

**CHARTER TOWNSHIP OF GARFIELD  
TOWNSHIP BOARD MEETING**

Tuesday, February 22, 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 – February 8, 2022, Regular Board Meeting  
(Recommend Approval)

b. Bills -

(i) General Fund \$22,257.61  
(Recommend Approval)

(ii) Gourdie-Fraser  
Developer's Escrow Fund – Storm Water Reviews, Utility Plan Review,  
Oversight & Closeout \$23,805.50  
General Utilities 18,585.00  
Total \$42,390.50  
(Recommend Approval)

- c. MTT Update (Receive and File)
- d. Consideration of proposed new road name of Greenstone Lane (Recommend Approval)
- e. PD 2022-10 – Parks and Recreation Commission 2021 Annual Report (Receive and File)
- f. PD 2022-18 – BATA/TCHC Transit-Oriented Mixed-Use PUD Final Review – Set Public Hearing for Township Board Meeting on March 22, 2022 (Recommend Approval)
- g. Consideration of Close-out and Turnover documents for Chick-fil-A Water Main Extension (Recommend Approval)

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

5. **Correspondence**

- a. Grand Traverse Conservation District – January 2022 Report

6. **Reports**

- a. Construction Report
- b. GT Metro Fire Report
- c. MMR Report
- d. County Commissioner's Report
- e. Supervisor's Report

7. **Unfinished Business**

8. **New Business**

- a. Consideration of approving Resolution 2022-02-T, a resolution adopting updates to the Township Fee Schedule

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  
February 8, 2022**

Supervisor Chuck Korn called the Town Board Meeting to order at the Garfield Township Hall on February 8, 2022 at 6:01p.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 (6:02)**

None

**2. Review and Approval of the Agenda - Conflict of Interest (6:02)**

*Agostinelli moved and Duell seconded to approve the agenda as presented.*

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

*Nays: None*

**3. Consent Calendar (6:03)**

**a. Minutes**

January 11, 2022 Regular Board Meeting  
(Recommend Approval)

**b. Bills**

General Fund \$131,658.96  
(Recommend Approval)

**c. PD 2022-11 – Township Strategic Plan 2021 Year End Report  
(Receive and File)**

**d. PD 2022-7 Planning Commission Annual Report for 2021 (Receive  
and File)**

**e. Consideration of proposed new street names located in the  
Westwind – South 22 project (Recommend Approval)**

*Board members removed Consent item b – Bills to item 4.*

*Agostinelli moved and Barsheff seconded to adopt the Consent Calendar as amended.*

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

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

**a. Bills**

**General Fund - \$131,658.96**

Board members asked questions about a bill.

*Schmuckal moved and Barsheff seconded to approve the bills in the amount of \$131,658.96 as presented.*

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

**5. Correspondence (6:07)**

**a. Grand Traverse Conservation District – December 2021 Report**

**b. PD 2022-16 – February 23 Joint Meeting of Township Board and Planning Commission**

**6. Reports**

**a. County Commissioner's Report (6:07)**

County Commissioner Brad Jewett stated that the commissioners approved the purchase of a BearCat vehicle – a bullet proof truck; and also approved the purchase of six new vehicles for the Sheriff's Department. County staff has created a committee to discuss ARPA funds and how to spend it. They will be engaging the public in the discussion as well.

**b. Sheriff's Report (6:09)**

Lt. Chris Oosse reported on statistics for Grand Traverse County in January. He submitted his letter of retirement for April 2022 and a new person will be trained to take over his position.

**c. Planning Department Report for February 2022 PD 2022-12 (6:12)**

Sych reported that the BATA project will be on the agenda tomorrow evening and he reviewed other activities that the Planning Department is undertaking such as the Commons Area design and the trail inventory being done in conjunction with MSU Urban Planning students. He also reported on Joint Planning Commission activities.

**d. Parks and Rec Report (6:21)**

Sean Kehoe gave highlights of his written report which included stopping a snowmobile in Silver Lake Park. He added that trail maintenance is the

main focus at this time and any downed trees are being removed. A link now works to connect park users directly with the township for any comments or concerns about the parks. He stated that fees were set for the River East Pavilion by the Parks and Rec Committee and will come to the board for approval.

**e. Treasurer's Report (6:28)**

Treasurer Macomber said that half of the ARPA money was received in October and some CD's will be moved when they come due.

**f. Clerk's Report (6:30)**

Clerk McManus stated that her report was submitted in writing and she has been working with Mike Steffes from the County GIS on roads and streets in the voter precincts to be submitted to the state for voter files.

**g. Supervisor's Report (6:31)**

Supervisor Korn reported that bids were being received for a new phone system for the township hall. The water franchise agreement is in the works with Long Lake Township and the use of ARPA funds has been relaxed a bit to be used for other relevant items.

**7. Unfinished Business**

None

**8. New Business**

**a. Consideration of signing an agreement with Grand Traverse County for an online permitting system (6:37)**

Deputy County Administrator Chris Forsyth stated that EnerGov will be used for permitting at the county going forward after a trial period with East Bay Township. He stated that by sharing information with other municipalities, permitting can go smoothly. The County will front the cost of the implementation for the township and the townships will only be responsible for any ongoing licensing and maintenance fees. Board members discussed the proposal and shared concerns with EnerGov and BS&A software working together. Board members discussed the proposal.

*Duell moved to partner with Grand Traverse County for a period of one year to explore the permitting process through EnerGov software. Barsheff seconded.*

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

*Nays: None*

**b. Consideration of a request from Tim Hinkley for a contribution of \$3,500 to the Traverse City Boom Club (7:13)**

*Schmuckal moved and Barsheff seconded to approve a \$3,500 contribution to the Traverse City Boom Club for fireworks in 2022.*

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

*Nays: None*

**9. Public Comment: (7:14)**

None

**10. Other Business (7:14)**

Duell took note of many light poles that were out throughout the township.

**11. Adjournment**

*Korn adjourned the meeting at 7:16pm.*

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

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

Check Date	Bank	Check #	Payee	Description	GL #	Amount
02/09/2022	GEN	40271	CHERRYLAND ELECTRIC COOP.	4257600	101-000-084.861	310.76
		40271		4257600	101-265-920.603	980.90
		40271		4257600	101-448-920.005	808.62
						2,100.28
02/09/2022	GEN	40272	CHERRYLAND ELECTRIC COOP.	4257600	308-000-935.000	209.23
02/09/2022	GEN	40273	CITY OF TRAVERSE CITY	170975-94720	101-000-084.861	666.78
		40273		170975-118686	101-448-920.005	28.34
						695.12
02/09/2022	GEN	40274	CONSUMERS ENERGY	103033456148	101-448-920.005	1,623.89
02/09/2022	GEN	40275	CONSUMERS ENERGY	100000311801	101-000-084.861	2,299.82
		40275		100000311801	101-448-920.005	2,143.26
						4,443.08
02/09/2022	GEN	40276	GARFIELD CHARTER TOWNSHIP	HSA	101-000-237.000	523.87
02/09/2022	GEN	40277	GFL ENVIRONMENTAL	002096164	308-000-935.000	435.01
02/09/2022	GEN	40278	GFL ENVIRONMENTAL	002114259	101-265-935.604	104.94
02/09/2022	GEN	40279	GILL-ROY'S HARDWARE	LAG BOLTS	308-000-935.000	37.99
02/09/2022	GEN	40280	GRAND TRAVERSE CONSERVATION DI	MOWING & TRAIL MAINTENANCE / BRUSH REPLACEMENT	308-000-935.000	1,067.76
02/09/2022	GEN	40281	GRAND TRAVERSE COUNTY DPW	5105021	101-265-920.602	143.35
02/09/2022	GEN	40282	GRAND TRAVERSE COUNTY DPW	5590511	308-000-935.000	11.50
02/09/2022	GEN	40283	GRID4 COMMUNICATIONS, INC.	PHONES	101-265-850.000	499.12
02/09/2022	GEN	40284	INTEGRITY BUSINESS SOLUTIONS	LABELS, PAPER, KLEENEX, PAPER TOWEL	101-101-726.000	166.58
02/09/2022	GEN	40285	LANDGREEN LAWN CARE	JANUARY PARK PLOWING	308-000-935.000	3,595.00
02/09/2022	GEN	40286	OLSON, BZDOK, & HOWARD	ETC	101-400-801.000	99.00
02/09/2022	GEN	40287	RELX INC. DBA LEXISNEXIS	1.2022 LEGAL SVCS	101-101-801.002	63.65
02/09/2022	GEN	40288	STAPLES	MARKERS, BATTERIES, PAPER, LABELS, FOLDERS,	101-101-726.000	335.49
		40288		MARKERS, BATTERIES, PAPER, LABELS, FOLDERS,	101-215-726.000	18.80
						354.29
02/09/2022	GEN	40289	SVEC CONSTRUCTION	JANUARY SNOW PLOWING	101-265-935.601	1,740.00
02/09/2022	GEN	40290	UNITED WAY	UNITED WAY	101-000-238.000	90.00
02/09/2022	GEN	40291	VOYA INSTITUTIONAL TRUST COMPANY	DEFERRED COMP VF3202	101-000-227.000	1,150.00

3.b.(i)

Check Date	Bank	Check #	Payee	Description	GL #	Amount
02/16/2022	GEN	40292	AFLAC	AFLAC	101-000-227.001	436.82
02/16/2022	GEN	40293	GRANITE TELECOMMUNICATIONS	04652347 POTTS LINES	101-265-850.000	454.46
02/16/2022	GEN	40294	PRINCIPAL LIFE INSURANCE COMPANY	DENTAL / LIFE	101-851-873.030	1,554.49
		40294		DENTAL / LIFE	101-851-873.040	340.68
						<u>1,895.17</u>
02/16/2022	GEN	40295	SHERLOQ FINANCIAL	MEMBERSHIP	101-101-965.101	180.00
02/16/2022	GEN	40296	SPECTRUM BUSINESS	INTERNET	101-258-935.016	137.50
			TOTAL - ALL FUNDS	TOTAL OF 26 CHECKS		<u>22,257.61</u>
--- GL TOTALS ---						
101-000-084.861			DUE FROM #861 STREET LIGHTS			3,277.36
101-000-227.000			DEFERRED COMP			1,150.00
101-000-227.001			AFLAC			436.82
101-000-237.000			HSA (FORMERLY FLEX)			523.87
101-000-238.000			UNITED WAY			90.00
101-101-726.000			SUPPLIES			502.07
101-101-801.002			LEGAL SERVICES - TOWNBOARD			63.65
101-101-965.101			DUES & PUBLICATIONS -TOWNBOAR			180.00
101-215-726.000			SUPPLIES			18.80
101-258-935.016			COMPUTER NETWORK			137.50
101-265-850.000			TELEPHONE			953.58
101-265-920.602			WATER / SEWER			143.35
101-265-920.603			LIGHTS BUILDING			980.90
101-265-935.601			SNOW PLOWING			1,740.00
101-265-935.604			RUBBISH REMOVAL			104.94
101-400-801.000			LEGAL SERVICES			99.00
101-448-920.005			STREET LIGHTS TOWNSHIP			4,604.11
101-851-873.030			INSURANCE - EMPLOYEE HEALTH			1,554.49
101-851-873.040			INSURANCE - EMPLOYEE LIFE			340.68
308-000-935.000			MAINTENANCE - MISC, EQUIP			5,356.49
			TOTAL			<u>22,257.61</u>



Engineering  
Surveying  
Testing &  
Operations

123 West Front Street  
Traverse City, Michigan 49684  
231 946 5874 (D)  
231 946 3703 (V)

February 16, 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.

