

**CHARTER TOWNSHIP OF GARFIELD  
TOWNSHIP BOARD MEETING**

Tuesday, January 14, 2025 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 – December 5 and 9, 2024 Special Meetings  
December 10, 2024 Regular Meeting  
(Recommend Approval)

b. Bills -

(i) General Fund \$217,708.49  
(Recommend Approval)

(ii) Gourdie-Fraser  
Developer's Escrow Fund – Storm Water Reviews, Utility Plan Review,  
Oversight & Closeout \$ 8,451.25  
General Utilities 17,604.00  
General 4,040.00  
Park Funds / DNR Trust Fund 16,790.00  
Special Assessment District (SAD) 712.50  
Total \$47,597.75  
(Recommend Approval)

- c. MTT Update (Receive and File)
- d. Veteran's Exemptions Report (Receive and File)
- e. Building Department 2024 Statement of Operations and Annual Report (Receive and File)
- f. Zoning Department 2024 Activities (Receive and File)
- 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. MMR Report
  - e. Planning Dept. Monthly Report for January
  - f. Parks & Recreation Report
  - g. Clerk's Report
  - h. Township Manager's Report
  - i. Supervisor's Report
    - January 2, 2025 letter from Gourdie-Fraser, Inc,
- 7. **Unfinished Business**
  - a. Public Hearing – Consideration of Storm Water Control Ordinance No. 49, Amendment 1, Resolution 2025-01-T
  - b. Public Hearing – Consideration of Soil Erosion Ordinance No. 78, Resolution 2025-02-T
  - c. Discussion on water system
  - d. Discussion of the Township logo/website
- 8. **New Business**
  - a. Consideration of adopting the Garfield Township organization chart
- 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**  
**SPECIAL TOWN BOARD MEETING**  
**December 5, 2024**

Supervisor J. McManus called the Special Town Board Meeting to order at the Garfield Township Hall on December 5, 2024 at 4:00pm.

**Pledge of Allegiance**

**Roll Call of Board Members**

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

Staff Present: Chris Barsheff

**1. Public Comment**

None

**2. Review and Approval of the Agenda**

*Schmuckal moved and Lapp seconded to approve the agenda as presented.*

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

**3. Business to Come Before the Board**

**a. Discussion with Attorney – closed session**

*Schmuckal moved and Agostinelli seconded to go into closed session at 4:05pm to discuss Attorney letter.*

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

*Schmuckal moved and Agostinelli seconded to come out of closed session at 5:14pm.*

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

*Schmuckal moved and Agostinelli seconded to authorize and direct the Township's special legal counsel to prepare a revised proposed form of agreement with the City for water service to Long Lake Township, in consultation with the Township Supervisor, Township Manager and the Township Engineer.*

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

**b. Continued discussion of 2025 Budget**

Board members continued their discussion of the 2025 Budget.

**c. Discussion of candidates for Trustee partial term position**

Board members chose (3) candidates to interview at the Township Board Special meeting on December 9, at 4: 00pm

**d. Consideration of appointing Joe McManus to the Grand Traverse County Board of Public Works, Resolution 2024-33-T**

*Schmuckal moved and Macomber seconded to appoint Joe McManus to the Grand Traverse County Board of Public Works, Resolution 2024-33-T*

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

**e. Discussion of 2025 Board Appointments by Committee**

Board discussed 2025 Board appointments

*Schmuckal moved and Agostinelli seconded to appoint Joe McManus to fulfill the GT Metro Fire Board term through December 31, 2024*

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

**f. Discussion of the 2025 Township Board Meeting Calendar**

Board discussed the 2025 meeting calendar

**4. Public Comment:**

Lauren Flynn and Jennifer Graham commented.

**5. Adjournment**

*J. McManus adjourned the meeting at 6:37pm.*

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Joe McManus, Supervisor  
Charter Township of Garfield  
3848 Veterans Drive  
Traverse City, MI 49686

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

**CHARTER TOWNSHIP OF GARFIELD  
TOWNSHIP BOARD SPECIAL MEETING MINUTES  
December 9, 2024**

**ORDER OF BUSINESS**

**Call meeting to order**

Supervisor Joe McManus called the Township Board Special Meeting to order on Monday, December 9, 2024, at 4:00pm at the Garfield Township Hall, 3848 Veterans Drive, Traverse City, Michigan.

**Roll call of Board Members**

Present: Molly Agostinelli, Laurie Lapp, Chloe Macomber, J. McManus, L. McManus and Denise Schmuckal

Also in Attendance: Township Manager Chris Barsheff

**1. Public Comment (4:00)**

There was no public comment

**2. Review and approval of the Agenda – Conflict of Interest (4:01)**

*Agostinelli moved and Schmuckal seconded to approve the agenda with the additional of 3a.*

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

**3. Business to come before the Board (4:02)**

**a. Draft Support Letter to Traverse Connect**

*Schmuckal moved and Lapp seconded to send a letter of support to Traverse Connect*

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

**b. Interview candidates for Trustee partial-term position**

The Trustees conducted 15 minute interviews of three candidates. The first candidate interviewed was former Garfield Township Supervisor, Chuck Korn. The second candidate interviewed was Kelly Fisher who is an owner and operator of a hair salon. The

third candidate interviewed was Jessica Brutzman who is a licensed real estate broker. Board discussed the knowledge, experience and commitment to the community of the candidates.

*L McManus moved and Lapp seconded to appoint Chuck Korn as Trustee to fill the partial-term position on the Township Board*

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

*Nays: None*

4. **Public Comment (5:03)**

There was no public comment.

5. **Other Business**

Molly Agostinelli volunteered to meet with the Club Scouts to talk about running for an elected position.

6. **Adjournment (5:06)**

J. McManus adjourned the meeting at 5:05pm

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

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

**CHARTER TOWNSHIP OF GARFIELD  
TOWN BOARD MEETING  
December 10, 2024**

Supervisor McManus called the Town Board Meeting to order at the Garfield Township Hall on December 10, 2024 at 6:00p.m.

**Pledge of Allegiance**

**Roll Call of Board Members**

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

Also in Attendance: Township Manager Chris Barsheff

**1. Public Comment (6:00)**

Ben Castiglione of Guilford Lane introduced himself as a candidate for the vacant Planning Commission seat

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

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

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

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

**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 and Turnover Documents (Recommend Approval)**

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

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

Nays: None

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

None

5. **Correspondence (6:04)**

Letter from Barsheff to Traverse Connect

6. **Reports**

a. **County Commissioner's Report (6:04)**

County Commissioner Brad Jewett reported that city will sever ties with the county for IT items soon. He added that the 2025 budget has been discussed and plans are to pass the budget on December 18<sup>th</sup>. He attended a study session regarding airport bonding and noted that the wage adjustment for County Commissioners was approved.

b. **Sheriff's Report (6:07)**

Lt. Roy Raska gave some statistics for November 2024 and said that an active shooter training was held at the Great Wolf Lodge. He added that deputies are busy with training, accidents, and fraud complaints.

c. **GT Metro Fire Report (6:11)**

Chief Paul Mackin recited statistics for the month of November 2024 and reviewed two fires in the area from November. He stated that the department recently streamlined the probation process for part-timers and that Jennifer Froelich, life and safety trainer, will be moving on. Metro is completing grants to replace ADD and LUCAS items and funds from recent vehicle sales totaling over \$500,000 will be earmarked for future apparatus purchases.

d. **Planning Department Monthly Report for December (6:19)**

Deputy Planner Stave Hannon stated that the planning department report was submitted in writing. He reviewed some of the recent decisions of the planning commission and added that he is working on a GIS streetlight map for the township.

e. **Parks and Recreation Report (6:22)**

The report was submitted in writing.

f. **Clerk's Report (6:22)**

L. McManus stated that her report was submitted in writing and the Clerk's office is wrapping up some year-end items.

g. **Township Manager's Report (6:23)**

Township Manager Chris Barsheff attended the MTA meeting at the airport and met with the MDOT manager and engineer. He also met with the MDEC contact for the state and the County Brownfield director. He is looking into township emails for board members and added that the

personnel committee needs to review a new sick time law taking effect in February and its effects on the township policies.

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

J. McManus stated that he attended a road commission meeting regarding utility work in preparation for the M-72 and M-22 roundabout. He added that he also attended a BPW meeting where candidates for the Director position were interviewed.

**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 (6:36)**

Amy DeHaan spoke regarding the SAD and said that this proposed resolution would establish the district.

J. McManus opened the public hearing at 6:39pm and with no one wishing to speak, closed the public hearing.

*Schmuckal moved and Korn seconded to adopt 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.*

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

*Nays: None*

**b. Public Hearing – Garfield Township Budgets for 2025 (General Fund, Fire Fund, Public Improvement Road Fund, Budget Stabilization Fund, Park System Fund, Street Light Fund, and Special Assessment District Fund) (6:40)**

L. McManus noted one change in the budget since liability insurance came in higher than expected. Money was moved from contingency fund and the 2025 budget was changed accordingly.

J. McManus opened the public hearing at 6:42pm and with no one wishing to speak, closed the public hearing.

**8. New Business**

**a. Consideration of approving GTMESA Payments to East Bay Township for Dorm Room Expansion at Station 9, Resolution 2024-30-T (6:43)**

Barsheff gave board members an overview of the proposed expansion. Fire Chief Paul Mackin also talked about the expansion. Board members discussed how the expansion occurred without formal Metro Fire approval.

*Schmuckal moved not to approve Resolution 2024-30-T. Agostinelli seconded the motion.*

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

*Nays: None*

**b. Consideration of Storm Water Control Ordinance No. 49, Amendment 1, Introduce and schedule Public Hearing for the January 14, 2025 Township Board meeting (7:10)**

Zoning Administrator Mike Green stated that this amendment would remove references to Grand Traverse County as the principal for enforcement agency and assign the Garfield Township as the sole enforcement agency for the ordinance. Board members discussed several items they would like changed,

*Schmuckal moved and Lapp seconded that Amendment 1 to Garfield Township Ordinance No. 49 be scheduled for public hearing for the January 14, 2025 Township Board Regular Meeting.*

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

*Nays: None*

**c. Consideration of Soil Erosion Ordinance No. 78, introduce and schedule Public Hearing for the January 14, 2025 Township Board meeting (7:16)**

Green stated that this ordinance would allow the township to administer its own Soil Erosion and Sedimentation Control program. The ordinance was reviewed by the township attorney and EGLE.

*Schmuckal Moved and Korn seconded 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.*

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

*Nays: None*

**d. Consideration of River East Recreation Area Playground curbing proposal (7:23)**

Barsheff said the board approved a play structure and it was realized that a barrier between the underlayment and curbing was needed for the new playground. Parks staff received three bids and Parks Steward Sean Kehoe suggested awarding the bid to Game Time/Sinclair since they were installing the play structure.

*Schmuckal moved and Macomber seconded to allow Township Manager Barsheff to sign a contract with Game Time/Sinclair for playground curbing in the amount of \$12,478.00.*

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

**e. Consideration of approving the Final ARPA Spending Plan and allocating \$358,483.72 to the Township's 2024 sheriff's contract (7:27)**

Treasurer Macomber stated that to obligate ARPA money by the deadline, the money will be allocated to the 2024 sheriff's contract.

*Schmuckal moved and Korn seconded to approve the Final ARPA Spending Plan and to approve allocating \$358,483.72 to the Township's 2024 Sheriff's contract.*

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

**f. Consideration of submitting an opinion to the Michigan Liquor Control Commission for the application from High Tops TC, LLC (7:28)**

Barsheff stated that a liquor license was awarded to High Tops the license location was changed to Cherryland Center then the applicant looked at other alternatives. The applicant withdrew his application at the Planning Commission level at this time. This action is asking to add a dance and entertainment license and extended hours to the current license. Barsheff added that the township has the right to give an opinion on this license addition. Board members discussed the license application and asked Barsheff to conduct some research with the liquor control commission to determine what options the township has in the matter.

**g. Consideration of Title Change for the annual Poverty Hardship Exemption Policy and Guidelines and approval of Resolution 2024-32-T (7:38)**

Amy DeHaan suggested changing the name of the form so that it is not as derogatory.

*Schmuckal moved and L. McManus seconded to rename the form "income based exemption policy."*

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

*Korn moved to approve Resolution 2024-32-T Adoption of 2025 Income-Based Exemption Policy. Macomber seconded the motion.*

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

Nays: None

**h. Consideration of Resolution 2024-34-T General Fund 2025 Budget (7:44)**

*Schmuckal moved and Agostinelli seconded to adopt Resolution 2024-34-T General Fund 2025 Budget.*

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

Nays: None

**i. Consideration of Resolution 2024-35-T Fire Fund 2025 Budget (7:44)**

*Schmuckal moved and Macomber seconded to adopt Resolution 2024-35-T Fire Fund 2025 Budget.*

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

Nays: None

**j. Consideration of Resolution 2024-36-T Public Improvement Road Fund 2025 Budget (7:45)**

*Schmuckal moved and L. McManus seconded to adopt Resolution 2024-36-T Public Improvement Road Fund 2025 Budget.*

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

Nays: None

**k. Consideration of Resolution 2024-37-T Budget Stabilization Fund 2025 Budget (7:45)**

*Schmuckal moved and Korn seconded to adopt Resolution 2024-37-T Budget Stabilization Fund 2025 Budget.*

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

Nays: None

**l. Consideration of Resolution 2024-38-T DPW Fund 2025 Budget (7:46)**

*Schmuckal moved and Agostinelli seconded to adopt Resolution 2024-38-T DPW Fund 2025 Budget.*

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

Nays: None

**m. Consideration of Resolution 2024-39-T Park System Fund 2025 Budget (7:47)**

*Schmuckal moved and Macomber seconded to adopt Resolution 2024-39-T Park System Fund 2025 Budget.*

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

*Nays: None*

**n. Consideration of Resolution 2024-40-T Street Light Fund 2025 Budget (7:48)**

*Schmuckal moved and Agostinelli seconded to adopt Resolution 2024-40-T Street Light Fund 2025 Budget*

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

*Nays: None*

**o. Consideration of Resolution 2024-41-T Special Assessment District Fund 2025 Budget (7:49)**

*Schmuckal moved and L. McManus seconded to adopt Resolution 2024-41-T Special Assessment District Fund 2025 Budget.*

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

*Nays: None*

**p. Consideration of Resolution 2024-42-T Clerk's Salary (7:50)**

*Schmuckal moved and Macomber seconded to adopt Resolution 2024-42-T Clerk's Salary.*

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

*Nays: None*

**q. Consideration of Resolution 2024-43-T Treasurer's Salary (7:51)**

*Schmuckal moved and Agostinelli seconded to adopt Resolution 2024-43-T Treasurer's Salary*

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

*Nays: None*

**r. Consideration of Resolution 2024-44-T Supervisor's Salary (7:51)**

*Schmuckal moved and Macomber seconded to approve Resolution 2024-44-T Supervisor's Salary.*

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

*Nays: None*

**s. Consideration of Resolution 2024-45-T Township Trustee's Salary (7:52)**

*Schmuckal moved and Korn seconded to adopt Resolution 2024-45-T Township Trustee's Salary.*

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

*Nays: None*

**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 (7:52)**

*Schmuckal moved and Korn seconded to adopt Resolution 2024-46-T Annual Exemption Option as Set Forth in 2011 Public Act 152, The Publicly Funded Health Insurance Contribution Act.*

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

*Nays: None*

**u. Consideration of the Township's liability insurance renewal plan (7:52)**

*L. McManus reviewed the liability insurance quote with board members.*

*Schmuckal moved and Korn seconded to accept the bid from par Plan for the 2025 Township Liability insurance in the amount of \$26,752.00.*

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

*Nays: None*

**v. Consideration of 2025 Board Appointments (7:54)**

*Cara Eule was recommended by Planner John Sych for the vacant seat on the Planning Commission.*

*Laurie Lapp will serve on the Joint Recreation Authority.*

*Joe McManus and Chuck Korn will serve on the GT Metro Board with Chloe Macomber and Denise Schmuckal as alternates.*

*Ben Castiglione will serve on the ZBA as alternate #1 and Kelly Fisher will serve as alternate #2.*

*Larry LaCross will serve on the Board of Review.*

*Jessica Brutzman will be appointed to the Parks and Rec Commission.*

*Molly Agostinelli will serve on the Joint Planning Commission. Macomber and Lapp will serve on the Personnel Committee.*

*Macomber will serve on Building and Grounds.*

*Lapp will serve on the Ethics Committee and be the TTCL alternate with Chuck Korn as the principal.*

*Schmuckal moved and Lapp seconded to approve the above board and committee appointments for the 2025 year.*

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

*Nays: None*

**w. 2025 Township Board Meeting Dates (8:11)  
November 11<sup>th</sup> changed to November 4<sup>th</sup>.**

*Schmuckal moved and Macomber seconded to approve the 2025 Township Board Meeting Dates noting that the meeting scheduled for November 11, 2025 will be moved to November 4, 2025.*

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

*Nays: None*

**9. Public Comment: (8:12)**

None

**10. Other Business (8:12)**

Attendance at Rotary meetings was discussed. Barsheff will attend for now.

*Agostinelli moved and Schmuckal seconded to place Korn on the GT Metro Board effective immediately.*

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

**11. Adjournment**

*J. McManus adjourned the meeting 8:18pm.*

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Joe McManus, Supervisor  
Charter Township of Garfield  
3848 Veterans Drive  
Traverse City, MI 49686

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

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 10<sup>th</sup> 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: Denise Schmuckal

Supported: Chuck Korn

Ayes: Schmuckal, Korn, Agostinelli, L. McManus, Lapp, Macomber, J. McManus

Nays: None

Absent and Excused: None

RESOLUTION 2024-28-T(a) DECLARED

By:

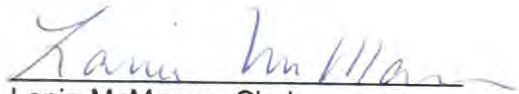


Lanie McManus, Clerk  
Charter Township of Garfield

#### 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 10<sup>th</sup> day of December, 2024.

Dated: 12-11-2024

  
Lanie McManus, Clerk

## **CHARTER TOWNSHIP OF GARFIELD**

### **RESOLUTION 2024-32-T**

#### **ADOPTION OF 2025 INCOME-BASED 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 2025 Income-based 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 an 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 Income-based 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 Income-based Exemption guidelines in granting or denying an exemption. If the Board of Review denies an Income-based Exemption reduction, it must provide a written decision specifying the reasons for the denial to the applicant.

The foregoing resolution offered by Board Member Chuck Korn and supported by Board Member Chloe Macomber.

Upon roll call vote, the following voted:

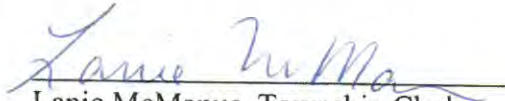
Yeas: Korn, Macomber, Lapp, L. McManus, Agostinelli, Schmuckal, J. McManus

Nays: None

Abstain: None

Absent and Excused: None

The Chairman declared the motion carried, and Resolution 2024-32-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: 12-11-2024

  
Lanie McManus, Township Clerk

## CHARTER TOWNSHIP OF GARFIELD INCOME-BASED 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 (income-level), 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 Income-based Exemptions 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 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 Income-based 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 Income-based exemption provided the applicant has no more than \$20,500 in total aggregate household assets as listed in the attached Income-based 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 Income-based Exemption 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.

**Charter Township of Garfield**  
**Income-based Exemption**  
**Rules, Regulations and Asset Test**

**EXHIBIT D**

Income-based 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:<br>Income-based Exemption Guidelines                                                        |                         |                                                             | Test 2: Asset Test<br>(if the applicant meets the Income-based Guidelines)                                                                                                                                                                                                                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------|-------------------------|-------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| What's involved:                                                                                                                                                                                                                                                                                                       | "Table 1"                                                                                           |                         |                                                             | "Table 2"                                                                                                                                                                                                                                                                                                   | "Table 3"                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|                                                                                                                                                                                                                                                                                                                        | How much <u>INCOME</u> a person can receive per year and be eligible for the Income-based Exemption |                         |                                                             | <u>Things of Value</u> that a person can own and still be granted an Income-based Exemption                                                                                                                                                                                                                 | <u>Things of Value</u> that the BOR can consider to decide what percent exemption to grant                                                                                                                                                                                                                                                                                                                                                                                                                     |
| What the Law says:                                                                                                                                                                                                                                                                                                     | 2024 Federal Poverty Income Guidelines                                                              |                         | Garfield Township                                           | 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 <u>maximum asset amount</u> - 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/<br>Household                                                                        | Maximum Total<br>Income | Income Guidelines<br>for 2025 Income-<br>based Exemptions * |                                                                                                                                                                                                                                                                                                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|                                                                                                                                                                                                                                                                                                                        | 1                                                                                                   | \$15,060                | \$17,846                                                    |                                                                                                                                                                                                                                                                                                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|                                                                                                                                                                                                                                                                                                                        | 2                                                                                                   | \$20,440                | \$24,221                                                    |                                                                                                                                                                                                                                                                                                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|                                                                                                                                                                                                                                                                                                                        | 3                                                                                                   | \$25,820                | \$30,597                                                    |                                                                                                                                                                                                                                                                                                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|                                                                                                                                                                                                                                                                                                                        | 4                                                                                                   | \$31,200                | \$36,972                                                    |                                                                                                                                                                                                                                                                                                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|                                                                                                                                                                                                                                                                                                                        | 5                                                                                                   | \$36,580                | \$43,347                                                    |                                                                                                                                                                                                                                                                                                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|                                                                                                                                                                                                                                                                                                                        | 6                                                                                                   | \$41,960                | \$49,723                                                    |                                                                                                                                                                                                                                                                                                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|                                                                                                                                                                                                                                                                                                                        | 7                                                                                                   | \$47,340                | \$56,098                                                    |                                                                                                                                                                                                                                                                                                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|                                                                                                                                                                                                                                                                                                                        | 8                                                                                                   | \$52,720                | \$62,473                                                    |                                                                                                                                                                                                                                                                                                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|                                                                                                                                                                                                                                                                                                                        | each additional person:                                                                             | \$5,380                 | \$6,375                                                     | In Garfield Township, in the event the applicant meets the requirements of the two-part test, as well as all of the general guidelines of the annual Township Board Resolution and PA 390 of 1994, the applicant shall be exempted from all property taxes for the year in question by the Board of Review. | Based on the assets listed on a Income-based exemption application, the Board of Review may grant the applicant a 0% or 100% exemption.<br><br>-----<br>A township can consider the homestead property tax credit that the applicant is eligible for to calculate the the percentage of Income-based exemption to be granted.<br><br>-----<br>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 . |
| * 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) |                                                                                                     |                         |                                                             |                                                                                                                                                                                                                                                                                                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| 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 Income-based exemption, but it cannot make it harder (by adopting lower income levels).                                                   |                                                                                                     |                         |                                                             |                                                                                                                                                                                                                                                                                                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |

**Charter Township of Garfield**  
**Income-based Exemption**  
**Rules, Regulations and Asset Test**

|                  | <b>Test 1:</b><br><b>Income-based Exemption Guidelines</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | <b>Test 2: Asset Test</b><br><b>(if the applicant meets the Income-based Guidelines)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
|------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>Examples:</p> | <p>According to the US Census Bureau, "income" includes:</p> <ul style="list-style-type: none"> <li>* Money, wages and salaries before any deductions</li> <li>* Net receipts from nonfarm self-employment. (These are receipts from a person's own business, professional enterprise, or partnership, after deductions for self-employment.</li> <li>* Net receipts from farm self employment. (With the same provisions as above for self-employment.)</li> <li>* Regular payments from social security, railroad retirement, unemployment, workers' compensation, veterans' payments and public assistance.</li> <li>* Alimony, child support, and military family allotments.</li> <li>* Private pensions, government pensions, and regular insurance or annuity payments.</li> <li>* College or university scholarships, grants, fellowships, and assistantships.</li> <li>* Dividends, interest, net rental income, net royalties, periodic receipts from estates or trusts, and net gambling or lottery winnings.</li> </ul> | <p>The township <b>may</b> allow a person to own other things, besides the home, and still receive an Income-based exemption.</p> <p>Garfield Township, in addition to the principal residence, allows an applicant to own:</p> <ul style="list-style-type: none"> <li>* Savings, checking accounts, stocks, bonds or other liquid accounts with a combined balance or value of \$6,000 or less.</li> <li>* One vehicle for each household member of driving age.</li> <li>* Tools and other household furnishings, equipment and clothes.</li> <li>* One recreational vehicle or boat with a market value of \$10,000 or less.</li> <li>* Jewelry of a value less than \$2,000, not including wedding and engagement rings.</li> <li>* Coin collections, firearm collections, stamp collections, rock collections, or similar collections, where the value of each collection does not exceed \$2,500.</li> <li>* <b>The TOTAL value of these assets cannot exceed \$20,500.</b></li> </ul> | <p>A township <b>may</b> ask applicants to list all of the following types of assets to apply for an Income-based exemption (list is not exhaustive):</p> <ul style="list-style-type: none"> <li>* A second home</li> <li>* Land</li> <li>* Vehicles</li> <li>* Recreational vehicles (campers, motor homes, boats, ATVs, etc.)</li> <li>* Buildings other than residence.</li> <li>* Equity in the residence above a specified amount.</li> <li>* Jewelry</li> <li>* Antiques</li> <li>* Artwork</li> <li>* Equipment</li> <li>* Other personal property of value.</li> <li>* Bank accounts over a specific amount.</li> <li>* Stocks</li> <li>* 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.</li> <li>* Withdrawals of bank deposits and borrowed money.</li> <li>* Tax refunds, gifts, loans, lump-sum inheritances, one-time insurance pymts.</li> <li>* Food or housing received in lieu of wages and the value of food and fuel produced and consumed on farms.</li> <li>* Federal noncash benefit programs such as Medicare, Medicaid, food stamps, &amp; school lunches.</li> </ul> |

**EXHIBIT D**

**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: Denise Schmuckal

Supported: Molly Agostinelli

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

Nays: None

Absent and excused: None

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 10<sup>th</sup> day of December, 2024.

