

**CHARTER TOWNSHIP OF GARFIELD
TOWNSHIP BOARD MEETING**

Tuesday, January 11, 2022 at 6:00pm
Garfield Township Hall
3848 Veterans Drive
Traverse City, MI 49684
Ph: (231) 941-1620

AGENDA

ORDER OF BUSINESS

**Call meeting to order
Pledge of Allegiance
Roll call of Board Members**

1. Public Comment

Public Comment Guidelines:

Any person shall be permitted to address a meeting of The Township Board, which is required to be open to the public under the provision of the Michigan Open Meetings Act, as amended. (MCLA 15.261, et.seq.) Public Comment shall be carried out in accordance with the following Board Rules and Procedures: a.) any person wishing to address the Board is requested to state his or her name and address. b.) No person shall be allowed to speak more than once on the same matter, excluding time needed to answer Township Board Member's questions. Where constrained by available time the Chairperson may limit the amount of time each person will be allowed to speak to (3) minutes. 1.) The Chairperson may at his or her own discretion, extend the amount of time any person is allowed to speak. 2.) Whenever a Group wishes to address a Committee, the Chairperson may require that the Group designate a spokesperson; the Chairperson shall control the amount of time the spokesperson shall be allowed to speak when constrained by available time.

2. Review and approval of the Agenda - Conflict of Interest

3. Consent Calendar

The purpose of the Consent calendar is to expedite business by grouping non-controversial items together to be dealt with in one Board motion without discussion. Any member of the Board, staff or the public may ask that any item on the Consent Calendar be removed there from and placed elsewhere on the Agenda for full discussion. Such requests will be automatically respected. If any item is not removed from the Consent Calendar, the action noted in parentheses on the Agenda is approved by a single Board action adopting the Consent Calendar.

a. Minutes – December 14, 2021, Regular Board Meeting
(Recommend Approval)

b. Bills -

(i) General Fund \$158,715.41
(Recommend Approval)

(ii) Gourdie-Fraser

Developer's Escrow Fund

Storm Water Reviews, Utility Plan Review, Oversight & Closeout \$28,638.00

Utility Receiving Fund 1,265.00

General Utilities 7,590.00

Total \$37,493.00

(Recommend Approval)

- c. Veteran's Exemptions Report (Receive and File)
- d. Building Department 2021 Statement of Operations and Annual Report (Receive and File)
- e. Zoning Department 2021 Activities (Receive and File)
- f. Consideration of Consumers Energy contract authorizing removal of streetlight at Cass Rd and Keystone for roundabout (Recommend Approval)
- g. Consideration of Application for Payment from Elmer's for the Cedar Run PRV Project (Recommend Approval)
- h. Consideration of Application for Payment from Elmer's for the River East Phase I Project – parking and pavilion (Recommend Approval)

4. Items removed from the Consent Calendar

5. Correspondence

- a. Silver Lake 2021 State of the Lake Report and 2022 Management Recommendations

6. Reports

- a. County Commissioner's Report
- b. Construction Report
- c. Sheriff's Report
- d. Planning Department Report for January 2022
- e. Parks and Rec Report
- f. Clerk's Report
- g. Supervisor's Report

7. Unfinished Business

- a. Consideration of approving the contract with Environmental Consulting & Technology, Inc. (ECT) for Park Planning and Design services for the Grand Traverse Commons Natural Area

8. New Business

9. Public Comment

10. Other Business

11. Adjournment

Lanie McManus, Clerk

The Garfield Township Board will provide necessary reasonable auxiliary aids and services, such as signers for hearing impaired and audio tapes of printed materials being considered at the meeting to individuals with disabilities upon the provision of reasonable advance notice to the Garfield Township Board. Individuals with disabilities requiring auxiliary aids or services should contact the Garfield Township Board by writing or calling Lanie McManus, Clerk, Ph: (231) 941-1620.

