

CHARTER TOWNSHIP OF GARFIELD

TOWNSHIP BOARD MEETING

Tuesday, January 9, 2024 at 6:00pm
Garfield Township Hall
3848 Veterans Drive
Traverse City, MI 49684
Ph: (231) 941-1620

AGENDA

ORDER OF BUSINESS

Call meeting to order

Pledge of Allegiance

Roll call of Board Members

1. Public Comment

Public Comment Guidelines:

Any person shall be permitted to address a meeting of The Township Board, which is required to be open to the public under the provision of the Michigan Open Meetings Act, as amended. (MCLA 15.261, et seq.) Public Comment shall be carried out in accordance with the following Board Rules and Procedures: a.) any person wishing to address the Board is requested to state his or her name and address. b.) No person shall be allowed to speak more than once on the same matter, excluding time needed to answer Township Board Member's questions. Where constrained by available time the Chairperson may limit the amount of time each person will be allowed to speak to (3) minutes. 1.) The Chairperson may at his or her own discretion, extend the amount of time any person is allowed to speak. 2.) Whenever a Group wishes to address a Committee, the Chairperson may require that the Group designate a spokesperson; the Chairperson shall control the amount of time the spokesperson shall be allowed to speak when constrained by available time.

2. Review and approval of the Agenda - Conflict of Interest

3. Consent Calendar

The purpose of the Consent calendar is to expedite business by grouping non-controversial items together to be dealt with in one Board motion without discussion. Any member of the Board, staff or the public may ask that any item on the Consent Calendar be removed there from and placed elsewhere on the Agenda for full discussion. Such requests will be automatically respected. If any item is not removed from the Consent Calendar, the action noted in parentheses on the Agenda is approved by a single Board action adopting the Consent Calendar.

- a. Minutes – December 12, 2023 regular meeting
(Recommend Approval)
- b. Bills -
General Fund \$188,056.82
(Recommend Approval)
- c. MTT Update (Receive and File)
- d. Veteran's Exemptions Report (Receive and File)
- e. Building Department 2023 Statement of Operations and Annual Report (Receive and File)
- f. Zoning Department 2023 Activities (Receive and File)

4. **Items removed from the Consent Calendar**

5. **Correspondence**

6. **Reports**

- a. County Commissioner's Report
- b. Sheriff's Report
- c. GT Metro Fire Report
- d. Planning Dept. Monthly Report for January
- e. Parks & Recreation Report
- f. Clerk's Report
- g. Supervisor's Report

7. **Unfinished Business**

- a. Public Hearing - Consideration of Resolution 2024-01-T(a) to Create Ridge View Ct. Resurfacing SAD

8. **New Business**

- a. Consideration of Branding and Website Design Services RFP
- b. Discussion of Township manager proposal

9. **Public Comment**

10. **Other Business**

11. **Adjournment**

Lanie McManus, Clerk

The Garfield Township Board will provide necessary reasonable auxiliary aids and services, such as signers for hearing impaired and audio tapes of printed materials being considered at the meeting to individuals with disabilities upon the provision of reasonable advance notice to the Garfield Township Board. Individuals with disabilities requiring auxiliary aids or services should contact the Garfield Township Board by writing or calling Lanie McManus, Clerk, Ph: (231) 941-1620.

**CHARTER TOWNSHIP OF GARFIELD
TOWN BOARD MEETING
December 12, 2023**

Supervisor Chuck Korn called the Town Board Meeting to order at the Garfield Township Hall on December 12, 2023 at 6:00p.m.

Pledge of Allegiance

Roll Call of Board Members

Present: Molly Agostinelli, Chris Barsheff, Steve Duell, Chuck Korn, Chloe Macomber, Lanie McManus and Denise Schmuckal

1. Public Comment (6:01)

Tim Wade of Jefferson Ave. commented on the Jefferson Ave SAD.
Ben Castiglione commented on his application to be appointed to a township board.

2. Review and Approval of the Amended Agenda - Conflict of Interest (6:03)

Schmuckal moved and Barsheff seconded to approve the amended agenda as presented.

Yeas: Schmuckal, Barsheff, Agostinelli, Duell, Macomber, McManus, Korn

Nays: None

3. Consent Calendar (6:02)

a. Minutes

November 14, 2023 Regular Meeting
November 14, 2023 Study Session
December 5, 2023 Study Session
(Recommend Approval)

b. Bills

(i)	General Fund	\$430,460.02
	(Recommend Approval)	

(ii)	Gourdie-Fraser	
	Developer's Escrow Fund – Storm Water	
	Reviews, Utility Plan Review, Oversight	
	& Closeout	\$ 23,383.00
	General Utilities	24,570.00
	<u>Special Assessment District (SAD)</u>	<u>290.00</u>
	Total	\$ 48,243.00
	(Recommend Approval)	

- c. **Consideration of Intent to Create Special Assessment District for Resurfacing of Ridge View Court and schedule public hearing on January 9, 2024 – Resolution 2023-35-T (Recommend Approval)**
- d. **Consideration of Adoption of Poverty/Hardship Exemption Policy, Resolution 2023-36-T (Recommend Approval)**
- e. **Consideration of approval of computerized tax roll, Resolution 2023-34-T (Recommend Approval)**
- f. **Consideration of RLS Professional Aquatic Consulting Services Contract for Silver Lake (Recommend Approval)**
- g. **Consideration of Budget Amendment to increase 253 Assessing Department by \$25,000 – Resolution 2023-50-T (Recommend Approval)**
- h. **Consideration of Budget Amendment to increase 720 Community Department by \$8,000 – Resolution 2023-51-T (Recommend Approval)**
- i. **Consideration of request for approval of temporary employee to assist the Treasurer's Dept. in taking tax or other forms of payments (Recommend Approval)**

Item 3f. was removed from the Consent Calendar.

Schmuckal moved and Agostinelli seconded to approve the consent calendar as amended.

*Yeas: Schmuckal, Agostinelli, Barsheff, Duell, McManus, Macomber, Korn
Nays: None*

4. Items Removed from the Consent Calendar

- a. **Consideration of RLS Professional Aquatic Consulting Services Contract for Silver Lake**

Board members asked questions regarding the contract and were told it is for consultation on milfoil treatment in Silver Lake.

Duell moved and Barsheff seconded to approve the RLS Professional Aquatic Consulting Services for Silver Lake.

*Yeas: Duell, Barsheff, Agostinelli, McManus, Macomber, Schmuckal, Korn
Nays: None*

5. Correspondence (6:08)

- a. Letter from Brad Oleson dated November 27, 2023
- b. Letter from Tim Wade dated December 6, 2023

6. Reports**a. County Commissioner's Report (6:08)**

Commissioners Lauren Flynn and Brad Jewett reported that the BOC was busy with the 2024 budget. They added that phase one of the Mental Wellness Center will be complete by the end of 2024 and the county was developing a PILOT policy. Dan Watkins was officially named as the new Road Commission Manager and funds are slowly coming in for the Grand Traverse Pavilions. The facility is getting back on its feet.

b. Construction Report (6:04)

Township Engineer Jennifer Graham submitted her report in writing and added that they will rebid the Silver Lake sewer project in January. River East Park is moving forward and work with a landscape architect will be done soon. Phase Three of River East will be going out for bids in January. She is busy with close out documents and reviewing new projects.

c. Sheriff's Report (6:18)

Lt. Roy Raska reported on November statistics.

d. GT Metro Fire Report (6:19)

Chief Pat Parker reported on November statistics at the fire department. He added that the 2024 strategic plan was presented to the board and reviewed some recent calls of interest. The department has been doing some fire alarm training at schools and there is also an ongoing billboard campaign. The union agreed to a 3.5% wage increase for the year and the department is still searching for land in Acme Township for a fire station. Interviews will be forthcoming for the Fire Chief position.

e. MMR Report (6:28)

MMR Director Amy Fairchild stated that there were 361 calls in Garfield Township in November 2023. There are two new paramedics and classes for training are ongoing.

f. Planning Department Monthly Report for December (6:31)

Planning Director John Sych submitted his report in writing and added that there was a minor amendment to the BATA housing which commissioners would hear this week. Commissioners would also review a site plan for the Traverse Symphony Orchestra to be housed at the Cherryland Center in the old Kmart building.

g. Parks and Rec Report (6:34)

Sean Kehoe, Parks Steward, submitted a report in writing and added that smaller lots will be blocked off at Silver Lake to save on plowing costs. New kiosks have been ordered for some of the parks. A footbridge was replaced at River East and parks staff met with the Grand Traverse Band Fisheries Division regarding the placement of sturgeon in the Boardman. He also met with the Traverse Area Pickleball Association about a possible resurfacing of the courts at the Boardman River Valley Park. Board members were receptive to the idea of contributing to the resurfacing of the courts.

h. Clerk's Report (6:51)

McManus submitted her report in writing and the department has been busy with elections. She is currently waiting on forms for absentee applications.

i. Supervisor's Report (6:56)

Korn reported that a septic tank inspection on Silver Lake is being considered and that the MPO agreed to hire a manager. He discussed the search for a new fire chief and Safe Routes to School. He added that GFL bills went up by mistake and residents asked about a contract with a preferred vendor.

7. Unfinished Business**a. Consideration of scheduling public hearing on January 9, 2024 for Special Assessment Roll for Jefferson Road SAD – Resolution 2023-26-T(b) (7:09)**

Korn recommended not to schedule a public hearing due to the cost of the SAD.

Agostinelli moved and Duell seconded to delay action on the Jefferson Road SAD until residents asked to take further action.

*Yeas: Agostinelli, Duell, Barsheff, McManus, Macomber, Schmuckal, Korn
Nays: None*

b. Consideration of updated bid for UTV purchase from Ginop (7:10)

Parks Steward Sean Kehoe stated that the UTV model that was approved at the last meeting is no longer available. An upgraded model is available for an extra \$950.

Schmuckal moved and Barsheff seconded to approve the purchase of an upgraded UTV for an additional \$950.00.

*Yeas: Schmuckal, Barsheff, Duell, Agostinelli, McManus, Macomber, Korn
Nays: None*

c. Consideration of Options for the Boardman Lake Trail Connection (7:11)

Township Engineer Jennifer Graham reviewed two options for the Boardman Lake Trail Connection. The original plan could be approved or a Safe Routes to School plan could be done for the northern portion of Barlow. ARPA funds could then be used to complete the trail from where the Safe Routes to School trail would end.

Schmuckal moved and Barsheff seconded to approve the Safe Routes to School plan and pay for the extension with ARPA funds.

*Yeas: Schmuckal, Barsheff, Agostinelli, Duell, McManus, Macomber, Korn
Nays: None*

Graham stated that she would rework the contract to accurately reflect board action. Engineering costs would remain the same but the construction costs would likely be reduced by 30%.

d. Public Hearing – Garfield Township Budgets for 2024 (General Fund, Fire Fund, Public Improvement Fund, Budget Stabilization Fund, DPW Fund, Park System Fund, Street Light Fund and Special Assessment District Fund) (7:25)

Supervisor Korn opened the public hearing at 7:26pm and with no one wishing to comment, closed the public hearing.

8. New Business

a. Discussion of draft 2024-2029 Capital Improvement Plan (CIP) (7:27)

Sych talked about what a CIP plan is and offered a draft of the 2024-2029 Capital Improvement Plan. Board members commented that it was a useful tool for planning.

b. Consideration of Resolution 2023-37-T 2024 General Fund 2024 Budget (7:33)

Schmuckal moved and Agostinelli seconded to approve Resolution 2023-37-T 2024 General Fund 2024 Budget.

*Yeas: Schmuckal, Agostinelli, Duell, McManus, Macomber, Barsheff, Korn
Nays: None*

c. Consideration of Resolution 2023-38-T 2024 Fire Fund 2024 Budget (7:33)

Schmuckal moved and Macomber seconded to approve Resolution 2023-38-T 2024 Fire Fund 2024 Budget.

*Yeas: Schmuckal, Macomber, Agostinelli, Duell, McManus, Barsheff, Korn
Nays: None*

d. Consideration of Resolution 2023-39-T 2024 Public Improvement Road Fund 2024 Budget (7:34)

Schmuckal moved and McManus seconded to approve Resolution 2023-39-T 2024 Public Improvement Road Fund 2024 Budget.

*Yeas: Schmuckal, McManus, Barsheff, Duell, Agostinelli, Macomber, Korn
Nays: None*

e. Consideration of Resolution 2023-40-T Budget Stabilization Fund 2024 Budget (7:34)

Schmuckal moved and Barsheff seconded to approve Resolution 2023-40-T Budget Stabilization Fund 2024 Budget.

*Yeas: Schmuckal, Barsheff, McManus, Duell, Agostinelli, Macomber, Korn
Nays: None*

f. Consideration of Resolution 2023-41-T DPW Fund 2024 Budget (7:35)

Schmuckal moved and Duell seconded to approve Resolution 2023-41-T DPW Fund 2024 Budget.

*Yeas: Schmuckal, Duell, Barsheff, McManus, Agostinelli, Macomber, Korn
Nays: None*

g. Consideration of Resolution 2023-42-T Park System Fund 2024 Budget (7:35)

Schmuckal moved and Macomber seconded to approve Resolution 2023-42-T Park System Fund 2024 Budget.

*Yeas: Schmuckal, Macomber, Duell, Barsheff, McManus, Agostinelli, Korn
Nays: None*

h. Consideration of Resolution 2023-43-T Street Light Fund 2024 Budget (7:36)

Schmuckal moved and Agostinelli seconded to approve Resolution 2023-43-T Street Light Fund 2024 Budget.

*Yeas: Schmuckal, Agostinelli, Macomber, Duell, Barsheff, McManus, Korn
Nays: None*

i. Consideration of Resolution 2023-44-T Special Assessment District Fund 2024 Budget (7:36)

Schmuckal moved and Duell seconded to approve Resolution 2023-44-T Special Assessment District Fund 2024 Budget.

*Yeas: Schmuckal, Macomber, Duell, Barsheff, McManus, Agostinelli, Korn
Nays: None*

- j. **Consideration of Resolution 2023-45-T Clerk's Salary (7:36)**
Schmuckal moved and Macomber seconded to approve Resolution 2023-45-T Clerk's Salary.
- Yeas: *Schmuckal, Macomber, Duell, Barsheff, McManus, Agostinelli, Korn*
Nays: *None*
- k. **Consideration of Resolution 2023-46-T Treasurer's Salary (7:36)**
Schmuckal moved and Duell seconded to approve Resolution 2023-46-T Treasurer's Salary.
- Yeas: *Schmuckal, Duell, Macomber, Barsheff, McManus, Agostinelli, Korn*
Nays: *None*
- l. **Consideration of Resolution 2023-47-T Supervisor's Salary (7:38)**
Schmuckal moved and McManus seconded to approve Resolution 2023-47-T Supervisor's Salary.
- Yeas: *Schmuckal, McManus, Duell, Macomber, Barsheff, Agostinelli, Korn*
Nays: *None*
- m. **Consideration of Resolution 2023-49-T Township Trustee's Salary (7:38)**
Schmuckal moved and Macomber seconded to approve Resolution 2023-49-T Township Trustee's Salary.
- Yeas: *Schmuckal, Macomber, McManus, Duell, Barsheff, Agostinelli, Korn*
Nays: *None*
- n. **Consideration of Resolution 2023-48-T Annual Exemption Option as Set Forth in 2011 Public Act 152, The Publicly Funded Health Insurance Contribution Fund (7:38)**
Schmuckal moved and Agostinelli seconded to approve Resolution 2023-48-T Annual Exemption Option as Set Forth in 2011 Public Act 152, The Publicly Funded Health Insurance Contribution Fund.
- Yeas: *Schmuckal, Agostinelli, McManus, Duell, Macomber, Barsheff, Korn*
Nays: *None*
- o. **Consideration of the Township's liability insurance renewal plan (7:39)**
McManus stated that the liability insurance increased this year because there have been a few claims.
- Schmuckal moved and Barsheff seconded to renew the township liability insurance at a cost of \$18,801 for the year.*

*Yeas: Schmuckal, Barsheff, Duell, Agostinelli, McManus, Macomber, Korn
Nays: None*

p. Consideration of 2024 Board Appointments (7:42)

Schmuckal moved and Macomber seconded to appoint all who were listed on the Board Committee Worksheet and to appoint Ben Castiglione to replace Peter Alt on the Building Code of Appeals.

*Yeas: Schmuckal, Macomber, Barsheff, Duell, Agostinelli, McManus, Korn
Nays: None*

q. 2024 Township Board meeting dates (7:45)

Board members discussed the proposed calendar and agreed with the dates presented for 2024 Board Meetings.

9. Public Comment: (7:47)

Scott Wilkes of Cass Road commented on a neighbor issue.

10. Other Business (8:00)

None

11. Adjournment

Korn adjourned the meeting at 8:00pm.

Chuck Korn, Supervisor
Charter Township of Garfield
3848 Veterans Drive
Traverse City, MI 49686

Lanie McManus, Clerk
Charter Township of Garfield
3848 Veterans Drive
Traverse City, MI 49686

**CHARTER TOWNSHIP OF GARFIELD
GRAND TRAVERSE COUNTY, MICHIGAN**

**RESOLUTION 2023-34-T
APPROVAL OF COMPUTERIZED TAX ROLL**

WHEREAS, Act 112 of 1990 as amended by P.A. 415 Of 1994, P.A 505 of 2002, P.A. 461 of 2012 and P. A. 140 of 2015 sets two conditions that must be met for the State Tax Commission to authorize the use of a computerized database as the tax roll, and

WHEREAS, the local tax collecting unit can demonstrate that the proposed system has the capacity to enable the local unit to comply with the property tax law, and

WHEREAS, the local unit must comply with all the requirements of Form 3944 (Rev. 12-15), (See attachments), or 2696 (Rev. 12-15)

WHEREAS, the proposed system is compatible with the system used by the County Treasurer,

NOW THEREFORE, BE IT RESOLVED, the Township Board of the Charter Township of Garfield requests the County Treasurer submit a request to the State Tax Commission and the State Treasurer for approval of the Township's computerized tax roll.

Moved: Denise Schmuckal

Supported: Molly Agostinelli

Ayes: Schmuckal, Agostinelli, Duell, Macomber, Barsheff, McManus, Korn

Nays: None

Absent and Excused: None

RESOLUTION DECLARED ADOPTED.

By:



Lanie McManus, Clerk
Charter Township of Garfield

CERTIFICATE

I, Lanie McManus, Clerk of the Charter Township of Garfield, do hereby certify that the above is a true and correct copy of Resolution 2023-34-T which was adopted by the Township Board of the Charter Township of Garfield on the 12th day of December, 2023.

Dated:

12-13-2023



Lanie McManus, Clerk
Charter Township of Garfield

CHARTER TOWNSHIP OF GARFIELD
GRAND TRAVERSE COUNTY, MICHIGAN

RESOLUTION #2023-35-T

INTENT TO CREATE SPECIAL ASSESSMENT DISTRICT
FOR RESURFACING OF RIDGE VIEW CT

BE IT HEREBY RESOLVED that the Charter Township of Garfield does hereby declare its intent to improve Ridge View Ct within the following described area:

Lots 1-10 and Lots 12-17, Ridgeview Subdivision, in the Southeast quarter of the Southwest quarter of Section 14, Town 27 North, Range 11 West.

By using an approved method of crush and shape road improvement, together with the necessary structures and other work incidental thereto, all within the proposed district in accordance with the petitions of property owners therefore.

BE IT FURTHER RESOLVED that the Township Board does tentatively designate the special assessment district against which the costs of improvements are to be assessed as Ridge View Ct Improvement District, which shall include the lands and premises more particularly described above.

