

## CHARTER TOWNSHIP OF GARFIELD TOWNSHIP BOARD MEETING

Tuesday, October 10, 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 – September 12, 2023 Regular meeting  
September 19, 2023 Study Session  
(Recommend Approval)

- b. Bills -

- (i) General Fund  
(Recommend Approval)

\$88,021.19

(ii) Gourdie-Fraser

Developer's Escrow Fund – Storm Water Reviews, Utility Plan Review, Oversight & Closeout	\$29,997.75
General Utilities	873.75
Park Funds / DNR Trust Fund	2,205.00
Special Assessment District (SAD)	181.25
Total	\$33,257.75
(Recommend Approval)	

- c. MTT Update (Receive and File)
- d. 2024 priority Parks and Recreation projects as recommended by the Parks and Recreation Commission (Receive and File)
- e. Consideration of Intent to Create Special Assessment District for resurfacing Jefferson Ave. and schedule Public Hearing for October 24, 2023, Resolution 2023-26-T (Recommend Approval)
- f. Introduction of Zoning Ordinance R-2/R-3 Amendment and schedule Public Hearing for November 14, 2023 (Recommend Approval)
- g. Consideration of license classification transfer from Tavern to Class C for Chef Lady, Resolution 2023-27-T (Recommend Approval)

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

5. **Correspondence**

- a. Letter from Haggard's Plumbing & Heating dated September 15, 2023

6. **Reports**

- a. County Commissioner's Report
- b. Construction Report
- c. Sheriff's Report
- d. GT Metro Fire Report in writing
- e. Planning Department Report for October 2023
- f. Parks & Rec Report
- g. Clerk's Report
- h. Supervisor's Report

7. **Unfinished Business**

8. **New Business**

- a. Public Hearing – consideration of Amendment to Grand Traverse Commons Development Regulations, Resolution 2023-28-T
- b. Consideration of proposed ARPA funds allocation
- c. Consideration of modification to contribution for Blue Star Special Assessment District
- d. Consideration of Adopting Early Voting Site at the Charter Township of Garfield, Resolution 2023-29-T

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  
September 12, 2023**

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

**Pledge of Allegiance**

**Roll Call of Board Members**

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

Staff Present: John Sych, Planning Director

1. **Public Comment (6:01)**  
Dustine Murphy, Dr. Don Piche and Lowell Gruman commented on the Curling Club.

2. **Review and Approval of the Amended Agenda - Conflict of Interest (6:06)**  
*Agostinelli moved and Duell seconded to approve the agenda as presented.*

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

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

**a. Minutes**

August 22, 2023 Regular Meeting  
August 29, 2023 Study Session  
(Recommend Approval)

**b. Bills**

(i)	General Fund	\$429,056.43
(ii)	Gourdie Fraser	
	Developer's Escrow Fund -Utility Plan Review,	
	Oversight and Closeout	\$ 38,914.00
	General Utilities	45,127.20
	Park Funds/DNR Trust Fund	3,920.00
	Total	\$ 87,961.20

(Recommend Approval)

- c. **Consideration of Resolution 2023-25-T to establish an intermunicipality committee for transportation planning in the Traverse study area (New form required by MDOT)**  
(Recommend Approval)



**d. Introduction of Amendment to Grand Traverse Commons Development Regulations and schedule public hearing for October 10, 2023 (Recommend Approval)**

*Duell moved and Barsheff seconded to adopt the Consent Calendar as presented.*

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

**4. Items Removed from the Consent Calendar (6:09)**

**5. Correspondence (6:10)**

**a. Letter from Steven and Penny Fellows dated September 6, 2023**

Board members discussed the letter and shared concerns with the events.

**6. Reports**

**a. GT County Commissioner's Report (6:11)**

Commissioner Brad Jewett stated that the 2022 audit was discussed. The county has an ad-hoc committee to help the Pavilions reach a solution for their finances and a new sheriff, Mike Shea, has been appointed since the retirement of Tom Bensley.

**b. Construction Report (6:14)**

Township Engineer Jennifer Graham reported that the Cedar Run Water main project has been finished out. She is working on the Capital Improvement Plan to present to the board. River East Phase Three will be bid this month and she is busy with lots of utility reviews. Board members asked questions.

**c. Sheriff's Report (6:19)**

Acting Lieutenant Roy Raska stated that the lieutenant position should be filled this week. The CPO's have been busy and have been building community relationships with cookouts in the neighborhoods. Raska also reviewed statistics for the month of August.

**d. GT Metro Fire Report (6:22)**

Metro Chief Pat Parker reviewed August 2023 statistics in Garfield Township and the entire Metro organization. Garfield Township made up 66% of calls in August. Parker added that the 9/11 memorial ceremony went smoothly and he is busy with plan reviews and inspections.

**e. Planning Department Report for September 2023 (6:26)**

Township Planner John Sych reported that there would be two public hearings tomorrow evening and a study session will be devoted to the future land use map.

**f. Parks & Recreation Report (6:28)**

The Parks and Recreation report was submitted in writing.

**g. Clerk's Report (6:28)**

McManus stated that her report was submitted in writing and added that she is still busy with election planning.

**h. Supervisor's Report (6:30)**

Supervisor Korn stated that he attended the Evergreen Development groundbreaking. It will be a net-zero development. He also attended an MTA luncheon and heard about an employee assistance program, met with the Building and Personnel Committees, and met with the Liquor Control Commission.

**7. Unfinished Business (6:16)**

**a. Public Hearing – Consideration of the amount of property tax millage to levy for the 2024 General and Fire Fund accounts (6:33)**

Korn stated that the township operating millage was being lowered from 2.0 to 1.75. The Emergency Services millage remains the same at 2.75. Korn opened the public hearing at 6:34pm and seeing no one wishing to comment, closed the public hearing at 6:35pm.

*Duell moved and Barsheff seconded to levy 1.75 mills for the township operating budget and 2.75 mills for Emergency Services.*

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

**b. Consideration of recommending approval for a Class C or Tavern Liquor License to the following applicants: (6:36)**

**I. High Tops request for Class C License, Resolution 2023-18-T**

**II. Curling Club request for Class C License, Resolution 2023-23-T**

Board members discussed the two applicants and presented their rationale for one or the other.

*Schmuckal moved and Macomber seconded to award the Class C License to High Tops approving Resolution 2023-18-T.*

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

*Nays: Korn*

**8. New Business**

**a. Consideration of upgrading the Township's elevator controller (6:58)**

Korn explained that the elevator's electronic control unit is in delicate condition.

*Schmuckal moved and Agostinelli seconded to accept the proposal from Otis in the amount of \$19,800.00 for a new controller.*

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

*Nays: None*

**9. Public Comment: (6:59)**

Kevin Byrne of Traverse City commented.

**10. Other Business (7:02)**

Budget study session set for September 19<sup>th</sup> at 4:00pm.

Duell stated that the Cass Road culverts are working well.

**11. Adjournment**

*Korn adjourned the meeting at 7:05pm.*

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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  
TOWNSHIP BOARD SPECIAL MEETING MINUTES  
September 19, 2023**

**ORDER OF BUSINESS**

**Call meeting to order**

Supervisor Korn called the Township Board Study Session to order on Tuesday, September 19, 2023, at 4:03pm at the Garfield Township Hall, 3848 Veterans Drive, Traverse City, Michigan.

**Roll call of Board Members**

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

**1. Business to come before the Board**

**a. Discussion regarding the 2024 Township Budget**

The Board continued discussion of the budget

**2. Public Comment**

There was no public comment.

**3. Adjournment**

Korn adjourned the meeting at 5:14 pm

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

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

Traverse Transportation Coordinating Initiative  
Resolution # 2023-25-T  
September 12, 2023

RESOLUTION TO ESTABLISH AN INTERMUNICIPALITY COMMITTEE UNDER MICHIGAN  
PUBLIC ACT 200 OF 1957 FOR PURPOSES OF TRANSPORTATION PLANNING IN THE  
TRAVERSE STUDY AREA

WHEREAS, the urban transportation planning regulations implementing sections of the Federal-Aid Highway Act of 1962, and the Urban Mass Transportation Act of 1964, as amended, require that each urbanized area, as a condition of receipt of Federal transportation capital or operating assistance, having a continuing, cooperative and comprehensive (3-C) transportation planning process that results in plans and programs consistent with the comprehensively plan development of the urbanized area; and

WHEREAS, Michigan Public Act 200 of 1957 provides for the creation, by two or more municipalities, of an Intermunicipality Committee for the purpose of studying area problems; and

WHEREAS, the Charter Township of Garfield elected to participate in the formation of the Metropolitan Planning Organization through participation in the Traverse Transportation Coordinating Initiative (TTCI), and

WHEREAS, the conditions for the participation of eligible entities and the requirements for formation of the MPO Policy Board and committees to the board, rules of procedure and overall operation of the collaborative body are contained within the attached referenced Traverse Transportation Coordinating Initiative Intergovernmental Agreement for Participants of the Metropolitan Planning Organization, and

WHEREAS, bylaws for TTCI have been drafted and are attached and referenced as the Traverse Transportation Coordinating Initiative (TTCI) Bylaws.

NOW, THEREFORE, BE IT RESOLVED, that the Charter Township of Garfield authorizes their participation as an eligible entity in the creation of what is hereinafter referred to as the Traverse Transportation Coordinating Initiative (TTCI) Metropolitan Planning Organization;

On a motion made by Steve Duell seconded by Chris Barsheff, to adopt the Resolution in support of the establishment of an intermunicipality committee, under Michigan Public Act 200 of 1957, for the purposes of transportation planning in the Greater Traverse Study Area.

Roll call vote:

Ayes- Duell, Barsheff, Agostinelli, Schmuckal, Macomber, McManus, Korn  
Nays- None

CERTIFICATE

I, Lanie McManus, do hereby certify that the foregoing is a true copy of a resolution adopted by the Charter Township of Garfield Board, at a regular board meeting, held at the Garfield Township Hall on September 12, 2023.

9-13-2023  
Date

Lanie McManus  
Lanie McManus  
Charter Township of Garfield Clerk





**Local Government Approval**  
(Authorized by MCL 436.1501)

**RESOLUTION 2023-18-T**

**Instructions for Applicants:**

- You must obtain a recommendation from the local legislative body for a new on-premises license application, certain types of license classification transfers, and/or a new banquet facility permit.

**Instructions for Local Legislative Body:**

- Complete this resolution or provide a resolution, along with certification from the clerk or adopted minutes from the meeting at which this request was considered.

At a regular meeting of the Charter Township of Garfield council/board  
(regular or special) (township, city, village)

called to order by Supervisor Korn on September 12, 2023 at 6:00 PM  
(date) (time)

the following resolution was offered:

Moved by Denise Schmuckal and supported by Chloe Macomber

that the application from High Tops

(name of applicant - if a corporation or limited liability company, please state the company name)

for the following license(s): Class C  
(list specific licenses requested)

to be located at: Grand Traverse Mall, 3200 W. South Airport Rd. #200, Traverse City, MI 49684

and the following permit, if applied for:

☐ Banquet Facility Permit Address of Banquet Facility: \_\_\_\_\_

It is the consensus of this body that it recommends this application be considered for  
(recommends/does not recommend)

approval by the Michigan Liquor Control Commission.

If disapproved, the reasons for disapproval are \_\_\_\_\_

**Vote**

Yeas: 6

Nays: 1

Absent: 0

I hereby certify that the foregoing is true and is a complete copy of the resolution offered and adopted by the Garfield Township  
council/board at a regular meeting held on September 12, 2023  
(regular or special) (date) (township, city, village)

Lanie McManus

Print Name of Clerk

Lanie McManus  
Signature of Clerk

9-13-2023

Date

Under Article IV, Section 40, of the Constitution of Michigan (1963), the Commission shall exercise complete control of the alcoholic beverage traffic within this state, including the retail sales thereof, subject to statutory limitations. Further, the Commission shall have the sole right, power, and duty to control the alcoholic beverage traffic and traffic in other alcoholic liquor within this state, including the licensure of businesses and individuals.

Please return this completed form along with any corresponding documents to:

Michigan Liquor Control Commission

Mailing address: P.O. Box 30005, Lansing, MI 48909

Hand deliveries or overnight packages: Constitution Hall - 525 W. Allegan, Lansing, MI 48933

Fax to: 517-763-0059

CHECK DISBURSEMENT REPORT FOR CHARTER TOWNSHIP OF GARFIELD  
 CHECK DATE FROM 09/07/2023 - 10/04/2023  
 Banks: GEN

Check Date	Bank	Check #	Payee	Description	GL #	Amount
09/13/2023	GEN	41691	AMY DEHAAN	CONFERENCE	101-171-960.000	1,406.01
09/13/2023	GEN	41692	CONSUMERS ENERGY	100000311801	101-000-084.861	1,538.22
		41692		100000311801	101-448-920.005	1,176.91
						2,715.13
09/13/2023	GEN	41693	CONSUMERS ENERGY	103033456148	101-448-920.005	2,314.19
09/13/2023	GEN	41694	ELECTION SOURCE	ROLLING BAGS	101-191-726.000	1,293.57
09/13/2023	GEN	41695	GFL ENVIRONMENTAL	002114260	308-000-805.000	493.11
09/13/2023	GEN	41696	GFL ENVIRONMENTAL	002114259	101-265-935.604	122.80
09/13/2023	GEN	41697	GOURDIE-FRASER, INC.	RIVER EAST PHASE III	308-000-970.000	3,920.00
09/13/2023	GEN	41698	GRANITE TELECOMMUNICATIONS	PHONES	101-265-850.000	147.49
09/13/2023	GEN	41699	INTEGRITY BUSINESS SOLUTIONS	FOLDERS	101-101-726.000	217.22
09/13/2023	GEN	41700	OLSON, BZDOK, & HOWARD	LEGAL FEES - ZONING	101-101-801.002	165.00
		41700		LEGAL FEES - ZONING	101-400-801.000	1,538.50
		41700		LEGAL FEES - ZONING	101-410-801.000	6,021.05
						7,724.55
09/13/2023	GEN	41701	PREMIER OUTDOORS OF TRAVERSE CITY	TOWNHALL	101-265-935.602	620.00
09/13/2023	GEN	41702	PREMIER OUTDOORS OF TRAVERSE CITY	SILVER LAKE PARK	308-000-805.000	2,400.00
09/13/2023	GEN	41703	PRINCIPAL LIFE INSURANCE COMPANY	EMPLOYEE HEALTH / LIFE	101-851-873.030	1,691.79
		41703		EMPLOYEE HEALTH / LIFE	101-851-873.040	337.91
						2,029.70
09/13/2023	GEN	41704	SPECTRUM ENTERPRISE	INTERNET	101-258-935.016	159.98
09/13/2023	GEN	41705	U.S.POSTAL SERVICE	POSTAGE	101-101-726.001	2,000.00
09/13/2023	GEN	41706	VC3 INC.	CLOUD PROTECTION/DATA RECOVERY AGREEMENT	101-258-935.015	375.50
09/14/2023	GEN	41707	KATHLEEN ROON	OFFICE CHAIR	101-101-726.000	210.94
09/20/2023	GEN	41708	BLUE CROSS BLUE SHIELD OF MICHIGAN	EMPLOYEE HEALTH	101-851-873.030	22,670.69
09/20/2023	GEN	41709	ECT	GT COMMONS	308-000-970.000	3,221.25
09/20/2023	GEN	41710	GARFIELD CHARTER TOWNSHIP	HSA	101-000-237.000	663.04
09/20/2023	GEN	41711	GRAND TRAVERSE CONSTRUCTION	SILVER LAKE PAVILLION	308-000-805.000	5,053.99
09/20/2023	GEN	41712	KRAFT BUSINESS SYSTEMS	AUG/SEPT CONTRACT	101-101-726.002	289.40

