

CHARTER TOWNSHIP OF GARFIELD

TOWNSHIP BOARD MEETING

Tuesday, March 25, 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 – March 11, 2025 (Recommend Approval)

b. Bills -

(i) General Fund	\$487,127.57
(Recommend Approval)	

(ii) Gourdie-Fraser

Developer's Escrow Fund – Storm Water Reviews, Sidewalk
Assessment

\$ 617.50

General

5,253.75

Park Funds / DNR Trust Fund

13,800.00

Total

\$19,671.25

(Recommend Approval)

- c. 2025 Final Assessment Roll Figures (Receive and File)
- d. Consideration of the Flats at Carriage Hill – water main and sanitary sewer extension close-out and turnover documents (Recommend Approval)
- 4. **Items removed from the Consent Calendar**
- 5. **Correspondence**
 - a. Draft Grand Traverse County Prosperity Plan
- 6. **Reports**
 - a. County Commissioner's Report
 - b. Clerk's Report
 - c. Township Manager's Report
 - d. Supervisor's Report
- 7. **Unfinished Business**
 - a. Public Hearing – Consideration of Copper Ridge PUD Major Amendment Findings of Fact
 - b. Discussion on Capital Improvement Plan and formation of CIP committee
 - c. Discussion on bathroom facility at River East Recreation Area
 - d. Consideration of employee handbook Earned Sick Time Act policy amendment
- 8. **New Business**
 - a. Consideration of quotes for parking lot sealing at the Township Hall and the Silver Lake Recreation Area
 - b. Consideration of Potter Road repair cost sharing with the Grand Traverse County Road Commission
 - c. Discussion on Township Assessor position
- 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, or TDD #922-4412.

**CHARTER TOWNSHIP OF GARFIELD
TOWN BOARD MEETING
March 11, 2025**

Supervisor McManus called the Town Board Meeting to order at the Garfield Township Hall on March 11, 2025 at 6:00 p.m.

Pledge of Allegiance

Roll Call of Board Members

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

Absent and Excused: Chuck Korn

Also in Attendance: Township Manager Chris Barsheff

1. Public Comment (6:00)

Ann Drury of Pearl Rose Lane inquired if she should comment on her letter at this time. Supervisor McManus replied that she could speak when the matter came up later in the agenda.

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

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

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

Nays: None

3. Consent Calendar (6:03)

a. Minutes

February 25, 2025 Regular Meeting (Recommend Approval)

February 26, 2025 Joint Township Board and Planning Commission Meeting (Recommend Approval)

b. Bills

General Fund

\$101,260.72

(Recommend Approval)

c. MTT Update (Receive and File)

d. Consideration of approving financing for GT Metro's Aerial Ladder Truck purchase, Resolution 2025-06-T (Recommend Approval)

that he has been appointed to the Airport Zoning Board since the airport is going to review zoning in a ten mile radius around the airport.

f. Parks & Recreation Report (6:24)

Parks Steward Sean Kehoe stated that the Parks and Rec report was included in packets. He added that the Snow Dog was tested out and the accessible trail at the Commons is being designed. The parks staff is also discussing an expansion of parking for the River East Park.

g. Clerk's Report Treasurer's Report (6:29)

The Clerk's report was submitted in writing and the financial audit will begin on Monday.

h. Township Manager's Report (6:29)

Barsheff stated that he has called a meeting to review the Township emergency plan and will update the plan accordingly.

-Memo referencing Pearl Rose Lane

Barsheff stated that back in October of 2024, the Board approved a request to name a private drive after a property split. Pearl Rose Lane was approved as the name for the drive off of Birmley Road. After the county assigned new addresses to the three parcels, the owners expressed that they did not want their addresses to change. The township could rescind the name, however such an action would go against the township ordinance. Ann Drury, an owner on the private road, said that the "private road" has always been a shared drive for three homes. According to the ordinance, three parcels require a road name and now the property split has added a fourth parcel. Staff will research the options for the owners and report back at the next meeting.

Barsheff went on to state that the owners of the Cherryland Center are asking to be approved as a redevelopment project area which could allow for more liquor licenses. He is also looking into an insurance claim for roof damage to the township hall. A memorandum of understanding with the county regarding the soil erosion program had the township paying a fee for the existing permits. Garfield Township has now taken over all existing and future soil erosion permits at this time. The county may owe the township for some soil erosion escrows and staff will work out a pro-rated amount for the county.

i. Supervisor's Report (6:55)

J. McManus reported staff met with city staff regarding the water situation and some good progress was made. He is optimistic that an agreement can be reached. The four permits being held up have now been issued to developers. Board members commented and asked questions.

7. Unfinished Business

None

8. New Business

a. Consideration of executing the Settlement Agreement with Lamar OCI North, LLC (7:04)

Barsheff stated that this settlement allows Lamar to build a new sign on Cass Road which fits within the perimeters of the ordinance. An older sign would need to be removed before erecting the new billboard.

Schmuckal moved and L. McManus seconded to allow Supervisor McManus to sign the proposed Settlement Agreement with Lamar OCI North, LLC.

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

b. Consideration of authorizing Township Supervisor to sign the Angel Care Childcare Grand Traverse Band 2% grant application (7:06)

Angel Care Childcare is applying for a grant for upgrades to their classrooms to comply with daycare regulations.

Agostinelli moved and Schmuckal seconded to authorize Supervisor McManus to sign the Angel Care Childcare Grand Traverse Band 2% grant application.

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

9. Public Comment: (7:08)

None

10. Other Business (7:08)

None

11. Adjournment

J. McManus adjourned the meeting at 7:08pm.

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

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

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

RESOLUTION TO AMEND THE BUDGET

RESOLUTION 2025-05-T

NOW, THEREFORE, BE IT RESOLVED, that to amend the budget to record or cover the pass through grant for Angel Care Childcare, an increase in Revenue line item 101-000-576.000 of \$7,000 and increase in Expenditure line item 101-695-870.000 of \$7,000 be approved.

Moved: Denise Schmuckal

Supported: Molly Agostinelli

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

Nays: None


Absent and excused: Chuck Korn

The Chairman, Joe McManus, declared the motion carried and Resolution 2025-05-T adopted this 11th day of March 2025.


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 2025-05-T which was adopted by the Township Board of the Charter Township of Garfield on the 11th day of March 2025.


Lanie McManus, Clerk

**CHARTER TOWNSHIP OF GARFIELD
GRAND TRAVERSE COUNTY, MICHIGAN
RESOLUTION 2025-06-T**

**RESOLUTION APPROVING FINANCING FOR
AERIAL LADDER TRUCK PURCHASE**

Resolution of a meeting of the Township Board of the Charter Township of Garfield, Grand Traverse County, Michigan held on the 11th day of March 2025 at six o'clock p.m.

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

The following preamble and resolution were offered by Denise Schmuckal and supported by Molly Agostinelli.

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

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

WHEREAS, Metro has a need for a new Aerial Ladder Truck. The vehicle will replace a 2007 Pierce Aerial Ladder Truck. Pricing for this truck is based on Pierce's Sourcewell contract (cooperative purchasing); and

WHEREAS, the Metro Board approved the purchase of a Pierce Aerial Ladder Truck from Hatz Fire for \$1,637,257 at its February 2025 board meeting.

WHEREAS, Metro intends to apply for financing from a commercial bank institution in the amount of \$982,354; and

WHEREAS, the term of the bank financing would extend beyond Metro's regular annual budget; and

WHEREAS, this equipment purchase and associated financing furthers the Township's interest in efficient provision of fire protection services.

NOW, THEREFORE,

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

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

Nays: None

Absent: Chuck Korn

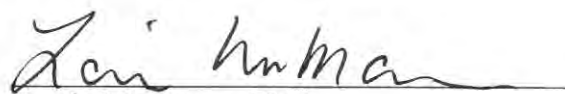
RESOLUTION DECLARED ADOPTED.


Lanie McManus, Clerk

CERTIFICATE

I, Lanie McManus, the duly elected and acting Clerk of the Township of Garfield, hereby certify that the foregoing constitutes a true copy of a Resolution of the Township Board for the Township of Garfield, adopted during a meeting of the Township of Garfield Township Board, Grand Traverse County, Michigan, held on March 11, 2025, at which meeting six (6) members were present as indicated in said Minutes and voted as therein set forth and that all signatures affixed thereto are the genuine signatures of those so indicated, and that each signatory was duly authorized to affix his or her signature, that said meeting was held in accordance with the Open Meetings Act of the State of Michigan, and that due and proper notice of the meeting as required by law was given to the members of the Township Board, and that the minutes of said meeting were kept and will be and have been made available as required by said Act.

Dated: 3-12-2025


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

Check Date	Bank	Check #	Payee	Description	GL #	Amount
03/13/2025	GEN	43166	CONSUMERS ENERGY	100000311801	101-000-084.861	1,686.08
		43166		100000311801	101-448-920.005	2,152.31
						<hr/> 3,838.39
03/13/2025	GEN	43167	CONSUMERS ENERGY	103033456148	101-448-920.005	3,451.81
03/13/2025	GEN	43168	DENNIS, GARTLAND & NIERGARTH	PRELIMINARY AUDIT	101-101-802.000	2,200.00
03/13/2025	GEN	43169	FIFTH THIRD BANK	3406-PARKS CLASS	208-000-864.000	40.00
03/13/2025	GEN	43170	GFL ENVIRONMENTAL	002167575	208-000-805.000	554.07
03/13/2025	GEN	43171	GFL ENVIRONMENTAL	002114259	101-265-935.604	144.91
03/13/2025	GEN	43172	GMOSER'S SEPTIC SERVICE, INC	PORTABLE TOILETS RIVER EAST	208-000-805.000	270.00
03/13/2025	GEN	43173	GRAND TRAVERSE COUNTY	SHERIFFS CONTRACT 1ST QTR 2025	101-301-830.000	394,910.40
03/13/2025	GEN	43174	GRANITE TELECOMMUNICATIONS	PHONES	101-265-850.000	161.86
03/13/2025	GEN	43175	HI-TECH SYSTEM SERVICE, INC	MARCH-JUNE OFFICE 365	101-228-955.001	96.00
		43175		COMPUTERS / MONITORS	101-900-970.003	11,207.60
						<hr/> 11,303.60
03/13/2025	GEN	43176	LAND INFORMATION ACCESS ASSOC	PEG FEES	101-720-880.011	19,539.46
03/13/2025	GEN	43177	OLSON & HOWARD, P.C.	TOWER/MEADOW VALLEY PUD/CREEKSIDE EASEMENT	101-101-801.002	287.00
		43177		JOHNSON	101-704-801.000	962.50
						<hr/> 1,249.50
03/13/2025	GEN	43178	RICHARDS & MCDUGALL, P.C.	AUDIT PREP	101-101-802.000	4,200.00
03/13/2025	GEN	43179	SOUND ENVIRONMENTS LLC	MIC MIXER / INSTALLATION & REPAIR	101-900-970.002	1,792.00
03/13/2025	GEN	43180	SPECTRUM ENTERPRISE	INTERNET	101-228-955.001	159.99
03/13/2025	GEN	43181	T-MOBILE	PHONES	101-265-850.000	291.81
03/13/2025	GEN	43182	TRAVERSE REPRODUCTION	BANNERS FOR KIOSKS	208-000-805.000	381.42
03/19/2025	GEN	43183	AFLAC	AFLAC	101-000-231.001	436.82
03/19/2025	GEN	43184	AMAZON CAPITAL SERVICES	SPEAKERS	101-253-726.000	28.98
		43184		GREEN CARDSTOCK	101-702-726.000	24.98
						<hr/> 53.96
03/19/2025	GEN	43185	BLUE CROSS BLUE SHIELD OF MICHIGAN	HEALTH BENEFITS	101-101-711.030	3,429.78
		43185		HEALTH BENEFITS	101-172-711.030	2,093.74
		43185		HEALTH BENEFITS	101-215-711.030	3,147.91
		43185		HEALTH BENEFITS	101-253-711.030	4,050.23

Check Date	Bank	Check #	Payee	Description	GL #	Amount
		43185		HEALTH BENEFITS	101-257-711.030	4,184.96
		43185		HEALTH BENEFITS	101-371-711.030	2,891.60
		43185		HEALTH BENEFITS	101-701-711.030	2,481.55
		43185		HEALTH BENEFITS	101-702-711.030	4,056.93
						<u>26,336.70</u>
03/19/2025	GEN	43186	CHERRYLAND ELECTRIC COOP.	ELECTRIC	101-000-084.861	218.71
		43186		ELECTRIC	101-265-920.603	1,069.40
		43186		ELECTRIC	101-448-920.005	722.17
						<u>2,010.28</u>
03/19/2025	GEN	43187	CHERRYLAND ELECTRIC COOP.	ELECTRIC	208-000-805.000	574.93
03/19/2025	GEN	43188	ESS	EQUIPMENT WARRANTY / LICENSING	101-262-935.010	8,098.00
03/19/2025	GEN	43189	GARFIELD CHARTER TOWNSHIP	HSA	101-000-237.000	712.42
03/19/2025	GEN	43190	GOVERNMENTAL PRODUCTS INC	DOCUMENT FOLDERS	101-253-726.000	593.64
03/19/2025	GEN	43191	GRAND TRAVERSE COUNTY	TAX ROLL ADJUSTMENTS	101-000-402.000	114.95
		43191		MBOR ADVERTISEMENT	101-257-901.000	45.38
						<u>160.33</u>
03/19/2025	GEN	43192	HI-TECH SYSTEM SERVICE, INC	APRIL CONTRACT	101-228-955.000	1,731.00
03/19/2025	GEN	43193	INTEGRITY BUSINESS SOLUTIONS	ENVELOPES / FILE FOLDERS / CANNED DUSTER	101-101-726.000	208.47
		43193		ENVELOPES / FILE FOLDERS / CANNED DUSTER	101-371-726.000	36.99
						<u>245.46</u>
03/19/2025	GEN	43194	KRAFT BUSINESS SYSTEMS	MONTHLY CONTRACT	101-101-726.002	429.81
03/19/2025	GEN	43195	TRAVERSE CITY BUSINESS NEWS	SUBSCRIPTION	101-172-965.000	35.00
03/19/2025	GEN	43196	UNITED WAY	UNITED WAY	101-000-238.000	90.00
03/19/2025	GEN	43197	VOYA INSTITUTIONAL TRUST COMPANY	DEFERRED COMP VF3202	101-000-231.000	1,130.00
			TOTAL - ALL FUNDS	TOTAL OF 32 CHECKS		487,127.57

--- GL TOTALS ---

101-000-084.861	DUE FROM #861 STREET LIGHTS	1,904.79
101-000-231.000	DEFERRED COMP	1,130.00
101-000-231.001	AFLAC	436.82
101-000-237.000	HSA (FORMERLY FLEX)	712.42
101-000-238.000	UNITED WAY	90.00
101-000-402.000	CURRENT REAL PROPERTY TAXES	114.95
101-101-711.030	BENEFITS	3,429.78
101-101-726.000	SUPPLIES	208.47
101-101-726.002	SUPPLIES - COPIER MAINTENANCE	429.81
101-101-801.002	LEGAL SERVICES - TOWNBOARD	287.00

CHECK DATE FROM 03/06/2025 - 03/19/2025

Banks: GEN

Check Date	Bank	Check #	Payee	Description	GL #	Amount
101-101-802.000			AUDIT AND ACCOUNTING			6,400.00
101-172-711.030			BENEFITS			2,093.74
101-172-965.000			DUES & PUBLICATIONS			35.00
101-215-711.030			BENEFITS			3,147.91
101-228-955.000			COMPUTER SUPPORT SYSTEMS			1,731.00
101-228-955.001			COMPUTER NETWORK			255.99
101-253-711.030			BENEFITS			4,050.23
101-253-726.000			SUPPLIES			622.62
101-257-711.030			BENEFITS			4,184.96
101-257-901.000			ADVERTISING			45.38
101-262-935.010			MACHINE MAINTENANCE			8,098.00
101-265-850.000			TELEPHONE			453.67
101-265-920.603			LIGHTS BUILDING			1,069.40
101-265-935.604			RUBBISH REMOVAL			144.91
101-301-830.000			POLICE CONTRACT			394,910.40
101-371-711.030			BENEFITS			2,891.60
101-371-726.000			SUPPLIES			36.99
101-448-920.005			STREET LIGHTS TOWNSHIP			6,326.29
101-701-711.030			BENEFITS			2,481.55
101-702-711.030			BENEFITS			4,056.93
101-702-726.000			SUPPLIES			24.98
101-704-801.000			LEGAL SERVICES			962.50
101-720-880.011			COM. PROM. - P.E.G.			19,539.46
101-900-970.002			CAPITAL OUTLAY - TOWNSHIP HAL			1,792.00
101-900-970.003			CAPITAL OUTLAY - COMPUTERS			11,207.60
208-000-805.000			CONTRACTED AND OTHER SERVICES			1,780.42
208-000-864.000			MISCELLANEOUS			40.00
			TOTAL			487,127.57



Engineering
Surveying
Testing &
Operations

3b.(ii)

123 West Front Street
Traverse City, Michigan 49684
231.946.5874 (P)
231.946.3703 (F)

March 15, 2025

**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.

HIC #32, Car Detailing & Long Term Parking, Escrow No. 214.825

Project#	24297	2429703	70.00
----------	-------	---------	-------

2. Engineering consulting services for storm water plan review.

CRM - Welch Court Facility Expansion, Escrow No. 214.811

Project#	25018	2501802	210.00
----------	-------	---------	--------

Total A	280.00
---------	--------

B. Side Walk Assessment

1. Engineering consulting services for side walk review.

Adventure Golf Services, Side Walk Review, Escrow No. 214.834

Project#	25054	2505401	337.50
----------	-------	---------	--------

Total B	337.50
---------	--------

Total Developer's Escrow Fund	617.50
-------------------------------	--------

II. General

1. Engineering services for water contract review and data compilation for submission to legal counsel.

Water Contract

Project#	25029C	Invoice No.	25029305	3,116.25
----------	--------	-------------	----------	----------

2. Engineering services for meeting, plan review, evaluation of flow demands and impact analysis.

Grand Traverse Commons Water connection

Project#	25029C	Invoice No.	25029306	187.50
----------	--------	-------------	----------	--------

3. Engineering services to bring Ordinance #49 into current compliance requirements.

Storm Water Ordinance Update

Project#	25029C	Invoice No.	25029304	1,950.00
----------	--------	-------------	----------	----------

Total Park Funds / DNR Trust Fund	5,253.75
-----------------------------------	----------

III. Park Funds / DNR Trust Fund

1. Engineering design, survey, permitting, bidding, and construction services.

Grand Traverse Commons, North Loop Trail

Project#	24069	Invoice No.	2406904	13,800.00
----------	-------	-------------	---------	-----------

Total Park Funds / DNR Trust Fund	13,800.00
-----------------------------------	-----------

GRAND TOTAL	\$19,671.25
-------------	-------------

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

JOE MCMANUS, TOWNSHIP SUPERVISOR
CHARTER TWP OF GARFIELD
3848 VETERANS DR
TRAVERSE CITY, MI 49684

March 19, 2025
Project No: 24297
Invoice No: 2429703

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 final review letter with minor corrections and changed identified.

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

Professional Services from February 16, 2025 to March 15, 2025

Professional Personnel

	Hours	Rate	Amount	
Project Engineer	.50	140.00	70.00	
Totals	.50		70.00	
Total Labor				70.00
		Total this Invoice		\$70.00

Billings to Date

	Current	Prior	Total
Labor	70.00	771.25	841.25
Totals	70.00	771.25	841.25

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

JOE MCMANUS, TOWNSHIP SUPERVISOR
CHARTER TWP OF GARFIELD
3848 VETERANS DR
TRAVERSE CITY, MI 49684

March 19, 2025
Project No: 25018
Invoice No: 2501802

Re: CRM - Welch Court Facility Expansion, Storm Water Review, Escrow No. 214.811

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

Project Location: 486 W. Welch Court, Traverse City, MI 49686

Professional Services from February 16, 2025 to March 15, 2025

Professional Personnel

	Hours	Rate	Amount	
Project Engineer	1.50	140.00	210.00	
Totals	1.50		210.00	
Total Labor				210.00
		Total this Invoice		\$210.00

Billings to Date

	Current	Prior	Total
Labor	210.00	878.75	1,088.75
Totals	210.00	878.75	1,088.75

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

JOE MCMANUS, TOWNSHIP SUPERVISOR
CHARTER TWP OF GARFIELD
3848 VETERANS DR
TRAVERSE CITY, MI 49684

March 19, 2025
Project No: 25054
Invoice No: 2505401

Re: Adventure Golf Services, Side Walk Review, Escrow No. 214.834

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: 1742 Barlow Street, Traverse City, Michigan

Professional Services from February 16, 2025 to March 15, 2025

Professional Personnel

	Hours	Rate	Amount	
Project Specialist	2.50	135.00	337.50	
Totals	2.50		337.50	
Total Labor				337.50
Billing Limits	Current	Prior	To-Date	
Total Billings	337.50	0.00	337.50	
Limit			500.00	
Remaining			162.50	
		Total this Invoice		\$337.50

Billings to Date

	Current	Prior	Total
Labor	337.50	0.00	337.50
Totals	337.50	0.00	337.50

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

JOE MCMANUS, TOWNSHIP SUPERVISOR
CHARTER TWP OF GARFIELD
3848 VETERANS DR
TRAVERSE CITY, MI 49684

March 19, 2025
Project No: 25029C
Invoice No: 25029305

Re: City of Traverse City / Garfield Township Bulk Water contract

Services Performed: Engineering services for continual review of contract language, research and submission of past and current pending permit applications to the City of Traverse City per their request. Meetings with Garfield Township staff, attorney and Garfield Township Board related to the issues. Communications with EGLE and letter submitted to EGLE related to peaking factor. Memo to supervisor and manager regarding peaking factor computations and generation of historical flow chart.

Professional Services from February 16, 2025 to March 15, 2025

Professional Personnel

	Hours	Rate	Amount	
Director of Engineering	12.00	205.00	2,460.00	
Design Engineer III	5.25	125.00	656.25	
Totals	17.25		3,116.25	
Total Labor				3,116.25
		Total this Invoice		\$3,116.25

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

JOE MCMANUS, TOWNSHIP SUPERVISOR
CHARTER TWP OF GARFIELD
3848 VETERANS DR
TRAVERSE CITY, MI 49684

March 19, 2025
Project No: 25029C
Invoice No: 25029306

Re: Grand Traverse Commons Water Connection

Services Performed: Engineering services for meeting attendance with stakeholder group on behalf of the township. Communication and meeting with city staff and engineer for the project including upload of EGLE permit per approval from township supervisor. EGLE communication and responses related to the permit.

Professional Services from February 16, 2025 to March 15, 2025

Professional Personnel

	Hours	Rate	Amount	
Design Engineer III	1.50	125.00	187.50	
Totals	1.50		187.50	
Total Labor				187.50
		Total this Invoice		\$187.50

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

JOE MCMANUS, TOWNSHIP SUPERVISOR
CHARTER TWP OF GARFIELD
3848 VETERANS DR
TRAVERSE CITY, MI 49684

March 19, 2025
Project No: 25029C
Invoice No: 25029304

Re: Storm Water Ordinance Update

Services Performed: Engineering services for technical review and edits to existing outdated Ordinance #49 to bring into current compliance and address updates with local, state and federal requirements and Best Management Practices. Work includes coordination with township staff, meetings and document edits.

Professional Services from February 16, 2025 to March 15, 2025

Professional Personnel

	Hours	Rate	Amount	
Director of Engineering	2.00	205.00	410.00	
Project Engineer	11.00	140.00	1,540.00	
Totals	13.00		1,950.00	
Total Labor				1,950.00
		Total this Invoice		\$1,950.00

Invoice

Gourdie-Fraser, Inc.
123 West Front Street, Suite A
Traverse City, MI 49684
Phone: 231-946-5874, Fax: 231-946-9634
melanie@gfa.tc Pay By Credit Card:
Traverse City, MI 49684

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

March 19, 2025
Project No: 24069
Invoice No: 2406904

Re: Grand Traverse Commons, North Trail Loop

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

Professional Services from February 16, 2025 to March 14, 2025

Fee

Billing Phase	Fee	Percent Complete	Earned	Previous Fee Billing	Current Fee Billing
Topographic Survey	7,500.00	100.00	7,500.00	7,500.00	0.00
Base Map Creation	2,500.00	100.00	2,500.00	2,500.00	0.00
Prel. & Final Engineering Design	34,500.00	40.00	13,800.00	0.00	13,800.00
Permitting	5,000.00	0.00	0.00	0.00	0.00
Bidding	1,500.00	0.00	0.00	0.00	0.00
Construction Staking, Layout	3,500.00	0.00	0.00	0.00	0.00
Const. Observation, Materials Testing	15,500.00	0.00	0.00	0.00	0.00
Construction Admin., Engineering	7,500.00	0.00	0.00	0.00	0.00
Total Fee	77,500.00		23,800.00	10,000.00	13,800.00
Total Fee					13,800.00
Total this Invoice					\$13,800.00

Garfield Charter Township



TO: Chris Barsheff, Township Manager
Board of Review

FROM: Amy L. DeHaan MMAO(4) - Assessor

RE: 2025 FINAL Assessment Roll Figures - Updated

March 17, 2025

The following AV / SEV and Taxable Values are submitted for your review in accordance with Sec. 211.53b MCL:

Classification	# Parcels	AV / SEV	Change from Prev. Yr.	Percent of Total	Taxable Value	Change from Prev. Yr.	Percent of Total	TV as a % of SEV
Real: Agricultural	-	\$ -	0.00%	0.00%	\$ -	0.00%	0.00%	0.00%
Residential	7,006	\$ 1,176,799,500	11.41%	55.95%	\$ 765,500,818	6.84%	52.50%	65.05%
Commercial	1,092	\$ 758,227,100	15.78%	36.05%	\$ 535,936,779	13.59%	36.75%	70.68%
Industrial	84	\$ 51,108,200	7.52%	2.43%	\$ 39,610,797	8.78%	2.72%	77.50%
TOTAL	8,182	\$ 1,986,134,800	12.93%	94.43%	\$ 1,341,048,394	9.50%	91.97%	67.52%
Personal: Commercial	1,565	\$ 55,534,500	10.96%	2.64%	\$ 55,534,500	10.96%	3.81%	100.00%
Industrial	61	\$ 18,234,000	28.33%	0.87%	\$ 18,234,000	28.33%	1.25%	100.00%
Utility	7	\$ 42,828,800	6.56%	2.04%	\$ 42,828,800	6.56%	2.94%	100.00%
TOTAL	1,633	\$ 116,597,300	11.63%	5.54%	\$ 116,597,300	11.63%	8.00%	100.00%
TOTAL Ad Valorem	9,815	\$ 2,102,732,100	12.86%	99.97%	\$ 1,457,645,694	9.67%	99.96%	69.32%
**Special Acts: PILT - Pays Fee	16	\$ 52,234,800	3.46%	2.48%	\$ 39,735,784	-3.89%	2.72%	76.07%
DNR-PILT	1	\$ 606,500	96.34%	0.03%	\$ 70,625	3.10%	0.00%	11.64%
County Land Bank Sale	2	\$ 292,800	8.81%	0.01%	\$ 262,667	3.10%	0.02%	89.71%
TOTAL	19	\$ 53,134,100	4.05%	2.53%	\$ 40,069,076	-3.84%	2.75%	75.41%
Abated: IFT Real Rehab (Full Rate)	-	\$ -		0.00%	\$ -		0.00%	0.00%
IFT Real New (1/2 rate)	2	\$ 585,200	-0.93%	0.03%	\$ 549,400	3.10%	0.04%	93.88%
IFT Personal (1/2 rate)	1	\$ 14,700	-10.37%	0.00%	\$ 14,700	-10.37%	0.00%	100.00%
TOTAL	3	\$ 599,900	-1.19%	0.03%	\$ 564,100	2.70%	0.04%	94.03%
Full Rate Equivalent Values		\$ 299,950	-1.19%	0.01%	\$ 282,050	2.70%	0.02%	94.03%
Exempt Parcels	219							
Grand TOTAL of all Classes	10,037	\$ 2,103,332,000	12.86%	100.00%	\$ 1,458,209,794	9.66%	100.00%	69.33%
Grand Total Equivalent to Full Rate		\$ 2,103,032,050	12.86%	99.99%	\$ 1,457,927,744	9.66%	99.98%	69.33%

** Special Acts are included in Ad Valorem totals.

\$ 4,206,664,000 True Cash Value



Engineering
Surveying
Testing &
Operations

3d.