BE IT FURTHER RESOLVED that a hearing on any objections to the improvement, the estimate of costs and to the special assessment district proposed to be established for the assessment of the cost of such improvement shall be held on January 9, 2024, at a regular meeting of the township board at Garfield Charter Township Hall in the upstairs, large meeting room, at 3848 Veterans Drive, Traverse City, Michigan, commencing at 6:00 p.m.

BE IT FURTHER RESOLVED that the Clerk is instructed to give the proper notice of such hearing by mailing and publication in accordance with law and statute provided.

BE IT FURTHER RESOLVED that all resolutions and parts of resolutions insofar as they conflict with the provisions of this resolution be and the same are hereby rescinded.

Moved: Denise Schmuckal

Supported: Molly Agostinelli

Ayes: Schmuckal, Agostinelli, Duell, Macomber, Barsheff, McManus, Korn

Nays: None

Absent and Excused: None

RESOLUTION 2023-35-T DECLARED ADOPTED.

By:



Lanie McManus, Clerk
Charter Township of Garfield

CERTIFICATE

I, Lanie McManus, Clerk of the Charter Township of Garfield, do hereby certify that the above is a true and correct copy of a Resolution which was adopted by the Township Board of the Charter Township of Garfield on the 12th day of December, 2023.

Dated: 12-13-2023

Lanie McManus
Lanie McManus, Clerk

CHARTER TOWNSHIP OF GARFIELD

RESOLUTION 2023-36-T

ADOPTION OF 2024 POVERTY/HARDSHIP EXEMPTION POLICY

WHEREAS, the homestead of persons who, in the judgment of the Supervisor and Board of Review, by reason of poverty, are unable to contribute to the public charges is eligible for exemption in whole or part from taxation under the General Property Tax Act; and

WHEREAS, the Township Board is required by Section 7u of the General Property Tax Act, Public Act 206 of 1893 (MCL 211.7u), to annually adopt guidelines for such exemptions;

NOW, THEREFORE, BE IT HEREBY RESOLVED, pursuant to MCL 211.7u, that the Charter Township of Garfield, Grand Traverse County, adopts the following 2024 Poverty/Hardship Exemption Policy (attached) for the Supervisor and Board of Review to implement.

The rules and regulations shall include, but not be limited to, the specific income and asset levels of the claimant and all persons residing in the household, including any property tax credit returns, filed in the current or immediately preceding year.

To be eligible, a person shall do all the following on an annual basis:

- 1) Be an owner of, and occupy as a homestead, the property for which an exemption is requested.
- 2) File a claim with the Supervisor or Board of Review (Exhibit "A"), accompanied by federal and state income tax returns for all persons residing in the homestead, including any property tax credit returns filed in the immediately preceding year or in the current year. Or, if applicant is not required to file income taxes, complete and file with the Supervisor or Board of Review the Poverty Exemption Affidavit (Michigan Dept of Treasury form 4988 (Exhibit "B")).
- 3) Produce a valid drivers' license or other form of identification if requested.
- 4) Produce a deed, land contract, or other evidence of ownership of the property for which and exemption is requested. *if requested.*
- 5) Annually complete an Affirmation of Ownership and Occupancy to Remain Exempt by Reason of Poverty (from 5739 – Exhibit "C").
- 6) Meet Garfield Township's Income Guidelines, as stated in the attached Poverty/Hardship Exemption Rules, Regulations and Asset Test (Exhibit "D").
- 7) Meet additional eligibility requirements as determined by the Township Board.

BE IT ALSO RESOLVED that the Board of Review shall follow the above stated policy and 2024 Garfield Township Poverty Income guidelines in granting or denying an exemption. If the Board of Review denies a Poverty/Hardship reduction, it must provide a written decision specifying the reasons for the denial to the applicant.

The foregoing resolution offered by Board Member Denise Schmuckal and supported by Board Member Molly Agostinelli

Upon roll call vote, the following voted:

Yeas: Schmuckal, Agostinelli, Duell, Macomber, Barsheff, McManus, Korn

Nays: None

Abstain: None

Absent and Excused: None

The Chairman declared the motion carried, and Resolution 2023-36-T duly adopted.



Lanie McManus, Township Clerk

CERTIFICATE

I, Lanie McManus, the duly appointed Township Clerk, hereby certify that the foregoing constitutes a true copy of a Resolution of the Township Board for the Charter Township of Garfield, adopted during a meeting of the Charter Township of Garfield Township Board, Grand Traverse County, Michigan, held on December 12, 2023, at which meeting (7) seven members were present as indicated in said Minutes and voted as therein set forth and that all signatures affixed thereto are the genuine signatures of those so indicated, and that each signatory was duly authorized to affix his or her signature, that said meeting was held in accordance with the Open Meetings Act of the State of Michigan, and that due and proper notice of the meeting as required by law was given to the members of the Township Board, and that the Minutes of said Meeting were kept and will be and have been available as required by said Act.

Date: 12-13-2023



Lanie McManus, Township Clerk

CHARTER TOWNSHIP OF GARFIELD

2024 GENERAL FUND BUDGET - RESOLUTION 2023-37-T

WHEREAS, a hearing was held on December 12, 2023 on the General Fund Budget for the fiscal year 2024 for the Charter Township of Garfield.

NOW, THEREFORE, BE IT HEREBY RESOLVED, that the 2024 General Fund Budget of the Charter Township of Garfield of \$5,126,172.73 revenues and \$5,126,172.73 expenditures be approved.

Moved: Denise Schmuckal

Supported: Molly Agostinelli

to approve Resolution 2023-37-T, adopting the 2024 General Fund Budget of \$5,126,172.73 revenues and \$5,126,172.73 expenditures as appropriated.

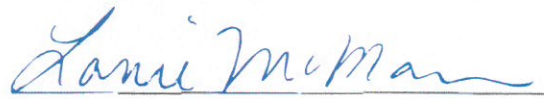
Roll call vote:

Yeas: Schmuckal, Agostinelli, Duell, Macomber, Barsheff, McManus, Korn

Nays: None

Absent and excused: None

The Chairman declared the motion carried and Resolution 2023-37-T adopted this 12th day of December, 2023.


Lanie McManus, Clerk

CERTIFICATION

I, Lanie McManus, Clerk of the Charter Township of Garfield, certify the above is a true and correct copy of Resolution 2023-37-T which was adopted by the Township Board of the Charter Township of Garfield on the 12th day of December, 2023.

12-13-2023
Date


Lanie McManus, Clerk

CHARTER TOWNSHIP OF GARFIELD

2024 FIRE FUND BUDGET - RESOLUTION 2023-38-T

WHEREAS, a hearing was held on December 12, 2023 on the Fire Fund Budget for the fiscal year 2024 for the Charter Township of Garfield.

NOW, THEREFORE, BE IT HEREBY RESOLVED, that the 2024 Fire Fund Budget of the Charter Township of Garfield of \$3,078,425 revenues and \$3,078,425 expenditures be approved.

Moved: Denise Schmuckal

Supported: Chloe Macomber

to approve Resolution 2023-38-T, adopting the 2024 Fire Fund Budget of \$3,078,425 revenues and \$3,078,425 expenditures as appropriated.

Roll call vote:

Yeas: Schmuckal, Macomber, Duell, Barsheff, Agostinelli, McManus, Korn

Nays: None

Absent and excused: None

The Chairman declared the motion carried and Resolution 2023-38-T adopted this 12th day of December, 2023.


Lanie McManus, Clerk

CERTIFICATION

I, Lanie McManus, Clerk of the Charter Township of Garfield, certify the above is a true and correct copy of Resolution 2023-38-T which was adopted by the Township Board of the Charter Township of Garfield on the 12th day of December, 2023.

12-13-2023
Date


Lanie McManus, Clerk

CHARTER TOWNSHIP OF GARFIELD

2024 PUBLIC IMPROVEMENT ROAD FUND BUDGET - RESOLUTION 2023-39-T

WHEREAS, a hearing was held on December 12, 2023 on the Public Improvement Road Fund Budget for the fiscal year 2024 for the Charter Township of Garfield.

NOW, THEREFORE, BE IT HEREBY RESOLVED, that the 2024 Public Improvement Road Fund Budget of the Charter Township of Garfield of \$328,146 revenues and \$328,146 expenditures be approved.

Moved: Denise Schmuckal

Supported: Lanie McManus

to approve Resolution 2023-39-T, adopting the 2024 Public Improvement Road Fund Budget of \$328,146 revenues and \$328,146 expenditures as appropriated.

Roll call vote:

Yeas: Schmuckal, McManus, Agostinelli, Barsheff, Macomber, Duell, Korn

Nays: None

Absent and excused: None

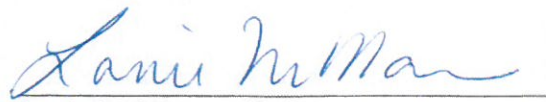
The Chairman declared the motion carried and Resolution 2023-39-T adopted this 12th day of December, 2023.


Lanie McManus, Clerk

CERTIFICATION

I, Lanie McManus, Clerk of the Charter Township of Garfield, certify the above is a true and correct copy of Resolution 2023-39-T which was adopted by the Township Board of the Charter Township of Garfield on the 12th day of December, 2023.

12-13-2023
Date


Lanie McManus, Clerk

CHARTER TOWNSHIP OF GARFIELD

2024 BUDGET STABILIZATION FUND BUDGET - RESOLUTION 2023-40-T

WHEREAS, a hearing was held on December 12, 2023 on the Budget Stabilization Fund Budget for the fiscal year 2024 for the Charter Township of Garfield.

NOW, THEREFORE, BE IT HEREBY RESOLVED, that the 2024 Budget Stabilization Fund Budget of the Charter Township of Garfield of \$ 0.00 revenues and \$ 0.00 expenditures be approved.

Moved: Denise Schmuckal

Supported: Chris Barsheff

to approve Resolution 2023-40-T, adopting the 2024 Budget Stabilization Fund Budget of \$ 0.00 revenues and \$ 0.00 expenditures as appropriated.

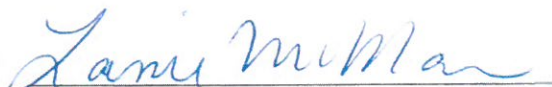
Roll call vote:

Yeas: Schmuckal, Barsheff, Agostinelli, Macomber, Duell, McManus, Korn

Nays: None

Absent and excused: None

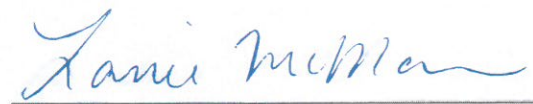
The Chairman declared the motion carried and Resolution 2023-40-T adopted this 12th day of December, 2023.


Lanie McManus, Clerk

CERTIFICATION

I, Lanie McManus, Clerk of the Charter Township of Garfield, certify the above is a true and correct copy of Resolution 2023-40-T which was adopted by the Township Board of the Charter Township of Garfield on the 12th day of December, 2023.

12-13-2023
Date


Lanie McManus, Clerk

CHARTER TOWNSHIP OF GARFIELD

2024 DPW FUND BUDGET - RESOLUTION 2023-41-T

WHEREAS, a hearing was held on December 12, 2023 on the DPW Fund Budget for the fiscal year 2024 for the Charter Township of Garfield.

NOW, THEREFORE, BE IT HEREBY RESOLVED, that the 2024 DPW Fund Budget of the Charter Township of Garfield of \$ 0.00 revenues and \$ 0.00 expenditures be approved.

Moved: Denise Schmuckal

Supported: Steve Duell

to approve Resolution 2023-41-T, adopting the 2024 DPW Fund Budget of \$ 0.00 revenues and \$0.00 expenditures as appropriated.


Roll call vote:

Yeas: Schmuckal, Duell, Barsheff, Agostinelli, Macomber, McManus, Korn

Nays: None

Absent and excused: None


The Chairman declared the motion carried and Resolution 2023-41-T adopted this 12th day of December, 2023.


Lanie McManus, Clerk

CERTIFICATION

I, Lanie McManus, Clerk of the Charter Township of Garfield, certify the above is a true and correct copy of Resolution 2023-41-T which was adopted by the Township Board of the Charter Township of Garfield on the 12th day of December, 2023.

12-13-2023
Date


Lanie McManus, Clerk

CHARTER TOWNSHIP OF GARFIELD

2024 PARK SYSTEM FUND BUDGET - RESOLUTION 2023-42-T

WHEREAS, a hearing was held on December 12, 2023 on the Park System Fund Budget for the fiscal year 2024 for the Charter Township of Garfield.

NOW, THEREFORE, BE IT HEREBY RESOLVED, that the 2024 Park System Fund Budget of the Charter Township of Garfield of \$557,001 revenues and \$557,001 expenditures be approved.

Moved: Denise Schmuckal

Supported: Chloe Macomber

to approve Resolution 2023-42-T, adopting the 2024 Park System Fund Budget of \$557,001 revenues and \$557,001 expenditures as appropriated.


Roll call vote:

Yeas: Schmuckal, Macomber, Duell, Agostinelli, Barsheff, McManus, Korn

Nays: None

Absent and excused: None


The Chairman declared the motion carried and Resolution 2023-42-T adopted this 12th day of December, 2023.


Lanie McManus, Clerk

CERTIFICATION

I, Lanie McManus, Clerk of the Charter Township of Garfield, certify the above is a true and correct copy of Resolution 2023-42-T which was adopted by the Township Board of the Charter Township of Garfield on the 12th day of December, 2023.

12-13-2023
Date


Lanie McManus, Clerk

CHARTER TOWNSHIP OF GARFIELD

2024 STREET LIGHT FUND BUDGET - RESOLUTION 2023-43-T

WHEREAS, a hearing was held on December 12, 2023 on the Street Light Fund Budget for the fiscal year 2024 for the Charter Township of Garfield.

NOW, THEREFORE, BE IT HEREBY RESOLVED, that the 2024 Street Light Fund Budget of the Charter Township of Garfield of \$31,791.48 revenues and \$31,791.48 expenditures be approved.

Moved: Denise Schmuckal

Supported: Molly Agostinelli

to approve Resolution 2023-43-T, adopting the 2024 Street Light Fund Budget of \$31,791.48 revenues and \$31,791.48 expenditures as appropriated.

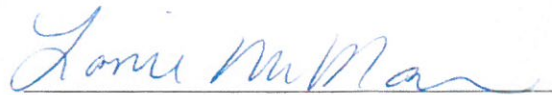
Roll call vote:

Yeas: Schmuckal, Agostinelli, Barsheff, Macomber, Duell, McManus, Korn

Nays: None

Absent and excused: None

The Chairman declared the motion carried and Resolution 2023-43-T adopted this 12th day of December, 2023.


Lanie McManus, Clerk

CERTIFICATION

I, Lanie McManus, Clerk of the Charter Township of Garfield, certify the above is a true and correct copy of Resolution 2023-43-T which was adopted by the Township Board of the Charter Township of Garfield on the 12th day of December, 2023.

12-13-2023
Date


Lanie McManus, Clerk

CHARTER TOWNSHIP OF GARFIELD

2024 SPECIAL ASSESSMENT DISTRICT FUND BUDGET - RESOLUTION 2023-44-T

WHEREAS, a hearing was held on December 12, 2023 on the Special Assessment District Fund Budget for the fiscal year 2024 for the Charter Township of Garfield.

NOW, THEREFORE, BE IT HEREBY RESOLVED, that the 2024 Special Assessment District Fund Budget of the Charter Township of Garfield of \$8,708 revenues and \$8,708 expenditures be approved.

Moved: Denise Schmuckal

Supported: Steve Duell

to approve Resolution 2023-44-T, adopting the 2024 Special Assessment District Fund Budget of \$8,708 revenues and \$8,708 expenditures as appropriated.

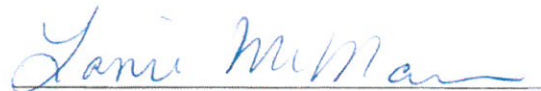
Roll call vote:

Yeas: Schmuckal, Duell, Macomber, Agostinelli, Barsheff, McManus, Korn

Nays: None

Absent and excused: None

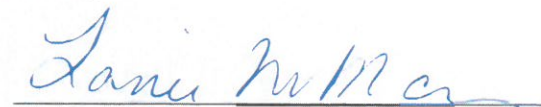
The Chairman declared the motion carried and Resolution 2023-44-T adopted this 12th day of December, 2023.


Lanie McManus, Clerk

CERTIFICATION

I, Lanie McManus, Clerk of the Charter Township of Garfield, certify the above is a true and correct copy of Resolution 2023-44-T which was adopted by the Township Board of the Charter Township of Garfield on the 12th day of December, 2023.

12-13-2023
Date


Lanie McManus, Clerk

**CHARTER TOWNSHIP OF GARFIELD
GRAND TRAVERSE COUNTY, MICHIGAN**

RESOLUTION #2023-45-T

RESOLUTION ADOPTING TOWNSHIP CLERK'S SALARY

WHEREAS, according to MCL 41.95(3), the salary of the officers composing the Township Board shall be determined by the Township Board; and

WHEREAS, the Charter Township of Garfield Board deems that an adjustment in the salary of the office of Township Clerk is warranted in consideration of the increase in the cost of living since Township Board Members salaries were last adjusted; and

NOW, THEREFORE, BE IT RESOLVED, that effective as of January 1, 2024, the salary of the office of Township Clerk shall be as follows: \$95,140.91.

Moved: Denise Schmuckal

Supported: Chloe Macomber

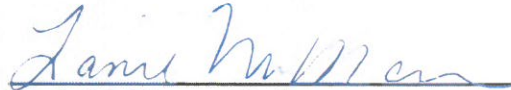
Ayes: Schmuckal, Macomber, Duell, Agostinelli, Barsheff, McManus, Korn

Nays: None

Absent and Excused: None

RESOLUTION 2023-45-T DECLARED ADOPTED.

By:



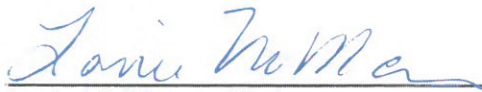
Lanie McManus, Clerk
Charter Township of Garfield

CERTIFICATE

I, Lanie McManus, Clerk of the Charter Township of Garfield, do hereby certify that the above is a true and correct copy of a Resolution which was adopted by the Township Board of the Charter Township of Garfield on the 12th day of December, 2023.

Dated:

12-13-2023



Lanie McManus, Clerk
Charter Township of Garfield

**CHARTER TOWNSHIP OF GARFIELD
GRAND TRAVERSE COUNTY, MICHIGAN**

RESOLUTION #2023-46-T

RESOLUTION ADOPTING TOWNSHIP TREASURER'S SALARY

WHEREAS, according to MCL 41.95(3), the salary of the officers composing the Township Board shall be determined by the Township Board; and

WHEREAS, the Charter Township of Garfield Board deems that an adjustment in the salary of the office of Township Treasurer is warranted in consideration of the increase in the cost of living since Township Board Members salaries were last adjusted; and

NOW, THEREFORE, BE IT RESOLVED, that effective as of January 1, 2024, the salary of the office of Township Treasurer shall be as follows: \$95,140.91.

Moved: Denise Schmuckal

Supported: Steve Duell

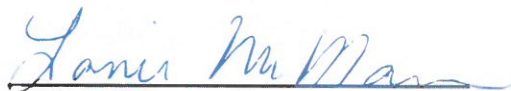
Ayes: Schmuckal, Duell, Agostinelli, Macomber, Barsheff, McManus, Korn

Nays: None

Absent and Excused: None

RESOLUTION 2023-46-T DECLARED ADOPTED.

