

**OSCODA TOWNSHIP
REGULAR BOARD MEETING
AGENDA & NOTICE
January 23, 2023 – 6:30 P.M.
SHORELINE PLAYERS
6000 N. Skeel Ave.
Oscoda, MI 48750
(989)739-3586**

Posted Date: January 20, 2023

Press Notification Date: January 20, 2023

Posted by: _____Tammy Kline_____

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

PUBLIC PRESENTATION: CORRIDOR IMPROVEMENT AUTHORITY PRESENTATION

AGENDA ADDITIONS:

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

CONSENT AGENDA:

Approval of Minutes:

1. Regular Meeting Minutes – January 9, 2023
2. Special Meeting Minutes – January 16, 2023

Finance:

1. Payment of Bills (Oscoda Township) – Total - \$107,554.03
 - a. Prepaid – January 12, 2023 - \$584.14
 - b. Prepaid – January 17, 2023 - \$93,040.00
 - c. Prepaid – January 19, 2023 - \$10,785.31
 - d. Check Run – January 24, 2023 - \$3,144.58
 - e. C2R2 Checking Report
 - f. Fire Truck Purchase Check Report

SUB COMMITTEE REPORTS AND PROJECT UPDATES: (As Available)

1. Engineering Report
2. F & V Operations Update – Water Loss Report
3. Website Committee Update

SUPERINTENDENT'S REPORT ----- Kline

1. Rowe Engineering Invoices
2. 2023 Blanket Purchase Order Authorization for Old Orchard Park Vendors
3. MI PAR Plan 2023 Premium
4. Oscoda Township Façade Grant Program Approval

5. Oscoda Township Corridor Improvement Authority
6. PLACE + MAIN Advisors Proposal
7. Match on Main Grant
8. Oscoda Township ORV Road Access
9. Meter Pit Purchase Request

RESOLUTIONS AND ORDINANCES:

1. Resolution 2023 - 02 – Redesignation of Primary Water Main

OTHER:

1. Policy Subcommittee Appointment
2. Letter of Support – MI Hope Grant
3. CPA Revisited
4. Rehire Benefit Clarification
5. Ausable Canoe Marathon Ad
6. Oscoda Township PFAS Discussion

PUBLIC COMMENTS:

BOARD COMMENTS:

INFORMATIONAL:

1. Friends of the Library Report
2. F&V Operations Report – October -December 2022

Corridor Improvement Authority

Presentation to the Charter Township of Oscoda Board of
Trustees

January 23, 2023

Agenda

- The purpose of Corridor Improvement Authorities (CIAs)
- The powers of CIAs
- The benefits of CIAs
- CIA responsibilities
- Where CIAs can operate
- The process for creating a CIA
- The makeup of a CIA Board of Trustees
- Next steps



RECODIFIED TAX INCREMENT FINANCING ACT (EXCERPT)

Act 57 of 2018

PART 6

CORRIDOR IMPROVEMENT AUTHORITIES

125.4602 Definitions; A to M.

Sec. 602. As used in this part:

(a) "Advance" means a transfer of funds made by a municipality to an authority or to another person on behalf of the authority in anticipation of repayment by the authority. Evidence of the intent to repay an advance may include, but is not limited to, an executed agreement to repay, provisions contained in a tax increment financing plan approved prior to the advance, or a resolution of the authority or the municipality.

(b) "Assessed value" means the taxable value as determined under section 27a of the general property tax act, 1893 PA 206, MCL 211.27a.

(c) "Authority" means a corridor improvement authority created under section 604(1) or a joint authority created under section 604(2).

(d) "Board" means the governing body of an authority.

(e) "Business district" means an area of a municipality zoned and used principally for business.

(f) "Captured assessed value" means the amount in any 1 year by which the current assessed value of the development area, including the assessed value of property for which specific local taxes are paid in lieu of property taxes as determined in section 603(e), exceeds the initial assessed value. The state tax commission shall prescribe the method for calculating captured assessed value.

(g) "Chief executive officer" means the mayor of a city, the president of a village, or the supervisor of a township.

(h) "Development area" means that area described in section 605 to which a development plan is applicable.

(i) "Development plan" means that information and those requirements for a development area set forth in section 621.

(j) "Development program" means the implementation of the development plan.

(k) "Fiscal year" means the fiscal year of the authority.

(l) "Governing body" or "governing body of a municipality" means the elected body of a municipality having legislative powers or, for a joint authority created under section 604(2), the elected body of each municipality having legislative powers that is a member of the joint authority.

(m) "Initial assessed value" means the assessed value, as equalized, of all the taxable property within the boundaries of the development area at the time the resolution establishing or amending the tax increment financing plan is approved, as shown by the most recent assessment roll of the municipality for which equalization has been completed at the time the resolution is adopted. The initial assessed value may be modified once during the term of the tax increment financing plan through an amendment as provided in section 618(4) after the tax increment financing plan fails to generate captured assessed value for 3 consecutive years due to declines in assessed value. Property exempt from taxation at the time of the determination of the initial or amended assessed value shall be included as zero. For the purpose of determining initial or amended assessed value, property for which a specific local tax is paid in lieu of a property tax shall not be considered to be property that is exempt from taxation. The initial assessed value of property for which a specific local tax was paid in lieu of a property tax shall be determined as provided in section 603(e).

(n) "Land use plan" means a plan prepared under former 1921 PA 207, former 1943 PA 184, or a site plan under the Michigan zoning enabling act, 2006 PA 110, MCL 125.3101 to 125.3702.

(o) "Municipality" means 1 of the following:

(i) A city.

(ii) A village.

(iii) A township.

(iv) A combination of 2 or more cities, villages, or townships acting jointly under a joint authority created under section 604(2).

History: 2018, Act 57, Iff. Jan. 1, 2019.

125.4603 Definitions.

Sec. 603. As used in this part:

(a) "Director" means the director of the Michigan Department of Treasury, including salaries and expenses of employees, office supplies,

Purpose

- Authorized by Michigan Public Act 57 of 2018
- The act states that CIAs can be created by a municipality to:
 - Redevelop commercial corridors, and
 - Promote economic growth

CIA Review

Powers

A Summary

- Prepare an analysis of economic changes taking place in the development area.
- Preservation, or reconstruction of a public facility, an existing building, or a multiple-family dwelling unit necessary or appropriate to the execution of a plan which aids in the economic growth of the development area.
- Plan, propose, and implement an improvement to a public facility within the development area to comply with the barrier-free design requirements
- Develop long-range plans, in cooperation with the agency that is chiefly responsible for planning in the municipality, designed to halt the deterioration of property values in the development area and promote the economic growth of the development area, and take steps as may be necessary to persuade property owners to implement the plans.
- Implement any development plan necessary to achieve the economic goals of the authority.
- Make and enter into contracts necessary or incidental to the exercise of its powers and the performance of its duties.
- Acquire by purchase or otherwise, or own, convey, or otherwise dispose of, or lease as lessor or lessee, land and other property, real or personal,
- Improve land and construct, reconstruct, rehabilitate, restore and preserve, equip, improve, maintain, repair, and operate any building, within the development area for the use, in whole or in part, of any public or private person or corporation, or a combination thereof.
- Fix, charge, and collect fees, rents, and charges for the use of any facility, building, or property under its control or any part of the facility, building, or property, and pledge the fees, rents, and charges for the payment of revenue bonds issued by the authority.
- Lease, in whole or in part, any facility, building, or property under its control.
- Accept grants and donations of property, labor, or other things of value from a public or private source.
- Acquire and construct public facilities.
- Conduct market research and public relations campaigns, develop, coordinate, and conduct retail and institutional promotions, and sponsor special events and related activities.
- Contract for broadband service and wireless technology service in a development area.

Benefits

- Broad powers to assist the corridor
- Ability to raise and borrow funds
- Development district liquor licenses
- Manage and lead district efforts

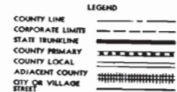
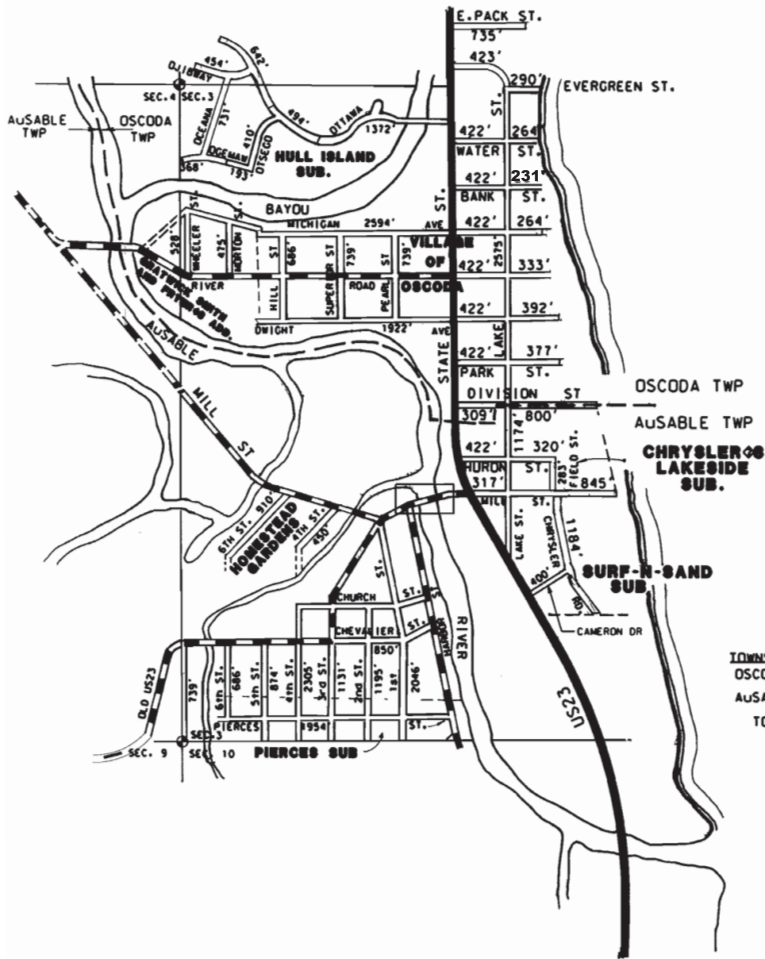
CIA Responsibilities

- Board members must take a constitutional oath of office
- Meetings are subject to the Open Meetings Act
- Reporting requirements:
 - Must maintain a website with agenda, minutes, budgets, audits, plans, staff, and other information
 - Must hold two informational meetings, annually
 - Provide detailed report to the Michigan Department of Treasury, if using TIF

Where CIAs Can Operate

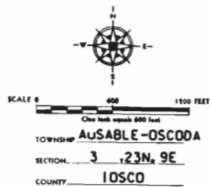
District Requirements:

- Within 500 feet of an arterial or collector street
- Contain at least 10 contiguous parcels or 5 contiguous acres
- More than 1/2 of the existing ground floor square footage is classified as commercial real property under section 34c of the general property tax act
- Residential use, commercial use, or industrial use has been allowed and conducted under the zoning ordinance or conducted in the entire development area, for the immediately preceding 30 years
- Served by water and sewer
- Zoned to allow for mixed-use that includes high-density residential use (C-MU, C-T zones)



I HEREBY CERTIFY THAT THE ROADS SHOWN HEREON BY SYMBOL OR IN GREEN AS LOCAL ROADS ARE IN USE AND ARE UNDER THE JURISDICTION OF THE COUNTY ROAD COMMISSION

TOTAL FEET 39,957 EQUALS 7.57 MILES



TOWNSHIP	FEET	MILES
OSCODA	21072	3.99
AUSABLE	18885	3.58
TOTAL	39,957	7.57

63

63



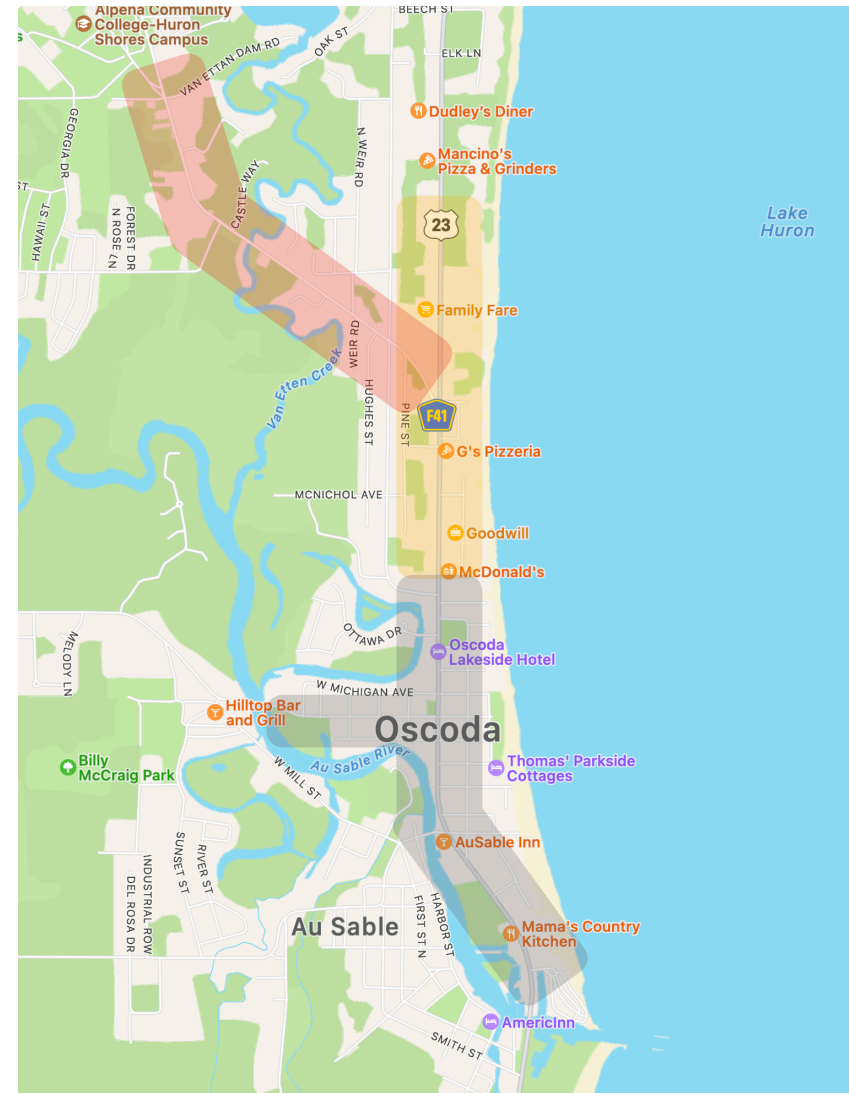
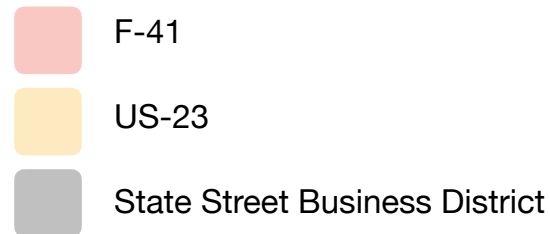
OSCODA TOWNSHIP Street Frontage Regulating Plan

Data Source: State of Michigan Geographic Data Library

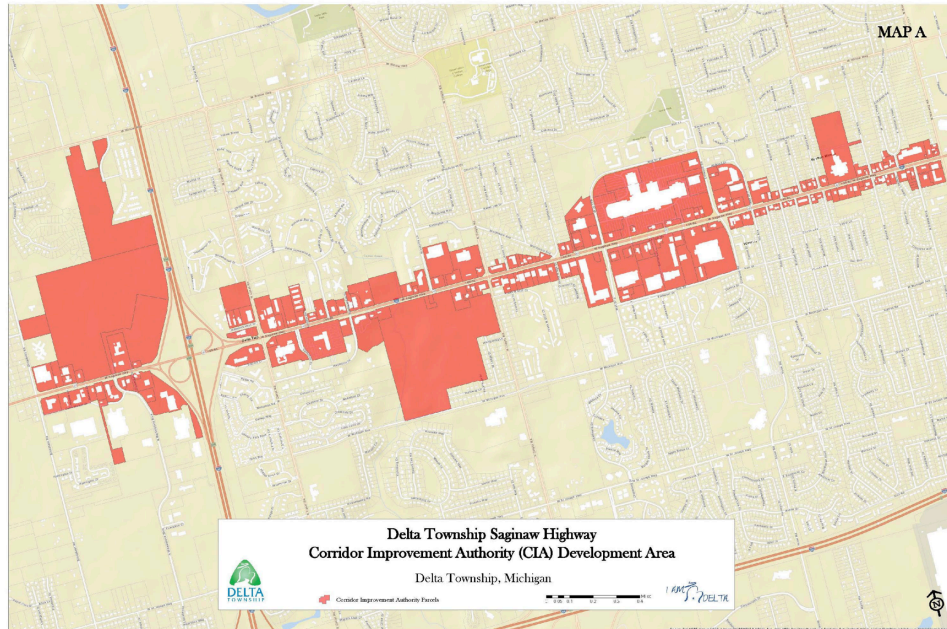
- C-T: Commercial-Traditional
- C-MU: Commercial-Mixed Use
- C-L: Commercial Lodging
- SF-SL: Single Family-Small Lot

CIA Geography

- Each district can have its own CIA or all can be within one authority
- Areas that are zoned C-T, C-MU, C-L, US-23 & F-41 are eligible to be included in the CIA



Delta Township



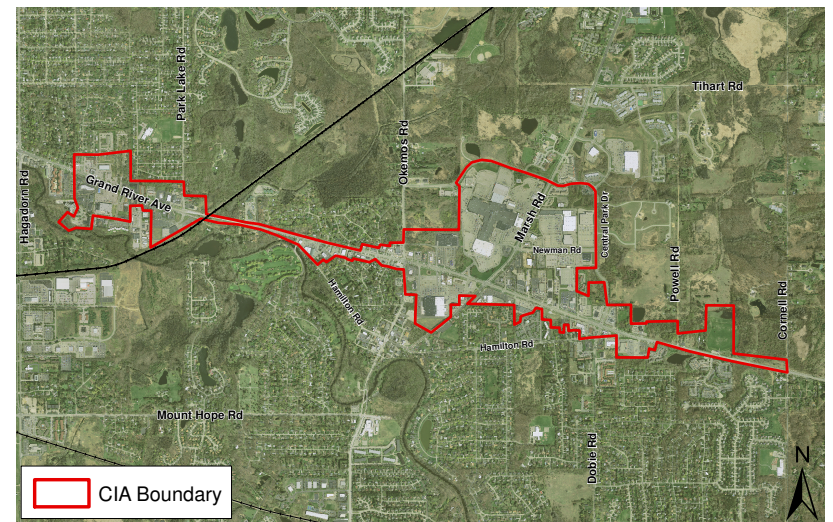
Crockery Township



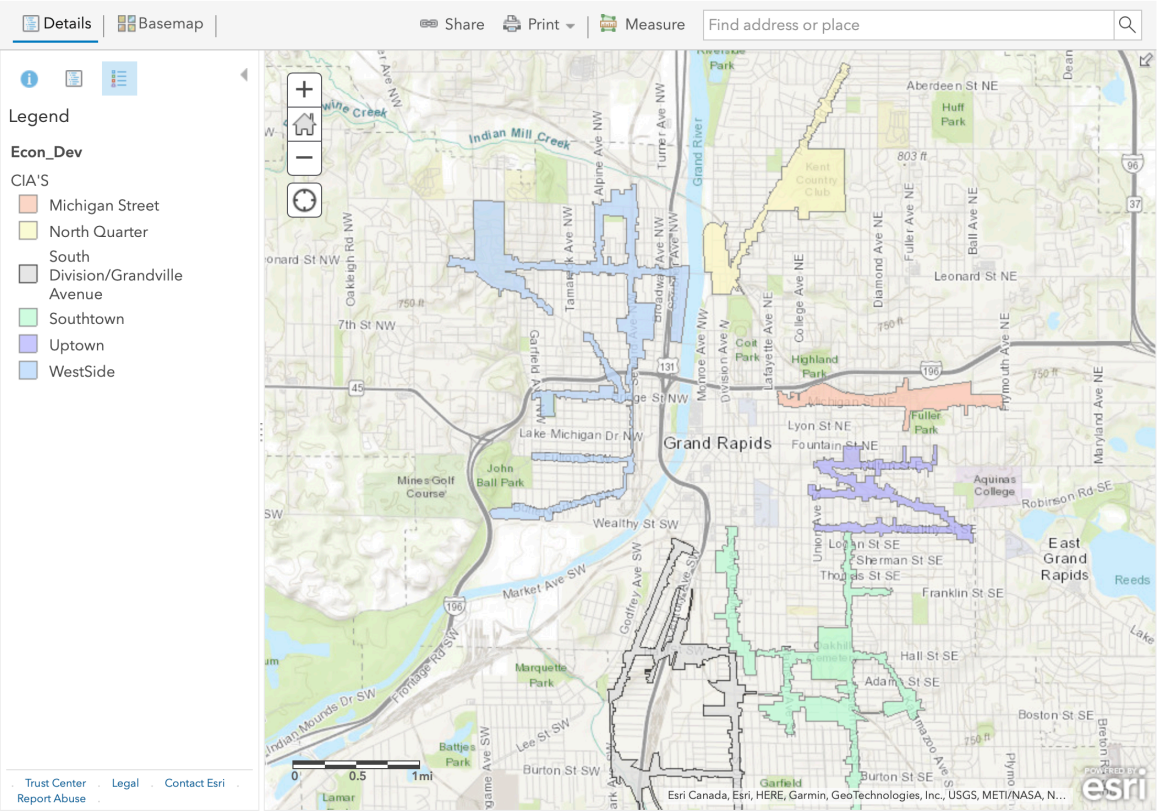
CROCKERY TOWNSHIP
CORRIDOR IMPROVEMENT AUTHORITY

Tax Increment Finance and Development Plan

Meridian Township



Grand Rapids



Lansing, Lansing Twp., East Lansing



michigan
avenue
corridor

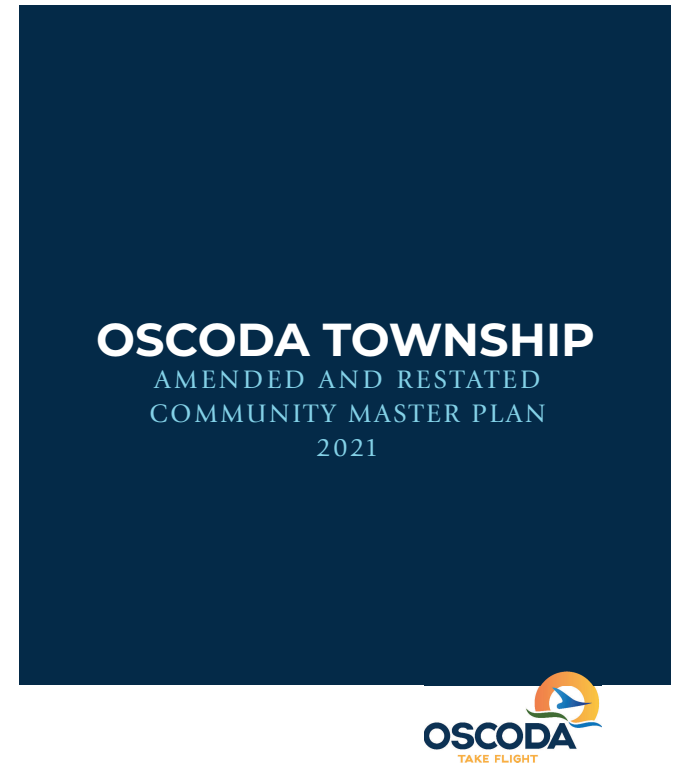
city of lansing
city of east lansing
lansing township

conceptual development plan

Key Recommendations	
Chapter 1: Key Findings	4
Chapter 2: Introduction	6
Chapter 3: Michigan Avenue Today	10
Chapter 4: Michigan Avenue 2030	21
Chapter 5: Design Guidelines	23
Chapter 6: Strategies for Implementation	26

Other CIA Requirements

- Expedite the local permitting and inspection process in the development area
- Modify its master plan to provide for walkable non-motorized interconnections, including sidewalks and streetscapes throughout the development area



Process to Create a CIA

Summary

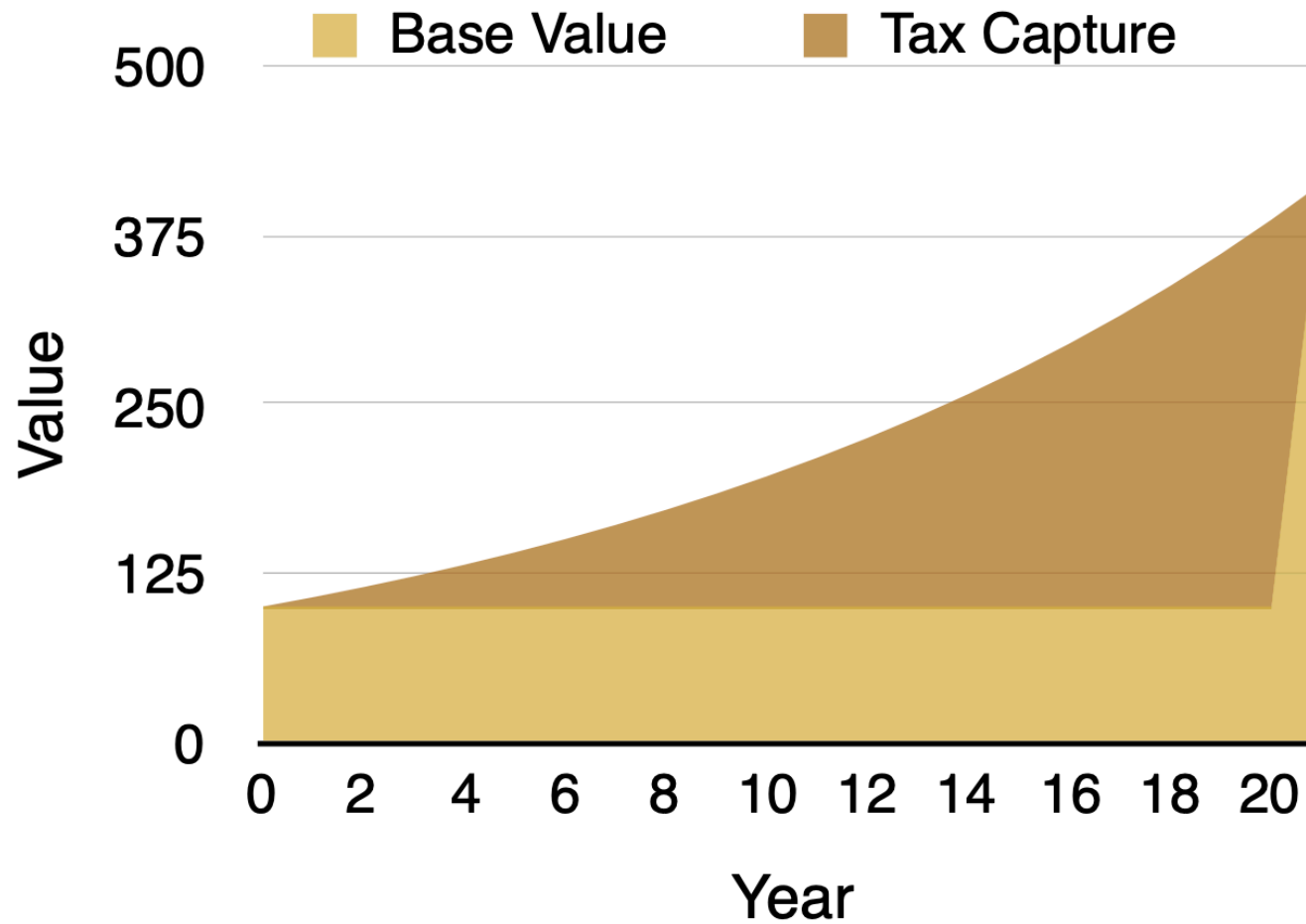
- Resolution of intent designating boundaries and setting a public hearing
- Notice of hearing to property owners, in newspaper, around the district, and notification to taxing authorities
- Not less than 60 days after the hearing, the Township Board adopts a resolution creating the authority
- If you'd like to use revenue bonds or use TIF, adopt a **Development Plan**
- If you choose to use tax increment financing, adopt a **TIF plan**

Process to Approve a Development and TIF Plan

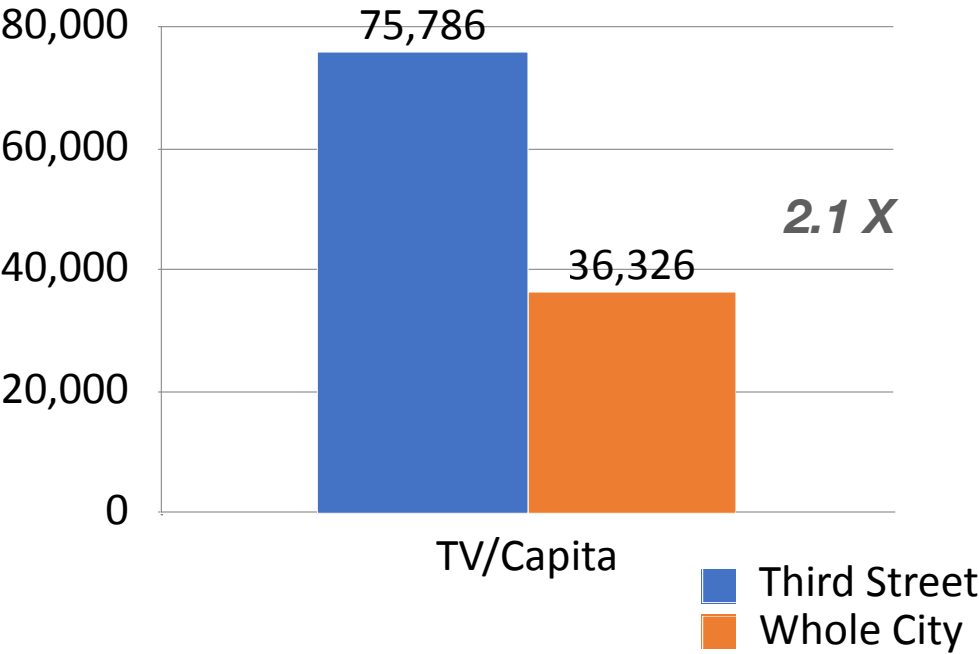
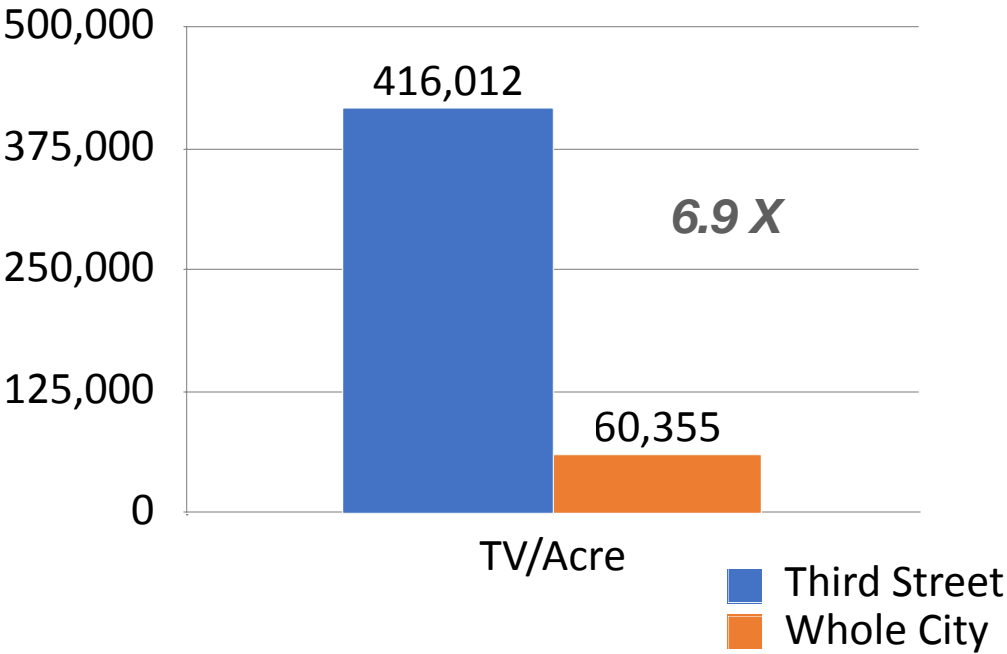
6 to 9 Months

- Identify and prioritize needs of the district, including engaging businesses, property owners, and affected taxing authorities
- Run scenarios of TIF capture and financing of planned improvements and programs
- Draft development and TIF Plan
- Notify property owners, taxing authorities, and others of a public hearing
- Hold public hearing
- Wait 60 days for taxing authority decisions on participation
- Approve plan

Tax Increment Financing (TIF)



Example: Marquette



CIA Board of Trustees Makeup

- Includes Township Chief Executive Officer, plus not less than five nor more than nine members
- Appointed by the Chief Executive Officer of the municipality, subject to affirmation by the full Board
- At least half of the members must have a property interest in the district
- At least one member must live within half a mile of the district

CIA Funding Sources

- Donations
- Revenue bonds approved by the Township Board
- Revenues from property owned, leased, licensed, or operated by the CIA
- Tax increment financing
- Special assessments
- Other funds authorized by law

Next Steps

- Decide why you are creating the CIA; do you want to borrow and/or use TIF?
Is the CIA the best tool for your needs?
- Create CIA
- Depending on your needs, create a development plan and, possibly, a tax increment financing plan for your CIA

Questions?

