

**CHARTER TOWNSHIP OF GARFIELD
TOWNSHIP BOARD MEETING**

Tuesday, April 12, 2022 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 – March 22, 2022, Regular Board Meeting
(Recommend Approval)

b. Bills -

(i) General Fund \$477,856.94
(Recommend Approval)

(ii) Gourdie-Fraser
Developer's Escrow Fund – Storm Water Reviews, Utility Plan Review,
Oversight & Closeout \$9,097.50
General Utilities 122.95
Park Funds / DNR Trust Fund 3,125.00

Total \$12,345.45
(Recommend Approval)

- c. Tax Collection Settlement History (Receive and File)
 - d. Consideration of Resolution 2022-03-T, a resolution adopting the revised Investment Policy (Recommend Approval)
 - e. Consideration of Resolution 2022-05-T, a resolution recommending approval of a new Tavern License for Chef Lady (Recommend Approval)
 - f. Consideration of Resolution 2022-06-T, a resolution recognizing Reining Liberty Ranch as a nonprofit organization for the purpose of obtaining charitable gaming licenses (Recommend Approval)
 - g. Consideration of Contractor's Application for Payment No. 1 to Grand Traverse Construction for Garfield Township roof (Recommend Approval)
- 4. Items removed from the Consent Calendar**
- 5. Correspondence**
- a. Grand Traverse Conservation District March 2022 Report
- 6. Reports**
- a. County Commissioner's Report
 - b. Construction Report
 - c. Sheriff's Report
 - d. Planning Department Report for April 2022
 - e. Parks and Rec Report
 - f. Clerk's Report
 - g. Supervisor's Report
- 7. Unfinished Business**
- 8. New Business**
- a. Presentation by Bill Zipp on the East-West Corridor – Consideration of Resolution 2022-07-T
 - b. Public Hearing – PD 2022-31 – Consideration of Gauthier Property R-3 Rezoning - Resolution 2022-04-T
 - c. Consideration of a contract with Traverse Connect for economic development services
- 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
March 22, 2022**

Supervisor Chuck Korn called the Town Board Meeting to order at the Garfield Township Hall on March 22, 2022 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: Planning Director John Sych

1. Public Comment (6:01)

None

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

Agostinelli moved and Schmuckal seconded to approve the agenda as presented.

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

Nays: None

3. Consent Calendar (6:02)

a. Minutes

March 8, 2022 Regular Board Meeting
(Recommend Approval)

b. Bills

General Fund \$106,795.70
(Recommend Approval)

**c. 2022 Final March Board of Review Assessment Roll Figures Report
(Receive and File)**

**d. Contractor's Application for Payment No. 2 – Elmer's Work at River
East Recreation Area**

**e. PD 2022-25 – Gauthier Property R-3 Rezoning – Introduction/Set
Public Hearing**

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

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

4. Items Removed from the Consent Calendar

None

5. Correspondence (6:04)

None

6. Reports

a. GT Metro Fire Report (6:04)

Chief Pat Parker presented the statistics for the month of February. There was a community open house and they are participating in a school safety collaborative. The Fire Department bought a rescue truck and two new people just graduated from fireschool. A fire drill was held recently at the Health Department.

b. MMR Report (6:08)

Paul Owens, MMR Operations Manager said that there were 275 calls in February. 90% of Priority One calls were tended to in under nine minutes. A hiring boot camp is continuing.

c. County Commissioner’s Report (6:12)

County Commissioner Brad Jewett reported that the board agreed to transfer Twin Lakes Park to Long Lake Township. The TSA check at the airport now has another lane for the summer season. The wage study results have been received by the county and a full 5% raise for some will be instituted in April.

d. Supervisor’s Report (6:16)

Supervisor Korn stated that he addressed the Barns/Commons area parking issue with Matt Cowall and more info will be forthcoming. He will continue to look into applying for ARPA funds. A draft franchise agreement with Long Lake Township for water will be forthcoming.

7. Unfinished Business

a. BATA/TCHC Transit – Oriented Mixed-Use PUD Final Review – Public Hearing Discussion (6:18)

Planner John Sych presented a brief overview of the project and said it was designed as a PUD development to allow for a mix of uses, public benefit and flexibility. The application was received in January of 2021 and has gone through a public hearing and was preliminary approved in

May of 2021 by the Planning Commission. A revised submission for final PUD review was presented to the Township in January of 2022. On February 9, 2022, the Planning Commission approved findings of fact for final approval of the PUD and recommended final approval by the Township Board subject to conditions. A TCHC representative talked about their application and the first phase of building. Tony Lentych, Exec Director of the TCHC said that they are talking with MSHDA regarding a funding gap. He added that people in Lansing in state government like this project. Kelly Dunham from BATA gave an overview of their part of the project. Board members discussed the housing portion and transportation portions and the funding to support them. Sych explained that the housing portion financing was a condition of approval. He went to to say that BATA cannot start construction before financing is in place for TCHC. Board members asked to remove the portion in the joint agreement between TCHC and BATA regarding a certificate of occupancy. Supervisor Korn opened the Public Hearing at 7:00pm.

Dorothy Masalas asked about the BATA drive and LaFranier Road.

Bryan Bilinski of Traverse City commented on the wildlife living near the property and expressed concerns over the wetlands.

J. Zrimec of Hammond Place West asked about entrance and exit for the BATA vehicles.

Kelly Dunham commented that buses leave and return before and after rush hours and on the wetland delineation and wildlife studies.

Bryan Bilinski commented on the property and its environment.

Korn closed the Public Comment at 7:20pm.

Board members discussed the project and are comfortable with conditions in the agreement. Sych explained the public process of zoning and planning and its impact on the community.

Duell moved and Barsheff seconded THAT the Findings of Fact for application PUD 2020-02, as presented in Planning Department Report 2022-24, BE ADOPTED.

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

Nays: None

Duell moved and Barsheff seconded THAT Application PUD 2020-02, submitted by the Bay Area Transportation Authority and the Traverse City

Housing Commission for a transit-oriented, mixed-use Planned Unit Development, BE APPROVED, subject to the following conditions:

1. *The approval is for a transit-oriented, mixed use Planned Unit Development comprised of the following uses:*
 - a. *210 multi-family residential units in five 3-story buildings*
 - b. *15 single-family residential lots*
 - c. *An institutional use comprised of the following:*
 - i. *Administration office*
 - ii. *Bus storage garage*
 - iii. *Bus maintenance facility*
 - iv. *Dispatch facility*
 - d. *Bus transfer station with three shelters and bathroom facility*
 - e. *Childcare center*
 - f. *Neighborhood commercial building permitting the following uses:*
 - i. *Financial institution without drive-through*
 - ii. *Medical office, clinic*
 - iii. *Office*
 - iv. *Café, without drive-through. An establishment where food and drinks are prepared, served, and consumed, mostly within the principal building such as lunch counters, dairy bars, coffee shops, and other similar establishments.*
 - v. *Retail, low volume. The sale or rental of good or merchandise, including the rendering of services incidental to the sale of such goods, taking place in a building of less than five thousand (5,000) square feet. Low volume retail primarily services residents of the surrounding neighborhood.*
 - vi. *Service establishment, personal. Establishments primarily engaged in providing services involving the care of a person or their goods such as beauty shops, barber shops, laundry facility, jewelry repair shops, dry cleaning establishment (pickup only), and shoe repair, excluding the processing of physical materials.*
2. *To ensure compliance with PUD eligibility requirements, after TCHC receives LIHTC Reservation Letter from MSHDA or equivalent grant award for workforce housing, BATA may begin construction of bus storage garage, bus maintenance garage, administration building, transfer station, and open space improvements in the Transit Phase. A copy of the LIHTC Reservation Letter from MSHDA or equivalent grant award shall be provided to the Township Board upon receipt by TCHC. TCHC must commence housing construction before BATA may make a request for Certificate of Occupancy. BATA must complete the transfer station and open space improvements in the Transit Phase at the same time or before completion of the bus storage garage, bus maintenance garage, and administration building.*
3. *Upon purchase of the subject parcels by the applicant, the declaration of conservation easement shall be recorded with copies provided to the Township.*

4. All defeasible references and covenants shall be removed from both cross-access easement grants. Both easement grants shall provide descriptions of Parcel B. Upon purchase of the subject parcels by the applicant, the easement grants shall be reviewed by the Township and shall be recorded with copies provided to the Township.

5. Approval of the land division of the subject parcels to conform to the site plan configuration of the Planned Unit Development.

6. Establishing any condominiums require review and approval by the Township prior to recording.

7. The requirements of the Township Engineer (GFA) review letter dated March 16, 2022 shall be met.

8. The applicant shall record promptly the Report and Decision Order (RDO) and any amendment to such order with the Grand Traverse County Register of Deeds in the chain of title for each parcel or portion thereof to which the RDO pertains. A copy of each recorded document shall be filed with the Township within thirty (30) days of final approval by the Township or approval shall be considered to have expired.

9. In the Joint Development Agreement Article 3, Sec 307 last statement regarding certificate of occupancy shall be removed.

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

Nays: None

8. **New Business**

a. **Consideration of Flooring Bids for Charter Township of Garfield Hall – 1st Floor Only (7:48)**

Derek Morton, Township Parks Steward, presented the bids for new flooring on the first floor of the Township Offices and recommended that the bid be awarded to Northern Floor & Tile in the amount of \$22,167.79.

Schmuckal moved and Agostinelli seconded to accept the bid from Northern Floor & Tile in the amount of \$22,167.79.

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

Nays: None

9. **Public Comment: (7:52)**

None

10. **Other Business (7:52)**

Duell commented on the chairs in the meeting hall and the lights on the US 31 corridor.

11. **Adjournment**

Korn adjourned the meeting at 7:53pm.

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

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

Check Date	Bank	Check #	Payee	Description	GL #	Amount
03/22/2022	GEN	40356	AFLAC	AFLAC	101-000-227.001	436.82
03/22/2022	GEN	40357	CITY OF TRAVERSE CITY	170975-98310	101-448-920.005	10.61
03/22/2022	GEN	40358	ECT	COMMONS PARK PLAN	308-000-970.000	2,420.00
03/22/2022	GEN	40359	ELECTION SOURCE	SIGNS/TRANSFER BAGS/ROLLING BAG/STICKERS/BAG	101-191-726.000	1,735.38
03/22/2022	GEN	40360	FIFTH THIRD BANK	1319-GFS/EDUCATION	101-101-726.000	347.69
03/22/2022	GEN	40360	FIFTH THIRD BANK	1319-GFS/EDUCATION	101-215-960.000	451.11
						<u>798.80</u>
03/22/2022	GEN	40361	GARFIELD CHARTER TOWNSHIP	HSA	101-000-237.000	523.84
03/22/2022	GEN	40362	INTEGRITY BUSINESS SOLUTIONS	POCKET FOLDERS	101-401-726.000	56.76
03/22/2022	GEN	40363	JOHN HANCOCK	2022 CONTRIBUTION	101-851-873.001	109,805.18
03/22/2022	GEN	40364	MARDEX SECURITY	CAMERAS RIVER EAST		** VOIDED **
03/22/2022	GEN	40365	NORTHERN MI JANITORIAL SUP	TOWELING/T.PAPER/CAN LINER	101-265-726.003	160.95
03/22/2022	GEN	40366	SUPERFLEET	GAS	101-806-862.000	80.29
03/22/2022	GEN	40367	UNITED WAY	UNITED WAY	101-000-238.000	90.00
03/22/2022	GEN	40368	VOYA INSTITUTIONAL TRUST COMPANY	DEFERRED COMP VF3202	101-000-227.000	1,340.00
03/24/2022	GEN	40369	13TH CIRCUIT COURT	WRITE OFFS	101-253-801.000	175.00
03/30/2022	GEN	40370	CONSUMERS ENERGY	100018131597	101-448-920.005	30.20
03/30/2022	GEN	40371	CONTEMPORARY CLEANING	CONTRACTED SVCS	308-000-935.000	450.00
03/30/2022	GEN	40372	CONTEMPORARY CLEANING	CONTRACTED SVCS	101-265-935.603	1,350.00
03/30/2022	GEN	40373	ELMERS CRANE	SITE WORK RIVER EAST - APP #2	308-000-970.000	28,630.50
03/30/2022	GEN	40374	FIFTH THIRD BANK	3406 - EDUCATION	101-253-960.000	299.00
03/30/2022	GEN	40375	FIFTH THIRD BANK	3637 - EDUCATION / ZOOM SUBSCRIPTION	101-171-960.000	574.35
		40375	FIFTH THIRD BANK	3637 - EDUCATION / ZOOM SUBSCRIPTION	101-400-960.000	393.75
		40375	FIFTH THIRD BANK	3637 - EDUCATION / ZOOM SUBSCRIPTION	101-401-965.000	158.89
		40375	FIFTH THIRD BANK	3637 - EDUCATION / ZOOM SUBSCRIPTION	101-412-960.000	281.25
						<u>1,408.24</u>
03/30/2022	GEN	40376	HOME DEPOT CREDIT SERVICES	OUTLETS	308-000-935.000	1.62
03/30/2022	GEN	40377	INTEGRITY BUSINESS SOLUTIONS	WIRELESS MOUSE	101-215-726.000	17.29
03/30/2022	GEN	40378	FITNEY BOWES INC.	QTRLY LEASE 1.30-4.29.2022	101-101-726.001	424.41

3.b.(i)

Check Date	Bank	Check #	Payee	Description	GL #	Amount
03/30/2022	GEN	40379	STATE OF MICHIGAN	FILING FEE MTT	101-101-801.004	25.00
03/30/2022	GEN	40380	SVEC CONSTRUCTION	SNOWPLOWING TOWN HALL	101-265-935.601	160.00
03/30/2022	GEN	40381	TEMPERATURE CONTROL	FLUSH VALVE REPAIR/REPLACE	101-265-935.608	389.18
03/30/2022	GEN	40382	VERIZON	PHONES	101-265-850.000	245.01
04/06/2022	GEN	40383	ANNE WENDLING	CONTRACTED SVCS	101-101-805.000	198.00
		40383		CONTRACTED SVCS	101-400-805.000	191.00
		40383		CONTRACTED SVCS	101-410-805.000	106.00
						<u>495.00</u>
04/06/2022	GEN	40384	CHERRYLAND ELECTRIC COOP.	ELECTRICITY	101-000-084.861	304.79
		40384		ELECTRICITY	101-265-920.603	897.04
		40384		ELECTRICITY	101-448-920.005	794.26
						<u>1,996.09</u>
04/06/2022	GEN	40385	CHERRYLAND ELECTRIC COOP.	POWER	308-000-935.000	557.71
04/06/2022	GEN	40386	CONSUMERS ENERGY	103033456148	101-448-920.005	1,651.00
04/06/2022	GEN	40387	CONSUMERS ENERGY	103043977273	308-000-935.000	202.82
04/06/2022	GEN	40388	CONSUMERS ENERGY	100000311801	101-000-084.861	2,299.82
		40388		100000311801	101-448-920.005	2,119.20
						<u>4,419.02</u>
04/06/2022	GEN	40389	DTE ENERGY	910020833133	101-265-920.601	1,469.12
04/06/2022	GEN	40390	DTE ENERGY	910020833257	101-265-920.601	42.91
04/06/2022	GEN	40391	ENGINEERED PROTECTION SYS.	EPS	101-265-935.606	365.40
04/06/2022	GEN	40392	GARFIELD CHARTER TOWNSHIP	HSA	101-000-237.000	523.84
04/06/2022	GEN	40393	GRAND TRAVERSE COUNTY	SHERIFF 1ST QTR CONTRACT	101-301-830.000	307,119.12
04/06/2022	GEN	40394	GRAND TRAVERSE COUNTY DPW	5105021	101-265-920.602	150.05
04/06/2022	GEN	40395	GRAND TRAVERSE COUNTY DPW	5590511	308-000-935.000	11.50
04/06/2022	GEN	40396	GRID4 COMMUNICATIONS, INC.	PHONES	101-265-850.000	921.50
04/06/2022	GEN	40397	INTEGRITY BUSINESS SOLUTIONS	PAPER, BATTERIES, BINDER	101-101-726.000	194.06
		40397		PAPER, BATTERIES, BINDER	101-215-726.000	2.96
						<u>197.02</u>
04/06/2022	GEN	40398	KCAAO	IAAO 201: APPRAISAL OF LAND	101-171-960.000	450.00

Check Date	Bank	Check #	Payee	Description	GL #	Amount
04/06/2022	GEN	40399	LANDGREEN LAWCARE	SNOW REMOVAL	308-000-935.000	705.00
04/06/2022	GEN	40400	MARDEX, INC	RIVER EAST CAMERAS	308-000-970.000	3,350.00
04/06/2022	GEN	40401	NORTHERN OFFICE EQUIP	SVC CONTRACT	101-101-726.002	336.41
04/06/2022	GEN	40402	RELX INC. DBA LEXISNEXIS	LEXIS NEXIS	101-101-801.002	63.65
04/06/2022	GEN	40403	ROBERT HARDLEY	PARK RESERVATION REFUND	101-000-476.004	25.00
04/06/2022	GEN	40404	TRAVERSE CITY RECORD EAGLE	ADVERTISING	101-101-901.000	310.70
04/06/2022	GEN	40405	UNITED WAY	UNITED WAY	101-000-238.000	90.00
04/06/2022	GEN	40406	VOYA INSTITUTIONAL TRUST COMPANY	DEFERRED COMP VF3202	101-000-227.000	1,340.00
TOTAL - ALL FUNDS						477,856.94
TOTAL OF 51 CHECKS (1 voided)						477,856.94
--- GL TOTALS ---						
101-000-084.861	DUE FROM #861 STREET LIGHTS					2,604.61
101-000-227.000	DEFERRED COMP					2,680.00
101-000-227.001	AFLAC					436.82
101-000-237.000	HSA (FORMERLY FLEX)					1,047.68
101-000-238.000	UNITED WAY					180.00
101-000-476.004	PARK USE FEES					25.00
101-101-726.000	SUPPLIES					541.75
101-101-726.001	POSTAGE					424.41
101-101-726.002	SUPPLIES - COPIER MAINTENANCE					336.41
101-101-801.002	LEGAL SERVICES - TOWNBOARD					63.65
101-101-801.004	LEGAL -Tax Tribunal					25.00
101-101-805.000	CONTRACTED AND OTHER SERVICES					198.00
101-101-901.000	ADVERTISING					310.70
101-171-960.000	EDUCATION & TRAINING					1,024.35
101-191-726.000	SUPPLIES					1,735.38
101-215-726.000	SUPPLIES					20.25
101-215-960.000	EDUCATION & TRAINING					451.11
101-253-801.000	LEGAL SERVICES					175.00
101-253-960.000	EDUCATION & TRAINING					299.00
101-265-726.003	SUPPLIES-MAINTANCE					160.95
101-265-850.000	TELEPHONE					1,166.51
101-265-920.601	HEATING / GAS					1,512.03
101-265-920.602	WATER / SEWER					150.05
101-265-920.603	LIGHTS BUILDING					897.04
101-265-935.601	SNOW PLOWING					160.00
101-265-935.603	CLEANING SERVICE					1,350.00
101-265-935.606	ELECTRONIC PROTECTION SYSTEM					365.40
101-265-935.608	MAINTENANCE-OTHER					389.18
101-301-830.000	POLICE CONTRACT					307,119.12
101-400-805.000	CONTRACTED AND OTHER SERVICES					191.00
101-400-960.000	EDUCATION & TRAINING					393.75
101-401-726.000	SUPPLIES					56.76
101-401-965.000	DUES & PUBLICATIONS					158.89
101-410-805.000	CONTRACTED AND OTHER SERVICES					106.00
101-412-960.000	EDUCATION & TRAINING					281.25
101-448-920.005	STREET LIGHTS TOWNSHIP					4,605.27
101-806-862.000	GAS & CAR WASHES					80.29
101-851-873.001	John Hancock 403B					109,805.18

Check Date	Bank	Check #	Payee	Description	GL #	Amount
------------	------	---------	-------	-------------	------	--------

308-000-935.000			MAINTENANCE - MISC, EQUIP		1,928.65	
308-000-970.000			CAPITAL OUTLAY		34,400.50	
			TOTAL		477,856.94	



123 West Front Street
 Traverse City, Michigan 49684
 231.946.5874
 231.946.3703

March 26, 2022

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. Historic Barns Park		
Project# 20217	Invoice No. 2021702	575.00
2. Engineering consulting services for storm water plan review. Northern Visions Group LLC, Storage Buildings, Escrow #701-000-215.863		
Project# 20322	Invoice No. 2032201	632.50
3. Engineering consulting services for storm water plan review. Camping World, Escrow #214.805		
Project# 21143	Invoice No. 2114302	440.00
4. Engineering consulting services for storm water plan review. Bata - TCHC, Storm Water Review		
Project# 21332	Invoice No. 2133202	1,360.00
5. Engineering consulting services for storm water plan review. Well Now Urgent Care, 3570 N. US-31 South		
Project# 22021	Invoice No. 2202101	603.75
6. Engineering consulting services for storm water plan review. Brocombe LLC, Escrow No. 214.803		
Project# 22034	Invoice No. 2203401	1,248.75
7. Engineering consulting services for storm water plan review. TC Lodging Group, Escrow No. 214.802		
Project# 22051	Invoice No. 2205101	632.50
8. Engineering consulting services for storm water plan review. Biggby Coffee, Cherryland Center		
Project# 22057	Invoice No. 2205701	725.00
Total A		6,217.50

B. Utility Plan Review, Oversight & Closeout

1. Engineering and survey services for design, topo survey, bidding, construction services, project turnover Chick-Fil-A, Water Main Extension, Escrow 215.824		
Project# 21171	Invoice No. 2117109	1,975.00
2. Engineering plan review and overall capacity evaluation, construction services, project turnover Bata HQ Transit, Orientated Development PUD		
Project# 21334	Invoice No. 2133404	380.00
3. Engineering plan review and overall capacity evaluation, construction services, project turnover South 22, Water / Sewer Extension, Escrow# 701-000-214.815		
Project# 22074	Invoice No. 2207401	525.00
Total B		2,880.00

Total Developer's Escrow Fund 9,097.50

II. General Utilities

1. Engineering and survey services for design, construction documents, administration for roof improvements Township Carpet / Tile Replacement RFP		
Project# 22029C	Invoice No. 22029303	122.95
Total Utility Receiving Fund		122.95

III. Park Funds / DNR Trust Fund

1. Engineering and survey services for design, permitting, bidding, construction services. River East Park Improvements, Phase II		
Project# 22070	Invoice No. 2207001	3,125.00
Total Park Funds / DNR Trust Fund		3,125.00

GRAND TOTAL \$12,345.45

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

March 29, 2022
Project No: 20217
Invoice No: 2021702

Re: Historic Barns Park, Storm Water Review

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

Project Location: Traverse City, MI
Professional Services from January 1, 2022 to March 26, 2022
Professional Personnel

	Hours	Rate	Amount	
Project Engineer II	5.00	115.00	575.00	
Totals	5.00		575.00	
Total Labor				575.00
				Total this Invoice
				\$575.00



Invoice

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

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

March 29, 2022
Project No: 20322
Invoice No: 2032201

Re: Northern Visions Group LLC, Storage Buildings / Storm Water Review, Escrow No. 701-000-215.863

Services Performed: Engineering Services for storm water review including review of plans, computations and specifications for compliance with Ordinance 49. Work includes review, communication with applicant / engineer and correspondence letter of initial review and letter to applicant requesting additional information.

Project Location: 2640 Northern Visions Drive, Traverse City
Professional Services from October 31, 2021 to March 26, 2022
Professional Personnel

	Hours	Rate	Amount	
Project Engineer II	5.50	115.00	632.50	
Totals	5.50		632.50	
Total Labor				632.50
				Total this Invoice
				\$632.50



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

March 29, 2022
Project No: 21143
Invoice No: 2114302

Re: Camping World, Storm Water Review, Escrow 214.805
Parcel No.

Services Performed: Engineering Services for storm water review including review of plans, computations and specifications for compliance with Ordinance 49. Services included multiple reviews due to site plan changes, communication with applicant / engineer and correspondence letter of final acceptance.

Project Location: Traverse City

Professional Services from December 26, 2021 to December 31, 2021

Professional Personnel

	Hours	Rate	Amount	
Project Engineer II	4.00	110.00	440.00	
Totals	4.00		440.00	
Total Labor				440.00
				Total this Invoice \$440.00

Billings to Date

	Current	Prior	Total
Labor	440.00	2,916.25	3,356.25
Totals	440.00	2,916.25	3,356.25

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

March 29, 2022
Project No: 21332
Invoice No: 2133202

Re: Bata - TCHC, Storm Water Review, Escrow #

Services Performed: Engineering Services for storm water review including review of plans, computations and specifications for compliance with Ordinance 49. Services includes three (3) reviews, communication with applicant / engineer and correspondence letter of final acceptance.

