

**OSCODA TOWNSHIP  
REGULAR BOARD MEETING  
AGENDA & NOTICE  
April 22, 2024 – 6:30 P.M.  
SHORELINE PLAYERS  
6000 N. Skeel Ave.  
Oscoda, MI 48750  
(989)739-3586**

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Posted Date: April 19, 2024

Posted by: Tara Lyons

**CALL TO ORDER**

**PLEDGE OF ALLEGIANCE**

**ROLL CALL**

**AGENDA ADDITIONS:**

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

**CONSENT AGENDA:**

**Approval of Minutes:**

1. Regular Meeting Minutes – April 8, 2024

**Finance:**

1. Payment of Bills (Oscoda Township) – Total - \$ 45,512.42
  - a. Prepaid – April 23, 2024 - \$ 12,658.38
  - b. Check Run – April 16, 2024 - \$ 31,854.04
  - c. Investment Report March 2023

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

1. Engineering – Mr. Freeman
2. OWAA – Mr. Palmer
3. Planning Commission – Mr. Tasior
4. ZBA – Mr. Spencer
5. LDFA – Ms. McGuire
6. EIC – Mr. Sutton
7. 911 – Mr. Spencer
8. HSRUA – Ms. Kline
9. RAB – Mr. Cummings
10. Cedar Lake Improvement Board – Mr. Wusterbarth
11. Utility Sub-Committee – Mr. Wusterbarth
12. AuSable River Walk Advisory Committee Update –

**SUPERINTENDENT'S REPORT ----- Kline**

1. Water and Wastewater Contract Operations RFP Request
2. Oscoda Leak Detection RFP Request
3. Rowe Engineering Invoices
4. Phase VI – Schaaf – Pay Application No.3 Request
5. Phase VI – Schaaf – Pay Application No.4 Request
6. Community Development Director Position Creation Request
7. ADA Kayak Launcher Purchase Request

**RESOLUTIONS AND ORDINANCES:**

1. Ordinance Amendment: To Amend Zoning Ordinance 165, Article VI of the Charter Township of Oscoda Zoning Ordinance
2. Resolution No. 2024-12: Commercial Recreational Marihuana Facility Fee Schedule

**OTHER:**

1. Corridor Improvement Authority Creation Request
2. Firewall Purchase Request
3. Job Reclassification Request
4. Van Etten Lake Weed Applicator Bid Revisited
5. Park and Recreation Director Pay Increase Request

**PUBLIC COMMENTS:**

**BOARD COMMENTS:**

**INFORMATIONAL:**

1. Engineer Township Services Update
2. Oscoda O&M Quarterly Report



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

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## Regular Board Meeting Minutes April 8, 2024

**Call to Order** – Mr. Palmer called the meeting to order at 06:30 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, Ms. McGuire, Mr. Sutton, Mr. Tasior, Mr. Cummings, Mr. Wusterbarth, Mr. Palmer.]

Board Members Absent:

Others Present: [Ms. Kline.]

**Additions** – Mr. Wusterbarth supported a motion by Ms. McGuire to approve the agenda with the addition of other number 3, Mr. Wusterbarth resignation from the CLIB.

ALL YEAS

MOTION CARRIED

**Public Comment** – None.

**Consent Agenda** – Mr. Sutton supported a motion by Ms. McGuire to approve:

#### **Approval of Minutes:**

1. Regular Meeting Minutes – March 25, 2024
2. Work Session Minutes – April 2, 2024

#### **Finance:**

1. Payment of Bills (Oscoda Township) – Total - \$ 90,856.35
  - a. Prepaid – April 9, 2024 - \$ 78,375.88
  - b. Check Run – April 2, 2024- \$ 12,480.47
  - c. C2R2 Reports
  - d. CWSRF Reports
  - e. DWSRF Reports

Oscoda Township Regular Board Meeting Minutes

April 8, 2024

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- f. OOP Start Up Cash Report
- g. Tax Overpayment Report
- h. 2011 Sewer Bond Report
- i. 2015 Sewer Bond Report

ALL YEAS:

MOTION CARRIED

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

### **SUPERINTENDENT REPORTS:**

**Police Department Mobile Radio Purchase Request** – Mr. Sutton supported a motion by Mr. Spencer to approve *the purchase of (4) Mobile Radio units in the amount of \$23,046.64 to be paid from Fund 207-301-980.000 in the amount of \$19,181.72 and from Fund 211-301-980.000 in the amount of \$3,864.92.*

ALL YEAS:

MOTION CARRIED

**Drop Off Refuse Contract Renewal** – Mr. Cummings supported a motion by Mr. Sutton to approve *the contract renewal for Drop Off Refuse collection with Travis Sanitation.*

ALL YEAS:

MOTION CARRIED

**DROP OFF REFUSE DATE SELECTION** – Mr. Sutton supported a motion by Ms. McGuire to approve *the Drop Off Refuse dates of June 8, 2024, and September 14, 2024 with correction presented to add fall pick up to the contract.*

ALL YEAS:

MOTION CARRIED

Ms. McGuire - Permits must be purchased in the Treasurers office.

### **OTHER**

**Chamber Request** – Mr. Cummings supported a motion by Mr. Spencer to approve *the Chamber request for a beer tent at Paul Bunyan Days Event.*

ALL YEAS:

Oscoda Township Regular Board Meeting Minutes

April 8, 2024

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MOTION CARRIED

**Cedar Lake Improvement Board Letter from the Township** – Mr. Sutton supported a motion by Mr. Wusterbarth to approve *the letter as presented and have Supervisor Palmer execute.*

ALL YEAS:

MOTION CARRIED

**Cedar Lake Improvement Board Resignation Letter** – Ms. McGuire supported a motion by Mr. Sutton to accept *the resignation of Mr. Wusterbarth from the CLIB.*

YEAS: Ms. McGuire, Mr. Sutton, Mr. Spencer, Mr. Cummings, Mr. Wusterbarth, Mr. Tasior

NAYS: Mr. Palmer

MOTION CARRIED

**INFORMATIONAL:**

1. ACC Ideas
2. Water Loss – March 2024
3. Robert J. Parks Library Information
4. OWAA Newsletter Update

**Public Comment** –

Kelly Brown – CLIB needs a board member. Boeing, Boeing is a fabulous show. Friday and Saturday show and a matinee on Sunday. Stell Magnolias is coming up.

**Board and Staff Comments** –

**Mr. Wusterbarth**- Oiler up, and Bill I appreciate your comments about keeping me on the CLIB.

**Mr. Sutton**- Reminder, May 7 Election for the School Bond Proposal. Also, my deputy and myself will be at the Iosco County Family Fun Fair on April 20<sup>th</sup>, come out and have a good time.

**Adjourn** – Mr. Palmer made a motion to adjourn at 09:01 p.m.

William Palmer  
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.

DRAFT

04/18/2024 02:40 PM  
User: JOSHUASUTTONCI  
DB: Oscoda

INVOICE GL DISTRIBUTION REPORT FOR OSCODA TOWNSHIP  
EXP CHECK RUN DATES 04/23/2024 - 04/23/2024  
BOTH JOURNALIZED AND UNJOURNALIZED  
OPEN

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GL Number	Inv. Line Desc	Vendor	Invoice Desc.	Invoice	Chk Date	Amountcheck #
Fund 101 GENERAL/UNALLOCATED						
Dept 000						
101-000-283.000	DEPOSITS PAYABLE	MELISSA LAJOICE	WARRIOR PAVILION DEPOSIT REFUND	04182024		350.00
Total For Dept 000						350.00
Dept 250 LAKEFRONT DISTRICT						
101-250-801.000	BUG AND SPIDER SPRAY - BATJJ'S BUGS		BUG AND SPIDER SPRAY- INV 1485	1485		50.00
Total For Dept 250 LAKEFRONT DISTRICT						50.00
Dept 265 TOWNSHIP HALL & GROUNDS						
101-265-726.000	CASES INV 23435565	INTERSTATE BATTERIES	CASES INV 23435565	23435565		26.00
101-265-726.000	SHOP TOWEL SERVICE	UNIFIRST CORPORATION	SHOP TOWELS INVOICE 1610087529	1610087529		32.74
101-265-741.000	PENLIGHT INV 032824114312	SNAP-ON TOOLS	PENLIGHT INV 032824114312	032824114312		83.75
101-265-775.000	SHOP SUPPLIES INVOICE # 1568182	KSS ENTERPRISES	SHOP SUPPLIES INVOICE # 1568182	1568182		386.38
101-265-775.000	ANNUAL EXTINGUISHER INSPECTION	KUDOS FIRE PROTECTION	ANNUAL EXTINGUISHER INSPECTION & RE	2024-03-15		19.50
101-265-801.000	BUG AND SPIDER SPRAY - TOVJJ'S BUGS		BUG AND SPIDER SPRAY- INV 1485	1485		80.00
101-265-931.000	DRUM MOUNT INV 18612508	CRYSTAL CLEAN	DRUM MOUNT INV 18612508	18612508		468.51
101-265-974.100	INV FOR MURAL TWO TOWN LOG	ROBIN SAVAGE	INV 02122024 FOR MURAL TWO TOWN LOG	02122024		825.00
Total For Dept 265 TOWNSHIP HALL & GROUNDS						1,921.88
Dept 276 CEMETERY						
101-276-930.000	ANNUAL EXTINGUISHER INSPECTION	KUDOS FIRE PROTECTION	ANNUAL EXTINGUISHER INSPECTION & RE	2024-03-15		13.50
Total For Dept 276 CEMETERY						13.50
Dept 299 UNALLOCATED						
101-299-956.000	EZ SEAL INV 1025128348	PITNEY BOWES GLOBAL FIRE	EZ SEAL INV 1025128348	1025128348		82.99
101-299-956.000	LEASE PAYMENT 3319006455	PITNEY BOWES GLOBAL FIRE	LEASE PAYMENT 3319006455	3319006455		735.48
Total For Dept 299 UNALLOCATED						818.47
Dept 336 FIRE DEPARTMENT						
101-336-980.000	ANNUAL EXTINGUISHER INSPECTION	KUDOS FIRE PROTECTION	ANNUAL EXTINGUISHER INSPECTION & RE	2024-03-15		357.14
Total For Dept 336 FIRE DEPARTMENT						357.14
Dept 722 ZONING & PLANNING						
101-722-801.000	ACCESSORY DWELLING UNITS	BECKETT & RAEDER	ACCESSORY DWELLING UNITS 2024307	2024307		155.00
Total For Dept 722 ZONING & PLANNING						155.00
Dept 751 PARKS & RECREATION						
101-751-726.000	NITRILE GLOVES INV 14YV-9C	AMAZON CAPITAL SERVICE	NITRILE GLOVES INV 14YV-9GL1-49KT	14YV9GL149KT		57.93
101-751-726.000	SUPPLIES SUPPLIES INV 1JQ4	AMAZON CAPITAL SERVICE	SUPPLIES SUPPLIES INV 1JQ4-G674-DGY	1JQ4G674DGYT		274.07
Total For Dept 751 PARKS & RECREATION						332.00
Dept 754 KEN RATLIFF PARK						
101-754-775.000	ANNUAL EXTINGUISHER INSPECTION	KUDOS FIRE PROTECTION	ANNUAL EXTINGUISHER INSPECTION & RE	2024-03-15		12.00
101-754-956.000	BUG AND SPIDER SPRAY- WARFJJ'S BUGS		BUG AND SPIDER SPRAY- INV 1485	1485		100.00
Total For Dept 754 KEN RATLIFF PARK						112.00
Total For Fund 101 GENERAL/UNALLOCATED						4,109.99
Fund 207 POLICE FUND						
Dept 000						
207-000-726.000	FIREARMS SUP INVOICE 1PJ1	AMAZON CAPITAL SERVICE	FIREARMS SUPPLIES	1PJ1VLCVNN1X		363.56
207-000-726.000	OFFICE SUPPLIES INVOICE 37796444	QUILL CORPORATION	OFFICE SUPPLIES	37796444		86.56
207-000-761.000	UNIFORMS INVOICE 1F11W4T3	AMAZON CAPITAL SERVICE	UNIFORM ALEXANDER 2024	1F11W4T3LPCV		101.44
207-000-761.000	UNIFORMS PALMER INVOICE 027603697	GALLS INCORPORATED	UNIFORMS PALMER	027603697		23.39
207-000-775.000	ANNUAL EXTINGUISHER INSPECTION	KUDOS FIRE PROTECTION	ANNUAL EXTINGUISHER INSPECTION & RE	2024-03-15		140.00

GL Number	Inv. Line Desc	Vendor	Invoice Desc.	Invoice	Chk Date	Amountcheck #
Fund 207 POLICE FUND						
Dept 000						
207-000-960.001	FTO BIRCHMEIER / SIMMONS IDEWOLF & ASSOCIATES	FTO SCHOOL BIRCHMEIER / SIMMONS		2805		1,690.00
		Total For Dept 000				2,404.95
Dept 301 POLICE						
207-301-960.000	HOTEL REIMBURSEMENT KEVIN KEVIN HART	HOTEL AND MEALS REIMBURSEMENT		04122023		132.10
207-301-960.000	CVSA SYSTEM AND TRAINING INITV FEDERAL SERVICES	CVSA SYSTEM AND TRAINING		13543		750.00
207-301-980.000	CVSA SYSTEM AND TRAINING INITV FEDERAL SERVICES	CVSA SYSTEM AND TRAINING		13543		1,747.50
		Total For Dept 301 POLICE				2,629.60
		Total For Fund 207 POLICE FUND				5,034.55
Fund 211 POLICE STAFFING FUND						
Dept 301 POLICE						
211-301-960.000	CVSA SYSTEM AND TRAINING INITV FEDERAL SERVICES	CVSA SYSTEM AND TRAINING		13543		750.00
211-301-980.000	DASH CAMERA PARTS INVOICE MOTOROLA SOLUTIONS	DASH CAMERA PARTS		8281853731		220.00
211-301-980.000	CVSA SYSTEM AND TRAINING INITV FEDERAL SERVICES	CVSA SYSTEM AND TRAINING		13543		1,747.50
		Total For Dept 301 POLICE				2,717.50
		Total For Fund 211 POLICE STAFFING FUND				2,717.50
Fund 236 PROP OPER & MNTNCE						
Dept 266 PROPERTY O & M MAINTENANCE						
236-266-890.000	ANNUAL EXTINGUISHER INSPE(KUDOS FIRE PROTECTION	ANNUAL EXTINGUISHER INSPECTION & RE	2024-03-15			250.00
		Total For Dept 266 PROPERTY O & M MAINTENANCE				250.00
		Total For Fund 236 PROP OPER & MNTNCE				250.00
Fund 271 LIBRARY						
Dept 000						
271-000-775.000	ANNUAL EXTINGUISHER INSPE(KUDOS FIRE PROTECTION	ANNUAL EXTINGUISHER INSPECTION & RE	2024-03-15			13.50
		Total For Dept 000				13.50
		Total For Fund 271 LIBRARY				13.50
Fund 591 WATER						
Dept 000						
591-000-775.000	ANNUAL EXTINGUISHER INSPE(KUDOS FIRE PROTECTION	ANNUAL EXTINGUISHER INSPECTION & RE	2024-03-15			532.84
		Total For Dept 000				532.84
		Total For Fund 591 WATER				532.84

GL Number	Inv. Line Desc	Vendor	Invoice Desc.	Invoice	Chk Date	Amount	check #
Fund Totals:							
			Fund 101 GENERAL/UNALLOCATED			4,109.99	
			Fund 207 POLICE FUND			5,034.55	
			Fund 211 POLICE STAFFING FUND			2,717.50	
			Fund 236 PROP OPER & MNTNCE			250.00	
			Fund 271 LIBRARY			13.50	
			Fund 591 WATER			532.84	
			Total For All Funds:			12,658.38	

GL Number	Inv. Line Desc	Vendor	Invoice Desc.	Invoice	Chk Date	Amountcheck #
Fund 101 GENERAL/UNALLOCATED						
Dept 000						
101-000-720.439	INV 878601 PIER SUPPLIES	LINCOLN HARDWARE	MARCH INVOICES 2024	878601		91.87
101-000-720.439	INV 878979 TREATED LUMBER	LINCOLN HARDWARE	MARCH INVOICES 2024	878979		549.90
101-000-720.439	INV 879622 TOOL APRON/CLEF	LINCOLN HARDWARE	MARCH INVOICES 2024	879622		32.36
101-000-720.439	INV 879927 TREATED LUMBER	LINCOLN HARDWARE	MARCH INVOICES 2024	879927		251.84
101-000-720.439	INV 881157 WOOD STAIN PIEF	LINCOLN HARDWARE	MARCH INVOICES 2024	881157		39.98
101-000-720.439	INV 881304 PAINT/STAIN/FOF	LINCOLN HARDWARE	MARCH INVOICES 2024	881304		59.95
101-000-720.439	DRYWALL FOR LIBRARY	RAYMOND BETZ	DRYWALL FOR LIBRARY	03222024		800.00
Total For Dept 000						1,825.90
Dept 172 SUPERINTENDENT						
101-172-853.000	KLINE PHONE	AT&T MOBILITY	MARCH BILL 287311378746X03192024	287311378746X031		49.26
Total For Dept 172 SUPERINTENDENT						49.26
Dept 257 ASSESSOR						
101-257-726.000	BOARD OF REVIEW GUIDE	MICHIGAN TOWNSHIPS ASS	BOARD OF REVIEW GUIDES 268081	268081		138.00
Total For Dept 257 ASSESSOR						138.00
Dept 265 TOWNSHIP HALL & GROUNDS						
101-265-726.000	INV 358100 FASTENERS	AUSABLE HARDWARE & SUR	MARCH BILL 2024	358100		4.86
101-265-726.000	INV 359742 LIGHTER FLUID	AUSABLE HARDWARE & SUR	MARCH BILL 2024	359742		16.17
101-265-741.000	INV 358896 SANDER AND DISC	AUSABLE HARDWARE & SUR	MARCH BILL 2024	358896		129.21
101-265-775.000	SHOP SUPPLIES INVOICE # 15	KSS ENTERPRISES	SHOP SUPPLIES INVOICE # 1564615	1564615		140.71
101-265-853.000	BILL PHONE	AT&T MOBILITY	MARCH BILL 287311378746X03192024	287311378746X031		49.26
101-265-922.000	UTILITIES - GAS	DTE ENERGY	110 S STATE ST	9100207657800401		876.59
101-265-922.000	UTILITIES - GAS	DTE ENERGY	4051 ARROW ST	9100207659880401		57.05
101-265-931.000	INV 359575 PAINT SUPPLIES	AUSABLE HARDWARE & SUR	MARCH BILL 2024	359575		57.77
101-265-933.000	INV 356705 KNIFE & BLADES	AUSABLE HARDWARE & SUR	MARCH BILL 2024	356705		5.92
101-265-956.000	INV 357741 FASTENERS	AUSABLE HARDWARE & SUR	MARCH BILL 2024	357741		0.50
101-265-956.000	INV 358736 CIRCUIT BREAKER	AUSABLE HARDWARE & SUR	MARCH BILL 2024	358736		35.99
Total For Dept 265 TOWNSHIP HALL & GROUNDS						1,374.03
Dept 299 UNALLOCATED						
101-299-926.000	STREET LIGHTS	CONSUMERS ENERGY	48750 LED LIGHT RD	201720344841		2,955.28
101-299-926.000	STREET LIGHTS	CONSUMERS ENERGY	STREET LIGHTS	206792359553		231.30
101-299-926.000	STREET LIGHTS	CONSUMERS ENERGY	STREET LIGHTS	206792359552		8,062.29
101-299-926.000	STREET LIGHTS	CONSUMERS ENERGY	STREET LIGHTS	206792359542		181.91
101-299-956.001	MI TAX TRIBUNAL CHARGEBACK	IOSCO COUNTY TREASURER	MI TAX TRIB CHARGBACK 063-008-200-0	04042023		112.50
Total For Dept 299 UNALLOCATED						11,543.28
Dept 336 FIRE DEPARTMENT						
101-336-775.000	INV 357923 ADAPTER/PVC/SOI	AUSABLE HARDWARE & SUR	MARCH BILL 2024	357923		21.21
101-336-775.000	INV 358541 CAT6 CABLE	AUSABLE HARDWARE & SUR	MARCH BILL 2024	358541		28.68
101-336-775.000	INV 359066 TREATED LUMBER	AUSABLE HARDWARE & SUR	MARCH BILL 2024	359066		119.94
101-336-931.000	INV 360015 FASTENERS	AUSABLE HARDWARE & SUR	MARCH BILL 2024	360015		2.43
101-336-933.000	INV 357864 FASTENERS	AUSABLE HARDWARE & SUR	MARCH BILL 2024	357864		11.16
101-336-933.000	INV 357877 FASTENERS	AUSABLE HARDWARE & SUR	MARCH BILL 2024	357877		4.05
101-336-933.000	INV 359574 PAINT/FLEXTUBIN	AUSABLE HARDWARE & SUR	MARCH BILL 2024	359574		24.38
101-336-933.000	MAINTENANCE ENGINE 6	FRONT LINE SERVICES, I	MAINTENANCE ENGINE 6	39459		1,050.56
101-336-933.000	MAINTENANCE ENGINE 5	FRONT LINE SERVICES, I	MAINTENANCE ENGINE 5	39460		639.74
101-336-933.000	MAINTENANCE TANKER 1	FRONT LINE SERVICES, I	MAINTENANCE TANKER 1	39485		225.00
101-336-933.000	MAINTENANCE ENGINE 7	FRONT LINE SERVICES, I	MAINTENANCE ENGINE 7	39484		625.68
Total For Dept 336 FIRE DEPARTMENT						2,752.83

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DB: Oscoda

INVOICE GL DISTRIBUTION REPORT FOR OSCODA TOWNSHIP  
EXP CHECK RUN DATES 04/16/2024 - 04/16/2024  
BOTH JOURNALIZED AND UNJOURNALIZED  
OPEN

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GL Number	Inv. Line Desc	Vendor	Invoice Desc.	Invoice	Chk Date	Amountcheck #
Fund 101 GENERAL/UNALLOCATED						
Dept 751 PARKS & RECREATION						
101-751-922.000	UTILITIES - GAS	DTE ENERGY	300 W RIVER RD	9200032021230401:		57.05
Total For Dept 751 PARKS & RECREATION						57.05
Dept 754 KEN RATLIFF PARK						
101-754-726.000	INV 357317 KEY	AUSABLE HARDWARE & SUR	MARCH BILL 2024	357317		3.40
101-754-726.000	INV 357497 FASTENERS	AUSABLE HARDWARE & SUR	MARCH BILL 2024	357497		16.23
101-754-921.000	UTILITIES - ELECTRICITY	CONSUMERS ENERGY	6300 F 41 PAVILION	205013002888		28.77
101-754-930.000	INV 357962 PRIMER PAINT S	AUSABLE HARDWARE & SUR	MARCH BILL 2024	357962		56.17
101-754-930.000	INV 358140 FINISH NAILS	AUSABLE HARDWARE & SUR	MARCH BILL 2024	358140		94.48
101-754-930.000	INV 358717 WOOD STAIN WALI	AUSABLE HARDWARE & SUR	MARCH BILL 2024	358717		18.85
Total For Dept 754 KEN RATLIFF PARK						217.90
Total For Fund 101 GENERAL/UNALLOCATED						17,958.25
Fund 207 POLICE FUND						
Dept 000						
207-000-726.000	EVIDENCE SUPPLIES INVOICE	AMAZON CAPITAL SERVICE	EVIDENCE SUPPLIES	1MY3XK9KFT6H		58.88
207-000-726.000	INV 359480 B&W PAINT MARKE	AUSABLE HARDWARE & SUR	MARCH BILL 2024	359480		24.24
207-000-761.000	REIMBURSEMENT HULVERSON	PAT HULVERSON	REIMBURSEMENT HULVERSON	6540700033		140.22
207-000-775.000	INV 357675 SN JUNO SK ENT	AUSABLE HARDWARE & SUR	MARCH BILL 2024	357675		59.99
207-000-853.000	HALL PHONE	AT&T MOBILITY	MARCH BILL 287311378746X03192024	287311378746X031:		878.89
207-000-960.001	FIRST LINE SUPERVISION IN	DEWOLF & ASSOCIATES	SUPERVISION TRAINING GALLAHAR	2786		595.00
Total For Dept 000						1,757.22
Dept 301 POLICE						
207-301-933.000	CAR WASH MARCH ACCOUNT 14	(SEVAN K, INC	CARWASH MARCH	03252024		432.00
Total For Dept 301 POLICE						432.00
Total For Fund 207 POLICE FUND						2,189.22
Fund 211 POLICE STAFFING FUND						
Dept 000						
211-000-853.000	MCNICHOL PHONE	AT&T MOBILITY	MARCH BILL 287311378746X03192024	287311378746X031:		44.23
Total For Dept 000						44.23
Dept 301 POLICE						
211-301-980.000	COPIER PRINT CHARGES-POLIC	IMAGE TECH	COPIER PRINT CHARGES	258865		71.20
Total For Dept 301 POLICE						71.20
Total For Fund 211 POLICE STAFFING FUND						115.43
Fund 236 PROP OPER & MNTNCE						
Dept 703 PROPERTY O & M MAINTENANCE						
236-703-801.000	HOT SPOT	AT&T MOBILITY	MARCH BILL 287311378746X03192024	287311378746X031:		38.23
Total For Dept 703 PROPERTY O & M MAINTENANCE						38.23
Total For Fund 236 PROP OPER & MNTNCE						38.23
Fund 271 LIBRARY						
Dept 000						
271-000-802.000	LIBRARY FIRE ALARM	GUARDIAN ALARM COMPANY	LIBRARY FIRE ALARM	23264798		81.00
271-000-922.000	UTILITIES - GAS	DTE ENERGY	6010 N SKEEL AVE BLDG 418	9100207656650401:		456.86
271-000-930.000	INV 880352 LUMBER LIBRARY	LINCOLN HARDWARE	MARCH INVOICES 2024	880352		38.97
Total For Dept 000						576.83

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INVOICE GL DISTRIBUTION REPORT FOR OSCODA TOWNSHIP  
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OPEN

Page: 3/4

GL Number	Inv. Line Desc	Vendor	Invoice Desc.	Invoice	Chk Date	Amountcheck #
Fund 271 LIBRARY						
Total For Fund 271 LIBRARY						576.83
Fund 509 OLD ORCHARD PARK						
Dept 000						
509-000-775.000	INV 356201 BAR & CHAIN OIIAUSABLE HARDWARE & SUR	MARCH BILL 2024		356201		45.23
509-000-921.000	UTILITIES - ELECTRICITY CONSUMERS ENERGY	1041 E RIVER RD		202343307583		41.04
509-000-921.000	UTILITIES - ELECTRICITY CONSUMERS ENERGY	1249 E RIVER RD		202343307584		30.14
509-000-931.000	INV 358805 2CYCLE/BAR OIIAUSABLE HARDWARE & SUR	MARCH BILL 2024		358805		23.91
509-000-931.000	INV 359258 PLUMBING SUPPLAUSABLE HARDWARE & SUR	MARCH BILL 2024		359258		271.56
509-000-931.000	INV 360015 PLUMBING SUPPLEAUSABLE HARDWARE & SUR	MARCH BILL 2024		360015		91.40
Total For Dept 000						503.28
Dept 756						
509-756-960.000	FOOD REIMBURSEMENT	AL APSITIS	FOOD REIMBURSEMENT 84	274519		29.68
Total For Dept 756						29.68
Total For Fund 509 OLD ORCHARD PARK						532.96
Fund 590 SEWER						
Dept 000						
590-000-853.000	SEWER I PAD	AT&T MOBILITY	MARCH BILL 287311378746X03192024	287311378746X031'		38.23
590-000-853.000	TELEPHONE	CHARTER COMMUNICATIONS	4221 PERIMETER RD	005226301040124		35.09
590-000-921.100	UTILITIES - ELECTRICITY	CONSUMERS ENERGY	3563 E RIVER RD	206525489054		30.60
590-000-922.100	UTILITIES - GAS	DTE ENERGY	4466 MCNICHOL AVE	9100207655330401:		501.74
590-000-956.000	DROP BOX STICKER	PRINT 'N' GO	DIGITAL PRINT DROP BOX	130198		17.50
Total For Dept 000						623.16
Dept 527						
590-527-801.000	FVOP O&M	F&V OPERATIONS	FVOP O&M WATER OUT OF SCOPE	7109		760.00
Total For Dept 527						760.00
Total For Fund 590 SEWER						1,383.16
Fund 591 WATER						
Dept 000						
591-000-853.000	WATER DEPT PHONE	AT&T MOBILITY	MARCH BILL 287311378746X03192024	287311378746X031'		82.46
591-000-890.000	RIVER RD BREAK 1-30-2024	JOHN HENRY EXCAVATING,	RIVER RD BREAK 1-30-2024 INV 2024-0	2024-014		8,960.00
591-000-956.000	DROP BOX STICKER	PRINT 'N' GO	DIGITAL PRINT DROP BOX	130198		17.50
Total For Dept 000						9,059.96
Total For Fund 591 WATER						9,059.96



