

CHARTER TOWNSHIP OF GARFIELD TOWNSHIP BOARD SPECIAL SESSION

Thursday, December 5 2024 at 4:00 pm
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. Business to come before the Board

- a. Discussion with Attorney (closed session)
- b. Continued discussion of 2025 Budget
- c. Discussion of candidates for Trustee partial term position
- d. Consideration of appointing Joe McManus to the Grand Traverse County Board of Public Works, Resolution 2024-33-T
- e. Discussion of the 2025 Board Appointments by Committee
- f. Discussion of the 2025 Township Board Meeting Calendar

4. Public Comment

5. 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.



Fwd: Consideration of trustee position

From Chuck Korn <ckorn@garfield-twp.com>

Date Tue 12/3/2024 11:50 AM

To Chris Barsheff <cbarsheff@garfield-twp.com>

Consideration of trustee position

Greetings from Iceland, we will be back in Traverse City in a couple days.

The purpose of this email is to officially apply for appointment to the open trustee seat.

I feel that there's still so much to accomplish, that is why I would like to be on the board.

My experience speaks for itself.

Thank you,

Chuck Korn,

Jessica Brutzman
737 N East Silver Lake Rd
Traverse City, MI 49685
jessica.brutzman@gmail.com
509.554.5314

November 26, 2024

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

Dear Mr. Barsheff,

I am writing to express my strong interest in the Township Board Trustee position for Garfield Township. With my extensive background in community leadership and commitment to public service, I believe I would be an excellent addition to the township board.

As a licensed Real Estate Broker with nearly 20 years of professional experience and a Bachelor's degree in Organizational Management, I bring a unique blend of business acumen and community engagement to this opportunity. My recent leadership roles demonstrate my dedication to public service, including:

- Serving as the 2024 President of Aspire North Realtors Association
- Serving on the County Parks and Recreation Board of Directors from 2021-2023
- 2023 Appointment to the Michigan Association of Realtors Public Policy Committee
- Committee member since 2020 and current Vice Chair of the Traverse City Coast Guard City Committee

These experiences have equipped me with valuable skills in collaborative decision-making, strategic planning, and community advocacy. I am passionate about contributing to local governance and understanding the complex needs of our community.

As a long-time Michigan resident with a proven track record of community involvement, I am committed to serving Garfield Township with integrity, transparency, and a genuine desire to make a positive impact. I am prepared to bring my leadership skills, professional experience, and community-focused mindset to the Township Board.

I look forward to the opportunity to discuss how my background and skills align with the needs of Garfield Township. Thank you for considering my application.

Sincerely,

Jessica Brutzman

JESSICA BRUTZMAN

737 N East Silver Lake Rd, Traverse City, MI 49685 | 509.554.4314 | jessica.brutzman@gmail.com

PROFESSIONAL SUMMARY

Experienced community leader with extensive background in professional leadership, public service, and local governance. Proven track record of collaborative decision-making, strategic planning, and community engagement. Committed to supporting local government and enhancing community resources.

LEADERSHIP ACHIEVEMENTS

- **Aspire North Realtors Association, President (2024)**
 - Led comprehensive CEO recruitment and selection process
 - Developed and implemented strategic organizational succession plan
 - Managed complex leadership transition, ensuring organizational continuity
 - Coordinated board-level strategic planning and governance initiatives
 - Demonstrated expertise in:
 - Executive leadership selection
 - Organizational strategic planning
 - Maintaining institutional knowledge and momentum

PROFESSIONAL RECOGNITION

- **Traverse City Business News "40 Under 40" (August 2022)**
 - Recognized for outstanding professional achievement and community leadership
 - Highlighted for significant contributions to local business and community development
- **Political Advocacy Award (Aspire North Realtors, December 2021)**
 - Acknowledged for leadership in political engagement and community advocacy
- **Leadership Grand Traverse (Class of 2020-2021)**
 - Completed intensive leadership development program
 - Gained in-depth knowledge of regional community resources, policy, and development
 - Prepared for decision-making leadership roles in community service
- **Multiple Community Steward Awards**
 - Recognized by Traverse Area Association of Realtors (2017-2022)
 - Honored for consistent volunteer work and community involvement
- **AFI Military Spouse of the Year - Michigan National Guard (2018 & 2019)**
 - Developed a robust national network of military family support
 - Advocated at federal and state levels (Washington DC and Lansing)
 - Instrumental in passing legislation for military spouse occupational licensing reciprocity
 - Demonstrated ability to:
 - Navigate complex legislative processes
 - Build coalitions across diverse stakeholder groups
 - Develop and drive policy solutions that create meaningful change

RELEVANT QUALIFICATIONS

- Nearly 20 years of professional experience in leadership and community relations
- Strong understanding of local, state and federal governance and public policy
- Expertise in strategic planning and collaborative problem-solving
- Demonstrated commitment to community service and public engagement

LEADERSHIP & COMMUNITY INVOLVEMENT

Leadership Roles

- **Board Member, Aspire North Realtors Association (2019-Present)**
 - 2024 Association President
 - Lead regional professional organization
 - Develop strategic initiatives and manage organizational objectives
 - Facilitate communication between members and local stakeholders
- **County Parks and Recreation Commissioner (2021-2023)**
 - Contributed to local community resource management
 - Participated in strategic planning for public recreational spaces
 - Worked collaboratively with diverse stakeholders to improve community resources

