

**OSCODA TOWNSHIP
REGULAR BOARD MEETING
AGENDA & NOTICE
April 12, 2021 - 7:00 P.M.**

Watch Virtual:

<https://us02web.zoom.us/j/89509622368>

Call-in: (929)205-6099 Meeting ID: 895 0962 2368

Posted Date: April 8, 2021

Press Notification Date: April 8, 2021

Posted by: Tammy Kline

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

AGENDA ADDITIONS:

PUBLIC HEARING:

CONSENT AGENDA:

Approval of Minutes:

1. Work Session Meeting Minutes – March 19, 2021
2. Regular Meeting Minutes – March 22, 2021
3. Special Meeting Minutes – March 26, 2021
4. Annual Meeting of the Board Minutes – March 30, 2021

Finance:

1. Payment of Bills (Oscoda Township) – Total - \$270,232.75
 - a. Prepaid – April 06, 2021 - \$80,536.36
 - b. Check Run – April 13, 2021 - \$189,696.39

SUB COMMITTEE REPORTS AND PROJECT UPDATES: (As Available)

1. EIC Director Update

SUPERINTENDENT'S REPORT ----- Mitchell

1. Drop Off Refuse Program
2. Point-of-Sale Artisan Hall Non-Fixtures
3. Dust Control RFP
4. Rowe Invoices – January through March 31st
5. IT Proposal
6. Rowe IBT Design and Construction Proposal
7. Legal RFP Response
8. Aune Listing Agreement - Friedman
9. Relocation of the Economic Development Director
10. Planning and Zoning Services Proposal
11. Real Estate Disposition Documents

OTHER:

1. Chamber "Art on the Beach" Request
2. Blue Ribbon Events Date Change
3. 227 River Rd. Property Purchase Closing
4. Water Bad Debt Write Off
5. Zoning Administrator Resignation
6. Road and Sidewalk Advisory Committee
7. Paternity/Maternity Leave
8. Lot Split

9. AYSO Agreement
10. Huron East Knothole League Agreement

PUBLIC COMMENTS:

BOARD COMMENTS:

INFORMATIONAL:

1. Ratliff Park Donation Letter – Rowe Engineering
2. HSRUA O&M Report March 2021
3. EGLE Memo

Disclaimer of Electronic Meeting of the Township Board of Trustees:

In accordance with Senate Bill 1108, the Oscoda Township Board is meeting electronically to maintain compliance with the Emergency Order issued by MDHHS on Friday 2 October (referencing MCL 333.2253) restricting gathering sizes. Members of the public may participate in the meeting electronically using the Zoom Information provided on the top of this Agenda Notice (link, call-in number, meeting ID, and passcode). The public may contact members of the Oscoda Township Board of Trustees by using the link to the Township's website to obtain contact information or may contact Township Hall by calling 989-739-3211:

https://www.oscodatownshipmi.gov/1/322/board_of_trustees.asp

There is a public comment period during the meeting. People that have joined the meeting via the Internet can indicate that they want to speak during public comment using the "raise your hand" function; or they can type their comments in the chat function. Those that have joined by phone will be called upon to see if they have a public comment. The Charter Township of Oscoda Board of Trustees will provide necessary reasonable auxiliary aids and services to individuals with disabilities at the meeting upon a seven-day notice to the Oscoda Township Board by writing or calling the following: Township Clerk, Oscoda Township Hall, 110 South State Street, Oscoda, Michigan 48750, 989-739-4971.



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

Work Session Minutes March 19, 2021

Call to Order – Ms. Richards called the meeting to order at 4:00 p.m. at Zoom Meeting <https://us02web.zoom.us/j/85795219865> Meeting ID: 857 9521 9865 Call In:(929) 205 6099.

Roll Call – Board Members Present: Mr. Cummings, Ms. McGuire, Mr. Sutton, Mr. Palmer, Ms. Richards, Mr. Spencer, Mr. Wusterbarth
Board Members Absent: Mr. Cummings, Mr. Spencer
Others Present: Mr. Mitchell

Water Main Extension Discussion with Rick Freeman- Presented two maps of projects as well as report on the Phase's. Phase A, B, C, D, E, F, G, and part of H (F-41 portion) will be completed this year.

Agenda Additions – None

Discuss March 08, 2021 Board Meeting Packet –

1. Work Session Meeting Minutes – March 5, 2021 – Remove Mr. Cummings from absent.
1. Regular Meeting Minutes – March 8, 2021 – Motion to come out of closed session added, Motion and support corrections.
 1. Payment of Bills (Oscoda Township) – Total - \$65,447.80- Good
 - a. **Prepaid** – March 16, 2021 - \$40,896.24 - Good
 - b. **Check Run** – March 23, 2021 - \$24,551.56 - Good

SUB COMMITTEE REPORTS AND PROJECT UPDATES: (As Available)

1. **Rowe Engineering Update** – Rick Freeman
2. **Economic Improvement Update** – Todd Dickerson

SUPERINTENDENT'S REPORT -Mitchell

1. **Alcona Health Center Tap Fees Revisited-** Have Mr. Freeman present this with a chart of how we began and ended.

2. **Fire Truck Bid Response**- Came in under budget and local.
3. **Ferguson Meter Purchase Request**- Need to purchase for installs.
4. **OOP Furnace and Hot Water Heater Installation**- accept the bid for Huron Shores to install.
5. **DPW Resignation and Hire**- Accept resignation and move current part time employee to Fulltime.

RESOLUTIONS AND ORDINANCES:

1. **Resolution No.2021-05: Master Plan Adoption**- Good
2. **Resolution No.2021-08: MDNR-DRS**- In kind donations will help.
3. **Resolution No. 2021-09: Van Etten Lake Special Assessment Hearing Number 2**- Set the second public hearing.

OTHER:

1. **Van Etten Lake Manager One Year Contract Extension**- Lakepro contract willing to extend for another year for the same price as last year of \$8000.00.
2. **VA Door Replacement**- Door with issue needs to be replaced.
3. **Fresh Air Market**- Make sure that the dates do not conflict.
4. **Furtaw Field Use Request**- discussion about putting together a usage request form for renting the field and address power and water usage.
4. **Oscoda Beach Park Use Request** - discussion about putting together a usage request form for renting the beach park and address power and water usage.
5. **RRC Annual Meeting**_– Discussion on how to meet.

INFORMATIONAL:

1. HSRUA O&M Report – February 2021
2. Fire Activity Report – February 2021
3. 2020 EGLE Cross Connection Report

Questions and answers –

Consider Need for Follow Up/Additional Information – none

Public Comment – Brian Haley: Concerning the HUSRA, we do not have data on contamination. Testing has not been getting done monthly. We should have been doing these for the last ten years. The cost is \$7000.00 a year for monthly testing to get data points.

Adjourn – Ms. Richards adjourned the meeting at 5:36 p.m.

Ann Richards
Supervisor
Charter Township of Oscoda

Joshua Sutton
Clerk
Charter Township of Oscoda

DRAFT



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Regular Board Meeting Minutes March 22, 2021

Call to Order – Ms. Richards called the meeting to order at 7:01 p.m. The meeting was held virtually at web address: <https://us02web.zoom.us/j/88512591602> Call-in: (929)205-6099 Meeting ID: 885 1259 1602

PLEDGE OF ALLEGIANCE

Roll Call – Board Members Present: [Mr. Spencer, Mr. Cummings, Mr. Wusterbarth, Mr. Sutton, Mr. Palmer, Ms. Richards.]
Board Members Absent: Ms. McGuire
Others Present: [Mr. Mitchell.] , Mr. Dickerson, Mr. Freeman, Mr. Apsitis

Agenda Additions – Mr. Palmer supported a motion by Mr. Cummings to Approve agenda additions 1. Approved absence of Treasurer McGuire for vacation and 2. Discussion on USAF RAB by Mr. Cummings.
ALL YEAS

MOTION CARRIED

PUBLIC HEARING: First Public Hearing - Mr. Cummings supported a motion by Mr. Wusterbarth to go into public hearing on Van Etten S.A.D. The Van Etten Lake Board of Directors is requesting a five-year renewal of the Van Etten Lake Special Assessment District (SAD). This assessment has always been essential in maintaining the quality of Van Etten Lake. Please see the attached Lake Management Report from last year on what the assessment provides for not only the lake property owners, but for the entire Oscoda community. LakePro, Inc. Lake Management Consulting \$ 8,000.00 MDEQ Aquatic Nuisance Control Permit \$ 1,500.00 PLM Lake & Land Treatment #1 \$24,437.50 PLM Lake & Land Treatment #2 \$20,355.00. 2020 Lake Management Total: \$54,292.50

March 22, 2021

Oscoda Township Regular Board Meeting Minutes

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ALL YEAS

MOTION CARRIED

PUBLIC HEARING: Close Public Hearing - Mr. Palmer supported a motion by Ms. Richards to close public hearing.

ALL YEAS

MOTION CARRIED

Consent Agenda – Mr. Palmer supported a motion by Mr. Wusterbarth to **Approval of Minutes:** Work Session Meeting Minutes with corrections – March 5, 2021 and Regular Meeting Minutes – March 8, 2021 **Finance:** Payment of Bills (Oscoda Township) – Total - \$65,447.80, Prepaid – March 16, 2021 - \$40,896.24, Check Run – March 23, 2021 - \$24,551.56.

YEAS – ALL

MOTION CARRIED

SUB COMMITTEE REPORTS AND PROJECT UPDATES: (As Available)

- 1. Rowe Engineering Update** – Rick Freeman
- 2. Economic Improvement Update** – Todd Dickerson
- 3. Discussion on USAF RAB** –Air Force seeks Public Comment on proposed cleanup method for contamination from March 18, 2021 thru April 18th. Meeting online on March 24th, 2021 at 5pm.

SUPERINTENDENT REPORTS:

Alcona Health Center Tap Fees Revisited – Mr. Wusterbarth supported a motion by Mr. Spencer to approve Water connection fee changes from a 1-1/2" to 6" fire suppression water line for a revised connection fee of \$17,413.00. Refund in the amount of \$31,187.00 for over payment.

ALL YEAS

MOTION CARRIED

Fire Truck Bid Response – Mr. Spencer supported a motion by Mr. Palmer to Approve the bid from Zubeck Motors in the amount of \$74,100.00 for two complete new 4x4 trucks and instruct the superintendent to execute all needed documents.

ALL YEAS

MOTION CARRIED

Ferguson Meter Purchase Request – Mr. Sutton supported a motion by Mr. Spencer to Approve the meter purchase from Ferguson Waterworks in the amount of \$11,735.08.

ALL YEAS

MOTION CARRIED

OOP Furnace and Hot Water Heater Installation – Mr. Cummings supported a motion by Mr. Spencer to Approve Huron Shores Plumbing and Heating, Inc. for \$4,100.00 to install both water heaters and furnaces at the bath houses.

ALL YEAS

MOTION CARRIED

DPW Resignation – Mr. Cummings supported a motion by Mr. Spencer to Accept resignation of Keith Furrow.

ALL YEAS

MOTION CARRIED

DPW Hire – Mr. Wusterbarth supported a motion by Mr. Spencer to Approve hiring Tim Justice to fill full time position.

ALL YEAS

MOTION CARRIED

Approved Absence of Treasurer – Mr. Cummings supported a motion by Mr. Spencer to Approve Ms. McGuire's absence from tonight meeting for approved vacation.

ALL YEAS

Resolutions and Ordinances

Resolution No.2021-05: Master Plan Adoption – Mr. Cummings supported a motion by Mr. Palmer to approve Resolution Number 2021-05 Board of Trustees Resolution Adopting the Oscoda Township Amended and Restated Community Master Plan.

ALL YEAS

MOTION CARRIED

Resolution No.2021-08: MDNR-DRS – Mr. Sutton supported a motion by Mr. Spencer to Approve Resolution Regarding: Michigan Department of Natural Resources Recreation Passport GRANT APPLICATION 2021-08.

ALL YEAS

MOTION CARRIED

Resolution No. 2021-09: Van Etten Lake Special Assessment Hearing Number 2 – Mr. Palmer supported a motion by Mr. Spencer to set second public hearing for April 26th, 2021 at the Regular Township Board Meeting for WEED CONTROL ON VAN ETTEN LAKE in the amount of \$60,000.0 not to exceed \$70,000.00.

ALL YEAS:

MOTION CARRIED

Ordinance 2021- 269 – Mr. Sutton supported a motion by Mr. Spencer to postpone until a special meeting that will be scheduled on Friday March 26th at 1pm..

ALL YEAS

MOTION CARRIED

Other

Van Etten Lake Manager One Year Contract – Mr. Cummings supported a motion by Mr. Palmer to approve The Van Etten Lake Association Board of Directors request for a one-year contract for the Lake Management Contract for Van Etten Lake with LakePro.

ALL YEAS

MOTION CARRIED

VA Door Replacement – Mr. Sutton supported a motion by Mr. Spencer to Approve Horton 7100 Swing Door Operator: \$1595, No Tax for Government, Installation: \$750, Total cost: \$2345.

ALL YEAS

MOTION CARRIED

Fresh Air Market – Furtaw Field Use Request – Mr. Palmer supported a motion by Mr. Spencer to Approve renting Furtaw Field on May 1st and 2nd and June 5th and 6th.

My idea for this market is to help the Artists, crafters, Mom to Mom sellers, garage sellers and fresh sellers. All in one spot for the convenience of the shoppers
ALL YEAS

MOTION CARRIED

Oscoda Beach Park Use Request – Discussion on event. Board approval not needed. Reservation for April 26th, 2021.

RRC Annual Meeting — Mr. Palmer supported a motion by Mr. Wusterbarth to have the meeting on March 30th, 2021 at 6pm on Zoom.

Public Comment –

John Barta- Skeel Ave Project, did not understand what that was about. Is the beach park purchase completed? I find the Zoom meetings to be better for public interaction.

Cathy Wusterbarth- Echo John Barta's comments. Is the purchase done for the beach property? N.O.W is planning a webinar for PFA'S in Clarks Marsh and the Plume on April 31st 7pm.

Justin Griffith- I would like to thank Jan Roberts for trying to use Furtaw Field. I think the crosswalk is a great idea.

Brian Haley- Great meeting tonight, talking about freedom of speech. On your new website, can we have a simple one click tab that will take us to the board packet so it is easy to find. There are smart people here in our community to get input from. More involvement not gossip.

Board and Staff Comments –

Jeremy Spencer – I agree with Mr. Haley that we need a tab for the agenda and packet to the website and I will leave it to the residents for sharing on social media.

Ann Richards- Purchase of property by the beach park, offer has been made.

Adjourn – Ms. Richards made a motion to adjourn at 09:28 p.m.

Ann Richards
Supervisor
Charter Township of Oscoda

Joshua Sutton
Clerk
Charter Township of Oscoda



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Special Meeting Minutes March 26, 2021

Call to Order – Ms. Richards called the meeting to order at 1:03 p.m. at Zoom Meeting <https://us02web.zoom.us/j/89111926932> Meeting ID: 89111926932 Call In:(929) 205 6099.

Roll Call – Board Members Present: Mr. Cummings, Ms. McGuire, Mr. Sutton, Mr. Palmer, Ms. Richards, Mr. Spencer, Mr. Wusterbarth
Board Members Absent: none
Others Present: Mr. Mitchell

Public Comment – None

Ordinance Number 2021-269 – Mr. Wusterbarth supported a motion by Mr. Palmer to Approve the ORDINANCE DECLARING A LOCAL STATE OF EMERGENCY AND THEREBY ALLOWING CONTINUATION OF THE PRACTICE OF PUBLIC MEETING ATTENDANCE BY VIRTUAL ELECTRONIC MEANS.
ALL YEAS

MOTION CARRIED

Public Comment – Brian Haley- Trying to get information from the November 9th meeting. If that board went into closed session to discuss sale of real property? If there is any information about this, it should be made available to me or the public.

Mr. Palmer- Will not be here for next Tuesday's Annual meeting.

Mr. Wusterbarth- I believe that that is being handled properly.

Adjourn – Ms. Richards adjourned the meeting at 01:14 p.m.

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OSCODA TWP ANNUAL MEETING OF THE BOARDS Minutes March 30, 2021

Welcome and Call to Order – Ms. Richards called the meeting to order at 6:00 p.m. at Zoom <https://us02web.zoom.us/j/89154027191?pwd=TmlDM3R3R0k4Wm9GeWZGaUE0bzhoQT09> Meeting ID: 891 5402 7191 Passcode: 083734 Call In: (929)205-6099.

Roll Call –

Board Members Present:

Township Board:

Ann Richards, Supervisor – Here
Jaimie McGuire - Here
Joshua Sutton - Here
Timothy Cummings - Here
Steve Wusterbarth - Here
Jeremy Spencer- Here
William Palmer- Absent

Planning Commission:

Mimi McDonald, Chairperson - Here
Ed Davis, Vice Chairperson - Absent
Bernie Schenk - Here
Bill Palmer - Absent
Cathy Wusterbarth - Here
John Miner - Here
Greg Schulz - Here

Economic Improvement Committee:

Dave Iler, Chairperson - Here
Rosemary Nentwig, Secretary - Here
Joshua Sutton - Here
Bill Palmer - Absent
Tony Omani - Here

Zoning Board of Appeals:

Catherine Larive, Chairperson - Here
Bernie Schenk - Here
James Biggar - Absent

Adam Hume - Absent

Board of Review:

John Servinsky - Absent

Jackie Gonterman - Here

David Gottleber - Here

Staff to Also Call

Eric Szymanski, Planning and Zoning Administrator - Here

Todd Dickerson, Economic Improvement Director - Here

Nancy Schwickert, Assessor - Here

Additions / Changes to the Agenda - None

Meeting Statement of Purpose – The purpose of this meeting is to see where all boards are at on projects. It is about coming together and discussing topics to move the community forward.

MEDC Redevelopment Ready Community Certification:

- a. RRC Overview Presentation – We are close to completion for Redevelopment Ready Communities certification. This provides resources from the MEDC in the way of incentives and grant dollars.

Planning Commission:

- a. Overview – Thank you to all who have served.
- b. 2020 Annual Report – Finishing up rezoning's and additional projects.
- c. 2021 Strategic Goals- Start working on Capital Improvement plan

Zoning Board of Appeals:

- a. Overview – Quiet year.
- b. 2020 Annual Report

Board of Review:

- a. Overview-
- b. 2020 Annual Report – 143 appeals.

Economic Improvement Committee:

- a. Overview – To be a catalyst for economic development and growth for the township.
- b. 2020 Annual Report – RRC Certification is almost complete at 97%.
- c. 2021 Strategic Goals – Create Inventory of Available Properties, Launch Initiative/MAMA Spaceport, Facilitate the creation of more Rental Housing, Talent Onboarding, Conduct Retention Program, Manufacturing Attraction Program, and more.

ADDENDUM – “Oscoda Township Board Protocol and Overview” Document

Board Comment –

Mr. Wusterbarth – Thank you to all the members of our boards. Thank you to Dan Gary for all his time and effort in the community and Robert Tasior for all his work on form base code. It would be a good idea for us as a board to work with the superintendent to make sure we have all the public plans on the website.

Jeremy Spencer – Thank you for putting the time in to make our community awesome.

Tim Cummings – It is a team effort, thank you to those here and those who have worked in the past to make our community better.

Jamie McGuire – Thank you to all the volunteers and board members for helping.

Joshua Sutton - Thank you to all the volunteers and board members for helping.

Ann Richards – Thanked all the board members and previous board members for there work in our community.

Public Comment –

Brian Haley – I think it would be great if you guys meet more often. Mr. Dickerson has done a good job, but I feel his parameters were not set when he started. A township loses its beaches a few hundred feet at a time. This board needs to protect Furtaw Field and the downtown Beach. 87% of the people in Oscoda want Development here but not at our parks. I do wish you all well.

Adjourn – Ms. Richards adjourned the meeting at 07:05 p.m.

Ann Richards
Supervisor
Charter Township of Oscoda

Joshua Sutton
Clerk
Charter Township of Oscoda

GL Number	Vendor	Invoice Desc.	Invoice	Due Date	Amount
Fund 101 GENERAL/UNALLOCATED					
Dept 172 SUPERINTENDENT					
101-172-716.000	DELTA DENTAL	DELTA DENTAL APRIL 2021 INVOICE	RIS0003378196	04/05/21	131.81
101-172-716.000	VSP	VSP APRIL 2021 INVOICE	811922153	04/05/21	15.10
Total For Dept 172 SUPERINTENDENT					146.91
Dept 215 CLERK					
101-215-716.000	DELTA DENTAL	DELTA DENTAL APRIL 2021 INVOICE	RIS0003378196	04/05/21	263.62
101-215-716.000	VSP	VSP APRIL 2021 INVOICE	811922153	04/05/21	48.70
Total For Dept 215 CLERK					312.32
Dept 253 TREASURER					
101-253-716.000	DELTA DENTAL	DELTA DENTAL APRIL 2021 INVOICE	RIS0003378196	04/05/21	140.26
101-253-716.000	VSP	VSP APRIL 2021 INVOICE	811922153	04/05/21	29.58
Total For Dept 253 TREASURER					169.84
Dept 265 TOWNSHIP HALL & GROUNDS					
101-265-716.000	DELTA DENTAL	DELTA DENTAL APRIL 2021 INVOICE	RIS0003378196	04/05/21	70.13
101-265-716.000	VSP	VSP APRIL 2021 INVOICE	811922153	04/05/21	14.79
101-265-775.000	TOMMARK, INC	GALV FLAT STOCK	S6637071.001	03/31/21	318.75
101-265-930.000	GOYETTE MECHANICAL	TWP HALL AND LIBRARY BOILER REBUILD BACKFLOW	910071417	03/31/21	382.50
101-265-930.000	GOYETTE MECHANICAL	BACKFLOW TESTING-TWP HALL	910068673	03/31/21	183.50
101-265-974.100	CATCH-M-CAMS	CAMERA INSTALL-TWP HALL	031521	03/31/21	1,212.00
Total For Dept 265 TOWNSHIP HALL & GROUNDS					2,181.67
Dept 299 UNALLOCATED					
101-299-880.000	CONSUMERS ENERGY	6840 N HURON	205812245699	04/15/21	28.45
101-299-880.000	ZOOM	VIRTUAL MEETING	70919665	04/04/21	15.89
Total For Dept 299 UNALLOCATED					44.34
Dept 336 FIRE DEPARTMENT					
101-336-931.000	HALT FIRE, INC.	MOBILE REPAIR-FIRE	S0091768	03/31/21	1,026.00
101-336-980.100	DIVE & GLIDE- SCUBA, SNORKEL & TRAV	HOT MIC	000606	03/31/21	158.00
Total For Dept 336 FIRE DEPARTMENT					1,184.00
Dept 722 ZONING & PLANNING					
101-722-716.000	DELTA DENTAL	DELTA DENTAL APRIL 2021 INVOICE	RIS0003378196	04/05/21	36.91
101-722-716.000	VSP	VSP APRIL 2021 INVOICE	811922153	04/05/21	8.78
Total For Dept 722 ZONING & PLANNING					45.69
Dept 751 PARKS & RECREATION					
101-751-716.000	DELTA DENTAL	DELTA DENTAL APRIL 2021 INVOICE	RIS0003378196	04/05/21	70.13
101-751-716.000	VSP	VSP APRIL 2021 INVOICE	811922153	04/05/21	14.79
Total For Dept 751 PARKS & RECREATION					84.92
Dept 754 KEN RATLIFF PARK					
101-754-921.000	CONSUMERS ENERGY	6330 F41	205723276941	04/16/21	35.49
101-754-921.000	CONSUMERS ENERGY	6288 F41	205723276942	04/16/21	33.06
101-754-921.000	CONSUMERS ENERGY	6330 F41	202697569114	04/07/21	31.75
Total For Dept 754 KEN RATLIFF PARK					100.30
Total For Fund 101 GENERAL/UNALLOCATED					4,269.99
Fund 207 POLICE FUND					
Dept 000					
207-000-716.000	DELTA DENTAL	DELTA DENTAL APRIL 2021 INVOICE	RIS0003378196	04/05/21	527.82
207-000-716.000	VSP	VSP APRIL 2021 INVOICE	811922153	04/05/21	121.87

GL Number	Vendor	Invoice Desc.	Invoice	Due Date	Amount
Fund 207 POLICE FUND					
Dept 000					
207-000-751.000	SPEEDWAY/JERSEY MIKES	PATROL VEHICLE GAS/ OFFICERS LUNCH PRISONER310512		04/04/21	25.91
207-000-801.200	MICROSOFT	MICROSOFT 365 RENEWAL	9817080E	04/04/21	74.19
207-000-933.000	SEVAN K, INC	VEHICLE CAR WASH FEBRUARY 2021	022821	03/31/21	144.00
207-000-956.000	SPEEDWAY/JERSEY MIKES	PATROL VEHICLE GAS/ OFFICERS LUNCH PRISONER310512		04/04/21	23.72
Total For Dept 000					917.51
Total For Fund 207 POLICE FUND					917.51
Fund 211 POLICE STAFFING FUND					
Dept 000					
211-000-716.000	DELTA DENTAL	DELTA DENTAL APRIL 2021 INVOICE	RIS0003378196	04/05/21	201.94
211-000-716.000	VSP	VSP APRIL 2021 INVOICE	811922153	04/05/21	39.14
211-000-726.000	AMAZON.COM	WEB CAM FOR DETECTIVE LAPTOP	111-3452624-04090	04/04/21	35.99
Total For Dept 000					277.07
Total For Fund 211 POLICE STAFFING FUND					277.07
Fund 236 PROP OPER & MNTNCE					
Dept 266 PROPERTY O & M MAINTENANCE					
236-266-801.000	AT&T MOBILITY	EIC HOTSPOT	287299981863X0309	03/31/21	156.76
236-266-801.000	DIGITAL 55, LLC	DIGITAL MARKETING SERVICES	83669	03/31/21	8,250.00
236-266-801.000	VOGT STARTEGIC INSIGHTS	MARKET RATE APARTMENT STUDY-FINAL	16969-AM	03/31/21	7,000.00
Total For Dept 266 PROPERTY O & M MAINTENANCE					15,406.76
Dept 271 PROPERTY O & M AUNE					
236-271-802.000	ALERT SERVICES	MARCH 2021 1ST INSTALLMENT	031521	03/31/21	1,150.00
Total For Dept 271 PROPERTY O & M AUNE					1,150.00
Total For Fund 236 PROP OPER & MNTNCE					16,556.76
Fund 271 LIBRARY					
Dept 000					
271-000-716.000	DELTA DENTAL	DELTA DENTAL APRIL 2021 INVOICE	RIS0003378196	04/05/21	36.91
271-000-716.000	VSP	VSP APRIL 2021 INVOICE	811922153	04/05/21	8.78
271-000-930.000	GOYETTE MECHANICAL	TWP HALL AND LIBRARY BOILER REBUILD BACKFLO	910071417	03/31/21	382.50
Total For Dept 000					428.19
Total For Fund 271 LIBRARY					428.19
Fund 509 OLD ORCHARD PARK					
Dept 000					
509-000-716.000	DELTA DENTAL	DELTA DENTAL APRIL 2021 INVOICE	RIS0003378196	04/05/21	300.53
509-000-716.000	VSP	VSP APRIL 2021 INVOICE	811922153	04/05/21	48.23
509-000-720.000	UNEMPLOYMENT INSURANCE AGENCY	REIMBURSING EMPLOYER BILLING FOR BENEFIT CH	10096631606	03/31/21	852.00
509-000-728.000	OSCODA PRESS	OSCODA PRESS	0227161	03/31/21	53.75
509-000-804.000	BONFIRE	OFF PROCESSOR FEE INV 2832-6516	2835-6516	04/04/21	30.00
509-000-921.000	CONSUMERS ENERGY	1249 E RIVER RD	201451698055	04/07/21	30.31
509-000-921.000	CONSUMERS ENERGY	1041 E RIVER RD	201451698054	04/07/21	64.13
509-000-930.000	TOMMARK, INC	CONVERSION KIT	S6601991.001	03/31/21	50.56
509-000-933.000	CHIEF CART	MANUALS	488810	04/04/21	174.28
Total For Dept 000					1,603.79
Total For Fund 509 OLD ORCHARD PARK					1,603.79
Fund 590 SEWER					

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INVOICE GL DISTRIBUTION REPORT FOR OSCODA TOWNSHIP
EXP CHECK RUN DATES 03/24/2021 - 04/06/2021
BOTH JOURNALIZED AND UNJOURNALIZED OPEN AND PAID
BANK CODE: GEN

GL Number	Vendor	Invoice Desc.	Invoice	Due Date	Amount
Fund 590 SEWER					
Dept 000					
590-000-800.100	F&V OPERATIONS	FVOP O&M MARCH	3728	03/31/21	25,808.91
590-000-921.100	CONSUMERS ENERGY	4877 ERIE ST	205901277141	04/16/21	56.11
590-000-921.100	CONSUMERS ENERGY	4221 PERIMETER	205990220188	04/14/21	904.70
590-000-921.100	CONSUMERS ENERGY	5176 HAMILTON	205990220187	04/14/21	611.22
590-000-921.100	CONSUMERS ENERGY	2998 HUNT	205990220186	04/14/21	2,727.34
		Total For Dept 000			30,108.28
		Total For Fund 590 SEWER			30,108.28
Fund 591 WATER					
Dept 000					
591-000-775.000	GOYETTE MECHANICAL	HYDRANT METER TESTING BACKFLOW DEVICES	910071421	03/31/21	160.50
591-000-800.100	F&V OPERATIONS	FVOP O&M MARCH	3728	03/31/21	25,808.92
591-000-921.000	CONSUMERS ENERGY	6591 F41	206701910885	04/16/21	39.95
591-000-931.000	INTERSTATE BILLING SERVICES ,INC	WATER DEPT. BACKHOE REPAIR	T33079	03/31/21	365.40
		Total For Dept 000			26,374.77
		Total For Fund 591 WATER			26,374.77

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INVOICE GL DISTRIBUTION REPORT FOR OSCODA TOWNSHIP
EXP CHECK RUN DATES 03/24/2021 - 04/06/2021
BOTH JOURNALIZED AND UNJOURNALIZED OPEN AND PAID
BANK CODE: GEN

GL Number	Vendor	Invoice Desc.	Invoice	Due Date	Amount
		Fund Totals:			
		Fund 101 GENERAL/UNALLOCATED			4,269.99
		Fund 207 POLICE FUND			917.51
		Fund 211 POLICE STAFFING FUND			277.07
		Fund 236 PROP OPER & MNTNCE			16,556.76
		Fund 271 LIBRARY			428.19
		Fund 509 OLD ORCHARD PARK			1,603.79
		Fund 590 SEWER			30,108.28
		Fund 591 WATER			26,374.77
		Total For All Funds:			80,536.36

