

**OSCODA TOWNSHIP
REGULAR BOARD MEETING
AGENDA & NOTICE
October 8, 2018 - 7:00 P.M.
Robert J. Parks Library Conference Room
6010 N. Skeel Ave
Oscoda, MI 48750
(989)739-9581**

Posted Date: _____
Press Notification Date: _____
Posted by: _____

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

AGENDA ADDITIONS

PUBLIC COMMENTS: (Please fill out a comment card and submit to the Superintendent – you have 4 minutes to speak)

CONSENT AGENDA:

Approval of Minutes:

1. Work Session Meeting Minutes – September 19, 2018
2. Work Session Meeting Minutes – September 21, 2018
3. Regular Meeting Minutes – September 24, 2018
4. Work Session Meeting Minutes – September 26, 2018

Finance:

1. Payment of Bills (Oscoda Township) – \$286,060.54
 - a. Prepaid – October 2, 2018 - \$13,533.10
 - b. Check Run – October 9, 2018 – \$272,527.44

SUB COMMITTEE REPORTS AND PROJECT UPDATES: (As Available)

REPORTS:

1. **Superintendent** ----- Schaeffer
 - a. Proposals for Police Cruiser
 - b. Proposals for Contracted Facilitation Services
 - c. Establishment of Annual Six-(6)Hour Formal Training Requirement for Members of the Planning Commission and the Zoning Board of Appeals

RESOLUTIONS AND ORDINANCES:

1. Resolution 2018-27 – Budgetary Fund Creation

OTHER:

PUBLIC COMMENTS:

BOARD COMMENTS:

INFORMATIONAL:

1. Michigan Municipal League (MML) – Handbook for Municipal Officials - Limits of Municipal Expenditures

2. Michigan Township News – April 2013 - Determining Lawful Township Expenditures
3. Foster Swift Colling& Smith PC – October 2013 – Donating Public Property May Raise Constitutional Problems
4. MML Fact Sheet – Municipal Expenditures – October 2016
5. HSRUA – September 2018 Operating Report
6. Monthly First Responders Recap
7. Monthly First Responders Hour Recap

Charter Township of Oscoda

Work Session Minutes

September 19, 2018

Call to Order – Mr. Weed called the meeting to order at 2:03 p.m. at the Robert J. Parks Library located at 6010 North Skeel Avenue, Oscoda Michigan 48750.

Roll Call – Board Members Present: Mr. Baier (arrived 2:06 p.m. and exited 3:42 p.m.), Mr. Cummings, Mr. Gayeski, Ms. McGuire (arrived 2:09 p.m.), Mr. Nordeen, Mr. Palmer, Mr. Weed
Others Present: Mr. Bridson, Mr. David, Mr. MacGregor (Al), Mr. MacGregor (Curt), Mr. McNichol, Mr. Schaeffer, Ms. Schwickert
Board Members Absent: None

Agenda Additions – None

Public Comment – None

2019 Department Budgets and CIP – 15 minutes per Department – Mr. Schaeffer began with an overview of the proposed process of the meeting and what he expected to accomplish during the meeting. Mr. Schaeffer gave a summary explanation of fund balance.

Fire Department – Topics discussed were the future purchase of garage door openers/closers, jaws of life equipment, and a replacement snowmobile or side-by-side vehicle.

Police Department – The consequences of the recently passed millage was discussed were discussed, including the need for new accounting funds. The proposed purchase of mobile data terminals (MDTs) was discussed along with staffing of the newly created detective sergeant and community service officer positions within the police department.

Planning and Zoning Department – The proposal to make the zoning administrator position fulltime was discussed. As well as training and the proposed purchase of Municode services.

Assessor's Office – The geographic information system (GIS) project was discussed, and it was noted that the flyover portion of the project had been completed.

Strategic Sessions held prior to budget work sessions – Mr. Schaeffer recounted the strategic planning process and discussed how it related to the budgeting process.

Time Line for the Township Board to approve 2019 Appropriations by 12/10/2018 – Mr. Schaeffer provided the board with his proposed timeline for the creation and adoption of the budget.

Budget Policy – Mr. Schaeffer noted the duties of the superintendent position as they relate to the budget. He also suggested his thoughts on the structure of the budget and budget policy. These topics were discussed by the board.

Financial Reports – Mr. Schaeffer also presented financial reports that he proposed presenting to the board in the future. Mr. Schaeffer explained the contents of the reports in detail and they were discussed by the board.

Public Comment – None

Board and Staff Comments – The board discussed the topic of IT updates and some proposed potential projects.

Adjourn – Mr. Weed adjourned the meeting at 4:44 p.m.

John Nordeen
Township Clerk

Aaron Weed
Township Supervisor

Charter Township of Oscoda

Work Session Minutes

September 21, 2018

Call to Order – Mr. Weed called the meeting to order at 9:06 a.m. at the Robert J. Parks Library located at 6010 North Skeel Avenue, Oscoda Michigan 48750.

Roll Call – Board Members Present: Mr. Cummings (arrived 9:17 a.m.), Mr. Gayeski, Ms. McGuire, Mr. Nordeen, Mr. Palmer, Mr. Weed
Others Present: Mr. Schaeffer
Board Members Absent: Mr. Baier

Agenda Additions – None

Public Comment – None

Discuss September 24, 2018 Board Meeting Packet – There were general discussion regarding Real Estate One proposal for township owned properties, bill payments, and the proposal to purchase 12-meter pits. Resolution 2018-24 regarding food trucks was discussed, as well as Resolution 2018-25 regarding the Iron Belle Bike Path, and Resolution 2018-23 regarding the Oscoda Township DDA.

Questions & Answer – There were questions about the details of the proposals for renovation of bathrooms at Township Hall and Mr. Schaeffer provided answers.

Consider Need for Follow Up/Additional Information – Board members asked questions about the specific details and cost of the street lighting proposal for F-41. Mr. Schaeffer noted that they would pursue answers to the questions. There were also questions about the DDA authorized 2-mill operating levy and which tax bill the increase would take effect on.

Public Comment – None

Board and Staff Comments – None

Adjourn – Mr. Weed adjourned the meeting at 11:20 a.m.

John Nordeen
Township Clerk

Aaron Weed
Township Supervisor

Charter Township of Oscoda Regular Board Meeting Minutes

September 24, 2018

Call to Order – Mr. Weed called the meeting to order at 7:00 p.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, Mr. Gayeski, Mr. Palmer, Mr. Weed, Ms. McGuire (arrived at 7:18 p.m.)
Board Members Absent: Mr. Nordeen

Agenda Additions – Resolution No. 2018-26, Delinquent Property Taxes; Pay draw #9 last payment to Butterson of \$20,350 (DDA); add \$30 to payment of bills for the recording of the notice of federal interest for the Artisan Market Hall (DDA).

Adoption of Agenda – Mr. Cummings supported a motion by Mr. Gayeski to adopt the agenda as presented.

ALL YEAS
MOTION CARRIED

Public Comment – Richard Miller re: court order, Boden road issues; Cathy Wusterbarth re: PFAS Senate hearing and MPART call.

Consent Agenda – Approval of Minutes, Payment of bills (Oscoda Township) in the amount of \$79,302.29, Payment of bills (DDA) in the amount of \$20,350 and \$30 and Reports. Mr. Gayeski supported a motion by Ms. McGuire to accept the Consent Agenda.

ALL YEAS
MOTION CARRIED

Regarding the approval of minutes, Mr. Baier questioned the topics discussed the work session. Discussion regarding the Butterson amount of \$20,350.

Sub Committee Reports and Project Updates

Develop Iosco – Mr. Cummings discussed his desire to continue being a part of this group, however not attend every meeting. Agenda to be reviewed for decision on participation.

RAB Update – Mr. Cummings updated that the next RAB meeting would be the last week in November or first week in December. Appreciation for Mr. Leriche's involvement in Senate

hearings. Suggestions/comments regarding the RAB Committee are welcome to Mr. Leriche or Mr. Cummings.

Zoning and Planning, Form Based Planning, and Broadband Update – Mr. Cummings expressed his appreciation regarding the form based planning meeting. Broadband update.

Water Main Extension – Mr. Weed gave an update on the walk thru from Van Etten Dam Road to Forest Drive and Rose Lane.

Bike Path Engineering Design – Mr. Weed updated what was discussed at last week's meeting.

Form Based Zoning Training – Mr. Palmer indicated the meeting was well attended and very informative.

Lead & Copper Law Training October 2, 2018 – Mr. Weed indicated that he would be attending and offered to other board members if they want to attend.

Maps Training on October 25, 2018 – Mr. Weed and Mr. Palmer informed the board that there are 4 seats available for board members to attend at Warrior Pavilion.

Superintendent's Report

Proposals for Renovation of Bathrooms at Township Hall – Ms. McGuire supported a motion by Mr. Baier to approve the Design Industrial proposal for bathroom renovations.

ALL YEAS

MOTION CARRIED

Mr. Baier suggested updating the lighting as well.

Proposal to Purchase 12 Meter Pits – Mr. Baier supported a motion by Mr. Cummings that the township go ahead and purchase and the 12 meter pits from Etna Supply in the amount of \$10,830.

ALL YEAS

MOTION CARRIED

Mr. Baier questioned availability of grant money. Mr. Gayeski inquired about accountability on inventory; details regarding meter pits should be tracked.

Real Estate One Proposal for Township Owned Properties – Mr. Palmer supported a motion by Ms. McGuire to accept the proposed property reductions.

ALL YEAS

MOTION CARRIED

Mrs. Tasior addressed the board regarding price reductions.

F-41 Street Lighting Proposal from Consumers Energy – Mr. Cummings supported a motion by Ms. McGuire to pay the \$4000.00 to Consumers Energy to extend the street lighting to Ratliff Park.

ALL YEAS

MOTION CARRIED

DDA Letter of Resignation – Mr. Cummings supported a motion by Ms. McGuire to accept Ms. Ockey's resignation letter with regrets.

ALL YEAS

MOTION CARRIED

Mr. Baier suggested the township send Ms. Ockey a thank you letter.

DDA Authorized 2-Mill Operating Levy – Mr. Palmer supported a motion by Mr. Baier to authorize the approval of the 2-mills operating levy passed by the DDA Board.

ALL YEAS

MOTION CARRIED

YEAS – Mr. Baier, Mr. Cummings, Mr. Gayeski, Mr. Palmer

NAYS – Ms. McGuire

MOTION CARRIED

Discussion regarding the effects of this 2-mill increase to business and non-business owners and how the DDA budget will be impacted.

Resolutions and Ordinances

Resolution No. 2018-24 RE: Food Truck Update – Mr. Gayeski supported a motion by Mr. Palmer to approve Resolution 2018-24 .

ALL YEAS

MOTION CARRIED

Mr. Weed added that the Air Port Authority has not approved the food truck process to date.

Resolution No. 2018-25 RE: Iron Belle Bike Path – Mr. Palmer supported a motion by Ms. McGuire to approve Resolution 2018-25.

ALL YEAS

MOTION CARRIED

Resolution No. 2018-23 RE: Oscoda Township DDA – Ms. McGuire supported a motion by Mr. Baier to postpone Resolution 2018-23 until all Township Board members are present.

YEAS – Mr. Baier

NAYS – Mr. Cummings, Mr. Gayeski, Ms. McGuire, Mr. Palmer, Mr. Weed

MOTION FAILED

Board members discussed at great length, some of their opinions about the resolutions and its facets.

Resolution No. 2018-23 RE: Oscoda Township DDA – Mr. Cummings supported a motion by Mr. Palmer to approve Resolution 2018-23.

YEAS – Mr. Cummings, Mr. Gayeski, Ms. McGuire, Mr. Palmer, Mr. Weed

NAYS – Mr. Baier

MOTION CARRIED

DDA having articles of incorporation was discussed. Resolution effective immediately; terms of resolution to be implemented by end of December 2018.

Other

DDA Payments – Ms. McGuire supported a motion by Mr. Weed to remove the requirement that the DDA brings their monthly invoices to Oscoda Township Board for approval.

YEAS – Mr. Baier, Mr. Gayeski, Ms. McGuire, Mr. Palmer, Mr. Weed

NAYS – Mr. Cummings

MOTION CARRIED

Mr. Cummings added his disagreement due to the DDA not being incorporated to date.

Resolution No. 2018-26 RE: Delinquent Property Taxes – Mr. Weed supported a motion by Mr. Baier to approve Resolution 2018-26.

ALL YEAS

MOTION CARRIED

Public Comment – Robert Tasior re: training sessions, DDA, communication.

Board and Staff Comments – Status of Board Meetings being broadcasted on TV discussed; Mr. Baier re: Apology; Mr. Weed re: Writing grants, abide by governing laws, welcomes suggestions for solutions.

Adjourn – Mr. Cummings made a motion to adjourn at 9:22 p.m.

John Nordeen
Township Clerk

Aaron Weed
Township Supervisor

DRAFT

Charter Township of Oscoda

Work Session Minutes

September 26, 2018

Call to Order – Ms. McGuire called the meeting to order at 2:08 p.m. at the Robert J. Parks Library located at 6010 North Skeel Avenue, Oscoda Michigan 48750.

Roll Call – Board Members Present: Mr. Cummings, Mr. Gayeski, Ms. McGuire, Mr. Nordeen, Mr. Palmer
Others Present: Mr. Schaeffer, Ms. London, Ms. Nentwig, Mr. Hamlin, Mr. Kahila, Mr. Apsitis, Ms. Lyons, Ms. Garnham
Board Members Absent: Mr. Baier, Mr. Nordeen, Mr. Weed

Public Comment – None

2019 Department Budgets and CIP – 15 minutes per Department

Library – 2019 requested budget was discussed. Future parking lot improvements were reviewed.

DPW – 2019 requested budget was discussed. Current contracted services were reviewed for possible discontinuation.

Old Orchard Park and Community Center – 2019 requested budget was discussed. Discussion included review of part time employees, new equipment needed, campground software and future availability of Wi-Fi.

Water and Sewer – 2019 requested budget was discussed. Discussion included review of utility billing clerk position, SAW grant, hydrant update and future automated meter reading.

Review the proposals for contracted facilitation services associated with the Steering Committee; to be presented at 10/08/2018 board meeting – Mr. Schaeffer gave an overview of the proposed Steering Committee structure. Board members offered suggestions of participants.

Police Department Update – Mr. Schaeffer discussed the need to move forward with police officer recruitment process due to staffing issues. Police cruiser to be added to the 10/08/2018 board meeting.

Resolutions – The board will be reviewing resolutions regarding the police department fund 207, police officer fund 211 and DDA operating fund 249.

Information to come

- 2019 Budget transmittal letter; notes on budget.
- Chargebacks for shared services.
- Administrative reimbursement for water fund and sewer fund.
- Budget narrative value.
- Updated capital improvement plan.

Public Comment – None

Board Comment – The group discussed the possibility of charging other townships and groups for township services.

Adjourn – Ms. McGuire adjourned the meeting at 5:01 p.m.

John Nordeen
Township Clerk

Aaron Weed
Township Supervisor

GL Number	Inv. Line Desc	Vendor	Invoice Desc.	Invoice	Due Date	Amount	check #
Fund 101 GENERAL/UNALLOCATED							
Dept 000							
101-000-126.000	UNDISTRIBUTED INSURANCE E	DELTA DENTAL	OCTOBER 2018 DENTAL	09112018	10/05/18	36.16	33300
101-000-126.000	UNDISTRIBUTED INSURANCE E	PRINCIPAL LIFE	OCTOBER 2018 LIFE INSURANCE	09172018	10/02/18	174.60	33305
101-000-126.000	UNDISTRIBUTED INSURANCE E	VSP	OCTOBER 2018 VISION	09182018	10/05/18	8.78	33311
101-000-283.100	DEPOSITS PAYABLE	YOUNG, RUSSELL	REFUND DEP WARRIOR 9/22/18	09282018	10/15/18	350.00	33312
Total For Dept 000						569.54	
Dept 172 SUPERINTENDENT							
101-172-716.000	HOSPITALIZATION INS	DELTA DENTAL	OCTOBER 2018 DENTAL	09112018	10/05/18	133.57	33300
101-172-716.000	HOSPITALIZATION INS	VSP	OCTOBER 2018 VISION	09182018	10/05/18	24.35	33311
101-172-717.000	LIFE & DISABILITY INS	PRINCIPAL LIFE	OCTOBER 2018 LIFE INSURANCE	09172018	10/02/18	279.50	33305
Total For Dept 172 SUPERINTENDENT						437.42	
Dept 207 POLICE							
101-207-716.000	HOSPITALIZATION INS	DELTA DENTAL	OCTOBER 2018 DENTAL	09112018	10/05/18	844.44	33300
101-207-716.000	HOSPITALIZATION INS	VSP	OCTOBER 2018 VISION	09182018	10/05/18	165.34	33311
101-207-717.000	LIFE & DISABILITY INS	PRINCIPAL LIFE	OCTOBER 2018 LIFE INSURANCE	09172018	10/02/18	276.10	33305
101-207-726.000	SUPPLIES	VISA	BOOK PURCHASES	POLICE SEP 18	10/04/18	541.70	33310
101-207-853.000	TELEPHONE	CHARTER COMMUNICATIONS	POLICE DEPT	0073525091718	10/07/18	399.92	33298
101-207-956.000	MISCELLANEOUS	VISA	MEALS/PRISONER TRANSPORT	POL2 SEPT 18	10/04/18	100.32	33310
Total For Dept 207 POLICE						2,327.82	
Dept 215 CLERK							
101-215-716.000	HOSPITALIZATION INS	DELTA DENTAL	OCTOBER 2018 DENTAL	09112018	10/05/18	267.14	33300
101-215-716.000	HOSPITALIZATION INS	VSP	OCTOBER 2018 VISION	09182018	10/05/18	48.70	33311
101-215-717.000	LIFE & DISABILITY INS	PRINCIPAL LIFE	OCTOBER 2018 LIFE INSURANCE	09172018	10/02/18	50.20	33305
Total For Dept 215 CLERK						366.04	
Dept 253 TREASURER							
101-253-716.000	HOSPITALIZATION INS	DELTA DENTAL	OCTOBER 2018 DENTAL	09112018	10/05/18	137.00	33300
101-253-716.000	HOSPITALIZATION INS	VSP	OCTOBER 2018 VISION	09182018	10/05/18	29.58	33311
101-253-717.000	LIFE & DISABILITY INS	PRINCIPAL LIFE	OCTOBER 2018 LIFE INSURANCE	09172018	10/02/18	50.20	33305
101-253-853.000	TELEPHONE	CHARTER COMMUNICATIONS	TREASURER'S OFFICE	0073582091718	10/07/18	49.99	33298
101-253-860.000	MILEAGE ALLOW/TRANSPORT	JAIMIE MCGUIRE	REIMBURSE MILEAGE FOR CONF AT BAY C	09242018	10/02/18	281.22	33303
101-253-960.000	CONFERENCE/EDUCATION/TRAIN	VISA	MICHIGAN MUNICIPAL TREASURER FALL C	8641	10/04/18	305.00	33310
Total For Dept 253 TREASURER						852.99	
Dept 257 ASSESSOR							
101-257-853.000	TELEPHONE	CHARTER COMMUNICATIONS	ASSESSOR'S OFFICE	0073533091718	10/07/18	49.99	33298
Total For Dept 257 ASSESSOR						49.99	
Dept 265 TOWNSHIP HALL & GROUNDS							
101-265-716.000	HOSPITALIZATION INS	DELTA DENTAL	OCTOBER 2018 DENTAL	09112018	10/05/18	104.66	33300
101-265-716.000	HOSPITALIZATION INS	VSP	OCTOBER 2018 VISION	09182018	10/05/18	23.57	33311
101-265-717.000	LIFE & DISABILITY INS	PRINCIPAL LIFE	OCTOBER 2018 LIFE INSURANCE	09172018	10/02/18	50.20	33305
Total For Dept 265 TOWNSHIP HALL & GROUNDS						178.43	
Dept 299 UNALLOCATED							
101-299-853.000	TELEPHONE (MODEM-FAX)	CHARTER COMMUNICATIONS	FAX MACHINE	0073541091718	10/07/18	189.07	33298
101-299-882.000	DUES	IOSCO TOWNSHIPS ASSOCI	ITA DUES 2018	03262018	10/15/18	100.00	33302
101-299-882.000	DUES	VISA	HOVER, DOMAIN RENEWAL	20170822140543	10/04/18	18.17	33310
Total For Dept 299 UNALLOCATED						307.24	
Dept 336 FIRE DEPARTMENT							
101-336-853.000	TELEPHONE	CHARTER COMMUNICATIONS	FIRE DEPT	0073509091718	10/07/18	46.25	33298

GL Number	Inv. Line Desc	Vendor	Invoice Desc.	Invoice	Due Date	Amount	check #
Fund 101 GENERAL/UNALLOCATED							
Dept 336 FIRE DEPARTMENT							
Total For Dept 336 FIRE DEPARTMENT						46.25	
Dept 722 ZONING & PLANNING							
101-722-853.000	TELEPHONE	CHARTER COMMUNICATIONS	ZONING OFFICE	0073566091718	10/07/18	99.98	33298
Total For Dept 722 ZONING & PLANNING						99.98	
Dept 751 PARKS & RECREATION							
101-751-716.000	HEALTH INSURANCE	DELTA DENTAL	OCTOBER 2018 DENTAL	09112018	10/05/18	68.50	33300
101-751-716.000	HEALTH INSURANCE	VSP	OCTOBER 2018 VISION	09182018	10/05/18	14.79	33311
101-751-717.000	LIFE & DISABILITY INS	PRINCIPAL LIFE	OCTOBER 2018 LIFE INSURANCE	09172018	10/02/18	25.10	33305
Total For Dept 751 PARKS & RECREATION						108.39	
Total For Fund 101 GENERAL/UNALLOCATED						5,344.09	
Fund 236 PROP OPER & MNTNCE							
Dept 266 PROPERTY O & M MAINTENANCE							
236-266-717.000	LIFE&DISABILITY INS	PRINCIPAL LIFE	OCTOBER 2018 LIFE INSURANCE	09172018	10/02/18	(25.10)	33305
236-266-853.000	TELEPHONE	CHARTER COMMUNICATIONS	110 S STATE	0131240092118	10/11/18	39.99	33298
Total For Dept 266 PROPERTY O & M MAINTENANCE						14.89	
Total For Fund 236 PROP OPER & MNTNCE						14.89	
Fund 248 DOWNTOWN DEVELOPMENT AUTHORITY							
Dept 000							
248-000-801.000	PROFESSIONAL FEES	VISA	REGISTER OF DEEDS RECORDING FEES	SUPT SEPT 18	10/04/18	33.50	33310
Total For Dept 000						33.50	
Total For Fund 248 DOWNTOWN DEVELOPMENT AUTHORITY						33.50	
Fund 271 LIBRARY							
Dept 000							
271-000-716.000	HOSPITALIZATION INS	DELTA DENTAL	OCTOBER 2018 DENTAL	09112018	10/05/18	36.16	33300
271-000-716.000	HOSPITALIZATION INS	VSP	OCTOBER 2018 VISION	09182018	10/05/18	8.78	33311
271-000-717.000	LIFE & DISABLILTY INS	PRINCIPAL LIFE	OCTOBER 2018 LIFE INSURANCE	09172018	10/02/18	25.10	33305
271-000-853.000	TELEPHONE	CHARTER COMMUNICATIONS	6010 N SKEEL	0075793091918	10/09/18	49.99	33298
Total For Dept 000						120.03	
Total For Fund 271 LIBRARY						120.03	
Fund 508 OSCODA COMMUNITY CENTER							
Dept 000							
508-000-853.000	TELEPHONE	CHARTER COMMUNICATIONS	COMMUNITY CENTER	0073517092518	10/15/18	51.96	33298
Total For Dept 000						51.96	
Total For Fund 508 OSCODA COMMUNITY CENTER						51.96	
Fund 509 OLD ORCHARD PARK							
Dept 000							
509-000-339.000	USER FEES - DEFERRED	REVEN BEAMER, ROGER JR	REFUND SEASONAL LOTTERY OOP	092018	10/10/18	300.00	33297
509-000-339.000	USER FEES - DEFERRED	REVEN JONES, POPPY	REFUND SEASONAL LOTTERY OOP	09202018	10/15/18	300.00	33304
509-000-339.000	USER FEES - DEFERRED	REVEN PUTMAN, EDMOND/ANNE	REFUND SEASONAL LOTTERY OOP	09222018	10/15/18	300.00	33306
509-000-339.000	USER FEES - DEFERRED	REVEN ROWLOFF, JOHN/CINDY	REFUND SEASONAL LOTTERY OOP	092218	10/15/18	300.00	33307
509-000-339.000	USER FEES - DEFERRED	REVEN SANDRICK, LOUIS/SHERRY	REFUND SEASONAL LOTTERY OOP	09212018	10/10/18	250.00	33308
509-000-716.000	HOSPITALIZATION INS	DELTA DENTAL	OCTOBER 2018 DENTAL	09112018	10/05/18	133.57	33300

INVOICE GL DISTRIBUTION REPORT FOR OSCODA TOWNSHIP
 EXP CHECK RUN DATES 10/02/2018 - 10/02/2018
 BOTH JOURNALIZED AND UNJOURNALIZED OPEN AND PAID
 BANK CODE: GEN

GL Number	Inv. Line Desc	Vendor	Invoice Desc.	Invoice	Due Date	Amount	check #
Fund 509 OLD ORCHARD PARK							
Dept 000							
509-000-716.000	HOSPITALIZATION INS	VSP	OCTOBER 2018 VISION	09182018	10/05/18	24.35	33311
509-000-717.000	LIFE & DISABILITY INS	PRINCIPAL LIFE	OCTOBER 2018 LIFE INSURANCE	09172018	10/02/18	25.10	33305
509-000-931.000	REPAIRS/MAINTENANCE-EQUIPM VISA		OOP BATTERIES	TREAS SEP18	10/04/18	148.44	33310
509-000-931.000	REPAIRS/MAINTENANCE-EQUIPM VISA		OOP BATTERIES	81618	10/04/18	22.48	33310
Total For Dept 000						1,803.94	
Total For Fund 509 OLD ORCHARD PARK						1,803.94	
Fund 590 SEWER							
Dept 000							
590-000-853.000	TELEPHONE	CHARTER COMMUNICATIONS	WATER DEPT	0073574091718	10/07/18	22.82	33298
590-000-921.100	UTILITIES - ELECTRICITY	CONSUMERS ENERGY	2998 HUNT	201183434341	10/18/18	2,543.74	33299
590-000-921.100	UTILITIES - ELECTRICITY	CONSUMERS ENERGY	5176 HAMILTON ST	201183434342	10/18/18	664.73	33299
590-000-921.100	UTILITIES - ELECTRICITY	CONSUMERS ENERGY	4221 PERIMETER RD	201183434343	10/18/18	705.50	33299
Total For Dept 000						3,936.79	
Total For Fund 590 SEWER						3,936.79	
Fund 591 WATER							
Dept 000							
591-000-853.000	TELEPHONE	CHARTER COMMUNICATIONS	WATER DEPT	0073574091718	10/07/18	27.90	33298
591-000-964.000	REFUNDS AND REBATES	HEINZ, RONALD	REIMBURSE CONNECTION /6025 CEDAR LA	092120181	10/10/18	1,100.00	33301
591-000-964.000	REFUNDS AND REBATES	TINSLEY, MICHAEL	REIMBURSE FOR SERVICE 6266 POTOMAC,	0927218	10/10/18	1,100.00	33309
Total For Dept 000						2,227.90	
Total For Fund 591 WATER						2,227.90	

INVOICE GL DISTRIBUTION REPORT FOR OSCODA TOWNSHIP
EXP CHECK RUN DATES 10/02/2018 - 10/02/2018
BOTH JOURNALIZED AND UNJOURNALIZED OPEN AND PAID
BANK CODE: GEN

GL Number	Inv. Line Desc	Vendor	Invoice Desc.	Invoice	Due Date	Amount	check #
Fund Totals:							
			Fund 101 GENERAL/UNALLOCATED			5,344.09	
			Fund 236 PROP OPER & MNTNCE			14.89	
			Fund 248 DOWNTOWN DEVELOPMENT AUTHORI			33.50	
			Fund 271 LIBRARY			120.03	
			Fund 508 OSCODA COMMUNITY CENTER			51.96	
			Fund 509 OLD ORCHARD PARK			1,803.94	
			Fund 590 SEWER			3,936.79	
			Fund 591 WATER			2,227.90	
Total For All Funds:						<hr/>	13,533.10

GL Number	Inv. Line Desc	Vendor	Invoice Desc.	Invoice	Due Date	Amount	check #
Fund 101 GENERAL/UNALLOCATED							
Dept 172 SUPERINTENDENT							
101-172-751.000	GASOLINE & OIL	GARY OIL COMPANY	SUPT GAS SEPT 2018	214606	10/30/18	59.49	
101-172-853.000	TELEPHONE	VERIZON WIRELESS	8/23/18 - 9/22/18	9815175484	10/14/18	57.40	
Total For Dept 172 SUPERINTENDENT						116.89	
Dept 207 POLICE							
101-207-726.000	SUPPLIES	RESERVE ACCOUNT	REFILL POSTAGE METER	072018	10/31/18	83.39	
101-207-751.000	GASOLINE & OIL	GARY OIL COMPANY	POLICE GAS SEPT 2018	214613	10/30/18	2,335.98	
101-207-761.000	CLOTHING CARE & ALLOWANCE	TAWAS BAY DRY CLEANERS	POLICE DRY CLEANING SEPTEMBER 2018	09302018	10/30/18	133.00	
101-207-801.200	COMPUTER PROGRAM FEES	STATE OF MICHIGAN	TOKEN FEE 7/01/18 - 9/30/18	551-523479	10/30/18	66.00	
101-207-826.000	LEGAL FEES	ROBERT EPPERT	SERVICES RENDERED SEPT 2018	09302018	10/15/18	340.00	
101-207-853.000	TELEPHONE	VERIZON WIRELESS	8/23/18 - 9/22/18	9815175484	10/14/18	238.23	
Total For Dept 207 POLICE						3,196.60	
Dept 215 CLERK							
101-215-726.000	SUPPLIES	RESERVE ACCOUNT	REFILL POSTAGE METER	072018	10/31/18	180.22	
Total For Dept 215 CLERK						180.22	
Dept 253 TREASURER							
101-253-726.000	SUPPLIES	RESERVE ACCOUNT	REFILL POSTAGE METER	072018	10/31/18	142.22	
Total For Dept 253 TREASURER						142.22	
Dept 257 ASSESSOR							
101-257-726.000	SUPPLIES	QUILL CORPORATION	REGULAR ENVELOPES	9933083	10/10/18	113.98	
101-257-726.000	SUPPLIES	QUILL CORPORATION	3 RING BINDERS, INDEX CARDS	9674929	10/30/18	111.65	
101-257-726.000	SUPPLIES	QUILL CORPORATION	BLACK TONER	1399168	10/24/18	311.98	
101-257-726.000	SUPPLIES	RESERVE ACCOUNT	REFILL POSTAGE METER	072018	10/31/18	55.87	
101-257-801.000	PROFESSIONAL FEES	APEX SOFTWARE	MAINTENANCE RENEWAL 11/01/18 - 11/1	302469	10/30/18	470.00	
101-257-801.100	PROFESSIONAL FEES-ASSESSIN	NORTHERN ASSESSING CON	ASSESSING SERVICES SEPT 2018	9053010	10/30/18	12,733.00	
Total For Dept 257 ASSESSOR						13,796.48	
Dept 262 ELECTIONS							
101-262-726.000	SUPPLIES	MICHIGAN ELECTION RESO	I VOTED STICKERS, QVF AV APPLICATION	40682	10/26/18	139.41	
101-262-726.000	SUPPLIES	RESERVE ACCOUNT	REFILL POSTAGE METER	072018	10/31/18	2.42	
Total For Dept 262 ELECTIONS						141.83	
Dept 265 TOWNSHIP HALL & GROUNDS							
101-265-726.000	SUPPLIES	AUSABLE HARDWARE & SUR	HANG STRIP	B403151	10/15/18	9.44	
101-265-726.000	SUPPLIES	AUSABLE HARDWARE & SUR	MED SOCKET REDUCER	A374502	10/30/18	4.04	
101-265-726.000	SUPPLIES	AUSABLE HARDWARE & SUR	WASP & HORNET KILLER, SPRAY PAINT,	B405139	10/30/18	28.02	
101-265-726.000	SUPPLIES	AUSABLE HARDWARE & SUR	SPF LUMBER, DECK BOARD	B404927	10/30/18	18.17	
101-265-726.000	SUPPLIES	AUSABLE HARDWARE & SUR	AMERICAN LOCK KEY	A375585	10/30/18	4.83	
101-265-726.000	SUPPLIES	JOHNSON AUTO SUPPLY, I	METAL MAX CUT OFF WHEEL	789157	10/30/18	35.98	
101-265-726.000	SUPPLIES	JOHNSON AUTO SUPPLY, I	TOUCH UP, PRIMER, LUCAS OIL STABL,	1790503	10/30/18	93.90	
101-265-726.000	SUPPLIES	JOHNSON AUTO SUPPLY, I	CONNECTOR	789620	10/30/18	5.69	
101-265-741.000	TOOLS	SNAP-ON TOOLS	RND DIE STK, DP SKT, RED NT DRVR	09131825808	10/30/18	217.75	
101-265-751.000	GASOLINE & OIL	GARY OIL COMPANY	DPW GAS SEPT 2018	214611	10/31/18	427.95	
101-265-775.000	REPAIR & MAINTENANCE	SUPPI AUSABLE HARDWARE & SUR	PLASTIC PAINT PAIL	B403138	10/30/18	6.82	
101-265-775.000	REPAIR & MAINTENANCE	SUPPI FASTENAL COMPANY	FOAMY MAC, STETHGIV	MITAW26624	10/30/18	9.02	
101-265-775.000	REPAIR & MAINTENANCE	SUPPI FASTENAL COMPANY	WHT FLM TPRI	MITAW26813	10/30/18	12.75	
101-265-775.000	REPAIR & MAINTENANCE	SUPPI HERITAGE-CRYSTAL CLEAN	DRUM MOUNT 30 GAL DR	15328094	10/30/18	334.18	
101-265-775.000	REPAIR & MAINTENANCE	SUPPI JOHNSON AUTO SUPPLY, I	GLOSS BLACK, PRIMER, GREASE GUN	790437	10/30/18	44.00	
101-265-775.000	REPAIR & MAINTENANCE	SUPPI JOHNSON AUTO SUPPLY, I	AIR FILTER	789260	10/30/18	19.99	
101-265-775.000	REPAIR & MAINTENANCE	SUPPI UNIFIRST CORPORATION	BAGGED WIPERS	153 0040278	10/30/18	133.98	