Community Committees

- **Michigan Association of Realtors Public Policy Committee (2023)**
 - Engaged in policy development and advocacy
 - Analyzed and discussed local and state-level policy implications
- **Traverse City Coast Guard City Committee (December 2020-Present)**
 - Support local community and military relations
 - Contribute to community events and public engagement initiatives

PROFESSIONAL EDUCATION

- **Bachelor of Science in Organizational Management** Spring Arbor University
- **Associate Degree in Business Leadership** Northwestern Michigan College
- **Political Leadership Fellowship** Michigan State University

PROFESSIONAL CERTIFICATION

- Licensed Real Estate Broker in Michigan (2019-Present)
- Licensed Insurance Broker in Michigan (2024-Present)

SKILLS

- Strategic Planning
- Community Engagement
- Public Policy Analysis
- Leadership Development
- Collaborative Decision-Making
- Stakeholder Communication
- Project Management

PROFESSIONAL ATTRIBUTES

- Self-motivated and accountable
- Committed to continuous personal and professional growth
- Strong networker with extensive community connections
- Proven ability to build consensus and drive positive change

KELLY FISHER

TRAVERSE CITY, MI 49696

(231)342-7666 | kelfish0@gmail.com

November 26, 2024

Garfield Township

RE: Township Trustee

Dear Chris Barsheff and Board members,

As an experienced Owner/Operator, the advertisement for Township Trustee with Garfield Township sparked my interest. When reviewing the position requirements and your organization's website, I was excited to find that my qualifications and personal strengths align with your needs and mission.

I have lived in Garfield Township for almost 50 years, and I love and appreciate all it has to offer.

I have raised my children here and want to see our area thrive for our next generation. Our safety and beauty are paramount to our continued growth.

My father served as Michigan State Police, my brother is a retired Traverse City fire fighter and Fire Chief. Now I wish to serve my community and give back a little of what this area has given me.

Please review my enclosed resume for a more in-depth illustration of my work history and accomplishments. I would appreciate the opportunity to interview at your earliest convenience. I'm eager to discuss how my personality and background fit the Township Trustee role.

Thank you for your time and consideration of my candidacy.

Sincerely,

Kelly Fisher

KELLY FISHER

PROFESSIONAL SUMMARY

Business professional prepared for leadership role with extensive experience in managing operations and driving business success. Proven track record of effectively overseeing daily operations, implementing strategic plans, and optimizing resources. Highly focused on team collaboration and achieving results, with reputation for reliability and adaptability. Expertise in financial management, staff development, and customer relations.

SKILLS

- Operations management
- Hiring
- Staff training and development
- Inventory management
- Documentation and reporting
- Business planning
- Operations oversight

WORK HISTORY

OWNER/OPERATOR 04/1996 to Current

Self-Cousin Its Hair Salon, 807 Alhambra Dr. Traverse City, Mi 49696

- Managed day-to-day business operations.
- Provided exceptional customer service, addressing issues promptly to ensure customer satisfaction and repeat business.
- Increased customer satisfaction by providing high-quality services and timely communication.
- Managed daily operations for optimal efficiency, streamlining processes to reduce costs.

MANAGER 01/1984 to 03/1996

Kerns Great Lakes Professional Beauty Supply, South Airport Rd. Traverse City, MI 49696

- Managed and motivated employees to be productive and engaged in work.
- Accomplished multiple tasks within established timeframes.
- Maintained professional, organized, and safe environment for employees and patrons.
- Enhanced customer satisfaction by resolving disputes promptly, maintaining open lines of communication, and ensuring high-quality service delivery.

EDUCATION

Northwestern Beauty Academy, Traverse City, MI

State License of Cosmetology, Cosmetology, 05/1984

Traverse City Central High School, Traverse City, MI

High School Diploma, 06/1981

VOLUNTEER WORK Trinity Lutheran Church Community Thanksgiving Dinner Servers

To: Chris Barsheff, Township Manager & Garfield Township Board / Trustees

From: Brad Jewett

Re: Interest in vacant board / trustee seat.

I am writing this letter to let the Garfield Township Manager, and the Garfield Township Board / Trustees know that I am interested in being appointed the vacant board seat.

My resume has been submitted and you will see that I am a long-term Garfield Township resident, my wife and my business is in Garfield Township. I have experience in running a business(es) and have 6 years' experience serving on the Grand Traverse County Board of Commissioners. I feel that my strengths will be a great addition to the Township Board.

Thanks for your consideration.,

Brad Jewett

12/01/24

Brad L Jewett

Brad Jewett

1745 N. West Silver Lake Rd.
Traverse City, MI 49685
231-633-9421
btjewett@att.net

EDUCATION

k-12

EDUCATION

K-12 at Mesick Consolidated Schools
Graduated in 1988
Wexford Vocational School – 1986-1988 Machined Trades

PROFESSIONAL EXPERIENCE

Jan 01, 2019 -
Dec 31, 2024

Grand Traverse County Commissioner

Served on the Grand Traverse County Commission. 2022 thru 2024 Vice-Chairman. While serving on the Commission I chaired many meetings and also served on all the Public Safety Committees.