3.b.(i)

Check Date	Bank	Check #	Payee	Description	GL #	Amount
09/20/2023	GEN	41713	MARSHALL & SWIFT/BOECKH, LLC	ANNUAL SUBSCRIPTION	101-171-965.000	713.80
09/20/2023	GEN	41714	TRAVERSE CITY LIGHT & POWER	00104659-5	101-448-920.005	10.61
09/20/2023	GEN	41715	UNITED WAY	UNITED WAY	101-000-238.000	90.00
09/20/2023	GEN	41716	VOYA INSTITUTIONAL TRUST COMPANY	DEFERRED COMP VF3202	101-000-227.000	1,860.00
09/25/2023	GEN	41717	AFLAC	AFLAC	101-000-227.001	436.82
09/25/2023	GEN	41718	FIFTH THIRD BANK	1319 - BR TRAIL	308-000-935.000	304.85
09/25/2023	GEN	41719	FIFTH THIRD BANK	1319 - EDUCATION / SUPPLIES	101-101-726.000	760.25
		41719		1319 - EDUCATION / SUPPLIES	101-191-726.000	67.50
		41719		1319 - EDUCATION / SUPPLIES	101-215-960.000	41.71
						<hr/> 869.46
09/25/2023	GEN	41720	GMOSER'S SEPTIC SERVICE, INC	PORTABLE TOILET	308-000-805.000	270.00
09/25/2023	GEN	41721	LAUTNER IRRIGATION INC	SPRINKLER WINTERIZATION - TOWNHALL	101-265-935.602	165.00
09/25/2023	GEN	41722	PITNEY BOWES INC	RED INK	101-101-726.001	132.79
09/25/2023	GEN	41723	VERIZON	PHONES	101-265-850.000	262.88
09/25/2023	GEN	41724	SUPERFLEET	GAS	101-806-862.000	240.19
10/04/2023	GEN	41725	ANNE WENDLING	CONTRACTED SVCS	101-101-805.000	55.00
		41725		CONTRACTED SVCS	101-400-805.000	156.25
		41725		CONTRACTED SVCS	101-410-805.000	55.00
						<hr/> 266.25
10/04/2023	GEN	41726	BLACK MAGIC	PARK ASPHALT REPAIR	308-000-805.000	10,793.40
10/04/2023	GEN	41727	CONTEMPORARY CLEANING	CONTRACTED SVCS	308-000-805.000	450.00
10/04/2023	GEN	41728	CONTEMPORARY CLEANING	CONTRACTED SVCS	101-265-935.603	1,350.00
10/04/2023	GEN	41729	FIFTH THIRD BANK	3406 - EDUCATION	101-253-960.000	472.32
10/04/2023	GEN	41730	FIFTH THIRD BANK	3637- EDUCATION	101-171-960.000	261.05
10/04/2023	GEN	41731	GARFIELD CHARTER TOWNSHIP	HSA	101-000-237.000	663.04
10/04/2023	GEN	41732	GRAND TRAVERSE COUNTY DPW	WATER	101-265-920.602	362.54
10/04/2023	GEN	41733	GRAND TRAVERSE COUNTY DPW	WATER	308-000-805.000	47.27
10/04/2023	GEN	41734	GRID4 COMMUNICATIONS, INC.	PHONES	101-265-850.000	616.09
10/04/2023	GEN	41735	GT SUPPLY, LLC	CAN LINERS/TOWELING/TOILET PAPER	101-265-726.003	256.05



Check Date	Bank	Check #	Payee	Description	GL #	Amount
10/04/2023	GEN	41736	HOME DEPOT CREDIT SERVICES	WASP SPRAY/PAINT/MULCH/SPRAY NOZZLE	308-000-935.000	206.35
10/04/2023	GEN	41737	JUSTIN LAPAN	REFUND OF FEE	101-000-612.000	150.00
10/04/2023	GEN	41738	LANDGREEN LAWN CARE	FERTILIZER	308-000-805.000	2,556.00
10/04/2023	GEN	41739	LANDGREEN LAWN CARE	FERTILIZER	101-265-935.602	147.00
10/04/2023	GEN	41740	LANIE MCMANUS	MILEAGE / EDUCATION	101-215-860.300	254.14
		41740		MILEAGE / EDUCATION	101-215-960.000	13.11
						267.25
10/04/2023	GEN	41741	LAUTNER IRRIGATION INC	LOGANS LANDING WINTERIZATION	101-265-935.602	195.00
10/04/2023	GEN	41742	LINGO	PHONE	101-265-850.000	77.09
10/04/2023	GEN	41743	STATE OF MICHIGAN	MCAO/MCAO/MMAO	101-171-960.000	350.00
10/04/2023	GEN	41744	O'HEARN PEST CONTROL LLC	PEST CONTROL	101-101-805.000	60.00
10/04/2023	GEN	41745	PITNEY BOWES INC	7.30-10.29.2023 LEASE	101-101-726.001	424.41
10/04/2023	GEN	41746	TRAVERSE CITY LIGHT & POWER	00104403-7	101-000-084.861	666.74
		41746		00104915-6	101-448-920.005	28.38
						695.12
10/04/2023	GEN	41747	UNITED WAY	UNITED WAY	101-000-238.000	90.00
10/04/2023	GEN	41748	VOYA INSTITUTIONAL TRUST COMPANY	DEFERRED COMP VF3202	101-000-227.000	1,860.00

TOTAL - ALL FUNDS		TOTAL OF 58 CHECKS	88,021.19
--- GL TOTALS ---			
101-000-084.861	DUE FROM #861 STREET LIGHTS	2,204.96	
101-000-227.000	DEFERRED COMP	3,720.00	
101-000-227.001	AFLAC	436.82	
101-000-237.000	HSA (FORMERLY FLEX)	1,326.08	
101-000-238.000	UNITED WAY	180.00	
101-000-612.000	CHARGES FOR TOWNSHIP SERVICES	150.00	
101-101-726.000	SUPPLIES	1,188.41	
101-101-726.001	POSTAGE	2,557.20	
101-101-726.002	SUPPLIES - COPIER MAINTENANCE	289.40	
101-101-801.002	LEGAL SERVICES - TOWNBOARD	165.00	
101-101-805.000	CONTRACTED AND OTHER SERVICES	115.00	
101-171-960.000	EDUCATION & TRAINING	2,017.06	
101-171-965.000	DUES & PUBLICATIONS	713.80	
101-191-726.000	SUPPLIES	1,361.07	
101-215-860.300	MILEAGE - CLERK	254.14	
101-215-960.000	EDUCATION & TRAINING	54.82	
101-253-960.000	EDUCATION & TRAINING	472.32	
101-258-935.015	COMPUTER SUPPORT SYSTEMS	375.50	
101-258-935.016	COMPUTER NETWORK	159.98	
101-265-726.003	SUPPLIES-MAINTANCE	256.05	
101-265-850.000	TELEPHONE	1,103.55	

Check Date	Bank	Check #	Payee	Description	GL #	Amount
101-265-920.602			WATER / SEWER		362.54	
101-265-935.602			LAWN MAINTENANCE		1,127.00	
101-265-935.603			CLEANING SERVICE		1,350.00	
101-265-935.604			RUBBISH REMOVAL		122.80	
101-400-801.000			LEGAL SERVICES		1,538.50	
101-400-805.000			CONTRACTED AND OTHER SERVICES		156.25	
101-410-801.000			LEGAL SERVICES		6,021.05	
101-410-805.000			CONTRACTED AND OTHER SERVICES		55.00	
101-448-920.005			STREET LIGHTS TOWNSHIP		3,530.09	
101-806-862.000			GAS & CAR WASHES		240.19	
101-851-873.030			INSURANCE - EMPLOYEE HEALTH		24,362.48	
101-851-873.040			INSURANCE - EMPLOYEE LIFE		337.91	
308-000-805.000			CONTRACTED AND OTHER SERVICES		22,063.77	
308-000-935.000			MAINTENANCE - MISC, EQUIP		511.20	
308-000-970.000			CAPITAL OUTLAY		7,141.25	
			TOTAL		88,021.19	



Engineering  
Surveying  
Testing &  
Operations

123 West Front Street  
Traverse City, Michigan 49684  
231.946.5874  
231.946.3703

September 30, 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. <b>7 Brew</b>	
Project# 22207 Invoice No. 2220702	563.00
2. Engineering consulting services for storm water plan review. <b>1712 S. Garfield Ave., Multi Use Development, Escrow No. 701-000-214.8569</b>	
Project# 23067 Invoice No. 2306703	130.00
3. Engineering consulting services for storm water plan review. <b>Morgan Farms, Multifamily Development, Escrow No. 215.806</b>	
Project# 23118 Invoice No. 2311802	593.75
4. Engineering consulting services for storm water plan review. <b>Bish's RV, Escrow No. 214.802</b>	
Project# 23185 Invoice No. 2318502	157.50
Total A	<u>1,444.25</u>

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

1. Engineering plan review and overall capacity evaluation, construction services, project turnover <b>Bata HQ Transit, Orientated Development PUD</b>	
Project# 21334 Invoice No. 2133410	1,125.00
2. Engineering plan review and overall capacity evaluation, construction services, project turnover <b>South 22, Water / Sewer Extension, Escrow# 701-000-214.815</b>	
Project# 22074 Invoice No. 2207408	10,166.00
3. Engineering plan review and overall capacity evaluation, construction services, project turnover <b>Birmley Hills Site Condominium</b>	
Project# 22300 Invoice No. 2230005	14,512.50
4. Construction observation and testing, and project closeout and project turnover <b>TC hammond Storage Units, Water / Sewer Ext.</b>	
Project# 23055 Invoice No. 2305501	2,750.00
Total A	<u>28,553.50</u>

Total Developer's Escrow Fund 29,997.75

#### II. General Utilities

1. Engineering to assist with review of proposed CIP plan <b>Township Capital Improvement Plan</b>	
Project# 23029C Invoice No. 23029308	873.75

Total Utility Receiving Fund 873.75

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

1. Engineering and survey services for design, permitting, bidding, construction services. <b>River East Park Improvements, Phase III</b>	
Project# 23073 Invoice No. 2307303	2,205.00

Total Park Funds / DNR Trust Fund 2,205.00

#### IV. Special Assessment District (SAD)

1. Engineering services for GTCRC cost estimated review <b>Ridge View Court Special Assessment District</b>	
Project# 23029C Invoice No. 23029309	181.25

Total Utility Receiving Fund 181.25

GRAND TOTAL \$33,257.75

**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

September 30, 2023  
Project No: 22207  
Invoice No: 2220702

Re: 7 Brew, Storm Water Review, Escrow No.

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 conditional approval. This invoice provided services related to the site inspection / validation and final letter of acceptance. Site inspection and cursory review needed to validate.

Project Location: 2537 N. US 31, Traverse City

**Professional Services from August 20, 2023 to September 30, 2023**

**Professional Personnel**

	<b>Hours</b>	<b>Rate</b>	<b>Amount</b>	
Project Engineer II	3.50	130.00	455.00	
Senior Testing/Inspection Tech.	1.00	108.00	108.00	
Totals	4.50		563.00	
<b>Total Labor</b>				<b>563.00</b>
		<b>Total this Invoice</b>		<b>\$563.00</b>

**Billings to Date**

	<b>Current</b>	<b>Prior</b>	<b>Total</b>
Labor	563.00	1,855.00	2,418.00
<b>Totals</b>	<b>563.00</b>	<b>1,855.00</b>	<b>2,418.00</b>



**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

September 30, 2023  
Project No: 23067  
Invoice No: 2306703

Re: 1712 S. Garfield Ave., Multi Use Development (Stonefield - Cherryland Mall), Storm Water Review, Escrow No. 701-000-214.8569

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

Project Location: 1712 S. Garfield Ave., Traverse City

**Professional Services from August 02, 2023 to September 30, 2023**

**Professional Personnel**

	<b>Hours</b>	<b>Rate</b>	<b>Amount</b>
Project Engineer II	1.00	130.00	130.00
Totals	1.00		130.00
<b>Total Labor</b>			<b>130.00</b>
		<b>Total this Invoice</b>	<b>\$130.00</b>

**Billings to Date**

	<b>Current</b>	<b>Prior</b>	<b>Total</b>
Labor	130.00	1,397.50	1,527.50
<b>Totals</b>	<b>130.00</b>	<b>1,397.50</b>	<b>1,527.50</b>

**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

September 30, 2023

Project No: 23118

Invoice No: 2311802

Re: Morgan Farms, Multifamily Development - Storm Water Review, Escrow No. 215.806

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

Project Location: 12300 S. Lovell Lane, Traverse City

**Professional Services from June 08, 2023 to September 30, 2023**

**Professional Personnel**

	<b>Hours</b>	<b>Rate</b>	<b>Amount</b>	
Project Specialist	4.75	125.00	593.75	
Totals	4.75		593.75	
<b>Total Labor</b>				<b>593.75</b>
		<b>Total this Invoice</b>		<b>\$593.75</b>

**Billings to Date**

	<b>Current</b>	<b>Prior</b>	<b>Total</b>
Labor	593.75	1,717.50	2,311.25
<b>Totals</b>	<b>593.75</b>	<b>1,717.50</b>	<b>2,311.25</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

September 30, 2023

Project No: 23185

Invoice No: 2318502

Re: Bish's RV, Storm Water Review, Escrow No. 214.802

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: 705 US 31 South, Traverse City

**Professional Services from August 14, 2023 to September 30, 2023**

**Professional Personnel**

	<b>Hours</b>	<b>Rate</b>	<b>Amount</b>	
Design Engineer	1.50	105.00	157.50	
Totals	1.50		157.50	
<b>Total Labor</b>				<b>157.50</b>
		<b>Total this Invoice</b>		<b>\$157.50</b>

**Billings to Date**

	<b>Current</b>	<b>Prior</b>	<b>Total</b>
Labor	157.50	483.75	641.25
<b>Totals</b>	<b>157.50</b>	<b>483.75</b>	<b>641.25</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

September 30, 2023

Project No: 21334

Invoice No: 2133410

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 September 03, 2023 to September 30, 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	85.00	10,625.00	9,500.00	1,125.00
Proj. Turnover, Close Out	3,500.00	10.00	350.00	350.00	0.00
Total Fee	78,300.00		73,275.00	72,150.00	1,125.00
<b>Total Fee</b>					<b>1,125.00</b>
<b>Total this Invoice</b>					<b>\$1,125.00</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

September 30, 2023

Project No: 22074

Invoice No: 2207408

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 September 03, 2023 to September 30, 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	80.00	35,360.00	25,194.00	10,166.00
Project Closeout & Turnover	2,500.00	0.00	0.00	0.00	0.00
Engineering 2nd Plan Review	1,500.00	100.00	1,500.00	1,500.00	0.00
Total Fee	51,700.00		40,360.00	30,194.00	10,166.00
<b>Total Fee</b>					<b>10,166.00</b>
<b>Total this Invoice</b>					<b>\$10,166.00</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

September 30, 2023

Project No: 22300

Invoice No: 2230005

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 September 03, 2023 to September 30, 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	87.00	28,057.50	13,545.00	14,512.50
B.3 Project Close Out, Turnover	2,750.00	0.00	0.00	0.00	0.00
Total Fee	41,895.00		34,952.50	20,440.00	14,512.50
Total Fee					14,512.50
Total this Invoice					\$14,512.50

**Invoice**

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

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

September 30, 2023  
Project No: 23055  
Invoice No: 2305501

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.

