# **Connie Preston**

From:

Jeff Shaw

Sent:

Saturday, March 16, 2024 7:27 PM

To: Subject: Connie Preston

Fwd: Survey

## Sent from my iPhone

# Begin forwarded message:

From: "Schwerdt, Ken" <kschwerdt@wadetrim.com>

Date: March 15, 2024 at 4:27:17 PM EDT

To: Sarah Clarren <planner@elmwoodmi.gov>, Jeff Shaw <supervisor@elmwoodmi.gov>

Cc: "Slonecki, Joseph" <jslonecki@wadetrim.com>

Subject: RE: Survey

Hi Sarah & Jeff,

We got an estimate for the survey for the trail. Doing a topo survey of the full road width from M-22 to Lincoln and following the trail behind Thompson to the park is estimated at \$9,800. There may be more survey required if we have to chase drainage beyond of the road right of way. Currently the schedule could be about a week after approving the survey team to go. We briefly discussed the survey with the LCRC to see if they would be interested in cost sharing for their road work after the M-22 project is complete, but they were a bit hesitant about jumping in at this time.

We also looked at the cost to get 30% design plans together. Our first review of work required for 30% plans is about \$70,000. This assumes wetland delineation and geotechnical work will be needed for the creek crossings.

Let us know if you have questions or want to discuss how to move forward.

## Thanks,



Ken Schwerdt, PE, Professional Engineer 10850 East Traverse Highway, Suite 2260, Traverse City, Michigan 49684 231.947.7400 office 231.674.5260 direct dial











# **Connie Preston**

From:

Jeff Shaw

Sent:

Friday, March 22, 2024 11:54 AM

To:

Connie Preston

Subject:

FW: Elmwood Township Brewery Creek Blight Grant Update

From: John Gallagher < jgallagher@leelanau.gov>

Sent: Thursday, March 7, 2024 4:50 AM

To: Robach, Adam (LEO) < RobachA2@michigan.gov>

Cc: Schwerdt, Ken <kschwerdt@wadetrim.com>; Jeff Shaw <supervisor@elmwoodmi.gov>

Subject: Re: Elmwood Township Brewery Creek Blight Grant Update

I have no objection. If there's anything that I need to do with this matter please let me know.

JAG

On Mar 6, 2024, at 4:09 PM, Robach, Adam (LEO) < RobachA2@michigan.gov > wrote:

John, I leave the decision to you as to whether or not you want to allow for the change.

SLBA is agreeable with the eligibility of the activity. Keep in mind that the total reimbursement request must stay within the approved grant amount (appears it would) as we do not have additional funds to provide.

**Thanks** 

## **Adam Robach**

State Land Bank Authority
PO Box 30766, Lansing, Michigan 48909
robacha2@michigan.gov | 517.256.1713

From: Schwerdt, Ken <kschwerdt@wadetrim.com>

Sent: Tuesday, March 5, 2024 6:30 AM

To: John Gallagher <igallagher@leelanau.gov>; Robach, Adam (LEO) <RobachA2@michigan.gov>

Cc: Jeff Shaw < supervisor@elmwoodmi.gov >

Subject: Elmwood Township Brewery Creek Blight Grant Update

CAUTION: This is an External email. Please send suspicious emails to abuse@michigan.gov

Hi John & Adam,

During the removal of the existing light poles in the parking area expansion, the Township expressed interest in salvaging the light poles and fixtures for use in repairing other light poles and fixtures around the site. Our plans and contract documents included removal and disposal of the light poles. To salvage

them there is additional work to handle them more carefully and to remove the concrete from the base of them. Salvaging these light poles promotes reuse of items and provides savings to the community in the long term as they can effectively repair the other light poles rather than replacing them.

The Township is inquiring if this additional cost would qualify for funding by the blight grant since our actual bid costs were well below our initial estimate? The additional cost quoted by the contractor for salvaging and delivering the poles and fixtures to the Townships storage facility is \$3,250.

Please let us know your thoughts or questions.