**CHARTER TOWNSHIP OF GARFIELD
TOWN BOARD MEETING
December 14, 2021**

Supervisor Chuck Korn called the Town Board Meeting to order at the Garfield Township Hall on December 14, 2021 at 6:00p.m.

Pledge of Allegiance

Roll Call of Board Members

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

Staff Present: Planning Director John Sych

1. Public Comment (6:01)

None

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

Duell moved and Barsheff seconded to approve the agenda as presented.

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

Nays: None

3. Consent Calendar (6:01)

a. Minutes

November 9, 2021 Regular Board Meeting

December 1, 2021 Special Meeting

(Recommend Approval)

b. Bills

| | | |
|------------|--------------|--------------|
| (i) | General Fund | \$478,787.02 |
|------------|--------------|--------------|

| | | |
|-------------|---------------------------|-------------|
| (ii) | Gourdie-Fraser | |
| | Developer's Escrow Fund – | |
| | Storm Water Reviews | \$ 3,400.00 |

| | | |
|--|----------------------------------|-----------|
| | Utility Plan Review, Oversight & | |
| | Closeout | 21,728.97 |

| | | |
|--|---------------------------|---------------|
| | Park Funds/DNR Trust Fund | <u>760.00</u> |
|--|---------------------------|---------------|

| | | |
|--|--|---------------------|
| | | <u>\$ 25,888.97</u> |
|--|--|---------------------|

(Recommend Approval)

**c. Resolution 2021-50-T – a resolution to amend the Budget
(Recommend Approval)**

- d. **Resolution 2021-36-T – a resolution for Adoption of Poverty/Hardship Exemption Policy (Recommend Approval)**
- e. **Resolution 2021-35-T – a resolution for approval of financial institutions the Township Treasurer will do business with in 2022 (Recommend Approval)**
- f. **Close-out and turnover documents for TCAPS Montessori – Sanitary Sewer Extension and Water Main Loop (Recommend Approval)**

Agostinelli moved and Barsheff seconded to adopt the Consent Calendar as presented.

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

4. Items Removed from the Consent Calendar

None

5. Correspondence (6:04)

- a. **Grand Traverse Conservation District October and November 2021 Reports**

6. Reports

- a. **County Commissioner’s Report (6:03)**

County Commissioner Brad Jewett said the wage study was finally completed and it will be discussed with a labor attorney. A balanced budget for 2022 will be presented tomorrow and the County sold bonds for the pension which will save \$10 million over time. He also stated that Long Lake Township would like to acquire the county owned Twin Lakes Park.

- b. **Construction Report (6:09)**

Township Engineer Jennifer Hodges stated that water service expansion to the southwest part of the township was discussed with officials of Blair township and Blair would like to collaborate with Garfield. The roof on the township hall is moving along and the lower wing has been completed at this time. She is busy doing many utility plan reviews for new projects coming to the township.

- c. **Sheriff’s Report (6:06)**

Lt. Oosse discussed statistics from November 2021. George Preston introduced himself to board members as the new CPO for Garfield Township.

d. GT Metro Fire Report (6:18)

No report

e. MMR Report (6:18)

MMR Manager Paul Owens reported that the Traverse City MMR is now fully staffed and several people are still being educated as paramedics.

f. Planning Department Monthly Report for December, PD 2021-143 (6:32)

Planner Sych briefed board members on planning commission activities in December which included Marengo 31, Premier Place, Biggby Coffee and Ashland Park. Other planning activities included beginning a MSU Urban Planning Practicum and setting up new software in the BS&A program for the Planning Department.

g. Parks and Rec Report (6:35)

Parks Steward Derek Morton reported that parks are being winterized and the parking area is now in at River East. The pavilion construction has also started at River East.

h. Personnel Committee Report (6:19)

Barsheff stated that the Families First Coronavirus Response Act expired in September of 2021. He asked the board to consider extending the act for Garfield Township employees who contract COVID and are unable to work. He proposes that the township adopt its own response act through May of 2022.