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Fund 101 GENERAL/UNALLOCATED							
Dept 265 TOWNSHIP HALL & GROUNDS							
101-265-853.000	TELEPHONE	VERIZON WIRELESS	8/23/18 - 9/22/18	9815175484	10/14/18	79.41	
101-265-921.000	UTILITIES - ELECTRICITY	CONSUMERS ENERGY	415 N LAKE ST	203052215920	10/23/18	110.78	
101-265-921.000	UTILITIES - ELECTRICITY	CONSUMERS ENERGY	6703 N PRIDE RD	205810958257	10/23/18	26.64	
101-265-930.000	REPAIRS & MAINTENANCE	AUSABLE HARDWARE & SUR WING CONNECTOR, THERMOSTAT WIRE		A374536	10/15/18	6.88	
101-265-930.000	REPAIRS & MAINTENANCE	MEDLER ELECTRIC COMPAN INTERMATIC STEM MOUNT		S4394514.001	10/30/18	118.18	
101-265-930.000	REPAIRS & MAINTENANCE	MEDLER ELECTRIC COMPAN LAMPS FOR FIREBARN		S4392905.002	10/30/18	52.11	
101-265-930.000	REPAIRS & MAINTENANCE	MEDLER ELECTRIC COMPAN INTERMATIC BUTON LED		S4392905.001	10/30/18	179.33	
101-265-930.000	REPAIRS & MAINTENANCE	MEDLER ELECTRIC COMPAN STEM & SWIVEL, PHOTO CONTROL		S4397367.001	10/30/18	98.95	
101-265-930.000	REPAIRS & MAINTENANCE	ROGERS HARDWARE	SOCKET	222333	10/30/18	3.59	
101-265-931.000	EQUIPMENT MAINTENANCE	AUSABLE HARDWARE & SUR MIPXINS ADPTR, BRAID TUBE		A372828	10/30/18	2.67	
101-265-931.000	EQUIPMENT MAINTENANCE	JOHNSON AUTO SUPPLY, I FLARING TOOL		789032	10/30/18	399.00	
101-265-931.000	EQUIPMENT MAINTENANCE	JOHNSON AUTO SUPPLY, I 1997 K1500 FUEL CAP		788987	10/30/18	11.79	
101-265-931.000	EQUIPMENT MAINTENANCE	MEDLER ELECTRIC COMPAN COOL LED SPOT LT FX		S4383964.001	10/30/18	223.00	
101-265-933.000	MAINTENANCE - VEHICLE	JOHNSON AUTO SUPPLY, I BRAKELINE		789031	10/30/18	94.50	
101-265-933.000	MAINTENANCE - VEHICLE	JOHNSON AUTO SUPPLY, I INT DOOR HANDLE		790704	10/30/18	26.99	
101-265-933.000	MAINTENANCE - VEHICLE	JOHNSON AUTO SUPPLY, I OIL SEAL		789553	10/30/18	43.96	
101-265-933.000	MAINTENANCE - VEHICLE	JOHNSON AUTO SUPPLY, I GR MSK PPR 12X750, 18X750		789522	10/30/18	25.48	
101-265-933.000	MAINTENANCE - VEHICLE	JOHNSON AUTO SUPPLY, I METAL ADHESIVE		789668	10/30/18	123.98	
101-265-974.100	BUILDING IMPROVEMENTS	TOMMARK, INC	INSULATED FLEX, FLEX DUCT TIE, RETU	812721322	10/30/18	318.95	
101-265-974.100	BUILDING IMPROVEMENTS	TOMMARK, INC	COLLAR W/ DAMPER, FOOT TRUNK DUCT	812721321	10/30/18	4,853.13	
Total For Dept 265 TOWNSHIP HALL & GROUNDS						8,205.83	
Dept 276 CEMETERY							
101-276-751.000	GASOLINE & OIL	GARY OIL COMPANY	CEMETARY GAS SEPT 2018	214610	10/30/18	288.13	
101-276-775.000	REPAIRS & MAINTENANCE SUP	GINGERICH FEED & IMPL	MIXED GR AND OATS	101411	10/30/18	184.75	
101-276-931.000	EQUIPMENT MAINTENANCE	LINCOLN OUTDOOR CENTER	MOWER BLADES	30715	10/30/18	216.60	
Total For Dept 276 CEMETERY						689.48	
Dept 299 UNALLOCATED							
101-299-801.000	PROFESSIONAL FEES	MICH BUSINESS & PROFES	COBRA BILLING OCTOBER 2018	24374	10/15/18	30.00	
101-299-815.100	COMPUTER MAINTENANCE	I.T. RIGHT	MONTHLY SERVICE NOVEMBER 2018	20157347	10/31/18	250.00	
101-299-818.000	SOLID WASTE DISPOSAL	WASTE MANAGEMENT	DUMPSTER SERVICE OCT 2018	7636565-1734-2	10/27/18	89.12	
101-299-826.000	LEGAL FEES	ROBERT EPPERT	SERVICES RENDERED SEPT 2018	09302018	10/15/18	3,060.00	
101-299-880.000	COMMUNITY PROMOTION	CONSUMERS ENERGY	6840 N HURON RD	205277013106	10/19/18	24.22	
101-299-880.000	COMMUNITY PROMOTION	SUNRISE DISPOSAL	9/15/18 REFUSE PICKUP DAY	148558	10/31/18	3,745.00	
101-299-882.000	DUES	MICHIGAN MUNICIPAL LEA	MEMBER DUES 7/01/18 - 6/30 19	2765-918	10/30/18	175.00	
101-299-900.000	PRINTING AND PUBLISHING	OSCODA PRESS NEWSPAPER	TOWNSHIP SUBSCRIPTION	100918	10/09/18	59.70	
101-299-926.000	STREET LIGHTS	CONSUMERS ENERGY	100 PACK ST	20589984164	10/23/18	67.79	
101-299-926.000	STREET LIGHTS	CONSUMERS ENERGY	5230 N US HWY 23	205899984163	10/23/18	57.50	
101-299-926.000	STREET LIGHTS	CONSUMERS ENERGY	112 W RIVER RD	201984323346	10/23/18	16.89	
101-299-926.000	STREET LIGHTS	CONSUMERS ENERGY	102 EVERGREEN AVE	205455015753	10/23/18	27.03	
101-299-926.000	STREET LIGHTS	CONSUMERS ENERGY	300 STATE ST SW #2	202874226490	10/23/18	79.68	
101-299-926.000	STREET LIGHTS	CONSUMERS ENERGY	106 N STATE ST	202874226488	10/23/18	24.22	
101-299-956.001	BAD DEBT EXPENSE	IOSCO COUNTY TREASURER	TRIBUNAL ADJ 063-028-100-015-00	09272018	10/30/18	88.68	
Total For Dept 299 UNALLOCATED						7,794.83	
Dept 336 FIRE DEPARTMENT							
101-336-751.000	GASOLINE & OIL	GARY OIL COMPANY	FIRE DEPT GAS SEPT 2018	214609	10/30/18	162.17	
101-336-850.000	COMMUNICATIONS	ROBERT EPPERT	SERVICES RENDERED SEPT 2018	09302018	10/15/18	85.00	
101-336-980.100	EQUIPMENT - DIVE TEAM	THUNDER BAY SCUBA	O RINGS, HOSE, HANGERS	403552	10/30/18	181.23	
101-336-980.100	EQUIPMENT - DIVE TEAM	THUNDER BAY SCUBA	CARABINERS, ANKLE WEIGHTS	403551	10/30/18	277.44	
Total For Dept 336 FIRE DEPARTMENT						705.84	

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Fund 101 GENERAL/UNALLOCATED							
Dept 722 ZONING & PLANNING							
101-722-726.000	SUPPLIES	QUILL CORPORATION	YELLOW INK, CLASP ENVELOPES	9943259	10/10/18	56.46	
101-722-726.000	SUPPLIES	QUILL CORPORATION	TONER, USB, SANITIZER	9904433	10/10/18	185.24	
101-722-726.000	SUPPLIES	RESERVE ACCOUNT	REFILL POSTAGE METER	072018	10/31/18	7.47	
101-722-826.000	LEGAL FEES	ROBERT EPPERT	SERVICES RENDERED SEPT 2018	09302018	10/15/18	935.00	
101-722-980.000	EQUIPMENT	I.T. RIGHT	NO INTERNET CONNECTING ON THE ZONIN	20157067	10/10/18	55.49	
Total For Dept 722 ZONING & PLANNING						1,239.66	
Dept 751 PARKS & RECREATION							
101-751-726.000	SUPPLIES	AUSABLE HARDWARE & SUR	CLR POLY FILM	A375192	10/30/18	12.49	
101-751-726.000	SUPPLIES	AUSABLE HARDWARE & SUR	STAR COMPATIBLE, STAR DECK SCREW	B404658	10/30/18	93.19	
101-751-726.000	SUPPLIES	AUSABLE HARDWARE & SUR	POWER BIT, SPF LUMBER	B404775	10/30/18	39.96	
101-751-726.000	SUPPLIES	AUSABLE HARDWARE & SUR	SPF LUMBER	B404904	10/30/18	6.69	
101-751-726.000	SUPPLIES	AUSABLE HARDWARE & SUR	CATCH BASIN	A375373	10/30/18	51.29	
101-751-726.000	SUPPLIES	S.T.V. SALES INC	EXTREME CLEAN FOAMY HAND SOAP	60333	10/30/18	139.90	
101-751-751.000	GASOLINE & OIL	GARY OIL COMPANY	PARKS & REC GAS SEPT 2018	214612	10/30/18	731.23	
101-751-775.000	REPAIR & MAINTENANCE SUPPI	EASTERN SALES	TP DISPENSER, PAPER TOWEL DISPENSER	976188	10/30/18	167.95	
101-751-775.000	REPAIR & MAINTENANCE SUPPI	EASTERN SALES	TP, DISINFECTING WIPES, TRASH BAGS	976180	10/30/18	196.43	
101-751-775.000	REPAIR & MAINTENANCE SUPPI	EASTERN SALES	PAPER TOWEL	976189	10/30/18	81.00	
101-751-775.000	REPAIR & MAINTENANCE SUPPI	EASTERN SALES	LARGE AND SMALL TRASH BAGS	976187	10/30/18	229.97	
101-751-775.000	REPAIR & MAINTENANCE SUPPI	EASTERN SALES	GREASE BULLY GLOVES	976185	10/30/18	288.00	
101-751-775.000	REPAIR & MAINTENANCE SUPPI	EASTERN SALES	DISINFECTING WIPES, TRASH BAGS	976184	10/30/18	140.98	
101-751-818.000	SOLID WASTE DISPOSAL	WASTE MANAGEMENT	DUMPSTER SERVICE OCT 2018	7636565-1734-2	10/27/18	472.10	
101-751-921.000	UTILITIES - ELECTRICITY	CONSUMERS ENERGY	3921 E PERIMETER RD	205810958255	10/23/18	30.33	
101-751-931.000	EQUIPMENT REPAIR	LINCOLN OUTDOOR CENTER	GASKET, SPRINGS	30594	10/30/18	220.21	
101-751-931.000	EQUIPMENT REPAIR	LINCOLN OUTDOOR CENTER	SPINDLES	30783	10/30/18	279.30	
Total For Dept 751 PARKS & RECREATION						3,181.02	
Dept 753 FOOTE SITE PARK							
101-753-726.000	SUPPLIES	PRINT 'N' GO	RED WARNING LABELS	91080	10/30/18	24.50	
101-753-775.000	REPAIR & MAINT SUPPLIES	NORTH COAST LANDSCAPIN	1ST INSTALLMENT OCTOBER 2018	10092018	10/09/18	300.00	
Total For Dept 753 FOOTE SITE PARK						324.50	
Dept 754 KEN RATLIFF PARK							
101-754-726.000	SUPPLIES	AUSABLE HARDWARE & SUR	INSECT KILLER	B403903	10/30/18	21.98	
101-754-726.000	SUPPLIES	PRINT 'N' GO	RED WARNING LABELS	91080	10/30/18	24.50	
101-754-921.000	UTILITIES - ELECTRICITY	CONSUMERS ENERGY	6330 F41	202696245613	10/22/18	87.70	
101-754-921.000	UTILITIES - ELECTRICITY	CONSUMERS ENERGY	6288 F41	202696245614	10/22/18	27.24	
101-754-921.000	UTILITIES - ELECTRICITY	CONSUMERS ENERGY	6300 F41	204209134769	10/23/18	24.22	
Total For Dept 754 KEN RATLIFF PARK						185.64	
Total For Fund 101 GENERAL/UNALLOCATED						39,901.04	
Fund 206 FIRE DEPT EQUIPMENT FUND							
Dept 000							
206-000-981.000	FD EQUIPMENT REPLACEMENT	DOUGLASS SAFETY SYSTEM	FILL STATION, FOUR BANK CASCADE PAN	42861	10/30/18	8,644.04	
206-000-981.000	FD EQUIPMENT REPLACEMENT	DOUGLASS SAFETY SYSTEM	STORAGE CYLINDERS	42720	10/30/18	5,476.86	
206-000-981.000	FD EQUIPMENT REPLACEMENT	DOUGLASS SAFETY SYSTEM	THERMAL CAMERA KIT, TRUCK CHARGER	42643	10/30/18	9,245.18	
Total For Dept 000						23,366.08	
Total For Fund 206 FIRE DEPT EQUIPMENT FUND						23,366.08	
Fund 236 PROP OPER & MNTNCE							
Dept 266 PROPERTY O & M MAINTENANCE							
236-266-726.000	SUPPLIES	ROGERS HARDWARE	MAGNUM LOCK	00223601	10/30/18	12.59	

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Fund 236 PROP OPER & MNTNCE							
Dept 266 PROPERTY O & M MAINTENANCE							
236-266-751.000	FUELS & CONSUMABLES	GARY OIL COMPANY	BASE GAS SEPT 2018	214608	10/30/18	145.97	
236-266-801.000	PROFESSIONAL FEES	NORTH COAST LANDSCAPIN	1ST INSTALLMENT OCTOBER 2018	10092018	10/09/18	2,966.67	
						3,125.23	
Total For Dept 266 PROPERTY O & M MAINTENANCE							
Dept 269							
236-269-921.000	UTILITIES - ELECTRIC	CONSUMERS ENERGY	4140 CALIFORNIA ST	205188059770	10/23/18	25.74	
236-269-921.000	UTILITIES - ELECTRIC	CONSUMERS ENERGY	4000 SKEEL AVE	205810958260	10/23/18	74.58	
236-269-921.000	UTILITIES - ELECTRIC	CONSUMERS ENERGY	3930 E PERIMETER RD	205810958256	10/23/18	29.70	
236-269-921.000	UTILITIES - ELECTRIC	CONSUMERS ENERGY	5700 GEORGIA DR	204832086106	10/23/18	24.22	
						154.24	
Total For Dept 269							
Dept 271 PROPERTY O & M AUNE							
236-271-802.000	CONTRACTUAL SERVICES-AUNE	ALERT SERVICES	1ST INSTALLMENT OCTOBER 2018	10092018	10/09/18	1,150.00	
236-271-802.000	CONTRACTUAL SERVICES-AUNE	WASTE MANAGEMENT	DUMPSTER SERVICE OCT 2018	7636565-1734-2	10/27/18	250.37	
236-271-921.000	UTILITIES-ELECTRIC-AUNE	CONSUMERS ENERGY	5671 N SKEEL AVE	206967544579	10/23/18	9,535.16	
236-271-930.000	AUNE CLINIC MAINT	ORKIN, INC.	5671 N SKEEL AVE	173552360	10/30/18	143.16	
236-271-980.000	CAPITAL OUTLAY	LINCOLN OUTDOOR CENTER	FERRIS MOWER	30756	10/30/18	11,700.00	
						22,778.69	
Total For Dept 271 PROPERTY O & M AUNE							
						26,058.16	
Total For Fund 236 PROP OPER & MNTNCE							
Fund 248 DOWNTOWN DEVELOPMENT AUTHORITY							
Dept 000							
248-000-956.000	MISCELLANEOUS	RESERVE ACCOUNT	REFILL POSTAGE METER	072018	10/31/18	0.47	
						0.47	
Total For Dept 000							
						0.47	
Total For Fund 248 DOWNTOWN DEVELOPMENT AUTHORITY							
Fund 271 LIBRARY							
Dept 000							
271-000-726.000	SUPPLIES	EASTERN SALES	FOAMING SOAP, TP JUMBO, MULTI FOLD,	976186	10/30/18	282.49	
271-000-802.000	CONTRACTUAL SERVICES	WASTE MANAGEMENT	DUMPSTER SERVICE OCT 2018	7636565-1734-2	10/27/18	18.04	
271-000-921.000	UTILITIES - ELECTRICITY	CONSUMERS ENERGY	6010 N SKEEL AVE	205810958261	10/23/18	579.48	
						880.01	
Total For Dept 000							
						880.01	
Total For Fund 271 LIBRARY							
Fund 508 OSCODA COMMUNITY CENTER							
Dept 000							
508-000-921.000	UTILITIES - ELECTRICITY	CONSUMERS ENERGY	4071 ARROW ST	206967544594	10/23/18	437.78	
						437.78	
Total For Dept 000							
						437.78	
Total For Fund 508 OSCODA COMMUNITY CENTER							
Fund 509 OLD ORCHARD PARK							
Dept 000							
509-000-726.000	SUPPLIES	EASTERN SALES	BLEACH, PINE SOL	976193	10/30/18	19.48	
509-000-726.000	SUPPLIES	QUILL CORPORATION	BLACK TONER	9943398	10/30/18	114.99	
509-000-726.000	SUPPLIES	QUILL CORPORATION	BLACK TONER, CORRECTION TAPE	9836553	10/09/18	212.63	
509-000-726.000	SUPPLIES	QUILL CORPORATION	WHITE CARD STOCK, HIGHLIGHTERS	1365351	10/30/18	103.43	
509-000-726.000	SUPPLIES	QUILL CORPORATION	COLOR TONER	1249080	10/30/18	356.99	
509-000-729.000	RESALE PURCHASES-TAXABLE	HAPPY CAMPER FIRE	STAR 50 FIRE STARTERS	100	10/30/18	30.00	
509-000-741.000	TOOLS	HOME DEPOT CREDIT SERV	HAMMER DRILL	276000006	10/30/18	99.00	
509-000-751.000	GASOLINE & OIL	GARY OIL COMPANY	OOP GAS SEPT 2018	214607	10/30/18	176.64	

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Fund 509 OLD ORCHARD PARK							
Dept 000							
509-000-751.000	GASOLINE & OIL	GARY OIL COMPANY	GAS OOP	U0076664	10/30/18	218.88	
509-000-775.000	REPAIR & MAINTENANCE	SUPPIAUSABLE HARDWARE &	SUR TIE PLATE, MENDING PLATE	A375128	10/30/18	9.25	
509-000-775.000	REPAIR & MAINTENANCE	SUPPIAUSABLE HARDWARE &	SUR SPOT PUTTY, SPRAY PAINT, BRUSH	A373770	10/30/18	18.43	
509-000-775.000	REPAIR & MAINTENANCE	SUPPIAUSABLE HARDWARE &	SUR LED LIGHT, SPRAY PAINT, UTILITY BUL	A373676	10/31/18	98.66	
509-000-775.000	REPAIR & MAINTENANCE	SUPPIAUSABLE HARDWARE &	SUR POLY FILM	B406104	10/30/18	12.49	
509-000-775.000	REPAIR & MAINTENANCE	SUPPI ROGERS HARDWARE	HOOK & EYES	00482921	10/30/18	8.60	
509-000-818.000	SOLID WASTE DISPOSAL	WASTE MANAGEMENT	DUMPSTER SERVICE OCT 2018	7636565-1734-2	10/27/18	1,296.42	
509-000-930.000	REPAIRS & MAINTENANCE	EASTERN SALES	PINE SOL	976194	10/30/18	21.00	
509-000-930.000	REPAIRS & MAINTENANCE	EASTERN SALES	TOILET CLEANER, PAPER TOWELS, BLEAC	976190	10/31/18	220.63	
509-000-930.000	REPAIRS & MAINTENANCE	MEDLER ELECTRIC COMPAN	DOUBLE ENDED LED	S4394745.001	10/30/18	132.82	
509-000-931.000	REPAIRS/MAINTENANCE-EQUIP	ALPENA SUPPLY COMPANY	VACUUM BREAKER, BOILER DRAIN	S100110738.001	10/30/18	343.36	
509-000-931.000	REPAIRS/MAINTENANCE-EQUIP	AUSABLE HARDWARE & SUR	PLEAT FILTER, LUAN	A374636	10/30/18	23.01	
509-000-931.000	REPAIRS/MAINTENANCE-EQUIP	AUSABLE HARDWARE & SUR	LED LIGHT, SPRAY PAINT, UTILITY BUL	A373676	10/31/18	97.99	
509-000-931.000	REPAIRS/MAINTENANCE-EQUIP	AUSABLE HARDWARE & SUR	RETURN CHAINSAW BLADES	A375115	10/30/18	(83.98)	
509-000-931.000	REPAIRS/MAINTENANCE-EQUIP	AUSABLE HARDWARE & SUR	CHAINSAW BLADE, SPEEDCUT	A375053	10/30/18	85.46	
509-000-931.000	REPAIRS/MAINTENANCE-EQUIP	AUSABLE HARDWARE & SUR	BULK FASTENERS, BLACK MULTI TOOL	A375469	10/30/18	144.34	
509-000-931.000	REPAIRS/MAINTENANCE-EQUIP	EAGLE SUPPLY CO.	TOWEL ROLL DISPENSER	108340	10/30/18	108.00	
509-000-931.000	REPAIRS/MAINTENANCE-EQUIP	HOME DEPOT CREDIT SERV	VACUUM BREAKER, ROOF CEMENT, TAPE	27600006	10/30/18	335.06	
509-000-931.000	REPAIRS/MAINTENANCE-EQUIP	LINCOLN OUTDOOR CENTER	CHAINS	30825	10/30/18	37.90	
Total For Dept 000						4,241.48	
Total For Fund 509 OLD ORCHARD PARK						4,241.48	
Fund 590 SEWER							
Dept 000							
590-000-238.000	40-SEWER IN TOWN	MAJESKI, OLIVIA	UB refund for account: 008-05450-00	10/02/2018	10/09/18	8.09	
590-000-726.000	SUPPLIES	RESERVE ACCOUNT	REFILL POSTAGE METER	072018	10/31/18	69.65	
590-000-800.100	CONTRACTED SERVICES-FVOP	F&V OPERATIONS	OCTOBER 2018	2477	10/30/18	20,908.59	
590-000-801.000	PROFESSIONAL FEES	ROWE PROFESSIONAL SERV	SANITARY SEWER ORDINANCE	86543	10/30/18	1,930.00	
590-000-815.000	COMPUTER MAINTENANCE	I.T. RIGHT	GUNS PROGRAM ISSUE	20157210	10/24/18	70.00	
590-000-821.000	ENGINEERING FEES	ROWE PROFESSIONAL SERV	STORM WATER RATE	0086540	10/30/18	3,100.00	
590-000-821.000	ENGINEERING FEES	ROWE PROFESSIONAL SERV	STORM WATER RATE	0087176	10/30/18	620.00	
590-000-853.000	TELEPHONE	CHARTER COMMUNICATIONS	4221 PERIMETER	0073897092618	10/16/18	38.47	
590-000-921.100	UTILITIES - ELECTRICITY	CONSUMERS ENERGY	4877 ERIE ST	202696245947	10/22/18	34.21	
590-000-921.100	UTILITIES - ELECTRICITY	CONSUMERS ENERGY	3782 CREW ST	206344781485	10/23/18	24.22	
590-000-921.100	UTILITIES - ELECTRICITY	CONSUMERS ENERGY	210 OTTAWA CT	202785226898	10/23/18	32.77	
590-000-921.100	UTILITIES - ELECTRICITY	CONSUMERS ENERGY	4781 N COLORADO ST	206611734431	10/23/18	69.74	
590-000-921.100	UTILITIES - ELECTRICITY	CONSUMERS ENERGY	3941 BISSONETTE RD	201984322777	10/23/18	41.81	
590-000-921.100	UTILITIES - ELECTRICITY	CONSUMERS ENERGY	4451 F41	201539357386	10/23/18	57.10	
590-000-921.100	UTILITIES - ELECTRICITY	CONSUMERS ENERGY	6250 N PRIDE RD	205810958259	10/23/18	28.30	
590-000-921.100	UTILITIES - ELECTRICITY	CONSUMERS ENERGY	5861 N MISSION ST	205810958253	10/23/18	31.10	
590-000-921.100	UTILITIES - ELECTRICITY	CONSUMERS ENERGY	3525 E HUNT DR	205810958227	10/23/18	27.29	
590-000-921.100	UTILITIES - ELECTRICITY	CONSUMERS ENERGY	6197 N HOBEY CT	205810958226	10/23/18	26.64	
590-000-921.100	UTILITIES - ELECTRICITY	CONSUMERS ENERGY	4181 FOREST RD	205810958222	10/23/18	42.83	
590-000-921.100	UTILITIES - ELECTRICITY	CONSUMERS ENERGY	4367 BUDZIAK RD	205010069699	10/23/18	35.06	
590-000-921.100	UTILITIES - ELECTRICITY	CONSUMERS ENERGY	4466 MCNICHOL AVE	206967544591	10/23/18	63.35	
590-000-921.100	UTILITIES - ELECTRICITY	CONSUMERS ENERGY	6363 SWICE RD	203052215921	10/23/18	24.22	
590-000-921.200	UTILITIES - ELECT DPW BUILI	CONSUMERS ENERGY	4499 MCNICHOL AVE	203052215922	10/23/18	287.57	
590-000-931.000	EQUIPMENT MAINTENANCE	LINCOLN OUTDOOR CENTER	CUT OFF SAW BELTS	30714	10/30/18	108.30	
Total For Dept 000						27,679.31	
Total For Fund 590 SEWER						27,679.31	

INVOICE GL DISTRIBUTION REPORT FOR OSCODA TOWNSHIP
 EXP CHECK RUN DATES 10/09/2018 - 10/09/2018
 BOTH JOURNALIZED AND UNJOURNALIZED OPEN AND PAID
 BANK CODE: GEN

GL Number	Inv. Line Desc	Vendor	Invoice Desc.	Invoice	Due Date	Amount	check #
Fund 591 WATER							
Dept 000							
591-000-238.000	10-WATER IN TOWN	MAJESKI, OLIVIA	UB refund for account: 008-05450-00	10/02/2018	10/09/18	17.91	
591-000-238.000	10-WATER IN TOWN	MOORE, KEVIN	UB refund for account: 006-10140-00	10/02/2018	10/09/18	106.85	
591-000-726.000	SUPPLIES	RESERVE ACCOUNT	REFILL POSTAGE METER	072018	10/31/18	85.13	
591-000-800.100	CONTRACTED SERVICES-FVOP	F&V OPERATIONS	OCTOBER 2018	2477	10/30/18	20,908.58	
591-000-815.000	COMPUTER MAINTENANCE	I.T. RIGHT	GUNS PROGRAM ISSUE	20157210	10/24/18	70.00	
591-000-821.100	ENGINEERING FEES-USDA/WATER	ROWE PROFESSIONAL SERV	WATER MAIN PROJECT	86546	10/30/18	5,502.50	
591-000-821.100	ENGINEERING FEES-USDA/WATER	ROWE PROFESSIONAL SERV	PLANNING, BUILDING AND ORDINANCE DE	87014	10/30/18	3,255.00	
591-000-821.100	ENGINEERING FEES-USDA/WATER	ROWE PROFESSIONAL SERV	PLANNING, BUILDING AND ORDINANCE DE	87174	10/30/18	2,060.00	
591-000-821.100	ENGINEERING FEES-USDA/WATER	ROWE PROFESSIONAL SERV	PLANNING, BUILDING AND ORDINANCE DE	87488	10/30/18	3,095.00	
591-000-821.100	ENGINEERING FEES-USDA/WATER	SPICER GROUP	OSCODA WATER MAIN EXTENSION	192561	10/30/18	29,788.02	
591-000-826.000	LEGAL FEES	ROBERT EPPERT	SERVICES RENDERED SEPT 2018	09302018	10/15/18	425.00	
591-000-921.000	UTILITIES - ELECTRIC	CONSUMERS ENERGY	6591 F41	206433735825	10/22/18	25.28	
591-000-924.100	UTILITIES-HSRUA WATER	ETNA SUPPLY	PIPE SEAL, STANDARD AND STAINLESS S	S102783021.001	10/30/18	572.00	
591-000-924.100	UTILITIES-HSRUA WATER	HSRUA	O & M FEES JULY - SEPT 2018	94	10/30/18	78,418.00	
591-000-930.000	REPAIRS & MAINTENANCE	ETNA SUPPLY	ARGONICS SPEEDY SLEEVE	S102724581.001	10/30/18	544.00	
591-000-974.000	CAPITAL IMPROVEMENT/OUTLAY	ETNA SUPPLY	MUELLER NO LEAD METER, FLAT LID, IN	S102773625.002	10/30/18	2,707.50	
591-000-980.000	EQUIPMENT	ETNA SUPPLY	HI DENSITY STIFFNER, TUBING, BUSHIN	S102769649.001	10/30/18	1,755.00	
591-000-980.000	EQUIPMENT	ETNA SUPPLY	SADDLE WITH STRAPS	S102782768.003	10/30/18	246.00	
591-000-980.000	EQUIPMENT	ETNA SUPPLY	STRAP, BALE, STAINLESS STRAP, SADDL	S102777094.001	10/30/18	381.34	
			Total For Dept 000			149,963.11	
			Total For Fund 591 WATER			149,963.11	

INVOICE GL DISTRIBUTION REPORT FOR OSCODA TOWNSHIP
 EXP CHECK RUN DATES 10/09/2018 - 10/09/2018
 BOTH JOURNALIZED AND UNJOURNALIZED OPEN AND PAID
 BANK CODE: GEN

GL Number	Inv. Line Desc	Vendor	Invoice Desc.	Invoice	Due Date	Amount	check #
Fund Totals:							
			Fund 101 GENERAL/UNALLOCATED			39,901.04	
			Fund 206 FIRE DEPT EQUIPMENT FUND			23,366.08	
			Fund 236 PROP OPER & MNTNCE			26,058.16	
			Fund 248 DOWNTOWN DEVELOPMENT AUTHORI			0.47	
			Fund 271 LIBRARY			880.01	
			Fund 508 OSCODA COMMUNITY CENTER			437.78	
			Fund 509 OLD ORCHARD PARK			4,241.48	
			Fund 590 SEWER			27,679.31	
			Fund 591 WATER			149,963.11	
Total For All Funds:						<u>272,527.44</u>	

CHARTER TOWNSHIP OF OSCODA
Superintendent's Report
October 8th 2018

ACTION ITEMS

Proposals for Police Cruiser

The Police Department was budgeted to purchase one police cruiser in 2018. Your packet contains responses from Zubek Ford (\$29,600) and Signature Ford (\$28,012); a difference of \$1,588. The Police Chief details the Township's 5% or \$750 local preference on the "Invitation to Bid." This purchase requires Township Board approval.