123 West Front Street
Traverse City, Michigan 49684
231.946.5874 (P)
231.946.3703 (F)

March 17, 2025

Charter Township of Garfield
Attn: Chris Barsheff
2848 Veterans Drive
Traverse City, MI 49684

RE: The Flats at Carriage Hill –Water Main & Sanitary Sewer Extension
GFA #24202
Close-out & Turnover

Mr. Barsheff:

The project for the Flats at Carriage Hill Water main & sanitary sewer extension project has been completed. Enclosed please find copies of the following items submitted by the contractor in compliance with the contract documents:

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

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

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

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

Sincerely,
Gourdie-Fraser, Inc.

Jennifer Graham, P.E.
Director of Engineering

Enclosures

cc: Grand Traverse County DPW
Jim Hirschenberger, Mansfield Land Consultants

MAINTENANCE BOND

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

CONTRACTOR (Name and Address): SURETY (Name and Address of Principal Place of Business):
Wolverine Building Group, Inc. Travelers Casualty and Surety Company of America
4045 Barden Dr. SE One Tower Square
Grand Rapids, MI 49512 Hartford, CT 06183

OWNER (Name and Address):
Traverse City Housing Commission
150 Pine Street
Traverse City, MI 49684

CONTRACT

Date: October 14, 2024

Amount: \$247,447.50

Project Description: Sanitary Sewer & Water Main Extension Closeout, GFA Job# 24202 / 21334

BOND

Date (1 year from date of Acceptance by the Municipality):

Amount: \$247,447.50

Bond Number: 108190105

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

KNOW ALL MEN BY THESE PRESENTS,

That we, Wolverine Building Group, Inc.
as Principal, (hereinafter called **Principal**), and
Travelers Casualty and Surety Company of
America as Surety (hereinafter called
Surety), are held and firmly bound into Traverse City
Housing Commission as Obligee (hereinafter called
Obligee), in the penal sum of Two Hundred Forty Seven
Thousand Four Hundred Forty Seven Dollars and Fifty
Cents \$247,447.50 for the payment whereof Principal
and Surety bind themselves, their heirs, executors,
administrators, successors, and assigns, jointly and
severally, firmly by these presents

WHEREAS, said Principal has by written
Agreement, dated October 14, 2024

entered into a Contract with said Obligee for —
Sanitary Sewer & Water Main Extension
Closeout

in accordance with the General Conditions, the
Drawings and Specifications, which Contract is
by reference incorporated herein, and made a part
hereof, and is referred to as the Contract.

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

to be void; otherwise to remain in full force and effect. PROVIDED, HOWEVER, that said Obligee shall give Principal and Surety notice of observed defects with reasonable promptness.


Signed and sealed this 7th day of February, 2025


CONTRACTOR AS PRINCIPAL

SURETY

Company: (Corp. Seal)

Company: (Corp. Seal)

Signature: 
Name and Title:
Timothy P. Gabroise
TREASURER

Signature: 
Name and Title: Ana
Petroanchenu,
Attorney-in-Fact
(Attach Power of Attorney)



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

CONTRACTOR AS PRINCIPAL

SURETY

Company: (Corp. Seal)

Company: (Corp. Seal)

Signature: _____ Signature: _____
Name and Title: _____ Name and Title: _____

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

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



Travelers Casualty and Surety Company of America
Travelers Casualty and Surety Company
St. Paul Fire and Marine Insurance Company

POWER OF ATTORNEY

Travelers Casualty and Surety Company of America, Travelers Casualty and Surety Company, and St. Paul Fire and Marine Insurance Company are corporations duly organized under the laws of the State of Connecticut (herein collectively called the "Companies"), and the Companies do hereby make, constitute and appoint **ANA Potroanchenu** of **GRAND RAPIDS**, **Michigan**, their true and lawful Attorney(s)-in-Fact to sign, execute, seal and acknowledge any and all bonds, recognizances, conditional undertakings and other writings obligatory in the nature thereof on behalf of the Companies in their business of guaranteeing the fidelity of persons, guaranteeing the performance of contracts and executing or guaranteeing bonds and undertakings required or permitted in any actions or proceedings allowed by law.

IN WITNESS WHEREOF, the Companies have caused this instrument to be signed, and their corporate seals to be hereto affixed, this **16th** day of **February, 2024**.



State of Connecticut

City of Hartford ss.

On this the **16th** day of **February, 2024**, before me personally appeared **Bryce Grissom**, who acknowledged himself to be the Senior Vice President of each of the Companies, and that he, as such, being authorized so to do, executed the foregoing instrument for the purposes therein contained by signing on behalf of said Companies by himself as a duly authorized officer.

IN WITNESS WHEREOF, I hereunto set my hand and official seal.

My Commission expires the **30th** day of **June, 2026**



Anna P. Nowik

Anna P. Nowik, Notary Public

This Power of Attorney is granted under and by the authority of the following resolutions adopted by the Boards of Directors of each of the Companies, which resolutions are now in full force and effect, reading as follows:

RESOLVED, that the Chairman, the President, any Vice Chairman, any Executive Vice President, any Senior Vice President, any Vice President, any Second Vice President, the Treasurer, any Assistant Treasurer, the Corporate Secretary or any Assistant Secretary may appoint Attorneys-in-Fact and Agents to act for and on behalf of the Company and may give such appointee such authority as his or her certificate of authority may prescribe to sign with the Company's name and seal with the Company's seal bonds, recognizances, contracts of indemnity, and other writings obligatory in the nature of a bond, recognizance, or conditional undertaking, and any of said officers or the Board of Directors at any time may remove any such appointee and revoke the power given him or her; and it is

FURTHER RESOLVED, that the Chairman, the President, any Vice Chairman, any Executive Vice President, any Senior Vice President or any Vice President may delegate all or any part of the foregoing authority to one or more officers or employees of this Company, provided that each such delegation is in writing and a copy thereof is filed in the office of the Secretary; and it is

FURTHER RESOLVED, that any bond, recognizance, contract of indemnity, or writing obligatory in the nature of a bond, recognizance, or conditional undertaking shall be valid and binding upon the Company when (a) signed by the President, any Vice Chairman, any Executive Vice President, any Senior Vice President or any Vice President, any Second Vice President, the Treasurer, any Assistant Treasurer, the Corporate Secretary or any Assistant Secretary and duly attested and sealed with the Company's seal by a Secretary or Assistant Secretary; or (b) duly executed (under seal, if required) by one or more Attorneys-in-Fact and Agents pursuant to the power prescribed in his or her certificate or their certificates of authority or by one or more Company officers pursuant to a written delegation of authority; and it is

FURTHER RESOLVED, that the signature of each of the following officers: President, any Executive Vice President, any Senior Vice President, any Vice President, any Assistant Vice President, any Secretary, any Assistant Secretary, and the seal of the Company may be affixed by facsimile to any Power of Attorney or to any certificate relating thereto appointing Resident Vice Presidents, Resident Assistant Secretaries or Attorneys-in-Fact for purposes only of executing and attesting bonds and undertakings and other writings obligatory in the nature thereof, and any such Power of Attorney or certificate bearing such facsimile signature or facsimile seal shall be valid and binding upon the Company and any such power so executed and certified by such facsimile signature and facsimile seal shall be valid and binding on the Company in the future with respect to any bond or understanding to which it is attached.

I, **Kevin E. Hughes**, the undersigned, Assistant Secretary of each of the Companies, do hereby certify that the above and foregoing is a true and correct copy of the Power of Attorney executed by said Companies, which remains in full force and effect.

Dated this **7th** day of **February**, **2025**



Kevin E. Hughes

Kevin E. Hughes, Assistant Secretary

To verify the authenticity of this Power of Attorney, please call us at 1-800-421-3880.

Please refer to the above-named Attorney(s)-in-Fact and the details of the bond to which this Power of Attorney is attached.

AFFIDAVIT OF COMPLETION

540043

Elmer's Crane and Dozer, Inc.

Name of Contractor

P.O. Box 6150, Traverse City, Michigan 49696 - 6150

Address of Contractor

being duly sworn, deposes and says that they entered into a contract with:

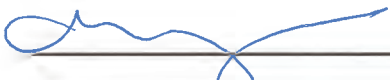
Wolverine Building Group on the 9th day of May, 2024
for the Flats at Carriage Commons Project.

Contractor further says that the said contract has been completed and all indebtedness incurred by him to subcontractors, suppliers, and laborers in their employ has been paid in full for water and sewer system.

Contractor further says that there are no outstanding or pending claims, liens or actions in law involving the water and sewer system of this contract.

WITNESSES:

SIGNED: Elmer's Crane and Dozer, Inc.


U Ripmaster


Steve Folkersma

Subscribed and sworn to before me this

10th day of February, 2025

My commission expires: 8/5/2027


Julia Morse, Notary Public

LETTER OF GUARANTEE

DATE: 02-10-25

OWNER: The Flats Phase 1
40600 Ann Arbor Rd E Ste. 200
Plymouth, MI 48170


PROJECT: The Flats at Carriage Commons
BATA/TCHC Transit-Oriented Mixed-Use Dev. PUD
Garfield Twp., Grand Traverse Co., Traverse City

To Whom It May Concern:

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

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

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

Signature: 
(Contractor)

Title: Project Manager
(Please Print or Type)

Company Name:
Elmer's Crane and Dozer, Inc.
(Please Print or Type)

Address:
3600 Rennie School Rd
Traverse City, MI 49685



DocId:8429920

Tx:4272474

2025R-02588

STATE OF MICHIGAN

GRAND TRAVERSE COUNTY

RECORDED 03/06/2025 02:28:01 PM

SCOTT M. ROKOS REGISTER OF DEEDS

PAGE 1 OF 2

BILL OF SALE

2
4/4

The Flats Phase I Limited Dividend Housing Association, LLC, a Michigan limited liability company, whose address is 40600 Ann Arbor Road E, Suite 200, Plymouth, MI 48170 (herein referred to as "Seller") for and in consideration of One (\$1.00) Dollar, the adequacy and receipt of which is acknowledged, does hereby grant, dedicate, transfer and deliver to Garfield Township, whose address is 3848 Veterans Dr., Traverse City, Michigan 49684, (herein referred to as the "Township"), all sanitary sewer, water main and appurtenances as shown on the attached drawings (the "Improvement") that are in, over, upon and under the real estate more fully described as:

SANITARY SEWER EASEMENT DESCRIPTION:

A 20.00 FOOT-WIDE EASEMENT FOR THE INSTALLATION AND MAINTENANCE OF SANITARY SEWER AND ITS APPURTENANCES IN PART OF THE SOUTHEAST QUARTER OF SECTION 23, TOWN 27 NORTH, RANGE 11 WEST, GARFIELD TOWNSHIP, GRAND TRAVERSE COUNTY, MICHIGAN HAVING EASEMENT CENTERLINE DESCRIBED AS:

COMMENCING AT THE SOUTH QUARTER CORNER OF SAID SECTION 23; THENCE N00° 57' 30"E, 1317.97 FEET ALONG THE N-S QUARTER LINE OF SECTION 23; THENCE S88° 19' 09"E, 876.24 FEET TO THE POINT OF BEGINNING OF EASEMENT CENTERLINE; THENCE S01° 07' 17"W, 84.78 FEET; THENCE N88° 22' 12"W, 29.55 FEET; THENCE S01° 37' 48"W, 16.59 FEET; THENCE N01° 37' 48"E, 16.59 FEET; THENCE N88° 22' 12"W, 94.28 FEET; THENCE S01° 37' 48"W, 16.70 FEET; THENCE N01° 37' 48"E, 16.70 FEET; THENCE N88° 22' 12"W, 154.43 FEET; THENCE S01° 37' 48"W, 16.42 FEET; THENCE N01° 37' 48"E, 16.42 FEET; THENCE N89° 02' 12"W, 60.30 FEET; THENCE S01° 03' 42"W, 18.89 FEET; THENCE N01° 03' 42"E, 18.89 FEET; THENCE N89° 02' 12"W, 195.99 FEET TO THE EAST END OF SANITARY SEWER EASEMENT RECORDED WITH INSTRUMENT NUMBER 2024R-06882 AND TO THE POINT OF ENDING OF EASEMENT CENTERLINE.


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

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

Dated this 27th day of February, 2025

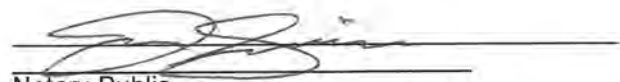
THE FLATS PHASE I LIMITED DIVIDEND HOUSING ASSOCIATION, LLC, a Michigan limited liability company

By: SHAG Flats Phase I, LLC, a Michigan limited liability company, its Managing Member

By: 
Darren Smith, its Manager

STATE OF FLORIDA)
COUNTY OF Palm Beach) ss.

The foregoing instrument was acknowledged before me this 27th day of February, 2025, by Darren Smith, the Manager of SHAG Flats Phase I, LLC, a Michigan limited liability company, the Managing Member of The Flats Phase I Limited Dividend Housing Association, LLC, a Michigan limited liability company.


Notary Public
Palm Beach County, Florida
Acting in Palm Beach County
My commission expires: 11/28/2027



JORDAN SCHREIDELL
Notary Public
State of Florida
Comm# HH468082
Expires 11/28/2027



DocId:8429918

Tx:4272474

2025R-02586
STATE OF MICHIGAN
GRAND TRAVERSE COUNTY
RECORDED 03/06/2025 02:27:59 PM
SCOTT M. ROKOS REGISTER OF DEEDS
PAGE 1 OF 3

BILL OF SALE

3
2/4

Traverse City Housing Commission ("TCHC"), whose address is 150 Pine Street, Traverse City, MI 49684 and The Flats Phase I limited Dividend Housing Association, LLC, a Michigan limited liability company ("The Flats", and together with TCHC, the "Sellers", each also being a "Seller"), whose address is 40600 Ann Arbor Road E, Suite 200, Plymouth, MI 48170, as more particularly described herein for and in consideration of One (\$1.00) Dollar, the adequacy and receipt of which is acknowledged, does hereby grant, dedicate, transfer and deliver to Garfield Township, whose address is 3848 Veterans Dr., Traverse City, Michigan 49684, (herein referred to as the "Township"), all sanitary sewer, water main and appurtenances as shown on the attached drawings (the "Improvement") that are in, over, upon and under the real estate more fully described as:

WATER MAIN EASEMENT DESCRIPTION:

A 20.00 FOOT-WIDE EASEMENT FOR THE INSTALLATION AND MAINTENANCE OF WATER MAIN AND ITS APPURTENANCES IN PART OF THE SOUTHEAST QUARTER OF SECTION 23, TOWN 27 NORTH, RANGE 11 WEST, GARFIELD TOWNSHIP, GRAND TRAVERSE COUNTY, MICHIGAN HAVING EASEMENT CENTERLINE DESCRIBED AS:

COMMENCING AT THE SOUTH QUARTER CORNER OF SAID SECTION 23; THENCE N00° 57' 30"E, 1251.97 FEET ALONG THE N-S QUARTER LINE OF SECTION 23; THENCE S88° 17' 53"E, 416.45 FEET TO THE EAST END OF WATER MAIN EASEMENT RECORDED WITH INSTRUMENT NUMBER 2024R-06884 AND TO THE POINT OF BEGINNING OF EASEMENT CENTERLINE; THENCE S88° 17' 53"E, 47.57 FEET; THENCE S01° 09' 12"W, 200.46 FEET; THENCE S44° 02' 18"E, 14.14 FEET; THENCE N44° 02' 18"W, 14.14 FEET; THENCE N01° 09' 12"E, 200.46 FEET; THENCE S88° 23' 32"E, 165.21 FEET; THENCE N01° 43' 02"E, 35.37 FEET; THENCE S01° 43' 02"W, 35.37 FEET; THENCE S88° 23' 32"E, 234.60 FEET; THENCE N01° 36' 28"E, 65.55 FEET; THENCE S01° 36' 28"W, 65.55 FEET; THENCE S88° 12' 17"E, 88.42 FEET; THENCE N01° 43' 03"E, 36.42 FEET; THENCE S01° 43' 03"W, 36.42 FEET; THENCE S88° 12' 17"E, 20.00 FEET TO THE POINT OF ENDING OF EASEMENT CENTERLINE.

Each Seller hereby warrants and certifies to the Township, with respect to the property within the above-described Water Main Easement owned by such Seller, that the Improvement has been acquired, constructed, and completed in accordance with the Plans and Specifications developed by Grand Traverse County for the Improvement previously approved by the Township, and that no claim, action, or liability exists with respect to the Improvement and its construction and installation.

Each Seller further warrants and represents to the Township that it is the lawful owner of the Improvement, and that the Improvement is free of all liens and encumbrances of any kind. Seller further represents that it has the authority to transfer the portion of the Improvement within the property owned by such Seller. All warranties and guarantees pertaining to the Improvement are hereby assigned and transferred to the Township.

Notwithstanding anything contained herein to the contrary, any statement, representation or warranty made or easement granted herein (i) by TCHC shall only be with respect to the portion of the Water Main Easement lying outside of Unit 1 that is crossed hatched on the Water Main Easement Exhibit attached hereto, which cross hatched portion is owned in fee simple by TCHC, and (ii) by The Flats shall be only with respect to the portion of the below described Water Main Easement that is within Unit 1 identified on the Water Main Easement Exhibit attached hereto, which Unit 1 is owned in fee simple by The Flats.

Dated this 5th day of March 2025

Traverse City Housing Commission, a Michigan public housing agency

By: [Signature]
Karl Fulmer, Executive Director

STATE OF MICHIGAN)
COUNTY OF Grand Traverse) ss.

The foregoing instrument was acknowledged before me this 6 day of march, 2025, by Karl Fulmer, Executive Director of Traverse City Housing Commission, a Michigan public housing agency.

Prepared By:
Karl Fulmer
150 Pine St
Traverse City, MI
49684

[Signature]
Jim Feltenbach
Notary Public
Grand Traverse County, Michigan
Acting in Grand Traverse County
My commission expires: April 26, 2029

[Signature Page Continues]



**THE FLATS PHASE I LIMITED DIVIDEND HOUSING
ASSOCIATION, LLC**, a Michigan limited liability
company

By: SHAG Flats Phase I, LLC, a Michigan limited
liability company, its Managing Member

By: [Signature]
Darren Smith, its Manager

STATE OF FLORIDA }
COUNTY OF Palm Beach } ss.

The foregoing instrument was acknowledged before me this 27th day of February
2025, by Darren Smith, the Manager of SHAG Flats Phase I, LLC, a Michigan limited liability
company, the Managing Member of The Flats Phase I Limited Dividend Housing Association, LLC, a
Michigan limited liability company.

[Signature]
Notary Public
Palm Beach County, Florida
Acting in Palm Beach County

My commission expires: 11/28/2027

[Signature Page Ends]



JORDAN SCHREIDELL
Notary Public
State of Florida
Comm# HH468082
Expires 11/28/2027



DocId:8429919

Tx:4272474

2025R-02587

STATE OF MICHIGAN

GRAND TRAVERSE COUNTY

RECORDED 03/06/2025 02:28:00 PM

SCOTT M. ROKOS REGISTER OF DEEDS

PAGE 1 OF 3

GRANT OF EASEMENT

3
3/14

KNOW ALL MEN BY THESE PRESENTS: The Flats Phase I Limited Dividend Housing Association, LLC, a Michigan limited liability company (Grantor), whose address is 40600 Ann Arbor Road E, Suite 200, Plymouth, MI 48170 for and in consideration of One Dollar and 00/100 cents (\$1.00) grants and conveys to the Township of Garfield, a Michigan municipal corporation, (Grantee), whose address is 3848 Veterans Dr., Traverse City, Michigan 49684, and the successors and assigns of Grantee, a non-exclusive easement for the purposes of laying constructing, maintaining, operating, repairing, substituting, removing, enlarging, inspecting and replacing public and private utilities, through, along and across the following described property:

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

SANITARY SEWER EASEMENT DESCRIPTION:

A 20.00 FOOT-WIDE EASEMENT FOR THE INSTALLATION AND MAINTENANCE OF SANITARY SEWER AND ITS APPURTENANCES IN PART OF THE SOUTHEAST QUARTER OF SECTION 23, TOWN 27 NORTH, RANGE 11 WEST, GARFIELD TOWNSHIP, GRAND TRAVERSE COUNTY, MICHIGAN HAVING EASEMENT CENTERLINE DESCRIBED AS:

COMMENCING AT THE SOUTH QUARTER CORNER OF SAID SECTION 23; THENCE N00° 57' 30"E, 1317.97 FEET ALONG THE N-S QUARTER LINE OF SECTION 23; THENCE S88° 19' 09"E, 876.24 FEET TO THE POINT OF BEGINNING OF EASEMENT CENTERLINE; THENCE S01° 07' 17"W, 84.78 FEET; THENCE N88° 22' 12"W, 29.55 FEET; THENCE S01° 37' 48"W, 16.59 FEET; THENCE N01° 37' 48"E, 16.59 FEET; THENCE N88° 22' 12"W, 94.28

FEET; THENCE S01° 37' 48"W, 16.70 FEET; THENCE N01° 37' 48"E, 16.70 FEET; THENCE N88° 22' 12"W, 154.43 FEET; THENCE S01° 37' 48"W, 16.42 FEET; THENCE N01° 37' 48"E, 16.42 FEET; THENCE N89° 02' 12"W, 60.30 FEET; THENCE S01° 03' 42"W, 18.89 FEET; THENCE N01° 03' 42"E, 18.89 FEET; THENCE N89° 02' 12"W, 195.99 FEET TO THE EAST END OF SANITARY SEWER EASEMENT RECORDED WITH INSTRUMENT NUMBER 2024R-06882 AND TO THE POINT OF ENDING OF EASEMENT CENTERLINE

Subject of other easements or restrictions, if any.

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

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

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

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

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

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

Dated this 27th day of February, 2025

**THE FLATS PHASE I LIMITED
DIVIDEND HOUSING ASSOCIATION,
LLC**, a Michigan limited liability
company

By: SHAG Flats Phase I, LLC, a
Michigan limited liability
company, its Managing Member

By: [Signature]
Darren Smith, its Manager

STATE OF FLORIDA)
COUNTY OF Palm Beach) ss.

The foregoing instrument was acknowledged before me this 27th day of February, 2025, by Darren Smith, the Manager of SHAG Flats Phase I, LLC, a Michigan limited liability company, the Managing Member of The Flats Phase I Limited Dividend Housing Association, LLC, a Michigan limited liability company.

