

CHARTER TOWNSHIP OF GARFIELD

TOWNSHIP BOARD MEETING

Tuesday, December 10, 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 – November 26, 2024 regular meeting
November 26, 2024 study session
(Recommend Approval)
- b. Bills -
General Fund \$410,809.75
(Recommend Approval)
- c. Consideration of Contractor's Application for **Corrected** Final Payment from Elmer's for Stoneridge PRV (Recommend Approval)
- d. Consideration of Birmley Meadows – Sanitary Sewer and Water Main Extension Close-out & 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 Dept. Monthly Report for December
- e. Parks & Recreation Report
- f. Clerk's Report
- g. Township Manager's Report
- h. Supervisor's Report

7. **Unfinished Business**

- a. Public Hearing – Resolution 2024-28-T(a) to Establish Logan Valley Rd. & Racquet Club Dr. Road Improvement Special Assessment District and Order Preparation of Special Assessment Roll
- b. Public Hearing - Garfield Township Budgets for 2025 (General Fund, Fire Fund, Public Improvement Road Fund, Budget Stabilization Fund, DPW Fund, Park System Fund, Street Light Fund, and Special Assessment District Fund)
- c. Consideration of Trustee appointment

8. **New Business**

- a. Consideration of approving GTMESA Payments to East Bay Township for Dorm Room Expansion at Station 9, Resolution 2024-30-T
- b. Consideration of Storm Water Control Ordinance No. 49, Amendment 1, introduce and schedule Public Hearing for the January 14, 2025 Township Board meeting
- c. Consideration of Soil Erosion Ordinance No. 78, introduce and schedule Public Hearing for the January 14, 2025 Township Board meeting
- d. Consideration of River East Recreation Area Playground curbing proposal
- e. Consideration of approving the Final ARPA Spending Plan and allocating \$358,483.72 to the Township's 2024 sheriff's contract
- f. Consideration of submitting an opinion to the Michigan Liquor Control Commission on the application from High Tops TC, LLC
- g. Consideration of Title Change for the annual Poverty-Hardship Exemption Policy and Guidelines and approval of Resolution 2024-32-T
- h. Consideration of Resolution 2024-34-T General Fund 2025 Budget
- i. Consideration of Resolution 2024-35-T Fire Fund 2025 Budget
- j. Consideration of Resolution 2024-36-T Public Improvement Road Fund 2025 Budget

- k. Consideration of Resolution 2024-37-T Budget Stabilization Fund 2025 Budget
- l. Consideration of Resolution 2024-38-T DPW Fund 2025 Budget
- m. Consideration of Resolution 2024-39-T Park System Fund 2025 Budget
- n. Consideration of Resolution 2024-40-T Street Light Fund 2025 Budget
- o. Consideration of Resolution 2024-41-T Special Assessment District Fund 2025 Budget
- p. Consideration of Resolution 2024-42-T Clerk's Salary
- q. Consideration of Resolution 2024-42-T Treasurer's Salary
- r. Consideration of Resolution 2024-44-T Supervisor's Salary
- s. Consideration of Resolution 2024-45-T Township's Trustee's Salary
- t. Consideration of Resolution 2024-46-T Annual Exemption Option as Set Forth in 2011 Public Act 152, The Publicly Funded Health Insurance Contribution Act
- u. Consideration of the Township's liability insurance renewal plan
- v. Consideration of 2025 Board Appointments
- w. 2025 Township Board meeting dates

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
TOWNSHIP BOARD STUDY SESSION MINUTES
November 26, 2024**

ORDER OF BUSINESS

Call meeting to order

Supervisor McManus called the Township Board Study Session to order on Tuesday, November 26, 2024, at 4:30 pm at the Garfield Township Hall, 3848 Veterans Drive, Traverse City, Michigan.

Roll call of Board Members

Present: Molly Agostinelli, Laurie Lapp, Chloe Macomber, Joe McManus, Lanie McManus and Denise Schmuckal

1. Business to come before the Board

a. Discussion regarding the 2025 Township Budget

The Board continued discussion of the budget

2. Public Comment

There was no public comment.

3. Adjournment

J. McManus adjourned the meeting at 5:54 pm

Joe McManus, 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

CHARTER TOWNSHIP OF GARFIELD
TOWN BOARD MEETING
November 26, 2024

Supervisor McManus called the Town Board Meeting to order at the Garfield Township Hall on November 26, 2024 at 6:00p.m.

Pledge of Allegiance

Roll Call of Board Members

Present: Molly Agostinelli, Laurie Lapp, Chloe Macomber, Joe McManus, Lanie McManus and Denise Schmuckal

Also in Attendance: Township Manager Chris Barsheff

1. Public Comment (6:00)

Kelly Fisher of Al Hambra Drive introduced herself as a candidate for the vacant trustee position.

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

Schmuckal asked to add new business item B – Extension of Agostinelli's Planning Commission Appointment.

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

Yeas: Schmuckal, Agostinelli, Lapp, Macomber, L. McManus, J. McManus

Nays: None

3. Consent Calendar (6:03)

a. Minutes

November 12, 2024 Regular Meeting
(Recommend Approval)

b. Bills

General Fund \$441,704.28
(Recommend Approval)

c. Highlighted List of Board Appointments with vacating or expiring positions (Receive and File)

d. Consideration of Resolution 2024-31-T to mend the budget by funding the Township Manager cost center (Recommend Approval)

e. Consideration of Britten Expansion – Water Main Relocation Close-out and Turnover Documents (Recommend Approval)

f. Consideration Contractor's Application for Payment No. 4 from Elmer's for the StoneRidge PRV (Recommend Approval)

g. Consideration of Contractor's Application for Final Payment from Elmer's for the StoneRidge PRV (Recommend Approval)

Agostinelli moved and Schmuckal seconded to adopt the consent calendar as presented.

*Yeas: Agostinelli, Schmuckal, Macomber, L. McManus, Lapp, J. McManus
Nays: None*

4. Items Removed from the Consent Calendar

None

5. Correspondence (6:04)

a. Letter from Chris Barsheff declining to take the elected trustee position on the Township Board

Schmuckal moved and Macomber seconded to accept the letter of resignation as a Township Board Trustee from Chris Barsheff.

*Yeas: Schmuckal, Macomber, Agostinelli, Lapp, L. McManus, J. McManus
Nays: None*

b. Letter from Supervisor McManus consenting to the delegation of duties to the Township Manager

c. MTA New Officials training brochure

6. Reports

a. County Commissioner's Report (6:08)

County Commissioner Lauren Flynn reported that the County Veterans Affairs department approved a veteran's dental program. Flynn offered an update on a proposed new emergency dispatch building and said an engineering firm has been hired for the project. A county septic ordinance is being discussed and the BOC is still working on their 2025 budget.

b. Township Manager's Report (6:13)

Township Manager Chris Barsheff said he will meet with trustees in the next few weeks regarding the board and asked how much information board members wanted from him. He is coordinating meetings with MDOT and the GTRC as well as TCAPS. He added that Lamar advertising has sued the township even though their application was not even heard. Attorneys are working on the case and looking at a settlement. Board members discussed the challenge of the sign ordinance.

c. Supervisor's Report (6:29)

J. McManus stated that right now roles are being redefined at the township. He asked Board members that if any consent item is to be

pulled from the consent calendar, that the item be stated ahead of time so that the person could be prepared to speak about the item.

7. Unfinished Business

None

8. New Business

a. Consideration of accepting Joe McManus' letter of resignation from the Planning Commission and Joint Planning Commission (6:29)

Schmuckal moved and Agostinelli seconded to accept the letter of resignation from Joe McManus for his seats on the Planning Commission and the Joint Planning Commission.

*Yeas: Schmuckal, Agostinelli, L. McManus, Lapp, Macomber, J. McManus
Nays: None*

b. Extension of Molly Agostinelli's term on the Planning Commission

Schmuckal stated that Agostinelli's term on the Planning Commission expired on November 20th and proposed extending her term until December 31st.

Schmuckal moved and L. McManus seconded to extend Agostinelli's term on the Planning Commission to December 31, 2024.

*Yeas: Schmuckal, L. McManus, Lapp, Macomber, Agostinelli, J. McManus
Nays: None*

9. Public Comment: (6:32)

Jennifer Graham congratulated those in new positions with the township and stated she intends to be a resource for all involved.

10. Other Business (6:36)

Macomber noted that Steve Duell needed to be replaced on the Joint Rec Authority.

Fern Spence's position on the Parks & Rec Commission was discussed. Barsheff will follow up on the expiring positions with staff.

11. Adjournment

J. McManus moved to adjourn the meeting at 6:41pm.

Joe McManus, 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**

RESOLUTION TO AMEND THE BUDGET

RESOLUTION #2024-31-T

BE IT HEREBY RESOLVED, THAT budget amendment to take \$33,500 from the Fund Balance (101-000-380.000) to fund the Township Manager cost center (101-172-000.000), be approved.

Moved: Molly Agostinelli

Supported: Denise Schmuckal

Yeas: Agostinelli, Schmuckal, Macomber, Lapp, L. McManus, J McManus

Nays: None

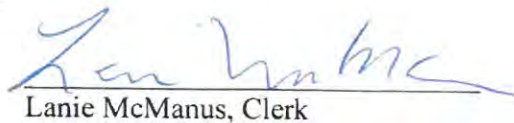
Absent and excused:

The Chairman, Joe McManus, declared the motion carried and Resolution 2024-31-T adopted this 26th day of November 2024.


Lanie McManus, Clerk

CERTIFICATION

I, Lanie McManus, Clerk of the Charter Township of Garfield, certify the above is a true and correct copy of Resolution 2024-31-T which was adopted by the Township Board of the Charter Township of Garfield on the 26th day of November 2024.


Lanie McManus, Clerk

12/03/2024 05:26 PM
User: BETTY
DB: Garfield

CHECK DISBURSEMENT REPORT FOR CHARTER TOWNSHIP OF GARFIELD
CHECK DATE FROM 11/21/2024 - 12/03/2024
Banks: GEN

Page: 1/3

Check Date	Bank	Check #	Payee	Description	GL #	Amount
11/26/2024	GEN	42929	CONSUMERS ENERGY	100018131597	101-448-920.005	29.64
11/26/2024	GEN	42930	CONSUMERS ENERGY	103043977273	208-000-805.000	21.68
11/26/2024	GEN	42931	FIFTH THIRD BANK	1319-ELECTION FOOD/HDMI CORDS/BLDG EDUCATION	101-101-726.000	329.73
		42931		1319-ELECTION FOOD/HDMI CORDS/BLDG EDUCATION	101-172-726.000	43.30
		42931		1319-ELECTION FOOD/HDMI CORDS/BLDG EDUCATION	101-215-726.000	14.34
		42931		1319-ELECTION FOOD/HDMI CORDS/BLDG EDUCATION	101-228-726.000	30.71
		42931		1319-ELECTION FOOD/HDMI CORDS/BLDG EDUCATION	101-253-726.000	24.41
		42931		1319-ELECTION FOOD/HDMI CORDS/BLDG EDUCATION	101-257-726.000	46.87
		42931		1319-ELECTION FOOD/HDMI CORDS/BLDG EDUCATION	101-262-726.000	1,813.46
		42931		1319-ELECTION FOOD/HDMI CORDS/BLDG EDUCATION	101-262-726.001	31.88
		42931		1319-ELECTION FOOD/HDMI CORDS/BLDG EDUCATION	101-371-726.000	18.42
		42931		1319-ELECTION FOOD/HDMI CORDS/BLDG EDUCATION	101-371-960.000	722.00
						3,075.12
11/26/2024	GEN	42932	FIFTH THIRD BANK	1319-CHAINSAW CHAIN/SL BATHROOMS	208-000-935.000	385.68
11/26/2024	GEN	42933	GOURDIE-FRASER, INC.	RIVER EAST PARK	208-000-970.000	9,589.50
11/26/2024	GEN	42934	GRAND TRAVERSE COUNTY	4TH QTR POLICE CONTRACT	101-301-830.000	382,893.00
11/26/2024	GEN	42935	INTEGRITY BUSINESS SOLUTIONS	PAPER/BOXES/ENVELOPES/INK/CHAIR	101-101-726.000	323.69
		42935		WIRELESS MOUSE/TAPE/COMPUTER BAGS	101-172-726.000	30.78
		42935		WIRELESS MOUSE/TAPE/COMPUTER BAGS	101-253-726.000	30.78
		42935		WIRELESS MOUSE/TAPE/COMPUTER BAGS	101-257-726.000	55.77
		42935		PAPER/BOXES/ENVELOPES/INK/CHAIR	101-371-726.000	280.34
		42935		WIRELESS MOUSE/TAPE/COMPUTER BAGS	101-701-726.000	55.77
						777.13
11/26/2024	GEN	42936	THE TROPHY TROLLEY	NAME TAGS	101-101-726.000	14.00
		42936		NAME TAGS	101-172-726.000	14.00
		42936		NAME TAGS	101-371-726.000	14.00
						42.00
11/26/2024	GEN	42937	VERIZON	PHONES	101-265-850.000	88.95
11/26/2024	GEN	42938	WILLIAMS GROUP / JUIE E. RAHE	SVCS	101-253-801.000	25.00
11/27/2024	GEN	42939	HOME DEPOT CREDIT SERVICES	PAINT SUPPLIES/BAR CHAIN OIL	208-000-935.000	78.65
12/03/2024	GEN	42940	ANNE WENDLING	CONTRACTED SVCS	101-101-805.000	170.75
		42940		CONTRACTED SVCS	101-704-805.000	55.00
		42940		CONTRACTED SVCS	101-707-805.000	117.25
						343.00

3.b

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Check Date	Bank	Check #	Payee	Description	GL #	Amount
12/03/2024	GEN	42941	CONTEMPORARY CLEANING	CONTRACTED SVCS	101-265-935.603	1,550.00
12/03/2024	GEN	42942	CONTEMPORARY CLEANING	CONTRACTED SVCS	208-000-805.000	450.00
12/03/2024	GEN	42943	DTE ENERGY	910020833257	101-265-920.601	65.57
12/03/2024	GEN	42944	DTE ENERGY	910020833133	101-265-920.601	543.15
12/03/2024	GEN	42945	FIFTH THIRD BANK	3637 - EDUCATION	101-171-960.200	21.32
12/03/2024	GEN	42946	FIFTH THIRD BANK	3406-CERTIFICATION/SUPPLIES/BOOKS	101-101-726.000	278.18
		42946		3406-CERTIFICATION/SUPPLIES/BOOKS	101-172-726.000	42.00
		42946		3406-CERTIFICATION/SUPPLIES/BOOKS	101-228-726.000	49.14
		42946		3406-CERTIFICATION/SUPPLIES/BOOKS	101-253-960.000	175.00
		42946		3406-CERTIFICATION/SUPPLIES/BOOKS	101-257-726.000	30.95
		42946		3406-CERTIFICATION/SUPPLIES/BOOKS	101-371-726.000	6.47
						581.74
12/03/2024	GEN	42947	GARFIELD CHARTER TOWNSHIP	2024	101-448-920.005	203.89
12/03/2024	GEN	42948	HALLAHAN & ASSOCIATES, P.C.	SAMS/WALMART	101-257-805.000	642.60
12/03/2024	GEN	42949	HI-TECH SYSTEM SERVICE, INC	MICROSOFT 365 ANNUAL	101-228-955.000	150.00
12/03/2024	GEN	42950	IAAO	DUES - 2025	101-257-965.000	240.00
12/03/2024	GEN	42951	ICC	CODE BOOKS	101-371-960.703	225.00
12/03/2024	GEN	42952	INTEGRITY BUSINESS SOLUTIONS	FOLDERS/LABELS/SPEAKERS	101-101-726.000	77.87
		42952		FOLDERS/LABELS/SPEAKERS	101-172-726.000	30.49
		42952		NAME PLATE	101-371-726.000	35.10
						143.46
12/03/2024	GEN	42953	LAUTNER IRRIGATION INC	DRINKING FOUNTAIN INSTALLATION	208-000-805.000	813.13
12/03/2024	GEN	42954	MICHIGAN ASSESSORS ASSOCIATION	MEMBERSHIP - A DEHAAN	101-257-965.000	285.00
12/03/2024	GEN	42955	NETWORKS NORTHWEST	2025 DUES	101-101-965.101	3,434.38
12/03/2024	GEN	42956	NORTHWEST MICH ASSESSORS	STC UPDATES & BOR TRAINING	101-257-960.000	30.00
		42956		2025 MEMBERSHIP	101-257-965.000	60.00
						90.00
12/03/2024	GEN	42957	ROTARY CLUB OF TRAVERSE CITY	DUES	101-171-965.000	337.97
12/03/2024	GEN	42958	TEMPERATURE CONTROL	ELECTRICAL REVISIONS IN MECHANICAL ROOM	101-265-935.608	2,798.62
12/03/2024	GEN	42959	THE TROPHY TROLLEY	NAME TAGS	101-101-726.000	182.00
12/03/2024	GEN	42960	TRAVERSE CITY LIGHT & POWER	00104403--7	101-000-084.861	666.74

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Check Date	Bank	Check #	Payee	Description	GL #	Amount
		42960		00104915-6	101-448-920.005	35.83
						702.57

TOTAL - ALL FUNDS	TOTAL OF 32 CHECKS	410,809.75
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--- GL TOTALS ---

101-000-084.861	DUE FROM #861 STREET LIGHTS	666.74
101-101-726.000	SUPPLIES	1,205.47
101-101-805.000	CONTRACTED AND OTHER SERVICES	170.75
101-101-965.101	DUES & PUBLICATIONS -TOWNBOAR	3,434.38
101-171-960.200	EDUCATION - SUPERVISOR	21.32
101-171-965.000	DUES & PUBLICATIONS	337.97
101-172-726.000	SUPPLIES	160.57
101-215-726.000	SUPPLIES	14.34
101-228-726.000	SUPPLIES	79.85
101-228-955.000	COMPUTER SUPPORT SYSTEMS	150.00
101-253-726.000	SUPPLIES	55.19
101-253-801.000	LEGAL SERVICES	25.00
101-253-960.000	EDUCATION & TRAINING	175.00
101-257-726.000	SUPPLIES	133.59
101-257-805.000	CONTRACTED AND OTHER SERVICES	642.60
101-257-960.000	EDUCATION & TRAINING	30.00
101-257-965.000	DUES & PUBLICATIONS	585.00
101-262-726.000	SUPPLIES	1,813.46
101-262-726.001	POSTAGE	31.88
101-265-850.000	TELEPHONE	88.95
101-265-920.601	HEATING / GAS	608.72
101-265-935.603	CLEANING SERVICE	1,550.00
101-265-935.608	MAINTENANCE-OTHER	2,798.62
101-301-830.000	POLICE CONTRACT	382,893.00
101-371-726.000	SUPPLIES	354.33
101-371-960.000	EDUCATION & TRAINING	722.00
101-371-960.703	EDUCATION - BUILDING INSPECTO	225.00
101-448-920.005	STREET LIGHTS TOWNSHIP	269.36
101-701-726.000	SUPPLIES	55.77
101-704-805.000	CONTRACTED AND OTHER SERVICES	55.00
101-707-805.000	CONTRACTED AND OTHER SERVICES	117.25
208-000-805.000	CONTRACTED AND OTHER SERVICES	1,284.81
208-000-935.000	MAINTENANCE - MISC, EQUIP	464.33
208-000-970.000	CAPITAL OUTLAY	9,589.50
	TOTAL	410,809.75



ENGINEERS JOINT CONTRACT
DOCUMENTS COMMITTEE

Contractor's Application for Payment No.

FINAL - CORRECTED

To (Owner):	GARFIELD TOWNSHIP	From (Contractor):	ELMER'S CRANE AND DOZER	Via (Engineer):	GOURDIE-FRASER, INC. JENNIFER GRAHAM, PE
Project:	STONERIDGE PRV	Contractor:	3600 RENNIE SCHOOL RD TRAVERSE CITY, MI 49685	Engineer:	123 W FRONT STREET TRAVERSE CITY, MI 49684
Owner's Contract No.:		Contractor's Project No.:	530301	Engineer's Project No.:	19135

Application For Payment Change Order Summary

Approved Change Orders			1. ORIGINAL CONTRACT PRICE.....	\$	\$731,680.00
Number	Additions	Deductions	2. Net change by Change Orders.....	\$	\$10,885.00
CO #1	\$10,885.00		3. Current Contract Price (Line 1 ± 2).....	\$	\$742,565.00
			4. TOTAL COMPLETED AND STORED TO DATE		
			(Column F total on Progress Estimates).....	\$	\$742,565.00
			5. RETAINAGE:		
			a. X \$742,565.00 Work Completed.....	\$	
			b. 10% X Stored Material.....	\$	
			c. Total Retainage (Line 5.a + Line 5.b).....	\$	
			6. AMOUNT ELIGIBLE TO DATE (Line 4 + Line 5.c).....	\$	\$742,565.00
TOTALS	\$10,885.00		7. LESS PREVIOUS PAYMENTS (Line 6 from prior Application).....	\$	\$644,108.52
NET CHANGE BY		\$10,885.00	8. AMOUNT DUE THIS APPLICATION.....	\$	\$98,456.48
CHANGE ORDERS			9. BALANCE TO FINISH, PLUS RETAINAGE		
			(Column G total on Progress Estimates + Line 5.c above).....	\$	

Contractor's Certification

The undersigned Contractor certifies, to the best of its knowledge, the following:

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

Contractor Signature

By _____ Date _____

Payment of: \$ Ninety Eight Thousand Four Hundred and Fifty Six Dollars and Fifty Cents
(Line 8 or other - attach explanation of the other amount)

is recommended by: _____ 11/7/2024
(Engineer) (Date)

Payment of: \$ Ninety Eight Thousand Four Hundred and Fifty Six Dollars and Fifty Cents
(Line 8 or other - attach explanation of the other amount)

is approved by: _____
(Owner) (Date)

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

Correction made to Line 7. Less Previous Payments - was \$654,421.50 on Final Payment Application approved by Board on 11/26/24, should have been \$644,108.52. Difference of \$10,312.98.



Engineering
Surveying
Testing &
Operations

3d.

123 West Fron
Traverse City, Michigan 49684
231.946.5874 
231.946.3703 

December 4, 2024

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

RE: Birmley Meadows – Sanitary Sewer and Water Main Extension
GFA #23120
Close-out & Turnover

Dear Chuck:

The project for the Birmley Meadows Sanitary Sewer and Water main extension 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: Grand Traverse County DPW
Carrie May, Boyne Engineering

BILL OF SALE

T&R Investments, whose address is whose address is 841 Ashland Dr, Traverse City, MI 49696 (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 Drive, MI 49684 (herein referred to as the "Township"), all water main and sewer and appurtenances as shown on the attached drawings that are in, over, upon and under the real estate more fully described as:

Land situated in the Township of Garfield, County of Grand Traverse and State of Michigan, described as follows:

20' WIDE SANITARY SEWER EASEMENT

1,757 L.F. 8" SANITARY SEWER MAIN LOCATED IN A PUBLIC UTILITY EASEMENT FROM AN EXISTING MANHOLE (MH-567) LOCATED IN THE RIGHT-OF-WAY OF BIRMLEY ESTATES DRIVE, RUNNING WEST THEN EXTENDING SOUTH ALONG BIRMLEY ESTATES DRIVE, THEN RUNNING SOUTH ALONG SPRINGFIELD COURT AND CONNECTING TO EXISTING SANITARY CLEAN NEAR MANHOLE (MH-571).

A 20' wide easement for the installation and maintenance of a sanitary sewer and appurtenance in part of the Southwest 1/4 of Section 26, Town 27 North, Range 11 West, Garfield Township, Grand Traverse County, Michigan, said Easement being part of Tax Parcel #05-026-020-30, which is more fully described as;

Legal Description: See Exhibit B, attached and incorporated hereto.

20' WIDE WATER MAIN EASEMENT

2,420 LF 8" WATER MAIN LOCATED IN A PUBLIC UTILITY EASEMENT FROM AN EXISTING 8" WATER MAIN VALVE (#273) LOCATED IN THE RIGHT-OF-WAY OF BIRMLEY ESTATES DRIVE, RUNNING WEST THEN EXTENDING SOUTH ALONG BIRMLEY ESTATES DRIVE CONNECTING TO EXISTING WATER MAIN STUB (NEAR HYD #245), AND EXSTENDING SOUTH ALONG SPRINGFIELD DRIVE AND CONNECTING TO EXISTING WATER MAIN STUB (NEAR VALVE #275).

A 20' wide easement for the installation and maintenance of a water main line and appurtenance in part of the Southeast 1/4 of Section 26, Town 27 North, Range 11 West, Garfield Township, Grand Traverse County, Michigan, said Easement being part of Tax Parcel 05-026-020-33, which is more fully described as;

Legal Description: See Exhibit B, attached and incorporated hereto.