Professional Services from February 13, 2022 to March 26, 2022

Professional Personnel

	Hours	Rate	Amount	
Director of Engineering	6.00	150.00	900.00	
Project Engineer II	4.00	115.00	460.00	
Totals	10.00		1,360.00	
Total Labor				1,360.00
		Total this Invoice		\$1,360.00

Billings to Date

	Current	Prior	Total
Labor	1,360.00	2,352.50	3,712.50
Totals	1,360.00	2,352.50	3,712.50



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

March 29, 2022
Project No: 22021
Invoice No: 2202101

Re: Well Now Urgent Care, Storm Water Review, 3570 N. US-31 South
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: 3570 N US 31 South Traverse City
Professional Services from January 2, 2022 to March 26, 2022

Professional Personnel

	Hours	Rate	Amount	
Project Engineer II	5.25	115.00	603.75	
Totals	5.25		603.75	
Total Labor				603.75
		Total this Invoice		\$603.75

Billings to Date

	Current	Prior	Total
Labor	603.75	0.00	603.75
Totals	603.75	0.00	603.75

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

March 29, 2022
Project No: 22034
Invoice No: 2203401

Re: Brocombe LLC, Storm Water Review, Escrow #214.803

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: 1416 Industry Drive, Traverse City
Professional Services from February 13, 2022 to March 19, 2022
Professional Personnel

	Hours	Rate	Amount	
Director of Engineering	2.00	150.00	300.00	
Project Engineer II	8.25	115.00	948.75	
Totals	10.25		1,248.75	
Total Labor				1,248.75
		Total this Invoice		\$1,248.75

Billings to Date

	Current	Prior	Total
Labor	1,248.75	0.00	1,248.75
Totals	1,248.75	0.00	1,248.75



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

March 29, 2022
Project No: 22051
Invoice No: 2205101

Re: TC Lodging Group, 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: 2700 US 31 North, Traverse City
Professional Services from March 4, 2022 to March 19, 2022

Professional Personnel

	Hours	Rate	Amount	
Project Engineer II	5.50	115.00	632.50	
Totals	5.50		632.50	
Total Labor				632.50
		Total this Invoice		\$632.50

Billings to Date

	Current	Prior	Total
Labor	632.50	0.00	632.50
Totals	632.50	0.00	632.50



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

March 29, 2022
Project No: 22057
Invoice No: 2205701

Re: Bigby Coffee, Cherryland Center, 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 initial review.

Project Location: Traverse City
Professional Services from February 27, 2022 to March 26, 2022

Professional Personnel

	Hours	Rate	Amount	
Director of Engineering	1.00	150.00	150.00	
Project Engineer II	5.00	115.00	575.00	
Totals	6.00		725.00	
Total Labor				725.00
		Total this Invoice		\$725.00

Billings to Date

	Current	Prior	Total
Labor	725.00	0.00	725.00
Totals	725.00	0.00	725.00



Invoice

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

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

March 29, 2022
 Project No: 21171
 Invoice No: 2117109

Re: Chick-Fil-A, Water Main Extension, Escrow No. 215.824

- Services Performed:
1. Engineering Review - Plan review and overall capacity evaluation to determine impact to existing water system, sewer system and storm water system for the ability to service. Act 399 Permit assistance for water main extension and Part 41 Permit assistance for sanitary sewer main.
 2. Construction Observation - Full time for site visits, witness testing and DPW walk through. Developer is responsible to provide record drawings and provide documentation to GFA for review.
 3. Project Turnover - Review drawing and easements, close out and turnover documentation to township updates to GIS and overall utility maps.
 4. Construction Observation - Watermain

- Additional Services:
1. Storm water review of plans, computations, and specifications for compliance with Ordinance 49. Communication with applicant and engineer and correspondence letter of final acceptance. MDOT permit assistance and meetings related to storm infrastructure within MDOT ROW.
 2. Construction Observation and watermain estimated \$9,300. per letter dated 01/04/22.
 3. Construction observation \$1475. per email dated 03/01/22.

Project Location: 2700 US-31, M-37 North of South Airport Road, Traverse City

Professional Services from February 13, 2022 to March 26, 2022

Billing Phase	Fee	Percent Complete	Earned	Previous Fee Billing	Current Fee Billing
Engineer Review	3,500.00	100.00	3,500.00	3,500.00	0.00
Construction Observation	7,500.00	100.00	7,500.00	7,500.00	0.00
Project Turnover, Close Out	500.00	100.00	500.00	0.00	500.00
Storm Water Reivew/MDOT ROW	1,635.00	100.00	1,635.00	1,635.00	0.00
Add'l Const. Observation	9,300.00	100.00	9,300.00	9,300.00	0.00
Add'l Const. Observation	1,475.00	100.00	1,475.00	0.00	1,475.00
Total Fee	23,910.00		23,910.00	21,935.00	1,975.00
		Total Fee			1,975.00
				Total this Invoice	\$1,975.00

Invoice

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

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

March 29, 2022
Project No: 21334
Invoice No: 2133404

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.

Professional Services from February 13, 2022 to March 26, 2022

Billing Phase	Fee	Percent Complete	Earned	Previous Fee Billing	Current Fee Billing
Engineer Review	9,500.00	100.00	9,500.00	9,120.00	380.00
Construction Observation	52,800.00	0.00	0.00	0.00	0.00
Proj. Turnover, Close Out	3,500.00	0.00	0.00	0.00	0.00
Total Fee	65,800.00		9,500.00	9,120.00	380.00
			Total Fee		380.00
				Total this Invoice	\$380.00



Invoice

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

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

March 29, 2022
Project No: 22074
Invoice No: 2207401

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.

Project Location: 1532 W. Hammond Road, Traverse City

Professional Services from March 1, 2022 to March 26, 2022

Billing Phase	Fee	Percent Complete	Earned	Previous Fee Billing	Current Fee Billing
Engineering Plan Review	3,500.00	15.00	525.00	0.00	525.00
Construction Observation & Testing	44,200.00	0.00	0.00	0.00	0.00
Project Closeout & Turnover	2,500.00	0.00	0.00	0.00	0.00
Total Fee	50,200.00		525.00	0.00	525.00
		Total Fee			525.00
				Total this Invoice	\$525.00



Invoice

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

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

March 29, 2022
Project No: 22029C
Invoice No: 22029303

Re: Township Hall Carpet / Tile Request for Proposal (RFP)

Services Performed: Engineering services prepare a RFP on behalf of the township including specifications and renderings to obtain bids to remove and replace carpet and tile in areas throughout the township hall. Current services includes solicitation of bids.

Professional Services from March 1, 2022 to March 26, 2022

Professional Personnel

	Hours	Rate	Amount	
Design Engineer I	.25	90.00	22.50	
Totals	.25		22.50	
Total Labor				22.50

Reimbursable Expenses

TRAVERSE CITY RECORD EAGLE 2/28/2022	TRAVERSE CITY RECORD EAGLE	LEGAL NOTICE ADVERTISEMENT FOR BIDS	100.45	
	Total Reimbursables		100.45	100.45
		Total this Invoice		\$122.95



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

March 29, 2022
Project No: 22070
Invoice No: 2207001

Re: River East Park Improvements, Phase II

Services Performed: Civil engineering services including design, permitting, bidding, construction oversight and project closeout services to facilitate the completion of the project. Scope of project shall be consistent with the concept drawing and cost estimate as detailed in proposal letter dated March 1, 2022.

Project Location: 2143 North Keystone Road

Professional Services from March 4, 2022 to March 19, 2022
Fee

Billing Phase	Fee	Percent Complete	Earned	Previous Fee Billing	Current Fee Billing
Topographic Survey	3,200.00	0.00	0.00	0.00	0.00
Site Design	12,500.00	25.00	3,125.00	0.00	3,125.00
RFP and Bidding	1,000.00	0.00	0.00	0.00	0.00
Construction Staking and Layout	1,500.00	0.00	0.00	0.00	0.00
Const. Observation & Materials Testing	2,500.00	0.00	0.00	0.00	0.00
Construction Admin. and Engineering	3,500.00	0.00	0.00	0.00	0.00
Total Fee	24,200.00		3,125.00	0.00	3,125.00
		Total Fee			3,125.00
				Total this Invoice	\$3,125.00





HEIDI M. SCHEPPE, CPFO
400 BOARDMAN AVE. SUITE #104
TRAVERSE CITY, MI 49684
(231) 922-4735 * FAX (231) 922-4658
EMAIL: TREASURER@GTCOUNTYMI.GOV

March 24, 2022

Township Treasurer:

Please find enclosed your final tax payment for 2021 delinquent taxes paid by Grand Traverse County. Also included is a detailed breakdown of your payment for each millage/assessment being paid for your records. **I am providing a Settlement History for your township board to receive and file at their next meeting along with your Warrant for the Collection of Unpaid Taxes on Personal Property.** These are the parcels that you will still be responsible for collecting and transmitting payments for.

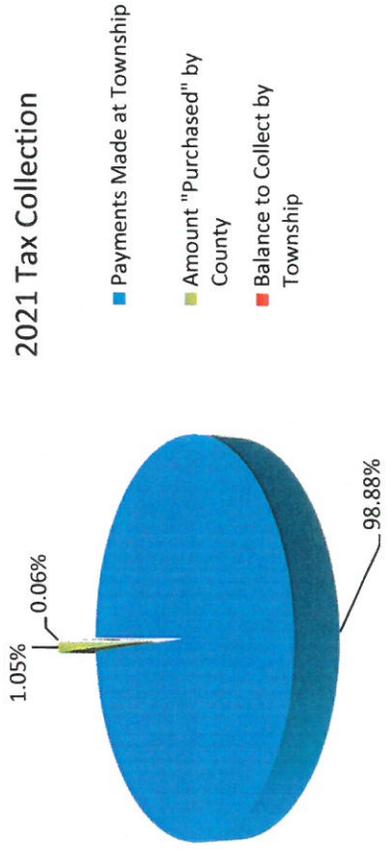
If you have any questions or concerns feel free to contact me at the address listed above.

Thank you,

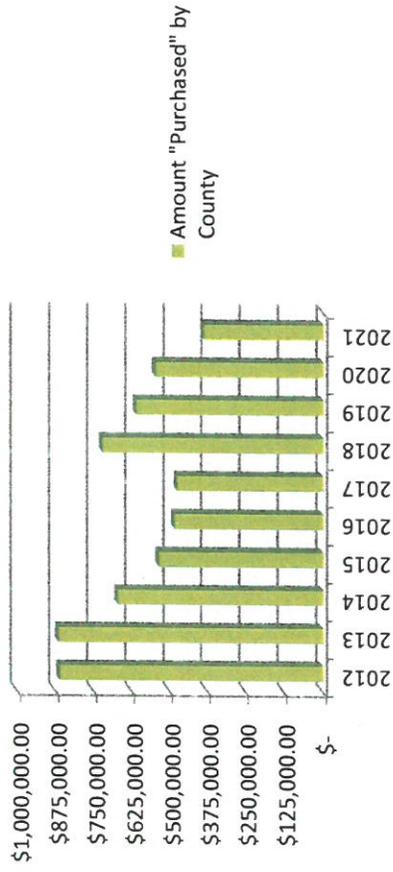
Heidi Scheppe

Settlement History for Garfield Township

2021 Tax Collection



Amount "Purchased" by County



Year	Total Adjusted Levy	Payments Made at Township	Amount "Purchased" by County	Balance to Collect by Township	Purchase % of Total
2012	\$ 29,244,502.02	\$ 28,354,884.39	\$ 861,767.19	\$ 27,850.43	2.95%
2013	\$ 30,446,191.26	\$ 29,549,490.62	\$ 864,717.82	\$ 31,982.81	2.84%
2014	\$ 30,999,899.86	\$ 30,313,733.19	\$ 670,902.92	\$ 15,253.75	2.16%
2015	\$ 30,322,367.17	\$ 29,757,850.40	\$ 536,712.40	\$ 27,804.37	1.77%
2016	\$ 30,845,999.64	\$ 30,343,721.87	\$ 484,774.82	\$ 17,502.95	1.57%
2017	\$ 31,449,754.89	\$ 30,956,647.09	\$ 476,201.17	\$ 16,906.63	1.51%
2018	\$ 32,549,911.29	\$ 31,804,062.72	\$ 721,190.51	\$ 24,658.06	2.22%
2019	\$ 34,309,976.63	\$ 33,671,002.63	\$ 610,195.49	\$ 28,778.51	1.78%
2020	\$ 35,595,981.78	\$ 35,033,046.59	\$ 547,433.55	\$ 15,501.64	1.54%
2021	\$ 36,761,041.72	\$ 36,350,666.64	\$ 387,781.91	\$ 22,593.17	1.05%



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: March 30, 2022
SUBJECT: Investment Policy

Dear Township Board,

It is the Treasurer's statutory duty and responsibility to do the investing on behalf of the Township. However, the investment policy is set by the Township Board and defines the parameters in which the Treasurer can invest the Township's surplus funds. It is my intention to bring this policy before the Board annually to ensure I am investing in the direction the Board wants and to comply with the policy itself, which states it should be reviewed annually.

This policy was originally written and adopted in 1998 and has not been reviewed or come before the Board since 2006. Please find in your packet a revised investment policy with slight changes to the language for clarity and a few minor corrections highlighted in yellow.

Please know that the updates to the policy are not to allow for any new investment vehicles that were not already authorized in the original policy. The changes are simply intended to write out the types of investments more expressly that are allowed per Public Act 20 of 1943 (PA 20), for clarity. PA 20 governs what municipalities can do with regards to investing surplus public funds and should be followed strictly when investing of any of the public's money.

After having reviewed the policy with the finance committee, we have found it to be in accordance with PA 20. The policy's main objectives are to ensure compliance with the law, fiscal responsibility, transparency, and the proper management of excess funds that belong to the public. It is also to ensure we are following "best practices" for municipalities to use the public's funds responsibly and conservatively.

Please also find in your packet informational flyers about Certificate of Deposit Account Registry Services (CDARS) and Insured Cash Sweeps (ICS). Both are now written out in the policy under Section 8(b). These vehicles were already allowed by PA 20 and allowed by our policy previously. I have provided the flyers for informational purposes only and the banks represented are not supported or endorsed by this Township Board.

Please contact me with any questions or suggestions you may have,

Chloe Macomber

Chloe Macomber, Treasurer
Cmacomber@garfield-twp.com
231-225-3043

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

RESOLUTION # 2022-03-T

RESOLUTION ADOPTING A REVISED INVESTMENT POLICY

WHEREAS, the Charter Township of Garfield Investment policy has been revised and updated with minor corrections for clarity and brought to the Charter Township of Garfield Board for review.

NOW, THEREFORE, BE IT RESOLVED:

1. **THAT** the revised Charter Township of Garfield Investment Policy, attached hereto as Exhibit "A" and made a part of this resolution, is hereby adopted by the Charter Township of Garfield.
2. **THAT** the previous Charter Township of Garfield Investment Policy, adopted by resolution 2006-1-T, is hereby repealed.
3. **THAT** this resolution and the Investment Policy attached hereto shall be in full force and effect from and after its approval.

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 #2022-03-T which was adopted by the Township Board of the Charter Township of Garfield on the 12th day of April, 2022.

Dated: _____

Lanie McManus, Clerk
Charter Township of Garfield

GARFIELD CHARTER TOWNSHIP
INVESTMENT POLICY

1.0 Policy:

It is the policy of GARFIELD CHARTER TOWNSHIP to invest public funds in a manner which will ensure the preservation of capital while providing the best investment return with the maximum security, meeting the daily cash flow demands of the Township, and conforming to all state and local statutes governing the investment of public funds.

2.0 Scope:

This investment policy applies to all financial assets of GARFIELD CHARTER TOWNSHIP. These funds are accounted for in the GARFIELD CHARTER TOWNSHIP **Comprehensive Annual Financial Report** and include:

2.1 Funds:

- 2.1.1 General Fund
- 2.1.2 Fire Fund
- 2.1.3 Trust and Agency
- 2.1.4 Receiving Funds
- 2.1.5 Special Revenue Funds
- 2.1.6 Capital Project Funds
- 2.1.7 Individual Retiree Health Benefits Funds
- 2.1.8 (Any new fund created by GARFIELD CHARTER TOWNSHIP'S LEGISLATIVE BODY, unless specifically exempted.)

Individual employee retirement funds and deferred compensation are excluded from this policy.

3.0 **Prudence:**

Investments shall be made with judgment and care- under circumstances then prevailing- which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived.

3.1 The standard of prudence to be used by investment officials shall be the “**prudent person**” and/or “**prudent investor**” standard and shall be applied in the context of managing an overall portfolio. Investment officers acting in accordance with written procedures and the investment policy and exercising due diligence shall be relieved of personal responsibility for an individual security’s credit risk or market price changes, provided deviations from expectations are reported in a timely fashion and appropriate action is taken to control adverse developments.

4.0 **Objective:**

Funds of GARFIELD CHARTER TOWNSHIP will be invested in accordance with Act No. 20 of the Public Acts of Michigan of 1943, as amended by Act 196 of 1997; being Sections 129.91 through 129.93 of the Michigan Compiled Laws, Act No. 367 of the Public Acts of 1982 and in accordance with GARFIELD CHARTER TOWNSHIP’S RESOLUTIONS 98-9-T, 2006-1-T, **2022-03-T**, and in accordance with the objectives and procedures set forth in the following order of importance:

4.1 **Safety:**

Safety of principal is the foremost objective of the investment program. Investments of GARFIELD CHARTER TOWNSHIP shall be undertaken in a manner that seeks to ensure the

preservation of capital in the overall portfolio. To attain this objective, diversification is required in order that potential losses on individual securities do not exceed the income generated from the remainder of the portfolio.

4.2 Liquidity:

GARFIELD CHARTER TOWNSHIP'S investment portfolio will remain sufficiently liquid to enable GARFIELD CHARTER TOWNSHIP to meet all operating requirements, which might be reasonably anticipated.

4.3 Return on Investments:

The GARFIELD CHARTER TOWNSHIP investment portfolio shall be designed with the objective of attaining a benchmark rate of return throughout budgetary and economic cycles, commensurate with GARFIELD CHARTER TOWNSHIP'S investment risk constraints and the cash flow characteristics of the portfolio.

4.4 Maintain Public Trust:

All participants in the investment process shall seek to act responsibly as custodians of the public trust. The Investment Officer (Township Treasurer) shall recognize the investment portfolio is subject to public review and evaluation. In addition, the overall investment program shall be designed and managed with a degree of professionalism worthy of public trust. The Investment Officer shall also avoid any transaction that might knowingly impair public confidence in GARFIELD CHARTER TOWNSHIP'S ability to govern effectively.

5.0 Delegation of Authority:

Authority to manage GARFIELD CHARTER TOWNSHIP'S Investment program is derived from Michigan Public Act No. 20 of the Public Acts of Michigan of 1973, as amended by Act No. 196 of 1997, being sections 129.91 through 129.93 of the Michigan Compiled Laws, Act No. 367 of the Public Acts of 1982; along with GARFIELD CHARTER TOWNSHIP'S Resolution # 98-9-T dated June 30, 1998, and Resolution #2022-03-T.

The Township Treasurer is designated as the INVESTMENT OFFICER of GARFIELD CHARTER TOWNSHIP and is responsible for investment decisions and activities. The Township Treasurer and Deputy Treasurer shall develop and maintain written administrative procedures for the daily operation of the investment program, consistent with the investment policy. In the absence of the Township Treasurer, the Deputy Treasurer will assume all related investment responsibilities. No Person may engage in investment transactions except as provided under the terms of this policy and the administrative procedures established by the GARFIELD CHARTER TOWNSHIP TREASURER.

5.1 Investment Procedures:

The Township Treasurer shall establish written investment policy procedures for the operation of the investment program consistent with this policy. The procedures should include reference to: safekeeping, wire transfer agreements, banking service contracts and collateral/depository agreements. Such procedures shall include explicit delegation of authority to persons responsible for investment transactions. No person may engage in an investment transaction except as provided under the terms of this policy and the procedures established by the Township Treasurer. In the absence and unavailability of the Township Treasurer, the Deputy Treasurer is authorized to conduct the daily business of the Township Treasurer's Office

under the established terms of the written investment policy procedures, rules and regulations as adopted by the Township Treasurer.

6.0 Ethics and Conflicts of Interest:

Officer and employees involved in the investment process shall refrain from personal business activity that could conflict with proper execution of the investment program, or which could impair their ability to make impartial investment decisions. Employees and investment officials shall disclose to the GARFIELD CHARTER TOWNSHIP BOARD any material financial interests in financial institutions that conduct business within their jurisdiction, and they shall further disclose any large personal financial/investment positions that could be related to the performance of GARFIELD CHARTER TOWNSHIP.

7.0 Authorized Financial Dealers and Institutions:

The Township Treasurer will maintain a list of financial institutions authorized to provide investment services. In addition, a list will also be maintained of approved security broker/dealers selected by credit worthiness who are authorized to provide investment services in the State of Michigan. These may include “**primary dealers**” or “**regional dealers**” that qualify under **Security & Exchange Commission Rule 15C3-1 (Uniform Net Capital Rule)**. No public deposit shall be made except in a qualified public depository as established by state laws.

All financial institutions and broker/dealers who desire to become qualified bidders for investment transactions must supply the Township Treasurer with the following: audited financial statements, proof of National Association of Security Dealers certification, trading resolution, proof of state registration, completed broker/dealer questionnaire and certification of having read the GARFIELD CHARTER TOWNSHIP investment policy and depository contracts.

7.1

An annual review of the financial condition and registrations of qualified bidders will be conducted by the Township Treasurer.

7.2

A current audited financial statement is required to be on file for each financial institution and broker/dealer in which GARFIELD CHARTER TOWNSHIP invests.

7.3

GARFIELD CHARTER TOWNSHIP shall only deal with “**primary dealers**” of the U.S. Treasury.

8.0 Authorized & Suitable Investments:

The Investment Officer (Township Treasurer) is empowered by Statute and Resolution to invest surplus funds of GARFIELD CHARTER TOWNSHIP in allowable investments pursuant to Public Act No. 20, as amended, as follows:

8.0(a) Bonds, securities, and other obligations of the United States, or an agency or instrumentality of the United States in which the principal and interest is fully guaranteed by the United States. This subdivision shall include securities issued or guaranteed by the government national mortgage association.

8.0(b) Certificates of deposit, **certificate of deposit account registry services (CDARS)**, savings accounts, deposit accounts, **insured cash sweep (ICS) accounts**, or depository receipts of a financial institution which is eligible to be a depository of surplus funds belonging to the State under Sections 5 or 6 of Act No. 105 of the Public Acts of ~~1955~~ **1855**, as amended, being sections 21.145 and 21.146 of the Michigan Compiled Laws. No maturity shall extend beyond five years.

8.0(c) Commercial paper rated at the time of purchase within the highest classification established by not less than two (2) standard rating services and which matures not more than two hundred seventy (270) days after the date of purchase.

8.0(d) In United States government of federal agency obligation repurchase agreements.

8.0(e) In Banker's Acceptances of United States banks.

8.0(f) **Money Market** Mutual funds registered under the Investment Company Act of 1940, Title 1 of Chapter 686, 54 Stat. 789, 15 USC 80a-1 to 80a-3 and 80a-4 to 80a-64, with the authority to purchase only investment vehicles by the Township. This authorization is limited to securities whose intention is to maintain a net asset value (NAV) of one (1) dollar per share. **(Money Market Mutual Funds stay at \$1 NAV if invested in US Treasuries)**

8.0(g)(1) Investment Pools composed of investment obligations described in subdivisions (a) through (g) of Act 20 PA 143, as amended through December 31, 1997, if purchased through an inter-local agreement under the Urban Cooperation Act of 1967, 1967 (Excess) PA 7, MCL 124.501 to 124.512.

(2) The policy authorizes investments in INVESTMENT POOLS organized under the Surplus Funds Investment Pool Act, 1982 PA 367, MCL 129.111 to 129.118 and under the Local Government Investment Pool Act, 1985 PA 121, MCL 129.141 to 129.150. A thorough investigation of the pool/fund is required prior to investing, and on a continual basis.

8.1 Master Repurchase Agreement

GARFIELD CHARTER TOWNSHIP has elected not to involve themselves with REPURCHASE AGREEMENTS.

8.2 Non-Allowable Investments

Description of Investments which **DO NOT** comply with the requirements of Public Act 20 of 1943, as amended (MCL 129.91) The following potential investments are not securities but are contractual agreements between a broker or dealer and an investor. They are not investments in the underlying securities. Repurchase agreements are contractual agreements specifically authorized by the ACT, while these contractual agreements are not mentioned in the ACT and are therefore specifically excluded.

- **CATS-** Certificates of Accrual on Treasury Securities were originated by Salomon Brothers in 1984
- **COUGRS-** Certificates on Government Receipts (“COUGRS”) were originated by A. G. Becker
- **ETRs-** Easy Growth Treasury Receipts (“EATERS”) were issued by Dean Witter
- **TBRs-** Treasury Bond Receipts (“Teddy Bears”) were originated by E. F. Hutton
- **TIGRs-** Treasury investment Growth Receipts (“TIGERS”) were issued by Merrill Lynch
- **TRs-** Treasury Receipts, the generic form of zero coupons were issued by a group of dealers. “TR’s” are also the generic term used to reference the family or “zoo” of Proprietary/ Government-Guaranteed Receipts
- **ZCTOs-** Zero Coupon Treasury Obligations (“ZITCOS”) were originated by Lehman Brothers
- **CMO’s-** Pools (not mutual funds) of GNMA’s packaged as a bond and are classical derivations per the October 14, 1994, edition of the Wall Street Journal, “those arcane securities, whose returns are based on or derived from some underlying asset or index”.

