

CHARTER TOWNSHIP OF GARFIELD

TOWNSHIP BOARD MEETING

Tuesday, August 13, 2024 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 – July 9, 2024 Regular Meeting
July 30, 2024 Special Meeting
(Recommend Approval)

b. Bills -

(i) General Fund \$477,982.96

(ii) Gourdie-Fraser

Developer's Escrow Fund – Storm Water Reviews,

Utility Plan Review, Oversight & Closeout

\$14,075.00

General Utilities

16,500.00

Park Funds / DNR Trust Fund

6,375.00

Total

\$36,950.00

(Recommend Approval)

- c. MTT Update (Receive and File)

- d. Schedule a Public Hearing for September 10, 2024 to establish the property tax millage rate to be levied to support the Township's 2025 General and Fire Fund accounts (Recommend Approval)
- e. Consideration of Hammond Road Storage Building – Sanitary Sewer and Water Main Extension – Close-out and Turnover Documents (Recommend Approval)

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

5. **Correspondence**

6. **Reports**

- a. County Commissioner's Report
- b. Sheriff's Report
- c. GT Metro Fire Report
- d. Planning Department Report for August 2024
- e. Parks & Rec Report
- f. Treasurer's Report
- g. Clerk's Report
- h. Supervisor's Report

7. **Unfinished Business**

- a. Consideration of Professional Services Agreement with Traverse Connect
- b. Consideration of Westwind's request for a down payment exemption

8. **New Business**

- a. Consideration of Resolution 2024-22-T to approve Grand Traverse Metro Emergency Services Authority 2025 Budget Proposal
- b. Consideration of authorizing the Township Engineer to prepare an RFP for the Copper Ridge Trailhead project
- c. Consideration of bids for carpet and floor cleaning for the Garfield Township office

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
July 9, 2024

Supervisor Korn called the Town Board Meeting to order at the Garfield Township Hall on July 9, 2024 at 6:00 p.m.

Pledge of Allegiance

Roll Call of Board Members

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

Staff Present: John Sych, Planning Director

1. Public Comment (6:01)

Michelle Howard of the Traverse Area District Library shared information about the upcoming library millage on the ballot and reviewed the various services that the libraries offer to the public.

2. Review and Approval of the Agenda - Conflict of Interest (6:04)

Barsheff declared a conflict with agenda item 7a.

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

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

3. Consent Calendar (6:05)

a. Minutes

June 11, 2024 Regular Meeting
 (Recommend Approval)

b. Bills

(i) General Fund \$144,405.39
 (Recommend Approval)

(ii) Gourdie-Fraser
 Developer's Escrow Fund – Storm Water Reviews,
 Sidewalk Assessment, Utility Plan Review,
 Oversight and Closeout
 \$ 10,801.00
 General Utilities 17,090.00
 Park Funds/DNR Trust Fund 1,620.00
 Total \$29,511.00
 (Recommend Approval)

- c. **Consideration of Eagleview Water Main Extension, close-out and turnover documents (Recommend Approval)**
- d. **Consideration of Elmer's Application for Payment No. 2 for Stoneridge PRV (Recommend Approval)**

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

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

4. **Items Removed from the Consent Calendar**
None

5. **Correspondence (6:07)**
None

6. **Reports**

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

County Commissioners Lauren Flynn and Brad Jewett reported that the BOC approved the migration of public safety information to the cloud and approved an intergovernmental agreement with Leelanau County for a waste materials management plan. They added that more software security upgrades will be approved at a meeting tomorrow and the Grand Traverse Pavilions is back in the black.

b. **Sheriff's Report (6:14)**
No report

c. **GT Metro Fire Report (6:21)**

Fire Chief Paul Mackin reviewed statistics from June 2024 and added that there were two recent residential fires not included on the report. Metro was awarded a 2% Tribal Grant for a Lucas CPR device. The draft budget was approved by the finance committee and will be presented to the Metro board.

d. **Dennis, Gartland & Niergarth Auditor's Report (6:25)**

Auditor Trina Oakes presented the Fiscal Year 2023 Audit and stated that the township had received a clean unmodified opinion which was the highest rating that a township could receive. She reviewed revenues and expenses with board members.

e. **Planning Department Report for July 2024 (6:35)**

Planner John Sych submitted his report in writing and noted that administrative reviews are being tracked and implementation of the master plan is being addressed by the Planning Commission.

f. Parks & Rec Report (6:38)

The Parks & Rec Report was submitted in writing.

g. Clerk's Report (6:38)

McManus submitted her report in writing and added that ballots are coming in daily and her office has done two election inspector trainings this week.

h. Supervisor's Report (6:39)

Korn reported that there was lots of activity related to water and sewer this week.

7. Unfinished Business

a. Consideration of recruiting documents for the Township Manager Position (6:40)

Amy Cell from Amy Cell Talent presented the job description for the Township Manager position. Board members discussed the proposed posting and gave feedback. The applications are due on August 11th and she presented a timeline for the hiring process.

b. Consideration of adopting the Charter Township of Garfield Master Plan, Resolution 2024-20-T (7:10)

Planner John Sych reviewed the process of the Master Plan with Board members and stated that the entire plan was done in-house.

Agostinelli moved and Barsheff seconded to approve Resolution 2024-20-T adopting the Charter Township of Garfield Master Plan, in accordance with the Michigan Planning Enabling Act.

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

Nays: None

8. New Business

a. Consideration of extending the YMCA Lease for 5 years (7:19)

Schmuckal moved and Duell seconded to approve the extension of the YMCA lease for a five-year period beginning on August 27, 2024 and ending on August 27, 2029.

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

Nays: None

b. Consideration of landscaping services RFP (7:21)

The Township Board approved ARPA funds for landscaping improvements at the Logan's Landing and Woodmere medians. Staff drafted an RFP to obtain proposals from local landscaping companies.

Schmuckal moved and Macomber seconded that the landscaping Request for Proposals (RFP) be approved.

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

Nays: None

c. Consideration of Professional Services Agreement with Traverse Connect (7:21)

Schmuckal moved and Agostinelli seconded to approve the professional services contract between the Charter Township of Garfield and Traverse Connect.

Board members discussed the contract and decided that they wanted more concrete information on the services provided by Traverse Connect to the township. The motion was then rescinded.

d. Consideration of Westwind's request for a down payment exemption (7:33)

Westwind is requesting that the township waive a typical requirement for a 20% downpayment for sewer capital costs. They want to amortize the full amount owing from Ridge 45 for sewer costs pertaining to the BATA project over a period of ten years. Board members discussed setting a precedent and asked for some criteria for others in the future. Criteria to meet this standard will be forthcoming.

e. Consideration of check to BATA for Westwind, Village at LaFranier Woods and Prince of Peace assessments (7:37)

The BATA project and adjoining properties have agreed to share in the cost of constructing sewer in accordance with the formula approved by the Township. Reimbursement will come from the DPW for these payments made by the various entities. The township will receive a 6% return on its funds. A payment of \$454,058.28 is requested to be made from the township's receiving fund to BATA, which equals three payments made by Ridge 45, Prince of Peace and Village at LaFranier Woods.

Agostinelli moved and Barsheff seconded to authorize a payment in the amount of \$454, 058.28 from the township receiving fund to BATA for sewer infrastructure costs.

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

Nays: None

9. Public Comment: (7:44)

None

10. Other Business (7:44)

Barsheff brought up a medical issue that occurred at the Keystone soccer Fields in which the ambulance had a problem with access. The issue of access at the Keystone fields is a county problem, not a township problem.

11. Adjournment

Korn adjourned the meeting at 7:45 pm.

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

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

CHARTER TOWNSHIP OF GARFIELD
GRAND TRAVERSE COUNTY, MICHIGAN

TOWNSHIP BOARD RESOLUTION TO ADOPT MASTER PLAN

RESOLUTION #2024-20-T

A RESOLUTION TO ADOPT THE CHARTER TOWNSHIP OF GARFIELD MASTER PLAN, in accordance with the provisions of the Michigan Planning Enabling Act, Act 33 of the Public Acts of 2008, as amended.

WHEREAS, the Michigan Planning Enabling Act (MPEA) authorizes the Planning Commission to prepare a Master Plan for the use, development, and preservation of all lands in the Township; and

WHEREAS, the Planning Commission prepared a new Master Plan and submitted the Plan to the Township Board for review and comment; and

WHEREAS, on March 27, 2024, the Township Board received and reviewed the new Master Plan prepared by the Planning Commission and authorized distribution of the Plan for review and comment in accordance with the MPEA; and

WHEREAS, the Planning Commission held a public hearing on June 12, 2024 to consider public comment on the new Master Plan; and

WHEREAS, the Planning Commission approved the new Master Plan and recommended approval of same to the Township Board; and

WHEREAS, the Township Board finds that the new Master Plan is desirable and proper and furthers the use, preservation, and development goals and strategies of the Township; and

WHEREAS, the MPEA authorizes the Township Board to assert by resolution its right to approve or reject the new Master Plan;

NOW, THEREFORE, BE IT HEREBY RESOLVED AS FOLLOWS:


1. Adoption of Master Plan. The Township Board hereby approves and adopts the new Master Plan, including all the chapters, figures, maps, and tables contained therein. Pursuant to the MPEA, the Township Board has asserted by resolution its right to approve or reject the proposed Master Plan and therefore the approval granted herein is the final step for adoption of the Plan and therefore the Plan is effective as of July 9, 2024.

2. Distribution. The Township Board hereby approves distribution of the adopted Master Plan in accordance with the MPEA.

3. Findings of Fact. The Township Board has made the foregoing determination based on a review of existing land uses in the Township, a review of the existing Master Plan provisions and maps, and input received from the Planning Commission and public hearing and finds that the new Master Plan will accurately reflect and implement the Township's goals and strategies for the use, preservation, and development of lands in the Township.

4. Effective Date. The Master Plan shall be effective as of the date of adoption of this resolution.

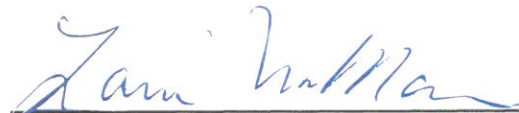
Moved: Agostinelli Supported: Barsheff
Ayes: Agostinelli, Barsheff, Duell, Korn, Macomber, McManus, Schmuckal
Nays: none
Absent and Excused: none

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 2024-20-T which was adopted by the Township Board of the Charter Township of Garfield on the 9th day of July, 2024.

Dated: 7-10-2024


Lanie McManus, Clerk
Charter Township of Garfield

Introduced: July 9, 2024
Adopted: July 9, 2024
Effective: July 9, 2024

**CHARTER TOWNSHIP OF GARFIELD
TOWNSHIP BOARD SPECIAL MEETING MINUTES
July 30, 2024**

ORDER OF BUSINESS

Call meeting to order

Supervisor Korn called the Township Board Special Meeting to order on Tuesday, July 30, 2024, at 5:00 pm at the Garfield Township Hall, 3848 Veterans Drive, Traverse City, Michigan.

Roll call of Board Members

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

1. Public Comment

Joe McManus commented on BATA.

2. Business to come before the Board

a. Consideration of approving the additional cost of \$24,000 for the pre-casted concrete restroom building at River East Recreation Area

Schmuckal moved and Barsheff seconded to approve the additional cost of \$24,000 for the pre-casted concrete restroom building at River East Recreation Area

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

b. Consideration of approving an occupancy permit for BATA

Karl Fulmer spoke on behalf of the Traverse City Housing Commission.

Duell moved and Macomber seconded to approve an occupancy permit for BATA.

Yeas: Duell, Macomber, Korn

Nays: McManus, Agostinelli, Barsheff, Schmuckal

The motion failed.

3. Public Comment

None

4. Adjournment

Korn adjourned the meeting at 5:50 pm

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

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

Check Date	Bank	Check #	Payee	Description	GL #	Amount
07/10/2024	GEN	42449	AMY CELL TALENT	TWP MGR SEARCH	101-101-805.000	9,250.00
07/10/2024	GEN	42450	BAY AREA FIRE & SAFETY LLC	ANNUAL FIRE EXT INSPECTION	101-265-935.608	50.00
07/10/2024	GEN	42451	CONSUMERS ENERGY	100000311801	101-000-084.861	1,686.08
		42451		100000311801	101-448-920.005	2,664.53
						4,350.61
07/10/2024	GEN	42452	CONSUMERS ENERGY	103033456148	101-448-920.005	3,229.34
07/10/2024	GEN	42453	DTE ENERGY	910020833257	101-265-920.601	71.20
07/10/2024	GEN	42454	DTE ENERGY	910020833133	101-265-920.601	96.23
07/10/2024	GEN	42455	ENGINEERED PROTECTION SYS.	8.1-10.31.24 SVC AGREEMENT	101-265-957.000	486.00
07/10/2024	GEN	42456	FIFTH THIRD BANK	3406-EDUCATION/ENVELOPES	101-253-726.000	68.99
		42456		3406-EDUCATION/ENVELOPES	101-253-960.000	251.50
						320.49
07/10/2024	GEN	42457	GARFIELD CHARTER TOWNSHIP	HSA	101-000-237.000	1,424.54
07/10/2024	GEN	42458	GFL ENVIRONMENTAL	002167575	208-000-805.000	556.84
07/10/2024	GEN	42459	GFL ENVIRONMENTAL	002114259	101-265-935.604	135.92
07/10/2024	GEN	42460	GOURDIE-FRASER, INC.	COPPER RIDGE TRAILHEAD	208-000-805.000	1,620.00
07/10/2024	GEN	42461	GRAND TRAVERSE COUNTY DPW	5105021	101-265-920.602	479.64
07/10/2024	GEN	42462	GRAND TRAVERSE COUNTY DPW	5590511	208-000-805.000	24.75
07/10/2024	GEN	42463	GRAND TRAVERSE COUNTY ROAD	1ST BRINE APPLICATION	101-720-880.007	622.80
07/10/2024	GEN	42464	GRANITE TELECOMMUNICATIONS	PHONES	101-265-850.000	150.32
07/10/2024	GEN	42465	GT SUPPLY, LLC	TOILET TISSUE	208-000-935.000	104.00
07/10/2024	GEN	42466	GT SUPPLY, LLC	TOILET TISSUE	101-265-726.003	95.00
07/10/2024	GEN	42467	KCI	TAX MAILING / NEWSLETTER	101-101-900.000	1,361.93
		42467		TAX MAILING / NEWSLETTER	101-253-726.001	1,238.02
		42467		TAX MAILING / NEWSLETTER	101-253-900.000	1,555.84
						4,155.79
07/10/2024	GEN	42468	KRAFT BUSINESS SYSTEMS	WASTE TONER BOX	101-101-726.002	25.94
07/10/2024	GEN	42469	PICTOMETRY INTERNATIONAL CORP.	EAGLEVIEW	101-257-805.000	13,976.25
07/10/2024	GEN	42470	SPECTRUM ENTERPRISE	INTERNET	101-228-955.001	159.98

3.b.(i)

Check Date	Bank	Check #	Payee	Description	GL #	Amount
07/10/2024	GEN	42471	TRAVERSE CITY RECORD EAGLE	ADVERTISING	101-704-901.000	168.20
07/10/2024	GEN	42472	UNITED WAY	UNITED WAY	101-000-238.000	180.00
07/10/2024	GEN	42473	VC3 INC.	FOIA	101-101-805.000	162.00
		42473		MONTHLY CLOUD BILLING	101-228-955.000	374.50
						536.50
07/10/2024	GEN	42474	VOYA INSTITUTIONAL TRUST COMPANY	DEFERRED COMP VF3202	101-000-231.000	3,820.00
07/16/2024	GEN	42475	BLUE CROSS BLUE SHIELD OF MICHIGAN	EMPLOYEE HEALTH	101-101-711.030	3,002.86
		42475		EMPLOYEE HEALTH	101-171-711.030	2,167.01
		42475		EMPLOYEE HEALTH	101-215-711.030	552.87
		42475		EMPLOYEE HEALTH	101-253-711.030	3,542.04
		42475		EMPLOYEE HEALTH	101-257-711.030	3,285.44
		42475		EMPLOYEE HEALTH	101-371-711.030	3,124.04
		42475		EMPLOYEE HEALTH	101-701-711.030	2,386.53
		42475		EMPLOYEE HEALTH	101-702-711.030	3,498.82
						21,559.61
07/16/2024	GEN	42476	ESS	BOD SETUP	101-262-955.000	475.00
07/16/2024	GEN	42477	GRAND TRAVERSE COUNTY	COST SHARE EAGLE VIEW	101-257-805.000	1,479.00
		42477		4-6.2024 LAW ENFORCEMENT	101-301-830.000	382,893.00
						384,372.00
07/16/2024	GEN	42478	IMAGE 360	RIVER EAST DOG PARK SIGNS	208-000-805.000	709.52
07/16/2024	GEN	42479	KRAFT BUSINESS SYSTEMS	MONTHLY COPY CHARGE CONTRACT	101-101-726.002	476.05
07/16/2024	GEN	42480	OLSON & HOWARD, P.C.	PLANNING & ZONING	101-704-801.000	578.00
07/16/2024	GEN	42481	STATE OF MICHIGAN	ELEVATOR CERTIFICATE OF RENEWAL	101-265-935.608	319.30
07/16/2024	GEN	42482	TRAVERSE CITY LIGHT & POWER	00104659-5	101-448-920.005	10.61
07/17/2024	GEN	42483	GRAND TRAVERSE COUNTY REG DEED	CHERRY CAPITAL FOODS	101-253-801.000	30.00
07/22/2024	GEN	42484	PROFESSIONAL TOOL SERVICES	MOWER BLADE SHARPENING	208-000-805.000	21.00
07/24/2024	GEN	42485	A.W. AND SONS SERVICES	BLOWER	208-000-935.000	569.99
07/24/2024	GEN	42486	AFLAC	AFLAC	101-000-231.001	436.82
07/24/2024	GEN	42487	CHERRY CENTRAL COOP INC	2023 REFUND	101-000-402.000	2,249.42
07/24/2024	GEN	42488	ESS	EXPRESSVOTE BALLOT	101-262-726.000	512.70
07/24/2024	GEN	42489	FIFTH THIRD BANK	1319-LABELS/BLDG INSP CLASSES/IAAO CONFERENC	101-101-726.000	34.74
		42489		1319-LABELS/BLDG INSP CLASSES/IAAO CONFERENC	101-257-960.000	850.00

Check Date	Bank	Check #	Payee	Description	GL #	Amount
07/24/2024	GEN	42489	GARFIELD CHARTER TOWNSHIP	1319-LABELS/BLDG INSP CLASSES/IAAO CONFERENC	101-262-726.000	161.98
07/24/2024	GEN	42489	GMOSER'S SEPTIC SERVICE, INC	1319-LABELS/BLDG INSP CLASSES/IAAO CONFERENC	101-371-960.000	106.00
07/24/2024	GEN	42492	IIMC	HSA	101-000-237.000	1,152.72
07/24/2024	GEN	42493	INTEGRITY BUSINESS SOLUTIONS	TOILET RENTAL	208-000-805.000	712.27
07/24/2024	GEN	42493	GMOSER'S SEPTIC SERVICE, INC	DUES	101-215-965.000	540.00
07/24/2024	GEN	42493	INTEGRITY BUSINESS SOLUTIONS	ENVELOPE/TOWELING/TISSUE/MOUSE/TAPE/COVERS	101-101-726.000	360.00
07/24/2024	GEN	42493	GMOSER'S SEPTIC SERVICE, INC	PEN COUNTER/ENVELOPES	101-253-726.000	253.13
07/24/2024	GEN	42493	INTEGRITY BUSINESS SOLUTIONS	ENVELOPE/TOWELING/TISSUE/MOUSE/TAPE/COVERS	101-257-726.000	83.98
07/24/2024	GEN	42493	GMOSER'S SEPTIC SERVICE, INC	PEN COUNTER/ENVELOPES	101-371-726.000	25.59
07/24/2024	GEN	42494	MICHIGAN TOWNSHIP ASSOCIATION	CLASSIFIED AD	101-101-901.000	58.68
07/24/2024	GEN	42495	PITNEY BOWES INC	6-9.2024 QTRLY LEASE	101-101-726.001	421.38
07/24/2024	GEN	42496	PRINCIPAL LIFE INSURANCE COMPANY	EMPLOYEE HEALTH	101-101-711.030	200.00
07/24/2024	GEN	42496	PRINCIPAL LIFE INSURANCE COMPANY	EMPLOYEE HEALTH	101-171-711.030	426.84
07/24/2024	GEN	42496	PRINCIPAL LIFE INSURANCE COMPANY	EMPLOYEE HEALTH	101-215-711.030	290.10
07/24/2024	GEN	42496	PRINCIPAL LIFE INSURANCE COMPANY	EMPLOYEE HEALTH	101-253-711.030	155.05
07/24/2024	GEN	42496	PRINCIPAL LIFE INSURANCE COMPANY	EMPLOYEE HEALTH	101-257-711.030	155.47
07/24/2024	GEN	42496	PRINCIPAL LIFE INSURANCE COMPANY	EMPLOYEE HEALTH	101-371-711.030	330.04
07/24/2024	GEN	42496	PRINCIPAL LIFE INSURANCE COMPANY	EMPLOYEE HEALTH	101-701-711.030	345.10
07/24/2024	GEN	42496	PRINCIPAL LIFE INSURANCE COMPANY	EMPLOYEE HEALTH	101-702-711.030	330.04
07/24/2024	GEN	42497	VERIZON	PHONES	101-265-850.000	162.45
07/24/2024	GEN	42498	VOYA INSTITUTIONAL TRUST COMPANY	DEFERRED COMP VF3202	101-000-231.000	303.60
07/25/2024	GEN	42499	PRINTING SYSTEM	TO REPLACE CK # 41861 MAILED/CASHED BY SUPER	101-321-862.000	2,071.85
07/25/2024	GEN	42500	SHILA KIANDER	CONTINUING EDUCATION - ASSESSING	101-257-960.000	80.00
07/25/2024	GEN	42501	UNITED WAY	UNITED WAY	101-000-238.000	90.00
08/01/2024	GEN	42502	ANNE WENDLING	CONTRACTED SVCS	101-101-805.000	102.75
08/01/2024	GEN	42502	ANNE WENDLING	CONTRACTED SVCS	101-704-805.000	81.00
08/01/2024	GEN	42502	ANNE WENDLING	CONTRACTED SVCS	101-707-805.000	205.50
08/01/2024	GEN	42503	CHERRYLAND ELECTRIC COOP.	ELECTRIC	101-000-084.861	389.25
08/01/2024	GEN	42503	CHERRYLAND ELECTRIC COOP.	ELECTRIC	101-265-920.603	296.53
08/01/2024	GEN	42503	CHERRYLAND ELECTRIC COOP.	ELECTRIC	101-265-920.603	1,078.54

Check Date	Bank	Check #	Payee	Description	GL #	Amount
08/01/2024	GEN	42503		ELECTRIC	101-448-920.005	750.37
08/01/2024	GEN	42504	CHERRYLAND ELECTRIC COOP.	ELECTRIC	208-000-805.000	306.35
08/01/2024	GEN	42505	CHLOE MACOMBER	MMTA CONFERENCE	101-253-960.000	616.50
08/01/2024	GEN	42506	CONSUMERS ENERGY	103043977273	208-000-805.000	60.35
08/01/2024	GEN	42507	CONSUMERS ENERGY	100018131597	101-448-920.005	29.79
08/01/2024	GEN	42508	CONTEMPORARY CLEANING	CONTRACTED SVCS	101-265-935.603	1,350.00
08/01/2024	GEN	42509	CONTEMPORARY CLEANING	CONTRACTED SVCS	208-000-805.000	450.00
08/01/2024	GEN	42510	FIFTH THIRD BANK	3406 - PARK BENCHES	208-000-935.000	2,428.11
08/01/2024	GEN	42511	FIFTH THIRD BANK	3637 - ROTARY	101-171-965.000	779.57
08/01/2024	GEN	42512	HOME DEPOT CREDIT SERVICES	ANT KILLER	101-265-726.003	21.81
08/01/2024	GEN	42513	HOME DEPOT CREDIT SERVICES	PAINT	208-000-935.000	117.55
08/01/2024	GEN	42514	INTEGRITY BUSINESS SOLUTIONS	TAPE/BINDER/STAPLER/SCISSORS/POST-IT TABS	101-101-726.000	102.51
08/01/2024	GEN	42515	LANIE MCMANUS	EV SUPPLIES	** VOIDED **	
08/01/2024	GEN	42516	LINGO	PHONES	101-265-850.000	71.52
08/01/2024	GEN	42517	MMTA	CONFERENCE	101-253-960.000	798.00
08/01/2024	GEN	42518	O'HEARN PEST CONTROL LLC	RODENT STATION SVC	101-265-935.608	60.00
08/01/2024	GEN	42519	SHILA KIANDER	ASSESSING CLASS	101-253-960.000	40.00
08/06/2024	GEN	42520	JIMMY JOHN'S	ELECTION LUNCH	101-262-726.000	539.00