Thanks,

<image001.png>

Ken Schwerdt,PE, Professional Engineer

10850 East Traverse Highway, Suite 2260, Traverse City, Michigan 49684
231.947.7400 office
231.674.5260 direct dial
<image002.png>
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# Mid-State Asbestos Removal Inc.

P.O. Box 66 St. Louis, Mi 48880 Ph. 989-681-2413 Fax. 989-681-4187

March 22, 2024

Wade Trim 10850 East Traverse Highway Traverse City

Attn: Bogart, Garth gbogart@wadetrim.com 213-735-5960

Re: acm tsi abate bid/ Elmwood Township Marina

Dear Mr.Bogart,

Thank you for allowing Mid-State Asbestos Removal Inc. the opportunity to bid on your environmental projects. M.A.R. proposes to the following services within the Elmwood Township Marina located at 13051 West Bayshore Traverse City,MI:

# **Scope of Work:**

**Building #2** 

• Abate and dispose of approximately 35lnft of friable asbestos containing thermal system insulation applied to mechanical systems within the Mechanical room area.

Abatement fee.....\$ 3,400.00

Pricing is based on regular shift rates and includes labor, mobilization, materials, air monitoring fees, notification fees and disposal fees. M.A.R. follows all local, federal, and state guidelines. If you have questions regarding this proposal, please contact me. Thank you.

Respectfully,

Tony Kirby

Mid-State Asbestos Removal Inc.

- 1. Warranty of Services. MAR shall perform the Work with reasonable diligence and in accord with these Terms and Conditions. MAR will perform the Work in accordance with standards reasonably expected of an experienced competent asbestos-removal company performing the same or similar work. MAR shall comply with all applicable federal, state and local laws and regulations applicable to the performance of the Work. These are MAR's sole warranties. MAR MAKES NO OTHER WARRANTY OR GUARANTY OF ANY KIND AND HEREBY EXPRESSLY DISCLAIMS ANY OTHER WARRANTIES OF ANY KIND, WHETHER EXPRESS OR IMPLIED, INCLUDING ANY WARRANTY OF MERCHANTABILITY, HABITABILITY OR FITNESS FOR A PARTICULAR PURPOSE.
- 2. Payment. Customer agrees to pay MAR for its services in the performance of the Work as set forth in these Terms and Conditions. Payment shall be made within thirty (30) days following MAR's presentation of an invoice or other statement of services to Customer. Interest shall accrue on any sums not paid within thirty (30) days after presentation of the invoice or other statement at a rate of one and one-half percent (1 1/2%) per month. Customer shall also be responsible for any costs (including reasonable attorney's fees and other costs) incurred by MAR to collect any sums due more than 60 days after presentation of any invoice or other statement of services.
- **3.** Additional Customer Responsibilities. Customer shall, at its own expense and at such times as may be reasonably required by MAR for the successful performance of the Work, do the following:
  - a. Provide adequate and suitable space where the Work is to be performed and suitable access to the area where the Work is to be performed;
  - b. Provide MAR with all relevant information reasonably available to Customer concerning the property where the Work is to be performed including, but not limited to, any studies, data, reports, test results or other information regarding the presence of asbestos or any other hazardous materials at the Property.
  - c. Advise MAR of any hazardous, unsafe, or potentially unsafe conditions that exist at or nearby the Property.
  - d. Provide utilities for M.A.R. use.
- 4. Entire and Sole Agreement. These Terms and Conditions are the entire and sole agreement between MAR and Customer. Prior proposals, correspondence, conversations memoranda, Customer purchase orders or other similar documents are superseded and are not part of these Terms and Conditions. A \$500.00 cancellation fee shall apply if agreed schedule is revised within 5 business days of schedule.
- 5. Hazardous Substances and Waste. MAR is not agreeing to assume Customer's responsibilities, if any, for damage to any person or property arising out of, or relating to, any contamination of soils, air, water or other property or any exposure to hazardous substances or contamination. Customer shall indemnify, hold harmless and defend MAR, its employees and agents from any claims, fines, complaints,

suits or other action of any kind alleging or asserting damages or loss of any kind as a result of the presence, exposure or contact with contaminated soils, air, water or contaminated property whether such exposure occurs at the Property or after disposal.

