

# Grand Traverse Sheriff's Office Citation, Accident & Arrest Statistics

April 2024

Location	Citations	Traffic Crashes			Arrests		Traffic Crash Totals
		Fatal	PIA	PDA	OWI	Criminal	
01 Acme	4	0	2	13	3	10	15
02 Blair	45	0	4	15	1	15	19
03 East Bay	33	0	2	18	4	16	20
04 Fife Lake	4	0	0	8	0	1	8
05 Garfield	79	0	15	72	9	71	87
06 Grant	2	0	1	3	0	0	4
07 Green Lake	17	0	0	10	2	14	10
08 Long Lake	1	0	1	6	4	5	7
09 Mayfield	8	0	2	4	1	2	6
10 Peninsula	2	0	0	4	0	1	4
11 Paradise	3	0	1	4	1	0	5
12 Union	0	0	0	1	0	0	1
13 Whitewater	2	0	1	1	2	1	2
29 Fife Lake Vlg	0	0	0	0	0	1	0
30 Kingsley Vlg	3	0	0	1	0	5	1
66 Traverse City	13	0	0	0	3	42	0
84 Out of County	0	0	0	0	0	15	0
Totals	216	0	29	160	30	199	189
Garfield Twp %	36.6%	0.0%	51.7%	45.0%	30.0%	35.7%	46.0%

Ticket stats are based on what District Court has entered as of 5/01/24.

Arrest stats are as of 5/01/24.

6.b.



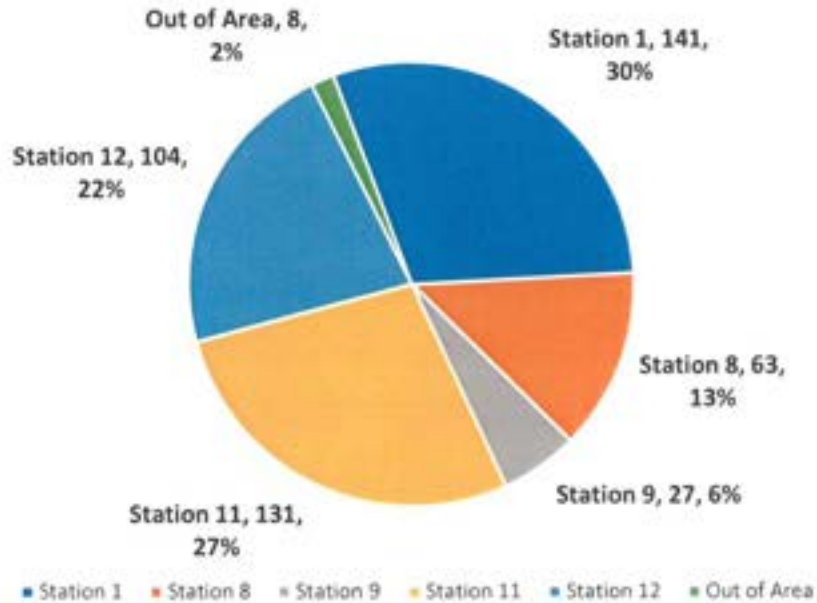
# GRAND TRAVERSE METRO FIRE DEPARTMENT

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**FIRE OFFICE** 897 Parsons Road ~ Traverse City, MI 49686  
Phone: (231) 947-3000 Fax: (231) 947-8728 ~ Website: [www.gtmetrofire.org](http://www.gtmetrofire.org) Email: [info@gtmetrofire.org](mailto:info@gtmetrofire.org)

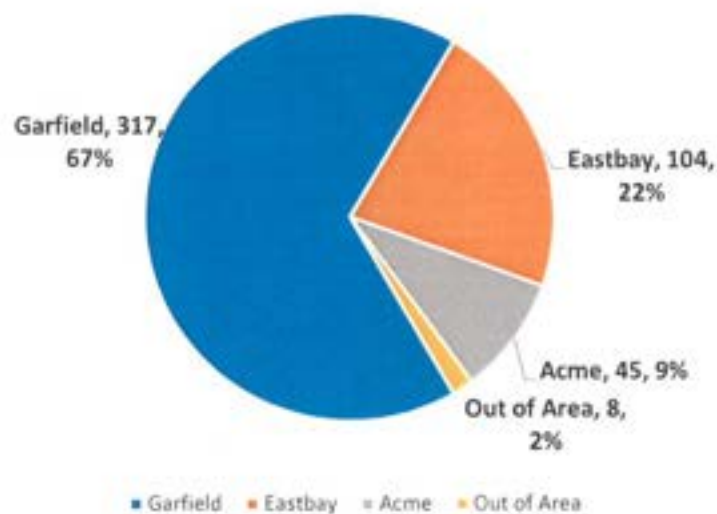
## GTMESSA - Incidents by Station April 2024

474 Total



## GTMESSA - April 2024 incidents

474 Total





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## GTMESA Garfield NFIRS Incidents - April 2024

Incident Type	Count
Medical assist, assist EMS crew	227
Emergency medical service, other	24
Dispatched and cancelled en route	22
Alarm system activation, no fire - unintentional	4
Motor vehicle accident with injuries	4
Water Flow Alarm - unintentional	4
Motor vehicle accident with no injuries.	3
Smoke detector activation, no fire - unintentional	3
Unauthorized burning	3
Assist invalid	2
Building fire	2
Alarm system sounded due to malfunction	1
Assist police or other governmental agency	1
Attempted burning, illegal action, other	1
Carbon monoxide incident	1
Citizen complaint	1
CO detector activation due to malfunction	1
Extrication, rescue, other	1
False alarm or false call, other	1
Low Hanging Power Line	1
LP or Natural Gas Odor with no leak/gas found.	1
Oil or other combustible liquid spill	1
Outside rubbish, trash or waste fire	1
Passenger vehicle fire	1
Power line down	1
Public service	1
Public service assistance, other	1
Search for person on land	1
Smoke detector activation due to malfunction	1
Tree Down onto Low Voltage Lines	1
<b>Grand Total</b>	<b>317</b>



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## GTMESSA Garfield EMS Incidents - April 2024

Complaint	Priority 1	Priority 2	Priority 3	Total
Fall	7	9	25	41
Difficulty Breathing / SOB	20	5	3	28
Cardiac Issues (Chest Pain)	18	1	3	22
General Weakness	5		16	21
Medical Alarm		9	8	17
Syncope/near-fainting	8	1	6	15
Abdominal Pain	4		9	13
Seizure	10	2	1	13
Invalid Assist/Lift Assist			11	11
Stroke/CVA	9	2		11
Altered LOC	7	1	2	10
Vehicle Accident	6		2	8
Nausea/Vomiting	2		5	7
Psychiatric Problem/Suicide Attempt	5	1	1	7
Hemorrhage/Laceration	3		2	5
Diabetic Emergency	2	1	1	4
Traumatic Injury	2		2	4
Abnormal Labs	1		2	3
Alcohol intoxication	1		2	3
Cardiac Issues - No Chest Pain	1		2	3
Epistaxis (Nosebleed)	2	1		3
Hypotension / hypertension	3			3
Infection			3	3
Lower Limb Swelling			3	3
No Other Appropriate Choice			3	3
Overdose - Unintentional	1	1	1	3
Unresponsive	3			3
Assist Other Agency			2	2
CPR	2			2
Death - Priority 5			2	2
Heat/Cold Exposure			2	2
Patient Assist Only			2	2
Urinary problem			2	2
Assault			1	1
Fever			1	1
Other			1	1
<b>Grand Total</b>	<b>122</b>	<b>34</b>	<b>126</b>	<b>282</b>





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## GTMESSA NFIRS Incidents - April 2024

Incident Type	Count
Medical assist, assist EMS crew	329
Emergency medical service, other	34
Dispatched and cancelled en route	31
Alarm system activation, no fire - unintentional	10
Motor vehicle accident with injuries	5
Motor vehicle accident with no injuries.	5
Smoke detector activation, no fire - unintentional	5
Unauthorized burning	4
Water Flow Alarm - unintentional	4
Assist police or other governmental agency	3
Building fire	3
Power line down	3
Assist invalid	2
Attempted burning, illegal action, other	2
Carbon monoxide incident	2
False alarm or false call, other	2
Outside rubbish, trash or waste fire	2
Passenger vehicle fire	2
Public service assistance, other	2
Alarm system sounded due to malfunction	1
Brush or brush-and-grass mixture fire	1
Building Fire - Int/Ext Finish - Non-Structural	1
Building fire / Dryer/Appliance Fire	1
Citizen complaint	1
CO detector activation due to malfunction	1
Cooking fire, confined to container	1
Extrication, rescue, other	1
Forest, woods or wildland fire	1
Gasoline or other flammable liquid spill	1
Low Hanging Power Line	1
Low-voltage line down	1
LP or Natural Gas Odor with no leak/gas found.	1
Mobile property (vehicle) fire, other	1
Municipal alarm system, malicious false alarm	1
Natural vegetation fire, other	1
No incident found on arrival at dispatch address	1



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Oil or other combustible liquid spill	1
Public service	1
Ring or jewelry removal	1
Search for person on land	1
Smoke detector activation due to malfunction	1
Steam, vapor, fog or dust thought to be smoke	1
Tree Down onto Low Voltage Lines	1
<b>Total</b>	<b>474</b>

## GTMESSA EMS Complaints - April 2024

Complaint	Priority 1	Priority 2	Priority 3	Total
Fall	8	19	35	62
Difficulty Breathing / SOB	31	9	3	43
Cardiac Issues (Chest Pain)	24	1	3	28
General Weakness	7		21	28
Syncope/near-fainting	16	2	6	24
Medical Alarm		14	9	23
Invalid Assist/Lift Assist			22	22
Seizure	12	2	2	16
Abdominal Pain	4		11	15
Altered LOC	10	1	2	13
Stroke/CVA	11	2		13
Vehicle Accident	8		3	11
Psychiatric Problem/Suicide Attempt	7	1	2	10
Diabetic Emergency	5	2	1	8
Hemorrhage/Laceration	5		3	8
Nausea/Vomiting	3		5	8
Traumatic Injury	2	1	4	7
Alcohol intoxication	1		4	5
No Other Appropriate Choice		2	3	5
Cardiac Issues - No Chest Pain	2		2	4
Hypotension / hypertension	4			4
Lower Limb Swelling			4	4
Overdose - Unintentional	1	1	2	4
Unresponsive	4			4
Abnormal Labs	1		2	3
Assist Other Agency			3	3
Back Pain (Non-Traumatic)			3	3
Death - Priority 5			3	3



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Epistaxis (Nosebleed)	2	1		3
Infection			3	3
Assault			2	2
CPR	2			2
Heat/Cold Exposure			2	2
Other			2	2
Patient Assist Only			2	2
Urinary problem			2	2
Allergic Reaction / Stings	1			1
Fever			1	1
Welfare Check	1			1
<b>Grand Total</b>	<b>172</b>	<b>58</b>	<b>172</b>	<b>402</b>





## Charter Township of Garfield

### Planning Department Report No. 2024-30

Prepared:	May 1, 2024	Pages:	2
Meeting:	May 14, 2024 Township Board	Attachments:	<input type="checkbox"/>
Subject:	Planning Department Monthly Report – May 2024		

#### **PURPOSE:**

Staff provides a monthly report to the Township Board on activities of the Planning Department and the Planning Commission. The presentation of this report also provides a venue for the Township Board to have a dialog with staff about any of the activities or planning-related issues facing the Township.

#### **DEVELOPMENTS:**

The Planning Commission is currently conducting the following development review activity:

##### ***Culver Meadows Senior Living – Conditional Rezoning***

- *Location:* 1611 N West Silver Lake Road, south of intersection with Secor Road
- *Development Description:* Proposed adult foster care facility for no more than 20 adults and childcare center for no more than 12 children adjacent to the existing Culver Meadows Senior Living facility
- *Status:* The Planning Commission introduced this application at their 1/10/2024 meeting and held the public hearing at their 2/14/2024 meeting. The Planning Commission adopted Findings of Fact at their 3/13/2024 meeting and recommended to the Township Board to approve the application with conditions. The Township Board introduced the application at their 3/26/2024 meeting. The Township Board held the public hearing and approved the application with conditions at their 4/23/2024 meeting.

##### ***3066 North Garfield Road – Special Use Permit Review***

- *Location:* Southeast corner of North Garfield Road and Duell Road, south of South Airport Road
- *Development Description:* Commercial district housing development with 20 apartment units
- *Status:* The project was introduced at 10/11/2023 Planning Commission meeting. Commissioners generally supported the concept of the project, but the project as presented would not meet one of the standards within Section 725 of the Zoning Ordinance. Commissioners tabled the application at their 11/8/2023 meeting. The Township Board held a public hearing and approved an amendment to Section 725 at their 2/13/2024 regular meeting. The Planning Commission un-tabled the application at their 2/14/2024 meeting, held the public hearing at their 3/13/2024 meeting, and approved the application with conditions at their 4/10/2024 meeting.

##### ***Gauthier Site – Conceptual Review***

- *Location:* 2105 N US 31 South, west side of US 31 at McRae Hill Road across from Hartman Road
- *Development Description:* Proposed multi-family apartment development
- *Status:* Planning Commissioners considered a conceptual review of the project at their 4/10/2024 meeting.

##### ***The Potter's Home Retreat Bed and Breakfast – Special Use Permit Review***

- *Location:* 492 W Potter Road, north side of Potter Road, west of intersection with Garfield Road
- *Development Description:* Proposed bed and breakfast with space for up to 6 guests
- *Status:* The application will be introduced to the Planning Commission at their 5/8/2024 meeting.



**PLANNING:**

Other Planning Department activities include the following:

- At their 3/27/2024 joint meeting with the Planning Commission, the Township Board voted to release the draft Master Plan for distribution for a 63-day review period as required by the Michigan Planning Enabling Act (MPEA). The MPEA also requires distribution of the draft Master Plan to required entities including the County, neighboring communities, public utilities, and the railroad company. Staff has distributed the draft Master Plan to these required entities. Remaining key dates in the timeline for adoption of the Master Plan are as follows:

<i>Date</i>	<i>Action</i>
<b>May 29, 2024</b>	* 63-day required review period ends
<b>June 12, 2024</b> – Planning Commission meeting	* Final public hearing on Master Plan * Anticipated recommendation of Master Plan adoption to the Township Board
<b>June 25, 2024</b> – Township Board Meeting	* Anticipated adoption of Master Plan

- The draft Master Plan and other information on the Master Plan adoption process is available on the Township website at the following link: <https://www.garfield-twp.com/masterplan.asp/>
- At their study session on 4/24/2024, the Planning Commission and Staff discussed several potential projects for 2024 to start implementation of the Master Plan once it is adopted. Staff will prepare a draft prioritization of these projects for review at the 5/22/2024 Planning Commission study session. Potential projects to update the Zoning Ordinance include the following:
  - A new Mixed-Use Center zoning district, for potential future application to areas with a Future Land Use designation of Mixed-Use Center in the new Master Plan
  - Greater flexibility for housing types in the R-3 zoning district
  - Updates to specific sections of regulations including lighting, signs, and drive-throughs
- Professional development* – Staff attended the 2024 National Planning Conference, held from April 13-16 in Minneapolis, Minnesota. Throughout the sessions and discussions with other professional planners, it was a good opportunity to learn how different communities are handling planning-related issues that the Township is also facing. Communities presented case studies on how they addressed different challenges with housing, protection of small farms, rewriting their zoning ordinance, redevelopment of vacant or declining shopping malls, and other issues relevant to the Township.

**STAFF:**

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Direct Line: (231) 225-3155

Stephen Hannon, AICP, Deputy Planning Director  
Email: shannon@garfield-twp.com  
Direct Line: (231) 225-3156



## **Charter Township of Garfield**

### **Parks Report**

#### **Silver Lake Recreation Area**

Irrigation has been turned on and mowing schedule is starting.

Flagpole project is nearly complete along with three electrical outlets at Bill's Pavilion.

Rentals for pavilions are very active.

#### **Commons**

Mountain Bike Committee had a work bee and installed the directional/advisory signs on the trails.

Removed a few down trees.

Graffiti becoming an issue again up by hippie tree. Installing cameras and signage.

## **River East**

Fertilization has been completed in dog park. Going to give it one mow and install bag stations in park and we should be ready to open.

Going to start garbage service at River East.

Portable toilets ordered for RE to start in May.

## **Boardman Valley**

Put some advisory signs up due to black bear with cubs frequenting the area, turned over all the old garbage cans in the park. Planning on removing all of those cans due to their rusty conditions and lack of need for them.

## **Miller Creek**

Wonderful volunteer cleaned up some wind blown trash behind big box stores (Ellorie Macomber!).

Removed a few trees from trail & boardwalk.

Replaced boardwalk boards near Liv Arbors.

## **Kid's Creek**

Volunteer group from CRA/Trout Unlimited and Brook Trout Coalition helped clean up around the kids fishing pond as well

as repaired fencing and handrails.

Park staff assisted in the search for a missing elderly man who Had walked away from Glen Eagle.

200 Rainbow Trout have been stocked in the pond as of 5/8.

### **Buffalo Ridge Trail**

Derek put up several bird houses through the area that his Volleyball team painted as part of a team bonding exercise.