By:



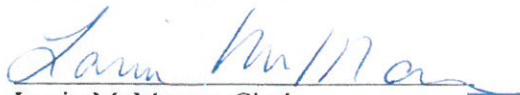
Lanie McManus, Clerk
Charter Township of Garfield

CERTIFICATE

I, Lanie McManus, Clerk of the Charter Township of Garfield, do hereby certify that the above is a true and correct copy of a Resolution which was adopted by the Township Board of the Charter Township of Garfield on the 12th day of December, 2023.

Dated:

12-13-2023



Lanie McManus, Clerk
Charter Township of Garfield

**CHARTER TOWNSHIP OF GARFIELD
GRAND TRAVERSE COUNTY, MICHIGAN**

RESOLUTION #2023-47-T

RESOLUTION ADOPTING TOWNSHIP SUPERVISOR'S SALARY

WHEREAS, according to MCL 41.95(3), the salary of the officers composing the Township Board shall be determined by the Township Board; and

WHEREAS, the Charter Township of Garfield Board deems that an adjustment in the salary of the office of Township Supervisor is warranted in consideration of the increase in the cost of living since Township Board Members salaries were last adjusted; and

NOW, THEREFORE, BE IT RESOLVED, that effective as of January 1, 2024, the salary of the office of Township Supervisor shall be as follows: \$95,140.91.

Moved: Denise Schmuckal

Supported: Lanie McManus


Ayes: Schmuckal, McManus, Macomber, Agostinelli, Duell, Barsheff, Korn

Nays: None

Absent and Excused: None

RESOLUTION 2023-47-T DECLARED ADOPTED.

By:



Lanie McManus, Clerk
Charter Township of Garfield

CERTIFICATE

I, Lanie McManus, Clerk of the Charter Township of Garfield, do hereby certify that the above is a true and correct copy of a Resolution which was adopted by the Township Board of the Charter Township of Garfield on the 12th day of December, 2023.

Dated:

12-13-2023


Lanie McManus, Clerk
Charter Township of Garfield

**CHARTER TOWNSHIP OF GARFIELD
GRAND TRAVERSE COUNTY, MICHIGAN**

RESOLUTION #2023-48-T

**RESOLUTION TO ADOPT THE ANNUAL EXEMPTION OPTION AS SET FORTH
IN 2011 PUBLIC ACT 152, THE PUBLICLY FUNDED HEALTH INSURANCE
CONTRIBUTION ACT**

WHEREAS, 2011 Public Act 152 (the "Act") was passed by the State Legislature and signed by the Governor on September 24, 2011;

WHEREAS, the Act contains three options for complying with the requirements of the Act;

WHEREAS, the three options are as follows:

- 1) Section 3 – "Hard Caps" Option – limits a public employer's total annual health care costs for employees based on coverage levels, as defined in the Act;
- 2) Section 4 – "80%/20%" Option – limits a public employer's share of total annual health care costs to not more than 80%. This option requires an annual majority vote of the governing body;
- 3) Section 8 – "Exemption" Option – a local unit of government, as defined in the Act, may exempt itself from the requirements of the Act by an annual 2/3 vote of the governing body;

WHEREAS, the Charter Township of Garfield Board of Trustees has decided to adopt the annual Exemption Option as its choice of compliance under the Act;

NOW, THEREFORE, BE IT RESOLVED that Board of Trustees of the Charter Township of Garfield elects to comply with the requirements of 2011 Public Act 152, the Publicly Funded Health Insurance Contribution Act, by adopting the annual Exemption Option for the medical benefit plan coverage year January 1, 2024 through December 31, 2024.

Moved: Denise Schmuckal

Supported: Molly Agostinelli

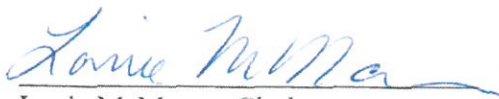
Ayes: Schmuckal, Agostinelli, Macomber, Duell, Barsheff, McManus, Korn

Nays: None

Absent and Excused: None

RESOLUTION 2023-48-T DECLARED ADOPTED.

By:

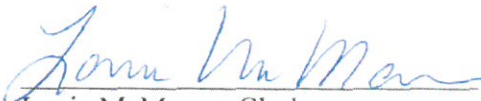


Lanie McManus, Clerk
Charter Township of Garfield

CERTIFICATE

I, Lanie McManus, Clerk of the Charter Township of Garfield, do hereby certify that the above is a true and correct copy of a Resolution 2023-48-T which was adopted by the Township Board of the Charter Township of Garfield on the 12th day of December, 2023.

Dated: 12-13-2023


Lanie McManus, Clerk
Charter Township of Garfield

**CHARTER TOWNSHIP OF GARFIELD
GRAND TRAVERSE COUNTY, MICHIGAN**

RESOLUTION 2023-49-T

RESOLUTION ADOPTING TOWNSHIP TRUSTEE'S SALARY

WHEREAS, according to MCL 41.95(3), the salary of the officers composing the Township Board shall be determined by the Township Board; and

WHEREAS, the Charter Township of Garfield Board deems that an adjustment in the salary of the office of Trustee is warranted in consideration of the increase in the cost of living since Township Board Trustees salaries were last adjusted; and

NOW, THEREFORE, BE IT RESOLVED, that effective as of January 1, 2024, the salary of the office of Trustee shall be as follows:

\$425.00 per month with an additional \$250.00 per Town Board Meeting and \$125.00 for assigned meetings, including Personnel, Planning Commission, Joint Recreational Authority, Fire Board, Parks and Recreation Commission, Special Board Meetings, Study Sessions and Zoning Board of Appeals Meetings. Trustees attending educational, informational non decision making meetings for the benefit of the Township will receive \$50.00. \$100.00 per day for training or classes needed.

BE IT FURTHER RESOLVED, that this resolution supersedes Resolution 2022-45-T.

Moved: Denise Schmuckal

Supported: Chloe Macomber

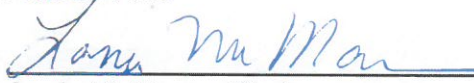
Ayes: Schmuckal, Macomber, Barsheff, Agostinelli, Duell, McManus, Korn

Nays: None

Absent and Excused: None

RESOLUTION 2023-49-T DECLARED ADOPTED.

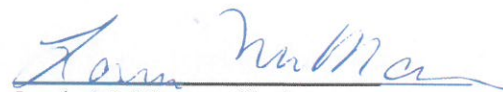
By:


Lanie McManus, Clerk
Charter Township of Garfield

CERTIFICATE

I, Lanie McManus, Clerk of the Charter Township of Garfield, do hereby certify that the above is a true and correct copy of a Resolution which was adopted by the Township Board of the Charter Township of Garfield on the 12th day of December, 2023.

Dated: 12-13-2023


Lanie McManus, Clerk
Charter Township of Garfield

**CHARTER TOWNSHIP OF GARFIELD
GRAND TRAVERSE COUNTY, MICHIGAN**

RESOLUTION TO AMEND THE BUDGET

RESOLUTION #2023-50-T

BE IT HEREBY RESOLVED, THAT budget amendment to take \$25,000 from the 171 Supervisor Department and put it in the 253 Assessing Department be approved.

Moved: Denise Schmuckal

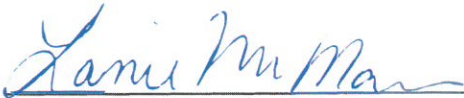
Supported: Molly Agostinelli

Yeas: Schmuckal, Agostinelli, Duell, Macomber, Barsheff, McManus, Korn

Nays: None


Absent and excused: None

The Chairman, Chuck Korn, declared the motion carried and Resolution 2023-50-T adopted this 12th day of December, 2023.


Lanie McManus, Clerk

CERTIFICATION

I, Lanie McManus, Clerk of the Charter Township of Garfield, certify the above is a true and correct copy of Resolution 2023-50-T which was adopted by the Township Board of the Charter Township of Garfield on the 12th day of December, 2023.


Lanie McManus, Clerk

**CHARTER TOWNSHIP OF GARFIELD
GRAND TRAVERSE COUNTY, MICHIGAN**

RESOLUTION TO AMEND THE BUDGET

RESOLUTION #2023-51-T

BE IT HEREBY RESOLVED, THAT budget amendment to take \$8,000 from the Fund Balance and put it in the 720 Community Department be approved.

Moved: Denise Schmuckal

Supported: Molly Agostinelli

Yeas: Schmuckal, Agostinelli, Duell, Macomber, Barsheff, McManus, Korn

Nays: None

Absent and excused: None

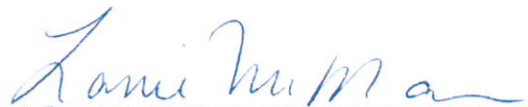
The Chairman, Chuck Korn, declared the motion carried and Resolution 2023-51-T adopted this 12th day of December, 2023.



Lanie McManus, Clerk

CERTIFICATION

I, Lanie McManus, Clerk of the Charter Township of Garfield, certify the above is a true and correct copy of Resolution 2023-51-T which was adopted by the Township Board of the Charter Township of Garfield on the 12th day of December, 2023.



Lanie McManus, Clerk

Check Date	Bank	Check #	Payee	Description	GL #	Amount
12/07/2023	GEN	41900	MICHIGAN TRAILERS	PARK TRAILER	208-000-970.000	6,515.00
12/11/2023	GEN	41901	MICHIGAN TRAILERS	PLATE FEE	208-000-805.000	200.00
12/13/2023	GEN	41902	APEX SOFTWARE	2024 MAINTENANCE	101-228-955.000	780.00
12/13/2023	GEN	41903	CHERRYLAND ELECTRIC COOP.	CHERRYLAND	101-000-084.861	296.53
		41903		CHERRYLAND	101-265-920.603	964.71
		41903		CHERRYLAND	101-448-920.005	770.35
						2,031.59
12/13/2023	GEN	41904	CHERRYLAND ELECTRIC COOP.	CHERRYLAND	208-000-805.000	163.89
12/13/2023	GEN	41905	CONSUMERS ENERGY	103033456148	101-448-920.005	2,329.46
12/13/2023	GEN	41906	CONSUMERS ENERGY	100000311801	101-000-084.861	1,686.08
		41906		100000311801	101-448-920.005	2,359.75
						4,045.83
12/13/2023	GEN	41907	ECT	WETLAND DELINEATION & STREAM ASSESS	208-000-970.000	6,310.25
12/13/2023	GEN	41908	GARFIELD CHARTER TOWNSHIP	HSA	101-000-237.000	663.04
12/13/2023	GEN	41909	GFL ENVIRONMENTAL	002114262	208-000-805.000	533.90
12/13/2023	GEN	41910	GFL ENVIRONMENTAL	002114259	101-265-935.604	132.20
12/13/2023	GEN	41911	GINOP SALES INC.	KUBOTA RTV 520	208-000-970.000	11,761.00
12/13/2023	GEN	41912	GRAND TRAVERSE COUNTY MTA	2024 DUES	101-101-965.101	261.51
12/13/2023	GEN	41913	GRANITE TELECOMMUNICATIONS	PHONES	101-265-850.000	149.17
12/13/2023	GEN	41914	GT SUPPLY, LLC	CAN LINER	101-265-726.003	35.00
12/13/2023	GEN	41915	ICC	5155600 2024 MEMBERSHIP	101-371-965.000	160.00
12/13/2023	GEN	41916	INTEGRITY BUSINESS SOLUTIONS	CALENDARS	101-101-726.000	22.97
		41916		CALENDARS	101-215-726.000	9.98
		41916		CALENDARS	101-253-726.000	12.99
		41916		CALENDARS	101-371-726.000	9.98
		41916		CALENDARS	101-702-726.000	9.98
						65.90
12/13/2023	GEN	41917	JN ELECTRICAL SERVICES LLC	ENTRYWAY FIXTURE	101-265-935.608	615.00
12/13/2023	GEN	41918	KCI	NEWSLETTER/TAXES	101-101-900.000	1,121.61
		41918		NEWSLETTER/TAXES	101-253-726.001	1,505.52
		41918		NEWSLETTER/TAXES	101-253-900.000	1,525.74

3.b.

Check Date	Bank	Check #	Payee	Description	GL #	Amount
12/13/2023	GEN	41919	NORTHWEST MICH ASSESSORS	BOR TRAINING JB	101-257-960.000	30.00
12/13/2023	GEN	41920	NORTHWEST MICH ASSESSORS	BOR TRAINING JC	101-247-960.000	45.00
		41920		BOR TRAINING AD	101-257-960.000	30.00
						<hr/> 75.00
12/13/2023	GEN	41921	OLSON, BZDOK, & HOWARD	LL RD/CREEKSIDE CONDO/CASS ROAD	101-101-801.002	115.50
12/13/2023	GEN	41922	PREMIER OUTDOORS OF TRAVERSE CITY	OFFICE SNOW REMOVAL	101-265-935.601	155.00
		41922		LOGANS LANDING MOWING	101-265-935.602	305.00
						<hr/> 460.00
12/13/2023	GEN	41923	PREMIER OUTDOORS OF TRAVERSE CITY	PARK MOWING	208-000-805.000	960.00
12/13/2023	GEN	41924	SPECTRUM ENTERPRISE	INTERNET	101-228-955.001	159.98
12/13/2023	GEN	41925	TRAVERSE CITY RECORD EAGLE	ADVERTISING	101-101-901.000	258.75
		41925		ADVERTISING	101-707-901.000	160.85
						<hr/> 419.60
12/13/2023	GEN	41926	UNITED WAY	UNITED WAY	101-000-238.000	90.00
12/13/2023	GEN	41927	VOYA INSTITUTIONAL TRUST COMPANY	DEFERRED COMP VF3202	101-000-231.000	1,910.00
12/14/2023	GEN	41928	KCI	AV APP POSTAGE	101-262-726.001	2,046.04
12/20/2023	GEN	41929	ACCIDENT FUND OF MICHIGAN	WORKMANS COMP RENEWAL	101-851-712.002	11,074.00
12/20/2023	GEN	41930	BLUE CROSS BLUE SHIELD OF MICHIGAN	BC/BS	101-851-711.030	24,413.06
12/20/2023	GEN	41931	FLOCK SAFETY	SAFETY FALCON	101-720-880.007	8,750.00
12/20/2023	GEN	41932	GOURDIE-FRASER, INC.	JEFFERSON AVE SAD	204-000-955.000	290.00
12/20/2023	GEN	41933	GT SUPPLY, LLC	M-FOLDS TOWELING	101-265-726.003	116.00
12/20/2023	GEN	41934	PITNEY BOWES INC	4TH QTR CONTRACT	101-101-726.001	424.41
12/20/2023	GEN	41935	PRINCIPAL LIFE INSURANCE COMPANY	LIFE / DENTAL	101-851-711.030	1,691.79
		41935		LIFE / DENTAL	101-851-711.040	337.91
						<hr/> 2,029.70
12/20/2023	GEN	41936	TRAVERSE CITY LIGHT & POWER	00104659-5	101-448-920.005	10.61
12/21/2023	GEN	41937	SUPERFLEET	GAS	101-321-862.000	206.03
12/28/2023	GEN	41938	AFLAC	AFLAC	101-000-231.001	436.82
12/28/2023	GEN	41939	ANNE WENDLING	CONTRACTED SVCS	208-000-805.000	95.50

Check Date	Bank	Check #	Payee	Description	GL #	Amount
12/28/2023	GEN	41940	ANNE WENDLING	CONTRACTED SVCS	101-101-805.000	110.00
		41940		CONTRACTED SVCS	101-707-805.000	95.50
						205.50
12/28/2023	GEN	41941	FIFTH THIRD BANK	THERMAL PAPER/APA MEMBERSHIP/GFS SUPPLIES/ED	101-101-726.000	370.69
		41941		THERMAL PAPER/APA MEMBERSHIP/GFS SUPPLIES/ED	101-215-960.000	33.54
		41941		THERMAL PAPER/APA MEMBERSHIP/GFS SUPPLIES/ED	101-262-726.000	117.50
		41941		THERMAL PAPER/APA MEMBERSHIP/GFS SUPPLIES/ED	101-701-965.000	535.00
						1,056.73
12/28/2023	GEN	41942	GARFIELD CHARTER TOWNSHIP	HSA	101-000-237.000	663.04
12/28/2023	GEN	41943	GT SUPPLY, LLC	TOILET TISSUE	101-265-726.003	100.00
12/28/2023	GEN	41944	INTEGRITY BUSINESS SOLUTIONS	FOLDERS/CORRECTION FLUID/CALENDAR	101-101-726.000	67.77
12/28/2023	GEN	41945	STATE TAX COMMISSION	ASSESSING PROGRAM - A.SIMON	101-257-960.000	1,000.00
12/28/2023	GEN	41946	PITNEY BOWES INC	LETTER OPENER	101-900-970.002	4,440.00
12/28/2023	GEN	41947	UNITED WAY	UNITED WAY	101-000-238.000	90.00
12/28/2023	GEN	41948	VC3 INC.	OFFICE 365	101-228-955.000	253.50
12/28/2023	GEN	41949	VERIZON	PHONES	101-265-850.000	263.08
12/28/2023	GEN	41950	VOYA INSTITUTIONAL TRUST COMPANY	DEFERRED COMP VF3202	101-000-231.000	1,910.00
12/28/2023	GEN	41951	CONSUMERS ENERGY	100018131597	101-448-920.005	29.66
12/28/2023	GEN	41952	CONSUMERS ENERGY	103043977273	208-000-805.000	37.99
12/28/2023	GEN	41953	GARFIELD CHARTER TOWNSHIP	HSA	101-851-711.030	76,800.00
12/28/2023	GEN	41954	HOME DEPOT CREDIT SERVICES	CHUCK'S OFFICE	101-265-935.605	137.11
12/28/2023	GEN	41955	KCI	AV AP MAILING / SETUP	101-262-726.000	3,075.87
12/28/2023	GEN	41956	TRAVERSE REPRODUCTION	KIOSK POSTER	208-000-805.000	55.71
12/28/2023	GEN	41957	GRAND TRAVERSE COUNTY	YARD WASTE	101-720-880.007	2,853.00

TOTAL - ALL FUNDS 188,056.82

--- GL TOTALS ---

101-000-084.861
101-000-231.000
101-000-231.001
101-000-237.000
101-000-238.000
101-101-726.000
101-101-726.001