##### **Bata - TCHC, Storm Water Review**

Project#	21332	Invoice No.	2133201	2,352.50
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Total A	<u>2,352.50</u>
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##### B. Utility Plan Review, Oversight & Closeout

1. Engineering consulting services for plan review, construction services and Project Turnover

##### **Village at Lafranier Woods SUP, Phase I**

Project#	20068	Invoice No.	2006806	9,165.00
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2. Engineering consulting services for plan review, construction services and Project Turnover

##### **Oakleaf Village, Phase I Water/Sewer**

Project#	20321	Invoice No.	2032104	6,666.00
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3. 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.	2117108	3,627.00
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4. Engineering plan review and overall capacity evaluation, construction services, project turnover

##### **Bata HQ Transit, Orientated Development PUD**

Project#	21334	Invoice No.	2133403	1,995.00
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Total B	<u>21,453.00</u>
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Total Developer's Escrow Fund	<u>23,805.50</u>
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#### II. General Utilities

1. Engineering design, permitting, bidding, construction services for water main extension

##### **Garfield to Long lake Township Consolidation, Water Main Extension**

Project#	21391	Invoice No.	2139102	17,160.00
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2. Engineering consulting services for review of ability to extend water service

##### **Oleson's Development Parcel**

Project#	22029C	Invoice No.	22029301	600.00
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3. Engineering and survey services for design, construction documents, administration for roof improvements

##### **Township Carpet / Tile Replacement RFP**

Project#	22029C	Invoice No.	22029302	825.00
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Total Utility Receiving Fund	<u>18,585.00</u>
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GRAND TOTAL	<u><u>\$42,390.50</u></u>
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**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

February 16, 2022  
Project No: 21332  
Invoice No: 2133201

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 two (2) reviews, communication with applicant / engineer and correspondence letter of final acceptance.

**Professional Services from October 17, 2021 to February 12, 2022**

**Professional Personnel**

	Hours	Rate	Amount	
Director of Engineering	2.00	145.00	290.00	
Project Engineer II	18.75	110.00	2,062.50	
Totals	20.75		2,352.50	
<b>Total Labor</b>				<b>2,352.50</b>
		<b>Total this Invoice</b>		<b>\$2,352.50</b>

**Billings to Date**

	Current	Prior	Total
Labor	2,352.50	0.00	2,352.50
<b>Totals</b>	<b>2,352.50</b>	<b>0.00</b>	<b>2,352.50</b>

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**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

February 16, 2022  
Project No: 20068  
Invoice No: 2006806

Re: Village at Lafranier Woods SUP, Phase I

Services Performed: Provide plan review, construction oversight and project close out for water main and sanitary sewer extension to service a residential housing complex located along Lafranier Road north of the intersection of Hammond Road at the intersection of Lone Tree and Zimmerman Road. Phase I includes six (6) outbuildings and one (1) main building providing 20 cottage units and 115 congregate units.

1. Engineering Review - Plan review and overall capacity evaluation to determine impact to existing water and sewer system and ability to services. Scope also include Act 399 and Part 41 permit assistance for the water main and sewer main extension.
2. Full time construction observation, water main and sanitary sewer including services, testing and walk through with DPW. Estimated services for approximately 30 days of construction, 260 hours to conduct 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 of drawing, easements and close out. Turnover documentation to township, updates to GIS and overall utility maps.

**Professional Services from January 2, 2022 to February 12, 2022**  
**Fee**

Billing Phase	Fee	Percent Complete	Earned	Previous Fee Billing	Current Fee Billing
Engineer Review	4,000.00	100.00	4,000.00	4,000.00	0.00
Construction Observation	19,500.00	81.00	15,795.00	6,630.00	9,165.00
Proj. Turnover, Close Out	1,750.00	0.00	0.00	0.00	0.00
Total Fee	25,250.00		19,795.00	10,630.00	9,165.00
Total Fee					9,165.00
Total this Invoice					\$9,165.00

**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

February 16, 2022  
Project No: 20321  
Invoice No: 2032104

Re: Oakleaf Village, Phase I Water/ Sewer Extension

Services Performed:

A-1 Engineering Review - Plan review and overall capacity evaluation to determine impact to existing water and sewer system and the ability to service. Act 399 Permit assistance for water main extension and Part 41 Permit assistance for sanitary sewer main.

A-2 Construction Observation - Full time water main and sanitary sewer observation, site visits, witness testing and DPW walk through. Developer is responsible to provide record drawings and provide documentation to GFA for review..

A-3 Project Turnover - Review drawing and easements, close out and turnover documentation to township updates to GIS and overall utility maps.

B. Storm water review.

C. Private road review.

\*Additional Services:

1. Construction observation \$9,600 as detailed in Escrow letter dated February 16, 2022

Project Location: N. Long Lake Road, Traverse City

**Professional Services from January 2, 2022 to February 12, 2022**  
**Fee**

Billing Phase	Fee	Percent Complete	Earned	Previous Fee Billing	Current Fee Billing
A. UTILITY REVIEW	0.00	0.00	0.00	0.00	0.00
1. Engineer Review	4,500.00	100.00	4,500.00	4,500.00	0.00
2. Construction Observation	28,500.00	100.00	28,500.00	23,370.00	5,130.00
3. Proj. Turnover, Close Out	2,500.00	0.00	0.00	0.00	0.00
*1. Add'l Const. Observation	9,600.00	16.00	1,536.00	0.00	1,536.00
	0.00	0.00	0.00	0.00	0.00
B. Storm Water Review	1,800.00	100.00	1,800.00	1,800.00	0.00

Project	20321	GARFIELD/PLN REV,CO OB,CO/OAKLEAF VIL/GT				Invoice	2032104
C. Private Road Review		500.00	100.00	500.00	500.00	0.00	
Total Fee		47,400.00		36,836.00	30,170.00	6,666.00	
			<b>Total Fee</b>				<b>6,666.00</b>
					<b>Total this Invoice</b>		<b>\$6,666.00</b>

**Invoice**

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

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

February 16, 2022  
Project No: 21171  
Invoice No: 2117108

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, watermain. \$9,300. As detailed in Escrow letter date January 4, 2022.

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

**Professional Services from January 2, 2022 to February 12, 2022****Fee**

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	0.00	0.00	0.00	0.00
Storm Water Review/MDOT ROW	1,635.00	100.00	1,635.00	1,635.00	0.00
Add'l Construction Observation/Watermain	9,300.00	100.00	9,300.00	5,673.00	3,627.00
Total Fee	22,435.00		21,935.00	18,308.00	3,627.00
Total Fee					3,627.00
Total this Invoice					\$3,627.00

**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

February 16, 2022  
Project No: 21334  
Invoice No: 2133403

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 January 2, 2022 to February 12, 2022**

**Fee**

Billing Phase	Fee	Percent Complete	Earned	Previous Fee Billing	Current Fee Billing
Engineer Review	9,500.00	96.00	9,120.00	7,125.00	1,995.00
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		9,120.00	7,125.00	1,995.00
<b>Total Fee</b>					<b>1,995.00</b>
<b>Total this Invoice</b>					<b>\$1,995.00</b>

**Invoice**

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

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

February 16, 2022  
Project No: 21391  
Invoice No: 2139102

Re: Garfield to Long Lake Township Consolidation, Water Main Extension

Services Performed: Professional engineering services for preliminary design, permitting, final design, bidding, construction administration, construction observation, project close out and turn over for the water main extension intended to consolidate Garfield and Long lake Townships to facilitate the connection of Black Bear Farms development and future as detailed in Proposal No. 19-220 dated January 12, 2021.

Project Location: Along Cedar Run Road from Gray Road to new water storage tank.

**Professional Services from January 2, 2022 to February 12, 2022**

**Fee**

Billing Phase	Fee	Percent Complete	Earned	Previous Fee Billing	Current Fee Billing
Preliminary Design	33,000.00	75.00	24,750.00	7,590.00	17,160.00
Final Design	37,800.00	0.00	0.00	0.00	0.00
Bidding Services	5,000.00	0.00	0.00	0.00	0.00
Construction Admin.	38,500.00	0.00	0.00	0.00	0.00
Construction Observation	75,000.00	0.00	0.00	0.00	0.00
Project Closeout & Turnover	5,000.00	0.00	0.00	0.00	0.00
Total Fee	194,300.00		24,750.00	7,590.00	17,160.00
Total Fee					17,160.00
Total this Invoice					\$17,160.00

**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

February 16, 2022  
Project No: 22029C  
Invoice No: 22029301

Re: Oleson's Parcel, Water Service Extension

Services Performed: Engineering services for follow up discussion with Brad Oleson and potential developer (Uhaul) and availability of water service and options to service parcels along US-37. Cost estimate updates, meeting with Blair Township staff and developers.

**Professional Services from January 2, 2022 to February 12, 2022**

**Professional Personnel**

	Hours	Rate	Amount	
Director of Engineering	4.00	150.00	600.00	
Totals	4.00		600.00	
<b>Total Labor</b>				<b>600.00</b>
		<b>Total this Invoice</b>		<b>\$600.00</b>

**Invoice**

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

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

February 16, 2022  
Project No: 22029C  
Invoice No: 22029302

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.