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 improvement 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.

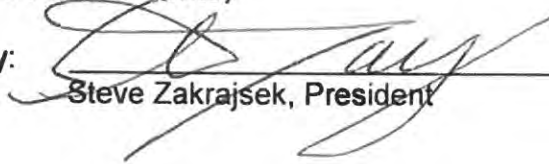
[Signatures on the Next Page.]

Dated this 3rd day of December, 2024

Seller:

T&R Investments,

By:


Steve Zakrajsek, President

CERTIFICATE OF SUBSTANTIAL COMPLETION

Owner:	Garfield Township	Owner's Contract No.:	
Contractor:	Elmer's Crane and Dozer, Inc.	Contractor's Project No.:	530168
Engineer:	Gourdie-Fraser, Inc. (GFA)	Engineer's Project No.:	23120
Project:	Sanitary Sewer and Water Main Extension	Contract Name:	Birmley Meadows water/sani

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

☒ All Work ☐ The following specified portions of the Work:

February 16, 2024

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: *[punch list; others]*

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:

ACCEPTED:

ACCEPTED:

By: _____ (Authorized signature)	By: _____ Owner (Authorized Signature)	By:  Contractor (Authorized Signature)
Title: _____	Title: _____	Title: Steve Folkersma, PM
Date: _____	Date: _____	Date: 02/21/2024

LETTER OF GUARANTEE

DATE: February 21, 2024

23120

GFA PROJECT NO.

OWNER: Garfield Township

PROJECT: Birmley Meadows

Water main and sanitary sewer extension

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: Steve Folkersma, PM

(Please Print or Type)

Company Name:

Elmer's Crane and Dozer, Inc.

(Please Print or Type)

Address:

3600 Rennie School Rd

Traverse City, MI 49685

MAINTENANCE BOND

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

CONTRACTOR (Name and Address):

Elmer's Crane and Dozer, Inc
3600 Rennie School Road
Traverse City, MI 49685

SURETY (Name and Address of Principal Place of Business):

The Cincinnati Insurance Company
6200 S Gilmore Road
Fairfield, OH 45014

OWNER (Name and Address):

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

CONTRACT

Date:

Amount: \$287,965.00

Project Description (Name and Location): Birmley Meadows -Water main and Sanitary Sewer Extension-Water and Sewer Only

BOND

Date (1 year from date of Acceptance by the Municipality): February 16, 2024

Amount: \$143,982.50

Bond Number: B3297262

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, Elmer's Crane and Dozer, Inc.

entered into a Contract with said Obligee for
Birmley Meadows-Water Main and Sanitary Sewer Extension

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..

as Principal, (hereinafter called **Principal**), and
 _____ as Surety (hereinafter called

Surety), are held and firmly bound into _____
Charter Township of Garfield

as Obligee (hereinafter called **Obligee**), in the
penal sum of One Hundred Forty Three Thousand Nine Hundred
Eighty Two and 50/100--

Dollars \$ 143,982.50 for the payment whereof Principal and Surety bind themselves, their heirs, executors, administrators, successors, and assigns, jointly and severally, firmly by these presents

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 one year(s) from the date of acceptance by the municipality of the Work provided for in the Contract, then this obligation

WHEREAS, said Principal has by written Agreement, dated

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

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

Signed and sealed this 22nd day of February, 2024

CONTRACTOR AS PRINCIPAL

Company: (Corp. Seal)

Elmer's Crane and Dozer, Inc

SURETY

Company:

(Corp. Seal)

The Cincinnati Insurance Company

Signature:

Name and Title: Steve Bollersma, PM

Signature:

Name and Title: Marcia J Miller, attorney-in-fact
(Attach Power of Attorney)

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

CONTRACTOR AS PRINCIPAL

Company: (Corp. Seal)

SURETY

Company:

(Corp. Seal)

Signature:

Name and Title:

Signature:

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.

THE CINCINNATI INSURANCE COMPANY
THE CINCINNATI CASUALTY COMPANY

Fairfield, Ohio

POWER OF ATTORNEY

KNOW ALL MEN BY THESE PRESENTS: That THE CINCINNATI INSURANCE COMPANY and THE CINCINNATI CASUALTY COMPANY, corporations organized under the laws of the State of Ohio, and having their principal offices in the City of Fairfield, Ohio (herein collectively called the "Companies"), do hereby constitute and appoint

Robert G. Chapman; David G. Chapman; Nathan G. Chapman; Marcia J. Miller;
Cloyd W. Barnes; Curtis M. Peterson; Ryan Peterson and/or Nicole Andres

of Lansing, Michigan

their true and legal Attorney(s)-in-Fact, each in their separate capacity if more than one is named above, to sign, execute, seal and deliver on behalf of the Companies as Surety, any and all bonds, policies, undertakings or other like instruments, as follows:

Any such obligations in the United States, up to
Fifty Million and No/100 Dollars (\$50,000,000.00).

This appointment is made under and by authority of the following resolutions adopted by the Boards of Directors of The Cincinnati Insurance Company and The Cincinnati Casualty Company, which resolutions are now in full force and effect, reading as follows:

RESOLVED, that the President or any Senior Vice President be hereby authorized, and empowered to appoint Attorneys-in-Fact of the Company to execute any and all bonds, policies, undertakings, or other like instruments on behalf of the Corporation, and may authorize any officer or any such Attorney-in-Fact to affix the corporate seal; and may with or without cause modify or revoke any such appointment or authority. Any such writings so executed by such Attorneys-in-Fact shall be binding upon the Company as if they had been duly executed and acknowledged by the regularly elected officers of the Company.

RESOLVED, that the signature of the President or any Senior Vice President and the seal of the Company may be affixed by facsimile on any power of attorney granted, and the signature of the Secretary or Assistant Vice-President and the Seal of the Company may be affixed by facsimile to any certificate of any such power and any such power of certificate bearing such facsimile signature and seal shall be valid and binding on the Company. Any such power so executed and sealed and certified by certificate so executed and sealed shall, with respect to any bond or undertaking to which it is attached, continue to be valid and binding on the Company.

IN WITNESS WHEREOF, the Companies have caused these presents to be sealed with their corporate seals duly attested by their President or any Senior Vice President this 16th day of March, 2021.



STATE OF OHIO)SS
COUNTY OF BUTLER)

THE CINCINNATI INSURANCE COMPANY
THE CINCINNATI CASUALTY COMPANY

Stephen A. Ventre

On this 16th day of March, 2021 before me came the above-named President or Senior Vice President of The Cincinnati Insurance Company and The Cincinnati Casualty Company, to me personally known to be the officer described herein, and acknowledged that the seals affixed to the preceding instrument are the corporate seals of said Companies and the corporate seals and the signature of the officer were duly affixed and subscribed to said instrument by the authority and direction of said corporations.



Keith Collett

Keith Collett, Attorney at Law
Notary Public - State of Ohio

My commission has no expiration date.
Section 147.03 O.R.C.

I, the undersigned Secretary or Assistant Vice-President of The Cincinnati Insurance Company and The Cincinnati Casualty Company, hereby certify that the above is the Original Power of Attorney issued by said Companies, and do hereby further certify that the said Power of Attorney is still in full force and effect.

Given under my hand and seal of said Companies at Fairfield, Ohio, this 22nd day of February

2024



Ed H.

THREE YEAR WARRANTY

February 1, 2024

Grand Traverse County DPW

Project: Birmley Hills / Birmley Meadows

Michigan Pipe and Valve will replace or repair any defect in material or workmanship provided and/or installed by us in connection with the project named above.

This warranty is valid one year from the date of substantial completion. The substantial completion date is February 1, 2024, making this warranty in effect until February 1, 2027

We will not warranty workmanship defects caused by improper installation of materials provided by us and installed by others. However, if such materials are found to be faulty we will repair or replace the materials themselves.

Michigan Pipe and Valve will not be responsible for damage caused by any other type of natural disaster.



Randy Sucharski

Michigan Pipe and Valve

2/1/2024



GRAND TRAVERSE METRO FIRE DEPARTMENT

6c.

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 - November 2024

Incident Type	Garfield	Metro
Medical assist, assist EMS crew	251	339
Emergency medical service, other	34	58
Dispatched and cancelled en route	28	43
Alarm system activation, no fire - unintentional	8	12
Motor vehicle accident with no injuries.	6	10
Motor vehicle accident with injuries	5	12
Alarm system sounded due to malfunction	4	4
Assist invalid	3	6
False alarm or false call, other	3	3
Public service assistance, other	3	4
Smoke detector activation due to malfunction	3	4
Arcing, shorted electrical equipment	2	2
Gas leak (natural gas or LPG)	2	4
No incident found on arrival at dispatch address	2	2
Water Flow Alarm - unintentional	2	2
Assist police or other governmental agency	1	2
Building fire	1	1
Building Fire - Int/Ext Finish - Non-Structural	1	1
Building fire / Dryer/Appliance Fire	1	1
Carbon monoxide detector activation, no CO	1	2
Carbon monoxide incident	1	1
Cooking fire, confined to container	1	1
Low-voltage line down	1	1
Malicious, mischievous false call, other	1	1
Mobile property (vehicle) fire, other	1	1
Motor vehicle/pedestrian accident (MV Ped)	1	1
Outside rubbish, trash or waste fire	1	1
Overheated motor / belt issue	1	1
Unintentional transmission of alarm, other	1	2
Fire in portable building, fixed location		1
Lock-in (if lock out , use 511)		1
LP or Natural Gas Odor with no leak/gas found.		1
Power line down		1
Rescue or EMS standby		3
Swimming/recreational water areas rescue		1
Unauthorized burning		2
Total	370	532

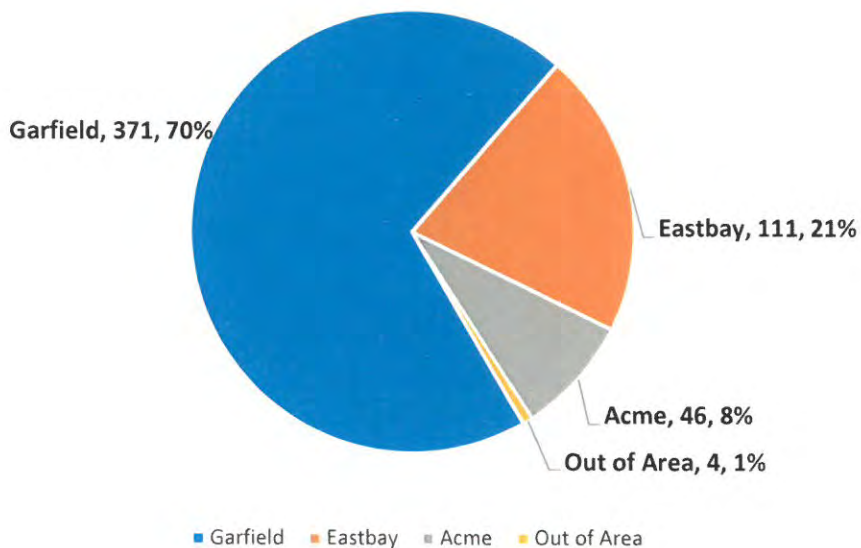


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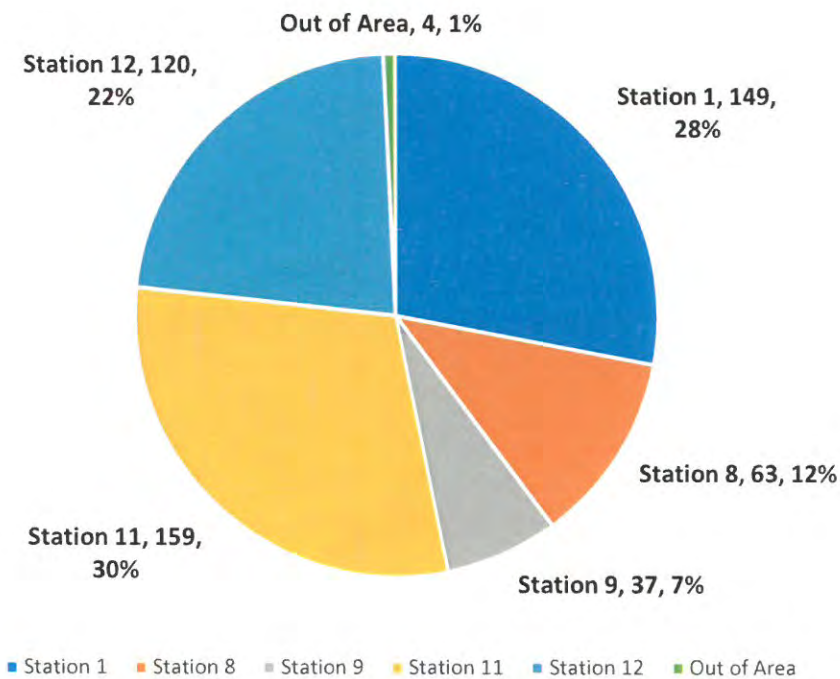
GTMESSA - November 2024 Incidents

532 Total



GTMESSA - Incidents by Station November 2024

532 Total





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 / Metro EMS Complaints - November 2024

Complaint	Priority 1	Priority 2	Priority 3	Garfield	Metro
Fall	8	20	26	54	78
Invalid Assist/Lift Assist		1	33	34	44
Difficulty Breathing / SOB	23	4	6	33	39
Cardiac Issues (Chest Pain)	15		4	19	33
Altered LOC	12		5	17	20
Syncope/near-fainting	10	1	5	16	18
Medical Alarm		12	3	15	18
Abdominal Pain	6		7	13	18
No Other Appropriate Choice	4	1	8	13	15
Seizure	9		2	11	16
General Weakness	1		9	10	14
Hemorrhage/Laceration	5		4	9	13
Psychiatric Problem/Suicide Attempt	2		6	8	13
Hypotension / hypertension	4		3	7	12
Traumatic Injury		1	6	7	11
Unresponsive	5		2	7	10
Vehicle Accident	3	1	3	7	12
Infection	1		5	6	6
Cardiac Issues - No Chest Pain	3	1	1	5	7
Assault		1	3	4	6
Stroke/CVA	4			4	6
Urinary problem	1		3	4	4
Back Pain (Non-Traumatic)			3	3	6
CPR	3			3	5
Diabetic Emergency	1		2	3	6
Lower Limb Swelling			3	3	3
Nausea/Vomiting	2		1	3	6
Overdose - Unintentional	3			3	5
Alcohol intoxication	1		1	2	2
Allergic Reaction / Stings	1		1	2	3
Assist Other Agency			2	2	2
Welfare Check		2		2	2
Death - Priority 5			1	1	3
Eye Problem/Injury		1		1	1
GI Bleed	1			1	1
Patient Assist Only			1	1	1
Stab/Gunshot Wound/Penetrating Trauma					1
Total	128	46	159	333	460

 Charter Township of Garfield Planning Department Report No. 2024-107			
Prepared:	December 3, 2024, 2024	Pages:	3
Meeting:	December 10, 2024 Township Board	Attachments:	☐
Subject:	Planning Department Monthly Report – December 2024		

PURPOSE:

This monthly report is offered by the Staff 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:

Angel Care Child Care / Church of the Living God – Special Use Permit Review

- *Location:* 1514 Birmley Road, north side of Birmley Road east of Keystone Road
- *Development Description:* Proposed child care center within existing church
- *Status:* The Planning Commission had an introduction for the application at their 9/11/2024 meeting and held the public hearing at their 10/9/2024 meeting. The Planning Commission reviewed and adopted the Findings of Fact and approved the application with conditions at their 11/6/2024 meeting.

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. The Commissioners again tabled the application at their meetings on 8/14/2024, 9/11/2024, and 10/9/2024. The applicants proposed a new tower location which was provided to the Planning Commission at their 11/6/2024 meeting. The applicants are preparing an updated site plan and materials for review at the 12/11/2024 Planning Commission meeting.

K1 Speed / High Tops – Site Plan Review Amendment

- *Location:* 1212 W South Airport Road, north side of South Airport Road west of Garfield Avenue
- *Development Description:* Proposed bar/tavern and nightclub at former Sears in Cherryland Center
- *Status:* The Planning Commission tabled the application at their 9/11/2024 meeting based on concerns about the impact of the project on the neighboring residential area; the application remained tabled at the 10/9/2024 and 11/6/2024 meetings. Commissioners will again review the application at their meeting on 12/11/2024.

Cherryland Center Comprehensive Development Plan – Site Plan Review

- *Location:* Multiple parcels and addresses; north side of South Airport Road west of Garfield Avenue
- *Development Description:* Proposed comprehensive development plan for entire Cherryland Center site
- *Status:* The Planning Commission reviewed the application at the 11/6/2024 meeting and asked for additional information to be provided for review at the 12/11/2024 meeting.

Two Brothers Dog Park Café – Site Plan Review

- *Location:* 1776 S Garfield Avenue; north side of South Airport Road west of Garfield Avenue
- *Development Description:* Proposed café and taphouse with indoor/outdoor dog park areas
- *Status:* The Planning Commission will review the application at their meeting on 12/11/2024.

Copper Ridge PUD – Major Amendment

- *Location:* Multiple parcels and addresses; north side of Silver Lake Road near Barnes Road
- *Development Description:* Proposed addition of residential uses to existing development
- *Status:* The Planning Commission held an introduction for the application at their meeting on 11/6/2024 and scheduled a public hearing for their 12/11/2024 meeting.

Cherryland Humane Society – Special Use Permit Major Amendment Review

- *Location:* 1750 Ahlberg Drive; southeast of the intersection of Hammond Road and Keystone Road
- *Development Description:* Proposed building additions to existing humane society building
- *Status:* The Planning Commission held an introduction for the application at their meeting on 11/6/2024 and scheduled a public hearing for their 12/11/2024 meeting.

Cherryland Center 24/7 Golf – Site Plan Review

- *Location:* 1712 S Garfield Ave; west side of Garfield Avenue and north of South Airport Road
- *Development Description:* Proposed indoor golf recreation facility in part of Cherryland Center
- *Status:* The Planning Commission approved the application with conditions at their meeting on 11/6/2024.

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

Historic Barns Park: Barn 206 Renovation and Connector

- *Location:* 1500 Red Drive, northwest of the intersection of Silver Lake Road and Silver Drive
- *Development Description:* Proposed renovations of an existing barn and additional connector between barns
- *Status:* Approved with conditions

Resurrection Life Church Addition – PUD Administrative Amendment

- *Location:* 2586 Crossing Circle, part of the Grand Traverse Crossings PUD
- *Development Description:* Proposed addition to existing church building
- *Status:* Approved with conditions

Creekside Community Church – SUP Administrative Amendment

- *Location:* 3686 W South Airport Road, north side of South Airport Road west of US 31
- *Development Description:* Proposed redesign of parking lot
- *Status:* Approved with conditions

Unit 32 Hammond Industrial Centre

- *Location:* 1407 Industry Drive; south of Hammond Road near LaFranier Road
- *Development Description:* Proposed car detailing shop
- *Status:* Approved with conditions

Ridge45 Multi-Family Housing – SUP Administrative Amendment

- *Location:* 1532 West Hammond Road, west of LaFranier Road
- *Development Description:* Request to replace a previously approved maintenance building with a pavilion and two pickleball courts, and relocate previously approved dumpster enclosures and a dog park
- *Status:* Approved with conditions

Renew It Group

- *Location:* 302 N US 31 South; east side of US 31 north of Rennie School Road
- *Development Description:* Proposed showroom and warehouse for deck supply / construction business
- *Status:* Under review; additional information requested from applicants

Striker Supply

- *Location:* 141 Memorial South Commons; east side of US 31 north of Rennie School Road
- *Development Description:* Proposed rental and retail outlet for concrete product supplier business
- *Status:* Under review; additional information requested from applicants

PLANNING:

Other Planning Department activities include the following items:

- The Planning Commission did not have a study session in November 2024. Commissioners previously had recommended legal review of the Zoning Ordinance sign regulations to the Township Board, considering the recent federal case law regarding sign regulations, and discussed several potential definitions for “substantial construction” which is an undefined phrase within the Zoning Ordinance. Consideration of these items will continue at the January 2024 study session.
- The Planning Department is gathering data to build a GIS database of the streetlights in Garfield Township. Three entities provide streetlights in the Township: Cherryland Electric Cooperative, Consumers Energy, and Traverse City Light & Power.

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

Everything is winterized.

Tennis nets are stored.

Snow removal contract in place.

Fixed the flag pole light.

Commons

Been in contact with Copper Ridge Assoc. and other businesses

In regards to the new trailhead and trail system.

Met ISN to form a plan to tackle the invasives at the Commons.

Need to mitigate the storm water run-off and artesian springs on trails with new design.

No encampments to date. Hot spots are staying clean.

River East

Dog park and trail users are up still.

Met with the Playground Contractor for lay-out and potential colors. Working on curbing quotes for the border of the playing surface.

Got the new cell carrier working with the camera systems at the park.

Boardman Valley

Added some crushed gravel in spots where it gets wet.

May need to add wood chip or an established crush gravel trail in future. Wooded trails are really wet.

Portable toilets are pulled.

Pickleball nets and screens are being stored.

Met with ISN for an invasive species plan.

Miller Creek

No encampments recently.

Spoke with staff about the Drain Commissioner parcel off Cass Road and a potential trailhead.

Cleared a few down trees.

Repaired a cracked boardwalk.

Kid's Creek

Snow removal contractor in place.

Met with ISN for invasive species plan.

Buffalo Ridge Trail

Counted trees that needed replacing.

New trees are being planted with grant funds.

Snow removal contractor in place.