12-11-2024  
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: Denise Schmuckal

Supported: Chloe Macomber

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

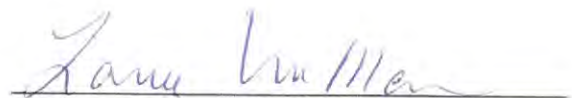
Roll call vote: Schmuckal, Macomber, Korn, Lapp, Agostinelli, L. McManus, J. McManus

Yeas: None

Nays: None

Absent and excused: None

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

12-11-2024  
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: Denise Schmuckal

Supported: Lanie McManus

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

Yeas: None

Nays: None

Absent and excused: None

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

12-11-2024  
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: Denise Schmuckal

Supported: Chuck Korn

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

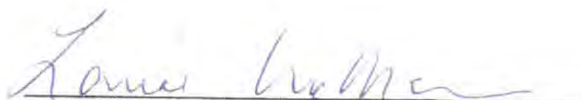
Roll call vote: Schmuckal, Korn, Macomber, Lapp, Agostinelli, L. McManus, J. McManus

Yeas: None

Nays: None

Absent and excused: None

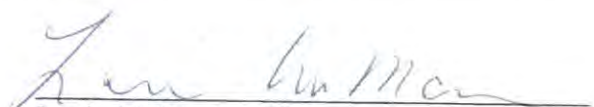
The Chairman declared the motion carried and Resolution 2024-37-T adopted this 10<sup>th</sup> day of December, 2024.

  
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.

12-11-2024  
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: Denise Schmuckal

Supported: Molly Agostinelli

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

Yeas: None

Nays: None

Absent and excused: None

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

12-11-2024  
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: Denise Schmuckal

Supported: Chloe Macomber

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

Yeas: None

Nays: None

Absent and excused: None

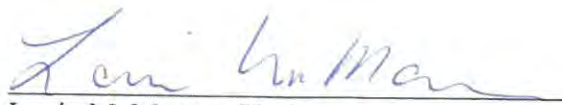
The Chairman declared the motion carried and Resolution 2024-39-T adopted this 10<sup>th</sup> day of December, 2024.

  
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 10<sup>th</sup> day of December, 2024.

12-11-2024  
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: Denise Schmuckal

Supported: Molly Agostinelli

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

Yeas: None

Nays: None

Absent and excused: None

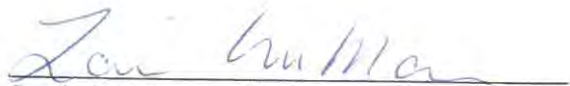
The Chairman declared the motion carried and Resolution 2024-40-T adopted this 10<sup>th</sup> day of December, 2024.

  
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 10<sup>th</sup> day of December, 2024.

12-11-2024  
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: Denise Schmuckal

Supported: Lanie McManus

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

Nays: None

Absent and excused: None

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

12-11-2024  
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: Denise Schmuckal

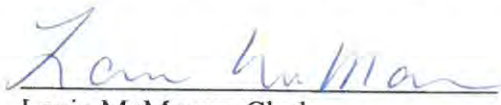
Supported: Chloe Macomber

Ayes: Schmuckal, Macomber, Lapp, Agostinelli, Korn, L. McManus,  
J. McManus

Nays: None

Absent and Excused: None

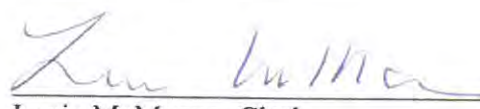
RESOLUTION 2024-42-T DECLARED ADOPTED.

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: 12-11-2024

  
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: Denise Schmuckal

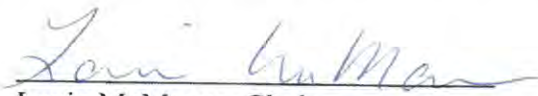
Supported: Molly Agostinelli

Ayes: Schmuckal, Agostinelli, Korn, L. McManus, Macomber, Lapp,  
J. McManus

Nays: None

Absent and Excused: None

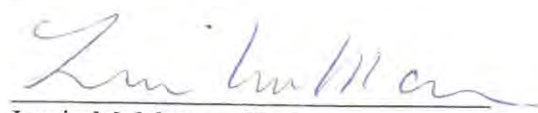
RESOLUTION 2024-43-T DECLARED ADOPTED.

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: 12-11-2024

  
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: Denise Schmuckal

Supported: Chloe Macomber

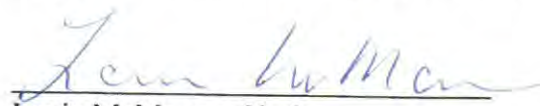
Ayes: Schmuckal, Macomber, Agostinelli, Lapp, Korn, L. McManus,  
J. McManus

Nays: None

Absent and Excused: None

RESOLUTION 2024-44-T DECLARED ADOPTED.

By:

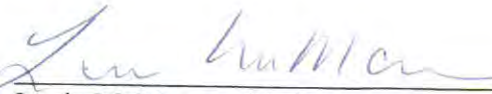
  
Lanie McManus, Clerk  
Charter Township of Garfield

**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:

12-11-2024

  
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: Denise Schmuckal

Supported: Chuck Korn

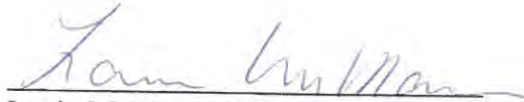
Ayes: Schmuckal, Korn, Macomber, L. McManus, Lapp, Agostinelli,  
J. McManus

Nays: None

Absent and Excused: None

RESOLUTION DECLARED ADOPTED.

By:



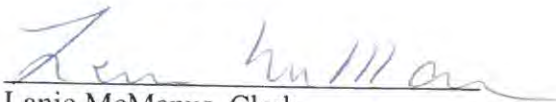
Lanie McManus, Clerk  
Charter Township of Garfield

**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:

12-11-2024



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: Denise Schmuckal

Supported: Chuck Korn

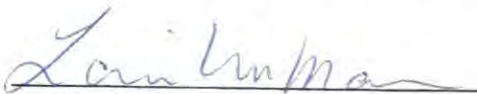
Ayes: Schmuckal, Korn, Agostinelli, Lapp, Macomber, L. McManus,  
J. McManus

Nays: None

Absent and Excused: None

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: \_\_\_\_\_

12-11-2024

Lanie McManus

Lanie McManus, Clerk  
Charter Township of Garfield

| Check Date | Bank | Check # | Payee                        | Description              | GL #            | Amount          |
|------------|------|---------|------------------------------|--------------------------|-----------------|-----------------|
| 12/10/2024 | GEN  | 42961   | APEX SOFTWARE                | MAINTENANCE RENEWAL 2026 | 101-228-955.000 | 780.00          |
| 12/10/2024 | GEN  | 42962   | CHERRYLAND ELECTRIC COOP.    | ELECTRIC                 | 101-000-084.861 | 296.53          |
|            |      | 42962   |                              | ELECTRIC                 | 101-265-920.603 | 1,005.76        |
|            |      | 42962   |                              | ELECTRIC                 | 101-448-920.005 | 750.37          |
|            |      |         |                              |                          |                 | <hr/> 2,052.66  |
| 12/10/2024 | GEN  | 42963   | CHERRYLAND ELECTRIC COOP.    | ELECTRIC                 | 208-000-805.000 | 210.97          |
| 12/10/2024 | GEN  | 42964   | CONSUMERS ENERGY             | 103033456148             | 101-448-920.005 | 3,306.33        |
| 12/10/2024 | GEN  | 42965   | CONSUMERS ENERGY             | 100000311801             | 101-000-084.861 | 1,686.08        |
|            |      | 42965   |                              | 100000311801             | 101-448-920.005 | 2,602.61        |
|            |      |         |                              |                          |                 | <hr/> 4,288.69  |
| 12/10/2024 | GEN  | 42966   | GARFIELD CHARTER TOWNSHIP    | HSA                      | 101-000-237.000 | 1,424.54        |
| 12/10/2024 | GEN  | 42967   | GFL ENVIRONMENTAL            | 002149436                | 208-000-805.000 | 582.57          |
| 12/10/2024 | GEN  | 42968   | GFL ENVIRONMENTAL            | 002114259                | 101-265-935.604 | 137.53          |
| 12/10/2024 | GEN  | 42969   | GMOSER'S SEPTIC SERVICE, INC | TOILET RENTAL RIVER EAST | 208-000-805.000 | 540.00          |
| 12/10/2024 | GEN  | 42970   | GRAND TRAVERSE COUNTY        | ELECTION CODING          | 101-262-935.010 | 5,098.00        |
| 12/10/2024 | GEN  | 42971   | GRAND TRAVERSE COUNTY DPW    | 5590511                  | 101-265-920.602 | 153.22          |
| 12/10/2024 | GEN  | 42972   | GRAND TRAVERSE COUNTY DPW    | 5105021                  | 208-000-805.000 | 148.67          |
| 12/10/2024 | GEN  | 42973   | GRANITE TELECOMMUNICATIONS   | 04652347                 | 101-265-850.000 | 312.43          |
| 12/10/2024 | GEN  | 42974   | GRID4 COMMUNICATIONS, INC.   | PHONES                   | 101-265-850.000 | 616.09          |
| 12/10/2024 | GEN  | 42975   | HI-TECH SYSTEM SERVICE, INC  | TECHCARE                 | 101-228-955.000 | 5,180.00        |
|            |      | 42975   |                              | LAPTOPS                  | 101-900-970.003 | 8,122.48        |
|            |      |         |                              |                          |                 | <hr/> 13,302.48 |
| 12/10/2024 | GEN  | 42976   | INTEGRITY BUSINESS SOLUTIONS | CLIPS, PAPER, PENS       | 101-101-726.000 | 70.35           |
| 12/10/2024 | GEN  | 42977   | LANDGREEN LAWN CARE          | SNOWBLOWING              | 208-000-805.000 | 567.00          |
| 12/10/2024 | GEN  | 42978   | LINGO                        | PHONES                   | 101-265-850.000 | 87.67           |
| 12/10/2024 | GEN  | 42979   | OLSON & HOWARD, P.C.         | MGR POSITION             | 101-101-801.002 | 486.00          |
|            |      | 42979   |                              | GFT V JOHNSON            | 101-704-801.000 | 58.00           |
|            |      |         |                              |                          |                 | <hr/> 544.00    |
| 12/10/2024 | GEN  | 42980   | SPECTRUM ENTERPRISE          | INTERNET                 | 101-228-955.001 | 159.98          |
| 12/10/2024 | GEN  | 42981   | TRAVERSE CITY RECORD EAGLE   | ADVERTISING              | 101-101-901.000 | 754.95          |

3.b.(i)

01/09/2025 11:18 AM  
User: BETTY  
DB: Garfield

CHECK DISBURSEMENT REPORT FOR CHARTER TOWNSHIP OF GARFIELD  
CHECK DATE FROM 12/04/2024 - 01/09/2025  
Banks: GEN

Page: 2/6

| Check Date | Bank | Check # | Payee                              | Description                          | GL #            | Amount          |
|------------|------|---------|------------------------------------|--------------------------------------|-----------------|-----------------|
|            |      | 42981   |                                    | ADVERTISING                          | 101-704-901.000 | 168.95          |
|            |      | 42981   |                                    | ADVERTISING                          | 101-707-901.000 | 195.25          |
|            |      |         |                                    |                                      |                 | <hr/> 1,119.15  |
| 12/10/2024 | GEN  | 42982   | UNITED WAY                         | UNITED WAY                           | 101-000-238.000 | 180.00          |
| 12/10/2024 | GEN  | 42983   | VOYA INSTITUTIONAL TRUST COMPANY   | DEFERRED COMP VF3202                 | 101-000-231.000 | 3,420.00        |
| 12/12/2024 | GEN  | 42984   | CHUCK KORN                         | PLANNING AWARDS DINNER REIMBURSEMENT | 101-101-960.000 | 47.00           |
| 12/19/2024 | GEN  | 42985   | AFLAC                              | AFLAC                                | 101-000-231.001 | 436.82          |
| 12/19/2024 | GEN  | 42986   | BLUE CROSS BLUE SHIELD OF MICHIGAN | EMPLOYEE HEALTH                      | 101-101-711.030 | 3,429.78        |
|            |      | 42986   |                                    | EMPLOYEE HEALTH                      | 101-172-711.030 | 2,093.74        |
|            |      | 42986   |                                    | EMPLOYEE HEALTH                      | 101-215-711.030 | 3,147.91        |
|            |      | 42986   |                                    | EMPLOYEE HEALTH                      | 101-253-711.030 | 4,050.23        |
|            |      | 42986   |                                    | EMPLOYEE HEALTH                      | 101-257-711.030 | 4,184.96        |
|            |      | 42986   |                                    | EMPLOYEE HEALTH                      | 101-371-711.030 | 1,395.69        |
|            |      | 42986   |                                    | EMPLOYEE HEALTH                      | 101-701-711.030 | 1,408.15        |
|            |      | 42986   |                                    | EMPLOYEE HEALTH                      | 101-702-711.030 | 4,056.93        |
|            |      |         |                                    |                                      |                 | <hr/> 23,767.39 |
| 12/19/2024 | GEN  | 42987   | HI-TECH SYSTEM SERVICE, INC        | REMOTE SVC                           | 101-228-955.000 | 2,742.00        |
| 12/19/2024 | GEN  | 42988   | INTEGRITY BUSINESS SOLUTIONS       | NAME PLATE                           | 101-101-726.000 | 309.51          |
| 12/19/2024 | GEN  | 42989   | KCI                                | NEWSLETTER / TAX BILLS               | 101-101-900.000 | 1,367.23        |
|            |      | 42989   |                                    | NEWSLETTER / TAX BILLS               | 101-253-726.001 | 33.72           |
|            |      | 42989   |                                    | NEWSLETTER / TAX BILLS               | 101-253-900.000 | 2,976.42        |
|            |      |         |                                    |                                      |                 | <hr/> 4,377.37  |
| 12/19/2024 | GEN  | 42990   | KRAFT BUSINESS SYSTEMS             | COPIER CONTRACT                      | 101-101-726.002 | 465.32          |
| 12/19/2024 | GEN  | 42991   | PITNEY BOWES INC                   | SVC AGREEMENT                        | 101-101-726.001 | 516.00          |
| 12/19/2024 | GEN  | 42992   | PRINCIPAL LIFE INSURANCE COMPANY   | EMPLOYEE LIFE / DENTAL               | 101-101-711.030 | 271.70          |
|            |      | 42992   |                                    | EMPLOYEE LIFE / DENTAL               | 101-171-711.030 | 155.05          |
|            |      | 42992   |                                    | EMPLOYEE LIFE / DENTAL               | 101-172-711.030 | 61.45           |
|            |      | 42992   |                                    | EMPLOYEE LIFE / DENTAL               | 101-215-711.030 | 155.47          |
|            |      | 42992   |                                    | EMPLOYEE LIFE / DENTAL               | 101-253-711.030 | 330.04          |
|            |      | 42992   |                                    | EMPLOYEE LIFE / DENTAL               | 101-257-711.030 | 345.10          |
|            |      | 42992   |                                    | EMPLOYEE LIFE / DENTAL               | 101-371-711.030 | 330.04          |
|            |      | 42992   |                                    | EMPLOYEE LIFE / DENTAL               | 101-701-711.030 | 162.45          |
|            |      | 42992   |                                    | EMPLOYEE LIFE / DENTAL               | 101-702-711.030 | 303.60          |
|            |      |         |                                    |                                      |                 | <hr/> 2,114.90  |

CHECK DISBURSEMENT REPORT FOR CHARTER TOWNSHIP OF GARFIELD  
CHECK DATE FROM 12/04/2024 - 01/09/2025  
Banks: GEN

| Check Date | Bank | Check # | Payee                            | Description                                  | GL #            | Amount         |
|------------|------|---------|----------------------------------|----------------------------------------------|-----------------|----------------|
| 12/19/2024 | GEN  | 42993   | ACCIDENT FUND OF MICHIGAN        | WORKMAN'S COMP 2025                          | 101-851-712.002 | 16,176.00      |
| 12/19/2024 | GEN  | 42994   | ESRI                             | 2025 GIS                                     | 101-228-955.000 | 1,610.00       |
| 12/19/2024 | GEN  | 42995   | PRINCIPAL LIFE INSURANCE COMPANY | EMPLOYEE DENTAL / LIFE                       | 101-101-711.030 | 290.10         |
|            |      | 42995   |                                  | EMPLOYEE DENTAL / LIFE                       | 101-172-711.030 | 61.45          |
|            |      | 42995   |                                  | EMPLOYEE DENTAL / LIFE                       | 101-215-711.030 | 155.47         |
|            |      | 42995   |                                  | EMPLOYEE DENTAL / LIFE                       | 101-253-711.030 | 330.04         |
|            |      | 42995   |                                  | EMPLOYEE DENTAL / LIFE                       | 101-257-711.030 | 345.10         |
|            |      | 42995   |                                  | EMPLOYEE DENTAL / LIFE                       | 101-371-711.030 | 165.02         |
|            |      | 42995   |                                  | EMPLOYEE DENTAL / LIFE                       | 101-701-711.030 | 162.45         |
|            |      | 42995   |                                  | EMPLOYEE DENTAL / LIFE                       | 101-702-711.030 | 303.60         |
|            |      |         |                                  |                                              |                 | <hr/> 1,813.23 |
| 12/30/2024 | GEN  | 42996   | ANNE WENDLING                    | CONTRACTED SVCS                              | 101-101-805.000 | 130.25         |
|            |      | 42996   |                                  | CONTRACTED SVCS                              | 101-707-805.000 | 110.00         |
|            |      |         |                                  |                                              |                 | <hr/> 240.25   |
| 12/30/2024 | GEN  | 42997   | ANNE WENDLING                    | CONTRACTED SVCS                              | 208-000-805.000 | 55.00          |
| 12/30/2024 | GEN  | 42998   | CHUCK KORN                       | MILEAGE                                      | 101-171-860.200 | 263.04         |
| 12/30/2024 | GEN  | 42999   | CONSUMERS ENERGY                 | 103043977273                                 | 208-000-805.000 | 37.46          |
| 12/30/2024 | GEN  | 43000   | CONSUMERS ENERGY                 | 100018131597                                 | 101-448-920.005 | 29.64          |
| 12/30/2024 | GEN  | 43001   | CONTEMPORARY CLEANING            | CONTRACTED SVCS                              | 101-265-935.603 | 1,350.00       |
| 12/30/2024 | GEN  | 43002   | CONTEMPORARY CLEANING            | CONTRACTED SVCS                              | 208-000-805.000 | 450.00         |
| 12/30/2024 | GEN  | 43003   | FIFTH THIRD BANK                 | 1319 - EDUCATION/ROCK SALT/CABLES/BUSINESS C | 101-101-726.000 | 53.30          |
|            |      | 43003   |                                  | 1319 - EDUCATION/ROCK SALT/CABLES/BUSINESS C | 101-172-726.000 | 43.30          |
|            |      | 43003   |                                  | 1319 - EDUCATION/ROCK SALT/CABLES/BUSINESS C | 101-215-960.000 | 69.33          |
|            |      | 43003   |                                  | 1319 - EDUCATION/ROCK SALT/CABLES/BUSINESS C | 101-257-726.000 | 19.03          |
|            |      | 43003   |                                  | 1319 - EDUCATION/ROCK SALT/CABLES/BUSINESS C | 101-265-726.003 | 68.00          |
|            |      | 43003   |                                  | 1319 - EDUCATION/ROCK SALT/CABLES/BUSINESS C | 101-701-726.000 | 25.94          |
|            |      | 43003   |                                  | DUES                                         | 101-701-965.000 | 535.00         |
|            |      |         |                                  |                                              |                 | <hr/> 813.90   |
| 12/30/2024 | GEN  | 43004   | FIFTH THIRD BANK                 | DOG WASTE BAGS                               | 208-000-935.000 | 535.54         |
| 12/30/2024 | GEN  | 43005   | GARFIELD CHARTER TOWNSHIP        | HSA                                          | 101-000-237.000 | 1,424.54       |
|            |      | 43005   |                                  | HSA                                          | 101-101-711.030 | 9,600.00       |
|            |      | 43005   |                                  | HSA                                          | 101-172-711.030 | 6,400.00       |
|            |      | 43005   |                                  | HSA                                          | 101-215-711.030 | 9,600.00       |
|            |      | 43005   |                                  | HSA                                          | 101-253-711.030 | 12,800.00      |
|            |      | 43005   |                                  | HSA                                          | 101-257-711.030 | 16,000.00      |

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|------------|------|---------|----------------------------------|----------------------------------------------|-----------------|-----------------|
|            |      | 43005   |                                  | HSA                                          | 101-371-711.030 | 12,800.00       |
|            |      | 43005   |                                  | HSA                                          | 101-701-711.030 | 9,600.00        |
|            |      | 43005   |                                  | HSA                                          | 101-702-711.030 | 12,800.00       |
|            |      |         |                                  |                                              |                 | <hr/> 91,024.54 |
| 12/30/2024 | GEN  | 43006   | GOVERNMENT FORMS & SUPPLIES      | W2'S                                         | 101-101-726.000 | 103.40          |
| 12/30/2024 | GEN  | 43007   | GRAND TRAVERSE SUPPLY, LLC       | TOILET TISSUE / TOWELING                     | 101-265-726.003 | 153.00          |
| 12/30/2024 | GEN  | 43008   | HOME DEPOT CREDIT SERVICES       | BUCKET/LID/SNOW SHOVEL/SNOW BRUSH/LIGHT BULB | 208-000-935.000 | 169.73          |
| 12/30/2024 | GEN  | 43009   | INTEGRITY BUSINESS SOLUTIONS     | PAPER / SOAP                                 | 101-101-726.000 | 185.74          |
| 12/30/2024 | GEN  | 43010   | LINGO                            | PHONES                                       | 101-265-850.000 | 87.67           |
| 12/30/2024 | GEN  | 43011   | SUPERFLEET                       | GAS                                          | 101-321-862.000 | 173.35          |
| 12/30/2024 | GEN  | 43012   | TRAVERSE CITY FLEET REPAIR       | OIL CHANGE / SCAN AND CHECK LIGHTS F-250     | 101-321-863.000 | 81.03           |
|            |      | 43012   |                                  | OIL CHANGE / SCAN AND CHECK LIGHTS F-250     | 101-321-864.000 | 472.20          |
|            |      |         |                                  |                                              |                 | <hr/> 553.23    |
| 12/30/2024 | GEN  | 43013   | TRAVERSE CITY LIGHT & POWER      | 00104403-7                                   | 101-000-084.861 | 666.74          |
|            |      | 43013   |                                  | 00105171-8                                   | 101-448-920.005 | 59.10           |
|            |      |         |                                  |                                              |                 | <hr/> 725.84    |
| 12/30/2024 | GEN  | 43014   | UNITED WAY                       | UNITED WAY                                   | 101-000-238.000 | 180.00          |
| 12/30/2024 | GEN  | 43015   | VOYA INSTITUTIONAL TRUST COMPANY | DEFERRED COMP VF3202                         | 101-000-231.000 | 3,370.00        |
| 01/09/2025 | GEN  | 43016   | BATTERIES PLUS OF TRAVERSE CITY  | CFL 10522                                    | 101-265-726.003 | 24.20           |
| 01/09/2025 | GEN  | 43017   | CHERRYLAND ELECTRIC COOP.        | ELECTRIC                                     | 101-000-084.861 | 290.96          |
|            |      | 43017   |                                  | ELECTRIC                                     | 101-265-920.603 | 356.12          |
|            |      | 43017   |                                  | ELECTRIC                                     | 101-448-920.005 | 717.57          |
|            |      |         |                                  |                                              |                 | <hr/> 1,364.65  |
| 01/09/2025 | GEN  | 43018   | CONSUMERS ENERGY                 | 103033456148                                 | 101-448-920.005 | 3,318.05        |
| 01/09/2025 | GEN  | 43019   | CONSUMERS ENERGY                 | 100000311801                                 | 101-000-084.861 | 1,686.08        |
|            |      | 43019   |                                  | 100000311801                                 | 101-448-920.005 | 2,559.54        |
|            |      |         |                                  |                                              |                 | <hr/> 4,245.62  |
| 01/09/2025 | GEN  | 43020   | DTE ENERGY                       | 910020833257                                 | 101-265-920.601 | 60.35           |
| 01/09/2025 | GEN  | 43021   | DTE ENERGY                       | 910020833133                                 | 101-265-920.601 | 1,771.82        |
| 01/09/2025 | GEN  | 43022   | ENGINEERED PROTECTION SYS.       | 2.1-4.30.2025 SVC PLAN                       | 101-265-957.000 | 486.00          |
| 01/09/2025 | GEN  | 43023   | FIFTH THIRD BANK                 | 3406 -SUPPLIES / ADOBE SUBSCREPTIONS         | 101-101-965.101 | 1,437.78        |