GL Number	Vendor	Invoice Desc.	Invoice	Due Date	Amount
Fund 101 GENERAL/UNALLOCATED					
Dept 000					
101-000-126.000	PRINCIPAL LIFE INSURANCE COMPANY	PRINCIPAL LIFE APRIL 2021 INVOICE	APR21	04/15/21	142.80
Total For Dept 000					142.80
Dept 172 SUPERINTENDENT					
101-172-717.000	PRINCIPAL LIFE INSURANCE COMPANY	PRINCIPAL LIFE APRIL 2021 INVOICE	APR21	04/15/21	73.60
101-172-726.000	IMAGE BUSINESS SOLUTIONS	COPIER PRINT CHARGES	208131	04/29/21	0.67
101-172-726.000	IMAGE BUSINESS SOLUTIONS	COPIER PRINT CHARGES	206523	04/15/21	2.27
101-172-726.000	TRULY YOURS	WALL SIGN	012548	04/30/21	47.00
101-172-726.000	WELLS FARGO VENDOR FINANCIAL SERV	COPIER/PRINTER LEASE PAYMENTS APRIL 2021	5014373928	05/04/21	22.50
101-172-853.000	ATI NETWORKS, INC.	TWP-PHONE-APRIL	94448	04/30/21	160.64
Total For Dept 172 SUPERINTENDENT					306.68
Dept 215 CLERK					
101-215-717.000	PRINCIPAL LIFE INSURANCE COMPANY	PRINCIPAL LIFE APRIL 2021 INVOICE	APR21	04/15/21	52.70
101-215-726.000	IMAGE BUSINESS SOLUTIONS	COPIER PRINT CHARGES	208131	04/29/21	3.61
101-215-726.000	IMAGE BUSINESS SOLUTIONS	COPIER PRINT CHARGES	206523	04/15/21	14.38
101-215-726.000	LABOR LAW CENTER	LABOR LAW COMPLIANCE POSTERS	1000739429	04/30/21	187.65
101-215-726.000	WELLS FARGO VENDOR FINANCIAL SERV	COPIER/PRINTER LEASE PAYMENTS APRIL 2021	5014373928	05/04/21	22.50
101-215-853.000	ATI NETWORKS, INC.	TWP-PHONE-APRIL	94448	04/30/21	87.18
Total For Dept 215 CLERK					368.02
Dept 250 LAKEFRONT DISTRICT					
101-250-921.000	CONSUMERS ENERGY	112 N STATE ST	204833400885	04/20/21	54.92
Total For Dept 250 LAKEFRONT DISTRICT					54.92
Dept 253 TREASURER					
101-253-717.000	PRINCIPAL LIFE INSURANCE COMPANY	PRINCIPAL LIFE APRIL 2021 INVOICE	APR21	04/15/21	52.70
101-253-726.000	IMAGE BUSINESS SOLUTIONS	COPIER PRINT CHARGES	208131	04/29/21	13.53
101-253-726.000	IMAGE BUSINESS SOLUTIONS	COPIER PRINT CHARGES	206523	04/15/21	12.11
101-253-726.000	WELLS FARGO VENDOR FINANCIAL SERV	COPIER/PRINTER LEASE PAYMENTS APRIL 2021	5014373928	05/04/21	159.45
101-253-853.000	ATI NETWORKS, INC.	TWP-PHONE-APRIL	94448	04/30/21	160.64
101-253-860.000	JAIMIE MCGUIRE	MILAGE TO COUNTY BUILDING TAX SEASON 2020	030921	04/30/21	35.84
101-253-900.000	IOSCO NEWS PRESS PUB CO	TAX AD	303478870	04/30/21	159.25
101-253-900.000	IOSCO NEWS PRESS PUB CO	TAX AD 02/10/21	303479188	04/30/21	36.75
Total For Dept 253 TREASURER					630.27
Dept 257 ASSESSOR					
101-257-726.000	IMAGE BUSINESS SOLUTIONS	COPIER PRINT CHARGES	208131	04/29/21	90.44
101-257-726.000	IMAGE BUSINESS SOLUTIONS	COPIER PRINT CHARGES	206523	04/15/21	301.97
101-257-726.000	WELLS FARGO VENDOR FINANCIAL SERV	COPIER/PRINTER LEASE PAYMENTS APRIL 2021	5014373928	05/04/21	178.47
101-257-801.000	NORTHERN ASSESSING CONSULTANTS	MARCH 2021 SERVICES RENDERED	9053070	04/30/21	170.00
101-257-801.100	NORTHERN ASSESSING CONSULTANTS	MARCH 2021 SERVICES RENDERED	9053070	04/30/21	13,708.33
101-257-853.000	ATI NETWORKS, INC.	TWP-PHONE-APRIL	94448	04/30/21	130.77
101-257-900.000	IOSCO NEWS PRESS PUB CO	BOARD OF REVIEW 2/10/21	303479213	04/30/21	122.50
101-257-900.000	IOSCO NEWS PRESS PUB CO	BOARD OF REVIEW AD 2/24	303479675	04/30/21	171.50
101-257-900.000	IOSCO NEWS PRESS PUB CO	BOARD OF REVIEW 2/17/21	303479385	04/30/21	171.50
Total For Dept 257 ASSESSOR					15,045.48
Dept 265 TOWNSHIP HALL & GROUNDS					
101-265-717.000	PRINCIPAL LIFE INSURANCE COMPANY	PRINCIPAL LIFE APRIL 2021 INVOICE	APR21	04/15/21	52.70
101-265-726.000	AMAZON CAPITAL SERVICES	VACUUM-TWP HALL	1QJN-DLFF-HVJ3	04/18/21	299.98
101-265-726.000	JOHNSON AUTO SUPPLY, INC.	SHOP TOWELS	854995	04/30/21	16.99
101-265-726.000	UNIFIRST CORPORATION	SHOP TOWEL REPLACEMENT SERVICE	153-0118003	04/30/21	158.63
101-265-741.000	AUSABLE HARDWARE & SURPLUS	MISC. TOOLS	2103-177986	04/30/21	262.96

GL Number	Vendor	Invoice Desc.	Invoice	Due Date	Amount
Fund 101 GENERAL/UNALLOCATED					
Dept 265 TOWNSHIP HALL & GROUNDS					
101-265-741.000	AUSABLE HARDWARE & SURPLUS	EARLY PAY DISCOUNT	2104-309545	04/30/21	(18.05)
101-265-741.000	AUTO VALUE OSCODA	TEST LIGHTS	281-1388424	04/30/21	29.68
101-265-741.000	SNAP-ON TOOLS	TOOLS	03182163081	04/30/21	178.65
101-265-775.000	DOLLAR GENERAL - REGIONS 410526	CLEANING PRODUCTS	1001049918	04/25/21	54.00
101-265-853.000	CHARTER COMMUNICATIONS	3/17/21 - 4/16/21	0074994031721	04/30/21	158.92
101-265-921.000	CONSUMERS ENERGY	110 S STATE	201007122954	04/21/21	1,341.58
101-265-930.000	AUSABLE HARDWARE & SURPLUS	LUMBER FOR SHELVES FOR POLICE DEPARTMENT IN	2103-173760	04/30/21	134.92
101-265-930.000	AUSABLE HARDWARE & SURPLUS	EARLY PAY DISCOUNT	2104-309545	04/30/21	(10.20)
101-265-931.000	JOHNSON AUTO SUPPLY, INC.	TORCH TIP CLEANER INVOICE 852938	852938	04/30/21	8.99
101-265-933.000	JOHNSON AUTO SUPPLY, INC.	WIPER BLADES INVOICE 853029	853029	04/30/21	35.48
Total For Dept 265 TOWNSHIP HALL & GROUNDS					2,705.23
Dept 276 CEMETERY					
101-276-921.000	CONSUMERS ENERGY	1361 ADAMS RD	204477415674	04/20/21	31.37
101-276-921.000	CONSUMERS ENERGY	1356 ADAMS RD	204477415673	04/20/21	28.82
Total For Dept 276 CEMETERY					60.19
Dept 299 UNALLOCATED					
101-299-726.200	IMAGE BUSINESS SOLUTIONS	COPIER PRINT CHARGES	208131	04/29/21	62.17
101-299-726.200	IMAGE BUSINESS SOLUTIONS	COPIER PRINT CHARGES	206523	04/15/21	166.58
101-299-726.200	WELLS FARGO VENDOR FINANCIAL SERV	COPIER/PRINTER LEASE PAYMENTS APRIL 2021	5014373928	05/04/21	291.26
101-299-801.000	BS&A SOFTWARE	TRAINING DPP	133560	04/30/21	1,000.00
101-299-801.000	MICH BUSINESS & PROFESSIONAL ASSN	COBRA APRIL 2021	38432	04/30/21	30.00
101-299-801.200	ACCUNET	MAY 2021	MAY 2021	04/30/21	35.00
101-299-801.200	I.T. RIGHT	IT RIGHT - ANYCONNECT YRLY	20167706	04/15/21	275.00
101-299-818.000	WASTE MANAGEMENT	WASTE DISPOSAL - APRIL	7694483-1734-7	04/30/21	102.19
101-299-826.000	WHITE WOJDA AND CURTIS	ATTORNEY BILL MARCH 2021	8073	04/30/21	5,843.00
101-299-853.000	ATI NETWORKS, INC.	TWP-PHONE-APRIL	94448	04/30/21	68.54
101-299-880.000	CONSUMERS ENERGY	104 W DWIGHT	205634262825	04/20/21	29.09
101-299-880.000	TRULY YOURS	BANNERS	012307	04/30/21	1,140.00
101-299-926.000	CONSUMERS ENERGY	105 N LAKE ST	204922390512	04/20/21	41.13
101-299-926.000	CONSUMERS ENERGY	109 E RIVER RD	201184807312	04/20/21	38.62
101-299-926.000	CONSUMERS ENERGY	103 E DWIGHT	206434990528	04/20/21	58.59
101-299-926.000	CONSUMERS ENERGY	112 E RIVER RD	201007122950	04/20/21	40.29
101-299-926.000	CONSUMERS ENERGY	101 E DIVISION	201184809686	04/21/21	102.65
101-299-956.001	IOSCO COUNTY TREASURER	CHARGEBACK ON UNSOLD TAX FORECLOSED PARCELS	022521	04/30/21	249.35
Total For Dept 299 UNALLOCATED					9,573.46
Dept 336 FIRE DEPARTMENT					
101-336-853.000	ATI NETWORKS, INC.	TWP-PHONE-APRIL	94448	04/30/21	93.45
Total For Dept 336 FIRE DEPARTMENT					93.45
Dept 722 ZONING & PLANNING					
101-722-717.000	PRINCIPAL LIFE INSURANCE COMPANY	PRINCIPAL LIFE APRIL 2021 INVOICE	APR21	04/15/21	26.35
101-722-726.000	IMAGE BUSINESS SOLUTIONS	COPIER PRINT CHARGES	208131	04/29/21	3.32
101-722-726.000	IMAGE BUSINESS SOLUTIONS	COPIER PRINT CHARGES	206523	04/15/21	5.20
101-722-726.000	WELLS FARGO VENDOR FINANCIAL SERV	COPIER/PRINTER LEASE PAYMENTS APRIL 2021	5014373928	05/04/21	45.00
101-722-801.000	BECKETT & RAEDER	B-2 CONVERSION TO FBC	2021197	04/30/21	850.00
101-722-853.000	ATI NETWORKS, INC.	TWP-PHONE-APRIL	94448	04/30/21	87.18
101-722-900.000	IOSCO NEWS PRESS PUB CO	PUBLIC NOTICE 2-10-2021	303479371	04/30/21	177.63
101-722-900.000	IOSCO NEWS PRESS PUB CO	PUBLIC NOTICE 2/10/2021	303479185	04/30/21	177.63
101-722-900.000	IOSCO NEWS PRESS PUB CO	PUBLIC NOTICE 2-10-2021	303479651	04/30/21	177.63
101-722-900.000	MAP	MAP CHARTER TOWNSHIP OF OSCODA MAGAZINE	34842	04/30/21	60.00

GL Number	Vendor	Invoice Desc.	Invoice	Due Date	Amount
Fund 101 GENERAL/UNALLOCATED Dept 722 ZONING & PLANNING					
Total For Dept 722 ZONING & PLANNING					1,609.94
Dept 751 PARKS & RECREATION					
101-751-717.000	PRINCIPAL LIFE INSURANCE COMPANY	PRINCIPAL LIFE APRIL 2021 INVOICE	APR21	04/15/21	26.35
101-751-726.000	FASTENAL COMPANY	BOLTS	MITAW35940	04/30/21	13.43
101-751-775.000	AUSABLE HARDWARE & SURPLUS	MAINTENNACE SUPPLIES	2103-178330	04/30/21	52.06
101-751-775.000	JOHNSON AUTO SUPPLY, INC.	PAINT	854745	04/30/21	86.49
101-751-818.000	WASTE MANAGEMENT	WASTE DISPOSAL - APRIL	7694483-1734-7	04/30/21	504.52
101-751-921.000	CONSUMERS ENERGY	304 W RIVER RD	201007122957	04/21/21	34.57
101-751-921.000	CONSUMERS ENERGY	304 E RIVER	201540707976	04/20/21	168.58
101-751-921.000	CONSUMERS ENERGY	212 CANADA	201184809681	04/21/21	29.13
101-751-931.000	AUTO VALUE OSCODA	OIL FILTER WRENCH	281-1388091	04/30/21	11.19
101-751-933.000	TRANS AUTO GLASS CO INC	BEDLINER FOR 2021 FORD F150	F0003791	04/30/21	225.00
Total For Dept 751 PARKS & RECREATION					1,151.32
Dept 753 FOOTE SITE PARK					
101-753-921.000	CONSUMERS ENERGY	1695 E RIVER RD	205812251940	04/20/21	58.73
Total For Dept 753 FOOTE SITE PARK					58.73
Dept 754 KEN RATLIFF PARK					
101-754-775.000	AUSABLE HARDWARE & SURPLUS	ANCHOR BOLTS	2103-179120	04/30/21	3.59
101-754-922.000	GARY OIL COMPANY	PROPANE TANK REFILL	198793	04/30/21	311.86
Total For Dept 754 KEN RATLIFF PARK					315.45
Total For Fund 101 GENERAL/UNALLOCATED					32,115.94
Fund 207 POLICE FUND					
Dept 000					
207-000-717.000	PRINCIPAL LIFE INSURANCE COMPANY	PRINCIPAL LIFE APRIL 2021 INVOICE	APR21	04/15/21	289.85
207-000-726.000	IMAGE BUSINESS SOLUTIONS	COPIER PRINT CHARGES	208131	04/29/21	13.02
207-000-726.000	IMAGE BUSINESS SOLUTIONS	COPIER PRINT CHARGES	206523	04/15/21	9.91
207-000-726.000	QUILL CORPORATION	POLICE OFFICE SUPPLIES	15536560	04/30/21	166.93
207-000-726.000	WELLS FARGO VENDOR FINANCIAL SERV	COPIER/PRINTER LEASE PAYMENTS APRIL 2021	5014373928	05/04/21	22.50
207-000-751.000	ALPENA OIL CO	PATROL VEHICLE GAS (HOLIDAY)	419032	04/30/21	20.00
207-000-751.000	ALPENA OIL CO	PATROL VEHICLE GAS (HOLIDAY)	419033	04/30/21	24.00
207-000-751.000	ALPENA OIL CO	PATROL VEHICLE GAS (HOLIDAY)	419117	04/30/21	35.60
207-000-761.000	GALLS INCORPORATED	POLICE UNIFORMS (DAVID)	017850543	04/30/21	192.24
207-000-761.000	GALLS INCORPORATED	POLICE UNIFORMS/LESLIE	017967204	04/24/21	37.26
207-000-761.000	GALLS INCORPORATED	POLICE UNIFORM/ LESLIE	017927177	04/19/21	148.21
207-000-761.000	LIFE'S A STITCH	UNIFORM ALTERATIONS/HEATH	31021	04/30/21	10.00
207-000-801.000	GARY OIL COMPANY	CODE ENFORCEMENT TOWING	6495	04/30/21	65.00
207-000-801.000	STATE OF MICHIGAN	LEIN TOKEN FEE	551-575934	04/30/21	429.00
207-000-801.200	LEXIS NEXIS RISK SOLUTIONS	IYE TEK MAINTENANCE FEE	806729-20210331	04/30/21	858.60
207-000-826.000	WHITE WOJDA AND CURTIS	ATTORNEY BILL MARCH 2021	8073	04/30/21	346.50
207-000-853.000	ATI NETWORKS, INC.	TWP-PHONE-APRIL	94448	04/30/21	535.87
207-000-933.000	JOHNSON AUTO SUPPLY, INC.	POLICE VEHICLE PARTS	853138	04/30/21	153.99
207-000-960.000	STREE COP TRAINING	TRAINING TRAVIS SIMMONS	36513-463-1-9178	04/30/21	299.00
207-000-960.000	STREET COP TRAINING	TRAINING FOR VON HEATH	36329-463-1-8BBB	04/30/21	299.00
Total For Dept 000					3,956.48
Total For Fund 207 POLICE FUND					3,956.48
Fund 211 POLICE STAFFING FUND					
Dept 000					
211-000-717.000	PRINCIPAL LIFE INSURANCE COMPANY	PRINCIPAL LIFE APRIL 2021 INVOICE	APR21	04/15/21	52.70

GL Number	Vendor	Invoice Desc.	Invoice	Due Date	Amount
Fund 211 POLICE STAFFING FUND					
Dept 000					
211-000-726.000	WELLS FARGO VENDOR FINANCIAL SERV	COPIER/PRINTER LEASE PAYMENTS APRIL 2021	5014373928	05/04/21	22.50
211-000-761.000	GALLS INCORPORATED	MICRO FLASHLIGHT MCNICHOL	017826455	04/30/21	41.95
Total For Dept 000					117.15
Total For Fund 211 POLICE STAFFING FUND					117.15
Fund 218 OLD ORCHARD PARK CAPITAL IMPROVEMENT					
Dept 000					
218-000-984.000	TOMMARK, INC	4.0 TON BLOWER	66704646.001	04/30/21	3,524.68
Total For Dept 000					3,524.68
Total For Fund 218 OLD ORCHARD PARK CAPITAL IMPROVEMENT					3,524.68
Fund 236 PROP OPER & MNTNCE					
Dept 266 PROPERTY O & M MAINTENANCE					
236-266-717.000	PRINCIPAL LIFE INSURANCE COMPANY	PRINCIPAL LIFE APRIL 2021 INVOICE	APR21	04/15/21	26.35
236-266-726.000	AUSABLE HARDWARE & SURPLUS	KEYS AND SUPPLIES	2103-176749	04/30/21	39.97
236-266-775.000	MEDLER ELECTRIC COMPANY	LIGHT BULBS AND ELECTRIC TESTER	64830912.001	04/30/21	200.32
236-266-801.000	BLACK SWAMP LOCATION SERVICES, LLC	EIC DIRECTOR-APRIL	0-116	04/30/21	10,000.00
236-266-826.000	WHITE WOJDA AND CURTIS	ATTORNEY BILL MARCH 2021	8073	04/30/21	1,963.50
236-266-853.000	ATI NETWORKS, INC.	TWP-PHONE-APRIL	94448	04/30/21	43.59
Total For Dept 266 PROPERTY O & M MAINTENANCE					12,273.73
Dept 271 PROPERTY O & M AUNE					
236-271-802.000	WASTE MANAGEMENT	WASTE DISPOSAL - APRIL	7694483-1734-7	04/30/21	404.14
236-271-930.000	IOSCO COUNTY ROAD COMM.	SAND SALT	200138	04/30/21	71.79
236-271-930.100	INTERSTATE BATTERIES	BATTERIES FOR DOOR OPENERS	23424027	04/30/21	16.68
Total For Dept 271 PROPERTY O & M AUNE					492.61
Total For Fund 236 PROP OPER & MNTNCE					12,766.34
Fund 271 LIBRARY					
Dept 000					
271-000-717.000	PRINCIPAL LIFE INSURANCE COMPANY	PRINCIPAL LIFE APRIL 2021 INVOICE	APR21	04/15/21	26.35
271-000-802.000	WASTE MANAGEMENT	WASTE DISPOSAL - APRIL	7694483-1734-7	04/30/21	20.75
Total For Dept 000					47.10
Total For Fund 271 LIBRARY					47.10
Fund 509 OLD ORCHARD PARK					
Dept 000					
509-000-717.000	PRINCIPAL LIFE INSURANCE COMPANY	PRINCIPAL LIFE APRIL 2021 INVOICE	APR21	04/15/21	79.05
509-000-726.000	QUILL CORPORATION	OFFICE SUPPLIES INV 15133934	15133934	04/30/21	206.32
509-000-751.000	GARY OIL COMPANY	DYED #2 INV 199860	199860	04/30/21	0.23
509-000-751.000	GARY OIL COMPANY	REC GAS INV 199859	199859	04/30/21	272.64
509-000-775.000	AMAZON CAPITAL SERVICES	METAL ZIP TIES INV 1NK1-NQRH-GNDH	1NK1-NQRH-GNDH	04/30/21	30.00
509-000-775.000	AUSABLE HARDWARE & SURPLUS	TOILET REPAIR INV 2103-175632	2103-175632	04/30/21	5.49
509-000-775.000	AUSABLE HARDWARE & SURPLUS	MAINT SUPPLIES INV 2103-176598	2103-176598	04/30/21	176.47
509-000-775.000	AUSABLE HARDWARE & SURPLUS	RETURN CONDUIT	2103-173638	04/30/21	(5.69)
509-000-775.000	AUSABLE HARDWARE & SURPLUS	MAINT SUPP INV 2103-173636	2103-173636	04/30/21	94.30
509-000-775.000	AUSABLE HARDWARE & SURPLUS	MAINT SUPPLIES INV 2103-178146	2103-178146	04/30/21	76.62
509-000-775.000	AUSABLE HARDWARE & SURPLUS	EARLY PAY DISCOUNT	2104-309545	04/30/21	(10.25)
509-000-775.000	GARY OIL COMPANY	TAN PAINT INV 650199	650199	04/30/21	42.00
509-000-775.000	MCMMASTER-CARR SUPPLY CO	MAINT SUPPLIES INV 52427557	52427557	04/30/21	77.19

GL Number	Vendor	Invoice Desc.	Invoice	Due Date	Amount
Fund 509 OLD ORCHARD PARK					
Dept 000					
509-000-775.000	ROGERS HARDWARE	CAULK INV 00832924	00832924	04/30/21	31.45
509-000-775.000	ROGERS HARDWARE	CAULK INV 00838435	00838435	04/30/21	18.87
509-000-803.000	KUDOS FIRE PROTECTION	EXTINGUISHER INSPECTION INV 2021-03-04	2021-03-04	04/30/21	147.50
509-000-826.000	WHITE WOJDA AND CURTIS	ATTORNEY BILL MARCH 2021	8073	04/30/21	16.50
509-000-853.000	ATI NETWORKS, INC.	PHONE SERVICES-OOP	94447	04/30/21	66.11
509-000-921.000	CONSUMERS ENERGY	1001 E RIVER RD	205812251939	04/20/21	62.95
509-000-921.000	CONSUMERS ENERGY	791 E RIVER	205812251946	04/20/21	74.99
509-000-921.000	CONSUMERS ENERGY	635 W MICHIGAN	205812251945	04/20/21	127.36
509-000-921.000	CONSUMERS ENERGY	889 E RIVER RD	205812251938	04/20/21	211.62
509-000-921.000	CONSUMERS ENERGY	883 E RIVER RD	205812251937	04/20/21	88.69
509-000-921.000	CONSUMERS ENERGY	837 E RIVER RD	205812251936	04/20/21	65.31
509-000-921.000	CONSUMERS ENERGY	835 E RIVER RD	205812251935	04/20/21	231.68
509-000-921.000	CONSUMERS ENERGY	743 E RIVER RD	203676531548	04/30/21	201.75
509-000-922.000	GARY OIL COMPANY	PROPANE INV194343	194343	04/30/21	258.89
509-000-922.000	GARY OIL COMPANY	PROPANE INV 195871	195871	04/30/21	240.57
509-000-922.000	GARY OIL COMPANY	PROPANE	196460	04/30/21	259.93
509-000-922.000	GARY OIL COMPANY	PROPANE INV 650198	650198	04/30/21	21.70
509-000-933.000	AUTO VALUE OSCODA	VEHICLE SUPPLIES INV 281-1388605	281-1388605	04/30/21	121.15
509-000-933.000	AUTO VALUE OSCODA	VEHICLE PARTS INV 281-1388097	281-1388097	04/30/21	16.49
509-000-933.000	JOHNSON AUTO SUPPLY, INC.	VEHICLE PARTS INV 854180	854180	04/30/21	97.47
Total For Dept 000					3,405.35
Total For Fund 509 OLD ORCHARD PARK					3,405.35
Fund 590 SEWER					
Dept 000					
590-000-726.000	WELLS FARGO VENDOR FINANCIAL SERV	COPIER/PRINTER LEASE PAYMENTS APRIL 2021	5014373928	05/04/21	11.25
590-000-821.000	F&V OPERATIONS	GIS-SEWER	840550	04/30/21	3,840.00
590-000-826.000	WHITE WOJDA AND CURTIS	ATTORNEY BILL MARCH 2021	8073	04/30/21	165.00
590-000-853.000	ATI NETWORKS, INC.	TWP-PHONE-APRIL	94448	04/30/21	21.80
590-000-921.100	CONSUMERS ENERGY	4107 E RIVER RD	205367329515	04/20/21	62.71
590-000-921.100	CONSUMERS ENERGY	719 W RIVER RD	201184807315	04/30/21	76.63
590-000-921.100	CONSUMERS ENERGY	421 W MICHIGAN AVE	201273784968	04/30/21	89.33
590-000-921.100	CONSUMERS ENERGY	4466 MCNICHOL	207146216581	04/21/21	245.06
590-000-930.000	KERR PUMP AND SUPPLY INC	VFD FOR LIFT STATION #4 PUMP #2	205606	04/30/21	8,205.00
Total For Dept 000					12,716.78
Total For Fund 590 SEWER					12,716.78
Fund 591 WATER					
Dept 000					
591-000-726.000	IMAGE BUSINESS SOLUTIONS	COPIER PRINT CHARGES	208131	04/29/21	4.07
591-000-726.000	IMAGE BUSINESS SOLUTIONS	COPIER PRINT CHARGES	206523	04/15/21	3.99
591-000-726.000	WELLS FARGO VENDOR FINANCIAL SERV	COPIER/PRINTER LEASE PAYMENTS APRIL 2021	5014373928	05/04/21	11.25
591-000-853.000	ATI NETWORKS, INC.	TWP-PHONE-APRIL	94448	04/30/21	21.79
591-000-921.000	CONSUMERS ENERGY	3820 E RIVER RD	205367329514	04/20/21	245.56
591-000-924.100	HSRUA	HSRUA O&M FEES	152	04/30/21	119,970.00
591-000-980.100	FERGUSON WATERWORKS #3386	N ROSE LANE METER	0122402	04/30/21	789.91
Total For Dept 000					121,046.57
Total For Fund 591 WATER					121,046.57

04/08/2021 10:13 AM
User: JANEHACKBORNDE
DB: Oscoda

INVOICE GL DISTRIBUTION REPORT FOR OSCODA TOWNSHIP
EXP CHECK RUN DATES 04/07/2021 - 04/13/2021
BOTH JOURNALIZED AND UNJOURNALIZED OPEN AND PAID
BANK CODE: GEN

GL Number	Vendor	Invoice Desc.	Invoice	Due Date	Amount
		Fund Totals:			
		Fund 101 GENERAL/UNALLOCATED			32,115.94
		Fund 207 POLICE FUND			3,956.48
		Fund 211 POLICE STAFFING FUND			117.15
		Fund 218 OLD ORCHARD PARK CAPITAL IMPROVEMENT			3,524.68
		Fund 236 PROP OPER & MNTNCE			12,766.34
		Fund 271 LIBRARY			47.10
		Fund 509 OLD ORCHARD PARK			3,405.35
		Fund 590 SEWER			12,716.78
		Fund 591 WATER			121,046.57
		Total For All Funds:			189,696.39

To: Supervisor Richards

From: Michael D. Mitchell, Superintendent

Date: April 8, 2021

Re: Superintendent's Report for April 12th Township Board Meeting

Drop Off Refuse Program- The date for the Drop Off Refuse Program is Saturday, June 12th and Saturday, September 11th. In the packet is the application for this program's June date. The cost of this is \$10 for a program permit. ***I recommend that the Board make a motion to approve the 2021 Drop Off Refuse Program for June 12, 2021 and September 11, 2021 from 8 a.m. to 2 p.m. at 4775 Sunset Street.***

Artisan Hall Purchase- We have received a request for a Point-Of-Sale of various interior furnishings inside the building. The POS would be in the amount of \$10,000 for said non-fixtures. Our Economic Development Director and I concur that this would be a desirable transaction for the Township for non-fixtures that the Township does not desire to retain. The purchase agreement is signed so this is an additional item to the closing. ***I would need a motion to approve the Point-Of-Sale in the amount of \$10,000 for various non-fixture items to be included in the purchase agreement process. It is still anticipated that this would be closed upon on or before April 22nd.***

Dust Control RFP- To begin this process of the annual dust control program I need authorization from the Board to proceed with an RFP. It is my understanding that for several years we have only had 1-2 bidders despite efforts to gain more bids. Bids would be due Friday, April 23rd so as to be included in the next Board meeting the following Monday. ***I would ask that the Board make a motion to allow the Dust Control RFP to proceed and to also allow the Superintendent to pursue a two-year agreement with the winning bidder as this would help lock in costs for the future and reduce the yearly process of having to go out to bid for this service.***

Rowe Engineering Invoices- We have received a number of invoices from Rowe Engineering regarding various work on multiple projects. ***I recommend that we approve these invoices in a series of motions.***

IT Right Contract- After discussions with IT Right officials and the submittal of this most recent contract I want to have the Board discuss and act upon this proposed contract. I will have the legal counsel comment on their review as well, but if there are technical aspects that Board members wish to revise, I need that feedback given your respective expertise.

Rowe IBT Design and Construction Proposal- This proposal is for Phase 3 design, topographic surveys, easement/title work, grant submittals, bid letting and construction administration for the project scheduled for 2022. The proposal is for \$260,000.00 to complete this work by Rowe. ***Given our good track record with Rowe at this point in other projects, including this one I would recommend that the Board make a motion to accept the proposal for IBT Design and Construction from Rowe Engineering in the amount of \$260,000.00 and authorize the Superintendent and Clerk to sign on behalf of the Township.***

Legal Counsel RFP responses- As I have sent out earlier by email, we received two proposals. After review of said proposals I feel that the interview process would not be warranted given the proposals content. ***I would recommend that the Board make a motion to engage the services of White Wojda***

Curtis as the Township's legal counsel and ask that a formal contract be established to memorialize this arrangement.

Aune Listing Agreement with Friedman- This topic will be discussed with Friedman representatives at the work session, and I would like direction at the Board meeting as to whether we will be proceeding with the listing agreement. In my opinion, the Township should look to divest this property from its holdings as this will benefit the Township financially long-term, eliminate our responsibilities concerning the facility post-sale, and place our personnel focus on other Township owned properties, especially in the area of maintenance.

Relocation of the Economic Development Director- As we are approaching a closing for the Artisan Hall the question of where the Economic Development Director's office will be re-located to must be answered by the Board. As the Township has limited properties available for this purpose there seems to be two choices that emerge. One would involve placing the office back into the Township Hall and the other would be to place the office into the Aune Building. I think this consideration needs a thorough discussion by the Board and action taken due to the impending sale of its current location.

Planning & Zoning Services Proposal- As our current Planning & Zoning Director has resigned effective April 16th and as he has also elected to take time off up until that last day, I had contacted Rowe Engineering to provide a proposal for planning services until the Township has a permanent replacement in this position. In the packet is the proposal from Rowe for this purpose. ***I recommend that the Board approve this proposal as presented and authorize the Superintendent to execute this proposal immediately as we are finding needs for their expertise right now.***

Real Estate Disposition Documents- In the packet are the revised Real Estate Disposition Document and Letter of Intent template that have been reviewed and revised by legal counsel. There is a concern from the attorney as to the "project narrative" requirement. See the statement from Mr. Curtis: *I'm not sure if the Township would be able to enforce it once title has transferred. Those conditions would have to be part of the Purchase Agreement, but even with that what would happen if Purchaser didn't comply? Would the Township want some sort of reverter clause or continuing fines? We would have to determine if something like that would even be legal. It something that we should probably discuss.* **I would like a discussion regarding this from the Board and a decision rendered that would either send back to EIC for further consideration or to act upon the document with a revision proposed.**

Police Contract-To begin the process of contract negotiations with the Police Union it will be prudent to bring on a labor attorney for this purpose. Our current interim legal counsel has advised me that this is not what they specialize in and it would be advantageous that the Township seek outside labor legal counsel for this purpose. The current contract expires at the end of the year so I would like to get this moving asap as it is my understanding that prior contracts have elapsed before a new contract was agreed upon. ***I would like authorization to seek out and bring back a proposal to the Board for representation without a formal RFP process which I do not feel will be productive given our recent legal counsel RFP response rate.***

Art on the Beach- The Oscoda-AuSable Chamber of Commerce is requesting the use of the Oscoda Beach Park and other Township property areas for the 37th Annual Art on the Beach event to be held Saturday, June 26th and Sunday, June 27th. The Chamber is also requesting use of these areas for setup on Friday, June 25th. Contained in the packet is the formal request letter sent to us by Nancy Howse, Director. ***I would recommend that the Board approve this request and welcome back the Art on the Beach event for 2021.***

Blue Ribbon Events Date Change- I have received a request to change the date for their August event to August 28th and 29th 2021. ***I recommend that the Board approve this change request and authorize the Superintendent's Office to work out document changes regarding this.*** This allows for no conflict in dates with other events held on Furtaw Field at the same time.

227 River Purchase Closing- This is set for Tuesday, April 13th at 1 p.m. with Clerk Sutton signing the paperwork on behalf of the Township.