- ~~Certificate of Deposit CD-~~ **Brokered CDARS-** Some brokers and dealers have programs whereby ~~\$100,000~~ **\$250,000** federally insured, certificates of deposit from numerous institutions are packaged in million dollar multiples and sold on an average yield of all the institutions participating in the package. This type of arrangement does not fall under the authority for investment pools under the Urban Cooperation Act of 1967, 1967 (Ex Sess) PA 7, MCL 124.501 to 124.512, the Surplus Funds Investment Pool Act, 1982PA367, 129.111 to 129.118 or the Local Government Investment Pool Act, 1985PA 121, MCL 129.141 to 129.150 and is therefore NOT appropriate.

9.1 Investment Pools/Mutual Funds:

A thorough investigation and due diligence of the pool/fund is required prior to investing, and on a continual basis. There shall be a questionnaire developed which will answer the following general questions:

- A description of eligible investment securities, and a written statement of investment policy and objectives.
- A description of interest calculations and how it is distributed, and how gains and losses are treated.
- A description of how the securities are safeguarded (including the settlement process), and how often the securities are priced and the program audited.
- A description of who may invest in the program, how often, what size deposit and withdrawal are allowed.
- A schedule for receiving statement and portfolio listings.

- Are reserves, retained earnings, etc. utilized by the pool/fund?
- A fee schedule, and when and how it is assessed.
- Is the pool/fund eligible for bond proceeds and/or will it accept such proceeds?

10.0 Collateralization:

The State of Michigan does not require Collateralization. Non-negotiable, non-collateralized Certificates of Deposit, as is the law in the State of Michigan, shall be evidenced by a Safekeeping Receipt from the issuing bank. All securities purchased by GARFIELD CHARTER TOWNSHIP under this section shall be properly designated as an asset of the TOWNSHIP. Non-negotiable, non-collateralized Certificates of Deposits are allowable for Township investment provided that the Investment Officer has done creditworthiness work on the banking institution.

If collateral is required, it will always be held by an independent third party with whom GARFIELD CHARTER TOWNSHIP has a current written custodial agreement. A clearly marked evidence of ownership (safekeeping receipt) must be supplied and retained by GARFIELD CHARTER TOWNSHIP.

The right of collateral substitution is not granted.

11.0 Safekeeping and Custody:

All security transactions having a value greater than SIPC or other applicable insurance entered into by GARFIELD CHARTER TOWNSHIP shall be conducted on a **delivery-versus-payment (DVP)** basis. Securities will be held by a third party custodian, with a written custodial agreement, designated by the Township Treasurer and

evinced by safekeeping receipt and proof of applicable insurance will be required (SAFEKEEPING RECEIPT).

12.0 Diversification:

GARFIELD CHARTER TOWNSHIP will diversify its investments by security type and institution. To ensure that GARFIELD CHARTER TOWNSHIP does not over concentrate in any one institution or investment, GARFIELD CHARTER TOWNSHIP shall, subject to the limitations imposed by the number of qualified local institutions within the immediate area, limit its investments to no more than 5% in any one issuer. With the exception of U.S. Treasury securities and authorized pools, will attempt not to have more than fifty (50) percent of GARFIELD CHARTER TOWNSHIP'S total investment portfolio vested in a single security type. It's the policy of GARFIELD CHARTER TOWNSHIP to diversify its investment portfolio. Assets held in common cash fund and other investment funds shall be diversified to eliminate the risk of loss resulting from over-concentration of assets in a specific maturity, individual financial institution(s) or a specific class of securities. Diversification strategies shall be determined and revised by the Township Treasurer from time to time to meet the diversification objectives (to reduce overall portfolio risks while attaining market average rates of return).

13.0 Maximum Maturities:

To the extent possible, GARFIELD CHARTER TOWNSHIP will attempt to match its investments with anticipated cash flow requirements. Unless matched to a specific cash flow, GARFIELD CHARTER TOWNSHIP will not directly invest in securities more than three (3) years from the date of purchase. However, GARFIELD CHARTER TOWNSHIP may collateralize its repurchase agreements using longer-dated investments not to exceed three (3) years to maturity.

Reserve funds may be invested in securities exceeding three (3) years if the maturity of such investments is made to coincide as nearly as practicable with the expected use of the funds.

14.0 Internal Control:

The Township Treasurer shall establish an annual process of independent review by an external auditor. This review will provide internal control by assuring compliance with policies and procedures.

15.0 Performance Standards:

The investment portfolio shall be designed with the objective of obtaining a rate of return throughout budgetary and economic cycles, commensurate with the investment risk constraints and cash flow needs.

15.1 Market Yield (Benchmark):

The GARFIELD CHARTER TOWNSHIP investment strategy is passive. Given this strategy, the basis used by the Township Treasurer to determine whether market yields are being achieved shall be to identify a comparable US Treasury instrument as the benchmark which matches the portfolio investment duration, i.e., 90-day U.S. Treasury Bill, 6-month U.S. Treasury Bill, Average Fed Funds Rate, etc.

16.0 Reporting:

The Township Treasurer shall provide the GARFIELD CHARTER TOWNSHIP BOARD quarterly investment reports, which provide a clear picture of the status of the current investment portfolio. The management report should include comments on the fixed income markets and economic conditions, discussions regarding restrictions on percentage of investment by categories that exceed 5%, possible changes in the portfolio structure going forward and thoughts on investment strategies. The GARFIELD CHARTER TOWNSHIP

BOARD may elect to reduce the foregoing reporting requirement so that the Township Treasurer shall submit a report less frequently, but in no event less than annually. The TOWNSHIP BOARD may request additional information from time to time, when deemed necessary by the BOARD to remain sufficiently informed of the status of the TOWNSHIP'S investment portfolio.

Schedules in the quarterly report should include the following:

- A listing of individual securities held at the end of the reporting period by authorized investment category.
- Average life and final maturity of all investments listed.
- Coupon, discount or earning rate.
- Par Value, Amortized Book Value and Market Value.
- Percentage of the portfolio represented by each investment category.

17.0 Investment Policy Adoption:

The GARFIELD CHARTER TOWNSHIP investment policy shall be adopted by resolution of the GARFIELD CHARTER TOWNSHIP'S legislative authority (TOWNSHIP BOARD). The GARFIELD CHARTER TOWNSHIP TOWN BOARD shall review the policy annually and the GARFIELD CHARTER TOWNSHIP TOWN BOARD must approve modifications made thereto.

18.0 Glossary:

*Because this policy is to be available to the public as well as the governing body, it is important that a glossary of related terminology be part of the policy.

Agencies: Federal agency securities and/or Government-sponsored enterprises.

Asked: The price at which securities are offered.

Banker's Acceptance (BA): A draft or bill or exchange accepted by a bank or trust company. The accepting institution guarantees payment of the bill, as well as the issuer.

Benchmark: A comparative base for measuring the performance or risk tolerance of the investment portfolio. A benchmark should represent a close correlation to the level of risk and the average duration of the portfolio's investments.

Bid: The price offered by a buyer of securities. (When you are selling securities, you ask for a bid.) See Offer.

Broker: A broker brings buyers and sellers together for a commission.

Certificate of Deposit (CD): a time deposit with a specific maturity evidenced by a certificate. Large-denomination CD's are typically negotiable.

Certificate of Deposit Account Registry Service (CDARS): A service provided by a network of participating banks to provide full insurance coverage on large CD deposits. When an amount greater than the federally (FDIC) insured limit of \$250,000 is deposited with a participating bank, that amount is broken into smaller amounts, less than \$250,000 and placed into CD's issued by other banks in the network.

Collateral: Securities, evidence of deposit or other property, which a borrower pledges to secure repayment of a loan. Also refers to securities pledged by a bank to secure deposits of public money.

Comprehensive Annual Financial Report (CAFR): The official annual report for the CHARTER TOWNSHIP OF GARFIELD. It includes five (5) combined statements for each individual fund and account group prepared in conformity with GAAP. It also includes supporting schedules necessary to demonstrate compliance with finance-related legal and contractual provisions, extensive introductory material, and a detailed Statistical Section.

Coupon: (a) The annual rate of interest that a bond's issuer promises to pay the bondholder on the bond's face value. (b) A certificate attached to a bond evidencing interest due on a payment date.

Dealer: A dealer, as opposed to a broker, acts as a principal in all transactions, buying and selling for his own account.

Debenture: A bond secured only by the general credit of the issuer.

Delivery versus Payment (DVP): There are two methods of delivery of securities: (1) Delivery versus Payment and (2) Delivery versus receipt. Delivery versus payment is delivery of securities with an exchange of money for the securities. Delivery versus receipt is delivery of securities with exchange of a signed receipt for the securities.

Derivatives: (1) Financial instruments whose return profile is linked to, or deviated from, the movement of one or more underlying index or security, and may include a leveraging factor, or (2) Financial contracts based upon notional amounts whose value is derived from an underlying index or security (interest rates, foreign exchange rates, equities or commodities).

Discount: The difference between the cost price of a security and its maturity when quoted at lower than face value. A security selling below original offering price shortly after sale also is considered to be at a discount.

Discount Securities: Non-interest bearing money market instruments that are issued at a discount and redeemed at maturity for full face value, e.g., U.S. Treasury Bills.

Diversification: Dividing investment funds among a variety of securities offering independent returns.

Federal Credit Agencies: Agencies of the Federal government set up to supply credit to various classes of institutions and individuals, e.g., savings and loans, small business firms, students, farmers, farm cooperatives and exporters.

Federal Deposit Insurance Corporation (FDIC): A federal agency that insures bank deposits, currently up to ~~\$100,000~~ \$250,000 per deposit.

Federal Funds Rate: The rate of interest at which Fed funds are traded. The Federal Reserve through open-market operations currently sets the rate.

Federal Home Loan Banks (FHLB): Government sponsored wholesale banks (currently 12 regional banks), which lend funds and provide correspondent banking services to member commercial banks, thrift institutions, credit unions and insurance companies. The mission of the FHLB's is to liquefy the housing related assets of its members who must purchase stock in the district bank.

Federal National Mortgage Association (FNMA): FNMA, like GNMA was chartered under the Federal National Mortgage Association Act in 1938. FNMA is a federal corporation working under auspices of the Department of Housing and Urban Development (HUD). It is the largest single provider of residential mortgage funds in the United States. Fannie Mae, as the corporation is called, is a private stockholder-owned corporation. The corporations purchased include a variety of adjustable mortgages and second loans, in addition to fixed-rate mortgages. FNMA's securities are also highly liquid and are widely accepted. FNMA assumes and guarantees that all security holders will receive timely payment of principal and interest.

Federal Open Market Committee (FOMC): Consists of seven members of the Federal Reserve Board and five of the twelve Federal Reserve Bank Presidents. The President of the New York Federal Reserve Bank is a permanent member, while the other Presidents serve on a rotating basis. The Committee periodically meets to set Federal Reserve guidelines regarding purchases and sales of Government Securities in the open market as a means of influencing the volume of bank credit and money.

Federal Reserve System: The central bank of the United States created by Congress and consisting of a seven member Board of Governors in Washington, D.C., 12 regional banks and about 5,700 commercial banks that are members of the system.

Government National Mortgage Association (GNMA or Ginnie Mae): Securities influencing the volume of bank credit guaranteed by GNMA and issued by mortgage bankers, commercial banks, savings and loan associations and other institutions. Security holder is protected by full faith and credit of the U.S. Government. The FHA, VA, or FmHA mortgages back Ginnie Mae securities. The term “pass-through” is often used to describe Ginnie Mae’s.

Insured Cash Sweep (ICS): A service provided by a network of participating banks that allows for large deposits to be fully insured. When an amount greater than the federally (FDIC) insured limit of \$250,000 is deposited with a participating bank, that amount is broken into smaller amounts, less than \$250,000 and placed into other participating banks in the network.

Investment: Investments shall be defined as debt obligations and shall not include Certificates as Deposit which should be considered deposits. This is the same definition as used by GASB in the pronouncement number 40 for disclosure purposes.

Liquidity: A liquid asset is one that can be converted easily and rapidly into cash without a substantial loss of value. In the money market, a security is said to be liquid if the spread between bid and asked prices is narrow and reasonable size can be done at those quotes.

Local Government Investment Pool (LGIP): The aggregate of all funds from political subdivisions that are placed in the custody of the State Treasurer for investment and reinvestment.

Market Value: The price at which a security is trading and could presumably be purchased or sold.

Master Repurchase Agreement: A written contract covering all future transactions between the parties to repurchase-reverse purchase agreements that establish each party's rights in the transactions. A master agreement will often specify, among other things, the right of the buyer-lender to liquidate the underlying securities in the event of default by the seller-borrower.

Maturity: The date upon which the principal or stated value of an investment becomes due and payable.

Money Market: The market in which short-term debt instruments (bills, commercial paper, bankers' acceptances, etc.) are issued and traded.

Offer: The price asked by a seller of securities. (When you are buying securities, you ask for an offer.) See Asked and Bid.

Open Market Operations: Purchases and sales of Government and certain other securities in the open market by the New York Federal Reserve Bank as directed by the FOMC in order to influence the volume of money and credit in the economy. Purchases inject reserves into the bank system and stimulate growth of money and credit; sales have the opposite effect. Open market operations are the Federal Reserve's most important and most flexible monetary policy tool.

Portfolio: Collection of securities held by an investor.

Primary Dealer: A group of government securities dealers who submit daily reports of market activity and positions and monthly financial statements to the Federal Reserve Bank of New York and are subject to its informed oversight. Primary dealers include Security and Exchange Commission (SEC)-registered securities broker-dealers, banks and a few unregulated firms.

Prudent Person Rule: An investment standard. In some states the law requires that a fiduciary, such as a trustee, may invest money only in a list of securities selected by the custody state- the so-called legal list. In other states the trustee may invest in a security if it is one, which a prudent person of discretion and intelligence who is seeking a reasonable income and preservation of capital would buy.

Qualified Public Depository: A financial institution that does not claim exemption from the payment of any sales or compensating use or ad valorem taxes under the laws of this state, which has segregated for the benefit of the commission eligible collateral having a value of not less than its maximum liability and which has been approved by the Public Deposit Protection Commission to hold public deposits.

Rate of Return: The yield obtainable on a security based on its purchase price or its current market price. This may be the amortized yield to maturity on a bond the current income return.

Repurchase Agreement (RP or REPO): A holder of securities sells these securities to an investor with an agreement to repurchase them at a fixed price on a fixed date. The security “buyer” in effect lends the “seller” money for the period of the agreement, and the terms of the agreement are structured to compensate him for this. Dealers use RP’s extensively to finance their positions. Exception: When the Fed is said to be doing RP, it is lending money, which is, increasing bank reserves.

Safekeeping: A service to customers rendered by banks for a fee whereby securities and valuables of all types and descriptions are held in the bank’s vaults for protection.

Secondary Market: A market made for the purchase and sale of outstanding issues following the initial distribution.

Securities and Exchange Commission: Agency created by Congress to protect investors in securities transactions by administering securities legislation.

See Rule 15c3-1: See Uniform Net Capital Rule.

Structured Notes: Notes issued by Government Sponsored Enterprises (FHLB, FNMA, SLMA, etc.) and corporations, which have imbedded options (e.g., call features, step-up coupons, floating rate coupons, and derivative-based returns) into their debt structure. Their market performance is impacted by the fluctuation of interest rates, the volatility of the imbedded options and shifts in the shape of the yield curve.

Treasury Bills: A non-interest bearing discount security by the U.S. Treasury to finance the national debt. Most bills are issued to mature in three months, six months or one year.

Treasury Bonds: Long-term coupon-bearing U.S. Treasury Securities issued as direct obligations of the U.S. Government and having initial maturities of more than ten years.

Treasury Notes: Medium-term coupon-bearing U.S. Treasury Securities issued as direct obligations of the U.S. Government and having initial maturities from two to ten years.

Uniform Net Capital Rule: Security and Exchange Commission requirement that member firms as well as non-member broker-dealers in securities maintain a maximum ratio of indebtedness to liquid capital of 15 to 1; also called net capital rule and net capital ratio. Indebtedness covers all money owed to a firm, including margin loans and commitment to purchase securities, one reason new public issues are spread among members of underwriting syndicates. Liquid capital includes cash and assets easily converted into cash.

Yield: The rate of annual income return on an investment, expressed as a percentage.

- (a) **Income yield** is obtained by dividing the current dollar income by the current market price for the security.

- (b) **Net yield or Yield to Maturity** is the current income yield minus any premium above par or plus any discount from par in purchase price, with adjustment spread over the period from the date of purchase to the date of maturity of the bond.

CDARS®

Smart Investing for Government Finance Officers

Access Multi-Million-Dollar FDIC Insurance Working Directly with Our Bank



ONE BANK

Access multi-million-dollar FDIC insurance by working directly with just us—the bank you know and trust—and eliminate ongoing collateral tracking.

ONE RATE

Negotiate one rate with our bank for each CD maturity, and enjoy the option of reinvesting funds through a simple process.

ONE STATEMENT

Receive one easy-to-read statement from our bank summarizing all your CD holdings.

Through the CDARS® service, we can provide easy access to multi-million-dollar FDIC protection on CD investments for many types of government depositors. No one has ever lost a penny on an FDIC-insured deposit. And with CDARS, your organization can capitalize on the potential to earn prime-like returns with a Treasury or federal government-like risk profile.

How does CDARS work?

We are part of a special network—the CDARS Network. When your organization places a large amount with us, we place your funds into CDs issued by other banks in the Network—in increments below the standard FDIC insurance maximum—so that both principal and interest are eligible for FDIC protection. With help from a sophisticated matching system, we exchange deposits with other members of the Network. These exchanges, which occur on a dollar-for-dollar basis, bring the full amount of your organization's original deposit back to our bank. As a result, we can make the full amount of the deposit available for lending in the local community.*

What else should you know?

By providing access to FDIC insurance, CDARS can help your organization comply with investment policy mandates. And, the CDARS benefits of One Bank, One Rate, One Statement® help to reduce administrative burden, especially during tax and financial-reporting seasons.

Want to learn more?

Contact Flagstar Bank
Government Banking Group
(888) 254-5417

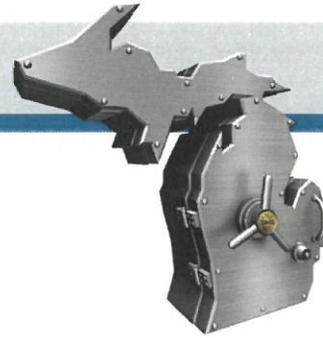


Member
FDIC

*When deposited funds are exchanged on a dollar-for-dollar basis with other banks in the Network, the full amount of the deposit placed through CDARS can be used for local lending, satisfying some depositors' local investment goals or mandates. Alternatively, with a depositor's consent, our bank may choose to receive fee income instead of deposits from other banks. Under these circumstances, deposited funds would not be available for local lending.

Placement of funds through the CDARS service is subject to the terms, conditions, and disclosures in the service agreements, including the Deposit Placement Agreement ("DPA"). Limits apply. Although funds are placed at destination banks in amounts that do not exceed the FDIC standard maximum deposit insurance amount ("SMDIA"), a depositor's balances at the relationship institution that places the funds may exceed the SMDIA (e.g., before CDARS settlement for a deposit or after CDARS settlement for a withdrawal) or be ineligible for FDIC insurance (if the relationship institution is not a bank). As stated in the DPA, the depositor is responsible for making any necessary arrangements to protect such balances consistent with applicable law. If the depositor is subject to restrictions on placement of its funds, the depositor is responsible for determining whether its use of CDARS satisfies those restrictions. CDARS and One Bank One Rate One Statement are registered service marks of Promontory Interfinancial Network, LLC.

Using CDARS® for Public Funds in the State of Michigan



Chapter 129 Public Funds

Act 20 of 1943 Investment of Surplus Funds of Political Subdivisions

MCL § 129.91. Investment of funds of **public corporations**; eligible depository; secured deposits; funds limitation on acceptable assets; pooling or coordinating funds; written agreements; investment in certificate of deposit; conditions; "financial institution" defined; additional definitions.

Sec. 1. (1) Except as provided in section 5, the governing body by resolution may authorize its investment officer to invest the funds of that public corporation in 1 or more of the following:

Bonds, securities, and other obligations of the United States or an agency or instrumentality of the United States.

Certificates of deposit, savings accounts, or depository receipts of a financial institution, but only if the financial institution complies with subsection (2); certificates of deposit obtained through a financial institution as provided in subsection (5); or deposit accounts of a financial institution as provided in subsection (6).

* * *

(5) In addition to the investments authorized under subsection (1), the governing body by resolution may authorize its investment officer to invest the funds of the public corporation in certificates of deposit in accordance with all of the following conditions:

(a) The funds are initially invested through a financial institution that is not ineligible to be a depository of surplus funds belonging to this state under section 6 of 1855 PA 105, [MCL 21.146](#).

(b) The financial institution arranges for the investment of the funds in certificates of deposit in 1 or more insured depository institutions, as defined in [12 USC 1813](#), or 1 or more insured credit unions, as defined in [12 USC 1752](#), for the account of the public corporation.

(c) The full amount of the principal and any accrued interest of each certificate of deposit is insured by an agency of the United States.

(d) The financial institution acts as custodian for the public corporation with respect to each certificate of deposit.

(e) At the same time that the funds of the public corporation are deposited and the certificate or certificates of deposit are issued, the financial institution receives an amount of deposits from customers of other insured depository institutions or insured credit unions equal to or greater than the amount of the funds initially invested by the public corporation through the financial institution.

* * *

(7) A public corporation that initially invests its funds through a financial institution that maintains an office located in this state may invest the funds in certificates of deposit as provided under subsection (5).

(8) As used in this section, "financial institution" means a state or nationally chartered bank or a state or federally chartered savings and loan association, savings bank, or credit union whose deposits are insured by an agency of the United States government and that maintains a principal office or branch office located in this state under the laws of this state or the United States.

(9) As used in this act:

(a) "Governing body" means the legislative body, council, commission, board, or other body having legislative powers of a public corporation.

(b) "Funds" means the money of a public corporation, the investment of which is not otherwise subject to a public act of this state or bond authorizing ordinance or resolution of a public corporation that permits investment in fewer than all of the investment options listed in subsection (1) or imposes 1 or more conditions upon an investment in an option listed in subsection (1).

(c) "Investment officer" means the treasurer or other person designated by statute or charter of a public corporation to act as the investment officer. In the absence of a statutory or charter designation, the governing body of a public corporation shall designate the investment officer.

(d) "**Public corporation**" means a county, city, village, township, port district, drainage district, special assessment district, or metropolitan district of this state, or a board, commission, or another authority or agency created by or under an act of the legislature of this state.

Michigan House Bill 5287 amended MCL 380.622 and MCL 380.1223 and Michigan House Bill 5288 amended MCL 389.142 to provide investment authority for treasurers of **intermediate school boards, treasurers of school districts and treasurers of community college districts** similar to that authorized for public corporations under MCL 129.91 as set forth above.



Safety. Return. Freedom.

Through ICS[®], the Insured Cash Sweep[®] service, many government depositors can access multi-million-dollar FDIC insurance on funds placed into demand deposit accounts (using the ICS demand option), money market deposit accounts (using the ICS savings option), or both.

Through ICS, you can:

Enjoy peace of mind

ICS funds are eligible for multi-million-dollar FDIC insurance that's backed by the full faith and credit of the United States government.

Earn interest

Put excess cash balances to work in demand accounts, money market deposit accounts, or both.

Save time

By providing access to FDIC insurance through a single bank relationship, ICS can help your organization to comply with investment policy mandates and avoid the hassles associated with ongoing collateral-tracking.

Access funds

Enjoy unlimited program withdrawals using the ICS demand option or up to six program withdrawals per month using the ICS savings option.

Support your community

Feel good knowing that the full amount of your funds placed through ICS can stay local to support lending opportunities that build a stronger community.*

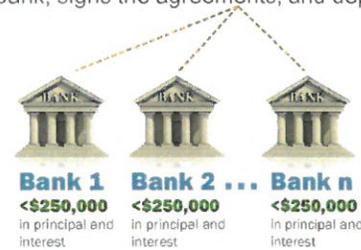
Simply put, with ICS, you can have it all.

How does ICS work?

Work directly with just us—an institution you already know and trust—to access coverage from many, receive just one regular statement, and know that your confidential information remains protected.



Your organization has or sets up a transaction account with our bank, signs the agreements, and deposits funds.**



Deposits are sent to deposit accounts at other member institutions in amounts under the standard FDIC insurance maximum of \$250,000.



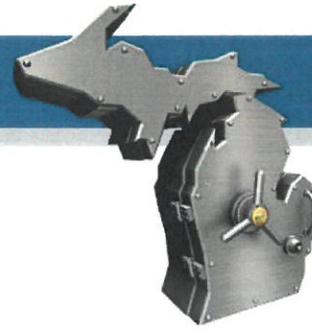
Molly VanderHorn
V.P., Treasury Management
 mvanderhorn@ssbankmi.com
 231.360.3665

* When deposited funds are exchanged on a dollar-for-dollar basis with other banks in the ICS Network, we can use the full amount of a deposit placed through ICS for local lending, satisfying some depositors' local investment goals or mandates. In certain states, and with a depositor's consent, we may choose to receive fee income instead of deposits from our bank. Under these circumstances, deposited funds would not be available for local lending.