**Professional Services from December 16, 2021 to February 12, 2022**

**Professional Personnel**

	Hours	Rate	Amount	
Director of Engineering	4.00	150.00	600.00	
Design Engineer I	2.50	90.00	225.00	
Totals	6.50		825.00	
<b>Total Labor</b>				<b>825.00</b>
		<b>Total this Invoice</b>		<b>\$825.00</b>

**MTT Update**  
Prepared for Garfield Twp Board

Docket #	Parcel No(s)	Owner	Property Address	Year(s) in Contention	Assessor's Values		Petitioner's Values		Value Differences		Status Notes	ACTUAL	
					Assessed	Taxable	Assessed	Taxable	Assessed	Taxable		Twp Millage Loss	Metro Millage Loss
1	21-001535	American Multi-Cinema Inc SETTLED	3825 Marketplace Cir	2021	\$ 3,771,300	\$ 3,771,300	\$ 1,990,711	\$ 1,990,711	\$ (1,780,589)	\$ (1,780,589)	1/18/22 Judgment rec'd.	\$ (3,242.60)	\$ (3,972.19)
2	21-000984	Hobby Lobby Stores, Inc SETTLED	3675 Marketplace Cir	2021	\$ 2,545,200	\$ 2,044,130	\$ 1,500,000	\$ 1,500,000	\$ (1,045,200)	\$ (544,130)	1/20/22 Received order of DISMISSAL.	\$ -	\$ -
3	21-001265	Agree Limited Partnership SETTLED	3450 W South Airport Rd BURLINGTON	2021	\$ 1,833,300	\$ 1,833,300	\$ 1,000,000	\$ 1,000,000	\$ (833,300)	\$ (833,300)	1/25/22 Judgment received.	\$ (551.60)	\$ (675.71)
4													
5													
6													
7													
TOTALS:					\$ 4,376,500	\$ 3,877,430	\$ 4,057,500	\$ 4,057,500	\$ (2,154,300)	\$ (3,158,019)			
SETTLED VALUES:													
2021					\$ (6,316.04)	\$ (7,737.15)	\$ (1,897,100)	\$ (1,897,100)	\$ (6,316.04)	\$ (7,737.15)	2021 Potential Tax Loss		
ACTUAL TAX LOSS													
2021													
GRAND TOTAL												\$ (3,794.20)	\$ (4,647.90)

NOTE: For the 2nd year in a row, all of the MTT cases have been settled PRIOR to finalizing the new assessment roll.  
Until 2021, this had NEVER happened in my career as an assessor. With some luck, hopefully this will be continued into the future.

Applicant Name: Megan Smith

Section: 6 T 27 N; R 11 W

	GREENSTONE	LN
Directional	Street Name	Street Type

Directional	Street Name	Street Type
-------------	-------------	-------------

☒ Approved by Grand Traverse Equalization on 2/9/2022  
☐ Denied

Digitally signed by Josh Green  
DN: cn=Josh Green, o=Grand Traverse County,  
ou=Equalization Department,  
email=jgreen@grandtraverse.org, c=US  
Date: 2022.02.09 07:53:52 -05'00'

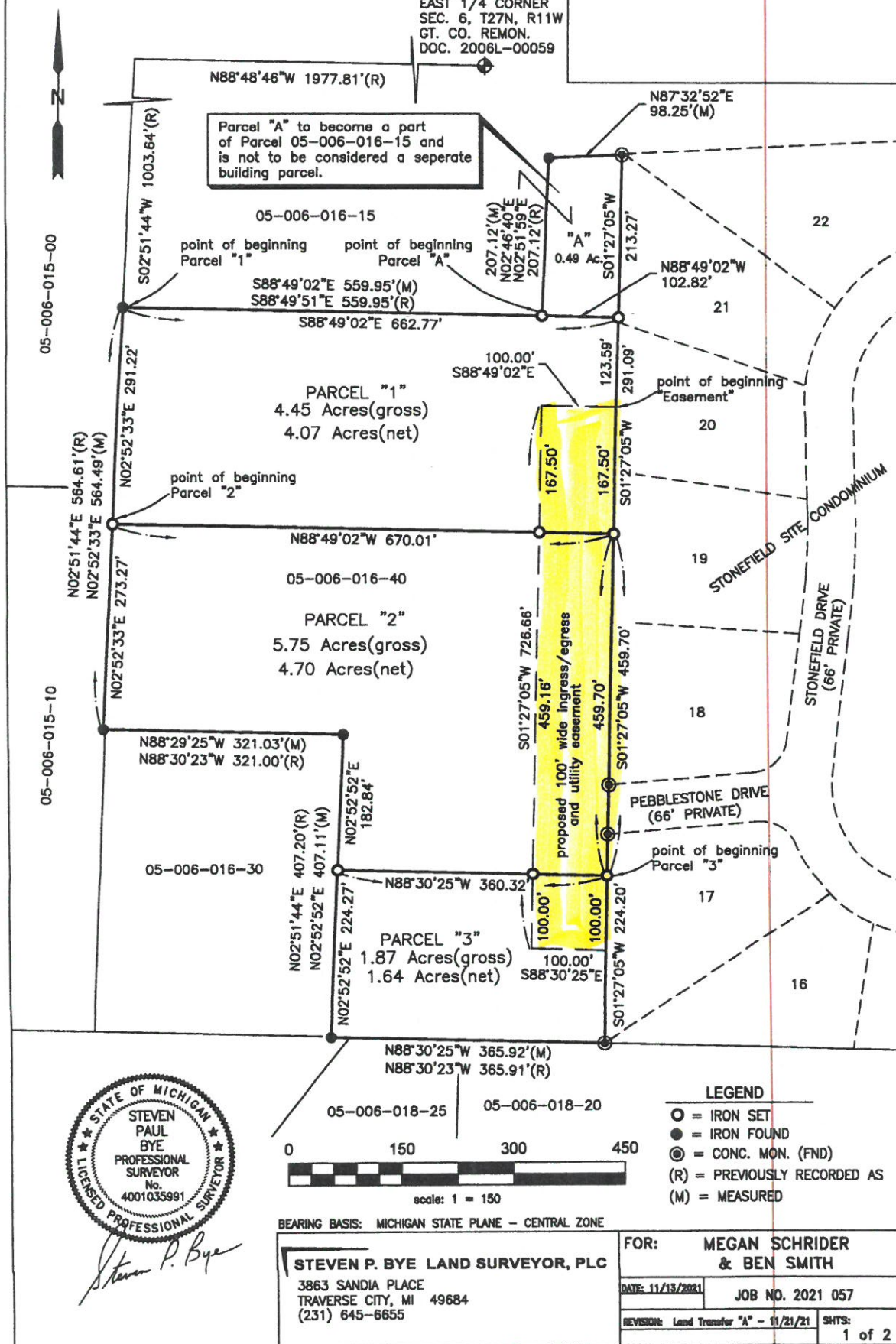
**This form does NOT constitute final acceptance of the proposed road name. The local governing unit must ultimately approve a proposed name in accordance with the Grand Traverse County Street and Road Naming Ordinance as amended. Following local unit approval, Grand Traverse Equalization will require notice and or minutes to prompt the naming of the road.**

Please check your email filters, security settings, or the compatibility of your PDF reader application.

# CERTIFICATE OF SURVEY

PART OF THE SOUTHWEST 1/4,  
SECTION 06, TOWN 27 NORTH, RANGE 11 WEST,  
GARFIELD TWP., GRAND TRAVERSE CO., MI

EAST 1/4 CORNER  
SEC. 6, T27N, R11W  
GT. CO. REMON.  
DOC. 2006L-00059



## Amy DeHaan

---

**From:** Ben Meg <benandmeg531@gmail.com>  
**Sent:** Tuesday, February 8, 2022 4:33 PM  
**To:** jgreen@gtcountymi.gov  
**Cc:** Amy DeHaan  
**Subject:** Road Name Request

Hello James,

Like we spoke about this afternoon, we understand that Hughes Lane is not available as it is too close to an existing road name. We would like to request Greenstone Lane, which still has a connection for us to my grandfather as we mentioned in our original application, as well as, aligning it to the already existing road names within the Stonefield subdivision.

Thank you for your consideration and assistance,

Megan Smith

## Amy DeHaan

---

**From:** Amy DeHaan  
**Sent:** Monday, February 7, 2022 11:36 AM  
**To:** benandmeg531@gmail.com  
**Subject:** Road Name request

Megan,

I am back from my vacation, and found your request with the Land Division application. That needs to go through the County first (<https://www.gtcountymi.gov/445/Addressing-Application>), you can call Josh at 231-922-4775. I ran it by them this morning but unfortunately there is already a street named Hughes Drive in Garfield Twp – which is the same core name as your request, so it would not be approved. I'm sorry about that – it is a lovely sentiment. The County requires that new road names not duplicate existing ones, and for 9-1-1 purposes, cannot "sound" like existing road names when spoken.

Once the County gives their approval, the request goes to the Township Board for final approval. You can send their approval to me and I will get it to the Township Board at their next meeting.

If I can help at all, please let me know.

**Amy L DeHaan, MMAO(4)**

Assessor

**Garfield Charter Township**

Grand Traverse County

3848 Veterans Drive

Traverse City, MI 49684

☎ (231) 941-1620

*"You cannot do all the good  
the world needs,  
but the world needs  
all the good you can do."*

- Alicia Flynn, 7<sup>th</sup> grade teacher, Swan Valley

February 3, 2022

Garfield Township  
3848 Veterans Dr  
Traverse City, MI 49684


To whom it may concern,

I consider myself incredibly fortunate to have the opportunity to write this letter as a request for our private road to be named in honor of my grandfather. He has been both inspiration and benefactor for many grand adventures in my life. James Hughes died last year leaving behind a family that loved him dearly. It would be very meaningful to be able to tell my grandmother that our families dream home will be built on Hughes Lane.

I understand that the townships decision regarding naming private roads is multifactorial but appreciate you taking to time to consider our request.

Thank you so much for your consideration,

Megan Smith

 <b>Charter Township of Garfield</b> <b>Planning Department Report No. 2022-10</b>		
Prepared:	February 1, 2022	Pages: 6
Meeting:	February 7, 2022 Parks and Recreation Commission	Attachments: <input type="checkbox"/>
Subject:	Parks and Recreation Commission 2021 Annual Report	

**PURPOSE OF THIS REPORT:**

The Garfield Township Parks and Recreation Commission is required to submit an annual written report to the Township Board concerning its operations and the status of parks and recreation activities.

**PARKLANDS OVERVIEW:****SILVER LAKE RECREATION AREA (SLRA):**

*Dog Park:* The dog park continues to be an extremely popular amenity, drawing dog owners from around the region. The Facebook group “East Silver Lake Dog Park” includes almost 1,000 members as of this writing, up from around 800 members at last year’s report. The group allows people to coordinate visits, helps with organizing meetups, and enables sharing news about the dog park.

*Pavilion and Multi-Purpose Athletic Field Reservations:*

The pavilions at SLRA are a popular Township amenity. The total number of reservations in the past four years are shown in the table to the right. There were 151 total reservations in 2021, totaling \$6,430 in reservation fees. The baseball field continues to be used for tee-ball in the summer months.

Year	No. of Reservations
2021	151
2020	113
2019	75
2018	101

*Well House:* Commissioners had previously identified a project to construct a well house surrounding the existing well. The well house was built in late 2020, but there were some issues in acquiring the gate for the well house. Staff anticipates acquiring the gate in 2022 to complete this project.