Submitted Nov. 27th , 2024

Derek Morton

Sean Kehoe

Clerk's Report

For November 30,2024

Submitted 12/4/2024

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 November in the General Fund, you will find that we had a total of \$99,183.91 Revenues and \$997,599.49 Expenditures. For the year we have a total of \$4,599,556.01 Revenues and 3,400,972.04 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

12/04/2024 01:07 PM
User: Lanie
DB: Garfield

REVENUE REPORT FOR GARFIELD TOWNSHIP

Page: 1/1

PERIOD ENDING 11/30/2024

GL NUMBER	DESCRIPTION	2024	2024	YTD BALANCE	ACTIVITY FOR	AVAILABLE
		ORIGINAL BUDGET	AMENDED BUDGET	11/30/2024	MONTH 11/30/2024	
Fund 101 - GENERAL OPERATING FUND						
Revenues						
Dept 000						
101-000-402.000	CURRENT REAL PROPERTY TAXES	2,118,840.00	2,118,840.00	1,921,762.34	4,525.36	197,077.66
101-000-412.000	DEL PERSONAL PROP TAXES	500.00	500.00	2,289.81	0.00	(1,789.81)
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	8,458.00	770.50	542.00
101-000-445.000	PENALTIES & INT. ON TAXES	6,000.00	6,000.00	12,775.88	0.00	(6,775.88)
101-000-476.000	BUILDING PERMITS	200,000.00	200,000.00	176,756.00	20,354.00	23,244.00
101-000-476.001	PLANNING FEES	10,000.00	10,000.00	14,700.00	1,200.00	(4,700.00)
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	21,110.00	2,040.00	(6,110.00)
101-000-574.000	STATE SHARED REVENUE	2,135,776.00	2,135,776.00	1,741,338.00	0.00	394,438.00
101-000-574.001	STATE SHARED REV. - LIQUOR LA	20,000.00	20,000.00	25,863.75	27.50	(5,863.75)
101-000-574.002	EVIP DISTRIBUTION	72,024.00	72,024.00	55,096.00	0.00	16,928.00
101-000-665.000	EARNED INTEREST	70,000.00	70,000.00	307,219.64	4,667.56	(237,219.64)
101-000-668.002	RENTS & ROYALTIES CABLE VIS	250,000.00	250,000.00	238,041.86	59,810.21	11,958.14
101-000-668.003	RENTS & ROYALTIES CABLE EQUIP	22,000.00	22,000.00	22,852.02	5,741.78	(852.02)
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	17,748.92	47.00	32,251.08
101-000-676.001	Reimbursed Treasurer Legal Fees	100.00	100.00	155.85	0.00	(55.85)
101-000-676.003	Reimburse Essential Services (PILOT)	17,000.00	17,000.00	26,821.15	0.00	(9,821.15)
Total Dept 000		5,002,390.00	5,002,390.00	4,599,556.01	99,183.91	402,833.99
TOTAL REVENUES		5,002,390.00	5,002,390.00	4,599,556.01	99,183.91	402,833.99
Fund 101 - GENERAL OPERATING FUND:						
TOTAL REVENUES		5,002,390.00	5,002,390.00	4,599,556.01	99,183.91	402,833.99

EXPENDITURE REPORT FOR GARFIELD TOWNSHIP

PERIOD ENDING 11/30/2024

GL NUMBER	DESCRIPTION	2024 ORIGINAL BUDGET	2024 AMENDED BUDGET	YTD BALANCE 11/30/2024	ACTIVITY FOR MONTH 11/30/24	AVAILABLE BALANCE	% BDGT USED
Fund 101 - GENERAL OPERATING FUND							
Expenditures							
Dept 101 - TOWNBOARD							
101-101-701.100	WAGES - TRUSTEE	13,450.00	13,450.00	11,295.00	925.00	2,155.00	83.98
101-101-701.101	WAGES - FILE CLERK	47,172.18	47,172.18	43,545.60	3,628.80	3,626.58	92.31
101-101-701.102	WAGES - TRUSTEE	13,450.00	13,450.00	11,510.00	925.00	1,940.00	85.58
101-101-701.103	WAGES - TRUSTEE	13,450.00	13,450.00	12,720.00	925.00	730.00	94.57
101-101-701.104	WAGES - TRUSTEE	13,450.00	13,450.00	11,350.00	1,050.00	2,100.00	84.39
101-101-701.105	WAGES - OFFICE COORDINATOR	43,927.26	43,927.26	31,603.33	3,221.22	12,323.93	71.94
101-101-726.000	SUPPLIES	6,500.00	6,500.00	6,686.67	1,776.77	(186.67)	102.87
101-101-726.001	POSTAGE	12,000.00	12,000.00	14,039.33	2,626.02	(2,039.33)	116.99
101-101-726.002	SUPPLIES - COPIER MAINTENANCE	7,500.00	7,500.00	5,385.58	1,021.76	2,114.42	71.81
101-101-801.002	LEGAL SERVICES - TOWNBOARD	10,000.00	10,000.00	4,309.95	481.95	5,690.05	43.10
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	22,600.00	0.00	12,400.00	64.57
101-101-805.000	CONTRACTED AND OTHER SERVICES	7,500.00	32,500.00	47,021.66	0.00	(14,521.66)	144.68
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	0.00	1,341.98	66.45
101-101-901.000	ADVERTISING	7,500.00	7,500.00	4,438.95	340.60	3,061.05	59.19
101-101-960.000	EDUCATION & TRAINING	4,000.00	4,000.00	94.00	94.00	3,906.00	2.35
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	239,019.47	17,016.12	44,979.97	84.16
Dept 171 - TOWNSHIP SUPERVISOR							
101-171-701.201	WAGES - SUPERVISOR	95,140.91	95,140.91	88,699.79	8,195.85	6,441.12	93.23
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	800.81	47.00	1,199.19	40.04
101-171-965.000	DUES & PUBLICATIONS	4,000.00	4,000.00	1,219.81	0.00	2,780.19	30.50
Total Dept 171 - TOWNSHIP SUPERVISOR		102,140.91	102,140.91	90,906.54	8,242.85	11,234.37	89.00
Dept 172 - TOWNSHIP MANAGER							
101-172-701.107	WAGES - MANAGER	0.00	23,076.90	9,230.76	9,230.76	13,846.14	40.00
101-172-726.000	SUPPLIES	0.00	300.00	166.48	166.48	133.52	55.49
101-172-860.205	MILEAGE - MANAGER	0.00	100.00	0.00	0.00	100.00	0.00
101-172-960.000	EDUCATION & TRAINING	0.00	100.00	47.00	47.00	53.00	47.00
101-172-965.000	DUES & PUBLICATIONS	0.00	100.00	0.00	0.00	100.00	0.00
Total Dept 172 - TOWNSHIP MANAGER		0.00	23,676.90	9,444.24	9,444.24	14,232.66	39.89
Dept 215 - TOWNSHIP CLERK							
101-215-701.300	WAGES - CLERK	95,140.91	95,140.91	87,822.48	7,318.54	7,318.43	92.31
101-215-701.302	WAGES - DEPUTY CLERK	61,447.59	61,447.59	56,720.88	4,726.74	4,726.71	92.31
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	275.77	27.81	1,224.23	18.38
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	2,933.00	47.00	4,567.00	39.11
101-215-965.000	DUES & PUBLICATIONS	500.00	500.00	710.00	200.00	(210.00)	142.00
Total Dept 215 - TOWNSHIP CLERK		174,088.50	174,088.50	153,462.13	12,320.09	20,626.37	88.15

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EXPENDITURE REPORT FOR GARFIELD TOWNSHIP

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PERIOD ENDING 11/30/2024

GL NUMBER	DESCRIPTION	2024	2024	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT
		ORIGINAL	AMENDED BUDGET		MONTH		
		BUDGET		11/30/2024	11/30/24		
Fund 101 - GENERAL OPERATING FUND							
Expenditures							
Dept 228 - COMPUTER SUPPORT							
101-228-726.000	SUPPLIES	3,000.00	3,000.00	30.71	30.71	2,969.29	1.02
Total Dept 228 - COMPUTER SUPPORT		3,000.00	3,000.00	30.71	30.71	2,969.29	1.02
Dept 247 - BOARD OF REVIEW							
101-247-701.400	WAGES - B OF R	1,500.00	1,500.00	750.00	0.00	750.00	50.00
101-247-701.401	WAGES - B OF R	1,500.00	1,500.00	0.00	0.00	1,500.00	0.00
101-247-701.402	WAGES - B OF R	1,500.00	1,500.00	0.00	0.00	1,500.00	0.00
101-247-701.403	WAGES - B OF R	1,500.00	1,500.00	1,750.00	0.00	(250.00)	116.67
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	2,606.53	0.00	3,593.47	42.04
Dept 253 - TOWNSHIP TREASURER							
101-253-701.500	WAGES - TREASURER	95,140.91	95,140.91	87,822.48	7,318.54	7,318.43	92.31
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	56,720.88	4,726.74	4,726.71	92.31
101-253-726.000	SUPPLIES	1,500.00	1,500.00	1,370.36	79.77	129.64	91.36
101-253-726.001	POSTAGE	7,700.00	7,700.00	8,594.82	3,784.48	(894.82)	111.62
101-253-801.000	LEGAL SERVICES	3,000.00	3,000.00	125.00	25.00	2,875.00	4.17
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	141.77	0.00	558.23	20.25
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	0.00	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	3,612.42	94.00	887.58	80.28
101-253-965.000	DUES & PUBLICATIONS	750.00	750.00	397.00	0.00	353.00	52.93
Total Dept 253 - TOWNSHIP TREASURER		183,838.50	183,838.50	160,513.81	16,028.53	23,324.69	87.31
Dept 257 - ASSESSING DEPARTMENT							
101-257-701.202	WAGES - APPRAISER II	50,102.70	50,102.70	43,145.24	3,854.40	6,957.46	86.11
101-257-701.203	WAGES - GIS	10,000.00	10,000.00	14,745.00	1,155.00	(4,745.00)	147.45
101-257-701.204	WAGES - APPRAISER III	66,258.37	66,258.37	61,088.37	5,096.00	5,170.00	92.20
101-257-701.205	WAGES - ASSESSOR	117,468.87	117,468.87	108,432.72	9,036.06	9,036.15	92.31
101-257-726.000	SUPPLIES	1,800.00	1,800.00	566.01	114.93	1,233.99	31.45
101-257-726.001	POSTAGE	5,000.00	5,000.00	(113.17)	207.00	5,113.17	(2.26)
101-257-805.000	CONTRACTED AND OTHER SERVICES	35,000.00	35,000.00	17,948.85	0.00	17,051.15	51.28
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	3,471.53	0.00	3,278.47	51.43
101-257-965.000	DUES & PUBLICATIONS	0.00	0.00	1,071.22	175.00	(1,071.22)	100.00
Total Dept 257 - ASSESSING DEPARTMENT		297,904.94	297,904.94	253,395.52	19,638.39	44,509.42	85.06
Dept 262 - ELECTIONS							
101-262-701.000	WAGES	121,550.00	121,550.00	81,105.75	24,737.50	40,444.25	66.73
101-262-726.000	SUPPLIES	30,000.00	30,000.00	26,660.85	2,539.02	3,339.15	88.87
101-262-726.001	POSTAGE	1,000.00	1,000.00	8,660.41	31.88	(7,660.41)	866.04
101-262-860.000	MILEAGE	200.00	200.00	235.98	67.47	(35.98)	117.99

EXPENDITURE REPORT FOR GARFIELD TOWNSHIP

PERIOD ENDING 11/30/2024

GL NUMBER	DESCRIPTION	2024 ORIGINAL BUDGET	2024 AMENDED BUDGET	YTD BALANCE 11/30/2024	ACTIVITY FOR MONTH 11/30/24	AVAILABLE BALANCE	% BDGT USED
Fund 101 - GENERAL OPERATING FUND							
Expenditures							
101-262-901.000	ADVERTISING	500.00	500.00	583.35	114.95	(83.35)	116.67
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	121,402.34	27,490.82	39,847.66	75.29
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	2,336.98	408.00	1,663.02	58.42
101-265-850.000	TELEPHONE	14,000.00	14,000.00	12,624.87	1,809.94	1,375.13	90.18
101-265-920.601	HEATING / GAS	14,500.00	14,500.00	7,418.11	317.58	7,081.89	51.16
101-265-920.602	WATER / SEWER	4,000.00	4,000.00	3,544.76	178.78	455.24	88.62
101-265-920.603	LIGHTS BUILDING	12,000.00	12,000.00	9,802.36	906.89	2,197.64	81.69
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	10,981.20	3,941.00	(981.20)	109.81
101-265-935.603	CLEANING SERVICE	17,200.00	17,200.00	13,900.00	0.00	3,300.00	80.81
101-265-935.604	RUBBISH REMOVAL	1,400.00	1,400.00	1,495.12	135.92	(95.12)	106.79
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	16,644.16	436.25	(1,644.16)	110.96
Total Dept 265 - TOWNSHIP HALL		112,200.00	112,200.00	79,733.56	8,134.36	32,466.44	71.06
Dept 301 - POLICE SERVICES							
101-301-830.000	POLICE CONTRACT	1,600,000.00	1,600,000.00	1,481,723.51	765,786.00	118,276.49	92.61
Total Dept 301 - POLICE SERVICES		1,600,000.00	1,600,000.00	1,481,723.51	765,786.00	118,276.49	92.61
Dept 321 - TOWNSHIP VEHICLES							
101-321-862.000	GAS & CAR WASHES	4,000.00	4,000.00	2,076.26	0.00	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	0.00	2,810.60	53.16
Dept 371 - TOWNSHIP BUILDING INSPECTOR							
101-371-701.702	WAGES BUILDING ASSISTANT	19,872.83	19,872.83	18,723.88	1,560.31	1,148.95	94.22
101-371-701.703	WAGES - BUILDING OFFICIAL	98,316.14	98,316.14	90,753.36	7,562.78	7,562.78	92.31
101-371-701.704	WAGES - BUILDING INSPECTOR	28,930.13	28,930.13	18,678.25	1,716.00	10,251.88	64.56
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	756.74	448.30	243.26	75.67
101-371-960.000	EDUCATION & TRAINING	500.00	500.00	1,921.00	1,022.00	(1,421.00)	384.20
101-371-965.000	DUES & PUBLICATIONS	2,000.00	2,000.00	403.00	0.00	1,597.00	20.15
Total Dept 371 - TOWNSHIP BUILDING INSPECTOR		152,619.10	152,619.10	131,236.23	12,309.39	21,382.87	85.99
Dept 448 - STREET LIGHTS - TOWNSHIP							
101-448-920.005	STREET LIGHTS TOWNSHIP	70,000.00	70,000.00	65,227.32	6,747.28	4,772.68	93.18
Total Dept 448 - STREET LIGHTS - TOWNSHIP		70,000.00	70,000.00	65,227.32	6,747.28	4,772.68	93.18

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EXPENDITURE REPORT FOR GARFIELD TOWNSHIP

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PERIOD ENDING 11/30/2024

GL NUMBER	DESCRIPTION	2024	2024	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT
		ORIGINAL	AMENDED BUDGET		MONTH		
Fund 101 - GENERAL OPERATING FUND							
Expenditures							
Dept 701 - TOWNSHIP PLANNER							
101-701-701.900	WAGES - DIRECTOR OF PLANNING	93,004.61	93,004.61	85,850.40	7,154.20	7,154.21	92.31
101-701-701.901	WAGES - DEPUTY PLANNER	66,363.39	66,363.39	61,258.56	5,104.88	5,104.83	92.31
101-701-701.902	WAGES -PLANNER ASSISTANT	15,418.44	15,418.44	14,043.02	1,170.27	1,375.42	91.08
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	55.77	55.77	944.23	5.58
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
101-701-960.000	EDUCATION & TRAINING	5,000.00	5,000.00	5,240.82	0.00	(240.82)	104.82
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	167,173.57	13,485.12	22,212.87	88.27
Dept 702 - ZONING ADMINISTRATOR							
101-702-701.601	WAGES - ZONING ADMINISTRATOR	66,363.66	66,363.66	61,258.80	5,104.90	5,104.86	92.31
101-702-701.602	WAGES - ZONING CODE ENFORCER	31,241.60	31,241.60	29,454.22	2,403.20	1,787.38	94.28
101-702-701.603	WAGES ZONING ASSISTANT	15,418.44	15,418.44	14,042.70	1,170.22	1,375.74	91.08
101-702-701.604	WAGES -ZONING CODE ENFORCER	28,371.20	28,371.20	26,318.38	2,182.40	2,052.82	92.76
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	131,397.99	10,860.72	14,296.91	90.19
Dept 704 - ZONING BOARD OF APPEALS							
101-704-701.001	WAGES - ZONING	1,200.00	1,200.00	875.00	125.00	325.00	72.92
101-704-701.002	WAGES - ZONING	1,200.00	1,200.00	625.00	125.00	575.00	52.08
101-704-701.003	WAGES - ZONING	1,200.00	1,200.00	875.00	0.00	325.00	72.92
101-704-701.004	WAGES - ZONING	1,200.00	1,200.00	1,875.00	250.00	(675.00)	156.25
101-704-701.005	WAGES - ZONING	1,200.00	1,200.00	1,000.00	0.00	200.00	83.33
101-704-801.000	LEGAL SERVICES	10,000.00	10,000.00	8,549.95	836.50	1,450.05	85.50
101-704-805.000	CONTRACTED AND OTHER SERVICES	1,000.00	1,000.00	578.75	0.00	421.25	57.88
101-704-901.000	ADVERTISING	2,000.00	2,000.00	813.45	0.00	1,186.55	40.67
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	15,192.15	1,336.50	4,807.85	75.96
Dept 707 - PLANNING COMMISSION							
101-707-701.800	WAGES - PLANNING	3,200.00	3,200.00	2,375.00	375.00	825.00	74.22
101-707-701.801	WAGES - PLANNING	3,200.00	3,200.00	2,500.00	250.00	700.00	78.13
101-707-701.802	WAGES - PLANNING	3,200.00	3,200.00	2,375.00	250.00	825.00	74.22
101-707-701.804	WAGES - PLANNING	3,200.00	3,200.00	2,125.00	250.00	1,075.00	66.41
101-707-701.805	WAGES - PLANNING	3,200.00	3,200.00	2,375.00	250.00	825.00	74.22
101-707-701.806	WAGES - PLANNING	3,200.00	3,200.00	2,250.00	250.00	950.00	70.31
101-707-701.808	WAGES - PLANNING	3,200.00	3,200.00	2,625.00	375.00	575.00	82.03
101-707-801.000	LEGAL SERVICES	25,000.00	25,000.00	4,417.75	0.00	20,582.25	17.67
101-707-805.000	CONTRACTED AND OTHER SERVICES	6,000.00	6,000.00	1,742.25	0.00	4,257.75	29.04
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	950.50	0.00	1,049.50	47.53

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EXPENDITURE REPORT FOR GARFIELD TOWNSHIP

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PERIOD ENDING 11/30/2024

GL NUMBER	DESCRIPTION	2024	2024	YTD BALANCE 11/30/2024	ACTIVITY FOR	AVAILABLE BALANCE	% BDGT USED
		ORIGINAL BUDGET	AMENDED BUDGET		MONTH 11/30/24		
Fund 101 - GENERAL OPERATING FUND							
Expenditures							
101-707-960.000	EDUCATION & TRAINING	2,000.00	2,000.00	94.00	94.00	1,906.00	4.70
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	23,829.50	2,094.00	35,570.50	40.12
Dept 720 - COMMUNITY PROMOTIONS							
101-720-880.003	COM. PROM. - ECONOMIC DEVELOPMENT	1,000.00	20,000.00	20,000.00	0.00	0.00	100.00
101-720-880.004	COM. PROM. - TC-TALUS	5,000.00	5,000.00	3,378.13	0.00	1,621.87	67.56
101-720-880.007	COM. PROM. - COMMUNITY AWAREN	40,000.00	40,000.00	56,068.75	5,195.95	(16,068.75)	140.17
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	78,906.02	0.00	21,093.98	78.91
Total Dept 720 - COMMUNITY PROMOTIONS		146,100.00	165,100.00	158,352.90	5,195.95	6,747.10	95.91
Dept 851 - EMPLOYEE BENEFITS & INSURANCES							
101-851-701.000	WAGES	9,100.00	9,100.00	8,251.32	750.12	848.68	90.67
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	9,891.32	750.12	3,208.68	75.51
Dept 900 - CAPITAL OUTLAY							
101-900-970.001	CAPITAL OUTLAY - ELECTIONS	30,000.00	30,000.00	6,684.25	6,684.25	23,315.75	22.28
101-900-970.002	CAPITAL OUTLAY - TOWNSHIP HAL	50,000.00	50,000.00	91,320.00	48,765.00	(41,320.00)	182.64
101-900-970.003	CAPITAL OUTLAY - COMPUTERS	15,000.00	15,000.00	5,239.05	5,239.05	9,760.95	34.93
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	103,243.30	60,688.30	51,806.70	66.59
TOTAL EXPENDITURES		3,856,972.73	3,924,649.63	3,400,972.04	997,599.49	523,677.59	86.66
Fund 101 - GENERAL OPERATING FUND:							
TOTAL EXPENDITURES		3,856,972.73	3,924,649.63	3,400,972.04	997,599.49	523,677.59	86.66

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EXPENDITURE REPORT FOR GARFIELD TOWNSHIP

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PERIOD ENDING 11/30/2024

GL NUMBER	DESCRIPTION	2024	2024	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT
		ORIGINAL	AMENDED BUDGET		MONTH		
		BUDGET		11/30/2024	11/30/24		
Fund 208 - PARK/RECREATION FUND							
Expenditures							
Dept 000							
208-000-701.905	WAGES - REC BOARD	7,000.00	7,000.00	4,250.00	875.00	2,750.00	60.71
208-000-701.906	Parks Steward	31,241.60	31,241.60	28,222.58	2,403.20	3,019.02	90.34
208-000-701.907	Park Steward 2	28,371.20	28,371.20	26,059.22	2,182.40	2,311.98	91.85
208-000-711.010	SOCIAL SECURITY - EMPLOYER	32,000.00	32,000.00	4,413.06	412.23	27,586.94	13.79
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	58,114.80	5,388.57	24,865.20	70.03
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	6,123.12	578.30	18,876.88	24.49
208-000-970.000	CAPITAL OUTLAY	365,000.00	365,000.00	47,852.17	14,153.56	317,147.83	13.11
Total Dept 000		584,592.50	584,592.50	175,034.95	25,993.26	409,557.55	29.94
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	175,034.95	25,993.26	414,965.05	29.67
Fund 208 - PARK/RECREATION FUND:							
TOTAL EXPENDITURES		590,000.00	590,000.00	175,034.95	25,993.26	414,965.05	29.67

CHARTER TOWNSHIP OF GARFIELD
GRAND TRAVERSE COUNTY, MICHIGAN

RESOLUTION #2024-28-T(a)

**RESOLUTION TO ESTABLISH LOGAN VALLEY RD & RACQUET CLUB DR
ROAD IMPROVEMENT SPECIAL ASSESSMENT DISTRICT AND
ORDER PREPARATION OF SPECIAL ASSESSMENT ROLL**

WHEREAS, the Township Board of the Charter Township of Garfield received Petitions signed by more than 50 percent of the total area of the proposed special assessment district described hereinafter, and accordingly, determined to proceed under the provisions of PA 188 of 1954, as amended, to secure plans and estimates of costs together with a proposed special assessment district for assessing the costs of an approved method for Logan Valley Rd & Racquet Club Rd Road Improvement and to schedule a public hearing upon the same for this date, and

WHEREAS, the plans, estimates of cost and proposed special assessment district were filed with the township clerk for public examination and notice of the within hearing upon the same was published and mailed in accordance with the law and statute provided as shown by affidavits pertaining thereto on file with the township clerk, and

WHEREAS, in accordance with the aforesaid notices, a hearing was scheduled and held on this, the 10th day of December, 2024, commencing at 6:00 p.m., and all persons were given the opportunity to be heard in the matter, and

WHEREAS, as a result of the foregoing, the township board believes the project to be in the best interests of the township and of the district proposed to be established therefore;

NOW, THEREFORE, BE IT HEREBY RESOLVED as follows:

1. That this Township Board does hereby determine that creation of the Logan Valley Rd & Racquet Club Dr Road Improvement Special Assessment District is necessary for the health and welfare of those doing business within the project area.
2. That this Township Board does hereby approve the plans for the road improvements as prepared and presented by the Grand Traverse County Road Commission's registered engineer and his/her estimate of costs for the completion thereof, plus the Township's cost of administration, of **\$462,446**.
3. That this Township Board does hereby create, determine and define a special assessment district to be known as Ridge View Ct Resurfacing Special Assessment District within which the costs of such improvements shall be assessed according to benefits, the following described area within said township:

All lands included in Logan Place West subdivision, and part of the Southeast quarter of the Southeast quarter of Section 15, commencing at the Northwest corner of the Logan Place West subdivision, said point

being at the intersection of the Northwest corner of Racquet Club Drive and the South right-of-way line of West South Airport Rd, for the point of beginning; thence Westerly along the South right-of-way line of West South Airport Road the following courses: North 89 degrees 49 minutes 15 seconds West, 2 feet; thence North 00 degrees 10 minutes 45 seconds East, 35 feet; thence South 89 degrees 39 minutes 59 second West, 278 feet; thence 47.92 feet along a 322.18 foot radius curve to the right with a central angle of 14 degrees 07 minutes 09 seconds and chord bearing North 55 degrees 27 minutes 23 seconds West; thence 112.51 feet along a 1055.63 foot radius curve to the right with a central angle of 06 degrees 06 minutes 24 seconds and chord bearing North 84 degrees 40 minutes 37 seconds West; thence North 81 degrees 37 minutes 31 seconds East, 223.78 feet; thence 22.84 feet along a 3769.72 foot radius curve to the left with central angle of 00 degrees 20 minutes 50 seconds and chord bearing North 81 degrees 47 minutes 56 seconds West, thence South 11 degrees 15 minutes 04 seconds East 64.83 feet; thence South 78 degrees 44 minutes 56 second West 20 feet; thence South 10 degrees 42 minutes 24 seconds West 276.60 feet; thence South 09 degrees 23 minutes 43 seconds West 230.51 feet; thence South 38 degrees 20 minutes 28 seconds East, 56.16 feet; thence North 81 degrees 19 minutes 50 seconds West, 86.12 feet; thence South 23 degrees 00 minutes 09 seconds East, 16.43 feet; thence South 36 degrees 56 minutes 09 seconds East, 366 feet; thence South 31 degrees 30 minutes 09 seconds West 130 feet; thence South 22 degrees 59 minutes 53 seconds East 140.6 feet; thence North 39 degrees 02 minutes 26 seconds East, 207.25 feet; thence North 22 degrees 23 minutes 50 seconds East, 158.43 feet; thence North 66 degrees East along the South border of Logan Place West subdivision to the West right-of-way line of Logan Valley Rd; thence North 23 degrees 59 minutes 38 seconds East 90 feet; thence following the North right-of-way line of Logan Valley Rd Northeasterly to the West right-of-way line of Racquet Club Dr and following said West right-of-way line of Racquet Club Dr Northeasterly to the point of beginning, all in Section 15, Town 27 North, Range 11 West.

4. That the Grand Traverse County Road Commission has committed to paying for the total cost of the construction engineering (\$91,363), and the Township Board, in an effort to encourage this type of citizen involvement, has committed to paying for one-quarter of the total cost (\$115,611.41) of the improvement. Therefore, the estimated cost to the property owners will be \$255,471.09 – or an estimated average of \$21,289.26, for each of the 12 owners.
5. That on the basis of the foregoing, this Township Board does hereby direct the supervisor and assessing officer to make a special assessment roll in which shall be entered and described all the parcels of land to be assessed with the names of the respective owners thereof if known, and a total amount to be assessed against each parcel of land which amount shall be the relative portion of the whole sum to be levied against the parcels of land in the special assessment district as the benefit to the parcel of land bears to the total benefit to all the parcels of land in the special assessment district. When the same has been

completed, the supervisor or assessing officer shall affix thereto his/her certificate a statement that it was made pursuant to this resolution and that in making such assessment roll, he/she has, according to his/her best judgment, conformed in all respects to the directions contained in this resolution and the applicable state statutes.