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

**Professional Services from September 03, 2023 to September 16, 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	0.00	2,750.00
Project Closeout & Turnover	1,250.00	0.00	0.00	0.00	0.00
Total Fee	4,000.00		2,750.00	0.00	2,750.00
Total Fee					2,750.00
Total this Invoice					\$2,750.00

**Invoice**

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

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

September 30, 2023

Project No: 23029C

Invoice No: 23029308

General: Township Capital Improvement Plan

Re: CIP Project Review / Cost Estimation

Services Performed: Engineering service to assist the township with review of the proposed CIP plan including review of utility and park projects by identifying priority and cost estimates.

**Professional Services from September 03, 2023 to September 30, 2023**

**Professional Personnel**

	<b>Hours</b>	<b>Rate</b>	<b>Amount</b>	
Director of Engineering	2.00	165.00	330.00	
Project Manager	3.75	145.00	543.75	
Totals	5.75		873.75	
<b>Total Labor</b>				<b>873.75</b>
		<b>Total this Invoice</b>		<b>\$873.75</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

September 30, 2023

Project No: 23073

Invoice No: 2307303

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 September 03, 2023 to September 30, 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	75.00	18,375.00	16,170.00	2,205.00
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		20,875.00	18,670.00	2,205.00
			<b>Total Fee</b>		<b>2,205.00</b>
				<b>Total this Invoice</b>	<b>\$2,205.00</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

September 30, 2023

Project No: 23029C

Invoice No: 23029309

Re: Ridge View court Special Assessment District, GTCRC Cost Estimate Review

Services Performed: Engineering services for review of proposed memo and cost estimate per the township's request.


**Professional Services from September 03, 2023 to September 30, 2023**

**Professional Personnel**

	<b>Hours</b>	<b>Rate</b>	<b>Amount</b>	
Project Manager	1.25	145.00	181.25	
Totals	1.25		181.25	
<b>Total Labor</b>				<b>181.25</b>
		<b>Total this Invoice</b>		<b>\$181.25</b>

[illegible]



 <b>Charter Township of Garfield</b> <b>Planning Department Report No. 2023-121</b>		
Prepared:	October 3, 2023	Pages: 1
Meeting:	October 10, 2023 Township Board	Attachments: <input type="checkbox"/>
Subject:	2024 Parks Priority Projects – Recommendation from Parks and Recreation Commission	

**OVERVIEW:**

Annually, the Parks and Recreation Commission recommends a list of priority parks projects for the next year to the Township Board. The Township Board receives this list as part of gathering information for the budget process. Projects from this list or identified in discussions during the budget process form the basis of the capital outlay portion of the parks budget. At their meeting on October 2, 2023, the Parks and Recreation Commission recommended the following priority projects for 2024, listed in priority order:

2024 Priority Project	Description	Estimated Budget
River East Recreation Area: Amenities (Playground, Signage, Wayfinding, etc.)	Several major projects including the parking lot, pavilion, and dog park, have been completed in the past few years. The next project would add some amenities such as playground equipment and signage to enhance the park.	\$250,000
Grand Traverse Commons Natural Area: Copper Ridge Trailhead	Establishment of an official trailhead at Copper Ridge to be the main trailhead for the mountain biking area near this portion of the park. Project is anticipated to be supported by fundraising efforts of the mountain bike subcommittee.	\$100,000
Grand Traverse Commons Natural Area: Red Drive Trailhead Engineering and Design	Engineering and design of Red Drive trailhead as depicted in the Commons Natural Area Design Plan, including design of the parking area, bathroom, and improved access to the trails	\$20,000
Grand Traverse Commons Natural Area: Engineering Work for Accessible Trail Project	Engineering, design, and survey work related to the accessible trail loop project. The Township indicated this cost for engineering for the project in the Michigan Natural Resources Trust Fund grant application and would be part of the local match funding requirement.	\$87,000
<b>Total</b>		<b>\$457,000</b>

**ACTION REQUESTED:**

The following motion is suggested to receive and file the recommended 2024 priority parks project list:

MOTION TO RECEIVE AND FILE the list of 2024 priority Parks and Recreation projects as recommended by the Parks and Recreation Commission.

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



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

**RESOLUTION #2023-26-T**

**INTENT TO CREATE SPECIAL ASSESSMENT DISTRICT  
FOR RESURFACING OF JEFFERSON AVE**

BE IT HEREBY RESOLVED that the Charter Township of Garfield does hereby declare its intent to improve Jefferson Ave (from Fulton St to West end of roadway) within the following described area:

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 Ave, 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.

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

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

BE IT FURTHER RESOLVED that a hearing on any objections to the improvement, the estimate of costs and to the special assessment district proposed to be established for the assessment of the cost of such improvement shall be held on October 24, 2023, at a regular meeting of the township board at Garfield Charter Township Hall in the upstairs, large meeting room, at 3848 Veterans Drive, Traverse City, Michigan, commencing at 6:00 p.m.

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

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

Moved:

Supported:

Ayes:

Nays:

Absent and Excused:

RESOLUTION 2023-26-T DECLARED ADOPTED.

By:


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

#### **CERTIFICATE**

I, Lanie McManus, Clerk of the Charter Township of Garfield, do hereby certify that the above is a true and correct copy of a Resolution which was adopted by the Township Board of the Charter Township of Garfield on the 10<sup>th</sup> day of October, 2023.

Dated: \_\_\_\_\_

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

 <b>Charter Township of Garfield</b> <b>Planning Department Report No. 2023-111</b>		
Prepared:	September 27, 2023	Pages: 2
Meeting:	October 10, 2023 Township Board	Attachments: <input checked="" type="checkbox"/>
Subject:	Zoning Ordinance R-2/R-3 Amendment – Introduction / Set 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. 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

**PROCESS:**

The process for approving a text amendment includes two public hearings: one at the Planning Commission and one at the Township Board. The proposed text amendment is placed on tonight's agenda to set a public hearing for the November 14, 2023 Township Board regular meeting.

**ACTION REQUESTED:**

If the Township Board is prepared to schedule the attached proposed amendment to Ordinance No. 68, the Garfield Township Zoning Ordinance, for public hearing, then the following motion is suggested:

MOTION THAT the proposed amendment to Ordinance No. 68, the Garfield Township Zoning Ordinance, as attached to Planning Department Report 2023-111, BE SCHEDULED for public hearing for the November 14, 2023 Township Board Regular Meeting.

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

**Attachments:**

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



**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):**

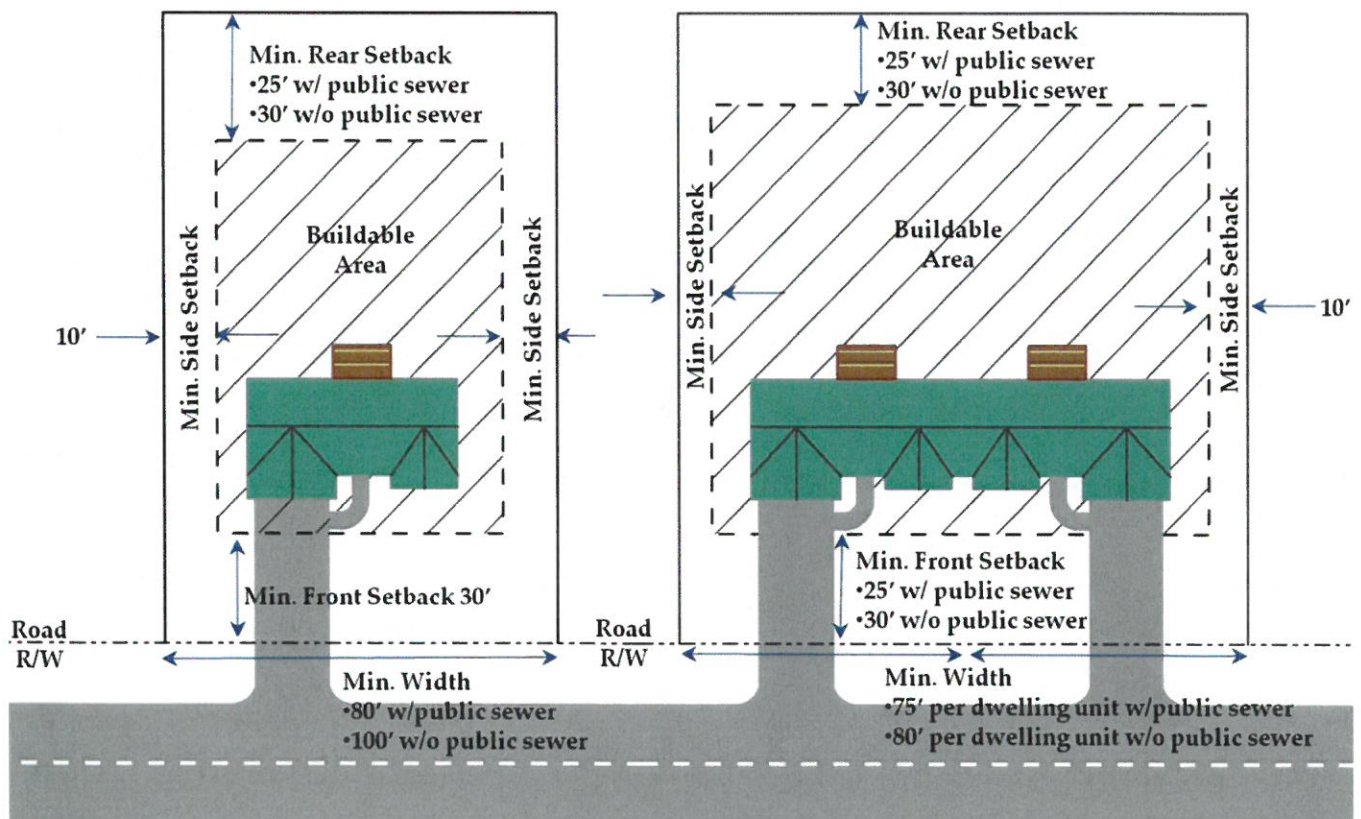
- 1- Family w/ Public Sewer 30'/10'/25'
- 1- Family w/o Public Sewer 30'/10'/30'
- 2-Family w/ Public Sewer 25'/10'/25'
- 2-Family w/o Public Sewer 30'/10'/30'

**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):

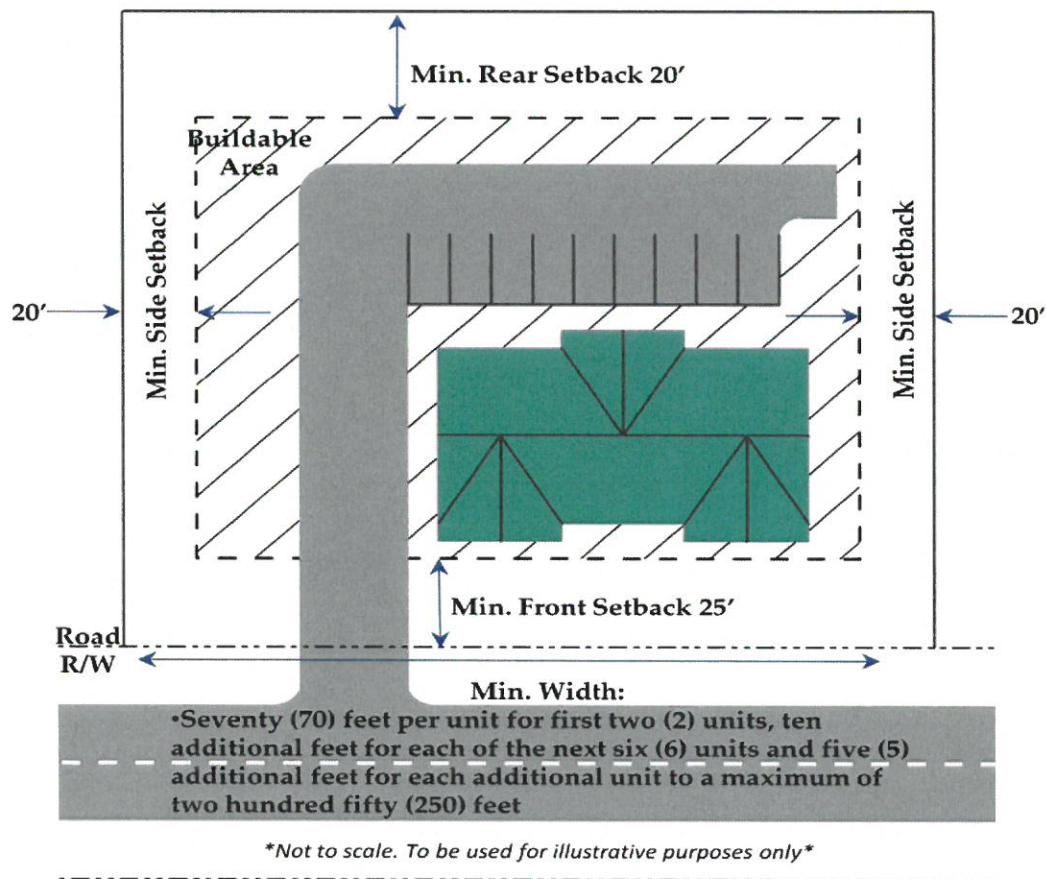
- Front: 25 feet
- Each Side (One-Family): 10 feet
- Each Side (Two-Family): 15 feet
- Each Side (Multi-Family): 20 feet
- Rear: 20 feet

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.



