

CHARTER TOWNSHIP OF GARFIELD

TOWNSHIP BOARD MEETING

Tuesday, December 12, 2023 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 – November 14, 2023 study session
November 14, 2023 regular meeting
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
 - Special Assessment District (SAD) 290.00
 - Total \$48,243.00
- (Recommend Approval)

- c. Consideration of Intent to Create Special Assessment District for Resurfacing of Ridge View Ct. 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)

4. Items removed from the Consent Calendar

5. Correspondence

- a. Letter from Brad Oleson dated November 27, 2023

6. Reports

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

7. Unfinished Business

- a. Consideration of scheduling public hearing on January 9, 2024 for Special Assessment Roll for Jefferson Ave Road SAD, Resolution 2023-26-T(b)
- b. Consideration of updated bid for UTV purchase from Ginop
- c. Consideration of options for the Boardman Lake Trail Connection
- 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)

8. New Business

- a. Discussion of draft 2024-2029 Capital Improvement Plan (CIP)
- b. Consideration of Resolution 2023-37-T General Fund 2024 Budget

- c. Consideration of Resolution 2023-38-T Fire Fund 2024 Budget
- d. Consideration of Resolution 2023-39-T Public Improvement Road Fund 2024 Budget
- e. Consideration of Resolution 2023-40-T Budget Stabilization Fund 2024 Budget
- f. Consideration of Resolution 2023-41-T DPW Fund 2024 Budget
- g. Consideration of Resolution 2023-42-T Park System Fund 2024 Budget
- h. Consideration of Resolution 2023-43-T Street Light Fund 2024 Budget
- i. Consideration of Resolution 2023-44-T Special Assessment District Fund 2024 Budget
- j. Consideration of Resolution 2023-45-T Clerk's Salary
- k. Consideration of Resolution 2023-46-T Treasurer's Salary
- l. Consideration of Resolution 2023-47-T Supervisor's Salary
- m. Consideration of Resolution 2023-49-T Township's Trustee's Salary
- n. Consideration of Resolution 2023-48-T Annual Exemption Option as Set Forth in 2011 Public Act 152, The Publicly Funded Health Insurance Contribution Act
- o. Consideration of the Township's liability insurance renewal plan
- p. Consideration of 2024 Board Appointments
- q. 2024 Township Board meeting dates

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
November 14, 2023**

Clerk Lanie McManus called the Town Board Meeting to order at the Garfield Township Hall on November 14, 2023 at 6:00p.m.

Pledge of Allegiance

Roll Call of Board Members

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

Absent and Excused: Chuck Korn

Staff Present: John Sych, Planning Director

Duell moved and Barsheff seconded to appoint Denise Schmuckal as Chair for the meeting.

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

Nays: None

1. Public Comment (6:01)

None

2. Review and Approval of the Amended Agenda - Conflict of Interest (6:01)

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

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

Nays: None

3. Consent Calendar (6:02)

a. Minutes

October 24, 2023 Regular Meeting
(Recommend Approval)

b. Bills,

(i) General Fund \$86,681.89
(Recommend Approval)

(ii) Gourdie-Fraser
Developer's Escrow Fund – Storm Water
Reviews, Utility Plan Review, Oversight
& Closeout \$ 18,771.50

General Utilities	330.00
Park Funds/DNR Trust Fund	6,455.00
Total	\$ 25,556.50
(Recommend Approval)	

- c. **MTT Update (Receive and File)**
- d. **Request to add delinquent special assessments to the winter tax roll (Recommend Approval)**
- e. **Consideration of financial institutions which the Township Treasurer will do business with in 2024 (Recommend Approval)**
- f. **2023 Infrastructure Evaluation and Capital Improvement Plan for Grand Traverse Commons (Receive and File)**

Agostinelli moved and Barsheff seconded to approve the consent calendar as presented.

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

4. Items Removed from the Consent Calendar

None

5. Correspondence (6:04)

None

6. Reports

a. County Commissioner's Report (6:04)

No report

b. Construction Report (6:04)

Township Engineer Jennifer Graham submitted her report in writing and added that work is finishing up on the Cedar Run booster station. She has applied for another grant for the water system on behalf of the township and is working on River East projects. Year-end closeouts are keeping her busy.

c. Sheriff's Report (6:10)

No report

d. Planning Department Report for November 2023 (6:10)

Planner John Sych submitted his report in writing and added that an application was received from the Traverse Symphony for the old K-Mart

building and the Planning Commission received formal drafts of the Master Plan for review.

e. Parks and Rec Report (6:12)

Sean Kehoe, Parks Steward, submitted a report in writing.

f. Clerk's Report (6:40)

McManus submitted her report in writing and said that she met with the government tv channel and live streaming is now available with YouTube.

Agostinelli moved and Duell seconded to livestream Garfield Township meetings on YouTube via Traverse Area Community Media.

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

Nays: None

McManus added that closed captioning is also available on YouTube and will bring back details to the next meeting.

7. Unfinished Business (6:47)

a. Consideration of Change Order No. 1 from ECT for Commons Natural Area wetland delineation and report (6:17)

Tonya Lewandowski from ECT spoke about the change order and why ECT needed another 6 hours of work time.

Duell moved and Barsheff seconded to approve Change Order No. 1 for ECT for Commons Natural Area wetland delineation and report.

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

Nays: None

8. New Business

a. Public Hearing – Consideration Durga R-3 Rezoning, Resolution 2023-32-T (6:24)

Planner John Sych gave board members an overview of the rezoning request. Schmuckal opened the public hearing at 6:26pm and with no one wishing to comment, closed the public hearing.

Agostinelli moved and Macomber seconded that the Planning Commission's recommended Findings of Fact for the application Z-2023-02 as provided in PD Report 2023-131 and forming part of this motion, be approved.

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

Nays: None

Agostinelli moved and Macomber seconded that application Z-2023-02,

submitted by Gerda Durga, to rezone parcel #05-022-023-00 from its current zoning of the R-R Rual Residential zoning district to the R-3 Multi-Family Residential zoning district and constituting Amendment No. 36 to Garfield Township Ordinance No. 68, BE APPROVED based on the adopted Findings of Fact and for the reasons set forth in PD Report 2023-131.

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

Agostinelli moved and Macomber seconded that Resolution 2023-32-T for adopting Amendment No. 36 to Garfield Township Ordinance No. 68, rezoning Parcel #05-022-023-00 from its current zoning of the R-R Rural Residential zoning district to the R-3 Multi-Family Residential zoning district, BE ADOPTED.

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

b. Public Hearing - Consideration of Zoning Ordinance R-2/R-3 Amendment, Resolution 2023-33-T (6:30)

Planner Sych explained that the dimensional requirements in these two districts often limits the ability for duplexes and apartments to be built.

Schmuckal opened the public hearing at 6:36pm and with no one wishing to comment, closed the public hearing.

Barsheff moved and Duell seconded that Resolution #2023-33-T adopting Amendment No. 37 to Ordinance No. 68, Garfield Township Zoning Ordinance, BE ADOPTED.

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

c. Consideration of GFA's proposal for survey, engineering and construction services for trail/sidewalk extension along South Airport/Barlow Roads (6:36)

Engineer Jennifer Graham stated that Gourdie-Fraser wanted to get the survey done this year and then get bids out in March with intentions for construction early next year. Board members discussed maintenance of such a trail and the difference between a trail and a sidewalk.

Agostinelli moved and Barsheff seconded to table action on this item until the December meeting.

Yeas; Agostinelli, Barsheff, Duell, Macomber, Schmuckal

Nays: McManus

d. Consideration of updates to Township Special Assessment Policies (6:56)

Treasurer Chloe Macomber proposed to change the special assessment payback term from 7 to 20 years. Payments would be spread out over a longer time period but there would be more interest charged.

Barsheff moved and Agostinelli seconded to adopt the Charter Township of Garfield's Revised Special Assessment Policy.

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

Nays: None

Barsheff moved and Agostinelli seconded to adopt the Charter Township of Garfield's revised Special Assessment Rate and Term Policy.

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

Nays: None

e. Consideration of Bids for a trailer purchase for transporting equipment to Township parks (7:01)

Duell moved and Agostinelli seconded to approve the purchase of a trailer from Michigan Trailers in the amount of \$6,500.00.

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

Nays: None

f. Consideration of Bids for UTV purchase for daily maintenance and monitoring of trail systems (7:04)

Board members discussed the purchase which will come from the Parks Fund.

Agostinelli moved and Duell seconded to approve the purchase of a UTV from Ginop in the amount of \$10,811.00.

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

Nays: None

g. Consideration of bids for Township office parking lot snow removal for 2023-2024 winter season (7:06)

Agostinelli moved and Barsheff seconded to accept the bid from Premier Outdoors for snow removal from the township hall parking lot.

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

Nays: None

h. Consideration of Streetlights at S. Airport and Veterans Drive (7:08)

A memo was received from the Road Commission regarding streetlights at the intersection of Veteran's Drive and South Airport Road.

Duell moved and Barsheff seconded to re-install the streetlights at the intersection of South Airport and Veteran's Drive.

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

Nays: None

9. Public Comment: (7:10)

None

10. Other Business (7:10)

None

11. Adjournment

Schmuckal adjourned the meeting at 7:12pm.

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
RESOLUTION 2023-31-T**

**APPROVAL OF FINANCIAL INSTITUTIONS WHICH
THE TOWNSHIP TREASURER WILL DO BUSINESS WITH IN 2024**

BE IT RESOLVED, that the Township Board of the Charter Township of Garfield approves of the Township Treasurer doing business with the following financial institutions in the year 2024.

Chase
4 Front Credit Union
Fifth Third Bank
Traverse Catholic Federal Credit Union
Independent Bank
First Community Bank
TBA Credit Union
Honor State Bank
Team One Credit Union
Huntington Bank
West Shore Bank

First National Bank of America
Northwestern Consumers Credit Union
Lake Michigan Credit Union
Nicolet National Bank
First Citizens Bank
Credit Union One
PNC Bank
Michigan Class
MSU Federal Credit Union
State Savings Bank

Moved: Molly Agostinelli

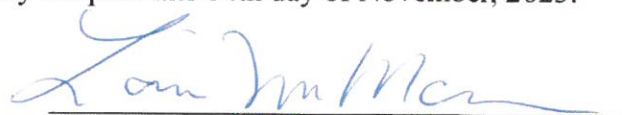
Supported: Chris Barsheff

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

Nays: None

Absent/Excused: Chuck Korn

The Chairman declared Resolution 2023-31-T duly adopted this 14th day of November, 2023.

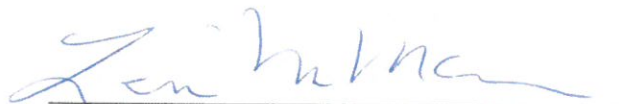


Lanie McManus, Clerk
Charter Township of Garfield

CERTIFICATION

I, Lanie McManus, Clerk of the Charter Township of Garfield, do hereby certify that the above is a true and correct copy of Resolution #2023-31-T which was adopted by the Township Board of the Charter Township of Garfield on the 14th day of November, 2023.

Date: 11/15/2023



Lanie McManus, Clerk
Charter Township of Garfield

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

ORDINANCE NO. 68 (Zoning Ordinance): AMENDMENT NO. 36

RESOLUTION #2023-32-T

A RESOLUTION TO AMEND GARFIELD TOWNSHIP ORDINANCE NO. 68 (Zoning Ordinance):

WHEREAS the Charter Township of Garfield regulates the use and development of land pursuant to the authority of the Michigan Zoning Enabling Act, Act 110 of 2006, as amended; and

WHEREAS application Z-2023-02 has been received to rezone approximately 5 acres of land ("subject property") at Parcel #05-022-023-00; and

WHEREAS the request has been found to be justified based on criteria in the Garfield Township Zoning Ordinance listed in Section 421.E: Approval Criteria of Zoning Map Amendment; and

WHEREAS the Garfield Township Planning Commission, after conducting a public hearing on September 13, 2023 and adopting Findings of Fact on October 11, 2023, recommended approval of the application to the Township Board; and

WHEREAS the Township Board, following a public hearing on November 14, 2023, and having adopted Findings of Fact in support of approval of the application to rezone the subject property.

NOW, THEREFORE, THE CHARTER TOWNSHIP OF GARFIELD ORDAINS:

AMENDMENT NO. 36 TO GARFIELD TOWNSHIP ORDINANCE NO. 68 (Zoning Ordinance):

At the request of the owners and their representatives of Parcel #05-022-023-00, situated in the Charter Township of Garfield, Grand Traverse County, Michigan, Parcel #05-022-023-00 has been rezoned by way of a map amendment from its current zoning of the R-R Rural Residential zoning district to the R-3 Multi-Family Residential zoning district.

Moved: Molly Agostinelli

Supported: Chloe Macomber

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

Nays: None

Absent and Excused: Chuck Korn

By:

Chuck Korn, Supervisor
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 2023-32-T which was adopted by the Township Board of the Charter Township of Garfield on the 14th day of November 2023. Amendment No. 36 to Garfield Township Ordinance No. 68 (Zoning Ordinance) shall take effect upon the expiration of seven (7) days following publication.

Dated:

11/15/2023

Lanie McManus, Clerk
Charter Township of Garfield

Introduced: October 24, 2023
Adopted: November 14, 2023
Published: November 19, 2023
Effective: November 26, 2023

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

ORDINANCE NO. 68 (Zoning Ordinance): AMENDMENT NO. 37

RESOLUTION #2023-33-T

A RESOLUTION TO AMEND GARFIELD TOWNSHIP ORDINANCE NO. 68 (Zoning Ordinance):

WHEREAS the Charter Township of Garfield regulates the use and development of land pursuant to the authority of the Michigan Zoning Enabling Act, Act 110 of 2006, as amended; and

WHEREAS the Garfield Township Board of Trustees, following the November 14, 2023 public hearing, finds that an amendment to the Charter Township of Garfield Zoning Ordinance is necessary to incorporate the following changes:

- ***Section 314.E – R-2 (One and Two Family Residential)***
 - Remove per dwelling unit requirement for dimensional standards
 - Match the minimum lot area requirements for a 2-Family dwelling with a 1-Family dwelling
 - Reduce minimum lot width for 1-Family w/Public Sewer to 65 feet
 - Set minimum lot width for 2-Family w/Public Sewer to 70 feet
 - Set minimum lot width for 2-Family w/o Public Sewer to 100 feet
 - Reduce front yard setbacks for 1-Family w/Public Sewer to 25 feet
 - Graphic will be updated as needed
- ***Section 315.E – R-3 (Multiple Family Residential)***
 - Remove per dwelling unit requirement for dimensional standards
 - Set minimum lot area for two-family to 10,000 sq. ft.
 - Insert per dwelling unit requirement for minimum lot area for multi-family
 - Remove current minimum lot width requirement and replace with the following:
 - 1- Family w/ Public Sewer 65 feet
 - 1- Family w/o Public Sewer 100 feet
 - 2-Family w/ Public Sewer 70 feet
 - 2-Family w/o Public Sewer 100 feet
 - Multi-Family 100 feet
 - Reduce side yard setback for two-family to 10 feet
 - Graphic will be updated as needed

NOW, THEREFORE, THE CHARTER TOWNSHIP OF GARFIELD ORDAINS:

AMENDMENT NO. 37 TO GARFIELD TOWNSHIP ORDINANCE NO. 68 (Zoning Ordinance):

A. THAT Section 314 – R-2 (One and Two Family Residential), subsection E. BE REPEALED AND REPLACED in its entirety with the following language:

E. DIMENSIONAL STANDARDS:

Minimum Lot Area (A):

- | | |
|------------------------------|----------------|
| • 1- Family w/ Public Sewer | 12,000 sq. ft. |
| • 1- Family w/o Public Sewer | 15,000 sq. ft. |
| • 2-Family w/ Public Sewer | 12,000 sq. ft. |
| • 2-Family w/o Public Sewer | 15,000 sq. ft. |

Minimum Lot Width:

- | | |
|------------------------------|----------|
| • 1- Family w/ Public Sewer | 65 feet |
| • 1- Family w/o Public Sewer | 100 feet |
| • 2-Family w/ Public Sewer | 70 feet |
| • 2-Family w/o Public Sewer | 100 feet |

Maximum Building Height:

- | | |
|---------------|-------------|
| • In Stories: | 2 ½ stories |
| • In Feet: | 35 feet |

Minimum Yard Setbacks (B) (Front/Side/Rear):

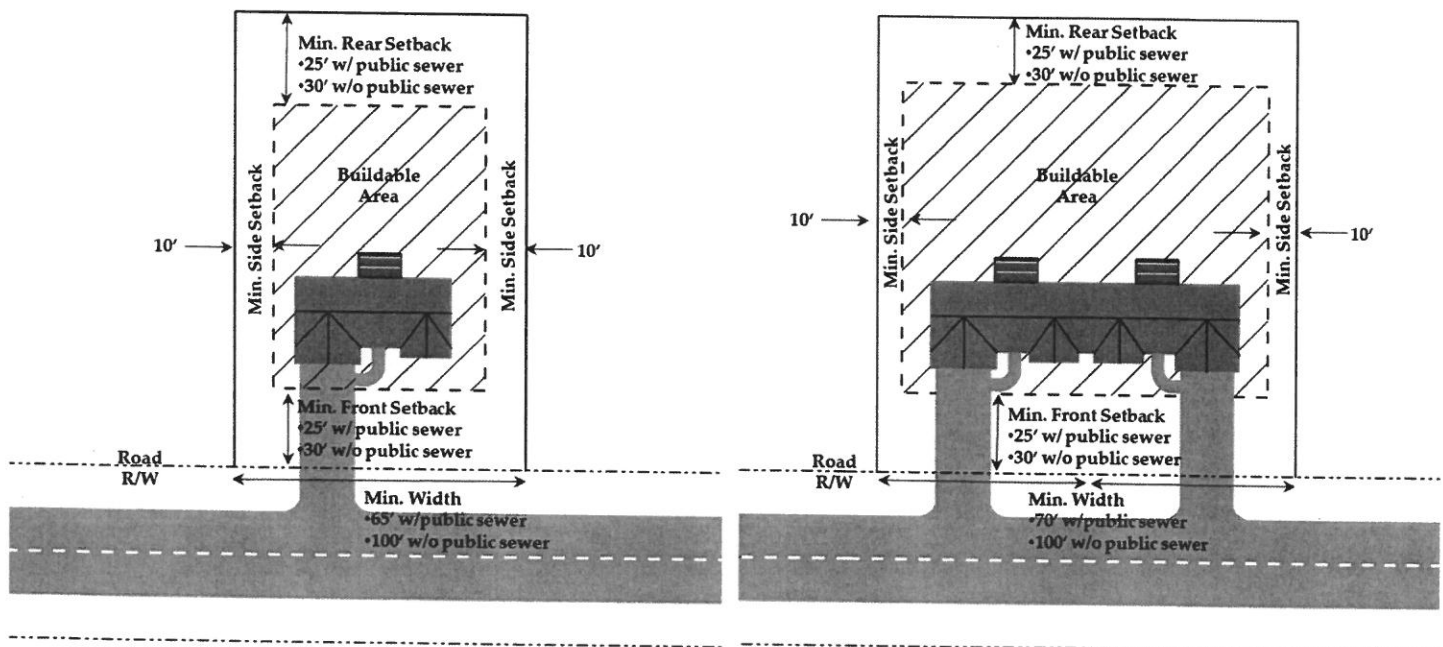
- | | |
|------------------------------|-------------|
| • 1- Family w/ Public Sewer | 25'/10'/25' |
| • 1- Family w/o Public Sewer | 30'/10'/30' |
| • 2-Family w/ Public Sewer | 25'/10'/25' |
| • 2-Family w/o Public Sewer | 30'/10'/30' |

Maximum Lot Coverage: 30 percent

Minimum Bldg. Cross Section: 24 feet

Notes to Dimensional Standards:

- (A) Lots in subdivisions having stubbed sewers shall be considered as having public sewer.
- (B) Setbacks shall be measured from the furthest protruding point of structure.



Not to scale. To be used for illustrative purposes only

B. THAT Section 315 – R-3 (Multiple Family Residential), subsection E. BE REPEALED AND REPLACED in its entirety with the following language:

E. DIMENSIONAL STANDARDS:

Minimum Lot Area:

- One-Family: 10,000 sq. ft.
- Two-Family: 10,000 sq. ft.
- Multi-Family: 4,000 sq. ft. per dwelling unit

Minimum Lot Width:

- 1- Family w/ Public Sewer 65 feet
- 1- Family w/o Public Sewer 100 feet
- 2-Family w/ Public Sewer 70 feet
- 2-Family w/o Public Sewer 100 feet
- Multi-Family 100 feet

Maximum Building Height:

- In Stories: 3 stories
- In Feet: 40 feet (See section 341)

Minimum Yard Setbacks (A):

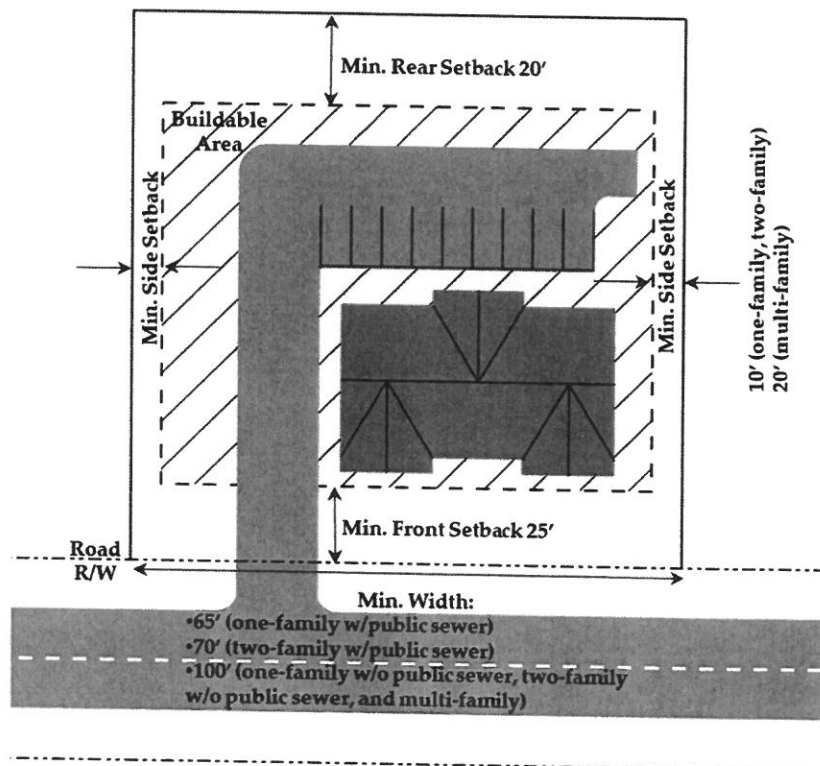
- Front: 25 feet
- Each Side (One-Family): 10 feet
- Each Side (Two-Family): 10 feet
- Each Side (Multi-Family): 20 feet
- Rear: 20 feet

Maximum Lot Coverage: 35 %

Minimum Bldg. Cross Section: 24 feet

Notes to Dimensional Standards:

(A) Setbacks shall be measured from the furthest protruding point of structure.



Not to scale. To be used for illustrative purposes only

Moved: Chris Barsheff

Supported: Steve Duell

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

Nays: None

Absent and Excused: Chuck Korn

By:

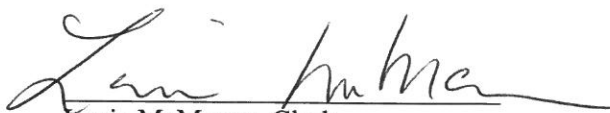
Chuck Korn, Supervisor
Charter Township of Garfield

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 2023-33-T which was adopted by the Township Board of the Charter Township of Garfield on the 14th day of November, 2023. Amendment No. 37 to Garfield Township Ordinance No. 68 (Zoning Ordinance) shall take effect upon the expiration of seven (7) days following publication.

Dated:

11/15/2023



Lanie McManus, Clerk
Charter Township of Garfield

Introduced: October 11, 2023
Adopted: November 14, 2023
Published: November 19, 2023
Effective: November 26, 2023

**CHARTER TOWNSHIP OF GARFIELD
TOWNSHIP BOARD SPECIAL MEETING MINUTES
November 14, 2023**

ORDER OF BUSINESS

Call meeting to order

Clerk Lanie McManus called the Township Board Study Session to order on Tuesday, November 14, 2023, at 4:00pm at the Garfield Township Hall, 3848 Veterans Drive, Traverse City, Michigan.

Roll call of Board Members

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

Absent and Excused: Chuck Korn

1. Business to come before the Board

a. Discussion regarding the 2024 Township Budget

The Board continued discussion of the budget

2. Public Comment

There was no public comment.

3. Adjournment

McManus adjourned the meeting at 5:23 pm

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

Lanie McManus, Clerk
Charter Township of Garfield
3848 Veterans Drive
Traverse City, MI 49684

**CHARTER TOWNSHIP OF GARFIELD
TOWNSHIP BOARD SPECIAL MEETING MINUTES
December 5, 2023**

ORDER OF BUSINESS

Call meeting to order

Supervisor Chuck Korn called the Township Board Study Session to order on Tuesday, December 5, 2023, at 5:03 pm at the Garfield Township Hall, 3848 Veterans Drive, Traverse City, Michigan.

Roll call of Board Members

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

1. Business to come before the Board

a. Discussion regarding the 2024 Township Budget

The Board continued discussion of the budget

2. Public Comment

There was no public comment.

3. Adjournment

Korn adjourned the meeting at 5:46 pm

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

Lanie McManus, Clerk
Charter Township of Garfield
3848 Veterans Drive
Traverse City, MI 49684

CHECK DISBURSEMENT REPORT FOR CHARTER TOWNSHIP OF GARFIELD
 CHECK DATE FROM 11/08/2023 - 12/06/2023
 Banks: GEN

Check Date	Bank	Check #	Payee	Description	GL #	Amount
11/15/2023	GEN	41837	BLUE CROSS BLUE SHIELD OF MICHIGAN	HEALTH INSURANCE	101-851-711.030	22,670.69
11/15/2023	GEN	41838	DENNIS, GARTLAND & NIERGARTH	CHART OF ACCOUNTS REVIEW	101-215-701.303	155.00
11/15/2023	GEN	41839	ECT	230547 - GT COMMONS	208-000-970.000	1,226.50
11/15/2023	GEN	41840	GARFIELD CHARTER TOWNSHIP	HSA	101-000-237.000	663.04
11/15/2023	GEN	41841	GILL-ROY'S HARDWARE	DRILL BIT	208-000-935.000	9.49
11/15/2023	GEN	41842	GOURDIE-FRASER, INC.	RIVER EAST PARK	208-000-970.000	6,125.00
11/15/2023	GEN	41843	GRAND TRAVERSE BAY YMCA	1/3 ASPHALT REPAIR	101-720-880.007	4,084.00
11/15/2023	GEN	41844	GRANITE TELECOMMUNICATIONS	PHONES	101-265-850.000	149.17
11/15/2023	GEN	41845	GT SUPPLY, LLC	TOWELING	101-265-726.003	116.00
11/15/2023	GEN	41846	SPECTRUM ENTERPRISE	INTERNET	101-228-955.001	159.98
11/15/2023	GEN	41847	TEMPERATURE CONTROL	FALL MAINTENANCE	101-265-935.608	1,425.00
11/15/2023	GEN	41848	TRAVERSE CITY RECORD EAGLE	ADVERTISING	101-101-901.000	626.85
		41848		ADVERTISING	101-707-901.000	163.10
						789.95
11/15/2023	GEN	41849	UNITED WAY	UNITED WAY	101-000-238.000	90.00
11/15/2023	GEN	41850	VC3 INC.	FIREWALL	101-228-955.000	2,392.80
11/15/2023	GEN	41851	VOYA INSTITUTIONAL TRUST COMPANY	DEFERRED COMP VF3202	101-000-231.000	1,910.00
11/22/2023	GEN	41852	AFLAC	AFLAC	101-000-231.001	655.23
11/22/2023	GEN	41853	FIFTH THIRD BANK	1319-EDUCATION/SOAP DISPENSERS/SUPPLIES/	101-101-726.000	156.00
		41853		1319-EDUCATION/SOAP DISPENSERS/SUPPLIES/	101-215-960.000	33.54
		41853		1319-EDUCATION/SOAP DISPENSERS/SUPPLIES/	101-265-726.003	384.93
		41853		1319-EDUCATION/SOAP DISPENSERS/SUPPLIES/	101-701-965.000	125.00
						699.47
11/22/2023	GEN	41854	FIFTH THIRD BANK	CHAINSAW TUNE/UP/SHARPEN	208-000-935.000	59.75
11/22/2023	GEN	41855	GRAND TRAVERSE COUNTY	POLICE CONTRACT	101-301-830.000	364,834.36
11/22/2023	GEN	41856	INTEGRITY BUSINESS SOLUTIONS	WIRELESS MOUSE/FOLDERS/GLUE/BATTERIES/ENVELO	101-101-726.000	115.25
		41856		WIRELESS MOUSE/FOLDERS/GLUE/BATTERIES/ENVELO	101-215-726.000	11.32
		41856		WIRELESS MOUSE/FOLDERS/GLUE/BATTERIES/ENVELO	101-253-726.000	24.99
		41856		WIRELESS MOUSE/FOLDERS/GLUE/BATTERIES/ENVELO	101-257-726.000	33.87
						185.43

3.b.(i)