Rob Bacigalupi, AICP
Principal, Mission North, LLC
Rob@MissionNorthMI.com



CIA Review



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

Regular Board Meeting Minutes January 9, 2023

Call to Order – Ms. Richards called the meeting to order at 06:34 p.m. The meeting was held at SHORELINE PLAYERS 6000 N. Skeel Ave. Oscoda, MI 48750.

PLEDGE OF ALLEGIANCE

Roll Call – Board Members Present: [Mr. Spencer, Mr. Sutton, Mr. Palmer, Ms. McGuire, Mr. Cummings in late 06:45pm, Ms. Richards.]

Board Members Absent: Mr. Wusterbarth

Others Present: [Ms. Kline.] Mr. Dickerson

Additions – Mr. Sutton supported a motion by Ms. Richards to approve the addition of C2R2 Check Run 12-29-2022.

ALL YEAS:

MOTION CARRIED

Consent Agenda – Mr. Spencer supported a motion by Ms. McGuire to approve:
Approval of Minutes:

1. Regular Meeting Minutes – December 12, 2022

Finance:

1. Payment of Bills (Oscoda Township) – Total - \$293,601.27
 - a. Prepaid – January 10, 2023 - \$12,751.24
 - b. Check Run – January 5, 2023 - \$18,821.98 Correction to \$339.62
 - c. Check Run – December 29, 2022 - \$15,980.25
 - d. Check Run – December 22, 2022 - \$181,951.65
 - e. Check Run – December 16, 2022 - \$64,096.15
 - f. Fire Insurance Checking Report
 - g. CWSRF Checking Report

Oscoda Township Regular Board Meeting Minutes

January 9, 2023

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- h. CWSRF Checking Report
- i. December 2022 Investment Report
- j. Cemetery Revenue Payment for 2022 – Ausable Township
- k. C2R2 Check Run 12-29-2022

ALL YEAS:

MOTION CARRIED

SUB COMMITTEE REPORTS AND PROJECT UPDATES: (As Available)

1. Economic Improvement Director Update – Move forward with hiring Place+Main, ORV Trail update, in final stages of purchase agreement for Shelton Property, updating our guide to development, Match on Main Grant Workshop tomorrow, ask MEDC for RRC Funds for technical assistance, and Mrs. Heather Tait Resigned as EIC Alternate. CDBG, Development and Placemaking, Story Telling grant through Pure Michigan, with details available on January 23rd.

SUPERINTENDENT REPORTS:

Oscoda Phase III Water Main Pay Request No. 3 - Revised – Mr. Cummings supported a motion by Mr. Palmer to approve *reapproving the third pay request from Katterman Trucking, Inc., in the amount of \$275,413.50 to be paid from the C2R2 funds after reimbursement is requested and deposited into the Township's account.*

ALL YEAS:

MOTION CARRIED

Oscoda Pump Station Replacement Project Pay Application No. 12 – Ms. McGuire supported a motion by Mr. Sutton to approve *the twelfth pay request from RCL Construction in the amount of \$143,161.47 to be paid from the CWSRF checking after reimbursement is requested and deposited into the Township's account.*

ALL YEAS:

MOTION CARRIED

Oscoda Pump Station Replacement Project Pay Application No. 13 – Mr. Sutton supported a motion by Mr. Spencer to approve *the thirteenth pay request from RCL Construction in the amount of \$83,542.87 to be paid from the CWSRF checking after reimbursement is requested and deposited into the Township's account.*

ALL YEAS:

MOTION CARRIED

RESOLUTIONS

Resolution 2023 - 01 – Designation of Depositories – Mr. Spencer supported a motion by Mr. Sutton to approve *Resolution 2023-01 Designation of Depositories as presented*.

ALL YEAS:

MOTION CARRIED

OTHER

Planning Commission Appointment – Mr. Sutton supported a motion by Mr. Spencer to approve *the appointment of Jacqueline MacKenzie to the planning commission from 01-09-2023 to December 31, 2025*.

ALL YEAS:

MOTION CARRIED

Planning Commission Appointment – Ms. McGuire supported a motion by Mr. Sutton to approve *the appointment of Christine Beckner to the planning commission from 01-09-2023 to December 31, 2024*.

ALL YEAS:

MOTION CARRIED

Zoning Board of Appeals Reappointment – Mr. Sutton supported a motion by Ms. Richards to approve *re-appointing Mr. Rush for a one-year term to end on December 31, 2024*.

ALL YEAS:

MOTION CARRIED

Board of Review Resignation – Mr. Spencer supported a motion by Ms. Richards to accept the resignation of John Servinski with regrets.

Oscoda Township Regular Board Meeting Minutes

January 9, 2023

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ALL YEAS:

MOTION CARRIED

Economic Improvement Committee Alternate Resignation – Mr. Spencer supported a motion by Ms. Richards to accept the resignation of Heather Tait with regrets.

ALL YEAS:

MOTION CARRIED

Auto Dialer Discussion – Ms. Richards supported a motion by Mr. Spencer to postpone auto dialer conversation until the April Meeting.

ALL YEAS:

MOTION CARRIED

Oscoda Township PFAS Discussion – Postponed, Mr. Wusterbarth absent.

Public Comment –

Kelly Brown – Why are we paying for the Aune Medical Services? We are under contract until the new owner can take over the contract. Mr. Wusterbarth asked at a previous meeting that F&V be at each meeting to address the water loss. That is \$200,000.00 a year which is \$16,000.00 a month in water loss charges. Mrs. Winn has been asked to come to our next meeting with an in-depth report for water loss. Website questions.

Robert Tasior – Happy New Year! I just wanted to remind everyone that you have Six hours of training to get in for the new year. Training on March 16th in Frankenmuth called Working Together, I think it would be a huge benefit for our boards.

Clayton Jolly – I just witnessed a good example of the comment time tonight. I asked last year that the board think about increasing the amount of time for public comment, has any discussion been had on that?

Board and Staff Comments –

Mr. Cummings- Have you heard feedback from the attorney on social media? Not yet. Have any other board members been getting complaints about the trouble with our website? Are we still interacting with the website developer? Yes. Currently my assistant updates the website. **Ms. Kline** – I do think that the documents need to be easier to access and a call made about the document drop. Tim and Jeremy will

Oscoda Township Regular Board Meeting Minutes

January 9, 2023

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Mr. Spencer- Spoke on Documents on Demand, ability to search. Happy New Year Oscoda!

Mr. Palmer- I have brought up the issue of water loss in previous years. One of the things we discovered is that the meters were installed at the house and when there was a leak we wouldn't know. Now we are changing out the meters so they are at the main so if a leak occurs the owner will pay for water loss on their water line.

Ms. Richards- Happy New Year! I saw the New Year Ball Drop and want to thank everyone for putting that together. Joe Maxwell passed; Obituary read to attendees.

Ms. McGuire- None.

Mr. Sutton- Happy New Year!

INFORMATIONAL:

1. ACC Creative Welding Class 3. MDOT Rail Safety Tips

Adjourn – Ms. Richards made a motion to adjourn at 07:46 p.m.

Ann Richards
Supervisor
Charter Township of Oscoda

Joshua Sutton
Clerk
Charter Township of Oscoda

Disclaimer of the Township Board of Trustees:

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.

Special Meeting Minutes January 16, 2023

Call to Order – Ms. Richards called the meeting to order at 10:03 p.m. The meeting was held at Robert J. Parks Library 6010 N. Skeel Ave. Oscoda, MI 48750.

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

Agenda Additions. –None.

Public Comment – None.

NEW BUSSINESS:

Budget Appropriations and Purchase Fire Truck– Mr. Sutton supported a motion by Mr. Cummings to approve *the Budget Appropriations and purchase Fire Truck in the amount of \$851,193.00 to be paid from 206-000-981-000.*

ALL YEAS

MOTION CARRIED

Adjourn – Ms. Richards made a motion to adjourn at 10:12 a.m.

Ann Richards
Supervisor
Charter Township of Oscoda

Joshua Sutton
Clerk
Charter Township of Oscoda

Disclaimer of the Township Board of Trustees:

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01/12/2023 10:32 AM
User: JAIMIEMCGUIRET
DB: Oscoda

CHECK JOURNAL REPORT FOR OSCODA TOWNSHIP
CHECKS 39791 TO 39801 (11 CHECKS)

Page: 1/2

Post Date	Journal	Description	GL Number	GL Description	DR Amount	CR Amount
01/12/2023	CD	CALDWELL, CYNTHIA	Check: GEN 39791			
AP Trx #: 85384		Check: GEN 39791	591-000-003.005	MUN MUTUAL INV WATER		97.25
		Check: GEN 39791	591-000-202.000	ACCOUNTS PAYABLE	97.25	
					97.25	97.25
01/12/2023	CD	DAVIS, WENDY	Check: GEN 39792			
AP Trx #: 85385		Check: GEN 39792	591-000-003.005	MUN MUTUAL INV WATER		8.20
		Check: GEN 39792	591-000-202.000	ACCOUNTS PAYABLE	8.20	
					8.20	8.20
01/12/2023	CD	DUVERNOIS, WALTER	Check: GEN 39793			
AP Trx #: 85386		Check: GEN 39793	590-000-003.005	MUN MUTUAL INV SEWER		22.87
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01/12/2023	CD	HARDY, DON	Check: GEN 39794			
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		Check: GEN 39794	590-000-202.000	ACCOUNTS PAYABLE	39.72	
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01/12/2023	CD	MANNING, LYNORE	Check: GEN 39795			
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					40.78	40.78
01/12/2023	CD	MCLEAN, JIM	Check: GEN 39796			
AP Trx #: 85389		Check: GEN 39796	591-000-003.005	MUN MUTUAL INV WATER		20.19
		Check: GEN 39796	591-000-202.000	ACCOUNTS PAYABLE	20.19	
					20.19	20.19
01/12/2023	CD	POSILAIKO, LAWRENCE	Check: GEN 39797			
AP Trx #: 85390		Check: GEN 39797	591-000-003.005	MUN MUTUAL INV WATER		25.30
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					25.30	25.30

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CHECK JOURNAL REPORT FOR OSCODA TOWNSHIP
CHECKS 39791 TO 39801 (11 CHECKS)

Page: 2/2

Post Date	Journal	Description	GL Number	GL Description	DR Amount	CR Amount
01/12/2023 AP Trx #: 85391	CD	STRIPLING, KATHLEEN	Check: GEN 39798			
		Check: GEN 39798	591-000-003.005	MUN MUTUAL INV WATER		40.29
		Check: GEN 39798	591-000-202.000	ACCOUNTS PAYABLE	40.29	
					<u>40.29</u>	<u>40.29</u>
01/12/2023 AP Trx #: 85392	CD	TUCKER, JAMES	Check: GEN 39799			
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					<u>120.07</u>	<u>120.07</u>
01/12/2023 AP Trx #: 85393	CD	WAYNE, LORETTA	Check: GEN 39800			
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		Check: GEN 39800	591-000-202.000	ACCOUNTS PAYABLE	39.72	
					<u>39.72</u>	<u>39.72</u>
01/12/2023 AP Trx #: 85394	CD	WELCH, MARJORIE	Check: GEN 39801			
		Check: GEN 39801	590-000-003.005	MUN MUTUAL INV SEWER		70.43
		Check: GEN 39801	590-000-202.000	ACCOUNTS PAYABLE	70.43	
		Check: GEN 39801	591-000-003.005	MUN MUTUAL INV WATER		46.08
		Check: GEN 39801	591-000-202.000	ACCOUNTS PAYABLE	46.08	
					<u>116.51</u>	<u>116.51</u>
					<u>584.14</u>	<u>584.14</u>
TOTALS:		MUN MUTUAL INV SEWER SAVING	590-000-003.005			
		ACCOUNTS PAYABLE	590-000-202.000			133.02
		MUN MUTUAL INV WATER SAVING	591-000-003.005		133.02	
		ACCOUNTS PAYABLE	591-000-202.000		451.12	451.12
			GRAND TOTAL:		<u>584.14</u>	<u>584.14</u>

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Fund 101 GENERAL/UNALLOCATED							
Dept 000							
101-000-126.000	RETIREES	PRINCIPAL FINANCIAL GR	PRINCIPAL LIFE JANUARY 2023 INVOICE	1106588100010101:		122.40	
Total For Dept 000						122.40	
Dept 172 SUPERINTENDENT							
101-172-717.000	SUPERINTENDENT	PRINCIPAL FINANCIAL GR	PRINCIPAL LIFE JANUARY 2023 INVOICE	1106588100010101:		73.10	
101-172-726.000	COPIER PRINT CHARGES-SUPER	IMAGE BUSINESS Solutio	COPIER PRINT CHARGES	236337		3.09	
101-172-726.000	OFFICE SUPPLIES	QUILL CORPORATION	OFFICE SUPPLIES	104671767		11.89	
101-172-853.000	SUPERINTENDENT	ATI NETWORKS, INC.	TWP-PHONE- JANUARY 2023	101453		160.64	
Total For Dept 172 SUPERINTENDENT						248.72	
Dept 215 CLERK							
101-215-717.000	CLERK	PRINCIPAL FINANCIAL GR	PRINCIPAL LIFE JANUARY 2023 INVOICE	1106588100010101:		52.70	
101-215-726.000	COPIER PRINT CHARGES-CLERK	IMAGE BUSINESS Solutio	COPIER PRINT CHARGES	236337		7.08	
101-215-726.000	OFFICE SUPPLIES	QUILL CORPORATION	OFFICE SUPPLIES	104671767		32.29	
101-215-853.000	CLERK	ATI NETWORKS, INC.	TWP-PHONE- JANUARY 2023	101453		87.18	
Total For Dept 215 CLERK						179.25	
Dept 253 TREASURER							
101-253-717.000	TREASURER	PRINCIPAL FINANCIAL GR	PRINCIPAL LIFE JANUARY 2023 INVOICE	1106588100010101:		52.70	
101-253-726.000	COPIER PRINT CHARGES-TREAS	IMAGE BUSINESS Solutio	COPIER PRINT CHARGES	236337		18.04	
101-253-726.000	NON WINDOW ENVELOPES	IOSCO NEWS PRESS PUB C	1000 NON WINDOW ENVELOPES	303832637		76.00	
101-253-853.000	TREASURER	ATI NETWORKS, INC.	TWP-PHONE- JANUARY 2023	101453		160.64	
Total For Dept 253 TREASURER						307.38	
Dept 257 ASSESSOR							
101-257-726.000	COPIER PRINT CHARGES-ASSE	IMAGE BUSINESS Solutio	COPIER PRINT CHARGES	236337		29.05	
101-257-801.100	ASSESSING SEVICES FOR NOVE	BERG ASSESSING & CONSU	ASSESSING SEVICES FOR JAN	230000890		12,062.70	
101-257-853.000	ASSESSOR	ATI NETWORKS, INC.	TWP-PHONE- JANUARY 2023	101453		130.77	
Total For Dept 257 ASSESSOR						12,222.52	
Dept 265 TOWNSHIP HALL & GROUNDS							
101-265-717.000	DPW-KK	PRINCIPAL FINANCIAL GR	PRINCIPAL LIFE JANUARY 2023 INVOICE	1106588100010101:		26.35	
101-265-853.000	TELEPHONE	SPECTRUM BUSINESS	4221 PERIMETER RD	073897010623		38.79	
101-265-931.000	DEICER FOR TRUCKS	JOHNSON AUTO SUPPLY, I	DEICER FOR TRUCKS	904805		35.94	
101-265-931.000	VACTOR TRUCK EMBLEMS	TRULY YOURS	VACTOR TRUCK DOOR EMBLEMS	013232		30.00	
Total For Dept 265 TOWNSHIP HALL & GROUNDS						131.08	
Dept 276 CEMETERY							
101-276-933.000	PLOW PARTS TRUCK 1	NORTHERN TRUCK REPAIR	PLOW PARTS TRUCK 1	21679		274.16	
101-276-933.000	WIPER BLADES	JOHNSON AUTO SUPPLY, I	WIPER BLADES	905705		55.98	
Total For Dept 276 CEMETERY						330.14	
Dept 299 UNALLOCATED							
101-299-726.200	COPIER PRINT CHARGES-MAIN	IMAGE BUSINESS Solutio	COPIER PRINT CHARGES	236337		123.55	
101-299-801.200	FINANCIAL STATEMENT AUDIT	GABRIDGE & COMPANY, PL	FINANCIAL STATEMENT AUDIT REPORT	01042023		150.00	
101-299-801.200	IT RIGHT - OFFICE 365	VC3 INC.	IT SERVICES ADDED OFFICE 365 SUBSCR	95895		576.00	
101-299-818.000	WASTE DISPOSAL -TWP HALL	WASTE MANAGEMENT	WASTE DISPOSAL	774440017341		60.14	
101-299-853.000	COPIER/FAX	ATI NETWORKS, INC.	TWP-PHONE- JANUARY 2023	101453		68.54	
101-299-956.001	2022 DEC BOR CHARGEBACKS	IOSCO COUNTY TREASURER	DEC. BOR CHARGEBACK 2022	011220233148		31.48	
Total For Dept 299 UNALLOCATED						1,009.71	
Dept 336 FIRE DEPARTMENT							
101-336-853.000	FIRE	ATI NETWORKS, INC.	TWP-PHONE- JANUARY 2023	101453		93.45	
101-336-956.000	FIRE BRAKE/GALLON	DINGES FIRE COMPANY	FIRE BRAKE/GALLON	34992		600.00	

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Fund 101 GENERAL/UNALLOCATED							
Dept 336 FIRE DEPARTMENT							
101-336-956.000	SCBA REGULATOR FLOW TEST	MUNICIPAL EMERGENCY SE	SCBA REGULATOR FLOW TEST	1796041		83.38	
101-336-956.000	ASEPTIC CALVICIDE	MUNICIPAL EMERGENCY SE	ASEPTIC CALVICIDE	1809277		30.00	
101-336-956.000	MISC PARTS	RYUN RIDGWAY	MISC PARTS	221215		318.00	
101-336-956.000	MILEAGE FIRE DEPT/INK	TANI BRIGGS-DEKETT	MILEAGE/INK	12112022		179.85	
101-336-980.000	FIRE DEPARTMENT J HOOK T	JOHNSON AUTO SUPPLY, I	FIRE DEPARTMENT J HOOK TOW CHAIN	905680		108.19	
Total For Dept 336 FIRE DEPARTMENT						1,412.87	
Dept 722 ZONING & PLANNING							
101-722-717.000	ZONING	PRINCIPAL FINANCIAL GR	PRINCIPAL LIFE JANUARY 2023 INVOICE	1106588100010101:		26.35	
101-722-726.000	COPIER PRINT CHARGES-ZONIN	IMAGE BUSINESS SOLUTIO	COPIER PRINT CHARGES	236337		1.27	
101-722-726.000	OFFICE SUPPLIES	QUILL CORPORATION	OFFICE SUPPLIES	29772935		53.15	
101-722-853.000	ZONING	ATI NETWORKS, INC.	TWP-PHONE- JANUARY 2023	101453		87.18	
101-722-900.000	REC MARIHUANA AD	IOSCO NEWS PRESS PUB C	REC MARIHUANA ORDINANCE ADOPTION AD	303828963		79.63	
101-722-900.000	PC MEMBER NEWS AD	IOSCO NEWS PRESS PUB C	PC MEMBERS NEEDED NEWS AD	303829206		89.95	
101-722-900.000	ZBA NEWS AD	IOSCO NEWS PRESS PUB C	ZBA MEMBERS NEEDED NEWS AD	303829207		89.95	
101-722-960.000	TASIOR MARCH WORKSHOP TRAI	MAP	MAKING GOOD DECISIONS TOGETHER WORK	68437		120.00	
Total For Dept 722 ZONING & PLANNING						547.48	
Dept 751 PARKS & RECREATION							
101-751-717.000	DPW-WH & TJ	PRINCIPAL FINANCIAL GR	PRINCIPAL LIFE JANUARY 2023 INVOICE	1106588100010101:		52.70	
101-751-775.000	RV ANTIFREEZE FOR BLOWOUT	JOHNSON AUTO SUPPLY, I	RV ANTIFREEZE	905786		43.14	
101-751-818.000	WASTE DISPOSAL -DPW	WASTE MANAGEMENT	WASTE DISPOSAL	774440017341		60.14	
Total For Dept 751 PARKS & RECREATION						155.98	
Total For Fund 101 GENERAL/UNALLOCATED						16,667.53	
Fund 206 FIRE DEPT EQUIPMENT FUND							
Dept 000							
206-000-981.000	RADIO INSTALLATION	ANDERSON RADIO INC	800 MG RADIO INSTALLATION	37694		709.00	
Total For Dept 000						709.00	
Total For Fund 206 FIRE DEPT EQUIPMENT FUND						709.00	
Fund 207 POLICE FUND							
Dept 000							
207-000-717.000	POLICE	PRINCIPAL FINANCIAL GR	PRINCIPAL LIFE JANUARY 2023 INVOICE	1106588100010101:		342.55	
207-000-726.000	COPIER PRINT CHARGES-POLIC	IMAGE BUSINESS SOLUTIO	COPIER PRINT CHARGES	236337		8.56	
207-000-726.000	COPIER PRINT CHARGES-POLIC	IMAGE BUSINESS SOLUTIO	COPIER PRINT CHARGES	236660		30.60	
207-000-726.100	COMPUTER SUPPLIES	AMAZON CAPITAL SERVICE	UNIFORMS SIMMONS) & COMPUTER SUPPLI	1119726387535305:		18.98	
207-000-761.000	UNIFORM REIMBURSEMENT TO C	ROBERT CLINK	UNIFORM REIMBURSEMENT TO CLINK 2022	C01158339114		207.78	
207-000-761.000	POLICE DRY CLEANING	TAWAS BAY DRY CLEANERS	POLICE UNIFORM CLEANING	01012023		170.00	
207-000-761.000	POLICE UNIFORMS (SIMMONS)	AMAZON CAPITAL SERVICE	UNIFORMS SIMMONS) & COMPUTER SUPPLI	1119726387535305:		14.99	
207-000-801.200	USER FEES RECORDS MANAGEME	STATE OF MICHIGAN	USER FEES SRMS	551609580		2,400.00	
207-000-815.100	MAINTENANCE - EVIDENCE LI	MOTOROLA	MAINTENANCE - EVIDENCE LIBRARY SOFT	8230391224		1,050.00	
207-000-853.000	POLICE	ATI NETWORKS, INC.	TWP-PHONE- JANUARY 2023	101453		535.87	
207-000-933.000	POLICE CAR WASH	SEVAN K, INC	POLICE CAR WASH	12312022		162.00	
207-000-933.000	POLICE VEHICLE PARTS	AUTO VALUE OSCODA	POLICE VEHICLE PARTS A-5	2811428538		226.72	
207-000-980.000	HOLSTER REPLACEMENT (NEW	AMAZON CAPITAL SERVICE	UNIFORMS SIMMONS) & COMPUTER SUPPLI	1119726387535305:		117.56	
Total For Dept 000						5,285.61	
Total For Fund 207 POLICE FUND						5,285.61	
Fund 211 POLICE STAFFING FUND							
Dept 000							

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Fund 211 POLICE STAFFING FUND						
Dept 000						
211-000-717.000	POLICE	PRINCIPAL FINANCIAL GR	PRINCIPAL LIFE JANUARY 2023 INVOICE	1106588100010101:		52.70
Total For Dept 000						52.70
Total For Fund 211 POLICE STAFFING FUND						52.70
Fund 236 PROP OPER & MNTNCE						
Dept 266 PROPERTY O & M MAINTENANCE						
236-266-717.000	DPW-AC	PRINCIPAL FINANCIAL GR	PRINCIPAL LIFE JANUARY 2023 INVOICE	1106588100010101:		26.35
236-266-801.000	BANNER & STICKERS	TRULY YOURS	BANNER & STICKERS	013069		105.00
236-266-801.000	ART PEDESTALS	TRULY YOURS	ART PEDESTALS	012956		7,350.00
236-266-853.000	EIC	ATI NETWORKS, INC.	TWP-PHONE- JANUARY 2023	101453		43.59
Total For Dept 266 PROPERTY O & M MAINTENANCE						7,524.94
Total For Fund 236 PROP OPER & MNTNCE						7,524.94
Fund 271 LIBRARY						
Dept 000						
271-000-717.000	LIBRARY	PRINCIPAL FINANCIAL GR	PRINCIPAL LIFE JANUARY 2023 INVOICE	1106588100010101:		26.35
271-000-802.000	WASTE DISPOSAL - LIBRARY	WASTE MANAGEMENT	WASTE DISPOSAL	774440017341		24.72
Total For Dept 000						51.07
Total For Fund 271 LIBRARY						51.07
Fund 509 OLD ORCHARD PARK						
Dept 000						
509-000-717.000	PARKS	PRINCIPAL FINANCIAL GR	PRINCIPAL LIFE JANUARY 2023 INVOICE	1106588100010101:		79.05
509-000-803.000	ANNUAL RENT LICENSE - FOOT	CONSUMERS ENERGY	ANNUAL RENT LICENSE - FOOTE PROJECT	9324053096		2,700.00
509-000-853.000	PHONE SERVICES - OOP JANU	ATI NETWORKS, INC.	PHONE SERVICES-OOP JANUARY 2023	101452		66.11
509-000-890.000	UTILITIES - ELECTRICITY	CONSUMERS ENERGY	835 E RIVER RD	1000205315030116:		1,408.45
Total For Dept 000						4,253.61
Total For Fund 509 OLD ORCHARD PARK						4,253.61
Fund 590 SEWER						
Dept 000						
590-000-726.000	OFFICE SUPPLIES	QUILL CORPORATION	OFFICE SUPPLIES	104671767		43.32
590-000-800.100	FVOP O&M	F&V OPERATIONS	FVOP O&M JANUARY 2023	5478		27,353.00
590-000-827.000	WWTP ANNUAL PERMIT	EGLE-CASHIERS OFFICE-W	WWTP ANNUAL PERMIT	1066954		3,650.00
590-000-853.000	SEWER	ATI NETWORKS, INC.	TWP-PHONE- JANUARY 2023	101453		21.80
Total For Dept 000						31,068.12
Total For Fund 590 SEWER						31,068.12
Fund 591 WATER						
Dept 000						
591-000-726.000	COPIER PRINT CHARGES-WATE	IMAGE BUSINESS Solutio	COPIER PRINT CHARGES	236337		9.32
591-000-726.000	OFFICE SUPPLIES	QUILL CORPORATION	OFFICE SUPPLIES	104671767		43.31
591-000-800.100	FVOP O&M	F&V OPERATIONS	FVOP O&M JANUARY 2023	5478		27,353.00
591-000-853.000	WATER	ATI NETWORKS, INC.	TWP-PHONE- JANUARY 2023	101453		21.79
Total For Dept 000						27,427.42
Total For Fund 591 WATER						27,427.42

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Fund Totals:							
			Fund 101 GENERAL/UNALLOCATED			16,667.53	
			Fund 206 FIRE DEPT EQUIPMENT FUND			709.00	
			Fund 207 POLICE FUND			5,285.61	
			Fund 211 POLICE STAFFING FUND			52.70	
			Fund 236 PROP OPER & MNTNCE			7,524.94	
			Fund 271 LIBRARY			51.07	
			Fund 509 OLD ORCHARD PARK			4,253.61	
			Fund 590 SEWER			31,068.12	
			Fund 591 WATER			27,427.42	
Total For All Funds:						93,040.00	

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Fund 101 GENERAL/UNALLOCATED							
Dept 215 CLERK							
101-215-900.000	PRINTING & PUBLISHING	VISA	CLERK VISA	017201012023		55.80	
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Total For Dept 215 CLERK						55.80	
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Total For Fund 101 GENERAL/UNALLOCATED						55.80	
Fund 236 PROP OPER & MNTNCE							
Dept 266 PROPERTY O & M MAINTENANCE							
236-266-801.000	EID DECEMBER 2022 SERVICE	BLACK SWAMP LOCATION S	EID DECEMBER 2022 SERVICES	0139		10,729.51	
						<hr/>	
Total For Dept 266 PROPERTY O & M MAINTENANCE						10,729.51	
						<hr/>	
Total For Fund 236 PROP OPER & MNTNCE						10,729.51	
						<hr/>	