# 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):

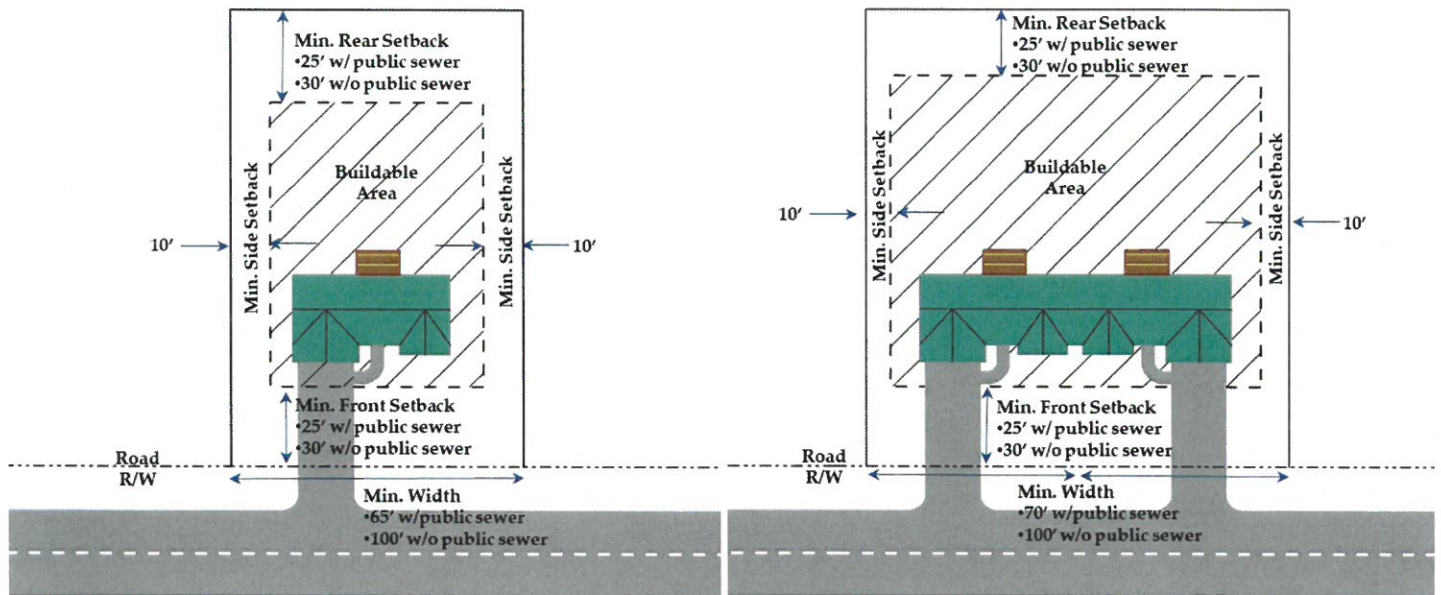
- 1- Family w/ Public Sewer 25'/10'/25'
- 1- Family w/o Public Sewer 30'/10'/30'
- 2-Family w/ Public Sewer 25'/10'/25'
- 2-Family w/o Public Sewer 30'/10'/30'

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):

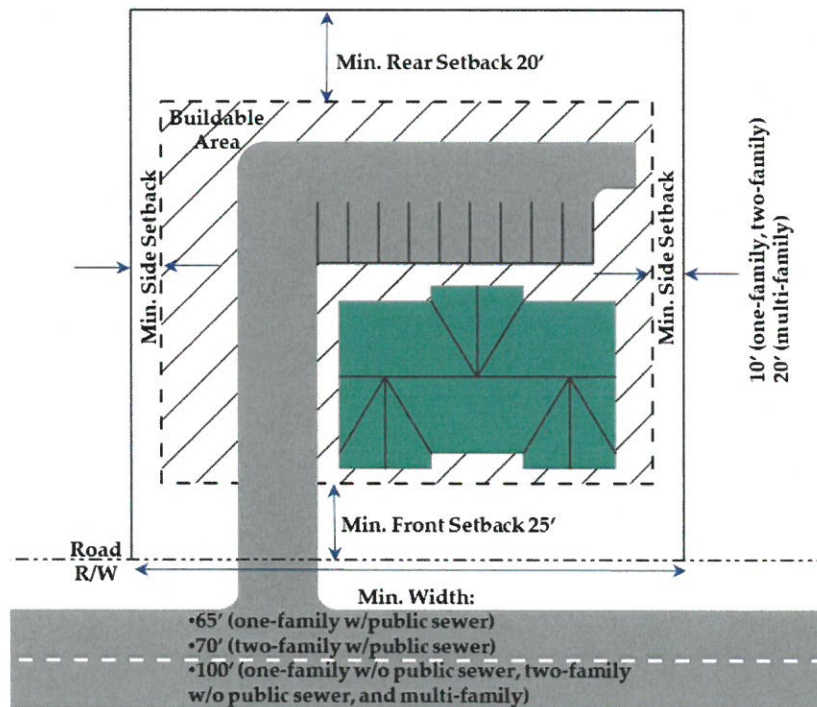
- Front: 25 feet
- Each Side (One-Family): 10 feet
- Each Side (Two-Family): 10 feet
- Each Side (Multi-Family): 20 feet
- Rear: 20 feet

**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):**

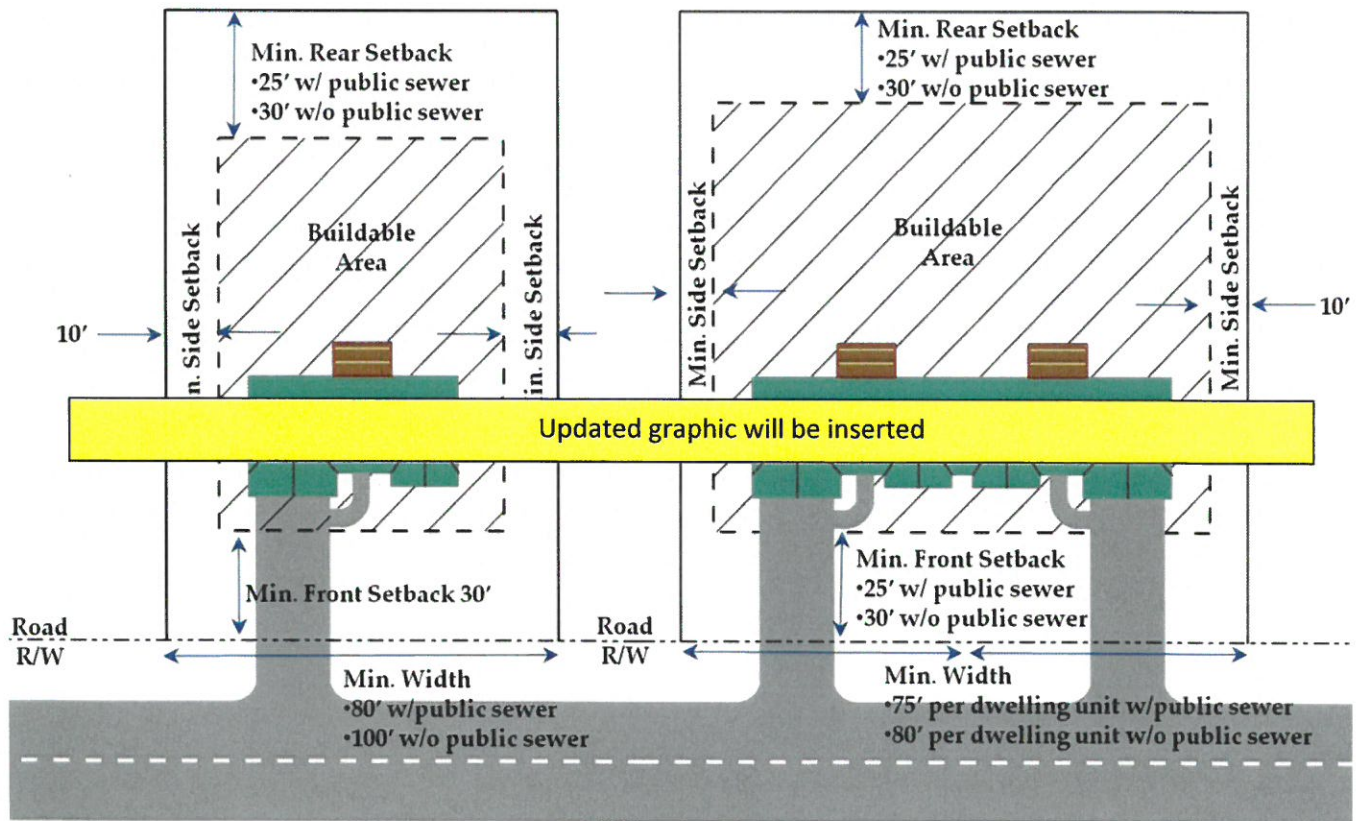
- |                              |                |
|------------------------------|----------------|
| • 1- Family w/ Public Sewer  | 30/25'/10'/25' |
| • 1- Family w/o Public Sewer | 30'/10'/30'    |
| • 2-Family w/ Public Sewer   | 25'/10'/25'    |
| • 2-Family w/o Public Sewer  | 30'/10'/30'    |

**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.



**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 %

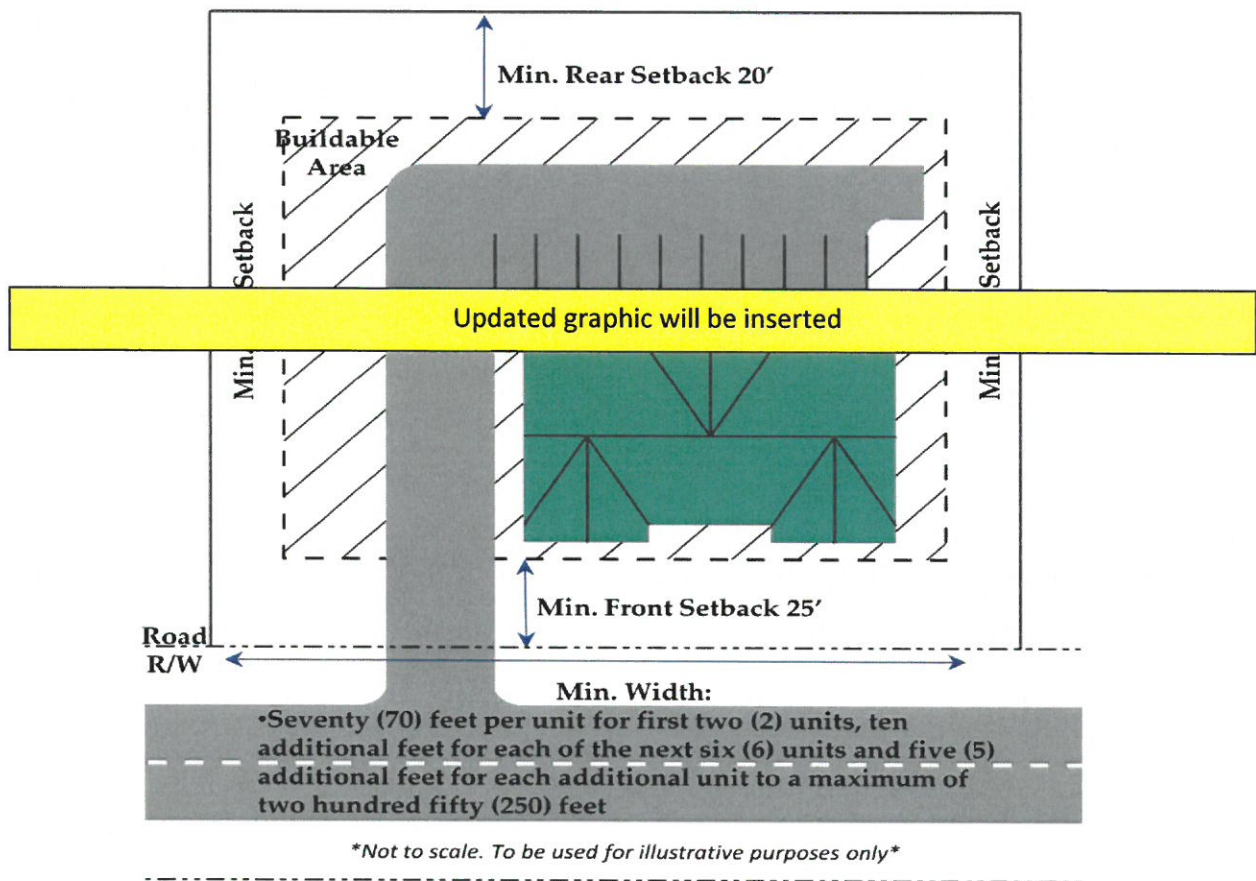
**Minimum Bldg. Cross Section:** 24 feet

**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)







**Local Government Approval**  
(Authorized by MCL 436.1501)

**RESOLUTION 2023-27-T**

**Instructions for Applicants:**

- You must obtain a recommendation from the local legislative body for a new on-premises license application, certain types of license classification transfers, and/or a new banquet facility permit.

**Instructions for Local Legislative Body:**

- Complete this resolution or provide a resolution, along with certification from the clerk or adopted minutes from the meeting at which this request was considered.

At a regular meeting of the Charter Township of Garfield council/board  
(regular or special) (township, city, village)  
called to order by \_\_\_\_\_ on \_\_\_\_\_ at \_\_\_\_\_  
the following resolution was offered: (date) (time)

Moved by \_\_\_\_\_ and supported by \_\_\_\_\_

that the application from Chef Lady Enterprises LLC  
(name of applicant - if a corporation or limited liability company, please state the company name)

for the following license(s): reclassification of Tavern License to Class C License  
(list specific licenses requested)

to be located at: 1610 Barlow St, Suite #104, Traverse City, MI 49686

and the following permit, if applied for:

☐ Banquet Facility Permit Address of Banquet Facility: \_\_\_\_\_

It is the consensus of this body that it \_\_\_\_\_ this application be considered for  
(recommends/does not recommend)  
approval by the Michigan Liquor Control Commission.

If disapproved, the reasons for disapproval are \_\_\_\_\_

**Vote**

Yeas: \_\_\_\_\_

Nays: \_\_\_\_\_

Absent: \_\_\_\_\_

I hereby certify that the foregoing is true and is a complete copy of the resolution offered and adopted by the Garfield Township  
council/board at a regular meeting held on \_\_\_\_\_  
(regular or special) (date) (township, city, village)

\_\_\_\_\_  
Print Name of Clerk

\_\_\_\_\_  
Signature of Clerk

\_\_\_\_\_  
Date

Under Article IV, Section 40, of the Constitution of Michigan (1963), the Commission shall exercise complete control of the alcoholic beverage traffic within this state, including the retail sales thereof, subject to statutory limitations. Further, the Commission shall have the sole right, power, and duty to control the alcoholic beverage traffic and traffic in other alcoholic liquor within this state, including the licensure of businesses and individuals.

Please return this completed form along with any corresponding documents to:

Michigan Liquor Control Commission

Mailing address: P.O. Box 30005, Lansing, MI 48909

Hand deliveries or overnight packages: Constitution Hall - 525 W. Allegan, Lansing, MI 48933

Fax to: 517-763-0059



Michigan Department of Licensing and Regulatory Affairs  
Liquor Control Commission (MLCC)  
Toll Free: 866-813-0011 • [www.michigan.gov/lcc](http://www.michigan.gov/lcc)

Business ID: \_\_\_\_\_

Request ID: \_\_\_\_\_

(For MLCC use only)

**Local Government Approval**

(Authorized by MCL 436.1501)

**RESOLUTION 2023-27-T**

**Instructions for Applicants:**

- You must obtain a recommendation from the local legislative body for a new on-premises license application, certain types of license classification transfers, and/or a new banquet facility permit.

**Instructions for Local Legislative Body:**

- Complete this resolution or provide a resolution, along with certification from the clerk or adopted minutes from the meeting at which this request was considered.

At a \_\_\_\_\_ regular \_\_\_\_\_ meeting of the \_\_\_\_\_ Charter Township of Garfield \_\_\_\_\_ council/board  
(regular or special) (township, city, village)

called to order by \_\_\_\_\_ on \_\_\_\_\_ at \_\_\_\_\_  
(date) (time)

the following resolution was offered:

Moved by \_\_\_\_\_ and supported by \_\_\_\_\_

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(name of applicant - if a corporation or limited liability company, please state the company name)

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to be located at: 1610 Barlow St, Suite #104, Traverse City, MI 49686

and the following permit, if applied for:

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It is the consensus of this body that it \_\_\_\_\_ this application be considered for  
(recommends/does not recommend)

approval by the Michigan Liquor Control Commission.

If disapproved, the reasons for disapproval are \_\_\_\_\_

**Vote**

Yeas: \_\_\_\_\_

Nays: \_\_\_\_\_

Absent: \_\_\_\_\_

I hereby certify that the foregoing is true and is a complete copy of the resolution offered and adopted by the Garfield Township  
council/board at a \_\_\_\_\_ regular \_\_\_\_\_ meeting held on \_\_\_\_\_  
(regular or special) (date) (township, city, village)

Print Name of Clerk

Signature of Clerk

Date

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Fax to: 517-763-0059



5.a.

SEPT 25, 22023

Garfield Township Hall

3848 Veterans Drive

Traverse City Mi. 49684

Ref: Charter Township of Garfield Board

Consideration of a proposed amendment to the Grand Traverse Commons Development Regulations Section 1.09 Definitions and Section 5.15 Village District Subdistrict 3 – Design Standards. The amendment relates to the building height of Building 50 in the V-3 Subdistrict and allows for the current central receiving building structure to be replaced with one of similar architectural style as the historic original building and complimentary to the res of Building 50.