** If you choose both the savings and demand options, you will need to have a separate transaction account for each.

Placement of funds through the ICS service is subject to the terms, conditions, and disclosures in the service agreements, including the Deposit Placement Agreement ("DPA"). Limits and customer eligibility criteria apply. In the ICS savings option, program withdrawals are limited to six per month. Although funds are placed at destination banks in amounts that do not exceed the FDIC standard maximum deposit insurance amount ("SMDIA"), a depositor's balances at the relationship institution that places the funds may exceed the SMDIA (e.g., before ICS settlement for a deposit or after ICS settlement for a withdrawal) or be ineligible for FDIC insurance (if the relationship institution is not a bank). As stated in the DPA, the depositor is responsible for making any necessary arrangements to protect such balances consistent with applicable law. If the depositor is subject to restrictions on placement of its funds, the depositor is responsible for determining whether its use of ICS satisfies those restrictions. ICS and Insured Cash Sweep are registered service marks of Promontory Interfinancial Network, LLC.

Using ICS® for Public Funds In the State of Michigan



Chapter 129 Public Funds

Act 20 of 1943 Investment of Surplus Funds of Political Subdivisions

§ 129.91. Investment of funds of public corporations; eligible depository; secured deposits; funds limitation on acceptable assets; pooling or coordinating funds; written agreements; investment in certificate of deposit; conditions; "financial institution" defined; additional definitions.

Sec. 1.

(1) Except as provided in section 5, the governing body by resolution may authorize its investment officer to invest the funds of that public corporation in 1 or more of the following:

- a) Bonds, securities, and other obligations of the United States or an agency or instrumentality of the United States.
- b) Certificates of deposit, savings accounts, or depository receipts of a financial institution, but only if the financial institution complies with subsection (2); certificates of deposit obtained through a financial institution as provided in subsection (5); or deposit accounts of a financial institution as provided in subsection (6).

* * *

(6) In addition to the investments authorized under subsection (1), the governing body by resolution may authorize its investment officer to invest the funds of the public corporation in deposit accounts that meet all of the following conditions:

- (a) The funds are initially deposited in a financial institution that is not ineligible to be a depository of surplus funds belonging to this state under section 6 of 1855 PA 105, MCL 21.146.
- (b) The financial institution arranges for the deposit of the funds in deposit accounts in 1 or more insured depository institutions, as defined in 12 USC 1813, or 1 or more insured credit unions, as defined in 12 USC 1752, for the account of the public corporation.
- (c) The full amount of the principal and any accrued interest of each deposit account is insured by an agency of the United States.
- (d) The financial institution acts as custodian for the public corporation with respect to each deposit account.
- (e) On the same date that the funds of the public corporation are deposited under subdivision (b), the financial institution receives an amount of deposits from customers of other insured depository institutions or insured credit unions equal to or greater than the amount of the funds initially deposited by the public corporation in the financial institution.

(7) A public corporation that initially invests its funds through a financial institution that maintains an office located in this state may invest the funds in certificates of deposit as provided under subsection (5).

(8) As used in this section, "financial institution" means a state or nationally chartered bank or a state or federally chartered savings and loan association, savings bank, or credit union whose deposits are insured by an agency of the United States government and that maintains a principal office or branch office located in this state under the laws of this state or the United States.

(9) As used in this act:

- (a) "Governing body" means the legislative body, council, commission, board, or other body having legislative powers of a public corporation.
- (b) "Funds" means the money of a public corporation, the investment of which is not otherwise subject to a public act of this state or bond authorizing ordinance or resolution of a public corporation that permits investment in fewer than all of the investment options listed in subsection (1) or imposes 1 or more conditions upon an investment in an option listed in subsection (1).
- (c) "Investment officer" means the treasurer or other person designated by statute or charter of a public corporation to act as the investment officer. In the absence of a statutory or charter designation, the governing body of a public corporation shall designate the investment officer.
- (d) "Public corporation" means a county, city, village, township, port district, drainage district, special assessment district, or metropolitan district of this state, or a board, commission, or another authority or agency created by or under an act of the legislature of this state.

Michigan House Bill 5287 amended MCL 380.622 and MCL 380.1223 and Michigan House Bill 5288 amended MCL 389.142 to provide investment authority for treasurers of intermediate school boards, treasurers of school districts and treasurers of community college districts similar to that authorized for public corporations under MCL 129.91 as set forth above.

INVESTMENT OF SURPLUS FUNDS OF POLITICAL SUBDIVISIONS
Act 20 of 1943

AN ACT relative to the investment of funds of public corporations of the state; and to validate certain investments.

History: 1943, Act 20, Imd. Eff. Mar. 13, 1943;—Am. 1988, Act 285, Imd. Eff. Aug. 1, 1988;—Am. 1997, Act 196, Imd. Eff. Dec. 30, 1997.

The People of the State of Michigan enact:

129.91 Investment of funds of public corporation; eligible depository; secured deposits; funds limitation on acceptable assets; pooling or coordinating funds; written agreements; investment in certificate of deposit; conditions; "financial institution" defined; additional definitions.

Sec. 1. (1) Except as provided in section 5, the governing body by resolution may authorize its investment officer to invest the funds of that public corporation in 1 or more of the following:

(a) Bonds, securities, and other obligations of the United States or an agency or instrumentality of the United States.

(b) Certificates of deposit, savings accounts, or depository receipts of a financial institution, but only if the financial institution complies with subsection (2); certificates of deposit obtained through a financial institution as provided in subsection (5); or deposit accounts of a financial institution as provided in subsection (6).

(c) Commercial paper rated at the time of purchase within the 2 highest classifications established by not less than 2 standard rating services and that matures not more than 270 days after the date of purchase.

(d) Repurchase agreements consisting of instruments listed in subdivision (a).

(e) Bankers' acceptances of United States banks.

(f) Obligations of this state or any of its political subdivisions that at the time of purchase are rated as investment grade by not less than 1 standard rating service.

(g) Mutual funds registered under the investment company act of 1940, 15 USC 80a-1 to 80a-64, with authority to purchase only investment vehicles that are legal for direct investment by a public corporation. However, a mutual fund is not disqualified as a permissible investment solely by reason of any of the following:

(i) The purchase of securities on a when-issued or delayed delivery basis.

(ii) The ability to lend portfolio securities as long as the mutual fund receives collateral at all times equal to at least 100% of the value of the securities loaned.

(iii) The limited ability to borrow and pledge a like portion of the portfolio's assets for temporary or emergency purposes.

(h) Obligations described in subdivisions (a) through (g) if purchased through an interlocal agreement under the urban cooperation act of 1967, 1967 (Ex Sess) PA 7, MCL 124.501 to 124.512.

(i) Investment pools organized under the surplus funds investment pool act, 1982 PA 367, MCL 129.111 to 129.118.

(j) The investment pools organized under the local government investment pool act, 1985 PA 121, MCL 129.141 to 129.150.

(2) Except as provided in subsection (5), a public corporation that invests its funds under subsection (1) shall not deposit or invest the funds in a financial institution that is not eligible to be a depository of funds belonging to this state under a law or rule of this state or the United States.

(3) Assets acceptable for pledging to secure deposits of public funds are limited to assets authorized for direct investment under subsection (1).

(4) The governing body by resolution may authorize its investment officer to enter into written agreements with other public corporations to pool or coordinate the funds to be invested under this section with the funds of other public corporations. Agreements allowed under this subsection shall include all of the following:

(a) The types of investments permitted to be purchased with pooled funds.

(b) The rights of members of the pool to withdraw funds from the pooled investments without penalty.

(c) The duration of the agreement and the requirement that the agreement shall not commence until at least 60 days after the public corporations entering the agreement give written notice to an existing local government investment pool which is organized under the local government investment pool act, 1985 PA 121, MCL 129.141 to 129.150, in those counties where such a pool is operating and accepting deposits on or before September 29, 2006.

- (d) The method by which the pool will be administered.
- (e) The manner by which the public corporations will respond to liabilities incurred in conjunction with the administration of the pool.
- (f) The manner in which strict accountability for all funds will be provided for, including an annual statement of all receipts and disbursements.
- (g) The manner by which the public corporations will adhere to the requirements of section 5.
- (5) In addition to the investments authorized under subsection (1), the governing body by resolution may authorize its investment officer to invest the funds of the public corporation in certificates of deposit in accordance with all of the following conditions:
- (a) The funds are initially invested through a financial institution that is not ineligible to be a depository of surplus funds belonging to this state under section 6 of 1855 PA 105, MCL 21.146.
- (b) The financial institution arranges for the investment of the funds in certificates of deposit in 1 or more insured depository institutions, as defined in 12 USC 1813, or 1 or more insured credit unions, as defined in 12 USC 1752, for the account of the public corporation.
- (c) The full amount of the principal and any accrued interest of each certificate of deposit is insured by an agency of the United States.
- (d) The financial institution acts as custodian for the public corporation with respect to each certificate of deposit.
- (e) At the same time that the funds of the public corporation are deposited and the certificate or certificates of deposit are issued, the financial institution receives an amount of deposits from customers of other insured depository institutions or insured credit unions equal to or greater than the amount of the funds initially invested by the public corporation through the financial institution.
- (6) In addition to the investments authorized under subsection (1), the governing body by resolution may authorize its investment officer to invest the funds of the public corporation in deposit accounts that meet all of the following conditions:
- (a) The funds are initially deposited in a financial institution that is not ineligible to be a depository of surplus funds belonging to this state under section 6 of 1855 PA 105, MCL 21.146.
- (b) The financial institution arranges for the deposit of the funds in deposit accounts in 1 or more insured depository institutions, as defined in 12 USC 1813, or 1 or more insured credit unions, as defined in 12 USC 1752, for the account of the public corporation.
- (c) The full amount of the principal and any accrued interest of each deposit account is insured by an agency of the United States.
- (d) The financial institution acts as custodian for the public corporation with respect to each deposit account.
- (e) On the same date that the funds of the public corporation are deposited under subdivision (b), the financial institution receives an amount of deposits from customers of other insured depository institutions or insured credit unions equal to or greater than the amount of the funds initially deposited by the public corporation in the financial institution.
- (7) A public corporation that initially invests its funds through a financial institution that maintains an office located in this state may invest the funds in certificates of deposit as provided under subsection (5).
- (8) As used in this section, "financial institution" means a state or nationally chartered bank or a state or federally chartered savings and loan association, savings bank, or credit union whose deposits are insured by an agency of the United States government and that maintains a principal office or branch office located in this state under the laws of this state or the United States.
- (9) As used in this act:
- (a) "Governing body" means the legislative body, council, commission, board, or other body having legislative powers of a public corporation.
- (b) "Funds" means the money of a public corporation, the investment of which is not otherwise subject to a public act of this state or bond authorizing ordinance or resolution of a public corporation that permits investment in fewer than all of the investment options listed in subsection (1) or imposes 1 or more conditions upon an investment in an option listed in subsection (1).
- (c) "Investment officer" means the treasurer or other person designated by statute or charter of a public corporation to act as the investment officer. In the absence of a statutory or charter designation, the governing body of a public corporation shall designate the investment officer.
- (d) "Public corporation" means a county, city, village, township, port district, drainage district, special assessment district, or metropolitan district of this state, or a board, commission, or another authority or agency created by or under an act of the legislature of this state.

History: 1943, Act 20, Imd. Eff. Mar. 13, 1943;—CL 1948, 129.91;—Am. 1964, Act 126, Eff. Aug. 28, 1964;—Am. 1977, Act 66, Imd. Eff. July 20, 1977;—Am. 1978, Act 500, Imd. Eff. Dec. 11, 1978;—Am. 1979, Act 79, Imd. Eff. Aug. 1, 1979;—Am. 1982, Act 217, Imd. Eff. July 8, 1982;—Am. 1988, Act 239, Imd. Eff. July 11, 1988;—Am. 1997, Act 44, Imd. Eff. June 30, 1997;—Am. 1997, Act 196, Imd. Eff. Dec. 30, 1997;—Am. 2006, Act 400, Imd. Eff. Sept. 29, 2006;—Am. 2008, Act 308, Imd. Eff. Dec. 18, 2008;—Am. 2009, Act 21, Imd. Eff. May 5, 2009;—Am. 2012, Act 152, Imd. Eff. May 30, 2012.

129.92 Repealed. 1997, Act 196, Imd. Eff. Dec. 30, 1997.

Compiler's note: The repealed section pertained to investment of sinking funds and insurance moneys by school districts.

129.93 Existing investments ratified and validated.

Sec. 3. Investments made before the effective date of the amendatory act that repealed section 2 of the surplus funds, sinking funds, or insurance funds of a political subdivision of this state in bonds and other obligations of the United States or its instrumentalities or certificates of deposit or depository receipts of a bank that is a member of the federal deposit insurance corporation as provided under section 1 and former section 2 of this act are hereby ratified and validated.

History: 1943, Act 20, Imd. Eff. Mar. 13, 1943;—CL 1948, 129.93;—Am. 1964, Act 126, Eff. Aug. 28, 1964;—Am. 1997, Act 196, Imd. Eff. Dec. 30, 1997.

129.94 Funds accumulated under eligible deferred compensation plan; deposit; investment; existing investments ratified and validated.

Sec. 4. (1) As used in this section:

(a) "Eligible deferred compensation plan" means a deferred compensation plan established and maintained by a governing body, which plan meets the requirements of section 457 of the internal revenue code.

(b) "Financial institution" means a state or nationally chartered bank, a state or federally chartered savings bank, a state or federally chartered savings and loan association, or a state or federally chartered credit union, which financial institution is insured by an agency or instrumentality of the federal government.

(c) "Governing body" means the legislative or governing body of a county, city, village, township, or special assessment district, or an agency, board, or commission of a county, city, village, or township.

(2) The governing body, by resolution, may authorize its treasurer or chief fiscal officer to deposit funds received under an eligible deferred compensation plan in a financial institution authorized by law to do business in this state or with an authorized deferred compensation agent appointed by the governing body. Notwithstanding any other provision of this act, the treasurer or chief fiscal officer, as authorized by resolution of the governing body, may place funds accumulated under an eligible deferred compensation plan with a financial institution authorized to do business in this state, a state or federally licensed investment company or insurance company authorized to do business in this state, or trust established by public employers for the commingled investment of the amounts held under deferred compensation and retirement plans, which funds shall be invested by the financial institution, insurance company, investment company, or trust as directed by the governing body. The investment of eligible deferred compensation plan funds shall be in the manner and for the purposes described in section 457 of the internal revenue code.

(3) The investment of funds accumulated under an eligible deferred compensation plan of a governing body prior to the effective date of the amendatory act that added this section, which investments otherwise meet the requirements of this section, are ratified and validated.

History: Add. 1988, Act 285, Imd. Eff. Aug. 1, 1988.

129.95 Investment policy; adoption by governing body.

Sec. 5. (1) Not more than 180 days after the end of a public corporation's first fiscal year that ends after the effective date of the amendatory act that repealed section 2, a governing body, in consultation with the investment officer, shall adopt an investment policy that, at a minimum, includes all of the following:

(a) A statement of the purpose, scope, and objectives of the policy, including safety, diversification, liquidity, and return on investment.

(b) A delegation of authority to make investments.

(c) A list of authorized investment instruments. If the policy authorizes an investment in mutual funds, it shall indicate whether the authorization is limited to securities whose intention is to maintain a net asset value of \$1.00 per share or also includes securities whose net asset value per share may fluctuate on a periodic basis.

(d) A statement concerning safekeeping, custody, and prudence.

(2) A governing body that as of the effective date of the amendatory act that repealed section 2 has adopted an investment policy that substantially complies with the minimum requirements under subsection (1) is not in violation of this section as long as that policy remains in effect.

History: Add. 1997, Act 196, Imd. Eff. Dec. 30, 1997.

129.96 Execution of order to purchase or trade funds of public corporation; providing copy of investment policy; public corporation subject to subsection (1); report.

Sec. 6. (1) Subject to subsection (2), before executing an order to purchase or trade the funds of a public corporation, a financial intermediary, broker, or dealer shall be provided with a copy of the public corporation's investment policy and shall do both of the following:

- (a) Acknowledge receipt of the investment policy.
- (b) Agree to comply with the terms of the investment policy regarding the buying or selling of securities.

(2) A public corporation is subject to subsection (1) beginning on the date that the investment policy of a public corporation takes effect or 180 days after the end of the public corporation's first fiscal year ending after the effective date of the amendatory act that repealed section 2, whichever is earlier.

(3) The investment officer shall provide quarterly a written report to the governing body concerning the investment of the funds.

History: Add. 1997, Act 196, Imd. Eff. Dec. 30, 1997;—Am. 2007, Act 213, Imd. Eff. Dec. 27, 2007.

129.97 Long-term or perpetual trust fund; investment of assets; resolution authorizing investment officer same authority as investment fiduciary under MCL 38.1132 to 38.1140m; conditions.

Sec. 7. Notwithstanding any law or charter provision to the contrary, if a public corporation has a long-term or perpetual trust fund consisting of money and royalties or money derived from oil and gas exploration on property or mineral rights owned by the public corporation, the governing body of the public corporation may by resolution provide its investment officer with the same authority to invest the assets of the long-term or perpetual trust fund as is granted an investment fiduciary under the public employee retirement system investment act, 1965 PA 314, MCL 38.1132 to 38.1140m.

History: Add. 2008, Act 220, Imd. Eff. July 16, 2008.

129.97a Investment of assets of special revenue fund by investment officer; resolution granting authority; annual special revenue fund report.

Sec. 7a. (1) Notwithstanding any law or charter to the contrary, if a public corporation has a special revenue fund consisting of payments for park operations and maintenance, the governing body of the public corporation may by resolution provide its investment officer with the same authority to invest the assets of the special revenue fund as is granted an investment fiduciary under the public employee retirement system investment act, 1965 PA 314, MCL 38.1132 to 38.1140m.

(2) The investment officer shall prepare and issue an annual special revenue fund report. The investment officer shall make the annual special revenue fund report available to the citizens of the public corporation. The annual special revenue fund report shall include all of the following:

- (a) The name of the special revenue fund.
- (b) The special revenue fund's investment fiduciaries.
- (c) The special revenue fund's assets and liabilities.
- (d) The special revenue fund's funded ratio.
- (e) The special revenue fund's investment performance.
- (f) The special revenue fund's expenses.

History: Add. 2008, Act 404, Imd. Eff. Jan. 6, 2009.

Lanie McManus

From: Lisa Rowland <chefladytc@gmail.com>
Sent: Thursday, March 24, 2022 3:40 PM
To: Lanie McManus
Subject: CHEF LADY TC Liquor License

Dear Garfield Township Board:

My name is Lisa Rowland and I own a business called Chef Lady TC. I teach cooking and baking classes in a licensed commercial kitchen. I went through the culinary school, and last year my business focused on meals for seniors every week for the entire year under the name Chef Lady for Seniors. This year I wanted a lifestyle change so I began teaching classes a few times each month. I am applying for a liquor license so that I can offer wine for sale by the glass while people learn and cook. Evening classes are from 5:30-7:30pm and daytime classes are 10:30am-12:30pm. All classes are offered on Thursdays this year. At this point classes are 10 students maximum due to space limitations and manageable class sizes.

My address is 1610 Barlow St., Suite #109, Traverse City 49686

I will be turning 60 next month. I am TIPS Certified which is an alcohol certification that the culinary school provided training on for servers. I went through the culinary school for 3 years as an empty nester. I previously worked in radio and television advertising for 20 years, but stopped for 20 years while raising children. My resume had a big gap, so as a hobby, I decided to pursue the culinary arts, not knowing that I would one day be doing this.

If you'd like to know more about the business, my website is cheflady.net and is on Facebook as Chef Lady TC. Under the events tab on my Facebook page, you can see all of the classes that I am offering.

Some of my classes are 3 or 4 course meals. The entire class learns about and prepares all of the items. It is these classes in particular that prompted me to pursue this license. This will not bring me financial gain and I will likely lose money on this option, but I believe it will help keep the classes relevant and help keep people enrolling in different topics. I am teaching culinary school and professional methods of cooking and baking to the community. It appears that these classes are filling a void, as I have been selling out of pretty much all class offerings. This has been an absolute dream come true, and I cannot imagine doing anything more fun at this point in my life.

Thank you.

Sincerely

Lisa Rowland
CHEF LADY TC
231-620-2677



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

Business ID: _____

Request ID: _____

(For MLCC use only)

Local Government Approval
(Authorized by MCL 436.1501)

Resolution 2022-05-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 _____ April 12, 2022 _____ at _____ 6:00 pm _____
(date) (time)

the following resolution was offered:

Moved by _____ and supported by _____

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

for the following license(s): Tavern License
(list specific licenses requested)

to be located at: 1610 Barlow St, Suite #109, 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 Charter
council/board at a _____ regular _____ meeting held on _____ April 12, 2022 _____
(regular or special) (date) (township, city, village)

Lanie McManus

April 13, 2022

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



April 5, 2022

Dear Lanie,

Thank you for your help as we seek a raffle license with the State of Michigan's Charitable Gaming Commission. As a 501(C)3 organization, Reining Liberty Ranch is dependent on fundraisers to help us achieve our mission of serving Veterans and their families, active duty military, first responders and other at-risk individuals within our shared community.

Pyramid Point Custom Guitars and their collaborating artists are making two custom electric guitars which we are seeking to raffle off in early July, 2022. One guitar will be a visual representation of the military branches as well as the ranch. The second will be a homage to our Blue and Gold Star Military Mothers. Blue Star Moms who currently have children serving or are Veterans or Gold Star Moms who have lost their children as a result of their service. These designations began in WW I.

We will hold this raffle on site at the Cherry Festival open space if we can get approval to do so with a backup plan of holding the raffle on site at Reining Liberty Ranch, 4656 Silver Pines Road, Traverse City.

Please let me know if you require more information.

Best Regards,

A handwritten signature in cursive script that reads "Becki".

Rebecca Bigelow
Exec. Director
Reining Liberty Ranch
231-735-6347
Becki4rlr@gmail.com

4656 Silver Pines Road, Traverse City, MI. 49685 (231)-735-6347 reininglibertyranch.org
reininglibertyranch@gmail.com find us on facebook



Charitable Gaming Division
101 E. Hillsdale, Box 30023
Lansing, Michigan 48909
(517) 335-5780
www.michigan.gov/cg

LOCAL CIVIC ORGANIZATION QUALIFICATION REQUIREMENTS

If the organization has never submitted qualifying information as a local civic organization, the following information shall be submitted in the name of the organization prior to being approved to conduct a bingo, raffle, or charity game. A previously qualified organization may be required to submit updated qualification information to assure its continued eligibility under the act.

1. A signed and dated copy of the organization's current bylaws or constitution, including membership criteria.
2. A complete copy of the organization's Articles of Incorporation that have been filed with the Corporations and Securities Bureau, if the organization is incorporated.
3. A copy of the letter from the IRS stating the organization is exempt from federal tax under IRS code 501(c) OR copies of one bank statement per year for the previous five years, excluding the current year.
4. A provision in the bylaws, constitution, or Articles of Incorporation that states should the organization dissolve, all assets, and real and personal property will revert to the benefit of the local government or another nonprofit organization.
5. A revenue and expense statement for the previous 12 month period to prove all assets are used for charitable purposes, i.e. 990's, treasurer's report, audit. Do not send check registers or cancelled checks. Explain the purpose of each expenditure made to an individual. Once the organization has conducted licensed gaming events, the Bureau may require the organization to provide additional proof that all assets are being used for charitable purposes.
6. A copy of a resolution passed by the local body of government stating the organization is a recognized nonprofit organization in the community (form attached).
7. A provision in the bylaws, constitution, or Articles of Incorporation indicating the organization will remain nonprofit forever.

Additional information may be requested after the initial documents submitted have been reviewed. If you have any questions or need further assistance, please call our office at (517) 335-5780.

Act 382 of the Public Acts of 1972, as amended, defines "A local civic organization in this state that is organized not for pecuniary profit; that is not affiliated with a state or national organization; that is recognized by resolution adopted by the local governmental subdivision in which the organization conducts its principal activities; whose constitution, charter, articles of incorporation, or bylaws contain a provision for the perpetuation of the organization as a nonprofit organization; whose entire assets are used for charitable purposes; and whose constitution, charter, articles of incorporation, or bylaws contain a provision that all assets, real property, and personal property must revert to the benefit of the local governmental subdivision that granted the resolution or another nonprofit organization on dissolution of the organization."