DUE FROM #861 STREET LIGHTS
DEFERRED COMP
AFLAC
HSA (FORMERLY FLEX)
UNITED WAY
SUPPLIES
POSTAGE

1,982.61
3,820.00
436.82
1,326.08
180.00
461.43
424.41

Check Date	Bank	Check #	Payee	Description	GL #	Amount
101-101-801.002			LEGAL SERVICES - TOWNBOARD			115.50
101-101-805.000			CONTRACTED AND OTHER SERVICES			110.00
101-101-900.000			PRINTING & PUBLISHING			1,121.61
101-101-901.000			ADVERTISING			258.75
101-101-965.101			DUES & PUBLICATIONS -TOWNBOAR			261.51
101-215-726.000			SUPPLIES			9.98
101-215-960.000			EDUCATION & TRAINING			33.54
101-228-955.000			COMPUTER SUPPORT SYSTEMS			1,033.50
101-228-955.001			COMPUTER NETWORK			159.98
101-247-960.000			EDUCATION & TRAINING			45.00
101-253-726.000			SUPPLIES			12.99
101-253-726.001			POSTAGE			1,505.52
101-253-900.000			PRINTING & PUBLISHING			1,525.74
101-257-960.000			EDUCATION & TRAINING			1,060.00
101-262-726.000			SUPPLIES			3,193.37
101-262-726.001			POSTAGE			2,046.04
101-265-726.003			SUPPLIES-MAINTANCE			251.00
101-265-850.000			TELEPHONE			412.25
101-265-920.603			LIGHTS BUILDING			964.71
101-265-935.601			SNOW PLOWING			155.00
101-265-935.602			LAWN MAINTENANCE			305.00
101-265-935.604			RUBBISH REMOVAL			132.20
101-265-935.605			BUILDING REPAIR			137.11
101-265-935.608			MAINTENANCE-OTHER			615.00
101-321-862.000			GAS & CAR WASHES			206.03
101-371-726.000			SUPPLIES			9.98
101-371-965.000			DUES & PUBLICATIONS			160.00
101-448-920.005			STREET LIGHTS TOWNSHIP			5,499.83
101-701-965.000			DUES & PUBLICATIONS			535.00
101-702-726.000			SUPPLIES			9.98
101-707-805.000			CONTRACTED AND OTHER SERVICES			95.50
101-707-901.000			ADVERTISING			160.85
101-720-880.007			COM. PROM. - COMMUNITY AWAREN			11,603.00
101-851-711.030			BENEFITS			102,904.85
101-851-711.040			INSURANCE - EMPLOYEE LIFE			337.91
101-851-712.002			INSURANCE - WORKMENS COMP.			11,074.00
101-900-970.002			CAPITAL OUTLAY - TOWNSHIP HAL			4,440.00
204-000-955.000			LOCAL ROAD CONSTRUCTION			290.00
208-000-805.000			CONTRACTED AND OTHER SERVICES			2,046.99
208-000-970.000			CAPITAL OUTLAY			24,586.25
			TOTAL			188,056.82

	Township	Metro
	\$ (7,477.05)	\$ (10,952.89)

Veteran's Exemptions 2013 - 2023

12/5/2023
Amy L DeHaan, MMAO(4)
Garfield Twp. Assessor

Parcel Number	Name	2016 TV	2017 TV	2018 TV	2019 TV	2020 TV	2021 TV	2022 TV	2023 TV
28-05-014-102-00	Weathers	\$ 45,973	\$ 46,386	\$ 47,360	\$ 48,496	\$ 49,417	\$ 50,108	\$ 51,761	\$ 54,349
28-05-016-038-00	Tomlinson	\$ 50,294	\$ 50,746	SOLD					
28-05-017-014-00	Mead					\$ 18,272	\$ 95,600	\$ 85,500	\$ 49,684
28-05-017-022-00	Mallard						\$ 23,097	\$ 138,800	\$ 145,300
28-05-017-029-20	Gatzke	\$ 73,099	\$ 73,756	\$ 71,900	\$ 73,625	\$ 75,023	\$ 76,073	\$ 78,583	\$ 82,512
28-05-018-005-00	Jackson	\$ 60,369	\$ 60,912	\$ 62,191	\$ 63,682	\$ 64,891	\$ 65,799	\$ 67,970	\$ 71,368
28-05-019-002-00	O'Korn								\$ 377,200
28-05-019-012-10	Canfield	\$ 73,746	\$ 74,409	\$ 75,971	\$ 77,793	\$ 79,271	\$ 80,380	\$ 83,032	\$ 87,183
28-05-020-017-00	Edwardson	\$ 144,532	\$ 145,832	\$ 143,100	\$ 146,534	DID NOT FILE		\$ 152,300	\$ 159,915
28-05-025-013-00	Ludka	\$ 62,121	\$ 62,680	\$ 63,996	\$ 65,530	\$ 66,775	SOLD		
28-05-026-015-21	Lautner			\$ 62,817	\$ 131,272	\$ 133,766	\$ 135,638	\$ 140,114	\$ 147,119
28-05-030-034-02	Tester	\$ 101,959	\$ 102,876	\$ 105,036	\$ 107,556	\$ 109,599	\$ 111,133	\$ 114,800	\$ 120,540
28-05-031-005-20	Andrews						MOVED		\$ 217,331
28-05-034-001-10	Erickson	\$ 83,048	\$ 83,795	\$ 82,100	\$ 84,070	\$ 64,075	\$ 4,204	DBOR-Passed	
28-05-034-017-10	Pryor				\$ 44,995	\$ 45,849			
28-05-065-021-00	LaBonte								
28-05-065-026-00	Schichtel	\$ 16,150	\$ 16,295	\$ 16,637	\$ 17,036	\$ 17,359	\$ 17,602	\$ 18,182	\$ 19,091
28-05-070-068-00	Fettes					SOLD			Assr Chg
28-05-075-023-00	Burd	\$ 59,793	\$ 60,332	\$ 61,598	\$ 43,721				
28-05-075-044-00	Dohm							\$ 60,178	\$ 63,186
28-05-075-046-00	Fernandez		\$ 35,331	\$ 86,900	\$ 88,985	\$ 90,675	\$ 91,944	\$ 94,978	\$ 99,726
28-05-079-004-00	Curtiss					\$ 78,326	\$ 86,329	\$ 89,177	\$ 93,635
28-05-079-025-00	Schepers	\$ 19,712	SOLD		HAS NOT FILED				
28-05-099-014-00	Tornga			\$ 107,700					* Assr Chg
28-05-099-040-00	Turnbull				\$ 89,955	\$ 134,400	\$ 126,100	\$ 128,100	\$ 134,505
28-05-102-007-00	Nelson		\$ 15,405	\$ 156,800	\$ 160,563	\$ 162,900	\$ 165,180	\$ 170,630	\$ 179,161
28-05-102-013-00	Concannon	\$ 124,838	\$ 125,961	\$ 128,606	\$ 131,692	\$ 134,194	\$ 136,072	\$ 140,562	\$ 147,590
28-05-106-029-10	Walter					\$ 117,805	\$ 119,405	SOLD	
28-05-106-040-00	Walters						\$ 72,900	\$ 146,100	\$ 153,405
28-05-106-052-00	Noble	\$ 68,308	\$ 68,922	\$ 70,369	\$ 72,057	\$ 73,426	SOLD		
28-05-108-002-00	Westie						\$ 205,619	\$ 212,404	\$ 223,024
28-05-108-027-10	Ranger						NEW BUILD	\$ 247,688	\$ 260,072
28-05-109-013-00	Noble						\$ 201,900	\$ 187,900	\$ 197,295
28-05-109-036-00	Tyrell						\$ 193,800	\$ 171,900	\$ 180,495
28-05-114-047-00	Hyliard						\$ 140,800	\$ 144,700	\$ 151,935
28-05-122-001-00	Ray						Prorated to 5/8/23 purch		\$ 49,969
28-05-120-022-00	Dahringner/Ashman	\$ 60,334							
28-05-122-025-00	Robinson				\$ 41,362	\$ 66,886	\$ 67,822	\$ 70,060	\$ 73,563
28-05-122-045-00	Pasco					\$ 54,048	\$ 10,024	\$ 118,600	\$ 124,530
28-05-125-055-00	Hiler						\$ 61,909	\$ 63,951	\$ 49,304
									* Assr Chg
									Pro-rate to 9/25/23 sale

3.d.

# of Vet Exemptions Granted: Taxable Value Reduction:	32	34	38	42	47	52	56	65
	2016	2017	2018	2019	2020	2021	2022	2023
Loss to Garfield:	\$ 2,337,218 \$ 4,674.44 2.0000	\$ 2,609,460 \$ 5,218.92 2.0000	\$ 3,205,944 \$ 6,411.89 2.0000	\$ 3,486,832 \$ 6,973.66 2.0000	\$ 4,155,551 \$ 8,311.10 2.0000	\$ 5,011,527 \$ 10,023.05 2.0000	\$ 5,956,812 \$ 11,913.62 2.0000	\$ 8,260,753 \$ 16,521.51 2.0000
TOTAL Tax Loss:	\$ 27,7619 \$ 64,885.61	\$ 27,4810 \$ 71,710.57	\$ 27,7135 \$ 88,847.93	\$ 27,7027 \$ 96,594.66	\$ 27,1276 \$ 112,730.13	\$ 26,9863 \$ 135,242.57	\$ 27,0226 \$ 160,968.55	\$ 26,8226 \$ 221,574.87
TO DATE TOTALS: Garfield	\$ 15,281.09 \$ 201,348.32	\$ 20,500.01 \$ 273,058.89	\$ 26,911.90 \$ 361,906.82	\$ 33,885.56 \$ 458,501.48	\$ 42,196.66 \$ 571,231.60	\$ 52,219.72 \$ 706,474.17	\$ 64,133.34 \$ 867,442.72	\$ 80,654.85 \$ 1,089,017.60
All Jurisdictions								

* In May, 2022, the Michigan Court of Appeals ruled that an unmarried surviving spouse is NOT eligible for the Disabled Veterans Exemption IF the disabled veteran had not owned or used the property as a homestead prior to their death. For 2023, Garfield Township had four (4) widows who no longer qualify for the exemption.

* For 2023, the legislature amended MCL 211.7b(1)(b) to allow unmarried surviving spouse to qualify on any property used by that spouse including homestead property acquired after the decedent's death. It was signed by the Governor on 10/19/23.

* ALSO, starting 10/19/23, the BOR no longer has authority over Veteran's Exemptions - it is now the responsibility of the Assessor.



Charter Township of Garfield

Grand Traverse County

3848 VETERANS DRIVE
TRAVERSE CITY, MICHIGAN 49684
PH: (231) 941-1620 • FAX: (231) 941-1588

3.e.

2023 STATEMENT OF OPERATIONS

Construction activity in 2023 was robust to say the least. Despite rising rates and a possible looming recession, construction activity exceeded expectations. In fact, it was our second-best year ever since the Building Department was established in 1972. Construction remained steady throughout 2023 and concluded with a total construction value of over \$86 million. As always, commercial activity was the catalyst in construction value. One concerning trend is the low numbers of single-family homes being built.

During 2023, the Building Department reviewed plans for and issued 215 permits, while performing over 800 inspections. If you would like more information regarding yearly comparisons, historical data, or a more detailed permit by category report please come in and see me.

Mandated Property Maintenance inspections continue as always, and the good news is we are finally caught up. Complaints are responded to immediately. Sean, Jamie, and Derek handle the bulk of the inspections and administration duties, with Mike, Myself, and Rich providing occasional assistance.

Even though construction investment in Garfield Township should remain relatively strong in 2024, we cannot predict where the economy is headed, or predict any revenue projections. It should be noted that homebuilder sentiment has been dropping for months. However, based on our history, I am quite confident that construction activity in 2024 should be good again. However, we will probably return to our historical average as years like 2022 and 2023 will be difficult to replicate. Regardless, we will continue to keep trying our best. If you have any questions, concerns, or comments regarding this report, please feel free to stop in and see me at anytime.

Respectfully,

Carl Studzinski
Building Official

attachment



Charter Township of Garfield

Grand Traverse County

3848 VETERANS DRIVE

TRAVERSE CITY, MICHIGAN 49684

PH: (231) 941-1620 • FAX: (231) 941-1588

ANNUAL REPORT- 2023

Building Permits Issued.....	215
Value of Construction.....	\$86,221,147
Building Permit Fees Collected.....	\$340,861
Property Maintenance Inspection Fees Collected.....	\$50
Miscellaneous Invoices: (See Note).....	\$250
Total Permit Revenue.....	\$341,161

Item	# Of Permits	Construction Value
Single Family Homes	38	\$14,708,362
New Commercial Buildings	26	\$56,914,991
Commercial Alterations	22	\$10,686,434
Residential Alterations	35	\$ 1,882,684
Misc. Permits (See Note)	94	\$ 2,028,676

Note:

Miscellaneous permits include residential garages, demos, decks, mobile homes, pole barns, extensions, solar panels, carports, sheds, swimming pools, commercial utility, paint booths, footings and foundation, foundation repair, shell only, and change of use permits.

Miscellaneous invoices include addendums /additions to existing permits, temporary occupancy fees, preliminary and additional plan review fees, re-inspection fees and copy fees.



Charter Township of Garfield

Grand Traverse County

3848 VETERANS DRIVE
TRAVERSE CITY, MICHIGAN 49684
PH: (231) 941-1620 • FAX: (231) 941-1588

To: Charter Township of Garfield Board of Trustees

From: Michael Green, Zoning Administrator
Derek Morton & Sean Kehoe, Township Enforcement Officers
Jamie Douglass, Building & Land Use Assistant

2023 Zoning Department Activities

Please find below the Zoning Department's 2023 activities. These activities include permits and enforcement, as well as administrative site plan reviews, storm water reviews, and Zoning Board of Appeals cases.

Permit Activity

	2023	2022	2021	2020	2019	2018	2017
Land Use (<i>see table below</i>)	146	172	199	136	169	163	183
Outdoor Sale	8	7	4	3	10	19	20
Sign	121	90	97	72	95	145	139
Total Permits Issued	275	269	300	211	274	328	342

LAND USE PERMIT type	2023	2022	2021	2020	2019	2018	2017
Accessory Bldgs./Structures	32	38	41	30	9	15	22
Change of Use	5	4	1	0	3	6	3
Commercial/Industrial New	24	18	13	11	12	12	11
Com/Ind Repair/Add/Alter	8	4	23	10	10	11	19
Decks	7	12	9	5	8	3	11
Earth Change/Mass Grading	6	7	2	0	8	7	5
Misc.	9	5	6	6	11	17	23
Multi Family Bldg.(inc. Duplexes)	0	0	11	7	8	3	4
Res Add/Alter/Repair	16	19	25	11	17	16	14
Single Family Dwelling	38	59	63	56	80	73	70
Agricultural Bldg.	1	6	3	0	3	0	1

The number of permits issued in 2023 was up slightly from 2022 but down from 2021. Significant projects this year included Atomic Properties (3344 Cass Road), Sunbelt Rentals (399 Oleson Commerce Drive), TC Hammond Storage (SE corner of N Garfield Road and W Hammond Road). Please keep in mind when reviewing this report and the Building Department report that zoning and building use classifications are not always similar. As a result, it may appear that there are discrepancies between the two reports.

Ordinance Enforcement

This office responded to sixty-two (62) complaints in 2023, down from eighty-three (83) complaints in 2022. In addition to the activity enumerated in this report, our Enforcement Officers routinely remove signs improperly placed in public road right-of-way and work with property owners to obtain voluntary compliance prior to any formal enforcement actions. This office will continue to take the necessary actions in 2024 to resolve any remaining violations.

Storm Water Review

There were nineteen (19) storm water reviews conducted in 2023 by our Engineer on behalf of the department, up from eighteen (18) in 2022. The Zoning and Storm Water Ordinances require that all storm water must be maintained on the site to prevent runoff onto adjacent sites. For this review, the Township collects money in an escrow account from the developer and the Township sends the review to an engineer to verify compliance with the Ordinances. The fees charged to the Township for the review are paid out of the escrow account related to the project.

Zoning Board of Appeals (ZBA)

ZBA ACTIVITY	2023	2022	2021	2020	2019	2018	2017
Cases (Interpretations, Variances, Appeals)	4	2	1	0	5	2	6
No. of Meetings Held	5	3	2	1	5	4	4

The Zoning Board of Appeals (ZBA) considered three variance requests and one interpretation request in 2023. As shown in the table above, ZBA activity trended higher in 2023 than the previous three years and on par with 2017-2019. The purpose of the Zoning Board of Appeals is to consider all applications for interpretations, variances, and appeals and to take testimony and evidence as they may arise in the administration of the Zoning Ordinance.

Other Activities

The Zoning Office also provided ten (10) Zoning Verification Letters to owners or their representatives requesting information on the zoning district, permitting information, and approval process in writing related to their properties, a decrease from nineteen (19) in 2022. In addition to Zoning Verification Letters, this office also provides zoning information as needed to fulfill Freedom of Information Requests received by the Township Clerk.

If you have any questions or would like more information, please feel free to contact me.



GRAND TRAVERSE METRO EMERGENCY SERVICES AUTHORITY

6.c.

FIRE OFFICE 897 Parsons Road ~ Traverse City, MI 49686

Ph: (231) 947-3000 ext. 1235 Fax: (231) 947-8728 ~ Website: www.gtmetrofire.org Email: pparker@gtmetrofire.org

Omnis Cedo Domus - "everyone goes home"

GTMESSA Garfield NFIRS Incidents - December 2023

Incident Type	Count
Medical assist, assist EMS crew	290
Dispatched and cancelled en route	28
Emergency medical service, other	23
Motor vehicle accident with injuries	9
Water Flow Alarm - unintentional	8
Alarm system activation, no fire - unintentional	4
Smoke detector activation, no fire - unintentional	4
Carbon monoxide detector activation, no CO	3
LP or Natural Gas Odor with no leak/gas found.	3
Motor vehicle accident with no injuries.	3
Motor vehicle/pedestrian accident (MV Ped)	2
Alarm system sounded due to malfunction	1
Building fire	1
Building Fire - Int/Ext Finish - Non-Structural	1
Citizen complaint	1
CO detector activation due to malfunction	1
Detector activation, no fire - unintentional	1
Dumpster or other outside trash receptacle fire	1
Extrication of victim(s) from vehicle	1
False alarm or false call, other	1
Gas leak (natural gas or LPG)	1
Municipal alarm system, malicious false alarm	1
Police matter	1
Power line down	1
Public service	1
Grand Total	391



GRAND TRAVERSE METRO EMERGENCY SERVICES AUTHORITY

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Omnis Cedo Domus - "everyone goes home"

GTMESSA Garfield EMS Incidents - December 2023

Complaint	Priority 1	Priority 2	Priority 3	Total
Fall	7	17	30	54
Difficulty Breathing / SOB	27	10	5	42
General Weakness	4	2	19	25
Cardiac Issues (Chest Pain)	18		1	19
Medical Alarm	1	10	6	17
Invalid Assist/Lift Assist		2	14	16
Nausea/Vomiting	6	1	9	16
Hemorrhage/Laceration	4	3	7	14
Altered LOC	8	1	3	12
Psychiatric Problem/Suicide Attempt	2	1	9	12
Syncope/near-fainting	6	2	4	12
No Other Appropriate Choice	1	1	9	11
Seizure	7	2	1	10
Stroke/CVA	9			9
Traumatic Injury	2	2	5	9
Abdominal Pain	3		5	8
Hypotension / hypertension	3		5	8
Unresponsive	8			8
Vehicle Accident	8			8
Infection	1		5	6
Diabetic Emergency	1		3	4
Back Pain (Non-Traumatic)		1	2	3
Headache	2		1	3
Assault			2	2
Assist Other Agency			2	2
Death - Priority 5	2			2
GI Bleed	2			2
Overdose - Unintentional	1		1	2
Urinary problem			2	2
Airway Obstruction			1	1
Alcohol intoxication	1			1
Animal Bite		1		1
Burns/Explosion		1		1
Epistaxis (Nosebleed)			1	1
Eye Problem/Injury		1		1
Lower Limb Swelling	1			1
Welfare Check		1		1
Grand Total	135	59	152	346



GRAND TRAVERSE METRO EMERGENCY SERVICES AUTHORITY

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Omnis Cedo Domus - "everyone goes home"

