity's insurance and Mr. Weed said that they were prepared.

**Request to Establish a Joint Work Session with Tawas Utility Authority, Huron Shores Regional Utility Authority, and the Oscoda Township Board Tuesday 30 June at 9:00am in East Tawas Council Chambers to discuss Utility Operator Contract**

– Mr. Gayeski supported a motion by Mr. Weed to have a joint work session regarding the utility authorities on Tuesday, June 30<sup>th</sup> at 9:00 a.m. at the East Tawas Council Chambers.

ALL YEAS  
MOTION CARRIED

There was discussion about the time and date of the proposed work session.

**Closure of the DDA Bank Account** – Mr. Palmer supported a motion by Mr. Gayeski to close the DDA account.

ALL YEAS  
MOTION CARRIED

**Public Comment** – Dave Winn re: Phase II watermain project and bank reconciliation and financial report procedures; Greg Schulz re: Vacant building registration; Robert Tasior re: Reconciliation of accounts, DDA accounts, and audit recommendation implementation; Josh Sutton re: Annual Appropriations Act and monthly financial reporting

**Board and Staff Comments** – Mr. Gayeski re: Joint work session; Mr. Cummings re: Board minutes audit comment, recording of investment interest, segregation of duties, senior center asset listing and depreciation, absentee ballot applications; Mr. Schaeffer

re: Joint work session, board minutes audit comment; Mr. Nordeen re: Recording of investment interest, audit report and presentation, thanks to township staff, bank reconciliations, Richard Miller letter, absentee ballot applications, DDA accounts; Mr. Weed re: Audit report and presentation; Mr. Baier re: Audit report and presentation, township newsletter, DDA accounts; Mr. Palmer re: DDA accounts; Ms. McGuire re: DDA accounts

**Adjourn** – Mr. Palmer made a motion to adjourn at 10:52 p.m.

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Aaron Weed  
Supervisor  
Charter Township of Oscoda

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John Nordeen  
Clerk  
Charter Township of Oscoda

DRAFT

GL Number	Vendor	Invoice Desc.	Invoice	Due Date	Amount
Fund 101 GENERAL/UNALLOCATED					
Dept 000					
101-000-283.100	JANEEN REIGLE	REFUND DEPOSIT WARRIOR 6/16/17	06192017	06/30/20	250.00
Total For Dept 000					250.00
Dept 172 SUPERINTENDENT					
101-172-725.000	MR ROBERT F STALKER II	REIMBURSEMENT FOR MEALS	MME CONF	06/30/20	13.02
Total For Dept 172 SUPERINTENDENT					13.02
Dept 250 LAKEFRONT DISTRICT					
101-250-921.000	CONSUMERS ENERGY	112 N STATE	202786119391	06/19/20	40.44
101-250-922.000	DTE ENERGY	114 N STATE ST	060120 1005	06/23/20	56.39
101-250-923.000	OSCODA WATER & SEWER	114 N STATE ST	08160 52520	06/25/20	54.08
Total For Dept 250 LAKEFRONT DISTRICT					150.91
Dept 265 TOWNSHIP HALL & GROUNDS					
101-265-922.000	DTE ENERGY	110 S STATE	060120 67337	06/23/20	399.00
101-265-923.000	OSCODA WATER & SEWER	110 S STATE ST	08150-52520	06/25/20	107.35
Total For Dept 265 TOWNSHIP HALL & GROUNDS					506.35
Dept 299 UNALLOCATED					
101-299-926.000	CONSUMERS ENERGY	STREET LIGHTS	201629240513	06/23/20	14.17
101-299-926.000	CONSUMERS ENERGY	STREET LIGHTS	201629240514	06/23/20	137.98
Total For Dept 299 UNALLOCATED					152.15
Dept 722 ZONING & PLANNING					
101-722-960.000	JOSHUA SUTTON	MTA CONFERENCE	121515	06/30/20	149.50
Total For Dept 722 ZONING & PLANNING					149.50
Dept 751 PARKS & RECREATION					
101-751-922.000	DTE ENERGY	300 W RIVER RD	060120 81	06/23/20	37.48
101-751-923.000	OSCODA WATER & SEWER	OSCODA BEACH PARK	02400 052520	06/25/20	27.88
101-751-923.000	OSCODA WATER & SEWER	BASEBALL FIELD	07580 52520	06/25/20	45.96
101-751-923.000	OSCODA WATER & SEWER	BMX TRACK	06115 52520	06/25/20	7.25
101-751-923.000	OSCODA WATER & SEWER	CENTER DIAMOND	07585 52520	06/25/20	12.33
101-751-923.000	OSCODA WATER & SEWER	WATER FOUNTAIN PARK	02475 52520	06/25/20	7.25
101-751-923.000	OSCODA WATER & SEWER	FAR DIAMOND	07587 52520	06/25/20	12.33
Total For Dept 751 PARKS & RECREATION					150.48
Dept 753 FOOTE SITE PARK					
101-753-921.000	CONSUMERS ENERGY	1695 E RIVER RD	601012271900	06/23/20	26.98
Total For Dept 753 FOOTE SITE PARK					26.98
Dept 754 KEN RATLIFF PARK					
101-754-923.000	OSCODA WATER & SEWER	6341 F41	01669 52520	06/25/20	12.33
101-754-923.000	OSCODA WATER & SEWER	6330 F41	01670 52520	06/25/20	12.33
Total For Dept 754 KEN RATLIFF PARK					24.66
Total For Fund 101 GENERAL/UNALLOCATED					1,424.05
Fund 236 PROP OPER & MNTNCE					
Dept 269					
236-269-922.000	DTE ENERGY	4051 ARROW ST	060120 0	06/23/20	37.48
Total For Dept 269					37.48
Dept 271 PROPERTY O & M AUNE					
236-271-922.000	DTE ENERGY	5671 N SKEEL AVE	060120 57648	06/23/20	279.96

GL Number	Vendor	Invoice Desc.	Invoice	Due Date	Amount
Fund 236 PROP OPER & MNTNCE					
Dept 271 PROPERTY O & M AUNE					
236-271-922.000	DTE ENERGY	5671 N SKEEL AVE	060120 24435	06/23/20	167.27
236-271-923.000	OSCODA WATER & SEWER	4003 SKEEL AVE	05838 52520	06/25/20	7.25
236-271-923.000	OSCODA WATER & SEWER	5671 N SKEEL BLDG 1842	05895 52520	06/25/20	898.78
Total For Dept 271 PROPERTY O & M AUNE					1,353.26
Total For Fund 236 PROP OPER & MNTNCE					1,390.74
Fund 271 LIBRARY					
Dept 000					
271-000-853.000	CHARTER COMMUNICATIONS	05/29/20 - 6/28/20	0075793060120	06/18/20	49.99
271-000-922.000	DTE ENERGY	6010 N SKEEL BLDG 418	060120 9389	06/23/20	152.71
271-000-923.000	OSCODA WATER & SEWER	6010 SKEEL BLDG 418	05935 52520	06/25/20	45.96
Total For Dept 000					248.66
Total For Fund 271 LIBRARY					248.66
Fund 509 OLD ORCHARD PARK					
Dept 000					
509-000-921.000	CONSUMERS ENERGY	745 E RIVER RD	202341184470	06/23/20	1,948.04
509-000-921.000	CONSUMERS ENERGY	743 E RIVER RD	203676083409	06/23/20	25.36
509-000-921.000	CONSUMERS ENERGY	STREET LIGHTS	204832962908	06/23/20	144.68
Total For Dept 000					2,118.08
Total For Fund 509 OLD ORCHARD PARK					2,118.08
Fund 590 SEWER					
Dept 000					
590-000-853.000	CHARTER COMMUNICATIONS	06/06/20 - 7/05/20	0073897060620	06/23/20	38.69
590-000-921.100	CONSUMERS ENERGY	210 OTTAWA	601012281328	06/24/20	101.22
590-000-922.100	DTE ENERGY	4466 MCNICHOL	060120 29982	06/23/20	160.30
590-000-923.200	OSCODA WATER & SEWER	4468 MCNICHOL	05650 52520	06/25/20	60.36
590-000-923.200	OSCODA WATER & SEWER	4466 MCNICHOL	05752 52520	06/25/20	7.25
Total For Dept 000					367.82
Total For Fund 590 SEWER					367.82

06/17/2020 09:32 AM  
User: JANEHACKBORNDE  
DB: Oscoda

INVOICE GL DISTRIBUTION REPORT FOR OSCODA TOWNSHIP  
EXP CHECK RUN DATES 06/16/2020 - 06/16/2020  
BOTH JOURNALIZED AND UNJOURNALIZED OPEN AND PAID  
BANK CODE: GEN

GL Number	Vendor	Invoice Desc.	Invoice	Due Date	Amount
		Fund Totals:			
		Fund 101 GENERAL/UNALLOCATED			1,424.05
		Fund 236 PROP OPER & MNTNCE			1,390.74
		Fund 271 LIBRARY			248.66
		Fund 509 OLD ORCHARD PARK			2,118.08
		Fund 590 SEWER			367.82
		Total For All Funds:			<hr/> 5,549.35

GL Number	Vendor	Invoice Desc.	Invoice	Due Date	Amount
Fund 101 GENERAL/UNALLOCATED					
Dept 000					
101-000-202.000	KALITTA AIR LLC	MSHDA MOD PROJECT	61620	06/30/20	10,000.00
Total For Dept 000					10,000.00
Dept 250 LAKEFRONT DISTRICT					
101-250-726.000	HARGER'S FEED & GARDEN	36 24" WEEKENDER BASKETS	12143	06/30/20	1,008.00
101-250-726.000	WELLMANS	FLOWERS FOR TOWNSHIP	161469	06/30/20	619.00
101-250-802.000	STEPHENSON & COMPANY, P.C.	FINAL BILLING FOR AUDIT 12/31/19	229104	06/30/20	937.30
Total For Dept 250 LAKEFRONT DISTRICT					2,564.30
Dept 253 TREASURER					
101-253-726.000	QUILL CORPORATION	TONER	7401460	06/30/20	219.40
101-253-726.000	QUILL CORPORATION	TONER	7421779	06/30/20	100.56
101-253-900.000	IOSCO NEWS PRESS PUB CO	6500 TAX ENVELOPES SUMMER 2020	303309619	06/30/20	430.00
Total For Dept 253 TREASURER					749.96
Dept 262 ELECTIONS					
101-262-900.000	IOSCO NEWS PRESS PUB CO	ELECTION INSPECTORS	303309381	06/30/20	55.00
101-262-900.000	IOSCO NEWS PRESS PUB CO	ELECTION INSPECTORS	303309801	06/30/20	55.00
101-262-900.000	IOSCO NEWS PRESS PUB CO	ELECTION INSPECTORS	303309546	06/30/20	55.00
Total For Dept 262 ELECTIONS					165.00
Dept 265 TOWNSHIP HALL & GROUNDS					
101-265-726.000	AUSABLE HARDWARE & SURPLUS	MOSS REMOVER	2005-107491	06/30/20	42.97
101-265-726.000	AUTO VALUE OSCODA	1/8 6011 ROD	281-1365906	06/30/20	29.68
101-265-726.000	AUTO VALUE OSCODA	12 PC DUST MASKS	281-1363428	06/30/20	2.99
101-265-726.000	FASTENAL COMPANY	9V PROCELL ALK BTRY	MITAW33509	06/30/20	42.24
101-265-751.000	GARY OIL COMPANY	DPW GAS MAY 2020	216167	06/30/20	134.71
101-265-801.000	BOWDECON LLC	DISINFECTING OF TWP HALL OFFICE	20-0415-2	06/30/20	480.00
101-265-801.000	BOWDECON LLC	DISINFECTING OF OTDPW OFFICES	20-0415-4	06/30/20	384.00
101-265-801.000	BOWDECON LLC	DISINFECTING OF TOWNSHIP HALL OFFICES	20-0520-2	06/30/20	480.00
101-265-930.000	AUSABLE HARDWARE & SURPLUS	FASTENERS, PINCH CLAMP	2005-101535	06/30/20	28.11
101-265-930.000	AUSABLE HARDWARE & SURPLUS	1 X 3/8 HOLE	2005-101772	06/30/20	3.26
101-265-930.000	AUSABLE HARDWARE & SURPLUS	SUNFLOWER OUTDOOR SPRAY, QUARTER ROUND	2005-102794	06/30/20	20.86
101-265-930.000	AUSABLE HARDWARE & SURPLUS	FLUSH WELDER OUTLET	2005-103159	06/30/20	22.98
101-265-930.000	MEDLER ELECTRIC COMPANY	PHIL F32T8/TL950/ALTO 30 PK	S4604907.001	06/30/20	105.37
101-265-930.000	UNIFIRST CORPORATION	BAGGED WIPERS	153-0094581	06/30/20	158.63
101-265-930.000	VISA	CHARGING TOOL FOR TILT WINDOWS	1413817	06/30/20	18.37
101-265-931.000	AUTO VALUE OSCODA	OE STANDARD	281-1365958	06/30/20	17.94
101-265-931.000	AUTO VALUE OSCODA	RIGID MALE/CLAMP	281-1366450	06/30/20	2.69
101-265-931.000	AUTO VALUE OSCODA	FUEL FILTER/OE STANDARD	281-1365957	06/30/20	13.94
101-265-931.000	LINCOLN OUTDOOR CENTER	AP300S/AP BAH BAG	31346	06/30/20	263.92
101-265-933.000	AUTO VALUE OSCODA	GROUND STRAP	281-1366958	06/30/20	7.89
101-265-980.000	I.T. RIGHT	PATCH	20164266	06/30/20	4.50
Total For Dept 265 TOWNSHIP HALL & GROUNDS					2,265.05
Dept 276 CEMETERY					
101-276-751.000	GARY OIL COMPANY	CEMETERY MAY 2020	216164	06/30/20	117.17
Total For Dept 276 CEMETERY					117.17
Dept 299 UNALLOCATED					
101-299-801.000	BOWDECON LLC	DISINFECTING TOWNSHIP OFFICES 6/10/20	20-0610-1	06/30/20	480.00
101-299-802.000	STEPHENSON & COMPANY, P.C.	FINAL BILLING FOR AUDIT 12/31/19	229104	06/30/20	6,236.63
101-299-815.100	I.T. RIGHT	FIREWALL APPLIANCE AND 25 USERS	20163716	06/30/20	674.00
101-299-815.100	I.T. RIGHT	MONTHLY SERVICE JUNE 2020	20164533	06/30/20	250.00



GL Number	Vendor	Invoice Desc.	Invoice	Due Date	Amount
Fund 101 GENERAL/UNALLOCATED					
Dept 299 UNALLOCATED					
101-299-821.000	ROWE PROFESSIONAL SERVICES COMPANY	CONSOLIDATED TWP FACILITIES	0092543	06/30/20	914.67
101-299-880.000	VISA	ZOOM	DAVE 60920	06/30/20	15.89
Total For Dept 299 UNALLOCATED					8,571.19
Dept 336 FIRE DEPARTMENT					
101-336-751.000	GARY OIL COMPANY	FIRE DEPT MAY 2020	216163	06/30/20	15.60
101-336-900.000	QUILL CORPORATION	COLOR INK	7411717	06/30/20	94.29
101-336-910.100	MUNICIPAL UNDERWRITERS OF MICH	PROVIDENT AGENCY	3732	07/01/20	1,695.00
101-336-980.000	I.T. RIGHT	LAPTOP FIRE DEPARTMENT	20164663	06/30/20	1,218.00
Total For Dept 336 FIRE DEPARTMENT					3,022.89
Dept 722 ZONING & PLANNING					
101-722-726.000	QUILL CORPORATION	BLACK PENS	7525413	06/30/20	16.99
101-722-726.000	QUILL CORPORATION	HP950XL HYBLK	7659916	06/30/20	114.99
101-722-801.000	MUNICODE	ADM SUPPORT FEE 6/1/20 - 5/31/21	00344301	06/30/20	225.00
101-722-900.000	IOSCO NEWS PRESS PUB CO	PUBLIC NOTICE	303309841	06/30/20	122.50
101-722-900.000	IOSCO NEWS PRESS PUB CO	CASE 840	303309377	06/30/20	140.88
101-722-900.000	IOSCO NEWS PRESS PUB CO	CASE 840	303309545	06/30/20	140.88
101-722-980.000	I.T. RIGHT	VIDEO CONVERTER	20164662	06/30/20	22.35
Total For Dept 722 ZONING & PLANNING					783.59
Dept 751 PARKS & RECREATION					
101-751-751.000	GARY OIL COMPANY	PARKS & REC MAY 2020	216166	06/30/20	141.53
101-751-761.000	WILLIAM HAMLIN	PANTS - HAMLIN ALLOWANCE	06012020	06/30/20	124.95
101-751-930.000	TRUGREEN-CHEMLAWN	VEGETATION CONTROL	121488994	06/30/20	431.59
101-751-931.000	AUTO VALUE OSCODA	COPPER PLUG	281-1368254	06/30/20	9.96
101-751-931.000	AUTO VALUE OSCODA	SWITCH BUTTON	281-1367712	06/30/20	25.78
101-751-931.000	AUTO VALUE OSCODA	15W50	281-1368560	06/30/20	250.48
101-751-931.000	LINCOLN OUTDOOR CENTER	BLADES 72'	31400	06/30/20	108.01
101-751-956.000	IOSCO NEWS PRESS PUB CO	DPW HELP WANTED	303303185	06/30/20	44.00
Total For Dept 751 PARKS & RECREATION					1,136.30
Dept 754 KEN RATLIFF PARK					
101-754-726.000	PRINT 'N' GO	GOLF PENCILS FOR BOAT LAUNCHES	103233	06/30/20	9.25
101-754-930.000	DESIGN INDUSTRIAL	WARRIOR PAVILION PLUMBING	061120	06/30/20	226.10
Total For Dept 754 KEN RATLIFF PARK					235.35
Total For Fund 101 GENERAL/UNALLOCATED					29,610.80
Fund 203 ROAD IMPROVEMENT FUND					
Dept 000					
203-000-969.000	LIQUID CALCIUM CHLORIDE SALES	9268 GALLONS @ .55	1059567	06/30/20	5,097.40
203-000-969.000	LIQUID CALCIUM CHLORIDE SALES	9129 GALLONS @ .55	059534	06/30/20	5,020.95
Total For Dept 000					10,118.35
Total For Fund 203 ROAD IMPROVEMENT FUND					10,118.35
Fund 206 FIRE DEPT EQUIPMENT FUND					
Dept 000					
206-000-981.000	VISA	KEY CHAIN/BADGE HOLDER FIRE DEPT	111-7721719-24546	06/30/20	101.96
Total For Dept 000					101.96
Total For Fund 206 FIRE DEPT EQUIPMENT FUND					101.96

GL Number	Vendor	Invoice Desc.	Invoice	Due Date	Amount
Fund 207 POLICE FUND					
Dept 000					
207-000-751.000	AUTO VALUE OSCODA	SYNTHETIC 5W30	281-1368010	06/30/20	762.48
207-000-751.000	AUTO VALUE OSCODA	SYN 0W20 5Q	281-1368007	06/30/20	343.90
207-000-751.000	GARY OIL COMPANY	POLICE DEPT MAY 2020	216169	06/30/20	1,033.28
207-000-801.000	BOWDECON LLC	DISINFECTING OATPD OFFICE AND PATROL VEHICL	20-0610-2	06/30/20	185.00
207-000-801.000	BOWDECON LLC	DISINFECTING OF OATPD OFFICES/VEHICLES	20-0415-3	06/30/20	200.00
207-000-801.000	BOWDECON LLC	DISINFECTING OF OATPD OFFICES/VEHICLES	20-0422-1	06/30/20	185.00
207-000-801.000	BOWDECON LLC	DISINFECTING OATPD OFFICES/VEHICLES	20-0520-1	06/30/20	185.00
207-000-801.000	I.T. RIGHT	EVENT SENTRY	20164661	06/30/20	125.00
207-000-801.200	LEXIS NEXIS RISK SOLUTIONS	MAY 2020	1593757-20200531	06/30/20	221.37
207-000-801.200	LEXIS NEXIS RISK SOLUTIONS	MARCH 2020 USER FEE	1593757-20200331	06/30/20	221.37
207-000-801.200	STATE OF MICHIGAN	TOKEN FEE 4/1/20 - 6/30/20	551-561944	09/01/20	429.00
207-000-802.000	STEPHENSON & COMPANY, P.C.	FINAL BILLING FOR AUDIT 12/31/19	229104	06/30/20	1,690.66
207-000-933.000	AUTO VALUE OSCODA	AA 5Z6714A	281-1368008	06/30/20	65.88
207-000-933.000	AUTO VALUE OSCODA	FILTER ASM OIL	281-1368005	06/30/20	41.94
207-000-933.000	SEVAN K, INC	POLICE CAR WASH MAY 2020	053120	06/30/20	152.00
Total For Dept 000					5,841.88
Total For Fund 207 POLICE FUND					5,841.88
Fund 211 POLICE STAFFING FUND					
Dept 000					
211-000-751.000	GARY OIL COMPANY	FUND 211 GAS MAY 2020	216168	06/30/20	212.62
211-000-761.000	GALLS INCORPORATED	GALLAHAR/UNIFORMS	015722695	06/30/20	377.55
211-000-761.000	GALLS INCORPORATED	MCNICHOL UNIFORM ALLOWANCE	015712813	06/30/20	100.00
Total For Dept 000					690.17
Total For Fund 211 POLICE STAFFING FUND					690.17
Fund 218 OLD ORCHARD PARK CAPITAL IMPROVEMENT					
Dept 000					
218-000-984.000	ROWE PROFESSIONAL SERVICES COMPANY	AS NEEDED SERVICES LANDSCAPE ARCHITECTURE	0092538	06/30/20	8,854.00
218-000-984.000	ROWE PROFESSIONAL SERVICES COMPANY	OLD ORCHARD CAMPGROUND IMPROVEMENTS	0094163	06/30/20	3,562.00
Total For Dept 000					12,416.00
Total For Fund 218 OLD ORCHARD PARK CAPITAL IMPROVEMENT					12,416.00
Fund 236 PROP OPER & MNTNCE					
Dept 266 PROPERTY O & M MAINTENANCE					
236-266-751.000	GARY OIL COMPANY	BASE MAY 2020	216165	06/30/20	154.34
236-266-801.000	ROWE PROFESSIONAL SERVICES COMPANY	AS NEEDED SERVICES LANDSCAPE ARCHITECTURE	0092538	06/30/20	3,720.00
236-266-802.000	STEPHENSON & COMPANY, P.C.	FINAL BILLING FOR AUDIT 12/31/19	229104	06/30/20	5,888.36
Total For Dept 266 PROPERTY O & M MAINTENANCE					9,762.70
Dept 271 PROPERTY O & M AUNE					
236-271-802.000	ALERT SERVICES	2ND INSTALLMENT JUNE 2020	062320	06/30/20	1,150.00
236-271-802.000	SERVICEMASTER CLEAN	JANITORIAL SERVICES JUNE 2020	72910	06/30/20	65.00
Total For Dept 271 PROPERTY O & M AUNE					1,215.00
Total For Fund 236 PROP OPER & MNTNCE					10,977.70
Fund 271 LIBRARY					
Dept 000					
271-000-801.000	BOWDECON LLC	DISINFECTING OF PARKS LIBRARY	20-0415-1	06/30/20	700.00
271-000-801.000	STEPHENSON & COMPANY, P.C.	FINAL BILLING FOR AUDIT 12/31/19	229104	06/30/20	199.72

GL Number	Vendor	Invoice Desc.	Invoice	Due Date	Amount
Fund 271 LIBRARY					
Dept 000					
Total For Dept 000					899.72
Total For Fund 271 LIBRARY					<u>899.72</u>
Fund 509 OLD ORCHARD PARK					
Dept 000					
509-000-726.000	QUILL CORPORATION	STICK PEN, POST ITS, ERASERS	5473227	06/30/20	96.71
509-000-730.000	AMAZON CAPITAL SERVICES	ROUND RED REFLECTOR	11MV-FCHW-D73K	06/30/20	63.09
509-000-751.000	GARY OIL COMPANY	GASOLINE OOP	143021	06/30/20	123.68
509-000-802.000	STEPHENSON & COMPANY, P.C.	FINAL BILLING FOR AUDIT 12/31/19	229104	06/30/20	1,597.79
509-000-803.000	NM WATER OPERATIONS LLC	COLLECTION FEE/BACTERIOLOGICAL ANALYSIS	20-2	06/30/20	300.00
509-000-900.000	IOSCO NEWS PRESS PUB CO	OOP HELP WANTED	303303186	06/30/20	66.00
509-000-931.000	LINCOLN OUTDOOR CENTER	BAR/CHAIN	31338	06/30/20	59.00
509-000-933.000	AUTO VALUE OSCODA	12V 450 CCA GOLF	281-1368266	06/30/20	102.99
Total For Dept 000					<u>2,409.26</u>
Total For Fund 509 OLD ORCHARD PARK					<u>2,409.26</u>
Fund 590 SEWER					
Dept 000					
590-000-726.000	AMAZON CAPITAL SERVICES	ACER MONITOR	1GCR-G493-FJTF	06/30/20	58.92
590-000-800.100	F&V OPERATIONS	JUNE 2020	3295	06/30/20	25,808.92
590-000-802.000	STEPHENSON & COMPANY, P.C.	FINAL BILLING FOR AUDIT 12/31/19	229104	06/30/20	7,977.70
590-000-821.000	ROWE PROFESSIONAL SERVICES COMPANY	AS NEEDED SERVICES LANDSCAPE ARCHITECTURE	0092538	06/30/20	1,240.00
590-000-900.000	PSI PRINTING SYSTEMS	LASER UTILITY BILLS	213640	06/30/20	421.98
590-000-900.000	PSI PRINTING SYSTEMS	PAST DUE NOTICES	213647	06/30/20	103.99
590-000-931.000	AUSABLE HARDWARE & SURPLUS	GALV NIPPLE, BUSHING, PIPE COMPOUND	2005-101018	06/30/20	61.89
590-000-931.000	AUTO VALUE OSCODA	16MP-16FPX	281-1366384	06/30/20	24.58
Total For Dept 000					<u>35,697.98</u>
Total For Fund 590 SEWER					<u>35,697.98</u>
Fund 591 WATER					
Dept 000					
591-000-726.000	AMAZON CAPITAL SERVICES	ACER MONITOR	1GCR-G493-FJTF	06/30/20	58.92
591-000-800.100	F&V OPERATIONS	JUNE 2020	3295	06/30/20	25,808.91
591-000-802.000	STEPHENSON & COMPANY, P.C.	FINAL BILLING FOR AUDIT 12/31/19	229104	06/30/20	7,526.84
591-000-821.100	ROWE PROFESSIONAL SERVICES COMPANY	AS NEEDED SERVICES LANDSCAPE ARCHITECTURE	0092538	06/30/20	3,240.00
591-000-821.100	ROWE PROFESSIONAL SERVICES COMPANY	WATER MAIN PHASE II	0092534	06/30/20	8,810.00
591-000-821.100	ROWE PROFESSIONAL SERVICES COMPANY	WATER MAIN PHASE II	94301	06/30/20	33,312.00
591-000-821.100	ROWE PROFESSIONAL SERVICES COMPANY	AS NEEDED SERVICES	94075	06/30/20	5,050.00
591-000-821.100	ROWE PROFESSIONAL SERVICES COMPANY	WATER MAIN PHASE II	94074	06/30/20	2,177.50
591-000-900.000	IOSCO NEWS PRESS PUB CO	INTENT	303309830	06/30/20	147.00
591-000-900.000	IOSCO NEWS PRESS PUB CO	INTENT	303309591	06/30/20	147.00
591-000-900.000	PSI PRINTING SYSTEMS	LASER UTILITY BILLS	213640	06/30/20	421.97
591-000-900.000	PSI PRINTING SYSTEMS	PAST DUE NOTICES	213647	06/30/20	103.99
591-000-924.100	HSRUA	O & M FEES DUE FOR APRIL 1 TO JUNE 30, 2020	125	06/30/20	122,042.75
Total For Dept 000					<u>208,846.88</u>
Total For Fund 591 WATER					<u>208,846.88</u>

GL Number	Vendor	Invoice Desc.	Invoice	Due Date	Amount
		Fund Totals:			
		Fund 101 GENERAL/UNALLOCATED			29,610.80
		Fund 203 ROAD IMPROVEMENT FUND			10,118.35
		Fund 206 FIRE DEPT EQUIPMENT FUND			101.96
		Fund 207 POLICE FUND			5,841.88
		Fund 211 POLICE STAFFING FUND			690.17
		Fund 218 OLD ORCHARD PARK CAPITAL IMPROVEMENT			12,416.00
		Fund 236 PROP OPER & MNTNCE			10,977.70
		Fund 271 LIBRARY			899.72
		Fund 509 OLD ORCHARD PARK			2,409.26
		Fund 590 SEWER			35,697.98
		Fund 591 WATER			208,846.88
		Total For All Funds:			317,610.70

**CHARTER TOWNSHIP OF OSCODA  
ENGINEERING PROJECT AND AS-NEEDED  
PROGRESS REPORT  
June 2020**

**Active Projects:**

- **Phase 2 Water Main:**
  1. **Project is nearing completion, tentatively wrapping up by the end of this month.**
  2. **To-date approximately 37 property owners have inquired about connecting the water services.**
  3. **Rowe is in the process of contacting up to three (3) contractors that may be interested in this work. Once we have them identified, we will notify the Township and the residents on Loud on who they could work with in completing their services.**
  
- **Specific Funding Opportunities:**
  1. **CBDG – IR Grant – The Township did not get funded in this round. We are working with MEDC on future opportunities.**
  2. **Rowe is preparing to submit for an USDA-RD ECWAG Grant.**
  3. **DWRF/CWSRF (EGLE) applications are being finalized. With the completed public hearings tonight, these applications will be finalized and submitted per the previously discussed schedules.**
  4. **USDA-RD loan application is on hold until further direction.**
  5. **PFAS Contamination/Sanitary Sewer System (EGLE-SWQIF) – potential 80% grant with 20% local match for reducing PFAS from effluent of sanitary sewer system.**
  6. **Consumers Energy - 2020 Planet Award – Township was declined**
  
- **Sanitary Sewer System Improvements:**
  1. **ROWE and F&V Operations have meet and coordinated the priority of projects recommended from the SAW Report Capital Improvement Plan (SAW-CIP). Based on the recommended schedule from the SAW-CIP, projects were to begin/complete in 2019. The priority list to get started on goes through 2023 (realistic completion schedule).**
  2. **Estimated project costs are \$4.1 million for construction and \$750k for design/construction/Township Admin.**
  3. **These projects will be funded through either the SRF Loan program or the USDA-RD Loan program. The Township will have the opportunity to decide which funding opportunity is best for them later this summer.**
  4. **Upon approval of the design and construction administration proposal, design will commence shortly to stay on schedule with construction starting in 2021.**

- **Phase 1 Water Main assistance:**
  1. Change order for John Henry, Inc. to complete the work at Whispering Woods and 4287 and 4311 Bissonette is finalized.
  2. ROWE has contacted the owner of Whispering Woods and has sent authorization letters and construction easement documents the two properties on Bissonette.
  3. Once authorizations from the property owners are completed, John Henry, Inc. will provide a schedule for completing the work.
  4. Funding for this work expires on 12/31/2020.
  
- **Old Orchard Campground Public Dock Erosion:**
  1. Design is complete for the drainage and erosion.
  2. Plans and estimate are being submitted to Township for review and comment.
  3. Coordination with Consumers Energy and EGLE/DNR on-going.
  4. Project will be ready to advertise in July for fall construction.
  
- **Old Orchard Campground Electrical Upgrades:**
  1. Project has been completed by Haney Electric and accepted by the Township.
  2. Final pay application is on agenda for approval tonight.
  
- **Phase 3 Trail Project:**
  1. Project is being considered for the smaller phase to Foote Village along with the full phase to the entrance of Old Orchard Campground. Decision should be by July 21, 2020.
  2. Researching all possible funding sources beyond the TAP Grant Funding and FLAP Grant Funding.
  3. If approved in July, the following steps will be next:
    - Coordinating efforts to include all eligible items in the project for consideration.
    - Coordinating efforts with USFS, MDNR, and ICRC for site control letters for the grant applications pending needed by 10/1/2020.
    - Working with Township on scheduling public meetings by 10/1/2020.

#### Projects On-hold:

- **Township Facilities:**
  1. Next step is finalizing consolidated space needs of the new facilities based on information gathered at the Work Session of 11/7/2019.
  2. **Next Work Session needs to be scheduled.**
- **Pump Station #25:**
  1. Repaired/Rehabilitated pumps installed.
  2. **Control improvements are scheduled to be included in the upcoming sanitary sewer improvements project**
- **Wurtsmith Base Utility Evaluation for potential future development opportunities:**
  1. **Provided Township a proposal for drainage study and condition assessment of storm sewer system for the purposes of system reduction/elimination.**
- **Site Plan Reviews:**
  1. No site plans pending review this month.
- **Rinse Stations at Ratliff Park:**
  1. Recommendations and pricing provided to Township for review.
- **Plat Right-of-way issues/special assessment district:**
  1. Information provided to the Township for further direction.
- **Parks & Recreation Grant Opportunities:**
  1. Assisted the Township in pursuing grants to fund the Parks & Recreation Capital Improvement Plans.... on hold.