GL Number	Inv. Line Desc	Vendor	Invoice Desc.	Invoice	Chk Date	Amount	check #
Fund Totals:							
			Fund 101 GENERAL/UNALLOCATED			55.80	
			Fund 236 PROP OPER & MNTNCE			10,729.51	
			Total For All Funds:			10,785.31	

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Fund 101 GENERAL/UNALLOCATED							
Dept 171 SUPERVISOR							
101-171-860.000	MILEAGE REIMBURSEMENT	DEEI MELINDA MORGAN	MILEAGE REIMBURSEMENT	12312022MM		80.00	
101-171-900.000	2023 BUDGET AD	IOSCO NEWS PRESS PUB C	2023 BUDGET AD	303828985		128.50	
Total For Dept 171 SUPERVISOR						208.50	
Dept 257 ASSESSOR							
101-257-826.000	LEGAL SERVICES THROUGH 12/	ROSATI, SCHULTZ, JOPPI	LEGAL SERVICES THROUGH 12/31/2022	1078688		85.00	
Total For Dept 257 ASSESSOR						85.00	
Dept 299 UNALLOCATED							
101-299-826.000	LEGAL SERVICES THROUGH 12/	ROSATI, SCHULTZ, JOPPI	LEGAL SERVICES THROUGH 12/31/2022	1078688		459.00	
101-299-926.000	STREET LIGHTS	CONSUMERS ENERGY	1249 E RIVER RD	1000205331290119:		61.69	
Total For Dept 299 UNALLOCATED						520.69	
Dept 336 FIRE DEPARTMENT							
101-336-860.000	ICE RESCUE TRAINING	RICH RUDOWSKI	ICE RESCUE TRAINING	01142023		356.40	
Total For Dept 336 FIRE DEPARTMENT						356.40	
Dept 722 ZONING & PLANNING							
101-722-826.000	LEGAL SERVICES THROUGH 12/	ROSATI, SCHULTZ, JOPPI	LEGAL SERVICES THROUGH 12/31/2022	1078688		544.00	
Total For Dept 722 ZONING & PLANNING						544.00	
Dept 754 KEN RATLIFF PARK							
101-754-921.000	UTILITIES - ELECTRICITY	CONSUMERS ENERGY	6300 F 41 PAVILION	1000589837660119:		28.81	
101-754-956.000	MILEAGE REIMBURSEMENT	WARF MELINDA MORGAN	MILEAGE REIMBURSEMENT	12312022MM		292.39	
Total For Dept 754 KEN RATLIFF PARK						321.20	
Total For Fund 101 GENERAL/UNALLOCATED						2,035.79	
Fund 207 POLICE FUND							
Dept 000							
207-000-815.100	COMPUTER MONITORS	AMAZON CAPITAL SERVICE	COMPUTER MONITORS POLICE SQUAD ROOM	1115655367509303:		195.98	
Total For Dept 000						195.98	
Total For Fund 207 POLICE FUND						195.98	
Fund 236 PROP OPER & MNTNCE							
Dept 266 PROPERTY O & M MAINTENANCE							
236-266-826.000	LEGAL SERVICES THROUGH 12/	ROSATI, SCHULTZ, JOPPI	LEGAL SERVICES THROUGH 12/31/2022	1078688		612.00	
Total For Dept 266 PROPERTY O & M MAINTENANCE						612.00	
Dept 269							
236-269-926.000	STREET LIGHT CONTRACT	CONSUMERS ENERGY	1041 E RIVER RD	1000205327900119:		28.81	
Total For Dept 269						28.81	
Total For Fund 236 PROP OPER & MNTNCE						640.81	
Fund 509 OLD ORCHARD PARK							
Dept 000							
509-000-826.000	LEGAL SERVICES THROUGH 12/	ROSATI, SCHULTZ, JOPPI	LEGAL SERVICES THROUGH 12/31/2022	1078688		170.00	
Total For Dept 000						170.00	
Total For Fund 509 OLD ORCHARD PARK						170.00	
Fund 591 WATER							
Dept 000							

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Fund 591 WATER							
Dept 000							
591-000-826.000	LEGAL SERVICES THROUGH 12	ROSATI, SCHULTZ, JOPPI	LEGAL SERVICES THROUGH 12/31/2022	1078688		102.00	
			Total For Dept 000			102.00	
			Total For Fund 591 WATER			102.00	

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			Fund Totals:				
			Fund 101 GENERAL/UNALLOCATED			2,035.79	
			Fund 207 POLICE FUND			195.98	
			Fund 236 PROP OPER & MNTNCE			640.81	
			Fund 509 OLD ORCHARD PARK			170.00	
			Fund 591 WATER			102.00	
			Total For All Funds:			3,144.58	

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01/10/2023	CD	ROWE PROFESSIONAL SERVICES COMPANY	Check: C2R2 1003			
AP Trx #: 85361		540 S SAGINAW ST SUITE 200 FLINT MI 48502				
		C2R2 ROWE INV. 105168	591-000-003.011	C2R2 MUN. WATER SAVINGS		41,211.25
		C2R2 ROWE INV. 105168	591-000-300.100	C2R2 LONG TERM BONDS PA	41,211.25	
					<u>41,211.25</u>	<u>41,211.25</u>
					<u>41,211.25</u>	<u>41,211.25</u>
TOTALS:						
		C2R2 MUN. WATER SAVINGS	591-000-003.011			41,211.25
		C2R2 LONG TERM BONDS PAYABLE	591-000-300.100		41,211.25	
			GRAND TOTAL:		<u>41,211.25</u>	<u>41,211.25</u>

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01/10/2023	CD	ROWE PROFESSIONAL SERVICES COMPANY	Check: C2R2 1004			
		540 S SAGINAW ST SUITE 200 FLINT MI 48502				
		C2R2 ROWE INV. 105587	591-000-003.011	C2R2 MUN. WATER SAVINGS		6,736.25
		C2R2 ROWE INV. 105587	591-000-300.100	C2R2 LONG TERM BONDS PA	6,736.25	
					<u>6,736.25</u>	<u>6,736.25</u>
					<u>6,736.25</u>	<u>6,736.25</u>
TOTALS:		C2R2 MUN. WATER SAVINGS	591-000-003.011			
		C2R2 LONG TERM BONDS PAYABLE	591-000-300.100		6,736.25	6,736.25
GRAND TOTAL:					<u>6,736.25</u>	<u>6,736.25</u>

01/10/2023 12:51 PM
User: JAIMIEMCGUIRET
DB: Oscoda

CHECK JOURNAL REPORT FOR OSCODA TOWNSHIP
CHECK: 1005 (1 CHECK)

Page: 1/1

Post Date	Journal	Description	GL Number	GL Description	DR Amount	CR Amount
01/10/2023	CD	ROWE PROFESSIONAL SERVICES COMPANY	Check: C2R2 1005			
AP Trx #: 85363		540 S SAGINAW ST SUITE 200 FLINT MI 48502				
		C2R2 ROWE INV 105169	591-000-003.011	C2R2 MUN. WATER SAVINGS		42,340.00
		C2R2 ROWE INV 105169	591-000-300.100	C2R2 LONG TERM BONDS PA	42,340.00	
					<u>42,340.00</u>	<u>42,340.00</u>
TOTALS:					42,340.00	42,340.00
		C2R2 MUN. WATER SAVINGS	591-000-003.011			
		C2R2 LONG TERM BONDS PAYABLE	591-000-300.100		42,340.00	42,340.00
		GRAND TOTAL:			<u>42,340.00</u>	<u>42,340.00</u>

Post Date	Journal	Description	GL Number	GL Description	DR Amount	CR Amount
01/18/2023	CD	HALT FIRE, INC.	Check: GEN 305 (E)			
AP Trx #: 85510		50168 W. PONTIAC TRAIL UNIT 5	48393			
		FD EQUIPMENT REPLACEMENT/FIRE TRUCI	206-000-003.005	COMMON CHECKING HCB		851,193.00
		FD EQUIPMENT REPLACEMENT/FIRE TRUCI	206-000-981.000	FD EQUIPMENT REPLACEMEN	851,193.00	
					<hr/>	<hr/>
					851,193.00	851,193.00
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					851,193.00	851,193.00
TOTALS:		COMMON CHECKING HCB	206-000-003.005			851,193.00
		FD EQUIPMENT REPLACEMENT	206-000-981.000		851,193.00	
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					851,193.00	851,193.00
					<hr/>	<hr/>
					851,193.00	851,193.00

CHARTER TOWNSHIP OF OSCODA
TOWNSHIP ENGINEERING PROGRESS REPORT
January 2023

Consultant Projects

Coordinating with Rowe Professional Services Company

- **Water Main Projects: C2R2 funding has been approved at \$9,691,200. Grant period is from 3/3/2021 to 10/1/2025. Monthly reporting and disbursement requests.**
 1. **Phase IV (B, G, and F-41 portion of H): Construction is 100% complete.**
 - **Submitted Disbursement Request #4 (Final-\$86,576) to close out \$1,485,000 2021 DWRF Loan Project.**
 2. **Phase III (Woodland, A, and F): Katterman Trucking, Inc.**
 - **Construction has been suspended for the winter due to supply chain issues.**
 - **Approx. 85% property owner participation to-date.**
 - **C2R2 Reimbursement Request #2 (\$446,725) has been submitted to EGLE.**
 3. **Phase V (C, D, and E): Elmer's Crane and Dozer, Inc.**
 - **Construction has been suspended for the winter.**
 - **Approx. 85% property owner participation to-date.**
 - **C2R2 Reimbursement Request #2 has been submitted to EGLE.**
 4. **Phase VI (H/Colbath): Fall 2022 bid opening.**
 - **Final design/construction documents are under review by Township Engineer.**
 - **Construction is planned for Summer/Fall of 2023.**
 5. **Township Wide Service Line Project.**
 - **Design is being finalized.**
 - **Construction is planned for Summer/Fall of 2023.**
- **Sanitary Sewer System Improvements (CWSRF Program)**
 1. **Contractor is completing miscellaneous and punch list items.**
 2. **Change orders #9 and #10 have been executed for a revised contract amount of \$5,685,914.**
 3. **2021 CWSRF Disbursement Request #9 (\$295,941) submitted to EGLE.**
- **Phase 3 Trail Project:**
 1. **The following steps are underway: Project awarded to Katterman Trucking, Inc.**
 - **Project site has been video tapped and fence removal/clearing has begun.**
 - **Clearing is scheduled to start?**
 - **Contractor has been notified that he is getting behind scheduled based on his submitted and approved progress schedule.**
 - **Project schedule is from starting 11/1/2022 with final completion end of 2023.**

Coordinating with F & V Operations

1. **Coordination on several issues (PFAS, Wastewater System Treatment System, CIP's, Existing Service Line inspections, water loss investigations, etc.)**
2. **Working on recommendations for repairs and funding for sanitary sewer system pump station #8 located across from airport and F-41.**
3. **Working with billing department on identifying "new" services connected as part of water main projects and associated well disconnects and abandonments.**

Coordinating with WTA

1. **Working on updating "needs" assessment for Township facilities gathering existing facilities past utility information/evaluating versus new "consolidated" facility.**

TOWNSHIP ENGINEER ACTIVITIES

- **Rowe Professional Service Company is working on bid/contract book for the Mission Street slip lining project scheduled for advertisement scheduled for early 2023.**
- **Working with Old Orchard personnel (Al and Gary) along with Tammy Kline on possible need for short term repair/long term solution to fishing pier deterioration.**
- **ORV access at various locations (working with Tammy Kline and Todd Dickerson).**
- **Specific Funding Opportunities/Follow up:**
 - **CBDG Beach Park Grant application - declined**
 - **MEDC RAP Downtown Grant application – declined.**
 - **Congressional Appropriations – Gary Peters – APPROVED!**
 - **MDNR SPARKS Grant – submitted for Oscoda Beach Park (\$1 million); Ratliff (\$100k); Old Orchard & Foote (\$100k) – decision in 1/23; 2 other opportunities later in 2023.**
 - **2024 CWSRF & DWRP Project Plans – "Principal Forgiveness" Opportunity**
 - **Safe-Routes-to-School (SRTS) – working on next steps with MDOT.**
 - **Coastal Grant Application (parks, shorelines, etc.)**
 - **Roadway funding applications (spare tire grants for 2024/SRTS/Act 51, etc.)**
 - **Consumers Energy Grants (parks, trails, shoreline, infrastructure, etc.)**
 - **Broadband – Federal, State, and County decision making process at this time.**
- **Proposed Holiday Inn Express.**
 1. **Fire suppression system design information appears to be complete pending Iosco County Building Dept approval for permit.**
 2. **Investigating need for at least a 6" watermain extension to provide adequate water pressure.**

- **Lakewood Shores area**
 1. **Completing feasibility study for providing water and sewer**
 2. **Assisting Todd Dickerson/Land Bank in identifying funding/development sources**
- **Shelton Development**
 1. **Initial investigations for water and sewer services**
 2. **Assisting Todd Dickerson/Airport Authority in pursuing EDA and MEDC funding sources.**
- **Miscellaneous**
 1. **Reviewing safety practices by Township, consultants, contractors, etc.**

CHARTER TOWNSHIP OF OSCODA						
WATER LOSS 2022						
	BOUGHT	SOLD	LOSS (GAL)	LOSS (%)	ACCOUNTED FOR LOSS (GAL)	ACCOUNTED FOR LOSS (%)
JANUARY	19,142,210	8,749,550	10,392,660	54%	222,160	2.1%
FEBRUARY	20,058,475	29,171,490	-9,113,015	-45%	1,285,040	-14.1%
MARCH	20,127,459	8,012,710	12,114,749	60%	104,320	0.9%
APRIL	18,418,799	10,567,210	7,851,589	43%	123,040	1.6%
MAY	21,659,260	8,558,060	13,101,200	60%	158,230	1.2%
JUNE	22,768,589	11,266,590	11,501,999	51%	48,700	0.4%
JULY	23,005,512	14,984,630	8,020,882	35%	28,260	0.4%
AUGUST	25,692,894	15,468,880	10,224,014	40%	66,440	0.6%
SEPTEMBER	21,639,203	14,527,420	7,111,783	33%	80,110	1.1%
OCTOBER	19,796,559	10,737,950	9,058,609	46%	71,636	0.8%
NOVEMBER	18,620,903	20,110,430	-1,489,527	-8%	818,424	-54.9%
DECEMBER	17,901,487	8,975,510	8,925,977	50%	123,660	1.4%
TOTAL	248,831,350	161,130,430	87,700,920	35%	3,130,020	3.6%
AVERAGE	20,735,946	13,427,536	7,308,410	35%	260,835	3.6%
BASE	35,271,000	27,868,220	7,402,780	14%		
TOWN	213,560,350	117,294,150	96,266,200	39%		

ACCOUNTED FOR WATER LOSS DETAIL 2022

Date	Description	Gallons
January 2022		
1/11/2022	Leaking curb box 120 Dwight Street	30,240
1/11/2022	Leaking curb box 8008-B 4th Street	30,240
1/10/2022	Leaking hydrant Bissonnette	86,400
1/21/2022	Frozen/broken water meter 4771 Chippewa	30,240
1/27/2022	Leak before water meter 4728 Oscoda Street	30,240
	Monthly bacti sampling	13,300
	Vactor truck	1,500
	Fire Department	0
	Total	222,160
February 2022		
2/2/2022	Water main break River Rd. between Hill & Morton (5 days)	825,000
2/13/2022	Fire hydrant failure at Oscoda Plastic	410,000
2/28/2022	curb stop 7078 Lakewood Dr	30,240
	Monthly bacti sampling	13,300
	Vactor truck	1,500
	Fire Department	5,000
	Total	1,285,040
March 2022		
3/4/2022	Water main break Erie Street	83,520
	Monthly bacti sampling	13,300
	Vactor truck	7,500
	Fire Department	0
	Total	104,320
April 2022		
4/4/2022	Water main break Heather Avenue	72,000
4/19/2022	Leaking unused water service Arch & Par (cut and capped)	10,080
4/20/2022	Leaking 6" gate valve Arch at soccer fields	10,080
4/20/2022	Leaking water service soccer fields	10,080
	Monthly bacti sampling	13,300
	Vactor truck	7,500
	Fire Department	0
	Total	123,040
May 2022		
5/3/2022	Fire hydrant vehicle accident 5118 Bachman	136,800
5/26/2022	Leaking curb stop 10029 8th street	2,880
	Monthly bacti sampling	13,300
	Vactor truck	4,500
	Fire Department	750
	Total	158,230
June 2022		
6/12/2022	Contractor hit water service empty lot Kingswood	16,560
	Leak before water meter White Interior building	2,880
	Monthly bacti sampling	23,760
	Vactor truck	4,500
	Fire Department	1,000
	Total	48,700

ACCOUNTED FOR WATER LOSS DETAIL 2022

Date	Description	Gallons
July 2022		
	Monthly bacti sampling	23,760
	Vactor truck	4,500
	Fire Department	0
	Total	28,260
August 2022		
8/3/2022	broken water service VanEtten Street	12,420
8/4/2022	Leaking 2" curb stop 4256 California	20,160
	Monthly bacti sampling	30,360
	Vactor truck	1,500
	Fire Department	2,000
	Total	66,440
September 2022		
9/14/2022	Contractor hit water service 5895 Cedar Lake Road	7,800
9/20/2022	Contractor caused leak at fire hydrant behind Rite Aid	30,000
	Water main phase III & phase V	1,950
	Monthly bacti sampling	30,360
	Vactor truck	9,000
	Fire Department	1,000
	Total	80,110
October 2022		
	Water main phase III & phase V	40,376
	Monthly bacti sampling	23,760
	Vactor truck	7,500
	Fire Department	0
	Total	71,636
November 2022		
11/11/2022	Pump station contractor left hose bib running LS 20	129,600
11/16/2022	4756 Merkel - 3/8 inch leak for approximately 3 weeks	574,560
11/28/2022	Leaking fire hydrant on Woodlea	43,200
	dead end flushing	33,264
	Monthly bacti sampling	13,300
	Vactor truck	4,500
	Fire Department	20,000
	Total	818,424
December 2022		
12/14/2022	Water main break F-41 between Merkel & bridge	99,360
	Monthly bacti sampling	13,300
	Vactor truck	6,000
	Fire Department	5,000
	Total	123,660

CHARTER TOWNSHIP OF OSCODA
Superintendent's Report
January 23, 2023

ACTION ITEMS

ROWE ENGINEERING INVOICES –

Your packet contains the following listed invoices from Rowe Engineering for services rendered. These invoices require Township Board approval:

Invoice No. 106783: Wastewater Pump Station Improvements - **\$465.00** - CWSRF (After Reimbursement is Available)

Invoice No. 106785: Phase III Water System Improvements - **\$1,545.00** - C2R2 (After Reimbursement is Available)

Invoice No. 106848: Iosco Exploration Trail - **\$8,535.00** – 101-751-880.572

2023 BLANKET PURCHASE ORDER AUTHORIZATION FOR OLD ORCHARD PARK VENDORS -

Your packet contains a memo dated January 16th from the Parks and Recreation Director concerning the approval of purchase orders related to the Old Orchard Park (OOP) Campground Store. OOP has several different vendors that are projected to spend more than \$2,000 for the 2023 Camping Season. This Memo details the line items in the 2023 Budget dedicated to these purchases. During the 2022 Camping Season, OOP spent \$94,254.38 with these vendors. The Township Board is being requested to approve a total not to exceed \$103,300.00 for these vendors.

Action: Consider approving an amount not to exceed \$103,300.00 for the vendors associated with the Old Orchard Park Campground Store.

MI PAR PLAN PREMIUM –

Your packet contains an annual renewal for municipal insurance coverage through the Michigan Township Participating Plan in the amount of \$87,518.00. Also provided along with the invoice premium is a Summary of Coverages for 2023. This annual renewal for municipal insurance coverage requires Township Board approval.

Action: Consider approving the \$85,518.00 renewal for municipal insurance coverage effective 1/1/2023 through 1/1/2024.

OSCODA TOWNSHIP FAÇADE GRANT PROGRAM APPROVAL

Your packet contains the proposed Façade Grant Program for Oscoda Township downtown businesses. The EIC has been working on the program guidelines for several months, engaged the expertise of consultant Mission North and the review of the Township attorney. Funding for this program was included and approved in

the 2023 budget, which will be charged to fund 236-266-801.000. Creating a Façade Grant Program and funding proposed projects requires Board approval.

Action: Consider approving the Township Façade Grant Program and funding eligible projects charged to Fund 236-266-801.000

OSCODA TOWNSHIP CORRIDOR IMPROVEMENT AUTHORITY

Your packet contains information regarding the EIC proposed corridor improvement authority. The EIC recommends Board approval based on the presentation made by Mission North and the budgetary costs associated with the process of designation. While there are many decisions to be considered and a cost to achieve the designation, the EIC feels it's appropriate to have Board support before going any further in this matter. Project costs for projects such as this have been included and approved in the 2023 budget, which will be charged to fund 236-266-801.000. Proceed with adopting a Corridor Improvement Authority requires Board approval.

Action: Consider approving the EIC to pursue the Corridor Improvement Authority.

PLACE + MAIN ADVISORS PROPOSAL

Your packet contains a proposal by PLACE + MAIN ADVISORS to refresh the Oscoda Township Economic Development Strategy and the PLACE Leap Strategies. PLACE + MAIN provided the Township a full SWOT analysis and strategy back in 2019. The EIC believes the timing is appropriate that we evaluate what has worked, not worked, and refresh (reset) of the vision for the next 3-5 years is appropriate. The EIC has reviewed and recommends the Oscoda Township Board approval to proceed. Funding for consulting projects like this have been approved in the 2023 budget and will be charged to fund 236-266-801.000. Hiring PLACE + MAIN requires Board approval.

Action: Consider approving PLACE + MAIN's proposal to update Oscoda Township's PLACE Leap Strategies for a cost of \$15,000 to be charged to fund 236-266-801.00.

MATCH ON MAIN GRANT

Your packet includes detailed information regarding the next round of the MEDC's Match on Main Grant Program. Township's eligibility to apply for this grant is a direct result of our RRC designation. The Township may submit up to 2 grant requests supporting qualified small business. A local workshop was conducted by the MEDC on January 10th giving our businesses the opportunity to learn more about program and ask questions directly to the MEDC. The EIC recommends the Board approve the grant application process begin, with local applications due February 3rd, and the Township meeting the MEDC deadline of February 24th. Applying for any grant requires Board approval.

Motion: Consider approving pursuit of the MEDC Match on Main Grant and accepting the businesses nominated by the EIC as the Township's co-applicants.

OSCODA TOWNSHIP ORV ROAD ACCESS

Your packet includes mapping that supports a request for two ORV initiatives within the Township that require both Oscoda Township Board and Iosco County Road Commission approval. While both scenarios will require a multi-step approach, both start with a letter from the Oscoda Township Board requesting the Iosco County Road Commission approve 1) ORV crossing over River Road from Old Orchard Campground to connector trail to the U.S. National Forest. 2) Allowing ORV navigation on specific Township roads to include Lake St, E Park St and E. Water St as specified by the map of the downtown. A letter from the Oscoda Township Chief of Police should also be included. The process of approving local street access in the downtown will include a resolution by the Board once the Road Commission provides its approval. The ORV crossing River Rd will

include an expedited environmental process with the Forest Service to obtain appropriate permits. Budgets have not been finalized but are believed to be about \$2,000 for outside resources. The Road Commission has been briefed on these initiatives and are believed to be supportive. The EIC supports these initiatives as they offer a positive tourism impact for both Old Orchard Park and commerce opportunities for the downtown businesses and absorption of current empty buildings for commercial growth opportunities.

Action: Consider approving a letter to the Iosco County Road Commission requesting approval of ORV access as presented signed by the Superintendent on behalf of the Board and letter of support from the Chief of Police.

METER PIT PURCHASE REQUEST –

Your packet contains an invoice obtained from Ferguson Waterworks in the amount of \$319,200.00 for the purchase of 300 meter pits for the upcoming water main phase projects. These meter pits need to be ordered now in order to receive them in a timely fashion. As noted in the email, also attached, the meter pits have a lead time currently of 32-39 weeks for delivery.

Action: I would ask that the Board approve the purchase of 300 meter pits for the upcoming watermain projects in the amount of \$319,200.00 to be paid from the C2R2 funds after reimbursement is requested and deposited into the Township's account.

Respectfully Submitted,



Tammy Kline



ROWE PROFESSIONAL SERVICES COMPANY

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

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

January 13, 2023
Project No: 20C0175
Invoice No: 0106783
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.

Professional Services from December 1, 2022 to December 31, 2022

Task 3002 Construction Administration

Professional Personnel

	Hours	Rate	Amount	
Senior Project Manager				
Richmond, David	3.00	155.00	465.00	
Totals	3.00		465.00	
Total Labor				465.00
Billing Limits	Current	Prior	To-Date	
Total Billings	465.00	80,765.00	81,230.00	
Limit			85,000.00	
Remaining			3,770.00	
		Total this Task		\$465.00
		Total Amount Due		\$465.00



ROWE Professional Services Company is pleased to accept ACH payments. Please email accounting@rowepsc.com for more information.



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

January 13, 2023
Project No: 22C0237
Invoice No: 0106785
Project Mgr Dean Oparka

Project 22C0237 Water System Improvements Phase III
Phase III water main project construction engineering services for construction of 5,800 feet of new water main in Oscoda Charter Township. The proposed project will use C2R2 funding.

Professional Services from December 1, 2022 to December 31, 2022

Task 3001 Construction Administration

Professional Personnel

	Hours	Rate	Amount	
Senior Project Manager				
Richmond, David	1.50	155.00	232.50	
Totals	1.50		232.50	
Total Labor				232.50
		Total this Task		\$232.50

Task 3002 Construction Observation

Professional Personnel

	Hours	Rate	Amount	
Engineering Technician III				
Bork, Cortney	12.50	105.00	1,312.50	
Totals	12.50		1,312.50	
Total Labor				1,312.50
		Total this Task		\$1,312.50
		Total Amount Due		\$1,545.00



ROWE Professional Services Company is pleased to accept ACH payments. Please email accounting@rowepsc.com for more information.



ROWE PROFESSIONAL SERVICES COMPANY

540 S. Saginaw St., Ste 200
Flint, Michigan 48502

Phone: (810) 341-7500

Fax: (810) 341-7573

www.rowepsc.com

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

January 17, 2023

Project No: 19C0114

Invoice No: 106848

Project Mgr Doug Schultz

Project 19C0114 Iosco Exploration Trail
Design engineering for Phase 3, 6.2 mile trail along River Road, Oscoda Township

Professional Services from December 1, 2022 to December 31, 2022

Task 3000 Project Mgmt

Professional Personnel

	Hours	Rate	Amount	
Senior Project Engineer				
Bair, Ryan	2.00	130.00	260.00	
Totals	2.00		260.00	
Total Labor				260.00
Total this Task				\$260.00

Task 3005 Office Tech

Professional Personnel

	Hours	Rate	Amount	
Project Engineer				
Grygorcewicz, Deborah	6.00	125.00	750.00	
Totals	6.00		750.00	
Total Labor				750.00
Total this Task				\$750.00

Task 4105 Staking

Professional Personnel

	Hours	Rate	Amount	
Two Person Crew (Include Crew Chief)				
Humpula, James	35.50	175.00	6,212.50	
Stein, Zachary	7.50	175.00	1,312.50	
Crew Member				
Morton, Eric	7.50		0.00	
Richards, Danny	35.50		0.00	
Totals	86.00		7,525.00	
Total Labor				7,525.00
Total this Task				\$7,525.00
Total Amount Due				\$8,535.00



ROWE Professional Services Company is pleased to accept ACH payments. Please email accounting@rowepsc.com for more information.

Memo

To: Tammy Kline, Township Superintendent

From: Al Apsitis, Parks and Recreation Director

Date: January 16th, 2023

Regards: Campground Store pre-approval

Tammy,

I would like to submit for your consideration a spreadsheet outlining what the campground store spent with its different vendors, stocking and maintaining stock in the store for 2023 camping season.

I am asking for a pre-approval to spend at least that amount below listed line items before our store opens this spring for the 2023 campground season. As a reference, below is what the store spent for the 2022 camping season for those line items.

509-000-726.000	\$7,950.07
509-000-728.000	\$45,154.51
509-000-729.000	\$41,149.80

I have also included this years (2023) budgeted numbers for the campground store for your reference and convenience.

509-000-726.000	\$9,800.00
509-000-728.000	\$48,000.00
509-000-729.000	\$45,500.00

As always please feel free to contact me with any questions or concerns you may have. Thank you for your consideration.

Al Apsitis
Oscoda Twp. Parks and Rec Director

Municipal Underwriters of West MI Inc.

4171 Wolverine Drive
Williamsburg, MI 49690
888-883-6391
polson76@charter.net

Invoice

Date	Invoice #
1/1/2023	4366

Bill To
Charter Township of Oscoda 110 South State Street Oscoda, MI 48750

Account #	Policy Number
	M23MTP80050-04

Effective Date	Expiration Date	Insurance Company	Type of Coverage	Charge
1/1/2023	01/01/2024	Michigan Township Par Plan	Package Plan	87,518.00

YOUR POLICY IS IN FULL FORCE AND PAYABLE ON EFFECTIVE DATE. IF NOT WANTED, PLEASE RETURN IMMEDIATELY.