- 6. Acceptance of Work and Opportunity to Cure. The Work shall be deemed accepted by Client unless within fifteen (15) days after MAR's completion of the Work, Customer provides written notice to MAR specifying in reasonable detail any deficiency in the Work. Upon receipt of such notice, MAR shall have fifteen (15) days to cure any deficiency in the Work identified by Customer before Customer may declare MAR in default under these Terms and Conditions and exercise any remedies available under the Terms and Conditions.
- 7. Notice of Deficiency or Claim. Client shall provide written notice to MAR of any deficiency or purported deficiency in MAR's Work or any claim or potential claim that Client may assert against MAR within 30 days of MAR's completion of the Work. Client's failure to provide timely notice as required by this Paragraph shall waive any claim or potential claim, including any claims arising as a result of any deficiency or purported deficiency in MAR's Work.
- 8. LIMITATION ON LIABILITY AND DAMAGES. ANY LIABILITY OF MAR, ITS EMPLOYEES, AGENTS, OFFICERS AND DIRECTORS SHALL BE LIMITED TO THE AMOUNT CUSTOMER HAS PAID TO MAR FOR PERFORMANCE OF THE WORK. DAMAGES RECOVERABLE BY CUSTOMER OR ANYONE CLAIMING THROUGH CUSTOMER, WHETHER FOR CLAIMS SOUNDING IN TORT, CONTRACT, OR OTHERWISE, SHALL BE LIMITED SOLELY TO, AND SHALL NOT EXCEED, THE TOTAL AMOUNT CUSTOMER HAS PAID MAR FOR SERVICES RENDERED FOR PERFORMANCE OF THE WORK PURSUANT TO THESE TERMS AND CONDITIONS.

## ACKNOWLEDGEMENT AND ACCEPTANCE OF TERMS AND CONDITIONS.

CUSTOMER REPRESENTS THAT IT HAS RECEIVED, READ AND UNDERSTANDS THE FOREGOING TERMS AND CONDITIONS AND ACKNOWLEDGES, ACCEPTS AND AGREES TO THE TERMS AND CONDITIONS IN THEIR ENTIRETY, INCLUDING THE NOTICE OF DEFICIENCY OR CLAIM PROVISION IN PARAGRAPH 7 AND THE LIMITATION ON LIABILITY AND DAMAGES PROVISIONS IN PARAGRAPH 8.

	•	
CUSTOMER		 DATE

# Elmwood Township Fire and Rescue Department

# **MEMORANDUM**

To: Township Board of Trustees, Charter Township of Elmwood

From: Keith Tampa, Fire Chief

Date: March 21, 2024

Re: BUDGET AMENDMENT TO SWITCH EFD REPORT MANAGEMENT SYSTEMS

I am seeking a budget amendment from the Township Board to support the purchase of ESO Solutions, Inc. to replace our current reports management system (RMS).

## **BACKGROUND**

In June 2018, EFD adopted ImageTrend to replace its existing RMS. This was at the recommendation of a member committee and prompted by changes the existing system at the time, FIREHOUSE. ImageTrend was an affordable long-term solution but came at a price. EFD relinquished certain high-level controls back to ImageTrend. The compromised seemed acceptable but over the years, ImageTrend has become more troublesome to use. Some of the issues that continue to occur without resolution, despite system updates, or contacting customer service include:

- Inability or difficulty controlling or managing data fields
- Poor customer service
- Lack of customization features or difficulties working with those offered
- Poor data retrieval or report generation capabilities
- Slow system operations
- "Clunky" navigation within the system

Recently, a member committee was formed to look at the issues and find a better RMS. That committee assessed and demoed several systems. Their recommendation was to switch to ESO. ESO offered several improvements including improved customization, intuitive navigation, and better data management/reporting features. In addition, ESO would integrate with our cardiac monitor and billing, making data capture and pass-thru more efficient.