TOTAL - ALL FUNDS TOTAL OF 72 CHECKS (1 voided) 477,982.96

--- GL TOTALS ---

101-000-084.861	DUE FROM #861 STREET LIGHTS	1,982.61
101-000-231.000	DEFERRED COMP	5,530.00
101-000-231.001	AFLAC	436.82
101-000-237.000	HSA (FORMERLY FLEX)	2,136.81
101-000-238.000	UNITED WAY	270.00
101-000-402.000	CURRENT REAL PROPERTY TAXES	2,249.42
101-101-711.030	BENEFITS	3,292.96
101-101-726.000	SUPPLIES	390.38
101-101-726.001	POSTAGE	426.84
101-101-726.002	SUPPLIES - COPIER MAINTENANCE	501.99
101-101-805.000	CONTRACTED AND OTHER SERVICES	9,514.75
101-101-900.000	PRINTING & PUBLISHING	1,361.93
101-101-901.000	ADVERTISING	200.00
101-171-711.030	BENEFITS	2,322.06
101-171-965.000	DUES & PUBLICATIONS	779.57

Check Date	Bank	Check #	Payee	Description	GL #	Amount
101-215-711.030			BENEFITS		708.34	
101-215-965.000			DUES & PUBLICATIONS		360.00	
101-228-955.000			COMPUTER SUPPORT SYSTEMS		374.50	
101-228-955.001			COMPUTER NETWORK		159.98	
101-253-711.030			BENEFITS		3,872.08	
101-253-726.000			SUPPLIES		152.97	
101-253-726.001			POSTAGE		1,238.02	
101-253-801.000			LEGAL SERVICES		30.00	
101-253-900.000			PRINTING & PUBLISHING		1,555.84	
101-253-960.000			EDUCATION & TRAINING		1,706.00	
101-257-711.030			BENEFITS		3,630.54	
101-257-726.000			SUPPLIES		25.59	
101-257-805.000			CONTRACTED AND OTHER SERVICES		15,455.25	
101-257-960.000			EDUCATION & TRAINING		930.00	
101-262-726.000			SUPPLIES		1,213.68	
101-262-955.000			COMPUTER SUPPORT SYSTEMS		475.00	
101-265-726.003			SUPPLIES-MAINTANCE		116.81	
101-265-850.000			TELEPHONE		484.92	
101-265-920.601			HEATING / GAS		167.43	
101-265-920.602			WATER / SEWER		479.64	
101-265-920.603			LIGHTS BUILDING		1,078.54	
101-265-935.603			CLEANING SERVICE		1,350.00	
101-265-935.604			RUBBISH REMOVAL		135.92	
101-265-935.608			MAINTENANCE-OTHER		429.30	
101-265-957.000			ELECTRONIC PROTECTION SYSTEM		486.00	
101-301-830.000			POLICE CONTRACT		382,893.00	
101-321-862.000			GAS & CAR WASHES		1,258.71	
101-371-711.030			BENEFITS		3,454.08	
101-371-726.000			SUPPLIES		58.68	
101-371-960.000			EDUCATION & TRAINING		106.00	
101-448-920.005			STREET LIGHTS TOWNSHIP		6,684.64	
101-701-711.030			BENEFITS		2,548.98	
101-702-711.030			BENEFITS		3,802.42	
101-704-801.000			LEGAL SERVICES		578.00	
101-704-805.000			CONTRACTED AND OTHER SERVICES		81.00	
101-704-901.000			ADVERTISING		168.20	
101-707-805.000			CONTRACTED AND OTHER SERVICES		205.50	
101-720-880.007			COM. PROM. - COMMUNITY AWAREN		622.80	
208-000-805.000			CONTRACTED AND OTHER SERVICES		4,288.81	
208-000-935.000			MAINTENANCE - MISC, EQUIP		3,219.65	
TOTAL					477,982.96	



Engineering
Surveying
Testing &
Operations

123 West Front Street
Traverse City, Michigan 49684
231.946.5874
231.946.3703

August 6, 2024

**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. Waggner Drive, Escrow No. 215.814	
Project# 23209 Invoice No. 2320906	607.50
2. Engineering consulting services for storm water plan review. Culver Meadows II, Escrow No. 214.817	
Project# 24092 Invoice No. 2409202	270.00
3. Engineering consulting services for storm water plan review. Hickory Forest Trailhead Parking Lot, Escrow No. 214.825	
Project# 24099 Invoice No. 2409902	135.00
4. Engineering consulting services for storm water plan review. Northern Floor and Tile, Escrow No. 214.828	
Project# 24122 Invoice No. 2412202	472.50
5. Engineering consulting services for storm water plan review. Soils & Structures Inc., Escrow No. 214.833	
Project# 24125 Invoice No. 2412502	135.00
6. Engineering consulting services for storm water plan review. Kingsley Lumber, Escrow No. 124.842	
Project# 24167 Invoice No. 2416701	540.00
Total A	2,160.00

B. Utility Plan Review, Oversight & Closeout

1. Engineering plan review and overall capacity evaluation, construction services, project turnover. Birmley Hills Site Condominium	
Project# 22300 Invoice No. 2230010	1,375.00
2. Construction observation and testing, and project closeout and project turnover. TC Hammond Storage Units, Water / Sewer Ext.	
Project# 23055 Invoice No. 2305504	625.00
3. Engineering plan review, construction services, project turnover. Eagleview Lot 21, Residential Home, Escrow No. 215.822	
Project# 23152 Invoice No. 2315206	200.00
4. Engineering plan review, construction services, project turnover. Evergreen TC, Residential Housing Development	
Project# 23296 Invoice No. 2329601	1,050.00
5. Engineering plan review, construction services, project turnover. TC West Senior High School, Escrow No. 215.809	
Project# 23359 Invoice No. 2335904	860.00
6. Construction services, project turnover. The Flats at Carriage Commons (BATA/TCHC Transit Orientated Mixed Use	
Project# 24202 Invoice No. 2420201	7,805.00
Total C	11,915.00

Total Developer's Escrow Fund 14,075.00

II. General Utilities

1. Engineering and survey services for design, topo survey, bidding, construction services, project turnover Stone Ridge PRV Replacement	
Project# 21066 Invoice No. 2106609	12,960.00
2. Engineering design, construction staking, administration and observation. Project closeout and turnover. McCrae Booster Station	
Project# 24160 Invoice No. 246001	3,540.00
Total Utility Receiving Fund	16,500.00

III. Park Funds / DNR Trust Fund

1. Engineering design, survey, permitting, bidding, and construction services. Grand Traverse Commons, North Loop Trail	
Project# 24069 Invoice No. 2406902	6,375.00
Total Park Funds / DNR Trust Fund	6,375.00

GRAND TOTAL \$36,950.00

Invoice

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

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

August 06, 2024
Project No: 23209
Invoice No: 2320906

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

Services Performed: Engineering Services for storm water review including review of plans, computations and specifications for compliance with Ordinance 49. Services include supplement review of post construction as required by ZBA and letter of acceptance.

Project Location: 1661 Lake Drive, Traverse City

Professional Services from July 30, 2024 to August 03, 2024

Professional Personnel

	Hours	Rate	Amount	
Project Engineer II	4.50	135.00	607.50	
Totals	4.50		607.50	
Total Labor				607.50
		Total this Invoice		\$607.50

Billings to Date

	Current	Prior	Total
Labor	607.50	2,885.00	3,492.50
Totals	607.50	2,885.00	3,492.50

Invoice

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

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

August 06, 2024

Project No: 24092

Invoice No: 2409202

Re: Culver Meadows II, Storm Water Review, Escrow No. 214.817

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

Project Location: 1663 N. West Silver Lake Road, Traverse City

Professional Services from June 05, 2024 to August 03, 2024

Professional Personnel

	Hours	Rate	Amount	
Project Engineer II	2.00	135.00	270.00	
Totals	2.00		270.00	
Total Labor				270.00
		Total this Invoice		\$270.00

Billings to Date

	Current	Prior	Total
Labor	270.00	843.75	1,113.75
Totals	270.00	843.75	1,113.75

Invoice

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

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

August 06, 2024

Project No: 24099

Invoice No: 2409902

Re: Hickory Forest Trailhead Parking Lot, Storm Water Review, Escrow No. 214.825

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

Project Location: 4986 Barney Road, Traverse City

Professional Services from April 01, 2024 to August 03, 2024

Professional Personnel

	Hours	Rate	Amount
Project Engineer II	1.00	135.00	135.00
Totals	1.00		135.00
Total Labor			135.00
Total this Invoice			\$135.00

Billings to Date

	Current	Prior	Total
Labor	135.00	472.50	607.50
Totals	135.00	472.50	607.50

Invoice

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

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

August 06, 2024

Project No: 24122

Invoice No: 2412202

Re: Northern Floor and Tile, Storm Water Review, Escrow No. 214.828

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

Project Location: 670 Eta Lane, Traverse City

Professional Services from June 17, 2024 to August 03, 2024

Professional Personnel

	Hours	Rate	Amount	
Project Engineer II	3.50	135.00	472.50	
Totals	3.50		472.50	
Total Labor				472.50
		Total this Invoice		\$472.50

Billings to Date

	Current	Prior	Total
Labor	472.50	1,195.00	1,667.50
Totals	472.50	1,195.00	1,667.50

Invoice

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

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

August 06, 2024
Project No: 24125
Invoice No: 2412504

Re: Soils & Structures Inc., Storm Water Review, Escrow No. 214.833

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

Professional Services from June 23, 2024 to August 03, 2024

Professional Personnel

	Hours	Rate	Amount	
Project Engineer II	1.00	135.00	135.00	
Totals	1.00		135.00	
Total Labor				135.00
		Total this Invoice		\$135.00

Billings to Date

	Current	Prior	Total
Labor	135.00	1,639.75	1,774.75
Totals	135.00	1,639.75	1,774.75

Invoice

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

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

August 06, 2024

Project No: 24167

Invoice No: 2416701

Re: Kingsley Lumber, Storm Water Review, Escrow No. 214.842

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

Project Location: 1085 W. Hammond Road, Traverse City

Professional Services from July 01, 2024 to August 03, 2024

Professional Personnel

	Hours	Rate	Amount	
Project Engineer II	4.00	135.00	540.00	
Totals	4.00		540.00	
Total Labor				540.00
		Total this Invoice		\$540.00

Billings to Date

	Current	Prior	Total
Labor	540.00	0.00	540.00
Totals	540.00	0.00	540.00

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

August 06, 2024
Project No: 22300
Invoice No: 2230010

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

Services Performed:

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

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

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

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

Additional Services (AS#):

AS#1 - Fulltime construction observation, testing and walk through with DPW for water main and sanitary sewer extension.

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

Professional Services from June 23, 2024 to August 03, 2024**Fee**

Billing Phase	Fee	Percent Complete	Earned	Previous Fee Billing	Current Fee Billing
A. Storm Water Review	3,395.00	100.00	3,395.00	3,395.00	0.00
B.1 Engineering Utility Plan Review	3,500.00	100.00	3,500.00	3,500.00	0.00
B.2 Construction Observation & Testing	33,250.00	100.00	33,250.00	33,250.00	0.00
B.3 Project Close Out, Turnover	2,750.00	100.00	2,750.00	1,375.00	1,375.00
AS#1 Cons., Obs., Testing, Walk-Thru	2,500.00	100.00	2,500.00	2,500.00	0.00
Total Fee	45,395.00		45,395.00	44,020.00	1,375.00
Total Fee					1,375.00
Total this Invoice					\$1,375.00

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

August 06, 2024
Project No: 23055
Invoice No: 2305504

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

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

Additional Services:

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

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

Professional Services from June 23, 2024 to August 03, 2024
Fee

Billing Phase	Fee	Percent Complete	Earned	Previous Fee Billing	Current Fee Billing
Construction Observation & Testing	2,750.00	100.00	2,750.00	2,750.00	0.00
AS#1 Construction Observation & Testing	8,320.00	100.00	8,320.00	8,320.00	0.00
Project Closeout & Turnover	1,250.00	100.00	1,250.00	625.00	625.00
Total Fee	12,320.00		12,320.00	11,695.00	625.00
Total Fee					625.00
Total this Invoice					\$625.00

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

August 06, 2024

Project No: 23152

Invoice No: 2315206

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

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

Additional Services:

AS#1 Additional escrow for construction observation for watermain as detailed in Escrow Letter dated 01/16/24
Estimated \$2250.

Professional Services from June 23, 2024 to August 03, 2024

Fee

Billing Phase	Fee	Percent Complete	Earned	Previous Fee Billing	Current Fee Billing
Site Plan Review	6,500.00	100.00	6,500.00	6,500.00	0.00
Construction Observation & Testing	2,000.00	100.00	2,000.00	2,000.00	0.00
AS#1 Const. Observation & Testing	2,250.00	100.00	2,250.00	2,250.00	0.00
Project Turnover	1,000.00	100.00	1,000.00	800.00	200.00
Total Fee	11,750.00		11,750.00	11,550.00	200.00
Total Fee					200.00
Total this Invoice					\$200.00

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

August 06, 2024
Project No: 23296
Invoice No: 2329601

Re Evergreen TC, Residential Housing Development, Long Lake Township, Water Extension Review

Services Performed:

- A.1 Plan review of overall capacity evaluation to determine impact to existing water and ability to service, includes Act 399 permit assistance for the water main.
A.2 Full time construction observation for watermain, testing and walk through with DPW.
A.3 Project turnover for review drawing and easements, close out and turnover documentation to township and updates to GIS and overall utility maps.

Project Location: North US-31 South, Traverse City

Professional Services from June 23, 2024 to August 03, 2024

Fee

Billing Phase	Fee	Percent Complete	Earned	Previous Fee Billing	Current Fee Billing
A.1 Water Plan Review	3,500.00	30.00	1,050.00	0.00	1,050.00
A.2 Construction Observation	32,500.00	0.00	0.00	0.00	0.00
A.3 Project Turnover	2,750.00	0.00	0.00	0.00	0.00
Total Fee	38,750.00		1,050.00	0.00	1,050.00
Total Fee					1,050.00
Total this Invoice					\$1,050.00

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

August 06, 2024
Project No: 23359
Invoice No: 2335904

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

Services Performed:

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

Additional Services:

AS#1. Additional escrow for fulltime construction observation, watermain and sanitary sewer service lead including testing and walk through with the DPW. \$4,700.

Project Location: 5376 N. Long Lake Road

Professional Services from June 23, 2024 to August 03, 2024**Fee**

Billing Phase	Fee	Percent Complete	Earned	Previous Fee Billing	Current Fee Billing
Engineer Review	2,000.00	100.00	2,000.00	1,640.00	360.00
Const. Observation, Testing, Walk Thru	3,500.00	100.00	3,500.00	3,500.00	0.00
Project Close Out, Turnover	1,000.00	50.00	500.00	0.00	500.00
AS#1 Const. Obs., Testing, Walk Thru.	4,700.00	100.00	4,700.00	4,700.00	0.00
Total Fee	11,200.00		10,700.00	9,840.00	860.00
Total Fee					860.00
Total this Invoice					\$860.00

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

August 06, 2024
Project No: 24202
Invoice No: 2420201

Re: The Flats at Carriage commons (BATA/TCHC Transit Orientated Mixed Use Development) , Water / Sewer Extension, Escrow#

Services Performed: Engineering and construction services for, construction oversight and project close out for the installation of approximately 24000 LF of 8' water main and 1750 LF of 8' sanitary sewer to service a mixed use planned unit development.

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

Professional Services from July 21, 2024 to August 03, 2024
Fee

Billing Phase	Fee	Percent Complete	Earned	Previous Fee Billing	Current Fee Billing
Construction Observation & Testing	25,000.00	31.22	7,805.00	0.00	7,805.00
Project Closeout & Turnover	2,500.00	0.00	0.00	0.00	0.00
Total Fee	27,500.00		7,805.00	0.00	7,805.00
		Total Fee			7,805.00
				Total this Invoice	\$7,805.00

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

August 06, 2024

Project No: 21066

Invoice No: 2106609

Re: Stone Ridge PRV Replacement

Services Performed: Professional engineering services for a topographic survey, preliminary design, final design, bidding, construction administration, construction staking, construction observation, project close out and turn over as detailed in proposal letter dated March 3, 2021.

Professional Services from June 23, 2024 to August 03, 2024

Fee

Billing Phase	Fee	Percent Complete	Earned	Previous Fee Billing	Current Fee Billing
Topographic Survey	5,250.00	100.00	5,250.00	5,250.00	0.00
Preliminary Design	12,500.00	100.00	12,500.00	12,500.00	0.00
Final Design	14,350.00	100.00	14,350.00	14,350.00	0.00
Bidding Services	4,000.00	100.00	4,000.00	4,000.00	0.00
Construction Administration	9,850.00	50.00	4,925.00	2,462.50	2,462.50
Construction Staking	3,500.00	100.00	3,500.00	3,500.00	0.00
Construction Observation	12,350.00	100.00	12,350.00	1,852.50	10,497.50
Project Closeout and Turnover	2,500.00	0.00	0.00	0.00	0.00
Total Fee	64,300.00		56,875.00	43,915.00	12,960.00
Total Fee					12,960.00
Total this Invoice					\$12,960.00

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

August 06, 2024
Project No: 24160
Invoice No: 2416001

Re: McCrae Booster Station

Services Performed: Civil engineering for design, permitting, bidding, construction oversight, project closeout and start up services for the booster station installation as detailed in proposal letter dated June 5, 2024.

Professional Services from June 06, 2024 to August 03, 2024
Fee

Billing Phase	Fee	Percent Complete	Earned	Previous Fee Billing	Current Fee Billing
Engineering Design	70,800.00	5.00	3,540.00	0.00	3,540.00
Topographic Survey	0.00	0.00	0.00	0.00	0.00
Final Design	90,500.00	0.00	0.00	0.00	0.00
Bidding	8,500.00	0.00	0.00	0.00	0.00
Construction Administration	84,200.00	0.00	0.00	0.00	0.00
Construction Observation/Inspection	98,500.00	0.00	0.00	0.00	0.00
Closeout, Startup	12,500.00	0.00	0.00	0.00	0.00
Total Fee	365,000.00		3,540.00	0.00	3,540.00
Total Fee					3,540.00
Total this Invoice					\$3,540.00

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

August 06, 2024
Project No: 24069
Invoice No: 2406902

Re: Grand Traverse Commons, North Trail Loop

Services Performed: Civil engineering, survey and construction services to complete a topographic survey, utility research, preliminary and final engineering design, permitting, final plan set, bidding, construction administration, staking, inspection and oversight and close out as detailed in proposal letter dated March 20, 2024.

Professional Services from June 23, 2024 to August 03, 2024
Fee

Billing Phase	Fee	Percent Complete	Earned	Previous Fee Billing	Current Fee Billing
Topographic Survey	7,500.00	100.00	7,500.00	1,125.00	6,375.00
Base Map Creation	2,500.00	0.00	0.00	0.00	0.00
Prel. & Final Engineering Design	34,500.00	0.00	0.00	0.00	0.00
Permitting	5,000.00	0.00	0.00	0.00	0.00
Bidding	1,500.00	0.00	0.00	0.00	0.00
Construction Staking, Layout	3,500.00	0.00	0.00	0.00	0.00
Const. Observation, Materials Testing	15,500.00	0.00	0.00	0.00	0.00
Construction Admin., Engineering	7,500.00	0.00	0.00	0.00	0.00
Total Fee	77,500.00		7,500.00	1,125.00	6,375.00
Total Fee					6,375.00
Total this Invoice					\$6,375.00

MTT Update
Prepared for Garfield Twp Board

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
Erie 15 LLC 2640 Crossing Cir al Estate Business Trust)		2024	\$ 4,213,800	\$ 4,213,800	\$ 2,900,000	\$ 2,900,000	\$ (1,313,800)	\$ (1,313,800)	5/28/24 Petition received and answered. NOTE: 2024 value is what was agreed on in Feb 24 for 2023.	\$ -	\$ -
as Inc 2401 N US 31 South ate Business Trust)		2024	\$ 3,605,000	\$ 3,605,000	\$ 2,500,000	\$ 2,500,000	\$ (1,105,000)	\$ (1,105,000)	6/10/24 Petition received. 6/17/24 Petition answered. NOTE: 2024 value is what was agreed on in Feb 24 for 2023.		
TOTALS:			\$ 7,818,800	\$ 7,818,800	\$ 5,400,000	\$ 5,400,000	\$ (2,418,800)	\$ (2,418,800)			
			SETTLED VALUES:		2024						
			</								



Engineering
Surveying
Testing &
Operations

123 West Front Street
Traverse City, Michigan 49684
231.946.5874 
231.946.3703 

July 18, 2024

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

RE: Hammond Road Storage Building – Sanitary Sewer and Water Main Extension
GFA #23055
Close-out & Turnover

Dear Chuck:

The project for the Hammond Road Storage Sanitary Sewer and Water main extension to the proposed condominium located off of Hammond Road 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 Graham, P.E.
Director of Engineering

Enclosures

cc: John Divozzo, Grand Traverse County DPW
Jason Brunette, Martin Property Development

MAINTENANCE BOND

Any singular reference to Contractor, Surety, Owner or other party shall be considered plural where applicable.

CONTRACTOR (Name and Address):

Martin Property Development, Inc.
1111 E Michigan Avenue
East Lansing, MI 48823

SURETY (Name and Address of Principal Place

of Business): The Ohio Casualty Insurance Company
PO Box 166
Grand Rapids, MI 49501-0166

OWNER (Name and Address):

TC Hammond LLC
1111 E Michigan Avenue, Ste 300
East Lansing, MI 48823

CONTRACT

Date: June 19, 2024

Amount: \$58,520.00

Project Description (Name and Location): TC Hammond Storage Water Main Install Project

BOND

Date (1 year from date of Acceptance by the Municipality): July 11, 2024

Amount: Fifty-Eight Thousand Five Hundred Twenty and No/100THS (\$58,520.00)

Bond Number: 9993409031

Surety and Contractor, intending to be legally bound hereby, subject to the following terms, to each cause this Maintenance Bond to be duly executed on its behalf by its authorized officer, agent or representative.

KNOW ALL MEN BY THESE PRESENTS,

That we, Martin Property Development, Inc.

as Principal, (hereinafter called **Principal**), and
*See Below as Surety (hereinafter called
Surety), are held and firmly bound into _____

TC Hammond LLC

as Obligee (hereinafter called **Obligee**), in the
penal sum of **See Below

Dollars \$ 58,520.00 for the
payment whereof Principal and Surety bind
themselves, their heirs, executors,
administrators, successors, and assigns, jointly
and severally, firmly by these presents

WHEREAS, said Principal has by written
Agreement, dated June 19, 2024

entered into a Contract with said Obligee for TC Hammond Storage Water Main Install Project
in accordance with the General Conditions, the
Drawings and Specifications, which Contract is
by reference incorporated herein, and made a
part hereof, and is referred to as the Contract..

NOW, THEREFORE, the condition of this
obligation is such that, if said Principal shall
maintain and remedy any defects due to faulty
materials or workmanship, and pay for any
damage to other Work resulting therefrom, and
additional expense which shall appear within a
period of 1 year(s) from the date of
acceptance by the municipality of the Work
provided for in the Contract, then this obligation

Project Name

Maintenance Bond

to be void; otherwise to remain in full force and effect.

PROVIDED, HOWEVER, that said Oblige shall give Principal and Surety notice of observed defects with reasonable promptness.

Signed and sealed this 11th day of July, 20 24

CONTRACTOR AS PRINCIPAL

SURETY

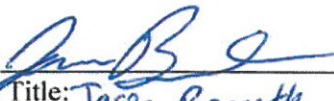
Company: (Corp. Seal)

Company:

(Corp. Seal)

Martin Property Development, Inc.

The Ohio Casualty Insurance Company

Signature: 

Signature: 

Name and Title: Jason Brunette
Director of Project Management

Name and Title: James N. Slear, Attorney-In-Fact
(Attach Power of Attorney)

(Space is provided below for signatures of additional parties, if required).

CONTRACTOR AS PRINCIPAL

SURETY

Company: (Corp. Seal)

Company:

(Corp. Seal)

Signature: _____

Signature: _____

Name and Title: _____

Name and Title: _____

NOTE: Date of Bond must not be prior to date of Substantial Completion. If Contractor is a Partnership, all partners should execute Bond.

IMPORTANT: Surety companies executing Bonds must appear on the Treasury Department's most current list (Circular 570 as amended) and be authorized to transact business in the state where the Project is located.



This Power of Attorney limits the acts of those named herein, and they have no authority to bind the Company except in the manner and to the extent herein stated.