#### Projects Completed:

- **Storm Water User Rate Study:**
  1. User rates completed for Arrow and Mission GAC treatment plants.
- **Sanitary Sewer and Water System Ordinance (including "Policies") Updates:**
  1. Township is currently completing a water rate study.



GREENBUSH TOWNSHIP  
 OSCODA TOWNSHIP

LAKE HURON

- = Phase I 2018 Construction
- = Phase II 2019 ECWAG Project Locations
- = Future Phase A Project Location
- = Future Phase B Project Location
- = Future Phase C Project Location
- = Future Phase D Project Location
- = Future Phase E Project Location
- = Future Phase F Project Location
- = Future Phase G Project Location
- = Future Phase H Project Location

**OSCODA TOWNSHIP  
 WATER DISTRIBUTION SYSTEM**



0 500 1000 2000  
 SCALE IN FEET

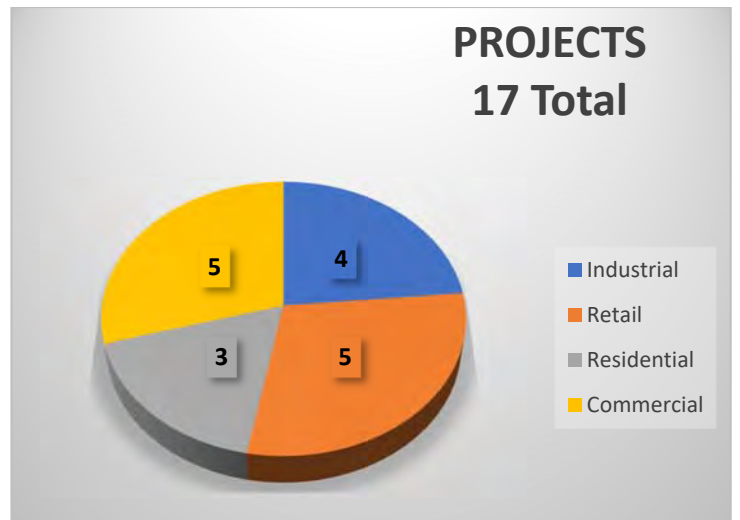
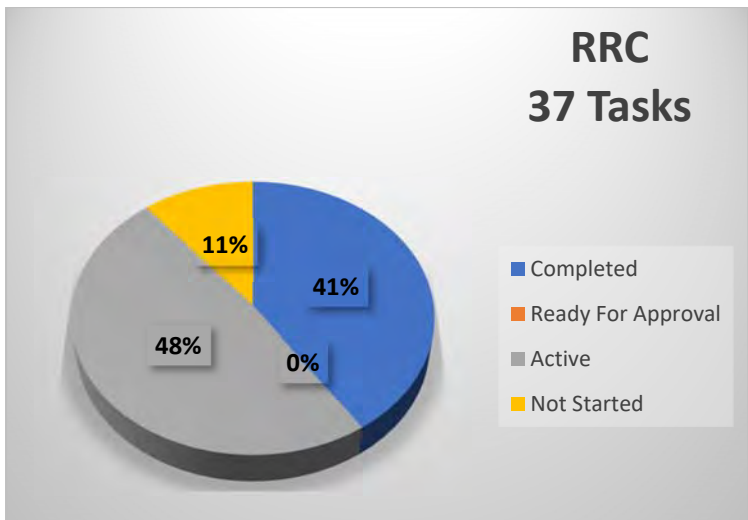
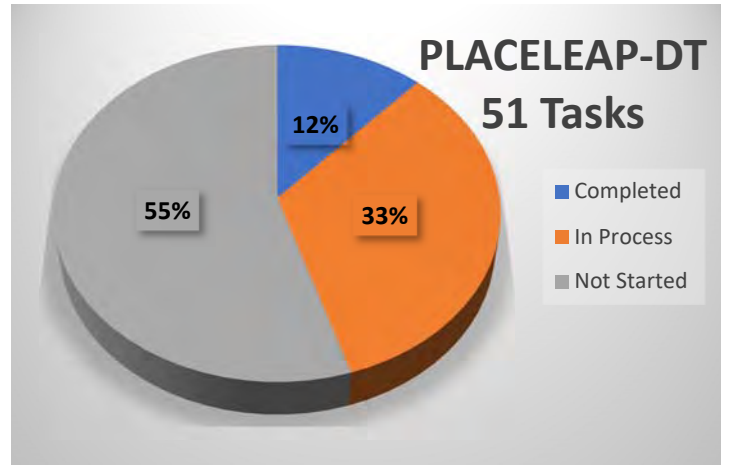
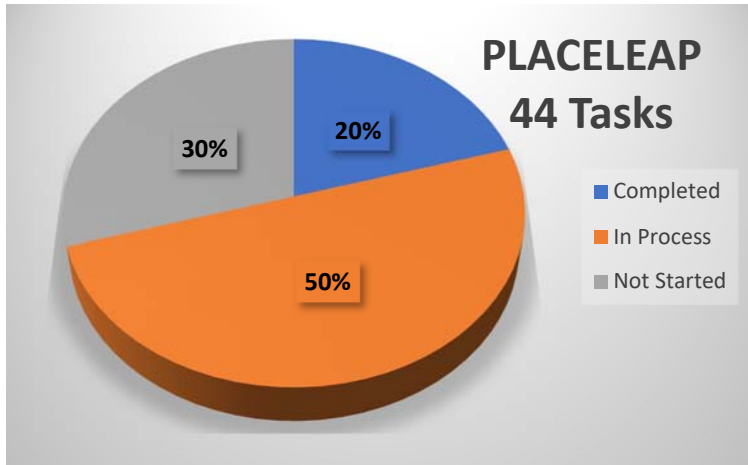
PLOT INFO: 2014-10-10 10:00:00 AM, LAYOUT: OSCODA.TWP, DATE: 11/23/12 10:00 AM, USER: JG



# ECONOMIC IMPROVEMENT DIRECTOR UPDATE TO TOWNSHIP BOARD

6-22-2020

## 1) DASHBOARDS:



## NOTES:

- PLACELEAP
  - Working on In-Process activities, but no changes among the categories
- PLACELEAP-DT
  - Downtown Summit scheduled for July 28; Warrior Pavilion; 4 PM and 7 PM
  - 57% of the Downtown tasks are predicated on Businesses and Stakeholder Input (Downtown Summit)
- RRC
  - CEDAM Fellow starts June 22nd
  - Target end of July to have **ALL** tasks active and additional items “Ready for Approval”
- PROJECTS
  - Holding steady at 17 total projects at various stages of the Life cycle

# ECONOMIC IMPROVEMENT DIRECTOR HIGHLIGHTS – JUNE 2020

6-22-2020

## Activity Summary

- CEDAM Fellow –
  - Newly hired Fellow – Ryan Madis
  - Starts June 22 (Virtually); Onsite July 6<sup>th</sup>
  
- Township Property Disposition –
  - Brokerage RFP – We received one response back in March per the deadline for the published RFP. We received one additional response after the deadline. The Broker who met the deadline has rescinded interest. After multiple discussions with the EIC, they recommend rejecting all proposals and go back out to RFP limiting the listing to the Huron Shores Artisan Hall building, 114 N State St.
  - Additionally, they recommend obtaining an appraisal for the Aune Medical Building and proceeding with self-marketing that property for a period of 6 months.
  
- Digital 55 Project Work –
  - Drone flew May 21 for video and photos for property databases and marketing materials.
  - Property datasheet draft updates
  - Parking Map draft complete
  - Economic Development Micro-Site at 30% complete
  
- Downtown Summit 2020
  - Rescheduled for July 28 at the Warrior Pavilion; First Session @ 3:00pm; Second Session @ 7:00pm
  - Stakeholder/Public opinion survey sent out before the July 28<sup>th</sup>
  
- Grant Pursuits & Opportunities
  - MEDC Match on Main – Not Awarded
  - MEDC Site Ready Grant – OWA
  - EDA Grant pursuit
  
- EIC 2020 Revised Meeting Schedule
  - The EIC will be meeting the 2<sup>nd</sup> & 4<sup>th</sup> Tuesdays of the month until further notice

**2020**  
**ECONOMIC IMPROVEMENT COMMITTEE**  
**REVISED MEETING SCHEDULE**

The EIC meets the second and fourth Tuesday of the month unless specified otherwise. All meetings are held at the Huron Shores Artisan Hall, 114 N State St. Meetings begin at 4:00 pm, the public is welcome.

- June 9<sup>th</sup>
- June 24<sup>th</sup>
  
- July 14<sup>th</sup>
- July 28 – Downtown Summit 4pm & 7pm
  
- August 11<sup>th</sup>
- August 25<sup>th</sup>
  
- September 8<sup>th</sup>
- September 22<sup>nd</sup>
  
- October 13<sup>th</sup>
- October 27<sup>th</sup>
  
- November 10<sup>th</sup>
- November 24<sup>th</sup>
  
- December 8<sup>th</sup>
- December 22<sup>nd</sup> – No Meeting – Happy Holidays

# Oscoda Township Downtown- Implementation Plan

STATUS COLOR LEGEND & TOGGLE

Not Started	In Progress	Delayed	Complete
ON	ON	ON	ON

OBJECTIVE	LOCAL GOAL(S)	REGIONAL GOAL(S)	STATUS	OWNER	ANTICIPATED		ACTUAL		Success Measurement
					START DATE	END DATE	START DATE	END DATE	
1. Create Vacant Building Registry	1, 6	1, 3	In Progress	Superintendent		12/31/2019			Registry adopted and enforced
1.A. Research Vacant Building Registry ordinances (examples)	1, 6	1, 3	Complete	Superintendent					
1.B. Create Oscoda-Specific Registry Ordinance	1, 6	1, 3	Complete	Superintendent					
1.C. Planning Commission Recommends Registry	1, 6	1, 3	Complete	Superintendent					
1.D. Township Board Adopts Registry	1, 6	1, 3	Complete	Superintendent					
1.E. Inventory Vacant Buildings	1,6	1,3	Complete						
1.F. Create & Populate Downtown Property Database	1,6	1,3	In Progress						
2. Create a parking management plan	1, 7	1	In Progress	Superintendent + Economic Improvement Director		12/31/2025			Parking Management Plan Created
2.A. Map all available parking in downtown (detailed- number of spaces, condition, ownership, etc)	1, 7	1	In Progress	Superintendent + Economic Improvement Director					
2.B. Create map of public spaces and promote	1, 7	1	In Progress	Superintendent + Economic Improvement Director					
2.C. Conduct survey or use/vacancy times	1, 7	1	Not Started	Superintendent + Economic Improvement Director					
2.D. Work with property owners to evaluate parking needs	1, 7	1	In Progress	Superintendent + Economic Improvement Director					

2.E. Determine what options Township could use to better manage parking supply (ownership, lease, trade) based on current and projected needs	1, 7	1	In Progress	Superintendent + Economic Improvement Director					
2.F. Determine what spaces may be better utilized as development rather than parking	1, 7	1	In Progress	Superintendent + Economic Improvement Director					
3. Create Vibrancy Grants	1, 6	1	In Progress	Economic Improvement Director		6/1/2020			At least three grants awarded
3.A. Meet with local property/business owners about potential parameters (uses, general design, matching funds, timing) to narrow down focus	1, 6	1	In Progress	Economic Improvement Director					
3.B. Create program parameters and identify funding	1, 6	1	Not Started	Economic Improvement Director					
3.C. Township Board Approves Parameters	1, 6	1	Not Started	Economic Improvement Director					
3.D. Create intake and scoring process (if needed)	1, 6	1	Not Started	Economic Improvement Director					
3.E. Market program to property/business owners	1, 6	1	Not Started	Economic Improvement Director					
3.F. Determine which properties/business will be funded	1, 6	1	Not Started	Economic Improvement Director					
3.G. Board Approves Funding	1, 6	1	Not Started	Economic Improvement Director					
3.H. Execute grants/purchases	1, 6	1	Not Started	Economic Improvement Director					
3.I. Celebrate completion (ribbon cutting, press release, add to "what's new" communications	1, 6	1	Not Started	Economic Improvement Director					
4. Improve Walkability + Traffic Calming	1, 7	1, 11	Not Started	Superintendent + Economic Improvement Director		12/31/2029			At least five crosswalks newly marked
4.A. Meet with MDOT Region Office to determine how local streets can interface with US-23	1, 7	1, 11	In Progress	Superintendent + Economic Improvement Director					
4.B. Identify local street crossings in downtown	1, 7	1, 11	Not Started	Superintendent + Economic Improvement Director					

4.C. Identify potential designs for crosswalks	1, 7	1, 11	Not Started	Superintendent + Economic Improvement Director					
4.D. Work with DPW and public to determine what designs/stencils should be used in crosswalks	1, 7	1, 11	Not Started	Superintendent + Economic Improvement Director					
4.E. Implement new crosswalk designs	1, 7	1, 11	Not Started	Superintendent + Economic Improvement Director					
4.F. Work with MDOT to determine what streetscape modifications could be made to calm traffic	1, 7	1, 11	Not Started	Superintendent + Economic Improvement Director					
4.G. Work with MDOT to identify funding/budget for improvements	1, 7	1, 11	In Progress	Superintendent + Economic Improvement Director					
4.H. Execute improvements	1, 7	1, 11	Not Started	Superintendent + Economic Improvement Director					
5. Create More Public Art + Murals	1, 4	1, 9	In Progress	Economic Improvement Director		3/31/2021			At least three new pieces of public art installed
5.A. Create a "Where Would You Like Art?" social media campaign to have residents, businesses, and property owners post pictures of where they would like to see public art	1, 4	1, 9	In Progress	Economic Improvement Director					
5.B. Work with property owners to determine willingness to participate	1, 4	1, 9	In Progress	Economic Improvement Director					
5.C. Get public feedback to determine location(s) or art installments and determine mediums	1, 4	1, 9	In Progress	Economic Improvement Director					
5.D. Solicit artists to send proposals	1, 4	1, 9	Not Started	Economic Improvement Director					
5.E. Determine which art will be installed and where	1, 4	1, 9	Not Started	Economic Improvement Director					
5.F. Execute contract with artists	1, 4	1, 9	Not Started	Economic Improvement Director					
6. Create Archway to connect downtown to beachfront	1, 7	1	In Progress	Superintendent		12/31/2022			Gateway Created

6.A. Determine Right-of-Way conditions	1, 7	1	In Progress	Superintendent					
6.B. Design sign to meet ROW conditions and location	1, 7	1	In Progress	Superintendent					
6.C. Have archway created	1, 7	1	In Progress	Superintendent					
6.D. Install archway	1, 7	1	In Progress	Superintendent					
7. Encourage Micro + Pop-Up Retail	1, 4, 6	1, 3	In Progress	Economic Improvement Director		3/31/2021			At least two new retailers downtown
7.A. Meet with vacant property owners to explain and determine openness to either concept	1, 4, 6	1, 3	In Progress	Economic Improvement Director					
7.B. Once willingness is established, work with property owners to determine potential rent rates for pop-up retail	1, 4, 6	1, 3	Not Started	Economic Improvement Director					
7.C. Once willingness is established, determine which property owners would consider demising walls to create micro-retail spaces	1, 4, 6	1, 3	Not Started	Economic Improvement Director					
7.D. Consider micro-retail space alternatives (sheds, containers, etc) to existing buildings is owners not interested. Possible sites would be sheds at Furtaw Field or property near beach	1, 4, 6	1, 3	Not Started	Economic Improvement Director					
7.E. Promote potential pop-up retail sites	1, 4, 6	1, 3	Not Started	Economic Improvement Director					
7.F. If property owners are interested, determine best locations for micro retail and estimated costs for demising walls	1, 4, 6	1, 3	Not Started	Economic Improvement Director					
7.G. Create grants for demising wall recipients	1, 4, 6	1, 3	Not Started	Economic Improvement Director					
7.H. If no property owners interested, determine costs to create new spaces on vacant property	1, 4, 6	1, 3	Not Started	Economic Improvement Director					
7.I. Using farmers market model, determine rules for micro retail users and rent	1, 4, 6	1, 3	Not Started	Economic Improvement Director					
7.J. Pre-lease micro-retail space	1, 4, 6	1, 3	Not Started	Economic Improvement Director					

7.K. Purchase and install sheds/containers for village	1, 4, 6	1, 3	Not Started	Economic Improvement Director					
7.L. Celebrate opening and market retail	1, 4, 6	1, 3	Not Started	Economic Improvement Director					



# Oscoda Township Economic Development Strategy- Implementation Plan

STATUS COLOR LEGEND & TOGGLE

Not Started	In Progress	Delayed	Complete
ON	ON	ON	ON

OBJECTIVE	LOCAL GOAL(S)	REGIONAL GOAL(S)	STATUS	OWNER	ANTICIPATED		ACTUAL		Success Measurement
					START DATE	END DATE	START DATE	END DATE	
1. Create Inventory of Available Property	4, 6	3, 4	In Progress	Economic Improvement Director		3/31/2020	12/1/2019		Inventory created and posted online
1.A. Identify Properties Currently for Sale	4, 6	3, 4	Complete	Economic Improvement Director			12/1/2019		
1.B. Gather Data from Realtors on Available Property	4, 6	3, 4	Complete	Economic Improvement Director			12/1/2019		
1.C. Create Custom PDF Fact Sheets/Packets on Each Property	4, 6	3, 4	In Progress	Economic Improvement Director			12/1/2019		
1.D. Post on Township Website	4, 6	3, 4	In Progress	Economic Improvement Director					
1.E. Identify Vacant Parcels Zoned Commercial, Industrial	4, 6	3, 4	In Progress	Economic Improvement Director			12/1/2019		
1.F. Contact Owners to Determine Interest/Price	4, 6	3, 4	In Progress	Economic Improvement Director					
1.G. Create & Populate Property Database	4,6	3,4	In Progress	Economic Improvement Director			12/30/2019		
2. Launch Initiative	4, 5, 6	1, 8	In Progress	Superintendent + Airport Manager		2/1/2020			Oscoda chosen as Michigan Representative
2.A. Work with Michigan Association of Aeronautics Manufacturers (MAMA) on site location package for Wurtsmith	4, 5, 6	1, 8	In Progress	Superintendent + Airport Manager					
2.B. Market the Site to Potential Commercial Space Port Businesses	4, 5, 6	1, 8	In Progress	Superintendent + Airport Manager					
3. Facilitate the Creation of More Rental Housing	2, 4	1, 9	In Progress	Economic Improvement Director		12/31/2021	12/15/2019		36 new units created

3.A. Using Inventory in Objective 1, create general marketing material and mailers to potential developers and MCP focusing on opportunities in Oscoda	2, 4	1, 9	Complete	Economic Improvement Director		2/28/2020	12/15/2019		
3.B. Using Inventory in Objective 1, create custom packages for potential developers focusing on rental (rent rates, construction costs, potential incentives)	2, 4	1, 9	In Progress	Economic Improvement Director		5/1/2019	12/15/2019		
3.C. Work with local Realtors and Property Owners to create a Request for Qualifications (RFQ) aimed at potential developers with scoring to determine "what a good developer is"	2, 4	1, 9	Not Started	Economic Improvement Director		5/1/2019			
3.D. Market RFQ to local builders and statewide developers	2, 4	1, 9	In Progress	Economic Improvement Director					
3.E. Evaluate RFQ Responses	2, 4	1, 9	Not Started	Economic Improvement Director					
3.F. Select Developer	2, 4	1, 9	Not Started	Economic Improvement Director					
4. Facilitate the Creation of More Single Family Housing	2, 4	1, 9	Not Started	Economic Improvement Director		12/31/2025			24 new single family units created
4.A. Using Inventory in Objective 1, create custom packages for potential developers focusing on rental (rent rates, construction costs, potential incentives)	2, 4	1, 9	Not Started	Economic Improvement Director					
4.B. Work with local Realtors and Property Owners to create a Request for Qualifications (RFQ) aimed at potential developers with scoring to determine "what a good developer is"	2, 4	1, 9	Not Started	Economic Improvement Director					
4.C. Market RFQ to local builders and statewide developers	2, 4	1, 9	In Progress	Economic Improvement Director					
5. Adopt Form-Based Code	1, 2, 6	1, 7	Complete	Economic Improvement Director		6/1/2020		12/15/2019	Form-Based Code adopted
5.A. Work with Beckett Raeder to finalize draft form-based code for downtown	1, 2, 6	1, 7	Complete	Economic Improvement Director				11/15/2019	
5.B. Planning Commission adopts code	1, 2, 6	1, 7	Complete	Economic Improvement Director				12/1/2019	
5.C. Township Board adopts code	1, 2, 6	1, 7	Complete	Economic Improvement Director				12/15/2019	

6. Create Regional Opportunity Partnership	2	2, 11	Complete	Economic Improvement Director		12/31/2021			At least two other communities join partnership
6.A. Work with NEMCOG to identify other local governments for partnership	2	2, 11	Complete	Economic Improvement Director			12/1/2019		
6.B. Gather market data and potential sites for housing development	2	2, 11	In Progress	Economic Improvement Director					
6.C. Create a showcase event for potential developers	2	2, 11	Not Started	Economic Improvement Director					
7. Talent Onboarding	4	1, 9	In Progress	Chamber + CVB		6/1/2020	12/19/2019		Packet created and distributed monthly; gathering held monthly
7.A. Develop Welcome Packet	4	1, 9	In Progress	Chamber + CVB		4/1/2019	12/19/2019		
7.B. Recruit Sponsors for Packet (coupons, mailing costs, etc.)	4	1, 9	In Progress	Chamber + CVB		4/1/2019	12/19/2019		
7.C. Distribute Packets to New Residents (via Realtors and Kalitta)	4	1, 9	In Progress	Chamber + CVB		4/1/2019	12/19/2019		
7.D. Create Monthly Gathering for new residents	4	1, 9	In Progress	Chamber + CVB		4/1/2019	12/19/2019		
7.E. Recruit sponsors for monthly gathering	4	1, 9	In Progress	Chamber + CVB		4/1/2019	12/19/2019		
7.F. Invite new residents (via Kalitta, Realtors)	4	1, 9	In Progress	Chamber + CVB		4/1/2019	12/19/2019		
7.G. Work with Realtors, CVB, and Chamber to create a Quarterly Familiarization Tour highlighting things/places to know.	4	1, 9	In Progress	Chamber + CVB		4/1/2019	12/19/2019		
8. Conduct Retention Program	1, 4	3, 8	In Progress	Economic Improvement Director		Ongoing	11/15/2019		10 Visits per calendar year
8.A. Identify the 10 largest employers in Oscoda	1, 4	3, 8	Complete	Economic Improvement Director			12/15/2019		
8.B. Visit each of the 10 at least annually to see what the Township can do to assist	1, 4	3, 8	In Progress	Economic Improvement Director		4/1/2019	11/15/2019		
9. Manufacturing Attraction Program	1, 4	3, 8	In Progress	Economic Improvement Director		Ongoing	12/1/2019		Marketing materials created and posted online

9.A. Using the inventory from Objective 1, create marketing pieces for industrial property	1, 4	3, 8	In Progress	Economic Improvement Director			12/1/2019		
9.B. Use marketing pieces to respond to inquiries for sites	1, 4	3, 8	In Progress	Economic Improvement Director					
9.C. Work with existing largest employers to identify potential suppliers/customers who may benefit from being located closer by.	1, 4	3, 8	In Progress	Economic Improvement Director					
10. Create a Revolving Loan Fund (RLF)	1, 4, 5, 6	3, 4	Not Started	Economic Improvement Director		9/30/2021			Fund created
10.A. Create a RLF Committee with members from lenders in the community	1, 4, 5, 6	3, 4	Not Started	Economic Improvement Director					
10.B. Appropriate match for grant	1, 4, 5, 6	3, 4	Not Started	Economic Improvement Director					
10.C. Apply + Obtain for RLF grant through USDA-RD	1, 4, 5, 6	3, 4	Not Started	Economic Improvement Director					
10.D. Promote RLF to local businesses	1, 4, 5, 6	3, 4	Not Started	Economic Improvement Director					
11. CVB Increase Room Assessments to 5%	3, 4, 6	1	In Progress	CVB		12/31/2020	12/1/2019		Assessment adopted
11.A. Calculate potential budgeting impacts of increasing assessment to 5%	3, 4, 6	1	Not Started	CVB					
11.B. Meet with CVB members to discuss possibility to increase assessment, including draft budget showing how funds would be used	3, 4, 6	1	In Progress	CVB			12/19/2019		
11.C. Conduct vote of Members	3, 4, 6	1	Not Started	CVB					
11.D. Enact new assessment	3, 4, 6	1	Not Started	CVB					

# RRC Road Map

Section	Remaining/Inactive Tasks	Active	Ready for Approval	APPROVED	Updates
1.1.1		Plans: Master Plan Adopt New/Updated MP			Planning Commission sub-committee being formed
1.1.2				Plans: Downtown Plan Updated DT Plan	APPROVED
1.1.4				Plans: Capital Improvement Plan Board approved and posted	APPROVED
1.2.1		Public Participation: Documented Plan Create and Adopt a Public Participation Plan for Public Development Projects			
1.2.2				Public Participation: Proactive Engagement Activities	APPROVED
1.2.3		Public Participation: Outcomes & Evaluation - Track Success, Communicates Outcomes			
2.1.1		Zoning: Master Plan Alignment Zoning and Master Plan are Aligned			Planning Commission sub-committee being formed
2.1.2				Zoning: Concentrated Development Form Based Code	APPROVED
2.1.3				Zoning: Flexible Development Tools	APPROVED
2.1.4				Zoning: Housing Diversity	APPROVED
2.1.5		Zoning: Nonmotorized Transportation Ordinances Include Standards			
2.1.6				Zoning: Parking Flexibility	APPROVED

## RRC Road Map

2.1.7				Zoning: Green Infrastructure	APPROVED
2.1.8				Zoning: Friendliness	User- APPROVED
3.1.1				Development Review: Process	Defined APPROVED
3.1.2				Development Review: Professional	Intake APPROVED
3.1.3		Development Review: Review Meetings - Commission	Conceptual Planning Website		
3.1.4		Development Review: Planning Commission Members to form "Team"	Joint Review - Other		
3.1.5		Development Review: Review Process - Commission - Review Process - where it can be found	Internal Planning Document the Provide a Reference		
3.1.6		Development Review: Develop a Flowchart of Development Process with Timelines be Part of the Guide to Development	Prompt Action - Should		

# RRC Road Map

3.1.7		Development Review: Tracking System Develop a Project Tracking System for Projects Planning Commission Tracks through zoning to permit to inspection to occupant			
3.1.8		Development Review: Feedback and Improvement Obtain Feedback from Users Upload Copy of Feedback Tool Joint Review Team Meets Annually			
3.2.1		Guide to Development			
3.2.2		Development Review: Fees and Payment Options			
4.1.1	Board Recruitment: Application and Expectations Elected Officials Planning Commission EIC List Expectations and Requirements Application Available Online Outline the Process				
4.1.2				Board Recruitment: Orientation Materials	APPROVED
4.2.1				Training: Dedicated Line Item	APPROVED
4.2.2	Training: Strategy and Tracking Applies to Boards and Commissions Create and Upload Training Priorities Upload Method for Tracking Attendance				

# RRC Road Map

4.2.4	Communication: Training Report Outs Applies to Boards, Commissions and Staff				
4.2.4	Communication: Joint Meetings Establish a Joint Meeting Between Township Board, Annual DDA(If Reformed), Planning Commission, Zoning Board of Appeals, EIC and Board of Review Upload AGENDA 12-18 months				
5.1.1				Community Prosperity: Economic Development Strategy	APPROVED
5.1.2		Community Prosperity: Economic Development Strategy Report - Set a Date for Annual Report			
5.2.1				Community Prosperity: Marketing Strategy Identify Sites Strengthen Brand for PlaceLEAP strategies Outline Steps to Sell Community	APPROVED
5.2.2		Community Prosperity: Community Website			
		Priority Redevelopment Site #1 - Housing - Address Strategy			
		Priority Redevelopment Site #2 - Commercial - Address Strategy			
		Priority Redevelopment Site #3 - Industrial - Address Strategy			

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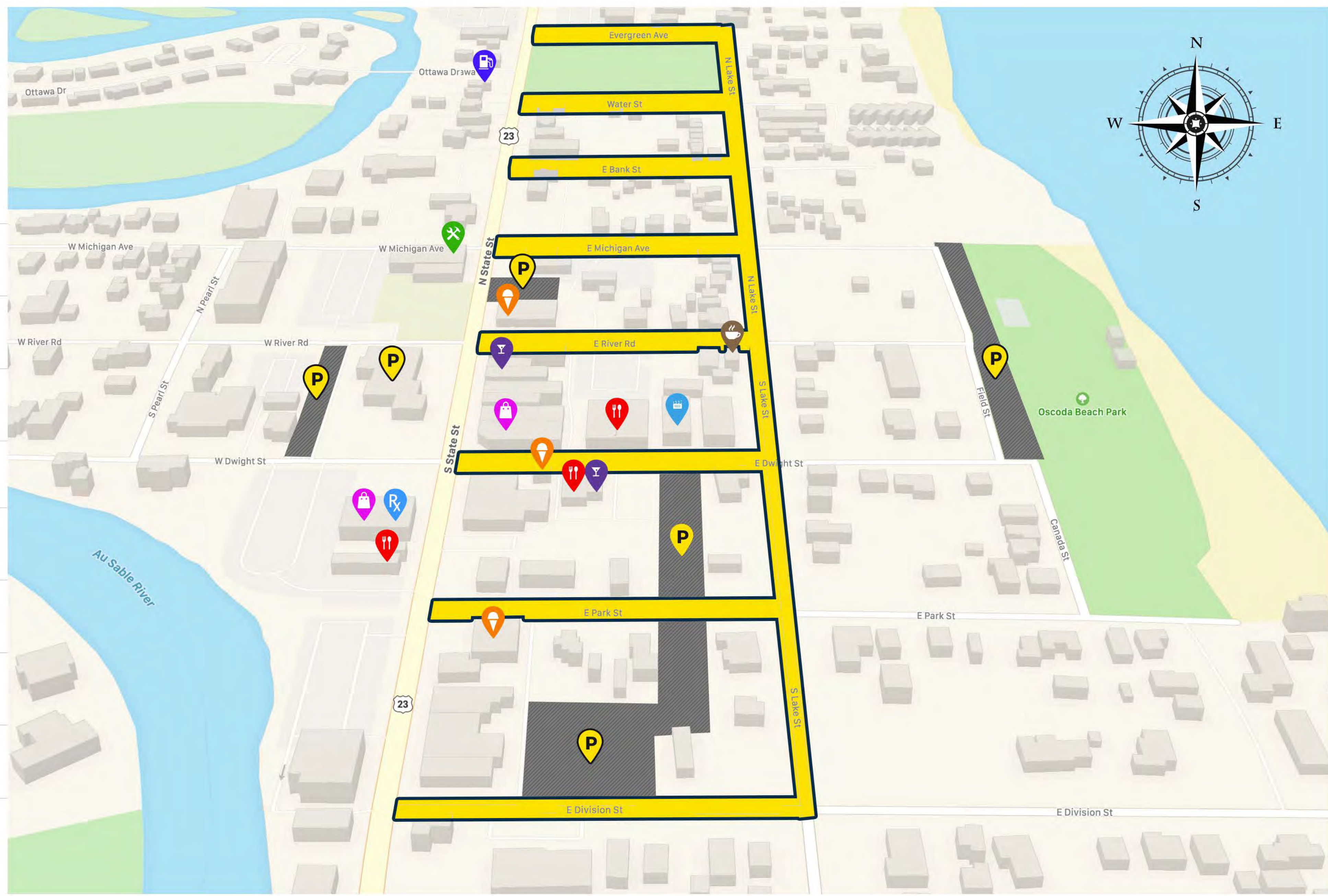
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DOWNTOWN  
**OSCODA**  
TAKE FLIGHT

-  **PARKING**
-  **RESTAURANT**
-  **COFFEE**
-  **BAR & LOUNGE**
-  **ICE CREAM**
-  **FUEL**
-  **SHOPPING**
-  **PHARMACY**
-  **HARDWARE**
-  **THEATRE**





BUILDING FOR SALE

# Aune Medical Building

5671 N. Skeel Ave. | Oscoda, MI



## OFFERING SUMMARY

**SALE PRICE: \$899,000**

**BUILDING SqFt: 99,614**

**ACREAGE: 6.6**

**ZONING: WB3**

**PARCEL #: 066-028-200-050-00**

## FOR MORE INFO CONTACT:

**Todd Dickerson**  
**Economic Improvement Director**  
**419-309-7708**  
**[tdickerson@oscodatownshipmi.com](mailto:tdickerson@oscodatownshipmi.com)**



## PROPERTY OVERVIEW

This property is now occupied by the Veteran's Administration as a V.A. Medical Facility and other physician's offices. It just had a major remodel in 2016/2017 on half of the building, so everything is brand new. Most of the other half of the building is occupied. The possibilities are endless with this much square footage.



