

## CHARTER TOWNSHIP OF GARFIELD TOWNSHIP BOARD MEETING

Tuesday, November 14, 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 – October 24, 2023 Regular meeting  
(Recommend Approval)

b. Bills -

(i) General Fund  
(Recommend Approval)

\$86,681.89

(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, Resolution 2023-31-T (Recommend Approval)
- f. 2023 Infrastructure Evaluation and Capital Improvement Plan for Grand Traverse Commons (Receive and File)

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

**5. Correspondence**

**6. Reports**

- a. County Commissioner's Report
- b. Construction Report
- c. Sheriff's Report
- d. Planning Department Report for November 2023
- e. Parks & Rec Report
- f. Clerk's Report

**7. Unfinished Business**

- a. Consideration of Change Order No. 1 from ECT for Commons Natural Area wetland delineation and report

**8. New Business**

- a. Public Hearing – Consideration of Durga R-3 Rezoning, Resolution 2023-32-T
- b. Public Hearing – Consideration of Zoning Ordinance R-2/R-3 Amendment, Resolution 2023-33-T
- c. Consideration of GFA's proposal for survey, engineering and construction services for trail/sidewalk extension along South Airport and Barlow Roads
- d. Consideration of updates to Township Special Assessment Policies
- e. Consideration of bids for a trailer purchase for transporting equipment to Township parks
- f. Consideration of bids for a UTV purchase for daily maintenance and monitoring of trail systems



- g. Consideration of bids for Township office parking lot snow removal for 2023-2024 winter season

**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  
October 24, 2023**

Supervisor Chuck Korn called the Town Board Meeting to order at the Garfield Township Hall on October 24, 2023 at 6:00p.m.

**Pledge of Allegiance**

**Roll Call of Board Members**

Present: Molly Agostinelli, Chris Barsheff, Chuck Korn Chloe Macomber and Denise Schmuckal

Absent and Excused: Steve Duell and Lanie McManus

Staff Present: John Sych, Planning Director

**1. Public Comment (6:01)**

None

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

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

*Yeas: Schmuckal, Barsheff, Agostinelli, Macomber, Korn*

*Nays: None*

**3. Consent Calendar (6:04)**

**a. Minutes**

October 10, 2023 Regular Meeting  
(Recommend Approval)

**b. Bills**

(i) General Fund \$42,504.31  
(Recommend Approval)

**c. Introduction of Durga R-3 rezoning and schedule public hearing for November 14, 2023  
(Recommend Approval)**

**d. Highlighted list of Board appointments expiring December 31, 2023  
(Receive and File)**

*Agostinelli moved and Schmuckal seconded to adopt the Consent Calendar as presented.*

*Yeas: Agostinelli, Schmuckal, Barsheff, Macomber, Korn*

*Nays: None*

**4. Items Removed from the Consent Calendar (6:03)**

None

**5. Correspondence (6:03)**

- a. **Letter from Arlene R. Nelson and Kevin W. Nelson regarding Jefferson Avenue Improvement Special Assessment District**

**6. Reports**

a. **MMR Report**

Written report included in packets

b. **GT County Commissioner's Report (6:04)**

Commissioner Lauren Flynn gave an update on the proposed mental health center and said it was going according to schedule. She attended a Road Commission think tank and attended the first Coffee with Commissioners event that was held at Garfield Township. She added that county strategic planning continues.

c. **GT County Road Commission Report (6:05)**

Road Commissioner Alan Leman stated that the new signals and traffic flows at the US 31 and South Airport intersection was going well. The Road Commission is looking forward much further than ever before and an Interim Manager was named. Plow trucks are being readied for the season and property has been cleared for a new road commission facility.

d. **Treasurer's Report (6:10)**

Macomber reported on tax collection and gave an update on current revenues and expenses.

e. **Supervisor's Report (6:11)**

Supervisor Korn stated that he attended the first MPO Tech Committee and they were getting organized and making decisions about how to move forward. The Metro Board worked a timeline for hiring a new fire chief and he also attended a Grand Traverse Road Commission meeting.

**7. Unfinished Business**

a. **Public Hearing – Consideration of Creating Jefferson Ave. Road Special Assessment District and Order of Preparation of Special Assessment Roll – Resolution 2023-26-T(a) (6:15)**

Supervisor Korn opened the Public Hearing at 6:16pm.

Tim Wade and Ingrid Wicksall commented on the proposed SAD.

The public hearing was closed at 6:23pm.

*Schmuckal moved and Agostinelli seconded to create the Jefferson Ave. Special Assessment District and Order of Preparation of Special Assessment Roll and adopt Resolution 2023-26-T(a).*

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

**b. Consideration of final draft of ARPA funds allocation (6:26)**

Board members discussed and asked questions about the proposed ARPA fund allocations.

*Schmuckal moved and Barsheff seconded to adopt the ARPA Funds Allocations as presented.*

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

**8. New Business**

**a. Consideration of Change Order No. 1 from Environmental Consulting and Technology, Inc. for Commons Natural Area Wetland Delineation and Report (6:32)**

Board members discussed the request for the extra funds and wanted an explanation from Environmental Consulting and Technology, Inc. Action on this item was deferred until the next meeting.

**b. Consideration of Resolution 2023-30-T in opposition to legislation preempting local control for siting and permitting of utility-scale renewable facilities (6:35)**

*Agostinelli moved to approve Resolution 2023-30-T in opposition to legislation preempting local control for siting and permitting of utility-scale renewable facilities. Barsheff seconded the motion.*

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

**c. Consideration of Nominating the Traverse City Curling Club for an Outstanding Development Award (6:39)**

*Barsheff moved and Agostinelli seconded to nominate the Traverse City Curling Club for an Outstanding Development Award.*

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

**9. Public Comment: (6:39)**

None

10. **Other Business (6:40)**

Schmuckal inquired about the Ridgeview SAD.

Agostinelli commented on paint on the arm of traffic lights near Franke Road. She added that the sign at the township hall also needed some paint.

11. **Adjournment**

*Korn adjourned the meeting at 6:43pm.*

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

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

CHARTER TOWNSHIP OF GARFIELD  
GRAND TRAVERSE COUNTY, MICHIGAN

RESOLUTION #2023-26-T(a)

RESOLUTION TO CREATE JEFFERSON AVE ROAD  
SPECIAL ASSESSMENT DISTRICT AND  
ORDER PREPARATION OF SPECIAL ASSESSMENT ROLL

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

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

WHEREAS, in accordance with the aforesaid notices, a hearing was scheduled and held on this, the 24<sup>th</sup> day of October, 2023, commencing at 6:00 p.m., and all persons were given the opportunity to be heard in the matter, and

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

NOW, THEREFORE, BE IT HEREBY RESOLVED as follows:

1. That this Township Board does hereby determine that creation of the Jefferson Ave Road District is necessary for the health and welfare of those doing business within the project area.
2. That this Township Board does hereby approve the plans for the road improvements as prepared and presented by the Grand Traverse County Road Commission's registered engineer and his/her estimate of costs for the completion thereof, plus the Township's cost of administration, of **\$294,200**.
3. That this Township Board does hereby create, determine and define a special assessment district to be known as Jefferson Ave Road Special Assessment District within which the costs of such improvements shall be assessed according to benefits, the following described area within said township:

Part of the Northwest quarter of the Southwest quarter of Section 4, and part of the Southeast quarter of fractional Section 5, Town 27 North, Range 11 West; commencing at the East Quarter corner of said fractional Section 5, also being the centerline of Randolph Street; thence West along said street centerline 653.41 feet; thence South 1320 feet, more or less, to the South line of the Northeast quarter of said Southeast quarter; thence East 653.41 feet to the section line; thence North 83 degrees 57 minutes

01 seconds East along the South boundary of Supervisors Plat along said section line to the North right-of-way line of Jefferson Avg, 1097.15 feet; thence South 00 degrees 30 minutes 35 seconds West, 616.09 feet; thence East 50 feet; thence North 89 degrees 59 minutes 35 seconds East, 31 feet, to the North right-of-way line of West Front Street; thence North 47 degrees 27 minutes 57 seconds East along said North right-of-way line, 907.61 feet; thence South 88 degrees 05 minutes West, 260.5 feet; thence North 00 degrees 10 minutes West, 127.77 feet to the North line of Lot 4, Supervisors Plat; thence Northeasterly along said North line 330 feet; thence South along the East line of Lot 4, Supervisors Plat, 101.2 feet to the North right-of-way line of West Front Street; thence Northeasterly along said North right-of-way line, 602.5 feet to the City limits of the City of Traverse City; thence Northerly along the City limits line the following courses: North 28 degrees 50 minutes 27 seconds, West, 128.24 feet; thence North 53 degrees 07 minutes East, 49.21 feet; thence North 357.13 feet to the South right-of-way line of Jefferson Ave; thence along said right-of-way line North 77 degrees 44 minutes East, 141.6 feet; thence Northwest along the City of Traverse City limits line to the North right-of-way of Jefferson Ave; thence Southwesterly along said North right-of-way line to the Southeast corner of Lot 16, Supervisors Plat; said Southeast corner also being the Southwest corner of Lot 1, Cambridge Woods; thence North along the East line of Lot 16, Supervisors Plat, 265.43 feet; thence North 89 degrees 03 minutes West, 238.2 feet; thence South 85 degrees 52 minutes 30 seconds East, 413.06 feet; thence South 00 degrees 26 minutes 37 seconds East, 19.98 feet; thence South 84 degrees 20 minutes 51 seconds West, 679.19 feet; thence North 17 degrees 53 minutes West, 247.45 feet to the South right-of-way line of Randolph Street; thence Southwest along the following two courses: South 84 degrees 05 minutes 53 seconds West, 261.13 feet; thence South 83 degrees 48 minutes East, 365.5 feet to the West line of Section 4; thence North 33 feet to the center of the Randolph Street right-of-way to the point of beginning.

4. That the Grand Traverse County Road Commission has committed to paying for the total cost of the construction engineering (\$58,850), and the Township Board, in an effort to encourage this type of citizen involvement, has committed to paying for one-quarter of the total cost (\$73,600) of the improvement. Therefore, the estimated cost to the property owners will be \$161,750 – or an average of \$7,352.27, for each of the 22 owners.
5. That on the basis of the foregoing, this Township Board does hereby direct the supervisor and assessing officer to make a special assessment roll in which shall be entered and described all the parcels of land to be assessed with the names of the respective owners thereof if known, and a total amount to be assessed against each parcel of land which amount shall be the relative portion of the whole sum to be levied against the parcels of land in the special assessment district as the benefit to the parcel of land bears to the total benefit to all the parcels of land in the special assessment district. When the same has been completed, the supervisor or assessing officer shall affix thereto his/her certificate a statement that it was made pursuant to this resolution and that in making such assessment roll, he/she has, according to his/her best judgment, conformed in all respects to the directions contained in this resolution and the applicable state statutes.
6. That all resolutions and parts of resolutions insofar as they conflict with the provision of the within resolutions be and the same are hereby rescinded.

Moved: Denise Schmuckal

Supported: Molly Agostinelli

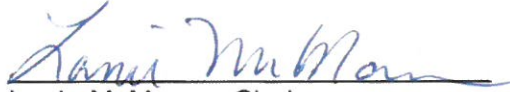
Ayes: Schmuckal, Agostinelli, Barsheff, Macomber, Korn

Nays: None

Absent and Excused: Steve Duell and Lanie McManus

RESOLUTION 2023-26-T(a) DECLARED

By:



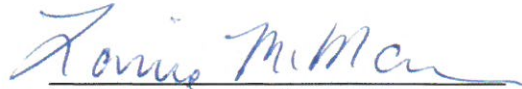
Lanie McManus, Clerk  
Charter Township of Garfield

**CERTIFICATE**

I, Lanie McManus, Clerk of the Charter Township of Garfield, do hereby certify that the above is a true and correct copy of a Resolution which was adopted by the Township Board of the Charter Township of Garfield on the 24<sup>th</sup> day of October, 2023.

Dated:

10-25-2023



Lanie McManus, Clerk



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

**RESOLUTION # 2023-30-T**

**OPPOSITION TO LEGISLATION TO PREEMPT LOCAL CONTROL FOR THE SITING AND PERMITTING OF UTILITY-SCALE RENEWABLE FACILITIES INCLUDING SOLAR, WIND AND LARGE-SCALE BATTERY STORAGE FACILITIES**

**WHEREAS**, Executive Directive 2020-10 proposes to achieve 100% carbon neutrality in the state by 2050; and

**WHEREAS**, to meet the energy goals and to expand renewable energy projects in Michigan, Gov. Whitmer has proposed the Michigan Public Service Commission be the sole authority for the siting and permitting of utility-scale renewable projects, allowing these projects to be expedited; and

**WHEREAS**, by transferring this sole authority to the Michigan Public Service Commission, local authority will be preempted; and

**WHEREAS**, a township would be unable to determine the number, location, size, setback requirements, site plan approval, fire protection and emergency plan, volume levels, construction traffic routes, decommissioning plan or any other criteria for such solar, wind or large-scale battery facilities; and

**WHEREAS**, a township ordinance, rule, policy or requirement currently in place for solar, wind and large-scale solar facilities would be null and void; and

**WHEREAS**, all other energy facilities regulated by Michigan Public Service Commission must adhere to local zoning requirements; and

**WHEREAS**, the Michigan Townships Association opposes legislation that eliminates local government authority on the siting and permitting of said facilities that will be located in those communities for 20-50 years;

**NOW, THEREFORE, BE IT RESOLVED** that Garfield Township opposes legislation that would preempt local control in the siting and permitting of large-scale renewable energy facilities including solar, wind and large-scale battery storage facilities.

Moved: Molly Agostinelli

Supported: Chris Barsheff

Ayes: Agostinelli, Barsheff, Macomber, Schmuckal, Korn

Nays: None

Absent and Excused: Steve Duell and Lanie McManus

By:



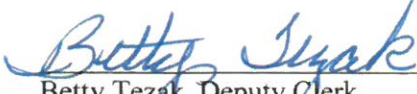
Betty Tezak, Deputy Clerk

Charter Township of Garfield

### CERTIFICATE

I, Betty Tezak, Deputy Clerk of the Charter Township of Garfield, do hereby certify that the above is a true and correct copy of Resolution #2023-30-T which was adopted by the Township Board of the Charter Township of Garfield on the 24th day of October, 2023.

Dated: 10-25-2023

  
Betty Tezak, Deputy Clerk  
Charter Township of Garfield

Check Date	Bank	Check #	Payee	Description	GL #	Amount
10/26/2023	GEN	41781	B S & A SOFTWARE	GL/AP/CR/PAY/BLD ANNUAL SVC FEE	101-228-955.000	8,024.00
10/26/2023	GEN	41782	FIFTH THIRD BANK	1319 EDUCATION/MIDEAL/PRINTER SUPPLIES/BUSIN	101-101-965.101	230.00
		41782		1319 EDUCATION/MIDEAL/PRINTER SUPPLIES/BUSIN	101-171-726.000	54.38
		41782		1319 EDUCATION/MIDEAL/PRINTER SUPPLIES/BUSIN	101-215-960.000	206.06
		41782		1319 EDUCATION/MIDEAL/PRINTER SUPPLIES/BUSIN	101-253-726.000	211.98
						702.42
10/26/2023	GEN	41783	FIFTH THIRD BANK	1319 PRUNER/FENCING	208-000-935.000	196.49
10/26/2023	GEN	41784	INTEGRITY BUSINESS SOLUTIONS	ENVELOPES	101-253-726.000	167.58
10/26/2023	GEN	41785	LAND INFORMATION ACCESS ASSOC	PEG FEES	101-720-880.011	21,002.03
10/26/2023	GEN	41786	PRINCIPAL LIFE INSURANCE COMPANY	EMPLOYEE LIFE/DENTAL	101-851-711.030	3,383.58
		41786		EMPLOYEE LIFE/DENTAL	101-851-711.040	675.82
						4,059.40
10/26/2023	GEN	41787	SUPERFLEET	GAS	101-321-862.000	270.44
10/26/2023	GEN	41788	VERIZON	PHONES	101-265-850.000	263.08
10/26/2023	GEN	41789	WILLIAMS GROUP / JUIE E. RAHE	SMALL CLAIMS	101-253-801.000	139.16
10/26/2023	GEN	41792	CHERRYLAND ELECTRIC COOP.	4257600	101-000-084.861	296.53
		41792		4257600	101-265-920.603	1,114.51
		41792		4257600	101-448-920.005	769.88
						2,180.92
10/26/2023	GEN	41793	CHERRYLAND ELECTRIC COOP.	4257600 ELECTRIC	208-000-805.000	71.84
10/31/2023	GEN	41794	AFLAC	AFLAC	101-000-231.001	436.82
10/31/2023	GEN	41795	ANNE WENDLING	CONTRACTED SVCS	101-101-805.000	116.25
		41795		CONTRACTED SVCS	101-707-805.000	88.25
						204.50
10/31/2023	GEN	41796	ANNE WENDLING	CONTRACTED SVCS	208-000-805.000	55.00
10/31/2023	GEN	41797	CONSUMERS ENERGY	103043977273	208-000-805.000	23.83
10/31/2023	GEN	41798	CONSUMERS ENERGY	100018131597	101-448-920.005	31.96
10/31/2023	GEN	41799	FIFTH THIRD BANK	3406 - TRASH CAN/EDUCATION/DUES/SUPPLIES	101-101-726.000	76.39
		41799		3406 - TRASH CAN/EDUCATION/DUES/SUPPLIES	101-253-726.000	30.37
		41799		3406 - TRASH CAN/EDUCATION/DUES/SUPPLIES	101-253-960.000	157.18
		41799		3406 - TRASH CAN/EDUCATION/DUES/SUPPLIES	101-253-965.000	397.00
						660.94

3.b.(i)

Check Date	Bank	Check #	Payee	Description	GL #	Amount
10/31/2023	GEN	41800	FIFTH THIRD BANK	3637 DOG WASTE BAGS	208-000-935.000	433.54
10/31/2023	GEN	41801	GARFIELD CHARTER TOWNSHIP	HSA	101-000-237.000	663.04
10/31/2023	GEN	41802	GRAND TRAVERSE CONSERVATION DI	RED PINE POSTS	208-000-935.000	887.68
10/31/2023	GEN	41803	GRAND TRAVERSE COUNTY REG DEED	JEOPARDY - CHERRY CAPITAL FOODS	101-253-801.000	30.00
10/31/2023	GEN	41804	HOME DEPOT CREDIT SERVICES	BRIDGE MATERIALS & SUPPLIES	208-000-935.000	834.65
10/31/2023	GEN	41805	INTEGRITY BUSINESS SOLUTIONS	ENVELOPES/SOAP DISPENSER/SOAP	101-101-726.000	237.27
10/31/2023	GEN	41806	LINGO	PHONES	101-265-850.000	70.52
10/31/2023	GEN	41807	NORTHWEST LOCK, INC	DOOR/LOCK ASSEMBLY FOR PARK	208-000-935.000	949.00
10/31/2023	GEN	41808	STEPHEN HANNON	MICAMP CONFERENCE	101-701-960.000	26.98
10/31/2023	GEN	41809	TRAVERSE CITY LIGHT & POWER	00104403-7	101-000-084.861	666.74
		41809		00104403-7	101-448-920.005	28.38
						<u>695.12</u>
10/31/2023	GEN	41810	UNITED WAY	UNITED WAY	101-000-238.000	90.00
10/31/2023	GEN	41811	VOYA INSTITUTIONAL TRUST COMPANY	DEFERRED COMP VF3202	101-000-231.000	1,910.00
11/02/2023	GEN	41812	CONTEMPORARY CLEANING	CONTRACTED SVCS	208-000-805.000	450.00
11/02/2023	GEN	41813	CONTEMPORARY CLEANING	CONTRACTED SVCS	101-265-935.603	1,350.00
11/02/2023	GEN	41814	GRAND TRAVERSE COUNTY MTA	ANNUAL AWARDS BANQUET	101-171-960.000	40.00
		41814		ANNUAL AWARDS BANQUET	101-215-960.000	40.00
		41814		ANNUAL AWARDS BANQUET	101-253-960.000	80.00
		41814		ANNUAL AWARDS BANQUET	101-701-960.000	40.00
		41814		ANNUAL AWARDS BANQUET	101-707-960.000	120.00
						<u>320.00</u>
11/07/2023	GEN	41815	CHERRYLAND ELECTRIC COOP.	ELECTRIC	101-000-084.861	311.35
		41815		ELECTRIC	101-265-920.603	1,011.29
		41815		ELECTRIC	101-448-920.005	790.69
						<u>2,113.33</u>
11/07/2023	GEN	41816	CHERRYLAND ELECTRIC COOP.	ELECTRIC	208-000-805.000	85.16
11/07/2023	GEN	41817	CONSUMERS ENERGY	100000311801	101-000-084.861	1,686.08
		41817		100000311801	101-448-920.005	2,341.73
						<u>4,027.81</u>
11/07/2023	GEN	41818	CONSUMERS ENERGY	103033456148	101-448-920.005	2,324.92

Check Date	Bank	Check #	Payee	Description	GL #	Amount
11/07/2023	GEN	41819	DTE ENERGY	910020833257	101-265-920.601	59.52
11/07/2023	GEN	41820	DTE ENERGY	910020833133	101-265-920.601	424.78
11/07/2023	GEN	41821	GFL ENVIRONMENTAL	002096164	208-000-805.000	493.11
11/07/2023	GEN	41822	GFL ENVIRONMENTAL	002114259	101-265-935.604	122.80
11/07/2023	GEN	41823	GOVERNMENTAL PRODUCTS INC	DOCUMENT FOLDERS	101-371-726.000	412.13
11/07/2023	GEN	41824	GRAND TRAVERSE COUNTY DPW	5105021	101-265-920.602	150.51
11/07/2023	GEN	41825	GRAND TRAVERSE COUNTY DPW	5590511	208-000-805.000	17.00
11/07/2023	GEN	41826	GRID4 COMMUNICATIONS, INC.	PHONES	101-265-850.000	618.97
11/07/2023	GEN	41827	INTEGRITY BUSINESS SOLUTIONS	KLEENEX/PENS/PAPER/ENVELOPES	101-101-726.000	89.94
11/07/2023	GEN	41828	JN ELECTRICAL SERVICES LLC	LAMP REPLACEMENT - 4' LED	101-265-935.608	125.00
11/07/2023	GEN	41829	KCI	TAX BILL POSTAGE	101-253-726.001	3,350.54
11/07/2023	GEN	41830	NORTHWEST MICH ASSESSORS	MEMBERSHIP RENEWAL - A. DEHAAN	101-171-965.000	60.00
11/07/2023	GEN	41831	OLSON, BZDOK, & HOWARD	LEGAL EXPENSES	101-704-801.000	1,816.95
11/07/2023	GEN	41832	OTIS ELEVATOR	ELEVATOR UPGRADE	101-900-970.002	19,800.00
11/07/2023	GEN	41833	STATE OF MICHIGAN	A SIMON MCAO PROGRAM	101-171-960.000	50.00
11/07/2023	GEN	41834	TRAVERSE REPRODUCTION	SCANNER	101-900-970.003	2,670.00
11/07/2023	GEN	41835	TRAVERSE REPRODUCTION	KIOSK POSTER	208-000-805.000	55.71
11/07/2023	GEN	41836	VC3 INC.	MICROSOFT 365	101-228-955.000	375.50
TOTAL - ALL FUNDS					TOTAL OF 54 CHECKS	86,681.89
--- GL TOTALS ---						
101-000-084.861	DUE FROM #861 STREET LIGHTS					
101-000-231.000	DEFERRED COMP					
101-000-231.001	AFLAC					
101-000-237.000	HSA (FORMERLY FLEX)					
101-000-238.000	UNITED WAY					
101-101-726.000	SUPPLIES					
101-101-805.000	CONTRACTED AND OTHER SERVICES					
101-101-965.101	DUES & PUBLICATIONS -TOWNBOAR					
101-171-726.000	SUPPLIES					
101-171-960.000	EDUCATION & TRAINING					
101-171-965.000	DUES & PUBLICATIONS					
101-215-960.000	EDUCATION & TRAINING					
101-228-955.000	COMPUTER SUPPORT SYSTEMS					
101-253-726.000	SUPPLIES					
101-253-726.001	POSTAGE					
101-253-801.000	LEGAL SERVICES					

2,960.70  
 1,910.00  
 436.82  
 663.04  
 90.00  
 403.60  
 116.25  
 230.00  
 54.38  
 90.00  
 60.00  
 246.06  
 8,399.50  
 409.93  
 3,350.54  
 169.16



Check Date	Bank	Check #	Payee	Description	GL #	Amount
101-253-960.000			EDUCATION & TRAINING		237.18	
101-253-965.000			DUES & PUBLICATIONS		397.00	
101-265-850.000			TELEPHONE		952.57	
101-265-920.601			HEATING / GAS		484.30	
101-265-920.602			WATER / SEWER		150.51	
101-265-920.603			LIGHTS BUILDING		2,125.80	
101-265-935.603			CLEANING SERVICE		1,350.00	
101-265-935.604			RUBBISH REMOVAL		122.80	
101-265-935.608			MAINTENANCE-OTHER		125.00	
101-321-862.000			GAS & CAR WASHES		270.44	
101-371-726.000			SUPPLIES		412.13	
101-448-920.005			STREET LIGHTS TOWNSHIP		6,287.56	
101-701-960.000			EDUCATION & TRAINING		66.98	
101-704-801.000			LEGAL SERVICES		1,816.95	
101-707-805.000			CONTRACTED AND OTHER SERVICES		88.25	
101-707-960.000			EDUCATION & TRAINING		120.00	
101-720-880.011			COM. PROM. - P.E.G.		21,002.03	
101-851-711.030			INSURANCE - EMPLOYEE HEALTH		3,383.58	
101-851-711.040			INSURANCE - EMPLOYEE LIFE		675.82	
101-900-970.002			CAPITAL OUTLAY - TOWNSHIP HAL		19,800.00	
101-900-970.003			CAPITAL OUTLAY - COMPUTER		2,670.00	
208-000-805.000			CONTRACTED AND OTHER SERVICES		1,251.65	
208-000-935.000			MAINTENANCE - MISC, EQUIP		3,301.36	
			TOTAL		86,681.89	



Engineering  
Surveying  
Testing &  
Operations

123 West Front Street  
Traverse City, Michigan 49684  
231.946.5874  
231.946.3703

November 4, 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. 2320901

600.00

2. Engineering consulting services for storm water plan review.

**Atomic Barn Micro-Brewery, Coffee, Food Venue, Escrow No. 214.813**

Project# 23290 Invoice No. 2329001

1,072.50

Total A 1,672.50

##### B. Utility Plan Review, Oversight & Closeout

1. Engineering plan review and overall capacity evaluation, construction services, project turnover

**Bata HQ Transit, Orientated Development PUD**

Project# 21334 Invoice No. 2133411

2,375.00

2. Engineering plan review and overall capacity evaluation, construction services, project turnover

**South 22, Water / Sewer Extension, Escrow# 701-000-214.815**

Project# 22074 Invoice No. 2207409

1,509.00

3. Engineering plan review and overall capacity evaluation, construction services, project turnover

**Britten, Inc. New Building, Escrow# 214.823**

Project# 22243 Invoice No. 2224307

1,025.00

4. Engineering plan review and overall capacity evaluation, construction services, project turnover

**Birmley Hills Site Condominium**

Project# 22300 Invoice No. 2230006

3,870.00

5. Construction observation and testing, and project closeout and project turnover

**TC hammond Storage Units, Water / Sewer Ext.**

Project# 23055 Invoice No. 2305502

8,320.00

Total B 17,099.00

Total Developer's Escrow Fund 18,771.50

#### II. General Utilities

1. 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. 23029310

330.00

Total Utility Receiving Fund 330.00

#### III. Park Funds / DNR Trust Fund

1. Engineering and survey services for design, permitting, bidding, construction services.

**River East Park Improvements, Phase III**

Project# 23073 Invoice No. 2307304

6,125.00

2. Engineering services for meeting with Planning Dept. & TART trail.

**2024 Projects, Funding Utilizing Township ARPA**

Project# 23029C Invoice No. 23029311

330.00

Total Park Funds / DNR Trust Fund 6,455.00

GRAND TOTAL \$25,556.50

**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

November 07, 2023  
Project No: 23209  
Invoice No: 2320901

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 review, communication with applicant / engineer and correspondence letter of initial review.