### **Additional Information**

None

Submitted May 7, 2024

Derek Morton

Sean Kehoe













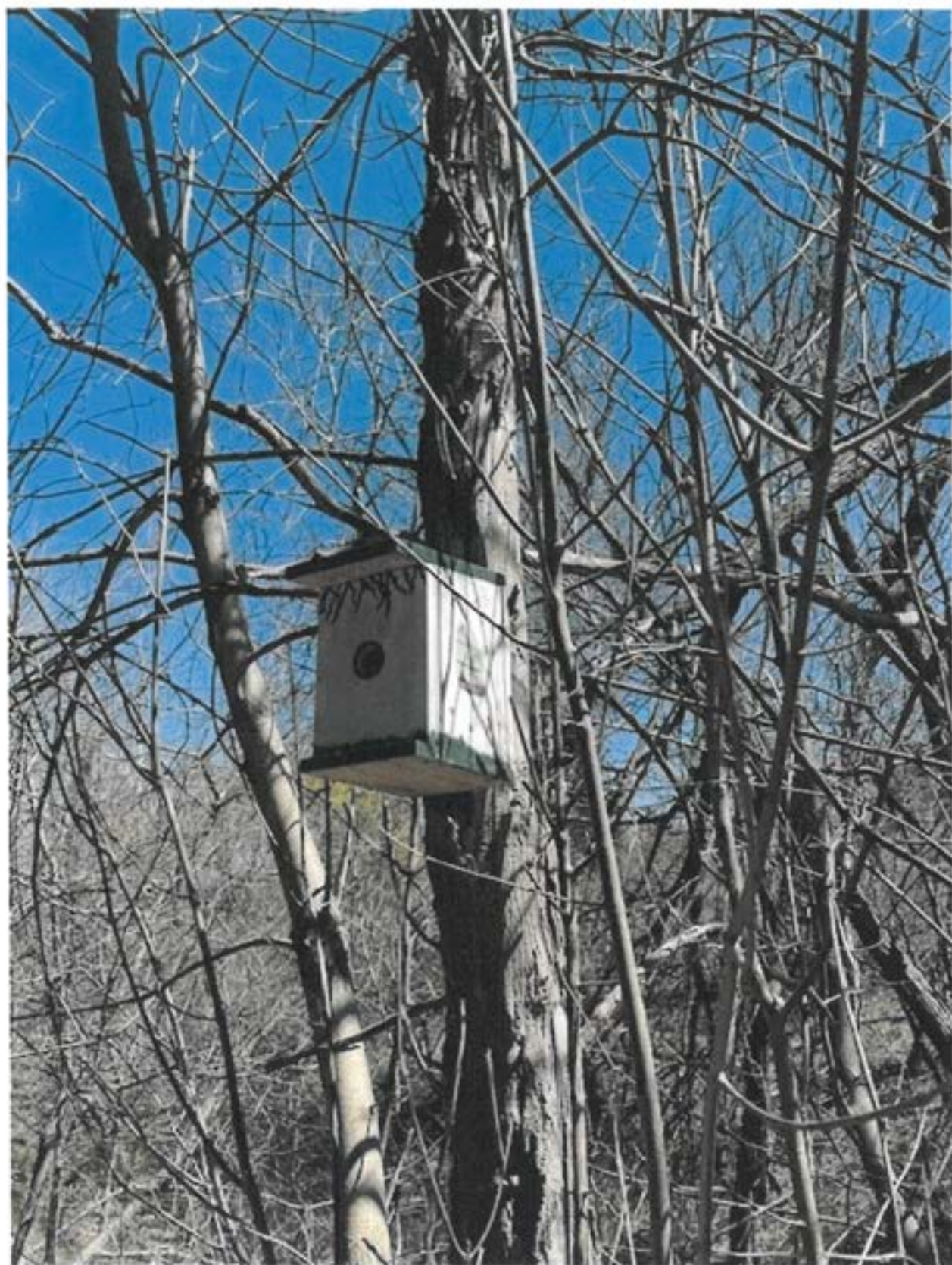












# Clerk's Report

For April 30, 2024

Submitted 5/2/2024



To The Garfield Township Board,

On the following pages you will find a copy of the Revenue and Expenditure Report. This Report is an informational report that gives you an overview of what has happened in that particular month, along with what has happened for the whole year. It also compares what has happened for the year with the Budget and gives you a final figure of what is left in that budgeted line item. The Budget is a tool to go by for that year. Nothing is guaranteed in the Budget, it is your best estimate. The Township's Budget is also a Cost Center Budget not a Line-Item Budget, which means that what is important is the final figure. Some line items may run over if the final cost center total is not over. On this Report you will find the following captions on the top: Original and Amended Budget, Annual and Current Month, and finally Balance.

For the month of April in the General Fund, you will find that we had a total of \$377,307.43 Revenues and \$137,695.46 Expenditures. For the year we have a total of \$2,792,955.49 Revenues and 923,547.58 Expenditures.

If you have any questions or would like further clarification, please feel free to contact me at: 231-941-1620.

Lanie McManus

Township Clerk

GL NUMBER	DESCRIPTION	2024		YTD BALANCE 04/30/2024	ACTIVITY FOR MONTH 04/30/2024	AVAILABLE BALANCE
		ORIGINAL BUDGET	AMENDED BUDGET			
Fund 101 - GENERAL OPERATING FUND						
Revenues						
Dept 000						
101-000-402.000	CURRENT REAL PROPERTY TAXES	2,118,840.00	2,118,840.00	1,852,465.38	0.00	266,374.62
101-000-412.000	DEL PERSONAL PROP TAXES	500.00	500.00	0.00	0.00	500.00
101-000-414.000	Protested PRE Interest	1,000.00	1,000.00	0.00	0.00	1,000.00
101-000-423.000	TRAILER PARK FEES	9,000.00	9,000.00	3,073.00	769.50	5,927.00
101-000-445.000	PENALTIES & INT. ON TAXES	6,000.00	6,000.00	12,046.59	0.00	(6,046.59)
101-000-476.000	BUILDING PERMITS	200,000.00	200,000.00	45,895.00	15,773.00	154,105.00
101-000-476.001	PLANNING FEES	10,000.00	10,000.00	3,300.00	2,500.00	6,700.00
101-000-476.002	MAINT INSPECTION FEES	5,000.00	5,000.00	0.00	0.00	5,000.00
101-000-476.003	TREASURER FEES	100.00	100.00	25.00	25.00	75.00
101-000-476.004	PARK USE FEES	0.00	0.00	105.00	(1,165.00)	(105.00)
101-000-476.005	ZONING FEES	15,000.00	15,000.00	4,950.00	1,950.00	10,050.00
101-000-574.000	STATE SHARED REVENUE	2,135,776.00	2,135,776.00	676,994.00	329,426.00	1,458,782.00
101-000-574.001	STATE SHARED REV. - LIQUOR LA	20,000.00	20,000.00	68.75	0.00	19,931.25
101-000-574.002	EVIP DISTRIBUTION	72,024.00	72,024.00	21,750.00	10,875.00	50,274.00
101-000-665.000	EARNED INTEREST	70,000.00	70,000.00	100,302.57	17,153.93	(30,302.57)
101-000-668.002	RENTS & ROYALTIES CABLE VIS	250,000.00	250,000.00	60,442.19	0.00	189,557.81
101-000-668.003	RENTS & ROYALTIES CABLE EQUIP	22,000.00	22,000.00	5,802.45	0.00	16,197.55
101-000-673.000	SALE OF FIXED ASSETS	50.00	50.00	0.00	0.00	50.00
101-000-676.000	REIMBURSEMENTS	50,000.00	50,000.00	5,735.56	0.00	44,264.44
101-000-676.001	Reimbursed Treasurer Legal Fees	100.00	100.00	0.00	0.00	100.00
101-000-676.003	Reimburse Essential Services (PILOT)	17,000.00	17,000.00	0.00	0.00	17,000.00
Total Dept 000		5,002,390.00	5,002,390.00	2,792,955.49	377,307.43	2,209,434.51
TOTAL REVENUES		5,002,390.00	5,002,390.00	2,792,955.49	377,307.43	2,209,434.51
Fund 101 - GENERAL OPERATING FUND:						
TOTAL REVENUES		5,002,390.00	5,002,390.00	2,792,955.49	377,307.43	2,209,434.51

GL NUMBER	DESCRIPTION	2024		YTD BALANCE 04/30/2024	ACTIVITY FOR MONTH 04/30/24	AVAILABLE BALANCE	% BUDGET USED
		ORIGINAL BUDGET	AMENDED BUDGET				
Fund 101 - GENERAL OPERATING FUND							
Expenditures							
Dept 101 - TOWNBOARD							
101-101-701.100	WAGES - TRUSTEE	13,450.00	13,450.00	4,700.00	1,925.00	8,750.00	34.94
101-101-701.101	WAGES - FILE CLERK	47,172.18	47,172.18	14,515.20	3,628.80	32,656.98	30.77
101-101-701.102	WAGES - TRUSTEE	13,450.00	13,450.00	4,075.00	1,175.00	9,375.00	30.30
101-101-701.103	WAGES - TRUSTEE	13,450.00	13,450.00	4,975.00	1,700.00	8,475.00	36.99
101-101-701.104	WAGES - TRUSTEE	13,450.00	13,450.00	4,375.00	1,300.00	9,075.00	32.53
101-101-701.105	WAGES - OFFICE COORDINATOR	43,927.26	43,927.26	6,864.00	3,379.20	37,063.26	15.63
101-101-726.000	SUPPLIES	6,500.00	6,500.00	2,172.21	1,054.47	4,327.79	33.42
101-101-726.001	POSTAGE	12,000.00	12,000.00	4,559.63	0.00	7,440.37	38.00
101-101-726.002	SUPPLIES - COPIER MAINTENANCE	7,500.00	7,500.00	1,891.87	515.70	5,608.13	24.02
101-101-801.002	LEGAL SERVICES - TOWNBOARD	10,000.00	10,000.00	619.50	0.00	9,380.50	6.20
101-101-801.004	LEGAL -Tax Tribunal	10,000.00	10,000.00	0.00	0.00	10,000.00	0.00
101-101-802.000	AUDIT AND ACCOUNTING	35,000.00	35,000.00	900.00	900.00	34,100.00	2.57
101-101-805.000	CONTRACTED AND OTHER SERVICES	7,500.00	7,500.00	9,797.49	897.49	(2,297.49)	130.63
101-101-860.000	MILEAGE	500.00	500.00	0.00	0.00	500.00	0.00
101-101-900.000	PRINTING & PUBLISHING	4,000.00	4,000.00	1,296.09	0.00	2,703.91	32.40
101-101-901.000	ADVERTISING	7,500.00	7,500.00	1,350.20	732.00	6,149.80	18.00
101-101-960.000	EDUCATION & TRAINING	4,000.00	4,000.00	0.00	0.00	4,000.00	0.00
101-101-965.101	DUES & PUBLICATIONS -TOWNBOARD	1,000.00	1,000.00	491.51	0.00	508.49	49.15
101-101-965.102	DUES - MICHIGAN TOWNSHIP ASSO	8,600.00	8,600.00	0.00	0.00	8,600.00	0.00
Total Dept 101 - TOWNBOARD		258,999.44	258,999.44	62,492.70	17,207.66	196,506.74	24.13
Dept 171 - TOWNSHIP SUPERVISOR							
101-171-701.201	WAGES - SUPERVISOR	95,140.91	95,140.91	29,274.16	7,318.54	65,866.75	30.77
101-171-860.200	MILEAGE - SUPERVISOR	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00
101-171-960.200	EDUCATION - SUPERVISOR	2,000.00	2,000.00	109.08	20.89	1,890.92	5.45
101-171-965.000	DUES & PUBLICATIONS	4,000.00	4,000.00	35.00	35.00	3,965.00	0.88
Total Dept 171 - TOWNSHIP SUPERVISOR		102,140.91	102,140.91	29,418.24	7,374.43	72,722.67	28.80
Dept 215 - TOWNSHIP CLERK							
101-215-701.300	WAGES - CLERK	95,140.91	95,140.91	29,274.16	7,318.54	65,866.75	30.77
101-215-701.302	WAGES - DEPUTY CLERK	61,447.59	61,447.59	18,906.96	4,726.74	42,540.63	30.77
101-215-701.303	WAGES - ACCOUNTANT	6,000.00	6,000.00	5,000.00	695.00	1,000.00	83.33
101-215-701.304	WAGES - CLERK ASSISTANT	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00
101-215-726.000	SUPPLIES	1,500.00	1,500.00	199.98	0.00	1,300.02	13.33
101-215-726.000	MILEAGE - CLERK	600.00	600.00	0.00	0.00	600.00	0.00
101-215-860.300	MILEAGE - CLERK	400.00	400.00	0.00	0.00	400.00	0.00
101-215-860.301	MILEAGE - DEPUTY CLERK	400.00	400.00	0.00	0.00	400.00	0.00
101-215-960.000	EDUCATION & TRAINING	7,500.00	7,500.00	2,101.00	2,101.00	5,399.00	28.01
101-215-965.000	DUES & PUBLICATIONS	500.00	500.00	150.00	0.00	350.00	30.00
Total Dept 215 - TOWNSHIP CLERK		174,088.50	174,088.50	55,632.10	14,841.28	118,456.40	31.96
Dept 228 - COMPUTER SUPPORT							
101-228-726.000	SUPPLIES	3,000.00	3,000.00	0.00	0.00	3,000.00	0.00
Total Dept 228 - COMPUTER SUPPORT		3,000.00	3,000.00	0.00	0.00	3,000.00	0.00
Dept 247 - BOARD OF REVIEW							
101-247-701.400	WAGES - B OF R	1,500.00	1,500.00	625.00	625.00	875.00	41.67
101-247-701.401	WAGES - B OF R	1,500.00	1,500.00	0.00	0.00	1,500.00	0.00

GL NUMBER	DESCRIPTION	2024		YTD BALANCE 04/30/2024	ACTIVITY FOR MONTH 04/30/24	AVAILABLE BALANCE	% BDDG USED
		ORIGINAL BUDGET	AMENDED BUDGET				
Fund 101 - GENERAL OPERATING FUND							
Expenditures							
101-247-701.402	WAGES - B OF R	1,500.00	1,500.00	0.00	0.00	1,500.00	0.00
101-247-701.403	WAGES - B OF R	1,500.00	1,500.00	1,500.00	1,250.00	0.00	100.00
101-247-960.000	EDUCATION & TRAINING	200.00	200.00	106.53	61.53	93.47	53.27
Total Dept 247 - BOARD OF REVIEW		6,200.00	6,200.00	2,231.53	1,936.53	3,968.47	35.99
Dept 253 - TOWNSHIP TREASURER							
101-253-701.500	WAGES - TREASURER	95,140.91	95,140.91	29,274.16	7,318.54	65,866.75	30.77
101-253-701.501	WAGES - ASSISTANT	5,000.00	5,000.00	0.00	0.00	5,000.00	0.00
101-253-701.502	WAGES - DEPUTY TREASURER	61,447.59	61,447.59	18,906.96	4,726.74	42,540.63	30.77
101-253-726.000	SUPPLIES	1,500.00	1,500.00	191.26	23.08	1,308.74	12.75
101-253-726.001	POSTAGE	7,700.00	7,700.00	0.00	0.00	7,700.00	0.00
101-253-801.000	LEGAL SERVICES	3,000.00	3,000.00	0.00	0.00	3,000.00	0.00
101-253-809.000	Bank Fees	300.00	300.00	32.00	32.00	268.00	10.67
101-253-860.500	MILEAGE - TREASURER	700.00	700.00	0.00	0.00	700.00	0.00
101-253-860.501	MILEAGE - DEPUTY TREASURER	500.00	500.00	0.00	0.00	500.00	0.00
101-253-900.000	PRINTING & PUBLISHING	3,200.00	3,200.00	0.00	0.00	3,200.00	0.00
101-253-901.000	ADVERTISING	100.00	100.00	0.00	0.00	100.00	0.00
101-253-960.000	EDUCATION & TRAINING	4,500.00	4,500.00	599.00	0.00	3,901.00	13.31
101-253-965.000	DUES & PUBLICATIONS	750.00	750.00	0.00	0.00	750.00	0.00
Total Dept 253 - TOWNSHIP TREASURER		183,838.50	183,838.50	49,003.38	12,100.36	134,835.12	26.66
Dept 257 - ASSESSING DEPARTMENT							
101-257-701.202	WAGES - APPRAISER II	50,102.70	50,102.70	15,417.60	3,854.40	34,685.10	30.77
101-257-701.203	WAGES - GIS	10,000.00	10,000.00	4,800.00	1,365.00	5,200.00	48.00
101-257-701.204	WAGES - APPRAISER III	66,258.37	66,258.37	20,384.03	5,096.00	45,874.34	30.76
101-257-701.205	WAGES - ASSESSOR	117,468.87	117,468.87	36,144.24	9,036.06	81,324.63	30.77
101-257-726.000	SUPPLIES	1,800.00	1,800.00	168.18	0.00	1,631.82	9.34
101-257-726.001	POSTAGE	5,000.00	5,000.00	(320.17)	0.00	5,320.17	(6.40)
101-257-805.000	CONTRACTED AND OTHER SERVICES	35,000.00	35,000.00	0.00	0.00	35,000.00	0.00
101-257-860.201	MILEAGE - ASSESSOR	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00
101-257-900.000	PRINTING & PUBLISHING	4,025.00	4,025.00	3,006.62	0.00	1,018.38	74.70
101-257-901.000	ADVERTISING	500.00	500.00	33.13	33.13	466.87	6.63
101-257-960.000	EDUCATION & TRAINING	6,750.00	6,750.00	105.00	0.00	6,645.00	1.56
Total Dept 257 - ASSESSING DEPARTMENT		297,904.94	297,904.94	79,738.63	19,384.59	218,166.31	26.77
Dept 262 - ELECTIONS							
101-262-701.000	WAGES	121,550.00	121,550.00	23,269.50	1,820.00	98,280.50	19.14
101-262-726.000	SUPPLIES	30,000.00	30,000.00	16,554.43	3,344.15	13,445.57	55.18
101-262-726.001	POSTAGE	1,000.00	1,000.00	1,440.00	0.00	(440.00)	144.00
101-262-860.000	MILEAGE	200.00	200.00	121.27	0.00	78.73	60.64
101-262-901.000	ADVERTISING	500.00	500.00	109.05	0.00	390.95	21.81
101-262-935.010	MACHINE MAINTENANCE	8,000.00	8,000.00	4,156.00	0.00	3,844.00	51.95
Total Dept 262 - ELECTIONS		161,250.00	161,250.00	45,650.25	5,164.15	115,599.75	28.31
Dept 265 - TOWNSHIP HALL							
101-265-701.011	Maintenance Wages	100.00	100.00	0.00	0.00	100.00	0.00
101-265-726.003	SUPPLIES-MAINTANCE	4,000.00	4,000.00	500.70	315.20	3,499.30	12.52
101-265-850.000	TELEPHONE	14,000.00	14,000.00	4,433.24	1,114.35	9,566.76	31.67