## **ASSESSMENT**

EFD's agreement with ImageTrend will expire in June. Staff have an overall poor opinion of the ImageTrend system and continued difficulties make this a good time to transition to something better. I would like to start the move to ESO as soon as possible as onboarding may take several weeks and up to two (2) months. EFD budgets annually for an RMS. The move to ESO will be more annually but will include the improvements mentioned, cardiac monitor integration and billing interface. The trade-off in price should save time with report writing, quality review, and billing.

ImageTrend annual cost: \$2898 (2023) ESO's quoted recurring cost: \$4529 Difference: \$1631

There is an initial start-up cost (one-time fees) of \$5180. That includes set up, training, and data import from our existing system to ESO.

The previous RMS agreement was signed by the Township Supervisor inferring that this agreement will need to follow suit.

## **REQUEST**

I am requesting a budget amendment to move \$7,000 from the fire fund to the 2024 fire budget - membership and dues, to fund the department's transition to ESO, and that the Board authorize the Township Supervisor to sign any necessary paperwork to secure the agreement.

# CHARTER TOWNSHIP OF ELMWOOD RESOLUTION #6 OF 2024 BUDGET AMENDMENT RESOLUTION

At a special meeting of the Board of the Charter Township of Elmwood, held in the Township Hall located at 10090 E. Lincoln Rd. Traverse City Michigan, on the  $27^{th}$  day of March, 2024 there were

PRESENT: EXCUSED:	
The following resolution was offered by and	l seconded by
WHEREAS, a budget was adopted on December 11, 2023 various Township funds for the next fiscal year of the Tow WHEREAS, as a result of unanticipated cost, it is necessar NOW THEREFORE BE IT RESOLVED, that the aforesar	nship, and ry to modify the aforesaid budget and
Increase the following line item:	
Increase line 206-000-830 by \$7000.00 to a total of \$24,00	00.00
Upon a roll call vote, the following voted:	
YES: NO:	
F	RESOLUTION DECLARED ADOPTED
J	eff Shaw, Supervisor
I, the undersigned, the Clerk of the Charter Township of E certify that the foregoing is a true and complete copy of conformal of said municipality at its regular meeting held on March therein set forth; that said meeting was conducted and put and in full compliance with the Open Meetings Act, being the minutes of said meeting were kept and will be or have	ertain proceedings taken by the Township Board of 27, 2024 relative to adoption of the resolution plic notice of said meeting was given pursuant to Act 267, Public Acts of Michigan, 1976, and that
Dated: March 27, 2024	Connie Preston, Clerk

# CHARTER TOWNSHIP OF ELMWOOD PERSONNEL COMMITTEE MEETING ELMWOOD TOWNSHIP HALL MARCH 25, 2024

Supervisor Jeff Shaw called the meeting to order at 11:00 a.m.

Present were Jeff Shaw, Chris Mikowski, and Connie Preston

The committee reviewed all eight of the harbormaster candidates resumes. MOTION BY SUPERVISOR SHAW, SECONDED BY CLERK PRESTON TO RECOMMEND THAT THE FOLLOWING CANDIDATES BE INTERVIEWED: CHRIS BUDAY, IAN FERGUSON, PAUL SCOTT, AND ALEXANDER DEJONG. The motion passed unanimously by a voice vote.

The committee would like the Board to decide if candidates should be interviewed by the Personnel Committee or the full Board.

The committee then discussed updating the wage scale for marina and buildings and grounds workers. MOTION BY TREASURER MIKOWSKI, SECONDED BY CLERK PRESTON TO RECOMMEND THE FOLLOWING WAGE SCALE:

	Current	Proposed
Starting	\$14.00	\$16.00
2 <sup>nd</sup> yr	\$14.50	\$16.50
3 <sup>rd</sup>	\$15.00	\$17.00
4 <sup>th</sup>	\$15.50	\$17.50
5 <sup>th</sup>	\$18.00	\$18.00

Employees topped out of the wage scale should get 6.3% on top of the 3.7% approved last year for a total of 10% to current wages for those over 5 years of service.

The motion passed unanimously by a voice vote.

The committee also had preliminary discussions regarding putting together a job description and wage recommendation for a full-time buildings and grounds employee.