GL Number	Inv. Line Desc	Vendor	Invoice Desc.	Invoice	Chk Date	Amount	check #
			Fund Totals:				
			Fund 101 GENERAL/UNALLOCATED			17,958.25	
			Fund 207 POLICE FUND			2,189.22	
			Fund 211 POLICE STAFFING FUND			115.43	
			Fund 236 PROP OPER & MNTNCE			38.23	
			Fund 271 LIBRARY			576.83	
			Fund 509 OLD ORCHARD PARK			532.96	
			Fund 590 SEWER			1,383.16	
			Fund 591 WATER			9,059.96	
			Total For All Funds:			31,854.04	

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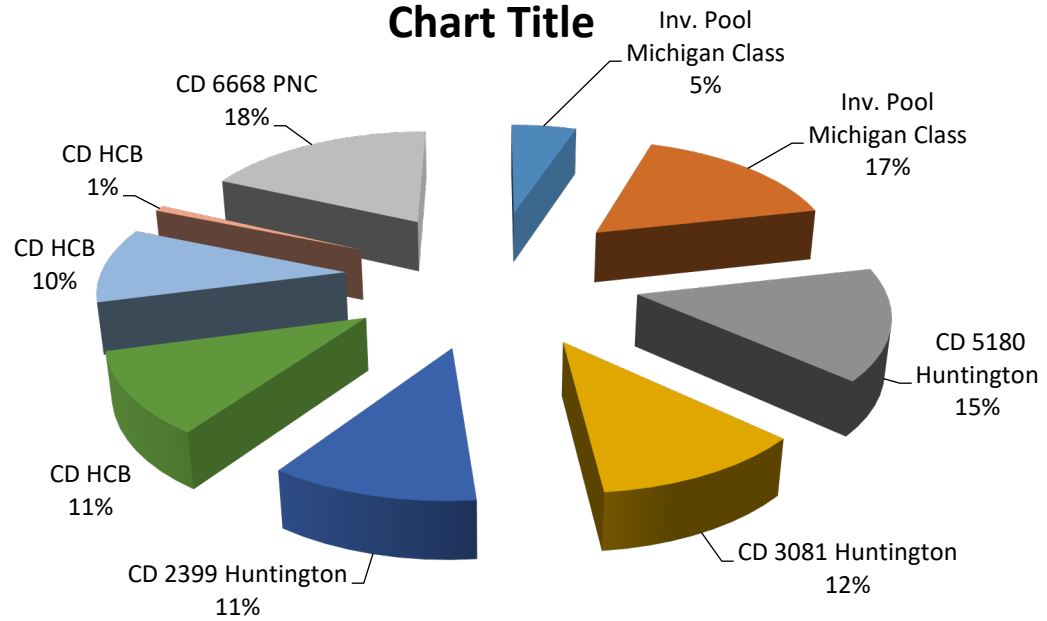
## Investment Portfolio Holdings

March 31, 2024

Investment							
Type	Instituion	Value	% Portfolio	Purchase Date	Maturity Date	Days	CURRENT RATE
Inv. Pool	Michigan Class	\$187,479.73	5%	N/A	N/A	N/A	5.41%
Inv. Pool	Michigan Class	\$606,027.00	16%	N/A	N/A	N/A	5.41%
CD 5180	Huntington	\$563,977.71	15%	10/30/2023	10/29/2024	365	4.70%
CD 3081	Huntington	\$431,202.73	12%	7/11/2023	7/10/2024	365	4.00%
CD 2399	Huntington	\$415,370.13	11%	2/20/2024	11/20/2024	274	4.25%
CD	HCB	\$413,615.59	11%	7/14/2023	7/14/2024	366	5.00%
CD	HCB	\$383,518.94	10%	1/16/2024	7/16/2024	182	5.10%
CD	HCB	\$29,783.92	1%	3/8/2024	9/8/2024	184	5.00%
CD 6668	PNC	\$664,563.74	18%	2/26/2024	7/30/2024	180	4.40%
Total		<u><u>\$3,695,539.49</u></u>					

04/03/24 JM

**Chart Title**

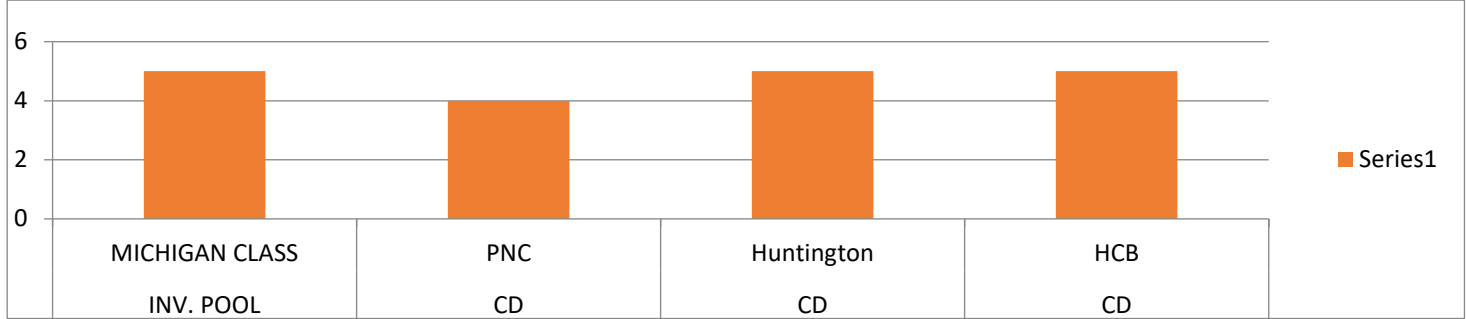


INVESTMENT  
TYPE

INSTITUTION

CREDIT  
SCORE

INV. POOL	MICHIGAN CLASS	5
CD	PNC	4
CD	Huntington	5
CD	HCB	5



**CHARTER TOWNSHIP OF OSCODA**  
**TOWNSHIP ENGINEERING PROGRESS REPORT**  
**April 2024**

**Water Main Projects:**

1. **C2R2 Funded Projects (Phase III, V, VI, & VII)**
  1. **Phase VI (H/Colbath): Schaaf & Associates Construction.**
    - Contractor has started installation of mainline water system.
  2. **Phase VII (Township Wide Service Line Project):**
    - Finalizing bid documents for late early April advertising.
    - Notices to property owners will be sent out shortly.
    - Construction is planned for Spring/Summer 2024.
2. **Water System Improvements (2024 DWRP Program)**
  1. Coordinating with EGLE on next steps.
  2. 90% plans have been submitted and reviewed by EGLE with no significant comment.
  3. Advertisement scheduled for May; bid opening June 25<sup>th</sup>; Board award on July 8<sup>th</sup> meeting.
3. **EPA Community Grant (Senator Peter's Appropriation)**
  1. Working with EPA Grant Coordinator on work plan/schedule coordinating with DWRP project for required local match.
  2. Downtown water mains set for summer/fall 2024 startup of construction.

**Sanitary Sewer Projects:**

1. **Sanitary Sewer System Improvements (2021 CWSRF Program)**
  - Finalizing project with EGLE on budget/closeout paperwork.
2. **Sanitary Sewer System Improvements (2024 CWSRF Program)**
  1. Coordinating with EGLE on next steps.
  2. 90% plans have been submitted and reviewed by EGLE.... revising PFAS treatment.
  3. Advertisement scheduled for May; bid opening June 25<sup>th</sup>; Board award on July 8<sup>th</sup> meeting.

**Ratliff Park**

1. MDNR Passport Grant in the amount of \$150,000 awarded to Township.
2. Project agreement finalized with EGLE.
3. WTA/Riggs Land Surveying working on Warrior Pavilion, restroom, and site improvements.
4. Handicap fishing pier has been completed by DPW staff.
5. ADA Kayak launch delivery and installation has been initiated.

**Hull Island**

1. Huron Pines has successfully closed on the property as of 12/5/23.
2. Trust Fund Board has recommended award of funding for Township acquisition on 12/13/23.
3. Coordinating with Huron Pines on next steps including public information updates. A meeting has been scheduled for 4/23/2024.

**Phase 3 Trail Project:**

1. MDOT paperwork being finalized.
2. Working on final MDNTF grant reimbursement request.

**Old Orchard Campground Projects:**

1. ORV-xing of River Road – ICRC has approved the project for moving forward.
2. Handicap fishing pier repairs pending.

**AuSable River Trail Project:**

1. Coordinating efforts for a series of future projects along the AuSable River (private/public/Huron Pines).

**Facilities Study w/WTa:**

1. Multi-story facility on existing site w/o library & senior center (~\$20 million)
2. Structural evaluation of existing building completed.
3. Met with Sub-committee work session to discuss next steps on 2/20/24/next steps?
4. Researching funding opportunities through CBDG/MEDC/Congressional Appropriations, etc.

**Coordinating with F & V Operations:**

1. Service line issues as they arise.
2. Water loss investigations are on-going (River Rd area, age/material of main material, etc. RFP for water loss contractor being advertised for Twp backup as issues arise.
3. Local PFOS/PFAS contamination investigations on-going to minimize impact to waste stream.

## TOWNSHIP ENGINEER ACTIVITIES

AuSable River Signage – draft plan completed.

Canada Street – reviewing options for future improvements in coordination with EPA Community Grant Project.

Specific Funding Opportunities/Follow up:

- MDNRTF – development project for Oscoda Beach Park. Application submitted.
- MDNR Passport – Oscoda Huron Sunrise Park. Application submitted.
- Safe-Routes-to-School (SRTS) – working on next steps with MDOT (2024/2025 funding)
- EGLE/EMCOG/NEMCOG – opportunities being explored for Oscoda Beach Park.
- Consumers Energy Planet/Prosperity/” Put Your Town on The Map” Grants – 2024 opportunities being explored (parks, trails, shoreline, infrastructure, etc.)
- Coastal Grant Application (parks, shorelines, etc.)
- 
- Holiday Inn Express Development Site.
  1. Hotel is connected to Township utilities.
  2. River, Lake, and Michigan Street improvements being incorporated into EPA Community Grant Project. River restoration being completed now by John Henry Excavating.
- Site Plans Under Review
  1. F-41 Food and Party Store Renovations/Upgrades – completed final site plan review.
- Miscellaneous
  1. Reviewing safety practices by Township, consultants, contractors, etc.

**CHARTER TOWNSHIP OF OSCODA**  
**Superintendent's Report**  
**April 22, 2024**

**ACTION ITEMS**

**WATER AND WASTEWATER CONTRACT OPERATIONS RFP REQUEST -**

Our first report item is a request from the Utility Subcommittee to move forward with a request for professional services for the Township's water and wastewater. As we are now expanding the water system and lagoon treatment process, our scope of work is changing. Therefore, these changes warrant seeking new proposals.

The draft RFP in your packet still requires attorney review and possible additional considerations but approval to move forward with the process is still required.

*Action: Consider approving the request from the Utility Subcommittee to go out for contracted services for Water and Wastewater contracted services upon attorney review and approval of the RFP.*

**OSCODA LEAK DETECTION RFP REQUEST-**

Our second report item is also a recommendation by the Utility Subcommittee for a Leak Detection Services request for proposals. This service will help the Township locate leaks within the water distribution area and recheck areas that have been previously repaired to verify a positive fix.

*Action: Consider approving the Leak Detection RFP as recommended by the Utility Subcommittee.*

**ROWE INVOICES –**

Our third report item will be the following listed invoices from Rowe Engineering for services rendered. These invoices require Township Board approval:

**Invoice No. 112686:** Iosco Exploration Trail - **\$130.00** – 101-751-880.572

**Invoice No. 112708:** 2024 Oscoda Twp DWSRF - **\$44,205.25** – 2024 DWSRF Checking

**Invoice No. 112709:** Oscoda Downtown Water Main - **\$1,155.00** –2024 EPA Community Grant Checking

**Invoice No. 112711:** Water System Improvement Project 2023 - **\$16,192.75** – C2R2 (After Reimbursement is Available or if Funds are Currently Available)

**Invoice No. 112715:** 2024 Oscoda Twp CWSRF – **\$60,613.75** –2024 CWSRF Checking



### **PHASE VI – SCHAAF – PAY APPLICATION NO. 3 REQUEST -**

Our fourth item in my report will be the third pay request in the Phase VI water main project in the amount of \$388,642.60 leaving a total of \$1,175,459.40 remaining on this project.

*Action: I would ask that the Board consider approving the third pay request from Schaaf & Associates Construction, Inc. in the amount of \$388,642.60 to be paid from the C2R2 funds after reimbursement is requested and deposited into the Township's account.*

### **PHASE VI – SCHAAF – PAY APPLICATION NO. 4 REQUEST -**

Our fifth item in my report will be the fourth pay request in the Phase VI water main project in the amount of \$211,835.43 leaving a total of \$1,060,780.97 remaining on this project.

*Action: I would ask that the Board consider approving the second pay request from Schaaf & Associates Construction, Inc. in the amount of \$211,835.43 to be paid from the C2R2 funds after reimbursement is requested and deposited into the Township's account.*

### **COMMUNITY DEVELOPMENT DIRECTOR POSITION CREATION REQUEST –**

The sixth item in my report is a Community Development Director position. Previously the Board had posted for the Economic Improvement Director position and that position remains unfilled. I recently brought forward the idea of going back to the Community Development Director position to the Economic Improvement Committee. Having a dedicated leader that can solely focus on Economic Improvement, I feel, would be more productive and feasible for the budgeted salary. The salary requested will be between \$48,000 and \$55,000 and to be a full-time employee of the Township with benefits included.

This also comes as a recommendation of the Economic Improvement Committee.

*Action: Consider approving the recreation of the full-time position of Community Development Director with a salary between \$48,000 and \$55,000 annually.*

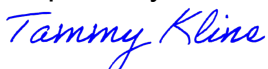
### **ADA KAYAK LAUNCHER PURCHASE REQUEST –**

Our seventh and final item in my report will be a purchase request for the ADA Kayak launcher for Van Etten Lake. The DPW has most recently completed the pier portion of the launcher and needs one final piece.

The quote for the launcher in your packet comes from Vista Docks in the amount of \$52,180.89.

*Action: Consider approving the ADA Kayak launcher in the amount of \$52,180.89 to be paid from Fund 101-000-720.439.*

Respectfully Submitted,

  
Tammy Kline

Tammy Kline

## REQUEST FOR PROPOSALS

### CHARTER TOWNSHIP OF OSCODA MUNICIPAL WATER AND WASTEWATER SYSTEMS OPERATIONS AND MAINTENANCE

Proposals must be made on the attached proposal forms and in accordance with instructions to proponents furnished by the Office of the Township Superintendent (the "TOWNSHIP"). Proposals must be made upon the forms published by the TOWNSHIP.

Proposals must be delivered to, and on file with, the TOWNSHIP on or before the 11th day of July 2024, at three (3) p.m. to the TOWNSHIP Clerk's Office. Please mark your envelopes "Sealed Proposals-Charter Township of Oscoda Municipal Water & Wastewater System Operation and Maintenance — July 11, 2024".

Proposals will be publicly opened and read aloud at three (3) p.m., on the date at the Oscoda Charter Township Offices at 110 State Street, Oscoda, Michigan. If the TOWNSHIP elects to engage the services of a firm, the selected proponent will be hired through action of the Oscoda Charter Township Board of Trustees in approving and adopting contract documents.

The TOWNSHIP reserves the right to reject any or all proponents or proposals, to waive technicalities or irregularities, and to negotiate directly with any proponent. The TOWNSHIP is not bound to accept the lowest cost proposal but can select any proposal which it deems more advantageous to the needs and expectations of the TOWNSHIP as to efficient and effective utility operations and overall cost savings. Therefore, by requesting to propose, each potential proponent shall thereby be considered to have agreed to the foregoing, as well as all other conditions, information, and statements in this request for proposal and any documents requested regarding this request for proposals.

Proposals are to remain firm for a minimum of 180 days.

Date:

Signed:

Tammy Kline,  
Charter Township of Oscoda  
Superintendent

## **I. General**

### **A. Intent**

The Charter Township of Oscoda (the "TOWNSHIP") wishes to solicit proposals from qualified operations and maintenance firms (the "firm") to provide complete operations and maintenance of the TOWNSHIP's wastewater treatment lagoons, associated wastewater treatment equipment, sanitary sewage collection system, and water distribution system.

### **B. Submission Deadline**

Proposals must be received on or before 3:00 p.m. July 11, 2024, at the TOWNSHIP Clerk's Office, Oscoda Charter Township Offices at 110 State Street, Oscoda, Michigan. All proposals shall be delivered in a sealed package titled "SEALED PROPOSAL – CHARTER TOWNSHIP OF OSCODA MUNICIPAL WATER AND WASTEWATER SYSTEM OPERATION AND MAINTENANCE — July 11, 2024." Each packet shall contain two (2) original copies and an electronic version in PDF format on a flash drive.

All proposals received shall become the property of the Charter Township of Oscoda. Proposals received after the submission deadline may be returned unopened. The Township reserves the right to accept or reject any or all proposals, to waive irregularities and/or informalities in any proposal, to negotiate modifications in any proposals and to make an award in any manner, consistent with law, deemed to be in the best interest of the Township.

### **C. Withdrawals/Modifications**

Proposal withdrawals must be done in writing prior to the submission deadline. Modifications must also be made in writing and received prior to the submission deadline.

### **D. Questions**

Questions regarding this project shall be addressed to:

Tammy Kline  
Charter Township of  
Oscoda Superintendent  
989-739-3211  
[superintnendent@oscodatownshipmi.gov](mailto:superintnendent@oscodatownshipmi.gov)

The TOWNSHIP shall not be responsible for any costs related to preparation of the proposal in response to the request.

There will be a mandatory pre-proposal conference held on May 30, 2024 at 10:00 AM at the Oscoda Township Offices located at 110 State Street.

Following the conference potential proponents will be given the opportunity to tour water and wastewater facilities. Under any circumstances, proponents intending to respond to this request for proposals must attend the conference since many questions are likely to be addressed through this process.

#### E. Omissions

For the TOWNSHIP to fairly evaluate each firm, proposals shall be answered based upon the format set forth in this "Request for Proposals". Each item must be discussed, or the firm may be disqualified from consideration.

## II. Background

The Charter Township of Oscoda is requesting four (4) year proposals from qualified firms for operation and maintenance of the TOWNSHIP's wastewater treatment lagoons, associated wastewater equipment, sanitary sewer collection system, and water production and distribution system.

Solicitation of proposals as set forth herein is prompted by required changes in the scope of services related to the recent expansion of the water system and proposed changes to the lagoon treatment process. The current agreement requires a 180 written notice for a new request for proposals, therefore, expiration of the current TOWNSHIPS' agreement with the current contract operator as of October 31, 2024.

The Charter Township of Oscoda provides sanitary sewer treatment service to the adjacent Charter Township of AuSable on a contract basis. The water distribution system and sanitary sewage collection systems in the Charter Township of AuSable are maintained by that community and are not a part of this contract.

The Charter Township of Oscoda derives its' water supply from the Huron Shores Regional Utility Authority (HSRUA) with annual consumption of approximately two hundred seventy-five million gallons (2023). In addition, the three water towers found within the community are the responsibility of HSRUA. There are approximately 3,800 water system customers in the Charter Township of Oscoda with approximately 100 of water main including that found on the former Wurtsmith Air Force Base.

The Charter Township of Oscoda also provides sanitary sewer service to approximately 1,900 customers in Oscoda Township; this does not include the contract service provided to AuSable Township. The Wastewater Treatment Lagoons and associated wastewater treatment equipment are located on the former Wurtsmith Air Force Base and result from reactivation of that facility in 2003 following base closure in 1993. The lagoon operation comprises three cells mechanically aerated with a current rated capacity of 0.625 MGD.

The TOWNSHIP is currently completing a CWSRF project (2024-2026), a DWRF (2024-2025), and an EPA Community Grant (for water system improvements for 2024-2025). The CWSRF project includes but is not limited to pump station improvements, gravity/force main collection system improvements, manhole improvements, and PFOS/PFOA treatment equipment at the wastewater lagoon site. The DWRF and EPA Community Grant water system improvements include but is not limited to water distribution line replacements, hydrant replacements, valve replacements, and water services. These projects will be fully online by mid-2026.

### III. Statement of Qualifications

The Charter Township of Oscoda is requesting proposals from qualified firms for the complete operation and maintenance of the wastewater and water systems. Prospective proponents must demonstrate their capabilities and experience by addressing the following areas:

1. Submit complete proposals based including a sample agreement for four (4) years with an escalating factor for rates per year.
2. Submit a list of plants and systems operated and maintained by the proponent in cities, districts, or municipalities of comparable size. Include the size of plants and systems in those municipalities. If not presently providing services in Michigan provide nearest communities. List at least three (3) community references indicating when the contract operations with the community commenced and contact person with address and phone number. Indicate the number of years which the firm has been involved in contract operation service provision. In addition, the point of contact for the Proponent from each of these three (3) communities.
3. Submit the most recent corporate financial report and financial history indicating the impact of similar contract operations on that financial history.
4. Indicate how the Charter Township of Oscoda's facilities and systems shall be operated, by whom and with what technical backgrounds; include evidence of ability to comply with the State of Michigan certification requirements for the lagoon plant and water system operators. Specifically identify information on exactly who will be the certified operator(s) for drinking water (Michigan S-2 or higher) and wastewater (Michigan L-2). Include statements as to how current contract employees might be incorporated into the staffing plan. Indicate how management continuity will be maintained for the operations over the long term.
5. Indicate previous specific experience with the Michigan Environment, Great Lakes, and Energy (EGLE) and Michigan Department of Public Health as it relates to contract operation services.
6. Provide a description of the plant, facility, system and equipment preventative maintenance systems or programs that would be put in place. Proponent to provide the equipment and experienced personnel to

complete construction tasks such as but not limited to sewer and water main taps for new/repared services, curb stop and water service installations, and hydrant/valve replacements as necessary. The TOWNSHIP and selected Proponent will determine the need for an outside contractor to be utilized based on size of proposed project/timing of proposed project. The selected proponent will provide the necessary trucks/vehicles for their staff to adequately perform their daily responsibilities. The Township will continue to provide access to vactor, backhoe, crane truck, and Township-owned tools and equipment. Proponent must provide adequate number vehicles to efficiently complete required scope of services for the proposed number of staffing levels.

7. Submit an estimated monthly budget covering all maintenance and operation costs for the first year of operation with annual costs projected over the four

year contract terms. This is to be in the format as shown on the attached proposal form.

8. Provide a date of proposed initiation of operation (to be no later than January 1, 2025).

9. Provide, at the Township's request, a performance bond for the value of the first year of the proposed contract.

10. Provide a detailed proposed emergency response plan identifying area personnel availability. The Township requires and expects twenty-four (24) hour, seven (7) day a week including holiday's on-call status for its' water and wastewater systems.

11. Provide a complete staffing plan identifying the proposed number of employees (minimum of 6 recommended including Utility Billing), required certifications/qualifications and anticipated job responsibilities. In addition, the proponent's Utility Billing clerk must be familiar with BS&A, be full-time in-person during regular township hall operating hours, utilizing township office and computer system. Scope below is from current contract.

- Prepare water and sewer billing statements.
- Reconcile payments received against the utility account balances.
- Assist the Treasurer's Office in transferring outstanding utility account balances to property tax billing statements.
- Prepare new meter cards and other administrative tasks to provide efficient & accurate recordkeeping.
- Respond to customer utility billing and service inquiries such as repairs, turn on and turn off requests.
- Assist in the collection of delinquent accounts.
- Provide scheduling of new service connections
- Maintain computerized customer water use records.
- Draft work orders for maintenance services such as new meter request, line service, and other repairs.

12. The TOWNSHIP will secure the necessary material and equipment for the operations and maintenance of the overall system. The proponent must provide for an allowance for routine preventive maintenance (recommended minimum is \$20,000/year).

Provide a description of any wholesale or large volume supply, material or equipment purchasing incentives, cost reductions or other benefits the Township will receive as a result of contracting with your company. ----this paragraph is how it currently functions

13. Discuss any other topics or areas that are relevant to the firms' qualifications.

#### IV. Scope of Services for Contract Operations

The scope of services contained in the proposal shall include all operation, maintenance and analysis activities required to operate the wastewater and water systems. The scope of services shall include, but not be limited to, the following:

The selected proponent will report to the Oscoda Charter Township Superintendent (or personnel as determined by Superintendent) monthly as to status of annual budget items, work items completed the previous month, work items scheduled to be completed in the upcoming month.

Selected proponent shall attend necessary TOWNSHIP staff meetings and board meetings as directed by the Superintendent.

1. Provide all staff for the operation, maintenance, and management of the systems, including at a minimum, a Michigan S-2 Certified Water Systems Operator and a Michigan Class L-2 Certified Wastewater Treatment Plant Operator, including name / certification number / years of experience for certified operator(s).
2. Assume responsibility for all reports and permits required by the Federal, State, and local agencies including provision of regular reports to the TOWNSHIP.
3. Assume all costs for any fines or penalties levied against the TOWNSHIP for improper operation of the facilities, plants and systems.
4. Purchase supplies, chemicals, and materials necessary for the proper operation and maintenance of the facility. If proponent has an alternate approach to this, please provide with potential cost savings to Township.
5. Provide for all monitoring, testing and analytical services for the facilities, plants and systems including laboratory services for water and wastewater control, quality assurance/quality control and compliance with regulatory requirements. This activity will include administration of all activities necessary to maintain all permits required and issued by the State of Michigan for operation of the municipal utility systems.



6. Manage the disposal of sludge removed from the wastewater treatment facilities including all monitoring, testing and analysis, assure compliance with all regulatory programs and requirements related to this activity. Sludge removal and disposal costs are not to be included in the services provided.

7. Maintain standard operating procedures for all major pieces of equipment including corrective and preventative maintenance on all facilities and equipment. Ensure efficient operation and maximum equipment life through incorporation of a maintenance management schedule system which includes preventative and corrective maintenance, inventory control and equipment repair history.

8. Complete video taping and cleaning of sanitary sewer system collection lines on an as-needed basis.

9. Maintain the current high standard of physical appearance at all plants and facilities and minimize off-site odors.

10. Perform all water tap installations and witness sewer system service tap installations.

11. Provide staff required to read water meters monthly.

12. Provide cross connection prevention, systematic water main flushing, valve exercising, water meter maintenance and leak detection programs. With the recent completion of the wide meter replacement, the proponent will need to assist the Township in planning and scheduling routine meter replacement.

13. Monitor lift stations at least twice weekly to verify proper operational status and adjust operating parameters as needed to minimize accumulation of materials.

14. Conduct sewer main and wet well cleaning and jetting activities on a periodic basis.

15. Perform water and sewer main break repairs. Within the limitations of the available township-owned equipment.

16. Serve as the TOWNSHIP's liaison and representative in all matters related to the operation of the facilities and systems inclusive of regulatory agencies and local governments.

17. Provide additional management, technical, administrative, and other professional services related to operation and maintenance of the water and sewer systems to augment system facility personnel when required at no additional cost to the TOWNSHIP.

18. Scope of services shall include location of lines through MISS DIG and similar requests.

19. Scope of services shall include intermittent maintenance of certain portions of the Wurtsmith Air Force Base storm sewer system lying outside road right of ways and outside the Oscoda Wurtsmith Airport Authority District.

20. Contractor shall be responsible for the cost of fuel for vehicles and equipment utilized in performing contract services.

21. Provide for insurance coverage for General and Public Liability, Property Damage, Workmen's Compensation insurance per requirements of the State of Michigan and professional liabilities, errors and omissions. The Charter Township of Oscoda is to be named as an additional insured on all policies and granted indemnification by the proponent from any suits, actions, legal proceedings, claims, demands, damages, costs, expenses and attorney's fees arising out of a willful or negligent act or omission of the proponent or its' officers, agents, servants and/or employees.

At a minimum, the following type of insurances will be provided in at least the limits specified below:

Workmen's Compensation Insurance in compliance with the statutes of the State of Michigan which covers employees engaged in performance of services hereunder with a limit of FIVE HUNDRED THOUSAND DOLLARS (\$500,000).

General Liability Insurance with a minimum combined single limit of FIVE MILLION DOLLARS (\$5,000,000), including the broad form property damage endorsement.

Automobile Liability Insurance (owned, non-owned or hired units) with a minimum combined single coverage limit of TWO MILLION DOLLARS (\$2,000,000).

Environmental Liability Insurance in an amount of not less than FIVE MILLION DOLLARS (\$5,000,000).

22. The proponents shall submit a yearly-summary report of operations and maintenance, including the number and type of work orders completed, Miss Digs performed, service line taps and installs, hydrant flushing and valve exercising, equipment maintenance, beginning / ending parts inventory, and maintenance allowance details.

## VI. Additional Information

1. Township provides a backhoe and other heavy equipment as necessary to perform services under the contract arrangement.

2. Discuss in detail any activities and/or items the Township will be responsible for under your proposal.

3. Provide specific information regarding proposed certified operators and personnel for operation and technical assistance necessary to carry out day to day operations at the plant facilities. Proponents are hereby advised that the TOWNSHIP will require the selected proponent to contractually commit the personnel to be provided under the contract to the Oscoda Township project specifically as opposed to sharing of personnel between projects unless there is specific agreement to the contrary.

4. Provide a detailed statement to explain the figure proposed for the “non-personnel cost” in the contract operation proposal form. Non-personnel costs generally relate to Item 4 under the Scope of Services and would include supplies, chemicals and other materials. The Township may opt to pay such costs directly under any scenario.