CHECK DISBURSEMENT REPORT FOR CHARTER TOWNSHIP OF GARFIELD
CHECK DATE FROM 11/08/2023 - 12/06/2023
Banks: GEN

Check Date	Bank	Check #	Payee	Description	GL #	Amount
11/22/2023	GEN	41857	KRAFT BUSINESS SYSTEMS	SVC CONTRACT	101-101-726.002	418.54
11/22/2023	GEN	41858	MITCHELL GRAPHICS INC	ENERGY EFFICIENCY LABELS	101-371-726.000	157.94
11/22/2023	GEN	41859	PITNEY BOWES INC	SVC AGREEMENT	101-101-726.001	15.48
11/22/2023	GEN	41860	PRINCIPAL LIFE INSURANCE COMPANY	EMPLOYEE LIFE AND HEALTH	101-851-711.030	1,691.79
		41860		EMPLOYEE LIFE AND HEALTH	101-851-711.040	337.91
						2,029.70
11/22/2023	GEN	41861	PRINTING SYSTEM	OUTER ENVELOPES	101-262-726.000	1,258.71
11/22/2023	GEN	41862	SUPERFLEET	GAS	101-321-862.000	93.10
11/22/2023	GEN	41863	TRAVERSE CITY LIGHT & POWER	00104659-5	101-448-920.005	10.61
11/30/2023	GEN	41864	ANNE WENDLING	CONTRACTED SVCS	101-101-805.000	88.25
		41864		CONTRACTED SVCS	101-704-805.000	81.00
		41864		CONTRACTED SVCS	101-707-805.000	110.00
						279.25
11/30/2023	GEN	41865	CONSUMERS ENERGY	103043977273	208-000-805.000	26.24
11/30/2023	GEN	41866	CONSUMERS ENERGY	100018131597	101-448-920.005	29.48
11/30/2023	GEN	41867	CONTEMPORARY CLEANING	CONTRACTED SVCS	101-265-935.603	1,550.00
11/30/2023	GEN	41868	CONTEMPORARY CLEANING	CONTRACTED SVCS	208-000-805.000	450.00
11/30/2023	GEN	41869	GARFIELD CHARTER TOWNSHIP	HSA	101-000-237.000	663.04
11/30/2023	GEN	41870	GARFIELD CHARTER TOWNSHIP	TAXES - LIGHTS	101-448-920.005	203.89
11/30/2023	GEN	41871	GARFIELD CHARTER TOWNSHIP	TAXES - MILFOIL	208-000-130.001	68.40
11/30/2023	GEN	41872	HOME DEPOT CREDIT SERVICES	DREMEL/FILES/WOOD/WEATHERSHIELD	208-000-935.000	205.12
11/30/2023	GEN	41873	LAUTNER IRRIGATION INC	RIVER EAST WINTERIZATION	208-000-805.000	245.00
11/30/2023	GEN	41874	MICHIGAN ASSESSORS ASSOCIATION	MAA MEMBERSHIP - A DEHAAN	101-257-965.000	285.00
11/30/2023	GEN	41875	STATE OF MICHIGAN	CERTIFICATION RENEWAL	101-257-965.000	50.00
11/30/2023	GEN	41876	UNITED WAY	UNITED WAY	101-000-238.000	90.00
11/30/2023	GEN	41877	VC3 INC.	NCE ANNUAL	101-228-955.000	375.50
11/30/2023	GEN	41878	VERIZON	PHONES	101-265-850.000	263.08
11/30/2023	GEN	41879	VOYA INSTITUTIONAL TRUST COMPANY	DEFERRED COMP VF3202	101-000-231.000	1,910.00
11/30/2023	GEN	41880	MICHIGAN CHAMBER SERVICES, INC.	LABOR LAW POSTERS	101-101-900.000	48.50

Check Date	Bank	Check #	Payee	Description	GL #	Amount
12/05/2023	GEN	41881	86TH DISTRICT COURT	PHOENIX AUTO BODY & REPAIR	101-000-402.000	15.00
12/05/2023	GEN	41882	86TH DISTRICT COURT	TC MEXICAN	101-000-402.000	15.00
12/05/2023	GEN	41883	86TH DISTRICT COURT	CENTER FOR COMPASSION	101-000-402.000	15.00
12/05/2023	GEN	41884	86TH DISTRICT COURT	WHITE TIGER MARTIAL ARTS	101-000-402.000	15.00
12/05/2023	GEN	41885	86TH DISTRICT COURT	UNIQUE SIGNS & CUSTOM GRAPHICS	101-000-402.000	15.00
12/05/2023	GEN	41886	DTE ENERGY	910020833257	101-265-920.601	60.95
12/05/2023	GEN	41887	DTE ENERGY	910020833133	101-265-920.601	1,212.72
12/05/2023	GEN	41888	FIFTH THIRD BANK	3637 EDUCATION	101-171-960.200	20.89
12/05/2023	GEN	41889	FIFTH THIRD BANK	3406 SIGNS/ENVELOPES/BINDING MACHINE/WEB CAM	101-101-726.000	563.39
		41889		3406 SIGNS/ENVELOPES/BINDING MACHINE/WEB CAM	101-253-726.000	154.75
		41889		3406 SIGNS/ENVELOPES/BINDING MACHINE/WEB CAM	101-253-960.000	244.00
		41889		3406 SIGNS/ENVELOPES/BINDING MACHINE/WEB CAM	101-265-726.003	446.15
						1,408.29
12/05/2023	GEN	41890	GRAND TRAVERSE COUNTY DPW	5105021	101-265-920.602	155.50
12/05/2023	GEN	41891	GRAND TRAVERSE COUNTY DPW	5590511	208-000-805.000	17.00
12/05/2023	GEN	41892	GRID4 COMMUNICATIONS, INC.	PHONES	101-265-850.000	646.61
12/05/2023	GEN	41893	KCI	POSTAGE- PP STATEMENTS	101-257-726.001	222.00
12/05/2023	GEN	41894	LANDGREEN LAWCARE	FALL FERTILIZER	208-000-805.000	2,936.00
12/05/2023	GEN	41895	LANDGREEN LAWCARE	FALL FERTILIZER	101-265-935.602	547.00
12/05/2023	GEN	41896	LINGO	PHONES	101-265-850.000	70.52
12/05/2023	GEN	41897	TEMPERATURE CONTROL	UPSTAIRS TOILET	101-265-935.605	1,264.98
12/05/2023	GEN	41898	TRAVERSE CITY LIGHT & POWER	00104403-7	101-000-084.861	666.74
		41898		00104403-7	101-448-920.005	28.38
						695.12
12/05/2023	GEN	41899	U.S.POSTAL SERVICE	POSTAGE	101-101-726.001	2,000.00

TOTAL - ALL FUNDS

TOTAL OF 63 CHECKS

430,460.02

--- GL TOTALS ---

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

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

666.74
3,820.00
655.23
1,326.08
180.00

Check Date	Bank	Check #	Payee	Description	GL #	Amount
101-000-402.000				CURRENT REAL PROPERTY TAXES		75.00
101-101-726.000				SUPPLIES		834.64
101-101-726.001				POSTAGE		2,015.48
101-101-726.002				SUPPLIES - COPIER MAINTENANCE		418.54
101-101-805.000				CONTRACTED AND OTHER SERVICES		88.25
101-101-900.000				PRINTING & PUBLISHING		48.50
101-101-901.000				ADVERTISING		626.85
101-171-960.200				EDUCATION - SUPERVISOR		20.89
101-215-701.303				WAGES - ACCOUNTANT		155.00
101-215-726.000				SUPPLIES		11.32
101-215-960.000				EDUCATION & TRAINING		33.54
101-228-955.000				COMPUTER SUPPORT SYSTEMS		2,768.30
101-228-955.001				COMPUTER NETWORK		159.98
101-253-726.000				SUPPLIES		179.74
101-253-960.000				EDUCATION & TRAINING		244.00
101-257-726.000				SUPPLIES		33.87
101-257-726.001				POSTAGE		222.00
101-257-965.000				DUES & PUBLICATIONS		335.00
101-262-726.000				SUPPLIES		1,258.71
101-265-726.003				SUPPLIES-MAINTANCE		947.08
101-265-850.000				TELEPHONE		1,129.38
101-265-920.601				HEATING / GAS		1,273.67
101-265-920.602				WATER / SEWER		155.50
101-265-935.602				LAWN MAINTENANCE		547.00
101-265-935.603				CLEANING SERVICE		1,550.00
101-265-935.605				BUILDING REPAIR		1,264.98
101-265-935.608				MAINTENANCE-OTHER		1,425.00
101-301-830.000				POLICE CONTRACT		364,834.36
101-321-862.000				GAS & CAR WASHES		93.10
101-371-726.000				SUPPLIES		157.94
101-448-920.005				STREET LIGHTS TOWNSHIP		272.36
101-701-965.000				DUES & PUBLICATIONS		125.00
101-704-805.000				CONTRACTED AND OTHER SERVICES		81.00
101-707-805.000				CONTRACTED AND OTHER SERVICES		110.00
101-707-901.000				ADVERTISING		163.10
101-720-880.007				COM. PROM. - COMMUNITY AWAREN		4,084.00
101-851-711.030				BENEFITS		24,362.48
101-851-711.040				INSURANCE - EMPLOYEE LIFE		337.91
208-000-130.001				Const. & Land (Grant, Equip)		68.40
208-000-805.000				CONTRACTED AND OTHER SERVICES		3,674.24
208-000-935.000				MAINTENANCE - MISC, EQUIP		274.36
208-000-970.000				CAPITAL OUTLAY		7,351.50
TOTAL						430,460.02



Engineering
Surveying
Testing &
Operations

123 West Front Street
Traverse City, Michigan 49684
231.946.5874
231.946.3703

December 2, 2023

**SUMMARY OF BILLINGS FOR APPROVAL
FROM GARFIELD TOWNSHIP**

I. Developer's Escrow Fund

A. Storm Water Reviews

1. Engineering consulting services for storm water plan review. Waggener Drive, Escrow No. 215.814	
Project# 23209 Invoice No. 2320902	260.00
2. Engineering consulting services for storm water plan review. Atomic Barn Micro-Brewery, Coffee, Food Venue, Escrow No. 214.813	
Project# 23290 Invoice No. 2329002	520.00
3. Engineering consulting services for storm water plan review. K1 Speed, Escrow No. 214-852	
Project# 23324 Invoice No. 2332401	555.00
4. Engineering consulting services for storm water plan review. Kelly Hentschel, Escrow No. 214.864	
Project# 23335 Invoice No. 2333501	650.00
Total A	1,985.00

B. Utility Plan Review, Oversight & Closeout

1. Engineering plan review and overall capacity evaluation, construction services, project turnover Britten, Inc. New Building, Escrow# 214.823	
Project# 22243 Invoice No. 2224308	748.00
2. Engineering plan review and overall capacity evaluation, construction services, project turnover Birmley Hills Site Condominium	
Project# 22300 Invoice No. 2230007	1,322.50
3. Engineering plan review, construction services, project turnover Britten North Manufacturing/Storage, Escrow No. 214.851	
Project# 22327 Invoice No. 2232704	5,000.00
4. Engineering plan review, construction services, project turnover Birmley Meadows Site Condominium, Escrow No. 215.839	
Project# 23120 Invoice No. 2312004	12,367.50
5. Engineering plan review, construction services, project turnover Eagleview Lot 21, Residential Home, Escrow No. 215.822	
Project# 23152 Invoice No. 2315203	460.00
6. Engineering plan review, construction services, project turnover TC West Senior High School, Escrow No. 215.809	
Project# 23359 Invoice No. 2335901	1,500.00
Total B	21,398.00

Total Developer's Escrow Fund 23,383.00

II. General Utilities

1. Engineering consulting services. NW Service District Water System Improvements (Water Storage Tank)	
Project# 16037 Invoice No. 1603722	9,060.00
2. Engineering services for research and compilation/water reliability study, update, hydraulic analysis EGLE DWRP Project Plan, Capital Improvement Projects	
Project# 22280 Invoice No. 2228005	15,000.00
3. Engineering services for meeting with Brad Oleson and Township Supervisor Water System Expansion to Service Oleson Development & Southern Portion of Twp.	
Project# 23029C Invoice No. 23029313	510.00

Total Utility Receiving Fund 24,570.00

IV. Special Assessment District (SAD)

3. Engineering services for CIP Project Review, Cost Estimate Jefferson Special Assessment District (SAD)	
Project# 22029C Invoice No. 22029312	290.00

Total Utility Receiving Fund 290.00

GRAND TOTAL \$48,243.00

Invoice

Gourdie-Fraser, Inc.
123 West Front Street, Suite A
Traverse City, MI 49684
Phone: 231-946-5874 Ext. 310
A/R email: melanie@gfa.tc

MR CHUCK KORN
CHARTER TWP OF GARFIELD
3848 VETERANS DR
TRAVERSE CITY, MI 49684

December 05, 2023
Project No: 23209
Invoice No: 2320902

Re: Waggener Drive, Storm Water Review, Escrow No. 215.814

Services Performed: Engineering Services for storm water review including review of plans, computations and specifications for compliance with Ordinance 49. Services includes 2nd review, communication with applicant / engineer and correspondence letter of 2nd review with outstanding items noted.

Project Location: 1661 Lake Drive, Traverse City

Professional Services from November 05, 2023 to December 02, 2023

Professional Personnel

	Hours	Rate	Amount	
Project Engineer II	2.00	130.00	260.00	
Totals	2.00		260.00	
Total Labor				260.00
		Total this Invoice		\$260.00

Billings to Date

	Current	Prior	Total
Labor	260.00	600.00	860.00
Totals	260.00	600.00	860.00

Invoice

Gourdie-Fraser, Inc.
123 West Front Street, Suite A
Traverse City, MI 49684
Phone: 231-946-5874 Ext. 310
A/R email: melanie@gfa.tc

MR CHUCK KORN
CHARTER TWP OF GARFIELD
3848 VETERANS DR
TRAVERSE CITY, MI 49684

December 05, 2023
Project No: 23290
Invoice No: 2329002

Re: Atomic Barn Micro-Brewery, Coffee, Food Venue, Storm Water Review, Escrow No. 214.813

Services Performed: Engineering Services for storm water review including review of plans, computations and specifications for compliance with Ordinance 49. Services includes review, communication with applicant / engineer and correspondence letter of final approval with conditions.

Project Location: 3344 Cass Road, Traverse City

Professional Services from November 05, 2023 to December 02, 2023

Professional Personnel

	Hours	Rate	Amount	
Project Engineer II	4.00	130.00	520.00	
Totals	4.00		520.00	
Total Labor				520.00
		Total this Invoice		\$520.00

Billings to Date

	Current	Prior	Total
Labor	520.00	1,072.50	1,592.50
Totals	520.00	1,072.50	1,592.50

Invoice

Gourdie-Fraser, Inc.
123 West Front Street, Suite A
Traverse City, MI 49684
Phone: 231-946-5874 Ext. 310
A/R email: melanie@gfa.tc

MR CHUCK KORN
CHARTER TWP OF GARFIELD
3848 VETERANS DR
TRAVERSE CITY, MI 49684

December 05, 2023

Project No: 23324

Invoice No: 2332401

Re: K1 Speed,, Storm Water Review, Escrow No. 214.852

Services Performed: Engineering Services for storm water review including review of plans, computations and specifications for compliance with Ordinance 49. Services includes review, communication with applicant / engineer and correspondence letter of final review with conditions.

Project Location: 1212 W. South Airport Road, Traverse City, MI 49686

Professional Services from November 05, 2023 to December 02, 2023

Professional Personnel

	Hours	Rate	Amount	
Project Engineer II	2.25	130.00	292.50	
Design Engineer	2.50	105.00	262.50	
Totals	4.75		555.00	
Total Labor				555.00
		Total this Invoice		\$555.00

Billings to Date

	Current	Prior	Total
Labor	555.00	0.00	555.00
Totals	555.00	0.00	555.00

Invoice

Gourdie-Fraser, Inc.
123 West Front Street, Suite A
Traverse City, MI 49684
Phone: 231-946-5874 Ext. 310
A/R email: melanie@gfa.tc

MR CHUCK KORN
CHARTER TWP OF GARFIELD
3848 VETERANS DR
TRAVERSE CITY, MI 49684

December 05, 2023

Project No: 23335

Invoice No: 2333501

Re: Kelly Hentschel, Storm Water Review, Escrow No. 701-000-214.864

Services Performed: Engineering Services for storm water review including review of plans, computations and specifications for compliance with Ordinance 49. Services includes review, communication with applicant / engineer and correspondence letter of final review.

Project Location: 1353 Lake Drive, Traverse City, Michigan 49685

Professional Services from November 05, 2023 to December 02, 2023

Professional Personnel

	Hours	Rate	Amount	
Project Engineer II	5.00	130.00	650.00	
Totals	5.00		650.00	
Total Labor				650.00
		Total this Invoice		\$650.00

Billings to Date

	Current	Prior	Total
Labor	650.00	0.00	650.00
Totals	650.00	0.00	650.00

Invoice

Gourdie-Fraser, Inc.
123 West Front Street, Suite A
Traverse City, MI 49684
Phone: 231-946-5874, Fax: 231-946-9634
VISA/MASTERCARD Accepted, Due Upon Receipt
A/R email: melanie@gfa.tc

MR CHUCK KORN
CHARTER TWP OF GARFIELD
3848 VETERANS DR
TRAVERSE CITY, MI 49684

December 02, 2023
Project No: 22243
Invoice No: 2224308

Re: Manufacturing Development, Britten Inc., Water / Sewer Extension, Escrow# 701-000-214.823

Services Performed: Engineering and construction services for plan review, construction oversight and project close out for the water main and sanitary sewer extension to service the manufacturing development along Cass Road, includes two 38,400 SFT production / storage buildings.

Additional Services:

AS#1 - Construction observation and engineering services as detailed in Additional Escrow Letter. Estimated \$20,500.

Project Location: 2182 & 2200 Cass Road, Traverse City

Professional Services from November 05, 2023 to December 02, 2023

Fee

Billing Phase	Fee	Percent Complete	Earned	Previous Fee Billing	Current Fee Billing
Engineering Plan Review	3,500.00	100.00	3,500.00	3,500.00	0.00
Construction Observation & Testing	12,750.00	100.00	12,750.00	12,750.00	0.00
AS#1 Construction Observation & Testing	20,500.00	95.6488	19,608.00	18,860.00	748.00
Project Closeout & Turnover	1,500.00	0.00	0.00	0.00	0.00
Total Fee	38,250.00		35,858.00	35,110.00	748.00
Total Fee					748.00
Total this Invoice					\$748.00

Invoice

Gourdie-Fraser, Inc.
123 West Front Street, Suite A
Traverse City, MI 49684
Phone: 231-946-5874, Fax: 231-946-9634
VISA/MASTERCARD Accepted, Due Upon Receipt
A/R email: melanie@gfa.tc

MR CHUCK KORN
CHARTER TWP OF GARFIELD
3848 VETERANS DR
TRAVERSE CITY, MI 49684

December 02, 2023

Project No: 22300

Invoice No: 2230007

Re: Birmley Hills Site Condominium, Utility Extension (Water, Sewer and Storm Water Plan Review)

Services Performed:

A. Engineering services for storm water review including review of plans, computations and specifications for compliance with Ordinance 49. Services includes review, communication with applicant / engineer and correspondence letter findings and approval after several site modifications and supplemental reviews and communication with owner/ engineer

B.1 Plan review of overall capacity evaluation to determine impact to existing water and sewer system and ability to service, includes Act 399 permit and Part 41 assistance for the water main and sewer.

B.2 Full time construction observation for watermain/sanitary sewer testing and walk through with DPW.

B.3 Project turnover for review drawing and easements, close out and turnover documentation to township and updates to GIS and overall utility maps.

Project Location: South of Birmley Estates and Farmington Drive Traverse City

Professional Services from November 05, 2023 to December 02, 2023

Fee

Billing Phase	Fee	Percent Complete	Earned	Previous Fee Billing	Current Fee Billing
A. Storm Water Review	3,395.00	100.00	3,395.00	3,395.00	0.00
B.1 Engineering Utility Plan Review	3,500.00	100.00	3,500.00	3,500.00	0.00
B.2 Construction Observation & Testing	33,250.00	100.00	33,250.00	31,927.50	1,322.50
B.3 Project Close Out, Turnover	2,750.00	0.00	0.00	0.00	0.00
Total Fee	42,895.00		40,145.00	38,822.50	1,322.50
			Total Fee		1,322.50
				Total this Invoice	\$1,322.50

Invoice

Gourdie-Fraser, Inc.
123 West Front Street, Suite A
Traverse City, MI 49684
Phone: 231-946-5874, Fax: 231-946-9634
VISA/MASTERCARD Accepted, Due Upon Receipt
A/R email: melanie@gfa.tc

MR CHUCK KORN
CHARTER TWP OF GARFIELD
3848 VETERANS DR
TRAVERSE CITY, MI 49684

December 02, 2023
Project No: 22327
Invoice No: 2232704

Re: Britten North Manufacturing/Storage, Storm Water Review, Escrow No. 701-000-214.851

Services Performed:

1. Engineering Services for storm water review including review of plans, computations and specifications for compliance with Ordinance 49. Services includes review, communication with applicant / engineer and correspondence letter of initial review along with second review with revisions requested.
2. Fulltime construction observation, water main testing and walk through with GTC DPW.
3. Project turnover, review drawing and easements, close out and turnover documentation to township and updated to GIS and overall utility maps.

Project Location: 2466 Cass Road, Traverse City

Professional Services from November 05, 2023 to December 02, 2023**Fee**

Billing Phase	Fee	Percent Complete	Earned	Previous Fee Billing	Current Fee Billing
Storm Water Plan Review	2,000.00	100.00	2,000.00	2,000.00	0.00
Construction Observation, Testing	5,000.00	100.00	5,000.00	0.00	5,000.00
Project Turnover	1,250.00	0.00	0.00	0.00	0.00
Total Fee	8,250.00		7,000.00	2,000.00	5,000.00
Total Fee					5,000.00
Total this Invoice					\$5,000.00

Invoice

Gourdie-Fraser, Inc.
123 West Front Street, Suite A
Traverse City, MI 49684
Phone: 231-946-5874, Fax: 231-946-9634
VISA/MASTERCARD Accepted, Due Upon Receipt
A/R email: melanie@gfa.tc

MR CHUCK KORN
CHARTER TWP OF GARFIELD
3848 VETERANS DR
TRAVERSE CITY, MI 49684

December 05, 2023

Project No: 23120

Invoice No: 2312004

Re: Birmley Meadows Site Condominium, Water / Sewer Extension, Escrow# 701-000-215.839

Services Performed: Engineering and construction services for plan review, construction oversight and project close out for the water main and sanitary sewer extension. Infrastructure is to connect to available existing infrastructure and provide extension to service a 26 Unit residential housing development located south of Birmley Estates and east of Farmington Drive.

Professional Services from September 03, 2023 to December 02, 2023

Fee

Billing Phase	Fee	Percent Complete	Earned	Previous Fee Billing	Current Fee Billing
Engineering Plan Review	3,500.00	100.00	3,500.00	3,500.00	0.00
Construction Observation & Testing	12,750.00	97.00	12,367.50	0.00	12,367.50
Project Closeout & Turnover	1,500.00	0.00	0.00	0.00	0.00
Total Fee	17,750.00		15,867.50	3,500.00	12,367.50
			Total Fee		12,367.50
				Total this Invoice	\$12,367.50

Invoice

Gourdie-Fraser, Inc.
123 West Front Street, Suite A
Traverse City, MI 49684
Phone: 231-946-5874, Fax: 231-946-9634
VISA/MASTERCARD Accepted, Due Upon Receipt
A/R email: melanie@gfa.tc

MR CHUCK KORN
CHARTER TWP OF GARFIELD
3848 VETERANS DR
TRAVERSE CITY, MI 49684

December 02, 2023
Project No: 23152
Invoice No: 2315203

Re: Eagleview Lot 21, Residential Home, Site Plan and Water Main, Escrow No. 215.822

Services Performed: Engineering services for review of plans, provide proposed water main adjustment plan, profile and submission of an Act 399 Permit. Full time construction observation for water main, testing and walk through with DPW. Project turnover for review drawing and easements, close out and turnover documentation to township and updates to GIS and overall utility maps.

Professional Services from November 05, 2023 to December 02, 2023

Fee

Billing Phase	Fee	Percent Complete	Earned	Previous Fee Billing	Current Fee Billing
Site Plan Review	6,500.00	100.00	6,500.00	6,500.00	0.00
Construction Observation & Testing	2,000.00	23.00	460.00	0.00	460.00
Project Turnover	1,000.00	0.00	0.00	0.00	0.00
Total Fee	9,500.00		6,960.00	6,500.00	460.00
Total Fee					460.00
Total this Invoice					\$460.00

Invoice

Gourdie-Fraser, Inc.
123 West Front Street, Suite A
Traverse City, MI 49684
Phone: 231-946-5874, Fax: 231-946-9634
VISA/MASTERCARD Accepted, Due Upon Receipt
A/R email: melanie@gfa.tc

MR CHUCK KORN
CHARTER TWP OF GARFIELD
3848 VETERANS DR
TRAVERSE CITY, MI 49684

December 05, 2023

Project No: 23359

Invoice No: 2335901

Re: Traverse City West Senior High School, Water Main Relocation Extension, Escrow No.# 215.809

Services Performed:

1. Engineer Review; Conceptual and Final Plan Review and overall capacity evaluation to determine impact to existing water system and ability to service. Scope also includes Act 399 Permit Assistance for the water.
2. Fulltime Construction Observation, Testing and Walk Through with DPW; Estimating service for approximately (9) days of construction, 32 hours GFA staff time to conduct site visits, witness testing, and DPW walkthrough. Developer is responsible to provide record drawings and provide documentation to GFA for review.
3. Project Turnover; Review drawing and easements, Review of close out and turnover documentation to township and updates to GIS and overall utility maps

Project Location: 5376 N. Long Lake Road

Professional Services from November 05, 2023 to December 02, 2023

Fee

Billing Phase	Fee	Percent Complete	Earned	Previous Fee Billing	Current Fee Billing
Engineer Review	2,000.00	75.00	1,500.00	0.00	1,500.00
Const. Observation, Testing, Walk Thru	3,500.00	0.00	0.00	0.00	0.00
Project Close Out, Turnover	1,000.00	0.00	0.00	0.00	0.00
Total Fee	6,500.00		1,500.00	0.00	1,500.00
Total Fee					1,500.00
Total this Invoice					\$1,500.00

Invoice

Gourdie-Fraser, Inc.
123 West Front Street, Suite A
Traverse City, MI 49684
Phone: 231-946-5874, Fax: 231-946-9634
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A/R email: melanie@gfa.tc

MR CHUCK KORN
CHARTER TWP OF GARFIELD
3848 VETERANS DR
TRAVERSE CITY, MI 49684

December 02, 2023

Project No: 16037

Invoice No: 1603722

Re: NW Service District Water System Improvements

Services Performed: Engineering and construction services for final design, bidding, construction staking, observation and administration, close out and record drawings for water main extension.

Additional Services:

1. 01/17/18 Heritage Estates entrance reconstruction.

Project Location: Harris Road and Cedar Run Road, Garfield Township, Grand Traverse County, Michigan.

Professional Services from March 03, 2019 to December 02, 2023

Fee

Billing Phase	Fee	Percent Complete	Earned	Previous Fee Billing	Current Fee Billing
WATER STORAGE TANK	0.00	0.00	0.00	0.00	0.00
Research	15,000.00	100.00	15,000.00	15,000.00	0.00
Engineering Design	25,000.00	100.00	25,000.00	25,000.00	0.00
Topographic Survey	5,000.00	100.00	5,000.00	5,000.00	0.00
Bidding	5,000.00	100.00	5,000.00	5,000.00	0.00
Construction Staking	5,000.00	100.00	5,000.00	5,000.00	0.00
Construction Administration	10,000.00	100.00	10,000.00	10,000.00	0.00
Construction Inspection	25,000.00	100.00	25,000.00	25,000.00	0.00
Record Drawings/Close Out	3,500.00	90.00	3,150.00	3,150.00	0.00
	0.00	0.00	0.00	0.00	0.00
WATERMAIN EXTENSIONS	0.00	0.00	0.00	0.00	0.00
Prop. Acquisition/Utility Research	10,000.00	100.00	10,000.00	10,000.00	0.00
Final Design/Permitting	50,000.00	100.00	50,000.00	50,000.00	0.00
Topographic Survey	15,000.00	100.00	15,000.00	15,000.00	0.00
Bidding	6,500.00	100.00	6,500.00	6,500.00	0.00
Construction Staking	20,000.00	100.00	20,000.00	20,000.00	0.00
Construction Administration	25,000.00	100.00	25,000.00	25,000.00	0.00
Construction Inspection	120,000.00	100.00	120,000.00	120,000.00	0.00

Project	16037	GARFIELD/FD,BID,STK,CA,CM/HARRIS-CEDAR R				Invoice	1603722
Record Drawings/Close Out		9,500.00	100.00	9,500.00	9,500.00	0.00	
		0.00	0.00	0.00	0.00	0.00	
INFRASTRUCTURE UPGRADE/BOOSTER STATION		0.00	0.00	0.00	0.00	0.00	
Research		25,000.00	94.00	23,500.00	14,500.00	9,000.00	
Final Design/Permitting		69,100.00	27.00	18,657.00	18,657.00	0.00	
Topographic Survey		15,000.00	33.00	4,950.00	4,950.00	0.00	
Bidding		6,850.00	6.5693	450.00	450.00	0.00	
Construction Staking		5,000.00	1.80	90.00	90.00	0.00	
Construction Administration		30,000.00	0.00	0.00	0.00	0.00	
Construction Inspection		20,350.00	0.00	0.00	0.00	0.00	
Record Drawings/Close Out		6,500.00	0.00	0.00	0.00	0.00	
		0.00	0.00	0.00	0.00	0.00	
HERITAGE EST.ENTRANCE RECONSTRUCTION SAD		0.00	0.00	0.00	0.00	0.00	
Preliminary Design		500.00	100.00	500.00	500.00	0.00	
Final Design		500.00	100.00	500.00	500.00	0.00	
Bidding		250.00	100.00	250.00	250.00	0.00	
Construction Inspection		3,700.00	100.00	3,700.00	3,700.00	0.00	
Construction Staking		1,800.00	100.00	1,800.00	1,800.00	0.00	
Construction Administration		750.00	100.00	750.00	750.00	0.00	
Closeout Services		500.00	100.00	500.00	500.00	0.00	
Total Fee		535,300.00		404,797.00	395,797.00	9,000.00	
		Total Fee				9,000.00	
Reimbursable Expenses							
Government Fees							
7/17/2019	GRAND TRAVERSE COUNTY HEALTH DEPT	SOIL EROSION PERMIT EXTENSION			60.00		
Total Reimbursables					60.00	60.00	
Total this Invoice						\$9,060.00	

Invoice

Gourdie-Fraser, Inc.
123 West Front Street, Suite A
Traverse City, MI 49684
Phone: 231-946-5874, Fax: 231-946-9634
VISA/MASTERCARD Accepted, Due Upon Receipt
A/R email: melanie@gfa.tc

MR CHUCK KORN
CHARTER TWP OF GARFIELD
3848 VETERANS DR
TRAVERSE CITY, MI 49684

December 05, 2023

Project No: 22280

Invoice No: 2228005

Re: EGLE DWRf Project Plan, Capital Improvement Projects.

Services Performed: Civil engineering services for research and compilation/water reliability study update, water system hydraulic analysis/computer modeling, revenue system development, DWRf project plan and loan application as detailed in proposal letter dated August 17, 2022.