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|-------------------|------|---------|-----------------------------------|--------------------------------------|-----------------|------------|
|                   |      | 43023   |                                   | 3406 -SUPPLIES / ADOBE SUBSCREPTIONS | 101-253-726.000 | 48.70      |
|                   |      |         |                                   |                                      |                 | 1,486.48   |
| 01/09/2025        | GEN  | 43024   | GFL ENVIRONMENTAL                 | 002114258                            | 208-000-805.000 | 621.65     |
| 01/09/2025        | GEN  | 43025   | GFL ENVIRONMENTAL                 | 002114259                            | 101-265-935.604 | 144.91     |
| 01/09/2025        | GEN  | 43026   | GRAND TRAVERSE COUNTY DPW         | 5590511                              | 208-000-805.000 | 17.00      |
| 01/09/2025        | GEN  | 43027   | GRAND TRAVERSE COUNTY DPW         | 5105021                              | 101-265-920.602 | 148.67     |
| 01/09/2025        | GEN  | 43028   | GRID4 COMMUNICATIONS, INC.        | PHONES                               | 101-265-850.000 | 616.24     |
| 01/09/2025        | GEN  | 43029   | HALLAHAN & ASSOCIATES, P.C.       | SAMS                                 | 101-257-805.000 | 137.70     |
| 01/09/2025        | GEN  | 43030   | KCI                               | PP STATEMENTS                        | 101-257-726.001 | 3.44       |
|                   |      | 43030   |                                   | PP STATEMENTS                        | 101-257-900.000 | 548.74     |
|                   |      |         |                                   |                                      |                 | 552.18     |
| 01/09/2025        | GEN  | 43031   | LANDGREEN LAWN CARE               | PARKS SNOW REMOVAL                   | 208-000-805.000 | 5,852.00   |
| 01/09/2025        | GEN  | 43032   | NMCOA TREASURER                   | MEMBERSHIP - B. GUTIERREZ            | 101-371-965.000 | 125.00     |
| 01/09/2025        | GEN  | 43033   | OLSON & HOWARD, P.C.              | EITZEN                               | 101-101-801.002 | 534.00     |
|                   |      | 43033   |                                   | JOHNSON                              | 101-704-801.000 | 252.00     |
|                   |      |         |                                   |                                      |                 | 786.00     |
| 01/09/2025        | GEN  | 43034   | PREMIER OUTDOORS OF TRAVERSE CITY | SNOW REMOVAL                         | 101-265-935.601 | 1,460.00   |
| 01/09/2025        | GEN  | 43035   | STATE OF MICHIGAN                 | BOILER INSPECTION                    | 101-265-935.608 | 450.00     |
| 01/09/2025        | GEN  | 43036   | T-MOBILE                          | PHONES                               | 101-265-850.000 | 60.77      |
| TOTAL - ALL FUNDS |      |         |                                   | TOTAL OF 76 CHECKS                   |                 | 217,708.49 |

--- GL TOTALS ---

|                 |                               |           |
|-----------------|-------------------------------|-----------|
| 101-000-084.861 | DUE FROM #861 STREET LIGHTS   | 4,626.39  |
| 101-000-231.000 | DEFERRED COMP                 | 6,790.00  |
| 101-000-231.001 | AFLAC                         | 436.82    |
| 101-000-237.000 | HSA (FORMERLY FLEX)           | 2,849.08  |
| 101-000-238.000 | UNITED WAY                    | 360.00    |
| 101-101-711.030 | BENEFITS                      | 13,591.58 |
| 101-101-726.000 | SUPPLIES                      | 722.30    |
| 101-101-726.001 | POSTAGE                       | 516.00    |
| 101-101-726.002 | SUPPLIES - COPIER MAINTENANCE | 465.32    |
| 101-101-801.002 | LEGAL SERVICES - TOWNBOARD    | 1,020.00  |
| 101-101-805.000 | CONTRACTED AND OTHER SERVICES | 130.25    |
| 101-101-900.000 | PRINTING & PUBLISHING         | 1,367.23  |
| 101-101-901.000 | ADVERTISING                   | 754.95    |
| 101-101-960.000 | EDUCATION & TRAINING          | 47.00     |
| 101-101-965.101 | DUES & PUBLICATIONS -TOWNBOAR | 1,437.78  |
| 101-171-711.030 | BENEFITS                      | 155.05    |
| 101-171-860.200 | MILEAGE - SUPERVISOR          | 263.04    |

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Banks: GEN

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| Check Date      | Bank | Check # | Payee                         | Description | GL # | Amount     |
|-----------------|------|---------|-------------------------------|-------------|------|------------|
| 101-172-711.030 |      |         | BENEFITS                      |             |      | 8,616.64   |
| 101-172-726.000 |      |         | SUPPLIES                      |             |      | 43.30      |
| 101-215-711.030 |      |         | BENEFITS                      |             |      | 13,058.85  |
| 101-215-960.000 |      |         | EDUCATION & TRAINING          |             |      | 69.33      |
| 101-228-955.000 |      |         | COMPUTER SUPPORT SYSTEMS      |             |      | 10,312.00  |
| 101-228-955.001 |      |         | COMPUTER NETWORK              |             |      | 159.98     |
| 101-253-711.030 |      |         | BENEFITS                      |             |      | 17,510.31  |
| 101-253-726.000 |      |         | SUPPLIES                      |             |      | 48.70      |
| 101-253-726.001 |      |         | POSTAGE                       |             |      | 33.72      |
| 101-253-900.000 |      |         | PRINTING & PUBLISHING         |             |      | 2,976.42   |
| 101-257-711.030 |      |         | BENEFITS                      |             |      | 20,875.16  |
| 101-257-726.000 |      |         | SUPPLIES                      |             |      | 19.03      |
| 101-257-726.001 |      |         | POSTAGE                       |             |      | 3.44       |
| 101-257-805.000 |      |         | CONTRACTED AND OTHER SERVICES |             |      | 137.70     |
| 101-257-900.000 |      |         | PRINTING & PUBLISHING         |             |      | 548.74     |
| 101-262-935.010 |      |         | MACHINE MAINTENANCE           |             |      | 5,098.00   |
| 101-265-726.003 |      |         | SUPPLIES-MAINTANCE            |             |      | 245.20     |
| 101-265-850.000 |      |         | TELEPHONE                     |             |      | 1,780.87   |
| 101-265-920.601 |      |         | HEATING / GAS                 |             |      | 1,832.17   |
| 101-265-920.602 |      |         | WATER / SEWER                 |             |      | 301.89     |
| 101-265-920.603 |      |         | LIGHTS BUILDING               |             |      | 1,361.88   |
| 101-265-935.601 |      |         | SNOW PLOWING                  |             |      | 1,460.00   |
| 101-265-935.603 |      |         | CLEANING SERVICE              |             |      | 1,350.00   |
| 101-265-935.604 |      |         | RUBBISH REMOVAL               |             |      | 282.44     |
| 101-265-935.608 |      |         | MAINTENANCE-OTHER             |             |      | 450.00     |
| 101-265-957.000 |      |         | ELECTRONIC PROTECTION SYSTEM  |             |      | 486.00     |
| 101-321-862.000 |      |         | GAS & CAR WASHES              |             |      | 173.35     |
| 101-321-863.000 |      |         | OIL CHANGES                   |             |      | 81.03      |
| 101-321-864.000 |      |         | MISCELLANEOUS                 |             |      | 472.20     |
| 101-371-711.030 |      |         | BENEFITS                      |             |      | 14,690.75  |
| 101-371-965.000 |      |         | DUES & PUBLICATIONS           |             |      | 125.00     |
| 101-448-920.005 |      |         | STREET LIGHTS TOWNSHIP        |             |      | 13,343.21  |
| 101-701-711.030 |      |         | BENEFITS                      |             |      | 11,333.05  |
| 101-701-726.000 |      |         | SUPPLIES                      |             |      | 25.94      |
| 101-701-965.000 |      |         | DUES & PUBLICATIONS           |             |      | 535.00     |
| 101-702-711.030 |      |         | BENEFITS                      |             |      | 17,464.13  |
| 101-704-801.000 |      |         | LEGAL SERVICES                |             |      | 310.00     |
| 101-704-901.000 |      |         | ADVERTISING                   |             |      | 168.95     |
| 101-707-805.000 |      |         | CONTRACTED AND OTHER SERVICES |             |      | 110.00     |
| 101-707-901.000 |      |         | ADVERTISING                   |             |      | 195.25     |
| 101-851-712.002 |      |         | INSURANCE - WORKMENS COMP.    |             |      | 16,176.00  |
| 101-900-970.003 |      |         | CAPITAL OUTLAY - COMPUTERS    |             |      | 8,122.48   |
| 208-000-805.000 |      |         | CONTRACTED AND OTHER SERVICES |             |      | 9,082.32   |
| 208-000-935.000 |      |         | MAINTENANCE - MISC, EQUIP     |             |      | 705.27     |
|                 |      |         | TOTAL                         |             |      | 217,708.49 |

December 18, 2024

**SUMMARY OF BILLINGS FOR APPROVAL  
FROM GARFIELD TOWNSHIP**

**I. Developer's Escrow Fund**

**A. Storm Water Reviews**

|                                                                                                                                                     |                 |
|-----------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|
| 1. Engineering consulting services for storm water plan review.<br><b>M. Brothers Northern, LLC / Marengo 31, Escrow No. 214.862</b>                |                 |
| Project# 21276 Invoice No. 2127603                                                                                                                  | 810.00          |
| 2. Engineering consulting services for storm water plan review.<br><b>French Manor LaFranier, Escrow No. 214.836</b>                                |                 |
| Project# 24248 Invoice No. 2424802                                                                                                                  | 231.25          |
| 3. Engineering consulting services for storm water plan review.<br><b>Midwest Airproducts, Escrow No. 214.837</b>                                   |                 |
| Project# 24257 Invoice No. 2425701                                                                                                                  | 881.25          |
| 4. Engineering consulting services for storm water plan review.<br><b>Precision Plumbing &amp; Heating Systems, Escrow No. 214.803</b>              |                 |
| Project# 24266 Invoice No. 2426602                                                                                                                  | 168.75          |
| 5. Engineering consulting services for storm water plan review.<br><b>Historic Barns Park, Grand Traverse Commons, Barn 206, Escrow No. 214.810</b> |                 |
| Project# 24275 Invoice No. 2427502                                                                                                                  | 67.50           |
| 6. Engineering consulting services for storm water plan review.<br><b>Resurrection Life Church Building Addition, Escrow No. 214.801</b>            |                 |
| Project# 24292 Invoice No. 2429201                                                                                                                  | 1,797.50        |
| 7. Engineering consulting services for storm water plan review.<br><b>HIC #32, Car Detailing &amp; Long Term Parking, Escrow No. 214.825</b>        |                 |
| Project# 24297 Invoice No. 2429701                                                                                                                  | 491.25          |
| 8. Engineering consulting services for storm water plan review.<br><b>Renew It Group, TC Showroom/Warehouse, Escrow No. 214.821</b>                 |                 |
| Project# 24300 Invoice No. 2430001                                                                                                                  | 1,128.75        |
| <b>Total A</b>                                                                                                                                      | <b>5,576.25</b> |

**B. Utility Plan Review, Oversight & Closeout**

|                                                                                                                                                            |                 |
|------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|
| 1. Engineering plan review and overall capacity evaluation, construction services, project turnover.<br><b>Britten, Inc. New Building, Escrow# 214.823</b> |                 |
| Project# 22243 Invoice No. 2224311                                                                                                                         | 1,125.00        |
| 2. Engineering plan review, construction services, project turnover.<br><b>Evergreen TC, Residential Housing Development</b>                               |                 |
| Project# 23296 Invoice No. 2329603                                                                                                                         | 1,750.00        |
| <b>Total B</b>                                                                                                                                             | <b>2,875.00</b> |

**Total Developer's Escrow Fund 8,451.25**

**II. General Utilities**

|                                                                                                                                                    |                  |
|----------------------------------------------------------------------------------------------------------------------------------------------------|------------------|
| 1. Engineering consulting services.<br><b>NW Service District Water System Improvements (Water Storage Tank)</b>                                   |                  |
| Project# 16037 Invoice No. 1603724                                                                                                                 | 15,729.00        |
| 2. Engineering and survey services for design, topo survey, bidding, construction services, project turnover<br><b>Stone Ridge PRV Replacement</b> |                  |
| Project# 21066 Invoice No. 2106612                                                                                                                 | 1,875.00         |
| <b>Total Utility Receiving Fund</b>                                                                                                                | <b>17,604.00</b> |

**III. General**

|                                                                                                                                  |          |
|----------------------------------------------------------------------------------------------------------------------------------|----------|
| 1. Engineering services for water contract review and data compilation for submission to legal counsel.<br><b>Water Contract</b> |          |
| Project# 24029C Invoice No. 24029312                                                                                             | 3,680.00 |
| 2. Engineering services for sanitary sewer and multi user agreement.<br><b>Blair Township</b>                                    |          |
| Project# 24029C Invoice No. 24029311                                                                                             | 360.00   |

**Total Park Funds / DNR Trust Fund 4,040.00**

**IV. Park Funds / DNR Trust Fund**

|                                                                                                                                          |                  |
|------------------------------------------------------------------------------------------------------------------------------------------|------------------|
| 2. Engineering design, survey, permitting, bidding, and construction services.<br><b>South Airport and Barlow Road, Trail Extensions</b> |                  |
| Project# 24070 Invoice No. 2407003                                                                                                       | 16,790.00        |
| <b>Total Park Funds / DNR Trust Fund</b>                                                                                                 | <b>16,790.00</b> |

**V. Special Assessment District (SAD)**

|                                                                                                                                                                                                |               |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
| 1. Engineering and survey services for design, permitting and construction engineering for sewer extension<br><b>Racquet Club Drive Road Reconstruction, Special Assessment District (SAD)</b> |               |
| Project# 24029C Invoice No. 24029313                                                                                                                                                           | 712.50        |
| <b>Total Park Funds / SAD Fund</b>                                                                                                                                                             | <b>712.50</b> |

**GRAND TOTAL \$47,597.75**

**Invoice**

Gourdie-Fraser, Inc.  
123 West Front Street, Suite A  
Traverse City, MI 49684  
Phone: 231-946-5874 Ext. 310  
melanie@gfa.tc Pay By Credit Card:  
Traverse City, MI 49684

CHRIS BARSHEFF  
CHARTER TWP OF GARFIELD  
3848 VETERANS DR  
TRAVERSE CITY, MI 49684

December 18, 2024  
Project No: 21276  
Invoice No: 2127603

Re: M. Brothers Northern, LLC/Marengo 31, Storm Water Review, Escrow #214.862

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

**Professional Services from September 15, 2024 to December 14, 2024**

**Professional Personnel**

|                     | Hours | Rate                      | Amount |                 |
|---------------------|-------|---------------------------|--------|-----------------|
| Project Engineer II | 6.00  | 135.00                    | 810.00 |                 |
| Totals              | 6.00  |                           | 810.00 |                 |
| <b>Total Labor</b>  |       |                           |        | <b>810.00</b>   |
|                     |       | <b>Total this Invoice</b> |        | <b>\$810.00</b> |

**Billings to Date**

|               | Current       | Prior           | Total           |
|---------------|---------------|-----------------|-----------------|
| Labor         | 810.00        | 2,065.00        | 2,875.00        |
| <b>Totals</b> | <b>810.00</b> | <b>2,065.00</b> | <b>2,875.00</b> |

**Invoice**

Gourdie-Fraser, Inc.  
123 West Front Street, Suite A  
Traverse City, MI 49684  
Phone: 231-946-5874 Ext. 310  
melanie@gfa.tc      Pay By Credit Card:  
Traverse City, MI 49684

CHRIS BARSHEFF  
CHARTER TWP OF GARFIELD  
3848 VETERANS DR  
TRAVERSE CITY, MI 49684

December 18, 2024  
Project No: 24248  
Invoice No: 2424802

Re: French Manor LaFranier, Storm Water Review, Escrow No. 214.836

Services Performed: Engineering Services for storm water review including review of plans, computations and specifications for compliance with Ordinance 49. Services include supplemental review of changes made, communication with applicant / engineer, correspondence letter and acceptance letter. Services include multiple submittal changes and review.

Project Location: 3090 Lafranier Road, Traverse City, MI 49686

**Professional Services from November 03, 2024 to December 14, 2024**

**Professional Personnel**

|                     | Hours | Rate                      | Amount |                 |
|---------------------|-------|---------------------------|--------|-----------------|
| Project Engineer II | .75   | 135.00                    | 101.25 |                 |
| Project Specialist  | 1.00  | 130.00                    | 130.00 |                 |
| Totals              | 1.75  |                           | 231.25 |                 |
| <b>Total Labor</b>  |       |                           |        | <b>231.25</b>   |
|                     |       | <b>Total this Invoice</b> |        | <b>\$231.25</b> |

**Billings to Date**

|               | Current       | Prior           | Total           |
|---------------|---------------|-----------------|-----------------|
| Labor         | 231.25        | 2,575.00        | 2,806.25        |
| <b>Totals</b> | <b>231.25</b> | <b>2,575.00</b> | <b>2,806.25</b> |

**Invoice**

Gourdie-Fraser, Inc.  
123 West Front Street, Suite A  
Traverse City, MI 49684  
Phone: 231-946-5874 Ext. 310  
melanie@gfa.tc      Pay By Credit Card:  
Traverse City, MI 49684

CHRIS BARSHEFF  
CHARTER TWP OF GARFIELD  
3848 VETERANS DR  
TRAVERSE CITY, MI 49684

December 18, 2024  
Project No: 24257  
Invoice No: 2425701

Re: Midwest Airproducts, Storm Water Review, Escrow No. 214.837

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

Project Location: 281 Hughes Dr., Traverse City, MI 49686

**Professional Services from October 27, 2024 to December 14, 2024**

**Professional Personnel**

|                     | Hours | Rate                      | Amount |                 |
|---------------------|-------|---------------------------|--------|-----------------|
| Project Engineer II | .75   | 135.00                    | 101.25 |                 |
| Project Specialist  | .50   | 130.00                    | 65.00  |                 |
| Design Engineer     | 6.50  | 110.00                    | 715.00 |                 |
| Totals              | 7.75  |                           | 881.25 |                 |
| <b>Total Labor</b>  |       |                           |        | <b>881.25</b>   |
|                     |       | <b>Total this Invoice</b> |        | <b>\$881.25</b> |

**Billings to Date**

|               | Current       | Prior       | Total         |
|---------------|---------------|-------------|---------------|
| Labor         | 881.25        | 0.00        | 881.25        |
| <b>Totals</b> | <b>881.25</b> | <b>0.00</b> | <b>881.25</b> |

**Invoice**

Gourdie-Fraser, Inc.  
123 West Front Street, Suite A  
Traverse City, MI 49684  
Phone: 231-946-5874 Ext. 310  
melanie@gfa.tc Pay By Credit Card:  
Traverse City, MI 49684

CHRIS BARSHEFF  
CHARTER TWP OF GARFIELD  
3848 VETERANS DR  
TRAVERSE CITY, MI 49684

December 18, 2024  
Project No: 24266  
Invoice No: 2426602

Re: Precision Plumbing & Heating Systems, Storm Water Review, Escrow No. 214.803

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

Project Location: 13233 Cass Road, Traverse City

**Professional Services from November 03, 2024 to December 14, 2024**

**Professional Personnel**

|                     | Hours | Rate                      | Amount |                 |
|---------------------|-------|---------------------------|--------|-----------------|
| Project Engineer II | 1.25  | 135.00                    | 168.75 |                 |
| Totals              | 1.25  |                           | 168.75 |                 |
| <b>Total Labor</b>  |       |                           |        | <b>168.75</b>   |
|                     |       | <b>Total this Invoice</b> |        | <b>\$168.75</b> |

**Billings to Date**

|               | Current       | Prior           | Total           |
|---------------|---------------|-----------------|-----------------|
| Labor         | 168.75        | 1,255.00        | 1,423.75        |
| <b>Totals</b> | <b>168.75</b> | <b>1,255.00</b> | <b>1,423.75</b> |

**Invoice**

Gourdie-Fraser, Inc.  
123 West Front Street, Suite A  
Traverse City, MI 49684  
Phone: 231-946-5874 Ext. 310  
melanie@gfa.tc      Pay By Credit Card:  
Traverse City, MI 49684

CHRIS BARSHEFF  
CHARTER TWP OF GARFIELD  
3848 VETERANS DR  
TRAVERSE CITY, MI 49684

December 18, 2024  
Project No: 24275  
Invoice No: 2427502

Re: Historic Barns Park, Grand Traverse Commons, Barn 206, Storm Water Review, Escrow No. 214.810  
Services Performed: Engineering Services for storm water review including review of plans, computations and specifications for compliance with Ordinance 49. Services includes review, communication with applicant / engineer and correspondence letter of final review and approval with changes noted.

Project Location: 1500 Red Drive, Traverse City

**Professional Services from November 03, 2024 to December 14, 2024**

**Professional Personnel**

|                     | Hours | Rate                      | Amount         |
|---------------------|-------|---------------------------|----------------|
| Project Engineer II | .50   | 135.00                    | 67.50          |
| Totals              | .50   |                           | 67.50          |
| <b>Total Labor</b>  |       |                           | <b>67.50</b>   |
|                     |       | <b>Total this Invoice</b> | <b>\$67.50</b> |

**Billings to Date**

|               | Current      | Prior         | Total         |
|---------------|--------------|---------------|---------------|
| Labor         | 67.50        | 691.25        | 758.75        |
| <b>Totals</b> | <b>67.50</b> | <b>691.25</b> | <b>758.75</b> |

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CHRIS BARSHEFF  
CHARTER TWP OF GARFIELD  
3848 VETERANS DR  
TRAVERSE CITY, MI 49684

December 18, 2024  
Project No: 24292  
Invoice No: 2429201

Re: Resurrection Life Church Building Addition, Storm Water Review, Escrow No. 214.801  
Services Performed: Engineering Services for storm water review including review of plans, computations and specifications for compliance with Ordinance 49. Services includes review, communication with applicant / engineer, site visit to evaluate conditions and correspondence letter of approval with conditions noted.

Project Location: 2586 Crossing Circle, Traverse City

**Professional Services from November 03, 2024 to December 14, 2024**

**Professional Personnel**

|                     | <b>Hours</b> | <b>Rate</b>               | <b>Amount</b> |                   |
|---------------------|--------------|---------------------------|---------------|-------------------|
| Project Engineer II | 8.50         | 135.00                    | 1,147.50      |                   |
| Project Specialist  | 5.00         | 130.00                    | 650.00        |                   |
| Totals              | 13.50        |                           | 1,797.50      |                   |
| <b>Total Labor</b>  |              |                           |               | <b>1,797.50</b>   |
|                     |              | <b>Total this Invoice</b> |               | <b>\$1,797.50</b> |

**Billings to Date**

|               | <b>Current</b>  | <b>Prior</b> | <b>Total</b>    |
|---------------|-----------------|--------------|-----------------|
| Labor         | 1,797.50        | 0.00         | 1,797.50        |
| <b>Totals</b> | <b>1,797.50</b> | <b>0.00</b>  | <b>1,797.50</b> |

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CHRIS BARSHEFF  
CHARTER TWP OF GARFIELD  
3848 VETERANS DR  
TRAVERSE CITY, MI 49684

December 18, 2024  
Project No: 24297  
Invoice No: 2429701

Re: HIC #32, Car Detailing & Long Term Parking, Storm Water Review, Escrow No. 214.825

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

Project Location: 1407 Industry Drive, Traverse City, MI 49696

**Professional Services from October 24, 2024 to December 14, 2024**

**Professional Personnel**

|                     | Hours | Rate                      | Amount |                 |
|---------------------|-------|---------------------------|--------|-----------------|
| Project Engineer II | .75   | 135.00                    | 101.25 |                 |
| Project Specialist  | 3.00  | 130.00                    | 390.00 |                 |
| Totals              | 3.75  |                           | 491.25 |                 |
| <b>Total Labor</b>  |       |                           |        | <b>491.25</b>   |
|                     |       | <b>Total this Invoice</b> |        | <b>\$491.25</b> |

**Billings to Date**

|               | Current       | Prior       | Total         |
|---------------|---------------|-------------|---------------|
| Labor         | 491.25        | 0.00        | 491.25        |
| <b>Totals</b> | <b>491.25</b> | <b>0.00</b> | <b>491.25</b> |

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

December 18, 2024  
Project No: 24300  
Invoice No: 2430001

Re: Renew It Group, TC Showroom/Warehouse, Storm Water Review, Escrow No. 214.821

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

Project Location: 302 N. US 31 South, Grawn, MI 49685

**Professional Services from November 03, 2024 to December 14, 2024**

**Professional Personnel**

|                     | Hours | Rate                      | Amount   |                   |
|---------------------|-------|---------------------------|----------|-------------------|
| Project Engineer II | .75   | 135.00                    | 101.25   |                   |
| Project Specialist  | .50   | 130.00                    | 65.00    |                   |
| Design Engineer     | 8.75  | 110.00                    | 962.50   |                   |
| Totals              | 10.00 |                           | 1,128.75 |                   |
| <b>Total Labor</b>  |       |                           |          | <b>1,128.75</b>   |
|                     |       | <b>Total this Invoice</b> |          | <b>\$1,128.75</b> |

**Billings to Date**

|               | Current         | Prior       | Total           |
|---------------|-----------------|-------------|-----------------|
| Labor         | 1,128.75        | 0.00        | 1,128.75        |
| <b>Totals</b> | <b>1,128.75</b> | <b>0.00</b> | <b>1,128.75</b> |

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CHRIS BARSHEFF  
CHARTER TWP OF GARFIELD  
3848 VETERANS DR  
TRAVERSE CITY, MI 49684

December 18, 2024  
Project No: 22243  
Invoice No: 2224311

Re: Manufacturing Development, Britten Inc., Water / Sewer Extension, Escrow# 701-000-214.823

Services Performed: Engineering and construction services for plan review, construction oversight and project close out for the water main and sanitary sewer extension to service the manufacturing development along Cass Road, includes two 38,400 SFT production / storage buildings.