Jan 01, 2003 -
Present

Culver Meadows Senior Living

My wife Trina and I own Culver Meadows Senior Living, Inc. where we specialize in providing care for elderly Alzheimer, Dementia, and Hospice residents. We currently employ 18 employee and currently are under construction for a new facility and a new Child Care Center.

Jan 1999 -
Dec 2002

Pine Valley Construction

I was a heavy equipment operator doing the dirt work for several hundred homes. Digging and backfilling crawl space and basements, putting in drain fields, driveways, lot clearing and anything else pertaining to a job site . Prior to Pine Valley Construction I had worked for several years at Elmers Crane & Dozer, Alpers Excavating

SKILLS & ABILITIES

- Have lead many public meetings
- Know how to manage a business and employees.
- Familiar with how local government runs and operates.

INTERESTS

I am interested in serving and being appointed to fill the vacancy on the Charter Township of Garfield board. My experience serving on the Grand Traverse County board has given me the experience to benefit Charter Township of Garfield. I care about the community I live in, work in, have our business in, and raise my family in. The Charter Township of Garfield is where my family and I call home.

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

RESOLUTION #2024-33-T

**RESOLUTION APPOINTING SUPERVISOR JOE MCMANUS TO THE
GRAND TRAVERSE COUNTY BOARD OF PUBLIC WORKS**

WHEREAS, the Grand Traverse County Board of Public Works (BPW) consists of eleven (11) members and includes one (1) representative from each of the following Townships: Peninsula, Elmwood, East Bay, Garfield and Acme Townships; and

WHEREAS it is preferred by the BPW that each of the local Townships appoint their elected Supervisor to serve on the BPW.

NOW THEREFORE BE IT HEREBY RESOLVED THAT the Charter Township of Garfield, Township Board approve the appointment of Supervisor Joe McManus to the membership of the Grand Traverse County Board of Public Works for a three (3) year term ending December 31, 2027.

Moved:

Supported:

Ayes:

Nays:

Absent and Excused:

The Chairman declared Resolution 2024-33-T duly adopted this 5th day of December, 2024.

Lanie McManus, Clerk
Charter Township of Garfield

CERTIFICATION

I, Lanie McManus, Clerk of the Charter Township of Garfield, do hereby certify that the above is a true and correct copy of Resolution 2024-33-T which was adopted by the Township Board of the Charter Township of Garfield on the 5th day of December, 2024.

Date: _____

Lanie McManus, Clerk
Charter Township of Garfield

Applicants for Board Appointments by Committee for-

As of December 1, 2024

"Red" is Expiring		Current Board- 2024	Term Expires-	Applicants- for 2025	Incumbent	Term/ys	Application on file	Apply for Committee	Apply for Alternate
Planning Commission (7) Member Board, (0) Alternates Term: 3 yrs, TB 4 yrs per State statute		Molly Agostinelli (TBR) OPEN	12/31/24	Molly Agostinelli	Y	4	12/2/2024		N/A
		Joe Robertson (S)	12/31/25	OPEN		3			N/A
		John Racine	12/31/26			3			N/A
		Chris DeGood	12/31/26			3			N/A
		Robert Fudge	12/31/24	Chris DeGood	Y	3	11/27/2024		N/A
		Pat Cline	12/31/24	Bob Fudge	Y	3	11/27/2024		N/A
GT Metro Fire (2) Member Board, (2) Alternates Term: TB 1 yr			12/31/25			3			N/A
		Joe McManus (Sup.)	Fixed	Benjamin Castiglione	N	3	11/23/2024		N/A
		Molly Agostinelli (TB-A1)		Cara Eule	N	3	10/12/2024		N/A
		Denise Schmuckal				1			
						1			
				Molly not interested		1			
Zoning Board of Appeals (5) Member Board, (2) Alternates Term: 3 yrs, TB 1 yr		Denise Schmuckal	12/31/24	Denise Schmuckal	Y	1	11/27/2024	Apply for full member	
		Robert Fudge (PC Rep)	12/31/24	Chloe Macomber	N		12/3/2024	(Alternate I)	
		Kent Rozycki (VC)	12/31/26	Laurie Lapp	N	1	12/2/2024		
		Rick Smith (C)	12/31/25	Bob Fudge	Y	1	11/27/2024		
		Lynn Fricke	12/31/25			3			
		Scott Swan	12/31/26			3			
Board of Review (3) Member Board, (1) Alternates Term: 2 yrs		Steve Duell (Alternate I) OPEN (Alternate II)	12/31/24	OPEN (Alt 1)		3			
				OPEN (Alt 2)		3			
		Cherry Wolf	12/31/24	Benjamin Castiglione	N	3	11/23/2024		
		Jim Chrestensen	12/31/24						
		Daniel Ladd	12/31/24						
				Not Interested					
Parks & Recreation Comm. (7) Member Board, (0) Alternates Term: 3 yrs, TB 1 yr		Denise Schmuckal (TBR) OPEN	12/31/24	Denise Schmuckal	Y	1	11/27/2024		N/A
		Chris Remy (S)	12/31/25	OPEN		3			N/A
		Chris DeGood (C-PC Rep)	12/31/24	Chris Remy	Y	3	11/29/2024		N/A
		Art Bukowski	12/31/24	Chris DeGood	Y	3	11/27/2024		N/A
		Andrew Hoort	12/31/25			3			N/A
		William Scott	12/31/26			3			N/A
			12/31/24	Bill Scott	Y	3	11/27/2024		N/A