Project Location: 1661 Lake Drive, Traverse City

**Professional Services from July 28, 2023 to November 04, 2023**

**Professional Personnel**

	Hours	Rate	Amount	
Project Engineer II	1.25	130.00	162.50	
Project Specialist	3.50	125.00	437.50	
Totals	4.75		600.00	
<b>Total Labor</b>				<b>600.00</b>
		<b>Total this Invoice</b>		<b>\$600.00</b>

**Billings to Date**

	Current	Prior	Total
Labor	600.00	0.00	600.00
<b>Totals</b>	<b>600.00</b>	<b>0.00</b>	<b>600.00</b>



**Invoice**

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

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

November 07, 2023  
Project No: 23290  
Invoice No: 2329001

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 initial review.

Project Location: 3344 Cass Road, Traverse City

**Professional Services from September 26, 2023 to November 04, 2023**

**Professional Personnel**

	<b>Hours</b>	<b>Rate</b>	<b>Amount</b>	
Project Engineer II	8.25	130.00	1,072.50	
Totals	8.25		1,072.50	
<b>Total Labor</b>				<b>1,072.50</b>
		<b>Total this Invoice</b>		<b>\$1,072.50</b>

**Billings to Date**

	<b>Current</b>	<b>Prior</b>	<b>Total</b>
Labor	1,072.50	0.00	1,072.50
<b>Totals</b>	<b>1,072.50</b>	<b>0.00</b>	<b>1,072.50</b>

**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

LANIE MCMANUS  
CHARTER TWP OF GARFIELD  
3848 VETERANS DR  
TRAVERSE CITY, MI 49684

November 07, 2023  
Project No: 21334  
Invoice No: 2133411

Re: Bata HQ Transit, Orientated Development PUD, Water & Sewer Extension Escrow

Services Performed: Engineering review for conceptual and final plan review and overall capacity evaluation to determine impact to existing water and sewer system and ability to services. Full time construction observation, water main and sanitary sewer including services, testing and walk through with DPW. Project turnover for reviewing drawings and easements, close out and turnover documentation to township and updates to GIS and overall utility maps.

**Additional Services:**

AS#1 - Construction observation and engineering services as detailed in Additional Escrow Letter. Estimated \$12,500.

**Professional Services from October 01, 2023 to November 04, 2023**

**Fee**

Billing Phase	Fee	Percent Complete	Earned	Previous Fee Billing	Current Fee Billing
Engineer Review	9,500.00	100.00	9,500.00	9,500.00	0.00
Construction Observation	52,800.00	100.00	52,800.00	52,800.00	0.00
AS#1 Construction Observation	12,500.00	90.00	11,250.00	10,625.00	625.00
Proj. Turnover, Close Out	3,500.00	60.00	2,100.00	350.00	1,750.00
Total Fee	78,300.00		75,650.00	73,275.00	2,375.00
<b>Total Fee</b>					<b>2,375.00</b>
<b>Total this Invoice</b>					<b>\$2,375.00</b>

**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

November 07, 2023  
Project No: 22074  
Invoice No: 2207409

Re: South 22, Water / Sewer Extension, Escrow# 701-000-214.815

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 residential housing complex located along Lafranier Road north of the intersection of Hammond Road. Housing complex is comprised of three apartment buildings and nine quadplex apartment buildings and a maintenance building.

Additional Services:

1. Engineering services for a second plan review and overall capacity evaluation to determine impact to the existing water and sewer system and the ability to services. The completion is due to SUP amendment and site plan/usage change. Act 399 and Part 41 permit assistance for watermain and sewer main extension. \$1,500.

Project Location: 1532 W. Hammond Road, Traverse City

**Professional Services from October 01, 2023 to November 04, 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	44,200.00	82.00	36,244.00	35,360.00	884.00
Project Closeout & Turnover	2,500.00	25.00	625.00	0.00	625.00
Engineering 2nd Plan Review	1,500.00	100.00	1,500.00	1,500.00	0.00
Total Fee	51,700.00		41,869.00	40,360.00	1,509.00
Total Fee					1,509.00
Total this Invoice					\$1,509.00



**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

November 07, 2023  
Project No: 22243  
Invoice No: 2224307

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 October 01, 2023 to November 04, 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	92.00	18,860.00	17,835.00	1,025.00
Project Closeout & Turnover	1,500.00	0.00	0.00	0.00	0.00
Total Fee	38,250.00		35,110.00	34,085.00	1,025.00
Total Fee					1,025.00
Total this Invoice					\$1,025.00

**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

November 07, 2023

Project No: 22300

Invoice No: 2230006

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 October 01, 2023 to November 04, 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	32,250.00	99.00	31,927.50	28,057.50	3,870.00
B.3 Project Close Out, Turnover	2,750.00	0.00	0.00	0.00	0.00
Total Fee	41,895.00		38,822.50	34,952.50	3,870.00
Total Fee					3,870.00
Total this Invoice					\$3,870.00

**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

November 07, 2023

Project No: 23055

Invoice No: 2305502

Re: TC Hammond Storage Units, Water / Sewer Extension, Escrow#

Services Performed: Engineering and construction services for, construction oversight and project close out for the installation of a sewer mainline manhole, fire hydrants including mainline and service leads to service the storage facility buildings.

**Additional Services:**

AS#1. Fulltime construction observation for water main and sanitary sewer service lead.

Project Location: Corner of Garfield Ave., and Hammond Road, Traverse City.

**Professional Services from September 17, 2023 to November 04, 2023**

**Fee**

Billing Phase	Fee	Percent Complete	Earned	Previous Fee Billing	Current Fee Billing
Construction Observation & Testing	2,750.00	100.00	2,750.00	2,750.00	0.00
AS#1 Construction Observation & Testing	8,320.00	100.00	8,320.00	0.00	8,320.00
Project Closeout & Turnover	1,250.00	0.00	0.00	0.00	0.00
Total Fee	12,320.00		11,070.00	2,750.00	8,320.00
			<b>Total Fee</b>		<b>8,320.00</b>
				<b>Total this Invoice</b>	<b>\$8,320.00</b>

**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

November 07, 2023

Project No: 23029C

Invoice No: 23029310

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

Services Performed: Engineering services for meeting attendance with Brad Oleson and township supervisor to discuss next steps to begin implementation of water system expansion to service the development and the southern portion of the township.

**Professional Services from October 26, 2023 to October 26, 2023**

**Professional Personnel**

	<b>Hours</b>	<b>Rate</b>	<b>Amount</b>	
Director of Engineering	2.00	165.00	330.00	
Totals	2.00		330.00	
<b>Total Labor</b>				<b>330.00</b>
		<b>Total this Invoice</b>		<b>\$330.00</b>



**Invoice**

Gourdie-Fraser, Inc.  
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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

November 07, 2023

Project No: 23073

Invoice No: 2307304

Re: River East Park Improvements, Phase III

Services Performed: Civil engineering services including design, permitting, bidding, construction oversight and project closeout services to facilitate the completion of the project. Improvements consist of installation of a bathroom, service amenities, sidewalk and parking improvements. Scope of project shall be consistent with the concept drawing and cost estimate as detailed in proposal letter dated March 16, 2023.

Project Location: 2143 North Keystone Road

**Professional Services from October 01, 2023 to November 04, 2023**  
**Fee**

Billing Phase	Fee	Percent Complete	Earned	Previous Fee Billing	Current Fee Billing
Topographic Survey	2,500.00	100.00	2,500.00	2,500.00	0.00
Site Design	24,500.00	100.00	24,500.00	18,375.00	6,125.00
RFP and Bidding	3,500.00	0.00	0.00	0.00	0.00
Construction Staking and Layout	2,500.00	0.00	0.00	0.00	0.00
Const. Observation & Materials Testing	13,500.00	0.00	0.00	0.00	0.00
Construction Admin. and Engineering	5,000.00	0.00	0.00	0.00	0.00
Total Fee	51,500.00		27,000.00	20,875.00	6,125.00
			<b>Total Fee</b>		<b>6,125.00</b>
				<b>Total this Invoice</b>	<b>\$6,125.00</b>



**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

November 07, 2023  
Project No: 23029C  
Invoice No: 23029311

Re: CIP Project Review / Cost Estimation, Township Capital Improvement Plan - Park & Recreation

Services Performed: Engineering services for meeting attendance with planning department and TART trail to review 2024 projects and steps forward related to project to be funded utilizing Township ARPA.

**Professional Services from November 02, 2023 to November 02, 2023**

**Professional Personnel**

	<b>Hours</b>	<b>Rate</b>	<b>Amount</b>	
Director of Engineering	2.00	165.00	330.00	
Totals	2.00		330.00	
<b>Total Labor</b>				<b>330.00</b>
		<b>Total this Invoice</b>		<b>\$330.00</b>

Township	Metro	
\$ (7,242.20)	\$ (10,593.84)	

---

# GARFIELD CHARTER TOWNSHIP



---

BOARD MEETING 11/14/23

---

**TO: GARFIELD TOWNSHIP BOARD**  
**FROM: CHLOE MACOMBER**  
**SUBJECT: DELINQUENT SPECIAL ASSESSMENTS**  
**DATE: 11/1/23**

## REQUEST TO ADD DELINQUENT SPECIAL ASSESSMENTS TO THE WINTER TAX ROLL

Summer special assessments are due on September 1st of each year. If a special assessment installment is not paid by the due date, the assessment is delinquent. After the due date, penalty is added, as provided in Act 188 of 1954 section 41.727, at the rate of 1% for each month or fraction of a month, along with additional one-time penalty of 6% of the total amount past due (MCL 41.727). Delinquent specials that were not paid before November 1<sup>st</sup> have been added to this list to be added to resident's winter tax bill.

As Treasurer of Charter Township of Garfield, I have certified Exhibit "A" is the delinquent Special Assessment Roll and am asking the board to direct the supervisor to reassess the properties that are delinquent and include these delinquent special assessments on the winter tax roll. Upon doing so it will constitute a lien upon the respective parcels.

SEE EXHIBIT "A" – NAMES OF DELINQUENT PROPERTY OWNERS AND DELINQUENT  
INSTALLMENT AMOUNTS, INCLUDING INTEREST AND PENALTY DUE.

DELINQUENT SPECIAL ASSESSMENT ROLL TOTALS FOR GARFIELD TOWNSHIP:

\$457.04	OAK TERRACE ROADS (110)
\$321.72	HERITAGE ESTATES ENTRY WAY (111)
<u>\$778.76</u>	<u>TOTAL</u>

**MOTION:** DIRECT THE SUPERVISOR TO REASSESS THE PROPERTIES INCLUDED IN EXHIBIT "A" THAT ARE DELINQUENT AND INCLUDE THESE DELINQUENT SPECIAL ASSESSMENTS ON THE 2023 WINTER TAX ROLL.

*Chloe Macomber*  
Chloe Macomber, Treasurer  
Charter Township of Garfield



Special Assessment Roll for Garfield Charter Twp  
Roll for Year 2023  
Population: Special Assessment Districts (105, 110, 111, 113)  
Special Population Parcels with Installments still Owed

Sp. District Heading	Parcel # Owner	Principal Admin Fee	Interest Penalty	Late Charge Cert Fee	Total Installment	Prin Bal Payoff Int	Total Payoff
UNIT 05							
DISTRICT 110							
110	28-05-014-087-00 TWP ROADS-OAK TER AESCHLIMAN KEITH P & LAURIE KAY	399.91 0.00	23.28 8.46	25.39	457.04	811.31 29.11	874.27
110 TOTALS: 1							
		399.91 0.00	23.28 8.46	25.39	457.04	811.31 29.11	874.27
DISTRICT 111							
111	28-05-149-014-00 TWP ROADS- HERITA ADCOCK MARY E	1.67 0.00	0.00 0.00	0.00	1.67	18.86 0.88	19.74
111	28-05-149-018-00 TWP ROADS- HERITA DUNLAP SHANNONE M & PAUL DENNIS	18.73 0.00	2.18 0.42	1.25	22.58	58.29 2.73	62.69
111	28-05-149-021-00 TWP ROADS- HERITA BRADWAY ERIKA L & JOSEPH F	0.80 0.00	0.00 0.02	0.05	0.87	40.36 1.89	42.32
111	28-05-149-028-00 TWP ROADS- HERITA MARTIN DAVID R & HELEN J	18.73 0.00	2.18 0.42	1.25	22.58	58.29 2.73	62.69
111	28-05-151-058-00 TWP ROADS- HERITA METEER ERIN	18.73 0.00	2.18 0.42	1.25	22.58	58.29 2.73	62.69
111	28-05-151-059-00 TWP ROADS- HERITA NAYAK GIRISH C & RAJSHREE	1.67 0.00	0.00 0.00	0.00	1.67	41.23 1.93	43.16
111	28-05-151-064-00 TWP ROADS- HERITA CROFF THOMAS & TRACY	18.73 0.00	2.18 0.42	1.25	22.58	58.29 2.73	62.69
111	28-05-151-073-00 TWP ROADS- HERITA RUELAS RICHARD D & ALEXIA E	18.73 0.00	2.18 0.42	1.25	22.58	58.29 2.73	62.69
111	28-05-152-101-00 TWP ROADS- HERITA THIEL MOLLY R	18.73 0.00	2.18 0.42	1.25	22.58	58.29 2.73	62.69
111	28-05-153-112-00 TWP ROADS- HERITA NEVI DIANE S	18.72 0.00	2.18 0.42	1.25	22.57	58.32 2.73	62.72
111	28-05-153-124-00 TWP ROADS- HERITA MUGNOLO ANDREW J & ASHLEY M	18.72 0.00	2.18 0.42	1.25	22.57	58.32 2.73	62.72
111	28-05-154-133-00 TWP ROADS- HERITA THIEL JOSEPH A & MOLLY R	18.72 0.00	2.18 0.42	1.25	22.57	41.55 1.94	45.16
111	28-05-154-138-00 TWP ROADS- HERITA TRICK JEREMY J & LAURA L	1.46 0.00	0.00 0.01	0.00	1.47	11.96 0.56	12.53
111	28-05-154-144-00 TWP ROADS- HERITA FULLER JASON	18.72 0.00	2.18 0.42	1.25	22.57	58.32 2.73	62.72
111	28-05-154-148-00 TWP ROADS- HERITA KONZER TRACI	18.72 0.00	2.18 0.42	1.25	22.57	58.32 2.73	62.72
111	28-05-154-165-00 TWP ROADS- HERITA CHIARAVALLI VINCE ESTATE	18.72 0.00	2.18 0.42	1.25	22.57	58.32 2.73	62.72

Exhibit "A"

Sp. District Heading	Parcel # Owner	Principal Admin Fee	Interest Penalty	Late Charge Cert Fee	Total Installment	Prin Bal Payoff Int	Total Payoff
111 TWP ROADS- HERITA GRIX DANIEL M	28-05-154-175-00	18.72 0.00	2.18 0.42	1.25	22.57	58.32 2.73	62.72
111 TWP ROADS- HERITA GOUHERTY LAURA	28-05-154-179-00	18.72 0.00	2.18 0.42	1.25	22.57	58.32 2.73	62.72
111 TOTALS: 18		267.74 0.00	30.52 5.91	17.55	321.72	911.94 42.69	978.09
DISTRICT 113 113 TOTALS: 0		0.00 0.00	0.00 0.00	0.00	0.00	0.00 0.00	0.00
UNIT 05 TOTALS: 19		667.65 0.00	53.80 14.37	42.94	778.76	1,723.25 71.80	1,852.36
Total Parcels: 19		667.65 0.00	53.80 14.37	42.94	778.76	1,723.25 71.80	1,852.36

**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:

Supported:

Yeas:

Nays:

Absent/Excused:

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: \_\_\_\_\_

---

Lanie McManus, Clerk  
Charter Township of Garfield

			
<b>Charter Township of Garfield</b>			
<b>Planning Department Report No. 2023-133</b>			
Prepared:	November 7, 2023	Pages:	1
Meeting:	November 14, 2023 Township Board	Attachments:	<input checked="" type="checkbox"/>
Subject:	2023 Infrastructure Evaluation and Capital Improvement Plan – Grand Traverse Commons Joint Planning Commission		

**BACKGROUND:**

In 2022, the Grand Traverse Commons Joint Planning Commission entered into an agreement with Hubbell, Roth, and Clark Inc. (HRC), as engineer for the City of Traverse City, and Gourdie-Fraser, Inc. (GFA), as engineer for Garfield Charter Township, to develop a proposal for the infrastructure assessment on the Commons. The project was funded by the Grand Traverse Commons Brownfield Plan and approved by the Grand Traverse County Brownfield Redevelopment Authority. The assessment covers water distribution, storm sewer, sanitary sewer, roads, sidewalks, parking areas, and other utilities.

The assessment includes a capital improvement plan (CIP). However, the CIP provided in the study is a prioritization of projects and not an established CIP with a timeline. As part of the assessment, additional issues were identified including water pressure issues at the Historic Barns area and stormwater issues at the north end of the Commons and associated with the Munson medical campus.

The assessment concluded earlier this fall. A presentation on the final assessment was made to the Grand Traverse Commons Joint Planning Commission on October 18, 2023, and to the Grand Traverse County Brownfield Redevelopment Authority on October 26, 2023. Next steps will have to be reviewed and considered by the Brownfield Authority, including additional study.

Due to the length of the report (200+ pages), the full report has not been included here. However, an excerpt of the report is attached, including the Executive Summary, Section 1.0 Introduction, and Section 7.0 Capital Improvement Plan. The full report may be inspected at the Township Planning Department.

**ACTION REQUESTED:**

The assessment is being provided for information only. No formal action is requested.

**Attachment:**

1. 2023 Infrastructure Evaluation and Capital Improvement Plan (Excerpt)



# 2023 Infrastructure Evaluation And Capital Improvement Plan

Grand Traverse Commons

For: Grand Traverse Commons Joint Planning Commission

October 9, 2023  
GFA Job No. 22286  
HRC Job No. 20220549



PREPARED BY:



HUBBELL, ROTH & CLARK, INC.  
CONSULTING ENGINEERS SINCE 1915

1501 Cass Street  
Traverse City, Michigan 49506

ENGINEERING. ENVIRONMENT. EXCELLENCE.  
616.454.4286 | hrcengr.com



Gourdie-Fraser, Inc.

123 West Front St,  
Traverse City, Michigan 49684



## EXECUTIVE SUMMARY

The following report assesses the infrastructure within the Grand Traverse Commons, located within the City of Traverse City and Garfield Township Michigan. Analysis and justification for projects can be found within the corresponding sections of the report. This report provides a summary of projects deemed appropriate for construction to provide more dependable infrastructure within Grand Traverse Commons.

It has been determined that the majority of the sanitary, storm and water distribution utilities within Grand Traverse Commons are in working condition with some areas identified for rehabilitation. The construction activities required for rehabilitation do not always require open excavation. The capital improvement plan represents only replacing the utilities in situations where it is economically advantageous. Most of the Sewer rehabilitation should be covered under a single lining project for maximum cost benefit. This is represented in the project plan.

All water utility work determined to provide maximum benefit to the Commons water distribution infrastructure is outside the project limits of roadway deemed suitable for reconstruction. Aside from a few roadway crossings, the water main improvements will occur outside of the influence of the roadway. It is not economically beneficial to incorporate these projects into any roadway infrastructure improvements.

A GIS database was developed throughout the project to organize assets and their condition. Existing GIS data was merged from both Traverse City and Garfield Township; that data was expanded by digitizing available as-built plans and MISS DIG 811 data. Field and CCTV inspections investigated asset condition and discovered new sewer and water structures. This data was compiled into a file geodatabase and delivered to Traverse City and Garfield Township.

This infrastructure assessment and capital improvement plan provides the following:

- Mapping of all utilities and roadway/parking lot infrastructure focused within the Grand Traverse Commons Brownfield. Additionally, data from the entire Grand Traverse Commons boundary was incorporated as the area of influence for this study. See **Figure 1.1** for boundary map from Grand Traverse Commons Master Plan
- Physical evaluation of the current level of service of utilities and roadway/parking lot infrastructure.
- Utility analysis including:
  - The current water pressure for users and opportunities to increase pressure during high usage.
  - Predicted available water in case of fire and opportunities to increase available flow.
  - Predicted storm events and provides maximum predicted flow within the storm sewers.
  - Flow capacity of storm sewer and provides maintenance and rehabilitation recommendations.
  - Infiltration and Inflow of storm water into the sanitary sewers.
  - Flow capacity of sanitary sewer and provides maintenance and rehabilitation recommendations.
- Condition assessment of roads and parking lots including asphalt and concrete evaluation.
- Cost breakdown for improvements identified.
- Project recommendations for greatest benefit to the public.

## SECTION 1.0 — INTRODUCTION

Hubbell Roth & Clark Inc. (HRC) and Gourdie Fraser, Inc. (GFA) were tasked with assessing the following infrastructure within the Grand Traverse Commons. The existing Grand Traverse Commons and influence area was deemed the project limit, this was provided by the Joint planning Commission. **Figure 1.1** provides Map of boundary and jurisdictions from Grand Traverse Commons Master Plan.

Directions for this report was provided through meetings with the Grand Traverse Commons infrastructure study working group as follows: John Sych (Garfield Township), Shawn Winters (City of Traverse City), Jennifer Hodges (GFA), Randy Wilcox (HRC), Devon Munsell (HRC) and Karyn Stickel (HRC)

### Grand Traverse Commons Infrastructure

#### ≡ Background

HRC & GFA performed initial research on the Grand Traverse Commons system to assist with the mapping and inventory of assets. The resources reviewed include the 2021 Traverse City Water reliability study, Grand Traverse Commons Trip Generation Information, Current Site Map with utilities, Grand Traverse Commons Master Plan, Grand Traverse Commons District Plan, Sanitary Sewer Report for Minervini Group, Traverse City Stormwater Asset Management Plan, Traverse City Sanitary Sewer System Asset Management Plan, Kids Creek Sub-watershed Action Plan, and previous construction plans/ as-builts within the boundary of Grand Traverse Commons.

#### ≡ Water Distribution

HRC & GFA were tasked with field locating and mapping all above ground assets. Inventory and condition assessment were taken for all mapped assets additional hydrant and pressure checks were performed at critical locations, and modeling was performed to ensure that the system is operating within EGLE parameters with respect to pressure and fire flow. Break data for the water distribution system retrieved from City and Township records is included in the GIS submittal. Gate wells (if present) were located and assessed.

#### ≡ Storm Sewer

Storm sewer structures were field located using GPS equipment and the condition was noted. Connectivity of the piping was determined where practical. For mapping the pipe diameter was based on record drawings with field verification when possible. CCTV was performed on sections of the system for evaluation of pipe condition.

#### ≡ Sanitary Sewer

Sanitary sewer structures were field located using GPS equipment and the condition was noted. Connectivity of the piping was determined where practical. For mapping the pipe diameter was based on record drawings with field verification when possible. Flow metering was completed to allow for infiltration and inflow analysis. CCTV was performed on sections of the system for evaluation of pipe condition.



### ≡ Road, Sidewalk, and Parking Areas

As part of the infrastructure assessment, HRC & GFA evaluated the pavement conditions of the roads, sidewalks, and parking lot assets. The grades of various sidewalk landings and ramps were also field verified for compliance with the Americans with Disabilities Act (ADA). The condition assessment was completed by performing a visual survey of the existing pavement assets. The pavement assets consisted of concrete, asphalt, brick pavers, and gravel pavement types.

### ≡ Other Utilities

All other utilities were mapped through the use of existing plans and MISS DIG locate requests.

A map of the Grand Traverse Commons Utilities is provided in **Figure 1.2**. This report summarizes the evaluations to plan for necessary improvements. These improvements can be included in a Capital Improvements Program or Plan (CIP). **Appendix A** provides individual maps of each utility addressed within this study. All utility data shown in appendix A has been provided to the City of Traverse City and Grand Traverse County through GIS in the form of a file geodatabase.

**Figure 1.1: Grand Traverse Commons Master Plan Boundary Map**

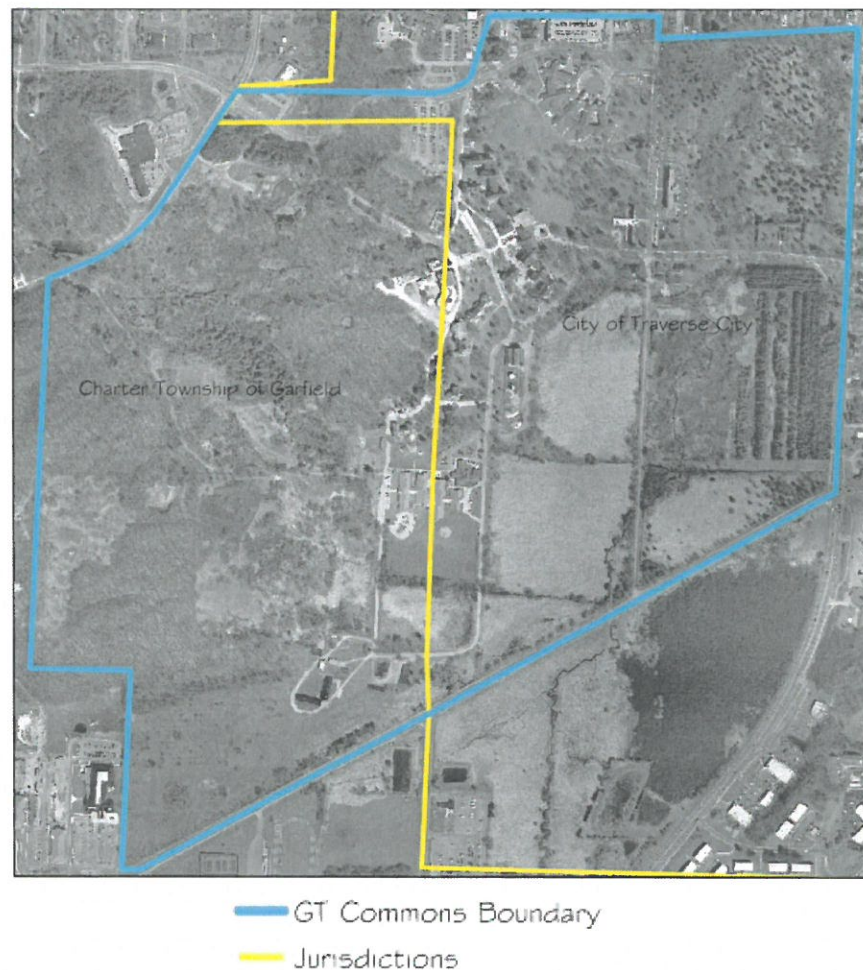
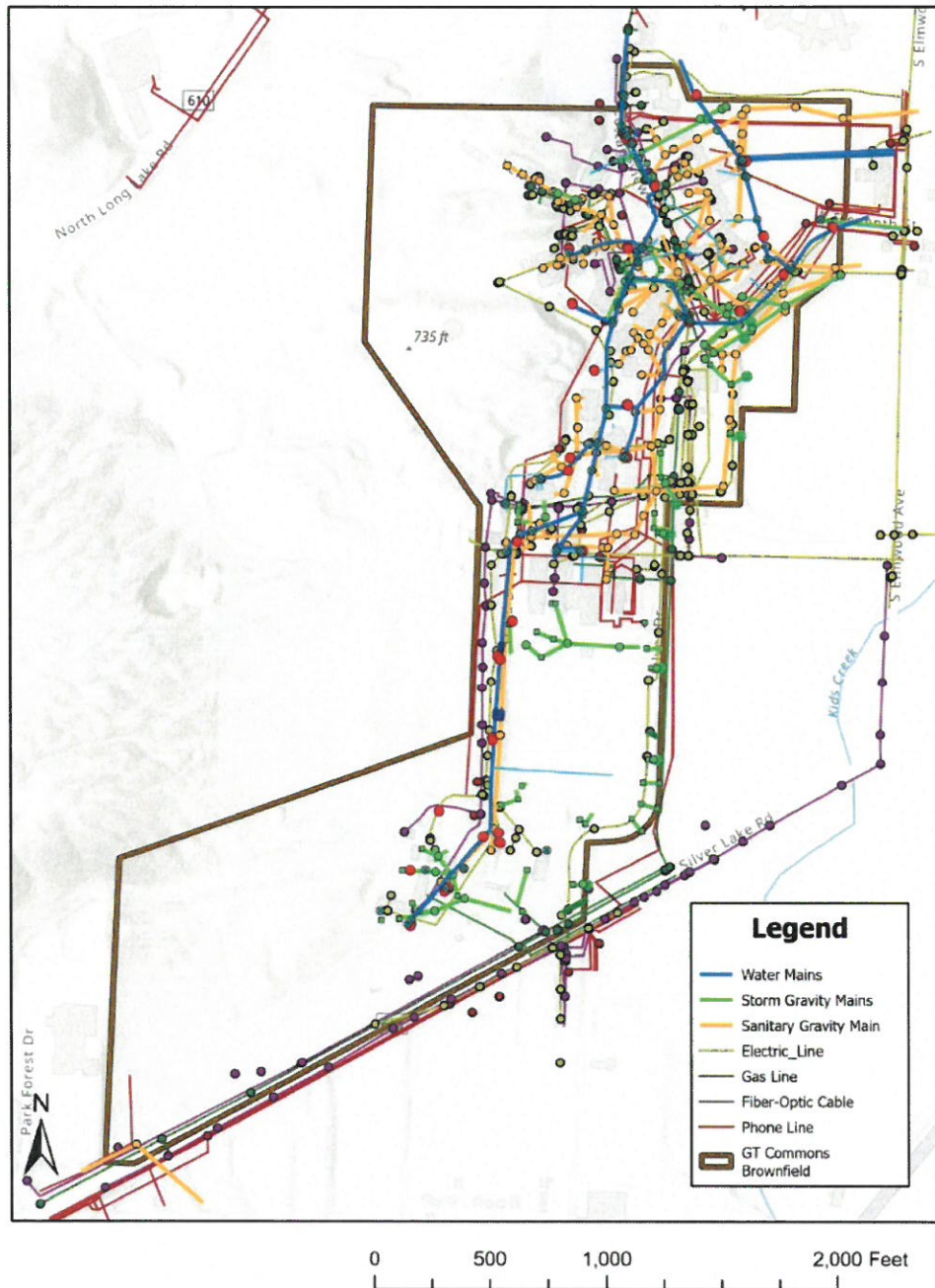


Figure 1.2: GTC Utilities Map

# Grand Traverse Commons Utilities





## SECTION 7.0 — CAPITAL IMPROVEMENT PLAN

### 7.1 INFRASTRUCTURE ELEMENTS

A capital improvement plan (CIP) is a short-range list identifying projects, costs, and impacts to help a community determine the priority for implementation. A CIP usually includes suggested projects to implement within the next 5 to 10 years. A CIP also helps a community anticipate needs rather than reacting to problems. A CIP typically focuses on elements of infrastructure and allows for a systematic evaluation of all potential projects. A CIP for Grand Traverse Commons was developed to help address the needs for infrastructure improvements. No current funding and timeline is provided for improvements within the Grand Traverse Commons and therefore no timeline for project completion has been incorporated into the capital improvement plan.