Supervisor Shaw adjourned the meeting at 12:20 p.m.

# **Connie Preston**

From:

Jeff Shaw

Sent:

Thursday, March 21, 2024 3:35 PM

To: Subject: Connie Preston FW: Dockwa Recap

Attachments:

Dockwa Overview - Elmwood .pdf

From: Casey Tines <casey.tines@dockwa.com> Sent: Thursday, March 21, 2024 3:10 PM

To: Chris Mikowski <treasurer@elmwoodmi.gov>; Jeff Shaw <supervisor@elmwoodmi.gov>

Subject: Dockwa Recap

Hey Chris & Jeff,

It was a pleasure meeting you both today, and I appreciate your time. I am confident Dockwa would be a great fit for the marina and help bring it into the 21st century. Attached is the deck we covered in addition to a quote. If it would help, I can also provide a sole source justification letter. This allows marinas, clubs, and municipalities to bypass having to get additional quotes from vendors. Dockwa is the only marina management software program with a built-in app for its boaters which sets us apart from other systems.

Let me know if that would be helpful.

## **Pricing**

Contracts Module - \$5,034/yr Storage Module - \$5,034/yr Setup fee - \$1,499 (waived for month of March)

Thanks, looking forward to chatting again soon!

Casey

Casey Tines

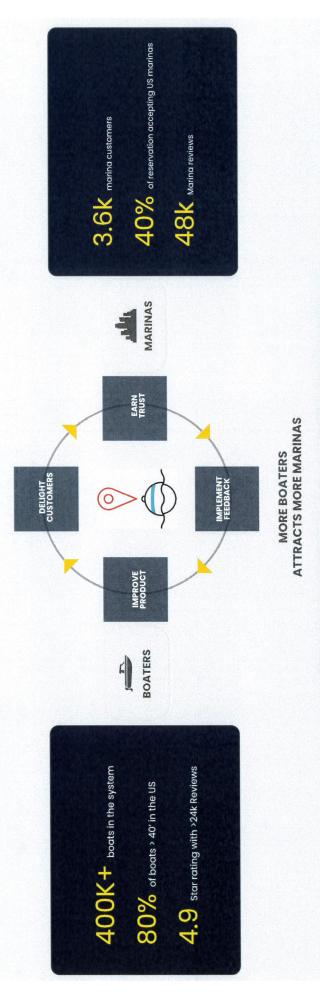
Account Executive

casey.tines@dockwa.com (978) 609-6495 dockwa.co

# We are the Leading Online Global Marine Marketplace

MORE MARINAS ATTRACTS

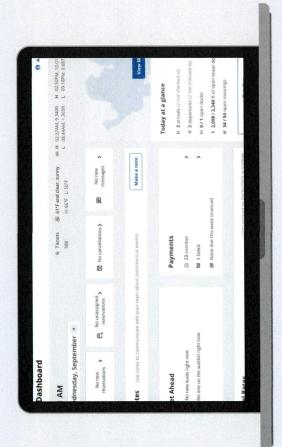
MORE BOATERS

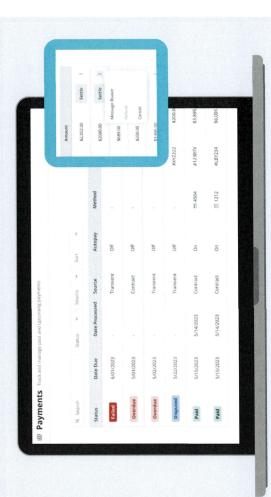


Marinas in <mark>96</mark> of the top 100 Most Trafficked Harbors in the US

# Your Dockwa Dashboard

A quick glimpse into your day at the marina:





Unpaid payments • Pending inquiries • New messages • Unassigned customers • Weather

# Transient Management - Online Reservations

Visiting boaters can request and pay for slips and moorings at your marina, either on your website via your embedded booking form or directly from the Dockwa app. You'll reduce paperwork, get paid quicker, and make your boater's experience smoother.





