

Sent from my iPhone

On Feb 28, 2024, at 5:07 PM, Bogart, Garth <gbogart@wadetrim.com> wrote:

Jeff,

I just spoke with Sam Kitchen from MCE over the phone, and he followed up with the schedule outlined in his email, below.

If the Township can approve them to go ahead with the inspection prior to the next board meeting so that MCE can adhere to their proposed schedule, we would be able to issue the report that they provide as an addendum for bidders to review so that they can price the demolition component of the project accordingly during the bidding period that Ray laid out.

If the board needs to review and approve MCE's proposal, we will likely need to make some adjustments to the proposed bidding timeline.

Let me know your thoughts.

Thank you,
Garth

<image002.png>

Garth A. Bogart, PE, Professional Engineer
10850 East Traverse Highway, Suite 2260, Traverse City, MI 49684
231.947.7400 office
231.735.5960 cell
<image003.png>
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<image006.png>
<image007.png>

From: Sam Kitchin <skitchin@michenv.com>
Sent: Wednesday, February 28, 2024 4:58 PM
To: Bogart, Garth <gbogart@wadetrim.com>
Subject: RE: Elmwood Township Marina

This message originated from outside of Wade Trim

Good Afternoon Garth,

As discussed on the phone earlier this afternoon, if Michigan Consulting & Environmental (MCE) is given the go-ahead for the asbestos and Pb-based paint inspections at the subject site, MCE could start on Tuesday March 5 and anticipates submitting a report by Tuesday March 19.

Thank You,

Sam Kitchin

Connie Preston

From: Jeff Shaw
Sent: Thursday, February 29, 2024 10:21 AM
To: Connie Preston
Subject: FW: Elmwood Township Marina

From: Bogart, Garth <gbogart@wadetrim.com>
Sent: Thursday, February 29, 2024 9:48 AM
To: Jeff Shaw <supervisor@elmwoodmi.gov>
Cc: Schwerdt, Ken <kschwerdt@wadetrim.com>; Ray Kendra (ray@env-arch.com) <ray@env-arch.com>
Subject: RE: Elmwood Township Marina

Jeff,

Sam noted that he thought they could have the report back to us by March 19 if they were given the go-ahead this week and conduct the inspection on March 5. If the board has a special meeting and approves their proposal sometime early next week, it may bump MCE's schedule by a couple of days, but I think the timing would still be fine.

If we continue with the plan of advertising for bids on March 11 and MCE is unable to deliver the report within the schedule that they provided, we will potentially have to delay the bid opening to give bidders enough time to review the report. However, we can make that call easily through an Addendum if that scenario happens to play out.

Let me know once you know if it will be in the agenda for the special meeting and I can let MCE know.

Thanks,
Garth



Garth A. Bogart, PE, Professional Engineer
10850 East Traverse Highway, Suite 2260, Traverse City, MI 49684
231.947.7400 office
231.735.5960 cell



From: Jeff Shaw <supervisor@elmwoodmi.gov>
Sent: Wednesday, February 28, 2024 5:18 PM
To: Bogart, Garth <gbogart@wadetrim.com>
Cc: Schwerdt, Ken <kschwerdt@wadetrim.com>; Ray Kendra (ray@env-arch.com) <ray@env-arch.com>
Subject: Re: Elmwood Township Marina

This message originated from outside of Wade Trim

Hi Garth. We are probably having a special board meeting early next week. I could probably get it on the agenda then. I don't see an actual time schedule attached to my email.



February 28, 2024

Mr. Jeff Shaw
Elmwood Charter Township
10090 East Lincoln Road
Traverse City, MI 49684
VIA Email: supervisor@elmwoodmi.gov

Re: Asbestos and Lead-Based Paint Inspection – Elmwood Township Marina, Traverse City, MI

Dear Mr. Shaw:

Michigan Consulting & Environmental (MCE) is pleased to provide a cost estimate for collecting samples of building materials for asbestos analysis and paint samples for lead analysis from Buildings 1, 2, & 4 at the Elmwood Township Marina. It is MCE's understanding that the objective of the asbestos and lead-based paint inspection is to identify asbestos-containing building materials and lead-based paint as a prerequisite for demolition of the three (3) buildings.