The CIP for Grand Traverse Commons focused on improving the amenities. A holistic approach was taken considering the condition of various infrastructure elements. The condition of the following infrastructure elements was used to determine which amenities to improve:

1. Water Distribution System
2. Storm Drainage System
3. Sanitary Sewer
4. Pavement

The storm and sanitary conditions observed were all within the structural limits of rehabilitation measures. These measures will not require open cut construction. Therefore, to be the most cost effective, locations where roadway rehabilitation does not require full depth reconstruction sewer should be CCTV's to determine if rehabilitation is recommended. For improved project cost it is recommended to combine rehabilitation of the sewer as a Commons-wide lining project. Minor improvements specifically to the structures were incorporated into the selected roadway and parking lot projects when economically efficient. Additionally, water distribution improvements identified occur outside the influence of the roadway. Combination of water distribution and pavement restoration was not identified to provide any economic benefit to the to the proposed project costs.

Out of the infrastructure elements, the deterioration of the pavement had the most influence in developing the CIP as roads requiring full reconstruction provide grounds for open cut utility replacement. Details of the pavement conditions for the roads and parking lots are included in **Appendices E-2** and **E-3**, respectively. Details of how the road and parking lot conditions relate to the storm and sanitary conditions are included in **Appendix F-1**.

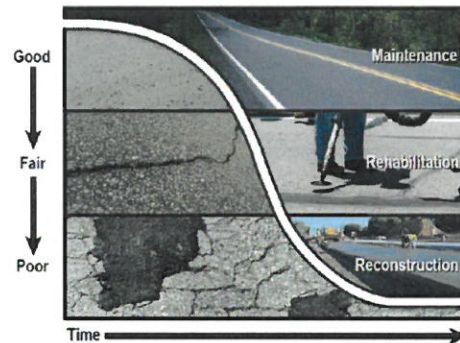
Since annual budget and specific funding sources were not identified, this reports only identifies project to provide greatest benefit to the community in order of priority. This does not provide a timeline for project completion.

### 7.2 PAVEMENT DETERIORATION CURVE

Determination of pavement level of service is important for the incorporation of utility replacement within projects identified.

A deterioration curve describes how the condition of the pavement progresses over time. As pavement ages, it will deteriorate much more quickly at the end of its service life, which ends up costing much more to repair. Understanding how a deterioration curve works can assist the community to predict the future condition of their

roads and parking lots. It can also help determine how much the community should invest over time in their road and parking lot infrastructure. **Figure 7.1** shows a typical pavement deterioration curve for any road or parking lot area going from good to poor over time. It also shows the type of repair expected at each condition.



Source: Michigan's Roads and Bridges 2008 Annual Report, Michigan TAMC

**Figure 7.1: Pavement Deterioration Curve**

Analyzing deterioration curves specific to pavement can also help estimate its remaining service life (RSL). The RSL for pavement is defined as the amount of life left before it can no longer benefit from preventative maintenance and requires a total reconstruction. When using a deterioration curve to estimate RSL, it is the portion to the right of any given point on the curve before it bottoms out. The point at which the curve bottoms out is the critical distress point where the RSL is zero. The RSL for a road or parking lot typically approaches zero at a PASER rating of 3 or lower.

### 7.3 MIX OF FIXES

When selecting candidate improvement, there are a variety of treatment methods that can be applied. Applying the various treatment methods are often referred to as creating a mix of fixes. The mix of fixes approach applies the right fix, in the right place, at the right time. The mix of fixes approach is the centerpiece of an effective CIP in maximizing the service life of the infrastructure elements. All the infrastructure elements listed above have a mix of fixes associated with them depending on their condition. **Tables 7.1 – 7.3** show the estimated costs of recommended improvement types for the infrastructure elements based on their condition.

**Table 7.1: Recommended Costs of Improvements for Water Distribution System**

Water Distribution System		
Item	Recommended Treatment	Cost to Improve
Pressure Reducing Valve	Install	\$18,000 / each
Check Valve	Install	\$12,000 / each
12" Watermain	Install	\$250 / foot
10" Water Main	Replace	\$220 / foot
12" Watermain	Replace	\$270 / foot
Road Crossing	Jack and Bore	\$600 / foot
Road Crossing	Open Cut	\$450 / foot



**Table 7.2: Recommended Costs of Improvements for Sanitary/Storm Sewer**

Sanitary/Storm Sewer		
Item	Recommended Treatment	Cost to Improve
Structure	MH Replacement	\$5,000 / each
Structure	MH Lining	\$1,000 / each
Sewer	Replacement	\$115 / foot
Sewer	CIPP Lining	\$5 / foot
Sewer	Pipe Bursting	\$95 / foot

**Table 7.3: Recommended Costs of Improvements for Roads**

Roads		
PASER Rating	Recommended Treatment	Cost to Improve (Per Lane Mile)
5 - 6	Thin Overlay	\$250,000
1 - 4	Reconstruction (Asphalt)	\$1,000,000

**Table 7.4: Recommended Costs of Improvements for Parking Lots**

Parking Lots		
PASER Rating	Recommended Treatment	Cost to Improve (Per Square Foot)
7	Crack Seal	\$0.50
5 - 6	Thin Overlay	\$2.70
4	Mill & Overlay	\$9.00
1 - 3	Reconstruction (Asphalt)	\$18.00
1 - 3	Reconstruction (Concrete)	\$21.00

## 7.4 CAPITAL IMPROVEMENT PLAN DEVELOPMENT

To help the community in achieving their goal of improving their infrastructure, we have developed separate CIPs for the roads, parking lots, water mains, storm, and sanitary. Each CIP shows a list of projects or scope the community should consider. The CIPs for the roads and parking lots have the project improvements organized by priority rather than start date since the community is unsure when these projects can be performed. When considering the conditions of the infrastructure elements, the good/fair/poor rating scale outlined in the previous sections was considered. Roads and parking lots having multiple infrastructure elements in poor condition were given priority. **Tables 7.4 – 7.8** show a list of projects or scope the community should consider. Detailed CIPs for the projects showing a breakdown of the pavement and utility types, treatments, and costs are included in **Appendix G**.

**Table 7.5: Water Main CIP**

Improvement	Estimated Cost
Pressure District Isolation	\$350,000
Water Main Replacement	\$474,000
System Connection	\$405,000

**Table 7.6: Storm CIP**

Task	Estimated Cost
CCTV <sup>1</sup>	\$32,815
Manhole Rehabilitation	\$56,000
Sewer Rehabilitation <sup>2</sup>	\$125,000

Notes:

1. Approximately 6,563 feet of untelevized sewer
2. Sewer rehab cost calculated based on cost associated with current CCTV inspected pipes and may differ significantly as more sewer is televised.

**Table 7.7: Sanitary CIP**

Task	Estimated Cost
CCTV <sup>1</sup>	\$75,470
Manhole Rehabilitation	\$271,430
Sewer Rehabilitation <sup>2</sup>	\$537,800

Notes:

1. Approximately 15,094 feet of untelevized sewer
2. Sewer rehab cost calculated based on cost associated with current CCTV inspected pipes and may differ significantly as more sewer is televised.



Table 7.8: Road CIP

Project Priority	Segment	From	To	Ln Miles
1	Orange Dr	1,378 Ft North of Silver Dr	442 Ft South of Brown Dr	0.211
2	Red Dr	Gray Dr	Cottageview Dr	0.173
	Cottageview Dr	Gray Dr	North Limits	0.277
	Gray Dr	Red Dr	Cottageview Dr	0.078
3	11th St	Cul-de-sac	Silver Dr	0.148
4	Red Dr	Brown Dr	Gray Dr	0.214
5	Gray Dr	Red Dr	Red Dr	0.314
6	Silver Dr	Cottageview Dr	11th St	0.279
7	Brown Dr	Red Dr	Silver Dr	0.157
8	Silver Dr	Brown Dr	Cottageview Dr	0.216
9	Silver Dr	South Limits	Brown Dr	0.855
10	Orange Dr	442 Ft South of Brown Dr	Brown Dr	0.167

Table 7.9: Parking Lot CIP

Project Priority	Parking Lot	Area (Sft)
1	PL 1	31,917
2	PL 26	21,700
		12,681
3	PL 12	20,821
4	PL 3	47,980
5	PL 8	17,560
6	PL 9	20,750
7	PL 7	20,749
8	PL 2	28,240
9	PL 13	1,916
10	PL 21	2,706

---

The Projects are provided in order of recommended priority. A total of 12 projects have been determined as top priority for potential improvements. These can be used as a roadmap for future project implementation. An additional 12 roadway and parking lot projects not covered in the executive summary were deemed appropriate for long-term improvements and are included in the Capital Improvement tables. All projects are shown on a map of the Commons at the end of this section.

### **Project 1: Pressure District Isolation**

**Location:** Red Drive Booster Station and Five (5) locations North and West of Grand Traverse Commons

**Estimated Cost:** \$350,000

**Proposed Work:** Construction of a new 8-in PRV at the location of the Red Drive Booster Station. Construction of five (5) check valves along watermain connecting Grand Travers Commons to PD-1. Installation of master meter & demolition of existing Red Drive Booster Station.

**Purpose:** To increase the system water pressure during daily use.

### **Project 2: Orange (Red) Drive Road Reconstruction**

**Location:** Orange Drive, 1,378 ft North of Silver Drive, 442 ft South of Brown Drive.

**Estimated Cost:** \$220,000

**Proposed Work:** 530 feet of full depth roadway reconstruction with the additional removal and replacement of One (1) storm catch basin, three (3) sanitary structures and 40 Ft of 6" sanitary sewer.

**Purpose:** To increase the level of service of roadway and utilities within the project limits.



### **Project 3: Village Pavilion Roadway Reconstruction**

**Location:** Northern limits of Cottageview Drive to Gray Drive, Gray Drive to Red Drive, Red Drive back to Cottageview Drive.

**Estimated Cost:** \$572,000

**Proposed Work:** Full roadway reconstruction of all three roadway segments and the replacement of two (2) Storm catch basins. Replacement of 24-ft of storm sewer. Adjust and replace one (1) sanitary cover and frame.

**Purpose:** To increase the level of service of roadway and utilities within the project limits.





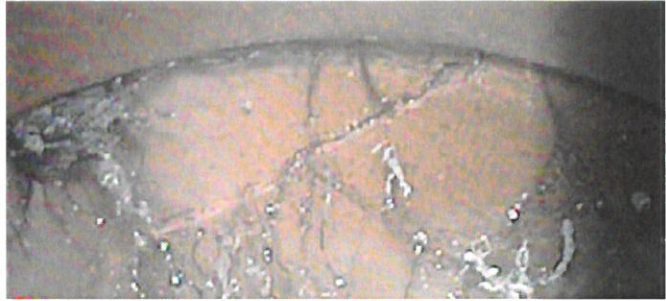
#### **Project 4: Sanitary Rehabilitation**

**Location:** Commons Wide

**Estimated Cost:** \$885,000

**Proposed Work:** CCTV of remaining 15,094-ft of sanitary sewer. Cured in place pipe (CIPP) treatment of approximately 13,000-ft of sanitary sewer including pre cleaning and post CCTV. Lining of approximately 84 sanitary structures.

**Purpose:** To decrease infiltration and significantly decrease probability of structural failure.



#### **Project 5: Storm Rehabilitation**

**Location:** Commons Wide

**Estimated Cost:** \$750,000

**Proposed Work:** CCTV of remaining 6,563-ft of storm sewer. Cured in place pipe (CIPP) treatment of approximately 2,500-ft of storm sewer including pre cleaning and post CCTV. Lining of approximately 56 storm structures. Additional work included research and inventory of



additional private infrastructure records maintained by Munson, GT Watershed, etc. The project would include a regional hydraulic evaluation including modelling to evaluate surface infrastructure (ditches, streams, tributaries, etc) that contribute to Kids Creek along with recommended improvements.

**Purpose:** To significantly decrease probability of structural failure and increase the flow capacity (decrease in friction factor). Furthermore prevent future multi-million dollar damage to Munson and surrounding businesses as a result of flooding.

#### **Project 6: Water Main Replacement Project**

**Location:** 11<sup>th</sup> Street from Silver Drive to Cul-de-sac

**Estimated Cost:** \$474,000

**Proposed Work:** Removal of 2030-ft of 6-in watermain, construction of 1,486-ft of 10-in water main and construction of 544-ft of 12-in watermain. This project includes three (3) roadways crossings and construction will occur in place of the existing water main.

**Purpose:** To increase fire flow capacity of system to meet requirements for multi-story buildings.

#### **Project 7: 11<sup>th</sup> Street Reconstruction**

**Location:** 11<sup>th</sup> Street from Silver Drive to Cul-de-sac

**Estimated Cost:** \$148,000

**Proposed Work:** 650-ft of full depth roadway reconstruction.

**Purpose:** To increase the level of service of roadway within the project limits.



### **Project 8: System Connection Project**

**Location:** South Limits of Grand Traverse Commons to Frank Road water main

**Estimated Cost:** \$465,000

**Proposed Work:** Construction of 1,350-ft of 12-in watermain crossing Silver Lake Road and Frank Road connecting to existing 8-in watermain 550-ft south of Silver Lake Road

**Purpose:** To increase fire flow capacity of system and increase system reliability (ability to continue water service in the event of a water main break)

### **Project 9: Red Drive Reconstruction**

**Location:** Red Drive from Brown Drive to Gray Drive (South intersection)

**Estimated Cost:** \$240,000

**Proposed Work:** 590-ft of full depth roadway reconstruction and replacement of one (1) sanitary structure with rim and cover.

**Purpose:** To increase the level of service of roadway and utilities within the project limits.

### **Project 10: PL 1**

**Location:** 1100 Silver Drive parking lot

**Estimated Cost:** \$587,000

**Proposed Work:** 31,917-sft of full depth asphalt reconstruction, replacement of storm structure and 113-ft of storm sewer replacement.

**Purpose:** To increase the level of service of parking lot and utilities.



### **Project 11: PL 26**

**Location:** 911 Silver Drive South parking lot

**Estimated Cost:** \$722,000

**Proposed Work:** Removal of 21,700-sft concrete parking lot, Construction of 34,680-sft concrete parking lot.

**Purpose:** To increase the level of service of the parking lot.



### **Project 12: Gray Drive Reconstruction**

**Location:** Gray Drive loop from Red Drive to Red Drive

**Estimated Cost:** \$84,000

**Proposed Work:** 935-ft mill and overlay roadway construction. Adjustment of sanitary structures within project limits. Replacement of 90-sft of sidewalk.

**Purpose:** To increase the level of service of roadway and utilities within the project limits.





HRC & GFA also recommend the following actions to be taken by the community to ensure the Water Main, Storm, Sanitary, Road, and Parking Lot CIPs remain a useful tool and up to date:

- Combine the Water Main, Storm, Sanitary, Road, and Parking Lot CIPs with the community's familiarity of the area to most efficiently apply preventative maintenance, rehabilitation, and reconstruction.
- Annually review and update the treatments outlined in the CIPs based on previous improvements and new priorities.
- Reassess the condition of the roads, parking lots, and applicable utilities at least every three (3) years and record their respective condition (rating) to ascertain the effectiveness of implemented improvements.
- Implement routine cleaning and inspection of sanitary and stormwater systems as outlined in report.
- Regularly evaluate the budgeted amount of funding for treatments and increase as needed.

It is also important to note that the CIPs are working documents and should be continually reviewed and updated to reflect changes in community needs, priorities, and funding. The CIPs should always help in advancing the community's strategic and long-term goals and work towards improving the infrastructure conditions.

**Charter Township of Garfield**  
**Engineering Report / Construction Update**  
**November 7, 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 McCrea groundwater tank which services the US31/ 37 corridor by gravity and controlled by Pressure Control Valves to maintain pressures less than 80 psi. McCrea 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.

**C2R2 Grant - West (Long Lake Township) to connect Black Bear Farms:** EGLE Grant and GFA contract have been approved. GFA completed survey work in December and now proceeding with design. We are coordinating with contractors on scheduling as there may be some material supply delays so anticipating on bidding out for late summer / fall construction to accommodate. Project design is complete and EGLE permit issued. Project was put out for bids on 8/23 and have offered both late fall or spring 2023 construction to accommodate. Only 1 responsive bidder submitted, and prices came in higher than available grant funds (due to increased materials/ labor costs). Have until 12/24 to complete, contractor has held bid price and additional funding sources have been solicited. Township has approved Elmers Bid and project is in process. All infrastructure has been installed, tested and Black Bear was successfully transferred to Garfield Twp water as your new customer without issue. Project was approved by the board last month and turned over. All final grant reimbursements from both C2R2 and county have been submitted.

### **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 26<sup>th</sup> 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 1<sup>st</sup> 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 forthcoming.

### **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 due 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 2<sup>nd</sup> 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**

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.

**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- <b>Application was removed in review</b>
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)	Plans received 9/26/23 and initial response sent 10/21/23
K1 Speed	
1353 Lake Rd	

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

October 2023

Location	Citations	Traffic Crashes			Arrests		Traffic Crash Totals
		Fatal	PIA	PDA	OWI	Criminal	
01 Acme	11	0	1	18	0	4	19
02 Blair	14	1	5	16	2	14	22
03 East Bay	16	0	4	35	2	13	39
04 Fife Lake	3	0	1	11	0	2	12
05 Garfield	56	0	11	93	7	41	104
06 Grant	1	0	1	2	1	0	3
07 Green Lake	5	0	2	12	4	9	14
08 Long Lake	0	0	2	11	1	1	13
09 Mayfield	2	0	0	12	0	1	12
10 Peninsula	1	0	3	5	0	0	8
11 Paradise	9	0	1	11	0	2	12
12 Union	1	0	0	3	0	0	3
13 Whitewater	1	0	0	12	0	1	12
29 Fife Lake Vlg	0	0	0	0	0	0	0
30 Kingsley Vlg	1	0	0	1	0	0	1
66 Traverse City	1	0	0	0	4	44	0
84 Out of County	0	0	0	0	0	15	0
<b>Totals</b>	122	1	31	242	21	147	274
<b>% of Garfield Twp</b>	<b>45.9%</b>	<b>0.0%</b>	<b>35.5%</b>	<b>38.4%</b>	<b>33.3%</b>	<b>27.9%</b>	<b>38.0%</b>

Ticket stats are based on what District Court has entered as of 11/01/23.

Arrest stats are as of 11/01/23.





## Charter Township of Garfield

### Planning Department Report No. 2023-129

Prepared:	November 1, 2023	Pages:	2
Meeting:	November 14, 2023 Township Board	Attachments:	<input type="checkbox"/>
Subject:	Planning Department Monthly Report – November 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:

##### ***Portable Storage Solutions – Special Use Permit Review***

- *Location:* 2550 Cass Road, north of Hartman Road
- *Development Description:* Proposed shipping container sales operation
- *Status:* Planning Commission approved the special use permit with conditions at their 10/11/2023 meeting.

##### ***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 Planning Commission recommended approval of the proposed rezoning to the Township Board at their 10/11/2023 meeting. The Township Board set a public hearing for 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.

##### ***Marengo 31 – Special Use Permit Extension Request***

- *Location:* East side of US 31 behind Baymont Inn, south of South Airport Road
- *Development Description:* Commercial district housing development with 60 apartment units behind existing hotel. The Planning Commission approved the special use permit with conditions on 11/10/2021 and the Report and Decision Order (RDO) was recorded on 12/6/2021. Construction has not started, and the Special Use Permit would expire on 12/6/2023 if the project has not started. Applicant requests a one-year extension of the Special Use Permit approval to 12/6/2024.
- *Status:* Planning Commission granted an extension request at their 10/11/2023 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:* Introduction at 11/8/2023 Planning Commission 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:* Conceptual review at 11/8/2023 Planning Commission meeting

**PLANNING:**

Other Planning Department activities include the following:

- The Planning Commission had their first review of a complete Master Plan draft at their 11/8/2023 meeting and will continue to review at their 12/13/2023 meeting. The most recent Master Plan sections to be drafted include Implementation, Zoning Plan, and Reporting and Metrics. The Planning Commission and Township Board are anticipated to hold a joint meeting in early 2024 to review a final draft and to begin the process of adopting the Master Plan.
- Information, including draft text, about the planning process underway for the Master Plan may be found here: <https://www.garfield-twp.com/masterplan.asp>. The Planning Department is including information about the Master Plan in the winter Newsletter which will direct people to this link and encourage comments and feedback on the draft Master Plan.
- At their August 16, 2023 meeting, the Grand Traverse Commons Joint Planning Commission recommended an amendment to the Grand Traverse Commons Development Regulations regarding building height to support reconstruction of the historic front center portion of Building 50. The amendment requires approval by both the Township Board and the City Commission. The Township Board introduced this amendment at the September 12, 2023 meeting and held a public hearing and approved the amendment at their October 10, 2023 meeting. The City Commission held a public hearing and approved the amendment at their October 2, 2023 meeting.
- At their September 13, 2023 meeting, the Planning Commission held a public hearing for a proposed text amendment to the Garfield Township Zoning Ordinance. The proposed amendment is intended to adjust the dimensional requirements in the R-2 and R-3 zoning districts. Currently, the lot area requirements in these districts allow for denser development but the dimensional requirements in the two districts often limit the ability for such development to be built. The Township Board will introduce this proposed text amendment at the October 10, 2023 meeting and will hold a public hearing at the November 14, 2023 meeting.
- Staff attended the first Technical Committee meeting of the newly formed TTCI Metropolitan Planning Organization (MPO) on October 19, 2023. The MPO is a federally mandated and federally funded transportation policy-making organization for transportation planning in the Traverse City – Garfield Urban Area. The Planning Director is a voting member, and the Deputy Planning Director is an alternate. The Technical Committee provides recommendations to the MPO Board on transportation plans and projects.

**STAFF:**

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## **Charter Township of Garfield**

### **Parks Report**

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

Irrigation winterized.

Last mow of the growing season.

Tennis nets are down.

Replaced keyless door handle at storage room.

New kiosk poster of park and trails ordered.

#### **Commons**

4Front volunteer group cleaned up the Commons on Indigenous Day.

Few down trees removed off trails.

Walked through with DNR official as part of grant application process.

## **River East**

Final mow of dog parks last week.

Irrigation is winterized.

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

Met with Jennifer Graham & Planning Dept. for future phases of development.

## **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.

## **Miller Creek**

Removed down trees along boardwalk.

Drain Commissioner investigating existing drain structure that runs along Cass Road, through a township easement on park property, that may be causing nearby issues for the drain commission.



## **Kid's Creek**

Will be repairing some guard rail that has broken due to age.

## **Buffalo Ridge Trail**

Tree bags removed for the winter from an earlier planting.

Met with TART ref. on-going autumn olive removal.

Removed dead deer that fatally injured itself by either hitting the fence head on or misjudged the landing while jumping the fence causing a head injury.

## **Additional Information**

Snow removal contracts secured for parks. Contracts will go out to bid next winter.

Submitted November 6, 2023

Derek Morton

Sean Kehoe

# Clerk's Report

For October 31,2023

Submitted 11/7/2023

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 October in the General Fund, you will find that we had a total of \$472,221.08 Revenues and \$135,296.54 Expenditures. For the year we have a total of \$4,508,690.86 Revenues and 2,478,022.51 Expenditures.