Professional Services from October 29, 2023 to December 02, 2023

Fee

Billing Phase	Fee	Percent Complete	Earned	Previous Fee Billing	Current Fee Billing
Water Reliability Study Update	26,500.00	40.00	10,600.00	10,600.00	0.00
Water System Hydraulic Analysis/Modeling	22,500.00	0.00	0.00	0.00	0.00
Revenue System Development	15,000.00	100.00	15,000.00	0.00	15,000.00
DWRf Project Plan & Loan Application	48,500.00	100.00	48,500.00	48,500.00	0.00
Total Fee	112,500.00		74,100.00	59,100.00	15,000.00
Total Fee					15,000.00
Total this Invoice					\$15,000.00

Invoice

Gourdie-Fraser, Inc.
123 West Front Street, Suite A
Traverse City, MI 49684
Phone: 231-946-5874 Ext. 310
A/R email: melanie@gfa.tc

MR CHUCK KORN
CHARTER TWP OF GARFIELD
3848 VETERANS DR
TRAVERSE CITY, MI 49684

December 05, 2023
Project No: 23029C
Invoice No: 23029313

Re: Oleson Property Development along US-37, Water System Expansion

Services Performed: Engineering services for review of existing record drawings and easement for McCrae water tank parcel and conceptual layout / configuration for a booster station to services southern portion of township.

Professional Services from November 05, 2023 to December 02, 2023

Professional Personnel

	Hours	Rate	Amount	
Design CAD Technician III	5.00	102.00	510.00	
Totals	5.00		510.00	
Total Labor				510.00
		Total this Invoice		\$510.00

Invoice

MR CHUCK KORN
CHARTER TWP OF GARFIELD
3848 VETERANS DR
TRAVERSE CITY, MI 49684

Gourdie-Fraser, Inc.
123 West Front Street, Suite A
Traverse City, MI 49684
Phone: 231-946-5874 Ext. 310
A/R email: melanie@gfa.tc

December 05, 2023

Project No: 23029C

Invoice No: 23029312

Re: Jefferson Ave., Special Assessment District (SAD), CIP Project Review / Cost Estimation

Services Performed: Engineering services for review of June and September cost estimates prepared by GTCRC and provide feedback to township supervisor.

Professional Services from November 05, 2023 to December 02, 2023

Professional Personnel

	Hours	Rate	Amount	
Project Manager	2.00	145.00	290.00	
Totals	2.00		290.00	
Total Labor				290.00
		Total this Invoice		\$290.00

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:

Supported:

Ayes:

Nays:

Absent and Excused:

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: _____

Lanie McManus, Clerk

PROPOSED SAD for ROAD IMPROVEMENT IN THE RIDGEVIEW SUBDIVISION

20-Nov-23

PETITION SIGNERS

Parcel #	Owner(s)	Street #	Project Frontage	Frontage of Signers	Who Signed
1 05-280-001-00	Christopher K Sterr & Joleen McCain	1516 Ridge View Ct	201.68	201.68	Christopher Sterr & Joleen McCain
2 05-280-002-00	William R Jr & June Streeter	1538 Ridge View Ct	86.40	86.40	William & June Streeter
3 05-280-003-00	Regina C Johnson	1546 Ridge View Ct	81.84		
4 05-280-004-00	Doris Helen Boisvert Trust	1554 Ridge View Ct	75.28	75.28	Doris Boisvert
5 05-280-005-00	Denise E Schmuckal	1562 Ridge View Ct	88.03	88.03	Denise Schmuckal
6 05-280-006-00	James R Frees	1570 Ridge View Ct	88.10	88.10	James Frees
7 05-280-007-00	Collin Gaudard & Anne L Noble	1578 Ridge View Ct	80.00	80.00	Collin Gaudard & Anne Noble
8 05-280-008-00	Kim & Cynthia Cronin	1586 Ridge View Ct	111.42	111.42	Kim & Cindy Cronin
9 05-280-009-00	Richard L & Patricia J Captain	1594 Ridge View Ct	62.59		
10 05-280-010-00	Elizabeth A Cannon Estate	1602 Ridge View Ct	109.10		
05-280-011-00	CF Holdings LLC (LC Buyers)	3028 N Keystone Rd			
05-280-011-10	CF Holdings LLC	3000 N Keystone Rd			
11 05-280-012-00	Robert Z & Alicia M Emery	1581 Ridge View Ct	172.72	**	Robert & Alicia Emery
12 05-280-013-00	Zebulon Jade Krumlauf	1573 Ridge View Ct	85.00	85.00	Zeb Krumlauf
13 05-280-014-00	Jimmy Priest	1565 Ridge View Ct	85.00		
14 05-280-015-00	Wesley E & Mary T Barry	1537 Ridge View Ct	124.34	124.34	Wesley & Mary Barry
15 05-280-016-00	Scott D & Jill M Stipe	1529 Ridge View Ct	83.80	83.80	Scott & Jill Stipe
16 05-280-017-00	George H & Toinette L Warnick (LE)	1521 Ridge View Ct	65.23		
17 05-280-018-00	Thomas Kingsford	1513 Ridge View Ct	119.06		
05-280-019-00	Sandra M Valentine	3007 LaFranier Rd			

TOTALS: 1719.59 1024.05

50% 859.80 59.55%

** Signed but was not counted - Mr Emery signed for he AND his wife.

SPECIAL ASSESSMENT DISTRICT PETITION





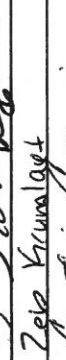





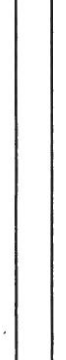

Circulator signature on back

We the undersigned property owners in the Township of Garfield, in the County of Grand Traverse, State of Michigan, respectfully petition for the creation of a special assessment district to finance (indicate the improvement):

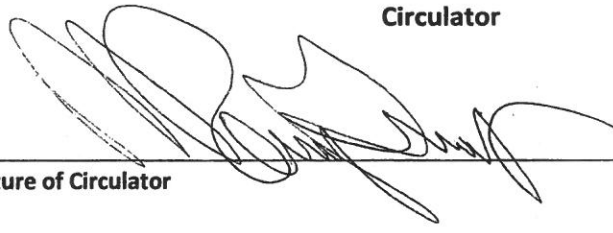
Ridge View Court - Crush and Shape -

Road Improvement

1. Complete the heading of the petition before circulating it. 2. Each signed must sign and print his or her first and last name. 3. Each signer must date his or her signature. 4. Each signer must enter his or her full address.

Parcel Number (FOR TOWNSHIP USE ONLY)	Signature of Property Owner	Printed Name	Street Address and Post Office	Month	Day	Year
28-05-280-015-00		Wesley E. Barry	1537 Ridge View Ct	10	21	23
28-05-280-015-00		Mary E. Barry	1537 Ridge View Ct	10	21	23
28-05-280-005-00		Denise Schmedel	1537 Ridge View Ct	10	21	23
28-05-280-002-00		WILLIAM R. STREET	1538 RIDGE VIEW CT	10	21	23
28-05-280-002-00		June C. Street	1538 Ridge View Ct	10	21	23
28-05-280-016-00		JILL STIPE	1529 Ridge View Ct	10	21	23
28-05-280-016-00		Scott Stipe	1529 Ridge View Ct	10	26	23
28-05-280-013-00		Zeb Krumlay	1573 Ridge View Ct	11	12	23
28-05-280-008-00		Cindy Cronin	1586 Ridge View Ct	11	12	23
28-05-280-008-00		Rick Cronin	1586 Ridge View Ct	11	12	23
28-05-280-001-00		Gerald Stipe	1516 Ridge View Ct	11	12	23
28-05-280-001-00		John McCain	1516 Ridge View Ct	11	12	23
13						
14						
15						
16						
17						
18						
19						
20						

Circulator



Signature of Circulator

11/15/2023

Date

Mary Barry

Printed Name of Circulator

1535 Bridge View Ct TC 49686

Complete Address

FOR OFFICE USE

Petitions received on: 11/15/23

Person receiving petitions: Amy DeHaan

Number of valid signatures on this petition: 12

Circulator signature on back

Ridge View Court - Crush and Shape -

Road Improvement

[illegible]

Circulator



11-20-23

Signature of Circulator

Date

Mary T Barry

Printed Name of Circulator

1535 Ridge View Ct

Complete Address

FOR OFFICE USE

Petitions received on: 11/20/23

Person receiving petitions: Amy Osterman

Number of valid signatures on this petition: 4*

Did not count signatures for
the Emeny's because Mary informed
me that he signed for both of them.

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
Board Member

and supported by

Upon roll call vote, the following voted:

Yeas:

Nays:

Abstain:

Absent and Excused:

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: _____

Lanie McManus, Township Clerk

GARFIELD CHARTER TOWNSHIP



BOARD MEETING 11/28/23

TO: GARFIELD TOWNSHIP BOARD
FROM: CHLOE MACOMBER TREASURER
SUBJECT: APPROVAL OF COMPUTERIZED TAX ROLL

- 1.) REQUESTING THE BOARD TO APPROVE A RESOLUTION THAT THE GRAND TRAVERSE COUNTY TREASURER BE APPROVED TO SUBMIT A REQUEST UPON OUR BEHALF TO THE STATE TAX COMMISSION AND THE STATE TREASURER FOR APPROVAL OF THE TOWNSHIP'S COMPUTERIZED TAX ROLL.

This request will allow us to use our computerized database as the official record of our tax roll.. Without this certification we are required to keep a paper tax roll showing all posting of the receipts, transaction number, date of payment and partial payment validation with unpaid balance listed on the settlement .

THE COUNTY CURRENTLY MAINTAINS A BACK UP OF OUR TAX DATBASE ALONG WITH THE TOWNSHIP.

REQUIRED: APPROVE RESOLUTION (2023 -34-T) APPROVAL OF COMPUTERIZED TAX ROLL

**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:

Supported:

Ayes:

Nays:

Absent and Excused:

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: _____

Lanie McManus, Clerk
Charter Township of Garfield



**Professional Aquatic Consulting Services Contract
For Silver Lake, Grand Traverse County, Michigan
2024 (Renewable Annually)**

The Silver Lake Association Board, hereinafter called the Board, and Restorative Lake Sciences, LLC, hereinafter called the "Consultant" agree to this contract made on this _____ day of _____, 2023.

Part I – Professional Aquatic Consulting Components:

The following items will be included in the professional aquatic consulting services:

1. Attendance at the annual Silver Lake Association meeting that is conducted for purposes of improvements to Silver Lake or upon request to present critical information to the Board. RLS will present lake management updates and also discuss the overall health of Silver Lake.
2. Preparation of required herbicide, harvesting, and/or biological control contractor bid documents, analysis of bid documents, and recommendations to the Board if requested.
3. Technical assistance and dissemination of scientific information to the Board regarding the ecological status of Silver Lake or other factors (external or internal) that may affect the balance of the Silver Lake aquatic ecosystem.
4. Oversight and management of the lake, including aquatic vegetation surveys (including exotic emergent aquatic plants), analysis of vegetation data, on-site oversight of aquatic herbicide applicator activities to assure proper technique, doses, and products are used, submission of any required data to EGLE for permitting, preparation of a Silver Lake progress report (primarily updates on the current treatment program and proposed future plans), processing of all contractor invoices and submission of those invoices to the Board.
5. Completion of an annual Silver Lake progress report. This would include water quality data, data trends, aquatic vegetation data, treatment data, and recommendations for future management.
6. Assistance with future special assessment district or public hearing functions.
7. RLS professional services are subject to a performance review by the Board and the contract for professional services is annually renewable.

Part II – Payments to Consultant

1. The total cost of consulting services for Silver Lake will be a lump sum of \$8,000 per year. Payments are due on a quarterly basis for a total of \$2,000 per quarter. The Consultant agrees that quarterly billings will be billed to the Board on a quarterly basis.
2. For additional evaluation items requested by the Board, the Consultant will be paid at a billing rate of \$95 per hour, and under no circumstances, will work proceed without the authorization of the Board and/or written approval from the Board.

IN WITNESS WHEREOF, the Silver Lake Association Board and Restorative Lake Sciences, LLC execute this agreement.

Consultant



By _____
Jennifer L. Jermalowicz-Jones, PhD
Certified Lake Professional NALMS 21-01P
Water Resources Director
Restorative Lake Sciences, LLC

Silver Lake Association Board

By _____
Silver Lake Association Board

Garfield Township Board

By _____
Chuck Korn, Supervisor

Blair Township Board

By _____
Nicole Blonshine, Blair Township Supervisor

**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:

Supported:

Yeas:

Nays:

Absent and excused:

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:

Supported:

Yeas:

Nays:

Absent and excused:

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

Oleson Foundation

P. O. Box 904
Traverse City, MI 49685-0904

Municipal Water

Garfield Township Board
Attention: Mr. Chuck Korn, Supervisor

November 27, 2023

On Tuesday September 12, 2023 the Oleson Foundation had their annual board meeting.

In the meeting there were discussions on extending Municipal water from Garfield Township from McCrea Road to the limits of our property. All board members were in favor and approved spending funds for the water main infrastructure to move forward with this project.

The board also approved on developing all roads and infrastructure to the property located between Meadow Land and Rennie School road. (See Attached)

Sincerely,



Brad Oleson

Phone: 231-631-4646
Email: bradoleson@olesonsfoods.com

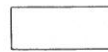
MEADOW LANE DRIVE



EXISTING OCCUPIED LANDS



I-G GENERAL INDUSTRIAL(89.6 ACRES)



I-L LIMITED INDUSTRIAL



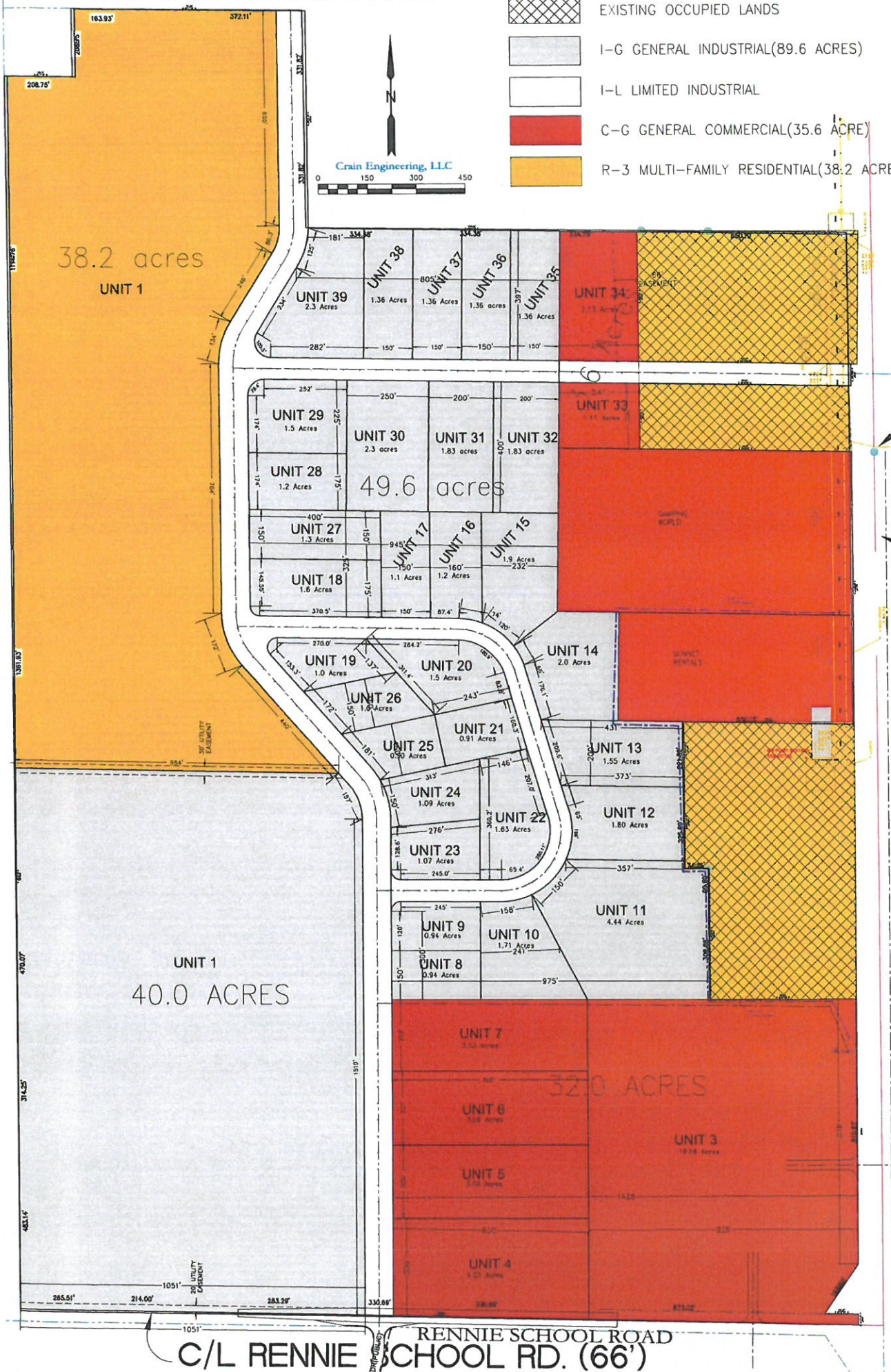
C-G GENERAL COMMERCIAL(35.6 ACRES)



R-3 MULTI-FAMILY RESIDENTIAL(38.2 ACRES)



Crain Engineering, LLC



Charter Township of Garfield

Engineering Report / Construction Update

December 6, 2023

I. Water Projects**Northwest Service District – Water System Improvements**

Status below:

Division I: Tank was officially placed online in September 2019 and project is closed out

Division II: Project was completed and accepted (utilities turned over) by Township.

Division III: Booster Station / Mechanical Upgrade design is 75% complete and expected to be finalized in 2023 for permitting and bids. Project has been on hold due to high bid prices / volatile market. Upon completion, the abandonment of three (3) booster station will occur, area overall will experience 5-10 psi increase in pressure and west side of town will be serviced from the new tank rather than directly from the city.

Township board approved GFA contract to provide design, permitting and construction / installation of PRV. Project was recently bid and based upon pricing the Board approved to pursue only Cedar Run PRV replacement / booster station abandonment at this time. PRV has been delivered and installed along with abandonment of 2 booster stations. Water fed to Munson area along Cedar Run is provided by the Cedar Run tank without disruption and more consistent flows observed (less spikes). Project is done and closed out

McCrae PRV: US31 / 37 Water Pressure Issues

This area historically experiences low pressure and fire suppression difficulties, specifically Cracker Barrel / Sam's Club. Water that services this area is from McCrae groundwater tank which services the US31/ 37 corridor by gravity and controlled by Pressure Control Valves to maintain pressures less than 80 psi. McCrae PRV has been proposed to be relocated to address this pocket of low pressure in past water studies and capital improvement plans. Project is on hold due to high bid price received

Stone Ridge PRV Replacement

The PRV located on Silverlake Road that services the Stoneridge Subdivision is one of the oldest and subject to frequent flooding / maintenance. The station is at its life expectancy and in need of replacement as identified both by the DPW and Township Capitol Improvement Plans. It is our intent to include this project construction with the McCrae PRV replacement to optimize cost with a single contractor. Permits have been issued. Project is on hold due to high bid price received.

*Recent update the existing watermain north of the Stoneridge PRV along Silverlake by YMCA has been leaking. Excavation and repairs indicated signs of pipe failure because of heavy / wet soils and concerns with future leaks are possible. Recommendation to include watermain replacement (Plastic C900) with PRV replacement proposed.

Tank Inspection

GFA is assisting the DPW with required maintenance of the water storage tanks located on McCrae, Cedar Run, Birmley and Heritage. Routine inspection is required every 5 years as mandated by EGLE. GFA will be responsible for coordinating with the inspection company, monitoring operations during the inspection and providing a report to the Township and DPW related to findings. McCrae / Cedar Tanks inspections have been completed with no major issues noted. Final report received and on file. Copy also sent to EGLE for their files

Birmley Tank Mixer

GFA assisted with review and implementation of some operation improvements to the existing elevated tank in Birmley Hills Estate Subdivision to improve pressures. These changes required raising the operating range of water levels in the tank which by doing so reducing proper mixing of the water. The board and DPW approved moving forward with the install and unit has been ordered.

Sewer Projects

SAW Grant – US 31 Siphon Flow Monitoring

Township board approved recommendations in report at September 26th 2017 meeting. GFA coordinated with the DPW to initiate operations change. Siphon continues to be monitored with increase in growth and permits on west side of town as a capacity restriction exists based upon study results. In March 2019, flows were rerouted to Pump Stations #2 at logans landing from Pump Station #6 at Applebees to alleviate the capacity at the siphon. DPW has been monitoring and discharge has been going well without incident. A need for a pump station may be more imminent to bypass siphon as it continues to present both a maintenance issue and capacity restriction but for the time being, the bypass of flows is working well and EGLE has accepted and permitting new development on west side of town.

NW Silver Lake Sewer Extension

Recently interest (from Franciscos) to extend sanitary sewer along NW Silverlake Road was requested by property owners. Project has designed, permitted and bid opening was held last month with no interest. Project will be rebid this winter to allow for spring / summer 2024 construction. This information has been relayed to the owner of Franciscos.

Birmley Estates

GFA completed flow monitoring in this area and submitted results to Twp and EGLE. There is a limited pipe section from Northern Star Drive to Garfield that based upon flow monitored demonstrated is has adequate capacity to meet existing some future growth in the area. No improvements needed at this time.

General Utilities

Sewer / Water City Contracts

GFA, DPW and Township continue to monitor flows and contractual terms with the City which is currently set at 5 MGD. In the upcoming future negotiations will be initiated to discuss terms of the 1987 contract.

Water Reliability Study

GFA completed the last study in 2012 and are to be completed every 5 years. GFA had requested a time extension from DEQ awaiting completion of work on Northwest side of town. With growth and interest to extend system to Olesons / Meadowlane and need for tank to service Traditions, EGLE has requested GFA complete a mini study for each service area (there are 5). This would include flow data and capacity assessment of existing infrastructure. The Township recently approved the EGLE DWRf Engineering report which will include completing the water study and was submitted to EGLE for funding consideration on June 1, 2023. Scoring was recently released (DRAFT) with over 200 communities making application. The Township received a score of 45 out of 100. Final award information to be forthcoming in September.

GIS Mapping

GFA has been working with the DPW to create an asset management program for the Township with respect to the Water and sewer Infrastructure. The 1st step of this process which includes creation of a GIS map that includes all record drawing information has been completed. GFA / DPW are now pursuing forward to inventory major and minor assets and GPS the locations of each.

The BPW was awarded the CGAP grant as offered by the Michigan Dept of Treasury. This grant promotes collaboration of communities and efficiency in government. The funds covered 75% of the expenses including equipment (GPS handheld).

Water Service Expansion

Southwest Part of Township: Olesons Development have initiated and expressed an interest to partner to facilitate the extension of municipal watermain to service the respective developments. GFA has prepared budgetary cost estimates for various options to provide access to water service to the southwest side of the township which currently does not exist (terminates at McCrae / US-37. GFA and Township staff have been working on cost sharing options and has been meeting with developers on ability to collaborate on project to extend Garfield infrastructure to provide both domestic and fire. Based upon recent meetings with developer and Township, there is a verbal commitment from Developer to fund the extension of the watermain whereas the Township will fund the booster station as a CIP project since it is deemed a public benefit to the entire water system. Formal commitment is in your board packet for consideration. If accepted GFA will coordinate and prepare a contract for the booster station and have in your packet for approval in January 2024.

Capital Improvement Projects

GFA continues working on capital improvement list and submitted an updated CIP for both utilities and park projects to the Planning Department last month. The list will be utilized to assist the Planning Commission and Township Board with prioritizing projects and for soliciting infrastructure funding that is upcoming, as applicable. Township recently submitted to EGLE for DWSRF grant for water infrastructure but do to number of applicants was not funded. GFA has resubmitting for 2025.

II. Parks & Recreation

East River Park – Capital Improvements

GFA worked Township staff on preparing a conceptual plan and budgetary cost estimates for discussion purposes at upcoming Park and Rec Meeting. Amenities proposed include trail, dog parks, parking lot, pavilion, signage and seating areas. GFA recently had an onsite meeting to review project scope and costs based upon the adopted 2023 budget providing some funds to implement some improvements. A proposal was submitted to the Township and was approved to proceed with the phase 3 of this project including sidewalk and bathroom. Phase I and II have been completed and GFA has been approved to proceed with Phase III. Phase III is complete however based upon feedback from Park / Rec and Township Board additional amenities including playground equipment and water fountains are to be added. GFA working with Planning Department on next steps.

Copper Ridge – Trailhead Parking

GFA is working with Township staff on some conceptual layouts to provide additional overflow parking. Work includes locations, impacts to storm and accessibility and budgetary cost estimates.

Utility Plan Reviews

Windy Hills (60 Acre Herkner Parcel) – Phase II

GFA has completed a 2nd review and awaiting final plan submission to complete full review. GFA to provide oversight with fulltime inspection to be provided by applicant.

Ashland Park - Phase 2 & 3 Plan review has been completed by GFA and in receipt of all EGLE permits. GFA will be providing as needed construction oversight. Watermain to storage units have been installed and inspected by GFA. We are awaiting closeout documents for this portion before recommending approval to accept.

Fox Run

Plans have been approved and am in receipt of all DEQ permits. GFA will be providing as needed construction oversight. Some challenges to access connection to existing gravity sewer have presented themselves and worked with developer / DPW to provide connection. A preconstruction meeting was held in 2022 and project was intended to start soon, no update as of current.

Chelsea Park West – Phase II

Plans have been approved and am in receipt of all EGLE permits. GFA will be providing as needed construction oversight.

BATA Facility / TCHC

All permits have been issued and project is currently under construction. All onsite and offsite utility for BATA have been installed and GFA is currently working on closeout paperwork and punchlist items with developer. GFA is in receipt of a site plan amendment for TCHC that we are currently reviewing for utility / sw compliance.

Marengo 31

Plans have been reviewed and approved and EGLE permit has been issued. GFA will provide full time inspection with work to begin when notified.

South 22

An amended drawing set was submitted and reviewed by GFA to submit for permit amendments. Permits have been issued and project started in September. GFA is onsite providing full time inspection.

Britten, New Buildings (Cass Road)

Project is complete with GFA providing fulltime construction oversight. Currently working on closeout paperwork

Birmley Hills Condo

EGLE Permits have been issued and construction started in September. GFA is providing full time inspection.

Birmley Meadows

GFA has completed a final review of the plans related to water main and sewer extension to service development. GFA received updated plans and submitted to EGLE for permitting earlier this week.

Villages at Garfield

GFA has completed an initial review of the plans related to water main and sewer extension to service development. GFA is awaiting updated plans and then will process for EGLE permits.

2021 through 2023 Storm Water & Private Road Plan Reviews

*list represents those still outstanding / not approved

Unit C Addition - Machin Properties	Initial review email sent 2/6/23 - PROJECT CANCELLED
Sunbelt Rentals	Initial review email sent 2/15/23, Final letter sent 5/10/23 - DONE, Cursory letter 6/12
Seven Brews - US 31	Conditional approval per letter. Field verifications required - Verification completed 8/28 ltr sent 9/6
Chelsea Park West Bldg 9 and 10	Review letter sent out 3/30/23 - DONE
1712 S Garfield Rd - (StoneField, Cherryland Mall)	SW Review letter sent 3/8/23. Cursory review remains - DONE
Pine Grove - (Crain Engineering LLC)	Initial review sent 3/21
UPS	Review letter sent 4/7/23, Final review sent 5/5/23- add curves, Curves attend 5/8/23- DONE
Unit 31 HIC Drayton Builders	Final letter sent 5/2/23 - DONE
Morgan Farms	Initial email sent 5/22/23, Follow up RFI email sent to JH on 5/25, DL review 6/8, Final letter out 7/6
Cedar Run Annex Sidewalk	Phone calls and emails on 8/21 to responded to 8/16 RFI . No grades on plans to review.
Brimely Meadows Site Condo	RS draft review 6/1, MWM sent CM comments on 7/11
French Manor II	Initial grading review approved 6/5 per email, Final letter out 6/22/23
Creekside Church	Letter sent 7/14 - DONE
Bish's RV	Initial review sent 7/24, received info 8/4- Application was removed in review
Boon	
1661 Lake Drive Driveway	Plans received on 7/26, initial review sent 8/2
Village at Garfield: Findings of Fact and Utility/SW Plan Review Set	Initial review by AB on 8/4 for MM QA. Sent out 8/14. Done
Ridge 45	Waiting on calcs from SJ. Calcs received: Done
Atomic Properties (Paving Review)	Conditional approval per letter 11/22/2023.
K1 Speed	AB initial review not sent to client, Req for info on 11/15, final letter 11/29
1353 Lake Rd	Initial review completed 11/13, Final letter out 11/15
TBD - TC Symphony	
TBD - BATA Housing minor amendment,	

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

November 2023

Location	Citations	Traffic Crashes			Arrests		Traffic Crash Totals
		Fatal	PIA	PDA	OWI	Criminal	
01 Acme	4	0	3	30	0	5	33
02 Blair	21	0	2	29	3	7	31
03 East Bay	28	0	11	40	1	4	51
04 Fife Lake	0	0	2	7	1	1	9
05 Garfield	82	0	16	96	2	57	112
06 Grant	0	0	0	3	0	0	3
07 Green Lake	13	0	1	14	0	13	15
08 Long Lake	3	0	4	21	0	0	25
09 Mayfield	8	1	1	13	0	3	15
10 Peninsula	13	0	2	6	0	1	8
11 Paradise	2	0	3	15	1	4	18
12 Union	0	1	1	11	0	0	13
13 Whitewater	1	0	0	16	1	0	16
29 Fife Lake Vlg	0	0	0	0	0	0	0
30 Kingsley Vlg	4	0	1	2	0	3	3
66 Traverse City	4	0	0	0	4	35	0
84 Out of County	0	0	0	0	0	18	0
Totals	183	2	47	303	13	151	352
% of Garfield Twp	44.8%	0.0%	34.0%	31.7%	15.4%	37.7%	31.8%

Ticket stats are based on what District Court has entered as of 12/01/23.

Arrest stats are as of 12/02/23.



GRAND TRAVERSE METRO FIRE DEPARTMENT

6.d.