Charter Township of Oscoda
2021 Drop Off Refuse Program Application



Daily Permit Fee
\$10.00

Hours
8 AM - 2 PM

Location
4775 Sunset Street

2021 Schedule
June 12th

PROGRAM RULES

- Please be prepared to assist with unloading—its faster for everyone!
- Photo identification and proof of permit will be required at the site.
- Service is for Oscoda Township residents and seasonal home owners only.
- The Township and contractor reserve the right to refuse any items.
- Permits are **NOT** available on site, so please plan ahead.
- Use of dumpsters is on a first come - first served basis.
- Up to 4 tires of 20" or less diameter are allowed for each permit.
- Household garbage is **NOT** accepted.
- **No** commercial dumping of any kind is allowed.
- **No** items containing Freon unless proof of professional removal is shown (refrigerators, air conditioners etc.).
- We do **NOT** accept propane tanks or building materials of any kind.
- No glass of any type unless they are empty.
- No oil or paint cans unless they are empty.
- No aerosol cans or liquids of any kind.



Large Items Dumpster

Examples of accepted items:

- Carpet/Padding (must be cut & rolled in 4' x 8' sections)
- Furniture / Mattresses
- Computers
- Large items not a part of normal household refuse

Metal Dumpster

Examples of accepted items:

- Stoves / Microwave Ovens
- Bed Springs
- Aluminum siding
- Aluminum & tin including flattened cans & tin jar lids

OSCODA TOWNSHIP DROP OFF REFUSE PROGRAM PERMIT APPLICATION FOR June 12, 2021

Permits will be issued to Oscoda Township residents and/or season homeowners only. Please read and complete the form. Detach at dotted line and submit with the \$10 permit fee. Please make checks payable to: Charter Township of Oscoda.

Name of Oscoda Township Resident/Seasonal Home Owner: _____

Address: _____

Telephone Number: _____

I have received a copy of Oscoda Township's Drop Off Refuse Program schedule for the 2021 calendar year. I acknowledge that the permit is **NOT** transferable. Further, I understand property to be disposed of must be associated with the property address named above. There will be no refunds issued, full or partial, for any reason. I have also read the rules above governing use of the service, agree to comply with them and understand that my permit can be revoked for failure to do so.

Signature _____

Date _____

Cash

Check # _____

Initials: _____

Itemized list of items in the HS Artisan Hall to be included with the purchase.

- 9 Lifetime 6' Round tables
- 8 Lifetime 72 x 30 Rectangular tables
- 39 Lifetime Chairs
- 2 Stainless Steel Serving Carts and trays
- 1 Stainless Steel 36 x 30 Rolling Prep Table with back splash
- 1 Stainless Steel 60 x 30 Rolling Prep Table
- 4 Stainless Steel Catering Pan with lids and heating sternos
- 1 Whirlpool Refrigerator
- 1 LG Range
- 1 Pressure Cooker
- 1 Blue Granite Canner
- 1 Kitchen Aid Mixer
- 4 Stainless Steel Bowls
- 2 Stainless Steel Beverage Air Pots
- 1 Antique Mirror
- 1 Antique Coffee Table
- 1 Avantco Coffee Maker
- 4 Coffee Decanters
Coffee Filters
- 1 Rolling Bar
- 2 Coat Racks
- 1 Fire Extinguisher
- 2 33 Gallon Trash Bins
- 2 Waste Cans Bathrooms
Misc. Mops, Brooms, Shovels, Cleaning Supplies

These items were researched online and totaled for a figure of \$15494.

David and Ann Rataj do hereby offer to the Oscoda Township Board a sum of ten thousand dollars (\$10,000) as payment for the above itemized list of appliances, equipment, goods and furnishings in the Huron Shores Artisan Hall.

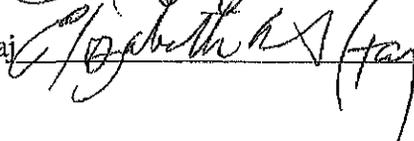
David H. Rataj



Date

4-7-2021

Elizabeth Ann Rataj



Date

4-7-2021









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

April 13, 2021

INVITATION TO BID
OSCODA TOWNSHIP – 2021 ROAD DUST CONTROL

The Charter Township of Oscoda is now accepting bids for the purchase and application of dust control on Oscoda Township unpaved roads. The following specifications have been identified as most appropriate for meeting our needs.

All vendors are required to submit the information requested and use the attached proposal sheets in submitting bids. Failure to do so may result in disqualification.

Minimum Specifications/Scope of Work:

The required scope of work for this solicitation includes provision of all equipment, personnel and materials required to implement the annual Oscoda Township dust control program in May and July of 2021. The specified seasonally early application schedule is intended to encourage price discounts as each vendor may offer. The program constitutes application of dust control near residential structures on all unpaved roads throughout the Township. This program is implemented under direction of a representative from the Township Building and Grounds Department and takes approximately three full business days to complete. The Township is seeking bids on the charge per gallon of application for liquid calcium chloride, 26% processed brine and/or liquidow. Past experience indicates an annual purchase of approximately 80,000 gallons of processed brine is required to meet dust control needs.

The Township may also opt, at its' sole discretion, to add a third application to the program in late August or September. The bid amount(s) quoted shall be applicable if the program is expanded to include a third treatment event.

Additional Information:

The Contractor, prior to acceptance of any proposal, shall file with the Township copies of completed certificates of insurance, as evidence that the contractor carries adequate insurance. At a minimum there shall be a general liability coverage of at least one million dollars (\$1,000,000.00), automobile liability of one million dollars (\$1,000,000.00) and workman's compensation liability of five hundred thousand dollars (\$500,000.00). The Township shall be afforded protection against claims for damages to public or private property and injuries or death to persons arising out of and during the performance of the contract.

Proposed application rate for each product bid shall be specified on a per mile basis.

General Directions:

All bids must be sealed in envelopes plainly marked "DUST CONTROL". 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 bid 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 the granting of local preference in purchasing of five percent (5%) or seven-hundred fifty dollars (\$750), whichever is less.

In submitting this bid it is understood that the Charter Township of Oscoda may require a successful proponent to enter into a contract document which must be approved and authorized by the Township Board of Trustees. Any contract would be developed based in part on the information in the invitation to bid, which would be incorporated into the contract by reference. It is anticipated that award of a bid will be considered by the Township Board of Trustees at the April 26, 2021 meeting.

Proposals are to remain firm for ninety (90) days.

Sealed proposals will be received by the Charter Township of Oscoda addressed to Michael Mitchell, Township Superintendent, 110 South State Street Unit 1, Oscoda, Michigan 48750, until 12:00 p.m. on **Friday, April 23, 2021**. Proposals will be opened and read publicly at that time. Separate proposal sheets should be utilized for each product to be bid by each vendor.

Your efforts in responding to this invitation to bid will be greatly appreciated.

Michael Mitchell
Township Superintendent

trk

PROPOSAL

Oscoda Township - 2021 Road Dust Control Application

(If bidding more than one product please use one sheet per product)

TO: Charter Township of Oscoda, Michigan

We the undersigned, having familiarized ourselves with the specifications regarding the Township's needs hereby propose the following:

\$ _____ per gallon
\$ _____ estimated cost per mile & proposed
application rate (\$/gallons per mile)

Description of Product: _____

In submitting this proposal, it is understood the right is reserved by the Charter Township of Oscoda to accept or reject any and all bids or any part thereof, to waive any and all bid irregularities, and to award the bid that 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 the granting of local preference in purchasing of five percent (5%) or seven-hundred fifty dollars (\$750), whichever is less.

This proposal is to remain firm for thirty (30) days.

Dated and signed this ____ day of _____, 2021.

Name of Bidder: _____
By: _____
Title: _____
Signature: _____
Business Address: _____

Dust Bustin
5245 US Highway 31
Grawn, MI 49637-9701

Michigan Chloride Sales
402 W. Jackson Road
St. Louis, MI 48880

N. Mich. Dust Control
05916 U.S. 31
South Charlevoix, MI 49720

R&M Dust Control
340 Maplewood Road
Petoskey, MI 49770

Team Services, Inc.
P.O. Box 1104
Kalkaska, MI 49646

C & S Dust Control
P.O. Box 155
Alpena, MI 49707

Liquid Calc. Chloride Sales
2715 S. Huron
Kawkawlin, MI 48631

Eastern Dust Control
3450 Maple Ridge Rd.
Standish, MI 48766

Northern Tank Truck Service, Inc.
10764 Old Highway 27 S.
Gaylord, MI 49735



**ROWE PROFESSIONAL
SERVICES COMPANY**

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

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

February 8, 2021
Project No: 18C0068
Invoice No: 0096735

Project Mgr Rick Freeman

Project 18C0068 Oscoda Charter Township As-needed Services

Task 2001 As-needed Requests
Professional Personnel

	Hours	Rate	Amount	
Assistant Project Engineer Kalakay, Samantha	49.00	110.00	5,390.00	
Project Manager Beckman, Sean	4.00	135.00	540.00	
Senior Project Manager Schultz, Doug	1.00	140.00	140.00	
Totals	54.00		6,070.00	
Total Labor				6,070.00
		Total this Task		\$6,070.00
		Total Amount Due		\$6,070.00

Billing Backup for Invoice #0096735

Oscoda Charter Township As-needed Services

Rowe Job #18C0068

Professional Services through January 31, 2021

DATE	Employee	Hours	Billing Rate	Total
01/01 – 01/31/2021	Kalakay, Samantha	49.00	110.00	5,390.00
01/01 – 01/31/2021	Beckman, Sean	4.00	135.00	540.00
01/01 – 01/31/2021	Schultz, Doug	1.00	140.00	140.00

Task 2001

As-Needed Design Services

- **S2R2 EGLE Grant Funding -MI Initiative Application for \$5 Million for water distribution system, looping and service leads**
- **Consumers Energy 2021 Planet Grants – two separate applications (\$500k and \$100k) for local share of IBT Phase 3 Trail**

Total Invoice #0096735

\$6,070.00



ROWE PROFESSIONAL SERVICES COMPANY

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

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

February 8, 2021
 Project No: 20C0175
 Invoice No: 0096660

Project Mgr Dean Oparka

Project 20C0175 Wastewater Pump Station Improvements

Provide design and construction engineering services for refurbishment of wastewater pump stations by updating controls on 18 stations and by converting dry can stations into submersible pump stations, replacement of entire the entire pump station.

Task 2001 Funding Applications
Professional Personnel

	Hours	Rate	Amount	
Project Manager				
Beckman, Sean	7.50	135.00	1,012.50	
Senior Engineering Technician				
Pearce, Donald	2.00	100.00	200.00	
Totals	9.50		1,212.50	
Total Labor				1,212.50

Billing Limits	Current	Prior	To-Date	
Labor	1,212.50	810.00	2,022.50	
Limit			14,500.00	
Remaining			12,477.50	
				Total this Task \$1,212.50

Task 2002 Design Services
Professional Personnel

	Hours	Amount	
Assistant Project Engineer	3.00	330.00	
Engineering Project Manager	17.00	2,295.00	
Engineering Technician II	11.50	977.50	
Graduate Engineer	20.00	1,240.00	
Project Engineer	94.25	11,310.00	
Senior Engineering Technician	4.50	450.00	
Clerical/Admin	3.00	180.00	
Senior Project Manager	24.50	3,430.00	
Totals	177.75	20,212.50	
Total Labor			20,212.50

Billing Limits	Current	Prior	To-Date	
Labor	20,212.50	62,935.75	83,148.25	
Limit			250,000.00	
Remaining			166,851.75	
				Total this Task \$20,212.50

Project	20C0175	Wastewater Pump Station Improvements	Invoice	0096660
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Task	2003	Geotechnical Consultant
------	------	-------------------------

Professional Personnel

	Hours	Amount	
Engineering Project Manager	16.00	2,160.00	
Totals	16.00	2,160.00	
Total Labor			2,160.00

Billing Limits

	Current	Prior	To-Date
Labor	2,160.00	1,012.50	3,172.50
Limit			20,700.00
Remaining			17,527.50

Total this Task \$2,160.00

Total Amount Due \$23,585.00



ROWE PROFESSIONAL SERVICES COMPANY

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

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

February 8, 2021
 Project No: 19C03030
 Invoice No: 0096658

Project Mgr Dean Oparka

Project 19C03030 Oscoda Phases A, B, G and F-41 Water Mains

Task 3001 Design Services
Professional Personnel

	Hours	Rate	Amount	
Clerical/Admin				
Church, Krista	.25	60.00	15.00	
Totals	.25		15.00	
Total Labor				15.00

Billing Limits	Current	Prior	To-Date	
Total Billings	15.00	78,083.75	78,098.75	
Limit			78,100.00	
Remaining			1.25	
		Total this Task		\$15.00

Task 3003 Phase G Design
Professional Personnel

	Hours	Rate	Amount	
Assistant Project Engineer				
Kalakay, Samantha	25.50	110.00	2,805.00	
Engineering Project Manager				
Oparka, Dean	7.50	135.00	1,012.50	
Graduate Engineer				
Motz, Matthew	20.00	62.00	1,240.00	
Wahr, Zoe	54.50	105.00	5,722.50	
Project Engineer				
Sanders, Deveron	8.00	120.00	960.00	
Project Manager				
Beckman, Sean	21.00	135.00	2,835.00	
Senior Engineering Technician				
Blouir, Tracy	5.25	100.00	525.00	
Donajkowski, Ronald	4.00	100.00	400.00	
Clerical/Admin				
Church, Krista	.75	60.00	45.00	
Totals	146.50		15,545.00	
Total Labor				15,545.00

Total this Task \$15,545.00

Total Amount Due \$15,560.00



**ROWE PROFESSIONAL
SERVICES COMPANY**

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

March 3, 2021
Project No: 18C0068
Invoice No: 0097146

Project Mgr Rick Freeman

Project	18C0068	Oscoda Charter Township	As-needed Services			
Task	2001	As-needed Requests		Hours	Rate	Amount
Professional Personnel						
Assistant Project Engineer						
Kalakay, Samantha				45.00	110.00	4,950.00
Graduate Engineer						
Wahr, Zoe				2.50	105.00	262.50
Project Manager						
Beckman, Sean				7.50	135.00	1,012.50
Senior Project Manager						
Richmond, David				1.00	140.00	140.00
Totals				56.00		6,365.00
Total Labor						6,365.00
					Total this Task	\$6,365.00
					Total Amount Due	\$6,365.00

Billing Backup for Invoice #0097146

Oscoda Charter Township As-needed Services

Rowe Job #18C0068

Professional Services through February 28, 2021

DATE	Employee	Hours	Billing Rate	Total
02/01 – 02/28/2021	Wahr, Zoe	2.50	105.00	262.50
02/01 – 02/28/2021	Kalakay, Samantha	45.00	110.00	4,950.00
02/01 – 02/28/2021	Beckman, Sean	7.50	135.00	1,012.50
02/01 – 02/28/2021	Richmond, Dave	1.00	140.00	140.00

Task 2001 Design –S2R2 EGLE Grant Funding/Consumers Energy Grants/USDA-RD

Total Invoice #0096452

\$6,365.00



ROWE PROFESSIONAL SERVICES COMPANY

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

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

March 3, 2021
 Project No: 20C0175
 Invoice No: 0097117

Project Mgr Dean Oparka

Project 20C0175 Wastewater Pump Station Improvements

Provide design and construction engineering services for refurbishment of wastewater pump stations by updating controls on 18 stations and by converting dry can stations into submersible pump stations, replacement of entire the entire pump station.

Task 2001 Funding Applications
Professional Personnel

	Hours	Rate	Amount	
Project Manager				
Beckman, Sean	6.00	135.00	810.00	
Totals	6.00		810.00	
Total Labor				810.00

Billing Limits	Current	Prior	To-Date	
Total Billings	810.00	2,022.50	2,832.50	
Limit			14,500.00	
Remaining			11,667.50	
			Total this Task	\$810.00

Task 2002 Design Services
Professional Personnel

	Hours	Amount	
Engineering Project Manager	36.50	4,927.50	
Project Engineer	25.50	3,060.00	
Senior Project Manager	7.50	1,050.00	
Totals	69.50	9,037.50	
Total Labor			9,037.50

Consultants			
WTA Architects			2,790.00
Total Consultants			2,790.00

Billing Limits	Current	Prior	To-Date	
Total Billings	11,827.50	83,148.25	94,975.75	
Limit			250,000.00	
Remaining			155,024.25	
			Total this Task	\$11,827.50

Task 2003 Geotechnical Consultant

Professional Personnel

	Hours	Amount	
Engineering Project Manager	4.50	607.50	
Totals	4.50	607.50	
Total Labor			607.50

Consultants

SME -Soil and Materials Engineers, Inc		5,600.00	
Total Consultants		5,600.00	5,600.00

Billing Limits

	Current	Prior	To-Date	
Total Billings	6,207.50	3,172.50	9,380.00	
Limit			20,700.00	
Remaining			11,320.00	
			Total this Task	\$6,207.50

 Task 2004 Electrical Consultant

Consultants

MacMillan Associates		6,000.00	
Total Consultants		6,000.00	6,000.00

Billing Limits

	Current	Prior	To-Date	
Total Billings	6,000.00	0.00	6,000.00	
Limit			40,000.00	
Remaining			34,000.00	
			Total this Task	\$6,000.00

 Task 4000 Survey Services

Professional Personnel

	Hours	Amount	
Project Manager	5.00	675.00	
Totals	5.00	675.00	
Total Labor			675.00

Billing Limits

	Current	Prior	To-Date	
Total Billings	675.00	22,072.00	22,747.00	
Limit			45,000.00	
Remaining			22,253.00	
			Total this Task	\$675.00

Total Amount Due \$25,520.00



**ROWE PROFESSIONAL
SERVICES COMPANY**

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www.rowepsc.com

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

April 1, 2021
Project No: 19C0303
Invoice No: 0097362

Project 19C0303 Oscoda Phases A, B, G and F-41 Water Mains Project Mgr Dean Oparka

Task	3003	Phase G Design	Hours	Rate	Amount	
Professional Personnel						
Assistant Project Engineer						
Kalakay, Samantha			52.00	110.00	5,720.00	
Graduate Engineer						
Wahr, Zoe			45.25	105.00	4,751.25	
Project Manager						
Beckman, Sean			13.75	135.00	1,856.25	
Senior Engineering Technician						
Blour, Tracy			8.00	100.00	800.00	
Senior Project Manager						
Richmond, David			5.00	140.00	700.00	
Whiting, Nathan			1.75	140.00	245.00	
Totals			125.75		14,072.50	
Total Labor						14,072.50
Consultants						
SME -Soil and Materials Engineers, Inc					6,986.75	
Total Consultants					6,986.75	6,986.75
Billing Limits						
Total Billings			21,059.25	66,488.31	87,547.56	
Limit					90,500.00	
Remaining					2,952.44	
						Total this Task \$21,059.25
						Total Amount Due \$21,059.25



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

March 12, 2021
 Project No: 20C0291
 Invoice No: 0097567
 Project Mgr Dean Oparka

Project 20C0291 Oscoda-Wurtsmith Airport Industrial Park
 Study and planning of existing storm sewer, water main, sanitary sewer and private utilities for the expansion of the industrial park at the Oscoda-Wurtsmith Airport.

Professional Services from February 1, 2021 to February 28, 2021

Task 1003 Conceptual Layout

Professional Personnel

	Hours	Rate	Amount	
Engineering Project Manager Oparka, Dean	10.00	135.00	1,350.00	
Senior Project Manager Richmond, David	7.50	140.00	1,050.00	
Totals	17.50		2,400.00	
Total Labor				2,400.00
				Total this Task \$2,400.00

Task 4100 Aerial Flight

Professional Personnel

	Hours	Rate	Amount	
Project Manager Lemke, Gregory	13.00	135.00	1,755.00	
Totals	13.00		1,755.00	
Total Labor				1,755.00
				Total this Task \$1,755.00
				Total Amount Due \$4,155.00



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

April 1, 2021
Project No: 18C0068
Invoice No: 0097406

Project Mgr Rick Freeman

Project 18C0068 Oscoda Charter Township As-needed Services

Task 2001 As-needed Requests
Professional Personnel

	Hours	Rate	Amount	
Assistant Project Engineer				
Kalakay, Samantha	37.50	110.00	4,125.00	
Senior Project Manager				
Richmond, David	1.50	140.00	210.00	
Schultz, Doug	8.00	140.00	1,120.00	
Totals	47.00		5,465.00	
Total Labor				5,455.00
		Total this Task		\$5,455.00
		Total Amount Due		\$5,455.00

Billing Backup for Invoice #0097406

Oscoda Charter Township As-needed Services

Rowe Job #18C0068

Professional Services through March 31, 2021

DATE	Employee	Hours	Billing Rate	Total
03/01 – 03/31/2021	Kalakay, Samantha	37.50	110.00	4,125.00
03/01 – 03/31/2021	Richmond, Dave	1.50	140.00	210.00
03/01 – 03/31/2021	Schultz, Doug	8.00	140.00	1,120.00

Task 2001

As-Needed Design Services

- **S2R2 EGLE Grant Funding -MI Initiative Application for \$5 Million for water distribution system, looping and service leads**
- **USDA -RD Grant Application (\$99K) for local share of the IBT Phase 3 Trail**
- **Consumers Energy 2021 Planet Grants – two separate applications (\$500k and \$100k) for local share of IBT Phase 3 Trail**

Total Invoice #0097406

\$5,455.00



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 Fax: (810) 341-7573
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Oscoda Charter Township
 Township Superintendent
 110 South State Street
 Oscoda, Michigan 48750

April 1, 2021
 Project No: 20C0175
 Invoice No: 0097379

Project Mgr Dean Oparka

Project 20C0175 Wastewater Pump Station Improvements
 Provide design and construction engineering services for refurbishment of wastewater pump stations by updating controls on 18 stations and by converting dry can stations into submersible pump stations, replacement of entire the entire pump station.

Task 2001 Funding Applications

Professional Personnel

	Hours	Amount	
Engineering Project Manager	30.00	4,050.00	
Project Manager	2.25	303.75	
Totals	32.25	4,353.75	
Total Labor			4,353.75

Billing Limits	Current	Prior	To-Date
Total Billings	4,353.75	2,832.50	7,186.25
Limit			14,500.00
Remaining			7,313.75
			Total this Task
			\$4,353.75

Task 2002 Design Services

Professional Personnel

	Hours	Amount	
Assistant Project Engineer	65.75	7,232.50	
Engineering Project Manager	58.00	7,830.00	
Project Engineer	209.50	25,140.00	
Senior Engineering Technician	6.00	600.00	
Clerical/Admin	3.00	180.00	
Senior Project Manager	64.00	8,960.00	
Totals	406.25	49,942.50	
Total Labor			49,942.50

Consultants

WTA Architects		13,700.00	
Total Consultants		13,700.00	13,700.00

Billing Limits	Current	Prior	To-Date
Total Billings	63,642.50	94,975.75	158,618.25
Limit			250,000.00
Remaining			91,381.75
			Total this Task
			\$63,642.50

Project	20C0175	Wastewater Pump Station Improvements	Invoice	0097379
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Task	2004	Electrical Consultant
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Consultants

MacMillan Associates			10,000.00	
Total Consultants			10,000.00	10,000.00

Billing Limits

	Current	Prior	To-Date	
Total Billings	10,000.00	6,000.00	16,000.00	
Limit			40,000.00	
Remaining			24,000.00	
			Total this Task	\$10,000.00

Task	4000	Survey Services
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Professional Personnel

	Hours	Amount	
Survey Office Technician I	2.50	230.00	
Survey Office Technician II	5.00	546.00	
Totals	7.50	776.00	
Total Labor			776.00

Billing Limits

	Current	Prior	To-Date	
Total Billings	776.00	22,747.00	23,523.00	
Limit			45,000.00	
Remaining			21,477.00	
			Total this Task	\$776.00

Total Amount Due \$78,772.25

This Agreement is made effective as of _____ by and between Oscoda Township, and I.T. Right, of 5815 East Clark Road, Bath Michigan 48808.

In this Agreement, the party who is contracting to receive services shall be referred to as "The Client", and the party who will be providing the services shall be referred to as "I.T. RIGHT". I.T. RIGHT has a background in Computer technology and is willing to provide services to The Client based on this background. The Client desires to have services provided by I.T. RIGHT.

Therefore, the parties agree as follows:

1. DESCRIPTION OF SERVICES.

Beginning on 04/01/2021 I.T. RIGHT will provide the following services (collectively, the "Services"): Repair and maintenance of computer equipment and the computer network. This includes the existing computers and related network equipment within the client's office(s).

2. SERVICES NOT COVERED.

I.T. Right reserves the right to charge an hourly rate for labor related to the design and implementation of new equipment or technologies. The client will be notified ahead of time of any extra charges involved before the work is started. Projects expected to exceed Eight (8) hours of labor including but not limited to the replacement of servers are considered new technology, are not covered under this contract and will be billed separately.

3. Services Not Provided. I.T. Right will not provide structured cabling services. I.T. Right will not climb into ceilings, attics or crawlspaces. I.T. Right will not climb upon roofs, trees or polls; or use equipment like tall ladders or bucket trucks to service or replace equipment.

4. Third Party Support Agreements. To the extent that I.T. Right is asked to support third party software or hardware; The Client agrees to maintain appropriate support agreements with the manufacturers or resellers of those products such as software support contracts and/or onsite extended warranties for applicable hardware.

5. PAYMENT. The Client will pay an annual fee to I.T. RIGHT for the Services in the amount listed in the payment schedule (Appendix A). This fee shall be payable in full within 30 days unless otherwise notated in this document.

6. PERFORMANCE OF SERVICES. I.T. RIGHT shall determine the manner in which the Services are to be performed and the specific hours to be worked by I.T. RIGHT. The Client will rely on I.T. RIGHT to work as many hours as may be reasonably necessary to fulfill I.T. RIGHT's obligations under this Agreement.

7. INDEMNIFICATION. Client shall indemnify, defend and hold harmless I.T. RIGHT, its directors, officers and employees from and against any and all claims, losses, damages, liabilities costs and expenses, including reasonable attorneys' fees, that arise out of, result from or are related to (i) a breach by Client of any warranty, representation or covenant set forth herein, (ii) Negligence or willful misconduct of the client, it's employees or other contract agents. (iii) Client's refusal to accept, for any reason, reasonable industry standard security recommendations.

8. INSURANCE. During the Term, I.T. Right shall procure and maintain the following insurance coverage: (a) workers' compensation and employer's liability insurance as required by the laws of the State in which the Services are being performed, (b) comprehensive general liability insurance in the amount that is commercially reasonable with respect to the Services, and (c) cyber-liability insurance in the amount that is commercially reasonable with respect to the Services. The Client shall not rely exclusively on I.T. Right for insurance or as an insurance provider; but shall procure and maintain its own insurance coverage (or agree to accept risk itself) as follows: cyber-liability insurance in the amount that is commercially reasonable with respect to The Client's servers, hardware, software, data and/or computer networks.

9. THIS SECTION INTENTIONALLY LEFT BLANK.

10. CLIENT NEW PROJECT APPROVAL. I.T. RIGHT and The Client recognize that I.T. RIGHT's Services will include working on various projects for The Client. I.T. RIGHT shall obtain the approval of the Client prior to the commencement of a new project.

11. Site Liaison/Primary Contact. The Client agrees to assign one employee or elected official to be the primary contact person to I.T. Right. The roll of the Primary Contact shall be to, (i) Meet and discuss with I.T. Right status of projects and initiatives (ii) Communicate to I.T. Right the decisions of The Client including but not limited to technology policies and their enforcement, (iii) Approve quotes or communicate the same to I.T. Right. Should the client fail to appoint a Primary Contact, The Client agrees that I.T. Right may work with any elected official in these capacities.

12. Other Client Appointed Contacts. I.T. Right recognizes The Client may for compliance, legal, or other reasons appoint individuals other than the primary contact to positions of responsibility concerning line of business technology concerns. These positions include but are not limited to "CJIS Officer" and "FOIA Officer." I.T. Right will work with these individuals as it pertains to their reasonably assigned duties. The Client represents that I.T. Right can depend on these individuals for guidance pertaining to their respective areas of responsibility.

13. TERM/TERMINATION. This Agreement shall be effective for ONE year(s). Continuation of and payment for services beyond this agreement stated term will constitute a renewal 1 year under the existing terms. Either party reserves the right to terminate this contract at any time provided 90 days' notice is given. The remaining time will be prorated and paid to the client within 120 days of receipt of the termination notice.

14. EMPLOYEES. I.T. RIGHT's employees, if any, who perform services for The Client under this Agreement shall also be bound by the provisions of this Agreement.

15. Employment Restrictions. The Client shall not solicit to hire, hire or engage any of IT RIGHT'S employees (or anyone employed by IT RIGHT in the prior twelve calendar months) while this Agreement is in effect and for the twelve-calendar month period immediately after termination or completion of this Agreement for any reason. If Client does solicit to hire, hire or engage any of the IT RIGHT'S employees, The Client shall immediately pay Company an amount equal to 100% of the then-current or most recent annual salary or wages paid by Company to such employee.

16. NOTICES. All notices required or permitted under this Agreement shall be in writing and shall be deemed delivered when delivered in person or deposited in the United States mail, postage prepaid, addressed as follows:

IF for The Client:

Oscoda Township
Michael Mitchell
110 South State St.
Oscoda, MI 48750

IF for I.T. RIGHT:

I.T. Right
Dan Eggleston
Director of Information Technology
5815 East Clark Road Suite G
Bath Michigan 48808

Either party may change such address from time to time, by providing written notice to the other in the manner set forth above.

17. ENTIRE AGREEMENT. This Agreement contains the entire agreement of the parties and there are no other promises or conditions in any other agreement whether oral or written. This Agreement supersedes any prior written or oral agreements between the parties.

18. AMENDMENT. This Agreement may be modified or amended if the amendment is made in writing and is signed by both parties.

19. APPLICABLE LAW. The laws of the State of Michigan shall govern this Agreement.

Party receiving services:

Accepted By: _____

Title: _____

Party providing services: I.T. Right

Proposed By _____
Dan Eggleston, Director of Information Technology

Appendix A: Price Sheet:

RA

Year	Amount	Term/Option
2021	\$1,791.66 (Monthly)	Regular Term



Information Technology Solutions that Work for Local Government

5815 East Clark Rd Suite G
Box 160
48808 Bath
United States

QUOTE

Number ITRQ17855
Date Aug 10, 2020

Sold To

Oscoda Township
David Schaeffer
110 State St.
48750 Oscoda

Ship To

Oscoda Township
David Schaeffer
110 State St.
48750 Oscoda

From The Desk Of



RAllen
855-487-4448 ext 5
rallen@itright.com

Phone 989-739-8299
Fax

Phone 989-739-8299
Fax

Table with 3 columns: Terms, P.O. Number, Ship Via

Main table with 5 columns: Line, Qty, Description, Unit Price, Ext. Price. Contains 3 line items including service bundle proposal and terms.

Summary table with 2 columns: Category, Amount. Includes SubTotal, Tax, Shipping, and Total (\$1,791.66).

* For orders over \$5000, payment for the hardware/software is required prior to processing the order.



ROWE PROFESSIONAL SERVICES COMPANY

Large Firm Resources. Personal Attention.™

March 19, 2021

Mr. Michael Mitchell - Township Superintendent
Charter Township of Oscoda
110 State Street
Oscoda Township, MI 48750

RE: Iosco Exploration Trail Phase 3

Dear Mr. Mitchell:

ROWE Professional Services Company appreciates the opportunity to continue providing the Charter Township of Oscoda with engineering services for the above-mentioned project.

To date, we have prepared preliminary engineering plans and cost opinions and assisted you with grant applications to the Michigan Department of Natural Resources (MDNR), the Michigan Department of Transportation (MDOT), and other local match funding options. The trail route is approximately 5.3 miles from Richardson Elementary School to Old Orchard Campground. This has included extensive public engagement and coordination with stakeholders including the Iosco County Road Commission, Consumers Energy, National Forest Service, and MDNR. Preliminary investigations have been completed for cultural and environmental reviews and permitting.

We have continually participated in the IET Trail Committee meetings that include various stakeholders. There are still some items that need resolution within the committee / township including: annual payment requirements per mile for Consumers license 'easement' and confirmation of the trail alignment based on Forest Service / Consumers environmental reviews that are on-going. ROWE is proceeding as if the current route is approved; this has been developed with input from all stakeholders but contingent on their final review.

We anticipate the following for completion of this project:

March-April 2021 Township approval for ROWE to proceed with additional Phase 3 design services
Follow through with SHPO (Submitted 8/19 and again on 2/20). This may require
some political assistance as SHPO has not been responsive.
Complete Local Agency Environmental Clearance Form (NEPA form 5323).
Complete supplemental topographic survey within Foote Village (the trail was
switched to the south side of River Road to address MDOT comments.)
National Forest Service to coordinate single EMR submittal for all ownership
sections along Phase 3. This may require some political assistance to prioritize
this within the Forest Service.
Township to secure remaining local match funding.
Assist township with completing MDNR grant agreement; acting as professional
of record for the township.
Complete final easement / license documents, title search.
Complete final design and GI submittal.