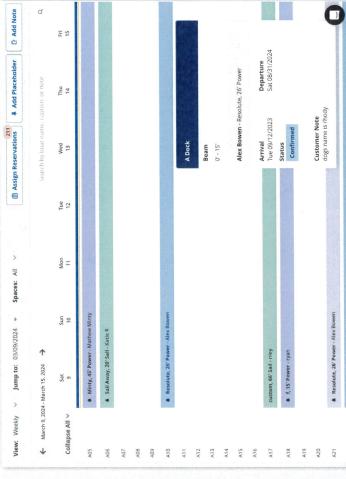


# Transient Management - Assignments

Assign your visiting boaters to available slips in your marina. We know assignments is a mix of art and science, so assign boaters manually or leverage the recommendation of Smart Assignments.



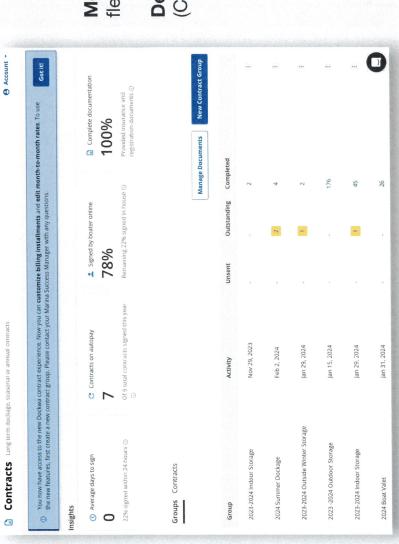




# **Contract Management**

Save time by bulk sending and automatically collecting boater signatures and contract payments.





Meet the needs of your finance team with flexible billing and deposit schedules.

**Delight customers** with auto-payment options (CC and ACH) that meet their preferences.



# Contract Management - Creating, sending, and receiving contracts

You bulk-build, send & manage contracts



Boaters upload insurance and registration and sign



invoices and bills Dockwa auto

# **Boater End**





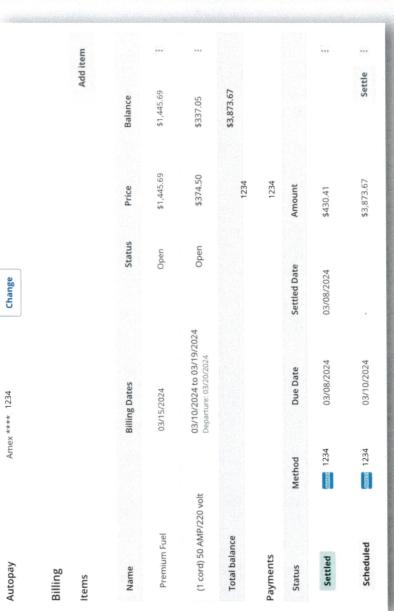


Captains & Contracts

Automated Invoicing/Collection, Document/Insurance Mgmt

# Contract Management - Boat charges and flexible billing

Set up custom deposits and billing schedules that meet the need of your marina.





Easily add fuel, electric, service yard, and other boat charges directly to your boaters' contracts.

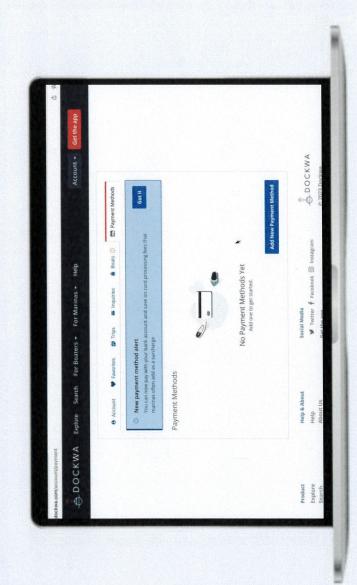
# Contract Management - Invoicing and payment processing

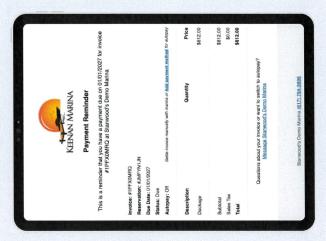
chase a check again. Your boaters will be able to update their payment methods Automatically invoice and charge your boaters via credit card or ACH and never and will get notified of upcoming charges.