5. Provide the name of the firms’ chief administrative representative, the address of the firms’ main office and the name and address of person(s) directly responsible for contract administration.

Oscoda Township  
PROPOSAL FORM  
Contract Operation  
Proposed Monthly Lump Sum Breakdown  
Based on Billing Rates with a Yearly  
Escalator (4-year contract)

	Personnel Cost	Non- Personnel Cost	Management Fees
Wastewater Treatment Lagoon Operations (Certified Operator)			
Wastewater Treatment Lagoon Maintenance			
Sewer Collection System Operations			
Sewer Collection System Maintenance			
II. Water System			
Distribution System Operation (Certified Operator)			
Distribution System Maintenance			
Monthly Meter Reading			
Utility Billing Clerk			
Total Monthly Cost			
Total First Year Cost			
Second Year Cost			
Third Year Cost			
Fourth Year Cost			

The Township assumes no responsibility for costs incurred by proponents in developing and submitting proposals in response to this Request for Proposal (RFP). All costs and associated fees shall be the sole responsibility of the proponents.

The Township reserves the right to reject any or all proponents or proposals, to waive technicalities or irregularities, and to negotiate directly with any proponent. The Township is not bound to accept the lowest cost proposal but can select any proposal which it deems more advantageous to the needs and expectations of the Township as to efficient and effective utility operations and overall cost savings. Therefore, by requesting to propose, each potential proponent shall thereby be considered to have agreed to the foregoing, as well as all other conditions, information and statements in this Request for Proposals and any documents requested regarding this Request for Proposal.

Proponents are hereby notified that the Charter Township of Oscoda's Purchasing Policy provides for the granting of local preference in purchasing of five percent (5%) or seven-hundred fifty dollars (\$750), whichever is less.

This proposal is to remain firm for minimum of 180 days.

In submitting this proposal, it is understood that the Charter Township of Oscoda, if it elects to accept a proposal, will require a successful proponent to enter into a contract document which must be approved and authorized by the Township Board of Trustees.

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

Dated: \_\_\_\_\_ day of \_\_\_\_\_ 2024

Name of Proponent: \_\_\_\_\_

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

Signature: \_\_\_\_\_

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

Business Address: \_\_\_\_\_

\_\_\_\_\_

Telephone Number: \_\_\_\_\_

Tammy Kline  
Oscoda Township Superintendent

## DRAFT

# **REQUEST FOR PROPOSALS LEAK DETECTION SURVEY CHARTER TOWNSHIP OF OSCODA, MICHIGAN**

### General Objective

The Charter Township of Oscoda, Michigan, hereinafter referred to as “Township,” is soliciting competitive proposals for the furnishing of a comprehensive Leak Detection Survey of all water distribution mains within the Township. The purpose of the leak survey is to detect and locate all detectable leakage sources that exist in the water distribution system regardless of size or type of leak. The leaks will then be corrected by the Township to reduce the amount of our water system’s unaccounted for water loss. Proposals shall be for the furnishing of labor and equipment only for the detection and location of leaks.

The intent of this Request for Proposal (RFP) is to select a professional leak survey firm, hereinafter referred to as the “Surveyor,” to perform the required work as described herein. The Township reserves the right to increase or decrease both the area to be surveyed and the amount of distribution main to be surveyed. The Township reserves the right to reject all proposals or select the Surveyor that will perform the best possible survey.

### Water System Profile

The Oscoda Township Water Distribution System has approximately 94.0 lineal miles (496,426 lineal feet) of 4-, 6-, 8-, 10-, 12-, 14-, and 16-inch water main. Water main material is primarily asbestos cement (Transite) and ductile iron, although there are some cast iron and PVC water mains.

Oscoda Township receives its water from Lake Huron via the Huron Shore Regional Utility Authority. The water system serves a population of approximately 7,000 residents through 3,625 metered residential and commercial water services. The system also contains  $\pm 760$  fire hydrants and  $\pm 890$  mainline valves. Every accessible fire hydrant auxiliary valve will also be monitored. It is not necessary to monitor curb-stops during the detection phase unless a suspect leak has been detected in the vicinity. The Township’s average daily pumpage is 753,000 gallons with an unaccounted for water loss of approximately 45 percent.

If you have any questions, and would like more detailed information, please contact Rick Freeman, Township Engineer, between the hours of 8:00 am and 4:00 pm at (810) 869-5155, or at [freemanr@oscodatownshipmi.gov](mailto:freemanr@oscodatownshipmi.gov). Maps of the water distribution system will be provided upon request.

## DRAFT

### Scope of Work

Proposals submitted for consideration shall, at the minimum, provide the following services and program components.

1. Leak Detection Phase: Approved Equipment and Checkpoints

The Surveyor will conduct a thorough preliminary detection survey of all water system appurtenances in the Township. The monitored checkpoints shall include every accessible fire hydrant, hydrant auxiliary valve, main line valve and, if needed, curb stop. Monitoring for leak sounds shall be conducted utilizing only dedicated ultrasonic leak detection equipment such as an FCS S30 and/or AquaScope or their approved equivalent, with High Fidelity Headphones. Using Correlator Pre-Amps as a listening device for the leak detection phase is unacceptable. Geophones, Aquaphones and other similar mechanical leak detection devices are not acceptable. Please specify the exact type and model of leak detection equipment that you will be using.

A. Detection Survey Records

During the detection phase, the Surveyor shall document and maintain comprehensive detection survey field records. These field survey records will note the type of monitored appurtenances, appurtenance location, plus general conditions encountered such as accessibility, visual observations of appurtenance defects and map discrepancies. Leak sound intensity/characteristics or classification of leak sizes should be noted. Upon request, field survey records shall be submitted in their entirety to the Township.

B. Inaccessible Appurtenances

At the completion of the preliminary detection phase, a separate list shall be prepared listing those appurtenances that were found to be inaccessible because they were either buried, full of water or debris, or shown incorrectly on the map. After the Township either locates or “cleans” those appurtenances, the Surveyor shall return and monitor each of those appurtenances for potential leak sounds.

2. Leak Location Phase: Approved Equipment

Every detected suspect leak sound, shall be analyzed, verified and pinpointed utilizing a Leak Noise Correlator such as an Echologics LeakFinder-ST and/or FCS TriCorr Touch Pro correlator or approved equivalent. No other type of leak pinpointing equipment will be acceptable for use during this survey. The Surveyor will be expected to pinpoint every detectable leak in the water system maintained by the Township. The Surveyor is expected to investigate every suspect leak sound, regardless of size, with a correlator. Main line leaks, gate valve leaks, fire hydrant leaks and service leaks shall be pinpointed and marked. Service line leaks shall be pinpointed up to the service curb stop. Please specify the type of equipment you will be using.

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### 3. Leak Location Documentation

As each leak is pinpointed, its exact location shall be marked in the field with a distinctive paint mark and/or field stake. The Surveyor shall then submit a written Leak Location Report which documents the exact location of each leak plus estimated loss or size classification and recommended corrective action for its repair.

- A. The Surveyor will report each morning (or per request of the Township), to the Water Department and notify them which distribution system areas will be surveyed the current day.
- B. The Surveyor will verbally report IMMEDIATELY any “HIGH PRIORITY” leaks located to the Township Engineer or Water Department via telephone. High priority leaks are those that indicate leakage to be severe enough to warrant immediate repair and may be hazardous in terms of potential damage to property. Report should include:
  - i. Location of the leak
  - ii. Estimation of leak volume (gallons per day)
  - iii. Priority of repair
- C. The Surveyor will verbally report at the end of each day (or per request of the Township), to the Township Engineer or Water Department via telephone and cover a list of “MEDIUM PRIORITY” leaks located (if any). Medium priority leaks are those that display water losses significant enough to be repaired as soon as possible. Report should include:
  - i. Location of the leak
  - ii. Estimation of leak volume (gallons per day)
  - iii. Priority of repair
- D. A leak detection log of activity will be included with the final report that will include the following:
  - i. Areas in which work was performed.
  - ii. Type of problems observed
  - iii. Location of leaks discovered
  - iv. Estimated water loss

### 4. Identified Leaks

When leak noise has been detected and or suspected, the Surveyor will verify the suspected area a second time to confirm the noise. At least four (4) hours will pass between the initial listening of the area before a second listen and confirmation is attempted.

### 5. Missed Leaks

In the event of an erroneous leak location, the Surveyor will be responsible for re-pinpointing that leak until it is resolved to the satisfaction of the Township. If at all possible, the Surveyor will make every effort to return to the site in a timely manner while the repair excavation is open.



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### 6. Remonitoring of Repaired Leak Sites

After each leak has been successfully repaired or stopped, the Surveyor shall electronically re-survey every repaired leak site to verify a positive repair by the Township or the property owner, plus detect and locate any possible undiscovered leakage whose sound may have coincidentally been masked or overpowered by the original leak's sound.

### 7. On-Going Survey Status Communications

Any completed Leak Location Reports should be turned in at the end of each day's work. Every week, the Surveyor shall submit Survey Progress Reports which will summarize in detail the percentage of completion, type and number of leaks found to date, and estimated leak sizes in gallons per day.

### 8. Final Report

At the conclusion of the survey project, the Surveyor shall prepare and submit two (2) hard copies, as well as one (1) digital file in PDF format, a Comprehensive Final Report. This report should summarize the context of the survey areas, number and type of leaks and estimated calculated volume of the leakage that was pinpointed. The report should also include maps of survey areas that denote the approximate location of each leak, leak reference numbers and copies of the leak location reports. A concluding section outlining any additional findings or recommended action that the Surveyor reached during and as a result of this survey should also be included.

The Township will make every effort to give the Surveyor actual leak repair and orifice data in a timely manner as leaks are repaired. The Comprehensive Final Report shall be completed and submitted to the Charter Township of Oscoda within 30 working days of the survey's completion. If additional leak repair information becomes available after that time, the Township, at its discretion, may require the Surveyor to revise their report and submit updated copies of the Comprehensive Final Report.

### Scheduling and Manpower

The Surveyor shall proceed with the survey within 30 working days after receiving notification to proceed. All field work shall be carried out and completed in a professional, effective, and timely manner. Unless unusual circumstances dictate otherwise, all phases of the survey will be conducted during normal daylight hours with the water system in its normal operating condition. The Township will provide limited manpower on an as-needed basis.

### Insurance

Provide a Certificate of Liability Insurance for the following coverage at not less than the following amounts:

## DRAFT

- i. Worker's Compensation insurance relative to all Personnel engaged in performing services pursuant to this Agreement, with coverage not less than that required by applicable law,
- ii. Comprehensive General Liability Public Liability, for occurrences while engaged in performing services pursuant to this Agreement, with coverage not less than the amount of \$1,000,000 per occurrence;
- iii. Professional Liability (Including Errors and Omissions) Insurance in the amount of \$1,000,000 per claim;
- iv. Automotive Insurance covering all owned, hired, and non-owned vehicles with insurance to comply with the Michigan No-Fault Insurance Law, including Regional Liability Insurance with minimum bodily injury limits of \$1,000,000 each occurrence and minimum property damage of \$1,000,000 per occurrence.

With the exception of Professional Liability, the certificate of insurance shall name the Township of Oscoda, its officers, agents, and employees as additional insured, pursuant to endorsement.

### Indemnification

The Surveyor shall defend, indemnify, keep and save harmless employees, in both individual and official capacities, against all suits, claims, damages, losses and expenses, including attorney's fees, caused by, growing out of, or incidental to, the performance of the work under the contract by the Surveyor to the full extent as follows by the laws of the State of Michigan and not beyond any extent which would render these provisions void or unenforceable.

### Conflict of Interest

The Surveyor shall disclose any conflicts or perceived conflicts of interest. To the extent practicable, Surveyor shall disclose the identity of Surveyor employees and relatives of Surveyor employees who are employed by Oscoda Township as well as the identity of Township employees employed by Surveyor.

### Nondiscrimination

Surveyor and its subcontractors shall not discriminate against an employee or an applicant, in hiring, any terms and conditions or employment or matters or employment that is unrelated to the person's ability to perform the duties of a particular job or position, in accordance with applicable federal and state law.

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### *Debarment and Grant Requirements*

Surveyor must disclose to Township if it is presently debarred, suspended, proposed for debarment, declared ineligible or otherwise excluded from doing business with any government agency, which prohibits Surveyor from participating in and bid response. Failure to provide this information may request in disqualification of the response from consideration or termination of a contract, if awarded.

To the extent that an awarded contract is funded in whole or in part by any federal or state grant, Surveyor will be required to comply with the applicable requirements in the grant.

### *Safety*

1. In accordance with generally accepted construction practices, the Surveyor will be solely and completely responsible for conditions of the job site, including safety of all persons and property during performance of the work.
2. There will always be a minimum of Two Persons per team working on the survey. The use of One Person Project Teams is not acceptable and will not be allowed to perform work on the water system.
3. Proper PPE (personal protection equipment) shall be worn at all times. A class III reflective safety vest will be worn for all work. Class II will not be acceptable.
4. The Project Team will follow all procedures regarding Workplace First Aid & CPR, as designated by the Department of Labor and OSHA.

### *Traffic Control, Protection, and Maintenance*

Traffic Control shall be in accordance with the applicable guidelines contained in the Michigan Manual on Uniform Traffic Control Devices for Streets and Highways.

### *Miscellaneous*

1. All Surveyor Field Staff will have readily observable identification badges worn while in the field.
2. All Surveyor vehicles will have the Surveyor Company name and phone number clearly visible.
3. All Surveyor vehicles will be equipped with a traffic safety strobe or beacon light fixtures.
4. Subcontracting of this project is NOT allowed, Surveyor must use its own qualified personnel.

### *Compensation*

The Surveyor will be compensated for professional services rendered on a unit price basis per lineal foot of water main surveyed. The prospective Surveyor may, if he desires, submit an additional alternative method of compensation and must accordingly submit all details and an example calculation as to the means by which his alternate compensation method would be employed. The Township retains the sole right to make a selection of the means by which the Surveyor is to be compensated for completed work. The selection of the means of compensation shall be made prior to the award of contract for professional services.

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### Proposal Requirements

It is acknowledged that there are various types of equipment and methods that may be employed by the Surveyor to detect and locate leaks. In order for the Township to fairly and adequately analyze and compare the proposals of the individual firms, at his option, the prospective Surveyor is to submit any or all of the following information:

A complete detailed description of the method by which the Surveyor will perform all phases of the Leak Survey.

- A complete listing of all equipment to be utilized by the Surveyor during the course of the survey. This listing should include the length of time this equipment has been used by the Surveyor and number of surveys conducted with this method and equipment.
- An itemized listing of any Township assistance or manpower that the Surveyor would expect and require from the Township.
- A statement as to the sensitivity, precision, and accuracy the Surveyor has achieved and expects to provide in detecting and pinpointing leakage during this survey.
- A list of five (5) municipal references where the Surveyor has performed similar services within the past three (3) years. Included within the list should be the name and phone numbers of the appropriate contact persons. A listing of results from those surveys will also be very helpful.
- Include copies of your typical survey documentation with your proposal such as: Leak Location Report form, Detection Survey Record form, and a copy of a typical Comprehensive Final Report.
- The Surveyor may, at his discretion, submit any other pertinent literature or information that may benefit the selection process.

In responding to this RFP the Surveyor accepts full responsibility for understanding the RFP in its entirety, including submitting questions to Oscoda Township as necessary to gain such understanding. Oscoda Township reserves the right to determine in its sole discretion whether the Surveyor has demonstrated such understanding. That right extends to the cancellation of award, if award has been made. Such disqualification and/or cancellation shall be at not fault, cost or liability whatsoever to Oscoda Township.

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### Due Date for Submission of Proposals

Deadline to submit written questions **INSERT DATE**. Submit all proposals to the attention of Tammy Kline, Superintendent, by 3:00 p.m. on May 9, 2024. Proposals may be mailed, emailed, or hand delivered.

Oscoda Township  
Attn: Tammy Kline, Superintendent  
110 South State Street  
Oscoda, MI 48750

Email: [superintendent@oscodatownshipmi.gov](mailto:superintendent@oscodatownshipmi.gov)

### Selection of the Surveyor

Survey cost is always an important factor to consider. However, the Surveyor's past performance record in other similar water systems, and the expected overall result and effectiveness of the survey are preeminent factors.

Therefore, it is the responsibility of the perspective Surveyor to provide any and all information he deems necessary to provide and accurate description of the leak detection and location services he can provide to the Township.

The Township reserves the right to review the submitted proposals and to request additional information from the prospective Surveyor for clarification of his proposal and/or modifying the proposal. This may also include a personal interview or presentation for the Township Board. The Township reserves the right in its sole discretion to accept or reject any or all proposals, in whole or in part, without incurring any cost or liability whatsoever, and to waive informalities and minor irregularities in proposals received. The Township will select a Surveyor who, in their opinion, will perform the requested professional services in a manner that is in the overall best interest of the Township. The Selected Surveyor will be required to enter into a contract with the Township, which shall include the requirements of this RFP. Failure to finalize an agreement suitable to the Township will result in the withdrawal of the award.

## DRAFT

### IRAN LINKED BUSINESS CLAUSE

The Surveyor who is selected for an award shall certify to the Township that neither it nor any of its successors, parent companies, subsidiaries, or companies under common ownership or control of the Surveyor, are an “Iran Linked Business” engaged in investment activities of \$20,000,000.00 or more with the energy sector of Iran, within the meaning of Michigan Public Act 517 of 2012. It is expressly understood and agreed that the Surveyor shall not become an “Iran linked business” during the term of an agreement with the Township, if awarded.

**NOTE: IF A PERSON OR ENTITY FALSELY CERTIFIES THAT IT IS NOT AN IRAN LINKED BUSINESS AS DEFINED BY PUBLIC ACT 517 OF 2012, IT WILL BE RESPONSIBLE FOR CIVIL PENALTIES OF NOT MORE THAN \$250,000.00 OR TWO TIMES THE AMOUNT OF THE CONTRACT FOR WHICH THE FALSE CERTIFICATION WAS MADE, WHICHEVER IS GREATER, PLUS COSTS OF INVESTIGATION AND REASONABLE ATTORNEY FEES INCURRED, AS MORE FULLY SET FORTH IN SECTION 5 OF ACT NO. 517, PUBLIC ACTS OF 2012.**

### CERTIFICATION

I hereby state that I have read, understand, and become thoroughly familiar with and understand the terms and scope of work contained in the RFP.

I hereby state that all of the information I have provided is true, accurate and complete. I hereby state that I have authority to submit this RFP, which will become the basis for a binding contract if accepted by Oscoda Township.

I hereby state that this quote will remain valid for six (6) months from this certification date.

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

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

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Contact Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_



# ROWE PROFESSIONAL SERVICES COMPANY

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

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

April 16, 2024

Project No: 19C0114

Invoice No: 112686

Project Mgr Douglas Schultz

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

**Professional Services from March 01, 2024 to March 31, 2024**

Task 3005 Office Tech

**Professional Personnel**

	Hours	Rate	Amount	
Project Engineer				
Grygorcewicz, Deborah	1.00	130.00	130.00	
Totals	1.00		130.00	
<b>Total Labor</b>				<b>130.00</b>
		<b>Total this Task</b>		<b>\$130.00</b>
		<b>Total Amount Due</b>		<b>\$130.00</b>



ROWE Professional Services Company is pleased to accept ACH payments. Please email [accounting@rowepsc.com](mailto: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](http://www.rowepsc.com)

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

April 16, 2024  
Project No: 2300786  
Invoice No: 0112708  
Due Date: May 16, 2024  
Project Mgr: David Richmond

Project 2300786 2024 Oscoda Twp DWSRF

Prepare construction documents, permit applications and bidding assistance for the 2024 DWSRF Funded projects.

## Professional Services from March 01, 2024 to March 29, 2024

Task	2000	DWSRF Application Assistance		
Professional Personnel				
		Hours	Rate	Amount
Senior Project Manager				
Richmond, David		17.00	170.00	2,890.00
Project Engineer				
Hoover, Samantha		1.00	130.00	130.00
Totals		18.00		3,020.00
Total Labor				3,020.00
			Total this Task	\$3,020.00

Task	2100	Construction Documents		
Professional Personnel				
		Hours	Rate	Amount
Senior Project Manager				
Richmond, David		16.00	170.00	2,720.00
Engineering Project Manager				
Bair, Ryan		30.00	150.00	4,500.00
Senior Project Engineer				
Westbrook, Justin		1.00	137.00	137.00
Project Engineer				
Hoover, Samantha		80.00	130.00	10,400.00
Senior Engineering Technician				
Pearce, Donald		.50	125.00	62.50
Engineering Technician III				
Church, Krista		.50	115.00	57.50
Totals		128.00		17,877.00
Total Labor				17,877.00

## **Reimbursable Expenses**

Bair, Ryan	51.00	
<b>Total Reimbursables</b>	<b>51.00</b>	<b>51.00</b>



ROWE Professional Services Company is pleased to accept ACH payments. Please email [accounting@rowepsc.com](mailto:accounting@rowepsc.com) for more information.



<b>Total this Task</b>	<b>\$17,928.00</b>
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Task	2200	Post Design
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**Professional Personnel**

	Hours	Rate	Amount	
Graduate Engineer				
Irwin, Jacob	134.50	110.00	14,795.00	
Engineering Technician III				
Church, Krista	1.75	115.00	201.25	
Totals	136.25		14,996.25	
<b>Total Labor</b>				<b>14,996.25</b>
<b>Total this Task</b>				<b>\$14,996.25</b>

Task	4104	Topographic Survey
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**Professional Personnel**

	Hours	Rate	Amount	
CAD Operator/ Office Technician I				
Morton, Eric	9.00	82.00	738.00	
Totals	9.00		738.00	
<b>Total Labor</b>				<b>738.00</b>
<b>Total this Task</b>				<b>\$738.00</b>

Task	8005	Geo-Technical Engineering
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**Consultants**

SME Soil and Materials Engineers, Inc	4,823.00	
<b>Total Consultants</b>	<b>4,823.00</b>	<b>4,823.00</b>
<b>Total this Task</b>		<b>\$4,823.00</b>

Task	8010	SHPO Consultant
------	------	-----------------

**Consultants**

Kidorf Preservation Consulting	2,700.00	
<b>Total Consultants</b>	<b>2,700.00</b>	<b>2,700.00</b>
<b>Total this Task</b>		<b>\$2,700.00</b>

Billing Limits	Current	Prior	To-Date	
Total Billings	44,205.25	93,284.75	137,490.00	
Limit			828,500.00	
Remaining			691,010.00	
<b>Total Amount Due</b>				<b>\$44,205.25</b>



ROWE Professional Services Company is pleased to accept ACH payments. Please email [accounting@rowepsc.com](mailto:accounting@rowepsc.com) for more information.

# Billing Backup

Tuesday, April 16, 2024

Rowe Professional Services Company

Invoice 0112708 Dated 4/16/2024

8:19:39 PM

Project	2300786	2024 Oscoda Twp DWSRF
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Task	2000	DWSRF Application Assistance
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## Professional Personnel

		Hours	Rate	Amount
Senior Project Manager				
Richmond, David	3/4/2024	1.00	170.00	170.00
Richmond, David	3/5/2024	1.00	170.00	170.00
Richmond, David	3/7/2024	.50	170.00	85.00
Richmond, David	3/11/2024	1.00	170.00	170.00
Richmond, David	3/15/2024	1.50	170.00	255.00
Richmond, David	3/18/2024	1.50	170.00	255.00
Richmond, David	3/19/2024	2.00	170.00	340.00
Richmond, David	3/20/2024	2.00	170.00	340.00
Richmond, David	3/21/2024	2.00	170.00	340.00
Richmond, David	3/22/2024	3.00	170.00	510.00
Richmond, David	3/25/2024	.50	170.00	85.00
Richmond, David	3/26/2024	1.00	170.00	170.00
Project Engineer				
Hoover, Samantha	3/20/2024	.50	130.00	65.00
Hoover, Samantha	3/21/2024	.50	130.00	65.00
Totals		18.00		3,020.00
<b>Total Labor</b>				<b>3,020.00</b>
<b>Total this Task</b>				<b>\$3,020.00</b>

Task	2100	Construction Documents
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## Professional Personnel

		Hours	Rate	Amount
Senior Project Manager				
Richmond, David	3/1/2024	2.00	170.00	340.00
Richmond, David	3/4/2024	1.00	170.00	170.00
Richmond, David	3/5/2024	1.00	170.00	170.00
Richmond, David	3/6/2024	1.00	170.00	170.00
Richmond, David	3/7/2024	1.50	170.00	255.00
Richmond, David	3/8/2024	1.00	170.00	170.00
Richmond, David	3/11/2024	1.00	170.00	170.00
Richmond, David	3/12/2024	1.00	170.00	170.00
Richmond, David	3/14/2024	.50	170.00	85.00
Richmond, David	3/15/2024	1.50	170.00	255.00
Richmond, David	3/18/2024	1.00	170.00	170.00
Richmond, David	3/20/2024	1.00	170.00	170.00
Richmond, David	3/21/2024	1.00	170.00	170.00
Richmond, David	3/25/2024	.50	170.00	85.00
Richmond, David	3/28/2024	1.00	170.00	170.00
Engineering Project Manager				
Bair, Ryan	3/1/2024	1.00	150.00	150.00
Bair, Ryan	3/5/2024	9.50	150.00	1,425.00
Bair, Ryan	3/6/2024	4.00	150.00	600.00



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Project	2300786	2024 Oscoda Twp DWSRF			Invoice	0112708
Bair, Ryan		3/8/2024	2.00	150.00	300.00	
Bair, Ryan		3/12/2024	4.00	150.00	600.00	
Bair, Ryan		3/14/2024	1.00	150.00	150.00	
Bair, Ryan		3/15/2024	5.00	150.00	750.00	
Bair, Ryan		3/18/2024	1.50	150.00	225.00	
Bair, Ryan		3/19/2024	1.00	150.00	150.00	
Bair, Ryan		3/20/2024	1.00	150.00	150.00	
Senior Project Engineer						
Westbrook, Justin		3/5/2024	1.00	137.00	137.00	
Project Engineer						
Hoover, Samantha		3/1/2024	5.50	130.00	715.00	
Hoover, Samantha		3/4/2024	10.50	130.00	1,365.00	
Hoover, Samantha		3/5/2024	4.00	130.00	520.00	
Hoover, Samantha		3/6/2024	8.00	130.00	1,040.00	
Hoover, Samantha		3/7/2024	4.50	130.00	585.00	
Hoover, Samantha		3/8/2024	7.50	130.00	975.00	
Hoover, Samantha		3/11/2024	5.50	130.00	715.00	
Hoover, Samantha		3/12/2024	3.50	130.00	455.00	
Hoover, Samantha		3/13/2024	5.00	130.00	650.00	
Hoover, Samantha		3/14/2024	2.00	130.00	260.00	
Hoover, Samantha		3/15/2024	8.00	130.00	1,040.00	
Hoover, Samantha		3/18/2024	3.50	130.00	455.00	
Hoover, Samantha		3/19/2024	5.00	130.00	650.00	
Hoover, Samantha		3/20/2024	4.00	130.00	520.00	
Hoover, Samantha		3/21/2024	1.50	130.00	195.00	
Hoover, Samantha		3/25/2024	.50	130.00	65.00	
Hoover, Samantha		3/26/2024	1.00	130.00	130.00	
Hoover, Samantha		3/27/2024	.50	130.00	65.00	
Senior Engineering Technician						
Pearce, Donald		3/5/2024	.50	125.00	62.50	
Engineering Technician III						
Church, Krista		3/18/2024	.25	115.00	28.75	
Church, Krista		3/20/2024	.25	115.00	28.75	
Totals			128.00		17,877.00	
<b>Total Labor</b>						<b>17,877.00</b>
<b>Reimbursable Expenses</b>						
Bair, Ryan						
EX 0041087	3/12/2024	Bair, Ryan / Oscoda JPA Fee			51.00	
<b>Total Reimbursables</b>					<b>51.00</b>	<b>51.00</b>
<b>Total this Task</b>						<b>\$17,928.00</b>

Task	2200	Post Design				
Professional Personnel						
			Hours	Rate	Amount	
Graduate Engineer						
Irwin, Jacob		3/1/2024	8.00	110.00	880.00	
Irwin, Jacob		3/4/2024	8.00	110.00	880.00	
Irwin, Jacob		3/5/2024	2.25	110.00	247.50	
Irwin, Jacob		3/5/2024	5.75	110.00	632.50	
Irwin, Jacob		3/6/2024	10.00	110.00	1,100.00	
Irwin, Jacob		3/7/2024	6.00	110.00	660.00	