[Signature]
Notary Public
Palm Beach County, Florida
Acting in Palm Beach County

My commission expires: 11/28/2027

Drafted by and when recorded return to:

Mansfield Land Use Consultants
PO Box 4015
Traverse City, MI 49685



JORDAN SCHREIDELL
Notary Public
State of Florida
Comm# HH468082
Expires 11/28/2027



DocId:8428917

Tx:4272474

2025R-02585

STATE OF MICHIGAN

GRAND TRAVERSE COUNTY

RECORDED 03/06/2025 02:27:58 PM

SCOTT M. ROKOS REGISTER OF DEEDS

PAGE 1 OF 4

GRANT OF EASEMENT

24
1/4

KNOW ALL MEN BY THESE PRESENTS: Traverse City Housing Commission ("TCHC"), whose address is 150 Pine Street, Traverse City, MI 49684, and The Flats Phase I Limited Dividend Housing Association, LLC, a Michigan limited liability company ("The Flats", and together with TCHC, the "Grantors"), whose address is 40600 Ann Arbor Road E, Suite 200, Plymouth, MI 48170, for and in consideration of One Dollar and 00/100 cents (\$1.00), hereby grant and convey to the Township of Garfield, a Michigan municipal corporation, ("Grantee"), whose address is 3848 Veterans Dr., Traverse City, Michigan 49684, and the successors and assigns of Grantee, a non-exclusive easement for the purposes of laying constructing, maintaining, operating, repairing, substituting, removing, enlarging, inspecting and replacing public and private utilities, through, along and across the following described property:

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

WATER MAIN EASEMENT DESCRIPTION:

A 20.00 FOOT-WIDE EASEMENT FOR THE INSTALLATION AND MAINTENANCE OF WATER MAIN AND ITS APPURTENANCES IN PART OF THE SOUTHEAST QUARTER OF SECTION 23, TOWN 27 NORTH, RANGE 11 WEST, GARFIELD TOWNSHIP, GRAND TRAVERSE COUNTY, MICHIGAN HAVING EASEMENT CENTERLINE DESCRIBED AS:

COMMENCING AT THE SOUTH QUARTER CORNER OF SAID SECTION 23; THENCE N00° 57' 30"E, 1251.97 FEET ALONG THE N-S QUARTER LINE OF SECTION 23; THENCE S88° 17' 53"E, 416.45 FEET TO THE EAST END OF WATER MAIN EASEMENT RECORDED WITH INSTRUMENT NUMBER

2024R-06884 AND TO THE POINT OF BEGINNING OF EASEMENT CENTERLINE; THENCE S88° 17' 53"E, 47.57 FEET; THENCE S01° 09' 12"W, 200.46 FEET; THENCE S44° 02' 18"E, 14.14 FEET; THENCE N44° 02' 18"W, 14.14 FEET; THENCE N01° 09' 12"E, 200.46 FEET; THENCE S88° 23' 32"E, 165.21 FEET; THENCE N01° 43' 02"E, 35.37 FEET; THENCE S01° 43' 02"W, 35.37 FEET; THENCE S88° 23' 32"E, 234.60 FEET; THENCE N01° 36' 28"E, 65.55 FEET; THENCE S01° 36' 28"W, 65.55 FEET; THENCE S88° 12' 17"E, 88.42 FEET; THENCE N01° 43' 03"E, 36.42 FEET; THENCE S01° 43' 03"W, 36.42 FEET; THENCE S88° 12' 17"E, 20.00 FEET TO THE POINT OF ENDING OF EASEMENT CENTERLINE.

Subject of other easements or restrictions, if any.

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

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

Notwithstanding anything contained herein to the contrary, any statement, representation or warranty made or easement granted herein (i) by TCHC shall only be with respect to the portion of the Water Main Easement lying outside of Unit 1 that is crossed hatched on the Water Main Easement Exhibit attached hereto, which cross hatched portion is owned in fee simple by TCHC, and (ii) by The Flats shall be only with respect to the portion of the below described Water Main Easement that is within Unit 1 identified on the Water Main

Easement Exhibit attached hereto, which Unit 1 is owned in fee simple by The Flats.

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

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

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

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

Dated this 5th day of March, 2025

Traverse City Housing Commission, a
Michigan public housing agency, its
Sole Member

By: [Signature]
Karl Fulmer, Executive Director

STATE OF MICHIGAN)
COUNTY OF Grand Traverse) ss.

The foregoing instrument was acknowledged before me this 6 day of March, 2025, by Karl Fulmer, Executive Director of Traverse City Housing Commission, a Michigan public housing agency.

[Signature]
Notary Public
Grand Traverse County, Michigan
Acting in Grand Traverse County

My commission expires: April 26, 2026 My Commission Expires

[Signature Page Continues]



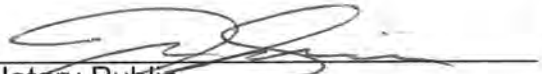
**THE FLATS PHASE I LIMITED
DIVIDEND HOUSING ASSOCIATION,
LLC**, a Michigan limited liability
company

By: SHAG Flats Phase I, LLC, a
Michigan limited liability
company, its Managing Member

By: 
Darren Smith, its Manager

STATE OF FLORIDA)
) ss.
COUNTY OF Palm Beach)

The foregoing instrument was acknowledged before me this 27th day of February, 2025, by Darren Smith, the Manager of SHAG Flats Phase I, LLC, a Michigan limited liability company, the Managing Member of The Flats Phase I Limited Dividend Housing Association, LLC, a Michigan limited liability company.


Notary Public
Palm Beach County, Florida
Acting in Palm Beach County

My commission expires: 11/28/2027

[Signature Page Ends]

Drafted by and when recorded return to:

Mansfield Land Use Consultants
PO Box 4015
Traverse City, MI 49685



JORDAN SCHREIDELL
Notary Public
State of Florida
Comm# HH468082
Expires 11/28/2027

2030 UNIFIED PROSPERITY PLAN

Grand Traverse County, Municipalities, & Townships



2030 Unified Prosperity Plan

Grand Traverse County, Municipalities, & Townships

Table of Contents

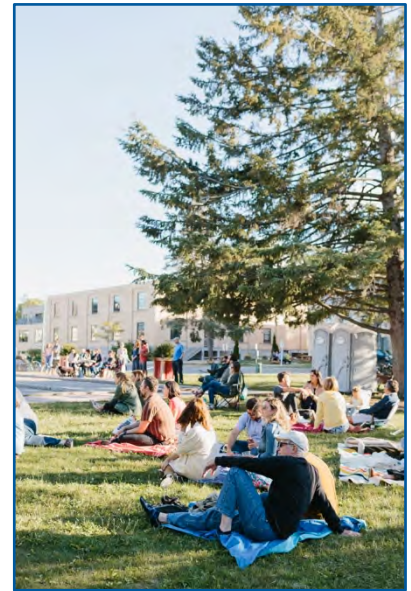
<i>Introduction.....</i>	<i>2</i>
<i>County Overview</i>	<i>5</i>
Demographics	6
Employment.....	6
Commerce and Industry	6
Agriculture and Food Production.....	7
Transportation	7
Housing	7
Environment and Land Use	8
Culture	8
Grand Traverse County Economic Development Opportunities	9
<i>Research Findings</i>	<i>11</i>
Key Priority Area 1: Countywide Infrastructure, Zoning & Permitting	13
Key Priority Area 2: Business Attraction, Development Readiness, & Corridor Development Strategy.....	15
Key Priority Area 3: Communication, Coordination, & Implementation.....	16
<i>Recommendations and Solutions.....</i>	<i>17</i>
Grand Traverse County Unified Prosperity Plan	17
1. Corridor Development Strategy	18
2. Zoning and Planning Efficiency	19
3. Business Support Systems	21
4. Collaboration Mechanisms	22
<i>Implementation and Adoption.....</i>	<i>25</i>
<i>Appendix A: Grand Traverse County Corridor Development Study</i>	<i>27</i>
<i>Appendix B: Draft Joint Planning Commission Resolution</i>	<i>28</i>
<i>Appendix C: Survey Findings.....</i>	<i>28</i>

Introduction

The Grand Traverse County Unified Prosperity Plan is designed to address the economic challenges faced by Grand Traverse County (the ‘County’), including infrastructure, communication, and development readiness. The goal is to create a cohesive strategy that aligns regional efforts, supports local businesses, and fosters a vibrant local economy. This plan outlines resources needed to provide municipalities within the County with additional capacity to address the region’s current development environment effectively.

The Grand Traverse County Economic Development Corporation, the City of Traverse City, and several townships led the development of the Traverse Connect 2020 Strategic Plan, which outlined the first phase of modernizing regional economic development. The initial objectives have been achieved in the key focus areas of Economic Competitiveness, Business Growth & Attraction, and Talent Development. The County has made significant progress toward the ambitious 2030 economic development goals.

However, Grand Traverse County has seen its population increase by approximately 25% over the past 25 years and nearly 250% since 1970. This population growth has far outpaced the corresponding expansion of municipal service delivery, the local regulatory framework, and regional infrastructure development. As a result, county municipalities are not appropriately positioned to address the current economic and demographic conditions sufficiently and are unprepared for future development pressures. The County faces considerable risks from the lack of adequate municipal capacity that could endanger the region’s attractive rural character and small-town charm.



The Unified Prosperity Plan outlines specific steps needed to confront the remarkable population growth the region has experienced this century. The region’s rural charm and natural environment will best be protected by proactively instituting a corridor development strategy, coordinated zoning and planning, dedicated business support systems, and collaborative mechanisms across all County municipalities. These recommendations are required to preserve the quality of life and beautiful environment currently enjoyed by Grand Traverse County residents.

The improvements outlined in this report will result in an expanded municipal capacity that more adequately matches the realized population growth and the existing state of development. Moreover, the region’s attractiveness ensures that growth and development pressures will continue, and County municipalities will face an environment of significantly increased and more

complex economic and demographic challenges. There is an opportunity to implement the needed improvements in coordination and participation among the units of government within the County to address the current population and prepare for the future.



This plan provides for a collaborative, growth-oriented environment where the County's municipalities work together to address current needs and foster a business-friendly environment that attracts investment, promotes innovation, and supports sustainable development. Grand Traverse County will strengthen its position as a hub for industry and entrepreneurship by leveraging shared resources, improving infrastructure, and creating development-ready sites. This vision aims to enhance the quality of life for residents, preserve rural and small-town character, and provide a clear, unified strategy for the County's long-term economic success.

The 16 municipalities within Grand Traverse County were all provided the opportunity to lead and participate in developing this unified strategy. Each municipality was encouraged to attend sessions cohosted by the County and Traverse Connect, to share their priorities through surveys and discussion forums, and to provide feedback on topic areas, outlines, and reports. The County's intention is to be a helpful and supportive partner with local municipalities. This strategy reflects the County's existing and continued investment in local townships and municipalities and provides additional resources to municipal partners while preserving local decision-making.

The County will provide the resources to execute this strategy in partnership with the municipalities through the County Administration, the County Economic Development Corporation, and Traverse Connect. The unified plan intentionally provides a development strategy and capacity for the entirety of the County and each of the 16 municipalities therein. The County intends to implement the full scope of this strategy with the expectation that each individual municipality will fully engage and support this regional effort.

A Shared Regional Economic Development Vision:

The Grand Traverse County Unified Prosperity Plan envisions a future state with well-planned and intentional development in specified corridors supported by coordination across municipal leadership and departments, providing a supportive and attractive environment for business and job growth that preserves our region's unique and cherished character.

This comprehensive development strategy is the basis for a future partnership between Grand Traverse County and the 16 municipalities located within the County. Creating a shared, coordinated outlook will provide the opportunity to address issues that impact the County as a whole and allow for greater collaboration.

Include Introduction Letter (County Admin to provide)

County Overview

Grand Traverse County, located in northern Michigan, has a population of over 95,000 people. The County is comprised of 16 municipalities (see Fig.1), each with its own local governance structure. These municipalities should work together under the County's governance to address economic development, infrastructure, and public services. The economy of the County is diverse, driven by key sectors such as healthcare, manufacturing, agriculture (notably the wine and cherry industries), and tourism, which benefits from the region's natural beauty and recreational activities. Employment is spread across these industries, with healthcare and social assistance as the largest employer, followed by retail trade, accommodation and food services, and manufacturing. Grand Traverse County also has a growing technology and entrepreneurial ecosystem supported by regional development initiatives.

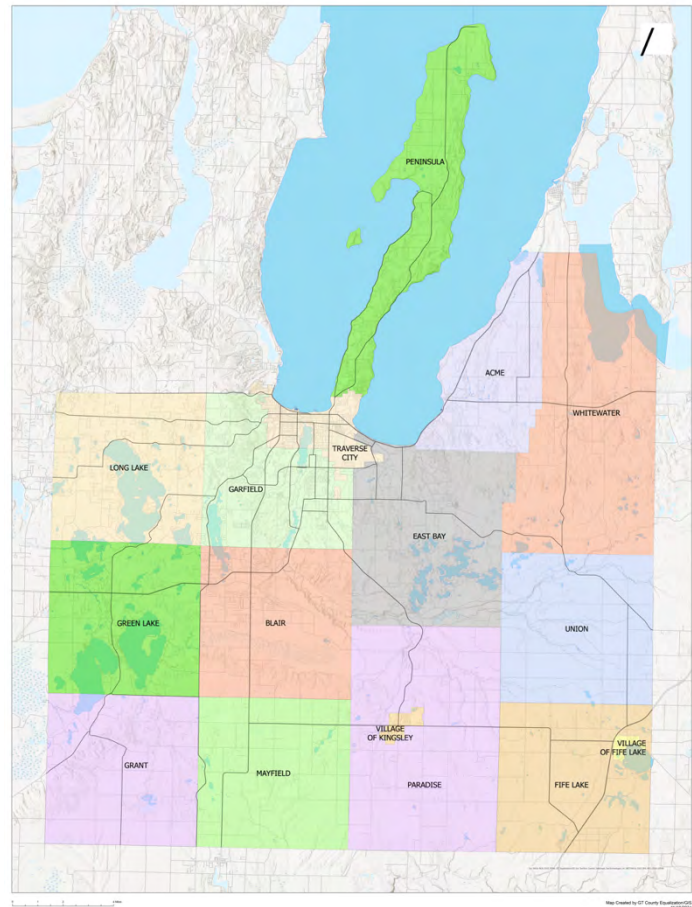


Figure 1. Grand Traverse County Municipalities

Demographics

Grand Traverse County has experienced notable demographic changes in recent years, with an estimated population of 96,544 in 2024, reflecting an approximate 11% increase from 86,975 in 2010. The median age in the County is 42.8 years, indicating a mature population. 94.9% of residents aged 25 and over have completed high school or equivalent education, while 40.3% hold a bachelor's degree or higher, indicating that Grand Traverse County has a relatively high level of educational attainment compared to state and national averages. The median household income for Grand Traverse County is \$74,344, representing 100.54% of the U.S. median household income of \$74,606. Approximately 10.5% of the population lives below the poverty line, which is lower than the national average of 12.6%.

Employment



As of October 2024, Grand Traverse County has a civilian labor force of approximately 52,273 individuals and an unemployment rate of 3.3%. The labor force participation rate is 64.1%, with female participation at 59.7%. Both figures are higher than the national average, indicating a relatively stable employment environment in the County. The largest industry sectors in Grand Traverse County include Health Care & Social Assistance: 8,150 individuals; Retail Trade: 6,557 individuals; and Manufacturing: 4,897 individuals. The County's largest employers include Munson Healthcare, Traverse City Area Public Schools, Northwestern Michigan College,

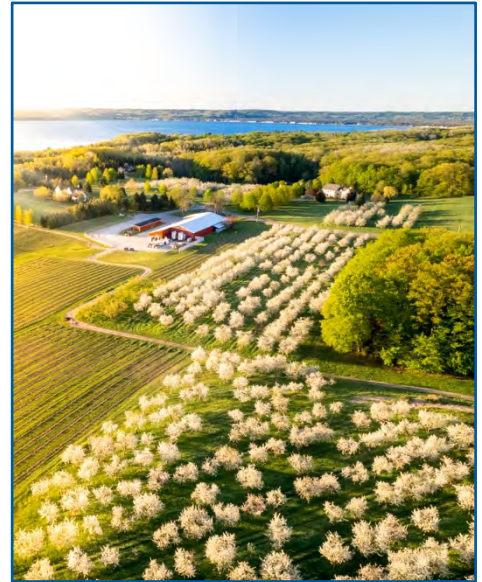
Grand Traverse Resort and Spa, Hagerty Insurance, Grand Traverse County Government, Interlochen Center for the Arts, Grand Traverse Pavilions, Britten Banners, and Sara Lee Foods.

Commerce and Industry

Grand Traverse County serves as the economic hub of Northern Michigan, boasting a diverse and dynamic commercial and industrial landscape. The County has experienced consistent economic expansion, with a gross domestic product of \$6.5 billion as of 2023 compared to \$3.2 billion in 2001. The County is home to significant manufacturing, with a history of innovation dating back to the 1950s when local inventors patented the first Computerized Numerical Control (CNC) technology, a key advancement in industrial automation. With its picturesque landscapes and vibrant cultural scene, the County attracts visitors year-round, bolstering the local economy through hospitality services, retail, and recreational activities. The County is increasingly attracting technology and research innovation, particularly in renewable energy, maritime electrification and mobility testing, and life science technologies.

Agriculture and Food Production

The region's fertile land supports a robust agricultural sector, including fruit orchards and vineyards, contributing to both local consumption and export activities. The County's agriculture is marked by a variety of crops, including tart cherries, corn, oats, soybeans, and a range of fruits and vegetables. Tart cherries are a significant commodity, with 3,298 acres dedicated to their cultivation. The Old Mission Peninsula, extending into Grand Traverse Bay, is recognized as an American Viticultural Area (AVA) and is renowned for its cool-climate grape varieties such as Riesling, Chardonnay, and Pinot Noir, contributing to Michigan's growing wine industry. The region features numerous farmers' markets and U-pick operations, offering fresh, locally grown produce and fostering community engagement. Livestock farming is also present, with inventories including cattle, goats, horses, and sheep.



Transportation

Grand Traverse County is expanding road infrastructure, public transit services, and transportation development projects. The Bay Area Transportation Authority provides public transit services across Grand Traverse and Leelanau counties, offering over 1,000 rides daily. Recent major road transportation development projects include the Grandview Parkway reconstruction in 2024 and M-72/M-22 rebuild in 2025. Cherry Capital Airport provides non-stop flights to 19 destinations and has experienced significant growth in passenger traffic over recent years, setting a record in 2023 with 700,699 passengers, nearly doubling the 352,250 passengers from 2011. The airport's consistent growth underscores its importance as a key transportation hub in Northern Michigan, and an airport terminal expansion is planned for 2026.

Housing

A 2023 Housing Needs Assessment for Grand Traverse County highlighted significant housing demand in the region. The County faces a deficit of 11,361 housing units through 2027, comprising 3,569 rental units and 7,792 for-sale residences. The greatest rental demand is for households earning less than 50% of the area median income (AMI), while the for-sale need is primarily for households earning between 80% and 120% of AMI. Nearly half of Grand Traverse County renters spend over a third of their income on housing, with a quarter considered severely cost-burdened, allocating more than half of their income to housing costs. The County's for-sale housing availability rate is consistently below 0.5%, but in recent years, there has been a notable increase in new construction, addressing the growing demand for housing in the area.

Environment and Land Use

Grand Traverse County is characterized by a diverse natural environment and varied land uses. Situated near the 45th parallel, the County enjoys a temperate climate moderated by the Great Lakes and other bodies of water. This climate, combined with rolling hills and predominantly sandy loam soils, is ideal for agriculture, particularly fruit crops like cherries, apples, and wine grapes. The County's hydrology is influenced by glacial deposits, which serve as the sole source of groundwater supplies. The County is home to several nature preserves and undeveloped land, which features a variety of ecosystems, including marshes, swamps, upland forests, pine forests, creeks, and rivers. The area's natural beauty and abundance of freshwater contribute to its unique character and appeal as a climate-resilient region.

Culture



Grand Traverse County offers a rich tapestry of arts, culture, and rural charm that define its unique character. The Grand Traverse Band of Ottawa and Chippewa Indians, a federally recognized Native American tribe, is active in preserving and revitalizing Anishinaabe culture, including language, art, and traditions. Interlochen Center for the Arts attracts students and artists worldwide, offering performances and educational programs in music, theater, and visual arts. The Dennon

Museum Center features a vast collection of Inuit art and contemporary exhibits, serving as a cultural hub for the community. Other amenities, such as local theaters and galleries, offer a variety of performances and showcase local and regional artists, contributing to a vibrant arts scene. Natural area and farmland preservation efforts help to protect the County's rural character, scenic beauty, and cultural heritage. Residents and visitors alike appreciate the County's clean air, water resources, arts, and recreational opportunities, offering a distinctive environment that combines cultural expression and natural beauty.

Grand Traverse County Economic Development Opportunities

Grand Traverse County's economic development opportunities align geographic and economic assets to grow and diversify the region's economy, resulting in a multi-faceted corporate attraction and business retention approach and the development of several industry cluster development initiatives, including:

Outdoor Recreation: The accessibility of outdoor recreation in northwest Michigan provides an exciting opportunity to attract and develop outdoor recreation firms that see value in locating operations near the trails, equestrian facilities, and water resources for testing and promotion.

BlueTech & Freshwater Innovation: The region has the potential to be an internationally recognized center of excellence for freshwater technology and marine research. Firms engaged in marine mapping, hydrographic surveying, subsurface exploration, and similar fields are a natural fit for the region.

Advanced Manufacturing: The manufacturing industry represents an important driver of overall economic growth for our region, with significant local employment (16%), high average wages, and considerable multiplier effects for the local economy.



Professional and Financial Services: The Traverse City area serves as the de facto financial center of northern Michigan and is currently home to many professional and financial service firms, including two of the premier insurance companies in the County.

Rural Health Innovation: The Grand Traverse region is an ideal location for rural health innovation. Our rural setting and Munson Healthcare's position as a leading health system provide an opportunity to lead the development of rural health technology and digital health delivery to improve access and efficiency.

Advanced Aerial Mobility: The region has been identified as a future hub for advanced aerial mobility. Northwestern Michigan College's Aviation program, paired with the region's diverse landscapes—along with proximity to Lake Michigan, provides an ideal testbed for developing this technology.

Grand Traverse County Strategic Priorities

In the effort to fully implement strategic priorities, Grand Traverse County has developed several initiatives to address every sector, business size, and neighborhood across the community. Planning is only the first step in moving our economy forward; greater comprehensive efforts to support all aspects of our economic base have reaped rewards, with examples such as the following programs:

Strategic Priorities	Implementation Programs
Business Retention and Attraction	ARPA, CARES Relief, Traverse Connect Partnership
Economic Diversification	Tech Incubator, Industry Cluster Development
Infrastructure and Development Planning	Mapping Initiatives and Site Preparation
Mixed-used Corridors and Housing Development	Corridor Mapping
Land and Rural Character Preservation	Zoning Uniformity and Coordination

Research Findings

Research Methodology

Grand Traverse County Economic Development Corporation and Traverse Connect invited County municipalities to participate in a survey and a series of economic development strategy sessions.

Initial Survey: In early 2024, a survey was distributed to all 16 municipal managers and supervisors within Grand Traverse County, achieving a 71% response rate. The survey aimed to identify key economic development issues, which are detailed in Appendix C and summarized below:

Key Survey Results

- **Economic Climate Rating:** 3.2/5
- **Satisfaction with Infrastructure:** 2.2/5
- **Collaboration with Businesses and Stakeholders:** 3.1/5
- **Priority Strategies for Economic Growth:**
 - Updates to local policies and regulations: 54%
 - Improvements to workforce development programs: 46%
 - Targeting specific industries and sectors: 46%
 - Incentives and support mechanisms: 39%
 - Promoting innovation and technology-driven industries: 31%

Regional Strategy Meetings

A series of seven Regional Strategy Meetings were held between January and August 2024, bringing together municipal managers, supervisors, and key regional stakeholders to discuss survey findings, evaluate concerns, and develop actionable strategies. These discussions explored each area of concern in detail: the inconsistency across the County's municipalities that leads to delays and inefficiencies in development projects, the lack of streamlined processes and communication between municipalities that have created barriers to timely and effective development, and the significant challenges in the availability and coordination of critical infrastructure, including roads, transportation, water, sewer lines, and utilities. The meetings also generated many insightful ideas and practical proposals aimed at addressing these challenges through implementing best practices to better meet the needs of residents and businesses, thus driving job growth and supporting regional economic development.

Issues & Opportunities

The survey and Regional Strategy Meetings revealed several critical issues and challenges that have emerged as top priorities for Grand Traverse County. This report identifies three key priority areas, their respective gaps and challenges, and best practices to evaluate and potentially adopt.

Key Priority Area 1: Countywide Infrastructure, Zoning & Permitting

SUMMARY:

Grand Traverse County faces significant challenges in the availability and coordination of critical infrastructure and inconsistent zoning, permitting, and construction codes across municipalities. The current framework is insufficient to adequately serve the existing population.

GAPS & CHALLENGES:

Infrastructure Collaboration:

Municipalities are not collaborating effectively on infrastructure projects, leading to issues such as poor timing and lack of communication with other utility entities (sewer, water, etc.). Preemptive communication and planning are lacking, which further delays infrastructure upgrades and new projects.

Inconsistent Zoning:

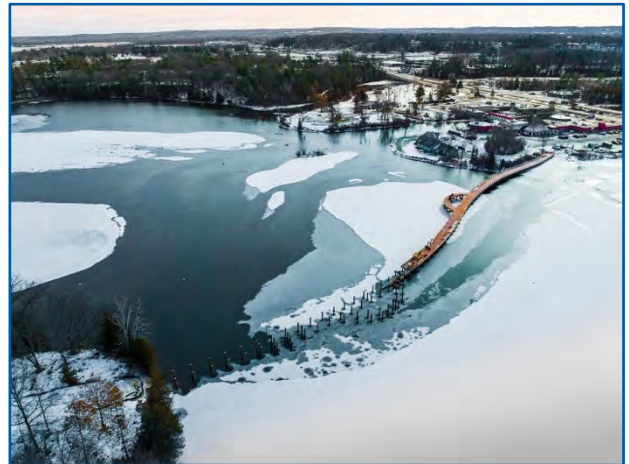
Municipalities have varying zoning requirements that do not align, leading to confusion and delays in project approvals. There is no consensus or consistent definition of zoning and construction codes.

Coordination on Permitting:

There is a lack of coordinated efforts for permitting processes, leading to inefficiencies such as requiring multiple permits for a single project. Commercial realtors and developers often face time-consuming tasks related to understanding local ordinances, putting additional strain on planning departments.

Efficiency Issues:

Construction code turnaround times are a significant pain point, leading to project delays. The use of permitting software is inconsistent across municipalities, hindering efficient processing and feedback.



BEST PRACTICES:

- **Shared Guidelines:**
 - Consistent language for ordinances, policies, and regulations across the County.
- **Coordination Mechanism:**
 - Formal infrastructure roundtable group for cross-entity coordination.
- **Adoption of Technology:**

- Comprehensive use of a shared platform utilizing the most advanced technology.
- **Intergovernmental Communication:**
 - Designated communication and navigator to act as a cross-municipality liaison.
- **Zoning and Permitting Guidance:**
 - Expectation of adopting best practices with a clear rationale for opting out.