**Additional Services:**

AS#1 - Construction observation and engineering services as detailed in Additional Escrow Letter. Estimated \$20,500.

AS#2 - Construction observation, watermain testing and walk through with DPW as detailed in Additional Escrow Letter dated 01/16/24. Estimated \$1,500.

Project Location: 2182 & 2200 Cass Road, Traverse City

**Professional Services from March 17, 2024 to December 14, 2024**  
**Fee**

| Billing Phase                           | Fee       | Percent Complete | Earned    | Previous Fee Billing | Current Fee Billing |
|-----------------------------------------|-----------|------------------|-----------|----------------------|---------------------|
| Engineering Plan Review                 | 3,500.00  | 100.00           | 3,500.00  | 3,500.00             | 0.00                |
| Construction Observation & Testing      | 12,750.00 | 100.00           | 12,750.00 | 12,750.00            | 0.00                |
| AS#1 Construction Observation & Testing | 20,500.00 | 100.00           | 20,500.00 | 20,500.00            | 0.00                |
| AS#2 Const. Obs., Testing, Walk Through | 1,500.00  | 100.00           | 1,500.00  | 1,500.00             | 0.00                |
| Project Closeout & Turnover             | 1,500.00  | 100.00           | 1,500.00  | 375.00               | 1,125.00            |
| Total Fee                               | 39,750.00 |                  | 39,750.00 | 38,625.00            | 1,125.00            |
| <b>Total Fee</b>                        |           |                  |           |                      | <b>1,125.00</b>     |
| <b>Total this Invoice</b>               |           |                  |           |                      | <b>\$1,125.00</b>   |

**Invoice**

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CHRIS BARSHEFF  
CHARTER TWP OF GARFIELD  
3848 VETERANS DR  
TRAVERSE CITY, MI 49684

December 18, 2024  
Project No: 23296  
Invoice No: 2329603

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

Services Performed:

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

Project Location: North US-31 South, Traverse City

**Professional Services from September 15, 2024 to December 14, 2024**

**Fee**

| Billing Phase                | Fee       | Percent Complete | Earned   | Previous Fee Billing | Current Fee Billing |
|------------------------------|-----------|------------------|----------|----------------------|---------------------|
| A.1 Water Plan Review        | 3,500.00  | 100.00           | 3,500.00 | 1,750.00             | 1,750.00            |
| A.2 Construction Observation | 32,500.00 | 0.00             | 0.00     | 0.00                 | 0.00                |
| A.3 Project Turnover         | 2,750.00  | 0.00             | 0.00     | 0.00                 | 0.00                |
| Total Fee                    | 38,750.00 |                  | 3,500.00 | 1,750.00             | 1,750.00            |
| Total Fee                    |           |                  |          |                      | 1,750.00            |
| Total this Invoice           |           |                  |          |                      | \$1,750.00          |

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CHRIS BARSHEFF  
CHARTER TWP OF GARFIELD  
3848 VETERANS DR  
TRAVERSE CITY, MI 49684

December 18, 2024  
Project No: 16037  
Invoice No: 1603724

Re: NW Service District Water System Improvements

Services Performed: Engineering and construction services for final design, bidding, construction staking, observation and administration, close out and record drawings for water main extension.

Additional Services:

1. 01/17/18 Heritage Estates entrance reconstruction.

Project Location: Harris Road and Cedar Run Road, Garfield Township, Grand Traverse County, Michigan.

**Professional Services from May 26, 2024 to December 14, 2024**

**Fee**

| Billing Phase                      | Fee        | Percent Complete | Earned     | Previous Fee Billing | Current Fee Billing |
|------------------------------------|------------|------------------|------------|----------------------|---------------------|
| WATER STORAGE TANK                 | 0.00       | 0.00             | 0.00       | 0.00                 | 0.00                |
| Research                           | 15,000.00  | 100.00           | 15,000.00  | 15,000.00            | 0.00                |
| Engineering Design                 | 25,000.00  | 100.00           | 25,000.00  | 25,000.00            | 0.00                |
| Topographic Survey                 | 5,000.00   | 100.00           | 5,000.00   | 5,000.00             | 0.00                |
| Bidding                            | 5,000.00   | 100.00           | 5,000.00   | 5,000.00             | 0.00                |
| Construction Staking               | 5,000.00   | 100.00           | 5,000.00   | 5,000.00             | 0.00                |
| Construction Administration        | 10,000.00  | 100.00           | 10,000.00  | 10,000.00            | 0.00                |
| Construction Inspection            | 25,000.00  | 100.00           | 25,000.00  | 25,000.00            | 0.00                |
| Record Drawings/Close Out          | 3,500.00   | 100.00           | 3,500.00   | 3,500.00             | 0.00                |
|                                    | 0.00       | 0.00             | 0.00       | 0.00                 | 0.00                |
| WATERMAIN EXTENSIONS               | 0.00       | 0.00             | 0.00       | 0.00                 | 0.00                |
| Prop. Acquisition/Utility Research | 10,000.00  | 100.00           | 10,000.00  | 10,000.00            | 0.00                |
| Final Design/Premitting            | 50,000.00  | 100.00           | 50,000.00  | 50,000.00            | 0.00                |
| Topographic Survey                 | 15,000.00  | 100.00           | 15,000.00  | 15,000.00            | 0.00                |
| Bidding                            | 6,500.00   | 100.00           | 6,500.00   | 6,500.00             | 0.00                |
| Construction Staking               | 20,000.00  | 100.00           | 20,000.00  | 20,000.00            | 0.00                |
| Construction Administration        | 25,000.00  | 100.00           | 25,000.00  | 25,000.00            | 0.00                |
| Construction Inspection            | 120,000.00 | 100.00           | 120,000.00 | 120,000.00           | 0.00                |

| Project                                   | 16037      | GARFIELD/FD,BID,STK,CA,CM/HARRIS-CEDAR R |            |                  |                           | Invoice          | 1603724            |
|-------------------------------------------|------------|------------------------------------------|------------|------------------|---------------------------|------------------|--------------------|
| Record Drawings/Close Out                 | 9,500.00   | 100.00                                   | 9,500.00   | 9,500.00         | 0.00                      |                  |                    |
|                                           | 0.00       | 0.00                                     | 0.00       | 0.00             | 0.00                      |                  |                    |
| INFRASTRUCTURE UPGRADE/BOOSTER STATION    | 0.00       | 0.00                                     | 0.00       | 0.00             | 0.00                      |                  |                    |
| Research                                  | 25,000.00  | 100.00                                   | 25,000.00  | 25,000.00        | 0.00                      |                  |                    |
| Final Design/Permitting                   | 69,100.00  | 50.00                                    | 34,550.00  | 28,331.00        | 6,219.00                  |                  |                    |
| Topographic Survey                        | 15,000.00  | 100.00                                   | 15,000.00  | 4,950.00         | 10,050.00                 |                  |                    |
| Bidding                                   | 6,850.00   | 0.00                                     | 0.00       | 450.00           | -450.00                   |                  |                    |
| Construction Staking                      | 5,000.00   | 0.00                                     | 0.00       | 90.00            | -90.00                    |                  |                    |
| Construction Administration               | 30,000.00  | 0.00                                     | 0.00       | 0.00             | 0.00                      |                  |                    |
| Construction Inspection                   | 20,350.00  | 0.00                                     | 0.00       | 0.00             | 0.00                      |                  |                    |
| Record Drawings/Close Out                 | 6,500.00   | 0.00                                     | 0.00       | 0.00             | 0.00                      |                  |                    |
|                                           | 0.00       | 0.00                                     | 0.00       | 0.00             | 0.00                      |                  |                    |
| HERITAGE EST. ENTRANCE RECONSTRUCTION SAD | 0.00       | 0.00                                     | 0.00       | 0.00             | 0.00                      |                  |                    |
| Preliminary Design                        | 500.00     | 100.00                                   | 500.00     | 500.00           | 0.00                      |                  |                    |
| Final Design                              | 500.00     | 100.00                                   | 500.00     | 500.00           | 0.00                      |                  |                    |
| Bidding                                   | 250.00     | 100.00                                   | 250.00     | 250.00           | 0.00                      |                  |                    |
| Construction Inspection                   | 3,700.00   | 100.00                                   | 3,700.00   | 3,700.00         | 0.00                      |                  |                    |
| Construction Staking                      | 1,800.00   | 100.00                                   | 1,800.00   | 1,800.00         | 0.00                      |                  |                    |
| Construction Administration               | 750.00     | 100.00                                   | 750.00     | 750.00           | 0.00                      |                  |                    |
| Closeout Services                         | 500.00     | 100.00                                   | 500.00     | 500.00           | 0.00                      |                  |                    |
| Total Fee                                 | 535,300.00 |                                          | 432,050.00 | 416,321.00       | 15,729.00                 |                  |                    |
|                                           |            |                                          |            | <b>Total Fee</b> |                           | <b>15,729.00</b> |                    |
|                                           |            |                                          |            |                  | <b>Total this Invoice</b> |                  | <b>\$15,729.00</b> |

**Invoice**

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CHRIS BARSHEFF  
CHARTER TWP OF GARFIELD  
3848 VETERANS DR  
TRAVERSE CITY, MI 49684

December 18, 2024  
Project No: 21066  
Invoice No: 2106612

Re: Stone Ridge PRV Replacement

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

**Professional Services from November 03, 2024 to December 14, 2024**  
**Fee**

| Billing Phase                 | Fee       | Percent Complete | Earned    | Previous Fee Billing      | Current Fee Billing |
|-------------------------------|-----------|------------------|-----------|---------------------------|---------------------|
| Topographic Survey            | 5,250.00  | 100.00           | 5,250.00  | 5,250.00                  | 0.00                |
| Preliminary Design            | 12,500.00 | 100.00           | 12,500.00 | 12,500.00                 | 0.00                |
| Final Design                  | 14,350.00 | 100.00           | 14,350.00 | 14,350.00                 | 0.00                |
| Bidding Services              | 4,000.00  | 100.00           | 4,000.00  | 4,000.00                  | 0.00                |
| Construction Administration   | 9,850.00  | 100.00           | 9,850.00  | 9,850.00                  | 0.00                |
| Construction Staking          | 3,500.00  | 100.00           | 3,500.00  | 3,500.00                  | 0.00                |
| Construction Observation      | 12,350.00 | 100.00           | 12,350.00 | 12,350.00                 | 0.00                |
| Project Closeout and Turnover | 2,500.00  | 100.00           | 2,500.00  | 625.00                    | 1,875.00            |
| Total Fee                     | 64,300.00 |                  | 64,300.00 | 62,425.00                 | 1,875.00            |
|                               |           | <b>Total Fee</b> |           |                           | <b>1,875.00</b>     |
|                               |           |                  |           | <b>Total this Invoice</b> | <b>\$1,875.00</b>   |

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CHRIS BARSHEFF  
CHARTER TWP OF GARFIELD  
3848 VETERANS DR  
TRAVERSE CITY, MI 49684

December 18, 2024  
Project No: 24029C  
Invoice No: 24029312

Re: Water Contract Issues

Services Performed: Engineering services related to review, data compilation per City of Traverse City's request of 2018 to current permits and meetings with Garfield Township staff, legal counsel and EGLE related to water contract items including capacity, usage and permit.

**Professional Services from November 03, 2024 to December 14, 2024**

**Professional Personnel**

|                         | <b>Hours</b> | <b>Rate</b>               | <b>Amount</b> |                   |
|-------------------------|--------------|---------------------------|---------------|-------------------|
| Director of Engineering | 18.00        | 180.00                    | 3,240.00      |                   |
| Design Engineer         | 4.00         | 110.00                    | 440.00        |                   |
| Totals                  | 22.00        |                           | 3,680.00      |                   |
| <b>Total Labor</b>      |              |                           |               | <b>3,680.00</b>   |
|                         |              | <b>Total this Invoice</b> |               | <b>\$3,680.00</b> |

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3848 VETERANS DR  
TRAVERSE CITY, MI 49684

December 18, 2024  
Project No: 24029C  
Invoice No: 24029311

Re: Blair Township Sanitary Sewer and Multi User Agreement

Services Performed: Engineering services related to force main cleaning project completed by Blair Township including coordination of efforts with Garfield Township and Grand Traverse County DPW. Services include meetings, record drawing and operation review of their pump station, discussion with Blair Township DPW, Wade Trim and supervisor on process, issues and potential remedies to improve their capacity. Review of their existing contract, discharge rate and impact on Garfield Pump Station #6.

**Professional Services from November 03, 2024 to December 14, 2024**

**Professional Personnel**

|                         | <b>Hours</b> | <b>Rate</b>               | <b>Amount</b> |                 |
|-------------------------|--------------|---------------------------|---------------|-----------------|
| Director of Engineering | 2.00         | 180.00                    | 360.00        |                 |
| Totals                  | 2.00         |                           | 360.00        |                 |
| <b>Total Labor</b>      |              |                           |               | <b>360.00</b>   |
|                         |              | <b>Total this Invoice</b> |               | <b>\$360.00</b> |

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

December 18, 2024  
Project No: 24070  
Invoice No: 2407003

Re: South Airport and Barlow Road, Trail Extensions

Services Performed: Civil engineering, survey and construction services to complete a boundary and topographic survey, utility research, engineering plan development, permitting support, meetings, final plan set, bidding, construction administration, staking and layout, inspection and oversight and close out as detailed in in proposal letter dated April 9, 2024.

**Professional Services from May 19, 2024 to December 14, 2024**

**Fee**

| Billing Phase                       | Fee       | Percent Complete | Earned    | Previous Fee Billing | Current Fee Billing |
|-------------------------------------|-----------|------------------|-----------|----------------------|---------------------|
| Survey Services                     | 12,500.00 | 100.00           | 12,500.00 | 12,500.00            | 0.00                |
| Final Design & Permitting           | 36,500.00 | 66.00            | 24,090.00 | 7,300.00             | 16,790.00           |
| Bidding                             | 2,500.00  | 0.00             | 0.00      | 0.00                 | 0.00                |
| Construction Administration         | 6,250.00  | 0.00             | 0.00      | 0.00                 | 0.00                |
| Construction Staking/Layout         | 5,000.00  | 0.00             | 0.00      | 0.00                 | 0.00                |
| Construction Inspection & Oversight | 27,500.00 | 0.00             | 0.00      | 0.00                 | 0.00                |
| Close Out                           | 5,000.00  | 0.00             | 0.00      | 0.00                 | 0.00                |
| Total Fee                           | 95,250.00 |                  | 36,590.00 | 19,800.00            | 16,790.00           |
| Total Fee                           |           |                  |           |                      | 16,790.00           |
| Total this Invoice                  |           |                  |           |                      | \$16,790.00         |

**Invoice**

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CHRIS BARSHEFF  
CHARTER TWP OF GARFIELD  
3848 VETERANS DR  
TRAVERSE CITY, MI 49684

December 18, 2024  
Project No: 24029C  
Invoice No: 24029313

Re: Racquet Club Drive Road Reconstruction, Special Assessment District (SAD)

Services Performed: Engineering services for research and cost estimate for reconstruction per the request of the assessor and township supervisor to assist with SAD process.

**Professional Services from November 03, 2024 to December 14, 2024**

**Professional Personnel**

|                    | <b>Hours</b> | <b>Rate</b>               | <b>Amount</b> |                 |
|--------------------|--------------|---------------------------|---------------|-----------------|
| Project Manager    | 4.75         | 150.00                    | 712.50        |                 |
| Totals             | 4.75         |                           | 712.50        |                 |
| <b>Total Labor</b> |              |                           |               | <b>712.50</b>   |
|                    |              | <b>Total this Invoice</b> |               | <b>\$712.50</b> |

**MTT Update**  
**Prepared for Garfield Twp Board**

By: Amy L DeHaan, Assessor  
As of: December 30, 2024

| Docket # | Parcel No(s). | Owner                                                                                  | Property Address   | Year(s) In Contention                          | Assessor's Values    |              | Petitioner's Values |              | Value Differences |                | Status Notes                                                                                                           | ACTUAL           |                    |
|----------|---------------|----------------------------------------------------------------------------------------|--------------------|------------------------------------------------|----------------------|--------------|---------------------|--------------|-------------------|----------------|------------------------------------------------------------------------------------------------------------------------|------------------|--------------------|
|          |               |                                                                                        |                    |                                                | Assessed             | Taxable      | Assessed            | Taxable      | Assessed          | Taxable        |                                                                                                                        | Twp Millage LOSS | METRO Millage LOSS |
| 1        | 24-001173     | 022-009-20 WM Traverse Erie 15 LLC (Wal-Mart Real Estate Business Trust)               | 2640 Crossing Cir  | 2024<br>8/18-29, 2025 Pre-hearing General Call | \$ 4,213,800         | \$ 4,213,800 | \$ 2,900,000        | \$ 2,900,000 | \$ (1,313,800)    | \$ (1,313,800) | 10/15/24 Laura Hallahan, Atty, spoke with opposing council. NOTE: 2024 value is what was agreed on in Feb 24 for 2023. | \$ -             | \$ -               |
| 2        | 24-001309     | 021-047-00 Walmart Stores Inc (Sam's Real Estate Business Trust)                       | 2401 N US 31 South | 2024<br>7/16-31, 2025 Pre-hearing General Call | \$ 3,605,000         | \$ 3,605,000 | \$ 2,500,000        | \$ 2,500,000 | \$ (1,105,000)    | \$ (1,105,000) | 12/27/24 Atty filed Request for Production of Documents. NOTE: 2024 value is what was agreed on in Feb 24 for 2023.    |                  |                    |
| 3        | 24-001749     | 033-010-40 American Waste Inc                                                          | 3850 Sundowner Dr  | 2024<br>9/2-15, 2025 Pre-hearing General Call  | \$ 761,100           | \$ 761,100   | \$ 495,000          | \$ 495,000   | \$ (266,100)      | (\$266,100)    | 7/29/24 Petition found on-line. 7/29/24 Answered.                                                                      |                  |                    |
| 4        | 24-002730     | 015-062-30 Kevin O'Grady 6/6/23 Purch \$399,000, after boundary adj - uncapping appeal | 3350 Wysong Rd     | 2024                                           | \$ 420,000           | \$ 420,000   | \$ 199,500          | \$ 199,500   | \$ (220,500)      | \$ (220,500)   | 12/6/24 Rec'd required Proof of Service & appearance from Petitioner's Representative                                  |                  |                    |
| 5        |               |                                                                                        |                    |                                                |                      |              |                     |              |                   |                |                                                                                                                        |                  |                    |
| 6        |               |                                                                                        |                    |                                                |                      |              |                     |              |                   |                |                                                                                                                        |                  |                    |
| 7        |               |                                                                                        |                    |                                                |                      |              |                     |              |                   |                |                                                                                                                        |                  |                    |
| TOTALS:  |               |                                                                                        |                    |                                                | \$ 8,999,900         | \$ 8,999,900 | \$ 6,094,500        | \$ 6,094,500 | \$ (2,905,400)    | \$ (2,905,400) |                                                                                                                        |                  |                    |
|          |               |                                                                                        |                    |                                                | SETTLED VALUES: 2024 |              |                     |              |                   |                |                                                                                                                        |                  |                    |
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**Veteran's Exemptions  
2013 - 2024**

12/10/2024

Amy L DeHaan, MMAO(4)  
Garfield Twp. Assessor

| Parcel Number     | Name             | 2016<br>TV | 2017<br>TV | 2018<br>TV | 2019<br>TV    | 2020<br>TV   | 2021<br>TV                | 2022<br>TV  | 2023<br>TV          | 2024<br>TV               |
|-------------------|------------------|------------|------------|------------|---------------|--------------|---------------------------|-------------|---------------------|--------------------------|
| 28-05- 008-009-00 | Seaburg          |            |            |            |               |              |                           |             | Pro-rated to 8/1/24 | \$ 32,119                |
| 28-05- 014-102-00 | Weathers         | \$ 45,973  | \$ 46,386  | \$ 47,360  | \$ 48,496     | \$ 49,417    | \$ 50,108                 | \$ 51,761   | \$ 54,349           | \$ 57,066                |
| 28-05- 016-038-00 | Tomlinson        | \$ 50,294  | \$ 50,746  | SOLD       |               |              |                           |             |                     |                          |
| 28-05- 017-014-00 | Mead             |            |            |            |               | \$ 18,272    | \$ 95,600                 | \$ 85,500   | \$ 49,684           | Sold 7/21/23 (Pro-rated) |
| 28-05- 017-022-00 | Mallard          |            |            |            |               |              | \$ 23,097                 | \$ 138,800  | \$ 145,300          | \$ 148,100               |
| 28-05- 017-029-20 | Gatzke           | \$ 73,099  | \$ 73,756  | \$ 71,900  | \$ 73,625     | \$ 75,023    | \$ 76,073                 | \$ 78,583   | \$ 82,512           | \$ 86,637                |
| 28-05- 018-005-00 | Jackson          | \$ 60,369  | \$ 60,912  | \$ 62,191  | \$ 63,682     | \$ 64,891    | \$ 65,799                 | \$ 67,970   | \$ 71,368           | \$ 74,936                |
| 28-05- 019-002-00 | O'Korn           |            |            |            |               |              |                           |             | \$ 377,200          | \$ 396,060               |
| 28-05- 019-012-10 | Canfield         | \$ 73,746  | \$ 74,409  | \$ 75,971  | \$ 77,793     | \$ 79,271    | \$ 80,380                 | \$ 83,032   | \$ 87,183           | \$ 91,542                |
| 28-05- 020-017-00 | Edwardson        | \$ 144,532 | \$ 145,832 | \$ 143,100 | \$ 146,534    | DID NOT FILE |                           | \$ 152,300  | \$ 159,915          | \$ 167,910               |
| 28-05- 025-013-00 | Ludka            | \$ 62,121  | \$ 62,680  | \$ 63,996  | \$ 65,530     | \$ 66,775    | SOLD                      |             |                     |                          |
| 28-05- 026-015-21 | Lautner          |            |            | \$ 62,817  | \$ 131,272    | \$ 133,766   | \$ 135,638                | \$ 140,114  | \$ 147,119          | \$ 154,474               |
| 28-05- 030-034-02 | Tester           | \$ 101,959 | \$ 102,876 | \$ 105,036 | \$ 107,556    | \$ 109,599   | \$ 111,133                | \$ 114,800  | \$ 120,540          | \$ 126,567               |
| 28-05- 031-005-20 | Andrews          |            |            |            |               |              |                           |             | \$ 217,331          | \$ 228,197               |
| 28-05- 031-037-50 | Simmons          |            |            |            |               |              | DBOR Pro-rated to 10/2/23 |             | \$ 25,547           | \$ 107,297               |
| 28-05- 034-001-10 | Erickson         | \$ 83,048  | \$ 83,795  | \$ 82,100  | \$ 84,070     | \$ 64,075    | MOVED                     |             |                     |                          |
| 28-05- 034-017-10 | Pryor            |            |            |            | \$ 44,995     | \$ 45,849    | \$ 4,204                  | DBOR-Passed |                     |                          |
| 28-05- 055-078-00 | Hall             |            |            |            |               |              |                           |             | Pro-rated to 4/2/24 | \$ 115,939               |
| 28-05- 065-021-00 | LaBonte          |            |            |            |               |              |                           |             |                     |                          |
| 28-05- 065-026-00 | Schichtel        | \$ 16,150  | \$ 16,295  | \$ 16,637  | \$ 17,036     | \$ 17,359    | \$ 17,602                 | \$ 18,182   | \$ 19,091           | \$ 20,045                |
| 28-05- 070-068-00 | Fettes           |            |            |            |               |              |                           |             | \$ 107,700          | \$ 113,085               |
| 28-05- 075-023-00 | Burd             | \$ 59,793  | \$ 60,332  | \$ 61,598  | \$ 43,721     | SOLD         |                           |             |                     |                          |
| 28-05- 075-044-00 | Dohm             |            |            |            |               |              |                           | \$ 60,178   | \$ 63,186           | \$ 66,345                |
| 28-05- 075-046-00 | Fernandez        |            | \$ 35,331  | \$ 86,900  | \$ 88,985     | \$ 90,675    | \$ 91,944                 | \$ 94,978   | \$ 99,726           | \$ 104,712               |
| 28-05- 079-004-00 | Curtiss          |            |            |            |               | \$ 78,326    | \$ 86,329                 | \$ 89,177   | \$ 93,635           | \$ 98,316                |
| 28-05- 079-025-00 | Schepers         | \$ 19,712  | SOLD       |            |               |              |                           |             |                     |                          |
| 28-05- 082-060-00 | Waterstradt      |            |            |            |               |              |                           |             | 2025 JBOR Pro-rated | \$ 75,008                |
| 28-05- 099-014-00 | Tornga           |            |            | \$ 107,700 | HAS NOT FILED |              |                           |             |                     |                          |
| 28-05- 099-040-00 | Turnbull         |            |            |            | \$ 89,955     | \$ 134,400   | \$ 126,100                | \$ 128,100  | \$ 134,505          | \$ 141,230               |
| 28-05- 102-007-00 | Nelson           |            | \$ 15,405  | \$ 156,800 | \$ 160,563    | \$ 162,900   | \$ 165,180                | \$ 170,630  | \$ 179,161          | \$ 188,119               |
| 28-05- 102-013-00 | Concannon        | \$ 124,838 | \$ 125,961 | \$ 128,606 | \$ 131,692    | \$ 134,194   | \$ 136,072                | \$ 140,562  | \$ 147,590          | \$ 154,969               |
| 28-05- 106-029-10 | Walter           |            |            |            |               | \$ 117,805   | \$ 119,405                | SOLD        |                     |                          |
| 28-05- 106-040-00 | Walters          |            |            |            |               |              | \$ 72,900                 | \$ 146,100  | \$ 153,405          | MOVED 2023               |
| 28-05- 106-052-00 | Noble            | \$ 68,308  | \$ 68,922  | \$ 70,369  | \$ 72,057     | \$ 73,426    | SOLD                      |             |                     |                          |
| 28-05- 108-002-00 | Westie           |            |            |            |               |              | \$ 205,619                | \$ 212,404  | \$ 223,024          | \$ 234,175               |
| 28-05- 108-027-10 | Ranger           |            |            |            |               |              | NEW BUILD                 | \$ 247,688  | \$ 260,072          | \$ 273,075               |
| 28-05- 109-013-00 | Noble            |            |            |            |               |              | \$ 201,900                | \$ 187,900  | \$ 197,295          | \$ 207,159               |
| 28-05- 109-036-00 | Tyrell           |            |            |            |               |              | \$ 193,800                | \$ 171,900  | \$ 180,495          | \$ 189,519               |
| 28-05- 114-047-00 | Hyliard          |            |            |            |               |              | \$ 140,800                | \$ 144,700  | \$ 151,935          | \$ 159,531               |
| 28-05- 120-022-00 | Dahringer/Ashman | \$ 60,334  | SOLD       |            |               |              |                           |             |                     |                          |