The scope of work consists of:

- Travel between MCE's Traverse City office and Elmwood Township Marina.
- Time on-site for sampling suspected asbestos-containing building materials (ACBM) and paint from Buildings 1, 2, and 4 which are designated for demolition.
- It is anticipated that approximately 65 bulk building samples will be collected, and 13 paint samples will be collected from the three (3) buildings combined.
- Laboratory analytical fees for asbestos analysis for up to 85 samples. Some of the collected samples have multiple layers. For example, for a floor tile sample, the laboratory will analyze the tile and the adhesive.
- Laboratory analytical fees for 13 paint samples.
- Letter-report summarizing the results of the sampling with locations and quantities of ACBM and lead-based paint if detected.
- Project management.

Michigan Consulting & Environmental (MCE) estimates the above scope of work can be completed for **\$3,785**.

If the above scope of work and estimated cost are acceptable, please sign and date the appropriate spaces on the next page and return via e-mail. The work will be scheduled as soon as possible after receiving signed authorization.

Please contact me at 989-698-6655 if you have any questions.

Respectfully,
Michigan Consulting & Environmental

Sam L. Kitchin
Michigan Accredited Asbestos Building Inspector A28283

CORPORATE OFFICE
1669 S. Isabella Rd.
Mt. Pleasant, MI. 48858
Office: 989-772-2441

BRIGHTON OFFICE
132 E. Grand River Ave.
Brighton, MI. 48116
Office: 810-225-6270

KALAMAZOO OFFICE
2800 S. 11th Street, Suite 2
Kalamazoo, MI. 49009
Office: 269-547-5295

TRAVERSE CITY OFFICE
2748 Garfield North, Ste. #10
Traverse City, MI. 49686
Office: 231-922-7400

Authorization to Proceed with Work Plan

The undersigned authorizes Michigan Consulting & Environmental to proceed with the Scope of Work presented for items specified in the cost estimate to for an asbestos and lead paint inspection to be conducted on Buildings 1, 2, & 4 at the Elmwood Township Marina for Elmwood Charter Township dated February 28, 2024. Estimated cost is \$3,785.

This proposal and cost estimate is valid for 90 days.

The undersigned also agrees to the terms of the attached *Terms and Conditions for Environmental Consulting Services*.

Authorized by: _____

Signature Date: _____

**ELMWOOD TOWNSHIP HARBORMASTER
JOB DESCRIPTION**

Responsible for the day to day operations of the Elmwood Township Marina. Supervises and performs maintenance on all marina buildings and equipment. Supervises, hires, and trains support staff. Performs related duties as required.

SUPERVISION

Works under the general direction of the Township Supervisor. Work checked through the review of progress reports submitted and regular meetings with Supervisor and staff as needed.

SUPERVISION EXERCISED

Exercises direct supervision over marina maintenance personnel and support staff.

DUTIES AND RESPONSIBILITIES

The employee serving in this position may be called upon to perform any or all of the following. These examples do not include all of the tasks that the employee may be expected to perform.

1. Responsible for the day to day operations of the Marina from April 1- October 31:
 - a. Plans, coordinates, leads, and supervises the operation of the Elmwood Township Marina, reporting to the Elmwood Township Supervisor;
 - b. Projects needs for seasonal support staff to ensure adequate coverage for scheduled and posted marina hours.
 - c. Responsible for the hiring, supervision, training, and scheduling of support staff.
 - d. Maintains and safeguards cash receipts and balance sheets for Elmwood Township Marina;
 - e. Maintains records of marina slip occupancy. Prepares summaries and reports as required.
 - f. Administers contracts for seasonal boaters at Elmwood Township Marina. Maintains and updates waiting lists.
 - g. Manages the Central Reservation System (CRS) in accordance with the requirements of the Michigan Department of Natural Resources
 - h. Prepares the marina for spring opening by purchasing launch tickets, key cards, and parking tickets; opening up the restrooms and ensuring that all equipment is in good operating order; ensures the wifi and security cameras are up and running; ensures water and electricity to the docks; repairs the boat launches as needed and installs them in the water; schedules the annual marina electrical inspection; establishes the mooring fields; marks the navigation channel; coordinates with commercial marine operators to get all boats successfully and safely launched; establishes the dinghy storage areas; etc.