Key Priority Area 2: Business Attraction, Development Readiness, & Corridor Development Strategy

SUMMARY:

This priority area focuses on enhancing the County's capacity to address current demographic and population needs as well as the region's attractiveness to new businesses by becoming development-ready and implementing a strategic corridor development approach.

GAPS & CHALLENGES:

Infrastructure Needs:

As outlined above, the lack of utilities and sewer/water access limits the availability of attractive development sites for potential investors and developers.

Lack of Coordination and Communication:

There are currently no regular meetings or shared communication channels among stakeholders, leading to fragmented efforts at development and missed opportunities for collaboration.

Unclear Regional Economic Development Strategy:

Currently, the municipal leaders tackle development needs and development projects on an ad hoc basis without a clear or coordinated effort that aligns with neighboring municipalities and the County. There is a lack of clear development priorities, concepts, needs, definitions, and examples that resonate with the community and stakeholders.

BEST PRACTICES

- **Development Corridors:**
 - Appropriate development is focused on identified corridors across the County.
- **Shared Strategy:**
 - Coordination of development initiatives across municipal boundaries.
- **Utilize Resources:**
 - Full adoption and utilization of available tools and resources.
- **Site Readiness:**
 - Assume a development-ready "yes" default position.

Key Priority Area 3: Communication, Coordination, & Implementation

SUMMARY:

This priority area focuses on improving communication, coordination, and implementation of economic development initiatives across the County. By fostering collaboration and shared services, the municipalities can overcome capacity limitations and work more effectively together to maintain regional quality of life and achieve economic development goals.

GAPS & CHALLENGES

Coordination & Collaboration:

Lack of regular communication and collaboration among municipalities and economic development organizations, leading to fragmented efforts.

Capacity Constraints:

Many municipalities lack the staffing and financial capacity to pursue and manage economic development initiatives, including grant applications, state appropriations, and federal programs.

Lack of Unified Approach:

There is an absence of a cohesive strategy for economic development within the municipalities, with inconsistent implementation of tactics across municipalities. Not all municipalities are engaged in economic development.

BEST PRACTICES

- **Regular Forums for Collaboration:**
 - Standing work groups for countywide planning, zoning, and administration.
- **Funding Partnership:**
 - A unified consortium approach for accessing funding opportunities.
- **Cohesive Strategy:**
 - Alignment of development strategy across all public and private sector partners.
- **Coordinated Communication:**
 - A shared platform for inter-municipality information and updates.

By addressing these gaps and adopting best practices, Grand Traverse County can foster a more cohesive and efficient environment for economic and community development, reducing barriers for businesses and supporting appropriate long-term growth that meets the needs of our residents.

Recommendations and Solutions

Grand Traverse County Unified Prosperity Plan

Grand Traverse County, Michigan, is the second fastest-growing County in the state, with a 9.5% population increase based on 2020 census data. This growth is driven by a robust regional economy and an exceptional quality of life. However, serving the current population and sustaining this growth places greater demands on services and infrastructure. Meeting these demands with a balance of residential and non-residential development is critical to preserving the area's renowned quality of life and safeguarding the County's character.

The municipalities within Grand Traverse County face significant challenges related to infrastructure, development readiness, developer attraction, and inter-municipal coordination. Addressing these issues through coordinated efforts, clear communication, and strategic planning is essential to maintaining rural charm, retaining jobs, supporting small businesses, attracting new companies, and promoting sustainable development.

To effectively address these challenges and capitalize on the opportunities identified within the Key Priority Areas, the following four strategic recommendations are proposed as part of the Grand Traverse County Unified Prosperity Plan.

- 1. Corridor Development Strategy*
- 2. Zoning and Planning Efficiency*
- 3. Business Support Systems*
- 4. Collaboration Mechanisms*

This plan outlines a comprehensive set of solutions and an implementation strategy to ensure that targeted areas within Grand Traverse County fully address and realize appropriate development. These recommendations aim to foster economic sustainability, streamline processes, and enhance collaboration across the County's municipalities, creating a unified and prosperous region.

The County will allocate resources and provide capacity to execute the strategy in its entirety, expecting each municipality to actively participate and support this regional initiative. The engagement of all municipal partners is vital to fully realize the benefits of this comprehensive plan.

1. Corridor Development Strategy

County municipalities will focus on fostering appropriate development in key corridors that build on the distinctive character and strong sense of place for each targeted area while balancing pedestrian access, vehicle connectivity, natural spaces, and existing land use. The corridor strategy assesses the existing demographics, development potential, required improvements, and needs of current property owners while making efficient use of existing infrastructure.



Corridor development can help guide growth toward areas where it is desired, ultimately benefiting ‘bedroom communities’ by driving development to strategic locations. Existing main corridors will be strengthened, and community corridors will be activated with new or expanded zoning categories, higher density, road reconfiguration, site preparation, and in-fill construction, resulting in zones that are more attractive and better positioned to meet our development needs. At its core, corridor development will preserve and protect the County’s rural character and small-town charm.

• Identify and Prioritize Development Corridors:

- Clearly identify potential development corridors and involve key stakeholders in the planning and decision-making process. See Appendix A for a draft corridor map.
- Corridor framework planning – support feasibility studies and framework planning for future corridor development
- Utility and Infrastructure improvement studies – align corridor planning with capital improvement.
- Coordination with MPO planning
- Trail planning – support the construction of non-motorized trails that help inter-corridor connection, support resiliency, etc.
- Prioritize placemaking – Elevated Streetscape concept – Support the implementation of streetscape and right-of-way improvements that include elements that promote walkability, lighting, wayfinding, and public art.
- Initial corridor development will focus on Acme, Blair, East Bay, Fife Lake, Garfield, and Long Lake Townships, which are currently positioned to support growth. Additional underutilized corridors will be activated for concentrated development efforts.
- Support existing township corridor initiatives such as East Bay’s Beach District and utilize Corridor Improvement District TIFs, Public Act 425, and other state tools.

- Support for existing development within corridors through supporting façade improvements, renovations, conversion of second-story space into housing, and signage.
- **Achieve Redevelopment and Shovel-Ready Status:**
 - Transition development sites from ‘developer ready’ to ‘shovel ready’ by proactively completing necessary planning, surveys, environmental assessments, and infrastructure engineering.
 - Address critical infrastructure needs, particularly utilities, sewer, and water access, to increase the availability of attractive development sites.
 - Strengthen infrastructure and utility coordination by establishing an infrastructure roundtable that includes the Road Commission and utility providers for coordinated planning and project execution.
- **Enhance Business Attraction and Site Selection in the Corridors:**
 - Develop a shared vision for each corridor, focusing on higher-density housing, commercial zoning, and site preparation.
 - Leverage overlay tools and streamline zoning processes to expedite approvals and highlight development-ready sites.
 - Promote corridors as prime locations for business and residential development, fostering strategic growth and investment.
 - Promote opportunities to diversify housing types within corridors that meet the housing needs of each community.
 - For corridors that span multiple jurisdictions, support joint planning and coordination initiatives.
 - Where appropriate, utilize 425 Annexation to promote corridor improvements.



2. Zoning and Planning Efficiency

Municipal partners across the County can streamline zoning and land use regulations with digital tools and a joint municipal planning commission. Consistent zoning and planning definitions and best practices implemented across municipalities, along with shared tools and platforms, will better support the existing population, facilitate development, enhance public engagement, improve efficiency, and reduce costs.

Updated zoning with clear and uniform rules will make the area more attractive to developers and investors. Increased efficiency and transparency will reduce confusion, expedite approvals, and reduce delays. More consistent regulations and processes will harmonize zoning and land use regulations across neighboring jurisdictions, reducing inconsistencies hindering development and allowing for quicker resolutions of cross-jurisdictional issues.

- **Ensure User-Friendly Zoning Codes and a Streamlined Development Review Process:**
 - Consider using Redevelopment Readiness Community (RRC) definitions as a standard for consistent definitions and practices for ordinances, policies, and regulations.
 - Encourage local units of government to engage in the Redevelopment Ready Communities Program (RRC) through the MEDC.
 - Facilitate easier site selection for businesses and developers with consistent and user-friendly zoning codes, unified development review, and transparent project tracking.
 - County municipalities that do not implement shared definitions and practices, such as re-zoning for higher housing density where appropriate, are compelled to provide clear rationale to encourage consistency.
 - Establish/identify an intergovernmental liaison between municipalities to ensure clear communication and coordination throughout the permitting process.
 - Updates to permitting process – Undertake a review of the County’s permitting processes, including forms and workflows.
 - Pattern book housing plans – Explore feasibility of adopting a pattern book of pre-approved housing plans.
 - Strategic Permitting Review and Approval – Consider opportunities to develop expedited permitting processes for projects that meet Grand Traverse County's strategic priorities and goals related to housing and commercial development.
 - Permitting approval for housing – Consider options to offer reduced permitting fees to workforce housing and missing middle housing.
 - Encourage specific changes to local requirements, including minimum dwelling size, minimum lot size, and restrictions on ADUs and additional units and duplexes.
 - Encourage the maintenance of GT County’s rural character by supporting higher density and corridor-focused development.
- **Utilize Digital Tools for Transparency and Engagement:**
 - Fully implement use of Epic GT electronic permitting across the County for consistent application of zoning, land use ordinances, and construction codes.
 - Prepare for full digitization of the permitting and zoning processes, utilizing tech solutions to streamline operations and reduce delays.
 - Provide training and workshops for all municipalities to ensure they are proficient with the permitting platform.
 - Resident and builder education – provide training materials to residents and builders on the platform.
 - Leverage Networks Northwest Strategic Site Readiness Mapping Project, the Zoning Atlas, and other digital tools to provide real-time updates on development projects, zoning changes, and infrastructure improvements.
- **Implement Joint Municipal Planning Act**

- Reconstitute the Grand Traverse County Planning Commission or create a unified planning commission via the [Joint Municipal Planning Act](#) to coordinate planning and zoning.
- Consider the model of the [Wexford Joint Planning Commission](#), which was created by the 11 participating municipalities within Wexford County to provide planning and zoning to identified corridors. See Appendix B for the draft joint planning commission resolution.

3. Business Support Systems

County municipalities will enhance business retention, attraction, and support mechanisms. Partners can better support existing businesses, foster expansion opportunities, and provide a welcoming environment for new firms by addressing infrastructure needs, development challenges, and local regulatory issues. The workforce needs of employers can be supported with placemaking projects that preserve our character and improve the quality of life for residents.

This approach will make the region more attractive to potential businesses and investors, strengthen our economic foundation, further diversify the local economy, and increase local tax revenue. Ultimately, these efforts will ensure sustainable growth aligned with community needs and improve the availability of competitive year-round careers and the quality of life for residents.



- **Implement a Shared and Cohesive Economic Development Strategy:**

- County Administration, Traverse Connect, and the County Economic Development Corporation will work to ensure that all municipalities implement the comprehensive plan, including timelines and specific tactics.
- Complete Utility and Capital Improvement Plan – Consider the strategic priorities of the County in terms of planning future infrastructure projects. Additional planning will also allow stakeholders to identify where there are gaps in utility services/infrastructure and offer opportunities to seek state and federal funding to help support infrastructure and utility improvements.
- Utilization of incentives for business attraction offered by the County, including the EDC's Revenue Bond Program
- Review and update to Traverse Connects' Sector Mapping and Attraction Plans
- Support workforce housing – Grand Traverse County can support workforce housing projects through the following – revenue bonds, utilization of Brownfield TIF Housing for sector-specific housing opportunities, and infrastructure and utility planning.

- Provide opportunities for municipalities to more fully partner with surrounding entities in collaboration, planning, and joint authorities.
- Incentivize the City of Traverse City to align planning and development priorities into the larger regional strategy to ensure sustainable development and long-term vision.
- Incorporate additional arts and culture amenities and placemaking throughout the County to better leverage local heritage to the same extent that we promote outdoor recreation.
- **Establish Joint Infrastructure Entities:**
 - Create a Regional Municipal Water Systems Authority under [Michigan Act 233](#) to jointly manage, develop, and oversee a shared water system and water-related services.
 - Implement a quarterly Infrastructure Roundtable that includes key entities, such as the Road Commission, utilities, and municipal leaders, to ensure better pre-planning and coordination on projects.
 - Consider consolidation of decision-making and oversight for road planning, maintenance, and infrastructure.
- **Expand Concierge Services for Business Development:**
 - Create a dedicated point-of-contact or concierge service to guide businesses and developers through the site selection and development process, providing personalized support to reduce barriers to entry.
 - Establish a development council that brings together every local entity involved in approving a new project to ensure efficiency and cross-collaboration.
 - Utilize Traverse Connect’s existing economic development strategy to lead coordination and execution efforts, ensuring alignment with regional goals.
 - Organize “Developer Days” to showcase available sites, share best practices, and highlight successful development projects within the County, encouraging further investment.

4. Collaboration Mechanisms

County partners will foster improved communication, collaboration, and capacity by establishing standing groups, partnering on funding opportunities, and coordinating internal and community outreach efforts. These steps will address current duplication of efforts and gaps in capacity.

There is a significant opportunity to improve outcomes across the County by better-coordinating efforts that enhance and encourage cooperation. The successful implementation of the other recommendations and solutions outlined in this plan relies on sustained coordination efforts.

- **Implement Quarterly Roundtables:**
 - Ensure a continued focus on the “big picture” by holding a consolidated quarterly meeting for municipal leadership to discuss progress, share updates, and maintain momentum on the Key Priority Areas.
 - Establish quarterly meetings for planners and zoning administrators to coordinate efforts, discuss challenges, and share best practices, facilitated by the County’s Community Development Coordinator.
 - Leverage County funding sources to incentivize all municipalities to participate in meetings, coordination, and full plan implementation.
- **Coordinate Grant Applications and Funding Efforts:**
 - Set an annual allocation range of one-third of one percent to one-half of one percent (0.33% - 0.50%) of County General Fund dollars to support County economic development initiatives. Encourage partner municipalities to match the funding formula allocation range with regard to their respective annual budgets.
 - Adopt a consortium approach for grant applications, pooling resources and expertise to enhance the success rate of funding requests.
 - Consider hiring a dedicated grant writer to assist municipalities with multijurisdictional applications, working closely with the community development coordinator to identify and secure funding opportunities.
 - Engage the Michigan Economic Development Corporation to access more incentive-based funding for collaboration and development in the Grand Traverse Region.
 - Explore ways to provide technical assistance and resources to local bodies, including DDAs, planning and zoning commissions, and brownfields.
- **Implement a Comprehensive Communication Strategy:**
 - Develop a centralized communication platform to facilitate regular updates and discussions among municipalities, utility companies, and developers.
 - Engage local media and stakeholders by developing a consistent messaging strategy, with regular updates through outlets like TC Business News and Record-Eagle, ensuring informed and engaged communities.
 - Utilize existing promotions and media channels to promote Grand Traverse County as a regional hub. Promote Grand Traverse County as a destination, highlighting the area’s significant natural resources.



Implementation and Adoption

The initial steps to ensure the successful execution of these recommendations are the adoption of this plan by all municipalities in the County, followed by the development of a detailed implementation framework outlining specific milestones, timelines, funding, and responsible parties for each action item. This framework will serve as a roadmap to guide the County and its municipalities toward achieving their respective goals and the shared vision for unified regional prosperity.

Plan Adoption:

The Grand Traverse County Economic Development Corporation has officially adopted this Unified Prosperity Plan as of **February 20, 2025**, with the intention to provide alignment among all partner municipalities. This plan is also aligned with the Grand Traverse County Strategic Plan for 2024 to 2027, which outlines the County's role in acting as a regional hub with partner entities and the County's willingness to leverage available tools and resources to support partners in appropriate development. In accordance with the County Strategic Plan, the Grand Traverse County Board of Commissioners has approved the Unified Prosperity Plan as of **April 16, 2025**.

The 16 municipalities in the County were invited and encouraged to engage in all aspects of developing this plan. The implementation framework will intentionally provide strategy, resources, and capacity for all the municipalities with the expectation that they will participate in the implementation. Each partner municipality will be considered to have approved, affirmed, and adopted this plan by **July 1, 2025**, unless their respective governing board takes formal action to repeal the adoption of the plan for their jurisdiction or to propose amendments to the plan provisions concerning their jurisdiction.

Grand Traverse County is fully prepared to partner with all local municipalities and County tools and resources will be leveraged in support of plan implementation and development, including the use of;

- **Grand Traverse County Brownfield Redevelopment Authority Tax Increment Financing**
- **Grand Traverse County Economic Development Authority Tax Exempt Revenue Bonds**
- **Grand Traverse County Land Bank Authority programs and revolving loan funds**
- **Grand Traverse County general fund appropriations and cannabis tax revenue**
- **Direct County staff support and contracted support from Traverse Connect**
- **Northern Nexus intermodal development resources and tools**
- **County-Municipality cooperation on millage ballot proposals**

Grand Traverse County intends to proactively work with local municipalities with continued investment and partnership. The plan implementation framework will be initiated by all

participating partner municipalities on **September 1, 2025**. From this date forward, decisions concerning the provision of County resources, support, and funding to individual municipalities will be predicated on the degree of adoption, alignment, and participation of that municipality in the implementation of the Unified Prosperity Plan.

Coordinated plan implementation and expanded municipal capacity are necessary in order to address the County's existing and acute population growth in ways that preserve the rural charm, natural environment, and quality of life that is so attractive and valuable to Grand Traverse County residents. Full alignment, engagement, and participation will guard against the risks to local municipalities of inadequately addressing current population demographics, falling behind in unified prosperity, losing access to resources and funding, or becoming isolated or irrelevant in the larger context of the region's appropriately planned, well managed, and sustainably balanced development.

Our region and residents can look forward to an environment where governmental bodies collaborate, important infrastructure and development projects are completed, business leaders expand job opportunities, and community members see the tangible benefits of a focused vision for the future with vibrant communities, preserved natural beauty, and a strong local economy.

Click on the map for a higher-resolution web version.




Appendix B: Draft Joint Planning Commission Resolution

Pursuant to the authority of 2003 PA 226 [MCL 125.133] the Townships, Villages, and Cities of Grand Traverse County, hereby approve an agreement with those municipalities listed below, to form a joint planning commission for the purpose of cooperating on joint planning and joint zoning for the participating municipalities; to act jointly in these matters so as to coordinate said activities in the respective municipalities; in order to avoid duplicative efforts and duplicative expenditures of funds; and to plan and regulate land use in a larger geographic area; to better manage valuable public resources; to foster collaborative efforts in land use programs in order to preserve natural resources; to ensure that land uses are situated in appropriate locations and relationships; to limit inappropriate overcrowding of land and congestion of population; to facilitate adequate and efficient provision for transportation systems, sewage disposal, water, energy, education, recreation, and other public service and facility requirements; and to promote public health, safety, and welfare.

Appendix C: Survey Findings

Q1 2024 GTEDC Survey to Townships, Villages, Municipalities: [View Survey Results Here](#)

 Charter Township of Garfield Planning Department Report No. 2025-23		
Prepared:	March 19, 2025	Pages: 9
Meeting:	March 25, 2025 Planning Commission	Attachments: <input checked="" type="checkbox"/>
Subject:	Copper Ridge PUD Major Amendment – Public Hearing/Findings of Fact	
Applicant:	Copper Ridge LLC / Constance Deneweth	
Owner:	Copper Ridge LLC / Constance Deneweth	
Agent:	Northview 22 LLC / Sarah Keever	
File No.	SUP-2000-08-O	
Parcel No.	05-096-900-00 and associated Copper Ridge parcels	

PURPOSE OF APPLICATION:

Approved in 2000, the Copper Ridge Planned Unit Development (PUD) is a mixed-use development, including medical clinics, offices, commercial establishments, and single family and multi-family residential dwellings. A request to amend the PUD is being considered according to Section 423.G of the Zoning Ordinance that incorporates different land uses in locations than requested in the original application and the potential to restore the number of residential dwelling units. With these proposed changes, Staff has determined that this amendment constitutes a major amendment which requires a public hearing, Planning Commission review and recommendation, and Township Board approval. There are four unbuilt locations that are being adjusted to accommodate a mix of office, commercial, and residential land uses.

SUBJECT PROPERTY:

The Copper Ridge PUD is located on the north side of Silver Lake Road, northeast of Barnes Road.

Aerial image of the subject property (property lines highlighted in blue):



APPLICATION HISTORY:

The application was reviewed by the Planning Commission at the following meetings:

- November 6, 2024 – Introduction (PD Report 2024-99)
- December 11, 2024 – Public Hearing (PD Report 2024-108)
- January 8, 2025 – Findings of Fact (PD Report 2025-4)
- February 12, 2025 – Findings of Fact #2 (PD Report 2025-12)

The Planning Commission adopted Findings of Fact for this application at its February 12, 2025 regular meeting. These Findings of Fact are provided as part of this report.

At the Township Board meeting on February 25, 2025, the proposed amendment was introduced and a public hearing was set for March 25, 2025 (PD Report 2025-18).

STAFF COMMENTS:

Residential Use

Since its original approval in 2000, the PUD was amended resulting in a reduction in the total number of residential units. The original PUD had proposed 183 residential units. The PUD was amended to accommodate only 93 residential units.

This proposed amendment to the PUD would return residential units to the four remaining unbuilt locations. The increase in residential would result in up to 90 new residential units and thus potentially restore the number of residential units back to 183 total units.

Commercial Use

The proposed amendment would allow for commercial use in the office areas that would be complimentary to the existing campus. For instance, short-stay medical recovery units would be complimentary to the Copper Ridge Surgery Center. The existing building footprint or foundations of the unbuilt locations along with the existing development form, drives, parking areas, and infrastructure also determine the appropriateness of the build-out of these locations.

Amended List of Proposed Permitted Uses

Staff offer the following comments in follow-up to the February 12, 2025 Planning Commission meeting:

- Prior to the February 12 Planning Commission meeting, there was some back-and-forth discussion between the applicant and Staff regarding the proposed list of uses. The applicant submitted a final list of uses on February 4. Staff expressed two concerns to the Planning Commission about the list of proposed uses: 1) the proposal for “Retail, Low Volume” and “Retail, Medium Volume” within Building 10 and 2) the proposal for “Dwelling, Multiple Family, including short-term stays” within Buildings 3, 4, and 10. The Planning Commission recommended approval of the application to the Township Board, but with a revised list of uses to address these concerns.
- After the Planning Commission forwarded their recommendation to the Township Board, several members of the public spoke during the second public comment period at the February 12 meeting and voiced concerns about the “Indoor Entertainment Center” proposed use. These concerns were forwarded to the applicant, which asked to “remove the requested use of ‘Indoor Entertainment Center’ from the list for both buildings R4 and 10.” The applicant’s email is attached to this report.

Administrative Site Plan Review

Administrative Site Plan Review will be required for the build out of the four remaining locations. This process was most recently applied to the construction of Building No. 7, home to West Front Primary Care PLLC.

LIST OF PROPOSED PERMITTED USES:

As part of the application, list of new land uses was proposed for the remaining four development sites for the Copper Ridge PUD. The amended list of proposed permitted uses in Buildings 3 and 4, Retail Center Building R4 (formerly Retail Center Building 3) and Building 10 (formerly Building 9) for the PUD is provided below. The following conditions apply to the list:

- Dimensional requirements (building square footage, building height, parking spaces, etc.) are not being considered as part of this change and will remain as originally approved for the PUD.
- Definitions of uses are listed below the table.
- Existing approved uses are highlighted in blue.
- Proposed new uses as defined in the Zoning Ordinance are highlighted in yellow.
- Proposed new uses with new definitions for the PUD are highlighted in green.
- Uses not listed are presumed to be prohibited unless the Director of Planning shall determine that a use not mentioned can reasonably be interpreted to fit. The matter may be referred to the Planning Commission for consideration for interpretation of permitted uses.

COPPER RIDGE PLANNED UNIT DEVELOPMENT (PUD) MAJOR AMENDMENT APPLICATION LIST OF PROPOSED PERMITTED USES	
CURRENT PERMITTED USES	PROPOSED PERMITTED USES
Buildings 3 and 4	Buildings 3 and 4
“b. Professional Offices Professional and medical office suites”	Medical Office, Clinic Office Adult Foster Care, Large Group Home Adult Foster Care Facility Child Care Center Dwelling, Multiple Family Financial Institution, without drive-through Live-Work Unit Professional Showroom Professional Studio Service Establishment, Personal Veterinary Hospital Overnight Surgery Recovery Facility Physical Fitness Facilities
Retail Center Building 3	Retail Center Building R4 (formerly Retail Center Building 3)
“d. Retail Center Buildings 1, 2, & 3 Neighborhood convenience shopping and health-related retail, such as urgent care, pharmacy, specialty shopping, Banking & health foods.”	Financial Institution Restaurant, without drive through Retail, Low Volume Retail, Medium Volume Adult Foster Care, Large Group Home Adult Foster Care Facility Dwelling, Multiple Family Live-Work Unit Medical Office, Clinic Office Professional Showroom Professional Studio Service Establishment, Personal Veterinary Hospital Physical Fitness Facilities
Building 9	Building 10 (formerly Building 9)
“g. Office (buildings 8 & 9) General and professional offices, service retail.”	Financial Institution, without drive-through Medical Office, Clinic Office Pet Grooming Establishment Professional Showroom Professional Studio Service Establishment, Personal Veterinary Hospital Adult Foster Care, Large Group Home Adult Foster Care Facility Child Care Center Dwelling, Multiple Family Live-Work Unit Service Establishment, Business Overnight Surgery Recovery Facility Physical Fitness Facilities

Use Definitions

Adult Foster Care, Large Group Home: A state licensed adult foster care facility with the approved capacity to receive at least 13 but not more than 20 adults to be provided with foster care for 5 or more days a week and for 2 or more consecutive weeks.

Adult Foster Care Facility: A state licensed facility which provides supervised personal care to unrelated, non transient, adult individuals, not specified elsewhere in this Ordinance and including an adult foster care congregate facility with the approved capacity to receive more than 20 adults to be provided with foster care for 5 or more days a week and for 2 or more consecutive weeks, nursing home, convalescent home, home for the aged, or any similar care facility.