GL NUMBER	DESCRIPTION	2024		YTD BALANCE 04/30/2024	ACTIVITY FOR MONTH 04/30/24	AVAILABLE BALANCE	% BUDGET USED
		ORIGINAL BUDGET	AMENDED BUDGET				
Fund 101 - GENERAL OPERATING FUND							
Expenditures							
101-265-920.601	HEATING / GAS	14,500.00	14,500.00	5,377.78	1,535.91	9,122.22	37.09
101-265-920.602	WATER / SEWER	4,000.00	4,000.00	500.33	202.99	3,499.67	12.51
101-265-920.603	LIGHTS BUILDING	12,000.00	12,000.00	3,802.84	1,934.13	8,197.16	31.69
101-265-935.601	SNOW PLOWING	10,000.00	10,000.00	600.00	190.00	9,200.00	8.00
101-265-935.602	LAWN MAINTENANCE	10,000.00	10,000.00	474.52	474.52	9,525.48	4.75
101-265-935.603	CLEANING SERVICE	17,200.00	17,200.00	4,050.00	1,350.00	13,150.00	23.55
101-265-935.604	RUBBISH REMOVAL	1,400.00	1,400.00	543.68	135.92	856.32	38.83
101-265-935.605	BUILDING REPAIR	10,000.00	10,000.00	0.00	0.00	10,000.00	0.00
101-265-935.608	MAINTENANCE-OTHER	15,000.00	15,000.00	4,436.20	1,386.80	10,563.80	29.57
Total Dept 265 - TOWNSHIP HALL		112,200.00	112,200.00	24,919.29	8,639.82	87,280.71	22.21
Dept 301 - POLICE SERVICES							
101-301-830.000	POLICE CONTRACT	1,600,000.00	1,600,000.00	333,044.51	0.00	1,266,955.49	20.82
Total Dept 301 - POLICE SERVICES		1,600,000.00	1,600,000.00	333,044.51	0.00	1,266,955.49	20.82
Dept 321 - TOWNSHIP VEHICLES							
101-321-862.000	GAS & CAR WASHES	4,000.00	4,000.00	430.14	155.06	3,569.86	10.75
101-321-863.000	OIL CHANGES	500.00	500.00	85.34	0.00	414.66	17.07
101-321-864.000	MISCELLANEOUS	1,500.00	1,500.00	576.82	0.00	923.18	38.45
Total Dept 321 - TOWNSHIP VEHICLES		6,000.00	6,000.00	1,092.30	155.06	4,907.70	18.21
Dept 371 - TOWNSHIP BUILDING INSPECTOR							
101-371-701.702	WAGES BUILDING ASSISTANT	19,872.83	19,872.83	6,241.30	1,560.32	13,631.53	31.41
101-371-701.703	WAGES - BUILDING OFFICIAL	98,316.14	98,316.14	30,251.12	7,562.78	68,065.02	30.77
101-371-701.704	WAGES - BUILDING INSPECTOR	28,930.13	28,930.13	7,279.48	1,933.07	21,650.65	25.16
101-371-701.705	WAGES - CONSTRUCTION BOARD	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00
101-371-701.706	WAGES - BUILDING INTERN	500.00	500.00	0.00	0.00	500.00	0.00
101-371-701.707	WAGES-SOIL & EROSION	500.00	500.00	0.00	0.00	500.00	0.00
101-371-726.000	SUPPLIES	1,000.00	1,000.00	159.98	0.00	840.02	16.00
101-371-960.000	EDUCATION & TRAINING	500.00	500.00	0.00	0.00	500.00	0.00
101-371-965.000	DUES & PUBLICATIONS	2,000.00	2,000.00	160.00	0.00	1,840.00	8.00
Total Dept 371 - TOWNSHIP BUILDING INSPECTOR		152,619.10	152,619.10	44,091.88	11,056.17	108,527.22	28.89
Dept 448 - STREET LIGHTS - TOWNSHIP							
101-448-920.005	STREET LIGHTS TOWNSHIP	70,000.00	70,000.00	18,099.67	7,255.69	51,900.33	25.86
Total Dept 448 - STREET LIGHTS - TOWNSHIP		70,000.00	70,000.00	18,099.67	7,255.69	51,900.33	25.86
Dept 701 - TOWNSHIP PLANNER							
101-701-701.900	WAGES - DIRECTOR OF PLANNING	93,004.61	93,004.61	28,616.80	7,154.20	64,387.81	30.77
101-701-701.901	WAGES - DEPUTY PLANNER	66,363.39	66,363.39	20,419.52	5,104.88	45,943.87	30.77
101-701-701.902	WAGES - PLANNER ASSISTANT	15,418.44	15,418.44	4,681.02	1,170.25	10,737.42	30.36
101-701-701.903	WAGES - GIS	5,000.00	5,000.00	0.00	0.00	5,000.00	0.00
101-701-726.000	SUPPLIES	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00
101-701-860.900	MILEAGE - TOWNSHIP PLANNER	300.00	300.00	0.00	0.00	300.00	0.00
101-701-860.901	MILEAGE - DEPUTY PLANNER	300.00	300.00	0.00	0.00	300.00	0.00
101-701-900.000	PRINTING & PUBLISHING	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00

GL NUMBER	DESCRIPTION	2024		YTD BALANCE 04/30/2024	ACTIVITY FOR MONTH 04/30/24	AVAILABLE BALANCE	% BDDG USED
		ORIGINAL BUDGET	AMENDED BUDGET				
Fund 101 - GENERAL OPERATING FUND							
Expenditures							
101-701-960.000	EDUCATION & TRAINING	5,000.00	5,000.00	3,821.82	360.96	1,178.18	76.44
101-701-965.000	DUES & PUBLICATIONS	1,000.00	1,000.00	725.00	725.00	275.00	72.50
Total Dept 701 - TOWNSHIP PLANNER		189,386.44	189,386.44	58,264.16	14,515.29	131,122.28	30.76
Dept 702 - ZONING ADMINISTRATOR							
101-702-701.601	WAGES - ZONING ADMINISTRATOR	66,363.66	66,363.66	20,419.60	5,104.90	45,944.06	30.77
101-702-701.602	WAGES - ZONING CODE ENFORCER	31,241.60	31,241.60	9,687.90	2,403.20	21,553.70	31.01
101-702-701.603	WAGES ZONING ASSISTANT	15,418.44	15,418.44	4,680.88	1,170.23	10,737.56	30.36
101-702-701.604	WAGES -ZONING CODE ENFORCER	28,371.20	28,371.20	8,729.60	2,182.40	19,641.60	30.77
101-702-701.606	MAGES -ZONING INTERN	500.00	500.00	0.00	0.00	500.00	0.00
101-702-726.000	SUPPLIES	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00
101-702-860.601	MILEAGE - ZONING ADMIN	150.00	150.00	0.00	0.00	150.00	0.00
101-702-860.602	MILEAGE - DEPT ZONING	150.00	150.00	145.39	0.00	4.61	96.93
101-702-960.000	EDUCATION & TRAINING	2,000.00	2,000.00	178.50	0.00	1,821.50	8.93
101-702-965.000	DUES & PUBLICATIONS	500.00	500.00	0.00	0.00	500.00	0.00
Total Dept 702 - ZONING ADMINISTRATOR		145,694.90	145,694.90	43,841.87	10,860.73	101,853.03	30.09
Dept 704 - ZONING BOARD OF APPEALS							
101-704-701.001	WAGES - ZONING	1,200.00	1,200.00	250.00	0.00	950.00	20.83
101-704-701.002	WAGES - ZONING	1,200.00	1,200.00	250.00	0.00	950.00	20.83
101-704-701.003	WAGES - ZONING	1,200.00	1,200.00	500.00	125.00	700.00	41.67
101-704-701.004	WAGES - ZONING	1,200.00	1,200.00	875.00	250.00	325.00	72.92
101-704-701.005	WAGES - ZONING	1,200.00	1,200.00	625.00	250.00	575.00	52.08
101-704-801.000	LEGAL SERVICES	10,000.00	10,000.00	2,622.25	627.00	7,377.75	26.22
101-704-805.000	CONTRACTED AND OTHER SERVICES	1,000.00	1,000.00	272.00	136.00	728.00	27.20
101-704-901.000	ADVERTISING	2,000.00	2,000.00	165.45	165.45	1,834.55	8.27
101-704-960.000	EDUCATION & TRAINING	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00
Total Dept 704 - ZONING BOARD OF APPEALS		20,000.00	20,000.00	5,559.70	1,553.45	14,440.30	27.80
Dept 707 - PLANNING COMMISSION							
101-707-701.800	WAGES - PLANNING	3,200.00	3,200.00	750.00	0.00	2,450.00	23.44
101-707-701.801	WAGES - PLANNING	3,200.00	3,200.00	875.00	125.00	2,325.00	27.34
101-707-701.802	WAGES - PLANNING	3,200.00	3,200.00	875.00	250.00	2,325.00	27.34
101-707-701.804	WAGES - PLANNING	3,200.00	3,200.00	625.00	125.00	2,575.00	19.53
101-707-701.805	WAGES - PLANNING	3,200.00	3,200.00	750.00	250.00	2,450.00	23.44
101-707-701.806	WAGES - PLANNING	3,200.00	3,200.00	875.00	250.00	2,325.00	27.34
101-707-701.808	WAGES - PLANNING	3,200.00	3,200.00	1,000.00	250.00	2,200.00	31.25
101-707-801.000	LEGAL SERVICES	25,000.00	25,000.00	1,412.25	0.00	23,587.75	5.65
101-707-805.000	CONTRACTED AND OTHER SERVICES	6,000.00	6,000.00	655.50	272.00	5,344.50	10.93
101-707-900.000	PRINTING & PUBLISHING	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00
101-707-901.000	ADVERTISING	2,000.00	2,000.00	454.15	0.00	1,545.85	22.71
101-707-960.000	EDUCATION & TRAINING	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00
101-707-965.000	DUES & PUBLICATIONS	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00
Total Dept 707 - PLANNING COMMISSION		59,400.00	59,400.00	8,271.90	1,522.00	51,128.10	13.93
Dept 720 - COMMUNITY PROMOTIONS							
101-720-880.003	COM. PROM. - ECONOMIC DEVELOPMENT	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00
101-720-880.004	COM. PROM. - TC-TALUS	5,000.00	5,000.00	3,378.13	3,378.13	1,621.87	67.56

EXPENDITURE REPORT FOR GARFIELD TOWNSHIP  
PERIOD ENDING 04/30/2024

GL NUMBER	DESCRIPTION	2024		YTD BALANCE 04/30/2024	ACTIVITY FOR MONTH 04/30/24	AVAILABLE BALANCE	% BUDGET USED
		ORIGINAL BUDGET	AMENDED BUDGET				
Fund 101 - GENERAL OPERATING FUND							
Expenditures							
101-720-880.007	COM. PROM. - COMMUNITY AWAREN	40,000.00	40,000.00	10,250.00	0.00	29,750.00	25.63
101-720-880.008	COM. PROM. - CONTRACTED SERVI	50.00	50.00	0.00	0.00	50.00	0.00
101-720-880.009	COM. PROM. - TREE CARE	50.00	50.00	0.00	0.00	50.00	0.00
101-720-880.011	COM. PROM. - P.E.G.	100,000.00	100,000.00	40,176.86	0.00	59,823.14	40.18
Total Dept 720 - COMMUNITY PROMOTIONS		146,100.00	146,100.00	53,804.99	3,376.13	92,295.01	36.83
Dept 851 - EMPLOYEE BENEFITS & INSURANCES							
101-851-701.000	WAGES	9,100.00	9,100.00	3,000.48	750.12	6,099.52	32.97
101-851-701.027	UNEMPLOYMENT	4,000.00	4,000.00	1,640.00	0.00	2,360.00	41.00
Total Dept 851 - EMPLOYEE BENEFITS & INSURANCES		13,100.00	13,100.00	4,640.48	750.12	8,459.52	35.42
Dept 900 - CAPITAL OUTLAY							
101-900-970.001	CAPITAL OUTLAY - ELECTIONS	30,000.00	30,000.00	0.00	0.00	30,000.00	0.00
101-900-970.002	CAPITAL OUTLAY - TOWNSHIP HAL	50,000.00	50,000.00	3,750.00	0.00	46,250.00	7.50
101-900-970.003	CAPITAL OUTLAY - COMPUTER	15,000.00	15,000.00	0.00	0.00	15,000.00	0.00
101-900-970.004	CAPITAL OUTLAY - VEHICLES	60,000.00	60,000.00	0.00	0.00	60,000.00	0.00
101-900-970.005	CAPITAL OUTLAY - LAND	50.00	50.00	0.00	0.00	50.00	0.00
Total Dept 900 - CAPITAL OUTLAY		155,050.00	155,050.00	3,750.00	0.00	151,300.00	2.42
TOTAL EXPENDITURES		3,856,972.73	3,856,972.73	923,547.58	137,695.46	2,933,425.15	23.94
Fund 101 - GENERAL OPERATING FUND:							
TOTAL EXPENDITURES		3,856,972.73	3,856,972.73	923,547.58	137,695.46	2,933,425.15	23.94



PERIOD ENDING 04/30/2024

GL NUMBER	DESCRIPTION	2024		YTD BALANCE 04/30/2024	ACTIVITY FOR MONTH 04/30/24	AVAILABLE BALANCE	% BUDGET USED
		ORIGINAL BUDGET	AMENDED BUDGET				
Fund 208 - PARK/RECREATION FUND							
Expenditures							
Dept 000							
208-000-701.905	WAGES - REC BOARD	7,000.00	7,000.00	1,500.00	0.00	5,500.00	21.43
208-000-701.906	Parks Steward	31,241.60	31,241.60	9,537.70	2,403.20	21,703.90	30.53
208-000-701.907	Park Steward 2	28,371.20	28,371.20	8,729.60	2,182.40	19,641.60	30.77
208-000-711.010	SOCIAL SECURITY - EMPLOYER	32,000.00	32,000.00	1,490.50	345.29	30,509.50	4.66
208-000-711.030	BENEFITS	999.70	999.70	0.00	0.00	999.70	0.00
208-000-801.000	LEGAL SERVICES	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00
208-000-805.000	CONTRACTED AND OTHER SERVICES	82,980.00	82,980.00	12,949.82	2,147.63	70,030.18	15.61
MISCELLANEOUS							
208-000-864.000	COM. PROM. - SILVER LAKE PARK	100.00	100.00	0.00	0.00	100.00	0.00
208-000-880.001	COM. PROM. - BSNP (YMCA)	100.00	100.00	0.00	0.00	100.00	0.00
208-000-880.006	COM. PROM. - Cont. Serv GTCO	100.00	100.00	0.00	0.00	100.00	0.00
208-000-880.008	COM. PROM. - GT COMMONS	10,000.00	10,000.00	0.00	0.00	10,000.00	0.00
208-000-880.012	COM. PROM. - BOARDMAN RIVER	100.00	100.00	0.00	0.00	100.00	0.00
208-000-880.013	COM. PROM. - MILLER CREEK	100.00	100.00	0.00	0.00	100.00	0.00
208-000-880.014	COM. PROM. - PARK & TRAIL MAI	100.00	100.00	0.00	0.00	100.00	0.00
208-000-880.015	COM. PROM. - KIDS CREEK PARK	100.00	100.00	0.00	0.00	100.00	0.00
208-000-880.016	RIVER EAST RECREATION AREA	100.00	100.00	0.00	0.00	100.00	0.00
208-000-880.019	CONTINGENCIES	100.00	100.00	0.00	0.00	100.00	0.00
208-000-890.000	MAINTENANCE - MISC. EQUIP	25,000.00	25,000.00	(1,540.89)	241.96	26,540.89	(6.16)
208-000-935.000	CAPITAL OUTLAY	365,000.00	365,000.00	23,223.61	19,723.61	341,776.39	6.36
Total Dept 000		584,592.50	584,592.50	55,890.34	27,044.09	528,702.16	9.56
Dept 851 - EMPLOYEE BENEFITS & INSURANCES							
208-851-711.010 SOCIAL SECURITY - EMPLOYER							
		5,407.50	5,407.50	0.00	0.00	5,407.50	0.00
Total Dept 851 - EMPLOYEE BENEFITS & INSURANCES		5,407.50	5,407.50	0.00	0.00	5,407.50	0.00
TOTAL EXPENDITURES		590,000.00	590,000.00	55,890.34	27,044.09	534,109.66	9.47
Fund 208 - PARK/RECREATION FUND:							
TOTAL EXPENDITURES		590,000.00	590,000.00	55,890.34	27,044.09	534,109.66	9.47

# **Executive Recruitment Services: Township Manager**

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Prepared for The Charter Township of Garfield



Presented by Amy Cell, LLC

April 22, 2024

**AmyCell** Talent  
BUILD BETTER TEAMS

Chuck Korn, Supervisor  
Charter Township of Garfield  
3848 Veterans Drive  
Traverse City, MI 49684

Dear Supervisor Korn,

Thank you for the opportunity to submit this proposal to assist the Charter Township of Garfield in its search for a new Township Manager..