Mr. Michael Mitchell - Township Superintendent
March 19, 2021
Page 2

May 2021 Submit for MDOT GI meeting / secure fund obligation
Final draft of Consumers Energy and National Forest Service environmental
review (final signatures in August 2021)
All final documents will be uploaded to the MDOT system using the ProjectWise
software

Fall 2021 Letting

Winter-Summer 2022 Tree removal, trail construction

Survey

Survey effort will include supplemental topographic survey along the south side of River Road through Foote Village. This is currently included in the preliminary design based on aerial images. Separate title search is included for 21 parcels along the route. Construction staking includes 180 hours of crew time and supplemental office coordination for staking the centerline of the trail for clearing, staking preliminary grades and detailed grades for ADA ramps.

Design Engineering

The ROWE team has included 100 hours to coordinate the final design, address stakeholder permitting, easement and license questions, submit and attend GI plan review meeting, revise and submit final plans for an MDOT letting. This also includes ROWE assistance as Professional of Record for the pending MNRTF grant, assisting with the grant agreement and other reviews prior to construction award.

Construction Engineering

The ROWE team will perform all construction administration. The team will clarify any issues or questions that arise with the Contractor, township, or property owners. We will schedule construction progress meetings to ensure the project stays on schedule and within the established budget.

Upon award of the contract by MDOT and approval from the funding agencies, ROWE will work with the township and the Contractor to schedule the pre-construction meeting. Meeting attendees will include the construction Contractor, utilities representatives, township staff, road commission, stakeholders, and the ROWE team. ROWE will approve pay request and part of Professional of Record duties for MDNR and provide progress reports and final compliance on-site inspection report.

Construction Observation (Inspection)

ROWE is prequalified with MDOT to perform road construction engineering (CE) services. ROWE has developed an efficient and time-tested approach for administering CE contracts for local municipalities.

ROWE will provide full-time construction observation for the non-motorized trail project. All construction activities will be completed according to specifications, plans, and FHWA/LAP requirements. This is based on a 3-month period with an average of 40 hour weeks.

The project will have specific items to monitor, such as the details associated with compliance with environmental (EMR) and cultural conditions (archeological locations); traffic control (vehicular and pedestrian) in the right-of-way; and ADA requirements to name a few. Our construction observers will be diligent to monitor the Contractor's work to verify these will be built per plan, along with many other project-specific items.

Mr. Michael Mitchell - Township Superintendent
March 19, 2021
Page 3

Based on the items identified above, ROWE proposes to complete the tasks for the following fees:

• Topographic Survey	\$5,000
• Easement / license preparation/ title search	\$15,000
• Design Engineering	\$15,000
• Construction Engineering / Office	\$35,000
• Construction Observation / Field	\$160,000
• <u>Construction Staking</u>	<u>\$30,000</u>
TOTAL	\$260,000

In spite of various challenges and changes in the project scope, ROWE has maintained our tight schedule, meeting your goal to provide engineering and cost opinions for your funding pursuit.

We have appreciated the team approach with the township and stakeholders in overcoming challenges in an efficient way that provides long-term sustainability for the Iron Belle extension. We look forward to continuing to adjust our scope of work to best meet your needs. Please contact either Doug Schultz or myself with any questions.

Sincerely,
ROWE Professional Services Company



Rick Freeman
Principal / Vice President

To: Supervisor Richards & Board of Trustees members
From: Michael D. Mitchell, Superintendent 
Date: March 24, 2021
Re: Review of the Proposals for Township Legal Services

The Township received two proposals by the deadline. They were as follows:

Freel Law

White Wojda and Curtis

In an examination of these two proposals neither had 100% of the requested materials. That being said, the proposal from White Wojda and Curtis was much more comprehensive and met much more of the requirements of the RFP. In consideration of this, would the Board like to conduct an interview process with the two potential firms? In my opinion, I would dispense with that process as the proposal from Freel Law was not more than a letter expressing interest and meeting few of the criteria of the RFP. I think that the Board should move upon the proposal from White Wojda and Curtis at your meeting on April 12, 2021 and reject the proposal from Freel Law.

I have included paper copies of the two proposals for your examination and will await your decision on April 12, 2021.

F R E E L L A W

TIMOTHY R. FREEL, P.C.

Attorneys at Law

LICENSED IN MICHIGAN AND MARYLAND

211 NEWMAN STREET, SUITE B27

P.O. BOX 232

EAST TAWAS, MICHIGAN 48730

(989) 362-4031 (tel)

(989) 362-5871 (fax)

www.tfreelpc.net

18 March 2021

Michael Mitchell, Superintendent
OSCODA TOWNSHIP
110 South State Street
Oscoda, Michigan 48750

Re: 2021 Request for Legal Counsel Proposal

Dear Mr. Mitchell:

Please accept this correspondence as indication of my interest in serving as legal counsel for the Township of Oscoda, and pursuant to the Township's Request for Proposals relative to same.

I have been a licensed attorney in good standing in the State of Michigan since November, 1994; I have represented municipal clients since my admission to the Bar, beginning with the City of East Tawas (where I was born and raised)...I remain its City Attorney through this date. I as well represent numerous other municipalities and governmental agencies, among them the Townships of Alabaster, Baldwin and Plainfield. I mention these only in the spirit of candor insofar as the former two and East Tawas are constituent municipalities in the HSRUA along with Oscoda, and Plainfield shares your Westerly boundary; that said, I have not yet experienced any conflicting interests 'fatal' to my professional relationships with these clients – there always having been a way to work-around and through *potential* conflicts ethically and without any compromise in any client's interest...even if that means disqualifying myself from the situation (which has not yet been necessary).

I am a member of the Michigan Association of Municipal Attorneys, and my experience has covered virtually all municipal legal affairs – including the prosecution of municipal civil infractions – with the exception of Bond counsel...this is an appointment which is highly specialized, and should continue to be so. I as well have experience with the Board's position at the table, having served on the East Tawas City Council for over fourteen (14) years.

I am a sole practitioner with one (1) full-time assistant, and my attention to Township tasks would not be shared with or allocated to any other attorney. I am fully insured commercially and professionally, and my office suite has conferencing and additional office capacities.

I charge a discounted municipal hourly rate, which will be \$175. This will be subject to future changes, depending, of course, on the terms of any separate agreement that may be reached between us on point.

Mitchell – Oscoda Township
18 March 2021
Page 2

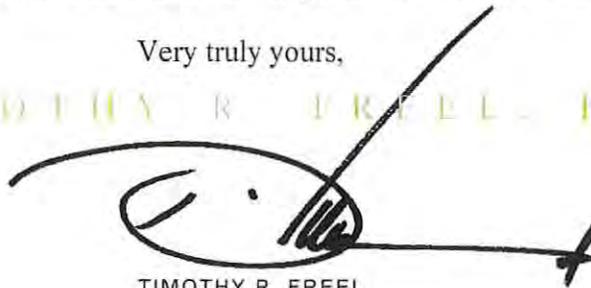
Lastly, I would add that I have considered Oscoda a part of my “community” my entire life, and I would consider it an honor and a privilege to have the opportunity to serve as its legal counsel.

I hope the foregoing adequately addresses the criteria of your RFP, and would welcome you to contact me directly should you or the Board have any further questions or concerns whatsoever.

Thanking you for your consideration and the opportunity to be of service, I am,

Very truly yours,

TIMOTHY R. FREEL - P.C.

A handwritten signature in black ink, consisting of a large, stylized 'T' and 'F' that are interconnected, with a horizontal line extending to the right and ending in a small crossbar.

TIMOTHY R. FREEL
tim@tfreelpc.net

TRF:tlk

**PROPOSAL TO PROVIDE LEGAL SERVICES ON BEHALF
OF OSCODA CHARTER TOWNSHIP SUBMITTED BY
WHITE, WOJDA AND CURTIS, ATTORNEYS AT LAW**

The law firm of White, Wojda and Curtis submits the following as its proposal to provide legal services on behalf of Oscoda Charter Township:

BUSINESS ORGANIZATION

The name and address of the firm submitting this proposal is as follows:

White, Wojda and Curtis
Attorneys at Law ("**the Firm**")
313 N. Second Avenue
Alpena, MI 49707

The Firm is a sole-proprietorship with the Undersigned owner/sole-proprietor, Daniel W. White, being the prospective Township Attorney. The Firm's associates, Matthew J. Wojda and Alan M. Curtis, are the prospective Team Members. Attached at Tab 1 is the Firm's Certificate of Doing Business (d/b/a) with the County of Alpena and its tax identification number for purposes of its tax obligations with the State of Michigan. Attached at Tab 2 is a Declaration Sheet from Proassurance, the Firm's Professional Liability carrier, reflecting the coverage limits required by this RFP.

APPLICABLE EXPERIENCE

History and Description of the Firm

Through an uninterrupted chain of succession, the Firm has been in existence for 123 years and has occupied the same office location in Alpena for 64 years. While historically a general practice firm providing a wide range of legal services, in more recent years the Firm has narrowed its focus and concentrated primarily on insurance defense, defense of municipalities, general local representation of several municipalities, and litigation, both civil and criminal.

As you will see from the detail below, our local representation has generally been with small, rural townships. However, through our municipal insurance practice of 25 years duration, and averaging roughly seven lawsuits per year, we have defended the following claims among others:

- Zoning
- Employment
- Personal injury
- Open Meetings Act
- FOIA
- Constitutional

Our litigation clientele has included counties and townships of substantial size as well as various departments thereunder such as police, sheriff, senior assisted housing and DPW. In this way we have gained a well-rounded body of knowledge regarding the issues of greatest concern to municipalities like Oscoda Charter Township. And having experienced the "trials and tribulations" of intense litigation, we have gained foresight by the advantage of hindsight and thus have a "nose" for impending danger. When we sense trouble we can assess the risk and help our client get ahead of it and either head it off or at least minimize any damage.

Past Services to Oscoda Township

Before our retention as interim counsel, the Firm handled 8 different matters on behalf of Oscoda Charter Township, most of which involved litigation with coverage through the Township's insurance company. Our relationship began in 2007, and over the years we have dealt with a wide range of issues, including employment claims, constitutional issues, zoning matters, contractual disputes and a sidewalk slip and fall.

The Firm's Operating Principals

When it comes to the Firm's internal management or a key issue involving our representation of a client, the decision-making is a collaborative effort in which the Undersigned seeks the advice of Mr. Wojda and Mr. Curtis, recognizing that collective wisdom beats the short-mindedness of ego.

And this informal "partnership" we have adopted extends to the way we often deal with major clients and major cases. We all get involved for the benefit of the client (three heads are better than one) but without a corresponding cost to the client. Our previous work on behalf of Oscoda Charter Township, as well as our current involvement as interim counsel, is a clear demonstration. The Township has gotten to know all of us; often when two attend a meeting or all three of us participate in a conference call. Yet, in these situations of multiple involvement in a singular task, the invoice reflects the task having been performed with only one attorney's time.

Name, Address and Contact Information for Municipal Contacts

Presque Isle County

Ann Marie Main, Clerk (989) 734-3288
Bridget LaLonde, Treasurer (989)734-4075

151 E. Huron
PO Box 110
Rogers City MI 49779

Green Township

Eric Smith, Supervisor (989) 379-2238
2650 Calcut Rd.
Lachine, MI 49753

Township of Greenbush

Lee Major, Twp Supervisor (989) 724-6071
PO Box 9
Greenbush, MI 48738

Greenwood Township (handling a single Ordinance Violation matter)

Fred Lindsey, Supervisor (989)786-7872
430 Williams Rd.
Lewiston, MI 49707.

Wellington Township

Ron Lucas, Supervisor (989) 657-6670
Pamela S. Madsen, Clerk (989) 464-5164
5848 Collins Rd.
Lachne, MI 49707

Representative Sample of Services to Municipalities Similar to Oscoda Charter Township

As noted above, the Firm's involvement as local counsel for municipalities does not include any very similar in size or service arrangement to Oscoda Charter Township. With one exception, our municipal clients are on a "call when needed" arrangement.

The closest we come would be our relationship with Greenbush Township. We began with Greenbush in 2019 under a modest, annual retainer arrangement with extraordinary services billed at \$165 per hour. Our scope of work has included land use/zoning issues, leasehold matters, ordinance creation and review, and ordinance enforcement.

Below is a synopsis of our billing to Greenbush Township:

Billing relationship began: 5/6/2019 through present

Total number of hours worked under annual retainer of \$750: 22.60 hours

Total number of hours worked and billed outside of annual retainer: 11.20 at the hourly rate of 165/hr

Total expenses billed: zero

Attorney Identification

Daniel W. White ("Township Attorney")
9181 US 23 S., Ossineke, MI 49766
Bar No. 27738

Graduate Case Western Reserve University School of Law
Cleveland, Ohio
Date of Graduation: June 1977
Date of Admission Michigan Bar: November 1977

Matthew J. Wojda
619 S. Second Avenue
Alpena, MI 49707
Bar No. 72766

Graduate Ave Maria School of Law
Ann Arbor, Michigan
Date of Graduation: May 2008
Date of Admission Michigan Bar: 2009

Alan M. Curtis
1229 West Washington Avenue
Alpena, MI 49707
Bar No. 81762

Graduate University of Denver-Sturm College of Law, Denver, Colorado
Date of Graduation: May 2010
Date of Admission Colorado Bar: October 2010
Date of Admission Michigan Bar: August 2017

Resumes

Attached at Tabs 3 through 5 are, respectively, the resumes of Daniel W. White, Matthew J. Wojda and Alan M. Curtis, including a summary of services as referenced in the RFP.

Firm Departments by Specialty

The Firm has no individual departments and no particular attorney specializing in matters outside the scope of work related to the RFP.

Accessibility and Responsiveness

The Undersigned as prospective Township Attorney lives 37 miles from Oscoda Charter Township. The Firm's offices are only 45 miles therefrom. Response time is accordingly less than one hour travel. Assuming the Undersigned is available for a meeting, whether scheduled or ad-hoc, the same "less than one hour" response time holds.

As discussed above, the Firm offers Oscoda Charter Township the advantage of having three knowledgeable attorneys to service its needs, whether routine or extraordinary and whether non-urgent or urgent. It should also be noted that, as of March 2022, Attorney Matthew J. Wojda, although not identified as "Township Attorney", will have all the qualification therefore if the Undersigned for any reason is unavailable.

Facilities

The Firm's office location in downtown Alpena is spacious. It includes a large downstairs conference room, three attorney offices upstairs (one very large), a library, administrative/clerical space for four support staff, and two restrooms. Our offices are fully equipped in terms of computerization and means of group communication, whether by conference call or video conferencing.

Authorized Negotiator re Proposed Contract

Attorney Daniel W. White (989) 354-4104

References for Daniel W. White

Oscoda Charter Township is hereby granted permission to contact and interview personnel at any location that the Firm has provided municipal services. Below are three professional references as requested:

Kelly Cumberworth, Esq.
Senior Claims Attorney and Litigation Management Lead
Tokyo Marine HCC Municipal Insurance Company

1700 Opdyke Court
Auburn Hills, Michigan 48326
Phone: (248) 371-3061

Hon. K. Edward Black
26th Circuit Judge
Counties of Alpena and Montmorency
720 W. Chisholm Street
Alpena, Michigan 49707
(989) 354-9573

Hon. David C. Riffel
23rd Circuit Judge
Counties of Iosco, Alcona, Arenac and Oscoda
422 W. Lake Street
PO Box 609
Tawas City Michigan 48764
(989) 984-1056

Conflicts of Interest

Avoiding conflicts of interest in the representation of its clients is of paramount importance to the Firm. Total devotion to the client's legal interests without compromise is a fundamental ethical requirement. At the outset of any legal representation, the Firm's attorneys search out any potential conflicts of interest. Our due diligence in this regard involves careful questioning of the prospective client and, as may be necessary, consulting the Firm's own records of past and present client representation. Should a potential conflict surface, as defined by the Rules of Professional Conduct of Attorneys, the ultimate question is then asked: Is there any conceivable way in which the interests of the prospective client, or that of another client, could be jeopardized by undertaking the requested representation? If so, we decline. If the situation requires us to recuse from representing the Township, we would then assist the Township in selecting other counsel.

Fortunately, there have been no situations within the past three years where we had to recuse ourselves from participating in an issue with a municipal client due to a conflict of interest.

COST PROPOSAL

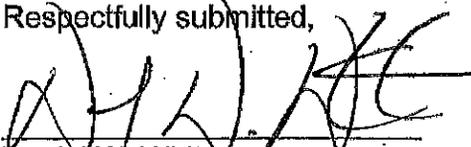
Given the sweeping turnover in the Township's Board, Officers and Superintendent and legal services, coupled with what we know to be a flurry of significant issues which should subside somewhat over time, the Firm believes the Township would be best served by a straight hourly rate arrangement. We offer to perform all services requested, including those specifically identified in the Scope of Work section of the RFP, at the rate of \$165 per hour. Travel time would be reduced to \$115 per hour.

In addition, the Firm would invoice for out-of-pocket expenses such as gas mileage, filing fees, transcripts and other costs associated with our representation. We do not intend to bill for such incidentals as supplies unless a particular task imposes an extraordinary expense.

Should circumstances change and the Township prefer another compensation arrangement, whether flat retainer or a "hybrid" with limited retainer and hourly rate for work outside the retainer, the Firm will fully cooperate in making the transition.

Respectfully submitted,

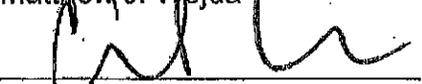
Dated: March 16, 2021



Daniel W. White



Matthew J. Wojda



Alan M. Curtis

COUNTY OF ALPENA
OFFICE OF COUNTY CLERK
720 W CHISHOLM ST STE #2
ALPENA, MI 49707



FILE NO: 2017-1740
DATE FILED: 10/17/2017
DATE EXPIRES: 10/17/2022

**BUSINESS REGISTRATION CERTIFICATE
PERSON CONDUCTING BUSINESS UNDER ASSUMED NAME OR PARTNERSHIP**

THE UNDERSIGNED hereby certifies, under the provisions of P.A. 101 of Michigan, for the year 1907, as amended, that the following person (or persons) now owns, conducts or transacts, or intends to own, conduct or transact a business, or maintain an office or place of business in the County of Alpena, State of Michigan, under the name, designation or style set forth below:

- 1. NAME OF BUSINESS: WHITE, WOJDA AND CURTIS
- 2. ADDRESS OF BUSINESS: 313 N. SECOND AVE,
ALPENA, MI 49707
- 3. NAME OF PERSON(S) owning, conducting, transacting or composing the above business, and the mailing address of each.

NAME	RESIDENCE ADDRESS (Street, City, State, Zip)
DANIEL W WHITE	9181 US-23 SOUTH, OSSINEKE, MI 49766

If changing your address or business location, please contact the Clerk's Office to obtain a change of address form to ensure receiving your Expiration Notice.

PARTNERSHIP CERTIFICATE: The Undersigned hereby certify under the provisions of P.A. No. 164, P.A. of Michigan for the year 1913, as amended, that the Business mentioned herein is not a Partnership.

4. SIGNATURES OF ALL PERSON(S) LISTED ABOVE
(Acknowledged before a Notary Public)

(Signature) *[Handwritten Signature]*

(Signature) _____

(Signature) _____

(Signature) _____

STATE OF MICHIGAN)
COUNTY OF ALPENA)

Subscribed and sworn to before me on October 17, 2017
by all persons listed above.

Paula J. Kowalski
Type, print or stamp notary's name

NOTARY PUBLIC
 ABOVE IS AN EXACT COPY
 OF THE RECORDS ON FILE AT
 ALPENA, MI Notary Public, Alpena County, State of Michigan
 VALID ONLY WITH EMBOSSED SEAL

OCT 17 2017

My Commission Expires: *June 13, 2018*

CERTIFIED BY

Romir Szwednicki
ALPENA COUNTY CLERK



Internal Revenue Service

DEPARTMENT OF THE TREASURY

The
Digital
Daily

Federal Tax ID / EIN

This is your provisional Employer Identification Number:

20-0828806

Today's Date is: March 09, 2004 GMT

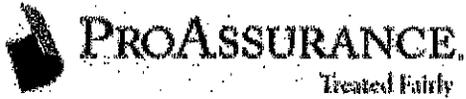
You will receive a confirmation letter in U.S. mail within fifteen days.

The letter will also contain useful tax information for your business or organization.

If you have input any of the information on your application in error, please wait seven days and contact the EIN Toll Free area at 1-800-829-4933, Monday - Friday, 7:30am - 5:30pm. If you do not want to call, please make corrections on the letter you receive confirming your EIN and return it to the IRS.

You may click on the buttons below for different print options or to fill out another Form SS-4.


Click [here](#) to return to the Internet Employer Identification Number landing (start) page.



**LAWYERS PROFESSIONAL LIABILITY INSURANCE
POLICY DECLARATIONS**

Policy Number

20MCM1000378

Issuing Company

Medmarc Casualty Insurance Company
4795 Meadow Wood Lane, Suite 335 West
Chantilly, VA 20151
(A Stock Company)

1 Named Insured and Address

White, Wojda and Curtis
313 North Second Avenue
Alpena, MI 49707

2 Policy Period

Effective Date: 7/29/2020
Expiration Date: 7/29/2021

12:01 A.M. Standard Time at the address
of the Named Insured as stated herein.

3 Retroactive Date

Full Prior Acts

Unless indicated otherwise in an
Endorsement attached to this policy

4 Limit of Liability

\$500,000.00 Each Claim
\$1,000,000.00 Aggregate

5 Deductible

\$2,500.00 Each Claim
\$2,500.00 Aggregate

6 Premium

\$6,564.00

7 Fees (if applicable)

\$0.00

Issue Date: 07/09/2020

Attorney Daniel W. White Resume

Born: December 4, 1951
Potsdam, New York

Education:

Alpena High School (with honors)	1970
Dartmouth College (with honors)	1974
Case Western Reserve University	1977

Bar Association Membership:

Michigan Bar	1977
26 th Circuit Court	1977 (past President)
U.S. District Court, Eastern Division	1980
U.S. District Court, Western Division	2006
U.S. 6 th Circuit Court of Appeals	2006
United States Supreme Court	2015

Honors:

Graduate degree honors referenced above
Named one of 16 Michigan attorneys recognized as "Citizen's Lawyer" for
community involvement
Voted 2018 Sunrise Side Best Lawyer
Rated "A-V Preeminent" Attorney (highest level of professional excellence)
by Martindale-Hubbell Peer Review Service

Of Significance to RFP:

Defense of Municipalities throughout the Northern Lower Peninsula and
Upper Peninsula for 25 years

Summary of Services Identified in RFP Previous Three Years:

General counsel with legal advice
Opinions to Township Supervisor and Board
Advice – Leasing of Township Property
Revision of existing Township Leases
Advice re: Township employee issues
Representation at Township Board Meetings when requested
Review, creation or revision of Township Ordinances
Special Assessment advise and document preparation/revision

Matthew J. Wojda

313 North Second Avenue • Alpena, Michigan 49707 • mjwojda@dwwhitelaw.com • 989-354-4104

BAR ADMISSIONS

Michigan

United States District Court, Eastern District of Michigan

United States District Court, Western District of Michigan

United States Sixth Circuit Court of Appeals

United States Bankruptcy Court

Supreme Court of the United States

EDUCATION

Ave Maria School of Law, Naples, FL (Formerly Ann Arbor, MI)

Juris Doctor, May 2008

Adrian College, Adrian, MI

Bachelor of Arts, Magna Cum Laude, May 2005

Majors: Political Science and English Literature

Alpena High School, Alpena, MI

High School Diploma, June 2001

COMMUNITY INVOLVEMENT

Planning Commission, City of Alpena

Appointed Member

Alpena Downtown Development Authority Board

Vice Chair

- Economic Development Committee
- Personnel Committee

Habitat for Humanity Northeast Michigan, Inc

Board Member, Former Treasurer

- Personnel Committee
- Finance Committee
- Resource Development Committee

HPC Credit Union

Supervisory Committee Member

SUMMARY OF SERVICES IDENTIFIED IN RFP PREVIOUS THREE YEARS

General Counsel with legal advice
Legal Representation at Township Board Meetings
Preparation, Revision and Review of Ordinances
Preparation and Review of Municipal Contracts
Advised Township Officials regarding Conflicts of Interest
Provided Guidance Regarding Parliamentary Procedure
Preparation of Legal Opinions to Township Officials
Provided Advice Regarding Various Legal Issues
Represented Township in Ordinance Violation Matters

Alan M. Curtis

313 N. Second Ave., Alpena, MI 49770

(989) 354-4104

amcurtis@dwwhitelaw.com

Bar Association Membership: Michigan and Colorado Bar, 26th Circuit Court, US Dist. Ct. – Eastern Dist.

EDUCATION

University of Denver Sturm College of Law, Denver, CO, J.D., 2010, GPA 3.52/4.00, Class Rank 14%

- Denver University Law Review 2008-10; University of Denver Water Law Review 2007-08
- Publication: Article, “*Who Picks Up the Check? Nonpoint Source Pollution and the Clean Water Act*” U. DENV. WATER L. REV. (Fall 2009)
- American Jurisprudence Award: Motions Practice, taught by Chief Justice Rice of the Colorado Supreme Court

Western Michigan University, Kalamazoo, MI, B.A. 2002, *Summa cum laude*, Phi Beta Kappa, History and Anthropology

EXPERIENCE

White, Wojda and Curtis, Alpena, MI

September 2017 to Present

Attorney

- Successfully resolved matters for clients charged with felonies, misdemeanors and traffic offenses
- Provided insurance defense work for municipalities and for “at fault” automobile drivers
- General civil litigation including Plaintiff’s work

Susan Fuller & Associates, P.C., Parker, CO

April 2013 to June 2017

Attorney

- Successfully resolved matters for clients charged with felonies, misdemeanors and traffic offense
- First-chaired jury trials and motions hearings in felony, misdemeanor and traffic matters
- Represented clients in all aspects of divorce, post-decree matters, emergency matters, allocation of parental responsibilities/paternity, contempt, adoption, and a variety of other domestic law matters

District Attorney’s Office, 18th Judicial District, Centennial, CO

January 2010 to April 2013

Deputy District Attorney

- Conducted 30 jury trials and 100s of other criminal hearings in felony and misdemeanor matters
- Successfully managed felony, misdemeanor, juvenile, traffic and intake dockets
- Served as county court supervisor responsible for managing 8-10 attorneys and the respective dockets

Environmental Protection Agency, Office of Regional Counsel, Denver, CO

June - September 2009

Legal Intern at EPA with a focus on Clean Water Act and NEPA compliance

Holsinger Law, Denver, CO

September - November 2008

Legal Intern at environmental law firm with an emphasis on water law

Enten Law Firm, Denver, CO

May - August 2008

Legal Intern at personal injury law firm

Summary of Services Identified in RFP Previous Three Years

General counsel with legal advice; opinions to Township Supervisor and Board; advice re: Township employee issues; represent Township as Prosecutor; recommend and draft ordinances; prepare/review contracts for professional service agreements; prepare documents for the purchase/sale of real property

**COMMERCIAL PROPERTY
EXCLUSIVE LISTING AGREEMENT**

THIS EXCLUSIVE LISTING AGREEMENT ("Agreement") is made and entered into this the 12th day of April, 2021 by and between Friedman Real Estate Brokerage Inc., a Michigan corporation, whose address is 34975 W. Twelve Mile Rd., Suite 200, Farmington Hills, MI 48331, ("Broker"), and Oscoda Charter Township, whose address is 110 S State Street, Oscoda, Michigan 48750, ("Owner"), in the manner following:

1. **CONTRACT DURATION & PROPERTY DESCRIPTION.** In consideration of Broker's efforts to market Owner's property, negotiate with prospects, and facilitate the details of a transaction, Owner hereby grants Broker until 11:59 P.M. February 11, 2022 (the "Listing Period"), the exclusive right to sell the real estate located at 5671 N Skeel Avenue, City of Oscoda, County of Oscoda, State of Michigan, commonly known as 5671 N Skeel Ave. ("Property"). The Property is further described on Exhibit A, attached hereto.

2. **PRICE & TERMS.** Broker is hereby authorized to offer the Property under the following prices and terms (check all options below as applicable):

For sale at a price of TBD; or such other terms as Owner chooses to accept in writing.

3. **COMMISSION.** Subject to Broker successfully completing a transaction at the Property, either pursuant to the terms of this Agreement, or under such other terms acceptable to Owner, Broker's commission will be deemed earned and payable by Owner as follows (check all options below as applicable):

Fee: Six (6%) percent of the total gross sale price.

All commissions earned shall be paid at closing.

The forgoing fee arrangement shall be deemed earned and payable, provided that, if during the Listing Period, the Property is sold to anyone, including by Owner, or any party brought by or through Owner, or provided the Property is sold within six (6) months after the expiration or termination of this Agreement ("Protection Period") to any person or persons with whom Owner or Broker has had negotiations or communications during the Listing Period ("Registered Parties"). Should Owner unreasonably delay a sale to any Registered Parties beyond the six (6) month period with the intent to avoid paying a commission to Broker, Owner shall pay to Broker the full commission due upon such delayed sale, transfer, or exchange. Broker shall provide a registered list of all Registered Parties to Owner within ten (10) business days after the expiration or termination of this Agreement. The provisions of this Section shall survive the expiration or earlier termination of this Agreement. Notwithstanding the foregoing, the Protection Period shall automatically be extended under the following circumstances: (a) one of the following occurs prior to the expiration of the Listing Period: (i) an earnest money deposit is received in connection with a sales transaction of the Property; (ii) a letter of intent to purchase the Property is signed by both Owner and a prospective purchaser; or (iii) a purchase agreement is executed for the purchase of the Property by both Owner and a prospective purchaser; and (b) the transaction contemplated by (i), (ii), or (iii) above has not been consummated at the end of the Protection Period. In such event, the Protection Period will be extended until said transaction is either consummated and a closing occurs, or the earnest money deposit is returned to the proper party. The parties who are subject to the foregoing shall be specifically identified on the Registered Parties list.

4. **INFORMATION EXCHANGE/MLS POSTINGS, COMMISSION SHARING & AGENCY.** Owner grants Broker permission to submit the Property to any information exchange and/or multiple listing service deemed appropriate by Broker. Broker shall NOT offer sub-agency to other cooperating brokerage agents. Broker will

nevertheless agree to cooperate with other Michigan-licensed brokerage agents who represent the interests of a prospective tenant and will agree to share its brokerage commission with such agents who assist in an acceptable lease or sale transaction, as applicable, subject to closing and Broker's receipt of its brokerage fee.

5. **BROKER'S SERVICES.** Broker shall, at a minimum, provide the following services to the Owner:

The marketing of the Owner's property in the manner agreed upon between the parties or as provided below subject to the authorization set forth in Paragraph 7:

- Listing of the Property on Costar's commercial real estate listing database and other commercial listing services as Broker deems appropriate
- Erection of Property signage
- Listing of the Property on Friedman website
- Regular Broker email marketing blasts
- Acceptance of delivery and presentation of offers and counteroffers to lease or purchase the Property

6. **COST OF SERVICES.** Owner agrees to promptly pay for products or services from outside sources ordered by Broker on Owner's behalf provided same are pre-approved by Owner, including, without limitation, surveys, appraisals, market analyses, environmental studies, inspections, soil tests, title reports, engineering studies, marketing expenses, etc., if the same may be needed.

7. **AUTHORIZATIONS.** Owner hereby authorizes Broker to:

- Place or erect marketing sign(s) on the Property
- Obtain and share supporting information on the Property
- Prepare descriptive materials and utilize marketing techniques as it deems appropriate

8. **ACCESS.** Owner grants Broker and its authorized representatives access to the Property and all parts thereof for the purpose of showing and inspecting the same at reasonable hours.

9. **BROKERS & SALESPERSONS NOT REPRESENTING OWNER.** Owner has been informed by Broker that Owner may be contacted by other brokers or salespersons who do not represent Owner and who may or may not be representing a potential tenant or buyer (possibly as a tenant or buyer's agent). Further, Owner understands that an agent working for a prospective tenant or buyer has a duty to disclose all information that it discovers to its client. Owner agrees that Owner shall direct any other brokers or salespersons who do not represent Owner to contact Broker. Owner further agrees that Broker shall be paid in accordance with Section 3 hereof for any and all lease or sale transactions, as applicable, at the Property during the Listing Period, including those transactions involving brokers or salespersons who do not represent Owner.