BUILDING FOR SALE

# Aune Medical Building

5671 N. Skeel Ave. | Oscoda, MI



## UTILITIES

**ELECTRICITY/ POWER:**  
Consumer's Energy

**WATER:**  
Oscoda Township

**COMMUNICATIONS:**  
Charter

**GAS/ PROPANE:**  
DTE Energy



For more information on how you can take flight with Oscoda, go to [oscodatownshipmi.gov](http://oscodatownshipmi.gov)



**Iosco County Central Dispatch  
East Tawas, Michigan**

**Operational Information  
&  
2019 Annual Report**





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## Operational Information

### History

Iosco County Central Dispatch (ICCD) E-911 launched its services in March of 1996. Prior to ICCD, the residents of Iosco County likely had to find the appropriate phone number in the phone book for EMS, Fire, or Law Enforcement. The phone numbers for EMS and Law Enforcement would ring into their departments and were dispatched by their own staff. Each Fire Department had their own phone number and it would ring on a dedicated phone at the Sheriff Department. The Sheriff Department would tone the Fire Fighters, and the Fire Departments would dispatch themselves from that point.

In 1996, Iosco County Central Dispatch 911 was created. Now the citizens in Iosco County only need to dial 911 to have the appropriate emergency responders dispatched to their emergency.

In 2008, Computer Aided Dispatching (CAD), Emergency Fire Dispatching (EFD), and Emergency Medical Dispatching (EMD) were introduced to ICCD. The dispatchers use the CAD to record all the emergency and nonemergency events they dispatch. EFD and EMD are used to establish a priority response for the responders and enables the dispatchers to give lifesaving instructions to the caller before the first responders arrive on scene.

In 2016, ICCD upgraded from AT&T Legacy 911 phone lines to PFN fiber optic Next Generation 911 phone lines.

The NG911 upgrade helped establish the following:

- Provides dual service provider 911 call paths to the Customer Premise Equipment (CPE).
- Gives the Public Safety Answer Point (PSAP) more control over back-up procedures.
- Enables text to 911.
- Eventually will allow for photos and videos to be sent to 911.
- Interoperability in the PSAP consortium.

The 911 industry continues to evolve. New technology and training are offered each year, all with the goal of creating more efficient dispatching, safer response for first responders, and improved lifesaving instructions for pre- and post-dispatch instructions.



## Losco County 911 Board

The Board consists of nine members:

1. Member of the Losco County Board of Commissioners.
2. The Losco County Sheriff or his/her designee.
3. Representative of the Michigan State Police.
4. Representative of Oscoda Township.
5. Representative of East Tawas.
6. Representative of Tawas City.
7. Representative of Township Government.
8. Representative of Fire Service.
9. Representative of Losco County Emergency Medical Service.

Board Chairman  
William Deckett  
East Tawas Fire Chief  
East Tawas Fire Department

Board Vice-Chairman  
Alan MacGregor  
Losco County Sheriff  
Losco County Sheriff Department

Brent Barringer  
City Manager  
City of East Tawas

Terry Dutcher  
Commissioner  
Losco County Board of Commissioners

Scott Kiernicki  
Director of EMS  
Losco County EMS

F/Lt. Christopher Luty  
Post Commander  
Michigan State Police – West Branch

Brian McMurray  
Councilman  
Tawas City

Jim Baier  
Trustee  
Oscoda Township

Robert White  
Clerk  
Wilber Township



### 911 Directors

1. Ronald Dalpra 9/4/1995 – 8/10/2000
2. James Twarog 10/9/2000 – 8/19/2005
3. Robert Rae 8/8/2005 – 12/31/2017
4. Michael Eller 1/1/2018 – Present

### 911 Director's Obligations

#### Boards

- Iosco 911 Board
- Medical Control Authority Board
- Child Death Review Board

#### Meetings per Year

6  
6  
6

#### Committees

- Emergency Preparedness
- EMS Tech Committee
- Fire Tech Committee
- Police Tech Committee
- Professional Standard Review Organization
- Sexual Assault Response Team

6  
2  
5  
6  
12  
4

#### Membership & Educational Meetings

- Great Lakes Bay Consortium (Region 3)
- Michigan Communication Directors Association
- Northern Michigan Directors Association (Region 7)

As Required  
6  
6

#### Information Meetings

- IC Board of Commissioners
- IC Fire Fighters Association
- IC Township Association

24  
6  
3





## Central Dispatch Operations

### Staffing:

- 9 Fulltime Dispatchers
- 1 Dispatch Supervisor
- 1 Director

### Dispatcher shifts:

- The dispatchers work six 12-hour shifts and one 8-hour shift per two week pay period (80 Hours).
- Two dispatchers work each shift and they alternate each shift dispatching from Console Position I or Position II.
- The dispatchers will likely have the same dispatch partner all year.

### Dispatch Console Position Responsibilities:

#### Console Position I

- Primary call taker for 911, administrative, and private phone calls.
- Primary for establishing EMD and EFD Priorities.
- Primary for EMS and Fire radio traffic.
- Secondary for EMS and Fire paging.
- Secondary for Law Enforcement radio traffic.
- Assists running LEIN.

#### Console Position II

- Primary for Law Enforcement radio traffic.
- Primary for running LEIN.
- Primary for EMS and Fire paging.
- Secondary call taker for 911, administrative, and private phone calls.
- Secondary for establishing EMD and EFD Priorities.
- Secondary for EMS and Fire radio traffic.

#### Console Position III

- Backup Position if Position I or II goes down.
- Position staffed occasionally for special events. (Perchville, Mud Jam, etc.)
- Used for training new dispatchers.
- Available for fulltime staffing should the need arise.

### Resources Monitored and Utilized by Dispatch:

- Viper Phone
- Texty text to 911
- Computer Aided Dispatch (CAD)
- Motorola Radio



- Law Enforcement Information Network (LEIN)
- Radio and Telephone Audio Recorder
- Automatic Vehicle Location (AVL) for EMS and Law Enforcement
- Geographic Information System (GIS)
- Power DMS Policy Management System

### Agencies Dispatched:

<b>EMS</b>	<b>Fire</b>	<b>Law Enforcement</b>	<b>Other Resources</b>
Iosco County EMS	East Tawas FD	IC Sheriff Department	DPW
East Tawas MFR	Grant FD	Michigan State Police	HSRUA Water Dept.
Plainfield Twp. MFR	Oscoda FD	Oscoda Twp PD	IC Road Commission
Tawas City MFR	Plainfield FD	Tawas Police Authority	Lake State Railway
	South Branch FD	DNR LEO	MDOT
	Tawas City FD	US Coast Guard	Poison Control
	Whittemore FD	US Forest Service LEO	
	DNR FD		
	US Forest Service FD		

### Dispatcher Training:

All new hires are trained by one of two ICCD employees certified by Dewolf & Associates Communications Training Officers.

- The trainee will work with the trainer for 8 to 16 weeks, depending on prior experience.
- The trainee's performance is scored daily on 25 tasks or attributes.
- After receiving satisfactory scores on all 25 tasks or attributes, they must also receive an acceptable score on a 45 question Power DMS test and a 25 question LEIN test.
- When the local formal training is complete, the trainee can answer all radio traffic, answer nonemergency phone calls, and CAD events.
- The trainee must attend and pass a three-day Emergency Medical Dispatch (EMD) course.
- After successfully completing EMD, the trainee will be hired fulltime and qualified to answer 911 calls.
- The dispatcher will attend the next available Emergency Fire Dispatch (EFD) course.

### Minimum dispatcher training requirements as promulgated by the State 911 Committee:

- A. Module I: A 40-hour basic dispatcher course consisting of the basic requirements needed to perform the responsibilities of a dispatcher with the following requirements:
1. Be completed within 18 months of the date of hire.
  2. Consist of State 911 Committee approved courses.
  3. Include, at minimum, the following topics:
    - a. Overview of Public Safety – Police, Fire and EMS
    - b. Dispatcher Roles and Responsibilities



- c. Legal Aspects of Dispatcher Services
- d. Interpersonal Communications
- e. Public Safety Technologies
- f. Telephone Techniques
- g. Call Classification
- h. Radio Communications
- i. Stress Management

B. Module II: 40 hours of training with the following requirements:

1. Be completed within 24 months of the date of hire.
2. Consist of State 911 Committee approved courses.
3. Include eight hours of each of the following topics:
  - a. Domestic Violence
  - b. Suicide Intervention
  - c. 911 Liability
  - d. Stress Management
  - e. Homeland Security Elective
4. Module II training can be completed as one 40-hour training course or in eight-hour increments of the above required training topics.

C. Module III: 24 hours of Continuing Education:

1. All designated dispatchers are required to attend 24 hours of approved training every 24 months after successful completion of Modules I and II. All SNC approved training can be used for continuing education or Module III and will not include a Module Endorsement.
2. Internal training means training that is specific to a primary PSAP. A maximum of eight hours of the 24 hours continuing education may be internal training. Internal training shall qualify as part of the allowed eight hours if the training content is directly related to improving one or more of the 26 dispatcher essential job tasks listed below. An annual accounting of the internal training will be provided to the State 911 Administrative Office upon request to show specific training areas.

D. Dispatcher Essential Job Tasks:

1. Process calls received on all designated telephone lines.
2. Accurately record information provided by callers.
3. Question callers to determine location and nature of problem and accurately classify as an emergency or non-emergency call.
4. Simultaneously perform various tasks while in reception of multiple audio and visual sources (channels, talk groups, monitors, etc.). This includes answering multiple telephone calls for assistance and being able to prioritize their call intake/call taking process quickly and effectively. Effectively manage the process of simultaneous telephone calls and radio traffic from field personnel.
5. Determine in a timely manner the destination for referral of calls and complete the transfer with confirmation of its reception to the appropriate location. Initiate the call intake process of information needed for immediate dispatch.



6. Identify the jurisdictional responding agency and the priority of the call. Locate and dispatch the closest appropriate resource.
7. Document appropriate narrative data for dispatch. Document information received on an "open line" call. Continue to document traffic from field units into computer system or manual card system and update unit status as appropriate.
8. Provide updates on calls when applicable.
9. Maintain professional voice tone during emergency and non-emergency situations received by telephone and radio.
10. Receive and process all calls for service according to agency policies and/or procedures.
11. Communicate with citizens from various backgrounds who vary in age, gender, and mental abilities, and may be under the influence of alcohol/drugs. Attempt to utilize foreign language interpreter service, as applicable, when a foreign speaking individual calls for assistance to determine nature and location of problem.
12. Process information from citizens who cannot or will not provide appropriate and necessary information to initiate a call.
13. Receive calls transferred from other agencies and process.
14. Prioritize pending calls for service. Be cognizant and aware of potential duplicate calls or related calls.
15. Re-contact callers that are disconnected to determine nature and location of call or event in accordance with local protocol.
16. Operate TDD and TTY equipment to process calls from hearing or speech impaired individuals in need of service.
17. Possess and maintain knowledge of agency policies and procedures.
18. In accordance with local protocol, be able to advise citizens of actions to take during emergency and non-emergency situations.
19. Be able to refer or process internal complaints or requests for repair or service of agency equipment and systems.
20. Process and prioritize various information requests using local, state, federal, and international databases in a computer environment.
21. Receive, document, and disseminate additional requests for information and resources.
22. Disseminate to other agencies pertinent information via telephone, radio, computer, or other appropriate communication devices.
23. Monitor equipment alarms. Monitor other alarms from outside sources if applicable.
24. Coordinate, document, and track the response of mutual aid resources.
25. Immediately respond to requests for back up units and dispatch according to local protocol.
26. Brief on-coming or relief personnel of shift activity and status of units according to local protocol.



Status of the Core Infrastructure:

<b>Item</b>	<b>Manufacture / Vender</b>	<b>Installed/Updated</b>	<b>Status</b>
911 Phone Hardware	Viper/Intrado	2016	Refresh Soon
911 Phone Software	Viper/Intrado	2016/2019	Good
Text to 911	Texty	2019	Good
Radio	Motorola	2019	Good
CAD	Interact/Caliber	2008/2013	Replace Soon
Recorder	Equature	2019	Good
Law Enforcement AVL	GPS Gate	2019	Good
EMS AVL	Fleeteyes	2012	Good
Policy Management	Power DMS	2019	Good
Quality Assurance	Frontline QA	2019	Good
Admin Phone	Panasonic	2016/2020	Good



## ICCD Projects

### Completed

#### 2018 Millage/Surcharge

- In 2012 the residence voted to increase the 911 Phone Surcharge from \$1.85 to \$2.10 through 2014.
- In 2014 the residence voted to renew the \$2.10 Surcharge through 2019 generating roughly \$555,000 per year.
- In early 2018 a budget deficit was found. A revenue shortfall, of roughly \$80,000 a year, had been occurring since 2016.
- From 1996 to 2018 county contribution to ICCD had been funded by 911 Phone Surcharge only. After researching funding options allowable by the State, it became clear that a combination of county Millage and Surcharge was the best fit for Losco County.
- A 0.68 millage proposal was added to the August 2018 ballot and passed with 73% of the residents voting to approve it. The millage would generate roughly \$770,000.
- In addition, on July 1, 2019 the surcharge was reduced from \$2.10 to \$0.20, reducing the surcharge revenue from roughly \$555,000 to \$53,000.
- The new millage and reduced surcharge are roughly generating \$268,000 in additional annual revenue to cover increased operational and capital expenses.

#### 2018 Training Program

- Streamlined the ICCD training program for better tracking, more accountability, and reassured compliance with the Medical Control Authority and State 911 Committee requirements.
- \$0 annual expense.

#### 2019 Public Safety Building Outdoor Lights

- Upgraded all eight outdoor light fixtures to LED. Prior to the upgrade, only two of the eight fixtures functioned.
- \$2,995 onetime expense.

#### 2019 MCC 7500 Motorola Radio

- Replaced the original 24-year-old Motorola radio that was starting to fail with a new MCC 7500 Motorola radio.
- The new radio is directly wired to the State MPSCS radio system for optimum agency and PSAP interoperability.
- Other features include emergency button compatible, alias manager, encryption ready, 800 fire paging, storm plan backup radios, and more.
- Total project cost was \$541,012. \$400,000 down, \$141,012 financed over 3 years.

#### 2019 Power DMS

- Power DMS is a policy management software. It professionally displays all the policies, tracks when the dispatchers have reviewed the policies, and compares before and after revisions. Courses and tests for the policies can be created and it stores training certificates. The program can be remotely accessed during emergencies.
- \$3,469 annual expense.



#### 2019 Frontline QA

- Frontline QA is software to track the quality assurance review of the dispatchers' calls. This is the first formal, measurable, QA program at ICCD.
- \$1,000 annual expense.

#### 2019 Texty Text to 911

- The 2016 NG911 upgrade created the connectivity to allow for Text to 911. In 2019 ICCD downloaded the Texty software. If the emergency requires it, anyone in Iosco can text to 911.
- \$0 annual expense.

#### 2019 Caller ID 2019

- ICCD never had Caller ID on the nonemergency and administrative phone lines. After working several months with an AT&T account representative, ICCD was advised that AT&T was not able to provide Caller ID without significant additional expense and it would take nine months to complete. This project was abandoned with AT&T and other phone service providers were researched.

#### 2019 PFN Phone Service

- Peninsula Fiber Network quoted the best service at the lowest cost and included Caller ID and a host of other features. AT&T Legacy phone lines were abandoned and PFN is now providing service for the entire Public Safety Building. This includes Central dispatch, EMC, and EMS.
- Annual cost savings to the PSB of more than \$20,000.

#### 2019 Equature Recorder

- The prior Eventide recorder was not completely compatible with the NG911 phone and MCC 7500 radio upgrades. The new Equature recorder offers several new features including Live Recall, channel and talk group filtering, and other features that make filling FOIA requests more efficient.
- 5-year finance of \$6,707 per year.

#### 2020 Panasonic Phone

- During the 2016 PSAP CPE upgrade, the administrative phone lines were combined with the 911 Viper phone system. This is not the preferred method. Industry standards recommend separating the two systems. Furthermore, after a software upgrade to the PSAP CPE in 2019, the voicemail on the administrated phones no longer functioned. A standalone Panasonic Phone system was purchased and installed to separate the two systems and provide voicemail.
- \$4,401 onetime expense.

#### 2019 GPS Gate

- The MSP Lieutenant suggested ICCD investigate the use of GPS Gate, an Automatic Vehicle Locator (AVL) software. Bay, Midland, and Saginaw counties have been using it for a couple of years. It is installed and currently used to track ICSD and TPA vehicles. MSP and Oscoda will be connected soon.
- \$5,500 onetime expense.



#### NetSource One Complete IT 2020

- ICCD has never had a dedicated IT employee or vendor. Today, with all the hardware, software, and technology used in the 911 industry, it is ever more important to have a solid relationship with an IT vendor. NetSource One is the preferred vendor for all 911 IT needs in mid-Michigan. ICCD now has a Complete IT agreement with NSO for all our computers, servers, and the entire network. They monitor the system 24/7, they can do most repairs remotely, and there is no extra charge for onsite repairs.
- \$14,640 annual service agreement.

#### Network Upgrade 2020

- This project replaced the expired routers, switches, and network drops. It also consolidated several server racks and removed years of abandoned cable and wires to clean and organize the server/radio room.
- \$18,953 onetime expense.

#### In Progress

##### Consumers Energy Wire Down Response Time

- ICCD is working with Consumers Energy, local fire departments and Michigan Public Service Commission to reduce CE response time to downed wires. The goal is to have CE on scene in less than an hour on blue sky event and less than two hours on storm event.

##### 800 Paging

- ICCD is working with the local FD's to upgrade from conventional VHF paging to the State MPSCS 800 MHz paging service. This will expand the paging coverage from one or two towers per department to six state towers spanning Iosco and four surrounding counties. This project will dramatically reduce the dispatch paging sequence for quicker and more accurate dispatching and creates 100% interoperability for all seven Iosco FD's. It also allows the FD's to monitor 35EMS for EMS updates and special event talk groups during search and rescues, and other major events.
- \$13,500 onetime expense for ICCD. Roughly \$10,000-\$15,000 onetime expense for each FD.

##### Firewall Upgrade

- NSO is replacing the expired firewall that protects the ICCD Network to remain LEIN compliant.
- \$2,586 onetime expense.

##### Uninterrupted Power Supply (UPS) Upgrade

- NSO is replacing the expired UPSs that provide temporary power to the ICCD critical infrastructure during a power outage before the backup generator starts.
- \$16,479 onetime expense.

##### Critical RF

- Critical RF is a backup portable radio solution for First Responders and management staff. New hardware will be installed in the ICCD Radio Room. Participating responders can download an app onto their smartphone. The app works similar to a portable radio. It requires cellular or Wi-





Fi connection, so this solution is for backup purposes only and not recommended for sole source of communication.

- Roughly \$5,000 onetime expense.

## Future

### 911 Plan and Bylaws

- The 911 Plan and Bylaws need to be updated. This process will likely begin after the Michigan Legislature renews/revises the 911 PA 32 of 1986.

### CAD System

- Updates to the current CAD system are no longer available. It needs to be replaced before it is obsolete and unserviceable.

### Viper Hardware Refresh

- The Viper phone system is due for a hardware refresh. This will be coordinated with the GLB Consortium. The GLB is applying for a grant to assist with funding the refresh.

### Public Alert System

- The current EMnet public alert system, managed by the EMC, is not the most effective method. A new solution with modern alerting practices will be investigated and implemented either by ICCD or the EMC.



# Annual Report

## ICCD 911

Year	Wireless	Wireline	VoIP	Texty Inbound	Texty Outbound	Total 911's	Admin Calls	Total Phone Calls	Total CADs
2017	7,964	3,939	178	0	0	12,081	24,773	36,854	22,531
2018	7,843	3,648	294	4	0	11,789	22,952	34,741	22,477
2019	8,629	3,336	203	62	36	12,266	24,357	36,623	23,629
Average	8,145	3,641	225	22	12	12,045	24,027	36,073	22,879

Year	EMS CADs	Fire CADs	Law CADs	DPW, Utility, Misc.
2017	5,537	375	14,933	1,686
2018	5,430	429	14,961	1,657
2019	5,682	391	15,730	1,826
Average	5,550	398	15,208	1,723

Revenue	Local Millage	Local Surcharge	State Surcharge	Total
2017 Activity	N/A	552,939	155,000	707,939
2018 Activity	61,308	551,279	155,000	767,587
2019 Budget	777,893	302,922	155,000	1,235,815
2020 Budget	772,375	52,503	189,500	1,014,378

2019 and 2020 numbers will be updated after the local audit is reconciled.

Expenses	Operational	Capital	Total
2017 Activity	789,466	944	790,410
2018 Activity	839,516	7,457	846,973
2019 Budget	880,056	485,000	1,365,056
2020 Budget	917,052	97,326	1,014,378

2019 and 2020 numbers will be updated after the local audit is reconciled.



## Iosco Medical Calls

Year	EMS					
	CADs	ETFR	ICEMS	OAEMS	PFR	TCFR
2017	5,537	76	5,524	178	51	41
2018	5,430	81	5,417	144	179	44
2019	5,682	92	5,679	81	121	42
Average	5,550	83	5,540	134	117	42

ICEMS Calls	2017	2018	2019	Average
ALS Transfers	960	1,000	973	978
BLS Transfers	726	651	669	682
County Coverage	148	130	121	133
Interfacility Transfers	364	290	333	329
STAT Transfers	175	198	206	193
Total Emergency Calls	3,151	3,148	3,377	3,225
	5,524	5,417	5,679	5,540

ICEMS Top Ten Emergency Calls	2017	2018	2019	Average
1 Sick Person	518	599	575	564
2 Falls	602	505	567	558
3 Breathing Problem	307	297	335	313
4 Chest Pains	216	218	229	221
5 Unconscious/Fainting	151	152	151	151
6 Convulsions/Seizures	124	120	122	122
7 Psychiatric/Abnormal Behavior	105	90	157	117
8 Cardiac Arrest/Death	94	107	90	97
9 Personal Injury Accident	90	96	82	89
10 Stroke/(CVA)	79	73	102	85
Percentage of Total Emergency Calls	73%	72%	71%	

### Note

1. The CADed Event/Chief Complaint is based on the information provided by the caller during Case Entry. The Event/Chief Complaint may change after the responders arrive and perform their own assessment. For statistics on the resolution of a call, contact the responding agency.
2. The "CADs" column represents the total number of Events. The following columns represent how many of the total CADs the individual departments responded too. Combining the numbers from the individual departments will always add to more than the total CADs, for we often have more than one department respond to a single Event.



## Losco Fire Calls

Year	Fire									
	CADs	DNR	ETFD	GTFD	OTFD	PTFD	SBFD	TCFD	USFS	WFD
2017	375	4	84	25	85	95	14	100	13	42
2018	429	3	110	34	120	97	11	96	20	52
2019	391	3	81	29	105	101	21	72	24	54
Average	398	3	92	29	103	98	15	89	19	49

Top Ten Calls		2017	2018	2019	Average
1	Fire Electrical Hazard	83	101	78	87
2	Structure Fire	58	77	62	66
3	Personal Injury Accident	59	69	54	61
4	Outside Fire	40	33	45	39
5	Fire Alarm	39	32	36	36
6	Gas Leak/Odor	6	25	18	16
7	Vehicle Fire	13	10	15	13
8	Water Rescue	6	8	8	7
9	Falls	9	4	6	6
10	Traffic Accident Property Damage	5	8	6	6
Percentage of Total Calls		85%	86%	84%	

### Note

1. The CADed Event/Chief Complaint is based on the information provided by the caller during Case Entry. The Event/Chief Complaint may change after the responders arrive and perform their own assessment. For statistics on the resolution of a call, contact the responding agency.
2. The "CADs" column represents the total number of Events. The following columns represent how many of the total CADs the individual departments responded too. Combining the numbers from the individual departments will always add to more than the total CADs, for we often have more than one department respond to a single Event.



## Losco Law Enforcement Calls

Year	Law						
	CADs	DNR	OTPD	ICSD	MSP	TPA	USFS
2017	14,933	167	5,642	1,844	5,903	2,094	94
2018	14,961	145	5,233	1,699	6,354	2,194	85
2019	15,730	185	6,523	1,224	6,358	2,212	108
Average	15,208	166	5,799	1,589	6,205	2,167	96

Top Ten Calls		2017	2018	2019	Average
1	Traffic Stop	5,471	5,755	6,025	5,750
2	Suspicious Car, Person, etc.	790	863	878	844
3	Domestic	364	381	424	390
4	Animal Complaint	396	358	372	375
5	Traffic Accident Property Damage	278	362	338	326
6	Assist Citizen/Agency	323	315	312	317
7	Well-Being Check	280	282	348	303
8	Warrant Arrest	257	290	307	285
9	Traffic Crash Car/Animal (Other)	228	266	357	284
10	Civil Issue	201	261	288	250
Percentage of Total Calls		58%	61%	61%	

### Note

1. The CADed Event/Chief Complaint is based on the information provided by the caller during Case Entry. The Event/Chief Complaint may change after the responders arrive and perform their own assessment. For statistics on the resolution of a call, contact the responding agency.
2. The "CADs" column represents the total number of Events. The following columns represent how many of the total CADs the individual departments responded too. Combining the numbers from the individual departments will always add to more than the total CADs, for we often have more than one department respond to a single Event.



## EXHIBIT A

### BY-LAWS

OF

"IOSCO COUNTY CENTRAL DISPATCH BOARD"  
AS AMENDED ON JULY 21, 2010"

The office of the Board shall be located at 1795 Pine Trail, East Tawas, Michigan 48730.

#### ARTICLE I - BOARD OF DIRECTORS

##### Section 1 - Qualification:

The Board shall consist of nine (9) members:

1. Member of the Iosco County Board of Commissioners, appointed by the Iosco County Board of Commissioners for a term of two (2) years.
2. The Iosco County Sheriff, or his/her designee.
3. Representative of the Michigan State Police designated by the director of the Michigan State Police.
4. Representative from Oscoda Township (1), appointed by their respective governmental body for a term of two (2) years.
5. Representative from East Tawas (1), appointed by their respective governmental body for a term of two (2) years.
6. Representative from Tawas City (1), appointed by their respective governmental body for a term of two (2) years.
7. Representative of Township Government (1), appointed by Township Association for a term of two (2) years.
8. Representative of Fire Service (1), appointed by the Fire Chiefs Association for a term of two (2) years.
9. Representative of Iosco County Emergency Medical Service (1), appointed by Iosco County Board of Commissioners EMS Administrative Committee for a term of two (2) years.

##### Section 2 - Duties and Powers:

The Board of Directors shall be responsible for the control and management of the affairs, property and interests of the Iosco County Central Dispatch Board, and may exercise the following powers:

- a) The I.C.C.D. Board is granted the following powers:
  1. To enter into contracts.
  2. To acquire, hold and dispose of assets
  3. To construct and operate buildings and improvements
  4. To receive grants, gifts, requests and assistance funds
  5. To incur debt and liabilities
  6. To approve I.C.C.D. annual budget
  7. To administer its own budget
  8. To establish financial policies and procedures
  9. To establish personnel policies and procedures
  10. To perform additional functions in order to facilitate the purpose of this agreement.
  11. To hire and/or dismiss a Director



12. To adopt operating procedures
13. To recommend to the County Board of Commissioners for elections/referendum as to funding where permitted by law
14. To provide an annual budget to the County Board of Commissioners
15. Such other duties as may be assessed by the County Board of Commissioners

#### Section 3 - Annual and Regular Meetings; Notices:

- a) A regular annual meeting of the Board of Directors shall be held in January.
- b) The Board of Directors, from time to time, may provide by resolution for the holding of other regular meetings of the Board of Directors, and may fix the time and place thereof.
- c) Notice of any regular meeting of the Board of Directors shall not be required to be given and, if given, need not specify the purpose of the meeting; provided, however, that in case the Board of Directors shall fix or change the time or place of any regular meeting, notice of such action shall be given to each director who shall not have been present at the meeting at which such action was taken within the time limited, and in the manner set forth in paragraph (b) of Section 5 of this Article III, with respect to special meetings, unless such notice shall be waived in the manner set forth in paragraph (c) of such Section 5.

#### Section 4 - Special Meetings; Notice:

- a) Special meetings of the Board of Directors shall be held whenever called by the Chairman or by one of the directors, at such time and place as may be specified in the respective notices of waivers of notice thereof.
- b) Notice of special meetings shall be mailed directly to each director, addressed to him at his residence or usual place of business, at least two (2) days before the day on which the meeting is to be held, or shall be sent to him at such place by telegram, radio or cable, or shall be delivered to him personally or given to him orally, not later than the day before the day on which the meeting is to be held. A notice, or waiver of notice, except as required by Section 8 of this Article III, need not specify the purpose of the meeting.
- c) Notice of any special meeting shall not be required to be given to any director who shall attend such meeting without protesting prior thereto or at its commencement, the lack of notice to him, or who submits a signed waiver of notice, whether before or after the meeting. Notice of any adjourned meeting shall not be required to be given.

#### Section 5 - Chairman:

At all meetings of the Board of Directors, the Chairman of the Board, if any and if present, shall preside. If there shall be no Chairman, or he shall be absent, then the Chairman chosen by the directors shall preside.

#### Section 6 - Quorum and Adjournments:

- a) At all meetings of the board of Directors, the presence of a majority of the entire Board shall be necessary and sufficient to constitute a quorum for the transaction of business, except as otherwise provided by law.
- b) A majority of the directors present at the time and place of any regular or special meeting, although less than a quorum, may adjourn the same from time to time without notice, until a quorum shall be present.

#### Section 7 - Manner of Acting:

- a) At all meetings of the Board of Directors, each director present shall have one vote.
- b) Except as otherwise provided by statute, or by these By-Laws, the action of a majority of the directors present at any meeting at which a quorum is present shall be the act of the Board of Directors. Any action



authorized, in writing, by all of the directors entitled to vote thereon and filed with the minutes of the Board shall be the act of the Board of Directors with the same force and effect as if the same had been passed by unanimous vote at a duly called meeting of the Board.

#### Section 8 - Vacancies:

Any vacancy in the Board of Directors occurring by reason of the death, resignation, disqualification, removal or by inability to act of any director, or otherwise, shall be filled for the unexpired portion of the term by appointment by their respective governmental body that the resigning/removed board member represented.

#### Section 9 - Resignation:

Any director may resign at any time by giving written notice to the Board of Directors. Unless otherwise specified in such written notice, such resignation shall take effect upon receipt thereof by the Board of Directors and the acceptance of such resignation shall not be necessary to make it effective.

#### Section 10 - Committees:

The Board of Directors, by resolution adopted by a majority of the entire Board, may from time to time designate from among its members an executive committee and such other committees, and alternate members thereof, as they may deem desirable, each consisting of three or more members, with such powers and authority (to the extent permitted by law) as may be provided in such resolution. Each committee shall serve at the pleasure of the Board.

### ARTICLE II - OFFICERS

- a) The officers of the Board shall consist of a Chairman, Vice Chairman, Secretary, and such other officers, as the Board of Directors may, from time, deem advisable. Any two or more offices may be held by the same person.
- b) The officers of the Board shall be elected by the Board of Directors at the regular annual meeting.
- c) Each officer shall hold office until the annual meeting of the Board of Directors next succeeding his election, and until his successor shall have been elected and qualified, or until his death, resignation or removal.

#### Section 1 - Resignation:

Any officer may resign at any time by giving written notice of such resignation to the Board of Directors. Unless otherwise specified in such written notice, such resignation shall take effect upon receipt thereof by the Board of Directors or by such officer, and the acceptance of such resignation shall not be necessary to make it effective.

#### Section 2 - Removal:

Any officer may be removed, either with or without cause, and a successor elected by the board at any time.

#### Section 3 - Vacancies:





A vacancy in any office by reason of death, resignation, inability to act, disqualification, or any other cause, may at any time be filled for the unexpired portion of the term by the Board of Directors.

Section 4 - Duties of Officers:

Officers of the Board shall, unless otherwise provided by the Board of Directors, each have such powers and duties as generally pertain to their respective offices as well as such powers and duties as may be set forth in these By-Laws, or may from time to time be specifically conferred or imposed by the Board of Directors. The Chairman shall be the chief executive officer of the Board.

