

ONEKAMA TOWNSHIP BOARD SPECIAL MEETING

MONDAY, APRIL 27, 2015, 10 A.M.

The meeting was called to order at 10:03 a.m. by Supervisor David Meister.

The Pledge of Allegiance was said.

Members present: James Wisniski, Robert Blackmore, Helen Mathieu, LaVonne Beebe.

PUBLIC COMMENT: None.

TOWNSHIP WASTEWATER DEVELOPMENT: Wade Trim Vice President Brian Sousa, PE, presented a proposal to provide preliminary engineering services for a proposed wastewater collection system in Onekama Township, to serve the properties around Portage Lake.

This issue has been studied in the past, the board would like to rekindle the interest in this system and investigate funding sources.

Sousa was asked to give the township a scope of services to define the wastewater system around Portage Lake.

The board will follow all procedures for public hearings and special meetings, which will also be posted on the website: www.onekama.info.

Motion by Wisniski, second by Beebe to authorize Meister to sign the agreement for a total of \$6,500 with Wade Trim, Inc. Roll call vote: James Wisniski, yes; Robert Blackmore, yes; LaVonne Beebe, yes; Helen Mathieu, yes; David Meister, yes. Motion carried.

Meeting adjourned: 10:27 a.m.

Helen Mathieu, Clerk



WADE TRIM

April 6, 2015

Onkama Township
5435 Main Street
P.O. Box 458
Onkama, Michigan 49675

Attention: Mr. David Meister
Township Supervisor

RE: Preliminary Engineering
Township Sewer Development
Professional Service Contract

Dear Mr. Meister:

Wade Trim is pleased to present our proposal to provide preliminary engineering services for a proposed wastewater collection system in Onkama Township to service the properties around Portage Lake. The proposal below outlines our understanding of the project, the scope of services we propose to provide and the cost for these services.

STATEMENT OF UNDERSTANDING

Onkama Township is located on the west side of Manistee County, Michigan. Bound by Thirteen Mile Road on the north, Milarch Road on the east, a common section line on the south and Lake Michigan on the west, Onkama Township harbors Portage Lake, a large, high-quality inland lake with access to Lake Michigan.

In 2008, stakeholders worked to develop "*Portage Lake Watershed Forever Plan*", a watershed plan to help protect this valuable area resource. The Portage Lake watershed spans nearly 16,000 acres of land across 5 municipalities. Onkama Township holds the largest percentage of this land with 50% of the watershed within the Township.

The watershed plan defined 5 main goals and objectives to management of the watershed. Many of these goals can be boiled down to the protection of public health, aquatic environments, and Natural and Cultural assets, to establish a mechanism which provides leadership in implementing the Plan.

Currently most, if not all, of the residents around Portage Lake that are outside of the Village of Onkama are on a septic/drainfield type of wastewater system. To help protect the lake and the users, the Township has been investigating the possibility of constructing a wastewater collection system around the lake to serve Township residents and businesses. While this direction has been studied in the past, the Township would like to rekindle the interest in this system and to investigate funding sources while also investigating other opportunities for the treatment of this wastewater. In order to carry the previously completed work forward, the Township would like to engage the services of an engineer to complete a preliminary investigation of the project layout, provide cost estimates and prepare a report document outlining the findings.

Wade Trim, Inc.	231.947.7400
10850 East Traverse Highway	800.968.6660
Suite 2260	231.946.1000 fax
Traverse City, MI 49684	www.wadetrim.com



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Over the years, Onekama Township has reviewed the potential for connecting a wastewater collection system to the Village of Onekama's system in supplying an option for wastewater treatment. Due to the high infiltration of the Village's system and the resulting decrease in capacity at the plant, the Township feels the connection to the Village for wastewater treatment is not a viable option and would like to look in other directions.

SCOPE OF SERVICES

Our scope of service includes work to further define the wastewater system around Portage Lake, to determine the cost and feasibility of pumping the collected waste to the Little River Band of Ottawa Indians (LRBOI) Wastewater Treatment Facility, and to provide input and assistance in securing funds (grant and loan) for the project. Specific tasks associated with this proposal are further described as follows:

1. A review of the previously completed work on the layout of a wastewater collection system and the associated cost estimates.
2. A review of any previously submitted funding application packages for the projects.
3. Development of two alternatives for wastewater collection with cost estimates. These options include a Township owned/operated wastewater treatment plant and the option of pumping the Township wastewater to the LRBOI wastewater facility.
4. Development of preliminary routing and cost estimating for the options noted above.
5. A review of various grant and loan programs available to the project and provide information on the programs available and the conditions surrounding each opportunity.
6. Prepare and deliver a presentation to the Township board outlining the findings from this study.
7. Submit a final report summarizing the items above.

CLIENT RESPONSIBILITIES

The following is a list of services/responsibilities to be provided by the *Township*

1. Provide any previous information completed with respect to the wastewater system.
2. Work with the previous consultants to obtain maps/drawings in electronic format compatible with AutoCAD software and deliver these to Wade Trim.

INVESTMENT FOR SERVICES / SCHEDULE

We propose to provide the services outlined in the above Scope of Services on a time and material, Not-to-Exceed basis. We estimate the Total Fee will be \$6,500.

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Wade Trim would expect to begin the work soon after receiving authorization to begin. We would expect this work would take approximately 2 months to complete once all of the needed information is obtained.

The following is how we anticipate the funds to be utilized:

Review of past studies/material	\$ 550
Develop system mapping	\$1,100
Determine treatment alternatives and cost estimates	\$1,250
Develop loan/grant funding opportunities	\$1,100
Presentation to Board	\$1,000
<u>Final Report Submittal</u>	<u>\$1,500</u>
Total Estimated Fee:	\$6,500

Invoices for our services will be submitted on a monthly basis.

AUTHORIZATION

We have enclosed a Short Form Professional Services Agreement for this project. If this proposal meets with your approval, please sign, date, and return one copy of the Agreement to our office. Our receipt of the executed Agreement will serve as our Authorization to Proceed.

We hope this proposal helps the Township move forward with this endeavor. If you have any questions or need additional information, please do not hesitate to call at your earliest convenience. Thank you for the opportunity to assist the Township.

Respectfully submitted,

Wade Trim, Inc.



Brian C. Sousa, PE
Vice President

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Enclosures