MARCH 202 <u>1</u>	\$726,099.76 \$42,958.14 \$1,056,149.16 \$728.12 \$3,434.20 \$567,795.69 \$371,573.88 \$115,427.39 \$42,759.41 \$16,44.49 \$89,690.09 \$29,096.38 -\$34,837.94 \$66,91.55 \$6,834.73 \$7,325.96 \$2,186.64	CURRENT VALUE EST MONTHLY INT PAID INTEREST	\$ 202,492.00 \$ 2,492.00 \$ 3.80 \$ 3.80 \$ 3.00	-\$ 206.80 \$ 0.12	\$ 7,637.50 \$ 4,402.50	\$377,471.11 \$8.69 \$8.69	
	\$ TOTAL \$	PURCHASED AMOUNT PRIOR MONTH VALUE CURR	\$ 10.689.07	\$ 5,349.67		\$ 377,462.42	\$ 407,155.08
Treasurer's Report	General Fund Huntington Huntington Bank Huntington Bank Huntington Bank Sewer Huntington Huntington Bank Huntington Bank	PURCHASED AMOUN	\$200,000.00 \$190,000.00	\$235,000.00	\$250,000.00 \$150,000.00 \$250,000.00		\$ 150,000.00
Treasurer's Report reflects bank account balances	#101 General Fund #203 Metro Authority #206 Fire Fund #207 Police #212 Liquor Control Fund #590 Sewer CD Mat May 2018 #591 Timberlee H20 #594 Marina #701 Trust & Agency #703 Current Tax #815 E. Timberwoods #816 GSAD Receivable #817 SBlue & Old Orch #820 Maintenance E.R. Rds #821 Maintenance S.B. Rds #861 Bayview Estates Lights	INVESTMENT ACCOUNTS CD'S	#101 Goldman Sachs #101 Beal Bank #101 FIDELITY GOV MMKT DAILY	#206 Federal Farm #206 MMKT	#590 Ally Bank #590 Morgan Stanley #590 JP Moraan Chase-redeemed	#590 DREYFUS GOVT BOND INTEREST	#594 Dreyfus MMKT #594 Morgan Stanley-redeemed BOND INTEREST

Chris Mikowski, Treasurer

\$18.43

\$ 14,347.43

TOTAL \$ 1,840,003.67

\$1,796,355.93

\$ 5,477,899.15

GRAND TOTAL

Connie M. Preston, Clerk

Planning/Zoning Department planner@elmwoodtownship.net

To: Elmwood Township Board

From: Sara Kopriva AICP, Planner/Zoning Administrator

RE: March 2021 Planning and Zoning Report

Land Use Permits:

	March 2021	March 2020	Year to Date 2021	Year to Date 2020
Single Family Dwelling	2	1	4	3
Attached SFD	0	0	0	0
Accessory Building	3	0	6	3
AG Building	0	0	0	0
Residential Addition	0	1	0	2
Deck	1	0	2	0
Sign	0	0	0	0
Commercial	0	0	0	0
Misc.	1	0	1	0
Total Permit	7	2	13	8
Fees Collected	\$414.64	\$127.44	\$696.64	\$471.96

Zoning Board of Appeals:

Past Meeting

March 29, 2021- Front yard setback on W Bay Shore Dr

Future Meeting

No meeting scheduled at this time

Planning Commission:

Past Meeting

March 16, 2021- Rural Resort Amendment, Public Hearing Crain Hill Vineyard/Distillery

Future Meeting

April 21, 2021- Rural Resort Amendment, TC Whiskey Building, New Waves Development

Elmwood Township Fire and Rescue Department

Fire Department Monthly Report – March 2021

From:

Keith Tampa, Fire Chief

To:

The Township Board of Trustees, Charter Township of Elmwood

Total Calls for the Month:

58

0

6

Incident Type Breakdown per the National Fire In	cident Reporting System (NFIRS)
Fire Incidents:	6

0 1 Structure fire 1 Chimney or flue fire, confined to chimney 3 Grass fire 1 Outside equipment fire Overpressure Rupture, Explosion, Overheat (no fire): 0 **Rescue & EMS Incidents:** 34 32 EMS calls 0 0 1 Motor vehicle accident with injuries 1 Motor vehicle accident with no injuries Hazard Condition (No Fire): 2 1 Tree obstructing roadway 0 1 Non-power line obstructing roadway **Service Calls:** 6 4 Lift assists 0 1 Unauthorized burning 0 1 Cover assignment, standby, move-up 0 **Good Intent Call:** 7 1 Dispatched and cancelled enroute 0 4 Dispatched and cancelled enroute - Auto/Mut. Aid 0 2 Authorized controlled burning False Alarm/False Calis 3 1 Unintentional transmission of a medical alarm

• Overlapping Incident(s) (Non-NFIRS category)

Type of Aid	<u>Incidents</u>	<u>Departments</u>
Received:	1	Cedar Area FD (Grass fire)
Given:	3	Cedar Area FD (Grass fire x2. Cover/stand by)

EFD had a total of eight (8) requests for automatic and mutual aid. The numbers above represent were aid resulted in more than one department on the same scene. The remainder are "requests" and are documented as Dispatched and cancelled enroute - Auto/Mut. Aid in the NFIRS section.

2 Smoke detector activation, no fire - unintentional

Response Times (averages)

duty.

Severe Weather

Mutual Aid - Given/Received

	<u>Type</u>	Times (hh:mm:ss)	<u>Notes</u>
•	Alarm Handling (call to dispatch)	00:01:26	All calls
	 Alarm Hand. – Adjusted 	00:00:36	Minus delays (Sheriff or another agency sent
			earlier. EFD usually requested after the fact.)
•	Turnout Time (dispatch to enroute)	00:02:30	All calls*
	*Mutual aid (given) may increase the turnout time. EFI duty or paid-on-call to come in for the response or bac		

General Updates

ADMINISTRATION / OPERATIONS

• **General Run Information.** Monthly run volume is up 16% from 2020. Call types are similar with a significant increase in auto./mutual aid.

Notable Incidents

- Structure Fire Fouch Rd. Crews were called to a grease fire which the occupant believed was
 extinguished. The fire originated on the top of the stove and grew enough to do significant damage
 to several nearby appliances and cabinetry. The fire also resulted in a burn injury to the occupant.
- Grass (Hay) Fire Birch Pt. Rd. This was a late evening fire that resulted in the destruction of the
 property owner's hay. The fire was intentionally set though the resulting damage is under
 investigation to determine whether it was intentional or accidental.
- **COVID Update.** Our agreement with the Benzie Leelanau Health Department (BLHD) to allow EFD EMS personnel to assist with COVID vaccine clinics has been reviewed by the Township Attorney and signed by the Township Supervisor. I am awaiting signature by BLHD.
- **Job Descriptions.** Comments have been received from the Township Attorney that address the Deputy Chief and Lieutenant job descriptions. The comments are being incorporated and a final draft to follow.

Grants.

- Grand Traverse Band of Ottawa Chippewa Indians (GTB) 2% Grant. The grant funded battery powered vent fan has been ordered.
- o Assistance to Firefighters Grant (AFG). Nothing to report.
- <u>AAA Traffic Safety Grant.</u> A request has been submitted to fund the purchase of items related to responder safety and communication with motorists while operating at roadway incidents. The request includes collapsible traffic cones, LED flares, replacement of broken traffic wands, and the addition of portable lights. Some of this equipment will be used to outfit the new pumper tanker to support compliance with NFPA standards.