To Whom It May Concern,

Upon reviewing the above notice, I would like to express my view on the above request. Haggard's Plumbing & Heating is not opposed to the changes of the property and or the request. If a property owner is fortunate enough to have the ability and the resources in this time to either build and or improve their existing property, it would only help the economy continue to grow. It would prove positive for the local, county and state to do all we can to improve and promote in any way possible.

Sincerely,

John Haggard

*Haggard's Plumbing & Heating*



Charter Township of Garfield  
Engineering Report / Construction Update  
October 5, 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. There continues to be interest from parcels along route and with Blair to service development (fire flow only). 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.

### **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 resubmitted 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 95% complete and plan to issue for bids this month for spring 2024 construction.

### **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 last month. GFA is onsite providing full time inspection.

**Britten, New Buildings (Cass Road)**

Project is currently under construction with GFA providing fulltime construction oversight.

**Birmley Hills Condo**

EGLE Permits have been issued and construction started last month. 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
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



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

September 2023

Location	Citations	Traffic Crashes			Arrests		Traffic Crash Totals
		Fatal	PIA	PDA	OWI	Criminal	
01 Acme		0	1	12	2	3	18
02 Blair		0	0	23	3	14	40
03 East Bay		0	10	31	4	12	57
04 Fife Lake		0	2	6	0	2	10
05 Garfield		0	12	63	6	61	142
06 Grant		0	0	5	1	1	7
07 Green Lake		0	4	8	1	6	19
08 Long Lake		0	1	10	1	4	16
09 Mayfield		0	1	8	0	3	12
10 Peninsula		0	0	5	0	0	5
11 Paradise		0	2	8	1	1	12
12 Union		0	0	1	0	0	1
13 Whitewater		0	1	4	1	0	6
29 Fife Lake Vlg		0	0	1	0	0	1
30 Kingsley Vlg		0	0	3	0	6	9
66 Traverse City		0	0	0	0	38	38
84 Out of County		0	0	0	0	22	22
<b>Totals</b>	0	0	34	188	20	173	415
<b>% of Garfield Twp</b>		<b>0.0%</b>	<b>35.3%</b>	<b>33.5%</b>	<b>30.0%</b>	<b>35.3%</b>	<b>34.2%</b>

Ticket stats are not available. An updated copy will be sent at a later date, along with 3rd quarter totals.  
Arrest stats are as of 10/02/23.





# GRAND TRAVERSE METRO FIRE DEPARTMENT 6.d.

**FIRE OFFICE** 897 Parsons Road ~ Traverse City, MI 49686

Phone: (231) 947-3000 Fax: (231) 947-8728 ~ Website: [www.gtmetrofire.org](http://www.gtmetrofire.org) Email: [Info@gtmetrofire.org](mailto:Info@gtmetrofire.org)

## Garfield Township NFIRS Totals - September 2023

Incident Type	Total
Medical assist, assist EMS crew	225
Emergency medical service, other	36
Dispatched and cancelled en route	19
Motor vehicle accident with injuries	7
Alarm system activation, no fire - unintentional	6
Motor vehicle accident with no injuries.	5
No incident found on arrival at dispatch address	5
Alarm system sounded due to malfunction	2
Arcing, shorted electrical equipment	2
Assist invalid	2
Cooking fire, confined to container	2
False alarm or false call, other	2
LP or Natural Gas Odor with no leak/gas found.	2
Smoke scare, odor of smoke	2
Assist police or other governmental agency	1
Carbon monoxide detector activation, no CO	1
Carbon monoxide incident	1
CO detector activation due to malfunction	1
Detector activation, no fire - unintentional	1
Extrication of victim(s) from vehicle	1
Gasoline or other flammable liquid spill	1
Outside rubbish, trash or waste fire	1
Overheated motor / belt issue	1
Public service assistance, other	1
Smoke detector activation, no fire - unintentional	1
Vehicle accident, general cleanup	1
<b>Grand Total</b>	<b>329</b>





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## GTMESSA NFIRS Incidents - September 2023

Incident Type	Count
Medical assist, assist EMS crew	338
Emergency medical service, other	44
Dispatched and cancelled en route	29
Motor vehicle accident with no injuries.	10
Alarm system activation, no fire - unintentional	8
Motor vehicle accident with injuries	8
LP or Natural Gas Odor with no leak/gas found.	6
No incident found on arrival at dispatch address	6
Alarm system sounded due to malfunction	4
Assist invalid	4
Smoke scare, odor of smoke	4
Carbon monoxide incident	3
Smoke detector activation, no fire - unintentional	3
Arcing, shorted electrical equipment	2
Carbon monoxide detector activation, no CO	2
CO detector activation due to malfunction	2
Cooking fire, confined to container	2
Detector activation, no fire - unintentional	2
Extrication of victim(s) from vehicle	2
False alarm or false call, other	2
Overheated motor / belt issue	2
Smoke detector activation due to malfunction	2
Water Flow Alarm - unintentional	2
Assist police or other governmental agency	1
Attempted burning, illegal action, other	1
Building fire	1
Building fire / Dryer/Appliance Fire	1
Cultivated trees or nursery stock fire	1
Extinguishing system activation	1
Gasoline or other flammable liquid spill	1
Motor vehicle/pedestrian accident (MV Ped)	1
Outside rubbish, trash or waste fire	1
Passenger vehicle fire	1
Person in distress, other	1
Public service	1
Public service assistance, other	1
Unauthorized burning	1
Vehicle accident, general cleanup	1
Water & ice-related rescue, other	1
<b>Grand Total</b>	<b>503</b>



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## Garfield Township EMS Complaints - September 2023

Complaint	Priority 1	Priority 2	Priority 3	Total
Fall	9	15	31	55
General Weakness	6	2	13	21
Medical Alarm		11	10	21
Invalid Assist/Lift Assist			19	19
Difficulty Breathing / SOB	16	2		18
Seizure	8		4	12
Cardiac Issues (Chest Pain)	11			11
Altered LOC	9		1	10
Stroke/CVA	10			10
Traumatic Injury	2	3	5	10
No Other Appropriate Choice	2		7	9
Syncope/near-fainting	5	1	3	9
Vehicle Accident	4	1	4	9
Back Pain (Non-Traumatic)	4		4	8
Hemorrhage/Laceration	1	1	5	7
Abdominal Pain	2	1	3	6
Unresponsive	5		1	6
Alcohol intoxication	2		3	5
Diabetic Emergency	2	2	1	5
Cardiac Issues - No Chest Pain	4			4
Hypotension / hypertension	1		3	4
Nausea/Vomiting	2	1	1	4
Allergic Reaction / Stings	2		1	3
CPR	3			3
Headache	2		1	3
Lower Limb Swelling			3	3
Overdose - Unintentional	2		1	3
Welfare Check		1	2	3
Assault			2	2
Fever		1	1	2
Infection			2	2
Psychiatric Problem/Suicide Attempt		1	1	2
Animal Bite		1		1
Choking			1	1
Death - Priority 5			1	1
GI Bleed			1	1
Other				1
Urinary problem			1	1
<b>Grand Total</b>	<b>114</b>	<b>44</b>	<b>136</b>	<b>294</b>





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## GTMESSA EMS Complaints - September 2023

Complaint	Priority 1	Priority 2	Priority 3	Total
Fall	13	24	41	78
Difficulty Breathing / SOB	26	4		30
Invalid Assist/Lift Assist			30	30
Medical Alarm		15	13	28
General Weakness	6	2	18	26
Syncope/near-fainting	13	2	4	19
Cardiac Issues (Chest Pain)	18			18
Traumatic Injury	4	4	9	17
Seizure	11		4	15
Altered LOC	12		2	14
Vehicle Accident	9	1	4	14
Stroke/CVA	13			13
Unresponsive	10	1	2	13
Back Pain (Non-Traumatic)	5		7	12
Nausea/Vomiting	4	1	5	10
Abdominal Pain	2	1	6	9
Hemorrhage/Laceration	2	2	5	9
No Other Appropriate Choice	2		7	9
Diabetic Emergency	4	3	1	8
Alcohol intoxication	3		3	6
Assault			5	5
Cardiac Issues - No Chest Pain	5			5
Psychiatric Problem/Suicide Attempt	2	1	2	5
CPR	4			4
Headache	2		2	4
Hypotension / hypertension	1		3	4
Allergic Reaction / Stings	2		1	3
Death - Priority 5			3	3
Fever		1	2	3
Lower Limb Swelling			3	3
Overdose - Unintentional	2		1	3
Welfare Check		1	2	3
Choking	1		1	2
Infection			2	2
Animal Bite		1		1
GI Bleed			1	1
Urinary problem			1	1
<b>Grand Total</b>	<b>176</b>	<b>64</b>	<b>190</b>	<b>430</b>



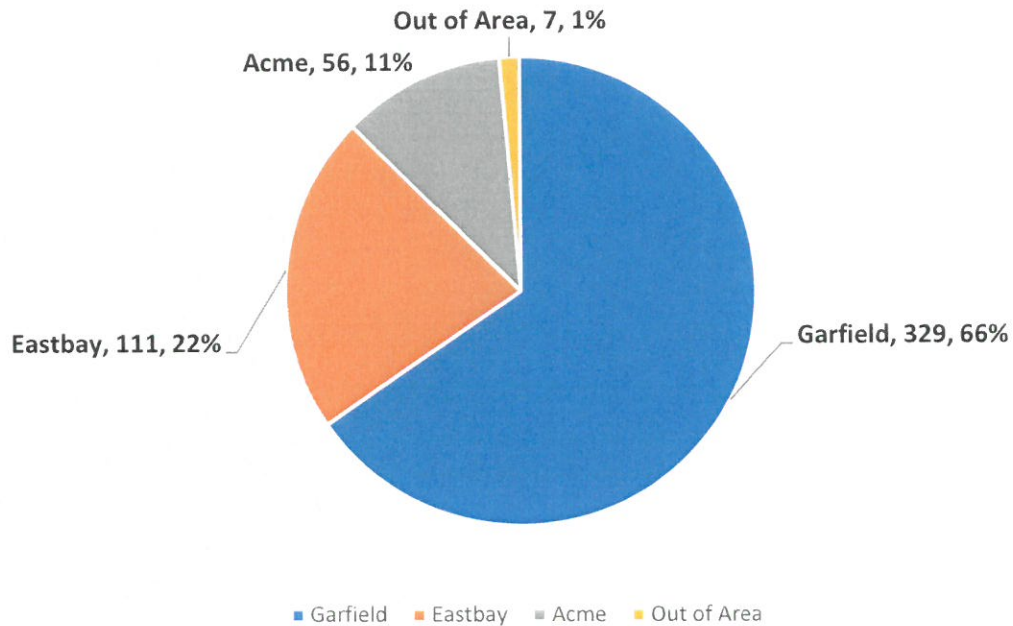
# GRAND TRAVERSE METRO FIRE DEPARTMENT

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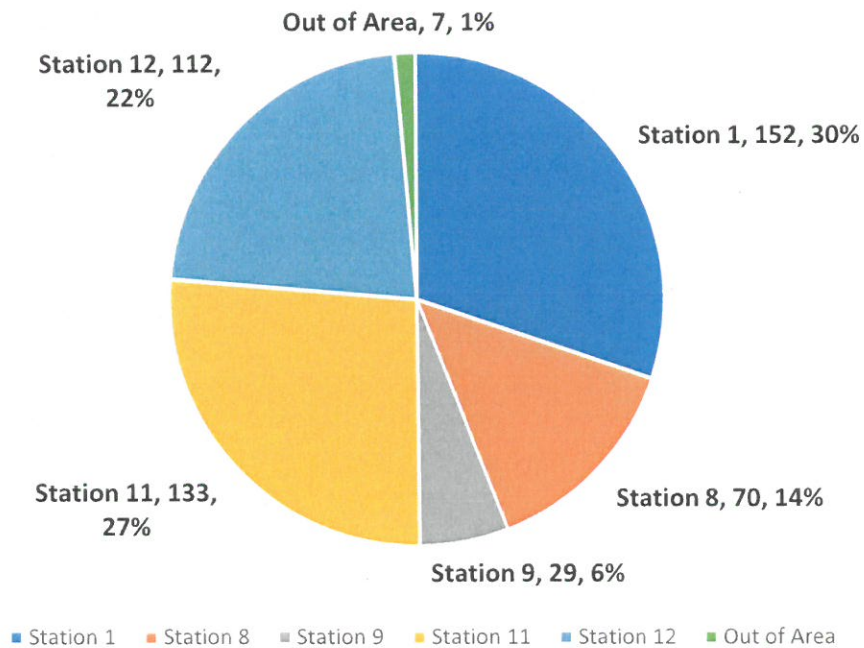
## GTMESA - September 2023 incidents

503 Total




## GTMESA - September 2023 Incidents by Station

503 Total





 <b>Charter Township of Garfield</b> <b>Planning Department Report No. 2023-115</b>		
Prepared:	October 3, 2023	Pages: 2
Meeting:	October 10, 2023 Township Board	Attachments: <input type="checkbox"/>
Subject:	Planning Department Monthly Report – October 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:* Introduced to the Planning Commission at the 8/9/2023 meeting and a public hearing was held at their 9/13/2023 meeting. Planning Commission to review Findings of Fact at 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:* Introduced to the Planning Commission at the 8/9/2023 meeting and a public hearing was held at their 9/13/2023 meeting. Planning Commission to review Findings of Fact at 10/11/2023 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:* Introduction at 10/11/2023 Planning Commission 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 to consider the extension request at their 10/11/2023 meeting.

**PLANNING:**

Other Planning Department activities include the following:

- For their September study session, the Planning Commission reviewed the draft Future Land Use Map and categories, as well as the draft Master Street Plan and Potential Road Connections map. The future land use categories include Mixed-Use Neighborhood and Mixed-Use Center designations, which incorporate several ideas discussed in prior Planning Commission study sessions regarding districts, nodes, and corridors. The Mixed-Use Neighborhood and Mixed-Use Center designations include specific areas of the Township and allow future needs to be identified by area including future land uses, future street extensions or connections,

water or sewer extensions, non-motorized connections, and more. The Master Street Plan includes discussion on potential road connections such as Hartman-Hammond. For the October study session, Commissioners will review an updated draft of the Future Land Use section and Master Street Plan and will review sections on Implementation and the Zoning 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>.
- 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 their September 12, 2023 meeting and will hold a public hearing at their October 10, 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 their October 10, 2023 meeting.
- In March 2023, the Township submitted a grant application to the Michigan Natural Resources Trust Fund (MNRTF) for implementation of the Grand Traverse Commons Natural Area Design Plan. The application is for a 1.25-mile universally accessible trail beginning and ending at the Red Drive trailhead near Greenspire School. Staff recently received preliminary scores on the grant application and conducted a walkthrough of the proposed trail with Michigan Department of Natural Resources staff.

**STAFF:**

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Email: [jsych@garfield-twp.com](mailto:jsych@garfield-twp.com)  
Direct Line: (231) 225-3155

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



## **Charter Township of Garfield**

### **Parks Report**

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

Walking Loop cracks were repaired, and pavement resealed.

Irrigation should be getting winterized soon.

Mowed berm to knock down rag weed. Some pollinating flowers are reproducing (Black-eyed Susans, daisies, etc.).

Mowed and trimmed nature trails.

Had to post signs for dog park users that mowing crew has priority on Tuesday mornings.

Miss Dig flagged for flagpole and electrical. Ready for installation.