| Parcel Number     | Name        | 2016<br>TV | 2017<br>TV | 2018<br>TV | 2019<br>TV   | 2020<br>TV          | 2021<br>TV                | 2022<br>TV                  | 2023<br>TV     | 2024<br>TV                |
|-------------------|-------------|------------|------------|------------|--------------|---------------------|---------------------------|-----------------------------|----------------|---------------------------|
| 28-05- 122-001-00 | Ray         |            |            |            |              |                     | Prorated to 5/8/23 purch  |                             | \$ 49,969      | \$ 148,700                |
| 28-05- 122-025-00 | Robinson    |            |            |            | \$ 41,362    | \$ 66,886           | \$ 67,822                 | \$ 70,060                   | \$ 73,563      | \$ 77,241                 |
| 28-05- 122-045-00 | Pasco       |            |            |            |              |                     | \$ 10,024                 | \$ 118,600                  | \$ 124,530     | \$ 130,756                |
| 28-05- 125-055-00 | Hiler       |            |            |            |              | \$ 54,048           | \$ 61,909                 | \$ 63,951                   | \$ 49,304      | Pro-rated to 9/25/23 sale |
| 28-05- 132-010-00 | Porter      | \$ 58,900  | \$ 61,246  | \$ 3,940   | SOLD         |                     |                           |                             |                |                           |
| 28-05- 132-039-00 | Dahl        | \$ 38,394  | \$ 68,400  | \$ 69,836  | \$ 71,512    | \$ 72,870           | \$ 73,890                 | \$ 76,328                   | \$ 80,144      | \$ 84,151                 |
| 28-05- 132-059-00 | Gallinger   |            |            |            |              |                     | Pro-rated to 6/1/23 purch |                             | \$ 41,237      | \$ 138,500                |
| 28-05- 132-092-00 | Johnson     |            |            |            |              |                     |                           | \$ 32,282                   | \$ 115,600     | \$ 121,380                |
| 28-05- 140-009-00 | Cravey      |            |            |            | \$ 30,718    | \$ 118,600          | \$ 102,200                | \$ 105,572                  | \$ 110,850     | \$ 116,392                |
| 28-05- 146-080-00 | McFadden    | \$ 58,056  | \$ 58,578  | \$ 59,808  | \$ 61,242    | \$ 62,405           | \$ 63,278                 | \$ 65,366                   | \$ 68,634      | \$ 72,065                 |
| 28-05- 146-092-00 | Potter      | \$ 73,633  | \$ 74,295  | \$ 75,855  | \$ 77,675    | \$ 79,150           | \$ 80,258                 | \$ 82,906                   | \$ 87,051      | \$ 91,403                 |
| 28-05- 149-035-00 | Lambert     | \$ 80,823  | SOLD       |            |              |                     |                           |                             |                |                           |
| 28-05- 149-049-00 | Anderson    | \$ 92,977  | \$ 93,813  | \$ 95,783  | \$ 98,081    | \$ 99,944           | \$ 101,343                | \$ 104,687                  | \$ 109,921     | \$ 115,417                |
| 28-05- 153-104-00 | Matyas      |            |            |            |              |                     |                           |                             |                | \$ 140,149                |
| 28-05- 154-135-00 | Maslowski   |            |            |            | NEW Build    | \$ 115,800          | \$ 57,262                 | DBOR-Moved                  |                |                           |
| 28-05- 154-170-00 | Chesney     |            |            |            |              |                     |                           | \$ 140,700                  | \$ 170,000     | \$ 178,500                |
| 28-05- 155-015-00 | Stricker    | \$ 95,459  | \$ 96,318  | \$ 98,340  | \$ 100,699   | \$ 102,612          | \$ 104,048                | \$ 107,481                  | \$ 112,855     | \$ 118,497                |
| 28-05- 165-067-00 | Smith       |            |            | \$ 50,645  | \$ 51,860    | \$ 52,845           | \$ 53,584                 | \$ 55,352                   | \$ 58,119      | \$ 61,024                 |
| 28-05- 176-090-00 | Block       | \$ 77,279  | \$ 77,974  | \$ 79,611  | \$ 81,521    | \$ 83,069           | \$ 84,231                 | \$ 87,010                   | \$ 91,360      | \$ 95,928                 |
| 28-05- 180-009-00 | High        |            |            |            |              |                     |                           |                             | \$ 251,826     | \$ 264,417                |
| 28-05- 188-036-00 | Mendez      | \$ 73,302  | \$ 73,961  | \$ 75,514  | \$ 77,325    | \$ 78,794           | \$ 79,897                 | \$ 82,533                   | \$ 86,659      | \$ 90,991                 |
| 28-05- 190-017-00 | Detzler     | \$ 35,054  | \$ 35,369  | \$ 36,111  | \$ 36,977    | \$ 37,679           | \$ 38,206                 | \$ 39,466                   | \$ 41,439      | \$ 43,510                 |
| 28-05- 223-005-00 | Torney      |            |            |            |              | \$ 49,636           | \$ 160,700                | \$ 166,003                  | \$ 174,303     | \$ 183,018                |
| 28-05- 223-040-00 | Smith       |            |            |            |              |                     |                           |                             | \$ 140,933     | \$ 147,979                |
| 28-05- 224-069-00 | Gnepper     |            | \$ 13,398  | \$ 182,485 | \$ 186,864   | \$ 184,500          | \$ 187,083                | \$ 193,256                  | \$ 202,918     | \$ 213,063                |
| 28-05- 235-037-00 | Reed        |            |            |            |              |                     |                           |                             |                |                           |
| 28-05- 280-008-00 | Cronin      |            |            |            | \$ 49,034    | \$ 83,700           | \$ 67,600                 | \$ 69,830                   | \$ 73,321      | \$ 76,987                 |
| 28-05- 283-053-00 | Lampman     |            | \$ 91,094  | \$ 93,006  | DID NOT FILE | \$ 97,047           | \$ 98,405                 | \$ 101,652                  | \$ 106,734     | \$ 112,070                |
| 28-05- 283-056-00 | Johnson     |            |            |            |              | \$ 95,200           | \$ 96,532                 | \$ 99,717                   | \$ 104,702     | \$ 109,937                |
| 28-05- 285-012-00 | Sonderegger |            |            |            |              |                     |                           | \$ 42,224                   | \$ 44,335      | \$ 46,551                 |
| 28-05- 300-026-00 | Ray         |            |            |            | \$ 44,454    | \$ 45,298           | \$ 45,932                 | \$ 47,447                   | \$ 49,819      | \$ 52,309                 |
| 28-05- 305-040-00 | Hiner       |            |            | \$ 27,277  | \$ 54,520    | \$ 55,555           | \$ 56,332                 | \$ 58,190                   | \$ 61,099      | \$ 64,153                 |
| 28-05- 306-046-00 | Alarcon     |            |            |            |              | Pro-rated to 6/1/21 | \$ 103,390                | \$ 182,162                  | \$ 191,270     | \$ 200,833                |
| 28-05- 306-047-00 | Warren      |            |            |            |              |                     | Prorated to 10/1/22       | \$ 48,994                   | \$ 288,600     | \$ 303,030                |
| 28-05- 308-114-00 | Luster      |            |            |            | \$ 64,259    | \$ 209,800          | \$ 212,737                | \$ 219,757                  | \$ 230,744     | \$ 242,281                |
| 28-05- 308-126-00 | Popp        | \$ 114,182 | \$ 115,209 | \$ 117,628 | \$ 120,450   | \$ 122,738          | \$ 124,456                | \$ 128,563                  | \$ 134,991     | \$ 141,740                |
| 28-05- 314-009-00 | Borsveld    |            |            |            |              |                     |                           | SALE: Pro-rated to 11/26/24 |                | \$ 162,627                |
| 28-05- 316-026-00 | Crandall    | \$ 64,021  | \$ 64,597  | \$ 65,953  | \$ 67,535    | \$ 68,818           | \$ 69,781                 | \$ 72,083                   | \$ 75,687      | \$ 79,471                 |
| 28-05- 317-073-00 | Branski     |            |            |            |              |                     |                           | Prorated to 11/27/24        |                | \$ 10,567                 |
| 28-05- 319-013-00 | Kline       | \$ 85,768  | \$ 86,539  | \$ 88,356  | \$ 90,476    | \$ 92,195           | \$ 93,485                 | \$ 96,570                   | SOLD           |                           |
| 28-05- 319-024-00 | Pepaj       |            |            |            |              |                     | Pro-rated to 4/6/23       | \$ 102,559                  |                | Passed 12/24/23           |
| 28-05- 319-030-00 | Petticolas  |            |            | \$ 86,700  | \$ 91,700    | \$ 93,442           | \$ 94,750                 | \$ 25,474                   | SOLD-Pro-rated |                           |
| 28-05- 319-111-00 | Dellies     |            |            |            |              |                     |                           |                             | \$ 167,700     | \$ 176,085                |

| Parcel Number                | Name       | 2016<br>TV    | 2017<br>TV    | 2018<br>TV    | 2019<br>TV    | 2020<br>TV    | 2021<br>TV    | 2022<br>TV    | 2023<br>TV      | 2024<br>TV      |
|------------------------------|------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|-----------------|-----------------|
| 28-05- 332-012-00            | Whipple    |               | \$ 134,600    | \$ 119,100    | \$ 124,313    | \$ 126,674    | \$ 128,447    | \$ 143,385    | \$ 150,554      | \$ 158,081      |
| 28-05- 351-032-00            | Daugherty  | \$ 132,418    | \$ 133,609    | \$ 136,414    | \$ 139,687    | \$ 142,341    | \$ 144,333    | \$ 149,095    | \$ 156,549      | \$ 164,376      |
| 28-05- 351-048-00            | Barr       |               |               |               |               |               |               |               | \$ 206,191      | \$ 267,800      |
| 28-05- 356-008-00            | Sonnenberg | \$ 74,977     | \$ 167,900    | \$ 158,700    | \$ 131,848    | SOLD          |               |               |                 |                 |
| 28-05- 356-017-00            | McCall     | \$ 135,651    | \$ 136,871    | \$ 139,745    | \$ 143,097    | \$ 145,815    | \$ 147,856    | \$ 152,735    | \$ 160,371      | \$ 168,389      |
| 28-05- 413-007-00            | Rathbun    |               |               |               |               |               |               |               | \$ 227,405      | \$ 238,775      |
| 28-05- 824-102-00            | LaBonte    |               |               |               |               |               |               |               | \$ 2,800        | \$ 2,940        |
| # of Vet Exemptions Granted: |            | 31            | 33            | 37            | 41            | 46            | 51            | 55            | 66              | 68              |
| Taxable Value Reduction:     |            | \$ 2,339,233  | \$ 2,611,476  | \$ 3,207,961  | \$ 3,488,850  | \$ 4,157,570  | \$ 5,013,547  | \$ 5,958,834  | \$ 8,329,560    | \$ 9,224,215    |
| Loss to Garfield:            |            | 2.0000        | 2.0000        | 2.0000        | 2.0000        | 2.0000        | 2.0000        | 2.0000        | 1.7500          | 1.7500          |
|                              |            | \$ 4,678.47   | \$ 5,222.95   | \$ 6,415.92   | \$ 6,977.70   | \$ 8,315.14   | \$ 10,027.09  | \$ 11,917.67  | \$ 14,576.73    | \$ 16,142.38    |
| TOTAL Tax Loss:              |            | 27.7619       | 27.4810       | 27.7135       | 27.7027       | 27.1276       | 26.9863       | 27.0226       | 26.8226         | 26.8226         |
|                              |            | \$ 64,941.55  | \$ 71,765.97  | \$ 88,903.83  | \$ 96,650.56  | \$ 112,784.90 | \$ 135,297.08 | \$ 161,023.19 | \$ 223,420.46   | \$ 247,417.43   |
| TO DATE TOTALS: Garfield     |            | \$ 15,298.57  | \$ 20,521.52  | \$ 26,937.44  | \$ 33,915.14  | \$ 42,230.28  | \$ 52,257.38  | \$ 64,175.04  | \$ 78,751.77    | \$ 94,894.15    |
| All Jurisdictions            |            | \$ 201,574.90 | \$ 273,340.88 | \$ 362,244.70 | \$ 458,895.27 | \$ 571,680.16 | \$ 706,977.25 | \$ 868,000.44 | \$ 1,091,420.89 | \$ 1,338,838.32 |

\* In May, 2022, the Michigan Court of Appeals ruled that an unremarried surviving spouse is NOT eligible for the Disabled Veterans Exemption IF the disabled veteran had not owned or used the property as a homestead prior to their death. For 2023, Garfield Township had four (4) widows who no longer qualify for the exemption.

\* For 2023, the legislature amended MCL 211.7b(1)(b) to allow unremarried surviving spouse to qualify on any property used by that spouse including homestead property acquired after the decedent's death. It was signed by the Governor on 10/19/23.

\* ALSO, starting 10/19/23, the BOR no longer has authority over Veteran's Exemptions - it is now the responsibility of the Assessor (UNLESS a prior year is involved)



# Charter Township of Garfield

## Grand Traverse County

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

3e.

## 2024 STATEMENT OF OPERATIONS

2024 saw an average year for construction activity in the Township. Of course, an average year here is a decent year. We are very fortunate in that regard. Construction remained steady throughout 2024 and concluded with a total construction value of over \$55 million. As always, commercial activity was the catalyst in construction value. One continuing trend that is very concerning is the low numbers of single-family homes being built throughout the last few years.

During 2024, the Building Department reviewed plans for and issued 194 permits, while performing over 900 inspections. If you would like more information regarding yearly comparisons, historical data, or a more detailed permit by category report please come in and see me.

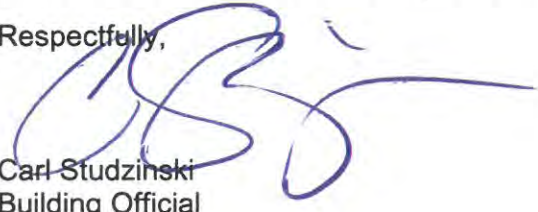
Mandated Property Maintenance inspections continue as always, and the good news is we are finally caught up. Complaints are responded to immediately. Sean, Jamie, and Derek handle the bulk of the inspections and administration duties, with Mike and Myself providing occasional assistance.

Even though construction investment in Garfield Township should remain relatively strong in 2025, we cannot predict where the economy is headed or predict any revenue projections. However, based on our history, I am quite confident that construction activity in 2025 should be good again. However, we will probably return to our historical average as years like 2022 and 2023 will be difficult to replicate. Regardless, we will continue to keep trying our best.

In closing, on a personal note, I am now a part-time employee and will be working about three days a week and approximately twenty hours. I expect the transition to be rather smooth as we have capable and good people working here.

If you have any questions, concerns, or comments regarding this report, please feel free to stop and see me at anytime unless I'm fishing. See you on the lake!

Respectfully,



Carl Studzinski  
Building Official

attachment



# Charter Township of Garfield

Grand Traverse County

3848 VETERANS DRIVE

TRAVERSE CITY, MICHIGAN 49684

PH: (231) 941-1620 • FAX: (231) 941-1588

## ANNUAL REPORT- 2024

|                                                      |              |
|------------------------------------------------------|--------------|
| Building Permits Issued.....                         | 194          |
| Value of Construction.....                           | \$55,801,398 |
| Building Permit Fees Collected.....                  | \$195,294    |
| Property Maintenance Inspection Fees Collected ..... | \$890        |
| Miscellaneous Invoices:(See Note).....               | \$250        |
| Total Revenue.....                                   | \$196,434    |

| Item                     | # Of Permits | Construction Value |
|--------------------------|--------------|--------------------|
| Single Family Homes      | 37           | \$14,216,097       |
| New Commercial Buildings | 15           | \$25,241,501       |
| Commercial Alterations   | 29           | \$11,908,600       |
| Residential Alterations  | 35           | \$ 2,350,459       |
| Misc. Permits (See Note) | 78           | \$ 2,084,741       |

### Note:

Miscellaneous permits include residential garages, demos, decks, mobile homes, pole barns, extensions, solar panels, carports, swimming pools, commercial utility, paint booths, footings and foundation, foundation repair, shell only, and change of use permits.

Miscellaneous invoices include addendums /additions to existing permits, temporary occupancy fees, preliminary and additional plan review fees, re-inspection fees and copy fees.



# Charter Township of Garfield

## Grand Traverse County

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

To: Charter Township of Garfield Board of Trustees

From: Michael Green, Zoning Administrator  
Derek Morton & Sean Kehoe, Township Enforcement Officers  
Jamie Douglass, Building & Land Use Assistant/Enforcement Officer

### 2024 Zoning Department Activities

Please find below the Zoning Department's 2024 activities. These activities include permits and enforcement, as well as administrative site plan reviews, storm water reviews, and Zoning Board of Appeals cases.

#### Permit Activity

|                                   | 2024 | 2023 | 2022 | 2021 | 2020 | 2019 | 2018 |
|-----------------------------------|------|------|------|------|------|------|------|
| <b>Land Use (see table below)</b> | 170  | 146  | 172  | 199  | 136  | 169  | 163  |
| <b>Outdoor Sale</b>               | 5    | 8    | 7    | 4    | 3    | 10   | 19   |
| <b>Sign</b>                       | 88   | 121  | 90   | 97   | 72   | 95   | 145  |
| <b>Total Permits Issued</b>       | 262  | 275  | 269  | 300  | 211  | 274  | 328  |

| LAND USE PERMIT type                     | 2024 | 2023 | 2022 | 2021 | 2020 | 2019 | 2018 |
|------------------------------------------|------|------|------|------|------|------|------|
| <b>Accessory Bldgs./Structures</b>       | 42   | 32   | 38   | 41   | 30   | 9    | 15   |
| <b>Change of Use</b>                     | 15   | 5    | 4    | 1    | 0    | 3    | 6    |
| <b>Commercial/Industrial New</b>         | 12   | 24   | 18   | 13   | 11   | 12   | 12   |
| <b>Com/Ind Repair/Add/Alter</b>          | 12   | 8    | 4    | 23   | 10   | 10   | 11   |
| <b>Decks</b>                             | 4    | 7    | 12   | 9    | 5    | 8    | 3    |
| <b>Earth Change/Mass Grading</b>         | 7    | 6    | 7    | 2    | 0    | 8    | 7    |
| <b>Misc.</b>                             | 15   | 9    | 5    | 6    | 6    | 11   | 17   |
| <b>Multi Family Bldg.(inc. Duplexes)</b> | 1    | 0    | 0    | 11   | 7    | 8    | 3    |
| <b>Res Add/Alter/Repair</b>              | 14   | 16   | 19   | 25   | 11   | 17   | 16   |
| <b>Single Family Dwelling</b>            | 40   | 38   | 59   | 63   | 56   | 80   | 73   |
| <b>Agricultural Bldg.</b>                | 7    | 1    | 6    | 3    | 0    | 3    | 0    |

The number of permits issued in 2024 was down slightly from 2022 and 2023. While the number of Sign Permits has decreased, Land Use Permits are up from 2023. Significant projects this year included Kingsley Lumber (SW Corner of N Garfield Road and W Hammond Rd), Airstream Northern Michigan (876 N US 31 South), and the Historic Barns expansion project at the Grand Traverse Commons. Please keep in mind when reviewing this report and the Building Department report that

Zoning and Building Use Classifications are not always similar. As a result, it may appear that there are discrepancies between the two reports.

### **Ordinance Enforcement**

This office responded to seventy-three (73) complaints in 2024, up from sixty-two (62) complaints in 2023. In addition to the activity enumerated in this report, our Enforcement Officers routinely remove signs improperly placed in public road right-of-way and work with property owners to obtain voluntary compliance prior to any formal enforcement actions.

### **Storm Water Review**

There were twenty-one (21) stormwater reviews conducted in 2024 by our Engineer on behalf of the department, up from nineteen (19) storm water reviews conducted in 2023. The Zoning and Storm Water Ordinances require that all storm water must be maintained on the site to prevent runoff onto adjacent sites. For this review, the Township collects money in an escrow account from the developer and the Township sends the review to an engineer to verify compliance with the Ordinances. The fees charged to the Township for the review are paid out of the escrow account related to the project.

### **Zoning Board of Appeals (ZBA)**

| <b>ZBA ACTIVITY</b>                                | <b>2024</b> | <b>2023</b> | <b>2022</b> | <b>2021</b> | <b>2020</b> | <b>2019</b> | <b>2018</b> |
|----------------------------------------------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|
| <b>Cases (Interpretations, Variances, Appeals)</b> | 5           | 4           | 2           | 1           | 0           | 5           | 2           |
| <b>No. of Meetings Held</b>                        | 9           | 5           | 3           | 2           | 1           | 5           | 4           |

The Zoning Board of Appeals (ZBA) considered three (3) variance requests and two (2) appeal requests in 2024. As shown in the table above, ZBA activity trended higher than the previous three years but on par with 2019. The purpose of the Zoning Board of Appeals is to consider all applications for interpretations, variances, and appeals and to take testimony and evidence as they may arise in the administration of the Zoning Ordinance.

### **Soil Erosion**

The State of Michigan recently approved our request for status as a Part 91 Soil Erosion and Sedimentation Control (SESC) Municipal Enforcement Agency pending Township Board adoption of a Township SESC Ordinance. We anticipate being able to begin our SESC program by Spring 2025.

### **Other Activities**

The Zoning Office also provided eighteen (18) Zoning Verification Letters to owners or their representatives requesting information on the zoning district, permitting information, and approval process in writing related to their properties, an increase from ten (10) in 2023. In addition to Zoning Verification Letters, this office also provides zoning information as needed to fulfill Freedom of Information Requests received by the Township Clerk.

If you have any questions or would like more information, please feel free to contact me.

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

December 2024

| Location               | Citations | Traffic Crashes |     |     | Arrests |          | Traffic Crash Totals |
|------------------------|-----------|-----------------|-----|-----|---------|----------|----------------------|
|                        |           | Fatal           | PIA | PDA | OWI     | Criminal |                      |
| 01 Acme                |           | 0               |     |     | 1       | 0        | 0                    |
| 02 Blair               |           | 0               |     |     | 4       | 19       | 0                    |
| 03 East Bay            |           | 1               |     |     | 4       | 12       | 1                    |
| 04 Fife Lake           |           | 0               |     |     | 0       | 0        | 0                    |
| 05 Garfield            |           | 0               |     |     | 12      | 57       | 0                    |
| 06 Grant               |           | 0               |     |     | 0       | 1        | 0                    |
| 07 Green Lake          |           | 0               |     |     | 4       | 4        | 0                    |
| 08 Long Lake           |           | 0               |     |     | 0       | 4        | 0                    |
| 09 Mayfield            |           | 0               |     |     | 0       | 3        | 0                    |
| 10 Peninsula           |           | 0               |     |     | 0       | 2        | 0                    |
| 11 Paradise            |           | 0               |     |     | 0       | 1        | 0                    |
| 12 Union               |           | 0               |     |     | 0       | 0        | 0                    |
| 13 Whitewater          |           | 0               |     |     | 0       | 0        | 0                    |
| 29 Fife Lake Vlg       |           | 0               |     |     | 0       | 0        | 0                    |
| 30 Kingsley Vlg        |           | 0               |     |     | 0       | 2        | 0                    |
| 66 Traverse City       |           | 0               |     |     | 9       | 44       | 0                    |
| 84 Out of County       |           | 0               |     |     | 0       | 18       | 0                    |
| <b>Totals</b>          | 0         | 1               | 0   | 0   | 34      | 167      | 1                    |
| <b>% Garfield Twp.</b> |           |                 |     |     | 35.3%   | 34.1%    |                      |

Ticket stats are based on what District Court has entered as of  
Arrest stats are as of 1/07/25.