Personnel.

 Hiring. I have tasked staff member Shirl Martin with coordinating the hiring and testing of applicants. This past month outreach has been completed on 8 pending applications resulting in the testing of 3 to date. Follow up is expected to continue.

APPARATUS AND EQUIPMENT

Apparatus

- <u>Future Pumper/Tanker.</u> The pre-construction conference is completed and a change order has been developed as was anticipated. All EFD crews were provided a chance to review the proposed changes and give final input. Further clarification was sought from Allied Fire and I expect to sign the final document in early April. Only those changes which directly impact operations and safety were considered. The resulting changes are expected to total near \$22,351 pending final configuration of the rear cab seating area. I have been advised that this is the top end cost.
- Engine 112. Repairs were made to solve a coolant and exhaust leak. Also, bi-annual preventative maintenance is complete. The issue with the power steering feeling like it was failing appears to be related to the ball joints. GT Diesel advised that we should talk to Halt Fire (Pierce dealer) to have the joints evaluated. I am looking into a different vendor due to past poor experience with Halt Fire. GT Diesel states the ball joints will need servicing but the vehicle is safe to drive.
- Marina 171. 171 has been moved back to the fire station and "de-winterized". A Chart-plotter has been installed for navigation.
- Brush 141. An opening from the hose bed into the driver-side rear compartment has been discovered. This opening is allowing excess water to overflow from the tank and spill into the compartment. This is being added to a list of concerns for the final warranty inspection. The warranty on the body of 141 is due to expire in May.

Equipment

Hose. EFD finally took receipt of new and replacement fire hose ordered at the end of 2020.

FACILITIES AND GROUNDS

Station Fire Extinguishers. Annual preventative maintenance has been completed by Summit.

PUBLIC EDUCATION AND RELATIONS

Site Reviews

- Brengman Bros. Winery. Completed review for possible conversion of an existing room to a small distilling operation. Review submitted to the Township Planner to forward to Township Planning Commission.
- o <u>Tandem Ciders.</u> I have been requested to provide additional feedback on the installation of a water tank for fire suppression.
- Bugia Rd. Residential Development. Plans have been submitted for my review of a potential development near the Bugia and M-72 intersection.

• Fire Prevention

Nothing to report.

TRAINING

• Trainings this Month:

- o Air Bags and Cribbing
- o Building Search and Rescue
- Pumping and Drafting with Brush 141
- o I-Pad / MDT Introduction.
- o MI DNR Tactics Meeting (Chief only)
- Firefighter Survival (Lecture)
- Communications / Radio Training
- K-12 Rotary Saw (Lecture)
- o Wildland Fire Response

External:

Size Up and Command. EFD hosted a regional class for fireground size up and command.
 Personnel from several different departments were in attendance including several from EFD. This was an approved MI Firefighter Training Council course.

MEETINGS ATTENDED

- Elmwood Township Board Regular General Meeting
- Township Supervisor
- EFD Officers' Meeting
- Fire Inspector M. Sheets, Traverse City FD
- Leelanau County 911 Advisory Board Meeting (Teleconference)
- NW Medical Control Authority Meeting (attended by D. Mosholder, EFD EMS Director)
- Grand Traverse Area Chiefs' Meeting (Teleconference)

CHARTER TOWNSHIP OF ELMWOOD SPECIAL BOARD MEETING MARCH 1, 2021 ELECTRONIC REMOTE ACCESS

Call to Order:

Supervisor Shaw called the meeting to order at 6:00 p.m.

Pledge of Allegiance:

Treasurer Chris Mikowski recited the Pledge of Allegiance as requested by Supervisor Shaw.

Roll Call:

Present: Jeff Shaw, Connie Preston, Terry Lautner, Dave Darga, Chris Mikowski, Jim O'Rourke and Deb Allen, all participating from locations in Elmwood Township, Leelanau County, Michigan.

Excused: None

Declaration of Conflict of Interest

Supervisor Shaw stated that the Board knows his situation and asked if there is a motion to recuse him? No motion was offered.

Public Comment:

Sue Jones, Rod Jones, Mark Breederland, Joe Testa, AnneMarie Wigton, Lance Stray, Karyl Moore, Todd Space, Colleen Mulligan, Jenna Belyea, Del Moore, Anna Heiges, Megan Luce, Jack Kelly, and Kelsey Testa

Agenda Approval

MOTION BY TRUSTEE ALLEN, SECOND BY TRUSTEE O'ROURKE TO APPROVE THE AGENDA AS PRESENTED. The motion passed 7-0 by a roll call vote.

New Business

STR Ordinance Discussion

Planner Sara Kopriva explained the background of the STR Ordinance changes that the Board requested at the previous meeting. The township attorney assisted with the language to make the current operations legal nonconforming uses. Attorney Peter Wendling stated that the attorney does not set the policies of the township, all legislative action lies with the township board. The issue with grandfathering is the use has to exist and be allowed to start with. The amendment you have before you would allow them in all districts. An ordinance in the future would take it out of the ordinance and in the interim, the police power ordinance limits the number to those already operating. That's what you're doing to stop further expansion. If you move forward with the zoning amendment and police power, it's best to make them coincide and become effective on the same day so there is no gap, so it can be effectively administered from that date going forward. You can still pass an ordinance eliminating the use if that is the township's desire. The board has

followed the proper process on the zoning amendment. The board is not obligated to pass a mirror image of the Planning Commission ordinance.

Planner Kopriva explained the next steps. She will update the effective date to coincide with the licensing ordinance. The Board discussed the three- year eligibility and Kopriva explained that based on conversation with our attorney, we can't exclude 2021 because it needs to go through the effective date of the ordinance.

Licensing Ordinance

Planner Kopriva reviewed the changes to the ordinance. Attorney Wendling changed some language in the purpose and added some definitions. We added federal holidays for quiet time, capped the capacity to a maximum of ten guests, and set the years for license eligibility of 2018 through the 2021effective date of the ordnance. Operators must get a license in 2021 or they will no longer be eligible in the future. If a license is revoked, the operator is not eligible to renew. Language was changed under violations and penalties to make it clearer.

Public Hearings

MOTION BY TREASURER MIKOWSKI, SECONDED BY TRUSTEE LAUTNER TO ACCEPT THE INTRODUCTION AND TO PUBLISH FOR PUBLIC HEARINGS AND CONSIDERATION OF BOTH ORDINANCES ON APRIL 19, 2021 at 6:00 p.m. The motion passed 5-2 by a roll call vote with Ayes from Mikowski, Lautner, O'Rourke, Allen and Shaw and Nays from Darga and Preston.

Planner/Zoning Administrator Position

MOTION BY CLERK PRESTON, SECONDED BY TRUSTEE O'ROURKE TO AUTHORIZE HE CLERK TO POST THE POSITION AT \$58,000 TO \$62,000 SALARY DEPENDING ON EXPERIENCE. The motion passed 7-0 by a roll call vote.

MOTION BY TRUSTEE LAUTNER, SECONDED BY TRUSTEE DARGA TO AUTHORIZE THE PERSONNEL COMMITTEE PLUS PLANNER SARA KOPRIVA TO CONDUCT INTERVIEWS FOR THE POSITION. The motion passed 7-0 by a roll call vote. The committee will bring back a recommendation for board approval.