GTMESSA EMS Incidents - December 2023

Complaint	Priority 1	Priority 2	Priority 3	Total
Fall	9	25	43	77
Difficulty Breathing / SOB	40	11	5	56
General Weakness	7	3	22	32
Cardiac Issues (Chest Pain)	24		1	25
Invalid Assist/Lift Assist		2	22	24
Medical Alarm	1	12	9	22
Nausea/Vomiting	8	2	12	22
Altered LOC	14	1	4	19
Syncope/near-fainting	9	3	5	17
Hemorrhage/Laceration	5	3	8	16
Vehicle Accident	15		1	16
Psychiatric Problem/Suicide Attempt	3	2	10	15
No Other Appropriate Choice	3	1	9	13
Seizure	9	2	1	12
Stroke/CVA	12			12
Traumatic Injury	2	3	7	12
Unresponsive	11			11
Abdominal Pain	5		5	10
Hypotension / hypertension	3		5	8
Diabetic Emergency	1	1	4	6
Infection	1		5	6
Overdose - Unintentional	4		2	6
Back Pain (Non-Traumatic)	1	1	3	5
Assault			4	4
Death - Priority 5	2		2	4
Headache	3		1	4
GI Bleed	2	1		3
Allergic Reaction / Stings	2			2
Assist Other Agency			2	2
Cardiac Issues - No Chest Pain	1		1	2
Lower Limb Swelling	1		1	2
Urinary problem			2	2
Welfare Check	1	1		2
Airway Obstruction			1	1
Alcohol intoxication	1			1
Animal Bite		1		1
Burns/Explosion		1		1
CPR	1			1
Epistaxis (Nosebleed)			1	1
Eye Problem/Injury		1		1
Grand Total	201	77	198	476

GTMESSA Garfield NFIRS - 2023

Incident Type	Count
Medical assist, assist EMS crew	2,968
Emergency medical service, other	357
Dispatched and cancelled en route	256
Motor vehicle accident with injuries	82
Alarm system activation, no fire - unintentional	67
Motor vehicle accident with no injuries.	43
Water Flow Alarm - unintentional	32
Smoke detector activation, no fire - unintentional	31
Alarm system sounded due to malfunction	27
No incident found on arrival at dispatch address	23
Smoke detector activation due to malfunction	21
False alarm or false call, other	16
Assist invalid	15
Smoke scare, odor of smoke	13
LP or Natural Gas Odor with no leak/gas found.	12
Carbon monoxide detector activation, no CO	11
Unauthorized burning	10
Carbon monoxide incident	9
Assist police or other governmental agency	8
Cooking fire, confined to container	8
Public service	8
Dumpster or other outside trash receptacle fire	7
Extrication of victim(s) from vehicle	7
Motor vehicle/pedestrian accident (MV Ped)	7
Overheated motor / belt issue	7
Passenger vehicle fire	7
Building fire	6
CO detector activation due to malfunction	6
Gas leak (natural gas or LPG)	6
Low-voltage line down	6
Municipal alarm system, malicious false alarm	6
Arcing, shorted electrical equipment	5
Gasoline or other flammable liquid spill	5
Vehicle accident, general cleanup	5
Detector activation, no fire - unintentional	4
Power line down	4
Public service assistance, other	4
Building Fire - Int/Ext Finish - Non-Structural	3
Electrical wiring/equipment problem, other	3
Forest, woods or wildland fire	3
Outside rubbish, trash or waste fire	3
Ring or jewelry removal	3

Unintentional transmission of alarm, other	3
Accident, potential accident, other	2
Animal rescue	2
Brush or brush-and-grass mixture fire	2
Building fire / Dryer/Appliance Fire	2
Citizen complaint	2
Extinguishing system activation	2
Heat from short circuit (wiring), defective/worn	2
Low Hanging Power Line	2
Search for person on land	2
Smoke or odor removal	2
Tree Down onto Low Voltage Lines	2
Attempted burning, illegal action, other	1
Building Fire - Charring only - No Flame Damage	1
Central station, malicious false alarm	1
Chemical hazard (no spill or leak)	1
Chemical spill or leak	1
Combustible/flammable gas/liquid condition, other	1
Defective elevator, no occupants	1
Extrication, rescue, other	1
Fires in structure other than in a building	1
Good intent call, other	1
Grass fire	1
HazMat release investigation w/no HazMat	1
Heat detector activation due to malfunction	1
Local alarm system, malicious false alarm	1
Lock-out	1
Natural vegetation fire, other	1
Oil or other combustible liquid spill	1
Outside gas or vapor combustion explosion	1
Overpressure rupture from steam, other	1
Person in distress, other	1
Police matter	1
Removal of victim(s) from stalled elevator	1
Severe weather - Tree removal	1
Sprinkler activation, no fire - unintentional	1
Steam, other gas mistaken for smoke, other	1
Trash or rubbish fire, contained	1
Tree Down onto High Voltage Lines	1
Grand Total	4,176

GTMESSA Garfield EMS Incidents - 2023

Complaint	Priority 1	Priority 2	Priority 3	Total
Fall	89	168	327	584
Difficulty Breathing / SOB	212	54	31	297
General Weakness	72	17	198	287
Invalid Assist/Lift Assist		8	210	218
Cardiac Issues (Chest Pain)	177	9	25	211
Medical Alarm	8	127	68	203
Seizure	104	10	33	147
Altered LOC	97	5	36	138
Abdominal Pain	51	5	74	130
Syncope/near-fainting	73	16	39	128
No Other Appropriate Choice	18	5	83	106
Vehicle Accident	77	5	21	103
Traumatic Injury	17	21	50	88
Psychiatric Problem/Suicide Attempt	13	15	54	82
Nausea/Vomiting	27	6	48	81
Unresponsive	75	2	1	78
Back Pain (Non-Traumatic)	19	1	52	72
Stroke/CVA	61	4	7	72
Diabetic Emergency	29	18	23	70
Hemorrhage/Laceration	23	18	27	68
Hypotension / hypertension	29	5	34	68
Overdose - Unintentional	38	2	9	49
Alcohol intoxication	10	5	28	43
Cardiac Issues - No Chest Pain	27	4	5	36
Urinary problem	2	2	31	35
Infection	6		25	31
Allergic Reaction / Stings	24	1	5	30
Welfare Check	4	8	15	27
Assault	2	4	19	25
CPR	25			25
Lower Limb Swelling	1		18	19
GI Bleed	9	2	7	18
Death - Priority 5	4	1	12	17
Fever	6	4	7	17
Headache	7	1	9	17
Choking	11	1	3	15
Assist Other Agency	2	1	10	13
Epistaxis (Nosebleed)	1	7	5	13
Pregnancy/Childbirth/Miscarriage	9			9
Animal Bite	2	2	2	6
Patient Assist Only			5	5
Airway Obstruction	1		2	3
Burns/Explosion	2	1		3
Eye Problem/Injury		2	1	3
Heat/Cold Exposure	1	1	1	3
Carbon Monoxide	2			2
Stab/Gunshot Wound/Penetrating Trauma	2			2
Drowning or near drowning			1	1
Pediatric Fever	1			1
Grand Total	1,470	568	1,661	3,699



GRAND TRAVERSE METRO EMERGENCY SERVICES AUTHORITY

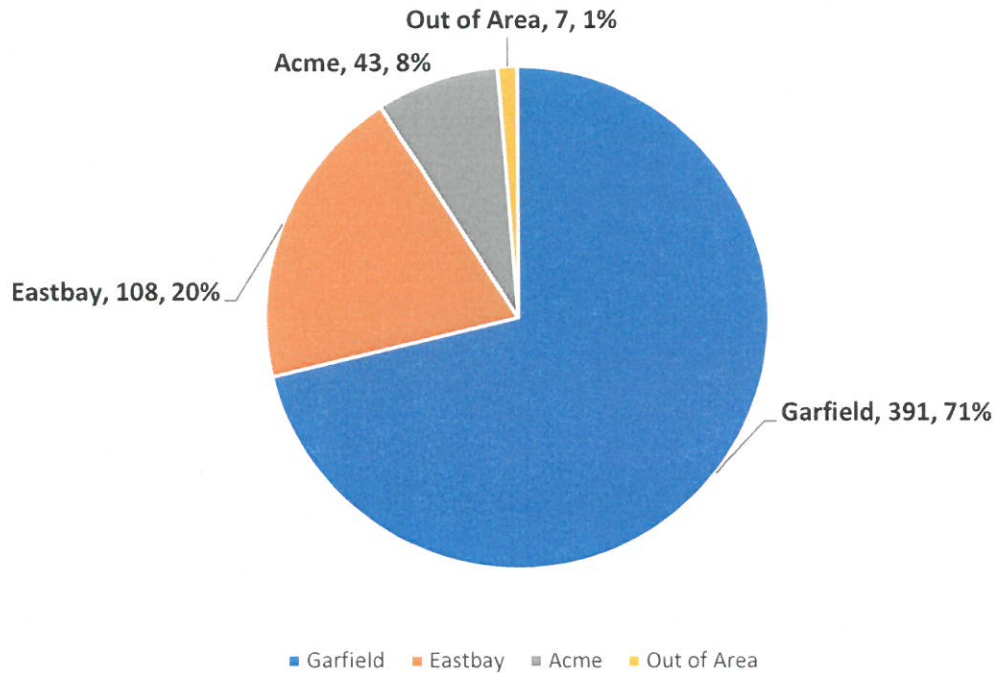
FIRE OFFICE 897 Parsons Road ~ Traverse City, MI 49686

Ph: (231) 947-3000 ext. 1235 Fax: (231) 947-8728 ~ Website: www.gtmetrofire.org Email: pparker@gtmetrofire.org

Omnis Cedo Domus - "everyone goes home"

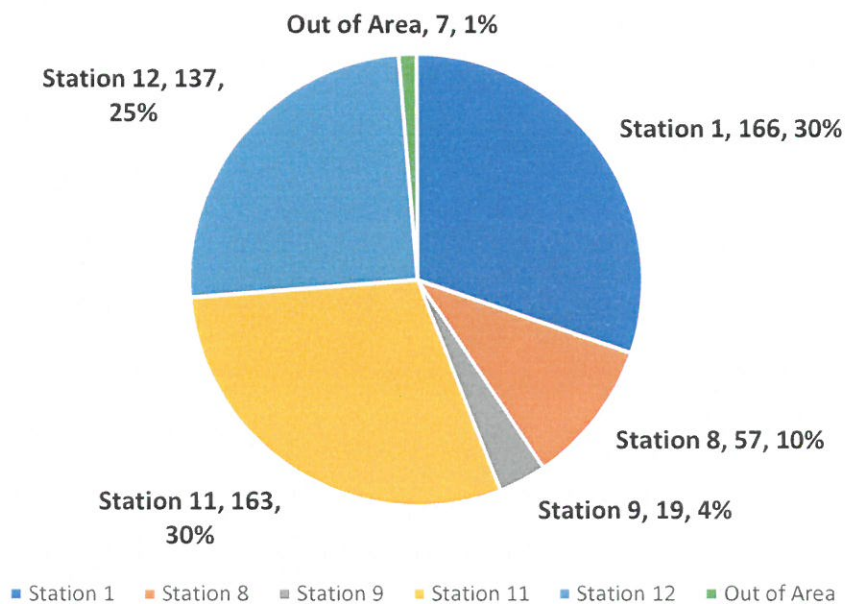
GTMESSA - December 2023 incidents


549 Total



GTMESSA - December 2023 Incidents by Station

549 Total



 Charter Township of Garfield Planning Department Report No. 2024-1			
Prepared:	January 3, 2024	Pages:	2
Meeting:	January 9, 2024 Township Board	Attachments:	<input type="checkbox"/>
Subject:	Planning Department Monthly Report – January 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:

Lederer Rezoning – Zoning Map Amendment

- *Location:* 4220 Eastward Drive, adjacent to South Airport Road south of Silver Lake Road
- *Development Description:* Rezoning from A-Agricultural to R-1 One-Family Residential
- *Status:* The Planning Commission held an introduction at their 11/8/2023 meeting and held a public hearing at their 12/13/2023 meeting. The Commissioners will review Findings of Fact at their 1/10/2024 meeting.

BATA / Traverse City Housing Commission (TCHC) PUD – Minor Amendment

- *Location:* East side of LaFranier Road, north of Hammond Road
- *Development Description:* This PUD was originally approved in 2022 and included 210 housing units as part of a mixed-use development. The applicants request a Minor Amendment to adjust the layout of the housing units and propose the addition of a clubhouse.
- *Status:* The Planning Commission approved the request with conditions at their 12/13/2023 meeting.

Traverse Symphony Orchestra – Site Plan Review

- *Location:* 1712 South Garfield Avenue, north of South Airport Road, back portion of Traverse City Curling Club (former Kmart) property
- *Development Description:* Proposed community music school and rehearsal space
- *Status:* The Planning Commission approved the request with conditions at their 12/13/2023 meeting.

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 will hold an introduction for this application at their 1/10/2024 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.

PLANNING:

Other Planning Department activities include the following:

- The Planning Commission held an introduction at their 12/13/2023 meeting for a proposed amendment to Section 725 of the Zoning Ordinance, which proposes some changes to the standards for Commercial District Housing Developments. The amendment includes removing the requirement for parking areas to be located outside of the setback, which is not a general requirement for other uses. It would also include removing the requirement for open space to be designed to provide a rear yard along the longest building length of a given structure. The Planning Commission will hold a public hearing on the amendment at their 1/10/2024 meeting.
- The Planning Commission will review the complete Master Plan draft at their 1/24/2024 study session. The complete Master Plan draft was also uploaded to the Planning Department web page at the following link: <https://www.garfield-twp.com/masterplan.asp/>. This link was also provided to Township residents in the winter Newsletter directing people to the draft Master Plan and encouraging comments and feedback. The Planning Commission is anticipated to review an edited Master Plan draft at their 2/28/2024 study session to forward to the Township Board. The Planning Commission and Township Board are anticipated to hold a joint meeting on 3/27/2024 to review a final draft and to begin the process of adopting the Master Plan.
- On March 30, 2023, Garfield Township applied for a grant from the Michigan Natural Resources Trust Fund (MNRTF) program for the implementation of the Grand Traverse Commons Natural Area Design Plan. The application is for a 1.25-mile universally accessible trail loop beginning and ending at the Red Drive trailhead near Greenspire School. Staff were notified on December 18, 2023 that Garfield Township's application was among those recommended for funding by the MNRTF Board of Trustees. According to the DNR, "a formal grant offer will be made in the form of a project agreement (PA) after funds are appropriated by the State Legislature" which could take 4-6 months, but that some aspects of the project can begin before the project agreement is finalized. Staff anticipates working on these aspects of the project over the next few months.

STAFF:

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Email: shannon@garfield-twp.com
Direct Line: (231) 225-3156



Charter Township of Garfield

Parks Report

Silver Lake Recreation Area

Worked with GT Sheriff's Office on video of vehicle larcenies.

Cameras at bathrooms are helping to piece together suspect & additional victims.

Blocking off small parking lots once snow hits.

New kiosk poster of park and trails ordered.

Commons

Removed some smaller trees across trails.

Grant Application looks promising.

Communicating with Surgery Center & Cooper Ridge Association for future developments.

River East

Replaced one foot bridge and trying for a second before snow.

Wood purchased and stored at Barn.

Met with Jennifer Graham & Planning Dept. for future phases of development. Looking forward to phase 3.

Building picnic tables as needed this winter in barn.

Walked proposed trail for GIS Mapping updates.

Boardman Valley

Working on the beaver issues on Boardman River Trail again.

Plans to add crush gravel in a couple low spots.

Miller Creek

Blew off boardwalks during one of the thaws.

Cleared some smaller trees off trails.

Kid's Creek

Posted invasive species signs for EGLE & Watershed.

Covered up minor graffiti.

Blew off boardwalks during one of the thaws.

Buffalo Ridge Trail

Snow removal has started for Safe Routes to School.

Continuing to work on removing autumn olive (invasive) near trail.

Additional Information

Working on Spring Newsletter.

Submitted Jan 3, 2024

Derek Morton

Sean Kehoe

Clerk's Report

For December 31, 2023

Submitted 1/3/2024

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 December in the General Fund, you will find that we had a total of \$201,660.14 Revenues and \$139,614.32 Expenditures. For the year we have a total of \$4,795,988.11 Revenues and 3,171,223.81 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

PERIOD ENDING 12/31/2023

GL NUMBER	DESCRIPTION	2023	2023	YTD BALANCE 12/31/2023	ACTIVITY FOR MONTH 12/31/2023	AVAILABLE BALANCE
		ORIGINAL BUDGET	AMENDED BUDGET			
Fund 101 - GENERAL OPERATING FUND						
Revenues						
Dept 000						
101-000-402.000	CURRENT REAL PROPERTY TAXES	2,294,418.00	2,294,418.00	2,140,158.22	173,658.16	154,259.78
101-000-412.000	DEL PERSONAL PROP TAXES	500.00	500.00	5,739.07	0.00	(5,239.07)
101-000-414.000	Protested PRE Interest	1,000.00	1,000.00	932.77	0.00	67.23
101-000-423.000	TRAILER PARK FEES	9,000.00	9,000.00	9,186.00	768.50	(186.00)
101-000-445.000	PENALTIES & INT. ON TAXES	4,000.00	4,000.00	7,758.00	0.00	(3,758.00)
101-000-476.000	BUILDING PERMITS	200,000.00	200,000.00	338,595.00	24,865.00	(138,595.00)
101-000-476.001	PLANNING FEES	10,000.00	10,000.00	20,780.00	1,200.00	(10,780.00)
101-000-476.002	MAINT INSPECTION FEES	5,000.00	5,000.00	2,550.00	50.00	2,450.00
101-000-476.003	TREASURER FEES	100.00	100.00	0.00	0.00	100.00
101-000-476.004	PARK USE FEES	0.00	0.00	5,815.00	65.00	(5,815.00)
101-000-476.005	ZONING FEES	15,000.00	15,000.00	21,930.00	870.00	(6,930.00)
101-000-574.000	STATE SHARED REVENUE	2,011,454.00	2,011,454.00	1,733,307.00	0.00	278,147.00
101-000-574.001	STATE SHARED REV. - LIQUOR LA	18,500.00	18,500.00	22,278.85	0.00	(3,778.85)
101-000-574.002	EVIP DISTRIBUTION	62,144.00	62,144.00	52,306.00	0.00	9,838.00
101-000-665.000	EARNED INTEREST	40,000.00	40,000.00	126,653.41	183.48	(86,653.41)
101-000-668.002	RENTS & ROYALTIES CABLE VIS	250,000.00	250,000.00	255,215.86	0.00	(5,215.86)
101-000-668.003	RENTS & ROYALTIES CABLE EQUIP	22,000.00	22,000.00	24,500.72	0.00	(2,500.72)
101-000-673.000	SALE OF FIXED ASSETS	50.00	50.00	0.00	0.00	50.00
101-000-676.000	REIMBURSEMENTS	100.00	100.00	2,904.45	0.00	(2,804.45)
101-000-676.001	Reimbursed Treasurer Legal Fees	100.00	100.00	418.18	0.00	(318.18)
101-000-676.003	Reimburse Essential Services (PILOT)	17,000.00	17,000.00	24,959.58	0.00	(7,959.58)
Total Dept 000		4,960,366.00	4,960,366.00	4,795,988.11	201,660.14	164,377.89
TOTAL REVENUES						
		4,960,366.00	4,960,366.00	4,795,988.11	201,660.14	164,377.89
Fund 101 - GENERAL OPERATING FUND:						
TOTAL REVENUES		4,960,366.00	4,960,366.00	4,795,988.11	201,660.14	164,377.89