*Long-Term Rental Agreement:* The Parks and Recreation Commission also reviewed the proposed Long-Term Rental Agreement for the multi-purpose field and baseball diamond, which have seen an increase in demand for extended rentals from local clubs and associations. The policy covers the terms of renting the multi-purpose field and baseball diamond for events, including obligations for renters regarding parking, trash, liability, insurance, and more. Commissioners recommended the Agreement form to the Township Board, which approved it at their April 13, 2021 meeting.

**KIDS CREEK PARK:**

The Parks and Recreation Commission initially identified a priority project for installing a solar aeration system at Oleson Pond. In early 2021, Commissioners had a broader discussion about the pond including questions about how often the pond is used, whether the pond should be left in its current state or returned to nature, and whether aeration would help the overall health of the pond or if dredging would be needed.

After discussion and Staff research, it was found that aeration would not have much benefit for the pond, and that dredging should be explored. Research into dredging costs found varied estimates based on if the spoils were transported offsite or repurposed onsite and if grant funds were available. The solar aeration system project was put on hold, and the Commissioners identified a 2022 priority project for dredging and fish restocking of Oleson Pond. Staff will seek out grant funds to help cover the cost of this project.

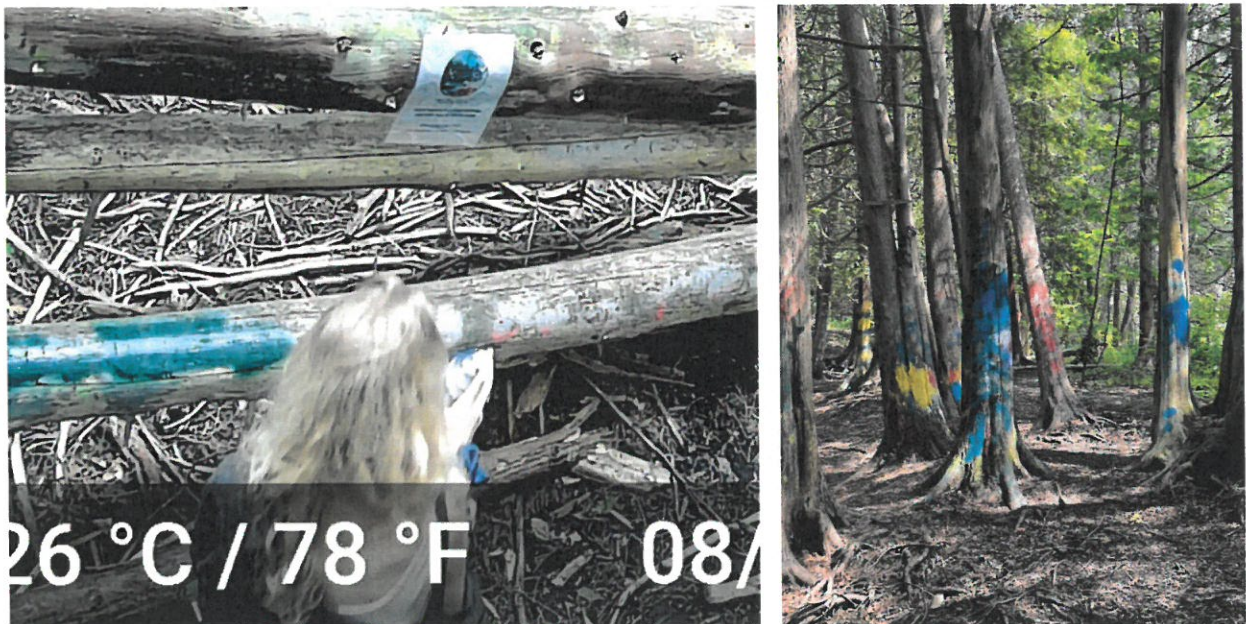
## GRAND TRAVERSE COMMONS NATURAL AREA:

**Removal of Deed Restriction:** Part of the Commons Natural Area, the “Commons 100” had been subject to a deed restriction limiting activities to hiking and cross-country skiing only and prohibiting bicycling. Public Act 159 of 2020 was signed into law by Governor Whitmer on September 17, 2020 to authorize the transfer of the deed to the “Commons 100” property and to facilitate removal of this deed restriction. Execution of the deed transfer and removal of the deed restriction was still required to be completed as a State administrative function; this process was finalized in September 2021.

**Design Plan:** Once the deed restriction was removed, the Township was able to focus on preparations for the Design Plan process. Staff and Commissioners worked on an Existing Conditions Report describing the current state of the Commons Natural Area. The Existing Conditions Report outlines the topography, natural features, trails, and access points, and describes some current challenges including the rogue trail construction, graffiti, and encampments (see pictures below).



*Left: rogue trail; Right: sign stating, “Stay on Designated Trails”*



*Cameras and signs were installed (left) to help cut down on graffiti spreading from beyond the Hippy Tree to other parts of the Commons Natural Area (right)*

On October 4, 2021, the Township issued the Request for Proposals (RFP) for park planning and design services to find a consultant to help with technical expertise for this design plan. Four bids were received, and a subcommittee of Staff and Commissioners interviewed all four firms and made a recommendation to the Township Board. In December 2021, the Township Board selected the recommended consultant of Environmental Consulting & Technology, Inc. (ECT). The design plan is identified as a priority project for 2022 and is slated to begin in early 2022.

#### **BOARDMAN VALLEY NATURE PRESERVE (BVNP):**

In 2020, Parks and Recreation Commissioners recommended the former tennis courts be replaced with an additional parking lot that would use the old tennis court foundation as a base. The tennis court area was cleared in 2020 with parking lot construction completed in 2021.

A new boardwalk along the Peace Trail was constructed in 2021 at the end of the crushed gravel trail and heading south. This boardwalk carries the trail over a low-lying area, frequently muddy area and helps to protect the surrounding land and soil by keeping people on the trail.



*New boardwalk along the Peace Trail in Boardman Valley Nature Preserve*

#### **RIVER EAST RECREATION AREA:**

Development of River East Recreation Area began in 2021 including a new gravel parking area and sign, and construction was started on a new pavilion. Commissioners identified further improvements to this park, including dog parks, fencing, and other general site improvements, as a 2022 high priority project. Development of this park has been identified as a key near-term priority. Construction on the pavilion is anticipated to be completed in early 2022, after which the pavilion will be made available for rental. Fees for the pavilion rental are anticipated to be established in early 2022.



*Park development at River East Recreation Area included a pavilion (left) and trash enclosure (right)*

The Township Engineer has refined previous conceptual designs for the site and developed a preliminary Opinion of Probable Construction Cost (OPCC), which divides the park development projects into three phases. Further discussion and public engagement in 2022 will determine the direction and scope of any future improvements at this park.

#### **MILLER CREEK NATURE RESERVE:**

Although no major improvement projects occurred in 2022, the park and hiking trail system continues to be well-used, especially by nearby residents. In fall 2021, the Planning Commission approved a Special Use Permit for an apartment complex behind the Baymont Inn on US 31 on a site along the western edge of the park. One condition of the approval is to provide for a pedestrian connection from the apartments to the park. Staff will keep aware of the best opportunity to make this connection happen and determine what the Township may need to do to extend trails on its property.

#### **BOARDMAN RIVER CLEAN SWEEP:**

Staff has dealt with the issue of cleaning up after encampments throughout 2021. The encampments have been seen in many Township parks although the highest concentration has been behind the Goodwill Inn along the Boardman River. The situation has been challenging for everyone involved, given the need to acknowledge the difficulties faced by people experiencing homelessness, the need for community service agencies to provide services to people facing that situation, and the need for the Township to maintain the cleanliness of the Township parks and safety for park users.

The Boardman River Clean Sweep organization brings together volunteers to clean up trash from the river and surrounding parks. This organization has been led by Norm Fred and his countless volunteer groups. As of May 2021, total trash removed was over 80,000 pounds. The organization partnered with Garfield Township several times in 2021 to clean up trash along the river and in River East Recreation Area. The Township recognized Norm Fred by voting to name a trail in River East Recreation Area after him and by nominating him for the Frank Purvis Stewardship Award which he received in November 2021 during the annual banquet for the Grand Traverse County Chapter of the Michigan Townships Association.



*Before and after trash cleanup event with Boardman River Clean Sweep volunteers*

**PARKS AND RECREATION COMMISSION MEETINGS:**

The Parks and Recreation Commission met six times in 2021 on the dates listed below. The Commission has adopted a bi-monthly meeting schedule since 2020 to ensure meeting at least six times per year. This schedule will continue in 2022.

- February 1, 2021
- April 5, 2021
- June 7, 2021
- August 2, 2021
- October 4, 2021
- December 6, 2021

**2018-2023 FIVE-YEAR PARKS AND RECREATION MASTER PLAN:**

The 2018-2023 Charter Township of Garfield Five-Year Parks and Recreation Master Plan was approved by the DNR in early 2018 making the Township eligible for various forms of grant funding through 2023. The most recent amendment to the Parks and Recreation Master Plan was adopted by the Township Board on May 14, 2019. No amendments to this Plan were completed in 2021.

**PARKLAND ORDINANCE (TOWNSHIP ORDINANCE NO. 50):**

The Parkland Ordinance (Township Ordinance No. 50) provides for operating rules and regulations for, and to apply to, all Parkland under the jurisdiction of the Charter Township of Garfield. The most recent amendment to the Parkland Ordinance was adopted on June 23, 2020. No amendments to this Ordinance were considered or adopted in 2021.

**HUNTING ON TOWNSHIP PARKLAND:**

The Township issued 27 hunting permits for 15 different people in 2021. Hunting is currently allowed at Boardman Valley Nature Preserve, Miller Creek Nature Reserve, and River East Recreation Area with a Township permit during hunting season.

Year	No. of Hunting Permits	No. of Hunters
2021	27	15
2020	18	12

**OTHER:**

*Park User Survey:* Commissioners and Staff created a park user survey allow for feedback from residents on the park system and to gain insight into how people use the parks. The survey was publicized in the summer Township newsletter, mailed out with summer tax bills, and received coverage from local media. A total of 175 responses were received. Users indicated Silver Lake Recreation Area, the Grand Traverse Commons Natural Area, and Boardman Valley Nature Preserve as the most visited parks. The most used amenities and activities were hiking trails, paved trails, playground, other sports, pavilions, and dog park. Other comments offered critiques and suggestions but in general respondents were pleased with the parks.

*Buffalo Ridge Trail – “Born Learning” Stations:* United Way of Northwest Michigan presented to Parks and Recreation Commissioners about placing signage along the Buffalo Ridge Trail near the West YMCA to promote activities for parents and children to do together which foster appreciation of the outdoors, and that United Way would propose to maintain these signs. Commissioners recommended approval to the Township Board, which then granted approval. These signs were installed by the end of 2021.