Action: Discuss the proposals and consider approving the purchase of the Police Cruiser from line 101-207-981.000 (101 General Fund; 207 Police; 981.000 Equipment - Vehicle).

Proposal for Contracted Facilitation Services

Based on discussions at the Township Board Strategic Planning Work Sessions, proposals to contract for facilitation services were obtained. Your packet contains 3 proposals associated with the contracted facilitation services from Place & Main Advisors, Inc., Jim Gurnee, and Beckett & Raeder. Contracting for facilitation services requires Township Board approval.

Action: Discuss the proposals and consider approving Contracted Facilitation Services from line 101-299-801.000 (101 General Fund; 299 Unallocated; 801.000 Professional Fees).

Establishment of Annual Six (6) Hour Formal Training Requirement for Members of the Planning Commission and the Zoning Board of Appeals

Based on discussions at the 9-24-18 Township Board Meeting, it was determined that the Township Board would consider the establishment of a requirement for all members of the Planning Commission and the Zoning Board of Appeals to complete a minimum of 6 hours of formal training on an annual basis. This requirement would be included into the 2019 budget line items such as 101-722-960.000 for General Fund, Zoning and Planning Department, Conference / Education / Training; 101-722-860.000 for Mileage Allowance/Transportation.

Action: Discuss the proposal for / establishment of annual six (6) hour formal training requirement for members of the Planning Commission and the Zoning Board of Appeals.

Respectfully Submitted,



Dave Schaeffer

Township Superintendent

REQUEST FOR PROPOSALS
2019 Ford Explorer AWD Patrol Vehicle

<u>Dealer</u>	<u>Cost</u>
Zubek Ford	\$29,600.00
Signature Ford	\$28,012.00
Gorno Ford	Bid was not received in a sealed envelope as required.

OSCODA TOWNSHIP POLICE DEPARTMENT

Mark David, Chief of Police

110 South State St.

Phone: (989) 739-9112

Oscoda, Michigan 48750

Fax: (989) 739-1891

September 11, 2018

INVITATION TO BID 2019 FORD EXPLORER AWD PATROL VEHICLE

The Oscoda Township Police Department is seeking *sealed bid* requests to supply (1) one 2019 Ford Explorer Interceptor, AWD Patrol Vehicle. (See attached minimum specifications).

All bids must be in sealed envelopes clearly marked "**Sealed Bid Patrol Vehicle**". The Charter Township of Oscoda reserves the right to accept or reject any and all bids or any part thereof, to waive any and all irregularities and to award the purchase which is in the best interest of the Charter Township of Oscoda. Bidders are hereby notified that the Charter Township of Oscoda's Purchasing Policy provides for granting of local preference in purchasing of five percent (5%) or seven hundred fifty dollars (\$750), whichever is less.

Proposals are to remain firm for thirty (30) days.

This invitation to bid is for immediate purchase.

Sealed proposals will be received by the Charter Township of Oscoda, addressed to: John Nordeen, Oscoda Township Clerk, 110 South State Street, Oscoda, Michigan, 48750 until 12:00 PM on Friday, September 21st 2018.

Respectfully,

Mark David
Chief of Police

'Safety Is Our Business'

OSCODA TOWNSHIP POLICE DEPARTMENT

Mark David, Chief of Police

110 South State St.

Phone: (989) 739-9112

Oscoda, Michigan 48750

Fax: (989) 739-1891

MINIMUM BID SPECIFICATIONS FOR POLICE AWD VEHICLE 2019 FORD EXPLORER INTERCEPTOR

Standard Package Ford Explorer AWD Police Utility

Options:

- K8A Utility All Wheel Drive (3.7L V6 FFV, 305 HP)
- UM Agate Black exterior
- 9W Cloth Buckets/Vinyl Rear/ Black interior
- 44C 6-SPD Auto Trans
- 18W RR Window delete
- 43D Courtesy disable
- 51S Dual Spot Lamps (LED)
- 59B Keyed alike 1284X
- 86P Front headlamp housing
- 86T Tail Lamp housing
- 43L Police Silent Mode
- 68L Rear door handles inoperable
- 60R Noise Suppression
- 47A Police Engine Idle Feature
Heavy Duty Floor Mats

Respectfully,

Mark David
Chief of Police

`Safety Is Our Business`



September 14, 2018

Charter Township of Oscoda
Attn: Chief Mark David
110 South State Street
Oscoda, MI 48750

Dear Chief Mark David:

Price on 2019 Vehicle Macomb County Contract Bid:

2019 Ford Police Interceptor Utility AWD in Black **\$28,012.00 ea**

Service Contract: 36,000 miles or 36 months factory bumper to bumper warranty and 100,000 miles or 60 months powertrain warranty.

Delivery date: About 120 days from receipt of your PO.

Order Cutoff Date: September 21st, 2018.

Ford Motor Company does not guarantee delivery---Ford Motor Company will make reasonable efforts to schedule orders received prior to fleet order cut-off date.

Payment requirements: All departments to pay on delivery of vehicle. 10-day grace period will be given if previous arrangements have been made. An \$8.00 per day floor plan will be charged if payment is not at the dealership within 10 days of delivery of the vehicle (s).

If you have any questions please call me, 888-92-Fleet (888-923-5338).

Respectfully Submitted,

Bill Campbell

Bill Campbell
Government & Fleet Sales

OSCODA TOWNSHIP POLICE DEPARTMENT

Mark David, Chief of Police

110 South State St.

Phone: (989) 739-9112

Oscoda, Michigan 48750

Fax: (989) 739-1891

September 11, 2018

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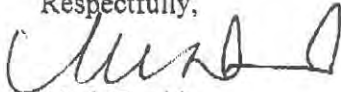
All bids must be in sealed envelopes clearly marked "**Sealed Bid Patrol Vehicle**". The Charter Township of Oscoda reserves the right to accept or reject any and all bids or any part thereof, to waive any and all irregularities and to award the purchase which is in the best interest of the Charter Township of Oscoda. Bidders are hereby notified that the Charter Township of Oscoda's Purchasing Policy provides for granting of local preference in purchasing of five percent (5%) or seven hundred fifty dollars (\$750), whichever is less.

Proposals are to remain firm for thirty (30) days.

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Respectfully,



Mark David
Chief of Police

'Safety Is Our Business'

OSCODA TOWNSHIP POLICE DEPARTMENT

Mark David, Chief of Police

110 South State St.

Phone: (989) 739-9112

Oscoda, Michigan 48750

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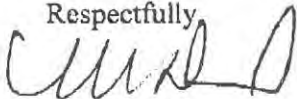
MINIMUM BID SPECIFICATIONS FOR POLICE AWD VEHICLE 2019 FORD EXPLORER INTERCEPTOR

Standard Package Ford Explorer AWD Police Utility

Options:

- K8A Utility All Wheel Drive (3.7L V6 FFV, 305 HP) **YES**
- UM Agate Black exterior **YES**
- 9W Cloth Buckets/Vinyl Rear/ Black interior **YES**
- 44C 6-SPD Auto Trans **YES**
- 18W RR Window delete **YES**
- 43D Courtesy disable **YES**
- 51S Dual Spot Lamps (LED) **YES**
- 59B Keyed alike 1284X **YES**
- 86P Front headlamp housing **YES**
- 86T Tail Lamp housing **YES**
- 43L Police Silent Mode **DO NOT NEED ON THIS VEHICLE. RECOMMENDED NOT TO HAVE IN MICHIGAN**
- 68L Rear door handles inoperable **YES**
- 60R Noise Suppression **YES**
- 47A Police Engine Idle Feature **YES**
- Heavy Duty Floor Mats **YES**

Respectfully,



Mark David
Chief of Police

'Safety Is Our Business'

Macomb County Bid Price

(Bid #12-07, MY2017) in the
State of Michigan

2019 Utility Police Interceptor Major Standard Equipment

MECHANICAL

- Alternator – 220-Amp
- Axle Ratio – 3.65 (AWD)
- Battery – H.D. maintenance-free 78A/750-CCA
- Brakes – 4-Wheel Heavy-Duty Disc w/H.D. Front and Rear Calipers
- Column Shifter
- Drivetrain – All-Wheel-Drive
- Electric Power-Assist Steering (EPAS) – Heavy-Duty
- Engine – 3.7L V6 Ti-VCT
- Engine Hour Meter
- Engine Oil Cooler
- Fuel Tank – 18.6 gallons
- Suspension – independent front & rear
- Transmission – 6-speed automatic

EXTERIOR

- Antenna, Roof-mounted
- Cladding – Lower bodyside cladding (Black)
- Deflector Plate – Undercarriage deflector plate protect the underbody, powertrain and chassis components (Standard on EcoBoost® Only)
- Door Handles – Black (MIC)
- Exhaust True Dual
- Front-Door-Lock Cylinders (Front Driver / Passenger / Liftgate – Lock cylinder repositioned into decklid appliqué trim)
- Glass – 2nd Row, Rear Quarter and Liftgate Privacy Glass
- Grille – Black
- Headlamps – LED Low Beam; Incandescent (Halogen) High Beam
- Liftgate – Manual 1-Piece – Fixed Glass w/Door-Lock Cylinder
- Mirrors – Black Caps (MIC), Power Electric Remote, Manual Folding with Integrated Spotter (integrated blind spot mirrors not included when equipped with BLIS®)
- Spare – Full size 18" Tire w/TPMS
- Spoiler – Painted Black
- Tailgate Handle – Painted Black
- Tail lamps – LED
- Tires – 245/55R18 A/S BSW
- Wheel-Lip Molding – Black (MIC)
- Wheels – 18" x 8.0 painted black steel with wheel hub cover
- Windshield – Acoustic Laminated

INTERIOR/COMFORT

- Cargo Hooks
- Climate Control – Single-Zone Manual
- Door-Locks
 - Power
 - Rear-Door Handles and Locks Operable
- Floor – Flooring – Heavy-Duty Thermoplastic Elastomer
- Glove Box – Locking/non-illuminated
- Grab Handles – (1 – Front-passenger side, 2-Rear)
- Liftgate Release Switch located in overhead console (45 second timeout feature)
- Lighting
 - Overhead Console with sunglass holder
 - 1st row task lights (driver and passenger)
 - Dome Lamp – 1st row (red/white)
 - 2nd /3rd row overhead map light

INTERIOR/COMFORT (continued)

- Mirror – Day/night Rear View
- Particulate Air Filter
- Power-Adjustable Pedals (Driver Dead Pedal)
- Powerpoints – (2) First Row
- Rear-window Defrost
- Scuff Plates – Front & Rear
- Seats — 1st Row Police Grade Cloth Trim, Dual Front Buckets
 - 1st Row – Driver 6-way Power track (fore/aft. Up/down, tilt with manual recline, 2-way manual lumbar)
 - 1st Row – Passenger 2-way manual track (fore/aft. with manual recline)
 - Built-in steel intrusion plates in both driver/passenger seatbacks
 - 2nd Row Vinyl, 60/40 Split Bench Seat (manual fold-flat, no tumble) – fixed seat track
- Speed (Cruise) Control
- Speedometer – Calibrated (includes digital readout)
- Steering Wheel – Manual / Tilt, Urethane wheel finish w/Silver Painted Bezels) with Speed Controls and Redundant Audio Controls
- Sun visors, color-keyed, non-illuminated
- Universal Top Tray – Center of I/P for mounting aftermarket equipment
- Windows, Power, 1-touch Up /Down Front Driver/Passenger-Side with disable feature

SAFETY/SECURITY

- AdvanceTrac® w/RSC® (Roll Stability Control™) w/Hydraulic Brake Assist
- Airbags, 2nd generation driver & front-passenger, side seat, Roll Curtain Airbags and Safety Canopy®
- Anti-Lock Brakes (ABS) with Traction Control
- Belt-Minder® (Front Driver / Passenger)
- Child-Safety Locks (capped)
- Individual Tire Pressure Monitoring System (TPMS)
- LATCH (Lower Anchors and Tethers for Children) system on rear outboard seat locations
- Seat Belts, Pretensioner/Energy-Management System w/adjustable height in 1st Row
- SOS Post-Crash Alert System™

FUNCTIONAL

- Audio
 - AM/FM / CD / MP3 Capable / Clock / 6 speakers
 - 4.2" Color LCD Screen Center-Stack "Smart Display"
 - 5-way Steering Wheel Switches, Redundant Controls
- Note: Radio does "not" include USB Port or Aux. Audio Input Jack Note: USB Port and Aux. Audio Input Jack requires SYNC® (53M)
- Easy Fuel® Capless Fuel-Filler
- Front door tether straps (driver/passenger)
- Power pigtail harness
- Rearview Camera with Washer viewable in 4" centerstack
 - OR – Rear View Camera viewable in rear view mirror 87R (No charge option)
- Recovery Hook, Rear Only
- Simple Fleet Key (4 keys, w/o microchip, easy to replace)
- Two-way radio pre-wire
- Windows – Rear Defroster
- Wipers – Front Speed-Sensitive Intermittent; Rear Dual Speed Wiper

Police Interceptor Utility Base Prices

[x]	Utility All Wheel Drive (3.7L V6 FFV, 305 HP, 131 MPH) K8A/500A	\$26,652.00
[]	Utility All Wheel Drive (3.5L V6 GTDI EcoBoost, 365 HP, 148 MPH, 99T/44C) K8A/500A	\$29,770.00

Payment Terms: Net 10 days

VEHICLE BRAND AND MODEL: Ford Utility Police Interceptor

BID PRICE EXPIRES: TBD.

Subject to change without notice by Ford Motor Company

<u>VEHICLE COLOR: Order Code</u>	<u>Interior Trim Color</u>	
	<u>Charcoal Black (9W)</u>	
Arizona Beige Clearcoat Metallic	[E3]	[]
Medium Brown Metallic	[BU]	[]
Dark Toreador Red Clearcoat Metallic	[JL]	[]
Dark Blue	[LK]	[]
Norsea Blue Clearcoat Metallic	[KR]	[]
Royal Blue	[LM]	[]
Light Blue Metallic	[LN]	[]
Vermillion Red	[E4]	[]
Smokestone Clearcoat Metallic	[HG]	[]
Silver Grey Metallic	[TN]	[]
Ingot Silver Clearcoat Metallic	[UX]	[]
Agate Black	[UMG1]	[x]
Oxford White Clearcoat	[YZ]	[]
Kodiak Brown Metallic	[J1]	[]
Blue Metallic	[FT]	[]
Sterling Grey Metallic	[UJ]	[]
Medium Titanium Clearcoat Metallic	[YG]	[]
Ultra Blue (Extra Cost Paint \$870)	[21U17]	[]
Fire Engine Bright Red (Extra Cost Paint \$1050)	[12R13]	[]

INTERCEPTOR OPTIONAL FEATURES:

Flooring/Seats

	<u>Code</u>	<u>\$Cost</u>
[] 1st and 2nd row carpet floor covering	16C	125.00
[] 2nd Row Cloth Seats	FW/ 88F	60.00
[] Power passenger seat (6-way) w/manual recline and lumbar	87P	325.00
[] Rear Console Plate (Not available with Interior Upgrade Pkg – 65U)	85R	35.00
[] Interior Upgrade Package	65U	390.00
• 1st and 2nd Row Carpet Floor Covering		
• Cloth Seats - Rear		
• Center Floor Console less shifter w/unique Police console finish plate – Includes Console Top Plate – Finish 3 (incl. 2 cup holders)		
• Floor Mats, front and rear (Carpeted)		
Note: Not available with (67G), (67H) & (67U)		

Lamps/Lighting

[x] Dark Car Feature – Courtesy lamp disable when any door is opened	43D	20.00
[] Auto Headlamps	86L	115.00
[] Daytime Running Lamps	942	45.00
[] Side Marker Lights in Skull Caps	63B	290.00
[] Rear Quarter Glass Side Marker Lights	63L	575.00
[] Front Warning Auxiliary Light (Driver side – Red / Passenger side – Blue)	21L/60A	600.00
[] Forward Indicator Pocket Warning Light – Warn, Park, Turn (Driver side Red/ Passenger side – Blue)	21W/60A	690.00
[] Front Interior Windshield Warning Lights (Red/Blue with take down)	96W/85R	1150.00
[] Rear Spoiler Traffic Warning Light (Not Avail. w/Interior Upgrade Pkg (65U))	96T/85R	1435.00
[] Dome Lamp – Red/White in Cargo Area	17T	50.00
[] Pre-wiring for grille lamp, siren, and speaker	60A	50.00
[] Spot Lamp – Driver Only (Incandescent Bulbs)	51Y	215.00
[] Spot Lamp – Driver Only (LED Bulbs) (Unity)	51R	395.00
[] Spot Lamp – Driver Only (LED Bulbs) (Whelen)	51T	420.00
[] Spot Lamp – Dual (driver and passenger) (Incandescent Bulbs)	51Z	350.00
[x] Spot Lamp – Dual (driver and passenger) (LED Bulbs) (Unity)	51S	620.00
[] Spot Lamp – Dual (driver and passenger) (LED Bulbs) (Whelen)	51V	665.00

Body

[] Glass – Solar Tint 2nd and 3rd Row (Deletes Privacy Glass)	92G	120.00
[] Glass – Solar Tint 2nd Row (Privacy Glass on Rear Quarter and Liftgate Window)	92R	85.00
[] Roof Rack Side Rails – Black	68Z	155.00
[] Deflector Plate	76D	335.00

Wheels

[] Wheel Covers (18" Full Face Wheel Cover)	65L	60.00
[] 18" Painted Aluminum Wheel	64E	475.00

Misc

[] Engine Block Heater	41H	90.00
[] License Plate Bracket – Front	153	N/C
[] Badge Delete (Police Interceptor Badge Only)	16D	N/C
[] 100 Watt Siren/Speaker (includes bracket and pigtail)	18X	300.00
[] Aux Air Conditioning	17A	610.00
[X] Noise Suppression Bonds (Ground Straps)	60R	100.00
[] My Speed Fleet Management	43S	60.00
[] Scuff Guards	55D	90.00
[x] Heavy Duty Rubber Floor Mats	AUT	65.00

Audio/Video

[] Rear View Camera (Includes Electrochromic Rear View Mirror – Video is displayed in rear view mirror)	87R	N/C
Note: This option would replace the camera that comes standard in the 4" center stack area.		
[] SYNC® Basic (Voice Activated Communication System)	53M	295.00
[] Remappable (4) switches on steering wheel	61R/61S	155.00

Doors/Windows

[X] Global Lock / Unlock feature (Door-panel switches will lock/unlock all doors and rear liftgate. Eliminates the overhead console liftgate unlock switch) ***** OLD STYLE REAR HATCH LOCK / UNLOCK *****	18D	N/C
[] Hidden Door Lock Plunger	52H	140.00
[] Hidden Door Lock Plunger and Rear Door Handle Inoperable	52P	160.00
[X] Rear Door Handles Inoperable/Locks Operable	68L	35.00
[] Rear Door Handles Inoperable/Locks Inoperable	68G	35.00
[x] Windows-Rear window power delete, operable from front driver side switches	18W	25.00
[x] Lock system; Single Key/All Vehicles Keyed Alike	59B	50.00
Keyed Alike 1284x= 59B Keyed Alike 1294x= 59C Keyed Alike 0135x= 59D		
Keyed Alike 1435x= 59E Keyed Alike 0576x= 59F Keyed Alike 0151x= 59G		
Keyed Alike 1111x= 59J		

Safety & Security

[] Ballistic Door Panels – Driver Front Door Only (Level 3)	90D	1585.00
[] Ballistic Door Panels – Driver & Pass Front Doors (Level 3)	90E	3170.00
[] Ballistic Door Panels – Driver Front Door Only (Level 4+)	90F	2415.00
[] Ballistic Door Panels – Driver & Pass Front Doors (Level 4+)	90G	4830.00
[] BLIS® – Blind Spot Monitoring with Cross Traffic Alert	55B/54Z	545.00
[] Mirrors– Heated, Non BLIS	549	60.00
[] Lockable Gas Cap for Easy Fuel Capless Fuel-Filler	19L	20.00
[] Perimeter Anti-Theft Alarm – Activated by Hood, Door, or Decklid	593/595	380.00
[] Remote Keyless Entry w/4 Key Fobs (w/o Keypad)	55F	340.00
[X] Police Engine Idle Feature	47A	260.00
[] Extra Key \$6.00x__=	Parts	6.00 ea
[] Remote Starter (Must Order Keyless Entry 595)	Parts	550.00
[] Reverse Sensing	76R	275.00
[] Trailer Hitch and Wiring	OHP	395.00
[] Gun Vault (Not Available with (17A) Aux Air Conditioning)	63V	245.00
[X] Front Headlamp/Police Interceptor Housing Only	86P	125.00
– Pre-drilled hole for side marker police use, does not include LED installed lights (eliminates need to drill housing assemblies)		
– Pre-molded side warning LED holes with standard twist lock sealed capability (does not include LED installed lights)		
Note: Not available with options: 66A and 67H		

[]	Front Headlamp Lighting Solution – Includes base LED Low beam/Incandescent (Halogen) High beam headlamp with High Beam Wig-wag function and two (2) white rectangular LED side warning lights – Includes pre-wire for grille LED lights, siren and speaker (60A) – Wiring, LED lights included. Controller "not" included Note: Not available with option: 67H	66A	850.00
[]	Police Wire Harness Connector Kit – Front • For connectivity to Ford PI Package solutions includes: • (2) Male 4-pin connectors for siren & (5) Female 4-pin connectors for lighting/siren/speaker • (1) 4-pin IP connector for speakers • (1) 4-pin IP connector for siren controller connectivity • (1) 8-pin sealed connector & (1) 14-pin IP connector Note: See Upfitters guide for further detail www.fordpoliceinterceptorupfit.com	47C	105.00
[X]	Tail lamp/Police Interceptor Housing Only – Pre-existing holes with standard twist lock sealed capability (does not include LED installed lights) (eliminates need to drill housing assemblies) Note: Not available with options: 66B and 67H	86T	60.00
[]	Tail Lamp Lighting Solution – Includes base LED lights plus two (2) rear integrated hemispheric lighthouse white LED side warning lights in taillamps – LED lights only. Wiring, controller "not" included Note: Not available with option: 67H	66B	425.00
[]	Police Wire Harness Connector Kit – Rear • For connectivity to Ford PI Package solutions includes: • (1) 2-pin connector for rear lighting and (1) 2-pin connector • (6) Female 4-pin connectors and (6) Male 4 pin connectors • (1) 10-pin connector Note: See Upfitters guide for further detail www.fordpoliceinterceptorupfit.com	21P	130.00
[]	Rear Lighting Solution – Includes two (2) backlit flashing linear high-intensity LED lights (driver's side red / Passenger side blue) mounted to inside liftgate glass – Includes two (2) backlit flashing linear high-intensity LED lights (driver's side red / Passenger side blue) installed on inside lip of liftgate (lights activate when liftgate is open) – LED lights only. Wiring, controller "not" included Note: Not available with option: 67H	66C	455.00
[]	Ultimate Wiring Package – Rear console mounting plate (85R) – contours through 2nd row; channel for wiring – Pre-wiring for grille LED lights, siren and speaker (60A) – Wiring harness I/P to rear (overlay) ○ Two (2) light cables – supports up to six (6) LED lights (engine compartment/grille) ○ Two (2) 50-amp battery and ground circuits in RH rear-quarter ○ One (1) 10-amp siren/speaker circuit engine cargo area – Rear hatch/cargo area wiring – supports up to six (6) rear LED lights ○ Recommend Police Wire Harness Connector Kits 47C and 21P Note: Not available with options: 65U, 67G, 67H	67U	550.00
[]	Police Interceptor 24 – Cargo Wiring Upfit Package – Rear console plate (85R) – contours through 2nd row; channel for wiring – Wiring overlay harness with lighting and siren interface connections – Vehicle Engine Harness: ○ Two (2) light connectors – supports up to six (6) LED lights (engine compartment) ○ Two (2) grille light connectors ○ Two (2) 50 amp battery ground circuits in right hand rear-quarter power distribution junction block ○ One (1) 10-amp siren/speaker circuit (engine to cargo area) – Whelen Lighting PCC8R Control Head – Whelen PCC8R Light Relay Center (mounted behind 2nd row seat) – Light Controller / Relay Center Wiring (jumper harness) – Whelen Specific Cable (console to cargo area) Connects PCC8R to Control Head – Pre-wiring for grille LED lights, siren and speaker (60A) – Does "not" include LED lights ○ Recommend Police Wire Harness Connector Kits 47C and 21P Note: Not available with options: 65U, 67H and 67U	67G	1340.00

<p>[] Ready for the Road Package All-in Complete Package Includes Police Interceptor Packages 66A, 66B, 66C plus: – Whelen Cencom Light Controller Head with dimmable backlight – Whelen Cencom Relay Center / Siren / Amp w/Traffic Advisor (mounted behind 2nd row seat) – Light Controller / Relay Cencom Wiring (wiring harness) w/additional input/output pigtails – High current pigtail – Whelen Specific WECAN Cable (console to cargo area) connects Cencom to Control Head – Pre-wiring for grille LED lights, siren and speaker (60A) – Rear console plate (85R) – contours through 2nd row; channel for wiring – Grille linear LED Lights (Red / Blue) – 100-Watt Siren / Speaker – Hidden Door-Lock Plunger / Rear-Door Handles Inoperable (52P) – Wiring Harness: Two (2) 50 amp battery and ground circuits in RH rear-quarter Note: Not available with options: 66A; 66B; 66C; 67G, 67U</p>	<p>67H 3415.00</p>
--	-------------------------

VINYL WRAP OPTIONS

<p>[] Two-Tone Vinyl Package #1 • Roof Vin • RH/LH Front Doors Vinyl • RH/LH Rear Doors Vinyl</p>	<p>91A 840.00</p>
<p>[] Two-Tone Vinyl Package #3 • Roof Vinyl • RH/LH Front Doors Only Vinyl</p>	<p>91C 700.00</p>
<p>[] Two-Tone Vinyl Package #8 • Roof Vinyl (Vinyl Wrap in Police White (YZ) Only)</p>	<p>91H 490.00</p>
<p>[] Two-Tone Vinyl Package #9 • RH/LH Front Doors Only Vinyl (Vinyl Wrap in Police White (YZ) Only)</p>	<p>91J 305.00</p>
<p>[] Vinyl Word Wrap – "POLICE" located on LH/RH sides of vehicle ("White" lettering)</p>	<p>91D 795.00</p>
<p>[] Reflective Vinyl Word Wrap – "POLICE" located on LH/RH sides of vehicle ("Black" lettering)</p>	<p>91E 795.00</p>
<p>[] Reflective Vinyl Word Wrap – "POLICE" located on LH/RH sides of vehicle ("White" lettering)</p>	<p>91F 795.00</p>
<p>[] Vinyl Word Wrap – "SHERIFF" located on LH/RH sides of vehicle ("White" lettering)</p>	<p>91G 795.00</p>

Extended Warranty Options for Police Interceptor Utility

Extended Warranty Option's (\$100.00 Deductible) 100,000 Mile Coverage

[] 5-Year Premium Care Warranty (500 Plus Components Coverage)	2150.00
[] 4-Year Premium Care Warranty (500 Plus Components Coverage)	2110.00
[] 3-Year Premium Care Warranty (500 Plus Components Coverage)	2080.00
[] 5-Year Extra Care Warranty (113 Essential Components Coverage)	1955.00
[] 4-Year Extra Care Warranty (113 Essential Components Coverage)	1925.00
[] 3-Year Extra Care Warranty (113 Essential Components Coverage)	1905.00
[] 5-Year Base Care Warranty (84 Major Components Coverage)	1860.00
[] 4-Year Base Care Warranty (84 Major Components Coverage)	1840.00
[] 3-Year Base Care Warranty (84 Major Components Coverage)	1820.00

Total Price \$28,012.00 ea

ZUBEK MOTORS



DODGE



Jeep



CHRYSLER

9-13-18

Police 2019 Ford Explorer AWD
Interceptor.

Bid to Spec - 29600.⁵⁰ - total

[Handwritten Signature]
S. My.

492 M-55, Tawas City, MI 48763
5681 N. F-41, Oscoda, MI 48750
511 N. State, Oscoda, MI 48750

(989) 362-3791
(989) 739-8277
(989) 739-3261

Fax (989) 362-8542
Fax (989) 739-8248
Fax (989) 739-7713

OSCODA TOWNSHIP POLICE DEPARTMENT

Mark David, Chief of Police

110 South State St.

Phone: (989) 739-9112

Oscoda, Michigan 48750

Fax: (989) 739-1891

September 11, 2018

INVITATION TO BID 2019 FORD EXPLORER AWD PATROL VEHICLE

The Oscoda Township Police Department is seeking *sealed bid* requests to supply (1) one 2019 Ford Explorer Interceptor, AWD Patrol Vehicle. (See attached minimum specifications).

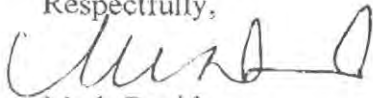
All bids must be in sealed envelopes clearly marked "**Sealed Bid Patrol Vehicle**". The Charter Township of Oscoda reserves the right to accept or reject any and all bids or any part thereof, to waive any and all irregularities and to award the purchase which is in the best interest of the Charter Township of Oscoda. Bidders are hereby notified that the Charter Township of Oscoda's Purchasing Policy provides for granting of local preference in purchasing of five percent (5%) or seven hundred fifty dollars (\$750), whichever is less.

Proposals are to remain firm for thirty (30) days.

This invitation to bid is for immediate purchase.

Sealed proposals will be received by the Charter Township of Oscoda, addressed to: John Nordeen, Oscoda Township Clerk, 110 South State Street, Oscoda, Michigan, 48750 until 12:00 PM on Friday, September 21st 2018.