FIRE OFFICE 897 Parsons Road ~ Traverse City, MI 49686
Phone: (231) 947-3000 Fax: (231) 947-8728 ~ Website: www.gtmetrofire.org Email: Info@gtmetrofire.org

GTMESSA Garfield Township NFIRS Incidents - November 2023

Incident Type	Count
Medical assist, assist EMS crew	267
Dispatched and cancelled en route	21
Emergency medical service, other	14
Motor vehicle accident with injuries	12
Alarm system activation, no fire - unintentional	6
False alarm or false call, other	3
Motor vehicle accident with no injuries.	3
Smoke detector activation, no fire - unintentional	3
Alarm system sounded due to malfunction	2
Dumpster or other outside trash receptacle fire	2
Gas leak (natural gas or LPG)	2
No incident found on arrival at dispatch address	2
Smoke scare, odor of smoke	2
Assist invalid	1
Assist police or other governmental agency	1
Building Fire - Int/Ext Finish - Non-Structural	1
Carbon monoxide detector activation, no CO	1
Carbon monoxide incident	1
Extrication of victim(s) from vehicle	1
LP or Natural Gas Odor with no leak/gas found.	1
Outside rubbish, trash or waste fire	1
Overheated motor / belt issue	1
Passenger vehicle fire	1
Public service	1
Smoke detector activation due to malfunction	1
Unintentional transmission of alarm, other	1
Vehicle accident, general cleanup	1
Grand Total	353



GRAND TRAVERSE METRO FIRE DEPARTMENT

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GTMESSA Garfield EMS Incidents - November 2023

Complaint	Priority 1	Priority 2	Priority 3	Total
Fall	6	14	27	47
Difficulty Breathing / SOB	22	6	4	32
Cardiac Issues (Chest Pain)	22	1	3	26
General Weakness			19	19
Medical Alarm	1	15	1	17
Invalid Assist/Lift Assist			16	16
No Other Appropriate Choice	2		14	16
Seizure	13		2	15
Altered LOC	7	2	5	14
Syncope/near-fainting	10	1	1	12
Abdominal Pain	5		5	10
Vehicle Accident	6	1	3	10
Back Pain (Non-Traumatic)	2		7	9
Traumatic Injury	5		3	8
Stroke/CVA	6	1		7
Nausea/Vomiting	3	1	2	6
Diabetic Emergency	3	1	1	5
Hypotension / hypertension	2	1	2	5
Assault		2	2	4
Cardiac Issues - No Chest Pain	3		1	4
Infection	2		2	4
Unresponsive	4			4
Hemorrhage/Laceration		1	2	3
Lower Limb Swelling			3	3
Psychiatric Problem/Suicide Attempt			3	3
Urinary problem			3	3
Alcohol intoxication	2			2
Choking	2			2
GI Bleed	1	1		2
Headache			2	2
Overdose - Unintentional	2			2
Pregnancy/Childbirth/Miscarriage	2			2
Allergic Reaction / Stings	1			1
CPR	1			1
Death - Priority 5	1			1
Driver Request			1	1
Welfare Check			1	1
Grand Total	136	48	135	319



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GTMESSA EMS Incidents - November 2023

Complaint	Priority 1	Priority 2	Priority 3	Total
Abdominal Pain	7		6	13
Alcohol intoxication	2	1		3
Allergic Reaction / Stings	1		1	2
Altered LOC	9	3	5	17
Animal Bite			1	1
Assault		2	2	4
Back Pain (Non-Traumatic)	2		8	10
Cardiac Issues - No Chest Pain	3		1	4
Cardiac Issues (Chest Pain)	25	1	3	29
Choking	2			2
CPR	2			2
Death - Priority 5	2		1	3
Diabetic Emergency	3	2	1	6
Difficulty Breathing / SOB	24	7	4	35
Driver Request			1	1
Epistaxis (Nosebleed)			1	1
Fall	12	18	33	63
Fever	1		1	2
General Weakness	4		23	27
GI Bleed	1	1		2
Headache			2	2
Hemorrhage/Laceration	1	2	2	5
Hypotension / hypertension	3	1	2	6
Infection	2		3	5
Invalid Assist/Lift Assist			26	26
Lower Limb Swelling			3	3
Medical Alarm	1	19	3	23
Nausea/Vomiting	3	1	4	8
No Other Appropriate Choice	3		15	18
Overdose - Unintentional	3			3
Pregnancy/Childbirth/Miscarriage	2			2
Psychiatric Problem/Suicide Attempt			5	5
Seizure	15		2	17
Stroke/CVA	7	1		8
Syncope/near-fainting	17	1	1	19
Traumatic Injury	6		3	9
Unresponsive	9			9
Urinary problem	1		3	4



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Vehicle Accident	12	1	6	19
Welfare Check			1	1
Grand Total	185	61	173	419

GTMESSA NFIRS Incidents - November 2023

Incident Type	Count
Medical assist, assist EMS crew	338
Emergency medical service, other	32
Dispatched and cancelled en route	26
Motor vehicle accident with injuries	19
Alarm system activation, no fire - unintentional	7
Motor vehicle accident with no injuries.	4
Smoke scare, odor of smoke	4
Alarm system sounded due to malfunction	3
Carbon monoxide incident	3
Central station, malicious false alarm	3
Dumpster or other outside trash receptacle fire	3
False alarm or false call, other	3
Smoke detector activation, no fire - unintentional	3
CO detector activation due to malfunction	2
Gas leak (natural gas or LPG)	2
No incident found on arrival at dispatch address	2
Outside rubbish, trash or waste fire	2
Overheated motor / belt issue	2
Assist invalid	1
Assist police or other governmental agency	1
Attempted burning, illegal action, other	1
Building Fire - Int/Ext Finish - Non-Structural	1
Building fire / Dryer/Appliance Fire	1
Carbon monoxide detector activation, no CO	1
Chimney or flue fire, confined to chimney or flue	1
Extrication of victim(s) from vehicle	1
LP or Natural Gas Odor with no leak/gas found.	1
Passenger vehicle fire	1
Public service	1
Smoke detector activation due to malfunction	1
Steam, other gas mistaken for smoke, other	1
Unintentional transmission of alarm, other	1
Vehicle accident, general cleanup	1
Grand Total	473

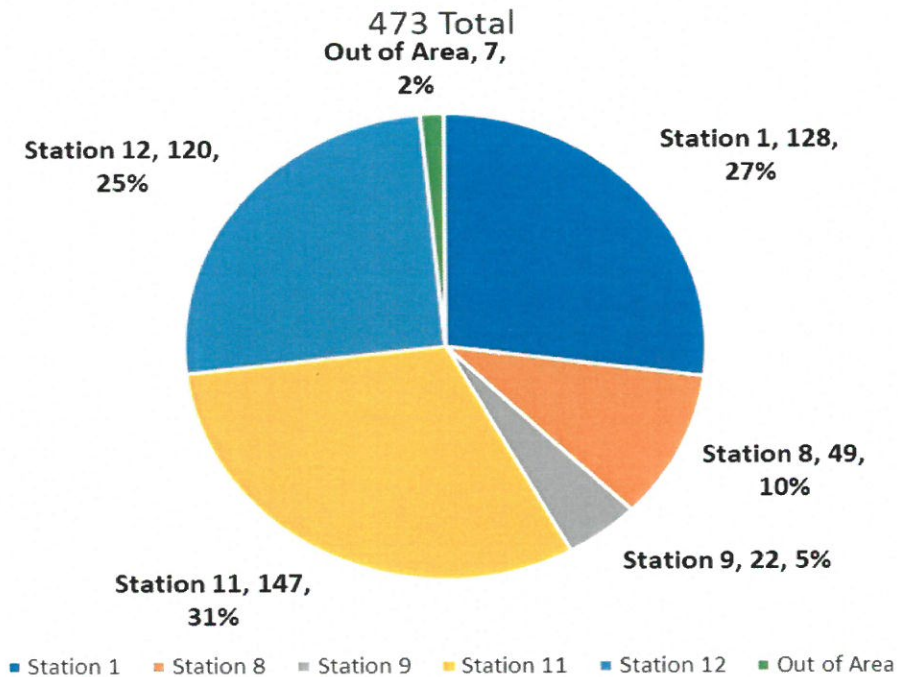


GRAND TRAVERSE METRO EMERGENCY SERVICES AUTHORITY

FIRE OFFICE 897 Parsons Road ~ Traverse City, MI 49686

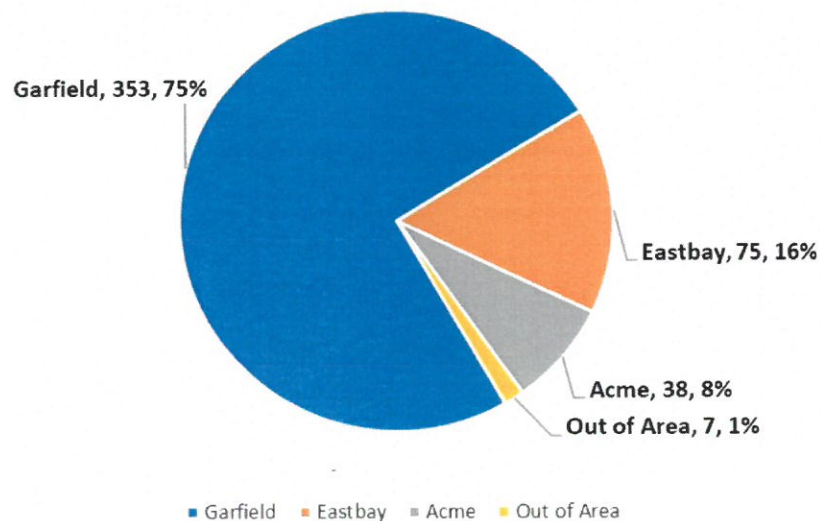
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GTMESSA - Incidents by Station November 2023



GTMESSA - November 2023 incidents

473 Total



Garfield Township Responses

November 2023

6.e.

Nature of Call	GT-Garfield	Total
10-Chest Pain (Non-Traumatic)	23	23
11-Choking	3	3
12-Convulsions/Seizures	19	19
13-Diabetic Problems	3	3
16-Eye Problems/Injuries	1	1
17-Falls	64	64
18-Headache	1	1
19-Heart Problems / A.I.C.D.	8	8
1-Abdominal Pain/Problems	9	9
21-Hemorrhage/Lacerations	11	11
22-Inaccessible Incident/Other Entrapments (f	3	3
23-Overdose / Poisoning (Ingestion)	1	1
24-Pregnancy/Childbirth/Miscarriage	2	2
25-Psychiatric/ Abnormal Behavior/Suicide Att	6	6
26-Sick Person (Specific Diagnosis)	75	75
27-Stab/Gunshot/Penetrating Trauma	2	2
28-Stroke (CVA)	8	8
29-Traffic/Transportation/Accidents	30	30
2-Allergies (Reactions)/Envenomations (Sting:	1	1
30-Traumatic Injuries (Specific)	10	10
31-Unconscious/Fainting (Near)	22	22
32-Unknown Problem (Man Down)	14	14
4-Assault/Sexual Assault	3	3
5-Back Pain (Non-traumatic or Non Recent Tra	5	5
6-Breathing Problems	35	35
9-Cardiac or Respiratory Arrest/Death	2	2
Total	361	361

Call Disposition	GT-Garfield	Total
Transport	233	233
Refusal	54	54
Cancelled	74	74
Total	361	361

Response Priority	GT-Garfield	Total
P-1 Emergency ALS	148	148
P-2 Emergency BLS	122	122
P-3 Non-Emergent	89	89
P-18 Stage	2	2
Total	361	361


Garfield Twp RT November 2023

Priority 1

Response Time Minutes	Call Count	Cumulative Call Count	Percentage	Cumulative Percentage
00:00:00 - 00:00:59	1	1	0.80%	0.80%
00:01:00 - 00:01:59	5	6	4.00%	4.80%
00:02:00 - 00:02:59	6	12	4.80%	9.60%
00:03:00 - 00:03:59	15	27	12.00%	21.60%
00:04:00 - 00:04:59	18	45	14.40%	36.00%
00:05:00 - 00:05:59	18	63	14.40%	50.40%
00:06:00 - 00:06:59	18	81	14.40%	64.80%
00:07:00 - 00:07:59	10	91	8.00%	72.80%
00:08:00 - 00:08:59	8	99	6.40%	79.20%
00:09:00 - 00:09:59	11	110	8.80%	88.00%
00:10:00 - 00:10:59	4	114	3.20%	91.20%
00:11:00 - 00:11:59	4	118	3.20%	94.40%
00:12:00 - 00:12:59	2	120	1.60%	96.00%
00:13:00 - 00:13:59	2	122	1.60%	97.60%
00:14:00 - 00:14:59	1	123	0.80%	98.40%
00:15:00 - 00:15:59	1	124	0.80%	99.20%
00:18:00 - 00:18:59	1	125	0.80%	100.00%

Priority 2

Response Time Minutes	Call Count	Cumulative Call Count	Percentage	Cumulative Percentage
00:00:00 - 00:00:59	1	1	1.08%	1.08%
00:01:00 - 00:01:59	2	3	2.15%	3.23%
00:02:00 - 00:02:59	6	9	6.45%	9.68%
00:03:00 - 00:03:59	10	19	10.75%	20.43%
00:04:00 - 00:04:59	16	35	17.20%	37.63%
00:05:00 - 00:05:59	8	43	8.60%	46.24%
00:06:00 - 00:06:59	12	55	12.90%	59.14%
00:07:00 - 00:07:59	13	68	13.98%	73.12%
00:08:00 - 00:08:59	7	75	7.53%	80.65%
00:09:00 - 00:09:59	3	78	3.23%	83.87%
00:10:00 - 00:10:59	7	85	7.53%	91.40%
00:11:00 - 00:11:59	3	88	3.23%	94.62%
00:12:00 - 00:12:59	2	90	2.15%	96.77%
00:13:00 - 00:13:59	1	91	1.08%	97.85%
00:16:00 - 00:16:59	1	92	1.08%	98.92%
00:17:00 - 00:17:59	1	93	1.08%	100.00%

 Charter Township of Garfield Planning Department Report No. 2023-142			
Prepared:	December 5, 2023	Pages:	2
Meeting:	December 12, 2023 Township Board	Attachments:	<input type="checkbox"/>
Subject:	Planning Department Monthly Report – December 2023		

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:

Durga Rezoning – Zoning Map Amendment

- *Location:* 2624 Hartman Road, west of Cass Road
- *Development Description:* Rezoning from R-R Rural Residential to R-3 Multi-Family Residential
- *Status:* The Township Board held a public hearing and approved the rezoning at their 11/14/2023 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 and reviewed the standards of Section 725 at their 11/8/2023 meeting. Commissioners will review a proposed amendment to Section 725 at their 12/13/2023 meeting.

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 set the public hearing for their 12/13/2023 meeting.

Culver Meadows Senior Living – Conceptual Review

- *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 conducted a conceptual review at their 11/8/2023 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 will review the project 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 will review the project at their 12/13/2023 meeting.

PLANNING:

Other Planning Department activities include the following:

- The Planning Commission received a copy of the complete Master Plan draft at their 11/8/2023 meeting and will review this draft in December 2023 and January 2024. The draft Master Plan was also uploaded to the Planning Department webpage: <https://www.garfield-twp.com/masterplan.asp/>. A link was also provided in the winter Newsletter directing people to the draft Master Plan and encouraging comments and feedback. The Planning Commission and Township Board are anticipated to hold a joint meeting in late March 2024 to review a final draft and to begin the process of adopting the Master Plan.
- At their 11/14/2023 meeting, the Township Board held a public hearing and approved a text amendment to the Garfield Township Zoning Ordinance which adjusted the dimensional requirements of the R-2 and R-3 zoning districts. The previous dimensional requirements of these two districts often limited the ability for denser development to occur, even though the lot area requirements of these two districts had allowed and continue to allow for such development to be built. The proposed amendment was originally introduced by the Planning Commission at their 8/23/2023 meeting with a public hearing held at their 9/13/2023 meeting. The Township Board introduced the proposed text amendment at their 10/10/2023 meeting.

STAFF:

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Direct Line: (231) 225-3155

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



Charter Township of Garfield

Parks Report

Silver Lake Recreation Area

Blocking off small parking lots soon.

Replaced keyless door handle at storage room.

New kiosk poster of park and trails ordered.

New soap dispensers installed.

Commons

Covered up some minor graffiti.

Monitoring trails.

Removed some smaller trees across trails.

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

Replaced kiosk signage to reflect updated court times and rules for pickleball.

Met with Pickleball board regarding cameras, resurfacing, drinking fountains and lighting.

Trouble shooting three wet areas south on the trail. TART involved.

Met with GT Band & DNR Fisheries for potential area on Boardman River for sturgeon tanks.

Miller Creek

Continue to monitor Cass Rd. for encampments.

Identifying areas of boardwalk that need repair.

Blew off boardwalks before snow.

Removed a couple smaller trees down on trails.

Posted invasive species signs for EGLE & Watershed.

Kid's Creek

Posted invasive species signs for EGLE & Watershed.

Blew off trails and boardwalks before snow.

Covered up minor graffiti.

Buffalo Ridge Trail

Assisted TART with volunteer group that was starting to remove
Invasive Autumn Olive Bushes.

Snow removal has started for Safe Routes to School.

Additional Information

Worked on parks portion of Winter Newsletter.

Submitted Nov. 23, 2023

Derek Morton

Sean Kehoe

Clerk's Report

For November 30, 2023

Submitted 12/6/2023

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 November in the General Fund, you will find that we had a total of \$84,901.77 Revenues and \$553,586.98 Expenditures. For the year we have a total of \$4,594,327.97 Revenues and 3,031,609.48 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

REVENUE REPORT FOR GARFIELD TOWNSHIP

PERIOD ENDING 11/30/2023

GL NUMBER	DESCRIPTION	2023	2023	YTD BALANCE 11/30/2023	ACTIVITY FOR MONTH 11/30/2023	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	1,966,500.06	31.32	327,917.94
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	8,417.50	769.00	582.50
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	313,730.00	9,729.00	(113,730.00)
101-000-476.001	PLANNING FEES	10,000.00	10,000.00	19,580.00	1,400.00	(9,580.00)
101-000-476.002	MAINT INSPECTION FEES	5,000.00	5,000.00	2,500.00	0.00	2,500.00
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	5,750.00	0.00	(5,750.00)
101-000-476.005	ZONING FEES	15,000.00	15,000.00	21,060.00	1,140.00	(6,060.00)
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	440.00	(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	126,469.93	3,714.24	(86,469.93)
101-000-668.002	RENTS & ROYALTIES CABLE VIS	250,000.00	250,000.00	255,215.86	61,750.19	(5,215.86)
101-000-668.003	RENTS & ROYALTIES CABLE EQUIP	22,000.00	22,000.00	24,500.72	5,928.02	(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	4,594,327.97	84,901.77	366,038.03
TOTAL REVENUES						
		4,960,366.00	4,960,366.00	4,594,327.97	84,901.77	366,038.03
Fund 101 - GENERAL OPERATING FUND:						
TOTAL REVENUES		4,960,366.00	4,960,366.00	4,594,327.97	84,901.77	366,038.03

EXPENDITURE REPORT FOR GARFIELD TOWNSHIP

PERIOD ENDING 11/30/2023

2023

GL NUMBER	DESCRIPTION	ORIGINAL BUDGET	2023 AMENDED BUDGET	YTD BALANCE 11/30/2023	MONTH 11/30/23	AVAILABLE BALANCE	% BDG USE
Fund 101 - GENERAL OPERATING FUND							
Expenditures							
Dept 101 - TOWNBOARD							
101-101-701.100	WAGES - TRUSTEE	13,750.00	13,750.00	9,975.00	775.00	3,775.00	72.55
101-101-701.101	WAGES - FILE CLERK	44,925.89	44,925.89	41,472.00	5,184.00	3,453.89	92.31
101-101-701.102	WAGES - TRUSTEE	13,750.00	13,750.00	9,875.00	900.00	3,875.00	71.82
101-101-701.103	WAGES - TRUSTEE	13,750.00	13,750.00	10,975.00	1,150.00	2,775.00	79.82
101-101-701.104	WAGES - TRUSTEE	13,750.00	13,750.00	9,225.00	1,000.00	4,525.00	67.09
101-101-701.105	WAGES - OFFICE COORDINATOR	41,835.49	41,835.49	38,611.26	4,826.40	3,224.23	92.29
101-101-726.000	SUPPLIES	6,000.00	6,000.00	6,824.02	361.19	(824.02)	113.73
101-101-726.001	POSTAGE	10,000.00	10,000.00	7,569.77	15.48	2,430.23	75.70
101-101-726.002	SUPPLIES - COPIER MAINTENANCE	7,500.00	7,500.00	4,599.54	418.54	2,900.46	61.33
101-101-801.002	LEGAL SERVICES - TOWNBOARD	10,000.00	10,000.00	866.13	0.00	9,133.87	8.66
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	5,611.39	418.25	1,888.61	74.82
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	2,661.74	48.50	838.26	76.05
101-101-901.000	ADVERTISING	7,500.00	7,500.00	4,728.60	626.85	2,771.40	63.05
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	190,895.95	15,724.21	57,365.43	76.89
Dept 171 - TOWNSHIP SUPERVISOR							
101-171-701.201	WAGES - SUPERVISOR	90,610.39	90,610.39	83,640.48	10,455.06	6,969.91	92.31
101-171-701.202	WAGES - APPRAISER II	47,716.86	47,716.86	33,031.94	(5,507.26)	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	(7,185.52)	19,233.44	69.52
101-171-701.205	WAGES - ASSESSOR	111,875.11	111,875.11	77,452.05	(12,908.64)	34,423.06	69.23
101-171-726.000	SUPPLIES	2,000.00	2,000.00	(1,670.78)	(1,835.39)	3,670.78	(83.54)
101-171-726.001	POSTAGE	3,500.00	3,500.00	4,137.80	318.90	(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)	(723.27)	1,446.54	(44.65)
101-171-900.000	PRINTING & PUBLISHING	3,000.00	3,000.00	2,579.50	(210.25)	420.50	85.98
101-171-901.000	ADVERTISING	500.00	500.00	(401.38)	(450.69)	901.38	(80.28)
101-171-960.000	EDUCATION & TRAINING	7,750.00	7,750.00	1,663.22	(2,953.39)	6,086.78	21.46
101-171-960.200	EDUCATION - SUPERVISOR	1,000.00	1,000.00	659.89	0.00	340.11	65.99
101-171-965.000	DUES & PUBLICATIONS	4,000.00	4,000.00	4,263.33	60.00	(263.33)	106.58

Dept 215 - TOWNSHIP CLERK							
101-215-701.300	WAGES - CLERK	90,610.39	90,610.39	83,640.48	10,455.06	6,969.91	92.31
101-215-701.302	WAGES - DEPUTY CLERK	58,521.51	58,521.51	54,019.92	6,752.49	4,501.59	92.31
101-215-701.303	WAGES - ACCOUNTANT	5,000.00	5,000.00	155.00	155.00	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	292.99	11.32	1,207.01	19.53
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	7,482.93	73.54	(1,482.93)	124.72
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 11/30/2023

GL NUMBER	DESCRIPTION	2023		YTD BALANCE 11/30/2023	ACTIVITY FOR MONTH 11/30/23	AVAILABLE BALANCE	% BDDT USED
		ORIGINAL BUDGET	AMENDED BUDGET				
Fund 101 - GENERAL OPERATING FUND							
Expenditures							
Total Dept 215 - TOWNSHIP CLERK		164,631.90	164,631.90	146,560.82	17,447.41	18,071.08	89.02
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	83,640.48	10,455.06	6,970.21	92.31
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	54,019.92	6,752.49	4,501.59	92.31
101-253-726.000	SUPPLIES	2,500.00	2,500.00	781.46	24.99	1,718.54	31.26
101-253-726.001	POSTAGE	6,000.00	6,000.00	7,776.22	3,350.54	(1,776.22)	129.60
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	1,501.24	0.00	498.76	75.06
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	3,604.83	80.00	895.17	80.11
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	153,643.97	20,663.08	20,588.23	88.18
Dept 257 - ASSESSING DEPARTMENT							
101-257-701.202	WAGES - APPRAISER II	0.00	0.00	11,012.86	11,012.86	(11,012.86)	100.00
101-257-701.203	WAGES - GIS	0.00	0.00	11,125.00	11,125.00	(11,125.00)	100.00
101-257-701.204	WAGES - APPRAISER III	0.00	0.00	14,479.13	14,479.13	(14,479.13)	100.00
101-257-701.205	WAGES - ASSESSOR	0.00	0.00	25,817.31	25,817.31	(25,817.31)	100.00
101-257-726.000	SUPPLIES	0.00	0.00	1,869.26	1,869.26	(1,869.26)	100.00
101-257-726.001	POSTAGE	0.00	0.00	(318.90)	(318.90)	318.90	100.00
101-257-860.201	MILEAGE - ASSESSOR	0.00	0.00	723.27	723.27	(723.27)	100.00
101-257-900.000	PRINTING & PUBLISHING	0.00	0.00	210.25	210.25	(210.25)	100.00
101-257-901.000	ADVERTISING	0.00	0.00	450.69	450.69	(450.69)	100.00
101-257-960.000	EDUCATION & TRAINING	0.00	0.00	3,043.39	3,043.39	(3,043.39)	100.00
101-257-965.000	DUES & PUBLICATIONS	0.00	0.00	335.00	335.00	(335.00)	100.00

PERIOD ENDING 11/30/2023

GL NUMBER	DESCRIPTION	2023		YTD BALANCE 11/30/2023	ACTIVITY FOR MONTH 11/30/23	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	0.00	0.00	6,000.00	0.00
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	13,504.62	1,374.21	45,995.38	22.70
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	2,248.12	500.93	1,751.88	56.20
101-265-850.000	TELEPHONE	18,000.00	18,000.00	12,032.82	1,031.22	5,967.18	66.85
101-265-920.601	HEATING / GAS	12,000.00	12,000.00	9,581.42	484.30	2,418.58	79.85
101-265-920.602	WATER / SEWER	6,000.00	6,000.00	2,709.45	150.51	3,290.55	45.16
101-265-920.603	LIGHTS BUILDING	14,000.00	14,000.00	9,984.28	1,011.29	4,015.72	71.32
101-265-935.601	SNOW PLOWING	10,000.00	10,000.00	5,350.00	0.00	4,650.00	53.50
101-265-935.602	LAWN MAINTENANCE	10,000.00	10,000.00	6,427.82	0.00	3,572.18	64.28
101-265-935.603	CLEANING SERVICE	28,000.00	28,000.00	15,050.00	2,900.00	12,950.00	53.75
101-265-935.604	RUBBISH REMOVAL	1,200.00	1,200.00	1,350.80	122.80	(150.80)	112.57
101-265-935.605	BUILDING REPAIR	10,000.00	10,000.00	0.00	0.00	10,000.00	0.00
101-265-935.608	MAINTENANCE-OTHER	20,000.00	20,000.00	10,534.44	1,550.00	9,465.56	52.67
Total Dept 265 - TOWNSHIP HALL		133,300.00	133,300.00	75,269.15	7,751.05	58,030.85	56.47
Dept 301 - POLICE SERVICES							
101-301-830.000	POLICE CONTRACT	1,600,000.00	1,600,000.00	1,459,337.53	364,834.36	140,662.47	91.21
Total Dept 301 - POLICE SERVICES		1,600,000.00	1,600,000.00	1,459,337.53	364,834.36	140,662.47	91.21
Dept 321 - TOWNSHIP VEHICLES							
101-321-862.000	GAS & CAR WASHES	3,000.00	3,000.00	2,196.79	93.10	803.21	73.23
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	2,448.10	93.10	2,551.90	48.96
Dept 371 - TOWNSHIP BUILDING INSPECTOR							
101-371-701.702	WAGES BUILDING ASSISTANT	18,926.50	18,926.50	17,832.92	2,229.10	1,093.58	94.22
101-371-701.703	WAGES - BUILDING OFFICIAL	93,634.42	93,634.42	86,431.68	10,803.96	7,202.74	92.31
101-371-701.704	WAGES - BUILDING INSPECTOR	27,552.50	27,552.50	20,183.99	2,438.00	7,368.51	73.26
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	1,397.71	570.07	(397.71)	139.77
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 11/30/2023

GL NUMBER	DESCRIPTION	2023		YTD BALANCE 11/30/2023	ACTIVITY FOR MONTH 11/30/23	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	52,018.13	5,701.32	43,981.87	54.19
Dept 701 - TOWNSHIP PLANNER							
101-701-701.900	WAGES - DIRECTOR OF PLANNING	88,575.82	88,575.82	81,762.24	10,220.28	6,813.58	92.31
101-701-701.901	WAGES - DEPUTY PLANNER	63,203.23	63,203.23	58,182.32	7,292.67	5,020.91	92.06
101-701-701.902	WAGES -PLANNER ASSISTANT	14,684.23	14,684.23	13,374.75	1,671.86	1,309.48	91.08
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	40.00	4,933.02	1.34
101-701-965.000	DUES & PUBLICATIONS	1,000.00	1,000.00	734.00	125.00	266.00	73.40
Total Dept 701 - TOWNSHIP PLANNER		181,063.28	181,063.28	154,120.29	19,349.81	26,942.99	85.12
Dept 702 - ZONING ADMINISTRATOR							
101-702-701.601	WAGES - ZONING ADMINISTRATOR	63,203.23	63,203.23	58,341.36	7,292.67	4,861.87	92.31
101-702-701.602	WAGES - ZONING CODE ENFORCER	29,756.27	29,756.27	27,465.62	3,433.20	2,290.65	92.30
101-702-701.603	WAGES ZONING ASSISTANT	14,684.23	14,684.23	13,374.73	1,671.84	1,309.50	91.08
101-702-701.604	WAGES -ZONING CODE ENFORCER	23,635.87	23,635.87	21,820.82	2,727.61	1,815.05	92.32
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	367.90	0.00	632.10	36.79
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	121,657.33	15,125.32	18,422.27	86.85
Dept 704 - ZONING BOARD OF APPEALS							
101-704-701.001	WAGES - ZONING	1,200.00	1,200.00	375.00	0.00	825.00	31.25
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	250.00	0.00	950.00	20.83
101-704-701.004	WAGES - ZONING	1,200.00	1,200.00	500.00	0.00	700.00	41.67
101-704-701.005	WAGES - ZONING	1,200.00	1,200.00	250.00	0.00	950.00	20.83
101-704-801.000	LEGAL SERVICES	10,000.00	10,000.00	9,005.46	1,816.95	994.54	90.05
101-704-805.000	CONTRACTED AND OTHER SERVICES	1,000.00	1,000.00	211.25	81.00	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	11,448.76	1,897.95	8,551.24	57.24
Dept 707 - PLANNING COMMISSION							
101-707-701.800	WAGES - PLANNING	3,200.00	3,200.00	2,625.00	250.00	575.00	82.03
101-707-701.801	WAGES - PLANNING	3,200.00	3,200.00	2,750.00	125.00	450.00	85.94
101-707-701.802	WAGES - PLANNING	3,200.00	3,200.00	2,375.00	125.00	825.00	74.22
101-707-701.804	WAGES - PLANNING	3,200.00	3,200.00	2,000.00	125.00	1,200.00	62.50
101-707-701.805	WAGES - PLANNING	3,200.00	3,200.00	2,500.00	125.00	700.00	78.13
101-707-701.806	WAGES - PLANNING	3,200.00	3,200.00	2,250.00	0.00	950.00	70.31
101-707-701.808	WAGES - PLANNING	3,200.00	3,200.00	3,125.00	250.00	75.00	97.66
101-707-801.000	LEGAL SERVICES	25,000.00	25,000.00	2,462.50	0.00	22,537.50	9.85

PERIOD ENDING 11/30/2023

2023

ORIGINAL

BUDGET

2023

AMENDED BUDGET

ACTIVITY FOR

MONTH

11/30/23

AVAILABLE

BALANCE

% BDDT

USED

Fund 101 - GENERAL OPERATING FUND

Expenditures

101-707-805.000 CONTRACTED AND OTHER SERVICES
 101-707-900.000 PRINTING & PUBLISHING
 101-707-901.000 ADVERTISING
 101-707-960.000 EDUCATION & TRAINING
 101-707-965.000 DUES & PUBLICATIONS

6,000.00 2,044.00 110.00 3,956.00 34.07
 1,000.00 0.00 0.00 1,000.00 0.00
 2,000.00 1,141.00 163.10 859.00 57.05
 2,000.00 200.00 120.00 1,800.00 10.00
 1,000.00 725.00 0.00 275.00 72.50

Total Dept 707 - PLANNING COMMISSION

59,400.00 24,197.50 1,393.10 35,202.50 40.74

Dept 720 - COMMUNITY PROMOTIONS

101-720-880.003 COM. PROM. - ECONOMIC DEVELOPMENT
 101-720-880.004 COM. PROM. - TC-TALUS
 101-720-880.007 COM. PROM. - COMMUNITY AWAREN
 101-720-880.008 COM. PROM. - CONTRACTED SERVI
 101-720-880.009 COM. PROM. - TREE CARE
 101-720-880.011 COM. PROM. - P.E.G.