# Captains & Contracts

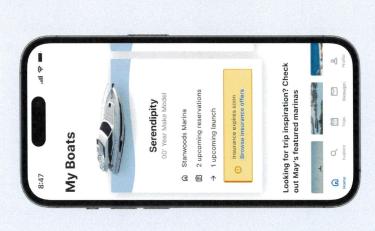
Invoicing/Collection, Document/Insurance Mgmt Automated

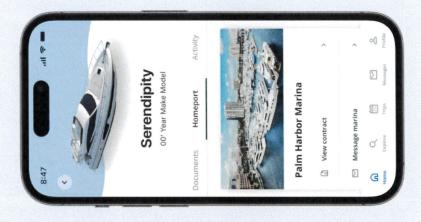




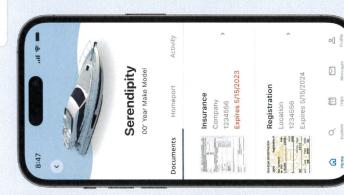
# Captain Management

A digital wallet for all of your customers.









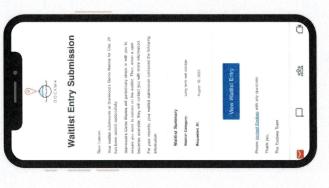
# Captain Management - Long Term Waitlist

Maximize your occupancy and automatically notify prospective customers of availability.

- Easily manage demand & keep track of where boaters rank on your waitlist.
- Add long term inquiries to your waitlist and convert to contracts.
- Message & email waitlisted boaters to keep them engaged.



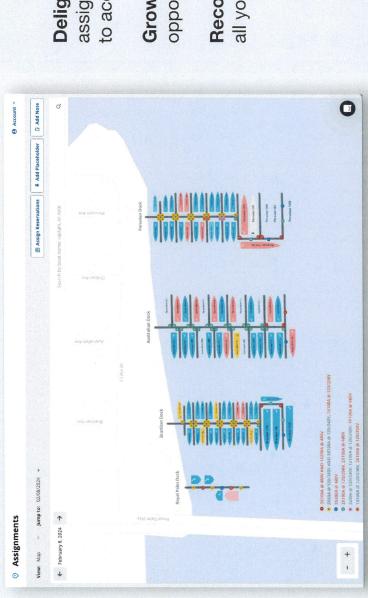




# Storage Management

Keep your staff coordinated by letting them see exactly where your boaters are at all times in your marina.





**Delight more customers** with our smart assignments feature, which enables you to accept more boaters.

**Grow your business** by spotting opportunities to backfill vacant slips.

Record and bill metered electricity for all your boaters in just a few clicks.

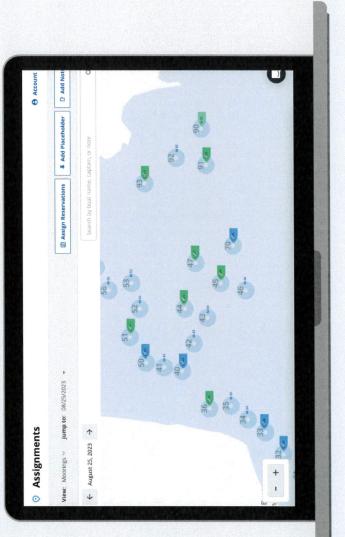


# Storage Management - Marina Map & Assignments

We'll build a digital representation of your marina in your portal, both in a paginated Assignments view and in a custom Marina Map. All you need to do is assign your boaters to spaces to have a perfect picture of inventory in the palm of your hand.