Respectfully,



Mark David
Chief of Police

'Safety Is Our Business'

VIRTC1DP



CNGP530

VEHICLE ORDER CONFIRMATION

09/13/18 11:17:11

==>

Dealer: F48605

2019 EXPLORER 4-DOOR

Page: 1 of 1

Order No: 0914 Priority: L4 Ord FIN: QN480 Order Type: 5B Price Level: 915

Ord Code: 500A Cust/Flt Name: OSCODA TWP PO Number: QN480

		RETAIL	DLR INV			RETAIL	DLR INV
K8A	4DR AWD POLICE	\$33275	\$32110.00	68L	RR DR HND INOP	\$35	\$33.00
	.112,6" WB			86P	FRT LMP HOUSING	125	119.00
UM	AGATE BLACK			86T	RR TAILLAMP HSG	60	58.00
9	CLTH BKTS/VNL R			942	DAYTIME RUN LMP	45	42.00
W	EBONY BLACK				FLEX-FUEL		
500A	EQUIP GRP				SP FLT ACCT CR		(952.00)
	.PREMIUM AM/FM				FUEL CHARGE		5.68
99R	.3.7L V6 TIVCT	NC	NC		DEST AND DELIV	995	995.00
44C	.6-SPD AUTO TRAN	NC	NC	TOTAL	BASE AND OPTIONS	35610	33434.68
18W	RR WINDOW DEL	25	24.00	TOTAL		35610	33434.68
43L	SILENT MODE	20	19.00	*THIS IS NOT AN INVOICE*			
47A	ENGINE IDLE	260	248.00				
51S	DUAL LED LAMPS	620	589.00				
59B	KEY CODE 1284X	50	49.00				
60R	NOISE SUPPRESS	100	95.00				

F1=Help F2=Return to Order F3/F12=Veh Ord Menu

F4=Submit F5=Add to Library

S099 - PRESS F4 TO SUBMIT

QC02767

+ Heavy Duty Mats

V1DP0129

2/8

Tammy Kline

From: Dave Schaeffer
Sent: Friday, September 21, 2018 2:03 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: Tammy Kline (admin@oscodatownshipmi.gov); Mark David
Subject: Police Cruiser RFP Results
Attachments: Police Cruiser RFP Results.pdf

Good Afternoon Township Board,

I would like to add the results of the Police Cruiser RFP Results to the Township Board Meeting next Monday 9/24/18.

We are at crunch time for the Police Department to be in possession of the new vehicle by the end of 2018.

This is important because we want to use the currently budgeted \$29,000 in Line 101-207-981.000 by 12/31/2018 and not carry this expenditure into 2019.

With that said, please find the packet from the bid opening today 9/21/18 at noon attached to this message.

Zubek Ford \$29,600.00

Signature Ford \$28,012.00

Please let me know what questions you have.

Thanks,

Dave Schaeffer
Township Superintendent
Charter Township of Oscoda

Dave Schaeffer

From: Dave Schaeffer
Sent: Thursday, September 20, 2018 6:07 PM
To: 'Aaron Weed (oscoda@lweed.com)'; 'Martin Gayeski '; 'McGuire, Jaimie (treasurer@OscodaTownshipMI.gov)'; 'Nordeen, John (clerk@OscodaTownshipMI.gov)'; 'Timothy Cummings (tcummings@oscodatwp.com)'; 'William Palmer (wpalmer@oscodatownshipmi.gov)'
Cc: Tammy Kline (admin@oscodatownshipmi.gov)
Subject: Update on Contracted Facilitation Services
Attachments: Oscoda Strategic Planning Proposal.pdf; FW: Proposal for Oscoda Township's Master Plan

Good Afternoon Township Board,

I wanted to provide you with a progress update on the Contracted Facilitation Services. I have two proposals and I'm hopeful to get a third proposal tomorrow afternoon or early next week.

The attached PDF was prepared by Joe Borgstrom with Place & Main Advisors, LLC. There is a \$5,000 option and a \$10,000 option detailed in the proposal.

The attached email is from Jim Gurnee – recently retired from Dow Chemical. There is a \$2,000 fixed cost for two ½ day sessions of facilitation; \$250/hour as needed after that.

The third proposal will be obtained from Joh Iacoangeli with Beckett & Raider, Inc. John was the instructor last week for the MAPS Training associated with Form-Based Code.

There will be much more information to come, but I wanted to keep you posed on what I have so far.

Thanks,

Dave Schaeffer
Township Superintendent
Charter Township of Oscoda

Strategic Planning Services

PROPOSAL

Oscoda Charter Township

September 17, 2018



Prepared by:
Joe Borgstrom, Principal
Email: joe@placeandmain.com
Phone: (517) 614-2733



September 17, 2017

Mr. Dave Schaeffer
Township Superintendent
Charter Township of Oscoda
110 State St.
Oscoda Township MI 48750

Dear Mr. Schaeffer:

On behalf of Place & Main Advisors, LLC, I am pleased to present you with the following proposal for Strategic Planning Services for Oscoda Charter Township.

We are excited about the prospect of working with you and your board to establish a vision and goals for the future of the Oscoda area.

The enclosed proposal details my background, two possible scopes of work, and a fixed, all-inclusive price proposal. We understand the desire to have the public participation portion of the strategic planning done prior to November 9, 2018, and can commit to making that deadline work.

Please review and do not hesitate to contact me if you have any questions.

Sincerely,

Joe Borgstrom, Principal
Place & Main Advisors, LLC
(517) 614-2733

Proposal

I.	Lead Facilitator Bio	4
II.	Our Clients	6
III.	Scope of Work & Pricing	11

Lead Facilitator Bio

Joe Borgstrom, Principal



joe@placeandmain.com
(517) 614-2733



Joe Borgstrom is an accomplished professional in the fields of Downtown Redevelopment, Community and Economic Development, Main Street and Placemaking. His 20 year career includes executive management, project financial structuring and evaluation, fund development, foreign direct investment recruitment, program management, public speaking and consulting. He and his teams have used state and local incentives to leverage more than \$2.2 billion in private investment into communities.

Borgstrom is a principal in the consulting firm, Place & Main Advisors, LLC, which he co-founded with his wife, Kirsten Borgstrom. Place & Main Advisors specializes in downtown and traditional commercial district revitalization using Placemaking techniques and Main Street strategies. Their firm offers services to developers, statewide associations, Main Street Coordinating programs, and local downtowns and commercial districts. Their services include training and equipping developers, downtowns and commercial districts with the knowledge, skills and strategies they need to be successful.

He is also currently the instructor for the Redevelopment Ready Communities (RRC) Best Practice 6.1 (Economic Development Strategies) and 6.2 (Marketing and Branding). Joe has been a featured keynote speaker at statewide downtown conferences in Wisconsin, Tennessee, North Carolina, Delaware, Alabama, Arkansas and was a featured speaker at the White House Placemaking Summit.

Joe was formerly the Director of Downtown & Community Services at MSHDA, which included the national award winning Michigan Main Street program. He was a founding member of the Community Assistance Team (CA Team) and served as its director at MSHDA and at the MEDC. He rounds out his resume with previous positions that include being President and CEO of the Shiawassee Regional Chamber of Commerce and Director of the Shiawassee Economic Development Partnership.

Our Clients

City of Monroe Downtown Development Authority

STRATEGIC PLAN 2017-2022

Prepared by
Joe Borgstrom, Principal
Place & Main Advisors, LLC
www.placeandmain.com



Strategic Planning Monroe DDA, Michigan

Place & Main Advisors led a strategic planning process with the City of Monroe's Downtown Development Authority. The process engaged board members and the public to develop mission and vision statements, goals, and short, mid and long term objectives for the downtown.

Organizational Statements

MISSION STATEMENT:

The Monroe Downtown Development Authority (DDA) exists to serve as the lead organization in the preservation and enhancement of downtown Monroe. Its mission is to provide direction and resources to businesses, property owners and residents in the downtown district. It works for the advancement of downtown through promotion of its businesses and events; the facilitation of redevelopment opportunities; and to increase Monroe's unique sense of place and community. Its goal is to be a dynamic and innovative organization that works with volunteers, other organizations and the City of Monroe for the betterment of downtown.



DDA & Regional Goals

DDA GOALS:

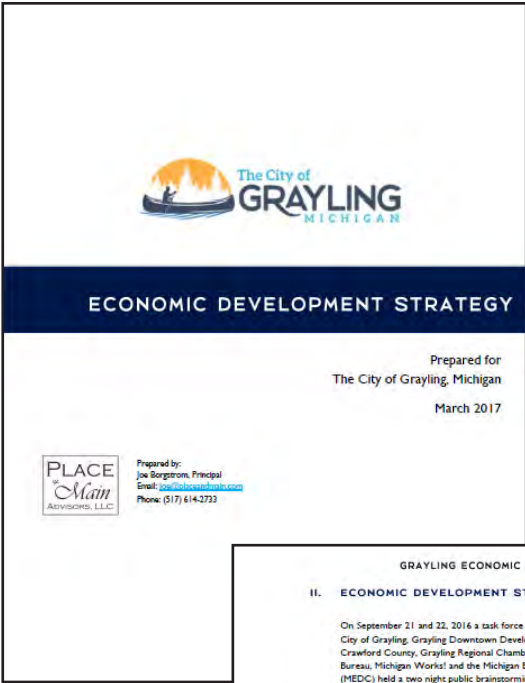
- 1) Inform and educate building owners and public of the actions and accomplishments of the DDA and businesses
- 2) Support downtown businesses and property owners
- 3) Preserve and enhance downtown by facilitating redevelopment
- 4) Market the downtown to encourage people to frequent local businesses and events
- 5) Serve as a leader of the organizations that connect to downtown and link to other community resources
- 6) Establish an environment that promotes residential growth downtown

REGIONAL PROSPERITY GOALS:

The counties of Monroe, Hillsdale, Jackson, Lenawee, Livingston, and Washtenaw make up Prosperity Region 9. This group of counties have identified two primary goals for the region.

- 1) Growing and attracting talent to meet industry needs
- 2) Advancing a High-quality and Diverse Regional Transportation System

Our Clients



Economic Development Strategy Grayling, Michigan

Place & Main Advisors engaged the local Project Rising Tide Committee made up from several local organizations. Their strategy is multi-pronged, addressing the need for downtown revitalization, residential development in the city, and meeting local challenges for economic development going forward.

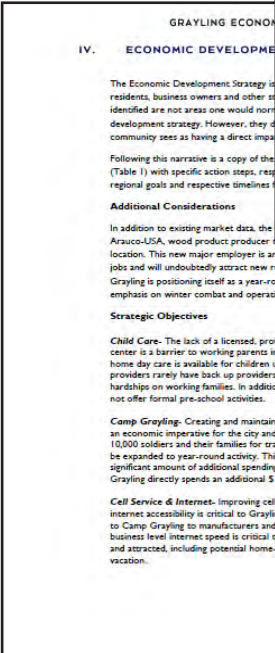
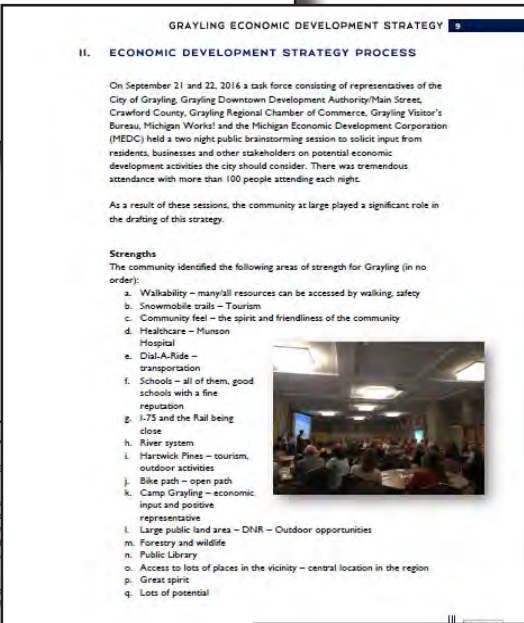


Table 2. GRAYLING ECONOMIC DEVELOPMENT STRATEGY

INITIATIVE	LEAD AGENCY	FUNDING SOURCE	STATUS	PHASE	TIMELINE			
					START DATE	END DATE	START DATE	END DATE
Child Care	City of Grayling	Local	In Progress	Phase 1	2017	2018	2019	2020
Cell Service & Internet	City of Grayling	Local	In Progress	Phase 1	2017	2018	2019	2020
...

Our Clients



Economic Development Strategy

Prepared for
Village of Newberry, Michigan
April 2017



Prepared by:
Joe Boughton, Principal
Email: joe@placeandmain.com
Phone: (517) 614-2755

Economic Development Strategy Newberry, Michigan

Place & Main Advisors worked with the community's Project Rising Tide committee, encompassing several community leaders and organizations to develop their strategy. Their strategy is multi-pronged, addressing the need for additional marketing for the community for tourism, industrial development in the city-owned industrial park, and to leverage the areas recreational assets.

Newberry Economic Development Strategy 16

Newberry Industrial Park become a Certified Business Park through MEDA- The Village's industrial park should pursue certification with the Michigan Economic Developer's Association's (MEDA) Certified Industrial Park program. Should the park in its existing state not be eligible, the village should make whatever changes necessary in its restrictive covenants within its industrial park to meet these standards. The Certified Industrial Park designation will provide credentials for the type of industrial park that is not readily available in the upper peninsula and could give the village a competitive advantage over other industrial parcels in the eastern UP.

Diversify and Support Locally-Owned Businesses- As important as tourism is to the local economy, supporting locally-owned businesses is as equal in importance. Numerous studies have shown that for every \$100 spent in a community, \$25 more stays in the local economy when the exact same item is purchased from a locally-owned business rather than a chain. Additionally, locally-owned businesses add uniqueness and character to a community, especially those relying on tourism. A retail leakage report is included in this strategy as Appendix A to be shared first with local businesses to see if there is any potential they can either expand their existing operations or meet the specific need locally, before recruiting other businesses from elsewhere.

Packaging of Community-Owned Assets for Recreation-Based Tourism Attraction- The publicly-owned assets of the community (parks, trails, etc.) should be packaged into a map and marketing materials to promote the area for recreation-based tourism.

Real Estate Redevelopment Opportunities- A review of the community shows the need to prioritize the redevelopment of four sites. The following sites should be prioritized in the following order, with specific priority given to the first five sites.



Parcels Adjacent on John Street, East of M-123-These three parcels could combine and provide enough land to create a mixed-use building with commercial on the first floor and residential above.

III. Local & Regional Economic Development Goals

For an economic development strategy to follow best practices put forth by the Redevelopment Ready Communities program, the individual objectives must tie back to one or more of the local goals and goals identified in the regional context. Each of the goals put forth in this strategy meets this criterion.

Local Economic Goals

The Village of Newberry has set forth the following goals for its local economic development efforts:

- 1) Retain and Attract Youth to the Community
- 2) Connect Youth to Employment Opportunities
- 3) Support and Attract Small Businesses downtown
- 4) Increase Picnicking and Recreation-based Opportunities
- 5) Better Market the Newberry Area to Potential Tourists
- 6) Increase Economic Opportunity for Residents and Businesses

Regional Economic Goals

Prosperity Region 1, which encompasses the entire Upper Peninsula and the Village of Newberry has identified the following goals for the region's economic development goals:

- 1) Education Goal: Region-wide access to educational opportunities that support learning, career preparedness, and self-efficacy.
- 2) Economic and Workforce Development Goal: A business environment where one can create, grow, or relocate a business knowing one will be able to access the labor, infrastructure and amenities necessary to thrive sustainably and profitably.
- 3) Health Care Goal: A health care system focused on the community with

Newberry Economic Development Strategy 17



Two Parcels on SW Corner of M-123 and Avenue C- This Vacant parcel is across from Hapa Auto Parts and across from a school. Would be ideal location for commercial or mixed-use.




Parcels on M-123 across from Avenue D- This Vacant parcel is south of Hapa Auto Parts. It could be ideal location for commercial or mixed-use.



Newberry Economic Development Strategy 18										
PROJECT RISING TIDE	OBJECTIVE	LOCAL GOALS	REGIONAL GOALS	STATUS	OWNER	SECONDARY	PROPOSED		ACTUAL	
							START DATE	END DATE	START DATE	END DATE
1. Fully utilize vacant lots adjacent to Main Street area.	1.1	2.5.0	2	Not Started	Kristen Christensen, Newberry Chamber	Jim Galloway, Newberry Area Tourism Association	01/2017			
1.A. Establish sidewalk and landscaping adjacent to existing businesses with improved aesthetics.	1.A.1	2.5.0	4	Not Started	Kristen Christensen, Newberry Chamber	Jim Galloway, Newberry Area Tourism Association	01/2017			
1.B. Create outdoor public seating for types of businesses that can be situated near street.	1.B.1	2.5.0	4	Not Started	Kristen Christensen, Newberry Chamber	Jim Galloway, Newberry Area Tourism Association	01/2017			
1.C. Develop local media outlet for local businesses.	1.C.1	2.5.0	4	Not Started	Kristen Christensen, Newberry Chamber	Jim Galloway, Newberry Area Tourism Association	01/2017			
1.D. Encourage businesses and owners to participate in public events.	1.D.1	2.5.0	4	Not Started	Kristen Christensen, Newberry Chamber	Jim Galloway, Newberry Area Tourism Association	01/2017			
2. Provide improved transit links to local business areas.	2.1	3.3.4.8	2	Not Started	Jennifer James-Messiah, Village of Newberry	Tammy Henry, Newberry EDC	10/2017			
2.A. Study feasibility for transit links with MEDA.	2.A.1	3.3.4.8	2	Not Started	Jennifer James-Messiah, Village of Newberry	Tammy Henry, Newberry EDC	10/2017			
2.B. Complete necessary permits to qualify for funding grant.	2.B.1	3.3.4.8	2	Not Started	Jennifer James-Messiah, Village of Newberry	Tammy Henry, Newberry EDC	10/2017			
2.C. Meet with transportation agency to identify funding grant opportunities.	2.C.1	3.3.4.8	2	Not Started	Jennifer James-Messiah, Village of Newberry	Tammy Henry, Newberry EDC	10/2017			
2.D. Identify potential transportation opportunities for local businesses.	2.D.1	3.3.4.8	2	Not Started	Jennifer James-Messiah, Village of Newberry	Tammy Henry, Newberry EDC	10/2017			
2.E. Develop transit connection and establish bus routes.	2.E.1	3.3.4.8	2	Not Started	Jennifer James-Messiah, Village of Newberry	Tammy Henry, Newberry EDC	10/2017			
2.F. Obtain commitment for financing from local business.	2.F.1	3.3.4.8	2	Not Started	Jennifer James-Messiah, Village of Newberry	Tammy Henry, Newberry EDC	10/2017			
3. Study for CEQR funds for funding grant.	3.1	3.3.4.8	2	Not Started	Jennifer James-Messiah, Village of Newberry	Tammy Henry, Newberry EDC	10/2017			
3.2. Identify grant.	3.2.1	3.3.4.8	2	Not Started	Jennifer James-Messiah, Village of Newberry	Tammy Henry, Newberry EDC	10/2017			
3.3. Close of grant.	3.3.1	3.3.4.8	2	Not Started	Jennifer James-Messiah, Village of Newberry	Tammy Henry, Newberry EDC	10/2017			
3.4. Complete review.	3.4.1	3.3.4.8	2	Not Started	Jennifer James-Messiah, Village of Newberry	Tammy Henry, Newberry EDC	10/2017			
3.5. Explore establishment of W-103 (State Road off of Upper M-123 (Bypass).	3.5.1	3.4.5.3	4	Not Started	Jim Galloway, Newberry Area Tourism Association	Kristen Christensen, Newberry Chamber	10/2017			
3.6. Meet with business area business representatives to discuss potential CVR or road connectivity issue.	3.6.1	3.4.5.3	4	Not Started	Jim Galloway, Newberry Area Tourism Association	Kristen Christensen, Newberry Chamber	10/2017			
3.7. Complete potential business plan that would be developed.	3.7.1	3.4.5.3	4	Not Started	Jim Galloway, Newberry Area Tourism Association	Kristen Christensen, Newberry Chamber	10/2017			
3.8. Meet individually with various owners to discuss CVR issue and grant money and timeline.	3.8.1	3.4.5.3	4	Not Started	Jim Galloway, Newberry Area Tourism Association	Kristen Christensen, Newberry Chamber	10/2017			

Our Clients



Economic Development Strategy

Prepared for
City of Charlotte, Michigan
July 2017

Prepared by:
Joe Borgstrom, Principal
Email: joe@placeandmain.com
Phone: (517) 614-2733

PLACE
of
Main
ADVISORS, LLC

Economic Development Strategy Charlotte, Michigan

Place & Main Advisors engaged board members from several local organizations to align and coordinate their efforts for the betterment of their community. Charlotte's strategy focuses on their recent inclusion into the Michigan Main Street program and overall downtown revitalization as well as redevelopment of a former manufacturing facility and development of more housing options.



Charlotte Economic Development Strategy 15

IV. Organizational Roles & Responsibilities

The City of Charlotte is fortunate to have several organizations with capacity to lead and/or assist with various economic development activities. Charlotte Rising recently led Charlotte's efforts to become a Select Level Community in the Michigan Main Street program, the Charlotte Area Networking for Development and Opportunity (CAN DO) has long served as a locally-based, action-oriented think tank, the Charlotte Chamber of Commerce, and the Charlotte Downtown Development Authority (DDA) as well as the City of Charlotte itself, presents an impressive group of private and public sector professionals who have committed time and resources to improving the Charlotte community. However, recently these entities have struggled with which organization should be doing which activities. After spending some time with each entity, the following areas of responsibilities have been determined as the best areas of focus for each entity:

Charlotte Rising (Charlotte Main Street program)
Goal: Make Downtown Charlotte Stronger
Activities: Real Estate Development, Downtown Business Promotion, Extended Hours Campaigns, Placemaking Activities, Upper Floor Housing, Downtown Clean-up, Events, Façade Improvements, Business Recruitment & Expansion, Promote Downtown Good News

Charlotte Chamber of Commerce
Goal: Make Charlotte Area Businesses Stronger
Activities: E-Commerce Training, Social Media Training, Advocacy & Leadership Development, Events (Business of the Year, EXPOs, etc.), Entrepreneurship Training, Connection to SBAM Resources, Ambassador Group, Small Business Saturday

Charlotte Area Networking for Development and Opportunity (CAN DO)
Goal: Promoting Greater Charlotte Community
Activities: Promote Positive News Stories about the Community, Act as "Instigator of Ideas," proposing and piloting innovative concepts and programs for the community.

Charlotte Downtown Development Authority (DDA)
Goal: Making Downtown Infrastructure Better
Activities: Wayfinding, Streetscape

These organizations' responsibilities are reflected in the Economic Development Strategy Page 20.



Charlotte Economic Development Strategy 20

PROJECT RISING TIDE Charlotte
Economic Development Strategy

PROJECT	LOCAL GOALS	REGIONAL GOALS	STATUS	OWNER	SECONDARY	TIMELINE				Notes/Partner
						START DATE	END DATE	START DATE	END DATE	
1. Enhance connectivity from an historic 8-story brick building (1000 Independence) to Charlotte Center	1	1	Not Started	Joe Pro, Charlotte Rising	St. Bernard, Catholic					St. Bernard, Catholic
14. Reconnect downtown Charlotte to the waterfront	1	1	Not Started	Joe Pro, Charlotte Rising	St. Bernard, Catholic					St. Bernard, Catholic
15. Provide feedback to housing residents	1	1	Not Started	Joe Pro, Charlotte Rising	St. Bernard, Catholic					St. Bernard, Catholic
17. Restore historic architecture	1	1	Not Started	Joe Pro, Charlotte Rising	St. Bernard, Catholic					St. Bernard, Catholic
18. Attract revenue and improve livability	1	1	Not Started	Joe Pro, Charlotte Rising	St. Bernard, Catholic					St. Bernard, Catholic
19. Plan Street Improvement	1	1	Not Started	Joe Pro, Charlotte Rising	St. Bernard, Catholic					St. Bernard, Catholic
20. Create a downtown walkability plan (Map 100) and	2	1	Not Started	Joe Pro, Charlotte Rising	St. Bernard, Catholic					St. Bernard, Catholic
28. Coordinate general sidewalk walkability improvement	2	1	Not Started	Joe Pro, Charlotte Rising	St. Bernard, Catholic					St. Bernard, Catholic
31. Use 100% walkability to plan walkability improvement	2	1	Not Started	Joe Pro, Charlotte Rising	St. Bernard, Catholic					St. Bernard, Catholic
32. Restore 100% walkability	2	1	Not Started	Joe Pro, Charlotte Rising	St. Bernard, Catholic					St. Bernard, Catholic
33. Create walkability improvement plan	2	1	Not Started	Joe Pro, Charlotte Rising	St. Bernard, Catholic					St. Bernard, Catholic
34. Plan walkability improvement plan	2	1	Not Started	Joe Pro, Charlotte Rising	St. Bernard, Catholic					St. Bernard, Catholic
35. Plan walkability improvement plan	2	1	Not Started	Joe Pro, Charlotte Rising	St. Bernard, Catholic					St. Bernard, Catholic
36. Plan walkability improvement plan	2	1	Not Started	Joe Pro, Charlotte Rising	St. Bernard, Catholic					St. Bernard, Catholic
37. Plan walkability improvement plan	2	1	Not Started	Joe Pro, Charlotte Rising	St. Bernard, Catholic					St. Bernard, Catholic
38. Plan walkability improvement plan	2	1	Not Started	Joe Pro, Charlotte Rising	St. Bernard, Catholic					St. Bernard, Catholic
39. Plan walkability improvement plan	2	1	Not Started	Joe Pro, Charlotte Rising	St. Bernard, Catholic					St. Bernard, Catholic
40. Plan walkability improvement plan	2	1	Not Started	Joe Pro, Charlotte Rising	St. Bernard, Catholic					St. Bernard, Catholic
41. Plan walkability improvement plan	2	1	Not Started	Joe Pro, Charlotte Rising	St. Bernard, Catholic					St. Bernard, Catholic
42. Plan walkability improvement plan	2	1	Not Started	Joe Pro, Charlotte Rising	St. Bernard, Catholic					St. Bernard, Catholic
43. Plan walkability improvement plan	2	1	Not Started	Joe Pro, Charlotte Rising	St. Bernard, Catholic					St. Bernard, Catholic
44. Plan walkability improvement plan	2	1	Not Started	Joe Pro, Charlotte Rising	St. Bernard, Catholic					St. Bernard, Catholic
45. Plan walkability improvement plan	2	1	Not Started	Joe Pro, Charlotte Rising	St. Bernard, Catholic					St. Bernard, Catholic
46. Plan walkability improvement plan	2	1	Not Started	Joe Pro, Charlotte Rising	St. Bernard, Catholic					St. Bernard, Catholic
47. Plan walkability improvement plan	2	1	Not Started	Joe Pro, Charlotte Rising	St. Bernard, Catholic					St. Bernard, Catholic
48. Plan walkability improvement plan	2	1	Not Started	Joe Pro, Charlotte Rising	St. Bernard, Catholic					St. Bernard, Catholic
49. Plan walkability improvement plan	2	1	Not Started	Joe Pro, Charlotte Rising	St. Bernard, Catholic					St. Bernard, Catholic
50. Plan walkability improvement plan	2	1	Not Started	Joe Pro, Charlotte Rising	St. Bernard, Catholic					St. Bernard, Catholic

Scope of Work & Pricing

Scope of Work & Pricing

The Scope of Work on this proposal centers around services related to Strategic Planning for Oscoda Charter Township.

Proposed Services

Strategic Planning Facilitation Services

Place & Main Advisors is pleased to present two options for strategic planning facilitation for Oscoda Charter Township. Based on previous conversations it seems like our partial strategic planning process may be what best fits but wanted you to be aware of our full strategic planning services as well.

Partial Strategic Planning (two, ½ days)- \$5,000

- Economic Development Strengths, Weaknesses, Opportunities, and Threats (SWOT) analysis with Board & Public
- Vision & Mission Statement Review and/or Development
- Goal Setting
- Final Written Document Memorializing All the Above, Provided in Electronic Format

Full Strategic Planning- \$10,000

- Economic Development SWOT with Board & Public
- Vision & Mission Statement Review and/or Development
- Goal Setting
- 4-6 Facilitated Focus Customer Groups of Community Stakeholders
- Electronic Survey of Community
- Final Written Document Memorializing All the Above, Provided in Electronic Format

Place and Main Advisors is aware of the need to conduct this strategic planning within a timely manner and to have public participation portions completed before November 9, 2018.

This proposal is valid for sixty days.

Tammy Kline

From: jimgurnee@gmail.com
Sent: Thursday, September 20, 2018 11:14 AM
To: Dave Schaeffer
Subject: FW: Proposal for Oscoda Township's Master Plan

Hi Dave, slight correction on cost below.

Jim

Cost

-\$250/hr for meeting facilitation (8 hrs/fixed cost). Includes all prework, analysis of documents, understands, pre-meeting(s) with Dave and Arron, slide preparation, pre-reads, and final slide preparation. Fee = \$2000
-Beyond 8 hours of facilitation if needed, will be at \$250/hr.

From: jimgurnee@gmail.com <jimgurnee@gmail.com>
Sent: Wednesday, September 19, 2018 4:32 PM
To: 'Dave Schaeffer' <superintendent@oscodatownshipmi.gov>
Subject: Proposal for Oscoda Township's Master Plan

Hi Dave, below is my proposal per our recent discussions. If approved, pls send me an e mail confirmation back, so we can finalize attendees and the agenda which I have started to draft. Look forward to working with you!

Best, Jim

Theme: "Get Everyone in your Boat Rowing in the Same Direction"

How to get everyone rowing the same direction...

- 1) Make sure you [have a crystal clear picture of your preferred future in your own head](#)
- 2) Make sure you [cast that vision over and over and over again](#)
- 3) Make sure you [create short, simple, easy metrics to keep everyone focused on heading in the same direction](#)
- 4) Make sure you [enforce the vision and hold people accountable to being in alignment](#)

Background

Oscoda Township Board Strategic Work Sessions 8/22/29....The Challenge

Problem Statement #1 for the Township's Current Strategic Planning Initiatives.

"The Township has 3 documents that do not talk to each other and various stakeholders are currently making disjointed efforts towards strategic planning initiatives"

Problem Statement #2 for the Township's Current Strategic Planning Initiatives.

"The Township is Missing Critical Components & a High Level Frame Work that Drives Cohesive Strategic Planning Efforts"

Problem Statement #3 for the Township's Current Strategic Planning Initiatives.

"The Township Needs to Prioritize its External & Internal Strategic Planning Initiatives"

Workshop Deliverables- based on defects outlined in 8/22-29 doc

Primary Objective: Write a Master Plan: Will mirror "Master Plan" from North Olmsted, Ohio Annual Report 2018 (17 pages) that includes the following...

- A) Mission statement
- B) Vision statement

- C) Align goals with Vision. (Goals will be in SMART format including person responsible, timing and funding if applicable)
- D) Build “well defined Objectives” within goals
- E) Create “well-defined Strategies” to implement objectives
- F) Create Core Values

-Master Plan: Will incorporate a strategy to ensure Certification from Redevelopment Ready Communities (RRC) through the Michigan Economic Development Corp (MEDC) by YE 2019

-Master Plan: Will mirror “Master Plan” from North Olmsted, Ohio Annual Report 2018

-Will include slides (handouts) from workshop, printed by Oscoda Township

-Electronic PP draft in Master Plan (N. Olmsted format)

Primary Marketing Plan Deliverables.. that will assist in writing a Master Plan. These may be completed in order to deliver a more effective Master Plan

- Value Chain Overview * Defines who will interact with and how far down the chain (based on value capture) we are willing to go based on our strategy. Include % effort by channel member & channel captain
- Strategic Objective(s)* Statements that summarize the major initiatives we are trying to do and how will we create value relative to our competitors (can be done for each segment or overall)
- Value Proposition* A statement that summarizes the benefits of our offering to our customers. (can be done for overall and/or for each segment). How are we differentiated vs others?
- Milestones & Success Measures* What are the top 3-4 ways (metrics) we want to measure our “Master Plan” implementation/success/results?
- Implementation Plan* Document key actions which are on the “critical” for implementation of plan (due dates and person(s) responsible)

Secondary Marketing Plan Deliverables that will assist in writing a Master Plan. These may be completed in order to deliver a more effective Master Plan (Discuss with Dave before the meeting)

- Customer Assessment* Describe our customers in the market. What are their current needs? What are their unmet needs? Unmet needs may create an opening for us. Which customers are critical? Why?
 - Positive Trends & Opportunities, Negative Trends & Threats*
 - Market Segmentation Profiles* Defines the “field of play” (Geographic, application, demographic). Answers questions where do we want to play. What areas/problems are we addressing?
 - Positioning Intent* A statement that defines our offering vs our competition. Message directed at an internal audience (can be done for overall or each segment)
 - People & Process* Are sufficient people resources (quantity, functional) in place to fully implement our plan? People resources trained for implementation? Are infrastructure/processes in place to implement our plan?
- * Denotes fts into Marketing Pan

Marketing Plan Deliverables that WILL NOT be used in this project

- Multi Generational Plan
- 4 P’s* overlaid into action items (NO)

Goals/Objectives: Will be written in SMART format (Specific, Measurable, Actionable, Relevant, Timebound) using actions bias.