- i. Maintains a high level of customer relations with all users of the marina at all times.
 - j. Coaches support staff to ensure excellent customer service is provided and safety is maintained onboard the facility at all times.
 - k. Responsible for the charging and collection of fees, including reconciled daily receipts with the Township Treasurer at least once a week according to policies, procedures, and schedules adopted by the Township Board.
 - l. Maintains records of transient usage and assignment of slips and mooring buoys.
 - m. Solicits bids when needed. Reviews, recommends, and approves all purchases subject to spending limits authorized by the Township Board.
 - n. Responds to and files complaint reports and reports of damage to public and private property.
 - o. Evaluates and implements marina rules and regulations.
 - p. Secures the marina at the end of the season. Purges all water lines. Secures the restroom facilities. Oversees the retrieval of navigation and mooring buoys and stores same over the winter. Works with commercial operators to retrieve boats during the off season and arranges for storage of boats on site during the winter as appropriate, including the collection of all fees, and performs any other tasks as necessary.
 - q. Assembles the slipholder and buoy holder packets at the end of the season. Mails packets out to the marina users by mid-December at the latest. Determines which slipholders and buoy holders will not be returning for the following season. Accommodates slip change requests to the extent possible. Receives and collects full and partial slip payments and processes same through the Township Treasurer. Manages the wait list to ensure vacated slips are filled for the upcoming season as early as possible.
 - r. Monitors marina during the winter months to ensure bubbler systems are working properly and to ensure the security of equipment and facilities.
 - s. Must be able to be bonded due to the need to handle money on a regular basis.
 - t. Attends Marina Committee or other committee meetings or Board meetings as requested.
2. Responsible for the routine maintenance and safety of the Elmwood Township Marina facility:
- a. Understands the operation and routine maintenance requirements of all marina equipment, including wifi, pump-outs, electrical pedestals, bubbler systems, office machinery, and all fire and safety equipment.
 - b. Conducts routine inspections for safety and cleanliness of marina facilities and performs repairs to docks, launch ramps, parking lots, and buildings as needed.
 - c. Ensures entire marina facility is kept clean and that adequate supplies of operational inventories are maintained at all times.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES, AND MINIMUM JOB QUALIFICATIONS

High school diploma or equivalent.

Valid Michigan driver's license.

Prior marina management or equivalent experience.

Recreational boating experience and/or boat ownership preferred.

Ability to lead and motivate others.

Thorough knowledge of marina operations.

Skill in effectively communicating ideas and concepts in writing.

Ability to critically assess situations and solve problems, and to work effectively under stress within deadlines and changing work priorities.

Strong mechanical and maintenance abilities necessary for the efficient and ongoing operation of all marina buildings and equipment.

Initiative and resourcefulness in solving and anticipating problems.

Ability to interpret and diplomatically enforce Township rules and regulations.

Ability to establish effective and successful working relationships and use good judgment, initiative, and resourcefulness when dealing with employees, contractors, professional contacts, vendors, and the general public.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

The physical demands and work environment characteristics below are representative of those the employee may encounter while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the essential duties of this job, the employee is regularly required to use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee is frequently required to walk or stand, and occasionally travels to other locations. The employee is occasionally required to climb or balance, smell, stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move objects of heavy weight. Specific vision abilities required by this job include close vision, distance vision, depth perception, color vision, peripheral vision, and the ability to adjust focus.

While performing the duties of this job, the employee frequently works outdoors. The employee is occasionally exposed to moving mechanical parts; wet, humid conditions; fumes or airborne particles; toxic or caustic chemicals; extreme heat or cold, vibration, and risk of electrical shock. The noise level in the work environment can range from quiet to very loud.

MOVE/ ADD/ CHANGE FORM

Michigan Broadband Services
 397 US 41 N - Carney, MI 49812
 1516 Barlow St. STE D Traverse City, MI 49686
 855-642-4227 www.michbbs.com



Customer: ELMWOOD TOWNSHIP MARINA **Customer #** 371011752

Service Address: 13501 S W Bay Shore Dr
 Traverse City, MI 49684

Move

Billing Address (if different than service address):
 10090 EAST LINCOLN RD TRAVERSE CITY MI 49684

Add

Phone: 231-946-0921 x12

Change

Prepared by: Gail Grayson **Date:** 3/1/2024

Product: Camera Network + New Fish Station	Quantity	Price	MRC /Monthly Recurring Fee	NRC / Installation Charges
Ubiquiti G3 dome	1	\$22.00	\$22.00	\$0.00
Uniquiti G5 pro	1	\$35.00	\$35.00	\$0.00
Labor and Equipment:		\$1,900.00		\$1,900.00
600' outdoor cst6, 4 data jacks				
PVC junction box, Reducing washers / fittings				
1 hard drive for the dream machine				
**Customer currently has: 9 UVC G3 dome cameras which we can reuse				
TOTAL			\$57.00	\$1,900.00