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

Fourth Quarter Totals October - December 2024

| Location               | Citations | Traffic Crashes |     |     | Arrests |          | Traffic Crash Totals |
|------------------------|-----------|-----------------|-----|-----|---------|----------|----------------------|
|                        |           | Fatal           | PIA | PDA | OWI     | Criminal |                      |
| 01 Acme                | 0         | 0               | 0   | 0   | 3       | 13       | 0                    |
| 02 Blair               | 0         | 0               | 0   | 0   | 8       | 45       | 0                    |
| 03 East Bay            | 0         | 1               | 0   | 0   | 13      | 38       | 1                    |
| 04 Fife Lake           | 0         | 0               | 0   | 0   | 1       | 4        | 0                    |
| 05 Garfield            | 0         | 0               | 0   | 0   | 24      | 153      | 0                    |
| 06 Grant               | 0         | 0               | 0   | 0   | 0       | 2        | 0                    |
| 07 Green Lake          | 0         | 0               | 0   | 0   | 5       | 10       | 0                    |
| 08 Long Lake           | 0         | 0               | 0   | 0   | 1       | 7        | 0                    |
| 09 Mayfield            | 0         | 0               | 0   | 0   | 3       | 6        | 0                    |
| 10 Peninsula           | 0         | 0               | 0   | 0   | 1       | 3        | 0                    |
| 11 Paradise            | 0         | 0               | 0   | 0   | 0       | 9        | 0                    |
| 12 Union               | 0         | 0               | 0   | 0   | 0       | 0        | 0                    |
| 13 Whitewater          | 0         | 0               | 0   | 0   | 0       | 3        | 0                    |
| 29 Fife Lake Vlg       | 0         | 0               | 0   | 0   | 0       | 1        | 0                    |
| 30 Kingsley Vlg        | 0         | 0               | 0   | 0   | 0       | 5        | 0                    |
| 66 Traverse City       | 0         | 0               | 0   | 0   | 14      | 109      | 0                    |
| 84 Out of County       | 0         | 0               | 0   | 0   | 0       | 38       | 0                    |
| <b>Totals</b>          | 0         | 1               | 0   | 0   | 73      | 446      | 1                    |
| <b>% Garfield Twp.</b> |           |                 |     |     | 32.9%   | 34.3%    |                      |

Ticket stats are based on what District Court has entered as of

Arrest stats are as of 1/07/25.

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

Year to Date 2024

Numbers are lower due to ransomware attack and new program permission denials.

| Location               | Citations    | Traffic Crashes |              |              | Arrests      |              | Traffic Crash Totals |
|------------------------|--------------|-----------------|--------------|--------------|--------------|--------------|----------------------|
|                        |              | Fatal           | PIA          | PDA          | OWI          | Criminal     |                      |
| 01 Acme                | 55           | 0               | 9            | 74           | 14           | 60           | 83                   |
| 02 Blair               | 178          | 0               | 17           | 88           | 29           | 143          | 105                  |
| 03 East Bay            | 153          | 1               | 23           | 133          | 44           | 170          | 157                  |
| 04 Fife Lake           | 27           | 0               | 3            | 21           | 2            | 19           | 24                   |
| 05 Garfield            | 372          | 1               | 70           | 366          | 96           | 574          | 437                  |
| 06 Grant               | 6            | 1               | 7            | 16           | 0            | 8            | 24                   |
| 07 Green Lake          | 55           | 0               | 12           | 52           | 17           | 53           | 64                   |
| 08 Long Lake           | 20           | 1               | 10           | 36           | 15           | 31           | 47                   |
| 09 Mayfield            | 53           | 2               | 7            | 24           | 7            | 18           | 33                   |
| 10 Peninsula           | 22           | 0               | 5            | 23           | 4            | 10           | 28                   |
| 11 Paradise            | 27           | 0               | 3            | 32           | 3            | 41           | 35                   |
| 12 Union               | 7            | 1               | 2            | 7            | 1            | 3            | 10                   |
| 13 Whitewater          | 13           | 1               | 8            | 38           | 7            | 13           | 47                   |
| 29 Fife Lake Vlg       | 0            | 0               | 0            | 3            | 2            | 2            | 3                    |
| 30 Kingsley Vlg        | 13           | 0               | 0            | 3            | 1            | 32           | 3                    |
| 66 Traverse City       | 41           | 0               | 0            | 2            | 29           | 414          | 2                    |
| 84 Out of County       | 0            | 0               | 0            | 0            | 0            | 154          | 0                    |
| <b>Totals</b>          | 1,042        | 8               | 176          | 918          | 271          | 1,745        | 1,102                |
| <b>% Garfield Twp.</b> | <b>35.7%</b> | <b>12.5%</b>    | <b>39.8%</b> | <b>39.9%</b> | <b>35.4%</b> | <b>32.9%</b> | <b>39.7%</b>         |

Ticket stats are based on what District Court has entered as of 8/01/24.

Arrest stats are as of 1/07/25.



# 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](http://www.gtmetrofire.org) Email: [Info@gtmetrofire.org](mailto:Info@gtmetrofire.org)

## Garfield / Metro NFIRS Incidents - December 2024

| Incident Type                                      | Garfield   | Metro      |
|----------------------------------------------------|------------|------------|
| Medical assist, assist EMS crew                    | 289        | 410        |
| Dispatched and cancelled en route                  | 31         | 41         |
| Emergency medical service, other                   | 13         | 44         |
| Alarm system activation, no fire - unintentional   | 8          | 11         |
| Water Flow Alarm - unintentional                   | 5          | 5          |
| Motor vehicle accident with injuries               | 4          | 8          |
| Smoke detector activation, no fire - unintentional | 3          | 7          |
| Smoke detector activation due to malfunction       | 3          | 4          |
| Motor vehicle accident with no injuries.           | 2          | 11         |
| Assist police or other governmental agency         | 2          | 4          |
| Carbon monoxide detector activation, no CO         | 2          | 4          |
| Carbon monoxide incident                           | 2          | 3          |
| Assist invalid                                     | 1          | 4          |
| CO detector activation due to malfunction          | 1          | 4          |
| LP or Natural Gas Odor with no leak/gas found.     | 1          | 3          |
| Detector activation, no fire - unintentional       | 1          | 2          |
| Alarm system sounded due to malfunction            | 1          | 1          |
| Building Fire - Int/Ext Finish - Non-Structural    | 1          | 1          |
| Cooking fire, confined to container                | 1          | 1          |
| Electrical wiring/equipment problem, other         | 1          | 1          |
| Gas leak (natural gas or LPG)                      | 1          | 1          |
| Municipal alarm system, malicious false alarm      | 1          | 1          |
| Power line down                                    | 1          | 1          |
| Public service assistance, other                   | 1          | 1          |
| Smoke scare, odor of smoke                         | 1          | 1          |
| Sprinkler activation, no fire - unintentional      | 1          | 1          |
| Steam, vapor, fog or dust thought to be smoke      | 1          | 1          |
| Unauthorized burning                               | 1          | 1          |
| Building fire                                      |            | 2          |
| Low-voltage line down                              |            | 2          |
| Building fire / Dryer/Appliance Fire               |            | 1          |
| Chimney or flue fire, confined to chimney or flue  |            | 1          |
| Fires in structure other than in a building        |            | 1          |
| Ice rescue                                         |            | 1          |
| Motor vehicle/pedestrian accident (MV Ped)         |            | 1          |
| No incident found on arrival at dispatch address   |            | 1          |
| Passenger vehicle fire                             |            | 1          |
| Police matter                                      |            | 1          |
| Tree Down onto High Voltage Lines                  |            | 1          |
| <b>Totals</b>                                      | <b>380</b> | <b>590</b> |

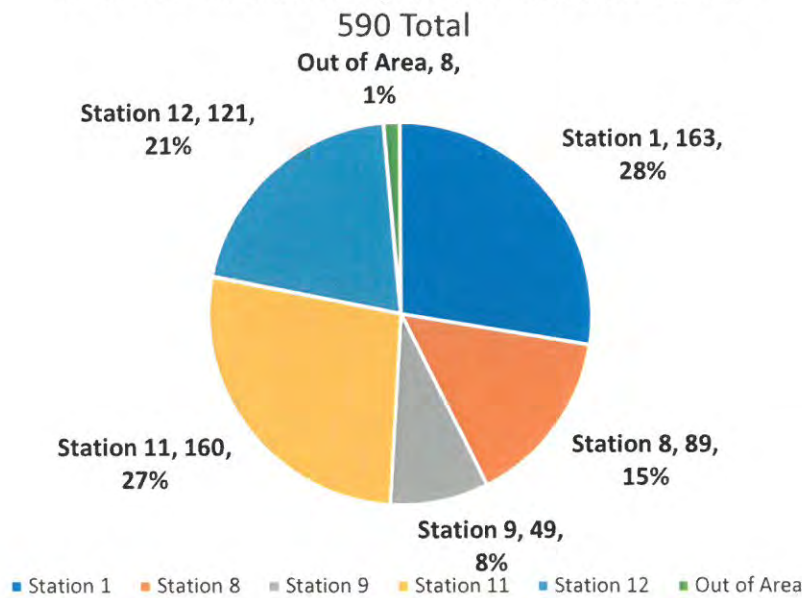


# GRAND TRAVERSE METRO FIRE DEPARTMENT

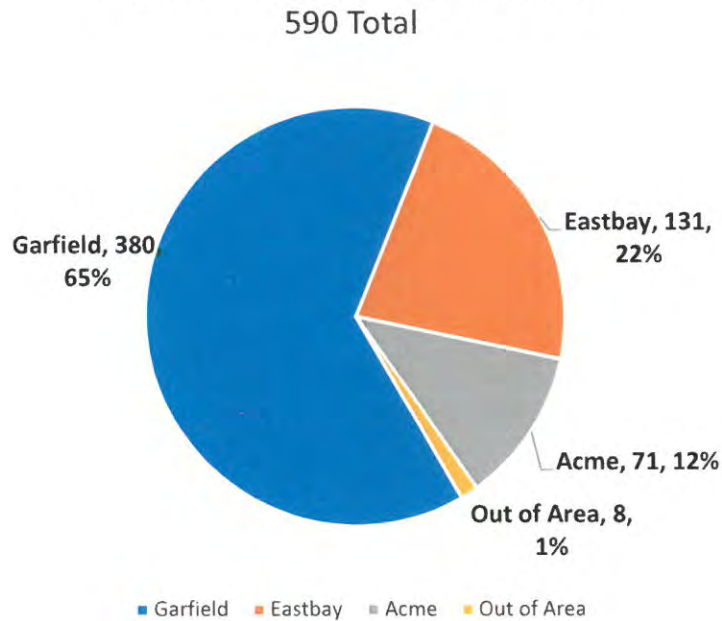
FIRE OFFICE 897 Parsons Road ~ Traverse City, MI 49686

Phone: (231) 947-3000 Fax: (231) 947-8728 ~ Website: [www.gtmetrofire.org](http://www.gtmetrofire.org) Email: [Info@gtmetrofire.org](mailto:Info@gtmetrofire.org)

## GTMESSA - Incidents by Station December 2024



## GTMESSA - December 2024 Incidents





# GRAND TRAVERSE METRO FIRE DEPARTMENT

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

## Garfield / Metro EMS Complaints - December 2024

| Complaint                           | Priority 1 | Priority 2 | Priority 3 | Garfield   | Metro      |
|-------------------------------------|------------|------------|------------|------------|------------|
| Fall                                | 8          | 14         | 36         | 58         | 88         |
| Difficulty Breathing / SOB          | 31         | 9          | 5          | 45         | 60         |
| General Weakness                    | 4          |            | 20         | 24         | 39         |
| Invalid Assist/Lift Assist          |            | 2          | 22         | 24         | 47         |
| Cardiac Issues (Chest Pain)         | 17         | 1          | 3          | 21         | 28         |
| Altered LOC                         | 13         |            | 5          | 18         | 22         |
| Seizure                             | 12         | 2          | 3          | 17         | 21         |
| Abdominal Pain                      | 5          |            | 10         | 15         | 20         |
| Infection                           | 3          |            | 10         | 13         | 46         |
| No Other Appropriate Choice         | 1          | 2          | 7          | 10         | 12         |
| Syncope/near-fainting               | 5          | 1          | 3          | 9          | 17         |
| Medical Alarm                       |            | 7          | 1          | 8          | 13         |
| Traumatic Injury                    | 1          |            | 7          | 8          | 9          |
| Unresponsive                        | 5          | 1          | 1          | 7          | 10         |
| Nausea/Vomiting                     | 2          |            | 4          | 6          | 13         |
| Back Pain (Non-Traumatic)           | 1          |            | 4          | 5          | 6          |
| Hemorrhage/Laceration               | 3          |            | 2          | 5          | 9          |
| Psychiatric Problem/Suicide Attempt |            |            | 5          | 5          | 8          |
| Vehicle Accident                    | 2          | 3          |            | 5          | 7          |
| Abnormal Labs                       | 1          |            | 3          | 4          | 4          |
| Stroke/CVA                          | 2          |            | 2          | 4          | 7          |
| Unknown Problem/Person Down         | 1          | 2          | 1          | 4          | 8          |
| Cardiac Issues - No Chest Pain      | 3          |            |            | 3          | 6          |
| Diabetic Emergency                  | 2          |            |            | 2          | 6          |
| Lower Limb Swelling                 |            |            | 2          | 2          | 4          |
| Overdose - Unintentional            | 1          | 1          |            | 2          | 3          |
| Welfare Check                       |            |            | 2          | 2          | 4          |
| Airway Obstruction                  | 1          |            |            | 1          | 1          |
| Allergic Reaction / Stings          | 1          |            |            | 1          | 1          |
| Assault                             |            | 1          |            | 1          | 1          |
| Choking                             | 1          |            |            | 1          | 2          |
| Death - Priority 5                  |            |            | 1          | 1          | 1          |
| Headache                            | 1          |            |            | 1          | 2          |
| Heart Problems/AICD                 |            | 1          |            | 1          | 1          |
| Hypotension / hypertension          |            | 1          |            | 1          | 1          |
| Urinary problem                     |            |            | 1          | 1          | 1          |
| Alcohol intoxication                |            |            |            |            | 2          |
| Carbon Monoxide                     |            |            |            |            | 1          |
| CPR                                 |            |            |            |            | 2          |
| GI Bleed                            |            |            |            |            | 1          |
| Epistaxis (Nosebleed)               |            |            |            |            | 1          |
| Head/Cold Exposure                  |            |            |            |            | 2          |
| <b>Totals</b>                       | <b>127</b> | <b>48</b>  | <b>160</b> | <b>335</b> | <b>537</b> |

# Garfield Township Responses

## December 2024

6d.

| Nature of Call                               | GT-Garfield | Total |
|----------------------------------------------|-------------|-------|
| 10-Chest Pain (Non-Traumatic)                | 21          | 21    |
| 11-Choking                                   | 2           | 2     |
| 12-Convulsions/Seizures                      | 15          | 15    |
| 13-Diabetic Problems                         | 2           | 2     |
| 17-Falls                                     | 69          | 69    |
| 18-Headache                                  | 1           | 1     |
| 19-Heart Problems / A.I.C.D.                 | 6           | 6     |
| 1-Abdominal Pain/Problems                    | 15          | 15    |
| 20-Heat/Cold Exposure                        | 1           | 1     |
| 21-Hemorrhage/Lacerations                    | 5           | 5     |
| 23-Overdose / Poisoning (Ingestion)          | 4           | 4     |
| 24-Pregnancy/Childbirth/Miscarriage          | 1           | 1     |
| 25-Psychiatric/ Abnormal Behavior/Suicide At | 2           | 2     |
| 26-Sick Person (Specific Diagnosis)          | 63          | 63    |
| 28-Stroke (CVA)                              | 6           | 6     |
| 29-Traffic/Transportation/Accidents          | 12          | 12    |
| 2-Allergies (Reactions)/Envenomations (Sting | 1           | 1     |
| 30-Traumatic Injuries (Specific)             | 5           | 5     |
| 31-Unconscious/Fainting (Near)               | 21          | 21    |
| 32-Unknown Problem (Man Down)                | 15          | 15    |
| 4-Assault/Sexual Assault                     | 1           | 1     |
| 5-Back Pain (Non-traumatic or Non Recent Tra | 7           | 7     |
| 6-Breathing Problems                         | 47          | 47    |
| 7-Burns (Scalds) /Explosion                  | 2           | 2     |
| 8-Carbon Monoxide/Inhalation/HazMat          | 2           | 2     |
| 9-Cardiac or Respiratory Arrest/Death        | 2           | 2     |
| Total                                        | 328         | 328   |

| Call Disposition | GT-Garfield | Total |
|------------------|-------------|-------|
| Transport        | 214         | 214   |
| Refusal          | 36          | 36    |
| Cancelled        | 78          | 78    |
| Total            | 328         | 328   |

| Response Priority     | GT-Garfield | Total |
|-----------------------|-------------|-------|
| P-3 Non-Emergent      | 117         | 117   |
| P-18 Stage            | 4           | 4     |
| P-1 Echo Response     | 206         | 206   |
| P-2 Emergency No Ligh | 1           | 1     |
| Total                 | 328         | 328   |

# Garfield Response Times December 2024



## P-1 Echo Response

| Response Time Minutes | Call Count | Cumulative Call Count | Percentage | Cumulative Percentage |
|-----------------------|------------|-----------------------|------------|-----------------------|
| 00:00 - 00:59         | 15         | 15                    | 3.63%      | 3.63 %                |
| 01:00 - 01:59         | 9          | 24                    | 2.18%      | 5.81 %                |
| 02:00 - 02:59         | 19         | 43                    | 4.60%      | 10.41 %               |
| 03:00 - 03:59         | 33         | 76                    | 7.99%      | 18.40 %               |
| 04:00 - 04:59         | 45         | 121                   | 10.90%     | 29.30 %               |
| 05:00 - 05:59         | 40         | 161                   | 9.69%      | 38.98 %               |
| 06:00 - 06:59         | 45         | 206                   | 10.90%     | 49.88 %               |
| 07:00 - 07:59         | 30         | 236                   | 7.26%      | 57.14 %               |
| 08:00 - 08:59         | 40         | 276                   | 9.69%      | 66.83 %               |
| 09:00 - 09:59         | 44         | 320                   | 10.65%     | 77.48 %               |
| 10:00 - 10:59         | 8          | 328                   | 1.94%      | 79.42 %               |
| 11:00 - 11:59         | 19         | 347                   | 4.60%      | 84.02 %               |
| 12:00 - 12:59         | 33         | 380                   | 7.99%      | 92.01 %               |
| 13:00 - 13:59         | 9          | 389                   | 2.18%      | 94.19 %               |
| 14:00 - 14:59         | 4          | 393                   | 0.97%      | 95.16 %               |
| 15:00 and up          | 20         | 413                   | 4.84%      | 100.00 %              |

## P-2 Emergency No Lights/Sirens

| Response Time Minutes | Call Count | Cumulative Call Count | Percentage | Cumulative Percentage |
|-----------------------|------------|-----------------------|------------|-----------------------|
| 10:00 - 10:59         | 3          | 3                     | 100.00%    | 100.00 %              |

## P-3 Downgrade (No Lts/Sirens)

| Response Time Minutes | Call Count | Cumulative Call Count | Percentage | Cumulative Percentage |
|-----------------------|------------|-----------------------|------------|-----------------------|
| 00:00 - 00:59         | 9          | 9                     | 3.93%      | 3.93 %                |
| 02:00 - 02:59         | 6          | 15                    | 2.62%      | 6.55 %                |
| 03:00 - 03:59         | 13         | 28                    | 5.68%      | 12.23 %               |
| 04:00 - 04:59         | 13         | 41                    | 5.68%      | 17.90 %               |
| 05:00 - 05:59         | 17         | 58                    | 7.42%      | 25.33 %               |
| 06:00 - 06:59         | 23         | 81                    | 10.04%     | 35.37 %               |
| 07:00 - 07:59         | 26         | 107                   | 11.35%     | 46.72 %               |
| 08:00 - 08:59         | 19         | 126                   | 8.30%      | 55.02 %               |
| 09:00 - 09:59         | 28         | 154                   | 12.23%     | 67.25 %               |
| 10:00 - 10:59         | 18         | 172                   | 7.86%      | 75.11 %               |
| 11:00 - 11:59         | 19         | 191                   | 8.30%      | 83.41 %               |
| 12:00 - 12:59         | 12         | 203                   | 5.24%      | 88.65 %               |
| 13:00 - 13:59         | 3          | 206                   | 1.31%      | 89.96 %               |
| 14:00 - 14:59         | 4          | 210                   | 1.75%      | 91.70 %               |
| 15:00 and up          | 19         | 229                   | 8.30%      | 100.00 %              |

|                                                                                                                                                                       |                                                   |                                       |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------|---------------------------------------|
|  <b>Charter Township of Garfield</b><br><b>Planning Department Report No. 2025-1</b> |                                                   |                                       |
| Prepared:                                                                                                                                                             | January 2, 2025                                   | Pages: 2                              |
| Meeting:                                                                                                                                                              | January 14, 2025 Township Board                   | Attachments: <input type="checkbox"/> |
| Subject:                                                                                                                                                              | Planning Department Monthly Report – January 2025 |                                       |

**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:

***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, and again tabled the application at subsequent 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. Commissioners reviewed an updated site plan and materials at the 12/11/2024 meeting and scheduled a public hearing for the 1/8/2025 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. The applicant subsequently requested to withdraw their application. The Planning Commission accepted the withdrawal of this 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. The Planning Commissioners reviewed the additional material and approved the application with conditions at their meeting on 12/11/2024.

***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 approved the application with conditions 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. The public hearing was held at their 12/11/2024 meeting. Commissioners motioned for Staff to prepare the draft Findings of Fact for consideration at their 1/8/2025 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. The public hearing was held at their 12/11/2024 meeting. Commissioners motioned for Staff to prepare the draft Findings of Fact for consideration at their 1/8/2025 meeting.

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

***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:* Approved with conditions

***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:* Approved with conditions

***Golden Swan Management***

- *Location:* 2470 Diamond Drive, east side of Cass Road south of West South Airport Road
- *Development Description:* Proposed commercial laundry facility
- *Status:* Under review; additional information requested from applicants

**PLANNING:**

Other Planning Department activities include the following items:

- The Planning Commission did not have study sessions in November or December 2024. Commissioners had previously recommended to the Township Board to pursue legal review of the sign regulations in the Zoning Ordinance, considering the recent federal case law regarding sign regulations, and discussed several potential definitions for “substantial construction” which is undefined in the Zoning Ordinance. Commissioners will continue to consider these items at the January 2025 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**

Bathroom floors cleaned and resurfaced.

Small parking lots closed and roped off for winter.

Entry drive marked well for winter driving.

#### **Commons**

Cleared some trees from trails.

Greenspire trailhead has water running at times from artesian spring. Be nice to redirect water with new development.

Excited for Copper Ridge Trailhead.

#### **River East**

Bathroom permit submitted by contractor.

Met with the playground representative for the layout.

Quotes completed for the curbing around the playground pad.

Got back on track with GFL and trash pick up.

Dog Park still busy through the winter.

Adjusted snow removal to accommodate more vehicles.

Have moved a few camps out from park property behind Good Will Inn.

We were notified by Sinclair Recreation that the playground set up that we have designed meets the criteria for Game Time (playground supplier) as a National Destination Site based on the 7 steps of play. Game Time is providing a sign with a QR code to be installed at the site that will allow the township to track metrics such as ages using it, how far people traveled to use it, daily use, etc. if people scan the code to answer the questions. The tracking and account are free to the township for meeting the criteria.

## **Boardman Valley**

Nets and wind screens stored for winter.

Trail remains cleared. No beaver issues to date.

Looking to replace some fencing this spring.

## **Miller Creek**

Cleared some trees and a couple different occasions.

Got GFL back on schedule for trash removal at both locations.

No encampments to date and everything Cass Road side is still clean.

## **Kid's Creek**

Status quo.

Trails are in good shape.

Oleson's pond is partially frozen over.

## **Buffalo Ridge Trail**

Conservation Resource Alliance helped to get the replanting almost completed before snow hit. A little more to replant near trail by GWL. CRA advised that there are about 500 trees left to plant and they are adjusting the contract with the planter for him to finish in the spring.

Snow removal is going well along trail.

Submitted Jan. 7<sup>th</sup>, 2025

Derek Morton

Sean Kehoe

# Clerk's Report

For December 31,2024

Submitted 1/6/2025

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 December in the General Fund, you will find that we had a total of \$514,774.22 Revenues and \$148,661.37 Expenditures. For the year we have a total of \$5,117,881.49 Revenues and 3,549.633.41 Expenditures.