Project Timing: Completion by Nov 9

Note Takers: Garrett Geer, Tammy Kline

Attendees: 20-30 max. See separate e mail from Gurnee 9/20-21

Meeting Room, location, time ect- Oscoda Township to provide...

- Location: Van Etten Lake
- Dates: Proposed week of Oct 8 and Oct 22 (Dave to lock in)
- Total event time: 2 4 hour facilitated sessions
- Flip charts/pens
- Projection equipment
- Soft drinks, snacks

Your Facilitator: Jim Gurnee, recently retired from the Dow Chemical Company in March of 2018 after 37 years of service. During his tenure in Dow, he held various global leadership positions in Sales, Marketing, Finance Engineering, and Information Technology. Most recently Jim was the Corporate Innovation Discipline Director for the company. Jim holds a BA degree from Hillsdale College and lives in Midland. He and his family have owned a cottage in Greenbush since 2002.

Cost

- \$250/hr for meeting facilitation (8 hrs/fixed cost). Includes all prework, analysis of documents, understands, pre-meeting(s) with Dave and Arron, slide preparation, pre-reads, and final slide preparation
- Beyond 8 hours of facilitation if needed, will be at \$250/hr or \$2,000

Tammy Kline

From: Dave Schaeffer
Sent: Friday, September 21, 2018 1:40 PM
To: Aaron Weed (oscodatwp@oscoda1weed.com); Martin Gayeski ; McGuire, Jaimie (treasurer@OscodaTownshipMI.gov); Nordeen, John (clerk@OscodaTownshipMI.gov); Timothy Cummings (tcummings@oscodatwp.com); William Palmer (wpalmer@oscodatownshipmi.gov)
Cc: Tammy Kline (admin@oscodatownshipmi.gov)
Subject: Beckett & Raeder Process and Budget Update
Attachments: Process and Budget.pdf; Strategic Plan Framework.pdf

Good Afternoon Township Board,

Please see below and attached from John Iacoangeli with Beckett & Raeder, Inc. The first attached PDF details the Process and Budget component of John's proposed facilitation services. John is open to discussing the "a la carte" option of picking and choosing different components to be performed. The second attached PDF is the hand-out today at the Township Board Work Session. I would like to discuss these three options at the Township Board Work Session next Wed 9/26/18.

I appreciate your help with this.

Thanks,

Dave Schaeffer
Township Superintendent
Charter Township of Oscoda

From: John Iacoangeli <jri@bria2.com>
Sent: Friday, September 21, 2018 11:27 AM
To: Dave Schaeffer <superintendent@oscodatownshipmi.gov>
Cc: Tammy Kline <admin@oscodatownshipmi.gov>
Subject: RE: Meeting Today

Dave,
Here is a budget for our conversation today.
John

From: Dave Schaeffer <superintendent@oscodatownshipmi.gov>
Sent: Friday, September 21, 2018 8:47 AM
To: John Iacoangeli <jri@bria2.com>
Cc: Tammy Kline <admin@oscodatownshipmi.gov>
Subject: RE: Meeting Today

Hi John,

Please call at 11:30am 989-739-8299. Please let me know if that won't work. Please let me know if you have a cost estimate for your facilitation services.

Thanks,

Dave

From: John Iacoangeli <iri@bria2.com>
Sent: Friday, September 21, 2018 8:00 AM
To: Dave Schaeffer <superintendent@oscodatownshipmi.gov>
Subject: Meeting Today

Morning Dave,

I am backfilling in for my planning staff who are attending the annual Michigan Association of Planning annual conference in Grand Rapids. What I thought would be a quite and relaxing day hasn't turned out that way. A couple of requests have come in that I need to handle. So, unfortunately I can't make the meeting at 11:00 in person but am available for a conference call – just send me the time and number.

In preparation for today's meeting I reviewed all the documents that you sent and tried to pulled together a collaborative but efficient process to prepare a strategic plan and align all of the planning-related documents that the Township has already invested in. Please find attached my approach which I will be happy to review during the conference call.

I apologize for the inconvenience.

Regards
John




John Iacoangeli, AICP, LEED-AP, CNU-A
Principal
Beckett & Raeder, Inc.




734.239.6602 (direct)
734.646.6901 (cell)
734.663.2622 (office)

STRATEGIC PLAN FRAMEWORK

This Work Plan is based on a review of several documents including the Oscoda Township Board Strategic Work Sessions, Resolution 2017-16; Township Board Goals and Objectives, Park and Recreation Master Plan Goals, and Letter to the Planning Commission dated 8-6-2018.

The underlying theme of the documents reviewed is to prepare and adopt a Strategic Plan for the Oscoda Township community that connects and aligns all aspects of local government activity. The suggested process attempts to link investments already made in planning with a broader, but yet undefined, strategy for the Township.

<p>Track 1 Strategic Plan</p> 	<p>Track 2 Alignment</p> 	<p>Track 3 Organization</p> 
<p>Establish a LEADERSHIP TEAM that will work on Mission, Vision and Core Values</p> <p>(1) Township Board, (2) Downtown Development Authority Board, (3) Planning Commission, (4) Zoning Board of Appeals, (5) Members of the Community, (6) Township Administration, (7) Township's Real Estate Manager, (8) Major Employers within the Township, (9) Oscoda School Board / School Administration Representatives, and the (10) Township's Brownfield Authority.</p>	<p>Establish a WORKING TEAM that reviews community plans and pulls together a master list of projects and programs</p> <p>(1) Township Board, (2) Downtown Development Authority Board, (3) Planning Commission, (4) Township Administration, and Parks Commission.</p>	
<p>OUTCOME</p>	<p>OUTCOME</p>	
<p>Mission, Vision and Core Values</p>	<p>Master list of Projects and Programs</p>	
<p>PRIORITIZATION</p>		
<p>At this juncture the LEADERSHIP and WORKING TEAM and members of Township Boards and Commission, and interested public are brought together to review the framework of the Strategic Plan and master list of projects and programs. Based on Mission and Vision this is where the master list is prioritized. [RRC1.2 RRC 5.1]</p>		
<p>The priorities are taken and used to created the Goals and Objectives for the Strategic Plan.</p>		

<p align="center">Track 1 Strategic Plan</p> 	<p align="center">Track 2 Alignment</p> 	<p align="center">Track 3 Organization</p> 
<p align="center">OUTCOME</p>		
<p align="center">STRATEGIC PLAN Adopted Oscoda Township Strategic Plan</p> <p align="center"><u>Products</u> Strategic Plan Report that outlines the process and results</p> <p align="center"><u>Poster</u> Goals and Objectives summarized on a poster and 11x17 handout</p>	<p align="center">CAPITAL IMPROVEMENTS PLAN The Township updates its CIP to reflect the priorities outlined in the Strategic Plan. [RRC 1.1]</p>	<p align="center">PLAN AMENDMENTS The Strategic Plan is provided to the Townships Commissions, Committees and Authorities with the direction that Action Plans will be amended to reflect the Strategic Plan. This includes the Community Master Plan, Parks and Recreation Master Plan, and Downtown Development Authority Development Plan. [RRC 1.1]</p>
<p align="center">BENCHMARKING After adoption, actions taken by the Township should reference the Strategic Plan Goals and Objectives.</p>		<p align="center">IMPLEMENTATION Organizations begin implementation of various Action Plans and Development Plans.</p>
<p align="center">ANNUAL REVIEW Annually, the Township Board should convene a joint session with all Township-related Commissions and Authorities to review accomplishments and any needed revisions.</p>		<p align="center">ENTITIES Review if any new entities need to be activated (Brownfield Redevelopment Authority)</p>

Oscoda Township
 STRATEGIC PLAN FRAMEWORK

	Track 1 Strategic Plan	Track 2 Alignment	Track 3 Organization	Professional Service Fee
1 Internet / Print Survey focused on Mission, Vision and Core Values	X	X		\$ 500.00
2 LEADERSHIP TEAM Meeting (1) Review Survey Results and Discuss Mission, Vision and Core Values Consensus-based decision-making	X			\$ 1,740.00
3 WORKING TEAM Meeting (1) Review plans and structure action plans into one master list of projects and programs		X		\$ 2,920.00
4 Prioritization Survey	X	X		\$ 500.00
5 Prioritization Meeting Review results of survey and refine list with involvement from the community	X	X		\$ 1,870.00
6 Develop Goals and Objectives				\$ 2,320.00
7 LEADERSHIP TEAM Meeting (2) Review draft Goals and Objectives; and DRAFT of Strategic Plan	X			\$ 1,160.00
8 Strategic Plan - Adoption	X			\$ 2,610.00
9 Capital Improvements Program		Planning Commission		\$ -
10 Plan Amendments			Planning Commission DDA Parks & Recreation	\$ - \$ - \$ -
Total				\$ 13,620.00

Notes: Township coordinates meeting locations and expenses (printing, postage, etc.)

**Charter Township of Oscoda
Resolution No. 2018-27**

RE: Creation of Police, Police Staffing, and DDA Operating Funds

Whereas, the Police Fund (# 207), Police Staffing Fund (#211), and DDA Operating Fund (#249) are being created to account for specific Township operations and expenditures; and

Whereas, each of the above named funds receives revenue and/or incurs expenditures through dedicated millage; and

Whereas, the Charter Township of Oscoda has been notified by its auditor to create these funds to account for the recently adopted dedicated millage; and

Whereas, the proposed Fiscal Year 2019 Operating Budgets will be prepared and adopted to reflect the addition of the above named funds;

Now, therefore be it resolved that:

The Charter Township of Oscoda Police Fund (# 207), Police Staffing Fund (#211), and DDA Operating Fund (#249) are created and added to the Chart of Accounts.

MOVED BY: _____ SUPPORTED BY: _____

YEAS: _____

NAYS: _____

ABSENT: _____

Adopted this _____ day of _____ 2018.

CERTIFICATION

I hereby certify that the foregoing is a true and complete copy of a resolution adopted by the Charter Township of Oscoda at a meeting held _____, 2018, 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: _____, 2018

John Nordeen, Clerk

[[Previous Page](#)] [[Home Page](#)]

The following opinion is presented on-line for informational use only and does not replace the official version. (Mich Dept of Attorney General Web Site - www.ag.state.mi.us)

STATE OF MICHIGAN

FRANK J. KELLEY, ATTORNEY GENERAL

Opinion No. 6589

June 20, 1989

CONSTITUTIONAL LAW:

Const 1963, art 9, Sec. 31--approval of electors for levy of taxes by downtown development authority

DOWNTOWN DEVELOPMENT AUTHORITY:

Levy of taxes for operating and other purposes

ELECTIONS:

Approval of levy of taxes by electors residing in downtown development district

The levy of taxes by a downtown development authority for operating purposes only does not require a prior vote of approval of the electors under Const 1963, art 9, Sec. 31.

The electors residing in a downtown development district must approve the levy of taxes by a downtown development district for purposes other than operations of the district as required by Const 1963, art 9, Sec. 31.

Honorable M.L. Mickey Knight

State Representative

The Capitol

Lansing, MI 48913

You have requested my opinion on two questions concerning the Headlee Amendment and levy of taxes for downtown development authority purposes.

Your first question is:

Does the Headlee Amendment, Const 1963, art 9 Sec. 31, require a vote of the electorate of the city before levy of all or part of the two mills authorized by Sec. 12 of the downtown development act?

The Headlee Amendment was ratified and became effective on December 23, 1978. Const 1963, art 9, Sec. 31, provides:

"Units of Local Government are hereby prohibited from levying any tax not authorized by law or charter when this section is ratified or from increasing the rate of an existing tax above that rate authorized by law or charter when this section is ratified, without the approval of a majority of the qualified electors of that unit of Local Government voting thereon...." (Emphasis added.)

When the downtown development act was enacted, 1975 PA 197, MCL 125.1651 et seq; MSA 5.3010(1) et seq, effective August 13, 1975, Sec. 12(1) provided for a tax levy in the following language:

"An authority with the approval of the municipal governing body may levy an ad valorem tax on the real and tangible personal property not exempt by law and as finally equalized in the downtown district. The tax shall not be more than 1 mill if the downtown district is in a municipality having a population of 1,000,000 or more, or not more than 2 mills if the downtown district is in a municipality having a population of less than 1,000,000. The tax shall be collected by the municipality creating the authority levying the tax. The municipality shall collect the tax at the same time and in the same manner as it collects its other ad valorem taxes. The tax shall be paid to the treasurer of the authority and credited to the general fund of the authority for purposes of financing only the operations of the authority." (Emphasis added.)

The term "operations" is defined by MCL 125.1651; MSA 5.3010(1):

" 'Operations' means office maintenance, including salaries and expenses of employees, office supplies, consultation fees, design costs, and other expenses incurred in the daily management of the authority and planning of its activities."

Although the authority to levy the tax was enacted prior to the effective date of the Headlee Amendment, and would appear to be excepted from the prohibition of Const 1963, art 9, Sec. 31, the authority was confined to the levy of a tax for the "operations" of the downtown development authority. The Legislature made it clear in Sec. 12 that no authority was conferred for the levy of a tax for purposes other than "operations." Several methods of funding for the activities of an authority are provided for in MCL

125.1661; MSA 5.3010(11), such as borrowing, with the proceeds from the issuance of revenue or general obligation bonds, tax increment financing, and special assessments. These other methods of funding are available for purposes of an authority. See, for example, the purposes which may be funded by revenue bonds or notes. MCL 125.1663a; MSA 5.3010(13a).

Section 12 was amended by 1983 PA 86, to remove the words "financing only the operations of," thereby lifting the restriction upon the use of the revenues of a tax levy and broadening the authority for the tax levy to all purposes of a downtown development authority. However, this taxing authority for all purposes was not "authorized by law or charter when [art 9, Sec. 31] was ratified," and would not be excepted from the Headlee vote requirement. To the extent that a downtown development authority utilizes tax revenues, levied under Sec. 12, for operations only, no vote of the electors would be required because the authority to levy the tax pre-existed the Headlee ratification. However, to the extent that a downtown development authority may wish to utilize tax revenues, levied under Sec. 12, for purposes other than its operations, a vote of the electors is required because the authority for the tax levy was not authorized pre-Headlee.

It is my opinion, in answer to your first question, that the Headlee Amendment, Const 1963, art 9, Sec. 31, would not require a vote of the electorate for a levy of the millage authorized by Sec. 12 of the downtown development authority if the use of the tax revenues is confined to the operations of the downtown development authority. It is my further opinion that the Headlee Amendment, art 9, Sec. 31, requires a vote of the electorate for a levy of the millage authorized by Sec. 12 if the downtown development authority utilizes any of the tax revenues for purposes other than its operations.

Your second question is:

If so, who are the electors eligible to vote thereon? Are they the electors of the entire city, or are they the electors who reside in the downtown development district as established pursuant to Sec. 3 of the downtown development act?

Const 1963, art 9, Sec. 31 provides that "[u]nits of Local Government are hereby prohibited from levying any tax ... without the approval of a majority of the qualified electors of that unit of Local Government voting thereon."

(Emphasis added.) Const 1963, art 9, Sec. 33, defines the term:

" 'Local Government' means any political subdivision of the state, including, but not restricted to, school districts, cities, villages, townships, charter townships, counties, charter counties, authorities created by the state, and authorities created by other units of local government." (Emphasis added.)

For purposes of Const 1963, art 9, Sec. 31, a downtown development authority is within the definition of a "unit of local government." The unit of local government levying the tax authorized by Sec. 12 is the downtown development authority: "[a]n authority with the approval of the municipal governing body may levy an ad valorem tax on the real and tangible personal property not exempt by law and as finally equalized in the downtown district." (Emphasis added.) The term "downtown district" is defined in Sec. 1

of said act, MCL 125.1651; MSA 5.3010(1):

" 'Downtown district' means an area in a business district ⁽¹⁾ which is specifically designated by ordinance of the governing body of the municipality pursuant to this act."

The authority exercises its powers, and the tax is levied, within the boundaries of the downtown district. In the language of Const 1963, art 9, Sec. 31, the electors are the "qualified electors of that unit of Local Government," namely the qualified electors of the downtown development authority district. Since the downtown development authority only exercises its powers within the boundaries of the downtown district, the qualified electors would be those residing within the boundaries of the downtown district, for purposes of the Headlee vote requirement. ⁽²⁾

It is my opinion, in answer to your second question, that the electors qualified to vote on a tax levied under Sec. 12 would be the electors residing in the downtown district established pursuant to MCL 125.1653; MSA 5.3010(3).

Frank J. Kelley

Attorney General

(1 Section 1 also defines "Business district" as "an area in the downtown of a municipality zoned and used principally for business)"

(2 It should be noted, however, that in the public hearing on the adoption of an ordinance creating the authority and establishing the boundaries of the proposed downtown district, "[a] citizen, taxpayer, or property owner of the municipality has the right to be heard in regard to the establishment of the authority and the boundaries of the proposed downtown district)" (Emphasis added.)

MCL 125.1653; MSA 5.3010(3).

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State of Michigan, Department of Attorney General

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Section 4: Finance

Chapter 23: Limits of Municipal Expenditures

Municipalities are frequently requested to make donations to various worthy private organizations. Such organizations include chambers of commerce; hospitals; museums; veterans' organizations; community funds; Boy Scouts, Red Cross; and other educational, promotional, or benevolent associations. Frequently, it is difficult for the legislative body of a municipality to refuse such requests. However, it appears clear from Michigan law that such donations are questionable expenditures of public funds.

Generally, a municipality's power to spend money is derived from the state through the Michigan Constitution and state laws. In addition to specific grants of power, cities and villages with home rule authority are also able to rely on the applicable provisions in the Constitution and statutes for the power to spend on municipal concerns. Regardless of the authority, it is generally held, however, that municipalities have the power to expend funds only for a public purpose.

One test for determining a public purpose is whether the expenditure confers a direct benefit of reasonably general character to a significant part of the public. It should be noted that the public purpose test has also been limited to the provision of services for which municipalities exist and the powers they have authority to exercise. With respect to the question raised, neither the Michigan Constitution nor state law grants to municipalities the power to spend public money on employee parties, gifts, etc. Nor can a good argument be made that the expenditures are for a public purpose. Absent a grant of spending authority, and no clear public purpose defined, the expenditure is most likely illegal. Simply put, a municipality cannot give public funds away.

What Is a Public Purpose?

The Michigan Supreme Court has defined the objective of a public purpose:

Generally a public purpose has for its objective the promotion of the public health, safety, morals, general welfare, security, prosperity, and contentment of all the inhabitants or residents within the municipal corporation, the sovereign powers of which are used to promote such public purpose...The right of the public to receive and enjoy the benefit of the use determines whether the use is public or private. (*Hays v City of Kalamazoo*, 316 Mich 443, 453-454 (1947))

The following questions may be helpful in determining whether an expenditure is appropriate:

1. Is the purpose specifically granted by the Michigan Constitution, by statute, or by court decision?
2. Is the expenditure for a public purpose?
3. Is the municipality contracting for services that the municipality is legally authorized to provide?
4. Is the operation or service under the direct control of the municipality?

If you can answer "yes" to these questions, the expenditure is most likely appropriate.

Michigan Constitution of 1963

The following provisions of the Michigan Constitution are the basis for municipal expenditures:

Article 7, Sec. 26.

Except as otherwise provided in this constitution, no city or village shall have the power to loan its credit for any private purpose or, except as provided by law, for any public purpose.

Article 9, Sec. 18.

The credit of the state shall not be granted to, nor in aid of any person, association or corporation, public or private, except as authorized in this constitution. (Note: This applies to all political subdivisions of the state. *Black Marsh Drainage District v Rowe*, 350 Mich 470 (1958)).

Private Purpose Decisions

Expending public funds for a private purpose under Michigan law is illegal. For over a century, the Michigan Supreme Court has considered the limitations on expending public funds and has been consistent in its rulings. Most involve the relationship of a municipality with private businesses.

1. A contract in which the village of Fenton proposed to expend \$1200 to drain a marsh, improve a highway, and construct a dock in order to induce a certain firm to establish a stave mill in the village, was held invalid. *Clee v Sanders*, 74 Mich 692 (1889).
2. Money from a bond issue could not be spent if it appeared that the purpose of the bond issue was actually to provide a fund for paying bonuses to industry for locating in the city. *Bates v Hastings*, 145 Mich 574 (1906).
3. A city-owned building, which was occupied by a manufacturing company, burned down. The city agreed to pay the insurance proceeds to the manufacturer if it would rebuild the building and occupy it for a term of years. The rebuilding, however, was not done on the city-owned property. It was held that payment of the \$5,000, even though not raised by tax money, was unlawful. *McManus v Petoskey*, 164 Mich 390 (1911).

Public Purpose—but Outside Municipal Control

Most of the above cases involve a purpose which is worthy, but private in nature. There is another line of cases that involves an additional concern. If the purpose for which the funds are expended is

public in nature, *but the operation is not under the control of the city or village which is making the contribution*, it may nonetheless still be an illegal expenditure.

In *Detroit Museum of Art v Engel*, 187 Mich 432 (1915) the Supreme Court ruled that Detroit could not pay the salary of the museum director, even though the city had title to the real estate on which the museum was located and had minority representation on its board of directors. One sentence of the opinion which has been much quoted is:

The object and purpose of relator is a public purpose in the sense that it is being conducted for the public *benefit*, but it is not a public purpose within the meaning of our taxing laws, unless it is managed and controlled by the public.

In more recent cases the *Art Museum* doctrine has been applied on a limited basis. *Hays v City of Kalamazoo*, 316 Mich 443 (1947) involved the validity of the payment of membership fees by Kalamazoo to the Michigan Municipal League. The court distinguished the *Art Museum* case by saying that, contrary to the payment of dues to the League, the transaction with the Museum did not “involve the right of a municipality to avail itself of, and to pay for, information and services of benefit to the city in its governmental capacity.”

In 1957, the Michigan Supreme Court held that Detroit could properly transfer to Wayne County certain city park land to facilitate the construction of a home for neglected and abandoned children. In sustaining the right of the city to assist the project in the manner indicated, the court noted that two-thirds of the population of the county resided in the city of Detroit, and that the proposed institution would provide care for children from within the city. The court held that the city was aiding in the accomplishment of a purpose that it might itself have accomplished directly under its charter. *Brozowski v City of Detroit*, 351 Mich 10 (1957).

Opinions of the Attorney General

There are numerous opinions by the Attorney General regarding municipal expenditures. The following are offered as examples.

- Money raised under the special tax for advertising can be used to advertise the city's advantage for factory location, but not to buy land to be given for a factory, to build a factory for sale or rent, or to give a bonus for locating a factory in the city (1927-28 AGO p. 672).
- In a park owned by the American Legion which had installed a lighting system and held ball games open to the public, it would be unlawful for a village to assume the cost of the electricity used by the park up to \$100 per year, even though the majority of the village taxpayers had signed a petition requesting such payment (1935-36 AGO p. 5).

Expansion of Public Purpose

The Attorney General has said that a county may not use federal revenue sharing funds to make a grant to a private nonprofit hospital (1973 AGO No. 4851). The Attorney General concluded that since it could not expend its own funds as contemplated, it could not disburse federal funds for that purpose. The Attorney General suggested that the county might obtain social service and medical service needs by contract. In a later opinion the Attorney General concluded a county could not expend federal revenue sharing funds for loans to private businesses unless the federal statute expressly authorized such expenditure (1987 AGO No. 6427).

Considerable use has been made of the authority to contract with private nonprofit agencies to perform services on behalf of a city or village. 1977 AGO No. 5212 specifically recognized the validity of this procedure. The state legislature subsequently amended section 3 (j) of the Home Rule City Act as follows:

In providing for the public peace, health, and safety, a city may expend funds or enter into contracts with a

private organization, the federal or state government, a county, village, township, *or* another city for services considered necessary by the municipal body vested with legislative power. Public peace, health, and safety services may include, but shall not be limited to, the operation of child guidance and community mental health clinics, the prevention, counseling, and treatment of developmental disabilities, the prevention of drug abuse, and the counseling and treatment of drug abusers. 1978 PA 241.

In addition, there have been other expansions of a municipality's spending power with respect to a downtown development authority, MCL 125.1651 et seq. (1975 PA 195); public economic development corporation, MCL 125.1601 et seq. (1974 PA 338); empowerment zone development corporation, MCL 125.2561 et seq. (1995 PA 75); enterprise community development corporation, MCL 125.2601 et seq. (1995 PA 123); and brownfield redevelopment financing, MCL 125.2651 et seq. (1996 PA 381). Each law allows money and resources to be used for economic growth under the control or oversight of the municipality's governing body.

Specific Authorizations Granted by Law

As a public decision maker, you have a legal duty to make sound financial decisions. Whenever a question arises that does not easily match statutory law, or meet the public purpose analysis, the expenditure is likely improper. Remember, if the question cannot be resolved, your village attorney is the best resource for legal advice. You may also wish to consult the state of Michigan Department of Treasury website (treas.state.mi.us/localgov/Audit/lawfulex.htm) for guidelines.

Statutory Authorizations for Expenditure

Listed below are several specific statutory authorizations for public expenditures:

- Cultural activities (Home Rule City Act). MCL 117.4k.
- Water supply authority. MCL 121.2.

- Public utility. MCL 123.391.
- Exhibition area. MCL 123.651.
- Memorial Day/Independence Day/Centennial celebrations. MCL 123.851.
- Band. MCL 123.861.
- Publicity/Advertising. MCL 123.881.
- Principal shopping district. MCL125.981.



Determining lawful township expenditures

It seems that more and more townships are being questioned about some of their township expenditures. Questions about the lawfulness or the legality of certain expenditures are not only coming from individual citizens, but also from fellow board members, special interest groups and township auditors. As more needs arise and more legislation is passed, it is important to know the framework and guidelines for making sure your township expenditures are lawful.

The Michigan Constitution not only provides for the creation of townships but also addresses expenditures. For instance,

- *A township cannot loan its credit for any private purpose or even public purpose except as provided by law. (Article VII, §26)*
- *A township may not lend its credit to any person, association or corporation. (Article IX, §18)*
- *A township has only those powers that are “fairly implied” and not prohibited by the constitution. (Article VII, §34)*

Upon reviewing the constitution, statutes, case law, attorney general opinions and other information, a township’s expenditures should be made for a “public purpose.” A township should make sure it is getting a “value-for-value.” It may not make “donations,” but can contract for a specific service. The following provides some assistance in looking at these issues.

1 WHAT GOVERNMENTAL FUNCTION IS BEING ADVANCED?

An expenditure should be a “value-for-value.” That means a township should examine what it is receiving for the money it is expending. Article IX, §18 of the Michigan Constitution prohibits a township from lending its credit to any person, association or corporation, public or private, except as authorized in the constitution. The Michigan Supreme Court has held that a “lending of credit” occurs when a municipality gives money, without receiving something of specific value in return.

In *Skutt v. City of Grand Rapids*, 275 Mich 258 (1936), the Supreme Court discussed the concept of “public policy.” Although a township should always look to statutes for authorization, sometimes these cannot be found. One must then look to court decisions, and the “constant practice” of government officials.

In its decision, the court noted that taxes are designed and collected for the purpose of supporting government, and maintaining governmental activities and functions. Taxes are to be raised for specific purposes, and public money cannot be used to further a private enterprise. Expenditures should always be viewed as to what statute or law it furthers, and what public policy is achieved.

As a result, townships do not donate money to any cause. This is also a practical matter of policy. If a township could make donations to any service organization, where would the board draw the line? How can it say “yes” to one organization and “no” to another?

2 TOWNSHIPS CAN CONTRACT FOR SERVICES, BUT NOT MAKE DONATIONS.

Townships can contract for services authorized by statute. Generally speaking, a contract is an agreement between two or more parties that obligates one party to perform a particular service in exchange for consideration—usually money.

In contrast, a donation or gift does not imply any obligation between the parties. It is important to note that just because a township has a contract for a service, that does not necessarily make it a lawful expenditure. However, a contract does address the issue of obligation and can address the question of value-for-value mentioned earlier.

Many townships report that private agencies approach them for donations for their organization because the work they do benefits some of the township’s residents. There are hundreds of good charitable organizations and, although they may benefit some of the public, it does not mean they are entitled to municipal funds.

Take, for example, a township that was asked to provide funds to a non-profit corporation that provided services for young people within the township. The organization argued that it provided a benefit to township residents and was therefore



The courts and the attorney general concluded that, in the absence of legislation authorizing such an expenditure, it would not be appropriate to fund a private, non-profit corporation even though the activity would be for a public benefit.

a public purpose. When a similar issue was presented before the Michigan attorney general, the attorney general noted (citing Michigan Supreme Court case 388 Mich 442) that even though a private, non-profit corporation might be performing activities for the public benefit, this still is not a public purpose within the meaning of the taxing laws unless it was managed and controlled by a public entity. The courts and the attorney general concluded that, in the absence of legislation authorizing such an expenditure, it would not be appropriate to fund a private, non-profit corporation even though the activity would be for a public benefit.

However, Public Act 179 of 1976, the Youth Center Act (MCL 123.461), allows a public body to provide youth care services. A municipality could then enter into a contract with a private, non-profit corporation pursuant to the act whereby it would perform the services on behalf of the municipality. The contract would provide control over the manner in which the funds would be spent and provide assurance that the funds were being used for a “public purpose.”

3 THE EXPENDITURE MUST BE AUTHORIZED BY STATUTE.

Always check to ascertain if there is a statutory provision covering a particular request. Where the Legislature has intended to grant a municipality authority to make an expenditure, it has done so explicitly.

In addition, when a township receives a request to make an expenditure for a particular item, put the burden on the requester to cite the statute or public act that authorizes the township to appropriate funds for the request. A township may also want to contact the Michigan Townships Association, or the Michigan Department of Treasury Local Audit and Finance Division at (517) 373-3227 or www.michigan.gov/treasury, for other guidelines.



Unlawful township expenditures

Contributions that are not specifically authorized by state statute cannot be granted, regardless of the worthiness of the cause. Examples of such prohibited contributions where no contract for specific beneficial services to a township have been negotiated include:

- Defending against recall petitions, unless invalid petitions would require an unnecessary invalid election expense
- Donations to churches or to improve church property
- Donations to a community organization
- Donations to veterans, nonprofit organization
- Donations to Little League, Scouts, Big Brothers/Sisters
- Donations to a private ambulance or emergency medical service not under contract with the township
- Expenditures for legal suits by taxpayers
- Expenses for private road construction or maintenance
- Extra compensation to the treasurer for summer tax collection, unless part of the treasurer's initial salary determination or authorized under appropriate procedures for an increase in salary
- Flowers for the sick or departed
- Mileage of officials to and from their residences to the township hall or meeting rooms of the township board
- Office picnics
- Office refreshments
- Payment of funeral expenses for a person injured on township grounds
- Payments to private or public, nonprofit hospital where no contract for services is entered into
- Per diem compensation to township supervisor, clerk or treasurer for township board meetings (MCL 41.95(2))
- Presents to officials
- Promoting election proposals or candidates
- Retirement recognition events
- Retroactive pay increases for township officials

Can a township donate money to a neighboring city's economic development council to promote and advertise the city and surrounding townships? A township cannot simply donate funds to this organization, but it could contract for services under MCL 41.110(c), which permits a township to advertise the agricultural, commercial, industrial, educational or recreational advantages of the township, county or state.

It is important to note that even though an expenditure may be specifically authorized by statute, it must be implemented via a contract, not a donation. This requirement has a practical purpose. In one example, a township made such a contribution to a city economic development council without specifying that the township be included in the advertising. When the township complained that the promotional materials made no mention of the township, the council indicated that it had considered the funds a donation, with no obligation to promote the township. A contract, even a simple one, could have addressed this issue and provided that the township be included in the advertising.