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Project	2300786	2024 Oscoda Twp DWSRF	Invoice		0112708
Irwin, Jacob		3/7/2024	3.00	110.00	330.00
Irwin, Jacob		3/8/2024	7.00	110.00	770.00
Irwin, Jacob		3/11/2024	9.00	110.00	990.00
Irwin, Jacob		3/12/2024	10.00	110.00	1,100.00
Irwin, Jacob		3/13/2024	9.00	110.00	990.00
Irwin, Jacob		3/14/2024	8.50	110.00	935.00
Irwin, Jacob		3/15/2024	6.00	110.00	660.00
Irwin, Jacob		3/18/2024	8.50	110.00	935.00
Irwin, Jacob		3/18/2024	.50	110.00	55.00
Irwin, Jacob		3/19/2024	7.00	110.00	770.00
Irwin, Jacob		3/19/2024	2.00	110.00	220.00
Irwin, Jacob		3/20/2024	2.00	110.00	220.00
Irwin, Jacob		3/20/2024	7.00	110.00	770.00
Irwin, Jacob		3/21/2024	9.00	110.00	990.00
Irwin, Jacob		3/25/2024	4.00	110.00	440.00
Irwin, Jacob		3/26/2024	1.50	110.00	165.00
Irwin, Jacob		3/27/2024	.50	110.00	55.00
Engineering Technician III					
Church, Krista		3/13/2024	.75	115.00	86.25
Church, Krista		3/14/2024	.50	115.00	57.50
Church, Krista		3/15/2024	.50	115.00	57.50
	Totals		136.25		14,996.25
	<b>Total Labor</b>				<b>14,996.25</b>
				<b>Total this Task</b>	<b>\$14,996.25</b>

Task	4104	Topographic Survey			
Professional Personnel					
			Hours	Rate	Amount
CAD Operator/ Office Technician I					
Morton, Eric		3/1/2024	8.00	82.00	656.00
Morton, Eric		3/5/2024	1.00	82.00	82.00
	Totals		9.00		738.00
	Total Labor				738.00
				Total this Task	\$738.00
				Total this Phase	\$36,682.25

Task						8005	Geo-Technical Engineering		
Consultants									
SME Soil and Materials Engineers, Inc									
AP 0115374		3/20/2024		SME Soil and Materials Engineers, Inc / Services 02/05/24 - 03/03/24			4,823.00		
Total Consultants							4,823.00		4,823.00
							Total this Task		\$4,823.00

Task	8010	SHPO Consultant			
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**Consultants**

Kidorf Preservation Consulting

AP 0115272	3/13/2024	Kidorf Preservation Consulting /	2,700.00	
	<b>Total Consultants</b>		<b>2,700.00</b>	<b>2,700.00</b>

<b>Total this Task</b>	<b>\$2,700.00</b>
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<b>Total this Phase</b>	<b>\$7,523.00</b>
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<b>Total this Project</b>	<b>\$44,205.25</b>
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<b>Total this Report</b>	<b>\$44,205.25</b>
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# ROWE PROFESSIONAL SERVICES COMPANY

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Phone: (810) 341-7500  
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[www.rowepsc.com](http://www.rowepsc.com)

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

April 16, 2024  
Project No: 2300790  
Invoice No: 0112709  
Due Date: May 16, 2024  
Project Mgr David Richmond

Project 2300790 Oscoda Downtown Water Main

Prepare construction documents and permit applications for the replacement of water mains in the Downtown area of Oscoda Twp

## Professional Services from March 01, 2024 to March 29, 2024

Task 2100 Construction Documents

### Professional Personnel

	Hours	Rate	Amount
Senior Project Manager			
Richmond, David	1.50	170.00	255.00
Engineering Project Manager			
Bair, Ryan	6.00	150.00	900.00
Totals	7.50		1,155.00
<b>Total Labor</b>			<b>1,155.00</b>
<b>Total this Task</b>			<b>\$1,155.00</b>

Billing Limits	Current	Prior	To-Date
Total Billings	1,155.00	16,331.50	17,486.50
Limit			501,200.00
Remaining			483,713.50
<b>Total Amount Due</b>			<b>\$1,155.00</b>



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# Billing Backup

Tuesday, April 16, 2024

Rowe Professional Services Company

Invoice 0112709 Dated 4/16/2024

8:41:48 PM

Project	2300790	Oscoda Downtown Water Main
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Task	2100	Construction Documents
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## Professional Personnel

			Hours	Rate	Amount
Senior Project Manager					
Richmond, David	3/29/2024		1.50	170.00	255.00
Engineering Project Manager					
Bair, Ryan	3/11/2024		4.00	150.00	600.00
Bair, Ryan	3/13/2024		2.00	150.00	300.00
Totals			7.50		1,155.00
<b>Total Labor</b>					<b>1,155.00</b>

**Total this Task \$1,155.00**

**Total this Phase \$1,155.00**

**Total this Project \$1,155.00**

**Total this Report \$1,155.00**



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

April 17, 2024

Project No: 21C0158

Invoice No: 0112711

Project Mgr David Richmond

Project 21C0158

Water System Improvement Project 2023

Design and construction engineering services for construction of 10,500 feet of new water main. The project includes Colbath Rd., Lakeview Dr., Mohawk Dr., Chippewa Dr., and Indian Trail. The project is funded through the C2R2 grant.

**Professional Services from March 01, 2024 to March 29, 2024**

Task 3005 Construction Administration

**Professional Personnel**

	Hours	Rate	Amount	
Senior Project Manager				
Richmond, David	.50	155.00	77.50	
Senior Project Manager				
Richmond, David	20.00	170.00	3,400.00	
Engineering Project Manager				
Bair, Ryan	18.50	150.00	2,775.00	
Totals	39.00		6,252.50	
<b>Total Labor</b>				<b>6,252.50</b>
		<b>Total this Task</b>		<b>\$6,252.50</b>

Task 3010 Construction Observation

**Professional Personnel**

	Hours	Rate	Amount	
Engineering Technician III				
Bowman, Shane	30.25	115.00	3,478.75	
Totals	30.25		3,478.75	
<b>Total Labor</b>				<b>3,478.75</b>
		<b>Total this Task</b>		<b>\$3,478.75</b>

Task 4015 Construction Staking

**Professional Personnel**

	Hours	Rate	Amount	
Survey Technician/ Office Technician II				
Stein, Zachary	6.00	90.00	540.00	
CAD Operator/ Office Technician I				
Grenat, Forrest	.50	82.00	41.00	
Morton, Eric	11.50	82.00	943.00	
One person Crew				
Grenat, Forrest	3.50	125.00	437.50	



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Project	21C0158	Water System Improvement Project 2023		Invoice	0112711
Two Person Crew (Include Crew Chief)					
	Grenat, Forrest	8.00	180.00	1,440.00	
	Stein, Zachary	17.00	180.00	3,060.00	
Crew Member					
	Flowers, Michael	15.50		0.00	
	Morton, Eric	6.50		0.00	
	Smith, Keegan	8.00		0.00	
	Totals	76.50		6,461.50	
	<b>Total Labor</b>				<b>6,461.50</b>
				<b>Total this Task</b>	<b>\$6,461.50</b>
<b>Billing Limits</b>					
		<b>Current</b>	<b>Prior</b>	<b>To-Date</b>	
	Total Billings	16,192.75	144,851.00	161,043.75	
	Limit			291,770.00	
	Remaining			130,726.25	
			<b>Total Amount Due</b>		<b>\$16,192.75</b>



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# Billing Backup

Wednesday, April 17, 2024

Rowe Professional Services Company

Invoice 0112711 Dated 4/17/2024

7:45:21 AM

Project	21C0158	Water System Improvement Project 2023
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Task	3005	Construction Administration
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## Professional Personnel

			Hours	Rate	Amount
Senior Project Manager					
Richmond, David	4/11/2023		.50	155.00	77.50
Senior Project Manager					
Richmond, David	6/8/2023		.50	170.00	85.00
Richmond, David	8/24/2023		.50	170.00	85.00
Richmond, David	8/31/2023		1.00	170.00	170.00
Richmond, David	3/6/2024		1.50	170.00	255.00
Richmond, David	3/7/2024		1.00	170.00	170.00
Richmond, David	3/8/2024		3.00	170.00	510.00
Richmond, David	3/12/2024		.50	170.00	85.00
Richmond, David	3/13/2024		1.00	170.00	170.00
Richmond, David	3/14/2024		1.00	170.00	170.00
Richmond, David	3/18/2024		.50	170.00	85.00
Richmond, David	3/20/2024		1.00	170.00	170.00
Richmond, David	3/21/2024		.50	170.00	85.00
Richmond, David	3/25/2024		.50	170.00	85.00
Richmond, David	3/26/2024		.50	170.00	85.00
Richmond, David	3/27/2024		3.00	170.00	510.00
Richmond, David	3/28/2024		3.50	170.00	595.00
Richmond, David	3/29/2024		.50	170.00	85.00
Engineering Project Manager					
Bair, Ryan	6/20/2023		1.00	150.00	150.00
Bair, Ryan	6/21/2023		1.50	150.00	225.00
Bair, Ryan	7/25/2023		1.00	150.00	150.00
Bair, Ryan	7/31/2023		1.50	150.00	225.00
Bair, Ryan	8/1/2023		1.50	150.00	225.00
Bair, Ryan	8/21/2023		1.00	150.00	150.00
Bair, Ryan	9/1/2023		2.00	150.00	300.00
Bair, Ryan	12/18/2023		4.00	150.00	600.00
Bair, Ryan	3/8/2024		5.00	150.00	750.00
Totals			39.00		6,252.50
<b>Total Labor</b>					<b>6,252.50</b>
<b>Total this Task</b>					<b>\$6,252.50</b>

Task	3010	Construction Observation
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## Professional Personnel

			Hours	Rate	Amount
Engineering Technician III					
Bowman, Shane	3/8/2024		2.50	115.00	287.50
Bowman, Shane	3/11/2024		3.50	115.00	402.50



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Project	21C0158	Water System Improvement Project 2023			Invoice	0112711
Bowman, Shane		3/20/2024	2.50	115.00	287.50	
Bowman, Shane		3/25/2024	4.50	115.00	517.50	
Bowman, Shane		3/27/2024	8.50	115.00	977.50	
Bowman, Shane		3/28/2024	7.75	115.00	891.25	
Bowman, Shane		3/29/2024	1.00	115.00	115.00	
	Totals		30.25		3,478.75	
	<b>Total Labor</b>					<b>3,478.75</b>
				<b>Total this Task</b>		<b>\$3,478.75</b>

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Task	4015	Construction Staking
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**Professional Personnel**

		Hours	Rate	Amount	
Survey Technician/ Office Technician II					
Stein, Zachary	3/19/2024	2.00	90.00	180.00	
Stein, Zachary	3/20/2024	2.00	90.00	180.00	
Stein, Zachary	3/20/2024	2.00	90.00	180.00	
CAD Operator/ Office Technician I					
Grenat, Forrest	3/19/2024	.50	82.00	41.00	
Morton, Eric	3/18/2024	8.50	82.00	697.00	
Morton, Eric	3/19/2024	1.50	82.00	123.00	
Morton, Eric	3/20/2024	1.50	82.00	123.00	
One person Crew					
Grenat, Forrest	3/19/2024	2.00	125.00	250.00	
Grenat, Forrest	3/19/2024	1.50	125.00	187.50	
Two Person Crew (Include Crew Chief)					
Grenat, Forrest	3/19/2024	8.00	180.00	1,440.00	
Stein, Zachary	3/19/2024	5.00	180.00	900.00	
Stein, Zachary	3/20/2024	5.50	180.00	990.00	
Stein, Zachary	3/29/2024	6.50	180.00	1,170.00	
Crew Member					
Flowers, Michael	3/19/2024	2.00		0.00	
Flowers, Michael	3/19/2024	5.00		0.00	
Flowers, Michael	3/20/2024	5.00		0.00	
Flowers, Michael	3/20/2024	3.50		0.00	
Morton, Eric	3/29/2024	6.50		0.00	
Smith, Keegan	3/19/2024	8.00		0.00	
	Totals	76.50		6,461.50	
	<b>Total Labor</b>				<b>6,461.50</b>
			<b>Total this Task</b>		<b>\$6,461.50</b>
			<b>Total this Phase</b>		<b>\$16,192.75</b>
			<b>Total this Project</b>		<b>\$16,192.75</b>
			<b>Total this Report</b>		<b>\$16,192.75</b>



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

April 17, 2024  
Project No: 2300788  
Invoice No: 0112715  
Due Date: May 17, 2024  
Project Mgr David Richmond

Project 2300788 2024 Oscoda CWSRF

Prepare construction documents, permit applications and bidding assistance for the 2024 CWSRF Funded projects.

## Professional Services from March 01, 2024 to March 31, 2024

Task 2000 CWSRF Application Assistance

### Professional Personnel

	Hours	Rate	Amount
Senior Project Manager			
Richmond, David	19.00	170.00	3,230.00
Project Engineer			
Hoover, Samantha	1.50	130.00	195.00
Totals	20.50		3,425.00
<b>Total Labor</b>			<b>3,425.00</b>
<b>Total this Task</b>			<b>\$3,425.00</b>

Task 2100 Construction Documents

### Professional Personnel

	Hours	Rate	Amount
Senior Project Manager			
Richmond, David	25.00	170.00	4,250.00
Engineering Project Manager			
Bair, Ryan	10.00	150.00	1,500.00
Project Engineer			
Hoover, Samantha	34.00	130.00	4,420.00
Assistant Project Engineer			
Kearly, Tyler	103.50	120.00	12,420.00
Graduate Engineer			
Koki, Felicia	.50	110.00	55.00
Raak, Hailey	108.75	110.00	11,962.50
Engineering Technician III			
Bowman, Shane	13.00	115.00	1,495.00
Church, Krista	1.00	115.00	115.00
Totals	295.75		36,217.50
<b>Total Labor</b>			<b>36,217.50</b>



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# Reimbursable Expenses

Michigan Natural Features	595.00	
<b>Total Reimbursables</b>	<b>595.00</b>	<b>595.00</b>
<b>Total this Task</b>		<b>\$36,812.50</b>

Task 2200 Post Design

## Professional Personnel

	Hours	Rate	Amount	
Engineering Technician III Church, Krista	2.50	115.00	287.50	
Totals	2.50		287.50	
<b>Total Labor</b>				<b>287.50</b>
<b>Total this Task</b>				<b>\$287.50</b>

Task 4104 Topographic Survey

## Professional Personnel

	Hours	Rate	Amount	
CAD Operator/ Office Technician I Morton, Eric	12.50	82.00	1,025.00	
Totals	12.50		1,025.00	
<b>Total Labor</b>				<b>1,025.00</b>
<b>Total this Task</b>				<b>\$1,025.00</b>

Task 4500 Mapping

## Professional Personnel

	Hours	Rate	Amount	
Senior Project Manager Lemke, Gregory	2.00	160.00	320.00	
Totals	2.00		320.00	
<b>Total Labor</b>				<b>320.00</b>
<b>Total this Task</b>				<b>\$320.00</b>

Task 7000 QA/QC

## Professional Personnel

	Hours	Rate	Amount	
Engineering Technician III Church, Krista	3.75	115.00	431.25	
Totals	3.75		431.25	
<b>Total Labor</b>				<b>431.25</b>
<b>Total this Task</b>				<b>\$431.25</b>

Task 8005 Geo-Technical Engineering

## Consultants

SME Soil and Materials Engineers, Inc	3,354.00	
<b>Total Consultants</b>	<b>3,354.00</b>	<b>3,354.00</b>



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Project	2300788	2024 Oscoda CWSRF	Invoice	0112715
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<b>Total this Task</b>	<b>\$3,354.00</b>
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Task	8010	SHPO
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**Consultants**

Kidorf Preservation Consulting	2,700.00	
<b>Total Consultants</b>	<b>2,700.00</b>	<b>2,700.00</b>

<b>Total this Task</b>	<b>\$2,700.00</b>
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Task	8020	Electrical Engineering
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**Consultants**

Century A&E	12,258.50	
<b>Total Consultants</b>	<b>12,258.50</b>	<b>12,258.50</b>

<b>Total this Task</b>	<b>\$12,258.50</b>
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**Billing Limits**

	<b>Current</b>	<b>Prior</b>	<b>To-Date</b>
Total Billings	60,613.75	248,574.61	309,188.36
Limit			882,400.00
Remaining			573,211.64

<b>Total Amount Due</b>	<b>\$60,613.75</b>
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# Billing Backup

Wednesday, April 17, 2024

Rowe Professional Services Company

Invoice 0112715 Dated 4/17/2024

8:23:05 AM

Project	2300788	2024 Oscoda CWSRF
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Task	2000	CWSRF Application Assistance
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## Professional Personnel

		Hours	Rate	Amount
Senior Project Manager				
Richmond, David	3/4/2024	1.00	170.00	170.00
Richmond, David	3/5/2024	1.00	170.00	170.00
Richmond, David	3/6/2024	1.00	170.00	170.00
Richmond, David	3/7/2024	.50	170.00	85.00
Richmond, David	3/14/2024	1.00	170.00	170.00
Richmond, David	3/18/2024	.50	170.00	85.00
Richmond, David	3/19/2024	1.00	170.00	170.00
Richmond, David	3/20/2024	1.00	170.00	170.00
Richmond, David	3/21/2024	5.00	170.00	850.00
Richmond, David	3/25/2024	4.50	170.00	765.00
Richmond, David	3/26/2024	2.00	170.00	340.00
Richmond, David	3/29/2024	.50	170.00	85.00
Project Engineer				
Hoover, Samantha	3/21/2024	1.50	130.00	195.00
Totals		20.50		3,425.00
<b>Total Labor</b>				<b>3,425.00</b>
<b>Total this Task</b>				<b>\$3,425.00</b>

Task	2100	Construction Documents
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## Professional Personnel

		Hours	Rate	Amount
Senior Project Manager				
Richmond, David	3/1/2024	2.00	170.00	340.00
Richmond, David	3/4/2024	1.00	170.00	170.00
Richmond, David	3/5/2024	1.00	170.00	170.00
Richmond, David	3/6/2024	2.00	170.00	340.00
Richmond, David	3/7/2024	1.00	170.00	170.00
Richmond, David	3/8/2024	1.00	170.00	170.00
Richmond, David	3/11/2024	1.50	170.00	255.00
Richmond, David	3/12/2024	1.00	170.00	170.00
Richmond, David	3/13/2024	.50	170.00	85.00
Richmond, David	3/14/2024	1.50	170.00	255.00
Richmond, David	3/15/2024	3.50	170.00	595.00
Richmond, David	3/18/2024	1.00	170.00	170.00
Richmond, David	3/19/2024	1.00	170.00	170.00
Richmond, David	3/20/2024	2.00	170.00	340.00
Richmond, David	3/22/2024	2.00	170.00	340.00
Richmond, David	3/27/2024	2.00	170.00	340.00
Richmond, David	3/28/2024	1.00	170.00	170.00
Engineering Project Manager				
Bair, Ryan	3/1/2024	1.00	150.00	150.00
Bair, Ryan	3/7/2024	1.50	150.00	225.00



ROWE Professional Services Company is pleased to accept ACH payments. Please email [accounting@rowepsc.com](mailto:accounting@rowepsc.com) for more information.

Project	2300788	2024 Oscoda CWSRF	Invoice		0112715
Bair, Ryan		3/8/2024	2.00	150.00	300.00
Bair, Ryan		3/14/2024	1.00	150.00	150.00
Bair, Ryan		3/15/2024	2.00	150.00	300.00
Bair, Ryan		3/16/2024	1.00	150.00	150.00
Bair, Ryan		3/20/2024	1.50	150.00	225.00
Project Engineer					
Hoover, Samantha		3/5/2024	6.00	130.00	780.00
Hoover, Samantha		3/6/2024	2.50	130.00	325.00
Hoover, Samantha		3/7/2024	3.50	130.00	455.00
Hoover, Samantha		3/8/2024	1.50	130.00	195.00
Hoover, Samantha		3/11/2024	3.00	130.00	390.00
Hoover, Samantha		3/12/2024	1.00	130.00	130.00
Hoover, Samantha		3/13/2024	1.50	130.00	195.00
Hoover, Samantha		3/14/2024	2.50	130.00	325.00
Hoover, Samantha		3/15/2024	2.50	130.00	325.00
Hoover, Samantha		3/20/2024	4.00	130.00	520.00
Hoover, Samantha		3/21/2024	5.00	130.00	650.00
Hoover, Samantha		3/27/2024	1.00	130.00	130.00
Assistant Project Engineer					
Kearly, Tyler		3/1/2024	6.50	120.00	780.00
Kearly, Tyler		3/2/2024	2.75	120.00	330.00
Kearly, Tyler		3/4/2024	2.25	120.00	270.00
Kearly, Tyler		3/4/2024	2.00	120.00	240.00
Kearly, Tyler		3/5/2024	9.25	120.00	1,110.00
Kearly, Tyler		3/6/2024	7.00	120.00	840.00
Kearly, Tyler		3/7/2024	.75	120.00	90.00
Kearly, Tyler		3/7/2024	6.50	120.00	780.00
Kearly, Tyler		3/8/2024	4.25	120.00	510.00
Kearly, Tyler		3/9/2024	1.75	120.00	210.00
Kearly, Tyler		3/9/2024	1.25	120.00	150.00
Kearly, Tyler		3/11/2024	3.00	120.00	360.00
Kearly, Tyler		3/12/2024	6.75	120.00	810.00
Kearly, Tyler		3/13/2024	1.00	120.00	120.00
Kearly, Tyler		3/14/2024	2.00	120.00	240.00
Kearly, Tyler		3/14/2024	3.00	120.00	360.00
Kearly, Tyler		3/15/2024	7.00	120.00	840.00
Kearly, Tyler		3/16/2024	3.50	120.00	420.00
Kearly, Tyler		3/16/2024	2.50	120.00	300.00
Kearly, Tyler		3/18/2024	11.00	120.00	1,320.00
Kearly, Tyler		3/19/2024	3.75	120.00	450.00
Kearly, Tyler		3/20/2024	4.50	120.00	540.00
Kearly, Tyler		3/21/2024	9.00	120.00	1,080.00
Kearly, Tyler		3/27/2024	2.25	120.00	270.00
Graduate Engineer					
Koki, Felicia		3/27/2024	.50	110.00	55.00
Raak, Hailey		3/1/2024	2.50	110.00	275.00
Raak, Hailey		3/4/2024	6.50	110.00	715.00
Raak, Hailey		3/5/2024	6.00	110.00	660.00
Raak, Hailey		3/6/2024	8.00	110.00	880.00
Raak, Hailey		3/7/2024	7.00	110.00	770.00
Raak, Hailey		3/8/2024	5.75	110.00	632.50
Raak, Hailey		3/11/2024	8.25	110.00	907.50
Raak, Hailey		3/12/2024	9.75	110.00	1,072.50



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Project	2300788	2024 Oscoda CWSRF			Invoice	0112715
Raak, Hailey		3/13/2024	7.75	110.00	852.50	
Raak, Hailey		3/14/2024	4.25	110.00	467.50	
Raak, Hailey		3/15/2024	4.50	110.00	495.00	
Raak, Hailey		3/18/2024	11.25	110.00	1,237.50	
Raak, Hailey		3/19/2024	6.75	110.00	742.50	
Raak, Hailey		3/20/2024	9.00	110.00	990.00	
Raak, Hailey		3/21/2024	8.00	110.00	880.00	
Raak, Hailey		3/22/2024	2.50	110.00	275.00	
Raak, Hailey		3/25/2024	1.00	110.00	110.00	
Engineering Technician III						
Bowman, Shane		3/6/2024	7.00	115.00	805.00	
Bowman, Shane		3/12/2024	5.00	115.00	575.00	
Bowman, Shane		3/19/2024	1.00	115.00	115.00	
Church, Krista		3/18/2024	.25	115.00	28.75	
Church, Krista		3/21/2024	.75	115.00	86.25	
Totals			295.75		36,217.50	
<b>Total Labor</b>						<b>36,217.50</b>
<b>Reimbursable Expenses</b>						
Michigan Natural Features						
0115369	3/20/2024	Michigan Natural Features			595.00	
<b>Total Reimbursables</b>					<b>595.00</b>	<b>595.00</b>
<b>Total this Task</b>						<b>\$36,812.50</b>

Task	2200	Post Design				
<b>Professional Personnel</b>						
			<b>Hours</b>	<b>Rate</b>	<b>Amount</b>	
Engineering Technician III						
Church, Krista		3/11/2024	.75	115.00	86.25	
Church, Krista		3/13/2024	.75	115.00	86.25	
Church, Krista		3/14/2024	1.00	115.00	115.00	
Totals			2.50		287.50	
<b>Total Labor</b>						<b>287.50</b>
<b>Total this Task</b>						<b>\$287.50</b>

Task	4104	Topographic Survey				
<b>Professional Personnel</b>						
			<b>Hours</b>	<b>Rate</b>	<b>Amount</b>	
CAD Operator/ Office Technician I						
Morton, Eric		3/4/2024	7.00	82.00	574.00	
Morton, Eric		3/5/2024	1.00	82.00	82.00	
Morton, Eric		3/11/2024	.50	82.00	41.00	
Morton, Eric		3/13/2024	4.00	82.00	328.00	
Totals			12.50		1,025.00	
<b>Total Labor</b>						<b>1,025.00</b>



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Total this Task	\$1,025.00
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Task	4500	Mapping
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**Professional Personnel**

			Hours	Rate	Amount	
Senior Project Manager						
Lemke, Gregory	3/1/2024		2.00	160.00	320.00	
Totals			2.00		320.00	
<b>Total Labor</b>						<b>320.00</b>

Total this Task	\$320.00
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Task	7000	QA\QC
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**Professional Personnel**

			Hours	Rate	Amount	
Engineering Technician III						
Church, Krista	3/5/2024		1.50	115.00	172.50	
Church, Krista	3/6/2024		2.00	115.00	230.00	
Church, Krista	3/7/2024		.25	115.00	28.75	
Totals			3.75		431.25	
<b>Total Labor</b>						<b>431.25</b>

Total this Task	\$431.25
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Total this Phase	\$42,301.25
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Task	8005	Geo-Technical Engineering
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**Consultants**

SME Soil and Materials Engineers, Inc						
AP 0115373	3/20/2024	SME Soil and Materials Engineers, Inc			3,354.00	
<b>Total Consultants</b>					<b>3,354.00</b>	<b>3,354.00</b>

Total this Task	\$3,354.00
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Task	8010	SHPO
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**Consultants**

Kidorf Preservation Consulting						
AP 0115272	3/13/2024	Kidorf Preservation Consulting			2,700.00	
<b>Total Consultants</b>					<b>2,700.00</b>	<b>2,700.00</b>

Total this Task	\$2,700.00
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Task	8020	Electrical Engineering
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**Consultants**

Century A&E				
AP 0115624	4/17/2024	Century A&E	12,258.50	
<b>Total Consultants</b>			<b>12,258.50</b>	<b>12,258.50</b>
			<b>Total this Task</b>	<b>\$12,258.50</b>
			<b>Total this Phase</b>	<b>\$18,312.50</b>
			<b>Total this Project</b>	<b>\$60,613.75</b>
			<b>Total this Report</b>	<b>\$60,613.75</b>



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<b>Owner:</b>	Charter Township of Oscoda	<b>Owner's Project No.:</b>	
<b>Engineer:</b>	ROWE Professional Services Company	<b>Engineer's Project No.:</b>	21C0158
<b>Contractor:</b>	Schaaf & Associates Construction, Inc	<b>Contractor's Project No.:</b>	
<b>Project:</b>	Water System Improvements Phase VI		
<b>Contract:</b>	Water System Improvements Phase VI		

**Application Date:** 4/2/2024

**Application Period:** From 1/17/2024 to 3/31/2024

1. Original Contract Price	\$	1,608,531.00
2. Net change by Change Orders	\$	-
3. Current Contract Price (Line 1 + Line 2)	\$	1,608,531.00
4. Total Work completed and materials stored to date (Sum of Column G Lump Sum Total and Column J Unit Price Total)	\$	806,720.00
5. Retainage		
a. <u>10%</u> X <u>\$ 74,279.00</u> Work Completed =	\$	7,427.90
b. <u>50%</u> X <u>\$ 732,441.00</u> Stored Materials =	\$	366,220.50
c. Total Retainage (Line 5.a + Line 5.b)	\$	373,648.40
6. Amount eligible to date (Line 4 - Line 5.c)	\$	433,071.60
7. Less previous payments (Line 6 from prior application)	\$	44,429.00
8. Amount due this application	\$	388,642.60
9. Balance to finish, including retainage (Line 3 - Line 4 + Line 5.c)	\$	1,175,459.40

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

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

**Contractor:** Schaaf & Associates Construction, Inc.

Signature: Ken A. Lutz PRESIDENT Date: 04/03/2024

**Approved by Owner**

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

**Title:** \_\_\_\_\_

Date: \_\_\_\_\_

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

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

**Title:** \_\_\_\_\_

Date: \_\_\_\_\_



<b>Owner:</b>	Charter Township of Oscoda	<b>Owner's Project No.:</b>	
<b>Engineer:</b>	ROWE Professional Services Company	<b>Engineer's Project No.:</b>	21C0158
<b>Contractor:</b>	Schaaf & Associates Construction, Inc	<b>Contractor's Project No.:</b>	
<b>Project:</b>	Water System Improvements Phase VI		
<b>Contract:</b>	Water System Improvements Phase VI		
<b>Application No.:</b>	4	<b>Application Date:</b>	4/15/2024
<b>Application Period:</b>	From 4/1/2024	to	4/13/2024

### Contractor's Certification

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

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

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

Signature: Ken C. Silva PRESIDENT Date: 04/16/2024

Date:

**Progress Estimate - Unit Price Work**
**Contractor's Application for Payment**

<b>Owner:</b>	Charter Township of Oscoda					<b>Owner's Project No.:</b>					
<b>Engineer:</b>	ROWE Professional Services Company					<b>Engineer's Project No.:</b>	21C0158				
<b>Contractor:</b>	Schaaf & Associates Construction, Inc					<b>Contractor's Project No.:</b>					
<b>Project:</b>	Water System Improvements Phase VI										
<b>Contract:</b>	Water System Improvements Phase VI										

<b>Application No.:</b>	4	<b>Application Period:</b>	From	04/01/24	to	04/13/24	<b>Application Date:</b>	04/15/24			
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A	B	C	D	E	F	G	H	I	J	K	L
Bid Item No.	Description	Item Quantity	Units	Unit Price (\$)	Value of Bid Item (C X E) (\$)	Work Completed		Materials Currently Stored (not in G) (\$)	Work Completed and Materials Stored to Date (H + I) (\$)	% of Value of Item (J / F) (%)	Balance to Finish (F - J) (\$)
						Estimated Quantity Incorporated in the Work	Value of Work Completed to Date (E X G) (\$)				
<b>Original Contract</b>											
1	Maintaining Traffic	1.00	LSUM	6,190.00	6,190.00	0.90	5,550.00		5,550.00	90%	640.00
2	Mobilization	1.00	LSUM	58,528.00	58,528.00	0.92	53,580.00		53,580.00	92%	4,948.00
3	Cleanup and Restoration	1.00	LSUM	37,568.00	37,568.00		-		-	0%	37,568.00
4	Audio-Video Construction Area Survey	1.00	LSUM	11,365.00	11,365.00	1.00	11,365.00		11,365.00	100%	-
5	Pavt, Rem	530.00	Syd	7.50	3,975.00		-		-	0%	3,975.00
6	Clearing	1.00	LSUM	5,806.00	5,806.00		-		-	0%	5,806.00
7	Tree, Rem, 6 inch to 18 inch	23.00	Ea	473.00	10,879.00	8.00	3,784.00		3,784.00	35%	7,095.00
8	Misc Pipe Repr	10.00	Ea	144.00	1,440.00		-		-	0%	1,440.00
9	Soil Erosion and Sedimentation Control	1.00	LSUM	1,325.00	1,325.00		-		-	0%	1,325.00
10	Aggregate Base, 4 inch	45.00	Syd	22.00	990.00		-		-	0%	990.00
11	Aggregate Base, 8 inch	449.00	Syd	20.00	8,980.00		-		-	0%	8,980.00
12	Driveway, HMA	45.00	Syd	72.00	3,240.00		-		-	0%	3,240.00
13	Pavt Repr, HMA	449.00	Syd	74.00	33,226.00		-		-	0%	33,226.00
14	Aggregate Surface Cse, 2 inch	3,430.00	Syd	3.00	10,290.00		-		-	0%	10,290.00
15	Aggregate Surface Cse, 4 inch	1,946.00	Syd	6.00	11,676.00		-		-	0%	11,676.00
16	Aggregate Surface Cse, 6 inch	1,596.00	Syd	9.00	14,364.00	1,539.60	13,856.40		13,856.40	96%	507.60
17	Turf Establishment	1.00	LSUM	33,528.00	33,528.00		-		-	0%	33,528.00
18	Fire Hydrant	27.00	Ea	7,010.00	189,270.00	4.00	28,040.00	121,999.00	150,039.00	79%	39,231.00
19	Gate Valve and Box, 8 inch	23.00	Ea	2,677.00	61,571.00	2.00	5,354.00	50,808.26	56,162.26	91%	5,408.74
20	Water Main, 8 inch, Tr Det F	6,430.00	Ft	50.00	321,500.00	214.00	10,700.00	267,153.63	277,853.63	86%	43,646.37
21	Water Main, 8 inch, Tr Det G	4,219.00	Ft	52.00	219,388.00	1,014.00	52,728.00	98,349.78	151,077.78	69%	68,310.22
22	Curb Stop and Box, 3/4 inch	107.00	Ea	1,099.00	117,593.00	34.00	37,366.00	24,683.51	62,049.51	53%	55,543.49
23	Corporation and Tap, 3/4 inch	107.00	Ea	953.00	101,971.00	34.00	32,402.00	31,449.12	63,851.12	63%	38,119.88
24	Connect to Existing Water Main	1.00	Ea	10,000.00	10,000.00		-		-	0%	10,000.00
25	Testing and Disinfection	1.00	LSUM	12,855.00	12,855.00		-		-	0%	12,855.00
26	Plumbing Connection to Home	107.00	Ea	1,393.00	149,051.00		-		-	0%	149,051.00
27	Misc Well Abandonment Exploration	30.00	Hr	323.00	9,690.00		-		-	0%	9,690.00
28	Water Serv, Type K Copper, 3/4 inch	107.00	Ea	844.00	90,308.00	34.00	28,696.00	15,155.67	43,851.67	49%	46,456.33
29	Water Serv, CTS 250 psi, 3/4 inch, Bored	8,846.00	Ft	8.00	70,768.00		-	1,432.00	1,432.00	2%	69,336.00
30	Culv, Rem, Less than 24 inch	1.00	Ea	278.00	278.00		-		-	0%	278.00
31	Culv, CI F, 12 inch	25.00	Ft	28.00	700.00		-	390.00	390.00	56%	310.00
32	Culv End Sect, Metal, 12 inch	2.00	Ea	109.00	218.00		-	160.00	160.00	73%	58.00
<b>Original Contract Totals</b>					<b>\$ 1,608,531.00</b>		<b>\$ 283,421.40</b>	<b>\$ 611,580.97</b>	<b>\$ 895,002.37</b>	<b>56%</b>	<b>\$ 713,528.63</b>

**Progress Estimate - Unit Price Work**

**Contractor's Application for Payment**

<b>Owner:</b>	Charter Township of Oscoda						<b>Owner's Project No.:</b>				
<b>Engineer:</b>	ROWE Professional Services Company						<b>Engineer's Project No.:</b>	21C0158			
<b>Contractor:</b>	Schaaf & Associates Construction, Inc						<b>Contractor's Project No.:</b>				
<b>Project:</b>	Water System Improvements Phase VI										
<b>Contract:</b>	Water System Improvements Phase VI										

<b>Application No.:</b>	4	<b>Application Period:</b>	From	04/01/24	to	04/13/24	<b>Application Date:</b>	04/15/24			
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A	B	C	D	E	F	G	H	I	J	K	L
Bid Item No.	Description	Contract Information				Work Completed		Materials Currently Stored (not in G) (\$)	Work Completed and Materials Stored to Date (H + I) (\$)	% of Value of Item (I / F) (%)	Balance to Finish (F - J) (\$)
		Item Quantity	Units	Unit Price (\$)	Value of Bid Item (C X E) (\$)	Estimated Quantity Incorporated in the Work	Value of Work Completed to Date (E X G) (\$)				
<b>Change Orders</b>											
	<b>Change Order 1</b>				-		-		-		-
	Watermain 8 inch, Bored, Intersections	498.00	FT	241.00	120,018.00	46.00	11,086.00	12,687.77	23,773.77	20%	96,244.23
	Watermain 8 Inch, Bored	380.00	FT	198.00	75,240.00	380.00	75,240.00	-	75,240.00	100%	-
	Estimated Deduction	1.00	Lsum	(98,101.00)	(98,101.00)		-		-	0%	(98,101.00)
					-		-		-		-
					-		-		-		-
					-		-		-		-
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<b>Change Order Totals</b>					<b>\$ 97,157.00</b>		<b>\$ 86,326.00</b>	<b>\$ 12,687.77</b>	<b>\$ 99,013.77</b>	<b>102%</b>	<b>\$ (1,856.77)</b>
<b>Original Contract and Change Orders</b>											
<b>Project Totals</b>					<b>\$ 1,705,688.00</b>		<b>\$ 369,747.40</b>	<b>\$ 624,268.74</b>	<b>\$ 994,016.14</b>	<b>58%</b>	<b>\$ 711,671.86</b>

### Contractor's Application for Payment

Owner's Project No.: \_\_\_\_\_  
 Engineer's Project No.: 21C0158  
 Contractor's Project No.: \_\_\_\_\_

<b>Application No.:</b>	4	<b>Application Period:</b>	<b>From</b>	04/01/24	<b>to</b>	04/13/24	<b>Application Date:</b>	04/15/24
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[illegible]





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

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**TITLE: Community Development Director**

**DEPARTMENT:** Oscoda Township Community Development

**WAGE CLASS:** SALARIED

**SALARY RANGE:** \$48,000 TO \$55,000

**ORGANIZATIONAL SUMMARY:**

Oscoda's strategic advantage is a high quality of life for those who enjoy outdoor and waterfront activities and low cost of housing. It is a well-known vacation destination that thousands of families flock to every summer. It has a traditional downtown that is steps away from Lake Huron and ripe for reinvestment.

In addition to sandy beaches, Oscoda is home to the Oscoda-Wurtsmith airport and a number of Maintenance, Repair, and Overhaul (MRO) and manufacturing businesses with numerous employment opportunities. The airport also has numerous additional sites for prospective companies.

**VISION STATEMENT:**

The Vision Statement puts forth an aspirational goal for what Oscoda should be in the next ten years. It covers the desired appearance and functionality of the community.

By 2034, Oscoda Township will be a more thriving, safe, and energetic community with an active inter-generational economy. It will fully use and modernize its infrastructure and maximize its resources, both financial and natural, to create a local economy that serves its residents. Oscoda Township will be a preferred place for residents, businesses, and tourists to invest and be a part of. In partnership with neighboring communities, it will work for the betterment of the region.

## **MISSION STATEMENT**

The Mission Statement for Oscoda puts forth the Oscoda Township government's role in helping make the Vision Statement a reality.

The Charter Township of Oscoda is the government entity responsible for creating the environment to improve the quality of life for its residents and opportunities for its businesses to thrive. It creates and maintains the organizational and physical infrastructure of the community to engage residents and help its businesses continually adjust to the ever-changing economic climate. The Township is a steward of the public trust, administrator of responsive and efficient government, and a champion of transparency that works to serve and protect its citizens.

## **GENERAL PURPOSE:**

This position is responsible for providing leadership, general administrative direction, and support to the EIC, including any related entities established to implement development projects. These responsibilities include but are not limited to, overseeing and coordinating the implementation of the Corridor Improvement Authority and Tax Increment Financing Plan, organizing marketing, promotion, recruitment, and retention strategies for businesses within the corridor, and related organizational, administration, and coordination of related duties.

Under the supervision of the Economic Improvement Committee, the Community Development Director oversees and manages the development of the business district, including obtaining and administering State and Federal grant funds and adherence to various local, state, and federal guidelines. The Director serves as staff support to various Boards, Commissions, and Committees as assigned by the EIC Board. The Community Development Director is responsible for building and maintaining positive working relationships and acting as a liaison between business owners, the EIC, and the Township.

Much of the work of the Community Development Director is focused on organizing strong working committees and task forces to complete specific goals and objectives by following the Redevelopment Ready Communities Guidelines.

### **ESSENTIAL JOB DUTIES:**

- Maintain a high level of visibility for the business corridor
- Act as an advocate for quality business corridor improvements, development, and businesses
- Foster cooperation among and serve as a bridge between all entities involved in corridor enhancement and the EIC and citizens of Oscoda Township
- Lobby for projects, improvements, and actions that will benefit the business corridor
- Engaging the public in the corridor enhancement effort and their ownership and involvement in the future of the Township
- Motivate business owners, property owners, and investors to make necessary improvements in a quality and visual manner
- Work cooperatively with all appropriate departments of the Township, the Visitors and Convention Bureau, the Chamber of Commerce, and other local groups involved in improving the Township
- Coordinate the work of the EIC and any committee or task forces that are formed
- Represent the EIC at meetings, regional forums, commerce associations, and professional organizations
- Develop and implement an effective marketing promotion, recruitment, and retention program for the downtown
- Develop, refine, and assist in the implementation of long- and short-range plans for the business corridor with various Township departments, including the adopted TIF plans
- Identify other physical improvements needed in the business corridor, and assist in identifying funding sources
- Organize and implement various façade and other improvement programs with local financial institutions and other potential funding sources

- Assist in the organization of various promotional activities such as joint promotions, advertising campaigns, sales events, street sales, corridor activities, seasonal displays, and decorations, planting flowers, etc.
- Coordinate joint efforts such as common store hours and window displays
- Conduct inspections of all areas of the business corridor district, including main streets, side streets, sidewalks, parking lots, alleys, green spaces, and pocket parks, in partnership with Dept. of Public Works staff.

#### Supervision Received:

Work is performed under the general direction of the Township Superintendent. The position will work closely with staff assisting with community development, including the Township Superintendent, the Planning and Zoning Department, The Township Engineer, and other Township offices that assist in development.

#### Administrative Duties:

- Serve as administrator of the EIC, including attendance at all EIC meetings, committee meetings, and other activities
- Direct the overall management of the EIC, including member supervision, as appropriate
- Maintain records, including preparation and distribution of agendas and related documents
- Develop budgets in coordination with the Township Superintendent
- Prepare such annual reports and State reports as required
- Maintain an understanding of various regulatory and legislative issues of interest to the EIC
- Coordinate various business corridor maintenance issues such as sidewalk snow-clearing, spring clean-up activities, ongoing maintenance of street trees, lights, planters, sidewalks, and the maintenance of other corridor improvements

#### Peripheral Duties:

- Attend various staff and other meetings.

- Various office and administrative tasks.
- Other duties as assigned by the Economic Improvement Committee.

#### Physical Requirements:

- Frequent standing, walking, and sitting
- Frequent bending, twisting, squatting, and reaching
- Clear oral and written communication
- Ability to frequently lift and carry objects weighing up to 25 pounds
- Physical ability to safely move about and conduct work in various indoor and outdoor locations
- Ability to withstand varied weather conditions, temperature changes, traffic hazards, and varying noise levels

#### Education/ Qualifications:

The EIC is seeking a candidate with a pro-active, market-driven, entrepreneurial approach to development, with the ability to work with minimal supervision, the ability to develop a rapport with highly independent individuals within the business community, real estate community, public sector, and community at large, with the ability to assume a highly visible position as advocate for the business corridor, with a management style that motivates and fosters cooperation, and the ability to communicate well through public speaking and written reports, with an understanding of successful and contemporary approaches to the economic enhancement of older business corridors.

#### Preferred minimum qualifications:

- Three or more years of progressively responsible experience working economic development, revitalization, and tax increment financing
- High level of oral and written communication skills
- High level of quantitative analysis skills
- Proficient with word processing, spreadsheet, and database programs

- Knowledge and ability to utilize various incentive programs to implement development in the corridor
- Knowledge and willingness to utilize various social and electronic media to communicate with businesses and customers of the business corridor
- Ability to communicate regularly with all businesses in the corridor to address concerns and implement policies to benefit businesses

The description above is intended only as an illustration of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and/or requirements of the job change. The Charter Township of Oscoda is an ADA EOE employer.

<b>2024 QUOTE</b>	<b>264007-(Oscoda Township)</b>
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Date: 11-Apr-24  
 Customer: Rick Freeman  
 Location: Ratliff Park - VanEtten Lake  
 e-mail: [freemanr@oscodatownship.mi.gov](mailto:freemanr@oscodatownship.mi.gov)  
 Phone: 810-869-5155



QTY	Part #	ITEMS	Unit Price	TOTAL PRICE	NOTES
1	206030PW-EZ	EZ PORT MAX ENTRY	\$ 2,049.00	\$ 2,049.00	
1	206031PW-EZ	EZ PORT MAX EXTENSION	\$ 1,949.00	\$ 1,949.00	
1	301208	EZ PORT COUPLER SET 2 PAIR, PORT TO PORT	\$ 90.00	\$ 90.00	
5	100255	AUGER KIT FOR 2-1/2" OD PIPE	\$ 39.00	\$ 195.00	
5	135250	PIPE BRACKET KIT STANDARD DUTY 2.5"	\$ 180.00	\$ 900.00	
22	301100	COUPLER SET W/ COMPOSITE ROD ( MULTIPLES OF 50)	\$ 45.00	\$ 990.00	
4	208110	SUPPLEMENTAL FLOAT POD 200LBS	\$ 249.00	\$ 996.00	
9	35116	DOCK CURBING BLACK HDPE 3.5" X3.5" X 10'	\$ 117.00	\$ 1,053.00	
54	80530SS	3" FLATHEAD SCREWS FOR CURBING	\$ 2.49	\$ 134.46	
1	100757SS	EZ LAUNCH ADJUSTABLE ADAPTER KIT DOCK TO EZ LAUNCH SS	\$ 749.00	\$ 749.00	
2	900005	COUPLER, DRIVE TOOL 15/16" SOCKET ADAPTER FOR COMPOSITE	\$ 2.49	\$ 4.98	
1	9000010SS	COUPLER, IN-WATER COUPLER INSTALLATION TOOL - SS	\$ 199.00	\$ 199.00	
5	100026	CAP F/2.5 OD PIPE GALV STL	\$ 7.49	\$ 37.45	
5	112025	12' GALVANIZED PIPE 2 3/8"	\$ 132.00	\$ 660.00	
4	108025	8' GALVANIZED PIPE 2 3/8"	\$ 88.00	\$ 352.00	
1	300503	DOCK SECTION TRI DOCK	\$ 799.00	\$ 799.00	
4	208010	DOCK SECTION 80" X 120"	\$ 2,649.00	\$ 10,596.00	
1	5008900	KIT, TRANSFER SLIDEBENCH W/GRABRAIL SIGN	\$ 6,349.00	\$ 6,349.00	
1	500900R	EZ LAUNCH SINGLE ENTRY RAILING RIGHT	\$ 3,349.00	\$ 3,349.00	
1	500901	KIT, KAYAK LAUNCH ONEWAY EXTENSION LorR	\$ 2,299.00	\$ 2,299.00	
1	GL-60-SHD	5' Gangway to Shore Abutment	\$ 623.00	\$ 623.00	
1	GL-6020-MODT	5'x20' Heavy Duty Gangway w/Handrail TAN	\$ 6,140.00	\$ 6,140.00	
1	GL-60-SSB	HD Shore Stringer Bracket (4 Pipe & Augers Not Included)	\$ 831.00	\$ 831.00	
1	GL-GCS-5	5' Gangway Composite Skid	\$ 123.00	\$ 123.00	
1	GL-60-TP-ADA	5' Transition Plate ADA	\$ 1,555.00	\$ 1,555.00	
1	GL-60X5-WP	5'x5' Aluminum Wear Plate	\$ 923.00	\$ 923.00	

<b>MATERIAL TOTAL</b>	<b>\$ 43,945.89</b>	
<b>MI Sales Tax @ 6%</b>	<b>\$ -</b>	
<b>Delivery (From Indiana distributor to jobsite)*</b>	<b>\$ 1,200.00</b>	miles
<b>LABOR - Build / Installation</b>	<b>\$ 7,035.00</b>	
<b>TOTAL PRICE</b>	<b>\$ 52,180.89</b>	
<b>Deposit Required (\$36211)</b>		
<b>BALANCE DUE</b>	<b>\$ 52,180.89</b>	

<b>TERMS:</b> <b>(1)</b> Deposit is required at the time the order is placed. <b>(2)</b> Balance of Payment is due in full to <b>VISTA DOCKS</b> at time of delivery and prior to installation work. <b>(3)</b> Payments must be made via Check, Money Order, Venmo, or Cash only. <b>We do not accept Credit or Debit Cards.</b>		
This Quote is based on 2024 Manufacturer Pricing and any applicable Boat Show Discounts offered. All of these items are subject to change.		
Products manufactured by Great Lakes Lift (GLL) carry a 10 year conditional warranty on all aluminum and aluminum welds. Other parts used on GLL Products carry a 2 year warranty on products purchased new by original owner under normal use.		
EZ-DOCK Warranty is 8 years on all floating pieces; 1 year on all other components.		
Payments are to be mailed to: <b>Vista Docks</b> <b>4936 Loud Dam Road</b> <b>Glennie, MI 48737</b>	<b>Thank You!</b>	<b>Quote Form</b> <b>Version 24.01</b>









## **Memo**

**To: Board of Trustees**

**From: Frederick Buckner, Planning and Zoning Director**

**Date: April 19, 2024**

**Re: Ordinance Amendment**

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Board of Trustees,

Attached is AN ORDINANCE TO AMEND ZONING ORDINANCE 165, ARTICLE VI OF THE CHARTER TOWNSHIP OF OSCODA ZONING ORDINANCE.

Article VI, Section 6.35.3 Authorization of Facilities and Fees.

These Amendments were done by the Professional Planner and Approved by the Planning Commission.

Please consider adopting this amendment.

Thank You,

Frederick Buckner



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

## OSCODA TOWNSHIP – ZONING ORDINANCE

### AN ORDINANCE TO AMEND ZONING ORDINANCE 165, ARTICLE VI OF THE CHARTER TOWNSHIP OF OSCODA ZONING ORDINANCE.

The Charter Township of Oscoda Ordains:

Section 1: Amendment.

Article VI, Section 6.35.3 Authorization of Facilities and Fees shall be amended as follows.

Section 6.35.3 Authorization of Facilities and Fees

Section 6.35.3 B. shall be amended as follows:

B. A non-refundable local permitting fee shall be paid ~~annually~~ to the Charter Township of Oscoda, ~~by~~ for each new Commercial Recreational Marihuana Facility permitted under this ordinance, ~~of no more than five thousand dollars (\$5,000.00) per permit. As~~ as set by resolution of the Charter Township of Oscoda Board of Trustees.

Section 6.35.3 C shall be added. This section shall read:

C. A non-refundable local permitting fee for the annual renewal of each Commercial Recreational Marihuana Facility permitted under this ordinance, shall be paid to the Charter Township of Oscoda as set by resolution of the Charter Township of Oscoda Board of Trustees.

## CERTIFICATION

I hereby certify that the foregoing is a true and complete copy of a ordinance amendment adopted by the Township Board of the Charter Township of Oscoda, County of Iosco, and State of Michigan, at a meeting held on

\_\_\_\_\_.

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

\_\_\_\_\_  
Joshua Sutton, Township Clerk



**Charter Township of Oscoda**  
**110 South State Street**  
**Oscoda, Michigan 48750**  
Office of Supervisor: (989)739-3211  
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Fax: (989)739-0034

## **Resolution Number 2024-12**

### **Charter Township of Oscoda Commercial Recreational Marihuana Facility Fee Schedule**

WHEREAS, the Charter Township of Oscoda has established an ordinance for the establishment of Commercial Recreational Marihuana Facilities and

WHEREAS, the licensing of these facilities requires the payment of application fees, and

WHEREAS, Section 6.35.3, Authorization of Facilities and Fees, in Ordinance 165, the Charter Township of Oscoda Zoning Ordinance, requires an initial and annual renewal fees.

NOW THEREFORE BE IT RESOLVED that the Charter Township of Oscoda Board of Trustees establishes the following fee schedule for Section 6.35.3, Authorization of Facilities and Fees, in Ordinance 165, the Charter Township of Oscoda Zoning Ordinance.

Initial Fee – Five Thousand Dollars (\$5,000.00)  
Annual Renewal Fee – Two Thousand Five Hundred Dollars (\$2,500.00)

FURTHER BE IT RESOLVED, from time to time, the Charter Township of Oscoda Board of Trustees may revise this schedule as needed.

Resolution Adopted: May \_\_\_\_\_, 2024

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

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

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

RESOLUTION DECLARED ADOPTED.

## **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 \_\_\_\_\_.

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

\_\_\_\_\_  
Joshua Sutton, Township Clerk

## P R O P O S A L

DATE: 4.8.2024

TO: Tammy Kline, Superintendent

FR: John Iacoangeli, FAICP, Principal

---

**Purpose:** Establish a Corridor Improvement Authority

**Professional Involvement:** John Iacoangeli, FAICP

**Professional Roles:** Economic Development

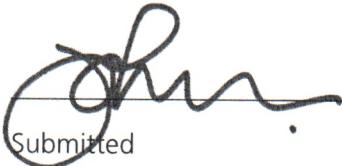
**Scope of Work:** The scope of work includes the following:

1. Meet with Oscoda Township representatives to determine the boundary of the proposed CIA along US-23 based on the conditions outlined in PA 57 of 2018.
2. Based on the proposed boundary create a CIA boundary map with associated parcel database.
3. Prepare the proposed ordinance for the CIA.
4. Coordinate with the Township regarding the parcels, as well as governmental and community notifications required under PA 57 of 2018.
5. Attend the public hearing on the creation of the CIA.
6. Coordinate with the Township the filing of the CIA establishment with the Secretary of State.

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Professional Service Fee: \$ 6,600.00 plus expenses. The Township is responsible for mailing and publication expenses.

Timeframe: 5 Months

  
Submitted

John Iacoangeli, Principal

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Accepted

Tammy Kline, Superintendent



VC3 Inc.  
1301 Gervais Street Suite 1800  
Columbia, South Carolina 29201

**Phone:** 803-733-7333  
**Fax:** 803-733-5888

# QUOTE

## Customer:

**Township of Oscoda, MI**  
110 South State St.  
Oscoda, MI 48750  
United States

Account Manager	Date	Quote #	Terms
Hillary Pennell	Feb 2, 2024	VC3Q29049	Net 15

Line	Qty	Description	Unit Price	Ext. Price
1		Firewall Replacement		
2	1	SonicWall TZ670 Network Security/Firewall Appliance - 8 Port - 10/100/1000Base-T, 10GBase-X - 10 Gigabit Ethernet - DES, 3DES, MD5, SHA-1, AES (128-bit), AES (192-bit), AES (256-bit) - 8 x RJ-45 - 2 Total Expansion Slots - 3 Year Secure Upgrade Plus Advanced Edition - Desktop, Rack-mountable - TAA Compliant	\$5,864.00	\$5,864.00
3	1	SonicWall Rack Mount for Firewall	\$221.00	\$221.00
4	1	SonicWall UTM SSL VPN for TZ; NSA; SuperMassive - License - 25 User - TAA Compliant	\$462.00	\$462.00
5		<b>Professional Services:</b>		
6	1	Labor- Install, Configure, and Deploy	\$1,280.00	\$1,280.00
7		Taxes are not included and will be added at the time of invoicing if applicable.		
8		*Please check the box next to the wanted items and then click "Update Totals".		

**Total \$7,827.00**

*Shipping and sales tax not included.*

\*\*\* Hardware will be invoiced upon ordering.

This Quote is part of, and incorporated into, the Master Services Agreement between Customer and VC3, Inc., and is subject to the terms and conditions of the Agreement and any definitions contained in the Agreement. If any provision of this Quote conflicts with the Agreement, the terms and conditions of this quote shall control.

Printed Name

Signature

Date



# *Oscoda Township*

## POLICE DEPARTMENT



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110. S. State St. Oscoda, MI 48750

Phone: 989-739-9113 Fax: 989-739-1891

Chief: Donald Bolen

To: Ms. Kline

From: Chief Donald Bolen

Date: April 18, 2024

Subject: Administrative Secretary (PT)

Ms. Kline,

Patricia Hulverson was hired by the Oscoda Township Police Department, with a start date of 1/23/2023. When hired, Mrs. Hulverson filled a part-time clerical position. Mrs. Hulverson has a bachelor's degree in public administration and psychology from Central Michigan University.

Not only has Mrs. Hulverson excelled in her clerical position, but she has also taken on additional responsibilities outside of her clerical position. Her additional duties include the following. Fulfilling FOIA requests, records retention, transitioning the office to paperless record keeping, maintaining Officers training records and many other administrative responsibilities. Mrs. Hulverson's dedication and work ethic have already moved the department forward and has proven herself as a valuable asset to the department.

I would like to request that Mrs. Hulverson's job title be reclassified to Administrative Secretary (PT) position with a pay of \$19.06 an hour.

Respectfully Submitted,

Chief Donald Bolen



Charter Township of Oscoda  
110 South State Street  
Oscoda, Michigan 48750  
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Fax: (989)739-3344

---

**January 31, 2024**

**2023 Van Etten Lake Control**

**Bid Tabulation**

<b>Aquatic Nuisance Control</b>	
Total	\$133,010.00
<b>Solitude</b>	
Total	\$133,320.00



Van Etten Lake  
c/o Charter Township of Oscoda  
110 S. State Street  
Oscoda, MI 48750

Dear Charter Township of Oscoda,

Thank you for giving SOLitude Lake Management the opportunity to submit a proposal for aquatic herbicide treatment for Lake Lansing. We look forward to building a relationship with your department and the residents of the lakes.

SOLitude's integrated environmental management approach takes into consideration the interactions and relationships between the lake ecosystem and aquatic management. This holistic approach delivers the most efficient and effective treatment methods for your environment. We understand that each body of water is an environment of its own, and thus requires a treatment of its own. SOLitude stands ready to execute effect treatments in a timely manner as part of the lake consultant's overall lake management strategy.

Thank you again for inviting SOLitude Lake Management the opportunity to bid on this project. Our goal is for you and this lake communities to enjoy the recreational and aesthetic values of the lakes. If you have any questions, please don't hesitate to call or send me an email.

Best regards,



Pete Filpansick  
Regional Sales Manager  
(810) 625 - 5605  
pete.filpansick@solitudelake.com

**Competitively Sensitive & Proprietary Materials** – The information contained herein is the intellectual property of SOLitude Lake Management. Recipient may not disclose to any outside party any proprietary information, processes, or pricing contained in this document or any of its attachments without the prior written consent of SOLitude Lake Management. This document is provided to the recipient in good faith and it shall be the responsibility of the recipient to keep the information contained herein confidential.