Section 5:

The Board of Directors shall have the power to make, adopt, alter, amend and repeal, from time to time, by-laws of the Board;

Dated: \_\_\_\_\_

Secretary: \_\_\_\_\_

Prepared by:

Thomas B. Huck, P.C.  
Attorney at Law  
314 Newman Street  
East Tawas, MI 48730

Submitted to

*Oscoda Charter Township*



Operating Report for  
May 2020



2960 Lucerne Dr., SE Grand Rapids, MI 49546



June 16, 2020

Mr. David Schaeffer  
110 South State Street  
Oscoda Charter Township, MI 48750

**SUBJECT: Oscoda Township Operations Report for May 2020**

Dear Mr. Schaeffer:

FVOP is pleased to submit a summary of our operations in the Charter Township of Oscoda for May 2020. If you have any questions or comments regarding the information in this report, please feel free to contact us.

**F&V OPERATIONS AND RESOURCE MANAGEMENT, INC.**

A handwritten signature in black ink that reads "Douglas B. Moen".

Douglas B. Moen  
Project Manager

cc: Catherine Winn, Regional Manager

Enclosures:

- Operations & Maintenance Summary
- Work Order Totals
- Maintenance Cap Expenditures
- Lagoon Discharge Data

4466 McNichol Avenue  
Oscoda, MI 48750  
P: 989.739.8152  
F: 989.739.0800  
[www.fv-operations.com](http://www.fv-operations.com)

## **EXECUTIVE SUMMARY**

The May 2020 operation and maintenance summary report for the Oscoda Township water and wastewater operations is provided for your review. All required and routine monitoring of the wastewater treatment lagoon was performed in accordance with the NPDES discharge permit during this period. A copy of the Final Effluent data from the May 2020 Discharge Monitoring Report (DMR) is provided for the Board's review in Attachment C.

Maintenance Allowance expenditures for the contract year May 2020 – April 2021 total \$121.08 through May 2020. A copy of the Maintenance Allowance report is included in Attachment B.

A tabulation of all water and sewer Work Orders completed to date during 2020 is provided in Attachment A.

## **OPERATIONAL HIGHLIGHTS**

May 7 – FVOP responded to a possible water leak at 6231 North US-23. A leak was located on the service line between the curb stop and the home. FVOP turned off water at the curb stop to the residence.

May 12 – FVOP responded to an alarm at Lift Station #6. FVOP replaced both air compressors at the Lift Station.

May 13 – FVOP collected and submitted quarterly samples from monitoring wells 1, 5, 7, 11 & 12 located adjacent to the lagoon treatment facility.

May 15 – FVOP was on-site at 5003 Cedar Lake Road for a curb stop repair. The vector truck was used to expose and clean out the curb stop, and the necessary repairs were completed.

May 18 – FVOP had to remove excessive amounts of debris from both pumps at Lift Station #18.

May 20 – FVOP responded to an emergency water leak located at 6424 Westshore Drive. FVOP turned off water service at the curb stop.

May 21 – FVOP responded to a possible sewer issue at 4858 Oscoda Street. FVOP inspected the sewer manholes and found the sewer to be flowing normally. The property owner was advised to contact a plumber.

May 26 – FVOP witnessed the cut and cap of the water service located at 6298 Cedar Lake Road.

May 28 – FVOP replaced the touch pad located at 9105 Wyoming Street Unit B and confirmed that it was reading properly without an error message.

FVOP performed 111 service calls in the month of May to turn water on at the curb stop for residences in the Township.

In accordance with Executive Order 2020-28, FVOP did not turn off water service to residences for non-payment of water bills during the month of May.

FVOP was on-site at 6955 North US-23 to excavate and replace a broken curb stop during the month of May. The broken curb stop was located in the middle of the driveway. Once repairs were completed, FVOP returned to perform site restoration.



**6955 N US-23**



Attachment A

# Work Order Summary



Attachment B

# **Maintenance Allowance Update**



# Oscoda Township - Water & Wastewater O&M

## MAINTENANCE ALLOWANCE SPENDING 2020-2021

Contract year 2020-2021	\$	20,000.00
Remaining Fund From 2019-2020	\$	-
Beginning Total	\$	20,000.00
Total Spent 2020-2021	\$	<b>121.08</b>
Remaining Fund	\$	<b>19,878.92</b>

		Expense	Contract Year Running Total
<b>May-20</b>			
<b>5/13 AUSABLE HDWE</b>	Torch for crane truck	50.97	
<b>5/13 AUSABLE HDWE</b>	Parts for light repair over work bench, lift station lamps, ferric room heater motor, water service repair	70.11	
<b>Total May</b>		<b>\$ 121.08</b>	<b>\$ 121.08</b>



Attachment C

**Monitoring & Reporting**

	EQ-1	May 2020			TOTAL					TOTAL	FLOW	FLOW			
		NITRATE		DISSOLVED	INORGANIC	AMMONIA	NITRITE								
		Nitrogen	pH	OXYGEN	Nitrogen	Nitrogen	Nitrogen	SODIUM	CHLORIDE				PHOSPHORUS	Measured	Calculated
		mg/l	S.U.	mg/l	mg/l	mg/l	mg/l	mg/l	mg/l				mg/l	GPD	GPY
1										460000	43.196				
2										460000	43.656				
3										460000	44.116				
4										449000	44.565				
5		3.22	7.5	10.5	21.68	18.2	0.26			481000	45.046				
6										229000	45.275				
7										230000	45.505				
8										448000	45.953				
9										448000	46.401				
10										448000	46.849				
11										421000	47.270				
12										407000	47.677				
13	3	3.25	7.6	11.8	21.51	18.0	0.26	36.5	126	0.3	400000	48.077			
14											390000	48.467			
15											384000	48.851			
16											384000	49.235			
17											384000	49.619			
18											474000	50.093			
19											611000	50.704			
20		3.57	7.5	9.0	21.87	18.0	0.30				663000	51.367			
21											515000	51.882			
22											607000	52.489			
23											607000	53.096			
24											607000	53.703			
25											607000	54.310			
26		3.65	7.6	5.2	23.16	18.9	0.61				858000	55.168			
27											872000	56.040			
28											785000	56.825			
29											667000	57.492			
30											667000	58.159			
31											664000	58.823			

**CHARTER TOWNSHIP OF OSCODA**  
**Superintendent's Report**  
**June 22<sup>nd</sup> 2020**

**ACTION ITEMS**

**2020 Appropriations for the Drug Law Enforcement Fund 265**

Your packet contains "Note 19 – Prior Period Adjustment" from the Township's 2019 Audit. The Drug Law Enforcement Fund 265 was created by Resolution 2020-07 passed by the Township Board at the Meeting 13 April 2020. Board members will note the presentation of the 2019 Audit contained reference to the implementation of the GASB 84 requirements necessitating the creation of the Drug Law Enforcement Fund 265. Due to the Drug Law Enforcement Fund 265 not being created until April of 2020, the Board has not previously created appropriations for this fund. The request proposed to the Board would appropriate the entire \$6,774 amount to be spent on law enforcement equipment in 2020. If the Township were to obtain more revenue into the Drug Law Enforcement Fund 265 at a future date, a similar request would be made to the Board by the Police Chief to appropriate more funds at that time. If the proposed request were to be approved by the Board, the Police Chief would be detailing a request to purchase law enforcement equipment with these restricted funds at a Board Meeting in the near future. This request requires Township Board approval.

*Motion: Consider approving the 2020 Appropriations for the Drug Forfeiture Fund 265 in the amount of \$6,774.*

**2020 Expenditures Booked to the Drug Law Enforcement Fund 265**

Your packet contains a detail of the law enforcement equipment requested to be booked against 2020 appropriations for the Drug Law Enforcement Fund 265. Based on the previous action item, it is being requested that the Board approve \$2,414.46 worth of law enforcement equipment purchases be booked against 2020 Appropriations for the Drug Law Enforcement Fund 265. This equipment is in line with law enforcement-related expenditures associated with the Drug Law Enforcement Fund 265. Of the Total \$6,774 beginning 2020 fund balance for the Drug Law Enforcement Fund 265, that would leave \$4,359.54 remaining for future law enforcement equipment requests. This requires Township Board approval.

*Motion: Consider approving \$2,414.46 in expenditures be booked against 2020 Appropriations for the Drug Law Enforcement Equipment Fund 265.*

**Request to Increase 2020 Appropriations for General Fund 101**

Your packet contains invoices from ROWE concerning the Phase 3 of the Iosco Exploration Trail as well as BS&A Reports all related to 2020 General Fund Appropriations being proposed to the Township Board. The proposed \$10,118.43 increase to 2020 General Fund Appropriations are comprised of ROWE invoices to General Fund 101-751-880.572 Parks and Recreation for \$9,765 associated with Phase III of IET, General Fund 101-722-709.000 Planning and Zoning for \$44.03 associated with Overtime for the previous Zoning Administrator, and General Fund 101-754-710.000 Ratliff Park for \$309.40 in Overtime for the DPW. These requests would increase Total 2020 General Fund Appropriations from \$3,232,099 up to \$3,242,218. This requires Township Board approval.

*Motion: Consider approving an increase of \$10,118.43 to 2020 General Fund Appropriations to the three Cost Centers detailed above.*

## **ROWE Proposal for SRF Engineering and Construction Administration Services for Sanitary Sewer Projects 2020 - 2023**

Your packet contains a proposal from ROWE dated 17 June 2020 for the Oscoda Township Wastewater Pump Station Improvements Design and Construction Engineering Services for the SRF Project. Your packet also contains an overview as well as a detailed pump station work description. Board members will note that these improvements to the sanitary sewer system align with the asset management plan outlined and prioritized in the SAW Grant. The proposal details both the design engineering and construction engineering costs totaling \$769,600 that would be included in the total project costs associated with the SRF. Mr. Freeman is attending the Zoom Meeting and can answer any questions associated with the proposal and the Resolution later on in the agenda. This requires Township Board approval.

*Motion: Consider approving the \$769,600 ROWE Proposal for SRF Engineering and Construction Administration Services for Sanitary Sewer Projects 2020 – 2023.*

## **Final Pay Invoice for Haney Electric Associated with Old Orchard Park Electrical Upgrade**

Your packet contains an email from ROWE dated 17 June 2020 associated with the final pay invoice of \$3,532.66 (to be paid out of OOP Capital Improvement Fund 218-000-984.000) for Haney Electric associated with the Old Orchard Park Electrical Upgrade. As stated in the previously mentioned email, all of the electrical upgrades have been successfully tested and this would close out this project. This requires Township Board approval.

*Motion: Consider approving the \$3,532.66 for the final pay invoice for Haney Electric for Old Orchard Park.*

## **Professional Services Contract Agreement with HydroCorp**

Your packet contains a Professional Services Contract Agreement signed by HydroCorp with a cost not to exceed \$93,073 (to be paid out of Water Fund 591-000-980.100) for the installation of 1,142 utility meters and radio read transmitters. Your packet also contains a memo dated 20 January 2020 from the Utility Operator Project Manager detailing the options for companies to install utility meters and radio read devices for approximately one-third of the Township's water system. Board members will note that this project spans for the next three years on the Township Capital Improvements Plan (2020, 2021, and 2022). With the utility meters being the "cash registers" of the Township's utility infrastructure, this proposal is being presented to the Township Board for approval to proceed with this project.

*Motion: Consider approving the \$90,073 Professional Services Contract Agreement with HydroCorp and authorize the Clerk and Supervisor to Execute the contract.*

## **Lumber for Octagon Pavilion Decking**

Your packet contains a detailed estimate of \$2,100 (to be paid out of General Fund 101-754-975.000) for treated lumber to complete the decking adjacent to the Octagon Pavilion at Ken Ratliff Memorial Park. If approved, Board members will note that DPW would install the decking. This purchase requires Township Board approval.

*Motion: Consider approving the \$2,100 for decking lumber to be installed by DPW adjacent to the Octagon Pavilion at Ken Ratliff Memorial Park.*

### **DPW Request for Mower and Trailer Purchase**

Your packet contains a Memo dated 9 June 2020 from the DPW Supervisor requesting the purchase of a Ferris Mower, Bagger System Fast Vac, and Trailer for a total project cost of \$19,000 (to be paid out of the Public Improvement Fund 245-980-980.000). Board member will note that the DPW provided several examples of potential trailers that could be used. As the Memo from the DPW states, Board members will note that this request is to serve as a replacement for the ¾ Ton Truck on the Township's CIP slated for 2020. This requires Township Board approval.

*Motion: Consider approving the total project not to exceed \$19,00 for the DPW's request to purchase a Mower, Bagger System Fast Vac, and Trailer.*

### **Sanitary Sewer Camera Project**

Your packet contains an email dated 16 June 2020 associated with the sanitary sewer camera project. A crew with sanitary sewer camera capability is being mobilized from Saginaw. I am requesting the Township Board approve a project cost not to exceed \$5,000 (to be paid out of Sewer Fund 590-000-930.000) to diagnose the problems at Hanger #7. The hope is that I will have more information by the Township Board Meeting next Monday 22 June that I can report to the Board. This requires Township Board approval.

*Motion: Consider approving an amount not to exceed \$5,000 for the sanitary sewer camera project.*

### **Request to Increase Superintendent's Purchasing Limit to \$10,000**

The same email dated 16 June 2020 referenced in the previous action item also serves as supporting documentation for the request to increase the Superintendent's Purchasing Limit to \$10,000. During the pandemic, the Township Board temporarily raised my purchasing authority up to \$15,000. Township Board Members were kept apprised of all departmental purchases when my purchasing limit was temporarily increased to \$15,000. The emergency situation detailed in the previous action item is a prime example of where the \$2,000 purchasing threshold limits Township operations. The Township's Original 2020 Annual Appropriations for the General Fund = \$3,152,280, therefore \$10,000 only represents 0.317% of the 2020 General Fund Appropriations (Original 2020 All Funds = \$15,965,772, \$10,000 represents 0.00626% of All Funds Appropriated). If the Township Board were to accept the permanent increase to my purchasing limit from \$2,000 up to \$10,000, the process would remain consistent with discussing all items on the capital improvement plan with the Township Board as part of the annual appropriations process. Township Board Members will also continue to review the payment of bills and supporting documentation provided on a bi-weekly basis for all expenditures. Just as I have done during the pandemic (even for items far less than \$15,000), I would keep Township Board Members apprised of items being purchased by the departments.

*Motion: Consider permanently increasing the Township Superintendent's Purchasing Limit up to \$10,000.*

### **Real Estate Brokerage RFP Recommendation**

Your packet contains the proposed RFP for real estate brokerage services the EIC is recommending from the DRAFT EIC meeting minutes from 9 June 2020. After thoughtful consideration, the previously submitted broker proposal was rejected. The EIC proposes re-advertising for proposals for a professional services agreement between the Township and real estate Broker, limiting the listings to the Huron Shores Artisan Hall to begin the relationship. Future listings of Township owned property ready for disposition can be added during the contract.

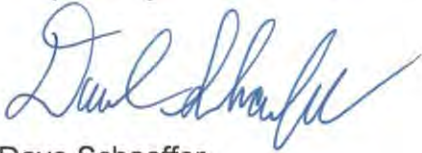
*Motion: Consider approving the Economic Improvement Director to publish the RFP for real estate brokerage services for Township owned properties for August 2020 – August 2022.*

### **Appraisal RFQ Recommendation – Aune Medical Facility**

Your packet contains a recommendation from the EIC as referenced in the DRAFT EIC meeting minutes from 9 June 2020 for the Township Board to hire a Michigan licensed Appraiser to provide an appraisal report for the Aune Medical Facility. The proposed RFQ solicitation is included for your review. The recent facility tours conducted by MAMA revealed the Aune building could hold office space value for prospective businesses entering the market for spaceport operations. An appraisal would allow the Township to have a truer understanding of the value and be better suited to self-market the building to the target audience of spaceport operators. If we are unable to generate qualified leads by years end, then the Township could decide to release the listing to the current real estate broker. The appraisal will still hold value knowing it is being offered in the market at a fair price.

*Motion: Consider approving the Economic Improvement Director to publish the RFQ for appraisal services related to the Aune Medical Facility.*

Respectfully Submitted,



Dave Schaeffer

CHARTER TOWNSHIP OF OSCODA  
Losco County, Michigan

NOTES TO FINANCIAL STATEMENTS  
For the Year Ended December 31, 2019

NOTE 19 - PRIOR PERIOD ADJUSTMENT

The following prior period adjustments were required to adjust the balances as of December 31, 2018:

Adjustment 1 - GASB Statement No. 84 requires governments to evaluate activities that had historically been recorded as fiduciary activities and determine whether they are truly fiduciary activities or whether they should be recorded otherwise. This resulted in the Township electing to reclassify some prior year activity into the General Fund and Property Operations and Maintenance Fund, and the creation of a new fund, the Drug Law Enforcement Fund, for other activity that required special revenue recognition. The effect of all three instances was an increase in the beginning fund balances.

Adjustment 2 - The Downtown Development Authority overpaid the General Fund for their portion of shared expenses in a prior year. Therefore, a prior period adjustment was made to reduce beginning fund balance in the General Fund and increase beginning fund balance in the Downtown Development Authority for the overpayment.

	Primary Government				Downtown Development Authority	
	Governmental Activities	General Fund	Property Operations and Maintenance Fund	Drug Law Enforcement Fund	Governmental Activities	Downtown Development Authority Fund
Net Position/Fund Balance - Beginning	\$ 14,693,672	\$ 1,740,413	\$ 2,840,292	\$ 0	\$ 642,560	\$ 42,956
Adjustment 1	19,843	2,069	11,000	6,774	0	0
Adjustment 2	<u>(9,750)</u>	<u>(9,750)</u>	<u>0</u>	<u>0</u>	<u>9,750</u>	<u>9,750</u>
Net Position/Fund Balance - Beginning (Restated)	<u>\$ 14,703,765</u>	<u>\$ 1,732,732</u>	<u>\$ 2,851,292</u>	<u>\$ 6,774</u>	<u>\$ 652,310</u>	<u>\$ 52,706</u>

NOTE 20 - SUBSEQUENT EVENTS

On January 13, 2020, the Township approved paying \$61,170 for vector truck repairs. Additionally, the Township approved purchasing a Trackless MT7 Sidewalk Tractor with a snow blower and plow from Bell Equipment Company for \$148,812.

On January 24, 2020, the Township approved \$349,709 for water meter replacement and radio read installation to Hydro Corp for installation and Ferguson for the meters. Additionally, the Township approved paying \$529,019 to Halt Fire, Inc. for a new fire truck. The Charter Township of AuSable is paying \$129,610 toward the fire truck.

On April 3, 2020, the Township was served notice that they are being named as a defendant in a lawsuit. The outcome of this suite is not presently determinable. In the opinion of the Township's attorney, it is too premature to determine whether or not the resolution for this matter will have a material adverse effect on the financial condition of the Township.



# PURCHASE ORDER

Oscoda Township  
110 S State St  
Suite 1  
Oscoda MI 48750

NAME OF VENDOR

Michigan Police Equipment  
6521 ~~Charlotte~~ Lansing Rd  
Charlotte, MI 48813

DATE: 02/25/2020

P.O. # 161

Qty	Description	Charge to Account Number	Total
<u>3</u>	<u>Remington 870 Express</u>	<u>701-000-285-101</u>	<u>1275<sup>00</sup></u>
	<u>magnum Shotgun</u>		

\_\_\_\_\_  
Dave Schaeffer, Superintendent                      Date



# PURCHASE ORDER

Oscoda Township  
110 S State St  
Suite 1  
Oscoda MI 48750

NAME OF VENDOR

Target Sports USA

DATE: 2/28/2020

P.O. # 162

<u>Qty</u>	<u>Description</u>	<u>Charge to Account Number</u>	<u>Total</u>
<u>1223</u>	<u>Dum Ammunition</u>	<u>701-000-285-100</u>	<u>1,139.46</u>

\_\_\_\_\_  
Dave Schaeffer, Superintendent

\_\_\_\_\_  
Date

**Target Sports USA**

TARGET SPORTS USA

30 Fieldstone Court  
Cheshire, CT 06410 US  
860-426-9886  
sales@targetsportsusa.com

**INVOICE**

BILL TO	SHIP TO	SHIP DATE	02/21/2020	INVOICE	1212
Oscoda Township Police Department	Officer Gerald Soboleski	SHIP VIA	UPS GROUND	DATE	02/21/2020
110 S. State St.	Oscoda Township Police Department	TRACKING#	1Z8872YY03253884	TERMS	Net 30
Suite #2	110 S. State St.		59	DUE DATE	03/22/2020
Oscoda, MI 48750	Suite #2				
	Oscoda, MI 48750				

QTY	DESCRIPTION	RATE	AMOUNT
6	Federal Law Enforcement Tactical 223 Remington Ammo 55 Grain Bonded Soft Point CASE OF 200 LE223T1	189.91	1,139.46
BALANCE DUE			<b>\$1,139.46</b>

701-000-285-101

Drug Forfeiture Fund  
D



# ROWE PROFESSIONAL SERVICES COMPANY

540 S. Saginaw St., Ste 200  
 Flint, Michigan 48502  
 Phone: (810) 341-7500  
 Fax: (810) 341-7573  
 www.rowepsc.com

Oscoda Charter Township  
 Township Superintendent  
 110 South State Street  
 Oscoda, MI 48750

February 21, 2020  
 Project No: 19C0114  
 Invoice No: 0093426  
 Project Mgr: Rick Freeman

Project 19C0114 Iosco Exploration Trail  
 Design engineering for Phase 3, 6.2 mile trail along Ridge Road, Oscoda Township  
Professional Services from January 1, 2020 to February 1, 2020

Task 5001 GI Plans  
**Professional Personnel**

	Hours	Rate	Amount	
Graduate Engineer Alvado, Cameron	12.50	105.00	1,312.50	
Project Engineer Bair, Ryan	7.00	120.00	840.00	
Totals	19.50		2,152.50	
<b>Total Labor</b>				<b>2,152.50</b>
		<b>Total this Task</b>		<b>\$2,152.50</b>

Task 5003 TAP application  
**Professional Personnel**

	Hours	Rate	Amount	
Project Engineer Bair, Ryan	2.00	120.00	240.00	
Senior Engineering Technician Pearce, Donald	5.00	100.00	500.00	
Senior Project Manager Schultz, Doug	29.00	140.00	4,060.00	
Totals	36.00		4,800.00	
<b>Total Labor</b>				<b>4,800.00</b>
		<b>Total this Task</b>		<b>\$4,800.00</b>
		<b>Total Amount Due</b>		<b>\$6,952.50</b>

101-751-880.572



# ROWE PROFESSIONAL SERVICES COMPANY

540 S. Saginaw St., Ste 200  
 Flint, Michigan 48502  
 Phone: (810) 341-7500  
 Fax: (810) 341-7573  
 www.rowepsc.com

Oscoda Charter Township  
 Township Superintendent  
 110 South State Street  
 Oscoda, MI 48750

April 26, 2020  
 Project No: 19C0114  
 Invoice No: 94072  
 Project Mgr: Rick Freeman

Project 19C0114 Iosco Exploration Trail  
 Design engineering for Phase 3, 6.2 mile trail along Ridge Road, Oscoda Township  
**Professional Services from March 01, 2020 to March 31, 2020**

Task 5004 Tap Application 2

**Professional Personnel**

	Hours	Rate	Amount	
Project Engineer Bair, Ryan	5.50	120.00	660.00	
Totals	5.50		660.00	
<b>Total Labor</b>				<b>660.00</b>
				<b>Total this Task \$660.00</b>

Task 5005 MDNR application

**Professional Personnel**

	Hours	Rate	Amount	
Graduate Landscape Arch Strozier, Blake	4.50	105.00	472.50	
Senior Project Manager Schultz, Doug	2.50	140.00	350.00	
Totals	7.00		822.50	
<b>Total Labor</b>				<b>822.50</b>
				<b>Total this Task \$822.50</b>
				<b>Total Amount Due \$1,482.50</b>

101-751-880.572  
 TRK



# ROWE PROFESSIONAL SERVICES COMPANY

540 S. Saginaw St., Ste 200  
 Flint, Michigan 48502  
 Phone: (810) 341-7500  
 Fax: (810) 341-7573  
 www.rowepsc.com

Oscoda Charter Township  
 Township Superintendent  
 110 South State Street  
 Oscoda, MI 48750

May 18, 2020  
 Project No: 19C0114  
 Invoice No: 94298  
 Project Mgr: Rick Freeman

Project 19C0114 losco Exploration Trail  
 Design engineering for Phase 3, 6.2 mile trail along River Road, Oscoda Township  
Professional Services from April 01, 2020 to April 30, 2020

Task 5004 Tap Application 2

**Professional Personnel**

	Hours	Rate	Amount	
Senior Project Manager Schultz, Doug	5.50	140.00	770.00	
Totals	5.50		770.00	
<b>Total Labor</b>				<b>770.00</b>
				<b>Total this Task \$770.00</b>

Task 5005 MDNR application

**Professional Personnel**

	Hours	Rate	Amount	
Senior Project Manager Schultz, Doug	4.00	140.00	560.00	
Totals	4.00		560.00	
<b>Total Labor</b>				<b>560.00</b>
				<b>Total this Task \$560.00</b>
				<b>Total Amount Due \$1,330.00</b>

101-751-886.570  
 TRK





# ROWE PROFESSIONAL SERVICES COMPANY

*Large Firm Resources. Personal Attention.<sup>sm</sup>*

June 17, 2020

Mr. Dave Schaeffer, Superintendent  
Oscoda Township  
110 State Street  
Oscoda Township, MI 48750

RE: Oscoda Township Wastewater Pump Station Improvements  
Design and Construction Engineering Services

Dear Mr. Schaeffer:

ROWE Professional Services Company is pleased to provide the following proposed scope of services and cost to assist the township with the refurbishment of the existing sanitary sewer pump stations located throughout the township. ROWE is currently preparing applications for funding through the Michigan Department of Environment, Great Lakes, and Energy (EGLE) State Revolving Fund (SRF) program. The proposed project work was developed as part of the township's Wastewater Asset Management Plan (AMP) dated November 2018. According to the AMP, the proposed improvements are anticipated to cost \$4,100,000.

**Based on the AMP report, the work to be completed is as follows:**

*Station Controls Up Grade Project – Stations 1,2, 3, 4, 5, 6, 7, 8, 9, 14, 16, 18, 19, 21, 23, 24, 25, and 28*

- Install new control panel and electrical components.
- Install new SCADA equipment for remote monitoring.
- Install new alarm systems.

*Pump Station #4 – 5176 Hamilton Street*

- Replace cathodic protection system.
- Replace existing wet well lid and access hatch.
- Repaint station.

*Pump Station #5 – 4451 E. County Road F-41*

- Refurbish existing station by converting from a drywell can station into a submersible pump station.
- Install new submersible pumps, matching existing pumping rates.
- Construct a new valve vault and replace piping and valves in new configuration.
- Remove wet well fillets.
- Replace existing wet well lid.
- Abandon existing drywell can.
- Install a bypass pumping connection.
- Secure an easement to accommodate the new valve vault.

Engineering | Surveying | Aerial Photography/Mapping | Landscape Architecture | Planning

Corporate: The ROWE Building, 540 S. Saginaw Street, Ste. 200 • Flint, MI 48502 • O (810) 341-7500 • F (810) 341-7573

With Offices In: Farmington Hills, MI • Grayling, MI • Kentwood, MI • Lapeer, MI • Mt. Pleasant, MI • Myrtle Beach, SC

[www.rowepsc.com](http://www.rowepsc.com)



*Pump Station #6 – 4107 E. River Road*

- Refurbish existing station by converting from a drywell can station into a submersible pump station.
- Install new submersible pumps, matching existing pumping rates.
- Construct a new valve vault and replacing piping and valves in new configuration.
- Replace existing wet well lid and access hatch.
- Remove the wet well fillets.
- Abandon existing drywell can.
- Install a bypass pumping connection.

*Pump Station #7 – 719 W. River Road*

- Remove existing station and replace with new submersible station. New structures will be installed in the same general area as existing station.
- Construct a new wet well.
- Install new submersible pumps.
- Construct a new valve vault and replace piping and valves in new configuration.
- Replace existing force main across the river.
- Abandon existing drywell can.
- Install a bypass pumping connection.

*Pump Station #14 – 6250 Pride Street*

- Refurbish existing station by converting from a drywell can station into a submersible pump station.
- Install new submersible pumps, matching existing pumping rates.
- Replace existing wet well access hatch.
- Replace air release valve.
- Install a bypass pumping connection.

*Pump Station #18 – 4781 Colorado Street*

- Install new submersible pumps, matching existing pumping rates.
- Install new valves and piping.
- Replace the buildings HVAC system.
- Install a bypass pumping connection.
- Conduct various building and site repairs, painting, fencing, and gravel parking area improvements.

*Pump Station #19 – 3941 Bissonette Drive*

- Install new submersible pumps, matching existing pumping rates.
- Install new valves and piping.
- Replace existing wet well hatch.
- Replace the buildings HVAC system.
- Install a bypass pumping connection.
- Painting the existing building.
- Remove front façade of the building to expose the wet well lid to the outdoors.

*Pump Station #20 – 3930 E. Perimeter Road*

- Install new submersible pumps, matching existing pumping rates.
- Install new valves and piping.
- Replace existing wet well hatch.

Mr. Dave Schaeffer, Superintendent

June 17, 2020

Page 3

- Replace the buildings HVAC system.
- Install a bypass pumping connection.
- Painting the existing station.
- Remove front façade of the building to expose the wet well lid to the outdoors.
- Installing a new Mission Unit.
- Install new pump alarm.

*Pump Station #21 – 5621 N. Idaho Street*

- Install new submersible pumps, matching existing pumping rates.
- Install new valves and piping.
- Replace cathodic protection system.
- Install a bypass pumping connection.
- Painting the existing station.
- Replace existing concrete sidewalk.

*Pump Station #25 – 4221 E. Perimeter Road*

- Install new submersible pumps, matching existing pumping rates.
- Install new valves and piping.
- Replace cathodic protection system.
- Painting the existing station.

*Wastewater Lagoon System*

- Install fine screen system prior to the wastewater entering Control Structure #1.

**Following is the scope of services ROWE will provide:**

*Assist the Township in Preparing and Submitting a USDA-RD Funding Application*

- Township – Create Rural Development (RD) Apply Login.
  - ROWE – Provide step by step directions to create login.
  - ROWE – Provide further guidance once a login is created.
  - ROWE – Populate the online information of the application with exception to financial data. The township will be responsible for entering this information with assistance from ROWE if necessary.
- Township – Prepare Certificate of Commercial Credit Form for uploading to RD Apply by ROWE.
- ROWE – Download the most current township audit from the township website and upload to RD Apply.
- Township – Prepare Public Notice of Intent.
- Township – Prepare Documentation of Leveraging from Other Sources form for uploading to RD Apply by ROWE.
- ROWE – Prepare and furnish a Letter of Area of Comprehensive Development Plan to the township for placement on township letterhead; sign and return to ROWE for uploading to RD Apply site.
- ROWE – Prepare and furnish a Letter of Minority Compliance Letter to the township for placement on township letterhead; sign and return to ROWE for uploading to RD Apply site.
- Township – Complete Certificate of Compliance with Federal Requirements/Laws form; sign and send to ROWE for uploading to RD Apply site.
- Township – Have Legal Agreement prepared and furnish to ROWE for uploading to RD Apply site.

- Township – Have Bond Agreement prepared and furnish to ROWE for uploading to RD Apply site.
- ROWE – Prepare 424 form for township review and approval to return to ROWE for uploading to RD Apply site.
- ROWE – Prepare Preliminary Engineering Report following township review and approval. ROWE to upload to RD Apply site.
- Township – Have Financial Agreement prepared by advisor for uploading to RD Apply site by ROWE.
- ROWE – Prepare and submit Environmental Report for uploading to RD Apply site.

We will oversee online form submittals as they are completed, signed, and returned to ROWE. We also will provide all forms mentioned above in electronic format for your use. The cost assumes ROWE will only have to update the environmental report a not prepare an entirely new report for the proposed project.

#### *Onsite Evaluations*

- ROWE will have to conduct limited site evaluations at all pump station locations to verify the project factors affecting the proposed improvements are consistent with the design recommendations as given in the AMP report.
- ROWE will work with the township to schedule a time to perform onsite evaluation of the existing facilities. This scope of work will include identifying potential improvements that may be necessary in addition to improvements developed at the time the report was prepared.
- The onsite evaluation will include obtaining detailed measurements of all components with each station's structures. This information will be used to ensure proposed equipment will fit and for preparing construction drawings.

#### *Topographical Survey*

- ROWE will perform a topographical survey at each of the existing pump station sites to obtain existing conditions information. The survey will include locating all visible topographical features, including structures, manhole/wet well inverts, electrical equipment, roadways, driveways, landscaping, etc. This work will also include obtaining existing utility information from private utilities.

#### *Bidding Document Preparation*

- Upon completion of the topographical survey, ROWE will utilize the survey information to create a base map for each pump station replacement drawings. ROWE will work with the township representatives to select key components for each of the pump stations including pumps, motor starters, valves, paints, control systems, SCADA communications, etc.