10. **NON-DISCRIMINATION.** The parties hereto agree as required by law not to discriminate because of religion, race, color, national origin, age, sex, disability, familial status, or marital status on the part of the real estate broker, real estate salesperson, or Owner is prohibited.

11. **OWNER'S REPRESENTATION.** Owner hereby agrees that all negotiations during the Listing Period with any party whatsoever, regarding a lease or sale, as applicable, of the Property shall be conducted, coordinated, and handled by and through Broker. Owner further agrees that Owner shall direct any party that contacts Owner regarding the Property to Broker and shall provide Broker with the name and contact information for all such parties. Except as otherwise disclosed in writing, Owner represents to the best of Owner's knowledge and belief that: (i) there are no existing violations of any laws, statutes, ordinances, regulations, orders or requirements of any governmental authority affecting the Property; (ii) there is no pending or threatened litigation, administrative action or claim relating to the Property; and Owner has not concealed any defects in the Property or failed to disclose any latent defects known to Owner which could be potentially dangerous to a new tenant or owner.

12. **DEFAULT; NOTICE AND CURE; TERMINATION.** In the event of a material breach of any of the terms, covenants, or conditions of this Agreement by either party ("Default"), the non-defaulting party shall provide notice of such Default to the defaulting party. Such notice shall include the nature of the Default. The defaulting party shall have a period of thirty (30) days from the receipt of such notice to cure the Default. If such Default continues beyond such thirty (30) day period, or if such default cannot be reasonably cured within such thirty (30) day period, if the defaulting party fails to diligently commence to cure such default within thirty (30) days after written notice thereof from the non-defaulting party and to complete such cure within a reasonable time thereafter, the non-defaulting party may terminate this Agreement upon written notice of such termination to the defaulting party.
13. **FAX & E-MAIL.** The parties agree this Agreement may be delivered by use of a fax or e-mail, and any signatures, initials and/or modifications thereof shall be deemed valid and binding upon the parties as if the original signatures, initials and/or modifications were present on the documents in the handwriting of each party. Owner shall not assert the statute of frauds or non-enforceability or invalidity of any such agreement because of faxed or electronically delivered copies being used, and Owner specifically waives and relinquishes any such defense. Owner agrees to provide all original documents to Broker upon request.
14. **COUNTERPARTS.** This Agreement may be executed in multiple counterparts, each of which shall constitute an original, but all of which shall constitute one document. Owner and Broker each agree that their electronic signature is the legal equivalent of a manual signature on this Agreement. Owner and Broker each further acknowledge that this form of acceptance by Owner and Broker is binding and that it shall be binding and enforceable pursuant to Electronic Signatures in Global and National Commerce Act, Title 15, United States Code, Sections 7001 et seq., the Uniform Electronic Transaction Act, and applicable state laws. Owner and Broker also agree that no certification authority or other third party verification is necessary to validate their electronic signature and that the lack of such certification or third party verification will not in any way affect the enforceability of Owner's or Broker's electronic signature or this Agreement.
15. **BINDING EFFECT.** This Agreement shall be binding upon and inure to the benefit of Owner and Broker and their respective heirs, personal representatives, successors and assigns.
16. **WAIVER AND RELEASE.** Owner agrees to waive and release any and all claims Owner may now or hereafter have against Broker.
17. **INDEMNIFICATION.** Owner hereby agrees to defend and indemnify Broker, its directors, officers, agents and employees, and to hold Broker harmless from any and all claims, liabilities, damages, expenses or costs (including, without limitation, reasonable attorneys' fees) in connection with this Agreement or the purchase or lease of the Property, except where such claim, liability, damage, expense or cost is caused by Broker's gross negligence or intentional misconduct.
18. **ARBITRATION.** Any controversy or claim arising out of or relating to this Agreement, or the breach thereof, shall be settled by arbitration in accordance with the Commercial Arbitration Rules of the American Arbitration Association, and judgment upon the award rendered by the arbitrator(s) may be entered in a court having jurisdiction thereof. The arbitration shall occur at the nearest available location to the property which is subject of the dispute.
19. **GENERAL DISCLAIMER.** OWNER ACKNOWLEDGES THAT BROKER IS NOT AN ATTORNEY, TAX ADVISOR, SURVEYOR, CIVIL ENGINEER, STRUCTURAL ENGINEER, ENVIRONMENTAL EXPERT OR APPRAISER. OWNER FURTHER ACKNOWLEDGES THAT BROKER HAS ADVISED OWNER THAT IF OWNER HAS ANY QUESTIONS IN AREAS THAT REQUIRE SUCH EXPERTISE, THAT OWNER SHOULD CONSULT PROFESSIONALS IN THESE MATTERS.
20. **NOTICES.** All notices and other communications given pursuant to this Agreement shall be in writing and shall be (a) mailed by first class, United States mail, postage prepaid, certified, with return receipt requested, and addressed to the

parties hereto at the address listed below, (b) hand delivered to the intended addressee, (c) deposited with a national recognized overnight courier who routinely issues receipts or (d) sent by facsimile transmission, or electronic mail followed by a confirmatory letter and/or read receipt. Notice sent by certified mail, postage prepaid, shall be effective three business days after being deposited in the United States mail; all other notices shall be effective upon delivery to the address of the addressee. The parties hereto may change their addresses by giving notice thereof to the other in conformity with this provision.

If to Owner: Oscoda Charter Twp.
 110 S State Street
 Oscoda, Michigan 48750

If to Broker: Friedman Real Estate Brokerage Inc.
 34975 W. Twelve Mile Rd., Suite 200,
 Farmington Hills, Michigan 48331

21. **GOVERNING LAW.** This Agreement shall be governed by and construed in accordance with the laws of the State of Michigan. Each of the parties consents specifically to the exclusive jurisdiction of the courts of the State of Michigan sitting in the County of Oscoda, and any court to which an appeal may be taken in connection with any action filed pursuant to this Agreement, for the purposes of all legal proceedings arising out of or relating to this Agreement and the parties agree not to commence any action, suit or proceeding relating hereto except in such courts. In connection with the foregoing consent, each party irrevocably waives, to the fullest extent permitted by law, any objection which it may now or hereafter have to the court's exercise of personal jurisdiction over each party to this Agreement or the laying of venue of any such proceeding brought in such a court and any claim that any such proceeding brought in such a court has been brought in an inconvenient forum. Each party consents that service of process may be effected in any manner permitted under the laws of the State of Michigan.
22. **JOINT AND SEVERAL LIABILITY.** If Owner is composed of more than one signatory, each signatory will be jointly and severally liable with each other signatory for performance according to this Agreement. The act of, written notice to, written notice from, or signature of any signatory to this Agreement (including without limitation modifications of this Agreement made by fewer than all such signatories) will bind every other signatory as though every other signatory had so acted, or received or given the written notice, or signed. If the Property is owned by more than one owner (such as tenants-in-common), Owner shall be deemed to mean each individual owner of the Property, individually and collectively, and this Agreement shall be executed by each individual owning entity or person, and each such owner shall be jointly and severally liable hereunder.
23. **ENTIRE AGREEMENT.** This Agreement constitutes the entire agreement between the parties, and any prior agreements, whether oral or written, have been merged and integrated into this Agreement. In the event any portion of this Agreement is found to be unenforceable, said clause shall be severed from the Agreement and the remainder of the Agreement shall remain in full force and effect.
24. **LICENSING.** Broker represents and warrants that, as of the date of this Listing Agreement, and through the term of the Agreement, Broker is authorized to act as a broker under the laws of the state where the property is located, either directly or through a cooperation agreement with a broker licensed in the state where the property is located.

[Signatures contained on following page]

[Remainder of page intentionally left blank]

THIS AGREEMENT IS APPROVED AND AGREED TO as of the date caption at the top of the first page of this Agreement.

BROKER: FRIEDMAN REAL ESTATE BROKERAGE INC.	OWNER: OSCODA CHARTER TOWNSHIP
By: _____ Gary Goodman	By: _____ Anne Richards
Its: _____ Senior Managing Director	Its: _____ Township Supervisor
Direct phone: _____ 248-324-2000	Direct phone: _____ 989-739-3211
Direct email: _____ gary.goodman@freg.com	Direct email: _____ supervisor@oscodatownshipmi.gov
Agent: _____ Joel Kestenberg	Address: _____ 110 S State Street
Agent email: _____ Joel.kstenberg@freg.com	Street Oscoda, Michigan 48750 City State Zip

EXHIBIT A

LEGAL DESCRIPTION

T24n R9e Sec 28 A-6.60 M/L Part Of Nw 1/4 Of Sec 28 Described As: Comm @ Th N 1/4 Cor
Of Sd Sec Th S 01D 22M 20S E 920.18 Ft Along The N-S 1/4 Line Th S 88D 37M 40S W
890.91 Ft To Pob Th S 33D 56M 41S E 288.42 Ft Th S 44D 09M 24S E 44.56 Ft Th S 54D 22M
0 7S E 20.84 Ft Th S 44D 09M 40S 26.72 Ft Th S 33D 57M 12S E 161.36 Ft Th S 03D 54M 48S
E 10.49 Ft Th S 26D 07M 35S W 309.70 Ft Th S 66D 50M 11S W 42.63 Ft Th N 72D 58M 22S
W 24.11 Ft Th N 73D 29M 30S W 367.35 Ft Th N 16D 16M 04S E 184.72 Ft Th N 33D 41M 24
S W 210.27 Ft Th N 56D 14M 21S E 31.52 Ft Th N 33D 45M 39S W 94.56 Ft Th N 56D 02M
42S E 336.36 Ft Th S 78D 57M 00S E 47.13 Ft To Pob



ROWE PROFESSIONAL SERVICES COMPANY

Large Firm Resources. Personal Attention.™

April 7, 2021

Michael Mitchell, Township Superintendent
Oscoda Charter Township
110 State Street
Oscoda Township, MI 48750

RE: Planning and Zoning Review Services

Dear Mr. Mitchell:

This letter is a follow-up to the discussion regarding ROWE Professional Services Company providing as-needed community planning services on an interim basis. The level of service we provide can be tailored to meet the township's specific needs. ROWE can provide on-going planning services, including analysis of site plans, special use permits, rezonings, ordinance text amendments, variances, and ordinance interpretations; facilitating pre-development meetings with developers; processing sign and fence permits and providing other required reviews. We recommend a kick-off meeting to discuss the specific services you would like our staff to provide, how applications and reports should be coordinated with your office, and the need for in-person or virtual office hours or designated times for applicants to call our staff. ROWE staff can attend Planning Commission and Zoning Board of Appeals meetings, if needed.

Attached in Exhibit A are resumes of several of our key staff in the Planning Department. In addition, we may utilize team members already working with the township from our engineering department to assist with meeting attendance and site visits. The hourly rate for staff members that might be involved in this contract are shown in Exhibit B. We bill for time developing reports, meetings, and travel to and from meetings. We would also bill for office hours, if determined to be needed. The hourly rate includes items such as copying, mailing, and mileage, except in special cases in which we gain prior approval.

We will bill the township monthly for actual hours spent on planning tasks. This amount will vary month to month depending on the number of applications processed and whether office hours or meeting attendance are needed. With cost based on the actual time spent on each review, the cost per applicant will vary depending on the size of the property, the quality of the site plan or other information provided by an applicant, and the complexity of the request. Most planning reviews take the following amount of time:

- Site plans reviews usually take 2-4 hours.
- Special Land Use requests usually take 1-2 hours in addition to the site plan review.
- Variance requests normally take 2-3 hours.
- Rezoning requests can vary significantly depending on the nature of the request but takes 2-4 hours.

ROWE will develop checklists to assist in our review and to assist with quality control and ensure compliance with the zoning ordinance requirements. They also help provide structure for Planning Commission or ZBA members to develop a motion with "findings of fact". Attached in Exhibit C are a few sample checklists from other communities.

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

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

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

www.rowepsc.com

Michael Mitchell, Township Superintendent
April 7, 2021
Page 2

We thank you for the opportunity to provide our qualifications to assist you in filling this interim position. We pride ourselves on working closely with our clients to develop a specific scope of services that meets their needs. Should you have any questions on the information provided, please do not hesitate to reach out to either of us.

Sincerely,
ROWE Professional Services Company

Caitlyn
Habben

Digitally signed by Caitlyn
Habben
Date: 2021.04.07
09:06:22 -04'00'

Caitlyn Habben
Planner

Rick Freeman

Digitally signed by Rick Freeman
DN: cn=Rick Freeman,
email=rfreeman@rowepsc.com, o=State
of Michigan, c=US
Date: 2021.04.07 09:01:43 -04'00'

Rick Freeman, PE
Principal/Director of Engineering

Having reviewed this proposal, including the attached statement of terms and conditions which is a part thereof, acceptance of this proposal is hereby confirmed. ROWE Professional Services Company is authorized to proceed with the work.

Accepted by:

Signature

Date

Print Name and Title

Attachments: Exhibit A: Key Staff Resumes
Exhibit B: Billing Rates
Exhibit C: Sample Checklists

Q:\Historical Archive\Engineering\Civil Utilities\Planning\Proposals\TOWNSHIPS\Oscoda Char Twp\Oscoda Char Twp -
Planning Services Proposal ltr.doc

TERMS AND CONDITIONS

The Owner will designate a representative with the authority to provide direction, receive and review information, and make decisions regarding the project. Decisions and direction shall be provided in a timely manner, so as to not delay the project.

The Planner will perform services in a timely manner, consistent with sound professional practice. The Planner will strive to perform the services within the established schedule, if any. Services are considered to be complete when deliverables have been presented to the Owner.

The Owner will provide the Planner with all available information pertinent to the site of the project and access to the project site.

The Planner will assist the Owner in preparing applications and documents to secure approvals and permits. The Owner is responsible for payment of permit application fees and charges.

Services provided by the Planner shall be performed with the care and skill normally exercised by other members of the profession practicing under similar conditions.

The Owner shall promptly notify the Planner of defects or suspected defects in the work.

The Planner's opinions of construction costs will be based upon experience and historical information.

The Planner will be responsible for the safety precautions and programs of its employees only.

If the Planner is reviewing work by contractors or others on behalf of the Owner, the Planner may only recommend to the Owner that work which does not conform to the project requirements be rejected.

Payment for work completed shall be made within thirty days of invoicing. Unless otherwise provided, invoices will be submitted monthly as the work progresses.

In the event additional work is needed because of a change in scope or unforeseen conditions, the Planner will submit a proposal defining the modified scope of work and any modifications to the schedule and fee for the Owner's approval.

This agreement may be terminated by either party with fourteen days written notice; however, the Planner shall be paid for work completed prior to the date of termination.

All documents prepared by the Planner in completing this work are considered the Planner's property as instruments of service and are not intended for re-use by the Owner or others.

The Planner is an independent contractor, responsible to the Owner for the results of this undertaking and is not an employee or agent of the Owner.

The Owner agrees to limit ROWE Professional Services Company's total liability to the Owner and any contractors on the project to the Planner's fee, whichever is greater.

The Owner and Planner each bind themselves and any partners, successors, and assigns of the other party to this agreement. Neither party will assign, sublet, or transfer their interest in this agreement without the consent of the other party.

The terms of this agreement shall be governed by the laws of the State of Michigan. In the event a provision of this agreement is rendered unlawful, the remaining terms and provisions shall remain in effect.

In performance of this work, the Planner will comply with their policies regarding non-discrimination against employees on the basis of race, color, religion, national origin or ancestry, age or sex.

EXHIBIT A



Resumes

The included resumes are key team members that may be working with you. These resumes include:

- Doug Piggott, AICP – Senior Planner
- Corey Christensen – Planner
- Caitlyn Habben – Planner



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Doug has 40 years of experience in the planning profession. He joined ROWE in 1990 and was soon named an associate (company shareholder). Responsibilities include assisting cities, villages, townships, and counties in preparing land use plans; zoning ordinances and maps; downtown development and tax increment financing plans; house numbering projects; tax mapping; site plan and rezoning request review; zoning board of appeals training; parks and recreation planning; grant writing and administration; and water and sewer rate studies.

Education

B.S., Urban Planning (Michigan State University, 1980)

Registration

American Institute of Certified Planners- Michigan: 1991 (APA Member #080421)

Continuing Education

- Redevelopment Ready Community Certification (RRC) (Michigan Economic Development Corporation [MEDC], 2018)
- Placemaking, Train the Trainer, Modules 1-6 (Michigan Municipal League / MiPlace Partnership, 2013)
- Charrette Systems Training (National Charrette Institute, 2012)
- Form Base Code Seminar (Michigan Municipal League, 2009)
- Zoning Administration Certification Program (Michigan State University, 2009)

Affiliations

- Michigan Chapter of the American Planning Association, Executive Committee (1994-2000)
- MAPA/MISP/MAP Planning Law Committee (1992-present)

CES Presentation

- Post Pandemic & Primary Caregivers (October 2020)
- Traffic Impact Studies & What to do When it is Not in the Book (July 2020)
- Lansing Effect and Site Plan Review (April 2019)
- Ordinance Enforcement Horror Stories (October 2018)
- Planning for Parks and Recreation (April 2018)
- Promoting Economic Development and Addressing Issues Related to Subdivision/Condominium Development (October 2017)
- Solar Energy Planning/Zoning and Smart Growth (April 2017)
- Public Engagement and Conducting Public Hearings (October 2016)
- Current Planning and Zoning Issues (Signs, Wedding Barns, Changes to the Right to Farm Act, and Adaptive Reuse of Obsolete Buildings) (May 2016)
- Zoning Ordinance Amendments and Conditional Rezoning (October 2015)
- Understanding the Site Plan Review Process (April 2015)
- Updating Your Master Plan and the Five-Year Review (October 2014)
- Tools to Update Your Zoning Ordinance (April 2014)
- What is Placemaking? (October 2013)
- Food and Your Community (April 2013)
- New Technology and Community Enhancement (LED Lighting, Pervious Surfaces, Sustainable Stormwater Trends, Digital Signs) (October 2012)
- The Right to Farm Act (RTFA) (April 2012)
- Current Planning and Zoning Issues (Changes in Commercial Retail, Sand and Gravel Mining, Home Occupations) (October 2011)

Relevant Project Experience**Site Plan Review Services**

- Cities of Caro, Clio, Flint, Flushing, Gladwin, Lapeer, and Mt. Morris, MI
- Villages of Almont, Bancroft, Birch Run, Chesaning, Holly, Metamora, and Otisville, MI
- Townships of Almont, Argentine, Birch Run, Caledonia, Clayton, Dryden, Fenton, Lapeer, Metamora, Mundy, and North Branch, MI
- Shiawassee County, MI

Land Use / Master Plans

- Cities of Auburn, Au Gres, Burton, Caro, Clio, Coleman, Corunna, Flushing, Lapeer, Mackinaw City, Mt. Morris, Stanton, St. Johns, and Zilwaukee, MI
- Villages of Bancroft, Birch Run, Byron, Chesaning, Elsie, Gaines, Lennon, Mayville, Metamora, Millington, North Branch, Otisville, Reese, and Vernon, MI
- Townships of Albee, Almer, Antrim, Argentine, Bennington, Birch Run, Burns, Caledonia, Chesaning, Dryden, Fenton, Flint, Flushing, Grant, Hayes, Indianfields, Kenockee, Lynn, Metamora, Oneida, Owosso, Perry, Pinconning, Richfield, Tuscola, Venice, and Woodhull, MI

Planning and Zoning Review / Administration Services

- Cities of Clio, Flushing and Mt. Morris, MI
- Villages of Birch Run, Chesaning, Holly, Metamora, St. Charles, and Vernon, MI
- Townships of Argentine, Caledonia, Dryden, Fenton, Flint, Genesee, and Metamora, MI
- Shiawassee County, MI

Zoning Ordinance Updates and Amendments and/or CAD Drafted Zoning Maps

- Cities of Au Gres, Big Rapids, Caro, Clio, Coleman, Flint, Flushing, Lapeer, Mt. Morris, Perry, St. Louis, and St. Johns, MI
- Villages of Almer, Almont, Bancroft, Birch Run, Byron, Chesaning, Dryden, Elsie, Gaines, Lake Isabella, Mayville, Millington, North Branch, Otisville, Reese, Sparta, and Vernon, MI
- Townships of Almer, Almont, Bridgeport, Caledonia, Clayton, Fenton, Flint, Flushing, Forest, Grant, Indianfields, Lynn, Metamora, Mundy, North Branch, Owosso, Richfield, Taymouth, Tuscola, and Vassar, MI

Sign Ordinance Updates / Amendments

- Cities of Mt. Morris, Gladwin, and Vassar, MI
- Charter Townships of Caledonia, Fenton, and Union, MI

Corey joined ROWE's Planning Department in February 2019, with three years of experience gained from working as the zoning coordinator at the City of Flint and the code enforcement officer in Dexter Township. He is certified as a zoning administrator through the MSU Planning and Zoning Center.

Education

B.S., Geography and Planning (Grand Valley State University, 2014)

Continuing Education/Certifications

Zoning Administrator Certification (Michigan State University Planning & Zoning Center)

Affiliations

- American Planning Association
- Michigan Association of Planning - Emerging Planning Professionals

ROWE Community Education Series Presentations

- Post Pandemic & Primary Caregivers (October 2020)
- Traffic Impact Studies and What to do if it not in the Book (July 2020)
- Shipping Containers and Planning Commission Best Practices (October 2019)

Relevant Project Experience

Land Use / Master Plan Development/Updates

- Townships of Elba, Hadley, Lapeer, Mt. Morris, Oregon, Sage, and Vassar, MI
- Cities of Au Gres and Flushing, MI
- Villages of Holly and Vernon, MI

Planning and Zoning Review/Administration Services

- Townships of Caledonia, Kenossee, Mundy, and Lapeer, MI
- Cities of Caro, Clio, Flint, Flushing, and Mt. Morris, MI
- Village of Holly, MI

Zoning Ordinance Updates and Amendments

- Townships of Birch Run, Dryden, and Mt. Morris, MI



Caitlyn joined ROWE's Planning Department in the Spring of 2016. Responsibilities include assisting cities, villages, townships, and counties in preparing land use / master plan, zoning ordinances and maps, downtown development and tax increment financing plans, tax mapping, site plan and rezoning request review, zoning board of appeals training, parks and recreation planning, and zoning administrator services. Can use Geographic Information Systems (GIS) and CAD software.

Education

B.S., Urban and Regional Planning (Eastern Michigan University, 2016)

Continuing Education/Certifications

- Redevelopment Ready Community Certification (RRC) (Michigan Economic Development Corporation [MEDC], 2018)
- Zoning Administrator Certification (Michigan State University Extension, 2017)
- Citizen Planner Certification (Michigan State University Extension, 2016)

Affiliations

- American Planning Association

ROWE Community Education Series Presentations

- Post Pandemic & Primary Caregivers (October 2020)
- Traffic Impact Studies & What to do When it is Not in the Book (July 2020)
- Shipping Containers and Planning Commission Best Practices (October 2019)
- The Lansing Impact and Site Plan Review (April 2019)
- Ordinance Enforcement Horror Stories (October 2018)
- Promoting Economic Development and Addressing Issues Related to Subdivision/Condominium Development (October 2017)
- Solar Energy Planning/Zoning and Smart Growth (April 2017)
- Public Engagement and Conducting Public Hearings (October 2016)

Relevant Project Experience

Land Use \ Master Plan Development/Updates

- Cities of Auburn, Burton, Coleman, Corunna, Lapeer, and Zilwaukee, MI
- Villages of Almont and Holly, MI
- Townships of Albee, Almont, Elba, Flint, Hadley, Indianfields, Kenockee, Oregon, Perry, and Vienna, MI

Planning and Zoning Review/Administration Services

- Cities of Gladwin and Lapeer, MI
- Villages of Holly and Almont, MI
- Townships of Almont, Attica, Caledonia, Dryden, Elba, Flushing, Imlay, Kenockee, Lapeer, Mundy, North Branch, and Taymouth, MI

Zoning Ordinances and/or Zoning Maps

- Townships of Almont, Dryden, Kenockee, and Taymouth, MI

EXHIBIT B



Hourly Billing Rates

Category	Billing Rate/Range
Senior Planner.....	\$120
Planner.....	\$110
Graduate Planner.....	\$95
Professional Engineer.....	\$120-170
Professional Surveyor.....	\$115-155
Professional Landscape Architect.....	\$140
Landscape Architect.....	\$115
Graduate Landscape Architect.....	\$110
Clerical.....	\$60

Confidential Information: This information may be provided to clients or prospective clients for background information. Recipients are asked to keep this information **CONFIDENTIAL** and not distribute to other firms, entities, or persons without explicit approval from ROWE.

- * The above rates are valid through May 2022. ROWE adjusts billing rates annually. New rates will be forwarded to our clients in late May for the upcoming year.
- ** Reimbursable expenses, such as travel, meals, equipment, and reproduction are included in the above rates.



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SERVICES COMPANY

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Checklists

As part of our analysis process, ROWE commonly will use checklists to ensure consistency and makes it easier for Planning Commission or Zoning Board of Appeals and applicant to follow along with verification of compliance. Each checklist is individually tailored for each individual client. Many of our clients provide these checklists to applicants with the applicant to help them through the review process. The standard checklists we develop include:

- Site Plan Information Checklist
- Zoning Compliance Checklist
- Site Standards Checklist
- Variance Analysis Checklist

As the client, you will receive a word and PDF version of these checklists for your use as well as ours.



**ROWE PROFESSIONAL
SERVICES COMPANY**

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Municipality Site Plan Checklist
Example Project #1, Address
Site Plan Date ??/??/2020

Site Plan Information Requirements (Section #)				
Required Information	Does Site Plan Include This Information			
	Yes	No	N/A	Comment
The plan shall be drawn to a scale of not greater than one inch equals 20 feet				
Statistical data including: Number of dwelling units, size of dwelling units (e.g.1 bedroom, 2 bedrooms, and 3 bedrooms) if any and total gross acreage involved. In the case of mobile home parks, the size and location of each mobile home site shall be shown. In all other cases, the location, type, horsepower, fuel dimension, and other data of all machinery to be used on the proposed site. This information is required to determine compliance with minimum lot size, maximum lot coverage, density and parking requirements.				
The location of existing and proposed principal and accessory buildings on the lot and the distance of each building to each other and the lot lines. This information is required to determine compliance with building separation and setback requirements.				
The location and dimensions of all off-street parking areas including maneuvering lanes, service lanes, off-street loading spaces and other service areas within the development. Included in the site plan notes shall be a parking schedule demonstrating how compliance with the parking requirements of Section 10.3 have been met. This information is required to determine off-street parking requirements.				
The location, dimensions and proposed use of all onsite recreation areas, if any. This information is required to determine compliance with any recreation requirements and because such areas may be significant generators of noise and traffic.				
The location of all proposed landscaping, fences or walls as required in Article 11 of this ordinance to determine compliance with the requirements of this article.				
The height and dimensions of all structures. This information is required to determine compliance with the maximum height and lot coverage requirements of this ordinance.				
Front, rear, and side elevations of any typical structure proposed for development.				
The location and capacity of private or public water lines and system capacity, sanitary sewer lines and treatment capacity, and solid waste disposal facilities servicing the site. This information is required to ensure compliance with the standards requiring adequate water and sewer service.				

Site Plan Information Requirements (Section #)

Required Information	Does Site Plan Include This Information			
	Yes	No	N/A	Comment
The locations, dimensions and lighting of all signs. This information is intended to ensure compliance with lighting and clear vision requirements of this ordinance				
The location, intensity, and orientation of all lighting. This information is intended to determine compliance with requirements regarding lighting. The township may also require the light footprint and/or the method of shielding noted on the plan.				
A location map at a larger scale, indicating the relationship of the site to the surrounding land use. This information is intended to orient the planning commission to the site and its relationship to surrounding land uses, transportation network, etc.				
North arrow and scale				
All buildings and structures within 100 feet of the proposed site. This information is needed to identify any setbacks related to buildings on adjacent property and to evaluate potential impact of uses off-site.				
All easements or right-of-way on property. This information is needed to determine the buildable portions of the lot and the setbacks required from rights-of-way.				
All existing natural features including streams, ponds, wood lots, wetlands and 100-year floodplain. An environmental review checklist provided by the zoning administrator shall be attached to the site plan. This information is needed to determine any environmental review by DEQ or DNR that might be required, as well as, identifying unbuildable areas.				
Number of employees in the largest shift and/or a floor plan showing existing and proposed uses. This information is required for determination of parking requirements.				
Location of trash dumpster. This information is required to ensure that the dumpster is located in an area where it will not detract from the look of the community and will not impede traffic flow unnecessarily when its being emptied.				
Designated fire lanes. This information is required to permit the fire chief the ability to review the proposed location of fire lanes in relation to the building and fire hydrants.				
Areas designated for hazardous material storage, including the types of materials to be stored, their characteristics and methods of coping with spills or other accidents involving these materials, such as secondary containment.				
The planning commission may waive those informational items that they identify as not necessary to determine compliance with the requirements of this ordinance.				

Municipality
Example Project #1, Address
Site Plan Date 1/01/2000

Site Plan Zoning Compliance
District Requirements

What is the use: **Furniture**

Is use permitted in the district it is located in C-3 By Right By SLU

District Dimensional Requirements (Section #)		
<i>District Requirement</i>	<i>Ordinance Standard</i>	<i>Proposed Plot Plan</i>
Minimum Lot Area (sq. ft.)	10,000 SQFT	
Minimum Lot Width (ft.)	50 FT	
Minimum Setbacks - Front	75 FT	
- Sides (both)	8 FT	
- Sides (one)	8 FT	
- Rear	20 FT	
Minimum Floor Area	-	
Maximum Building Height (ft and stories)	35 FT	
Maximum Lot Coverage (%)	60%	
Are there any required conditions for this district?		

Supplemental Regulation				
Requirements	Does Site Plan Meet Requirements			
	Yes	No	N/A	Comment
Section 12.2 Minimum Lot Frontage on Road - Does the lot have adequate frontage on a public road or a private drive (see cluster and cul-de-sac exceptions)?				
Section 12.2.5 Required Water Supply and Sanitary Sewerage Facilities - Do any structures proposed for human habitation have safe and effective water supply and sanitary sewage system?				
Section 12.2.9 Lot Frontage/Depth Ratio - Do any proposed lots comply with the lot depth to width ratio of 4 to 1?				
Section 12.3 Accessory Buildings - Are all accessory buildings that are unattached to the principal structure at least 10' from any other structure and do they comply with the required minimum setbacks in their district unless excepted by 12.3.3?				

Supplemental Regulation

Requirements	Does Site Plan Meet Requirements			
	Yes	No	N/A	Comment
Section 12.6 Clear Vision Triangle – Does any development at the intersection of two streets comply with the clear vision triangle or the intersection of a street and a driveway comply with the 20' clear vision triangle requirements of this Section?				
Section 12.8 Flood Plain Regulations – Do any proposed structures in the floodplain have the required approvals per the building code and state law?				
Section 13.3 – Non-Conforming – If the existing non-conformity change comply with the provisions of this Section prohibiting expansion?				
Section 10.4.1 Location of Parking Areas - If the proposed parking area for a use is not on the same lot as that use, does it meet the requirements of this Section?				
Section 10.4.2 Minimum Parking Space Size - Do all proposed parking spaces and maneuvering lanes comply with the minimum size requirements of this Section?				
Section 10.4.4 Parking Area Ingress and Egress - Are all driveway entrances at least 20' wide and at least 25' from an adjacent residential lot?				
Section 10.4.6 Parking Area Surface - Are all parking areas provided with a dustless and durable surface?				
Section 10.4.7 Parking Area Lighting - Are all parking areas provided with adequate lighting when they are in operation and are arranged so as to reflect away from residential property and roadways?				
Section 10.4.10 Barrier Free Parking - Are barrier free spaces provided per Table 10-2?				
Section 10.5.4 Loading / Unloading Space Requirements - Are all proposed spaces at least 12' wide, 50' long with a 14' height clearance?				

Parking and Loading Space Requirements (Section 10.3)

	Required	Provided
Parking Spaces		
Loading Spaces		

Landscaping Requirements (Article 11)

Requirements	Does Site Plan Meet Requirements			
	Yes	No	N/A	Comment
Section 11.2 Minimum Buffer Zones - Are the required minimum buffer zones provided?				
Section 11.3 Required Paring Lot Trees and Parking Lot Islands - Does proposed parking lot landscaping meet these requirements?				
Section 11.5 Green Belts Required Along Public Right of Way - Does proposed landscaping along the ROW comply with these requirements?				