Total	\$87,518.00
Payments/Credits	\$0.00
Balance Due	\$87,518.00

Fax #
231-421-3509



MICHIGAN TOWNSHIP PARTICIPATING PLAN

Quote Date: **REVISED: December 19, 2022**
Quote for: **OSCODA CHARTER TOWNSHIP - IOSCO**
Policy Term: **01/01/2023 - 01/01/2024**
Payment Plan: **Annual**
Company: **U.S. Specialty Insurance Company (USSIC)**
The Michigan Township Participating Plan (MTPP)
Policy #: **M23MTP80050-04**

General Liability - Occurrence Form (USSIC)

Subject to \$3,000,000 per Occurrence / \$0 Aggregate
Subject to \$1,000 Deductible
Deductible Applies to: Bodily Injury/Property Damage
Basis of Deductible: Per Occurrence
Damage to Premises Rented to you \$500,000 **Subject to General Liability Deductible**
Medical Payments \$10,000
Government Medical Included
Cemetery Professional Included **Subject to \$0 Deductible**
Pesticide or Herbicide - No Coverage
General Liability Nose Coverage - No Coverage
Employee Benefits - Occurrence Form - Subject to \$1,000,000 per Occurrence / \$3,000,000 Aggregate
Subject to \$0 Deductible
Employee Benefits Prior Acts Coverage - No Coverage
Sewer Backup Liability \$100,000 per Occurrence / \$100,000 Aggregate

Cyber Liability Coverage (MTPP)

Subject to the Limit of Liability per attached Insuring Agreements
Subject to \$2,500 Deductible

Liquor Liability (USSIC) - No Coverage

Special Events: Subject to receipt of Special Events Application, Risk Control review and Underwriting approval (Additional Premium may apply)

Fireworks Liability: Subject to receipt of Special Events Application, Risk Control review and Underwriting approval prior to binding coverage (Additional Premium will apply)

Wrongful Acts Liability - Occurrence Form (USSIC)

Subject to \$3,000,000 per Occurrence / \$0 Aggregate
Subject to \$1,000 Deductible
Please note: Wrongful Acts Deductible and Loss Adjustment Expenses Apply to EPLI.
Non-Monetary Damage \$25,000 Per Suit / \$50,000 Per Policy Limit
Private Property Use Restriction Sublimit \$100,000 per Occurrence / \$0 Aggregate

Law Enforcement Liability - Occurrence Form (USSIC)

Subject to \$3,000,000 per Occurrence / \$0 Aggregate
Subject to \$1,000 Deductible
Nose Coverage - No Coverage



MICHIGAN TOWNSHIP PARTICIPATING PLAN

Property (USSIC)

Total Building and Contents Limit	\$14,831,232
Coinsurance	N/A
Subject to:	\$1,000 Deductible
Blanket Basis	Included
Agreed Amount	Included
Building Valuation—per schedule on file with company	Replacement Cost, Actual Cash Value, Functional
Special Form	Included
Accounts Receivable	\$250,000
Animal Mortality	\$10,000 any one occurrence
Business Income	\$500,000 any one occurrence
Extra Expense	\$500,000 any one occurrence
Debris Removal	25% of direct physical loss or damage to covered property
Electrical Utility Service Interruption	\$25,000 any one occurrence
Fire Department Service Charge	\$5,000 for your liability
Fire Equipment Recharge	\$5,000 for each separate 12 month period
Foundations of Machinery	\$250,000 any one occurrence
Golf Course Greens	\$100,000 any one occurrence
Inventory or Appraisal	\$10,000 any one claim
Newly Acquired or Constructed Prop – Bldg	\$1,000,000 for 180 days at each building
Newly Acquired or Constructed Prop – Contents	\$250,000 at each building
Outdoor Property – Specifically Listed Items	\$10,000 any one occurrence; Limited Perils
Outdoor Property – All Other Items	\$5,000 any one occurrence; Limited Perils
Personal Effects – Property of Others	\$1,000 for personal property of any one employee or volunteer
	\$50,000 any one occurrence
Property in Transit	\$15,000 any one occurrence for property of others
Property off Premises	\$50,000 any one occurrence
Underground Pipes, Flues or Drains	\$100,000 any one occurrence
Valuable Papers & Records – Cost to Research	\$1,000,000
Law and Ordinance Coverage	\$250,000 any one occurrence
Earthquake Coverage	Actual Loss Sustained
Flood Coverage	\$1,000,000 subject to \$50,000 Deductible
	\$100,000 subject to \$10,000 Deductible

(Any location in the following flood zones is excluded: Flood Zones A, AO, AH, A1 - A30, A99, V, V1-V30. Any area later designated by FEMA as a "special flood coverage area" at the time of a Covered Cause of Loss is also subject to this limitation. Any area removed by FEMA from a "special flood coverage area" designed at the time of a Covered Cause of Loss is not subject to this limitation.)

Equipment & Mechanical Breakdown	Included
	Subject to: \$1,000 Deductible
	Law and Ordinance Limit \$250,000
	Property Damage: \$2,500
	Business Income: 48 Hours

Automobile (USSIC)

Based on 60 vehicles - Schedule on file with Company
 Subject to \$3,000,000 Liability Limit
Subject to \$0 Deductible
 \$1,000,000 Uninsured / Underinsured Motorist coverage limit



MICHIGAN TOWNSHIP PARTICIPATING PLAN

Hired and Non Owned Automobile Liability
Personal Injury Protection - Unlimited
Property Protection Insurance - Included
Mini-Tort Liability - Included
Physical Damage per schedule on file with company
Hired Auto Physical Damage Coverage Limit \$50,000 subject to deductibles per schedule on file with company
Employee Vehicle Endorsement
Nose Coverage - No Coverage
Auto Catastrophic Coverage - No Coverage
Garage Keepers Legal - No Coverage
Impound Vehicles Coverage - No Coverage

Inland Marine (USSIC)

Subject to \$1,000 Deductible

Scheduled Equipment – Per Schedule on file with company	\$1,059,812
Valuation: Replacement Cost Valuation - per schedule on file	
Misc. Property & Equipment	\$175,000
Valuation: Replacement Cost	
Ancillary Equipment (Fire Department)	\$125,000
Valuation: Replacement Cost	
Contractors Equipment Rented From Others less than 90 days	\$0
Total Limit:	\$1,359,812

EDP (USSIC)

Total Limit	\$100,000
Subject to \$1,000 Deductible	
System Breakdown Coverage	Included
Loss of Business Income	\$100,000
Extra Expense	\$100,000
Media Coverage	\$100,000

Crime (USSIC)

Coverage Form B, C & F Subject to: \$250 Deductible

B. Forgery or Alteration	\$100,000
C. Theft, Disappearance and Destruction In/Out	\$100,000
F. Computer Fraud	\$100,000

Coverage Form O & P Subject to: \$250 Deductible

O. Employee Dishonesty – Per Loss	No Coverage
P. Employee Dishonesty – Per Employee	\$100,000

Includes Faithful Performance



MICHIGAN TOWNSHIP PARTICIPATING PLAN

USSIC Sub Total Premium:	\$81,759.00
MTPP Cyber Sub Total Premium:	\$1,889.00
MCCA:	\$3,870.00
Total Annual Package Premium:	\$87,518.00

****Note: Terrorism option and optional quoted premiums are not included in installment plan premiums.**

****Note: Mold, Fungi & Bacterial Exclusion Included**

****Note: Accounts cannot be brokered**

****Note: All SIR's Include Loss, Loss Adjustment Expense and Supplementary Payments**

****Note: Failure of any Dam, Levee or Dike Exclusion Included**

You declined terrorism coverage for the expiring policy period. We have, therefore, not included a quotation for terrorism coverage for the renewal period and your signed declination of terrorism insurance will remain in effect as long as you are insured by this company and until you rescind the declination in writing. If you would like the above quotation to include insurance for terrorism, or if you would like to know more about terrorism coverage options available to you, please advise your agent.

You selected UNLIMITED PIP medical coverage for the expiring policy period. Therefore, we have included a quotation with that same amount of PIP medical coverage for the renewal period. Your signed PIP selection form, if applicable, will remain in effect as long as you are insured by this company or until you change this selection by completing and signing a new selection form. If you would like to change your selection of PIP medical coverage, or if you would like to know more about these coverage options available to you, please advise your agent.

NOTE: The following forms need to be signed and returned prior to binding coverage:

- ~ Application
- ~ Terrorism Form
- ~ Michigan Choice of Bodily Injury Liability Coverage Limits
- ~ Michigan Selection of Personal Injury Protection (PIP) Medical Coverage

QUOTE GOOD FOR 30 DAYS ONLY ENTIRE QUOTE SUBJECT TO THE TERMS AND CONDITIONS OF THE POLICY.

Charter Township of Oscoda

FAÇADE IMPROVEMENT GRANT PROGRAM

2022

PROGRAM INFORMATION AND MATERIALS

Adopted _____, 2022

Charter Township of Oscoda

Todd Dickerson, Economic Improvement Director

phone (419) 309-7708

email tdickerson@OscodaTownshipMi.gov



Charter Township of Oscoda Economic Improvement Committee

Dave Iler, Chair

Tony Ommani, Vice Chair

Bob Tasior, Planning Commission Representative

Mary Ed Teuton, Member

Heather Tait, Alternate

Joshua Sutton, Township Board Trustee

Township Board of Trustees

Ann Richards, Supervisor

Jaimie McGuire, Treasurer

Joshua Sutton, Clerk

Timothy Cummings, Trustee

Steve Wusterbarth, Trustee

Jeremy Spencer, Trustee

William Palmer, Trustee

Superintendent

Tammy Kline

Economic Improvement Director

Todd Dickerson

110 State St.
Oscoda Township, MI 48750
989-739-3211

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FAÇADE IMPROVEMENT GRANT PROGRAM

PROGRAM BACKGROUND

The Charter Township of Oscoda established this facade grant program to encourage building improvements in the State Street Business and Neighborhood District (SSBN). Building improvements supported by this program serve the public interest by enhancing the appearance of the public realm and strengthening economic development in the SSBN and the whole township. Strengthening the “Up North aesthetic” and “Beach aesthetic” within the SSBN is a primary goal of the program. The program has limited funds, and applications will be reviewed on a first-come, first-serve basis.

ELIGIBILITY

Owners of the buildings in the SSBN District are eligible for financial assistance from the Township of Oscoda. The funds can be used to upgrade and rehabilitate the exterior façade of their buildings. Tenants may apply for assistance with the consent of the property owners.

Only projects, which have not begun prior to being awarded, are eligible. This is a reimbursement grant; therefore, only after a project is paid for, will the grant money be given.

All work must take place after the EIC board approved the award. Proof of payment must be shown to receive a reimbursement.

Financial assistance will only be available to those projects meeting eligibility requirements and preference will be given to projects that can be completed in a timely manner and make the most visual impact to the downtown area.

Eligible items may include:

- Exterior Improvements to the façade, including but not limited to the following: changing exterior wall covering, landscaping, lighting, signs, canopies or awnings, screening of unsightly utilities, and to a limited extent, paving of parking areas.
- Exterior Maintenance measures that improve the overall looks of the façade and insure the sustainability of exterior surfaces, such as cleaning, painting, tuckpointing, repairing, power washing, sandblasting, acid washing, window glazing, and caulking.

In order to be eligible to receive grant funds, all property taxes, real and personal, owed on the property that is the subject of the application must be current at the time the application is made.

Any property on which there is a past-due balance for such taxes will be removed from consideration. Applications will be reviewed on a first-come, first-serve basis.

SCORING CRITERIA

- The level of private investment utilized for the renovation. Applicants providing more than a 100% match will receive higher priority
- The potential impact the project will have on the surrounding area (visual prominence/significance)
- Whether the proposed improvements restore the historic character of the building ☐
The building's level of blight
- Whether the building is abandoned
- Improvements must be adjacent to a public space; however, priority is given to projects renovating multiple facades

FUNDING

Oscoda Township has allocated \$50,000 for this program. All projects must be reviewed and approved by the EIC Board. Participants must expend private funds and then will be reimbursed for qualified expenditures up to, \$10,000 per application with no maximum.

There is no minimum or maximum amount. The award will be based on eligible spending and available funds. Only one application per address is permitted through June 30. For the remainder of the year, additional applications can be made. Only one application can be open at any time.

The Façade Grant Program is ongoing from Jan,1st 2023 till Dec. 31st 2023

Grants will be awarded on a first come, first serve basis until all available funds have been given.

HOW TO APPLY

Contact Our Staff

You must contact our program staff with a phone call or email before submitting your application.

Contact: EIC Director

Phone Number: (989) 739-3211

Email: tdickerson@oscodatownshipmi.gov

The proposed project must be reviewed to determine if it is eligible. This requirement is meant as a service to applicants to avoid unnecessary spending to create documents for ineligible projects.

If your program is deemed appropriate, you may proceed with a formal application.

Complete the Application

When writing your proposal, please keep in mind it will be reviewed by people who may not be familiar with your project or your agency, so be sure your application fully explains your program and what you hope to accomplish. Please be as clear, complete, and concise as possible.

In addition to required elements, you may attach additional documents if it will help make your case more clear.

Make sure to include all necessary documents listed under the application form

Put the Application Together

If emailing the application, please include all material in one email if possible. It may contain multiple attachments if needed.

If mailing or dropping off, please do not staple individual sections of your application. Binding is not necessary. Using a clip or one staple to keep the application together is most preferred.

Turn in Proposal

It is preferred that applications are emailed, however, they may be mailed or personally dropped off during office hours throughout the entirety of the grant.

Address:

110 State Street
Oscoda, MI 48750

Attn:

Todd Dickerson, Economic Improvement Director

Phone Number:

(989) 739-3211

Email:

tdickerson@OscodaTownshipMi.gov

Office Hours:

M-F 8:00 AM to 5:00 PM

APPLICATION

Program Application Form

Applicant Name: _____

Applicant Address:

Phone Number: _____

Email: _____

Building Type (circle one): Residential Commercial Mixed-Use

Relationship to building (circle one): Owner Tenant

Project Address:

Tax Parcel #(s): _____

Project Description:

Grant Funds Requested: \$ _____

Projected Start Date: _____

Projected Completion Date: _____

Business(es) Currently Housed in Building: _____

Will tenants be displaced during construction: YES___ NO___ UNKNOWN___

Contact Person:

Applicant Contractor:

Other: _____

Name: _____

Day Phone: _____

Email: _____

Cell Phone: _____

Address:

Please Include the Following Submission Requirements

- Grant application form
- Proof of property ownership and/or leasehold interest
- Proof that property taxes are up-to-date
- Detailed written summary of proposed façade improvements
- Project Budget
- Full set of before photos of the proposed project
- Sketch of proposed improvements
- Façade Improvement Agreement

Project Budget

Itemize all project costs (expenses) and funding sources (revenue), including matching funds, to the best of your knowledge.

Revenue Status Sources of funding

Amount\$_____ Confirmed____Pending____

Amount\$_____ Confirmed____Pending____

Amount\$_____ Confirmed____Pending____

Totals\$_____

Expenses

Item (materials/supplies, equipment, labor)

_____Estimated Cost \$_____

_____Estimated Cost \$_____

_____	Estimated Cost \$ _____
_____	Estimated Cost \$ _____
_____	Estimated Cost \$ _____
_____	Estimated Cost \$ _____
_____	Estimated Cost \$ _____
_____	Estimated Cost \$ _____
_____	Estimated Cost \$ _____
_____	Estimated Cost \$ _____
_____	TOTAL \$ _____

The undersigned affirms the information provided in this application is true and complete to the best of their knowledge. Furthermore, the applicant understands the requirements of the Façade Grant Program and agrees to abide by the terms and conditions.

Signature of Applicant: _____ Date: _____

Signature of Property Owner (s): _____ Date: _____

Signature of Property Owner (s): _____ Date: _____

GRANT AGREEMENT

Date of Agreement:

Grantee:

Total Amount of Grant:

Award Date:

This grant is awarded by the Charter Township of Oscoda (the "Township") subject to the following terms and conditions:

A. This grant may only be used for the purposes described in the Township's Façade Improvement Grant Program Information and Materials ("Program Information") and Grantee's application and related information, and may not be expended for any other purposes without the Township's prior written approval.

B. Grantee understands and acknowledges that the grant funds may only be used in accordance with the purposes set forth in the Program Information, and any use of grant funds for any other purpose shall result in the forfeiture of any remaining awarded and unpaid funds, as well as a requirement that Grantee return to Township all grant funds already received from the Township.

C. Grantee may not use this grant to pay salaries, commissions, benefits, advertising, or for any other purpose other than those eligible expenses listed in the Program Information.

D. Award of the grant is separate from payment of the grant funds, and Grantee must comply with the Program Information in order to actually receive grant funds.

E. In order to be paid the grant, Grantee shall provide to the Township with invoices/contracts/agreements for the work performed, as well as proof of payment by the Grantee. Grantee will provide promptly such additional information, reports, and documents as the Township may request in order to determine eligibility for payment of the grant.

F. Grantee shall not assign this grant agreement without the prior written consent of the Township.

G. Grantee accepts responsibility for complying with this agreement's terms and conditions and will exercise full control over the grant and the expenditure of grant funds. This grant will be payable according to the above referenced payment schedule, after the Township receives a copy of this agreement signed by an authorized officer of Grantee. Grantee may wish to have this agreement reviewed by legal counsel.

On behalf of Grantee, I understand and agree to the foregoing terms and conditions of the Township's grant, and hereby certify my authority to execute this agreement on Grantee's behalf.

Signature: _____

Printed Name: _____

Title: _____

Date: _____

Corridor Improvement Authority

Presentation to the Charter Township of Oscoda Board of
Trustees

January 23, 2023

Agenda

- The purpose of Corridor Improvement Authorities (CIAs)
- The powers of CIAs
- The benefits of CIAs
- CIA responsibilities
- Where CIAs can operate
- The process for creating a CIA
- The makeup of a CIA Board of Trustees
- Next steps



RECODIFIED TAX INCREMENT FINANCING ACT (EXCERPT)

Act 57 of 2018

PART 6

CORRIDOR IMPROVEMENT AUTHORITIES

125.4602 Definitions; A to M.

Sec. 602. As used in this part:

(a) "Advance" means a transfer of funds made by a municipality to an authority or to another person on behalf of the authority in anticipation of repayment by the authority. Evidence of the intent to repay an advance may include, but is not limited to, an executed agreement to repay, provisions contained in a tax increment financing plan approved prior to the advance, or a resolution of the authority or the municipality.

(b) "Assessed value" means the taxable value as determined under section 27a of the general property tax act, 1893 PA 206, MCL 211.27a.

(c) "Authority" means a corridor improvement authority created under section 604(1) or a joint authority created under section 604(2).

(d) "Board" means the governing body of an authority.

(e) "Business district" means an area of a municipality zoned and used principally for business.

(f) "Captured assessed value" means the amount in any 1 year by which the current assessed value of the development area, including the assessed value of property for which specific local taxes are paid in lieu of property taxes as determined in section 603(e), exceeds the initial assessed value. The state tax commission shall prescribe the method for calculating captured assessed value.

(g) "Chief executive officer" means the mayor of a city, the president of a village, or the supervisor of a township.

(h) "Development area" means that area described in section 605 to which a development plan is applicable.

(i) "Development plan" means that information and those requirements for a development area set forth in section 621.

(j) "Development program" means the implementation of the development plan.

(k) "Fiscal year" means the fiscal year of the authority.

(l) "Governing body" or "governing body of a municipality" means the elected body of a municipality having legislative powers or, for a joint authority created under section 604(2), the elected body of each municipality having legislative powers that is a member of the joint authority.

(m) "Initial assessed value" means the assessed value, as equalized, of all the taxable property within the boundaries of the development area at the time the resolution establishing or amending the tax increment financing plan is approved, as shown by the most recent assessment roll of the municipality for which equalization has been completed at the time the resolution is adopted. The initial assessed value may be modified once during the term of the tax increment financing plan through an amendment as provided in section 618(4) after the tax increment financing plan fails to generate captured assessed value for 3 consecutive years due to declines in assessed value. Property exempt from taxation at the time of the determination of the initial or amended assessed value shall be included as zero. For the purpose of determining initial or amended assessed value, property for which a specific local tax is paid in lieu of a property tax shall not be considered to be property that is exempt from taxation. The initial assessed value of property for which a specific local tax was paid in lieu of a property tax shall be determined as provided in section 603(e).

(n) "Land use plan" means a plan prepared under former 1921 PA 207, former 1943 PA 184, or a site plan under the Michigan zoning enabling act, 2006 PA 110, MCL 125.3101 to 125.3702.

(o) "Municipality" means 1 of the following:

(i) A city.

(ii) A village.

(iii) A township.

(iv) A combination of 2 or more cities, villages, or townships acting jointly under a joint authority created under section 604(2).

History: 2018, Act 57, Iff. Jan. 1, 2019.

125.4603 Definitions.

Sec. 603. As used in this part:

(a) "Director" means the director of the Michigan Department of Treasury, including salaries and expenses of employees, office supplies,

Purpose

- Authorized by Michigan Public Act 57 of 2018
- The act states that CIAs can be created by a municipality to:
 - Redevelop commercial corridors, and
 - Promote economic growth

CIA Review

Powers

A Summary

- Prepare an analysis of economic changes taking place in the development area.
- Preservation, or reconstruction of a public facility, an existing building, or a multiple-family dwelling unit necessary or appropriate to the execution of a plan which aids in the economic growth of the development area.
- Plan, propose, and implement an improvement to a public facility within the development area to comply with the barrier-free design requirements
- Develop long-range plans, in cooperation with the agency that is chiefly responsible for planning in the municipality, designed to halt the deterioration of property values in the development area and promote the economic growth of the development area, and take steps as may be necessary to persuade property owners to implement the plans.
- Implement any development plan necessary to achieve the economic goals of the authority.
- Make and enter into contracts necessary or incidental to the exercise of its powers and the performance of its duties.
- Acquire by purchase or otherwise, or own, convey, or otherwise dispose of, or lease as lessor or lessee, land and other property, real or personal,
- Improve land and construct, reconstruct, rehabilitate, restore and preserve, equip, improve, maintain, repair, and operate any building, within the development area for the use, in whole or in part, of any public or private person or corporation, or a combination thereof.
- Fix, charge, and collect fees, rents, and charges for the use of any facility, building, or property under its control or any part of the facility, building, or property, and pledge the fees, rents, and charges for the payment of revenue bonds issued by the authority.
- Lease, in whole or in part, any facility, building, or property under its control.
- Accept grants and donations of property, labor, or other things of value from a public or private source.
- Acquire and construct public facilities.
- Conduct market research and public relations campaigns, develop, coordinate, and conduct retail and institutional promotions, and sponsor special events and related activities.
- Contract for broadband service and wireless technology service in a development area.

Benefits

- Broad powers to assist the corridor
- Ability to raise and borrow funds
- Development district liquor licenses
- Manage and lead district efforts

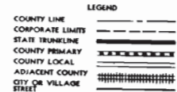
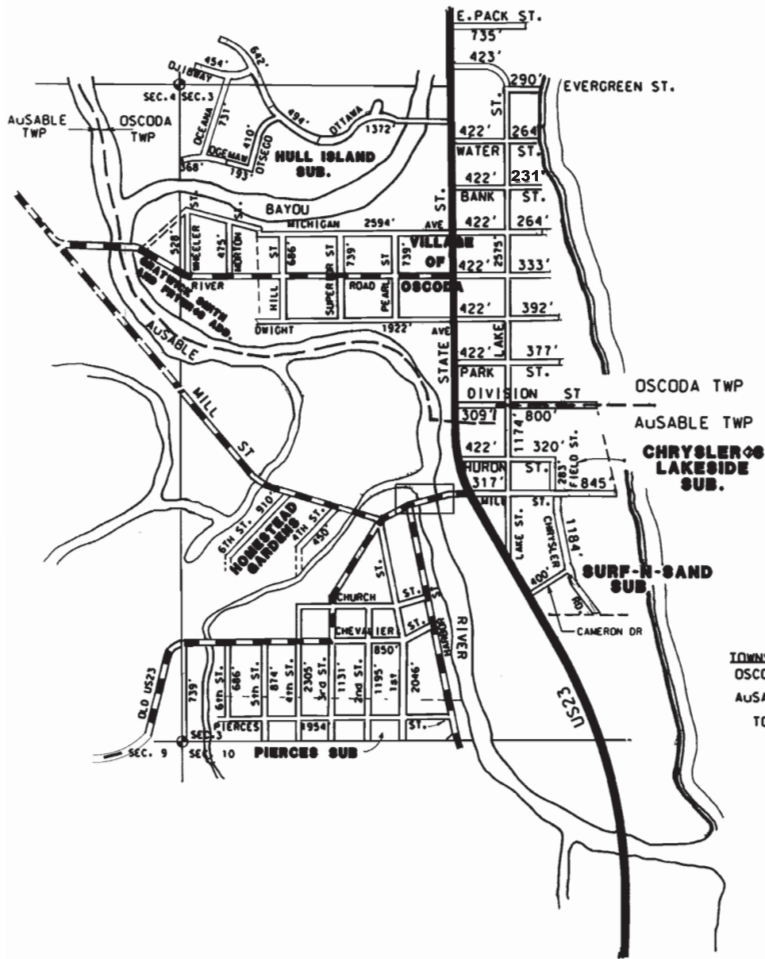
CIA Responsibilities

- Board members must take a constitutional oath of office
- Meetings are subject to the Open Meetings Act
- Reporting requirements:
 - Must maintain a website with agenda, minutes, budgets, audits, plans, staff, and other information
 - Must hold two informational meetings, annually
 - Provide detailed report to the Michigan Department of Treasury, if using TIF

Where CIAs Can Operate

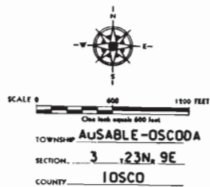
District Requirements:

- Within 500 feet of an arterial or collector street
- Contain at least 10 contiguous parcels or 5 contiguous acres
- More than 1/2 of the existing ground floor square footage is classified as commercial real property under section 34c of the general property tax act
- Residential use, commercial use, or industrial use has been allowed and conducted under the zoning ordinance or conducted in the entire development area, for the immediately preceding 30 years
- Served by water and sewer
- Zoned to allow for mixed-use that includes high-density residential use (C-MU, C-T zones)



I HEREBY CERTIFY THAT THE ROADS SHOWN HEREON BY SYMBOL OR IN GREEN AS LOCAL ROADS ARE IN USE AND ARE UNDER THE JURISDICTION OF THE COUNTY ROAD COMMISSION

TOTAL FEET 39,957 EQUALS 7.57 MILES



TOWNSHIP	FEET	MILES
OSCODA	21072	3.99
AUSABLE	18885	3.58
TOTAL	39,957	7.57

63

63



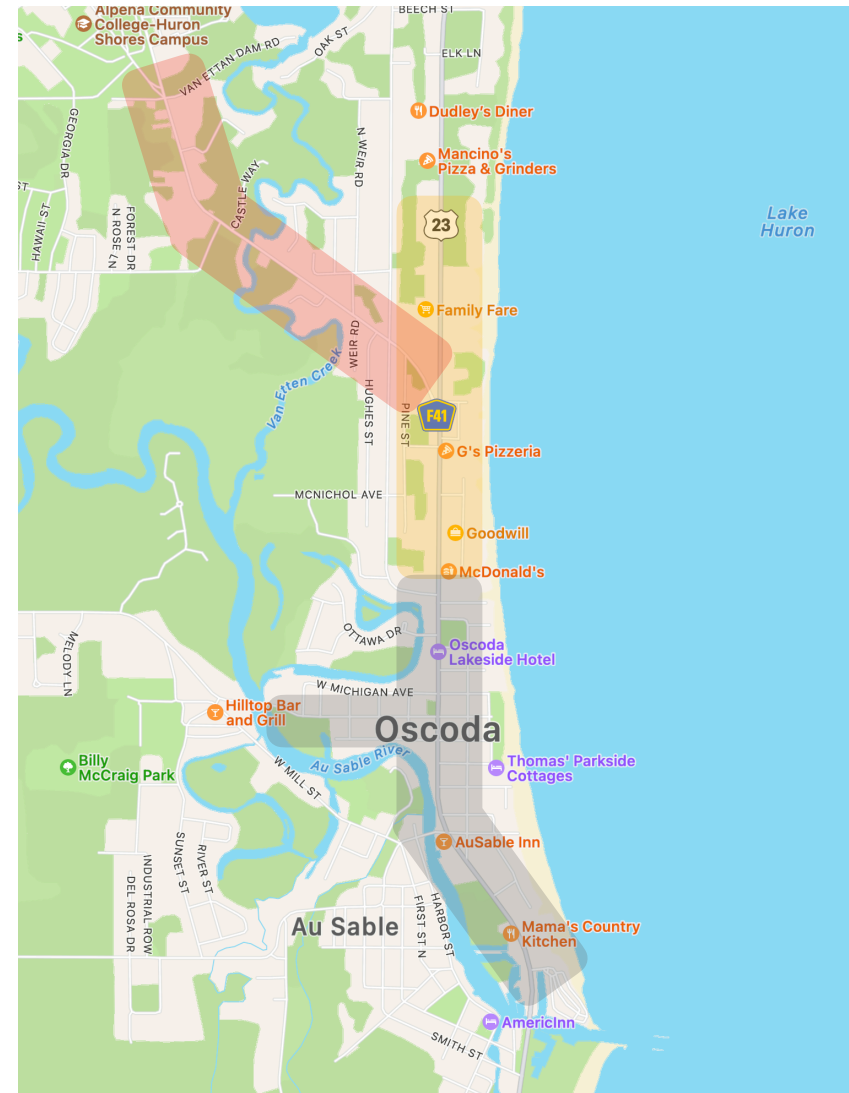
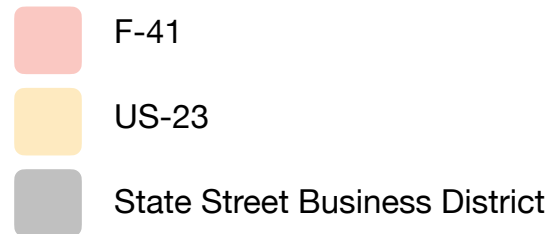
OSCODA TOWNSHIP Street Frontage Regulating Plan

Data Source: State of Michigan Geographic Data Library

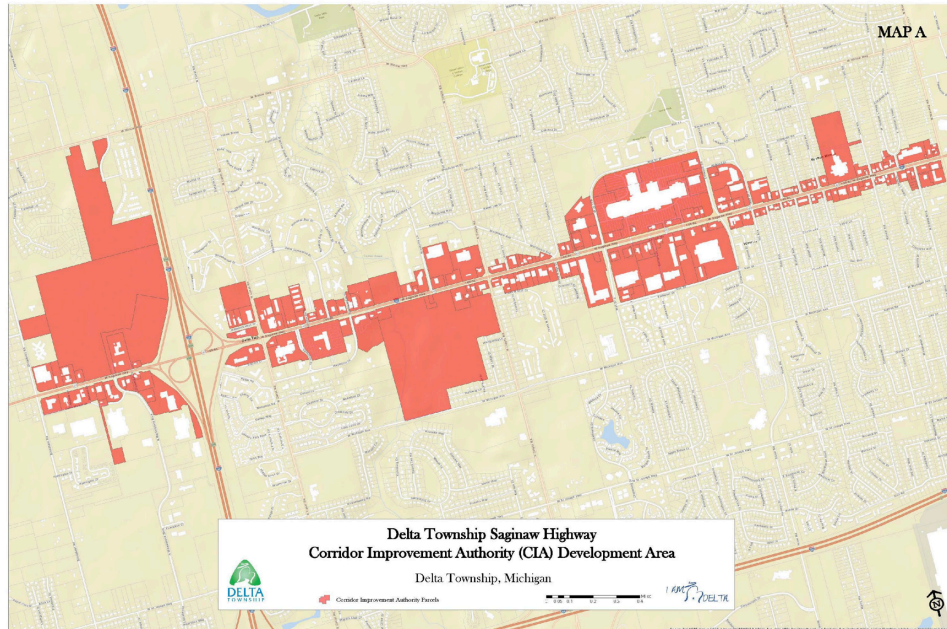
- C-T: Commercial-Traditional
- C-MU: Commercial-Mixed Use
- C-L: Commercial Lodging
- SF-SL: Single Family-Small Lot