State of Michigan
 Michigan Gaming Control Board
 Millionaire Party Licensing
 3062 W. Grand Blvd, Suite L-700
 Detroit, MI 48202-6062
 Phone: (313) 456-4940
 Fax: (313) 456-3405
 Email: Millionaireparty@michigan.gov
 www.michigan.gov/mgcb

LOCAL GOVERNING BODY RESOLUTION FOR CHARITABLE GAMING LICENSES

(Required by MCL.432.103(k)(ii))

At a regular meeting of the Charter Township of Garfield
REGULAR OR SPECIAL TOWNSHIP, CITY, OR VILLAGE COUNCIL/BOARD

called to order by Supervisor Korn on April 12, 2022
DATE

at 6:00 pm a.m./p.m. the following resolution was offered:
TIME

Moved by _____ and supported by _____

that the request from Reining Liberty Ranch of Traverse City,
NAME OF ORGANIZATION CITY

county of Grand Traverse, asking that they be recognized as a nonprofit
COUNTY

organization operating in the community, for the purpose of obtaining charitable gaming licenses, be
 considered for _____
APPROVAL/DISAPPROVAL

<u>APPROVAL:</u>	Yeas: _____	<u>DISAPPROVAL:</u>	Yeas: _____
	Nays: _____		Nays: _____
	Absent: _____		Absent: _____

I hereby certify that the foregoing is a true and complete copy of a resolution offered and adopted
 by the Charter Township of Garfield at a regular
TOWNSHIP, CITY, OR VILLAGE COUNCIL/BOARD REGULAR OR SPECIAL

meeting held on April 12, 2022.
DATE

SIGNED: _____
TOWNSHIP, CITY, OR VILLAGE CLERK

Lanie McManus, Charter Township of Garfield Clerk

PRINTED NAME AND TITLE

3848 Veterans Drive, Traverse City, MI 49684

ADDRESS

Organization Information: 4656 Silver Pines Road, Traverse City, MI 49685
ORGANIZATION'S MAILING ADDRESS, STREET, CITY, ZIP

Rebecca Bigelow, Executive Director
ORGANIZATION'S PRINCIPAL OFFICER NAME AND TITLE

(231) 735-6347
PHONE NUMBER



Contractor's Application for Payment No. 1

Application Period: 12/31/2021	Application Date: 12/15/2021	
To (Owner): Charter Township of Garfield	From (Contractor): Grand Traverse Construction	Via (Engineer): Gourdie Fraser, Inc.
Project: 3848 Veterans Dr., Traverse City, MI 49684	Contractor Address: 1714 Northern Star Drive Traverse City, MI 49696	Engineer Address: 123 W Front St., Traverse City, MI 49684
Owner's Contract No.:	Contractor's Project No.: 510203	Engineer's Project No.: 21091

Application For Payment Change Order Summary

Approved Change Orders	Number	Additions	Deductions	
				1. ORIGINAL CONTRACT PRICE..... \$ \$405,339.00
				2. Net change by Change Orders..... \$
				3. Current Contract Price (Line 1 ± 2)..... \$ \$405,339.00
				4. TOTAL COMPLETED AND STORED TO DATE (Column F total on Progress Estimates)..... \$ \$75,386.73
				5. RETAINAGE:
		a. 10% X <u> </u> \$75,386.73 Work Completed..... \$ \$7,538.67		
		b. X <u> </u> Stored Material..... \$		
		c. Total Retainage (Line 5.a + Line 5.b)..... \$ \$7,538.67		
				6. AMOUNT ELIGIBLE TO DATE (Line 4 - Line 5.c)..... \$ \$67,848.06
				7. LESS PREVIOUS PAYMENTS (Line 6 from prior Application)..... \$
				8. AMOUNT DUE THIS APPLICATION..... \$ \$67,848.06
				9. BALANCE TO FINISH, PLUS RETAINAGE (Column G total on Progress Estimates + Line 5.c above)..... \$ \$337,490.94
TOTALS				
NET CHANGE BY				
CHANGE ORDERS				

Contractor's Certification
The undersigned Contractor certifies, to the best of its knowledge, the following:
(1) All previous progress payments received from Owner on account of Work done under the Contract have been applied on account to discharge Contractor's legitimate obligations incurred in connection with the Work covered by prior Applications for Payment,
(2) Title to all Work, materials and equipment incorporated in said Work, or otherwise listed in or covered by this Application for Payment, will pass to Owner at time of payment free and clear of all Liens, security interests, and encumbrances (except such as are covered by a bond acceptable to Owner indemnifying Owner against any such Liens, security interest, or encumbrances), and
(3) All the Work covered by this Application for Payment is in accordance with the Contract Documents and is not defective.

Contractor Signature _____ Date: _____

Payment of: \$ Sixty-Seven Thousand, Eight hundred and Forty-Eight Dollars and Six Cents
(Line 8 or other - attach explanation of the other amount)

is recommended by: *Jeffrey Hodges* (Engineer) _____ Date: 4/6/2022

Payment of: \$ Sixty-Seven Thousand, Eight hundred and Forty-Eight Dollars and Six Cents
(Line 8 or other - attach explanation of the other amount)

is approved by: _____ (Owner) _____ Date: _____

Approved by: _____ Funding or Financing Entity (if applicable) _____ Date: _____



Grand Traverse Conservation District

March 2022 Report

CONSERVATION TEAM

OWNER/PARKLAND: Garfield Township – Various

Administration

- Continued discussions with Garfield Township staff surrounding upcoming NER signage development and partnership with BVNP trails.
- Reached out to Township Supervisor and Park staff regarding this year’s work plan and GTCD’s potential involvement.

Monitoring and Maintenance

- Forwarded trail reports and concerns to Township staff as they were received.
- Downloaded the Kids Creek Park - Buffalo Ridge Trail trail counter data.

Other

- Held a “roving” hike at Kids Creek Park and Miller Creek Nature Reserve for the District’s Environmental Education department. These hikes help to familiarize new GTCD staff with parkland opportunities and expand outreach capacity.
- With Township permission, GTCD Education staff conducted a “Lantern Hike” at Kids Creek Park for members of the community.



OWNER/PARKLAND: Recreational Authority – Hickory Meadows

Administration

- Attended the monthly Rec Authority Board meeting and provided updates.
- Facilitated the Hickory Meadows Advisory Committee (HMAC) monthly meeting held at the Boardman River Nature Center. Drafted an agenda and follow-up minutes for HMAC review.
- Began soliciting volunteers for upcoming May 7 workbee to plant seedlings, pull invasive garlic mustard, and perform trail maintenance.
- Contracted Wildlife and Wetlands Solutions to conduct cut-stump treatments for invasive woody shrubs. Developed a work order with priority map, met on-site with crew leader, and provided reconnaissance post treatment.
- Communicated with sign designer Gene Ullery-Smith to request greater details on the timeline associated with a wayfinding signage proposal incorporating Hickory Meadows, Hickory Hills, and upcoming Hickory Forest.
- Reviewed recommended amendments to the Hickory Meadows Management Plan and provided edits as necessary.
- Planned for upcoming trail and boardwalk construction to connect West Meadow to the M-72 trail. Finalized submission of the GTC Soil and Sedimentation Control Permit and secured lumber material and supplies.
- Prepared the Hickory Meadows Quarterly Report from January through March.

Monitoring and Maintenance

- Performed trailhead checks on a weekly basis and refilled dog bag dispensers as necessary, including at Historic Barns Park trailhead to GT Commons.
 - Provided reconnaissance of groomed trails to ensure safe navigation among diverse user-types.
 - Pruned along trailside of the M-72 entry for safety and ease of access.
 - Downloaded and analyzed trail counter data on a monthly basis.
 - Ordered and received supplies for an upcoming trail construction project, and began constructing boardwalk pods.
-

Charter Township of Garfield**Engineering Report / Construction Update****April 7, 2022****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 March. 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.

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. Recent interest in development in this vicinity have initiated reviews / consideration to complete this work item. 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 their August Meeting. Contract documents and preconstruction have been held, project will start in 2022 with delivery of PRV in Spring 2022 and project completed thereafter. The McCrae and StoneRidge PRV replacements will be rebid at a later date.

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.

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 is 90% complete with design and permitting to be submitted this month. . 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. Will also offer a 2023 construction alternative to obtain best bid prices. Project must be complete in 5 years per the terms of the grant.

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. This work is planned to occur this year fall when demand is less.

Sewer Projects

SAW Grant – US 31 Siphon Flow Monitoring

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

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, DEQ 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. GFA is currently in process of preparing. A complete water study including hydraulic can be completed in future at a date to be determined. Three (3) of the five (5) have already been completed and approved by DEQ.

GIS Mapping

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

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

Water Service Expansion

Southwest Part of Township: Olesons Development have initiated and expressed an interest to partner to facilitate the extension of municipal watermain to service the respective developments. GFA has prepared budgetary cost estimates for various options to provide access to water service to the southwest side of the township which currently does not exist (terminates at McCrae / US-37). No status update since November 2018. UPDATED: RECENTLY OLESONS ATTENDED A TOWNSHIP MEETING AND HAS REQUESTED THIS ISSUE BE REVIEWED AGAIN WITH OPTIONS OF WATER SERVICE TO INCLUDE BLAIR TOWNSHIP. A MEMO OF FINDINGS WAS PROVIDED TO THE BOARD TO REVIEW. BOARD REQUESTED SUPERVISOR BEGIN DISCUSSION WITH BLAIR ON INTEREST TO SERVICE DEVELOPMENT ON A TEMPORARY BASIS. MEETING WITH BLAIR HAS BEEN HELD AND THERE IS INTEREST TO COLLABORATE. WE ARE WORKING WITH OLESONS NOW ON TIMELINES, NEEDS.

Township Roof

The Township board approved a proposal for GFA to assist with an evaluation and proposed solution to the ongoing roof problems at the Township Hall. GFA has sub consulted with EA (architect) to assist with the project and contracts have been completed to retain GTC to complete the work. One (1) wing of the lower wing has been completed (priority area) and the rest of the work will be completed in the spring. Contractor has arrived onsite this week to start construction.

Township Carpet / Tile Replacement

GFA has finalized the RFP on behalf of the Township and currently soliciting bids. Bid Opening date was March 15th.

Capitol Improvement Projects

GFA is working on a capitol improvement list and will be attending the February 23rd Joint Planning / Board meeting. The list will be utilized to assist with soliciting infrastructure funding that is upcoming. In addition GFA has been monitoring the IJA infrastructure funds passed by the Federal Government and placed our ask to the local agency for them to pass along to our State representatives.

II. Parks & Recreation

East River Park – Capitol 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 2021 budget providing some funds to implement some improvements. A proposal was submitted to the Township and was approved last month to proceed with the first phase of this project including parking lot improvements and a pavilion. Project has been completed with some minor punchlist items outstanding. Contractor to return this month to finalize.

GFA has been retained by the Township and currently working on Phase 2 of the park to include dog park and irrigation.

Utility Plan Reviews

Windy Hills (60 Acre Herkner Parcel) – Phase II

GFA has completed preliminary review and awaiting final plan submission to establish escrow and 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 DEQ 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 yesterday and project is intended to start next week (onsite utilities only).

Harris Hills

GFA has completed final plan review and submitted permits to DEQ which have been received. GFA to provide oversight with fulltime inspection to be provided by applicant.

Chelsea Park West – Phase II

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

Village at Lafranier Woods

GFA has been providing onsite construction inspection with approximately 30% of utilities installed. Project is current on hold due to weather.

Northern Michigan Hospitality Management (Hotels on US-31 south)

Watermain has been installed and GFA is currently working on closeout paperwork.

The Oaks

GFA has been providing onsite construction inspection with approximately 75% of utilities installed. Project is current on hold due to weather.

BATA Facility

GFA has completed a final review and in process of submitting permits to EGLE to finalize.

Marengo 31

Plans have been reviewed and approved and EGLE permit has been issued. GFA will provide full time inspection with work to begin in Spring 2022.

South 22

GFA is currently reviewing the plans and will be sending a letter out to developer.

2021 & 2022 Storm Water & Private Road Plan Reviews

Harris Hills	In Review #1- GFA requested additional info 3-16: Waiting
2020 Road Reconstruction Project - Historic Barns	Follow up to 9/30 email sent 1/19
363 W. South Airport Rd-Global Asphalt	GFA received rev. plans with new re pond location out of ROW. Approved (pending maint)
1461 Industry Drive - Unit 37 HIC Site Plans	Approved: see email: (final plans with agreements and permits to be submitted to Twp)
2468 W South Airport Rd- McDonalds	Approved (final plans with agreements and permits to be submitted to Twp)
1449 Industry Drive - Unit 36 HIC Site Plans	Approved: see email 10/14: (final plans with agreements and permits to be submitted to Twp)
Willoughby Supply (3225 Astro Place)	Approved Per Email 11/25: (final plans with agreements and permits to be submitted to Twp)
2460 North Vision Storage	Initial review sent to Schiffer 11/20/20
Once Upon a Child	Approved (final plans with agreements and permits to be submitted to Twp)
BATA SW Review	2nd review letter sent 1/4/2021 to applicant requesting more info
TCAPS Montessori	Approved Per Email 2/25: (final plans with agreements and permits to be submitted to Twp)
Unit 33 HIC -Scott Jozwiak	Approved (final plans with agreements and permits to be submitted to Twp)
Burger King - Innovative Design	Approved (final plans with agreements and permits to be submitted to Twp)
Once Upon a Child - Rev 1	Letter sent 3/12 looks ok with minor comments for correction
Camping World	2nd review letter to address revisions sent 12/29
Unit 34 HIC -Bill Crain	Reviewed revised plans 5/20 - Approved (final plans with agreements and permits to be submitted to Twp)
Chick-Fil-A-2700 US-31	Approved per 8/6 letter (final plans with agreements and permits to be submitted to Twp)
Long Lake Development	Approved per email 1/6/22 (final plans with agreements and permits to be submitted to Twp)
Marengo 31	Letter sent 11-16-21 asking for additional confirmation and information. Maint agreemeten receive 1/6/22
3570 N US-31	Initial review sent to Afernandez (Stonefield Eng) 02-02-2022
Unit 26 HIC -Bill Crain	Approved per email 2/24/22 (final plans with agreements and permits to be submitted to Twp)
Rogers Property	Initial Site visit 2/16, follow up email 2/17
Biggby	Initial Review email 3/3/22
Extended Stay Hotel	Initial review email sent 3/28/22
TCAPS West Seniro High School Athletic Facilit	Initial review email sent 3/30/22
Meijer	In receipt and currently reviewing

***list represents those still outstanding from 2021 and not approved**



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

March 2022

Location	Citations	Traffic Crashes			Arrests		Traffic Crash Totals
		Fatal	PIA	PDA	OWI	Criminal	
01 Acme	9	0	1	9	0	3	10
02 Blair	30	0	1	20	3	23	21
03 East Bay	29	0	1	18	2	15	19
04 Fife Lake	3	0	2	3	0	2	5
05 Garfield	48	0	10	76	9	70	86
06 Grant	0	0	0	7	0	0	7
07 Green Lake	5	0	0	8	0	2	8
08 Long Lake	4	0	1	10	0	1	11
09 Mayfield	1	0	1	8	0	0	9
10 Peninsula	12	0	0	5	0	3	5
11 Paradise	3	0	1	6	0	4	7
12 Union	1	0	1	1	0	0	2
13 Whitewater	3	0	0	13	0	1	13
29 Fife Lake Vlg	0	0	0	0	0	0	0
30 Kingsley Vlg	4	0	1	1	0	3	2
66 Traverse City	1	0	0	1	2	43	1
84 Out of County	0	0	0	0	0	11	0
Totals	153	0	20	186	16	181	206
Garfield Twp %	31.4%	0.0%	50.0%	40.9%	56.3%	38.7%	41.7%

Ticket stats are based on what District Court has entered as of 4/01/22.

Arrest stats are as of 4/01/22.

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

First Quarter Totals January - March 2022

Location	Citations	Traffic Crashes			Arrests		Traffic Crash Totals
		Fatal	PIA	PDA	OWI	Criminal	
01 Acme	33	0	3	27	3	16	30
02 Blair	71	0	6	48	5	62	54
03 East Bay	84	0	2	63	8	36	65
04 Fife Lake	17	1	4	10	0	8	15
05 Garfield	150	0	22	182	31	180	204
06 Grant	0	0	0	13	0	1	13
07 Green Lake	16	0	4	30	1	3	34
08 Long Lake	8	0	3	21	2	8	24
09 Mayfield	14	0	1	25	3	2	26
10 Peninsula	27	0	0	14	2	4	14
11 Paradise	17	0	2	21	0	8	23
12 Union	3	0	2	5	0	1	7
13 Whitewater	27	0	1	37	1	3	38
29 Fife Lake Vlg	0	0	0	2	0	0	2
30 Kingsley Vlg	9	0	1	2	0	7	3
66 Traverse City	6	0	0	4	6	96	4
84 Out of County	0	0	0	0	0	31	0
Totals	482	1	51	504	62	466	556
Garfield Twp %	31.1%	0.0%	43.1%	36.1%	50.0%	38.6%	36.7%

Ticket stats are based on what District Court has entered as of 4/01/22.

Arrest stats are as of 4/01/22.

		<h2 style="margin: 0;">Charter Township of Garfield</h2> <h3 style="margin: 0;">Planning Department Report No. 2022-30</h3>	
Prepared:	April 5, 2022	Pages:	3
Meeting:	April 12, 2022 Township Board	Attachments:	<input type="checkbox"/>
Subject:	Planning Department Monthly Report for April 2022		

PURPOSE:

Staff provides a monthly report to the Township Board on activities of the Planning Department and the Planning Commission. Presentation of this report also provides a venue for the Township Board to have 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:

BATA / Traverse City Housing Commission Mixed-Use Project Planned Unit Development (PUD)

- Location: Northeast corner of LaFranier and Hammond Roads
- Development Description: A proposed mixed-use PUD with BATA headquarters facility and bus garage, bus transfer facility, apartments, single-family homes, a day care center, and café
- Status: Township Board granted Preliminary PUD approval on 5/25/2021. The project application is now in Final PUD review. Planning Commission received an update on the PUD application on 9/8/2021. Planning Commission reviewed the Final PUD plans on 2/9/2022 and recommended to the Township Board approval with conditions. Following a public hearing, the Township Board granted Final PUD approval on 3/22/2022.

Gauthier Property – Proposed R-3 Rezoning

- Location: 2105 N US 31 South, west side of US 31, south of South Airport Road intersection
- Development Description: Proposed rezoning from current split zoning of Highway Commercial (C-H) and Agricultural (A) to Multi-Family Residential (R-3)
- Status: Planning Commission recommended approval on 3/9/2022. The Township Board has set a public hearing for 4/12/2022.

Sportsman’s Warehouse Display Area – Site Plan Review

- Location: 3500 Marketplace Circle, west side of US 31
- Development Description: Proposed designation of outdoor display area in front of existing store.
- Status: Planning Commission approved the project on 3/9/2022.

2537 N. US 31 South – Conceptual Review

- Location: West side of US 31, north of intersection with South Airport Road – next to the Speedway gas station.
- Development Description: Utilize the former bank property to construct a drive-through coffee shop.
- Status: Planning Commission conducted a conceptual review of the proposed project on 3/9/2022. Commissioners discussed the concept and expressed concerns with traffic in the area and conflicts using left turn lanes due to its proximity to the US-31/South Airport Road intersection.

PLANNING:

Other planning activities include the following:

- Staff continues to meet regularly with the Michigan State University students in the Urban Planning Practicum course regarding their project analyzing sidewalks and trails in the Township. Students are working towards a completed final report. The Practicum course will conclude later this month, including a presentation at the Planning Commission study session on 4/27/2022.
- Staff is working with Environmental Consulting & Technology, Inc. (ECT) on the Grand Traverse Commons Natural Area Design Plan. Interviews with key stakeholders were held recently and a community open house is scheduled for 5/11/2022 at the Cathedral Barn in the Historic Barns Park.
- The Planning Commission adopted a timeline to update the Master Plan at its meeting on 3/23/2022 (see below). An intent to plan was issued in accordance with the Michigan Planning Enabling Act.

Following community engagement and analyses to be conducted this year, the timeline anticipates a joint meeting between the Township Board and Planning Commission at the beginning of 2023. The meeting will offer time for the Township Board and Planning Commission to hear about the findings from the community engagement and analyses and review the process for preparation of the Master Plan update.

- The Planning Commission will be studying several zoning amendments throughout this year including lot width requirements in the R-3 Multiple Family Residential district, wetland regulations, changeable copy signage in Industrial districts, and drive-through requirements.

STAFF:

John Sych, AICP, Planning Director
 Email: jsych@garfield-twp.com
 Direct Line: (231) 225-3155

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

Garfield Township Master Plan Update Timeline	2022												2023												2024		
	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	
	E	A	P	A	U	U	A	E	C	O	E	A	E	A	P	A	U	U	A	E	C	O	E	A	E	A	R
TASKS:																											
1 - Pre-Planning Activities																											
1.1 Hold Joint Meeting of Township Board/Planning Commission																											
1.2 Review of Master Plan Proposal by Planning Commission																											
1.3 Issue Notice of Intent to Plan																											
2 - Analysis and Initial Planning Projects																											
2.1 Prepare Demographic Analysis																											
2.2 Prepare Land Use/Land Cover Analysis																											
2.3 Prepare Build-Out Analysis																											
2.4 Receive Non-Motorized Plan by MSU Practicum																											
2.5 Define Focus Areas/Corridors																											
2.6 Prepare Housing Analysis and Recommendations																											
2.7 Conduct Regional Analysis																											
3 - Community Engagement																											
3.1 Conduct Township-wide Mail Survey																											
3.2 Conduct Focus Group/Interviews																											
3.3 Engage Focus Area/Corridor Stakeholders																											
3.4 Joint Meeting with City Planning Commission (?)																											
3.5 Hold Community Visioning Session																											
4 - Review of Analyses and Community Engagement																											
4.1 Joint Presentation to Township Board & Planning Commission																											
5 - Overall Plan Development																											
5.1 Draft Vision and Core Concepts																											
5.2 Draft Environment Review																											
5.3 Draft Housing Priorities																											
5.4 Draft Infrastructure Priorities																											
5.5 Draft Economic Priorities																											
5.6 Draft Land Use Designations and Recommendations																											
5.7 Draft Zoning Plan																											
6 - Focus Area/Corridors Development																											
6.1 Refine Focus Areas/Corridors																											
6.2 Establish Vision and Principles																											
7 - Implementation Strategies																											
7.1 Finalize Future Land Use																											
7.2 Finalize Zoning Plan																											
7.3 Develop Implementation Strategies																											
8 - Adoption																											
8.1 Review by Community																											
8.2 Conduct Public Hearing																											
8.3 Approve and Distribute																											

Garfield Township Master Plan Update Timeline





Charter Township of Garfield
Parks Report

Silver Lake Recreation Area

Planning on weld repair to one of the large gates at the dog park.

Closed parking lot is back open.

Tennis nets to go in as soon as weather breaks.

Will be replacing all 6 swing mats for swing set as they are badly worn.

Will be re-mulching playground area as well due to old mulch deteriorating.

Commons

Monitoring trails & trailheads for issues.

Site visit with ECT (Michelle Post).

River East

Mardex installed 4 cameras on outside of pole building and are operational.

Monitoring lumber prices to finish picnic tables.

Monitoring for camps. Nothing to date.

Met with GFA to layout dog park & irrigation.

Have started constructing a trail north of the pole building and down the hill that will eventually tie into the river trail.

Met with Norm Fred on hot spots for April 16th Clean-up.

Boardman Valley

Monitoring for encampments. Nothing to date found.

Contact made with pickle ball people, nets to be set up when weather gets a little better.

Clean up being scheduled by Norm Fred for east side of river across from BRV trail of old encampments (April 16th).

Seven broken parking bumpers at Pickleball Courts from snow removal. Denaili contacted for repairs.

Blowing off leaves and debris from boardwalks.

Miller Creek

Working on new kiosk flyers for Spring.

No encampments to date.

Working on volunteers for clean-ups.

Kid's Creek

Working on new kiosk flyers for Spring.

Monitored trails.

Volunteer groups interested in a Spring cleanup once Spring gets here.

Additional

Derek has reached out to Elk Rapids schools for volunteer opportunities and Sean has reached out to West Senior High for National Honor Society volunteers as they are always looking for volunteer jobs.

Norm Fred has a scheduled clean-up on April 16th. He has commandeered two four wheelers, an ATV, and multiple volunteer groups.

Website

Updating our website with new pictures and verbiage for each park. Adding parks@garfield-twp.com email to website.

Submitted April 7th, 2022

Derek Morton

Sean Kehoe



MICHIGAN TOWNSHIP

PARTICIPATING PLAN

January 28, 2022

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

Re: MTPP Cycle 21 Grant Application

Dear Derek Morton:

We are excited to inform you that the Michigan Township Participating Plan Board of Directors has approved your grant request in the amount of **\$2,500.00**. Please complete and return the enclosed Risk Reduction Grant Program Agreement as soon as possible indicating your acceptance of the grant terms.

Upon completion of your project, copies of all invoices, photos and evidence of payment for the specific grant purpose must be submitted to the Par Plan to receive reimbursement.

All grant documents may be submitted via email at mtpprrgp@tmhcc.com or by mail to:

Michigan Township Participating Plan
1700 Opdyke Court
Auburn Hills, MI 48326

Please note that all invoices for grant expenditures must be dated after the date of the grant agreement.

The grant project, as specified on the agreement, must be started after and completed within six(6) months from the date of this grant notification letter. The program does not allow for completion date extensions. If the grant project is not completed within the six-month time frame as stated above; the grant will be considered forfeited.

Please do not hesitate to contact us should you have any questions regarding the grant process.

Sincerely,

Linda Preston, Chairperson
Michigan Township Participating Plan

Encl: RRGP Grant Agreement

Clerk's Report

For March 31, 2022

Submitted 04/6/22

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 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 so long as 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 March in the General Fund, you will find that we had a total of \$328,438.47 Revenues and \$257,585.51 Expenditures. For the year we have a total of \$2,312,166.01 Revenues and \$1,228,675.06 Expenditures.