#### **Commons**

Meeting with DNR official involved with grant application.

Meet with Copper Ridge staff this week to discuss potential locations for the new trail head location near Surgery Center.

Some graffiti continues, however encampments don't seem to be as prevalent due to staff making routine visits to the park.

ECT conducted a wetlands delineation survey recently.

Carsonite Posts have been delivered for the mountain bike trail. Signage has been completed, & we are waiting to schedule work bee for mountain bike group.

4 Front has a scheduled volunteer clean up in two weeks.

Mowed and trimmed trails up from Greenspire.

### **River East**

Working with GFA and next phase of development (Bathrooms, walking loop, and nature trail).

Mowed dog parks, treated weeds and fertilized. Looking good.

Mowed and trimmed trails to river.

Need to repair some of the temporary boardwalks before winter.

### **Boardman Valley**

Secure a bunk of treated posts from GTCD for repair to fences and viewing platforms. Stored at River East.



Repair a few boards on boardwalk.

Planning to add kiosk at parking lot.

Brush hogged out to southern line and back.

### **Miller Creek**

Continue to monitor Cass Rd. for encampments.

Identifying areas of boardwalk that need repair.

Trimmed and pruned trail.

CPO's assisted in moving along one encampment that involved stolen property from Walmart.

### **Kid's Creek**

Mowed and trimmed trails.

Follow-up walk through with Releaf Michigan at Buffalo Ridge.

### **Buffalo Ridge Trail**

Assisted TART with volunteer group that was starting to remove Autumn Olive bushes that are an invasive species.

Also been dealing with a few hornets nest on the trail.

All trimming and mowing has been completed.



**Additional Information**

Contractor winterizing all township irrigation systems soon.

Submitted September 26, 2023

Derek Morton

Sean Kehoe

# Clerk's Report

For September 30, 2023

Submitted 10/3/2023

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 September in the General Fund, you will find that we had a total of \$148,368.54 Revenues and \$163,153.36 Expenditures. For the year we have a total of \$4,056,369.55 Revenues and 3,579,902.29 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

User: Lanie

DB: Garfield

PERIOD ENDING 09/30/2023

GL NUMBER	DESCRIPTION	2023		YTD BALANCE 09/30/2023	ACTIVITY FOR MONTH 09/30/2023	AVAILABLE BALANCE
		ORIGINAL BUDGET	AMENDED BUDGET			
Fund 101 - GENERAL OPERATING FUND						
Revenues						
Dept 000						
101-000-403.000	CURRENT REAL PROPERTY TAXES	2,294,418.00	2,294,418.00	1,966,402.46	25,450.89	328,015.54
101-000-407.000	DEL PERSONAL PROP TAXES	500.00	500.00	5,595.74	0.00	(5,095.74)
101-000-412.000	SWAMP TAX COLLECTIONS	50.00	50.00	0.00	0.00	50.00
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	6,882.00	767.00	2,118.00
101-000-441.000	Local Community Stabilization Share Tax	45,000.00	45,000.00	33,907.88	0.00	11,092.12
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	247,718.00	90,797.00	(47,718.00)
101-000-476.001	PLANNING FEES	10,000.00	10,000.00	17,480.00	2,200.00	(7,480.00)
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	5,730.00	560.00	(5,730.00)
101-000-476.005	ZONING FEES	15,000.00	15,000.00	18,920.00	3,710.00	(3,920.00)
101-000-574.000	STATE SHARED REVENUE	2,011,454.00	2,011,454.00	1,340,964.00	0.00	670,490.00
101-000-574.001	STATE SHARED REV. - LIQUOR LA	18,500.00	18,500.00	21,838.85	21,467.60	(3,338.85)
101-000-574.002	EVIP DISTRIBUTION	62,144.00	62,144.00	41,431.00	0.00	20,713.00
101-000-612.000	CHARGES FOR TOWNSHIP SERVICES	3,500.00	3,500.00	2,148.99	202.50	1,351.01
101-000-627.000	TAX COLLECTION FEES	18,000.00	18,000.00	18,817.50	0.00	(817.50)
101-000-656.000	Ordinance Enforcement Fees	500.00	500.00	66.67	0.00	433.33
101-000-664.000	EARNED INTEREST	40,000.00	40,000.00	80,668.81	2,213.55	(40,668.81)
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
101-000-670.000	UNREALIZED LOSS ON INVESTMENT	0.00	0.00	5,216.08	0.00	(5,216.08)
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	2,558.79	1,000.00	(2,458.79)
101-000-676.001	Reimbursed Treasurer Legal Fees	100.00	100.00	418.18	0.00	(318.18)
101-000-676.003	Reimbursed Essential Services (PILOT)	17,000.00	17,000.00	16,375.46	0.00	624.54
101-000-695.100	ALLOCATED FUND BALANCE	51,163.36	51,163.36	0.00	0.00	51,163.36



User: Lanie

DB: Garfield

PERIOD ENDING 09/30/2023

2023

ACTIVITY FOR

GL NUMBER	DESCRIPTION	2023		YTD BALANCE	09/30/23	MONTH	09/30/23	AVAILABLE	% BDT
		ORIGINAL	AMENDED BUDGET					BALANCE	

## Fund 101 - GENERAL OPERATING FUND

## Expenditures

## Dept 101 - TOWNBOARD

101-101-701.100	WAGES - TRUSTEE	13,750.00	13,750.00	8,050.00	1,150.00			5,700.00	58.55
101-101-701.101	WAGES - FILE CLERK	44,925.89	44,925.89	32,832.00	3,456.00			12,093.89	73.08
101-101-701.102	WAGES - TRUSTEE	13,750.00	13,750.00	8,025.00	1,075.00			5,725.00	58.36
101-101-701.103	WAGES - TRUSTEE	13,750.00	13,750.00	8,800.00	1,400.00			4,950.00	64.00
101-101-701.104	WAGES - TRUSTEE	13,750.00	13,750.00	7,450.00	1,025.00			6,300.00	54.18
101-101-701.105	WAGES - OFFICE COORDINATOR	41,835.49	41,835.49	30,567.26	3,217.61			11,268.23	73.07
101-101-726.000	SUPPLIES	6,000.00	6,000.00	5,851.49	1,188.41			148.51	97.52
101-101-726.001	POSTAGE	10,000.00	10,000.00	7,129.88	2,132.79			2,870.12	71.30
101-101-726.002	SUPPLIES - COPIER MAINTENANCE	7,500.00	7,500.00	3,795.18	289.40			3,704.82	50.60
101-101-801.002	LEGAL SERVICES - TOWNBOARD	10,000.00	10,000.00	866.13	165.00			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	4,088.14	337.50			3,411.86	54.51
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	3,736.30	345.80			3,763.70	49.82
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	662.23	0.00			2,337.77	22.07
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	161,476.12	15,782.51	86,785.26	65.04				
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## Dept 171 - TOWNSHIP SUPERVISOR

101-171-701.201	WAGES - SUPERVISOR	90,610.39	90,610.39	66,215.38	6,970.04			24,395.01	73.08
101-171-701.202	WAGES - APPRAISER II	47,716.86	47,716.86	34,868.80	3,670.40			12,848.06	73.07
101-171-701.203	WAGES - GIS	5,000.00	5,000.00	12,630.00	1,290.00			(7,630.00)	252.60
101-171-701.204	WAGES - APPRAISER III	63,103.21	63,103.21	46,192.89	4,862.40			16,910.32	73.20
101-171-701.205	WAGES - ASSESSOR	111,875.11	111,875.11	81,754.91	8,605.78			30,120.20	73.08
101-171-726.000	SUPPLIES	2,000.00	2,000.00	110.23	0.00			1,889.77	5.51
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	3,000.00	3,000.00	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	4,005.56	1,406.01			3,744.44	51.68
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	3,963.33	713.80			36.67	99.08

## Total Dept 171 - TOWNSHIP SUPERVISOR

374,555.57	374,555.57	271,311.93	27,518.43	103,243.64	72.44				
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## Dept 191 - ELECTIONS

101-191-701.000	WAGES	40,000.00	40,000.00	3,108.00	273.00			36,892.00	7.77
101-191-726.000	SUPPLIES	10,000.00	10,000.00	1,668.16	1,361.07			8,331.84	16.68
101-191-726.001	POSTAGE	6,000.00	6,000.00	0.00	0.00			6,000.00	0.00
101-191-860.000	MILEAGE	200.00	200.00	0.00	0.00			200.00	0.00
101-191-901.000	ADVERTISING	300.00	300.00	0.00	0.00			300.00	0.00
101-191-935.010	MACHINE MAINTENANCE	3,000.00	3,000.00	7,223.00	0.00			(4,223.00)	240.77
101-191-935.015	COMPUTER SUPPORT SYSTEMS	5,000.00	5,000.00	0.00	0.00			5,000.00	0.00

## Total Dept 191 - ELECTIONS

64,500.00	64,500.00	11,999.16	1,634.07	52,500.84	18.60				
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User: Lanie

DB: Garfield

PERIOD ENDING 09/30/2023

2023

ACTIVITY FOR

GL NUMBER	DESCRIPTION	ORIGINAL BUDGET	2023 AMENDED BUDGET	YTD BALANCE 09/30/2023	MONTH 09/30/23	AVAILABLE BALANCE	% BDDT USED
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## Fund 101 - GENERAL OPERATING FUND

## Expenditures

Dept 215 - TOWNSHIP CLERK							
101-215-701.300	WAGES - CLERK	90,610.39	90,610.39	66,215.38	6,970.04	24,395.01	73.08
101-215-701.302	WAGES - DEPUTY CLERK	58,521.51	58,521.51	42,765.77	4,501.66	15,755.74	73.08
101-215-701.303	WAGES - ACCOUNTANT	5,000.00	5,000.00	0.00	0.00	5,000.00	0.00
101-215-701.304	WAGES - CLERK ASSISTANT	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00
101-215-726.000	SUPPLIES	1,500.00	1,500.00	281.67	0.00	1,218.33	18.78
101-215-860.300	MILEAGE - CLERK	400.00	400.00	335.36	0.00	64.64	83.84
101-215-860.301	MILEAGE - DEPUTY CLERK	400.00	400.00	0.00	0.00	400.00	0.00
101-215-956.016	MISCELLANEOUS	500.00	500.00	0.00	0.00	500.00	0.00
101-215-960.000	EDUCATION & TRAINING	6,000.00	6,000.00	7,190.22	41.71	(1,190.22)	119.84
101-215-965.000	DUES & PUBLICATIONS	700.00	700.00	380.00	0.00	320.00	54.29

## Total Dept 215 - TOWNSHIP CLERK

164,631.90	164,631.90	117,168.40	11,513.41	47,463.50	71.17		
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## 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		
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## Dept 253 - TOWNSHIP TREASURER

101-253-701.500	WAGES - TREASURER	90,610.69	90,610.69	66,215.38	6,970.04	24,395.31	73.08
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	42,765.77	4,501.66	15,755.74	73.08
101-253-726.000	SUPPLIES	2,500.00	2,500.00	346.54	0.00	2,153.46	13.86
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	1,615.58	0.00	1,384.42	53.85
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	2,880.33	0.00	1,619.67	64.01
101-253-965.000	DUES & PUBLICATIONS	500.00	500.00	0.00	0.00	500.00	0.00

## Total Dept 253 - TOWNSHIP TREASURER

174,232.20	174,232.20	119,888.60	11,471.70	54,343.60	68.81		
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## Dept 258 - COMPUTER SUPPORT

101-258-726.000	SUPPLIES	3,000.00	3,000.00	10.06	0.00	2,989.94	0.34
101-258-935.015	COMPUTER SUPPORT SYSTEMS	40,000.00	40,000.00	24,971.78	375.50	15,028.22	62.43
101-258-935.016	COMPUTER NETWORK	2,000.00	2,000.00	1,419.82	159.98	580.18	70.99

## Total Dept 258 - COMPUTER SUPPORT

45,000.00	45,000.00	26,401.66	535.48	18,598.34	58.67		
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## 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	1,466.94	0.00	2,533.06	36.67
101-265-850.000	TELEPHONE	18,000.00	18,000.00	9,825.63	1,090.45	8,174.37	54.59
101-265-920.601	HEATING / GAS	12,000.00	12,000.00	8,715.25	404.11	3,284.75	72.63

User: Lanie

DB: Garfield

PERIOD ENDING 09/30/2023

2023

ORIGINAL  
BUDGET2023  
AMENDED BUDGETYTD BALANCE  
09/30/2023ACTIVITY FOR  
MONTH

09/30/23

AVAILABLE  
BALANCE% BDOT  
USED

## Fund 101 - GENERAL OPERATING FUND

## Expenditures

101-265-920.602	WATER / SEWER	6,000.00	6,000.00	2,196.40	395.39	3,803.60	36.61
101-265-920.603	LIGHTS BUILDING	14,000.00	14,000.00	7,858.48	1,137.60	6,141.52	56.13
101-265-935.601	SNOW PLOWING	10,000.00	10,000.00	5,350.00	0.00	4,650.00	53.50
101-265-935.602	LAWN MAINTENANCE	10,000.00	10,000.00	5,505.82	1,034.27	4,494.18	55.06
101-265-935.603	CLEANING SERVICE	28,000.00	28,000.00	10,800.00	0.00	17,200.00	38.57
101-265-935.604	RUBBISH REMOVAL	1,200.00	1,200.00	1,105.20	122.80	94.80	92.10
101-265-935.605	BUILDING REPAIR	10,000.00	10,000.00	0.00	0.00	10,000.00	0.00
101-265-935.606	ELECTRONIC PROTECTION SYSTEM	1,500.00	1,500.00	1,129.14	0.00	370.86	75.28
101-265-935.608	MAINTENANCE-OTHER	20,000.00	20,000.00	8,659.44	100.00	11,340.56	43.30

Total Dept 265 - TOWNSHIP HALL

		134,800.00	134,800.00	62,612.30	4,284.62	72,187.70	46.45
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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
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Total Dept 301 - POLICE SERVICES

		1,600,000.00	1,600,000.00	1,094,503.17	0.00	505,496.83	68.41
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Dept 371 - TOWNSHIP BUILDING INSPECTOR

101-371-701.702	WAGES BUILDING ASSISTANT	18,926.50	18,926.50	14,117.73	1,486.07	4,808.77	74.59
101-371-701.703	WAGES - BUILDING OFFICIAL	93,634.42	93,634.42	68,425.08	7,202.64	25,209.34	73.08
101-371-701.704	WAGES - BUILDING INSPECTOR	27,552.50	27,552.50	15,822.12	1,890.69	11,730.38	57.43
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	99,727.57	10,579.40	55,385.85	64.29
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Dept 400 - PLANNING COMMISSION

101-400-701.800	WAGES - PLANNING	3,200.00	3,200.00	2,250.00	500.00	950.00	70.31
101-400-701.801	WAGES - PLANNING	3,200.00	3,200.00	2,375.00	500.00	825.00	74.22
101-400-701.802	WAGES - PLANNING	3,200.00	3,200.00	2,000.00	250.00	1,200.00	62.50
101-400-701.804	WAGES - PLANNING	3,200.00	3,200.00	1,750.00	250.00	1,450.00	54.69
101-400-701.805	WAGES - PLANNING	3,200.00	3,200.00	2,125.00	250.00	1,075.00	66.41
101-400-701.806	WAGES - PLANNING	3,200.00	3,200.00	2,000.00	250.00	1,200.00	62.50
101-400-701.808	WAGES - PLANNING	3,200.00	3,200.00	2,625.00	500.00	575.00	82.03
101-400-801.000	LEGAL SERVICES	25,000.00	25,000.00	2,462.50	1,538.50	22,537.50	9.85
101-400-805.000	CONTRACTED AND OTHER SERVICES	6,000.00	6,000.00	1,689.50	0.00	4,310.50	28.16
101-400-900.000	PRINTING & PUBLISHING	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00
101-400-901.000	ADVERTISING	2,000.00	2,000.00	977.90	188.25	1,022.10	48.90
101-400-960.000	EDUCATION & TRAINING	2,000.00	2,000.00	80.00	0.00	1,920.00	4.00
101-400-965.000	DUES & PUBLICATIONS	1,000.00	1,000.00	725.00	0.00	275.00	72.50