Public Comment

Joe Testa, AnneMarie Wigton, Colleen Mulligan, and Bethany Cliff

Adjournment

MOTION BY TRUSTEE ALLEN, SECONDED BY CLERK PRESTON TO ADJOURN THE MEETING . The motion passed 7-0 by a roll call vote. The meeting was adjourned at 7:38 p.m.

CHARTER TOWNSHIP OF ELMWOOD REGULAR BOARD MEETING MARCH 8, 2021 HELD BY REMOTE ELECTRONIC ACCESS

Call to Order:

Supervisor Shaw called the meeting to order at 6:00 p.m.

Pledge of Allegiance:

Supervisor Shaw led the Pledge of Allegiance.

Roll Call:

Present: Jeff Shaw, Connie Preston, Terry Lautner, Jim O'Rourke, Dave Darga, Chris Mikowski, and Deborah Allen

All Board members stated they were participating from locations in Elmwood Township, Michigan.

Excused: None

Declaration of Conflict of Interest:

None

Public Comment

Rod Jones

Consent Calendar:

Department Reports:

Committee Reports:

Minutes:

2-8-21

Treasurer Planning/Zoning

Fire

Post Audit Invoices 2-15-21 through 3-2-21

MOTION BY TRUSTEE O'ROURKE, SECONDED BY TRUSTEE ALLEN TO APPROVE THE CONSENT CALENDAR AS PRESENTED. The motion passed 7-0 by a roll call vote.

Agenda Approval

MOTION BY TRUSTEE DARGA, SECONDED BY TRUSTEE ALLEN TO APPROVE THE AGENDA AS PRESENTED. The motion passed 7-0 by a roll call vote.

Supervisor Remarks

Supervisor Shaw submitted a written report.

Trustee Remarks

Trustee Lautner reminded the Board that it had been one year since DTE said they would send a survey regarding coming into the rural areas. He requested that Supervisor Shaw contact them again to see if they might still consider sending out that survey.

Engineer's Report

Ken Schwerdt had nothing other than his upcoming agenda item.

Other Officer Remarks

None

Communications from the Clerk

Clerk Preston reported receiving letters from Karyl Moore and Tony Ansorge.

OLD BUSINESS

None

NEW BUSINESS

TART Request for Brewery Creek Property Lease

Chris Kushman with the TART Trails explained that they are looking for a location to build a storage barn for their equipment and would like to use property in Brewery Creek. It was the consensus of the board that it could be an option when we are closer to designing and building our marina parking area.

Watershed Center Beach Clean Up

Baykeeper Heather Smith presented the Watershed's Plan to use an EPA Trash-free Great Lakes grant for beach clean-ups. Supervisor Shaw volunteered to be a Site Captain in Elmwood Township. MOTION BY CLERK PRESTON, SECONDED BY TRUSTEE ALLEN TO PARTNER WITH THE WATERSHED CENTER FOR A BEACH CLEAN UP. The motion passed 7-0 by a roll call vote.

Capital Improvement Plan

The Board reviewed the Capital Improvement Plan as developed by the Planning Commission, adding a building addition and security equipment at the township hall. The board removed the truck and Gator for the marina. MOTION BY TRUSTEE LAUTER, SECONDED BY TRUSTEE DARGA TO APPROVE THE CAPITAL IMPROVEMENT PLAN AS AMENDED. The motion passed 7-0 by a roll call vote.

Host Compliance Renewal

MOTION BY CLERK PRESTON, SECONDED BY TRUSTEE O'ROURKE TO RENEW THE CONTRACT WITH GRANICUS/HOST COMPLIANCE IN THE AMOUNT OF \$8137.21.

Marina South Wall Height Extension

Engineer Ken Schwerdt explained the proposal to include the 1.5 foot height extension in the next phase of the design for phase III of the marina improvement. Due to the high water levels, they thought it best to revisit this with the township board. This would need to be included in the grant application that is due April 1. MOTION BY TRUSTEE DARGA, SECONDED BY CLERK PRESTON TO LOOK AT RAISING THE WALL PER ENGINEER SPECS APPROXIMATELY 1.5 FEET. The motion passed 7-0 by a roll call vote.

PAYMENT OF INVOICES

MOTION BY TRUSTEE DARGA, SECONDED BY TRUSTEE LAUTNER TO PAY THE INVOICES IN THE AMOUNT OF \$117,033.34. The motion passed 7-0 by a roll call vote.

PUBLIC COMMENT

None

Adjournment

Motion by Trustee Lautner, seconded by Trustee Allen to adjourn the meeting. The motion passed 6-1 by a roll call vote with Trustee O'Rourke voting no. The meeting adjourned at 7:20 p.m.

Check Register Report

BANK:

Date:

04/06/2021

Time:

12:10 pm

Page:	

Check Number	Check Date	Status	Void/Stop Date	Reconcile Date	Vendor Number	Vendor Name	Check Description	Amount
Checks								
35253	03/25/20	21Reconciled		03/31/2021	A050	ACCIDENT FUND OF MICHIGA	ANVCV 01595513303 9009314	7,448.00
35254	03/25/20	21Reconciled		03/31/2021	B111	BLUECROSS BLUESHIELD OF MI	F GROUP 007015150710	502.57
35255	03/25/20	21Printed			C029	CHARTER COMMUNICATIONS	S ACCT#8245 12 895 0008281	519.26
35256	03/25/20	21Reconciled		03/31/2021	C010	CHERRYLAND ELECTRIC CO	ORCCT#9902700	111.27
35257	03/25/20	21Printed			C040	CONSUMERS ENERGY	ACCT#1000 29141304	4,618.14
35258	03/25/20	21Printed			M020	DTE ENERGY	ACCT#9100 215 4419 2	1,410.32
35259	03/25/20	21Reconciled		03/31/2021	E013	ELEVATE NET	MARINA PHONE	149.97
35260	03/25/20	21Reconciled		03/31/2021	G425	GUARDIAN	GROUP ID 357534	512.89
35261	03/25/20	21Reconciled		03/31/2021	Z003	HUNTINGTON NATIONAL BAN	IKPA PROCESSING FEE	500.00
35262	03/25/20	21Reconciled		03/31/2021	P043	PRIORITY HEALTH	GROUP ID 790105 S001	4,643.71
35263	03/25/20	21Reconciled		03/31/2021	V014	VERIZON WIRELESS	ACCT#286887497-00001	3.79
35264	03/25/20	21Reconciled		03/31/2021	V023	VSP	CLIENT ID 30031936	326.97
35269	03/30/20	21Printed			U030	US BANK OPERATIONS SERVICE CEN	SP ASSESS BONDS SERIES 2007	47,925.00
35272	04/05/20	21Printed			S146	SUPERFLEET MASTERCARD PROGRAM	ACCT#FB627	902.40

Total Checks: 14

Checks Total (excluding void checks):

69,574.29

Total Payments: 14

ELMWOOD TOWNSHIP

Bank Total (excluding void checks):

69,574.29

Total Payments: 14

Grand Total (excluding void checks):

69,574.29

TRAVERSE CITY AREA PUBLIC SCHOOLS And ELMWOOD TOWNSHIP

AGREEMENT FOR COLLECTION OF SUMMER PROPERTY TAXES

AGREEMENT made as of the 1st day of July, 2021, by and between **TRAVERSE CITY AREA PUBLIC SCHOOLS**, with offices located at 412 Webster Street, Traverse City, MI 49686 (hereinafter "School District") and **ELMWOOD TOWNSHIP**, with office mailing address of 10090 E. Lincoln Road, Traverse City, MI 49684 (hereinafter "Township"), pursuant to 1976 PA 451, as amended, for the providing for the collection by Township of a summer levy all (100%) of School District property taxes for two (2) years (2021 & 2022). This agreement shall renew annually, unless notification is given by either party prior to December 1. Each year upon renewal, the base fee may reflect any increase over the prior year in postage and any additional cost incurred as a result of any new legislative mandates.