File Path

Municipality Site Plan Checklist
Example Project #1, Address
Site Plan Date ??/??/2020

General Standards for Approval of Site Plans (Section #)					
Standards			Does Site Meet Requirements		
			Yes	No	N/A
Ordinance Requirements. The plan shall comply with all requirements of this ordinance including parking, lot and building dimensions and setbacks, lighting and landscaping.					
COMMENTS/FINDINGS OF FACT:					
Applicant's Comments:	Planning Consultant Comments:	Planning Commission Comments:			
Local, State and Federal Requirements The plan shall comply with all relevant local, state and federal laws, rules and regulations including those regulating flood plains, wetlands, construction around, airports and driveways along state highways.					
COMMENTS/FINDINGS OF FACT:					
Applicant's Comments:	Planning Consultant Comments:	Planning Commission Comments:			
Traffic That there is a proper relationship between the existing streets and highways within the vicinity and proposed deceleration lanes, service drives, entrance and exit driveways and parking areas to assure the safety and convenience of pedestrian and vehicular traffic.					
COMMENTS/FINDINGS OF FACT:					
Applicant's Comments:	Planning Consultant Comments:	Planning Commission Comments:			
Building Location That the buildings structures and entryways thereto proposed to be located upon the premises are so situated and designed as to minimize adverse effects therefrom upon owners and occupants of adjacent properties and the neighborhood.					
COMMENTS/FINDINGS OF FACT:					
Applicant's Comments:	Planning Consultant Comments:	Planning Commission Comments:			

General Standards for Approval of Site Plans (Cont)

Standards	Does Site Meet Requirements		
	Yes	No	N/A
Natural Features That as many natural features of the landscape shall be retained as possible where they furnish a barrier or buffer between the project and adjoining properties used for dissimilar purposes and where they assist in preserving the general appearance of the neighborhood or help control erosion or the discharge of storm waters.			
COMMENTS/FINDINGS OF FACT:			
Applicant's Comments:	Planning Consultant Comments:	Planning Commission Comments:	
Off-site Impact That any adverse effects of the proposed development and activities emanating therefrom upon adjoining residents or owners shall be minimized by appropriate screening, fencing or landscaping.			
COMMENTS/FINDINGS OF FACT:			
Applicant's Comments:	Planning Consultant Comments:	Planning Commission Comments:	

Sample Motion to Approve:

I make a motion to approve the requested site plan for a _____ located at _____ based on the following findings of fact:

-
-
-

Further, in order to ensure compliance with these standards, the following conditions are part of my motion to approve: (Sample conditions)

-
-

Sample motion to disapprove:

I make a motion to deny the requested site plan for a _____ located at _____ based on the following findings of fact:

- It does not comply with _____ based on
- It does not comply with _____ based on

Sample motion to postpone:

I make a motion to postpone the approval of the site plan until the next regular meeting to provide the applicant with the opportunity to provide the following information.

- Information on _____ to verify compliance with _____
- Information on _____ to verify compliance with _____

Applicant's Name, Address

Permit a building to encroach 18' into rear yard setback and 45' into front yard setback

Variance From Standards		
Standard	Required	Requested Variance
Sec. 9.20.2 Schedule C	Front yard setback – 75' Rear yard setback – 20'	To allow a front yard setback of 30' and a rear yard setback of 2'

Facts	
1.	<p>██████████ was granted a Special Use Permit in 1984 for operation of an "Auto Service Garage" under the 1975 Township Zoning Ordinance. Towing was an accessory use to the principal use of the auto service garage. They were also granted a setback variance for a 32' x 100' building that was 46' from the front lot line and 2' from the rear lot line. Under the 1975 ordinance the front yard setback was 100' and the rear setback was 50'</p> <p>2. In 2002, he was granted another SUP to also allow a vehicle sales establishment.</p> <p>3. In 2009, the garage burned down and the business closed.</p> <p>4. In 2010, ██████████ leased the property and was granted a SUP for a towing business on the site. The site plan on the application showed the proposed building. At that time he was informed that the building would require a variance. (see attached letter)</p> <p>5. In 2010, ██████████ indicated that the building might be used for vehicle repair, which he was notified would require a second SUP.</p>

Standards for Approval of Variances (Section #)			
In consideration of all variances, the Zoning Board of Appeals shall review each case individually as to its compliance with each of the following standards and may only approve variance requests which comply with all of them:			
Standards	Does Site Meet Requirements?		
	Yes	No	N/A
The standard for which the variance is being granted would unreasonably prevent the owner from using property for a permitted purpose or would render conformity unnecessarily burdensome.	Yes	No	N/A
PLANNING CONSULTANT FINDINGS IN SUPPORT: <i>The variance would prevent the applicant from constructing a building greater than 8' deep on the site.</i>	PLANNING CONSULTANT FINDINGS IN OPPOSITION:		
APPLICANT'S COMMENTS:			
PUBLIC/PC COMMENT IN SUPPORT:	PUBLIC/PC COMMENT IN OPPOSITION:		

Standards	Does Site Meet Requirements?		
	Yes	No	N/A
The variance would do substantial justice to the applicant as well as to other property owners in the zoning district and a lesser relaxation of the standard would not provide substantial relief and be more consistent with justice to others			
PLANNING CONSULTANT FINDINGS IN SUPPORT: <i>The applicant has indicated that the size of tow trucks today make it difficult to operate in a building shallower than 48'. He has indicated that before they closed in 2009 the operators of [REDACTED] were having difficulty working on the building because the building depth was inadequate.</i>	PLANNING CONSULTANT FINDINGS IN OPPOSITION: <i>The previous variance granted allowed for a building only 32' deep.</i>		
APPLICANT'S COMMENTS:			
PUBLIC/PC COMMENT IN SUPPORT:		PUBLIC/PC COMMENT IN OPPOSITION:	

Standards	Does Site Meet Requirements?		
	Yes	No	N/A
The problem is due to circumstances unique to the property and not to general conditions in the area.			
PLANNING CONSULTANT FINDINGS IN SUPPORT: <i>The property is "pie" shaped and a substantial building cannot be built without a variance.</i>	PLANNING CONSULTANT FINDINGS IN OPPOSITION:		
APPLICANT'S COMMENTS:			
PUBLIC/PC COMMENT IN SUPPORT:		PUBLIC/PC COMMENT IN OPPOSITION:	

Standards	Does Site Meet Requirements?		
	Yes	No	N/A
The problem that resulted in the need for the variance was not created by the applicant or previous owners of the property			
PLANNING CONSULTANT FINDINGS IN SUPPORT: <i>The property was created prior to the adoption of the zoning ordinance and development was originally approved with a variance</i>	PLANNING CONSULTANT FINDINGS IN OPPOSITION:		
APPLICANT'S COMMENTS:			
PUBLIC/PC COMMENT IN SUPPORT:		PUBLIC/PC COMMENT IN OPPOSITION:	

Standards		Does Site Meet Requirements?		
		Yes	No	N/A
Issuance of the variance would still ensure that the spirit of the Ordinance is observed, public safety secured and substantial justice done.				
PLANNING CONSULTANT FINDINGS IN SUPPORT: <i>The purpose of the setback is to ensure adequate area for parking and to ensure clear vision for vehicles entering and leaving the property. On-site inspection indicates that clear vision for the adjacent parcels can be maintained.</i>	PLANNING CONSULTANT FINDINGS IN OPPOSITION: <i>The parcel is part of a row of residences adjacent to M-21.</i>			
APPLICANT'S COMMENTS:				
PUBLIC/PC COMMENT IN SUPPORT:		PUBLIC/PC COMMENT IN OPPOSITION:		

Sample motion to approve:

I make a motion to approve the requested ___ front yard and ___ rear yard variance located at ___ based on the following findings of fact:

- It complies with Standard 1 based on
- It complies with Standard 2 based on
- It complies with Standard 3 based on
- It complies with Standard 4 based on
- It complies with Standard 5 based on

Further, in order to ensure compliance with these standards, the following conditions are part of my motion to approve: (Sample conditions)

- Impounded vehicles will be kept in the building or the established impound area and not allowed to accumulate around the building.
- _____
- _____
- _____
- _____

Sample motion to deny:

I make a motion to deny the requested ___ front yard and ___ rear yard variance located at ___ based on the following findings of fact:

- It does not comply with Standard ___ based on
- It does not comply with Standard ___ based on

Path File

Charter Township of Oscoda

Process of Real Property Disposition

The Charter Township of Oscoda maintains two types of classifications of real property: Disposable and Non-Disposable.

Classification of Properties: Disposable Properties are described as properties that the Oscoda Township Board will entertain offers to sell. The Oscoda Township Board is under no obligation to sell any property solely based on a disposable classification and may reject or accept any offer based on the discretion of the Oscoda Township Board and its duties to the public.

Non-Disposable Properties are described as properties that are not available to purchase and, as such, the Oscoda Township Board will not entertain any offer to purchase.

The Oscoda Township Board may elect to reclassify a property anytime at its discretion.

The public may request a list of Disposable Property by making a request to the Assessor, the Economic Improvement Director, or the Township Superintendent.

Process of Disposition: There are four scenarios the Oscoda Township Board may use to dispose of real property:

1. The Township may list the property with a third-party real estate brokerage firm. Any interested party should contact the listing broker to pursue making an offer.
2. The Township may actively promote the sale of property on its own. Any interested party should contact the Economic Improvement Director or the Township Superintendent.
3. The Township may issue a Request for Proposal ("RFP") and solicit developers/buyers.
 - a. As directed by the Township Board, the Economic Improvement Director will draft the RFP. The RFP's details shall include, but are not limited to, the desired outcome for the site, information required for the response, timelines, deadline for response and decision-making process.
 - b. The Township Board shall reserve the right to reject any and all offers, if the proposals do not meet the criteria or are not considered the best value for the community.
4. The Township may entertain any unsolicited offers to purchase property classified as disposable and evaluate the offer based on its own merit and how the community would benefit from the sale of the requested property. Any interested party should contact the Economic Improvement Director.

Making an Offer: The Oscoda Township Board recognizes two ways a prospective purchaser can submit an offer:

1. A signed Letter of Intent ("LOI") – a sample is available through the Office of Economic Development
2. A signed Purchase Agreement ("PA")

Any LOI or PA must include the following information:

1. Name of purchaser or legal entity
2. Address of purchaser
3. Property parcel number and address
4. Purchase Price
5. Earnest Money
6. Title Company
7. Contingencies
8. Inspections
9. Timelines
10. Agency Disclosures if applicable

Additionally, all offers must be accompanied by a Project Narrative. The Oscoda Township Board encourages the prospective buyer to provide as much information as possible in its Project Narrative, but at a minimum requires the following information:

1. The actual name(s) of any purchaser, including those making up any legal entity.
2. A description of the anticipated use of the property and whether it will conform to current zoning requirements.
3. Outline of how the property will be purchased, including proof of funds for a cash offer or framework of financing strategy with supporting documentation.
4. Proposed timing of the project and whether the project will be completed in phases.
5. Description of how the project will add value to the community.

Consideration of an Offer: All valid offers are considered on a first-come-first-to-consider basis. All valid offers shall be presented to the Township Board at its next meeting after submission. However, if multiple offers are submitted before an upcoming Board meeting, then all offers shall be considered equally.

The Township Board may vote to accept or reject an offer. However, if the Township Board counters the offer to purchase, or accepts an offer with contingencies, it reserves the right to enter into negotiations with the prospective purchaser exclusively. If the Board elects to negotiate exclusively with a purchaser, then the Board will not discuss additional offers until the current negotiation has concluded. If negotiations are terminated by a Board decision, then the Board shall consider the remaining valid offers, if any.

The Oscoda Township Board is obligated to yield maximum financial and intrinsic value for the community.

DATE

Attention: "Seller"

Re: Letter of Intent to purchase property

_____ ("Purchaser"), or its assigns, having an address of _____, proposes to enter into a Purchase Agreement with the Charter Township of Oscoda, with the following terms, for the property located at _____ ("Property"), consisting of _____ acres.

Address: _____

Property Description: Parcel # _____

Purchase Price: Sale amount shall be \$ _____ (_____ Dollars)

Earnest Money: \$ _____ (_____ Dollars), as Earnest Money, shall be placed into escrow with {Title Company Named} within five (5) days of execution of a purchase contract.

Title Company: _____

Feasibility Period: Purchaser shall have a period of _____ (____) days from the date the Purchase Agreement and Earnest Money are deposited with the Title Company to conduct an inspection of the property to include, but not limited to, environmental assessment, review of survey and utility availability and zoning for specified use. If the Purchaser determines, at its sole discretion, that the property is not suitable for any reason for Purchaser's intended use or purpose, then the Purchaser may on written notice to the Seller, on or before _____ (____) days from the effective date of contract, terminate this contract and all earnest money shall be returned to the Purchaser.

Date of Close: On or before _____ (____) days after the expiration of the feasibility period.

Survey: {Survey request language}

Purchaser's Conditions: Purchaser will have the following contingencies incorporated into the purchase offer:

- _____
- _____
- _____
- _____

Commission: {If Applicable}

Seller and Purchaser (or Assignee) acknowledge that this proposal is a non-binding contract but is intended to outline the terms and conditions under which the Purchaser would consider acquiring the property. No representations or warranties are made hereby that commits either the Seller or Purchaser to proceed with the transaction herein contemplated. Only upon execution and delivery of the final purchase contract will either party be obligated to the other in accordance with the terms and conditions thereof.

Also enclosed for your review and execution is the State of Michigan Agency Disclosure forms {If Applicable}.

This proposal shall remain in force until {Date} at {Time} pm (Eastern Standard Time), after which it shall become null and void.

Respectfully Submitted,

{Purchaser}

Agreed and accepted this _____ day of _____, 20____.

Purchaser: _____

By: _____

Title: _____

Agreed and accepted this _____ day of _____, 20____.

Seller: _____

By: _____

Title: _____



March 29th, 2021

Mr. Michael "Mitch" Mitchell
Charter Township of Oscoda
Township Superintendent
110 South State Street
Oscoda, Michigan 48750

Dear Mr. Mitchell:

The Oscoda-AuSable Chamber of Commerce requests your permission for the use of the Oscoda Beach Park, as well as the Lake Street property, between River Road and Michigan Avenue, the basketball courts for food vendors and the lawn surrounding the flagpole (between the boardwalk leading to the bathhouse and the Band Shell) for the **37th Annual Art on the Beach, June 26th – 27th, 2021**. "Art on the Beach" traditionally hosts approximately 100 exhibitors and four (4) food vendors, which draws in approximately 3,000 people during that weekend.

"Art on the Beach" is scheduled to be held from 9:00 a.m. to 5:00 p.m. on Saturday and Sunday from 10:00 a.m. to 4:00 p.m. Most of the setup is expected to be completed on Friday, June 25th, 2021 from 11:00 a.m. to 8:00 p.m.

Per the Charter Township of Oscoda Special Event Policy *and in accordance with all Covid-19 guidelines and protocols*:

1. Reference Policy 5a:

- a. We will be providing porta potties, with two (2) being designated as handicap accessible and including maintenance and replenishing of supplies for the same, for the dates of June 25th – 27th, 2021. We are also requesting the use of the bath house with increased maintenance and replenishment during the same dates.
- b. Provision of multiple trash contains and removal of trash during and after the event.

2. Reference Policy 5b:

- a. Electricity is required for limited vendor and concession use.
- b. We request that the sprinkler system be turned off from Friday, June 25th, 2021 until Monday, June 28th, 2021 to prevent damage to exhibits and merchandise.

3. Reference Policy 5c:

- a. We request that the lights at the Oscoda Beach Park remain on during the evening hours to aid in security for the exhibitors.

4. Reference Policy 5d:

- a. Permission to display the event on the electronic billboard with the necessary assistance from the Charter Township of Oscoda Administration.

5. Reference Policy 5e:

- a. Approval for display of banners is being submitted to the township's Zoning Office.

6. Reference Policy 5f:

- a. We have contracts pending for food vendors. Food vendors will not exceed five (5) separate vendors.

7. Reference Policy 5g:

- a. Parking, as with years passed, is available at the Oscoda Beach Park and throughout downtown Oscoda.

8. Reference Policy 5h:

- a. Minimal security will be provided at this event. In previous years, exhibitors participating with this event, camp in their motor homes watching over the area during the event.

9: Reference Policy 5i:

- a. We are requesting the use of the township bleachers for use near the basketball courts that has in the past been used for the Garden Club's "Art on the Beach" auction.
- b. We are requesting the use of the township picnic tables for use in the food court area as well as seating throughout the craft show.

10. Reference Policy 5k:

- a. Volunteers are always appreciated and we are still in the process of recruiting for this event. Volunteers are covered under the Chamber's Insurance Policy.

11. Reference Policy 5n:

- a. The township, its offices and employees, will be named as additional insured, per the Charter Township of Oscoda's insurance and indemnity requirements. Insurance policies required for general liability.

With this event, as well as all others, the Charter Township of Oscoda's support is key to their success and greatly appreciated. Please do not hesitate to contact the Oscoda-AuSable Chamber of Commerce should you have any questions or concerns.

With regards,

/s/ Nancy L. Howse, Director

Oscoda-AuSable Chamber of Commerce

Cc: Board of Directors/Oscoda-AuSable Chamber of Commerce

INTEROFFICE MEMORANDUM

TO: OSCODA TOWNSHIP BOARD
FROM: UTILITY BILLING CLERK/MELINDA MORGAN 
SUBJECT: BAD DEBT
DATE: 03/24/2021

I request permission to write off the following bad debt as the property was sold at state auction, therefore the remaining debt cannot be collected.

SERVICE ADDRESS: 6485 Potomac St

Account 006-00650-00
Sivrais, Candy \$69.98 3/24/2021

OSCODA TOWNSHIP

UTILITY BILL

110 S. STATE ST
OSCODA, MI 48750
(989) 739-3211

SIVRAIS, CANDY
5623 RIVER RD
MANISTIQUE, MI 49854

Please Detach and Return This Part With Your Payment

Service Address: 6485 POTOMAC ST

Account Number: 006-00650-00

Amount Due:

\$96.22

Payment Due By:

03/25/2021

Amount Due After Due Date:

\$97.31



PAYMENT MUST BE RECEIVED BY 5:00 ON DUE DATE

Please allow 5 days for mail to reach this office

Keep This Statement For Your Records

Service Address: 6485 POTOMAC ST
Account Number: 006-00650-00

Code	----- Current Read Info-----			----- Previous Read Info-----			Usage	Amount
	Read	Date	Type	Read	Date	Type		
PB								\$85.37
RW								\$10.85
WA	151.4	2/24/2021	A	151.4	1/21/2021	A	0	\$0.00

THE 2019 CCR REPORT IS
NOW AVAILABLE ON THE
HSRUA WEBSITE AT
WWW.HSRUA.ORG/OSCODA.HTML

TOTAL DUE **\$96.22**

DUE DATE **03/25/2021**

Bad debt portion owed through 11-2-20 = \$69.98

New owner will owe remaining \$26.24

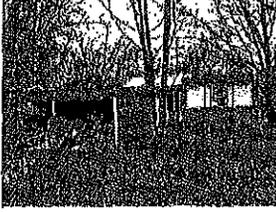
10% late fee charged on accounts not paid by DUE DATE.

If due date falls on a weekend or holiday, payments accepted on next business day.

Charges more than 3 months delinquent as of October 1 become a lien against the property and are placed on the December tax roll.

6485 POTOMAC ST OSCODA, MI 48750 (Property Address)

Parcel Number: 064-J50-000-024-00 Account Number: 006-00650-00



Item 1 of 3 1 Image / 2 Sketches

Property Owner: LAMPHIER, MICHAEL J &

Summary Information

> Residential Building Summary

- Year Built: 1972
- Bedrooms: 3
- Full Baths: 1
- Half Baths: 0
- Sq. Feet: 968
- Acres: 0.200

- > Assessed Value: \$6,600 | Taxable Value: \$6,521
- > Property Tax Information found
- > Utility Billing Information found

Owner and Taxpayer Information

Owner	LAMPHIER, MICHAEL J & SPEER, DEBORAH ANN 26507 PRINCETON ST SAINT CLAIR SHORES, MI 48081	Taxpayer	SEE OWNER INFORMATION
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General Information for Tax Year 2020

Property Class	RESIDENTIAL -	Unit	06 OSCODA CHARTER TWP
School District	OSCODA AREA SCHOOLS	Assessed Value	\$6,600
APPRAISAL ROUTE	CEDAR LAKE RD	Taxable Value	\$6,521
USER #1	Not Available	State Equalized Value	\$6,600
SPECIAL ASMT	Not Available	Date of Last Name Change	12/03/2020
TRNFR & PRE	Not Available	Notes	Not Available
Historical District	No	Census Block Group	No Data to Display
ASSR NOTES	Not Available	Exemption	No Data to Display

Principal Residence Exemption Information

Homestead Date 02/06/2009

Principal Residence Exemption	June 1st	Final
2021	0.0000 %	-
2020	0.0000 %	0.0000 %

Previous Year Information

Year	MBOR Assessed	Final SEV	Final Taxable
2019	\$6,400	\$6,400	\$6,400
2018	\$6,400	\$6,400	\$6,330
2017	\$6,200	\$5,200	\$6,200

Land Information

Zoning Code	R5	Total Acres	0.200
Land Value	\$1,600	Land Improvements	\$2,921
Renaissance Zone	No	Renaissance Zone Expiration Date	No Data to Display
ECF Neighborhood	94331 MH DISTRICT J50 & J60	Mortgage Code	No Data to Display
Lot Dimensions/Comments	No Data to Display	Neighborhood Enterprise Zone	No

Lot(s)	Frontage	Depth
Lot 1	66.00 ft	132.00 ft
Total Frontage: 66.00 ft		Average Depth: 132.00 ft

Legal Description

JORDANVILLE SUB LOT 24

Land Division Act Information

Date of Last Split/Combine	<i>No Data to Display</i>	Number of Splits Left	<i>Not Available</i>
Date Form Filed	<i>No Data to Display</i>	Unallocated Div.s of Parent	0
Date Created	<i>No Data to Display</i>	Unallocated Div.s Transferred	0
Acreeage of Parent	0.00	Rights Were Transferred	Yes
Split Number	0	Courtesy Split	No
Parent Parcel	<i>No Data to Display</i>		

Sale History

Sale Date	Sale Price	Instrument	Grantor	Grantee	Terms of Sale	Libe/Page	Comments
11/03/2020	\$350.00	QC	STATE OF MICHIGAN	LAMPHIER, MICHAEL J &	TAX SALE	2020/007142	JT'S
06/29/2020	\$0.00	OTH	SIVRAIS, CANDY	STATE OF MICHIGAN	TAX FORECLOSURE	2020/004710	NOTICE JUDGMENT OF FORECLOSURE
06/29/2020	\$0.00	OTH	SIVRAIS, CANDY	STATE OF MICHIGAN	TAX FORECLOSURE	2020/005337	CORRECTIVE JUDGMENT
03/01/2020	\$0.00	OTH	SIVRAIS, CANDY	IOSCO COUNTY	DO NOT USE	2020/001638	FORFEITURE 2018 TAXES
03/01/2019	\$0.00	OTH	SIVRAIS, CANDY	IOSCO COUNTY TREASURER	DO NOT USE	2019/001325	CERT OF FORFEITURE 2017 TAXES
12/01/2008	\$7,000.00	WD	PECK, DAVID C & ANNA A	SIVRAIS, CANDY	DO NOT USE	966/218	LCF
02/01/2008	\$7,000.00	LC	PECK, DAVID C & ANNA A	SIVRAIS, CANDY	CONVENTIONAL	UNRECORDED	5,000 DOWN/SENT PTA
12/08/2006	\$0.00	DC	MILLER, JUNE E	PECK, DAVID C & ANNA A	DO NOT USE	911/190	DEATH CERT JUNE/ANNA DAUGHTER
07/26/2006	\$0.00	QC	MILLER, JUNE E & PHILLIP A & LILLIAN	MILLER, JUNE E & PECK, DAVID C & ANNA	DO NOT USE	911/188	RECORDED 1/11/07
04/10/1998	\$1.00	QC	MILLER, LILLIAN D & PHILLIP A	MILLER, JUNE E	DO NOT USE	541/827	
09/29/1995	\$6,220.00	WD	THOMPSON, HOWARD R ET UX	MILLER, JUNE E & PHILLIP A	DO NOT USE	493/336	

Building Information - 968 sq ft SINGLE WIDE (Residential)

General

Floor Area	968 sq ft	Estimated TCV	\$8,821
Garage Area	0 sq ft	Basement Area	0 sq ft
Foundation Size	968 sq ft	Year Remodeled	<i>No Data to Display</i>
Year Built	1972	Class	D
Occupancy	Mobile Home	Tri-Level	No
Effective Age	26 yrs	Heat	Forced Air w/o Ducts
Percent Complete	0%	Wood Stove Add-on	No
AC w/Separate Ducts	No	Water	<i>No Data to Display</i>
Basement Rooms	0	Sewer	<i>No Data to Display</i>
1st Floor Rooms	0	Style	SINGLE WIDE
2nd Floor Rooms	0		
Bedrooms	3		

Exterior Information

Brick Veneer	0 sq ft	Stone Veneer	0 sq ft
---------------------	---------	---------------------	---------

Basement Finish

Recreation	0 sq ft	Recreation % Good	0%
Living Area	0 sq ft	Living Area % Good	0%
Walk Out Doors	0	No Concrete Floor Area	0 sq ft

Basement Finish - Mobile Home Items

Foundation Type	Piers	Square Feet of Wall	0 sq ft
Frost Free Footings	0 Lineal Ft.		

Plumbing Information

Eric Szymanski

110 South State St, Oscoda, Mi, 48750 • zoning@oscodatownshipmi.gov • (989)-569-6580

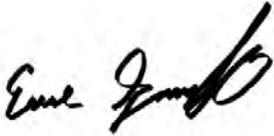
Greetings Charter Township of Oscoda,

Please accept this as my formal letter of resignation as Charter Township of Oscoda, Planning & Zoning Director.

I am very thankful for the opportunity to work at the Charter Township of Oscoda as the Planning & Zoning Director. I am very thankful for the residents that have impacted my life. I would like to thank all township employees, the Zoning Board of Appeals members, and the Planning Commission members for their profound knowledge as I have grown both personally and professionally from my experiences in Oscoda, Michigan. I will be moving on to work for Northeast Michigan Council of Governments (NEMCOG).

My final day will be April 16, 2021. However, if I can be of any assistance during this transition in order to facilitate the seamless passing of my responsibilities to my successor, please let me know. I would be glad to help however I can.

Thank You,

A handwritten signature in black ink, appearing to read "Eric Szymanski", with a stylized flourish at the end.

Eric Szymanski

Memo

To: Michael Mitchell, Superintendent

From: Nancy Schwickert, Assessor

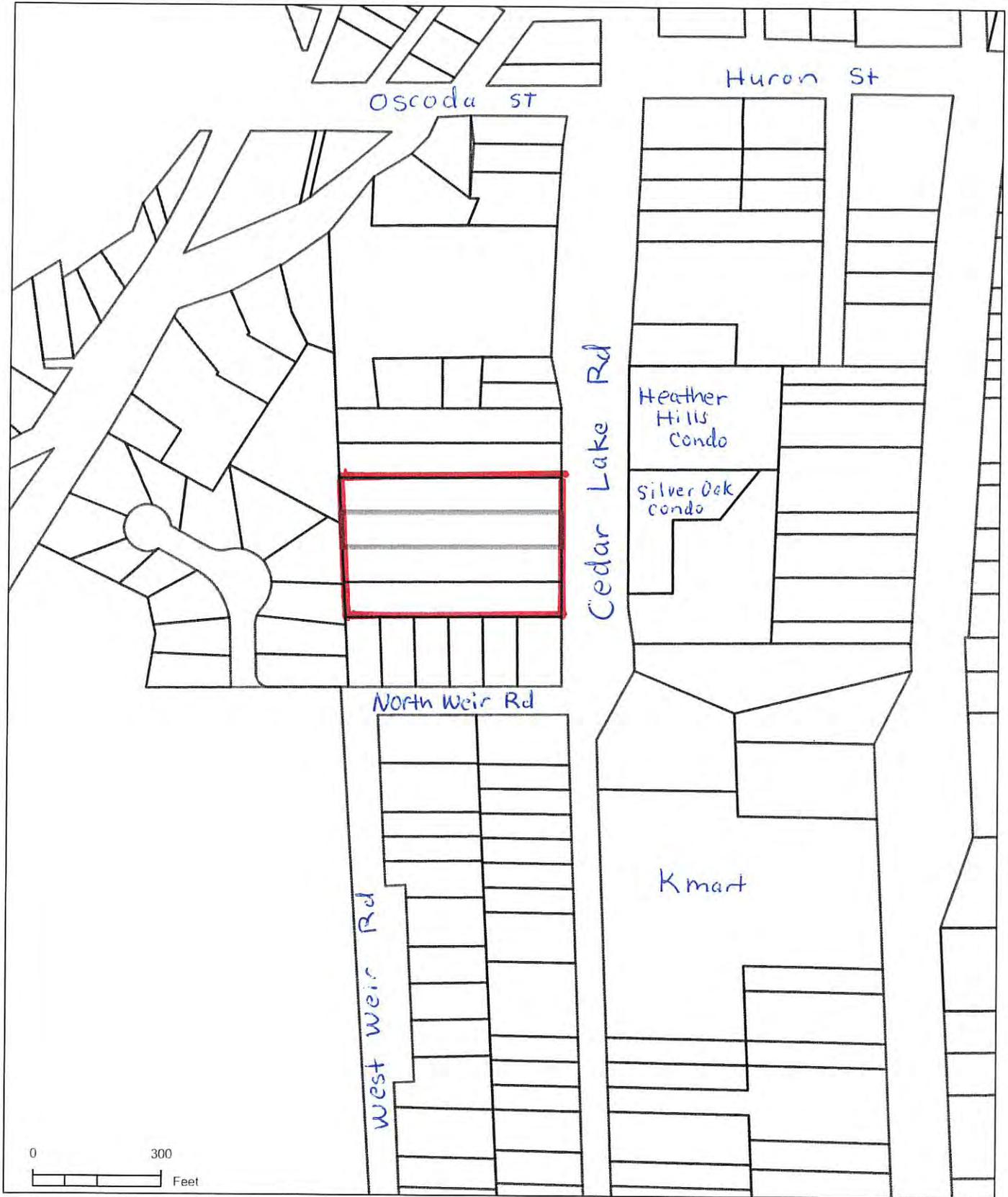
Date: 4/12/2021

Re: Division of a Platted Lot

Per your request for additional information please see the attached sketch.

The lots referenced in the reconfiguration request are located on the west side of Cedar Lake Rd, between Oscoda Street and North Weir Road. The Silver Oaks Condominiums are across the street from these lots.

OSCODA TWP 2022



Memo

To: Michael Mitchell, Superintendent

From: Nancy Schwickert, Assessor

Date: 4/7/2021

Re: Division of a Platted Lot

A request has been made by Robert and Matthew Butterson to reconfigure Lots 37, 38, 39 & 40 Peter C Dodenhoffs No. 2 Subdivision from four (4) lots into eight (8) parcels. The purpose of this request is for a new housing development. This division of a platted subdivision lot requires approval from the Board of Trustees.

I have attached two drawings. One shows the current descriptions and the second shows the reconfiguration should the Board approve the requested division.

As indicated on the application cover sheet, this property reconfiguration has been reviewed and signed by Township representatives in Zoning, Water / Sewer, Treasurer and Assessing offices.

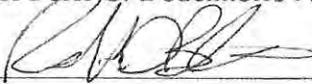
Staff is recommending for the Township Board to approve the lot split as proposed.

**Charter Township of Oscoda
Board of Trustees
Request to Split Platted Lot(s)**

Parcel Code Number: 064-P31-000-037,38,39,40-00

Lot/Lots: lots 37,38,39 & 40

In the recorded plat of Peter C. Dodenhoffs No. 2

Has been made by:  
Owner(s) Signature

Telephone # (989) 820-4094 Bob (989) 820-6003 Matt

Property Address: Vacant land

Vacant or Improved

Reason for Division: We would like to build 8 new homes on the property rather than only 4

**The applicant must submit
a scaled drawing & legal descriptions with this request form.**

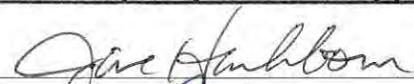
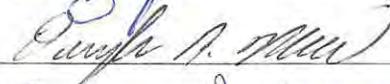
This drawing **must** show the property lines & land improvements. (Including: well & septic locations)
Front, Rear & Side Setbacks must also be noted for all land improvements

This documentation must show that all structures do/will conform to the local zoning ordinances

All taxes and special assessments must be paid in full.

Approval may be contingent on the applicant providing a registered survey.