Barsheff moved to adopt language from the Families Response Act related to employee paid sick leave for COVID-19 through May 31, 2022 and make it retroactive back to September of 2021 for staff who had COVID and showed proof of having had the COVID-19 virus. McManus seconded the motion.

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

Nay: None

Barsheff stated that the township has decided not to replace Bill Mouser, but rather to have Sean Kehoe move to a full time position from a part time position.

Schmuckal moved and Barsheff seconded to move Sean Kehoe from a part time to a full time Parks and Enforcement Code position.

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

Nays: None

Barsheff also said that a staff wage increase of 6.2% was proposed and is included in the 2022 proposed budget.

i. Clerk’s Report (6:48)

The Clerk’s report was submitted in writing.

j. Supervisor’s Report (6:48)

Supervisor Korn reported that the new CPO George Preston has great experience and will fit in very well. The new Chick-fil-A is intent on a March opening and the court hearing with Goodwill Inn was postponed.

7. Unfinished Business

a. Public Hearing – Garfield Township Budgets for 2022 (General Fund, Fire Fund, Public Improvement Fund, Budget Stabilization Fund, DPW Fund, Park System Fund, Street Light Fund, and Special Assessment District Fund) (6:49)

Supervisor Korn opened the public hearing at 6:50pm and seeing no one wishing to speak, closed the public hearing.

8. New Business

a. Consideration of Amendment to the Joint Rec Authority Articles of Incorporation (6:51)

Matt Cowell is requesting that the Articles of Incorporation for the Joint Rec Authority be amended to allow flexibility in residency requirements for members.

Schmuckal moved and Barsheff seconded to adopt the proposed amendment to the Joint Rec Authority Articles of Incorporation.

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

Nays: None

b. Consideration of EGLE grant agreement and GFA engineering contract for the Cedar Run watermain extension project to service Black Bear Farms (6:54)

Twp Engineer Jennifer Hodges gave a synopsis of the EGLE Grant for the Black Bear Farms Water System Consolidation. This watermain will be fully funded by EGLE and will provide relief from the contamination issues that were present. Hodges is asking the board to authorize Supervisor Korn to sign the agreement on behalf of the township. The project will be bid out in January of 2022.

Schmuckal moved and Agostinelli seconded to authorize Supervisor Chuck Korn to sign and enter into the grant agreement between EGLE and the Charter Township of Garfield for the Black Bear Water System Consolidation.

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

Nays: None

c. Consideration of Grand Traverse Commons Natural Area – Consultant Recommendation (7:04)

Planner John Sych said that four firms have responded to an RFP for Park Design and Planning for the Commons Natural Area. After careful consideration by a committee made up of members from the Township Planning Department, the Parks Staff and the Parks and Rec Commission, Sych recommends that the board accept the proposal from Environmental Consulting and Technology, Inc. (ECT).

Agostinelli moved and Duell seconded to ACCEPT the proposal from Environmental Consulting & Technology, Inc. (ECT) to conduct park and planning design services for the Grand Traverse Commons Natural Area and direct Staff to prepare a draft contract between the Township and ECT.

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

Nays: None

d. Consideration of Resolution 2021-38-T 2022 General Fund Budget (7:09)

Schmuckal moved and Agostinelli seconded to adopt Resolution 2021-38-T 2022 General Fund Budget.

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

Nays: None

e. Consideration of Resolution 2021-39-T 2022 Fire Fund Budget (7:09)

Schmuckal moved and McManus seconded to adopt Resolution 2021-39-T 2022 Fire Fund Budget.

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

Nays: None

f. Consideration of Resolution 2021-40-T 2022 Public Improvement Road Fund Budget (7:10)

Schmuckal moved and Duell seconded to adopt Resolution 2021-40-T 2022 Public Improvement Road Fund Budget.

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

Nays: None

g. Consideration of Resolution 2021-41-T 2022 Budget Stabilization Fund Budget (7:10)

Schmuckal moved and Barsheff seconded to adopt Resolution 2021-41-T 2022 Budget Stabilization Fund Budget.