The parties agree as follows:

- 1. The Township agrees to collect all (100%) of the total school property taxes as certified by the School District for levy on July 1, of each year on property located within the Township.
- 2. The School District agrees to pay costs for preparation and collection of summer taxes for School District as follows:
 - a. The collection fee for 2021 & 2022 will be \$2.50 per parcel. This fee includes the cost of collection of Bay Area Transportation Authority, TBA Intermediate School District, and Northwestern Michigan College summer tax levy.
 - b. Township to submit billing for tax collection for total number of parcels with first remittance of tax collections and School District Business Office will remit to Township within 10 Business days upon receipt of billing.
- 3. No later than the second Wednesday in June the School District shall certify to the Township Clerk the school millage to be levied on property for summer tax collection.
- 4. The Township Treasurer shall account for and remit to the School District not later than 12 o'clock, noon, of the second Business Day following the dates as listed below. The Treasurer may retain a maximum of 10% of the taxes collected the last 15 days of February until the delinquent roll is reconciled by the county treasurer. Business Day is defined as a day, other than Saturday or Sunday, on which commercial banks in Traverse City are not required by law or executive order to remain closed.

July 15	October 1	January 1, 15	April 1
August 1, 15	November 1	February 1, 15	May 1
September 1, 15	December 1, 15	March 1	June 1

Remittance is the third business day, rather than the second, when the 1^{st} or 15^{th} is a Saturday or Sunday.

5. In consideration of the agreement, the Township shall retain the interest earned by the investment of the tax collections from the date of collection to the calendar day immediately preceding the due date of remittance of said taxes to the School District, in accordance with the schedule set forth in paragraph above.

ELMWOOD TOWNSHIP:	TRAVERSE CITY AREA PUBLIC SCHOOLS:
Chris Mikowski, Treasurer	Christine Thomas-Hill, Associate Superintendent
	of Finance and Operations
SIGNATURE AUTHORIZED BY ELMWOOD TOWNSHIP TRUSTEES RESOLUTION OF	Sandra Low, Finance Director
<u> </u>	
Jeff Shaw, Supervisor	
Connie Preston, Clerk	

Supervisor's Report

04/12/21

- 1. Treasurer Mikowski, Clerk Preston and I have been interviewing candidates to fill the position of Elmwood Township Planner and Zoning Administrator. The add was placed on indeed.com on March 3, 2021. We had 58 applicants. We interviewed 7 candidates that were potentially the most qualified. We have one front runner with whom we are trying to arrange an in-person interview. How the Board would like to proceed in the interim will be discussed as an agenda item. There were no local candidates. Many were from out of state.
- 2. We are happy to have our Grounds Crew back at it. We will miss Rod tremendously. We do have an opening if anyone has any interest in spending the summer working with the absolute best grounds crew.
- 3. The bench donated by Margaret and Tom La Huis, to honor their grand daughter Audrey Lou was delivered this week. It will be placed near the playground at Greilickville Harbor Park in the near future. Thank you again to Margaret and Tom for their generous donation to the Park.
- 4. Heather Heddinger from the Michigan Department of Natural Resources contacted me (Copy of the email is enclosed in your Board packet). The MDNR would like to put a small chest freezer at the Fish Cleaning Station to collect tagged fish heads.

FW: New Traverse City fish cleaning station

Hettinger, Heather (DNR) < Hettinger H@michigan.gov>

Fri 4/2/2021 3:09 PM

To:Jeff Shaw <supervisor@elmwoodtownship.net>;

Hi Jeff.

We normally keep some small freezers at the fish cleaning stations across the state, for anglers to leave their Coded Wire Tag fish heads in. Our creel clerk would then come around on a regular basis and take those heads up to our research station. Would it be possible for us to have one of those freezers at the new fish cleaning station? They are a huge help in gathering the tag information from anglers, we typically see really good angler participation.

Thanks! Heather

Heather Hettinger Fisheries Management Biologist Central Lake Michigan Mgt. Unit-Traverse City Field Office 231.463.4030 (Cell) 231.922.6056 (Desk) hettingerh@michigan.gov

Far and away the best prize that life has to offer is the chance to work hard at something worth doing... ~Theodore Roosevelt

From: Clevenger, John (DNR) < ClevengerJ@michigan.gov>

Sent: Friday, April 2, 2021 9:06 AM

To: Hettinger, Heather (DNR) < Hettinger H@michigan.gov>

Cc: Vaas, Mark (DNR) <VaasM@michigan.gov>; Mickevich, Joe (DNR) <MickevichJ@michigan.gov>; Arend, Nicholas (DNR)

<ArendN3@michigan.gov>; Clapp, Dave (DNR) <CLAPPD@michigan.gov>

Subject: New Traverse City fish cleaning station

Heather,

Can we get permission to put a new CWT freezer in the new fish cleaning station in Traverse City? I'll let you contact the powers to be since you probably know them 😉

I'm sure we have the money to purchase a new 5 cubic foot freezer like we have used at other locations.

Thanks

John

ORDINANCE NO. 2021-04

ELMWOOD CHARTER TOWNSHIP ORDINANCE GRANTING FRANCHISE TO TRAVERSE CITY LIGHT & POWER DEPARTMENT TO TRANSACT LOCAL BUSINESS FOR A PERIOD OF 30 YEARS

An Ordinance to grant a non-exclusive franchise to Traverse City Light & Power Department to transact local business within Elmwood Charter Township.

THE CHARTER TOWNSHIP OF ELMWOOD ORDAINS:

There is hereby adopted an Ordinance granting to the Traverse City Light & Power Department, its successors and assigns, a Michigan municipal electric utility, a non-exclusive franchise to transact local business within the Charter Township of Elmwood, pursuant to the following terms:

1. <u>Grant of Franchise</u>. The Charter Township of Elmwood, State of Michigan, hereafter referred to as Township, hereby grants to Traverse City Light & Power Department and its successors and assigns hereinafter referred to as Grantee, a franchise to construct, lay, operate, replace, repair, maintain, and commercially use electric and telecommunications facilities consisting of towers, masts, poles, crossarms, guys, braces, feeders, transmission and distribution wires, transformers, underground wires and equipment, and other necessary electrical and telecommunication works in, on, under, along and across the highways, streets, alleys, bridges, and other public places, and a non-exclusive franchise to transact local business in that area of the Charter Township of Elmwood, Leelanau County, Michigan, described in paragraph 2 hereof for the purposes of producing, storing, transmitting, selling, and distributing electricity and telecommunication services into and through the Township and all other matters incidental thereto.