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

Lanie McManus

Township Clerk

PERIOD ENDING 10/31/2023

2023

2023	2023
ORIGINAL BUDGET	AMENDED BUDGET

ACTIVITY FOR

MONTH
10/31/2023

YTD BALANCE
10/31/2023

AVAILABLE BALANCE
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GL NUMBER DESCRIPTION

## Fund 101 - GENERAL OPERATING FUND

## Revenues

## Dept 000

101-000-402.000	CURRENT REAL PROPERTY TAXES	2,294,418.00	2,294,418.00	1,966,468.74	66.28	327,949.26
101-000-412.000	DEL PERSONAL PROP TAXES	500.00	500.00	5,739.07	143.33	(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	7,648.50	766.50	1,351.50
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	304,001.00	56,283.00	(104,001.00)
101-000-476.001	PLANNING FEES	10,000.00	10,000.00	18,180.00	700.00	(8,180.00)
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	20.00	(5,750.00)
101-000-476.005	ZONING FEES	15,000.00	15,000.00	19,920.00	1,000.00	(4,920.00)
101-000-574.000	STATE SHARED REVENUE	2,011,454.00	2,011,454.00	1,733,307.00	392,343.00	278,147.00
101-000-574.001	STATE SHARED REV. - LIQUOR LA	18,500.00	18,500.00	21,838.85	0.00	(3,338.85)
101-000-574.002	EVIP DISTRIBUTION	62,144.00	62,144.00	52,306.00	10,875.00	9,838.00
101-000-665.000	EARNED INTEREST	40,000.00	40,000.00	122,020.35	1,094.19	(82,020.35)
101-000-668.002	RENTS & ROYALTIES CABLE VIS	250,000.00	250,000.00	193,465.67	0.00	56,534.33
101-000-668.003	RENTS & ROYALTIES CABLE EQUIP	22,000.00	22,000.00	18,572.70	0.00	3,427.30
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	345.66	(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	8,584.12	(7,959.58)

Total Dept 000

4,960,366.00	4,960,366.00	4,508,690.86	472,221.08	451,675.14
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TOTAL REVENUES

4,960,366.00	4,960,366.00	4,508,690.86	472,221.08	451,675.14
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## Fund 101 - GENERAL OPERATING FUND:

TOTAL REVENUES

4,960,366.00	4,960,366.00	4,508,690.86	472,221.08	451,675.14
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2023

GL NUMBER	DESCRIPTION	ORIGINAL BUDGET	2023 AMENDED BUDGET	YTD BALANCE 10/31/2023	MONTH 10/31/23	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	9,200.00	1,150.00	4,550.00	66.91
101-101-701.101	WAGES - FILE CLERK	44,925.89	44,925.89	36,288.00	3,456.00	8,637.89	80.77
101-101-701.102	WAGES - TRUSTEE	13,750.00	13,750.00	8,975.00	950.00	4,775.00	65.27
101-101-701.103	WAGES - TRUSTEE	13,750.00	13,750.00	9,825.00	1,025.00	3,925.00	71.45
101-101-701.104	WAGES - TRUSTEE	13,750.00	13,750.00	8,225.00	775.00	5,525.00	59.82
101-101-701.105	WAGES - OFFICE COORDINATOR	41,835.49	41,835.49	33,784.86	3,217.60	8,050.63	80.76
101-101-726.000	SUPPLIES	6,000.00	6,000.00	6,462.83	611.34	(462.83)	107.71
101-101-726.001	POSTAGE	10,000.00	10,000.00	7,554.29	424.41	2,445.71	75.54
101-101-726.002	SUPPLIES - COPIER MAINTENANCE	7,500.00	7,500.00	4,181.00	385.82	3,319.00	55.75
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	5,193.14	1,105.00	2,306.86	69.24
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	2,613.24	0.00	886.76	74.66
101-101-901.000	ADVERTISING	7,500.00	7,500.00	4,101.75	365.45	3,398.25	54.69
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	230.00	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	175,171.74	13,695.62	73,089.64	70.56
Dept 171 - TOWNSHIP SUPERVISOR							
101-171-701.201	WAGES - SUPERVISOR	90,610.39	90,610.39	73,185.42	6,970.04	17,424.97	80.77
101-171-701.202	WAGES - APPRAISER II	47,716.86	47,716.86	38,539.20	3,670.40	9,177.66	80.77
101-171-701.203	WAGES - GIS	5,000.00	5,000.00	13,920.00	1,290.00	(8,920.00)	278.40
101-171-701.204	WAGES - APPRAISER III	63,103.21	63,103.21	51,055.29	4,862.40	12,047.92	80.91
101-171-701.205	WAGES - ASSESSOR	111,875.11	111,875.11	90,360.69	8,605.78	21,514.42	80.77
101-171-726.000	SUPPLIES	2,000.00	2,000.00	164.61	54.38	1,835.39	8.23
101-171-726.001	POSTAGE	3,500.00	3,500.00	3,818.90	0.00	(318.90)	109.11
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	276.73	0.00	723.27	27.67
101-171-900.000	PRINTING & PUBLISHING	3,000.00	3,000.00	2,789.75	0.00	210.25	92.99
101-171-901.000	ADVERTISING	500.00	500.00	49.31	0.00	450.69	9.86
101-171-960.000	EDUCATION & TRAINING	7,750.00	7,750.00	4,616.61	611.05	3,133.39	59.57
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	4,203.33	240.00	(203.33)	105.08

EXPENDITURE REPORT FOR GARFIELD TOWNSHIP  
PERIOD ENDING 10/31/2023

GL NUMBER	DESCRIPTION	2023		YTD BALANCE 10/31/2023	ACTIVITY FOR MONTH 10/31/23	AVAILABLE BALANCE	% BDGT USED
		ORIGINAL BUDGET	2023 AMENDED BUDGET				
Fund 101 - GENERAL OPERATING FUND							
Expenditures							
Total Dept 215 - TOWNSHIP CLERK		164,631.90	164,631.90	129,113.41	11,945.01	35,518.49	78.43
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	73,185.42	6,970.04	17,425.27	80.77
101-253-701.501	WAGES - ASSISTANT	5,000.00	5,000.00	0.00	0.00	5,000.00	0.00
101-253-701.502	WAGES - DEPUTY TREASURER	58,521.51	58,521.51	47,267.43	4,501.66	11,254.08	80.77
101-253-726.000	SUPPLIES	2,500.00	2,500.00	756.47	409.93	1,743.53	30.26
101-253-726.001	POSTAGE	6,000.00	6,000.00	4,425.68	0.00	1,574.32	73.76
101-253-801.000	LEGAL SERVICES	3,000.00	3,000.00	1,784.74	169.16	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	3,524.83	644.50	975.17	78.33
101-253-965.000	DUES & PUBLICATIONS	500.00	500.00	397.00	397.00	103.00	79.40
Total Dept 253 - TOWNSHIP TREASURER		174,232.20	174,232.20	132,980.89	13,092.29	41,251.31	76.32
Dept 262 - ELECTIONS							
101-262-701.000	WAGES	40,000.00	40,000.00	3,239.25	131.25	36,760.75	8.10
101-262-726.000	SUPPLIES	10,000.00	10,000.00	1,668.16	0.00	8,331.84	16.68
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	12,130.41	131.25	47,369.59	20.39
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	1,747.19	280.25	2,252.81	43.68
101-265-850.000	TELEPHONE	18,000.00	18,000.00	11,001.60	1,175.97	6,998.40	61.12
101-265-920.601	HEATING / GAS	12,000.00	12,000.00	9,097.12	381.87	2,902.88	75.81
101-265-920.602	WATER / SEWER	6,000.00	6,000.00	2,558.94	362.54	3,441.06	42.65
101-265-920.603	LIGHTS BUILDING	14,000.00	14,000.00	8,972.99	1,114.51	5,027.01	64.09
101-265-935.601	SNOW PLOWING	10,000.00	10,000.00	5,350.00	0.00	4,650.00	53.50

GL NUMBER	DESCRIPTION	2023		YTD BALANCE 10/31/2023	ACTIVITY FOR MONTH 10/31/23	AVAILABLE BALANCE	% BDGT USED
		ORIGINAL BUDGET	AMENDED BUDGET				
Fund 101 - GENERAL OPERATING FUND							
Expenditures							
101-265-935.602	LAWN MAINTENANCE	10,000.00	10,000.00	6,427.82	922.00	3,572.18	64.28
101-265-935.603	CLEANING SERVICE	28,000.00	28,000.00	12,150.00	1,350.00	15,850.00	43.39
101-265-935.604	RUBBISH REMOVAL	1,200.00	1,200.00	1,228.00	122.80	(28.00)	102.33
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	8,984.44	325.00	11,015.56	44.92
Total Dept 265 - TOWNSHIP HALL		133,300.00	133,300.00	67,518.10	6,034.94	65,781.90	50.65
Dept 301 - POLICE SERVICES							
101-301-830.000	POLICE CONTRACT	1,600,000.00	1,600,000.00	1,094,503.17	0.00	505,496.83	68.41
Total Dept 301 - POLICE SERVICES		1,600,000.00	1,600,000.00	1,094,503.17	0.00	505,496.83	68.41
Dept 321 - TOWNSHIP VEHICLES							
101-321-862.000	GAS & CAR WASHES	3,000.00	3,000.00	2,103.69	270.44	896.31	70.12
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	2,355.00	270.44	2,645.00	47.10
Dept 371 - TOWNSHIP BUILDING INSPECTOR							
101-371-701.702	WAGES BUILDING ASSISTANT	18,926.50	18,926.50	15,603.82	1,486.09	3,322.68	82.44
101-371-701.703	WAGES - BUILDING OFFICIAL	93,634.42	93,634.42	75,627.72	7,202.64	18,006.70	80.77
101-371-701.704	WAGES - BUILDING INSPECTOR	27,552.50	27,552.50	17,745.99	1,923.87	9,806.51	64.41
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	827.64	0.00	172.36	82.76
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
Total Dept 371 - TOWNSHIP BUILDING INSPECTOR		155,113.42	155,113.42	110,340.17	10,612.60	44,773.25	71.14
Dept 448 - STREET LIGHTS - TOWNSHIP							
101-448-920.005	STREET LIGHTS TOWNSHIP	96,000.00	96,000.00	46,316.81	4,934.31	49,683.19	48.25
Total Dept 448 - STREET LIGHTS - TOWNSHIP		96,000.00	96,000.00	46,316.81	4,934.31	49,683.19	48.25
Dept 701 - TOWNSHIP PLANNER							
101-701-701.900	WAGES - DIRECTOR OF PLANNING	88,575.82	88,575.82	71,541.96	6,813.52	17,033.86	80.77
101-701-701.901	WAGES - DEPUTY PLANNER	63,203.23	63,203.23	50,889.65	4,861.78	12,313.58	80.52
101-701-701.902	WAGES -PLANNER ASSISTANT	14,684.23	14,684.23	11,702.89	1,114.56	2,981.34	79.70
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	26.98	26.98	4,973.02	0.54
101-701-965.000	DUES & PUBLICATIONS	1,000.00	1,000.00	609.00	0.00	391.00	60.90

PERIOD ENDING 10/31/2023

GL NUMBER	DESCRIPTION	2023		YTD BALANCE 10/31/2023	ACTIVITY FOR MONTH 10/31/23	AVAILABLE BALANCE	% BDOGT USED
		ORIGINAL BUDGET	2023 AMENDED BUDGET				
Fund 101 - GENERAL OPERATING FUND							
Expenditures							
Total Dept 701 - TOWNSHIP PLANNER		181,063.28	181,063.28	134,770.48	12,816.84	46,292.80	74.43
Dept 702 - ZONING ADMINISTRATOR							
101-702-701.601	WAGES - ZONING ADMINISTRATOR	63,203.23	63,203.23	51,048.69	4,861.78	12,154.54	80.77
101-702-701.602	WAGES - ZONING CODE ENFORCER	29,756.27	29,756.27	24,032.42	2,288.80	5,723.85	80.76
101-702-701.603	WAGES ZONING ASSISTANT	14,684.23	14,684.23	11,702.89	1,114.55	2,981.34	79.70
101-702-701.604	WAGES -ZONING CODE ENFORCER	23,635.87	23,635.87	19,093.21	1,818.41	4,542.66	80.78
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	106,532.01	10,083.54	33,547.59	76.05
Dept 704 - ZONING BOARD OF APPEALS							
101-704-701.001	WAGES - ZONING	1,200.00	1,200.00	375.00	125.00	825.00	31.25
101-704-701.002	WAGES - ZONING	1,200.00	1,200.00	375.00	125.00	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	125.00	700.00	41.67
101-704-701.005	WAGES - ZONING	1,200.00	1,200.00	250.00	125.00	950.00	20.83
101-704-801.000	LEGAL SERVICES	10,000.00	10,000.00	7,188.51	1,134.50	2,811.49	71.89
101-704-805.000	CONTRACTED AND OTHER SERVICES	1,000.00	1,000.00	130.25	55.00	869.75	13.03
101-704-901.000	ADVERTISING	2,000.00	2,000.00	482.05	189.50	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	9,550.81	1,879.00	10,449.19	47.75
Dept 707 - PLANNING COMMISSION							
101-707-701.800	WAGES - PLANNING	3,200.00	3,200.00	2,375.00	125.00	825.00	74.22
101-707-701.801	WAGES - PLANNING	3,200.00	3,200.00	2,625.00	250.00	575.00	82.03
101-707-701.802	WAGES - PLANNING	3,200.00	3,200.00	2,250.00	250.00	950.00	70.31
101-707-701.804	WAGES - PLANNING	3,200.00	3,200.00	1,875.00	125.00	1,325.00	58.59
101-707-701.805	WAGES - PLANNING	3,200.00	3,200.00	2,375.00	250.00	825.00	74.22
101-707-701.806	WAGES - PLANNING	3,200.00	3,200.00	2,250.00	250.00	950.00	70.31
101-707-701.808	WAGES - PLANNING	3,200.00	3,200.00	2,875.00	250.00	325.00	89.84
101-707-801.000	LEGAL SERVICES	25,000.00	25,000.00	2,462.50	0.00	22,537.50	9.85
101-707-805.000	CONTRACTED AND OTHER SERVICES	6,000.00	6,000.00	1,934.00	244.50	4,066.00	32.23
101-707-900.000	PRINTING & PUBLISHING	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00
101-707-901.000	ADVERTISING	2,000.00	2,000.00	977.90	0.00	1,022.10	48.90
101-707-960.000	EDUCATION & TRAINING	2,000.00	2,000.00	80.00	0.00	1,920.00	4.00
101-707-965.000	DUES & PUBLICATIONS	1,000.00	1,000.00	725.00	0.00	275.00	72.50
Total Dept 707 - PLANNING COMMISSION		59,400.00	59,400.00	22,804.40	1,744.50	36,595.60	38.39
Dept 720 - COMMUNITY PROMOTIONS							
101-720-880.003	COM. PROM. - ECONOMIC DEVELOPMENT	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00
101-720-880.004	COM. PROM. - TC-TALUS	3,000.00	3,000.00	3,000.00	0.00	0.00	100.00
101-720-880.007	COM. PROM. - COMMUNITY AWAREN	20,000.00	20,000.00	38,322.89	0.00	(18,322.89)	191.61
101-720-880.008	COM. PROM. - CONTRACTED SERVI	50.00	50.00	0.00	0.00	50.00	0.00
101-720-880.009	COM. PROM. - TREE CARE	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00



EXPENDITURE REPORT FOR GARFIELD TOWNSHIP

PERIOD ENDING 10/31/2023

GL NUMBER	DESCRIPTION	2023		YTD BALANCE 10/31/2023	ACTIVITY FOR MONTH 10/31/23	AVAILABLE BALANCE	% BDGT USED
		ORIGINAL BUDGET	AMENDED BUDGET				
Fund 101 - GENERAL OPERATING FUND							
Expenditures							
101-720-880.011	COM. PROM. - P.E.G.	100,000.00	100,000.00	85,234.98	21,002.03	14,765.02	85.23
Total Dept 720 - COMMUNITY PROMOTIONS		125,050.00	125,050.00	126,557.87	21,002.03	(1,507.87)	101.21
Dept 851 - EMPLOYEE BENEFITS & INSURANCES							
101-851-701.000	WAGES	9,100.00	9,100.00	7,501.20	750.12	1,598.80	82.43
101-851-701.027	UNEMPLOYMENT	4,000.00	4,000.00	0.00	0.00	4,000.00	0.00
Total Dept 851 - EMPLOYEE BENEFITS & INSURANCES		13,100.00	13,100.00	7,501.20	750.12	5,598.80	57.26
Dept 900 - CAPITAL OUTLAY							
101-900-970.001	CAPITAL OUTLAY - ELECTIONS	2,500.00	2,500.00	0.00	0.00	2,500.00	0.00
101-900-970.002	CAPITAL OUTLAY - TOWNSHIP HAL	100,000.00	100,000.00	0.00	0.00	100,000.00	0.00
101-900-970.003	CAPITAL OUTLAY - COMPUTER	15,000.00	15,000.00	0.00	0.00	15,000.00	0.00
101-900-970.004	CAPITAL OUTLAY - VEHICLES	30,000.00	30,000.00	0.00	0.00	30,000.00	0.00
Total Dept 900 - CAPITAL OUTLAY		147,500.00	147,500.00	0.00	0.00	147,500.00	0.00
TOTAL EXPENDITURES		3,705,987.35	3,705,987.35	2,478,022.51	135,296.54	1,227,964.84	66.87
Fund 101 - GENERAL OPERATING FUND:							
TOTAL EXPENDITURES		3,705,987.35	3,705,987.35	2,478,022.51	135,296.54	1,227,964.84	66.87

## EXPENDITURE REPORT FOR GARFIELD TOWNSHIP

PERIOD ENDING 10/31/2023

2023

ACTIVITY FOR

GL NUMBER	DESCRIPTION	2023 ORIGINAL BUDGET	2023 AMENDED BUDGET	YTD BALANCE 10/31/2023	MONTH 10/31/23	AVAILABLE BALANCE	% BDGT USED
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## Fund 208 - PARK/RECREATION FUND

## Expenditures

Dept 000							
208-000-701.905	WAGES - REC BOARD	5,200.00	5,200.00	4,500.00	0.00	700.00	86.54
208-000-701.906	Parks Steward	29,765.27	29,765.27	24,032.42	2,288.80	5,732.85	80.74
208-000-701.907	Park Steward 2	23,635.87	23,635.87	19,093.21	1,818.41	4,542.66	80.78
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	63,144.24	17,436.49	7,935.76	88.84
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	10,397.84	3,507.71	14,602.16	41.59
208-000-970.000	CAPITAL OUTLAY	474,000.00	474,000.00	222,767.17	2,205.00	251,232.83	47.00
Total Dept 000		638,353.91	638,353.91	343,934.88	27,256.41	294,419.03	53.88

## Dept 851 - EMPLOYEE BENEFITS &amp; INSURANCES

## 208-851-711.010 SOCIAL SECURITY - EMPLOYER

## Total Dept 851 - EMPLOYEE BENEFITS &amp; INSURANCES

## TOTAL EXPENDITURES

		5,150.00	5,150.00	3,589.33	308.99	1,560.67	69.70
		643,503.91	643,503.91	347,524.21	27,565.40	295,979.70	54.00

## Fund 208 - PARK/RECREATION FUND:

## TOTAL EXPENDITURES

		643,503.91	643,503.91	347,524.21	27,565.40	295,979.70	54.00
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# Change Order **7.a.**

## No. 001

Date of Issuance: October 16, 2023

Effective Date: October 16, 2023

Project: Garfield Township Commons Natural Area  
Wetland Delineation & Report

Owner: Garfield Township

Owner's Contract No.: \_\_\_\_\_

Contract: Garfield Township Commons Natural Area Wetland Delineation & Report

Date of Contract: July 25, 2023

Consultant: Environmental Consulting and Technology, Inc. (ECT)

Engineer's Project No.: 230547

### The Contract Documents are modified as follows upon execution of this Change Order:

#### Description:

- Increase project budget to include additional staff time to complete unanticipated Scope of Work needing for mapping and analysis complexities at the site.

#### Attachments: (List documents supporting change):

- ECT – Garfield Township Executed Contract
- ECT Wetland Delineation Report

#### CHANGE IN CONTRACT PRICE:

Original Contract Price:

\$8,305

[Increase] from previously approved Change Orders  
No. \_\_\_\_\_ to No. \_\_\_\_\_:

\$ \_\_\_\_\_

Contract Price prior to this Change Order:

\$8,305

[Increase] [~~Decrease~~] of this Change Order:

\$1,226.50

Contract Price incorporating this Change Order:

\$9,531.50

#### CHANGE IN CONTRACT TIMES:

Original Contract Times: ☐ Working days ☐ Calendar days

Substantial completion (days or date): \_\_\_\_\_

Ready for final payment (days or date): \_\_\_\_\_

[Increase] from previously approved Change Orders  
No. \_\_\_\_\_ to No. \_\_\_\_\_:

Substantial completion (days): \_\_\_\_\_

Ready for final payment (days): \_\_\_\_\_

Contract Times prior to this Change Order:

Substantial completion (days or date): \_\_\_\_\_

Ready for final payment (days or date): \_\_\_\_\_

[Increase] of this Change Order:

Substantial completion (days or date): \_\_\_\_\_

Ready for final payment (days or date): \_\_\_\_\_

Contract Times with all approved Change Orders:

Substantial completion (days or date): \_\_\_\_\_

Ready for final payment (days or date): \_\_\_\_\_

SIGNED BY:

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

Environmental Consulting & Technology, Inc.

Date: \_\_\_\_\_

ACCEPTED:

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

Charter Township of Garfield

Date: \_\_\_\_\_

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

Date: \_\_\_\_\_


**Environmental Consulting & Technology, Inc.**

7027 SW 24th Avenue | Gainesville, FL 32607

352.332.0444

**GARFIELD, CHARTER TOWSHIP OF**  
**3848 VETERANS DRIVE**  
**TRAVERSE CITY, MI 49684**

**Invoice # : DRAFT FINAL FOR REVIEW**
**Invoice Date :**
**Project : 230547**
**Project Name : GARFIELD-GT COMMONS NATURAL ARI**
**Fed ID : 59-2921038**
**Terms : Net 30**
**Attention: JOHN SYCH**
**Client Ref :**
**For Professional Services Rendered through: 9/29/2023**

EMAIL INVOICES TO: jsych@garfield-twp.com

Phase	Current Amt Due	Cumulative Revised Budget Request	Original Budget
<b>Phase : 0100 -- WETLAND DELINEATION &amp; STREAM ASSESS</b>			
Labor	6,113.75	9,335.00	
Expenses	196.50	196.50	
<b>Total Phase : 0100 -- WETLAND DELINEATION &amp; STREAM ASSESS</b>	<b>6,310.25</b>	<b>9,531.50</b>	<b>8,305.00</b>

Current Amt Due : 6,310.25  
 Prior Billings: 3,221.25  
 Revised Total Cost: 9,531.50

<b>Amount Requested Due This Invoice **</b>	<b>6,310.25</b>
Original Budget Available **	5,083.75
<b>Additional Budget Amount Requested **</b>	<b>1,226.50</b>

Project Manager : TONYA M. LEWANDOWSKI

Environmental Consulting &amp; Technology, Inc.

Billings : 001407



# Labor & Expense Detail

## GARFIELD, CHARTER TOWSHIP OF

Project : 230547 -- GARFIELD-GT COMMONS NATURAL AREA

Invoice # :

Phase : 0100 -- WETLAND DELINEATION & STREAM ASSESS

Labor				
Activity / Class / Employee Name	Date	Hours	Rate	Amount
GENERAL				
SR. PROJECT MANAGER				
BRIAN J. HUEBNER	09/05/2023	0.25	225.00	56.25
	09/07/2023	8.00	225.00	1,800.00
	09/08/2023	2.50	225.00	562.50
BRIAN J. HUEBNER	09/11/2023	0.25	225.00	56.25
BRIAN J. HUEBNER	09/20/2023	1.00	225.00	225.00
	09/21/2023	4.00	225.00	900.00
BRIAN J. HUEBNER	09/26/2023	2.50	225.00	562.50
	09/28/2023	0.25	225.00	56.25
KEITH D. TOLLENAERE	09/26/2023	0.50	225.00	112.50
PLANNER/LANDSCAPE ARCHITECT				
MICHELLE L. POST	09/07/2023	8.50	170.00	1,445.00
GIS/CAD ANALYST				
JOSH M. SPENCE	09/21/2023	2.50	135.00	337.50
Labor				6,113.75

Unit Pricing Expenses					
Vendor / Employee Name	Doc Nbr	Doc Date	Units	Rate	Amount
<b>TRAVEL MILEAGE - DIRECT</b>					
<b>MILEAGE - EXPENSE REPORT</b>					
BRIAN J. HUEBNER	ER00004820	09/07/2023	300.00	0.66	196.50
pers vehicle - Saginaw - site (Traverse City) - Saginaw					
<b>Unit Pricing</b>				<b>196.50</b>	

<b>Total Phase : 0100 -- WETLAND DELINEATION &amp; STREAM ASSESS</b>	<b>Labor :</b>	<b>6,113.75</b>
	<b>Expense :</b>	<b>196.50</b>

June 30, 2023

John Sych, AICP  
Planning Director  
Charter Township of Garfield  
3848 Veterans Drive  
Traverse City, MI 49684

Re: Proposal for Wetland Delineation Services, Grand Traverse Commons Natural Area

Dear Mr. Sych:

Environmental Consulting & Technology, Inc. (ECT) is pleased to provide this proposal to the Charter Township of Garfield (Client) for wetland delineation services at the Grand Traverse Commons Natural Area (Project Site) in Garfield Township, Grand Traverse County, Michigan.

#### **PROJECT UNDERSTANDING**

It is our understanding that the Client is seeking to conduct a wetland delineation for its proposed Accessible Trail project at the Project Site to better understand potential impacts. The newly proposed 10' wide trail alignment circumnavigates a known wetland area and will cross stream/creek areas in up to 4 locations within the Project Site. The area of interest consists of approximately 60-acres of forested and wetland areas on varying topography.

ECT will gather background information, conduct the on-site field review and analysis, and generate a Wetland Delineation and Stream Assessment Report with findings for use in future/potential permitting discussion with the Michigan Department of Environment, Great Lakes, and Energy (EGLE).

For the purposes of this proposal, ECT anticipates the following tasks will be required:

1. Wetland Delineation and Stream Assessment
2. Wetland Delineation and Stream Assessment Report

ECT comes highly qualified to perform this work based on familiarity with the Project Site from previous professional experience and personal use of the park. We are confident lessons learned and previous design discussions through preliminary trail design efforts will help increase efficiencies moving forward. In addition, our team of wetland delineation specialists have performed similar services in scope and scale to this project around Michigan.

#### **SCOPE OF WORK**

The following scope of work describes ECT's responsibilities under this contract.

##### **Task 1 - Wetland Delineation and Stream Assessment**

ECT will conduct a wetland delineation specific to the Project Site to map and identify features subject to EGLE and U.S. Army Corps of Engineers (USACE) jurisdiction. The wetland delineation

will include stream crossing impact assessment will follow the *1987 U.S. Army Corps of Engineers (USACE) Wetland Delineation Manual* regional supplement and the statutory criteria of Part 301, Inland Lakes and Streams, Part 303, Wetlands Protection, and Part 31, Water Resources Protection, of the Natural Resources and Environmental Protection Act, 1994, PA 451, as amended. This methodology calls for a review of vegetation, hydrology, and soils present within wetlands.

## **Task 2 - Wetland Delineation and Stream Assessment Report**

ECT will prepare a *Wetland Delineation and Stream Assessment Report*. This report will summarize findings from the field delineation and assessment, regulatory opinion and potential permitting conclusions for water resources identified. ECT will provide the Client with a draft report and upon review and approval, a final copy will be provided within one week. This report will also include tables and figures that can be used for the EGLE/USACE Joint Permit Application (JPA).

## **PROJECT ASSUMPTIONS, SCHEDULE & BUDGET**

This scope of work will be conducted on a time and materials not-to-exceed (NTE) basis. The cost estimate for this proposal is presented in Table 1, and is based on the following assumptions:

### **Project Assumptions**

- This proposal is valid for a period of 60 days from the date of this proposal.
- All survey and related work necessary to mark the proposed Accessible Trail alignment prior to commencing work will be completed by the Client. If the Client prefers survey staking be included by ECT, we will provide additional cost to complete.
- Desktop and field efforts will be limited to the Project Site and appropriate buffer, provided to ECT. These areas can be seen in the Grand Traverse Commons Natural Area Accessible Trail – Site Plan provided with the RFB.
- Site access will be provided by Client prior to field work.
- Delineations will be conducted by two delineators, all of whom will be onsite for no more than two business days.
- Field dates are dependent on weather and may be affected by this, or other unforeseen circumstances.
- This proposal does not include EGLE permitting support services. This can be provided at any additional cost to the Client.
- ECT will provide a dedicated project manager and consistent team of professionals throughout the performance of the work.



**Table 1. Cost Estimate**

Phase	Task Description	Fee	Type
1.0	Wetland Delineation and Stream Assessment	\$5,095	T&M - NTE
2.0	Wetland Delineation and Stream Assessment Report	\$3,210	T&M - NTE
<b>TOTAL ESTIMATED FEES</b>		<b>\$8,305</b>	<b>EST</b>

T&M - NTE = Time and Materials - Not to Exceed

Should the use of a Subcontractor be necessary, expenses will include a 10% markup. All other project-related reimbursable expenses, including vehicle mileage, lodging, travel, travel time, computer time, outside data reports, postage, shipping, reproductions, etc. will be billed at cost.