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

Nays: None

h. Consideration of Resolution 2021-42-T 2022 DPW Fund Budget (7:11)

Schmuckal moved and Macomber seconded to adopt Resolution 2021-42-T 2022 DPW Fund Budget.

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

Nays: None

i. Consideration of Resolution 2021-43-T 2022 Park System Fund Budget (7:11)

Schmuckal moved and Agostinelli seconded to adopt Resolution 2021-43-T 2022 Park System Fund Budget.

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

Nays: None

j. Consideration of Resolution 2021-44-T 2022 Street Light Fund Budget (7:11)

Schmuckal moved and Duell seconded to adopt Resolution 2021-44-T 2022 Street Light Fund Budget.

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

Nays: None

k. Consideration of Resolution 2021-45-T 2022 Special Assessment District Fund Budget (7:12)

Schmuckal moved and Macomber seconded to adopt Resolution 2021-45-T 2022 Special Assessment District Fund Budget.

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

Nays: None

l. Consideration of Resolution 2021-46-T Clerk's Salary (7:12)

Schmuckal moved and Duell seconded to adopt Resolution 2021-46-T Clerk's Salary.

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

Nays: None

m. Consideration of Resolution 2021-47-T Treasurer's Salary (7:12)

Schmuckal moved and Agostinelli seconded to adopt Resolution 2021-47-T Treasurer's Salary.

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

Nays: None

n. Consideration of Resolution 2021-48-T Supervisor's Salary (7:13)

Schmuckal moved and Barsheff seconded to approve Resolution 2021-48-T Supervisor's Salary.

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

Nays: None

o. Consideration of Resolution 2021-49-T Township Trustee's Salary (7:13)

Schmuckal moved and Macomber seconded to adopt Resolution 2021-49-T Township Trustee's Salary.

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

Nays: None

p. Consideration of Resolution 2021-37-T – Annual Exemption Option as Set Forth in 2011 Public Act 152, The Publicly Funded Health Insurance Contribution Act (7:14)

Schmuckal moved and McManus seconded to adopt Resolution 2021-37-T – Annual Exemption Option as Set Forth in 2011 Public Act

152, The Publicly Funded Health Insurance Contribution Act.

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

q. Consideration of the Township’s liability insurance renewal plan (7:17)

Agostinelli moved and Barsheff seconded to approve the insurance renewal through Michigan Township Par Plan for 2022 at a cost of \$14,086.00.

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

r. 2022 Township Board Meeting Dates (7:19)

Duell moved and Schmuckal seconded to approve the 2022 meeting dates amending the November 8, 2022 date to November 15, 2022.

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

9. Public Comment: (7:20)

None

10. Other Business (7:24)

Korn indicated that he received a letter from East Bay Township Supervisor Beth Friend regarding a development at Townline and Hammond Road. An SAD may be put into place for road improvements and Garfield Township will contribute 10% of the total cost if it is put into place.

11. Adjournment

Korn adjourned the meeting at 7:28pm.

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

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

**CHARTER TOWNSHIP OF GARFIELD
RESOLUTION 2021-35-T**

**APPROVAL OF FINANCIAL INSTITUTIONS WHICH
THE TOWNSHIP TREASURER WILL DO BUSINESS WITH IN 2022**

BE IT RESOLVED, that the Board of Trustees of the Charter Township of Garfield approves of the Township Treasurer doing business with the following financial institutions in the year 2022.

| | |
|--|-------------------------------------|
| Chase | First National Bank of America |
| 4 Front Credit Union | Northwestern Consumers Credit Union |
| Fifth Third Bank | Lake Michigan Credit Union |
| Traverse Catholic Federal Credit Union | Nicolet National Bank |
| Independent Bank | First Citizens Bank |
| First Community Bank | Credit Union One |
| TBA Credit Union | PNC Bank |
| Honor State Bank | Michigan Class |
| Team One Credit Union | MSU Federal Credit Union |
| Huntington Bank | State Savings Bank |

Moved: Molly Agostinelli

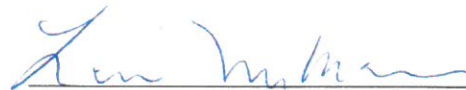
Supported: Chris Barsheff

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

Nays: None

Absent/Excused: None

The Chairman declared Resolution 2021-35-T duly adopted this 14th day of December, 2021.