6. That all resolutions and parts of resolutions insofar as they conflict with the provision of the within resolutions be and the same are hereby rescinded.

Moved:

Supported:

Ayes:

Nays:

Absent and Excused:

RESOLUTION 2024-28-T(a) DECLARED

By:

Lanie McManus, Clerk
Charter Township of Garfield

CERTIFICATE

I, Lanie McManus, Clerk of the Charter Township of Garfield, do hereby certify that the above is a true and correct copy of a Resolution which was adopted by the Township Board of the Charter Township of Garfield on the 10th day of December, 2024.

Dated: _____

Lanie McManus, Clerk

Engineer's Opinion of Costs

Project Number:	1: Road Reconstruction	Project Engineer:	Jennifer Graham, PE
Estimate Number:	1: Racquet Club Drive and Logan Valley Road Reconstruction	Date Created:	11/13/2024
Project Type:	Road Reconstruction	Date Edited:	11/18/2024
Location:	Racquet Club Dr	Fed/State #:	
	Logan Valley Rd	Fed Item:	
Description:	Approximately 1250 lineal feet of road reconstruction from the intersection of Racquet Club Dr and W South Airport Road.	Control Section:	

Line	Pay Item	Description	Quantity	Units	Unit Price	Total
Category: 0000						
0001	1100001	Mobilization, Max 5%	1.000	LSUM	\$15,165.00	\$15,165.00
0002	2050001	Backfill, Swamp	2,505.000	Cyd	\$20.00	\$50,100.00
0003	2050017	Excavation, Peat 24"	2,505.000	Cyd	\$16.00	\$40,080.00
0004	2050041	Subgrade Undercutting, Type II 18" depth	2,000.000	Cyd	\$15.00	\$30,000.00
0005	3010002	Subbase, CIP	1,800.000	Cyd	\$12.00	\$21,600.00
0006	3020001	Aggregate Base 8" depth	1,500.000	Ton	\$18.00	\$27,000.00
0007	3080010	Geotextile, Stabilization	3,700.000	Syd	\$4.50	\$16,650.00
0008	4021265	Dewatering System, Trench	500.000	Ft	\$40.00	\$20,000.00
0009	5010005	HMA Surface, Rem	3,850.000	Syd	\$5.00	\$19,250.00
0010	5010061	HMA Approach	50.000	Ton	\$180.00	\$9,000.00
0011	5012024	HMA, 4EL 3" thickness	635.000	Ton	\$87.00	\$55,245.00
0012	8120170	Minor Traf Devices	1.000	LSUM	\$6,000.00	\$6,000.00
0013	8167011	_ Slope Restoration	1,115.000	Syd	\$7.50	\$8,362.50
0014	8247051	_ Construction Contingency	1.000	LSUM	\$31,000.00	\$31,000.00
0015	8247051	_ Construction Engineering/Inspection	1.000	LSUM	\$16,000.00	\$16,000.00

Category 0000 Total: \$365,452.50

Estimate Total: \$365,452.50

Charter Township of Garfield

Proposed Logan Valley Rd & Racquet Club Dr Road Improvement Special Assessment

Crush and Shape

GFA Est (GTCRC Est was \$293,624)	11/25/2024	\$	365,453	
GTCRC Design & Construction Engineering	25% of Bid Cost	\$	91,363	
Garfield Township Costs		\$	5,630	7-year costs
Total Project Cost Projection:		\$	462,446	

Less Contributions:

Grand Traverse Co. Rd. Commission		\$	(91,363.13)	
Garfield Charter Township	25%	\$	(115,611.41)	

Total Cost to Property Owners: \$ 255,471.09

of Properties: 12

Cost to Each Property: \$ 21,289.26

7-year Plan (10 yr T-bill as of 11/18/24 - 4.43%+1.0)					
Est Interest Rate	5.43%	Payment Amt:	\$ (3,544.29)		
		Payment	Principal	Interest	Balance
		1 (\$3,544.29)	\$ (3,544.29)		\$ 17,744.97
		2 \$ (3,544.29)	\$ (2,580.74)	\$ 963.55	\$ 15,164.23
		3 \$ (3,544.29)	\$ (2,720.87)	\$ 823.42	\$ 12,443.36
		4 \$ (3,544.29)	\$ (2,868.62)	\$ 675.67	\$ 9,574.74
		5 \$ (3,544.29)	\$ (3,024.38)	\$ 519.91	\$ 6,550.36
		6 \$ (3,544.29)	\$ (3,188.61)	\$ 355.68	\$ 3,361.75
		7 \$ (3,544.29)	\$ (3,361.75)	\$ 182.54	\$ 0.00
		(\$24,810.03)	\$ (21,289.26)	\$ 3,520.78	

Prepared by: Amy L DeHaan, MMAO(4)

Garfield Township Assessor

November 25, 2024



*"Our mission is to upgrade and
maintain a safe and efficient road
system"*

Date: November 25, 2024

To: Amy DeHaan
Assessor, Garfield Township

From: Derek Weichlein, PE
Assistant County Highway Engineer
Grand Traverse County Road Commission

Re: Logan Valley Rd/Racquet Club Dr SAD
Opinion of Probable Construction Cost

Per your request, please find the attached cost estimate for the proposed Logan Valley Rd/Racquet Club Dr SAD. The proposed fixes are to be located on the entire road beginning at the paving joint at the Racquet Club Dr intersection to the Logan Valley Rd intersection and on Logan Valley Rd from Racquet Club Dr to the end of Logan Valley Rd.

The existing road surface would be pulverized, recycled in-place, and graded to form the base for an asphalt overlay. The design includes widening from 24' to 28' roadway and addresses drainage issues with ditch cleanout and culverts. The proposed fix is summarized below:

Length of Project (ft):	1161
Proposed HMA Lane Width (ft):	12
Proposed HMA Shoulder Width (ft):	2
HMA Curb or Gravel Shoulder Width (ft):	1
Total Corridor Width (ft):	28
HMA Thickness: (inch):	3.5
Estimated Construction Cost (USD):	\$293,624.00

The attached estimate was created using the MERL (Michigan Engineers' Resource Library) estimating system. A 20% cost of construction was used for a contingency. Please note the attached Opinion of Probable Cost is subject to the following conditions:

- The attached costs are based on preliminary information. The actual site conditions may result in variation of the unit prices or items. It was assumed the material beneath the existing roadway can be reused as subbase. A thorough investigation of site conditions prior to final engineered plans could result in additional items of work to ensure a quality product.
- Actual construction bids may vary significantly from the attached Opinion of Probable Construction Cost due to timing of construction, changed conditions, labor rate changes, or other factors beyond the control of the Grand Traverse County Road Commission.



*"Our mission is to upgrade and
maintain a safe and efficient road
system"*

We appreciate the continued communication and look forward to working with you in the future.
Please feel free to contact me anytime.

Respectfully Submitted,

Derek Weichlein, PE
Assistant County Highway Engineer
Grand Traverse County Road Commission
1881 LaFranier Road
Traverse City MI 49696
231-922-4848

Engineer's Opinion of Costs

Project Number: 25E005
Estimate Number: 1: Preliminary Estimate: 28' Wide Roadway
Project Type: Miscellaneous
Location: Logan Valley/Racquet Club Dr
Description: S. Airport to end of roadway

Project Engineer: Derek Weichlein
Date Created: 11/19/2024
Date Edited: 11/25/2024
Fed/State #:
Fed Item:
Control Section:

Line	Pay Item	Description	Quantity	Units	Unit Price	Total
0001	1027051	_ Contingency (20%)	1.000	LSUM	\$48,300.00	\$48,300.00
0002	1100001	Mobilization, Max \$12,000	1.000	LSUM	\$12,000.00	\$12,000.00
0003	2050006	Ditch Cleanout	12.000	Sta	\$600.00	\$7,200.00
0004	3020001	Aggregate Base	210.000	Ton	\$30.00	\$6,300.00
0005	3050002	HMA Base Crushing and Shaping	3,680.000	Syd	\$6.75	\$24,840.00
0006	3070121	Shld, CI II	112.000	Ton	\$25.00	\$2,800.00
0007	3070200	Trenching	23.000	Sta	\$300.00	\$6,900.00
0008	4010048	Culv End Sect, Conc, 15 inch	4.000	Ea	\$1,000.00	\$4,000.00
0009	4010268	Culv, CI B, Conc, 15 inch	150.000	Ft	\$70.00	\$10,500.00
0010	5010005	HMA Surface, Rem	960.000	Syd	\$12.00	\$11,520.00
0011	5010061	HMA Approach	130.000	Ton	\$210.00	\$27,300.00
0012	5012024	HMA, 4EL	400.000	Ton	\$120.00	\$48,000.00
0013	5012036	HMA, 5EL	300.000	Ton	\$125.00	\$37,500.00
0014	8077050	_ Post Mailbox, Relocate	12.000	Ea	\$100.00	\$1,200.00

Line	Pay Item	Description	Quantity	Units	Unit Price	Total
0015	8127051	_ Traffic Control	1.000	LSUM	\$25,000.00	\$25,000.00
0016	8162003	Slope Restoration, Non-Freeway, Type C	1,522.000	Syd	\$12.00	\$18,264.00
0017	8230431	Gate Box, Adj, Case 1	2.000	Ea	\$1,000.00	\$2,000.00
Estimate Total: \$293,624.00						

**Proposed Logan Valley Rd & Racquet Club Dr
Road Improvement Special Assessment**

Crush and Shape

GTCRC	11/25/2024	\$	293,624	
GTCRC Design & Construction Engineering	25% of Bid Cost	\$	73,406	
Garfield Township Costs		\$	5,630	7-year costs
Total Project Cost Projection:		\$	372,660	

Less Contributions:

Grand Traverse Co. Rd. Commission		\$	(73,406.00)
Garfield Charter Township	25%	\$	(93,165.00)

Total Cost to Property Owners: \$ 206,089.00

of Properties: 12

Cost to Each Property: \$ 17,174.08

7-year Plan (10 yr T-bill as of 11/18/24 - 4.43%+1.0)					
Est Interest Rate	5.43%	Payment Amt:	\$ (2,859.19)		
		Payment	Principal	Interest	Balance
		1 (\$2,859.19)	\$ (2,859.19)		\$ 14,314.90
		2 \$ (2,859.19)	\$ (2,081.89)	\$ 777.30	\$ 12,233.01
		3 \$ (2,859.19)	\$ (2,194.93)	\$ 664.25	\$ 10,038.07
		4 \$ (2,859.19)	\$ (2,314.12)	\$ 545.07	\$ 7,723.96
		5 \$ (2,859.19)	\$ (2,439.78)	\$ 419.41	\$ 5,284.18
		6 \$ (2,859.19)	\$ (2,572.26)	\$ 286.93	\$ 2,711.92
		7 \$ (2,859.19)	\$ (2,711.93)	\$ 147.26	\$ (0.00)
		(\$20,014.31)	\$ (17,174.09)	\$ 2,840.22	

**CHARTER TOWNSHIP OF GARFIELD
GRAND TRAVERSE COUNTY, MICHIGAN
RESOLUTION 2024 -30-T**

**RESOLUTION APPROVING GTMESA PAYMENTS TO EAST BAY TOWNSHIP FOR
DORM ROOM EXPANSION AT STATION 9**

Resolution of a meeting of the Charter Township of Garfield Township Board, Grand Traverse County, Michigan held on the 12th day of November, 2024 at six o'clock p.m.

PRESENT: _____

The following preamble and resolution were offered by _____ and supported by _____.

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 XII of Metro's Articles of Incorporation provides that a Township must approve capital expenditures requiring allocation of funds or financing for periods exceeding one year if that Township is to be responsible for financial obligations extending beyond Metro's regular annual budget; and

WHEREAS, Metro Board has approved payments by Metro to East Bay Township under a partnership for dorm expansion at Station 9 which Metro will pay East Bay \$30,283 a year for Fiscal Years 2025, 2026 and 2027, for a total of \$90,849.

WHEREAS, Metro intends to include the \$30,283 payments in their yearly capital budgets for Fiscal Years 2025, 2026 and 2027.

NOW, THEREFORE,

BE IT RESOLVED that the Township hereby commits its financial resources to this expenditure in accordance with Metro's Articles of Incorporation and, subject to approval by all Metro incorporating townships and appropriate loan documents by Metro.

Ayes:

Nays:

Absent:

RESOLUTION 2024-30-T DECLARED ADOPTED.

Lanie McManus, Clerk

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 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 November 12, 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



Charter Township of Garfield

Grand Traverse County

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

To: Garfield Township Board of Trustees

From: Michael Green, Zoning Administrator

Re: Proposed Amendment 1 to Ordinance No. 49, entitled "Stormwater Ordinance"

Date: Wednesday, December 4, 2024

BACKGROUND:

Staff has prepared Amendment 1 to Charter Township of Garfield Ordinance No. 49 –Stormwater Ordinance for your consideration. Amendment 1 to Ordinance No. 49, if adopted, would remove references to Grand Traverse County as the principal enforcement agency and assign the Charter Township of Garfield as the sole enforcement agency for this Ordinance. The proposed amendment is part of a longer-range plan to amend the Stormwater Ordinance to address standards and references that have been identified by our engineer and the County Drain Commissioners as outdated and difficult to enforce.

KEY ORDINANCE AMENDMENTS:

The proposed Amendment to Ordinance No. 49, as written, would address the following inconsistencies in the current Ordinance:

- Removes references to the Grand Traverse County Drain Commissioner as the primary enforcement agent and establishes the Township as the sole enforcement agency.
- Removes references to Grand Traverse County design standards and replaces with references to Township design standards,
- Removes references to the Grand Traverse County Soil Erosion Control Ordinance in favor of more generic references to soil erosion control review,
- Removes reference to the Grand Traverse County Construction Board of Appeals as the appeals body for the Ordinance in favor of the Township Building Code Board of Appeals,
- Removes references to Grand Traverse County Fee Schedule in favor of a Fee Schedule adopted by the Township Board.

PROCESS TIMELINE:

The proposed amendment, if adopted, would become Amendment 1 to Ordinance No. 49; adopting this Ordinance will consist of the following steps:

- Township Board introduction and scheduling a public hearing for the next Township Board meeting.
- Township Board public hearing and action / resolution on Ordinance adoption.

ACTION REQUESTED:

The purpose of bringing this item before the Township Board is to introduce the proposed Ordinance at the December 10, 2024, Regular Meeting. Following discussion, if the Township Board is comfortable with the proposed Ordinance, then the following motion is suggested:

MOTION THAT Amendment 1 to Garfield Township Ordinance No. 49, as attached to this report, BE SCHEDULED for public hearing for the January 14, 2025 Township Board Regular Meeting.

Any additional information the Commissioners feel is necessary should be added to this motion.

Attachments:

1. Proposed Amendment 1 to Ordinance No. 49 with proposed amendments shown in redline.

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

**ORDINANCE NO. 49
CHARTER TOWNSHIP OF GARFIELD
STORM WATER CONTROL ORDINANCE
Amendment 1**

AN ORDINANCE TO PROVIDE FOR STORM WATER MANAGEMENT PRACTICES AND REVIEW OF STORM WATER MANAGEMENT PLANS IN CONFORMANCE WITH STANDARDS ADOPTED BY THE ~~GRAND TRAVERSE COUNTY DRAIN COMMISSIONER~~ CHARTER TOWNSHIP OF GARFIELD.

THE CHARTER TOWNSHIP OF GARFIELD ORDAINS:

Section 1. Applicability. Except as otherwise provided in this Ordinance, any earth changes, as defined as in Part 91, 1994 PA 451, as amended, that meet any of the following criteria require a Storm Water Runoff Control Permit:

- A. Disturb 1 or more acres of land
- B. Within 500 feet of the ordinary high water mark of a lake or stream
- C. Commercial use development
- D. Mobile home park or manufactured home development
- E. Multiple family residential development or P.U.D.
- F. Site condominium or condominium developments as defined by Act 59 of the Public Acts of 1978, as amended
- G. Platted subdivision development
- H. Private roads which access 3 or more development parcels

Section 2. Design Standards. "Design standards" as used in this ordinance means the Uniform Storm Water Control Design and Installation Standards for Municipalities in Grand Traverse County and are adopted as if fully set forth herein.

Section 3. Enforcement Agent. ~~The Grand Traverse County Drain Commissioner is authorized as the primary enforcement agent for the Charter Township of Garfield for carrying out this ordinance, and The Charter Township of Garfield may designate such agents, as the Drain Commissioner~~ Township deems necessary to carry out the purposes of this ordinance. ~~In~~

~~addition, the Township is also authorized to act as enforcement agent, and retains the discretion to enforce this Ordinance by the Township's Ordinance Enforcement Officer if, in the Township's discretion, exigent or other appropriate circumstances require the Township to enforce this Ordinance.~~

Section 4. Earth Change Permit.

A. Application. Permit applications shall be submitted to the enforcement agent. Copies of the permit application form shall be made available by the enforcement agent. Application for a permit and issuance of the permit shall be made prior to the start of any earth change requiring a permit under this ordinance. Submission of an application for permit shall constitute consent by the property owner for the enforcement agent or his designated representative to enter upon the property for purposes of inspections attendant to the application. The application shall contain, at a minimum, all of the following:

1. A map or maps at a scale of not more than 200 feet to the inch or as otherwise determined by the enforcement agent, including a legal description and site location sketch that includes the proximity of any proposed earth change to lakes, streams, and or wetlands; predominant land features; and contour intervals or slope description and all applicable ~~set backs~~setbacks.
2. A soils survey or a written description of the soil types of the exposed land areas contemplated for the earth change.
3. A description and the location of the physical limits of each proposed earth change.
4. The location of all lakes, streams, and wetlands partially or completely contained within the boundaries of the site or within 50 feet of the site boundary.
5. A description and the location of all existing and proposed on-site storm water management and dewatering facilities.
6. The timing and sequence of each proposed earth change.
7. The location and description for installing and removing all proposed temporary soil erosion and sedimentation control measures.
8. A description and the location of all proposed permanent storm water control measures or devices.
9. The enforcement agent may require, as defined in Section 1, that the storm water runoff control plan be prepared by a State of Michigan licensed landscape architect, architect, land surveyor or professional engineer. If the enforcement agent also requires an additional professional consultant (engineer and/or attorney) to review the plans submitted, all review costs shall be paid for by the developer

10. The person(s) or organization(s) responsible for maintenance shall be designated in the plan. Options include
 - a) Property owner
 - b) Homeowner's association, provided that provisions for financing necessary maintenance are included in deed restrictions or other contractual agreements
 - c) Grand Traverse County Drain Commissioner, in accordance with the Michigan Drain Code, Public Act 40 of 1956, as amended, if the storm water conveyance facilities are within a designated Drain District.

B. Sequential Application.

1. If a development on a site is so large or complex that a storm water control plan encompassing all phases of the project cannot reasonably be prepared prior to initial ~~ground breaking~~groundbreaking, then an application for a permit for successive major incremental earth change activities may be allowed.
2. Requests for sequential applications shall be approved by the enforcement agent prior to submittal of the initial permit application. Approval of sequential applications shall take place in two phases. First, the overall conceptual plan for the entire development shall be submitted for review and approval. Second, detailed plans for sections of the total project shall be submitted for review and approval upon the request of the enforcement agent.
3. All permits processed and issued for phases of a project shall be clearly defined as to the nature and extent of work covered. Each phase of the project must be reviewed and permitted by the enforcement agent prior to construction.

C. Permit Application Review. Concurrent with and pursuant to ~~the Grand Traverse County Soil Erosion Control Ordinance #25~~issuance of any required Soil Erosion and Sedimentation Control Permit, the enforcement agent shall approve, approve with conditions, or deny an application after the completed application is submitted together with all required plans and fees. The enforcement agent shall reject any application which is incomplete.

D. Approval – Certification Not Required. Approval shall be granted if the storm water control plan meets the requirements set forth in the design standards and the requirements of this ordinance.

E. Approval – Certification Required. For any site requiring that a storm water control plan be prepared by a State of Michigan registered professional, the enforcement agent shall grant approval if the storm water control plan meets the requirements set forth in the design standards and upon receipt by the enforcement agent of a letter from the registered professional certifying that the storm water control plan meets all of the requirements of the design standards.

F. Approval with Conditions. If the application is approved with conditions, the enforcement agent must state in writing the conditions upon which approval is based.

G. Denial. The enforcement agent shall notify the applicant in writing if the application is denied and the reasons for the denial.

H. Permit Expiration. All permits approved by the enforcement agent shall expire upon the occurrence of project completion date provided on the application or 1 year, ~~which everwhichever~~ occurs first. The enforcement agent may extend the permit for a period not to exceed one year upon good cause shown by the landowner or permit applicant. The enforcement agent may charge an additional fee to cover the cost of continued inspections, the amount of which is specified in the current permit and review fee schedule, in effect for the ~~Grand Traverse County Drain Commissioner's Office and may be amended by the County concurrent with and pursuant to the Grand Traverse County Soil Erosion Control Ordinance #25, Township.~~ All fees are to cover administrative expenses of processing the storm water control permit ~~and the soil erosion control permit~~ including inspections and monitoring of projects.

I. Permit Revocation or Suspension. A permit issued under this ordinance may be revoked or suspended by the enforcement agent for any of the following reasons:

- 1) A violation of a condition of the permit
- 2) Misrepresentation or failure to fully disclose relevant facts in the application
- 3) A change in condition that requires a temporary or permanent change in the activity
- 4) Authorized work is abandoned or suspended for a period of six months or more.
- 5) A non-approved waiver of the buffers and setbacks established in the design standards.

Notification of a revocation or suspension shall be made in writing. The notice will specify the reason(s) for the revocation or suspension and the time for an appeal of the revocation or suspension.

Section 5. Storm Water Management Easements. All easements that are necessary to implement the approved drainage plan and to otherwise comply with this ordinance in form and substance shall be recorded with the Grand Traverse County Register of Deeds prior to issuance of a permit by the enforcement agent. The easements shall assure access for proper inspection and maintenance of storm water runoff facilities and shall provide adequate emergency overland flow-ways.

Section 6. Performance Guarantees. As a condition of issuance of a permit, the enforcement agent may require the applicant to deposit cash, a certified check, or an irrevocable letter of credit acceptable to the enforcement agent in an amount sufficient to assure the installation and completion of the storm water control plan. Irrevocable letters of credit, if used as a performance guarantee, shall extend for a minimum of one year with the option of renewal. The required

security shall be held in the office of the enforcement ~~agent, and agent and~~ shall be released only upon final inspection and approval of the storm water control systems.

Section 7. Final Inspection and Approval or Denial of Completed Storm Water Control Measures or Devices. Upon completion of a storm water control plan, the property owner, applicant, or other authorized representative of the property owner shall notify the enforcement agent. The enforcement agent shall conduct a final inspection within 10 days after being notified of the completion. The enforcement agent shall either approve or not approve the completed storm water control measures and devices on a form prepared by the enforcing agent within 30 days following inspection. If changes occur to the original plan during the course of construction, the enforcement agent may require final "as built" drawings before making a final inspection or in making a determination as to final approval or denial of the installed storm water control plan

- A. Approval – Certification Not Required.** Approval shall be granted if the storm water control measures as completed meet the requirements set forth in the storm water control plan.
- B. Approval – Certification Required.** For any site requiring that a storm water control plan be prepared by a registered professional, the enforcement agent shall grant approval if the storm water control measures as completed meet the requirements set forth in the storm water control plan and upon receipt by the enforcement agent of a letter from a licensed professional civil engineer certifying that all storm water measures have been completed in accordance with the storm water control plan.
- C. Denial.** The enforcement agent shall notify the applicant in writing if the request for closure of the permit is denied and the reasons for the denial.

Section 8. Maintenance.

A. Routine Maintenance

- 1) All storm water control plans shall be maintained according to the measures outlined in the design standards, and as approved in the permit.
- 2) The person(s) or organization(s) responsible for maintenance shall be designated in the plan. Options include
 - a) Property owner
 - b) Homeowner's association, provided that provisions for financing necessary maintenance are included in deed restrictions or other contractual agreements
 - c) Grand Traverse County Drain Commissioner, in accordance with the Michigan Drain Code, Public Act 40 of 1956, as amended, if the storm water conveyance facilities are within a designated Drain District.

- 3) Maintenance agreements shall specify responsibilities for financing maintenance and shall be recorded with the Register of Deeds before the permit can be closed.