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

Lanie McManus

Township Clerk

PERIOD ENDING 12/31/2024

| GL NUMBER                          | DESCRIPTION                          | 2024               | 2024           | YTD BALANCE  | ACTIVITY FOR        | AVAILABLE    |
|------------------------------------|--------------------------------------|--------------------|----------------|--------------|---------------------|--------------|
|                                    |                                      | ORIGINAL<br>BUDGET | AMENDED BUDGET | 12/31/2024   | MONTH<br>12/31/2024 |              |
| Fund 101 - GENERAL OPERATING FUND  |                                      |                    |                |              |                     |              |
| Revenues                           |                                      |                    |                |              |                     |              |
| Dept 000                           |                                      |                    |                |              |                     |              |
| 101-000-402.000                    | CURRENT REAL PROPERTY TAXES          | 2,118,840.00       | 2,118,840.00   | 2,061,630.19 | 139,867.85          | 57,209.81    |
| 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       | 7,152.06     | 715.27              | (6,152.06)   |
| 101-000-423.000                    | TRAILER PARK FEES                    | 9,000.00           | 9,000.00       | 9,220.00     | 762.00              | (220.00)     |
| 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     | 199,126.00   | 22,370.00           | 874.00       |
| 101-000-476.001                    | PLANNING FEES                        | 10,000.00          | 10,000.00      | 14,700.00    | 0.00                | (4,700.00)   |
| 101-000-476.002                    | MAINT INSPECTION FEES                | 5,000.00           | 5,000.00       | 120.00       | 120.00              | 4,880.00     |
| 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      | 21,710.00    | 600.00              | (6,710.00)   |
| 101-000-574.000                    | STATE SHARED REVENUE                 | 2,135,776.00       | 2,135,776.00   | 2,079,605.00 | 338,267.00          | 56,171.00    |
| 101-000-574.001                    | STATE SHARED REV. - LIQUOR LA        | 20,000.00          | 20,000.00      | 25,863.75    | 0.00                | (5,863.75)   |
| 101-000-574.002                    | EVIP DISTRIBUTION                    | 72,024.00          | 72,024.00      | 66,074.00    | 10,978.00           | 5,950.00     |
| 101-000-665.000                    | EARNED INTEREST                      | 70,000.00          | 70,000.00      | 311,818.00   | 1,047.10            | (241,818.00) |
| 101-000-668.002                    | RENTS & ROYALTIES CABLE VIS          | 250,000.00         | 250,000.00     | 238,041.86   | 0.00                | 11,958.14    |
| 101-000-668.003                    | RENTS & ROYALTIES CABLE EQUIP        | 22,000.00          | 22,000.00      | 22,852.02    | 0.00                | (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      | 17,795.92    | 47.00               | 32,204.08    |
| 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   | 5,117,881.49 | 514,774.22          | (115,491.49) |
| TOTAL REVENUES                     |                                      | 5,002,390.00       | 5,002,390.00   | 5,117,881.49 | 514,774.22          | (115,491.49) |
| Fund 101 - GENERAL OPERATING FUND: |                                      |                    |                |              |                     |              |
| TOTAL REVENUES                     |                                      | 5,002,390.00       | 5,002,390.00   | 5,117,881.49 | 514,774.22          | (115,491.49) |

User: Lanie

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PERIOD ENDING 12/31/2024

| GL NUMBER                            | DESCRIPTION                   | 2024<br>ORIGINAL<br>BUDGET | 2024<br>AMENDED BUDGET | YTD BALANCE<br>12/31/2024 | ACTIVITY FOR<br>MONTH<br>12/31/24 | AVAILABLE<br>BALANCE | % BDGT<br>USED |
|--------------------------------------|-------------------------------|----------------------------|------------------------|---------------------------|-----------------------------------|----------------------|----------------|
| Fund 101 - GENERAL OPERATING FUND    |                               |                            |                        |                           |                                   |                      |                |
| Expenditures                         |                               |                            |                        |                           |                                   |                      |                |
| Dept 101 - TOWNBOARD                 |                               |                            |                        |                           |                                   |                      |                |
| 101-101-701.100                      | WAGES - TRUSTEE               | 13,450.00                  | 13,450.00              | 12,895.00                 | 1,600.00                          | 555.00               | 95.87          |
| 101-101-701.101                      | WAGES - FILE CLERK            | 47,172.18                  | 47,172.18              | 47,174.40                 | 3,628.80                          | (2.22)               | 100.00         |
| 101-101-701.102                      | WAGES - TRUSTEE               | 13,450.00                  | 13,450.00              | 12,685.00                 | 1,175.00                          | 765.00               | 94.31          |
| 101-101-701.103                      | WAGES - TRUSTEE               | 13,450.00                  | 13,450.00              | 12,720.00                 | 0.00                              | 730.00               | 94.57          |
| 101-101-701.104                      | WAGES - TRUSTEE               | 13,450.00                  | 13,450.00              | 12,275.00                 | 925.00                            | 1,175.00             | 91.26          |
| 101-101-701.105                      | WAGES - OFFICE COORDINATOR    | 43,927.26                  | 43,927.26              | 34,982.53                 | 3,379.20                          | 8,944.73             | 79.64          |
| 101-101-726.000                      | SUPPLIES                      | 6,500.00                   | 6,500.00               | 7,947.02                  | 1,260.35                          | (1,447.02)           | 122.26         |
| 101-101-726.001                      | POSTAGE                       | 12,000.00                  | 12,000.00              | 14,555.33                 | 516.00                            | (2,555.33)           | 121.29         |
| 101-101-726.002                      | SUPPLIES - COPIER MAINTENANCE | 7,500.00                   | 7,500.00               | 5,850.90                  | 465.32                            | 1,649.10             | 78.01          |
| 101-101-801.002                      | LEGAL SERVICES - TOWNBOARD    | 10,000.00                  | 10,000.00              | 4,795.95                  | 486.00                            | 5,204.05             | 47.96          |
| 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              | 47,322.66                 | 301.00                            | (14,822.66)          | 145.61         |
| 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               | 4,025.25                  | 1,367.23                          | (25.25)              | 100.63         |
| 101-101-901.000                      | ADVERTISING                   | 7,500.00                   | 7,500.00               | 5,193.90                  | 754.95                            | 2,306.10             | 69.25          |
| 101-101-960.000                      | EDUCATION & TRAINING          | 4,000.00                   | 4,000.00               | 141.00                    | 47.00                             | 3,859.00             | 3.53           |
| 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             | 254,925.32                | 15,905.85                         | 29,074.12            | 89.76          |
| Dept 171 - TOWNSHIP SUPERVISOR       |                               |                            |                        |                           |                                   |                      |                |
| 101-171-701.201                      | WAGES - SUPERVISOR            | 95,140.91                  | 95,140.91              | 90,454.41                 | 1,754.62                          | 4,686.50             | 95.07          |
| 101-171-860.200                      | MILEAGE - SUPERVISOR          | 1,000.00                   | 1,000.00               | 449.17                    | 263.04                            | 550.83               | 44.92          |
| 101-171-960.200                      | EDUCATION - SUPERVISOR        | 2,000.00                   | 2,000.00               | 822.13                    | 21.32                             | 1,177.87             | 41.11          |
| 101-171-965.000                      | DUES & PUBLICATIONS           | 4,000.00                   | 4,000.00               | 1,557.78                  | 337.97                            | 2,442.22             | 38.94          |
| Total Dept 171 - TOWNSHIP SUPERVISOR |                               | 102,140.91                 | 102,140.91             | 93,283.49                 | 2,376.95                          | 8,857.42             | 91.33          |
| Dept 172 - TOWNSHIP MANAGER          |                               |                            |                        |                           |                                   |                      |                |
| 101-172-701.107                      | WAGES - MANAGER               | 0.00                       | 23,076.90              | 18,461.52                 | 9,230.76                          | 4,615.38             | 80.00          |
| 101-172-726.000                      | SUPPLIES                      | 0.00                       | 300.00                 | 282.27                    | 115.79                            | 17.73                | 94.09          |
| 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                     | 0.00                              | 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              | 18,790.79                 | 9,346.55                          | 4,886.11             | 79.36          |
| Dept 215 - TOWNSHIP CLERK            |                               |                            |                        |                           |                                   |                      |                |
| 101-215-701.300                      | WAGES - CLERK                 | 95,140.91                  | 95,140.91              | 95,141.02                 | 7,318.54                          | (0.11)               | 100.00         |
| 101-215-701.302                      | WAGES - DEPUTY CLERK          | 61,447.59                  | 61,447.59              | 61,447.62                 | 4,726.74                          | (0.03)               | 100.00         |
| 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                    | 0.00                              | 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               | 3,002.33                  | 69.33                             | 4,497.67             | 40.03          |
| 101-215-965.000                      | DUES & PUBLICATIONS           | 500.00                     | 500.00                 | 710.00                    | 0.00                              | (210.00)             | 142.00         |
| Total Dept 215 - TOWNSHIP CLERK      |                               | 174,088.50                 | 174,088.50             | 165,576.74                | 12,114.61                         | 8,511.76             | 95.11          |

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PERIOD ENDING 12/31/2024

| GL NUMBER                             | DESCRIPTION                   | 2024<br>ORIGINAL<br>BUDGET | 2024<br>AMENDED BUDGET | YTD BALANCE<br>12/31/2024 | ACTIVITY FOR<br>MONTH<br>12/31/24 | AVAILABLE<br>BALANCE | % BDGT<br>USED |
|---------------------------------------|-------------------------------|----------------------------|------------------------|---------------------------|-----------------------------------|----------------------|----------------|
| Fund 101 - GENERAL OPERATING FUND     |                               |                            |                        |                           |                                   |                      |                |
| Expenditures                          |                               |                            |                        |                           |                                   |                      |                |
| Dept 228 - COMPUTER SUPPORT           |                               |                            |                        |                           |                                   |                      |                |
| 101-228-726.000                       | SUPPLIES                      | 3,000.00                   | 3,000.00               | 79.85                     | 49.14                             | 2,920.15             | 2.66           |
| Total Dept 228 - COMPUTER SUPPORT     |                               | 3,000.00                   | 3,000.00               | 79.85                     | 49.14                             | 2,920.15             | 2.66           |
| 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              | 95,141.02                 | 7,318.54                          | (0.11)               | 100.00         |
| 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              | 61,447.62                 | 4,726.74                          | (0.03)               | 100.00         |
| 101-253-726.000                       | SUPPLIES                      | 1,500.00                   | 1,500.00               | 1,370.36                  | 0.00                              | 129.64               | 91.36          |
| 101-253-726.001                       | POSTAGE                       | 7,700.00                   | 7,700.00               | 8,628.54                  | 33.72                             | (928.54)             | 112.06         |
| 101-253-801.000                       | LEGAL SERVICES                | 3,000.00                   | 3,000.00               | 125.00                    | 0.00                              | 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               | 4,532.26                  | 2,976.42                          | (1,332.26)           | 141.63         |
| 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               | 3,787.42                  | 175.00                            | 712.58               | 84.16          |
| 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             | 175,744.23                | 15,230.42                         | 8,094.27             | 95.60          |
| Dept 257 - ASSESSING DEPARTMENT       |                               |                            |                        |                           |                                   |                      |                |
| 101-257-701.202                       | WAGES - APPRAISER II          | 50,102.70                  | 50,102.70              | 46,999.65                 | 3,854.41                          | 3,103.05             | 93.81          |
| 101-257-701.203                       | WAGES - GIS                   | 10,000.00                  | 10,000.00              | 16,170.00                 | 1,425.00                          | (6,170.00)           | 161.70         |
| 101-257-701.204                       | WAGES - APPRAISER III         | 66,258.37                  | 66,258.37              | 66,184.39                 | 5,096.02                          | 73.98                | 99.89          |
| 101-257-701.205                       | WAGES - ASSESSOR              | 117,468.87                 | 117,468.87             | 117,468.78                | 9,036.06                          | 0.09                 | 100.00         |
| 101-257-726.000                       | SUPPLIES                      | 1,800.00                   | 1,800.00               | 615.99                    | 49.98                             | 1,184.01             | 34.22          |
| 101-257-726.001                       | POSTAGE                       | 5,000.00                   | 5,000.00               | (113.17)                  | 0.00                              | 5,113.17             | (2.26)         |
| 101-257-805.000                       | CONTRACTED AND OTHER SERVICES | 35,000.00                  | 35,000.00              | 18,591.45                 | 642.60                            | 16,408.55            | 53.12          |
| 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                  | 0.00                              | (1,071.22)           | 100.00         |
| Total Dept 257 - ASSESSING DEPARTMENT |                               | 297,904.94                 | 297,904.94             | 273,499.59                | 20,104.07                         | 24,405.35            | 91.81          |
| Dept 262 - ELECTIONS                  |                               |                            |                        |                           |                                   |                      |                |
| 101-262-701.000                       | WAGES                         | 121,550.00                 | 121,550.00             | 81,750.75                 | 645.00                            | 39,799.25            | 67.26          |
| 101-262-726.000                       | SUPPLIES                      | 30,000.00                  | 30,000.00              | 26,660.85                 | 0.00                              | 3,339.15             | 88.87          |
| 101-262-726.001                       | POSTAGE                       | 1,000.00                   | 1,000.00               | 8,660.41                  | 0.00                              | (7,660.41)           | 866.04         |
| 101-262-860.000                       | MILEAGE                       | 200.00                     | 200.00                 | 235.98                    | 0.00                              | (35.98)              | 117.99         |

PERIOD ENDING 12/31/2024

| GL NUMBER                                    | DESCRIPTION                   | 2024               | 2024           | YTD BALANCE<br>12/31/2024 | ACTIVITY FOR      | AVAILABLE<br>BALANCE | % BDGT<br>USED |
|----------------------------------------------|-------------------------------|--------------------|----------------|---------------------------|-------------------|----------------------|----------------|
|                                              |                               | ORIGINAL<br>BUDGET | AMENDED BUDGET |                           | MONTH<br>12/31/24 |                      |                |
| Fund 101 - GENERAL OPERATING FUND            |                               |                    |                |                           |                   |                      |                |
| Expenditures                                 |                               |                    |                |                           |                   |                      |                |
| 101-262-901.000                              | ADVERTISING                   | 500.00             | 500.00         | 583.35                    | 0.00              | (83.35)              | 116.67         |
| 101-262-935.010                              | MACHINE MAINTENANCE           | 8,000.00           | 8,000.00       | 9,254.00                  | 5,098.00          | (1,254.00)           | 115.68         |
| Total Dept 262 - ELECTIONS                   |                               | 161,250.00         | 161,250.00     | 127,145.34                | 5,743.00          | 34,104.66            | 78.85          |
| 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       | 2,557.98                  | 221.00            | 1,442.02             | 63.95          |
| 101-265-850.000                              | TELEPHONE                     | 14,000.00          | 14,000.00      | 13,728.73                 | 1,103.86          | 271.27               | 98.06          |
| 101-265-920.601                              | HEATING / GAS                 | 14,500.00          | 14,500.00      | 8,026.83                  | 608.72            | 6,473.17             | 55.36          |
| 101-265-920.602                              | WATER / SEWER                 | 4,000.00           | 4,000.00       | 3,697.98                  | 153.22            | 302.02               | 92.45          |
| 101-265-920.603                              | LIGHTS BUILDING               | 12,000.00          | 12,000.00      | 10,808.12                 | 1,005.76          | 1,191.88             | 90.07          |
| 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                 | 0.00              | (981.20)             | 109.81         |
| 101-265-935.603                              | CLEANING SERVICE              | 17,200.00          | 17,200.00      | 16,800.00                 | 2,900.00          | 400.00               | 97.67          |
| 101-265-935.604                              | RUBBISH REMOVAL               | 1,400.00           | 1,400.00       | 1,632.65                  | 137.53            | (232.65)             | 116.62         |
| 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      | 19,442.78                 | 2,798.62          | (4,442.78)           | 129.62         |
| Total Dept 265 - TOWNSHIP HALL               |                               | 112,200.00         | 112,200.00     | 88,662.27                 | 8,928.71          | 23,537.73            | 79.02          |
| Dept 301 - POLICE SERVICES                   |                               |                    |                |                           |                   |                      |                |
| 101-301-830.000                              | POLICE CONTRACT               | 1,600,000.00       | 1,600,000.00   | 1,481,723.51              | 0.00              | 118,276.49           | 92.61          |
| Total Dept 301 - POLICE SERVICES             |                               | 1,600,000.00       | 1,600,000.00   | 1,481,723.51              | 0.00              | 118,276.49           | 92.61          |
| Dept 321 - TOWNSHIP VEHICLES                 |                               |                    |                |                           |                   |                      |                |
| 101-321-862.000                              | GAS & CAR WASHES              | 4,000.00           | 4,000.00       | 2,249.61                  | 173.35            | 1,750.39             | 56.24          |
| 101-321-863.000                              | OIL CHANGES                   | 500.00             | 500.00         | 166.37                    | 81.03             | 333.63               | 33.27          |
| 101-321-864.000                              | MISCELLANEOUS                 | 1,500.00           | 1,500.00       | 1,500.00                  | 472.20            | 0.00                 | 100.00         |
| Total Dept 321 - TOWNSHIP VEHICLES           |                               | 6,000.00           | 6,000.00       | 3,915.98                  | 726.58            | 2,084.02             | 65.27          |
| Dept 371 - TOWNSHIP BUILDING INSPECTOR       |                               |                    |                |                           |                   |                      |                |
| 101-371-701.702                              | WAGES BUILDING ASSISTANT      | 19,872.83          | 19,872.83      | 20,284.23                 | 1,560.35          | (411.40)             | 102.07         |
| 101-371-701.703                              | WAGES - BUILDING OFFICIAL     | 98,316.14          | 98,316.14      | 98,316.14                 | 7,562.78          | 0.00                 | 100.00         |
| 101-371-701.704                              | WAGES - BUILDING INSPECTOR    | 28,930.13          | 28,930.13      | 24,918.25                 | 6,240.00          | 4,011.88             | 86.13          |
| 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       | 798.31                    | 41.57             | 201.69               | 79.83          |
| 101-371-960.000                              | EDUCATION & TRAINING          | 500.00             | 500.00         | 1,921.00                  | 0.00              | (1,421.00)           | 384.20         |
| 101-371-960.703                              | EDUCATION - BUILDING INSPECTO | 0.00               | 0.00           | 225.00                    | 225.00            | (225.00)             | 100.00         |
| 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     | 146,865.93                | 15,629.70         | 5,753.17             | 96.23          |
| Dept 448 - STREET LIGHTS - TOWNSHIP          |                               |                    |                |                           |                   |                      |                |
| 101-448-920.005                              | STREET LIGHTS TOWNSHIP        | 70,000.00          | 70,000.00      | 72,215.09                 | 6,987.77          | (2,215.09)           | 103.16         |

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PERIOD ENDING 12/31/2024

| GL NUMBER                                 | DESCRIPTION                   | 2024<br>ORIGINAL<br>BUDGET | 2024<br>AMENDED BUDGET | YTD BALANCE<br>12/31/2024 | ACTIVITY FOR<br>MONTH<br>12/31/24 | AVAILABLE<br>BALANCE | % BDGT<br>USED |
|-------------------------------------------|-------------------------------|----------------------------|------------------------|---------------------------|-----------------------------------|----------------------|----------------|
| Fund 101 - GENERAL OPERATING FUND         |                               |                            |                        |                           |                                   |                      |                |
| Expenditures                              |                               |                            |                        |                           |                                   |                      |                |
| Total Dept 448 - STREET LIGHTS - TOWNSHIP |                               | 70,000.00                  | 70,000.00              | 72,215.09                 | 6,987.77                          | (2,215.09)           | 103.16         |
| Dept 701 - TOWNSHIP PLANNER               |                               |                            |                        |                           |                                   |                      |                |
| 101-701-701.900                           | WAGES - DIRECTOR OF PLANNING  | 93,004.61                  | 93,004.61              | 93,004.60                 | 7,154.20                          | 0.01                 | 100.00         |
| 101-701-701.901                           | WAGES - DEPUTY PLANNER        | 66,363.39                  | 66,363.39              | 66,363.44                 | 5,104.88                          | (0.05)               | 100.00         |
| 101-701-701.902                           | WAGES -PLANNER ASSISTANT      | 15,418.44                  | 15,418.44              | 15,213.26                 | 1,170.24                          | 205.18               | 98.67          |
| 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               | 81.71                     | 25.94                             | 918.29               | 8.17           |
| 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             | 180,628.83                | 13,455.26                         | 8,757.61             | 95.38          |
| Dept 702 - ZONING ADMINISTRATOR           |                               |                            |                        |                           |                                   |                      |                |
| 101-702-701.601                           | WAGES - ZONING ADMINISTRATOR  | 66,363.66                  | 66,363.66              | 66,363.70                 | 5,104.90                          | (0.04)               | 100.00         |
| 101-702-701.602                           | WAGES - ZONING CODE ENFORCER  | 31,241.60                  | 31,241.60              | 31,857.42                 | 2,403.20                          | (615.82)             | 101.97         |
| 101-702-701.603                           | WAGES ZONING ASSISTANT        | 15,418.44                  | 15,418.44              | 15,212.91                 | 1,170.21                          | 205.53               | 98.67          |
| 101-702-701.604                           | WAGES -ZONING CODE ENFORCER   | 28,371.20                  | 28,371.20              | 28,500.78                 | 2,182.40                          | (129.58)             | 100.46         |
| 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             | 142,258.70                | 10,860.71                         | 3,436.20             | 97.64          |
| Dept 704 - ZONING BOARD OF APPEALS        |                               |                            |                        |                           |                                   |                      |                |
| 101-704-701.001                           | WAGES - ZONING                | 1,200.00                   | 1,200.00               | 1,000.00                  | 125.00                            | 200.00               | 83.33          |
| 101-704-701.002                           | WAGES - ZONING                | 1,200.00                   | 1,200.00               | 625.00                    | 0.00                              | 575.00               | 52.08          |
| 101-704-701.003                           | WAGES - ZONING                | 1,200.00                   | 1,200.00               | 1,000.00                  | 125.00                            | 200.00               | 83.33          |
| 101-704-701.004                           | WAGES - ZONING                | 1,200.00                   | 1,200.00               | 2,000.00                  | 125.00                            | (800.00)             | 166.67         |
| 101-704-701.005                           | WAGES - ZONING                | 1,200.00                   | 1,200.00               | 1,250.00                  | 250.00                            | (50.00)              | 104.17         |
| 101-704-801.000                           | LEGAL SERVICES                | 10,000.00                  | 10,000.00              | 8,607.95                  | 58.00                             | 1,392.05             | 86.08          |
| 101-704-805.000                           | CONTRACTED AND OTHER SERVICES | 1,000.00                   | 1,000.00               | 633.75                    | 55.00                             | 366.25               | 63.38          |
| 101-704-901.000                           | ADVERTISING                   | 2,000.00                   | 2,000.00               | 982.40                    | 168.95                            | 1,017.60             | 49.12          |
| 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              | 16,099.10                 | 906.95                            | 3,900.90             | 80.50          |
| Dept 707 - PLANNING COMMISSION            |                               |                            |                        |                           |                                   |                      |                |
| 101-707-701.800                           | WAGES - PLANNING              | 3,200.00                   | 3,200.00               | 2,500.00                  | 125.00                            | 700.00               | 78.13          |
| 101-707-701.801                           | WAGES - PLANNING              | 3,200.00                   | 3,200.00               | 2,750.00                  | 250.00                            | 450.00               | 85.94          |
| 101-707-701.802                           | WAGES - PLANNING              | 3,200.00                   | 3,200.00               | 2,500.00                  | 125.00                            | 700.00               | 78.13          |
| 101-707-701.804                           | WAGES - PLANNING              | 3,200.00                   | 3,200.00               | 2,250.00                  | 125.00                            | 950.00               | 70.31          |
| 101-707-701.805                           | WAGES - PLANNING              | 3,200.00                   | 3,200.00               | 2,500.00                  | 125.00                            | 700.00               | 78.13          |
| 101-707-701.806                           | WAGES - PLANNING              | 3,200.00                   | 3,200.00               | 2,375.00                  | 125.00                            | 825.00               | 74.22          |
| 101-707-701.808                           | WAGES - PLANNING              | 3,200.00                   | 3,200.00               | 2,750.00                  | 125.00                            | 450.00               | 85.94          |
| 101-707-801.000                           | LEGAL SERVICES                | 25,000.00                  | 25,000.00              | 4,417.75                  | 0.00                              | 20,582.25            | 17.67          |