Dwelling, Multiple-Family: A building, a portion thereof, or buildings containing five (5) or more dwelling units and designed for or occupied by five (5) or more families living independently of each other.

Child Care Center: A facility, other than a private residence, receiving one (1) or more preschool or school age children for care for periods of less than twenty-four (24) hours a day, and where the parents or guardians are not immediately available to the child. Child care center or day care center includes a facility that provides care for not less than two (2) consecutive weeks, regardless of the number of hours of care per day. The facility is generally described as a child care center, day care center, day nursery, nursery school, parent cooperative preschool, play group, or drop-in center. Child care center or day care center does not include any of the following:

1. A Sunday school, a vacation bible school, or a religious instructional class that is conducted by a religious organization where children are in attendance for not more than 3 hours per day for an indefinite period, or not more than 8 hours per day for a period not to exceed 4 weeks during a 12-month period.
2. A facility operated by a religious organization where children are cared for not more than 3 hours while persons responsible for the children are attending religious services.

Financial Institution, without Drive-Through: Any financial institution located on a site without any drive-through service lanes.

Live-Work Unit: A dwelling unit which is an accessory use to a primary office, studio, or other similar commercial use, designed as an integral part of the building where the primary commercial use is at the ground floor entrance to the building, and where the occupant is either an owner or an employee of the office, studio, or other commercial use.

Medical Office, Clinic: An establishment where human patients are admitted to be examined and treated by physicians, dentists, or other health care professionals and where no patients are lodged overnight.

Office: A room, set of rooms, or building where the business operations of a professional, commercial, medical, institutional, investment broker or investment company, industrial, or other similar organization is conducted. For the purposes of this ordinance, “Financial Institution” is defined separately, and the term “Office” includes both principal and accessory units.

Overnight Surgery Recovery Facility: A building, a portion thereof, or buildings offering overnight lodging accommodations to patients in preparation of surgery or for recovery from surgery.

Pet Grooming Establishment: A facility offering the grooming of pets as a service, but where no pet sales or boarding takes place on the site.

Physical Fitness Facilities: An indoor facility equipped and used for physical activities related to fitness, health and well-being

Professional Showroom: A facility intended to showcase examples of work in interior decorating, design, architecture, and similar fields without including retail operations at the facility.

Professional Studio: Performing arts, including sculpture, photo, music, painting, drama, dance, and similar pursuits.

Restaurant: An establishment where food and drinks are prepared, served, and consumed, mostly within the principal building such as lunch counters, dairy bars, bakeries, delicatessens, coffee shops, and other similar establishments. For the purposes of this Ordinance, “Bar, Tavern, or Night Club” is defined separately.

Restaurant, without Drive-Through: Any restaurant that does not include a drive-in or drive-through as a part of its service or building design.

Service Establishment, Business: Establishments primarily engaged in providing services for businesses including photocopying, equipment rental, and other similar services.

Service Establishment, Personal: Establishments primarily engaged in providing services involving the care of a person or their goods such as beauty shops, barber shops, laundry facility, jewelry repair shops, dry cleaning establishment (pickup only), and shoe repair, excluding the processing of physical materials.

Veterinary Hospital: A building where animals are given medical care, but with no long-term boarding facilities. Any boarding of animals is limited to short-term recovery care associated with the hospital use.

FINDINGS OF FACT:

The Findings of Fact for Application SUP-2000-08-O, submitted by Sarah Kever on behalf of Copper Ridge LLC for an amendment to the Copper Ridge Planned Unit Development, were adopted by the Planning Commission at their meeting on February 12, 2025.

- 1) An application has been received to amend the permitted uses in four remaining unbuilt locations within the existing Copper Ridge Planned Unit Development at the corner of Silver Lake Road and Barney Road.
- 2) The proposed amendment would permit a mix of uses at Buildings 3 and 4, Retail Center Building R4 and Building 10.

Section 426.E(4) Criteria

- (a) The uses will be compatible with the natural environment, and with adjacent and surrounding land uses and properties, and will not have an adverse economic, social or environmental impact on adjacent and surrounding land uses and properties;
 - Finding: The Planning Commission finds that this standard HAS BEEN MET because the application proposes clarified uses in a development that is established and substantially completed. The initial plans, including the review and assessment of impacts, were approved by the Township in 2000. The form and design of the development and the established uses are compatible with surrounding land uses. Since its initial construction

over 20 years ago, this development has not had any adverse impact on surrounding land uses and properties. The list of proposed permitted uses is intended to be complimentary to existing uses while encouraging full build out of the development.

- (b) The uses will be compatible with the capacity of existing public services and facilities, or of planned and feasible future public services and facilities, and such use is consistent with the public health, safety and welfare of the Township residents;

- Finding: The Planning Commission finds that the standard HAS BEEN MET. The proposed clarification of uses is in an existing mixed-use PUD. The proposed uses do not create any additional demand than what was previously approved for this location.

- (c) The uses and development are warranted by the design of additional amenities made possible with, and incorporated by, the development proposal;

- Finding: The Planning Commission finds that this standard HAS BEEN MET. The use is part of a developed PUD. Additional sidewalks and pathways will be installed at the four remaining unbuilt locations to complement the PUD and provide additional amenities.

- (d) Insofar as practicable, the landscape shall be preserved in its natural state by minimizing tree and soil disturbance and removal;

- Finding: The Planning Commission finds that this standard HAS BEEN MET because the proposed planned uses are for established footprints and do not alter the existing development pattern. Existing landscaping is in place on the site and will be preserved. Additional landscaping will be installed at the four remaining unbuilt locations to complement the PUD and provide additional amenities.

- (e) Existing important natural, historical and architectural features within the development shall be preserved;

- Finding: The Planning Commission finds that the standard HAS BEEN MET because the proposed uses and associated development does not alter any of the existing pattern of development in the PUD. There are no known historical or architectural features on the site.

- (f) Proposed buildings shall be sited harmoniously to the terrain and to other buildings in the vicinity that have a visual relationship to the proposed buildings;

- Finding: The Planning Commission finds that the standard HAS BEEN MET because the proposed uses and associated development does not alter any of the existing pattern of development in the PUD.

- (g) With respect to vehicular and pedestrian circulation and parking, special attention shall be given to the location and number of access points to public streets, minimizing potential motorized/non-motorized conflict points, width of interior drives and access points, general interior circulation, separation of pedestrian and vehicular traffic, and the arrangement of parking areas that are safe and convenient and, insofar as is practicable, do not detract from the design of proposed structures and neighboring properties;

- Finding: The Planning Commission finds that the standard HAS BEEN MET because the existing roadways and drives are laid out in a cohesive manner, including safe and separate areas for pedestrians and vehicles. New sidewalks will be provided for each site as it is developed.
- (h) Landscaping is provided to ensure that proposed uses will be adequately buffered from one another and from surrounding public and private property and, where applicable, to create a pleasant pedestrian scale outdoor environment;
- Finding: The Planning Commission finds that the standard HAS BEEN MET because the proposed planned uses are for established footprints and do not alter the existing development pattern. Existing landscaping is in place on the site and will be preserved. Additional landscaping will be installed at the four remaining unbuilt locations to complement the PUD and provide additional amenities.
- (i) The development consolidates and maximizes useable open space;
- Finding: The Planning Commission finds that the standard HAS BEEN MET because existing pedestrian access to the Grand Traverse Commons Natural Area will be improved with a new trailhead being constructed by the Township to benefit as well as visitors to the site.
- (j) The benefits of the development are not achievable under any single zoning classification; and
- Finding: The Planning Commission finds that the standard HAS BEEN MET because the application requests an amendment to an existing, mixed-use development which is not achievable under any single zoning district.
- (k) The development is compatible with the intent and purpose of the adopted master plan.
- Finding: The Planning Commission finds that the standard HAS BEEN MET because the amended development plan remains consistent with the Master Plan designation for this area as the Copper Ridge mixed-use center. The proposed amendment is suited for this designation as currently the Zoning Ordinance permits residential dwellings in commercial areas.

ACTION REQUESTED:

The purpose of this item being placed on tonight's agenda is to hold a public hearing on the application. If, following tonight's public hearing, the Board is prepared to adopt the Planning Commission's recommended Findings of Fact included in this report and approve the requested amendment; the following two (2) separate motions are suggested:

MOTION THAT the Findings of Fact for Application SUP-2000-08-O, in support of the requested amendment to the Copper Ridge Planned Unit Development and as recommended for adoption by the Planning Commission, BE ADOPTED.

MOTION THAT Application SUP-2000-08-O, submitted by Sarah Keever on behalf of Copper Ridge LLC for an amendment to the Copper Ridge Planned Unit Development, BE APPROVED subject to the following conditions (1-4 as indicated in Planning Department Report 2025-23):

1. The Copper Ridge PUD Site Plan (Exhibit 1) dated December 17, 2024 shall be amended to reflect the list of proposed permitted uses in Buildings 3 and 4, Retail Center Building R4 (formerly Retail Center Building 3) and Building 10 (formerly Building 9) for the Copper Ridge PUD as stated in Planning Department Report 2025-23.
2. The applicant shall provide two (2) full sized 24"x36" plan sets, one (1) 11"x17" plan set, and one electronic copy of the full application (in PDF format) with all updates as required by the conditions of this approval and indicating compliance with all provisions of the Zoning Ordinance.
3. The applicant shall record promptly the Report and Decision Order (RDO) and any amendment to such order with the Grand Traverse County Register of Deeds in the chain of title for each parcel or portion thereof to which the RDO pertains. A copy of each recorded document shall be filed with the Township within thirty (30) days of final approval by the Township or approval shall be considered to have expired.
4. Except as expressly provided for in this Application, all original requirements, conditions, terms, plans, documents, and findings are hereby reaffirmed and ratified and shall remain in full force and effect. In the event of any conflict or inconsistency between this Application and the terms of any prior agreement, the terms of this approval shall prevail.

Any additional information that the Board determines to be necessary should be added to this motion.

Attachments:

1. Email from Sarah Keever dated February 13, 2025.
2. Copper Ridge PUD Major Amendment Application with Signature Pages dated October 10, 2024.
3. Copper Ridge PUD Site Plan (Exhibit 1) dated December 17, 2024.

From: Sarah Keever <sarah@northview22.com>
Sent: Thursday, February 13, 2025 1:29 PM
To: John Sych
Cc: connie.deneweth@gmail.com
Subject: Copper Ridge

Caution! This message was sent from outside your organization.

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

John,

Please remove the requested use of “Indoor Entertainment Center” from the list for both buildings R4 and 10. Thank you for bringing this to our attention and we have no issues with the removal of it. If you have any questions, please contact me at any time.

Thank you,
Sarah

Northview 22, LLC
p 231.342.4016
www.northview22.com

Confidentiality Notice

This Email transmission is intended for the use of the individual(s) to which it is addressed. It may contain information that is privileged. This information is confidential and exempt from disclosure under applicable law.

If the reader of the message is not the intended recipient or the employee or agent responsible for delivering the message to the recipient, you are hereby notified that any dissemination, distribution or copying of the communication is strictly prohibited and may be a violation of Federal or State Law. If you have received this communication in error, please notify the sender immediately and permanently delete the message.



Charter Township of Garfield

Grand Traverse County

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

PLANNED DEVELOPMENT (PD) APPLICATION

ASSISTANCE

This application must be completed in full. An incomplete or improperly prepared application will not be accepted and will result in processing delays. Before submitting an application, it is recommended that you contact the Planning Department to arrange an appointment to discuss your proposed application. Time is often saved by these preliminary discussions. For additional information or assistance in completing this development application, please contact the Planning Department at (231) 941-1620.

ACTION REQUESTED

New Planned Unit Development Application
New Planned Unit Residential Development Application
Major Amendment
Minor Amendment
Administrative Amendment

PROJECT / DEVELOPMENT NAME

APPLICANT INFORMATION

Name:

Address:

Phone Number:

Email:

AGENT INFORMATION

Name:

Address:

Phone Number:

Email:

OWNER INFORMATION

Name:

Address:

Phone Number:

Email:

CONTACT PERSON

Please select one person to be contact person for all correspondence and questions:

Applicant:

Agent:

Owner:

PROPERTY INFORMATION

Property Address:

Property Identification Number:

Legal Description:

Zoning District:

Master Plan Future Land Use Designation:

Area of Property (acres or square feet):

Existing Use(s):

Proposed Use(s):

PROJECT TIMELINE

Estimated Start Date:

Estimated Completion Date:

REQUIRED SUBMITTAL ITEMS

A complete application for a Planned Unit Development Application or a Planned Unit Residential Development Application consists of the following:

Application Form:

One original signed application

One digital copy of the application (PDF only)

Application Fee:

Fees are established by resolution of the Garfield Township Board and are set out in the current Fee Schedule as listed on the Planning Department page of the Township website (<http://www.garfield-twp.com>). Please make check out to Charter Township of Garfield.

Fee

Escrow Fee:

Additional fees may be required if a review by independent professional help is deemed necessary by the Township. If required, such additional fees must be placed in escrow by the applicant in accordance with the escrow policies of the Township and prior to any further processing of this application. Any unused escrow funds shall be returned to the applicant. Please complete an Escrow and Review (ER) Application form.

Site Plan:

Ten complete stapled 11"x17" paper sets (Administrative Amendments require one copy)

Two complete bound 24"x36" paper sets

One digital set (PDF only)

Written Information:

Ten paper copies of the Approval Criteria (Administrative Amendments require one copy)

One digital copy of the Approval Criteria (PDF only)

Ten paper copies of the Impact Assessment (Administrative Amendments require one copy)

One digital copy of the Impact Assessment (PDF only)

Digital items to be delivered via email or USB flash drive

SUBMITTAL DEADLINE

Submittal deadlines are listed on the Planning Department page of the Township website (<http://www.garfield-twp.com>). Please note that the listed dates are the deadlines after which submittals will not be considered for the indicated meeting. Any errors or missing information on an application submitted at the deadline will result in a delay in the processing of the application. An earlier submittal is encouraged to avoid possible delays.

WAIVERS

Submittal Waiver:

At the discretion of the Director of Planning, a Site Development Plan may be waived in any of the following cases when it is determined that the submission would serve no useful purpose:

1. The erection or enlargement of an accessory structure;
2. The enlargement of a principal building by less than 20 percent of its existing gross floor area, provided such enlargement will not result in a requirement for additional off-street parking;
3. A change in principal use where such change would not result in an increase in impervious surface area, additional off-street parking, site access, other external site characteristics or a violation of this ordinance.

Data Waiver:

The Director of Planning may waive a particular element of information or data otherwise required for a Site Development Plan upon a finding that the information or data is not necessary to determine compliance with this ordinance or that such information or data would not bear on the decision of the approval authority.

SITE PLAN

Check that your site plan includes all required elements for a Site Development Plan (SDP). Please use the Required Site Plan Elements Checklist below.

APPROVAL CRITERIA

Indicate on a separate sheet of paper, how the proposed special use will comply with, meet, or facilitate each of the following Approval Criteria from § 423.E of the Zoning Ordinance. The Planning Commission must determine that each of these criteria are satisfied in order to grant approval of a Special Use Permit. A special use is permitted only if the applicant demonstrates that:

The proposed use will be consistent with the purpose and intent of the master plan and this ordinance, including all regulations of the applicable zoning district;

The proposed use will be designed, constructed, operated and maintained so as to be compatible, harmonious and appropriate with the existing or planned character and uses of the neighborhood, adjacent properties and the natural environment;

The proposed use will not be detrimental, hazardous or disturbing to existing or future adjacent uses or to the public welfare by reason of excessive traffic, noise, dust, gas, smoke, vibration, odor, glare, visual clutter, electrical or electromagnetic interference;

Potential adverse effects arising from the proposed use on the neighborhood and adjacent properties will be minimized through the provision of adequate parking, the placement of buildings, structures and entrances, as well as the provision and location of screening, fencing, landscaping, buffers or setbacks;

The proposed use will retain as many natural features of the property as practicable, particularly where the natural features assist in preserving the general character of the neighborhood;

Adequate public and private infrastructure and services such as streets, water and sewage facilities, drainage structures, police and fire protection, and schools, already exist or will be provided without excessive additional requirements at public cost;

The establishment, maintenance, or operation of the proposed use shall not be detrimental to or endanger the public health, safety, morals, comfort, or general welfare;

The public interest and welfare supporting the proposed use shall be sufficient to outweigh individual interests that are adversely affected by the establishment of the proposed use;

Adequate measures shall be taken to provide ingress and egress so designed as to minimize traffic hazards and to minimize traffic congestion on the public roads;

Adequate measures shall be taken to provide vehicular and pedestrian traffic within the site, and in relation to streets and sidewalks servicing the site in a safe and convenient manner; and

The proposed use shall not impede the orderly development and improvement of surrounding property for uses permitted within the zoning district.

IMPACT ASSESSMENT

1. Planned Unit Developments: A written impact statement of the application as it relates to 426.A and 426.E of the Zoning Ordinance.
2. Planned Unit Residential Developments: A written impact statement of the application as it relates to 427.A and 427.C of the Zoning Ordinance.

ADDITIONAL INFORMATION

If applicable, provide the following further information:

- | | <u>Yes</u> | <u>No</u> | <u>Not
Applicable</u> |
|--|------------|-----------|---------------------------|
| A. <u>Sanitary Sewer Service</u> | | | |
| 1. Does project require extension of public sewer line? | | | |
| If yes, has a Utility Agreement been prepared? | | | |
| 2. Will a community wastewater system be installed? | | | |
| If yes, has a Utility Agreement been prepared? | | | |
| If yes, provide construction plans and specifications | | | |
| 3. Will on-site disposal be used? | | | |
| If yes, is it depicted on plan? | | | |
| B. <u>Water Service</u> | | | |
| 1. Does project require extension of public water main? | | | |
| If yes, has a Utility Agreement been prepared? | | | |
| 2. Will a community water supply be installed? | | | |
| If yes, has a Utility Agreement been prepared? | | | |
| If yes, provide construction plans and specifications | | | |
| C. <u>Public utility easements required?</u> | | | |
| If yes, show on plan. | | | |
| D. <u>Stormwater Review/Soil Erosion</u> | | | |
| 1. Soil Erosion Plans approved by Soil Erosion Office? | | | |
| If so, attach approval letter. | | | |
| If no, are alternate measures shown? | | | |
| 2. Stormwater Plans approved by Township Engineer? | | | |
| If so, attach approval letter. | | | |
| If no, are alternate measures shown? | | | |
| Note: Alternate measures must be designed and sealed by a registered Engineer. | | | |
| E. <u>Roads and Circulation</u> | | | |
| 1. Are interior public streets proposed? | | | |
| If yes, has Road Commission approved (attach letter)? | | | |
| 2. Will public streets connect to adjoining properties or future streets? | | | |
| 3. Are private roads or interior drives proposed? | | | |
| 4. Will private drives connect to adjoining properties service roads? | | | |
| 5. Has the Road Commission or MDOT approved curb cuts? | | | |
| If yes, attach approved permit. | | | |

OTHER INFORMATION

If there is any other information that you think may be useful in the review of this application, please attach it to this application or explain it on a separate page.

REVIEW PROCESS - PLANNED UNIT DEVELOPMENT - NEW

Preliminary Review and Decision

1. Upon submittal of this application, Staff will review the materials submitted and will, within ten (10) working days, forward a determination of completeness to the applicant. If the submission is incomplete or noncompliant with the Zoning Ordinance, it will be returned to the applicant for revision. Once the submission is revised, Staff will again

review it for completeness and again forward a determination to the applicant within ten (10) working days. This procedure shall be repeated until a complete submission is received.

2. Once the application is deemed to be complete and submitted according to the application deadlines, it will be forwarded to the Planning Commission for review. The Planning Commission will determine if the application is complete and schedule a public hearing.
3. Upon holding a public hearing, the Planning Commission shall submit a written recommendation to the Township Board. A public hearing may be held by the Township Board.
4. The Township Board shall approve, approve with conditions, or deny the request for preliminary Planned Unit Development approval.

Final Review and Decision

5. For Final Approval, the Planning Commission shall review and submit a written recommendation to the Township Board. A public hearing shall be held by the Township Board.
6. The Township Board shall approve, approve with conditions, or deny the request for final Planned Unit Development approval.
7. If approved or approved with conditions, the decision of the Township Board shall be incorporated into a written report and decision order.

REVIEW PROCESS – PLANNED UNIT RESIDENTIAL DEVELOPMENT - NEW

Preliminary Review and Decision

1. Upon submittal of this application, Staff will review the materials submitted and will, within ten (10) working days, forward a determination of completeness to the applicant. If the submission is incomplete or noncompliant with the Zoning Ordinance, it will be returned to the applicant for revision. Once the submission is revised, Staff will again review it for completeness and again forward a determination to the applicant within ten (10) working days. This procedure shall be repeated until a complete submission is received.
2. Once the application is deemed to be complete and submitted according to the application deadlines, it will be forwarded to the Planning Commission for review. The Planning Commission will determine if the application is complete and schedule a public hearing.
3. Upon holding a public hearing, the Planning Commission shall approve, approve with conditions, or deny the request for preliminary Planned Unit Residential Development approval.

Final Review and Decision

4. Final review shall address all conditions imposed by the Planning Commission in the preliminary decision on the planned unit residential development. Submissions for final review and decision shall not be considered until all conditions have been addressed. The Director of Planning or designee shall conduct a completeness review to determine that all conditions of the preliminary decision have been addressed.
5. Once the plans and conditions are deemed substantially complete, the project shall be referred to the Planning Commission for its final review and decision. No application shall be referred to the Planning Commission until this standard has been satisfied. The Planning Commission may hold a public hearing on such application for final review and decision.
6. If approved or approved with conditions, the decision of the Planning Commission shall be incorporated into a written report and decision order.

REVIEW PROCESS – PLANNED DEVELOPMENT – MAJOR AMENDMENT

Any proposed amendment other than those provided for below are considered a major amendment and shall be approved in the same manner and under the same procedures as are applicable to the issuance of the original special use permit approval. Major amendments include but are not necessarily limited to changes that:

1. Increase the number of dwelling units, floor area, height, impervious surface development, or any additional land-use disturbance other than as provided for below;
2. Introduce different land uses than that requested in the application;
3. Request larger land area than indicated in the original application;
4. Request greater relief than that requested in the application;
5. Allow any decrease in buffer or transition areas, reduction in landscaping, reduction of required yards, or any change in the design characteristics or materials used in construction of the structures;
6. Reduce or eliminate conditions attached to a legislative or quasi-judicial development order; or
7. Reduce or eliminate pedestrian circulation.

REVIEW PROCESS – PLANNED DEVELOPMENT – MINOR AMENDMENT

The Planning Commission may authorize the following amendments to an approved development plan without a public hearing:

1. Changes to the timing or phasing of the proposed development, provided that the use and overall geographic land area remains the same and that required public improvements are not delayed.
2. Increases in total building height of greater than five (5) feet provided that maximum height regulations are complied with.
3. Any other proposed amendment which is determined by the Planning Commission to have no detrimental impact on any adjacent property and is not considered or classified a Major Amendment under § 423(6) Major Amendments.

REVIEW PROCESS – PLANNED DEVELOPMENT – ADMINISTRATIVE AMENDMENT

The Director of Planning may authorize the following amendments to an approved site development plan:

1. Shifts in on-site location and changes in size, shape, or configuration of less than 15 percent, or a 15 percent or less change in either impervious surface or floor area over what was originally approved.
2. An increase in total building height of less than five (5) feet, provided that maximum height regulations of the underlying zoning district are met.
3. Minor adjustment of the location of utilities and walkways, provided however that no sidewalks or paths required by the approval authority may be eliminated.
4. The substitution of landscape material provided the substituted materials are of a similar nature and quality and will comply with the standards of § 530, Landscape Materials of Article 5, Development Standards, of this ordinance.
5. Minor revisions to an internal street circulation pattern not increasing the number of lots or lowering the connectivity ratio.

6. Minor realignment of ingress and egress locations if required by the Grand Traverse County Road Commission or Michigan Department of Transportation.
7. A reduction in the number of proposed lots or the combination of units.

PERMISSION TO ENTER SUBJECT PROPERTY

Permission is hereby granted to Garfield Township staff and Planning Commissioners to enter the premises subject to this application for the purposes of making inspections associated with this application, during normal and reasonable working hours.

Owner Signature:

Applicant Signature:

Agent Signature:

Date:

OWNER'S AUTHORIZATION

If the applicant is not the registered owner of the lands that is the subject of this application, the owner(s) must complete the authorization set out below.

I/We _____ authorize to make this application on my/our behalf and to provide any of my/our personal information necessary for the processing of this application. Moreover, this shall be your good and sufficient authorization for so doing.

Owner Signature:

Date:

AFFIDAVIT

The undersigned affirms that he/she or they is (are) the owner, or authorized agent of the owner, involved in the application and all of the information submitted in this application, including any supplemental information, is in all respects true and correct. The undersigned further acknowledges that willful misrepresentation of information will terminate this permit application and any permit associated with this document.