#### **Project Schedule**

ECT is prepared to commence work once written authorization is provided by the Client via signature on Attachment A. ECT will organize a kickoff call upon project authorization and schedule Task 1 as expeditiously as possible within the 2023 field season.

ECT appreciates the opportunity to continue assisting Garfield Township with this very important Accessible Trail project. If there are any questions regarding this proposal, please contact me at 231.676.3024 or [tlewandowski@ectinc.com](mailto:tlewandowski@ectinc.com).

We look forward hearing back.

Sincerely,

**ENVIRONMENTAL CONSULTING & TECHNOLOGY, INC.**



Tonya Lewandowski, PE  
Senior Engineer  
Water Resources



Michelle Post, PLA  
Landscape Architect  
Water Resources



**General Terms and Conditions**  
For Proposals Submitted in Calendar Year 2023

1. **Services.** ECT agrees to perform for Client professional services ("Services") as described in an ECT Proposal. Because of the uncertainties inherent in the Services contemplated, time schedules are only estimated schedules and are subject to revision unless otherwise specifically described in the Proposal. As full consideration for the performance of Services, Client shall pay to ECT the compensation provided for in the Proposal.
2. **Required Disclosures.** Client shall provide ECT all information which is known or readily accessible to Client which may be reasonable and/or necessary for completion of the Services by ECT.
3. **Permit Assistance.** Client shall assist ECT in obtaining all necessary governmental permits and/or approvals required for the performance of the Services. ECT obligations hereunder are specifically subject to the issuance of all such permits and/or approvals.
4. **Site Access.** Client grants a right of entry to the Site to ECT, its employees, agents and subcontractors, to perform the Services. If Client does not own the Site, Client warrants that it has the permission of the owner of the Site to grant this right of entry to ECT. If, in order to perform the Services, ECT damages or alters a Site owned by a third party, Client agrees to pay the cost of restoring the Site to its condition prior to the performance of the Services, unless said damages are determined to be the result of ECT's gross negligence or willful misconduct.
5. **Standard of Performance.** The Services will be performed for the exclusive benefit of the Client and with the level of skill and care ordinarily exercised by the environmental consulting profession in the same locale acting under similar circumstances and conditions. EXCEPT AS SET FORTH HEREIN, ECT MAKES NO OTHER REPRESENTATION, GUARANTEE, OR WARRANTY, EXPRESS OR IMPLIED, IN FACT OR BY LAW, WHETHER OF MERCHANTABILITY, FITNESS FOR ANY PARTICULAR PURPOSE OR OTHERWISE, CONCERNING ANY OF THE SERVICES WHICH MAY BE FURNISHED BY ECT TO CLIENT.
6. **Limitations on the Scope of Services.** Client acknowledges that ECT has not had any role in generating, treating, storing or disposing of hazardous or toxic substances, pollutants and contaminants or other waste materials ("Waste Materials") which may be present at the Site. Any Waste Materials connected with the Services shall at no time become the property of ECT. Nothing herein shall require ECT to assume the status of a generator, or a storage, treatment or disposal facility as those terms are defined by any federal or state statute or regulation governing the generation, treatment or disposal of hazardous waste or solid waste. If Services include the transportation of Waste Materials from the Site, ECT may evaluate and recommend possible disposal sites for the Client's use. ECT cannot accept ownership, title or responsibility for the disposal of any Waste Materials. Client agrees that it shall evaluate and "select" the proper site for treatment or disposal of its Waste Materials and shall be solely responsible therefore. Arrangements made by ECT for treatment, storage, transport or disposal of any Waste Materials shall be construed as being made solely for the Client's benefit and Client shall indemnify and hold harmless ECT against all claims, damages, losses, liability and expenses, including attorney's fees, which arise therefrom.
7. **Geophysical Services.** ECT does not guarantee any specific results from sampling or analytical activity. Client is liable for loss and/or damage to the surface or subsurface due to subsurface sampling. ECT is not liable for damages to wells caused by subsurface trespass or from operation services. Client will repair or replace any equipment damaged or lost in a well unless caused by ECT's gross negligence or willful misconduct. Recovery of lost equipment will be under Client's control. Client may accept advice from ECT as to methods to recover the items lost without recourse to damages that may be caused by or to Client. ECT is not liable for the accuracy of copies of the original logs or for recommendations based on such copies. ECT will provide professional interpretation and recommendations if required in writing. ECT shall not be responsible for obtaining permits or permission to log a well on a Site owned by a third party.
8. **Force Majeure.** Neither party shall be responsible for damages or delays caused by Force Majeure or other events beyond its control and which could not have reasonably been anticipated or prevented. For purposes of the Proposal, Force Majeure includes, but is not limited to, acts of God (including floods, hurricanes, tornados and other adverse weather), war, riot, strikes, lockouts, and other industrial disturbances; epidemics, disease, unknown site conditions, accidents, sabotage, fire, loss of or failure to obtain permits; unavailability of labor, materials, fuels or services; actions or inactions of government or other authorities, law enforcement actions, curfews, closure of transportation systems or other unusual travel difficulties, or inability to provide a safe working environment for employees. Should Force Majeure occur, the parties shall mutually agree on the terms and conditions upon which the Services may be continued.
9. **Deliverables.** All deliverables, including, but not limited to, any and all reports, drawings, plans, designs and specifications prepared by ECT hereunder shall become Client's property upon final payment for ECT Services. ECT shall retain copies of all deliverables. Deliverables may not be used or reused by Client, its employees, agents or subcontractors on any extension of the project or on any other project without the prior written consent of ECT, which consent will not be unreasonably withheld.
10. **Method of Payment.** Unless otherwise stated in ECT's Proposal, payment shall be on a time and materials basis using the Professional Services Fee Schedule in effect

when the Services are performed. Monthly, ECT will invoice Client for all Services rendered during the previous month with payment due within thirty (30) days after date of invoice. Client shall notify ECT in writing of any disputed amount within fifteen (15) days after date of invoice; otherwise all invoice charges are agreed to be acceptable. Any overdue charges will draw interest at the lesser of one and one-half percent (1.5%) per month or the highest rate allowed by law, commencing thirty (30) days after date of invoice. ECT reserves the right to suspend services pending receipt of overdue charges. Should it be necessary for ECT to initiate collection procedures for unpaid charges, the cost of such procedures will be added to the amount due ECT from Client. Fixed price projects will be invoiced on a percent complete basis.

11. **Insurance.** During performance of the Services, ECT shall at all times maintain such insurance as is generally available at reasonable expense to businesses similarly situated and as will protect it from claims under workers' compensation laws, disability laws, or other similar employee benefit laws; from claims for damage because of bodily injury, occupational sickness or disease, or death of its employees, and claims insured by usual personal injury liability coverage; from claims for damages because of bodily injury, sickness or disease, or death of any person other than its employees including claims insured by usual personal injury liability coverage; and from claims for injury to or destruction of tangible property, any or all of which may result from any action of ECT or its employees in its performance of the Services.

12. **Termination.** The Services may be terminated by either party upon thirty (30) days written notice to the other party. Regardless of which party terminates or the cause therefore, Client shall, within thirty (30) days of termination, compensate ECT for costs incurred up to the time of termination, as well as those associated with termination and post-termination activities, such as demobilization, modifying schedules, reassigning personnel, decontaminating and/or disposing of equipment, and disposal and/or replacement of contaminated consumables. At any time after the total compensation payable to ECT exceeds \$25,000, ECT shall have the right to suspend further performance of the Services until Client and ECT have executed a comprehensive Agreement for the Services.

13. **Limitation of Liability.** Except for circumstances caused by the willful misconduct of ECT, all claims for damages asserted against ECT, its directors, officers, shareholders, employees and agents, including claims for damages asserted against ECT by Client, are limited to the greater of (i) \$25,000; or (ii) the total dollar value of the Proposal. ECT is not responsible for any special, incidental, indirect, or consequential damages (including loss of profits), incurred by Client as a result of ECT's actions or inactions. Any claim shall be deemed waived unless made by Client in writing and received by ECT within one (1) year after completion of the Services.

14. **Indemnification.** Client shall indemnify and hold harmless ECT, and its shareholders, directors, officers, employees and agents against all losses or claims, and costs incidental thereto (including costs of defense, settlement and reasonable attorney's fees) which any or all of them may incur, resulting from bodily injuries (or death) to any person, damage (including loss of use) to any property, or contamination of or adverse effects on the environment, arising out of or which are in any way connected with (i) any release or threatened release of Waste Materials, or any other activity relating to the Waste Materials, (ii) the negligent acts or omissions of Client, Client's employees, agents and subcontractors, or (iii) Client's breach of these terms.

15. **Compliance with Laws.** ECT and Client will each comply with all federal, state, and local laws, ordinances and regulations, including, but not limited to, building and zoning laws, environmental laws, land use laws, health and safety, minority business enterprise and disadvantaged business enterprise regulations.

16. **Equal Employment Opportunity.** ECT agrees to comply with the Equal Employment Opportunity and Affirmative Action Requirements of Executive Order 11246, Section 503 of the Rehabilitation Act of 1973, the Vietnam Era Veterans' Readjustment Act of 1974 and any other rules or regulations applicable to the Services.


17. **Precedence.** These terms shall take precedence over any inconsistent or contradictory provisions contained in any Client-issued purchase order, requisition, notice to proceed, or like document regarding the Services.

18. **Survival.** All obligations arising prior to the termination of the Services and all provisions of these terms allocating responsibility or liability between Client and ECT shall survive the completion of Services hereunder.

19. **Legal Fees.** In the event of legal or other necessary action to enforce the terms of the Proposal or these General Terms and Conditions, the prevailing party shall be entitled to recover all costs incurred, including court costs and a reasonable sum for attorney fees at trial and on appeal.

20. **Governing Laws.** These terms shall be governed by, construed and interpreted in accordance with the laws of the State of Florida, excluding any choice of law rules which may direct the application of the laws of any other jurisdiction.

Accepted by: Laurie McManus  
Printed Name: Laurie McManus  
Title: Client  
Date: 7-25-2023

 <b>Charter Township of Garfield</b> <b>Planning Department Report No. 2023-131</b>		
Prepared:	November 7, 2023	Pages: 8
Meeting:	November 14, 2023 Township Board	Attachments: <input checked="" type="checkbox"/>
Subject:	Durga R-3 Rezoning – Public Hearing / Findings of Fact / Resolution	
File No.:	Z-2023-02	
Parcel No.:	#05-022-023-00	
Applicant / Owner:	Gerda Durga	

**PURPOSE OF APPLICATION:**

The applicant has requested rezoning of their parcel (ID #05-022-023-00) at 2624 Hartman Road from the R-R Rural Residential district to the R-3 Multi-Family Residential district via the Zoning Map Amendment process, without restriction. The application has been reviewed at the following meetings:

- August 9, 2023 Planning Commission (PC) – Introduction / Set Public Hearing
- September 13, 2023 PC – Public Hearing / Direct Staff to prepare Findings of Fact
- October 11, 2023 PC – Findings of Fact / Recommend approval to Township Board
- October 24, 2023 Township Board (TB) – Introduction / Set Public Hearing

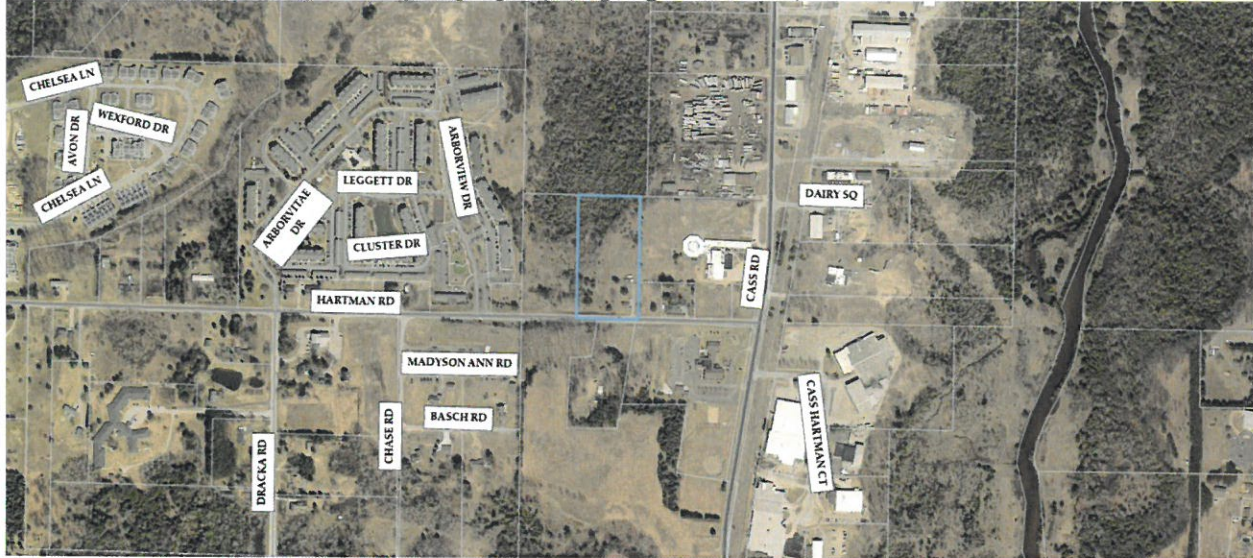
**SUBJECT PROPERTY:**

This parcel is located on the north side of Hartman Road near the intersection with Cass Road and is about 5 acres in total. The site contains a single-family home in the southeast corner of the parcel and has a single curb cut on Hartman Road.

*Google Street View image of subject property looking northwest off Hartman Road*





*Zoomed-out aerial view of the subject property (highlighted in blue)**Zoomed-in aerial view of the subject property (highlighted in blue)***MASTER PLAN CONSIDERATIONS:**

A key factor in considering rezoning requests is whether the request is consistent with the Master Plan. In this case, the Future Land Use Map shows the subject parcel as split between High Density Residential on most of the site with a portion in the northwest corner shown as Recreational. The category of High Density Residential “provides areas for medium- to high-density single- and two-family residential dwelling units mixed with a variety of multi-family residential dwelling types, including apartments where adequate public facilities and services exist with capacity to serve such development.” The “Recreational” designation “indicates areas suitable for active and passive recreation, and which are already owned by a municipality or other governmental entity. This classification is not intended to identify future properties which may be acquired as the parkland system grows, but rather to protect and preserve existing parks and sensitive natural areas.”

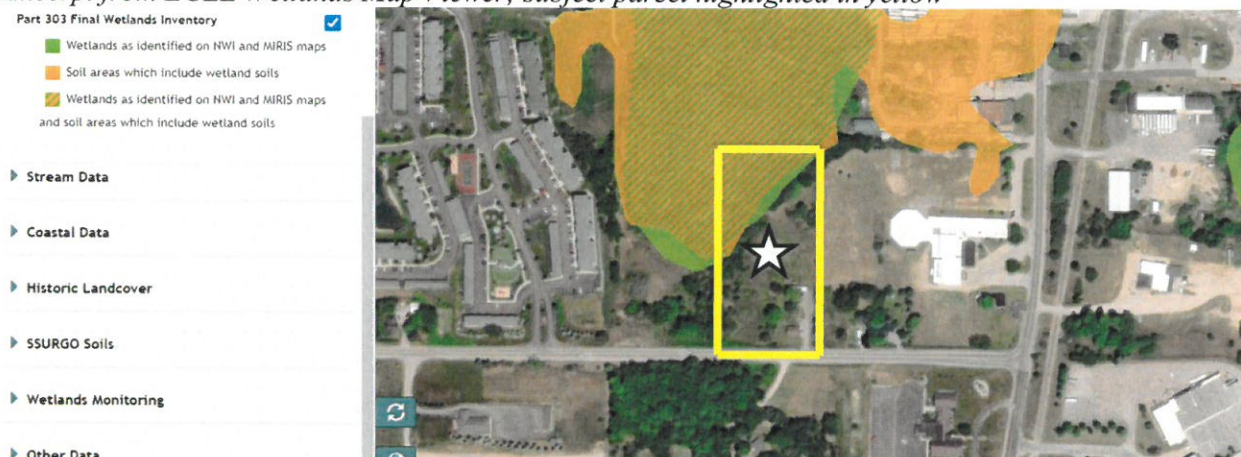


Surrounding Properties	Surrounding Future Land Use Designations
North	Recreational
East	Institutional
South	Agricultural / Institutional
West	High Density Residential / Recreational

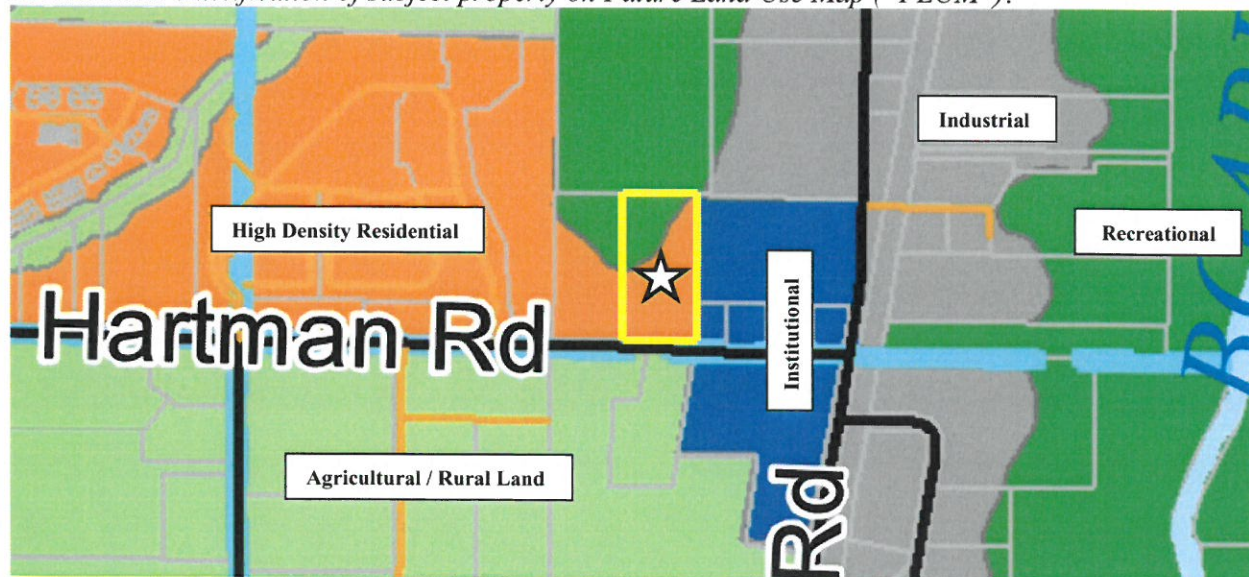
The most compatible zoning district for the “High Density Residential” future land use designation is the R-3 Multi-Family Residential district, with R-1 One-Family Residential and R-2 Two-Family Residential also being potentially compatible. The proposed R-3 zoning matches the future land use designation for the front portion of the parcel.

The most compatible zoning district for the “Recreational” future land use designation is the P-R Park and Recreation district. The proposed R-3 zoning does not match the future land use for the back portion of the parcel. The future land use designation of Recreational may be based on wetland data as shown on the map below, which identify wetlands and wetland soils in the back portion of the property:

*Excerpt from EGLE Wetlands Map Viewer; subject parcel highlighted in yellow*



*Location and classification of subject property on Future Land Use Map (“FLUM”):*





An excerpt from the Zoning Plan for the R-3 zoning designation is provided below.

*Excerpt from Zoning Plan matching proposed R-3 zoning for the subject property:*

<b>Master Plan Designation</b>	High-Density Residential (6-10 U/A)
<b>[Requested] Zoning</b>	R-3 Multi-Family Residential
<b>Zoning Ordinance District Intent</b>	The R-3 (Multi-Family Residential) districts provide areas for medium- to high-density single and two-family residential dwelling units mixed with a variety of multi-family residential dwelling types, including apartments where adequate public facilities and services exist with capacity to serve such development. The districts are composed mainly of areas containing an existing mix of these dwelling types as well as areas within which such development appears likely and desirable. They are intended to encourage more intensive development in and near the core areas of the Township. The R-3 districts are designed to encourage a suitable neighborhood environment for family life by including among the permitted uses such facilities as schools, places of worship and parks that will promote a sense of community, urban vitality and the efficient provision of infrastructure. R-3 district regulations are designed to allow for market and design flexibility while preserving the neighborhood character and permitting applicants to cluster development in order to preserve environmentally sensitive and natural land areas.
<b>Potentially Compatible District</b>	R-2 (Two-Family Residential) / R-1 (One-Family Residential)
<b>Considerations for Downzoning (Less Density)</b>	Allowing a downzoning in designated redevelopment areas may be detrimental to the overall redevelopment plan. In some cases, however, when platted subdivisions are in play, a downzoning may accelerate the redevelopment process. Areas designated as R-3 are typically located close to the City core and amenities. The R-3 district is consistent with the High Density Residential Zoning classification; however, where platted subdivisions are prevalent, an R-1 or R-2 designation may be more appropriate and compatible.
<b>Considerations for Upzoning (More Density)</b>	The R-3 district allows the greatest density possible.

### **ZONING FOR SUBJECT SITE AND SURROUNDING SITES:**

The zoning for the existing property is R-R Rural Residential, shown below in medium green. Zoning for surrounding sites is as follows:

*Zoning classifications for subject site and surrounding sites:*





Surrounding Properties	Surrounding Zoning
North	R-R – Rural Residential
East	R-R – Rural Residential
South	A – Agricultural
West	R-R – Rural Residential

**USES OF SUBJECT SITE AND SURROUNDING SITES:**

The subject site is currently used for single-family residential. Uses of surrounding sites are as follows:

Surrounding Properties	Surrounding Uses
North	Miller Creek Nature Reserve (Township parkland)
East	TCAPS Sabin Data Center Vacant parcel owned by Grand Traverse County Road Commission
South	Existing single-family home Vacant parcel
West	Vacant parcel owned by Grand Traverse County Road Commission

**FINDINGS OF FACT:**

The Planning Commission adopted the following Findings of Fact at their October 11, 2023 meeting:

**Section 421.E Approval Criteria of Zoning Map Amendment**

In its review of an application for rezoning, the Township should consider, but is not necessarily limited to, the criteria as defined in § 421.E (1) Master Plan Consistency through § 421.E (8) Other Factors. No single factor is controlling; instead, each must be weighed in relation to the other standards.

The applicant shall have the burden of justifying the amendment, including identifying specific reasons warranting the amendment, and providing any supporting data and information to address the following:

**1. Master Plan Consistency**

*Rezoning should be consistent with the intent and purpose of the adopted master plan.*

The Planning Commission may consider this standard to be **MET** based on the following reasons:

- According to the Master Plan, the Future Land Use designation on most of the site is High Density Residential, with the northwest corner having a designation of Recreational.
- The proposed zoning of R-3 Multi-Family Residential is compatible with the Future Land Use designation of High Density Residential on most of the parcel.
- The R-3 zoning is not compatible with the Future Land Use designation of Recreational, but the corner of the parcel with this designation appears to contain wetlands and wetland soils and is not anticipated to be buildable regardless of its zoning classification.
- As part of the Implementation section, the Master Plan includes a goal for Housing which states: “Continue to use the Township’s Zoning Ordinance to encourage a wide variety of housing types and densities, as well as the mixing of residential uses with commercial and light-industrial uses where compatible.” The Commercial and light-industrial uses are not compatible in this area; however, the north side of Hartman Road has several high-density residential sites to the west including Arbors of Traverse City PUD and Chelsea Park PUD.

**2. Adverse Impacts on Neighboring Lands**

*The Township shall consider the nature and degree of an adverse impact upon neighboring lands. Lots shall not be rezoned in a way that is substantially inconsistent with the uses of the surrounding area, whether more or less restrictive. The Township finds and determines that vast acreages of single-use zoning produces uniformity with adverse consequences, such as traffic congestion, air pollution, and social separation. Accordingly, rezoning may promote mixed uses subject to a high degree of design control.*

The Planning Commission may consider this standard to be **MET** based on the following reasons:

- The proposed zoning of R-3 Multi-Family Residential is compatible with the Future Land Use designation of High Density Residential on most of the parcel.
- The R-3 zoning is compatible with surrounding land uses. Most properties to the west on the north side of Hartman Road also have a Future Land Use designation of High Density Residential; sites to the east have a designation of Institutional.
- No adverse impacts on neighboring lands are anticipated as part of this rezoning request.

**3. Suitability as Presently Zoned**

*The Township shall consider the suitability or unsuitability of the tract for its use as presently zoned. This factor, like the others, must often be weighed in relation to the other standards, and instances can exist in which suitably zoned lands may be rezoned upon proof of a real public need, substantially changed conditions in the neighborhood, or to effectuate important goals, objectives, policies, and strategies of the master plan, specification, or this ordinance.*

The Planning Commission may consider this standard to be **MET** based on the following reasons:

- The subject parcel is currently zoned as R-R Rural Residential. Most of the north side of Hartman Road, including the Arbors of Traverse City PUD and Chelsea Park PUD, has a Future Land Use designation of High Density Residential.
- The proposed zoning of R-3 Multi-Family Residential is compatible with the Future Land Use designation of High Density Residential on most of the parcel.

**4. Changed Conditions**

*The Township shall consider whether any conditions have changed, since the zoning ordinance was adopted, that might justify the amendment.*

The Planning Commission may consider this standard to be **MET** based on the following reasons:

- No changes in conditions are known which would prevent consideration of this rezoning.

**5. Health, Safety, and Welfare**

*The ordinance amendment must bear a substantial relationship to the public health, safety, or general welfare, or must protect and preserve historical and cultural places and areas. The rezoning ordinance may be justified, however, if a substantial public need or purpose exists.*

The Planning Commission may consider this standard to be **MET** based on the following reasons:

- The back portion of the parcel in the northwest corner has a Future Land Use designation of Recreational and appears to be a wetland area. Any future development on this parcel

must comply with the wetland regulations of Section 534 of the Zoning Ordinance, which are intended to protect the water quality and environmental health of the Township.

- There does not appear to be any nearby historical or cultural places or areas.

**6. Public Policy**

*Certain public policies in favor of the rezoning may be considered. Examples include a need for affordable housing, economic development, mixed-use development, or sustainable environmental features, which are consistent with neighborhood, area, or specific plans.*

The Planning Commission may consider this standard to be **MET** based on the following reasons:

- The proposed zoning of R-3 Multi-Family Residential is compatible with the Future Land Use designation of High Density Residential on most of the parcel.
- As part of the Implementation section, the Master Plan includes a goal for Housing which states: “Continue to use the Township’s Zoning Ordinance to encourage a wide variety of housing types and densities, as well as the mixing of residential uses with commercial and light-industrial uses where compatible.”

**7. Size of Tract**

*The Township shall consider the size, shape, and characteristics of the tract in relation to the affected neighboring lands. Ordinance amendments shall generally not rezone a single lot when there have been no intervening changes or other saving characteristics. Proof that a small tract is unsuitable for use as zoned, or that there have been substantial changes in the immediate area, may justify an ordinance amendment.*

The Planning Commission may consider this standard to be **MET** based on the following reasons:

- The parcel size is about 5 acres.
- Although the application is to rezone a single parcel, the proposed R-3 zoning is compatible with the Future Land Use designation of High Density Residential on most of the parcel.
- Most of the north side of Hartman Road, including the Arbors of Traverse City PUD and Chelsea Park PUD, has a Future Land Use designation of High Density Residential.
- No issues relating to the size of the tract are anticipated as part of this proposed rezoning.

**8. Other Factors**

*The Township may consider any other factors relevant to a rezoning application under state law.*

The Planning Commission may consider this standard to be **MET** based on the following reasons:

- No other additional factors, besides those mentioned above, are anticipated to impact this proposed rezoning.