Total Dept 400 - PLANNING COMMISSION

		59,400.00	59,400.00	21,059.90	4,226.75	38,340.10	35.45
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Dept 401 - TOWNSHIP PLANNER

101-401-701.900	WAGES - DIRECTOR OF PLANNING	88,575.82	88,575.82	64,728.44	6,813.52	23,847.38	73.08
101-401-701.901	WAGES - DEPUTY PLANNER	63,203.23	63,203.23	46,027.87	4,861.78	17,175.36	72.83
101-401-701.902	WAGES -PLANNER ASSISTANT	14,684.23	14,684.23	10,588.33	1,114.56	4,095.90	72.11
101-401-701.903	WAGES - GIS	5,000.00	5,000.00	0.00	0.00	5,000.00	0.00

PERIOD ENDING 09/30/2023

2023

ACTIVITY FOR MONTH

GL NUMBER	DESCRIPTION	ORIGINAL BUDGET	AMENDED BUDGET	YTD BALANCE 09/30/2023	09/30/23	AVAILABLE BALANCE	% BODT USED
Fund 101 - GENERAL OPERATING FUND							
Expenditures							
101-401-726.000	SUPPLIES	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00
101-401-860.900	MILEAGE - TOWNSHIP PLANNER	300.00	300.00	0.00	0.00	300.00	0.00
101-401-860.901	MILEAGE - DEPUTY PLANNER	300.00	300.00	0.00	0.00	300.00	0.00
101-401-900.000	PRINTING & PUBLISHING	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00
101-401-960.000	EDUCATION & TRAINING	5,000.00	5,000.00	0.00	0.00	5,000.00	0.00
101-401-965.000	DUES & PUBLICATIONS	1,000.00	1,000.00	609.00	0.00	391.00	60.90
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Total Dept 401 - TOWNSHIP PLANNER		181,063.28	181,063.28	121,953.64	12,789.86	59,109.64	67.35
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Dept 410 - ZONING BOARD OF APPEALS							
101-410-701.001	WAGES - ZONING	1,200.00	1,200.00	250.00	125.00	950.00	20.83
101-410-701.002	WAGES - ZONING	1,200.00	1,200.00	250.00	125.00	950.00	20.83
101-410-701.003	WAGES - ZONING	1,200.00	1,200.00	250.00	125.00	950.00	20.83
101-410-701.004	WAGES - ZONING	1,200.00	1,200.00	375.00	250.00	825.00	31.25
101-410-701.005	WAGES - ZONING	1,200.00	1,200.00	125.00	0.00	1,075.00	10.42
101-410-801.000	LEGAL SERVICES	10,000.00	10,000.00	6,024.01	6,021.05	3,945.99	60.54
101-410-805.000	CONTRACTED AND OTHER SERVICES	1,000.00	1,000.00	75.25	0.00	924.75	7.53
101-410-901.000	ADVERTISING	2,000.00	2,000.00	292.55	0.00	1,707.45	14.63
101-410-960.000	EDUCATION & TRAINING	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00
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Total Dept 410 - ZONING BOARD OF APPEALS		20,000.00	20,000.00	7,671.81	6,646.05	12,328.19	38.36
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Dept 412 - ZONING ADMINISTRATOR							
101-412-701.601	WAGES - ZONING ADMINISTRATOR	63,203.23	63,203.23	46,186.91	4,861.78	17,016.32	73.08
101-412-701.602	WAGES - ZONING CODE ENFORCER	29,756.27	29,756.27	21,743.62	2,288.80	8,012.65	73.07
101-412-701.603	WAGES ZONING ASSISTANT	14,684.23	14,684.23	10,588.34	1,114.57	4,095.89	72.11
101-412-701.604	WAGES -ZONING CODE ENFORCER	23,635.87	23,635.87	17,274.80	1,818.40	6,361.07	73.09
101-412-701.606	WAGES -ZONING INTERN	5,000.00	5,000.00	0.00	0.00	5,000.00	0.00
101-412-726.000	SUPPLIES	1,000.00	1,000.00	367.90	0.00	632.10	36.79
101-412-860.601	MILEAGE - ZONING ADMIN	150.00	150.00	0.00	0.00	150.00	0.00
101-412-860.602	MILEAGE - DEPT ZONING	150.00	150.00	0.00	0.00	150.00	0.00
101-412-960.000	EDUCATION & TRAINING	2,000.00	2,000.00	286.90	0.00	1,713.10	14.35
101-412-965.000	DUES & PUBLICATIONS	500.00	500.00	0.00	0.00	500.00	0.00
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Total Dept 412 - ZONING ADMINISTRATOR		140,079.60	140,079.60	96,448.47	10,083.55	43,631.13	68.85
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Dept 448 - STREET LIGHTS - TOWNSHIP							
101-448-920.005	STREET LIGHTS TOWNSHIP	96,000.00	96,000.00	41,382.50	4,302.20	54,617.50	43.11
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Total Dept 448 - STREET LIGHTS - TOWNSHIP		96,000.00	96,000.00	41,382.50	4,302.20	54,617.50	43.11
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Dept 747 - COMMUNITY PROMOTIONS							
101-747-880.003	COM. PROM. - ECONOMIC DEVELOPMENT	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00
101-747-880.004	COM. PROM. - TC-TALUS	3,000.00	3,000.00	3,000.00	0.00	0.00	100.00
101-747-880.007	COM. PROM. - COMMUNITY AWAREN	20,000.00	20,000.00	38,322.89	8,750.00	(18,322.89)	191.61
101-747-880.008	COM. PROM. - CONTRACTED SERVI	50.00	50.00	0.00	0.00	50.00	0.00
101-747-880.009	COM. PROM. - TREE CARE	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00
101-747-880.011	COM. PROM. - P.E.G.	100,000.00	100,000.00	64,232.95	0.00	35,767.05	64.23
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Total Dept 747 - COMMUNITY PROMOTIONS		125,050.00	125,050.00	105,555.84	8,750.00	19,494.16	84.41



User: Lanie

DB: Garfield

PERIOD ENDING 09/30/2023

GL NUMBER	DESCRIPTION	2023		YTD BALANCE 09/30/2023	ACTIVITY FOR MONTH 09/30/23	AVAILABLE BALANCE	% BDTG USED
		ORIGINAL BUDGET	AMENDED BUDGET				
Fund 101 - GENERAL OPERATING FUND							
Expenditures							
Dept 806 - TOWNSHIP VEHICLES							
101-806-862.000	GAS & CAR WASHES	3,000.00	3,000.00	1,833.25	240.19	1,166.75	61.11
101-806-863.000	OIL CHANGES	500.00	500.00	251.31	0.00	248.69	50.26
101-806-864.000	MISCELLANEOUS	1,500.00	1,500.00	0.00	0.00	1,500.00	0.00
Total Dept 806 - TOWNSHIP VEHICLES							
		5,000.00	5,000.00	2,084.56	240.19	2,915.44	41.69
Dept 851 - EMPLOYEE BENEFITS & INSURANCES							
101-851-701.000	WAGES	9,100.00	9,100.00	6,751.08	750.12	2,348.92	74.19
101-851-701.027	UNEMPLOYMENT	4,000.00	4,000.00	0.00	0.00	4,000.00	0.00
101-851-873.001	John Hancock 403B	130,000.00	130,000.00	119,648.00	0.00	10,352.00	92.04
101-851-873.010	SOCIAL SECURITY - EMPLOYER	95,000.00	95,000.00	67,983.40	7,344.63	27,016.60	71.56
101-851-873.020	VACATION & PERSONAL PAYOUT	1,000.00	1,000.00	1,156.15	0.00	(156.15)	115.62
101-851-873.030	INSURANCE - EMPLOYEE HEALTH	430,000.00	430,000.00	360,068.04	24,362.48	69,931.96	83.74
101-851-873.040	INSURANCE - EMPLOYEE LIFE	10,000.00	10,000.00	4,732.98	337.91	5,267.02	47.33
101-851-912.001	INSURANCE - LIABILITY	16,743.00	16,743.00	16,743.00	0.00	0.00	100.00
101-851-912.002	INSURANCE - WORKMENS COMP.	10,000.00	10,000.00	6,975.00	0.00	3,025.00	69.75
Total Dept 851 - EMPLOYEE BENEFITS & INSURANCES							
		705,843.00	705,843.00	584,057.65	32,795.14	121,785.35	82.75
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
Dept 965 - TRANSFERS TO OTHER FUNDS							
101-965-990.206	TRANSFER TO #206 FIRE FUND	153,845.10	153,845.10	153,845.10	0.00	0.00	100.00
101-965-990.308	TRANFERS TO #308 PARK SYS	478,503.91	478,503.91	478,503.91	0.00	0.00	100.00
Total Dept 965 - TRANSFERS TO OTHER FUNDS							
		632,349.01	632,349.01	632,349.01	0.00	0.00	100.00
TOTAL EXPENDITURES							
		5,079,579.36	5,079,579.36	3,579,902.29	163,153.36	1,499,677.07	70.48
Fund 101 - GENERAL OPERATING FUND:							
TOTAL EXPENDITURES							
		5,079,579.36	5,079,579.36	3,579,902.29	163,153.36	1,499,677.07	70.48

PERIOD ENDING 09/30/2023

GL NUMBER	DESCRIPTION	2023		YTD BALANCE 09/30/2023	ACTIVITY FOR MONTH 09/30/23	AVAILABLE BALANCE	% BDT USED
		ORIGINAL BUDGET	AMENDED BUDGET				
Fund 308 - PARK SYSTEM FUND							
Expenditures							
Dept 000							
308-000-701.905	WAGES - REC BOARD	5,200.00	5,200.00	4,500.00	875.00	700.00	86.54
308-000-701.906	Parks Steward	29,765.27	29,765.27	21,743.62	2,288.80	8,021.65	73.05
308-000-701.907	Park Steward 2	23,635.87	23,635.87	17,274.80	1,818.40	6,361.07	73.09
308-000-801.000	LEGAL SERVICES	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00
308-000-805.000	CONTRACTED AND OTHER SERVICES	71,080.00	71,080.00	45,707.75	8,320.51	25,372.25	64.30
308-000-864.000	MISCELLANEOUS	100.00	100.00	0.00	0.00	100.00	0.00
308-000-880.001	COM. PROM. - SILVER LAKE PARK	100.00	100.00	0.00	0.00	100.00	0.00
308-000-880.006	COM. PROM. - BVNP (YMCA)	100.00	100.00	0.00	0.00	100.00	0.00
308-000-880.008	COM. PROM. - Cont. Serv GTCD	5,000.00	5,000.00	0.00	0.00	5,000.00	0.00
308-000-880.012	COM. PROM. - GT COMMONS	100.00	100.00	0.00	0.00	100.00	0.00
308-000-880.013	COM. PROM. - BOARDMAN RIVER	100.00	100.00	0.00	0.00	100.00	0.00
308-000-880.014	COM. PROM. - MILLER CREEK	100.00	100.00	0.00	0.00	100.00	0.00
308-000-880.016	COM. PROM. - KIDS CREEK PARK	100.00	100.00	0.00	0.00	100.00	0.00
308-000-880.019	RIVER EAST RECREATION AREA	100.00	100.00	0.00	0.00	100.00	0.00
308-000-890.000	CONTINGENCIES	2,872.77	2,872.77	0.00	0.00	2,872.77	0.00
308-000-935.000	MAINTENANCE - MISC, EQUIP	25,000.00	25,000.00	6,890.13	304.85	18,109.87	27.56
308-000-970.000	CAPITAL OUTLAY	474,000.00	474,000.00	220,562.17	7,141.25	253,437.83	46.53


Total Dept 000	638,353.91	638,353.91	316,678.47	20,748.81	321,675.44	49.61
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Dept 851 - EMPLOYEE BENEFITS & INSURANCES							
308-851-873.010	SOCIAL SECURITY - EMPLOYER	5,150.00	5,150.00	3,280.34	375.91	1,869.66	63.70

Total Dept 851 - EMPLOYEE BENEFITS & INSURANCES						
	5,150.00	5,150.00	3,280.34	375.91	1,869.66	63.70

TOTAL EXPENDITURES	643,503.91	643,503.91	319,958.81	21,124.72	323,545.10	49.72
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Fund 308 - PARK SYSTEM FUND:						
TOTAL EXPENDITURES	643,503.91	643,503.91	319,958.81	21,124.72	323,545.10	49.72

 <b>Charter Township of Garfield</b> <b>Planning Department Report No. 2023-116</b>		
Prepared:	September 27, 2023	Pages: 2
Meeting:	October 10, 2023 – Township Board	Attachments: <input checked="" type="checkbox"/>
Subject:	Amendment to Grand Traverse Commons Development Regulations – Public Hearing and Decision	
Applicant:	Charter Township of Garfield and City of Traverse City	

**BACKGROUND:**

The Grand Traverse Commons Joint Planning Commission oversees land use planning for the Grand Traverse Commons. The adopted Grand Traverse Commons Development Regulations (“Development Regulations”) regulates development with the Commons and compliance with the Grand Traverse Commons Master Plan. Any amendment to the Development Regulations requires approval by both the Township Board and the City Commission.

**PROPOSED DEVELOPMENT REGULATIONS AMENDMENT:**

The Minervini Group, LLC made a request for a text amendment to the Development Regulations related to the building height of the former central receiving building formerly in the front center of Building 50.

The Minervini Group has long planned and desired to replace the historic central receiving building that was previously demolished and replaced with the two-story annex building there today. The intent has been to replace the current structure with one of similar architectural style as the historic original building, along with scale and mass that is complimentary to the rest of Building 50. Two issues have been identified by the applicant in the Development Regulations that make this goal a nearly impossible task, and both have to do with building height.