The Ohio Casualty Insurance Company

POWER OF ATTORNEY

Principal: Martin Property Development Inc

Agency Name: Mourer-Foster

Bond Number: 999340931

Obligee: TC Hammond LLC

Bond Amount: (\$58,520.00) Fifty-eight Thousand Five Hundred Twenty Dollars And Zero Cents

Contract Amount: (\$58,519.83) Fifty-eight Thousand Five Hundred Nineteen Dollars And Eighty-three Cents

KNOW ALL PERSONS BY THESE PRESENTS: that The Ohio Casualty Insurance Company, a corporation duly organized under the laws of the State of New Hampshire (herein collectively called the "Company"), pursuant to and by authority herein set forth, does hereby name, constitute and appoint **James N. Slear** in the city and state of **Lansing, MI**, each individually if there be more than one named, its true and lawful attorney-in-fact to make, execute, seal, acknowledge and deliver, for and on its behalf as surety and as its act and deed, any and all undertakings, bonds, recognizances and other surety obligations, in pursuance of these presents and shall be as binding upon the Companies as if they have been duly signed by the president and attested by the secretary of the Company in their own proper persons.

IN WITNESS WHEREOF, this Power of Attorney has been subscribed by an authorized officer or official of the Company and the corporate seal of the Company has been affixed thereto this 28th day of March, 2021.



The Ohio Casualty Insurance Company

By: 

David M. Carey, Assistant Secretary

STATE OF PENNSYLVANIA ss
COUNTY OF MONTGOMERY

On this 28th day of March, 2021, before me personally appeared David M. Carey, who acknowledged himself to be the Assistant Secretary of The Ohio Casualty Insurance Company and that he, as such, being authorized so to do, execute the foregoing instrument for the purposes therein contained by signing on behalf of the corporations by himself as duly authorized officer.

IN WITNESS WHEREOF, I have hereunto subscribed my name and affixed my notarial seal at Plymouth Meeting, Pennsylvania, on the day and year first above written.



Commonwealth of Pennsylvania - Notary Seal
Teresa Pastella, Notary Public
Montgomery County
My commission expires March 28, 2025
Commission number 1126044
Member, Pennsylvania Association of Notaries

By: 

Teresa Pastella, Notary Public

This Power of Attorney is made and executed pursuant to and by authority of the following By-law and Authorizations of The Ohio Casualty Insurance Company, which is now in full force and effect reading as follows:

ARTICLE IV - OFFICERS: Section 12. Power of Attorney.

Any officer or other official of the Corporation authorized for that purpose in writing by the Chairman or the President, and subject to such limitation as the Chairman or the President may prescribe, shall appoint such attorneys-in-fact, as may be necessary to act in behalf of the Corporation to make, execute, seal, acknowledge and deliver as surety any and all undertakings, bonds, recognizances and other surety obligations. Such attorneys-in-fact, subject to the limitations set forth in their respective powers of attorney, shall have full power to bind the Corporation by their signature and executed, such instruments shall be as binding as if signed by the President and attested to by the Secretary. Any power or authority granted to any representative or attorney-in-fact under the provisions of this article may be revoked at any time by the Board, the Chairman, the President or by the officer or officers granting such power or authority.

Certificate of Designation - The President of the Company, acting pursuant to the Bylaws of the Company, authorizes David M. Carey, Assistant Secretary to appoint such attorneys-in-fact as may be necessary to act on behalf of the Company to make, execute, seal, acknowledge and deliver as surety any and all undertakings, bonds, recognizances and other surety obligations.

Authorization - By unanimous consent of the Company's Board of Directors, the Company consents that facsimile or mechanically reproduced signature or electronic signatures of any assistant secretary of the Company or facsimile or mechanically reproduced or electronic seal of the Company, wherever appearing upon a certified copy of any power of attorney or bond issued by the Company in connection with surety bonds, shall be valid and binding upon the Company with the same force and effect as though manually affixed.

I, Renee C. Llewellyn, the undersigned, Assistant Secretary, of The Ohio Casualty Insurance Company do hereby certify that this power of attorney executed by said Company is in full force and effect and has not been revoked.

IN TESTIMONY WHEREOF, I have hereunto set my hand and affixed the seals of said Company this 11th day of July, 2024.



By: 

Renee C. Llewellyn, Assistant Secretary

Not valid for mortgage, note, loan, letter of credit, currency rate, interest rate or residual value guarantees.

For bond and/or Power of Attorney (POA) verification inquiries, please call 610-832-8240 or email HOSUR@libertymutual.com.

LETTER OF GUARANTEE

DATE: 3-8-24

23055

GFA PROJECT NO.

OWNER: Martin

1111 Michigan Ave, Suite 300 East Lansing, Michigan 48823

PROJECT: TC Hammond -Elmer's Job # 530024

Gentlemen:

As the Contractor for this Project, I hereby guarantee all materials and equipment furnished and all work performed on this Project including any restoration Work necessary to be repaired or replaced.

With respect to this Project, to our personal knowledge, all payments have been made and there are no Liens on said system.

This guarantee will remain in effect for a period of one (1) year from the date of acceptance by the Municipality.

Signature:

(Contractor)

Title: Project Mgr.

(Please Print or Type)

Company Name:

Elmer's Crane & Dozer, Inc.

(Please Print or Type)

Address:

3600 Rennie School Road

Traverse City, Michigan 49685

AFFIDAVIT OF COMPLETION/CONSENT OF SURETY

Martin Property Development, Inc.

Name of Contractor

1111 Michigan Avenue, Suite 300, East Lansing, MI 48823

Address of Contractor

being duly sworn, deposes and says that they entered into a Contract with TC Hammond, LLC on the 10th day of July, 2024, for the TC Hammond Storage Water Main Install Project.

Contractor further says that the said Contract has been completed and all indebtedness incurred by him to Subcontractors, Suppliers, and laborers in their employ has been paid in full. Contractor further says that there are no outstanding or pending Claims, Liens or actions in Law involving this Contract. Contractor further says this affidavit is furnished as an inducement to the Owner to make final payment on said Contract.

WITNESSES:

Jamie Taylor
Print

SIGNED:

Jason Brunette
Print

Subscribed and sworn to before me this 10th day of July, 2024.

Beverly J. Rowell
Print Name

Beverly J. Rowell
Notary Public Sign

SEAL

My commission expires: July 27, 2025

CONSENT OF SURETY

We, as Surety on the above-described Contract, hereby give our consent to the payment to the Contractor as indicated.

NAME OF SURETY COMPANY: _____

PERFORMANCE AND PAYMENT BOND NO.: _____

Date: _____

Signed: _____

Name: _____

BEVERLY J. ROWELL
NOTARY PUBLIC-STATE OF MICHIGAN
COUNTY OF CLINTON
My Commission Expires July 27, 2025
Acting In the County of Clinton

BILL OF SALE

TC Hammond, LLC whose address is 1111 Michigan Avenue, Suite 300, East Lansing, MI 48823 (herein referred to as "Seller") for and in consideration of One (\$1.00) Dollar, the adequacy and receipt of which is acknowledged, does hereby grant, dedicate, transfer and deliver to Garfield Township, whose address is 3848 Veterans Dr, Traverse City, MI 49684, (herein referred to as the "Township"), all water main and appurtenances as shown on the attached drawings that are in, over, upon and under the real estate more fully described as:

WATERMAIN EASEMENT – (SEE EXHIBIT ATTACHED)

EASEMENT "A"

AN EASEMENT FOR THE INSTALLATION AND MAINTENANCE ACROSS THAT PART OF THE NORTHWEST 1/4 OF SECTION 25, TOWN 27 NORTH, RANGE 11 WEST, GARFIELD TOWNSHIP GRAND TRAVERSE COUNTY MICHIGAN DESCRIBED AS COMMENCING AT THE NORTHWEST CORNER OF SECTION 25; THENCE S00°47'42"W ALONG THE WEST LINE OF SAID SECTION 74.91 FEET; THENCE S88°50'09"E 149.55 FEET ALONG THE SOUTH RIGHT-OF-WAY OF HAMMOND ROAD TO THE POINT OF BEGINNING; THENCE CONTINUING S88°50'09"E ALONG THE SOUTH RIGHT-OF-WAY LINE OF HAMMOND ROAD 20.01 FEET; THENCE S00°17'38"E 29.84 FEET; THENCE S89°42'22"W 20.00 FEET; THENCE N00°17'38"W 30.35 FEET TO THE POINT OF BEGINNING. CONTAINING 602 SQUARE FEET.

EASEMENT "B"

AN EASEMENT FOR THE INSTALLATION AND MAINTENANCE ACROSS THAT PART OF THE NORTHWEST 1/4 OF SECTION 25, TOWN 27 NORTH, RANGE 11 WEST, GARFIELD TOWNSHIP GRAND TRAVERSE COUNTY MICHIGAN DESCRIBED AS COMMENCING AT THE NORTHWEST CORNER OF SECTION 25; THENCE S00°47'42"W ALONG THE WEST LINE OF SAID SECTION 74.91 FEET; THENCE S88°50'09"E 378.05 FEET ALONG THE SOUTH RIGHT-OF-WAY LINE OF HAMMOND ROAD TO THE POINT OF BEGINNING OF EASEMENT "B"; THENCE CONTINUING S88°50'09"E ALONG THE SOUTH RIGHT-OF-WAY LINE OF HAMMOND ROAD 20.04 FEET; THENCE S04°45'58"W 107.50 FEET; THENCE S01°00'00"W 368.49 FEET; THENCE N88°50'39"W 52.66 FEET; THENCE S45°52'19"W 40.88 FEET; THENCE N44°07'41"W 20.00 FEET; THENCE N45°52'19"E 49.22 FEET; THENCE N88°50'39"E 40.98 FEET; THENCE N00°59'34"E 349.00 FEET; THENCE N04°45'58"E 106.99 FEET TO THE POINT OF BEGINNING. CONTAINING 11,151 SQUARE FEET.

Seller hereby warrants and certifies to the Township that the Improvement has been acquired, constructed and completed in accordance with the Plans and Specifications developed by Grand Traverse County for the improvements previously approved by the Township, and that no claim, action, or liability exists with respect to the improvement and its construction and installation.

Seller further warrants and represents to the Township that it is the lawful owner of the improvement, and that the improvement is free of all liens and encumbrances of any kind. Seller further represents that it has the authority to transfer the improvement. All warranties and guarantees pertaining to the improvement are hereby assigned and transferred to the Township.

Dated this 27 day of June, 2024

Seller:

TC Hammond, LLC, a Michigan Limited Liability Company

By:  _____

Signature

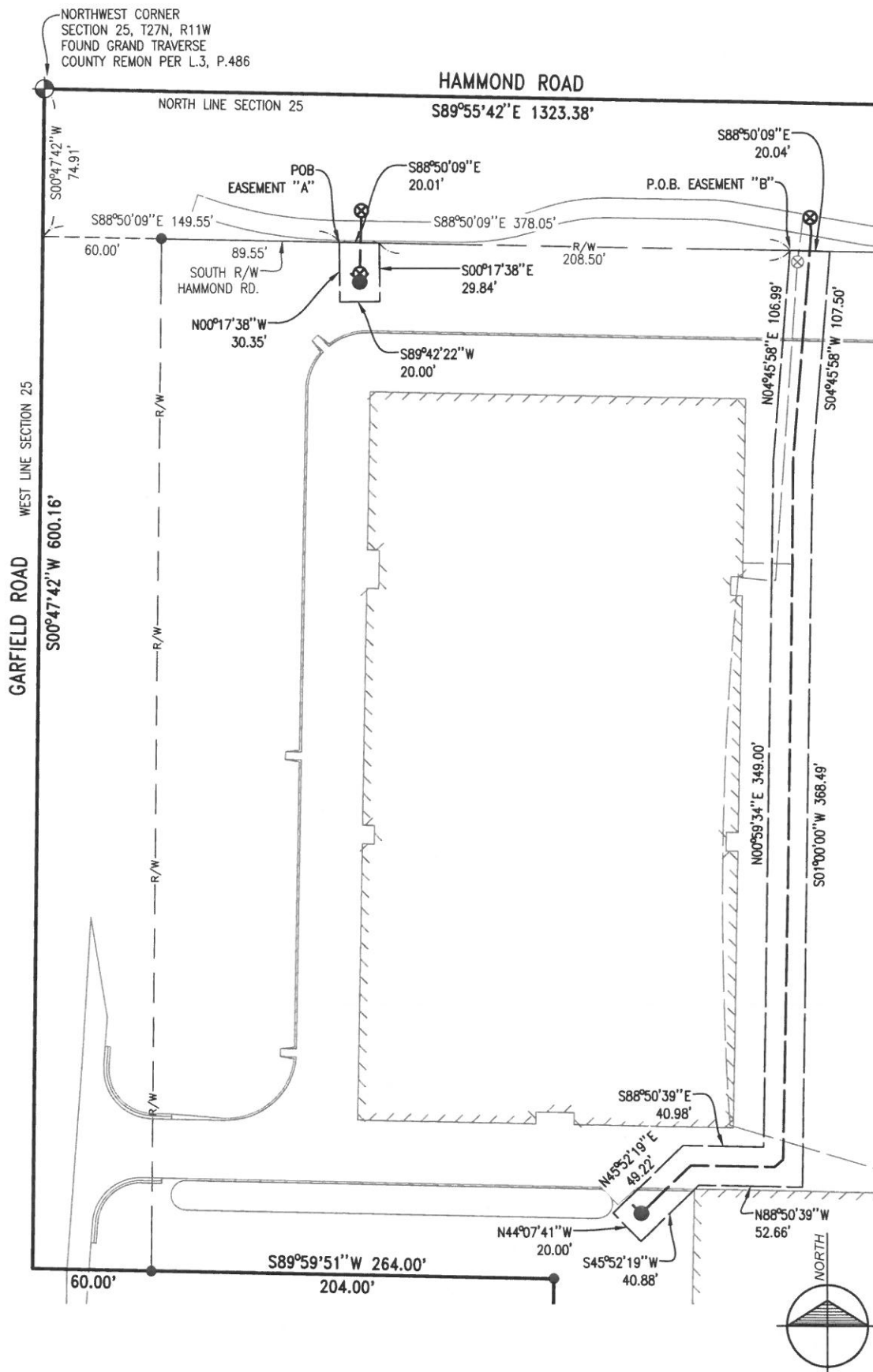
By: Mike Martin _____

Printed

Its: Manager _____

Title

WATER MAIN EASEMENT EXHIBIT



P:\2022\250001\001CADD-DATA\3D\2022\250001.WATER EASEMENT EXHIBIT.dwg Tab: Esmt Exhibit Saved by: adbaranek 4/5/2024 9:26 AM Plotted by: Andrew Baranek 4/5/2024 9:33 AM

Sheet 1 OF 2

STORAGE BUILDING PROJECT
RIVERSTONE CAPITAL PARTNERS
PART OF THE NORTHWEST 1/4, SECTION 25
T27N, R11W, GARFIELD TOWNSHIP
GRAND TRAVERSE COUNTY, MICHIGAN

Job #: 2022250001.08
Date: 03/25/2024
Scale: 1"=60'
Drawn: AJP
Chk'd.: MPS
Rev.:



GoslingCzubak
engineering sciences, inc.

1280 Business Park Drive, Traverse City, Michigan
231-946-9191 800-968-1062
www.goslingczubak.com info@goslingczubak.com

CIVIL ENGINEERING | SURVEYING | ENVIRONMENTAL SERVICES | GEOTECHNICAL
CONSTRUCTION SERVICES | DRILLING | LANDSCAPE ARCHITECTURE

WATER MAIN EASEMENT EXHIBIT

WATER MAIN EASEMENT DESCRIPTIONS:

EASEMENT "A"

AN EASEMENT FOR THE INSTALLATION AND MAINTENANCE ACROSS THAT PART OF THE NORTHWEST 1/4 OF SECTION 25, TOWN 27 NORTH, RANGE 11 WEST, GARFIELD TOWNSHIP GRAND TRAVERSE COUNTY MICHIGAN DESCRIBED AS COMMENCING AT THE NORTHWEST CORNER OF SECTION 25; THENCE S00°47'42"W ALONG THE WEST LINE OF SAID SECTION 74.91 FEET; THENCE S88°50'09"E 149.55 FEET ALONG THE SOUTH RIGHT-OF-WAY OF HAMMOND ROAD TO THE POINT OF BEGINNING; THENCE CONTINUING S88°50'09"E ALONG THE SOUTH RIGHT-OF-WAY LINE OF HAMMOND ROAD 20.01 FEET; THENCE S00°17'38"E 29.84 FEET; THENCE S89°42'22"W 20.00 FEET; THENCE N00°17'38"W 30.35 FEET TO THE POINT OF BEGINNING. CONTAINING 602 SQUARE FEET.

EASEMENT "B"

AN EASEMENT FOR THE INSTALLATION AND MAINTENANCE ACROSS THAT PART OF THE NORTHWEST 1/4 OF SECTION 25, TOWN 27 NORTH, RANGE 11 WEST, GARFIELD TOWNSHIP GRAND TRAVERSE COUNTY MICHIGAN DESCRIBED AS COMMENCING AT THE NORTHWEST CORNER OF SECTION 25; THENCE S00°47'42"W ALONG THE WEST LINE OF SAID SECTION 74.91 FEET; THENCE S88°50'09"E 378.05 FEET ALONG THE SOUTH RIGHT-OF-WAY LINE OF HAMMOND ROAD TO THE POINT OF BEGINNING OF EASEMENT "B"; THENCE CONTINUING S88°50'09"E ALONG THE SOUTH RIGHT-OF-WAY LINE OF HAMMOND ROAD 20.04 FEET; THENCE S04°45'58"W 107.50 FEET; THENCE S01°00'00"W 368.49 FEET; THENCE N88°50'39"W 52.66 FEET; THENCE S45°52'19"W 40.88 FEET; THENCE N44°07'41"W 20.00 FEET; THENCE N45°52'19"E 49.22 FEET; THENCE N88°50'39"E 40.98 FEET; THENCE N00°59'34"E 349.00 FEET; THENCE N04°45'58"E 106.99 FEET TO THE POINT OF BEGINNING. CONTAINING 11,151 SQUARE FEET.

P:\2022\250001 00\CADD-Data\C3D\2022\250001 WATER EASEMENT EXHIBIT.dwg Tab Description Saved by: adharanek 4/5/2024 9:26 AM Plotted by: Andrew Baranek 4/5/2024 9:33 AM

Sheet 2 OF 2

STORAGE BUILDING PROJECT
RIVERSTONE CAPITAL PARTNERS
PART OF THE NORTHWEST 1/4, SECTION 25
T27N, R11W, GARFIELD TOWNSHIP
GRAND TRAVERSE COUNTY, MICHIGAN

Job #: 2022250001.08
Date: 03/25/2024
Scale: -
Drawn: AJP
Chk'd: MPS
Rev.:



Gosling Czubak
engineering sciences, inc.

1280 Business Park Drive, Traverse City, Michigan
231-946-9191 800-968-1062
www.goslingczubak.com info@goslingczubak.com

CIVIL ENGINEERING | SURVEYING | ENVIRONMENTAL SERVICES | GEOTECHNICAL
CONSTRUCTION SERVICES | DRILLING | LANDSCAPE ARCHITECTURE

GRANT OF EASEMENT

KNOW ALL MEN BY THESE PRESENTS: that TC Hammond, LLC, (Grantor), whose address is 1111 Michigan Avenue, Suite 300, East Lansing, MI 48823 for and in consideration of One Dollar and 00/100 cents (\$1.00) grants and conveys to Garfield Township, a Michigan municipal corporation, (Grantee), whose address is 3848 Veterans Drive, Traverse City, MI 49684 , and the successors and assigns of Grantee, a non-exclusive easement for the purposes of laying constructing, maintaining, operating, repairing, substituting, removing, enlarging, inspecting and replacing public and/or private utilities, though, along and across the following described property:

Situated in the Township Garfield, County of Grand Traverse, State of Michigan, to wit:

20' WIDE PUBLIC UTILITY EASEMENT

A 20 foot wide easement for the installation and maintenance of PUBLIC WATER AND/OR SEWER and appurtenances in part of Section 25, Town 27 North, Range 11 West, Garfield Township, Grand Traverse County, Michigan, said Easement being a portion of Tax Parcel# 28-05-025-014-00, which is more fully described as;

Legal Description:

EASEMENT "A"

AN EASEMENT FOR THE INSTALLATION AND MAINTENANCE ACROSS THAT PART OF THE NORTHWEST 1/4 OF SECTION 25, TOWN 27 NORTH, RANGE 11 WEST, GARFIELD TOWNSHIP GRAND TRAVERSE COUNTY MICHIGAN DESCRIBED AS COMMENCING AT THE NORTHWEST CORNER OF SECTION 25; THENCE S00°47'42"W ALONG THE WEST

LINE OF SAID SECTION 74.91 FEET; THENCE S88°50'09"E 149.55 FEET ALONG THE SOUTH RIGHT-OF-WAY OF HAMMOND ROAD TO THE POINT OF BEGINNING; THENCE CONTINUING S88°50'09"E ALONG THE SOUTH RIGHT-OF-WAY LINE OF HAMMOND ROAD 20.01 FEET; THENCE S00°17'38"E 29.84 FEET; THENCE S89°42'22"W 20.00 FEET; THENCE N00°17'38"W 30.35 FEET TO THE POINT OF BEGINNING. CONTAINING 602 SQUARE FEET.

EASEMENT "B"

AN EASEMENT FOR THE INSTALLATION AND MAINTENANCE ACROSS THAT PART OF THE NORTHWEST 1/4 OF SECTION 25, TOWN 27 NORTH, RANGE 11 WEST, GARFIELD TOWNSHIP GRAND TRAVERSE COUNTY MICHIGAN DESCRIBED AS COMMENCING AT THE NORTHWEST CORNER OF SECTION 25; THENCE S00°47'42"W ALONG THE WEST LINE OF SAID SECTION 74.91 FEET; THENCE S88°50'09"E 378.05 FEET ALONG THE SOUTH RIGHT-OF-WAY LINE OF HAMMOND ROAD TO THE POINT OF BEGINNING OF EASEMENT "B"; THENCE CONTINUING S88°50'09"E ALONG THE SOUTH RIGHT-OF-WAY LINE OF HAMMOND ROAD 20.04 FEET; THENCE S04°45'58"W 107.50 FEET; THENCE S01°00'00"W 368.49 FEET; THENCE N88°50'39"W 52.66 FEET; THENCE S45°52'19"W 40.88 FEET; THENCE N44°07'41"W 20.00 FEET; THENCE N45°52'19"E 49.22 FEET; THENCE N88°50'39"E 40.98 FEET; THENCE N00°59'34"E 349.00 FEET; THENCE N04°45'58"E 106.99 FEET TO THE POINT OF BEGINNING. CONTAINING 11,151 SQUARE FEET.

Subject to other easements or restrictions, if any.

Together with the right of ingress and egress to, from and over said lands, and subject to other easements or restrictions, if any.

The Grantee shall replace and restore the property to the extent practicable whenever any construction or maintenance occurs within the easement area. Grantee shall not be responsible for replacing any trees or vegetation in the easement area that are disturbed as a result of construction or maintenance. Grantor agrees that no buildings, fences or other structures of any kind will be placed within the boundaries of said easement, and Grantor shall not plant any trees or vegetation in the easement that interfere with Grantees rights under this easement. Grantee shall have the right to remove any buildings, fences, structures, trees or vegetation placed within the easement and Grantor shall be responsible for the cost of such removal.

This easement and associated rights and restriction are granted in perpetuity.

Grantor and Grantee, as used herein, shall be deemed to be plural, when required to be so, and shall include the heirs, successors and assigns of the parties hereto.

The word "easement", as used herein, shall be deemed to be plural when required to be so.

The rights, obligations and restrictions under this Grant of Easement shall run with the land of Grantors and shall be binding on the successors and assigns of Grantors.

[Signature page for Grantor Follows]

GRANTOR:

TC HAMMOND, LLC, a Michigan limited liability company

By: [Signature]
Cutler Martin, Manager

STATE OF MICHIGAN)

) ss.

COUNTY OF Ingham)

The foregoing instrument was acknowledged before me this 27th day of June, 2024 by Cutler Martin, Manager of TC Hammond, LLC, a Michigan limited liability company, on behalf of the company.

Beverly J. Rowell, Notary Public
Clinton County, Michigan
Acting in Ingham County, Michigan
My Commission Expires: July 27, 2025

Drafted by, when recorded, return to:
Jason Brunette
TC Hammond, LLC
1111 Michigan Avenue, Suite 300
East Lansing, Michigan 48823
517-351-2200

BEVERLY J. ROWELL
NOTARY PUBLIC-STATE OF MICHIGAN
COUNTY OF CLINTON
My Commission Expires July 27, 2025
Acting in the County of Ingham

CERTIFICATE OF SUBSTANTIAL COMPLETION

Owner: Charter Township of Garfield
Contractor: Martin Property Development
Engineer: Gourdie Fraser, Inc. (GFA)
Project: Hammond Road Storage Building

Owner's Contract No.:
Contractor's Project No.:
Engineer's Project No.: 23055
Contract Name:

This [preliminary] [final] Certificate of Substantial Completion applies to:

☒ All Work

☐ The following specified portions of the Work:

Date of Substantial Completion

The Work to which this Certificate applies has been inspected by authorized representatives of Owner, Contractor, and Engineer, and found to be substantially complete. The Date of Substantial Completion of the Work or portion thereof designated above is hereby established, subject to the provisions of the Contract pertaining to Substantial Completion. The date of Substantial Completion in the final Certificate of Substantial Completion marks the commencement of the contractual correction period and applicable warranties required by the Contract.