Years ago, a township may not have been able to support a senior citizens group. However, because of specific legislation (MCL 400.571), a township is now able to do so. This does not mean that the township can support the local Boy Scouts or youth group because the organization provides certain services to this portion of the population. Remember, it is not the worthiness of the charitable organization that is at stake. Rather, absent a specific authorization by statute, would this function be fairly implied from the Township Act?

Although contributing to a baseball organization for children has not been seen as a lawful expenditure, some townships have contracted with an organization that would operate a recreational program for the township. By having a service contract that specifies what the organization will do to provide recreational programs and the ability by a contract for the township to have input and control over such activity, this can be seen as a lawful expenditure.

The sidebar article on pages 17-19 provides examples of specific legislation that permit townships to contract for services or to provide funds that otherwise would be considered an unlawful expenditure according to past case law and opinions by the Michigan attorney general.

A township should always look to a statute authorizing an expenditure activity to support its decision in the allocation of funds. When a township cannot find a statute or an umbrella statute to support a particular activity, this is a sign the expenditure is probably not allowed.

4 YOU CANNOT EXCEED YOUR BUDGET.

In no case should township expenditures exceed what has been appropriated in the budget for a particular line item without an amendment to the budget (MCL 141.437). This may seem obvious, but it is important to remember when discussing any expenditure. Each township has certain statutory obligations

that require funding. If the township finds excess funds available over and above these obligations, those funds could be used for lawful expenditures that will benefit the whole township.

Every year, MTA and the Department of Treasury receive recurring questions in which no court decision or attorney general opinion has been rendered. Typically, these have to do with expenditures for dinners, recognition awards, parties or decorations.

For instance, many townships would like to provide a recognition dinner for their volunteer firefighters at the end of the year. It is MTA Legal Counsel opinion that if a township provides in its policy for its volunteers or employees that this is a benefit or compensation for their volunteering, this would be a lawful expenditure.

However, if the township does not have such policy of compensation, this does not further a “public purpose” and should not be employed. MTA Legal Counsel further have recommended that townships seek donations from various businesses or organizations within their township to provide such a recognition dinner. Similarly, Legal Counsel believe that the awarding of plaques or pins should also be part of a compensation policy and must be carried out consistently for all employees or volunteers. Some townships hold recognition ceremonies at yearly training sessions; this is lawful because educational expenses are permitted.



It is important to note that even though an expenditure may be specifically authorized by statute, it has to be implemented via a contract, not a donation.

On another issue, providing refreshments for the public at a township building dedication may be seen as an approved expenditure, but simply providing refreshments to elected officials would not.

Although there is no specific statute regarding decorations for holidays, MTA Legal Counsel believe that under MCL 41.110c, a township can use funds to assist in “advertising and promoting” the township. To the extent that decorations help promote and enhance the image of the township, such expenditures would be appropriate. However, expending



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money on a holiday party would not be viewed as an expense promoting the public welfare and benefit. Therefore, MTA Legal Counsel would not support these types of activities.

With the increasing nature of specific legislation that permits a township to make expenditures, township officials should ask themselves:

- What governmental function does this promote?
- What public benefit and policy is this furthering?

If the answers to these questions do not appear to be very clear, that's a sign that one should use caution before making an expenditure.

Township board members have a fiduciary relationship, and as our Supreme Court stated in 1963, the public is entitled to an elected official's best judgment and by accepting a public office, officials "become bound to exercise such judgment and to use their best exertions for the public good regardless of their own." (11 Mich 222) Elected officials have no right to place themselves in a position where their own interest would be against those of the public. The people have a right to expect that their officials, as fiduciaries, will engage in fair dealings and disinterested conduct for those they represent and will always act for the benefit of the public.

Keeping these general principles in mind, a township will not have to agonize over doing the right thing.

ANSWER A FEW SIMPLE QUESTIONS

When a request is made for a particular expenditure, the township board should ask itself:

- What governmental function is being advanced?
- Will it be a value-for-value?
- Will we be contracting for a specific service?
- Is this expenditure authorized by statute or can it be fairly implied to be authorized by statute?
- Is it in our budget?

Answers to these questions will help make sure that the township's expenditures are lawful. ■

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Lawful expenditures

A number of Michigan statutes or attorney general opinions authorize specific township expenditures. Always check for an authorizing statute before proceeding with an expenditure. The following list includes examples of authorizing statutes. It is not a comprehensive list, and other statutes may affect expenditures listed here. In some cases, more than one statute may apply to a particular activity. When in doubt, consult your township attorney to be sure you are using the most appropriate authorizing statute for your township's needs.

Advertising—MCL 41.110c authorizes a township board to appropriate money to advertise the agricultural, industrial, commercial, educational or recreational advantages of the state, county or township; to prepare and maintain an exhibition of the products and industries of the township at any domestic exposition to increase travel; to advertise the township or parts of the state to tourists and resorters; and to maintain and circulate a publication to disseminate information regarding township improvements, activities and functions.

Boundary protection—Attorney General Opinion No. 6710 of 1992 states that a township may pay the cost of detachment proceedings and defending against annexation or incorporation proceedings.

Cooperative extension services—MCL 285.201 authorizes townships to appropriate money or raise money by taxation in order to promote agricultural interests of the township and to provide for agricultural extension work for such townships.

Defending public officials—MCL 691.1408 authorizes a township to defend a public official sued for damages, criminal activities, injunction, etc., while performing their duties and acting within the scope of authority, including hiring an attorney and paying court costs and any judgment. The township may also settle the case and pay settlement amounts.

Economic development corporation—MCL 125.1601, *et seq* provides for creating a township economic development corporation (EDC) to fund those EDC projects that are approved by the township board and are of public benefit.

Hiring—MCLs 41.75a and 42.10 authorize hiring a township manager or superintendent and other necessary township employees.

Historical interests—MCL 399.161 permits the township board to raise and appropriate money for fostering activities that advance the historical interests of the township.

Hospitals—MCL 41.712 permits a township board to pay any hospital a sum from unexpended balances in its general fund that fairly represents a reasonable share of the maintenance and support of the hospital whose facilities are made available to township residents at standard rates. The number of residents for which facilities shall be available per year shall be included in an agreement.

Installment contracts—MCL 123.721 authorizes a township board to purchase land and equipment under an installment purchase agreement up to a maximum of 13 percent of its state equalized valuation without Municipal Finance Commission approval and within its budget appropriations. The Revised Municipal Finance Act (MCL 141.2101, *et seq*) permits a township to purchase real or personal property by contract or lease; these are not considered the borrowing of money and are not subject to review by the commission.

July 4th—MCL 123.851 permits the township board to appropriate money for the purpose of defraying the expenses of observing Armistice, Independence, and Memorial or Decoration Day, and of a Diamond Jubilee or Centennial.

Juvenile delinquency—MCL 123.461 allows a township to appropriate funds for operating centers open exclusively to youth under 21 years of age aimed at curbing juvenile delinquency.

Library—MCL 397.210 authorizes the township, after an election on the subject, to support a township public library.

Newsletter (See Advertising)—MCL 41.110c authorizes a township to maintain and circulate a publication to disseminate information regarding township improvements, activities and functions. There are very few legal constraints on the type of information that can be included in a township newsletter.

However, it is important to note that Michigan statutes prohibit the use of township funds to promote a position on an election, ballot question or millage proposal. You may discuss an election issue in a newsletter, but must be careful to include only factual, unbiased information.

Parks—MCL 41.421 authorizes the township board or a commission to expend funds to acquire, maintain, manage and control township parks and places of recreation. The board or commission may also acquire, construct and maintain wharves, piers, docks and landing places for the public.

Public improvements—The Revenue Bond Act (Public Act 94 of 1933) and the Special Assessment Act (Public Act 188 of 1954, as amended) authorize payment for all or a portion of public improvements.

Recreation—MCL 123.51 permits expenditures for recreation purposes.

Senior programs—MCL 400.571, *et seq* authorizes the township board to appropriate funds to a public or private nonprofit organization for the purpose of planning, coordinating, evaluating and providing services to persons 60 years of age and older. Township appropriations to private organizations must be followed by a published notice within 10 days in a local newspaper specifying the terms of the appropriation.

Tax Tribunal—MCL 211.44(3) permits a school board to contribute to the defense of tax tribunal issues defended by a township to the extent the cost exceeds 1 percent of the administration fee available to the township.

Urban cooperation—The Urban Cooperation Act (MCL 124.501, *et seq*) allows a township to contract for services with another municipality for any service that it could provide itself separately.



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OTHER LAWFUL EXPENDITURES INCLUDE:

- Contracts for a specific public service or benefit that is within budget appropriations
- MTA dues (*Hayes vs. City of Kalamazoo*, 316 Mich 443)
- Meals and refreshments during extended working hours for emergency services by firefighters, police officers and for authorized seminars of an educational nature to officials
- Registration fees for attendance at useful public informational or educational workshops
- Mileage for attendance at authorized seminars and governmental meetings other than township board meetings
- Insurance premiums for pension plans, health, life and/or accident coverage of officials and employees under MCL 41.110b.
- Intergovernmental contracts and contracts with private organizations for services such as fire protection, ambulance service, assessing and rubbish collection may qualify. Check authorizing statutes before proceeding.

—John Lohrstorfer, MTA Legal Counsel

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Donating Public Property May Raise Constitutional Problems

Laura J. Genovich

Foster Swift Municipal Law News

October 30, 2013

As public servants, municipal officials and employees are often eager to help people and organizations in the community – even by contributing funds or property from the municipality. Unfortunately, although donations of public funds and property are well-intended, they may be unlawful.

Municipalities only possess the powers conferred on them by statute or the state constitution. *Mosier v Bd of Auditors*, 295 Mich 27, 29; 294 NW 85 (1940). The Michigan Constitution prohibits municipalities from loaning their credit for any public or private purpose unless provided for by law. Mich Const, Art 9, § 18. This means that municipalities may transfer public property or donate public funds only under limited circumstances.

TRANSFERRING PUBLIC PROPERTY

The Michigan Supreme Court has held that "municipalities may not give away public property without a consideration." *Kaplan v City of Huntington Woods*, 357 Mich 612 (1959). The consideration must have "fair value." *Alan v Wayne Co*, 388 Mich 210, 330; 200 NW2d 628 (1972).

For example, the Michigan Legislature has provided that a township may transfer public property under certain circumstances:

By resolution of the township board, a majority of the members serving may acquire property for public purposes by purchase, gift, condemnation, lease, construction, or otherwise and **may convey or lease that property or part of that property not needed for public purposes.**

MCL 41.2 (emphasis added). Thus, property that is not needed for public purposes may be transferred. **Such a transfer, however, requires consideration if the public property has value.** If the property does not have any value, then a transfer without consideration may be acceptable because there would be no "fair

AUTHORS/ CONTRIBUTORS

Laura J. Genovich

PRACTICE AREAS

Municipal & Public Entity

Municipal Law



value" for the property.

DONATING PUBLIC FUNDS

Generally, unless specifically authorized by statute or the Michigan Constitution, municipalities do not have authority to donate funds, even to non-profit organizations. Without such specific authority, the Michigan Attorney General has written that public bodies may not appropriate or contribute public funds to private non-profit corporations, even if that corporation is performing activities for the public benefit. OAG, 1935-36, p. 5 (Village has no authority to appropriate public funds for lighting a recreation field controlled by a veterans' organization even though the entertainment provided on the field was free to the public); 1 OAG, 1957, No. 3066, p. 476 (October 9, 1957) (City funds may not be used for contributing to the expenses of private voluntary groups operating recreation facilities for children); OAG, 1977-1978, No 5212, p 199, 200 (August 17, 1977) (prohibiting contributions by a county to a private, non-profit hospital). **Thus, in most cases, municipalities cannot make monetary donations, even to good causes.**

EXCEPTIONS

Expenditures may be authorized if they constitute a proper public purpose. For example, paying dues to the Michigan Municipal League has been held to be a proper public expenditure. *Hays v City of Kalamazoo*, 316 Mich 443; 25 NW2d 787 (1947). Paying dues must, however, be reasonably related to the services provided to the governmental units. OAG, 1989-1990, No 6563, p 28, 30 (January 26, 1989).

Additionally, public bodies may expend public funds to private, non-profit corporations pursuant to a contract. OAG, 1977-1978, No 5212, p 199, 200-201 (August 17, 1977). Typically, the corporation would then perform services on behalf of the municipality as consideration. For example, the Attorney General concluded that a county could pay public funds to a private non-profit hospital if the county enters into a contract and the hospital's services aid the county in the performance of a governmental function. OAG, 1987-1988, No 6431, p 60 (April 16, 1987). The public body would have to receive adequate consideration in return.

CONCLUSION

Determining whether a proposed expenditure or transfer of property is lawful requires a review of the circumstances in light of the constitution, statutes, and case law discussed above. Municipalities should consult with legal counsel before donating money or property.

Municipal Expenditures

Introduction

Municipalities are frequently requested to make donations to various worthy private organizations. Such organizations include chambers of commerce; hospitals; museums; veterans' organizations; community funds; Boy Scouts, Red Cross; and other educational, promotional, or benevolent associations. Frequently, it is difficult for the legislative body of a municipality to refuse such requests. However, it appears clear from Michigan law that such donations are questionable expenditures of public funds.

May a Michigan city/village spend funds on flowers for an employee's funeral, for birthday cakes, for employee gifts, or retirement parties?

Generally, a municipality's power to spend money is derived from the state through the Michigan Constitution and state laws. In addition to specific grants of power, cities and villages with home rule authority are also able to rely on the applicable provisions in the Constitution and statutes for the power to spend on municipal concerns. Regardless of the authority, it is generally held, however, that municipalities have the power to expend funds only for a public purpose. One test for determining a public purpose is whether the expenditure confers a direct benefit of reasonably general character to a significant part of the public. It should be noted that the public purpose test has also been limited to the provision of services for which municipalities exist and the powers they have authority to exercise.

With respect to the question raised, neither the Michigan Constitution nor state law grants to municipalities the power to spend public money on employee parties, gifts, etc. Nor can a good argument be made that the expenditures are for a public purpose. Absent a grant of spending authority, and no clear public purpose defined, the expenditure is most likely illegal. Simply put, a municipality cannot give public funds away.

May the city/village purchase and distribute candy for children and fruit baskets for senior citizens at holiday time?

First of all, there is no authority granted by the Michigan Constitution or by statute to make the gifts in question. Nor can a public purpose be identified by virtue of the gifts under Michigan law.

May a Michigan city/village make a charitable donation, gift or contribution to service clubs, charities or public or private social service agencies?

Generally, no. Such expenditures have been held not to be used for a public purpose. Even if the expenditure benefits the public incidentally, the expenditure may be nonetheless invalid if the appropriation is not under control of the city/village. However, MCL 117.3 indicates that the charters of home rule cities shall provide for the public peace, health and safety of persons and property. Specifically, a home rule city may contract with a private organization or another governmental unit for services considered necessary by the legislative body. Operation of child guidance and community mental health clinics; prevention, counseling and treatment of developmental disabilities; and drug abuse prevention, counseling and treatment are indicated to be services for public peace, health and safety. MML has prepared a reference packet on the issue which includes Department of Treasury materials.

May a Michigan city/village fund a fireworks display or pay for holiday celebrations?

A Michigan statute specifically grants municipalities the power to spend money on these celebrations. If the local celebration is for armistice, independence, memorial days, diamond jubilee or centennial the city may appropriate money for the purpose of defraying the expense of the celebration (see MCL 123.851).

APPENDIX H

PLANNING THE COMPLIANCE PORTION OF AN AUDIT

Restrictions on Local Government Expenditures

Local units of government in Michigan are only allowed to incur expenditures for a valid public purpose. The local unit is the steward of public resources, and they may not be used for a private purpose. Determining whether an expenditure is for a valid public purpose is a legal consideration. Often the local unit's legal counsel can be helpful in making this determination. There are numerous state statutes, court cases and attorney general opinions that define allowable expenditures. As a guide, the following is a list of the more common types of questionable expenditures:

1. Charitable Donations to Non-Profit Organizations: Unless the payment is in exchange for the provision of a governmental service that the local unit could have provided itself, this is not a valid public purpose. In general, such expenditures should be documented through a written agreement. This prohibition includes churches, veterans' organizations, community organizations, Little League, Boy Scouts, Big brothers/ Big Sisters, etc.
2. Donations to a Private Ambulance or EMS Service: MCL 333.20948 authorizes local governmental units to contract for ambulance services. This would only be allowed if there is a written agreement providing that the payment is in consideration for services rendered (which service the local unit could have provided with its own employees).
3. Public Celebrations and Events: MCL 123.851 specifically allows cities, villages and townships to expend money for observances of Armistice (Veterans), Independence and Memorial Days and Diamond Jubilee or Centennial celebrations. MCL 46.11a specifically allows counties to appropriate money for the celebration of Armistice (Veterans) Day.

It is improper for a unit of government to expend public money for an annual picnic or other celebration that is not specifically authorized by law and does not serve a public purpose. The Michigan Supreme Court in *Wayne County v Hathcock*, 471 Mich 445, 462; 684 NW2d 765 (2004), defined "public purpose" as having "for its objective the promotion of the public health, safety, morals, general welfare, security, prosperity, and contentment of all the inhabitants or residents within the municipal corporation, the sovereign powers of which are used to promote such public purpose."

4. Providing Coffee, Food, etc.: The purchase of coffee, food, etc., must be for a public, not an individual or private group or purpose. These expenditures for use at a regular or special meeting where the public is also participating in the coffee, food, etc., for fire fighters, volunteer or full-time employees, when working an extended period of time or when dedicating public buildings are normally considered expenditures for a public purpose.

Coffee, food, etc., for employees use during normal working hours is considered personal, not for a public purpose, and improper unless specifically provided for in a collective bargaining agreement or duly adopted employment policy of the governmental unit (fringe benefit). See the definition of "public purpose" in item 3 above.

APPENDIX H

PLANNING THE COMPLIANCE PORTION OF AN AUDIT

5. Retirement/Recognition Functions and Employee and Retiree Gifts: Retirement functions, gifts or plaques for employees or officials, recognition dinners for volunteer fire fighters or ambulance staff are usually not for a public purpose, therefore, not an allowable expense. Travel and meals as part of the cost of training volunteers to perform emergency services within the local unit are deemed a public purpose, payable as an expense when properly budgeted, authorized and approved. See the definition of "public purpose" in item 3 above.
6. Historical Activities: MCL 399.161 allows a township to appropriate money that the township board believes advances and fosters historical interests of the township. MCL 399.171 and 399.172 allow a city, county, township or village to individually appropriate money or jointly create a commission to advance the historical interests of the unit or units. MCL 399.201-399.215 allow a city, county, township or village to establish historical districts and a commission to preserve and refurbish historical structures.
7. Juvenile Delinquency--Youth Centers: MCL 123.461 allows a county, city, township or village to operate centers open exclusively to youths under 21 years of age and aimed at curbing juvenile delinquency within the community.
8. Economic Development: MCL 125.1601-125.1636 allows a county, city, village or township to incorporate an economic development corporation, file articles of incorporation and fund projects of said EDC, which are for a public benefit. MCL 125.1231 - 125.1237 allows county commissioners to create a county commission to promote economic development and provide in the county budget for the expenses of the commission.
9. Senior Citizens, Older Persons: MCL 400.571 - 400.577 allows a county, township, city or village to provide services to persons 60 years or older. Appropriations to a private organization must be specified in a contract. The terms of the contract must be published within 10 days of its approval in a local newspaper specifying the contract terms and services to be performed.
10. Legal Expenses: A governmental unit is not authorized to expend public money to assist residents with legal costs in defending the homeowners from possible civil action by a neighboring city to condemn their property for public use by the city. We are unable to see a "public purpose" for the township in this expenditure. Also this expenditure may be prohibited under the provisions of Article 9, Section 18 of the 1963 Michigan Constitution that prevents a governmental unit from lending its credit to the aid of any person, association or corporation, public or private, except as authorized in the Constitution.
11. Membership Dues: Membership dues to governmental associations such as MTA, MML, MAC and similar organizations that advise, inform and educate officials and employees are appropriate. (See court decision Hayes v City of Kalamazoo, 316 Mich. 443).
12. Training and Education: Registration fees, lodging, travel, and meals while in attendance at useful public informational or educational workshops and seminars are appropriate.

APPENDIX H

PLANNING THE COMPLIANCE PORTION OF AN AUDIT

13. **Mileage Reimbursements:** Local units should follow the IRS guidelines for determining which travel is considered a “business purpose.” Mileage of officials (except county finance committee and board of commissioners. See MCL 46.52 and 46.62) and employees to and from their residence to the city, township or village hall, county building or meeting rooms is not to be reimbursed. (Mileage paid to county commissioners must be included on their W-2 forms as taxable income.) This means that commuting from home to work and back is not to be reimbursed.
14. **Private Roads:** Expenses for private roads are the responsibility of the private owners of the road and it is inappropriate to use public funds for such purpose. However, this does not prohibit a local unit from assisting the private road owners by levying a special assessment for improving or maintaining a private road, as long as the special assessment is designed to cover 100% of the costs associated with the private road. (Public Act 188 of 1954, as amended, being MCL sections 41.721 - 41.738)
15. **Per Diem Payments to Township Supervisor, Clerk or Treasurer:** When the supervisor, clerk or treasurer is paid on a salary basis, it is inappropriate to pay extra or a per diem for attendance at meetings (MCL 41.95). (Check city and village charters for their compensation procedures or restrictions.) Extra compensation for summer tax collections is inappropriate, unless part of the initial salary resolution or is authorized within statutory procedures for an increase in salary.
16. **Flowers to the Sick or Departed:** Local governments do not have authority to expend money for floral gifts. (Attorney General Opinion Number 2346 dated July 18, 1956)

Other Provisions (Supplementary Information)

This section contains excerpts and descriptions of many of the provisions of the State Constitution, State Statues, Court Cases and Attorney General Opinions that specify what local governments can and cannot do. This section should be used as a more detailed supplement to the compliance requirements presented earlier in this manual.

Authority for the Primary Governments

Constitutional Provisions, Michigan Constitution of 1963

(Article 7, Section 1) Each organized county shall be a body corporate with powers and immunities provided by law.

(Article 7, Section 17) Each organized township shall be a body corporate with powers and immunities provided by law.

(Article 7, Section 21) The legislature shall provide by general laws for the incorporation of cities and villages.

Submitted to
*Huron Shore Regional Utility
Authority*



Operating Report for
September 2018



2960 Lucerne Dr., SE Grand Rapids, MI 49546



September 27, 2018

Huron Shore Regional Utility Authority
247 S. Baldwin Resort Road
East Tawas, MI 48730

SUBJECT: HSRUA Monthly Operation and Maintenance Report for September 2018

Dear Authority Board Members:

Attached please find the Monthly Operation Report for the Huron Shore Water Treatment Facility and the associated distribution system. This report is intended to provide a brief explanation of the activities related to the operation and maintenance of the facility and distribution system. All information and data used to compile this report is available for your review upon request.

The MDEQ state report contained within this report is for the previous month (August 2018), as the details necessary to compile this portion is not always completed at the time of the Authority board meetings. As always, if you have any questions regarding the contents of this report or activities within our operation, please contact us at your convenience.

Sincerely,

A handwritten signature in black ink that reads "Catherine A. Garnham".

Catherine Garnham
Regional Manager

247 S. Baldwin Resort Road
East Tawas, MI 48730
P: 989.362.0050
F: 989.362.0222
www.fv-operations.com

HSRUA Monthly Operations Report

September 2018

WATER TREATMENT PLANT O&M

September 17 – Colvin’s Heating & Cooling began demolition for the replacement HVAC units.

September 22 – A power outage occurred at approximately 1:00 a.m. The standby generator ran until power was restored at 5:20 a.m.

September 26 – Colvin’s Heating & Cooling completed installation of the new HVAC units.

September 27 – Factory start-up was performed on the new HVAC units.

DISTRIBUTION SYSTEM

September 21 – A power outage occurred at the Baldwin Township water tower at approximately 6:00 p.m. resulting in a loss of communication until power was restored.

SAFETY, HEALTH AND ENVIRONMENTAL

The August MOR will be submitted to the DEQ on or before October 10th. The water treatment plant was in compliance throughout the month of September 2018.

No accidents or Workmen’s Compensation issues occurred at the water treatment plant or within the Authority’s regional water distribution system during the month of September 2018.

MAINTENANCE EXPENDITURES DETAIL

Maintenance allowance expenditures for the contract year ending April 2019 total \$83,002.67 through September 2018.

HURON SHORES REGIONAL UTILITY AUTHORITY

MAINTENANCE ALLOWANCE SPENDING 2018 - 2019

Contract Year 2018-2019: \$	149,000.00
Remaining Fund from 2017-2018: \$	-
Beginning Total: \$	149,000.00
Total Spent: \$	83,002.67
Remaining Fund: \$	65,997.33

HURON SHORES REGIONAL UTILITY AUTHORITY

MAINTENANCE 2018 - 2019

Contract Year 2018-2019:	\$	21,000.00
Remaining Fund from 2017-2018:	\$	-
Beginning Total:	\$	21,000.00
Total Spent:	\$	19,894.22
Remaining Fund:	\$	1,105.78

April 2018

Avaya	Multi-line phone system maintenance contract	\$	44.44
Otis Elevator	Quarterly service contract (4/1/18 - 6/30/18)	\$	321.60
Midwest Municipal Instr.	Tawas tower level transmitter	\$	755.00
Wholesale Electric Supply	LED high-bay lights (6)	\$	2,798.40
Home Depot	LED fluorescent fixture retrofit kits (6)	\$	381.41
USPS	Ship micro controller for evaluation	\$	4.80
Great Lakes Fire & Safety	Repair and refill (2) emergency SCBA units	\$	147.00
Total April			\$ 4,452.65

May 2018

Avaya	Multi-line phone system maintenance contract	\$	44.44
Menards	Exit / emergency light combo unit	\$	79.49
John Henry Excavating	"T" and "Y" replacement hatch cover installation	\$	500.00
Roger's Ace Hardware	Cement anchors	\$	14.29
Jett Pump	Cla-Val diaphragm repair kit high service #1	\$	901.99
Tawas Hardware	3/8 inch brass tee for high service #1	\$	5.61
Tawas Hardware	Screws, bolt, high service #1	\$	56.93
Kennedy Industries	Replacement actuator filter cross-over valve	\$	1,078.02
Kennedy Industries	Freight for valve actuator	\$	135.15
Quality Assurance Services	Laboratory analytical balance calibration	\$	402.00
Hach	Lamp for laboratory turbidimeter	\$	155.56
Escon Group	High service pump #1 and #3 starters	\$	5,626.89
Total May			\$ 9,000.37

June 2018

Prime Industrial Fasteners	Hardware / anchors valve operator	\$	128.24
Avaya	Multi-line phone system maintenance contract	\$	44.44
Tawas Hardware	Foam boards / padlocks distribution system	\$	88.56
Tawas Hardware	Various hardware for maintenance	\$	12.65
Tawas Hardware	Pipe hangers	\$	2.11
Tawas Hardware	Cover supports	\$	51.36
Jett Pump & Valve	Diaphragm repair kit High Service #1 valve	\$	202.73
Advanced Machine Corp.	Drill and tap holes in valve actuator spool piece	\$	180.00
Oudbier Instrument Co.	Troubleshoot distribution valve operators	\$	460.64
Total June			\$ 1,170.73

HURON SHORES REGIONAL UTILITY AUTHORITY

MAINTENANCE 2018 - 2019

Contract Year 2018-2019:	\$	21,000.00
Remaining Fund from 2017-2018:	\$	-
Beginning Total:	\$	21,000.00
Total Spent:	\$	19,894.22
Remaining Fund:	\$	1,105.78

July 2018

VWR Scientific	Replacement fluoride probe	\$	967.90
Otis Elevator	Quarterly service contract (7/1/18 - 9/30/18)	\$	332.16
Fastenal	Washers for flow control valve	\$	11.77
Tawas Hardware	Hardware for flow control valve installation	\$	2.50
Fastenal	Stainless steel hardware for WTP	\$	25.41
RS Technical Services	Chlorine sensor for chlorine room	\$	390.46
Auto Value	UPS backup battery - East Tawas master meter	\$	211.97
Auto Value	Battery core return - East Tawas master meter	\$	(18.00)
Oudbier Instrument Co.	Troubleshoot polymer control, replace resistor	\$	212.50
St. James Electric	Repair outdoor lights - Lincoln St. pump station	\$	1,080.48
Avaya	Multi-line phone system maintenance contract	\$	44.44
Tawas Hardware	Foamboard, aluminum angle	\$	107.23
Menards	Lamps for emergency exit signs	\$	18.32
Total July			\$ 3,387.14

August 2018

Great Lakes Fire & Safety	Escape air pack maintenance	\$	240.00
Oudbier Instrument	Emergency repair PLC	\$	650.00
Avaya	Multi-line phone system maintenance contract	\$	44.44
Galloup Co.	Solenoid valve for HS pump #1	\$	136.92
J&K Communications	Radio communication repairs	\$	767.53
Total August			\$ 1,838.89

September 2018

Avaya	Multi-line phone system maintenance contract	\$	44.44
Total September			\$ 44.44

HURON SHORES REGIONAL UTILITY AUTHORITY

UTILITIES 2018 - 2019

Contract Year 2018-2019: \$128,000.00
 Remaining Fund from 2017-2018: \$0.00
 Beginning Total: \$128,000.00
 Total Spent: **\$63,108.45**
 Remaining Fund: **\$64,891.55**

		April 2018	May 2018	June 2018	July 2018	August 2018	September 2018
Charter Communications	Internet service 247 Baldwin Resort Road	\$ 79.99	\$ 79.99	\$ 79.99	\$ 79.99	\$ 79.99	\$ 79.99
Corecomm	Corecomm email service HSRUA	\$ 71.70	\$ -	\$ -	\$ -	\$ -	\$ -
UTMI.net	Land line 247 Baldwin Resort Road	\$ 213.92	\$ 212.98	\$ 212.42	\$ 212.42	\$ 215.77	
Baldwin Township	Sewer 247 Baldwin Resort Road	\$ 1,461.47	\$ 1,361.79	\$ 1,176.32	\$ 1,368.81	\$ 1,260.81	
Consumers Energy	HSRUA water plant	\$ 4,690.91	\$ 4,719.16	\$ 5,676.36	\$ 7,673.65	\$ 6,784.65	\$ 6,370.38
Consumers Energy	Booster station	\$ 1,564.77	\$ 1,487.05	\$ 1,829.83	\$ 2,156.10	\$ 2,167.06	\$ 2,237.96
Consumers Energy	Lincoln Street	\$ 90.97	\$ 53.16	\$ 381.70	\$ 377.18	\$ 420.94	\$ 419.91
Consumers Energy	Tawas water tower	\$ 47.38	\$ 41.83	\$ 36.19	\$ 36.72	\$ 35.56	\$ 35.39
Consumers Energy	Baldwin water tower	\$ 145.91	\$ 51.17	\$ 48.93	\$ 39.89	\$ 40.64	
Consumers Energy	Industrial (AuSable) water tower	\$ 37.42	\$ 32.60	\$ 31.92	\$ 31.38	\$ 30.52	
Consumers Energy	Lakewood Shore water tower	\$ 193.57	\$ 147.29	\$ 311.69	\$ 503.20	\$ 287.96	
Consumers Energy	South WAFB tower	\$ 25.18	\$ 24.94	\$ 25.05	\$ 25.05	\$ 25.19	\$ 25.01
Consumers Energy	North WAFB tower	\$ 29.05	\$ 28.16	\$ 26.97	\$ 26.83	\$ 27.26	\$ 26.86
Consumers Energy	Meter pit Cedar Street	\$ 24.35	\$ 24.40	\$ 24.22	\$ 24.22	\$ 24.22	\$ 24.22
Consumers Energy	Meter pit Bay Street	\$ 24.22	\$ 24.13	\$ 24.22	\$ 24.22	\$ 24.22	\$ 24.22
Consumers Energy	Meter pit F-41	\$ 24.22	\$ 24.13	\$ 24.22	\$ 24.22	\$ 24.22	\$ 24.22
Consumers Energy	Meter pit Bissonette	\$ 24.22	\$ 24.13	\$ 24.22	\$ 24.22	\$ 24.22	\$ 24.22
Consumers Energy	Meter pit Division	\$ 43.06	\$ 38.89	\$ 30.96	\$ 28.75	\$ 28.75	\$ 28.30
Consumers Energy	Meter pit Lake Street	\$ 24.48	\$ 24.40	\$ 24.49	\$ 24.49	\$ 24.22	\$ 24.22
Consumers Energy	Meter pit Baldwin loop	\$ 40.65	\$ 38.94	\$ 66.44	\$ 83.98	\$ 84.25	\$ 80.50
Consumers Energy	Meter pit Tawas Beach Rd.	\$ 26.97	\$ 26.54	\$ 26.97	\$ 26.69	\$ 26.69	\$ 26.86
Consumers Energy	Meter pit E. Tawas Beach Rd.	\$ 24.22	\$ 24.13	\$ 24.22	\$ 24.22	\$ 24.22	\$ 24.22
Consumers Energy	Meter pit Cemetery Rd.	\$ 27.92	\$ 27.75	\$ 28.21	\$ 27.79	\$ 27.78	\$ 27.89
Consumers Energy	Meter pit W. River Rd.	\$ 24.13	\$ 24.22	\$ 24.22	\$ 24.22	\$ 24.22	
DTE Energy	HSRUA water plant	\$ 503.99	\$ 60.95	\$ 37.47	\$ 38.86	\$ 37.60	
DTE Energy	Booster station	\$ 103.93	\$ 41.38	\$ 32.27	\$ 34.88	\$ 34.88	
DTE Energy	Lincoln Street	\$ 76.56	\$ 34.85	\$ 32.27	\$ 34.88	\$ 34.88	
DTE Energy	Lakewood Shore water tower	\$ 81.11	\$ 37.47	\$ 32.27	\$ 34.88	\$ 34.88	
		\$ 9,726.27	\$ 8,716.43	\$ 10,294.04	\$ 13,011.74	\$ 11,855.60	\$ 9,504.37