Lanie McManus, Clerk
Charter Township of Garfield

CERTIFICATION

I, Lanie McManus, Clerk of the Charter Township of Garfield do hereby certify that the above is a true and correct copy of a Resolution which was adopted by the Board of Trustees for the Charter Township of Garfield on the 14th day of December, 2021.

Date: 12-15-2021



Lanie McManus, Clerk
Charter Township of Garfield

CHARTER TOWNSHIP OF GARFIELD

RESOLUTION 2021-36-T

ADOPTION OF POVERTY/HARDSHIP EXEMPTION POLICY

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

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

NOW, THEREFORE, BE IT HEREBY RESOLVED, pursuant to MCL 211.7u, that the Charter Township of Garfield, Grand Traverse County, adopts the following 2022 Poverty/Hardship Exemption Policy (attached) for the Supervisor and Board of Review to implement.

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

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

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

BE IT ALSO RESOLVED that the Board of Review shall follow the above stated policy and Garfield Township Poverty Income guidelines in granting or denying an exemption, unless the Board of Review determines there are substantial and compelling reasons why there should be a deviation from the policy and these reasons are communicated in writing to the claimant. If the Board of Review denies a Poverty/Hardship reduction, it must provide a written decision specifying the reasons for the denial to the applicant.

The foregoing resolution offered by Board Member Molly Agostinelli and supported by Board Member Chris Barsheff.

Upon roll call vote, the following voted:

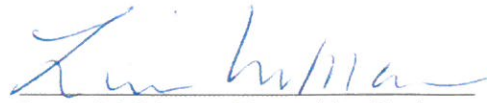
Yeas: Agostinelli, Barsheff, Macomber, McManus, Schmuckal, Duell and Korn

Nays: None

Abstain: None

Absent and Excused: None

The Chairman declared the motion carried, and Resolution 2021-36-T duly adopted.


Lanie McManus, Township Clerk

CERTIFICATE

I, Lanie McManus, the duly appointed Township Clerk, hereby certify that the foregoing constitutes a true copy of a Resolution of the Township Board for the Charter Township of Garfield, adopted during a meeting of the Charter Township of Garfield Township Board, Grand Traverse County, Michigan, held on December 14, 2021, at which meeting (7) seven members were present as indicated in said Minutes and voted as therein set forth and that all signatures affixed thereto are the genuine signatures of those so indicated, and that each signatory was duly authorized to affix his or her signature, that said meeting was held in accordance with the Open Meetings Act of the State of Michigan, and that due and proper notice of the meeting as required by law was given to the members of the Township Board, and that the Minutes of said Meeting were kept and will be and have been available as required by said Act.

Date: December 15, 2021 _____


Lanie McManus, Township Clerk

CHARTER TOWNSHIP OF GARFIELD
POVERTY/HARDSHIP EXEMPTION POLICY

The Charter Township of Garfield Board of Review will accept and evaluate applications for a principal residence (homestead) property tax exemption based on the taxpayer's inability to pay or poverty, pursuant to PA 390, 1994 (MCL 211.7u) and Garfield Township Board Resolution #2021-36-T. The applicant shall comply with the following as part of the application (attached):

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

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

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

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

Part Two requires the applicant to satisfy an Asset Test based upon the total amount of household assets. An applicant may qualify for the poverty exemption provided the applicant has no more than \$20,000 in total aggregate household assets as listed in the attached Poverty/Hardship Exemption Rules, Regulations and Asset Test.