A punch list of items to be completed or corrected is attached to this Certificate. This list may not be all-inclusive, and the failure to include any items on such list does not alter the responsibility of the Contractor to complete all Work in accordance with the Contract.

The responsibilities between Owner and Contractor for security, operation, safety, maintenance, heat, utilities, insurance, and warranties upon Owner's use or occupancy of the Work shall be as provided in the Contract, except as amended as follows: *[Note: Amendments of contractual responsibilities recorded in this Certificate should be the product of mutual agreement of Owner and Contractor; see Paragraph 15.03.D of the General Conditions.]*

Amendments to Owner's
responsibilities:

☐ None
☐ As follows

Amendments to
Contractor's responsibilities:

☐ None
☐ As follows:

The following documents are attached to and made a part of this Certificate:

This Certificate does not constitute an acceptance of Work not in accordance with the Contract Documents, nor is it a release of Contractor's obligation to complete the Work in accordance with the Contract.

EXECUTED BY ENGINEER:

RECEIVED:

RECEIVED:

By: _____
(Authorized signature)

By: _____
Owner (Authorized Signature)

By: _____
Contractor (Authorized Signature)

Title: Director of Engineering

Title: Township Supervisor

Title: Director of Project Management

Date: _____

Date: _____

Date: 7/10/24



GRAND TRAVERSE METRO FIRE DEPARTMENT

6.c.

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

Garfield / Metro NFIRS Incidents - July 2024

Incident Type	Garfield	Metro
Medical assist, assist EMS crew	279	377
Dispatched and cancelled en route	33	44
Emergency medical service, other	22	42
Motor vehicle accident with injuries	8	15
Motor vehicle accident with no injuries.	5	11
No incident found on arrival at dispatch address	2	8
Alarm system activation, no fire - unintentional	5	7
Assist invalid	4	7
Smoke detector activation, no fire - unintentional	3	7
Unauthorized burning	4	4
Alarm system sounded due to malfunction	2	3
Carbon monoxide detector activation, no CO	2	3
Cooking fire, confined to container	3	3
Gas leak (natural gas or LPG)	3	3
Smoke scare, odor of smoke	2	3
Assist police or other governmental agency	0	2
Building fire	1	2
CO detector activation due to malfunction	0	2
Low Hanging Power Line	2	2
Outside rubbish, trash or waste fire	1	2
Public service	2	2
Arcing, shorted electrical equipment	1	1
Bad Incident # - Wrongful Dispatch	0	1
Building fire / Dryer/Appliance Fire	1	1
Carbon monoxide incident	0	1
Central station, malicious false alarm	0	1
Chemical spill or leak	1	1
Detector activation, no fire - unintentional	0	1
Dumpster or other outside trash receptacle fire	0	1
Extrication of victim(s) from building/structure	1	1
Extrication of victim(s) from vehicle	1	1
False alarm or false call, other	1	1
Fires in structure other than in a building	1	1
Forest, woods or wildland fire	1	1
Gasoline or other flammable liquid spill	1	1
LP or Natural Gas Odor with no leak/gas found.	0	1
Motor vehicle/pedestrian accident (MV Ped)	0	1
Overpressure rupture of steam pipe or pipeline	1	1
Power line down	1	1
Public service assistance, other	1	1
Smoke detector activation due to malfunction	0	1
System malfunction, other	1	1
Trash or rubbish fire, contained	1	1



GRAND TRAVERSE METRO FIRE DEPARTMENT

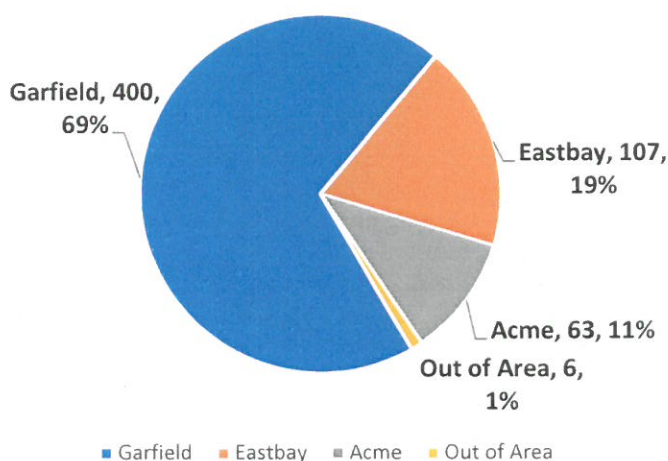
FIRE OFFICE 897 Parsons Road ~ Traverse City, MI 49686

Phone: (231) 947-3000 Fax: (231) 947-8728 ~ Website: www.gtmetrofire.org Email: Info@gtmetrofire.org

Tree Down onto Low Voltage Lines	0	1
Vehicle accident, general cleanup	1	1
Water Flow Alarm - unintentional	1	1
Water or steam leak	1	1
Water vehicle fire	0	1
Total	400	576

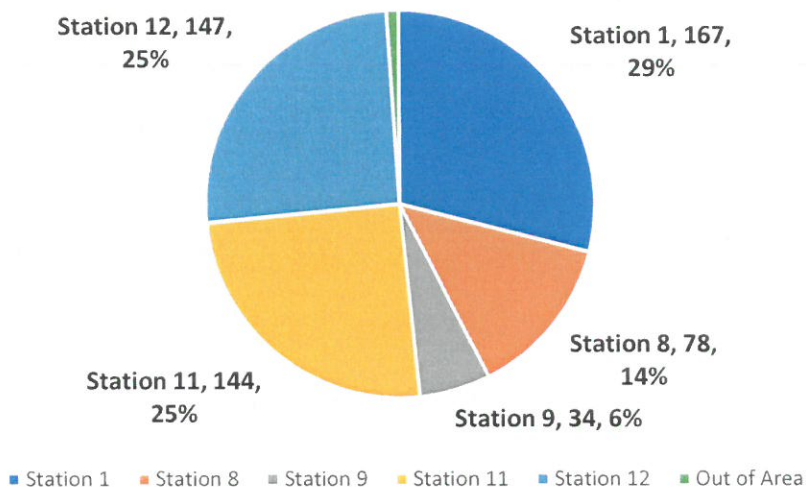
GTMESSA - July 2024 incidents

576 Total



GTMESSA - Incidents by Station July 2024

576 Total
Out of Area, 6,
1%





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 Email: info@gtmetrofire.org

Garfield EMS Complaints - July 2024

Complaint	Priority 1	Priority 2	Priority 3	Total
Fall	6	22	27	55
Difficulty Breathing / SOB	24	9	4	37
Invalid Assist/Lift Assist		3	25	28
Cardiac Issues (Chest Pain)	20		1	21
Seizure	16	1	2	19
Medical Alarm		7	11	18
General Weakness	2		15	17
Back Pain (Non-Traumatic)	1		12	13
Altered LOC	7		2	9
Syncope/near-fainting	7		2	9
Unresponsive	9			9
Vehicle Accident	7	1	1	9
Abdominal Pain	3		5	8
Hemorrhage/Laceration	1	3	4	8
Traumatic Injury		3	5	8
Stroke/CVA	7			7
Welfare Check	2	2	3	7
Diabetic Emergency	2		4	6
Hypotension / hypertension	4		2	6
No Other Appropriate Choice	2		4	6
Psychiatric Problem/Suicide Attempt	3		3	6
Assault		1	4	5
Overdose - Unintentional	2		3	5
Nausea/Vomiting	1	1	2	4
Allergic Reaction / Stings	2		1	3
Cardiac Issues - No Chest Pain	3			3
CPR	2			2
Pregnancy/Childbirth/Miscarriage	2			2
Urinary problem	1	1		2
Alcohol intoxication			1	1
Animal Bite			1	1
Assist Other Agency			1	1
Fever	1			1
GI Bleed			1	1
Headache	1			1
Heat/Cold Exposure	1			1
Infection			1	1
Lower Limb Swelling	1			1
Patient Assist Only			1	1
Grand Total	140	54	148	342



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 Email: Info@gtmetrofire.org

GTMESSA EMS Complaints - July 2024

Complaint	Priority 1	Priority 2	Priority 3	Total
Fall	10	28	44	82
Difficulty Breathing / SOB	29	11	5	45
Invalid Assist/Lift Assist		4	39	43
Cardiac Issues (Chest Pain)	26	1	1	28
Seizure	20	3	5	28
Medical Alarm		9	15	24
General Weakness	3	1	17	21
Syncope/near-fainting	13	1	5	19
Vehicle Accident	12	2	2	16
Altered LOC	11		4	15
Back Pain (Non-Traumatic)	1		12	13
Traumatic Injury	1	3	8	12
Unresponsive	12			12
Hemorrhage/Laceration	2	4	5	11
Stroke/CVA	11			11
Abdominal Pain	5		5	10
Psychiatric Problem/Suicide Attempt	4		6	10
Diabetic Emergency	3	1	5	9
Hypotension / hypertension	6		3	9
Nausea/Vomiting	1	1	7	9
No Other Appropriate Choice	2		7	9
Welfare Check	2	2	3	7
Assault		1	5	6
Overdose - Unintentional	2		3	5
Allergic Reaction / Stings	3		1	4
Cardiac Issues - No Chest Pain	4			4
CPR	3			3
Assist Other Agency			2	2
GI Bleed			2	2
Pregnancy/Childbirth/Miscarriage	2			2
Urinary problem	1	1		2
Alcohol intoxication			1	1
Animal Bite			1	1
Driver Request			1	1
Drowning or near drowning	1			1
Fever	1			1
Headache	1			1
Heat/Cold Exposure	1			1
Infection			1	1
Lower Limb Swelling	1			1
Patient Assist Only			1	1
Grand Total	194	73	216	483



Charter Township of Garfield

Planning Department Report No. 2024-59

Prepared:	August 6, 2024	Pages:	2
Meeting:	August 13, 2024 Township Board	Attachments:	<input type="checkbox"/>
Subject:	Planning Department Monthly Report – August 2024		

PURPOSE:

Staff provides a monthly report to the Township Board on activities of the Planning Department and the Planning Commission. The presentation of this report also provides a venue for the Township Board to have a dialog with staff about any of the activities or planning-related issues facing the Township.

DEVELOPMENTS:

The Planning Commission is currently conducting the following development review activity:

The Potter's Home Retreat Bed and Breakfast – Special Use Permit Review

- *Location:* 492 W Potter Road, north side of Potter Road, west of intersection with Garfield Road
- *Development Description:* Proposed bed and breakfast with space for up to 6 guests
- *Status:* After a public hearing at the 6/12/2024 meeting, the Planning Commission tabled the application and requested additional information to review at their 6/26/2024 study session. Upon reviewing this additional information, Commissioners directed staff to prepare Findings of Fact for their 7/10/2024 regular meeting. Commissioners tabled the application at their 7/10/2024 meeting and referred the proposed Findings of Fact to the Township Attorney for legal review.

TowerNorth Wireless Communication Facility – Special Use Permit Review

- *Location:* 2767 Zimmerman Road, west side of Zimmerman Road, north of Silver Lake Road intersection
- *Development Description:* Proposed monopole wireless communication facility (cell tower)
- *Status:* The Planning Commission tabled the application at their 6/12/2024 meeting and requested more information on the application. Commissioners tabled the application at their 7/10/2024 meeting so that the applicant can propose a different location on the site for the proposed tower which meets setback standards for wireless communication facilities.

French Manor LaFranier – Special Use Permit Major Amendment Review

- *Location:* 3090 LaFranier Road, east side of LaFranier Road, south of South Airport Road
- *Development Description:* Proposed expansion of existing senior residential facility
- *Status:* The application will be introduced to the Planning Commission at their 8/14/2024 meeting.

The Planning Department is also currently conducting the following administrative development review activity:

Northern Floor and Tile

- *Location:* 670 Eta Lane, east of US 31, north of Rennie School Road
- *Development Description:* Proposed building addition
- *Status:* Applicants sent updated site plan information per staff comments; approved with conditions.

PLANNING:

Other Planning Department activities include the following:

- The Township Board adopted the updated Master Plan at their 7/9/2024 meeting. Adoption of the updated Master Plan is the culmination of the Master Plan review and update process. Staff is thankful for everyone who helped make the new Master Plan a reality including the Planning Commission, Township Board, and residents of the community.
- The new Master Plan is available on the Township website at the following link:
<https://www.garfield-twp.com/plansreports.asp/>
- At their 7/24/2024 study session, the Planning Commission held an introduction for a proposed amendment to the Zoning Ordinance. This amendment encompasses changes to the R-3 zoning district to allow triplex and quadplex housing types by right in the R-3 district, and associated text changes. Commissioners set the public hearing on this proposed amendment for their 8/14/2024 regular meeting.
- At their 7/24/2024 study session, the Planning Commission also discussed other potential Zoning Ordinance amendments, including updating sign regulations and addressing short-term rentals in response to proposed legislation.
- At their 7/24/2024 study session, the Planning Commission also reviewed the City of Traverse City's Master Plan draft, which the City of Traverse City had forwarded as part of its 63-day review period. Staff provided a letter to the City of Traverse City Planning Department based on comments from the Township Planning Commission and Staff which were discussed at the 7/24/2024 study session.

STAFF:

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

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



Charter Township of Garfield

Parks Report

Silver Lake Recreation Area

Staining Kiosks

Warning dog park users not to drive on grass up to fence.
Cameras helped figure out who it was.

Fixed dog park hoses and nozzles.

Trimmed back sumac and growth near trail.

Walked tennis court area with local company looking ahead
towards potential pickleball courts.

Monthly mowing completed.

Commons

Finalizing the RFP for the Copper Ridge Trailhead. Walked it
with sub committee and GFA.

Monthly mowing and trimming completed.

Covering up graffiti near Hippie Tree Area.

Removed some smaller trees from trails.

River East

Working on getting the bathrooms purchased and locking down contractor on start date for next phase.

CPO's moved along a homeless couple being inappropriate near the trail. They have not been seen since.

Received park benches for dog park. Installing soon.

Boardman Valley

Monthly mowing and trimming completed. Used UTV to make it deep into park.

Starting to remove old trash cans that are deteriorating.

Miller Creek

Moved along one camper down below Petsmart with CPO.

Removed some smaller down trees behind Aldis.

Monthly mowing and pruning completed.

Kid's Creek

Removed the big willow on trail and off bridge. Appears ants had degraded the trunk.

Scheduling to rake Chara Algae out of Oleson's Pond.

Monthly mowing and trimming completed.

Removed a large wasp nest under the boardwalk.

Buffalo Ridge Trail

Monthly maintenance: mowing, brush hogging, and pruning.

Installed a park bench near bridge by assisted living.

Treated weeds growing through asphalt.

Removed more autumn olives bushes.

Submitted July 31st, 2024

Derek Morton

Sean Kehoe



**Charter Township of Garfield
Treasurer's Report
Ending June 30th, 2024**

ACCT.	UNRESTRICTED FUNDS	TYPE	03/31/24	06/30/24	DIFFERENCE	MATURITY	RATE
7118	General Fund	Checking	\$ 2,980,490	\$ 1,850,552	\$ (1,129,938)	N/A	
0001	General Fund - MI CLASS	Invest.Pool	\$ 2,135,468	\$ 3,168,115	\$ 1,032,647	N/A	5.46%
401	ARPA Fund - State Savings Bank	MM/ICS	\$ 1,928,567	\$ 1,863,551	\$ (65,017)	N/A	3.00%
* 4670	<u>Managed Account</u> - General Fund	Invest	\$ 4,097,664	\$ 4,126,053	\$ 28,389	N/A	
1330	Huntington - TCF Bank	CD	\$ 142,788	\$ 142,788	\$ -	6/3/24	4.15%
330	TBA Credit Union - Budget Stab.	CD	\$ 83,986	\$ 83,986	\$ -	11/18/25	3.25%
57	Nicolet National Bank (Mbank)	CD	\$ 243,573	\$ 243,573	\$ -	10/2/26	2.50%
12316	4-Front Credit Union	CD	\$ 230,116	\$ 232,840	\$ 2,724	7/8/23	5.15%
301	NW Consumers CU	CD	\$ 175,845	\$ 176,619	\$ 775	11/29/24	1.75%
302	NW Consumers CU	CD	\$ 66,384	\$ 66,660	\$ 276	9/28/24	1.65%
662	Independent	CD	\$ 283,438	\$ 283,438	\$ (0)	3/21/26	4.33%
55	1st Community Bank	CD	\$ 227,401	\$ 227,401	\$ -	8/2/24	2.00%
1864	West Shore Bank	CD	\$ 246,480	\$ 246,480	\$ -	5/23/25	0.40%
6015	First National Bank of America	CD	\$ 244,851	\$ 245,340	\$ 488	7/14/24	0.80%
1002	Team One Credit Union	CD	\$ 269,787	\$ 271,947	\$ 2,160	3/2/27	3.20%
212	Credit Union One	CD	\$ 263,647	\$ 266,075	\$ 2,428	2/26/27	2.50%
206	Honor Bank	CD	\$ 263,506	\$ 263,506	\$ -	12/2/25	0.20%
41	Lake Michigan Credit Union	CD	\$ 252,342	\$ 255,464	\$ 3,122	1/23/24	4.22%
115	State Savings Bank	CD	\$ 246,045	\$ 246,045	\$ -	7/3/25	0.20%
147	MSU Credit Union	CD	\$ 248,773	\$ 249,423	\$ 650	10/29/25	1.05%
Total Unrestricted Funds - Available for Spending			\$ 14,631,152	\$ 14,509,857	\$ (121,295)		
ACCT.	RESTRICTED FUNDS	TYPE	03/31/24	06/30/24	DIFFERENCE	MATURITY	RATE
7118	Park Fund	Checking	\$ 472,781	\$ 930,517	\$ 457,736		
7118	Roads	Checking	\$ 503,000	\$ 538,353	\$ 35,352		
8728	Fire Fund	Checking	\$ 414,115	\$ 392,482	\$ (21,632)		
* 4654	<u>Managed Account</u> - Fire Fund	Invest	\$ 805,926	\$ 816,079	\$ 10,153		
7134	Receiving Fund - Water/Sewer	Checking	\$ 2,651,330	\$ 3,206,876	\$ 555,546		
0002	Receiving Fund - Water - MI CLASS	Invest.Pool	\$ 3,160,911	\$ 3,203,559	\$ 42,648		5.46%
0003	Receiving Fund - Sewer - MI CLASS	Invest.Pool	\$ 4,186,354	\$ 4,242,837	\$ 56,483		5.46%
* 4662	<u>Managed Account</u> - Receiving Fund	Invest	\$ 15,252,421	\$ 15,435,569	\$ 183,148		
* 7940	<u>Managed Account</u> - DPW Fund	Invest	\$ 124,063	\$ 125,656	\$ 1,593		
7126	Tax Fund	Checking	\$ 23,455	\$ 523,325	\$ 499,870		
4750	General Employee Flex (H.S.A)	Checking	\$ 25,459	\$ 22,578	\$ (2,881)		
3734	Retirement Rec Fund	Checking	\$ 34,777	\$ 32,544	\$ (2,232)		
8681	Trust & Agency	Checking	\$ 249,517	\$ 233,475	\$ (16,042)		
1726	Specials Lights	Checking	\$ 37,043	\$ 6,280	\$ (30,763)		
1073	Specials (Milfoil, Roads, Water, Sewer)	Checking	\$ 46,457	\$ 41,481	\$ (4,976)		
Total Restricted Funds - Restricted Use			\$ 27,987,608	\$ 29,751,611	\$ 1,764,003		
TOTAL			\$ 42,618,761	\$ 44,261,468	\$ 1,642,707		

* 5/3 Managed Accounts - See full breakdown of investments on the page (2) of report

Notes:

Transferred \$1 Million to MI Class (liquid and earning 5.46%)
\$500,000 transferred to Parks from General Fund for the 2024 Budgeted Transfer

Respectfully Submitted By:

Chloe Macomber

Chloe Macomber, Treasurer
Email: cmacomber@garfield-twp.com
Phone: (231) 225-3043



Charter Township of Garfield
Treasurer's Report
Ending June 30th, 2024

FIRE FUND MANAGED ACCOUNT

CUSIP	PAR AMT	ISSUER	SECURITY TYPE	COUPON	MATURITY	PRICE	PURCHASE	TYPE	CALL DATE	CALL STRUCTURE	BOOK VALUE	MARKET VALUE	NET UNREALIZED GAIN/LOSS
N/A	N/A	FEDERATED HERMS GOVT	MONEY MARKET	5.07%	N/A	N/A	N/A	MM	N/A	N/A	\$ 275,053	\$ 275,053	\$ -
3130AJN54	\$ 600,000	FEDERAL HOME LOAN BANK	AGENCY BOND	1.07%	6/8/2027	100.000		FIXED	3/16/2022	Anytime	\$ 600,000	\$ 541,026	\$ (58,974)
TOTAL											\$ 875,053	\$ 816,079	\$ (58,974)

RECEIVING FUND (WATER/SEWER) MANAGED ACCOUNT

CUSIP	PAR AMT	ISSUER	SECURITY TYPE	COUPON	MATURITY	PRICE	PURCHASE	TYPE	CALL DATE	CALL STRUCTURE	BOOK VALUE	MARKET VALUE	NET UNREALIZED GAIN/LOSS
N/A	N/A	FEDERATED HERMS GOVT	MONEY MARKET	5.07%	N/A	N/A	N/A	MM	N/A	N/A	\$ 1,025,896	\$ 1,025,896	\$ -
3130AJR68	\$ 2,684,211	FEDERAL HOME LOAN BANK	AGENCY BOND	0.92%	6/30/2026	100.000		FIXED	3/16/2022	Anytime - Partially Called	\$ 2,684,211	\$ 2,484,398	\$ (199,813)
3133ELZ23	\$ 1,000,000	FEDERAL FARM CREDIT BANK	AGENCY BOND	0.98%	4/27/2027	99.850		FIXED	3/16/2022	Anytime	\$ 998,500	\$ 902,090	\$ (96,410)
3130AJN54	\$ 5,000,000	FEDERAL HOME LOAN BANK	AGENCY BOND	1.07%	6/8/2027	100.000		FIXED	3/16/2022	Anytime	\$ 5,000,000	\$ 4,508,550	\$ (491,450)
3130AJR78	\$ 649,351	FEDERAL HOME LOAN BANK	AGENCY BOND	1.05%	6/24/2027	100.000		FIXED	3/16/2022	Anytime - Partially Called	\$ 649,351	\$ 584,279	\$ (65,071)
3130AMB44	\$ 2,000,000	FEDERAL HOME LOAN BANK	AGENCY BOND	1.00%	5/12/2028	100.000		STEP CPN	5/12/2022	Quarterly	\$ 2,000,000	\$ 1,797,780	\$ (202,220)
3130AKNU6	\$ 1,600,000	FEDERAL HOME LOAN BANK	AGENCY BOND	1.00%	7/28/2028	100.000		FIXED	4/28/2022	Quarterly	\$ 1,600,000	\$ 1,382,160	\$ (217,840)
3130APM69	\$ 1,200,000	FEDERAL HOME LOAN BANK	AGENCY BOND	1.00%	11/16/2029	100.000		STEP CPN	11/16/2022	Quarterly	\$ 1,200,000	\$ 1,050,636	\$ (149,364)
3130AMB78	\$ 2,000,000	FEDERAL HOME LOAN BANK	AGENCY BOND	1.00%	5/19/2036	100.000		STEP CPN	5/19/2022	Quarterly	\$ 2,000,000	\$ 1,699,780	\$ (300,220)
TOTAL											\$ 17,157,957	\$ 15,435,569	\$ (1,722,388)

GENERAL FUND MANAGED ACCOUNT

CUSIP	PAR AMT	ISSUER	SECURITY TYPE	COUPON	MATURITY	PRICE	PURCHASE	TYPE	CALL DATE	CALL STRUCTURE	BOOK VALUE	MARKET VALUE	NET UNREALIZED GAIN/LOSS
N/A	N/A	FEDERATED HERMS GOVT	MONEY MARKET	5.07%	N/A	N/A	N/A	MM	N/A	N/A	\$ 240,664	\$ 240,664	\$ -
3130AUZC1	\$ 500,000	FEDERAL HOME LOAN BANK	AGENCY BOND	4.63%	3/14/2025	99.656		FIXED	N/A	N/A	\$ 498,278	\$ 497,950	\$ (328)
3133EPCFO	\$ 500,000	FEDERAL FARM CREDIT BANK	AGENCY BOND	4.50%	3/2/2026	100.000		FIXED	N/A	N/A	\$ 500,000	\$ 497,165	\$ (2,835)
3130AJN54	\$ 1,400,000	FEDERAL HOME LOAN BANK	AGENCY BOND	1.07%	6/8/2027	100.000		FIXED	3/16/2022	Anytime	\$ 1,400,000	\$ 1,262,394	\$ (137,606)
3134GWNX0	\$ 2,000,000	FREDDIE MAC	AGENCY BOND	1.10%	8/27/2030	100.000		FIXED	5/27/2022	Quarterly	\$ 2,000,000	\$ 1,627,880	\$ (372,120)
TOTAL											\$ 4,638,943	\$ 4,126,053	\$ (512,889)

DPW FUND MANAGED ACCOUNT

CUSIP	PAR AMT	ISSUER	SECURITY TYPE	COUPON	MATURITY	PRICE	PURCHASE	TYPE	CALL DATE	CALL STRUCTURE	BOOK VALUE	MARKET VALUE	NET UNREALIZED GAIN/LOSS
N/A	N/A	FEDERATED HERMS GOVT	MONEY MARKET	5.07%	N/A	N/A	N/A	MM	N/A	N/A	\$ 125,656	\$ 125,656	\$ -
TOTAL											\$ 125,656	\$ 125,656	\$ -

Par Value: The face value of a bond. It determines the maturity value as well as the dollar value of coupon payments. How much the issuer pays the holder at maturity.