- 2. <u>Consideration</u>. In consideration of the rights, power and authority hereby granted, Grantee shall faithfully perform all things required by the terms hereof.
- 3. <u>Franchise Area</u>. The Franchise Area is described on Attachment A, attached hereto and incorporated here by reference.
- 4. Construction and Maintenance Standards. All of the Grantee's towers, masts, and poles shall be neat and sightly, and so placed on either side of the highways, streets, alleys, and bridges as not to unnecessarily interfere with the use thereof for highway, street, and alley purposes. All of the Grantee's wires carrying electricity shall be securely fastened so as not to endanger or injure persons or property in said highways, streets, and alleys. All work performed by said Grantee in said highways, streets, alleys, bridges, and other public places shall be done so as not to interfere with the use thereof, including the Township's use and maintenance of its utilities, and when completed, the same shall be left in as good condition as when work was commenced. The Grantee shall have the right to excavate and to trim trees if necessary, in the conduct of such business, subject, however, to the supervision of the highway authorities.
- 5. Hold Harmless. The Grantee shall at all times keep and save the Township free and harmless from all loss, costs, and expense to which it may be subject by reason of the negligent or grossly negligent construction and maintenance of the facilities hereby authorized or any construction and maintenance done with the intent to cause harm. In case any action is commenced against the Township on account of the permission herein granted, said Grantee shall, upon notice, defend the Township and save it free and harmless from all loss, costs, and damage of any nature, including reasonable attorney fees, arising out of such negligent or grossly negligent construction and maintenance or any construction and maintenance done with the intent to cause harm.

- 5. <u>Non-Exclusive Rights</u>. The rights, power, and authority herein granted are not exclusive.
- 6. <u>Revocation</u>. The franchise granted by this Ordinance is subject to revocation upon sixty (60) days written notice by the party desiring such revocation.
- 7. <u>Additional Conditions</u>. In addition to other conditions contained herein, the foregoing grant shall be subject to the following conditions:
- A. Before commencing the construction of any electric transmission line or changing the route thereof, the Grantee shall notify the County Road Commission of the proposed construction and obtain approval from the County Road Commission and, if the County Road Commission should so require, file with it plans and specifications of the proposed construction.
- B. The Grantee shall at all times conform to all ordinances of the Township now in force and as amended or enacted hereinafter.
- C. The Grantee shall keep on file at its principal office full and complete plans showing the general location of all franchise equipment and facilities installed on any public property within the Township. The Grantee shall file with the Township Clerk on or before the first Monday in February of each year up to date mapping products (electronic or hardcopy) showing the location of all franchise equipment and facilities installed in public places of the Township.
- D. The Township may require that the Grantee, before entering upon any public place for the purpose of initial installation of any pole, line, equipment or facility, file plans and specifications for such proposed pole, line, equipment or facility and shall not undertake such initial installation until the Township Board shall have approved the plans and specifications,

which will not unreasonably be withheld, conditioned or delayed. This provision shall not apply to lines, equipment or facilities installed on existing poles or poles, lines, equipment or facilities necessary for service drops.

- E. The Grantee shall raise its wires or otherwise move them for the passage of any structure when so requested by the County Road Commission. Such work by Grantee shall be without charge if it is determined by the County Road Commission to be necessary for public purposes.
- F. Within twelve (12) months after the use of any franchise equipment or facility has been permanently discontinued or after the franchise expires or is otherwise terminated, the Grantee shall remove such property from any public place in the Township and restore such public place so as to conform in all respects with the current condition of such public place at the date of such restoration; provided such property shall not be removed if the Township Supervisor shall determine that such removal shall cause unreasonable damage to such place, and the Township Supervisor thereupon requests that any such property shall remain in place then such property shall not be removed and title thereto shall become vested in the Township.
- 8. <u>Non-Assignment</u>. The Grantee shall not assign the franchise or otherwise transfer it or permit others to use it except on prior written approval by ordinance enacted by the Township Board or except as required by law.
- 9. Effective Date. This Ordinance shall take effect on the day after the date of publication thereof, which publication shall be made within 30 days after its adoption, provided it shall cease and be of no effect after thirty (30) days from its adoption, unless within said period the Grantee shall accept the same in writing and file its acceptance with the Township Clerk.

 Upon the acceptance and publication hereof, this Ordinance shall constitute a contract between

the Township and Grantee, subject to each party's right to revocation contained in paragraph 6 above, for a period of thirty (30) years from the date Grantee's acceptance is filed with the Township Clerk.

Elmwood Township Fire and Rescue Department

MEMORANDUM

To: Township Board of Trustees, Charter Township of Elmwood

From: Keith Tampa, Fire Chief

Cc: --

Date: April 6, 2021

Re: Disposal of Department Surplus Equipment

I am requesting approval to dispose of retired, damaged, or otherwise non-compliant fire department clothing and equipment.

Equipment for Disposal

- 80 Gallon Vertical Air Compressor. This compressor is estimated at approximately 20 years old and was recently replaced with a quieter, more efficient compressor.
- Assorted Fire Adapters and Fittings. EFD has accumulated an assortment of adapters and
 fittings as equipment and vehicles have been replaced. Where appropriate, some pieces
 have been used or placed in reserve for future needs. Disposal is focused on older, heavier
 pieces and those whose diameters are no longer used by EFD.
- <u>Firefighter Turnout Gear (TO).</u> At least two (2) sets of TO gear, including boots have surpassed the NFPA standard for service life of 10 years. The TO gear was demoted to "Training Only" status for an additional 5 years, to be used in non-immediately dangerous to life and health (IDLH) environments. This gear has already been replaced through a standard PPE rotation program.

Disposal Methods

Equipment will be disposed of in one of the following ways:

- Online auction (MuniciBid)
- Recycled as scrap.
- Donated to departments in need.

Removal of this equipment does not place any added burden to EFD or its current operations and has little to no value.



600 E Front Street, Suite 104, PO Box 506 Traverse City MI 49685-0506 (231) 929-5000 ● 1-800-692-7774 ● FAX (231) 929-5012 traversetransportation.org



The mission of the Traverse Transportation Coordinating Initiative (TTCI) is to provide coordinated leadership and direction for the development and conduct of the continuing, cooperative & comprehensive transportation planning process for the Traverse City urban area.

DATE: March 12, 2021

TO: Elmwood Township

DESCRIPTION: 2021 TTCI dues

AMOUNT: \$1,000

PLEASE SEND YOUR PAYMENT (make check payable to NW MI COG)

Attn: Mary Watson Clark
Networks Northwest
PO Box 506
Traverse City, MI 49685-0506

If you have any questions concerning this invoice, please contact Jan Warren by phone at 231-633-5819 or by email jan.warren@networksnorthwest.org

Networks Northwest is an Equal Opportunity Employer/Program. Auxiliary aids and service are available upon request to individuals with disabilities.



Michigan Department of Licensing and Regulatory Affairs Liquor Control Commission (MLCC)

Toll Free: 866-813-0011 • www.michigan.gov/lcc

Business ID:	×
Request ID:	
_	(For MLCC use only)

Date

Local Government Approval For On-Premises Tasting Room Permit

(Authorized by MCL 436.1536)

Instructions for Applicants:

• You must obtain a recommendation from the local legislative body for a new On-Premises Tasting Room Permit application.