Township Department Approvals

Treasurer	<u></u>	<u>3-24-21</u>
		Date
Zoning	<u></u>	<u>3/24/2021</u>
		Date
Water/Sewer Dept.	<u></u>	<u>3-29-2021</u>
		Date
Assessor	<u></u>	<u>4-07-2021</u>
		Date

Special Assessment District: _____

Contingency: _____

Certification

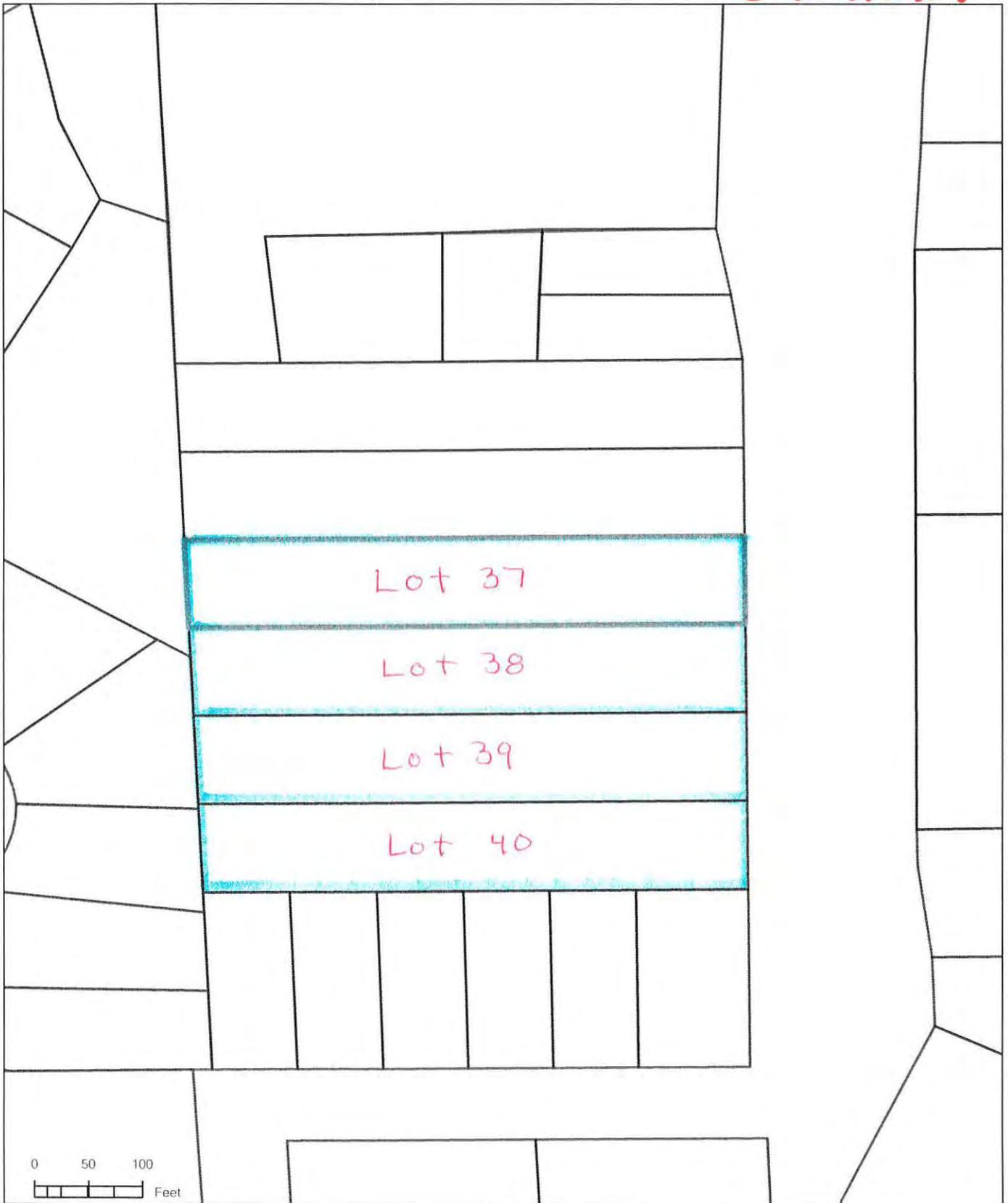
The foregoing division of a platted lot was approved by the Township Board of the Charter Township of Oscoda during a meeting that was duly called and held on the

_____ Day of _____, 20____

, Clerk

OSCODA TWP 2022

CURRENT



OPERATING AGREEMENT
American Youth Soccer Organization Region 957

The CHARTER TOWNSHIP OF OSCODA, located at 110 South State Street, Oscoda, Michigan 48750 is authorized to enter into this agreement with **American Youth Soccer Organization Region 957** hereafter known as **AYSO**, whose address is P.O. 682, Oscoda, Michigan 48750 and through authorized signatories of **AYSO** shall enter into this agreement for the following reason: To use five soccer fields that are located at the Sports Complex which are owned by the Charter Township of Oscoda.

1. The term of this agreement is from March 2021 through November 2021 for the purpose of providing recreational activities to the public in the form of soccer fields. An extension may be provided if post-season play necessitates a longer term.

2. During the term of this agreement the Township along **with** the cooperation of **AYSO** members shall perform the following:
 - A. Mow the grass once per week.
 - B. Fertilize once a year.
 - C. Place bleachers at each field for spectator use.

3. During the term of this agreement the **AYSO** shall:
 - A. Paint goal posts white.
 - B. Provide two porta-pots during season.
 - C. Mark and line all fields as needed.
 - D. Maintain safe and clean soccer fields and surrounding area.
 - E. Replace all worn or unsafe field equipment (i.e. nets, flags).
 - F. Notify Oscoda Township of any hazardous or potentially harmful problems for immediate repair.
 - G. Provide, coordinate and run a safe and fun soccer program for all children in our community.

4. Liability insurance that names the Charter Township of Oscoda as co-insured, shall be provided by **AYSO** in the amount of \$1,000,000.00 and kept current with any notices of any cancellation serving as a basis for terminating all obligations and rights as set forth within this contract, and said policy to be delivered to the Township two weeks before the cancellation of same. Any changes in any liability policies as required by this contract, should be subject to the prior approval and consent of said Township and delivered to it 30 days before their effective date. This insurance shall be applicable only when **AYSO** events are occurring and/or the necessary clean up and/or preparation either before or after the holding of such events, and any liability as a result thereof. Such insurance shall not be applicable to any incidents of liability that occur and/or are created, when these premises are opened for use by the general public and the liability derives from the use of the general public of the facilities.

5. Management and control during the period of time specified and approved by the Township, of the area which forms the subject matter of the Operating Agreement, shall lie within the sole control of **AYSO**. All activities resulting from usage will be carried out for the welfare and benefit of the public, including its recreational and/or health interest. However, the Township will be able to use, rent, or otherwise use this area, but not in conflict with any obligations as set forth in Schedule A in this agreement.

6. There is no ownership interest transferring from the Township to **AYSO** as a result of this agreement.

7. **AYSO** agrees to keep the premises in a clean, orderly condition and in compliance with all local, State and Federal Laws governing not only the condition of the premises but the operation of any activity thereon and as generally allowed by this operating agreement.

8. Any activities by **AYSO** upon said premises, and approved by the Township, shall be the complete responsibility of **AYSO**, including but not limited to staffing, funding, provision of materials, and etc. Any plans or any improvements to the property to further the purpose for which this agreement is being entered into, must be approved, pre-construction, by the Township.
9. No commercial use of the property being offered by the Township shall be allowed without prior approval of Township nor shall there be any subletting of any concessions or any other services to be provided without pre-approval by the Township.
10. Any modifications to this agreement or additional obligations assumed by either party in connection with this agreement, shall be binding only if evidence in writing, signed by each party or an authorized representative of each party.
11. This agreement shall be deemed to have been made in Iosco County, Michigan. Both parties consent to the jurisdiction of Iosco County, States of Michigan, as it relates to the interpretation enforcement, or any other claim that may arise out of the signing of this agreement.
12. Each party warrants and represents that it has authority to enter into this agreement.
13. The statements herein bind all heirs, successors, and assigns of both parties.
14. If any provision of this contract is deemed to be invalid, it shall not affect the other remaining valid provisions hereof.
15. This document is to be a total incorporation of all agreements and representations of and between each party hereto to the exclusion of any prior verbal representations.

CHARTER TOWNSHIP OF OSCODA

Dated: _____

By: _____
Its: Ann Richards
Supervisor

Dated: _____

By: _____
Its: Josh Sutton
Clerk

SUBSCRIBED AND SWORN to before me, a Notary Public,

this ____ day of _____, 2021.

Notary Public
Iosco County, Michigan
My Comm. Expires: _____

Dated: _____

By: _____
AYSO Regional Commissioner

SUBSCRIBED AND SWORN to before me, a Notary Public,

this ____ day of _____, 2021.

Notary Public
Iosco County, Michigan
My Comm. Expires: _____

OPERATING AGREEMENT
HURON EAST KNOTHOLE LEAGUE

NOW COMES the CHARTER TOWNSHIP OF OSCODA, hereinafter referred to as "TOWNSHIP", whose address is 110 South State Street, Oscoda, Michigan 48750, being duly authorized to enter into this Agreement, with HURON EAST KNOTHOLE LEAGUE, whose address is P.O. Box 189, East Tawas, Michigan 48730, and through authorized signatories of TAWAS AREA KNOTHOLE LITTLE LEAGUE, hereinafter referred to as "LITTLE LEAGUE", shall enter into this Agreement for the following reason: To use six (6) baseball fields that are located at The Sports Complex that is owned by the Township.

1. The term of this Agreement is from April 15, 2021 through July 1, 2021, for the purpose of providing recreational activities to the public in the form of ball fields. An extension may be provided if postseason play necessitates a longer term.

2. During the term of this Agreement, the TOWNSHIP shall at its sole and exclusive discretion:
 - a. Mow the grass.
 - b. Spray the fields for weed control.
 - c. Provide the Cushman cart.

3. During the term of this Agreement the LITTLE LEAGUE shall:
 - a. Drag/Rake and line the fields.
 - b. Keep the concession and maintenance barn areas clean and orderly at all times and ensure compliance with Health Department and other applicable regulatory requirements.

- 4A. Liability insurance that names the CHARTER TOWNSHIP OF OSCODA as a co-insured, shall be provided by LITTLE LEAGUE in the amount of One Million Dollars and 00/100 (\$1,000,000.00), non-descending, insurance policy, with same to be kept current and any notices of cancellation serving as a basis for termination of all obligations and rights as set forth herein, with said policy to be delivered to the TOWNSHIP, previous to the signing of this Contract, and notification of any cancellation to be received by said TOWNSHIP two weeks before the termination of coverage thereof. Additionally, LITTLE LEAGUE shall hold the CHARTER

TOWNSHIP OF OSCODA harmless, as it relates to the incurring of any claims, damages, fees, fines, or payment of attorney fees, or other expert costs, associated with any claim, administrative or legal, asserted against the interest of said TOWNSHIP. This insurance shall be applicable to any activities of LITTLE LEAGUE events, and/or practices, or any activity associated with LITTLE LEAGUE, occurring upon said premises, including but not limited to clean-up, and/or preparation for games and/or events.

4B. LITTLE LEAGUE shall provide workmen's compensation insurance for any employees within its employ during the period of this Agreement.

4C. LITTLE LEAGUE agrees that it is non-profit, and shall provide and/or maintain a legal entity to govern its compliance with this Agreement for the duration of same, by establishing and/or maintaining a membership basis non-profit organization in compliance with Public Act No. 161 of 1911. It is the intent of both parties that said Public Act shall be fully complied with by LITTLE LEAGUE.

4D. Management and control during the period of time specified and approved by said TOWNSHIP of the area which forms the subject matter of this Operating Agreement, for any special events, shall lie within the sole control of said LITTLE LEAGUE. All activities resulting therefrom shall be carried out for the welfare and benefit of the public, including its recreational and/or health interest. However, TOWNSHIP shall be able to use, rent, or otherwise use this area, but not in conflict with any obligations as set forth within this Agreement. Further, the TOWNSHIP, pursuant to Public Act 161 of 1911, may revoke by vote of its Board of Trustees if it is determined that it is in the public benefit to do so, any obligations and/or agreements hereby entered into.

5. LITTLE LEAGUE shall be responsible for the management and control of the activities conducted by LITTLE LEAGUE upon the premises. Said activities to be carried out upon the premises shall be pursuant to the permission granted by this Agreement and limited to the provision of a benefit to the public as well as TOWNSHIP for recreational and health interests and said activities shall not be discriminatory or otherwise unlawful and shall be in compliance with any reasonable rules and/or regulations of TOWNSHIP. However, nothing in this Contract

shall limit the TOWNSHIP'S ability to be able to use, rent, or otherwise engage in activity upon these premises, so long as they do not conflict with any obligations as set forth within Schedule A of this Agreement. Lastly LITTLE LEAGUE shall indemnify TOWNSHIP for any claims or damages asserted against TOWNSHIP pursuant to LITTLE LEAGUE'S activities as contemplated by this Agreement.

6. There is no ownership interest transferring from the TOWNSHIP to LITTLE LEAGUE as a result of this Agreement.

7. LITTLE LEAGUE agrees to keep the premises in a clean, orderly condition and in compliance with all local, state and federal laws governing not only the condition of the premises, but the operation of any activity thereon and as generally allowed by this Operating Agreement.

8. Any activities by LITTLE LEAGUE upon said premises, and approved by the TOWNSHIP, shall be the complete responsibility of LITTLE LEAGUE, including but not limited to staffing, funding, provision of materials, and etc. Any plans or any improvements to the property to further the purpose of which this Agreement is being entered into, must be approved, pre-construction, by the TOWNSHIP.

9. LITTLE LEAGUE agrees to indemnify and hold the TOWNSHIP harmless of any and all claims arising from the negligent acts and/or omissions to act on its behalf, including but not limited to reimbursement for expended attorney fees or other administrative expenses, as well as, and including, but not limited to any assessment of damages, fines, penalties or other costs.

10. No commercial use of the property being offered by the TOWNSHIP shall be allowed without prior approval of TOWNSHIP nor shall there be any subletting of any concessions or any other services to be provided without pre-approval by the TOWNSHIP. LITTLE LEAGUE shall be responsible for the provision of any licensure needed for the operation of any concession stand and shall be solely responsible for any liability as a result of having such a concession stand and indemnify TOWNSHIP for any claims or damages resulting from the operation of said concession stand.

11. From time to time TOWNSHIP policies may be enacted and/or modified such so as to affect the provisions of this Agreement, and when same occurs, this Agreement shall be subject to those policies, and this Agreement hereby and as a result therefrom, shall be amended to accommodate such enactment and/or change.

12. Said TOWNSHIP'S participation in any facet of LITTLE LEAGUE'S involvement and exercise of rights and obligations as set forth herein, shall be strictly on a non-profit basis in order to assist said association to maintain the general welfare purpose of this Agreement, for the recreational interest of the public.

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

14. This Agreement shall be deemed to have been made in Iosco County, Michigan. Both parties consent to the jurisdiction of Iosco County, State of Michigan, as it relates to the interpretation, enforcement, or any other claim that may arise out of the signing of this Agreement.

15. Each party warrants and represents that it has authority to enter into this Agreement.

16. The agreements herein bind all heirs, successors, and assigns of both parties. Further, any rights granted to LITTLE LEAGUE by TOWNSHIP in this Agreement are not assignable.

17. If any provision of this Contract is deemed to be invalid, it shall not affect the other remaining valid provisions hereof.

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

CHARTER TOWNSHIP OF OSCODA

Dated: _____

By: Ann Richards
Its: Supervisor

Dated: _____

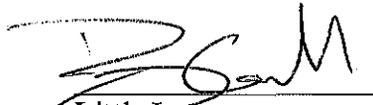
By: Josh Sutton
Its: Clerk

SUBSCRIBED AND SWORN to before me, a Notary Public,

this _____ day of _____, 2021.

Notary Public
Iosco County, Michigan
My Comm. Expires:

Dated: 3-25-2021



Little League
By: Danny Galloway
Its: President

Dated: ⁰⁸03/30/21



Little League
By: Gerard Sobaleski
Its: Vice-President

SUBSCRIBED AND SWORN to before me, a Notary Public,

this 30 day of March, 2021.

City/County of Oscoda/Iosco
State of Michigan
I certify this to be a complete, exact and true
copy of the original document. Certified this
30 day of March, 2021
Gina Walker Notary Public
My commission expires 4/20/2024



Notary Public
Iosco County, Michigan
My Comm. Expires: 4/20/2024



ROWE PROFESSIONAL SERVICES COMPANY

Large Firm Resources. Personal Attention. sm

March 31, 2021

Mr. Michael Mitchell – Superintendent
Oscoda Charter Township
110 South State Street
Oscoda, MI 48750

RE: Ratliff Park ADA Kayak Launch, Boardwalk, and Pathway

Dear Mr. Mitchell:

On behalf of ROWE Professional Services Company, I would like to offer the following services as a donation towards the completion of the design and construction administration for the above referenced project.

ROWE will provide the following towards the successful completion of this project at Ratliff Park at no cost to the township.

- Topographic survey
- Design and construction document preparation
- MDNR Passport Grant Application
- Construction and grant administration

It is anticipated that the fee for these services will not exceed \$16,000.

ROWE understands the importance of projects like these and the impact of them on the local community. ROWE is pleased to offer these services.

If you have any questions/concerns, please do not hesitate to contact me directly.

Sincerely,
ROWE Professional Services Company

Rick Freeman

Digitally signed by Rick Freeman
DN: CN=Rick Freeman,
E=rfreeman@rowepsc.com, O=State
of Michigan, C=US
Date: 2021.03.31 15:43:20-04'00'

Rick A. Freeman, P.E.
Principal/Vice-President

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

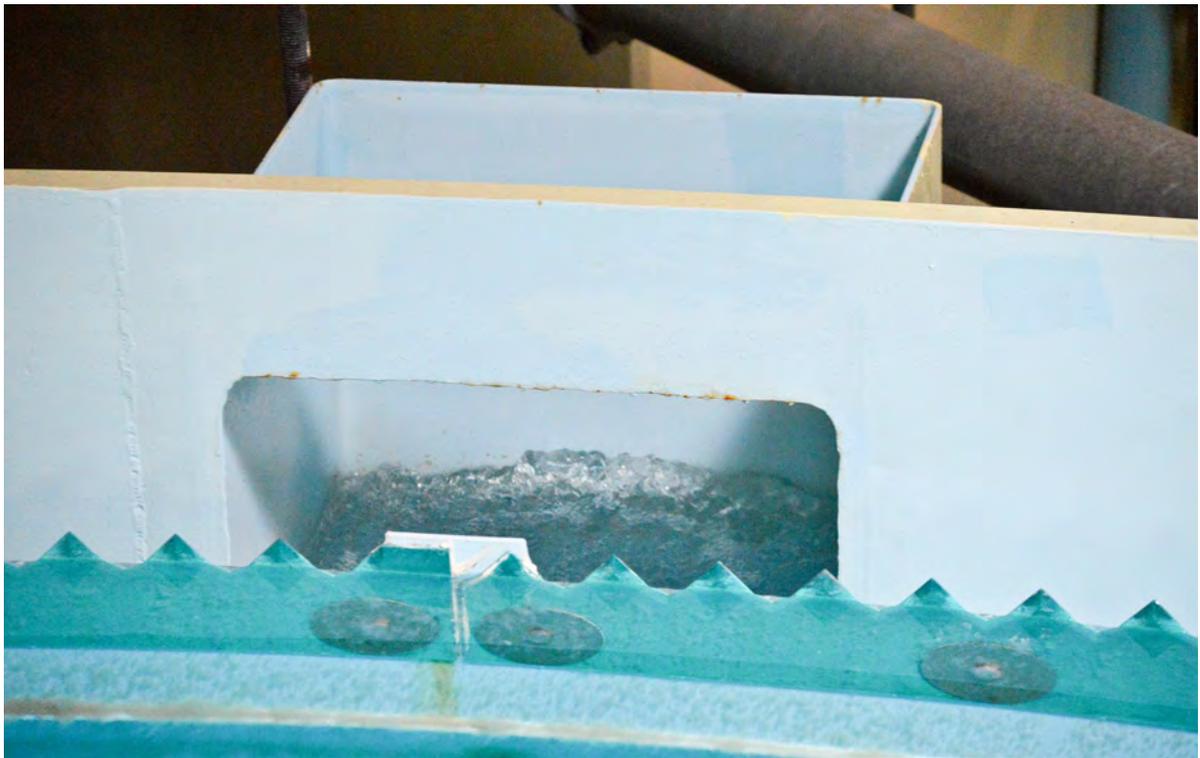
Corporate: The ROWE Building, 540 S. Saginaw Street, Suite 200 • Flint, MI 48502 • O (810) 341-7500 • F (810) 341-7573

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

www.rowepsc.com

Submitted to

*Huron Shore Regional Utility
Authority*



Operating Report for

March 2021



2960 Lucerne Dr., SE Grand Rapids, MI 49546



April 2, 2021

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

SUBJECT: HSRUA Monthly Operation and Maintenance Report for March 2021

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 Monthly Operating Report (MOR) submitted to the Michigan Department of Environment, Great Lakes, and Energy (EGLE) included within this report is for the previous months (February 2021), as this document 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,

F&V Operations and Resource Management, Inc.

A handwritten signature in blue ink that reads "Catherine A. Winn".

Catherine A. Winn
Regional Manager | Associate

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

March 2021

WATER TREATMENT PLANT O&M

March 2 – Claricone #3 was drained for cleaning and inspection.

March 8 – Representatives of EGLE performed an on-site survey at the WTP.

March 18 – FVOP staff attended a virtual meeting with EGLE representatives regarding the Filter Backwash Recycle Rule and its application at HSRUA.

DISTRIBUTION SYSTEM

March 4 – FVOP staff performed corrective maintenance on Booster Pump B due to issues with pump startup and shutdown. The pump was exercised in hand and started and stopped properly. The pump was put back into service.

March 5 – Booster Pump B started correctly and ran without issue throughout the day, but failed to shut down on command from SCADA. The pump was placed out of service pending further investigation.

March 8 – Representatives of EGLE visited each of the elevated storage tanks, the booster pump station, and the Lincoln Street pump station.

March 25 – John E. Green installed the replacement master meter and check valve in the US-23 / O'Reilly meter pit.



SAFETY, HEALTH AND ENVIRONMENTAL

The March MOR will be submitted to the DEQ on or before April 10th. The water treatment plant was in compliance throughout the month of March 2021.

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 March 2021.

MAINTENANCE EXPENDITURES DETAIL

Maintenance allowance expenditures for the contract year ending April 2021 total \$181,777.73 through March 2021.

HURON SHORES REGIONAL UTILITY AUTHORITY

MAINTENANCE ALLOWANCE SPENDING 2020 - 2021

Contract Year 2020-2021: \$	149,000.00
Remaining Fund from 2019-2020: \$	-
Beginning Total: \$	149,000.00
Total Spent: \$	181,777.73
Remaining Fund: \$	(32,777.73)

HURON SHORES REGIONAL UTILITY AUTHORITY

MAINTENANCE 2020 - 2021

Contract Year 2020-2021:	\$	21,000.00
Remaining Fund from 2019-2020	\$	-
Beginning Total:	\$	21,000.00
Total Spent:	\$	39,621.36
Remaining Fund:	\$	(18,621.36)

April 2020

Otis Elevator	Quarterly service contract (4/1/20 - 6/30/20)	\$	343.08
Avaya	Multi-line phone system maintenance contract	\$	44.44
Menards	Door operators (4) WTP, lab sink plumbing	\$	222.84
Tawas Hardware	Air filters for HVAC units	\$	22.43
Hach Company	Replacement lamp laboratory turbidimeter	\$	172.56
Total April			\$ 805.35

May 2020

West MI Instrument	Additions to WTP PLC programming	\$	900.00
Avaya	Multi-line phone system maintenance contract	\$	44.44
Tawas Hardware	Wire plug for autodialer	\$	4.23
Total May			\$ 948.67

June 2020

Johnson Auto Supply	Replacement PLC battery	\$	275.57
Johnson Auto Supply	Battery core credit	\$	(18.00)
Schneider electric	Replacement UPS battery	\$	50.87
Avaya	Multi-line phone system maintenance contract	\$	44.44
Galloup Smith Instrument	Gages, solenoid rebuild kits, air regulator - booster station	\$	1,029.76
Galloup Smith Instrument	Solenoid valve rebuild kit high service pumps	\$	447.22
Galloup Smith Instrument	Solenoid valve rebuild kit booster pumps	\$	265.34
Galloup Smith Instrument	Solenoid valve rebuild kit booster pumps	\$	568.84
AuSable Hardware	Hardware chlorine analyzer Lakewood	\$	53.90
Total June			\$ 2,717.94

July 2020

Quality Assurance Service	Laboratory analytic balance / scale calibration	\$	450.00
Colvin's Heating & Cooling	Semi-annual HVAC maintenance	\$	382.00
Otis Elevator	Quarterly service contract (7/1/20 - 9/30/20)	\$	354.33
Oudbier Instrument	Annual meter cals, Lakewood mixer SCADA, clearwell level	\$	3,938.50
Iosco Press / New Herald	Public notice of Annual Water Report (CCR) availability	\$	63.14
AuSable Hardware	1-inch adapter for chlorine monitor	\$	9.53
Sweet Heating & Cooling	Boiler CSD-1 inspection	\$	100.00
RS Technical Services	Annual maintenance on chlorine gas feed system	\$	2,753.37
Avaya	Multi-line phone system maintenance contract	\$	44.44
Total July			\$ 8,095.31

HURON SHORES REGIONAL UTILITY AUTHORITY

MAINTENANCE 2020 - 2021

Contract Year 2020-2021:	\$	21,000.00
Remaining Fund from 2019-2020	\$	-
Beginning Total:	\$	21,000.00
Total Spent:	\$	39,621.36
Remaining Fund:	\$	(18,621.36)

August 2020

Harney Hardware	Replacement door handle set for treatment area	\$	61.89
Brehob	Filters for new air compressors	\$	120.96
Brehob	Oil for new air compressors	\$	233.89
Tawas Hardware	Replacement LED lamp	\$	9.85
Iosco Press / New Herald	Advertisement for Roof Replacement Bids	\$	58.27
Avaya	Multi-line phone system maintenance contract	\$	44.44
		Total August	\$ 529.30

September 2020

Portable Power Systems	Replacement batteries for exit signs	\$	107.33
Tawas Hardware	Hardware to chlorinate water towers	\$	29.22
Tawas Hardware	Replacement exit light bulbs	\$	4.23
Sunrise Seal	Crack fill, seal coat, stripe WTP driveway and parking lot	\$	4,649.00
Bisbee Infrared Services	Annual IR scan of WTP motor control centers	\$	183.00
RS Technical Services	Replacement laboratory chlorine titrator	\$	6,048.21
Avaya	Multi-line phone system maintenance contract	\$	44.44
ETNA Supply Co.	Replacement sample pump	\$	650.76
Print-N-Go	Ship alum mixer parts to Mullen Equipment	\$	81.29
Print-N-Go	Ship chlorine titrator to RS Technical for repair	\$	14.76
		Total September	\$ 11,812.24

October 2020

Tawas Hardware	Hardware install replacement sample pump	\$	32.37
Tawas Hardware	Lead free flux, return unused hardware	\$	0.73
Tawas Hardware	Door maintenance parts, boiler fittings	\$	42.12
Otis Elevator	Quarterly service contract (10/1/20 - 12/31/20)	\$	354.33
Otis Elevator	State of MI required CAT 1 testing	\$	1,275.00
Avaya	Multi-line phone system maintenance contract	\$	44.44
		Total October	\$ 1,748.99

HURON SHORES REGIONAL UTILITY AUTHORITY

MAINTENANCE 2020 - 2021

Contract Year 2020-2021:	\$ 21,000.00
Remaining Fund from 2019-2020	\$ -
Beginning Total:	\$ 21,000.00
Total Spent:	\$ 39,621.36
Remaining Fund:	\$ (18,621.36)

November 2020

Standard Electric	Conduit for hatch replacement WAFB meter pits	\$	19.55
Tawas Hardware	Replacement heater Westover meter pit	\$	10.52
Tawas Hardware	Sump pump installation hardware	\$	3.54
PD Blowers	Oil for filter backwash blowers	\$	145.93
Gary Ulman Plumbing	Backflow preventer repair	\$	70.00
National Pipeline	Annual cathodic protection inspection Tawas & Industrial	\$	1,100.00
Hach Company	Replacement lamp on-line turbidimeter	\$	72.03
Avaya	Internal phone line short repair, maintenance contract	\$	244.00
Oudbier Instrument	Troubleshoot chem level sensor, valve, meter to SCADA	\$	1,146.90
Graham Generator	WTP generator troubleshooting	\$	625.00
Graham Generator	Booster station generator PM & load bank test	\$	575.00
Total November			\$ 4,012.47

December 2020

VWR Scientific	Replacement laboratory fluoride ion specific electrode	\$	1,206.09
Tawas Hardware	Hardware for replacement light over filters	\$	32.71
Colvin's Heating & Cooling	Semi-annual HVAC maintenance	\$	382.00
Ferguson Enterprise	Restraint rods for WAFB north altitude valve	\$	32.10
AuSable Hardware	Bolts and hardware for WAFB north altitude valve	\$	18.36
Auto Value	Belts for WTP air blowers	\$	321.94
Tawas Hardware	Storage room furnace exhaust system parts	\$	23.92
Avaya	Multi-line phone system maintenance contract	\$	44.44
Graham Generator	WTP generator coolant sytem emergency repair	\$	4,524.72
Graham Generator	WTP generator load bank test	\$	250.00
Total December			\$ 6,836.28

HURON SHORES REGIONAL UTILITY AUTHORITY

MAINTENANCE 2020 - 2021

Contract Year 2020-2021:	\$ 21,000.00
Remaining Fund from 2019-2020	\$ -
Beginning Total:	\$ 21,000.00
Total Spent:	\$ 39,621.36
Remaining Fund:	\$ (18,621.36)

January 2021

Fisher Scientific	Operating switch for laboratory distillation unit	\$	238.68
Fisher Scientific	Power switch for laboratory distillation unit	\$	118.56
Otis Elevator	Quarterly service contract (1/1/21 - 3/31/21)	\$	354.33
Avaya	Multi-line phone system maintenance contract	\$	44.44
RS Technical Services	Replacement fluoride pump tubing	\$	121.90
Tawas Hardware	Pipe nipples and coupling Cemetery Rd. valve replacement	\$	14.38
Tawas Hardware	Fitting trash pump for meter vaults	\$	1.37
Hach Company	Filter on-line turbidimeter replacement lamps (6)	\$	481.54
Print N Go	Ship backwash meter to McCrometer for refurbishing	\$	143.87
Total January			\$ 1,519.07

February 2021

Tawas Hardware	Air supply line clamps for sedimentation room	\$	11.08
Tawas Hardware	Pipe clamps, nuts & screws to support air supply line	\$	32.41
Avaya	Multi-line phone system maintenance contract	\$	44.44
RS Technical Services	3/8" neoprene pump tube assembly fluoride feed pumps	\$	124.04
AuSable Hardware	Washers and anchors Tawas tower heater	\$	2.76
Amazon.com	Replacement UPS Tawas water tower	\$	222.55
Tawas Hardware	Parts WAFB North tower pressure sensor manifold	\$	36.45
Tawas Hardware	Booster Station exit lamps	\$	16.92
Tawas Hardware	Water plant replacement lamps	\$	31.78
Total February			\$ 522.43

March 2021

Johnson Auto Supply	Grease zircs for sluice gate	\$	3.77
Johnson Auto Supply	Fuse holders for laboratory distillation unit	\$	9.92
Tawas Hardware	O-rings to repair laboratory sink	\$	4.75
Tawas Hardware	Cement anchors and hardware	\$	10.43
Avaya	Multi-line phone system maintenance contract	\$	44.44
Total March			\$ 73.31

HURON SHORES REGIONAL UTILITY AUTHORITY

UTILITIES 2020 - 2021

Contract Year 2020-2021 \$128,000.00
 Remaining Fund from 2017-2018: \$0.00
 Beginning Total: \$128,000.00
 Total Spent: **\$142,156.37**
 Remaining Fund: **(\$14,156.37)**