As you look through this proposal, you will find that we bring extensive experience with executive searches in the public and private sectors and we are committed to providing you exceptional service and sharing with you our passion for Michigan communities. My hope is that upon review you will find us to be an excellent fit for this engagement.

We believe that we are the right partner for the Charter Township of Garfield due to the following attributes which we will detail in the attached proposal:

- ***Passion for community service*** - Our team has worked for government, economic development and community development organizations. We are passionate about supporting Michigan's communities!
- ***Local knowledge makes for better marketing*** - We get to know the communities we are working with, through research and one on one meetings. We will then create a "Community Profile" that we share widely to attract candidates.
- ***Consensus builders*** - We will interview the Board of Trustees and Township staff and align the Board on the ideal candidate profile.
- ***Top notch candidates*** - Our combination of strategic marketing and targeted outreach results in a robust pool of qualified and motivated candidates. We then winnow the pool down to a short list of candidates through a thorough vetting of the candidates' background and accomplishments.
- ***Diversity, equity, inclusion and belonging*** - We strive to develop candidate pools that are diverse and intentionally create a marketing plan and assessment strategy that is as inclusive as possible. Two of our team members have DEI certifications and our own team is rich in diversity.
- ***Customized approach*** - Each of our executive search engagements is unique. We focus on the key experiences, leadership style, and managerial competencies desired by the group of stakeholders that we interview. We create a tailored profile, service offering and communication approach that fits with your needs. Our extensive experience with planning and project management and transparent communication style will help the Board through the experience as smoothly as possible.



- **Transition support** - We are committed to the success of your new team member, and know how important the onboarding experience is for the organization. We provide onboarding plan development support, and offer a 360 degree feedback report after six months.
- **Our team** - We have a team of 21 highly qualified and diverse recruiters and HR experts.

Since our inception in 2015, we have supported hundreds of employers, communities, and job seekers with customized HR and recruiting services. Our team of seasoned professionals brings expertise and knowledge in the areas of municipal recruiting, human resources, economic development, project management, and marketing. We would be honored to work with the Charter Township of Garfield on this important endeavor.

Please feel free to contact me with any questions. Thank you very much for the opportunity to share our interest in this engagement.

Best regards,



Amy Cell  
President

*Amy Cell, LLC is a certified Women-Owned Business, proud recipient of the 2022 Michigan Celebrates Small Business 50 Companies to Watch Award (SBAM), 2022 and 2023 Ann Arbor SPARK FASTTRACK Award, and a Gold Resource Partner of MISHRM.*

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## **A. Qualifications**

### **Type of Business**

Amy Cell, LLC of 215 W. Michigan Avenue, Ypsilanti, Michigan 48197, operates as a Limited Liability Corporation in the State of Michigan. As a registered LLC in Michigan, we are licensed to operate in the State of Michigan. We provide recruiting, human resources consulting, and career coaching services. We are in good standing with the state of Michigan and have all the necessary licenses and certifications to be able to perform the work indicated in this RFP. The contact person for this proposal is Amy Cell. She can be reached at 734-657-0370 or [amy@amycelltalent.com](mailto:amy@amycelltalent.com).

### **History**

Since our founding in March of 2015, Amy Cell, LLC has conducted over 1400 searches, including recruitment for 100+ executive and key leadership roles, such as CEOs, City Managers, Executive Directors, Vice Presidents, and other C-Suite roles. In addition to our strong track record of success in both the public and private sectors, Amy Cell brings significant relevant experience to municipal/public sector recruiting, having served as Senior Vice President of Talent Enhancement at the Michigan Economic Development Corporation (MEDC), and as Vice President Talent Enhancement for Ann Arbor SPARK. In these roles, Amy was responsible for programs in talent attraction, retention and development at regional and state levels, and was integral in the design and implementation of talent programs to benefit Michigan employers and citizens (e.g., job seekers, apprentices, displaced workers). Through this decade of public service, Amy Cell established a large professional network and national reputation as a thought leader in talent attraction. The firm's commitment to client satisfaction and a positive jobseeker experience has led to strong growth, and our firm is proud to have all but one of our employees based in Michigan.

### **Why Us?**

Here are the reasons that Councils, Commissions and Boards have trusted us to help them with one of their most important duties:

- We are experts in recruiting and sourcing. We have our own database of 1000+ municipal professionals, and send out monthly communications. We have four LinkedIn recruiter licenses so that we can effectively target top-notch talent, and ensure a diverse applicant pool.
- We are well versed in applicable laws including the Open Meetings Act and Freedom of Information Act.
- In addition to talent acquisition support, we provide HR consulting services to municipal clients, such as training programs, performance review management and have been the outsourced HR function for a municipality. We have had a team member serve as Acting City Manager, and have a team member that



was a long serving local government employee. Thus we understand the day to day activities of local government.

- We have a strong marketing team that is well versed in social media and media relations. We will prepare press releases as directed by the Board of Trustees to support community engagement.
- We focus on success - we can provide a structured onboarding experience to help the new Township Manager hit the ground running. We also offer a 360 degree feedback review after six months to help address any issues to ensure that the Township Manager has an accurate understanding of what they should keep, stop and start doing.

### Municipal / Public Sector Clients We Have Served

Municipal / Public Sector Clients We Have Served		
 <b>Bedford Township</b>	 <b>City Ann Arbor</b>	 <b>City of Clawson</b>
 <b>City of Dearborn</b>	 <b>City of Eastpointe</b>	 <b>City of Farmington Hills</b>
 <b>City of Fraser</b>	 <b>City of Grand Rapids</b>	 <b>City of Grosse Pointe</b>
 <b>Holland</b> MICHIGAN <b>City of Holland</b>	 <b>City of Jackson</b>	 <b>KENTWOOD</b> Michigan <b>City of Kentwood</b>

 <b>City of Livonia</b>	 <b>City of Madison Heights</b>	 <b>City of Norton Shores</b>
 <b>City of Rochester Hills</b>	 <b>City of St. Clair Shores</b>	 <b>CITY OF TRAVERSE CITY</b> <b>City of Traverse City</b>
 <b>City of Yale</b>	 <b>City of Ypsilanti</b>	 <b>Independence Township</b>
 <b>Lapeer County</b>	 <b>Lapeer County Road Commission</b>	 <b>Macatawa Area Express</b>
 <b>Macomb Township</b>	 <b>Redford Township</b>	 <b>Scio Township</b>
 <b>Village of Almont</b>	 <b>Village of Capac</b>	 <b>Village of Dundee</b>
 <b>Washtenaw County Conservation District</b>	 <b>WB Parks</b>	

## Examples of Prior Engagements

Below is a sample of recent relevant engagements

### City of Ann Arbor

**Engagements:** Amy Cell, LLC has been a key talent resource for the City of Ann Arbor, completing multiple, successful executive searches since 2020. These searches include: **City Administrator** search in June 2020 which resulted in 268 candidates and 3 finalists; **Chief Financial Officer** search in January 2021 resulted in 89 candidates and 4 finalists; **City Attorney** search in July 2021 which resulted in 19 candidates and 1 finalist; and **Director of Human Resources** search in June 2022 which resulted in 95 candidates and 2 finalists.

In addition to completing City Administrator and City Attorney Performance reviews (2020, 2022) and successfully recruiting for a senior staff position in the Public Works department, Amy Cell, LLC also provided organizational development support by designing and implementing 360 feedback assessments for key leaders.

May 25, 2022

*"As part of our City Council's Administration Committee, I have enjoyed working closely with Amy Cell on a number of executive level searches. In a competitive recruitment environment shared by all municipalities, Amy was able to present a number of viable candidates for each position - even when a known internal candidate existed. She presented clear, cost-effective plans that were thorough, efficient, and through supplemental materials such as video interviews, provided valuable insight into our candidates.*

In addition to her human resources expertise, I appreciated that Amy Cell took the time to capture our council, staff, and community priorities. This understanding of local context has undoubtedly contributed to our successful recruitment efforts."

Fmr Ann Arbor Mayor Pro Tem Julie Grand



## City of Fraser

**Engagement:** In July of 2020 we were selected by the City of Fraser over 5 other firms to provide an independent HR department to support approximately 70 employees and 100+ retirees. During the following 18 months we filled approximately 20 positions, restructured the leadership team, recruited an interim City Manager to address short term issues as well as the permanent City Manager. Additional HR projects included implementation of the BS&A HR module, developed a new handbook, oversaw benefits administration and open enrollment, developing new performance review processes, updating all job descriptions, creating a new compensation structure, and launching an employee newsletter. Additionally, Amy Cell was appointed Acting City Manager at one point during the leadership transitions.

## Fraser City Council Meeting, February 10, 2022

*"Our vision when we started with Amy Cell hit some major road blocks because some things happened we weren't anticipating and you tackled those with such grace and such dignity and found us candidates."*

Fraser City Council Member Amy Baranski

*"I just want to thank you and tell you what a privilege and honor it has been to work with you. You have impressed me repeatedly."*

Fraser City Council Member Amy Baranski

*"Amy, I just want to thank you for everything you have done for us. You accomplished not only what we were looking for, you went beyond that."*

Fraser City Council Member David Winowiecki

*"Amy, I also wanted to thank you. I feel you were objective and fair, knowledgeable, great people skills. You were exactly what we needed when you came to help us."*

Fraser City Council Member Kathy Blanke

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## City of St. Clair Shores

**Engagements:** We conducted two successful City Manager searches, one in 2019 and most recently in February 2022. A summary of the searches is as follows: the City Manager search in 2019 which resulted in seven

candidates presented to Council, four finalists selected for in person interviews. The City Manager search in February 2022 resulted in ten candidates presented to Council and four finalists.

#### **St Clair Shores City Council Meeting, April 4, 2022**

*"Amy Cell and her office did a great job at preparing us and giving us the right candidates to select from."*

St Clair Shores Council Member Candice Rusie

*"It's been a pleasure again to work with Amy Cell's agency."*

St Clair Shores Council Member Chris Vitale

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#### **Diversity Results**

We have a commitment to having diverse applicant pools, and wanted to share our recent results in this area.

We strive to provide a diverse pool of qualified applicants to our clients. Approximately 47% of recent executive public sector placements have been women and 16% have been people of color including the following searches.

- City of Ann Arbor Attorney
- City of Ann Arbor Chief Financial Officer
- City of Ann Arbor Human Resources Director
- City of Eastpointe City Manager
- City of Fraser City Manager
- City of Fraser Finance Director
- City of Fraser Asst. City Manager
- City of Fraser Asst. Department of Public Works Director
- City of Grand Rapids Economic Development Director
- City of Madison Heights City Manager
- Township of Redford Township Superintendent

#### **References**

Please feel free to contact any of the following individuals as references.

Client	Project Title Search	Contact Person	Telephone / email
City of Traverse City	City Manager	Kristine Bosley, Human Resources Director	(231) 922 4481 <a href="mailto:kbosley@traversecitymi.gov">kbosley@traversecitymi.gov</a>
City of Ann Arbor	Director of HR City Administrator, City Attorney Searches	Julie Grand, Former City Council Member	(734) 678-7567 <a href="mailto:juliegrand@gmail.com">juliegrand@gmail.com</a>
Lapeer County, Village of Almont	County Administrator, Village Manager Searches	Ian Kempf	(810) 417-0395 <a href="mailto:ikempf@imlavcityflorist.com">ikempf@imlavcityflorist.com</a>
City of St. Clair Shores	City Manager Search	Chris Vitale, City Council Member	(586) 801-4732 <a href="mailto:vitalec@scsmi.net">vitalec@scsmi.net</a>
Scio Township	Township Administrator Finance Director IT Manager HR Manager	Kathy Knol, Board Trustee	(734) 369-9400 <a href="mailto:kknoll@comcast.net">kknoll@comcast.net</a> , <a href="mailto:KKnol@sciotownship.org">KKnol@sciotownship.org</a>

## B. Recruitment Work Plan

To assist the Charter Township of Garfield in finding their new Township Manager we will follow our well-honed six step process, as described below. A full description of our approach and detailed timeline is included below. We also provide weekly status reports to the Board.

### Step One - Create a Clear Target and Plan

Through a detailed needs assessment, we will learn from you the “must have” and “ideal” experiences and behaviors for the Township Manager. We will start by interviewing stakeholders including elected officials and staff members to understand the goals, skills, experiences and behaviors that are critical and “ideal” for the position. We will also identify the key selling points of the position, organization and community, which informs the marketing strategy that we create.

Based on stakeholder data, we will create a rubric and align the selection group on experiences, leadership style, communication skills, etc. We will create a comprehensive position profile. We will research the existing compensation and benefits structure as it compares to the market. During this planning meeting we will present the rubric, profile, draft timeline and compensation data to the Board.

### Step Two - Market the Posting to the Right People

We use social media and national job boards to promote the opportunity, as well as to promote the amazing aspects of living, working and playing in the Charter Township of Garfield region. This results in the largest



possible pool of qualified applicants. In addition to our proprietary database of executive and professional talent, we will perform targeted outreach to candidates that might not otherwise apply through LinkedIn and other social media platforms, and engage with ICMA Newsletter/Job Center, Michigan Municipal League (MML), and other municipal websites to create a deep, diverse pool of qualified and interested candidates.

### **Step Three - Thoroughly Assess Applicants**

We will thoroughly assess the qualifications and suitability of all candidates in an independent and objective manner. We will use a survey, video interview, phone interview, cyber review, reference checks and background checks to thoroughly assess applicants. We will provide access to and summarize this data for review for the Board. We will coordinate any additional assessments as directed by the Board.

### **Step Four - Interviews**

We will coordinate an outstanding interview experience for candidates and stakeholders that complies with the Open Meetings Act. Finalists will have a Zoom or on-site interview that can include a wide range of interviews and tours. As directed by the Board, we will coordinate schedules, manage candidate communications, and provide on-site logistic support during the on-site interviews. We will thoroughly prepare the Board of Trustees for the interviews by providing guidance, support and interview questions customized to the qualities that emerged through the detailed needs assessment.

### **Step Five - Negotiation**

We will assist with the negotiation process with other administrative and legal parties. Our specific role will be directed by the Board.

### **Step Six - Transition Support**

We help candidates successfully transition into their new roles by providing assistance with onboarding and relocation. If desired, we can provide a variety of support to assist with relocation and transition assistance, including housing assistance, partner job search assistance, child and elder care support, and finding local “greeters” to help welcome the new person into the community. We also offer a complimentary 360 degree feedback check-in after six months, and we assist the Board with determining performance expectations.

### **Proposed Timeline**

The following timeline details the process (as described above) with a proposed schedule for deliverables and milestones.

Our proposed timeline is further customizable depending on the needs and goals of the Charter Township of Garfield. It is our goal to create and implement a plan that works well to meet the Township's objectives, recognizing that a flexible approach is often needed as plans unfold.

The detailed timeline below demonstrates how a typical search process flows after we are contracted to begin the search.	
Activity	Time Frame
<b>Stakeholder interviews</b> - We interview stakeholders including the Board, staff, and key community members to understand the goals, skills, experiences and behaviors that are critical and "ideal" for the position. We also learn about the key benefits of the position, organization and community.	Weeks 1, 2
<b>Selection Criteria Matrix</b> - Based on interview feedback and survey data we create a "talent matrix" of key criteria.	Week 3
<b>Marketing plan</b> - Based on the interview feedback and research, we will create a digital and print marketing package that will be used to market the opportunity.	Week 3
<b>Review salary data</b> - Review existing compensation and benefits structure as it compares to market comparables. Present compensation data to the hiring committee at the first meeting and determine target compensation range.	Week 3
<b>Align</b> - We will meet with the selection team to review the hiring criteria and job posting.	Week 4
<b>Market the opportunity</b> - We use social media and national job boards to promote the opportunity, and to promote the amazing aspects of living, working and playing in the community. This results in the largest possible pool of qualified applicants. In addition to our proprietary database of executive and professional talent, we perform targeted outreach through LinkedIn and other social media platforms, and engage with industry associations, which results in a deep, diverse pool of qualified and interested candidates.	Weeks 4-8
<b>Assess applicants</b> - We use a survey, video interview, phone interview, cyber review, reference checks and background checks to thoroughly review applicants.	Weeks 4-9

<b>Present candidates</b> - We will provide the selection team with a link to the candidate packets and videos. Selection team members will have approximately one week to review information prior to the meeting to determine finalists.	Week 10
<b>Determine finalists</b> - We will review candidates with the selection team and determine interview panelists.	Week 11
<b>Interviews</b> - We will invite the interviewers, providing them copies of information on the finalist candidates. We also will create sample interview questions and feedback forms.	Week 12
<b>Negotiation &amp; Relocation</b> - We can provide a variety of support regarding contract negotiations, onboarding and developing a 90 day plan. We can provide a six month 360 degree feedback report and coaching session for the new Township Manager to further enhance development and success.	TBD

## Key Personnel

### Our Team

For this recruitment, we have selected the following team of highly qualified professionals, all of whom are well-versed and experienced in municipal/public sector and executive recruitment. These three individuals are based out of our Ypsilanti office.