Board Appointments by Committee for- (Continued)

		"Red" is Expiring												
		Current Board- 2024	Term Expires-	Applicants- for 2025	Incumbent	Term/ yrs	Application on file	Apply for Committee	Apply for Alternate					
Joint Recreation Authority (1) TB Member, <div></div> (2) Township Residence (0) Alternates Term: 3 yrs		OPEN	06/30/25	OPEN					N/A					
		Mike Groleau	06/30/27						N/A					
		Tim Hughes	06/30/26						N/A					
				Laurie Lapp	N	6/30/2025	12/2/2024		N/A					
Joint Planning Comm. (2) PC Repr. <div></div> (1) Twsp Resident Term: 3 yrs		John Racine (PC Rep)	05/13/26						N/A					
		OPEN	05/14/27	OPEN					N/A					
		Amy DeHaan	05/14/27						N/A					
									N/A					
Building Code of Appeals Term: 2 yrs		Dave Chryst	12/31/25						N/A					
		Tom Piehl	12/31/25											
		Steve Duell	12/31/25											
		Marc Burkholder	12/31/25											
		Ben Castiglione	12/31/25											

Standing Committees:

		Current Board- 2024	Term Expires-	Applicants- for 2024	Incumbent	Term/ yrs	Application on file	Apply for Committee	Apply for Alternate
Personnel Committee (3) TB Members, (0) Alternates Term: 3 yrs, TB 1 yr		Joe McManus	Fixed	Chris Barsheff					N/A
		Lanie McManus	Fixed						N/A
		OPEN	12/31/24	OPEN					N/A
		OPEN	12/31/24	OPEN					
				Denise Schmuckal	N		11/27/2024		N/A
Building & Ground Comm. (2) TB Members, (1) Twsp Maint., (0) Alternates Term: 3 yrs, TB 1 yr				Chloe Macomber	N		12/4/2024		
				Laurie Lapp	N		12/2/2024		N/A
		(Township Maint)	Fixed						N/A
		Denise Schmuckal	12/31/24	Denise Schmuckal	Y		11/27/2024		N/A
		OPEN	12/31/24	OPEN					N/A
Finance Committee (1) Supervisor, (1) Clerk, (1) Treasurer, (1) Asst. Clerk				Molly Agostinelli	N		12/2/2024		N/A
				Chloe Macomber	N		12/3/2024		N/A
		Joe McManus	Fixed			Fixed			N/A
		Lanie McManus	Fixed			Fixed			N/A
		Chloe Macomber	Fixed			Fixed			N/A

Standing Committees: (Continued)

	Current Board- 2024	Term Expires-	Applicants- for 2025	Incumbent	Term/yrs	Application on file	Apply for Committee	Apply for Alternate
Election Committee (1) Clerk, (2) TB Members Term: 3 yrs, TB 1 yr	Lanie McManus	Fixed						N/A
	Molly Agostinelli	12/31/24	Molly Agostinelli	Y		12/2/2024		N/A
	Denise Schmuckal	12/31/24	Denise Schmuckal	Y		11/27/2024		N/A
Law Enforcement Comm. (1) Supervisor, (1) TB Member Term: 3 yrs, TB 1 yr	Chris Barsheff	Fixed						N/A
	Denise Schmuckal	12/31/24	Denise Schmuckal	Y		11/27/2024		N/A
								N/A
Ethics Committee (1) Supervisor, (2) TB Members Term: 3 yrs, TB 1 yr	Chris Barsheff	Fixed						N/A
	Denise Schmuckal	12/31/24	Denise Schmuckal	Yes		11/27/2024		N/A
	OPEN	12/31/24		Yes				N/A
				No				N/A
Code Enforcement Officer (1) Zoning Administrator (1) Building Code Official (2) Zoning Enforcement	Carl Studzinski	12/31/24	Same	Yes				N/A
	Mike Green	12/31/24		Yes				N/A
	Derek Morton	12/31/24		Yes				N/A
	Sean Kehoe	12/31/24		Yes				N/A
								N/A
Grand Trav. County Commission	Chris Barsheff	Fixed		Yes				N/A
	Joe McManus	Fixed		Yes				N/A
								N/A
								N/A
Grant Trav. Co. Road Commission	Chris Barsheff	Fixed		Yes				N/A
	Joe McManus	Fixed		Yes				N/A
								N/A
								N/A
TTCI "Trav. Transportation Cord. Initiative"	Chuck Korn	Fixed	Laurie Lapp	N		12/2/2024		N/A
	John Sych (Technical Comm)							N/A
								N/A
								N/A

Karen Leaver

From: Benjamin Castiglione <benjaminacastiglione@gmail.com>
Sent: Monday, December 2, 2024 4:38 PM
To: Karen Leaver
Subject: Re: Zoning board or planning commission volunteer

Caution! This message was sent from outside your organization.

[Allow sender](#) | [Block sender](#)

Good afternoon Karen,

Thank you for forwarding on my information. Please let me know if they have any additional questions for me. I am willing to stop by the Township Office if they would like to meet me in person or they can give me a call on my cell phone, 586-344-1199, if they have any additional questions.