*Boardman Lake Loop Trail:* Garfield Township continues to work with the City of Traverse City, Grand Traverse County, and TART to complete the final leg of this trail. In 2021, the first remaining phase from 14<sup>th</sup> Street in Traverse City to Northwestern Michigan College (NMC) University Center in the Township was completed. Construction on the final phase from University Center to Logan's Landing and Medalie Park has already begun and is expected to be completed in 2022.


**CONCLUSION:**

Looking ahead, major projects in 2022 will be the Grand Traverse Commons Natural Area Design Plan, further development of the River East Recreation Area, and more. The Township will continue working to meet the goals and objectives from the 2018-2023 Five-Year Parks and Recreation Master Plan and to implement the projects as recommended by Commissioners in the Parks Capital Improvements Program (Parks CIP) and as approved by the Township Board of Trustees.

**ACTION REQUESTED:**

That the Parks and Recreation Commission review this report and request any changes prior to directing Staff to forward it to the Board of Trustees. If the Commissioners are satisfied with this report, then the following motion is suggested:

THAT Planning Department Report 2022-10 BE RECEIVED and FILED  
and FORWARDED to the Township Board.

 <b>Charter Township of Garfield</b> <b>Planning Department Report No. 2022-18</b>		
Prepared:	February 16, 2022	Pages: 3
Meeting:	February 22, 2022 Planning Commission	Attachments: <input type="checkbox"/>
Subject:	BATA/TCHC Transit-Oriented Mixed-Use PUD Final Review – Set Public Hearing	
Applicant:	Bay Area Transportation Authority (BATA)/Traverse City Housing Commission (TCHC)	
Owner:	LaFranier Trust Properties, Dixie Roethlisberger	
File No.	PUD 2020-02	
Parcel No.	05-023-042-01 (part) and 05-023-042-30	

**SUBJECT SITE:**

- Northeast corner of LaFranier Road and Hammond Road
  - The address for 05-023-042-01 is 2051 N. Garfield Road
  - There is no address for 05-023-042-30
- 53.2 acres in area (portion of a 77.1-acre site)
- Currently undeveloped land
- Zoning District – A-Agricultural
- Master Plan – High Density Residential

*Aerial image of the subject site (parcel lines highlighted in blue, proposed project site highlighted in red):*



### **BACKGROUND:**

On January 13, 2021, the Planning Commission received introduction of a Planned Unit Development (PUD) application from the Bay Area Transportation Authority (BATA) and the Traverse City Housing Commission (TCHC). The application was accepted by the Planning Commission and a public hearing was held on February 10, 2021. Following the public hearing, the applicant provided updated information on the project to the Planning Commission at its regular meetings in March and April. On April 14, 2021, the Planning Commission made a site visit to tour the proposed project location.

On May 12, 2021, the Planning Commission approved findings of fact for preliminary approval of the PUD and recommended preliminary approval by the Township Board subject to conditions. On May 25, 2021, the Township Board granted preliminary approval of the PUD subject to conditions.

An update to the Planning Commission was provided at its meeting on September 8, 2021. A revised submission for final PUD review was presented to the Township on January 28, 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.

### **PURPOSE OF APPLICATION:**

The joint application from BATA and TCHC proposes a PUD for a transit-oriented, mixed-use development that includes the following uses and structures:

<b>Use/Structure</b>	<b>Developer</b>
210 multi-family residential units in five 3-story buildings 100 studio units (400 sf) – 48% 70 one-bedroom units (600 sf) – 33% 40 two-bedroom units (800 sf) – 19%	TCHC
15 single-family residential lots	TCHC
<i>Total: 225 residential units</i>	
56,000-square-foot bus storage garage	BATA
16,000-square-foot bus maintenance facility	BATA
12,000-square-foot administration and dispatch building	BATA
<i>Total: 84,000 square feet</i>	
<i>Possible Future Additions: 26,875 square feet</i>	
<i>Total Possible Buildout: 110,875 square feet</i>	
Transfer station with three 300-square-foot shelters	BATA
400-square-foot bathroom facility	BATA
4,000-square-foot childcare center	Not identified
2,940-square-foot café/neighborhood commercial building	Not identified

### **PROCEDURE:**

PUD applications shall be reviewed in a two-step process in accordance with Section 426.B Preliminary Review and Decision and with Section 426.C Final Review and Decision.

On May 25, 2021, the preliminary approval of the PUD granted by the Township Board. The applicant is now returning for Final Approval of the PUD application. The Planning Commission conducted a Final Review and made a recommendation at its February 9 meeting. At this point, the Township Board shall hold a public hearing before consideration of approval.

Pursuant to the Michigan Zoning Enabling Act, a public hearing notice requires publication 15 days prior to the day of the hearing. Based on this requirement, the next available Township Board meeting would be March 22.

**ACTION REQUESTED:**

The following motion is offered for consideration:

MOTION THAT application PUD 2020-02 BE SCHEDULED for a public hearing for the Garfield Township Board of Trustees meeting to be held on March 22, 2022.

Site plan and application information will be provided in the agenda packet for the March 22 meeting.



Engineering  
Surveying  
Testing &  
Operations

3.g.

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

March 17, 2022

Charter Township of Garfield  
Attn: Chuck Korn  
2848 Veterans Drive  
Traverse City, MI 49684

RE: Chick Fila –Water Main Extension  
GFA #21171  
Close-out & Turnover

Dear Chuck:

The project for the Chick Fila Water main extension to the proposed restaurant located at 2700 US31 / M37 north of South Airport has been completed. Enclosed please find copies of the following items submitted by the contractor in compliance with the contract documents:

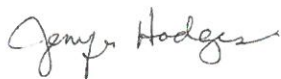
1. One-Year Maintenance Bond
2. Letter of Guarantee
3. Affidavit of Completion/Consent of Surety
4. Bill of Sale
5. Recorded Grant of Easement

The Record Drawings and reports are completed and both paper and USB copies will be delivered to the Grand Traverse County Department of Public Works.

GFA has provided construction oversight for this project and hereby verifies to the best of our knowledge, the contractor has installed the facilities according to the approved plans and specifications. Based on this information, we recommend that the Township accept the facilities.

If you have any questions regarding this matter, please do not hesitate to contact our office.

Sincerely,  
Gourdie-Fraser, Inc.



Jennifer Hodges, P.E.  
Project Manager

Enclosures

cc: John Divozzo, Grand Traverse County DPW  
Armando Gomez, Buffalo Construction



## **Grand Traverse Conservation District**

### **January 2022 Report**

**OWNER/PARKLAND: Garfield Township - Various**

#### **Administration/Maintenance**

- Continued communication with Garfield Township Park Steward, Derek Morton, in regards to project planning and park maintenance needs.
- Forwarded trail reports and concerns to Township staff as they were received.



## **Grand Traverse Conservation District**

### **January 2022 Report**

**OWNER/PARKLAND: Recreational Authority – Hickory Meadows**

#### **Administration**

- Attended the monthly Rec Authority Board meeting and provided updates.
- Corresponded with Hickory Meadows Advisory Committee (HMAC) members as necessary and provided updates in lieu of canceled January meeting.
- Communicated with contractor Wildlife and Wetlands Solutions regarding schedule of cut-stump treatment for invasive woody shrubs.
- Contacted a resident of Incochee Hills about an informal access to Hickory Meadows from the subdivision.

#### **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.
- Downloaded and analyzed trail counter data on a monthly basis.
- Reconnaissance of groomed trails to ensure safety and corresponding winter trails signage is up.
- Reposted missing trailside signage and winter trails map where necessary. Needed to repost 'Skiers - Do Not Enter - One Way' several times along hill parallel to Randolph Street.
- Cleared two overhead leaner trees along the trail parallel to Randolph Street to mitigate hazards and facilitate grooming activities.
- Cleared away a large fallen tree near Historic Barns Park trail entry into the Commons Natural Area.
- Replaced two broken fence rails next to the cathedral barn at Historic Barns Park after being damaged by snow plowing services.

#### **Grants**

- Researched funding opportunities to assist with signage development and habitat improvement projects.

Charter Township of Garfield  
Engineering Report / Construction Update  
February 17, 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 McCrae groundwater tank which services the US31/ 37 corridor by gravity and controlled by Pressure Control Valves to maintain pressures less than 80 psi. McCrae PRV has been proposed to be relocated to address this pocket of low pressure in past water studies and capital improvement plans. 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 Capital 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 anticipate soliciting for permits end of March and bidding project in April. Project is slated to start in early June with October completion (2022)

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

## **General Utilities**

### **Sewer / Water City Contracts**

GFA continues to assist the Township on the proposed Lafranier Water Tank Rehabilitation Project that the City is conducting. Project has been reviewed and approved for storm water and utility compliance with Township Ordinances (subject to conditions). The evaluation of the new tank being a benefit to the existing Townships' infrastructure has been disputed by the Township and many discussions with the City, DEQ and Township have occurred over the past couple years. Restrictions exist for the area serviced by Garfield Booster Station #7 which currently is limited to provide supply to 150 benefits. Based upon past meeting with DEQ, there is a potential for the new tank the City is constructing to benefit the Township and ability to eliminate the need / requirement to install a tank on the southeast side of the Township for Traditions and allow for excess of 150 benefits. Township and GFA are coordinating with City on specifics of operations, ability to initiate and costs. The City has completed construction of the new tank and rehab of the old tank and both are currently in operation.

### **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 dated 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 1<sup>st</sup> step of this process which includes creation of a GIS map that includes all record drawing information has been completed. GFA / DPW are now pursuing forward to inventory major and minor assets and GPS the locations of each.

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

### **Water Service Expansion**

Southwest Part of Township: Olesons Development have initiated and expressed an interest to partner to facilitate the extension of municipal watermain to service the respective developments. GFA has prepared budgetary cost estimates for various options to provide access to water service to the southwest side of the township which currently does not exist (terminates at McCrae / US-37). 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.

### **Township Carpet / Tile Replacement**

GFA has finalized the RFP on behalf of the Township and currently soliciting bids. Bid Opening date to be March 15<sup>th</sup>.

### **Capitol Improvement Projects**

GFA is working on a capitol improvement list and will be attending the February 23<sup>rd</sup> Joint Planning / Board meeting. The list will be utilized to assist with soliciting infrastructure funding that is upcoming.

## **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 started with parking lot complete and pavilion to being end of this month with early November completion. We have experienced delays with the pavilion construction and coordinating with Elmer on this.

GFA completed a supplemental concept plan and cost estimates for future phases per request of Township Staff to be utilized for future budgeting purposes.