The table below lists the key persons assigned to this project, as well as their anticipated roles. Resumes are included as an attachment.

Proposed Team Includes:

Name	Title	Anticipated Roles
Amy Cell	President and Founder	<b>Role:</b> Lead. Oversees all search aspects included in this proposal.
Barbie Sigers	Talent Acquisition Director	<b>Role:</b> Manages search activities; participates in meetings; completes stakeholder intake interviews; finalizes the position description. Manages consultants



		and fine details.
<b>Rebecca Roberts</b>	Senior Associate Consultant	<b>Role:</b> Assists in document production, scheduling and outreach. Assists with candidate screening, background and reference checks. Provides on-site interview support.

### Background Checks

We will conduct background checks of shortlisted candidates, using Background Check Central, a highly reputed, Michigan-based firm.

Background Check Central, 42815 Garfield Road, Suite 208, Clinton Township, MI 48038

### C. Costs

Search Components and add-on fees	Full	Value	Basic
Number of individual intake interviews	11-30	5-10	0
Develop and launch community survey, analyze results (\$500 additional fee outside of the full service package)	Yes	No	No
Create inviting job posting	Yes	Yes	Yes
Develop recruitment brochure (\$500 additional fee outside of the full service package)	Yes	No	No
Promotion via job boards and social media including LinkedIn, Facebook	Yes	Yes	Yes
Screening survey, gather references, video interview	Yes	Yes	Yes
Cyber review, reference checks, background check (A la carte fees: background check \$200 each, reference check \$300 each)	Yes	Yes	No

Write press release announcing finalists (\$500 additional fee outside of the full service package)	Yes	No	No
Host community reception, gather and analyze feedback (\$1000 additional fee outside of the full service package)	Yes	No	No
Coordinate interviews. Provide questions and guidelines (\$500 additional fee outside of the full service package)	Yes	No	No
Compile and summarize interview feedback (\$300 additional fee outside of the full service package)	Yes	No	No
Support offer negotiation process	Yes	No	No
360 degree feedback for new Township Manager (\$500 additional fee outside of the full service package)	Yes	No	No
Guarantee*	One year	None	None
Consultant mileage travel costs included in the fee.	Yes	No	No
<b>Total Cost</b>	<b>\$18,500</b>	<b>\$9,500</b>	<b>\$4,950</b>

**Note:** Reception food costs, interview food costs, and candidate travel costs are not included above.

### Placement Guarantee Terms

In the event the new employee rescinds their acceptance of the job offer, voluntarily leaves employment within one year of their start date or is fired for cause, we will waive our base recruiting fee and conduct one additional search for the cost of direct marketing, travel and third party fees.

### Payment Terms

We will invoice one half of the fee upon contract signing to cover advertising and administrative costs. Another payment of one half of the total fee will be invoiced upon the presentation of a slate of finalist candidates. Net 30 day terms kindly requested.

Thank you again for the opportunity to submit this proposal to assist the Charter Township of Garfield in its search for a new Township Manager.



Amy Cell  
President, Amy Cell, LLC  
734-657-0370  
[Amy@AmyCellTalent.com](mailto:Amy@AmyCellTalent.com)



## **D. Attachments**

**ATTACHMENT I - Team Resumes**

Amy Cell

Barbie Sigers

Rebecca Roberts

*The remainder of this page is intentionally left blank.*

## **AMY CELL**

734-657-0370

[Amy@AmyCellTalent.com](mailto:Amy@AmyCellTalent.com)

### **SUMMARY**

Dynamic leader passionate about talent attraction, retention and development who has used her creativity, team building skills and expertise to create and launch statewide talent programs and support Michigan communities, companies and people.

### **EXPERIENCE**

#### **AMY CELL, LLC, Ypsilanti, MI**

##### **President, 3/2015 - Present**

Amy Cell Talent is a talent consultancy that provides a variety of talent acquisition, community development and job seeker support programs to clients. We are a team of skilled and dedicated professionals based in Ypsilanti Michigan.

- Provide efficient and effective talent acquisition services to Michigan technology companies - completed over 600 searches that span executive, administrative, and technical opportunities.
- Provide career development services to job seekers and people in career transitions.
- Supported Community Ventures, a program that provides a career pathway out of poverty.
- Launched a talent program for University technology transfer organizations.
- Frequent speaker, advisor, facilitator, panelist and judge. Engagements have included the Brookings Institution and Edward Lowe Foundation.
- Faculty member, Center for Entrepreneurship, U-Michigan College of Engineering.

#### **MICHIGAN ECONOMIC DEVELOPMENT CORPORATION, Lansing, MI**

##### **Senior Vice-President, Talent Enhancement, 1/2011 - 3/2015**

MEDC is the state economic development organization. Joined MEDC with the Gov. Snyder administration to develop a Talent function housed within economic development.

- Led the redesign of the state labor exchange and talent marketing strategy. Website average 80K postings per month and 200K active account holders. Approximately 3 million unique users per year. Social media strategy includes newsletters, Twitter, Facebook and LinkedIn.
- Created and launched Community Ventures in 2012, which has placed 4000 structurally unemployed into living wage jobs with a \$11.20 average wage and 68% one year retention rate.
- Launched the Michigan Advanced Technician Training program, a dual education program based on the German apprenticeship model. Program is viewed as a national model and was featured by the Brookings Institute on a German study tour. Program has been adopted by Illinois, and many other states have requested additional information.



- Designed and directed programs to attract and retain highly educated talent, including LiveWorkDetroit, Dream Job, Pure Michigan Opportunity and a college ambassador program. Results included thousands of IT and Engineering student connections to employers.
- Participated on a select task force to determine strategy to propel Michigan to a top 10 state in terms of adults with a post-secondary credential or higher.
- Launched the Community College Skilled Trades Equipment Program - a \$50 million bond initiative to provide community colleges with critical training equipment.
- Launched Global Michigan, an initiative to embrace, attract and retain international talent. Built a team from one staff person to 30. Team had one of the highest employee engagement levels in the state government per a survey managed by PricewaterhouseCoopers.
- Accomplished and well-regarded speaker and presenter with approximately 50 engagements as panelist, moderator or key note presenter.

**ANN ARBOR SPARK, Ann Arbor, MI**

**Vice-President, Talent Enhancement & Entrepreneurial Education, 8/2006 - 1/2011**

Ann Arbor SPARK is a non-profit regional economic development organization driving local and statewide economic development initiatives. Key responsibilities included the creation and management of all Talent Enhancement programs, directing all Entrepreneur Education programs and overseeing the SPARK East incubator.

- Positioned SPARK to be a "talent hub" for knowledge-based workers seeking dynamic opportunities through events, job posting service and weekly newsletters. Posted approximately 1000 jobs for 400 companies annually, saving thousands of dollars per hire.
- Created programming to support SPARK East, a successful incubator in a challenged area and have had two companies graduate from the program in the first 18 months.
- Developed and launched numerous entrepreneur education programs including the one-day "Starting Your Own Business" program, Michigan Energy Forum, Entrepreneur Education 1.0 and 2.0 series, Expert Resource Board, Power Lunch and SPARK East Speaker Series.
- Co-developed Shifting Gears, a 4-month developmental program to help displaced "large company" managerial talent transition into "new economy" opportunities. Program later was expanded by the Michigan Economic Development Corporation and helped approximately 400 highly educated, accomplished, later-career people transition to new opportunities.

**ROSS SCHOOL OF BUSINESS AT U-MICHIGAN, Ann Arbor, MI**

**Senior Associate Director, Office of Student Life, 9/2004 - 7/2006**

- Created and led the Office of Student Life. Developed policies/processes to support students, including leadership programming, diversity, training, recognition, and student relations.
- Championed school-wide leadership development efforts and programs.
- Created culturally sensitive environment through programming and addressing problems.
- Resolved scores of student relations concerns and community issues.

**APPLIED BIOSYSTEMS, Foster City, CA**

**Senior Manager, Human Resources, 11/2003 - 6/2004**

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215 W. Michigan Ave., Ypsilanti, MI 48197  
Phone: 734-657-0370 E-Mail: [Amy@AmyCellTalent.com](mailto:Amy@AmyCellTalent.com)

- Led the restructuring and reengineering of IT department. Results included more efficient structure, employee development and redeployment of managers to better utilize talent.
- Launched development councils to coordinate succession planning and employee development.
- Provided organizational effectiveness tools such as leadership development and coaching, training, 360-degree feedback, change management and facilitated new leader assimilations.

**HR DRIVERS, Los Altos, CA**

**Managing Partner, 9/2002 - 10/2003**

- Founded HR Consulting Partnership that provides HR consulting, training and outsourcing services to small businesses that want innovative and strategic HR programs and processes.
- Developed extensive HR audit program to thoroughly review each element of HR, to ensure that all legal issues and best practices are considered.

**SRI CONSULTING, Menlo Park, CA**

**HR Manager, 2001 - 2001**

- Reported to CFO of SRI International and directed all HR activities for SRI Consulting that resulted in cost savings, strategic leadership change and benefit and compliance improvements.
- Developed new processes for recruiting, merit planning, orientation, mentoring, leadership development/succession planning, performance management and visa management.

**FORD MOTOR COMPANY, Dearborn, MI**

**HR Roles Including Labor Rep, Associate and Analyst, 1995 - 2001**

- Provided counsel to business units in employee relations, performance management, diversity, staffing, compensation, job leveling/ranking, succession planning and work/life issues.
- Analyzed U.S. recruiting process; recommended switching to Resumix with an ROI of 40%.
- Participated on team, which integrated Global affiliate manufacturing operations.

**PLANTE & MORAN, CPA's, Ann Arbor, MI**

**Certified Public Accountant, 1990 - 1993**

- Passed CPA exam in first sitting.
- Planned, executed, supervised and managed audit and tax engagements.

**EDUCATION**

**THE UNIVERSITY OF MICHIGAN, Ann Arbor, MI**

**MBA - Ross School of Business Administration, 1993 - 1995**

- with High Distinction (Top 10%)

**BBA - Ross School of Business Administration, 1987 - 1991**

## BOARD MEMBERSHIPS

**Board & Community Involvement:** Michigan Center for Integrative Research in Critical Care, Career Education Advisory Committee, Desai Accelerator, Washtenaw Community College Foundation, Center for Entrepreneurship (CFE) - U-M College of Engineering, Washtenaw Community College Women's Council, Women's Exchange of Washtenaw, U-M SE Michigan Alumni Association, Washtenaw 2030 Steering Committee

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**BARBIE SIGERS**

Ann Arbor, MI • 517-230-9911

[barbie@amycelltalent.com](mailto:barbie@amycelltalent.com) • [linkedin.com/in/barbie-sigers-916769b](https://www.linkedin.com/in/barbie-sigers-916769b)

**SUMMARY** Energetic, detail- and results-oriented professional with over twenty years of experience in human resources, pharmaceutical sales and health / fitness training and management.

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**EXPERIENCE**

**AMY CELL, LLC** Ypsilanti, MI

2021-present

**Talent Acquisition Director**

- Build client relationships and manage recruitment lifecycle from engagement through closure.
- Recruit for hard to fill, newly created, and specialized positions ranging from entry level personnel to C-suite executives.
- Strategic sourcing, screening, evaluating and presenting of candidates to hiring managers.
- Review job postings to ensure accuracy and completeness. Update job posting language as necessary, to capture the attention of target audiences.
- Design and process job specific questionnaires to understand candidate's work styles, motivation, personality, and other information that cannot be determined from a resume.

**Burn Bootcamp**, Northville, MI

2020 – 2021

**Personal Trainer/Group Fitness Instructor**

- Designed and coached over 500 training classes.
- Conducted 1-on-1 coaching sessions with clientele to understand motivators and limitations, improve self-confidence and develop nutrition and training plans.

**Red Effect Infrared Fitness**, Ann Arbor, MI

2018 – 2020

**Lead Trainer**

- Developed and coached over 800 high intensity interval training classes.
- Sourced, screened, interviewed and trained new instructors.
- Integral role in the startup of the facility and building client base.

**CentraState Fitness & Wellness Center**, Freehold, NJ

2014-2018

**Personal Trainer / Group Fitness Instructor / Pilates Instructor**

- Conducted fitness assessments & goal planning for members.
- Developed & customized 1-on-1 fitness plans for 25 long term clients.
- Lead trainer in medically based programming, sports performance training, weight loss, and improvement of overall physical health.
- Designed & implemented customized individual & group pilates classes.
- Instructed 8 group training classes per week.

**Esprit Pharma**, Detroit, MI

2006 –2007

**Urology/Gynecology Sales Specialist**

- Launched new products to urologists, surgeons, and obstetrician-gynecologists.
- Planned medical education programs to improve sales and build strong rapport with key decision-makers.

**Wyeth Pharmaceuticals**, Grand Rapids, MI

2001 – 2005

**Territory Representative**

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215 W. Michigan Ave., Ypsilanti, MI 48197  
Phone: 734-657-0370 E-Mail: [Amy@AmyCellTalent.com](mailto:Amy@AmyCellTalent.com)

- District Rep of the Year and Rookie of the Year.
- Territory analysis, business development & project management to increase product sales.
- Marketed products to cardiologists, neurologists, gastroenterologists, diabetic educators, pharmacists, and internal medicine and family practitioners through presentations, in-services, and education events.

**Nelson Professional Sales, Lansing, MI**

2000 – 2001

**Territory Representative**

- Developed and executed business and marketing plan for territory to exceed sales goals.
- Marketed cardiovascular products to cardiologists, internists, and family practitioners.

**SmithKline Beecham Pharmaceuticals, Lansing, MI**

1998-2000

**Sales Consultant**

- Ranked #1 in district for three consecutive quarters and #7 in the region of over 200 sales consultants for top product, Augmentin.
- Successfully launched a new product, achieving 64% over sales goal.
- Marketed a wide range of physicians in clinics & hospitals; Conducted in-service's & journal club meetings.

**Robert Half International, Okemos, MI**

1995-1998

**Division Director**

- Built a Fortune 500 client base and worked with clients to fill critical executive staffing needs.
- Sourced, screened, evaluated & presented applicants to hiring managers.
- Managed and operated a matrix of skilled candidates for future placements.
- Marketed services and candidate pool based on market trends and business needs; B2B relationship/ account management.

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## EDUCATION

**Eastern Michigan University, Ypsilanti, MI**

Bachelor of Business Administration in Human Resource Management

**Keller Graduate School of Management, DeVry University**

Completed coursework toward Master of Human Resource Management (12 credits)

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## OTHER SKILLS

Microsoft Office (Word, Excel, PowerPoint and Outlook); Google Productivity Tools, JazzHR, Rippling, Zoho, Zoom

## Rebecca Roberts

Kalamazoo, MI, 49009 • 269-447-8676

[rebecca@amycelltalent.com](mailto:rebecca@amycelltalent.com) • [linkedin.com/in/rebecca-roberts-0538201a3/](https://www.linkedin.com/in/rebecca-roberts-0538201a3/)

Human Resource Consulting | Recruitment | Training Design | Performance Management | Employee Engagement |  
Organizational Development | AR Functions | Inventory Management | Supplier Relations |

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### **WORK EXPERIENCE**

#### **AMY CELL, LLC, Ypsilanti, MI**

##### ***Senior Associate Consultant, 8/2021 - Present***

- Restructure performance evaluation forms and process to impact client's non-profit, healthcare organization.
- Develop organizational charts and SOP's for internal usage
- Management of different jobs postings and responsible for posting jobs on multiple platforms in a timely manner
- Produce HR Assessment with recommendations on organizational improvements by analyzing client documents and offer projects to support these recommendations
- Facilitate employee conversations and manage engagement activities to support a series of DEI workshops for 20 employees in a client's organization
- Facilitate full-cycle recruitment services for all level positions in multiple industries

#### **VANDE BUNTE EGGS, Otsego, MI**

##### ***Business Analyst Internship, 1/2021 - 12/2020***

- Conduct supplier analysis to ensure cost effectiveness of production materials
- Manage existing supplier relationships and establish new contacts for cost saving opportunities
- Inventory management, reporting, and purchasing for three facilities
- Establish and maintain spreadsheet and documentation for capital projects and future developments
- CFS inventory management and general IT onsite contact and liaison for third party IT company
- I-9 audit preparation and employee file review

##### ***Office Manager, 12/2017 - 5/2021***

- General office administration: answering phones, greeting visitors, incoming and outgoing mail administration, updating and creating spreadsheets, scanning invoices, buying equipment
- Supporting HR functions: new hire paperwork and system setup, validation of employee documentation, assist employees with form interpretation, and digitalization of all employee files
- Responsible for AR functions including creating invoices, intracompany transfers, verifying accuracy of orders, and monthly reporting of sales to American Egg Board
- Weekly and monthly reporting of production activity and quality comparison to industry standards and historical data
- Sourced and implemented uniform system for all processing and production employees at two facilities
- Representing the company at food shows in a professional manner
- Miscellaneous duties assigned by management

##### ***Accounting Assistant, 11/2016 - 7/2017***

- Established system for organization and digitalization of all capital asset files
- Archived accounting records in compliance with retention standards

### **EDUCATION**

#### **GRAND VALLEY STATE UNIVERSITY, Grand Rapids, MI**

Bachelors of Arts, Business Administration

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215 W. Michigan Ave., Ypsilanti, MI 48197  
Phone: 734-657-0370 E-Mail: [Amy@AmyCellTalent.com](mailto:Amy@AmyCellTalent.com)





# **Charter Township of Garfield**

## **Executive Search Proposal**

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**Prepared by :**

**Nate Geinzer**

**248.207.5293**

**nate@doublehailsolutions.com**

**www.doublehailsolutions.com**

April 27, 2024

Garfield Charter Township  
Attn: Chuck Korn, Township Supervisor  
3848 Veterans Drive  
Traverse City, MI 49684

RE: Garfield Charter Township Manager Search

Mr. Supervisor Korn,

Double Haul Solutions (DHS) is pleased to offer the attached proposal to conduct an executive search for the Township's first Township Manager. DHS offers the Township access to an informed and professional executive recruitment team at a high value per dollar. DHS offers a one-of-a-kind scope of work that provides value added services not offered by any other firm in Michigan. Our executive search services are informed by the myriad searches our collective team has participated in as well as our local government peers. One may ask, why enter a crowded field of executive search recruiters? Simply, we think there is a need and desire for a more comprehensive and relationship-first service offering than what is commonly found on the market.