I hope you had an enjoyable Thanksgiving.

Thank you again,

On Mon, Nov 25, 2024 at 8:26 AM Karen Leaver <kleaver@garfield-twp.com> wrote:

Hello Benjamin,

Thank you for your interest in serving the Garfield Township community. We do have positions open on the Planning Commission and Joint Planning Commission. I have forwarded your application from last year to our Township Supervisor and Planning and Zoning Department Managers. Someone may be reaching out to you for an interview prior to the Board consideration of appointments at the meeting on December 10th.

Please let me know if you have any questions.

Thank you.

Karen Leaver

Charter Township of Garfield

3848 Veterans Drive

Traverse City, MI 49684

Phone: (231) 941-1620 | Fax: (231) 941-1588

Email: kleaver@garfield-twp.com



From: Benjamin Castiglione <benjaminacastiglione@gmail.com>

Sent: Saturday, November 23, 2024 9:41 AM

To: Karen Leaver <kleaver@garfield-twp.com>

Subject: Zoning board or planning commission volunteer

Good morning Karen,

Are there any open positions on either the zoning board of appeals or planning commission for this upcoming year?

Last year I applied for for zoning board, planning commission and building code review board. The commission placed me on the building code 9f appeasals and there has not been the level of involvement I was hoping for.

Please let me know if Garfield twp has any open positions.

Thank you,

Charter Township of Garfield
3848 Veterans Drive
Traverse City Mi 49684

To whom it may concern,

I would like to apply for one of the following board positions on the Building Code of Review, the Planning Commission, or the Zoning Board of Appeals. My family and I have recently moved back to Northern Michigan, and I would like to be more involved in the local community. I believe I would be an excellent addition to any of the committees related to the built environment.

I was raised in Charlevoix from and attended college at the University of Detroit Mercy receiving a Masters Degree in Architecture. After college I worked briefly for the City of Charlevoix as an intern in the planning and zoning department, where I learned the governmental process and effects that zoning has on a community. I found an architectural position in Minneapolis and moved West shortly after my internship ended. There I passed the architectural exams while working for large and small firms. I have worked on a variety of projects and interacted with multiple jurisdictions, ranging from airports to residential and commercial projects. Out of the majority of the projects that I have worked on only a few required a variance and in general working with the AHJ was painless and insightful, as from my experience it is standard practice to follow the zoning ordinances as they are written. I believe my understanding of a variety of ordinances will help to enforce and interpret the Garfield Townships Zoning Ordinance as it is written.

During college and my career, I have gained a great appreciation for zoning and how it can benefit communities and neighborhoods. I would like to continue to learn and apply the knowledge and experience by giving back to my community and Garfield Township.

I hope to hear back about an opening and I am excited to be a volunteer on a board.

Ben Castiglione, NCARB
Architect MI & MN
5937 Dover Lane
Traverse City, Mi 49685
586-344-1199



Charter Township of Garfield

3848 Veterans Drive, Traverse City, MI 49684

Phone: (231) 941-1620 Fax (231) 941-1588

www.garfield-twp.com

Board Appointment Application

Thank you for your interest in serving on a board, commission or committee. Your participation helps to promote our high quality of life and thriving community. If you are not selected at this time, your application will be kept on file for one year and considered if additional openings occur.

Boards/Commissions/Committees

Please check the Board/Commission you are interested in serving

- ☐ Board of Review (2 years)
- ☒ Building Code of Appeals (2 years)
- ☐ GT Commons Joint Planning Commission (3 years)
- ☐ Joint Recreation Authority (3 years)
- ☐ Parks and Recreation Commission (3 yrs, 1 yr TB)
- ☒ Planning Commission (3 yrs, 1 yr TB)
- ☒ Zoning Board of Appeals (3 yrs, 1 yr PC)

This section is for Trustees only (all 1-year terms)

- ☐ GT Metro Emergency Services
- ☐ Board TTCI

Standing Committees

- | | |
|---|--|
| <input type="checkbox"/> Building & Grounds | <input type="checkbox"/> Law Enforcement |
| <input type="checkbox"/> Election | <input type="checkbox"/> Northern Nexus |
| <input type="checkbox"/> Ethics | <input type="checkbox"/> Personnel |
| <input type="checkbox"/> Finance | |

Personal Information

Name: Benjamin Castiglione

Residential Address: 5937 Dover Lane, Traverse City MI 49685

(Street)

(City)

(State)

(Zip)

Email Address: benjaminacastiglione@gmail.com

Preferred Phone No.: 586-344-1199

Additional Phone No.: 231-946-7711

Occupation: Architect (if retired, please provide your career)

Acknowledgement

I acknowledge that:

1. If appointed, I will comply with all statutory and other requirements and obligations of my appointment;
2. If I cease to comply with such requirements, I automatically forfeit said appointed position;
3. I hold no position or appointment which is a conflict of interest with the appointed position applied for. Should a conflict of interest arise, I will promptly inform the board or commission.
 - a. I shall inform the department head/staff prior to any meeting at which I have a possible conflict of interest that may restrict my participation in said meeting;
 - b. I will always avoid the appearance of conflict between public duties and personal interests and activities in all township public forums, pursuant to state law and township policies; and
 - c. I will not allow my personal relationships or views to affect my responsibilities to the residents I represent;
4. As a public officer (servant), I shall not engage in a business transaction with or contractual relationship to any board or commission that I am on, in which (as public officer) I may profit from, according to MCL 15.322 Public Act 317 of 1968, Contracts of Public Servants with Public Entities;
5. To the best of my knowledge and belief, I possess the requisite qualifications for the office I am seeking; and
6. If appointed, I am committed to attend all duly noticed board or commission meetings. In the event I am not able to attend a scheduled meeting, I will notify the chairman of my absence to allow them enough time to notify an alternate member to attend.