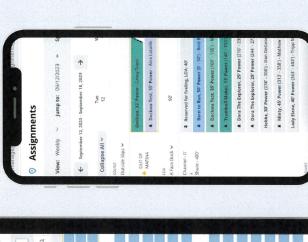


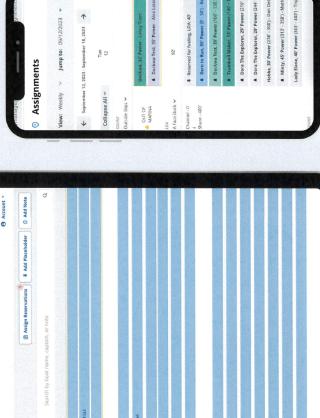


# Storage Management - Dockwalk App

Take Dockwa with you on your daily dock walk to improve service and coordination and reduce liabilities.

Assignments







# Storage

Marina Map, Dockwalk App, Electric Meter Readings

# Storage Management - Metered Electric Reading

Record and bill metered electricity use for all your boaters on your daily dock walk.







# Storage

Marina Map, Dockwalk App, Electric Meter Readings

# Point of Sale

Process charges from anywhere and delight your boaters with a quick, walletless, payment experience.

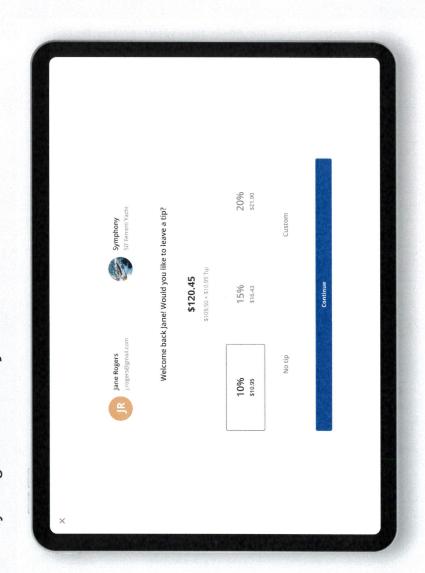




Save 2 minutes for every transaction processed through Dockwa.

# Fuel Management

Serve your guests directly from the docks.





# **Dry Stack Scheduling**

Save time and stay organized with digital launch scheduling.

Launch/Retrieval Scheduling, Boater Request, Reports

**Dry Stack** 







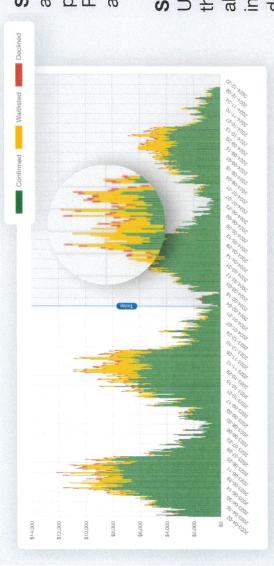
# **Dockwa Insights**

Meter boater demand with metrics like Profile Views, Leads Sent, Reservation revenue by status, Reservations by linear feet, and Average Daily Rates.



Insights

Traffic & Leads, Revenue, and Occupancy insights



Spot opportunities to maximize occupancy and revenue by adjusting rates, run promotions, and review space assignments. Plus export pacing data to build forecasts and performance reports.

Sightglass: Your Personal Rate Assistant. Utilize Sightglass to establish occupancy thresholds and pacing constraints. Receive alerts about suggested opportunities to increase or decrease prices in response to demand.

# Integrations

Marketing and accounting integrations save you time.



Messaging all of your customers at once is easy when you integrate your Dockwa CRM with your email provider.



QBO, Sage, Netsuite, Xero

Integrations

NETSUITE XELO

Stripe sage Accounting

Make month's end a breeze by syncing your financial data directly with your accounting system.



Eliminate the hours you spend on double entry at the end of each month.

"I can not express how grateful we are to be working with Dockwa.
Our experience has been ABOVE & BEYOND what most companies provide to new customer."

Kim Wiley Office Manager, Lithia Springs Marina

# Your Dockwa team

# **Dedicated Success Manager**

- Your personal guide to get you fully set up within days.
- Empowers you to maximize Dockwa's potential through effective training and consulting support.

# **US-based Customer Support**

- Accessible via phone, online chat, and email.
- Fast & effective help from product experts & former dockmasters
  - Reinforcing the human touch behind your technology.

# Engineering

Constantly adding new features & tools to improve the experience for boaters and marinas.