At a	meeting of the			council/boar
(regular or special)		(tov	vnship, city, village)	Council/board
called to order by		on	a	t
the following resolution was offered	d:		(date)	(time)
Moved by		and supp	orted by	
that the application from	rengman Brot	hens	ed liability company, please :	toto the annual variation of the second
or a NEW ON-PREMISES TASTING		i a corporation or innite	ed hability company, please :	state the company name)
to be located at:				
t is the consensus of this body that			this application	on be considered for
pproval by the Michigan Liquor Co	recommends/ontrol Commission	does not recommend)		
f disapproved, the reasons for disa	oproval are			
		<u>Vote</u>		
	Yeas	s:		
	Nays	s:		
	Abser	nt:		
		6.1	offered and adopted b	v the
hereby certify that the foregoing is	true and is a complete copy	of the resolution	oncica and adopted b	
hereby certify that the foregoing is ouncil/board at a		of the resolution neeting held on	oncrea and adopted b	(township, city, village)

Under Article IV, Section 40, of the Constitution of Michigan (1963), the Commission shall exercise complete control of the alcoholic beverage traffic within this state, including the retail sales thereof, subject to statutory limitations. Further, the Commission shall have the sole right, power, and duty to control the alcoholic beverage traffic and traffic in other alcoholic liquor within this state, including the licensure of businesses and individuals.

Signature of Clerk

Please return this completed form along with any corresponding documents to:
Michigan Liquor Control Commission

Mailing address: P.O. Box 30005, Lansing, MI 48909 Hand deliveries: Constitution Hall - 525 W. Allegan Street, Lansing, MI 48933

Overnight deliveries: 2407 N. Grand River Avenue, Lansing, Mi 48906

Fax to: 517-763-0059

Print Name of Clerk

CHARTER TOWNSHIP OF ELMWOOD PERSONNEL COMMITTEE MEETING ELMWOOD TOWNSHIP HALL MARCH 17, 2021

The Personnel Committee met at 1:30 p.m.

Members Present: Connie Preston, Jeff Shaw, and Chris Mikowski

Harbormaster Peter Moon was also present.

After discussion regarding increasing wages for Marina and Buildings and Grounds in order to stay competitive with other employers, the Committee developed the following wage scale:

Starting wage	\$11.50
2 nd year	\$12.00
3 rd year	\$12.50
4 th year	\$13.00
5 th year	\$13.50

Deputy Harbormaster starting wage \$15.00 with .50 increase per year.

Wages for employees with more than 5 years should reflect the increased percentages set by the board during budget discussions.

Marina inside office help should continue with the \$1.00 additional per hour.

Supervisor Shaw distributed an informational spreadsheet with wage and benefit comparisons for Fire Chiefs in surrounding jurisdictions.

The meeting was adjourned at 2:15 p.m.

letter of transmittal

Beckett&Raeder

Landscape Architecture Planning, Engineering & Environmental Services

April 5, 2021

Jeff Shaw, Supervisor Elmwood Township 10090 E Lincoln Rd Traverse City, MI 49684

Regarding: Planning and Zoning Services

(i) initiative

As you are aware, I have taken a position at Beckett & Raeder but have continued to work on behalf of Elmwood Township during the transition period to find my replacement. I have been doing this as a part time employee in addition to my full time position. As we go through the interview process, it has become apparent that it will take some more time to get someone on board to do the planning and zoning work and is not sustainable for me to continue to work my full time job for the Township on a part time basis.

At this time, I am requesting that the Township enter into a professional services agreement with BRI to continue the planning and zoning services that I provide. This would be done in the same manner as we have been doing for the last 2 months while I have been working part time. I will be available via phone and email for staff and the public and will continue to hold limited office hours at the Township. To the public, it will continue to look and function as if I were a part time employee but will be contracted through BRI.

I have attached the fee schedule and a standards professional agreement for the board's review and approval.

In addition, the agreement could be used on a more permanent basis if desired or if a replacement cannot be found. By contracting with a private firm, not only do you get my experience and expertise but the ability to tap into the resources of my team. This may save money in the long run since I would still be available to answer questions and hold office hours but the Township would not be required to provide fringe benefits. Feel free to contact myself or John Iacoangeli to discuss further if you would like to discuss this option.

Please let me know if you have any questions,

Sincerely,

Sara Kopriva, AICP Planning Professional

Beckett & Raeder, Inc. 535 West William, Suite 101 Ann Arbor, MI 48103 Petoskey Office 113 Howard Street Petoskey, MI 49770

Traverse City Office 148 East Front Street, Suite 207 Traverse City, MI 49684 Toledo 419.242.3428 ph

734 **663.2622** ph 734 **663.6759** fx 231 347.2523 ph 231 347.2524 fx 231 649.1065 ph 231 944.1709 fx

Beckett&Raeder

2021 Professional Planning Service Fee and Structure

Beckett & Raeder, Inc. / BRI, Inc. is pleased to submit for consideration the following fees for professional services and time / material services:

AS REQUIRED BY CLIENT ON MONTHLY BASIS:

Principal	\$125.00 Hour
Senior Associate	\$90.00 Hour
Associate	\$80.00 Hour
Project Professional/Landscape Architect/Planner	\$70.00 Hour
GIS Technician	\$ 70.00 Hour
Clerical	\$ 60.00 Hour
Interns (non-degreed)	\$ 35.00 Hour

Printing and Duplicating
Photography
At Cost
Postage / UPS / FedEx
At Cost

Mileage At Current Federal Rate

SPECIAL STUDIES / REPORTS

Community Master Plan or Master Plan Amendment

5-Year Parks and Recreation Plan

Corridor Study or Sub-Area Plan

Downtown Plan

Tax Increment Financing Plan

Scope and Budget Authorized Separately

Note: Rates will be adjusted on the first of each year and billings will reflect the rates in effect at the time of services rendered

AGREEMENT FOR PROFESSIONAL SERVICES **Elmwood Townhship**

Project Number:

An Agreement entered by and between:

Beckett & Raeder Inc. 535 West William, Suite 101 Ann Arbor, MI 48103 734.663.2622	Elmwood Township 10090 E Lincoln Rd Traverse City, MI 49684 231.946.0921
For project known as: Planning and Zoni	ng Services
Description of Work: serve as the capacit Township	y of Zoning Administrator and Planner for Elmwood
Compensation: Client agrees to compen	sate Consultant as per attached fee structure
Agreement Amount:	
Invoice Basis:	
☐ Fixed Fee: Invoiced monthly on a Perc	entage of Completion.
☑ Time & Material: Invoiced monthly ba	sed Actual Time and Materials
Time & Material: Not to exceed Agree	ement Amount - Invoiced Monthly
Percentage of Construction: Invoiced X.X.X% of an estimated Construction	
Acknowledgements:	
Beckett & Raeder Inc.	Client
Name Title	Name Title
Signature	Signature
Dato	Date

TERMS AND CONDITIONS

Warranties and Disclaimer.

Firm warrants that (a) all Deliverables provided to Client shall be Firm's original work, or that Firm will have acquired all rights necessary to fulfill its obligations under this Agreement and each Scope; (b) all Deliverables shall be provided in a diligent, prompt, and professional manner by individuals with the necessary knowledge and training to provide such Deliverables; and (c) all Deliverables will be provided in accordance with the milestones agreed to in the applicable Scope; provided that Client timely, accurately and completely performs all of its obligations under this Agreement and the Scope. The warranties described in this Section are the only warranties Firm makes under this Agreement. FIRM DISCLAIMS, AND CLIENT HEREBY WAIVES, ALL OTHER WARRANTIES, WHETHER EXPRESS, IMPLIED OR STATUTORY, INCLUDING WITHOUT LIMITATION ALL WARRANTIES OF MERCHANTABILITY AND FITNESS FOR PARTICULAR USE.