## EXPENDITURE REPORT FOR GARFIELD TOWNSHIP

PERIOD ENDING 12/31/2024

| GL NUMBER                                       | DESCRIPTION                       | 2024               | 2024           | YTD BALANCE<br>12/31/2024 | ACTIVITY FOR      | AVAILABLE<br>BALANCE | % BDGT<br>USED |
|-------------------------------------------------|-----------------------------------|--------------------|----------------|---------------------------|-------------------|----------------------|----------------|
|                                                 |                                   | ORIGINAL<br>BUDGET | AMENDED BUDGET |                           | MONTH<br>12/31/24 |                      |                |
| Fund 101 - GENERAL OPERATING FUND               |                                   |                    |                |                           |                   |                      |                |
| Expenditures                                    |                                   |                    |                |                           |                   |                      |                |
| 101-707-805.000                                 | CONTRACTED AND OTHER SERVICES     | 6,000.00           | 6,000.00       | 1,969.50                  | 227.25            | 4,030.50             | 32.83          |
| 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       | 1,145.75                  | 195.25            | 854.25               | 57.29          |
| 101-707-960.000                                 | EDUCATION & TRAINING              | 2,000.00           | 2,000.00       | 94.00                     | 0.00              | 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      | 25,252.00                 | 1,422.50          | 34,148.00            | 42.51          |
| 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                 | 0.00              | (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                | 0.00              | 6,747.10             | 95.91          |
| Dept 851 - EMPLOYEE BENEFITS & INSURANCES       |                                   |                    |                |                           |                   |                      |                |
| 101-851-701.000                                 | WAGES                             | 9,100.00           | 9,100.00       | 9,001.44                  | 750.12            | 98.56                | 98.92          |
| 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      | 10,641.44                 | 750.12            | 2,458.56             | 81.23          |
| Dept 900 - CAPITAL OUTLAY                       |                                   |                    |                |                           |                   |                      |                |
| 101-900-970.001                                 | CAPITAL OUTLAY - ELECTIONS        | 30,000.00          | 30,000.00      | 6,684.25                  | 0.00              | 23,315.75            | 22.28          |
| 101-900-970.002                                 | CAPITAL OUTLAY - TOWNSHIP HAL     | 50,000.00          | 50,000.00      | 91,320.00                 | 0.00              | (41,320.00)          | 182.64         |
| 101-900-970.003                                 | CAPITAL OUTLAY - COMPUTERS        | 15,000.00          | 15,000.00      | 13,361.53                 | 8,122.48          | 1,638.47             | 89.08          |
| 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     | 111,365.78                | 8,122.48          | 43,684.22            | 71.83          |
| TOTAL EXPENDITURES                              |                                   | 3,856,972.73       | 3,924,649.63   | 3,549,633.41              | 148,661.37        | 375,016.22           | 90.44          |
| Fund 101 - GENERAL OPERATING FUND:              |                                   |                    |                |                           |                   |                      |                |
| TOTAL EXPENDITURES                              |                                   | 3,856,972.73       | 3,924,649.63   | 3,549,633.41              | 148,661.37        | 375,016.22           | 90.44          |

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EXPENDITURE REPORT FOR GARFIELD TOWNSHIP

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PERIOD ENDING 12/31/2024

| GL NUMBER                                       | DESCRIPTION                   | 2024<br>ORIGINAL<br>BUDGET | 2024<br>AMENDED BUDGET | YTD BALANCE<br>12/31/2024 | ACTIVITY FOR<br>MONTH<br>12/31/24 | AVAILABLE<br>BALANCE | % BDGT<br>USED |
|-------------------------------------------------|-------------------------------|----------------------------|------------------------|---------------------------|-----------------------------------|----------------------|----------------|
| Fund 208 - PARK/RECREATION FUND                 |                               |                            |                        |                           |                                   |                      |                |
| Expenditures                                    |                               |                            |                        |                           |                                   |                      |                |
| Dept 000                                        |                               |                            |                        |                           |                                   |                      |                |
| 208-000-701.905                                 | WAGES - REC BOARD             | 7,000.00                   | 7,000.00               | 4,250.00                  | 0.00                              | 2,750.00             | 60.71          |
| 208-000-701.906                                 | Parks Steward                 | 31,241.60                  | 31,241.60              | 30,625.78                 | 2,403.20                          | 615.82               | 98.03          |
| 208-000-701.907                                 | Park Steward 2                | 28,371.20                  | 28,371.20              | 28,241.62                 | 2,182.40                          | 129.58               | 99.54          |
| 208-000-711.010                                 | SOCIAL SECURITY - EMPLOYER    | 32,000.00                  | 32,000.00              | 4,758.35                  | 345.29                            | 27,241.65            | 14.87          |
| 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              | 61,969.60                 | 3,854.80                          | 21,010.40            | 74.68          |
| 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              | 6,828.39                  | 705.27                            | 18,171.61            | 27.31          |
| 208-000-970.000                                 | CAPITAL OUTLAY                | 365,000.00                 | 365,000.00             | 47,852.17                 | 0.00                              | 317,147.83           | 13.11          |
| Total Dept 000                                  |                               | 584,592.50                 | 584,592.50             | 184,525.91                | 9,490.96                          | 400,066.59           | 31.56          |
| 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             | 184,525.91                | 9,490.96                          | 405,474.09           | 31.28          |
| Fund 208 - PARK/RECREATION FUND:                |                               |                            |                        |                           |                                   |                      |                |
| TOTAL EXPENDITURES                              |                               | 590,000.00                 | 590,000.00             | 184,525.91                | 9,490.96                          | 405,474.09           | 31.28          |



Engineering  
Surveying  
Testing &  
Operations

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

January 2, 2025

Mr. Joe McManus  
Mr. Chris Barsheff  
Charter Township of Garfield  
3848 Veterans Drive  
Traverse City, MI 49684

RE: Grand Traverse Commons – City of Traverse City  
Water System Upgrades

Dear Mr. McManus and Mr. Barsheff,

We have reviewed the plans for the proposed water system improvements associated with the above referenced project. Our review was limited to the potential impact to the existing Garfield Township infrastructure and customers serviced only and did not pertain to the design and/or construction standards for the watermain infrastructure itself as it will be owned and operated by the City of Traverse City. The review was based on the current standards adopted by Garfield Township in conjunction with the Grand Traverse County Department of Public Works as well as Michigan Department of Environmental Quality requirements, Ten State Standards and accepted engineering practice for this area. The plans were prepared by HRC dated December 19, 2024 and received by our office on December 20, 2024. Based upon our review on behalf of Garfield Township with respect to utilities, I offer the following comments.

## **DESCRIPTION OF THE PROPOSED PROJECT**

### **Water System**

The proposed water system improvements are to be owned and operated by the City of Traverse City, on property that is within both Garfield and City of Traverse City limits, known as the Grand Traverse Commons. The property currently is serviced by City infrastructure, but historically specific areas have consistently experienced low and/or inadequate water pressure. A stakeholder group was recently formed with members from Brownfield, Joint Rec Authority, City of TC, Garfield Township and respective engineering consultants to identify a long-term solution to provide a reliable and adequate water supply / pressure to select areas within the property. The project consists of the construction of a new dedicated water transmission line, watermain extensions and check valves to supply. The supply is intended to be provided from Garfield Township via a metered water connection proposed within the existing Munson Booster Station #4.

## **IMPACT ON THE EXISTING SYSTEM**

### **Water System Capacity**

The Garfield Township water distribution system is divided up into four (4) distinct service districts with the limits defined by the existing infrastructure that services the users. With The City being the sole source of water for Garfield Township, all districts will incur some effect from the project. However, the



proposed project would most directly affect the Northwest Service District. The existing one (1) million-gallon storage tank located off Cedar Run Road that is owned and operated by the Township would provide storage and pressure to serve this development. The tank was originally constructed in 2018, and directly supplies the Northwest Service District with supply from Booster Station #3 (Silverpines). The tank was designed to meet the existing and future domestic and fire flow demands for the area. Review of existing population served and flow demands, the tank was designed to accommodate approximately 2,350 REUs (residential equivalent units) and provide fire flow of 2,500 GPM for 2 hours respectively. To date, approximately 1800 REUS exist within this service district that are serviced by this tank.

Review of the Basis of Design submitted by the City of Traverse City to Gourdie Fraser dated October 29, 2024 identified the flow demands requested to be provided by the Garfield Township infrastructure via the Munson Booster Station #4 connection to service individual properties within the Grand Traverse Commons. A summary of the domestic and fire flow demands is noted below:

- Existing = 324 REUs Domestic Demand = 66 GPM Average Day / 163 GPM Max Day
- Proposed = 295 REUs Domestic Demand = 64 GPM Average Day / 153 GPM Max Day
- Fire Flow requested from the Township would be 1,066 GPM per Memo dated November 6, 2024

Water storage tanks are required for areas servicing over 149 REUs and shall have capacity to meet domestic and fire flow demands. For simplicity, this new service area would require adequate water storage capacity to meet average day demand plus fire flow. This negates accounting for existing infrastructure capable of meeting peak demands. A summary of the storage capacity needed to serve this development is defined below. Please note this value maybe conservative as it does not account for reductions as allowed by EGLE however it also does not account for emergencies such as a main break and additional review and evaluation to confirm is recommended.

- Existing = 95,000 Gallons Average Demand + 127,900 Gallons Fire Flow = 222,920 Gallons
- Proposed = 92,000 Gallons Average Demand + 127,900 Gallons Fire Flow = 219,900 Gallons
- Total Gallons to service existing and proposed would be as high as 450,000 Gallons

In summary, service to this development is available and will provide the volumes and pressures needed to serve the area, however it does have impact on the existing Garfield Township infrastructure as outlined above. This volume of capacity needed will reduce the available service life of the existing storage tank per EGLE (10 State Requirements) and this volume will need to be allocated and most likely exhaust the remaining available capacity that was intended for future growth / customers within Garfield Township.

#### Existing Station Operations

The Existing Booster Station #4 was taken offline in 2022 after the completion of the Cedar Run tank and associated water infrastructure. The DPW isolated the station by closing the exterior valves 517, 518 and 519 outside the building, drained the interior mechanical lines inside the building and shutoff the pump disconnects. The DPW does maintain the building including lights and HVAC system and conducts weekly site inspections including pressure checks and collecting water samples as needed. The available water pressure at this location is approximately 100 psi and residual chlorine levels in the



vicinity are approximately 0.5 ppm. GFA has coordinated with the DPW to conduct a hydrant flow test as required for EGLE Act 399 permitting and will submit results to the City upon receipt.

### Proposed Operations

The City of Traverse is requesting a connection to the Garfield Township water system to provide better water supply and pressure to portions of the Grand Traverse Commons. The water supply will be provided from the existing Water Storage tank located at Cedar Run Road with gravity providing the means for pressure. The City is proposing to use the existing Munson Booster Station that was historically used as a connection point to send water from the City to the Township utilizing pumps to increase flow and pressure to the upper elevations. The connection as proposed intends to modify existing mechanical piping within the building and install a master meter and Pressure Reducing Valve and reverse flow and send water from the Township into the City.

### **COMMENTS ON THE PLANS / SPECIFICATIONS**

#### Sheet 2

1. Garfield Township, Grand Traverse County and their respective engineers are requested to also be listed under the project notes as additional parties not to be held responsible for omission or variations of public utilities.
2. It is requested that the City provide an overall service area map along with flow directions for the proposed check valves. It is presumed the directions of flow for these, but it would be beneficial to have a map to confirm areas served are clearly defined. It does appear that there potentially outlying watermain that would have access to this connection and serve areas outside the defined limits such as Medical Campus Drive. Watermain extends east into the City limits beyond the proposed transmission line that may connect and is unclear.

#### Sheet 6

1. The following notes are requested to be added to the plans:
  - The Booster station is owned by the Charter Township of Garfield and operated by the Grand Traverse County Department of Public Works (GTCDPW). Facility access and modifications shall be coordinated with GTC DPW and valve operations performed by GTC DPW.
  - There does not appear to be any notes related to demolition (salvage / material disposal), staging, testing and/or startup for the upgrades within the building. The existing system has been offline for quite some time and prior to that water was sent from east to west and now water will be sent in the opposite direction. There is potential for material settling and consideration to flush the lines/ hydrants for cleansing is recommended in addition to standard chlorination and bacti testing per AWWA guidelines. Swabbing with chlorine and visual pressure test inspection do not seem appropriate in this application.
  - System shall NOT be allowed to be placed into service until it has been tested and approved by the GTCDPW, Garfield Township, City and respective engineers.
2. The existing exterior valves that are currently closed should be illustrated on the plans along with valve numbers. In addition, the existing easement limits of the building and watermain



should be shown to depict limits of ownership and access for the contractor reference as all work is to be performed within. If work is to be performed on private property contractor should be responsible for obtaining approval from respective owner.

3. It is recommended to better clarify on the plans the existing / decommissioned piping limits including existing valves that are currently or proposed to be closed. It does appear that connections do remain between the existing and proposed piping and it is requested that a physical gap and blind flange be added to ensure no backflow and/or circulation of water in the existing pump suction / discharge piping. These pumps have been decommissioned and not intended to be placed back into service. It is presumed access to the existing onsite pressure relief valve is intended to remain online which seems appropriate. However connections to the existing pump piping need to be terminated and contractor should be responsible to field verify and confirm the existing relief valve is functional.
4. A single 8" PRV is proposed, and we strongly recommend reviewing operations and flow with the selected manufacturer. It has been our experience with relying solely on one (1) large PRV that the it will be susceptible to water hammer and the use of multiple sized PRVs to accommodate low and high flow would better in this application. An 8" PRV alone could generate a significant wear, vibration and noise and with time have impact on both water systems long-term causing leaks, breaks etc.. In addition, the City may want to consider installing a surge anticipator valve depending on the water pressure reduction proposed. Multiple PRV lines and bypass are consistent with the City's standard PRV detail.
5. Upstream and downstream pressures gauges and a sample tap may want to be added for additional monitoring and testing.
6. A City SCADA panel is illustrated but unclear for what purpose nor intentions for connection / communication. The station has available existing communication via radio but would require coordination with GTC DPW for access. In addition, if the City intends on monitoring flow and pressures via SCADA, it is requested that the GTC DPW / Garfield Township also have access to this data and transmitted to their SCADA that is already available onsite for monitoring purposes.
7. It appears a single 10" meter is proposed and based upon the flow demands proposed may be oversized and not able to register the low flows (average daily demands or less). It is also recommended that a testing port be added to the meter.
8. It is recommended that a bypass line be added for both the PRV(s) and meter including isolation valves to accommodate future maintenance and repairs.
9. There was no electrical or SCADA plan information provided and presumed at a minimum power supply to the Master Meter is needed. This information needs to be provided for review and connections / modifications need to be coordinated with the GTC DPW to ensure it does not interfere with their existing system operations.

#### Specifications

1. The specifications provided were all related to HMA and/or buried watermain. There was no interior mechanical piping specifications provided to review relevant to the Booster Station Modification. There were no specifications provided denoting types of meter, PRV, and/or accessories or restraints as noted on Sheet 6. This information needs to be provided for review, including materials, installation measures, testing procedures, warranty and acceptance process.



## **RECOMMENDATIONS**

We appreciate the opportunity to assist the Township and provide technical review of this project and potential to collaborate with the City to provide reliable quality water supply to the Grand Traverse Commons. Once comments and /or clarifications are provided adequately addressing the above items noted we will be able to finalize our review and work with Township staff to prepare an EGLE Act 399 for connection to the Garfield Townships' infrastructure. In addition to this step of the project, as outlined in an email GFA sent on behalf of Garfield Township to the stakeholders involved in this project on December 11, 2024, there are outstanding contractual and infrastructure ownership and O&M (building access, utility costs, etc) issues that also need to be resolved before the Township will consider approving use of the system and transfer of flows. I anticipate discussions on this will occur soon and am available to assist per your request. If you have any questions, please don't hesitate to contact me at (231) 946-5874.

Sincerely,

Jennifer Graham, P.E.

Project Manager

CC: Kent Nothstine, Interim Director, GTC DPW  
Elizabeth Vogel, City of Traverse City Manager  
Art Krueger, City of Traverse City Director of Municipal Utilities  
Lauren Tribble- Laucht, City of Traverse City Attorney  
Mark Nettleton, Garfield Township Legal Representation



# 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, January 8, 2025

### **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. (*Ordinance was introduced during December 10, 2024 Board Meeting*)
- Township Board public hearing and action / resolution on Ordinance adoption.

**ACTION REQUESTED:**

The proposed text amendment is being placed on tonight's agenda for public hearing and potential adoption by the Township Board. If, following discussion and the public hearing, the Township Board is satisfied with the proposed text amendment as presented, the next step is to adopt the proposed resolution attached to this report. The following motion is suggested:

MOTION THAT Resolution #2025-01-T adopting Amendment No. 1 to Ordinance No. 49, Garfield Township Stormwater Ordinance, BE ADOPTED.

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

**Attachments:**

1. Resolution #2025-01-T adopting Amendment No. to Ordinance No. 49, Garfield Township Stormwater Ordinance.
2. Proposed Amendment 1 to Ordinance No. 49 with proposed amendments shown in redline.

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

**ORDINANCE NO. 49 (Stormwater Ordinance): AMENDMENT NO. 1**

**RESOLUTION #2025-01-T**

**A RESOLUTION TO AMEND CHARTER TOWNSHIP OF GARFIELD ORDINANCE NO. 49 (Stormwater Ordinance):**

**WHEREAS** Public Act 359 of 1947 (MCL 42.15, et seq.) authorizes the Charter Township of Garfield to enact ordinances considered necessary for the peace, health, and safety of persons and property in the Charter Township; and

**WHEREAS** the Township would like to update its Stormwater Ordinance to remove references to Grand Traverse County as the enforcement agency and to recognize the Charter Township of Garfield as the principal enforcement agency; and

**WHEREAS** the Township would like to make other minor corrections to its Stormwater Ordinance.

**NOW, THEREFORE, THE CHARTER TOWNSHIP OF GARFIELD ORDAINS:**

**AMENDMENT NO. 1 TO CHARTER TOWNSHIP OF GARFIELD ORDINANCE NO. 49 (Stormwater Ordinance):**

**THAT THE ENTIRETY OF THE ORDINANCE BE AMENDED** by replacing references to “The Grand Traverse County Drain Commissioner” with “The Charter Township of Garfield” as the enforcement agent of this Ordinance.

**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 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 Charter Township of Garfield may designate such agents as Township deems necessary to carry out the purposes of 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 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 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 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, whichever 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 Township. All fees are to cover administrative expenses of processing the storm water 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 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 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 in accordance with the current permit and review fee schedule adopted by the Charter Township of Garfield Board. All fees are to cover administrative expenses of processing the storm water 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 86<sup>th</sup> 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 Charter Township of Garfield 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 any County or Township Soil Erosion and Sedimentation Control Ordinances 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

At a regular meeting held on \_\_\_\_\_, a motion was offered by \_\_\_\_\_, with support from \_\_\_\_\_, to approve the foregoing Amendment 1 to Ordinance No. 49. The motion carried as follows in a roll call vote.

Upon roll call vote, the following voted:

**YES:**

**NO:**

**ABSENT:**

**AMENDMENT 1 to ORDINANCE NO. 49 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 Resolution 2025-01-T, Amendment 1 to Ordinance No. 49, which was adopted by the Township Board of the Charter Township of Garfield on the 14th day of January, 2025. Ordinance No. 49 Amendment 1 shall take effect upon the expiration of seven (7) days following publication.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Lanie McManus  
Clerk

**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 baeks~~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 86<sup>th</sup> 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.

At a regular meeting held on \_\_\_\_\_, a motion was offered by \_\_\_\_\_, with support from \_\_\_\_\_, to approve the foregoing Amendment 1 to Ordinance No. 49. The motion carried as follows in a roll call vote.

Upon roll call vote, the following voted:

**YES:**

**NO:**

**ABSENT:**

**AMENDMENT 1 to ORDINANCE NO. 49 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 Amendment 1 to Ordinance No. 49, which was adopted by the Township Board of the Charter Township of Garfield on the 14 day of January, 2025. Garfield Township Ordinance No. 49 Amendment 1 shall take effect upon the expiration of seven (7) days following publication.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Lanie McManus, Clerk

Garfield Township Board Ordinance No. 49  
Introduced: April 12, 2007  
Adopted: April 26, 2007

Amendment No. 1 to Ordinance No. 49  
Introduced: December 10, 2024  
Adopted: January 14, 2025  
Published: January 19, 2025  
Effective: January 26, 2025

DRAFT



# 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, January 8, 2025

### **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. (*Ordinance was introduced during December 10, 2024 Board Meeting*)
- Township Board public hearing and action / resolution on Ordinance adoption.

**ACTION REQUESTED:**

The proposed Ordinance is being placed on tonight's agenda for public hearing and potential adoption by the Township Board. If, following discussion and the public hearing, the Township Board is satisfied with the proposed Ordinance as presented, the next step is to adopt the proposed resolution attached to this report. The following motion is suggested:

MOTION THAT Resolution #2025-02-T adopting Ordinance No. 78, Garfield Township Control of Soil Erosion & Sedimentation Ordinance, BE ADOPTED.

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

**Attachment:**

1. Resolution #2025-02-T adopting Ordinance No. 78, Garfield Township Control of Soil Erosion & Sedimentation Ordinance.

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

**ORDINANCE NO. 78 (Control of Soil Erosion and Sedimentation)**

**RESOLUTION 2025-02-T**

**A RESOLUTION TO ADOPT CHARTER TOWNSHIP OF GARFIELD  
ORDINANCE NO. 78 (Control of Soil Erosion and Sedimentation)**

At a regular meeting of the Charter Township of Garfield Township Board held on January 14, 2025, at 6:00 pm at the Garfield Township Hall, 3848 Veterans Drive, Traverse City, Michigan, the following resolution was offered by motion of \_\_\_\_\_, and supported by \_\_\_\_\_.

**WHEREAS**, the Charter Township of Garfield Ordinance No. 78 – Control of Soil Erosion and Sedimentation (SESC) Ordinance mirrors the Natural Resources and Environmental Protection Act (NREPA)(Part 91) by meeting the minimum regulatory requirements along with additional permit requirements for projects involving slopes of 20% of greater; and

**WHEREAS**, the Township Board recommends adoption of the Control of Soil Erosion and Sedimentation Ordinance to ensure that such activities are administered and operated in compliance with this Ordinance and other applicable laws and ordinances; and

**WHEREAS**, upon adoption of this Ordinance by the Township Board, it will be sent to the Michigan Environment, Great Lakes, and Energy (EGLE) for formal approval and the Township will be officially designated as a Municipal Enforcement Agency (MEA) for the administration and enforcement of this Ordinance.

**NOW, THEREFORE, THE CHARTER TOWNSHIP OF GARFIELD**

**ORDAINS: CHARTER TOWNSHIP OF GARFIELD ORDINANCE NO. 78  
THAT Ordinance No. 78 BE ADOPTED to read in its entirety as follows:**

**Charter Township of Garfield  
Grand Traverse County, Michigan  
CONTROL OF SOIL EROSION AND SEDIMENTATION ORDINANCE  
Ordinance No. 78**

**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. "Grading" – Any stripping, excavating, filling, stockpiling, or any combination thereof, and shall also include the land in its excavated or filled condition.
- I. "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.

- J. “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.
- K. “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.
- L. “Part 91” – Part 91, Soil Erosion and Sedimentation Control, of the Act.
- M. “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.
- N. “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.
- O. “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.
- P. “Soil Erosion” – The process by which the ground surface is worn away by action of wind, water, gravity, or a combination thereof.
- Q. “Soil Erosion and Sedimentation Control Permit” – A permit to authorize work to be performed under this Ordinance.
- R. “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.
- S. “Stripping” – Any activity which removes or significantly disturbs the vegetative surface cover, including clearing and grubbing operations.
- T. “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.
- U. “Township” – The Charter Township of Garfield, Grand Traverse County, Michigan, and/or its duly authorized agent or designee.
- V. “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.

- W. “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. *Activities exempt from permit requirements:*

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.
  - c. Removal of clay, gravel, sand, peat, or topsoil.
2. This Ordinance does not apply to a metallic mineral mining activity that is regulated under a mining and reclamation plan that contains soil erosion and sedimentation control provisions and that is approved by the Department under Part 631 of the Act.
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, if the application for a permit to drill and operate under Part 615 contains a soil erosion and sedimentation control plan that is approved by the Department under Part 615. However, those earth changes shall conform to the same standards as required for a permit under Part 91. This subsection does not apply to a multisource commercial hazardous waste disposal well as defined in Section 62506.a of the Act.
4. An earth change of a minor nature that is stabilized within twenty-four (24) hours of the initial earth disturbance and that will not contribute sediment to lakes or streams.
5. Normal road and driveway maintenance such as grading or leveling that does not increase the width or length of the road or driveway and that will not contribute sediment to lakes or streams.
6. Residential or Earth Change Activities. A residential property owner who causes the following activities to be conducted on individual residential property owned and occupied by such owner is not required to obtain a permit under this Ordinance if the earth change activities do not result in or contribute to soil erosion or sedimentation of the waters of the State of Michigan or a discharge of sediment offsite:

- a. An earth change of a minor nature that is stabilized within twenty four (24) hours of the initial disturbance.
  - b. Gardening, if the natural elevation of the area is not raised. "Gardening" means activities necessary to the growing of plants for personal use, consumption, or enjoyment.
  - c. Post holes for fencing, decks, utility posts, mailboxes, or similar application, if no additional grading or earth change occurs for use of the posthole.
  - d. Removal of tree stumps, shrub stumps or roots resulting in an earth change not to exceed one hundred (100) square feet.
  - e. All of 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 of Michigan;
    - 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. 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 of Michigan.
7. Exemptions provided in this Section, Part 91, and the rules promulgated thereunder 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.
- E. 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 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 measure 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 waive or partially waive data submission requirements for earth changes for residential parcels for single- or two-family residences or projects involving earth disturbance of less than two hundred twenty-five (225) square feet.
- F. 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 time frame indicated on 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 any and 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 after its adoption and publication as provided by laws and approval by the Michigan Department of Environmental Quality.

Moved:

Supported:

Ayes:

Nays:

Absent and Excused:

The Chairman, Joe McManus, declared the motion carried and Resolution 2025-02-T adopted this 14th day of January 2025.

\_\_\_\_\_  
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 Resolution 2025-02-T, Ordinance No. 78, which was adopted by the Township Board of the Charter Township of Garfield on the 14th day of January, 2025. Garfield Township Ordinance No.78 shall take effect upon the expiration of seven (7) days following publication.

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

\_\_\_\_\_  
Lanie McManus, Clerk

## CHARTER TOWNSHIP OF GARFIELD – ORGANIZATIONAL CHART