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

Lanie McManus

Township Clerk

REVENUE REPORT FOR GARFIELD TOWNSHIP
PERIOD ENDING 03/31/2022

GL NUMBER	DESCRIPTION	2022		YTD BALANCE 03/31/2022	ACTIVITY FOR MONTH 03/31/2022	AVAILABLE BALANCE
		ORIGINAL BUDGET	AMENDED BUDGET			
Fund 101 - GENERAL OPERATING FUND						
Revenues						
Dept 000						
101-000-403.000	CURRENT REAL PROPERTY TAXES	2,063,466.84	2,063,466.84	1,782,244.20	110,106.47	281,222.64
101-000-407.000	DEL PERSONAL PROP TAXES	500.00	500.00	0.00	0.00	500.00
101-000-412.000	SWAMP TAX COLLECTIONS	50.00	50.00	0.00	0.00	50.00
101-000-414.000	Protected Pre Interest	500.00	500.00	835.11	835.11	(335.11)
101-000-423.000	TRAILER PARK FEES	9,000.00	9,000.00	3,036.50	759.50	5,963.50
101-000-441.000	Local Community Stabilization Share Tax	35,000.00	35,000.00	25,037.44	25,037.44	9,962.56
101-000-445.000	PENALTIES & INT. ON TAXES	4,000.00	4,000.00	7,934.51	7,934.51	(3,934.51)
101-000-476.000	BUILDING PERMITS	150,000.00	150,000.00	185,332.00	176,207.00	(35,332.00)
101-000-476.001	PLANNING FEES	10,000.00	10,000.00	3,600.00	2,500.00	6,400.00
101-000-476.002	MAINT INSPECTION FEES	50.00	50.00	210.00	210.00	(160.00)
101-000-476.003	TREASURER FEES	900.00	900.00	0.00	0.00	900.00
101-000-476.004	PARK USE FEES	0.00	0.00	1,435.00	530.00	(1,435.00)
101-000-476.005	ZONING FEES	15,000.00	15,000.00	5,092.10	2,742.10	9,907.90
101-000-528.000	OTHER FEDERAL GRANTS	922,410.00	922,410.00	3,737.55	0.00	918,672.45
101-000-574.000	STATE SHARED REVENUE	1,504,000.00	1,504,000.00	286,972.00	0.00	1,217,028.00
101-000-574.001	STATE SHARED REV. - LIQUOR LA	22,000.00	22,000.00	137.50	0.00	21,862.50
101-000-574.002	EVIP DISTRIBUTION	58,600.00	58,600.00	9,771.00	0.00	48,829.00
101-000-612.000	CHARGES FOR TOWNSHIP SERVICES	5,000.00	5,000.00	1,631.24	620.87	3,368.76
101-000-627.000	TAX COLLECTION FEES	25,000.00	25,000.00	0.00	0.00	25,000.00
101-000-656.000	Ordinance Enforcement Fees	700.00	700.00	0.00	0.00	700.00
101-000-664.000	EARNED INTEREST	40,000.00	40,000.00	17,423.99	28.69	22,576.01
101-000-668.002	RENTS & ROYALTIES CABLE VIS	250,000.00	250,000.00	65,964.55	0.00	184,035.45
101-000-668.003	RENTS & ROYALTIES CABLE EQUIP	22,000.00	22,000.00	6,332.59	0.00	15,667.41
101-000-670.000	UNREALIZED LOSS ON INVESTMENT	0.00	0.00	(98,204.00)	0.00	98,204.00
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	3,642.73	926.78	(3,542.73)
101-000-676.001	Reimbursed Treasurer Legal Fees	100.00	100.00	0.00	0.00	100.00
101-000-676.003	Reimburse Essential Services (PILOT)	17,000.00	17,000.00	0.00	0.00	17,000.00
Total Dept 000		5,155,426.84	5,155,426.84	2,312,166.01	328,438.47	2,843,260.83
TOTAL REVENUES						
		5,155,426.84	5,155,426.84	2,312,166.01	328,438.47	2,843,260.83
Fund 101 - GENERAL OPERATING FUND:						
TOTAL REVENUES						
		5,155,426.84	5,155,426.84	2,312,166.01	328,438.47	2,843,260.83

GL NUMBER	DESCRIPTION	2022		YTD BALANCE 03/31/2022	ACTIVITY FOR MONTH 03/31/22	AVAILABLE BALANCE	% BDT USED
		ORIGINAL BUDGET	AMENDED BUDGET				
Fund 101 - GENERAL OPERATING FUND							
Expenditures							
Dept 101 - TOWNBOARD							
101-101-701.100	WAGES - TRUSTEE	13,000.00	13,000.00	1,700.00	850.00	11,300.00	13.08
101-101-701.101	WAGES - FILE CLERK	41,986.81	41,986.81	9,691.20	3,230.40	32,295.61	23.08
101-101-701.102	WAGES - TRUSTEE	13,000.00	13,000.00	1,575.00	975.00	11,425.00	12.12
101-101-701.103	WAGES - TRUSTEE	13,000.00	13,000.00	1,700.00	1,100.00	11,300.00	13.08
101-101-701.104	WAGES - TRUSTEE	13,000.00	13,000.00	1,250.00	600.00	11,750.00	9.62
101-101-701.105	WAGES - OFFICE COORDINATOR	39,098.59	39,098.59	9,024.00	3,008.00	30,074.59	23.08
101-101-726.000	SUPPLIES	6,000.00	6,000.00	968.03	410.96	5,031.97	16.13
101-101-726.001	POSTAGE	10,000.00	10,000.00	2,424.41	424.41	7,575.59	24.24
101-101-726.002	SUPPLIES - COPIER MAINTENANCE	7,500.00	7,500.00	470.80	325.62	7,029.20	6.28
101-101-801.002	LEGAL SERVICES - TOWNBOARD	10,000.00	10,000.00	1,834.13	648.48	8,165.87	18.34
101-101-801.004	LEGAL -Tax Tribunal	10,000.00	10,000.00	25.00	25.00	9,975.00	0.25
101-101-802.000	AUDIT AND ACCOUNTING	23,100.00	23,100.00	6,000.00	6,000.00	17,100.00	25.97
101-101-805.000	CONTRACTED AND OTHER SERVICES	7,500.00	7,500.00	1,240.50	1,045.00	6,259.50	16.54
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	1,180.25	1,180.25	2,319.75	33.72
101-101-901.000	ADVERTISING	7,500.00	7,500.00	171.70	85.85	7,328.30	2.29
101-101-960.000	EDUCATION & TRAINING	4,000.00	4,000.00	0.00	0.00	4,000.00	0.00
101-101-965.101	DUES & PUBLICATIONS -TOWNBOAR	3,000.00	3,000.00	431.88	0.00	2,568.12	14.40
101-101-965.102	DUES - MICHIGAN TOWNSHIP ASSO	7,000.00	7,000.00	0.00	0.00	7,000.00	0.00
Total Dept 101 - TOWNBOARD		232,685.40	232,685.40	39,686.90	19,908.97	192,998.50	17.06
Dept 171 - TOWNSHIP SUPERVISOR							
101-171-701.201	WAGES - SUPERVISOR	84,682.61	84,682.61	19,542.12	6,514.04	65,140.49	23.08
101-171-701.202	WAGES - APPRAISER II	44,595.20	44,595.20	10,291.20	3,430.40	34,304.00	23.08
101-171-701.203	WAGES - GFS	5,000.00	5,000.00	2,950.00	945.00	2,045.00	59.10
101-171-701.204	WAGES - APPRAISER III	58,974.96	58,974.96	13,608.00	4,536.00	45,366.96	23.07
101-171-701.205	WAGES - ASSESSOR	104,556.18	104,556.18	24,128.34	8,042.78	80,427.84	23.07
101-171-726.000	SUPPLIES	2,000.00	2,000.00	72.00	0.00	1,928.00	3.60
101-171-726.001	POSTAGE	3,500.00	3,500.00	3,163.68	(478.22)	336.32	90.39
101-171-805.000	CONTRACTED AND OTHER SERVICES	32,500.00	32,500.00	0.00	0.00	32,500.00	0.00
101-171-860.200	MILEAGE - SUPERVISOR	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00
101-171-860.201	MILEAGE - ASSESSOR	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00
101-171-900.000	PRINTING & PUBLISHING	2,850.00	2,850.00	2,348.16	2,348.16	501.84	82.39
101-171-901.000	ADVERTISING	500.00	500.00	0.00	0.00	500.00	0.00
101-171-960.000	EDUCATION & TRAINING	7,750.00	7,750.00	628.81	575.46	7,121.19	8.11
101-171-960.200	EDUCATION - SUPERVISOR	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00
101-171-965.000	DUES & PUBLICATIONS	3,000.00	3,000.00	411.82	411.82	2,588.18	13.73
Total Dept 171 - TOWNSHIP SUPERVISOR		352,908.95	352,908.95	77,149.13	26,325.44	275,759.82	21.86
Dept 191 - ELECTIONS							
101-191-701.000	WAGES	80,000.00	80,000.00	4,320.00	1,440.00	75,680.00	5.40
101-191-726.000	SUPPLIES	16,000.00	16,000.00	1,735.38	1,735.38	14,264.62	10.85
101-191-726.001	POSTAGE	10,500.00	10,500.00	0.00	0.00	10,500.00	0.00
101-191-860.000	MILEAGE	400.00	400.00	0.00	0.00	400.00	0.00
101-191-901.000	ADVERTISING	600.00	600.00	0.00	0.00	600.00	0.00
101-191-935.010	MACHINE MAINTENANCE	3,000.00	3,000.00	0.00	0.00	3,000.00	0.00
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		115,500.00	115,500.00	6,055.38	3,175.38	109,444.62	5.24

GL NUMBER	DESCRIPTION	2022		YTD BALANCE 03/31/2022	ACTIVITY FOR MONTH 03/31/22	AVAILABLE BALANCE	% BDDT USED
		ORIGINAL BUDGET	2022 AMENDED BUDGET				
Fund 101 - GENERAL OPERATING FUND							
Expenditures							
Dept 215 - TOWNSHIP CLERK							
101-215-701.300	WAGES - CLERK	84,682.61	84,682.61	19,542.12	6,514.04	65,140.49	23.08
101-215-701.302	WAGES - DEPUTY CLERK	54,693.00	54,693.00	12,621.48	4,207.16	42,071.52	23.08
101-215-701.303	WAGES - ACCOUNTANT	5,000.00	5,000.00	0.00	0.00	5,000.00	0.00
101-215-726.000	SUPPLIES	1,500.00	1,500.00	36.09	17.29	1,463.91	2.41
101-215-860.300	MILEAGE - CLERK	400.00	400.00	0.00	0.00	400.00	0.00
101-215-860.301	MILEAGE - DEPUTY CLERK	400.00	400.00	0.00	0.00	400.00	0.00
101-215-956.016	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	489.42	451.11	5,510.58	8.16
101-215-965.000	DUES & PUBLICATIONS	700.00	700.00	0.00	0.00	700.00	0.00
Total Dept 215 - TOWNSHIP CLERK		153,875.61	153,875.61	32,689.11	11,189.60	121,186.50	21.24
Dept 247 - BOARD OF REVIEW							
101-247-701.400	WAGES - B OF R	1,500.00	1,500.00	0.00	0.00	1,500.00	0.00
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	0.00	0.00	1,500.00	0.00
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	0.00	0.00	6,200.00	0.00
Dept 253 - TOWNSHIP TREASURER							
101-253-701.500	WAGES - TREASURER	84,682.61	84,682.61	19,542.12	6,514.04	65,140.49	23.08
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	54,693.00	54,693.00	12,621.48	4,207.16	42,071.52	23.08
101-253-726.000	SUPPLIES	2,500.00	2,500.00	37.25	37.25	2,462.75	1.49
101-253-726.001	POSTAGE	6,000.00	6,000.00	0.00	0.00	6,000.00	0.00
101-253-801.000	LEGAL SERVICES	3,000.00	3,000.00	175.00	175.00	2,825.00	5.83
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	0.00	0.00	500.00	0.00
101-253-900.000	PRINTING & PUBLISHING	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00
101-253-901.000	ADVERTISING	100.00	100.00	0.00	0.00	100.00	0.00
101-253-960.000	EDUCATION & TRAINING	4,500.00	4,500.00	879.72	864.72	3,620.28	19.55
101-253-965.000	DUES & PUBLICATIONS	500.00	500.00	150.00	75.00	350.00	30.00
Total Dept 253 - TOWNSHIP TREASURER		164,475.61	164,475.61	33,405.57	11,873.17	131,070.04	20.31
Dept 258 - COMPUTER SUPPORT							
101-258-726.000	SUPPLIES	3,000.00	3,000.00	0.00	0.00	3,000.00	0.00
101-258-935.015	COMPUTER SUPPORT SYSTEMS	40,000.00	40,000.00	6,548.00	0.00	33,452.00	16.37
101-258-935.016	COMPUTER NETWORK	2,000.00	2,000.00	347.48	119.99	1,652.52	17.37
Total Dept 258 - COMPUTER SUPPORT		45,000.00	45,000.00	6,895.48	119.99	38,104.52	15.32
Dept 265 - TOWNSHIP HALL							
101-265-701.011	Maintenance Wages	2,500.00	2,500.00	0.00	0.00	2,500.00	0.00
101-265-726.003	SUPPLIES-MAINTANCE	3,500.00	3,500.00	567.74	165.93	2,932.26	16.22
101-265-850.000	TELEPHONE	18,000.00	18,000.00	3,644.08	1,710.26	14,355.92	20.24
101-265-920.601	HEATING / GAS	12,000.00	12,000.00	4,499.38	2,359.38	7,500.62	37.49
101-265-920.602	WATER / SEWER	6,000.00	6,000.00	286.52	143.17	5,713.48	4.78

User: Lanie
DB: Garfield

PERIOD ENDING 03/31/2022

GL NUMBER	DESCRIPTION	2022		YTD BALANCE 03/31/2022	ACTIVITY FOR MONTH 03/31/22	AVAILABLE BALANCE	% BDCGT USED
		ORIGINAL BUDGET	AMENDED BUDGET				
Fund 101 - GENERAL OPERATING FUND							
Expenditures							
101-265-920.603	LIGHTS BUILDING	14,000.00	14,000.00	2,022.63	1,041.73	11,977.37	14.45
101-265-935.601	SNOW PLOWING	10,000.00	10,000.00	2,570.00	830.00	7,430.00	25.70
101-265-935.602	LAWN MAINTENANCE	10,000.00	10,000.00	0.00	0.00	10,000.00	0.00
101-265-935.603	CLEANING SERVICE	27,381.02	27,381.02	4,050.00	2,700.00	23,331.02	14.79
101-265-935.604	RUBBISH REMOVAL	1,200.00	1,200.00	314.82	104.94	885.18	26.24
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	365.40	0.00	1,134.60	24.36
101-265-935.608	MAINTENANCE-OTHER	20,000.00	20,000.00	689.18	689.18	19,310.82	3.45
Total Dept 265 - TOWNSHIP HALL		136,081.02	136,081.02	19,009.75	9,744.62	117,071.27	13.97
Dept 301 - POLICE SERVICES							
101-301-830.000	POLICE CONTRACT	1,400,000.00	1,400,000.00	0.00	0.00	1,400,000.00	0.00
Total Dept 301 - POLICE SERVICES		1,400,000.00	1,400,000.00	0.00	0.00	1,400,000.00	0.00
Dept 371 - TOWNSHIP BUILDING INSPECTOR							
101-371-701.702	WAGES BUILDING ASSISTANT	17,688.32	17,688.32	4,085.69	1,361.89	13,602.63	23.10
101-371-701.703	WAGES - BUILDING OFFICIAL	87,508.80	87,508.80	20,194.32	6,731.44	67,314.48	23.08
101-371-701.704	WAGES - BUILDING INSPECTOR	25,750.00	25,750.00	4,541.50	1,441.50	21,208.50	17.64
101-371-701.705	WAGES - CONSTRUCTION BOARD	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	57.98	28.99	942.02	5.80
101-371-960.000	EDUCATION & TRAINING	1,000.00	1,000.00	62.00	62.00	938.00	6.20
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		134,947.12	134,947.12	29,286.49	9,625.82	105,660.63	21.70
Dept 400 - PLANNING COMMISSION							
101-400-701.800	WAGES - PLANNING	3,200.00	3,200.00	625.00	375.00	2,575.00	19.53
101-400-701.801	WAGES - PLANNING	3,200.00	3,200.00	375.00	125.00	2,825.00	11.72
101-400-701.802	WAGES - PLANNING	3,200.00	3,200.00	375.00	125.00	2,825.00	11.72
101-400-701.804	WAGES - PLANNING	3,200.00	3,200.00	500.00	250.00	2,700.00	15.63
101-400-701.805	WAGES - PLANNING	3,200.00	3,200.00	500.00	250.00	2,700.00	15.63
101-400-701.806	WAGES - PLANNING	3,200.00	3,200.00	500.00	250.00	2,700.00	15.63
101-400-701.808	WAGES - PLANNING	3,200.00	3,200.00	625.00	375.00	2,575.00	19.53
101-400-801.000	LEGAL SERVICES	25,000.00	25,000.00	99.00	0.00	24,901.00	0.40
101-400-805.000	CONTRACTED AND OTHER SERVICES	6,000.00	6,000.00	329.00	157.50	5,671.00	5.48
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	136.95	0.00	1,863.05	6.85
101-400-960.000	EDUCATION & TRAINING	2,000.00	2,000.00	393.75	393.75	1,606.25	19.69
101-400-965.000	DUES & PUBLICATIONS	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00
Total Dept 400 - PLANNING COMMISSION		59,400.00	59,400.00	4,458.70	2,301.25	54,941.30	7.51
Dept 401 - TOWNSHIP PLANNER							
101-401-701.900	WAGES - DIRECTOR OF PLANNING	82,781.14	82,781.14	19,103.34	6,367.78	63,677.80	23.08
101-401-701.901	WAGES - DEPUTY PLANNER	59,068.44	59,068.44	13,631.10	4,543.70	45,437.34	23.08
101-401-701.902	WAGES - PLANNER ASSISTANT	13,723.58	13,723.58	3,064.38	1,021.45	10,659.20	22.33
101-401-726.000	SUPPLIES	1,000.00	1,000.00	95.70	56.76	904.30	9.57
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

GL NUMBER	DESCRIPTION	2022		YTD BALANCE 03/31/2022	ACTIVITY FOR MONTH 03/31/22	AVAILABLE BALANCE	% BDGT USED
		ORIGINAL BUDGET	AMENDED BUDGET				
Fund 101 - GENERAL OPERATING FUND							
Expenditures							
101-401-960.000	EDUCATION & TRAINING	5,000.00	5,000.00	250.00	0.00	4,750.00	5.00
101-401-965.000	DUES & PUBLICATIONS	1,000.00	1,000.00	158.89	158.89	841.11	15.89
Total Dept 401 - TOWNSHIP PLANNER		165,173.16	165,173.16	36,303.41	12,148.58	128,869.75	21.98
Dept 410 - ZONING BOARD OF APPEALS							
101-410-701.001	WAGES - ZONING	1,200.00	1,200.00	125.00	0.00	1,075.00	10.42
101-410-701.002	WAGES - ZONING	1,200.00	1,200.00	125.00	0.00	1,075.00	10.42
101-410-701.003	WAGES - ZONING	1,200.00	1,200.00	125.00	0.00	1,075.00	10.42
101-410-701.004	WAGES - ZONING	1,200.00	1,200.00	125.00	0.00	1,075.00	10.42
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	0.00	0.00	10,000.00	0.00
101-410-805.000	CONTRACTED AND OTHER SERVICES	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00
101-410-901.000	ADVERTISING	2,000.00	2,000.00	136.70	136.70	1,863.30	6.84
101-410-960.000	EDUCATION & TRAINING	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00
Total Dept 410 - ZONING BOARD OF APPEALS		20,000.00	20,000.00	761.70	136.70	19,238.30	3.81
Dept 412 - ZONING ADMINISTRATOR							
101-412-701.601	WAGES - ZONING ADMINISTRATOR	59,068.44	59,068.44	13,631.16	4,543.72	45,437.28	23.08
101-412-701.602	WAGES - ZONING CODE ENFORCER	27,809.60	27,809.60	6,789.30	2,245.40	21,020.30	24.41
101-412-726.000	SUPPLIES	1,000.00	1,000.00	307.00	307.00	693.00	30.70
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	281.25	281.25	1,718.75	14.06
101-412-965.000	DUES & PUBLICATIONS	500.00	500.00	0.00	0.00	500.00	0.00
Total Dept 412 - ZONING ADMINISTRATOR		90,678.04	90,678.04	21,008.71	7,377.37	69,669.33	23.17
Dept 448 - STREET LIGHTS - TOWNSHIP							
101-448-920.005	STREET LIGHTS TOWNSHIP	96,000.00	96,000.00	9,318.78	4,673.85	86,681.22	9.71
Total Dept 448 - STREET LIGHTS - TOWNSHIP		96,000.00	96,000.00	9,318.78	4,673.85	86,681.22	9.71
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	3,000.00	0.00	100.00
101-747-880.007	COM. PROM. - COMMUNITY AWAREN	20,000.00	20,000.00	0.00	0.00	20,000.00	0.00
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	21,442.12	0.00	78,557.88	21.44
Total Dept 747 - COMMUNITY PROMOTIONS		125,050.00	125,050.00	24,442.12	3,000.00	100,607.88	19.55
Dept 806 - TOWNSHIP VEHICLES							
101-806-862.000	GAS & CAR WASHES	2,500.00	2,500.00	335.98	80.29	2,164.02	13.44
101-806-863.000	OIL CHANGES	500.00	500.00	0.00	0.00	500.00	0.00
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		4,500.00	4,500.00	335.98	80.29	4,164.02	7.47

GL NUMBER	DESCRIPTION	2022		YTD BALANCE 03/31/2022	ACTIVITY FOR MONTH 03/31/22	AVAILABLE BALANCE	% BDDT USED
		ORIGINAL BUDGET	2022 AMENDED BUDGET				
Fund 101 - GENERAL OPERATING FUND							
Expenditures							
Dept 851 - EMPLOYEE BENEFITS & INSURANCES							
101-851-701.000	WAGES	2,000.00	2,000.00	1,500.24	750.12	499.76	75.01
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	106,000.00	106,000.00	109,805.18	109,805.18	(3,805.18)	103.59
101-851-873.010	SOCIAL SECURITY - EMPLOYER	85,000.00	85,000.00	19,851.82	6,769.26	65,148.18	23.36
101-851-873.020	VACATION & PERSONAL PAYOUT	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00
101-851-873.030	INSURANCE - EMPLOYEE HEALTH	426,000.00	426,000.00	185,901.82	18,579.92	240,098.18	43.64
101-851-873.040	INSURANCE - EMPLOYEE LIFE	10,000.00	10,000.00	999.09	0.00	9,000.91	9.99
101-851-912.001	INSURANCE - LIABILITY	14,000.00	14,000.00	14,086.00	0.00	(86.00)	100.61
101-851-912.002	INSURANCE - WORKMENS COMP.	8,000.00	8,000.00	6,247.00	0.00	1,753.00	78.09
Total Dept 851 - EMPLOYEE BENEFITS & INSURANCES		656,000.00	656,000.00	338,391.15	135,904.48	317,608.85	51.58
Dept 890 - CONTINGENCIES							
101-890-890.000	CONTINGENCIES	11,862.58	11,862.58	0.00	0.00	11,862.58	0.00
Total Dept 890 - CONTINGENCIES		11,862.58	11,862.58	0.00	0.00	11,862.58	0.00
Dept 900 - CAPITAL OUTLAY							
101-900-970.001	CAPITAL OUTLAY - ELECTIONS	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00
101-900-970.002	CAPITAL OUTLAY - TOWNSHIP HAL	400,000.00	400,000.00	0.00	0.00	400,000.00	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
101-900-970.005	CAPITAL OUTLAY - LAND	50.00	50.00	0.00	0.00	50.00	0.00
Total Dept 900 - CAPITAL OUTLAY		447,050.00	447,050.00	0.00	0.00	447,050.00	0.00
Dept 965 - TRANSFERS TO OTHER FUNDS							
101-965-990.308	TRANSFERS TO #308 PARK SYS	549,476.70	549,476.70	549,476.70	0.00	0.00	100.00
Total Dept 965 - TRANSFERS TO OTHER FUNDS		549,476.70	549,476.70	549,476.70	0.00	0.00	100.00
TOTAL EXPENDITURES		4,966,864.19	4,966,864.19	1,228,675.06	257,585.51	3,738,189.13	24.74
Fund 101 - GENERAL OPERATING FUND:							
TOTAL EXPENDITURES		4,966,864.19	4,966,864.19	1,228,675.06	257,585.51	3,738,189.13	24.74

PERIOD ENDING 03/31/2022

GL NUMBER	DESCRIPTION	2022		YTD BALANCE 03/31/2022	ACTIVITY FOR MONTH 03/31/22	AVAILABLE BALANCE	% BDC 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	625.00	625.00	4,575.00	12.02
308-000-701.906	Parks Steward	27,809.60	27,809.60	6,417.60	2,139.20	21,392.00	23.08
308-000-701.907	Park Steward 2	22,089.60	22,089.60	5,023.26	1,699.20	17,066.34	22.74
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	400.00	400.00	0.00	0.00	400.00	0.00
308-000-864.000	MISCELLANEOUS	800.00	800.00	0.00	0.00	800.00	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	15,000.00	15,000.00	0.00	0.00	15,000.00	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	9,503.30	9,503.30	0.00	0.00	9,503.30	0.00
308-000-935.000	MAINTENANCE - MISC, EQUIP	97,190.00	97,190.00	13,007.82	4,987.02	84,182.18	13.38
308-000-970.000	CAPITAL OUTLAY	460,000.00	460,000.00	31,050.50	31,050.50	428,949.50	6.75
Total Dept 000		639,692.50	639,692.50	56,124.18	40,500.92	583,568.32	8.77
Dept 851 - EMPLOYEE BENEFITS & INSURANCES							
308-851-873.010	SOCIAL SECURITY - EMPLOYER	4,784.20	4,784.20	911.52	337.61	3,872.68	19.05
Total Dept 851 - EMPLOYEE BENEFITS & INSURANCES		4,784.20	4,784.20	911.52	337.61	3,872.68	19.05
TOTAL EXPENDITURES		644,476.70	644,476.70	57,035.70	40,838.53	587,441.00	8.85
Fund 308 - PARK SYSTEM FUND:							
TOTAL EXPENDITURES		644,476.70	644,476.70	57,035.70	40,838.53	587,441.00	8.85

CHARTER TOWNSHIP OF GARFIELD**RESOLUTION # 2022-07-T****A RESOLUTION IN SUPPORT OF A HARTMAN-HAMMOND CROSSING
OVER THE BOARDMAN RIVER**

WHEREAS, Garfield Township is a growing community of over 20,000 residents and with currently only two Boardman River roadway crossings; and,

WHEREAS, Grand Traverse County Road Commission retained OHM Advisors to complete a focused Planning and Environmental Linkages (PEL) study of a potential Boardman River roadway crossing; and,

WHEREAS, the purpose of the Focused PEL is to assess technical aspects and environmental constraints, listen to people in the community, and determine the feasibility of adding a crossing over the Boardman River; and,

WHEREAS, consideration of various crossing alternatives were made, including a no-build alternative; and,

WHEREAS, the result of the Focused PEL identified a Hartman-Hammond crossing as the preferred scenario; and,

WHEREAS, a Hartman-Hammond crossing is a locally accepted alternative with support by Federal Highway Administration (FHWA), Michigan Department of Transportation (MDOT), Environmental Protection Agency (EPA), Department of Natural Resources (DNR), and park areas known as Section 4(f) agencies; and,

WHEREAS, a Hartman-Hammond crossing results in the greatest percentage of reduced traffic volumes on South Airport Road and is the best overall traffic network improvement; and,

WHEREAS, a Hartman-Hammond crossing contains smallest acreage of wetland impacts and has the lowest number of residential displacements; and,

WHEREAS, a Hartman-Hammond crossing is most consistent with the Township's Master Plan; and,

WHEREAS, a Hartman-Hammond crossing provides redundancy for the South Airport Road corridor, particularly should it ever have to be shut down; and,

WHEREAS, a Hartman-Hammond crossing offers the possibility of a new US 31 route that alleviates traffic pressures on Grandview Parkway and Front Street in the City of Traverse City.