Book Value: Par Value of the bond less any discount or plus any premium.

Market Value: The actual price that the bond is worth at a current point in time for trade on the market. What a bond is actually worth if sold before maturity.

Net Unrealized Gain/Loss: The Book Value - Market Value. Changes with the bond's value as it goes up and down with the market. Unrealized gains/losses are only 'realized' or occur when a bond is sold before maturity.

Clerk's Report

For July 31,2024

Submitted 8/8/2024

To The Garfield Township Board,

On the following pages you will find a copy of the Revenue and Expenditure Report. This Report is an informational report that gives you an overview of what has happened in that particular month, along with what has happened for the whole year. It also compares what has happened for the year with the Budget and gives you a final figure of what is left in that budgeted line item. The Budget is a tool to go by for that year. Nothing is guaranteed in the Budget, it is your best estimate. The Township's Budget is also a Cost Center Budget not a Line-Item Budget, which means that what is important is the final figure. Some line items may run over if the final cost center total is not over. On this Report you will find the following captions on the top: Original and Amended Budget, Annual and Current Month, and finally Balance.

For the month of July in the General Fund, you will find that we had a total of \$403,139.87 Revenues and \$539,702.26 Expenditures. For the year we have a total of \$3,453,789.81 Revenues and 1,861,066.53 Expenditures.

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

Lanie McManus

Township Clerk

PERIOD ENDING 07/31/2024

GL NUMBER	DESCRIPTION	2024	2024	YTD BALANCE 07/31/2024	ACTIVITY FOR MONTH 07/31/2024	AVAILABLE BALANCE
		ORIGINAL BUDGET	AMENDED BUDGET			
Fund 101 - GENERAL OPERATING FUND						
Revenues						
Dept 000						
101-000-402.000	CURRENT REAL PROPERTY TAXES	2,118,840.00	2,118,840.00	1,917,550.30	12,241.71	201,289.70
101-000-412.000	DEL PERSONAL PROP TAXES	500.00	500.00	0.00	0.00	500.00
101-000-414.000	Protested PRE Interest	1,000.00	1,000.00	6,436.79	0.00	(5,436.79)
101-000-423.000	TRAILER PARK FEES	9,000.00	9,000.00	5,381.00	768.50	3,619.00
101-000-445.000	PENALTIES & INT. ON TAXES	6,000.00	6,000.00	12,046.59	0.00	(6,046.59)
101-000-476.000	BUILDING PERMITS	200,000.00	200,000.00	105,682.00	24,483.00	94,318.00
101-000-476.001	PLANNING FEES	10,000.00	10,000.00	7,200.00	800.00	2,800.00
101-000-476.002	MAINT INSPECTION FEES	5,000.00	5,000.00	0.00	0.00	5,000.00
101-000-476.003	TREASURER FEES	100.00	100.00	25.00	0.00	75.00
101-000-476.004	PARK USE FEES	0.00	0.00	105.00	0.00	(105.00)
101-000-476.005	ZONING FEES	15,000.00	15,000.00	11,390.00	2,060.00	3,610.00
101-000-574.000	STATE SHARED REVENUE	2,135,776.00	2,135,776.00	1,000,564.00	323,570.00	1,135,212.00
101-000-574.001	STATE SHARED REV. - LIQUOR LA	20,000.00	20,000.00	21,695.30	0.00	(1,695.30)
101-000-574.002	EVIP DISTRIBUTION	72,024.00	72,024.00	33,135.00	11,385.00	38,889.00
101-000-665.000	EARNED INTEREST	70,000.00	70,000.00	168,882.27	890.51	(98,882.27)
101-000-668.002	RENTS & ROYALTIES CABLE VIS	250,000.00	250,000.00	119,215.97	0.00	130,784.03
101-000-668.003	RENTS & ROYALTIES CABLE EQUIP	22,000.00	22,000.00	11,444.73	0.00	10,555.27
101-000-673.000	SALE OF FIXED ASSETS	50.00	50.00	0.00	0.00	50.00
101-000-676.000	REIMBURSEMENTS	50,000.00	50,000.00	6,214.71	120.00	43,785.29
101-000-676.001	Reimbursed Treasurer Legal Fees	100.00	100.00	0.00	0.00	100.00
101-000-676.003	Reimburse Essential Services (PILOT)	17,000.00	17,000.00	26,821.15	26,821.15	(9,821.15)
Total Dept 000		5,002,390.00	5,002,390.00	3,453,789.81	403,139.87	1,548,600.19
TOTAL REVENUES						
		5,002,390.00	5,002,390.00	3,453,789.81	403,139.87	1,548,600.19
Fund 101 - GENERAL OPERATING FUND:						
TOTAL REVENUES						
		5,002,390.00	5,002,390.00	3,453,789.81	403,139.87	1,548,600.19

GL NUMBER	DESCRIPTION	2024		YTD BALANCE 07/31/2024	ACTIVITY FOR MONTH 07/31/24	AVAILABLE BALANCE	% BDTG USED
		ORIGINAL BUDGET	AMENDED BUDGET				
Fund 101 - GENERAL OPERATING FUND							
Expenditures							
Dept 101 - TOWNBOARD							
101-101-701.100	WAGES - TRUSTEE	13,450.00	13,450.00	7,160.00	800.00	6,290.00	53.23
101-101-701.101	WAGES - FILE CLERK	47,172.18	47,172.18	27,216.00	3,628.80	19,956.18	57.70
101-101-701.102	WAGES - TRUSTEE	13,450.00	13,450.00	6,935.00	800.00	6,515.00	51.56
101-101-701.103	WAGES - TRUSTEE	13,450.00	13,450.00	8,045.00	675.00	5,405.00	59.81
101-101-701.104	WAGES - TRUSTEE	13,450.00	13,450.00	6,650.00	675.00	6,800.00	49.44
101-101-701.105	WAGES - OFFICE COORDINATOR	43,927.26	43,927.26	16,554.91	3,379.20	27,372.35	37.69
101-101-726.000	SUPPLIES	6,500.00	6,500.00	3,869.08	376.39	2,630.92	59.52
101-101-726.001	POSTAGE	12,000.00	12,000.00	7,413.31	426.84	4,586.69	61.78
101-101-726.002	SUPPLIES - COPIER MAINTENANCE	7,500.00	7,500.00	3,396.25	501.99	4,103.75	45.28
101-101-801.002	LEGAL SERVICES - TOWNBOARD	10,000.00	10,000.00	1,437.50	0.00	8,562.50	14.38
101-101-801.004	LEGAL -Tax Tribunal	10,000.00	10,000.00	75.00	0.00	9,925.00	0.75
101-101-802.000	AUDIT AND ACCOUNTING	35,000.00	35,000.00	20,600.00	0.00	14,400.00	58.86
101-101-805.000	CONTRACTED AND OTHER SERVICES	7,500.00	32,500.00	19,458.66	9,610.25	13,041.34	59.87
101-101-860.000	MILEAGE	500.00	500.00	48.24	0.00	451.76	9.65
101-101-900.000	PRINTING & PUBLISHING	4,000.00	4,000.00	2,658.02	1,361.93	1,341.98	66.45
101-101-901.000	ADVERTISING	7,500.00	7,500.00	2,125.10	200.00	5,374.90	28.33
101-101-960.000	EDUCATION & TRAINING	4,000.00	4,000.00	0.00	0.00	4,000.00	0.00
101-101-965.101	DUES & PUBLICATIONS -TOWNBOAR	1,000.00	1,000.00	861.51	0.00	138.49	86.15
101-101-965.102	DUES - MICHIGAN TOWNSHIP ASSO	8,600.00	8,600.00	8,776.63	0.00	(176.63)	102.05
Total Dept 101 - TOWNBOARD		258,999.44	283,999.44	143,280.21	22,435.40	140,719.23	50.45
Dept 171 - TOWNSHIP SUPERVISOR							
101-171-701.201	WAGES - SUPERVISOR	95,140.91	95,140.91	54,889.05	7,318.54	40,251.86	57.69
101-171-860.200	MILEAGE - SUPERVISOR	1,000.00	1,000.00	186.13	0.00	813.87	18.61
101-171-960.200	EDUCATION - SUPERVISOR	2,000.00	2,000.00	664.48	21.32	1,335.52	33.22
101-171-965.000	DUES & PUBLICATIONS	4,000.00	4,000.00	814.57	779.57	3,185.43	20.36
Total Dept 171 - TOWNSHIP SUPERVISOR		102,140.91	102,140.91	56,554.23	8,119.43	45,586.68	55.37
Dept 215 - TOWNSHIP CLERK							
101-215-701.300	WAGES - CLERK	95,140.91	95,140.91	54,889.05	7,318.54	40,251.86	57.69
101-215-701.302	WAGES - DEPUTY CLERK	61,447.59	61,447.59	35,450.55	4,726.74	25,997.04	57.69
101-215-701.303	WAGES - ACCOUNTANT	6,000.00	6,000.00	5,000.00	0.00	1,000.00	83.33
101-215-701.304	WAGES - CLERK ASSISTANT	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00
101-215-726.000	SUPPLIES	1,500.00	1,500.00	199.98	0.00	1,300.02	13.33
101-215-860.300	MILEAGE - CLERK	600.00	600.00	0.00	0.00	600.00	0.00
101-215-860.301	MILEAGE - DEPUTY CLERK	400.00	400.00	0.00	0.00	400.00	0.00
101-215-960.000	EDUCATION & TRAINING	7,500.00	7,500.00	2,886.00	0.00	4,614.00	38.48
101-215-965.000	DUES & PUBLICATIONS	500.00	500.00	510.00	360.00	(10.00)	102.00
Total Dept 215 - TOWNSHIP CLERK		174,088.50	174,088.50	98,935.58	12,405.28	75,152.92	56.83
Dept 228 - COMPUTER SUPPORT							
101-228-726.000	SUPPLIES	3,000.00	3,000.00	0.00	0.00	3,000.00	0.00
Total Dept 228 - COMPUTER SUPPORT		3,000.00	3,000.00	0.00	0.00	3,000.00	0.00
Dept 247 - BOARD OF REVIEW							
101-247-701.400	WAGES - B OF R	1,500.00	1,500.00	625.00	0.00	875.00	41.67
101-247-701.401	WAGES - B OF R	1,500.00	1,500.00	0.00	0.00	1,500.00	0.00

GL NUMBER	DESCRIPTION	2024		YTD BALANCE 07/31/2024	ACTIVITY FOR MONTH 07/31/24	AVAILABLE BALANCE	% BDDT USED
		ORIGINAL BUDGET	AMENDED BUDGET				
Fund 101 - GENERAL OPERATING FUND							
Expenditures							
101-247-701.402	WAGES - B OF R	1,500.00	1,500.00	0.00	0.00	1,500.00	0.00
101-247-701.403	WAGES - B OF R	1,500.00	1,500.00	1,500.00	0.00	0.00	100.00
101-247-960.000	EDUCATION & TRAINING	200.00	200.00	106.53	0.00	93.47	53.27
Total Dept 247 - BOARD OF REVIEW		6,200.00	6,200.00	2,231.53	0.00	3,968.47	35.99
Dept 253 - TOWNSHIP TREASURER							
101-253-701.500	WAGES - TREASURER	95,140.91	95,140.91	54,889.05	7,318.54	40,251.86	57.69
101-253-701.501	WAGES - ASSISTANT	5,000.00	5,000.00	0.00	0.00	5,000.00	0.00
101-253-701.502	WAGES - DEPUTY TREASURER	61,447.59	61,447.59	35,450.55	4,726.74	25,997.04	57.69
101-253-726.000	SUPPLIES	1,500.00	1,500.00	756.54	152.97	743.46	50.44
101-253-726.001	POSTAGE	7,700.00	7,700.00	4,810.34	1,238.02	2,889.66	62.47
101-253-801.000	LEGAL SERVICES	3,000.00	3,000.00	30.00	30.00	2,970.00	1.00
101-253-809.000	Bank Fees	300.00	300.00	32.00	0.00	268.00	10.67
101-253-860.500	MILEAGE - TREASURER	700.00	700.00	0.00	0.00	700.00	0.00
101-253-860.501	MILEAGE - DEPUTY TREASURER	500.00	500.00	141.24	0.00	358.76	28.25
101-253-900.000	PRINTING & PUBLISHING	3,200.00	3,200.00	1,555.84	1,555.84	1,644.16	48.62
101-253-901.000	ADVERTISING	100.00	100.00	0.00	0.00	100.00	0.00
101-253-960.000	EDUCATION & TRAINING	4,500.00	4,500.00	2,844.00	1,706.00	1,656.00	63.20
101-253-965.000	DUES & PUBLICATIONS	750.00	750.00	0.00	0.00	750.00	0.00
Total Dept 253 - TOWNSHIP TREASURER		183,838.50	183,838.50	100,509.56	16,728.11	83,328.94	54.67
Dept 257 - ASSESSING DEPARTMENT							
101-257-701.202	WAGES - APPRAISER II	50,102.70	50,102.70	25,800.42	3,854.41	24,302.28	51.50
101-257-701.203	WAGES - GIS	10,000.00	10,000.00	9,405.00	1,305.00	595.00	94.05
101-257-701.204	WAGES - APPRAISER III	66,258.37	66,258.37	38,220.05	5,096.00	28,038.32	57.68
101-257-701.205	WAGES - ASSESSOR	117,468.87	117,468.87	67,770.45	9,036.06	49,698.42	57.69
101-257-726.000	SUPPLIES	1,800.00	1,800.00	399.89	25.59	1,400.11	22.22
101-257-726.001	POSTAGE	5,000.00	5,000.00	(320.17)	0.00	5,320.17	(6.40)
101-257-805.000	CONTRACTED AND OTHER SERVICES	35,000.00	35,000.00	15,455.25	15,455.25	19,544.75	44.16
101-257-860.201	MILEAGE - ASSESSOR	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00
101-257-900.000	PRINTING & PUBLISHING	4,025.00	4,025.00	3,006.62	0.00	1,018.38	74.70
101-257-901.000	ADVERTISING	500.00	500.00	33.13	0.00	466.87	6.63
101-257-960.000	EDUCATION & TRAINING	6,750.00	6,750.00	1,035.00	930.00	5,715.00	15.33
Total Dept 257 - ASSESSING DEPARTMENT		297,904.94	297,904.94	160,805.64	35,702.31	137,099.30	53.98
Dept 262 - ELECTIONS							
101-262-701.000	WAGES	121,550.00	121,550.00	29,284.50	2,415.00	92,265.50	24.09
101-262-726.000	SUPPLIES	30,000.00	30,000.00	18,597.00	994.01	11,403.00	61.99
101-262-726.001	POSTAGE	1,000.00	1,000.00	5,428.53	0.00	(4,428.53)	542.85
101-262-860.000	MILEAGE	200.00	200.00	121.27	0.00	78.73	60.64
101-262-901.000	ADVERTISING	500.00	500.00	109.05	0.00	390.95	21.81
101-262-935.010	MACHINE MAINTENANCE	8,000.00	8,000.00	4,156.00	0.00	3,844.00	51.95
Total Dept 262 - ELECTIONS		161,250.00	161,250.00	57,696.35	3,409.01	103,553.65	35.78
Dept 265 - TOWNSHIP HALL							
101-265-701.011	Maintenance Wages	100.00	100.00	0.00	0.00	100.00	0.00
101-265-726.003	SUPPLIES-MAINTANCE	4,000.00	4,000.00	1,626.20	151.81	2,373.80	40.66
101-265-850.000	TELEPHONE	14,000.00	14,000.00	7,838.17	1,180.92	6,161.83	55.99

PERIOD ENDING 07/31/2024

GL NUMBER	DESCRIPTION	2024 ORIGINAL BUDGET	2024 AMENDED BUDGET	YTD BALANCE 07/31/2024	ACTIVITY FOR MONTH 07/31/24	AVAILABLE BALANCE	% BDTG USED
Fund 101 - GENERAL OPERATING FUND							
Expenditures							
101-265-920.601	HEATING / GAS	14,500.00	14,500.00	6,657.23	167.43	7,842.77	45.91
101-265-920.602	WATER / SEWER	4,000.00	4,000.00	1,827.22	479.64	2,172.78	45.68
101-265-920.603	LIGHTS BUILDING	12,000.00	12,000.00	6,690.64	2,076.77	5,309.36	55.76
101-265-935.601	SNOW PLOWING	10,000.00	10,000.00	800.00	0.00	9,200.00	8.00
101-265-935.602	LAWN MAINTENANCE	10,000.00	10,000.00	3,267.20	2,267.68	6,732.80	32.67
101-265-935.603	CLEANING SERVICE	17,200.00	17,200.00	9,650.00	2,900.00	7,550.00	56.10
101-265-935.604	RUBBISH REMOVAL	1,400.00	1,400.00	951.44	135.92	448.56	67.96
101-265-935.605	BUILDING REPAIR	10,000.00	10,000.00	186.00	0.00	9,814.00	1.86
101-265-935.608	MAINTENANCE-OTHER	15,000.00	15,000.00	11,241.35	429.30	3,758.65	74.94
Total Dept 265 - TOWNSHIP HALL		112,200.00	112,200.00	50,735.45	9,789.47	61,464.55	45.22
Dept 301 - POLICE SERVICES							
101-301-830.000	POLICE CONTRACT	1,600,000.00	1,600,000.00	715,937.51	382,893.00	884,062.49	44.75
Total Dept 301 - POLICE SERVICES		1,600,000.00	1,600,000.00	715,937.51	382,893.00	884,062.49	44.75
Dept 321 - TOWNSHIP VEHICLES							
101-321-862.000	GAS & CAR WASHES	4,000.00	4,000.00	2,076.26	1,258.71	1,923.74	51.91
101-321-863.000	OIL CHANGES	500.00	500.00	85.34	0.00	414.66	17.07
101-321-864.000	MISCELLANEOUS	1,500.00	1,500.00	1,027.80	0.00	472.20	68.52
Total Dept 321 - TOWNSHIP VEHICLES		6,000.00	6,000.00	3,189.40	1,258.71	2,810.60	53.16
Dept 371 - TOWNSHIP BUILDING INSPECTOR							
101-371-701.702	WAGES BUILDING ASSISTANT	19,872.83	19,872.83	11,702.44	1,560.34	8,170.39	58.89
101-371-701.703	WAGES - BUILDING OFFICIAL	98,316.14	98,316.14	56,720.85	7,562.78	41,595.29	57.69
101-371-701.704	WAGES - BUILDING INSPECTOR	28,930.13	28,930.13	13,270.25	1,793.75	15,659.88	45.87
101-371-701.705	WAGES - CONSTRUCTION BOARD	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00
101-371-701.706	WAGES - BUILDING INTERN	500.00	500.00	0.00	0.00	500.00	0.00
101-371-701.707	WAGES-SOIL & EROSION	500.00	500.00	0.00	0.00	500.00	0.00
101-371-726.000	SUPPLIES	1,000.00	1,000.00	218.66	58.68	781.34	21.87
101-371-960.000	EDUCATION & TRAINING	500.00	500.00	674.00	106.00	(174.00)	134.80
101-371-965.000	DUES & PUBLICATIONS	2,000.00	2,000.00	160.00	0.00	1,840.00	8.00
Total Dept 371 - TOWNSHIP BUILDING INSPECTOR		152,619.10	152,619.10	82,746.20	11,081.55	69,872.90	54.22
Dept 448 - STREET LIGHTS - TOWNSHIP							
101-448-920.005	STREET LIGHTS TOWNSHIP	70,000.00	70,000.00	38,259.06	7,471.58	31,740.94	54.66
Total Dept 448 - STREET LIGHTS - TOWNSHIP		70,000.00	70,000.00	38,259.06	7,471.58	31,740.94	54.66
Dept 701 - TOWNSHIP PLANNER							
101-701-701.900	WAGES - DIRECTOR OF PLANNING	93,004.61	93,004.61	53,656.50	7,154.20	39,348.11	57.69
101-701-701.901	WAGES - DEPUTY PLANNER	66,363.39	66,363.39	38,286.60	5,104.88	28,076.79	57.69
101-701-701.902	WAGES -PLANNER ASSISTANT	15,418.44	15,418.44	8,776.91	1,170.25	6,641.53	56.92
101-701-701.903	WAGES - GIS	5,000.00	5,000.00	0.00	0.00	5,000.00	0.00
101-701-726.000	SUPPLIES	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00
101-701-860.900	MILEAGE - TOWNSHIP PLANNER	300.00	300.00	0.00	0.00	300.00	0.00
101-701-860.901	MILEAGE - DEPUTY PLANNER	300.00	300.00	0.00	0.00	300.00	0.00
101-701-900.000	PRINTING & PUBLISHING	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00

GL NUMBER	DESCRIPTION	2024 ORIGINAL BUDGET	2024 AMENDED BUDGET	YTD BALANCE 07/31/2024	ACTIVITY FOR MONTH 07/31/24	AVAILABLE BALANCE	% BDGT USED
Fund 101 - GENERAL OPERATING FUND							
Expenditures							
101-701-960.000	EDUCATION & TRAINING	5,000.00	5,000.00	3,821.82	0.00	1,178.18	76.44
101-701-965.000	DUES & PUBLICATIONS	1,000.00	1,000.00	725.00	0.00	275.00	72.50
Total Dept 701 - TOWNSHIP PLANNER		189,386.44	189,386.44	105,266.83	13,429.33	84,119.61	55.58
Dept 702 - ZONING ADMINISTRATOR							
101-702-701.601	WAGES - ZONING ADMINISTRATOR	66,363.66	66,363.66	38,286.75	5,104.90	28,076.91	57.69
101-702-701.602	WAGES - ZONING CODE ENFORCER	31,241.60	31,241.60	18,639.82	2,403.20	12,601.78	59.66
101-702-701.603	WAGES ZONING ASSISTANT	15,418.44	15,418.44	8,776.65	1,170.21	6,641.79	56.92
101-702-701.604	WAGES -ZONING CODE ENFORCER	28,371.20	28,371.20	16,497.58	2,182.40	11,873.62	58.15
101-702-701.606	WAGES -ZONING INTERN	500.00	500.00	0.00	0.00	500.00	0.00
101-702-726.000	SUPPLIES	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00
101-702-860.601	MILEAGE - ZONING ADMIN	150.00	150.00	0.00	0.00	150.00	0.00
101-702-860.602	MILEAGE - DEPT ZONING	150.00	150.00	145.39	0.00	4.61	96.93
101-702-960.000	EDUCATION & TRAINING	2,000.00	2,000.00	178.50	0.00	1,821.50	8.93
101-702-965.000	DUES & PUBLICATIONS	500.00	500.00	0.00	0.00	500.00	0.00
Total Dept 702 - ZONING ADMINISTRATOR		145,694.90	145,694.90	82,524.69	10,860.71	63,170.21	56.64
Dept 704 - ZONING BOARD OF APPEALS							
101-704-701.001	WAGES - ZONING	1,200.00	1,200.00	500.00	0.00	700.00	41.67
101-704-701.002	WAGES - ZONING	1,200.00	1,200.00	375.00	0.00	825.00	31.25
101-704-701.003	WAGES - ZONING	1,200.00	1,200.00	750.00	0.00	450.00	62.50
101-704-701.004	WAGES - ZONING	1,200.00	1,200.00	1,125.00	0.00	75.00	93.75
101-704-701.005	WAGES - ZONING	1,200.00	1,200.00	875.00	0.00	325.00	72.92
101-704-801.000	LEGAL SERVICES	10,000.00	10,000.00	6,838.95	578.00	3,161.05	68.39
101-704-805.000	CONTRACTED AND OTHER SERVICES	1,000.00	1,000.00	455.75	81.00	544.25	45.58
101-704-901.000	ADVERTISING	2,000.00	2,000.00	644.50	168.20	1,355.50	32.23
101-704-960.000	EDUCATION & TRAINING	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00
Total Dept 704 - ZONING BOARD OF APPEALS		20,000.00	20,000.00	11,564.20	827.20	8,435.80	57.82
Dept 707 - PLANNING COMMISSION							
101-707-701.800	WAGES - PLANNING	3,200.00	3,200.00	1,375.00	125.00	1,825.00	42.97
101-707-701.801	WAGES - PLANNING	3,200.00	3,200.00	1,500.00	125.00	1,700.00	46.88
101-707-701.802	WAGES - PLANNING	3,200.00	3,200.00	1,625.00	250.00	1,575.00	50.78
101-707-701.804	WAGES - PLANNING	3,200.00	3,200.00	1,375.00	250.00	1,825.00	42.97
101-707-701.805	WAGES - PLANNING	3,200.00	3,200.00	1,500.00	250.00	1,700.00	46.88
101-707-701.806	WAGES - PLANNING	3,200.00	3,200.00	1,500.00	250.00	1,700.00	46.88
101-707-701.808	WAGES - PLANNING	3,200.00	3,200.00	1,625.00	250.00	1,575.00	50.78
101-707-801.000	LEGAL SERVICES	25,000.00	25,000.00	1,412.25	0.00	23,587.75	5.65
101-707-805.000	CONTRACTED AND OTHER SERVICES	6,000.00	6,000.00	1,250.25	418.25	4,749.75	20.84
101-707-900.000	PRINTING & PUBLISHING	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00
101-707-901.000	ADVERTISING	2,000.00	2,000.00	454.15	0.00	1,545.85	22.71
101-707-960.000	EDUCATION & TRAINING	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00
101-707-965.000	DUES & PUBLICATIONS	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00
Total Dept 707 - PLANNING COMMISSION		59,400.00	59,400.00	13,616.65	1,918.25	45,783.35	22.92
Dept 720 - COMMUNITY PROMOTIONS							
101-720-880.003	COM. PROM. - ECONOMIC DEVELOPMENT	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00
101-720-880.004	COM. PROM. - TC-TALUS	5,000.00	5,000.00	3,378.13	0.00	1,621.87	67.56