		April 2020	May 2020	June 2020	July 2020	August 2020	September 2020
Charter Communications	Internet service 247 Baldwin Resort Road	\$ 84.99	\$ 84.99	\$ 84.99	\$ 84.99	\$ 84.99	\$ 84.99
Corecomm	Corecomm email service HSRUA	\$ 113.70	\$ -	\$ -	\$ -	\$ -	\$ -
UTMI.net	Land line 247 Baldwin Resort Road	\$ 206.16	\$ 206.15	\$ 206.69	\$ 283.93	\$ 201.72	\$ -
Granite Communication	Land line 247 Baldwin Resort Road	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 230.08
Baldwin Township	Sewer 247 Baldwin Resort Road	\$ 1,304.00	\$ 1,212.16	\$ 1,302.97	\$ 1,359.16	\$ 1,258.34	\$ 1,120.21
Consumers Energy	HSRUA water plant	\$ 5,461.23	\$ 5,421.34	\$ 5,934.85	\$ 8,092.23	\$ 7,060.98	\$ 7,473.40
Consumers Energy	Booster station	\$ 1,564.10	\$ 1,765.19	\$ 2,002.42	\$ 2,141.28	\$ 2,290.17	\$ 2,265.46
Consumers Energy	Lincoln Street	\$ 114.77	\$ 115.71	\$ 226.40	\$ 411.62	\$ 442.56	\$ 410.47
Consumers Energy	Tawas water tower	\$ 39.90	\$ 40.94	\$ 39.63	\$ 38.87	\$ 42.58	\$ 41.83
Consumers Energy	Baldwin water tower	\$ 154.13	\$ 158.42	\$ 104.88	\$ 55.60	\$ 58.44	\$ 60.35
Consumers Energy	Industrial (AuSable) water tower	\$ 43.61	\$ 35.02	\$ 32.92	\$ 34.85	\$ 35.74	\$ 38.59
Consumers Energy	Lakewood Shore water tower	\$ 124.47	\$ 251.58	\$ 302.12	\$ 440.13	\$ 439.36	\$ 342.86
Consumers Energy	South WAFB tower	\$ 26.16	\$ 26.30	\$ 26.17	\$ 26.17	\$ 29.66	\$ 29.64
Consumers Energy	North WAFB tower	\$ 29.54	\$ 29.26	\$ 28.07	\$ 27.92	\$ 31.52	\$ 31.50
Consumers Energy	Meter pit Cedar Street	\$ 25.36	\$ 25.36	\$ 25.36	\$ 25.36	\$ 28.86	\$ 28.85
Consumers Energy	Meter pit Bay Street	\$ 25.36	\$ 25.36	\$ 25.36	\$ 25.36	\$ 28.86	\$ 28.85
Consumers Energy	Meter pit F-41	\$ 25.50	\$ 25.36	\$ 25.36	\$ 25.36	\$ 28.86	\$ 28.85
Consumers Energy	Meter pit Bissonette	\$ 25.50	\$ 25.36	\$ 25.36	\$ 25.36	\$ 28.86	\$ 28.85
Consumers Energy	Meter pit Division	\$ 57.79	\$ 31.94	\$ 24.67	\$ 34.39	\$ 31.39	\$ 31.63
Consumers Energy	Meter pit Lake Street	\$ 25.77	\$ 25.62	\$ 26.98	\$ 26.04	\$ 29.12	\$ 29.11
Consumers Energy	Meter pit Baldwin loop	\$ 70.47	\$ 45.90	\$ 44.83	\$ 45.44	\$ 47.21	\$ 47.08
Consumers Energy	Meter pit Tawas Beach Rd.	\$ 27.92	\$ 27.91	\$ 28.22	\$ 27.78	\$ 31.25	\$ 31.50
Consumers Energy	Meter pit E. Tawas Beach Rd.	\$ 25.36	\$ 25.36	\$ 25.36	\$ 16.90	\$ 28.86	\$ 28.85
Consumers Energy	Meter pit Cemetery Rd.	\$ 29.00	\$ 29.12	\$ 29.44	\$ 29.02	\$ 32.47	\$ 32.70
Consumers Energy	Meter pit W. River Rd.	\$ 25.36	\$ 25.36	\$ 25.36	\$ 28.86	\$ 28.85	\$ 28.85
DTE Energy	HSRUA water plant	\$ 627.58	\$ 204.08	\$ 46.97	\$ 45.17	\$ 46.36	\$ 44.55
DTE Energy	Booster station	\$ 46.63	\$ 40.30	\$ 37.48	\$ 37.48	\$ 37.48	\$ 37.48
DTE Energy	Lincoln Street	\$ 64.43	\$ 48.36	\$ 40.32	\$ 40.94	\$ 40.94	\$ 40.94
DTE Energy	Lakewood Shore water tower	\$ 59.26	\$ 52.39	\$ 37.48	\$ 37.48	\$ 37.48	\$ 37.48
		\$ 10,428.05	\$ 10,004.84	\$ 10,760.66	\$ 13,467.69	\$ 12,482.91	\$ 12,634.95

HURON SHORES REGIONAL UTILITY AUTHORITY

UTILITIES 2020 - 2021

Contract Year 2020-2021 \$128,000.00
 Remaining Fund from 2017-2018: \$0.00
 Beginning Total: \$128,000.00
 Total Spent: **\$142,156.37**
 Remaining Fund: **(\$14,156.37)**

		October 2020	November 2020	December 2020	January 2021	February 2021	March 2021
Charter Communications	Internet service 247 Baldwin Resort Road	\$ 84.99	\$ 84.99	\$ 84.99	\$ 84.99	\$ 84.99	\$ 84.99
Corecomm	Corecomm email service HSRUA	\$ 113.70	\$ -	\$ -	\$ -	\$ -	\$ -
UTMI.net	Land line 247 Baldwin Resort Road	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Granite Communication	Land line 247 Baldwin Resort Road	\$ 230.08	\$ 230.08	\$ 230.08	\$ 230.08	\$ 230.08	\$ 230.08
Baldwin Township	Sewer 247 Baldwin Resort Road	\$ 1,304.78	\$ 1,287.68	\$ 1,287.68	\$ 1,441.25	\$ 1,463.00	\$ 3,110.43
Consumers Energy	HSRUA water plant	\$ 5,808.38	\$ 5,371.83	\$ 4,983.89	\$ 5,127.86	\$ 4,948.95	\$ 4,751.32
Consumers Energy	Booster station	\$ 1,918.13	\$ 1,691.57	\$ 1,874.66	\$ 1,874.66	\$ 1,726.12	\$ 1,860.75
Consumers Energy	Lincoln Street	\$ 418.27	\$ 241.35	\$ 149.35	\$ 149.35	\$ 142.61	\$ 147.80
Consumers Energy	Tawas water tower	\$ 49.11	\$ 44.97	\$ 43.22	\$ 74.41	\$ 86.21	\$ 168.21
Consumers Energy	Baldwin water tower	\$ 58.58	\$ 56.20	\$ 214.41	\$ 221.65	\$ 162.15	\$ 173.35
Consumers Energy	Industrial (AuSable) water tower	\$ 41.55	\$ 43.60	\$ 46.50	\$ 50.41	\$ 65.40	\$ 65.64
Consumers Energy	Lakewood Shore water tower	\$ 335.07	\$ 429.85	\$ 579.77	\$ 638.90	\$ 650.50	\$ 655.36
Consumers Energy	South WAFB tower	\$ 29.64	\$ 29.63	\$ 30.11	\$ 29.99	\$ 29.89	
Consumers Energy	North WAFB tower	\$ 31.65	\$ 31.34	\$ 33.75	\$ 41.11	\$ 73.51	
Consumers Energy	Meter pit Cedar Street	\$ 28.85	\$ 28.85	\$ 28.98	\$ 29.13	\$ 29.13	\$ 29.03
Consumers Energy	Meter pit Bay Street	\$ 28.85	\$ 28.85	\$ 28.85	\$ 30.87	\$ 29.13	\$ 29.03
Consumers Energy	Meter pit F-41	\$ 28.85	\$ 28.85	\$ 29.13	\$ 29.13	\$ 29.03	\$ 29.61
Consumers Energy	Meter pit Bissonette	\$ 28.85	\$ 28.85	\$ 29.13	\$ 29.13	\$ 29.03	
Consumers Energy	Meter pit Division	\$ 31.52	\$ 32.56	\$ 42.57	\$ 42.57	\$ 41.73	
Consumers Energy	Meter pit Lake Street	\$ 29.11	\$ 29.11	\$ 29.99	\$ 29.69	\$ 29.41	\$ 29.31
Consumers Energy	Meter pit Baldwin loop	\$ 47.92	\$ 45.50	\$ 48.38	\$ 49.37	\$ 48.98	\$ 48.45
Consumers Energy	Meter pit Tawas Beach Rd.	\$ 31.39	\$ 31.37	\$ 34.20	\$ 31.85	\$ 31.75	
Consumers Energy	Meter pit E. Tawas Beach Rd.	\$ 28.85	\$ 28.85	\$ 28.85	\$ 29.13	\$ 29.03	
Consumers Energy	Meter pit Cemetery Rd.	\$ 32.31	\$ 32.43	\$ 35.67	\$ 34.27	\$ 36.04	
Consumers Energy	Meter pit W. River Rd.	\$ 28.85	\$ 28.85	\$ 29.13	\$ 29.13	\$ 29.03	
DTE Energy	HSRUA water plant	\$ 326.75	\$ 527.03	\$ 1,173.72	\$ 1,700.75	\$ 1,764.51	\$ 2,872.72
DTE Energy	Booster station	\$ 34.61	\$ 49.81	\$ 105.50	\$ 155.31	\$ 148.39	\$ 160.14
DTE Energy	Lincoln Street	\$ 44.29	\$ 73.99	\$ 93.58	\$ 93.58	\$ 114.40	\$ 118.77
DTE Energy	Lakewood Shore water tower	\$ 35.30	\$ 50.50	\$ 85.16	\$ 85.16	\$ 104.53	\$ 111.05
		\$ 11,210.23	\$ 10,588.49	\$ 11,381.25	\$ 12,363.73	\$ 12,157.53	\$ 14,676.04

Huron Shore Regional Utility Authority

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



FEBRUARY 2021

WURTSMITH AIR FORCE BASE

WAFB FRONT GATE			WAFB BACK GATE		
READ DATE	IN	OUT	READ DATE	IN	OUT
2/27/2021	19853	998385	2/27/2021	49305	80
1/30/2021	19853	998385	1/30/2021	44489	80
TOTAL	0	0	TOTAL	4,816,000	0

F-41 ALERT FACILITY		
READ DATE	IN	OUT
2/27/2021	102058122	82578648
1/30/2021	102058119	82578648
TOTAL	3	0

TOTAL ON WAFB: 4,816,003
 TOTAL OFF WAFB: 0
 TOTAL WAFB USAGE: 4,816,003

CHARTER TOWNSHIP OF OSCODA

NEW LAKE AND DIVISION			OLD LAKE AND DIVISION		
READ DATE	IN	OUT	READ DATE	IN	OUT
2/27/2021	21772	2	2/27/2021	128668	7903
1/30/2021	20158	2	1/30/2021	128668	7903
TOTAL	16,140,000	0	TOTAL	0	0

RIVER ROAD				
READ DATE	IN	OUT		
2/27/2021	15245	20002	TOTAL TO OSCODA:	16,140,000
1/30/2021	15245	20002	TOTAL BACK TO AuSABLE:	0
TOTAL	0	0	TOTAL WAFB USAGE:	4,816,003
			TOTAL SILVER SANDS:	477,483
			TOTAL OSCODA USAGE:	10,846,514

AuSABLE TOWNSHIP

BOOSTER STATION		SILVER SANDS	
READ DATE		TOTAL	477,483
2/27/2021	368,329,293		
1/30/2021	348,777,507		
TOTAL	19,551,786		
		TOTAL	36,000

TOTAL BOOSTER STATION: 19,551,786
 TOTAL WAFB USAGE: 4,816,003
 TOTAL OSCODA USAGE: 10,846,514
 TOTAL AUSABLE USAGE: 3,853,269

BALDWIN TOWNSHIP

CEMETERY ROAD			BALDWIN RESORT		TAWAS BEACH CLUB		PONTIAC
READ DATE	IN	OUT	READ DATE	IN	READ DATE	IN	IN
2/27/2021	69589	46179	2/27/2021	11670	2/27/2021	8629	2270
1/30/2021	66105	45010	1/30/2021	11562	1/30/2021	8624	2270
TOTAL	3,484,000	1,169,000	TOTAL	108,000	TOTAL	5,000	0

US-23/EMERY PIT		CROCKER		AuSABLE POINT		BIRCH DRIVE	
READ DATE	IN	READ DATE	IN	READ DATE	IN	READ DATE	IN
2/27/2021	19069	2/27/2021	1495	2/27/2021	5590	2/27/2021	45475
1/30/2021	18920	1/30/2021	1495	1/30/2021	5554	1/30/2021	45345
TOTAL	14,900	TOTAL	0	TOTAL	36,000	TOTAL	130,000

BALDWIN MASTER METER PIT			TOTAL TO BALDWIN TOWNSHIP:	
READ DATE	IN	BOOSTER		
2/27/2021	14644	20098	4,644,900	
1/30/2021	13874	17704	TOTAL BACK TO EAST TAWAS: 1,169,000	
TOTAL	770,000	2,394,000	TOTAL TO BOOSTER: 2,394,000	
			TOTAL BALDWIN TOWNSHIP USAGE: 1,081,900	

TAWAS CITY

WESTOVER			US-23		
READ DATE	IN	OUT	READ DATE	IN	IN
2/27/2021	65410	8365	2/27/2021	97864	216805
1/30/2021	58827	6753	1/30/2021	97864	216805
TOTAL	6,583,000	1,612,000	TOTAL	0	0

TOTAL TO TAWAS CITY:	6,583,000
TOTAL BACK TO EAST TAWAS:	1,612,000
TOTAL TAWAS CITY USAGE	4,971,000

CITY OF EAST TAWAS

EAST TAWAS MASTER		
READ DATE	IN	OUT
2/27/2021	1712044	26896
1/30/2021	1700070	26799
TOTAL	11,974,000	97,000

EAST TAWAS METER NET:	11,877,000
CEMETERY ROAD OUT:	2,315,000
TOTAL TAWAS USAGE:	4,971,000
TOTAL EAST TAWAS USAGE:	4,591,000

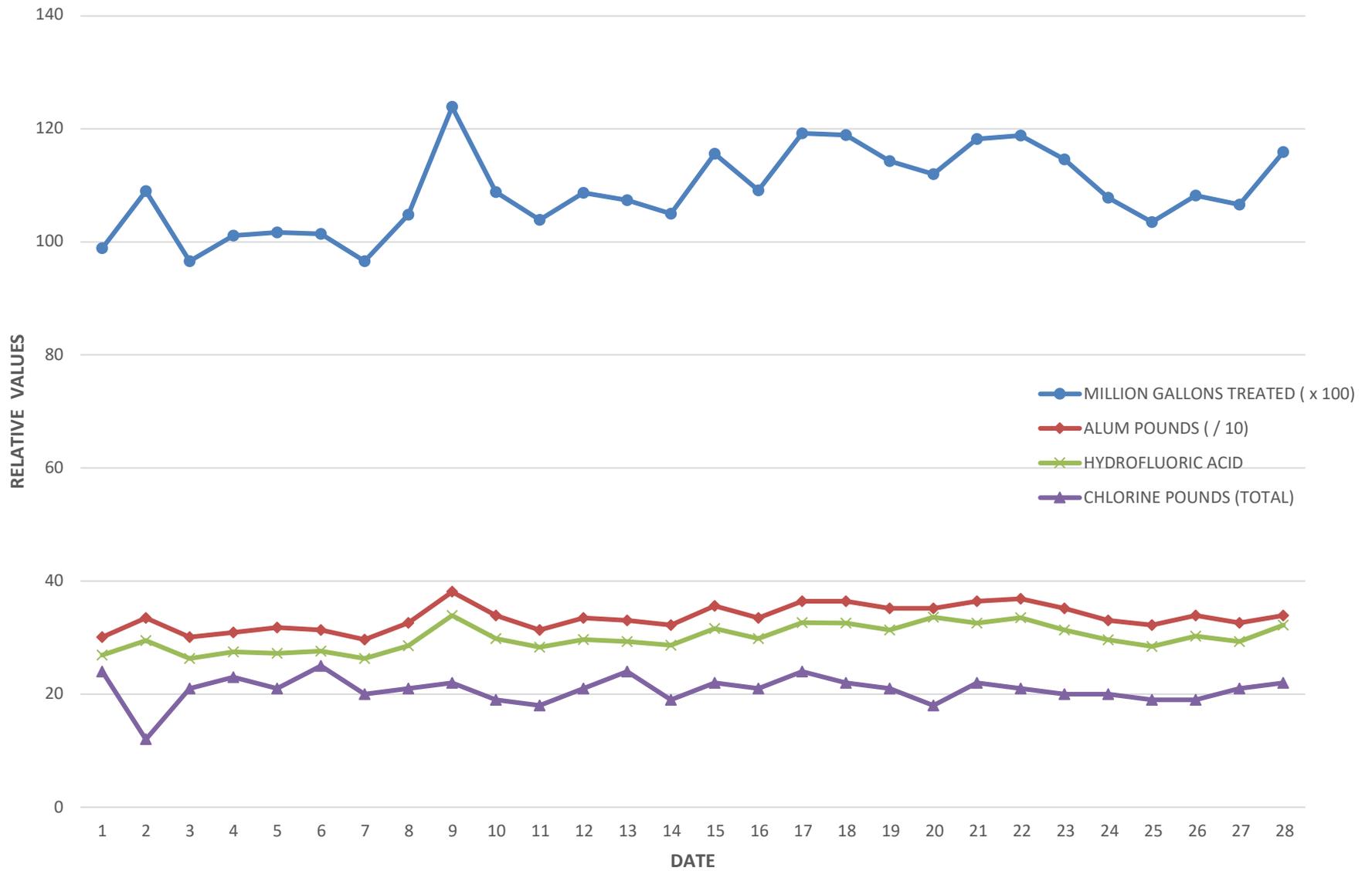
HSRUA WATER PLANT

WATER PLANT PRODUCTION	
READ DATE	
2/27/2021	78907.55
1/30/2021	75989.14
TOTAL	29,184,100

TOTAL WATER PLANT PRODUCTION	29,184,100
TOTAL FROM ALL MASTER METERS	30,159,686
HSRUA USEAGE:	-
TOTAL TO SEWER:	90,512
PLANT USAGE	-885,074

	GALLONS	PERCENT
WURTSMITH	4,816,003	15.97%
OSCODA	10,846,514	35.96%
AUSABLE	3,853,269	12.78%
BALDWIN	1,081,900	3.59%
TAWAS	4,971,000	16.48%
EAST TAWAS	4,591,000	15.22%
HSRUA WTP	-885,074	-2.93%
TOTAL	30,159,686	100.00%
TOTAL % OF PRODUCTION ACCOUNTED FOR		100.00%

TREATED FLOW AND CHEMICAL USAGE FEBRUARY 2021



**MONTHLY OPERATION REPORT OF
WATER TREATMENT PLANT**

Huron Shore Regional Utility Authority

For the month/year of
February 2021

WSSN:3319

County: _____
Iosco

CATHERINE WINN
Certified Operator

F-1
Water Plant Classification

Signature

Executive Operations Officer
Title

Treatment Rate and Filter Data

1. Treatment Rate, Maximum: 3.73 Million Gallons per Day
2. Treatment Rate, Approved Rated Plant Capacity: 5.4 Million Gallons per Day
3. Average Filter Run: 104.59 Hours
4. Average Filtration Rate: 1.59 Gallons Per Square Ft. per Minute
5. Maximum Filtration Rate: 1.68 Gallons Per Square Ft. per Minute
6. Average Wash Water Use: 1.21% percent of Treated Water

Chemical Data

7. Chlorine on hand: 5056.5 lbs. Est. supply 243 days
8. Alum (Al³⁺) on hand: 1480.84 lbs. Est. supply 100 days
9. Cost of All Chemicals per Million Gallons: \$66.77
10. Total Power Cost per Million Gallons: \$162.23

Remarks

- Number of filter confluence samples >0.3 NTU 0
- Number of filter confluence samples collected: 171
- 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	7.01	N/A	N/A	83	69	N/A	N/A	14.50	9.50	N/A	N/A
2	7.85	7.05	N/A	N/A	82	76	N/A	N/A	0.00	12.00	N/A	N/A
3	7.90	7.08	100	99	81	71	19	28	7.30	13.70	N/A	10.76
4	7.65	7.08	N/A	N/A	79	72	N/A	N/A	13.90	9.10	N/A	N/A
5	7.79	7.03	N/A	N/A	79	70	N/A	N/A	12.10	8.90	N/A	N/A
6	7.80	7.03	N/A	N/A	78	69	N/A	N/A	13.80	11.20	N/A	N/A
7	7.75	7.11	N/A	N/A	81	73	N/A	N/A	14.10	5.90	N/A	N/A
8	7.69	7.07	N/A	N/A	80	70	N/A	N/A	14.20	6.80	N/A	N/A
9	7.62	7.07	N/A	N/A	80	69	N/A	N/A	14.80	7.20	N/A	N/A
10	7.74	7.12	102	100	81	69	21	31	11.60	7.40	N/A	10.78
11	7.67	7.06	N/A	N/A	77	69	N/A	N/A	12.10	5.90	N/A	N/A
12	7.75	7.07	N/A	N/A	79	67	N/A	N/A	11.90	9.10	N/A	N/A
13	7.70	7.07	N/A	N/A	83	70	N/A	N/A	13.70	10.30	N/A	N/A
14	7.63	7.10	N/A	N/A	84	74	N/A	N/A	13.10	5.90	N/A	N/A
15	7.70	7.11	N/A	N/A	84	73	N/A	N/A	14.40	7.60	N/A	N/A
16	7.51	7.10	N/A	N/A	85	73	N/A	N/A	13.60	7.40	N/A	N/A
17	7.78	7.09	108	105	82	75	26	30	15.10	8.90	N/A	10.81
18	7.79	7.15	N/A	N/A	79	75	N/A	N/A	14.80	7.20	N/A	N/A
19	7.80	7.11	N/A	N/A	80	72	N/A	N/A	13.40	7.60	N/A	N/A
20	7.69	7.09	N/A	N/A	80	69	N/A	N/A	11.50	6.50	N/A	N/A
21	7.79	7.10	N/A	N/A	81	70	N/A	N/A	13.30	8.70	N/A	N/A
22	7.70	7.09	N/A	N/A	79	70	N/A	N/A	13.30	7.70	N/A	N/A
23	7.81	7.09	N/A	N/A	83	70	N/A	N/A	12.40	7.60	N/A	N/A
24	7.76	7.09	104	100	82	70	22	30	10.30	9.70	N/A	10.75
25	7.74	7.09	N/A	N/A	80	72	N/A	N/A	11.20	7.80	N/A	N/A
26	7.81	7.07	N/A	N/A	79	70	N/A	N/A	9.90	9.10	N/A	N/A
27	7.83	7.05	N/A	N/A	81	71	N/A	N/A	10.50	10.50	N/A	N/A
28	7.74	7.12	N/A	N/A	82	70	N/A	N/A	12.50	9.50	N/A	N/A
AVG	7.74	7.08	104	101	81	71	22	30				
MAX	7.90	7.15	108	105	85	76	26	31				
MIN	7.51	7.01	100	99	77	67	19	28				
TOTAL									343.30	238.70		

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	1.59	3.52	N	4.90	12	0	ND	ND
2	100mL/ND	1	100mL/ND	1.58	3.49	NW	4.80	20	0	ND	ND
3	100mL/ND	1	100mL/ND	1.61	3.57	NW	5.70	18	0	ND	ND
4	100mL/ND	1	100mL/ND	1.57	3.47	S	5.40	12	0	ND	ND
5	100mL/ND	1	100mL/ND	1.58	3.49	SW	4.80	3	0	ND	ND
6	100mL/ND	1	100mL/ND	1.57	3.48	SW	4.40	7	0	ND	ND
7	100mL/ND	1	100mL/ND	1.61	3.57	SW	4.70	0	0	ND	ND
8	100mL/ND	1	100mL/ND	1.57	3.47	SW	5.20	0	0	ND	ND
9	100mL/ND	1	100mL/ND	1.63	3.60	W	5.00	0	0	ND	ND
10	100mL/ND	1	100mL/ND	1.57	3.48	SW	5.00	1	0	ND	ND
11	100mL/ND	1	100mL/ND	1.61	3.56	NW	4.70	0	0	ND	ND
12	100mL/ND	1	100mL/ND	1.68	3.73	NE	4.60	1	0	ND	ND
13	100mL/ND	1	100mL/ND	1.61	3.56	E	3.80	9	0	ND	ND
14	100mL/ND	1	100mL/ND	1.57	3.48	W	4.00	1	0	ND	ND
15	100mL/ND	1	100mL/ND	1.62	3.58	NW	4.90	5	0	ND	ND
16	100mL/ND	1	100mL/ND	1.58	3.49	N	4.60	0	0	ND	ND
17	100mL/ND	1	100mL/ND	1.62	3.58	NW	4.50	3	0	ND	ND
18	100mL/ND	1	100mL/ND	1.56	3.46	NW	4.20	1	0	ND	ND
19	100mL/ND	1	100mL/ND	1.60	3.54	W	4.10	1	0	ND	ND
20	100mL/ND	1	100mL/ND	1.47	3.26	SW	4.40	0	0	ND	ND
21	100mL/ND	1	100mL/ND	1.60	3.55	SW	5.30	1	0	ND	ND
22	100mL/ND	1	100mL/ND	1.56	3.46	SW	5.50	1	0	ND	ND
23	100mL/ND	1	100mL/ND	1.60	3.55	W	5.10	0	0	ND	ND
24	100mL/ND	1	100mL/ND	1.61	3.57	SE	5.30	0	0	ND	ND
25	100mL/ND	1	100mL/ND	1.60	3.55	SW	5.00	0	0	ND	ND
26	100mL/ND	1	100mL/ND	1.57	3.46	SW	4.40	0	0	ND	ND
27	100mL/ND	1	100mL/ND	1.60	3.53	SW	3.90	0	0	ND	ND
28	100mL/ND	1	100mL/ND	1.57	3.48	E	6.30	0	0	ND	ND
AVG	0.00	1	0.00	1.59	3.52		4.80	3	0.00		
MAX	0.00	1	0.00	1.68	3.73		6.30	20	0.00		
MIN	0.00	1	0.00	1.47	3.26		3.80	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	4420 N US23	Wellman's	3550 E RIVER	Twp. Hall	Health Park	Airport	Pathways C.C.	DPW Garage	Free	Total	Free	Total	Free	Total	Free	Total	
1																								
2																								
3	0.81	0.91	0.60	0.69	0.83																			
4														0.91		0.78		0.37		0.52			0.38	
5																								
6																								
7																								
8																								
9																								
10	0.82	0.97	0.60	0.69	1.03																			
11																								
12																								
13																								
14																								
15																								
16																								
17	1.16	1.30	0.59	0.69	1.07																			
18								0.82					0.69		0.38		0.79		0.54		0.49		0.21	
19																								
20																								
21																								
22																								
23																								
24	0.85	1.01	0.61	0.70	0.94																			
25																								
26																								
27																								
28																								
Ave.	0.91	1.05	0.60	0.69	0.97							0.76											0.54	
Max.	1.16	1.30	0.61	0.70	1.07							0.82											0.91	
Min.	0.81	0.91	0.59	0.69	0.83							0.69											0.21	

DISTRIBUTION SAMPLES - BACTERIOLOGICAL SUMMARY					
	AuSable Twp.	Baldwin Twp.	East Tawas	Oscoda Twp.	Tawas
Total number of routine distribution samples analyzed	2	4	4	10	4
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

FILTER CONFLUENCE

C*T EVALUATION

4 HOUR AVERAGE					HURON SHORES REGIONAL UTILITY AUTHORITY				
DATE	1ST	2ND	3RD	4TH	AVG.	C*T	WORSE CASE SCENARIO:		
1	0.05	0.05	N/A	N/A	0.05	153.14	DATE:	2/3/2021	
2	0.05	0.05	N/A	N/A	0.05	220.25	ACTUAL C*T:	144.67	
3	0.05	0.06	N/A	N/A	0.06	144.67	REQUIRED C*T:	31	
4	0.06	0.06	N/A	N/A	0.06	210.45			
5	0.06	0.05	N/A	N/A	0.06	195.31			
6	0.05	0.05	N/A	N/A	0.05	169.87			
7	0.06	0.06	N/A	N/A	0.06	209.77			
8	0.05	0.05	N/A	N/A	0.05	201.18			
9	0.05	0.05	N/A	N/A	0.05	175.15			
10	0.05	0.05	N/A	N/A	0.05	202.42			
11	0.05	0.05	N/A	N/A	0.05	195.98			
12	0.05	0.05	N/A	N/A	0.05	197.87			
13	0.06	0.05	N/A	N/A	0.06	179.90			
14	0.05	0.05	N/A	N/A	0.05	193.72			
15	0.05	0.05	N/A	N/A	0.05	167.01			
16	0.05	0.05	N/A	N/A	0.05	196.43			
17	0.05	0.05	N/A	N/A	0.05	175.73			
18	0.06	0.06	N/A	N/A	0.06	212.93			
19	0.06	0.06	N/A	N/A	0.06	203.08			
20	0.06	0.06	N/A	N/A	0.06	205.19			
21	0.06	0.06	N/A	N/A	0.06	180.53			
22	0.06	0.06	N/A	N/A	0.06	173.73			
23	0.06	0.06	N/A	N/A	0.06	187.35			
24	0.06	0.06	N/A	N/A	0.06	183.68			
25	0.06	0.06	N/A	N/A	0.06	182.81			
26	0.06	0.06	N/A	N/A	0.06	195.29			
27	0.06	0.06	N/A	N/A	0.06	165.15			
28	0.06	0.06	N/A	N/A	0.06	189.64			
AVG.	0.06	0.06			0.06				
MAX	0.06	0.06			0.06				
MIN	0.05	0.05			0.05	144.67			

APR 07 2021



STATE OF MICHIGAN
DEPARTMENT OF
ENVIRONMENT, GREAT LAKES, AND ENERGY
LANSING

EGLE

GRETCHEN WHITMER
GOVERNOR

LIESL EICHLER CLARK
DIRECTOR

TO: Municipal Community Water Supplies

FROM: Eric J. Oswald, Director 
Drinking Water and Environmental Health Division

DATE: March 25, 2021

SUBJECT: Complete Distribution System Materials Inventory
Physical Verification Requirements

This memo provides additional information on the Complete Distribution System Materials Inventory (CDSMI) required by the lead and copper provisions of the Michigan Safe Drinking Water Act, 1976 PA 399, as amended (Act 399). Pursuant to Rule 325.11604 (c)(ii) of Act 399, a CDSMI must be submitted to the Michigan Department of Environment, Great Lakes, and Energy (EGLE) by January 1, 2025.

The purpose of the CDSMI is to characterize, record, and maintain a comprehensive inventory of distribution system materials, including service line materials on both public and private property. This should include the establishment or continuation of a comprehensive record management system that is updated regularly as inventory is added, changed, or confirmed. Please visit Michigan.gov/LCR and review the document "CDSMI Overview" for more information.

The focus of this memo is to provide information regarding one step in the CDSMI process: the nature and scope of minimum service line physical verification expectations. This is NOT meant to serve as extensive and final guidance on all actions necessary to produce a CDSMI. Additional guidance will be provided in the future. This memo provides information about the minimum expectations for physical verification of service line materials to help systems planning for and conducting verification efforts. Planning for and physical verification of service line materials should be conducted in a timely fashion to enable compliance with the CDSMI submittal deadline of January 1, 2025.

Visit Michigan.gov/LCR for the document titled "Minimum Service Line Material Verification Requirements" which describes minimum expectations for physical verification of service line materials. In summary:

- Physical verification of a randomly selected subset of service lines of "unknown" material will be required for most supplies. Note that "known" is defined conservatively in the enclosed guidance. The minimum number of service lines requiring physical verification is dependent on the water supply's total number of "unknown" potable water service lines.
- A multi-segment physical verification is expected for each of the randomly selected service lines.

Complete Distribution System Materials Inventory

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- A record of material and verification method must be maintained for each segment of each randomly selected service line.
- Results of physical verification should be compared with existing records to assess their accuracy.
- Based on results of the minimum physical verification, additional verification efforts may be required.

EGLE will be hosting two free webinars to review the requirements described in this document. Please consider attending one of these sessions (both sessions cover the same content):

Tuesday, April 13, 2021, from 1:30 p.m. to 2:30 p.m.

Tuesday, April 27, 2021, from 10:00 a.m. to 11:00 a.m.

Registration for these two webinars is available online at Michigan.gov/EGLEEvents.