CIA Geography

- Each district can have its own CIA or all can be within one authority
- Areas that are zoned C-T, C-MU, C-L, US-23 & F-41 are eligible to be included in the CIA



Delta Township



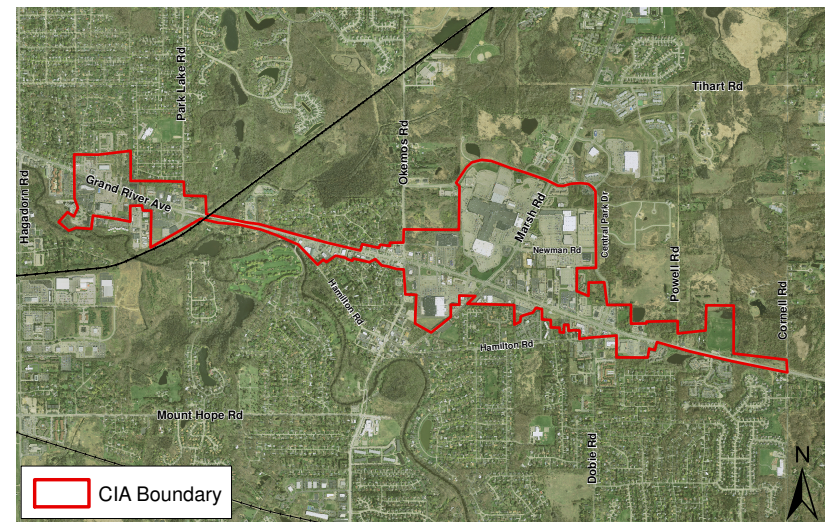
Crockery Township



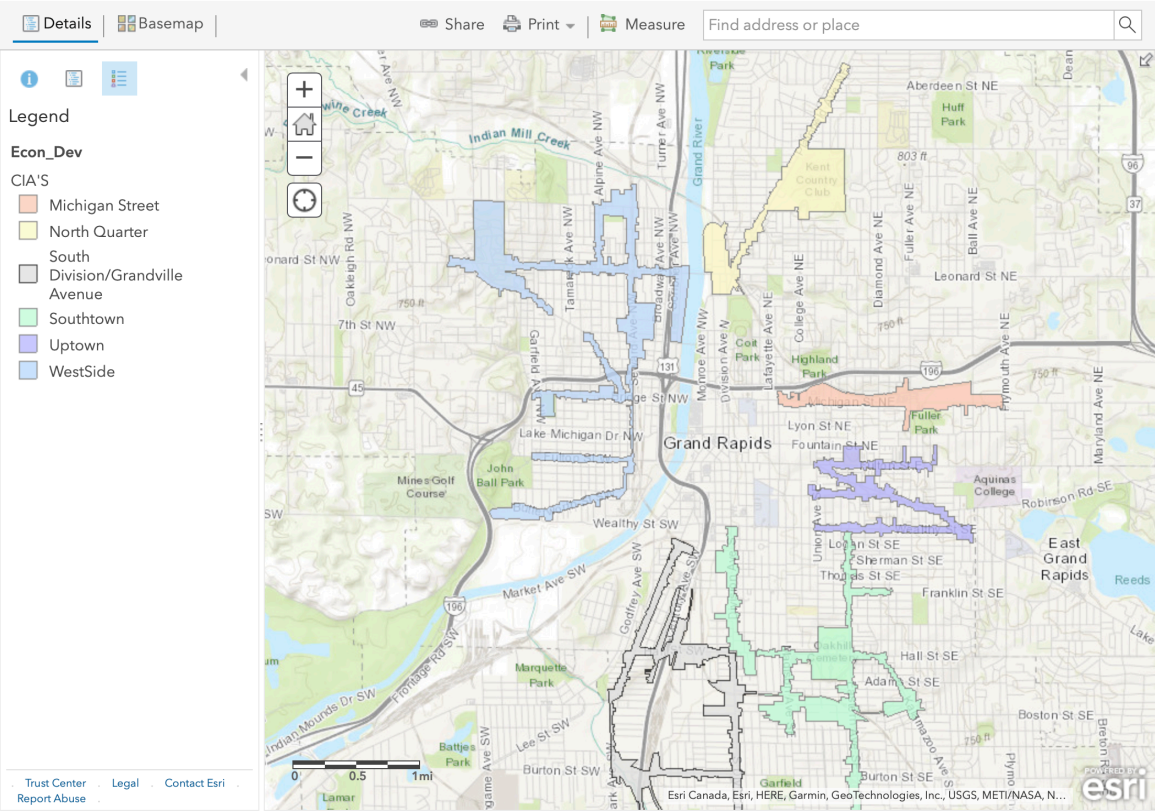
CROCKERY TOWNSHIP
CORRIDOR IMPROVEMENT AUTHORITY

Tax Increment Finance and Development Plan

Meridian Township



Grand Rapids



Lansing, Lansing Twp., East Lansing



michigan
avenue
corridor

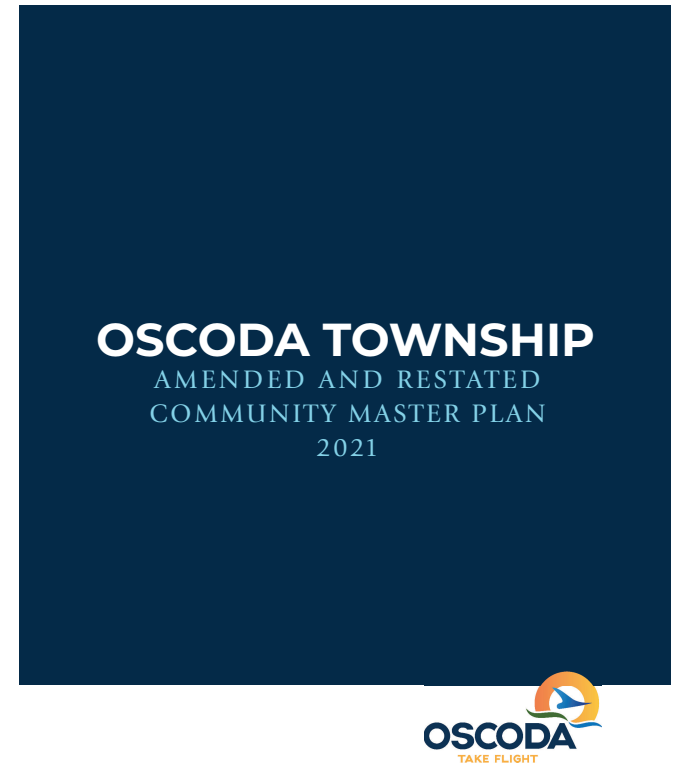
city of lansing
city of east lansing
lansing township

conceptual development plan

Key Recommendations	
Chapter 1: Key Findings	4
Chapter 2: Introduction	6
Chapter 3: Michigan Avenue Today	10
Chapter 4: Michigan Avenue 2030	21
Chapter 5: Design Guidelines	23
Chapter 6: Strategies for Implementation	26

Other CIA Requirements

- Expedite the local permitting and inspection process in the development area
- Modify its master plan to provide for walkable non-motorized interconnections, including sidewalks and streetscapes throughout the development area



Process to Create a CIA

Summary

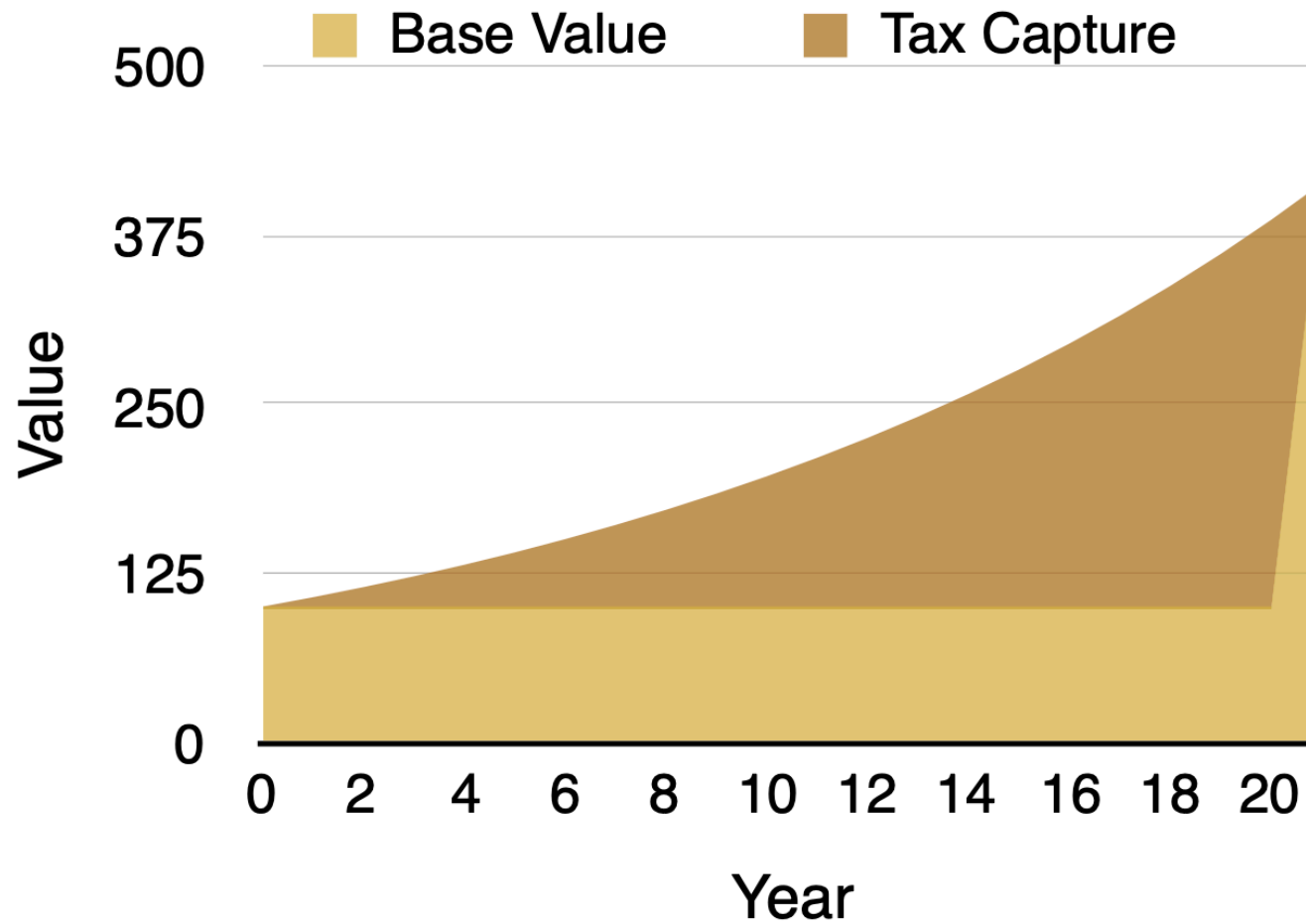
- Resolution of intent designating boundaries and setting a public hearing
- Notice of hearing to property owners, in newspaper, around the district, and notification to taxing authorities
- Not less than 60 days after the hearing, the Township Board adopts a resolution creating the authority
- If you'd like to use revenue bonds or use TIF, adopt a **Development Plan**
- If you choose to use tax increment financing, adopt a **TIF plan**

Process to Approve a Development and TIF Plan

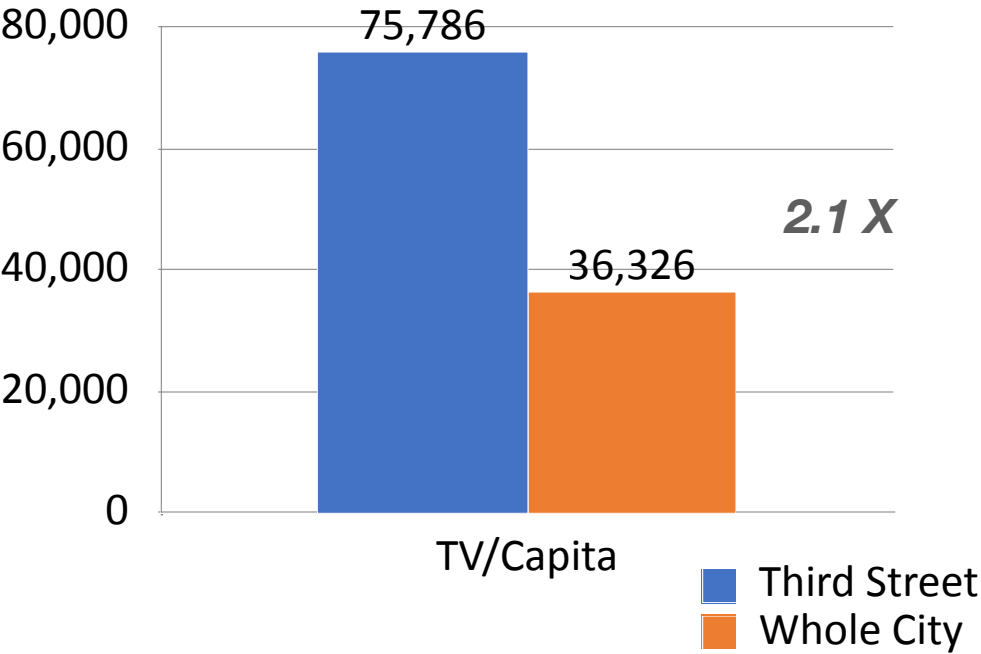
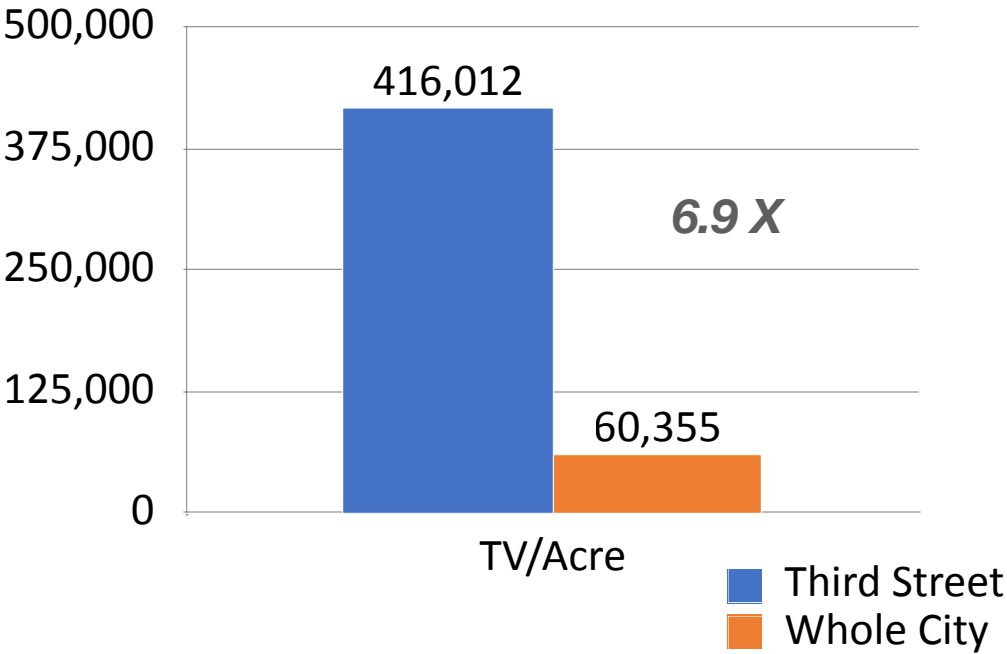
6 to 9 Months

- Identify and prioritize needs of the district, including engaging businesses, property owners, and affected taxing authorities
- Run scenarios of TIF capture and financing of planned improvements and programs
- Draft development and TIF Plan
- Notify property owners, taxing authorities, and others of a public hearing
- Hold public hearing
- Wait 60 days for taxing authority decisions on participation
- Approve plan

Tax Increment Financing (TIF)



Example: Marquette



CIA Board of Trustees Makeup

- Includes Township Chief Executive Officer, plus not less than five nor more than nine members
- Appointed by the Chief Executive Officer of the municipality, subject to affirmation by the full Board
- At least half of the members must have a property interest in the district
- At least one member must live within half a mile of the district

CIA Funding Sources

- Donations
- Revenue bonds approved by the Township Board
- Revenues from property owned, leased, licensed, or operated by the CIA
- Tax increment financing
- Special assessments
- Other funds authorized by law

Next Steps

- Decide why you are creating the CIA; do you want to borrow and/or use TIF?
Is the CIA the best tool for your needs?
- Create CIA
- Depending on your needs, create a development plan and, possibly, a tax increment financing plan for your CIA

Questions?

Rob Bacigalupi, AICP
Principal, Mission North, LLC
Rob@MissionNorthMI.com



CIA Review

Oscoda Township

Proposed Services – Place + Main Advisors

PlaceLeap Update

After a successful implementation of many of the recommendations from the 2019 PlaceLeap process which entailed an Economic Development Strategy, Community Marketing Strategy, Downtown Plan, Communications Plan, and Branding, Oscoda Township now seeks to update these documents.

This project will include the following:

Market Data Update- Update all demographic information and retail leakage data to reflect 2022-2027 timeframe

Public SWOT- Conduct a Strengths, Weaknesses, Opportunities, and Threats (SWOT) analysis as a public meeting to gather input from residents

Focus Groups- Conduct up to six focus groups with various stakeholders including small business owners, industry leaders, tourism officials, local government partners, and others

Downtown Redevelopment Plan Update- Review status of remaining plan items and propose additional projects

Economic Development Strategy- Review status of remaining strategy items and propose additional projects

Implementation Plan- Update the Implementation Plan to reflect the changes in the Downtown Redevelopment Plan and Economic Development Strategy

This process anticipates 2-3 site visits to the community to conduct the tasks above. All final products will be provided in digital form.

Timeline

It is anticipated this project will commence by February 28, 2023 and be completed by June 30, 2023.

Cost- \$15,000 (This cost reflects a guaranteed not-to-exceed and “all inclusive” price of all necessary travel, databases, or other costs associated with the creation of the document.)

MATCH ON MAIN

Program Guide



**MICHIGAN
ECONOMIC**
DEVELOPMENT
CORPORATION

Program Description

Match on Main is a reimbursement grant program, provided by the Michigan Economic Development Corporation, that serves as a tool to support new or expanding place-based businesses by providing up to \$25,000 in funding to support an eligible small business through an application submitted, administered, and managed by the local unit of government, downtown development authority, or other downtown management or community development organization where the business is located.

The MEDC finds value in supporting place-based businesses located in Redevelopment Ready Communities® and Michigan Main Street districts, given the local capacity that has been built to support new and existing small businesses through the technical assistance, training and education communities gain by participating in these programs. The grant applicant – which is the local entity applying on behalf of the small business seeking grant support – must represent a community that is an essentials or certified Redevelopment Ready Community® or is a select or master level Michigan Main Street Community.

The focus of Match on Main is to support place-based businesses as they seek to launch and grow on main street. Small businesses are the cornerstone of what makes Michigan's downtowns unique and authentic. This program aligns to the MEDC's strategic focus areas, including the continued effort toward developing attractive places.

Program Goals

Match on Main strives to:

- 1) Support the creation and growth of place-based businesses located in select or master Michigan Main Street districts or essentials or certified Redevelopment Ready Communities® across the state
- 2) Provide access to capital for place-based businesses, create and retain jobs, leverage private investment, and activate vacant or underutilized space
- 3) Provide eligible communities with a business recruitment and retention tool as they work to grow and support their local entrepreneurial ecosystem

How the Match on Main Program Works:

The Match on Main program provides grant funding to support an eligible small business desiring to launch or grow on main street by providing up to \$25,000 in funding, **reimbursed** for eligible activities. The program is administered and managed by the local unit of government, downtown development authority, or other downtown management or community development organization who serves as the "eligible applicant". The eligible applicant will select one eligible business, per application, located in their traditional downtown or other eligible business district to include for support – with a maximum of two applications submitted per funding round.

Step 1: Decide to Apply for Funding

Who can apply?

Eligible applicants include local units of government, downtown development authorities, Michigan Main Street programs, or other community or economic development organizations that represent a traditional downtown district, historic neighborhood commercial corridor, or an area planned and zoned for concentrated commercial development. The grant applicant must represent a community that is essential or certified in the [Redevelopment Ready Communities® program](#) or is a [select or master Level Michigan Main Street Community](#).

The MEDC will prioritize applicants that demonstrate a history of supporting businesses within the district for which they are applying.

Eligible applicants can select up to two eligible businesses and each business requires a separate application. If a community has multiple organizations that could be considered qualified applicants, the organizations should communicate with one another to avoid competing application submissions. Please note that the MEDC will only award grant funds to one qualified applicant under each grant agreement. If multiple applications for the same community are submitted, they must represent different traditional commercial districts within the community. If multiple applications are submitted by different organizations on behalf of the same district, the MEDC reserves the right to deny any or all of the applications. See timeline on Appendix F for the application deadlines and other important dates.

What type of businesses qualify for funding?

The applicant must certify the business included in the application meets all eligibility criteria:

Businesses must meet all of the following eligibility requirements:

- The business is located within the boundaries of the community the applicant serves
- The business is located within a traditional downtown, historic neighborhood commercial corridor, or area planned and zoned for concentrated commercial development that contributes to a dense mixed-use area with multi-story elements
- The business sells products and/or services face to face AND has a physical location within a traditional downtown, historic neighborhood commercial corridor, or area planned and zoned for concentrated commercial development (Ex. The business has a storefront location downtown)
- The business will have, or intends to have, control over the site for which they are applying prior to Match on Main application. Please note: changes in the proposed business location after grant selection may result in grant being forfeited.
- The business may be operating as a for profit or non-profit
- The business is headquartered in Michigan

STEP 1: Decide to Apply for Funding



STEP 2: Select business that will be included in the Application



Step 3: Complete MEDC Match on Main Application



Step 4: MEDC Review



Step 5: Awardees Announced

Ineligible businesses: franchises (including independent contractor agreements), businesses located in strip malls (unless located in an area zoned and approved for future concentrated mixed-use development), “big box” retailers, businesses whose primary sales come from marijuana, CBD, or tobacco, and/or any other businesses deemed ineligible by the MEDC. In addition, the business must not have previously received or been approved to receive support from the MEDC Match on Main Grant Program. A business **WILL NOT BE EXCLUDED** if they have been awarded a MEDC Match on Main COVID19 Response Program Grant or any other MEDC or MSF COVID19 programs.

What are the eligible expenses which may be reimbursed with grant funding from Match on Main?

A business interested in working with their local community to apply for a Match on Main grant must have a project identified. Awardees will be granted up to \$25,000 to reimburse project activities occurring at a permanent commercial space. Expenses incurred must be paid by the business to an independent third party. A comprehensive list of eligible expenses can be found below:

- Expenses for technical assistance items for design and layout of interior or exterior space, such as conceptual renderings of the interior or exterior floor plan, merchandise layout, other interior or exterior design concepts, and construction drawings, plans or specifications for interior or exterior space activation.
- Expenses for interior building renovation items, including rehabilitation of floors, walls, ceiling, rooms, electrical improvements, lighting and lighting fixtures, furniture and display renovations, installation of permanent kitchen or other equipment, and/or fire suppression or other code compliance items.
- Expenses for permanent or semi-permanent activation of an outdoor space, including a dining area, beer garden, or other place-based outdoor activation deemed acceptable by the MEDC. Exterior signage, doors and windows may be permitted as an eligible expense if part of a larger outdoor space activation project.
- Expenses for permanent or semi-permanent business infrastructure related to COVID-19 recovery efforts such as items that promote the health and safety of employees and customers (examples include plexiglas barriers, curbside service windows, etc.).
- Expenses for general marketing, technology to assist in connecting with customers (example: website upgrades or e-Commerce integration), operational changes (example: shifting from dine in to carry out), the purchase of a point-of-sale system, or inventory expenses for retail goods.

All eligible expenses must be otherwise acceptable to the MEDC.

Expenses that are **not** eligible include: exterior improvements that could be considered as general maintenance, repairs, landscaping, or other non-place-based outdoor activation, employee wages, salaries or benefits, rent, mortgage, land contract or building or land lease payments, utilities, leases for equipment, vehicle leases, vehicle payments, taxes, interest or insurance, professional fees, federal, state, or local application, licensing, permit or similar fees, bank or other lender financing, interest, inspection fees or costs, credit card processing fees; non-infrastructure COVID-19 expenses, such as disposable PPE, including masks or other face coverings, gloves, or hand sanitizer, property acquisition, projects on residential property, or any other capital expenditure (including soft costs) deemed ineligible at sole discretion of the MEDC.

When can a business incur eligible expenses?

Only eligible expenses incurred after the date the application is submitted may be considered for reimbursement under the Match on Main program. Any expense incurred prior to award announcement and an executed grant agreement is incurred at the sole risk of the Business.

Is the business required to obtain third party cost estimates as part of the application process?

Yes. Third party costs estimate must be obtained and included with the application. The cost estimates shall align with the project scope and budget. Third party cost estimates for services shall include the name of the company providing the estimate, address, phone number, email, website (if applicable), scope of service, estimated cost, and date. Cost estimates for products or goods may be reflected by providing PDF documentation of online shopping cart or other similar proof of cost.

Does this grant program require a match from the local business?

Match on Main requires a ten percent (10%) cash match.

How is the grant funding disbursed to businesses?

Match on Main is a reimbursement grant program. If awarded, grantees will submit copies of paid receipts of eligible expenses that align with the project budget as outlined in the application, for the total grant amount plus ten percent (10%), within six months of the executed grant agreement.

Example:

Total Grant Award	Required Match	Total amount of paid receipts to be submitted
25,000	2,500	27,500

Step 2: Select the Business that will be included in the Application**Who is responsible for selecting the business to include in the application?**

The applicant will identify the business that is recommended to receive grant support through the Match on Main program. Each application will identify one business to receive grant support. An applicant may submit no more than two applications. The applicant may apply for up to \$25,000 (with a minimum requirement of at least \$5,000) to administer to the small business.

How should the applicant determine which business to include in their application?

The MEDC has provided a Local Business Worksheet (Appendix C) to assist applicants in determining if a business is eligible. The Local Business Worksheet is also intended to assist the applicants in identifying whether the business has a highly competitive project as defined by the evaluation criteria (outlined in Step 4: MEDC Review), whether the project can be completed within six months of grant agreement execution, and whether the project fits within the applicant's local priorities. The Local Business Worksheet will be required to be submitted with the application. The Local Business Worksheet is completed by the business owner and provided to the applicant.

The MEDC recognizes that applicants may have many eligible businesses within their districts that have projects suitable to receive funding. Because selecting one or two out of multiple interested businesses may be difficult, the MEDC has provided an example Business Scoring Matrix document (Appendix D) that eligible applicants can use to prioritize which business will be included in the application.

The Business Scoring Matrix document is OPTIONAL to be used as a reference in creating a transparent process for selection and will not be required as part of the application. The selection of which business to include in the application is completely determined by the eligible applicant.

How should the applicant avoid any conflict of interest in their selection process?

As an applicant considers and selects a business to include with the application, the applicant should evaluate whether there is any direct or indirect contractual, financial, business or other interest among the applicant and the proposed eligible business, as well as among their respective officers, directors, employees or affiliates, that would conflict in any manner with applicant's performance obligations to the MEDC under the Match on Main program, the business' performance obligations to the applicant, or that would create an appearance of impropriety. As an example, a business owner that is also part of the local applicant's board cannot have any part or perceived role in the selection process, or management of the MEDC grant or MEDC funding.

A conflict of interest clause is included as part of the grant agreement. Every case and situation that may cause a conflict of interest is different. Every applicant is responsible to evaluate and effectively manage its responsibilities to avoid any conflicts of interest.

Tips for a successful application submission

- Reference Appendix B, a copy of the application, and prepare your answers prior to starting the online application.
- Make sure all attachments are completed & uploaded to the application

Step 3: Complete MEDC Match on Main Application

What can I expect when applying for the Match on Main program?

To assist you in preparing a complete submission, a copy of the application will be included in advance of the application opening as an appendix (Appendix B) and can be found on <https://www.miplace.org/match-on-main> once it becomes available.

Applicants may wish to record answers in a separate word document and gather all attachments (see details below) before starting the online application.

Certain attachments will be requested in order for an application to be deemed complete. Please carefully review the list below to understand what will be required and/or optional based on the type of business that was selected for the Match on Main Application.

- REQUIRED: Local Business Worksheet (Appendix C)
- REQUIRED: Project Cost Estimates from a Third-Party that reflect total private investment. Private investment includes any non-Match on Main funds that will be leveraged to implement the project within 6-months of an executed grant agreement. All costs associated with the proposed project should be reflected in the required third-party cost estimates.
- REQUIRED: A minimum of three photos that represent the scope of Match on Main request; this should include at least one exterior photo and at least one photo of the interior of the space (acceptable file types: PNG, JPEG, and PDFs).
- REQUIRED FOR NEW BUSINESSES: For businesses in operation 12 months or less, a copy of a detailed Business Plan that has been reviewed by a third-party small business resource provider, such as the Michigan Small Business Development Center (MI-SBDC). At a minimum, the Business Plan should include an executive summary, company introduction, description of

products or services offered, an overview of operations, and a two-year projected cash flow. (If the business has been in operation for more than 12 months, this attachment is OPTIONAL.)

- OPTIONAL: Business Scoring Matrix Document (Appendix D)

How should the business calculate Project & Private Investment Totals listed within the Local Business Worksheet and the Online Application?

The MEDC asks applicants to provide four different Project & Private Investment totals - which are included in both the Local Business Worksheet and the Online Application. Two examples have been provided below to assist applicants and business owners with calculating these totals.

EXAMPLE PROJECT 1:

A brewery is looking to expand and create a new indoor/outdoor beer garden and seating area. They received third-party cost estimates showing the total project will cost \$900,000. They anticipate applying to the Match on Main program for a portion of the project. The business owner intends to use the funds to cover the cost of the garage door installation. The total cost to install the garage door is \$50,000. The brewery is requesting the maximum \$25,000 in Match on Main grant funding.

EXAMPLE PROJECT 2:

A local retailer is looking to purchase new inventory to expand their product lines. The local retailer knows that they can request up to \$25,000 in grant funding for the Match on Main program and that they are required to have a 10% match. They provide \$27,500 in third-party shopping cart receipts showing the new inventory they desire to purchase. At this time, the retailer has no other costs associated with the inventory expansion project.