Owner Signature:

Date:

Applicant Signature:

Date:

Required Site Plan Elements Checklist (See § 956 of the Zoning Ordinance) Site Diagram (SD) / Administrative Site Plan (ASP) / Site Development Plan (SDP)	SD	ASP/ SDP
A. Basic Information		
1. Applicant's name, address, telephone number and signature		
2. Property owner's name, address, telephone number and signature		
3. Proof of property ownership		
4. Whether there are any options or liens on the property		
5. A signed and notarized statement from the owner of the property that the applicant has the right to act as the owner's agent		
6. The address and/or parcel number of the property, complete legal description and dimensions of the property, setback lines, gross and net acreages and frontage		
7. A vicinity map showing the area and road network surrounding the property		
8. Name, address and phone number of the preparer of the site plan		
9. Project title or name of the proposed development		
10. Statement of proposed use of land, project completion schedule, any proposed development phasing		
11. Land uses and zoning classification on the subject parcel and adjoining parcels		
12. Seal of the registered engineer, architect, landscape architect, surveyor, or planner who prepared the plan, as well as their name, address and telephone number		
B. Site Plan Information		
1. North arrow, scale, and date of original submittal and last revision		
2. Boundary dimensions of natural features		
3. Natural features such as woodlots, water bodies, wetlands, high risk erosion areas, slopes over twenty-five percent (25%), beach, drainage, and similar features		
4. Proposed alterations to topography and other natural features		
5. Existing topographic elevations at two-foot intervals except shown at five-foot intervals where slopes exceed 18%		
6. Soil erosion and sediment control measures as required by the Grand Traverse County Soil Erosion Department.		
7. The location, height and square footage of existing and proposed main and accessory buildings, and other existing structures		
8. Location and specifications for any existing or proposed (above or below ground) storage facilities for any chemicals, salts, flammable materials, or hazardous materials. Include any containment structures or clear zones required by county, state or federal government authorities		
9. Proposed finish floor and grade line elevations of any structures <i>*Required only for habitable construction within the floodplain on site diagrams and administrative site plans.</i>	*	
10. Existing and proposed driveways, including parking areas		
11. Neighboring driveways and other vehicular circulation features adjacent to the site		
12. A dimensional plan indicating the location, size and number of parking spaces of the on-site parking areas, and shared parking areas		
13. Identification and dimensions of service lanes and service parking, snow storage areas, loading and unloading and docks		
14. Proposed roads, access easements, sidewalks, bicycle paths, and other vehicular and pedestrian circulation features within and adjacent to the site		
15. Location of and dimensions of curb cuts, acceleration, deceleration and passing lanes		
16. Location of neighboring structures that are close to the parcel line or pertinent to the proposal		
17. Location of water supply lines and/or wells		
18. Location of sanitary sewer lines and/or sanitary sewer disposal systems		
19. Location, specifications, and access to a water supply in the event of a fire emergency		
20. Sealed (2) stormwater plans including the location and design of storm sewers, retention or detention ponds, swales, wastewater lines, clean out locations, connection points and treatment systems		
21. A utility plan including the location of all other utilities on the site including but not limited to natural gas, electric, cable TV, telephone and steam		
22. A sign plan indicating the location, size and specifications of all signs and advertising features, including cross sections		
23. A lighting plan including exterior lighting locations with area of illumination illustrated by point values on a photometric plan, Kelvin rating, as well as the type of fixtures and shielding to be used		
24. Proposed location of any open spaces, landscaping and buffering features such as buffer areas, vegetation belts, fences, walls, trash receptacle screening, and other screening features with cross sections shown		
25. A Landscape plan and table identifying the species, size of landscape materials, and number proposed, compared to what is required by the Ordinance. All vegetation to be retained on site must also be indicated, as well as, its typical size by general location or range of sizes as appropriate		
26. Statements regarding the project impacts on existing infrastructure (including traffic capacity, schools, and existing utilities, and on the natural environment on and adjacent to the site)		
27. Changes or modifications required for any applicable regulatory agencies' approvals		

Copper ridge Amendment to the PUD
11/13/2024

I have reviewed the essence of CopperRidge's request to amend the PUD to add residential use to the 4 vacant units. I agree with the amendment.

Unit #	signature & printed name	date
28-05-096-002-06	Constance A. Deneweth, Constance Deneweth, managing mbr Copper Ridge LLC	10-1-2024
" 096-002-07	Constance A. Deneweth, Constance Deneweth, managing mbr Copper Ridge LLC	10-1-2024
" 096-002-12	Constance A. Deneweth, Constance Deneweth, managing member Copper Ridge LLC	10-1-24
096-002-15	Constance A. Deneweth, Constance Deneweth, managing mbr Copper Ridge LLC	10-1-24
096-003-00	Constance A. Deneweth, Constance Deneweth, managing mbr Copper Ridge LLC	10-1-24
096-004-00	Constance A. Deneweth, Constance Deneweth, managing mbr Copper Ridge LLC	10-1-24
096-010-00	Constance A. Deneweth, Constance Deneweth, managing mbr Copper Ridge LLC	10-1-24
097-001-02	Constance A. Deneweth, Constance Deneweth, managing mbr Copper Ridge LLC	10-1-24
097-001-03	Constance A. Deneweth, Constance Deneweth, managing mbr Copper Ridge LLC	10-1-24
097-001-05	Constance A. Deneweth, Constance Deneweth, Managing mbr Copper Ridge LLC	10-1-24
097-004-00	Constance A. Deneweth, Constance Deneweth, managing mbr Copper Ridge LLC	10-1-24
097-001-05	see email approval Jill Holden, Rex Holden, 3DJRH properties LLC	9-26-24
096-002-13	see email approval Elmers Rob, Donnell, TTT properties LLC	9-25-24
096-002-11	Donald B. Herrmann, MANAGING MEMBER DONALD B. HERRMANN, DBH PROPERTIES LLC	10-1-24
096-002-17	Jonathan Voortenga - member LLC JLP, Properties LLC	John Voortenga
096-002-08	Mark Bondy, member WB & B prop mgmt LLC	10-1-24
096-002-10	Mark Bondy, member WB & B prop mgmt LLC Mark Bondy.	10-1-24

Ashley Rokos

From: Robert Donnell <RD2678@TEAMELMERS.COM>
Sent: Wednesday, September 25, 2024 10:40 AM
To: Ashley Rokos
Subject: RE: Copper Ridge request for amendment to the PUD

Good morning, Ashley,

Request approved from Team Elmer's.

Thank you for the update,

Rob Donnell

From: Ashley Rokos <ashley@phoenixpropertyptr.com>
Sent: Wednesday, September 25, 2024 10:07 AM
Subject: Copper Ridge request for amendment to the PUD

Some people who received this message don't often get email from ashley@phoenixpropertyptr.com. [Learn why this is important](#)

Hello Copper Ridge Condo unit owners,

In light of the fact that office space is not in high demand, the owners of Copper Ridge LLC are planning to amend our PUD with Garfield Township by requesting that we receive approval for adding Residential Use to our remaining 4 vacant lots. This will take 4 or 5 meetings at Garfield Township the first of which is planned for November 13, 2024 at 7 pm, at the township hall on Veterans Drive.

The **attached site plan** is a recap of the project and a broad overview of what we're proposing.

After going through the records on file and looking at recorded condominium documents, we've prepared a revised site plan that represents the most current layout, to the best of our ability- number of units, condominium divisions, and the parking areas yet to be built. This has been a consolidation of plans done by Gosling, Elmer's, GFA and Mansfield over the past 25 years .

The original PUD shows 59 residential units in Eagles View and was amended/consolidated to 55 units. Copper Village Condominium was originally at 124 and is down to 38 units.

Overall, the density has significantly decreased.

Copper ridge Amendment to the PUD
11/13/2024

I have reviewed the essence of CopperRidge's request to amend the PUD to add residential use to the 4 vacant units. I agree with the amendment.

Unit #

signature & printed name

date

4075 Copper Ridge

Randy Howell & Derik King, Members/
Owners, ECI Healthcare Properties
NORTH, LLC

10.1.24

28-05-0916-008 00

Randy N. Howell

Derik

Ashley Rokos

From: rexholden <speedjump@protonmail.com>
Sent: Thursday, September 26, 2024 1:08 AM
To: Ashley Rokos
Subject: Re: Copper Ridge request for amendment to the PUD

That is ok with me Ashly, Rex Holden. Im in S Africa so I hope this email works for you.

On Wed, Sep 25, 2024 at 4:06 PM, Ashley Rokos <ashley@phoenixpropertyptr.com> wrote:

Hello Copper Ridge Condo unit owners,

In light of the fact that office space is not in high demand, the owners of Copper Ridge LLC are planning to amend our PUD with Garfield Township by requesting that we receive approval for adding Residential Use to our remaining 4 vacant lots. This will take 4 or 5 meetings at Garfield Township the first of which is planned for November 13, 2024 at 7 pm, at the township hall on Veterans Drive.

The **attached site plan** is a recap of the project and a broad overview of what we're proposing.

After going through the records on file and looking at recorded condominium documents, we've prepared a revised site plan that represents the most current layout, to the best of our ability- number of units, condominium divisions, and the parking areas yet to be built. This has been a consolidation of plans done by Gosling, Elmer's, GFA and Mansfield over the past 25 years .

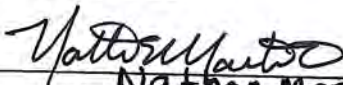
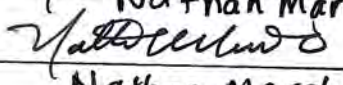

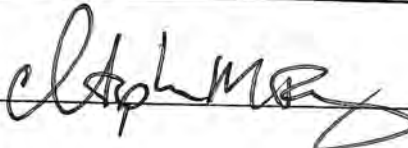
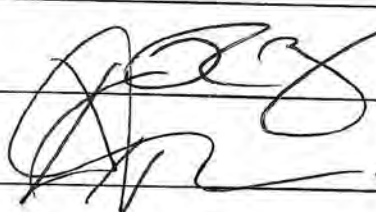
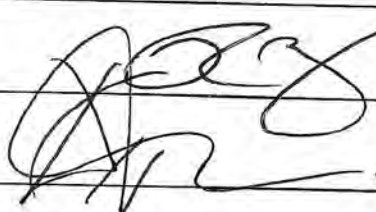
The original PUD shows 59 residential units in Eagles View and was amended/consolidated to 55 units. Copper Village Condominium was originally at 124 and is down to 38 units.
Overall, the density has significantly decreased.

As you know, this PUD has (4) vacant approved lots or units/buildings left to be built. Only foundations are in for 3 and 4. Retail 4 and Unit 10 are vacant. There are 3 approved parking lots (shown on the attached exhibit) that will be constructed at the time of the new construction to serve the new units.

Eagles View is getting close to being built out, and Copper Village Condominium has 19 of the approved 38 units to be constructed yet.

Copper ridge Amendment to the PUD
11/13/2024

I have reviewed the essence of CopperRidge's request to amend the PUD to add residential use to the 4 vacant units. I agree with the amendment.

Unit #	signature & printed name	date	
05-096-007-00	 Nathan March Copper Ridge Opportunity Building Rep	10/01/24	(Bldg F)
05-044-005-00	 Nathan March Nathan March President	10/01/24	(Suite in Surgery CTR)
096-002-01	 Derek Rice, member D BR Properties LLC		(Rice)
096-002-16	 Chris Ray, member RAYBAR Properties LLC		(RAY)
096-002-14		Steve Grinnel, President TYJUTI Corp Inc	Steve Grinnel
096-002-19	 Robb Meyer, member WAM, LLC		meyer
096-002-20 } 096-002-18 } 096-002-02 }	 member David Amalfitano RCCA, LLC		Amalfi
096-002-33		Holly Gallagher, member Gus & Clara's Paradise LLC	Holly
097-001-01		Hometown Grice's Hometown properties	

Copper ridge Amendment to the PUD
11/13/2024

I have reviewed the essence of CopperRidge's request to amend the PUD to add residential use to the 4 vacant units. I agree with the amendment.

Unit #

signature & printed name

date

28-05-044-001-00 CRSC Tina Piotrowski Tina Piotrowski 10/1/24
28-05-044-002-00 TAA Suite Tina Piotrowski Tina Piotrowski 10/1/24
28-05-044-005-02, 03 and 04
Bldg D. # 242. Copper Restrooms C. J. J. 10/1/24
Building A 4020 Copper View Suite 240 [Signature]

Copper ridge Amendment to the PUD
11/13/2024

I have reviewed the essence of CopperRidge's request to amend the PUD to add residential use to the 4 vacant units. I agree with the amendment.

Unit #

signature & printed name

date

28-05-096-005-05	JULIA MISKYTE	4110 Copper Ridge LLC	10-2-24
096-005-06	GRETA MISKYTE	4110 Copper Ridge LLC	10-2-24

Copper ridge Amendment to the PUD
11/13/2024

I have reviewed the essence of CopperRidge's request to amend the PUD to add residential use to the 4 vacant units. I agree with the amendment.


Unit #

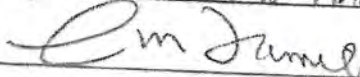
signature & printed name

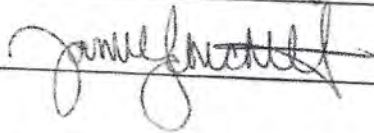
date

28-05-096-005-07

Thirby Asset Group LLC 10-2-24

 Andrew Adams DO

 Jim Turner

 Jimmie Smith

Cooper ridge Amendment to the PUD
11/13/2024

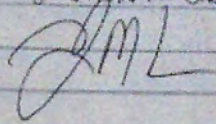
I have reviewed the essence of Copperridge's request to amend the PUD to add residential use
to the 4 vacant units. I agree with the amendment.

Unit #

signature & printed name

date

28-05-096-005-08 Bryan M. Ursu IWA Properties LLC 10-2-2024



10/2/24

Copper ridge Amendment to the PUD
11/13/2024

I have reviewed the essence of CopperRidge's request to amend the PUD to add residential use to the 4 vacant units. I agree with the amendment.

Unit #

signature & printed name

date

R2

Kirk R Smith
Independent Bank By Kirk R Smith FVP 10-3-2024

20-05-097-002-00



EXISTING

PROPOSED AMENDMENT

- 1 SURGERY CENTER AND MEDICAL OFFICES
6.93 AC.- 2 STORY BUILDING
INITIAL FOOTPRINT: 46,689 SF
EXPANDED FOOTPRINT: 55,000 SF
- INITIAL PARKING: 359 SPACES
EXPANDED PARKING: 384 SPACES
- PROFESSIONAL OFFICES
11.9 AC. 191, 720 SF GROSS AREA
PARKING 636
- 2 97,520 GROSS AREA (UPPER AND SECOND FLOOR)
FOOTPRINTS 49,530 SF
3 STORY EAST - 1 STORY WEST
4 100 PARKING SPACES @ LOWER LEVEL
PARKING 243 = 1 SPACES / 401 SF (INCL LOWER)
- 5 62,800 SF GROSS AREA
FOOTPRINTS 31,340 SF
6 3 STORY EAST - 1 STORY WEST
62 PARKING SPACES @ LOWER LEVEL
PARKING 244 = 1 SPACES / 257 SF
- 7 31,400 SF GROSS AREA
FOOTPRINTS 15,670 SF
3 STORY EAST - 1 STORY WEST
31 PARKING SPACES @ LOWER LEVEL
PARKING 149 = 1 SPACES / 210 SF

- 3 USES: OFFICE, COMMERCIAL, OR RESIDENTIAL
4 USES: OFFICE, COMMERCIAL, OR RESIDENTIAL

- 8 RETAIL & OFFICES
3.1 AC
36,350 SF GROSS FLOOR AREA
1 & 2 STORY
10 169 PARKING SPACES = 1 SPACE / 215 SF

- 10 USES: OFFICE, COMMERCIAL, OR RESIDENTIAL

- R1 RETAIL & OFFICES
R2 5.06 ACRES
R3 37,765 ESTIMATED GROSS FLOOR AREA
R4 194 PARKING SPACES = 1 SPACE / 195 SF

- R4 USES: OFFICE, COMMERCIAL, OR RESIDENTIAL

- COPPER VILLAGE CONDOMINIUM (38 units)
EAGLES VIEW CONDOMINIUM (55 units)

COPPER RIDGE PROFESSIONAL CENTER

COPPER RIDGE RETAIL MARKETPLACE

RESIDENTIAL (EAGLES VIEW CONDOMINIUM AND COPPER VILLAGE CONDOMINIUM)

PLAN DATE:
10/10/2024
12/17/2024 REV.

PROJECT:
COPPER RIDGE
PLANNED UNIT DEVELOPMENT AMENDMENT

PROJECT NO.:
2019-100

LOCATION:
PART OF SECTIONS 8, 9, 16, & 17, GARFIELD TOWNSHIP, GRAND TRAVERSE COUNTY, MICHIGAN

CLIENT:
COPPER RIDGE, LLC
9590 EDGEWOOD
TRAVERSE CITY, MI 49684

Charter Township of Garfield
Capital Improvement Plan (CIP) 2026 – 2031



DRAFT

Draft Date: March 13, 2025

Adopted: _____, 2025

Charter Township of Garfield

3848 Veterans Drive | Traverse City, MI 49684 | 231.941.1620

www.garfieldmi.gov

ACKNOWLEDGMENTS

Charter Township of Garfield

Board of Trustees

Joe McManus, *Supervisor*
Lanie McManus, *Clerk*
Chloe Macomber, *Treasurer*
Molly Agostinelli, *Trustee*
Chuck Korn, *Trustee*
Laurie Lapp, *Trustee*
Denise Schmuckal, *Trustee*

Township Manager

Chris Barsheff

Planning Department

John Sych, *AICP, Planning Director*
Stephen Hannon, *AICP, Deputy Planning Director*

Engineer

Jennifer Graham, *PE*
Gourdie-Fraser, Inc. (GFA)

1 CONTENTS

2	Introduction	4
3	Existing Facilities, Parks, and Infrastructure	4
4	Plan Development.....	6
5	Plan Adoption	7
6	Project Selection Criteria.....	7
7	Project Definition.....	8
8	Project Funding.....	8
9	Project Summary	10
10	Asset Inventory	21

2 INTRODUCTION

The Charter Township of Garfield 2026-2031 Capital Improvement Plan (CIP) is a plan for near-term public infrastructure needs. The CIP lists capital projects (buildings, infrastructure, large equipment, etc.), anticipated cost of those projects, the type of funding (general fund, grant, etc.), and the schedule to implement those projects over a six-year period. This current CIP starts January 1, 2026, and ends December 31, 2031. The process of developing the CIP is an organized effort to strengthen the quality of public facilities and services; provide a framework for the realization of community goals and objectives; and provide a sound basis on which to build a healthy and vibrant community.

The Michigan Planning Enabling Act, Public Act 33 of 2008, as amended, states that “to further the desirable future development of the local unit of government under the master plan, a planning commission, after adoption of a master plan, shall annually prepare a capital improvements program of public structures and improvements, unless the planning commission is exempted from this requirement by charter or otherwise.”

3 EXISTING FACILITIES, PARKS, AND INFRASTRUCTURE

The primary physical infrastructure of the Charter Township of Garfield (the Township) includes an office building, a parks system, and an extensive water and sewer system. Other activities and investments support these community assets.

Asset Inventory

The Township maintains an asset inventory of equipment and structures including HVAC equipment, plumbing, building roofing and lighting, appliances, and automobiles.

Township Hall

The Township Hall at 3848 Veterans Drive was built in 2004 on a 2.37-acre parcel. The 16,852 square-foot building provides offices and meeting rooms for Township operations.

Parks System

The Township owns seven properties totaling 518 acres that are used for recreational purposes. Of the seven properties, the Silver Lake Recreation Area (84 acres) and the Boardman Valley Nature Preserve (92 acres) contain active recreation facilities, including ball fields, tennis, pickleball and basketball courts, and playgrounds, along with restrooms, picnic tables, and pavilions. The remaining properties, including Miller Creek Nature Reserve (67 acres), Kids Creek Park (20 acres), Grand Traverse Commons Natural Area (185 acres), River East Recreation Area (62 acres), and Hughes Drive Nature Preserve (8 acres) are primarily undeveloped greenspace and natural resource preservation areas enjoyed for activities such as nature watching, hiking, biking, hunting, and fishing. The Township has an adopted Parks and Recreation Plan to guide development of parks, trails, and recreation areas.

Sidewalks and Trails

The Township maintains several paths and sidewalks outside Township owned parks. Sidewalks are considered ADA compliant and typically constructed of concrete at a width of 6 feet. Trails are non-compliant with ADA and are typically constructed of asphalt at a width of 10 feet. These trails and sidewalks include the Boardman Lake Loop Connector, Boardman Lake Loop Trail, Buffalo Ridge Trail, and Mall Trail. A method for prioritization of non-motorized facility projects is provided in the Planning for Non-Motorized Transportation in Garfield Township, a Michigan State University Practicum report prepared in 2022.

Water Supply, Distribution, and Storage Facilities

The Township water distribution system construction began in the late 1970's and has expanded through the years with the growth in population. The sole water source is supplied by the City of Traverse City (City) through a bulk water agreement regulated by the two governmental entities. Several mutual connection points between the City and Township systems are monitored utilizing master meters that are recorded monthly by the Grand Traverse County Department of Public Works (DPW) for tracking and billing purposes.

Currently there are 3,370 customers that are connected to the public water system. It is important that water pressure in a consumer's residence or place of business be neither too high nor too low. The normal operating pressure range for water distribution systems is 40 to 90 psi and a minimum of 20 psi during fire flow (emergency) conditions. Water is distributed to users located within the four (4) Service Districts by infrastructure owned, operated, and maintained by the Township. This infrastructure is comprised of six (6) booster stations, three (3) water storage tanks, twelve (12) reducing valve stations and approximately 78 miles of distribution piping. Booster stations pump water to outlying districts at higher elevations and water is fed back down towards the City to some extent through pressure reducing valves. The operating pressures for each service district are dictated by gravity (ground or elevated) storage.

Sewer Collection and Discharge

The Township sewer system began to be constructed in the 1970's and has expanded through the years with the growth in population. Wastewater treatment for the Township is accomplished through a contractual relationship with the Traverse City Regional Wastewater Treatment Facility (TCRWTF). The sole treatment source is provided by the City through a bulk sewer agreement regulated by the two governmental entities. Several mutual connection points between the City and Township systems are monitored utilizing master meters that are recorded monthly by DPW for tracking and billing purposes.

Currently there are 3,600 customers that are connected to the public sewer system. The system is comprised of eight (8) major sewer system districts by infrastructure owned, operated, and maintained by the Township. This infrastructure is comprised of eleven (11) pumping stations, 28,500 linear feet (5½ miles) force main, and approximately 74 miles of gravity (collection) piping.

Infrastructure Evaluation

As an owner a public water and sewer system, the Township is responsible to ensure compliance with both the Safe Drinking Water Act, Act 399 and Natural Resources and Environmental Protection Act, Act 451 as enforced by the Michigan Department of Environment, Great Lakes, and Energy (EGLE). As the Township Engineer of Record, part of the role of Gourdie-Fraser, Inc. is to assist with ensuring the system is in compliance with these requirements. This includes performing ongoing evaluation of the existing system to ensure adequate capacity to accommodate existing and future growth demands, maintain inventory and condition of all the assets, coordination with DPW for maintenance of infrastructure and define a capital improvement plan for each system.

Cellular Telephone Towers

The Township owns a cellular telephone tower at 3345 Day Drive. The Township also hosts cellular telephone antennae at its water tower at 5600 Heritage Way adjacent to the Heritage Estates Subdivision.

Streetlights

The Township pays for the operation of streetlights owned by Cherryland Electric Cooperative, Consumers Energy, and Traverse City Light & Power.

County Road Commission Medians

The Township maintains landscaped medians on South Airport Road at Logan's Landing and Woodmere Avenue, between Premier Street and Boon Street. The South Airport Road medians are irrigated.

Special Assessment Districts

The Township participates in several special assessment districts. Special assessment districts are Current districts include Blue Star Drive, Logan Valley Road, Randolph Street, and Ridge View Court.

4 PLAN DEVELOPMENT

The CIP is a multi-year planning instrument used to identify needs and financing sources for public infrastructure improvements. The purpose of the CIP is to facilitate the orderly planning of infrastructure improvements; to maintain, preserve, and protect the Township's existing infrastructure system; and to provide for the acquisition or scheduled replacement of equipment to ensure the efficient delivery of services to the community. The CIP is also used to ensure that capital improvements are fiscally sound and consistent with the strategic goals and policies of the Township Board.

The projects identified in the CIP represent the Township's plan to serve residents and anticipate the needs of a growing community. Projects are guided by various development plans and policies established by the Township Board, Planning Commission, and Parks and Recreation Commission. All projects included within the CIP are reviewed and adjustments are made to existing projects arising from changes in the amount of funding required, conditions, or timeline.

Capital Planning Committee

The Capital Planning Committee (CPC) reviews policy and asset inventories, rates and weights projects, reviews funding options, clarifies any issues, and prepares and amends the CIP. The CPC coordinates the CIP development process. The CPC membership includes the following Township officials: Supervisor, Building and Grounds Committee Representative, Parks and Recreation Commission Representative, Manager, Planning Director, and Engineer.

Parks and Recreation Commission

The Parks and Recreation Commission may recommend parks projects to the CPC for inclusion in the CIP.

Building and Grounds Committee

The Building and Grounds Committee may recommend projects to the CPC for inclusion in the CIP.

Planning Commission

In accordance with the Planning Enabling Act, the Planning Commission, in consultation with the CPC, drafts the CIP and recommends the CIP to the Township Board for adoption.

Township Board

The Township Board adopts the CIP and is encouraged to use the CIP as a tool in the adoption and management of the annual budget in accordance with Board goals and objectives.

Amendments to the CIP are subject to CPC and Planning Commission review and recommendation and approval by the Township Board.

5 PLAN ADOPTION

The CIP is used to develop the capital project portion of the annual budget. Approval of the CIP by the Township Board does not mean that they grant final approval of all projects contained within the CIP. Rather by approving the CIP, the Township Board acknowledges that these projects represent a reasonable interpretation of the upcoming needs for the community and that projects contained in the first year of the CIP are suitable for inclusion in the upcoming budget. A project's funding depends upon several factors—not only its merit, but also its location, cost, funding source, and logistics. Multi-phased projects may extend over multiple years.

6 PROJECT SELECTION CRITERIA

The following criteria shall be considered in evaluating a project for inclusion in the CIP:

Support of Plans and Policies

The Strategic Plan, Master Plan, and Parks and Recreation Master Plan all provide guidance on Township priorities. The project will advance the goals and objectives of a Township plan or policy.

Regulatory Compliance

The project assists the Township in meeting a federal, state, or other regulatory mandate.

Public Safety

The project supports infrastructure needs for Township facilities and improves the overall safety of the community.

Quality of Life

The project improves the overall quality of life in the Township and makes it a favorable place to live and work.

Impact on Operational Budget

A project may affect the operating budget for the next few years or for the life of the facility. Costs associated with operating and maintaining need to be determined and evaluated. The project shall be planned and designed for cost effectiveness and efficiency.