GL NUMBER	DESCRIPTION	2023		YTD BALANCE 12/31/2023	ACTIVITY FOR MONTH 12/31/23	AVAILABLE BALANCE	% BDGT USED
		ORIGINAL BUDGET	2023 AMENDED BUDGET				
Fund 101 - GENERAL OPERATING FUND							
Expenditures							
Dept 101 - TOWNBOARD							
101-101-701.100	WAGES - TRUSTEE	13,750.00	13,750.00	10,875.00	900.00	2,875.00	79.09
101-101-701.101	WAGES - FILE CLERK	44,925.89	44,925.89	44,928.00	3,456.00	(2.11)	100.00
101-101-701.102	WAGES - TRUSTEE	13,750.00	13,750.00	10,650.00	775.00	3,100.00	77.45
101-101-701.103	WAGES - TRUSTEE	13,750.00	13,750.00	11,875.00	900.00	1,875.00	86.36
101-101-701.104	WAGES - TRUSTEE	13,750.00	13,750.00	10,000.00	775.00	3,750.00	72.73
101-101-701.105	WAGES - OFFICE COORDINATOR	41,835.49	41,835.49	41,828.86	3,217.60	6.63	99.98
101-101-726.000	SUPPLIES	6,000.00	6,000.00	7,848.84	1,024.82	(1,848.84)	130.81
101-101-726.001	POSTAGE	10,000.00	10,000.00	9,994.18	2,424.41	5.82	99.94
101-101-726.002	SUPPLIES - COPIER MAINTENANCE	7,500.00	7,500.00	4,599.54	0.00	2,900.46	61.33
101-101-801.002	LEGAL SERVICES - TOWNBOARD	10,000.00	10,000.00	981.63	115.50	9,018.37	9.82
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	30,000.00	30,000.00	28,450.00	0.00	1,550.00	94.83
101-101-805.000	CONTRACTED AND OTHER SERVICES	7,500.00	7,500.00	6,361.39	750.00	1,138.61	84.82
101-101-860.000	MILEAGE	500.00	500.00	0.00	0.00	500.00	0.00
101-101-900.000	PRINTING & PUBLISHING	3,500.00	3,500.00	3,783.35	1,121.61	(283.35)	108.10
101-101-901.000	ADVERTISING	7,500.00	7,500.00	4,987.35	258.75	2,512.65	66.50
101-101-960.000	EDUCATION & TRAINING	4,000.00	4,000.00	38.27	0.00	3,961.73	0.96
101-101-965.101	DUES & PUBLICATIONS -TOWNBOAR	3,000.00	3,000.00	892.23	0.00	2,107.77	29.74
101-101-965.102	DUES - MICHIGAN TOWNSHIP ASSO	7,000.00	7,000.00	8,521.00	0.00	(1,521.00)	121.73
Total Dept 101 - TOWNBOARD		248,261.38	248,261.38	206,614.64	15,718.69	41,646.74	83.22
Dept 171 - TOWNSHIP SUPERVISOR							
101-171-701.201	WAGES - SUPERVISOR	90,610.39	90,610.39	90,610.52	6,970.04	(0.13)	100.00
101-171-701.202	WAGES - APPRAISER II	47,716.86	47,716.86	33,031.94	0.00	14,684.92	69.22
101-171-701.203	WAGES - GIS	5,000.00	5,000.00	5,000.00	0.00	0.00	100.00
101-171-701.204	WAGES - APPRAISER III	63,103.21	63,103.21	43,869.77	0.00	19,233.44	69.52
101-171-701.205	WAGES - ASSESSOR	111,875.11	111,875.11	77,452.05	0.00	34,423.06	69.23
101-171-726.000	SUPPLIES	2,000.00	2,000.00	(1,670.78)	0.00	3,670.78	(83.54)
101-171-726.001	POSTAGE	3,500.00	3,500.00	4,137.80	0.00	(637.80)	118.22
101-171-805.000	CONTRACTED AND OTHER SERVICES	32,500.00	32,500.00	13,976.25	0.00	18,523.75	43.00
101-171-860.200	MILEAGE - SUPERVISOR	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00
101-171-860.201	MILEAGE - ASSESSOR	1,000.00	1,000.00	(446.54)	0.00	1,446.54	(44.65)
101-171-900.000	PRINTING & PUBLISHING	3,000.00	3,000.00	2,579.50	0.00	420.50	85.98
101-171-901.000	ADVERTISING	500.00	500.00	(401.38)	0.00	901.38	(80.28)
101-171-960.000	EDUCATION & TRAINING	7,750.00	7,750.00	1,663.22	0.00	6,086.78	21.46
101-171-960.200	EDUCATION - SUPERVISOR	1,000.00	1,000.00	680.78	20.89	319.22	68.08
101-171-965.000	DUES & PUBLICATIONS	4,000.00	4,000.00	4,263.33	0.00	(263.33)	106.58
Total Dept 171 - TOWNSHIP SUPERVISOR		374,555.57	374,555.57	274,746.46	6,990.93	99,809.11	73.35
Dept 215 - TOWNSHIP CLERK							
101-215-701.300	WAGES - CLERK	90,610.39	90,610.39	90,610.52	6,970.04	(0.13)	100.00
101-215-701.302	WAGES - DEPUTY CLERK	58,521.51	58,521.51	58,521.58	4,501.66	(0.07)	100.00
101-215-701.303	WAGES - ACCOUNTANT	5,000.00	5,000.00	155.00	0.00	4,845.00	3.10
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	302.97	9.98	1,197.03	20.20
101-215-860.300	MILEAGE - CLERK	400.00	400.00	589.50	0.00	(189.50)	147.38
101-215-860.301	MILEAGE - DEPUTY CLERK	400.00	400.00	0.00	0.00	400.00	0.00
101-215-956.016	MISCELLANEOUS	500.00	500.00	0.00	0.00	500.00	0.00
101-215-960.000	EDUCATION & TRAINING	6,000.00	6,000.00	7,516.47	33.54	(1,516.47)	125.27
101-215-965.000	DUES & PUBLICATIONS	700.00	700.00	380.00	0.00	320.00	54.29

EXPENDITURE REPORT FOR GARFIELD TOWNSHIP

PERIOD ENDING 12/31/2023

GL NUMBER	DESCRIPTION	2023	2023	YTD BALANCE 12/31/2023	ACTIVITY FOR MONTH 12/31/23	AVAILABLE BALANCE	% BDDT USE
		ORIGINAL BUDGET	AMENDED BUDGET				
Fund 101 - GENERAL OPERATING FUND							
Expenditures							
Total Dept 215 - TOWNSHIP CLERK							
		164,631.90	164,631.90	158,076.04	11,515.22	6,555.86	96.02
Dept 228 - COMPUTER SUPPORT							
101-228-726.000	SUPPLIES	3,000.00	3,000.00	10.06	0.00	2,989.94	0.34
Total Dept 228 - COMPUTER SUPPORT							
		3,000.00	3,000.00	10.06	0.00	2,989.94	0.34
Dept 247 - BOARD OF REVIEW							
101-247-701.400	WAGES - B OF R	1,500.00	1,500.00	750.00	0.00	750.00	50.00
101-247-701.401	WAGES - B OF R	1,500.00	1,500.00	0.00	0.00	1,500.00	0.00
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	0.00	0.00	100.00
101-247-960.000	EDUCATION & TRAINING	200.00	200.00	0.00	0.00	200.00	0.00
Total Dept 247 - BOARD OF REVIEW							
		6,200.00	6,200.00	2,250.00	0.00	3,950.00	36.29
Dept 253 - TOWNSHIP TREASURER							
101-253-701.500	WAGES - TREASURER	90,610.69	90,610.69	90,610.52	6,970.04	0.17	100.00
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	58,521.51	58,521.51	58,521.58	4,501.66	(0.07)	100.00
101-253-726.000	SUPPLIES	2,500.00	2,500.00	949.20	167.74	1,550.80	37.97
101-253-726.001	POSTAGE	6,000.00	6,000.00	9,281.74	1,505.52	(3,281.74)	154.70
101-253-801.000	LEGAL SERVICES	3,000.00	3,000.00	1,784.74	0.00	1,215.26	59.49
101-253-809.000	Bank Fees	300.00	300.00	0.00	0.00	300.00	0.00
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	138.08	0.00	361.92	27.62
101-253-900.000	PRINTING & PUBLISHING	2,000.00	2,000.00	3,026.98	1,525.74	(1,026.98)	151.35
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	3,848.83	244.00	651.17	85.53
101-253-965.000	DUES & PUBLICATIONS	500.00	500.00	397.00	0.00	103.00	79.40
Total Dept 253 - TOWNSHIP TREASURER							
		174,232.20	174,232.20	168,558.67	14,914.70	5,673.53	96.74
Dept 257 - ASSESSING DEPARTMENT							
101-257-701.202	WAGES - APPRAISER II	0.00	0.00	14,683.26	3,670.40	(14,683.26)	100.00
101-257-701.203	WAGES - GIS	0.00	0.00	12,565.00	1,440.00	(12,565.00)	100.00
101-257-701.204	WAGES - APPRAISER III	0.00	0.00	19,341.55	4,862.42	(19,341.55)	100.00
101-257-701.205	WAGES - ASSESSOR	0.00	0.00	34,423.09	8,605.78	(34,423.09)	100.00
101-257-726.000	SUPPLIES	0.00	0.00	1,869.26	0.00	(1,869.26)	100.00
101-257-726.001	POSTAGE	0.00	0.00	(96.90)	222.00	96.90	100.00
101-257-860.201	MILEAGE - ASSESSOR	0.00	0.00	723.27	0.00	(723.27)	100.00
101-257-900.000	PRINTING & PUBLISHING	0.00	0.00	210.25	0.00	(210.25)	100.00
101-257-901.000	ADVERTISING	0.00	0.00	450.69	0.00	(450.69)	100.00
101-257-960.000	EDUCATION & TRAINING	0.00	0.00	4,043.39	1,000.00	(4,043.39)	100.00
101-257-965.000	DUES & PUBLICATIONS	0.00	0.00	335.00	0.00	(335.00)	100.00
Total Dept 257 - ASSESSING DEPARTMENT							
		0.00	0.00	88,547.86	19,800.60	(88,547.86)	100.00
Dept 262 - ELECTIONS							
101-262-701.000	WAGES	40,000.00	40,000.00	3,354.75	0.00	36,645.25	8.39
101-262-726.000	SUPPLIES	10,000.00	10,000.00	6,120.24	3,193.37	3,879.76	61.20

PERIOD ENDING 12/31/2023

GL NUMBER	DESCRIPTION	2023		YTD BALANCE 12/31/2023	ACTIVITY FOR MONTH 12/31/23	AVAILABLE BALANCE	% BDGT USED
		ORIGINAL BUDGET	AMENDED BUDGET				
Fund 101 - GENERAL OPERATING FUND							
Expenditures							
101-262-726.001	POSTAGE	6,000.00	6,000.00	2,046.04	2,046.04	3,953.96	34.10
101-262-860.000	MILEAGE	200.00	200.00	0.00	0.00	200.00	0.00
101-262-901.000	ADVERTISING	300.00	300.00	0.00	0.00	300.00	0.00
101-262-935.010	MACHINE MAINTENANCE	3,000.00	3,000.00	7,223.00	0.00	(4,223.00)	240.77
Total Dept 262 - ELECTIONS		59,500.00	59,500.00	18,744.03	5,239.41	40,755.97	31.50
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	2,945.27	697.15	1,054.73	73.63
101-265-850.000	TELEPHONE	18,000.00	18,000.00	13,162.20	1,129.38	4,837.80	73.12
101-265-920.601	HEATING / GAS	12,000.00	12,000.00	10,855.09	1,273.67	1,144.91	90.46
101-265-920.602	WATER / SEWER	6,000.00	6,000.00	2,864.95	155.50	3,135.05	47.75
101-265-920.603	LIGHTS BUILDING	14,000.00	14,000.00	10,948.99	964.71	3,051.01	78.21
101-265-935.601	SNOW PLOWING	10,000.00	10,000.00	5,505.00	155.00	4,495.00	55.05
101-265-935.602	LAWN MAINTENANCE	10,000.00	10,000.00	7,279.82	852.00	2,720.18	72.80
101-265-935.603	CLEANING SERVICE	28,000.00	28,000.00	15,050.00	0.00	12,950.00	53.75
101-265-935.604	RUBBISH REMOVAL	1,200.00	1,200.00	1,483.00	132.20	(283.00)	123.58
101-265-935.605	BUILDING REPAIR	10,000.00	10,000.00	1,402.09	1,402.09	8,597.91	14.02
101-265-935.608	MAINTENANCE-OTHER	20,000.00	20,000.00	11,149.44	615.00	8,850.56	55.75
Total Dept 265 - TOWNSHIP HALL		133,300.00	133,300.00	82,645.85	7,376.70	50,654.15	62.00
Dept 301 - POLICE SERVICES							
101-301-830.000	POLICE CONTRACT	1,600,000.00	1,600,000.00	1,459,337.53	0.00	140,662.47	91.21
Total Dept 301 - POLICE SERVICES		1,600,000.00	1,600,000.00	1,459,337.53	0.00	140,662.47	91.21
Dept 321 - TOWNSHIP VEHICLES							
101-321-862.000	GAS & CAR WASHES	3,000.00	3,000.00	2,402.82	206.03	597.18	80.09
101-321-863.000	OIL CHANGES	500.00	500.00	251.31	0.00	248.69	50.26
101-321-864.000	MISCELLANEOUS	1,500.00	1,500.00	0.00	0.00	1,500.00	0.00
Total Dept 321 - TOWNSHIP VEHICLES		5,000.00	5,000.00	2,654.13	206.03	2,345.87	53.08
Dept 371 - TOWNSHIP BUILDING INSPECTOR							
101-371-701.702	WAGES BUILDING ASSISTANT	18,926.50	18,926.50	19,319.01	1,486.09	(392.51)	102.07
101-371-701.703	WAGES - BUILDING OFFICIAL	93,634.42	93,634.42	93,634.32	7,202.64	0.10	100.00
101-371-701.704	WAGES - BUILDING INSPECTOR	27,552.50	27,552.50	22,091.27	1,907.28	5,461.23	80.18
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	10,000.00	10,000.00	0.00	0.00	10,000.00	0.00
101-371-701.707	WAGES-SOIL & EROSION	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00
101-371-726.000	SUPPLIES	1,000.00	1,000.00	1,407.69	9.98	(407.69)	140.77
101-371-960.000	EDUCATION & TRAINING	1,000.00	1,000.00	190.00	0.00	810.00	19.00
101-371-965.000	DUES & PUBLICATIONS	1,000.00	1,000.00	345.00	0.00	655.00	34.50

PERIOD ENDING 12/31/2023

GL NUMBER	DESCRIPTION	2023		YTD BALANCE 12/31/2023	ACTIVITY FOR MONTH 12/31/23	AVAILABLE BALANCE	% BDGT USED
		ORIGINAL BUDGET	2023 AMENDED BUDGET				
Fund 101 - GENERAL OPERATING FUND							
Expenditures							
Total Dept 448 - STREET LIGHTS - TOWNSHIP		96,000.00	96,000.00	57,546.34	5,528.21	38,453.66	59.94
Dept 701 - TOWNSHIP PLANNER							
101-701-701.900	WAGES - DIRECTOR OF PLANNING	88,575.82	88,575.82	88,575.76	6,813.52	0.06	100.00
101-701-701.901	WAGES - DEPUTY PLANNER	63,203.23	63,203.23	63,044.10	4,861.78	159.13	99.75
101-701-701.902	WAGES -PLANNER ASSISTANT	14,684.23	14,684.23	14,489.31	1,114.56	194.92	98.67
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
101-701-960.000	EDUCATION & TRAINING	5,000.00	5,000.00	66.98	0.00	4,933.02	1.34
101-701-965.000	DUES & PUBLICATIONS	1,000.00	1,000.00	1,269.00	535.00	(269.00)	126.90
Total Dept 701 - TOWNSHIP PLANNER		181,063.28	181,063.28	167,445.15	13,324.86	13,618.13	92.48
Dept 702 - ZONING ADMINISTRATOR							
101-702-701.601	WAGES - ZONING ADMINISTRATOR	63,203.23	63,203.23	63,203.14	4,861.78	0.09	100.00
101-702-701.602	WAGES - ZONING CODE ENFORCER	29,756.27	29,756.27	29,754.42	2,288.80	1.85	99.99
101-702-701.603	WAGES ZONING ASSISTANT	14,684.23	14,684.23	14,489.28	1,114.55	194.95	98.67
101-702-701.604	WAGES -ZONING CODE ENFORCER	23,635.87	23,635.87	23,639.22	1,818.40	(3.35)	100.01
101-702-701.606	WAGES -ZONING INTERN	5,000.00	5,000.00	0.00	0.00	5,000.00	0.00
101-702-726.000	SUPPLIES	1,000.00	1,000.00	377.88	9.98	622.12	37.79
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	0.00	0.00	150.00	0.00
101-702-960.000	EDUCATION & TRAINING	2,000.00	2,000.00	286.90	0.00	1,713.10	14.35
101-702-965.000	DUES & PUBLICATIONS	500.00	500.00	0.00	0.00	500.00	0.00
Total Dept 702 - ZONING ADMINISTRATOR		140,079.60	140,079.60	131,750.84	10,093.51	8,328.76	94.05
Dept 704 - ZONING BOARD OF APPEALS							
101-704-701.001	WAGES - ZONING	1,200.00	1,200.00	500.00	125.00	700.00	41.67
101-704-701.002	WAGES - ZONING	1,200.00	1,200.00	375.00	0.00	825.00	31.25
101-704-701.003	WAGES - ZONING	1,200.00	1,200.00	375.00	125.00	825.00	31.25
101-704-701.004	WAGES - ZONING	1,200.00	1,200.00	625.00	125.00	575.00	52.08
101-704-701.005	WAGES - ZONING	1,200.00	1,200.00	375.00	125.00	825.00	31.25
101-704-801.000	LEGAL SERVICES	10,000.00	10,000.00	9,005.46	0.00	994.54	90.05
101-704-805.000	CONTRACTED AND OTHER SERVICES	1,000.00	1,000.00	211.25	0.00	788.75	21.13
101-704-901.000	ADVERTISING	2,000.00	2,000.00	482.05	0.00	1,517.95	24.10
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	11,948.76	500.00	8,051.24	59.74
Dept 707 - PLANNING COMMISSION							
101-707-701.800	WAGES - PLANNING	3,200.00	3,200.00	2,750.00	125.00	450.00	85.94
101-707-701.801	WAGES - PLANNING	3,200.00	3,200.00	2,750.00	0.00	450.00	85.94
101-707-701.802	WAGES - PLANNING	3,200.00	3,200.00	2,500.00	125.00	700.00	78.13
101-707-701.804	WAGES - PLANNING	3,200.00	3,200.00	2,125.00	125.00	1,075.00	66.41
101-707-701.805	WAGES - PLANNING	3,200.00	3,200.00	2,625.00	125.00	575.00	82.03
101-707-701.806	WAGES - PLANNING	3,200.00	3,200.00	2,375.00	125.00	825.00	74.22
101-707-701.808	WAGES - PLANNING	3,200.00	3,200.00	3,250.00	125.00	(50.00)	101.56
101-707-801.000	LEGAL SERVICES	25,000.00	25,000.00	2,462.50	0.00	22,537.50	9.85