1,000.00 0.00 0.00 1,000.00 0.00
 3,000.00 3,000.00 0.00 0.00 100.00
 20,000.00 42,406.89 4,084.00 (22,406.89) 212.03
 50.00 0.00 0.00 50.00 0.00
 1,000.00 0.00 0.00 1,000.00 0.00
 100,000.00 85,234.98 0.00 14,765.02 85.23

Total Dept 720 - COMMUNITY PROMOTIONS

125,050.00 130,641.87 4,084.00 (5,591.87) 104.47

Dept 851 - EMPLOYEE BENEFITS & INSURANCES

101-851-701.000 WAGES
 101-851-701.027 UNEMPLOYMENT

9,100.00 8,251.32 750.12 848.68 90.67
 4,000.00 0.00 0.00 4,000.00 0.00

Total Dept 851 - EMPLOYEE BENEFITS & INSURANCES

13,100.00 8,251.32 750.12 4,848.68 62.99

Dept 900 - CAPITAL OUTLAY

101-900-970.001 CAPITAL OUTLAY - ELECTIONS
 101-900-970.002 CAPITAL OUTLAY - TOWNSHIP HAL
 101-900-970.003 CAPITAL OUTLAY - COMPUTER
 101-900-970.004 CAPITAL OUTLAY - VEHICLES

2,500.00 0.00 0.00 2,500.00 0.00
 100,000.00 19,800.00 19,800.00 80,200.00 19.80
 15,000.00 2,670.00 2,670.00 12,330.00 17.80
 30,000.00 0.00 0.00 30,000.00 0.00

Total Dept 900 - CAPITAL OUTLAY

147,500.00 22,470.00 22,470.00 125,030.00 15.23

TOTAL EXPENDITURES

3,705,987.35 3,031,609.49 553,586.98 674,377.86 81.80

Fund 101 - GENERAL OPERATING FUND:

TOTAL EXPENDITURES

3,705,987.35 3,031,609.49 553,586.98 674,377.86 81.80

User: Lanie
DB: Garfield

PERIOD ENDING 11/30/2023

2023

ACTIVITY FOR

GL NUMBER	DESCRIPTION	ORIGINAL BUDGET	2023 AMENDED BUDGET	YTD BALANCE 11/30/2023	MONTH 11/30/23	AVAILABLE BALANCE	% BDT USED
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Fund 208 - PARK/RECREATION FUND

Expenditures

Dept 000							
208-000-130.001	Const. & Land (Grant, Equip)	0.00	0.00	68.40	68.40	(68.40)	100.00
208-000-701.905	WAGES - REC BOARD	5,200.00	5,200.00	5,250.00	750.00	(50.00)	100.96
208-000-701.906	Parks Steward	29,765.27	29,765.27	27,465.62	3,433.20	2,299.65	92.27
208-000-701.907	Park Steward 2	23,635.87	23,635.87	21,820.82	2,727.61	1,815.05	92.32
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	64,966.46	1,822.22	6,113.54	91.40
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	274.36	14,327.80	42.69
208-000-970.000	CAPITAL OUTLAY	474,000.00	474,000.00	230,118.67	7,351.50	243,881.33	48.55
Total Dept 000		638,353.91	638,353.91	360,362.17	16,427.29	277,991.74	56.45

Dept 851 - EMPLOYEE BENEFITS & INSURANCES

208-851-711.010 SOCIAL SECURITY - EMPLOYER

Total Dept 851 - EMPLOYEE BENEFITS & INSURANCES

TOTAL EXPENDITURES

Fund 208 - PARK/RECREATION FUND:

TOTAL EXPENDITURES

Dept 851							
208-851-711.010	SOCIAL SECURITY - EMPLOYER	5,150.00	5,150.00	4,110.18	520.85	1,039.82	79.81
Total Dept 851		5,150.00	5,150.00	4,110.18	520.85	1,039.82	79.81
TOTAL EXPENDITURES		643,503.91	643,503.91	364,472.35	16,948.14	279,031.56	56.64
Fund 208 - PARK/RECREATION FUND:							
TOTAL EXPENDITURES		643,503.91	643,503.91	364,472.35	16,948.14	279,031.56	56.64

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

RESOLUTION #2023-26-T(b)

**SCHEDULING PUBLIC HEARING ON
SPECIAL ASSESSMENT ROLL FOR JEFFERSON AVE ROAD**

WHEREAS, the supervisor and assessing officer of the Township of Garfield has, in accordance with resolution of the township board and the laws and statutes pertinent thereto, prepared a tentative special assessment roll in the estimated amount of \$433,353 (total cost, with \$84,570 covered by the Grand Traverse County Road Commission, \$108,338 covered by the Township, and \$240,455 to be spread among the property owners) covering all the parcels of land in the Jefferson Ave Road Special Assessment District, according to the relation of the benefit to each parcel of land to the total benefit to all parcels of land in such special assessment district and has affixed thereto his or her certificate as required.

NOW, THEREFORE, BE IT RESOLVED as follows:

1. That said tentative special assessment roll shall be filed with the township clerk and shall be available for public examination during regular working days from the present date until the public hearing upon the same and shall further be examined at such public hearing.
2. That the township board shall meet at 6:00 pm on Tuesday, January 9, 2024, in the large, upstairs meeting room at the Township hall located at 3848 Veterans Drive, within the township, to hold a public hearing and review such special assessment roll and hear any objections thereto.
3. That the township clerk shall cause notice of such hearing and the filing of such assessment roll to be published twice in the Record Eagle, a newspaper of general circulation in the township prior to the date of the hearing with the first publication being not less than 10 days prior to the hearing and shall further cause notice of such hearing to be mailed by first-class mail to all owners of record or persons of interest in property within the Jefferson Ave Road Special Assessment District as shown in township records.

Moved:

Supported:

Ayes:

Nays:

Absent and Excused:

RESOLUTION 2023-26-T(b) 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: _____

Lanie McManus, Clerk

PARCEL	ASSESSMENT NAME	ASSESSMENT	OWNER ADDRESS
28-05-005-018-00	115, JEFFERSON AVE RD	10,929.34	WICKSALL INGRID C 1775 RANDOLPH ST
28-05-073-002-00	115, JEFFERSON AVE RD	10,929.34	BUMP PETER T & LEIGH E 3552 JEFFERSON AVE
28-05-073-003-00	115, JEFFERSON AVE RD	10,929.34	GAVALDON ANTHONY R & BAILEY CLARE 3540 JEFFERSON AVE
28-05-073-004-00	115, JEFFERSON AVE RD	10,929.34	DETJEN CHARLES H & PATRICIA A 3524 JEFFERSON AVE
28-05-073-005-00	115, JEFFERSON AVE RD	10,929.34	DOWSWELL RENEE (LE) 3502 JEFFERSON AVE
28-05-315-001-00	115, JEFFERSON AVE RD	10,929.34	NELSON WESLEY V & ARLENE R TRUST 3515 JEFFERSON AVE
28-05-315-005-10	115, JEFFERSON AVE RD	10,929.34	ELMI HAMID 3675 JEFFERSON AVE
28-05-315-005-20	115, JEFFERSON AVE RD	10,929.33	ELMI HAMID 3675 JEFFERSON AVE
28-05-315-006-00	115, JEFFERSON AVE RD	10,929.33	KRAMER KAREN J TRUST 3717 JEFFERSON AVE
28-05-315-006-10	115, JEFFERSON AVE RD	10,929.33	CONCRETE SERVICE INC 3742 FRONT ST W
28-05-315-007-00	115, JEFFERSON AVE RD	10,929.33	LISHAWA BRIAN A & KRISTINA A 3815 JEFFERSON AVE
28-05-315-008-00	115, JEFFERSON AVE RD	10,929.33	NEWHOUSE ROBERT L & MULKERN JUDITH A 3977 JEFFERSON AVE
28-05-315-008-10	115, JEFFERSON AVE RD	10,929.33	BAXTER TAMMIE J (LE) 3843 JEFFERSON AVE
28-05-315-010-00	115, JEFFERSON AVE RD	10,929.33	POWERS MICHAEL P & WEGLARZ YANA 4085 JEFFERSON AVE
28-05-315-010-10	115, JEFFERSON AVE RD	10,929.33	PIOCH KATHLEEN M 4075 JEFFERSON AVE
28-05-315-012-20	115, JEFFERSON AVE RD	10,929.33	WADE TIMOTHY J & VICKI E 3832 JEFFERSON AVE
28-05-315-013-10	115, JEFFERSON AVE RD	10,929.33	KRCMARIK KELLE L TRUST 3774 JEFFERSON AVE
28-05-315-013-20	115, JEFFERSON AVE RD	10,929.33	ELLIS DANIEL C & CARLY A 3716 JEFFERSON AVE
28-05-315-014-00	115, JEFFERSON AVE RD	10,929.33	RACINE JOHN P JR & LINDA B TTEES 3700 JEFFERSON AVE
28-05-315-014-10	115, JEFFERSON AVE RD	10,929.33	HENNESSEY STEPHEN & SUMMER 3638 JEFFERSON AVE
28-05-315-015-00	115, JEFFERSON AVE RD	10,929.33	ANDERSON PEGGY M & HARGIS EDWARD 3596 JEFFERSON AVE
28-05-073-001-00	115, JEFFERSON AVE RD	10,929.33	SHAPIRO MEGAN F TRUST 3560 JEFFERSON AVE
# OF PARCELS: 22	TOTALS:	240,445.33	



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

PROJ.NBR.: 22E050

PROJECT: Jefferson

SUBJECT: Estimate #5

DESCRIPTION: Road Recon. (using 2023 Fall pricing)

PM/ENGINEER: JBS

DATE/TIME: 10/19/2023

Project Data:

Road length	2,695 lft
Ex. Width	19 lft
Prop.width (2+10+10+2)	24 lft
Drives	17 ea
Culverts	10 ea
Trenching (2' each side)	10,780 sft
Mailboxes	17 ea

Plan: Crush & Shape w/ 3.5" HMA, 24' paved width

2	1500001 Mobilization, 10% Max	LSUM	1	\$ 24,405.00	24,410
9	3020001 Aggregate Base	Ton	626	\$ 26.00	16,270
10	3050002 HMA Base Crushing and Shaping	Syd	5,689	\$ 3.75	21,340
15	3070200 Trenching	Sta	54	\$ 360.00	19,400
19	4010608 Culv, Cl F, 15 inch	Ft	300	\$ 45.00	13,500
25	5010050 HMA, 4E1	Ton	791	\$ 93.00	73,520
26	5010056 HMA, 5E1	Ton	593	\$ 95.00	56,330
27	5010061 HMA Approach	Ton	50	\$ 195.00	9,750
29	8010005 Driveway, Nonreinf Conc, 6 inch	Syd	170	\$ 64.10	10,900
	8050010 Curb Slp, HMA	Ft	2,000	\$ 1.00	2,000
31	8070095 Post, Mailbox	Ea	17	\$ 200.00	3,400
37	8127051 Traffic Contol	LSUM	1	\$ 10,000.00	10,000
38	8160101 Slope Restoration, Type B	Syd	823	\$ 8.00	6,590
40	8210005 Monument Box Adjust	Ea	1	\$ 420.00	420
41	8210010 Monument Preservation	Ea	1	\$ 633.19	630
	Undeveloped Design Details (20%)	LSUM	1	\$ 53,692.00	53,690
	Construction Contingency (5%)	LSUM	1	\$ 16,107.50	16,110
	GTCRC Des.+ Constr.Engr. (25%)	LSUM	1	\$ 84,565.00	84,570
	Garfield Township Admin, Bonding, etc.	LSUM	1	\$ 4,530.00	4,530

Total Project Estimated Cost: \$ 427,400

Garfield Township Contrib. to Project (25%)	\$ 106,900
GTCRC Contrib. to Project (Engineering)	\$ 84,570

Residents' Contribution	\$ 235,930
-------------------------	------------

Total Project: \$ 427,400

Projected Administrative Costs for a Special Assessment for Jefferson Ave Updated: November 6, 2023

of Years Assessed

Current Costs Description for setting up a Road Special Assessment	Per yer	Qty	Unit Cost	One Time Costs	10	15	20
Collection-Legal Costs- <u>Assessing Department Time</u> (Setting up a Special Assessment District & Roll)							
Create legal description of district (30 mins)		0.5	\$ 80.00	\$ 40.00	\$1,080.00	\$1,280.00	\$1,480.00
Write 4 Resolutions (2 hours, 4 @ 30 mins ea)		2.0	\$ 80.00	\$ 160.00	\$40.00	\$40.00	\$40.00
Write 2 Public Hearing Notices (1 hour, 2 @ 30 mins ea)		1.0	\$ 80.00	\$ 80.00	\$160.00	\$160.00	\$160.00
Attend 2 Public Hearings (4 hours, 2 @ 2 hours ea)		4.0	\$ 80.00	\$ 320.00	\$80.00	\$80.00	\$80.00
Create assessment Roll (1 hour)		1.0	\$ 80.00	\$ 80.00	\$320.00	\$320.00	\$320.00
Maintenance (0.5 hour/yr)		0.5	\$ 80.00	\$ 40.00	\$80.00	\$80.00	\$80.00
Printing Notices- <u>Clerk Time</u> (Hearings - newspaper - Sending Letters to Taxpayers - Envelopes, paper, printing and Postage)					\$400.00	\$600.00	\$800.00
Public Hearings publication (2 hearings, 2 publications each)		2	\$ 304.00	\$ 608.00	\$830.04	\$830.04	\$830.04
Paper, printing - 2 notices to ea. Taxpayer		44	\$ 0.50	\$ 22.00			
Envelopes (500 box-\$70.99) & Mailing labels (3000-\$36.49) & Printing		44	\$ 0.25	\$ 11.00			
Postage		44	\$ 0.66	\$ 29.04			
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		\$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		\$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		\$700.00	\$1,050.00	\$1,400.00
Tax Notice Paper & Printing (Amount Twp charges for copies)	1	22	\$0.50		\$5.00	\$7.50	\$10.00
Insert, Sort and Mail (15 min. @ \$28/hr divided by 22 units)	1	22	\$0.32		\$3.20	\$4.80	\$6.40
Envelopes - Notices (500/box - \$70.99) & printing	1	22	\$0.15		\$1.50	\$2.25	\$3.00
Postage	1	22	\$0.66		\$6.60	\$9.90	\$13.20
TOTAL <u>Treasurer</u> Cost					\$2,116.30	\$3,174.45	\$4,232.60
			Sub-Total		\$6,106.34	\$8,064.49	\$10,022.64

(Contingency) x .05% \$305.32 \$403.22 \$501.13

TOTAL \$6,411.66 \$8,467.71 \$10,523.77

Charter Township of Garfield

Proposed Jefferson Ave Repavement Special Assessment 15-year Plan

11/14/2023

Crush and Shape

GT Co Road Commission Project Est	10/19/2023	\$	422,830.00
Garfield Twp Admin Costs		\$	8,467.71
Total Project Cost Estimate:		\$	431,297.71

Less Contributions:

Grand Traverse Co. Rd. Commission		\$	(84,570.00)
Garfield Charter Township	25%	\$	<u>(107,824.43)</u>

Total Cost to Property Owners: \$ 238,903.28

of Properties: 22

Cost to Each Property: \$ 10,859.24

15-year Plan (10 yr T-bill as of 11/13/23 - 4.63%+3.0)

7.63%		Payment Amt:		\$ (1,152.25)	
Interest (Est)	Payment	Principal	Interest	Balance	
	1 (\$1,152.25)	\$ (1,152.25)		\$	9,706.99
	2 \$ (1,152.25)	\$ (411.60)	\$ 740.64	\$	9,295.39
	3 \$ (1,152.25)	\$ (443.01)	\$ 709.24	\$	8,852.38
	4 \$ (1,152.25)	\$ (476.81)	\$ 675.44	\$	8,375.57
	5 \$ (1,152.25)	\$ (513.19)	\$ 639.06	\$	7,862.38
	6 \$ (1,152.25)	\$ (552.35)	\$ 599.90	\$	7,310.03
	7 \$ (1,152.25)	\$ (594.49)	\$ 557.76	\$	6,715.54
	8 \$ (1,152.25)	\$ (639.85)	\$ 512.40	\$	6,075.69
	9 \$ (1,152.25)	\$ (688.67)	\$ 463.58	\$	5,387.02
	10 \$ (1,152.25)	\$ (741.22)	\$ 411.03	\$	4,645.80
	11 \$ (1,152.25)	\$ (797.77)	\$ 354.47	\$	3,848.03
	12 \$ (1,152.25)	\$ (858.64)	\$ 293.60	\$	2,989.38
	13 \$ (1,152.25)	\$ (924.16)	\$ 228.09	\$	2,065.23
	14 \$ (1,152.25)	\$ (994.67)	\$ 157.58	\$	1,070.56
	15 \$ (1,152.25)	\$ (1,070.56)	\$ 81.68	\$	(0.01)
		<u>(\$17,283.71)</u>	<u>\$ (10,859.25)</u>	\$ 6,424.46	

Charter Township of Garfield

Proposed Jefferson Ave Repavement Special Assessment 20-year Plan

11/14/2023

Crush and Shape

GT Co Road Commission Project Est	10/19/2023	\$	422,830.00
Garfield Twp Admin Costs		\$	10,523.77
Total Project Cost Estimate:		\$	433,353.77

Less Contributions:

Grand Traverse Co. Rd. Commission		\$	(84,570.00)
Garfield Charter Township	25%	\$	(108,338.44)

Total Cost to Property Owners: \$ 240,445.33

of Properties: 22

Cost to Each Property: \$ 10,929.33

20-year Plan (10 yr T-bill as of 11/13/23 - 4.63%+4.0)

@ 8.63% Interest (Est)

Payment Amt: **\$ (1,073.25)**

	Payment	Principal	Interest	Balance
1	(\$1,073.25)	\$ (1,073.25)		\$ 9,856.09
2	\$ (1,073.25)	\$ (222.67)	\$ 850.58	\$ 9,633.42
3	\$ (1,073.25)	\$ (241.88)	\$ 831.36	\$ 9,391.54
4	\$ (1,073.25)	\$ (262.76)	\$ 810.49	\$ 9,128.78
5	\$ (1,073.25)	\$ (285.43)	\$ 787.81	\$ 8,843.35
6	\$ (1,073.25)	\$ (310.06)	\$ 763.18	\$ 8,533.29
7	\$ (1,073.25)	\$ (336.82)	\$ 736.42	\$ 8,196.46
8	\$ (1,073.25)	\$ (365.89)	\$ 707.35	\$ 7,830.57
9	\$ (1,073.25)	\$ (397.47)	\$ 675.78	\$ 7,433.10
10	\$ (1,073.25)	\$ (431.77)	\$ 641.48	\$ 7,001.33
11	\$ (1,073.25)	\$ (469.03)	\$ 604.22	\$ 6,532.30
12	\$ (1,073.25)	\$ (509.51)	\$ 563.74	\$ 6,022.80
13	\$ (1,073.25)	\$ (553.48)	\$ 519.77	\$ 5,469.32
14	\$ (1,073.25)	\$ (601.24)	\$ 472.00	\$ 4,868.07
15	\$ (1,073.25)	\$ (653.13)	\$ 420.11	\$ 4,214.94
16	\$ (1,073.25)	\$ (709.50)	\$ 363.75	\$ 3,505.44
17	\$ (1,073.25)	\$ (770.73)	\$ 302.52	\$ 2,734.72
18	\$ (1,073.25)	\$ (837.24)	\$ 236.01	\$ 1,897.48
19	\$ (1,073.25)	\$ (909.49)	\$ 163.75	\$ 987.98
20	\$ (1,073.25)	\$ (987.98)	\$ 85.26	\$ 0.00
	(\$21,464.92)	\$ (10,929.33)	\$ 10,535.59	

BACKGROUND

On November 28th, 2023, the town board approved the purchase of an UTV for the Parks Department for \$10,811.00 from Ginop Sales. That UTV model is no longer available this year and they cannot guarantee its arrival until April 2024 at the earliest. Ginop Sales does have an upgraded model available that will cost an additional \$950.00. This total cost is still lower than the comparable quote for a similar model (\$11,993.00).

The adjusted price for upgraded UTV model is \$11,761.00 which includes a brush guard and upgraded tire and rims.

MOTION

After discussing this price adjustment for the upgraded UTV model, it is recommended to approve the price adjustment amount for the purchase of the upgraded UTV from Ginop Sales for \$11,761.00.



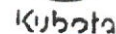
☐ 20831 M-32 WEST
HILLMAN, MI 49746
(989) 742-7500
1-877-334-4667

1-877-334-4667
John Hinkle

d.morton@garfield-twp.com							
SOLD BY	CASH	C.O.D.	CHARGE	ON ACCT.	MDSE.RET'D.	PAID OUT	

85657

THANK YOU



20831 M-32 WEST
HILLMAN, MI 49746
(989) 742-7500
1-877-334-4667

DATE _____

1-26-2023

GARFIELD TOWNSHIP

ADDRESS

514240@GARFIELD-TWP.COM

PAID OUT

AMOUNT

1 Kubota RTV520-H, 4WD
17.4hp, 2 cyl. Liquid Gas
HST-Transmission
H.D. tires, Orange
Manual Dump Assy

Li5 - 12500⁰⁰
DSC - 1700⁰⁰
JAIE 10800⁰⁰

title	11 ⁰⁰
	1081100

Thanks

RECEIVED BY

Jokn XNkie

TAX

TOTAL

84214

All claims and returned goods MUST be accompanied by this bill.

THANK YOU

CLASSIC MOTOR SPORTS

3939 S BLUE STAR DRIVE
TRAVERSE CITY MI 49685 8707
(231)943-9344

GARFIELD TOWNSHIP

Buyer's Order

08/04/2023

Order No.

Salesman NEMANJA STANKOVICH

3848 VETERANS DR
TRAVERSE CITY MI 49684

231-941-1620

CKORN@GARFIELD-TWP.COM

I hereby agree to purchase the following unit(s) from you under the terms and conditions specified. Delivery is to be made as soon as possible. It is agreed however, that neither you nor the manufacturer will be liable for failure to make delivery.

Year	Make	Model	Serial No.	Stock No.	Dealer Retail Price
New 2023	KAWASAKI	MULE SX 4X4 XC LE FI, METALLIC	JK1AFET10PB505842	505842	\$10,399.00

0

METALLIC ONYX BLACK

Manufacturer Base Price	\$10,399.00
Manufacturer Options (M)	\$0.00
	\$0.00

Customer Price	\$10,399.00
-----------------------	--------------------

Freight	\$1,035.00
Dealer Added Options (D)	\$0.00
Customer Added Options	\$0.00
Dealer Prep	\$350.00

Notes:

Unit Subtotal	\$11,784.00
----------------------	--------------------

UCC Filing	\$0.00
Title Fee	\$11.00
Transfer Fee	\$0.00
Registration/Plate	\$0.00
Service Contract	0 \$0.00
Theft Protection	0 \$0.00
Battery Warranty	0 \$0.00
GAP Contract	0 \$0.00
Tire & Wheel Contract	0 \$0.00
Appearance Protection	0 \$0.00
Taxable Sale P&A	\$0.00
Non-Taxable P&A	\$0.00
License/Registration Fees	\$0.00
Processing Fee	\$198.00
Member Fee	\$0.00
Sales Tax	\$0.00

Trade In/Transfer Reg Info

Cash Price	\$11,993.00
Trade Allowance	\$0.00
Payoff	\$0.00
Net Trade	\$0.00

Net Sale (Cash Price - Net Trade)	\$11,993.00
--	--------------------

Cash Down Payment	\$0.00
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Amount to Pay/Finance	\$11,993.00
------------------------------	--------------------

NOTICE TO PURCHASER:

THIS PURCHASE AGREEMENT IS A BINDING CONTRACT, AND UNLESS OTHERWISE NOTED, THE DEPOSIT IS NONREFUNDABLE TO THE PURCHASER. IF DEALER IS ARRANGING FINANCING FOR PURCHASER AND THE PURCHASER COMPLETES A CREDIT APPLICATION CONCURRENT WITH THE DEPOSIT, THE DEPOSIT WILL BE REFUNDED TO THE PURCHASER IF DEALER IS UNABLE TO OBTAIN SUCH FINANCING FOR THE PURCHASER. THE DEPOSIT IS ALSO REFUNDABLE IF DEALER IS UNABLE TO OBTAIN THE VEHICLE/EQUIPMENT INCLUDED IN THIS PURCHASE AGREEMENT. PURCHASER IS RESPONSIBLE FOR ALL COST INCURRED BY THE DEALER IN ENFORCING THIS CONTRACT, INCLUDING ALL COLLECTION AND LEGAL FEES. AT THE DEALER'S DISCRETION, PURCHASER AGREES TO SUBMIT TO BINDING AND FINAL ARBITRATION ALL CLAIMS, DISPUTES, DEMANDS, CAUSES OF ACTION OR CONTROVERSIES AGAINST DEALER RELATED TO THIS SALE, FINANCING OF THIS SALE, OR ANY AND ALL ASPECTS OF MERCHANTABILITY, WARRANTY OR PERFORMANCE OF THE VEHICLE/EQUIPMENT SUBJECT TO THIS SALE. THE ARBITRATION SHALL BE CONDUCTED BY ONE IMPARTIAL ARBITRATOR SELECTED FROM A LIST OF ARBITRATORS PROVIDED BY THE AMERICAN ARBITRATION ASSOCIATION, AND THE COST ASSOCIATED WITH ARBITRATION UNDER THIS AGREEMENT SHALL BE PAID FOR BY THE LOSING PARTY AS DETERMINED BY THE ARBITRATOR.

TRADE IN NOTICE:

CUSTOMER REPRESENTS THAT ALL TRADE IN UNITS DESCRIBED ABOVE ARE FREE OF ALL LIENS AND ENCUMBRANCES EXCEPT AS NOTED.

Customer Signature _____ Dealer Signature _____

Thank you from all of us at Classic Motor Sports!!



Engineering
Surveying
Testing &
Operations

123 West Front Str
Traverse City, Michigan 49684
231.946.5874
231.946.3703

December 5, 2023

Mr. Chuck Korn
Township Supervisor
Charter Township of Garfield
3848 Veterans Drive
Traverse City, MI 48684

RE: Proposal for Survey, Engineering and Construction Services
South Airport Road – 6' Concrete Trail Extensions
Proposal# 23029C

Dear Chuck:

Thank you for the opportunity to submit this proposal for Civil Engineering services for the Concrete Trail Extension Project along South Airport Road. This letter along with the attached "Standard Terms and Conditions" represents our contract for provision of consultant services. Should you have any questions regarding the information contained herein please do not hesitate to contact me.

Project Description

Charter Township of Garfield has been implementing and integrating non-motorized amenities throughout the Township over the past several years. To be proactive and promote walkability the Township would like to extend the trail along South Airport Road providing access to commercial / residential areas to the Board Lake Loop Trail.



In 2022, the Boardman Lake Loop Trail was completed, and this loop trail can become a key hub connection for other trails into the regional system. This project envisions a connection between the Boardman Lake Loop Trail and the intersection of South Airport Road and Barlow Street.

The project would entail the construction of a six-foot wide concrete trail along the north side South Airport Road between the existing sidewalk at the east edge of Team Bob's (Parcel 05-187-017-00) and the existing ramp at the intersection of Barlow and South Airport Roads

The scope of work would include the following items:

- Extension of 6' wide concrete trail along South Airport
- Stormwater management, as applicable and required by GTCRC
- Access connector to the Boardman Lake Loop Trail

Scope of Services

I. SURVEYING AND TESTING

During the surveying phase, Gourdie-Fraser, Inc. (GFA) will develop an Existing Conditions drawing to be utilized for the engineering design.

Surveying Included:

1. Boundary and Topographic Survey: GFA will complete a boundary survey of the property that will include all easements and rights-of-way
2. Topographic Survey: GFA will conduct a complete topographic survey which will be used to create an existing base map for the project limits. This survey will include:
 - Boundary Survey of both parcels
 - Elevation shots for the entire project limits sufficient to generate 1' contours for design purposes.
 - A detailed topography of the north side of South Airport Centerline of Road to ROW
 - Location and sizes of utilities and easements adjacent to the property, as applicable
 - Location and sizes of trees, 6" diameter and larger within the grading limits of the proposed project.
 - Location of all existing physical features on the property such as existing drives, fence lines, buildings, easements, water/ sewer services etc.
 - Title Search to locate existing easements
 - Site benchmarks and survey control points to be used during construction.
3. Utility Research: GFA will request that the various utility providers (phone, gas, electric, CATV) provide us records of their facilities in this area to be included on the plans. In addition, we will facilitate Miss Dig to flag utilities to located during our survey.