	DESCRIPTION:	EXAMPLE #1:	EXAMPLE #2
TOTAL A:	The total cost of expenses the business is seeking Match on Main reimbursement for	\$50,000	\$27,500
TOTAL B:	The total cost of expenses incurred by the business outside of the Match on Main grant request that are required for the project to come to fruition.	\$850,000	\$0
TOTAL C: (TOTAL PROJECT COST)	TOTAL A + TOTAL B	\$900,000	\$27,500
TOTAL D:	The Match on Main grant request by the applicant	\$25,000	\$25,000
TOTAL E: (TOTAL PROJECT PRIVATE INVESTMENT)	TOTAL C – TOTAL D	\$875,000	\$2,500

Will an application be able to be revised after it is submitted?

As a general rule, no. However, after an application is submitted to the MEDC, it is reviewed for completeness and to ensure the applicant meets eligibility requirements. If a technical issue within the application is found, such as a question left blank or a required attachment is missing, MEDC staff may, at its sole discretion and without any requirement to do so, notify the applicant and provide an opportunity to address the technical error found.

If the application does that not receive funding, can it be revised and resubmitted in a future funding round?

Yes. An application that does not result in award funding may be modified and resubmitted under a future Match on Main funding round subject to meeting all the requirements of any such funding round.

Step 4: MEDC Review**How will the MEDC be evaluating applications?**

Applications will be evaluated based on a variety of considerations, including:

- Considerations related to the applicant organization:
 - History of supporting businesses within the district where the eligible business is located
 - Alignment of selected business and proposed project with mission, vision and/or strategic priorities of the applicant organization
 - Demonstrated administrative capacity and plan for program management
 - Transparency of process used to select the business included in the Match on Main application
- Evaluation considerations related to the applicant business and proposed project may include:
 - Clarity and completeness of project scope documentation, including cost estimates and budget
 - Private investment by the selected business
 - Additional resources leveraged to support the business and/or proposed project
 - Impact Match on Main funds will have on the selected business
 - Jobs created and/or retained as a result of the proposed project
 - Availability of private sources funding to implement project prior to Match on Main grant reimbursement

Additional factors may also be considered including the geographic distribution of funding across various regions of the state and the location of selected businesses in geographically disadvantaged areas (as defined by either a State Opportunity Zone or a State HUBZone).

Step 5: Awarding Grants**What is the timeline for the announcement of awardees?**

The MEDC is planning to notify applicants of grant award decisions in accordance with the date(s) published in Appendix F: Timeline. All applicants will be notified of grant status by email.

What is the general process and timing to enter into a grant agreement with the MEDC?

Once applicants are notified that they have been selected as a proposed Match on Main grantee to support an eligible business, the MEDC will immediately begin processing the Grant Agreement cases. This may take 4 – 12 weeks. Once the grant agreement has been created, it is sent to the grantee for

signature and sent back to the MEDC for signature. A fully executed grant agreement is provided to the grantee once all signatures are complete. The business owner receiving funds is not required to sign the grant agreement but will sign and certify Appendix E, a Grant Disbursement and Compliance Form, as part of the ultimate disbursement of funds from the MEDC to the applicant.

How is the grant paid out?

The MEDC requires a final written grant agreement with the Applicant prior to any expectation of grant funding from the MEDC. Funds are paid to the Applicant under the terms and conditions of the final written grant agreement with the Applicant. Ultimately, any such Match on Main grant funds will be distributed to the Business by the grantee on a reimbursement basis for paid eligible expenses. **Only eligible expenses incurred after the date the application is submitted may be considered for reimbursement under the Match on Main program.**

Only one grant disbursement request to the MEDC may be submitted by the grantee, and only one grant payment will be made by the MEDC to the grantee. The business must match the grant amount by contributing its own cash or private funding in the amount of at least ten percent of the grant award. The business must complete the proposed project within 6 months of the effective date of the MEDC grant agreement with the Applicant.

Any incurred expense is entirely at the sole risk of the business.

How can the applicant assist the business in completing the project prior to receiving grant reimbursement?

The business may need to connect with a financial institution to borrow money to complete the project prior to receiving the reimbursement of eligible expenses through the program. Many communities have relationships with local lenders that may help support the business through this. In addition, organizations that have the means and capacity to legally provide a mechanism that will advance funds directly to the selected business may consider setting up a process to do so. Regardless of how the community or local business decides to financially manage eligible expenses prior to reimbursement, the MEDC is **only** obligated to reimburse eligible expenses in accordance with the executed grant agreement. Finally, there may be bridge financing opportunities available. Please work with your Community Development Manager (CDM) to identify local resources.

Grant Disbursement Request, Compliance and Reporting Requirements

If an application is approved for funding, Match on Main grantees must verify that they are willing to comply with all MEDC requirements, including but not limited to, marketing promotions, reporting and compliance. Grantees will be expected to issue a sub-grant to the selected business and will be required to collect reporting and compliance data from the selected business.

Appendix List

- Program Fact Sheet (Appendix A)
- Copy of Match on Main Online Application (Appendix B)
- Local Business Worksheet (Appendix C)
- Business Scoring Matrix (Appendix D)
- Grant Disbursement & Compliance Form (Appendix E)
- Timeline (Appendix F)

Appendix C: Local Business Worksheet***PRIOR TO SENDING TO SMALL BUSINESSES IN YOUR DISTRICT, PLEASE EDIT SECTIONS IN YELLOW***

Match on Main

Local Business Worksheet

INSERT Name of Municipality/DDA/Main Street Organization Here

Local Business Worksheet			
Point of Contact	First and Last Name:		
	Email:		
	Cell Number:		Office Number:
	Best way to contact:	<input type="checkbox"/> Email	<input type="checkbox"/> Cell Phone <input type="checkbox"/> Office Phone
	Business Role:	<input type="checkbox"/> Owner	<input type="checkbox"/> Employee <input type="checkbox"/> Other: Please describe your role
Business Information	Legal Business Name:		
	dba (if applicable):		
	Street Address:		City:
	State:		Zip Code:
	Employer Identification Number (EIN):		
	Date of Business Formation (filed with LARA):		
	If sole proprietor, check here <input type="checkbox"/>		
	Business Type: <input type="checkbox"/> Retail <input type="checkbox"/> Restaurant <input type="checkbox"/> Service <input type="checkbox"/> Other		
	Please select the 4-digit NAICS Code that best represents your industry:		
	<input type="checkbox"/> 4421 Furniture Stores <input type="checkbox"/> 4422 Home Furnishings Stores <input type="checkbox"/> 4452 Specialty Food Stores <input type="checkbox"/> 4461 Health and Personal Care Stores <input type="checkbox"/> 4482 Shoe Stores <input type="checkbox"/> 4483 Jewelry, Luggage, and Leather Goods Stores <input type="checkbox"/> 4511 Sporting Goods, hobby, and Musical Instrument Stores <input type="checkbox"/> 4512 Book Stores and News Dealers <input type="checkbox"/> 4523 General Merchandise Stores, including warehouse clubs and supercenters <input type="checkbox"/> 4531 Florists <input type="checkbox"/> 4532 Office Supplies, Stationary, and Gift Stores <input type="checkbox"/> 4533 Used Merchandise Stores <input type="checkbox"/> 4539 Other Miscellaneous Store Retailers <input type="checkbox"/> 7223 Special Food Services <input type="checkbox"/> 7224 Drinking Places (alcoholic beverages) <input type="checkbox"/> 7225 Restaurant and other eating places <input type="checkbox"/> 8121 Personal Care Services <input type="checkbox"/> 8129 Other personal services <input type="checkbox"/> Other: Please identify 4-digit NAICS if not listed above. _____		

	Is your business a for-profit entity? <input type="checkbox"/> Yes <input type="checkbox"/> No	
	Is your business headquartered in Michigan? <input type="checkbox"/> Yes <input type="checkbox"/> No	
	How many FULL-TIME employees does your business currently have? (If you are a sole proprietor, please say "1")	Full Time _____
	How many NEW jobs are going to be CREATED by your business as part of this project (full and part time)?	Full Time _____ Part Time _____
For New Businesses (in operation 12 months or less)	Identify the total square footage of the space the business is/will occupy:	Exterior Square Footage:
		Interior Square Footage:
	How long had the space being activated been vacant or underutilized?	
	When did the business open? Or when does the business plan to open?	
For Existing Businesses (in operation more than 12 months)	Identify the total square footage of the interior space the business is occupying:	
	Identify the total square footage of any <u>NEW</u> (currently vacant or underutilized) space being activated?	Exterior Square Footage:
		Interior Square Footage:
	How long has the space being activated been vacant of underutilized?	
Required Business Plan Submission	<ul style="list-style-type: none"> New businesses (operating 12 months or less) are REQUIRED to provide a copy of a detailed business plan that has been reviewed by a third-party small business resource provider as part of the Match on Main application. Existing businesses (in operation more than 12 months) have the OPTION to provide a business plan as part of the project application. Reference the Match on Main Program Guide for Business Plan elements that need to be included. 	
Business Location	Is your business a brick-and-mortar storefront with face-to-face operations located within your community's traditional downtown, historic neighborhood commercial corridor, or an area planned and zoned for concentrated commercial district? <input type="checkbox"/> Yes <input type="checkbox"/> No	
	Does the business lease the space it resides in? <input type="checkbox"/> Yes <input type="checkbox"/> No	
	If yes, what is the remaining lease term?	
	Does the business or business owners own the building it is located in? <input type="checkbox"/> Yes <input type="checkbox"/> No	
	What is the current taxable value of the property?	

Project Scope	<i>Please describe the scope of the project, including specific activities or expenses, that you are seeking to fund through the Match on Main program. Explain how the project scope aligns with the budget and cost estimates provided within this application. Additionally, describe why the Match on Main funds are needed in order for this project to come to fruition.</i>	
	Proposed start date:	
	Proposed completion date:	
	Eligible Activities Being Considered as Part of the Project Scope (Check all that apply): <input type="checkbox"/> Technical Assistance <input type="checkbox"/> Interior Building Renovation <input type="checkbox"/> Permanent or semi-permanent activation of outdoor space <input type="checkbox"/> Permanent or semi-permanent business infrastructure related to COVID-19 recovery efforts <input type="checkbox"/> General marketing and/or technology <input type="checkbox"/> Other _____	
Project & Private Investment Totals	TOTAL D: Grant Request	\$
	TOTAL A: Total Match on Main Project Cost: (a minimum 10% match is required)	\$
	Source(s) of matching funds:	

Budget	Provide a detailed list of all items and cost of the work to be performed or the items to be purchased that will support a reimbursement request from the Match on Main dollars. Be specific by providing vendor, items and quantity, and cost.	
	Vendor	Item / Quantity
	<i>Insert additional lines as needed.</i>	
REQUIRED: Attach project Cost Estimates from a Third-Party that reflect total private investment. Private investment includes any non-Match on Main funds that will be leveraged to implement the project within 6-months of an executed grant agreement. All costs associated with the proposed project should be reflected in the required third-party cost estimates.		
REQUIRED: Provide a minimum of three photos that represent the scope of Match on Main request; this should include at least one exterior photo and at least one photo of the interior of the space.		
Private Investment	<i>Is your business meeting the required minimum cash match of 10% of the Match on Main grant request? Additionally, please describe any additional private investment - outside of the Match on Main grant request - that was or will be necessary for the completion of this project (i.e. any additional site improvements, furniture, fixtures, and equipment, or other business needs).</i>	
	TOTAL B: Total amount of additional private investment for the project: (Excluding the Grant Request or Total Project Cost totals listed in the budget section).	\$

	Project & Private Investment Calculations These calculations will be included within the Match on Main application. For example calculations, please reference the Match on Main Program Guide under Section 3: Complete MEDC Match on Main Application.		
	Total Match on Main Project Cost	\$	TOTAL A
	+ Total Additional Private Investment	+ \$	TOTAL B
	= Total Project Cost	= \$	TOTAL C
	- Match on Main Grant Request	- \$	TOTAL D
	= Project Private Investment	= \$	TOTAL E
Narrative Questions	<i>Please describe the anticipated impact Match on Main funds will have on your business.</i>		

	<p><i>Describe any other tools, activities, technical assistance, or financial resources investigated to support this project and/or business operations. This may include other funding programs, owner-led improvements, traditional financing, local grants, analyzing the cost/benefit of the investment, consultation with local small business resource providers, market data, or national trends/ best practices. Why did you pursue or not pursue these avenues of technical assistance, business resources, financial resources, etc.?</i></p>

	<i>Describe how the execution of the proposed project will result in business growth. Please provide specific examples.</i>
	<i>Describe how the proposed project will result in increased efficiencies in operations and/or will result in the activation of underutilized or vacant space. Please provide specific examples.</i>

	<p><i>How is execution of this project anticipated to result in the creation and/or retention of jobs within your business? Please include at least the following information: number of jobs that will be retained and/or created (including owner/operator, if applicable), the type of jobs that will be retained and/or created, and whether the job(s) retained and/or created will be full or part time positions. Note that Match on Main is not evaluating projects based on the number of jobs created or retained, but simply would like to understand how projects will impact job creation and/or retention.</i></p>
	<p><i>Recognizing that Match on Main is a grant reimbursement program, how do you intend to cover the costs associated with your project prior to receiving reimbursement from the Michigan Economic Development Corporation? In your response, please be sure to include the total cost of the project, what sources of funds will be used to pay for all elements of the project PRIOR to Match on Main reimbursement, the amount of each funding source planned to be used and when funds will be available for each identified source.</i></p>

	<p>What is the timeline for starting and completing all project activities? Per the Match on Main Program Guide, projects must not begin prior to submitting a formal application for Match on Main funding and, if awarded, must be completed within 6 months of grant execution.</p>	
<p>Additional MEDC Program Requirements</p>	<p>Match on Main Program: Match on Main is a grant program for small businesses and has awarded two previous funding rounds. (This does not include the Match on Main – COVID19 Response Program). Please verify that you HAVE NOT previously been awarded Match on Main funding. Find a list of previous grantees here: https://www.miplace.org/small-business/resources/.</p>	<p><input type="checkbox"/> Yes, I have received Match on Main funding previously.</p>
		<p><input type="checkbox"/> No, I have not received Match on Main funding previously.</p>
	<p>Ineligible Business Types: The Program Guidelines outline a number of ineligible business types including franchises (including independent contractor agreements), businesses located in strip malls (unless located in an area zoned and approved for future concentrated mixed-use development), “big box” retailers, businesses whose primary sales come from marijuana, CBD, tobacco, and/or any other businesses deemed ineligible by the MEDC.</p>	<p><input type="checkbox"/> I understand</p> <p><input type="checkbox"/> I do not identify as an ineligible business</p>
	<p>Program Guide: The Match on Main Program Guide should be reviewed by the business owner prior to completing the Local Business Worksheet. Review the program guide here: https://www.miplace.org/small-business/match-on-main/</p>	<p><input type="checkbox"/> I have reviewed the MOM Program Guide</p>

	Reimbursement Grant Program: Match on Main is a reimbursement grant program provided to local units of government, downtown development authorities, or other downtown management or community development organizations who administer funds to the small business that applicant applied on behalf of.	<input type="checkbox"/> I understand
	Sub-grant Awards: Grantees will be required to enter into a sub-grant agreement with the small business being supported.	<input type="checkbox"/> I understand
	Compliance & Post-grant Reporting: If awarded, businesses will be required to complete compliance requirements and post-grant reporting.	<input type="checkbox"/> I understand
	Required Attachment – Third Party Cost Estimate: I have gathered and will submit a project cost estimate for proposed work that includes scope and total cost in a separate document.	<input type="checkbox"/> I have included these as part of my application submission
	Required Attachment – Photos: I have provided a minimum of three photos that represent the scope of Match on Main request (including at least one exterior photo and at least one photo of the interior of the space)	<input type="checkbox"/> I have included these as part of my application submission
Local Questions & Considerations	QUESTION 1: INSERT TEXT HERE	
	QUESTION 2: INSERT TEXT HERE	

	QUESTION 3: INSERT TEXT HERE

****Upon application completion, please submit to:**
INSERT Local Municipality/DDA/Main Street Organization Name here.
INSERT Local Contact Name, Email, Phone Number



Oscoda Township – Match on Main Street Project Intake Form

Date: _____

Applicant Name: _____

Applicant Address: _____

Applicant Contact: _____ Phone

_____ Email

Project Address: _____

Project Narrative:

Project Value to the Community Explained:

Financial Need Explained:

Number of Jobs to be Created: _____

Capital Investment: _____

Anticipated Project Completion: _____

Step 1: Business Eligibility Verification

MEDC Eligibility Criteria - Must meet ALL

	Business is located within the boundaries of the community that the applicant serves	Business is located within or no more than 600' outside the State Street Business & Neighborhood District	Business Sell s products or services face-to-face AND has a physical brick and mortar store front	The business is operating as a for profit company	The business HQ is in Michigan	The business is NOT a franchise, located in a strip mall, a "big box" retailer, or a business whose primary sales comes from marijuana, CDB, and/or tobacco.	The business has NOT received match on main grant funds within the last 24 months (NOT including Match on Main COVID-19 award	The business will have or intends to have, control over the site for which they are applying for prior to Match on Main application
APPLICANT:								
Ex.Courtney Dress Shop	y/n	y/n	y/n	y/n	y/n	y/n	y/n	y/n

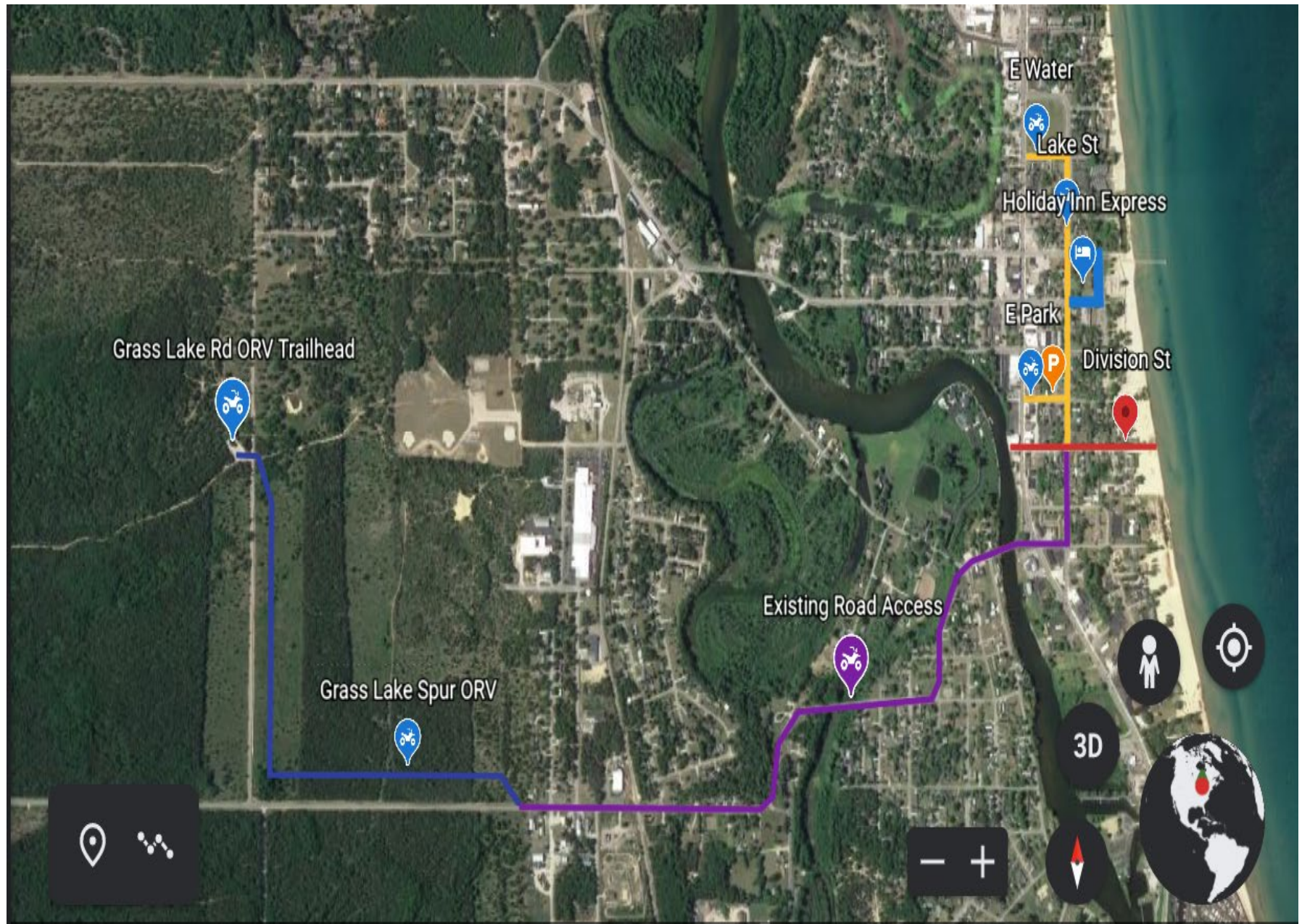
Step 2: Local Consideration

	Business has completed Local Business Worksheet AND has identified an eligible project y = 10 n = 0	Capital Investment < \$5K = 1 pt \$5K+ - \$10K = 3 pts \$10K+ - \$15K = 6 pts \$15K+ - \$25K = 9 pts \$25K+ = 12 pts	Job Creation 0 = 0 pts 1-3 = 3 pts 4-6 = 6 pts 6+ = 9 pts	Project has a meaningful impact on a vacant or blighted building y = 5 n = 0	Project fills a community void for service, retail or housing High = 5 Med = 3 Low = 0	Project will be completed within 18 months of the award y = 5 n = 0	Applicant has submitted detailed estimates for the cost of the project y = 5 n = 0	Applicant has demonstrated a financial need for grant support based on cost of project y = 5 n = 0
Score:								

Step 3: Selected for Funding

	Meets MEDC Eligibility	Meets Local Eligibility	Local Score	Recommended for Funding
Summary:	y/n	y/n		y/n

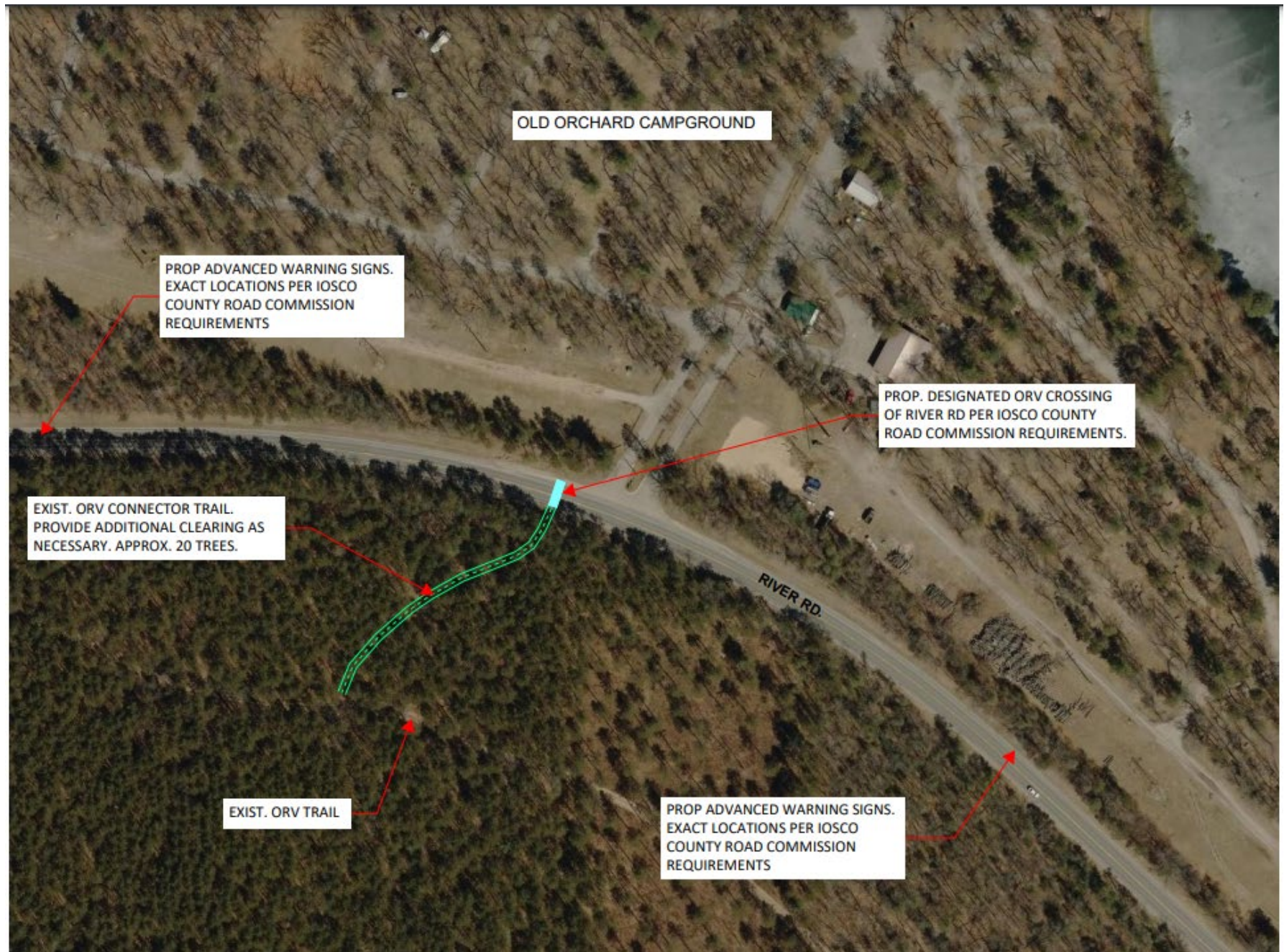
Existing Trailhead Route



Proposed Township ORV Route



River Road ORV Crossing



From: [Mark Bratschi](#)
To: [Rick Freeman](#); [Catherine Winn](#)
Cc: [Tammy Kline](#); [Melinda Morgan](#)
Subject: RE: Pit Meter and Meter Pit Quote for 2023 Water Main Projects
Date: Wednesday, January 18, 2023 4:52:27 PM
Attachments: [M049774741.pdf](#)

Rick,

Here are the Quotes you requested.

It should be noted that most of the items have all increased in cost.

Item	Year	<u>2022</u>	<u>2023</u>
Meter Pit		\$725	\$ 787
Insulation Disk		\$ 55	\$ 58
Cover		\$ 95	\$ 108
Couplings(x2)		\$ 17	\$ 20.5
Bottom Plate		<u>\$ 70</u>	<u>\$ 70</u>
Total Cost		\$979	\$1,064

This is a net increase in each pit of \$80.50 and a total cost per unit of \$1,064 and total project cost of \$319,200

The approximate lead time for the meter pits delivery is 32-39 weeks.

The Meters are \$162.50/Each for a total cost of \$48,750. For 300 meters they are giving us a break in pricing and only charging the inside meter price.

Meters are experiencing similar lead times.

Mark Bratschi

Project Manager

FLEIS & VANDENBRINK

2960 Lucerne Drive SE, Suite 100 | Grand Rapids | MI | 49546

O: 616.977.1000 | D: 616.588.1916 | C: 616.350.7801 | F: 616.977.1005

www.fveng.com

Please consider the environment before printing this email.

From: Rick Freeman <FreemanR@OscodaTownshipMi.gov>

Sent: Tuesday, January 17, 2023 10:02 AM

To: Mark Bratschi <mbratschi@fveng.com>; Catherine Winn <cwinn@fv-operations.com>

Cc: Tammy Kline <superintendent@oscodatownshipmi.gov>; Melinda Morgan <Mmorgan@OscodaTownshipMi.gov>

Subject: RE: Pit Meter and Meter Pit Quote for 2023 Water Main Projects

CAUTION: **EXTERNAL EMAIL** DO NOT click links or open attachments unless you recognize the sender and know the content is safe.

Mark,

Yes, all $\frac{3}{4}$ ".

Thanks

Rick A. Freeman, P.E.
Oscoda Charter Township Engineer
FreemanR@OscodaTownshipMI.gov
810-869-5155

From: Mark Bratschi <mbratschi@fveng.com>
Sent: Tuesday, January 17, 2023 10:01 AM
To: Rick Freeman <FreemanR@OscodaTownshipMI.gov>; Catherine Winn <cwinn@fv-operations.com>
Cc: Tammy Kline <superintendent@oscodatownshipmi.gov>; Melinda Morgan <Mmorgan@OscodaTownshipMI.gov>
Subject: RE: Pit Meter and Meter Pit Quote for 2023 Water Main Projects

All $\frac{3}{4}$ Meters?

I will add couplings and other necessary parts for installation and get you pricing.

I hope to have them shortly.

Thanks

Mark Bratschi
Project Manager

FLEIS & VANDENBRINK
2960 Lucerne Drive SE, Suite 100 | Grand Rapids | MI | 49546
O: 616.977.1000 | D: 616.588.1916 | C: 616.350.7801 | F: 616.977.1005
www.fveng.com

Please consider the environment before printing this email.

From: Rick Freeman <FreemanR@OscodaTownshipMI.gov>
Sent: Tuesday, January 17, 2023 9:59 AM
To: Mark Bratschi <mbratschi@fveng.com>; Catherine Winn <cwinn@fv-operations.com>
Cc: Tammy Kline <superintendent@oscodatownshipmi.gov>; Melinda Morgan

<Mmorgan@OscodaTownshipMI.gov>

Subject: Pit Meter and Meter Pit Quote for 2023 Water Main Projects

CAUTION: **EXTERNAL EMAIL** DO NOT click links or open attachments unless you recognize the sender and know the content is safe.

Mark,

As we discussed this morning, we need a quote and estimated delivery date for the pit meters and associated meter pits for the upcoming 2023 water main construction season.

The two areas that we will need them for is for Phase VI – Colbath Area – 120

Water Services Contract (remaining services in PFOS plume area) – 145

Contingency for additional services and Township shelf stock – 35

Total Pit Meters and Meter Pits for 2023.....300

If possible, please have Ferguson provide a quote for these by the end of day tomorrow or the latest Thursday by noon?

Thanks

Rick A. Freeman, P.E.
Oscoda Charter Township Engineer
FreemanR@OscodaTownshipMI.gov
810-869-5155

Cybercrime attempts have increased during the COVID-19 Pandemic. This includes “spoofing” the origination of email addresses. If you receive an unexpected message with links or attachments, consider first verifying with the sender before opening.

The information contained in this message and any attachment may be proprietary, confidential, and privileged or subject to the work product doctrine and thus protected from disclosure. If the reader of this message is not the intended recipient, or an employee or agent responsible for delivering this message to the intended recipient, you are hereby notified that any dissemination, distribution or copying of this communication is strictly prohibited. If you have received this communication in error, please notify me immediately by replying to this message and deleting it and all copies and backups thereof. Thank you.