Huron Shore Regional Utility Authority

Phone (989) 362-0050 Fax (989) 362-0222
247 Baldwin Resort Road, East Tawas, Michigan 48730



18-Aug

WURTSMITH

WAFB FRONT GATE

DATE READ	IN	OUT
8/31/2018	315504	158092
7/31/2018	314266	157796
TOTAL	1,238,000	296,000

WAFB BACK GATE

DATE READ	IN	OUT
8/31/2018	72804	9000
7/31/2018	72415	9000
TOTAL	3,890,000	0

F-41 ALERT FACILITY

DATE READ	IN	OUT
8/31/2018	66841	8939
7/31/2018	66841	8939
TOTAL	0	0

OFF-LINE

TOTAL ON WAFB:	5,128,000
TOTAL OFF WAFB:	296,000
TOTAL WAFB USAGE:	4,832,000

OSCODA

NEW LAKE AND DIVISION

DATE READ	IN	IN	OUT
8/31/2018	1560486	21614	252
7/31/2018	1539299	19467	252
TOTAL	21,187,000	2,147,000	0

OLD LAKE AND DIVISION

DATE READ	IN	OUT
8/31/2018	12905	7904
7/31/2018	12905	7904
TOTAL	0	0

RIVER ROAD

DATE READ	IN	OUT
8/31/2018	15246	20000
7/31/2018	15246	20000
TOTAL	0	0

TOTAL TO OSCODA:	23,334,000
TOTAL BACK TO AUSABLE:	0
TOTAL WAFB USAGE:	4,832,000
TOTAL SILVER SANDS:	414,976
TOTAL OSCODA USAGE:	18,087,024

AUSABLE

BOOSTER STATION:

DATE READ

8/31/2018	NEW #	2,331,577,000
7/31/2018	OLD #	2,301,503,000
	Total	30,074,000

Total Booster St.:	30,074,000
Total WAFB Usage:	4,832,000
Total Oscoda Usage:	18,087,024
TOTAL AUSABLE USAGE:	6,985,976

Silver Sands Reading

TOTAL 414,976

AUSABLE POINT

IN 169,000

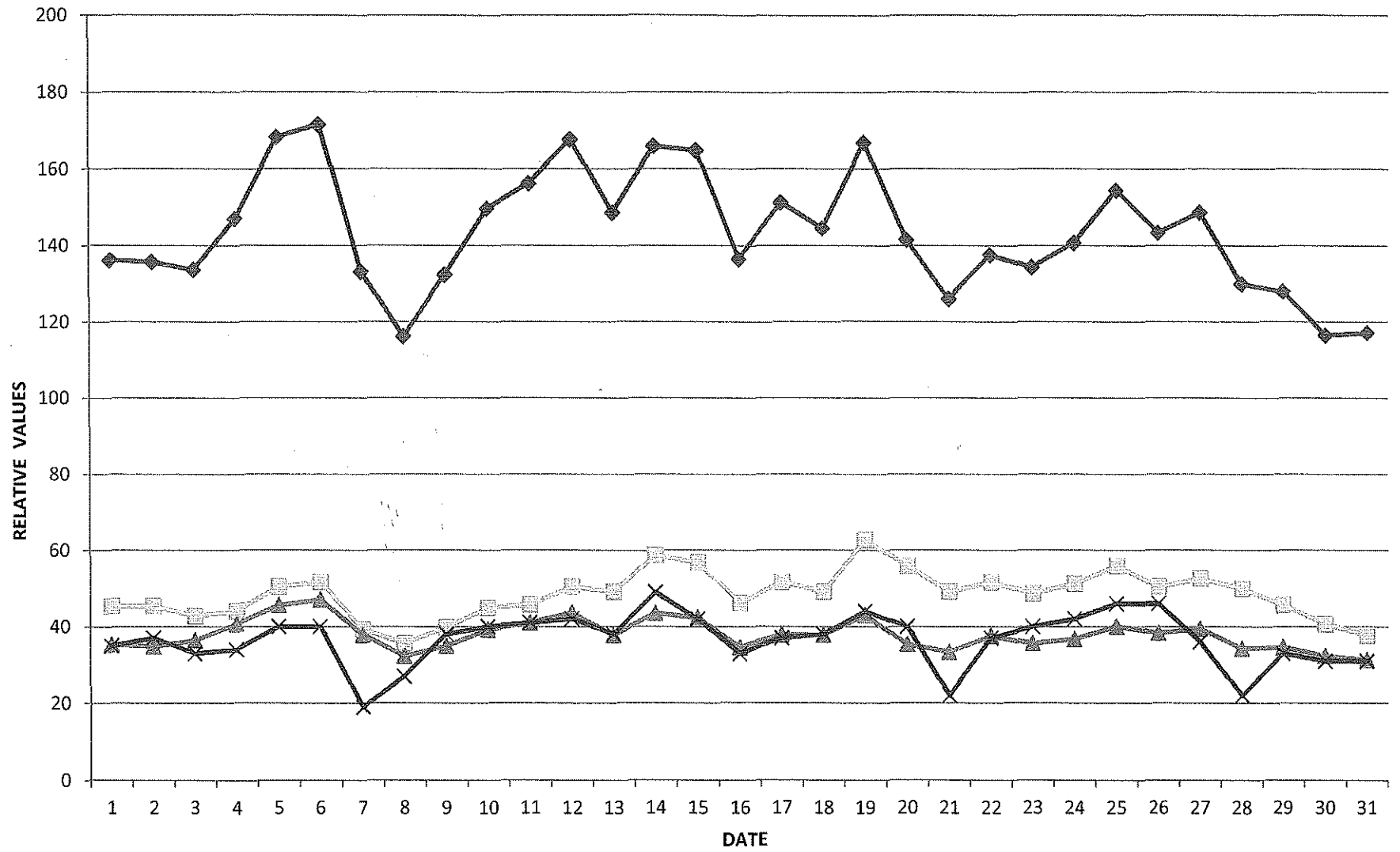
BALDWIN TOWNSHIP								
CEMETERY ROAD			BALDWIN RESORT			TAWAS BEACH CLUB		
DATE READ	IN	OUT	DATE READ	IN	DATE READ	IN	IN	
8/31/2018	124677	80558	8/31/2018	4243	8/31/2018	152	7641	
7/31/2018	124673	80558	7/31/2018	3663	7/31/2018	152	7543	
TOTAL	4,000	0	TOTAL	580,000	TOTAL	0	98,000	
US-23/EMERY PIT		CROCKER		AUSABLE POINT		BIRCH DRIVE		
Read Date	IN	Read Date	IN	Read Date	IN	Read Date	IN	
8/31/2018	6008	8/31/2018	1495	8/31/2018	3316	8/31/2018	39560	
7/31/2018	6008	7/31/2018	1495	7/31/2018	3147	7/31/2018	39250	
TOTAL	0	TOTAL	0	TOTAL	169,000	TOTAL	310,000	
TOTAL TO BALDWIN TOWNSHIP:				1,351,000				
TOTAL BACK TO EAST TAWAS:				0				
TOTAL BALDWIN USAGE:				1,626,005				
						BALDWIN MASTER METER PIT		
						Read Date	IN	OUT
						8/31/2018	5200	4941
						7/31/2018	4087	4018
						TOTAL	1,113,000	923,000

TAWAS CITY					
WESTOVER			US-23		
DATE READ	IN	OUT	DATE READ	IN	IN
8/31/2018	710724	150294	8/31/2018	84630	199752
7/31/2018	702320	148680	7/31/2018	83916	198554
TOTAL	8,404,000	1,614,000	TOTAL	714,000	1,198,000
TOTAL TO TAWAS CITY:			10,316,000		
TOTAL BACK TO E. TAWAS:			1,614,000		
TOTAL TAWAS CITY USAGE			8,702,000		

EAST TAWAS				
E.TAWAS MASTER	DATE READ	IN	OUT	
	8/31/2018	1326629000	21054000	
	7/31/2018	1309333000	20645000	
	Total	17,296,000	409,000	
East Tawas Meter net		16,887,000		
Cemetery rd Baldwin net		4,000		
TOTAL TAWAS USAGE:		8,702,000		
TOTAL E.TAWAS USAGE:		8,181,000		
				WTP Production
				8/31/2018 120119
				7/31/2018 74201
				Total from High service meter 51,920,000
				Total from all master meters 48,414,005
				Plant usage 3,505,995

	GALLONS	PERCENT
WURTSMITH	4,832,000	9.98%
OSCODA	18,087,024	37.36%
AUSABLE	6,985,976	14.43%
BALDWIN	1,626,005	3.36%
TAWAS	8,702,000	17.97%
E. TAWAS	8,181,000	16.90%
HSRUA	3,505,995	7.24%
TOTAL	48,414,005	100.00%
TOTAL % OF PRODUCTION ACCOUNTED FOR		100.00%

TREATED FLOW AND CHEMICAL USAGE AUGUST 2018



◆ MILLION GALLONS TREATED (x 100)
 □ ALUM POUNDS (/ 10)
 ▲ HYDROFLUORIC ACID
 × CHLORINE POUNDS (TOTAL)

**MONTHLY OPERATION REPORT OF
WATER TREATMENT PLANT**

Huron Shore Regional Utility Authority

For the month/year of
AUGUST 2018

WSSN:3319

County: _____
Iosco

CATHERINE GARNHAM
Certified Operator

F-1
Water Plant Classification

Executive Operations Officer
Title

Treatment Rate and Filter Data

1. Treatment Rate, Maximum: 4.24 Million Gallons per Day
2. Treatment Rate, Approved Rated Plant Capacity: 5.4 Million Gallons per Day
3. Average Filter Run: 81.25 Hours
4. Average Filtration Rate: 1.62 Gallons Per Square Ft. per Minute
5. Maximum Filtration Rate: 1.92 Gallons Per Square Ft. per Minute
6. Average Wash Water Use: 2.61% percent of Treated Water

Chemical Data

7. Chlorine on hand: 1881.9 lbs. Est. supply 51 days
8. Alum (Al³⁺) on hand: 1042.074 lbs. Est. supply 48 days
9. Cost of All Chemicals per Million Gallons: \$73.51
10. Total Power Cost per Million Gallons: \$152.70

Remarks

- Number of filter confluence samples >0.3 NTU 0
- Number of filter confluence samples collected: 256
- Percent of filter confluence samples >0.3 NTU 0

Did any individual filter exceed:

- 1.0 NTU in two consecutive measurements taken 15 minutes apart? No
If yes, attach specific filter(s) information and indicate required follow up status.
- 0.5 NTU in two consecutive measurements taken 15 minutes apart after 4 hours of operation? No
If yes, attach specific filter(s) information and indicate required follow up status.
- 1.0 NTU in two consecutive measurements taken 15 minutes apart for 3 consecutive months? No
If yes, attach specific filter(s) information and indicate required follow up status.
- 2.0 NTU in two consecutive measurements taken 15 minutes apart for 2 consecutive months? No
If yes, attach specific filter(s) information and indicate required follow up status.

Did plant tap disinfectant residual fall below 0.2 ppm during the month? No
If yes, indicate date(s) and duration on a separate sheet

Was minimum C*T credit achieved for the entire month? Yes
If no, indicate on a separate sheet the date(s) not achieved

Was continuous POE chlorine residual monitoring equipment off-line during the month? No
If yes, indicate date(s) and duration on a separate sheet

Was continuous (every 15 minutes) filter monitoring equipment off-line during the month? No
if yes, indicate date(s) and duration on a separate sheet.

DATE	PH		Total Hardness Test CaCO ₃ mg/L		Total Alkalinity as CaCO ₃ mg/l		Non - Carbonate Hardness as CaCO ₃ mg/l		Chlorine lbs			Agg. Index
	Raw	Tap	Raw	Tap	Raw	Tap	Raw	Tap	Pre	Inter	Post	
1	7.76	7.14	106	100	81	71	25	29	23.70	11.30	N/A	10.83
2	7.85	7.22	N/A	N/A	79	70	N/A	N/A	23.60	13.40	N/A	N/A
3	7.77	7.15	N/A	N/A	76	68	N/A	N/A	22.90	10.10	N/A	N/A
4	7.80	7.15	N/A	N/A	78	68	N/A	N/A	24.20	9.80	N/A	N/A
5	7.88	7.19	N/A	N/A	76	66	N/A	N/A	27.60	12.40	N/A	N/A
6	7.97	7.21	N/A	N/A	77	67	N/A	N/A	28.00	12.00	N/A	N/A
7	8.14	7.19	N/A	N/A	75	66	N/A	N/A	0.00	19.00	N/A	N/A
8	8.16	7.21	102	100	77	66	25	34	8.30	18.70	N/A	10.88
9	7.93	7.22	N/A	N/A	78	67	N/A	N/A	21.70	16.30	N/A	N/A
10	7.89	7.17	N/A	N/A	83	68	N/A	N/A	24.50	15.50	N/A	N/A
11	8.04	7.22	N/A	N/A	78	69	N/A	N/A	25.70	15.30	N/A	N/A
12	8.01	7.22	N/A	N/A	79	68	N/A	N/A	27.00	15.00	N/A	N/A
13	7.97	7.24	N/A	N/A	79	68	N/A	N/A	24.00	14.00	N/A	N/A
14	7.99	7.24	N/A	N/A	80	69	N/A	N/A	30.00	19.00	N/A	N/A
15	7.89	7.19	115	106	79	66	36	40	29.00	13.00	N/A	10.81
16	7.88	7.16	N/A	N/A	77	68	N/A	N/A	23.00	10.00	N/A	N/A
17	7.90	7.13	N/A	N/A	78	68	N/A	N/A	25.50	11.50	N/A	N/A
18	7.85	7.14	N/A	N/A	78	68	N/A	N/A	24.40	13.60	N/A	N/A
19	7.82	7.22	N/A	N/A	79	70	N/A	N/A	28.00	16.00	N/A	N/A
20	7.86	7.19	N/A	N/A	80	71	N/A	N/A	23.00	17.00	N/A	N/A
21	8.14	7.15	N/A	N/A	80	70	N/A	N/A	0.00	22.00	N/A	N/A
22	8.24	7.22	107	101	82	68	25	33	14.40	22.60	N/A	10.89
23	7.95	7.19	N/A	N/A	82	71	N/A	N/A	22.80	17.20	N/A	N/A
24	7.87	7.18	N/A	N/A	80	70	N/A	N/A	24.20	17.80	N/A	N/A
25	8.02	7.18	N/A	N/A	80	68	N/A	N/A	28.20	17.80	N/A	N/A
26	7.98	7.21	N/A	N/A	76	70	N/A	N/A	28.00	18.00	N/A	N/A
27	7.79	7.22	N/A	N/A	80	66	N/A	N/A	25.00	11.00	N/A	N/A
28	8.11	7.24	N/A	N/A	77	66	N/A	N/A	0.00	22.00	N/A	N/A
29	8.08	7.17	100	98	79	66	19	34	13.10	19.90	N/A	10.80
30	7.82	7.15	N/A	N/A	74	65	N/A	N/A	19.50	11.50	N/A	N/A
31	7.92	7.14	N/A	N/A	80	68	N/A	N/A	19.70	11.30	N/A	N/A
AVG	7.94	7.19	106	101	79	68	26	34				
MAX	8.24	7.24	115	106	83	71	36	40				
MIN	7.76	7.13	100	98	74	65	19	29				
TOTAL									659.00	474.00		

DATE	Coliform Samples			Filter Rate	Treat Rate	Wind Direction	Temp. C	Color		Odor	
	MF Raw	Tap Samples	MF Tap					Raw	Tap	Raw	Tap
1	100mL/ND	1	100mL/ND	1.60	3.53	NW	21.10	0	0	ND	ND
2	100mL/ND	1	100mL/ND	1.64	3.62	SW	20.70	0	0	ND	ND
3	100mL/ND	1	100mL/ND	1.61	3.56	N	19.00	1	0	ND	ND
4	100mL/ND	1	100mL/ND	1.68	3.71	SW	19.50	1	0	ND	ND
5	100mL/ND	1	100mL/ND	1.83	4.04	SW	19.90	0	0	ND	ND
6	100mL/ND	1	100mL/ND	1.73	3.83	SW	19.00	7	0	ND	ND
7	100mL/ND	1	100mL/ND	1.43	3.17	NE	15.30	11	0	ND	ND
8	100mL/ND	1	100mL/ND	1.41	3.12	N	17.30	1	0	ND	ND
9	100mL/ND	1	100mL/ND	1.60	3.53	SW	19.00	0	0	ND	ND
10	100mL/ND	1	100mL/ND	1.80	3.99	SE	20.10	0	0	ND	ND
11	100mL/ND	1	100mL/ND	1.88	4.17	SW	20.90	3	0	ND	ND
12	100mL/ND	1	100mL/ND	1.92	4.24	N	21.00	1	0	ND	ND
13	100mL/ND	1	100mL/ND	1.50	3.32	NE	22.00	1	0	ND	ND
14	100mL/ND	1	100mL/ND	1.71	3.79	SW	22.80	3	0	ND	ND
15	100mL/ND	1	100mL/ND	1.70	3.77	SE	20.60	1	0	ND	ND
16	100mL/ND	1	100mL/ND	1.60	3.54	SE	19.30	14	0	ND	ND
17	100mL/ND	1	100mL/ND	1.64	3.63	NE	21.00	1	0	ND	ND
18	100mL/ND	1	100mL/ND	1.65	3.65	NE	22.50	3	0	ND	ND
19	100mL/ND	1	100mL/ND	1.72	3.81	E	22.80	5	0	ND	ND
20	100mL/ND	1	100mL/ND	1.46	3.23	S	23.50	3	0	ND	ND
21	100mL/ND	1	100mL/ND	1.48	3.27	NE	23.30	9	0	ND	ND
22	100mL/ND	1	100mL/ND	1.61	3.57	NW	23.00	3	0	ND	ND
23	100mL/ND	1	100mL/ND	1.58	3.48	W	22.50	1	0	ND	ND
24	100mL/ND	1	100mL/ND	1.53	3.38	SW	22.40	1	0	ND	ND
25	100mL/ND	1	100mL/ND	1.76	3.90	SW	22.40	3	0	ND	ND
26	100mL/ND	1	100mL/ND	1.55	3.44	W	20.30	0	0	ND	ND
27	100mL/ND	1	100mL/ND	1.65	3.66	S	20.20	0	0	ND	ND
28	100mL/ND	1	100mL/ND	1.45	3.20	SW	17.60	1	0	ND	ND
29	100mL/ND	1	100mL/ND	1.46	3.23	SW	16.70	9	0	ND	ND
30	100mL/ND	1	100mL/ND	1.44	3.19	NE	15.30	0	0	ND	ND
31	100mL/ND	1	100mL/ND	1.45	3.21	SW	17.10	9	0	ND	ND
AVG	0.00	1	0.00	1.62	3.57		20.26	3	0.00		
MAX	0.00	1	0.00	1.92	4.24		23.50	14	0.00		
MIN	0.00	1	0.00	1.41	3.12		15.30	0	0.00		

DATE	Bacteriological Monitoring Stations mg/l																							
	Baldwin		East Tawas		Tawas		AuSable Twp.								Oscoda Twp.									
	Free	Total	Free	Total	Free	Total	Twp. Hall	Cal Taylor	Wellman's	Rest-All Inn	Twp. Hall	Health Park	Airport	Pathways C.C.	DPW Garage	Free	Total	Free	Total	Free	Total	Free	Total	
1	0.55	0.68	0.63	0.72	1.04																			
2																								
3																								
4																								
5																								
6																								
7																								
8	0.60	0.72	0.57	0.68	1.07																			
9																								
10																								
11																								
12																								
13																								
14																								
15	0.62	0.82	0.70	0.79	0.55										0.87		0.55		0.22		0.63		0.27	
16							0.91							0.96										
17																								
18																								
19																								
20																								
21																								
22	0.50	0.61	0.64	0.73	1.04																			
23																								
24																								
25																								
26																								
27																								
28																								
29	0.48	0.64	0.65	0.74	0.80										0.99		0.45		0.11		0.59		0.91	
30																								
31																								

Ave.	0.66	0.71
Max.	1.07	0.82
Min.	0.11	0.61

DISTRIBUTION SAMPLES - BACTERIOLOGICAL SUMMARY					
	AuSable Twp.	Baldwin Twp.	East Tawas	Oscoda Twp.	Tawas
Total number of routine distribution samples analyzed	2	5	5	10	5
Total number of positive routine distribution samples	0	0	0	0	0
Total number of routine distribution samples required	2	1	3	8	2

POSITIVE DISTRIBUTION SAMPLES				Check Samples			
Date	Monitoring Station	MF Count	MPN Count	Date	Monitoring Station	MF Count	MPN Count

HPC Results for Samples with <0.20 mg/l Free Chlorine		
Date	Location	Result
29	Osc. Airport	<1

FILTER CONFLUENCE

C*T EVALUATION

4 HOUR AVERAGE						HURON SHORES REGIONAL UTILITY AUTHORITY				
DATE	1ST	2ND	3RD	4TH	AVG.	C*T				
1	0.04	0.04	N/A	N/A	0.04	150.50	WORSE CASE SCENARIO:			
2	0.04	0.04	N/A	N/A	0.04	159.34	DATE:	8/8/2018		
3	0.04	0.04	N/A	N/A	0.04	167.85	ACTUAL C*T:	104.05		
4	0.04	0.04	N/A	N/A	0.04	160.27	REQUIRED C*T:	15		
5	0.04	0.04	0.04	N/A	0.04	131.60				
6	0.04	0.04	0.04	N/A	0.04	178.79				
7	0.04	0.04	0.04	N/A	0.04	131.00				
8	0.04	0.04	N/A	N/A	0.04	104.05				
9	0.04	0.04	N/A	N/A	0.04	157.64				
10	0.04	0.04	N/A	N/A	0.04	159.84				
11	0.04	0.04	N/A	N/A	0.04	163.66				
12	0.04	0.04	N/A	N/A	0.04	147.96				
13	0.04	0.04	0.04	N/A	0.04	180.16				
14	0.04	0.04	0.04	N/A	0.04	124.86				
15	0.04	0.04	0.04	N/A	0.04	170.31				
16	0.04	0.04	N/A	N/A	0.04	150.60				
17	0.04	0.04	0.04	N/A	0.04	153.30				
18	0.04	0.04	N/A	N/A	0.04	142.86				
19	0.04	0.04	0.04	N/A	0.04	158.78				
20	0.04	0.04	0.05	N/A	0.04	197.61				
21	0.04	0.04	N/A	N/A	0.04	197.96				
22	0.05	0.05	N/A	N/A	0.05	153.31				
23	0.04	0.04	N/A	N/A	0.04	149.60				
24	0.04	0.04	0.04	N/A	0.04	155.43				
25	0.04	0.04	N/A	N/A	0.04	149.28				
26	0.04	0.04	0.05	N/A	0.04	148.10				
27	0.04	0.04	N/A	N/A	0.04	137.92				
28	0.04	0.04	N/A	N/A	0.04	195.27				
29	0.04	0.04	N/A	N/A	0.04	216.44				
30	0.04	0.04	N/A	N/A	0.04	237.52				
31	0.04	0.04	N/A	N/A	0.04	206.26				
AVG.	0.04	0.04			0.04					
MAX	0.05	0.05			0.05					
MIN	0.04	0.04			0.04	104.05				

LT2ESWTR Second Round Source (Raw) Water Monitoring Summary

Name of Supply:	HURON SHORE REG UTIL AUTH	WSSN:	3319
Source Type (Lake, Stream, etc.):	LAKE	Source ID # (e.g., IN 225):	IN225
Facility ID (e.g., TP 001):	TP001	E. Coli Lab used:	MI03319
Sample Location:	RAW WATER TAP	E.Coli Analytical Method #:	SM 9223 B
Turbidity Analytical Method #:	SM 2130 B	E. Coli Analytical Method Type:	COLILERT-18

Scheduled Sample Date (from calendar)	Actual Date Collected	Within +/- 2 days of scheduled date?	Turbidity (NTU)	CFU or MPN per 100 mL	Were the approved lab, method, and analytical type listed above used for this sample? (Y/N)
10/4/2017	10/4/2017	Y	0.65	<1	Y
10/18/2017	10/18/2017	Y	1.08	1.0	Y
11/1/2017	11/1/2017	Y	0.48	<1	Y
11/15/2017	11/15/2017	Y	0.35	<1	Y
11/29/2017	11/29/2017	Y	0.35	<1	Y
12/13/2017	12/13/2017	Y	0.21	<1	Y
12/27/2017	12/27/2017	Y	0.46	<1	Y
1/10/2018	1/10/2018	Y	0.17	<1	Y
1/24/2018	1/24/2018	Y	0.24	<1	Y
2/7/2018	2/7/2018	Y	0.57	<1	Y
2/21/2018	2/21/2018	Y	0.16	<1	Y
3/7/2018	3/7/2018	Y	1.60	<1	Y
3/21/2018	3/21/2018	Y	1.70	<1	Y
4/4/2018	4/4/2018	Y	0.43	<1	Y
4/18/2018	4/18/2018	Y	8.82	<1	Y
5/2/2018	5/2/2018	Y	6.34	<1	Y
5/16/2018	5/16/2018	Y	2.01	<1	Y
5/30/2018	5/30/2018	Y	0.54	<1	Y
6/13/2018	6/13/2018	Y	0.55	<1	Y
6/27/2018	6/27/2018	Y	0.38	<1	Y
7/11/2018	7/11/2018	Y	0.39	<1	Y
7/25/2018	7/25/2018	Y	0.45	1.0	Y
8/8/2018	8/8/2018	Y	0.29	<1	Y
8/22/2018	8/22/18	Y	0.41	<1	Y
9/5/2018					
9/19/2018					

Work Order Summary - August 2018

9/27/2018

HSRUA

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WO No.	Description	WO Type	Equipment No.	Equipment Description
0000042478	MONTHLY PM ON HIGH SERVICE PUMPS 1-4	PM	HIGH SERVICE PUMPS	ALL HIGH SERVICE PUMPS
0000042490	WEEKLY LINCOLN STREET PUMPING STATION INSPECTIONS	SCH	LINCOLN ST.	LINCOLN ST. PUMPING STATION
0000042546	EXERCISE ALL CL2 & SERVICE H2O VALVES	SCH	CL2 FEED SYSTEMS	CHLORINE FEED SYSTEMS
0000043139	WEEKLY WATER SAMPLES FROM DISTRIBUTION SYSTEM	PM	DIST SMPLS	WATER SAMPLES FROM DISTRIBUTION SYSTEM
0000043141	WEEKLY PM-CLEANING	PM	LAB	LAB AND EQUIPMENT
0000043142	WEEKLY LINCOLN STREET PUMPING STATION INSPECTIONS	SCH	LINCOLN ST.	LINCOLN ST. PUMPING STATION
0000043143	WEEKLY INSPECTION, READING, AND RECORDING OF ALL LAKEWOOD ACTIVITISCH	SCH	WTLS	LAKEWOOD TOWER
0000043144	READING OF ALL MASTER METERS	SCH	METERS	MASTER METERS
0000043145	REVIEW AND MARK ALL NEEDED MISS DIG TICKETS	SCH	HSRUA MAIN	VARIOUS HSRUA MAIN
0000043152	WEEKLY PM ON AIR BLOWERS 1&2	PM	AIR BLOWERS	AIR BLOWERS 1-2
0000043153	WEEKLY PM ON AIR HANDLER	PM	AIR HANDLER	AIR HANDLER HEAT & COOLING MIXER/TRANE
0000043154	WEEKLY INSPECTION ON THE PIPING FOR THE ALUM PUMPS	PM	CFPUMPS	LMI CHEMICAL FEED PUMPS (ALUM)
0000043155	Weekly Auto Dialer Test	SCH	AUTODIALER	AUTODIALER/SENSAPHOHE
0000043156	WEEKLY READING, RECORDING, AND MONITORING OF BOOSTER STATION ACT SCH	SCH	BOOSTER STATION	AUSABLE BOOSTER STATION
0000043157	PULL SAMPLE FROM DEPOLOX3 CLA ANALYZER FOR COMPARISON ON CHART SCH	SCH	CL2 ANALYZER DEPOLOX PLUS	FREE CL2 RESIDUAL ANALYZER W/BARE ELECT
0000043158	WEEKLY PM OF CLARICONES 1-4	PM	CLARICONES	4 WALKER CLARICONES
0000043159	MONTHLY PM OF AIR COMPRESSOR	PM	AIR COMPRESSOR UNIT	AIR COMPRESSOR/QUINCEY DUPLEX
0000043160	WEEKLY PM OF AIR COMPRESSOR	PM	AIR COMPRESSOR UNIT	AIR COMPRESSOR/QUINCEY DUPLEX
0000043161	WEEKLY PM OF HOT WATER CIRCULATING PUMPS	PM	HOT WATER HEATING PUMPS	HOT WATER CIRCULATION PUMP/TACO
0000043162	WEEKLY-PM FLUSHING EMERGENCY EYEWASHES AND SHOWERS	PM	EYE WASH & SHOWERS	EMERGENCY EYE WASH & SHOWERS 1 & 2
0000043163	WEEKLY-PM PLANT CLEANING	PM	FACILITY	WATER TREATMENT PLANT
0000043167	MONTHLY PM FOR HOT WATER BOILER	PM	HOT WATER BOILER	BOILER
0000043168	WHOLESALEERS REPORT TO THE MUNICIPAL COMMUNITIES	SCH	CCR	wholesaleers report for municipalities
0000043169	WEEKLY WATER SAMPLES FROM DISTRIBUTION SYSTEM	PM	DIST SMPLS	WATER SAMPLES FROM DISTRIBUTION SYSTEM
0000043170	Monthly online turbidimeter verification	PM	1720 E TURBIDIMETER	COMBINED FILTER EFF TURBIDIMETER
0000043170	Monthly online turbidimeter verification	PM	1720E FILTER #1	FILTER # 1 TURBIDIMETER
0000043170	Monthly online turbidimeter verification	PM	1720E FILTER #2	FILTER #2 TURBIDIMETER
0000043170	Monthly online turbidimeter verification	PM	1720E FILTER #3	FILTER #3 TURBIDIMETER
0000043170	Monthly online turbidimeter verification	PM	1720E FILTER #4	FILTER #4 TURBIDIMETER
0000043170	Monthly online turbidimeter verification	PM	1720E FILTER #5	FILTER #5 TURBIDIMETER
0000043170	Monthly online turbidimeter verification	PM	1720E FILTER #6	FILTER #6 TURBIDIMETER
0000043171	WEEKLY PM-CLEANING	PM	LAB	LAB AND EQUIPMENT
0000043172	WEEKLY LINCOLN STREET PUMPING STATION INSPECTIONS	SCH	LINCOLN ST.	LINCOLN ST. PUMPING STATION
0000043173	WEEKLY INSPECTION, READING, AND RECORDING OF ALL LAKEWOOD ACTIVITISCH	SCH	WTLS	LAKEWOOD TOWER
0000043174	LOW SERVICE PUMPS 1 THRU 6 WEEKLY PM	PM	LOW SERVICE PUMPS	LOW SERVICE PUMPS 1 THRU 6
0000043175	MONTH END SPREADSHEET FOR MASTER METER BILLING	SCH	HSRUA SYSTEM	
0000043176	READING OF ALL MASTER METERS	SCH	METERS	MASTER METERS
0000043177	REVIEW AND MARK ALL NEEDED MISS DIG TICKETS	SCH	HSRUA MAIN	VARIOUS HSRUA MAIN
0000043178	EXERCISE ROOF TOP HEATING UNITS	SCH	ROOFTOP HVAC-2	ROOFTOP HVAC UNIT GVH-2/REZNOR
0000043178	EXERCISE ROOF TOP HEATING UNITS	SCH	ROOFTOP HVAC-3	ROOFTOP HVAC UNIT GVH-3/TRANE
0000043178	EXERCISE ROOF TOP HEATING UNITS	SCH	ROOFTOP HVAC-4	ROOFTOP HVAC UNIT GVH-4/TRANE
0000043179	WEEKLY CHECK OF SAMPLE PUMPS 3 THRU 6	PM	SAMPLE PUMPS	SAMPLE PUMPS 3,4,5 AND 6
0000043181	QUARTERLY PM ON VACUUM PUMPS 1&2	PM	VACUUM PUMP UNITS	BOTH VACUUM PUMPS
0000043182	MONTHLY PM ON VACUUM PUMPS 1&2	PM	VACUUM PUMP UNITS	BOTH VACUUM PUMPS
0000043183	WEEKLY PM ON VACUUM PUMPS 1&2	PM	VACUUM PUMP UNITS	BOTH VACUUM PUMPS
0000043184	WEEKLY PM ON WTP GENERATOR	PM	DIESEL GENERATOR	EMERGENCY GENERATOR/CATERPILLAR 3412
0000043186	ANNUAL PARTIAL CHEMESTRY SAMPLE	SCH	Compliance sampling	various compliance samples
0000043187	AIR BLOWERS MONTHLY PM	PM	AIR BLOWERS	AIR BLOWERS 1-2
0000043188	SEMI ANNUAL PM ON AIR HANDLER	PM	AIR HANDLER	AIR HANDLER HEAT & COOLING MIXER/TRANE
0000043189	MONTHLY PM ON AIR HANDLING UNIT	PM	AIR HANDLER	AIR HANDLER HEAT & COOLING MIXER/TRANE
0000043190	SEMI ANNUAL CLEANING OF SCREEN FOR AIRHANDLER	SCH	AIR HANDLER	AIR HANDLER HEAT & COOLING MIXER/TRANE
0000043192	MONTHLY AT&T SITE ACCESS		HSRUA SYSTEM	
0000043193	Weekly Auto Dialer Test	SCH	AUTODIALER	AUTODIALER/SENSAPHOHE