Sub-Total Surveying Cost \$6,250.00

II. **FINAL DESIGN AND PERMITTING**

1. Engineering Plan Development: Utilizing the topographic data completed, GFA will prepare a complete set of final engineering plans to be used to apply for approval from the various agencies having jurisdiction over the project. Comments from agencies will be incorporated into the engineering plans. Once all approvals have been obtained, the plans will be finalized and issued for construction. Engineered Plans will include:
 - Grading and Drainage Plans providing grading of improved areas, stormwater control facilities, stormwater conveyance channels, and temporary and permanent soil erosion measures.
 - Trail Plans providing plan and profile design, alignments, and entryway geometries.
 - * We have assumed that there will be no need to improve existing roadways; there will be no requirement for traffic or level of service studies, sufficient site distances exist at the entry and tie-in locations; and that there will be no major revisions of roadway locations subject to Road Commission and Township feedback.
 - Construction details and specifications
 - Pavement Marking and detour plan, as applicable
2. Permitting Support and Meetings: GFA will attend as needed meetings with the Owner as the design progresses to coordinate specifics of design and permitting requirements. We anticipate the following permits will be required:
 - Garfield Township Land Use Permit, as applicable
 - Grand Traverse County SESC
 - Grand Traverse County Road Commission
3. Final Plan Set: GFA will incorporate all agency review comments and conditions into the plans and provide a set of approved plans for construction. Deliverable will include paper and pdf copies of all documents.

Sub-Total Final Design and Permitting Cost \$13,500.00

III. **CONSTRUCTION PHASE**

During the construction phase, GFA will provide services to assure that the project is constructed in accordance with the plans, contract documents, and applicable permits. Construction phase services will be provided in the follow sub-categories and the following services are provided for each of these subcategories:

Bidding:

- Reproduce sets of plans, specifications, and bid documents.

- Place advertisement in newspaper, trade magazines, and MITA (Michigan Infrastructure & Transportation Association) (advertising costs to be paid for by the Township).
- Mail bid packages to contractors.
- Assist Owner with soliciting bids from construction contractors.
- Answer questions from prospective bidders.
- Issue addenda, as required, during the bidding phase.
- Conduct bid opening.
- Review bid proposals and make recommendations regarding award of contract.
- Prepare documents for award of contract and construction Agreement.

Administration:

- Organize and administer a pre-construction conference and prepare meeting minutes.
- Review shop drawings submitted by the Contractor.
- Make periodic visits by the engineer to the site (at least weekly) to monitor the general progress of the work, keep abreast of any problems and endeavor to resolve any disputes which may arise.
- Review change order documents as required.
- Review Contractor's payment requests and approve periodic estimates for partial payment each month.
- Provide four (4) sets of plans and specifications to Contractor for construction.
- Address resident concerns as they may arise.

Construction Staking/Layout

Construction staking and layout will include survey crew services to field locate the project features to be constructed in accordance with the final engineering plans. Survey stakes will provide the contractor with instructions regarding, location, alignment, and grade of the components to be constructed.

Construction Inspection and Oversight

GFA will provide construction engineering services for the construction of the trail. This proposal assumes approximately 900 linear feet of trail. This proposal assumes no Sunday and holiday work and assumes 25 construction observation work hours to complete construction. However, it should be noted that the actual time required for construction will be highly dependent upon the Contractors staff ability to complete the work in a reasonable and timely manner and weather. As a result, construction observation time required may exceed the hours assumed in this proposal. In this event, GFA would provide observation services on an hourly as-needed basis for completion of the work compliant with our current hourly rates. To complete this Phase:

- GFA will perform construction observation for the installation of the trail. GFA will maintain communication between the Contractor and Client and will provide the Client construction updates with copies of the Inspector's Daily Reports that include detailed daily work completed and construction quantities.
- GFA will perform density testing on the subgrade to ensure proper compaction is achieved.
- GFA will observe and/or evaluate possible utility, subgrade, or drainage conditions that may differ from subsurface information available during design. If such conditions are exposed

during construction, construction observation staff will consult with contractor personnel and developers engineer to make appropriate recommendations.

- GFA will perform supplier concrete to ensure materials meet the specifications.
- GFA will perform concrete testing on concrete

Closeout

- Certify to the owner and agencies that construction was completed in accordance with approved plans and specifications.
- Review and transmit to the Owner the following documents from the Contractor:
 - One-Year Maintenance bond.
 - Letter of Guarantee.
 - Affidavit of Completion.
 - Waiver of Lien.

Sub-Total Construction Services Costs: \$9,850.00

Clarifications and Assumptions

The project fee budget is based on the following assumptions, and that specific work items listed in this section will NOT be included in the scope of services:

- Wetland location, determination, mitigation, and permitting.
- Geotechnical Evaluation
- Preparation of easements, rights-of-way, or boundary documents however does NOT include Easement and/or Right-of- Way Acquisition.
- Permit fees to be paid by the Owner
- Environmental Impact Statements or Reports.

Responsibilities of Client/Owner

The Client/Owner shall furnish the following minimum information as necessary in reference to the Project:

- Property description where the Project lies outside public rights-of-way or similar lands where creation of this information is not part of the Consultants Services as specifically stated herein or previously provided.
- Deed or other land use restriction information where the Project lies outside public rights-of-ways unless the Consultant's services include research and/or preparation of such information as specifically stated herein or previously provided.
- Property boundary, easement, right-of-way, or other information associated with the Project and not part of the Consultants Services as specifically stated herein or previously provided.
- All information available for the Project regarding explorations, tests, subsurface conditions, environmental assessments/audits/impact statements, and any interpretations thereof not part of the Consultants Services as specifically stated herein or previously provided.
- All information, as the Client/Owner becomes aware of, about hazardous environmental conditions or materials that might affect the Project or Project site.

Additional Services

Any work desired by the Township in addition to the work scope described above, can be completed by GFA on an hourly time and material basis in accordance with our current rate schedule.

Time Schedule

Gourdie Fraser, Inc. can commence survey services within the next 30 days, weather permitting. Once complete we anticipate 90 days to finalize final design and submission for permits.

Fee

GFA will perform the services described above for a fee of **\$29,600.00 (Not to Exceed)***

***Unless construction inspection hours exceed allowance as noted on page 4**

This proposal will remain valid for a period of 30 calendar days from the date of submission.

Contract Terms and Conditions

The terms and conditions of the Basic Services Agreement for Professional Services shall apply.

Acceptance

If this proposal is acceptable to you, your signature on the enclosed copy of this will serve as our authorization to proceed. Thank you for giving us the opportunity to be of service. We look forward to working with you on this project.

Gourdie-Fraser, Inc.
CONSULTANT

Charter Township of Garfield
CLIENT/OWNER

_____ Jennifer Graham, P.E.	(Signature) (Name)	_____ Chuck Korn
_____ Director of Engineering	(Title)	_____ Township Supervisor
_____ T:\Projects\23029C\CIP Update\Lafranier Trail Connector.docx	(Date)	_____



Engineering
Surveying
Testing &
Operations

123 West Front
Traverse City, Michigan 49684
231 946 5874
231 946 3703

November 7, 2023

ORIGINAL PROPOSAL FROM 11/14/23 MTG.

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

RE: Proposal for Survey, Engineering and Construction Services
South Airport and Barlow Roads – Trail / Sidewalk Extensions
Proposal# 23029C

Dear Chuck:

Thank you for the opportunity to submit this proposal for Survey, Engineering and Construction Services for trail/sidewalk extensions along South Airport and Barlow Roads. This letter along with the attached "Standard Terms and Conditions" represents our contract for provision of consultant services. Should you have any questions regarding the information contained herein please do not hesitate to contact me.

Project Description

Charter Township of Garfield has been implementing and integrating non-motorized amenities throughout the Township over the past several years. To be proactive and promote walkability the Township would like to extend trail /sidewalk along South Airport Road and Barlow Road providing access to residential areas to the Boardman Lake Loop Trail.



In 2022, the Boardman Lake Loop Trail was completed and has become a key hub for connection to other trails. This project envisions a connection from the Boardman Lake Loop Trail to the east side of Garfield on South Airport Road and Barlow Road. These corridors connect to dense residential areas including Town & Country mobile home park. This area is served by Traverse Heights Elementary School in Traverse City; a recent Safe Routes to School grant provided for upgraded sidewalks in nearby neighborhoods. The project would include about 0.3 miles along South Airport Road and about 0.75 miles each along Barlow Road to Boon Street. This project was identified as part of the MSU Urban Planning Practicum student project in 2022. The Township also applied for grant funding from Grand Traverse County for American Rescue Plan Act (ARPA) funds, which was supported by partners including TART. Challenges for this project include the intersection crossing at South Airport Road with Barlow Road, acquiring easements, and curb cuts and existing developments along these roads.

The scope of work would include the following items:

- Extension of 6' wide sidewalk along South Airport and Barlow Roads
- Cross walks at the intersections
- Stormwater Management
- Access connectors to the Boardman Lake Loop Trail

Scope of Services

I. SURVEYING AND TESTING

During the surveying phase, Gourdie-Fraser, Inc. (GFA) will develop an Existing Conditions drawing to be utilized for the engineering design.

Surveying Included:

1. **Boundary and Topographic Survey:** GFA will complete a boundary survey of the property that will include all easements and rights-of-way
2. **Topographic Survey:** GFA will conduct a complete topographic survey which will be used to create an existing base map for the project limits. This survey will include:
 - Boundary Survey of both parcels
 - Elevation shots for the entire project limits sufficient to generate 1' contours for design purposes.
 - A detailed topography of Barlow and South Airport ROW to ROW
 - Location and sizes of utilities and easements adjacent to the property, as applicable
 - Location and sizes of trees, 6" diameter and larger within the grading limits of the proposed project.
 - Location of all existing physical features on the property such as existing drives, fence lines, buildings, easements, water/ sewer services etc.
 - Title Search to locate existing easement
 - Site benchmarks and survey control points to be used during construction.

3. Utility Research: GFA will request that the various utility providers (phone, gas, electric, CATV) provide us records of their facilities in this area to be included on the plans. In addition, we will facilitate Miss Dig to flag utilities to located during our survey.

Sub-Total Surveying Cost \$12,500.00

II. *FINAL DESIGN AND PERMITTING*

1. Engineering Plan Development: Utilizing the topographic data completed, GFA will prepare a complete set of final engineering plans to be used to apply for approval from the various agencies having jurisdiction over the project. Comments from agencies will be incorporated into the engineering plans. Once all approvals have been obtained, the plans will be finalized and issued for construction. Engineered Plans will include:
 - Grading and Drainage Plans providing grading of improved areas, stormwater control facilities, stormwater conveyance channels, and temporary and permanent soil erosion measures.
 - Sidewalk Plans providing plan and profile design, alignments, and entryway geometries.
 - * We have assumed that there will be no need to improve existing roadways; there will be no requirement for traffic or level of service studies, sufficient site distances exist at the entry and tie-in locations; and that there will be no major revisions of roadway locations subject to Road Commission and Township feedback.
 - Trail Plans providing plan and profile design, alignments, and entryway geometries.
 - * We have assumed that there will be no need to improve existing roadways; there will be no requirement for traffic or level of service studies, sufficient site distances exist at the entry and tie-in locations; and that there will be no major revisions of roadway locations subject to Road Commission and Township feedback.
 - Construction details and specifications
 - Pavement Marking and detour plan, as applicable
2. Permitting Support and Meetings: GFA will attend as needed meetings with the Owner as the design progresses to coordinate specifics of design and permitting requirements. We anticipate the following permits will be required:
 - Garfield Township Land Use Permit, as applicable
 - Grand Traverse County SESC
 - Grand Traverse County Road Commission
3. Final Plan Set: GFA will incorporate all agency review comments and conditions into the plans and provide a set of approved plans for construction. Deliverable will include paper and pdf copies of all documents.

Sub-Total Final Design and Permitting Cost \$36,500.00

III. *CONSTRUCTION PHASE*

During the construction phase, GFA will provide services to assure that the project is constructed in accordance with the plans, contract documents, and applicable permits. Construction phase services will be provided in the follow sub-categories and the following services are provided for each of these subcategories:

Bidding:

- Reproduce sets of plans, specifications, and bid documents.
- Place advertisement in newspaper, trade magazines, and MITA (Michigan Infrastructure & Transportation Association) (advertising costs to be paid for by the Township).
- Mail bid packages to contractors.
- Assist Owner with soliciting bids from construction contractors.
- Answer questions from prospective bidders.
- Issue addenda, as required, during the bidding phase.
- Conduct bid opening.
- Review bid proposals and make recommendations regarding award of contract.
- Prepare documents for award of contract and construction Agreement.

Administration:

- Organize and administer a pre-construction conference and prepare meeting minutes.
- Review shop drawings submitted by the Contractor.
- Make periodic visits by the engineer to the site (at least weekly) to monitor the general progress of the work, keep abreast of any problems and endeavor to resolve any disputes which may arise.
- Review change order documents as required.
- Review Contractor's payment requests and approve periodic estimates for partial payment each month.
- Provide four (4) sets of plans and specifications to Contractor for construction.
- Address resident concerns as they may arise.

Construction Staking/Layout

Construction staking and layout will include survey crew services to field locate the project features to be constructed in accordance with the final engineering plans. Survey stakes will provide the contractor with instructions regarding, location, alignment, and grade of the components to be constructed.

Construction Inspection and Oversight

GFA will provide construction engineering services for the construction of the trail / sidewalk. This proposal assumes approximately 5,000 linear feet of sidewalk. This proposal assumes no Sunday and holiday work and assumes 90 construction observation work hours to complete construction. However, it should be noted that the actual time required for construction will be highly dependent upon the Contractors staff ability to complete the work in a reasonable and timely manner and weather. As a result, construction observation time required may exceed the hours assumed in this proposal. In this event, GFA would provide observation services on an hourly as-needed basis for completion of the work compliant with our current hourly rates. To complete this Phase:

- GFA will perform construction observation for the installation of sidewalk. GFA will maintain communication between the Contractor and Client and will provide the Client construction updates with copies of the Inspector's Daily Reports that include detailed daily work completed and construction quantities.
- GFA will perform density testing on the subgrade to ensure proper compaction is achieved.
- GFA will observe and/or evaluate possible utility, subgrade, or drainage conditions that may differ from subsurface information available during design. If such conditions are exposed during construction, construction observation staff will consult with contractor personnel and developers engineer to make appropriate recommendations.
- GFA will perform supplier concrete to ensure materials meet the specifications.
- GFA will perform concrete testing on concrete

Closeout

- Certify to the owner and agencies that construction was completed in accordance with approved plans and specifications.
- Review and transmit to the Owner the following documents from the Contractor:
 - One-Year Maintenance bond.
 - Letter of Guarantee.
 - Affidavit of Completion.
 - Waiver of Lien.

Sub-Total Construction Services Costs: \$46,250.00

Clarifications and Assumptions

The project fee budget is based on the following assumptions, and that specific work items listed in this section will NOT be included in the scope of services:

- Wetland location, determination, mitigation, and permitting.
- Geotechnical Evaluation
- Preparation of easements, rights-of-way, or boundary documents however does NOT include Easement and/or Right-of- Way Acquisition.
- Permit fees to be paid by the Owner
- Environmental Impact Statements or Reports.

Responsibilities of Client/Owner

The Client/Owner shall furnish the following minimum information as necessary in reference to the Project:

- Property description where the Project lies outside public rights-of-way or similar lands where creation of this information is not part of the Consultants Services as specifically stated herein or previously provided.
- Deed or other land use restriction information where the Project lies outside public rights-of-ways unless the Consultant's services include research and/or preparation of such information as specifically stated herein or previously provided.

- Property boundary, easement, right-of-way, or other information associated with the Project and not part of the Consultants Services as specifically stated herein or previously provided.
- All information available for the Project regarding explorations, tests, subsurface conditions, environmental assessments/audits/impact statements, and any interpretations thereof not part of the Consultants Services as specifically stated herein or previously provided.
- All information, as the Client/Owner becomes aware of, about hazardous environmental conditions or materials that might affect the Project or Project site.

Additional Services

Any work desired by the Township in addition to the work scope described above, can be completed by GFA on an hourly time and material basis in accordance with our current rate schedule.

Time Schedule

Gourdie Fraser, Inc. can commence survey services within the next 30 days, weather permitting. Once complete we anticipate 90 days to finalize final design and submission for permits.

Fee

GFA will perform the services described above for a fee of **\$95,250.00 (Not to Exceed)***

***Unless construction inspection hours exceed allowance as noted on page 4**

This proposal will remain valid for a period of 30 calendar days from the date of submission.

Contract Terms and Conditions

The terms and conditions of the Basic Services Agreement for Professional Services shall apply.

Acceptance

If this proposal is acceptable to you, your signature on the enclosed copy of this will serve as our authorization to proceed. Thank you for giving us the opportunity to be of service. We look forward to working with you on this project.

Gourdie-Fraser, Inc.
CONSULTANT

Charter Township of Garfield
CLIENT/OWNER

_____ Jennifer Graham, P.E.	(Signature) (Name)	_____ Chuck Korn
_____ Director of Engineering	(Title)	_____ Township Supervisor
_____	(Date)	_____

T:\Projects\23029C\CIP Update\Lafranier and Barlow Loop Connector.docx



Charter Township of Garfield Planning Department Report No. 2023-135

Prepared:	December 5, 2023	Pages:	2
Meeting:	December 12, 2023 Township Board	Attachments:	<input checked="" type="checkbox"/>
Subject:	South Airport and Barlow Roads – Trail / Sidewalk Extensions Update		

At its meeting on November 14, 2023, the Township Board raised some concerns about the South Airport and Barlow Roads – Trail / Sidewalk Extensions ARPA project. In follow-up, Staff offers the following information:

- *Priority.* The project is identified in the Township Parks and Recreation Plan as a Non-Motorized Facility providing connection to a park. In this case, the pathway provides a connection to the Boardman Lake Loop Trail. The Non-Motorized Plan in the Township Master Plan shows pathways along the two roads in this area.

According to the 2022 Community Survey, 63% of residents support the following statement: “I want more paved bicycle paths and sidewalks in the area where I live.” Furthermore, 63% of residents support the following statement: “Garfield should fund the construction of bike paths and sidewalks in the form of a millage, grants, general fund, or other funding sources.”

- *Maintenance – Property Maintenance Code.* Section 302.3 of the Township’s Property Maintenance Code addresses sidewalks and specifically states:

302.3 Sidewalks and driveways. Sidewalks, walkways, stairs, driveways, parking spaces, and similar areas shall be kept in a proper state of repair and maintained free of hazardous conditions.

302.3.1 Responsibilities of Sidewalk Repair; Conditions Requiring Replacement.

- A. The owners of all lots and premises within the Township are required to maintain, repair, and keep safe sidewalks adjacent to or upon their lots and premises in or along the public street rights-of-way in the Township.
- B. It shall be the duty of all owners of premises within the limits of the Township to keep all cement, asphalt and concrete walks, and sidewalks that have been laid in front of, upon or adjacent to such premises in or along any of the street rights-of-way in good repair and free of dangerous ice, snow or other dangerous obstructions and/or conditions. Any owner of any such premises who shall allow any such sidewalk to remain in disrepair or in a dangerous condition shall be responsible and liable for injuries and damages arising out of the disrepair or unsafe condition of the sidewalk. Such owner shall further indemnify and reimburse the Township for all liability, costs, and expenses the Township might incur as a result of any such defective or dangerous sidewalk.
- C. The provisions of this section shall not apply to those walks, pathways or greenways designated by the Township as exempt from this section.

302.3.2 Owner Caused Sidewalk Defects. Where sidewalk defects creating pedestrian hazards are caused by conditions existing upon an abutting property, such as, but not limited to, trees or other growth, surface drainage, on-site construction or vehicular traffic, or other on-site activities, the abutting property owner shall be responsible for its repair, maintenance and/or safe condition, and liable for all consequential injuries, damages,

expenses or costs resulting from the condition and lack of repair or maintenance and unsafe condition. Such liability shall include full indemnification of the Township for any damages, costs or expenses resulting from such owner defaults as well as liability to others. The foregoing liability and responsibility shall apply without notice or hearing.

302.3.3 Sidewalk Snow and Ice Removal.

- A. Within 24 hours after the end of each accumulation of snow greater than one inch, the owner or occupant of every property shall remove the accumulation from the adjacent public sidewalk and walks and ramps leading to a crosswalk. The accumulation may be from any source, including precipitation and drifting. Furthermore, the removal of snow and ice shall be further defined as being free of snow and ice for the entire constructed width and length of the sidewalk, including walks and ramps leading to a crosswalk.
 - B. If the owner or occupant fails to remove snow or ice within 24 hours of a notice of violation having been served by attaching to the door, mailing by first class mail, or personal service, the Township may cause such snow or ice to be removed at the expense of the property owner. The owner of record shall then be charged the actual cost of the sidewalk clearance (time and material). All charges which remain unpaid as of October 1 of the current year shall become a lien against the subject property and may be added to the tax rolls for the property. Liens shall be reported not later than November 1 to the Township Treasurer for inclusion on the December 1 property tax statements. One notice of violation per parcel per season shall be deemed adequate notice for the entire snow and ice removal season.
- *Maintenance – Other Considerations.*
 - *Snowplowing/Snow blowing.* Based on other arrangements the Township has for winter snowplowing/trail snow blowing, it's estimated that the annual cost for snow removal would be \$3,380. See attached spreadsheet used to determine this estimate.
 - *Closure.* The Township may close the pathway between November 15 and April 15 and at any other time deemed necessary by the Township Board. Any person using the sidewalk during that time the sidewalk is closed shall do so at his or her own risk.
 - *Liability.* At the request of the Township Treasurer, Paul Olson of Municipal Underwriters of Michigan, Inc. provided information on the liability of sidewalks. Please see attached letter and email from Mr. Olson.

Attachment:

1. Spreadsheet for Snow blowing Calculation for ARPA Project
2. Letter from Paul Olson, Municipal Underwriters of Michigan, Inc., to Township Treasurer dated November 17, 2023
3. Email from Paul Olson, Municipal Underwriters of Michigan, Inc., to Township Treasurer dated November 20, 2023
4. Boardman Lake Loop Connector Segments Map

Number of Times Plowed 2021-2022 Season

	21-Nov	21-Dec	Jan-22	Feb-22	Mar-22	Total	Nov-22	Dec-22	Jan-23	Feb-23	Mar-23	Total
Barnes Trail	1	7	11	5	2	26	2	5	4	8	3	22
Buffalo Trail	1	7	11	5	2	26	2	5	4	8	3	22
Silver Lake	1	4	5	5	1	16	2	4	2	6	3	17

Number of Times Plowed 2022-2023 Season

	21-Nov	21-Dec	Jan-22	Feb-22	Mar-22	Total	Nov-22	Dec-22	Jan-23	Feb-23	Mar-23	Total
Barnes Trail	1	7	11	5	2	26	2	5	4	8	3	22
Buffalo Trail	1	7	11	5	2	26	2	5	4	8	3	22
Silver Lake	1	4	5	5	1	16	2	4	2	6	3	17

Barnes and Buffalo Dates Plowed - 2"-8"

Dates Plowed	11/28/2021	12/5/2021	1/3/2022	2/11/2022	3/7/2022	11/18/2022	12/23/2022	1/19/2023	2/4/2023	3/19/2023
		12/6/2021	1/5/2022	2/12/2022	3/28/2022	11/19/2022	12/23/2022	1/24/2023	2/10/2023	3/25/2023
		12/7/2021	1/6/2022	2/19/2022			12/24/2022	1/27/2023	2/17/2023	3/26/2023
		12/8/2021	1/7/2022	2/23/2022			12/25/2022	1/29/2023	2/23/2023	
		12/10/2021	1/11/2022	2/25/2022			12/26/2022		2/24/2023	
		12/24/2021	1/22/2022						2/25/2023	
		12/29/2021	1/23/2022						2/27/2023	
			1/25/2022						2/28/2023	
			1/26/2022							
			1/28/2022							
			1/30/2022							

Silver Lake Dates Plowed - 4"-8"

Dates Plowed	11/28/2021	12/5/2021	1/6/2022	2/11/2022	3/7/2022	11/19/2022	12/23/2022	1/19/2023	2/8/2023	3/19/2023
		12/8/2021	1/7/2022	2/12/2022		11/20/2022	12/23/2022	1/29/2023	2/10/2023	3/25/2023
		12/10/2021	1/23/2022	2/19/2022			12/24/2022		2/17/2023	3/26/2023
		12/13/2021	1/26/2022	2/23/2022			12/25/2022		2/23/2023	
			1/28/2022	2/25/2022					2/25/2023	
									2/28/2023	

Summary:

Quote from Landgreen Lawncare stated \$130/mile and the South Airport Barlow Sidewalk/Trail Connector is 1.05 miles

Silver Lake Trail is plowed/blown less often because it is only done when 4"-8" have accumulated

Average number of times the last two winter seasons were 17 times = \$2,210 (\$130 X 17 times)

The Barnes Trail and the Buffalo Ridge Trails are plowed/blown more often because they are done when 2"-8" have accumulated

Average number of times the last two winter seasons were 24 times = \$3,120 (\$130 X 24 times)

Conclusion: Based on the plowing of our other trails over the last two winter seasons, the cost to plow the South Airport Barlow Sidewalk/Trail Connector, depending at accumulation of snow we have the trail cleared at, would be between \$2,210 and \$3,120 per year.

Worst case scenario = 26 times plowed at \$130 = \$3,380.00.

November 17, 2023

Chloe Macomber, Treasurer
Charter Township of Garfield
3848 Veterans Drive
Traverse City, MI 49684

Dear Chloe:

Thank you your question concerning sidewalk liability in Garfield Township.

Insuring Agreement which relates to your General Liability Policy states the following:

We will pay those sums the Garfield Township becomes legally obligated to pay as damages because of "bodily injury" or "property damage". We will have the right and duty to defend Garfield Township against any "suit" seeking damages.

These sidewalks would be considered to be a premise exposure. If there would be an injury where a law suit would be drafted against Garfield Township we would defend the Township.

You also have Premises Medical payments for your alleged slip and fall on Township property which could cover the injured party up to \$10,000.

Act 170 of 1964 Pertains to sidewalks in Michigan:

- 1) A municipal corporation in which a sidewalk is installed adjacent adjacent to a municipal, county, or state highway shall maintain the sidewalk in reasonable repair.
- 2) A municipal corporation is not liable for breach of duty to maintain a sidewalk unless the plaintiff proves that at least 30 days before the occurrence of the relevant injury, death, or damage, the municipal corporation knew or, in the exercise of reasonable diligence, should have known of the existence of the defect in the sidewalk.
- 3) A defect is a two inch horizontal or vertical gap in the sidewalk.

I hope this information will prove helpful in your decision making process. Sidewalk Liability cases over the years for my clients have been minor.

Sincerely,



Paul W. Olson, MUWM

Chloe Macomber

From: Paul Olson <polson@muwm.net>
Sent: Monday, November 20, 2023 12:01 PM
To: Chloe Macomber
Subject: Re: Emailing: Sidewalk letter

Chloe build up of snow and ice is not considered a defect by state statute.

On 11/20/2023 8:47 AM, Chloe Macomber wrote:

> Thank you so much Paul. This will be very very helpful to our Board.

>

> I am wondering though if you could include something (either in this letter or separately) with regards to snow and ice as not being a 'defect' we could be held liable for as you stated in our phone conversation. The Board has questions on whether or not snow and ice would increase our liability.

>

> Thanks again,

>

>

> Chloe Macomber, MiCPT, CPFIM, MCAO

> Treasurer

> Charter Township of Garfield

> 3848 Veterans Drive,

> Traverse City, MI 49684

> PH: (231) 225-3043

> Mon-Thurs 7:30-6:00

>

> -----Original Message-----

> From: Paul Olson <polson@muwm.net>

> Sent: Monday, November 20, 2023 6:54 AM

> To: Chloe Macomber <cmacomber@garfield-twp.com>

> Subject: Emailing: Sidewalk letter

>

> Your message is ready to be sent with the following file or link

> attachments:

> Sidewalk letter

>

> Enclosed is your sidewalk info.

>

>

> Note: To protect against computer viruses, e-mail programs may prevent sending or receiving certain types of file attachments. Check your e-mail security settings to determine how attachments are handled.

>

> --

> Paul Olson

> Municipal Underwriters of West Michigan

> 4171 Wolverine Drive

> Williamsburg, MI 49690

> Toll Free: 888-883-6391

> Local: 231-421-5008

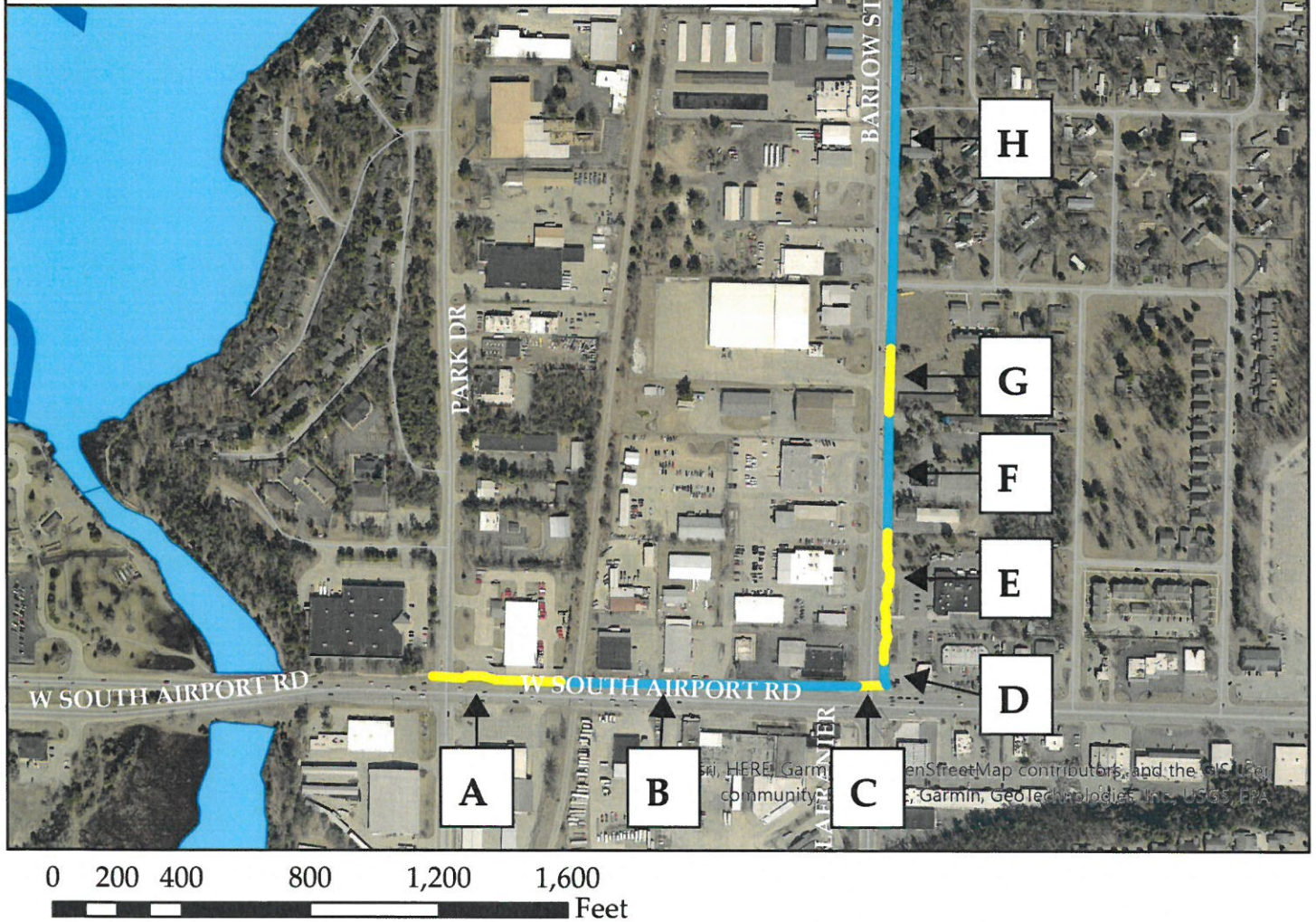
Boardman Lake Loop Connector - Segments

Existing (712 feet)

- 403 feet - Segment A - Park Drive Crosswalk + Team Bobs
- 91 feet - Segment C - Barlow Crosswalk
- 416 feet - Segment E - Gordon Food Service
- 202 feet - Segment G - ViewTech

Proposed (4,180 feet)

- 923 feet - Segment B - South Airport frontage
- 75 feet - Segment D - 7 Eleven (S Airport to GFS)
- 373 feet - Segment F - GFS to ViewTech
- 1,189 feet - Segment H - ViewTech to Gladewood
- 1,620 feet - Segment I - City Line to Gladewood (SRTS)



Charter Township of Garfield
3848 Veterans Drive
Traverse City, MI 49684
Phone: 231.941.1620
Fax: 231.941.1588
www.garfield-twp.com



Boardman Lake Loop Connector Segments



Charter Township of Garfield

Planning Department Report No. 2023-134

Prepared:	December 5, 2023	Pages:	1
Meeting:	December 12, 2023 Township Board	Attachments:	<input checked="" type="checkbox"/>
Subject:	Capital Improvement Plan		

A capital improvement plan (CIP) is a tool that is used by communities to prioritize capital projects for the budget and planning processes. A capital project is a project to either construct a new structure or make significant improvements. Upon adoption by the governing body, the CIP becomes a statement of policy regarding the timing, location, character, and funding of future capital projects. For your review, attached is a draft CIP.