#### *SCADA Design*

- When it comes to SCADA/control systems, our experience has proven that SCADA systems are very client specific. If a community has a long-standing relationship with an integrator, it is more efficient to use an integrator that is familiar with the SCADA system and trusted by the Owner.
- This arrangement will allow the township to provide their own equipment and feel confident that the modifications to their system are completed by a trusted provider. It will also allow the township to perform some of the work using in-house staff should you desire to potentially reduce the overall costs for the improvements.
- This arrangement has worked very well with other communities on previous projects; therefore, we are proposing the same arrangement be used for this project. The SCADA design will be through the township's current SCADA integrator or ROWE can recommend another integrator if you are not



satisfied with your current provider. We have not included SCADA design and programming in our fees.

- Once the key components for each of the pump station locations have been selected, ROWE will prepare detailed construction drawings including site, mechanical, electrical, and communication drawings. The complete construction document package will include the drawings, technical specifications, and bidding documents.
- The construction documents will be reviewed with designated Charter Township of Oscoda officials. Upon approval of the construction documents, ROWE will prepare and submit an EGLE Act 41 of Part 451 Permit Application for Wastewater Systems and a EGLE/USACE Joint Permit Application. ROWE will also prepare the soil erosion and sedimentation control (SESC) permit for approval by the Iosco County Building Department.

#### *Bidding/Award*

- ROWE will assist the Oscoda Township throughout the bidding process. This task will include advertising and soliciting bids from general contractors, attending the bid opening, reviewing and analyzing the bids, and preparing a recommendation of award. ROWE will be available to answer Contractor's questions and issue addenda, as necessary.
- Once the project has been awarded, ROWE will prepare the executed contracts and Notice to Proceed. ROWE will also schedule and preside over a pre-construction meeting with the Contractor.

#### *Construction Services*

- ROWE will provide construction administration services throughout the project. These services will include shop drawing review, monthly progress meetings, pay application review, answering requests for information, and issuing change orders, if necessary.
- ROWE will provide the Contractor with the necessary survey control and construction staking. This will include establishing benchmarks and staking the proposed structures. A total of ten survey crew hours onsite for each station is included.
- During the project, ROWE will provide construction field services. These services will include periodic site visits to monitor the Contractor's progress and answer questions during non-underground operations. The project manager will visit the site approximately once per week during construction.
- ROWE will also provide full time construction observation and materials testing services during underground construction. These services will include verification of construction procedures, compaction testing, and concrete testing. A total of 240 hours of construction observation has been included in the proposal for each pump station.
- Upon completion of the project, ROWE will prepare as-constructed drawings from the Contractor's mark-ups. ROWE will also review the Operations and Maintenance manuals as submitted by the Contractor.

The scope and proposed fee are based on the following:

- The township can provide access to original plan drawings for each station.
- The sites are not located within a wetland or floodplain.
- Permits are limited to the EGLE Act 41, EGLE/USACE Joint Permit, and SESC permit.
- All permit fees will be the responsibility of the Owner.
- Construction Staking and Observation are based on the hours shown.
- Preliminary structural inspections to assess coating conditions or steel loss from corrosion are not included in the proposed scope of work.

Mr. Dave Schaeffer, Superintendent

June 17, 2020

Page 6

**Fee:**

The proposed engineering fees for work on the above designated pump stations are:

Design Engineering:	USDA-RD Application:	\$14,500
	Plans, Specifications, Bidding:	\$250,000
	Survey:	\$45,000
	Soil Boring Allowance:	\$20,700
	Coatings Subconsultant Allowance:	\$7,500
	Electrical Subconsultant Allowance:	\$40,000
	<b>Subtotal:</b>	<b>\$377,700</b>
Construction Engineering:	Observation & Testing:	\$266,400
	Construction Administration:	\$81,000
	Construction Staking:	\$27,000
	Coatings Subconsultant Allowance:	\$9,500
	Electrical Subconsultant Allowance:	\$8,000
	<b>Subtotal:</b>	<b>\$391,900</b>
<b>Design and Construction Engineering:</b>		<b>\$769,600</b>

The AMP report does not provide a definitive scope of services for soil borings, corrosion evaluation, or electrical design; therefore, the allowances provided above were developed on an anticipated scope of services for the proposed project improvements. The actual design and construction allowances may be more or less following completion of the initial onsite evaluations; we will keep the township informed of any changes in scope/cost during the project.

ROWE Professional Services Company appreciates the opportunity to assist Oscoda Township with their infrastructure improvements. If this proposal is acceptable to the township, ROWE can begin work immediately upon written authorization to proceed.

If you have any questions or require additional information, please do not hesitate to contact us at our corporate office at (810) 341-7500.

Sincerely,  
ROWE Professional Services Company



Dean A. Oparka, PE  
Project Manager



Rick A Freeman, PE  
Principal/Vice-President

*Having reviewed this proposal, acceptance of this proposal is hereby confirmed. ROWE Professional Services Company is authorized to proceed with the work.*

Accepted by: \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_

Print Name and Title

## **SCADA SYSTEM INSTALLED**

1, 2, 3, 4, 5, 6, 7, 8, 9, 14, 16, 18, 19, 20, 21, 23, 24, 25, 28

## **ELECTRICAL AND CONTROLS ONLY**

1, 2, 3, 8, 9, 16, 23, 24, 28

## **REHABILITATION OF PUMP STATION**

4, 14, 18, 19, 20, 21, 25

## **REPLACEMENT OF PUMP STATION**

5, 6, 7

## **NO WORK**

13, 15, 17, 22

Pump Station Number	Proposed Improvements	
1, 2, 3	<ul style="list-style-type: none"> <li>• Electrical and control upgrades</li> <li>• installation of mission unit</li> </ul>	<ul style="list-style-type: none"> <li>• sump alarm</li> <li>• flow meter</li> </ul>
4	<ul style="list-style-type: none"> <li>• Electrical and control upgrades</li> <li>• installation of mission unit</li> <li>• sump alarm</li> <li>• flow meter</li> </ul>	<ul style="list-style-type: none"> <li>• removal and replacement of the cathodic protection system</li> <li>• station repainting</li> <li>• installing a new wet well lid with hatches</li> </ul>
5	<ul style="list-style-type: none"> <li>• Electrical and control upgrades</li> <li>• installation of mission unit</li> <li>• sump alarm</li> <li>• flow meter</li> <li>• constructing a bypass pumping connection</li> </ul>	<ul style="list-style-type: none"> <li>• installing new pumps</li> <li>• constructing a valve vault</li> <li>• replacing all piping and valves</li> <li>• replacing the wet well lid</li> <li>• abandoning the existing drywell can</li> </ul>
6	<ul style="list-style-type: none"> <li>• Electrical and control upgrades</li> <li>• installation of mission unit</li> <li>• sump alarm</li> <li>• flow meter</li> <li>• installing a bypass pumping connection</li> </ul>	<ul style="list-style-type: none"> <li>• installing a new wet well lid and access hatch</li> <li>• removing the wet well fillets as necessary to facilitate pump installation</li> <li>• installing new pumps and valves</li> <li>• new piping for the station</li> <li>• abandon existing station</li> </ul>
7	<ul style="list-style-type: none"> <li>• Electrical and control upgrades</li> <li>• installation of mission unit</li> <li>• sump alarm</li> <li>• flow meter</li> <li>• installation of a new wet well</li> </ul>	<ul style="list-style-type: none"> <li>• new pumps and valves</li> <li>• new piping for the station</li> <li>• replacing the force main across the river</li> <li>• abandoning the existing station and existing force main</li> </ul>
8, 9, 24, 28	<ul style="list-style-type: none"> <li>• Installation of mission unit</li> </ul>	
13, 15, 17, 22	<ul style="list-style-type: none"> <li>• No work being performed</li> </ul>	
14	<ul style="list-style-type: none"> <li>• Installation of mission unit</li> <li>• constructing a bypass pumping connection</li> <li>• installing new pumps and valves</li> </ul>	<ul style="list-style-type: none"> <li>• replacing the wet well hatch</li> <li>• replacing the air release valve</li> </ul>
16	<ul style="list-style-type: none"> <li>• Electrical and control upgrades</li> <li>• installation of mission unit</li> <li>• sump alarm</li> </ul>	
18	<ul style="list-style-type: none"> <li>• Electrical and control upgrades</li> <li>• installation of mission unit</li> <li>• sump alarm</li> <li>• constructing a bypass pumping connection</li> <li>• installing new pumps and valves</li> </ul>	<ul style="list-style-type: none"> <li>• replacing the building HVAC</li> <li>• various building repairs</li> <li>• painting pump station</li> <li>• replacing fence</li> <li>• improving the gravel parking area</li> </ul>
19	<ul style="list-style-type: none"> <li>• Electrical and control upgrades</li> <li>• installation of mission unit</li> <li>• sump alarm</li> <li>• installing new pumps and valves</li> </ul>	<ul style="list-style-type: none"> <li>• replacing the wet well hatch</li> <li>• replacing the building's HVAC</li> <li>• sump alarm</li> <li>• painting</li> </ul>
20	<ul style="list-style-type: none"> <li>• Electrical and control upgrades</li> <li>• installation of mission unit</li> <li>• sump alarm</li> <li>• flow meter</li> </ul>	<ul style="list-style-type: none"> <li>• constructing a bypass pumping connection</li> <li>• installing new pumps and valves</li> <li>• replace the wet well hatch</li> <li>• painting the pump station</li> </ul>
21	<ul style="list-style-type: none"> <li>• Electrical and control upgrades</li> <li>• installation of mission unit</li> <li>• sump alarm</li> <li>• constructing a bypass pumping connection</li> </ul>	<ul style="list-style-type: none"> <li>• installing new pumps and valve</li> <li>• replacing the cathodic protection system</li> <li>• station repainting</li> <li>• sidewalk restoration</li> </ul>
23	<ul style="list-style-type: none"> <li>• Electrical and control upgrades</li> <li>• installation of mission unit</li> </ul>	
25	<ul style="list-style-type: none"> <li>• Installation of mission unit</li> <li>• sump alarm</li> <li>• replacement of pumps and valves</li> </ul>	<ul style="list-style-type: none"> <li>• replacing the cathodic protection system and station repainting</li> </ul>

## Tammy Kline

---

**From:** Rick Freeman <RFreeman@rowepsc.com>  
**Sent:** Wednesday, June 17, 2020 12:10 PM  
**To:** Dave Schaeffer  
**Cc:** Tammy Kline  
**Subject:** Old Orchard Campground Electrical Upgrade - Haney Electric Pay Request  
**Attachments:** Invoice\_1054\_from\_Haney\_Electric\_Inc\_dba\_Als\_Electric.pdf

Dave,

Attached is the final pay request from Haney Electric for the Old Orchard Campground Electrical Upgrade project.

I have spoken to Gary Scott and he has confirmed that all work is complete, the work is acceptable, and the inspection passed.

The new electrical outlets are fully operational.

ROWE recommends that the Township process this pay request to Haney Electric, Inc. in the amount of \$3,532.66.

Respectfully submitted,

**Rick A. Freeman, PE** | Principal | Vice President

<http://www.rowepsc.com/>" style='position:absolute;margin-left:0;margin-top:34.75pt;width:48.55pt;height:27.35pt;z-index:-251658752;visibility:visible;mso-wrap-style:square;mso-width-percent:0;mso-height-percent:0;mso-wrap-distance-left:9pt;mso-wrap-distance-top:0;mso-wrap-distance-right:9pt;mso-wrap-distance-bottom:0;mso-position-horizontal:left;mso-position-horizontal-relative:text;mso-position-vertical:absolute;mso-position-vertical-relative:text;mso-width-percent:0;mso-height-percent:0;mso-width-relative:page;mso-height-relative:page' o:button="t"> **ROWE PROFESSIONAL SERVICES COMPANY**

540 S. Saginaw Street, Ste. 200 | Flint, MI 48502

O: (810) 341-7500 | F: (810) 341-7573 | C: (810) 869-5155

[www.rowepsc.com](http://www.rowepsc.com) | Follow us on: [Facebook](#) | [LinkedIn](#)

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Haney Electric, Inc. dba Al's Electric  
1113 Old US  
Oscoda, MI 48750  
989-739-7333  
ALS\_ELECTRIC@OUTLOOK.COM

# Invoice

**BILL TO**

OSCODA TWP.  
OLD ORCHARD

INVOICE #	DATE	TOTAL DUE	DUE DATE	TERMS	ENCLOSED
1054	06/13/2020	\$3,532.66	07/13/2020	Net 30	

DESCRIPTION	QTY	RATE	AMOUNT
<b>SERVICE</b> SERVICES RENDERED - TOTAL BILL \$85,657.76 (LESS \$15,000 CONSUMERS ENERGY ALLOWANCE, PAID DIRECTLY TO CONSUMERS ENERGY). PRIOR PAYMENT MADE OF \$67,125.10. CLOSEOUT JOB BALANCE OF 5%.	1	3,532.66	3,532.66

Thank you for your business!

BALANCE DUE

**\$3,532.66**

## PROFESSIONAL SERVICES CONTRACT AGREEMENT

This is a Contract Agreement (the “AGREEMENT”), by and between the CHARTER TOWNSHIP OF OSCODA, a Michigan Municipal Corporation, whose mailing address is 110 South State Street, Oscoda, Michigan 48750, hereinafter referred to as the “TOWNSHIP”, and PROFESSIONAL, whose address is 5700 Crooks Rd, Suite 100, Troy Michigan, 48098, hereinafter referred to as “PROFESSIONAL”.

### SCOPE OF WORK

#### 1. SCOPE OF WORK

Based on our recent correspondence, PROFESSIONAL will provide the following water meter replacement services to Oscoda Township. Once this project has been approved and accepted by the Township and PROFESSIONAL, you may expect completion of the following elements. The components of the project include:

- A. Provide a postal notification letter to inform water customers of required meter replacement during a specific date range.
- B. Devise and host a dedicated website page for setting appointments with water customers at specific intervals during normal business hours. Water customers will have access to schedule their own appointments via a free and secure appointment website system. Website link to be presented on postal notices and the Township website.
- C. Provide toll free phone support for customer questions and appointment requests by contractor administration staff. Direct phone contact to contractor staff will be available 8:30AM–5PM, five days per week excluding holidays.
- D. PROFESSIONAL reserves the right to determine safe operating condition of water shut off control valves prior to performing any meter replacement work. Curb stop shutoff by Township staff may be an option if available at a mutually agreed time between Water Utility Technician, Contractor Technician and Water Customer. Control valves appearing to be in questionable condition or potentially leaking/prone to failure will be required to be replaced or repaired at the cost of water customer prior to any meter upgrade work being performed by Contractor. PROFESSIONAL may attempt to operate a curb stop upon issuance of a waiver from the Township stating that PROFESSIONAL will not be responsible for broken/damaged curb stops.
- E. Document in electronic format; relevant identification numbers and meter readings of each existing and new meter installed by Contractor. PROFESSIONAL will also record existing service line material for each meter installed.
- F. Electronic documentation format will be in both PDF and Excel for each meter replaced. PROFESSIONAL I.T. staff will work with the Township billing department to ensure final data export can be mass imported into the Township billing system. All pertinent information will be included in the final export. A sample export can be provided upon request. The Township will

be provided a log-in and will have the ability to view project status, download reports, etc....as required.

G. Install new water meter and transmitters. PROFESSIONAL will provide all consumables (wire, gaskets, etc....) needed to complete the installation, with the exception of meter horns and/or other brass. Professional will provide consistent evening and weekend appointments for residents throughout this project.

H. PROFESSIONAL Technician shall verify activation of each meter and transmitter installed, re-establish water supply and verify full water pressure at nearest tap for 30 seconds.

I. Reported leaks at meter junction or service control valve within 24 hours (Monday–Friday) after meter replacement will be addressed within a 24-hour period of notifying the Contractor.

J. Deliver removed (old) meters and transmitters to a designated area within the Township on a daily basis. The Township shall be responsible for storage/disposal of all removed meters.

K. Retrieve new meters and transmitters provided by the Township on a daily basis during normal working hours. New meters will be available in a designated area within the Township prior to any work being scheduled.

#### CONSIDERATION

2. The consideration for this contract shall be in an amount not to exceed Ninety-Three Thousand and Seventy Three Dollars and 00/100. The above services will be provided for all 5/8" – 1" meters – inside mounts for 1,142 units. PROFESSIONAL will invoice monthly based on completed meter installations and inspections.

#### CONTRACT DOCUMENTS

2. The documents which form the basis for this contractual understanding between TOWNSHIP and PROFESSIONAL are as follows:

A. This Contract

B. A letter submitted by PROFESSIONAL to TOWNSHIP dated 20 January 2020.

#### STANDARD OF PERFORMANCE

3. PROFESSIONAL does hereby agree to engage in the work as described herein and perform same in a manner to be commonly expected of someone performing the services as generally described below and herein.

## INSURANCE

4. PROFESSIONAL is agreeing to assume the responsibility for the job as described above and herein, and shall maintain at a minimum the following insurance coverages:

A. Professional and general liability insurance with a minimum single limit of Two Million Dollars and 00/100 (\$2,000,000.00) and an aggregate limit of Two Million Dollars and 00/100 (\$2,000,000.00). PROFESSIONAL shall provide an actual endorsement indicating thereon that the TOWNSHIP has been named as an additional named insured at the time in which this contract is signed by PROFESSIONAL. Additionally, if any work is to be subcontracted, subcontractors shall also be required to comply with all provisions of this contract, including but not limited to these insurance provisions.

C. Workman's compensation insurance in compliance with the statutes of the State of Michigan or the state which has jurisdiction over the Consultant's employees with a minimum limit of Five Hundred Thousand Dollars and 00/100 (\$500,000.00).

D. Automobile Liability Insurance (owned, non-owned, or hired units) with a minimum combined single coverage limit of One Million Dollars and 00/100 (\$1,000,000.00).

5. Before TOWNSHIP is to execute this Agreement, the PROFESSIONAL will be required to submit evidence that all required insurance policies are in effect, and that the insurance company(s) providing such coverage will be noticed of the need to maintain the insurance coverage as provided above and herein, for the duration of this Contract, and same will not be modified and/or canceled, without the insurance company(s) giving thirty (30) days advance notice of same to TOWNSHIP, and further that PROFESSIONAL shall provide written evidence of the receipt of such requirements on behalf of said insurance company(s) to provide such written notice as mentioned immediately above, to the PROFESSIONAL prior to the TOWNSHIP executing this document. Said insurance policies shall also name the TOWNSHIP as an additionally insured party.

## GENERAL TERMS AND CONDITIONS

6. Indemnification by the PROFESSIONAL: The PROFESSIONAL shall indemnify, protect and hold the TOWNSHIP, its employees and agents harmless from and against all liability, claims, demands, losses, damages, costs, or expenses (including attorney fees) or other liability or loss, including, accidents, injury, death, or damages to any person or property, related in any way to the performance of this Agreement that result from accidental acts, negligent acts, errors or omissions, or the willful misconduct of the PROFESSIONAL'S personnel or equipment. This provision shall survive the termination of this Agreement for a period of five (5) years from the date of their signature hereto.

7. Modifications. Any modifications to this Agreement or additional obligations assumed by either party in connection with this Agreement, shall be binding only if evidenced in writing, and signed by each party or an authorized representative of each party.

8. Authority to Contract. Each party warrants and represents that it has authority to enter into this Agreement.

9. Binding Parties. The statements herein shall bind all heirs, successors, and assigns of both parties.

10. Survival. These conditions shall survive the completion of the PROFESSIONAL'S services on this project and the termination of services for any cause.

11. Governing Law. The services provided by this Agreement will be performed and the Agreement shall be deemed to have been made in Iosco County, Michigan. It is acknowledged that this Agreement was entered into and services are to be provided in Iosco County by both parties hereto. The PROFESSIONAL conducts business activities in Iosco County, and has responded to an advertisement, and has submitted a bid for this work, in Iosco County. Based

upon this, and to the extent possible, both parties consent to the jurisdiction of Iosco County, State of Michigan.

12. Conflict of Documents. In the event of conflicting provisions the order of priority of the above contract documents shall be as follows:

A. This Contract

B. Letter from PROFESSIONAL to TOWNSHIP, dated 20 January 2020.

13. Severability. If any provision of this Agreement is deemed to be invalid, it shall not effect the other remaining valid provisions hereof.

14. Notices. Any notices to be sent to either party are to be sent to those addresses as set forth in the first paragraph of this Agreement.

15. Incorporation of Agreements. This document is to be a total incorporation of all agreements and representations of and between each party hereto to the exclusion of any prior verbal representations.

16. Assignability. Any rights provided for in this Agreement, to any party hereto, are not assignable.

17. Anti-Discrimination. The PROFESSIONAL shall comply with all state and federal Anti-discrimination laws and shall use the leased premises in a nondiscriminatory manner to the end that no person, on the ground of race, color, religion, sex, age, handicap, disability, or national origin, shall be excluded from using the facilities or obtaining the services provided thereon, or otherwise be subjected to discrimination under any program or activities provided thereon.

18. Failure of TOWNSHIP to Insist on Compliance. The failure of TOWNSHIP to insist, in any one or more instances, upon strict performance of any of the terms, covenants, or conditions of the contract documents, shall not be construed as a waiver or relinquishment of the



rights of TOWNSHIP to insist on the future performance of any such terms covenants, or conditions, but the obligations of the PROFESSIONAL with respect to such future performance shall continue in full force and effect.

CHARTER TOWNSHIP OF OSCODA

Dated:

\_\_\_\_\_  
By: Aaron C. Weed  
Its: Supervisor

Dated:

\_\_\_\_\_  
By: John D. Nordeen  
Its: Clerk

PROFESSIONAL

Dated:

  
\_\_\_\_\_  
By: Paul M. Patterson  
Its: Senior Vice President

DRAFTED BY: Robert J. Eppert, Attorney at Law, P.O. Box 426, 1144 West Lake Street,  
Tawas City, Michigan 48764



January 20, 2020

Mr. Dave Schaeffer, Superintendent  
 Oscoda Charter Township  
 111 S. State Street  
 Oscoda, MI 48750

**RE: Water Meter Replacement and Radio Read Installation Proposals**

Dear Mr. Schaeffer:

The Oscoda Township 2020 Water Fund Capital Improvement Plan includes the replacement of residential water meters and the addition of Automated Meter Read (AMR) or radio read units. We have obtained proposals on behalf of the Township from Ferguson Waterworks, Hydrocorp, and John Henry Excavating for the installation of the meters and radio read equipment.

Ferguson Waterworks' proposal includes all new Neptune meters and radio reading devices, as well as the software to import the reads into the Township's existing BS&A utility billing database. Their proposal also includes price projections for the next three (3) years, with additional radio read equipment to be purchased at a later date, and installation of meters along with the radio read equipment.

Hydrocorp's proposal has the lowest installation cost of \$81.50 per residence. Hydrocorp's scope covers the meter replacement process from scheduling appointments to installation of the meters and radio read equipment. Also included in Hydrocorp's proposal are testimonials regarding similar work they have provided other communities.

Ferguson Waterworks is the regional vendor for Neptune meters, which the Township selected as their preferred brand of water meter in 2019. Calculations shown in the chart below assume the current price from Ferguson Waterworks of \$117.00 each for water meters and \$95.00 each for radio read units for a total of \$212.00 per residence, plus initial software purchase of \$14,531.52.

	<b>Ferguson Waterworks</b>	<b>Hydrocorp</b>	<b>John Henry</b>
Meter + Radio Read	\$212.00	\$212.00	\$212.00
Software	\$14,531.52	\$14,531.52	\$14,531.52
Installation	\$105	\$81.50	\$350
Total Amount of Meters	1058	1142	596

Based on our review of the proposals, the most cost effective approach would be for the Township to purchase 1,142 meters and radio read units, as well as the software directly from Ferguson Waterworks for an estimated cost of \$256,635.52, and contract with Hydrocorp for the installation of the meters and radio read units for an estimated cost of \$93,073. The estimated total cost for the project is \$349,708.52.

Sincerely,  
**F&V OPERATIONS AND RESOURCE MANAGEMENT, INC.**

Kirk Tews  
 Project Manager

**2960 Lucerne Drive SE, Suite 100**  
**Grand Rapids, MI 49546**  
 P: 616.588.2900  
 F: 616.977.1005  
 www.fv-operations.com





January 13, 2020

Oscoda Township c/o F&V  
 110 State St.  
 Oscoda Township MI 48750

Recommended proposal

Dear Doug,

Per your request, Ferguson Waterworks is pleased to offer the following proposal good through June 30<sup>th</sup> of 2020 for Oscoda Township, Michigan:

Ferguson Waterworks excited for the opportunity:

Meters/Radios	Description	Number of units:	Current cost:
January 1, 2020-June 30 <sup>th</sup> 2020			
Neptune Ecoder	Meters	1,200 (\$117)	\$140,400
Neptune R900 Wall Mount	Radios	1,200 (\$95)	\$114,000
Subtotal (Meters and Radios)			\$254,400
June 1, 2020-June 30 <sup>th</sup> 2021			
Neptune Ecoder	Meters	1,200 (\$122.85)	\$147,420
Neptune R900 Wall Mount	Radios	1,200 (\$99.75)	\$119,700
Subtotal (Meters and Radios)			\$267,120
January 1, 2021-June 30 <sup>th</sup> 2022			
Neptune Procoder	Meters	1,200 (\$129)	\$154,800
Neptune R900 Wall Mount	Radios	1,200 (\$104.74)	\$125,688
Subtotal (Meters and Radios)			\$280,488
AMR Reading Equipment:			
N_Site Reading Software	Annual	1	\$3,600
Belt Clip and Pocket Pro Reader	Transition Reading Equip	3	\$10,931.52
(Optional)MRX Drive by Equipment	Require Cellular Phone/Tablet	1	\$7,534.25
Software and Equipment Training	Implementation	1	\$1,300* (Waived)
Subtotal (MRX and Implementation not included in pricing)			\$14,531.52
<b>Installation Estimate (optional):</b>			
Subcontractor installs Radio Outside	Installation	3408(\$55)	\$187,440 OR
Subcontractor installs Radio Inside	Installation	3408(\$95)	\$323,760 OR
Subcontractor installs Meters & Radios	Installation	3408(\$105)	\$357,840
Subtotal			
<b>Total Estimate</b>			<b>\$14,531.52 Up To \$1,098,867.52</b>

We wanted to present a proposal which would provide a reading solution to decrease read time in the field. The proposal includes optional pricing for full installation of new R900 Wall Mount Radios, reading equipment and software along with training. The pricing proposal is guaranteed through June 30<sup>th</sup> of 2022 for meters, radios, and hosted cloud software.

Key aspects of Neptune R900 Wall Mount Radios:

- Will work with Sensus Ipearl and SR type encoded registers, will not work with Badger
- Can be read with Neptune Handheld, Drive By MRX, and Fixed network AMI reading equipment
- No Programming/reprogramming needed to be read by Neptune Mobile or AMI fixed network equipment
- Neptune 360 hosted cloud reading software can provide near real time reads to billing staff
- Estimate the read time to less than 4 hours for MRX Drive by reads
- Can add a fixed network tower(s) at a later date and read seamlessly without having to field program each individual radio
- Radios store up to 96 days of data
- Radios can be data logged and graphed for high bill complaints
- MRX920 can data log in the field, identify missed reads, leak flags, reverse flow events, etc.

Services Ferguson can provide:

- Unmatched support and availability of equipment for large and small quantities
- Free Propagation study for fixed network AMI system (requires billing file)
- Free implementation and training with purchase\*
- Free initial training for F&V and Oscoda Township employees on the implementation and use of Belt Clip and Pocket Pro reader if transition is implemented in multiyear phases or one mass changeout would just need a MRX920, Neptune 360 Essentials hosted software (annual software fee still applies).

Thank you for the opportunity to propose an AMR solution capable of migration to an AMI system if needed. With the Neptune system, a multiyear upgrade program can be implemented seamlessly with existing touchpad meters and ongoing implementation of the AMR/AMI system. Please let me know if you have any questions or concerns and I would be gladly address them in a timely manner.

Sincerely,

Steven Berra  
Ferguson Waterworks  
a Neptune Meter Distributor  
231-301-5137  
Steven.berra@ferguson.com

# PROPOSAL

DEVELOPED FOR  
Kirk Tews  
F&V Operations  
Oscoda Township, MI

4466 McNichol Ave.  
Oscoda, MI 48750

January 20, 2020

## KEEPING DRINKING WATER SAFE FOR INDUSTRIES AND MUNICIPALITIES

For over 30 years, HydroCorp™ has been dedicated to safe drinking water for companies and communities across North America. Fortune 500 firms, metropolitan centers, utilities, small towns and businesses – all rely on HydroCorp to protect their water systems, averting backflow contamination and the acute health risks and financial liabilities it incurs.



CROSS-CONNECTION  
CONTROL / BACKFLOW  
PREVENTION

WATER SYSTEM  
SURVEYS / AUDITS

PIPE SYSTEM MAPPING  
AND LABELING

WATER SAMPLING  
AND ANALYSIS / RISK  
ASSESSMENTS

PROGRAM  
AND PROJECT  
MANAGEMENT

COMPLIANCE  
ASSISTANCE /  
DOCUMENTATION



MICHIGAN CORPORATE OFFICE  
5700 Crooks Road, Suite 100  
Troy, MI 48098  
800.690.6651 TOLL FREE  
248.250.5000 PHONE  
248.786.1788 FAX GENERAL  
info@hydrocorpinc.com EMAIL



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## SCOPE OF WORK

Based on our recent correspondence, HydroCorp™ will provide the following water meter replacement services to Oscoda Township. Once this project has been approved and accepted by the Township and HydroCorp, you may expect completion of the following elements. The components of the project include:

- A. Provide a postal notification letter to inform water customers of required meter replacement during a specific date range.
- B. Devise and host a dedicated website page for setting appointments with water customers at specific intervals during normal business hours. Water customers will have access to schedule their own appointments via a free and secure appointment website system. Website link to be presented on postal notices and the City website.
- C. Provide toll free phone support for customer questions and appointment requests by contractor administration staff. Direct phone contact to contractor staff will be available 8:30AM–5PM, five days per week excluding holidays.
- D. HydroCorp reserves the right to determine safe operating condition of water shut off control valves prior to performing any meter replacement work. Curb stop shutoff by City staff may be an option if available at a mutually agreed time between Water Utility Technician, Contractor Technician and Water Customer. Control valves appearing to be in questionable condition or potentially leaking/prone to failure will be required to be replaced or repaired at the cost of water customer prior to any meter upgrade work being performed by Contractor. HydroCorp may attempt to operate a curb stop upon issuance of a waiver from the City stating that HydroCorp will not be responsible for broken/damaged curb stops.
- E. Document in electronic format; relevant identification numbers and meter readings of each existing and new meter installed by Contractor. HydroCorp will also record existing service line material for each meter installed.
- F. Electronic documentation format will be in both PDF and Excel for each meter replaced. HydroCorp I.T. staff will work with the City billing department to ensure final data export can be mass imported into the City billing system. All pertinent information will be included in the final export. A sample export can be provided upon request. The City will be provided a log-in and will have the ability to view project status, download reports, etc....as required.
- G. Install new water meter and transmitters as provided by the Township. HydroCorp will provide all consumables (wire, gaskets, etc....) needed to complete the installation, with the exception of meter horns and/or other brass.
- H. HydroCorp Technician shall verify activation of each meter and transmitter installed, re-establish water supply and verify full water pressure at nearest tap for 30 seconds.
- I. Reported leaks at meter junction or service control valve within 24 hours (Monday–Friday) after meter replacement will be addressed within a 24-hour period of notifying the Contractor.
- J. Deliver removed (old) meters and transmitters to a designated area within the City on a daily basis. The City shall be responsible for storage/disposal of all removed meters.
- K. Retrieve new meters, fittings and gaskets as provided by the City on a daily basis during normal working hours. New meters will be available in a designated area within the City prior to any work being scheduled.
- L. Upon request, HydroCorp will provide initial Cross Connection Control Inspections and Sump Pump discharge inspections. An additional fee for these services will be charged in accordance with the pricing matrix that follows.



**The above services will be provided for:**

METER SIZE	UNIT PRICE
5/8" - 1" meters - Inside Mounts	\$81.50 per install
CCC and Sump Inspection	\$13.50 per home

HydroCorp will invoice monthly based on completed meter installations and inspections in the amounts shown in the table above.

# PROFESSIONAL SERVICE AGREEMENT

This agreement, made and entered into this (DATE) by and between Oscoda Township, organized and existing under the laws of the State of Michigan, referred to as "Utility", and HydroCorp™ a Michigan Corporation, referred to as "HydroCorp".

WHEREAS, the Utility supplies potable water throughout its corporate boundary to property owners; and desires to enter into a professional services contract for water meter installation services.

WHEREAS, HydroCorp is experienced in and capable of supplying professional water meter replacement services to the Utility and the Utility desires to engage HydroCorp to act as its independent contractor in its meter replacement program.