**ACTION REQUESTED:**

The purpose of this item being placed on tonight's agenda is to hold a public hearing on the application. If, following the public hearing, the Board is prepared to adopt the Planning Commission's recommended Findings of Fact included in this report and to adopt the attached resolution adopting the amendment to the Zoning Map, the following **three (3) separate motions** are suggested:

- (1) First, to adopt the Findings of Fact:

MOTION 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.

- (2) Second, to approve the Map Amendment:

MOTION THAT application Z-2023-02, submitted by Gerda Durga, to rezone 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 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.

- (3) Finally, to adopt the **attached** resolution adopting the Map Amendment:

MOTION 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.

Any additional information that the Board determines to be necessary shall be added to these motions.

**Attachments:**

1. Resolution 2023-32-T
2. Application for Zoning Ordinance Map Amendment dated June 19, 2023
3. Impact Statement for Zoning Ordinance Map Amendment for the Durga Property dated July 4, 2023
4. Legal Description and Map

**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. 35 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:

Supported:

Ayes:

Nays:

Absent and Excused:

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: \_\_\_\_\_

\_\_\_\_\_  
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

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

### ZONING ORDINANCE AMENDMENT (ZOA) APPLICATION

#### ASSISTANCE

This application must be completed in full. An incomplete or improperly prepared application will not be accepted and will result in processing delays. Before submitting an application, it is recommended that you contact the Planning Department to arrange an appointment to discuss your proposed application. Time is often saved by these preliminary discussions. For additional information or assistance in completing this development application, please contact the Planning Department at (231) 941-1620.

#### ACTION REQUESTED

- ☒ Map Amendment (Rezoning)  
☐ Text Amendment  
☐ Conditional Rezoning

#### PROJECT / DEVELOPMENT NAME

28-05-022-023-00 Hartman Road

#### APPLICANT INFORMATION

Name: Gerda Durga  
Address: 230 West Street, Mandeville, La 70448  
Phone Number: 231 941-0952  
Email: durgagerda@gmail.com

#### AGENT INFORMATION

Name:  
Address:  
Phone Number:  
Email:


#### OWNER INFORMATION

Name: same as applicant  
Address:  
Phone Number:  
Email:




### CONTACT PERSON

Please select one person to be contact person for all correspondence and questions:

Applicant:

Gerda Durga (also owner)

Agent:

Owner:

### PROPERTY INFORMATION

Property Address:

2624 Hartman Road

Property Identification Number:

28-05-022-023-00

Legal Description:

? see attachment

Zoning District:

? RR

Master Plan Future Land Use Designation:

? High Density Residential

Area of Property (acres or square feet):

5 acres (verify?)

Existing Use(s):

residential

Proposed Use(s):

multi-family residential (or what is possible?)

### REQUIRED SUBMITTAL ITEMS

A complete application for a Zoning Ordinance Amendment consists of the following:

Application Form:

- ☒ One original signed application
- ☒ One digital copy of the application (PDF only)

Application Fee:

Fees are established by resolution of the Garfield Township Board and are set out in the current Fee Schedule as listed on the Planning Department page of the Township website (<http://www.garfield-twp.com>). Please make check out to Charter Township of Garfield.

☐ Fee

Escrow Fee:

Additional fees may be required if a review by independent professional help is deemed necessary by the Township. If required, such additional fees must be placed in escrow by the applicant in accordance with the escrow policies of the Township and prior to any further processing of this application. Any unused escrow funds shall be returned to the applicant. Please complete an Escrow and Review (ER) Application form.

For Map (Rezoning) Amendment only, the following must be included:

Site Diagram

- ☐ Ten complete stapled 11"x17" paper sets
- ☐ One digital set (PDF) only

Supporting Information

- ☐ Ten paper copies of the Impact Statement for Map (Rezoning) Amendment
- ☐ One digital copy of the Impact Statement for Map (Rezoning) Amendment (PDP only)

For Text Amendment only, the following must be included:

- ☐ Ten paper copies of the Impact Statement for Text Amendment
- ☐ One digital copy of the Impact Statement for Text Amendment (PDF only)

For Conditional Rezoning only, the following must be included:

Site Development Plan

- ☐ Ten complete stapled 11"x17" paper sets
- ☐ Two complete bound 24"x36" paper sets
- ☐ One digital set (PDF only)

Supporting Information

- ☐ Ten paper copies of the Impact Statement for Conditional Rezoning
- ☐ One digital copy of the Impact Statement for Conditional Rezoning (PDF only)
- ☐ Ten paper copies of the Offer of Conditions for Conditional Rezoning
- ☐ One digital copy of the Offer of Conditions for Conditional Rezoning (PDF only)

Digital items to be delivered via email or USB flash drive

### IMPACT STATEMENT FOR ZONING ORDINANCE MAP AMENDMENT

A written impact statement of the application as it relates to § 421.E of the Zoning Ordinance. The applicant shall have the burden of justifying the amendment, including identifying specific reasons warranting the amendment, and providing any supporting data and information.

1. Master Plan Consistency. Rezoning should be consistent with the intent and purpose of the adopted master plan.
2. Adverse Impacts on Neighboring Lands. The Township shall consider the nature and degree of an adverse impact upon neighboring lands. Lots shall not be rezoned in a way that is substantially inconsistent with the uses of the surrounding area, whether more or less restrictive. The Township finds and determines that vast acreages of single-use zoning produces uniformity with adverse consequences, such as traffic congestion, air pollution, and social separation. Accordingly, rezoning may promote mixed uses subject to a high degree of design control.
3. Suitability as Presently Zoned. The Township shall consider the suitability or unsuitability of the tract for its use as presently zoned. This factor, like the others, must often be weighed in relation to the other standards, and instances can exist in which suitably zoned lands may be rezoned upon proof of a real public need, substantially changed conditions in the neighborhood, or to effectuate important goals, objectives, policies, and strategies of the master plan, specification, or this ordinance.
4. Changed Conditions. The Township shall consider whether any conditions have changed, since the zoning ordinance was adopted, that might justify the amendment.
5. Health, Safety, and Welfare. The ordinance amendment must bear a substantial relationship to the public health, safety, or general welfare, or must protect and preserve historical and cultural places and areas. The rezoning ordinance may be justified, however, if a substantial public need or purpose exists.
6. Public Policy. Certain public policies in favor of the rezoning may be considered. Examples include a need for affordable housing, economic development, mixed-use development, or sustainable environmental features, which are consistent with neighborhood, area, or specific plans.
7. Size of Tract. The Township shall consider the size, shape, and characteristics of the tract in relation to the affected neighboring lands. Ordinance amendments shall generally not rezone a single lot when there have been no

intervening changes or other saving characteristics. Proof that a small tract is unsuitable for use as zoned, or that there have been substantial changes in the immediate area, may justify an ordinance amendment.

8. Other Factors. The Township may consider any other factors relevant to a rezoning application under state law.

#### IMPACT STATEMENT FOR ZONING ORDINANCE TEXT AMENDMENT

A written impact statement of the application as it relates to § 421.E of the Zoning Ordinance. The applicant shall have the burden of justifying the amendment, including identifying specific reasons warranting the amendment, and providing any supporting data and information.

1. Master Plan Consistency. A text amendment should be consistent with the intent and purpose of the adopted master plan.
2. Changed Conditions. The Township shall consider whether any conditions have changed since the zoning ordinance was adopted that might justify the amendment.
3. Health, Safety, and Welfare. The ordinance amendment must bear a substantial relationship to the public health, safety, or general welfare, or must protect and preserve historical and cultural places and areas.
4. Public Policy. Certain public policies in favor of the rezoning may be considered. Examples include a need for affordable housing, economic development, mixed-use development, or sustainable environmental features, which are consistent with neighborhood, area, or specific plans.
5. Other Factors. The Township may consider any other factors relevant to a zoning text amendment application under state law.

#### IMPACT STATEMENT FOR CONDITIONAL REZONING

A written impact statement of the application as it relates to § 421.E of the Zoning Ordinance. The applicant shall have the burden of justifying the amendment, including identifying specific reasons warranting the amendment, and providing any supporting data and information.

1. Master Plan Consistency. Rezoning should be consistent with the intent and purpose of the adopted master plan.
2. Adverse Impacts on Neighboring Lands. The Township shall consider the nature and degree of an adverse impact upon neighboring lands. Lots shall not be rezoned in a way that is substantially inconsistent with the uses of the surrounding area, whether more or less restrictive. The Township finds and determines that vast acreages of single-use zoning produces uniformity with adverse consequences, such as traffic congestion, air pollution, and social separation. Accordingly, rezoning may promote mixed uses subject to a high degree of design control.
3. Suitability as Presently Zoned. The Township shall consider the suitability or unsuitability of the tract for its use as presently zoned. This factor, like the others, must often be weighed in relation to the other standards, and instances can exist in which suitably zoned lands may be rezoned upon proof of a real public need, substantially changed conditions in the neighborhood, or to effectuate important goals, objectives, policies, and strategies of the master plan, specification, or this ordinance.
4. Changed Conditions. The Township shall consider whether any conditions have changed, since the zoning ordinance was adopted, that might justify the amendment.
5. Health, Safety, and Welfare. The ordinance amendment must bear a substantial relationship to the public health, safety, or general welfare, or must protect and preserve historical and cultural places and areas. The rezoning ordinance may be justified, however, if a substantial public need or purpose exists.

6. **Public Policy.** Certain public policies in favor of the rezoning may be considered. Examples include a need for affordable housing, economic development, mixed-use development, or sustainable environmental features, which are consistent with neighborhood, area, or specific plans.
7. **Size of Tract.** The Township shall consider the size, shape, and characteristics of the tract in relation to the affected neighboring lands. Ordinance amendments shall generally not rezone a single lot when there have been no intervening changes or other saving characteristics. Proof that a small tract is unsuitable for use as zoned, or that there have been substantial changes in the immediate area, may justify an ordinance amendment.
8. **Other Factors.** The Township may consider any other factors relevant to a rezoning application under state law.

#### OFFER OF CONDITIONS FOR CONDITIONAL REZONING

A written offer of Conditions as described in § 422.B(3) of the Zoning Ordinance. An owner of land may voluntarily offer, in writing, conditions relating to the use and/or development of land for which a rezoning is requested.

1. The owner's offer of conditions may not purport to authorize uses or developments not permitted in the requested new zoning district.
2. The owner's offer of conditions shall bear a reasonable and rational relationship to the property for which rezoning is requested.
3. Any use or development, proposed as part of an offer of conditions that would require a special land use permit under the terms of this ordinance, may only be commenced if a special land use permit for such use or development is ultimately granted in accordance with the provisions of this ordinance.
4. Any use or development, proposed as part of an offer of conditions that would require a variance under the terms of this ordinance, may only be commenced if a variance for such development is ultimately granted by the Zoning Board of Appeals in accordance with the provisions of this ordinance.
5. Any use or development, proposed as part of an offer of conditions that would require site plan approval under the terms of this ordinance, may only be commenced if site plan approval for such use or development is ultimately granted in accordance with the provisions of this ordinance.
6. The offer of conditions may be amended during the process of rezoning consideration, provided that any amended or additional conditions are entered voluntarily by the owner.

#### SUBMITTAL DEADLINE

Submittal deadlines are listed on the Planning Department page of the Township website (<http://www.garfield-twp.com>). Please note that the listed dates are the deadlines after which submittals will not be considered for the indicated meeting. Any errors or missing information on an application submitted at the deadline will result in a delay in the processing of the application. An earlier submittal is encouraged to avoid possible delays.

#### WAIVERS

Submittal Waiver:

At the discretion of the Zoning Administrator in the case of a Site Diagram, or the Director of Planning in the case of an Administrative Site Plan or a Site Development Plan, the requirement to submit a Site Diagram, an Administrative Site Plan or a Site Development Plan may be waived in any of the following cases when it is determined that the submission would serve no useful purpose:



1. The erection or enlargement of an accessory structure;
2. The enlargement of a principal building by less than 20 percent of its existing gross floor area, provided such enlargement will not result in a requirement for additional off-street parking;
3. A change in principal use where such change would not result in an increase in impervious surface area, additional off-street parking, site access, other external site characteristics or a violation of this ordinance.

**Data Waiver:**

1. The Zoning Administrator may waive a particular element of information or data otherwise required for a Site Diagram upon a finding that the information is not necessary to determine compliance with this ordinance.
2. The Director of Planning may waive a particular element of information or data otherwise required for a Site Development Plan upon a finding that the information or data is not necessary to determine compliance with this ordinance or that such information or data would not bear on the decision of the approval authority.

**SITE PLAN**

Check that your site plan includes all required elements for a Site Development Plan (SDP). Please use the Required Site Plan Elements Checklist below.

**ADDITIONAL INFORMATION**

If applicable, provide the following further information:

	<u>Yes</u>	<u>No</u>	<u>Not Applicable</u>
<b>A. <u>Sanitary Sewer Service</u></b>			
1. Does project require extension of public sewer line?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If yes, has a Utility Agreement been prepared?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Will a community wastewater system be installed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If yes, has a Utility Agreement been prepared?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If yes, provide construction plans and specifications			
3. Will on-site disposal be used?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If yes, is it depicted on plan?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>B. <u>Water Service</u></b>			
1. Does project require extension of public water main?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If yes, has a Utility Agreement been prepared?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Will a community water supply be installed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If yes, has a Utility Agreement been prepared?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If yes, provide construction plans and specifications			
<b>C. <u>Public utility easements required?</u></b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If yes, show on plan.			
<b>D. <u>Stormwater Review/Soil Erosion</u></b>			
1. Soil Erosion Plans approved by Soil Erosion Office?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If so, attach approval letter.			
If no, are alternate measures shown?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Stormwater Plans approved by Township Engineer?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

If so, attach approval letter.

If no, are alternate measures shown?

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
--------------------------	--------------------------	--------------------------

Note: Alternate measures must be designed and sealed by a registered Engineer.

**E. Roads and Circulation**

- |   |                          |                          |                          |
|---|--------------------------|--------------------------|--------------------------|
| 1. Are interior public streets proposed?                                  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| If yes, has Road Commission approved (attach letter)?                     | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Will public streets connect to adjoining properties or future streets? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Are private roads or interior drives proposed?                         | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Will private drives connect to adjoining properties service roads?     | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Has the Road Commission or MDOT approved curb cuts?                    | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| If yes, attach approved permit.   |                          |                          |                          |

**OTHER INFORMATION**

If there is any other information that you think may be useful in the review of this application, please attach it to this application or explain it on a separate page.

**REVIEW PROCESS**

1. Upon submittal of this application, Staff will review the materials submitted and will, within ten (10) working days, forward a determination of completeness to the applicant. If the submission is incomplete or noncompliant with the Zoning Ordinance, it will be returned to the applicant for revision. Once the submission is revised, Staff will again review it for completeness and again forward a determination to the applicant within ten (10) working days.  
This procedure shall be repeated until a complete submission is received.
2. Once the application is deemed to be complete and submitted according to the application deadlines, it will be forwarded to the Planning Commission for review. The Planning Commission will determine if the application is complete and schedule a public hearing.
3. Following the public hearing, the Planning Commission will make a recommendation on the application to the Township Board.
4. Prior to making a decision, the Township Board will hold a second public hearing on the application. Following the public hearing, the Township Board will make a decision to approve or deny the application.
5. If a Conditional Rezoning is approved or approved with conditions, the decision of the Township Board shall be incorporated into a written report and decision order.

**PERMISSION TO ENTER SUBJECT PROPERTY**

Permission is hereby granted to Garfield Township staff and Planning Commissioners to enter the premises subject to this application for the purposes of making inspections associated with this application, during normal and reasonable working hours.

Owner Signature:

Applicant Signature:

Agent Signature:

Date:

<i>Gerda Druza</i>
<i>June 19, 23</i>

### OWNER'S AUTHORIZATION

If the applicant is not the registered owner of the lands that is the subject of this application, the owner(s) must complete the authorization set out below.

I/We Gordie Dugga authorize to make this application on my/our behalf and to provide any of my/our personal information necessary for the processing of this application. Moreover, this shall be your good and sufficient authorization for so doing.

Owner Signature:

Gordie Dugga

Date:

6.19.23

### AFFIDAVIT

The undersigned affirms that he/she or they is (are) the owner, or authorized agent of the owner, involved in the application and all of the information submitted in this application, including any supplemental information, is in all respects true and correct. The undersigned further acknowledges that willful misrepresentation of information will terminate this permit application and any permit associated with this document.

Owner Signature:

Gordie Dugga

Date:

6.19.23

Applicant Signature:

Date:

Required Site Plan Elements Checklist (See § 956 of the Zoning Ordinance) Site Diagram (SD) / Administrative Site Plan (ASP) / Site Development Plan (SDP)		SD	ASP/ SDP
<b>A. Basic Information</b>			
1.	Applicant's name, address, telephone number and signature	<input type="checkbox"/>	<input type="checkbox"/>
2.	Property owner's name, address, telephone number and signature	<input type="checkbox"/>	<input type="checkbox"/>
3.	Proof of property ownership	<input type="checkbox"/>	<input type="checkbox"/>
4.	Whether there are any options or liens on the property	<input type="checkbox"/>	<input type="checkbox"/>
5.	A signed and notarized statement from the owner of the property that the applicant has the right to act as the owner's agent	<input type="checkbox"/>	<input type="checkbox"/>
6.	The address and/or parcel number of the property, complete legal description and dimensions of the property, setback lines, gross and net acreages and frontage	<input type="checkbox"/>	<input type="checkbox"/>
7.	A vicinity map showing the area and road network surrounding the property		<input type="checkbox"/>
8.	Name, address and phone number of the preparer of the site plan	<input type="checkbox"/>	<input type="checkbox"/>
9.	Project title or name of the proposed development	<input type="checkbox"/>	<input type="checkbox"/>
10.	Statement of proposed use of land, project completion schedule, any proposed development phasing	<input type="checkbox"/>	<input type="checkbox"/>
11.	Land uses and zoning classification on the subject parcel and adjoining parcels	<input type="checkbox"/>	<input type="checkbox"/>
12.	Seal of the registered engineer, architect, landscape architect, surveyor, or planner who prepared the plan, as well as their name, address and telephone number		<input type="checkbox"/>
<b>B. Site Plan Information</b>			
1.	North arrow, scale, and date of original submittal and last revision	<input type="checkbox"/>	<input type="checkbox"/>
2.	Boundary dimensions of natural features		<input type="checkbox"/>
3.	Natural features such as woodlots, water bodies, wetlands, high risk erosion areas, slopes over twenty-five percent (25%), beach, drainage, and similar features		<input type="checkbox"/>
4.	Proposed alterations to topography and other natural features		<input type="checkbox"/>
5.	Existing topographic elevations at two-foot intervals except shown at five-foot intervals where slopes exceed 18%		<input type="checkbox"/>
6.	Soil erosion and sediment control measures as required by the Grand Traverse County Soil Erosion Department.	<input type="checkbox"/>	<input type="checkbox"/>
7.	The location, height and square footage of existing and proposed main and accessory buildings, and other existing structures		<input type="checkbox"/>
8.	Location and specifications for any existing or proposed (above or below ground) storage facilities for any chemicals, salts, flammable materials, or hazardous materials. Include any containment structures or clear zones required by county, state or federal government authorities		<input type="checkbox"/>
9.	Proposed finish floor and grade line elevations of any structures <i>*Required only for habitable construction within the floodplain on site diagrams and administrative site plans.</i>	<input type="checkbox"/> *	<input type="checkbox"/>
10.	Existing and proposed driveways, including parking areas	<input type="checkbox"/>	<input type="checkbox"/>
11.	Neighboring driveways and other vehicular circulation features adjacent to the site		<input type="checkbox"/>
12.	A dimensional plan indicating the location, size and number of parking spaces of the on-site parking areas, and shared parking areas	<input type="checkbox"/>	<input type="checkbox"/>
13.	Identification and dimensions of service lanes and service parking, snow storage areas, loading and unloading and docks		<input type="checkbox"/>
14.	Proposed roads, access easements, sidewalks, bicycle paths, and other vehicular and pedestrian circulation features within and adjacent to the site		<input type="checkbox"/>
15.	Location of and dimensions of curb cuts, acceleration, deceleration and passing lanes		<input type="checkbox"/>
16.	Location of neighboring structures that are close to the parcel line or pertinent to the proposal		<input type="checkbox"/>
17.	Location of water supply lines and/or wells	<input type="checkbox"/>	<input type="checkbox"/>
18.	Location of sanitary sewer lines and/or sanitary sewer disposal systems	<input type="checkbox"/>	<input type="checkbox"/>
19.	Location, specifications, and access to a water supply in the event of a fire emergency		<input type="checkbox"/>
20.	Sealed (2) stormwater plans including the location and design of storm sewers, retention or detention ponds, swales, wastewater lines, clean out locations, connection points and treatment systems		<input type="checkbox"/>
21.	A utility plan including the location of all other utilities on the site including but not limited to natural gas, electric, cable TV, telephone and steam		<input type="checkbox"/>
22.	A sign plan indicating the location, size and specifications of all signs and advertising features, including cross sections		<input type="checkbox"/>
23.	A lighting plan including exterior lighting locations with area of illumination illustrated by point values on a photometric plan, Kelvin rating, as well as the type of fixtures and shielding to be used		<input type="checkbox"/>
24.	Proposed location of any open spaces, landscaping and buffering features such as buffer areas, vegetation belts, fences, walls, trash receptacle screening, and other screening features with cross sections shown		<input type="checkbox"/>
25.	A Landscape plan and table identifying the species, size of landscape materials, and number proposed, compared to what is required by the Ordinance. All vegetation to be retained on site must also be indicated, as well as, its typical size by general location or range of sizes as appropriate		<input type="checkbox"/>
26.	Statements regarding the project impacts on existing infrastructure (including traffic capacity, schools, and existing utilities, and on the natural environment on and adjacent to the site)		<input type="checkbox"/>
27.	Changes or modifications required for any applicable regulatory agencies' approvals		<input type="checkbox"/>



Impact Statement for Zoning Ordinance Map Amendment for the Durga Property

LEGAL DESCRIPTION:

GA 304-C PART OF S 1/2 OF SE 1/4 OF SW 1/4 COM AT PT 624' E  
OF SW COR TH N 40 RD TH W 20 RD TH S 40 RD TH E 20 RD TO POB SEC 22 T27N R11W 5 A

July 4, 2023

To Whom It May Concern:

The Durga Family property, also identified as #05-022-023-00, is a five acre parcel located just on Hartman Road and is currently zoned as rural residential (R-R). I, the owner, am requesting that Garfield Township consider changing the current zoning to multi-family residential (R-3) in an effort to be more aligned with Garfield Township's Master Plan and the adjacent surrounding properties. Until now, this property was used as rural residential and after my father-in-law passed has been used for rental income property.

Garfield Township has grown and changed over the last 50 years. The original R-R zoning of the property and now the request for rezoning of the property to R-3 is a reflection of the changing development needs and growth in Garfield Township. This request in rezoning is also aligned with the Garfield Township's Master Plan. The current zoning does not complement adjacent property zoning. Rezoning this parcel to multi-residential use would have minimal adverse impact to the adjacent properties and be well suited for families as it is located near a public school. In short, the rezoning of this parcel would create more opportunity to develop and plan for housing for the citizens of Garfield Township.

Thank you for your time and consideration to review this zoning request.

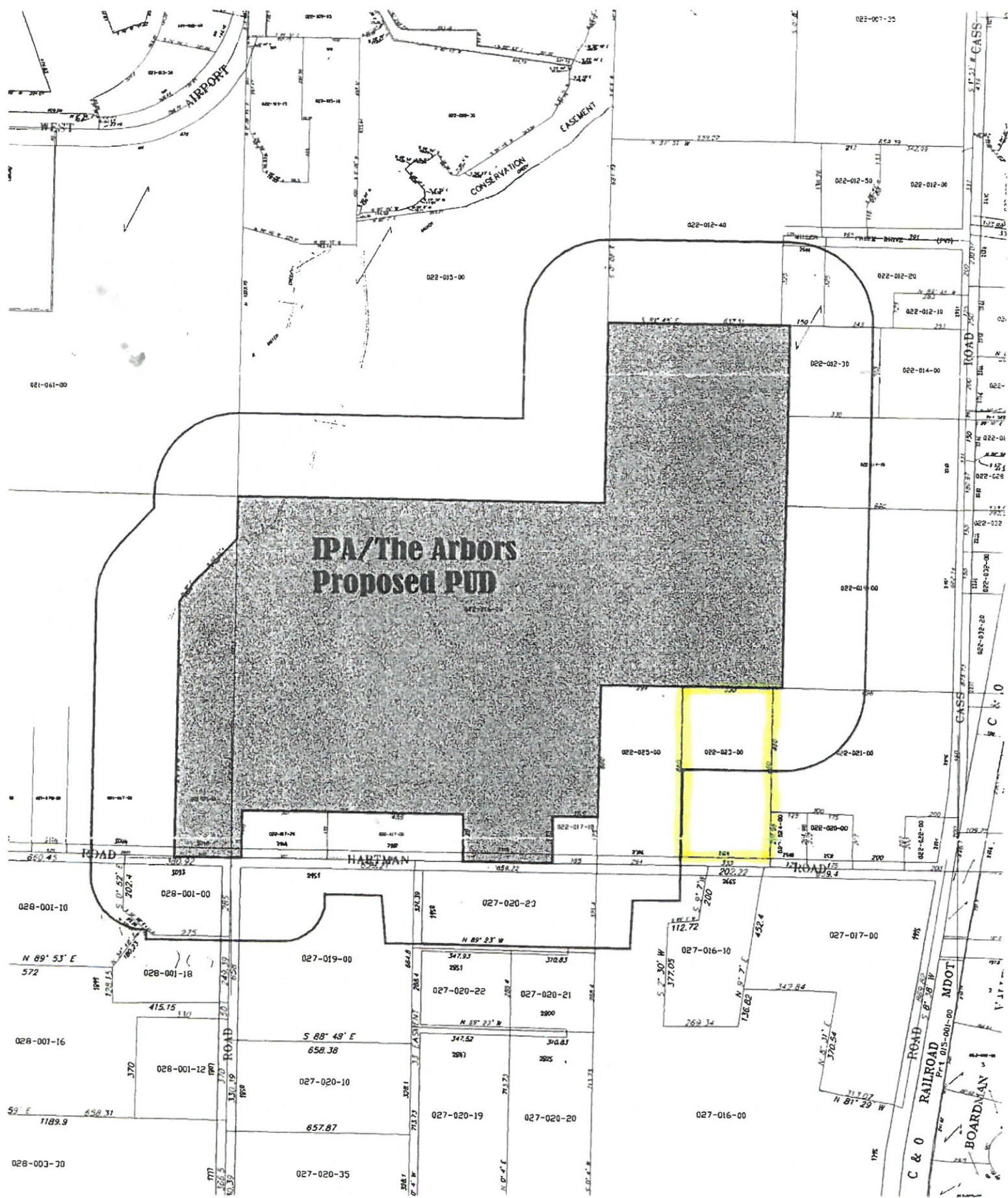
Respectfully submitted,

A handwritten signature in cursive script that reads "Gerda Durga". The ink is dark and the signature is fluid, with the first and last names being clearly legible despite the cursive style.

Gerda Durga

# Legal description

GA 304-C PART OF S 1/2 OF SE 1/4 OF SW 1/4 COM AT PT 624' E OF SW COR TH N  
40 RD TH W 20 RD TH S 40 RD TH E 20 RD TO POB SEC 22 T27N R11W 5 A.







## Charter Township of Garfield

### Planning Department Report No. 2023-132

Prepared:	November 7, 2023	Pages:	2
Meeting:	November 14, 2023 Township Board	Attachments:	<input checked="" type="checkbox"/>
Subject:	Zoning Ordinance R-2/R-3 Amendment – Public Hearing		

#### **BACKGROUND:**

The R-2 One and Two Family Residential and R-3 Multiple Family Residential zoning districts provide for duplexes and apartments, respectively. Their purpose statements support greater densities than the R-1 One Family Residential zoning district and are applied in areas planned and designated for those higher densities. However, the dimensional requirements in the two districts often limit the ability for duplexes and apartments to be built. The Planning Commission directed staff to prepare changes as a proposed amendment to the Zoning Ordinance.