B. Non-Routine Maintenance. Non-routine maintenance includes maintenance activities that are expensive but infrequent, such as pond dredging or major repairs to storm water structures.

- 1) Non-routine maintenance shall be performed on an as needed basis based on information gathered during regular inspections.
- 2) If non-routine maintenance activities are not completed in a timely manner or as specified in the approved plan, the ~~Grand Traverse County Drain Commissioner~~ Charter Township of Garfield may complete the necessary maintenance at the owner's/operator's expense.

C. Maintenance Inspections

- 1) The person(s) or organization(s) responsible for maintenance shall inspect storm water control systems on a regular basis, as outlined in the plan.
- 2) Authorized representatives of the enforcement agent may enter at reasonable times to conduct on-site inspections or routine maintenance.
- 3) For storm water control systems maintained by the property owner or homeowner's association, inspection and maintenance reports shall be filed with the enforcement agent as provided in the plan.
- 4) Authorized representatives of the enforcement agent may conduct inspections to confirm the information in the reports filed under section c.

Section 9. Fees. All fees shall be paid ~~to Grand Traverse County~~ in accordance with the current permit and review fee schedule ~~adopted by the Charter Township of Garfield Board, in effect for the Grand Traverse County Drain Commissioner's Office and may be amended by the County concurrent with and pursuant to the Grand Traverse County Soil Erosion Control Ordinance #25.~~ All fees are to cover administrative expenses of processing the storm water control permit ~~and the soil erosion control permit~~ including inspections and monitoring of projects.

Section 10. Enforcement.

A. Violations. It shall be a violation of this ordinance to do any of the following:

- 1) To make an earth change without first obtaining a permit as required by this ordinance
- 2) To provide false or misleading information in an application for permit
- 3) To fail to follow approved storm water control plan
- 4) To fail to maintain a storm water control measure or device in accordance with an approved storm water control plan

- B. Notice of violation.** Whenever there is a failure to comply with the provisions of this ordinance, the enforcement agent shall notify the applicant/owner that he/she has five calendar days from the receipt of the notice to temporarily correct the violation and 30 days from receipt of the notice to permanently correct the violation. The enforcement agent for good cause demonstrated by the permittee may make reasonable extensions. Notice shall be made by certified mail, return receipt requested.
- C. Enforcement Actions.** Should the applicant/owner fail to take the corrective actions specified in the notice of violation, the enforcement agent may take any or all of the following actions:
- 1) Issue or cause to be issued a municipal civil infraction
 - 2) Take whatever remedial actions are necessary and assert a lien on the subject property in an amount equal to the costs of remedial actions. The lien shall be enforced in the manner provided or authorized by law for the enforcement of common law liens on personal property. The lien shall be recorded with the Grand Traverse County Register of Deeds and shall incur legal interest from the date of recording. The imposition of any penalty shall not exempt the offender from compliance with the provisions of this ordinance, including assessment of a lien on the property.
- D. Emergency Actions.** When emergency actions are necessary to moderate a nuisance, to protect the public safety, health, and welfare, and/or to prevent the loss of life, injury, or damage to property, the enforcement agent is authorized to carry out or arrange for all such emergency actions, and to enforce penalties and/or liens as described herein.
- E. Cease & Desist Orders.** The enforcement agent may issue a cease and desist order or revoke a permit upon the determination that there is a violation of this ordinance. A cease and desist order, when issued, shall require all earth change activities to stop immediately.
- F. Injunctive Relief.** Notwithstanding any other remedy available under this ordinance, the enforcement agent may maintain an action in a court of competent jurisdiction for an injunction or other process against a person to restrain or prevent violations of this ordinance.
- G. Fines & Penalties.**
- 1) A violation of this ordinance is a municipal civil infraction punishable by a fine not exceeding \$500.00 per day of violation.
 - 2) A knowing violation of this ordinance or interference with the enforcement of this ordinance by the enforcement agent or any person duly authorized to carry out the purposes of this ordinance is a misdemeanor punishable by imprisonment for up to 90 days, and/or a fine of up to \$500.00 or both.
 - 3) An action for the violation of this ordinance shall be instituted in the 86th District Court for Grand Traverse County. Fines and costs imposed or assessed in such an action shall

be distributed in accordance with section 8379 of the revised judicature act of 1961, 1961 PA 236, MCL 600.8379.

Section 11. Waiver. The enforcement agent responding to a specific earth change as provided for in Section 3 may waive certain requirements specified in the ordinance upon being provided with demonstrable evidence of special circumstances warranting waiver, but only upon finding that both of the following requirements are met:

- A. The application of the ordinance provisions will present or cause practical difficulties for a development or development site; provided, however, that practical difficulties shall not include the need for the developer to incur additional reasonable expenses in order to comply with the ordinance; and
- B. The granting of the relief requested will not substantially prevent nor result in less effective management of storm water runoff.

Section 12. Appeals. Any person aggrieved by the action or inaction of the enforcement agent related to this ordinance may appeal to the ~~Grand Traverse County~~ Charter Township of Garfield Construction-Building Code Board of Appeals. All requests for appeal shall be filed in writing within 30 days of the action or inaction appealed from and includes the basis of the appeal. In considering any such appeal, the Board may grant a variance from the terms of this ordinance so as to provide relief, in whole or in part, from the action being appealed, but only upon finding that both of the following requirements are met:

- A. The application of the ordinance provisions being appealed will present or cause practical difficulties for a development or development site; provided, however, that practical difficulties shall not include the need for the developer to incur additional reasonable expenses in order to comply with the ordinance; and
- B. The granting of the relief requested will not substantially prevent nor result in less effective management of storm water runoff.

The filing of an appeal does not preclude other remedies available to either party, nor does it act as a stay of any order from the enforcement agent for the installation of measures or controls to reduce or eliminate storm water runoff pending the outcome of the appeal.

Section 13. Separate Causes of Action. Nothing in this ordinance impairs or precludes a separate cause of action provided by statute or common law for conduct prohibited herein.

Section 14. Other Ordinances. This ordinance shall be in addition to other ordinances of the Charter Township of Garfield and shall not be deemed to repeal or replace other ordinances or parts of other ordinances except to the extent that such repeal is specifically provided for in this ordinance. This ordinance is intended to work in conjunction with ~~the Grand Traverse any~~ County or Township Soil Erosion and Sedimentation Control Ordinances ~~#25, along with~~ other state, and federal laws affecting water and quality.

Section 15. Notice. Notice means delivery by first class mail unless otherwise specified in this ordinance.

Section 16. Severability. The provisions of this ordinance are severable and if any part is declared void or unenforceable by a court of competent jurisdiction, the remaining parts shall remain in force.

Section 17. Effective Date. This ordinance shall take effect seven (7) days after it is published on June 1, 2007, and after publication according to statute.

A copy of this Ordinance may be inspected at the office of the Charter Township of Garfield located at 3848 Veterans Drive, Traverse City Michigan, between the hours of 7:30 a.m. and 6:00 p.m., Monday through Thursday.

I hereby certify that the above is a true and correct copy of Amendment No. 1 of the Garfield Township Ordinance No. 49, which was adopted by the Township Board of the Charter Township of Garfield on the 14th day of January 2025 and that said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, being Act 267, Public Acts of Michigan, 1976, and that the meeting were kept and will be or have been made available as required by said Act.

Lanie McManus, Clerk

Date

Garfield Township Board
Ordinance No. 49 Introduced: April 12, 2007
Ordinance No. 49 Adopted: April 26, 2007
Amendment No. 1 Introduced: December 10, 2024
Amendment No. 1 Adopted: January 14, 2025



Charter Township of Garfield

Grand Traverse County

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

To: Garfield Township Board of Trustees

From: Michael Green, Zoning Administrator

Re: Proposed Ordinance No. 78, entitled "Control of Soil Erosion & Sedimentation Ordinance"

Date: Wednesday, December 4, 2024

BACKGROUND:

Staff has prepared Charter Township of Garfield Ordinance No. 78 – Control of Soil Erosion and Sedimentation (SESC) Ordinance for your consideration. Ordinance No. 78, if adopted by this Board, would allow the Township to administer its own Soil Erosion and Sedimentation Control program. The full Ordinance, which has been reviewed and accepted by Attorney Scott Howard and the State of Michigan, is included as an attachment to this report.

SESC PROGRAM APPROVAL PROCESS:

Approval of this Ordinance is the final step in an overall process in gaining designation as a Municipal Enforcement Agency (MEA) for the enforcement of Part 91 of the Natural Resources Environmental Protection Act – Soil Erosion and Sedimentation Control. If this Board is comfortable with the language presented, the proposed Ordinance, proof of adoption, and other supporting material, will be sent to the State of Michigan for final review and approval.

KEY ORDINANCE PROVISIONS:

The proposed Control of Soil Erosion and Sedimentation Ordinance (Ordinance No. 78), as written, proposes to meet the minimum regulatory requirements as required by Part 91 along with additional permit requirements for projects involving slopes of 20% or greater.

It should be noted that the property owner is responsible for maintaining proper soil erosion and sedimentation controls on sites where SESC permits are not required and are liable for any failures that result from if they fail to do so.

PROCESS TIMELINE:

The proposed amendment, if adopted, would become Ordinance No. 78; adopting this Ordinance will consist of the following steps:

- Township Board introduction and scheduling a public hearing for the next Township Board meeting.
- Township Board public hearing and action / resolution on Ordinance adoption.

ACTION REQUESTED:

The purpose of bringing this item before the Township Board is to introduce the proposed Ordinance at the December 10, 2024, Regular Meeting. Following discussion, if the Township Board is comfortable with the proposed Ordinance, then the following motion is suggested:

MOTION THAT Garfield Township Ordinance No. 78, as attached to this report, BE SCHEDULED for public hearing for the January 14, 2025 Township Board Regular Meeting.

Any additional information the Commissioners feel is necessary should be added to this motion.

Attachments:

1. Proposed Ordinance No. 78, entitled “Control of Soil Erosion and Sedimentation Ordinance.”
2. December 2, 2024 email from Matthew Anderson, EGLE Environmental Quality Analyst

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

**ORDINANCE NO. 78
CONTROL OF SOIL EROSION AND SEDIMENTATION ORDINANCE**

PREAMBLE

AN ORDINANCE TO PROVIDE FOR THE CONTROL OF SOIL EROSION
AND SEDIMENTATION AND TO PROTECT ADJACENT PROPERTY AND
THE WATERS OF THE STATE FROM SEDIMENTATION UNDER THE
PROVISIONS OF PART 91 OF THE SOIL EROSION AND
SEDIMENTATION CONTROL, NATURAL RESOURCES AND
ENVIRONMENTAL PROTECTION ACT 451 OF PUBLIC ACTS OF 1994,
MCL 324.9101 ET SEQ (AS AMENDED)

THE CHARTER TOWNSHIP OF GARFIELD ORDAINS:

Section 1. Purpose

The purpose of this Ordinance is to prevent soil erosion and sedimentation from occurring because of earth change activities within the Township by requiring proper provisions for water disposal and the protection of soil surfaces during and after earth change activities, in order to promote the safety, public health, convenience, and general welfare of the community.

Section 2. Definitions

The following definitions shall apply in the interpretation and enforcement of this Ordinance:

- A. "Accelerated soil erosion" – The increased loss of the land surface that occurs as a result of human activities.
- B. "Act" – The Natural Resources and Environmental Protection Act (1994 PA No. 451 as amended).
- C. "Earth Change" – A human made change in the natural cover or topography of land, including cut and fill activities, which may result in or contribute to accelerated soil erosion or sedimentation of the waters of the State. This includes, but is not limited to, grading and preparation for wells, septic fields, driveways, foundations, backfill, final grade changes and stockpiling of material. "Earth change" does not include the practice of plowing and tilling soil for the purpose of crop production.
- D. "Excavation or cut" – Any act by which soil, clay, gravel, sand, peat or topsoil is cut into, dug, uncovered, removed, displaced, or relocated, and the conditions resulting therefrom.
- E. "Final Completion Notice" – A signed, written statement by the Zoning Department that the permitted earth disturbance has been inspected and found to comply with all Soil

- Erosion and Sedimentation Control plans, specifications, permit conditions and/or supplementary requirements.
- F. “Final Inspection Request” – A statement by the Permittee that the permitted site has been permanently stabilized and can be inspected for final completion.
 - G. “Flood Plain” – That area which would be inundated by a flood having a one percent chance of being equaled or exceeded in any given year.
 - H. “Gardening” – Activities necessary to the growing of plants for personal use, consumption, or enjoyment.
 - I. “Grading” – Any stripping, excavating, filling, stockpiling, or any combination thereof, and shall also include the land in its excavated or filled condition.
 - J. “Minor Project” – A project that results in less than 500 square feet of disturbance area and located more than one hundred (100) feet from the water of the State.
 - K. “Notice of Deficiency” – A written statement by the Department which indicates specific deficiencies of on-site soil erosion and sedimentation control measures, either temporary or permanent, which are required to control soil erosion and sedimentation.
 - L. “Notice of Violation” – A written statement by the Department which indicates specific failures and/or deficiencies of on-site soil erosion and sedimentation control measures, either temporary or permanent, which are required to control soil erosion and sedimentation and identifies the permittee as being in violation of the conditions of the issued Permit, the approved soil erosion and sedimentation control plan, Part 91, or this Ordinance.
 - M. “Part 91” – Part 91, Soil Erosion and Sedimentation Control, of the Act.
 - N. “Permittee or Permit Holder” – The landowner of the land involved in the earth change activity for which a permit is required and to whom a valid permit has been issued.
 - O. “Person” – A natural person, firm corporation, partnership, association, limited liability company, or similar entity or governmental or quasi-governmental entity subject to the jurisdiction of the Township and this Ordinance.
 - P. “Sediment” – Solid particulate matter including both mineral and organic matter that is in suspension in water, is being transported or has been removed from its site of origin by the actions of wind, water, or gravity, and has been deposited elsewhere.
 - Q. “Soil Erosion” – The process by which the ground surface is worn away by action of wind, water, gravity, or a combination thereof.
 - R. “Soil Erosion and Sedimentation Control Permit” – A permit to authorize work to be performed under this Ordinance.

- S. “Stop work order” – A written statement by the Zoning Department indicating that all construction and/or earth change activities, except those specifically identified by said Department, shall be suspended until otherwise indicated.
- T. “Stripping” – Any activity which removes or significantly disturbs the vegetative surface cover, including clearing and grubbing operations.
- U. “Temporary Soil Erosion and Sedimentation Control Measures” – Interim control measures which are installed or constructed for the control of soil erosion and sedimentation until permanent soil erosion and sedimentation control is installed.
- V. “Township” – The Charter Township of Garfield, Grand Traverse County, Michigan, and/or its duly authorized agent or designee.
- W. “Waters of the State” – The Great Lakes and their connecting waters, inland lakes and streams as defined in the rules promulgated under Part 91, and wetlands regulated under Part 303 of the Act.
- X. “Zoning Department” or “Department” – The Charter Township of Garfield Zoning Department.

Section 3. Compliance Required for Site Plan/Plat Approval

No site plan or preliminary plat shall be approved under the terms and conditions of the Charter Township of Garfield Zoning Ordinance and Land Division Ordinance unless the site plan includes soil erosion and sediment control measures consistent with the requirements of this Ordinance and related land development regulations.

Section 4. Compliance Required for Occupancy

- A. No permanent certificate of occupancy for any building shall be issued unless the applicant for said certificate shall have obtained a Final Completion Notice indicating compliance with all plans and specifications and completion of all required permanent soil erosion and sedimentation control measures.
- B. A temporary certificate of occupancy may be issued, at the discretion of the Department, prior to issuance of a Certificate of Completion if the permittee has achieved substantial completion as determined by the Department. “Substantial completion” shall mean satisfactory completion of all aspects of the work except growth of vegetative materials necessary for soil stabilization and minor structural appurtenances. A temporary Certificate of Occupancy shall be conditioned upon a listing of items and procedures to be completed, a schedule of completion, and the furnishing of adequate financial guarantees to insure completion of all such items.

Section 5. Permits and Fees

- A. *Permit requirement.* Except as expressly exempted by this Ordinance or Part 91 of the Act or the rules promulgated thereunder, no person shall perform or cause to be performed any

earth change, until a valid Permit has been issued by Garfield Township Zoning Department for said work. The undertaking of any earth change activity under the authority of any other Authorized Public Agency shall be exempt from this Ordinance. This exception shall not be construed to eliminate requirements that permits be obtained from other agencies.

- B. *Permit application.* A separate application shall be required for each Permit. Said erosion and sedimentation control plans, specifications, and work schedules shall be submitted with each application for a permit.
- C. *Activities requiring a permit.* Except as noted below in Section 5.D, earth changes requiring a soil erosion permit include any of the following:
 - 1. An earth change (including soils from grading activities within or adjacent to the earth change area) that disturbs one (1) or more acres.
 - 2. An earth change within five hundred (500) feet of the Waters of the State.
 - 3. Earth changes involving slopes of twenty percent (20%) or greater.
- D. *Logging, mining, or land plowing or tilling; permit exemption; "mining" defined.*
 - 1. Subject to subsection 2, a person engaged in the logging industry, the mining industry or the plowing or tilling of land for the purpose of crop production or harvesting of crops is not required to obtain a permit under this part. However, all earth changes associated with the activities listed in this section shall conform to the same standards as if they required a permit under this part. The exemption from obtaining a permit under this subsection does not include either of the following:
 - a) Access roads to and from the site where active mining or logging is taking place.
 - b) Ancillary activities associated with logging and mining.
 - 2. This part does not apply to a metallic mineral mining activity that is regulated under a mining and reclamation plan under Part 631 or 634 of the Act or a mining, reclamation, and environmental protection plan under Part 632 of the Act, if the plan contains soil erosion and sedimentation control provisions and is approved by the department.
 - 3. A person is not required to obtain a permit from a county enforcing agency or a municipal enforcing agency for earth changes associated with well locations, surface facilities, flowlines, or access roads relating to oil or gas exploration and development activities regulated under Part 615 of the Act or mineral well exploration and development activities regulated under Part 625 of the Act, if the application for a permit to drill and operate contains a soil erosion and sedimentation control plan that is approved by the department under Part 615 or 625 of the Act. However, those earth changes shall conform to the same standards

as required for a permit under this part. This subsection does not apply to multisource commercial hazardous waste disposal well as defined in section 62506a of the Act.

4. As used in this section, “mining” does not include the removal of clay, gravel, sand, peat, or topsoil.

E. Earth change activities not requiring a permit; violations.

1. Notwithstanding any other provision of this part, a person is not required to obtain a permit from a county or municipal enforcing agency for earth changes associated with the following agricultural practices if the earth change activities do not result in or contribute to soil erosion or sedimentation of the waters of the State or a discharge of sediment off-site:
 - a) The construction, maintenance, or removal of fences and fence lines
 - b) The removal of tree or shrub stumps or roots
 - c) The installation of drainage tile, irrigation, or electrical lines
 - d) The construction or maintenance of one (1) or more ponds that meet all of the following:
 - i) The earth change associated with the construction or maintenance is less than five (5) acres.
 - ii) The earth change associated with the construction or maintenance does not result in a discharge of storm water into the waters of the State.
 - iii) The earth change associated with the construction or maintenance is not part of a larger plan of development. As used in this subparagraph, "larger plan of development" means a contiguous area where multiple separate and distinct construction activities are occurring under a single plan as identified in documentation or physical demarcation indicating where construction activities may occur
2. Notwithstanding any other provision of this part, a residential property owner who causes the following activities to be conducted on individual residential property owned and occupied by him or her is not required to obtain a permit under this part if the earth change activities do not result in or contribute to soil erosion or sedimentation of the waters of the State or a discharge of sediment off-site:
 - a) An earth change of a minor nature that is stabilized within 24 hours of the initial earth disturbance.

- b) Gardening, if the natural elevation of the area is not raised.
 - c) Post holes for fencing, decks, utility posts, mailboxes, or similar applications, if no additional grading or earth change occurs for use of the post holes.
 - d) Removal of tree stumps, shrub stumps, or roots resulting in an earth change not to exceed one hundred (100) square feet.
 - e) All the following activities, if soil erosion and sedimentation controls are implemented, the earth change is stabilized within twenty-four (24) hours of the initial earth disturbance, and soil erosion or sedimentation to adjacent properties or the waters of the State has not or will not reasonably occur:
 - i) Planting of trees, shrubs or similar plants;
 - ii) Seeding or reseeding of lawns of less than one (1) acre if the seeded area is at least one hundred (100) feet from the waters of the State;
 - iii) Seeding or reseeding of lawns closer to one hundred (100) feet of the waters of the State if the area to be seeded or reseeded does not exceed one hundred (100) square feet;
 - iv) The temporary stockpiling of soil, sand, or gravel not greater than a total of ten (10) cubic yards on the property if the stockpiling occurs at least one hundred (100) feet from the waters of the State.
 - f) Those activities exempted from permit requirements by Section 9115 and 9115a of Part 91 of the Act and the rules promulgated under Part 91.
3. Exemptions provided in this Section shall not be construed as exemptions from enforcement procedures under this Ordinance, Part 91 or said rules if the exempted activities cause or result in a violation of this Ordinance, Part 91 or the rules.

F. *Application data required.* The soil erosion and sedimentation plans and specifications accompanying the Permit application shall contain the following data:

- 1. A site location sketch at the scale of not greater than one (1) inch to two hundred (200) feet, indicating the site location and proximity of any proposed earth change to lakes or streams.
- 2. A boundary line survey of the site on which the work is to be performed.
- 3. Name, address, and telephone number of the landowner, contractor, Authorized Agent and the one-site contact, as applicable.

4. A schedule indicating the anticipated starting and completion dates of the development's construction sequence and the time of exposure of each area prior to the installation of permanent soil erosion sediment control measures.
5. A statement of the quantity of excavation and fill involved.
6. The estimated total cost of the required temporary and permanent soil erosion and sedimentation control measures.
7. A plan of the site at a scale not greater than one (1) inch to one hundred (100) feet showing:
 - a) Legal description of property;
 - b) Physical limits of each proposed earth change;
 - c) Existing topography at a maximum of two (2) foot contour intervals;
 - d) Proposed final topography at a maximum of two (2) foot contour intervals;
 - e) Location of any structure or natural feature on the site;
 - f) Location of any structure or natural feature on the land adjacent to the site and within fifty (50) feet of the site boundary lines;
 - g) Location of any proposed additional structures or development on the site;
 - h) Elevations, dimensions, location, extent, and the slope of all proposed grading (including building and driveway grades);
 - i) Plans of all drainage provisions, dewatering facilities, retaining walls, ribbing, planting, and all temporary and permanent soil erosion and sedimentation control measures to be constructed in connection with, or as a part of, the proposed work together with a map showing the drainage area of land tributary to the site, project timing and sequencing, and estimated runoff of the area served by any streams;
 - j) Existing soil types based on the Unified Soil Classification System or Natural Resources Conservation Service soil classification;
 - k) A program proposal for the continued maintenance of all permanent Soil Erosion and Sedimentation Control measures that remain after project completion, including the designation of the person responsible for the maintenance. Maintenance responsibilities shall become a part of any sales or exchange agreement for the land on which the permanent Soil Erosion Control measures are located.

- 1) Other information or data as may be required by the Township Zoning Department, such as a soil investigation report which shall include, but not be limited to, data regarding the nature, distribution and supporting ability of existing soils and/or rock on the site.
8. The Department may grant a permit waiver for an earth change after receiving a signed affidavit from the landowner that the earth change will disturb less than two hundred twenty-five (225) square feet and that the earth change will not contribute sediment to lakes or streams.
- G. *Fees.* At the time of filing an application for a Permit, fees shall be paid the Township in accordance with the fee schedule adopted and as may be amended from time to time by Resolution of the Charter Township of Garfield Board of Trustees.

Section 6. Financial Guarantee

A Permit shall not be issued unless the permittee shall first post with the Township a bond executed by the landowner and a corporate surety with authority to do business in the State of Michigan as a surety or other security as may be required by this section.

The bond shall be in a form approved by the Township, payable to the Township and in the amount of the estimated total cost of all temporary and permanent soil erosion and sedimentation control measures, and an amount sufficient to assure installation and completion of corrective measures. The total cost shall be estimated by the Applicant and reviewed by the Township Zoning Department. The bond shall include provisions for failure to complete the work on schedule as specified on the Permit. In lieu of a surety bond, the applicant may file with the Township an Irrevocable Letter of Credit in a form approved by the Township's attorney or cash deposit in the amount equal to that which would be required for the surety bond.

Every bond and instrument of credit shall include and every cash deposit shall be made conditioned upon the permittee's compliance with all of the provisions of this Ordinance and all of the terms and conditions of the Permit, and completion of all work contemplated under the Permit within the time limit specified in the Permit or Temporary Certificate of Occupancy, or, if no time limit is specified, within one hundred eighty (180) days after the date of the issuance of the Permit.