### **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 provided comments to Planning Department requesting some minor additional information to be provided. Once received GFA will process for EGLE permits and will be provided full time construction oversight

### **Chick Fila**

Watermain has been installed and inspected by GFA / approved by DPW. Closeout was completed and Turnover / acceptance letter is included in your board packet.

### **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.

## 2021 & 2022 Storm Water & Private Road Plan Reviews

Lake Michigan Federal Credit Union	Approved (permit and maintenance plan to be submitted to Twp)
Mich St U Fed Credit Union/US 3	Approved (final plans with permit and maintenance plan to be submitted to Twp)
2487 Rice Street - Habitat for Humanity	Approved (final plans with permit and revisions to be submitted to Twp)
Safety Net - 1771 Park Dr.	Approved (final plans with permits, agreements, to be submitted to Twp)
Chick-Fil-A-3980 US-31	Application was withdrawn 7/3/20
Tru Hotel	Approved (final plans with permits, agreements, to be submitted to Twp)
Village at Lafranier Woods	Approved (final plans with permits to be submitted to Twp)
Building 57	Approved (drian commission, permit and maintenance plan to be submitted to Twp)
3044 Contractors D	Approved (final plans with permits to be submitted to Twp)
1800 S Garfield Rd - Wendy's	Approved (cond'nl support for d/s system, ermit and maintenance plan to be submitted to Twp)
5136 N Royal Dr. - Active Brace & Limb	Approved (final plans with agreements and permits to be submitted to Twp)
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 Motntessori	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 - Inovative 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 revisisons 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 12/29 letter (final plans with agreements and permits to be submitted to Twp)
Marengo 31	Approved per 11/16 letter (final plans with agreements and permits to be submitted to Twp)
Action Motor Sports	Initial review letter sent 12/29 to Applicant

## Garfield Township EMS Incidents - January 2022

Complaint	Priority 1	Priority 2	Priority 3	Total
Fall	5	21	20	46
Difficulty Breathing / SOB	21	8	3	32
Cardiac Issues (Chest Pain)	21	1	1	23
Invalid Assist/Lift Assist			19	19
Vehicle Accident	14		4	18
No Other Appropriate Choice	3	2	9	14
Altered LOC	8	2	3	13
General Weakness	1		12	13
Seizure	10	2	1	13
Unresponsive	10			10
Abdominal Pain	2		7	9
Medical Alarm		5	4	9
Psychiatric Problem/Suicide Attempt	2	1	6	9
Syncope/near-fainting	5	2	2	9
Traumatic Injury	2		7	9
Stroke/CVA	6			6
Alcohol intoxication	1		4	5
Diabetic Emergency	2	2	1	5
Hemorrhage/Laceration	3	1	1	5
Nausea/Vomiting	3		2	5
Death - Priority 5			4	4
Hypotension / hypertension	2	1	1	4
Infection	1		3	4
Patient Assist Only		1	3	4
Fever	1		2	3
Overdose - Unintentional	2	1		3
Pregnancy/Childbirth/Miscarriage	2		1	3
Assault			2	2
Back Pain (Non-Traumatic)			2	2
Cardiac Issues - No Chest Pain	2			2
CPR	2			2
Epistaxis (Nosebleed)		2		2
GI Bleed		2		2
Headache	1		1	2
Heat/Cold Exposure	1		1	2
Welfare Check		1	1	2
Lower Limb Swelling			1	1
<b>Grand Total</b>	<b>133</b>	<b>55</b>	<b>128</b>	<b>316</b>

### GTMESSA EMS Incidents - January 2022

Incident Complaint	Priority 1	Priority 2	Priority 3	Total
Fall	6	23	31	60
Difficulty Breathing / SOB	28	9	4	41
Cardiac Issues (Chest Pain)	30	1	1	32
Invalid Assist/Lift Assist			32	32
Vehicle Accident	20		4	24
General Weakness	4		19	23
Altered LOC	11	2	4	17
Seizure	13	2	2	17
No Other Appropriate Choice	3	3	9	15
Syncope/near-fainting	8	3	2	13
Unresponsive	13			13
Abdominal Pain	3	1	8	12
Nausea/Vomiting	4	2	6	12
Psychiatric Problem/Suicide Attempt	4	2	6	12
Medical Alarm		7	4	11
Traumatic Injury	3		8	11
Stroke/CVA	10			10
Death - Priority 5	2		6	8
Patient Assist Only		1	6	7
Alcohol intoxication	1		5	6
Diabetic Emergency	3	2	1	6
Hemorrhage/Laceration	3	1	1	5
Welfare Check	1	2	2	5
Hypotension / hypertension	2	1	1	4
Infection	1		3	4
Pregnancy/Childbirth/Miscarriage	3		1	4
Assault		1	2	3
CPR	3			3
Fever	1		2	3
Overdose - Unintentional	2	1		3
Allergic Reaction / Stings	1		1	2
Back Pain (Non-Traumatic)			2	2
Cardiac Issues - No Chest Pain	2			2
Epistaxis (Nosebleed)		2		2
GI Bleed		2		2
Headache	1		1	2
Heat/Cold Exposure	1		1	2
Burns/Explosion	1			1
Lower Limb Swelling			1	1
<b>Grand Total</b>	<b>188</b>	<b>68</b>	<b>176</b>	<b>432</b>

### Garfield Township NFIRS Totals - January 2022

Incident Type	Count
Medical assist, assist EMS crew	276
Dispatched and cancelled en route	18
Motor vehicle accident with injuries	8
Alarm system activation, no fire - unintentional	5
Building fire	1
Motor vehicle accident with no injuries.	4
Smoke detector activation, no fire - unintentional	4
Water Flow Alarm - unintentional	4
Sprinkler activation, no fire - frozen pipes/heads	3
Alarm system sounded due to malfunction	2
Gas leak (natural gas or LPG)	2
Low Hanging Power Line	2
Smoke detector activation due to malfunction	2
Assist invalid	1
Assist police or other governmental agency	1
Carbon monoxide incident	1
False alarm or false call, other	1
Municipal alarm system, malicious false alarm	1
No incident found on arrival at dispatch address	1
Police matter	1
Power line down	1
Public service assistance, other	1
Ring or jewelry removal	1
System malfunction, other	1
<b>Grand Total</b>	<b>342</b>

## GTMESA NFIRS Incidents - January 2022

Incident Type	Count
Medical assist, assist EMS crew	380
Dispatched and cancelled en route	22
Motor vehicle accident with injuries	11
Alarm system activation, no fire - unintentional	8
Motor vehicle accident with no injuries.	8
Smoke detector activation, no fire - unintentional	8
Gas leak (natural gas or LPG)	6
Assist invalid	5
Building fire	4
Alarm system sounded due to malfunction	4
No incident found on arrival at dispatch address	4
Public service assistance, other	4
Sprinkler activation, no fire - frozen pipes/heads	4
Water Flow Alarm - unintentional	4
Carbon monoxide incident	3
Heat detector activation due to malfunction	3
Assist police or other governmental agency	2
False alarm or false call, other	2
Low Hanging Power Line	2
Smoke detector activation due to malfunction	2
Arcing, shorted electrical equipment	1
Authorized controlled burning	1
Building Fire - Int/Ext Finish - Non-Structural	1
Building fire / Dryer/Appliance Fire	1
Carbon monoxide detector activation, no CO	1
Chimney or flue fire, confined to chimney or flue	1
Municipal alarm system, malicious false alarm	1
Off-road vehicle or heavy equipment fire	1
Passenger vehicle fire	1
Police matter	1
Power line down	1
Public service	1
Ring or jewelry removal	1
System malfunction, other	1
Water or steam leak	1
<b>Total</b>	<b>501</b>

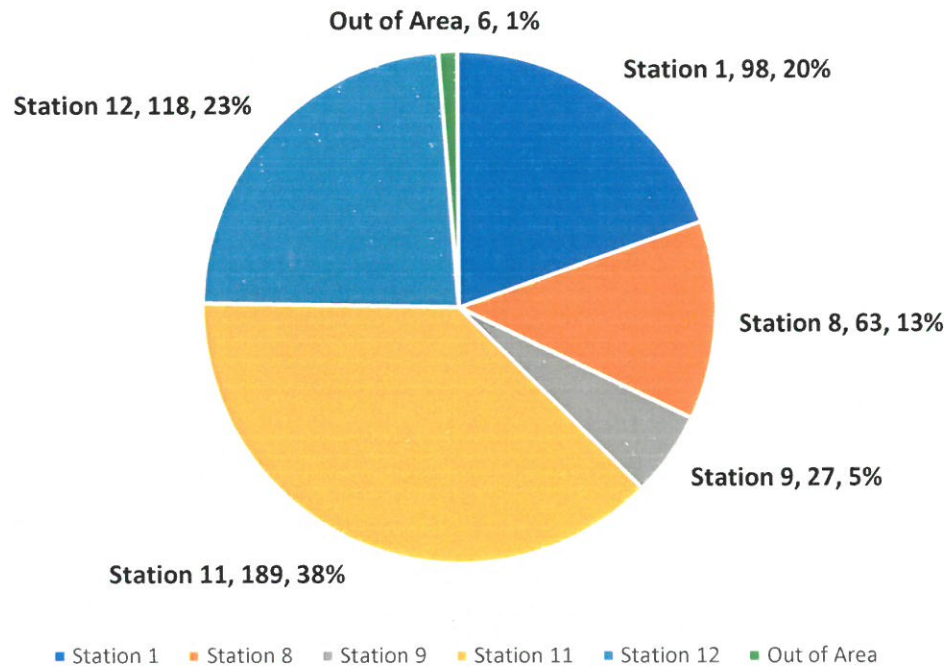


# GRAND TRAVERSE METRO FIRE DEPARTMENT

**FIRE OFFICE** 897 Parsons Road ~ Traverse City, MI 49686  
Phone: (231) 947-3000 Fax: (231) 947-8728 ~ Website: [www.gtmetrofire.org](http://www.gtmetrofire.org) Email: [info@gtmetrofire.org](mailto:info@gtmetrofire.org)

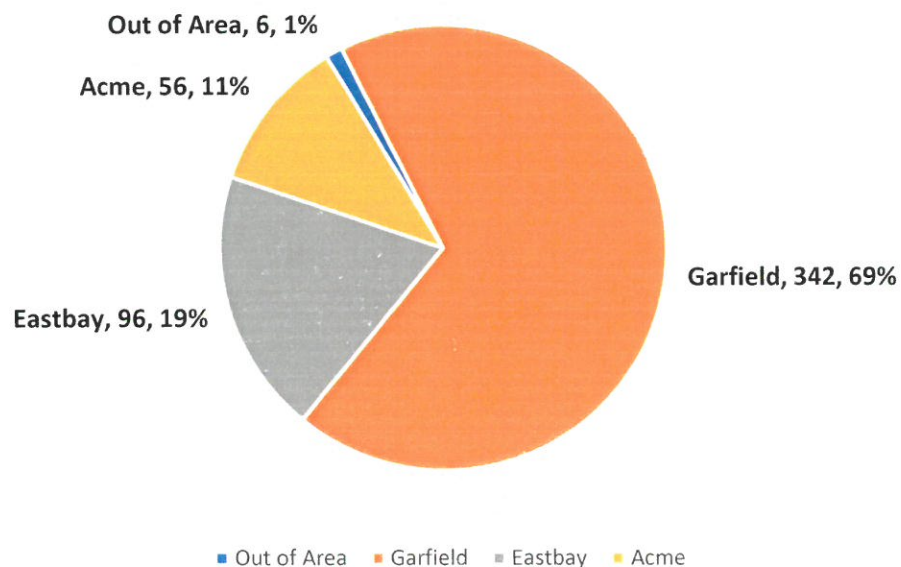
## GTMESSA - January 2022 Incidents by Station

501 total



## GTMESSA - January 2022 Incidents

501 total



# Garfield Township Responses

## January

6.c.