GL NUMBER	DESCRIPTION	2024		YTD BALANCE 07/31/2024	ACTIVITY FOR MONTH 07/31/24	AVAILABLE BALANCE	% BDT USED
		ORIGINAL BUDGET	AMENDED BUDGET				
Fund 101 - GENERAL OPERATING FUND							
Expenditures							
101-720-880.007	COM. PROM. - COMMUNITY AWAREN	40,000.00	40,000.00	50,872.80	622.80	(10,872.80)	127.18
101-720-880.008	COM. PROM. - CONTRACTED SERVI	50.00	50.00	0.00	0.00	50.00	0.00
101-720-880.009	COM. PROM. - TREE CARE	50.00	50.00	0.00	0.00	50.00	0.00
101-720-880.011	COM. PROM. - P.E.G.	100,000.00	100,000.00	59,501.67	0.00	40,498.33	59.50
Total Dept 720 - COMMUNITY PROMOTIONS		146,100.00	146,100.00	113,752.60	622.80	32,347.40	77.86
Dept 851 - EMPLOYEE BENEFITS & INSURANCES							
101-851-701.000	WAGES	9,100.00	9,100.00	5,250.84	750.12	3,849.16	57.70
101-851-701.027	UNEMPLOYMENT	4,000.00	4,000.00	1,640.00	0.00	2,360.00	41.00
Total Dept 851 - EMPLOYEE BENEFITS & INSURANCES		13,100.00	13,100.00	6,890.84	750.12	6,209.16	52.60
Dept 900 - CAPITAL OUTLAY							
101-900-970.001	CAPITAL OUTLAY - ELECTIONS	30,000.00	30,000.00	0.00	0.00	30,000.00	0.00
101-900-970.002	CAPITAL OUTLAY - TOWNSHIP HAL	50,000.00	50,000.00	16,570.00	0.00	33,430.00	33.14
101-900-970.003	CAPITAL OUTLAY - COMPUTER	15,000.00	15,000.00	0.00	0.00	15,000.00	0.00
101-900-970.004	CAPITAL OUTLAY - VEHICLES	60,000.00	60,000.00	0.00	0.00	60,000.00	0.00
101-900-970.005	CAPITAL OUTLAY - LAND	50.00	50.00	0.00	0.00	50.00	0.00
Total Dept 900 - CAPITAL OUTLAY		155,050.00	155,050.00	16,570.00	0.00	138,480.00	10.69
TOTAL EXPENDITURES		3,856,972.73	3,881,972.73	1,861,066.53	539,702.26	2,020,906.20	47.94
Fund 101 - GENERAL OPERATING FUND:							
TOTAL EXPENDITURES		3,856,972.73	3,881,972.73	1,861,066.53	539,702.26	2,020,906.20	47.94

PERIOD ENDING 07/31/2024

GL NUMBER	DESCRIPTION	2024		YTD BALANCE 07/31/2024	ACTIVITY FOR MONTH 07/31/24	AVAILABLE BALANCE	% BDT USED
		ORIGINAL BUDGET	AMENDED BUDGET				
Fund 208 - PARK/RECREATION FUND							
Expenditures							
Dept 000							
208-000-701.905	WAGES - REC BOARD	7,000.00	7,000.00	2,625.00	500.00	4,375.00	37.50
208-000-701.906	Parks Steward	31,241.60	31,241.60	17,408.18	2,403.20	13,833.42	55.72
208-000-701.907	Park Steward 2	28,371.20	28,371.20	16,238.42	2,182.40	12,132.78	57.24
208-000-711.010	SOCIAL SECURITY - EMPLOYER	32,000.00	32,000.00	2,734.99	383.51	29,265.01	8.55
208-000-711.030	BENEFITS	999.70	999.70	0.00	0.00	999.70	0.00
208-000-801.000	LEGAL SERVICES	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00
208-000-805.000	CONTRACTED AND OTHER SERVICES	82,980.00	82,980.00	32,435.84	10,895.57	50,544.16	39.09
208-000-864.000	MISCELLANEOUS	100.00	100.00	0.00	0.00	100.00	0.00
208-000-880.001	COM. PROM. - SILVER LAKE PARK	100.00	100.00	0.00	0.00	100.00	0.00
208-000-880.006	COM. PROM. - BVNP (YMCA)	100.00	100.00	0.00	0.00	100.00	0.00
208-000-880.008	COM. PROM. - Cont. Serv GTCD	10,000.00	10,000.00	0.00	0.00	10,000.00	0.00
208-000-880.012	COM. PROM. - GT COMMONS	100.00	100.00	0.00	0.00	100.00	0.00
208-000-880.013	COM. PROM. - BOARDMAN RIVER	100.00	100.00	0.00	0.00	100.00	0.00
208-000-880.014	COM. PROM. - MILLER CREEK	100.00	100.00	0.00	0.00	100.00	0.00
208-000-880.015	COM. PROM. - PARK & TRAIL MAI	100.00	100.00	0.00	0.00	100.00	0.00
208-000-880.016	COM. PROM. - KIDS CREEK PARK	100.00	100.00	0.00	0.00	100.00	0.00
208-000-880.019	RIVER EAST RECREATION AREA	100.00	100.00	0.00	0.00	100.00	0.00
208-000-890.000	CONTINGENCIES	100.00	100.00	0.00	0.00	100.00	0.00
208-000-935.000	MAINTENANCE - MISC, EQUIP	25,000.00	25,000.00	4,359.07	3,484.70	20,640.93	17.44
208-000-970.000	CAPITAL OUTLAY	365,000.00	365,000.00	27,323.61	0.00	337,676.39	7.49

Total Dept 000	584,592.50	584,592.50	103,125.11	19,849.38	481,467.39	17.64
----------------	------------	------------	------------	-----------	------------	-------

Dept 851 - EMPLOYEE BENEFITS & INSURANCES							
208-851-711.010	SOCIAL SECURITY - EMPLOYER	5,407.50	5,407.50	0.00	0.00	5,407.50	0.00

Total Dept 851 - EMPLOYEE BENEFITS & INSURANCES						
	5,407.50	5,407.50	0.00	0.00	5,407.50	0.00

TOTAL EXPENDITURES	590,000.00	590,000.00	103,125.11	19,849.38	486,874.89	17.48
--------------------	------------	------------	------------	-----------	------------	-------

Fund 208 - PARK/RECREATION FUND:						
TOTAL EXPENDITURES	590,000.00	590,000.00	103,125.11	19,849.38	486,874.89	17.48

Public-Private Partnership for Economic Development

BUILDING A VIBRANT LOCAL ECONOMY WITH QUALITY JOBS

Building a vibrant local economy involves fostering collaboration between the public sector and companies across industries within our region from corporate headquarters and startup entrepreneurs to neighborhood coffee shops. A strong public-private partnership focused on local business conditions supports the growth of our existing companies, attracts new business, and will lead to clusters of new firms and industries.

THE ROLE OF THE REGIONAL ECONOMIC DEVELOPMENT ORGANIZATION

The Grand Traverse Regional economic development strategy was developed in 2019 through collaboration between public municipalities, nonprofit employers, and private sector business leaders. The strategy has a 10-year outlook, specific development objectives, and is centered on a shared goal for both the public and private sector partners: A vibrant and diverse local economy that produces family-sustaining careers.

Three key areas of economic development were identified as the responsibility of public sector partners and require public sector investment in order to support job growth:

1. **Business Attraction**: Brining the right type of new businesses to the region and ensuring that a diverse mix of new early stage-business can grow and develop.
2. **Expansion Projects**: Supporting local businesses and employers to expand their operations though coordinated support, resources, and access to state and federal incentive programs, budget appropriations, and other funding sources.
3. **Industry Clusters**: Developing focused strategies around key technology sectors and entrepreneurial activity that leverages our existing economic and educational assets.

METRICS, TRACKING AND REPORTING ON REGIONAL DEVELOPMENT INITIATIVES

There was consensus between public and private sector leaders that measuring progress toward long-term regional goals is far more valuable than tracking individual municipal project-level metrics (i.e. *ABC project created 20 new jobs in Traverse City, XYZ expansion project retained 15 jobs in Garfield Township*). Elected officials felt these types of project-level metrics are too often “gamed” or inflated for marketing purposes. Because the ultimate objective is to foster the growth of year-round, diverse, family-sustaining careers across the region, the joint public/private strategic plan outlined five key “big picture” metrics and 2030 goals for improving these metrics. We track progress toward these 2030 goals on [our regional dashboard](#).

To achieve our goals, we need to foster a positive environment for entrepreneurs, with a healthy balance between attracting new business to the region, supporting the growth of our existing companies, and encouraging the creation of new industries. Research from the Babson College Entrepreneurship program showed that focusing on a region’s attractiveness for economic growth yields the best results for tracking near-term progress on improving the business environment. To track this progress in real time, we adopted the use of the *Babson College Growth Barometer* measurement, which asks important questions of our local business



environment. We publish the responses in our [Quarterly Growth Barometer](#), providing public sector partners and the community with information on current economic trends and a indication of our long-term economic health.

1. *Is our region a good place to grow your business?*
2. *Is our region improving as a place to grow your business?*
3. *What is the biggest barrier to growing your business?*

EXAMPLES OF PRIVATE SECTOR ENGAGEMENT & DEVELOPMENT OPPORTUNITIES:

Traverse Connect serves as the lead point of contact for prospective new businesses seeking a new business headquarters, business expansion from downstate/out-of-state, and industry cluster development and growth.

Examples of Traverse Connect's private sector development opportunities in calendar year 2024:

- Hosted an executive delegation from Saab, the Swedish defense and security company, that is considering a new advanced manufacturing production facility for weaponry systems, testing center, and headquarters.
- Represented our region as a member of the State of Michigan Trade Delegation, led by the Lieutenant Governor, to the Farnborough International Aerospace and Defense Conference in London, United Kingdom.
- Hosted Michigan's Chief Growth Officer for a series of meetings and a roundtable with local business and education leaders focused on improving Michigan's support for local entrepreneurs and innovators in marine technologies, including a demonstration from Wave Lumina, a blue-tech startup working in PFAS remediation.
- Partnered with MICHAUTO, the Michigan Economic Development Corporation, and the Grand Traverse Area Manufacturing Council to host a series of events in our region during the CAR Conference focused on Outdoor Recreation Innovation and Manufacturing with over 100 leaders from across the county.
- Presented the second annual electric boat exhibition with early-stage boat manufacturing companies from around the world taking part in demonstrations and product testing, opportunities for research, development, and production in our region, including a company that is in the process of relocating from the west coast.
- Launched a pilot program utilizing unmanned aircraft systems (drones) in Grand Traverse region to test and scale the delivery of medical supplies and other critical healthcare services in a bid to improve rural health outcomes. The pilot will also test drones around Lake Michigan in use cases that include marine surveying, water sampling and testing, bathymetric mapping, and emergency response support.
- Worked with Versa LLC on the development of a new technology and logistics park on Cherry Capital Airport property featuring over 200,000 square feet of distribution facilities, warehousing, light industrial, office, data processing, laboratories, and research-and-development tenants.
- Secured state funding to develop region-wide workforce housing in Blair Township for education staff from TCAPS, GTACS, Northwest Education Services, and Interlochen Center for the Arts.
- Initiated a partnership between the Traverse City Curling Club and Innovo to develop a potential workforce housing complex at the site of the former Cherry Land Shopping Center.
- During 2024, we have met with 15+ companies currently based outside of the Grand Traverse Region that have expressed interest in relocating, setting up a satellite office, or partnering with local businesses, including:
 - BLUETECH: Voltaic Marine | Arc Boats | AquaAction | Great Lakes Resilience Accelerator
 - ENTREPRENEURIAL ECOSYSTEM: NewLab | Seamless
 - MOBILITY: Bhadala | Charge Deals | ElectricFish
 - LIFE SCIENCES: Atterx | RDS Strategies | Early-stage AI/medtech startup
 - MANUFACTURING & GREENTECH: Alquist 3D | Early-stage renewable energy firm



PROFESSIONAL SERVICES CONTRACT

Between Charter Township of Garfield and Traverse Connect

THIS AGREEMENT is entered into this 1st day of July, 2024, by and between the Charter Township of Garfield, hereinafter referred to as "Garfield Township" and Traverse Connect, a non-profit corporation, qualified to do business in the State of Michigan, hereinafter referred to as "Connect."

RECITALS

WHEREAS, Garfield Township desires to encourage the commercial and economic development of Garfield Township and surrounding region, the retention, expansion and attraction of employment opportunities within Garfield Township and region, and increase the property tax base of Garfield Township; and

WHEREAS, Traverse Connect is the economic development organization for the Grand Traverse Region and exists to drive economic growth by providing business expansion, talent development, and business attraction efforts, and supporting development and infrastructure enhancements; and

WHEREAS, Connect advocates, promotes, and facilitates activities which support the growth and expansion of existing business and attraction of new primary sector business, by providing targeted lead generation and support to business prospects; maintaining a repository of data on the region's economy; undertaking regional marketing through publications and media; and

WHEREAS, Garfield Township and Connect, as partners in economic development, wish to support one another in building a stronger regional economy and increasing family-sustaining jobs, property tax base, and economic diversification;

NOW THEREFORE BE IT RESOLVED by Garfield Township and Connect that in consideration of the mutual promises set forth herein, it is agreed as follows:

1. The Parties Agree on the following purpose:

- a. The purpose of this agreement is to enter into a partnership for the planning and implementation of economic development strategies as outlined in the Traverse Connect Strategic Plan, including leading regional economic development strategy, providing business expansion services, managing talent attraction, and implementing

business attraction programs, as well as supporting entrepreneurship and innovation, community development, and public sector development and infrastructure.

- b. Garfield Township will provide oversight and coordination as may be required to support the objectives of this agreement and will provide funding for the services as detailed below.

2. The Parties Agree on the following scope of services:

A. Garfield Township Business Survey: Connect will work to create and distribute a local business survey within the Township.

- I. Connect will conduct a comprehensive study aimed at understanding the needs and priorities of local businesses within the township. The study will involve Connect creating, publishing, and distributing a survey to business owners with businesses located within the Township. This project will involve gathering detailed insights into what businesses seek from the township, identifying the barriers they face in achieving growth, and determining the key factors that are important to them. Connect shall work closely with the Township to develop the set of survey questions and the Township will provide Connect with a contact list of business owners to assist with adequate distribution. The goal of the survey is to provide actionable recommendations that will help foster a supportive and thriving business environment within the township. Connect shall publish and gather survey responses by end of 2024. Connect shall subsequently analyse the survey results and make available a report to the Township by end of Q1 2025.

B. Economic and Community Development Leadership: Connect will work to enhance the competitiveness of the Grand Traverse regional economy by leading collaboration between private and public sector partners.

- I. Connect shall act as the lead convenor for the region, engaging partners and investor organizations of all sizes by holding regular meetings with municipal officials and public sector partners, the development of industry cluster forum groups, and regional economic strategy and policy events to foster local business growth and a supportive entrepreneurial ecosystem.
- II. Connect shall support Garfield Township's efforts to drive regional collaboration by coordinating with the County and other local municipalities and partner organizations on economic development projects, public policy initiatives, community programs, regional infrastructure plans, and workforce support related to training, housing, and childcare in Grand Traverse County and across the region.

- C. **Talent-Oriented Economic Development:** Connect will work to address workforce needs and labor shortages by addressing specific workforce challenges including workforce development, talent attraction, housing solutions, childcare availability, placemaking initiatives, and employee training programs.
- I. Connect shall oversee talent attraction and development in the region by partnering with education and training providers to grow our workforce, work with employers to address wage/cost of living gaps, promote existing family-sustaining wage opportunities in the Grand Traverse Region, and promote the development and expansion of apprenticeship and internship programs for local employers.
 - II. Connect shall coordinate workforce training and communications strategy with professional services, health sciences, manufacturing, and skilled trades industry professionals, educators, training organizations to promote the attractiveness of local employment opportunities.
 - III. Connect shall feature the Grand Traverse Region's (including Garfield Township), businesses, education, cultural, and infrastructure assets in the Michigan's Creative Coast national placemaking and marketing program. Engage potential business owners, employees, and entrepreneurs to promote the region as a year-round economic, lifestyle, natural resources, and cultural destination. Continue and broaden reach of Michigan's Creative Coast recruiting resources to promote job board, internship portal, regional resources, and Northern Navigators welcome program.
- D. **Targeted-Industry Business Attraction:** While the overall Michigan's Creative Coast program appeals to a broad spectrum of businesses in innovation and professional services, it is also valuable to outline specific sectors for recruitment. This will drive investment and encourage business formation and the development of additional 'anchor' companies located in our region.
- I. Identify and define the types of businesses to recruit to the region and outline the features and benefits that are most attractive and decisive for these firms. Connect shall foster industry cluster development by attracting companies, researchers, studies, and conference events that draw upon our region's existing economic, educational, and geographic assets and engage higher education institutions to initiate research and technology transfer for industries such as manufacturing, marine technology, blue economy, rural health innovation, and unmanned aerial systems.
 - II. Outline the unique value proposition, talking points, and messaging to appeal to target market businesses. Feature existing businesses, infrastructure, and cultural

assets in a tailored plan that promotes our comprehensive entrepreneurial ecosystem. Continue digital marketing campaign to actively market the regional business environment via web and digital media. Provide reporting on marketing data, target company analytics, and campaign reach with recommendations for expanding firm recruitment over time.

- E. **Programs and Resources for Regional Businesses:** Connect will provide direct support for the expansion and retention of established businesses, early-stage companies, and key non-profit employers across the County and the region.
- I. Connect shall provide targeted outreach, customized data, and tailored resources to address industry-specific needs and barriers to support business and job growth focused on manufacturing, skilled trades, technology, value-added agriculture, institutional employers, and early-stage growth companies. Connect shall collaborate with partner organizations, including Networks Northwest, Michigan Works, the Small Business Development Corporation, Venture North, 20Fathoms, TCNewTech, and the Michigan Economic Development Corporation to coordinate development and to conduct annual site visits.
 - II. Connect shall market, promote, and assist in the deployment of local economic development tools and incentives, including Brownfield, Renaissance, Landbank, Pace Financing, Pilot Programs, and Tax-Exempt Revenue Bonds.

3. Progress and Outcome Reporting:

- A. Connect shall publish a regional data dashboard, economic development metrics, and periodic reports as the central point of contact for communication regarding economic growth and prosperity in the Grand Traverse Region. Data that is collected and housed by Traverse Connect will inform strategy development and be shared with Garfield Township and other public sector partners.
- B. Connect shall make available to Garfield Township all the services, including economic development, government relations, professional development, chamber networking, and technical assistance, which are currently being offered by Connect or which may be offered in the future.
- C. Connect shall provide Garfield Township with periodic reports on all activities conducted and successful outcomes achieved pursuant to this Agreement and all other pertinent economic development project activities that may affect Garfield Township. Connect shall also attend meetings upon request of Garfield Township Staff and Administration and Board of Trustees to present such verbal or written reports on its activities. The reports include;

- *Quarterly Growth Barometer Report*
- *Bi-Annual Economic Ecosystem Report*
- *Annual Regional Data Dashboard Update*
- *Traverse Connect Annual Report*

4. Term:

The term of this Professional Services Agreement shall be for the period of July 1, 2024, through June 30, 2027, with the option to renew for future years. It is understood that this Professional Services Agreement requires the review and approval of Garfield Township Board of Trustees. Traverse Connect's attainment of private sector funding shall be viewed favourably by Garfield Township Board of Trustees in any deliberations to extend the Professional Services Agreement and extend existing, or increased, City funding contributions to Connect in 2024 and subsequent budget years.

5. Compensation:

Garfield Township shall pay twenty thousand dollars (\$20,000) to Connect in a single payment no later than July 31, 2024 for the first year of this contract. Compensation for future years of this agreement shall be increased by three percent (3%) annually commencing on the one-year anniversary date, resulting in payments of \$20,600 for 2025 and \$21,218 for 2026. Connect shall be responsible for its expenses, including out of pocket expenses, in providing services to Garfield Township.

6. Independent Contractor Status:

The relationship of Connect to Garfield Township is that of an independent contractor and in accordance therewith, the Consultant covenants and agrees to conduct itself consistent with such status and that neither it nor its employees, officers or agents will claim to be an officer, employee or agent of Garfield Township or make any claim, demand or application to or for any rights or privileges applicable to any officer or employee of same, including but not limited to worker's compensation coverage, unemployment insurance benefits, social security coverage, or retirement membership or credit. The parties do not intend the services provided by the Consultant to be a joint venture. Traverse Connect shall be deemed to be an independent contractor with full control over the manner and method of its performance hereunder.

7. Written Amendment Required:

No amendment, modification, or waiver of any condition, provision or term shall be valid or of any effect unless made in writing signed by the party or parties to be bound, or a duly authorized representative, and specifying with particularity the extent and nature of such amendment, modification or waiver. Any waiver by any party of any default of another party shall not affect or impair any right arising from any subsequent default. Except as expressly and specifically stated otherwise, nothing herein shall limit the remedies and rights of the parties thereto under and pursuant to this Agreement.

8. Severability Clause:

Each provision, section, sentence, clause, phrase, and word of this Agreement is intended to be severable. If any provision, section, sentence, clause, phrase, and word hereof is held by a court with jurisdiction to be illegal or invalid for any reason whatsoever, such illegality or invalidity shall not affect the validity of the remainder of this Agreement.

9. Agreement Binding on Successors:

This Agreement shall be binding upon and inure to the benefit of the parties hereto and their respective personal representatives, successors and assigns.

10. Michigan law Applies:

This Agreement shall be controlled by the laws of the State of Michigan, and any action brought as a result of any claim, demand or cause of action arising under the terms of this Agreement shall be brought in an appropriate venue in the State of Michigan.

11. Dispute Resolution:

If any party has a dispute with another regarding the meaning, operation, or enforcement of any provision of this Agreement, the disputing parties agree to meet and confer to negotiate a resolution of the dispute. All meetings, hearings and actions to resolve the dispute shall be in Grand Traverse County. They further agree if they are unable to resolve the dispute themselves and before formally instituting any other dispute mechanism, they shall utilize the services of a mutually acceptable neutral mediator, who meets the qualifications of MCR 2.411, to bring them together in at least one mediation session.