WHEREAS, the Utility has the authority under the laws of the State of Michigan and its local governing body to enter into this professional services contract.

NOW THEREFORE, in consideration of the mutual agreements herein contained, and subject to the terms and conditions herein stated, the parties agree as follows:

## ARTICLE I. Purpose

During the term of this Agreement, the Utility agrees to engage HydroCorp as an independent contractor to replace water meters for the Utility, create an accurate record of each meter replaced and new meter installed, and document its findings. Each party to this Agreement agrees that it will cooperate in good faith with the other, its agents, and subcontractors to facilitate the performance of the mutual obligations set forth in this Agreement. Both parties to this Agreement recognize and acknowledge that the information presented to them is complete and accurate, yet due to access constraints within water users' facilities, complete and accurate data is not always available.

## ARTICLE II. Scope of Services

The scope of services to be provided by HydroCorp under this Agreement will include the water meter replacements, transmitter installations, program administration, answering telephone call inquires, scheduling of meter installations, and preparation of management reports with respect to the facilities to the extent specifically set forth in this Article II and further defined in the "Executive Summary" provided with this agreement. Should other reports/services be included within the Scope of Services, the same shall be appended to this Agreement as Exhibit 1.

**2.1 PROGRAM REVIEW/PROGRAM START UP MEETING.** HydroCorp will conduct a Program Startup Meeting for the Water Meter Replacement Program. Items for discussion/review will include the following:

- Review state & local regulations
- Review/establish wording and timeliness for program notifications including:
  - Initial Notice
  - Non-Compliance Notices 1-2, Penalty Notices
- Special Program Notices
- Electronic use of notices/program information
- Obtain updated facility listing, address information and existing program data from Utility
- Establish meter installation schedule
- Review/establish procedures and protocol for addressing specific situations
- Review/establish program reporting procedures including electronic reporting tools



- 2.2 METER REPLACEMENT.** HydroCorp will perform meter replacements and inventory incoming service lines (inside the home) at individual premises located within the utility served by the public water supply.
- 2.3 INSPECTION SERVICES.** HydroCorp will perform initial Cross Connection Control Inspections and Sump Pump Discharge inspection upon request from the Township. Follow up/Compliance inspections are not included in this project. If the Township requests HydroCorp to complete follow up/compliance inspections additional fees will apply and shall be added as a addendum to this contract.
- 2.4 SCHEDULE.** HydroCorp shall determine and coordinate the meter replacement schedule. Field Services personnel will check in/out as required with the Utility's designated contact person. The initial check in will include a list of replacements scheduled. An exit interview will include a list of replacements and inspections completed.
- 2.5 PROGRAM DATA.** HydroCorp will generate and document the required program data for the Facility Types listed in the Scope of Services using the HydroCorp Software Data Management Program. Program Data shall remain property of the Utility; however, the HydroCorp Software Data Management program shall remain the property of HydroCorp and can be purchased for an additional fee. Data services will include:
- Prioritize and schedule meter replacements
  - Notify users of meter replacement
  - Monitor program status using the HydroCorp online software management program.
- 2.6 MANAGEMENT REPORTS.** HydroCorp will submit comprehensive management reports in electronic, downloadable format. Reports to include the following information:
- Name, location and date of replacements
  - Number of meters installed
  - Number of facilities compliant/non-compliant
- 2.7 PUBLIC RELATIONS PROGRAM.** HydroCorp will assist the Utility with a community-wide public relations program including general awareness brochures and website content.
- 2.8 SUPPORT.** HydroCorp will provide ongoing support via phone, fax, text, website or email for the contract period.
- 2.9 FACILITY TYPES.** The facility types included in the program are as follows:
- Residential
- 2.10 METER REPLACEMENT TERMS.** HydroCorp will perform approximately 845 meter replacements, head replacements and transmitter installations during the term of the contract. The total number of meter replacements are to be determined by the Utility.
- 2.11 INVENTORY.** HydroCorp shall inventory and record all existing meter serial numbers, final read, new meter serial numbers, initial read, transmitter serial numbers, and service line material.
- 2.12 DATA MANAGEMENT.** HydroCorp shall provide data management and program notices for all meter replacements throughout the contract period.
- 2.13 INSURANCE.** HydroCorp will provide all required copies of general liability, workers compensation and errors and omissions insurance naming the Utility as an additional insured if required.





### ARTICLE III. Responsibilities of the Utility

- 3.1 UTILITY'S REPRESENTATIVE.** On or before the date services are to commence under this Agreement, the Utility shall designate an authorized representative ("Authorized Representative") to administer this Agreement.
- 3.2 COMPLIANCE WITH LAWS.** The Utility, with the technical and professional assistance of HydroCorp, shall comply with all applicable local, state, and federal laws, codes, ordinances, and regulations as they pertain to the water inspection and testing, and shall pay for any capital improvements needed to bring the water treatment and delivery system into compliance with the aforementioned laws.
- 3.3 NOTICE OF LITIGATION.** In the event that the Utility or HydroCorp has or receives notice of or undertakes the prosecution of any actions, claims, suits, administrative proceedings, investigations or other proceedings in connection with this Agreement, the party receiving such notice or undertaking of such prosecution shall give the other party timely notice of such proceedings and will inform the other party in advance of all hearings regarding such proceedings
- 3.4 FACILITY LISTING.** The Utility must provide HydroCorp a complete list of facilities, including facility name, type of service connection, address, contact person, and phone number, (if available). *Electronic file format such as Microsoft Excel, etc. is required. An additional one-time fee to manually enter facility listing will be charged at the rate of \$80.00 per hour. Incorrect facility addresses will be returned to the Utility contact and corrected address will be requested.*
- 3.5 LETTERHEAD/LOGO.** The Utility will provide HydroCorp with an electronic file copy of the utility logo or utility letterhead and all envelopes for the mailing of all official program correspondence only. (300 dpi in either .eps, or other high-quality image format for printing.)

### ARTICLE IV. Term, Compensation and Changes in Scope of Services

- 4.1 TERM AND TERMINATION.** Services by HydroCorp under this Agreement shall commence on (DATE ) and end **one -(1) year from such date**, unless this Agreement is terminated as provided herein. The terms of this Agreement shall be valid only upon the execution of this Agreement within ninety (90) days of its receipt. Failure to execute this Agreement within the ninety (90) day period shall deem the proposed terms void.
- 4.2 RENEWAL.** Upon the expiration of this Agreement the utility will have the option to renew this contract for two (2) consecutive one (1) year periods. Any increases in pricing for each of the renewal periods will be equal to the Consumer Price Index at the time of renewal or 3%, whichever is less.
- 4.3 TERMINATION.** The Utility or HydroCorp may terminate this Agreement at any time and on any date in the initial and renewal terms of this Agreement, with or without any cause, by giving written notice of such intent to terminate to the other party at least thirty (30) days prior to the effective date of termination. Notice of the intent to terminate shall be given in writing by personal service, by an authorized agent, or by certified mail, return receipt requested. The Utility shall pay the balance of any outstanding accounts for work performed by HydroCorp.
- 4.4 BASE COMPENSATION.** The Utility shall pay HydroCorp as compensation ("Base Compensation") for labor, equipment, material, supplies, and utilities provided and the services performed pursuant to the Pricing Matrix located in the Executive Summary (page 4).
- 4.5 PAYMENT OF INVOICES.** Upon presentation of invoices by HydroCorp, all payments including base and other compensation shall be due and payable on the first day of each month (due date) after the month for which services have been rendered. All such payments shall be made no later than thirty (30) days after the due date. Failure to pay shall be deemed a default under this Agreement. For any payment to HydroCorp



which is not made within thirty (30) calendar days after the due date, HydroCorp, shall receive interest at one and one-half (1½) percent per month on the unpaid balance.

**4.6 CHANGES IN SCOPE OF SERVICES.** In the event that the Utility requests and HydroCorp consents to perform additional work or services involving the consulting, management, operation, maintenance, and repair of the Utility’s water delivery system where such services or work exceeds or changes the Scope of Services contemplated under this Agreement, HydroCorp shall be provided additional compensation. Within thirty (30) calendar days from the date of notice of such additional work or services, the parties shall mutually agree upon an equitable sum for additional compensation. This amount shall be added to the monthly sum effective at the time of change in scope. Changes in the Scope of Service include, but are not limited to, requests for additional service by the Utility or additional costs incurred in meeting new or changed government regulations or reporting requirements.

**4.7 CLIENT CONFIDENTIALITY.** Disclosure of all communications between HydroCorp and the Utility regarding business practices and other methods and forms of doing business is subject to the provisions of Michigan Public Records Law. HydroCorp agrees to make available for inspection and copying all records in its possession created, produced, collected or otherwise related to this Agreement to the same extent as if the records were maintained by the Utility. HydroCorp expressly acknowledges and agrees that its obligations concerning Public Records Law and compliance under this Agreement should not be limited by copyright, license, privacy and/or confidentiality except as authorized under the Public Records Law.

#### ARTICLE V. Risk Management and General Provisions

**5.1 INFORMATION.** Both Parties to this Agreement recognize and acknowledge that the information presented to them is complete to the best of their knowledge, yet due to the inaccessible nature of water piping or lack of access provided by property owner/water user, complete accurate data is not always available.

**5.2 LIMITATION OF LIABILITY.** HydroCorp’s liability to the Utility for any loss, damage, claim, or expense of any kind or nature caused directly or indirectly by the performance or non-performance of obligations pursuant to this Agreement shall be limited to general money damages in an amount not to exceed or within the limits of the insurance coverage provided hereunder. HydroCorp shall in no event be liable for indirect or consequential damages, including but not limited to, loss of profits, loss of revenue, or loss of facilities, based upon contract, negligence, or any other cause of action.

**5.3 HYDROCOP INSURANCE.** HydroCorp currently maintains the following insurance coverage’s and limits:

	Occurrence	Aggregate
Comprehensive General Liability	\$1 Million	\$2 Million
Excess Umbrella Liability	\$5 Million	\$5 Million
Automobile Liability (Combined Single Limit)	\$1 Million	
Worker’s Compensation/ Employer’s Liability	\$1 Million	
Errors and Omissions	\$2 Million	\$2 Million

Within thirty (30) calendar days of the start of the project, HydroCorp shall furnish the Utility with satisfactory proof of such insurance, and each policy will require a 30-day notice of cancellation to be given to the Utility while this Agreement is in effect. The Utility shall be named as an additional insured according to its interest under the general liability policy during the term of this Agreement.

**5.4 UTILITY INSURANCE.** The Utility will maintain liability insurance on an all risk basis and including extended coverage for matters set forth in this Agreement.

**5.5 RELATIONSHIP.** The relationship of HydroCorp to the Utility is that of independent contractor and not one of employment. None of the employees or agents of HydroCorp shall be considered employees of the Utility. For the purposes of all state, local, and federal laws and regulations, the Utility shall exercise primary management, and operational and financial decision-making authority.



- 5.6 ENTIRE AGREEMENT AMENDMENTS.** This Agreement contains the entire Agreement between the Utility and HydroCorp, and supersedes all prior or contemporaneous communications, representations, understandings, or agreements. This Agreement may be modified only by a written amendment signed by both parties.
- 5.7 HEADINGS, ATTACHMENTS, AND EXHIBITS.** The heading contained in this Agreement is for reference only and shall not in any way affect the meaning or interpretation of this Agreement. The Attachments and Exhibits to this Agreement shall be construed as integral parts of this Agreement.
- 5.8 WAIVER.** The failure on the part of either party to enforce its rights as to any provision of this Agreement shall not be construed as a waiver of its rights to enforce such provisions in the future.
- 5.9 ASSIGNMENT.** This Agreement shall not be assigned by either party without the prior written consent of the other unless such assignment shall be to the affiliate or successor of either party.
- 5.10 FORCE MAJEURE.** A party's performance under this Agreement shall be excused if, and to the extent that, the party is unable to perform because of actions due to causes beyond its reasonable control such as, but not limited to, Acts of God, the acts of civil or military authority, loss of potable water sources, water system contamination, floods, quarantine restrictions, riot, strikes, commercial impossibility, fires, explosions, bombing, and all such interruptions of business, casualties, events, or circumstances reasonably beyond the control of the party obligated to perform, whether such other causes are related or unrelated, similar or dissimilar, to any of the foregoing. In the event of any such force majeure, the party unable to perform shall promptly notify the other party of the existence of such force majeure and shall be required to resume performance of its obligations under this Agreement upon the termination of the aforementioned force majeure.
- 5.11 AUTHORITY TO CONTRACT.** Each party warrants and represents that it has authority to enter into this Agreement and to perform the obligations, including any payment obligations, under this Agreement.
- 5.12 GOVERNING LAW AND VENUE.** This Agreement shall be governed by and construed in accordance with the laws of the State of Michigan, regardless of the fact that any of the parties hereto may be or may become a resident of a different state or jurisdiction. Any suit or action arising shall be filed in a court of competent jurisdiction within the State of Michigan, venue by the presiding County. The parties hereby consent to the personal jurisdiction of said court within the State of Michigan.
- 5.13 COUNTERPARTS.** This Agreement may be executed in any number of counterparts, each of which shall be deemed to be an original and all of which together shall be deemed to be one and the same instrument.
- 5.14 NOTICES.** All notices, requests, demands, payments and other communications which are required or may be given under this Agreement shall be in writing and shall be deemed to have been duly given if delivered personally or sent by nationally recognized overnight carrier, or mailed by certified mail, postage prepaid, return receipt requested, as follows:

If to HydroCorp:

HydroCorp  
c/o Mark Martin  
5700 Crooks Road, Ste. 100  
Troy, MI 48337

If to Utility:

Oscoda Township  
c/o Kirk Tews  
4466 McNichols Ave  
Oscoda, MI 48750



**5.15 SEVERABILITY.** Should any part of this Agreement for any reason, be declared invalid or void, such declaration will not affect the remaining portion, which will remain in full force and effect as if the Agreement has been executed with the invalid portion eliminated.

**SIGNATURES**

IN WITNESS WHEREOF, the parties have duly executed this Agreement effective as of the date first above written.

**Oscoda Township**

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

**HydroCorp**

  
\_\_\_\_\_  
By: Paul M. Patterson  
Its: Senior Vice President



---

## REFERENCES

**City of Royal Oak, MI - Jeff Pierce, Water Supervisor**

E-Mail: [jeffp@ci.royal-oak.mi.us](mailto:jeffp@ci.royal-oak.mi.us)

Phone: 248-246-3300 ext.3319

Scope: Replaced 79 large diameter meters (1.5" - 4") as part of a pilot program to assist the City in determining if a wholesale meter exchange program is warranted.

**Village of Mattawan, MI - Tom Anthony, Public Works Superintendent**

E-Mail: [tom@mattawanmi.com](mailto:tom@mattawanmi.com)

Phone: 269-668-2300

Scope: Replaced 822 meters as part of the Villages wholesale meter program. Additionally, completed residential cross connection inspections, service line inventory and sump discharge verification as part of the program.

**City of Grandville, MI - Charlie Sundblad, Director of Public Works**

E-Mail: [sundbladc@cityofgrandville.com](mailto:sundbladc@cityofgrandville.com)

Phone: 616-538-1990

Scope: Multiyear meter replacement project installing approximately 500 new meters per year. Additionally, completed residential cross connection inspections, service line inventory and sump discharge verification as part of the program.

**City of East Grand Rapids, MI - Doug LaFave, Assistant City Manager**

E-Mail: [dlafave@eastgr.com](mailto:dlafave@eastgr.com)

Phone: 616-949-2110

Scope: Multiyear meter replacement project installing approximately 400 new meters per year. Additionally, completed residential cross connection inspections, service line inventory and sump discharge verification as part of the program.

**City of Roosevelt Park, MI – Jared Olson, City Manager**

E-Mail: [jolson@rooseveltpark.org](mailto:jolson@rooseveltpark.org)

Phone: 231-755-3721 ext. 1954

Scope: Replace approximately 1,700 meters throughout the City. Phase 1 completed in 2019 with remaining meters scheduled for installation starting February, 2020.

**City of Seymour, WI - John Schoen, Director of Public Works**

E-Mail: [jschoen@seymourutil.com](mailto:jschoen@seymourutil.com)

Phone: 920-833-2397

Scope: Replaced 1,200 new water meters throughout the City.

**City of Hudson, WI - Kip Peters, Utility Director**

E-Mail: [kpeters@ci.hudson.wi.us](mailto:kpeters@ci.hudson.wi.us)

Phone: 715-386-4765 ext. 115

Scope: Multiyear meter replacement project installing 1,350 new meters per year.

**City of Weston, WI - Keith Donner, Water & Sewer Superintendent**

E-Mail: [kdonner@westonwi.gov](mailto:kdonner@westonwi.gov)

Phone: 715-241-2606

Scope: Replaced 3,500 meters and 2,100 new transmitters.





JOHN HENRY EXCAVATING, INC.  
1140 Henry Road, East Tawas, Michigan 48730

Phone: (989) 362-3333

Date: January 14, 2020

To: F+V Operations.

Att. Doug Moen.

Subject: Oscoda Township Water Meter Work.

**We are pleased to provide you with the following quotation.**

**Number #1.** Replacement of exterior remote readers at individual addresses to the new AMI style units.

Scope of work as follows: Removal of existing readers by unscrewing, cutting and stripping of existing wiring, fastening new style unit to structure or pole, re-connecting wiring with water proof connectors.

Price per replacement (each). = \$50.00/each.

Quantity was stated at approx. 1,200 each.

**Number #2.** Replacement of existing water meters with newer, updated versions.

Scope of work as follows: Coordination with property owners for access, locating and isolating off meter assemblies, removal of existing meter, placement of new item, replacement of gasket seals, tightening union connections and leak testing of new assembly. Reconnection of wiring required.

Price per replacement (each). = \$350.00/each.

No quantity was stated. If larger amounts are replaced, price could be lowered.

**Not included:** Permits, licensed plumbers or electricians, underground work, yard turf restorations or any other scopes not directly described in the above numbered items. Materials provided by township.

Our firm is qualified, professional, experienced and very familiar with township area. Our extensive and comprehensive insurance coverages will cover all the liabilities that will be encountered as well.

If any questions arise, please feel free to contact at any time. Thank you,

John Henry Jr.

**NORTHEASTERN WINDOW & DOOR TRUE VALUE**

PAGE NO 1

345 US 23 NORTH  
 P.O. BOX 573  
 HARRISVILLE, MI 48740  
 PHONE: (989) 724-6393  
 SPECIAL ORDERS ARE NOT RETURNABLE

CUST NO: 488    JOB NO: 000    PURCHASE ORDER: KEN    REFERENCE:    TERMS: NET 10TH    CLERK: TODD    DATE / TIME: 6/9/20 11:27

SOLD TO: THE CHARTER TOWNSHIP OF OSCODA    SHIP TO:    EXP. DATE: 7/9/20  
 110 S STATE STREET, SUITE #1

OSCODA MI 48750  
 989-739-7471

*Fax 739-2960*

TAX: Z TAX EXEMPT

**ESTIMATE: 887913**

LINE	SHIPPED	ORDERED	UM	SKU	DESCRIPTION	SUGG	UNITS	PRICE/ PER	EXTENSION
1		160	EA	904135	2X6X16 TREATED LUMBER APP		160	13.00 /EA	2,080.00 *N
2		1	EA	DE	DELIVERY CHARGE		1	20.00 /EA	20.00 *N
					<i>Fishing Plat form</i>				
					<i>in front of octagon pavilion</i>				

(KEN KAHILA)

TAXABLE 0.00  
 NON-TAXABLE 2100.00  
 SUBTOTAL 2100.00

TAX AMOUNT 0.00

**TOTAL 2100.00**

TOT WT: 0.00

X \_\_\_\_\_  
 Received By

# Memo

**To:** Dave Schaeffer/ Township Superintendent  
**From:** William Hamlin / Dpw Supervisor  
**cc:**  
**Date:** 6/9/2020  
**Re:** Trailer and mower purchase

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Dave,

After looking over the capitol improvement plan for 2020. I would like to know if we could remove the ¾ truck purchase for \$33,000 and instead purchase a new Ferris mower with a bagger and a new trailer to pull it. This would help us reduce our maintenance costs on our mowers by replacing older units with high hours on them. Also with another mower and trailer my guys could go mow different areas and stay apart in keeping with the covid 19 distancing orders.

Thanks Bill.



# FAX COVER SHEET

LINCOLN OUTDOOR CENTER  
300 S. SECOND ST  
P.O. BOX 369  
LINCOLN, MI 48742-0369

DATE: 5-28-20

NUMBER OF PAGES 1  
PHONE: (989) 736-6150  
FAX: (989) 736-8292

TO: Oscoda Township

FROM:

REMARKS: \*Price Quote\* FERRIS  
37 HP 153300  
Big Block = NET = \$ 13400.-

m# 5901855

Bagger System  
FAST - VAC -

= NET = \$ 3000.-

m# 5600865

Total = \$ 16400.-  
= NET =

**FENTON TRADING POST, INC.**

Phone: (810) 750-9971

7385 Old US 23

Fenton, MI 48430

Email: sales2@fentontradingpost.com

**FENTON  
TRADING POST****2020 Sure-Trac 7 X 12 SA Tube Top Utility Trailer**

Stock #: 97559-11857	VIN #: 251022	Year: 2020
Manufacturer: Sure-Trac	Width: 7'	Length: 12'
Weight: 1300.00	GVWR: 2990.00	Payload: 1690
Color: BLACK	# Axles: 1	Axle Capacity: 3500.00
URL: <a href="https://www.fentontradingpost.com/all-inventory?stock=97559-11857">https://www.fentontradingpost.com/all-inventory?stock=97559-11857</a>		

**Price \$ 1,850.00****Description****TUBE TOP UTILITY**

With strength, durability and unmatched value, Tube Top Utility trailers are the flagship models of Sure-Trac. The tubular top rail is full-seam welded to tubular uprights to help enhance the frame for lasting performance. Features include setback jack, rubber-mounted sealed LED lights, self-retained gate pins, spring-assist ramp gate, and in-floor conduit tubing to protect the electrical wires. Available in many configurations, the Tube Top Utility trailer offers unmatched versatility and distinct Sure-Trac quality.

**### FEATURES - Fold-Flat HD Ramp Gate with Handle**

- Spring-Assist Ramp Gate
- Self-Retained Gate Pins
- Zinc-Plated Setback Jack
- Sealed LED Lights
- Protected Wiring
- Gel-Filled Electrical Connectors
- Pressure-Treated 2 x 6 Decking
- Easy-Lube Hubs
- 15" Radial Tires
- 2 x 2 Tube Top Rail (3 x 2 on 10K)
- Tube Uprights
- Front and Rear Board Retainers

- Spare Tire Mount
- HD Tread Plate Fenders
- Stake Pockets
- ### AVAILABLE OPTIONS - Gate Upgrades
- Wheel Upgrades
- Color Options
- Contact your local dealer ) for more options

**USA TRAILER SALES LLC**

Phone: (989) 344-8034

6659 M 93 Hwy S  
Grayling, MI 49738Email: [usatrailergrayling@yahoo.com](mailto:usatrailergrayling@yahoo.com)**2020 Load Trail 77' x 12" 3K Landscape Utility Trailer**

Stock #: GR1739	Year: 2020	Manufacturer: Load Trail
Width: 77'	Length: 12'	Weight: 1103.00
GVWR: 2990.00	Payload: 1887	Color: BLUE
# Axles: 1		
URL: <a href="https://usa-trailer-sales-dummy.grayling.see-website-id-670/all-inventory?stock=GR1739">https://usa-trailer-sales-dummy.grayling.see-website-id-670/all-inventory?stock=GR1739</a>		

Price \$ 1,699.00

**Description**

Load Trail builds a variety of Single Axle and Single Axle Landscape Trailers suitable for any need. Load Trail Single Axle and Single Axle Landscape Trailers are built tough to stand up to the most demanding users. If you need either a Single Axle and Single Axle Landscape Trailer that is built to last, click images below to see all available options and configurations and visit your nearest Load Trail dealership today.



Give us a call today for any of your trailer needs.

We have 6 locations in Michigan, with two northern stores to serve you!

We're Michigan's Leader in TRAILER INVENTORY! Our Trailers are IN STOCK, ready to pull home TODAY!

We have 6 Local Stores dedicated to serve you!

STORE HOURS-----Monday - Friday 9:00---6:00

Sat. 9:00---3:00

CLOSED SUNDAYS

TWO NORTHERN MICHIGAN LOCATIONS TO SERVE YOU

TRAVERSE CITY

USA Trailer Sales

4039 HAMLIN RD

KINGSLEY MI. 49649..... 1-231-263-3373

GRAYLING

USA Trailer Sales

6659 M93

GRAYLING MI. 49738..... 1-989-344-8034

Visit our website at: -- <http://www.usa-trailer.com/> --

Check out our Facebook Page for special offers! --

<https://www.facebook.com/usatrailersales/?fref=ts> --

Here at USA Trailer Sales, we take pride in offering the largest selection of IN STOCK trailers!

Open Trailer, Enclosed Trailers Landscape, Wood Side, Cargo

Trailer, Contractor Grade, Wood Deck, Steel Deck, All Aluminum, Skid Steer,

Equipment Trailer, Car Hauler, Toy Hauler, UTV, ATV, Pontoon, Skidsteer,

Snowmobile, Motorcycle, Side-by-side, Gold Cart, Dump Trailer, Tilt Bed, Goose

Neck, Tow Dolly:

ALL IN STOCK, ON HAND, ANY TIME! NEVER pay additional

shipping or hidden fees!

NO GAMES NO HAGGLING, JUST THE LOWEST BEST PRICE--!!!!

**Beck's Trailer Superstore & Service Center**

Phone: (989) 224-6825

7607 N US-127

St. Johns, MI 48879

Email: sales@beckstrailerstore.com



**New Load Trail 7' x 12' Utility Trailer For Sale - \$0 Down & Payments From \$57/mo.**

Stock #: 26699	Year: 2020	Manufacturer: Load Trail
Width: 83"	Length: 144"	Weight: 1165.00
GVWR: 3000.00	Payload: 1835	Color: BLACK
# Axles: 1	Axle Capacity: 3500.00	
URL: <a href="https://www.beckstrailerstore.com/all-inventory?stock=26699">https://www.beckstrailerstore.com/all-inventory?stock=26699</a>		

Price Call for price

**Description**

This Trailer Includes:

- 3500# Dexter Spring Axles
- ST205/75 R15 Radial Tires
- 2" Adjustable Coupler
- Treated Wood Floor
- Diamond Plate Aluminum Fenders (removable)
- 4' Fold In Gate w/ Exp. Metal
- 24" Cross-Members
- 5000# Swivel Jack
- LED Lights w. Cold Weather Harness
- (4) U-Hooks
- Square Tube Side Rails (removable)

Will Hamlin

---

**From:** will@beckstrailerstore.com  
**Sent:** Tuesday, June 09, 2020 10:50 AM  
**To:** Bill Hamlin  
**Subject:** Becks Trailer Store.

Ken this is Will from Becks.

Here is the information for the trailer we were discussing.

<https://www.beckstrailerstore.com/new-load-trail-7-x-12-utility-trailer-for-sale-0-down-payments-from-57-mo-Zdxi%7C7af.html>

\$2,499

Doc fee \$ 91

Tax exempt.

Out the door \$2590

Thank you for the call today Ken.

*William hooks*

---

Beck's Trailer SUPER Store & Service Center

7607 US 127

St. Johns, MI 48879

Direct Phone: (989) 227 7270

Cell Phone: (989) 251 3464



**USA TRAILER SALES - IONIA**

Phone: (616) 374-8001

12208 S State Rd

Lake Odessa, MI 48849

Email: jonc@usa-trailer.com

**Load Trail 83 x 12ft Premium Utility Trailer**

Stock #: 91093	Year: 2020	Manufacturer: Load Trail
Width: 83"	Length: 12'	Height: 12"
GVWR: 2995.00	Payload: 2995	Color: BLACK
# Axles: 1	Axle Capacity: 3500.00	
URL: <a href="https://usa-trailer-sales-dummy.ionia.see-website-id-670/all-inventory?stock=91093">https://usa-trailer-sales-dummy.ionia.see-website-id-670/all-inventory?stock=91093</a>		

Price \$ 2,199.00

**Description**

Standard Features:

83" x 12' Single Axle (4" Channel Frame)  
 1 - 3,500 Lb Dexter Spring Axle (1 Elec FSA Brake)  
 ST205/75 R15 LRC 6 Ply.  
 Coupler 2-5/16" Adjustable (4 HOLE)



## Tammy Kline

---

**From:** Dave Schaeffer  
**Sent:** Tuesday, June 16, 2020 5:46 PM  
**To:** Aaron Weed (oscoda@1weed.com); Martin Gayeski ; McGuire, Jaimie (treasurer@OscodaTownshipMi.gov); Nordeen, John (clerk@OscodaTownshipMI.gov); Timothy Cummings (tcummings@oscodatwp.com); William Palmer (wpalmer@oscodatownshipmi.gov)  
**Cc:** Catherine Winn; Doug Moen (dmoen@fv-operations.com); Kirk Tews (ktews@fv-operations.com); Tammy Kline (admin@oscodatownshipmi.gov)  
**Subject:** FW: Kalitta Air Video/Cleaning Estimate

Good Afternoon Township Board,

I have two updates for you:

**(1)** Please see below from Doug with F&VO. Kalitta's Hangar #7 has been plagued with repeated problems with inoperable toilets for employees / problems with the sewer system. Unfortunately, this is a health / safety / welfare emergency situation and we need to move as quickly as possible to diagnose the problem and move forward with a permanent fix. Doug is trying to get City Sewer Crew with Camera Capability up here from Saginaw ASAP but he doesn't know exactly when they will be available. I am making the Township Board aware that it's probably going to be over \$2,000 to diagnose the situation (closer to \$3,000), but they won't know the exact cost until they get up here with the camera. Since this will likely be over \$2,000, I would appreciate Board Members emailing me directly if you have concerns about getting this situation diagnosed by the camera crew (please do not reply-all to this email).

**(2)** During the pandemic, the Township Board agreed to temporarily raise my purchasing authority up to \$15,000. I am not asking for \$15,000 permanently, but I will be proposing that the Township Board increase my purchasing authority from \$2,000 up to \$10,000 permanently. The situation detailed above is a prime example of where the \$2,000 threshold is limiting. The Township's Original 2020 Annual Appropriations for the General Fund = \$3,152,280, therefore \$10,000 only represents 0.317% of the 2020 General Fund Appropriations (Original 2020 All Funds = \$15,965,772, \$10,000 represents 0.00626% of All Funds Appropriated). If the Township Board were to accept the permanent increase from \$2,000 up to \$10,000, the process would not change with discussing all items on the capital improvement plan through the Township Board as part of the annual appropriations process. Just as I have done during the pandemic (even for items far less than \$15,000), I would keep Township Board Members apprised of items being purchased by the departments. Township Board Members would also continue to receive the payment of bills with all of the amounts detailed in the Consent Agenda twice per month. Please contact me directly with any questions or concerns you may have.

Tammy – please print this email for Mr. Baier's Mailbox. I appreciate your help with this.

Thanks,



Dave Schaeffer  
Township Superintendent  
Charter Township of Oscoda  
[www.oscodatownshipmi.gov](http://www.oscodatownshipmi.gov)  
989-739-8299

---

**From:** Doug Moen <dmoen@fv-operations.com>  
**Sent:** Tuesday, June 16, 2020 7:51 AM  
**To:** Dave Schaeffer <superintendent@oscodatownshipmi.gov>; Catherine Winn <cwinn@fv-operations.com>  
**Subject:** RE: Kalitta Air Video/Cleaning Estimate

Yes, I will confirm if it is scheduled for this week.

**Doug Moen**  
Project Manager

**F&V OPERATIONS AND RESOURCE MANAGEMENT, INC.**

4466 McNichol Ave. | Oscoda | MI | 48750  
O: 989.739.8152 | C: 989.254.4831 | F: 989.739.0800  
[www.fv-operations.com](http://www.fv-operations.com)

 Please consider the environment before printing this email.

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**From:** Dave Schaeffer <[superintendent@oscodatownshipmi.gov](mailto:superintendent@oscodatownshipmi.gov)>  
**Sent:** Monday, June 15, 2020 1:38 PM  
**To:** Doug Moen <[dmoen@fv-operations.com](mailto:dmoen@fv-operations.com)>; Catherine Winn <[cwinn@fv-operations.com](mailto:cwinn@fv-operations.com)>  
**Subject:** RE: Kalitta Air Video/Cleaning Estimate

Hi Doug,

\$350 per hour x estimated 8 hours is approximately \$2,800 – correct?

I appreciate your help with this.