Specifically, the CIP:

- *Shows capital projects by categories.*
Recommended categories in the draft CIP include Land Acquisitions, General Expenditures (Building, Equipment, Information Technology, and Other), Non-motorized Facilities (Trails), Parks, Sanitary Sewer System, Water System, Stormwater System, and Road Improvements (i.e., Special Assessment participation, etc.). The categories may be adjusted.
- *Lists capital projects based on Township Board priorities.*
The Township Board identifies what types of projects are important and should be considered for the CIP.
- *Is a guide for budget discussions and does not commit the Township Board to any project.*
Section 5 of the draft CIP states: "Approval of the CIP by the Township Board does not mean that they grant final approval of all projects contained within the CIP. Rather by approving the CIP, the Township Board acknowledges that these projects represent a reasonable interpretation of the upcoming needs for the community and that projects contained in the first year of the CIP are suitable for inclusion in the upcoming budget."
- *Anticipates future expenditures so the Township Board can plan for them.*
By identifying future expenditures, the Township Board may set aside funds for a project or make the expenditure at the appropriate time when resources are available.
- *Projects seeking Township assistance must go through a vetting process to even be considered.*
The CIP Committee reviews all projects before making a recommendation to be placed in the CIP. The Board always has the ability to determine which projects fit in the CIP and which projects do not.

ACTION REQUESTED:

The draft CIP is being provided for information only and discussion. No formal action is requested.

Attachment:

1. Draft 2024-2029 Capital Improvement Plan (CIP)

Charter Township of Garfield
Capital Improvement Plan (CIP)
2024 - 2029

DRAFT

Adopted: _____, 2023

Charter Township of Garfield

3848 Veterans Drive | Traverse City, MI 49684 | 231.941.1620

www.garfield-twp.com

ACKNOWLEDGMENTS

Charter Township of Garfield

Board of Trustees

Chuck Korn, *Supervisor*
Lanie McManus, *Clerk*
Chloe Macomber, *Treasurer*
Molly Agostinelli, *Trustee*
Chris Barsheff, *Trustee*
Steve Duell, *Trustee*
Denise Schmuckal, *Trustee*

Planning Department

John Sych, *AICP, Planning Director*
Stephen Hannon, *AICP, Deputy Planning Director*

Township Engineer

Jennifer Graham, *PE*
Gourdie-Fraser, Inc. (GFA)

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2 INTRODUCTION

The Charter Township of Garfield 2024-2029 Capital Improvement Plan (CIP) is a plan for near-term public infrastructure needs. The CIP lists capital projects (buildings, infrastructure, large equipment, etc.), anticipated cost of those projects, the type of funding (general fund, grant, etc.), and the schedule to implement those projects over a six-year period. The process of developing the CIP is an organized effort to strengthen the quality of public facilities and services; provide a framework for the realization of community goals and objectives; and provide a sound basis on which to build a healthy and vibrant community.

3 EXISTING FACILITIES, PARKS, AND INFRASTRUCTURE

The primary physical infrastructure of the Charter Township of Garfield (the Township) includes an office building, a parks system, and an extensive water and sewer system.

Township Hall

The Township Hall at 3848 Veterans Drive was built in 2004 on a 2.37-acre parcel. The 16,852 square-foot building provides offices and meeting rooms for Township operations.

Parks System

The Township owns seven properties totaling 518 acres that are used for recreational purposes. Of the seven properties, the Silver Lake Recreation Area (84 acres) and the Boardman Valley Nature Preserve (92 acres) contain active recreation facilities, including ball fields, tennis, pickleball and basketball courts, and playgrounds, along with restrooms, picnic tables, and pavilions. The remaining properties, including Miller Creek Nature Reserve (67 acres), Kids Creek Park (20 acres), Grand Traverse Commons Natural Area (185 acres), River East Recreation Area (62 acres), and Hughes Drive Nature Preserve (8 acres) are primarily undeveloped greenspace and natural resource preservation areas enjoyed for activities such as nature watching, hiking, biking, hunting, and fishing. The Township has an adopted Parks and Recreation Plan to guide development of parks, trails, and recreation areas.

Water Supply, Distribution, and Storage Facilities

The Township water distribution system construction began in the late 1970's and has expanded through the years with the growth in population. The sole water source is supplied by the City of Traverse City (City) through a bulk water agreement regulated by the two governmental entities. Several mutual connection points between the City and Township systems are monitored utilizing master meters that are recorded monthly by the Grand Traverse County Department of Public Works (DPW) for tracking and billing purposes.

Currently there are 3,100 customers that are connected to the public water system. It is important that water pressure in a consumer's residence or place of business be neither too high nor too low. The normal operating pressure range for water distribution systems is 40 to 90 psi and a minimum of 20 psi during fire flow (emergency) conditions. Water is distributed to users located within the five (5) Service Districts by infrastructure owned, operated and maintained by the Township. This infrastructure is comprised of six (6) booster stations, three (3) water storage tanks, twelve (12) reducing valve stations and approximately 77 miles of distribution piping. Booster stations pump water to outlying districts at higher elevations and water is fed back down towards the City to some extent through pressure reducing valves. The operating pressures for each service district are dictated by gravity (ground or elevated) storage.

Sewer Collection and Discharge

The Township sewer system began to be constructed in the 1970's and has expanded through the years with the growth in population. Wastewater treatment for the Township is accomplished through a contractual relationship with the Traverse City Regional Wastewater Treatment Facility (TCRWWTF). The sole treatment source is provided by the City through a bulk sewer agreement regulated by the two governmental entities. Several mutual connection points between the City and Township systems are monitored utilizing master meters that are recorded monthly by DPW for tracking and billing purposes.

Currently there are 3,150 customers that are connected to the public sewer system. The system is comprised of eight (8) major sewer system districts by infrastructure owned, operated and maintained by the Township. This infrastructure is comprised of eleven (11) pumping stations, 28,500 linear feet (5½ miles) force main, and approximately 73 miles of gravity (collection) piping.

Infrastructure Evaluation

As an owner a public water and sewer system, the Township is responsible to ensure compliance with both the Safe Drinking Water Act, Act 399 and Natural Resources and Environmental Protection Act, Act 451 as enforced by the Michigan Department of Environment, Great Lakes, and Energy (EGLE). As the Township Engineer of Record, part of the role of Gourdie-Fraser, Inc. is to assist with ensuring the system is in compliance with these requirements. This includes performing ongoing evaluation of the existing system to ensure adequate capacity to accommodate existing and future growth demands, maintain inventory and condition of all the assets, coordination with DPW for maintenance of infrastructure and define a capital improvement plan for each system.

4 PLAN OVERVIEW

The CIP is a multi-year planning instrument used to identify needs and financing sources for public infrastructure improvements. The purpose of the CIP is to facilitate the orderly planning of infrastructure improvements; to maintain, preserve, and protect the Township's existing infrastructure system; and to provide for the acquisition or scheduled replacement of equipment to ensure the efficient delivery of services to the community. The CIP is also used to ensure that capital improvements are fiscally sound and consistent with the strategic goals and policies of the Township Board.

The CIP informs residents and stakeholders on how the Township's plans to address significant capital needs over the next six years. The CIP can also influence growth because infrastructure can impact development patterns. The projects identified in the CIP represent the Township's plan to serve residents and anticipate the needs of a growing community. Projects are guided by various development plans and policies established by the Township Board, Planning Commission, and Parks and Recreation Commission.

Each year, all projects included within the CIP are reviewed and adjustments are made to existing projects arising from changes in the amount of funding required, conditions, or timeline. A new year of programming is also added each year to replace the year funded in the annual operating budget.

5 CIP AND THE BUDGET PROCESS

The CIP process precedes the budget process and is used to develop the capital project portion of the annual budget. Approval of the CIP by the Township Board does not mean that they grant final approval of all projects contained within the CIP. Rather by approving the CIP, the Township Board acknowledges that these projects represent a reasonable interpretation of the upcoming needs for the community and that projects contained in the first year of the CIP are suitable for inclusion in the upcoming budget. A project's

funding depends upon several factors—not only its merit, but also its location, cost, funding source, and logistics.

6 CIP PROCESS AND TIMELINE

Capital Planning Committee

The Capital Planning Committee (CPC) reviews policy and asset inventories, develops project rating and weighting criteria, rates and weights projects, reviews funding options, clarifies any issues, and prepares a draft CIP. The CPC membership includes the following Township officials: Supervisor, Clerk, Treasurer, Planning Director, Parks Steward, and Township Engineer.

Parks and Recreation Commission

The Parks and Recreation Commission may recommend parks projects to the CPC for inclusion in the CIP.

Building Committee

The Building Committee may recommend projects related to the Township Hall to the CPC for inclusion in the CIP.

Township Board

The Township Board adopts the CIP and is encouraged to use the CIP as a tool in the adoption of the annual budget process in accordance with the governing body goals and objectives.

The annual development, review, and approval process for the CIP will follow these target months:

May

- Annual review of Strategic Plan by the Township Board

June

- Recommended projects submitted by the Parks & Recreation Commission
- Recommended projects submitted by the Building Committee

July

- Plan development by the Capital Planning Committee

August

- Introduction and approval by the Township Board

Amendments to the CIP that need to be processed outside the annual process are subject to CPC review and recommendation and approval by the Township Board.

7 PROJECT SELECTION CRITERIA

The following criteria shall be used in evaluating a project for inclusion in the CIP:

Support of Plans and Policies

The Strategic Plan, Master Plan, and Parks and Recreation Master Plan all provide guidance on Township priorities. The project will advance the goals and objectives of a Township plan or policy.

Regulatory Compliance

The project assists the Township in meeting a federal, state, or other regulatory mandate.

Infrastructure / Public Safety

The project supports infrastructure needs for Township facilities and improves the overall safety of the community.

Quality of Life

The project improves the overall quality of life in the Township and makes it a favorable place to live and work.

Impact on Operational Budget

A project may affect the operating budget for the next few years or for the life of the facility. Costs associated with operating and maintaining need to be determined and evaluated. The project shall be planned and designed for cost effectiveness and efficiency.

Cost Sharing

Projects can be funded through sources other than Township funds. External funding shall be identified for a project including developer funding, grants through various agencies, and donations.

Timing/Location

The timing and location of the project is important. Projects that are near other projects or need to be completed before another one can be started have higher priority.

Innovation

The Township is increasingly challenged to produce solutions to solve new problems and meet new challenges. The project will alleviate unaddressed problems and issues.

8 CIP POLICY

A project is defined as a major, nonrecurring expenditure that includes one or more of the following:

1. Any construction of a new facility (i.e., a public building, water/sanitary sewer mains, storm sewers, roadway, recreational facilities), an addition to, or extension of such a facility, provided that the cost is \$10,000 or more and that the improvement will have a useful life of three years or more.
2. Any nonrecurring rehabilitation of all or a part of a building, its grounds, a facility, or equipment, provided that the cost is \$10,000 or more and the improvement will have a useful life of three years or more.
3. Any purchase or replacement of major equipment provided that the cost is \$10,000 or more and will be coded to a capital asset account.
4. Any planning, feasibility, engineering, or design study related to an individual capital improvements project or to a program that is implemented through individual capital improvements projects provided that the cost is \$10,000 or more and will have a useful life of three years or more.
5. Any planning, feasibility, engineering, or design study costing \$25,000 or more that is not part of an individual capital improvements project or a program that is implemented through individual capital improvements projects.
6. Any acquisition of land for a public purpose that is not part of an individual capital improvements project or a program that is implemented through individual capital improvements projects provided that the cost is \$25,000 or more.

9 FUNDING

Because projects involve the outlay of substantial funds, numerous sources are often necessary to provide financing over the life of the project. Most capital funding sources are earmarked for specific purposes and cannot be transferred from one capital program to another. The CIP must be prepared with some projections as to the amount of money available. The following is a summary of the funding sources that may be used for projects included in the capital improvements program.

Millages

The property tax is a millage that is one of the most important sources of Township revenue. The property tax rate is stated in mills (one dollar per \$1,000 of valuation). This rate is applied to a property's net value, following the application of all exemptions and a 50 percent equalization ratio. Millages are voter-approved taxes that are specifically earmarked for a particular purpose. The Township is authorized to utilize millages under Public Act 279 of 1909, the Home Rule Cities Act.

Special Assessments

Capital improvements that benefit specific properties, rather than the Township as a whole, may be financed more equitably by special assessment, i.e., by those who directly benefit. Local improvements often financed by this method include new street improvements (including pavement, curb and gutter, sidewalks, etc.), sanitary and storm sewers, and water mains.

Federal, State and Other Grants

The federal and state governments and various agencies and organizations make funds available to communities through numerous grants and aid programs. Some grants are tied directly to a specific program. The Township has discretion (within certain guidelines) over the expenditure of others. For the most part, the Township has no direct control over the amount of money received under these programs.

Bonds

When the Township sells bonds, purchasers are, in effect, lending the Township money. The money is repaid, with interest, from taxes or fees over the years. The logic behind issuing bonds (or "floating a bond issue") for capital projects is that the citizens who benefit from the capital improvements over a period should help the Township pay for them.

User Fees

Fees for a permit or pass to use a service or facility. Generates revenue for a specific cause or site.

Tax Increment Financing (TIF)

Tax increment financing (TIF) is a municipal financing tool that can be used to renovate or redevelop declining areas while improving their tax base. TIF applies the increase in various state and local taxes that result from a redevelopment project to pay for project-related public improvements. Currently, the Township does not have any TIF authority.

Developer Contributions

Sometimes capital improvements are required to serve new development. Where funding is not available for the Township to construct the improvements, developers may agree to voluntarily contribute their share or to install the facilities themselves so the development can go ahead.

Water/Sewer Funding – Capital Improvement Projects

These are projects that are mandated by EGLE and include major equipment replacement, upgrades to infrastructure to accommodate system demands and/ or deficiencies.

1. Revenue Bonds. Revenue bonds are repaid through a municipality's revenue stream or by user rates. One advantage of revenue bonds is that they do not require voter approval and can be solicited by the Township or through the County.

2. Using Existing Water/ Sewer Funds. This method does work well though because the Township has the flexibility to establish its own terms of repayment. These accounts are funded through captured benefit fees. These are a one-time capital cost charged to new customers to aid in upsizing facilities for growth and to offset the costs of major infrastructure maintenance costs. Funds captured through metered use are provided to the DPW who are the entity responsible for the day-to-day operations and maintenance of the system.
3. Drinking Water and Clean Water Revolving Loan Fund. EGLE offers a funding program that is funded through grants from the United States Environmental Protection Agency (EPA). The grants are used to fund a revolving loan fund that offers low interest loans which vary depending on the circumstances in the community.

Water/Sewer Funding – Extensions and Service Area Expansions

These are projects that are for areas that typically benefit a limited / defined area and typically limited to main extensions. The Township has taken the position to support the health, wellbeing, and environmental impacts by providing water and sewer service. The Township monitors and identifies areas of potential interest to provide expansion of such service. However, the costs to implement are imposed on those who specifically benefit and is not mandatory.

1. Special Assessment Districts. A Special Assessment District (SAD) works well when the required improvements benefit a limited number of users and do not provide a system-wide benefit or a benefit to a larger group of customers. Under a SAD, improvement costs are distributed to customers based on a defensible methodology such as front footage of the property being served. Similar to road projects, a percentage of up-front commitment by the residents is required along with public hearings.
2. Lateral Charge. This method has also been utilized but is subject to availability of Township Funds. Like SADs, they benefit from a limited and defined area and distribution costs are similar. Unlike SADs, time to complete is expedited as commitment from the residents is not necessary and payment is made upon connection.

Other Sources

The Township may identify and access other sources of funding.

10 PROJECT SUMMARY

Projects may encompass the following categories:

Project Categories

- Land Acquisitions
- General Expenditures (Building, Equipment, Information Technology, and Other)
- Non-Motorized Facilities (Trails)
- Parks and Recreation
- Sanitary Sewer System
- Water System
- Stormwater System
- Master Plan
- Road Improvements (Special Assessment participation)

Project descriptions address the needs, capacity, and circumstances of the Township. The following is to be included for each capital improvement project:

Project Descriptions

- Project Category
- Project Title
- Project Year/Years
- Project Description/Need
- Cost Estimate
- Township Share
- Funding Sources
- Strategic Plan Goal

2024-2029 Capital Improvements Plan (CIP)

The Capital Improvements Program (CIP) is intended to identify priority projects for the Township. Highest-priority projects are intended to be completed in 2024. Other projects within the CIP are targeted for future completion but may be completed if priorities change and/or funding is appropriated sooner. ARPA projects noted with @. Project Categories: General Expenditures-Building (GE-B), General Expenditures-Equipment (GE-E), General Expenditures-Information Technology (GE-IT), General Expenditures-Other (GE-O), Road Improvements (RI), Non-Motorized Facilities (NMF), Parks and Recreation (PR), Sanitary Sewer System (SS), Water System (WS), Stormwater System (SW), Master Plan (PC), Land Acquisitions (LA)									
Project Category	Project Title	Current Budget 2024	Proposed 2025	Proposed 2026	Proposed 2027	Proposed 2028	Proposed 2029	Total Project Cost	
WS	McCrae PRV Replacement @	\$1,050,000						\$1,050,000	
WS	SCADA Updates – Booster Station Control Panels	\$125,000	\$125,000	\$125,000				\$375,000	
WS	Booster Station #3 Upgrades			\$2,250,000				\$2,250,000	
WS	Stone Ridge PRV Replacement					\$1,050,000		\$1,050,000	
WS	Water Tank Inspections			\$15,000				\$15,000	
WS	Northwest Tank Project - Division C (Booster Station Upgrades)	\$2,400,000						\$2,400,000	
WS	Birmley District - Water Storage Tank / Infrastructure Expansion		\$950,000			\$5,500,000		\$6,450,000	
WS	McCrae Water Storage Expansion		\$8,300,000					\$8,300,000	
WS	Master Meter Updates with SCADA			\$175,000				\$175,000	
WS	Main Extensions & Looping (Panorama, Horizon Outlet, Veterans, and Crossings)				\$2,500,000			\$2,500,000	
WS	Water Reliability Study					\$35,000		\$35,000	
WS	SS	Subtotal	\$3,575,000	\$9,375,000	\$2,585,000	\$2,500,000	\$0	\$24,600,000	
	Engineering Services / Consultation	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	\$120,000	
	Subtotal	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	\$120,000	
SS	Pump Station to Replace Siphon (Meijer along US-31)		\$2,500,000					\$2,500,000	
SS	SCADA Updates – Pump Station Control Panels	\$125,000	\$125,000	\$125,000				\$375,000	
SS	Sewer System Flow Monitoring / Evaluation Update			\$250,000				\$250,000	
	Subtotal	\$125,000	\$2,625,000	\$375,000				\$3,125,000	
PR	River East Recreation Area – Amenities @	\$250,000						\$250,000	
PR	Grand Traverse Commons Natural Area – Red Drive Trailhead Engineering and Design	\$20,000						\$20,000	
PR	Grand Traverse Commons Natural Area – Copper Ridge Trailhead	\$100,000						\$100,000	
PR	Hands Free Drinking Fountains (2) – Silver Lake & River East @	\$5,000						\$5,000	
PR	Grand Traverse Commons Natural Area - Accessible Trail Loop		\$668,100					\$668,100	
PR	Miller Creek/Boardman Valley – Trail Connector			\$324,986				\$324,986	
NMF	Barlow/Boardman Lake Loop Connector @	\$564,073						\$564,073	
NMF	Wyatt/Westchester Connector @	\$72,136						\$72,136	
RI	Blue Star Drive Special Assessment	\$100,000						\$100,000	
RI	Jefferson Avenue Special Assessment	\$100,000						\$100,000	
RI	Ridge View Court Special Assessment	\$100,000						\$100,000	
RI	US-31 Traffic Signal Mast Arms @	\$160,000						\$160,000	
GE-O	Gateway Signs @	\$225,000						\$225,000	
GE-O	Entry Signs @	\$5,200						\$5,200	
GE-O	Logan's Landing Median Improvements @	\$30,000						\$30,000	
GE-B	Hands Free Drinking Fountains (2) @	\$5,000						\$5,000	
GE-B	Planning Office Wall/Door @	\$20,000						\$20,000	
GE-IT	Website Update @	\$50,000						\$50,000	
GE-IT	Technology Network Upgrades @	\$100,000						\$100,000	
	Subtotal	\$1,906,409	\$668,100	\$324,986	\$0	\$0	\$0	\$2,899,495	
	ANNUAL TOTAL	\$5,626,409	\$12,688,100	\$3,284,986	\$2,520,000	\$6,605,000	\$20,000	\$30,744,495	

Water System (WS)

Project Title	Project Year(s)	Project Description / Need	Cost Estimate	Township Share	Funding Sources	Strategic Plan Goal
McRae PRV Replacement	2024		\$1,050,000	\$1,050,000	Township Water Fund (50%); ARPA (50%)	Transportation & Infrastructure, Water Quality, Partnerships, Economic Development
SCADA Updates – Booster Station Control Panels	2024 - 2026		\$375,500	\$375,500	Township Water Fund	Transportation & Infrastructure, Water Quality, Partnerships, Economic Development
Booster Station # Upgrades	2026		\$2,250,000	\$2,250,000	Township Water Fund	Transportation & Infrastructure, Water Quality, Partnerships, Economic Development
Stone Ridge PRV Replacement	2028		\$1,050,000	\$1,050,000	Township Water Fund	Transportation & Infrastructure, Water Quality, Partnerships, Economic Development
Water Tank Inspections			\$15,000	\$15,000	Township Water Fund	Transportation & Infrastructure, Water Quality, Partnerships, Economic Development
Northwest Tank Project - Division C (Booster Stations)			\$2,400,000	\$2,400,000	Township Water Fund	Transportation & Infrastructure, Water Quality, Partnerships, Economic Development
Birmley District - Water Storage Tank / Infrastructure Expansion	2025/2028		\$6,450,000	\$6,450,000	Township Water Fund	Transportation & Infrastructure, Water Quality, Partnerships, Economic Development
McCrae Water Storage Expansion	2025		\$8,300,000	\$8,300,000	Township Water Fund	Transportation & Infrastructure, Water Quality, Partnerships, Economic Development
Master Meter Updates with SCADA	2026		\$175,000	\$175,000	Township Water Fund	Transportation & Infrastructure, Water Quality, Partnerships, Economic Development

Water System (WS)

Project Title	Project Year(s)	Project Description / Need	Cost Estimate	Township Share	Funding Sources	Strategic Plan Goal
Main Extensions & Looping (Panorama, Horizon Outlet, Veterans, and Crossings)	2027		\$2,500,000	\$2,500,000	Township Water Fund	Transportation & Infrastructure, Water Quality, Partnerships, Economic Development
Water Reliability Study			\$35,000	\$35,000	Township Water Fund	Transportation & Infrastructure, Water Quality, Partnerships, Economic Development
Engineering Services / Consultation for Water System / Sewer System	Ongoing	Engineering Services / Consultation provided on as-needed basis	\$20,000 Annually	\$20,000 Annually	Township Water Fund / Township Sewer Fund	Transportation & Infrastructure, Water Quality, Partnerships, Economic Development

Sanitary Sewer System (SS)

Project Title	Project Year(s)	Project Description / Need	Cost Estimate	Township Share	Funding Sources	Strategic Plan Goal
Pump Station to Replace Siphon (Meijer along US-31)	2025		\$2,500,000	\$2,500,000	Township Sewer Fund	Transportation & Infrastructure, Water Quality, Partnerships, Economic Development
SCADA Updates – Pump Station Control Panels	2024 – 2026		\$375,000	\$375,000	Township Sewer Fund	Transportation & Infrastructure, Water Quality, Partnerships, Economic Development
Sewer System Flow Monitoring / Evaluation Update	2026		\$250,000	\$250,000	Township Sewer Fund	Transportation & Infrastructure, Water Quality, Partnerships, Economic Development

Parks and Recreation (PR)

Project Title	Project Year(s)	Project Description / Need	Cost Estimate	Township Share	Funding Sources	Strategic Plan Goal
River East Recreation Area – Amenities	2024	Playground, signage, and wayfinding	\$250,000	\$250,000	Township Parks Fund	Parks and Trails
Grand Traverse Commons Natural Area – Red Drive Trailhead Engineering and Design	2024		\$20,000	\$20,000	Township Parks Fund	Parks and Trails
Grand Traverse Commons Natural Area – Copper Ridge Trailhead	2024		\$100,000	\$100,000	Township Parks Fund	Parks and Trails
Hands Free Drinking Fountains (2) – Silver Lake & River East	2024		\$5,000	\$5,000	ARPA	Parks and Trails
Grand Traverse Commons Natural Area - Accessible Trail Loop	2025		\$668,100	\$368,100	MDNR Trust Fund Grant (\$300,000), Township Parks Fund (Remainder)	Parks and Trails, Partnerships
Miller Creek/Boardman Valley – Trail Connector	2026	Connect Miller Creek Nature Reserve with Boardman Valley Nature Preserve	\$324,986	\$324,986	Township Parks Fund	Parks and Trails

Non-Motorized Facilities (NMF)

Project Title	Project Year(s)	Project Description / Need	Cost Estimate	Township Share	Funding Sources	Strategic Plan Goal
Barlow/Boardman Lake Loop Connector	2024	Construct a six-foot wide sidewalk along the east side of Barlow Street and the north side South Airport Road to connect the Barlow-Garfield Neighborhood with the Boardman Lake Loop Trail.	\$564,073	\$564,073	ARPA	Parks and Trails, Partnerships
Wyatt/Westchester Connector	2024	Connect Barns trail with trail at Meadow Valley PUD. This non-motorized route would include both trail and on-road segments providing for a 2-mile connection between West Middle School and West Senior High School.	\$72,136	\$72,136	ARPA	Parks and Trails, Partnerships

Road Improvements (RI)

Project Title	Project Year(s)	Project Description / Need	Cost Estimate	Township Share	Funding Sources	Strategic Plan Goal
Blue Start Drive Special Assessment	2024		\$100,000	\$100,000	Township Roads Fund	Transportation & Infrastructure
Jefferson Avenue Special Assessment	2024		\$100,000	\$100,000	Township Roads Fund	Transportation & Infrastructure
Ridge View Court Special Assessment	2024		\$100,000	\$100,000	Township Roads Fund	Transportation & Infrastructure
US-31 Traffic Signal Mast Arms	2024	Replace current traffic signals at Lowe's Drive and US-31 and Meijer Drive and US-31 with new traffic signal mast arms. Project will be done in coordination with MDOT.	\$160,000	\$160,000	ARPA	Transportation & Infrastructure

General Expenditures:**Building (GE-B), Equipment (GE-E), Information Technology (GE-IT), Other (GE-O)**

Project Title	Project Year(s)	Project Description / Need	Cost Estimate	Township Share	Funding Sources	Strategic Plan Goal
Gateway Signs	2024	Installation of two (2) gateway monument signs with one sign to be located on US-31 on the south end of the Township and the other sign to be located on US-31 at the north end of the Township.	\$45,000	\$45,000	ARPA	Identity
Entry Signs	2024	Installation of seventeen (17) entry signs on County roads.	\$5,200	\$5,200	ARPA	Identity
Logan's Landing Median Improvements	2024	Upgrade landscaping and incorporate two monument signs.	\$95,000	\$95,000	ARPA	Identity
Hands Free Drinking Fountains	2024	Installation of hands-free drinking fountains at Township Hall and Township Park	\$5,000	\$5,000	ARPA	Water Quality
Planning Office Wall/Door	2024	Construct wall and door in the Planning Department	\$20,000	\$20,000	ARPA	
Website Update	2024	Upgrade Township website to better deliver information to the community	\$25,000	\$25,000	ARPA	Fiscal Responsibility
Technology Network Upgrades	2024	Technology network upgrades in Township Hall to better deliver services to the community	\$73,000	\$73,000	ARPA	Fiscal Responsibility

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:

Supported:

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:

Nays:

Absent and excused:

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.

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:

Supported:

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:

Nays:

Absent and excused:

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.

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:

Supported:

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:

Nays:

Absent and excused:

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.

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:

Supported:

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:

Nays:

Absent and excused:

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.

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:

Supported:

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:

Nays:

Absent and excused:

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.