I agree and understand the responsibilities of accepting this position.

Benjamin A Castiglione

(Signature)

9/24/2023

(Date)

FOR NONINCUMBENTS – GO TO PAGE 2



Charter Township of Garfield

3848 Veterans Drive, Traverse City, MI 49684
Phone: (231) 941-1620 Fax (231) 941-1588
www.garfield-twp.com

Board Appointment Application – Page 2

Nonincumbents – please complete this page

Name: Benjamin Castiglione

I am at least 18 years of age: ☒ Yes ☐ No

Citizen of: United States of America

Employment and Education

Employer: Cornwell Architects

Phone: 231-946-7711

Indicate nature of your work: Architecture

Title: Project Manager/ Architect

Educational level and degrees received or other work experience that may be beneficial for this position:

Masters of Architecture

Current and previously held appointments and/or elected positions

I presently hold the following appointments and/or elected positions (include title and appointment or election date):

Previously held appointments and/or elected positions (include title and dates of service):

Do you foresee any potential conflicts of interest while executing the duties of this position? If so, explain:

Yes, there may be architectural projects that I am working on that would come before the ZBA for a variance.

Letter of interest and resume

Before submitting your application, please be sure to attach a brief letter indicating the following:

- Why are you applying for a township board or committee seat?
- How do you believe your appointment would benefit the township?
- Describe your involvement in the community on a board/committee or in another volunteer capacity.
- Any other helpful information relevant to your application.

While it is not required, a resume is helpful in the recruitment process for Township boards and commissions.

*Please return your application, letter of interest and optional resume to Chuck Korn, Supervisor,
3848 Veterans Drive, Traverse City, MI 49684. If you have any questions, please feel free to contact our office at (231) 941-1620*

October 12, 2024

Dear Supervisor Korn,

Please find enclosed my application for Garfield Township's Planning Commission. I have been a Garfield Township resident for five years and have been attending Planning Commission meetings regularly for the past several years. I am applying to serve because I feel strongly about making Garfield Township a great place to live, work, and play. I believe that I can contribute a valuable perspective as a parent, small business owner, and working professional and am eager to be involved in the process that shapes this community's future.

I have served on multiple community boards in the past, including social service/grantmaking agencies, primary education, and homeowner's associations. In those roles, my approach has always been to review all relevant information and take time to see things from different stakeholder points of view. I also like to rely heavily on staff expertise to provide background information. When it comes to planning and development, I think it's important to envision how written policy will get functionally applied and what that looks like as we walk through a community.

Garfield Township and the entire region are at a pivotal point in terms of growth, and it would be my privilege to be able to participate in the hard work of moving the township forward in a responsible and positive way. Thanks for your consideration, and I look forward to discussing further.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Cara Eule', with a stylized, cursive script.

Cara Eule



Charter Township of Garfield

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Board Appointment Application

Thank you for your interest in serving on a board, commission or committee. Your participation helps to promote our high quality of life and thriving community. If you are not selected at this time, your application will be kept on file for one year and considered if additional openings occur.

Boards/Commissions/Committees

Please check the Board/Commission you are interested in serving

- ☐ Board of Review (2 years)
- ☐ Building Code of Appeals (2 years)
- ☐ GT Commons Joint Planning Commission (3 years)
- ☐ Joint Recreation Authority (3 years)
- ☐ Parks and Recreation Commission (3 yrs, 1 yr TB)
- ☒ Planning Commission (3 yrs, 1 yr TB)
- ☐ Zoning Board of Appeals (3 yrs, 1 yr PC)

This section is for Trustees only (all 1-year terms)

- ☐ GT Metro Emergency Services
- ☐ Board TTCL

Standing Committees

- | | |
|---|--|
| <input type="checkbox"/> Building & Grounds | <input type="checkbox"/> Law Enforcement |
| <input type="checkbox"/> Election | <input type="checkbox"/> Northern Nexus |
| <input type="checkbox"/> Ethics | <input type="checkbox"/> Personnel |
| <input type="checkbox"/> Finance | |

Personal Information

Name: Cara Eule

Residential Address: 1397 Alexander Drive Traverse City, MI 49696

(Street)

(City)

(State)

(Zip)

Email Address: caraeule@gmail.com

Preferred Phone No.: (407) 460-2148

Additional Phone No.: _____

Occupation: Public Health (if retired, please provide your career)

Acknowledgement

I acknowledge that:

1. If appointed, I will comply with all statutory and other requirements and obligations of my appointment;
2. If I cease to comply with such requirements, I automatically forfeit said appointed position;
3. I hold no position or appointment which is a conflict of interest with the appointed position applied for. Should a conflict of interest arise, I will promptly inform the board or commission.
 - a. I shall inform the department head/staff prior to any meeting at which I have a possible conflict of interest that may restrict my participation in said meeting;
 - b. I will always avoid the appearance of conflict between public duties and personal interests and activities in all township public forums, pursuant to state law and township policies; and
 - c. I will not allow my personal relationships or views to affect my responsibilities to the residents I represent;
4. As a public officer (servant), I shall not engage in a business transaction with or contractual relationship to any board or commission that I am on, in which (as public officer) I may profit from, according to MCL 15.322 Public Act 317 of 1968, Contracts of Public Servants with Public Entities;
5. To the best of my knowledge and belief, I possess the requisite qualifications for the office I am seeking; and
6. If appointed, I am committed to attend all duly noticed board or commission meetings. In the event I am not able to attend a scheduled meeting, I will notify the chairman of my absence to allow them enough time to notify an alternate member to attend.