Cybercrime attempts have increased during the COVID-19 Pandemic. This includes “spoofing” the origination of email addresses. If you receive an unexpected message with links or attachments, consider first verifying with the sender before opening.

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FERGUSON WATERWORKS #3388
4040 EAGLES NEST ROAD
FLUSHING, MI 48433-9360

Phone: 810-230-2737
Fax: 810-230-2992

Deliver To:
From: David Hobson
Comments:

14:58:36 JAN 17 2023

Page 1 of 1

FERGUSON WATERWORKS #3386

Price Quotation

Phone: 810-230-2737

Fax: 810-230-2992

Bid No: B080674
Bid Date: 01/17/23
Quoted By: DMH

Cust Phone: 989-739-7471
Terms: NET 10TH PROX

Customer: OSCODA TOWNSHIP
110 S STATE STE 1
OSCODA, MI 48750

Ship To: OSCODA TOWNSHIP
110 S STATE STE 1
OSCODA, MI 48750

Cust PO#: OSCODA TWP

Job Name: FORD 5/8-3/4 MTR PIT

Item	Description	Quantity	Net Price	UM	Total
SP-FPFCVV2881860NL	5/8 X 3/4 STD COIL PIT SETTER	300	787.000	EA	236100.00
FCCID184	18X4 CC INSULATING DISC	300	58.000	EA	17400.00
FPPSC18L	*CVR* 18IN COIL PIT STR LOCKING LID	300	108.000	EA	32400.00
SP-FPPSBP18P	18 INCH PLASTIC BOTTOM PLATE	300	70.000	EA	21000.00
FC1433QNL	LF 3/4 FIP X CTS QJ COMP COUP	600	20.500	EA	12300.00
Net Total:					\$319200.00
Tax:					\$0.00
Freight:					\$0.00
Total:					\$319200.00

Quoted prices are based upon receipt of the total quantity for immediate shipment (48 hours). SHIPMENTS BEYOND 48 HOURS SHALL BE AT THE PRICE IN EFFECT AT TIME OF SHIPMENT UNLESS NOTED OTHERWISE. QUOTES FOR PRODUCTS SHIPPED FOR RESALE ARE NOT FIRM UNLESS NOTED OTHERWISE.

CONTACT YOUR SALES REPRESENTATIVE IMMEDIATELY FOR ASSISTANCE WITH DBE/MBE/WBE/SMALL BUSINESS REQUIREMENTS.

Seller not responsible for delays, lack of product or increase of pricing due to causes beyond our control, and/or based upon Local, State and Federal laws governing type of products that can be sold or put into commerce. This Quote is offered contingent upon the Buyer's acceptance of Seller's terms and conditions, which are incorporated by reference and found either following this document, or on the web at <https://www.ferguson.com/content/website-info/terms-of-sale>
Govt Buyers: All items are open market unless noted otherwise.

LEAD LAW WARNING: It is illegal to install products that are not "lead free" in accordance with US Federal or other applicable law in potable water systems anticipated for human consumption. Products with *NP in the description are NOT lead free and can only be installed in non-potable applications. Buyer is solely responsible for product selection.
COVID-19 ORDER: ANY REFERENCE TO OR INCORPORATION OF EXECUTIVE ORDER 14042 AND/OR THE EO-IMPLEMENTING FEDERAL CLAUSES (FAR 52.223-99 AND/OR DFARS 252.223-7999) IS EXPRESSLY REJECTED BY SELLER AND SHALL NOT APPLY AS SELLER IS A MATERIALS SUPPLIER AND THEREFORE EXEMPT UNDER THE EXECUTIVE ORDER.



HOW ARE WE DOING? WE WANT YOUR FEEDBACK!

Scan the QR code or use the link below to
complete a survey about your bids:

<https://survey.medallia.com/?bidsorder&fc=3386&on=6358>

Resolution Number 2022-42

CHARTER TOWNSHIP OF OSCODA
RESOLUTION REGARDING: REDESIGNATION OF HSRUA PRIMARY
WATER MAIN
AS OSCODA TOWNSHIP SECONDARY WATER MAIN

At a regular meeting of the Township Board of the CHARTER TOWNSHIP OF OSCODA, Iosco County, State of Michigan, held on the _____ day of _____, 2022, at 7:00 o'clock p.m. with the membership as follows:

PRESENT: _____

ABSENT: _____

The following Resolution was offered by _____,
and seconded by _____.

WHEREAS; the CHARTER TOWNSHIP OF OSCODA wishes to improve fire protection flow for its residents and allow for future development in the area of Lake Street and East Michigan Avenue;

WHEREAS; the CHARTER TOWNSHIP OF OSCODA has had discussions through its Superintendent with the Huron Shore Regional Utility Authority (HSRUA);

WHEREAS; this resolution applies to 2,100 feet of 16-inch water main beginning on the north side of the Lake and Division master meter pit, continuing north on Lake Street to East Michigan Avenue, then running west on East Michigan Avenue to US-23, constructed by Huron Shore Regional Utility Authority (HSRUA) which is now classified as a "primary main;"

WHEREAS; this section of main is requested by Oscoda Township, of Huron Shore Regional Utility Authority (HSRUA), to be hereafter designated as a "secondary main;"

WHEREAS; the CHARTER TOWNSHIP OF OSCODA is desirous of having connections or taps made to said main pursuant to Township approval, and based upon whatever conditions Oscoda Township wishes to place upon said connections or taps to said main;

NOW THEREFORE BE IT RESOLVED, that the CHARTER TOWNSHIP OF OSCODA does hereby request redesignation of 2,100 feet of 16-inch water main beginning on the north side of the Lake and Division master meter pit, continuing north on Lake Street to East Michigan Avenue, then running west

on East Michigan Avenue to US-23, from a primary main to a secondary main, and as a consequence thereof, wishes to allow connections and taps pursuant to Township Ordinance 2019-65 and upon whatever conditions are established by said Township;

FURTHER BE IT RESOLVED, that the CHARTER TOWNSHIP OF OSCODA, by signing of this Resolution, accepts 2,100 feet of 16-inch water main beginning on the north side of the Lake and Division master meter pit, continuing north on Lake Street to East Michigan Avenue, then running west on East Michigan Avenue to US-23, constructed by Huron Shore Regional Utility Authority (HSRUA) which is now classified as a "primary main; "as secondary main and all the responsibilities and obligations, as well as any benefits associated therewith, pursuant to the adoption of a corresponding Resolution by the Huron Shore Regional Utility Authority (HSRUA).

Moved By: _____

Supported By: _____

Yeas: _____

Nays: _____

Absent: _____

Adopted this ____ *day of* _____

CERTIFICATION

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

Dated: _____

Joshua Sutton, Township Clerk

Tammy Kline

From: Sheriff MacGregor <sheriffmacgregor@gmail.com>
Sent: Monday, January 16, 2023 12:24 PM
To: Melinda Morgan; Tammy Kline
Subject: Lake Street Water Main

Ms. Kline,

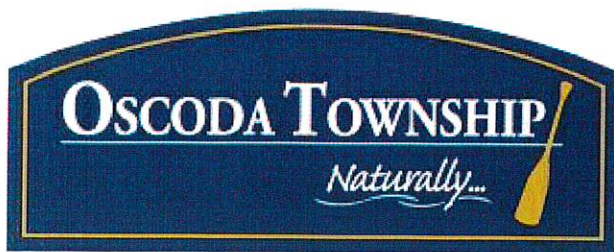
Please accept this as a letter of recommendation regarding adopting the primary water main to a secondary water main project on Lake Street in Oscoda Township from Division Street to Michigan Avenue.

Historically there has been no hydrants in the southern end of your intended project area. That section is at near maximum capacity for residential residences and the potential for commercial development always exists. Adopting the primary water main to a secondary water main will greatly benefit the residents and any future commercial development in the area and also enhance insurance ratings which is a great financial boost for insurance premiums. Some sections of the projected area has very old and have small water lines which are almost totally unusable with modern technology and pump sizes in our existing fire vehicles.

With a larger water main established on Lake Street, in the event of a commercial fire on the US-23 business district, we would have more that adequate water supple available to assist us with extinguishment. It is the Fire Departments recommendation that you push forward with that project which would greatly enhance our ability to protect our coverage area.

Thank You,

Allan MacGregor, Oscoda Fire Chief



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

Policy Standards Policy

Policy Category: Operational Policies

Subject: Writing, Issuing, and Maintaining Township Policies

Office Responsible for Review of this Policy: Clerk's Office

Procedures: Not Applicable

Related Township Policies: Not Applicable

1. Policy Statement

The intent of this policy is to address the process for developing, issuing, and maintaining all Charter Township of Oscoda policies and applies to all township departments, officials, and staff. As well as ensure that the Charter Township of Oscoda officials, staff, and citizens have ready access to well-developed and understandable township policies. Policies that are easy to find, read, and understand will:

- 1.1.1. Be allowable by the Township's Charter.
- 1.1.2. Support the township's mission.
- 1.1.3. Achieve accountability by identifying the offices responsible for Policies.
- 1.1.4. Provide officials, staff, and citizens with clear, concise guidelines.
- 1.1.5. Document how the township conducts business.

Township policies will be:

- 1.2.1. Presented in a standard format.
- 1.2.2. Formally approved by the authorized body.
- 1.2.3. Maintained centrally and accessible to all interested parties.
- 1.2.4. Reference procedures for implementing the policy, if applicable.

Policies will be clearly distinguished from related procedures according to the definitions in section two below. Individuals who are responsible for writing, updating, and distributing township-wide policies must comply with this policy.

Internal policies that apply to the operations of individual units or departments may not conflict with township-wide policy but may be more restrictive.

2. Definitions

Policy: A policy is a statement of management philosophy and direction, established to provide guidance and assistance to the township officials and staff in the conduct of township affairs. A township policy:

- 2.1.1. is a governing principle that mandates or constrains actions,
- 2.1.2. has township-wide application,
- 2.1.3. changes infrequently and sets a course for the foreseeable future,
- 2.1.4. helps insure compliance with applicable laws and regulations,
- 2.1.5. reduces township risk, and
- 2.1.6. is approved by Board of Trustees

Policy Administrator: The Policy Administrator is the clerk or deputy clerk.

Policy Initiator: The Policy Initiator is any official, staff member, or citizen who identifies a township-level issue and develops a policy proposal.

Policy Owner: The Policy Owner is the appropriate township officer (official, superintendent, department head, or employee) whose jurisdiction covers the subject matter of the policy.

Policy Subcommittee: The Policy Subcommittee is comprised of five (5) members with those members being the supervisor, clerk, treasurer, superintendent, and one (1) trustee from the Oscoda Board of Trustees. Policy subcommittee members shall be determined by the Charter Township of Oscoda Board of Trustees. As necessary, the policy subcommittee may also include, for purposes of deliberation, department heads or members of other boards or subcommittees within the township. The policy subcommittee will meet on an as-needed basis.

Procedure: A procedure is a guideline or series of interrelated steps taken to help implement the policy. Township procedures:

- 2.2.1. should identify the applicable township policy,
- 2.2.2. should be written in a format that is easy to follow, using numbers or bullets to delineate steps to be followed,
- 2.2.3. should be reviewed and updated as necessary to ensure agreement with the most recent revision to the policy, and
- 2.2.4. generally, do not require formal approval by senior township officials.

Stakeholder: Stakeholders are Oscoda Township officials, staff, and/or citizens who are affected by the township policy being developed.

3. Policy

The Policy Initiator may identify a township-level policy issue and develop it into a policy proposal. The Policy Initiator will submit the policy proposal for review and endorsement by the subcommittee. If the policy is endorsed, a draft policy is created following the format outlined in section five of this Policy.

The Policy Owner will review the draft policy and consult with various stakeholders regarding the policy's likely impact on township officials, staff, and citizens, including legal. After review and input, the Policy is sent to Policy Subcommittee for consideration. Finally, the Policy is recommended to Board of Trustees for approval. Once the policy is approved and signed, the Policy Administrator will maintain copies of signed township policies and policy revisions and place an electronic copy on the township's web site. The Policy Administrator also notifies responsible parties when particular policies are scheduled for review or revision and is available to work with the responsible parties during any phase of the policy development process, including, if applicable, implementation of a training schedule.

As identified in the particular policy, the responsible office will monitor compliance and facilitate remedies for noncompliance as directed by the policy.

3.1. Policy Format

A standard policy format ensures clarity and consistency. Although not all policies will contain all of the format elements, Township policies will be written and maintained following the format described below:

3.1.1. Text

3.1.1.1. Font Types

3.1.1.1.1. Arial

3.1.1.1.2. Times New Roman

3.1.1.1.3. Calibri

3.1.1.2. Font Size

3.1.1.2.1. 12 point (preferred)

3.1.1.2.2. 10 or 11 point (if necessary)

3.1.1.3. Grammar

3.1.1.3.1. The Oxford comma must be used.

3.1.1.4. Spacing

3.1.1.4.1. Single line spacing must be used.

3.1.1.4.2. A space of two lines must separate sections.

3.1.1.4.3. A space of one line must separate paragraphs and subsections.

3.1.1.5. Alignment

3.1.1.5.1. Text must be aligned to the left.

- 3.1.2. Numbering
 - 3.1.2.1. Numbering should include only numbers and decimal points.
 - 3.1.2.2. No bullets, letters, roman numerals, or any other character should be used.
- 3.1.3. Header Information: (mandatory)
 - 3.1.3.1. Township letterhead
 - 3.1.3.2. Township policy name
 - 3.1.3.3. Policy category
 - 3.1.3.4. Subject
 - 3.1.3.5. Department or staff position responsible for review
 - 3.1.3.6. Procedure(s), if applicable
 - 3.1.3.7. Related township policy(s), if applicable
- 3.1.4. Policy Statement: (mandatory)
Purpose of the policy and the statement of philosophy, explanation, or direction.
- 3.1.5. Definitions: (optional)
Meaning and interpretation of terms used in the policy.
- 3.1.6. Policy: (mandatory)
Description of the actual policy covering topics which include: duties assigned to responsible parties and other parties as necessary; other information specific to a particular policy subject as needed; and a description of the compliance review process and specific authority to impose penalties or other remedies when noncompliance occurs, if applicable.
- 3.1.7. Effective date: (mandatory)
Initial effective date of policy, and latest revision date, if applicable.
- 3.1.8. Frequency of review and update: (optional)
Measure of time during which the policy must be reviewed and updated. It is recommended that a policy be reviewed biennially, unless changes in laws or township business needs require a different review/revision schedule.
- 3.1.9. Signature, title, and date of approval: (mandatory)
Required for initial approvals and all subsequent reviews and updates.
- 3.1.10. Footer: (mandatory)
 - 3.1.10.1. Township policy name
 - 3.1.10.2. Effective date or, if applicable, latest revision date
 - 3.1.10.3. Page number (Page X of X format)

For Charter Township of Oscoda policies that predate this policy, the format described above is not applicable. Newly created or revised policies must be written in the approved policy format.

4. Policy Revisions

Continued revisions of policies should be avoided. Before every revision of a policy is undertaken, consideration should be given as to whether the policy should be completely rewritten.

5. Location of Policies

To ensure ready access to Township policies, the Charter Township of Oscoda will maintain an official Policies section on the township web page (<https://oscodatwpmi.documents-on-demand.com>) with the most current approved version of all township policies. The Policies section will be maintained by the township clerk in a standard electronic format and will follow the structure described in section five below. The documents on the Policies section will constitute the official electronic depository for township-wide policies for the Charter Township of Oscoda.

To maintain an organized system of change control, and to ensure consistency throughout the township, individual departmental web sites should not contain separate copies or versions of township policies or applicable procedures. Instead, departmental web sites that reference township policies and procedures must use hyperlinks to the documents on the official Policies section on the township web. This does not preclude departments from maintaining internal departmental policies and procedures on their web sites, provided the internal departmental policies and procedures are not identified as official township policies and procedures, and do not conflict with official township policies.

6. Structure and Organization of Township Policies

The Policies section on the township web page will list all policies by name and category. Policies will be assigned to one or more of the following categories:

5.1. Governance Policies

Policies that provide the framework for general operation and administration to implement and comply with the intent of the Board of Trustees.

5.2. Ethics, Integrity, and Legal Compliance Policies

Policies concerning appropriate conduct and/or compliance with the law.

5.3. Employment, Benefits, and Workplace Policies

Policies, rules, and related procedures and information impacting working relationships with the township for all employee groups.

5.4. Information Technology Policies

Policies that cover systems, access, data, and related issues.

5.5. Financial Policies

Policies related to accounting, budgeting, procurement, travel, and other financial functions.

5.6. Facilities, Equipment, and Property Policies

Policies concerning use and care of township property.

5.7. Public Safety and Environmental Health and Safety Policies

Policies concerning security, safety, welfare, and environmental health of officials, staff, and citizens.

7. Effective Date(s)

This Policy was originally effective on October 14, 2019.



Aaron Weed
Supervisor
Charter Township of Oscoda



John Nordeen
Clerk
Charter Township of Oscoda

Date: 25 Oct 2019

Date: 10-24-19



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

January 24, 2023

MSHDA HOPE Grant
Lansing, MI

To whom it may concern:

Oscoda Township supports Iosco County in applying for the MI-HOPE grant for energy-efficient housing upgrades for lower income owners impacted by COVID. We expect some of these funds to be used for upgrading housing in Oscoda Township, as well as other locations in Iosco County.

These upgrades can include:

- roofing,
- storm doors,
- exterior doors,
- windows,
- insulation,
- modification for modernization/efficiency purposes or replacement of heating/cooling systems (full home only), ventilation systems , and water heater upgrades
- functioning and up to date exterior security lighting
- appliance upgrades to energy star rating
- wiring and electrical upgrades or replacement.

In Oscoda, housing is an important part of our Master Plan. We are looking forward to helping our community improve our housing and the quality of life for our residents and uphold our local businesses that will be supplying the materials and labor for these projects.

Oscoda Township Economic Improvement Director and committee members are already working with the Iosco County Controller to help implement and ensure the success of this grant program.

If you have any additional questions, please feel free to reach out to me directly.

Sincerely,

Tammy Kline
Township Superintendent
Charter Township of Oscoda
989-739-8299



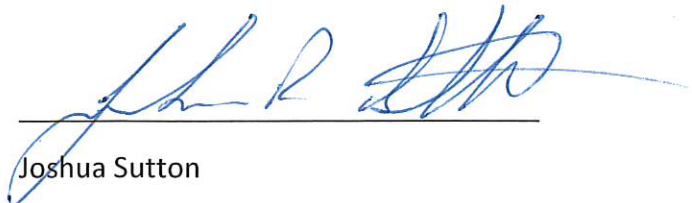
Memo

To: Oscoda Township Board
From: Clerk Sutton
cc: Ms. Kline
Date: January 19, 2023
Re: CPA Services

At the end of 2021 the board voted to secure a CPA to work with the Treasurer and Clerk to organize the finances and train them of maintaining them correctly. This approval was through December 31, 2022.

At this time, I feel that there is still a need for a Township CPA to consult with on financials as needed for money moves, cash receipting, and any issues that may arise.

I am asking that the board approve going out for RFP for CPA services with a two-year contract. I am also asking that just like with legal and other support services that the superintendent be the point of contact and receive a monthly report of services rendered with detailed billing.



Joshua Sutton

Oscoda Township Clerk

Memo

To: Township Board
From: Joshua Sutton, Clerk, Oscoda Township
Date: January 16, 2023
Re: Re-Hire Missed Details

The Township Board approved Ms. Jane Hackborn to be re-hired on December 27, 2022. This approval included her hourly pay rate and credit for 3 weeks of vacation. The current employee handbook does not address "re-hire" employees; therefore, benefit clarification is needed.

Holiday pay (Per the handbook): is effective after the completion of ninety (90) days of employment or status change.

Ms. Hackborn returned to active employment status on December 27, 2022 and was not paid for New Year's Eve and New Year's Day. Her 90 days of employment will not occur until March 27, 2023; therefore, she will miss being paid for President's Day, Good Friday and Easter Monday (40 hours of pay).

*Request The Board's recommendation if Ms. Hackborn needs to wait the 90 days to receive holiday pay or effective immediately.

Personal time (Per the handbook): During the first year of full-time employment, the 24 hours of personal time shall be pro-rated, based upon the employee's date of hire or status to full time employment..... In addition, an employee may not use personal time until he or she has completed ninety (90) days of employment.

*Request The Board's recommendation if Ms. Hackborn's personal time should be pro-rated or receive the full 24 hours and effective date of when she may start using this time.



Sick Time (Per the handbook): Full-time employees shall accumulate 8 hours of sick time per month and not more than 96 hours of sick time per calendar year. Employees may not use sick time until they have completed ninety (90) days of employment.

*Request The Board's recommendation of when Ms. Hackborn may start utilizing sick time.

Vacation (Per the handbook): After 90 days of hire = 24 hours

Ms. Hackborn was granted 3 weeks of vacation.

*Request The Board's recommendation if Ms. Hackborn needs to wait the 90 days to receive and start using vacation time.



2023 Program Book Ad Order Form

ARICM - Grayling: P.O. Box 911, Grayling, MI. 49738

ARICM - Oscoda: P.O. Box 652, Oscoda, MI, 48750

Email: contact@ausablecanoemarathon.org

Website: www.ausablecanoemarathon.org

Name of Business: OSCODA TOWNSHIP

Contact:

Address: 110 STATE STREET

Phone: 989 739 3211 EXT.

Email: clerk@OscodaTownshipMi.gov

Billing Information

Please let us know your preferred invoicing method

☐ Email Email Address:

☐ Mail Billing Address: *If different than above*

Billing Contact Name:

Phone:

Ad Size

- ☐ 1/8 Page 2.20"w x 5.15"h \$125
- ☐ 1/4 Page 4.55"w x 5.15"h \$250
- ☐ 1/2 Page – **Vertical** 4.55"w x 10.5"h \$400
- ☐ 1/2 Page – **Horizontal** 10.5"w x 5.15"h \$400
- ☒ Full Page - 9.25"w x 10.5"h ~~\$600~~ \$500

Guidelines For Submitting Ad Copy:

- **Ad Copy is due March 13, 2023**
- All artwork needs to be 300dpi & CMYK
- Digital logos must be provided. Formats supported: jpeg, pdf, tif
- Email ad copy to AuSableRiver@cherryroad.com
- Hard copies or camera-ready art and checks can be mailed to the PO box above, marked Attention – Program Guide
- For your ad to appear in the Program Guide, payment must be received no later than **May 1, 2023**
- Make checks payable to AuSable River International Canoe Marathon

I have reviewed the Guidelines above and understand that ad copy must be provided no later than **March 13, 2023**. I understand that an invoice will be sent within 30 days of this agreement to the billing address listed above. The ARICM would appreciate your payment as soon as possible, but no later than **May 1, 2023**.

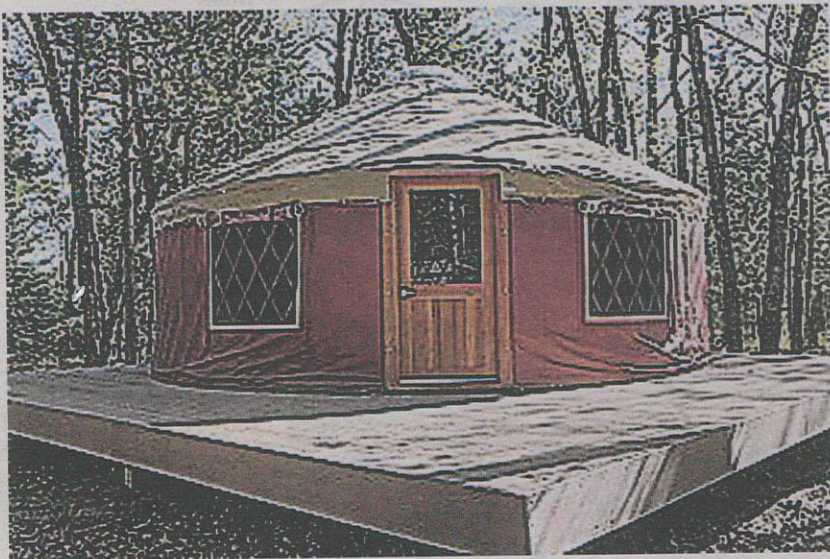
Authorized Agent of Business:

Date

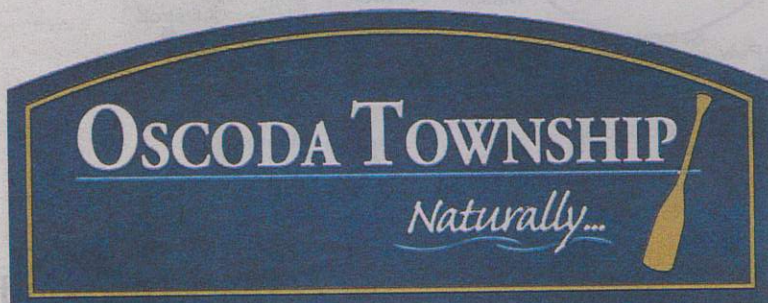
ARICM Committee Member: ROD MATTHEWS 989 820 7364

Date 1-12-23

Welcome to Oscoda Township



Good Luck
Paddlers!



Watch the race from
your own campsite,
rustic cabin or our newly
constructed Yurts.

Reserve your site today at:

Old Orchard Park
Campground
(989) 739-7814



www.OscodaTownshipMi.gov

From: [Steve Wusterbarth](#)
To: [Tammy Kline](#)
Subject: PFAS discussion request
Date: Wednesday, January 18, 2023 4:51:51 PM

Hi Tammy,

Here is a summary of the PFAS discussion request I'm submitting for the next meeting. You can give me a call tomorrow if you have any questions.

Best Regards,
Steven

Requesting the following to keep the board, the community and other interested parties updated on status of PFAS mitigation activities in the Township.

- 1- Immediate F&V written report on actions and results from each item listed in their September 12, 2022 "Next Steps" list of the Waste Water Treatment Plant (WWTP) PFAS Investigation Update.
- 2- F&V report to Oscoda Township Board monthly on actions taken to address the WWTP PFAS issues. Provide 2nd meeting of the month.
- 3- Superintendent to provide a) general minutes and attendees of monthly EGLE meetings related to OT PFAS issues (WWTP, watermain extensions, Restoration Advisory Board, etc.), b) Summary of phone, email and in-person communication with USAF, Cherokee Federal and other contractors related to WWTP PFAS contamination. Provide 2nd Meeting of the month.
- 4- Township Engineer/Superintendent to provide the OT Board the Water System and Service Connection project (C2R2 ARP Funded) Financial Status and Project report monthly. Provide 2nd Meeting of the month.

Robert J. Parks Library

6010 N. Skeel Avenue

Oscoda, MI 48750

989-739-9581 (phone/fax)

LIBRARY HOURS

Monday, Tuesday	9:00 to 5:00
Wednesday, Thursday	9:00 to 7:00
Friday	9:00 to 5:00
Saturday	9:00 to 2:00



A branch of the

IOSCO-ARENAC DISTRICT LIBRARY

www.ioscoarenaclibrary.org

Report generated by Robert J. Parks Library Director, Robin G. Savage, M.Ed.

What happened at Robert J. Parks Library this year?

JANUARY 2022:

- Parks Library collected warm clothing items for Rotary's Warming Station on Dwight Street
- We hosted The Nonprofit Round Table's quarterly meeting
- We began the new year with our two book groups that meet in the back room
- Ms. Robin's Winter Reading Program, featuring "Pete the Cat" ran for six weeks
- The Home School Group began their 2022 school year, taught by Ms. Robin, aligning with the state's content standards

FEBRUARY:

- The library had its 3rd annual *Blind Date with a Book* program, offering the opportunity to become exposed to new authors
- We held a family create-a-birdfeeder evening
- Children could come in for a take-home Valentine's Day activity at the circulation desk
- We held an informational meeting about The National Audubon Society's Big Backyard Bird Count (BBBBC) 2022
- The library held its own BBBBC contest with raffle prize

MARCH:

- The library offered take-home birthday treat bags in celebration of Ed Geisel's birthday (Dr. Seuss)
- We participated in the national public education system's *March is Reading Month challenge*, with 3 grand prizes for completed reading logs
- Oscoda's own mermaid, "OCEANIC" visited to read to the children about saving our local waters from pollution
- Ms. Robin visited Richardson Elementary to discuss the library, library etiquette and getting a library card

APRIL:

- We hosted The Nonprofit Round Table's quarterly meeting
- The library held its 2nd Annual LEGO STEM challenge for kids, ages 9-12, with 3 prizes awarded, based on community votes
- The FOL participated in Rotary's Family Fun Fare
- Guest artist, Sonda Mauer led Ladies Craft Night with Ukrainian Eggs
- District provided a family magic program with Gordon Russ
- The library had a volunteer and FOL Appreciation Day, where prize + treat bags were handed out
- Ms. Robin's Spring Reading Program ran for six weeks, featuring the Llama, Llama series
- In partnership with Northland Credit Union, the library hosted a "financial literacy" program for kids ages 7-11, giving away free books about saving money
- With recognition of Autism Awareness Month, we offered free informational packets on Autism, including local resources
- The library received 3 grants from the district library for adult programming

MAY:

- The library had its 2nd Annual Free Spring Art Show, featuring nineteen local artists of varying mediums
- We held a "Reading is Fun" day with the local head start classes, where we played early literacy games and Rotary supplied each student with a bag full of new books
- Children could come in for a take home Mother's Day activity from the circulation desk to celebrate mom
- At the end of the month, Parks held a Fire Safety Day for the community, featuring fire safety tips from Smokey Bear himself and lots of free loot, including coloring books and stickers
- On Armed Forces Day, we handed out free coffee and treats to all veterans who visited

JUNE:

- Starting in June (lasting the entire summer), the library offered ESL (English as a Second Language) tutoring for Spanish speaking community members

- The library partnered with the local 4H to participate in an art exchange and exhibit with students in China, showcasing our American culture
- We held Family Science Day, where we created color changing volcanoes
- The library began its 4-week program, Junior Garden Club, and learned about annuals, perennials, composting, and harvesting vegetables

JULY:

- Every Tuesday in July, the district provided us with the following spectacular children's programs: Magician Cameron Zvara, Scientist Doug Sheer, Juggler Clark Lewis and Musician Will Parker
- Through a district grant, Hawk Hill Raptors was able to visit the library and bring two beautiful birds of prey for the community to learn about
- We participated in the Independence Day parade, organized by The Chamber of Commerce
- We hosted The Nonprofit Round Table's quarterly meeting
- Parks Library held a 2-day Fashion Design Workshop, where kids learned about fabric selection, basic fashion templates and runway sketching
- Our very own FOL had a book selling booth again this year at Art on the Beach

AUGUST:

- The library held its 2nd Annual Family Fun Day, bringing in over 100 visitors to participate in the carnival style games and activities
- Through a district grant, the library was able to have the local Humane Society present the program, *Animal Rescue 101*, providing tips on how to help our local homeless pet population
- The library hosted a tea party for children and their "stuffedies" with Michigan author (The Adventures of Dog and Bear) Jackie Kinzer
- We had a hat collection for a patron going through chemo treatments, and were able to gift her over a dozen ball caps
- Parks celebrated National Aviation Day by handing out paper airplane kits to children

SEPTEMBER:

- We hosted a Technology for Seniors Workshop, with Tier 4 Technologies, focusing on small device function and basic computer skills
- The library held a book release party for patron Joan Neuman, "Natural Law and The Constitution"
- Ms. Robin ran the Fall Reading Program for 6 weeks for kids ages 4-6, featuring *The Bob Books Curriculum*
- Thanks to DPW, the library received two new handicap curbs, with ramps for easy wheelchair access

OCTOBER:

- In partnership with Hope Shores Alliance, the library held a *Light the Night* event with a candle light vigil for those who lost their lives in 2022 to domestic violence and sexual assault
- The library branch director received training for and acquired a CARTER KIT for patrons with Autism Spectrum Disorder
- Guest artist, Sonda Mauer led Ladies Craft Night with fabric stars
- We hosted The Nonprofit Round Table's quarterly meeting
- The district library provided us with a music program featuring Troy Graham
- Parks began the new program, "After School Art Studio" for kids ages 9-12
- The FOL had a book selling booth at the high school's fall craft show
- District provided a Spooktacular program featuring Gordon Russ
- Parks Library began their new Saturday meet, The Pokémon Club, for kids age 7 and up
- Branch director attended the Annual MLA conference in Port Huron, MI and attended the following sessions: Libraries and the Law (sessions 1 and 2), Dramatic Play in the Library, Libraries and the Inclusion of Community Members with Autism, and Hosting Maker's Workshops
- The local Daughters of the American Revolution (DAR) chapter donated a bound copy of "The Citizenship Manual," which we added to our newly obtained ESL permanent collection, provided by the district library

NOVEMBER:

- The library hosted an informational community meeting for the newest program at Harbor Lights Pregnancy Center, “The Birth of a Family”
- FOL’s Story Tellers Program returned at Richardson Elementary School, where FOL volunteers read to the K-1st grade classes
- Every Friday in November, the library offered a family take home STEM (Science, Technology, Engineering and Math) activity
- We celebrated our local veterans by offering free coffee and treats for Veteran’s Day

DECEMBER:

- We offered a take home ornament kit for our patrons to do with their families
- The library participated as a collection point for 4 local nonprofits: Bravata’s Restorations and their Adopt-A-Senior program, Michigan DHHS’s holiday gifting program for local families in need, Ms. Marsha’s Food Pantry, and Nemcsa’s Kindness Closet which aids homeless families into a permanent residence.
- The library began offering Saturday tutoring to children grades K-2, for a nominal fee
- We assisted the local Rotary chapter in collecting warm weather clothing items for their Warming Station on Dwight Street

WHAT ELSE HAPPENED AT THE LIBRARY IN 2022?