Client Responsibilities - Generally.

Client shall provide Firm with all access to Client's personnel, facilities, computers, materials and all other equipment reasonably necessary for Firm to provide the Deliverables as specified in the applicable Scope. Client will obtain any consent required from a third party to permit Firm to access and use that third party's hardware, software or other proprietary material under Client's possession and control in order for Firm to provide the Deliverables under the applicable Scope. Client warrants that it shall timely, accurately and completely perform those obligations and assume those responsibilities specified in this Agreement and in each applicable Scope, including, but not limited to, the timely rendering of all required decisions and approvals. Should Client fail to comply with this warranty, Firm shall receive an appropriate extension of time to provide the Deliverables under the applicable Scope, and Client shall reimburse Firm for all additional direct costs or expenses incurred by Firm as a result of Client's noncompliance.

Ownership and Use of Deliverables.

Unless otherwise expressly provided in a Scope, Firm will own all rights, title and interests, including intellectual property rights, in and to all Deliverables and other materials created in connection with or pursuant to this Agreement. No Deliverables will be considered "works made for hire" as that term is used in association with the U.S. Copyright Act. Nothing herein shall be construed to restrict, or constitute an assignment of, any of Firm's rights or proprietary interests in its methodologies, techniques, technology or products. Upon the payment of all amounts owed to Firm under the applicable Scope, Client will own its copies of all Deliverables provided to Client by Firm, and may copy, use, modify, adapt, translate and distribute all such Deliverables within its organization without restriction. The Deliverables may be used only for Client's business purposes as described in the applicable Scope. Any reuse or other use of any Deliverables after they have left the custody of Firm shall be at Client's sole risk without liability to, or cause of action against, Firm.

Limitation of Liability.

In recognition of the relative risks, rewards and benefits of the Projects to both the Client and the Firm, the risks have been allocated such that the Client agrees that, regardless of the form of action or theory of recovery, in no event shall Firm be liable to Client in connection with this Agreement and/or Deliverables for any (a) indirect, special, exemplary, consequential, incidental or punitive damages, even if Firm has been advised of the possibility of such damages; (b) lost profits, lost revenue, lost business expectancy, business interruption losses or benefit of the bargain damages; (c) act or omission of any third party, except for Firm's authorized subcontractors; and/or (d) direct damages in an amount in excess of all amounts received by Firm under the Scope under which the claim arose or \$100,000, whichever is less. These limitations apply to, without limitation, Firm's negligence, errors, omissions, strict liability, and breach of contract.

Weather Conditions

As required by the scope of work Firm may be required to attend Client meetings. Weather conditions, especially during the winter months, may impair attendance at these meetings. If the National Weather Service issues a "weather advisory" on the evening before or day of the scheduled meeting the Firm has the option to notify the Client that they will not be attending the meeting in person. If the National Weather Service issues a "weather warning" on the evening before or day of the scheduled meeting the Firm will not be attending the meeting in person. However, in either instance, if the Firm's personnel are not in person at the meeting, they will be accessible by phone and/or GoToMeeting, Zoom, or other telecommuting venue. These arrangements will be coordinated in advance with the Client.

Dispute Resolution.

Any dispute between the parties arising out of or related to this Agreement and/or the Deliverables shall be initially submitted to non-binding mediation and in such event each party shall be equally responsible for the expense of the neutral mediator. If mediation is unsuccessful or is not commenced within thirty (30) days of written notice to the other party of a dispute, the dispute shall be resolved by arbitration. These dispute resolution procedures shall be conducted in accordance with the Construction Industry Rules of the American Arbitration Association and the arbitrator(s) shall have the power to award legal and equitable remedies. Judgment upon the award may be entered in any court having jurisdiction thereof. Nothing herein shall prevent either party from seeking injunctive or other equitable relief from a court of competent jurisdiction pending the conduct and outcome of arbitration.

Entire Agreement - Amendment / Modification.

This Agreement, which includes these Terms and Conditions and all Scopes, is the sole understanding of the parties with respect to the stated subject matter and may be amended only by a written agreement signed by both parties. No terms or conditions of either party's invoice, purchase order or other administrative document shall modify the terms and conditions of this Agreement, regardless of the other party's failure to object to such form.

Termination

This Agreement may be terminated by either party with or without cause upon thirty (30) days prior written notice to the other party. In the event of termination, Firm shall be paid all amounts due and owing from Client for Firm's performance up to the effective date of termination. Upon payment of all such amounts, Firm shall deliver to Client all Written Materials under the Scope. All provisions of this Agreement relating to ownership, indemnification and limitations of liability shall survive termination of this Agreement.

Connie

From: Jeff Shaw <supervisor@elmwoodtownship.net>

Sent: Monday, April 05, 2021 3:32 PM

To: Connie Preston

Subject: Fw: SAW Grant Sanitary Sewer Study Sewer Cleaning

Attachments: Northern A1 Televising Elmwood Twp.pdf

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

Sent: Monday, April 5, 2021 3:21 PM

To: Jeff Shaw; Sara Kopriva

Cc: Sousa, Brian C.

Subject: SAW Grant Sanitary Sewer Study Sewer Cleaning

Hi Jeff,

Part of the SAW Grant sewer system study grant was to do jet cleaning and televising of sewers in the Elmwood System. The budget amount set aside for this portion was approximately \$32,000, and the priorities were laid out as the larger main lines along M-22 and Cherry Bend road that had not been done in the last 10 years. These top priorities were laid out in the 2014 grant application, and appears to still be applicable based on our visual inspection of the manholes performed last fall. The cleaning and televising would be reviewed and utilized to determine if additional capital improvements are needed in those sections of mains.

We sent this information to Northern A-1 to get a quote for budgeting purposes. The attached quote lays out the cost for all of the top priorities identified in the grant application. The total cost quote provided for all top priorities could be over \$78,000 based on a per foot of sewer main cost plus an estimated volume of sediment disposal. Northern A1 is willing to reduce scope as needed to fit the project budget.

At this time we are looking for direction whether the Township wants to award this work to Northern A-1, or if we should pursue additional quotes. If the Township wants to utilize this bid, it can either be awarded for the full amount requiring additional funding from the Township, or it could be awarded to clean as much sewer as possible within the remaining grant budget. While the cleaning and televising work would be contracted directly with the Township, Wade Trim will provide coordination to get the work completed as part of our current SAW Grant Study contract.

If you have any questions on this please let us know.