12. Termination:

Whenever Garfield Township determines that termination of this Agreement in whole or in part is in the best interest of Garfield Township or in the event that termination is required by any state or federal agency, Garfield Township Manager may terminate this Agreement by written notice to Connect specifying the services terminated and the effective date of such termination, which shall not be less than one hundred twenty (120) days from the date notice is given to Connect. Upon termination, Connect shall be entitled to and Garfield Township shall pay the costs actually incurred in compliance with this Agreement until the date of such termination. At the date of such termination, Garfield Township shall be reimbursed a pro-rated amount of the initial payment.

13. Non-Discrimination:

The parties agree not to discriminate against an employee or applicant for employment with respect to hire, tenure, terms, conditions or privileges of employment, or a matter directly or indirectly related to employment because of their actual or perceived race, color, religion, national origin, sex, age, height, weight, marital status, physical or mental disability, family status, sexual orientation, or gender identity. Breach of this covenant may be regarded as a

material breach of this Agreement.

IN WITNESS WHEREOF, the parties have executed this Professional Services Contract as of the day and year first above written.

CHARTER TOWNSHIP OF GARFIELD:

Chuck Korn, Supervisor

Lanie McManus, Clerk

TRAVERSE CONNECT:

Warren Call, President & CEO

Chuck Korn

From: Scott Knowlton <scott@westwind.build>
Sent: Tuesday, July 2, 2024 3:50 PM
To: Chuck Korn
Cc: Doug Meekhoff; Terra Oegema; John Divozzo
Subject: Ridge45 Sewer Capital Costs

Supervisor Korn,

Please accept this correspondence as a formal request to the Township Board on behalf of Ridge45 Apartments (specifically, Midwest MFD- South, LLC and Hammond Investment Properties, LLC) to waive a typical requirement that a 20% downpayment be made with respect to otherwise to-be-amortized sewer capital costs. We would like to be allowed to amortize the full amount owing from Ridge45 for sewer capital costs pertaining to what has been referred to as the BATA sewer expansion project over a period of 10 years.

Please advise if you need any additional information from me in connection with this request.

Best regards,



Scott Knowlton | VP - General Counsel

Westwind

O: 616-842-2030

C: 616-402-9649

DRAFT

Charter Township of Garfield
Downpayment Sewer Capital Waiver Policy

The Township Board may waive the typical requirement of 20 percent downpayment for sewer capital costs if the downpayment amount exceeds less than 10 percent of the total water and sewer infrastructure costs expended to date for a project.

Policy adopted by the Charter Township of Garfield Board: August 13, 2024

2025 BUDGET RESOLUTION FOR
CHARTER TOWNSHIP OF GARFIELD
COUNTY OF GRAND TRAVERSE, MICHIGAN
RESOLUTION 2024-22-T

Minutes of a regular meeting of the Charter Township of Garfield Township Board, held on the 13th day of August, 2024, at 6:00 o'clock pm.

PRESENT:

WHEREAS, The Township is an Incorporating Township of the Grand Traverse Metro Emergency Services Authority ("Metro"), incorporated under the authority of Public Act 57 of 1988, and

WHEREAS, Article XV of the Articles of Incorporation for Metro provides that Metro's annual budget will be funded by contributions from each Incorporating Township.

NOW, THEREFORE,

BE IT RESOLVED that the Township hereby commits to fund Metro's 2025 Budget year with a financial contribution equal to 2.75 mills times the Townships ad valorem real property tax value, which equates to \$3,368,013 for Garfield.

BE IT FURTHER RESOLVED, that the Township agrees to contribute all of this revenue to Metro by May 15, 2025.

BE IT FURTHER RESOLVED, that the Township can fund Metro's 2025 Budget obligation using any combination of a millage rate and general fund contribution as deemed financially beneficial to the Township.

Ayes:

Nays:

Absent and Excused:

CERTIFICATE

I, Lanie McManus, the duly elected and acting Clerk of the Charter Township of Garfield, hereby certify that the foregoing constitutes a true copy of a Resolution 2024-22-T of the Township Board for the Charter Township of Garfield, adopted during a meeting of the Garfield Township Board, Grand Traverse County, Michigan held on August 13, 2024, at which meeting _____ members were present as indicated in said Minutes and voted as therein set forth and that all signatures affixed thereto are the genuine signatures of those so indicated, and that each signatory was duly authorized to affix his or her signature, that said meeting was held in accordance with the Open Meetings Act of the State of Michigan, and that due and proper notice of the meeting as required by law was given to the members of the Township Board, and that the minutes of said meeting were kept and will be and have been made available as required by said Act.

Dated: _____

Lanie McManus
Clerk, Charter Township of Garfield
Grand Traverse County, Michigan

Grand Traverse Metro Emergency Services Authority

2025 Budget Proposal





Mission Statement

To serve our community by safeguarding life and property from fire, hazards and medical emergencies; through education, intervention, and quality response.

Our Vision

Be a proactive, innovative, and progressive leader in providing high quality services to the community.

- A work environment where all employees live our values every day on the job.
- Respected, valued, and supported by the community.
- Recognized as a progressive leader and innovator.
- Enthusiastic, highly motivated, trained, and skilled people providing superior emergency services and prevention activities.
- Continued reduction in fires and other emergencies due to effective Community Risk Reduction.
- Lives are saved due to our actions (endeavors).

Strategic Goals

- Attract, Develop, and Retain top talent
- Strengthen Quality and Levels of Service
- Position GT Metro for future
- Ensure Financial Viability

2025 Challenges

- Recruiting and retaining quality personnel remains a high priority with a continued need to attract additional part-time firefighters.
- Providing employees with competitive wages and benefit packages with respect to the demand for emergency services personnel.
- Remaining committed to a staffing model that meets the needs of our growing community and calls for service. We have applied for a SAFER grant to increase daily staffing with one additional full-time firefighter daily.
- Implementing an attainable replacement schedule of our essential front-line apparatus. The continued goal is a standardized fleet with a lower overall age, reducing risk and providing operational efficiencies.
- Developing a master facility plan accounting for existing and future facilities with respect to growth, service delivery and best practices. Additionally, identifying equitable funding mechanism(s) along with guidelines to ensure success.
- Reacting and responding to the increase in building of homes, apartments, assisted living facilities, and businesses in the 3 townships covered by Metro.
- Continued impact of inflation unknown.

2025 Budget Timeline

June 25, 2024	Distribute 2024 Budget at Board Meeting
July, 2024	Possible Budget Workshop with Board
July 23, 2024	Metro's Board approves 2024 Budget
July 31, 2024	Metro Budget to Township Offices
August, 2024	Take Metro Budget to Township Boards
September, 2024	Public Hearings and Final Township Approval

Fund Balance and Millage History (last 5 years – GF + PIF)

Year	Millage Rate	Fund Balance
2020	2.45	\$ 2,742,145
2021	2.45	\$ 2,282,370
2022	2.60	\$ 2,100,024
2023	2.75	\$ 2,416,957
2024 Budget	2.75	\$ 2,325,928
2025 Draft Budget	2.75	\$ 2,496,757

Note: A healthy fund balance goal of 3.5 months of expenses equates to \$1,780,000.



GRAND TRAVERSE METRO FIRE DEPARTMENT **2025 BUDGET** **NET TAXABLE VALUE ALLOCATION**

DRAFT

TOTAL BUDGETED EXPENDITURES:

Less: Other Revenue Items

NET EXPENDITURES TO BE ALLOC.

TOWNSHIP ASSESSED VALUES, net

METRO	
2025	
\$	6,950,603
	240,000
\$	6,710,603
	2,502,392,610

ALLOCATION BASED ON TAXABLE VALUE - 2.75 MILLS				
	2025 BUDGETED TWP REVENUE	2024 BUDGETED TWP REVENUE	DIFFERENCE	% CHANGE
ACME	1,269,215	1,147,958	121,257	10.56%
EAST BAY	2,244,361	2,024,870	219,481	10.84%
GARFIELD	3,368,013	3,078,425	289,588	9.41%
TOTAL	6,881,579	6,251,253	630,326	10.08%

	2025 TAXABLE VALUE	2024 TAXABLE VALUE	DIFFERENCE	% CHANGE
	<small>(net of personal prop)</small>	<small>(net of personal prop)</small>		
ACME	461,532,775	417,439,337	44,093,438	10.56%
% of total	18.5%	18.4%		
EAST BAY	816,127,666	736,316,218	79,811,448	10.84%
% of total	32.6%	32.4%		
GARFIELD	1,224,732,169	1,119,427,378	105,304,791	9.41%
% of total	48.9%	49.2%		
TOTAL	2,502,392,610	2,273,182,933	229,209,677	10.08%

GRAND TRAVERSE METRO FIRE DEPARTMENT

2025 Budgeted Revenue/Expenditure Report

DRAFT



	Actual	Budgeted	Actual	% Bud	2025	
GRAND TRAVERSE METRO FIRE	2023	2024	May, 2024	2024	BUDGET	Notes
Fund: 206 - METRO FIRE						
Revenues						
600.001 Acme Township - Cont	1,049,947	1,147,958	1,147,958	109.3%	1,269,215	2.75 Mills
600.002 East Bay Twp Contr	1,851,951	2,024,870	2,024,870	109.3%	2,244,351	2.75 Mills
600.003 Garfield Charter Twp	2,802,160	3,078,425	3,078,425	109.9%	3,368,013	2.75 Mills
664.000 Earned Interest	152,150	25,000	59,438	16.4%	30,000	
668.500 Cost Recovery Revenue	59,704	65,000	18,462	108.9%	65,000	
668.700 Public Education Receipts	360	0	40	0.0%	0	
669.000 Plan Reviews	61,617	65,000	32,637	105.5%	68,000	
669.001 Refunds and Donations	73,212	45,000	22,293	61.5%	45,000	
669.002 Sale of Surplus Equipment	74,499	15,000	19,200	20.1%	20,000	
669.006 Misc. Grant Receipts	64,820	10,000	0	15.4%	10,000	
TOTAL REVENUES	6,190,420	6,476,253	6,403,323	104.6%	7,119,579	
EXPENDITURES						
Dept: 336 OPERATIONS						
Acct Class: 701 PERSONNEL SERVICES						
702.000 Wages and Salaries	2,869,268	3,116,170	1,218,696	108.6%	3,269,400	
702.001 Longevity	36,029	36,000	0	99.9%	19,000	
703.000 Metro Firefighters Response	63,271	56,000	20,953	88.5%	65,000	
703.200 Metro FF Wages - part-time	123,788	231,000	34,341	186.6%	239,000	
703.300 Part-time Administrative	612	25,000	0	4083.4%	25,000	
705.000 Personal Day Payout	31,347	50,000	0	159.5%	45,000	
715.000 FICA/Medicare	43,229	51,815	18,183	119.9%	56,534	
716.000 Health/Dental/Optical Ins	545,340	640,000	306,324	117.4%	672,000	
716.003 Life Ins /LTD/STD	35,950	28,000	17,731	77.9%	38,000	
717.001 AD&D Insurance	9,442	12,000	4,211	127.1%	12,000	
718.000 Retirement	427,122	500,392	174,749	117.2%	527,493	
719.000 Workers Comp. Insurance	91,292	95,000	81,981	104.1%	95,000	
TOTAL PERSONNEL SERVICES	4,276,690	4,841,377	1,877,169	113.2%	5,063,427	
Acct Class: 726 SUPPLIES						
727.000 Office Supplies	12,260	13,000	5,358	106.0%	13,000	
729.000 Printing and Binding	4,227	6,000	1,846	142.0%	6,000	
730.000 Postage and Freight	2,513	3,000	448	119.4%	3,000	
743.000 Other Supplies	18,876	30,000	3,034	158.9%	25,000	
743.001 Public Safety Supplies					10,000	
745.000 Uniforms and Accessories	19,527	38,000	14,277	194.6%	50,000	
745.002 Fire Gear	40,586	45,000	11,276	110.9%	30,000	
748.000 Fuel, Oil, Grease	49,870	60,000	17,357	120.3%	55,000	
760.000 Medical Supplies	24,126	27,000	5,783	111.9%	25,000	
TOTAL SUPPLIES	171,985	222,000	59,380	129.1%	217,000	
Acct Class: 800 CONTRACTUAL SERVICES						
801.000 Legal Fees	7,457	25,000	4,287	335.3%	25,000	
810.000 Subscriptions	4,766	7,500	3,914	157.4%	6,000	
810.001 Dues	4,648	8,500	5,925	182.9%	6,000	
818.000 Contract Services	111,559	65,000	31,273	58.3%	60,000	
830.000 Fire Hydrant Rental	21,240	25,000	0	117.7%	25,000	
850.001 Telephone	45,463	46,000	16,811	101.2%	46,000	
TOTAL CONTRACTUAL SERVICES	195,132	177,000	62,210	90.7%	168,000	
Acct Class: 900 OTHER SERVICES AND CHARGES						
910.000 Fleet & Liability Property Ins	69,648	80,000	80,290	114.9%	85,000	
920.000 Heat Utilities	26,568	35,000	13,859	131.7%	30,000	
921.000 Electric Utilities	41,027	47,000	14,270	114.6%	43,000	
923.000 Sewer and Water Utilities	14,464	16,000	7,595	110.6%	16,000	
924.000 Waste Disposal	1,740	2,100	785	120.7%	2,100	

GRAND TRAVERSE METRO FIRE DEPARTMENT
2025 Budgeted Revenue/Expenditure Report

DRAFT



GRAND TRAVERSE METRO FIRE	Actual 2023	Budgeted 2024	Actual May, 2024	% Bud 2024	2025 BUDGET	Notes
930.000 Bldg. Repair and Maintenance	109,284	100,000	26,299	91.5%	80,000	
932.000 Equipment Repair & Maint.	40,690	30,000	7,950	73.7%	42,000	
932.100 SCBA Repair/Maintenance	7,061	10,000	1,967	141.6%	8,000	
934.000 Vehicle R&M - labor	64,636	85,000	18,971	131.5%	85,000	
934.100 Vehicle R&M - parts	62,531	65,000	22,636	103.9%	65,000	
935.000 Ground Care and Maintenance	31,187	36,000	9,615	115.4%	36,000	
955.000 Employee Physicals & Wellness	44,996	40,000	16,197	88.9%	55,000	
956.000 Employee Train. and Develop.	79,235	70,000	24,198	88.3%	85,000	
956.001 Computer Support	74,651	65,000	34,611	87.1%	90,000	
TOTAL OTHER SERVICES AND CHARGES	667,715	681,100	279,244	102.0%	722,100	
Acct Class: 970 CAPITAL OUTLAY						
976.001 Building Improvement	101,558	75,000	9,841	73.8%	87,000	
977.000 Machinery and Equipment	146,918	90,000	0	61.3%	75,000	
980.100 Computer Replacement	4,871	15,000	3,482	308.0%	10,000	
TOTAL CAPITAL OUTLAY	253,347	180,000	13,323	71.0%	172,000	
Acct Class: 985 OTHER						
985.100 Transfer to Public Imp. Fund	300,000	755,000	755,000	0.0%	767,000	Debt pymts/Bldg imp Station 8 & 9
992.000 Contingency	0	10,000	5,550	#DIV/0!	10,000	Future apparrates funding
992.001 Emergency Cont. Fund	0	200	0	#DIV/0!	200	
TOTAL OTHER	300,000	765,200	760,550	255.1%	777,200	
TOTAL EXPENDITURES	5,864,868	6,866,677	3,051,875	117.1%	7,119,727	
NET REVENUE/EXPENDITURES	325,552	(390,424)			\$ (148)	
Fund Balance	1,987,333	2,312,884			1,922,459	
Net Fund Balance	\$ 2,312,884	\$ 1,922,459			\$ 1,922,312	

GRAND TRAVERSE METRO FIRE DEPARTMENT
2025 Budgeted Revenue/Expenditure Report

DRAFT



GRAND TRAVERSE METRO FIRE	Actual 2023	Budgeted 2024	Actual May, 2024	% Bud 2024	2025 BUDGET	Notes
PUBLIC IMPROVEMENT FUND						
664.000 Earned Interest	147	1,000	1,193	682.1%	2,000	
675.000 Debt Proceeds	0	-	-	0.0%	-	
699.100 Transfer In - Fund Balance	300,000	755,000	755,000	251.7%	767,000	
TOTAL REVENUES	300,147	756,000	756,193	251.9%	769,000	
EXPENDITURES						
Acct. Class. 970 Capital Outlay						
976.001 Building Improvement	0	0	0	0.0%	280,000	Station 8 & Station 9
977.000 Machinery and Equipment	0	0	0	0.0%	0	
978.000 Vehicles Acquisition	0	90,000	60,047	0.0%	0	
TOTAL CAPITAL OUTLAY	0	90,000	60,047	0.0%	280,000	
Acct Class OTHER						
990.000 Debt Payment	288,287	332,208	109,965	115.2%	291,272	
990.005 Interest Expense	20,477	29,396	6,347	143.6%	21,752	
992.000 Contingency	0	5,000	0	#DIV/0!	5,000	
TOTAL DEBT SERVICE & OTHER	308,764	366,604	116,313	118.7%	318,024	
TOTAL EXPENDITURES	308,764	456,604	176,360	147.9%	598,024	
REVENUES OVER EXPENDITURES	-8,617	299,396	579,834		170,976	Future apparatus funding
Fund Balance	112,690	104,073			403,469	
Net Fund Balance	104,073	403,469			\$ 574,445	
Total Fund Balance (General and PIF)	\$ 2,416,957	\$ 2,325,928			\$ 2,496,757	
Maintain Fund Balance = to 3.5 months expenses:	\$ 1,710,587	\$ 2,002,781			\$ 1,779,932	



GT METRO FIRE DEPARTMENT
PROJECTED DEBT OBLIGATIONS THRU 2033
2025 BUDGET

DRAFT



DESCRIPTION		Budget													
YEAR	ITEM	AMOUNT	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034		
Vehicle Replacement Plan - Cash payments															
Admin Vehicles															
OPS Vehicles															
Station Squad Vehicles															
Capital Purchases - Financing															
2018	Engine 11 - PIF 1st pymt 11/2018 6 yrs @ 0.0%	\$ 200,000													
		Principal													
		Interest													
		Total	25,002												
2018	Engine 11 - PIF 1st pymt 11/2018 6 yrs @ 3.55	\$ 300,000													
		Principal	41,071												
		Interest	732												
		Total	41,803												
2020	Engine 1 6 yrs @ 2.24%	\$ 575,000													
		Principal	97,927	100,140	50,915										
		Interest	4,759	2,546	428										
		Total	102,686	102,686	51,343										
2020	Station 11 Remodel 7 yrs at 2.05%	\$ 350,000													
		Principal	49,958	50,980	52,044	53,119									
		Interest	3,846	2,814	1,780	685									
		Total	53,804	53,804	53,804	53,804									
2021	New Tanker 6 yrs at 2.61%	\$ 350,000													
		Principal	58,658	60,203	61,791	15,700									
		Interest	4,554	3,009	1,421	103									
		Total	63,212	63,212	63,212	15,803									
2024	New Engine 6 yrs @ 0.0%	\$ 360,000													
		Principal	20,000	60,000	60,000	60,000	60,000	60,000	40,000						
		Interest													
		Total	20,000	60,000	60,000	60,000	60,000	60,000	40,000						
2024	New Engine 6 yrs @ 6.0%	\$ 400,000													
		Principal	18,658	58,254	61,847	65,861	68,711	74,011	51,860						
		Interest	7,861	21,298	17,703	13,888	9,839	5,539	1,174						
		Total	26,517	79,550	79,550	79,549	79,550	79,550	53,034						
2026	New Engine 6 yrs @ 6.0%	\$ 900,000													
		Principal													
		Interest													
		Total													



GT METRO FIRE DEPARTMENT
PROJECTED DEBT OBLIGATIONS THRU 2033
2025 BUDGET

DRAFT



DESCRIPTION			Budget												Projected											
YEAR	ITEM	AMOUNT	2024	2026	2026	2027	2028	2029	2030	2031	2032	2033	2034	2024	2026	2026	2027	2028	2029	2030	2031	2032	2033	2034		
2027	New Ladder Truck	\$ 1,400,000																								
	Principal					48,894	203,020	215,476	228,700	242,734	257,829	202,512														
	Interest					21,000	76,555	84,087	50,875	36,841	21,948	6,137														
	Total					69,894	279,575	279,575	279,575	279,575	279,575	208,648														
2029	New Tanker	\$ 400,000																								
	Principal							28,124	58,838	62,467	66,320	70,410	74,753													
	Interest							11,650	20,712	17,083	13,230	9,140	4,797													
	Total							39,774	79,550	79,550	79,550	79,550	79,550													
2030	New Engine	\$ 1,000,000																								
	Principal								70,311	147,095	156,167	165,789	176,025													
	Interest								29,128	51,780	42,707	33,075	22,849													
	Total								99,437	198,875	198,874	198,874	198,874													
2031	New Tanker	\$ 450,000																								
	Principal									31,840	66,183	70,275	74,610													
	Interest									13,107	23,301	19,218	14,884													
	Total									44,747	89,484	89,483	89,494													
2034	New Engine	\$ 1,000,000																								
	Principal																									
	Interest																									
	Total																									
2025-2034 Capital Fund -																										
	Total		313,024	359,252	397,403	458,037	588,112	637,886	730,583	781,734	828,470	576,565	467,355													
Cash Pay	Principal	112,000				120,000	160,000	85,000	195,000	241,000	150,000	150,000	100,000													
	Interest	291,272				375,759	473,281	526,832	808,132	652,130	634,247	508,996	395,699													
	Total	403,272				495,759	633,281	611,832	1,003,132	893,130	784,247	658,986	495,699													
	Total	425,024				518,037	758,112	732,886	825,583	1,022,734	888,976	728,565	587,355													

**GRAND TRAVERSE METRO FIRE DEPARTMENT
CAPITAL PROJECTIONS - 10 Year Plan
BUILDINGS & VEHICLES
2025 Budget**



DRAFT

DESCRIPTION	Current Year										
	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034
VEHICLES	857,000		1,045,000	1,700,000	110,000	400,000	1,070,000	615,000	135,000	65,000	1,075,000
BUILDINGS and LAND	15,000	367,000	750,000	50,000	20,000	20,000	120,000	10,000	10,000	10,000	10,000
								</			

**GRAND TRAVERSE METRO FIRE DEPARTMENT
CAPITAL PROJECTIONS - 10 Year Plan
2024 Budget - BUILDINGS & Other**



ACQUIRE DATE	DESCRIPTION	LOCATION	Current Year											
			2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	
	60 New SCBA's	Various			\$700,000									
	Asphalt/Parking Lot repairs	Various	\$5,000	\$32,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	
	Proximity Card Access Upgrade			\$45,000										
	Station 9			\$30,000	\$30,000	\$30,000								
1988	Administration Building													
	Roof Top Unit/HVAC	Admin			10,000									
2008	Station 1													
	Roof Top Unit/HVAC	Sta1				10,000								
	New Roof	Sta1					100,000							
	Station 8	Sta 8												
	Remodel Living Space	Sta 8		250,000										
	Station 9													
	Roof Top Unit/HVAC	Sta9					10,000							
	Station 11													
	Roof Top Unit/HVAC	Sta11	10,000				10,000							
2011	Station 12													
	Roof Top Unit/HVAC	Sta12		10,000						10,000				

GRAND TRAVERSE METRO FIRE DEPARTMENT
CAPITAL PROJECTIONS - 10 Year Plan
2024 Budget - VEHICLES BY TYPE



DRAFT

ACQUIRE DATE	DESCRIPTION	LOCATION	Actual Cost	Current year																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																												
				2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																		
VEHICLES:																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																

**GRAND TRAVERSE METRO FIRE DEPARTMENT
CAPITAL PROJECTIONS - 10 Year Plan
2024 Budget - VEHICLES BY TYPE**

[illegible]



GRAND TRAVERSE METRO EMERGENCY SERVICES AUTHORITY

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

July 23, 2024

The regular board meeting of the Grand Traverse Metro Emergency Services Authority was called to order at 9:04 a.m. by Beth Friend, Chairperson at East Bay Township Hall, 1965 Three Mile Road, Traverse City, MI 49686.

PLEDGE OF ALLEGIANCE – recited.

Roll call – 6 members, a quorum.

Beth Friend, East Bay

Glen Lile, East Bay

Dale Stevens, Acme

Doug White, Acme

Chuck Korn, Garfield

Chris Barsheff, Garfield

ATTENDANCE:

Paul Mackin, Fire Chief

Brian Belcher, Asst. Chief/Fire Marshal-FP

Matt Courtade, East Bay

Kim McCann, Accountant

Tracey Bartlett, East Bay

1. **APPROVAL OF AGENDA:** No changes. Stands approved.

2. **PUBLIC COMMENT:** None.

3. **CONFLICT OF INTEREST:** None.

4. **APPROVAL OF MINUTES:** No changes. Stand approved.

5. **FINANCIAL REPORT:**

a. Approve of cash transfers.