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0000043194	Weekly Auto Dialer Test	SCH	AUTODIALER	AUTODIALER/SENSAPHOHE
0000043196	MONTHLY STERILIZATION CONFIRMATION	SCH	AUTOCLAVE-1	AUTOCLAVE-1/NAPCO
0000043196	MONTHLY STERILIZATION CONFIRMATION	SCH	AUTOCLAVE-2	AUTOCLAVE-2/NAPCO
0000043197	UPDATE BACTI SAMPLE ACCOUNT FOR HALE HOMESTEAD/ ROSE CITY	SCH	SUMP DRAIN LINE	
0000043198	MONTHLY BALANCE CHECK	SCH	SUMP DRAIN LINE	
0000043199	WEEKLY-PM CLEANING OF RESTROOM	PM	BATHROOM	BATHROOM/SHOWER/LOCKER ROOM
0000043020	CALIBRATION OF ONLINE TURBIDIMETERS	PM	1720 E TURBIDIMETER	COMBINED FILTER EFF TURBIDIMETER
0000043020	CALIBRATION OF ONLINE TURBIDIMETERS	PM	1720E FILTER #1	FILTER # 1 TURBIDIMETER
0000043020	CALIBRATION OF ONLINE TURBIDIMETERS	PM	1720E FILTER #2	FILTER #2 TURBIDIMETER
0000043020	CALIBRATION OF ONLINE TURBIDIMETERS	PM	1720E FILTER #3	FILTER #3 TURBIDIMETER
0000043020	CALIBRATION OF ONLINE TURBIDIMETERS	PM	1720E FILTER #4	FILTER #4 TURBIDIMETER
0000043020	CALIBRATION OF ONLINE TURBIDIMETERS	PM	1720E FILTER #5	FILTER #5 TURBIDIMETER
0000043020	CALIBRATION OF ONLINE TURBIDIMETERS	PM	1720E FILTER #6	FILTER #6 TURBIDIMETER
0000043033	WEEKLY-PM CLEANING OF RESTROOM	PM	BATHROOM	BATHROOM/SHOWER/LOCKER ROOM
0000043055	INSPECTION OF TELEMETRY CABINETS FOR ITEMS LISTED	SCH	TELEMETRY CABINETS	TELEMETRY CABINETS
0000043059	Monthly Inspection of 3m Full Face Respirator 600 series	PM	SUMP DRAIN LINE	
0000043065	MONTHLY STERILIZATION CONFIRMATION	SCH	AUTOCLAVE-1	AUTOCLAVE-1/NAPCO
0000043065	MONTHLY STERILIZATION CONFIRMATION	SCH	AUTOCLAVE-2	AUTOCLAVE-2/NAPCO
0000043067	WEEKLY READING, RECORDING, AND MONITORING OF BOOSTER STATION ACT	SCH	BOOSTER STATION	AUSABLE BOOSTER STATION
0000043068	WEEKLY READING, RECORDING, AND MONITORING OF BOOSTER STATION ACT	SCH	BOOSTER STATION	AUSABLE BOOSTER STATION
0000043078	MONTHLY INSPECTION of EEBA	SCH	EEBA #1	10 MINUTE EMERGENCY ESCAPE RESPIRATOR
0000043078	MONTHLY INSPECTION of EEBA	SCH	EEBA #2	10 MINUTE EMERGENCY ESCAPE RESPIRATOR
0000043078	MONTHLY INSPECTION of EEBA	SCH	EEBA #3	10 MINUTE EMERGENCY ESCAPE RESPIRATOR
0000043078	MONTHLY INSPECTION of EEBA	SCH	EEBA #4	10 MINUTE EMERGENCY ESCAPE RESPIRATOR
0000043078	MONTHLY INSPECTION of EEBA	SCH	EEBA #5	10 MINUTE EMERGENCY ESCAPE RESPIRATOR
0000043078	MONTHLY INSPECTION of EEBA	SCH	EEBA #6	10 MINUTE EMERGENCY ESCAPE RESPIRATOR
0000043078	MONTHLY INSPECTION of EEBA	SCH	EEBA #7	10 MINUTE EMERGENCY ESCAPE RESPIRATOR
0000043078	MONTHLY INSPECTION of EEBA	SCH	EEBA #8	10 MINUTE EMERGENCY ESCAPE RESPIRATOR
0000043088	WEEKLY WATER SAMPLES FROM DISTRIBUTION SYSTEM	PM	DIST SMPLS	WATER SAMPLES FROM DISTRIBUTION SYSTEM
0000043089	WEEKLY WATER SAMPLES FROM DISTRIBUTION SYSTEM	PM	DIST SMPLS	WATER SAMPLES FROM DISTRIBUTION SYSTEM
0000043091	WEEKLY PM-CLEANING	PM	LAB	LAB AND EQUIPMENT
0000043092	WEEKLY LINCOLN STREET PUMPING STATION INSPECTIONS	SCH	LINCOLN ST.	LINCOLN ST. PUMPING STATION
0000043093	WEEKLY LINCOLN STREET PUMPING STATION INSPECTIONS	SCH	LINCOLN ST.	LINCOLN ST. PUMPING STATION
0000043094	WEEKLY INSPECTION, READING, AND RECORDING OF ALL LAKEWOOD ACTIVITI	SCH	WTLS	LAKEWOOD TOWER
0000043095	WEEKLY INSPECTION, READING, AND RECORDING OF ALL LAKEWOOD ACTIVITI	SCH	WTLS	LAKEWOOD TOWER
0000043096	MONTHLY PM ON LAKEWOOD LIFT PUMPS	PM	LP-A	LAKEWOOD LIFT PUMP A
0000043096	MONTHLY PM ON LAKEWOOD LIFT PUMPS	PM	LP-B	LAKEWOOD LIFT PUMP B
0000043096	MONTHLY PM ON LAKEWOOD LIFT PUMPS	PM	LP-C	LAKEWOOD LIFT PUMP C
0000043099	READING OF ALL MASTER METERS	SCH	METERS	MASTER METERS
0000043100	READING OF ALL MASTER METERS	SCH	METERS	MASTER METERS
0000043101	REVIEW AND MARK ALL NEEDED MISS DIG TICKETS	SCH	HSRUA MAIN	VARIOUS HSRUA MAIN
0000043102	REVIEW AND MARK ALL NEEDED MISS DIG TICKETS	SCH	HSRUA MAIN	VARIOUS HSRUA MAIN
0000043103	MOW, TRIM AND SWEEP SIDEWALKS & DOORWAYS	SCH	SUMP DRAIN LINE	
0000043104	MONTHLY PM ON ALL HSRUA DIST METER PITS	PM	MP-1	METER PIT IN FRONT OF PLANT
0000043104	MONTHLY PM ON ALL HSRUA DIST METER PITS	PM	MP-10	TAWAS POINT METER PIT THE "Y"
0000043104	MONTHLY PM ON ALL HSRUA DIST METER PITS	PM	MP-11	BIRCH DRIVE METER PIT
0000043104	MONTHLY PM ON ALL HSRUA DIST METER PITS	PM	MP-12	AUASLE POINT METER PIT
0000043104	MONTHLY PM ON ALL HSRUA DIST METER PITS	PM	MP-13	CROCKER STREET METER PIT
0000043104	MONTHLY PM ON ALL HSRUA DIST METER PITS	PM	MP-14	PONTIAC STREET METER PIT
0000043104	MONTHLY PM ON ALL HSRUA DIST METER PITS	PM	MP-15	EAT TAWAS BALDWIN TWP LINE METER PIT
0000043104	MONTHLY PM ON ALL HSRUA DIST METER PITS	PM	MP-2	METER PIT
0000043104	MONTHLY PM ON ALL HSRUA DIST METER PITS	PM	MP-3	METER PIT
0000043104	MONTHLY PM ON ALL HSRUA DIST METER PITS	PM	MP-4	METER PIT

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0000043104	MONTHLY PM ON ALL HSRUA DIST METER PITS	PM	MP-5	METER PIT
0000043104	MONTHLY PM ON ALL HSRUA DIST METER PITS	PM	MP-6	METER PIT
0000043104	MONTHLY PM ON ALL HSRUA DIST METER PITS	PM	MP-7	METER PIT
0000043104	MONTHLY PM ON ALL HSRUA DIST METER PITS	PM	MP-8	METER PIT
0000043104	MONTHLY PM ON ALL HSRUA DIST METER PITS	PM	MP-9	METER PIT
0000043116	Weekly Auto Dialer Test	SCH	AUTODIALER	AUTODIALER/SENSAPHOHE
0000043118	WEEKLY READING, RECORDING, AND MONITORING OF BOOSTER STATION ACT	SCH	BOOSTER STATION	AUSABLE BOOSTER STATION
0000043119	QUARTERLY READING OF MASTER METERS TO VERIFY CHECK VALVE OPERATISCH	SCH	MP-5	METER PIT
0000043127	MONTHLY PM ON BOOSTER STATION ELECTRIC CONTROL VALVES	PM	BSECV-A	BOOSTER STATION ELECTRIC CONTROL VALVE
0000043127	MONTHLY PM ON BOOSTER STATION ELECTRIC CONTROL VALVES	PM	BSECV-B	BOOSTER STATION ELECTRIC CONTROL VALVE
0000043127	MONTHLY PM ON BOOSTER STATION ELECTRIC CONTROL VALVES	PM	BSECV-C	BOOSTER STATION ELECTRIC CONTROL VALVE
0000043127	MONTHLY PM ON BOOSTER STATION ELECTRIC CONTROL VALVES	PM	BSECV-D	BOOSTER STATION ELECTRIC CONTROL VALVE
0000043127	MONTHLY PM ON BOOSTER STATION ELECTRIC CONTROL VALVES	PM	BSECV-E	BOOSTER STATION ELECTRIC CONTROL VALVE
0000043130	MONTHLY TEST ALL EMERGENCY LIGHTS AND EXIT SIGNS	PM	EMERGENCY/EXIT LIGHTS	13 EMERGENCY LIGHTS AND 21 EXIT SIGNS
0000043133	MONTHLY INSPECTION AND SIGN OFF OF ALL FIRE EXTINGUISHERS	PM	FIRE EXTINGUISHERS	FIRE EXTINGUISHER/HAND HELD
0000043136	MONTHLY CHECK OF FIRE EXTINGUISHERS	PM	TOWER FIRE EX	FIRE EXTINGUISHERS AT TOWERS
0000043278	WEEKLY PM OF CLARICONES 1-4	PM	CLARICONES	4 WALKER CLARICONES
0000043279	QUARTERLY CHLORINE FEED SYSTEM PM	PM	CL2 FEED SYSTEMS	CHLORINE FEED SYSTEMS
0000043281	MONTHLY PM OF AIR COMPRESSOR	PM	AIR COMPRESSOR UNIT	AIR COMPRESSOR/QUINCEY DUPLEX
0000043282	WEEKLY PM OF AIR COMPRESSOR	PM	AIR COMPRESSOR UNIT	AIR COMPRESSOR/QUINCEY DUPLEX
0000043283	CALIBRATE CONDUCTIVITY METER	SCH	CONDUCTIVITY METER	CONDUCTIVITY METER
0000043284	WEEKLY PM OF HOT WATER CIRCULATING PUMPS	PM	HOT WATER HEATING PUMPS	HOT WATER CIRCULATION PUMP/TACO
0000043285	WEEKLY-PM FLUSHING EMERGENCY EYEWASHES AND SHOWERS	PM	EYE WASH & SHOWERS	EMERGENCY EYE WASH & SHOWERS 1 & 2
0000043287	WEEKLY-PM PLANT CLEANING	PM	FACILITY	WATER TREATMENT PLANT
0000043288	RESTOCK FLUORIDE FEED ROOM	SCH	SUMP DRAIN LINE	
0000043290	WEEKLY GLASSWARE CHECK FOR RESIDUE	SCH	SUMP DRAIN LINE	
0000043294	MONTHLY PM ON WATER STORAGE TANK	PM	HOT WATER STORAGE TANK	POTABLE HOT WATER STORAGE TANK/LOCHINV
0000043295	MONTHLY ALTERNATION OF HYDRONIC PUMPS	PM	HOT WATER HEATING PUMPS	HOT WATER CIRCULATION PUMP/TACO
0000043303	READING OF ALL MASTER METERS	SCH	METERS	MASTER METERS
0000043307	BI MONTHLY ON pH PROBE	PM	PH METER	PH METER/ORION
0000043308	EXERCISE ROOF TOP HEATING UNITS	SCH	ROOFTOP HVAC-2	ROOFTOP HVAC UNIT GVH-2/REZNOR
0000043308	EXERCISE ROOF TOP HEATING UNITS	SCH	ROOFTOP HVAC-3	ROOFTOP HVAC UNIT GVH-3/TRANE
0000043308	EXERCISE ROOF TOP HEATING UNITS	SCH	ROOFTOP HVAC-4	ROOFTOP HVAC UNIT GVH-4/TRANE
0000043309	CLEAR PATHWAY & CHECK ALL LOCKS @ FENCE EXIT LOCATIONS	SCH	WTP FENCE	
0000043310	WEEKLY CHECK OF SAMPLE PUMPS 3 THRU 6	PM	SAMPLE PUMPS	SAMPLE PUMPS 3,4,5 AND 6
0000043311	Monthly stock culture preparation		SUMP DRAIN LINE	
0000043313	MONTHLY PM ON VACUUM PUMPS 1&2	PM	VACUUM PUMP UNITS	BOTH VACUUM PUMPS
0000043314	WEEKLY PM ON VACUUM PUMPS 1&2	PM	VACUUM PUMP UNITS	BOTH VACUUM PUMPS
0000043315	TRANSFER DAILY REPORTS TO A MONTHLY FOLDER	SCH	-	
0000043201	WEEKLY READING, RECORDING, AND MONITORING OF BOOSTER STATION ACT	SCH	BOOSTER STATION	AUSABLE BOOSTER STATION
0000043202	WEEKLY READING, RECORDING, AND MONITORING OF BOOSTER STATION ACT	SCH	BOOSTER STATION	AUSABLE BOOSTER STATION
0000043203	WEEKLY READING, RECORDING, AND MONITORING OF BOOSTER STATION ACT	SCH	BOOSTER STATION	AUSABLE BOOSTER STATION
0000043204	WEEKLY READING, RECORDING, AND MONITORING OF BOOSTER STATION ACT	SCH	BOOSTER STATION	AUSABLE BOOSTER STATION
0000043209	BI-WEEKLY PM OF CLARICONES 1-4	PM	CLARICONES	4 WALKER CLARICONES
0000043210	MONTHLY PM OF ALL 4 WALKER CLARICONES	PM	CLARICONES	4 WALKER CLARICONES
0000043211	Monthly Colony Count	SCH	SUMP DRAIN LINE	
0000043212	WEEKLY PM OF AIR COMPRESSOR	PM	AIR COMPRESSOR UNIT	AIR COMPRESSOR/QUINCEY DUPLEX
0000043213	ZERO CAL/SPAN CAL OF CL2 ANALYZER DEPOLOX PLUS	SCH	CL2 ANALYZER DEPOLOX PLUS	FREE CL2 RESIDUAL ANALYZER W/BARE ELECT
0000043215	MONTHLY INSPECTION of EEBA	SCH	EEBA #1	10 MINUTE EMERGENCY ESCAPE RESPIRATOR
0000043215	MONTHLY INSPECTION of EEBA	SCH	EEBA #2	10 MINUTE EMERGENCY ESCAPE RESPIRATOR
0000043215	MONTHLY INSPECTION of EEBA	SCH	EEBA #3	10 MINUTE EMERGENCY ESCAPE RESPIRATOR
0000043215	MONTHLY INSPECTION of EEBA	SCH	EEBA #4	10 MINUTE EMERGENCY ESCAPE RESPIRATOR
0000043215	MONTHLY INSPECTION of EEBA	SCH	EEBA #5	10 MINUTE EMERGENCY ESCAPE RESPIRATOR

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0000043215	MONTHLY INSPECTION of EEBA	SCH	EEBA #6	10 MINUTE EMERGENCY ESCAPE RESPIRATOR
0000043215	MONTHLY INSPECTION of EEBA	SCH	EEBA #7	10 MINUTE EMERGENCY ESCAPE RESPIRATOR
0000043215	MONTHLY INSPECTION of EEBA	SCH	EEBA #8	10 MINUTE EMERGENCY ESCAPE RESPIRATOR
0000043216	MONTHLY CHK OF VEHICLE FIRE EXTINGUISHERS AND FIRST AID KITS	SCH	PLOW TRUCK	CHEVY 3/4 TON 2500 YEAR 2013
0000043217	RESTOCK FLUORIDE FEED ROOM	SCH	SUMP DRAIN LINE	
0000043218	BI-MONTHLY PROBE CLEANING	PM	SUMP DRAIN LINE	
0000043219	BI-MONTHLY PROBE CLEANING	PM	SUMP DRAIN LINE	
0000043220	ANNUAL PM OF FLUORIDE PUMPS	PM	PROMINENT	FLUORIDE CHEMICAL FEED PUMP
0000043221	QUARTERLY ALTERNATION OF FLUORIDE PUMPS	PM	PROMINENT	FLUORIDE CHEMICAL FEED PUMP
0000043223	WEEKLY GLASSWARE CHECK FOR RESIDUE	SCH	SUMP DRAIN LINE	
0000043224	WEEKLY GLASSWARE CHECK FOR RESIDUE	SCH	SUMP DRAIN LINE	
0000043225	WEEKLY GLASSWARE CHECK FOR RESIDUE	SCH	SUMP DRAIN LINE	
0000043226	WEEKLY GLASSWARE CHECK FOR RESIDUE	SCH	SUMP DRAIN LINE	
0000043227	MONTHLY PM ON CHLORINE CYLINDER HOIST	PM	HOIST	CL2 HOIST/WRIGHT
0000043228	WEEKLY WATER SAMPLES FROM DISTRIBUTION SYSTEM	PM	DIST SMPLS	WATER SAMPLES FROM DISTRIBUTION SYSTEM
0000043229	WEEKLY WATER SAMPLES FROM DISTRIBUTION SYSTEM	PM	DIST SMPLS	WATER SAMPLES FROM DISTRIBUTION SYSTEM
0000043230	WEEKLY WATER SAMPLES FROM DISTRIBUTION SYSTEM	PM	DIST SMPLS	WATER SAMPLES FROM DISTRIBUTION SYSTEM
0000043231	MONTHLY DRAIN OFF 1 GALLON OF H2O TO REMOVE SILT/SEDIMENT	PM	WATER HEATER	BRADFORD WHITE 40 GALLON
0000043232	MONTHLY PM ON WATER STORAGE TANK	PM	HOT WATER STORAGE TANK	POTABLE HOT WATER STORAGE TANK/LOCHINV
0000043233	MONTHLY ALTERNATION OF HYDRONIC PUMPS	PM	HOT WATER HEATING PUMPS	HOT WATER CIRCULATION PUMP/TACO
0000043234	WEEKLY PM-CLEANING	PM	LAB	LAB AND EQUIPMENT
0000043235	WEEKLY PM-CLEANING	PM	LAB	LAB AND EQUIPMENT
0000043237	WEEKLY LINCOLN STREET PUMPING STATION INSPECTIONS	SCH	LINCOLN ST.	LINCOLN ST. PUMPING STATION
0000043238	WEEKLY LINCOLN STREET PUMPING STATION INSPECTIONS	SCH	LINCOLN ST.	LINCOLN ST. PUMPING STATION
0000043239	WEEKLY LINCOLN STREET PUMPING STATION INSPECTIONS	SCH	LINCOLN ST.	LINCOLN ST. PUMPING STATION
0000043241	WEEKLY INSPECTION, READING, AND RECORDING OF ALL LAKEWOOD ACTIVITISCH	SCH	WTLS	LAKEWOOD TOWER
0000043242	WEEKLY INSPECTION, READING, AND RECORDING OF ALL LAKEWOOD ACTIVITISCH	SCH	WTLS	LAKEWOOD TOWER
0000043243	WEEKLY INSPECTION, READING, AND RECORDING OF ALL LAKEWOOD ACTIVITISCH	SCH	WTLS	LAKEWOOD TOWER
0000043244	WEEKLY INSPECTION, READING, AND RECORDING OF ALL LAKEWOOD ACTIVITISCH	SCH	WTLS	LAKEWOOD TOWER
0000043245	MONTHLY PM ON LOW SERVICE PUMPS	PM	LOW SERVICE PUMPS	LOW SERVICE PUMPS 1 THRU 6
0000043246	READING OF ALL MASTER METERS	SCH	METERS	MASTER METERS
0000043247	READING OF ALL MASTER METERS	SCH	METERS	MASTER METERS
0000043248	READING OF ALL MASTER METERS	SCH	METERS	MASTER METERS
0000043249	MASTER METER TESTING OF HSRUA BILLING METERS	SCH	HSRUA SYSTEM	
0000043250	REVIEW AND MARK ALL NEEDED MISS DIG TICKETS	SCH	HSRUA MAIN	VARIOUS HSRUA MAIN
0000043251	REVIEW AND MARK ALL NEEDED MISS DIG TICKETS	SCH	HSRUA MAIN	VARIOUS HSRUA MAIN
0000043252	REVIEW AND MARK ALL NEEDED MISS DIG TICKETS	SCH	HSRUA MAIN	VARIOUS HSRUA MAIN
0000043253	REVIEW AND MARK ALL NEEDED MISS DIG TICKETS	SCH	HSRUA MAIN	VARIOUS HSRUA MAIN
0000043254	Bi MONTHLY ON pH PROBE	PM	PH METER	PH METER/ORION
0000043255	MONTHLY PROBE STORAGE SOLUTION CHANGE	PM	FLUORIDE METER #3	SYMPHONY PH/ISE METER
0000043256	Monthly Check of Quanti-Tray Sealer	PM	Quanti-Tray Sealer	Quanti-tray Sealer
0000043257	Cleaning of Quanti-Tray Sealer	SCH	Quanti-Tray Sealer	Quanti-tray Sealer
0000043258	QUARTERLY PM ON ROOF FANS	PM	ROOF FANS	ROOF FANS
0000043259	EXERCISE ROOF TOP HEATING UNITS	SCH	ROOFTOP HVAC-2	ROOFTOP HVAC UNIT GVH-2/REZNOR
0000043259	EXERCISE ROOF TOP HEATING UNITS	SCH	ROOFTOP HVAC-3	ROOFTOP HVAC UNIT GVH-3/TRANE
0000043259	EXERCISE ROOF TOP HEATING UNITS	SCH	ROOFTOP HVAC-4	ROOFTOP HVAC UNIT GVH-4/TRANE
0000043260	PREPARATION AND SAMPLE COLLECTION	SCH	SUMP DRAIN LINE	
0000043261	CLEAR PATHWAY & CHECK ALL LOCKS @ FENCE EXIT LOCATIONS	SCH	WTP FENCE	
0000043262	QUARTERLY EXERCISING OF ALL 5 SLUICE GATES	PM	SLUICE GATES	ALL FIVE SLUICE GATES
0000043263	INSPECTION OF VALVE VAULT FOR WATER	PM	V-V#1	VALVE VAULT
0000043263	INSPECTION OF VALVE VAULT FOR WATER	PM	V-V#2	RECYCLE VALVE VAULT
0000043264	CONDENSATION COLLECTION RESIVOIR	SCH	WATER TRAPS	TERMINATION POINT FOR COMPRESSED AIR
0000043266	MONTHLY GENERATOR EXERCISING	SCH	GENERATOR	

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0000043267	TRANSFER DAILY REPORTS TO A MONTHLY FOLDER	SCH	-	
0000043268	CLEANED& REPAIRED LEAK ON FEED SYSTEM VALVE / FEEDLINE / VACUUM BR		ALUM LINE	
0000043270	WEEKLY PM ON AIR HANDLER	PM	AIR HANDLER	AIR HANDLER HEAT & COOLING MIXER/TRANE
0000043272	WEEKLY INSPECTION ON THE PIPING FOR THE ALUM PUMPS	PM	CFPUMPS	LMI CHEMICAL FEED PUMPS (ALUM)
0000043273	QUARTERLY PM ON AMPEROMETRIC TITRATOR	PM	TITRATOR AMPEROMETRIC	AMPEROMETRIC TITRATOR/W&T
0000042818	QUARTERLY EXERSICING OF ALL PLUG VALVES	PM	PLUG VALVES	PLUG VALVES
0000042879	WEEKLY READING, RECORDING, AND MONITORING OF BOOSTER STATION ACT SCH		BOOSTER STATION	AUSABLE BOOSTER STATION
0000042880	WEEKLY READING, RECORDING, AND MONITORING OF BOOSTER STATION ACT SCH		BOOSTER STATION	AUSABLE BOOSTER STATION
0000042881	WEEKLY READING, RECORDING, AND MONITORING OF BOOSTER STATION ACT SCH		BOOSTER STATION	AUSABLE BOOSTER STATION
0000042861	WEEKLY INSPECTION, READING, AND RECORDING OF ALL LAKEWOOD ACTIVITISCH		WTLS	LAKEWOOD TOWER
0000042904	WEEKLY WATER SAMPLES FROM DISTRIBUTION SYSTEM	PM	DIST SMPLS	WATER SAMPLES FROM DISTRIBUTION SYSTEM
0000042905	WEEKLY WATER SAMPLES FROM DISTRIBUTION SYSTEM	PM	DIST SMPLS	WATER SAMPLES FROM DISTRIBUTION SYSTEM
0000042906	WEEKLY WATER SAMPLES FROM DISTRIBUTION SYSTEM	PM	DIST SMPLS	WATER SAMPLES FROM DISTRIBUTION SYSTEM
0000042911	WEEKLY LINCOLN STREET PUMPING STATION INSPECTIONS	SCH	LINCOLN ST.	LINCOLN ST. PUMPING STATION
0000042918	READING OF ALL MASTER METERS	SCH	METERS	MASTER METERS
0000042919	READING OF ALL MASTER METERS	SCH	METERS	MASTER METERS
0000042920	READING OF ALL MASTER METERS	SCH	METERS	MASTER METERS
0000042928	REVIEW LAB SOPs AND UPDATE AS NEEDED. SCHEDULE TRAINING IF CHANGE	SCH	LAB	LAB AND EQUIPMENT



OSCODA AREA FIRST RESPONDERS

Monthly Response Recap- September 2018

#	Call #	Date	Location	Type	OAFR*	Ambulance*
1-DS	100	9-2	S. State St.	Structure Fire Stand-By	-----	-----
2-DS	101	9-3	Cedar Lake Rd.	Structure Fire Stand-By	13	19-NA
3-DE	102	9-5	N. Alaska St.	Medical	3	20
4	103	9-5	E. Budziak Dr.	Trauma	4	38
5-DE	104	9-10	Third St.	Trauma	8	31
6	105	9-10	Killmaster Dr.	Medical	8	27
7	106	9-11	McNall Dr.	Trauma	6	21
8	107	9-12	Rea Rd.	Trauma-VC	7	12
9	108	9-12	N US 23	Medical	15	17
10	109	9-15	Potomac	Trauma-CA	7	13
11-DE	110	9-18	Woodlea Rd.	Medical-AR	CX	25
12-DE	111	9-20	Stagecoach Trl.	Medical	4	18
13	112	9-20	Cedar Lake	Trauma	11	33
14	113	9-22	Perimeter Rd.	Trauma-VC	7	10
15	114	9-26	Section 6-Wilber	Trauma	----	-----

September 2017 calls- 17

Failed to dispatch -at all- errors: (+Dispatcher Negligence)- 7

Total Dispatch errors- 10

Response Times*

- VC-Vehicle Crash
 - CA-Cardiac Arrest
 - PLBA- Pt. left before Ambulance Arrival
 - DS- Not dispatched-had to self-dispatch (+)
 - ()- Conceivable Response Time- Ambulance Cancelled/Diverted
- CX- Cancelled
 - AR-Ambulance on scene/requested by
 - DE-Dispatch-Delay/ Error/Unnecessary
 - NA- No Ambulances in county/Avail.

OSCODA AREA FIRST RESPONDERS195

VOLUNTEER TIME

September 2018

CALL #	Call Time-Min	Members	Total
100	60	3	180
101	262	3	786
102	22	2	44
103	41	2	82
104	27	1	27
105	32	1	32
106	23	2	46
107	27	2	54
108	26	2	52
109	32	2	64
110	10-cx	1	10
111	25	1	25
112	38	2	76
113	22	3	66
114	190	1	190

Total Call Minutes= 1,734

Administrative Hours= 41 x60 = 2,460

Total Minutes = 4,194 = 70 hours