The proposed amendment was introduced at the Planning Commission study session on August 23, 2023. A public hearing for the proposed amendment was held at the September 12, 2023 Planning Commission meeting, and the Commissioners recommended adoption of the proposed amendment to the Township Board. At its meeting on October 11, 2023, the Township Board set a public hearing for November 14, 2023. The proposed amendment language is attached to this report.

#### **STAFF COMMENT:**

The proposed amendment would cover the following two sections of the Zoning Ordinance:

- ***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



**ACTION REQUESTED:**

The proposed text amendment is being placed on tonight's agenda for public hearing and potential adoption by the Township Board. If, following discussion and the public hearing, the Township Board is satisfied with the proposed text amendment as presented, the next step is to adopt the proposed resolution attached to this report. The following motion is suggested:

MOTION THAT Resolution #2023-33-T adopting Amendment No. 37 to Ordinance No. 68, Garfield Township Zoning Ordinance, BE ADOPTED.

Any additional information deemed necessary by the Township Board should be added to this motion.

**Attachments:**

1. Resolution 2023-33-T
2. Current Zoning Text
  - a. Section 314.E (R-2 Zoning District)
  - b. Section 315.E (R-3 Zoning District)
3. Proposed Zoning Text
  - a. Section 314.E (R-2 Zoning District)
  - b. Section 315.E (R-3 Zoning District)
4. Marked Copy of Zoning Text Changes
  - a. Section 314.E (R-2 Zoning District)
  - b. Section 315.E (R-3 Zoning District)

**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 </td <td>100 feet</td> | 100 feet |

**Maximum Building Height:**

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

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

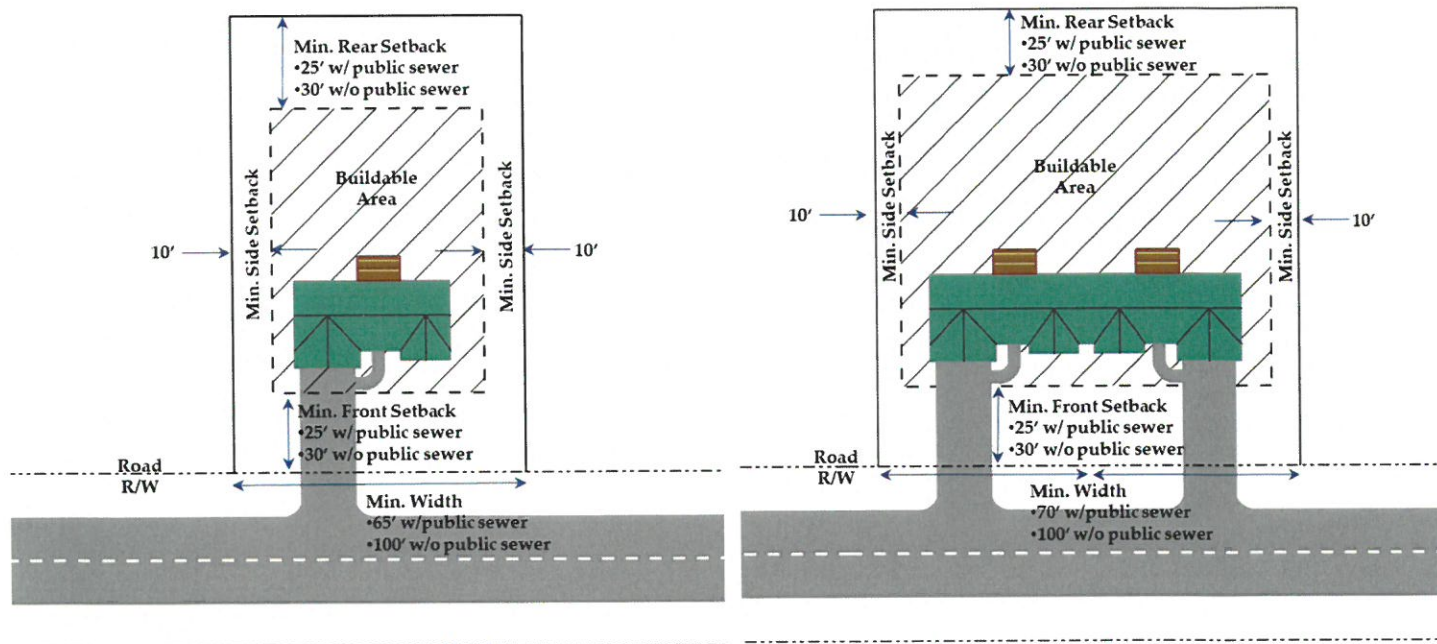
- |                              |             |
|------------------------------|-------------|
| • 1- Family w/ Public Sewer  | 25'/10'/25' |
| • 1- Family w/o Public Sewer | 30'/10'/30' |
| • 2-Family w/ Public Sewer   | 25'/10'/25' |
| • 2-Family w/o Public Sewer  | 30'/10'/30' |

**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):**

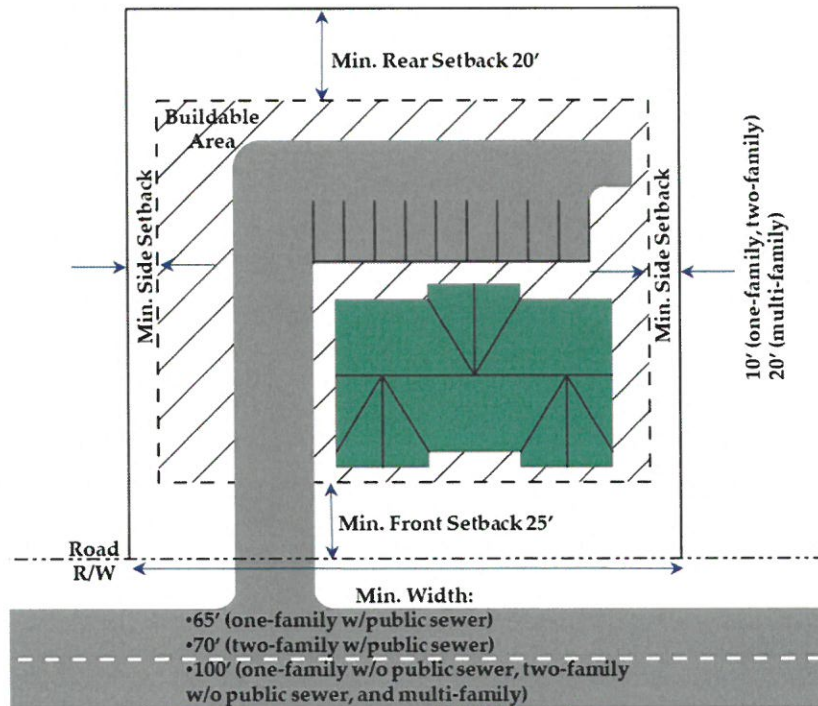
- Front: 25 feet
- Each Side (One-Family): 10 feet
- Each Side (Two-Family): 10 feet
- Each Side (Multi-Family): 20 feet
- Rear: 20 feet

**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:

Supported:

Ayes:

Nays:

Absent and Excused:

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: \_\_\_\_\_

\_\_\_\_\_  
Lanie McManus, Clerk  
Charter Township of Garfield

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

**E. DIMENSIONAL STANDARDS (Per Dwelling Unit):**

**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 10,000 sq. ft.
- 2-Family w/o Public Sewer 13,500 sq. ft.

**Minimum Lot Width:**

- 1- Family w/ Public Sewer 80 feet
- 1- Family w/o Public Sewer 100 feet
- 2-Family w/ Public Sewer 75 feet
- 2-Family w/o Public Sewer 80 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 30'/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:**

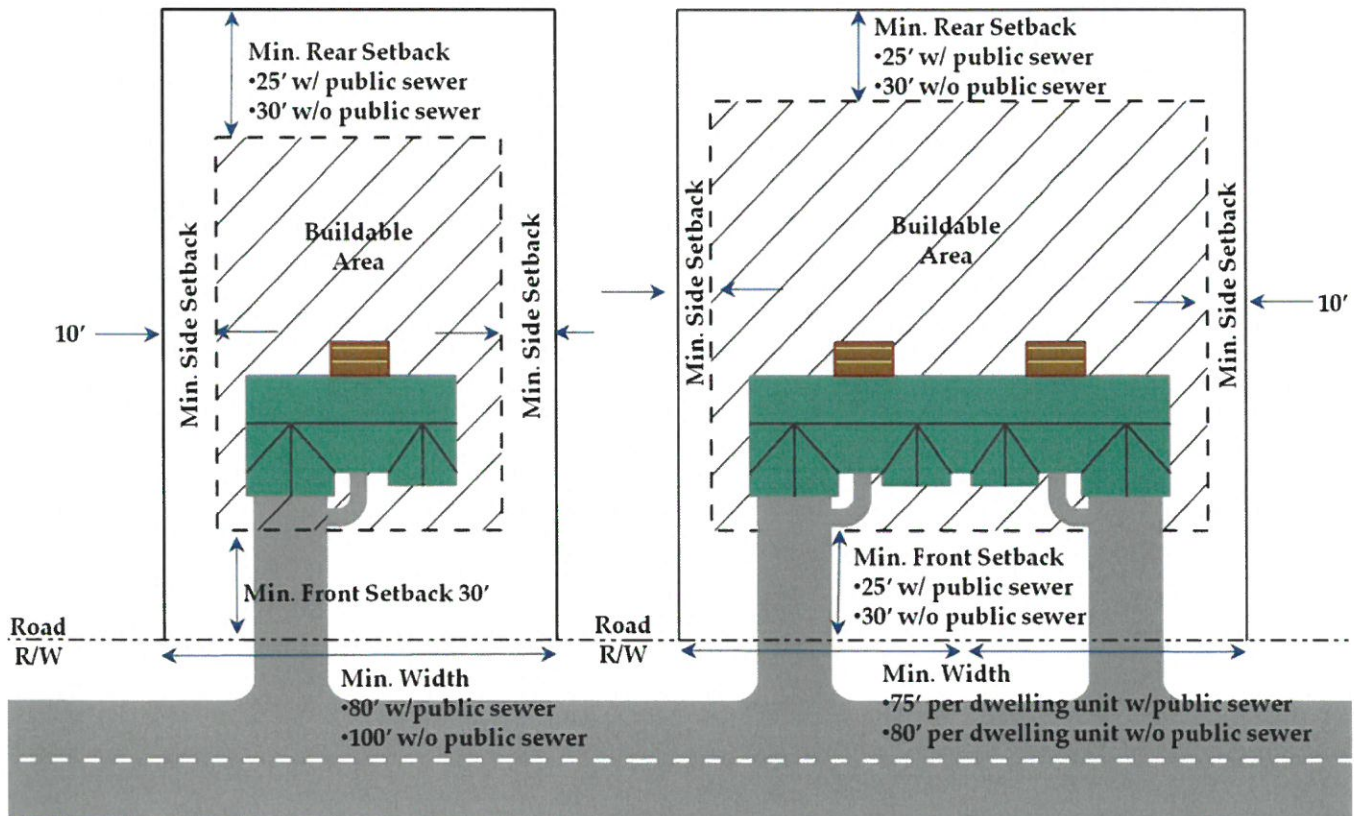
30 percent

**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\**

# E. DIMENSIONAL STANDARDS (Per Dwelling Unit):

## Minimum Lot Area:

- One-Family: 10,000 sq. ft.
- Two-Family: 6,000 sq. ft.
- Multi-Family: 4,000 sq. ft.

## Minimum Lot Width:

- Seventy (70) feet per dwelling unit for the first two (2) units, ten (10) additional feet for each of the next six (6) units and five (5) additional feet for each additional unit to a maximum of two hundred fifty (250) feet.

## Maximum Building Height:

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

## Minimum Yard Setbacks (A):

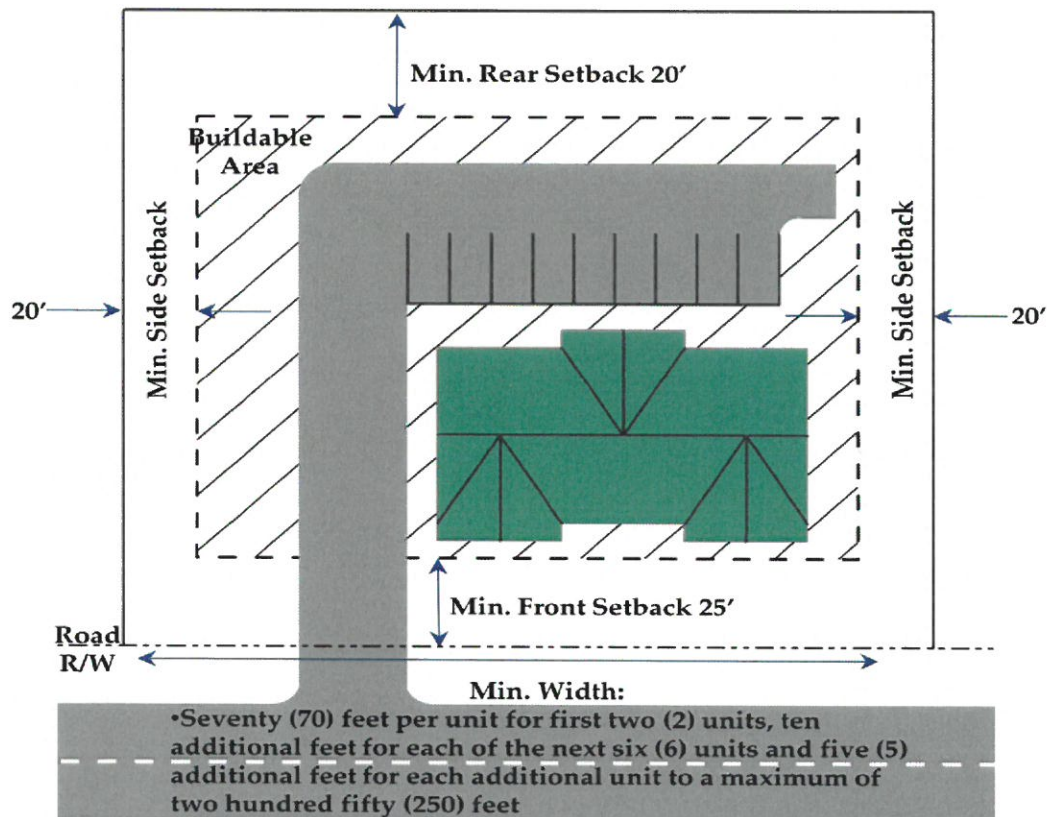
- Front: 25 feet
- Each Side (One-Family): 10 feet
- Each Side (Two-Family): 15 feet
- Each Side (Multi-Family): 20 feet
- Rear: 20 feet

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\*



## PROPOSED SECTION 314.E

### 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):

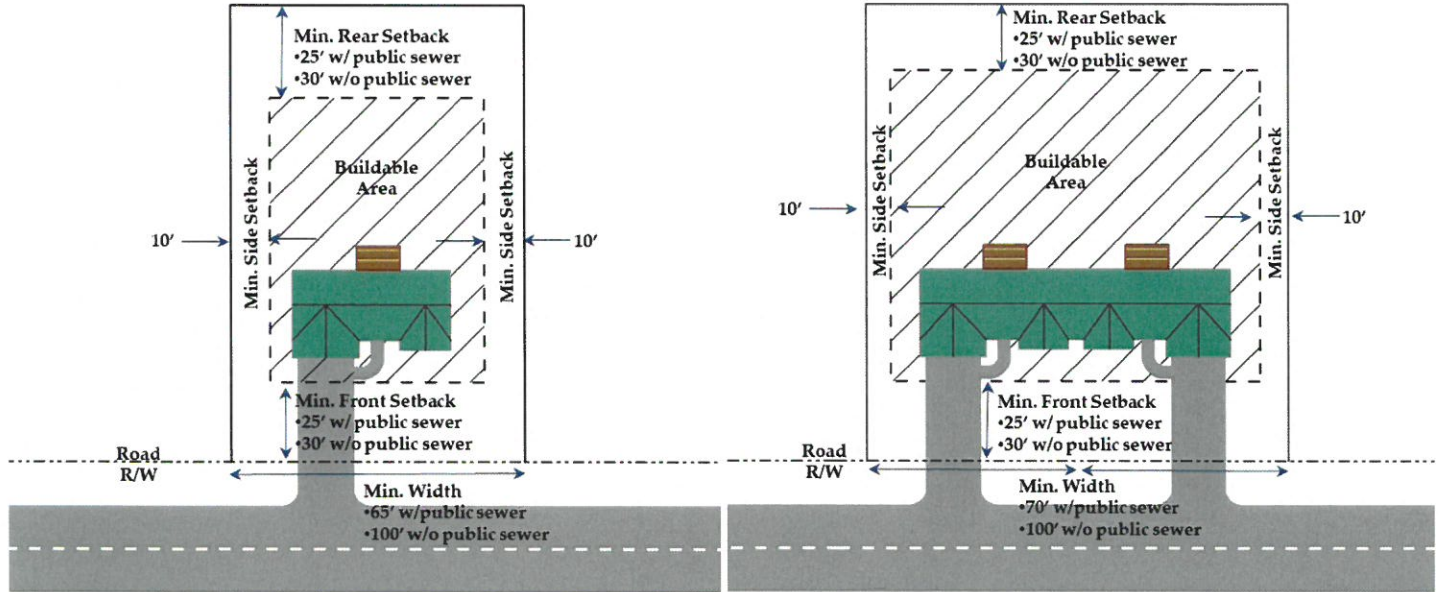
- 1- Family w/ Public Sewer 25'/10'/25'
- 1- Family w/o Public Sewer 30'/10'/30'
- 2-Family w/ Public Sewer 25'/10'/25'
- 2-Family w/o Public Sewer 30'/10'/30'

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\**



## PROPOSED SECTION 315.E

### 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):

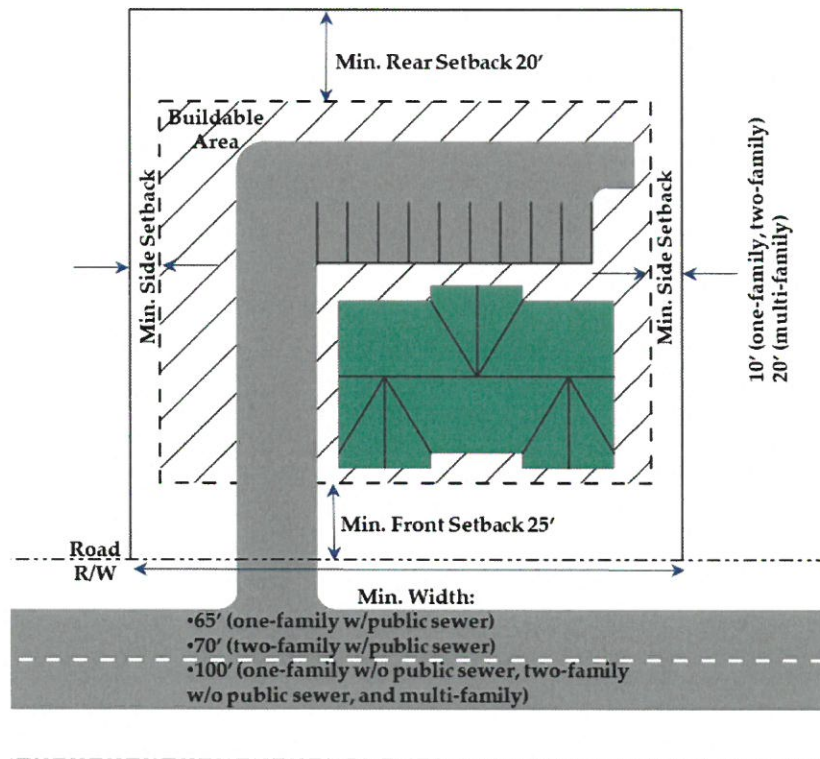
- Front: 25 feet
- Each Side (One-Family): 10 feet
- Each Side (Two-Family): 10 feet
- Each Side (Multi-Family): 20 feet
- Rear: 20 feet

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\**

E. DIMENSIONAL STANDARDS (Per Dwelling Unit):

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 10,000/12,000 sq. ft.
- 2-Family w/o Public Sewer 13,500/15,000 sq. ft.

Minimum Lot Width:

- 1- Family w/ Public Sewer 80/65 feet
- 1- Family w/o Public Sewer 100 feet
- 2-Family w/ Public Sewer 75/70 feet
- 2-Family w/o Public Sewer 80/100 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 30/25'/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:

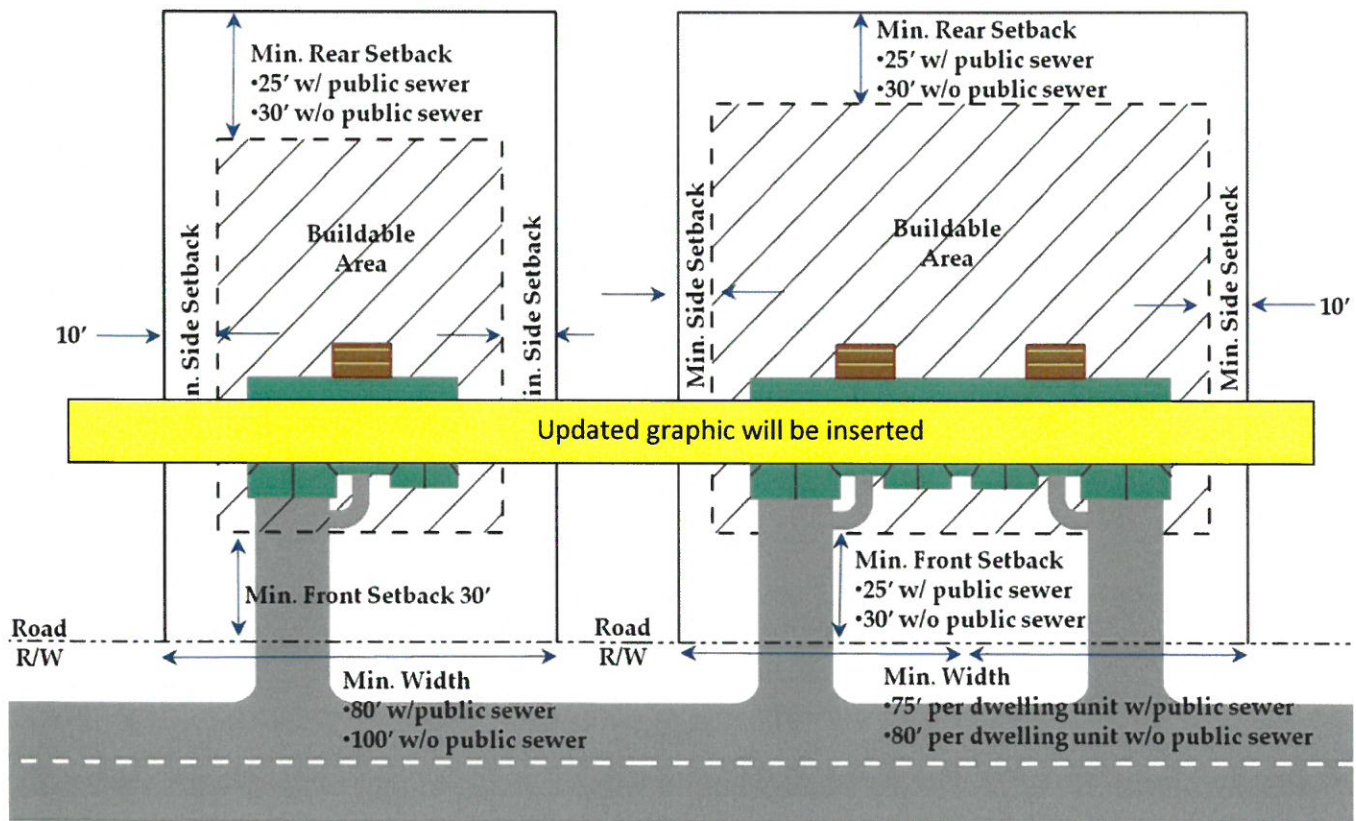
30 percent

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\*



**E. DIMENSIONAL STANDARDS (Per Dwelling Unit):**

**Minimum Lot Area:**

- One-Family: 10,000 sq. ft.
- Two-Family: 6,000 10,000 sq. ft.
- Multi-Family: 4,000 sq. ft. per dwelling unit

**Minimum Lot Width:**

- ~~Seventy (70) feet per dwelling unit for the first two (2) units, ten (10) additional feet for each of the next six (6) units and five (5) additional feet for each additional unit to a maximum of two hundred fifty (250) feet.~~
- 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

**Minimum Yard Setbacks (A):**

- Front: 25 feet
- Each Side (One-Family): 10 feet
- Each Side (Two-Family): 15 10 feet
- Each Side (Multi-Family): 20 feet
- Rear: 20 feet

**Maximum Lot Coverage:** 35 %

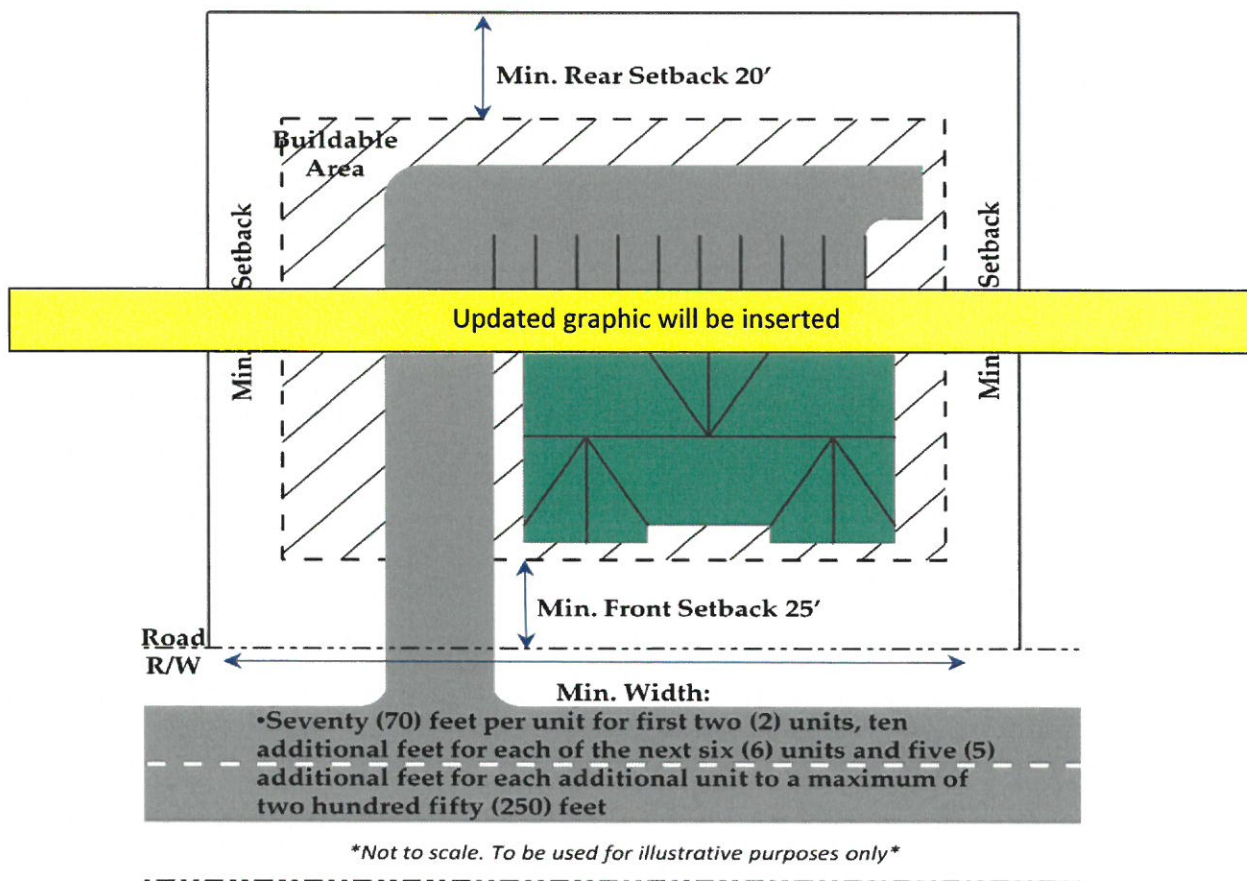
**Minimum Bldg. Cross Section:** 24 feet

**Notes to Dimensional Standards:**

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

**Maximum Building Height:**

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





Engineering  
Surveying  
Testing &  
Operations

8.c.