For Minor Projects and the construction of new single family residential homes, the Zoning Administrator or other designated person within the Department may waive financial guarantees that would otherwise be required by this section.

Section 7. Extension of Time

If the permittee is unable to complete the work within the specified time, the permittee may, at least ten (10) days prior to the expiration of the permit, present in writing to the Department a request for an extension of time setting forth the reasons for the requested extension. If an extension is warranted, the Department may grant a permit extension with a new expiration date for the completion of the work, but no such extension shall release the owner or surety on the bond or the person furnishing the instrument of credit or cash bond.

Section 8. Failure to Complete Work

In the event of failure to complete the work or failure to comply with all the requirements, conditions and terms of the permit, the Department may proceed with corrective actions as described in Section 18, Enforcement.

Section 9. Denial of Permit

Permits shall not be issued where:

- A. The proposed work would cause hazards to the public safety and welfare; or
- B. The work as proposed by the applicant will permanently or unreasonable damage any public or private property or interfere with any existing drainage course in such a manner as to cause damage to any adjacent property or result in the deposit of debris or sediment on any public way or into any waterway to create an unreasonable hazard to persons or property; or
- C. The land area for which earth change is proposed is subject to geological hazard to the extent that no reasonable amount of corrective work can eliminate or sufficiently reduce settlement, slope instability, or any other such hazard to persons or property; or
- D. The land area for which the work is proposed may lie within the flood plain of any stream or watercourse (not specifically designated and delineated by the Township as an area subject to flood hazard), unless a hydrologic report, prepared by a professional engineer, is submitted to certify that the proposed grading will have no detrimental influence on the public welfare or upon the total development of the watershed.

Section 10. Work and Plans Approved Prior to Adoption of this Ordinance

Work pursuant to plans and permits issued by an approving agency prior to adoption of this Ordinance may proceed to completion pursuant to said previously approved plans and permits. However, any modification of said plans or work shall comply with the terms and requirements of this Ordinance, as well as those of the prior approving agency.

Section 11. Modification of Approved Soil Erosion and Sedimentation Control Plans

- A. All modifications of the approved soil erosion and sedimentation control plans must be submitted and approved by the Department. All necessary sustaining reports shall be submitted with any proposal to modify the approved soil erosion and sedimentation control plan.
- B. No earth change in connection with any proposed modifications shall be permitted without the approval of the Department.
- C. If an earth change in connection with any proposed modification commences or is completed prior to approval of the proposed change by the Department, the Department will issue a notice of violation and the existing permit for the site may, at the sole discretion

of the Department, be revoked if it is judged necessary in order to ensure that the purpose of this Ordinance is achieved. If the permit is revoked, no further work on the site will be allowed until a new permit has been issued by the Department and all applicable permit fees paid.

Section 12. Responsibility of Permittee and Owner

During earth change operations and until completion, the permittee and the owner of the property to which the Permit pertains shall be responsible for:

- A. The prevention of damage to any public utilities or services within the limits of the permitted work along any routes of travel of the equipment;
- B. The prevention of damage and/or repair damage caused to adjacent property. No person shall engage in grading or earth change on land so close to the property line as to endanger any adjoining public street, sidewalk, alley or any public or private property without supporting and protecting such property from settling, cracking or other damage which might result.
- C. Carrying out the proposed work in accordance with all the requirements of the Permit, the approved soil erosion and sedimentation control plans, and this Ordinance.
- D. The prompt removal of all soil, miscellaneous debris, or other materials applied, dumped, or otherwise deposited on streets, highways, sidewalks, or other thoroughfares, either public or private, during transit to and from the construction site.

Section 13. General Requirements

- A. Any earth changes shall be conducted in such manner so as to effectively reduce accelerated soil erosion and resulting off-site sedimentation.
- B. All earth changes shall be designed, constructed, and completed such that the time which an area of disturbed land is exposed shall be as limited as possible.
- C. Sediment caused by accelerated soil erosion shall be removed from runoff water before it leaves the site of the earth change. Any sediment caused by accelerated soil erosion which is deposited on any lands not specifically covered by an authorized Permit or deposited in the waters of the State shall be promptly removed in accordance with all necessary State, County, and local regulations at the sole expense of the permittee. Any restoration and/or stabilization measures required due to said sediment removal shall also be installed by and at the sole expense of the permittee.
- D. Any temporary or permanent facility designed and constructed for the conveyance of water around, through or from the earth change area shall be designed to limit the water flow to a non-erosive velocity.
- E. Temporary soil erosion and sedimentation control measures shall be installed before or upon commencement of the earth change activity and said measures shall be daily

maintained. Temporary soil erosion and sediment control measures shall be removed after permanent soil erosion measures are in place and the area is stabilized. The area shall be stabilized with permanent soil erosion control measures under approved standards and specifications as described by the Permit, this Ordinance and Part 91.

- F. Permanent soil erosion control measures for all slopes, channels, ditches or any disturbed land area shall be implemented within five (5) calendar days after final grading of the final earth change has been completed. Where significant earth change ceases, temporary soil erosion control measures shall be implemented within five (5) calendar days. All temporary soil erosion control measures shall be maintained until permanent soil erosion control measures are implemented.
- G. Prior to the release of the required Bond, Irrevocable Letter of Credit or cash deposit, temporary soil erosion and sedimentation control measures shall be removed and earth change areas stabilized with permanent soil erosion control measures.
- H. The requirements of the Permit shall run with the land and no transfer of the land prior to completion of the work and termination of the Permit shall relieve the permittee and property owner of the obligations enumerated in this Ordinance.

Section 14. Incorporation of Part 91 and Rules Promulgated Thereunder

Except where the requirements of this Ordinance are more restrictive, this Ordinance incorporates by reference Part 91 of the Act and the rules promulgated thereunder. All persons engaged in earth changes shall design, implement, and maintain acceptable soil erosion and sedimentation control measures, in conformance with Part 91, Soil Erosion and Sedimentation Control, Natural Resource and Environmental Protection Act, Act 451 of Public Acts of 1994, and all administrative rules promulgated pursuant thereto

Section 15. Maintenance Requirements

Persons implementing soil erosion and sediment control measures under this Ordinance and all subsequent owners of property on which such measures have been taken shall maintain all permanent erosion control measures, retaining walls, structures, plantings and/or other protective measures. If a maintenance agreement is deemed necessary by the Zoning Department, the property owner shall be required to execute said agreement and such deed restrictions as may be appropriate to guarantee maintenance of permanent sedimentation and erosion control measures and facilities.

Section 16. Variance and Exceptions

- A. In addition to exemptions provided elsewhere in this Ordinance, no permits shall be required for the following:
 - 1. Those activities exempted from permitted by Sections 9115 and 9115a of Part 91 of the Act and the rules promulgated under Part 91;

2. Notwithstanding exemption for permit issuance, those operations and constructions which are exempted shall comply with the rules and regulations concerning grading and erosion specified in this Ordinance.

Section 17. Inspection

The requirements of this Ordinance shall be enforced by the Department. The Department shall inspect the work and may require inspection or testing by a soil engineer or by a soil testing agency approved by said Department, unless it is determined by that Department that such inspection requirements may be waived due to the non-hazardous nature of the earth change.

Upon completion of all work specified in approved soil erosion and sedimentation control plans and other requirements, the Applicant shall file with the Department a final inspection request. The Department shall inspect the completed work and, upon determination of satisfactory completion, issue a Notice of Final Completion. If the Department finds any existing conditions not in accordance with any application, Permit, approved plan or subsequent requirements, further work shall not be allowed until approval of a revised soil erosion and sedimentation control plan has been granted by the Department.

Section 18. Enforcement

- A. If the Permittee fails to complete the work or fails to comply with the requirements, conditions, and terms of the permit and/or subsequent requirements, including a Temporary Occupancy Permit, the Department shall issue a Notice of Deficiency. The issued notice shall provide a description of any deficiencies as well as the required corrective action(s). The permittee shall complete the required corrective actions within the five (5) days of receiving the issued notice. If permittee fails to comply with all requirements of the Notice of Deficiency, the Department will issue a Notice of Violation and/or a Stop Work Order.
- B. If a Notice of Violation is issued, the Department may order such work as is necessary to stabilize the site and eliminate any danger to persons, property, or natural resources. Such work will be completed by an assigned agent of the Department. The Permittee and the surety executing the bond or person issuing the instrument of credit or making the cash deposit as required in Section 6 shall be firmly bound under a continuing obligation for the payment of all costs and expenses that may be incurred by the Township in causing all such work to be performed. In the case of a cash deposit, any unused portion thereof will be refunded to the permittee. If the financial guarantee is insufficient, the permittee shall deposit an amount equal to the deficiency.
- C. If the Department finds it necessary to issue a Notice of Violation to permittee, the Department may require a One Thousand Dollars (\$1,000) cash performance deposit for each subsequent single residential Permit issued to that applicant. The amount of the performance deposit required for any other type of activity shall be determined by the Department at the time of application.
- D. Notwithstanding the existence or pursuit of any other remedy, the Township may maintain an action in its own name in any court of competent jurisdiction for an injunction or other process against any person to restrain or prevent violations of this ordinance.

- E. Acceptance of the Permit by Permittee shall constitute Permittee's consent that the Department may enter at all reasonable times in, or upon, any private or public property for the purpose of inspecting and investigation of conditions and practices which may be a violation of the Permit and/or this Ordinance.
- F. Civil Infractions.
 - 1. In addition to remedies for a violation provided in this Ordinance, a person who violates this Ordinance, Part 91 or the rules promulgated thereunder as incorporated herein, shall be liable for payment of a municipal civil infraction and may be ordered to pay a civil fine of not more than Two Thousand Five Hundred Dollars (\$2,500).
 - 2. A person who knowingly violates this Ordinance, Part 91 or said rules, or who knowingly makes a false statement in an application for a Permit or in the Soil Erosion and Sedimentation Control Plan shall be responsible for payment of a civil fine or not more than Ten Thousand Dollars (\$10,000) for each day of violation.
 - 3. A person who knowingly violates this Ordinance, Part 91, or the rules promulgated under Part 91, after receiving a Notice of Deficiency is responsible for payment of a civil fine of not less than Two Thousand Five Hundred Dollars (\$2,500) or more than Twenty-Five Thousand Dollars (\$25,000) for each day of violation.
 - 4. Civil fines collected pursuant to this section shall be deposited with the Township.
 - 5. A default in payment of a civil fine or a cost ordered under this section or installment of a fine or cost may be remedied by any means authorized under the Revised Judicature Act of 1961 (1961 PA 236; MCL 600.101 et seq).
 - 6. In addition to the other remedies provided in this Ordinance, Part 91 or the rules promulgated under Part 91, a person in violation of Part 91 may be liable for damages for injury to or destruction of or loss of natural resources resulting from said violation and may be subject to such injunctive orders as may be appropriate, including orders to cease and desist all such activities and/or to restore the area or the areas affected by the violation to their condition as said condition existed prior to the violation.
 - 7. Persons authorized by the Township Board to enforce municipal civil infractions within the Township are authorized to enforce the provisions of this Ordinance.

Section 19. Designation of Municipal Enforcing Agency

Upon adoption of this Ordinance by the Charter Township of Garfield Township Board, the Zoning Department will be designated as the municipal enforcing agency and is responsible for the administration and enforcement of this Ordinance.

Section 20. Severability

It is the legislative intent of the Township Board adopting this Ordinance that all provisions hereof shall be liberally construed to protect the public health, safety, and general welfare of the inhabitants of the Township and all other persons affected by this Ordinance. Consequently, should any provision of this Ordinance be held to be unconstitutional, invalid or of no effect, such holding shall not be construed as affecting the validity of any of the remaining provisions of this Ordinance, it being the intent of the Charter Township of Garfield Township Board that this Ordinance shall stand and remain in effect, notwithstanding the invalidity of any provision hereof.

Section 21. Effective Date

This Ordinance shall become effective on _____, after its adoption and publication as provided by law and approval by the Michigan Department of Environmental Quality.

At a regular meeting held on _____, a motion was offered by _____, with support from _____, to approve the foregoing Ordinance No. 78. The motion carried as follows in a roll call vote.

Upon roll call vote, the following voted:

YES:

NO:

ABSENT:

ORDINANCE NO. 78 ADOPTED.

Joe McManus, Supervisor

Lanie McManus, Clerk

CERTIFICATE

I, Lanie McManus, the Clerk of Charter Township of Garfield, do hereby certify that the above is a true and correct copy of Ordinance No. 78 which was adopted by the Township Board of the Charter Township of Garfield on the ____ day of _____, 2025. Garfield Township Ordinance No. ____ shall take effect upon the expiration of seven (7) days following publication.

Dated:

Lanie McManus, Clerk

Introduced:

Adopted:

Published:

Effective:

Mike Green

From: Anderson, Matthew (EGLE) <AndersonM70@michigan.gov>
Sent: Wednesday, December 4, 2024 4:06 PM
To: Mike Green
Cc: Jamie Douglass
Subject: RE: Part 91 Draft Ordinance Review - Garfield Township

Caution! This message was sent from outside your organization.

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Hi Mike,

I am reaching out to let you know that the draft ordinance has been approved. The only comment that I have is a minor typo, and it is to edit the following language on Page 8, "The Department may grant~~d~~ a permit waiver for an earth change after receiving a signed affidavit from the landowner that the earth change will disturb less than two hundred twenty-five (225) square feet and that the earth change will not contribute sediment to lakes or streams." Just a minor typo, changing "grand" to "grant" and eliminating the double period at the end.

As far as next steps are concerned:

1. A draft ordinance approval letter will be sent out in the next couple of days from my side.
2. The next step for your side of things will be the township's adoption of the ordinance. Upon official adoption of the ordinance, a physical copy of the ordinance and proof of adoption by the township/city clerk will need to be sent to me at 120 W Chapin St., Cadillac, MI 49601.
3. When I received the adopted ordinance and proof of adoption, I will send a formal approval letter, and the township will be officially approved as a MEA.

Those are going to be the next steps to finish up this process. If you have any questions, please let me know. Great work on putting together this ordinance!

Thank you,

Matt Anderson
Environmental Quality Analyst
Department of Environment, Great Lakes, and Energy
Water Resources Division
120 W Chapin St, Cadillac, MI 49601
Phone: (231) 429-1278

From: Anderson, Matthew (EGLE)
Sent: Friday, November 22, 2024 4:16 PM
To: Mike Green <Mgreen@garfield-twp.com>
Cc: Jamie Douglass <jdouglass@garfield-twp.com>
Subject: RE: Part 91 Draft Ordinance Review - Garfield Township

Hi Mike,

Thank you for the submission and revisions. I am planning on reviewing all of the documentation next week and will be meeting with our program chair for approval of the ordinance. I will plan on following up with you regarding our decision shortly after the Thanksgiving weekend.

Thank you,

Matt Anderson
Environmental Quality Analyst
Department of Environment, Great Lakes, and Energy
Water Resources Division
120 W Chapin St, Cadillac, MI 49601
Phone: (231) 429-1278

From: Mike Green <Mgreen@garfield-twp.com>
Sent: Wednesday, November 20, 2024 8:57 AM
To: Anderson, Matthew (EGLE) <AndersonM70@michigan.gov>
Cc: Jamie Douglass <jdouglass@garfield-twp.com>
Subject: RE: Part 91 Draft Ordinance Review - Garfield Township

CAUTION: This is an External email. Please send suspicious emails to abuse@michigan.gov

Good morning, Matthew,

Please accept the submittal of our revised Draft SESC Ordinance and Permit Template per your comments and the revised Fee Schedule per comments made by Brent Wheat from Grand Traverse County. I am hopeful that the revised items have addressed all the deficiencies raised in your review and have addressed the comments made by Brent Wheat regarding the Fee Schedule. I also wanted to note that I have included two versions of the permit template created through our BS&A Permits program so you can see the blank template and a filled-out permit generated by the program.

Sincerely,

Michael Green
Zoning Administrator
Charter Township of Garfield
Phone: 231-941-1620 x 230
Website: www.garfield-twp.com

From: Anderson, Matthew (EGLE) <AndersonM70@michigan.gov>
Sent: Thursday, October 17, 2024 2:37 PM
To: Mike Green <Mgreen@garfield-twp.com>
Subject: Part 91 Draft Ordinance Review - Garfield Township

Hi Mike,

Attached are the documents following our review of the draft ordinance. As we discussed, there are some revisions required and are detailed in this correspondence. If you have any questions regarding the comments and required changes, please feel free to let me know. A brief summary of the attachments is below.

1. Part 91 Draft Ordinance Review – Letter describing what is required to be done, and next steps.
2. Charter Township of Garfield draft ordinance comments – pdf of the ordinance with comments in red.
3. Charter Township of Garfield seeking approval as MEA for Part 91 email attachment – Comments received from Grand Tra

Matt Anderson
Environmental Quality Analyst
Department of Environment, Great Lakes, and Energy
Water Resources Division
120 W Chapin St, Cadillac, MI 49601
Phone: (231) 429-1278

PLAYGROUND CURBING PROPOSAL

Per purchasing policy, we obtained three bids from three different concrete companies to install the concrete curbing around the new playground structure at River East Recreation Area. Everyone seems to agree that the curbing is a necessary product in order to protect the pour in place (PIP) surface that the playground will be installed on. The curbing will provide a protective barrier between the PIP surface and mowers, weed trimmers, etc.

Game Time/Sinclair Recreation

\$12,478.00

The Concrete Artisans

\$10,175.00

Kent Concrete

\$15,335

Although The Concrete Artisans is a cheaper option, I would recommend considering Game Time/Sinclair Recreation as they are the company installing the playground and would allow for a "one-stop shopping" scenario which would avoid a 3rd party working with the playground installers and eliminate scheduling conflicts, etc. A to Z would be completed by the same company and hopefully streamline completion of the project.

Attachments:

Game Time/Sinclair Recreation quote

The Concrete Artisans quote

Kent Concrete quote

Thank you,

Sean Kehoe

Garfield Township Parks



GameTime c/o Sinclair Recreation
176 E Lakewood Blvd
Holland, MI 49424
Ph: 800-444-4954
Fax: 616-392-8634

11/13/2024
Quote #
105100-01-07

River East Park - Concrete curbing

Garfield Township
Attn: Sean Kehoe
0466 W. Sharon Rd.
Fife Lake, MI 49633
United States
skehoe@garfield-twp.com

Ship to Zip 49633

Quantity	Part #	Description	Unit Price	Amount
367	CCURB	Installation - Furnish and install concrete curbing to surround playground perimeter	\$34.00	\$12,478.00
Contract: OMNIA #2017001134			Sub Total	\$12,478.00
			Total	\$12,478.00

This quotation is subject to policies in the current GameTime Playground Catalog and the following terms and conditions. Our quotation is based on shipment of all items at one time to a single destination, unless noted, and changes are subject to price adjustment. Purchases to be supported by your written purchase order made out to GAMETIME C/O SINCLAIR RECREATION. **A 2.5% PROCESSING FEE WILL BE ADDED TO ALL ORDERS PAID VIA CREDIT CARD.**

Payment terms: Net 30 days for tax supported governmental agencies. A 1.5% per month finance charge will be imposed on all past due accounts. Equipment shall be invoiced separately from other services and shall be payable in advance of those services and project completion. Retainage not accepted.

Installation: Shall be by a Certified GameTime Installer. Customer shall be responsible for scheduling coordination and site preparation. Site should be level and permit installation equipment access. Purchaser shall be responsible for unknown conditions such as buried utilities, tree stumps, bedrock or any concealed materials or conditions that may result in additional labor or material costs. Payment terms for installation is Net 10 Days.

NOTE: PRICING **DOES NOT** INCLUDE ANY DAVIS BACON OR PREVAILING WAGE RATES UNLESS SPECIFICALLY IDENTIFIED ABOVE IN QUOTE. THERE WILL BE A BACKCHARGE FOR THE INSTALLATION TO BE DONE THROUGH FELT, PEASTONE, SURFACING, OR WOODCHIPS, UNLESS SPECIFICALLY LISTED IN ABOVE QUOTE.

Submittals: Our design proposal reflects the spirit and intent of the project plans and specifications. While some variations may exist between our quotation and the project design, the differences do not materially affect the intended use. GameTime designs and specifications are unique and not intended to be identical in all respects to other manufacturers. We shall submit for review and approval by the owner's representative detailed drawings depicting the equipment to be furnished accompanied by specifications describing materials. Once approved, these drawings and specifications shall constitute the final documents for the project and shall take precedence over all other requirements.

Exclusions: Unless specifically included, this quotation excludes all site work and landscaping; removal of existing equipment; acceptance of equipment and off-loading; storage of goods prior to installation; equipment assembly and installation; safety surfacing; borders, drainage provisions, or any local/municipal permits or paperwork that may be required.



A PLAYCORE Company

GameTime c/o Sinclair Recreation
176 E Lakewood Blvd
Holland, MI 49424
Ph: 800-444-4954
Fax: 616-392-8634

11/13/2024
Quote #
105100-01-07

River East Park - Concrete curbing

Acceptance of quotation:

Accepted By (printed): _____

Signature: _____

Title: _____

Facsimile: _____

Email: _____

P.O. No: _____

Please make P.O.s out to GameTime C/O Sinclair Recreation

Date: _____

Phone: _____

Purchase Amount: \$12,478.00

REQUIRED ORDER INFORMATION:

Bill To: _____

Contact: _____

Address: _____

Address: _____

City, State, Zip: _____

Tel: _____

(For Accounts Payable)

Email: _____

Ship To: _____

Contact: _____

Address: _____

Address: _____

City, State, Zip: _____

Tel: _____

(To call before delivery)

Email: _____

COLOR SELECTIONS: _____

SALES TAX EXEMPTION CERTIFICATE #: _____ (PLEASE PROVIDE A COPY OF CERTIFICATE)

NOTE: IF INSTALLATION IS BEING QUOTED, THERE WILL BE A BACKCHARGE FOR THE INSTALLATION TO BE DONE THROUGH FELT, PEASTONE, SURFACING, OR WOODCHIPS. PRICING VALID FOR 30 DAYS FROM THE DATE OF QUOTATION UNLESS OTHERWISE NOTED. ANY MODIFICATIONS TO AN ACCEPTED QUOTATION MUST BE DOCUMENTED IN WRITING OR WITH A NEW OR SEPARATE QUOTE. VERBAL MODIFICATIONS TO PREVIOUSLY SIGNED QUOTES WILL NOT BE ACCEPTED.

CA

THE CONCRETE ARTISANS

PROPOSAL SUBMITTED TO:		DATE	PROPOSAL #
Garfield Township Sean Kehoe		11/21/2024	4189
		PLAN REVISION	PROJECT
		Print 11/13/24	River East Recreation Concrete Curb
QUANTITY	PROPOSAL DESCRIPTION		
367	L.F. Formed & Finished Concrete Curb At Perimeter Of Playground (6" Wx 12" Deep) (4000PSI, Crushed Limestone, Broom Finish)		
1			
	Concrete Pump Truck Fee		
	NOTES: - Proposal is based on grade being +/- 1" - Concrete Pump If Required, Not Included. - Proposal is based on project being completed in one phase. - Redi-Mix price subject to change January 1st, 2025. - Temporary heat & frost protection not included in bid.		
	OPTIONS: - Option For Additional 4" Concrete Sidewalk (4000PSI, Crushed Limestone, Broom Finish) Add \$9.50 S.F. To Total Below - If Pump Truck Is Not Required For Efficient Concrete Placement Deduct \$850.00 From Total Below.		
	Contact : Sean 944-3639		

To accept this proposal please sign and return. Proposal is good for 30 days. SIGNATURE _____	Total \$10,175.00
--	-----------------------------

STAMPED CONCRETE ~ POLISHED CONCRETE ~ EPOXY FLOORING ~ DECORATIVE CONCRETE ~ FLATWORK

10522 MATCHETT RD KINGSLEY MICHIGAN 49649 ~ OFFICE: 231.263.0090
WWW.THECONCRETEARTISANS.COM ~ INFO@THECONCRETEARTISANS.COM

CONCRETE PROPOSAL

11-26-2024

Charter Township of Garfield
3848 Verterans DR
Traverse City, MI, 49684

Attn: Sean Kehoe

Garfield Township River East Recreation Area

Kent Concrete proposes to furnish labor and materials based on the "Garfield – River East Park - 2024" print sets dated 11/13/2024 as follows.