IOSCO-ARENAC DISTRICT LIBRARY provided the following summer programs:	
-Gordon Russ the Guitarist	-Cameron Zvara the Magician
-REPCO Animal Encounters	-Clark Lewis the Juggler
-Troy Graham the Musician	-Doug Sheer the Wacky Scientist
-Spooky Halloween Magic Program with Joel Tacey	-Will Parker the Musician
	-Wild Life Safari with Seth

THE FRIENDS OF THE LIBRARY

- The Parks Library Book Club (led by Carole Plunkey) met face to face this past year again, on the first Wednesday of the month
- The AARP Foundation Tax-Aide program led by Dan Stock took place February-March
- The Parks FOL joined in the 4th of July parade, had a booth at Art on the Beach, as well and the annual craft show at the high school and assisted in volunteering with Family Fun Day
- The FOL continues to run the USED BOOK SALE ROOM, from which the profits support programming and provides other essentials for the library

HURON SHORES GENEALOGICAL SOCIETY ROOM USE

HSGS provides direction and answers for patrons or community members who have genealogical inquiries, now available by appointment only.

THE NONPROFIT ROUND TABLE (NPRT)

(The Nonprofit Round Table’s mission is to help, support & encourage all local nonprofits.)
The NPRT Committee meets at the library quarterly to plan and coordinate local events that benefit our community.

THE LITTLE LIBRARY OF THE IOSCO COUNTY JAIL (ICJ)

The Parks Library continued, for its second year to update, organize and manage the facility’s library.

THE RAB (Restorative Advisory Board)

The RAB provides up to date material on the restorative process regarding our polluted waters, as a result of the PFAS contamination the Air Force used to train for fire extinguishing exercises in past years. The library houses all of the RAB information in a repository located on the west wall.

COLLABORATIVE EFFORTS: The library works together with many agencies and other companies in the community. Please find a list of those partners below:
Local Girl Scout Troops, Hope Shores Alliance, The Iosco County Jail, Local Rotary Chapter, Community Mental Health, The Non-Profit Round Table, Local Audubon Chapter, and

MONTHLY FUN:

RAFFLES: Each month the library has a raffle for patrons and families to enter for free. Raffle prizes typically include community related items, such as gift cards, gift certificates or merchandise.

SEARCH & FIND ACTIVITY: Again this year, we featured our SEARCH & FIND activity corner for children, where kids can participate in an interactive learning activity with the chance to be the monthly winner (receiving a theme-related prize, funded by the Friends of the Library.)

CONFERENCE ROOM USE
Weekly/Monthly Events

Mondays	Inspirational Book Group 1 pm
	Fitness Fun 3 pm
1st Monday	Zoning 6pm
Tuesdays	Pre K Reading Program 11:15 am

	Knitters and Hand Crafters 10 am
	Writers Group 1:30 pm
Wednesdays	Fitness Fun 3 pm
	TOPS 4:30 pm
1st Wednesday	Bay County Human Services Meeting 9-12 pm
	Parks Book Club 1 pm
2nd Wednesday	After School Story Time 4 pm
3rd Thursday	Adult Game Night 4 pm
1st Thursday	EIC 3 pm
	Quarterly: Non Profit Round Table Meeting
3rd Thursday	Ladies Craft Night 4 pm
	P&P Art Night 5:30-6 pm
1st/3rd Saturday	Kindergarten-2nd Grade tutoring
Fridays	

CIRCULATION REPORT 2022

In 2022, we had approximately 15,000 books checked out. This will be updated on 1/09/2023 to reflect the exact amount. This was an increase of over thirty five percent from the previous year.

The following pictures are from our eventful year:



Submitted to

Oscoda Charter Township



Operating Report for
October – December 2022





January 17, 2023

Ms. Tamara Kline, Superintendent
Charter Township of Oscoda
110 South State Street
Oscoda, MI 48750

SUBJECT: Oscoda Township O&M Report for Fourth Quarter of 2022

Dear Ms. Kline:

F&V Operations and Resource Management, Inc. is pleased to submit a summary of our operations in Oscoda Township for October – December 2022. If you have any questions or comments regarding the information in this report, please feel free to contact us.

F&V OPERATIONS AND RESOURCE MANAGEMENT, INC.

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

Catherine A. Winn
Regional Manager | Associate

Enclosures:

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

4466 McNichol Avenue
Oscoda, MI 48750
P: 989.739.8152
F: 989.739.0800
www.fv-operations.com

EXECUTIVE SUMMARY

The 4th Quarter (October – December 2022) operation and maintenance summary report for the Oscoda Township water and wastewater operations is provided for your review. All NPDES permit required testing and monitoring was performed at the wastewater lagoon during this period. A copy of the Final Effluent data from the October - December 2022 Discharge Monitoring Reports (DMR) is provided for the Board's review in [Attachment C](#).

Maintenance Allowance expenditures for the contract year May 2022 – April 2023 total \$8,879.73 through December 2022. Copies of the Maintenance Allowance report is included in [Attachment B](#).

A tabulation of all water and sewer Work Orders completed for 2022 is provided in [Attachment A](#).

October 2022

October 3 – FVOP staff removed accumulated grease and debris from the wetwell at Lift Station #4 with the vacuor truck in preparation for work by the SRF project contractors.

October 4 – FVOP staff cleared accumulated rags and debris from the pump check valves at Lift Station #16. FVOP also investigated high pump run hours at Lift Station #18 and found that the pump check valves were not adjusted properly following work by the SRF contractors, which was causing them to slam shut.

October 5 – FVOP staff performed additional wetwell cleaning at Pump Station #4 for the SRF contractors. They removed old control floats, an anchor, and a portion of a metal basket that had fallen into the bottom of the wetwell in the past.



Metal debris and rags removed from Pump Station #4 wetwell

October 5 – FVOP staff installed a post for a new meter pit on Vaughan Trail and hooked up the AMR (Automated Meter Reading) device.

October 6 – FVOP staff removed accumulated grease and debris from the wetwell at Lift Station #25 with the vacuor truck in preparation for work by the SRF project contractors.

October 10 – FVOP staff responded to a possible sewer backup at 9402-B 6th Street. The upstream and downstream manholes were checked, and the sewer was flowing normally. The homeowner was notified that the issue was in their sewer lead, and advised to contact a plumber.

October 10 – FVOP staff performed non-pay water shutoffs, and turned accounts back on that paid before noon.

October 11 – FVOP staff assisted the SRF project contractors at Lift Station #25 and the lagoon bar screen.

October 11 – FVOP staff responded to a possible sewer backup at 9514-B Montana Street. The upstream and downstream manholes were checked, and the sewer was flowing normally. The homeowner was notified that the issue was in their sewer lead, and advised to contact a plumber.

October 12 -FVOP staff on-site at 5300 Fullerton Street to install a water meter and AMR for a new water service.

October 12 – FVOP staff attended startup and training of the new lagoon bar screen system.

October 13 – FVOP staff on-site at 5302 Fullerton Street to install a water meter and AMR for a new water service.

October 13 – FVOP staff responded to a possible sewer backup at 9905-A Mississippi Street. The upstream and downstream manholes were checked, and the sewer was flowing normally. The homeowner was notified that the issue was in their sewer lead, and advised to contact a plumber.

October 13 – FVOP staff responded to a possible sewer backup at 111 Pack Drive. Investigation revealed that the issue was with a storm sewer, and the Iosco County Road Commission was notified.

October 13 – FVOP verified the service line and curb stop location at 7718 US-23 North for a possible cut and cap per the property owner's request.

October 13 – FVOP consulted with the property owner at 209 Lake Street regarding a water service installation.

October 14 – FVOP staff responded to a possible sewer backup at 4814 Erie Street. The upstream and downstream manholes were checked, and the sewer was flowing normally. Lift Station #9 was also checked for proper operation. The homeowner was notified that the issue was in their sewer lead, and advised to contact a plumber.

October 14 – FVOP staff removed accumulated grease and rags from the pump control floats at Lift Station #7 and Lift Station #7.

October 19 – FVOP staff removed and replaced a curb stop at 4242 California Street Unit #1.

October 19 – FVOP staff responded to a possible sewer backup at 9736-B Massachusetts Street. The upstream and downstream manholes were checked, and the sewer was flowing normally. The homeowner was notified that the issue was in their sewer lead, and advised to contact a plumber.

October 20 – FVOP staff installed a water service, curb stop, and meter pit at 209 South Lake Street.

October 20 – FVOP staff repaired the curb stop at 6048 West Shore Drive.

October 20 – FVOP staff responded to a sewer backup at Phoenix Composite. FVOP staff backflushed the line to clear the blockage. However, Phoenix Composite was notified that even though it is a larger size line, it only serves their building and is their sewer lead, and they will be responsible to address any future blockages, not the Township.

October 21 – FVOP staff completed site restoration at 209 South Lake Street.

October 21 – FVOP staff completed site restoration at 4242 California Street Unit #1.

October 21 – FVOP staff completed site restoration at 5585 N Huron Avenue (Oscoda Plastics).

October 24 – FVOP staff on-site at 6255 Woodland Drive to install a water meter and AMR for a new water service.

October 24 – FVOP staff on-site at 6249 Woodland Drive to install a water meter and AMR for a new water service.

October 24 – FVOP staff removed and replaced a curb stop at 4242 California Street unit #1.

October 26 – FVOP staff responded to a pump failure alarm at Lift Station #13. Troubleshooting was performed, and the pump contactor and overload were found to be faulty. Replacement parts were ordered.

October 27 – FVOP staff responded to a possible sewer backup at 5905 North Michigan Avenue. The sewer lead was jetted and televised with the sewer camera, which revealed that the pipe joint immediately upstream of the manhole was separated.

October 28 – FVOP staff responded to a possible sewer backup at 10104 Virginia Street. The upstream and downstream manholes were checked, and the sewer was flowing normally. The homeowner was notified that the issue was in their sewer lead, and advised to contact a plumber.

October 28 – FVOP staff inspected the curb stop at 7716 Cedar Lake Road and found that it was broken. The site was added to the repair list.

October 31 – FVOP staff responded to an after-hours dry-well sump pump alarm from Lift Station #4. They found that the sump pump control float had been tied up off to the side by the painting contractors, causing a false alarm.

November 2022

November 2 – FVOP staff performed quarterly monitoring well sampling at the lagoon site.

November 3 – FVOP staff repaired curb stop at 7816 Cedar Lake Road.

November 2 – Bisbee Infrared performed annual infrared camera inspections at Lift Station #4 and the lagoon blowers. Lift Station #25 was being bypassed for the SRF project, so the pumps could not be operated.

November 3 – FVOP staff performed an exploratory excavation at Lake Street and Michigan Avenue to verify the size of the water main on Michigan Avenue for the new hotel construction. Two water main valve boxes were also replaced.

November 4 – FVOP staff removed pump #2 at Lift Station #13 to remove rags and debris from the pump. The pump was reinstalled after cleaning.

November 4 – FVOP staff removed pump #2 at Lift Station #16 to remove rags and debris from the pump. The pump was reinstalled after cleaning and the pump control floats levels were adjusted.

November 7 – FVOP staff investigated issues with the dry well sump pump at Lift Station #20 which was not operating properly after the SRF contractors had worked on the station.

November 8 – FVOP Staff performed non-pay water shut offs, and turned accounts back on that paid before noon.

November 8 – FVOP staff performed a curb box replacement at 8034 Maryland.

November 8 – FVOP staff installed a new curb stop box at 9106-A Wyoming Street.

November 9 – FVOP staff performed a water main tap and meter pit installation at 5114 Vaughan Trail.

November 10 – FVOP staff performed site restoration at 5114 Vaughan Trail.

November 11 – FVOP staff found the dry well at Lift Station #20 flooded during a routine pump station inspection, and both lift station pumps inoperable. The dry well was pumped out with the vac truck. Pump #2 was returned to service. Investigation revealed that pump #1 was disconnected at the terminal block. These issues were caused by the SRF project contractors.

November 12 – FVOP staff performed an emergency shut off at 4755 Wenona Avenue due to a house fire.

November 14 – FVOP staff investigated issues at Lift Station #8 (Budziak). The one operable pump was running continuously, and the new SCADA control screen had no display. FVOP staff removed and cleaned the pump control floats and level transducer, and the pump returned to normal operation.

November 14 – FVOP staff were on-site at 6407 Loud Drive cabin #2 to install a water meter and AMR for a new water service.

November 14 – FVOP staff were on-site at 6407 Loud Drive cabin #3 to install a water meter and AMR for a new water service.

November 14 – FVOP staff were on-site at 6407 Loud Drive cabin #4 to install a water meter and AMR for a new water service.

November 14 – FVOP staff repaired the curb stop box at 7032 Woodlea Road. It had been hit multiple times by a plow and could not be operated.

November 16 – A resident reported a leak at 4756 Merkel to the Utility Billing Office, stating that they had observed the leak for three weeks before reporting it. FVOP staff immediately investigated the issue and repaired the water service. The size of the hole in the service line was 3/8 inch, and the estimated water loss over the three week period before the resident reported the leak was 574,560 gallons.



Service line leak at 4756 Merkel Lane

November 17 – FVOP Staff repaired a pump seal filter at Lift Station #4 that had been damaged by the SRF project contractor.

November 21 – FVOP staff excavated the curb stop at 10415 South Carolina Street. The curb stop was a non-standard size, so repair parts had to be ordered.

November 22 – FVOP staff performed exploratory excavation at 7197 Lakewood Drive to locate the curb stop for a water service installation.

November 22 – FVOP staff responded to an emergency shut off at 10245 Tennessee Street due to a plumbing leak inside the residence.

November 23 – FVOP staff cleaned the pump control float and transducer at Lift Station #28 (DPW).

November 23 – FVOP staff replaced faulty wiring for the wastewater treatment lagoon site chemical room unit heater.

November 28 – FVOP staff installed a new 1-inch meter pit and service lead at 7197 Lakewood Drive.

November 28 – FVOP staff repaired the curb stop at 10415 South Carolina Street.

November 28 – FVOP staff were informed that a fire hydrant was used on Woodlea Road due to house fire. The hydrant was still partially on. The hydrant was shut off properly and pumped down.

November 29 – FVOP Staff performed site restoration at 10415 South Carolina Street and 7197 Lakewood Drive.

November 29 – FVOP staff installed a replacement pump contactor and overload at Lift Station #13.

November 30 – FVOP staff shut off the water service at Veteran's Memorial Park for the season.

November 30 – FVOP staff responded to alarms at Lift Stations #16, #20, and #28. The pump control floats and transducers were cleared of accumulated rags and grease at all stations.

December 2022

December 1 – FVOP staff verified the service line and curb stop location at 422 Lake Street.

December 1 – FVOP staff performed an exploratory dig at a leaking fire hydrant on Bissonette Road to determine the type of connection so parts could be ordered for a repair.

December 1 – FVOP staff repaired the sump pump discharge line at Lift Station #4 that had been damaged by the SRF project painting contractor.

December 2 – FVOP staff replaced a broken curb stop at 7542 North US-23.

December 2 – FVOP staff performed troubleshooting on pump #2 at Lift Station #20 and found that there was a loose wire on the terminal block that had been installed by the SRF project contractor.

December 2 – FVOP staff worked to address ongoing pump issues at Lift Station #16 that had been occurring since the new pump controls were installed by the SRF project contractor. The pump control float levels were adjusted.

December 5-8 – FVOP staff performed routine dead-end water main flushing.

December 6 – FVOP staff performed a water main tap, and installed a service line at 7580 Cedar Lake Road.

December 7 – FVOP staff installed a meter pit at 7580 Cedar Lake Road.

December 8 – FVOP staff performed site restoration at 7580 Cedar Lake Road.

December 8 - FVOP staff responded to a possible sewer backup at 115 East Dwight Avenue. The upstream and downstream manholes were checked, and the sewer was flowing normally. Lift Station #2 was also checked for proper operation. The property owner was informed that the issue was in their sewer lead, and advised to contact a plumber.

December 8 – FVOP staff performed additional adjustments on the pump control floats at Lift Station #16.

December 9 – FVOP staff removed accumulated grease and debris from the wetwell at Lift Station #3 (Ottawa Court) with the vactor truck.

December 9 – FVOP staff removed accumulated grease and debris from the wetwell at Lift Station #2 (Dwight Avenue) with the vactor truck.

December 12 – FVOP staff performed non-pay water shutoffs, and turned accounts back on that paid by noon.

December 12 – John Henry Excavating replaced a leaking fire hydrant on Bissonette Road.

December 13 – FVOP staff were on-site at 6387 Woodland Drive to install a water meter and AMR for a new water service.

December 13 – FVOP staff were on-site at 6405 Woodland Drive to install a water meter and AMR for a new water service.

December 13 – FVOP staff were on-site at 6357 Woodland Drive to install a water meter and AMR for a new water service.

December 13 – FVOP staff were on-site at 6339 Woodland Drive to install a water meter and AMR for a new water service.

December 13 - FVOP staff were on-site at 6299-B Loud Drive to install a water meter and AMR for a new water service.

December 13 – FVOP staff were on-site at 6361 Woodland Drive to install a water meter and AMR for a new water service.

December 13 – FVOP staff replaced the curb stop and curb box at 7750 Cedar Lake Road.

December 14 – FVOP staff responded to a possible sewer backup at 390 West Michigan Avenue. The upstream and downstream manholes were checked, and the sewer was flowing normally. The property owner was notified that the issue was in their sewer lead, and advised to contact a plumber.

December 14 – FVOP responded to a water main break on F-41. The water main was isolated to allow for the repair, and FVOP staff installed a repair band. A Precautionary Boil Water Advisory was issued for F-41 between Merkel Lane and Van Etten Creek and notices were distributed directly to each house.

December 14 – FVOP staff responded to a possible sewer backup at 9604-B Missouri Street. The upstream and downstream manholes were inspected, and the sewer was found to be partially clogged with debris. The vactor truck was used to clear the sewer main of debris and normal flow was restored.

December 16 – The Precautionary Boil Water Advisory was lifted for F-41 between Merkel Lane and Van Etten Creek. Notices were distributed directly to each house.

December 19 – FVOP staff responded to an after-hours possible sewer backup at 119 East Michigan Avenue. The upstream and downstream manholes were checked, and the sewer was flowing normally. The homeowner was notified that the issue was in their sewer lead, and advised to contact a plumber.

December 20 – FVOP staff responded to an after-hours possible sewer backup at 109 South State Street. The upstream and downstream manholes were checked, and the sewer was flowing normally. The business was notified that the issue was in their sewer lead, and advised to contact a plumber.

December 21 – FVOP staff performed a Permit-Required Confined Space Entry into a manhole adjacent to Hangar 7 in order to install a sewer plug in a sewer lead connected to the former AFFF pond which is a potential source of PFAS contamination into the sanitary sewer system.

December 22 – FVOP staff installed a curb box lock at 6400 Potomac. The resident had repeatedly turned back on their water service after being shut off for non-payment.

December 23 – FVOP staff performed an emergency response to a fire hydrant that was struck by a vehicle on F-41 at Ken Ratliff Memorial Park. The auxiliary valve was below grade and had to be excavated in order to isolate the hydrant. The hydrant body was removed, and the hydrant base was covered to protect it from the weather until a repair could be performed.



Fire Hydrant at Ken Ratliff Memorial Park

December 27 – FVOP staff worked with the SRF project painting contractors at Lift Station #4 due to a leaking pump seal. The original plan called for the contractors to complete sand blasting and allow time to repair the pump seal before painting was performed. However, the contractor requested that the painting be performed immediately after sand blasting, which did not allow time for the repair. FVOP staff worked to control the water from the pump seal to minimize impact on the painting project. The contractor also used a paint product that could be applied in a wet environment.

December 29 – FVOP staff repaired the fire hydrant on F-41 at Ken Ratliff Memorial Park and returned it to service.

December 29 – FVOP staff performed an exploratory excavation at a hydrant on Birchcrest Street that had been struck by a vehicle. The hydrant was not leaking, so it was returned to service. The hydrant will be straightened on a future date.

December 29 – FVOP staff removed accumulated grease, rags, and debris from Lift Stations #1 and #6 with the vacuor truck. The vacuor was flushed and cleaned after use.

Attachment A

Work Order Summary

2022 Work Orders & Service Calls	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	TOTAL
Property Owner Consults	0	0	1	0	0	0	0	1	1	1	0	0	4
Prop Check/ Verify Service	2	0	1	0	2	0	5	1	1	5	4	1	22
Turn On	22	11	53	97	116	47	45	11	39	30	32	28	531
Turn Off	21	11	10	1	3	3	4	16	15	73	82	29	268
Final Read	18	14	21	20	15	23	32	30	28	19	12	14	246
Re-Read/Remote Read Issue	28	4	7	7	11	8	15	39	35	77	22	18	271
Touch Pad Repair/Install	0	0	1	1	1	0	0	0	0	1	0	1	5
Curb Box/Curb Stop Repair	6	0	1	0	6	3	1	2	1	3	4	4	31
Backflow/Fire Suppression	0	0	0	0	0	0	0	0	0	0	0	0	0
Lagoon Samples	4	4	5	4	4	5	4	4	2	2	4	4	46
Bacti Samples	10	10	10	10	10	10	10	10	10	1	2	2	95
Monitoring Wells	0	5	0	0	5	0	0	5	0	0	0	0	15
Replace Meter/Repair Service	14	7	6	10	5	12	10	15	22	25	25	27	178
New Service/Meter Pit Install	4	0	0	0	0	0	1	1	2	5	5	12	30
Line/Main Break	0	0	0	1	0	0	1	0	0	0	0	1	3
Frozen Water Service	2	2	0	0	0	0	0	0	0	0	0	0	4
Hydrant Maintnace	0	2	0	0	2	2	0	0	1	0	1	1	9
Vehicle Maintenance	2	4	4	2	2	1	1	2	0	2	2	2	24
Miscellaneous	4	4	2	4	5	5	5	8	6	4	0	6	53
Non pay Turn Off	31	1	32	15	17	22	39	8	39	31	31	26	292
Sewer Backup	0	1	2	0	1	2	0	0	4	1	0	2	13
Lift Station Maintenance	10	10	8	10	8	8	8	9	5	8	7	7	98
Site Restoration	0	0	0	7	1	7	1	1	2	3	0	0	22
Land Use Permits	0	3	7	0	7	13	5	29	13	6	2	6	91
Sewer Issue	3	0	2	7	1	0	2	6	5	8	0	5	39
Service Door Tag	3	1	0	0	1	0	0	1	1	0	2	1	10
Distribute 2022 CCR Report	0	0	0	0	6	0	0	0	0	0	0	0	6
TOTAL WORK ORDERS	184	94	173	196	229	171	189	199	232	305	237	197	2406
MISS DIG TOTALS	6	17	27	57	111	113	96	90	102	154	156	60	989
OVERALL TOTAL	190	111	200	253	340	284	285	289	334	459	393	257	3395
MANUAL Meter Reads	1330	1330	1330	1330	1330	1223	481	340	318	264	216	191	9683

Attachment B

Maintenance Allowance Updates

Oscoda Township - Water & Wastewater O&M

MAINTENANCE ALLOWANCE SPENDING 2022-2023

Contract year 2022-2023	\$ 20,000.00
Remaining Fund From 2021-2022	\$ -
Beginning Total	\$ 20,000.00
Total Spent 2022-2023	\$ 8,879.73
Remaining Fund	\$ 11,120.27

		Expense	Contract Year Running Total
May-22			
Etna Supply Company	Fire hydrant break-away flanges	826.80	
Professional Pump	Lagoon blower replacement seal kits	758.79	
Total May		\$ 1,585.59	
			\$ 1,585.59
June-22			
AuSable Hardware	Couplings, cut off wheels to repair PS #1 bubbler system	20.12	
AuSable Hardware	Couplings curb stop repair 5227 US-23 North	13.77	
AuSable Hardware	Landscaping seed for site restoration	58.29	
Total June		\$ 92.18	
			\$ 1,677.77
July-22			
Alpena Supply	8-inch fubber flange gaskets (12)	111.24	
Valve Depot	Kunkle safety pressure relief valve for lagoon turbo blower	336.85	
Total July		\$ 448.09	
			\$ 2,125.86
August-22			
Allied Electronics, Inc.	Voltage regulator lift station #8 (Budziak)	171.14	
Total August		\$ 171.14	
			\$ 2,297.00
September-22			
W.W. Grainger	Panel indicator lamps lift station #25	39.56	
Air Components, Inc.	Kaeser Omega turbo blower oil	179.67	
Alpena Supply	4-inch rubber flange gaskets (2)	5.76	
Total September		\$ 224.99	
			\$ 2,521.99
October-22			
HD Supply Facilities	Replacement tubing cutter	44.58	
HD Supply Facilities	Hydrant marking flags, curb stop wrenches	1,525.48	
Professional Pump	Replacement V-belt for lagoon blower #1	303.73	
Oudbier Instrument Co.	Annual calibration lagoon effluent flow meter	322.50	
Total October		\$ 2,196.29	
			\$ 4,718.28
November-22			
Standard Electric	Replacement pump contactor LS 13	142.24	
Standard Electric	Replacement wiring lagoon ferric building unit heater	257.94	
Standard Electric	Replacement overloads LS 13	130.06	
H&P Technologies	Replacement mechanical seals LS 4	1,445.68	
USA Bluebook	Curb box locks (3)	362.90	
Print N Go	Hazardous Atmosphere sign for lagoon headworks building	37.10	
Bisbee Infrared	Annual Infrared inspection PS 4 and lagoon blowers	275.00	
Total November		\$ 2,650.92	
			\$ 7,369.20
December-22			
USA Bluebook	Repair kit for hydrant at Ken Ratliff Park (hit by vehicle)	124.27	
Michigan Pipe & Valve	Sewer plug for Hangar 7 line from old AFFF pond	51.94	
Professional Pump	Replacement V-belt for lagoon blower #2	312.36	
USA Bluebook	Hydrant out of service reflective rings	227.41	
Ferguson Enterprises	Replacement water main tapping bit set	794.55	
Total December		\$ 1,510.53	
			\$ 8,879.73

Attachment C

Monitoring & Reporting

[illegible]

Lagoon system was out of service for valve replacement 9/20/2022 - 10/18/2022

	EQ-1	November 2022			TOTAL							
		NITRATE		DISSOLVED	INORGANIC	AMMONIA	NITRITE			TOTAL	FLOW	FLOW
	CBOD5	Nitrogen	pH	OXYGEN	Nitrogen	Nitrogen	Nitrogen	SODIUM	CHLORIDE	PHOSPHORUS	Measured	Calculated
	mg/l	mg/l	S.U.	mg/l	mg/l	mg/l	mg/l	mg/l	mg/l	mg/l	GPD	GPY
1											415000	78.807
2		16.8	7.3	9.8	45.69	27.5	1.390				192000	78.999
3											192000	79.191
4											139000	79.330
5											139000	79.469
6											139000	79.608
7											139000	79.747
8											473000	80.220
9		17.0	7.2	9.6	50.14	32.6	0.538				275000	80.495
10											220000	80.715
11											200000	80.915
12											200000	81.115
13											199000	81.314
14											219000	81.533
15											211000	81.744
16	3	16.8	6.6	9.8	45.52	28.4	0.319	45.9	130	0.3	253000	81.997
17											245000	82.242
18											183000	82.425
19											183000	82.608
20											183000	82.791
21											184000	82.975
22		16.1	6.7	10.1	42.98	26.6	0.280				229000	83.204
23											199000	83.403
24											199000	83.602
25											199000	83.801
26											199000	84.000
27											200000	84.200
28											161000	84.361
29											210000	84.571
30		16.3	6.7	10.5	47.31	30.7	0.305				227000	84.798

[illegible]