Cost Sharing

Projects can be funded through sources other than Township funds. External funding shall be identified for a project including developer funding, grants through various agencies, and donations.

Timing/Location

The timing and location of the project is important. Projects that are near other projects or need to be completed before another one can be started have higher priority.

Coordination with other Agencies

Projects that are coordinated with other agencies (i.e., Grand Traverse County Road Commission, etc.) to create cost savings and efficiencies have higher priority.

Innovation

The Township is increasingly challenged to produce solutions to solve new problems and meet new challenges. The project will alleviate unaddressed problems and issues.

7 PROJECT DEFINITION

A project is defined as a major, nonrecurring expenditure that includes one or more of the following:

1. Any construction of a new facility (i.e., a public building, water/sanitary sewer mains, storm sewers, roadway, recreational facilities), an addition to, or extension of such a facility, provided that the cost is \$10,000 or more and that the improvement will have a useful life of three years or more.
2. Any nonrecurring rehabilitation of all or a part of a building, its grounds, a facility, or equipment, provided that the cost is \$10,000 or more and the improvement will have a useful life of three years or more.
3. Any purchase or replacement of major equipment provided that the cost is \$10,000 or more and will be coded to a capital asset account.
4. Any planning, feasibility, engineering, or design study related to an individual capital improvements project or to a program that is implemented through individual capital improvements projects provided that the cost is \$10,000 or more and will have a useful life of three years or more.
5. Any planning, feasibility, engineering, or design study costing \$25,000 or more that is not part of an individual capital improvements project or a program that is implemented through individual capital improvements projects.
6. Any acquisition of land for a public purpose, either through purchase or donation, that is not part of an individual capital improvements project or a program that is implemented through individual capital improvements projects provided that the cost is \$25,000 or more.

8 PROJECT FUNDING

Because projects involve the outlay of substantial funds, numerous sources are often necessary to provide financing over the life of the project. Most capital funding sources are earmarked for specific purposes and cannot be transferred from one capital program to another. The CIP must be prepared with some projections as to the amount of money available. The following is a summary of the funding sources that may be used for projects included in the capital improvements program.

Millages

The property tax is a millage that is one of the most important sources of Township revenue. The property tax rate is stated in mills (one dollar per \$1,000 of valuation). This rate is applied to a property's net value, following the application of all exemptions and a 50 percent equalization ratio. Millages are voter-approved taxes that are specifically earmarked for a particular purpose. The Township is authorized to utilize millages under Public Act 279 of 1909, the Home Rule Cities Act.

Special Assessments

Capital improvements that benefit specific properties, rather than the Township as a whole, may be financed more equitably by special assessment, i.e., by those who directly benefit. Local improvements often financed by this method include new street improvements (including pavement, curb and gutter, sidewalks, etc.), sanitary and storm sewers, and water mains.

Federal, State and Other Grants

The federal and state governments and various agencies and organizations make funds available to communities through numerous grants and aid programs. Some grants are tied directly to a specific program. The Township has discretion (within certain guidelines) over the expenditure of others. For the most part, the Township has no direct control over the amount of money received under these programs.

Bonds

When the Township sells bonds, purchasers are, in effect, lending the Township money. The money is repaid, with interest, from taxes or fees over the years. The logic behind issuing bonds (or “floating a bond issue”) for capital projects is that the citizens who benefit from the capital improvements over a period should help the Township pay for them.

User Fees

Fees for a permit or pass to use a service or facility. Generates revenue for a specific cause or site.

Tax Increment Financing (TIF)

Tax increment financing (TIF) is a municipal financing tool that can be used to renovate or redevelop declining areas while improving their tax base. TIF applies the increase in various state and local taxes that result from a redevelopment project to pay for project-related public improvements. Currently, the Township does not have any TIF authority.

Developer Contributions

Sometimes capital improvements are required to serve new development. Where funding is not available for the Township to construct the improvements, developers may agree to voluntarily contribute their share or to install the facilities themselves so the development can go ahead.

Water/Sewer Funding – Capital Improvement Projects

These are projects that are mandated by EGLE and include major equipment replacement, upgrades to infrastructure to accommodate system demands and/ or deficiencies.

1. Revenue Bonds. Revenue bonds are repaid through a municipality’s revenue stream or by user rates. One advantage of revenue bonds is that they do not require voter approval and can be solicited by the Township or through the County.
2. Using Existing Water/ Sewer Funds. This method does work well though because the Township has the flexibility to establish its own terms of repayment. These accounts are funded through captured benefit fees. These are a one-time capital cost charged to new customers to aid in upsizing facilities for growth and to offset the costs of major infrastructure maintenance costs. Funds captured through metered use are provided to the DPW who are the entity responsible for the day-to-day operations and maintenance of the system.
3. Drinking Water and Clean Water Revolving Loan Fund. EGLE offers a funding program that is funded through grants from the United States Environmental Protection Agency (EPA). The grants are used to fund a revolving loan fund that offers low interest loans which vary depending on the circumstances in the community.

Water/Sewer Funding – Extensions and Service Area Expansions

These are projects that are for areas that typically benefit a limited / defined area and typically limited to main extensions. The Township has taken the position to support the health, wellbeing, and environmental impacts by providing water and sewer service. The Township monitors and identifies areas of potential interest to provide expansion of such service. However, the costs to implement are imposed on those who specifically benefit and is not mandatory.

1. Special Assessment Districts. A Special Assessment District (SAD) works well when the required improvements benefit a limited number of users and do not provide a system-wide benefit or a benefit to a larger group of customers. Under a SAD, improvement costs are distributed to customers based on a defensible methodology such as front footage of the property being served. Similar to road projects, a percentage of up-front commitment by the residents is required along with public hearings.

2. Lateral Charge. This method has also been utilized but is subject to availability of Township Funds. Like SADs, they benefit from a limited and defined area and distribution costs are similar. Unlike SADs, time to complete is expedited as commitment from the residents is not necessary and payment is made upon connection.

Other Sources

The Township may identify and access other sources of funding.

9 PROJECT SUMMARY

Projects may encompass the following categories:

Project Categories

- Water System (W)
- Sanitary Sewer System (SS)
- Parks and Recreation (PR)
- Non-Motorized Facilities (NMF)
- Road Improvements (RI)
- General Expenditures: Building (GE-B), Equipment (GE-E), Information Technology (GE-IT), Other (GE-O)
- Land Acquisitions (LA)
- Stormwater Management (ST)
- Plans and Studies (PL)

Project descriptions address the needs, capacity, and circumstances of the Township. The following may be included for each capital improvement project:

Project Descriptions

- Project Title
- Project Year(s)
- Project Description/Need
- Cost Estimate
- Township Share
- Funding Sources
- Strategic Plan Goal(s)

2026-2031 Capital Improvements Plan (CIP)

The Capital Improvements Program (CIP) is intended to identify priority projects for the Township. Highest-priority projects are intended to be completed in 2026. Other projects within the CIP are targeted for future completion but may be completed if priorities change and/or funding is appropriated sooner. Project Categories: General Expenditures-Building (GE-B), General Expenditures-Equipment (GE-E), General Expenditures-Information Technology (GE-IT), General Expenditures-Other (GE-O), Road Improvements (RI), Non-Motorized Facilities (NMF), Parks and Recreation (PR), Sanitary Sewer System (SS), Water System (W), Stormwater System (SW), Plans & Studies (PL), Land Acquisitions (LA)

Project Category		Project Title	24-'25 Projects Underway	Current Budget 2026	Proposed 2027	Proposed 2028	Proposed 2029	Proposed 2030	Proposed 2031	Total Project Cost
W		McCrae PRV Replacement		\$1,050,000						\$1,050,000
W		Alternate Water Supply Feasibility Study and Preliminary Design	\$100,000							\$100,000
W		SCADA Updates - Booster Station Control Panels (DPW)	\$125,000	\$125,000	\$125,000	\$125,000				\$500,000
W		Booster Station #3 Upgrades		\$2,250,000						\$2,250,000
W		Water Tank Inspections (DPW)				\$15,000				\$15,000
W		Northwest Tank Project - Division C (Booster Station Upgrades)	\$2,400,000							\$2,400,000
W		Birmley District - Water Storage Tank / Infrastructure Expansion			\$950,000			\$5,500,000		\$6,450,000
W		McCrae Water Storage Addition and Service Area Expansion (New Booster Station)		\$2,500,000	\$8,500,000					\$11,000,000
W		Master Meter Updates with SCADA (DPW)	\$75,000							\$75,000
W		Main Extensions & Looping (Panorama, Horizon Outlet, Veterans, and Crossings)					\$2,500,000			\$2,500,000
W		Water Reliability Study		\$75,000						\$75,000
Subtotal			\$2,700,000	\$6,000,000	\$9,575,000	\$140,000	\$2,500,000	\$5,500,000	\$0	\$26,415,000
W	SS	Engineering Services / Consultation		\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	\$120,000
Subtotal				\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	\$120,000
SS		Siphon (Meijer along US-31) Replacement		\$2,500,000						\$2,500,000
SS		SCADA Updates – Pump Station Control Panels (DPW)	\$125,000	\$125,000	\$125,000	\$125,000				\$500,000
SS		Pump Station #6 Updates		\$950,000						\$950,000
SS		Misc Station Upgrades (Level Control/Meters)			\$250,000					\$250,000
SS		Sewer System Flow Monitoring / Evaluation Update			\$250,000	\$250,000				\$500,000
Subtotal			\$125,000	\$3,575,000	\$625,000	\$375,000				\$4,700,000
PR		River East Recreation Area – Amenities	\$250,000							\$250,000
PR		Grand Traverse Commons Natural Area – Red Drive Trailhead	\$15,000							\$15,000
PR		Grand Traverse Commons Natural Area – Copper Ridge Trailhead	\$100,000							\$100,000
PR		Grand Traverse Commons Natural Area - Accessible Trail Loop	\$668,100							\$668,100
PR		Boardman Valley Nature Preserve - Pickleball Courts	\$35,100							\$35,100
PR		Silver Lake Recreation Area - Pickleball Court	\$130,000							\$130,000
PR		Kids Creek Park - Oleson Pond	\$1,300							\$1,300
NMF		Barlow/Boardman Lake Loop Connector	\$564,073							\$564,073
NMF		Wyatt/Westchester Connector	\$72,136							\$72,136
NMF		Miller Creek/Boardman Valley Trail Connector			\$324,986					\$324,986
RI		Ridge View Court Special Assessment	\$100,000							\$100,000
RI		Logan Valley Road Special Assessment	\$100,000							\$100,000
RI		US-31 Traffic Signal Mast Arms	\$160,000							\$160,000
RI		Logan's Landing Median Improvements	\$43,055							\$43,055
RI		Woodmere Median Improvements	\$60,000							\$60,000
Subtotal			\$2,298,764	\$0	\$324,986	\$0	\$0	\$0	\$0	\$324,986
ANNUAL TOTAL			\$5,123,764	\$9,595,000	\$10,544,986	\$535,000	\$2,520,000	\$5,520,000	\$20,000	\$31,559,986

Water System (W)						
Project Title	Project Year(s)	Project Description / Need	Cost Estimate	Township Share	Funding Sources	Strategic Plan Goal(s)
McRae PRV Replacement	2026		\$1,050,000	\$1,050,000	Township Water Fund (50%); ARPA (50%)	TI, WQ, PS, ED
Alternate Water Supply Feasibility Study and Preliminary Design	2025		\$100,000	\$100,000	Township Water Fund	TI, WQ, PS, ED
SCADA Updates - Booster Station Control Panels (DPW)	2024 - 2028		\$500,000	\$500,000	Township Water Fund	TI, WQ, PS, ED
Booster Station #3 Upgrades	2026		\$2,250,000	\$2,250,000	Township Water Fund	TI, WQ, PS, ED
Water Tank Inspections (DPW)	2028		\$15,000	\$15,000	Township Water Fund	TI, WQ, PS, ED
Northwest Tank Project - Division C (Booster Stations)	2025		\$2,400,000	\$2,400,000	Township Water Fund	TI, WQ, PS, ED
Birmley District - Water Storage Tank / Infrastructure Expansion	2027/2030		\$6,450,000	\$6,450,000	Township Water Fund	TI, WQ, PS, ED
McCrae Water Storage Addition and Service Area Expansion (New Booster Station)	2026/2027		\$11,000,000	\$11,000,000	Township Water Fund	TI, WQ, PS, ED
Master Meter Updates with SCADA (DPW)	2025		\$75,000	\$75,000	Township Water Fund	TI, WQ, PS, ED
Main Extensions & Looping (Panorama, Horizon Outlet, Veterans, and Crossings)	2029		\$2,500,000	\$2,500,000	Township Water Fund	TI, WQ, PS, ED
Water Reliability Study	2026		\$75,000	\$75,000	Township Water Fund	TI, WQ, PS, ED
Engineering Services / Consultation for Water System / Sewer System	2026-2031	Engineering Services / Consultation provided on as-needed basis	\$120,000 (\$20,000 Annually)	\$120,000 (\$20,000 Annually)	Township Water Fund / Township Sewer Fund	TI, WQ, PS, ED
Strategic Plan Goal Key: Identity – ID, Economic Development – ED, Public Safety – PS, Parks and Trails – PT, Water Quality – WQ, Housing – HO, Transportation & Infrastructure – TI, Partnerships – PS, Fiscal Responsibility – FR.						

Sanitary Sewer System (SS)						
Project Title	Project Year(s)	Project Description / Need	Cost Estimate	Township Share	Funding Sources	Strategic Plan Goal(s)
Siphon (Meijer along US-31) Replacement	2026		\$2,500,000	\$2,500,000	Township Sewer Fund	TI, WQ, PS, ED
SCADA Updates – Pump Station Control Panels (DPW)	2025 – 2028		\$500,000	\$500,000	Township Sewer Fund/BPW	TI, WQ, PS, ED
Pump Station #6 Updates	2026		\$950,000	\$950,000	Township Sewer Fund & Cost Sharing with Blair	TI, WQ, PS, ED
Misc Station Upgrades (Level Control/Meters)	2027		\$250,000	\$250,000	Township Sewer Fund	
Sewer System Flow Monitoring / Evaluation Update	2027/2028		\$500,000	\$500,000	Township Sewer Fund	TI, WQ, PS, ED
Strategic Plan Goal Key: Identity – ID, Economic Development – ED, Public Safety – PS, Parks and Trails – PT, Water Quality – WQ, Housing – HO, Transportation & Infrastructure – TI, Partnerships – PS, Fiscal Responsibility – FR.						

Parks and Recreation (PR)

Project Title	Project Year(s)	Project Description / Need	Cost Estimate	Township Share	Funding Sources	Strategic Plan Goal(s)
River East Recreation Area – Amenities	2024	Trails, signage, and wayfinding	\$250,000	\$250,000	Township Parks Fund	ID, PT
Grand Traverse Commons Natural Area – Red Drive Trailhead	2024	Trailhead engineering and design	\$15,000	\$15,000	Township Parks Fund	ID, PT
Grand Traverse Commons Natural Area – Copper Ridge Trailhead	2024	Trailhead construction	\$100,000	\$100,000	Township Parks Fund	ID, PT
Grand Traverse Commons Natural Area - Accessible Trail Loop	2025	Trail construction	\$668,100	\$290,600	MDNR Trust Fund Grant (\$300,000), Township Parks Fund (Remainder)	ID, PT, PS
Boardman Valley Nature Preserve – Pickleball Courts	2025	Resurfacing of pickleball courts	\$35,100	\$35,100	Township Parks Fund	ID, PT
Silver Lake Recreation Area – Pickleball Court	2025	Pickleball court construction	\$130,000	\$130,000	Township Parks Fund	ID, PT
Kids Creek Park - Oleson Pond	2025	Dredging and fish restocking	\$1,300	\$1,300	Township Parks Fund	PT
Strategic Plan Goal Key: Identity – ID, Economic Development – ED, Public Safety – PS, Parks and Trails – PT, Water Quality – WQ, Housing – HO, Transportation & Infrastructure – TI, Partnerships – PS, Fiscal Responsibility – FR.						

Non-Motorized Facilities (NMF)						
Project Title	Project Year(s)	Project Description / Need	Cost Estimate	Township Share	Funding Sources	Strategic Plan Goal(s)
Barlow/Boardman Lake Loop Connector	2024	Construct a six-foot wide sidewalk along the east side of Barlow Street and the north side South Airport Road to connect the Barlow-Garfield Neighborhood with the Boardman Lake Loop Trail.	\$564,073	\$564,073	ARPA, Township General Fund	PT, PS
Wyatt/Westchester Connector	2024	Connect Barns trail with trail at Meadow Valley PUD. This non-motorized route would include both trail and on-road segments providing for a 2-mile connection between West Middle School and West Senior High School.	\$72,136	\$72,136	ARPA, Township General Fund	PT, PS
Miller Creek/Boardman Valley Trail Connector	2027	Connect Miller Creek Nature Reserve with Boardman Valley Nature Preserve	\$324,986	\$324,986	Township Parks Fund	ID, PT
Strategic Plan Goal Key: Identity – ID, Economic Development – ED, Public Safety – PS, Parks and Trails – PT, Water Quality – WQ, Housing – HO, Transportation & Infrastructure – TI, Partnerships – PS, Fiscal Responsibility – FR.						

Road Improvements (RI)						
Project Title	Project Year(s)	Project Description / Need	Cost Estimate	Township Share	Funding Sources	Strategic Plan Goal(s)
Blue Star Drive Special Assessment						TI
Jefferson Avenue Special Assessment						TI
Ridge View Court Special Assessment						TI
US-31 Traffic Signal Mast Arms	2024	Replace current traffic signals at Lowe's Drive and US-31 and Meijer Drive and US-31 with new traffic signal mast arms. Project will be done in coordination with MDOT.	\$160,000	\$160,000	ARPA	TI
Logan's Landing Median Improvements	2024	Upgrade landscaping	\$43,055	\$43,055	ARPA	ID
Woodmere Median Improvements	2024	Upgrade landscaping	\$60,000	\$60,000	ARPA	ID
Strategic Plan Goal Key: Identity – ID, Economic Development – ED, Public Safety – PS, Parks and Trails – PT, Water Quality – WQ, Housing – HO, Transportation & Infrastructure – TI, Partnerships – PS, Fiscal Responsibility – FR.						

General Expenditures:**Building (GE-B), Equipment (GE-E), Information Technology (GE-IT), Other (GE-O)**

Project Title	Project Year(s)	Project Description / Need	Cost Estimate	Township Share	Funding Sources	Strategic Plan Goal(s)
Strategic Plan Goal Key: Identity – ID, Economic Development – ED, Public Safety – PS, Parks and Trails – PT, Water Quality – WQ, Housing – HO, Transportation & Infrastructure – TI, Partnerships – PS, Fiscal Responsibility – FR.						

Land Acquisition (LA)						
Project Title	Project Year(s)	Project Description / Need	Cost Estimate	Township Share	Funding Sources	Strategic Plan Goal(s)
Strategic Plan Goal Key: Identity – ID, Economic Development – ED, Public Safety – PS, Parks and Trails – PT, Water Quality – WQ, Housing – HO, Transportation & Infrastructure – TI, Partnerships – PS, Fiscal Responsibility – FR.						

Stormwater Management (ST)

Project Title	Project Year(s)	Project Description / Need	Cost Estimate	Township Share	Funding Sources	Strategic Plan Goal(s)
Strategic Plan Goal Key: Identity – ID, Economic Development – ED, Public Safety – PS, Parks and Trails – PT, Water Quality – WQ, Housing – HO, Transportation & Infrastructure – TI, Partnerships – PS, Fiscal Responsibility – FR.						

Plans & Studies (PL)

Project Title	Project Year(s)	Project Description / Need	Cost Estimate	Township Share	Funding Sources	Strategic Plan Goal(s)
Strategic Plan Goal Key: Identity – ID, Economic Development – ED, Public Safety – PS, Parks and Trails – PT, Water Quality – WQ, Housing – HO, Transportation & Infrastructure – TI, Partnerships – PS, Fiscal Responsibility – FR.						

10 ASSET INVENTORY

The Asset Inventory is a list of all Township owned equipment and structures, including location, equipment description, age, life expectancy, replacement cost, and timing of replacement. The inventory helps with ensuring structures and equipment are in good condition and provides tool for budgeting for maintenance and replacement. Water and sanitary sewer systems are in a separate inventory and are excluded from this inventory. Inventory contains items that \$10,000 or more. Equipment categories for the inventory are as follows:

- HVAC: Heaters, furnaces, boilers, pumps, cooling units, fans, hot water heaters, air compressors
- Plumbing: Sinks, showers, toilets, urinals, water softeners, drinking fountains
- Appliances: Refrigerators, stoves, microwave ovens, garbage disposals
- Auto / Equipment: Trucks, trailers, automobiles, tractors
- Buildings: Roofing, lighting, remodeling
- Parks: Boardwalks, parking lots, fencing

[An Asset Inventory is currently being conducted by Parks/Facilities staff]



Engineering
Surveying
Testing &
Operations

7c.

123 West Front Street
Traverse City, Michigan 49684
231.946.5874 
231.946.3703 

March 19, 2025

Charter Township of Garfield
Attn: Joe McManus, Supervisor
3848 Veterans Drive Traverse City,
Michigan 49684

RE: River East Park Improvement Projects – Phase III
Status Update and Bathroom Recommendations
Project #23073

Dear Joe:

GFA has been assisting the Township over the past 4 years with planning, design and construction services to transform River East Park into an accessible year-round ADA accessible, multi-use park. The project was proposed to be constructed in multiple phases, with Phase I and II completed in 2023. To date, the park amenities include a parking lot, trail and sidewalk extensions, dog park and pavilion. GFA was authorized in 2023 to begin Phase III of the project which was intended to include installation of a year round ADA bathroom, amenities (drinking fountain), sidewalk and parking improvements.

Our scope of services included preliminary and final design, permitting, bidding and construction administration and oversight. As part of this process, the Township Board requested GFA to coordinate with Township staff related to the selection, style and type that would coordinate with the theme of the site and usage. Particular research and discussion with GFA and Township staff pertained to the bathroom and relevant attributes including: cost, construction (prefabricated vs. onsite build), maintenance, vandalism, durability, architecture, quality, usage, and size. Several options and costs were reviewed in addition to communication with manufacturers and reference check with the final selection to pursue the purchase of a prefabricated bathroom from Norwalk Concrete Industries (NCI) based out of Ohio. Once selection of this critical component of the project was complete, GFA was able to complete the remainder of the project design and permitting and solicited for bids in March 2024. To expedite the project, the Township also signed a purchase order with NCI (including 10% down payment) to begin the bathroom construction in April 2024 based upon approval from the Township Board.

As of today, March 19, 2025 Garfield Township has yet to receive signed and sealed drawings of the bathroom for use to obtain local building permits nor commitment of a fabrication date or delivery. Both GFA staff and Township staff have contacted NCI over the course of this past year to obtain updates on the project. NCI has consistently indicated delays due to back orders, staffing challenges and certification from Michigan related to their factory and need for compliance certifications. A final effort from both GFA and Township staff was made last week and today to speak with NCI to get them to commit to a deadline. Per our phone conversation, NCI acknowledged the situation, provided a realistic delivery date of late fall 2025, and agreed to issue a stop work order and reimburse back the deposit upon Township request.



Overall the lack of progress as a result of the bathroom has been time consuming and disheartening yet it was not something we could have predicted. The initial evaluation process and bathroom selection had great merit and if had come to fruition would have provided a desirable and cost effective product. But review of the lapse in time and status of the project, it is the recommendation of both GFA and Township staff to proceed with an similar product, an onsite built bathroom.

There will be an additional level of effort and costs (both design and construction) that are anticipated to be associated with this project, however with out the unexpected delays that we have experienced. Of specific note:

- a. An onsite build will afford the Township the ability to customize the bathroom and select specific hardware, accessories if desired. The prefabricated bathroom manufacturer had standard sizes, options and features as a means to mainstream and make more affordable.
- b. The prefab bathroom manufacturer as part of their standard scope was to provide signed / sealed engineering drawings, details and specifications for permitting and construction. The change to an onsite build will require GFA to provide this service including architectural, electrical, plumbing and mechanical design. We will need to update the overall plan set to include plan and section views for architectural, electrical, plumbing and mechanical along with technical specifications.

To assist with the board decision to make this change, GFA has prepared an updated cost estimate to reflect an onsite bathroom construction to replace the prefabricated bathroom cost and an additional services for GFA to perform the design services for the bathroom. Again, it is an unfortunate situation but hopeful with the boards' support, we can shift to another solution and intiate construction yet this fall. At the same time, GFA will assist Township staff to coordinate with NCI to cancel the order and request the 10% down payment reimbursement.

Thank you and appreciate the opportunity to continue to assist Garfield Township!