Site Concrete

- Form, pour and finish approx.
 - 336' of 6"x12" square curb.
 - 1/4" tooled exposed edge
 - Assumes expansion joints at 100'.
- Curb to receive broom finish top.
- 4,000 PSI air-entrained concrete.
- ± 8 yds of concrete furnished and placed.
- Dedicated Project Manager
- Dedicated Field Superintendent
- Site safety walkthrough
- Excludes excavation and surveying.
- Excludes prevailing wages

For the sum of \$15,335

Exclusions

This Proposal excludes: admixtures unless noted, temporary heat, heated materials and winter conditions unless noted, joint sealants, epoxy finish, polish finish, slab sealants unless noted, epoxy rebar unless noted, furnishing of bollards, staking, waterproofing, insulation unless noted, temporary enclosures, traffic control, dewatering, excavation and backfill, prevailing wages, testing, any finish other than as cast unless specified in post bid, permits and security

This proposal is good for 30 days and conditioned upon the acceptance of the Terms and Conditions attached as Exhibit A or conditioned upon entering a mutually agreed upon written agreement. Questions regarding this project should be directed to **Scott Johnson** at (231) 590-4596. Please do not hesitate to call.

A handwritten signature in black ink that reads "Scott Johnson".

Scott Johnson, Business Development Manager
scott.johnson@kentcompanies.com

Exhibit A: Terms and Conditions

1. Allowing Kent Companies, Inc. ("Kent") to commence work or preparation for work or Customer's signature on this Proposal will constitute acceptance by Customer of this Proposal. In the event of any conflict between the terms of this Proposal and any other document, writing, agreement or source, this Proposal shall govern.
2. Kent's schedule of values shall be used to determine progress payments. All sums shall be paid within 30 days of proper request for payment. All sums not paid when due shall bear interest at the rate of 1 1/2 % per month from the due date until paid or the maximum rate permitted by law, whichever is less. Kent shall be entitled to recover from Customer all costs of collection, including reasonable attorneys' fees. Furthermore, Kent shall be entitled to stop work for nonpayment upon two (2) days written notice to Customer. Nothing herein shall be construed to limit any other remedies for breach or nonpayment Kent may have at law or equity.
3. The proper venue to resolve any dispute arising under the subcontract shall be the place where the project is located. The laws of the place where the project is located shall govern all disputes, notwithstanding conflicts of law principles.
4. Kent shall be entitled to equitable adjustments of the Proposal price, including but not limited to any increased costs of labor, supervision, equipment or materials, and reasonable overhead and profit, for any modification of the project schedule differing from the bid schedule, and for any other delays, acceleration, out-of-sequence work and schedule changes beyond Kent's reasonable control, including but not limited to those caused by labor unrest, fires floods, acts of nature of government, wars, embargos, vendor priorities and allocations, transportation delays, suspension of work for non-payment or as ordered by Customer, or other delays caused by Customer or others.
5. This Proposal, including without limitation the price and scope, may not be modified except by a written change order signed by both Kent and Customer. Kent shall have no obligation to perform any additional work until a change order is signed by both Kent and Customer. Costs for work associated with approved change orders shall be billed during the same billing period they are incurred, regardless of whether Customer has fully processed a change order.
6. Kent does not accept the risk of Customer's receipt of payments from any source, and in no event will payments to Kent be based upon, or subject to, Customer's receipt of payment for Kent's work from any source. Payments received by Customer for Kent's work shall be held in trust and used solely for the benefit of Kent and those for whom Kent is responsible.
7. For a period of one (1) year from the date Kent completes its work, Kent will repair or replace any structure or portion of a structure that Kent or its subcontractors installed pursuant to this Proposal that is shown to be materially defective as a result of faulty workmanship or faulty material, ordinary wear and tear and damage caused by third parties excepted. All warranties of merchantability and fitness for a particular purpose are hereby disclaimed Kent. All materials shall be furnished in accordance with the respective industry tolerances of color variation, thickness, size, finish, texture and performance standards. All warranty claims must be received by Kent not more than one (1) year after completion of Kent's work, and Kent must be provided a reasonable opportunity to inspect and make corrections, or such warranty claims are barred. Kent shall have no obligation to honor its warranty unless final payment has been made.
8. Kent is not responsible for special, incidental or consequential damages and Kent's liability for delay damages shall not exceed 5% of the original subcontract amount. Kent is not responsible for damage to its work by the Customer, other trade contractors or any other party not within Kent's reasonable control, and any repair work necessitated by such damage is extra work.
9. The Parties acknowledge, understand and agree that Kent has not and will not be performing any design services that require a license under Michigan law (or the law of the state where the Project is located) related to this Proposal and Project.
10. Kent's liability on any claim of any kind, including without limitation negligence, breach of contract and breach of warranty, for any loss or damage arising out of or connected with this Proposal, or the Work, shall in no case exceed the sum paid to Kent pursuant to this Proposal. No action, regardless of its form and arising out of this Proposal or any Work may be brought against Kent more than two (2) years after the Work is complete.
11. If the parties cannot reach resolution on a matter relating to or arising out of this Proposal, the parties shall endeavor to reach resolution through good faith direct discussions between the parties' representatives, who shall possess the necessary authority to resolve such matter. If the parties' representatives are not able to resolve such matter within five (5) business days of the date of first discussion, the parties shall submit such matter to facilitated mediation. The costs of the mediation shall be shared equally by the parties. If the matter remains unresolved, the parties shall submit the matter to litigation in Kent County, Michigan. The costs of litigation and reasonable attorneys' fees shall be borne by the non-prevailing party, as determined by the judge.
12. Kent Companies accepts cash, check or credit cards. A 3% convenience fee will be added to the total invoice amount if paying by credit card.



Charter Township of Garfield

Grand Traverse County

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

TO: Garfield Township Board
FROM: Chloe Macomber, Treasurer
DATE: December 3, 2024
SUBJECT: Final ARPA Funds Obligation

Dear Township Board:

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

The \$1,864,273.88 in funding received by the Township must be obligated and under contract by December 31, 2024 and fully spent by December 31, 2026.

Careful consideration was made in deciding what projects would best meet the community's needs and be the best use of these federal dollars. In an attempt to follow our original spending plan, many hurdles presented themselves and not all of the original projects were able to obligated, or under contract, by the end of this year. In order not lose the federal dollars we will be allocating the balance that is unobligated to our 2024 sheriff's contract in the amount of \$358,483.72.

Please find the following a spreadsheet with the breakdown of how all of the funds were allocated. In order to prevent any dollars from being returned I am asking the board to approve the final spending plan with the following suggested motion:

MOTION TO approve the Final ARPA Spending Plan and to approve allocating \$358,483.72 to the Township's 2024 sheriff's contract.

Respectfully,

Chloe Macomber

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

FINAL ARPA SPENDING PLAN

\$ 1,864,273.88 Total ARPA Funds

ARPA Project	Estimated Total Project Cost	Allocated for Project	Under Contract and Obligated BY DEC 31, 2024	Paid BY DEC 31, 2026	Check # Paid	Signed Contract or Invoice Yes/No	Contract	Invoice
Stoneridge PRV	\$ 731,680.00	\$ 525,000.00	\$ 525,000.00	\$ 525,000.00	1016	Yes	X	X
Board Approved 2/20/24 - Under Contract with Elmers Crane/Dozer								
Hands-Free Drinking Fountains (2) - Silver Lake and River East	\$ 10,000.00	\$ 13,279.21	\$ 13,279.21	\$ 13,279.21	1002 & 1004 & 1005	Yes		X
Park Drinking Fountains ordered from Global Industrial								
Township Hall Drinking Fountain done by invoice from Temperature Control								
River East Recreation Area Amenities (Phase III & Prepurchase of Bathroom Materials)	\$ 342,895.00	\$ 250,000.00	\$ 250,000.00	\$ 12,507.50	1014	Yes		
Board Approved 3/12/24 - Under Contract/Bid Awarded to AJ's Excavating (\$192,895.00)							X	
Bathroom Materials ordered from Norwalk Concrete Industries (not to exceed (\$250,000)								
River East Playground Equipment	\$ 622,000.00	\$ 622,000.00	\$ 622,000.00	\$ -		Yes		
Board Approved 11/12/13 - Under Contract with GameTime c/o Sinclair Recreation								
Barlow/Boardman Lake Loop Connector	\$ 564,073.00	\$ 19,800.00	\$ 19,800.00	\$ 19,800.00	1006 & 1013	Yes	X	
Board Approved Engineering Contract 4/9/24 with GF for \$95,250. Design work underway by GF.								
Kids Creek sidewalk repair along US-31	\$ 13,480.00	\$ 13,480.00	\$ 13,480.00	\$ 13,480.00	1012	Yes		X
Work Completed. Contract signed with Global Asphalt - Board for approved 6/11/24								
Website Update	\$ 40,135.00	\$ 40,135.00	\$ 40,135.00	\$ 19,825.00	1007 & 1009	Yes	X	X
Board approved 4/9/24 - contracts with Civic Clarity (Accunet Web Services) and New Moon								
Entry Signs (17)	\$ 5,200.00	\$ 5,195.95	\$ 5,195.95	\$ 5,195.95		Yes		X
Work completed by Road Commission. Waiting for invoice.								
Planning Office Wall/Door Installation	\$ 20,000.00	\$ 5,125.00	\$ 5,125.00	\$ 5,125.00	1010	Yes		X
Board Approved 3/12/24 - Project completed by Absolute Building Solutions LLC								
Hands-Free Drinking Fountains (2) - Township Hall	\$ 5,000.00	\$ 3,750.00	\$ 3,750.00	\$ 3,750.00	1001	Yes		X
Project completed for \$3,750 by Temperature Control								
Boiler and HVAC	\$ 28,500.00	\$ 7,695.00	\$ 7,695.00	\$ 7,695.00	1011	Yes		X
Board Approved 3/12/24 - Under Contract/Bid Awarded to Temperature Control - some valve replacements paid out of ARPA Balance paid for by EGLE grant from their Community Energy Management Program								
Misc	\$ -	\$ 330.00	\$ 330.00	\$ 330.00	1000	Yes		X
Gourdie-Fraser Project Review for ARPA								
ALLOCATION OF REMAINING APRA FUNDS TO PAY 2024 SHERIFF'S CONTRACT			\$ 358,483.72					
Interest Earned from High Interest Earning Insured Cash Sweep (ICS) Account: \$101,083.63			Total	\$ 1,864,273.88	\$ 625,987.66			
			Balance	\$ -	\$ 1,238,286.22			



GRETCHEN WHITMER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
LANSING

MARLON I. BROWN, DPA
DIRECTOR

Thursday, October 24, 2024

Roy J. Montney, Jr., Attorney
C/O High Tops TC, LLC
rjmontney@m2plc.com

RID # RQ-2408-09782 **Reference/Transaction:** New Class C license; New (3) Add Bar, for total of (4) Bars; New Sunday Sales permit (AM); New Sunday Sales permit (PM) for Class C license – Spirits and Mixed Spirit Drink; New Dance-Entertainment permit; New Extended Hours permit (Dance-Entertainment)

Please let this letter serve as notice the Michigan Liquor Control Commission has referred your application to our Enforcement Division for investigation of your request.

Applicant/Licensee: High Tops TC, LLC

Business address and phone number: 1214 W South Airport Rd, Traverse City, MI 49686

Home address and phone number of partner(s)/subordinates:

Philip E. Beehler, 7525 Cedar Run Rd, Traverse City, MI 49684, C: 231-357-0234
Patricia A. Beehler, 918 Wayne St, Traverse City, MI 49684, C: 231-409-2925

As part of the licensing process, an investigation is required by the Michigan Liquor Control Commission Enforcement Division. The Enforcement investigation will be conducted from the following designated District Office:

Grand Rapids District Office (616) 447-2647

You may contact your designated District Office regarding any appointments or questions on documentation requested by the Investigator. **Failure to provide requested information or to keep scheduled appointments will cause the application to be returned to the Lansing office for cancellation.**

A copy of this notice is also being provided to **Local Governmental Unit** should they wish to submit an opinion on the application or advise of any local non-compliance issues.

Under administrative rule R 436.1105, the Commission shall consider the opinions of the local residents, local legislative body, or local law enforcement agency with regard to the proposed business when determining whether an applicant may be issued a license or permit.

Under administrative rule R 436.1003, the licensee shall comply with all state and local building, plumbing, zoning, sanitation, and health laws, rules, and ordinances as determined by the state and local law enforcements officials who have jurisdiction over the licensee. The licensee must obtain all other required state and local licenses, permits, and approvals before using this license for the sale of alcoholic liquor. Approval of this license by the Michigan Liquor Control Commission does not waive any of these requirements.

MICHIGAN LIQUOR CONTROL COMMISSION
Retail Licensing Division
(866) 813-0011

SR

cc: High Tops TC, LLC: premiercustomhomestc@yahoo.com
Garfield Twp: lmcmamus@garfield-twp.com



Charter Township of Garfield

Grand Traverse County

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

JOE McMANUS
SUPERVISOR

LANIE McMANUS
CLERK

CHLOE MACOMBER
TREASURER

MOLLY AGOSTINELLI, TRUSTEE
LAURIE LAPP, TRUSTEE

** OPEN ** , TRUSTEE
DENISE SCHMUCKAL, TRUSTEE

MEMORANDUM

DATE: November 27, 2024

TO: Township Board Members

FROM: Amy L. DeHaan, Assessor *Ad*

SUBJECT: Consideration of Title Change for Township Policy

Every year you, the Township Board, approves the annual Poverty-Hardship Exemption Policy and Guidelines – as prescribed by the State of Michigan. And, every year there are people who will not apply because of the potential labelling and shame they feel. I believe there are people who very well qualify for the exemption but will not apply because they don't want anyone to know they need help or they aren't willing to admit that they do – they are just too proud.

Frankly, it just sounds derogatory – Poverty-Hardship. But let's face it, it could happen to any one of us tomorrow – and we would be in the same situation.

So, while the State forms will still say "Poverty", I believe we could change the name of our Policy to something that is more positive, optimistic and doesn't come with such a "stigma". Here are a list of ideas but feel free to come up with your own:

Helping Hand Exemption
Hope Exemption
Needs-based Exemption
Life Enhancement Exemption

Living with Dignity (LID) Exemption
Residential Relief Exemption
Garfield Cares Exemption

Please consider approving a new title for this outdated title – that people aren't ashamed to apply for here in Garfield Township.

Amy L DeHaan, MMAO(4)
Assessor

CHARTER TOWNSHIP OF GARFIELD

RESOLUTION 2024-32-T

ADOPTION OF 2025 POVERTY-HARDSHIP EXEMPTION POLICY

WHEREAS, the homestead of persons who, in the judgment of the Supervisor and Board of Review, by reason of poverty, are unable to contribute to the public charges is eligible for exemption in whole or part from taxation under the General Property Tax Act; and

WHEREAS, the Township Board is required by Section 7u of the General Property Tax Act, Public Act 206 of 1893 (MCL 211.7u), to annually adopt guidelines for such exemptions;

NOW, THEREFORE, BE IT HEREBY RESOLVED, pursuant to MCL 211.7u, that the Charter Township of Garfield, Grand Traverse County, adopts the following 2024 Poverty/Hardship Exemption Policy (attached) for the Supervisor and Board of Review to implement.

The rules and regulations shall include, but not be limited to, the specific income and asset levels of the claimant and all persons residing in the household, including any property tax credit returns, filed in the current or immediately preceding year.

To be eligible, a person shall do all the following on an annual basis:

- 1) Be an owner of, and occupy as a homestead, the property for which an exemption is requested.
- 2) File a claim with the Supervisor or Board of Review (Exhibit "A"), accompanied by federal and state income tax returns for all persons residing in the homestead, including any property tax credit returns filed in the immediately preceding year or in the current year. Or, if applicant is not required to file income taxes, complete and file with the Supervisor or Board of Review the Poverty Exemption Affidavit (Michigan Dept of Treasury form 4988 (Exhibit "B")).
- 3) Produce a valid drivers' license or other form of identification if requested.
- 4) Produce a deed, land contract, or other evidence of ownership of the property for which and exemption is requested, *if requested*.
- 5) Annually complete an Affirmation of Ownership and Occupancy to Remain Exempt by Reason of Poverty (from 5739 – Exhibit "C").
- 6) Meet Garfield Township's Income Guidelines, as stated in the attached Poverty/Hardship Exemption Rules, Regulations and Asset Test (Exhibit "D").
- 7) Meet additional eligibility requirements as determined by the Township Board.

BE IT ALSO RESOLVED that the Board of Review shall follow the above stated policy and 2025 Garfield Township Poverty Income guidelines in granting or denying an exemption. If the Board of Review denies a Poverty-Hardship reduction, it must provide a written decision specifying the reasons for the denial to the applicant.

The foregoing resolution offered by Board Member
Board Member

and supported by

Upon roll call vote, the following voted:

Yeas:

Nays:

Abstain:

Absent and Excused:

The Chairman declared the motion carried, and Resolution 2023-32-T duly adopted.

Lanie McManus, Township Clerk

CERTIFICATE

I, Lanie McManus, the duly appointed Township Clerk, hereby certify that the foregoing constitutes a true copy of a Resolution of the Township Board for the Charter Township of Garfield, adopted during a meeting of the Charter Township of Garfield Township Board, Grand Traverse County, Michigan, held on December 10, 2024, at which meeting (7) seven 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 available as required by said Act.

Date: _____

Lanie McManus, Township Clerk

CHARTER TOWNSHIP OF GARFIELD
POVERTY-HARDSHIP EXEMPTION POLICY

The Charter Township of Garfield Board of Review will accept and evaluate applications for a principal residence (homestead) property tax exemption based on the taxpayer's inability to pay or poverty, pursuant to PA 390, 1994 (MCL 211.7u) and Garfield Township Board Resolution #2024-32-T. The applicant shall comply with the following as part of the application (attached):

- Be an owner of, and occupant of, the principal residence for which an exemption is requested.
- Complete an application (Exhibit "A") annually with the Township for a current year poverty exemption request and submit it to the Garfield Township Board of Review AFTER January 1 but before the Thursday prior to the last day of the Board of Review (by law, this is the 2nd Tuesday in December).
- Federal and state income tax returns for all persons residing in the principal residence INCLUDING the Michigan homestead property tax credit claim form, proof of ownership of the homestead (*if requested by the Township*) for the preceding calendar tax year MUST be provided to the Board of Review prior to its poverty exemption determination for the current tax year. If applicant is not required to file income taxes, the Poverty Exemption Affidavit (Michigan Dept. of Treasury form 4988) MUST be completed, signed and attached to the application (Exhibit "B").
- Produce a valid drivers' license or other form of official identification, if requested.
- Annually complete Michigan Department of Treasury form 5739, Affirmation of Ownership and Occupancy to Remain Exempt by Reason of Poverty (Exhibit "C").

The Board of Review will objectively evaluate poverty reduction applications utilizing all available information, including statements, under oath by the applicant upon appearance before the Board of Review. An applicant must apply for a poverty exemption on an annual basis.

In order to qualify for the poverty exemption, an applicant must satisfy a two-part test:

Part One requires the applicant household to satisfy the Garfield Township poverty income guidelines, which are updated annually by Township Board resolution, through its review of the Federal Poverty Guidelines of the US Department of Health and Human Services, incorporated by reference in the attached Poverty-Hardship Exemption Rules, Regulations and Asset Test (Exhibit "D").

Part Two requires the applicant to satisfy an Asset Test based upon the total amount of household assets. An applicant may qualify for the poverty exemption provided the applicant has no more than \$20,500 in total aggregate household assets as listed in the attached Poverty-Hardship Exemption Rules, Regulations and Asset Test.

In the event the applicant meets the foregoing two-part test, as well as all of the general guidelines of Township Board Resolution 2024-32-T and PA 390 of 1994, the applicant shall be exempted from all property taxes for the tax year in question by the Board of Review. If the Board of Review denies a Poverty-Hardship reduction, it must provide a written decision specifying the reasons for the denial to the applicant.

Adopted: December 10, 2024

Effective immediately. This policy and procedures are in force and effect until amended by the Charter Township of Garfield Township Board by resolution.

Application for MCL 211.7u Poverty Exemption

This form is issued under the authority of the General Property Tax Act, Public Act 206 of 1893, MCL 211.7u.

MCL 211.7u of the General Property Tax Act, Public Act 206 of 1893, provides a property tax exemption for the principal residence of persons who, by reason of poverty, are unable to contribute toward the public charges. This application is to be used to apply for the exemption and must be filed with the Board of Review where the property is located. This application may be submitted to the city or township the property is located in each year on or after January 1.

To be considered complete, this application must: 1) be completed in its entirety, 2) include information regarding all members residing within the household, and 3) include all required documentation as listed within the application. Please write legibly and attach additional pages as necessary.

PART 1: PERSONAL INFORMATION — Petitioner must list all required personal information.				
Petitioner's Name			Daytime Phone Number	
Age of Petitioner	Marital Status	Age of Spouse	Number of Legal Dependents	
Property Address of Principal Residence		City	State	ZIP Code
☐ Check if applied for Homestead Property Tax Credit		Amount of Homestead Property Tax Credit		
PART 2: REAL ESTATE INFORMATION				
List the real estate information related to your principal residence. Be prepared to provide a deed, land contract or other evidence of ownership of the property at the Board of Review meeting.				
Property Parcel Code Number		Name of Mortgage Company		
Unpaid Balance Owed on Principal Residence	Monthly Payment	Length of Time at this Residence		
Property Description				
PART 3: ADDITIONAL PROPERTY INFORMATION				
List information related to any other property owned by you or any member residing in the household.				
☐ Check if you own, or are buying, other property. If checked, complete the information below.			Amount of Income Earned from other Property	
1	Property Address	City	State	ZIP Code
	Name of Owner(s)	Assessed Value	Date of Last Taxes Paid	Amount of Taxes Paid
2	Property Address	City	State	ZIP Code
	Name of Owner(s)	Assessed Value	Date of Last Taxes Paid	Amount of Taxes Paid

Continue on Page 2

PART 4: EMPLOYMENT INFORMATION — List your current employment information.

Name of Employer			
Address of Employer	City	State	ZIP Code
Contact Person	Employer Telephone Number		

PART 5: INCOME SOURCES

List all income sources, including but not limited to: salaries, Social Security, rents, pensions, IRAs (individual retirement accounts), unemployment compensation, disability, government pensions, worker's compensation, dividends, claims and judgments from lawsuits, alimony, child support, friend or family contribution, reverse mortgage, or any other source of income, for all persons residing at the property.

Source of Income	Monthly or Annual Income (indicate which)

PART 6: CHECKING, SAVINGS AND INVESTMENT INFORMATION

List any and all savings owned by all household members, including but not limited to: checking accounts, savings accounts, postal savings, credit union shares, certificates of deposit, cash, stocks, bonds, or similar investments, for all persons residing at the property.

Name of Financial Institution or Investments	Amount on Deposit	Current Interest Rate	Name on Account	Value of Investment

PART 7: LIFE INSURANCE — List all policies held by all household members.

Name of Insured	Amount of Policy	Monthly Payments	Policy Paid in Full	Name of Beneficiary	Relationship to Insured

PART 8: MOTOR VEHICLE INFORMATION

All motor vehicles (including motorcycles, motor homes, camper trailers, etc.) held or owned by any person residing within the household must be listed.

Make	Year	Monthly Payment	Balance Owed

Continue on Page 3

PART 9: HOUSEHOLD OCCUPANTS — List all persons living in the household.

First and Last Name	Age	Relationship to Applicant	Place of Employment	\$ Contribution to Family Income

PART 10: PERSONAL DEBT — List all personal debt for all household members.

Creditor	Purpose of Debt	Date of Debt	Original Balance	Monthly Payment	Balance Owed

PART 11: MONTHLY EXPENSE INFORMATION

The amount of monthly expenses related to the principal residence for each category must be listed. Indicate N/A as necessary.

Heating	Electric	Water	Phone
Cable	Food	Clothing	Health Insurance
Garbage	Daycare	Car Expense (gas, repair, etc.)	
Other (type and amount)	Other (type and amount)	Other (type and amount)	
Other (type and amount)	Other (type and amount)	Other (type and amount)	

Continue and sign on Page 4

NOTICE: Per MCL 211.7u(2)(b), federal and state income tax returns for all persons residing in the principal residence, including any property tax credit returns, filed in the immediately preceding year or in the current year must be submitted with this application. Federal and state income tax returns are not required for a person residing in the principal residence if that person was not required to file a federal or state income tax return in the tax year in which the exemption under this section is claimed or in the immediately preceding tax year.

PART 11: POLICY AND GUIDELINES ACKNOWLEDGMENT

The governing body of the local assessing unit shall determine and make available to the public the policy and guidelines used for the granting of exemptions under MCL 211.7u. In order to be eligible for the exemption, the applicant must meet the federal poverty guidelines published in the prior calendar year in the Federal Register by the United States Department of Health and Human Services under its authority to revise the poverty line under 42 USC 9902, or alternative guidelines adopted by the governing body of the local assessing unit so long as the alternative guidelines do not provide income eligibility requirements less than the federal guidelines. The policy and guidelines must include, but are not limited to, the specific income and asset levels of the claimant and total household income and assets. The combined assets of all persons must not exceed the limits set forth in the guidelines adopted by the local assessing unit.