Nature of Call	GT-Garfield	Total
10-Chest Pain (Non-Traumatic)	16	16
12-Convulsions/Seizures	10	10
13-Diabetic Problems	4	4
16-Eye Problems/Injuries	3	3
17-Falls	65	65
18-Headache	1	1
19-Heart Problems / A.I.C.D.	7	7
1-Abdominal Pain/Problems	9	9
21-Hemorrhage/Lacerations	8	8
23-Overdose / Poisoning (Ingestion)	4	4
24-Pregnancy/Childbirth/Miscarriage	4	4
25-Psychiatric/ Abnormal Behavior/Suicide At	6	6
26-Sick Person (Specific Diagnosis)	73	73
28-Stroke (CVA)	5	5
29-Traffic/Transportation/Accidents	25	25
2-Allergies (Reactions)/Envenomations (Sting)	1	1
30-Traumatic Injuries (Specific)	6	6
31-Unconscious/Fainting (Near)	25	25
32-Unknown Problem (Man Down)	10	10
4-Assault/Sexual Assault	2	2
5-Back Pain (Non-traumatic or Non Recent Tra	1	1
6-Breathing Problems	27	27
7-Burns (Scalds) /Explosion	1	1
9-Cardiac or Respiratory Arrest/Death	6	6
Trauma	1	1
Total	320	320

Call Disposition	GT-Garfield	Total
Transport	199	199
Refusal	65	65
Cancelled	56	56
Total	320	320

Response Priority	GT-Garfield	Total
P-1 Emergency ALS	87	87
P-2 Emergency BLS	214	214
P-3 Non-Emergent	19	19
Total	320	320

# Garfield Twp Response Times January 2022

## Priority 1


Response Time Minute	Call Count	Cumulative Percentage	Cumulative Percentage
00:00:00 - 00:00:59	0	0	0.00%
00:01:00 - 00:01:59	4	4	5.19%
00:02:00 - 00:02:59	2	6	7.79%
00:03:00 - 00:03:59	7	13	16.88%
00:04:00 - 00:04:59	14	27	35.06%
00:05:00 - 00:05:59	13	40	51.95%
00:06:00 - 00:06:59	6	46	59.74%
00:07:00 - 00:07:59	9	55	71.43%
00:08:00 - 00:08:59	11	66	85.71%
00:09:00 - 00:09:59	5	71	92.21%
00:10:00 - 00:10:59	1	72	93.51%
00:11:00 - 00:11:59	4	76	98.70%
00:12:00 - 00:12:59	1	77	100.00%

## Priority 2

Response Time Minute	Call Count	Cumulative Percentage	Cumulative Percentage
00:00:00 - 00:00:59	1	1	0.59%
00:01:00 - 00:01:59	5	6	3.53%
00:02:00 - 00:02:59	7	13	7.65%
00:03:00 - 00:03:59	18	31	18.24%
00:04:00 - 00:04:59	15	46	27.06%
00:05:00 - 00:05:59	22	68	40.00%
00:06:00 - 00:06:59	26	94	55.29%
00:07:00 - 00:07:59	14	108	63.53%
00:08:00 - 00:08:59	16	124	72.94%
00:09:00 - 00:09:59	11	135	79.41%
00:10:00 - 00:10:59	14	149	87.65%
00:11:00 - 00:11:59	6	155	91.18%
00:12:00 - 00:12:59	4	159	93.53%
00:13:00 - 00:13:59	4	163	95.88%
00:14:00 - 00:14:59	1	164	96.47%
00:15:00 - 00:15:59	2	166	97.65%
00:17:00 - 00:17:59	1	167	98.24%
00:18:00 - 00:18:59	3	170	100.00%

## Priority 3

Response Time Minute	Call Count	Cumulative Percentage	Cumulative Percentage
00:00:00 - 00:00:59	0	0	0.00%
00:03:00 - 00:03:59	2	2	11.76%
00:05:00 - 00:05:59	2	4	23.53%
00:07:00 - 00:07:59	4	8	47.06%
00:08:00 - 00:08:59	3	11	64.71%
00:09:00 - 00:09:59	1	12	70.59%
00:10:00 - 00:10:59	3	15	88.24%
00:13:00 - 00:13:59	1	16	94.12%
00:17:00 - 00:17:59	1	17	100.00%

 <b>Charter Township of Garfield</b> <b>Planning Department Report No. 2022-17</b>			
Prepared:	February 16, 2022	Pages:	2
Meeting:	February 22, 2022 Township Board	Attachments:	<input checked="" type="checkbox"/>
Subject:	Fee Schedule Update		

**PURPOSE:**

The Garfield Township Fee Schedule was last updated on September 14, 2021. The Township Board is authorized by state statute and the Township Zoning Ordinance to establish fees for processing of various types of applications. To properly place the cost of processing these applications primarily on the applicant instead of the public at large, the Township Board has by resolution adopted the attached fee schedule.

**STAFF COMMENTS:**

The attached proposed fee schedule includes revisions to the current Fee Schedule that have been identified by Staff as being necessary and/or appropriate:

**Planning Commission/Department Application Fees:**

- Re-organize this section to provide greater readability and clarity in what fees are being charged
- Add a fee of \$400 for a Minor Amendment to a Condominium Development / Site Condominium Subdivision / Platted Subdivision. The current fee schedule does not distinguish between major and minor amendments for condominium developments even though such distinction is included in the Zoning Ordinance in Section 429.L.
- Re-name the “Day Care Small Group Home Review” to “Child Care, Small Group Home (7-12) Review” to reflect the name of this use in the Zoning Ordinance
- Move “Planning Commission Sign Request” from the Outdoor Sales / Events / Signs / Gathering section of the Fee Schedule and re-name to “Planned Development / C-P Sign Review” to reflect the types of sign applications which are reviewed by the Planning Commission

**Park Facility Reservations:**

- Re-name the Silver Lake Recreation Area “Main Pavilion” to “Bill’s Pavilion”
- Add fees for the River East Recreation Area Pavilion. At the February 7, 2022 meeting, the Parks and Recreation Commission recommended setting the following fees in the same amount as those for the Dog Park Pavilion at Silver Lake Recreation Area:
  - \$20 (Resident, 4-hour)
  - \$35 (Non-Resident, 4-hour)
  - \$40 (Resident, All-Day)
  - \$50 (Non-Resident, All Day)

**Document Fees and Maps and GIS Products:**

Several fees currently listed on the Fee Schedule are for print copies of documents and maps. The Township also has an existing Copy Request Form and Large-Scale Copy Request Form with the fees listed directly on these forms. Staff has not seen any recent requests for printed copies of large documents, likely due to these documents being available in digital form on the Township website. Furthermore, some documents such as the Zoning Ordinance are updated frequently, so any printed copy would need to be updated upon each amendment.

Staff recommends that the following fees from the Fee Schedule for print copies of specific documents be removed, to be rolled into the fee schedule for “Copy Requests” as described below:

- Document Fees – Zoning Ordinance (\$80)
- Document Fees – Master Plan or Recreation Plan (\$40)
- Document Fees – Grand Traverse Commons Master Plan (\$40)
- Maps and GIS Products – Print Maps
  - 8.5x11" (\$2); 11x17" (\$4); 18x24" (\$10); 24x36" (\$20); 36x48" (\$35)

Also, under Maps and GIS Products:

- Update maximum fee to \$39.75 / hour (staff time, including fringe benefit multiplier)
- Indicate that all requests for digital formats (e.g., shapefiles) of Township GIS data should be made through a FOIA request.

**Copy Requests:**

- Establish section for all print copy requests and indicate that this is offered as a courtesy for persons in need of copies of Township-owned documents.
- Establish base cost of \$26.49 / hour (administrative staff time, including fringe benefit multiplier)
- Establish the following fee schedule based on the size of paper and black/white or color prints. The 8 ½" x 11," 8 ½" x 14," and 11" x 17" can all use a regular printer; larger copies require a plotter:
  - 8 ½" x 11" or 8 ½" x 14"      \$0.10/page (black/white) and \$0.15/page (color)
  - 11" x 17"      \$0.13/page (black/white) and \$0.18/page (color)
  - Plotter: up to 24" x 36"      \$5.00/page (black/white) and \$20.00/page (color)
  - Plotter: larger than 24" x 36"      Custom quote based on size

**ACTION REQUESTED:**

Provided the Township Board is satisfied with the proposed revisions to the Fee Schedule, a resolution to adopt the revised Fee Schedule is requested. In this case, the following motion is suggested:

MOTION THAT Resolution 2022-02-T, to amend the Charter Township of Garfield Fee Schedule, BE ADOPTED.