NOW, THEREFORE, BE IT RESOLVED, that the Charter Township of Garfield supports a Hartman-Hammond crossing of the Boardman River to improve east-west mobility and expand overall community connectedness.

Motion:

Supported:

Ayes:

Nays:

Absent and Excused:

Lanie McManus, Clerk

CERTIFICATION

I, Lanie McManus, Clerk of the Charter Township of Garfield, hereby certify that the above Resolution 2022-07-T is a true and correct copy of a Resolution adopted by the Township Board of the Charter Township of Garfield on this 12th day of April, 2022.

Lanie McManus, Clerk

 Charter Township of Garfield Planning Department Report No. 2022-31			
Prepared:	April 5, 2022	Pages:	9
Meeting:	April 12, 2022 Township Board	Attachments:	<input checked="" type="checkbox"/>
Subject:	Gauthier Property R-3 Rezoning – Public Hearing		
File No:	Z-2021-02	Parcel No.	05-021-054-00
Owner / Applicant:	Colleen Smith		

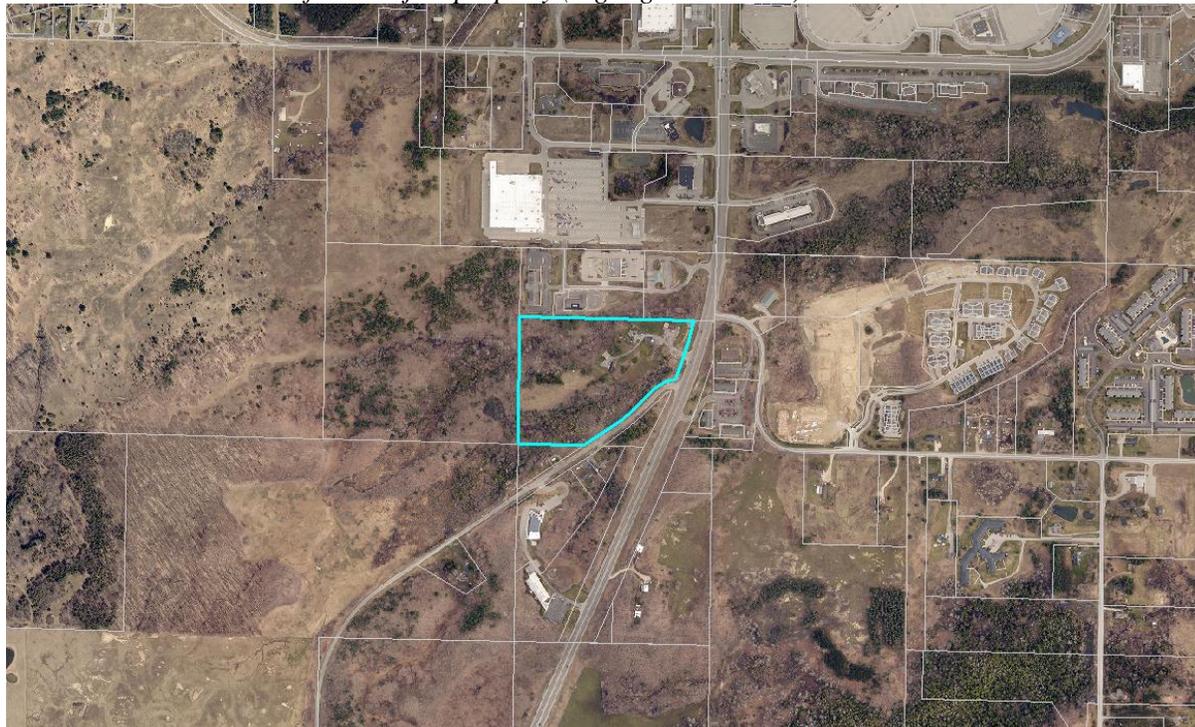
PURPOSE OF APPLICATION:

This application requests the rezoning of one parcel on the west side of US 31 south of the intersection of US 31 and South Airport Road, totaling approximately 18 acres, from its current split zoning of Agricultural (A) and Highway Commercial (C-H) to the Multi-Family Residential (R-3) zoning district via the zoning Map Amendment process, without restriction. The application was introduced to the Planning Commission at their January 12, 2022 meeting and a public hearing was held at their February 9, 2022 meeting. The Planning Commission adopted Findings of Fact and recommended approval at their March 9, 2022 meeting. The Township Board set a public hearing for their April 12, 2022 meeting.

SUBJECT PROPERTY:

According to the application, the subject property has historically been used by the Gauthier family for both commercial and agricultural uses and has more recently been used as a rental income property. There are extensive wetlands on the property. Exhibit C as provided by the applicant shows only about 7.7 acres of the site are buildable. The site has about 410 feet of frontage on US 31 and about 775 feet of frontage on McRae Hill Road, although access is only from US 31. The site is immediately south of the Fairfield Inn and Alliance Surgery Center located on North Country Drive.

Zoomed-out aerial view of the subject property (highlighted in blue)



Zoomed-in aerial view of the subject property (highlighted in blue)



MASTER PLAN CONSIDERATIONS:

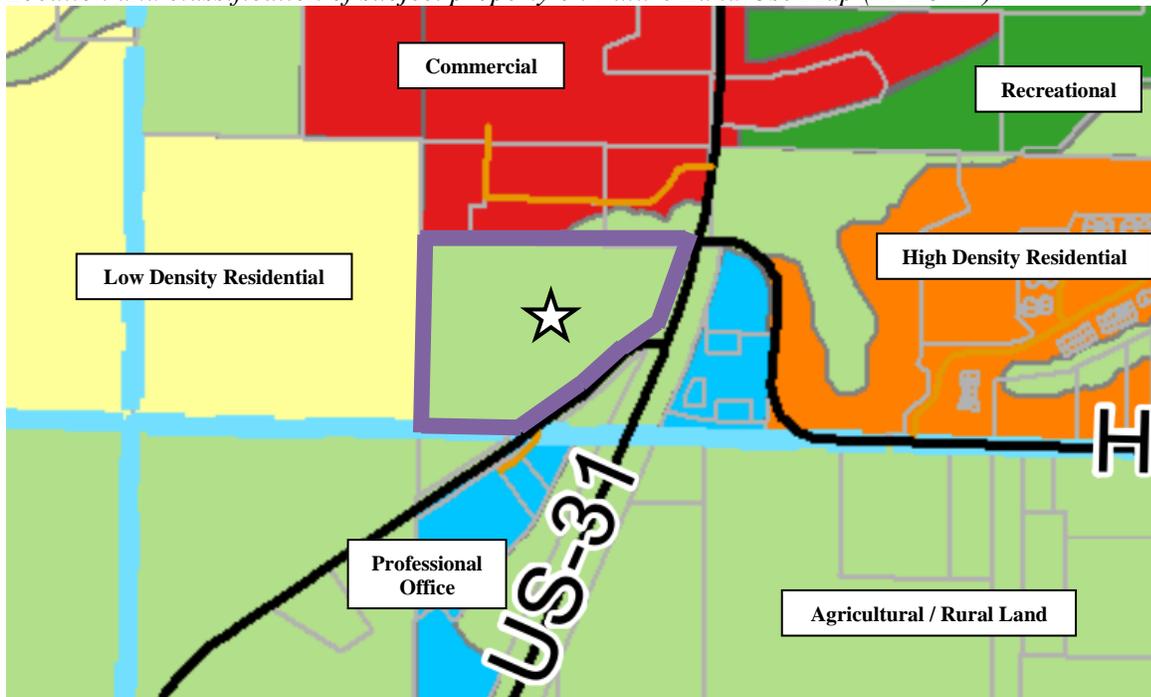
A key factor in considering rezoning requests is whether the request is consistent with the Master Plan. In this case, the Future Land Use Map shows the subject parcel with the designation of “Agricultural / Rural Land.” This designation is intended to “provide areas for agricultural operations and low intensity land uses in the outlying areas of the Township. These districts are composed primarily of unsubdivided lands that are vacant or are in agricultural use with some dwellings and accessory uses...This land use type is also used to protect natural resources and environmentally sensitive areas, such as stream buffer zones.”

Looking at surrounding properties shows the following Future Land Use designations:

- Commercial to the north along US 31
- Low Density Residential to the west
- Professional Office to the south and east along US 31
- High Density Residential further east along Hammond Road
- Agricultural / Rural Land to the southwest and southeast

The most compatible zoning district for the “Agricultural / Rural Land” designation is the A-Agricultural zoning district. R-R Rural Residential and R-1 One-Family Residential are both identified as potentially compatible districts. The proposed zoning of R-3 Multi-Family Residential would not be compatible with the Future Land Use for the subject site but may be compatible with other sites in the area as a transition from Commercial in the north to and Professional Office to the south, and with High Density Residential identified to the east. An excerpt from the Zoning Plan for the R-3 zoning designation is provided below.

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



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

Master Plan Designation	High Density Residential (6-10 units per acre) <ul style="list-style-type: none"> (Master Plan designation for the subject site is Agricultural / Rural Land)
[Requested] Zoning	R-3 Multi-Family Residential
Zoning Ordinance District Intent	The R-3 (Multi-Family Residential) districts provide areas for medium- to high-density single- and two-family residential dwelling units mixed with a variety of multi-family residential dwelling types, including apartments where adequate public facilities and services exist with capacity to serve such development. The districts are composed mainly of areas containing an existing mix of these dwelling types as well as areas within which such development appears likely and desirable. They are intended to encourage more intensive development in and near the core areas of the Township. The R-3 districts are designed to encourage a suitable neighborhood environment for family life by including among the permitted uses such facilities as schools, places of worship and parks that will promote a sense of community, urban vitality and the efficient provision of infrastructure. R-3 district regulations are designed to allow for market and design flexibility while preserving the neighborhood character and permitting applicants to cluster development in order to preserve environmentally sensitive and natural land areas.
Potentially Compatible District	R-2 Two-Family Residential / R-1 One-Family Residential
Considerations for Downzoning (Less Density)	Allowing a downzoning in designated redevelopment areas may be detrimental to the overall redevelopment plan. In some cases, however, when platted subdivisions are in play, a downzoning may accelerate the redevelopment process. Areas designated as R-3 are typically located close to the City core and amenities. The R-3 district is consistent with the High Density Residential Zoning classification; however, where platted subdivisions are prevalent, an R-1 or R-2 designation may be more appropriate and compatible.
Considerations for Upzoning (More Density)	The R-3 district allows the greatest density possible.

The Future Land Use Map designation for the site is Agricultural / Rural Land and the Agricultural zoning district is considered the most compatible zoning district for this designation with the intention to preserve farmland. However, the Zoning Plan in the Master Plan recognizes that in some instances another zoning district is more appropriate and provides the following as Considerations for Upzoning (More Density):

“In many instances the land is not considered high value farmland and a change to a residential district may be appropriate. An evaluation of the properties location, proximity to amenities, and surrounding land uses should determine the most compatible district and density. A change to R-R would likely be supported due to the similarity with the districts. A PURD should be encouraged or required over a request to rezone farmland to a more intense residential use.”

In this case, the applicants are proposing to rezone to R-3, which is more density than anticipated by the Zoning Plan. Other parts of the Master Plan anticipate the need for housing close to destinations, including the following goal and objective for housing location:

“Equally important to the need for quality and affordable housing is the availability of desirable housing options close to public transportation, sidewalks and bike paths, jobs, health care, services, shopping, and entertainment, so as to limit the amount a family must spend on transportation costs.

GOAL: *Locating new housing developments proximate to these resources can reduce the overall costs of housing and transportation while helping to create more efficient use of infrastructure in existing urban areas.*

OBJECTIVE: *Target appropriate areas and incentivize their development or redevelopment through density bonuses.”*

The subject site is located close to destinations especially nearby shopping and entertainment; although not directly served by public transportation, sidewalks, or bike paths, the site is also near these resources.

Master Plan implementation strategies for housing include the following:

- *Continue to implement zoning incentives such as density bonuses to encourage the development community to include particular housing types in high demand in the Township, such as single-bedroom apartment units and accessible housing options for seniors and individuals with disabilities.*
- *Continue to use the Township’s Zoning Ordinance to encourage a wide variety of housing types and densities, as well as the mixing of residential uses with commercial and light-industrial uses where compatible.*
- *Continue to incorporate subsidized units in developments via state and federally administered programs.*

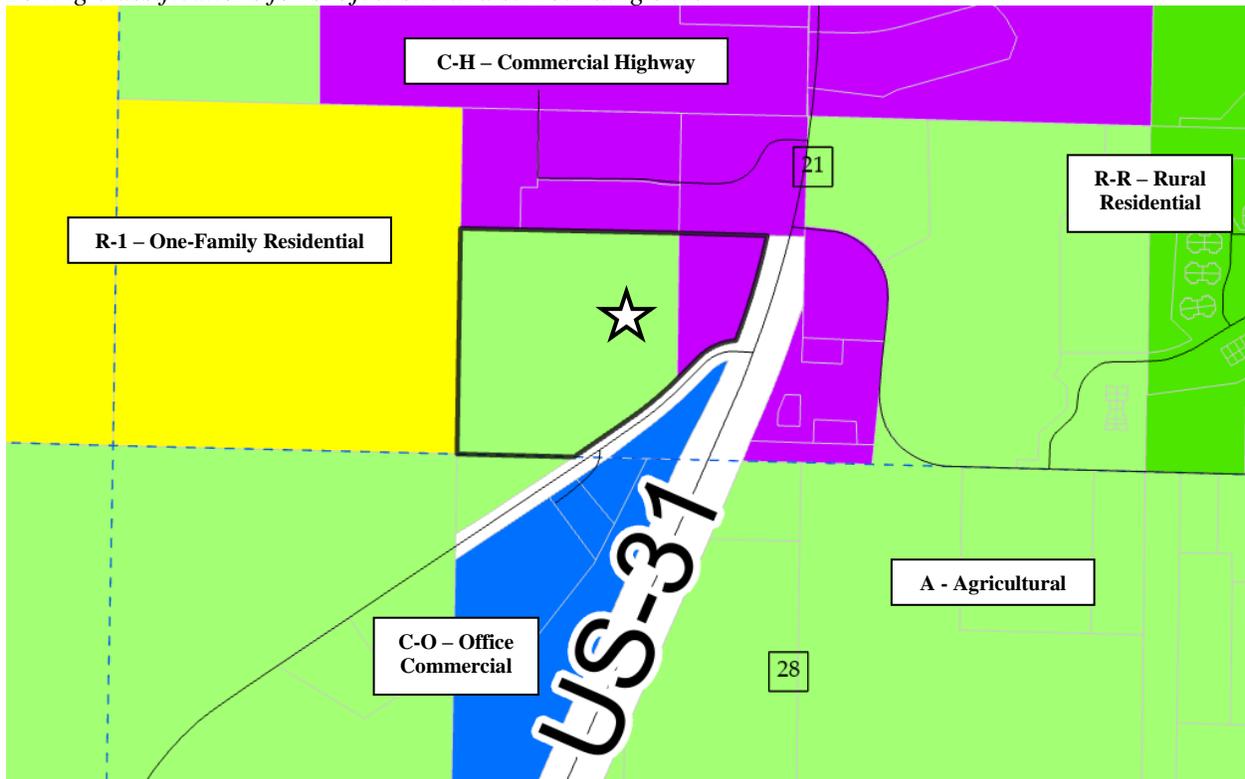
Staff recommends considering all parts of the Master Plan including the Future Land Use Map, Goals and Objectives, and Implementation, in the review of this rezoning request. These parts of the Master Plan are included for consideration by the Planning Commissioners in the proposed Findings of Fact.

SUBJECT SITE AND SURROUNDING PROPERTY ZONING:

The subject property is currently split zoned between the A-Agricultural (shown below in green) and C-H Highway Commercial (shown below in purple) districts. Zoning for surrounding sites is as follows:

- North: C-H – Highway Commercial
- West: R-1 – One-Family Residential
- Southwest: A – Agricultural
- South: A – Agricultural and C-O – Office Commercial
- Southeast: A – Agricultural
- East: C-H – Highway Commercial

Zoning classifications for subject site and surrounding sites:

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

According to the application, the subject property has historically been used by the Gauthier family for both commercial and agricultural uses and has more recently been used as a rental income property. Uses of the surrounding sites are as follows:

- North: Fairfield Inn; Alliance Surgery Center; Cracker Barrel; Nicolet National Bank
- West: Vacant
- Southwest: Agricultural
- South: Single-Family Residential; North Bay Produce; Cherry Central Co-Op
- Southeast: Agricultural
- East: GreenStone Farm Credit Services

STAFF COMMENT:

This site was brought before the Planning Commission at their September 22, 2021 meeting for Conceptual Review in anticipation of a future rezoning application. During this review, Staff noted several factors to consider for the potential rezoning of this parcel including its location on the US 31 corridor, environmental conditions, access, and the impact of different parcel uses. During this review, Staff also presented their opinion that multi-family residential would potentially be a good fit on the site.

Upon preliminary review of the Master Plan and Future Land Use designation for the subject site and based on factors identified during the analysis from the conceptual review of this site, Staff is of the opinion that this proposed Map Amendment is justifiable. Many of the factors identified during the conceptual review analysis support the proposed Map Amendment. The Planning Commission adopted the following Findings of Fact at their March 9, 2022 meeting:

FINDINGS OF FACT:**Section 421.E Approval Criteria of Zoning Map Amendment**

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

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

1. Master Plan Consistency

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

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

- As described earlier in this report, the Future Land Use designation of this site is Agricultural / Rural Land. The proposed zoning of R-3 Multi-Family Residential would not be compatible with the Future Land Use designation for the subject parcel but may be compatible with other sites in the area as a transition from Commercial in the north to and Professional Office to the south, with High Density Residential identified to the east. The Zoning Plan within the Master Plan recognizes that in some instances another zoning district is more appropriate and provides Considerations for Upzoning (More Density) to provide some guidance in these instances.
- The Master Plan also offers other points to consider including the following:
 - The Future Land Use Map shows Commercial to the north but not on this site, which appears to indicate wanting to avoid extending commercial further south on US 31.
 - The Master Plan incorporates a goal to encourage housing options near jobs, services, shopping, and entertainment. This site could offer such opportunity without extending commercial further south and could serve as a buffer area between commercial to the north and surrounding sites to the south and west.
 - The Master Plan implementation goals also indicate the desire to provide for housing types which are in demand in the Township and to encourage mixing residential and commercial uses where compatible.
- This standard may consider this standard to be met upon consideration of all parts of the Master Plan including the Future Land Use Map, Goals and Objectives, and Implementation.

2. Adverse Impacts on Neighboring Lands

The Township shall consider the nature and degree of an adverse impact upon neighboring lands. Lots shall not be rezoned in a way that is substantially inconsistent with the uses of the surrounding area, whether more or less restrictive. The Township finds and determines that vast acreages of single-use

zoning produces uniformity with adverse consequences, such as traffic congestion, air pollution, and social separation. Accordingly, rezoning may promote mixed uses subject to a high degree of design control.

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

- The only access for the site is on US 31 about 200 feet from the intersection with McRae Hill Road. Commercial uses would likely have greater traffic impacts than residential, especially throughout different parts of the day.
- Sites to the north and the front portion of the subject parcel are currently zoned as C-H Highway Commercial, which allows for commercial district housing developments via the Special Use Permit process, encouraging multi-family residential designed cohesively with the surrounding commercial. This indicates that multi-family residential can be compatible with commercial uses and designed to avoid any adverse impacts, as seen with the proposed multi-family near this site across US 31 behind the Baymont Inn. The baseline project density is the same as in the R-3 Multi-Family Residential district.

3. Suitability as Presently Zoned

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

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

- Due to the existing streams and wetlands, the site is unsuitable for use as presently zoned given that it is not likely to be considered high value farmland.
- The Zoning Plan indicates a change to a residential district may be appropriate or that a Planned Unit Residential Development (PURD) should be encouraged. Although the proposed zoning district would allow a higher density than anticipated by the Zoning Plan, as stated above this factor must be weighed in relation to the other standards. Many of these other standards were considered during the conceptual review analysis and factors were identified which support the proposed Map Amendment.

4. Changed Conditions

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

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

- Recent development patterns within the Township indicate a stronger demand for multi-family housing than new commercial or office uses, including the proposed multi-family near this site across US 31 behind the Baymont Inn.

5. Health, Safety, and Welfare

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

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

- Given the environmental constraints, residential uses on the site would most likely have fewer negative impacts on neighboring sites than commercial and thus would most likely better serve to protect the public health, safety, and welfare.
- Any future development will require stormwater management to protect the water quality of the onsite creek and wetlands.
- There does not appear to be any nearby historical or cultural places or areas.

6. Public Policy

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

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

- The Master Plan includes several policies, including the following, which encourage different types of housing in the Township:
 - The Master Plan includes a goal to encourage housing options near jobs, services, shopping, and entertainment. This site could offer such opportunity without extending commercial further south and could serve as a buffer area between commercial to the north and other surrounding sites to the south and west.
 - The Master Plan implementation goals also indicate the desire to provide for housing types which are in demand in the Township and to encourage mixing residential and commercial uses where compatible.

7. Size of Tract

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

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

- The lot meets minimum standards for a lot in the R-3 zoning district:
 - The parcel is about 18 acres in size with only about 7.7 acres of buildable area as shown on the exhibit provided by the applicant. Minimum lot area ultimately depends on the number of dwelling units on the site.
 - The site has about 410 feet of frontage along US 31 and about 775 feet of frontage on McRae Hill Road; access is only from US 31. Minimum lot width is at least 70 feet but ultimately depends on the number of dwelling units on the site.
- The proposed rezoning is not anticipated to have any negative effect on neighboring lands, and future development will be compatible with neighboring land uses.
- Due to the existing streams and wetlands, the site is unsuitable for use as zoned given that it is not likely to be considered high value farmland.

8. Other Factors

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

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

- Due to the streams and wetlands on the site, any development shall meet the requirements of the Michigan Department of Environment, Great Lakes, and Energy (EGLE) regardless of the zoning designation.

ACTION REQUESTED:

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

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

MOTION THAT the Planning Commission's recommended Findings of Fact for the application Z-2021-02 as provided in PD Report 2022-31 and forming part of this motion, BE APPROVED.