123 West Front  
Traverse City, Michigan 49684  
231.946.5874  
231.946.3703

November 7, 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 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

## Grand Traverse County

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

TO: Garfield Township Board

FROM: Chloe Macomber, Treasurer

DATE: October 31, 2023

SUBJECT: Update to Township Special Assessment Policies

Dear Township Board,

Please find in your packet two Special Assessment Policies that were recently updated and revised for clarity by the Township Assessor, Amy DeHaan.

The first policy is the Special Assessment Policy (last updated July 2018), which gives an overview of our special assessment program, the process in accordance with Michigan State Law, and our specific Township guidelines.

The second policy is the Special Assessment Rate and Term Policy (last updated May 2012), which lays out the term options for the owners such as length in years, interest rate, due date, and payments.

The most significant revision is to the Rate and Term Policy, extending the maximum term length for Road Special Assessment from 7 years to 20 years, if the Board sees it appropriate to extend.

With the increased cost of road projects over the last ten years, we are suggesting the maximum term length be extended to 20 years to accommodate our residents and make projects more affordable on a yearly basis. This gives the residents more flexibility will allow for more access and affordability to this program.

**If, following discussion and any changes, the Board is comfortable with the changes applied to the policies, the following motions are suggested:**

**MOTION TO adopt the Charter Township of Garfield's revised Special Assessment Policy.**

**MOTION TO adopt the Charter Township of Garfield's revised Special Assessment Rate and Term policy.**

Respectfully,

Chloe Macomber, Treasurer  
[Cmacomber@garfield-twp.com](mailto:Cmacomber@garfield-twp.com)  
231-225-3043



# Special Assessment Rate and Term Policy

Charter Township of Garfield

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## OBJECTIVES

A policy in which Charter Township of Garfield will operate to ensure that fair and consistent procedures are followed in determining how funds will be obtained for a special assessment request. It will also give guidelines in determining an interest rate and length of repayment to ensure prompt collections of special assessments owed and to establish guidelines in accordance with the Public Improvements Act 188 of 1954 and its amendments.

## PRINCIPLES

The following principles shall govern the implementation of the Practices and Procedures set in this policy:

- The Township Board approves a Special Assessment Roll by Township Board Resolution. (MCL 41.725)
- The Township Board will hold two public hearings. At the second public hearing, the Board will determine the number of annual installments and the interest rate to be charged on future or unpaid installments. (MCL 41.725)
- The Clerk will deliver the confirmed special assessment roll to the Township Treasurer and Assessor to set up as a special assessment for billing plus collection (or repayment).

## DEFINITION OF TERMS

In this policy, the following shall have meanings as indicated:

- **Special Assessment Roll** - Lists all parcels in the special assessment district and shows the amount of money each parcel is to be specially assessed.
- **Special Assessment District** - The boundaries of an area in which all property would receive the service or special benefit from the project.
- **Special Benefit** - The property assessed receives some special benefit from the improvement differing from the benefit that the general public enjoys, and could increase its general market value.
- **Special Assessment Resolution** - A Township Board Resolution confirming the special assessment roll that sets out the total amount of the special assessment, payments, term and interest rate.
- **Petition** - A petition is required to proceed with a request for a special assessment district that has signatures of not less than 51% of the property owners in the proposed district (or as outlined in MCL 41.723).
- **Public Hearing** - A hearing notifying the public of the proposed Special Assessment, creating a special assessment district, what the project will entail and estimated costs. It gives the public an opportunity to comment on the request.
- **Ten Year Treasury Bill** - An index published by the Federal Reserve based on the average yield of a range of treasury securities.
- **Bonds** - A paper that an investor buys from the township for cash, in exchange for the township's promise to repay the buyer with interest.



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***FUNDING  
METHODS***

The Township Board may use general fund money or borrow money and issue the bonds of the township or work with the county to obtain funds in anticipation of the collection of the special assessments to defray all or any part of the cost of any improvement made under Act 188 after the special assessment roll is confirmed. (MCL 41.729)

***LENGTH OF TERM***

**Road Special Assessment** – Term not to exceed ~~7 years~~ 20 years  
**Sewer or Water Special Assessment** - Term not to exceed 20 years  
**Other Types of Public Improvements** (as outlined in MCL 41.722) - Term to be determined by the Board

***INTEREST RATE***

If the special assessment is paid by the Township's general fund, the interest rate charged to the taxpayer will be at a tier rate depending on the term and will be tied to the 10 year Treasury Bill as described below, but the interest rate cannot exceed 8%. (MCL 41.727)

5 year = 10 year Treasury Bill + 0.45%  
7 year = 10 year Treasury Bill + 1.00%  
10 year = 10 year Treasury Bill + 2.00%  
15 year = 10 year Treasury Bill + 3.00%  
20 year = 10 year Treasury Bill + 4.00%

If the special assessment is paid by a bond, the Township Board must determine the amount of interest to be charged on special assessment installments prior to their transfer to the Township general property tax roll. The rate may not be greater than 1% above the average interest rate of any bonds issued in connection with the special assessment. When determining the rate, the board must also consider the cost of setting up the special assessment. This could be done with the assistance of the engineering firm, bond counsel and township staff. Those factors must be taken into consideration, but the interest rate still cannot be greater than 1% over what the bonds were sold for to finance the project. (MCL 41.727)

***ACCRUAL OF  
INTEREST***

To encourage early payment in full of the special assessments, the Township board will allow the property owners to pay the special assessment in whole or in part by a specified date without interest, and thereafter, interest will accrue on the unpaid balance at whatever rate the township board has set in the resolution. That early payoff/pay- down option with no interest must be paid before the second billing cycle. A property owner can pay future installments in full at any time, and interest is calculated through the month in which the last installment is paid. (MCL 41.727)

***PAYMENTS***

Payments will be billed annually and become due September 1st of each year. Future payments are due every 12 months from that date. If an installment is not paid when due, it becomes delinquent and is transferred to the general property tax roll for collection in the same manner as a delinquent property tax. (MCL 41.730)

The first year of the special assessment will be interest free only if paid in full by September 1st. After the first year, the interest rate will go into effect for the remaining term that was approved by board resolution.



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***DELINQUENT  
INSTALLMENTS***

On September 1st of each year, the township treasurer is required to report to the township board any special assessment installment that is past due. If an installment is not paid when due, the assessment is delinquent and subject to a penalty interest rate of not more than 1% for each month or fraction of a month that the assessment remains unpaid before it is reported to the township board for reassessment on the general property tax roll. (MCL 41.727) An additional late penalty of 6% is calculated on the total amount of the delinquent installment including interest and penalties. (MCL 41.727 - 41.730)

***HOW ARE COSTS  
ALLOCATED TO DE-  
TERMINE INSTALL-  
MENT PAYMENTS***

The assessing department will recommend to the Township Board a method for how each of the various land areas, or record owners within each special district should be assessed. This method will be used to calculate annual installments due from each affected taxpayer.

# Special Assessment Policy



Charter Township of Garfield

July 18, 2018

## INTRODUCTION

Special assessments are charges levied by local governments against real property only (personal property is exempt) to defray the costs of public work or improvements which benefit such property. Garfield Township is required by law to follow procedures that are described in the Township Public Improvements Act 188 of 1954, as amended. This act allows the township to make certain improvements and provide funds for those improvements from the general fund, by issuance of bonds, or through levying a special assessment to assess the whole or part of the cost of the improvements.

Special assessments can be used to pay for new construction, improvements and maintenance of: public roads, public sanitary sewer systems, public water systems, and public parks; eradication or control of aquatic weeds and plants; drains, lights, and sidewalks.

~~Benefit: an improvement done to a property that enhances the value of the property within a special assessment district. The impact of the Special Assessment will increase the market value of the property as a unique, direct, and measurable result of the public improvement for which the special assessment is to be levied.~~

## SPECIAL ASSESSMENT DISTRICT (SAD)

is a defined group of properties that specially benefit from a land improvement.

Benefit: an improvement done to a property that enhances the value of the property within a special assessment district. The impact of the Special Assessment will increase the market value of the property as a unique, direct, and measurable result of the public improvement for which the special assessment is to be levied.

While statute allows for a township to initiate a SAD, it is typically done by petition of the property owners in a designated area who wish to make an authorized improvement. Special assessments are a way ~~to~~ for the township to extend money for the requested improvements, which can be repaid to the township by the people who benefit from the SAD.

If the township decides to initiate a special assessment without a petition it must be done only when it is for the safety, health, and welfare of the community. There must be a “finding” (a legally proper determination) that a project to be specially assessed is “necessary” as defined by the appropriate law. Once the necessity is declared and proper initiation procedures have begun, a series of actions based upon “facts” must be completed.

Also, as a general principle, reasons for the township to initiate ~~the a SAD~~ request without a formal petition would be to recognize living standards and the importance of providing clean drinking water or sewer services to land owners. Included are safety factors that would benefit the people, animals, and plants in the ecosystem protected by a public improvement such as sewage treatment infrastructure or improvements to a heavily travelled road system.

## **REQUIREMENTS**

A Special Assessment Levy cannot be made unless it is preceded by a series of steps and ~~followed by~~ public notices and hearings which strictly comply with the authorizing statute including the acquisition of signatures on petitions. Garfield Township has incorporated state required statutes in this process.

**Petition:** must be presented to the Township before the process begins. The informal petition requires at least ~~2550~~50% of the “~~recorded~~ land-owners” in the district to show interest in the project. Once all required signatures are certified on the informal petition and approved by the Township Board, a resolution will be required to allocate funds for the preliminary design work. Completed petitions will be reviewed and are verified by the assessing department.

Recorded Owners – a person, sole proprietorship, association, firm, corporation, or other legal entity, possessed of the most recent fee title or land contract vendee’s interest in the land as shown by the records of the county register of deeds. (MCL 41.721a.) Record owners are also the persons whose names appear on the most recent tax records of the township.

For purposes of 50% petitions, each record owner of a parcel must sign in order for that parcel to be counted. This is important for properties that are owned jointly or held in trust.

**Feasibility Review:** After the board passes a resolution of intent, the township supervisor will present the request to the Grand Traverse County Road Commission to request matching funds and also ask ~~that they~~them to prepare preliminary road design and cost estimates for the ~~(SAD)~~. These cost estimates will help determine the proposed annual special assessment payment. Any costs associated with the preparation of the ~~(SAD)~~ and the Feasibility review will be added to the total costs once the ~~(SAD)~~ is approved. If the ~~(SAD)~~ does not move forward then the fees associated with design will be paid by the township.

- A. Contact Grand Traverse County Road Commission for matching funds and design work.
- B. Present all cost estimates to Garfield’s board for review, if approved an informal public information meeting is held and notices sent to all owners of record that have an interest in the property within the SAD.

**Informal Public Information Meeting:** A notice will be ~~sent out~~mailed to all recorded owners ~~within~~ the proposed district. It will inform them of the date and time of the Informal public meeting. At this meeting the Grand Traverse County Road Commission and Township will present construction costs,



estimates and a proposed annual assessment payment. This is an opportunity for the public to give input and ask questions before a formal request is made.

**Formal Petition:** If there is sufficient support of the (SAD), a formal ~~application-petition~~ must be signed and certified with signatures of more than 50% of the total land area or front footage in the ~~special assessment district~~SAD as finally established by the township board. A Resolution is required for the Board ~~to proceed on~~ tentatively ~~approving its intention to make the improvement, tentatively~~ designating the special assessment district and approving its intention to make the improvement, and setting a date and time for the first public hearing. The resolution will also direct that the completed plans and cost estimates are given to the township clerk and made available for public inspection prior to the first public hearing.

**Public Hearing # 1 and Resolution, Creation of the (SAD):** The first public hearing will be held by the township board as required under public Act 188 of 1954, as amended.

The primary purpose of the first hearing is to allow the township board to hear objections to creating a special assessment district and the necessity for the improvement. If the township board desires to proceed with the improvement following the first public hearing, it must adopt a resolution addressing these points:

- A. Approval of plans and cost estimates, as originally presented or amended.
- B. Description of the improvement.
- C. Designation of the boundaries of the district.
- D. Confirmation of the petition for sufficiency (if petition is required).
- E. The amount to be specially assessed and the amount to be paid by the general fund, if any.

\*Notice of public hearings in special assessment proceeding shall be mailed to each record owner ~~of~~, or party of interest, in the properties to be included in the district, at least 10 days before the date of the hearing. Notice shall be published twice before the hearing in a newspaper circulating in the township, with the first publication also being at least 10 days before the date of hearing.

**Notices of Public Hearings** – Michigan townships are governed by special assessment statutes that required a two-hearing process. The first hearing allows the township board to explore the question of creating a district, the estimate of costs, the improvement itself, and the sufficiency of the petition, if one is used. The second is a hearing on the special assessment roll. Through notice requirements, the legislature has established a process whereby property owners are apprised of the hearings and have ample opportunity to comment and protest. Failure to abide by the notice requirements may invalidate the special assessment on the property affected by lack of notice: (see MCL 41.724a). If the owner ~~actually~~ received notice, waived notice, or paid a portion of the assessment, the special assessment is not invalid: (M~~S~~C~~L~~ 41.72a). Improper notice of the first hearing, however, can invalidate the entire proceedings.

**Public Hearing # 2:** The primary purpose is to allow the township board to hear objections to the assessment to be levied and to correct any errors on the roll. Persons who object may address only the issues of whether their property was accurately assessed in relation to the benefits received and the total cost of the project, and whether the proceedings to date are valid. A record shall be maintained of parties who appeared to protest. If the hearing is terminated or adjourned for the day before a party is provided the opportunity to be heard, a party whose appearance was recorded is considered to have protested the special assessment in person: (MCL 211.741(4)).

The Township Board can

- A. ~~The Township Board can~~ Direct the supervisor to amend, correct or revise the roll;
- B. Confirming the roll after all adjustments have been reviewed (MCL

- 411.726); or
- C. Wait 30 days after the final public hearing before proceeding to ensure there will be no challenge, then ~~the township can move forward~~complete confirmation of the roll.

**Challenges on a Special Assessment:** Once the township board confirms the roll, it is final and binding unless challenged in a court of competent jurisdiction within 30 days after confirmation (MCL 41.726). The special assessment constitutes a lien against the property until it is paid in full. A property owner or other person who appeared at the hearing to protest his or her special assessment may file a written appeal to the Michigan Tax Tribunal within 30 days after the confirmation of the special assessment roll. (MCL 211.746). The special assessment is presumed valid, so the burden is on a property owner who challenges a special assessment to submit persuasive evidence to overcome the presumption of validity.

**Bid Award:** ~~Grand Traverse County and the Township work together in reviewing the bids for the project, along with our township engineers if they have been involved in the project. A company will be selected and approved by the township board.~~The Grand Traverse County Road Commission is responsible for awarding bids.

Costs estimates will be refined based upon the bid results. The supervisor and assessor ~~will be~~are charged with the task of assigning the appropriate benefit amount for each parcel within the district (see Apportionment Section of this policy). Once the benefit amounts and the final cost estimate has been determined, the special assessment roll will be created.

**Commence Construction:** The Grand Traverse County Road Commission will commence construction of the improvement project.

**Implement Assessments:** The Township will begin the process of collecting the special assessments against the individual properties within the special assessment district.

***PROPERTY EXEMPT  
AND NON-  
EXEMPT FROM  
SPECIAL  
ASSESSMENTS***

**\*Non Exempt:** All real property, including property normally exempt from taxation under general property tax laws, is subject to special assessment. (Public Act 225 of 1976).

**\*Personal Property:** is exempt

**\*Exempt corporations; agreement to pay assessment:** The governing body of any public or private corporation whose lands exempt by law may, by resolution, agree to pay the special assessments against such lands, and in such case the assessment, including all installments thereof, shall be a valid claim against such corporation. (MCL 41.734).



## APPORTIONMENT OF THE SPECIAL ASSESSMENT

~~\*Need to work on~~

**Apportionment:** The total amount to be ~~charged, or~~ assessed, against each parcel of land, ~~which shall be~~ relative to the portion of the whole sum to be levied against all parcels of land in the ~~special assessment district~~ SAD. ~~T~~as the ~~amount of benefit of the special assessment~~ to the parcel of land bears some relationship to the total benefit to all parcels of land in the ~~special assessment district~~ SAD.

Special assessment statutes do not usually designate how the assessment is to be apportioned, but does ~~require suggest~~ the township ~~to~~ follow one of the formula methods listed below: ~~That formula will be determined by the Garfield's board and with any recommendations necessary from engineers to assist in determining which method would be most reasonable for the special assessment district.~~

**\*Front Foot Assessments:** The length of the parcel's frontage

**\*Total Land Area:** The square foot area of the parcel

**\*Value:** Value of the land – ~~may also be the property value or the assessed value~~

**\*Multi-factor:** A combination of factors on a weighted basis to apportion costs which may include foot frontage, total land area and value. Other apportionment measures include: per lot basis, depths of lots, degree of accessibility to other roads.

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The assessing department will recommend a method for how each of the various land areas, or record owners, within each special district should be assessed. The determination will consider any recommendations deemed necessary from engineers who may assist in determining the most reasonable method for the SAD. This formula will be used to calculate annual installments due from each affect taxpayer. The township board will approve the final method of assessment for the SAD.

***Assessment of platted corner lots:*** *Garfield Township by resolution, may agree to pay up to 1/3 of the cost of the special assessment levied against any platted corner lot for the payment of the public improvement authorized under the provisions of this act.* ~~(MCL 41.734a).~~

## BONDS

The township may borrow money and ~~/or~~ issue ~~the bonds of the township~~ in anticipation of the collection of the special assessments to defray ~~all or any~~ part or all of the cost of any improvement made under this act after the special assessment roll is confirmed. (MCL 41.735).

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Bonds can be issued in accordance with the proceedings for like purposes established in PA 188 of 1954 (MCL 41.421). Compliance with the Municipal Finance Act is required prior to the issuance of bonds.

**BACKGROUND**

Staff received two quotes for a trailer purchase that will be used to transport equipment to our parks. The two quotes are attached from USA Trailers and Michigan Trailers.

Michigan Trailers	\$6,500.00
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USA Trailers	\$6,709.00
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**MOTION**

After discussion of this potential trailer purchase, it is recommended to approve the purchase of the trailer from Michigan Trailers for \$6,500.00.

REPRINTED

**MICHIGAN  
TRAILERS™**

4288 US-31 SOUTH

TRAVERSE CITY, MI 49685

(231) 943-4007

MICHIGAN REPAIR FACILITY REGISTRATION

NUMBER F167068

Bill To: CHARTER TOWNSHIP OF GARFIELD  
CHARTER TOWNSHIP OF GARFIELD  
231-645-6046

Item #	Item Name	Item Description	Size	Qty	Price	Ext Price Tax
4441	5JW1U1829P1389031	389031, 7X18 10K IMPLEMENT	7X18 10K	1	\$6,500.00	\$6,500.00 T
36	PLATE & TITLE OVER 2500#	PLATE & TITLE OVER 2500#		1	\$215.00	\$215.00
				Subtotal:		\$6,715.00
				Local Sales Tax	6 % Tax	+ \$390.00
				RECEIPT TOTAL:		\$7,105.00

MECHANIC'S NAME & MICHIGAN CERTIFICATION NUMBER STEVEN WRIGHT M283266  
PERFORMED BY \_\_\_\_\_

---CERTIFICATION---

ALL REPAIRS AND PARTS WERE PERFORMED IN COMPLIANCE WITH  
MICHIGAN AUTO REPAIR ACT P A 300

COMPANY AUTHORIZED REPRESENTATIVE \_\_\_\_\_

ORIGINAL ESTIMATE \_\_\_\_\_ ADDITIONAL REPAIRS AUTHORIZED  
DATE/TIME \_\_\_\_\_ APPROVED UP TO\$ \_\_\_\_\_

ALL DEPOSITS ARE NON-REFUNDABLE

HELD



# Invoice/Receipt

49738

DATE: 8/8/23  
EXPIRATION DATE:  
INVOICE: 1-GR

CUSTOMER INFORMATION	
NAME	GARFIELD TOWNSHIP
ADDRESS	
LAND LINE	
CELL PHONE	231-941-1620
EMAIL	<a href="mailto:DMORTON@GARFIELD-TWP.COM">DMORTON@GARFIELD-TWP.COM</a>

VIN	BRAND	MODEL	SALES MAN	BALANCE DUE
4ZECH1820R1297310	LOAD TRAIL	18FT CARHAULER	DAN	\$ 6,699.00

[illegible]

<b>SUB TOTAL</b>	<b>\$ 6,699.00</b>
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STATE SALES TAX %	0.00%	\$	-
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TITLE	\$ -
-------	------

PLATE	\$ -
-------	------

Trl Proc. Fee	\$	10.00
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LABOR

<b>TOTAL</b>	<b>\$ 6,709.00</b>
--------------	--------------------

DEPOSIT	
---------	--

<b>BALANCE DUE ON RECEIPT</b>	<b>\$ 6,709.00</b>
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\*\*\*\* ALL PRICES INCLUDE CASH/CHECK DISCOUNTS  
\*\*\*\* CREDIT CARDS/PAY PAL - 3% SERVICE CHARGE

**THANK YOU FOR YOUR BUSINESS!**

**BACKGROUND**

Staff received two quotes for an UTV that would assist with daily maintenance & monitoring on our trail systems. Both quotes are attached from Classic Motor Sports & Ginop Sales.

**MOTION**

After discussion of this potential equipment purchase, it is recommended that the estimated for the UTV from Ginop Sales of \$10,811.00 be approved.





# 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

Notes:

Trade In/Transfer Reg Info

#### 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.

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

**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

**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

**Amount to Pay/Finance** \$11,993.00

Customer Signature \_\_\_\_\_ Dealer Signature \_\_\_\_\_

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

2023

# MULE SX™ 4x4 XC LE FI

**Kawasaki**  
 Let the Good Times Roll™

 MSRP  
**\$10,399**

● METALLIC ONYX BLACK



## POWER

Engine	4-stroke, single-cylinder, OHV, air-cooled
Displacement	401cc
Bore x Stroke	3.23x2.99 in
Compression Ratio	8.6:1
Maximum Torque	21.4 lb-ft @ 2400 rpm
Fuel System	Fuel injection
Transmission	Continuously Variable Transmission (CVT) with (H,L,N,R)
Final Drive	Selectable 2WD/4WD, shaft. Dual mode rear differential with differential lock
Engine Braking	No
Alternator Output (max)	22.9 amp

## CAPABILITY

Front Suspension / Wheel Travel	MacPherson Strut/3.1 in
Rear Suspension / Wheel Travel	Unit Swingarm/3.1 in
Front Tires	26x9.00-12
Rear Tires	26x9.00-12
Park Brake Type	Independent, Mechanical Drum
Steering	Rack-and-pinion
Front Brakes	Drum
Rear Brakes	Drum

Ground Clearance	8.1 in
Fuel Capacity	4.2 gal
Turning Radius	11.8 ft
Cargo Bed Dimensions (LxWxH)	35.6 x 40.9 x 9.6 in
Cargo Bed Capacity	399 lb
Payload Capacity	884 lb
Seating Capacity	2
Towing Capacity	1100 lb**
Lighting	(4) LED headlights, tail/brake lights

## DETAILS

Overall Length	106.7 in
Overall Width	52.6 in
Overall Height	75.0 in
Curb Weight	1098.1 lb*
Wheelbase	70.1 in
Instruments	Fuel gauge, hour meter, oil temp light, parking brake light
Wheel Type	Steel
Color Choices	Metallic Onyx Black
Warranty	Kawasaki Strong 3-Year Limited Warranty
Kawasaki Protection Plus™ (optional)	12, 24 or 36 months

 Scan with camera  
 to view videos,  
 key features  
 and more.


\*Curb weight includes all necessary materials and fluids to operate correctly, full tank of fuel (more than 90 percent capacity) and tool kit (if supplied).

\*\*Requires optional hitch.

All MULE SX™ Series side x side's Rollover Protective Structure (ROPS) meets the performance requirements of SAE J1194. KAWASAKI CARES: Read Owner's Manual and all on-product warnings. Always wear protective gear appropriate for the use of this vehicle. Never operate under the influence of drugs or alcohol. Protect the environment. The Kawasaki MULE™ side x side is an off-highway vehicle only, and is not designed, equipped or manufactured for use on public streets, roads or highways. Obey the laws and regulations that control the use of your vehicle. ©2023 Kawasaki Motors Corp., U.S.A. Specifications subject to change. Visit Kawasaki.com for full product details.

**BACKGROUND**

Attached are two snow removal bids for the township office parking lot. To be efficient, it's best plowed with a loader and that limits the number of companies that are willing to provide an estimate. Our current lawn care company has recently acquired a loader and was willing to provide an estimate.

<b>Premier Outdoors</b>	<b>\$95/plow</b>	<b>\$60/salt application</b>
<b>Svec Construction</b>	<b>\$95/plow</b>	<b>\$180/salt application</b>

**MOTION**

After discussion of the two bids, it is recommended to approve Premier Outdoors' snow removal bid for the 2023-2024 winter season.



Premier Outdoors Of Traverse City LLC  
PO Box 255  
Grawn, MI 49637 US  
premieroutdoorsacct@gmail.com

**PREMIER**  
OUTDOORS  
231-360-4547  
Commercial  
& Residential  
Services

**ADDRESS**  
Charter Township of Garfield  
3848 Veterans Dr  
Traverse City, Michigan 49684

Estimate 2002

DATE 09/26/2023

DATE	ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
	<b>Snow Removal Commercial</b>	Removal of snow from Parking lot \$95 per plow	1	95.00	95.00
		Price increases \$30 when 6 inches or more fall (Big Storms/heavy Accumulations)			
	<b>Salt Application</b>	Salt Application	1	60.00	60.00

**TOTAL** **\$155.00**

Accepted By

Accepted Date

# Svec Construction

2748 Garfield Rd N Ste 18  
Traverse City MI 49686-5086

Office: 231-946-2540 Fax: 231-946-6163  
Email: office@sveconstruction.com

# Proposal

Proposal Date: 9/18/2023

Proposal #: 23-0076

Job ID #: 354

Customer Phone #: 231 941-1620

**To:**

Garfield Charter Township  
3848 Veterans Drive  
Traverse City MI 49684

**Site Address:**

Snowplowing 2023-2024 Season  
3848 Veterans Drive  
Traverse City, Michigan

Description	Total
<p>Township Hall, Veterans Drive: Snowplowing of parking lot will done at the rate of \$95.00 per time.</p> <p>Salting of parking lot will be done at the rate of \$180.00 per time.</p> <p>Sanding of the parking lot will be done at the rate of \$200.00per time.</p> <p>Rate increases by 50% when snowfall is 6" or greater</p> <p>Looking forward to your continued patronage. Dennis C. Svec</p>	
We propose hereby to furnish labor and material in accordance with the above specifications, for the sum of:	<b>Total</b> \$0.00

All accounts will be billed out on the 1st of the month and are due in full on the 15th of the month.

All material and labor is guaranteed to be as specified. All work to be completed in a professional manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the proposal. All work to be performed weather permitting, additional charges for winter conditions may apply. Our workers are fully covered by Worker's Compensation Insurance.

Authorized Signature: \_\_\_\_\_

Note: This proposal may be withdrawn by us if not accepted within   5   days.

**Acceptance of Proposal -** The above prices, specifications and conditions are satisfactory and hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Date of Acceptance: \_\_\_\_\_ Signature: \_\_\_\_\_