***this agreement will run coterminous with existing agreement in place**

X _____
 Authorized Customer Acceptance Signature

Date: 3/1/2024

X _____
 Print Name

X _____
 Authorized Signature - Michigan Broadband Services

Date: 3/1/2024

Connie Preston

From: Jeff Shaw
Sent: Monday, February 12, 2024 10:59 AM
To: Connie Preston
Subject: FW: Elmwood Marina - Camera Network
Attachments: MBS MAC ElmwoodTownshipMarinaCameraNetwork2.9.24.xlsx

Importance: High

From: Gail Grayson <gail.grayson@michbbs365.com>
Sent: Monday, February 12, 2024 10:09 AM
To: Jeff Shaw <supervisor@elmwoodmi.gov>
Cc: Peter Moon <petermoon@juno.com>
Subject: RE: Elmwood Marina - Camera Network
Importance: High

Jeff,

Attached is the pricing for taking over and managing the Camera Network at the Marina. Site survey was completed by Randy. Also included, equipment needed to upgrade the existing camera network and to add the Fish Station online. Let me know if any questions.

I will send the MAC form via DocuSign for your signature once you authorize.

Please let me know if I can be of assistance with any new services/equipment needs.
Thank you!

Gail

Sales Executive

Direct: (231) 631-2688

Desktop: (231) 714-9288



Connecting Communities, Faster

From: Jeff Shaw <supervisor@elmwoodmi.gov>
Sent: Monday, February 5, 2024 11:22 AM
To: Gail Grayson <gail.grayson@michbbs365.com>
Cc: Peter Moon <petermoon@juno.com>; Connie Preston <clerk@elmwoodmi.gov>
Subject: RE: Elmwood Marina

We have a schematic that is difficult to see. I circled the location of the 9 cameras currently in place. I'll attach it. Pete would be able to meet your guys down there to look it over.

From: Gail Grayson <gail.grayson@michbbs365.com>
Sent: Monday, February 5, 2024 10:29 AM

Connie Preston

From: Bogart, Garth <gbogart@wadetrim.com>
Sent: Thursday, February 22, 2024 11:11 AM
To: Jeff Shaw
Cc: Schwerdt, Ken; Connie Preston
Subject: RE: Brewery Creek Disposal Items

Good Morning Jeff,

Just checking in to see if you had a chance to take a look at the light poles.

Thanks,
Garth



Garth A. Bogart, PE, Professional Engineer
10850 East Traverse Highway, Suite 2260, Traverse City, MI 49684
231.947.7400 office
231.735.5960 cell



From: Jeff Shaw <supervisor@elmwoodmi.gov>
Sent: Tuesday, February 13, 2024 4:54 PM
To: Bogart, Garth <gbogart@wadetrim.com>
Cc: Schwerdt, Ken <kschwerdt@wadetrim.com>; Connie Preston <clerk@elmwoodmi.gov>
Subject: RE: Brewery Creek Disposal Items

This message originated from outside of Wade Trim

Hi Garth,

The boat was removed. I'll stop and look at the poles and see if we can disassemble them and move them.

From: Bogart, Garth <gbogart@wadetrim.com>
Sent: Tuesday, February 13, 2024 4:32 PM
To: Jeff Shaw <supervisor@elmwoodmi.gov>
Cc: Schwerdt, Ken <kschwerdt@wadetrim.com>
Subject: Brewery Creek Disposal Items

Jeff,

Reaching out to see if you have any preference or updates on how the Township would like to proceed with removing a few of the items on the Brewery Creek site.

1. Light Poles – The Contract Documents noted that the poles were to be disposed of, rather than salvaged. Based on this, Basch did not include any fees for salvaging/protecting/transporting the poles and fixtures to an off-site

location. They are willing remove the concrete from the ends of the poles and haul them to the Township's recycling center for storage for an additional fee of \$3,250. If the Township would like to take care of cleaning them up and haul them, they are fine with that too.

2. Do you have any updates regarding removing the boat from the site? I can have Basch put together a price for disposing of it if you would like to consider that option.

Feel free to let me know if you have any questions.

Thanks,
Garth



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