### **Bid for Aquatic Nuisance Control Activities on Van Etten Lake - Proposal Specifications**

1. This proposal and supporting documents are specific to RFP #53260102 for the Aquatic Plant Herbicide project.
2. SOLitude has no intentions of subcontracting any portion of the work included in this proposal.
3. SOLitude guarantees that all work, including storage, transportation, handling, and application of aquatic herbicides and algicides will comply with all local, state, and federal laws. SOLitude's vehicles are in safe operating condition and include lockable covers to securely store the products while completing work related to this project. All employees involved in the handling, transport, and application of the products will be properly trained and/or certified and will comply with label instructions for PPE.
4. After each herbicide application, SOLitude will provide a report detailing the herbicides used, application rates, and GPS treatment map with 14 days of the treatment.
5. SOLitude guarantees 80% control of target species within 28 days of the treatment, except for treatments with Fluridone.
6. SOLitude Competitive Pricing Policy – SOLitude believes we provide the best service value in the industry. In instances where there is a significant difference in pricing between SOLitude and its competitors, we will review our pricing to ensure we submit the most competitive price possible for the herbicides included in this proposal.

SOLitude will complete annual reviews of herbicide unit pricing included in this proposal. Each year of the project, SOLitude will submit for review any requested pricing changes. The most important factor in these adjustments is our material costs and may necessitate increases or decreases in our unit pricing. No pricing changes will be enacted without Customer approval.

**Competitively Sensitive & Proprietary Materials** – The information contained herein is the intellectual property of SOLitude Lake Management. Recipient may not disclose to any outside party any proprietary information, processes, or pricing contained in this document or any of its attachments without the prior written consent of SOLitude Lake Management. This document is provided to the recipient in good faith and it shall be the responsibility of the recipient to keep the information contained herein confidential.

## BID FORM

BID DATE: January 31<sup>st</sup>, 2024

BID TO: Van Etten Lake  
c/o Charter Township of Oscoda  
110 S. State Street  
Oscoda, MI 48750

The undersigned bidder hereby declares that this bid is made in good faith and without fraud or collusion with any other bidder or any competitor.

The bidder has carefully read, examined, and understands the General Information, Instructions, Requirements, and Specifications for the proposed work. The bidder has investigated the lake and its condition to determine the character and difficulties attending the execution of the proposed work.

The bidder understands that the acreages listed are approximate and subject to change. The bidder agrees that the unit prices named will be used if changes are made to the quantity of work. Unless specified on this bid form, any adjustments to an application rate will result in a proportional adjustment to the unit price. For example, if Navigate is to be used at 200 pounds per acre instead of the bid rate of 150 pounds per acre, the unit cost would be increased 33% ( $200/150 = 1.33$ ).

All work described in the bid specifications and required for completion of the project shall be considered as incidental work unless designated as a pay item on the Bid Form. The Township assumes no responsibility or liability for any costs incurred by the Contractor prior to the signing of an agreement. Total liability of the Township is limited to the terms and conditions of the Contract resulting from this bid document.

The undersigned agrees that this bid shall be good for 90 calendar days after the scheduled closing time for receiving bids. Within that timeframe, the Township shall provide a written Notice of Award to the successful bidder. Upon receipt of a written Notice of Award, the bidder shall enter into a formal contract with the Township incorporating the content and spirit of the bid specifications. Within 10 days of the Notice of Award, the Contractor shall deliver the required certificates of insurance described in the "Bidder Requirements". In the event the contract and certificates of insurance are not provided within the time set the Township reserves the right to void the Notice of Award and the Contract.

The bidder understands the Township reserves the rights to reject any or all bids, to waive any irregularities in the bidding, and to award the contract to other than the low bidder.

The bidder proposes and agrees, upon acceptance of the bid, to contract with the Township, incorporating the content and spirit of the bid specifications. The bidder will provide all necessary equipment, products, personnel, and transportation necessary to execute the work referred to in this invitation to bid. Furthermore, the bidder agrees to perform all work in the manner and time prescribed and according to the requirements of the Township.

## Bid Form - Van Etten Lake

The undersigned, having familiarized themselves with the Instructions to Bidders and the Work Specifications, hereby proposes to perform everything required and to provide and furnish all of the labor, materials, equipment, and all utility and transportation services necessary to perform and complete all the work required for aquatic herbicide treatments of Van Etten Lake in a workmanlike manner, all in accordance with the specifications at and for the following named prices:

APPLICATION						
ITEM	TARGET PLANT	RATE	QUANTITY	UNIT PRICE	UNIT	TOTAL
MDEQ Permit Fee	n/a	n/a	100 + Acres	n/a		\$ 1,600.00
2,4-D Ester (e.g. Navigate)	Eurasian Milfoil	150 lbs. / acre	10 Acres	\$ 600.00	per Acre	\$ 6,000.00
2,4-D Amine (e.g. Sculpin G)	Eurasian Milfoil	180 lbs. / acre	10 Acres	\$ 550.00	per Acre	\$ 5,500.00
Triclopyr Dry	Eurasian Milfoil	160 lbs. / acre	10 Acres	\$ 545.00	per Acre	\$ 5,450.00
Diquat Dibromide	Eurasian Milfoil Curly-Leaf Pondweed Nuisance Natives	1.0 gal. / acre	80 Acres	\$ 140.00	per Acre	\$ 11,200.00
		2.0 gal. / acre	80 Acres	\$ 180.00	per Acre	\$ 14,400.00
Chelated Copper Herbicide	Wild Celery	9.0 gal. / acre	40 Acres	\$ 345.00	per Acre	\$ 13,800.00
Flumioxazin	Eurasian Milfoil Curly-Leaf Pondweed Nuisance Natives	6.3 lbs. / acre	6 Acres	\$ 500.00	per Acre	\$ 3,000.00
Flumioxazin + Diquat Dibromide	Nuisance Natives	1.6 lbs. / acre + 1.0 gal / acre	6 Acres	\$ 275.00	per Acre	\$ 1,650.00
Aquathol K	Curly-Leaf Pondweed Nuisance Natives	1.0 gal. / acre	10 Acres	\$ 165.00	per Acre	\$ 1,650.00
		2.0 gal. / acre	10 Acres	\$ 205.00	per Acre	\$ 2,050.00
Glyphosate	Water Lilies Phragmites	6.0 pints / acre	10 Lots (1600 ft <sup>2</sup> per lot)	\$ 50.00	per Lot	\$ 500.00
Copper Sulfate	Algae Control	13.2 lbs. / acre	40 Acres	\$ 50.00	per Acre	\$ 2,000.00
Chelated Copper Algicides	Algae Control	3.6 gal. / acre	80 Acres	\$ 115.00	per Acre	\$ 9,200.00
SeClear	Algae Control	19.5 gal. / acre	80 Acres	\$ 275.00	per Acre	\$ 22,000.00
Sodium Carbonate Peroxyhydrate	Algae Control	100 lbs. / acre	80 Acres	\$ 250.00	per Acre	\$ 20,000.00
ProcellaCOR EC	Eurasian and Hybrid Milfoils	3 PDU / aft	30 Acre Feet	\$ 270.00	per aft	\$ 8,100.00
Hydrothol-191 (L)	Algae Control Tank Mix	4.0 pints / acre	80 Acres	\$ 65.00	per Acre	\$ 5,200.00

The undersigned, by execution of this document, certifies that he/she is the representative of the firm named as the bidder and that he/she is authorized to execute this bid on behalf of the said firm.

SIGNATURE: Trina L. Duncan 01/29/2024

NAME: Trina Duncan

(Printed)

TITLE: Business Manager

COMPANY NAME: COMPANY ADDRESS:

2844 Crusader Circle, Ste. 450  
Virginia Beach, VA 23453

TELEPHONE: (888) 480-5253

FAX:

E-MAIL tducan@solitudelake.com

DATE:

## Bidder Résumé

In order to expedite the award of this contract, the bidder is required to provide the following information to demonstrate prior experience with similar work to that described on Van Etten Lake.

Bidder: SOLitude Lake Management, LLC (Company Name)

- A. Please provide a list of applicators employed by your company and their respective dates of certification by the Michigan Department of Agriculture.
- B. In 2023, how many lakes in the various size categories listed below did you treat with herbicides?
- 100 to 500 Acres: 45 Lakes
  - >500 Acres: 22 Lakes
- C. Please list all of the equipment to be utilized for the herbicide treatments at Van Etten Lake.
- D. Please provide a maximum of three references of previous work. For each project, provide a contact person with phone number and include:
- Lake Name
  - County
  - Surface Acreage
  - Treatment Area Acreage
  - Target Plants
  - Herbicides Applied

SIGNATURE: Trina L. Duncan

DATE: 01/29/2024

NAME: Trina Duncan  
(Printed)

TITLE: Business Manager





**Company Name:** SOLitude Lake Management, LLC

**Background:** SOLitude has been in business since 1999 with operation offices in Nunica, MI in 2003. The second operations office in Niles, MI opened in 2009. In 2021, opened a third office in Davison, MI. SOLitude has 500 employees company wide with statewide resources.

**MI Locations:** 12315 Cleveland Street, Suite E, Nunica MI 49448  
2249 Reum Rd, Suite 2, Niles, MI 49120  
3390 N State Road, Suite D, Davison, MI 48423

Operations for these projects will be based out of our Davison office with support from our Nunica office, if necessary.

**Sales Contact:** Pete Filpansick, Regional Sales Manager, (810) 625 – 5605, [pete.filpansick@solitudelake.com](mailto:pete.filpansick@solitudelake.com).

**Operations Contact:** Dave Brown, East Michigan Operations Lead/Manager, (810) 618 – 2043, [dave.brown@solitudelake.com](mailto:dave.brown@solitudelake.com)

**Michigan & Support Staff Profiles:**

Dave Brown, East Michigan Operations Manager

Dave and his team are responsible for all operations and services for our clients on the east side of Michigan. He is responsible for managing his staff and maintaining his equipment and facility. Dave is based in the Davison office, which is a prime location to use I-69, I-75, and US-23 to reach most of our customers. Dave has been a certified applicator since 2004.

Pete Filpansick, Michigan Regional Sales Manager

Pete is responsible for sales and customer support in Michigan. He is based in our Davison office and travels the entire state to serve all our customers. Pete has a B.S. in Biology from the University of Michigan and has been a certified applicator since 2004 and lake manager since 2007.

Luke Britton, Midwest District Manager

Luke oversees and manages all the other offices in the Midwest. He also services our clients in western Michigan out of our Nunica office. Luke earned his B.S. in Biology from Central Michigan University and has 27 years of experience in aquatic plant management in Michigan.

**Competitively Sensitive & Proprietary Materials** – The information contained herein is the intellectual property of SOLitude Lake Management. Recipient may not disclose to any outside party any proprietary information, processes, or pricing contained in this document or any of its attachments without the prior written consent of SOLitude Lake Management. This document is provided to the recipient in good faith and it shall be the responsibility of the recipient to keep the information contained herein confidential.

**Michigan Certified Applicators, License Numbers, and Experience:**

Luke Britton	C003050046	Certified applicator since 1995
Dave Brown	C004060416	Certified applicator since 2004
Pete Filpansick	C004040395	Certified applicator since 2004
Chris Rysso	C002190496	Certified applicator since 2005
Mitch Hiler	C003100223	Certified applicator since 2005
Michael Kroll	C005120319	Certified applicator since 2013
Don Harris	C004180638	Certified applicator since 2015
Mike Rohlman	C004180644	Certified applicator since 2018

**Service Equipment:**

(2) 22' Aluminum Flat bottom boat with 90HP 4 Stroke Mercury motor. Lowrance GPS with BioBase Mapping Program. Conserve Spray System with 200-gallon chemical capacity.

(2) 22' Carolina Skiff with 60HP 4 Stroke Mercury motor. Lowrance GPS with BioBase Mapping Program. Conserve Spray System with 200-gallon mixing capacity.

(4) 20' Clark Aluminum Flat bottom boat with 90HP 4 Stroke Mercury motor. Lowrance GPS with BioBase Mapping Program. Conserve Spray System with 200-gallon mixing capacity.

(1) 14' Clark Aluminum Flat Bottom Boat with 15HP 4 Stroke Mercury Motor. Lowrance GPS with BioBase Mapping Program. Conserve Spray System with 50-gallon mixing capacity.

(1) 19' Carolina Skiff Boat with 25 HP Mercury Motor. Lowrance GPS with BioBase Mapping Program. Garber Spreaders. Humminbird 1157C GPS. Honda 5.5HP Spray System.

(1) 16' Carolina Skiff with 25HP Mercury outboard motor. Lowrance GPS with BioBase Mapping Program. Honda 5.5HP Spray System.

(1) 19' Combee Airboat. Lowrance GPS with BioBase Mapping Program. Garber Spreaders. 2020 Honda 5.5 HP Spray System.

(1) 18' Panther Airboat. Lowrance GPS with BioBase Mapping Program. Honda 5.5 HP Spray System.

(1) 18' Diamondback Airboat. Lowrance GPS with BioBase Mapping Program. Honda 5.5 HP Spray System.

SOLitude utilizes a fleet of Chevrolet pick-up trucks to transport employees, boats, and products to the lakes. The fleet is inspected and certified annually according to MDOT standards. All trucks have MDNR Commercial Use Permits for state boat launches. All trucks have a bed cap that can be locked to secure herbicides while on site. Trucks are also equipped with necessary safety equipment, such as fire extinguishers, containment devices, spill kits, and first aid kits.

Additional equipment is available at other offices if needed.

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## References

### **Joslin Lake Improvement Board**

Lauren Koloski, Environmental Supervisor  
(734) 260-0446  
[koloski@washtenaw.org](mailto:koloski@washtenaw.org)

County: Washtenaw

Surface Acres: 194

Treatment Area Acreage: 42 acres

Target Plants: Curly Leaf Pondweed, Ebrid Water Milfoil

Herbicide Applied: Diquat, Chelated Copper, Flumioxazin

### **Pleasant Lake**

Lauren Koloski, Environmental Supervisor  
(734) 260-0446  
[koloski@washtenaw.org](mailto:koloski@washtenaw.org)

County: Washtenaw

Surface Acres: 211

Treatment Area Acreage: 36 acres

Target Plants: Algae, Starry Stonewort, Curly Leaf Pondweed, Eurasian Watermilfoil

Herbicide Applied: Diquat, Chelated Copper, Flumioxazin, Aquathol-K

### **Lower Huron River Chair of Lakes**

Lauren Koloski, Environmental Supervisor  
(734) 260-0446  
[koloski@washtenaw.org](mailto:koloski@washtenaw.org)

County: Washtenaw

Surface Acres: 100

Treatment Area Acreage: 21 acres

Target Plants: Milfoil, Curly Leaf Pondweed, Starry Stonewort, Flowering Rush, Phragmites, Nuisance Algae

Herbicide Applied: 2-4D, Chelated Copper, Diquat, Flumioxazin

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## Insurance Requirements

**Insurances:** Upon award of the contract, a certificate of insurance will be provided with the lake board listed as a certificate holder. SOLitude Lake Management's insurance coverages include:

Commercial General Liability	\$1,000,000 per occurrence / \$2,000,000 general aggregate
Automotive Liability	\$1,000,000 combined single limit
Umbrella Liability	\$10,000,000 per occurrence / \$10,000,000 general aggregate
Worker's Compensation	\$1,000,000 each accident

**Competitively Sensitive & Proprietary Materials** – The information contained herein is the intellectual property of SOLitude Lake Management. Recipient may not disclose to any outside party any proprietary information, processes, or pricing contained in this document or any of its attachments without the prior written consent of SOLitude Lake Management. This document is provided to the recipient in good faith and it shall be the responsibility of the recipient to keep the information contained herein confidential.

## **INVITATION FOR BIDS**

### **Aquatic Nuisance Control Activities on Van Etten Lake, Iosco County, MI**

The Charter Township of Oscoda is accepting sealed bids for 3 consecutive years of aquatic plant herbicide treatments on Van Etten Lake in Iosco County, Michigan. Sealed bids shall be submitted to:

Van Etten Lake  
c/o Charter Township of Oscoda  
110 S. State Street  
Oscoda, MI 48750

Sealed bids must arrive before 12:00 PM on January 31st, 2024. Bids received after the deadline will not be considered.

## General Information for the Bidder

### 1. Definitions:

the Lake:	Van Etten Lake, Iosco County, Michigan
the Township:	Charter Township of Oscoda
the Consultant:	LakePro, Inc.
the Contractor:	The entity that is awarded a contract by the Township based on this bidding process
the Contract:	The resulting agreement between the Township and the Contractor based on this bidding process

2. The contact person for the Consultant is Paul Dominick, (810) 635 – 4400, [paul@lakeproinc.com](mailto:paul@lakeproinc.com)  
Michael Smith, (810) 635-4400, [michael@lakeproinc.com](mailto:michael@lakeproinc.com)
3. The Lake is located in T. 24N, R. 9E, S. 7, 8, 16, 17, 18, 20, 21, 22, 27, and 28 of Oscoda Township, Iosco County, Michigan. The surface area is 1,412 acres. Approximately 120 acres of Van Etten Lake contain nuisance aquatic plant growth.

## Instructions to the Bidder

1. The bidder shall examine the specifications and related documents attached and examine the Lake in order to familiarize themselves with the site conditions. The bidder shall make all necessary investigations to thoroughly inform themselves regarding lake conditions. No plea for ignorance of existing conditions shall be accepted. Failure or omission of any bidder to examine these documents or become acquainted with existing conditions shall in no way relieve them from any obligation with respect to their bid or any resulting contract.

The Township assumes no responsibility or liability for any costs incurred by the contractor prior to signing of an agreement. Total liability of the Township is limited to the terms and conditions of any contract resulting from this RFP.

2. If a bidder finds omissions or discrepancies in the bid documents, they shall immediately notify the Consultant so that the Consultant can issue an addendum to all bidders.
3. Sealed bids must be submitted on the bid forms provided in this packet. All bid amounts must be shown as figures and written in ink or typewritten together with all other data as required and shall be legally signed with the complete address of the bidder.

The bid amounts shall be all inclusive and there shall be no additional charges. The prices named shall include all taxes in effect on the bid date. The bidder has included all Michigan sales and use taxes currently imposed by legislative enactment and as administered by the Michigan Department of Revenue on the bid date.

The bid form must be fully completed and executed when submitted. Incomplete bids will not be considered.

4. Each bidder shall complete the Bidder Résumé and submit it with their Bid Form.
5. Each bid must be submitted in a sealed envelope bearing the following information clearly marked on the outside:

Van Etten Lake  
Aquatic Herbicide Treatments

Sealed Bid  
Do not open until 12 PM on January 31st, 2024

6. Bids may be withdrawn prior to the stated deadline. Modification of bids in writing will be considered if received prior to the deadline. Once the deadline has lapsed, bids shall remain firm for 90 days, within which the contract shall be awarded.
7. Bids shall be evaluated upon cost and experience of the bidder. The Township reserves the right to accept or reject any and all bids, to waive any bid irregularities that may be in the best interest of the Township, and to negotiate a contract that will best meet the needs of the Township and its residents.

8. Bidders are hereby notified that Charter Township of Oscoda Purchasing Policy provides for the granting of local preference in purchasing of five percent (5%) or seven hundred and fifty dollars (\$750.00), whichever is less.
9. Awards will be made to the lowest responsive and acceptable offeror as judged by the Township. The Township may modify this request for proposals at its sole and exclusive discretion by addendum.
10. Acceptance of a proposal does not constitute a contract. Subsequently discovered information or circumstances may prompt the Township to rescind acceptance of any proposal after it has been accepted, but before the Township has taken action to authorize the contract to be signed. The Township Board reserves the right to rescind its acceptance of a proposal by adopting an appropriate resolution authorizing signature on a contract. At no time has a contract been formed until the Township Board has so acted and the contracts signed by the authorized individuals.
11. By signing and submitting the bid forms, the bidder affirms that their proposal is a free, independent, and legitimate proposal and that they have not engaged in any collusive practices that would have discouraged others to bid or influenced the terms of this proposal or of any others. Any evidence of collusion among the bidders, or any prospective bidders, shall be grounds for disqualification of a bidder and the voiding of any resulting contract.
12. Submitted bids shall become property of the Township. Any and all documents produced under the terms of any resulting agreements shall remain property of the Township and shall be provided upon request.

## **Bidder Requirements**

1. The Contractor must have a Pesticide Application Business License from the Michigan Department of Agriculture and Rural Development in Category 5 (Aquatic Pest Management).
2. All persons employed and utilized for treatments on the Lake must be Certified Commercial Applicators in Category 5 (Aquatic Pest Management) by the Michigan Department of Agriculture and Rural Development.
3. The Contractor must be able to obtain aquatic nuisance control permits from the Michigan Department of Environment, Great Lakes, and Energy (EGLE).
4. The Contractor shall furnish at their own expense insurance coverage including worker's compensation, general liability, and pollution liability. Coverages must be for the minimum amount of \$1,000,000 for each occurrence of bodily injury, minimum \$1,000,000 for each occurrence of property damage, and minimum \$1,000,000 for each occurrence of pollution. Said general liability insurance shall include evidence that Contractor's general liability insurance policy will cover Contractor's liability, as it related to the application of herbicides and pesticides. The general liability insurance obtained must name the Charter Township of Oscoda as additionally insured.

Certificates of the insurance coverage shall be delivered to the Consultant within 10 days of award of the Contract. These certificates shall clearly indicate that the provisions of the applicable policy are in compliance with the above requirements. If the policies confirmed by these certificates will expire prior to the termination of this contract, certificates for renewals must be delivered to the Consultant not less than 10 days prior to the expiration date.

Failure to provide certificates of the required insurances will void the Contract awarded by the Township.

## **Work Specifications**

1. The Contract shall be binding on the parties and their successors and assigns; however, the Contractor shall not assign, subcontract, or otherwise transfer the work described and contracted herein without the express prior written consent of the Consultant. A violation of this term shall be considered a materials breach of the Contract. This contract shall be for three (3) years.
2. The predominant nuisance plants found in Van Etten Lake have been Eurasian Milfoil, Chara, Wild Celery, Water Stargrass, Pondweeds, and Blue-Green Algae.
3. Pursuant to provisions of Part 33, Aquatic Nuisance Control, of P.A. 451 of 1994 (the Natural Resources and Environmental Protection Act), as amended, the Contractor will secure a permit from the MDEQ prior to any herbicide applications to the Lake. The permit application, in its entirety, shall be submitted to the Michigan Department of Environmental Quality and to the Consultant within 10 working days of award of the Contract.
4. The Contractor shall be responsible for all notifications and postings. Postings for treatments must be posted one day prior to treatment, and reflect only those products being applied in each area. Copies of all notifications, postings, and mailings related to this project shall be provided to the Consultant for review and approval prior to distribution.
5. Areas and the number of acres to be treated will be specified in writing by the Consultant. The Contractor shall coordinate their activities directly with the Consultant.
6. The intent of any resulting contract is to obtain clean, safe, proper, effective, and thoroughly professional undertaking of lake services. The successful bidder shall be competent, courteous, and orderly while on the job.
7. The Contractor shall only make professional visits and herbicide treatments to the Lake when authorized and as directed by the Consultant.
8. The Contractor must schedule treatments so as to not restrict recreational water use (e.g. swimming, fishing) on Fridays, Saturdays, Sundays, Memorial Day, July 4<sup>th</sup>, Labor Day, or other special occasions as determined by the Township.
9. The Contractor must thoroughly wash all boats, motors, trailers, and herbicide equipment and ensure it is free of plant fragments and zebra mussels before launching into the Lake.

10. All herbicides, algicides, adjuvants, and shade products applied to the Lake must be approved by EGLE. These products must be stored, transported, handled, and applied in a manner consistent with state regulations and manufacturer labels.
11. Treatments will be designed by the Consultant, approved by the Township, and executed by the Contractor in the timeframe specified by the Consultant. If there is not adequate die-back of treated plants, the Contractor, at the Consultant's discretion, may be required to re-treat these plants at no additional cost to the Township.
12. The Contractor shall not treat undeveloped shoreline or wetlands without explicit permission from the Consultant.
13. For the use of fluoridone, the Consultant will be responsible for the Lake Management Plan. The Consultant will be responsible for collecting and shipping residue samples. The Contractor will be reimbursed for shipping costs, lab fees, and time at the Lake. The results of residue monitoring shall be faxed or e-mailed to the Contractor within 10 working days of sample date.
14. For the use of Triclopyr or 2,4-D, the Consultant will determine the number and location of residue samples. The Consultant will be responsible for collecting and shipping residue samples. The Contractor will be reimbursed for shipping costs, lab fees, and time at the Lake. The results of residue monitoring shall be faxed or e-mailed to the Contractor within 5 working days of sample date.
15. Upon the completion of work, the Contractor shall submit to the Consultant a detailed invoice immediately following each treatment or other service. The Consultant will review, approve, and forward the invoice to the Township for immediate payment.



## BID FORM

BID DATE: January 31<sup>st</sup>, 2024

BID TO: Van Etten Lake  
c/o Charter Township of Oscoda  
110 S. State Street  
Oscoda, MI 48750

The undersigned bidder hereby declares that this bid is made in good faith and without fraud or collusion with any other bidder or any competitor.

The bidder has carefully read, examined, and understands the General Information, Instructions, Requirements, and Specifications for the proposed work. The bidder has investigated the lake and its condition to determine the character and difficulties attending the execution of the proposed work.

The bidder understands that the acreages listed are approximate and subject to change. The bidder agrees that the unit prices named will be used if changes are made to the quantity of work. Unless specified on this bid form, any adjustments to an application rate will result in a proportional adjustment to the unit price. For example, if Navigate is to be used at 200 pounds per acre instead of the bid rate of 150 pounds per acre, the unit cost would be increased 33% ( $200/150 = 1.33$ ).

All work described in the bid specifications and required for completion of the project shall be considered as incidental work unless designated as a pay item on the Bid Form. The Township assumes no responsibility or liability for any costs incurred by the Contractor prior to the signing of an agreement. Total liability of the Township is limited to the terms and conditions of the Contract resulting from this bid document.

The undersigned agrees that this bid shall be good for 90 calendar days after the scheduled closing time for receiving bids. Within that timeframe, the Township shall provide a written Notice of Award to the successful bidder. Upon receipt of a written Notice of Award, the bidder shall enter into a formal contract with the Township incorporating the content and spirit of the bid specifications. Within 10 days of the Notice of Award, the Contractor shall deliver the required certificates of insurance described in the "Bidder Requirements". In the event the contract and certificates of insurance are not provided within the time set the Township reserves the right to void the Notice of Award and the Contract.

The bidder understands the Township reserves the rights to reject any or all bids, to waive any irregularities in the bidding, and to award the contract to other than the low bidder.

The bidder proposes and agrees, upon acceptance of the bid, to contract with the Township, incorporating the content and spirit of the bid specifications. The bidder will provide all necessary equipment, products, personnel, and transportation necessary to execute the work referred to in this invitation to bid. Furthermore, the bidder agrees to perform all work in the manner and time prescribed and according to the requirements of the Township.

The undersigned, having familiarized themselves with the Instructions to Bidders and the Work Specifications, hereby proposes to perform everything required and to provide and furnish all of the labor, materials, equipment, and all utility and transportation services necessary to perform and complete all the work required for aquatic herbicide treatments of Van Etten Lake in a workmanlike manner, all in accordance with the specifications at and for the following named prices:

ITEM	TARGET PLANT	RATE	QUANTITY	UNIT PRICE	UNIT	TOTAL
MDEQ Permit Fee	n/a	n/a	100 + Acres	n/a		\$1,600.00
2,4-D Ester (e.g. Navigate)	Eurasian Milfoil	150 lbs. / acre	10 Acres	\$ 700.00	per Acre	\$7,000.00
2,4-D Amine (e.g. Sculpin G)	Eurasian Milfoil	180 lbs. / acre	10 Acres	\$550.00	per Acre	\$ 5,500.00
Triclopyr Dry	Eurasian Milfoil	160 lbs. / acre	10 Acres	\$645.00	per Acre	\$6,450.00
Diquat Dibromide	Eurasian Milfoil Curly-Leaf Pondweed Nuisance Natives	1.0 gal. / acre	80 Acres	\$140.00	per Acre	\$11,200.00
		2.0 gal. / acre	80 Acres	\$165.00	per Acre	\$ 13,200.00
Chelated Copper Herbicide	Wild Celery	9.0 gal. / acre	40 Acres	\$375.00	per Acre	\$15,000.00
Flumioxazin	Eurasian Milfoil Curly-Leaf Pondweed Nuisance Natives	6.3 lbs. / acre	6 Acres	\$ 290.00	per Acre	\$ 1,740.00
Flumioxazin + Diquat Dibromide	Nuisance Natives	1.6 lbs. / acre + 1.0 gal / acre	6 Acres	\$ 270.00	per Acre	\$1,620.00
Aquathol K	Curly-Leaf Pondweed Nuisance Natives	1.0 gal. / acre	10 Acres	\$160.00	per Acre	\$1,600.00
		2.0 gal. / acre	10 Acres	\$200.00	per Acre	\$2,000.00
Glyphosate	Water Lilies Phragmites	6.0 pints / acre	10 Lots (1600 ft <sup>2</sup> per lot)	\$40.00	per Lot	\$400.00
Copper Sulfate	Algae Control	13.2 lbs. / acre	40 Acres	\$45.00	per Acre	\$1,800.00
Chelated Copper Algicides	Algae Control	3.6 gal. / acre	80 Acres	\$150.00	per Acre	\$ 12,000.00
SeClear	Algae Control	19.5 gal. / acre	80 Acres	\$285.00	per Acre	\$22,800.00
Sodium Carbonate Peroxyhydrate	Algae Control	100 lbs. / acre	80 Acres	\$195.00	per Acre	\$15,600.00
ProcellaCOR EC	Eurasian and Hybrid Milfoils	3 PDU / aft	30 Acre Feet	\$250.00	per aft	\$7,500.00
Hydrothol-191 (L)	Algae Control Tank Mix	4.0 pints / acre	80 Acres	\$75.00	per Acre	\$ 6,000.00

The undersigned, by execution of this document, certifies that he/she is the representative of the firm named as the bidder and that he/she is authorized to execute this bid on behalf of the said firm.