EXPENDITURE REPORT FOR GARFIELD TOWNSHIP

PERIOD ENDING 12/31/2023

GL NUMBER	DESCRIPTION	2023		YTD BALANCE 12/31/2023	ACTIVITY FOR MONTH 12/31/23	AVAILABLE BALANCE	% BDGT USED
		ORIGINAL BUDGET	AMENDED BUDGET				
Fund 101 - GENERAL OPERATING FUND							
Expenditures							
101-707-805.000	CONTRACTED AND OTHER SERVICES	6,000.00	6,000.00	2,139.50	95.50	3,860.50	35.66
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	1,301.85	160.85	698.15	65.09
101-707-960.000	EDUCATION & TRAINING	2,000.00	2,000.00	200.00	0.00	1,800.00	10.00
101-707-965.000	DUES & PUBLICATIONS	1,000.00	1,000.00	725.00	0.00	275.00	72.50
Total Dept 707 - PLANNING COMMISSION		59,400.00	59,400.00	25,203.85	1,006.35	34,196.15	42.43
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	3,000.00	3,000.00	3,000.00	0.00	0.00	100.00
101-720-880.007	COM. PROM. - COMMUNITY AWAREN	20,000.00	20,000.00	54,009.89	11,603.00	(34,009.89)	270.05
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	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00
101-720-880.011	COM. PROM. - P.E.G.	100,000.00	100,000.00	85,234.98	0.00	14,765.02	85.23
Total Dept 720 - COMMUNITY PROMOTIONS		125,050.00	125,050.00	142,244.87	11,603.00	(17,194.87)	113.75
Dept 851 - EMPLOYEE BENEFITS & INSURANCES							
101-851-701.000	WAGES	9,100.00	9,100.00	9,001.44	750.12	98.56	98.92
101-851-701.027	UNEMPLOYMENT	4,000.00	4,000.00	0.00	0.00	4,000.00	0.00
Total Dept 851 - EMPLOYEE BENEFITS & INSURANCES		13,100.00	13,100.00	9,001.44	750.12	4,098.56	68.71
Dept 900 - CAPITAL OUTLAY							
101-900-970.001	CAPITAL OUTLAY - ELECTIONS	2,500.00	2,500.00	0.00	0.00	2,500.00	0.00
101-900-970.002	CAPITAL OUTLAY - TOWNSHIP HAL	100,000.00	100,000.00	24,240.00	4,440.00	75,760.00	24.24
101-900-970.003	CAPITAL OUTLAY - COMPUTER	15,000.00	15,000.00	2,670.00	0.00	12,330.00	17.80
101-900-970.004	CAPITAL OUTLAY - VEHICLES	30,000.00	30,000.00	0.00	0.00	30,000.00	0.00
Total Dept 900 - CAPITAL OUTLAY		147,500.00	147,500.00	26,910.00	4,440.00	120,590.00	18.24
TOTAL EXPENDITURES		3,705,987.35	3,705,987.35	3,171,223.81	139,614.32	534,763.54	85.57
Fund 101 - GENERAL OPERATING FUND:							
TOTAL EXPENDITURES		3,705,987.35	3,705,987.35	3,171,223.81	139,614.32	534,763.54	85.57

PERIOD ENDING 12/31/2023

GL NUMBER	DESCRIPTION	2023		YTD BALANCE 12/31/2023	ACTIVITY FOR MONTH 12/31/23	AVAILABLE BALANCE	% BDGT USED
		ORIGINAL BUDGET	AMENDED BUDGET				
Fund 208 - PARK/RECREATION FUND							
Expenditures							
Dept 000							
208-000-130.001	Const.& Land (Grant, Equip)	0.00	0.00	68.40	0.00	(68.40)	100.00
208-000-701.905	WAGES - REC BOARD	5,200.00	5,200.00	5,375.00	125.00	(175.00)	103.37
208-000-701.906	Parks Steward	29,765.27	29,765.27	29,754.42	2,288.80	10.85	99.96
208-000-701.907	Park Steward 2	23,635.87	23,635.87	23,639.22	1,818.40	(3.35)	100.01
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	71,080.00	71,080.00	69,910.74	4,944.28	1,169.26	98.36
208-000-864.000	MISCELLANEOUS	100.00	100.00	0.00	0.00	100.00	0.00
208-000-880.001	COM. PROM. - SILVER LAKE PARK	100.00	100.00	0.00	0.00	100.00	0.00
208-000-880.006	COM. PROM. - BVNP (YMCA)	100.00	100.00	0.00	0.00	100.00	0.00
208-000-880.008	COM. PROM. - Cont. Serv GTCD	5,000.00	5,000.00	0.00	0.00	5,000.00	0.00
208-000-880.012	COM. PROM. - GT COMMONS	100.00	100.00	0.00	0.00	100.00	0.00
208-000-880.013	COM. PROM. - BOARDMAN RIVER	100.00	100.00	0.00	0.00	100.00	0.00
208-000-880.014	COM. PROM. - MILLER CREEK	100.00	100.00	0.00	0.00	100.00	0.00
208-000-880.016	COM. PROM. - KIDS CREEK PARK	100.00	100.00	0.00	0.00	100.00	0.00
208-000-880.019	RIVER EAST RECREATION AREA	100.00	100.00	0.00	0.00	100.00	0.00
208-000-890.000	CONTINGENCIES	2,872.77	2,872.77	0.00	0.00	2,872.77	0.00
208-000-935.000	MAINTENANCE - MISC, EQUIP	25,000.00	25,000.00	10,672.20	0.00	14,327.80	42.69
208-000-970.000	CAPITAL OUTLAY	474,000.00	474,000.00	253,478.42	24,586.25	220,521.58	53.48
Total Dept 000		638,353.91	638,353.91	392,898.40	33,762.73	245,455.51	61.55
Dept 851 - EMPLOYEE BENEFITS & INSURANCES							
208-851-711.010	SOCIAL SECURITY - EMPLOYER	5,150.00	5,150.00	4,428.73	318.55	721.27	85.99
Total Dept 851 - EMPLOYEE BENEFITS & INSURANCES		5,150.00	5,150.00	4,428.73	318.55	721.27	85.99
TOTAL EXPENDITURES							
		643,503.91	643,503.91	397,327.13	34,081.28	246,176.78	61.74
Fund 208 - PARK/RECREATION FUND:							
TOTAL EXPENDITURES		643,503.91	643,503.91	397,327.13	34,081.28	246,176.78	61.74

CHARTER TOWNSHIP OF GARFIELD
GRAND TRAVERSE COUNTY, MICHIGAN

RESOLUTION #2024-1-T(a)

RESOLUTION TO CREATE RIDGE VIEW CT RESURFACING
SPECIAL ASSESSMENT DISTRICT AND
ORDER PREPARATION OF SPECIAL ASSESSMENT ROLL

WHEREAS, the Township Board of the Charter Township of Garfield received Petitions signed by more than 50 percent of the total area of the proposed special assessment district described hereinafter, and accordingly, determined to proceed under the provisions of PA 188 of 1954, as amended, to secure plans and estimates of costs together with a proposed special assessment district for assessing the costs of an approved method for Ridge View Ct and to schedule a public hearing upon the same for this date, and

WHEREAS, the plans, estimates of cost and proposed special assessment district were filed with the township clerk for public examination and notice of the within hearing upon the same was published and mailed in accordance with the law and statute provided as shown by affidavits pertaining thereto on file with the township clerk, and

WHEREAS, in accordance with the aforesaid notices, a hearing was scheduled and held on this, the 9th day of January, 2024, commencing at 6:00 p.m., and all persons were given the opportunity to be heard in the matter, and

WHEREAS, as a result of the foregoing, the township board believes the project to be in the best interests of the township and of the district proposed to be established therefore;

NOW, THEREFORE, BE IT HEREBY RESOLVED as follows:

1. That this Township Board does hereby determine that creation of the Ridge View Ct Resurfacing District is necessary for the health and welfare of those doing business within the project area.
2. That this Township Board does hereby approve the plans for the road improvements as prepared and presented by the Grand Traverse County Road Commission's registered engineer and his/her estimate of costs for the completion thereof, plus the Township's cost of administration, of **\$172,176.81**.
3. That this Township Board does hereby create, determine and define a special assessment district to be known as Ridge View Ct Resurfacing Special Assessment District within which the costs of such improvements shall be assessed according to benefits, the following described area within said township:

Lots 1 – 10 and Lots 12-18, Ridge View Subdivision, Section 14, Town 27 North, Range 11 West, Charter Township of Garfield, Grand Traverse County, Michigan.

4. That the Grand Traverse County Road Commission has committed to paying for the total cost of the construction engineering (\$32,106.50), and the Township Board, in an effort to encourage this type of citizen involvement, has committed to paying for one-quarter of the total cost (\$43,044.20) of the improvement. Therefore, the estimated cost to the property owners will be \$97,026.11 – or an estimated average of \$5,707.42, for each of the 17 owners.
5. That on the basis of the foregoing, this Township Board does hereby direct the supervisor and assessing officer to make a special assessment roll in which shall be entered and described all the parcels of land to be assessed with the names of the respective owners thereof if known, and a total amount to be assessed against each parcel of land which amount shall be the relative portion of the whole sum to be levied against the parcels of land in the special assessment district as the benefit to the parcel of land bears to the total benefit to all the parcels of land in the special assessment district. When the same has been completed, the supervisor or assessing officer shall affix thereto his/her certificate a statement that it was made pursuant to this resolution and that in making such assessment roll, he/she has, according to his/her best judgment, conformed in all respects to the directions contained in this resolution and the applicable state statutes.
6. That all resolutions and parts of resolutions insofar as they conflict with the provision of the within resolutions be and the same are hereby rescinded.

Moved:

Supported:

Ayes:

Nays:

Absent and Excused:

RESOLUTION 2024-1-T(a) DECLARED

By:

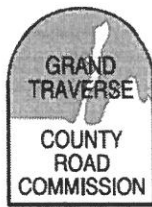
Lanie McManus, Clerk
Charter Township of Garfield

CERTIFICATE

I, Lanie McManus, Clerk of the Charter Township of Garfield, do hereby certify that the above is a true and correct copy of a Resolution which was adopted by the Township Board of the Charter Township of Garfield on the 9th day of January, 2024.

Dated: _____

Lanie McManus, Clerk



"Our mission is to upgrade and
maintain a safe and efficient road
system"

Date: October 10, 2023

To: Chuck Korn
Supervisor, Garfield Township

From: James Schiffer, PE
Assistant County Highway Engineer
Grand Traverse County Road Commission

Re: Ridge View Court - SAD
Opinion of Probable Construction Cost – *Revised Estimate*

Per your request, please find the attached revised cost estimate for the proposed Ridge View Court SAD. This revised estimate is using the recently received contractor pricing on similar projects. The proposed fixes are to be located on the entire road beginning at the joint to the new LaFranier paving behind the ends of the curbs.

The existing road surface would be pulverized, recycled in-place, and graded to form the base for an asphalt overlay. The design addresses drainage issues with asphalt curb, spillways, and additional ditching. The proposed fix is summarized below:

Length of Project (ft):	773
Proposed HMA Lane Width (ft):	11
Proposed HMA Shoulder Width (ft):	3
HMA Curb or Gravel Shoulder Width (ft):	1
Total Corridor Width (ft):	30
HMA Thickness: (inch):	3.5
Estimated Construction Cost (USD):	\$128,430

The attached estimate was created using the MERL (Michigan Engineers' Resource Library) estimating system, current contractor pricing, a 15% cost of construction was used for a contingency and increased Mobilization costing of 10% of construction. Please note the attached Opinion of Probable Cost is subject to the following conditions:

- The attached costs are based on preliminary information. The actual site conditions may result in variation of the unit prices or items. It was assumed the material beneath the existing roadway can be reused as subbase. A thorough investigation of site conditions prior to final engineered plans could result in additional items of work to ensure a quality product.



*"Our mission is to upgrade and
maintain a safe and efficient road
system"*

- Actual construction bids may vary significantly from the attached Opinion of Probable Construction Cost due to timing of construction, changed conditions, labor rate changes, or other factors beyond the control of the Grand Traverse County Road Commission.
- This estimate assumes all work is completed in one year as a complete project. Options exist for completion in phases over multiple years.

We appreciate the continued communication and look forward to working with you in the future. Please feel free to contact me anytime.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "JBS", is written over a circular stamp or seal.

James B. Schiffer, PE
Assistant County Highway Engineer
Grand Traverse County Road Commission
1881 LaFranier Road
Traverse City MI 49696
231-922-4848

Engineer's Opinion of Costs

(Construction Only)

Project Number: 23E012
Estimate Number: 2: Rev. Using Elmer's Blue Star Pricing
Project Type: Miscellaneous
Location: Ridge View Court SAD
Garfield TWP
Description: Crush and Shape

Project Engineer: James Schiffer, P.E.
Date Created: 10/10/2023
Date Edited: 10/10/2023
Fed/State #:
Fed Item:
Control Section:

Line	Pay Item	Description	Quantity	Units	Unit Price	Total
0001	1027051	_ Contingency (15%)	1.000	LSUM	\$15,000.00	\$15,000.00
0002	1100001	Mobilization, Max (10%)	1.000	LSUM	\$12,000.00	\$12,000.00
0003	2050006	Ditch Cleanout	16.000	Sta	\$433.00	\$6,928.00
0004	3020001	Aggregate Base	216.000	Ton	\$26.00	\$5,616.00
0005	3050002	HMA Base Crushing and Shaping	1,804.000	Syd	\$3.75	\$6,765.00
0006	3070105	Shld, CI I, 3 inch	355.000	Syd	\$9.00	\$3,195.00
0007	3070200	Trenching	16.000	Sta	\$360.00	\$5,760.00
0008	5010005	HMA Surface, Rem (Driveways)	360.000	Syd	\$12.00	\$4,320.00
0009	5010061	HMA Approach	40.000	Ton	\$195.00	\$7,800.00
0010	5012024	HMA, 4EL	264.000	Ton	\$93.00	\$24,552.00
0011	5012036	HMA, 5EL	198.000	Ton	\$95.00	\$18,810.00
0012	8070095	Post, Mailbox	10.000	Ea	\$200.00	\$2,000.00
0013	8127051	_ Temporary Traffic Control	1.000	LSUM	\$10,000.00	\$10,000.00
0014	8162003	Slope Restoration, Non-Freeway, Type C	710.000	Syd	\$8.00	\$5,680.00

Line	Pay Item	Description	Quantity	Units	Unit Price	Total
Estimate Total:						\$128,426.00

Amy DeHaan

From: Jim Schiffer <jschiffer@gtcrc.org>
Sent: Wednesday, October 11, 2023 12:43 PM
To: Amy DeHaan
Subject: RE: Ridge View Court

Hello Amy –

I would use \$32,100 for Design & Engineering. We'll probably go over that, often do on the smaller projects, but so it is.

Thanks,

- Jim

James Schiffer, P.E.
Asst. Highway Engineer
Grand Traverse County Road Commission
1881 Lafranier Rd
Traverse City, MI 49696
jschiffer@gtcrc.org
231.922.4849 x209



From: Amy DeHaan <adehaan@garfield-twp.com>
Sent: Wednesday, October 11, 2023 10:55 AM
To: Jim Schiffer <jschiffer@gtcrc.org>
Subject: Ridge View Court

Hi Jim,

Chuck gave me the updated estimate for Ridge View – thank you. Can you please provide an amount that I can use for Design & Engineering to calculate the amount of the potential Special Assessment?

Amy L DeHaan, MMAO(4)
Assessor
Garfield Charter Township
Grand Traverse County

"Everybody can be great -

Projected Administrative Costs for a Special Assessment for Ridge View Ct Road Improvement

UPDATED: October 11, 2023

of Years Assessed

Current Costs Description for setting up a Road Special Assessment	Per year	Qty	Unit Cost	One Time Costs	1	5	7	10	15	20
Collection-Legal Costs- <u>Assessing Department Time</u> (Setting up a Special Assessment District & Roll)					\$720.00	\$880.00	\$960.00	\$1,080.00	\$1,280.00	\$1,480.00
Create legal description of district (30 mins)		0.5	\$ 80.00	\$ 40.00	\$40.00	\$40.00	\$40.00	\$40.00	\$40.00	\$40.00
Write 4 Resolutions (2 hours, 4 @ 30 mins ea)		2.0	\$ 80.00	\$ 160.00	\$160.00	\$160.00	\$160.00	\$160.00	\$160.00	\$160.00
Write 2 Public Hearing Notices (1 hour, 2 @ 30 mins ea)		1.0	\$ 80.00	\$ 80.00	\$80.00	\$80.00	\$80.00	\$80.00	\$80.00	\$80.00
Attend 2 Public Hearing Hearings (4 hours, 2 @ 2 hours ea)		4.0	\$ 80.00	\$ 320.00	\$320.00	\$320.00	\$320.00	\$320.00	\$320.00	\$320.00
Create assessment Roll (1 hour)		1.0	\$ 80.00	\$ 80.00	\$80.00	\$80.00	\$80.00	\$80.00	\$80.00	\$80.00
Maintenance (0.5 hour/yr)		0.5	\$ 80.00	\$ 40.00	\$40.00	\$200.00	\$280.00	\$400.00	\$600.00	\$800.00
Printing Notices- <u>Clerk Time</u> (Hearings - newspaper - Sending Letters to Taxpayers - Envelopes, paper, printing and Postage)					\$799.02	\$799.02	\$799.02	\$799.02	\$799.02	\$799.02
Public Hearings publication (2 hearings, 2 publications each)		2	\$ 304.00	\$ 608.00						
Paper, printing - 2 notices to ea. Taxpayer		22	\$ 0.50	\$ 11.00						
Envelopes (500 box-\$70.99) & Mailing labels (3000-\$36.49) & Printing		22	\$ 0.25	\$ 5.50						
Postage		22	\$ 0.66	\$ 14.52						
Time to publish, print, stuff & mail (2 hours x 2)		4	\$ 40.00	\$ 160.00						
Annual Certification of Roll - <u>Treasurer - Assessing/Supervisor - Clerk</u>			\$100.00		\$100.00	\$500.00	\$700.00	\$1,000.00	\$1,500.00	\$2,000.00
Yearly Tax Collection Costs - <u>Treasurer</u>										
Yearly Data Collection and Storage, Record Keeping, Filing			\$140.00		\$140.00	\$700.00	\$980.00	\$1,400.00	\$2,100.00	\$2,800.00
Yearly Process Tax Data File - Staff Time setting up on BSA - Transferring Delinquent Tax Roll			\$70.00		\$70.00	\$350.00	\$490.00	\$700.00	\$1,050.00	\$1,400.00
Tax Notice Paper & Printing (Amount Twp charges for copies)	1	22	\$0.50		\$11.00	\$55.00	\$77.00	\$110.00	\$165.00	\$220.00
Insert, Sort and Mail (15 min. @ \$28/hr divided by 17 units)	1	22	\$0.41		\$9.02	\$45.10	\$63.14	\$90.20	\$135.30	\$180.40
Envelopes - Notices (500/box - \$70.99) & printing	1	22	\$0.15		\$22.00	\$110.00	\$154.00	\$220.00	\$330.00	\$440.00
Postage	1	22	\$0.66		\$14.52	\$72.60	\$101.64	\$145.20	\$217.80	\$290.40
TOTAL <u>Treasurer Cost</u>					\$2,605.56	\$4,391.72	\$5,284.80	\$6,624.42	\$8,857.12	\$11,089.82
Sub-Total					\$2,605.56	\$4,391.72	\$5,284.80	\$6,624.42	\$8,857.12	\$11,089.82

(Contingency) x .05%	\$130.28	\$219.59	\$264.24	\$331.22	\$442.86	\$554.49
TOTAL	\$2,735.84	\$4,611.31	\$5,549.04	\$6,955.64	\$9,299.98	\$11,644.31

Charter Township of Garfield

Proposed Ridge View Ct Road Improvement Special Assessment

Crush and Shape

Cost Estimate	\$ 128,426.00	
GTCRC Design & Construction Engineering	\$ 32,106.50	
Garfield Township Costs	\$ 11,644.31	20-year costs
Total Project Cost Estimate:	\$ 172,176.81	

Less Contributions:

Grand Traverse Co. Rd. Commission	\$ (32,106.50)
Garfield Charter Township 25%	\$ (43,044.20)

Total Cost to Property Owners: \$ 97,026.11

of Properties: 17

Cost to Each Property: \$ 5,707.42

5-year Plan (10 yr T-bill as of 10/10/23 - 4.66%+.45)

@ 5.11% Interest (Est)

Payment Amt: \$ (1,247.76)

	Payment	Principal	Interest	Balance
1	(\$1,247.76)	\$ (1,247.76)		\$ 4,459.66
2	\$ (1,247.76)	\$ (1,039.94)	\$ 207.82	\$ 3,419.72
3	\$ (1,247.76)	\$ (1,088.40)	\$ 159.36	\$ 2,331.32
4	\$ (1,247.76)	\$ (1,139.12)	\$ 108.64	\$ 1,192.20
5	\$ (1,247.76)	\$ (1,192.20)	\$ 55.56	\$ (0.00)
	\$ (6,238.80)	\$ (5,707.42)	\$ 531.37	

7-year Plan (10 yr T-bill as of 10/10/23 - 4.66%+1.0)

@ 5.66% Interest (Est)

Payment Amt: \$ (955.97)

	Payment	Principal	Interest	Balance
1	(\$955.97)	\$ (955.97)		\$ 4,751.45
2	\$ (955.97)	\$ (687.04)	\$ 268.93	\$ 4,064.41
3	\$ (955.97)	\$ (725.92)	\$ 230.05	\$ 3,338.49
4	\$ (955.97)	\$ (767.01)	\$ 188.96	\$ 2,571.47
5	\$ (955.97)	\$ (810.42)	\$ 145.55	\$ 1,761.05
6	\$ (955.97)	\$ (856.29)	\$ 99.68	\$ 904.75
7	\$ (955.97)	\$ (904.76)	\$ 51.21	\$ (0.01)
	\$ (6,691.79)	\$ (5,707.43)	\$ 984.37	

Prepared by: Amy L DeHaan, MMAO(4)

Garfield Township Assessor

October 11, 2023

Charter Township of Garfield

10-year Plan (10 yr T-bill as of 10/10/23 - 4.66%+2.0)

@ 6.66% Interest (Est)

Payment Amt: \$ (749.94)

	Payment	Principal	Interest	Balance
1	(\$749.94)	\$ (749.94)		\$ 4,957.48
2	\$ (749.94)	\$ (419.77)	\$ 330.17	\$ 4,537.71
3	\$ (749.94)	\$ (447.73)	\$ 302.21	\$ 4,089.98
4	\$ (749.94)	\$ (477.54)	\$ 272.39	\$ 3,612.44
5	\$ (749.94)	\$ (509.35)	\$ 240.59	\$ 3,103.09
6	\$ (749.94)	\$ (543.27)	\$ 206.67	\$ 2,559.82
7	\$ (749.94)	\$ (579.45)	\$ 170.48	\$ 1,980.36
8	\$ (749.94)	\$ (618.05)	\$ 131.89	\$ 1,362.32
9	\$ (749.94)	\$ (659.21)	\$ 90.73	\$ 703.11
10	\$ (749.94)	\$ (703.11)	\$ 46.83	\$ 0.00
	(\$7,499.38)	\$ (5,707.42)	\$ 1,791.96	

15-year Plan (10 yr T-bill as of 10/10/23 - 4.66%+3.0)

@ 7.66% Interest (Est)

Payment Amt: \$ (606.55)

	Payment	Principal	Interest	Balance
1	(\$606.55)	\$ (606.55)		\$ 5,100.86
2	\$ (606.55)	\$ (215.83)	\$ 390.73	\$ 4,885.03
3	\$ (606.55)	\$ (232.36)	\$ 374.19	\$ 4,652.67
4	\$ (606.55)	\$ (250.16)	\$ 356.39	\$ 4,402.51
5	\$ (606.55)	\$ (269.32)	\$ 337.23	\$ 4,133.19
6	\$ (606.55)	\$ (289.95)	\$ 316.60	\$ 3,843.24
7	\$ (606.55)	\$ (312.16)	\$ 294.39	\$ 3,531.08
8	\$ (606.55)	\$ (336.07)	\$ 270.48	\$ 3,195.00
9	\$ (606.55)	\$ (361.82)	\$ 244.74	\$ 2,833.18
10	\$ (606.55)	\$ (389.53)	\$ 217.02	\$ 2,443.65
11	\$ (606.55)	\$ (419.37)	\$ 187.18	\$ 2,024.28
12	\$ (606.55)	\$ (451.49)	\$ 155.06	\$ 1,572.78
13	\$ (606.55)	\$ (486.08)	\$ 120.48	\$ 1,086.71
14	\$ (606.55)	\$ (523.31)	\$ 83.24	\$ 563.39
15	\$ (606.55)	\$ (563.40)	\$ 43.16	\$ (0.01)
	(\$9,098.32)	\$ (5,707.43)	\$ 3,390.90	

Prepared by: Amy L DeHaan, MMAO(4)

Garfield Township Assessor

October 11, 2023

Charter Township of Garfield

20-year Plan (10 yr T-bill as of 10/10/23 - 4.66%+4.0)

@ 8.66% Interest (Est)

Payment Amt: \$ (561.52)

	Payment	Principal	Interest	Balance
1	(\$561.52)	\$ (561.52)		\$ 5,145.89
2	\$ (561.52)	\$ (115.89)	\$ 445.63	\$ 5,030.00
3	\$ (561.52)	\$ (125.93)	\$ 435.60	\$ 4,904.08
4	\$ (561.52)	\$ (136.83)	\$ 424.69	\$ 4,767.25
5	\$ (561.52)	\$ (148.68)	\$ 412.84	\$ 4,618.57
6	\$ (561.52)	\$ (161.56)	\$ 399.97	\$ 4,457.01
7	\$ (561.52)	\$ (175.55)	\$ 385.98	\$ 4,281.47
8	\$ (561.52)	\$ (190.75)	\$ 370.77	\$ 4,090.72
9	\$ (561.52)	\$ (207.27)	\$ 354.26	\$ 3,883.45
10	\$ (561.52)	\$ (225.22)	\$ 336.31	\$ 3,658.23
11	\$ (561.52)	\$ (244.72)	\$ 316.80	\$ 3,413.51
12	\$ (561.52)	\$ (265.91)	\$ 295.61	\$ 3,147.60
13	\$ (561.52)	\$ (288.94)	\$ 272.58	\$ 2,858.65
14	\$ (561.52)	\$ (313.96)	\$ 247.56	\$ 2,544.69
15	\$ (561.52)	\$ (341.15)	\$ 220.37	\$ 2,203.54
16	\$ (561.52)	\$ (370.70)	\$ 190.83	\$ 1,832.84
17	\$ (561.52)	\$ (402.80)	\$ 158.72	\$ 1,430.04
18	\$ (561.52)	\$ (437.68)	\$ 123.84	\$ 992.35
19	\$ (561.52)	\$ (475.59)	\$ 85.94	\$ 516.77
20	\$ (561.52)	\$ (516.77)	\$ 44.75	\$ (0.00)
	(\$11,230.48)	\$ (5,707.42)	\$ 5,523.06	

Prepared by: Amy L DeHaan, MMAO(4)

Garfield Township Assessor

October 11, 2023

 Charter Township of Garfield Planning Department Report No. 2024-2			
Prepared:	January 2, 2024	Pages:	1
Meeting:	January 9, 2024 Township Board	Attachments:	<input checked="" type="checkbox"/>
Subject:	Branding and Website Design Services RFP		

One of the ARPA projects approved by the Township Board is to develop a new website and branding. The purpose of the project is to improve and expand the Township's identity. Identity helps promote what makes the Township appealing for investors, residents, businesses, retailers, and visitors.

The Township's website is often the first point of contact for residents, businesses, developers, and visitors. As a result, it is important for the website to not only be functional but also engaging and informative. While the Township's website has served us well for many years, it's time to reimagine our web presence with more contemporary design principles in mind. The website should be uncluttered and easily navigable while providing easy access to public notices, public records, development information, requests for service, upcoming events, and contacts.

Branding builds a distinct identity for the Township. By establishing a brand, the Township evokes a quality community with expectations for successful and attractive development. For residents, it provides a sense of community pride. Branding involves using colors, messages, typography, graphics, and images for the website, documents, communications, reports, and signs.

To commence the project, Staff drafted a Request for Proposals (RFP). The RFP will be used to gain proposals from website/branding consulting firms. Proposals would have to be submitted by February 22, 2024.

ACTION REQUESTED:

Provided the Township Board is satisfied with the RFP, the following motion is suggested:

MOTION THAT the Request for Proposals for Branding and Website Design Services BE APPROVED.

Attachment:

1. Draft Branding and Website Design Services RFP



Charter Township of Garfield

Grand Traverse County

3848 VETERANS DRIVE
TRAVERSE CITY, MICHIGAN 49684
PH: (231) 941-1620 • FAX: (231) 941-1588

Issue Date: January 11, 2024

Due Date: February 22, 2024

Contact: John Sych, Planning Director
Email: jsych@garfield-twp.com
Telephone: (231) 255-3155

REQUEST FOR PROPOSAL (RFP) BRANDING AND WEBSITE DESIGN SERVICES

INTENT

This Request for Proposal (RFP), issued by the Charter Township of Garfield (hereby referred to as "Township") is for branding and website design services and all necessary functions described within this RFP.

TIMELINE

Activity	Target Dates*
Issuance of the RFP	Thursday, January 11, 2024
Open for Questions by Potential Vendors	Tuesday, January 16, 2024
Deadline for Questions by Potential Vendors	Thursday, February 8, 2024
Deadline for Submissions	Thursday, February 22, 2024
Staff Decision and Recommendation to Township Board	Tuesday, March 12, 2024
Selected Vendor Notification	Wednesday, March 13, 2024
Estimated Contract Start	Wednesday, April 10, 2024
<i>*All dates are subject to change</i>	

BACKGROUND

The Township is the fastest growing municipality in one of the fastest growing counties in Michigan. Located in the Traverse City – Garfield Urban Area, the Township has a population of over 20,000 and covers a land area of more than 26 square miles.

The Township's website has served us well for many years. It's time to reimagine our web presence with more contemporary design principles in mind. We desire a website that is uncluttered and easily navigable. We want the public to have easy access to public notices, public records, development information, requests for service, upcoming events, and contacts. We also want to archive agendas,

minutes, resolutions, and ordinances. Most, if not all, of the current Township website's content should migrate to the new site although the architecture of the site itself may not remain the same.

As part of the website design, the Township is interested in establishing a new brand and image that show that Garfield is a great community where our residents and businesses thrive, our natural resources are protected and enjoyed, our visitors are welcomed and appreciated, and our high quality of life is promoted. The new brand will express the character of the Township. The Vendor shall offer brand concepts, graphics, Township images, colors, and typography.

The selected Vendor will work cooperatively with Township elected officials and staff as appropriate to create a new, intuitive, modern website that will incorporate the Township's new brand. The new brand will be carried forward in templates designed by the Vendor for documents, communications, reports, signs, etc.

PROJECT SPECIFICATIONS

The project should include the following elements based on Township priority:

1. High Level Requirements

- a. The design process should include opportunities for the Township's Board and staff input and/or feedback.
- b. The design process should provide a new Township brand, including color scheme, typography, and imagery, which can be used for the website, documents, communications, reports, signs, etc.
- c. The website should leverage responsive design to adapt seamlessly to screens of various sizes for a variety of devices, including cell phones and tablets.
- d. The site should be configured so that content can be easily created and updated by Township staff with multiple permission levels.
- e. The site should not rely on dependencies or technologies that are not publicly documented and openly available.
- f. The site should adhere to security best practices. Effective spam mediation measures should be in place to stave off bots and malicious actors.
- g. The site should include all content from the current Township website, excepting content identified as undesired by the Township.
- h. The site should consider allowing users to make a payment to the Township.

2. Highly Desired Components

- a. The site should provide a search feature for the site on the main page.
- b. The home page should be able to feature rotating new content/ photos.
- c. The site should make online resources, including any databases, downloadable, easily visible, discoverable, and well-organized.
- d. The site should include a site map for the website.
- e. The site should have the ability to easily create forms which can e-mail submissions to selected staff.
- f. The site should have the ability to easily incorporate multiple photos and video to enhance the appearance of the site.
- g. The site should have the ability to meet the most current requirements for accessibility purposes.

- h. The site should have the ability to translate site into multiple languages, to be identified by Township.
- 3. Current External Integrations and Embeds
 - a. The site should integrate with any current Township programs.
 - b. The site should include implementation of Google analytics.
 - c. Ability for seamless social media integration for common platforms such as Facebook, Instagram, and YouTube.
- 4. Desired New Features
 - a. Options for permitting and licensing.
 - b. Explore a new domain.

DELIVERABLES AND COMPLETION

The project should achieve the following phases and deliverables to be considered complete:

1. Definition Phase

The Vendor will work with the Township to finalize the information architecture for the site, including the site map, and develop a new brand and image for the site and templates for documents, communications, reports, signs, etc. The Vendor will work through revisions and suggestions with the Township. The Vendor will deliver final wireframes detailing the components and features of the homepage and interior pages.

Potential Deliverables:

- a. A method for feedback that will inform the design process.
- b. Findings summary that details how the new design will provide a new brand and image.
- c. Preliminary site map.
- d. Proposal of hosting plan. Details of what is included (server space, updates to CMS, security, application, and widget updates).

2. Design Phase

The Vendor will develop a clean, modern, high-quality design and brand that will serve the Township organization and audience.

Potential Deliverables:

- a. Final design with design mockups for any revisions.
- b. Selection of final design and brand by the Township.

3. Development Phase

The Vendor will implement the final approved design and build out site in a Content Management System. Vendor will test the system, fix bugs, and install web features. Vendor will have all third-party integrated programs in place and ready for seamless transitions. Vendor will deliver documentation to the Township articulating how all stated required and desired components have been incorporated into the design.

Potential Deliverables:

- a. Summary of findings for website team on the existing functionality with any notes, adjustments, or suggestions.
- b. Developed modules for content creation, custom or pre-existing, for testing.
- c. Staff training for adding/editing/deleting content.

- d. Development of templates for documents, communications, reports, etc.
- e. Development of a style manual and guidelines for use of the branding in print materials, website, public relations, and signage.

4. Deployment Phase

Before project completion, Vendor will provide appropriate documentation and training to the appropriate Township staff, detailing the features and functionality of the new site. The Vendor will train designated Township staff on the daily maintenance and upkeep of the site. The Vendor will warranty their work for a period of a year and will address technical problems that arise during the first twelve months after completion of the website. Hosting will continue past deployment.

Potential Deliverables:

- a. Website style guide.
- b. Collection of content which corresponds to each page, provided by the Township.
- c. Sample pages from the Vendor exhibiting layout, styles, and options.
- d. Summary of modifications presented by website team.
- e. Documentation of modification.
- f. All documentation and manuals for maintenance of the website.

CONTRACT

The selected Vendor will be required to enter into an agreement for this project. All requirements of the agreement, these specifications and the Vendor's proposal will become contractual obligations of the Vendor.

SUBMISSION OF PROPOSALS

Interested firms must submit an electronic copy (in PDF) via email which should include at a minimum the following information:

- Firm names and introduction.
- Qualifications of staff to be assigned to this project. Describe where personnel will be physically located while they are engaged in the project.
- Examples of experience with similar projects, including references.
- Narrative in which the firm delineates their understanding of what is being requested by the Township in this proposal including the items of work they will accomplish for the Township, noting any work items they may feel should normally be accomplished under or related to this request, but in their opinion are beyond the scope of what is being requested and therefore not part of this proposal.
- The methodology, approach or work plan which would be used to complete the project.
- Proposal Sheet with "Not to Exceed" project cost.

SUBMISSION DEADLINE

An electronic copy (in PDF) via email must be submitted to John Sych, Planning Director, at jsych@garfield-twp.com with "Garfield Township Branding and Website Design Services Proposal" on the subject line, no later than 12:00 p.m. Noon (EST), on Thursday, February 22, 2024.

QUESTIONS

Any questions regarding this RFP shall be submitted via email to John Sych, Planning Director via email at jsych@garfield-twp.com from Tuesday, January 16, 2024 to Thursday, February 8, 2024.

Written answers to questions, which in the opinion of the Township may change or substantially clarify the RFP, will be emailed to all prospective Vendors.

EVALUATION OF PROPOSALS

All proposals received shall be subject to evaluation by the Township. This evaluation will be conducted in the manner appropriate, as may be deemed by the Township, for the selection of a firm for the purpose of entering into a contract to perform this project. Price alone shall not be the basis for the award of this work but shall be only one of the components considered. The Township does not intend to award a contract for this work solely based on any response made to this request. The following facts, along with other items, will be considered:

- The firm's expertise and experience as related to the required work.
- The firm's understanding of the project scope and quality of the firm's project approach.
- The cost and time scheduled as proposed.
- Qualifications and availability of the key staff members proposed to work on this project.
- Involvement of the firm in similar types of projects, reference responses and quality of work on previous projects.

All proposals must include "not to exceed" cost figures for the project.

INSURANCE

The Vendor may be required to provide and maintain insurance for this project. Certified copies, setting forth the limits and coverage, may be furnished to the Township before commencing with any work.

SUPPLEMENTAL INFORMATION AND REQUIREMENTS

The Township reserves the right to waive any informality or defect in any proposal, to accept any proposal or parts thereof or to reject any or all proposals, should it deem it to be in the best interest of the Township to do so. The Township reserves the right to revise the contents of the proposal and to negotiate all aspects of this proposal and any future agreement with the successful Vendor of the Township's choice. The Township further accepts no responsibility for expenses which may be incurred in the preparation of such proposals. The selected Vendor shall be expected to comply with all applicable State and Federal laws in the performance of services. Submittals to the Township are considered public information. The Township has the right to disclose information contained in the submittals. The Township further reserves the right to photocopy, circulate or otherwise distribute any material submitted in response to the RFP.

REQUEST FOR PROPOSAL (RFP)
CHARTER TOWNSHIP OF GARFIELD
BRANDING AND WEBSITE DESIGN SERVICES

PROPOSAL SHEET

TITLE: Garfield Township Branding and Website Design Services Proposal

DUE DATE: 12:00 p.m. on Thursday, February 22, 2024

Having carefully examined the attached RFP and any other applicable information, the undersigned proposes to furnish all items necessary for and reasonably incidental to the proper completion of this proposal.

- The undersigned represents that they have experience with similar projects.
- The undersigned submits this proposal and agrees to meet or exceed all requirements and specifications listed on the RFP, unless otherwise indicated in writing and attached hereto.
- The undersigned certifies, as of the date of this proposal, not to be in arrears to the Charter Township of Garfield for debt or contract or is in any way a defaulter.
- The undersigned understands and agrees, if selected to be awarded this work, to enter into an agreement with the Township to supply this work.
- The undersigned understands that the Township reserves the right to accept any or all proposals in whole or in part and to waive irregularities in any proposal in the interest of the Township. The Proposal will be evaluated and awarded based on the best value to the Township. The decision criteria to be used, but will not be limited to, is price, accessories, options, and overall capability to meet the needs of the Township.
- The undersigned agrees that the proposal may not be withdrawn for a period of 60 days from the actual date of the opening of proposals.

Not to Exceed Project Cost: \$ _____

Submitted by:

Print Name: _____
Title: _____
Signature: _____
Phone: _____
Email Address: _____
Company Name: _____
Company Address: _____
City: _____
State: _____
Zip Code: _____