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:

Supported:

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:

Nays:

Absent and excused:

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.

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:

Supported:

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:

Nays:

Absent and excused:

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.

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:

Supported:

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:

Nays:

Absent and excused:

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.

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:

Supported:

Ayes:

Nays:

Absent and Excused:

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: _____

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:

Supported:

Ayes:

Nays:

Absent and Excused:

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: _____

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:

Supported:

Ayes:

Nays:

Absent and Excused:

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: _____

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:

Supported:

Ayes:

Nays:

Absent and Excused:

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: _____

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:

Supported:

Ayes:

Nays:

Absent and Excused:

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: _____

Lanie McManus, Clerk
Charter Township of Garfield

Municipal Underwriters of West MI
4171 Wolverine Drive
Williamsburg, MI 49690
Toll Free 888-883-6391
Local 231-421-5008

December 6, 2023

Lanie McManus, Clerk
Garfield Charter Township
3848 Veterans Drive
Traverse City, MI 49684

Dear Lanie:

Enclosed you will find a Summary of Coverage's and invoice for **Garfield Charter Township's** insurance renewal through the **Michigan Township Par Plan**. The renewal date is **01/01/2024**.

Presently, the structure of the Par Plan is better than ever, consisting of US Specialty Insurance Company. US Specialty Insurance Company's operating strategy is based on prudent capital management, and specializes in insuring specialty market business like the Michigan Township Participating Plan's program.

The Michigan Township Par Plan Grant Program is also available to all members, to date, **\$2,200,000** has been provided back to our members for the grant program. I am pleased to announce that your 2023 dividend was **\$ 301.91**.

The quoted premium is **\$18,081.00**. **Blanket Property values have been increased 13% at an annual cost of \$701.00**. This is an increase of 4% over last year's ending premium of **\$17,444.00**. The increase is driven by a number of factors market conditions, social inflation, substantially increasing reinsurance costs, and increased loss costs.

If you have any questions regarding your insurance coverage's, please do not hesitate to contact me at **888-883-6391**. Your continued confidence of the Michigan Township Participating Plan is appreciated. It's been a privilege to have served **Garfield Charter Township's** insurance needs for the past **38 years**. **Your business is appreciated and important.**

Sincerely,



Paul W. Olson
Regional Risk Manager
MUWM

Municipal Underwriters of West MI Inc.

4171 Wolverine Drive
Williamsburg, MI 49690
888-883-6391
polson76@charter.net

Invoice

Date	Invoice #
12/6/2023	4625

Bill To
Lanie McManus, Clerk Garfield Charter Township 3848 Veterans Road Traverse City, MI 49684

Account #	Policy Number
	TBD

Effective Date	Expiration Date	Insurance Company	Type of Coverage	Charge
1/1/2024	01/01/2025	Michigan Township Par Plan	Package Plan	18,081.00

YOUR POLICY IS IN FULL FORCE AND PAYABLE ON EFFECTIVE DATE. IF NOT WANTED, PLEASE RETURN IMMEDIATELY.

Fax #
231-421-3509

Total	\$18,081.00
Payments/Credits	\$0.00
Balance Due	\$18,081.00

AUTOMOBILE CERTIFICATE OF NO FAULT PROTECTION

Entity Name: **GARFIELD CHARTER TOWNSHIP** NAME AND ADDRESS OF COMPANY

Entity Number: MI11067

Policy Number: 3395731-6

U.S. Specialty Insurance Company

13403 Northwest Freeway

Houston, TX 77040

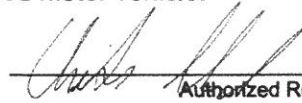
Effective date: 01/01/2024

Expiration Date: 01/01/2025

An authorized Michigan insurer, certifies that is has issued a policy complying with Act 294, P.A. 1972, as amended for the described motor vehicle.

NAME OF AGENCY

By



Authorized Representative

HCC Public Risk

MUNICIPAL UNDERWRITERS OF WEST MI, INC.

(888)883-6391

on this

06

Day

12

Month

2023

Year

Year

Description

Vehicle Identification Number

Covers all vehicles owned by the member

Number of Vehicles: 4

Warning:

Keep this certificate in your vehicle at all times. If you fail to produce it upon a police officer's request, you will be responsible for a civil infraction.

PENALTY FOR OPERATION WITHOUT INSURANCE

Michigan Law (MCLA 500.3101) requires that the owner or registrant of a Motor Vehicle registered in this state must have insurance or other approved security for the payment of no-fault benefits on the vehicle at all times. An owner or registrant who drives or permits a vehicle to be driven upon a public highway without proper insurance or other security is guilty of a misdemeanor.

An owner or registrant convicted of such misdemeanor shall be fined not less than \$200.00 nor more than \$500.00, or imprisoned for not more than 1 year, or both.

THIS FORM MUST BE PRESENTED AS EVIDENCE OF INSURANCE WITH YOUR APPLICATION FOR LICENSE PLATES, EITHER BY MAIL OR AT ANY SECRETARY OF STATE LICENSE PLATE BRANCH OFFICE. A PERSON WHO ISSUES OR SUPPLIES FALSE INFORMATION TO THE SECRETARY OF STATE OR USES AN INVALID CERTIFICATE OF INSURANCE IS GUILTY OF A MISDEMEANOR PUNISHABLE BY IMPRISONMENT FOR NOT MORE THAN 1 YEAR, OR A FINE OF NOT MORE THAN \$1,000.00, OR BOTH.

MICHIGAN TOWNSHIP PARTICIPATING PLAN

SUMMARY OF COVERAGES FOR CHARTER TOWNSHIP OF GARFIELD 2024

Presented By:
PAUL OLSON- RISK MANAGER
Municipal Underwriters of West MI Inc.

SUPPORT/SERVICE COMPANIES

MARKETING AND SERVICE:

Municipal Underwriters of Michigan, Inc.
4171 Wolverine Drive
Williamsburg, MI 49690
231-421-5008
(888) 883-6391 MICHIGAN WATTS

TECHNICAL ADMINISTRATION:

Michigan Township Participating Plan
1700 Opdyke Court
Auburn Hills, MI 48326
(248) 371-3100 - LOCAL
(800) 783-1370 - MICHIGAN WATTS
(248) 371-3069 - FAX

RISK CONTROL ADMINISTRATION

Midwest Risk Control
1700 Opdyke Court
Auburn Hills, MI 48326
(248) 371-3100 - LOCAL
(800) 536-7425 - MICHIGAN WATTS
(248) 371-3069 - FAX

CLAIMS ADMINISTRATION

HCC Public Risk Claims
1700 Opdyke Court
Auburn Hills, MI 48326
(800) 225-6561 - MICHIGAN WATTS
(248) 371-3091 FAX

I. COMPREHENSIVE MUNICIPAL LIABILITY COVERAGE:*

Limit of Liability Per Occurrence	\$ 4,000,000
Limit of Liability Per Aggregate	\$ 6,000,000
Deductible	\$ None

ADDITIONAL INSURED:

1. **Any** member of the governing body of the Named Insured
2. **Any** member of boards or commissions of the Named Insured
3. **Any** elected or appointed official of the Named Insured
4. **Any** employee of the Named Insured – Including **Contracted Assessor**
5. **Any** volunteer

ADDITIONAL INCLUDED COVERAGES:

1. Public Officials **RESIDENCE AND PLACE OF EMPLOYMENT**
2. Premises Medical Payments - \$10,000 Limit/Volunteers Included
3. Host Liquor Law Liability
4. Special Events Liability - Fireworks Liability by Endorsement
5. Governmental Professional Malpractice Liability
6. Incidental Medical Malpractice Liability
9. Employee Benefit Liability \$1,000,000/ \$3,000,000
10. Extended Bodily Injury and Property Damage Liability
11. Completed Operations
12. Property Legal Liability - \$500,000 Limit
13. Premises and Operations
14. Care, Custody and Control Coverage - \$25,000 per occurrence
15. Explosion, Collapse and Underground (exclusions deleted)
16. Vicarious Liability
17. Fellow Member Liability
18. Governmental Tort Immunity Waiver
19. Non-Owned and Hired auto liability coverage
20. Non-Owned and Owned Watercraft Liability-under 26'in length
21. Personal Injury Protection Includes:
 - A. FALSE ARREST, DETENTION OR IMPRISONMENT
 - B. MALICIOUS PROSECUTION
 - C. WRONGFUL ENTRY OR EVICTION OR OTHER INVASION OF THE RIGHT OF PRIVATE OCCUPANCY
 - D. LIBEL, SLANDER, ORAL OR WRITTEN PUBLICATION
 - E. MENTAL ANGUISH & MENTAL INJURY

**PUBLIC OFFICIALS WRONGFUL ACT LIABILITY
(Errors & Omissions)**

Limit of Liability Per Occurrence:	\$ 4,000,000
Limit of Liability Aggregate:	\$ 5,000,000
Deductible:	\$ 1,000

The following are areas of exposure to public officials and employees, which most generally are covered by a legal liability policy:

1. A decision or opinion of the municipal board
2. A decision or opinion of the fire & ambulance department
3. A decision or opinion of the zoning or planning board and zoning board of appeals
4. Restrictive Use Sublimit (\$100,000) Suits for loss resulting from the Insured controlling or restricting the use of private property, while not taking legal ownership of said property, we will cover such claims or suits subject to the sublimit.
5. Decisions or opinions of Building, Electrical, Plumbing Inspectors and Contracted Assessors
6. Alleged negligence or incompetence on the part of any public official or employee including the failure to carry out duties.
7. Accusations regarding mismanagement of municipal owned assets
8. Inadequate supervision of voter registration & elections
9. Improper hiring or firing of employees
10. Failure to check auditing & accounting practices
11. Violation of Civil Rights: Civil Rights are defined as "means the deprivation of any rights, privileges, or immunities secured by the Constitution and laws, including discrimination based upon religion, race, color, national origin, age, gender (including sexual harassment, unwelcome sexual advance, request for sexual favors, and other verbal or physical conduct or communication of a sexual nature), height, weight, disability, or marital status"
12. Back Wages- \$25,000 per person
- 13 Non Monetary Damage Coverage \$25,000 Per suit/\$50,000 Per Policy Limit

Note: Failure of assured to provide or maintain valid insurance policies is not a covered exposure.

Municipal Underwriters of West MI Inc.

II. FLEET LIABILITY COVERAGE:

LIMITS

A. Bodily Injury & Property Damage [CSL]	\$ 4,000,000
B. Personal Injury Protection	Unlimited
C. Personal Property Insurance	\$ 4,000,000
D. Uninsured Motorists	\$ 100,000
E. Non-owned & Hired Auto Liability	\$ 4,000,000
F. Mini-Tort Liability	\$ Included
G. Underinsured Motorists	\$ 100,000

III. FLEET PROPERTY COVERAGE:

Property limit \$ 82,202.00

A. Comprehensive	\$ 1,000 ACV Deductible, Actual Cash Value
B. Collision	\$ 1,000 Deductible, ACV, Broadened

IV. INLAND MARINE COVERAGE:

Providing **ALL RISK, REPLACEMENT COST COVERAGE** for property and equipment while on or off the premises. **NO CO-INSURANCE**

Property limit \$ 125,000.00
Deductible \$ 500

SEE ATTACHED SCHEDULE

Playground Equipment \$50,000
Misc. Township Property \$75,000

List of Vehicle

total New Cost:\$82,202.00

UTO D.	NEW COST	COMP. DED.	COLL. DED.	YEAR	DESCRIPTION	VIN NO.	VEHICLE TYPE	AUX RUNNING LIGHTS	ANTI-THEFT DEVICE	FIVE MPH BUMPER	TRACTION CONTROL
2	19928	\$1,000	\$1,000	2014	FORD Escape FWD	8654	2-Trucks, Vans-ACV	false	None	false	false
3	28718	\$1,000	\$1,000	2015	FORD SRW SUPER DUTY PU	8554	2-Trucks, Vans-ACV	false	None	false	false
4	23856	\$1,000	\$1,000	2016	Ford f-150 Pick Up	7996	2-Trucks, Vans-ACV	false	None	false	false
5	9700	\$1,000	\$1,000	2022	7X14 Cougar Trailer Parks	5832	13-Trailers- ACV	false	None	false	false

V. PROPERTY [FIRE] COVERAGE:

Total Blanket Building and Contents Limit	\$ 8,552,888.00
Deductible	\$ 2,500
Per Schedule on File with company	

A. Inflation Guard - 2.5% per quarter

B. Special Municipal Property Endorsement to include:

1. Personal Property off Premises - \$100,000
2. Personal effects of Employees - \$ 1,000 per person
3. Transportation - \$50,000 Limit
4. Accounts Receivable- \$250,000
5. Flood Coverage- \$100,000, Earthquake Coverage- \$1,000,000
6. Sewer Backup First Party- \$25,000
7. Pollutant Clean-up & Removal- \$10,000
8. Business Income - \$500,000
9. Extra Expense Coverage - \$500,000 Limit - No deductible
10. Newly Acquired Property - \$1,000,000, Contents \$250,000, 180 Days
11. Law and Ordinance Coverage- Actual Sustained Loss
12. Power Surge Coverage - \$25,000
13. Glass Coverage-No Deductible applies
14. Tree Removal - \$500 per tree and \$1500 annual aggregate on covered losses
15. Underground Pipes, Flues or Drains- \$1,000,000
16. Fire Hydrants are covered for up to four losses at \$3,500 each. More coverage is available if scheduled

VI. VALUABLE PAPERS AND RECORDS COVERAGE*:

Broad Form Coverage for the reconstruction of valuable papers and records **\$250,000** year round limit of protection with \$0 deductible.

*** NOTE: Higher limits available upon request.**

List of Properties

and Total:8552888

LOC.	BLDG	DISTANCE FEET	FAC. LOC.	ADDITIONAL DESCRIPTION	STREET ADDRESS	CITY	STATE	ZIP	COUNTY	POK	BC	BLDG. LIM.	CONT. LIM.	MINE SUB	BUILDING Valuation	YEAR	BF
	3	false	0		3848 VETERENS DRIVE TOWNSHIP HALL	TRAVERSE CITY	MI	49684	Grand Traverse County	10-Offices	2- Joisted Masonry	\$4,902,805.00	\$457,846.00	\$0.00	RC	2004	100 - Adminis Office
	1	false	0		3000 ALBANY	TRAVERSE CITY	MI	49684	Grand Traverse County	15-Fire/Police	2- Joisted Masonry	\$2,438,000.00	\$63,195.00	\$0.00	RC	1974	925 - Fir
	1	false	0		3000 RACQUET CLUB DR YMCA	TRAVERSE CITY	MI	49684	Grand Traverse County	11- Parks/Recreation	1-Frame	\$252,779.00	\$0.00	\$0.00	Func.	1974	800 - Re House
	2	false	0		3000 RACQUET CLUB DRIVE	TRAVERSE CITY	MI	49684	Grand Traverse County	11- Parks/Recreation	1-Frame	\$62,720.00	\$0.00	\$0.00	RC	1980	800 - Re House
	1	false	0		EAST SILVER LAKE ROAD PARK	TRAVERSE CITY	MI	49684	Grand Traverse County	11- Parks/Recreation	2- Joisted Masonry	\$228,205.00	\$0.00	\$0.00	RC	2006	615 - Re Rooms
	2	false	0		EAST SILVER LAKE ROAD PARK	TRAVERSE CITY	MI	49684	Grand Traverse County	11- Parks/Recreation	1-Frame	\$72,000.00	\$0.00	\$0.00	RC	2006	614 - Pav
	3	false	0		EAST SILVER LAKE ROAD PARK	TRAVERSE CITY	MI	49684	Grand Traverse County	11- Parks/Recreation	1-Frame	\$27,338.00	\$0.00	\$0.00	RC	2009	614 - Pav
	4	false	0		EAST SLIVER LAKE ROAD PARK	TRAVERSE CITY	MI	49684	Grand Traverse County	11- Parks/Recreation	1-Frame	\$48,000.00	\$0.00	\$0.00	RC	2009	614 - Pav

VII. CRIME COVERAGE:

- A. Limit of Coverage - \$ 100,000
- B. "Broad Form" Money & Securities
- C. Inside Coverage:
- D. Outside Coverage:
- E. Money Order and Counterfeit Paper Currency
- F. Depositors' Forgery
- G. Locations to Include:
 - 1. All Officials Homes
 - 2. Place of Employment
 - 3. Banking Facility

VIII: PUBLIC OFFICIAL BONDS*

Treasurer	\$50,000
Deputy Treasurer	\$15,000
Clerk	\$10,000
Deputy Clerk	\$10,000
Supervisor	\$ 5,000
Assistant Treasurer	\$25,000
BLANKET BOND	\$100,000

NOTE: THE ABOVE BONDS ARE INCLUDED AT NO ADDITIONAL CHARGE

ADDITIONAL POSITIONS AND HIGHER LIMITS AVAILABLE
(Those who collect money or fees should be bonded)

*** NOTE: Higher limits available upon request.**

X. LAW ENFORCEMENT PROFESSIONAL LIABILITY COVERAGE:

Limit of Liability Per Occurrence	\$ 0
Limit of Liability Per Aggregate	\$ No Aggregate
Deductible	\$ 0

- A. PERSONAL INJURY
- B. WRONGFUL ACT
- C. HOT PURSUIT ENDORSEMENT

XI. BUSINESS ELECTRONIC EQUIPMENT COVERAGE:

- A. Combined Media and Extra Expense Coverage - \$ 100,000
- B. Computer and Communication Coverage- **\$252,000**
- C. System Breakdown Coverage Endorsement
 - 1. Mechanical Breakdown; Machinery Breakdown
 - 2. Short Circuit; Blow out; other Electrical Disturbance
 - 3. Electrical or Magnetic Injury

XII. BOILER AND MACHINERY:

- A. Repair of Replacement Coverage Included
- B. Direct Damage Coverage as follows: Unfired Pressure Vessels, Motors and Centrifugal Pumps. Internal Combustion Engines, Generators and
- C. Miscellaneous Electrical Apparatus

Deductible of \$ 1,000 Applies Limits \$ 8,552,888.00

XIII. Cyber Liability: No coverage

SEE ATTACHED

Municipal Underwriters of West MI Inc.

PREMIUM SUMMARY

I. COMPREHENSIVE MUNICIPAL LIABILITY	INCLUDED
II. FLEET LIABILITY	INCLUDED
III. FLEET (PROPERTY)	INCLUDED
IV. INLAND MARINE	INCLUDED
V. PROPERTY (FIRE)	INCLUDED
VI. VALUABLE PAPERS AND RECORDS	INCLUDED
VII. CRIME	INCLUDED
VIII. BONDS	INCLUDED
IX. WORKERS COMPENSATION	
X. POLICE PROFESSIONAL	
XI. BUSINESS ELECTRONIC EQUIPMENT	INCLUDED
XII. BOILER AND MACHINERY	INCLUDED
XIII. CYBER LIABILITY	

TOTAL PAR-PLAN ANNUAL PREMIUM:**\$18,081.00**

NOTE: The **MICHIGAN TOWNSHIP PARTICIPATING PLAN** is formed under the enabling legislation of Public Act #138. It is a 'fixed cost, fully reinsured, **non-assessable program**', controlled by the Board of Directors of the Michigan Township Participating Plan.



Charter Township of Garfield

Grand Traverse County

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

8.p.

CHUCK KORN
SUPERVISOR

LANIE MCMANUS
CLERK

CHLOE MACOMBER
TREASURER

MOLLY AGOSTINELLI, TRUSTEE
STEVE DUELL, TRUSTEE

CHRIS BARSHEFF, TRUSTEE
DENISE SCHMUCKAL, TRUSTEE

December 12, 2023

Synopsis of committee applications:

Our expiring members have all indicated a desire to serve another term. We have four committee appointments that would require a board choice. After reviewing the applications and consulting with staff, we feel that all applicants are acceptable and we appreciate their desire to serve.

(1) Planning Commission Choose 2

John Racine (*)

Joe Robertson (*)

Cara Eule

Ben Castiglione

(2) Zoning Board of Appeals Choose 2

Kent Rozycki (*)

Scott Swan (*)

Ben Castiglione

(3) Building Code of Appeals

Ben Castiglione (replacement for Peter Alt)

Standing Committees

(4) Ethics Committee Choose 2

Denise Schmuckal (*)

Chris Barsheff (*)

Molly Agostinelli

(*) Incumbent

Applicants for Board Appointments by Committee for-

As of November 14, 2023

"Red" is Expiring										
	Current Board- 2023	Term Expires-	Applicants- for 2024	Incumbent	Term/ysr	Application on file	Apply for Committee	Apply for Alternate		
Planning Commission (7) Member Board, (0) Alternates Term: 3 yrs, TB 4 yrs per State statute	Molly Agostinelli (TBR)	11/20/24			4			N/A		
	Joe McManus (VC)	12/31/25			3			N/A		
	Joe Robertson (S)	12/31/23	Joe Robertson	Yes	3	11/8/2023		N/A		
	John Racine (C)	12/31/23	John Racine	Yes	3	10/26/2023		N/A		
	Chris Degood	12/31/24			3			N/A		
	Robert Fudge	12/31/24			3			N/A		
	Pat Cline	12/31/25			3			N/A		
GT Metro Fire (2) Member Board, (2) Alternates Term: TB 1 yr	Chuck Korn (Sup.)	Fixed			1					
	Chris Barsheff	12/31/23	Chris Barshell	Yes	1	11/8/2023				
	Molly Agostinelli (TB-A1)	12/31/23	Molly Agostinell	Yes	1	10/24/2023				
	Denise Schmuckal (TB-A2)	12/31/23	Denise Schmuckal	Yes	1	10/28/2023				
Zoning Board of Appeals (5) Member Board, (2) Alternates Term: 3 yrs, TB 1 yr	Robert Fudge (PC Rep)	12/31/23	Bob Fudge	Yes	1	10/27/2023				
	Kent Rozycki (VC)	12/31/23	Kent Rozycki	Yes	3	10/26/2023				
	Rick Smith (C)	12/31/25			3					
	Lynn Fricke	12/31/25			3					
	Scott Swan	12/31/23	Scott Swan	Yes	3	11/3/2023				
	Steve Duell (Alternate I)	12/31/24			3					
	Fern Spence (Alternate II)	12/31/25			3					
Board of Review (3) Member Board, (1) Alternates Term: 2 yrs	Cherry Wolf	12/31/24	Ben Castiglione	No		9/25/2023				
	Jim Chrestensen	12/31/24								
	Daniel Ladd	12/31/24								
Parks & Recreation Comm. (7) Member Board, (0) Alternates Term: 3 yrs, TB 1 yr	Denise Schmuckal (TBR)	12/31/23	Denise Schmuckal	Yes	1	10/28/2023		N/A		
	Fern Spence (VC)	12/31/25			3			N/A		
	Chris Remy (S)	12/31/24			3			N/A		
	Chris DeGood (C-PC Rep)	12/31/24			3			N/A		
	Art Bukowski	12/31/25			3			N/A		
	Andrew Hoort	12/31/23	Andrew Hoort	Yes	3	10//24/23		N/A		
	William Scott	12/31/24			3			N/A		

Board Appointments by Committee for- (Continued)

	"Red" is Expiring		Term Expires-	Applicants- for 2024	Incumbent	Term/ yrs	Application on file	Apply for Committee	Apply for Alternate
	Current Board- 2023								
Joint Recreation Authority (1) TB Member, (2) Township Residence (0) Alternates Term: 3 yrs, TB 1 yr	Steven Duell (TBR)		06/30/25						N/A
	Mike Groleau		06/30/24						N/A
	Tim Hughes		06/30/26						N/A
									N/A
Joint Planning Comm. (2) PC Repr. (1) Twsp Resident Term: 3 yrs	John Racine (PC Rep)		05/13/26						N/A
	Joe McManus (PC Rep)		05/14/24						N/A
	Amy DeHaan		05/14/24						N/A
									N/A
Building Code of Appeals Term: 2 yrs	Dave Chryst		12/31/23		Yes				
	Tom Piehl		12/31/23		Yes				
	Steve Duell		12/31/23		Yes				
	Marc Burkholder		12/31/23		Yes				
	Peter Alt		12/31/23		(moved - open position)				
					Ben Castiglione		9/25/2023		

Standing Committees:

	Current Board- 2023	Term Expires-	Applicants- for 2024	Incumbent	Term/ yrs	Application on file	Apply for Committee	Apply for Alternate
Personnel Committee (3) TB Members, (0) Alternates Term: 3 yrs, TB 1 yr	Chuck Korn (Sup.)	Fixed						N/A
	Lanie McManus	Fixed						N/A
	Chris Barsheff	12/31/23	Chris Barsheff	Yes		11/8/2023		N/A
								N/A
Building & Ground Comm. (2) TB Members, (1) Twsp Maint., (0) Alternates Term: 3 yrs, TB 1 yr	(Township Maint)	Fixed						N/A
	Denise Schmuckal	12/31/23	Denise Schmuckal	Yes		10/24/2023		N/A
	Steve Duell	12/31/23	Steve Duell	Yes		10/31/2023		N/A
								N/A
Finance Committee (1) Supervisor, (1) Clerk, (1) Treasurer, (1) Asst. Clerk	Chuck Korn	Fixed			Fixed			N/A
	Lanie McManus	Fixed			Fixed			N/A
	Chloe Macomber	Fixed			Fixed			N/A
	Betty Tezak	Fixed			Fixed			N/A

Standing Committees: (Continued)

	Current Board- 2023	Term Expires-	Applicants- for 2024	Incumbent	Term/ yrs	Application on file	Apply for Committee	Apply for Alternate
Election Committee (1) Clerk, (2) TB Members Term: 3 yrs, TB 1 yr	Lanie McManus Molly Agostinelli Denise Schmuckal	Fixed 12/31/23 12/31/23		Yes Yes		10/24/2023 10/24/2023		N/A N/A N/A
Law Enforcement Comm. (1) Supervisor, (1) TB Member Term: 3 yrs, TB 1 yr	Chuck Korn (Sup.) Denise Schmuckal	Fixed 12/31/23	Denise Schmuckal	Yes		10/24/2023		N/A N/A N/A
Ethics Committee (1) Supervisor, (2) TB Members Term: 3 yrs, TB 1 yr	Chuck Korn Denise Schmuckal Chris Barsheff	Fixed 12/31/23 12/31/23	Denise Schmuckal Chris Barsheff Molly Agostinelli	Yes Yes No		10/24/2023 11/8/2023 10/24/2023		N/A N/A N/A N/A N/A
Code Enforcement Officer (1) Zoning Administrator (1) Building Code Official (2) Zoning Enforcement	Michael Green Carl Studzinski Derek Morton Sean Kehoe	12/31/23 12/31/23 12/31/23 12/31/23	Michael Green Carl Studzinski Derek Morton Sean Kehoe	Yes Yes Yes Yes				N/A N/A N/A N/A N/A
Grand Trav. County Commission	Chuck Korn Lanie McManus	12/31/23 12/31/23	Chuck Korn Lanie McManus	Yes Yes				N/A N/A N/A N/A
Grant Trav. Co. Road Commission	Chuck Korn John Sych	12/31/23 12/31/23	Chuck Korn John Sych	Yes Yes				N/A N/A N/A N/A
TTCI "Trav. Transportation Cord. Initiative"	Chuck Korn	Fixed						N/A N/A N/A N/A

Charter Township of Garfield
3848 Veterans Drive
Traverse City Mi 49684

To whom it may concern,

I would like to apply for one of the following board positions on the Building Code of Review, the Planning Commission, or the Zoning Board of Appeals. My family and I have recently moved back to Northern Michigan, and I would like to be more involved in the local community. I believe I would be an excellent addition to any of the committees related to the built environment.

I was raised in Charlevoix from and attended college at the University of Detroit Mercy receiving a Masters Degree in Architecture. After college I worked briefly for the City of Charlevoix as an intern in the planning and zoning department, where I learned the governmental process and effects that zoning has on a community. I found an architectural position in Minneapolis and moved West shortly after my internship ended. There I passed the architectural exams while working for large and small firms. I have worked on a variety of projects and interacted with multiple jurisdictions, ranging from airports to residential and commercial projects. Out of the majority of the projects that I have worked on only a few required a variance and in general working with the AHJ was painless and insightful, as from my experience it is standard practice to follow the zoning ordinances as they are written. I believe my understanding of a variety of ordinances will help to enforce and interpret the Garfield Townships Zoning Ordinance as it is written.

During college and my career, I have gained a great appreciation for zoning and how it can benefit communities and neighborhoods. I would like to continue to learn and apply the knowledge and experience by giving back to my community and Garfield Township.

I hope to hear back about an opening and I am excited to be a volunteer on a board.

Ben Castiglione, NCARB

October 16, 2023

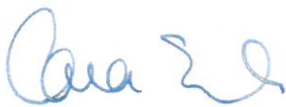
Dear Supervisor Korn,

Please find enclosed my application for Garfield Township's Planning Commission. I have been a Garfield Township resident for four years and have been attending Planning Commission meetings regularly for the past 18 months or so. I am applying to serve because I feel strongly about making Garfield Township a great place to live, work, and play. I believe that I can contribute a valuable perspective as a parent and working professional and am eager to be involved in the process that shapes this community's future.

I have served on multiple community boards in the past, including social service/grantmaking agencies, primary education, and homeowner's associations. In those roles, my approach has always been to review all relevant information and take time to see things from different stakeholder points of view. I also like to rely heavily on staff expertise to provide background information. When it comes to planning and development, I think it's important to envision how written policy will get functionally applied and what that looks like as we walk through a community.

I have been following the Township's master plan process and am excited to see what the future holds. It would be my privilege to be able to participate in the implementation of this plan. Thanks for your consideration, and I look forward to discussing further.

Sincerely,



Cara Eule



Charter Township of Garfield

Grand Traverse County

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

2024 CHARTER TOWNSHIP OF GARFIELD MEETING DATES

The regular meeting dates of the Township Board of the Charter Township of Garfield are scheduled for the second and fourth Tuesday of each month at 6:00 p.m. at the Garfield Township Hall, 3848 Veterans Drive, Traverse City, Michigan:

Regular Meetings

January 9, 2024	July 9, 2024
January 23, 2024	July 23, 2024
February 13, 2024	August 13, 2024
February 20, 2024	August 27, 2024
March 12, 2024	September 10, 2024
March 26, 2024	September 24, 2024
* March 27, 2024	October 8, 2024
April 9, 2024	October 22, 2024
April 23, 2024	November 12, 2024
May 14, 2024	November 26, 2024
May 28, 2024	December 10, 2024
June 11, 2024	
June 25, 2024	

* Joint meeting with Planning Commission

Lanie McManus, Clerk
3848 Veterans Drive
Traverse City, MI 49684
Ph: (231) 941-1620

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.