Thanks,

Dave

---

**From:** Doug Moen <[dmoen@fv-operations.com](mailto:dmoen@fv-operations.com)>  
**Sent:** Monday, June 15, 2020 1:07 PM  
**To:** Dave Schaeffer <[superintendent@oscodatownshipmi.gov](mailto:superintendent@oscodatownshipmi.gov)>; Catherine Winn <[cwinn@fv-operations.com](mailto:cwinn@fv-operations.com)>  
**Subject:** Re: Kalitta Air Video/Cleaning Estimate

Good afternoon:

Here is the quote to T.V. the sewer main on Sky St. Hanger 7

Please contact me with any questions.  
Have a great day.

**Doug Moen**  
Project Manager

**F&V OPERATIONS AND RESOURCE MANAGEMENT, INC.**

[4466 McNichol Ave. | Oscoda | MI | 48750](http://www.fv-operations.com)  
O: [989.739.8152](tel:989.739.8152) | C: [989.254.4831](tel:989.254.4831) | F: [989.739.0800](tel:989.739.0800)  
[www.fv-operations.com](http://www.fv-operations.com)

Please consider the environment before printing this email.

On Jun 15, 2020, at 12:18 PM, Matt <[mrapple@citysewercleaner.com](mailto:mrapple@citysewercleaner.com)> wrote:

Doug,

Per our phone conversation regarding cleaning and televising the 8" sanitary sewer to locate the break, we have prepared the following estimated cost:

We would provide a two man crew with the vac truck and the camera van at an hourly rate of \$350.00 per hour port to port (from the time we leave our office until the time we return).

It is estimated that this work will take approximately 8 hours to complete, the final bill will be based on actual time spent to complete the work including travel time both ways.

It is our understanding that a clean potable water source will be provided for jetting and also a place to dump the vac truck prior to returning to our office.

R.B. Satkowiak's City Sewer Cleaners will not be held responsible for any repair in the event that the jet hose gets stuck in the 8" sanitary when it has already been determined that the line is broke/compromised.

If you have any questions, please feel free to contact us.

I am working on the schedule and will let you know a firm date.

Thanks,

Matt Rappley

Project Manager

R.B. Satkowiak's City Sewer Cleaners

989-737-0812

[mrapple@citysewercleaner.com](mailto:mrapple@citysewercleaner.com)

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*Many businesses have experienced an increase in attempted cybercrime during the COVID-19 Pandemic. Fleis & VandenBrink has recently been made aware of emails not originating from [fveng.com](http://fveng.com) being spoofed to appear as if they originated from an email address ending in [fveng.com](http://fveng.com). Please do not hesitate to contact the sender of this email to verify any link contained in this message or attachment to this message before following the link or opening the attachment.*

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*Many businesses have experienced an increase in attempted cybercrime during the COVID-19 Pandemic. Fleis & VandenBrink has recently been made aware of emails not originating from [fveng.com](http://fveng.com) being spoofed to appear as if they originated from an email address ending in fveng.com. Please do not hesitate to contact the sender of this email to verify any link contained in this message or attachment to this message before following the link or opening the attachment.*

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Charter Township of Oscoda  
110 South State Street  
Oscoda, Michigan 48750  
Office of Supervisor: (989)739-3211  
Office of Clerk: (989)739-4971  
Office of Treasurer: (989)739-7471  
Office of Superintendent: (989)739-8299  
Fax: (989)739-3344

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## RFP FOR REAL ESTATE BROKERAGE SERVICES

The Charter Township of Oscoda seeks a real estate firm specializing in commercial real estate to provide disposition services for property owned by the Township. It is the intent of this RFP to have the successful broker/firm enter into a Professional Services Contract with Oscoda Township to supply real estate services as outlined herein. The Township has identified one specific property to include within the Professional Services Contract:

- 112 N. State Street – Huron Shores Artisan Hall, Parcel # 064-V10-012-009-00

The Township may wish to add properties under the service contract as mutually agreeable to the Broker for the period of the remaining contract.

The real estate firm will be paid strictly on commission basis and will be expected to work closely with the Township and provide monthly reports to the Township Economic Improvement Director. Proposals that include a request for guaranteed fees will not be accepted.

Proposals should be mailed or emailed to:  
The Charter Township of Oscoda  
110 S. State Street  
Oscoda, MI 48750  
**“Proposal – Real Estate Broker Services”**  
[tdickerson@oscodatownshipmi.gov](mailto:tdickerson@oscodatownshipmi.gov)

**Deadline: 5:00 pm Wednesday July 8, 2020**

The Township reserves the right to reject any and all proposals, or parts of proposals, when it is judged to be in the best interest of the Charter Township of Oscoda.

All questions should be sent to Todd Dickerson, Economic Improvement Director by e-mail at [tdickerson@oscodatownshipmi.gov](mailto:tdickerson@oscodatownshipmi.gov). Deadline for questions will be Friday, July 3, 2020.

### **A. SCOPE OF SERVICES**

The successful firm shall agree to contract with the Charter Township of Oscoda to provide the following:

- Develop strategies for sale of properties.
- Perform market analysis to determine listing price.
- Work with Township to negotiate land sales with buyers and prospects.
- Handle all other customary activities and services associated with real estate transactions.
- Services may include consultation with Township staff and the Township Board relating to the sale of real estate.
- Presentations at public meetings may be required.

#### **B. BROKER'S QUALIFICATIONS**

Respondents to this RFP shall have the following qualifications:

- Must be licensed and in good standing with the State of Michigan.
- Must have an excellent reputation and successful track record in the commercial real estate market.
- Experience with repurposing and redevelopment projects a plus.
- Must be knowledgeable in the use of all public real estate records.

#### **C. INSURANCE REQUIREMENTS**

For purposes of this RFP, proposers must submit copies of certificates of insurance for general liability and worker's compensation. The selected firm must have general and professional liability insurance coverage in amounts acceptable to the Charter Township of Oscoda.

#### **D. FEE SCHEDULE**

Consultant will submit a proposed competitive fee schedule.

#### **E. TERM OF CONTRACT**

The contract period for the successful broker/firm will be 2 (two) years from the date of award. The Charter Township of Oscoda retains the right to extend the agreement upon mutual consideration of both parties for up to an additional two (2) years. The contract may be terminated by either party with 60 (sixty) days prior notice.

#### **F. EVALUATION AND AWARD PROCESS**

The Township reserves the right to accept or reject any and all proposals, to waive any proposal irregularities that may be in the best interest of the Township, and to negotiate a contract that will best meet the needs of the Township and its residents.

Acceptance of a proposal does not constitute a contract. Subsequently discovered information or circumstances may prompt the Township to rescind acceptance of any proposal after it has been accepted, but before the Township has taken action to authorize the contract to be signed. The Township Board reserves the right to rescind its acceptance of any proposal by adopting an appropriate resolution authorizing signature on a contract. At no time has a contract been formed until the Township Board has so acted and the contract is signed by the authorized individuals.

#### **G. ORAL PRESENTATION/INTERVIEWS**

Firms submitting a proposal in response to the RFP may be required to give an oral presentation of their proposal. Additional technical and/or cost information may be requested for clarification purposes, but in no way, will change the original proposal submitted. Interviews are optional and may or may not be conducted at the Township's discretion.

#### **H. SELECTION CRITERIA**

1. Commercial real estate experience, including qualifications and references.
2. Proven successful track record in commercial real estate transactions.
3. Ability of the Broker to meet or exceed the requirements as defined by the RFP.
4. National reach for marketing the property.
5. Fee schedule
6. Completeness of response to RFP as outlined in this solicitation.

7. Knowledge of local real estate market and Township of Oscoda.

## **I. RFP SUBMITTAL REQUIREMENTS**

By submitting a proposal, you represent that you have (1) thoroughly examined and become familiar with the scope of services outlined in the RFP and (2) are capable of performing quality work to achieve the Charter Township of Oscoda's objectives. The following information must accompany your proposal:

1. List years in business, including previous names of the firm, if any.
2. Description of your firm including size of firm, location, number and nature of the professional staff to be assigned to the Township; staff experience and training, including a brief resume for each key person listed.
3. Describe experience (minimum five years' previous experience with proven effectiveness) your firm or organization has in pertinent real estate experience.
4. Experience in assisting similar size entities, including any and all services for government agencies.
5. List any references where and when your firm provided similar services. Please provide names and telephone numbers of contact person for each reference listed.
6. Additional services offered through your firm.
7. Listing of any current litigation, outstanding judgements or liens against your firm.
8. Fee Schedule: Payment of a lump sum finder's fee at closing of a sale or a blend of a standard commission with a minimum finder's fee. State any other costs the Charter Township of Oscoda may anticipate relating to the real estate services to be provided by your firm.

Issued by:

---

Todd Dickerson  
Economic Improvement Director  
Charter Township of Oscoda  
June 24, 2020



**Regular Meeting Minutes**  
**OSCODA TOWNSHIP**  
**ECONOMIC IMPROVEMENT COMMITTEE**

June 9, 2020 – 3:00 p.m.  
Huron Shores Artisan Hall

---

Chairperson Wygant called the meeting to order at 3:10 p.m.

It was determined that a quorum existed with the following members present:

Robert Tasior  
Mark Wygant

Tony Johnson

Absent: Martin Gayeski , Rosemary Nentwig, Dave Iler

Also present: Dave Schaeffer, Todd Dickerson, Dan Gallahar

Agenda Additions/Changes: None

**Motion** by Johnson, **seconded** by Tasior to approve the regular meeting minutes of May 26, 2020 as presented.

Roll Call.

All Yeas.

Upcoming Training Opportunities and Important Dates – Several training opportunities were reviewed.

Planning Commission Updates – Updates on the Planning Commission activities were given by Robert Tasior.

Charter Township of Oscoda Board Updates – The Township’s budgeting process has begun. A water rate study is currently being performed.

Dashboard Updates – Discussion took place regarding the RRC goals and the Township’s current progress. Slow and Steady.

Special Projects – Discussion took place regarding MAMA efforts. We’ve had two work sessions involving property availability, first responders and requirements. Digital 55 got some great footage on their visit. Survey discussion took place, reviewing the draft created by EIC members and a date has been decided upon for the 2020 Downtown Summit, July 28, 2020 at 3 p.m. and 7 p.m.

Fellow Update: The Fellow should be joining us in two weeks.

## **OLD BUSINESS:**

Brokerage RFP – The Committee discussed the properties to be marketed on the upcoming RFP proposal. An appraisal for the Aune Medical Center was suggested to evaluate proper pricing. This request will need to be taken to the Township Board for approval.

**Motion** by Wygant, **seconded** by Johnson to revise the RFP, removing Aune Medical Center, leaving the single listing, Huron Shores Artisan Hall and then distribute the RFP. Roll Call. All Yeas.

Mr. Tasior suggested a recommendation from the Economic Improvement Committee to the Township Board to get quotes for appraisals. All members agree.

Tax Abatement Request for Proposal – Moved to the next meeting

MI Power Drive Program – A quote was received for \$7413.00 for the installation of two electric vehicle charging stations in a municipal parking lot. Consumer's Energy would reimburse \$7,000.00 being a net charge to the Township of \$413.00. More information to come.

The Economic Improvement Committee would like to recommend to the Township Board to go ahead with this project.

Downtown Business Attraction/Corridor Improvement Authority Act Development Area – Discussion has been tabled for the next meeting.

## **NEW BUSINESS:**

Review of Resolution 2019-20– Tabled until the next meeting.

Grants and Opportunities - Currently working on an EDA grant opportunity.

Revised Meeting Schedule – Discussion took place regarding having two meetings per month and a new start time.

**Motion** by Johnson, **seconded** by Tasior to hold meetings every 2<sup>nd</sup> and 4<sup>th</sup> Tuesday of the month and have a new meeting start time of 4 pm. Roll Call. All Yeas.

Next meeting of the EIC meeting will be held on June 23, 2020 at 3:00 p.m.

Meeting adjourned at 5:07 p.m.

Respectfully submitted,

Tammy Kline  
Administrative Assistant

**Advertisement for Bids  
Charter Township of Oscoda  
Appraisal Services**

The Charter Township of Oscoda is requesting bids from qualified Michigan licensed appraisers for the following scope of work:

**Appraisal Report for Aune Medical Facility  
5671 Skeel Ave.  
Oscoda, MI 48750  
Parcel# 066-028-200-050-00**

**Qualifications**

Bidders should be licensed and in good standing with the State of Michigan's LARA Division and have a documented track record in providing appraisal reports on commercial buildings, preferably for office or medical space. All quotes can be emailed to Todd Dickerson at [tdickerson@oscodatownshipmi.gov](mailto:tdickerson@oscodatownshipmi.gov) with a bio of the firm and project history by July 10, 2020.

Bidder understands they will enter a Professional Services Contract subject to specific insurance requirements by the Township and to be approved by the Township Board. Insurance requirements include:

1. Worker's Compensation with the State of Michigan with a minimum limit of \$500,000.
2. Professional & General Liability Insurance with single limit coverage of \$1,000,000 and an aggregate limit coverage of \$1,000,000.
3. Auto Insurance with a minimum combined single coverage of \$1,000,000.

## Resolution Number 2020-11 Establish Fees for Vacant Building Registration

**Whereas,** The Charter Township of Oscoda has established a Vacant Building Application fee schedule for issuance of a Vacant Building Registration; and

**Whereas,** a first year fee for Vacant Building Application of \$\_\_\_\_\_ has been established, with consecutive year fees being doubled for a maximum annual fee of \$1,000 if requirements of the ordinance are not met.

**Now, therefore be it resolved,** that the above-mentioned fees will be implemented immediately upon adoption of this resolution.

**Be it further resolved,** that if a signature is necessary pursuant to the items as set forth within the above resolution, this resolution hereby authorizes the Township Supervisor and the Township Clerk to jointly sign as it concerns any such documents.

Moved by: \_\_\_\_\_.

Supported by: \_\_\_\_\_.

Yeas: \_\_\_\_\_.

Nays: \_\_\_\_\_.

Absent: \_\_\_\_\_.

Adopted this \_\_\_\_ day of \_\_\_\_\_.

### CERTIFICATION

I hereby certify that the foregoing is a true and complete copy of a resolution adopted by the Township Board of the Charter Township of Oscoda, County of Iosco, and State of Michigan, at a meeting held on \_\_\_\_\_, the original of which is on file in my office and available to the public. Public notice of said meeting was given pursuant to and in compliance with the Open Meetings Act, Act No. 267 of the Public Acts of Michigan 1976, including in the case of a special or rescheduled meeting, notice by posting at least eighteen (18) hours prior to the time set for said meeting.

Dated: \_\_\_\_\_

\_\_\_\_\_  
John Nordeen, Township Clerk

CHARTER TOWNSHIP OF  
OSCODA

Zoning Department

## Memo

To: Dave Schaeffer

From: Eric Szymanski Zoning Administrator

Date: June 1, 2020

Re: **Vacant Building Application & Board of Trustee's to set Fee's**

The Planning Commission, at their June 1, 2020 meeting, voted to approve the Vacant Building Application.

The Planning Commission is asking the Township Board for its vote on the Vacant Building Application & to establish fees for the Vacant Building Application.

Thank you,

## Tammy Kline

---

**From:** Eric Szymanski  
**Sent:** Tuesday, June 9, 2020 3:04 PM  
**To:** Dave Schaeffer  
**Subject:** RE: 9 June Meeting Follow Up

Greetings,

When the building owner comes into compliance they are exempt. If a owner goes two years and becomes in compliance it would start over again at the base fee. You are charged the first year fee and every consecutive year it doubles to the maximum fee established.

There are also other regulations for exemption. fire, renovation, damage by extreme weather. It can also be listed for sale or lease at fair market value and can be exempt for one year. After one year a plan cab be resubmitted showing a market strategy with actions such as listing at a lower price, or property improvements to go onto additional years of exemption. If any situation occurs where there is questioning on this the matter will be sent to the ZBA.

Hopefully that helps clarify things.

Eric Szymanski

---

**From:** Dave Schaeffer <superintendent@oscodatowshipmi.gov>  
**Sent:** Tuesday, June 9, 2020 2:32 PM  
**To:** Eric Szymanski <zoning@oscodatowshipmi.gov>  
**Subject:** 9 June Meeting Follow Up

Hi Eric,

Please review the 3 models for the Vacant Building Registration in the attached spreadsheet – please let me know your thoughts.

Starting a \$10, \$25, \$50 – showing how many years it would be to max out at \$1,000 over 10 years.

I need your help to simply in two to three sentences so Board Members understand that the fees stop doubling when the building owner comes into compliance. Building is vacant now and owner pays a fee – then the building is rented – if the building becomes vacant again – does the building owner have to pay a fee again? When would this scenario apply?

I very much appreciate your help with this.

Thanks,



Dave Schaeffer  
Township Superintendent  
Charter Township of Oscoda  
[www.oscodatowshipmi.gov](http://www.oscodatowshipmi.gov)  
989-739-8299

<b>Year</b>	<b>Start @\$10</b>	<b>Start @ \$25</b>	<b>Start @ \$50</b>
<b>0</b>	\$ -	\$ -	\$ -
<b>1</b>	\$ 10	\$ 25	\$ 50
<b>2</b>	\$ 20	\$ 50	\$ 100
<b>3</b>	\$ 40	\$ 100	\$ 200
<b>4</b>	\$ 80	\$ 200	\$ 400
<b>5</b>	\$ 160	\$ 400	\$ 800
<b>6</b>	\$ 320	\$ 800	\$ 1,000
<b>7</b>	\$ 640	\$ 1,000	\$ 1,000
<b>8</b>	\$ 1,000	\$ 1,000	\$ 1,000
<b>9</b>	\$ 1,000	\$ 1,000	\$ 1,000
<b>10</b>	\$ 1,000	\$ 1,000	\$ 1,000
<b>10 Year Total</b>	<b>\$ 4,270</b>	<b>\$ 5,575</b>	<b>\$ 6,550</b>



## Ordinance 2019-267 Vacant Building Registration

**Whereas**, The purpose of this section is to establish a Vacant Property Registration as a mechanism to protect commercial neighborhoods from becoming blighted through the lack of adequate maintenance and for the security of distressed and/or vacant properties. It will enable the Township to track property owners, and to ensure that owners of vacant commercial properties are aware of the obligations of ownership under relevant codes and regulations, and to ensure that owners meet the minimum standards of maintenance of vacant properties, and to ensure the public health, safety and general welfare of the Township. This ordinance is also meant to encourage property owners to actively have a plan to reoccupy the building by renting, selling, or making the necessary renovations to bring the building into compliance of the County Building Codes.

### Definitions

For the purpose of this section, the following words and phrases shall have the meanings as follows:

“Evidence of Vacancy” – means any condition that on its own or combined with other conditions present would lead a reasonable person to believe the property is vacant, including but not limited to significantly below standard utility usage, overgrown or dead vegetation, accumulation of newspapers, circulars, flyers or mail, accumulation of trash, junk, or debris, broken or boarded up windows, abandoned vehicles, auto parts or materials, the absence of window coverings such as curtains, blinds, or shutters, the absence of furnishings or personal items consistent with habitation or occupation, and statements by governmental employees or other property owners that the property is vacant. Common sense, interpretation, and meaning, is to be used in ascertaining same.

“Owner” means any and every person, entity, bank, or service company, who alone or severally with others has legal or equitable title to any dwelling, dwelling unit, building, structure, or parcel of land; or has care, charge, or control of any dwelling, dwelling unit, building, structure, or parcel of land, in any capacity, including but not limited to agent, executor, administrator, trustee, or guardian of the estate of the holder of legal title; or is a mortgagee in possession of any such property; or is an agent, trustee, receiver, or other person appointed by the courts and vested with possession control of any such property.

“Person” means a natural person or any legal entity, including but not limited to a corporation, firm, partnership, estate, trust or association.

“Vacant building” means a building, other than a seasonal business, which is:

- Unoccupied and unsecured; or
- Unoccupied and unsafe as determined by the County Building Inspector; or
- Unoccupied and having utilities disconnected; or



- Unoccupied and has Zoning or Code violations; or
- Illegally occupied, which shall include loitering and vagrancy; or
- Unoccupied and abandoned by the property owner.

### Vacant Building Registration

In all areas zoned for commercial uses, an owner of a vacant building shall register such structure with the Zoning Administrator no later than 90 days after it becomes a vacant building, or not later than 30 days of being notified by the Zoning Administrator of the requirement to register based on evidence of vacancy, whichever event first occurs.

The registration shall be submitted on forms provided by the Zoning Department and shall include the following information supplied by the owner:

- a) The name(s), addresses and e-mail address(es) of the owner or owners.
- b) If the owner does not reside in a location within 50 miles of the Township limits, a property agent, manager or caretaker residing or doing business within a 50-mile radius of the Township shall be designated and identified by name, address, e-mail address and telephone number. By designating an authorized agent under the provisions of this section, the owner is consenting to the service of any and all notices required or allowed under this section upon said agent.
- c) The names and addresses of all known lienholders and all other parties known or believed upon information to have a claim of an ownership interest in the building.
- d) A telephone number and e-mail address where a responsible party can be reached at all times during business and non-business hours.
- e) A vacant building plan as described in below.

### Vacant Building Plan

The owner shall submit a vacant building plan which meets the approval of the Zoning Administrator. The plan, at a minimum, must contain one of the following:

- a) If the building is to remain vacant, a plan for ensuring the building is secured in accordance with all applicable building and fire codes along with the procedure that will be used to maintain the property, and a statement of the reasons why the building will be left vacant.
- b) If the building is to be returned to appropriate occupancy or use, re-occupancy plans for the building and grounds needs to be submitted via a Re-Occupancy permit application, and shall not exceed 12 months from the time permits are issued, unless otherwise approved by the Zoning Administrator or Planning Commission. Any repairs, improvements, or alterations to the property must comply with any Township Code and Ordinance 165, and the property must be secured during the rehabilitation.
- c) All applicable laws and codes shall be complied with by the owner or property manager. The owner/property manager shall notify the Zoning Administrator of any changes in information of the vacant building registration within 30 days of the change. If the plan or timetable for the vacant building is revised in any way, the revision must be in writing and must meet the approval of the Zoning Administrator.

- d) Failure to comply with any of this Section will be considered a civil infraction, per Section 12.1 Violations.
- e) At the Zoning Administrator's discretion, Planning Commission approval may be warranted.
- f) The owner shall keep the building secured and safe and the building and grounds properly maintained in accordance with all applicable health codes, property maintenance codes and fire codes.
- g) A new owner shall register or re-register a vacant building with the Zoning Administrator within 30 days of any transfer of an ownership interest in the vacant building, unless the building is to become occupied upon transfer. The new owner shall comply with the approved plan and timetable submitted by the previous owner until any proposed changes are submitted and meet the approval of the Zoning Administrator.
- h) Failure of the owner or any subsequent owners to maintain the building and premises that result in remedial action taken by the Township shall be grounds for revocation of the approved plan and shall be subject to any applicable penalties provide by law.
- i) The provisions of this section apply to all owners of record and both the vendor and vendee under any actual or alleged land contract or lease-purchase agreement, whether recorded or unrecorded.
- j) The registration and all associated processes must be completed in its entirety annually for as long as the property remains vacant, and done within 30 days of end of the previous year's registration term.
- k) All vacant buildings must keep windows cleaned, with window displays, which must be updated annually.

### Inspections

The Zoning Administrator or other Township Official may inspect, or cause to be inspected any premises in the Township for the purpose of enforcing and assuring compliance with the provisions of this section.

Vacant properties shall be externally inspected by the Zoning Administrator or other Township Official a minimum of twice per year to ensure compliance with property maintenance codes.

### Fees

The fees described in this subsection are established in order to defray the cost to the Township related to the health, safety and economic impacts of structures which remain vacant for long periods of time, including but not limited to administrative costs for registering and processing the vacant building owner registration form and for the costs incurred by the Township in monitoring the vacant building site. The fees are also structured in order to provide appropriate incentives for owners of vacant buildings to care for them properly, seek to fill them, and in appropriate cases demolish them. The annually increased fee amounts are intended to absorb the costs incurred by the Township for demolition and hazard abatement of or repairs to vacant buildings, as well as the continued normal administrative costs stated above.

- a) The owner of a vacant commercial building shall pay an annual fee as established via resolution by the Township Board for the first year the building remains vacant. For every consecutive year that the building remains vacant, the annual fee will be assessed at double the previous year's fee amount for a maximum annual fee equaling an amount established via resolution by the Township Board.
- b) The fee shall be paid in full prior to the issuance of any zoning permits, unless the property is granted an exemption.
- c) Absent a showing of good cause, if a building is not timely registered as vacant, or the registration is not renewed within 30 days after the expiration of one year of the date of the previous registration, a penalty shall be paid in addition to the annual registration fee. The penalty shall be equal to one half of the current annual fee or \$1000.00, whichever is less, and subject to the issuance of a civil infraction.

### Exemptions

Any owner of a vacant building may request an exemption from the fee imposed in the above section by filing a written application with the Zoning Administrator, who shall timely consider the same. At the Zoning Administrator's discretion, the matter may be sent to the Zoning Board of Appeals for review.

Basis for exemptions include, but are not limited to;

- a) A building under active construction or renovation and having a valid zoning and building permit at the time of initial inspection shall be exempt from registration until the expiration of the longest running, currently active building permit.
- b) A building which has suffered fire damage or damage caused by extreme weather conditions shall be exempt from the registration requirement for a period of 90 days after the date of the fire or extreme weather event if the property owner submits a request for exemption in writing to the Zoning Administrator. This request shall include the names, addresses and e-mail addresses of the owner or owners, and a statement of intent to repair and reoccupy the building in an expedient manner, or the intent to demolish the building.
- c) A building that is listed for sale or lease at a fair market value shall be exempt from registration for one year. After the initial year, a plan must be submitted showing a marketing strategy with actions, such as listing with a realtor, lowering the price, or obtaining permits for building improvements.
- d) Any other basis for an exemption may be submitted to the Zoning Administrator for consideration.

### Non-compliance

Any form of non-compliance of this ordinance shall result in a civil infraction being issued.

### Appeals

Any owner who is served a notice of vacant building registration may, within 14 calendar days of receipt of such notice, apply for an exemption as set forth in the "Exemption" section of this ordinance. Any entity adversely affected by a decision made in the enforcement of this section

shall have the right to appeal to the Zoning Board of Appeals from such a decision. Such appeal must be submitted in writing upon forms provided by the Zoning Administrator within 30 days.

**Severability**

In the event that any one or more sections, provisions, phrases or words of this Ordinance shall be found to be invalid by a court of competent jurisdiction, such holding shall not affect the validity or the enforceability of the remaining sections, provisions phrases or words of this Ordinance.

**Now, therefore be it resolved,** This ordinance was adopted by the Township Board at it's December 9, 2019 meeting.

**Be it further resolved,** that if a signature is necessary pursuant to the items as set forth within the above ordinance, this ordinance hereby authorizes the Township Supervisor and the Township Clerk to jointly sign as it concerns any such documents.

Moved by: \_\_\_\_\_.

Supported by: \_\_\_\_\_.

Yeas: \_\_\_\_\_.

Nays: \_\_\_\_\_.

Absent: \_\_\_\_\_.

Adopted this \_\_\_\_ day of \_\_\_\_\_.

**CERTIFICATION**

I hereby certify that the foregoing is a true and complete copy of a ordinance adopted by the Township Board of the Charter Township of Oscoda, County of Iosco, and State of Michigan, at a meeting held on \_\_\_\_\_, the original of which is on file in my office and available to the public. Public notice of said meeting was given pursuant to and in compliance with the Open Meetings Act, Act No. 267 of the Public Acts of Michigan 1976, including in the case of a special or rescheduled meeting, notice by posting at least eighteen (18) hours prior to the time set for said meeting.

Dated: \_\_\_\_\_

\_\_\_\_\_  
John Nordeen, Township Clerk

## Resolution Number 2020-13

**A RESOLUTION FOR APPLICATION TO  
U.S. DEPARTMENT OF AGRICULTURE, RURAL  
DEVELOPMENT, RURAL UTILITIES SERVICE  
(USDA-RD RUS) EMERGENCY AND IMMINENT  
COMMUNITY WATER ASSISTANCE GRANT  
(ECWAG) FOR WATER SYSTEM IMPROVEMENTS**

**Whereas**, the Charter Township of Oscoda recognizes the need to make improvements to its existing water distribution system due to PFAS contamination; and

**Whereas**, the Charter Township of Oscoda authorized ROWE Professional Services Company to prepare an Application / Engineering Report, which recommends the construction of Phases A, B, C, and G of water main extension (estimated cost \$2.0 million); and

**Whereas**, said Engineering Report was presented at a Public Hearing held on June 22, 2020; and all public comments have been considered and addressed;

**Now, therefore be it resolved**, that the Charter Township of Oscoda formally adopts said Application/Engineering Report and agrees to implement the selected Phases A, B, C, and G.

**Be it further resolved**, that the Township Superintendent, a position currently held by Mr. Dave Shaeffer, is designated as the authorized representative for all activities associated with the project referenced above, including the submittal of said ECWAG Application/Engineering Report as the first step in securing said ECWAG Grant to assist in the implementation of the selected phases of water main extensions.

Moved by: \_\_\_\_\_.

Supported by: \_\_\_\_\_.

Yeas: \_\_\_\_\_.

Nays: \_\_\_\_\_.

Absent: \_\_\_\_\_.

Adopted this \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

CERTIFICATION

I hereby certify that the foregoing is a true and complete copy of a resolution adopted by the Township Board of the Charter Township of Oscoda, County of Iosco, and State of Michigan, at a meeting held on \_\_\_\_\_, the original of which is on file in my office and available to the public. Public notice of said meeting was given pursuant to and in compliance with the Open Meetings Act, Act No. 267 of the Public Acts of Michigan 1976, including in the case of a special or rescheduled meeting, notice by posting at least eighteen (18) hours prior to the time set for said meeting.

Dated: \_\_\_\_\_

\_\_\_\_\_  
John Nordeen, Township Clerk

DRAFT

## Resolution Number 2020-14

### A RESOLUTION ADOPTING A FINAL PROJECT PLAN FOR WATER SYSTEM IMPROVEMENTS AND DESIGNATING AN AUTHORIZED PROJECT REPRESENTATIVE

**Whereas**, the Charter Township of Oscoda recognizes the need to make improvements to its existing water distribution system; and

**Whereas**, the Charter Township of Oscoda authorized ROWE Professional Services Company to prepare a Project Plan, which recommends the construction of Phases A-H of water main extension; and

**Whereas**, said Project Plan was presented at a Public Hearing held on June 22, 2020 and all public comments have been considered and addressed;

**Now, therefore be it resolved**, that the Charter Township of Oscoda formally adopts said Project Plan and agrees to implement the selected alternative (Alternative 2).

**Be it further resolved, RESOLVED** that the Township Superintendent, a position currently held by Mr. Dave Shaeffer, is designated as the authorized representative for all activities associated with the project referenced above, including the submittal of said Project Plan as the first step in applying to the State of Michigan for a Drinking Water Revolving Fund Loan to assist in the implementation of the selected alternative.

Moved by: \_\_\_\_\_.

Supported by: \_\_\_\_\_.

Yeas: \_\_\_\_\_.

Nays: \_\_\_\_\_.

Absent: \_\_\_\_\_.

Adopted this \_\_\_\_ day of \_\_\_\_\_.

CERTIFICATION

I hereby certify that the foregoing is a true and complete copy of a resolution adopted by the Township Board of the Charter Township of Oscoda, County of Iosco, and State of Michigan, at a meeting held on \_\_\_\_\_, the original of which is on file in my office and available to the public. Public notice of said meeting was given pursuant to and in compliance with the Open Meetings Act, Act No. 267 of the Public Acts of Michigan 1976, including in the case of a special or rescheduled meeting, notice by posting at least eighteen (18) hours prior to the time set for said meeting.

Dated: \_\_\_\_\_

\_\_\_\_\_  
John Nordeen, Township Clerk

DRAFT



## Resolution Number 2020-15

### A RESOLUTION ADOPTING A FINAL PROJECT PLAN FOR SANITARY SEWER SYSTEM IMPROVEMENTS AND DESIGNATING AN AUTHORIZED PROJECT REPRESENTATIVE

**Whereas**, the Charter Township of Oscoda recognizes the need to make improvements to its existing sanitary sewer (collection/pump stations/and lagoon treatment) system; and

**Whereas**, , the Charter Township of Oscoda authorized ROWE Professional Services Company to prepare a Project Plan, which recommends the construction of Phases A-H of water main extension; and

**Whereas**, said Project Plan was presented at a Public Hearing held on June 22, 2020 and all public comments have been considered and addressed;

**Now, therefore be it resolved**, that the Charter Township of Oscoda formally adopts said Project Plan and agrees to implement the selected alternative.

**Be it further resolved, RESOLVED** that the Township Superintendent, a position currently held by Mr. Dave Shaeffer, is designated as the authorized representative for all activities associated with the project referenced above, including the submittal of said Project Plan as the first step in applying to the State of Michigan for a Clean Water/State Revolving Fund Loan to assist in the implementation of the selected alternative.