SIGNATURE:

Michael Pichla

NAME:

(Printed)

Michael Pichla, Regional Manager  
PLM Lake & Land Management Corp.

TITLE:

2455 S. Otsego Ave  
Gaylord, MI 49735

COMPANY NAME:

800.382.4434 ext.2300  
231.372.5700 (fax)

COMPANY ADDRESS:

michaelp@plmcorp.net  
www.plmcorp.net  
1/18/2024

TELEPHONE:

FAX:

E-MAIL

DATE:

## Bidder Résumé

In order to expedite the award of this contract, the bidder is required to provide the following information to demonstrate prior experience with similar work to that described on Van Etten Lake.

Bidder: PLM Lake & Land Management (Company Name)

A. Please provide a list of applicators employed by your company and their respective dates of certification by the Michigan Department of Agriculture. **See attached**

B. In 2023, how many lakes in the various size categories listed below did you treat with herbicides?

- 100 to 500 Acres: 210 Lakes
- >500 Acres: 60 Lakes

C. Please list all of the equipment to be utilized for the herbicide treatments at Van Etten Lake. **See attached**

D. Please provide a maximum of three references of previous work. For each project, provide a contact person with phone number and include: **see attached**

- Lake Name
- County
- Surface Acreage
- Treatment Area Acreage
- Target Plants
- Herbicides Applied

SIGNATURE: Michael Pichla

DATE: 1/18/2023

NAME: Michael Pichla Regional Manager  
(Printed)

TITLE:



**PLM**  
LAKE & LAND  
MANAGEMENT CORP

## PLM North References with Project Specifications

### **Secord Lake, Secord Township/Gladwin Co., 950 acres**

Mr. Joel Vernier  
1507 Secord Dam Rd  
Gladwin, MI 48624  
989-329-7280  
secordtownshipsupervisor@gmail.com

**Target Species-** EWM, CLP, VLM, Filamentous algae and nuisance native species.

**Herbicides used-** Triclopyr granular and liquid, 2,4-D granular, Chelated complex liquid, Copper sulfate/Chelated copper, Diquat, Flumioxazin, Aquastrike, Hydrothol, surfactants.

**Treatment area size-** 238.7 acres

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### **Lakes Lancer & Lancelot, Gladwin County, 990 acres**

Sugar Springs POA  
Mr. David Harris, General Manager  
5477 Worthington Court  
Gladwin, MI 48624  
989-426-4111  
dharris@sugarsprings.net

**Target Species-** EWM, CLP, SSW, Filamentous/Planktonic/Macro algae, Broadleaf pondweeds, Wild celery and other nuisance native species.

**Herbicides used-** ProcellaCOR, Triclopyr, Sculpin, Diquat, Flumioxazin, Aquathol, Aquastrike, Hydrothol, SeClear, Copper sulfate, Chelated copper and complex, Imazapyr, Glyphosate, Fluridone and surfactants.

**Treatment area size –** 139.5 acres

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### **Sage Lake, Ogemaw County, 814 Acres**

Mr. Brian Hassell  
Lupton, MI  
941-268-5712  
bchas1257@gmail.com

**Target Species-** EWM, CLP, SSW, Wild celery, Filamentous algae and nuisance native species.

**Herbicides used-** ProcellaCOR, Diquat, 2,4-D, Triclopyr, Aquathol K, Aquastrike, Diquat, SeClear G, Nautique, Flumioxazin, Chelated copper, Copper sulfate and surfactants.

**Treatment area –** 61 acres

# Technical Equipment - Michigan



**PLM**  
LAKE & LAND  
MANAGEMENT CORP

**Boats and Application Equipment:** 10 Airboats (16-22 Ft)(2 new 2017 EPA compliant 16'), 6 (19Ft) Carolina Skiffs, 3 (21Ft) Carolina Skiff, 2 (16Ft) Carolina Skiffs, 9 (14Ft) Carolina Skiffs. Equipment is maintained/restored on an as needed basis. 1 -2 new boats/motors are purchased each year.

All boats are equipped with 5Hp pump systems for surface/subsurface (injection) applications of aqueous herbicides. The airboats and larger skiffs are equipped with spreader mounts and electrical connections for granular herbicide applications. Skiffs are equipped with a PVC injection system (inject chemical well below water surface) and weighted hoses for deep water applications.

We have 16 boat mount spreaders for granular herbicide applications, such as 2,4-D/Triclopyr, and several backpack and hand-held herbicide sprayers for smaller applications. All boats and equipment older than five years have had upgrades and rebuilding as necessary. Trailers are also MDOT approved on an annual basis.

**GPS and Injections Metering Systems:** 2 GPS injection-metering systems for liquid application and/or granular products. 10 combination depth/GPS units. 10 Differential mapping Global Positioning (dGPS) receivers

**Trucks:** 26 4x4 trucks ranging from ½ to 1 ton with enclosed truck beds for on site herbicide storage. Years of trucks range from 2011 thru 2024. Trucks are MDOT approved on an annual basis.

Spill kits containing supplies to soak up, contain and remove herbicides are in all vehicles. Eyewash safety kits are available on site at all times.

**Aquatic Plant Harvesters:** 2 Aquarius Harvester & 1 Aquatic Weed harvester, Weed Minder II

Mechanical harvesters use biodegradable hydraulic fluid that is environmentally safe if a spill occurred. Any other spill would be addressed based on the standards set by the Michigan Department of Agriculture.

## **Land Based Equipment:**

- 1 Terra Track vehicle with 50-gallon spray system
- 1 Argo 8x8 amphibious vehicle with 50-gallon spray system
- 2 Honda Rancher 4x4 ATVs with 30-gallon spray systems
- 2 Back of Truck 50-gallon spray systems
- 12 Solo backpack sprayers, 12 Handheld 1/2 to 2-gallon spray units, Wick sticks and swiping mitts
- 2 Stihl chainsaws, 3 Stihl weed whip with brush blade, 1 commercial grade brush hog

## **Field Survey Equipment:**

- 12 Differential mapping Global positioning (dGPS) receivers
- 2 Eagle combination Depth/ Global Positioning (GPS) units
- 3 Hummingbird combination Depth/ Global Positioning (GPS) units
- 10 Lowrance HDS-5 Depth/ Global Positioning (GPS) unit, 4 with side-scan technology
- 4 YSI multiparameter water quality meters
- Water and sediment sampling equipment

**Laboratory Equipment:** Compound microscopes and wet chemistry laboratory capabilities.

**Mapping/CAD capabilities:** BioBase, Auto Cad 2000 LT software, ArcMap- GIS, Global Mapper, planimeter.

**Safety Equipment:** All applicators are equipped with, and required to wear, personal protective equipment, including chemical suits, gloves and goggles. First aid kits and eye wash kits are kept on-site at all times. A minimum of two U.S. Coast Guard approved floatation devices (Kent) and one fire extinguisher is present on each boat.

**MSDS Sheets Located in Every PLM Truck:** ProcellaCOR, Aqua Pro, Aquathol K, Hydrothol 191, Clipper, Komeen, Komeen Crystal, Nautique, Navitrol, Navitrol OTF, Renovate 3, Renovate OTF, Sculpin G, Tribune, Reward, Habitat, Copper Sulfate, Cutrine Plus-Ultra, Captain- XTR, Alonglife, Cygnet Plus, PLM Blue, Cygnet Select, Poly An.





**PLM**  
LAKE & LAND  
MANAGEMENT CORP

## Michigan Employee Certifications- Michigan Department of Agriculture & Rural Development (MDARD)

Name	PLM Branch Location	Certification number	Certification Expiration	~Initial Certification
Salvatore Adams	Evart	C003130361	2025	2013
Preston Adgate	Alto	C00121030	2024	2021
Samuel Bailey	Evart	In process	2025	2022
Jason Broekstra	Alto	C003960201	2023	1996
Billy Conklin	Evart	C001210616	2024	2021
Hannah Cornell	Morrice	C001220382	2024	2022
Jaimee Desjardins	Alto	C003000069	2024	1999
William Ducham	Evart	C001200459	2023	2020
Holden Elsner	Morrice	C00121098	2025	2022
Jeff Fischer	Morrice	C007120330	2024	2011
BreAnne Grabill	Evart	C003060277	2024	2006
Dustin Grabill	Evart	C003070347	2025	2007
Noah Hanson	Morrice	C001220231	2024	2021
Steve Hanson	Morrice	C006020298	2023	2002
Sean Hawkins	Morrice	C001220251	2025	2022
Kyle Heath	Evart	C002160164	2025	2016
Jacob Hunt	Alto	C003060216	2023	2006
Garrett Johnson	Evart	C001190695	2025	2020
James Lee	Evart	C001180497	2025	2018
Blake Mallory	Sturgis	C005100409	2025	2010
Michael Pichla	Evart	C003140297	2023	2014
Eli Quinn	Evart	C001210408	2024	2021
Reese Ransom	Evart	C001220384	2025	2022
Eric Reed	Alto	C002170165	2023	2016
Colton Risner	Alto	C003160331	2025	2016
Raquelle Robbins	Evart	C001220385	2025	2022
Eric Roberts	Alto	C001220294	2024	2022
Sophia Scott	Evart	C001220396	2025	2022
Alison Schermerhorn	Evart	C003170389	2023	2017
Ben Schermerhorn	Evart	C003140356	2023	2014
James Scherer	Morrice	C006100412	2023	2010
Casey Shoaff	Evart	C002150071	2023	2015
Lucas Slagel	Alto	C005050338	2023	2005
Nate Schwartz	Sturgis	In process	2025	2022
Keith terHorst	Alto	C007160689	2025	2019
Jeff Tolan	Alto	C003960255	2023	1996
Andy Tomaszewski	Alto	C003010324	2025	2001
Dennis VanGessel	Morrice	C003150254	2021	2015
Andrew Weinberg	Alto	C002170187	2023	2017

Certifications expiring in 2023 are being renewed



**Rick A. Freeman, P.E.**

6121 E M 71

Corunna, MI 48817

810-869-5155

freemanrick60@gmail.com

April 8, 2024

**Ms. Tammy Kline - Superintendent**  
Oscoda Charter Township  
110 State Street  
Oscoda, Michigan 48750

**RE: Township Engineer Proposal**

Ms. Kline:

As you are aware, my current contract with Oscoda Charter Township expires at the beginning of May 2024.

The following proposal is for Oscoda Charter Township's consideration for me to continue to be the Township Engineer on a part-time basis for 2024.

The following is a list (but not limited to) of duties and responsibilities that I believe that I can provide in this position for the Township.

**Current and Future Water and Sewer Projects (2024 - 2026)**

- Coordination assistance with property owner water service hookups.
- C2R2 Grant project(s) administration oversight.
- 2024 - 2026 DWRP project administrative oversight (reimbursement requests, documentation, audit assistance, etc.)
- 2024 - 2026 CWSRF project administration oversight (reimbursement requests, documentation, audit assistance, etc.)
- EPA Community Grant (Gary Peter's Appropriation)

**IBT Phase 3 Trail Project (2023 - 2024)**

- Final closeout with MDOT and Grants for Township reimbursement.

**Parks Projects (2024 - 2025)**

- Hull Island MNRTF Grant
- Ken Ratliff Park Improvements
- Oscoda Beach Park Boardwalk/Dune Restoration
- Non-motorized Trail Plan Project (Au Sable Riverbank Park, IET Extensions, etc.)



**Funding research and applications for a variety of sources and projects**

- Great Lakes Coastal
- Township Facilities
- Safe-Routes- to- School
- Sidewalk and roadway improvements
- Special Assessment Projects
- Various miscellaneous opportunities

**Capital Improvement Planning**

- Assisting various departments in planning for future projects.
- Assisting various committees as directed.

**Current and Future Site Plan Reviews**

- Private development projects
- Township initiatives (signage, wayfinding, etc.)

**Safety**

- Assist in developing safety procedures and provide training for Township personnel in the field on operations, maintenance, and construction sites.

**Miscellaneous**

- Assist in coordination and oversight of various Township consultants (F&V Operations, Rowe, Beckett & Raeder, WTA, future opportunities)
- Assist in oversight of various Township construction projects coordination/facilitation.
- Coordination with various agencies (U.S. Air Force, ICRC, MDOT, EGLE, MEDC, CBDG, Oscoda-Wurtsmith Airport Authority, etc.)

Any other assistance as needed and determined by the Township Superintendent.

I have estimated that these duties and responsibilities can be accomplished within a budget of 1560 hours per year (part-time/24-30 hours per week on average).

I would be willing to be available on site at least one day a week, with working two days per week on a schedule of your approval. I have the capability of working remotely, I do not need any benefits and would ask for an **hourly rate of \$75.00/hour.**

Please let me know if this meets your expectations or if not adjust it as you see fit.

Thank you for consideration of this proposal.

Respectfully submitted.



Rick A. Freeman, P.E.

## **CHARTER TOWNSHIP OF OSCODA AGREEMENT FOR PROFESSIONAL ENGINEERING SERVICES**

This Agreement is effective this 25<sup>TH</sup> day of April, 2023, and is between the **Charter Township of Oscoda, 110 State Street, Oscoda Township, Michigan 48750** (hereafter "Township") and **Rick A. Freeman, P.E., 6121 E. M-71, Corunna, Michigan 48817** (hereafter "Consultant").

### **RECITALS:**

The Township desires to engage the professional services of the Consultant to provide general civil engineering services, professional consulting services, design and construction engineering services, parks & recreation engineering services, site development engineering services, construction administration/observation/materials testing services, community planning/zoning services, and project funding facilitation/coordination for and on behalf of the Township.

The Consultant desires to provide such services, as set forth below and in the attached and incorporated Exhibit, under the terms and conditions hereof.

NOW, THEREFORE, in consideration of the mutual covenants contained herein, the parties agree that the Township board retains and designates Consultant, on a non-exclusive basis, as the Township's Engineer to provide services generally described herein on an hourly basis as set forth on Exhibit A, subject to the following terms and conditions:

### **1. General Scope of Services and Term of Agreement:**

- a. For and in consideration of payment by the Township as provided in this Agreement, Consultant shall perform the services described herein, including the services generally described in Exhibit A— *Township Engineer Proposal*, if and when such services are assigned by the Township to Consultant by execution and receipt of a Purchase Order, in a manner consistent with that degree of care and skill ordinarily exercised by members of the same profession currently practicing under similar circumstances, and in compliance with all terms and conditions of this Agreement.
- b. For design and construction engineering services for individual projects, if and when assigned to Consultant, including roadway construction and rehabilitation work, sidewalk and pathway construction, water main construction, sanitary sewer/storm sewer construction, underground utility rehabilitation, and traffic signal construction, consultant shall submit an individual work plan and schedule for each project assigned to Consultant by the Township based upon the scope of the particular project. The approved work plan, schedule, and scope of the project (the "Work Plan, Schedule, Project Scope"), shall be assigned to Consultant by approval by the Township of a Purchase Order. A Purchase Order shall be prepared for each individual project assigned to the Consultant. Consultant shall comply with the work description, insurance requirements, and other terms applicable to each individual project as set forth in the Work Plan, Schedule and Project Scope.

- c. Quality of Services under this Agreement shall be of the level of professional quality performed by experts regularly rendering this type of service. Determination of acceptable quality shall be made solely by the Township.
- d. The term of this Agreement shall be for one (1) year from the date set forth above, which term shall automatically renew for subsequent one (1) terms unless either party terminates this Agreement as provided herein. Either party may terminate this Agreement for any reason upon sixty (60) days' written notice to the other party. This Agreement may be terminated by either party upon 7 days' prior written notice to the other party in the event of substantial failure by the other party to fulfill its obligations under this agreement through no fault of the terminating party.
- e. This Agreement is based on the ordinances, policies, procedures, or requirements in effect on the date of the Agreement. Any additional office or field services required as a direct and apparent result of the change of such ordinances, policies, procedures, or requirements shall be negotiated to the mutual consent of the Township and Consultant.
- f. Township agrees that the plans, drawings, or other contracted services are primarily for the use of the Township. All documents prepared by the engineer, including tracings, drawings, estimates, specifications, field notes, investigations, studies, reports, computer files, field data, notes, etc., in connection with the performance of its duties under this Agreement shall become the property of the Township upon completion of the services and payment in full of all monies due to the Consultant with respect to the preparation of such document. Reuse of any such materials by Township on any extension of any project or any other project without the written authorization of Consultant shall be at Township's sole risk. Consultant shall have the right to retain copies of all such materials.
- g. The parties to this Agreement intend that the relationship between them created by this Agreement is that of service provider and service purchaser. It is expressly agreed, understood and intended that no employee-employer relationship shall exist or be established, and that Consultant is an independent contractor who has been retained to render services to the Township to achieve specific results in exchange for specified recompense. As an independent contractor, Consultant expressly agrees that: (a) In the performance of this Agreement, the relationship of Consultant to the Township shall be that of an independent contractor and not that of an employee or agent of the Township, and neither Consultant, nor any agent, employee or permitted subcontractor of Consultant, shall be or may be deemed to be the employee or agent of, or a servant to, the Township; (b) Consultant will be solely responsible for payment of salaries, wages, and other compensation for its employees and agents; (c) Neither the Consultant nor any officer, agent, employee or subcontractor of the Consultant shall be eligible for coverage under or eligible to receive the benefits of the Township's Workers' compensation, unemployment or health insurance, pension plans or other benefit plans; (d) Consultant is and shall perform under this Agreement as an independent contractor, and no liability or responsibility with respect to benefits of any kind, including without limitation, medical/health benefits,

Worker's compensation, pension rights, or other rights or liabilities arising out of or related to a contract for hire or employer/employee relationship shall arise or accrue to either party as a result of the performance of this Agreement; and (e) Consultant, as an independent contractor, is not authorized to enter into or sign any agreements on behalf of the Township.

- h. Approval of a Work Plan, Schedule, Project Scope by the Township shall not constitute nor be deemed release of the responsibility and liability of Consultant, its employees, associates, agents and subconsultants for the accuracy and competency of their designs, working drawings, and specifications, or other documents and services; nor shall that approval be deemed to be an assumption of that responsibility by the Township for any defect in the designs, working drawings and specifications or other documents prepared by Consultant, its employees, subconsultants, and agents. After acceptance of final plan and special provisions by the Township, Consultant agrees, prior to and during the construction of this project, to perform those engineering services as may be required by Township to correct errors or omissions on the original plans prepared by Consultant and to change the original design as required.

## **2. Payment for Services:**

- a. Consultant shall invoice Township monthly on account of Consultant's services. Township shall pay Consultant within thirty (30) calendar days of the time of receipt of invoice from Consultant on account. Subject to sub-paragraph 2(b) below, the Township shall pay the undisputed portions of each progress invoice within thirty (30) days of the date of the invoice. If payment is not maintained on a thirty (30) day current basis, Consultant may suspend further performance until payments are current. All expenses required to complete the scope of services described herein, including but not limited to costs related to mileage, vehicles, reproduction, computer use, etc., shall be included in the basic fee and shall not be paid separately. However, as compensation for expenses that are not included in the standard scope of services, when incurred in direct connection with the project, and approved by the Township, the Township shall pay the Consultant its actual cost times a factor of 1.15.
- b. Township agrees that the periodic billing from Consultant to Township are presumed to be correct, conclusive with regard to the services provided, and binding on Township unless Township, within thirty (30) calendar days from the date of receipt of such billing, notifies Consultant in writing of alleged disagreements with regard to the billing. Errors or discrepancies in a billing recognized after 30 calendar days but not more than 180 calendar days after receipt of invoice from Consultant shall be resolved to the mutual satisfaction of both parties. After 180 calendar days after receipt of invoice from Consultant, the professional services provided by Consultant shall be viewed as acceptable and closed. Final billing under this Agreement shall be submitted in a timely manner but not later than three (3) months after completion of the services. Billings for work submitted later than three (3) months after completion of services will not be paid. Final payment will be made upon completion of audit by the Township.

- c. All fees and/or costs associated with or due to any governmental or review agencies arising from the services are the sole responsibility of the Township.
- d. For individual projects assigned to Consultant in accordance with Section 1(b) above, a more specific procedure for submission and approval of billing statements may be set forth in the Work Plan, Schedule and Project Scope for each project. The Township shall confirm the correctness of any progress estimates made for billing purposes. Monthly statements for services shall be accompanied by such properly completed reporting forms and such other evidence of progress as may be required by the Township.
- e. In the event of termination for a substantial failure by the Consultant to fulfill its obligations under this Agreement through no fault of the Township, Consultant shall be paid as compensation in full for services performed to that date an amount calculated in accordance with the Work Plan, Schedule and Project Scope for that particular project. Such amount shall be paid by the Township upon Consultant's delivering or otherwise making available to the Township all data, drawings, specifications, reports, estimates, summaries, and such other information and materials as may have been prepared and/or accumulated by Consultant in performing the services up to the date of termination.

### **3. Indemnification and Liability:**

- a. The Consultant agrees to indemnify and hold harmless the Township, its elected and appointed officials and employees, and agents from and against any and all claims, demands, suits, losses and settlements, including actual attorney fees incurred and all costs connected therewith, for any damages which may be asserted, claimed or recovered against the Township by reason of personal injury, death and/or property damages to the extent such injury, death or property damages arises out of or is connected or associated with the actions or inactions of the Consultant in performing or failing to perform the work. The Consultant agrees that it is its responsibility and not the responsibility of the Township to safeguard the property and materials used in performing this Agreement. Further, this Consultant agrees to hold the Township harmless for any loss of such property and materials used pursuant to the Consultant's performance under this Agreement.
- b. The Township and Consultant acknowledge that the Consultant's Scope of Services does not include any services related to the presence of any hazardous or toxic materials. In the event the Consultant or any other party encounters any hazardous or toxic materials, or should it become known to the Consultant that such materials may be present on or about the jobsite or any adjacent areas that may affect the performance of the Consultant's services, the Consultant may, at its option and without liability for consequential damages, suspend performance of its services under this Agreement until such time as the Township retains appropriate Consultants or contractors to identify and abate or remove the hazardous or toxic

materials and warrants that the jobsite is in full compliance with all applicable laws and regulations.

- c. Consultant makes no representations concerning site conditions, and Consultant is not responsible for any liability that may arise out of the making or failure to make site surveys, or subsurface tests, or general testing; provided, however, that if the provision of such surveys and testing is required in order for Consultant to provide the particular service being rendered by Consultant under this Agreement, in accordance with the professional standard of care set forth in Paragraph 1.a. above, the making of such representations or the provision of such surveys and testing shall be required.
- d. In providing opinions of probable construction costs, it is recognized that neither the Township nor the Consultant has control over the costs of labor, equipment, materials, contractor safety practices, or over a contractor's methods of determining prices or bidding. An opinion of probable construction costs shall be based on a reasonable professional judgment and experience, but shall not constitute a warranty, express or implied, that the contractor's bids or the negotiated price of the work will not vary from the Township's budget or from any opinion of probable cost prepared by the Consultant.
- e. Consultant shall not be liable for damages resulting from the actions or inactions of any governmental agencies, including, but not limited to, plan processing; provided, however, that this provision shall not relieve Consultant of its obligations under this Agreement, including all Exhibits hereto, with respect to its securing, or assisting the Township in securing, various governmental permits and appraisals in a manner consistent with the standard of care set forth in Paragraph 1.a., above.
- f. Except as specifically set forth in the Work Description Exhibit, attached hereto as Exhibit A, the Township acknowledges that Consultant is not responsible for the performance or work by third parties, including, but not limited to, construction contractors or their subcontractors.

#### **4. Insurance:**

- a. During the term of this Agreement, Consultant shall obtain and maintain in full force, at its own expense, the following insurance coverage in not less than the following amounts:
  - a. Worker's Compensation insurance relative to all Personnel engaged in performing services pursuant to this Agreement, with coverage not less than that required by applicable law,
  - ii. Comprehensive General Liability Public Liability, for occurrences while engaged in performing services pursuant to this Agreement, with coverage not less than the amount of \$1,000,000 per occurrence;

- iii. Professional Liability (Including Errors and Omissions) Insurance in the amount of \$1,000,000 per claim;
  - iv. Automotive Insurance covering all owned, hired, and non-owned vehicles with insurance to comply with the Michigan No-Fault Insurance Law, including Regional Liability Insurance with minimum bodily injury limits of \$1,000,000 each occurrence and minimum property damage of \$1,000,000 per occurrence.
- b. Consultant shall be responsible for all deductibles contained in any insurance required hereunder.
  - c. If during the term of this Agreement changed conditions or other pertinent factors should in the reasonable judgment of the Township render inadequate existing insurance limits, the Consultant will furnish on demand such additional coverage as may reasonably be required under the circumstances. The cost of insurance for individual projects shall be factored into the established fee for each particular type of project.
  - d. All policies shall name the Consultant as the insured and shall be accompanied by an endorsement from the insurer that such policies shall not be canceled or reduced without at least thirty (30) days prior notice to the Township.
  - e. With the exception of Professional Liability, all insurance policies shall name the Township of Oscoda, its officers, agents, and employees as additional insured, pursuant to endorsement. Certificates of Insurance and required endorsements evidencing such coverage shall be submitted to the Superintendent, Charter Township of Oscoda, 110 State Street, Oscoda Township, Michigan 48750, prior to the commencement of performance under this Agreement and at least fifteen (15) days prior to the expiration dates of expiring policies.
  - f. If any service is sublet in connection with this Agreement, the Consultant shall require each subcontractor to effect and maintain at least the same types and limits of insurance as fixed for the Consultant.
  - g. The provisions requiring the Consultant to carry said insurance shall not be construed in any manner as waiving or restricting the liability of the Consultant under this Agreement.
  - h. Coverage under the general and auto liability policies shall be considered to be the primary coverage rather than any policies and insurance or self-insurance retention owned or maintained by the Charter Township of Oscoda. This coverage shall be primary to the Additional Insureds, and not contributing with any other insurance or similar protection available to the Additional Insureds, whether other available coverage is primary, contributing or excess.

## **5. Entire Agreement**

- a. This Agreement, in conjunction with each applicable Purchase Order and corresponding Work Plan, Schedule and Project Scope which are incorporated herein contains the entire agreement between the Township and Consultant relating to services to be provided by Consultant to the Township. Any prior agreements, promises, negotiations, and representations not expressly set forth in this Agreement are of no force or effect. Subsequent modifications to this Agreement shall be in writing and signed by both Township and Consultant.
- b. With respect to any direct conflict between the terms of this Agreement, Work Plan, Schedule and Project Scope as defined in Section 1(b) above, the terms of the Work Plan, Schedule and Project Scope shall control with respect to that individual project set forth in the particular the Work Plan, Schedule and Project Scope only. Notwithstanding this subsection, insurance, indemnification and liability requirements, shall be additional to those indemnity and hold harmless provisions set forth in any Work Plan, Schedule and Project Scope, except that Section 3(c) of this Agreement shall not apply to individual design and/or construction management projects.

#### **6. Applicable Law.**

This Agreement shall be governed by and construed in accordance with the laws of the State of Michigan.

#### **7. Jurisdiction and Venue of Contract.**

This Agreement shall be considered for all purposes, including the establishment of jurisdiction and venue in any court action between the parties, as having been entered into and consummated in the Charter Township of Oscoda, Iosco County, Michigan.

#### **8. Assignment:**

Neither Township nor Consultant shall assign this Agreement without the prior written consent of the other.

#### **9. Severability:**

Waiver of any term, condition, or covenant, or breach of any term, condition, or covenant, shall not constitute the waiver of any other term, condition, or covenant, or the breach of any other term, condition, or covenant. If any term, condition, or covenant of this Agreement is held by a court of competent jurisdiction to be invalid, void, or unenforceable, the remaining provisions of this Agreement shall be valid and binding on Township and Consultant, unless the court's action or holding has the effect of frustrating the purpose of this Agreement.

#### **10. Delays:**

It is expected that the Consultant will perform the work in a timely fashion in accordance with the schedule that is agreed upon at the commencement of each project. The Township shall provide requested items within ten (10) working days of the request. Deliverables



(review sets, bid documents, approval letters, rejection letters, sign-offs, punch lists, inspection reports, Inspector's Daily Reports or IDR's, etc.) shall be submitted to appropriate Township staff no later than ten (10) working days after the work is performed.