Motion by Chris Barsheff, supported by Doug White, to approve cash transfers of \$400,000.00. Roll call: Barsheff, yes; White, yes; Stevens, yes; Korn, yes; Lile, yes; Friend, yes. All ayes. Motion carried.

6. **APPROVAL CLAIMS:**

Motion by Glen Lile, supported by Chris Barsheff, to approve the prepay and regular claims in the amount of \$50,594.68 (checks #21889-21949); Plus, Electronic Funds Transfers (EFTs) in the amount of \$367,448.90 and Retiree Health Care Payments \$1,000.00 for a Grand Total Claims & EFTs of \$419,043.58. Roll call: Lile, yes; Barsheff, yes; Stevens, yes; White, yes; Korn, yes; Friend, yes. All ayes. Motion carried.

7. **CORRESPONDENCE:**

a. Cost Recovery Report

b. GTB 2% Award – 1st Half 2024 Cycle



GRAND TRAVERSE METRO EMERGENCY SERVICES AUTHORITY

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

8. REPORTS

- a. **CHIEF:** See Chief Report.
- b. **OPERATIONS CHIEF:** See Operations Chief Report.
- c. **ASST. CHIEF/FIRE MARSHAL:** See Assistant Chief/Fire Marshal- Fire Prevention Bureau Report.

9. OLD BUSINESS: None.

10. NEW BUSINESS:

- a. Consider **2025 Budget Resolution 2024-04**.
Motion by Chuck Korn, supported by Doug White, to approve **2025 Budget Resolution 2024-04**. Roll call: Korn, yes; White, yes; Stevens, yes; Barsheff, yes; Korn, yes; Friend, yes. All ayes. Motion carried.
- b. Consider purchase of 2024 15-foot Seawolf inflatable rescue boat.
Consideration tabled pending the acquisition of three bids, if possible.
- c. Consider declaring 2010 15-foot Seawolf inflatable rescue boat as surplus.
Consideration tabled.
- d. Consider Station Nine Dorm Room Expansion.
Motion by Glen Lile, supported by Beth Friend, to recommend individual township adoption of GTMESA paying East Bay Township \$30,283.00 annually for fiscal years 2025, 2026, and 2027 in partnership for dorm room expansion at Station Nine. All ayes. Motion carried.

Any Suggested Agenda Items for Future Board Meetings: FlowMSP software presentation by Operations Chief Posey in August.

PUBLIC COMMENT: None.

There being no objections, the meeting was declared adjourned by Chairperson Beth Friend at 10:38 a.m.

Chairperson Beth Friend

Board Secretary Chuck Korn

2025 BUDGET RESOLUTION FOR
CHARTER TOWNSHIP OF _____
COUNTY OF GRAND TRAVERSE, MICHIGAN
2024-

Minutes of a regular meeting of the Board of East Bay Charter Township, held on the
_____ day of _____, 2024, at _____ o'clock pm.

PRESENT: _____

WHEREAS, The Township is an Incorporating Township of the Grand Traverse Metro
Emergency Services Authority ("Metro"), incorporated under the authority of Public Act 57 of
1988, and

WHEREAS, Article XV of the Articles of Incorporation for Metro provides that Metro's
annual budget will be funded by contributions from each Incorporating Township.

NOW, THEREFORE,

BE IT RESOLVED that the Township hereby commits to fund Metro's 2025 Budget year
with a financial contribution equal to 2.75 mills times the Townships ad valorem real property
tax value, which equates to \$6,881,579 (\$3,368,013 for Garfield; \$2,244,351 for East Bay;
\$1,269,215 for Acme);

BE IT FURTHER RESOLVED, that the Township agrees to distribute all of this revenue
to Metro by May 15, 2025.

BE IT FURTHER RESOLVED, that the Township can fund Metro's 2024 Budget
obligation using any combination of a millage rate and general fund contribution as deemed
financially beneficial to the Township.

Ayes: _____

Nays: _____

Absent and Excused: _____

CERTIFICATE

I, _____, the duly elected and acting Clerk of East Bay Charter Township, hereby certify that the foregoing constitutes a true copy of a Resolution of the Township Board for the Township of East Bay, adopted during a meeting of the East Bay Charter Township Board, Grand Traverse County, Michigan held on _____, at which meeting _____ members were present as indicated in said Minutes and voted as therein set forth and that all signatures affixed thereto are the genuine signatures of those so indicated, and that each signatory was duly authorized to affix his or her signature, that said meeting was held in accordance with the Open Meetings Act of the State of Michigan, and that due and proper notice of the meeting as required by law was given to the members of the Township Board, and that the minutes of said meeting were kept and will be and have been made available as required by said Act.

Dated: _____

Clerk, Township of _____

Grand Traverse County, Michigan



GRAND TRAVERSE METRO EMERGENCY SERVICES AUTHORITY

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

RESOLUTION 2024-04

A RESOLUTION TO APPROVE THE 2024 BUDGET FOR GRAND TRAVERSE METRO EMERGENCY SERVICES AUTHORITY

Minutes of a regular meeting of the Board of Grand Traverse Metro Emergency Services Authority ("Metro"), held on the 23rd day of July, 2024, at 9:00 o'clock am.

PRESENT: DALE STEVENS, DOUG WHITE, CHRIS BARSHEFF,
CHUCK KORN, GLEN LILE, BETH FRIEND

The following preamble and resolution were offered by KORN and supported by WHITE.

WHEREAS, Metro is an Authority, created, established and incorporated pursuant to the provisions of Act 57, Public Acts of Michigan, 1988, as amended, and

WHEREAS, the incorporating municipalities in Metro are the Township of Acme, the East Bay Charter Township and the Charter Township of Garfield, in the County of Grand Traverse, Michigan, which are hereby designated as the "Incorporating Townships", and

WHEREAS, Article XII of the Articles of Incorporation for Metro indicates that the Metro Board "shall adopt the proposed budget by a majority vote of the members of the Board in such a manner as to assure submission of the proposed budget to the incorporating municipalities no later than July 31, of each year", and

WHEREAS, the 2025 Budget for Metro is detailed by cost center for the General Fund and the Public Improvement Fund on the attached schedules, and

WHEREAS, Article XV of the Articles of Incorporation for Metro provides that Metro's annual budget will be funded by contributions from each Incorporating Township. In accordance with the calculation provided for in the Articles of Incorporation, the Township contributions calculate to be the following for the 2025 Budget:

Acme Township	\$1,269,215
East Bay Township	\$2,244,351
Garfield Township	\$3,368,013

NOW, THEREFORE,

BE IT RESOLVED, that the members of the Metro Board adopt the 2025 Metro Budget by cost center as detailed on the attached, with budgeted expenditures totaling \$7,119,727.

Ayes: 6
Nays: 0
Absent and Excused: 0

RESOLUTION DECLARED ADOPTED.

By: Beth Friend
Board Chair Beth Friend

By: Chuck Korn
Board Secretary Chuck Korn

Dated: July 23, 2024

**GTMESSA
2025 BUDGET - 2.75 Mills
BY COST CENTERS**



****Budget to be approved by the Metro Board****

DRAFT

GRAND TRAVERSE METRO FIRE	Actual 2023	Budget 2024	Budget 2025	Incr/ (Deer)	% Incr/ (Deer)
GENERAL FUND					
TOTAL REVENUES	6,190,420	6,476,253	7,119,579	285,833	5.8%
EXPENDITURES					
Dept: 336 OPERATIONS					
Acct Class: 701 PERSONNEL SERVICES	4,276,690	4,841,377	5,063,427	564,687	16.4%
Acct Class: 726 SUPPLIES	171,985	222,000	217,000	50,015	35.6%
Acct Class: 800 CONTRACTUAL SERVICES	195,132	177,000	168,000	(18,132)	-13.6%
Acct Class: 900 OTHER SERVICES/CHARGES	667,715	681,100	722,100	13,385	2.2%
Acct Class: 970 CAPITAL OUTLAY	253,347	180,000	197,000	(73,347)	-40.0%
Acct Class: OTHER	300,000	765,200	752,200	465,200	155.9%
TOTAL EXPENDITURES	5,864,868	6,866,677	7,119,727	1,001,809	20.8%
NET REVENUE/EXPENDITURES	325,552	(390,424)	(148)	(267,049)	-275.3%
Fund Balance	1,987,333	2,312,885	1,922,461		
Net Fund Balance	2,312,885	1,922,461	1,922,313		

**GTMESSA
2025 BUDGET - 2.75 Mills
BY COST CENTERS**



****Budget to be approved by the Metro Board****

DRAFT

	Actual 2023	Budget 2024	Budget 2025	Incr/ (Decr)	% Incr/ (Decr)
GRAND TRAVERSE METRO FIRE					

PUBLIC IMPROVEMENT FUND

TOTAL REVENUES	\$ 300,147	\$ 756,000	\$ 769,000	(98,742)	-15.2%
EXPENDITURES					
Acct. Class: 970 CAPITAL OUTLAY	\$ -	\$ 90,000	\$ 280,000	90,000	9.9%
				-	
Acct. Class: 990 DEBT SERVICE	\$ 308,764	\$ 361,604	\$ 313,024	52,840	18.0%
				-	
Acct Class: 992 CONTINGENCY	\$ -	\$ 5,000	\$ 5,000	5,000	#DIV/0!
				-	
TOTAL EXPENDITURES	\$ 308,764	\$ 456,604	\$ 598,024	147,840	12.3%
EXPENDITURES OVER REVENUES	\$ (8,617)	\$ 299,396	\$ 170,976	308,013	-55.3%
Fund Balance	\$ 112,690	\$ 104,073	\$ 403,469		
Net Fund Balance	\$ 104,073	\$ 403,469	\$ 574,445		



Charter Township of Garfield

Planning Department Report No. 2024-65

Prepared:	August 7, 2024	Pages:	1
Meeting:	August 13, 2024 – Township Board	Attachments:	<input checked="" type="checkbox"/>
Subject:	Copper Ridge Trailhead – Conceptual Design		

OVERVIEW:

The 2024 Township Budget for Parks includes a Capital Outlay for priority parks projects. One of the 2024 priority parks projects, identified and recommended by the Parks and Recreation Commission, is the design and construction of a trailhead for the Commons Natural Area at Copper Ridge. At their meeting on August 5, 2024, the Parks and Recreation Commission recommended to the Township Board that a request for proposals (RFP) be published for this project, which encompasses the trailhead and a connector trail to the existing trails in the Commons Natural Area.

The Township Engineer has produced a conceptual design for this project. The Parks and Recreation Commission reviewed this conceptual design at the August 5, 2024 meeting; they reviewed a previous iteration of the conceptual design at the June 3, 2024 meeting. The conceptual design also received input from members of the mountain bike subcommittee and from representatives of the Copper Ridge association and Surgery Center. The conceptual design and opinion of probable construction cost (OPCC) for the project are attached to this report.

NEXT STEPS:

The next steps include the Township Engineer preparing the final design and specifications to prepare an RFP for the project that would allow for bids to be submitted for the project. This process has been done for other recent parks projects including at River East Recreation Area.

ACTION REQUESTED:

If the Township Board supports moving forward with this project, then the following motion is recommended:

MOTION TO AUTHORIZE the Township Engineer to prepare final design and specifications for an RFP for the Copper Ridge Trailhead project.

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

Attachments:

1. Copper Ridge Trail Head Concept drawing, provided to Township by Gourdie-Fraser on July 24, 2024.
2. Copper Ridge Trail Head Site Civil Costs, provided to Township by Gourdie-Fraser on July 24, 2024.

Copper Ridge Trail Head		Qty	Unit	Unit Cost	Cost	Subtotals
Site Civil Costs						
Trail Head Improvements						
Mobilization		1	LS	5000	5000	
Clearing and Grubbing		1	LS	1500	1500	
Earthwork (Trail Head)		75	CYD	50	3750	
HMA Surface Remove		170	SYD	10	1700	
Aggregate Base, 6 Inch (Parking Exp.)		25	SYD	20	500	
Curb and Gutter		115	LF	45	5175	
HMA (4EL & 5EL @ 165#/SYD ea)		26	Tn	300	7800	
Segmental Block Wall		70	LF	300	21000	
Woodchips		990	SF	3	2970	
Restoration		250	SYD	5	1250	
SESC		1	LS	2000	2000	52645
Trail Extensions						
Mobilization		1	LS	5000	5000	
6' Connector + West 4' Trail	Clearing and Grubbing (6' Connector+West 4' Trail)	1	LS	2600	2600	
	Earthwork (6' Connector+West 4' Trail)	200	CYD	50	10000	
	Aggregate Base , 5 inch (6' Connector+West 4' Trail)	370	SYD	15	5550	
	Restoration (6' Connector+West 4' Trail)	800	SYD	5	4000	22150
East Future 4' Trail	Clearing and Grubbing (East Future 4' Trail)	1	LS	1500	1500	
	Earthwork (East Future 4' Trail)	65	CYD	50	3250	
	Aggregate Base , 5 inch (East Future 4' Trail)	100	SYD	15	1500	
	Restoration (East Future 4' Trail)	390	SYD	5	1950	8200
SESC		1	LS	5000	5000	40350
Totals					\$ 92,995.00	
10% Cont.					\$ 9,299.50	
Engineering (15%)					\$ 13,949.25	
Total					\$ 116,243.75	

BACKGROUND

Township staff was requesting a deep cleaning of our carpets twice a year and the tile around once a year. Winter salt and snow, along with summer dirt, gets tracked into the township hall. With new carpeting being installed, we are trying to extend the life span of the carpet. Attached are the three quotes for carpet and tile cleaning.

STAFF COMMENT:

Our current cleaning company (Contemporary Cleaning) did not want to bid carpet cleaning, but did provide a tile cleaning bid. Modernistic and Stanley Steemer are the other two companies that supplied bids. These bids are attached and explained below.

	Tile Cleaning	Carpet Cleaning
Contemporary	\$1,750.00	No bid
Modernistic	\$2,329.00	\$1,379.69 Quarterly
	\$2,740.00	\$1,623.16 Twice/year (-452.81)
	\$2,740.00	\$1,623.16 Once/year
Stanley Steemer	\$3,591.00 grout seal	\$3,152.00
	\$5,746.00 full seal	

ACTION REQUESTED:

After discussion with the Township Board, it is suggested to approve a carpet cleaning and tile bid. Note that we may use one company for the carpet cleaning and another company for the tile cleaning.

ATTACHMENTS: Three company's bids for tile and carpet cleaning.

QUOTE



Company Address 821 Wakefield.
Plainwell, MI 49080
www.modernistic.com
(800) 609-1000

Quote Number 00053699
Created Date 6/13/2024
Prepared By Brittney Skoczylas
Email bskoczylas@modernistic.com

CUSTOMER ACCOUNT INFORMATION

Account Name	Charter Township of Garfield	Contact Name	Derek Morton
Bill To	3848 Veterans Drive Traverse City, MI 49684 United States	Phone	231-941-1620

QUOTE DETAILS

Property Address 3848 Veterans Drive
Traverse City, MI 49684
United States

Work Order Notes Call on way
Carpet & Tile Throughout 1st and 2nd floor.

All offices, conference rooms, hallways and stairs. Heavy traffic and heavily soiled on 1st floor. Several spots- food and drink on 2nd floor. Includes stairway. ** Included optional 3m Scotchgard carpet protectant **

Tile & Grout cleaning and sealing first floor entry and lobby area.
Bathroom Tile & Grout 2nd floor.

LVP flooring in break room areas on 1st floor.

QUOTE LINE ITEMS

Service	Line Item Description	Quantity	Sales Price	Total Price
Carpet Cleaning	1st Floor Carpet Cleaning	1.00	\$636.31	\$636.31
3M Scotchgard, Carpet	3m Scotchgard Protectant 1st Floor	1.00	\$187.15	\$187.15
Carpet Cleaning	2nd Floor & Stairway Carpet Cleaning	1.00	\$617.95	\$617.95
3M Scotchgard, Carpet	3M Scotchgard Protectant 2nd Floor & Stairway	1.00	\$181.75	\$181.75
Tile & Grout	1st Floor Tile Cleaning & Grout Sealing	1.00	\$2,420.00	\$2,420.00
Tile & Grout	Bathroom Tile Cleaning & Grout Sealing	1.00	\$320.00	\$320.00
Vinyl Plank & Floor Cleaning - 40	LVP Cleaning	1.00	\$165.00	\$165.00
Service Charge	Commercial Cleaning Service Charge - Per Truck/Per Day	1.00	\$20.00	\$20.00

TOTALS

Subtotal	\$4,548.16
Discount	\$452.81
Grand Total	\$4,095.35

THREE/THAN

Thank you for choosing Modernistic and supporting our family-owned, Michigan-based company and its employees!

QUOTE



Company Address 821 Wakefield.
Plainwell, MI 49080
www.modernistic.com
(800) 609-1000

Quote Number 00053535
Created Date 6/13/2024
Prepared By Brittney Skoczylas
Email bskoczylas@modernistic.com

CUSTOMER ACCOUNT INFORMATION

Account Name	Charter Township of Garfield	Contact Name	Derek Morton
Bill To	3848 Veterans Drive Traverse City, MI 49684 United States	Phone	231-941-1620

QUOTE DETAILS

Property Address 3848 Veterans Drive
Traverse City, MI 49684
United States

Work Order Notes Call on way
Carpet & Tile Throughout 1st and 2nd floor.

All offices, conference rooms, hallways and stairs. Heavy traffic and heavily soiled on 1st floor. Several spots- food and drink on 2nd floor. Includes stairway. ** Included optional 3m Scotchgard carpet protectant **

Tile & Grout cleaning and sealing first floor entry and lobby area.
Bathroom Tile & Grout 2nd floor.

LVP flooring in break room areas on 1st floor.

QUOTE LINE ITEMS

Service	Line Item Description	Quantity	Sales Price	Total Price
Carpet Cleaning	1st Floor Carpet Cleaning	1.00	\$636.31	\$636.31
3M Scotchgard, Carpet	3m Scotchgard Protectant 1st Floor	1.00	\$187.15	\$187.15
Carpet Cleaning	2nd Floor & Stairway Carpet Cleaning	1.00	\$617.95	\$617.95
3M Scotchgard, Carpet	3M Scotchgard Protectant 2nd Floor & Stairway	1.00	\$181.75	\$181.75
Tile & Grout	1st Floor Tile Cleaning & Grout Sealing	1.00	\$2,420.00	\$2,420.00
Tile & Grout	Bathroom Tile Cleaning & Grout Sealing	1.00	\$320.00	\$320.00
Vinyl Plank & Floor Cleaning - 40	LVP Cleaning	1.00	\$165.00	\$165.00
Service Charge	Commercial Cleaning Service Charge - Per Truck/Per Day	1.00	\$20.00	\$20.00

TOTALS

Subtotal	\$4,548.16
Discount	\$0.00
Grand Total	\$4,548.16

ONCE/YEAR

Thank you for choosing Modernistic and supporting our family-owned, Michigan-based company and its employees!

QUOTE



Company Address 821 Wakefield.
Plainwell, MI 49080
www.modernistic.com
(800) 609-1000

Quote Number 00053700
Created Date 6/13/2024
Prepared By Brittney Skoczylas
Email bskoczylas@modernistic.com

CUSTOMER ACCOUNT INFORMATION

Account Name	Charter Township of Garfield	Contact Name	Derek Morton
Bill To	3848 Veterans Drive Traverse City, MI 49684 United States	Phone	231-941-1620

QUOTE DETAILS

Property Address 3848 Veterans Drive
Traverse City, MI 49684
United States

Work Order Notes Call on way
Carpet & Tile Throughout 1st and 2nd floor.

All offices, conference rooms, hallways and stairs. Heavy traffic and heavily soiled on 1st floor. Several spots- food and drink on 2nd floor. Includes stairway. ** Included optional 3m Scotchgard carpet protectant **

Tile & Grout cleaning and sealing first floor entry and lobby area.
Bathroom Tile & Grout 2nd floor.

LVP flooring in break room areas on 1st floor.

QUOTE LINE ITEMS

Service	Line Item Description	Quantity	Sales Price	Total Price
Carpet Cleaning	1st Floor Carpet Cleaning	1.00	\$636.31	\$540.86
3M Scotchgard, Carpet	3m Scotchgard Protectant 1st Floor	1.00	\$187.15	\$159.08
Carpet Cleaning	2nd Floor & Stairway Carpet Cleaning	1.00	\$617.95	\$525.26
3M Scotchgard, Carpet	3M Scotchgard Protectant 2nd Floor & Stairway	1.00	\$181.75	\$154.49
Tile & Grout	1st Floor Tile Cleaning & Grout Sealing	1.00	\$2,420.00	\$2,057.00
Tile & Grout	Bathroom Tile Cleaning & Grout Sealing	1.00	\$320.00	\$272.00
Vinyl Plank & Floor Cleaning - 40	LVP Cleaning	1.00	\$165.00	\$140.25
Service Charge	Commercial Cleaning Service Charge - Per Truck/Per Day	1.00	\$20.00	\$20.00

COMM10 - 10% off commercial cleaning services. Excludes post-treatment. Not to be combined with other offers.
Minimum charge applies.

QUANTIFIED

TOTALS

Subtotal	\$4,548.16
Discount	\$679.22
Grand Total	\$3,858.94

Thank you for choosing Modernistic and supporting our family-owned, Michigan-based company and its employees!

PROPOSAL SUBMITTED TO:

NAME Charter Township of Harfield
ADDRESS 3848 Veterans Dr.
CITY/ST/ZIP Traverse City, MI 49684
PHONE (931) 941-1620

Contemporary Cleaning

Residential • Commercial

805 MANOR
~~1650 Barlow, Suite #1~~

Traverse City, Michigan 49686

947-1667 or 499-8597

We hereby propose to furnish the materials* and provide the labor necessary for the cleaning/maintenance of:

Steam cleaning of grouted tile, main floor.

includes: front entry

North, south & east hallways

2 bathrooms

Atrium/reception area

* All grouted tile on main floor
contractors' area (end of east hall)

Grout between tiles and
crevices in each tile

Steam cleaned, rinsed and
allowed to dry

* SPECIAL INSTRUCTIONS RE: MATERIALS

We will use our own
supplies and equipment.

Today's Date: 6-13-2024 Proposal good for 30 days from date shown.

Work To Be Completed On: Weekends - ASAP, until completed

With Payments According to the Following Terms: \$1,750.00 Billed upon completion

Signature Hori Antone
Contemporary Cleaning

Customer Signature _____

STANLEY STEEMER

Remit payments to:
Stanley Steemer Michigan

88 Hughes Drive

Traverse City, MI 49696

Service Location

Garfield Township Hall

3848 Veterans Dr

Traverse City, MI 49684

INVOICE

*Proposal
(Grout Seal)*

Cust Number 64232

Invoice Number 296259

P.O. Number

Qty	Service Description	Product/Item	Unit Price	Amount
1	Clean Upper Level, Lower Level, Stairway	Commercial Carpet	\$2,106.00	\$2,106.00
1	Apply Protector Upper Level, Lower Level, Stairway	Commercial Carpet	\$523.00	\$523.00
1	Odor Out Deodorizer Upper Level, Lower Level, Stairway	Commercial Carpet	\$523.00	\$523.00
1	Tile Clean Lobby, Hall, 4 Restrms, Building Inspector	Tile Floor	\$2,155.00	\$2,155.00
1	Grout Seal No Color MED Lobby, Hall, 4 Restrms, Building Inspector	Tile Floor	\$1,436.00	\$1,436.00
			SubTotal	\$6,743.00
			Discount	\$0.00
			Tax	\$0.00
			Total	\$6,743.00

Make checks payable to: Stanley Steemer of NW Michigan, Inc

If you have any questions concerning this invoice, call :Accounts Payable, 1-800-338-9898

STANLEY STEEMER

Remit payments to:
Stanley Steemer Michigan

88 Hughes Drive

Traverse City, MI 49696

Service Location

Garfield Township Hall

3848 Veterans Dr

Traverse City, MI 49684

INVOICE

*Proposal
(Full Seal)*

Cust Number 64232

Invoice Number 296259

P.O. Number

Qty	Service Description	Product/Item	Unit Price	Amount
1	Clean Upper Level, Lower Level, Stairway	Commercial Carpet	\$2,106.00	\$2,106.00
1	Apply Protector Upper Level, Lower Level, Stairway	Commercial Carpet	\$523.00	\$523.00
1	Odor Out Deodorizer Upper Level, Lower Level, Stairway	Commercial Carpet	\$523.00	\$523.00
1	Tile Clean Lobby , Hall, 4 Restrms, Building Inspector	Tile Floor	\$2,155.00	\$2,155.00
1	Seal Lobby , Hall, 4 Restrms, Building Inspector	Tile Floor	\$3,591.00	\$3,591.00
			SubTotal	\$8,898.00
			Discount	\$0.00
			Tax	\$0.00
			Total	\$8,898.00

Make checks payable to: Stanley Steemer of NW Michigan, Inc

If you have any questions concerning this invoice, call :Accounts Payable, 1-800-338-9898