Moved by: \_\_\_\_\_.

Supported by: \_\_\_\_\_.

Yeas: \_\_\_\_\_.

Nays: \_\_\_\_\_.

Absent: \_\_\_\_\_.

Adopted this \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

CERTIFICATION

I hereby certify that the foregoing is a true and complete copy of a resolution adopted by the Township Board of the Charter Township of Oscoda, County of Iosco, and State of Michigan, at a meeting held on \_\_\_\_\_, the original of which is on file in my office and available to the public. Public notice of said meeting was given pursuant to and in compliance with the Open Meetings Act, Act No. 267 of the Public Acts of Michigan 1976, including in the case of a special or rescheduled meeting, notice by posting at least eighteen (18) hours prior to the time set for said meeting.

Dated: \_\_\_\_\_

\_\_\_\_\_  
John Nordeen, Township Clerk

DRAFT

## Tammy Kline

---

**From:** Aaron Weed <oscoda@1weed.com>  
**Sent:** Thursday, June 4, 2020 9:37 AM  
**To:** Dave Schaeffer; Tammy Kline  
**Subject:** FW: Open Position - Board of Review

Hello,

Please add this to the agenda for the next meeting.

Thank you,

Aaron Weed  
Supervisor, Charter Township of Oscoda

---

**From:** Jacki Gonterman <jackigopd@att.net>  
**Sent:** Thursday, June 4, 2020 8:14 AM  
**To:** Aaron Weed <oscoda@1weed.com>  
**Subject:** Open Position

June 4, 2020

Oscoda Township  
110 S. State Street  
Oscoda, MI 48750

Aaron Weed, Supervisor

I would like to put my name in for the open position on the Board of Review.

I have owned and lived in Oscoda since 1998 and would like to volunteer my time and efforts to the community.

Jacki Gonterman  
8613A Nebraska Street  
Oscoda, MI. 48750  
989-739-8283  
[jackigopd@att.net](mailto:jackigopd@att.net)

[Sent from AT&T Yahoo Mail on Android](#)

## Tammy Kline

---

**From:** Aaron Weed <oscoda@1weed.com>  
**Sent:** Thursday, June 4, 2020 10:39 AM  
**To:** Dave Schaeffer  
**Subject:** FW: Zoning Board of Appeals

Hello,

Please include for the 22 June meeting.

Thank you,

Aaron Weed  
Supervisor, Charter Township of Oscoda

---

**From:** Nita Wise <nwise32@hotmail.com>  
**Sent:** Thursday, June 4, 2020 10:38 AM  
**To:** Aaron Weed <oscoda@1weed.com>  
**Subject:** Re: Zoning Board of Appeals

Aaron,

I accept an appointment to The Zoning Board of Appeals. I am looking forward to serving Oscoda.  
Thank you, Nita

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---

**From:** Nita Wise <[nwise32@hotmail.com](mailto:nwise32@hotmail.com)>  
**Sent:** Thursday, May 28, 2020 11:33:26 AM  
**To:** Aaron Weed <[oscoda@1weed.com](mailto:oscoda@1weed.com)>  
**Subject:** Re: Zoning Board of Appeals

Aaron,  
I accept an appointment on the Zoning committee.  
Thank you, Nita

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---

**From:** Aaron Weed <[oscoda@1weed.com](mailto:oscoda@1weed.com)>  
**Sent:** Wednesday, May 27, 2020 8:48:08 PM  
**To:** [nwise32@hotmail.com](mailto:nwise32@hotmail.com) <[nwise32@hotmail.com](mailto:nwise32@hotmail.com)>  
**Subject:** Zoning Board of Appeals

Thank you,

Aaron Weed  
Supervisor, Charter Township of Oscoda

Oscoda AuSable Chamber

4440 N. US 23  
Oscoda, MI 48750

Invoice

Date	Invoice #
6/1/2020	6-2015-1934

9897397322

Bill To

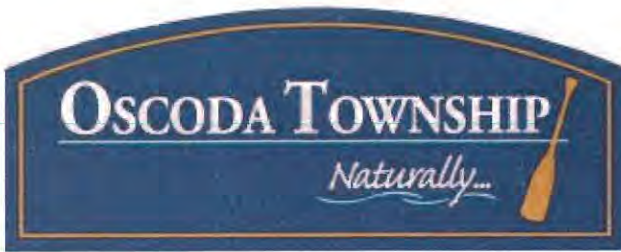
Jamie McGuire  
Oscoda Township  
110 South State Street  
Oscoda, MI 48750

Project	Terms	Net 45	Due Date
			7/15/2020
Description	Rate	Amount	
Community Profile & Membership Directory Renewal: Community Marketing	5,500.00	5,500.00	

**RECEIVED**  
JUN 03 REC'D

Thank you for your investment in our community.			<b>Total</b>	\$5,500.00
Fax #	E-mail	Web Site		
9897399195	director@oscodachamber.com	www.oscodachamber.com		





Charter Township of Oscoda  
110 South State Street  
Oscoda, Michigan 48750  
Office of Supervisor: (989)739-3211  
Office of Clerk: (989)739-4971  
Office of Treasurer: (989)739-7471  
Office of Superintendent: (989)739-8299  
Fax: (989)739-0034

## Special Board Meeting Minutes November 15, 2019

**Call to Order** – Mr. Weed called the meeting to order at 11:00 a.m. at the Robert J. Parks Library located at 6010 North Skeel Avenue, Oscoda Michigan 48750.

**Pledge of Allegiance** – All said the Pledge of Allegiance.

**Roll Call** – Board Members Present: Mr. Baier, Mr. Cummings, Ms. McGuire, Mr. Nordeen, Mr. Palmer, Mr. Weed  
Board Members Absent: Mr. Gayeski  
Others Present: None

**Hiring of New Seasonal Employee** – Ms. McGuire supported a motion by Mr. Baier to go ahead with Jaimie's recommendation to hire Clarence H. Yax for the seasonal position.

YEAS - Mr. Baier, Ms. McGuire, Mr. Nordeen  
NAYS - Mr. Cummings, Mr. Palmer, Mr. Weed  
MOTION FAILED

Ms. McGuire spoke about the position in question as well as the individual recommended for hire. Discussion took place regarding the applicant's qualifications. There was also discussion about the wages and the legalities of payment for work performed to date. Mr. Palmer spoke about a time study and Mr. Cummings spoke about the process. Mr. Baier asked Mr. Cummings and Mr. Weed about the reasons for their vote.

**Hiring of New Seasonal Employee** – Mr. Baier supported a motion by Mr. Cummings to hire Clarence Yax for six months under the previous terms and for \$10 an hour.


YEAS - Mr. Baier, Mr. Cummings, Ms. McGuire, Mr. Nordeen, Mr. Palmer  
NAYS - Mr. Weed  
MOTION CARRIED

Mr. Cummings and Ms. McGuire spoke about the situation in the treasurer's office.

**Public Comment** – Robert Tasior re: Hiring process vetting; Casey McGuire re: Employment reference and Mr. Weed's reasoning

**Board and Staff Comments** – Mr. Weed re: Background check process and reason for vote; Mr. Cummings re: Background check process

**Adjourn** – Ms. McGuire made a motion to adjourn at 11:33 a.m.

  
\_\_\_\_\_  
Aaron Weed  
Supervisor  
Charter Township of Oscoda

  
\_\_\_\_\_  
John Nordeen  
Clerk  
Charter Township of Oscoda

## Tammy Kline

---

**From:** Iris <ilawrence2257957@yahoo.com>  
**Sent:** Monday, June 15, 2020 5:03 PM  
**To:** Dave Schaeffer  
**Subject:** June 29th Blood Drive

Oscoda Township Board of Trustees  
110 S. State Street  
Oscoda, MI 48750

Dear Mr. Schaeffer and Oscoda Township Board of Trustees:

Please accept this communication as my request to use space at Aune Medical Center for a community blood drive on June 29, 2020. The drive will be ran by Versiti Blood Centers and I am coordinating the event. Our last blood drive on February 27th was a success and we were able to collect 14 pints. Again, we are facing a shortage of blood supplies due to the Covid-19 pandemic and donations are desperately needed.

Details of the proposed event are as follows:

1. Versiti Blood Centers agree to name the Township, its officers and employees additional insured as per Charter Township of Oscoda insurance and indemnity requirements.
2. We are hoping to hold the drive on June 29, 2020 from noon to 5:00 p.m.
3. I am asking to use the same area that I used in February which is near the current waiting area of Alcona Health Center and Oscoda Rehab. I work at Oscoda Rehab and will be on-site during the event.
4. I am also asking if I could utilize 4 tables and about 10 chairs and all other equipment needed would be provided by Versiti.
5. I have e-mailed a copy of Versiti's Covid-19 protocols that they have in place in order to satisfy Governor Whitmer's guidelines for Phase 4 re-opening as well.

Thank you for your time and consideration of my request to use Aune Medical Center for this important event. If you have any other questions or concerns I need to respond to, I have included my phone number and e-mail address.

Sincerely,

Iris Lawrence  
989-590-2032  
ilawrence2257957@yahoo.com

## Tammy Kline

---

**From:** Iris <ilawrence2257957@yahoo.com>  
**Sent:** Wednesday, June 10, 2020 6:44 PM  
**To:** Dave Schaeffer  
**Subject:** June 22 blood drive

Good evening Mr. Schaeffer:

I received your e-mail regarding my request to hold blood drive at Aune Medical Center on June 22, 2020. I understand that these are tough times and the guidelines we must follow in order to hold the blood drive are very important. I have discussed this with my contact at Versiti Blood Center and she has forwarded to me Versiti's protocols they have implemented in light of Covid-19 precautions. These protocols meet the Governor's Phase 4 guidelines and the link them are below for your information. The blood drive will be by appointment only with no walk-ins to limit people in Aune Medical Center and if there were to be some congestion, people would be asked to remain in their cars until their appointment time to keep within building capacity limits. And, any other requirements necessary in order for us to use the facility, such as naming the Township as an additional insured, will be met.

I know the time frame of my request is short, however, we had hoped to be able to schedule for this date after my last drive. However, with the pandemic and subsequent closures of available facilities and in light of the stay-at-home order, we didn't move on our request earlier as we did not know when or how we would carry it off. With this in mind and with June 22 looming, would it be possible to move forward with the drive at this time using Aune Medical Center? If so, I would only ask for 4-5 tables and maybe 10 chairs at this time as we will be making this a smaller drive.

As you may be aware, we are approaching a critical shortage of blood supply and every donation from every drive is important...no matter how small the drive is. I certainly apologize for the short notice when making my request, but please be assured that all necessary precautions will be taken to make this a safe and successful blood drive.

I look forward to hearing from you soon. Thank you for all of your assistance.

Sincerely,

Iris Lawrence

Covid Link: <https://www.versiti.org/home/coronavirus-information>



Visit our community blood centers in Illinois, Indiana, Michigan and Wisconsin.



 [DONATE](#) [MENU](#)

People Need  
People

## Coronavirus Information

Blood donation is always vital, and Versiti is keeping our donors safe.

[Schedule Now](#)

**There is no substitute for the lifesaving gift of blood. It is precious. It is perishable. And the need for it is vital. Please consider a blood donation today.**

As members of the Versiti family, we lift each other up. Across all of our communities, we've seen loyal donors like you turn out in droves to answer the call to save lives, and we are humbled and eternally grateful for your heroic efforts. Thanks for your continued support, grace, and understanding to our donor services teams!

Together with you, we are a beacon of hope.

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X



## Ensuring Donor Safety

### Donor Health & Registration:

- All donor-facing staff will have their temperature taken prior to beginning their work day
- Donors temperatures will be taken at registration to ensure they are not elevated prior to entering donation areas
- Donors will be asked if they've come in contact with someone who's tested positive for COVID-19
- Donors will be asked to wash hands prior to screening
- Donors will be asked if they are currently experiencing coughing or shortness of breath
- If any of the above is true, donors will be asked to self-defer

### Social Distancing:

- We encourage all donors to make an appointment to lessen the amount of people waiting at our donor centers
- To comply with government regulations, all sponsors and donors must wear personal masks at donor centers and mobile drives
- Ensuring six feet of space between chairs in waiting areas and cafe
- Ensuring six feet of space between donation chairs and/or separation with medical screens
- If appointment registration congestion occurs, we will ask for your cell phone number and text when your appointment is ready

### Cleaning:

- We clean all equipment, beds, and other surfaces after each donor finishes their donation
- Changing gloves frequently and between donors is part of our normal practice
- We will maintain sanitized pen bins, so donors are only using clean pens at sign-in

## Coronavirus Disease FAQs

Are donor center and blood drive staff required to wear a face mask?

---

Do you or can you do antibody testing if I suspect that I had COVID19 but do not have a positive confirmation?

Letter from Chief Medical Officer, Thomas  
Abshire, MD

[Read Letter](#)

## Schedule an Appointment to Donate Blood



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x

## **Versiti Blood Center of Illinois**

Blood centers are open, however our Elgin location is closed due to staff availability.

[\*\*Schedule Today\*\*](#)

## **Versiti Blood Center of Indiana**

Our blood centers are still open! Shelter in place directives do not include blood donation.

[\*\*Schedule Today\*\*](#)

## **Versiti Blood Center of Michigan**

Our blood centers are still open! Shelter in place directives do not include blood donation.

[\*\*Schedule Today\*\*](#)

## **Versiti Blood Center of Ohio**

Blood drives are still running! Find one near you.

[\*\*Schedule Today\*\*](#)

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**Versiti Blood Center of Wisconsin**  
Our blood centers are still open! Shelter in

x

**Versiti is collecting plasma from recovered COVID-19 patients to help treat others diagnosed with the virus.**

Find out about COVID-19 plasma donation

[Learn More](#)

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#### **Our Communities**

Wisconsin

Michigan

Indiana

Illinois

Ohio

#### **Blood Donation**

Hosting a Drive

Blood Donation FAQ

Locations

#### **Organ & Tissue Donation**

Donation Process

Donation Family Services

Community Resources

Marrow Donation

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# NASS

THE 2020 NORTH AMERICAN SPACE SUMMIT

## CONNECT-LEARN-ENJOY

↓ AUG 30 - SEP 2 ↓

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MAMA is carefully monitoring and assessing the COVID-19 situation daily, and our current plan is to host the event as scheduled.



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**The focus of MAMA's North American Space Summit (NASS) is to provide an educational and networking forum for aerospace stakeholders from academia, government and commercial organizations.**

The NASS is held each Fall in Traverse City, Michigan. The summit is held over two days with presentations and panels on Space industry issues, trends and technology.

The NASS focuses on understanding and taking advantage of defense and commercial opportunities in near-earth and low orbit space.

Thought leaders and policy makers who are envisioning and implementing the USA's presence in space will provide context for the program. Prime contractors and program managers will brief attendees on their current and planned projects. They will be detailing the needs and opportunities available to the USA's supplier network.

Attendees representing small and medium size enterprises in the fields of engineering and manufacturing will have the opportunity to participate in B2B meetings with the presenting prime contractors.

Whether it is the Pentagon's new Space Force, nano/microsatellite networks, or Missile Defense Systems, near earth outer space is becoming crowded with business opportunities. Growth focused enterprises who aspire to be part of the next generation of high tech companies will benefit from attending this event.



**Registration**

WINERY RECEPTION  
  
Register for WINERY Reception

EXHIBIT  
  
EXHIBIT at The NA22

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MAMA is carefully monitoring and assessing the COVID-19 situation daily, and our current plan is to host the event as scheduled.



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# The 2020 NASS Program

## Agenda

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**Sunday, August 30th, 2020**

**GOLF OUTING FUNDRAISER**

Golf outing to benefit Higher Orbits' Go For Launch! STEM program for Michigan Students.

## WINERY TOUR AND RECEPTION

Aurora Cellars, a full production boutique winery with old world charm nestled in the heart of the Leelanau Peninsula.

### Monday

August 31,

2020

#### LAUNCHING MICHIGAN'S SPACE ECOSYSTEM

**Segment 1: Spotlight  
Presentation**

Michigan Launch  
Initiative: Where we  
are now and where  
we are heading

**Segment 2: Panel  
Discussion**

Michigan Launch  
Initiative: Economic  
Growth and  
Inspired Innovation

**Segment 3:  
Presentation**

### Tuesday

September 1,

2020

#### DEFENDING AND SECURING ORBITAL ASSETS

Space Safety and Sustainability

**Spotlight Keynote:**

The Intersection of  
Space Safety and  
Space Traffic  
Management

**Segment 2: Panel**

Space Traffic  
Management and  
Defense

#### WALL STREET SPACE OUTLOOK

**Segment 1: Panel**

Investment  
Opportunities in an  
Evolving



Developing an East coast High Speed Corridor

**Segment 4: Panel Discussion**

How Michigan's Spaceport with Enable Autonomy and Connected Vehicles from Space

**FAA LICENSING AND REGULATORY ENVIRONMENT**

**Segment 1: Presentation**

New Regulatory Environment and Agile Licensing Processes for the Commercial Space Industry

**HORIZONTAL LAUNCH SOLUTIONS AND HYPERSONIC INNOVATION**

**Spotlight Keynote**

Presentation on Horizontal Launch Solutions and

Commercial Space Ecosystem

**TECHNOLOGY DRIVES OPPORTUNITIES IN SPACE**

Investing in an innovative and progressive ecosystem through new capabilities, technologies and systems.

**Spotlight Presentation**

Manufacturing in Space: Opportunities and Demand in the Commercial Space Economy

**Segment 1: Presentation**

NASA's Space Technology Mission Directorate (STMD) is Fueling the Transformation of Future Space Technology

**Segment 2: Presentation**

Groundbreaking Innovations in Space Exploration

Hypersonic

Innovation

**Segment 1: Panel**

**Discussion**

Horizontal Air-

Launch Solutions

for the SmallSat

Market

**Segment 2: Panel**

**Discussion**

Hypersonic

Innovation: Today

and Tomorrow

**BEYOND COVID-19:**

How the Aerospace and Space Industry will Contribute to the Recovery, Restructuring and Growth of the Economy

**Segment 1: Fireside**

**Chat**

The Changing

Landscape and

Current State

Impact from COVID

19

**Segment 2: Presenter**

Enabling Novel

Experiments in

Space: Healthcare

Research, Testing

and Monitoring in a

Microgravity

Environment

and Aerospace

Transportation

**Segment 3:**

**Presentation**

Low Earth Orbit –

The Cornerstone of

Human Activity in

Space

**Segment 4: Panel**

**Discussion**

Space Tourism –

Where are we

heading? Featured

discussion on

NASA's

experimental

supersonic X-59

and the new age of

transportation

**Segment 5: Panel**

**Discussion**

3D Printing: Future

visions for space:

3D-printed rockets:

Relativity Space

aims to

revolutionize the

industry with its

new manufacturing

platform using

robotics, 3D

printing and AI.

**Segment 3: Panel**

**Discussion**

Chemical-Biological-  
Radiology and  
Nuclear (CBRN)  
Safety: Space  
Sensing and  
Communications to  
Counter CBRN  
Threats

**IMPORTANCE OF A  
U.S. AND CANADIAN  
SPACE  
PARTNERSHIP**

**Segment 1: Panel**

**Discussion**

The panel will  
discuss what the  
Canadian space  
industry looks like  
and what the goals  
for a Canadian/US  
partnership.

**THE CONVERGENCE  
OF SPACE-DEFENSE-  
AUTOMOTIVE:**

Exploring exponential  
advancements in the decades  
ahead

**Segment 1: Spotlight**

**Presentation**

**NextGEN**

**INNOVATORS:**

**Spotlight**

**Presentation**

The Impact of  
NextGEN  
Innovators:  
Launching Student  
Inspired  
Experimental  
Designs.

**Segment 1:**

**Presentation**

Go for Launch  
Student Spotlight

**Segment 2: University**

**Project**

MASA UMich Base  
11 Project

**SPACE POLICY AND  
GOVERNANCE**

**Segment 1: Panel**

**Discussion**

The Laws, Policies  
and Regulatory  
Frameworks  
Governing  
Commercial Space

**CYBERSECURITY IN  
SPACE**

Views from the DoD and Industry

The evolution of 5G connected and IoT solutions for autonomy and mobility via non-terrestrial satellite networks.

**Segment 2: Panel Discussion**

Technology Convergence: Autonomy, AI and Manufacturing

**Segment 3: Presentation**

How the automotive industry can deliver on high volume satellite manufacturing

**Segment 2: Wrap-up and Demonstration**

Utilize data link from satellites in LEO to show 5G automotive capabilities

**Segment 1: Panel**

**Discussion**

Cybersecurity Concerns Across Ground Infrastructure and in Space

**Segment 2: Presentation**

The Space ISAC: Importance of Collaboration

## **US SPACE FORCE AND COMMERCIAL SPACE TECHNOLOGIES**

**Segment 1: Spotlight Presentation**

An overview and discussion focusing on the study commissioned by RAND Corp to identify commercial technologies that the Space Force could put into use as well as the potential risks.

**Segment 2: Fireside Chat**

Integrating DoD architectures and commercial space technology. What is DoD's reliance on commercial space and why is collaboration a priority.

## **Wednesday, September 2nd, 2020**

### **BUSINESS TO BUSINESS MEETINGS**

Are you interested in networking and developing supply relationships? A limited number of these B2B meetings will be held Wednesday September 2nd

## **OUR PARTNERS AND SPONSORS**





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MAMA is carefully monitoring and assessing the COVID-19 situation daily, and our current plan is to host the event as scheduled.

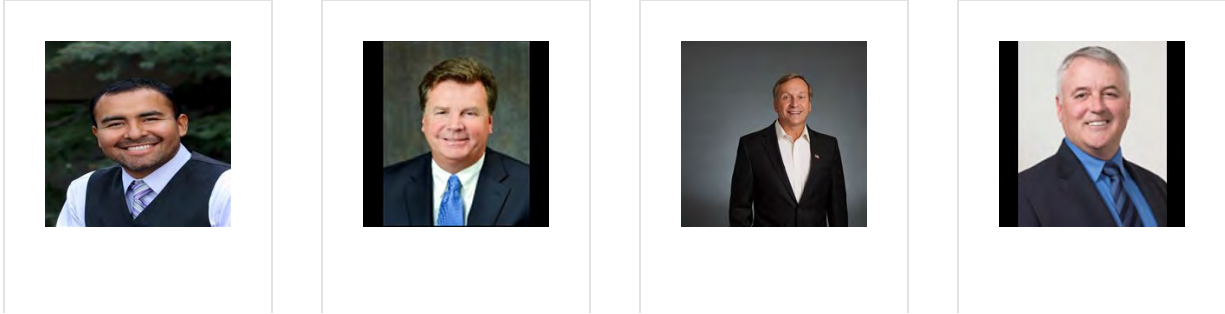


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# 2020 Speaker Lineup

## 2020 NASS Speaker Lineup

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**Miguel  
Ayala**

**CEO, Exodus  
Space**

[ Click for Bio  
]

**Gavin  
Brown**

**Executive  
Director, MAMA**

[ Click for Bio  
]

**David  
Buck**

**CEO of The  
Buck  
Consulting  
Group**

[ Click for Bio  
]

**Mike  
Carey**

**Founder, Atlas  
Space  
Operations**

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**James  
Cutler**

**Associate  
Professor UofM**

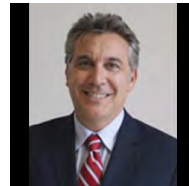
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**Frank  
DiBello**

**President,  
Space Florida**

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**Oscar  
Garcia**

**CEO of  
InterFlight  
Global**

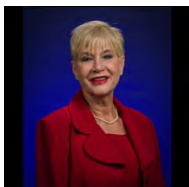
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**Lars  
Hoffman**

**SVP, Global  
Launch  
Services**

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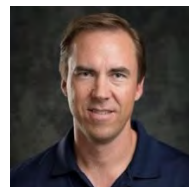
**Diane  
Howard**



**Moriba  
Jah**

**Associate  
Professor, ICES**

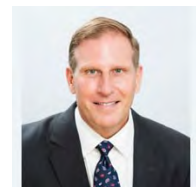
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**Brad King**

**CEO Orbion  
Space  
Technology**

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]



**Peter  
Lengyel**

**Chief Counsel,  
Space  
Commerce**

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]

**President &  
CEO, Safran  
USA**

[ Click for Bio  
]



**Douglas  
Loverro**

**President,  
Loverro  
Consulting**

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]



**Michelle  
Lucas**

**Founder,  
Higher Orbits**

[ Click for Bio  
]



**Doug  
Magyari**

**Entrepreneur,  
Founder of  
IMMY**

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**Wayne  
Montieth**

**FAA Associate  
Administrator**

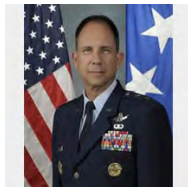
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**Kevin  
O'Connell**

**Director, Office  
of Space  
Commerce**

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]



**John  
Shaw**

**Space  
Component  
Commander**

[ Click for Bio  
]



**Jess  
Sponable**

**Icefox  
Technologies,  
LLC**

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]



**Mark  
Sundahl**

**Director, Global  
Space Law  
Center**

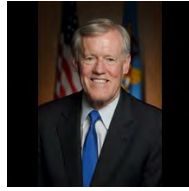
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**Kevin  
Walsh**

**Director of  
Government  
Affairs**

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]



**Bruce  
Wright**

**President, AFA**

[ [Click for Bio](#)  
]

**REGISTER for 2020 ▶**

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## NASS Registration

The North American Space Summit (NASS) is organized by the Michigan Aerospace Manufacturers Association (MAMA). The purpose is to provide an educational and networking forum for aerospace stakeholders from academia, government and commercial organizations.

The NASS focuses on understanding and taking advantage of opportunities presented by the commercialization of Low Earth Orbit (LEO) space.

The NASS also offers attendees a relaxing venue for networking and enjoying the amenities of beautiful Traverse City, Michigan.



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### [NASS Registration](#)

\$599.00

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### [Higher Orbits Golf Outing!](#)

\$150.00

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### [Winery Reception](#)

\$70.00

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### [B2B Meetings](#)

\$1.00

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[Exhibitors](#)

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- [Exhibitors \(2\)](#)
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- [Golf Sponsorships \(5\)](#)



## Exhibitors

Benefits of Exhibiting at NASS:

- Meet new contacts and expand existing relationships with current customers
- Easy access networking and discussion with key decision makers and industry leaders during networking time
- Showcase your product or service
- Full page ad in the summit program
- Active links to your company website on the summit website.





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## Tammy Kline

---

**From:** Leisa Sutton <superintendent@ausabletownship.net>  
**Sent:** Tuesday, June 16, 2020 8:04 AM  
**To:** Dave Schaeffer; Aaron Weed  
**Cc:** Kevin Beliveau  
**Subject:** Fireworks

Arron and Dave,

At the regular board meeting that took place last night, June 15, 2020 the Board discussed the question of contributing to the Fireworks. The consensus was that AuSable Township would pay the same percentage that we have in past years. The Board encourages the public to continue practicing social distancing during this event in an attempt to prevent the spread of Covid-19.

Regards,

Leisa Sutton  
Superintendent / Zoning Administrator  
Charter Township of AuSable  
989-739-9169

## Tammy Kline

---

**From:** Leisa Sutton <superintendent@ausabletownship.net>  
**Sent:** Thursday, June 11, 2020 9:34 AM  
**To:** Dave Schaeffer  
**Cc:** Aaron Weed; Kevin Beliveau  
**Subject:** Request  
**Attachments:** Rain Event.pdf

Dave,

Per our conversation, I have attached a request for a reduction of the gallons charged due to the rain event in May. If you have any questions, please let me know.

Leisa Sutton  
Superintendent / Zoning Administrator  
Charter Township of AuSable  
989-739-9169



**Charter Township of AuSable**  
4420 N. US 23 AuSable, Michigan 48750  
Office: (989)739-9169 Fax: (989)739-0696  
[www.ausabletownship.net](http://www.ausabletownship.net)

June 11, 2020

Charter Township of Oscoda  
Supervisor Aaron Weed  
Superintendent Dave Schaeffer

With recent storms dumping in excess of 2 inches of rain in a 48-hour period, many sanitary sewers were inundated with stormwater. AuSable Township is no exception. While our latest televised sewer inspection (fall 2019) found that we are relatively free of infiltration issues, it did not account for standing water over sewer structures.

Huron Street Lift station pumps on average 30,000 gallons per day. Data from this lift station shows that from noon 5-18-20 to noon 5-19-20 an additional 250,000 gallons was pumped. This is due to the fact that several sewer structures were completely submerged. Most manhole lids are not completely watertight. They are designed to shed rainwater, and possibly some puddling. In flooding events like we saw last month, the water was several inches above certain structures. With the ground already saturated and nowhere else for it to go, that water made its way through the manhole lids and into the sanitary sewer.

The graph below, showing gallons pumped on the right, plots a linear trajectory until the flooding, followed by a spike and then a curve while the standing water drains.





This anomaly has resulted in AuSable Township being charged for the treatment of approximately 900,000 gallons of rainwater. The cost of this puts additional strain on an already burdened sewer fund.

We are requesting that Oscoda Township consider reducing the charge for sewer services by 900,000 gallons for the billing month of May, 2020.

Thank you for your consideration of this matter,

Leisa Sutton – Superintendent  
Charter Township of AuSable

## Tammy Kline

---

**From:** water  
**Sent:** Thursday, June 11, 2020 4:22 PM  
**To:** Dave Schaeffer  
**Cc:** Tammy Kline  
**Subject:** AuSable mock bill  
**Attachments:** AuSable Sewer only Mock Bill.pdf

Dave,

Attached is a mock bill that would show billing at the current AuSable Township sewer rate of \$9.49 per thousand gallons, as well as our current rate for Oscoda Township sewer (4.03 per thousand gallons) for the use in excess of 1000 gallons. I believe this is what you were looking for. If you need something else please let me know.

Thanks,  
Melinda

**Melinda Morgan**  
Billing Specialist

**F&V OPERATIONS AND RESOURCE MANAGEMENT, INC.**

110 S. State Street | Oscoda | MI | 48750

O: 989.739.7532

[www.fv-operations.com](http://www.fv-operations.com)

 *Please consider the environment before printing this email.*

# OSCODA TOWNSHIP

## UTILITY BILL

110 S. STATE ST  
OSCODA, MI 48750  
(989) 739-7532

AUSABLE TOWNSHIP  
4420 N. U.S. 23  
OSCODA, MI 00004

Please Detach and Return This Part With Your Payment

Service Address: AUSABLE SEWER ONLY

Account Number: 012-08176-00

Amount Due:

**\$18,049.98**

Payment Due By:

**06/25/2020**

Amount Due After Due Date:

**\$19,854.98**



PAYMENT MUST BE RECEIVED BY 5:00 ON DUE DATE

Please allow 5 days for mail to reach this office

Keep This Statement For Your Records

Service Address: AUSABLE SEWER ONLY

Account Number: 012-08176-00

Code	----- Current Read Info-----			----- Previous Read Info-----			Usage	Amount
	Read	Date	Type	Read	Date	Type		
PB								\$0.00
SW	364330	5/29/2020	A	362428	4/30/2020	A	1902	\$18,049.98
							1000	9490 <sup>00</sup>
							902	3635 <sup>06</sup>
								<u>Total - \$13125<sup>06</sup></u>

THE 2019 CCR REPORT IS  
NOW AVAILABLE ON THE  
HSRUA WEBSITE AT  
[WWW.HSRUA.ORG/OSCODA.HTML](http://WWW.HSRUA.ORG/OSCODA.HTML)

**TOTAL DUE** **\$18,049.98**

**DUE DATE** **06/25/2020**

10% late fee charged on accounts not paid by DUE DATE.

If due date falls on a weekend or holiday, payments accepted on next business day.

Charges more than 3 months delinquent as of October 1 become a lien against the property and are placed on the December tax roll.



Mr. Dave Schaeffer  
RE: Wednesday Movie Night

June 15, 2020

“Movies by the Pier” summer movie series, is happening once again this year beginning on Wednesday, July 1<sup>st</sup> thru Wednesday, Aug 26, 2020. The movies will run on Wednesday nights for a total of 9 weeks beginning at dusk. We intend to be set up by 8pm, with games and activities for kid’s participation (weather permitting).

The CVB owns the movie equipment and it is our intent to provide all the movies this season. Liability insurance with the township as named insured, will be provided as soon as we receive our policy. We are currently in the process of renewing our policy for the months of July & August 2020.

The Oscoda Area CVB would also like to request Friday’s as rain dates for the normally scheduled movie night of Wednesday for use of the Band Shell located at the Oscoda Beach Park.

Wednesday, August 26<sup>th</sup> is our last movie. We would like a second rain date for Saturday August 29<sup>th</sup> if possible.

If you have any questions or concerns, please contact me. Thank you, we are looking forward to a great summer season!

Erin Kellstrom  
Administrative Assistant  
Oscoda Area CVB  
989.739.0900  
[staff@oscoda.com](mailto:staff@oscoda.com)