(2) Second, to approve the Map Amendment:

MOTION THAT application Z-2021-02, submitted by Colleen Smith, to rezone Parcel No. 05-021-054-00 from its current split zoning of the A-Agricultural zoning district and C-H Highway Commercial zoning district to the R-3 Multiple Family Residential zoning district and constituting Amendment No. 31 to Garfield Township Ordinance No. 68, BE APPROVED based on the adopted Findings of Fact and for the reasons set forth in PD Report 2022-31.

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

MOTION THAT Resolution 2022-04-T for adopting Amendment No. 31 to Garfield Township Ordinance No. 68, rezoning Parcel No. 05-021-054-00 from its current split zoning of the A-Agricultural zoning district and C-H Highway Commercial zoning district to the R-3 Multiple Family Residential zoning district, BE ADOPTED.

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

Attachments:

1. Resolution #2022-04-T
2. Application for Zoning Ordinance Map Amendment dated November 18, 2021
3. Impact Statement for Zoning Ordinance Map Amendment for Gauthier Property dated November 18, 2021
4. Supplemental maps (Exhibit A, Exhibit B, and Exhibit C) and aerial photos, submitted with application

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

ORDINANCE NO. 68 (Zoning Ordinance): AMENDMENT NO. 31

RESOLUTION #2022-04-T

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

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

WHEREAS application Z-2021-02 has been received to rezone approximately 18.1 acres of land (“subject property”) at Parcel No. 05-021-054-00; and

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

WHEREAS the Garfield Township Planning Commission, after conducting a public hearing on February 9, 2022 and adopting Findings of Fact on March 9, 2022, recommended the approval of the application to the Township Board; and

WHEREAS the Township Board, following a public hearing on April 12, 2022, and having adopted Findings of Fact in support of approval of the application to rezone the subject property.

NOW, THEREFORE, THE CHARTER TOWNSHIP OF GARFIELD ORDAINS:

AMENDMENT NO. 31 TO GARFIELD TOWNSHIP ORDINANCE NO. 68 (Zoning Ordinance):

At the request of the owners and their representatives of Parcel No. 05-021-054-00, situated in the Charter Township of Garfield, Grand Traverse County, Michigan has been rezoned by way of a map amendment from its current split zoning of the A-Agricultural zoning district and C-H Highway Commercial zoning district to the R-3 Multiple Family Residential zoning district.

Moved:

Supported:

Ayes:

Nays:

Absent and Excused:

By: _____
Chuck Korn, Supervisor
Charter Township of Garfield

CERTIFICATE

I, Lanie McManus, Clerk of the Charter Township of Garfield, do hereby certify that the above is a true and correct copy of Resolution 2022-04-T which was adopted by the Township Board of the Charter Township of Garfield on the 12th day of April 2022. Amendment No. 31 to Garfield Township Ordinance No. 68 (Zoning Ordinance) shall take effect upon the expiration of seven (7) days following publication.

Dated: _____

Lanie McManus, Clerk
Charter Township of Garfield

Introduced: March 22, 2022
Adopted: April 12, 2022
Published: April 17, 2022
Effective: April 24, 2022



Charter Township of Garfield

Grand Traverse County

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

ZONING ORDINANCE AMENDMENT (ZOA) APPLICATION

ASSISTANCE

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

ACTION REQUESTED

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

PROJECT / DEVELOPMENT NAME

APPLICANT INFORMATION

Name: Colleen Smith
Address: 132 Fairway Hills Drive Traverse City, Michigan
Phone Number: 1-231-360-9694
Email: colleen.smith5@icloud.com

AGENT INFORMATION

Name:
Address:
Phone Number:
Email:

OWNER INFORMATION

Name: Colleen Smith
Address: 132 Fairway Hills Drive Traverse City, Michigan 49684
Phone Number: 1-231-360-9684
Email: colleen.smith5@icloud.com

CONTACT PERSON

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

Applicant:	Colleen Smith
Agent:	
Owner:	Colleen Smith

PROPERTY INFORMATION

Property Address:	2105 N. U.S. 31 South Traverse City, Michigan 49684
Property Identification Number:	28-05-021-054-00
Legal Description:	SEE ATTACHED INFO ON IMPACT STATEMENT
Zoning District:	GARFIELD TOWNSHIP
Master Plan Future Land Use Designation:	C-1 AND A-1
Area of Property (acres or square feet):	18.1 ACRES
Existing Use(s):	RENTAL PROPERTY
Proposed Use(s):	R-3 ZONING

REQUIRED SUBMITTAL ITEMS

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

Application Form:

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

Application Fee:

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

- Fee

Escrow Fee:

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

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

Site Diagram

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

Supporting Information

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

For Text Amendment only, the following must be included:

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

For Conditional Rezoning only, the following must be included:

Site Development Plan

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

Supporting Information

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

Digital items to be delivered via email or USB flash drive

IMPACT STATEMENT FOR ZONING ORDINANCE MAP AMENDMENT

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

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

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

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

IMPACT STATEMENT FOR ZONING ORDINANCE TEXT AMENDMENT

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

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

IMPACT STATEMENT FOR CONDITIONAL REZONING

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

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

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

OFFER OF CONDITIONS FOR CONDITIONAL REZONING

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

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

SUBMITTAL DEADLINE

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

WAIVERS

Submittal Waiver:

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

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

Data Waiver:

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

SITE PLAN

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

ADDITIONAL INFORMATION

If applicable, provide the following further information:

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

If so, attach approval letter.

If no, are alternate measures shown?

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

E. Roads and Circulation

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

OTHER INFORMATION

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

REVIEW PROCESS

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

PERMISSION TO ENTER SUBJECT PROPERTY

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

Owner Signature:

Applicant Signature:

Agent Signature:

Date:

	<i>Callum Sittler</i>
	<i>Callum Sittler</i>
	11-18-21

OWNER'S AUTHORIZATION

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

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

Owner Signature: Colleen Smith
Date: 11-18-21

AFFIDAVIT

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

Owner Signature: Colleen Smith
Date: 11-18-21

Applicant Signature: Colleen Smith
Date: 11-18-21

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

Impact Statement for Zoning Ordinance Map Amendment for Gauthier Property

LEGAL DESCRIPTION:

GA 281 A ALL THAT PART SE 1/4 SW 1/4 LYING WLY US 31 & NLY OLD US 31 EXC N 460'
SEC 21 T27N R11W 19 A

November 18, 2021

To Whom It May Concern:

The Gauthier Family property, also identified as #28-05-021-054-00, is an 18+ acre parcel located just south of the US-31/South Airport Road intersection and is currently split zoned as C-1 and A-1. Executors of the James E. and Phyllis A. Gauthier Revocable Trust are requesting that Garfield Township consider changing the current zoning to R-3 in an effort to be more aligned with Garfield Township's Master Plan and the adjacent surrounding properties.

Historically, this property was used for both commercial and agricultural use over the 50 years the James E. and Phyllis A. Gauthier family occupied this parcel. Since their deaths in 2003 and 2016 respectively, the property has been used for rental income property.

Garfield Township has grown and changed over the last 50 years since James E. and Phyllis A. Gauthier purchased this property in the late 1950's. The original A-1 zoning of the property to the current split zone status, and now the request for rezoning of the property to R-3 is a reflection of the changing development needs and growth in Garfield Township.

There are topographical challenges to the property which includes the presence of wetlands as depicted in Exhibit B and Exhibit C. These challenges along with the current split zoning of C-1/A-1 prove to be a more complex challenge for marketing the property for future development. In addition to the topographical challenges, the current zoning does not complement adjacent property zoning of C-1 and C-O. Rezoning this parcel would have minimal adverse impact to the adjacent properties.

The suitability in the change in zoning would allow a developer to create a plan specifically designed for the 18+ acres while taking into consideration the topographical challenges and protecting the sensitive natural areas. It would also create a 'transition area' along this corridor that may be more aligned with the vision of Garfield Township's Master plan. The rezoning of this parcel would create more opportunity to develop and plan for much needed affordable housing for the citizens of Garfield Township and benefit the greater Grand Traverse County area.

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

Respectfully Submitted,

Colleen E. Smith

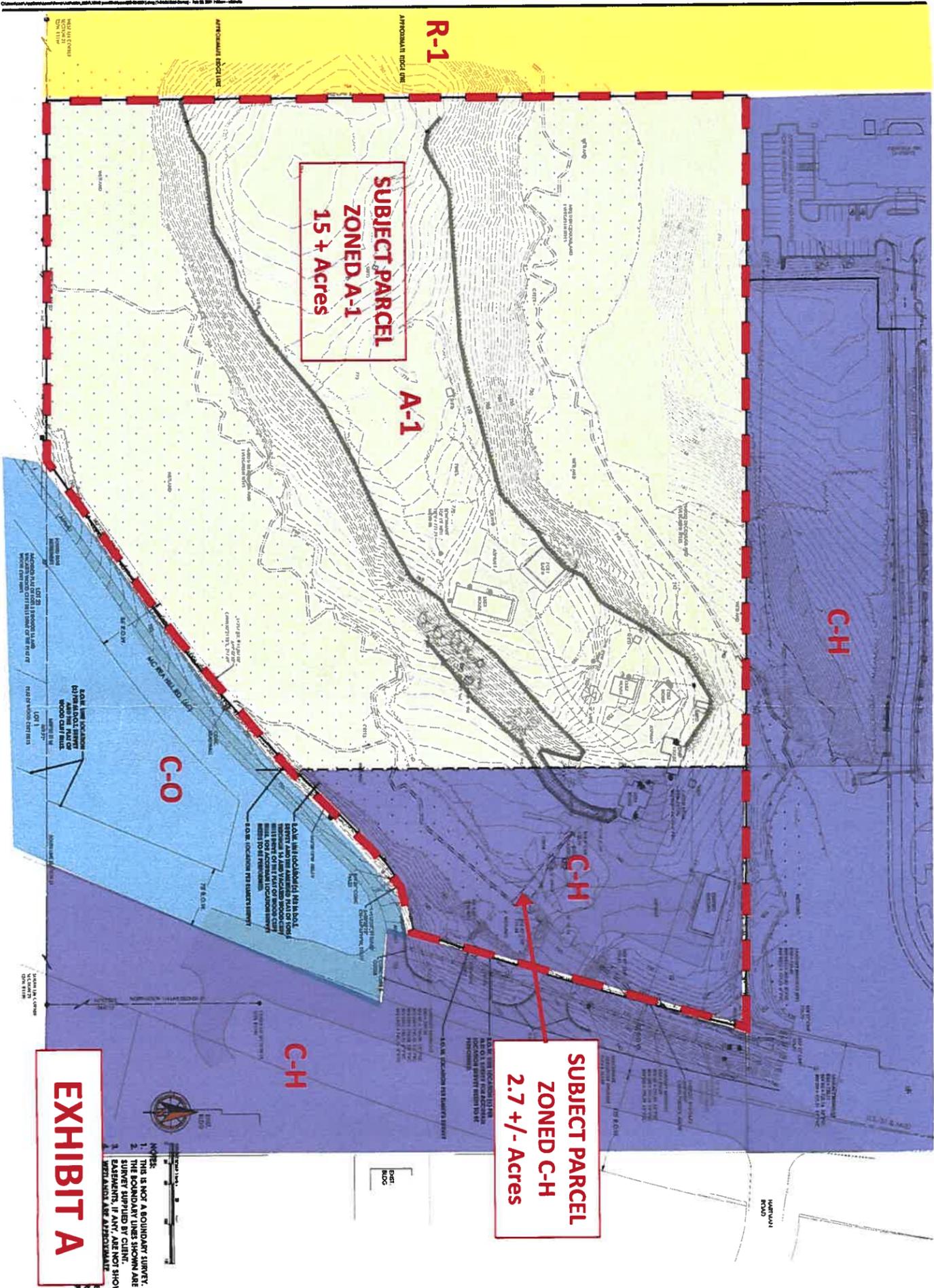


EXHIBIT A

- NOTES:
1. THIS IS NOT A BOUNDARY SURVEY.
 2. THE BOUNDARY SURVEY SHALL BE PREPARED BY A LICENSED SURVEYOR AND SHALL BE FILED WITH THE COUNTY CLERK'S OFFICE.
 3. EASEMENTS, IF ANY, ARE NOT SHOWN.
 4. BOUNDARY LINE APPROXIMATE.

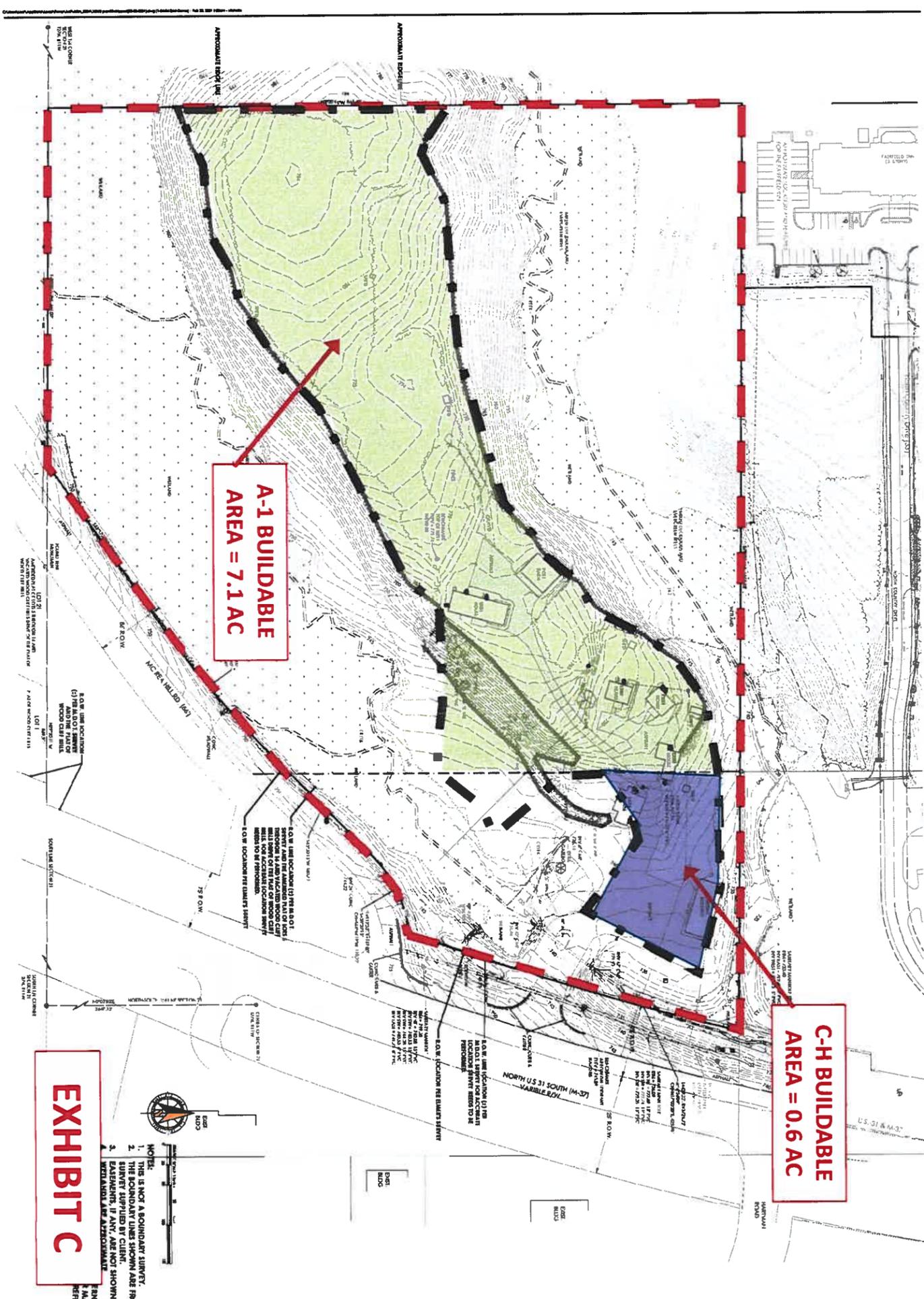
DATE	18062
BY	18062
REVISION	
DATE	
BY	
REVISION	
DATE	
BY	
REVISION	

Gauthier
**PROPOSED COMMERCIAL DEVELOPMENT
 EXISTING CONDITIONS**
 Section 21 Town 27 North, Range 11 West
 Garfield Township, Grand Traverse County, Michigan

NO.	DATE	BY	DESCRIPTION

Mansfield
 Land Use Consultants

830 Comstock Dr., Ste. 201
 P.O. Box 4015
 Traverse City, MI 49665
 Phone: 231-946-9310
 www.mansfield.com
 info@mansfield.com



Gauthier PROPOSED COMMERCIAL DEVELOPMENT EXISTING CONDITIONS Section 21, Town 27 North, Range 11 West Garfield Township, Grand Traverse County, Michigan	Mansfield <small>LLC</small> Land Use Consultants	830 Cottageview Dr., Ste. 201 P.O. Box 4015 Traverse City, MI 49685 Phone: 231-946-9310 www.mansfieldllc.com info@mansfieldllc.com
---	---	---









		Charter Township of Garfield	
		Planning Department Report No. 2022-35	
Prepared:	April 5, 2022	Pages:	1
Meeting:	April 12, 2022 Township Board	Attachments:	<input checked="" type="checkbox"/>
Subject:	Professional Services Agreement with Traverse Connect		

Traverse Connect is the lead economic development organization for the Grand Traverse region, which supports area businesses through a combination of business attraction and retention strategies, talent development efforts, and strategic coordination among partner agencies. Traverse Connect now serves the region as one organization supporting business growth and development, alongside partner organization Venture North Funding and Development.

Recently, Traverse Connect has been establishing contractual relationships with Grand Traverse County and the City to provide economic development services. The County approved a two-year agreement with Traverse Connect for \$50,000. The City approved a one-year agreement with Traverse Connect for \$50,000.

An agreement has been drafted that identifies specific activities to be performed by Traverse Connect for the Township, including the following:

- Develop an economic development strategy for the Township which may be part of a comprehensive economic development strategy for the Grand Traverse Region, incorporating feedback from Township stakeholders and providing focus on the Township.
- Publish a data dashboard and website to serve as the central point of contact for communication regarding economic growth and prosperity in the Township. Data that is collected and housed by Traverse Connect will inform strategy development and be shared with the Township.
- Conduct annual site visits to target employers within the Township, including leading private sector businesses, early-stage growth companies, and large institutional employers, to identify the needs, goals, and barriers faced by key employers in the Township.
- Conduct an industrial park market and feasibility study for the Township, including inventorying of existing available industrial sites, determining the demand for new industrial sites, and identifying possible locations for development of new industrial sites.
- Provide the Township with a quarterly written report on all activities conducted and successful outcomes achieved pursuant to this Agreement and all other pertinent economic development project activities that may affect the Township.
- Attend meetings upon request of the Township Supervisor to present such reports on its activities.

Per the agreement, the Township would pay \$30,000 to Traverse Connect for services from May 1, 2022 to April 30, 2024. Payment will be made no later than May 1, 2022.

ACTION REQUESTED:

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

MOTION THAT the Professional Services Agreement between the Charter Township of Garfield and Traverse Connect BE APPROVED.

Attachments:

1. Professional Services Agreement between the Charter Township of Garfield and Traverse Connect

Professional Services Agreement
between the Charter Township of Garfield and Traverse Connect

THIS AGREEMENT, entered into the 12th day of April, 2022, between THE CHARTER TOWNSHIP OF GARFIELD, of 3848 Veterans Drive, Traverse City, Michigan 49684 (hereinafter referred to as “Township”) and TRAVERSE CONNECT, of 202 East Grandview Parkway, Traverse City, Michigan 49684 (hereinafter referred to as “Connect”).

WITNESSETH:

WHEREAS, the Township desires to retain businesses and attract new businesses to the Township to create improved job opportunities; and,

WHEREAS, the Township would like to engage the business development services of Connect to conduct activities that work to retain and attract businesses.

THEREFORE, the Township and Connect mutually agree as follows:

1. Scope of Services. Connect shall provide the following services to the Township:
 - a. Develop an economic development strategy for the Township which may be part of a comprehensive economic development strategy for the Grand Traverse Region, incorporating feedback from Township stakeholders and providing focus on the Township.
 - b. Publish a data dashboard and website to serve as the central point of contact for communication regarding economic growth and prosperity in the Township. Data that is collected and housed by Traverse Connect will inform strategy development and be shared with the Township.
 - c. Conduct annual site visits to target employers within the Township, including leading private sector businesses, early-stage growth companies, and large institutional employers, to identify the needs, goals, and barriers faced by key employers in the Township.
 - d. Conduct an industrial park market and feasibility study for the Township, including inventorying of existing available industrial sites, determining the demand for new industrial sites, and identifying possible locations for development of new industrial sites.
 - e. Provide the Township with a quarterly written report on all activities conducted and successful outcomes achieved pursuant to this Agreement and all other pertinent economic development project activities that may affect the Township.
 - f. Attend meetings upon request of the Township Supervisor to present such reports on its activities.
2. Compensation: The Township shall pay thirty thousand dollars (\$30,000.00) to Connect for services rendered from May 1, 2022 to April 30, 2024. Payment will be made no later than May 1, 2022. Connect shall be responsible for its expenses, including out-of-pocket expenses, in providing services to the Township.

3. Term: The term of this Agreement shall be for the period of May 1, 2022 through April 30, 2024.
4. Independent Contractor. The relationship of Connect and its employees to the Township is that of an independent contractor and in accordance therewith, Connect covenants and agrees to conduct itself consistent with such status and that neither it nor its employees, officers, or agents will claim to be an officer, employee, or agent of the Township or make any claim, demand or application to or for any rights or privileges applicable to any officer or employee of same, including but not limited to worker's compensation coverage, unemployment insurance benefits, social security coverage, or retirement membership or credit.
5. Connect Responsibility. Connect shall perform the work in a good and workmanlike manner and assume the risk in performing under this Agreement. Connect shall be solely responsible and answerable in damages for all improper work, accidents or injuries to person or property resulting from actions or negligence of its officers, agents, or employees.
6. Indemnity. Connect shall defend, indemnify, and hold harmless the Township, its officers, trustees, and employees, from and against any and all claims, liabilities, losses, damages, actual attorney's fees, and settlement expenses for injury or death of any person and damage or loss of any property allegedly or actually resulting or arising out of any act, omission, or negligence of Connect or its employees, agents, or subcontractors, in connection with performing this Agreement. This indemnification agreement shall not be limited by reason of any insurance coverage.
7. Workers Compensation. Connect shall maintain suitable workers compensation insurance on its employees pursuant to Michigan law.
8. Non-Discrimination. The Township and Connect agree not to discriminate against an employee or applicant for employment with respect to hire, tenure, terms, conditions, or privileges of employment, or a matter directly or indirectly related to employment on the basis of race, color, religion, sex (including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, military service, or other non-merit factor. Breach of this covenant may be regarded as a material breach of this Agreement.
9. Prohibition Against Assignment. This Agreement is intended to secure the services of Connect because of its ability and reputation and none of Connect's duties under the Agreement shall be assigned, subcontracted, or transferred without the prior written consent of the Township. Any assignment, subcontract, or transfer of Connect's duties under this Agreement must be in writing.
10. Notice. Whenever it is provided in this Agreement that a notice or other communication is to be given or directed to the Township or Connect, the same shall be given or directed

to the respective party at its address as specified in this Agreement, or at such other address as either party may, from time to time, designate by written notice.

11. Amendments. This Agreement may be modified from time to time, but such modifications shall be in writing and signed by Connect and the Township.
12. Termination. This Agreement may be terminated either for:
 - A. Default, defined as the failure of the Township or Connect to fulfill a material obligation of this Agreement, in which case termination may be immediate; or
 - B. Lack of further need of the services under this Agreement due to program changes, changes in laws, rules or regulations, relocation of offices, or lack of funding. In this case, only the Township may terminate this contract by giving Connect written notice of such cancellation thirty (30) days prior to the date of cancellation. Upon termination, Connect shall be entitled to, and the terminating party shall pay, the costs actually incurred in compliance with and as approved under this Agreement until the date of such termination.

Termination of this Agreement by Connect or the Township shall cause this entire Agreement to be terminated.

13. Interpretation. This Agreement shall be governed by the laws of the State of Michigan, both as to interpretation and performance. The pronouns and relative words used herein are written in the neuter and singular. However, if more than one person or entity joins in this Agreement on behalf of Connect or the Township, or if a person of masculine or feminine gender joins in this Agreement on behalf of the District or the Township, such words shall be interpreted to be in the plural, masculine, or feminine as the sense requires.
14. Venue. Any and all suits for any and every breach of this Agreement may be instituted and maintained in any court of competent jurisdiction in the County of Grand Traverse, State of Michigan.
15. Entire Agreement. This Agreement, together with all items incorporated herein by reference, constitutes the entire agreement of Connect and the Township and there are no valid promises, conditions, or understandings, which are not contained herein.
16. Authority to Execute. Connect and the Township agree that the signatories appearing below have the authority and are duly authorized to execute this Agreement on behalf of the party to the Agreement.

IN WITNESS WHEREOF, the Township and Connect hereto have executed this Agreement on the date and year first above written.

CHARTER TOWNSHIP OF GARFIELD

Chuck Korn, Supervisor

Lanie McManus, Clerk

TRAVERSE CONNECT

Warren Call
President & CEO