Consultant is not responsible for delay caused by activities or factors beyond the Consultant's reasonable control, including but not limited to, delays by reason of strikes, lockouts, service slowdowns or stoppages, accidents, acts of God, failure of Client to furnish timely information or approve or disapprove of Consultant's services or product promptly, faulty performance by the Township or the Township's other contractors or government agencies. When such delays beyond the Consultant's reasonable control occur, Township agrees Consultant is not responsible for damages nor shall Consultant be deemed to be in default of this Agreement.

No charges or claims for damages shall be made by the Consultant for delays or hindrances from any cause whatsoever during the progress of any portions of the services specified in this Agreement, except as hereinafter provided.

In case of a substantial delay on the part of the Township in providing to the Consultant either the necessary information or approval to proceed with the service resulting through no fault of the Consultant, in delays of such extent as to require the Consultant to perform its services under changed conditions not contemplated by the parties, the Township will be responsible for supplemental compensation limited to increased costs incurred as a direct result of such delays. Any claim for supplemental compensation must be in writing and accompanied by substantiating data.

When delays are caused by circumstances or conditions beyond the control of the Consultant as determined by the Township, the Consultant shall be granted an extension of time for such reasonable period as may be mutually agreed upon between the parties, it being understood, however, that the permitting of the Consultant to proceed to complete the services, or any part of them, after the date to which the time of completion may have been extended, shall in no way operate as a waiver on the part of the Township of any of its rights herein set forth.

#### **11. Disclosure:**

Consultant affirms that it has not made or agreed to make any valuable gift whether in the form of service, loan, thing, or promise to any person or any of the person's immediate family, having the duty to recommend, the right to vote upon, or any other direct influence on the selection of consultants to provide professional design services to the Township within the two years preceding the execution of this Agreement. A campaign contribution, as defined by Michigan law shall not be considered as a valuable gift for the purposes of this Agreement.

#### **12. Nondiscrimination:**

The Consultant shall not discriminate against any employee, or applicant for employment because of race, color, sex, age or handicap, religion, ancestry, marital status, national origin, place of birth, or sexual preference. The Consultant further covenants that it will

comply with the Civil Rights Act of 1973, as amended; and the Michigan Civil Rights Act of 1976 (78 Stat. 252 and 1976 PA 4563) and will require a similar covenant on the part of the consultant or subcontractor employed in the performance of this Agreement.

### **13. Approval; No Release:**

Approval of the Township shall not constitute nor be deemed release of the responsibility and liability of Consultant, its employees, associates, agents and consultants for the accuracy and competency of their designs, drawings, and specifications, or other documents and services; nor shall that approval be deemed to be an assumption of that responsibility by the Township for any defect in the designs, drawings and specifications or other documents prepared by Consultant, its employees, subcontractor, agents and consultants.

### **14. Compliance With Laws:**

This Agreement and all of the Consultant's Professional Services and practices shall be subject to all applicable state, federal and local laws, rules or regulations, including without limitation, those which apply because the Township is a public governmental agency or body. Consultant represents that it is in compliance with all such laws and eligible and qualified to enter into this Agreement.

### **15. Notices:**

Written notices under this Agreement shall be given to the parties at their addresses on page one by personal or registered mail delivery to the attention of the following persons:

**Township of Oscoda:            Tammy Kline, Township Superintendent  
   110 State Street, Oscoda Township, Michigan 48750**

**Consultant:                    Rick A. Freeman, P.E.  
   6121 E. M-71, Corunna, MI 48817**

### **Section 16. Inspections, Notices, and Remedies Regarding Work:**

During the performance of the professional services by Consultant, Township shall have the right to inspect the services and its progress to assure that it complies with this Agreement. If such inspections reveal a defect in the work performed or other default in this Agreement, Township shall provide Consultant with written notice to correct the defect or default within a specified number of days of the notice. Upon receiving such a notice, Consultant shall correct the specified defects or defaults within the time specified. Upon a failure to do so, the Township may terminate this Agreement by written notice and finish the work through whatever method it deems appropriate, with the cost in doing so being a valid claim and charge against Consultant; or, the Township may preserve the claims of defects or defaults without termination by written notice to Consultant.

All questions which may arise as to the quality and acceptability of work, the manner of performance and rate of progress of the work, and the interpretation of plans and specifications shall

be decided by the Township. All questions as to the satisfactory and acceptable fulfillment of the terms of this agreement shall be decided by the Township.

### Section 17. Dispute Resolution:

The parties agree to try to resolve any disputes as to professional engineering services or otherwise in good faith. In the event that the parties cannot resolve any reasonable dispute, the parties agree to seek alternative dispute resolution methods agreeable to both parties and which are legally permissive at the time of the dispute. The parties agree to use their best efforts to resolve any good faith dispute within 90 (ninety) days notice to the other party. In the event the parties cannot resolve that dispute as set forth above, they may seek such remedies as may be permitted by law.

### CHARTER TOWNSHIP OF OSCODA

By: Tammy Kline

Its: Superintendent

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

Its: \_\_\_\_\_

### CONSULTANT

By: Rick A. Freeman, P.E.  
Rick A. Freeman, P.E.

April 4, 2023

Ms. Tammy Kline – Superintendent  
Oscoda Charter Township  
110 State Street  
Oscoda, Michigan 48750

**RE: 2023 Township Engineer Proposal**

Ms. Kline:

As you are aware, my current contract with Oscoda Charter Township expires at the beginning of May 2023.

The following proposal is for Oscoda Charter Township's consideration for me to continue to be the Township Engineer on a part-time basis for 2023.

The following is a list (but not limited to) of duties and responsibilities that I believe that I can provide in this position for the Township.

**Current and Future Water and Sewer Projects (2023 – 2026)**

- Coordination assistance with property owner water service hookups.
- C2R2 Grant project(s) administration oversight.
- 2021 CWSRF project administration oversight (reimbursement requests, documentation, audit assistance, etc.)
- 2024 - 2026 DWRF project administrative oversight (reimbursement requests, documentation, audit assistance, etc.)
- 2024 - 2026 CWSRF project administration oversight (reimbursement requests, documentation, audit assistance, etc.)

**IBT Phase 3 Trail Project (2023 - 2024)**

- Construction oversight on behalf of the Township.
- Administration of the secured grants for the Township's local match.
- Coordination with various stakeholders throughout construction (Old Orchard Campground, Iosco County Road Commission, U.S. Forestry Service, U. S. Fisheries and Wildlife, Consumers Energy, IBT Trail Committee, property, and business owners)

**Parks Projects (2022 - ????)**

- Oscoda Beach Park Rehabilitation and Improvement Projects Administration/Oversight/Grant Funding.
- Ken Ratliff Park Improvements
- Non-motorized Trail Plan Project

**Funding research and applications for a variety of sources and projects**

- U.S. Senator Peter's/EPA 2023 Congressionally Directed Spending allotment.
- USDA-RD ECWAG Grant Coordination/follow up.
- Township Facilities
- Broadband
- Safe-Routes- to- School
- Recycling
- Sidewalk and roadway improvements
- Special Assessment Projects
- Various miscellaneous opportunities

**Capital Improvement Planning**

- Assisting various departments in planning for future projects.
- Assisting various committees as directed.

**Current and Future Site Plan Reviews**

- Private development projects
- Township initiatives (signage, wayfinding, etc.)

**Safety**

- Assist in developing safety procedures and provide training for Township personnel in the field on operations, maintenance, and construction sites.

**Miscellaneous**

- Assist in coordination and oversight of various Township consultants (F&V Operations, Rowe, Beckett & Raeder, WTA, future opportunities)
- Assist in oversight of various Township construction projects coordination/facilitation.
- Coordination with various agencies (U.S. Air Force, ICRC, MDOT, EGLE, MEDC, CBDG, Oscoda-Wurtsmith Airport Authority, etc.)

Any other assistance as needed and determined by the Township Superintendent.

I have estimated that these duties and responsibilities can be accomplished within a budget of 1560 hours per year (part-time/24-30 hours per week on average).

I would be willing to be available on site at least one day a week, with working two days per week on a schedule of your approval. I have the capability of working remotely, I do not need any benefits and would ask for an hourly rate of \$55.00/hour.

Page 3  
Township Engineer  
April 4, 2023

Please let me know if this meets your expectations or if not adjust it as you see fit.

Thank you for consideration of this proposal.

Respectfully submitted

A handwritten signature in blue ink that reads "Rick A. Freeman, P.E.". The signature is written in a cursive style with a large, looping initial "R".

Rick A. Freeman, P.E.



Submitted to

*Oscoda Charter Township*



Operating Report for  
January – March 2024







April 18, 2024

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

**SUBJECT: Oscoda Township O&M Report for First Quarter of 2024**

Dear Ms. Kline:

F&V Operations and Resource Management, Inc. is pleased to submit a summary of our operations in Oscoda Township for January – March 2024. 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](http://www.fv-operations.com)

## **EXECUTIVE SUMMARY**

The 1st Quarter (January – March) 2024 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 were performed at the wastewater lagoon during this period. The Final Effluent data from the January – March 2024 Discharge Monitoring Reports (DMRs) is provided for the Board's review in [Attachment C](#).

Maintenance Allowance expenditures for the contract year May 2023 – April 2024 total \$20,675.37 through March 2024. The Maintenance Allowance report is included in [Attachment B](#).

A tabulation of all water and sewer work orders completed for 2024 is provided in [Attachment A](#).

## **January 2024**

January 3 – FVOP staff installed a new water service at 7310 Cedar Lake Road.

January 5 – FVOP staff cleaned the seals filters and greased the pumps at lift stations 1 – 4.

January 8 – Staff were asked to investigate why the meter was showing usage at the Lakewood Shores Gate House when the water service was supposed to be off. Staff determined that the curb stop could not be fully shut off due to being so close to the gatehouse.

January 8 – FVOP staff replaced the meter pit at 5450 North US-23. The old meter pit was too small to access for a meter replacement.

January 9 – FVOP performed non-pay shut-offs.

January 9 – FVOP staff repaired the curb stop at 112 Wheeler Street.

January 10 – FVOP staff performed a 1.5" meter replacement at 5232 North US-23.

January 11 – FVOP staff were asked to mark the water connections for the new owners of 5891 Cedar Lake Road.

January 15 – FVOP staff investigated a leak at 4671 McNichol Avenue and found a one-half inch diameter hole in the service line. Staff repaired the service line, installed a new curb stop, and backfilled the area.

January 15 – FVOP was called out to 9303-B Maryland Street for a possible sewer backup. The upstream and downstream manholes were checked, and the sewer main was flowing normally. The Villages of Oscoda were notified that the issue was not in the main and that they would need to contact a plumber.

January 18 – FVOP staff performed a 1.5" meter replacement at 4150 Arrow Street.

January 18 – FVOP staff performed a 1.5" meter replacement at 110 South State Street (Township Hall).

January 18 – FVOP staff performed a 1.5" meter replacement at 6111 North Perimeter Road, Building #400.

January 19 – FVOP staff responded to an emergency water turn-off call at 6948 Cedarbrook Drive.

January 20 – FVOP staff investigated reports from the homeowner at 6974 Cedar Lake Road of a five-foot diameter puddle forming in the ditch in front of the home. FVOP excavated the site and found the water main was cracked where the water service was originally connected to the water main by a corporation fitting. Staff removed the existing fitting, installed a repair band on the water main with a tap fitting, tapped the water main, and reconnected the water service. A Boil Water Advisory was issued for the Cedar Lake Road area north of Kingswood Lane due to the water main being shut down for the repair.

January 22 – The Boil Water Advisory for the Cedar Lake Road area was lifted after receiving test results that indicated no bacteriological contamination occurred during the loss of pressure.

January 23 – FVOP responded to a possible sewer backup at 8416 Power Drive. The upstream and downstream manholes were checked, and the sewer main was flowing normally. The resident was informed that the issue was in their sewer lead and advised to contact a plumber.

January 23 – FVOP staff responded to a low water pressure complaint at 7259 Shoreview Drive. Upon arrival, staff were informed there was no problem with the water pressure.

January 23 – FVOP staff investigated a possible water main break at 6307 Iroquois Street. Staff excavated the site and found a hole in the water service line. Staff repaired the service line and installed a new curb stop.



*Service line 6307 Iroquois Street*

January 24 – FVOP staff changed out the broken water meter frost plate at 6948 Cedarbrook Drive.

January 25 – FVOP responded to 9303-B Maryland Street for a possible sewer backup. The upstream and downstream manholes were checked, and the sewer main was flowing normally. The Villages of Oscoda were notified that the issue was not in the main and that they would need to contact a plumber.

January 26 – FVOP responded to a call from the homeowner at 5521 Melanie Lane for reports of sewage coming up in their front yard. Staff investigated and found that the sewer main was clear and the issue was on the homeowner's side.

January 26 – FVOP shut off the water service at 5325 Cedar Lake Road due to high water consumption that indicated a plumbing leak. Utility Billing had been attempting to contact the property owner but were unable to get in touch.

January 26 – FVOP shut off the water service at 6259 Woodlawn Drive due to high water consumption that indicated a plumbing leak. Utility Billing had been attempting to contact the property owner but were unable to get in touch.

January 26 – FVOP staff responded to a low water pressure complaint at 7270 Shoreview Drive. Staff operated a nearby fire hydrant to check for possible pressure issues in the water main. Pressure at the hydrant was normal.

January 27 – FVOP responded to an emergency call for a water main break at 215 East Dwight Avenue. Staff excavated down to the main and installed a repair band.

January 29 – FVOP staff replaced a faulty curb stop at 6330 F-41.

January 29 – FVOP staff responded to a high level alarm at lift station #8 (Budziak). Upon arrival, staff found the one working pump had faulted. They reset the pump and observed a pumping cycle to check for normal operation.

January 30 – FVOP staff were called out to a main break at 620 West River Road. Due to the location and the depth of the water main, John Henry Excavating was contacted to assist with the repair. A repair bank was installed on the water main. A Boil Water Advisory was issued due to loss of system pressure during the repair.



*Water main excavation at 620 West River Road*



*Repair clamp installed on water main*

January 30 – FVOP staff were on-site at 5325 Cedar Lake Road to mark the location of the curb stop and water line and observed water coming up next to the meter pit. Staff excavated the site and found a failed fitting on the meter pit. The fitting was an intrinsic part of the meter pit, so the entire meter pit had to be replaced.

January 31 – FVOP hydro-excavated the curb stop at 3431 East Hunt Drive and shut off the water service.

### **February 2024**

February 1 – FVOP staff went out to 5325 Cedar Lake Road to turn off the water service due to high water consumption that could indicate a plumbing leak. Upon arrival, staff observed water coming up next to the meter pit, indicating a failed fitting. The water service was turned off and an emergency Miss Dig was called in.

February 2 – FVOP staff excavated and replaced the meter pit at 5325 Cedar Lake Road. Water service was restored following the meter pit replacement.

February 5 – FVOP performed an emergency turn off at 7453 Cedar Lake Road due to a plumbing leak before the meter.

February 6 - FVOP performed non-pay shut-offs.

February 7 – FVOP responded to a low water complaint at 5325 Cedar Lake Road. The homeowner stated that since the meter pit replacement, they had low water pressure. Upon investigating, it was determined that the screens in the faucets needed to be cleaned.

February 7-9 – FVOP staff checked the occupancy status of 30 homes that have shown zero water usage but are not shown as turned off or seasonal in the utility billing system.

February 20 – FVOP responded to a possible sewer backup at 9617-B Missouri Street. The upstream and downstream manholes were checked, and the sewer main was flowing normally. The Villages of Oscoda were notified that the issue was not in the main and that they would need to contact a plumber.

February 12 – FVOP performed an emergency turn-off at 200 Water Street due to a service line break.

February 14 – FVOP responded to a report of no water at 4689 Wenona Avenue. When staff investigated, they found that the water meter frost plate had frozen and broken. Staff replaced the frost plate and service was restored.

February 14 – FVOP responded to a possible sewer backup at 5381 Weir Road. The upstream and downstream manholes were checked, and the sewer main was flowing normally. The homeowner was notified that the issue was not in the main and advised to contact a plumber.

February 14 – FVOP responded to a possible sewer backup at 4675 F-41. The upstream and downstream manholes were checked, and the sewer main was flowing normally. The homeowner was notified that the issue was not in the main and advised to contact a plumber.

February 16 – FVOP investigated the report of a sinkhole in the backyard at 118 Water Street. Staff investigated and found that the water lines did not run through the backyard. The homeowner was advised that something else was causing the issue.

February 19 – FVOP was asked to determine the cause of low water pressure at 6162 Ridge Road. Staff checked the meter pit and cleaned the meter and found that the outside hose bib had good pressure. The homeowner was advised to check the screens in the faucets and found they were full of sand.

February 20 – FVOP performed an emergency turn-off at 508 Ojibway Street due to a failed water heater.

February 20 – FVOP responded to a possible sewer backup at 8207-D Florida Street. The upstream and downstream manholes were checked, and the sewer main was flowing normally. The Villages of Oscoda were notified that the issue was not in the main and that they would need to contact a plumber.

February 21 – The homeowner at 5520 Heather Avenue contacted the water department to inquire why they had no water. FVOP staff went to the site to check the water meter to determine whether it had frozen, and the frost plate broken. Staff found that the copper plumbing in the home had been removed.

February 22 – FVOP shut off the water service at 4545 Van Ettan Dam Road due to high water consumption of 464,000 gallons that indicated a significant plumbing leak. Utility Billing had been attempting to contact the property owner but were unable to get in touch.



February 22 – FVOP shut off the water service at 7474 North US-23 due to high water consumption of 93,000 gallons that indicated a significant plumbing leak. Utility Billing had been attempting to contact the property owner but were unable to get in.

February 22 – FVOP shut off the water at 6100 Cedar Lake Road due to high water consumption of 40,000 gallons that indicated a plumbing leak. Utility Billing had been attempting to contact the property owner but were unable to get in touch.

February 22 – FVOP performed an after-hours emergency turn-off at 6921 Woodlea Road due to a broken water meter frost plate. The water meter was replaced the following day and service was restored.

February 22 – FVOP staff performed a 2" water meter replacement at 3701 East Flight Street.

February 22 – FVOP staff performed a 1.5" meter replacement at 5761 Skeel Avenue, Building #4004.

February 22 – FVOP staff performed a 1.5" meter replacement at 6121 Perimeter Road, Building #401.

February 26 – FVOP responded to a report of water flowing out of a house at 4755 Wenona Avenue. Staff turned off the water at the curb stop. The water meter was not insulated and had broken.

February 27 – FVOP staff performed a 3" meter replacement at 5800 Skeel Avenue.

February 28 – FVOP staff performed a 2" meter replacement at 4685 Huron Street.

February 29 – FVOP staff performed a 1.5" meter replacement at 1100 Killmaster Drive, Building #800.

### **March 2024**

March 1 – FVOP staff responded to a request from the owner at 6504 North US-23 to investigate a possible issue with the shut-off valve inside the residence. However, interior plumbing is not within the Township's authority, so the owner was advised to contact a plumber.

March 1 – FVOP staff investigated a possible low water pressure complaint and issues with flushing the toilets at 5800 Skeel Avenue. Staff removed and cleaned the water meter, but there was no improvement. Staff checked the sewer at the site and found it to be full of roots. The sewer was jetted, and normal flow was restored.

March 4 – FVOP responded to an after-hours emergency shut-off request for 6135 Cedar Lake Road due to a plumbing leak in the crawlspace.

March 5 - FVOP responded to a possible sewer backup at 8019-A South Alaska Street. The upstream and downstream manholes were checked, and the sewer main was flowing normally. The Villages of Oscoda were notified that the issue was not in the main and that they would need to contact a plumber.

March 6 – FVOP staff performed a 4" meter replacement at 5951 Skeel Avenue.

March 7 - FVOP responded to a possible sewer backup at 8617-B Nebraska Street. The upstream and downstream manholes were checked, and the sewer main was found to be backed up. Staff used the vactor to clear the blockage and normal flow was restored. The Villages of Oscoda were notified that the issue was resolved.

March 8 – FVOP staff performed a 1.5” meter replacement at 4183 Forest Street, Building #420.

March 11 – FVOP responded to a complaint of low water pressure and air in the water lines at 212 East Dwight Avenue following a meter replacement. Staff removed the meter and checked for issues, then excised the curb stop on and off. They then installed a pressure gauge on the hose bib and found the water pressure to be 50 psi. The faucets were run in the house and pressure was normal.

March 12 – FVOP staff responded to a possible sewer backup at 5153 Hughes Street. Staff spoke with the homeowner and ran the sewer camera through the main. Staff found the main to be clear but observed that the residence’s sewer lead was blocked with tree roots before the connection to the main. The homeowner was advised to contact a plumber or excavator.

March 13 – The Oscoda Wurtsmith Airport Authority requested evaluation of the water service to 4083 Missile Street. FVOP met with airport personnel, then vactored out the curb box for the water line thought to service the building and turned on the curb stop. They found there was no water service to the building. FVOP staff planned to excavate the water main to turn on the service at the corporation fitting.

March 13 - FVOP responded to a possible sewer backup at 9405-B 6<sup>th</sup> Street. The upstream and downstream manholes were checked, and the sewer main was flowing normally. The Villages of Oscoda were notified that the issue was not in the main and that they would need to contact a plumber.

March 13 – FVOP staff performed a 2” meter replacement at 6270 Pride Road, Building #5306.

March 14 – FVOP responded to a possible sewer backup at 9000-A Bissonette Driver. The upstream and downstream manholes were checked, and the sewer main was flowing normally. The Villages of Oscoda were notified that the issue was not in the main and that they would need to contact a plumber.

March 15 – FVOP staff excavated the service line for 4083 Missile Street at the water main to turn on the corporation fitting to restore water service to the building.

March 15 - FVOP responded to a possible sewer backup at 9711-A 7<sup>th</sup> Street. The upstream and downstream manholes were checked, and the sewer main was found to be backed up. Staff used the vactor to clear the blockage and normal flow was restored. The Villages of Oscoda were notified that the issue was resolved.

March 18 – FVOP responded to a request from 5153 Hughes Street to camera the sewer service line to the main. The tree root obstruction appeared to be cleared but the homeowner was advised that this will be an ongoing issue if the tree is not removed.

March 19 - FVOP responded to a possible sewer backup at 8021-A 2<sup>nd</sup> Street. The upstream and downstream manholes were checked, and the sewer main was flowing normally. The Villages of Oscoda were notified that the issue was not in the main and that they would need to contact a plumber.

March 27 - FVOP responded to a possible sewer backup at 5673 F-41. The upstream and downstream manholes were checked, and the sewer main was flowing normally. The owner was notified that the issue was not in the main and advised to contact a plumber.

March 27 - FVOP responded to a possible sewer backup at 9904-A Mississippi Street. The upstream and downstream manholes were checked, and the sewer main was flowing normally. The Villages of Oscoda were notified that the issue was not in the main and that they would need to contact a plumber.

March 27 – FVOP staff performed a 1.5” meter replacement at 5220 North US-23.

March 29 - FVOP responded to a possible sewer backup at 9717 7<sup>th</sup> Street. The upstream and downstream manholes were checked, and the sewer main was found to be backed up. Staff used the vector to clear the blockage and normal flow was restored. The Villages of Oscoda were notified that the issue was resolved.



Attachment A

# **Work Order Summary**

[illegible]

Attachment B

# **Maintenance Allowance Update**

# Oscoda Township - Water & Wastewater O&M

## MAINTENANCE ALLOWANCE SPENDING 2023-2024

Contract year 2023-2024	\$ 20,000.00
Remaining Fund From 2022-2023	\$ -
Beginning Total	\$ 20,000.00
Total Spent 2023-2024	\$ 20,675.37
Remaining Fund	\$ (675.37)

		Expense	Contract Year Running Total
<b>May-23</b>			
<b>Walmart</b>	Replacement trolling motor for lagoon pontoon boat	138.08	
<b>Total May</b>		<b>\$ 138.08</b>	
			<b>\$ 138.08</b>
<b>June-23</b>			
<b>Professional Pump, Inc.</b>	Shaft seals, filters, v-belts for lagoon blowers	2,343.72	
<b>Total June</b>		<b>\$ 2,343.72</b>	
			<b>\$ 2,481.80</b>
<b>July-23</b>			
<b>Ferguson Enterprises, Inc.</b>	Water main tap clamps (2)	653.64	
<b>AuSable Hardware</b>	Landscape seed for site restoration	60.41	
<b>AuSable Hardware</b>	Wire strippers for water meter installations	20.13	
<b>Total July</b>		<b>\$ 734.18</b>	
			<b>\$ 3,215.98</b>
<b>August-23</b>			
<b>Total August</b>		<b>\$ -</b>	
			<b>\$ 3,215.98</b>
<b>September-23</b>			
<b>Amazon.com</b>	Wire connectors for water meter installations	211.95	
<b>Kendell Electric</b>	Fuses (10) for lift station controls	235.93	
<b>Total September</b>		<b>\$ 447.88</b>	
			<b>\$ 3,663.86</b>
<b>October-23</b>			
<b>Enviro Design Supplies</b>	Monitoring Well protectors (5)	802.78	
<b>USA Bluebook</b>	Replacement Monitoring Well plugs (5)	197.33	
<b>Alpena Supply</b>	Valve gaskets 6" for hydrants, gasket material	106.29	
<b>AuSable Hardware</b>	Cut-off wheel	3.98	
<b>AuSable Hardware</b>	Concrete for Cedar Lake Road hydrant replacement	44.45	
<b>AuSable Hardware</b>	Concrete for hydrant install Georgia and Perimeter	44.45	
<b>John Henry Excavating</b>	Water main tap hydrant install Georgia and Perimeter	3,500.00	
<b>Standard Electric</b>	Annual generator PM and load bank PS #4 & #25, portable	2,785.98	
<b>AuSable Hardware</b>	Rivets, threaded pipe connectors	19.68	
<b>Total October</b>		<b>\$ 7,504.94</b>	
			<b>\$ 11,168.80</b>
<b>November-23</b>			
<b>Amazon.com</b>	44" traffic cones and bases (24) for US-23 traffic control	805.58	
<b>Bisbee Infrared</b>	Annual infrared inspection lagoon blowers, PS #4 and PS #25	275.00	
<b>Oudbier Instrument Co.</b>	Annual calibration lagoon flow meter, PS #25 flow meter	325.50	
<b>Total November</b>		<b>\$ 1,406.08</b>	
			<b>\$ 12,574.88</b>
<b>December-23</b>			
<b>Kennedy Industries</b>	Spare lift station floats (2) and transducers (2)	1,733.78	
<b>Todd's Welding Services</b>	Repair of HDPE lagoon aeration header pipe	2,573.94	
<b>Total December</b>		<b>\$ 4,307.72</b>	
			<b>\$ 16,882.60</b>

# Oscoda Township - Water & Wastewater O&M

## MAINTENANCE ALLOWANCE SPENDING 2023-2024

Contract year 2023-2024	\$	20,000.00
Remaining Fund From 2022-2023	\$	-
Beginning Total	\$	20,000.00
Total Spent 2023-2024	\$	20,675.37
Remaining Fund	\$	(675.37)

		Expense	Contract Year Running Total
<b>January-24</b>			
Professional Pump, Inc.	Lagoon blower temperature display and Kaesar blower oil	2,545.55	
Professional Pump, Inc.	Lagoon blower temperature gauge kit	657.88	
<b>Total January</b>		<b>\$ 3,203.43</b>	
			<b>\$ 20,086.03</b>
<b>February-24</b>			
AuSable Hardware	Replacement torch & fuel canister	82.65	
AuSable Hardware	Pressure gauge	11.12	
AuSable Hardware	Replacement pliers	14.30	
AuSable Hardware	PVC pipe 3/4"	13.03	
<b>Total February</b>		<b>\$ 121.10</b>	
			<b>\$ 20,207.13</b>
<b>March-24</b>			
Alpena Supply	Gasket material for large meter replacements	72.41	
AuSable Hardware	Wire connectors, heavy duty magnet	145.83	
Iosco County Road Comm.	Annual utility right-of-way permit for Oscoda Township	250.00	
<b>Total March</b>		<b>\$ 468.24</b>	
			<b>\$ 20,675.37</b>

Attachment C

# **Monitoring & Reporting**

	EQ-1	January 2024			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											224000	0.224
2											251000	0.475
3	2	79.1	7.4	12.3	108.13	28.6	0.432	41.5	122	0.6	279000	0.754
4											296000	1.050
5											276000	1.326
6											276000	1.602
7											275000	1.877
8											255000	2.132
9											314000	2.446
10		10.8	7.0	11.5	39.98	28.9	0.284				310000	2.756
11											215000	2.971
12											556000	3.527
13											556000	4.083
14											556000	4.639
15											507000	5.146
16											398000	5.544
17		12.2	7.0	10.4	45.60	33.2	0.199				468000	6.012
18											396000	6.408
19											388000	6.796
20											388000	7.184
21											388000	7.572
22											403000	7.975
23											354000	8.329
24		9.6	7.2	10.3	46.48	36.7	0.147				365000	8.694
25											369000	9.063
26											348000	9.411
27											348000	9.759
28											347000	10.106
29											332000	10.438
30											331000	10.769
31		15.1	7.0	11.6	50.01	34.8	0.107				300000	11.069





[illegible]