We don't like cookie cutter processes or deliverables. DHS invests the time and effort in executing our scope of work and creating an executive profile that will stand out in a competitive job market. A sample executive opportunity can be found [HERE](#) to demonstrate the look and feel of our approach to marketing our position opportunities.

DHS is confident that the Township will be well served by our competitive and high value service offering. Please do not hesitate to reach out with any questions about DHS' proposal as the Township reviews its options. We truly appreciate the Township's consideration and look forward to our prospective collaboration.

Yours in Service,

  
Nate Geinzer  
248-207-5293





## PROFESSIONAL QUALIFICATIONS

Double Haul Solutions (DHS) was founded in 2021 to support communities, organizations, and teams in their organizational and operational efforts to address complex challenges and achieve sought-after successes. Don't let DHS' age fool you. Our firm's origins are traced back over 15 years. Since our company's inception, we have added strategic consultants and advisors who specialize in different domains, such as client engagement, community/economic development, and organizational development. Our core team has well over 100 years of collective experience.

Through our network, DHS customizes project teams based on the unique needs of each client. Our extensive network of professionals includes community builders, labor relations specialists, policy experts, project managers, communication professionals, community engagement strategists, planning and community/economic development professionals, financial strategists, and more. With the necessary skills at our disposal, we can build the right team for the job. We focus on partnering with leaders who share our vision, purpose, and values and are willing to go the extra mile to develop genuine, long-lasting relationships. This approach is what sets us apart from other consulting firms.

The DHS team consists of innovators with new service offerings in the pipeline that will support community and talent development. We strive to identify sustainable solutions to challenges that are yet to be solved and stand to make a positive impact on important priorities at the local, state, and national levels.

DHS embodies the purpose of the double haul fly fishing cast, which helps our clients reach further and cut through the wind of everyday challenges.

## ORGANIZATION INFORMATION

### DOUBLE HAUL SOLUTIONS

Brighton, MI 48116

248-207-5293 (c)

EIN: 87-2174640

EST: October 2021

### PROJECT AND PROFESSIONAL REFERENCES

Kristine Bosely, HR Director

City of Traverse City, MI

231-922-4407

kbosley@traversecitymi.gov

Matt Baumgarten, Former City  
Manager

City of Berkley, MI

870-723-0771

mattbaumgarten@gmail.com

Chris Forsyth, Deputy County  
Administrator

Grand Traverse County, MI

248-255-3850

cforsyth@gtcountymi.gov

Christian Wuerth, Village Manager

Village of Milford, MI

248-534-6739

cwuerth@gmail.com

Joe Bixler, President

The Southside Initiative

810-824-7621

Jbixler4227@gmail.com

Dan Swallow, City Manager  
Tecumseh, MI

517-424-6555

dswallow@tecumseh.mi.us





## FIRM OVERVIEW



### VISION

**Prosperous, purpose driven communities, organizations, and teams.**

### PURPOSE

**To help clients reach further and cut through the winds of everyday challenges.**

### VALUES

**Authenticity:** True to self, true to purpose, and true to values.

**Community:** Strong communities of employees, customers, and neighbors create environments that foster success and fulfillment.

**Collaboration:** Success is rarely possible without the support of others.

**Diversity:** Diversity of heritage, identity, thought, talent, and life experience bolsters opportunity for enrichment strengthening individuals, teams, organizations, and communities.

**Leadership:** Leadership is about creating conditions and environments that nurture successful outcomes.

**Vision:** Opportunity is lost, and hazards are missed, when we focus only on what lies ahead and ignore the periphery.

## FOUNDER/CEO

Since 2005, Nate Geinzer has been a passionate advocate of community development and local government. From his tenure as a chief executive to his supporting management roles, he has consistently been motivated to foster real connections and offer practical and innovative solutions for the public sector with a vision of creating thriving and purpose-driven communities that benefit both present and future generations.

## SERVICE OFFERINGS

- Community Engagement
- Strategic Planning
- Organizational Development
- Project & Program Support
- Economic Development

## CLIENT PORTFOLIO

- City of Traverse City, MI
- City of Berkley, MI
- City of Port Huron, MI
- Village of Lexington, MI
- City of Mount Clemens, MI
- City of Northville, MI
- City of Tecumseh, MI
- City of Morenci, MI
- City of Vassar, MI
- And Growing



## CONSULTANT PROFILE

### NATE GEINZER, FOUNDER/CEO, DOUBLE HAUL SOLUTIONS



#### YEARS EXPERIENCE

19

#### EDUCATION

MASTER OF PUBLIC  
ADMINISTRATION -  
EASTERN MICHIGAN  
UNIVERSITY

BACHELOR OF  
SCIENCE, HISTORY &  
SOCIAL SCIENCES -  
EASTERN MICHIGAN  
UNIVERSITY

#### SPECIAL EXPERTISE

STRATEGIC  
LEADERSHIP

COMMUNITY  
BUILDING

ENGAGEMENT/  
FACILITATION

ECONOMIC  
DEVELOPMENT

VISIONING

STRATEGIC PLANNING

BUDGET STRATEGY

Nate launched his local government career in 2005 and quickly found a passion for communities. It is due to this passion and desire to support communities with diverse challenges and needs that he launched Double Haul Solutions in late 2021. Nate has since taught at Oakland University in its Master of Public Administration Program and has partnered with numerous cities/villages including, Traverse City, Berkley, Northville, Lexington, Tecumseh, and others. Additionally, Double Haul Solutions has partnered with the City of Port Huron and its Southside Neighborhood with community building and economic development efforts including the implementation of a Neighborhood Improvement Authority.

#### Relevant Consulting Work:

- City of Traverse City, MI - Interim City Management Services
- City of Traverse City DDA - Executive Director Search
- City of Berkley, MI - Finance Director Search, Interim City Management Services
- City of Port Huron, MI - Community Building & Engagement, Facilitation, Economic Development, Strategic Planning, Technical Assistance, and Advocacy
- Village of Lexington, MI - Team Based Village Management Services
- City of Tecumseh, MI - Staff Retreat Facilitation, Team Building
- City of Northville, MI - Strategic Project Prioritization Planning, Special Projects, and Grant Assistance
- City of Mount Clemens, MI - Facilitation of Multi-Year Strategic Plan Update

#### Relevant Work Experience:

- Oakland University MPA Program - Lecturer: Local Government Management
- City of Northville - Interim Housing Director
- City of Brighton - City Manager
  - Organizational Design, Culture, and Service Improvements
  - Community and Economic Development
  - Downtown Development
  - Fiscal Strategy, Restructuring, and Sustainability
  - Labor Relations
- City of Farmington Hills - Assistant to the City Manager
  - Energy and Environmental Sustainability
  - Community Engagement
  - Community and Economic Development





## CONSULTANT PROFILE

APRIL M. LYNCH, ORGANIZATIONAL DEVELOPMENT SPECIALIST/EXECUTIVE AND LEADERSHIP COACH, DOUBLE HAUL SOLUTIONS



### YEARS EXPERIENCE

30

### EDUCATION

MASTER OF  
BUSINESS-HUMAN  
RESOURCES-BAKER  
COLLEGE

BACHELOR OF  
SCIENCE,  
COMMUNICATIONS-  
GRAND VALLEY STATE  
UNIVERSITY

### SPECIAL EXPERTISE

ORGANIZATIONAL  
EXCELLENCE

LEADERSHIP  
COACHING

DIVERSITY, EQUITY,  
AND INCLUSION

ENGAGEMENT/  
FACILITATION

BUDGET  
MANAGEMENT &  
DEVELOPMENT

STRATEGIC PLANNING

April launched her local government career in 1996 taking detours, twists, and turns into local government leadership roles, with her latest position as a Deputy County Executive for Oakland County, the second largest County in Michigan. April's work focuses on leadership development and building stronger organizations through training and coaching. Her passion for community-building stems from a desire to cultivate strong, innovative, and driven organizations that prioritize diversity, equity, and inclusion for every resident they serve.

### Relevant Consulting Work:

- City of Traverse City DDA – Executive Director Search
- Village of Lexington, MI – Team Based Village Management Services & Executive Coaching
- City of Berkley, MI – Finance Director Search
- City of Morenci – Executive Coaching and HR Support

### Relevant Experience and Highlights:

- Deputy County Executive, Oakland County
- City Manager, City of Ferndale
- Assistant City Manager/HR Director, City of Ypsilanti
- Assistant to City Manager/HR Director, City of Grand Haven
- Extensive experience in leading small and large teams
- Prioritizing and managing community input and involvement in multiple master plans, strategic planning processes as well as budget development and prioritization
- Leading communities in environmentally sustainable planning for both the organization and the community
- Process improvement and efficiency modeling
- Organization wide staff, leadership and elected official retreats

### Relevant Certifications and Expertise:

- Feilding Institute-Coaching Certification in Executive Leadership
- DiversityFirst Certification, National Diversity Council
- Urban Sustainability Directors Network – Diversity Foundations
- Human Resources Certification Institute – Diversity Certification
- SHRM-SPHR (Senior Professional in Human Resources)
- Lecturer for Oakland University – MPA for Local Government
- Creating and Delivering Training on Multiple Topics for Organizations





## CONSULTANT PROFILE

**MITCHELL FOSTER ICMA-CM, ECONOMIC VITALITY/SMALL COMMUNITY SPECIALIST,  
DOUBLE HAUL SOLUTIONS**



### YEARS EXPERIENCE

10

### EDUCATION

MASTER OF PUBLIC  
ADMINISTRATION –  
UNIVERSITY OF  
NEVADA, RENO

BACHELOR OF  
SCIENCE, POLITICAL  
SCIENCE – NORTHERN  
MICHIGAN  
UNIVERSITY

### SPECIAL EXPERTISE

COMMUNITY  
DEVELOPMENT

ECONOMIC  
DEVELOPMENT

VISIONING

STRATEGIC PLANNING

PLACEMAKING

Mitch Foster has been the city manager for the waterfront community of Ludington since 2019. Prior to that, he was the village administrator for the Village of Winneconne, WI, as well as the village manager for the Village of Kingsley, MI. He is an active member of the International City/County Management Association and Engaging Local Government Leaders. Mitch and his wife, Becky, have two children, Otto and Elle, and enjoy living the lake life with spare time filled with hiking, golf, and good books.

### Relevant Work Experience:

- City of Ludington, MI – City Manager
  - Capital Project Management
  - Economic Development
    - Led the Creation of Ludington Brownfield Authority
  - Placemaking
    - Created Multiple Public Gathering Spaces Throughout the Community
  - Strategic Planning
- Village of Winneconne, WI – Village Administrator
  - Infrastructure Asset Management
    - Oversaw Multiple Million Dollar Infrastructure Projects (Water/Sewer/Roadway/Bridge)
  - Tax Increment Financing Planning and Projects
    - Created Industrial TIF Districts to Accomplish Job Retention/Creation
  - Human Resources
- Village of Kingsley, MI – Village Manager
  - Infrastructure Management Contracting
    - Oversaw Private Contract for Wastewater Plant Operations
  - Downtown Redevelopment
  - Brownfield Redevelopment Planning
    - Cooperative Planning work with Grand Traverse County Brownfield Authority

### Relevant Training:

- Economic Development Basic Course: Michigan Economic Development Association
- Real Estate Development and Reuse: International Economic Development Council
- Entrepreneurship and Small Business Strategies: International Economic Development Council
- Business Retention and Expansion: International Economic Development Council



# CONSULTANT PROFILE



## TORRI MATHES, FOUNDER & CEO, MATHES MEDIA



### YEARS EXPERIENCE

10

### EDUCATION

#### **Wayne State University:**

Master of Public  
Administration,  
Human & Fiscal Resource  
Management

#### **Oakland University:**

Bachelor of Arts,  
Journalism &  
Broadcasting

### AREAS OF EXPERTISE

Strategic  
Communications

Crisis Communications

Community Engagement

Media Relations

Social Media Marketing

Digital Marketing

Internal Communications

Brand Research &  
Management

Web Design & Content  
Management

Torri Mathes is an accomplished communications professional with a decade of hands-on experience in digital marketing, public relations, community engagement, and management across the municipal and nonprofit landscape. Her expertise lies in guiding, streamlining, and executing strategic communication initiatives. Torri founded Mathes Media in 2021 to empower organizations with effective communication strategies and build stronger audience relationships through transparent communication, collaboration, and community connections. With a Master of Public Administration and a Bachelor of Arts in Journalism, coupled with certifications in emergency management and DEI, Torri brings a unique blend of expertise to the table, ensuring that organizations not only communicate effectively but also resonate deeply with their constituents.

### RELEVANT CONSULTING WORK:

- City of Brighton – Communication and Engagement Facilitation, Downtown Project Stakeholder Analysis, Strategic Communication Services
- Double Haul Solutions - Communications and Design Services Lead
  - City of Port Huron, Communication and Engagement Support
  - Traverse City DDA, Stakeholder Facilitation, Design Services
- Donor Synergy Consulting – Digital Marketing and Social Media Management
- Web Content Management and Development
  - Donor Synergy Consulting, Elite Trauma Clean-Up, and Link Collective Inc.
- Ferndale Women's Affirmations Group – Strategic Planning and Communication Facilitation

### RELEVANT WORK EXPERIENCE:

- City of Troy – Director of Communications and Engagement
  - Internal Communication Improvements
  - Communication Department Restructuring
  - City-wide Community Engagement Strategy Development
- City of Berkley – Director of Communications
  - Internal Communication Lead
  - Strategic Communication Development and Implementation, including Crisis Communications
  - Brand Development, Implementation, and Management
  - Community Engagement and Facilitation
  - Media Relations Management
- City of Auburn Hills – Media Communications Specialist
- Media Genesis – Senior Marketing Project Manager



## PROPOSAL

### I. SCOPE OF SERVICES

#### EXECUTIVE SEARCH

##### Phase I: Ramp Up

- **Client Orientation:** DHS will attend and facilitate a workshop with the Garfield Township Board to walk through and refine our recommended Executive Search Process. During this workshop we will work collaboratively to:
  - Discuss Key Issues and Opportunities for the New Township Manager and Township Organization: Focused discussion on the position, the organization, and the community operating under a new board/manager organizational structure.
  - Discuss Sought After Candidate Characteristics: Focused discussion on the desired characteristics that Township Manager candidates will possess.
  - Finalize the Scope of Work: The search process outlined within represents DHS's recommended scope of work. However, the Township Board has the opportunity to work with our team to adjust the scope to better align with the Board's interests. We avoid cookie-cutter processes and aim to finalize a strategy that best suits our client's needs while still acknowledging the expertise of our talented team. We also take into consideration the feedback we commonly receive from executive candidates and adhere to best practices.

As the Township will find, DHS's approach to the executive search process does not end after a signed position offer or agreement. We work to support our clients and their new hire begin their new working relationship with a StrongStart.
- **Opportunity Profile & Posting Development:** To develop a thoroughly reflective Opportunity Profile, a broad group of stakeholders should be engaged. DHS will conduct additional stakeholder discussions as follows:
  - 30 Minute Virtual Discussions with Individual Township Trustees: DHS will make sure each Trustee has an opportunity to express all feedback, even if they are not comfortable sharing it with the entire Board.
  - Facilitated Discussion with Township Staff: It is important that DHS hears from current subordinate staff regarding the characteristics they hope to find in their next leader. We will





also use this time to gather additional feedback for the Opportunity Profile relating to the organization and the community.

- Stakeholder Questionnaire (Stakeholder List Provided by Board of Trustees): The Township works with a variety of stakeholders to fulfill its mission. DHS will assemble a questionnaire that gathers feedback from stakeholders. DHS can provide input on recommended stakeholders for participation if requested.
- Option - Facilitated Stakeholder Focus Group(s) (Up to 10 Participants Each): To drill in deeper, DHS can facilitate one or more stakeholder focus groups, either in person or virtual, at the request of the Township Board. Note: In person will incur an additional trip cost if we are not already in town for a planned trip.
- Option - Facilitated Stakeholder Open House: Another option to the Township Board would be a facilitated stakeholder open house. The design of such an open house would be dependent on the goals of the Township Board and the mix of stakeholders to be involved. Given that the Township Manager will be a new role, an open house that is open to Township Residents and Businesses may be beneficial.
- **Job Description Refinement:** DHS works with some of the best local government professionals in the state. Among these is our esteemed human resources expert, April Lynch, who has over 30 years of executive leadership in local government and is regarded as a top Michigan local government human resources professional. Upon request, April will work to ensure the job description meets the Townships's requirements while also adhering to industry best practices.
- **Compensation Benchmarking Study:** As requested is committed to conducting a comprehensive salary benchmarking assessment that will be led by April. This evaluation will focus on positions aligning with the newly formed Supervisor job description for Garfield Township. The focus will be communities within the local area (Grand Traverse County, and neighboring communities); however, we will look at additional township benchmarks, particularly those townships that have recently moved to a board/manager structure. The assessment will consider factors such as community size, staff dimensions, and service deliver models. Additionally, the evaluation will include a review of benefits, retirement packages, and other ancillary benefits to ensure a thorough comparison of total compensation.
  - Identify Pay Scale: To proceed with developing the Opportunity Profile, DHS will need clear direction on the position's pay scale.
- **Opportunity Profile & Posting Review:** The DHS team will craft an extensive  
\*\*Opportunity/Community Profile that incorporates the feedback received during previous



stages of work. This Profile will feature the Grand Traverse Region and highlight the personal and professional growth opportunities obtainable for the successful Garfield Charter Township Manager candidate. Our team tailors the profile to the specific requirements of each client and the distinctive possibilities each position and community presents. A sample opportunity profile can be found [HERE](#).