Jennifer Graham, PE
Gourdie Fraser

YEAR IMPLEMENTED	SITE IMPROVEMENTS	Quantity	Unit	Unit Price	Total Price	TOTALS
2021	PHASE I: PARKING & PAVILION					
	1 Mobilization	1.00	LS	\$2,000.00	\$2,000.00	
	2 Gravel Parking Area	1,200.00	SYD	\$23.00	\$27,600.00	
	3 Concrete Pad for Pavilion	550.00	SFT	\$6.00	\$3,300.00	
	4 Pavilion	550.00	SFT	\$67.60	\$37,180.00	
	5 Site Restoration and Seeding	1.00	LS	\$3,500.00	\$3,500.00	
	6 Additional Services - Pavilion Roof	1.00	LS	\$3,500.00	\$3,500.00	
	CONSTRUCTION COST					\$72,430.00
	ENGINEERING, PERMITTING, BIDDING AND CONSTRUCTION OVERSITE					\$ 16,200.00
	TOTAL CONSTRUCTION COST					\$ 88,630.00
2023	PHASE II: DOG PARKS, SIDEWALK & GENERAL SITE IMPROVEMENTS					
	1 Mobilization	1.00	LS	\$9,600.00	\$9,600.00	
	2 Clearing & Grubbing	1.00	LS	\$7,175.00	\$7,175.00	
	3 Topsoil Removal & Grading	1.00	LS	\$12,190.00	\$12,190.00	
	4 5' Tall Fence	1150.00	LF	\$57.50	\$66,125.00	
	5 4" Thick Concrete Sidewalk	2000.00	SF	\$7.90	\$15,800.00	
	6 4' Single Swing Gate	6.00	EA	\$1,000.00	\$6,000.00	
	7 8' Wide Single Swing Gate	3.00	EA	\$1,100.00	\$3,300.00	
	8 Watering Station (Including Service Line & Connection)	3.00	EA	\$7,638.00	\$22,914.00	
	9 Gravel Surface	1400.00	SF	\$1.95	\$2,730.00	
	10 Irrigation System	1.00	LS	\$20,000.00	\$20,000.00	
	11 Topsoil, Seed, & Mulch	1.00	LS	\$7,970.00	\$7,970.00	
	12 Kiosks	4.00	EA			
	13 Park Sign	1.00	EA			
	14 Trash, Recycle Bins and Animal Waste Receptacles	2.00	EA			
	15 Benches	4.00	EA			
	16 Picnic Tables	4.00	EA			
	CONSTRUCTION COST					\$171,678.90
	ENGINEERING, PERMITTING, BIDDING AND CONSTRUCTION OVERSITE					\$ 35,000.00
	TOTAL CONSTRUCTION COST					\$206,678.90
2024	PHASE III: BATHROOM, TRAIL & SIDEWALK					
	1 Mobilization	1.00	LS	\$ 9,000.00	\$ 9,000.00	
	2A Year Round Bathroom, 2 Stall Prefabricated (including install / concrete pad)	1.00	LS	\$151,525.00	\$151,525.00	
	2B Year Round Bathroom, 2 Stall Onsite Install including concrete pad	1.00	LS	\$275,000.00	\$275,000.00	
	3 Clearing & Grubbing	1.00	LS	\$3,760.00	\$3,760.00	
	4 Topsoil Removal & Grading	1.00	LS	\$8,800.00	\$8,800.00	
	5 Drive Reconstruction: Loop & Gravel Parking including milling, HMA LVSP 220#/SYD, Stripping and Signage (ADA)	190.00	TON	\$150.00	\$66,150.00	
	6 Concrete Sidewalk, 5' Wide	1,700.00	SFT	\$9.00	\$13,670.00	
	7 Onsite Drainfield & Septic Tank Improvements	1.00	LS	\$26,200.00	\$26,200.00	
	8 Bathroom Utility Connections (water / sewer / electric)	1.00	LS	\$13,590.00	\$13,590.00	
	9 Hands Free Drinking Fountain	1.00	EA	\$11,500.00	\$11,500.00	
	10 Water Treatment System - Residential	1.00	EA	\$5,000.00	\$5,000.00	
	11 Erosion Control/ Site Restoration (Topsoil, Seed and Mulch)	1.00	LS	\$16,200.00	\$16,200.00	
	2A (PREFAB) CONSTRUCTION COST					\$ 325,395.00
	2B (ONSITE) CONSTRUCTION COST					\$ 448,870.00
	2A (PREFAB BATHROOM) ENGINEERING, PERMITTING, BIDDING AND CONSTRUCTION OVERSITE					\$ 51,500.00
	2B (ONSITE BATHROOM) ENGINEERING, PERMITTING, BIDDING AND CONSTRUCTION OVERSITE					\$ 78,000.00
	2A PREFAB BATHROOM - TOTAL CONSTRUCTION COST					\$ 376,895.00
	2B ONSITE BATHROOM - TOTAL CONSTRUCTION COST					\$ 526,870.00
2025 - PROPOSED	PHASE IV: ADA TRAIL, PLAYGROUND EQUIPMENT, ADDITIONAL PARKING & POLEBARN UPDATES					
	1 Mobilization	1.00	LS	\$20,000.00	\$20,000.00	
	2 Clearing and Grubbing	2,500.00	SYD	\$5.00	\$12,500.00	
	3 Machine Grading	25.00	STA	\$1,500.00	\$37,500.00	
	4 Sand Subbase	2,500.00	CYD	\$15.00	\$37,500.00	
	5 HMA, LVSP, 8' Wide Trail, 165#/SYD	200.00	TON	\$150.00	\$30,000.00	
	6 ASTM 1951 Compliant Playground Surface	5,000.00	SFT	\$25.00	\$125,000.00	
	7 Playground Equipment	1.00	LS	\$500,000.00	\$500,000.00	
	8 Benches	4.00	EA	\$2,000.00	\$8,000.00	
	9 Polebarn updates (siding, insulation, mezzanine)	1.00	EA	\$100,000.00	\$100,000.00	
	10 Landscaping	1.00	LS	\$50,000.00	\$50,000.00	
	11 Erosion Control/ Site Restoration (Topsoil, Seed and Mulch)	1.00	LS	\$50,000.00	\$50,000.00	
	CONSTRUCTION COST					\$970,500.00
	10% CONTINGENCY					\$ 97,050.00
	ENGINEERING, PERMITTING, BIDDING AND CONSTRUCTION OVERSITE					\$ 194,100.00
	TOTAL CONSTRUCTION COST					\$ 1,164,600.00
2025- PROPOSED	PHASE V: RUSTIC TRAIL & BRIDGE					
	1 Mobilization	1.00	LS	\$40,000.00	\$40,000.00	
	2 Clearing and Grubbing	8,000.00	SYD	\$5.00	\$40,000.00	
	3 Machine Grading	90.00	STA	\$1,500.00	\$135,000.00	
	4 Sand Subbase	8,000.00	CYD	\$15.00	\$120,000.00	
	5 Nature Trail, 8' Wide, Crushed Stone	9,000.00	LFT	\$22.50	\$202,500.00	
	6 Boardwalk (Decking), 8' Wide	650.00	LFT	\$300.00	\$195,000.00	
	7 Pedestrian Bridge, 8' Wide x 60' Long	1.00	LS	\$165,000.00	\$165,000.00	
	8 Kiosk Signs	6.00	EA	\$1,500.00	\$9,000.00	
	9 Prefabricated Pedestrian Bridge, 8' Wide, including abutments	60.00	LFT	\$2,800.00	\$168,000.00	
	10 Erosion Control/ Site Restoration (Topsoil, Seed and Mulch)	1.00	LS	\$75,000.00	\$75,000.00	
	CONSTRUCTION COST					\$1,149,500.00
	10% CONTINGENCY					\$ 114,950.00
	ENGINEERING, PERMITTING, BIDDING AND CONSTRUCTION OVERSITE					\$ 229,900.00
	TOTAL CONSTRUCTION COST					\$ 1,379,400.00
	TOTAL (ALL 5 PHASES)					\$ 3,366,178.90

NOTES:

- Phase 1 was completed in 2021 and costs based upon final contract amounts. Phase 2 was completed in 2023 and costs based upon final contract amounts.
- Costs are estimated and based upon preliminary information. The actual site conditions may result in variations of unit prices or items.
- Phase 3 was solicited for bids in 2024 and costs reflected are actual bid prices. Cost of the prefabricated bathroom per the quote was \$150,000 including contractor installation.
- Phase 4 and 5 estimate is approximate and based upon 2023-2024 prices. Actual construction bids may vary significantly from this statement of probable costs due to timing of bidding, construction, changed conditions, labor rate, changes, or other factors beyond the control of the Engineer.

*Phase 3 Budget approved by the Township Board and Park / Rec in 2023 was \$347,125. Project bid in March 2024 as prefabricated bathroom with total cost including engineering fees = \$376,900



Engineering
Surveying
Testing &
Operations

123 West Front Street
Traverse City, Michigan 49684
231.946.5874 
231.946.3703 

AUTHORIZATION FOR ADDITIONAL SERVICES

GFA Project No. 23073

Additional Services No. 1

By way of this agreement between GFA and the Client/Owner named below, GFA will perform the following professional services subject to the terms and conditions of Exhibit 1 of original Agreement for Services.

CLIENT/OWNER:

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

PROJECT DESCRIPTION:

River East Park – Phase III

SERVICES TO BE PERFORMED BY GFA:

Engineering services to provide for the design, permitting and construction administration and inspection / testing related to the construction of an onsite custom-built year-round ADA bathroom facility. The facility will have two (2) unisex units and separate mechanical to include all bathroom amenities (hand dryer, racks, toilet, sink, changing station, and urinal) and associated mechanical and electrical equipment to accommodate operation for all four (4) seasons. GFA services will provide the following additional services. NOTE: The original contract was for a prefabricated bathroom of similar size and function. The unit was designed and constructed by a sole source manufacturer which included the below services (GFA was not previously provided).

Design

- **Structural Design:** GFA will provide final design calculations, cross-sections, and quantities for the bathroom facility including foundation and trusses.
- **Architectural:** Final architectural design plans, cross sections, details and technical specifications
- **Mechanical, Electrical and Plumbing:** Final design plans, details and technical specifications
- **Permitting:** Coordination with the contractor to prepare and submit Building, Mechanical, Plumbing and Electrical plans and specifications.

Construction Observation/Materials Testing

- As needed, on-site observation services will be required during construction of the bathroom as it will be built onsite. Observation staff will also be responsible for performing testing on construction materials such as concrete, asphalt, and soil density and overall observation to ensure compliance with the plans and specifications. This proposal estimates that ten (10) observation workdays / 100 hours will be required to complete the construction of the project.



Contract Administration/Construction Engineering

- CA/CE duties include preparation of contractor pay estimates, review of contractor claims, preparation of change orders (or contract modifications) as needed, and interpretation/application of conditions in the contract documents as it relates to construction of the onsite bathroom. CA/CE services also include preparing and overseeing design adjustments required due to unforeseen conditions encountered at the construction site. Preparation of construction record drawings at the conclusion of construction is also included under this work scope item.

SCHEDULE:

Design completion of June 1, 2025 with design coordination with Township staff as project progresses.
Construction Services dependent upon contractor schedule

FEE: \$26,500.00 (NOT TO EXCEED)

For authorization to proceed, please sign below, initial last page of Exhibit 1, and return copy to GFA.

GFA

CONSULTANT

Charter Township of Garfield

CLIENT/OWNER

_____	Signature	_____
Jennifer Graham, PE	Name	Joe McManus
_____	Title	_____
Director of Engineering	Title	Township Supervisor
_____	Date	_____
March 19, 2025	Date	
_____	Phone	_____
_____	Phone	
_____	Email	_____
_____	Email	
_____	QA	_____
_____	QA	

SECTION 100.1

EARNED SICK TIME

Employees shall be on the job each scheduled day of his/her respective work week, other than when excused due to vacation, or in connection with other permitted absences.

- a. Employees shall accrue earned sick time upon commencement of employment.
- b. Full-time Employees shall receive 92 hours of earned sick time annually with pay as of January 1st of each year. New employees shall receive a prorated amount in their first year of service.
- c. Part-time Employees shall accrue one hour of earned sick time for every 30 hours worked.
- d. Unused, accrued paid sick time will be carried over into the next benefit year ~~without~~ with a maximum rollover of 388 hours. However, only a maximum of 92 hours of accrued sick time can be used in a year. The use of accrued sick time beyond the maximum calendar year limit may be permitted upon request and with approval from the Township Manager.
- e. Employee will receive written notice about the Earned Sick Time Act.
- f. Employees who received sick time in a lump sum at the beginning of a calendar year shall reimburse employer the difference between what was used and what would have accrued at the time of separation.



Charter Township of Garfield

Grand Traverse County

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

JOE McMANUS
SUPERVISOR

LANIE McMANUS
CLERK

CHLOE MACOMBER
TREASURER

MOLLY AGOSTINELLI, TRUSTEE
DENISE SCHMUCKAL, TRUSTEE

LAURIE LAPP, TRUSTEE
CHUCK KORN, TRUSTEE

To: Garfield Township Board
From: Chris Barsheff, Manager
RE: Driveway Maintenance Bids – Township Hall and Silver Lake Recreation Area
Date: March 20, 2025

The purpose of this communication is to inform you that the time has come for the parking lots at the Garfield Township Hall and Silver Lake Recreation Area to be seal coated. The parking lots were last seal coated in 2021 by Black Magic with a cost of \$15,235.00. The company provided a good service with minimal disruption to the township operations. Parking lots require seal coating on average every three years.

Bids were solicited from companies to seal cracks, seal coat the parking lot areas, repaint pavement markings/lines and repair an area of the hall parking lot. Three bids were received and are summarized in the below table.

Garfield Township Hall, 3848 Veterans Drive, TC, MI 49684						
Company	Cleaning/ Edging	Crack Seal	Seal Coating	Striping	Repairs	Totals
Black Magic	\$50.00	\$1,750.00	\$3,426.00	\$1,000.00	\$600.00	\$6,826.00
Ace Seal Right	\$85.00	\$2,275.00	\$3,000.00	\$785.00	\$475.00	\$6,620.00
Picture Perfect	W/Sealing	\$1250.00	\$4,525.00	\$525.00	\$450.00	\$6750.00
Silver Lake Recreation Area, 1785 N E Silver Lake Road, TC, MI 49685						
Black Magic	\$450.00	\$3,750.00	\$8,295.00	\$1,550.00	N/A	\$14,045.00
Ace Seal Right	\$350.00	\$2,450.00	\$7,650.00	\$1,760.00	N/A	\$12,210.00
Picture Perfect	W/Sealing	\$1,025.00	\$7,775.00	\$1,270.00	N/A	\$10,070.00

Combined Properties Total Costs:

Black Magic – \$20,871.00
Ace Seal Right – \$18,355.00
Picture Perfect – \$16,820.00

It is requested that you review the quotes and make a motion to approve one of the companies to perform the work as quoted.

Respectfully,

Chris Barsheff

Black Magic Striping and Sealing LLC

P.O. Box 4255 | Traverse City, MI 49685
231-218-8709 | rachel.blackmagicasphaltsealing@gmail.com |
<https://www.blackmagicasphaltsealing.com/>

RECIPIENT:

Garfield Township Hall
1785 North East Silver Lake Road
Traverse City, Michigan 49685

Quote #3470	
Sent on	Jan 15, 2025
Total	\$14,045.00

Product/Service	Description	Qty.	Unit Price	Total
Apply Black Magic Environmentally Friendly Grade Sealer	69,125 square feet	69125	\$0.12	\$8,295.00
Power Clean	Wire Brush and High Power Blow	1	\$150.00	\$150.00
Patch Cracks	HOT rubberized crack filler heated to 400 degrees. For cracks 1/4 to 1 inch wide. FILL MAJOR CRACKS ONLY 3750 lineal feet	3750	\$1.00	\$3,750.00
Power Edge	Cut and remove overgrown grass along blacktop. This allows for the sealer to be applied to the edges of the driveway for a manicured finish.	1	\$300.00	\$300.00
Striping	119 Yellow Lines 2 Blue HTC 2 Yellow HTC 8 Blue H/C 2 Yellow Arrows	1	\$1,550.00	\$1,550.00
Barricade Access to Driveway with Black Magic Banner for 24 hours		1	\$0.00	\$0.00
			Total	\$14,045.00

Black Magic Striping and Sealing LLC

P.O. Box 4255 | Traverse City, MI 49685
231-218-8709 | rachel.blackmagicasphaltsealing@gmail.com |
<https://www.blackmagicasphaltsealing.com/>

RECIPIENT:

Garfield Township Hall

3848 Veterans Drive
Traverse City, Michigan 49684

Quote #3469	
Sent on	Jan 15, 2025
Total	\$6,826.00

Product/Service	Description	Qty.	Unit Price	Total
Apply Black Magic Environmentally Friendly Grade Sealer	28,550 square feet	28550	\$0.12	\$3,426.00
Power Clean	Wire Brush and High Power Blow	1	\$50.00	\$50.00
Patch Cracks	HOT rubberized crack filler heated to 400 degrees. For cracks 1/4 to 1 inch wide. FILL MAJOR CRACKS ONLY 1750 lineal feet	1750	\$1.00	\$1,750.00
Striping	75 Yellow Lines 3 Blue HTC 5 Blue H/C	1	\$1,000.00	\$1,000.00
Repairs	Cut out and replace asphalt in a 10x2 area where broken (by entry sign). Roll smooth	1	\$600.00	\$600.00
Barricade Access to Driveway with Black Magic Banner for 24 hours		1	\$0.00	\$0.00

Total	\$6,826.00
-------	------------

Proposal

Page# 74000 of 3450 Pages

(231) 499-8988



ACE SEAL RIGHT, LLC

10814 Elizabethtown Dr. • Interlochen, MI 49643

acesealright@gmail.com

Email dmorton@garfieldmi.gov

Phone 231-225-3158

Date 2/28/2025

PROPOSAL SUBMITTED TO Derek Morton for Silver Lake Recreation Area

STREET 1785 N E Silver Lake Rd

CITY, STATE, AND ZIP Traverse City MI 49685

ARCHITECT Kendrick Meyer

DATE OF PLANS

We hereby submit specification and estimates for:

Complete machine cleaning and edging of asphalt. \$350.00

All petroleum deposits to be degreased and treated with special oil spot primer. Yes

Apply one coat of coal tar asphalt emulsion sealer. \$7,650.00

Hot Melt Rubber Crack Repair \$2,450.00 for 3,450 ft of crack

Infrared Patchwork

Infrared Patchwork

Lines \$1,270.00 Handicap \$400.00 for (8) Arrows \$90.00

Cut and Replace

We Propose hereby to furnish material and labor - complete in accordance with the above specifications for the sum of:

Twelve thousand two hundred ten dollars and 00/100----- dollars (\$ 12,210.00)

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from the above specifications involving extra cost will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents, or delay beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workman's Compensation Insurance. If driveway is shaded, sealcoating not warranted.

Authorized Signature Kendrick Meyer

Note - this proposal may be withdrawn by us if not accepted within _____ days.

Acceptance of Proposal - The above policies, specifications, and conditions are satisfactory and hereby accepted.

You are authorized to do the work as specified. Payment will be made as outlined above.

Legal fees and court costs incurred in collection of monies owed according to this contract will be paid by the customers.

Signature

Date of Acceptance

Signature

Proposal

Page# 32500 of 3500 Pages

(231) 499-8988



ACE SEAL RIGHT, LLC

10814 Elizabethtown Dr. • Interlochen, MI 49643

acesealright@gmail.com

Email dmorton@garfieldmi.govPhone 231-225-3158Date 2/28/2025PROPOSAL SUBMITTED TO Derek Morton for Charter Township of GarfieldSTREET 3848 Veterans DrCITY, STATE, AND ZIP Traverse City MI 49684ARCHITECT Kendrick Meyer

DATE OF PLANS _____

We hereby submit specification and estimates for:

Complete machine cleaning and edging of asphalt. \$85.00All petroleum deposits to be degreased and treated with special oil spot primer. YesApply one coat of coal tar asphalt emulsion sealer. \$3,000.00Hot Melt Rubber Crack Repair \$2,275.00 for 3,500 ft of crack fill

Infrared Patchwork _____

Infrared Patchwork _____

Lines \$585.00 Handicap \$200.00 for (4) Arrows _____Cut and Replace (optional) \$475.00 for (1) 1x14 = 14 sq ft TOTAL - busted edge

We Propose hereby to furnish material and labor - complete in accordance with the above specifications for the sum of:

Six thousand one hundred forty five dollars and 00/100----- dollars (\$ 6,145.00)

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from the above specifications involving extra cost will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents, or delay beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workman's Compensation Insurance. If driveway is shaded, sealcoating not warranted.

Authorized Signature Kendrick Meyer

Note - this proposal may be withdrawn by us if not accepted within _____ days.

Acceptance of Proposal - The above policies, specifications, and conditions are satisfactory and hereby accepted.

You are authorized to do the work as specified. Payment will be made as outlined above.

Legal fees and court costs incurred in collection of monies owed according to this contract will be paid by the customers.

Signature _____

Date of Acceptance _____

Signature _____

9790 S. M37 • Buckley, MI 49620
(231) 944.9644



pictureperfectasphalt@gmail.com
www.pictureperfectasphalttraversecity.com

Billing Name:

Silver Lake Recreational Park

Address:

All Parking Lots w/in & long road from entry to Back Lot

Phone #:

Email:

Contact:

Date:

Parking Lots

1.) Seal Coat:

Contractor is to edge overgrown grass, to thoroughly clean, before applying a protective coat of commercial sealant mixed at 2# per gallon of silica sand. This will improve traction and durability. Additionally, we add diamond shield fortifier to aid in curing harder and faster, while leaving a deeper black finish.

Total square feet

73,705

SUB TOTAL

\$ 7715

2.) Hot Pour Crack Sealant:

All cracks 1/8 inch up to 2 inches will be thoroughly cleaned by ☐ blower and brush or ☒ 2200-degree crack jet before filling with rubberized crack filler for maximum adherence and to detour water invasion.

Total linear feet

All cracks 1/8 inch or larger
throughout all 3 lots & Roadway
from entry to back lot

SUB TOTAL

\$ 1025

3.) Asphalt Repair:

Contractor is to ☐ Saw Cut or ☐ Infrared Repair damaged area. The infrared process uses an infrared heating unit to heat the asphalt, softening it to a workable state, then the old material is removed with new being added, which fuses seamlessly for a watertight bond. The saw cut process removes down to the base, giving a chance to correct any substrate issues.

SUB TOTAL

\$

4.) Striping:

Contractor to clean before marking out the lines to ensure proper adhesion. Picture Perfect uses an airless striping machine for uniform lines, spraying the appropriate material for the scope of each project.

2 arrows; 157 solid line total; 137 spaces; 8 ft; 5 ft

Final payment is to be made upon completion. 18% per annum will be charged on past due invoices over 30 days.

SUB TOTAL

\$ 1270

All material is guaranteed to be as specified. All work to be completed in a workman like manner according to standard practices. Any alteration or deviation from the above specifications involving extra costs will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry necessary insurance. Our workers are fully covered by workman's compensation insurance.

Estimator:

Jason Schaub

GRAND TOTAL

\$ 10,070

Acceptance of this Estimate - The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made outlined above.

Customer Signature:

Date:

"When Only Picture Perfect Will Do!"

9790 S. M37 • Buckley, MI 49620

(231) 944.9644



pictureperfectasphalt@gmail.com
www.pictureperfectasphalttraversecity.com

Billing Name: Garfield Township HallAddress: 3848 Veterans Dr Traverse City, MI 49684Phone #: 231-941-1620

Email:

Contact: Chris Barsheld chbarsheld@garfield-
Kathleen Roan KRoan@
Lane McManus lmcmanus@

Date: 03/05/25**1.) Seal Coat:**

Contractor is to edge overgrown grass, to thoroughly clean, before applying a protective coat of commercial sealant mixed at 2# per gallon of silica sand. This will improve traction and durability. Additionally, we add diamond shield fortifier to aid in curing harder and faster, while leaving a deeper black finish.

00

Total square feet 37,837SUB TOTAL \$ 4525.**2.) Hot Pour Crack Sealant:**

All cracks 1/8 inch up to 2 inches will be thoroughly cleaned by ☐ blower and brush or ☐ 2200-degree crack jet before filling with rubberized crack filler for maximum adherence and to detour water invasion.

00

Total linear feet 1489SUB TOTAL \$ 1250**3.) Asphalt Repair:**

Contractor is to ☐ Saw Cut or ☐ Infrared Repair damaged area. The infrared process uses an infrared heating unit to heat the asphalt, softening it to a workable state, then the old material is removed with new being added, which fuses seamlessly for a watertight bond. The saw cut process removes down to the base, giving a chance to correct any substrate issues.

00

10x2 Broken edgeSUB TOTAL \$ 450**4.) Striping:**

Contractor to clean before marking out the lines to ensure proper adhesion. Picture Perfect uses an airless striping machine for uniform lines, spraying the appropriate material for the scope of each project.

00

75 spaces; B.H.'s & B.A.'s

Final payment is to be made upon completion. 18% per annum will be charged on past due invoices over 30 days.

SUB TOTAL \$ 525

All material is guaranteed to be as specified. All work to be completed in a workman like manner according to standard practices. Any alteration or deviation from the above specifications involving extra costs will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry necessary insurance. Our workers are fully covered by workman's compensation insurance.

00

Estimator: Jason SchaubGRAND TOTAL \$ 6750

Acceptance of this Estimate - The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made outlined above.

Customer Signature: _____

Date: _____

"When Only Picture Perfect Will Do!"

Google Maps

3848 Veterans Dr

B. edge
10 x 2



Imagery ©2025 Google, Imagery ©2025 Airbus, Map data ©2025 20 ft



Charter Township of Garfield

Grand Traverse County

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

JOE McMANUS
SUPERVISOR

LANIE McMANUS
CLERK

CHLOE MACOMBER
TREASURER

MOLLY AGOSTINELLI, TRUSTEE
DENISE SCHMUCKAL, TRUSTEE

LAURIE LAPP, TRUSTEE
CHUCK KORN, TRUSTEE

To: Garfield Township Board
From: Chris Barsheff, Manager
RE: Potter Road Repair Cost Share with GTCRC
Date: March 20, 2025

The purpose of this communication is to inform you that I recently met with Dan Watkins the Grand Traverse County Road Commission (GTCRC) Manager. Mr. Watkins informed me that a 1/2-mile section of Potter Road west of Garfield is deteriorating and is in need of repair. Potter Road is designated a local road and the GTCRC statutorily (Public Act 51 of 1951) cannot transfer over 50 percent of their Motor Transportation Fund (MTF) funding to use on the project. Local municipalities would need to contribute additional funds for an immediate and comprehensive correction to take place in the area.

The GTCRC estimates the total project cost to be \$500,000.00. For the roadway to be replaced at this time, Garfield and Blair Townships would need to share the costs with each contributing \$125,000.00 towards the project. Short term solutions at no cost to the townships include removing the asphalt and transitioning the road to gravel, filling existing holes with gravel, or selectively replacing asphalt sections. All short-term solutions, although not ideal would allow time for proper planning and complete funding by the GTCRC.

I have included photographs which show the road condition. I look forward to a future conversation on this matter and direction from the board.

Respectfully,

Chris Barsheff