Thanks,



Ken Schwerdt, Professional Engineer 10850 E. Traverse Highway, Suite 2260, Traverse City, MI 49684 231.878.4827 cell





3947 US 131 North, P.O. Box 1030 / Kalkaska, Michigan 49646 / Tel. (231) 258-9961 / Fax (231) 258-9971 1680 Peach Street/ Whitehall, Michigan 49461 / Tel (231) 893-1173/ Fax (231) 893-1193 2510 Saidla Road/ Kalamazoo, Michigan 49001 / Tel (269) 359-7503 / Fax (231) 893-1193

Wade Trim Mr. Ken Schwerdt 10850 East Traverse Highway Traverse City, Michigan 49684 February 11, 2021

RE: Costs to Clean and Televise Sewer Lines in Elmwood Township

Dear Mr. Schwerdt:

Northern A-1 Services, Inc. (NA-1) is pleased to provide you with an outline of the costs involved for the above referenced project. NA1 will provide the equipment/personnel for televising and cleaning of 18,600 lineal feet of sanitary sewer line in Elmwood Township. All waste will be transported for disposal. The costs are as follows:

Televise 18,000 Lineal Feet of 8" – 24" Sewer Lines	\$ 1.50/Lineal Foot
Clean 4,500 Lineal Feet of 8" Sewer Lines	
Clean 3,000 Lineal Feet of 12" Sewer Lines	
Clean 7,200 Lineal Feet of 15" Sewer Lines	
Clean 3,900 Lineal Feet of 18" Sewer Lines	
Traffic Control for 2 Weeks	\$ 4,250.00
Disposal (\$250 Minimum)	
Miscellaneous Supplies/PPE	Billed as Needed

Please keep in mind that this project will be billed on a time and materials basis with actual hours and actual quantities if applicable. There will be a two (2) hour minimum charge for these services.

NA1 will make every attempt to ensure the project is completed successfully, however we cannot be responsible if complications arise due to unforeseen underground conditions such as foreign objects, misaligned joints, damaged pipe or other obstructions that may cause our equipment to become lodged in the line or prevent us from successfully completing this project. In the event a situation of this nature occurs; the Client would be responsible for cost of remedying this situation and associated costs.

If the material is shown to be other than described and/or if site conditions are found to be such that additional equipment or services are required for safe removal of these materials, a cost re-evaluation will be required.

This pricing is valid for 30 Days. Any pricing fluctuations in steel, energy or similar markets may result in a price adjustment.

If you accept the terms of this proposal, please sign below, and **return a copy** to my attention via fax or mail. <u>All work referenced above in this proposal will be invoiced directly to you unless Northern A-1 is otherwise instructed.</u> If you have any questions or comments, please feel free to give me a call. Thank you for the opportunity to provide you with this quote.

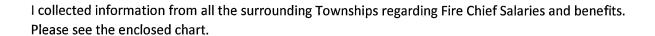
PROPOSAL SUBMITTED BY: Tom Wolfe, Email: twolfe@gflenv.com, Cell (231) 342-9826

TW/bw

ACCEPTANCE OF PROPOSAL

Purchaser:	By:	
Company Name	Specify Title	

Fire Chief Salary



I thought we should discuss how we want to proceed as we consider filling the Assistant Chief position.

Fire Chief Salaries

2021

Township	Salary	Other	Vehicle	Retirement
Leelanau	56,656	Phone, health, dental, vision, life, disability	No. Township paid to retrofit personal vehicle	Retirement – 10%
Blair				
EMS Director	70,298	Phone, family health & vision ins, life/disability		Retirement – 11%
Fire Chief	61,775	same	Yes	Retirement – 11%
Suttons Bay	85,000	3% yearly raise, health, life disab. Insurance, phone	Yes	Defined benefit pension plan – 14%
Glen Lake	85,000	Health insurance, Life/Disability ins, phone	Yes	Retirement - 9% - 2021, 12% - 2022
Cedar	75,000	Family health, dental, vision, life ins. Phone	Yes	Retirement - 6%
Long Lake	71,237		Yes	Retirement – 11%
Leland	84,800	Family medical ins, Life/Dis ins	Yes	Retirement – 5%
Almira	65,000	Health, vision, dental (\$2500 HSA contribution	Yes – vehicle available for use	Retirement
Elmwood	\$55,000	Health, vision, dental, life ins	No	Retirement – 10%

Adding the salaries together (\$639,468) and dividing by 9 (I didn't include the EMS director salary at Blair) = \$71,052 average yearly salary.

INVOICE APPROVAL LIST REPORT - SUMMARY BY VENDOR

PRELIMINARY

ELMWOOD TOWNSHIP

Date:

04/06/2021

Time: Page: 4:41 pm 1

e:

Vendor Name	Vendor No.	Invoice Description	Check No.	Check Date	Check Amount
THE ACCUMED GROUP	A026	BILLING SERVICES	0	00/00/0000 Vendor Total:	<u>367.75</u> 367.75
ACE HARDWARE	A020	CUST#23468	0	00/00/0000 Vendor Total:	45.43 45.43
AMERICAN WASTE	M008	ACCT#4091150	0	00/00/0000 Vendor Total:	62.10
CONSUMERS ENERGY	C040	ACCT#1030 3518 7543	0	00/00/0000 Vendor Total:	345.32 345.32
EARTHWORKS EXCAVATION, LLC	E006	E TIMBERWOODS PLOWING	0	00/00/0000 Vendor Total:	2,675.00 2,675.00
GRAND TRAVERSE COUNTY	G200	ELMWOOD GREILICKVILLE WATER	0	00/00/0000 Vendor Total:	10,913.49
DAVID JOHNSON	1050	SLIP CANCELATION	0	00/00/0000 Vendor Total:	2,642.00 2,642.00
LEELANAU ENTERPRISE & TRIBUN	L020	CUST#3599	0	00/00/0000 Vendor Total:	249.89
MICHIGAN TOWNSHIPS ASSOCIAT	M090	CLASSIFIED AD	. 0	00/00/0000 Vendor Total:	200.00
NETLINK	M185	TECH SUPPORT	0	00/00/0000 Vendor Total:	150.00
NWMCOG	N121	TTCI DUES	0	00/00/0000 Vendor Total:	1,000.00
PENCHURA LLC	P111	PARK BENCH	0	00/00/0000 Vendor Total:	1,312.00 1,312.00
PITNEY BOWES GLOBAL FINANCIA	P030	ACCT#0012923889	0	00/00/0000 Vendor Total:	502.35
SHORELINE POWER SERVICES IN	S094	HEATER INSTALL IN MECH HALLWAY	0	00/00/0000 Vendor Total:	933.89
TOBIN & CO., P.C.	T060	AUDIT PROGRESS BILLING	0	00/00/0000 Vendor Total:	4,800.00 4,800.00
US BANK OPERATIONS SERVICE (U030	ACCT#4702-5	0	00/00/0000 Vendor Total:	250.00 250.00
VERIZON WIRELESS	V014	ACCT#682962913-00001	0	00/00/0000 Vendor Total:	65.57
VISIBLE DIFFERENCE BLDG. MAIN	V002		0	00/00/0000 Vendor Total:	65.57 135.00 135.00
WADE TRIM	W107	MARINA PHASE III	0	00/00/0000 Vendor Total:	9,836.20 9,836.20
WELLS FARGO FINANCIAL LEASIN	W027	CONTRACT#603-0180923-000	0	00/00/0000 Vendor Total:	95.40
YOUNG, GRAHAM, & WENDLING P	Y002	MISC LEGAL	0	00/00/0000 Vendor Total:	95.40 656.00
			ı	Grand Total:	656.00 37,237.39 0.00
Total	Invoices:	31	<u>.</u>	Net Total:	37,237.39
				s Hand Check Total: nding Invoice Total :	0.00 37,237.39