The Township Board will have an opportunity to review and offer comments prior to finalizing.

*\*\*We call our postings "opportunities" because we are not looking for just any candidate seeking a "job." In local government, especially for top positions like the Garfield Charter Township Manager, pursuing this position has to be about more than a job and a paycheck for a candidate to find both short- and long- term success.*

#### Phase II: Opportunity Marketing & Candidate Vetting

- **Opportunity Marketing:**

- LinkedIn and Website (by DHS): DHS will post and market the opportunity on LinkedIn (this may require coordination with the Township for proper posting). DHS will also use paid marketing (included with our service) to help boost the position and help ensure qualified candidates see the opportunity.
- Job Boards (by Township): Working with the Township staff, DHS will help strategically place the Township Manager opportunity on those job boards deemed to be most appropriate for the position. DHS estimates a budget of \$2,500 to \$3,000 will suffice.



- **Recruitment:** DHS does not sit idly by waiting for applicants. Our entire team, beyond those directly involved in this executive search proposal, leverages their extensive networks to help promote awareness of opportunities.

A Note on Diversity: At DHS, we place high value on diversity of heritage, identity, thought, talent, and life experience, as it brings a wealth of opportunities for enrichment and strengthens individuals, teams, organizations, and communities. We are committed to making every effort to ensure that our candidate pool is as diverse as possible.

A Note on Candidate Search Experience: Candidates are provided with access to our lead recruiter via cell phone, email, and text message. We will take the time to communicate with prospective candidates regarding the position and/or any questions about the process.





- **Candidate Vetting:**

- *Pre-Semi-Finalist Review:* Candidates meeting minimum qualifications will be sent a short questionnaire based on key challenges and opportunities of the position and the community.
- *Semi-Finalist Review:* Candidates who exhibit creative and thoughtful responses, as well as demonstrate thorough preparation and research of Garfield Charter Township and the broader community, will be selected to participate in a virtual interview. To ensure consistency amongst candidate experiences, each candidate will be interviewed by the same DHS Team Member(s).
- *Background Check (Informal):* To avoid any surprises during the hiring process, we will not wait until the end of the process to investigate a candidate's background. To ensure the highest quality candidates, DHS will perform a preliminary background check on all recommended finalists before presenting them to the Township Board. This screening process will entail reviewing social media and traditional media sources. A summary of our findings will be provided along with our semi-finalist recommendations.
- *Presentation of Semi-Finalists:* DHS will enter into a closed session with the Township Board per MCL 15.268(f) *"to review and consider the contents of an application for employment or appointment to a public office if the candidate requests that the application remain confidential."* Following the closed session, the Township Board will invite applicants to interview by candidate number. Following the acceptance of the interview opportunity by each candidate, DHS will issue, or work with Township staff to issue, a press release announcing the candidates and interview details (if interview details have been fully finalized).

Phase III: Interviews

- **Interview Questions:** Leveraging our team's extensive experience in local government leadership and public sector human resources, we will provide a draft set of interview questions based on best practices and what we learned during Phases I and II. The Township Board will have an opportunity to review interview questions; however, they will not be brought forth for approval at a public meeting to ensure questions are not available to candidates ahead of the interview.

TWO – FOUR  
WEEKS  
1 TRIP





- **Interview Logistics:** DHS will take care of interview logistics, although some arrangements will require coordination with Township staff such as facilities, public notices, transportation, etc. We do all we can to minimize the burden on Township resources.
- **Interview Process & Implementation:** To ensure the best possible outcome, the following interview process is suggested by DHS. However, the process can be tailored to meet the needs of the Township Board. We are not fans of one-size-fits-all approaches, so our process is designed with flexibility in mind. This recommendation is based on our team's experience participating in numerous processes hosted by our competitors, feedback from a wide array of job candidates, as well as our comprehensive understanding of the Region.

Day 1: Candidate Orientation:

- Candidate Tour Part I - The Broader Community: Led by a small contingent of community leaders, candidates will gain a better understanding of Garfield Charter Township and the broader community, its pressures, and opportunities. Candidates will have an opportunity to ask questions and engage community leaders. The "stops" and focus areas of the tour will be strategically selected based on what we learned during Phases I & II, as well as, our knowledge of the community and areas of common candidate interest.
- Break
- Candidate/Community Networking Open House: Especially with the Township Manager being a new role for the community, an open house could be beneficial to the process. The design of the open house would be to create an inviting and comfortable environment for participants to engage with candidates and for candidates to learn more about the community.
- Value Add - Candidate Dinner: DHS knows the pressures of the search process on candidates. We also recognize the valuable opportunity that exists when candidates take the opportunity to network with their competitors. DHS (at its sole cost) will invite interested candidates to join us for dinner providing an opportunity for relationship building and decompression before the big day.

Day 2: Interviews:

- Board Interviews: The Township Board will conduct formal interviews in a public meeting. Two often employers are guided to cram too many interviews into a short window of time. This common practice is a source of process dissatisfaction by candidates and a disservice to the client seeking to hire the best candidate. This source of dissatisfaction is at the heart of why DHS recommends conducting the interview process over a two-day period to accommodate a



more effective interview process that allows for the recommended 75 min – 90 min executive interview blocks on Day 2, adjusted based on the number of candidates interviewed. It is important to remember the Township Manager is an executive level position and the vetting process should be programed to showcase the importance of the position, giving the board a thorough opportunity to vet candidates.

- **Staff Interaction:** A delegation from the Township's Staff Team will have an opportunity to engage with the Township Board's top candidates. There are multiple ways this opportunity could be conducted. Currently, DHS imagines a modified "speed networking" model. Followed by a facilitated debrief with the staff after each candidate's time block. DHS will further vet the design of this option once we know more about the Township Board's needs and the candidates selected for interview.
- **Option - Stakeholder Interview Panel:** The Township Board may want to consider having a Township stakeholder panel conduct an interview of each candidate, providing the panel's input to the Township Board for consideration during final candidate deliberation.

**A Note on the Day:** Candidates will rotate through the above two to three activities. We work to program a schedule that does not create too much downtime for candidates. Their time, your time, and everyone's family time is valuable.

#### Phase IV: Candidate Selection and Transition

- **Candidate Summary:** DHS will provide a summary of feedback received during the interview process as well as DHS' "observations" (if requested). DHS' "observations" might include the candidate's professionalism, level of comfort, level of engagement with stakeholders, thoroughness of responses, etc. Again, this level of feedback is completely optional.
- **Facilitated Candidate Selection (If Requested):** Choosing a new executive by any elected or appointed board can be a tricky process, especially if the top candidate is not clear cut. DHS can play as active or as passive of a role based on the request of the Township Board. Either way, we will be present for the Township's deliberations to provide support.
- **Background Check (Formal):** A thorough background check including criminal, financial, social media, and media reviews will be conducted on the top candidate upon their contingent acceptance of a position offer that would be subject to the outcome of the background check. DHS uses a combination of qualified third-party services and our team of professionals to complete the background check.

ONE – TWO  
WEEKS  
1 TRIP





- **Candidate Notifications:** Our team will keep candidates apprised throughout the process; however, it is during the last phase that communication and transparency is important. Until there is a signed contract, the search process is not completed. We will work diligently to keep candidates interested and engaged until a contract is finalized to protect the Township Board's options should their top candidate remove themselves from the process.
- **Contract Negotiation:** Our team has been on both sides of the contract negotiation process. We will not only work with the Township Board and the selected candidate to ensure a balanced and mutually agreeable agreement, but we will use our extensive experience to make sure the agreement reflects best practices and make recommendations on mutually beneficial enhancements setting both the Township and candidate up for success.
- **Close Out:** Once a signed agreement has been finalized, DHS will contact all candidates and close the communications loop and search process.

#### Value Add

- **StrongStart Basic:** The first few months is a critical time in a new executive's transition. Meeting stakeholders, understanding community and organizational dynamics, building relationships with the board, and more can feel overwhelming.
  - **Onboarding Plan:** *An onboarding plan is a structured process designed to help new employees integrate smoothly into their roles, teams, and the organization as a whole. It encompasses a series of activities, resources, and support mechanisms aimed at orienting new hires, facilitating their adaptation to the organization's culture, and setting them up for success in their new positions.*

Research has proven that investing in an effective onboarding plan can yield significant returns in terms of employee satisfaction, productivity, retention, and organizational success. It lays the foundation for long-term employee engagement and contributes to a positive organizational culture where employees thrive and contribute to the organization's success.
  - **Executive Coaching:** *Three months of executive coaching by our Certified Executive Coach is provided with every executive search we conduct. Our executive coach will engage with the new Township Manager on a monthly basis walking through the progress being made with the onboarding plan and supporting the Manager with any other coaching needs.*

DHS is the only Michigan executive recruiting firm providing an onboarding plan and executive coaching program to their clients that we call StrongStart. StrongStart is included with our base





executive recruitment package as a value add. We want our clients and their new hire to start their new relationship strong. Our additional effort is about building an improved executive search, hiring, and onboarding experience for clients who want to set themselves apart in the increasingly complex and highly competitive public and non-profit sectors.

### Optional Services

- **StrongStart Complete:** DHS is built to support the Township's transition to a board/manager form of government and building a strong relationship with its new Township Manager. We believe strongly that organizations, particularly in this competitive job market, set themselves up for greater success when they invest early in a new employee/employer relationship. This belief is why we developed the StrongStart program. We support this new relationship with:
  - *Twelve Months Executive Coaching by our Certified Executive Coach.*
  - *Relationship Kick-Off with a facilitated Goal-Setting and Mutual Expectations Discussion.*
  - *Six Month check in with the Township Board with feedback shared with the employee and board and built into the executive coaching program.*
  - *Facilitation of First Year Evaluation process.*
- **StrongStart + Team Building:** For those employers who want to take StrongStart one step further, our collaborator Nancy Maurer, of Sonder Haven will lead the Township Board and its new Manager through the Five Behaviors® of a Cohesive Team Workshop (Utilizing the Five Behaviors® Personal Assessment)
  - *A six-to-eight-hour, day-long workshop facilitated in-person to identify, explore, and create action and accountability around each team member's unique team interaction style as it relates to creating a cohesive and high-performing team.*
  - *A customized 23-page individual Five Behaviors of a Cohesive Team® Personal Report, completed online, with development tips and techniques for strengthening important team behaviors (sample provided upon request).*
  - *Guided exploration and action-planning on the Five Behaviors of a Cohesive team® (Trust, Conflict, Commitment, Accountability, and Results).*
  - *Creation of collaborative Rules of Engagement for working together as a team in the future.*

### Optional Follow Up Sessions:

- *Five one-to-two-hour sessions held virtually every other month to reinforce the team behavior concepts and continue progress.*
- *Each session will focus specifically on one of the five behaviors of a cohesive team: Trust, Conflict, Commitment, Accountability, and Results.*



**About Five Behaviors®:**

The Five Behaviors® is based on the work of best-selling author Patrick Lencioni. It teaches individuals to become better teammates by integrating the model from Lencioni's book, *The Five Dysfunctions of a Team*, at the organizational level.

This powerful experience assesses an individual's approach to teamwork, provides personalized insights on how they can more effectively work with others, and teaches participants the critical behaviors and interpersonal skills needed to work together effectively. The result is a unique and impactful team development solution that empowers individuals to rethink their approach to teamwork, shape new, more productive behaviors to increase productivity, and create a common language that completely redefines what it means to work together to build a culture of teamwork.

**About Your Facilitator Nancy Maurer of Sonder Haven:**

Sonder Haven was founded by Nancy Maurer following more than 25 years working for a wide range of organizations with a dedication to serving the community, most notably Leadership Oakland. As the former Executive Director of this highly reputable non-profit, she was responsible for designing, developing, and delivering programs to strengthen leaders throughout the Southeast Michigan region. Prior to Leadership Oakland, she was responsible for organizational and leadership development efforts at Beaumont Health and The MetroHealth System in Cleveland. She holds a B.A. in Communications from Saginaw Valley State University and an MBA from Ashland University in Ohio.

- **StrongStart Custom:** DHS's capabilities to support a successful transition far exceed the options outlined above. Looking for a different level of support? Just ask. DHS will work collaboratively to build a custom StrongStart program to meet the organization's needs.





## II. FEE SCHEDULE

CONSULTING FEES	
SCOPE OF WORK	AMOUNT
<b>EXECUTIVE SEARCH</b>	
Base Executive Search	\$13,995
Option - Job Description	Included
Requested, Compensation Review and Benchmarking	\$1,495-\$995
Option - Candidate Open House	Included
StrongStart Basic	Value Add
<b>EXECUTIVE SEARCH TOTAL (EXCLUDING OPTIONS)</b>	<b>\$14,990</b>
<b>Executive Search Options</b>	
Option - Facilitated Stakeholder Focus Group(s) (Up to 10 Participants Each)	\$300 Each
Option - Facilitated Stakeholder Open House	Request Quote
Option - Stakeholder Interview Panel	\$750
<b>Additional Executive Search Costs</b>	
Additional Trips Beyond 4	\$750 per Day & per Consultant
Job Board Sites	By Township
Rooms, Facilities, Food, Tour Transportation, etc.	By Township
Candidate As Needed Travel and Accommodations	By Township
<b>Executive &amp; Team Development Options</b>	
StrongStart Complete	\$2,995
StrongStart + Team Building	\$7,495
Optional: Team Building Follow Up Workshops (6 Total)	\$2,995
StrongStart Custom	Request Quote

Payment Terms: Net 30 Days. 25% Deposit, 25% Upon Closing of Application Period, 25% Upon Selection and Acceptance of Finalist Candidates, and 25% Upon Signed Agreement Between Final Candidate and Township Board.

Executive & Team Development Options billed monthly. Net 30 Days.

Reimbursables: DHS does not charge additional for mileage, accommodations, or per diem if the scope is kept to four (4) trips. Additional trips are \$750 per day per consultant. DDA to reimburse candidates for as needed travel and accommodations directly. Tour, stakeholder roundtable(s), stakeholder/community open house(s) arrangements/costs by Township.





**Advertising:** Coordinated with Township staff at the Township's cost. Listing and promotions via LinkedIn are included within the approved scope of work. Consultant will submit a recommendation for job boards and associated costs to the Township Board during Phase I. DHS anticipates that an advertising budget of \$2,500 - \$3,000 will suffice.

**Timeline:** The 14-to-16-week timeline outlined above is contingent on DHS's ability to effectively receive materials & follow up, as well as schedule necessary meetings, events, interviews, etc. with the Township Board, stakeholders, and candidates.

**Guarantee:** The Executive Search Process represents a collaborative effort between the client and consultant, with the client ultimately responsible for choosing the most qualified and suitable candidate for the position. DHS acknowledges this and will work diligently to ensure that the client is provided with all necessary information to make an informed decision.

DHS will conduct a new search at a discounted rate of 50% of the original fee, plus additional costs as outlined above should the candidate be removed from the position for cause or leave within six months.

### III. NOTICE TO PROCEED

By signing below, I verify that I am a representative of the Client; I agree with the scope of services to be provided and related Fee Schedule; I accept the Consulting Services Terms and Conditions; and that I have the authority to bind the Client in the engagement of these services.

CLIENT:

Garfield Charter Township

CONSULTANT:

Double Haul Solutions

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

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

By: Nate Geinzer

Its: Founder/CEO



## TERMS AND CONDITIONS

### THE CLIENT AND CONSULTANT AGREE AS FOLLOWS:

#### Article I. Statement and Performance of Work.

For payment by the Client as provided under this signed Scope of Professional Services (the "Contract"), Consultant shall perform the work, duties and responsibilities as described in the above Scope of Professional Services (the "work"), which is made a part of this Contract by this reference, in a competent, accurate, efficient, timely, good, professional, thorough, complete and responsible manner, and in compliance with the terms and conditions set forth below.

#### Article II. Timing of Performance.

Performance of this Contract shall commence immediately upon execution by both parties, and performance of the work shall be completed according to the timing set forth in the work. The timing for performance of any such work may be extended for additional specified periods of time, if allowed in writing by the Client in its sole discretion.

#### Article III. Contract Price and Payment

A. Subject to the terms and conditions of this Contract, the Client agrees to pay Consultant in the amount and manner set forth in the work (referred to in this Contract as "payments"). Such payments are in exchange for and consideration of the timely and satisfactory performance and completion of authorized work required under and pursuant to this Contract.

B. The Client agrees to pay Consultant amounts due within thirty (30) days of receipt of an itemized billing/invoice from Consultant detailing all work performed and provided in connection with the billing and the hours and charges applicable to each such item of work. Such itemized billings shall be submitted and shall be paid only upon satisfactory completion of the work itemized in the billing.

C. All costs and expenses incurred by Consultant in the course of performing the work under this Contract are deemed to be included in the hourly fees and amounts set forth in the work, unless specifically identified in the work as reimbursable expenses and such expenses have been approved by the Client or its designee.