**Attachments:**

1. Current Fee Schedule
2. Resolution 2022-02-T
3. Proposed Fee Schedule (with the proposed changes highlighted in yellow)

# Charter Township of Garfield Fee Schedule

Adopted: September 14, 2021

PLANNING COMMISSION/DEPARTMENT APPLICATION FEES	
Special Use Permit/PUD	\$1,000
Completeness Review (after the first 2)	\$150
Administrative Amendment to a SUP/PUD	\$400
Minor Amendment to a SUP/ PUD	\$600
Major Amendment to a SUP/PUD	\$800
Extension of SUP/PUD approval	\$100
Site Plan - Site Diagram	\$50*
Site Plan - Administrative Site Plan	\$400
Site Plan - Site Development Plan	\$400**
Condominium Development / Platted Subdivisions	\$1,000
plus per lot/unit	\$30
Subdivision or Condominium Amendment	\$1,000
plus per lot/unit	\$30
Conceptual Review with no notice	\$100
with direct mail notice only	\$150
with full public notice	\$300
Petition for Master Plan Amendment	\$1,200
Petition for Zoning Text Amendment	\$1,200
Petition for Zoning Map Amendment	\$800
Petition for Conditional Rezoning	\$1,200
Medical Marihuana Cultivation	\$250
Day Care Small Group Home Review	\$200
*waived when submitted with a Land Use Permit application	
**waived when submitted with a Special Use Permit application	

ZONING BOARD OF APPEALS	
Variance / appeal / interpretation requests	
Single-family residence & Accessory uses	\$400
Two-family residence & Accessory uses	\$400
Variance / appeal / interpretation requests	
Residential Developments	\$750
Non-residential	\$750

LAND DIVISIONS AND COMBINATIONS	
Land Divisions	
2 parcels created	\$150
3-4 parcels created	\$50/parcel
5-10 parcels created	\$40/parcel
11+ parcels created	\$30/parcel
Platted Lot Combinations	\$25/lot
Metes and Bounds Lot Combinations	
With a survey	\$25/parcel
Without a survey - 2-3 parcels	\$150
Without a survey - 4+ parcels (minimum fee, dependent on project complexity)	\$25/parcel
Boundary adjustment/property transfer	\$50
Conceptual land division review/parcel	\$35

PAYMENT IN LIEU OF TAXES	
Application Fee (non-refundable)	\$1,500

RESIDENTIAL LAND USE PERMITS	
Single Family Dwelling	\$50
Residential Additions	\$50
Residential Garages	\$50
Assessory Uses	\$50
Two Family (Duplex) Dwelling	\$50 per unit
Multi-Family Dwelling	\$50 + 20 per unit / per structure
Manufactured Home Park	\$50.00 + 20.00 per site

OUTDOOR SALES / EVENTS / SIGNS / GATHERING	
Temporary Outdoor Sales (per ord. regs)	\$40
Non-Profit Temporary Outdoor Event (1)	\$10
Sign Permit Application (per sign)	\$50
Planning Commission Sign Request	\$400
Outdoor Gathering License	\$50
(1) Events include food drives, clothes drives and similar uses	

SPECIAL MEETINGS	
Planning Commission	\$1,500
Zoning Board of Appeals	\$1,200
Township Board	\$1,500
All special meeting fees are in addition to application fees.	

OTHER LAND USE PERMITS	
Agricultural Buildings	\$50
Structures up to 1,000 sf	\$50
1,001 to 5,000 sf	\$100
5,001 to 7,500 sf	\$150
7,501 to 10,000 sf	\$200
10,001 sf +	\$250
No structure yet uses that require a permit	\$50

MAPS AND GIS PRODUCTS	
Print Maps	
8.5x11"	\$2
11x17"	\$4
18x24"	\$10
24x36"	\$20
36x48"	\$35
Specialty Maps (in addition to print costs)	\$30/hour
Digital GIS Products	
Minimum Fee:	\$35
Maximum Fee:	\$30/hour
Per Parcel Fee:	\$0.50
Including aerial photography, parcel lines, parcel dimensions, zoning districts, utilities, future land use, etc.	

PARK FACILITY RESERVATIONS		
	Resident	Non-Resident
Playground Pavilion - 4-Hour	\$15	\$20
Playground Pavilion - All Day	\$25	\$35
Dog Park Pavilion - 4 Hour	\$20	\$35
Dog Park Pavilion - All Day	\$40	\$50
Main Pavilion - 4-Hour	\$25	\$40
Main Pavilion - All Day	\$45	\$60
Multi-Purpose Fields - 4-Hour	\$50	\$65
Multi-Purpose Fields - All Day	\$85	\$100
Recurring Reservation	Board Approval	

INDUSTRIAL FACILITY TAX ABATEMENTS	
New Facility & Speculative	\$750
Rehabilitation Facility	\$1,000

DOCUMENT FEES	
Zoning Ordinance	\$80
Master Plan or Recreation Plan	\$40
Grand Traverse Commons Master Plan	\$40
Zoning Verification Letter	\$50
Zoning Determination Letter	\$100

LATE FEES	
100% of application fee, or \$500.00, whichever is less	
Fees may be waived in whole or part by the Township Board	

MARIJUANA SAFETY COMPLIANCE FACILITIES	
Initial License Application	\$2,500
Annual Renewal of License	\$500

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

**RESOLUTION # 2022-02-T**

**RESOLUTION ADOPTING A REVISED FEE SCHEDULE COVERING VARIOUS PLANNING,  
ZONING, LAND USE, MAPPING AND LICENSE FEES**

**WHEREAS**, the Charter Township of Garfield has an adopted fee schedule; and

**WHEREAS**, the Charter Township of Garfield has reviewed the adopted Fee Schedule and has determined that a revised Fee Schedule is necessary and appropriate; and

**WHEREAS**, the Charter Township of Garfield has determined that it is in the best interests of the Township and its residents to adopt a revised Fee Schedule;

**NOW, THEREFORE, BE IT RESOLVED:**

1. **THAT** the revised Charter Township of Garfield Fee Schedule, 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 Fee Schedule, adopted by resolution 2021-28-T, is hereby repealed.
3. **THAT** this resolution and the Fee Schedule 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 #2022-02-T which was adopted by the Township Board of the Charter Township of Garfield on the 22nd day of February, 2022.

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

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

# Charter Township of Garfield Fee Schedule

DRAFT Potential Fee Schedule 2022

PLANNING COMMISSION/DEPARTMENT APPLICATION FEES	
Site Plan Reviews	
Site Diagram	\$50*
Administrative Site Plan	\$400
Site Development Plan	\$400**
Special Use Permits (SUP), Planned Unit Developments (PUD), and Planned Unit Residential Developments (PURD)	
New Application	\$1,000
Major Amendment	\$800
Minor Amendment	\$600
Administrative Amendment	\$400
Request for Extension of Approval	\$100
Condominium Development / Site Condominium Subdivision / Platted Subdivision	
New Application or Major Amendment	\$1,000 + \$30 per lot/unit
Minor Amendment	\$400
Conceptual Reviews	
With no notice	\$100
With direct mail notice only	\$150
With full public notice	\$300
Petitions for Zoning Ordinance Amendments	
Map Amendment (Rezoning)	\$800
Text Amendment	\$1,200
Conditional Rezoning	\$1,200
Other Fees	
Completeness Review (after the first 2)	\$150
Petition for Master Plan Amendment	\$1,200
Medical Marijuana Cultivation	\$250
Child Care, Small Group Home (7-12) Review	\$200
Planned Development / C-P Sign Review	\$400
*waived when submitted with a Land Use Permit application	
**waived when submitted with a Special Use Permit application	

RESIDENTIAL LAND USE PERMITS	
Single Family Dwelling	\$50
Residential Additions	\$50
Residential Garages	\$50
Accessory Uses	\$50
Two Family (Duplex) Dwelling	\$50 per unit
Multi-Family Dwelling	\$50 + \$20 per unit / per structure
Manufactured Home Park	\$50 + \$20 per site

OTHER LAND USE PERMITS	
Agricultural Buildings	\$50
Structures up to 1,000 sf	\$50
1,001 to 5,000 sf	\$100
5,001 to 7,500 sf	\$150
7,501 to 10,000 sf	\$200
10,001 sf +	\$250
No structure yet uses that require a permit	\$50

PARK FACILITY RESERVATIONS		
Silver Lake Recreation Area	Resident	Non-Resident
Playground Pavilion - 4-Hour	\$15	\$20
Playground Pavilion - All Day	\$25	\$35
Dog Park Pavilion - 4 Hour	\$20	\$35
Dog Park Pavilion - All Day	\$40	\$50
Bill's Pavilion - 4-Hour	\$25	\$40
Bill's Pavilion - All Day	\$45	\$60
Multi-Purpose Fields - 4-Hour	\$50	\$65
Multi-Purpose Fields - All Day	\$85	\$100
River East Recreation Area Pavilion - 4-hour	\$20	\$35
River East Recreation Area Pavilion - All Day	\$40	\$50
Recurring Reservation	Board Approval	

DOCUMENT FEES	
Zoning Verification Letter	\$50
Zoning Determination Letter	\$100

MARIJUANA SAFETY COMPLIANCE FACILITIES	
Initial License Application	\$2,500
Annual Renewal of License	\$500

ZONING BOARD OF APPEALS	
Variance / appeal / interpretation requests	
Single-family residence & Accessory uses	\$400
Two-family residence & Accessory uses	\$400
Residential Developments	\$750
Non-residential	\$750

LAND DIVISIONS AND COMBINATIONS	
Land Divisions	
2 parcels created	\$150
3-4 parcels created	\$50/parcel
5-10 parcels created	\$40/parcel
11+ parcels created	\$30/parcel
Platted Lot Combinations	\$25/lot
Metes and Bounds Lot Combinations	
With a survey	\$25/parcel
Without a survey - 2-3 parcels	\$150
Without a survey - 4+ parcels (minimum fee, dependent on project complexity)	\$25/parcel
Boundary adjustment/property transfer	\$50
Conceptual land division review/parcel	\$35

PAYMENT IN LIEU OF TAXES	
Application Fee (non-refundable)	\$1,500

OUTDOOR SALES / EVENTS / SIGNS / GATHERING	
Temporary Outdoor Sales (per ord. regs)	\$40
Non-Profit Temporary Outdoor Event (1)	\$10
Sign Permit Application (per sign)	\$50
Outdoor Gathering License	\$50
(1) Events include food drives, clothes drives and similar uses	

SPECIAL MEETINGS	
Planning Commission	\$1,500
Zoning Board of Appeals	\$1,200
Township Board	\$1,500
All special meeting fees are in addition to application fees.	

MAPS AND GIS - SPECIALTY MAPS	
Minimum Fee	\$35
Maximum Fee	\$39.75/hour
Per Parcel Fee	\$0.50
Requests for digital formats (e.g., shapefiles) of Township GIS data shall be made through a Freedom of Information Act (FOIA) request. Township GIS data includes parcels, aerial imagery, topography, zoning, utilities, future land use, environmental data, etc.	

COPY REQUESTS		
Base Cost	\$26.49/hour	
Cost per Sheet	Black/White	Color
8 1/2" x 11" (Letter) or 8 1/2" x 14" (Legal)	\$0.10	\$0.15
11" x 17"	\$0.13	\$0.18
Plotter: up to 24" x 36"	\$5.00	\$20.00
Plotter: larger than 24" x 36" - custom quote based on size		

INDUSTRIAL FACILITY TAX ABATEMENTS	
New Facility & Speculative	\$750
Rehabilitation Facility	\$1,000

LATE FEES	
100% of application fee, or \$500.00, whichever is less	
Fees may be waived in whole or part by the Township Board	