I agree and understand the responsibilities of accepting this position.

Cara Eule

(Signature)

10/12/2024

(Date)

FOR NONINCUMBENTS – GO TO PAGE 2



Charter Township of Garfield

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Board Appointment Application – Page 2

Nonincumbents – please complete this page

Name: Cara Eule

I am at least 18 years of age: ☒ Yes ☐ No

Citizen of: U.S.

Employment and Education

Employer: Grand Traverse County Health Department

Phone: (231) 995-6131

Indicate nature of your work: Public Health Emergency Preparedness

Title: Emergency Preparedness Coordinator

Educational level and degrees received or other work experience that may be beneficial for this position:

Master of Management, Bachelor of Science in Nursing

Current and previously held appointments and/or elected positions

I presently hold the following appointments and/or elected positions (include title and appointment or election date):

None

Previously held appointments and/or elected positions (include title and dates of service):

None

Do you foresee any potential conflicts of interest while executing the duties of this position? If so, explain:

I work for Grand Traverse County- could need to recuse from matters pertaining to LaFranier Campus

Letter of interest and resume

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CARA EULE MM, BSN, RN

1397 Alexander Dr. Traverse City, MI 49696

caraeule@gmail.com

(407) 460-2148

CORE SKILLS

- Project leadership and management
- Extensive management and supervisory experience
- Able to communicate and translate technical information to a wide range of stakeholders
- Building systems and templates to organize and communicate key content
- Ability to synthesize/distill information in support of project plans, objectives, and timelines
- Development of policies and SOPs to execute project implementation
- High comfort level with autonomy and solving complex problems
- Strong oral and written communication skills
- Proficient in Microsoft Office Suite, Acuity, Miro, Sortly, Mentimeter, and BOLD Planning platform
- Excellent time management skills and comfortable with time pressure
- Identifying, writing, and managing grants and proposals
- Obtaining community and stakeholder input
- Meeting and training facilitation

EDUCATION

Bachelor of Science in Nursing
University of Central Florida, 2013

Master of Management, 2003
Heller School at Brandeis University

Bachelor of Science in Psychology
University of Central Florida, 2000

PROFESSIONAL EXPERIENCE

Public Health Emergency Preparedness Coordinator, Grand Traverse County Health Department

10/20–Present, Traverse City, MI

- Develop and deliver virtual and in-person trainings customized to cross-sector audiences
- Facilitate and participate in trainings and exercises with staff and multi-sector partners to improve community preparedness for public health threats
- Evaluate internal preparedness plans and develop improvement action items
- Facilitate multi-agency preparedness planning meetings
- Create internal proposals for new preparedness initiatives
- Plan and execute large-scale community preparedness expos and events
- Compile comprehensive resources and technical documents on various hazards, best practices for responses, and templates/tools to be deployed
- Act as a subject matter expert, maintain situational awareness, and prepare briefs for community health and leadership team

- Create and update Department's preparedness plans (COOP, CERC, All-Hazards, etc.)
- Work with Department's PIO to create messaging and graphics for social media and press releases
- As a key member of COVID response and Incident Command team led mass testing and vaccination efforts- coordinated logistics, mass clinic scheduling, clinical management, and vendor relationships
- Developed SOPs for testing center, mass vaccination site, community clinics, and permanent site
- Designed and implemented comprehensive inventory management system for emergency response assets
- Prepare PHEP workplan, execute objectives, and create deliverables
- Initially hired part-time temporary as Emergency Preparedness Specialist, promoted to Public Health Nurse II 12/20 and then Emergency Preparedness Coordinator 07/21

RN Home Care Coordinator/Care Manager, PACE North

06/19-06/20, Traverse City, MI

PACE is a Medicare/Medicaid funded program designed to keep nursing home eligible older adults in their homes by providing comprehensive care. PACE acts as both the insurer and the provider.