☐ The applicant has reviewed the applicable policy and guidelines adopted by the city or township, including the specific income and asset levels of the claimant and total household income and assets.

PART 12: CERTIFICATION

I hereby certify to the best of my knowledge that the information provided in this form is complete, accurate and I am eligible for the exemption from property taxes pursuant to Michigan Compiled Law, Section 211.7u.

Printed Name	Signature	Date

This application shall be filed after January 1, but before the day prior to the last day of the local unit's December Board of Review.

Decision of the March Board of Review may be appealed by petition to the Michigan Tax Tribunal by July 31 of the current year. A July or December Board of Review decision may be appealed to the Michigan Tax Tribunal by petition within 35 days of decision. A copy of the Board of Review decision must be included with the petition.

Michigan Tax Tribunal
PO Box 30232
Lansing MI 48909

Phone: 517-335-9760
E-mail: taxtrib@michigan.gov

Poverty Exemption Affidavit

This form is issued under authority of Public Act 206 of 1893; MCL 211.7u.

INSTRUCTIONS: When completed, this document must accompany a taxpayer's Application for Poverty Exemption filed with the supervisor or the board of review of the local unit where the property is located. MCL 211.7u provides for a whole or partial property tax exemption on the principal residence of an owner of the property by reason of poverty and the inability to contribute toward the public charges. MCL 211.7u(2)(b) requires proof of eligibility for the exemption be provided to the board of review by supplying copies of federal and state income tax returns for all persons residing in the principal residence, including property tax credit returns, or by filing an affidavit for all persons residing in the residence who were not required to file federal or state income tax returns for the current or preceding tax year.

I, _____, swear and affirm by my signature below that I reside in the principal residence that is the subject of this Application for Poverty Exemption and that for the current tax year and the preceding tax year, I was not required to file a federal or state income tax return.

Address of Principal Residence: _____

Signature of Person Making Affidavit

Date

Affirmation of Ownership and Occupancy to Remain Exempt by Reason of Poverty

This form is issued under the authority of Public Act 253 of 2020.

This form is to be used to affirm ownership, occupancy, and income status. MCL 211.7u(2) provides that, to be eligible for exemption under this section, a person shall, subject to subsection (6) and (8), annually affirm that the applicant owns and occupies, as a principal residence, the property for which an exemption is requested.

PART 1: OWNER INFORMATION — Enter information for the person owning and occupying the residence.			
Owner Name		Owner Telephone Number	
Mailing Address	City	State	ZIP Code
PART 2: LEGAL DESIGNEE INFORMATION (Complete if applicable.)			
Legal Designee Name		Daytime Telephone Number	
Mailing Address	City	State	ZIP Code
PART 3: HOMESTEAD PROPERTY INFORMATION — Enter information for property in which the exemption is being claimed.			
City or Township (check the appropriate box and enter name) ☐ City ☐ Township ☐ Village		County	
Name of Local School District			
Parcel Identification Number		Year(s) Exemption Previously Granted by Board of Review	
Homestead Property Address	City	State	ZIP Code
PART 4: AFFIRMATION OF OWNERSHIP, OCCUPANCY, AND INCOME STATUS (Check all boxes that apply.)			
☐ I own the property in which the exemption is being claimed.			
☐ The property in which the exemption is being claimed is used as my homestead. Homestead is generally defined as any dwelling with its land and buildings where a family makes its home.			
☐ After establishing initial eligibility for the exemption, my income and asset status has remained unchanged and/or I receive a fixed income solely from public assistance that is not subject to significant annual increases beyond the rate of inflation, such as federal Supplemental Security Income or Social Security disability or retirement benefits.			
PART 5: CERTIFICATION			
I hereby certify to the best of my knowledge that the information provided on this form is true and I am eligible to receive an exemption from property taxes by reason of poverty pursuant to Michigan Compiled Law, Section 211.7u.			
Owner or Legal Designee Name (print)		Signature of Owner or Legal Designee	Date
Designee must attach a letter of authority.			
LOCAL GOVERNMENT USE ONLY (DO NOT WRITE BELOW THIS LINE)			
☐ Approved ☐ Denied (Attach appeal instructions and provide to owner.)		Tax Year(s) exemption will be posted to tax roll	
CERTIFICATION — I certify that, to the best of my knowledge, the information contained in this form is complete and accurate.			
Assessor Signature		Date Certified by Assessor	

Charter Township of Garfield

Poverty/Hardship Exemption

Rules, Regulations and Asset Test

EXHIBIT D

Poverty Exemption Information: MCL 211.7u (1) The principal residence of persons who, in the judgment of the supervisor and board of review, by reason of poverty, are unable to contribute toward the public charges is eligible for exemption in whole or in part from taxation under this act. [Excerpt]				
	Test 1: Poverty Income Guidelines		Test 2: Asset Test (if the applicant meets the Poverty Income Guidelines)	
What's involved:	"Table 1" How much INCOME a person can receive per year and be eligible for the Poverty Exemption		"Table 2" Things of Value that a person can own and still be granted a Poverty Exemption	"Table 3" Things of Value that the BOR can consider to decide what percent exemption to grant
What the Law says:	2024 Federal Poverty Income Guidelines		The law protects the applicant's residence. The home, or up to a specified amount of equity in the home, is not considered in determining the percent of the exemption the applicant may receive.	Every township must adopt an asset test, but no specific test is mandated by law. The township board should set a maximum asset amount - in other words, a total value of assets that will likely result in receiving a 0% exemption. This can either be a dollar amount or a percentage of total income.
	Size of Family/Household	Maximum Total Income		
	1	\$15,060		
	2	\$20,440		
	3	\$25,820		
	4	\$31,200		
	5	\$36,580		
	6	\$41,960		
	7	\$47,340		
	8	\$52,720		
	each additional person:	\$5,380		
* Garfield Township's income limits are based on census data of the Median Household Income (2022 US Census Bureau estimate for Grand Traverse County of \$69,393 divided by 2.41 (number of people per household) = \$28,794 Avg Income per person x 60% (low income guidelines for housing in Grand Traverse County)		Based on the assets listed on a poverty exemption application, the Board of Review may grant the applicant a 0% or 100% exemption.		
		----- A township can consider the homestead property tax credit that the applicant is eligible for to calculate the the percentage of poverty exemption to be granted. -----		
Note: The township board can adopt maximum income levels higher than the federal poverty guidelines. A township board can make it easier for a person to be eligible for the poverty exemption, but it cannot make it harder (by adopting lower income levels).		MCL 211.7u(5): "The board of review shall follow the policy and guidelines of the local assessment unit in granting or denying an exemption under this section .		

Charter Township of Garfield **Poverty/Hardship Exemption** **Rules, Regulations and Asset Test**

EXHIBIT D

	Test 1: Poverty Income Guidelines	Test 2: Asset Test (if the applicant meets the Poverty Income Guidelines)
Examples: * According to the US Census Bureau, "income" includes: * Money, wages and salaries before any deductions * Net receipts from nonfarm self-employment. (These are receipts from a person's own business, professional enterprise, or partnership, after deductions for self-employment. * Net receipts from farm self employment. (With the same provisions as above for self-employment.) * Regular payments from social security, railroad retirement, unemployment, workers' compensation, veterans' payments and public assistance. * Alimony, child support, and military family allotments. * Private pensions, government pensions, and regular insurance or annuity payments. * College or university scholarships, grants, fellowships, and assistantships. * Dividends, interest, net rental income, net royalties, periodic receipts from estates or trusts, and net gambling or lottery winnings.		The township may allow a person to own other things, besides the home, and still receive a poverty exemption. Garfield Township, in addition to the principal residence, allows an applicant to own: * Savings, checking accounts, stocks, bonds or other liquid accounts with a combined balance or value of \$6,000 or less. * One vehicle for each household member of driving age. * Tools and other household furnishings, equipment and clothes. * One recreational vehicle or boat with a market value of \$10,000 or less. * Jewelry of a value less than \$2,000, not including wedding and engagement rings. * Coin collections, firearm collections, stamp collections, rock collections, or similar collections, where the value of each collection does not exceed \$2,500. * The TOTAL value of these assets cannot exceed \$20,500. A township may ask applicants to list all of the following types of assets to apply for a poverty exemption (list is not exhaustive): * A second home * Land * Vehicles * Recreational vehicles (campers, motor homes, boats, ATVs, etc.) * Buildings other than residence. * Equity in the residence above a specified amount. * Jewelry * Antiques * Artwork * Equipment * Other personal property of value. * Bank accounts over a specific amount. * Stocks * Money received from sale of property such as stocks, bonds, a house or a car unless a person is in the business of selling such property. * Withdrawals of bank deposits and borrowed money. * Tax refunds, gifts, loans, lump-sum inheritances, one-time insurance pymts. * Food or housing received in lieu of wages and the value of food and fuel produced and consumed on farms. * Federal noncash benefit programs such as Medicare, Medicaid, food stamps, & school lunches.

CHARTER TOWNSHIP OF GARFIELD**2025 GENERAL FUND BUDGET - RESOLUTION 2024-34-T**

WHEREAS, a hearing was held on December 10, 2024 on the General Fund Budget for the fiscal year 2025 for the Charter Township of Garfield.

NOW, THEREFORE, BE IT HEREBY RESOLVED, that the 2025 General Fund Budget of the Charter Township of Garfield of \$5,469,707 revenues and \$5,469,707 expenditures be approved.

Moved:

Supported:

to approve Resolution 2024-34-T, adopting the 2025 General Fund Budget of \$5,469,707 revenues and \$5,469,707 expenditures as appropriated.

Roll call vote:

Yeas:

Nays:

Absent and excused:

The Chairman declared the motion carried and Resolution 2024-34-T adopted this 10th day of December, 2024.

Lanie McManus, Clerk

CERTIFICATION

I, Lanie McManus, Clerk of the Charter Township of Garfield, certify the above is a true and correct copy of Resolution 2024-34-T which was adopted by the Township Board of the Charter Township of Garfield on the 10th day of December, 2024.

Date

Lanie McManus, Clerk

CHARTER TOWNSHIP OF GARFIELD

2025 FIRE FUND BUDGET - RESOLUTION 2024-35-T

WHEREAS, a hearing was held on December 10, 2024 on the Fire Fund Budget for the fiscal year 2025 for the Charter Township of Garfield.

NOW, THEREFORE, BE IT HEREBY RESOLVED, that the 2025 Fire Fund Budget of the Charter Township of Garfield of \$3,368,013 revenues and \$3,368,013 expenditures be approved.

Moved:

Supported:

to approve Resolution 2024-35-T, adopting the 2025 Fire Fund Budget of \$3,368,013 revenues and \$3,368,013 expenditures as appropriated.

Roll call vote:

Yeas:

Nays:

Absent and excused:

The Chairman declared the motion carried and Resolution 2024-35-T adopted this 10th day of December, 2024.

Lanie McManus, Clerk

CERTIFICATION

I, Lanie McManus, Clerk of the Charter Township of Garfield, certify the above is a true and correct copy of Resolution 2024-35-T which was adopted by the Township Board of the Charter Township of Garfield on the 10th day of December, 2024.

Date

Lanie McManus, Clerk

CHARTER TOWNSHIP OF GARFIELD

2025 PUBLIC IMPROVEMENT ROAD FUND BUDGET - RESOLUTION 2024-36-T

WHEREAS, a hearing was held on December 10, 2024 on the Public Improvement Road Fund Budget for the fiscal year 2025 for the Charter Township of Garfield.

NOW, THEREFORE, BE IT HEREBY RESOLVED, that the 2025 Public Improvement Road Fund Budget of the Charter Township of Garfield of \$300,000 revenues and \$300,000 expenditures be approved.

Moved:

Supported:

to approve Resolution 2024-36-T, adopting the 2025 Public Improvement Road Fund Budget of \$300,000 revenues and \$300,000 expenditures as appropriated.

Roll call vote:

Yeas:

Nays:

Absent and excused:

The Chairman declared the motion carried and Resolution 2024-36-T adopted this 10th day of December, 2024.

Lanie McManus, Clerk

CERTIFICATION

I, Lanie McManus, Clerk of the Charter Township of Garfield, certify the above is a true and correct copy of Resolution 2024-36-T which was adopted by the Township Board of the Charter Township of Garfield on the 10th day of December, 2024.

Date

Lanie McManus, Clerk

CHARTER TOWNSHIP OF GARFIELD**2025 BUDGET STABILIZATION FUND BUDGET - RESOLUTION 2024-37-T**

WHEREAS, a hearing was held on December 10, 2024 on the Budget Stabilization Fund Budget for the fiscal year 2025 for the Charter Township of Garfield.

NOW, THEREFORE, BE IT HEREBY RESOLVED, that the 2025 Budget Stabilization Fund Budget of the Charter Township of Garfield of \$ 0.00 revenues and \$ 0.00 expenditures be approved.

Moved:

Supported:

to approve Resolution 2024-37-T, adopting the 2025 Budget Stabilization Fund Budget of \$ 0.00 revenues and \$ 0.00 expenditures as appropriated.

Roll call vote:

Yeas:

Nays:

Absent and excused:

The Chairman declared the motion carried and Resolution 2024-37-T adopted this 10th day of December, 2024.

Lanie McManus, Clerk

CERTIFICATION

I, Lanie McManus, Clerk of the Charter Township of Garfield, certify the above is a true and correct copy of Resolution 2024-37-T which was adopted by the Township Board of the Charter Township of Garfield on the 10th day of December, 2024.

Date

Lanie McManus, Clerk

CHARTER TOWNSHIP OF GARFIELD

2025 DPW FUND BUDGET - RESOLUTION 2024-38-T

WHEREAS, a hearing was held on December 10, 2024 on the DPW Fund Budget for the fiscal year 2025 for the Charter Township of Garfield.

NOW, THEREFORE, BE IT HEREBY RESOLVED, that the 2025 DPW Fund Budget of the Charter Township of Garfield of \$ 0.00 revenues and \$ 0.00 expenditures be approved.

Moved:

Supported:

to approve Resolution 2024-38-T, adopting the 2025 DPW Fund Budget of \$ 0.00 revenues and \$0.00 expenditures as appropriated.

Roll call vote:

Yeas:

Nays:

Absent and excused:

The Chairman declared the motion carried and Resolution 2024-38-T adopted this 10th day of December, 2024.

Lanie McManus, Clerk

CERTIFICATION

I, Lanie McManus, Clerk of the Charter Township of Garfield, certify the above is a true and correct copy of Resolution 2024-38-T which was adopted by the Township Board of the Charter Township of Garfield on the 10th day of December, 2024.

Date

Lanie McManus, Clerk

CHARTER TOWNSHIP OF GARFIELD**2025 PARK SYSTEM FUND BUDGET - RESOLUTION 2024-39-T**

WHEREAS, a hearing was held on December 10, 2024 on the Park System Fund Budget for the fiscal year 2025 for the Charter Township of Garfield.

NOW, THEREFORE, BE IT HEREBY RESOLVED, that the 2025 Park System Fund Budget of the Charter Township of Garfield of \$751,284.81 revenues and \$751,284.81 expenditures be approved.

Moved:

Supported:

to approve Resolution 2024-39-T, adopting the 2025 Park System Fund Budget of \$751,284.81 revenues and \$751,284.81 expenditures as appropriated.

Roll call vote:

Yeas:

Nays:

Absent and excused:

The Chairman declared the motion carried and Resolution 2024-39-T adopted this 10th day of December, 2024.

Lanie McManus, Clerk

CERTIFICATION

I, Lanie McManus, Clerk of the Charter Township of Garfield, certify the above is a true and correct copy of Resolution 2024-39-T which was adopted by the Township Board of the Charter Township of Garfield on the 10th day of December, 2024.

Date

Lanie McManus, Clerk

CHARTER TOWNSHIP OF GARFIELD

2025 STREET LIGHT FUND BUDGET - RESOLUTION 2024-40-T

WHEREAS, a hearing was held on December 10, 2024 on the Street Light Fund Budget for the fiscal year 2025 for the Charter Township of Garfield.

NOW, THEREFORE, BE IT HEREBY RESOLVED, that the 2025 Street Light Fund Budget of the Charter Township of Garfield of \$31,791.48 revenues and \$31,791.48 expenditures be approved.

Moved:

Supported:

to approve Resolution 2024-40-T, adopting the 2025 Street Light Fund Budget of \$31,791.48 revenues and \$31,791.48 expenditures as appropriated.

Roll call vote:

Yeas:

Nays:

Absent and excused:

The Chairman declared the motion carried and Resolution 2024-40-T adopted this 10th day of December, 2024.

Lanie McManus, Clerk

CERTIFICATION

I, Lanie McManus, Clerk of the Charter Township of Garfield, certify the above is a true and correct copy of Resolution 2024-40-T which was adopted by the Township Board of the Charter Township of Garfield on the 10th day of December, 2024.

Date

Lanie McManus, Clerk

CHARTER TOWNSHIP OF GARFIELD

2025 SPECIAL ASSESSMENT DISTRICT FUND BUDGET - RESOLUTION 2024-41-T

WHEREAS, a hearing was held on December 10, 2024 on the Special Assessment District Fund Budget for the fiscal year 2025 for the Charter Township of Garfield.

NOW, THEREFORE, BE IT HEREBY RESOLVED, that the 2025 Special Assessment District Fund Budget of the Charter Township of Garfield of \$2,895.55 revenues and \$2,895.55 expenditures be approved.

Moved:

Supported:

to approve Resolution 2024-41-T, adopting the 2025 Special Assessment District Fund Budget of \$2,895.55 revenues and \$2,895.55 expenditures as appropriated.

Roll call vote:

Yeas:

Nays:

Absent and excused:

The Chairman declared the motion carried and Resolution 2024-41-T adopted this 10th day of December, 2024.

Lanie McManus, Clerk

CERTIFICATION

I, Lanie McManus, Clerk of the Charter Township of Garfield, certify the above is a true and correct copy of Resolution 2024-41-T which was adopted by the Township Board of the Charter Township of Garfield on the 10th day of December, 2024.

Date

Lanie McManus, Clerk

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

RESOLUTION #2024-42-T

RESOLUTION ADOPTING TOWNSHIP CLERK'S SALARY

WHEREAS, according to MCL 41.95(3), the salary of the officers composing the Township Board shall be determined by the Township Board; and

WHEREAS, the Charter Township of Garfield Board deems that an adjustment in the salary of the office of Township Clerk is warranted in consideration of the increase in the cost of living since Township Board Members salaries were last adjusted; and

NOW, THEREFORE, BE IT RESOLVED, that effective as of January 1, 2025, the salary of the office of Township Clerk shall be as follows: \$98,470.84.

Moved:

Supported:

Ayes:

Nays:

Absent and Excused:

RESOLUTION 2024-42-T DECLARED ADOPTED.

By:

Lanie McManus, Clerk
Charter Township of Garfield

CERTIFICATE

I, Lanie McManus, Clerk of the Charter Township of Garfield, do hereby certify that the above is a true and correct copy of a Resolution which was adopted by the Township Board of the Charter Township of Garfield on the 10th day of December, 2024.

Dated: _____

Lanie McManus, Clerk
Charter Township of Garfield

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

RESOLUTION #2024-43-T

RESOLUTION ADOPTING TOWNSHIP TREASURER'S SALARY

WHEREAS, according to MCL 41.95(3), the salary of the officers composing the Township Board shall be determined by the Township Board; and

WHEREAS, the Charter Township of Garfield Board deems that an adjustment in the salary of the office of Township Treasurer is warranted in consideration of the increase in the cost of living since Township Board Members salaries were last adjusted; and

NOW, THEREFORE, BE IT RESOLVED, that effective as of January 1, 2025, the salary of the office of Township Treasurer shall be as follows: \$98,470.84.

Moved:

Supported:

Ayes:

Nays:

Absent and Excused:

RESOLUTION 2024-43-T DECLARED ADOPTED.

By:

Lanie McManus, Clerk
Charter Township of Garfield

CERTIFICATE

I, Lanie McManus, Clerk of the Charter Township of Garfield, do hereby certify that the above is a true and correct copy of a Resolution which was adopted by the Township Board of the Charter Township of Garfield on the 10th day of December, 2024.

Dated: _____

Lanie McManus, Clerk
Charter Township of Garfield

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

RESOLUTION #2024-44-T

RESOLUTION ADOPTING TOWNSHIP SUPERVISOR'S SALARY

WHEREAS, according to MCL 41.95(3), the salary of the officers composing the Township Board shall be determined by the Township Board; and

NOW, THEREFORE, BE IT RESOLVED, that effective as of January 1, 2025, the salary of the office of Township Supervisor shall be as follows: \$22,810.

Moved:

Supported:

Ayes:

Nays:

Absent and Excused:

RESOLUTION 2024-44-T DECLARED ADOPTED.

By:

Lanie McManus, Clerk
Charter Township of Garfield

CERTIFICATE

I, Lanie McManus, Clerk of the Charter Township of Garfield, do hereby certify that the above is a true and correct copy of a Resolution which was adopted by the Township Board of the Charter Township of Garfield on the 10th day of December, 2024.

Dated: _____

Lanie McManus, Clerk
Charter Township of Garfield

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

RESOLUTION 2024-45-T

RESOLUTION ADOPTING TOWNSHIP TRUSTEE'S SALARY

WHEREAS, according to MCL 41.95(3), the salary of the officers composing the Township Board shall be determined by the Township Board; and

NOW, THEREFORE, BE IT RESOLVED, that effective as of January 1, 2025, the salary of the office of Trustee shall be as follows:

Monthly Stipend - \$425.00 per month. Town Board Meeting - \$250 per meeting. Meetings assigned by the Supervisor and approved by the Town Board including Personnel, Planning Commission, Joint Recreational Authority, Fire Board, Parks and Recreation Commission, Building Committee, Elections Committee, Ethics Committee, Law Enforcement Committee, Special Board Meetings, Town Board Study Sessions, and Zoning Board of Appeals Meetings - \$125. Subcommittees recommending to Boards, Educational, Informational non-decision-making meetings for the benefit of the Township - \$60.00. All day Training or Classes - \$100.00.

Moved:

Supported:

Ayes:

Nays:

Absent and Excused:

RESOLUTION DECLARED ADOPTED.

By:

Lanie McManus, Clerk
Charter Township of Garfield

CERTIFICATE

I, Lanie McManus, Clerk of the Charter Township of Garfield, do hereby certify that the above is a true and correct copy of a Resolution which was adopted by the Township Board of the Charter Township of Garfield on the 10th day of December, 2024

Dated: _____

Lanie McManus, Clerk
Charter Township of Garfield

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

RESOLUTION #2024-46-T

**RESOLUTION TO ADOPT THE ANNUAL EXEMPTION OPTION AS SET FORTH
IN 2011 PUBLIC ACT 152, THE PUBLICLY FUNDED HEALTH INSURANCE
CONTRIBUTION ACT**

WHEREAS, 2011 Public Act 152 (the "Act") was passed by the State Legislature and signed by the Governor on September 24, 2011;

WHEREAS, the Act contains three options for complying with the requirements of the Act;

WHEREAS, the three options are as follows:

- 1) Section 3 – "Hard Caps" Option – limits a public employer's total annual health care costs for employees based on coverage levels, as defined in the Act;
- 2) Section 4 – "80%/20%" Option – limits a public employer's share of total annual health care costs to not more than 80%. This option requires an annual majority vote of the governing body;
- 3) Section 8 – "Exemption" Option – a local unit of government, as defined in the Act, may exempt itself from the requirements of the Act by an annual 2/3 vote of the governing body;

WHEREAS, the Charter Township of Garfield Board of Trustees has decided to adopt the annual Exemption Option as its choice of compliance under the Act;

NOW, THEREFORE, BE IT RESOLVED that Board of Trustees of the Charter Township of Garfield elects to comply with the requirements of 2011 Public Act 152, the Publicly Funded Health Insurance Contribution Act, by adopting the annual Exemption Option for the medical benefit plan coverage year January 1, 2025 through December 31, 2025.

Moved:

Supported:

Ayes:

Nays:

Absent and Excused:

RESOLUTION 2024-46-T DECLARED ADOPTED.

By:

Lanie McManus, Clerk
Charter Township of Garfield

CERTIFICATE

I, Lanie McManus, Clerk of the Charter Township of Garfield, do hereby certify that the above is a true and correct copy of a Resolution 2024-46-T which was adopted by the Township Board of the Charter Township of Garfield on the 10th day of December, 2024.

Dated: _____

Lanie McManus, Clerk
Charter Township of Garfield



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.