**Section 1.09 Definitions**

The first part of the amendment has to do with how building height is measured as defined in Section 1.09. Building height is currently defined as follows:

*Building Height means a vertical distance from the grade to the highest point on a mansard or flat roof, or the median height between the eaves and the ridge for gable, hip, and gambrel roofs.*

The central receiving building had a mansard roof which is measured to the flat roof deck within the sloping sides. The rest of Building 50 has a hip roof that is measured at the midpoint between the eave and ridge. That means if two structures with each of these roof styles were side by side, as is the case of the central receiving building and the rest of Building 50, then one with the mansard roof could only go halfway up the roof line of the hip roofed building thus depressing the top of the mansard structure below the top of hip structure. The top of the central receiving building historically met the top ridge of the outer wings of the Building 50 roofs. The current regulations would not allow that historic representation; therefore, the applicant is requesting the definition be amended to read as follows (addition in bold):

*Building Height means a vertical distance from the grade to the highest point on a mansard or flat roof, or the median height between the eaves and the ridge for gable, hip, and gambrel roofs, **except for Village Subdistrict 3, in which buildings shall be measured from the grade to the highest point on any roof type.***

Section 5.15 Village District Subdistrict 3 - Design Standards

The second part of the amendment has to do with the design standards specific to Subdistrict V-3. Under Section 5.15, item C which currently reads:

*C. Height. Principle buildings shall be measured by stories, as indicated in Illustration 5.15. The height of the first floor above the sidewalk elevation of the primary entrance of the building should be consistent with that of the surrounding buildings within the SubDistrict. Accessory buildings shall be no more than twenty-five (25) feet in height.*

Rather than feet, building height for the purpose of the Development Regulations is measured in stories, not feet. According to the Development Regulations, the maximum number of stories is four. The historic central receiving building was more than four stories, and it was intended to be exempted from this limitation. However, through the draft iteration process for the Development Regulations that exemption fell off and was not caught until after the Development Regulations were adopted. The applicant is requesting to amend Section 5.15 to include that exemption as intended to allow for the historic representation of the structure, and to read as follows (addition in bold):

*C. Height. Principle buildings shall be measured by stories, as indicated in Illustration 5.15. The height of the first floor above the sidewalk elevation of the primary entrance of the building should be consistent with that of the surrounding buildings within the SubDistrict. Accessory buildings shall be no more than twenty-five (25) feet in height. **Replacement of the historic Kirkbride center administration building shall be exempt from this provision.***

**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 #2023-28-T adopting Amendment No. 3 to the Grand Traverse Commons Development Regulations, including proposed amendments to Sections 1.09 and 5.15, BE ADOPTED.

The Board may make any modifications to the motion, including adding any conditions.

**Attachments:**

1. Proposed Resolution #2023-28-T regarding Amendment No. 3 to the Grand Traverse Commons Development Regulations, including proposed amendment language.



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

**GRAND TRAVERSE COMMONS DEVELOPMENT REGULATIONS: AMENDMENT NO. 3**

**RESOLUTION #2023-28-T**

**A RESOLUTION TO AMEND THE GRAND TRAVERSE COMMONS DEVELOPMENT REGULATIONS**, in accordance with the provisions of Act 110 of the Public Acts of 2006, as amended.

**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;

**WHEREAS** the Garfield Township Board of Trustees, following their October 10, 2023 public hearing, finds that an amendment to the Grand Traverse Commons Development Regulations is necessary to incorporate the changes to Section 1.09 Definitions and Section 5.15 Village District Subdistrict 3 - Design Standards.

**NOW, THEREFORE, THE CHARTER TOWNSHIP OF GARFIELD ORDAINS:**

**AMENDMENT NO. 3 TO GRAND TRAVERSE COMMONS DEVELOPMENT REGULATIONS:**

That Section 1.09 Definitions of the Grand Traverse Commons Development Regulations be amended to read in its entirety as follows:

Building Height means a vertical distance from the grade to the highest point on a mansard or flat roof, or the median height between the eaves and the ridge for gable, hip, and gambrel roofs, except for Village Subdistrict 3, in which buildings shall be measured from the grade to the highest point on any roof type.

That Section 5.15 Village District Subdistrict 3 - Design Standards of the Grand Traverse Commons Development Regulations be amended to read in its entirety as follows:

C. Height. Principle buildings shall be measured by stories, as indicated in Illustration 5.15. The height of the first floor above the sidewalk elevation of the primary entrance of the building should be consistent with that of the surrounding buildings within the Subdistrict. Accessory buildings shall be no more than twenty-five (25) feet in height. Replacement of the historic Kirkbride center administration building shall be exempt from this provision.

Moved:

Supported:

Ayes:

Nays:

Absent and Excused:

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

**CERTIFICATE**

I, Lanie McManus, Clerk of the Charter Township of Garfield, do hereby certify that the above is a true and correct copy of Resolution 2023-28-T which was adopted by the Township Board of the Charter Township of Garfield on the 10th day of October 2023. Amendment No. 3 to Grand Traverse Commons Development Regulations shall take effect upon the expiration of seven (7) days following publication.

Dated: \_\_\_\_\_

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

Introduced: September 12, 2023  
Adopted: October 10, 2023  
Published:  
Effective:



# 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 10, 2023  
SUBJECT: Draft ARPA Spending Plan

Dear Township Board,

Charter Township of Garfield's ARPA money was awarded to the Township in two parts in 2021 & 2022, totaling \$1,864,273.88. These funds are to be spent at the Board's discretion and can be allocated to anything a Township can lawfully spend money on, as a governmental entity in Michigan.

In an attempt to organize and streamline the spending process the Finance Committee and staff have put together a list of proposed projects to be considered by the Board. The committee and staff attempted to work within the Tentative ARPA Spending Plan percentages approved by the Board at our August 8, 2023 regular board meeting.

Please find following a draft for ARPA spending that has been put together by the Finance Committee and staff with proposed projects and approximate cost estimates. **It is important to note that this is just a draft and can be changed in any way the Board sees fit. Projects can be eliminated or added, and percentages and dollar amounts can be altered however the Board decides.**

This board meeting we are hoping to have discussion and gather feedback about the proposed projects, so that a final draft may be presented to the Board with decided upon projects and dollar figures for approval.

I do apologize I will not be at this Board meeting, because I will be attending a MTA Treasurer's conference in Boyne Highlands, but will be sure to watch the meeting and the discussion. Lanie, Chuck and John will be there to answer any questions, as they are members of the finance committee (and staff) that helped put this draft project list together.

Respectfully,

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



		\$ 1,864,273.88		Total ARPA Dollars	
Type	Project Ideas and Options	Approx. \$ Amount	Total "budgeted" Per Type *subject to change	% Per Type *subject to change	
Water/Sewer	McCrae Hill PRV \$550,000 1/2 total cost	\$ 550,000.00	\$ 466,000.00	25%	
Roads	Blue Star SA	\$ 100,000.00			
	Jefferson Ave SA	\$ 100,000.00			
	Ridge View SA	\$ 100,000.00	\$ 466,000.00	25%	
	Mast Arms (Meijer/Lowes)	\$ 160,000.00			
Parks	Miller Creek/Boardman Valley Connector	\$ 324,986.00			
	Hands-Free Drinking Fountains (SL & RE)	\$ 5,000.00			
	River East Accelerated (2023 Budgeted Projects - Bathrooms, walking path, Sidewalks)	\$ 349,000.00	\$ 373,000.00	20%	
	River East Accelerated (2024 Budgeted Projects - Playground, nature trails, wayfinding signs)	\$ 250,000.00			
Sidewalk/Trail Connections (Walkability)	Barlow/Boardman Lake Loop Connector	\$ 564,073.00			
	OR Wyatt/Westchester Connector	\$ 72,136.00	\$ 280,000.00	15%	
Township Beautification	Logan's Landing Median	\$ 95,000.00	\$ 93,000.00	5%	
Identity of Township	Website Update	\$ 15,000.00			
	Small Welcome Signs 'Entering Garfield Township' (17)	\$ 5,200.00	\$ 93,000.00	5%	
	Primary Gateway Sign(s)	\$ 45,000.00			
Township Hall Infrastructure Improvements	Planning Office Wall/Door	\$ 20,000.00			
	Hands-Free Drinking Fountains (2)	\$ 5,000.00			
	Computer/Software Upgrades (BS&A Cloud?)	\$ 70,000.00	\$ 93,000.00	5%	
Lost Revenue	Extra	\$ -	\$ 273.88	0%	
		\$ 2,830,395.00	\$ 1,864,273.88	100%	
		\$ (966,121.12)	\$ -		



## ARPA Project Descriptions

10.02.2023

### 1. Water/Sewer

- a. McRae PRV. Upgrade of existing Pressure Reducing Valve (PRV) station on McRae Hill Road.

### 2. Roads

- a. US-31 Traffic Signal Mast Arms. Replace current traffic signals at Lowe's Drive and US-31 and Meijer Drive and US-31 with new traffic signal mast arms. This project will be done in coordination with MDOT.
- b. 2024 SA Commitments. Township commitments for the following Special Assessment road improvement projects:
  - i. Blue Star Dr SA
  - ii. Jefferson Ave SA
  - iii. Ridge View Ct SA

### 3. Parks

- a. Miller Creek/Boardman Valley Connector. This trail would connect Miller Creek Nature Reserve and Boardman Valley Nature Preserve by filling in a gap of about 0.4 miles between these two parks. This project is listed in the Parks and Recreation Master Plan. From Miller Creek Nature Reserve, the trail would continue east along the site of the Sabin Data Center, a former elementary school owned by TCAPS. The trail would need to cross Cass Road and then continue along Dairy Square to property owned by Four Seasons Storage LLC. Garfield acquired an access easement on one of the Four Seasons Storage sites in 2011 to access Boardman Valley Nature Preserve. The crossing of Cass Road is a challenge because of the high speed and its proximity to the major intersection with Hartman Road. Garfield should coordinate with GTCRC to ensure safe crossing of this trail.



- b. Hands-Free Drinking Fountains. One fountain to be installed at Silver Lake Recreation Area and one fountain to be installed at River East Recreation Area.
- c. River East Accelerated. Bathrooms, paved walking path, sidewalks – Already in the 2023 budget.
- d. River East Accelerated. Playground, nature trails, wayfinding signs – Requested for the 2024 budget.

#### 4. Sidewalk/Trail Connections (Walkability)

- a. Barlow/Boardman Lake Loop Connector. Construct a six-foot wide sidewalk along the east side of Barlow Street and the north side South Airport Road to connect the Barlow-Garfield Neighborhood with the Boardman Lake Loop Trail. In 2022, the Boardman Lake Loop Trail was completed, and this loop trail can become a key hub connection for other trails into the regional system. This project envisions a connection from the Boardman Lake Loop Trail to the east side of Garfield on South Airport Road and Barlow Street. These corridors connect to dense residential areas. 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 along Barlow Street north to Boon Street.





- b. Wyatt/Westchester Connector. This non-motorized route would include both trail and on-road segments providing for a 2-mile connection between West Middle School and West Senior High School. A segment of trail was recently completed at the Meadow Valley senior living complex, building a connection that was envisioned on the Township's Non-Motorized Plan within the Master Plan. The on-road portions would connect with neighborhoods along Westchester Commons and Wyatt Road. One key challenge for this project is that while a portion of Wyatt Road is a public road, the rest of Wyatt and all of Westchester Commons are private roads. A crossing of Zimmerman Road is also required. The Township should work with the GTCRC to express the desire for a safe crossing. Elements of the crossing include ADA-accessible ramps, pavement markings, and signage.



## 5. Township Beautification.

- a. Logan's Landing Median. Upgrade landscaping and incorporate two monument signs (one facing east and one facing west). Currently waiting for response from Road Commission about the ability to upgrade landscaping and install monument signs at the median.

Examples of monument signs from other townships in Michigan:



**6. Identity of Township.**

- a. Website Update. Update current website. An RFP has been prepared to be issued to obtain proposals for upgrading the website.
- b. Gateway Signs. Two gateway monument signs are proposed with one sign to be located on US-31 on the south end of the Township and the other sign to be located on US-31 at the north end of the Township. Possible north locations are Kids Creek Park and Burger King. Possible south locations are the corner of US-31 and Rennie School Road and the old state highway turnout (formerly the Blue Star Highway Scenic Turnout) near the top of McRae Hill. Exact locations would have to be determined and easements may need to be acquired.
- c. Entry Signs. An entry sign is a metal roadside sign that states "Entering Garfield Township." The current estimate is that each sign will cost \$1,500. There may be additional installation costs. Signs would be placed within the County right-of-way and require Road Commission approval. Two signs are already in place. 17 new sign locations have been identified. See list below. Waiting for final cost estimate from Road Commission on signs and installation.





Entry Signs (Continued). The following list includes two existing entry signs and 17 possible new sign locations for "Entering Garfield Township" signs. The existing entry sign for Garfield Township on Cedar Run would be replaced with a new entry sign.

- |     |                     |   |
|-----|---------------------|---|
| 1.  | Barney              | East of Gray  |
| 2.  | Cedar Run           | East of Gray. Existing "Zoning Ordinance in Effect Garfield Township" (White/Black Lettering) |
| 3.  | Long Lake           | At Long Lake Township line (existing Long Lake Township sign in place)                        |
| 4.  | Herkner             | Near Pembroke   |
| 5.  | Secor               | At Long Lake Township line (existing Long Lake Township sign in place)                        |
| 6.  | West Silver Lake    | At Blair Township line (existing Blair Township sign in place)                                |
| 7.  | East Silver Lake    | <u>Existing</u> "Entering Garfield Township" (Green/White Lettering)                          |
| 8.  | Keystone            | <u>Existing</u> "Entering Garfield Township" (Green/White Lettering)                          |
| 9.  | Rusch               | North of Potter/Hoch  |
| 10. | Garfield (South)    | North of Potter   |
| 11. | Hammond             | West of Townline  |
| 12. | South Airport       | West of Townline  |
| 13. | Garfield (North)    | North of N. Forestlane  |
| 14. | Barlow              | South of Boon   |
| 15. | Woodmere            | South of Boon   |
| 16. | Cass                | At Traverse City line   |
| 17. | Veterans            | At Traverse City line   |
| 18. | Silver Lake (North) | At Franke/Silver  |
| 19. | West Front          | West of Madison   |

**7. Township Hall Infrastructure Improvements**

- a. Planning Office Wall/Door. Install new wall and door in the Planning Department in the Township Hall.
- b. Hands-free Drinking Fountain. Two fountains to be installed in the Township Hall. One fountain on the first floor and one fountain on the second floor.
- c. Technology Upgrades. Identify any computer and software upgrades. BS&A cloud software is one upgrade being considered at this time.

**CHARTER TOWNSHIP of GARFIELD  
COUNTY OF GRAND TRAVERSE**

**RESOLUTION 2023-29-T**

**RESOLUTION ADOPTING EARLY VOTING SITE**

Board member \_\_\_\_\_, offered the following resolution and moved for its adoption, seconded by board member \_\_\_\_\_:

**RECITALS**

**WHEREAS**, the voters in Michigan on November 8, 2022, approved the passage of Proposal 22-2, which, in part, entitles voters the right, once registered, to vote in each statewide and federal election in person at an early voting site prior to election day, open for nine consecutive days for at least eight hours each day; and

**WHEREAS**, the Early Voting precinct for all Charter Township of Garfield registered voters will be located at the Charter Township of Garfield Hall, 3848 Veterans Dr., Traverse City, MI, as it meets polling place requirements; and

**WHEREAS**, the Early Voting precinct for statewide state and federal elections will be open for nine consecutive days beginning the second Saturday before Election Day through the Sunday before Election Day during the hours of 8:00 a.m. to 4:00 p.m.; and

**WHEREAS**, the township clerk is allowed to set additional hours for Early Voting, add additional days of Early Voting, and allow Early Voting for an election that is not a statewide or federal election, by this resolution; and

**WHEREAS**, all Early Voting dates and times will be posted sufficiently prior to every applicable election to notify voters.

**NOW THEREFORE BE IT RESOLVED THAT:**

1. The Early Voting precincts are established at the Charter Township of Garfield Hall.

YEAS: \_\_\_\_\_

NAYS: \_\_\_\_\_

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

**Resolution declared ADOPTED** this \_\_\_\_\_ day of \_\_\_\_\_, 2023

**Charter Township of Garfield**

BY: \_\_\_\_\_  
Chuck Korn, Supervisor

I, Lanie McManus, the duly elected clerk of the Charter Township of Garfield do hereby certify the foregoing is a true and complete copy of a resolution adopted by the township board at a duly scheduled meeting held \_\_\_\_\_, 2023.

Signed: \_\_\_\_\_  
Lanie McManus, Clerk