- Developed program policies, SOPs, and program templates
- Coordinated services to meet client's home care needs
- Participated in interdisciplinary team and provided nursing recommendations
- Role included management of hospital stays, arranging community supports, organizing medications at discharge, and scheduling transition of care appointments

Admissions Nurse, Cornerstone Hospice and Palliative Care

05/17-06/19, Orlando, FL

- Completed full physical and psychosocial nursing assessments in patient's home, assisted living, or nursing home
- Communicated with doctors and other interdisciplinary team members to ensure timely and appropriate care
- Completed extensive documentation per Medicare requirements
- Utilized critical thinking and prioritization skills to address symptoms
- Educated families about disease processes, end of life options, and hospice services
- Completed work autonomously in the field while accessing resources for support

Staff RN/Relief Charge Nurse (Progressive Care Unit and Clinical Decision Unit), Florida Hospital

10/13-11/17, Orlando, FL

- Provided nursing care including assessment, medication administration, and health education
- Completed leader rounding on patients and addressed patient satisfaction issues
- Served as super user for new processes
- Led and managed team in order to provide care in line with Florida Hospital principles
- Managed beds and facilitated admissions/discharges
- Facilitated problem solving and timely care for unstable patients
- Collaborated with physicians, care managers, PT/OT/ST, and imaging/diagnostic departments

Executive Director, Helping Others Make the Effort, Inc. (HOME) /Center for Drug Free Living

04/07-08/11, Kissimmee, FL

Organization provides housing, case management, and supportive services to families experiencing homelessness

- Responsible for developing program design, policies and handbooks, and human resources structure
- Identified and obtained multiple funding sources to complete construction of campus

- Oversaw construction process and coordinated with contractors
- Managed federal, state, and local grants, and completed required reporting
- Conducted fundraising and community outreach
- Led day-to-day operations and provided updates to board
- Maintained community partnerships and participated in community initiatives on homelessness
- Developed and deployed evidence-based self-sufficiency matrix to evaluate client and program success
- Successfully negotiated merger with Aspire Health Partners

Director of Evaluation Services and Development, Community Vision

10/04-04/07, Kissimmee, FL

- Conducted program evaluations including survey design, data collection, data analysis, and report preparation
- Developed and disseminated community surveys, obtaining novel input through facilitated meetings and usage of technology
- Communicated evaluation findings and provided technical assistance to community stakeholders
- Supervised evaluation team, managed department budget, and developed new business proposals
- Coordinated community outreach events, fairs, and listening sessions

Community Outcomes Specialist, Florida Hospital Center for Health Futures/Community Vision

11/03-10/04, Kissimmee, FL

- Conducted research, developed meaningful evaluation plans, and prepared reports related to community health improvement programs and health care issues
- Assisted in policy development and population health research- particularly health literacy, minority access to care, and social determinants of health

Junior Research Associate, Advocates for Human Potential, Inc.

01/03-08/03, Sudbury, MA

- Prepared documents and proposals for submission to federal government agencies
- Compiled, organized, and maintained background information on policy issues
- Assisted with research projects and data entry/analysis

Mental Health Case Manager, Lakeside Alternatives

12/00-05/02, Orlando, FL

- Provided in-home/community-based case management to clients with severe and persistent mental illness
- Coordinated services, assisted clients in maintaining benefits, and advocated for clients

ACTIVITIES

- Co-Lead Planner, Michigan Region 7 Emergency Preparedness Coordinators' Integrated Preparedness Planning Workshop, 2023-present
- Executive Committee Member Michigan Region 7 Healthcare Coalition, 2023-present
- Member, Planning Committee for FEMA Region V For Kids pediatric surge exercise, 2023-present
- Member, MDHHS Agile Air Quality Workgroup, 2023-present
- Member, MDHHS Jurisdictional Risk Assessment Workgroup, 2023
- Member, Planning Committee for Michigan Region 7 Healthcare Coalition Medical Response Surge Exercise (MRSE), 2023

- Participant, Grand Traverse Band/EPA/EGLE/U.S. Coast Guard Oil and Hazardous Material Spill Response Training and Tabletop Exercise, 2023
- Member, National Association of City and County Health Officials (NACCHO), 2022-Present
- Board Member, Ashland Park Homeowners Association, 2021-Present
- Member, Clinical Decision Unit Nurse Practice Council, 2017
- Member, School Advisory Committee, Arbor Ridge K-8 School, 2016-2019
- Florida Hospital CREATION Health Champion and grant recipient, 2016
- Florida Hospital Nursing Professional Excellence Program Clinical Nurse II, 2015-2017
- Member, Medical Progressive Care Unit Nursing Practice Council, 2015
- Member, American Association of Critical-Care Nurses, 2013-2016
- Board member, Emergency Food and Shelter Program Osceola County, 2007-2011
- Treasurer, Grant Professionals Network, 2007-2009
- Member, Central Florida Regional Commission on Homelessness Task Force, 2007-2008



Charter Township of Garfield

Grand Traverse County

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

2025 CHARTER TOWNSHIP OF GARFIELD MEETING DATES

The regular meeting dates of the Township Board of the Charter Township of Garfield are scheduled for the second and fourth Tuesday of each month at 6:00 p.m. at the Garfield Township Hall, 3848 Veterans Drive, Traverse City, Michigan:

Regular Meetings

January 14, 2025	July 8, 2025
January 28, 2025	July 22, 2025
February 11, 2025	August 12, 2025
February 25, 2025	August 26, 2025
March 11, 2025	September 9, 2025
March 25, 2025	September 23, 2025
April 8, 2025	October 14, 2025
April 22, 2025	October 28, 2025
May 13, 2025	November 11, 2025 (Veterans Day – need to reschedule)
May 27, 2025	November 25, 2025
June 10, 2025	December 9, 2025
June 24, 2025	December 23, 2025

Lanie McManus, Clerk
3848 Veterans Drive
Traverse City, MI 49684
Ph: (231) 941-1620

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.