D. Consultant will obtain written approval of the Client prior to proceeding with any services or work that is not stated in the work; otherwise the Client will not be billed for such extra/additional services or work.

E. Payments shall be made upon verification of invoices received by the Client. All payments to Consultant shall be submitted by mail at Consultant's address listed on the invoice, unless Consultant provides written notice of a change in the address to which such payments are to be sent, or by electronic means as provided for with Consultant invoices.





F. Upon successful completion of Services, Client agrees to allow its logo and/or name to be used on Consultant's website identifying past clients.

#### Article IV. Duration and Termination.

A. This Contract, including any extension or amendment of this Contract, may be terminated at any time, with or without cause, by either party upon thirty (30) calendar days' written notice to the other party. In such event, the effective date of such termination shall be the 30th calendar day following the date of the written notice of such termination.

B. In the event this Contract is terminated prior to completion of the work, the Client shall not be responsible to make any further payments for work performed after the effective date of such termination and shall pay Consultant for such work as has been completed and is eligible for payment under the terms of this Contract through the date of such termination. In all events, the Client shall only be responsible to make the payments described in the preceding sentence if, at the Client's request, Consultant continues to fully perform its duties and obligations in full compliance with the terms of this Contract through the effective date of the termination. Additionally, termination shall not relieve Consultant of its obligation to provide Client with all of the plans and product(s) generated under this Contract through the effective date of termination. Articles V, VI, VII and VIII of this Contract shall survive completion of the work and any termination of this Contract.

C. Prior to the effective date of any termination or prior to the completion of the work (including any extension of the timing for completion), whichever is the first to occur, Consultant shall deliver to the Client all reports, opinions, compilations, research work, studies, materials, artifacts, samples, documents, plans, drawings, specifications, correspondence, ledgers, permits, applications, manuals, contracts, accountings, schedules, maps, logs, invoices, billings, photographs, videotapes and other materials in its possession or control that is gathered or generated in the course of performing the work or that relates to the work in any way; provided that Consultant may retain a copy of such materials for its files. The Client shall be permitted to withhold any payments and reimbursements otherwise owing to Consultant under the terms of this Contract until all such materials are delivered to the Client in accordance with the terms and conditions of this Contract.

#### Article V. Independent Contractor Relationship.

A. In the performance of this Contract, the relationship of Consultant to the Client shall be that of an independent contractor and not that of an employee or agent of Client. Consultant is and shall perform under this Contract as an independent contractor, and no liability or responsibility with respect to benefits of any kind, including without limitation, medical benefits, worker's compensation, pension rights, or other rights or liabilities arising out of or related to a contract for hire or employer/employee relationship shall arise or accrue to either party as a result of the performance of this Contract.

B. Consultant, as an independent contractor, is not authorized to enter into or sign any agreements on behalf of the Client or to make any representations to third parties that are binding upon the Client. Although Consultant is required under this Contract to advise, make recommendations to and to a limited extent represent the Client, all plans, studies, applications, submittals, surveys, reports and any other information relating to the work must be submitted to and approved by the Client or the Client's authorized official prior to





being disseminated to any third party and shall only be so disseminated if such dissemination is approved in advance by the Client or an authorized Client official. Consultant may disseminate said materials held in the public realm as a part of Consultant's portfolio of work.

C. Consultant represents that it will dedicate sufficient resources and provide all necessary personnel required to perform the work described in the work in accordance with the terms and conditions of this Contract. Except as may be specifically stated and agreed to in the work, Consultant shall perform all of the work under this Contract and no other person or entity shall be assigned or subcontracted to perform the work, or any part thereof, unless approved by the Client in advance.

#### Article VI: Liability and Insurance.

A. Consultant agrees to indemnify and hold harmless the Client, its elected and appointed officials and employees and attorneys, from and against any and all claims, demands, suits, losses and settlements, including actual attorney fees incurred and all costs connected therewith, for any damages which may be asserted, claimed or recovered against the Client by reason of: (i) personal injury, death and/or property damages which arises out of or is in any way connected or associated with the actions or inactions of Consultant in performing or failing to perform the work; (ii) civil damages which arise out of any dispute between Consultant and its subcontractors, affiliates, employees or other private third parties in connection with this Contract; or (iii) civil damages and penalties, including without limitation damages and penalties resulting from claims of discrimination, civil rights violations, statutory violations or constitutional violations, which arise out of any or are in any way connected or associated with the actions or inactions of Consultant. Consultant also agrees to indemnify and hold harmless the Client, its elected and appointed officials and employees and attorneys, from and against any and all claims, demands for payment, suits, losses and settlements, including actual attorney fees incurred and all costs connected therewith, for or relating to any patented or copyrighted material, process, or device that may be used in the course of performing the work or form a part of the work.

B. Consultant shall obtain and maintain during the term of this agreement, insurance coverage as outlined herein. This insurance shall not be interpreted to limit the liability of the Consultant, and all deductibles and SIR's are the responsibility of the Consultant. A certificate of insurance and endorsements shall be provided by Consultant prior to start of this agreement. (1) Worker's Compensation Insurance including Employers' Liability Coverage, in accordance with all applicable statutes of the State of Michigan. (2) Commercial General Liability Insurance on an "Occurrence Basis" with limits of liability not less than \$1,000,000 per occurrence and aggregate. Coverage shall include an endorsement stating the Client shall be named as additional insured and coverage shall be primary to any insurance carried by Client. Consultant shall give the Client immediate notice of any change in or cancellation of the coverage within five (5) days of such change or cancellation, shall provide a copy of any cancellation notice received from its insurer to the Client within five (5) days of such cancellation, and shall request that its insurer send such notice of cancellation to the Client. Consultant shall provide evidence of insurance coverage as set forth herein coverage at any time requested by the Client.

#### Article VII. Information.

It is expressly acknowledged and agreed that all reports, opinions, compilations, research work, studies, data, materials, artifacts, samples, documents, plans, drawings, specifications, correspondence, ledgers, permits,



manuals, applications, contracts, accountings, schedules, maps, logs, invoices, billings, photographs, videotapes and all other materials generated by and/or coming into the possession of Consultant during the term of this Contract, and any extension thereof, that in any way relate to the performance of work by Consultant under this Contract or that are otherwise related or relevant to the work belong exclusively to the Client and shall be promptly delivered to the Client upon the termination of this Contract or, at any time, upon the Client's request.

#### Article VIII. Accuracy.

Consultant promises that the information it provides in the work to be performed under this Contract will be accurate, excepting only inaccuracies resulting from incorrect information provided by the Client, other consultants, and/or other public sources. Consultant will not charge Client for necessary corrections to its work and will be responsible for any increased cost incurred by the Client as a result of any inaccuracies in the work excepting inaccuracies resulting from incorrect information provided by the Client other consultants and/or other public sources.

#### Article IX. General Provisions.

- A. **Entire Agreement.** This instrument, together with the attached Schedules, contains the entire Contract between the Client and Consultant. No verbal agreement, conversation, or representation by or between any officer, agent, or employee of the parties hereto, either before or after the execution of this Contract, shall affect or modify any of the terms or obligations herein contained.
- B. **Compliance with Laws.** This Contract and all of Consultant's work and practices shall be subject to all applicable state, federal and local laws, ordinances, rules, or regulations, including without limitation, those which apply because Client is a public governmental agency or body. Consultant represents that it is in compliance with all such laws and eligible and qualified to enter into this Contract.
- C. **Governing Law.** This Contract shall be governed by the laws of the State of Michigan.
- D. **Assignment.** Consultant shall not assign this Contract or any part thereof without the written consent of the Client. This Contract shall be binding on the parties, their successors, assigns and legal representatives.
- E. **Dispute Resolution/Arbitration.** The parties agree that any disputes regarding a claimed violation of this agreement shall first be submitted in writing to the other party in an attempt to settle the dispute before pursuing other legal actions or notices provided for in this agreement. Such written communication shall clearly state the problem or concern, allow sufficient time for a written response from the other party, and culminate in a face-to-face meeting to determine if a remedial action is possible. In no event shall this process take more than thirty (30) days unless a specific extended period of time is agreed to by both parties in writing as being necessary. The aforementioned initial written communications between the parties also shall indicate whether the party is willing to submit the dispute to binding arbitration, nonbinding mediation, or other form of alternate dispute resolution, and share equally the costs for same. Upon the parties agreeing to any such method of dispute resolution and a timetable for doing so, pursuit of other legal actions shall be deferred until the process has been completed. In any binding arbitration, the arbitrator shall provide a written statement of the reasons





and basis for an award or decision, a judgment of the Livingston County Circuit Court may be entered based on the arbitration award or decision, and each party shall be responsible for their own costs and attorney fees.

F. Third Parties. It is the intention of the parties hereto that this Contract is not made for the benefit of any private third party. Consultant agrees that no private party or parties will be allowed to hold sway or influence, in any way, over Consultant's performance of the work.

G. Notices. Written notices under this Contract shall be given to the parties at their addresses contained in this Contract by personal or registered mail delivery to the attention of the following persons:

Client: Chuck Korn, Township Supervisor, Garfield Charter Township  
Consultant: Nate Geinzer, Founder/CEO, Double Haul Solutions

H. Changes. Any changes in the provisions of this Contract must be in writing and signed by the Client and Consultant.

I. Waivers. No waiver of any term or condition of this Contract shall be binding and effective unless in writing and signed by all parties, with any such waiver being limited to that circumstance only and not applicable to subsequent actions or events.

J. Jurisdiction and Venue of Contract. This Contract shall be considered for all purposes, including the establishment of jurisdiction and venue in any court action between the parties, as having been entered into and consummated in City/Township/Village of Brighton, Livingston County, Michigan.

K. Conflict. In the event of any conflict or inconsistency between the above provisions of this Contract and Scope of Professional Services, the provisions in the above text shall govern.





**The Charter Township of Garfield  
Township Board**

**Resolution 2024-14-T**

**Resolution of Support for a Collaborative Agreement for Repair of Townline Road**

At a regular meeting of the Township Board for the Charter Township of Garfield, Grand Traverse County, Michigan, held at the Township Hall located at 3848 Veterans Drive, Traverse City, Michigan, on the 14<sup>th</sup> day of May, 2024.

PRESENT: \_\_\_\_\_

ABSENT: \_\_\_\_\_

The following resolution was offered by \_\_\_\_\_ and supported by \_\_\_\_\_ and passed upon roll call vote.

WHEREAS, Townline Road, from South Airport to Hammond Road, is a "County Primary" road within Grand Traverse County and is located in both the Charter Townships of Garfield and East Bay, which accounts for 1/3 of the population of Grand Traverse County; and

WHEREAS, this portion of Townline Road is located at the entrance of the Cherry Capital Airport and acts as an ingress and egress road to the airport for travelers related to tourism and commerce; and

WHEREAS, Pavement Condition Index (PCI) is calculated using the American Society for Testing and Materials (ASTM) D6433 Standard Practice for Roads and Parking Lots Pavement Condition Index Surveys; and

WHEREAS, the County Road Commission of Grand Traverse County (GTCRC) lists road conditions in the 2024 PCI Data and rates this portion of Townline Road as a "Failed" rating indicating beyond poor surface width, drainage adequacy, and structural adequacy; and

WHEREAS, the location of this portion of Townline Road will serve as a critical detour for future Grand Traverse County Road Commission projects; and

WHEREAS, the GTCRC approved Resolution 2024-04-07, "Support for a Collaborative Agreement for Repair of Townline Road", which supports the repair of this portion of Townline Road, requests the Charter Townships of Garfield and East Bay utilize their accumulated local road matches for each respective township in the repair of this portion of Townline Road, requests the Cherry Capital Airport Authority's support, and requests the Grand Traverse County Board of Commissioners partner in funding assistance for this essential road segment of Townline Road;

THEREFORE, BE IT RESOLVED by the Township Board of the Charter Township of Garfield that:

1. Garfield Township supports repairing Townline Road, from South Airport to Hammond Road.
2. Garfield Township agrees to utilize Garfield Township's portion of the GTCRC accumulated local road match funds in the repair of Townline Road in partnership with East Bay Township undertaking the same commitment, such commitment will be \$160,000 per township for \$320,000 toward the total project cost.
3. Garfield Township encourages the Cherry Capital Airport Authority to declare support of this project.
4. Garfield Township, in partnership with the GTCRC and additional partners, requests the Grand Traverse Board of Commissioners partner with the Road Commission, Garfield Township, East Bay Township in funding assistance for this essential road segment of Townline Road.

Upon roll call vote:

YES: \_\_\_\_\_

NO: \_\_\_\_\_

ABSTAIN: \_\_\_\_\_

**THIS CHARTER TOWNSHIP OF GARFIELD TOWNSHIP BOARD  
RESOLUTION 2024-14-T, APPROVED ON THE 14<sup>TH</sup> DAY OF MAY 2024,  
IS DECLARED ADOPTED BY THE TOWNSHIP SUPERVISOR  
AND DECLARED CERTIFIED BY THE CLERK.**

\_\_\_\_\_  
Chuck Korn, Supervisor

05/14/2024

\_\_\_\_\_  
Date

I, the undersigned, the Clerk of the Charter Township of Garfield, Grand Traverse County, Michigan, do hereby certify that the foregoing is a true and complete copy of certain proceedings taken by said municipality of Garfield Township at its meeting, relative to the adoption of the resolution therein set forth, that said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, being Act 267 of 1976, Public Acts of Michigan, and that the minutes of said meeting were kept and will be or have been made available as required by said Act.

\_\_\_\_\_  
Lanie McManus, Clerk

05/14/2024

\_\_\_\_\_  
Date

Beth Friend, Supervisor  
Susanne M. Courtade, Clerk  
Tracey Bartlett, Treasurer



Glen Lile, Trustee  
Mindy Walters, Trustee  
Matt Courtade, Trustee  
Matt Cook, Trustee

**East Bay Charter Township  
Board of Trustees**

**Resolution 2024-\_\_**

**Resolution of Support for a Collaborative Agreement for Repair of Townline Road**

At a regular meeting of the Township Board for the Charter Township of East Bay, Grand Traverse County, Michigan, held in the Township Hall located at 1965 N. Three Mile Road, Traverse City, Michigan, on the 13<sup>th</sup> day of May, 2024.

PRESENT: \_\_\_\_\_

ABSENT: \_\_\_\_\_

The following resolution was offered by \_\_\_\_\_ and supported by \_\_\_\_\_ and passed \_\_\_\_\_.

Whereas Townline Road, from South Airport to Hammond Road, is a "County Primary" road within Grand Traverse County and is located in both the Charter Townships of Garfield and East Bay, which accounts for 1/3 of the population of Grand Traverse County;

Whereas this portion of Townline Road is located at the entrance of the Cherry Capital Airport and acts as an ingress and egress road to the airport for travelers related to tourism and commerce;

Whereas Pavement Condition Index (PCI) is calculated using the American Society for Testing and Materials (ASTM) D6433 Standard Practice for Roads and Parking Lots Pavement Condition Index Surveys;

Whereas the County Road Commission of Grand Traverse County (GTCRC) lists road conditions in the 2024 PCI Data and rates this portion of Townline Road as a "Failed" rating indicating beyond poor surface width, drainage adequacy, and structural adequacy;

Whereas the location of this portion of Townline Road will serve as a critical detour for future Grand Traverse County Road Commission projects; and

Whereas the GTCRC approved Resolution 2024-04-07, "Support for a Collaborative Agreement for Repair of Townline Road", which supports the repair of this portion of Townline Road, requests the Charter Townships of Garfield and East Bay utilize their accumulated local road matches for each respective township in the repair of this portion of Townline Road, requests the Cherry Capital Airport Authority's support, and requests the Grand Traverse County Board of Commissioners partner in funding assistance for this essential road segment of Townline Road; therefore, be it



Resolved by the Township Board of East Bay Charter Township that:

1. East Bay Township supports repairing Townline Road, from South Airport to Hammond Road.
2. East Bay Township agrees to utilize East Bay Township's portion of the GTCRC accumulated local road match funds in the repair of Townline Road in partnership with Garfield Township undertaking the same commitment; such commitment will be \$160,000 per township for \$320,000 toward the total project cost.
3. East Bay Township encourages the Cherry Capital Airport Authority to declare support of this project.
4. East Bay Township, in partnership with the GTCRC and additional partners, requests the Grand Traverse Board of Commissioners partner with the Road Commission, Garfield Township, East Bay Township in funding assistance for this essential road segment of Townline Road.

Upon roll call vote:

YES: \_\_\_\_\_

NO: \_\_\_\_\_

ABSTAIN: \_\_\_\_\_

**THIS EAST BAY CHARTER TOWNSHIP BOARD OF TRUSTEES  
RESOLUTION 2024-\_\_\_\_, APPROVED ON THE 13<sup>th</sup> DAY OF MAY 2024,  
IS DECLARED ADOPTED BY THE TOWNSHIP SUPERVISOR  
AND DECLARED CERTIFIED BY THE CLERK.**

\_\_\_\_\_  
Beth Friend, Supervisor

05/13/2024

\_\_\_\_\_  
Date

I, the undersigned, the Clerk of the Charter Township of East Bay, Grand Traverse County, Michigan, do hereby certify that the foregoing is a true and complete copy of certain proceedings taken by said municipality of East Bay Charter Township at its meeting, relative to the adoption of the resolution therein set forth, that said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, being Act 267 of 1976, Public Acts of Michigan, and that the minutes of said meeting were kept and will be or have been made available as required by said Act.

\_\_\_\_\_  
Susanne Courtade, Clerk

05/13/2024

\_\_\_\_\_  
Date