In the event the applicant meets the foregoing two-part test, as well as all of the general guidelines of Township Board Resolution 2021-36-T and PA 390 of 1994, the applicant shall be exempted from all property taxes for the tax year in question by the Board of Review, unless the Board of Review determines there are substantial and compelling reasons why there should be a deviation from the foregoing policy and guidelines and the substantial and compelling reasons are communicated to the applicant in writing. If the Board of Review denies a Poverty/Hardship reduction, it must provide a written decision specifying the reasons for the denial to the applicant.

Adopted: December 14, 2021

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

Application for MCL 211.7u Poverty Exemption

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

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

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

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

EXHIBIT A

| PART 4: EMPLOYMENT INFORMATION — List your current employment information. | | | | | |
|---|----------------------|---------------------------|--|------------------------|----------------------------|
| Name of Employer | | | | | |
| Address of Employer | | City | State | ZIP Code | |
| Contact Person | | Employer Telephone Number | | | |
| PART 5: INCOME SOURCES | | | | | |
| List all income sources, including but not limited to: salaries, Social Security, rents, pensions, IRAs (individual retirement accounts), unemployment compensation, disability, government pensions, worker's compensation, dividends, claims and judgments from lawsuits, alimony, child support, friend or family contribution, reverse mortgage, or any other source of income, for all persons residing at the property. | | | | | |
| Source of Income | | | Monthly or Annual Income (indicate which) | | |
| | | | | | |
| | | | | | |
| | | | | | |
| PART 6: CHECKING, SAVINGS AND INVESTMENT INFORMATION | | | | | |
| List any and all savings owned by all household members, including but not limited to: checking accounts, savings accounts, postal savings, credit union shares, certificates of deposit, cash, stocks, bonds, or similar investments, for all persons residing at the property | | | | | |
| Name of Financial Institution or Investments | Amount on Deposit | Current Interest Rate | Name on Account | Value of Investment | |
| | | | | | |
| | | | | | |
| | | | | | |
| PART 7: LIFE INSURANCE — List all policies held by all household members. | | | | | |
| Name of Insured | Amount of Policy | Monthly Payments | Policy Paid in Full | Name of Beneficiary | Relationship to Insured |
| | | | | | |
| | | | | | |
| | | | | | |
| PART 8: MOTOR VEHICLE INFORMATION | | | | | |
| All motor vehicles (including motorcycles, motor homes, camper trailers, etc.) held or owned by any person residing within the household must be listed. | | | | | |
| Make | Year | Monthly Payment | Balance Owed | | |
| | | | | | |
| | | | | | |

Continue on Page 3

EXHIBIT A

| PART 9: HOUSEHOLD OCCUPANTS — List all persons living in the household. | | | | |
|---|-----|---------------------------|---------------------|----------------------------------|
| First and Last Name | Age | Relationship to Applicant | Place of Employment | \$ Contribution to Family Income |
| | | | | |
| | | | | |
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| PART 10: PERSONAL DEBT — List all personal debt for all household members. | | | | | |
|--|-----------------|--------------|------------------|-----------------|--------------|
| Creditor | Purpose of Debt | Date of Debt | Original Balance | Monthly Payment | Balance Owed |
| | | | | | |
| | | | | | |
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| PART 11: MONTHLY EXPENSE INFORMATION | | | |
|--|-------------------------|---------------------------------|------------------|
| The amount of monthly expenses related to the principal residence for each category must be listed. Indicate N/A as necessary. | | | |
| Heating | Electric | Water | Phone |
| Cable | Food | Clothing | Health Insurance |
| Garbage | Daycare | Car Expense (gas, repair, etc.) | |
| Other (type and amount) | Other (type and amount) | Other (type and amount) | |
| Other (type and amount) | Other (type and amount) | Other (type and amount) | |

EXHIBIT A

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

PART 11: POLICY AND GUIDELINES ACKNOWLEDGMENT

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

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

PART 12: CERTIFICATION

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

| Printed Name | Signature | Date |
|--------------|-----------|------|
| | | |

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

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

Michigan Tax Tribunal
PO Box 30232
Lansing MI 48909

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

Poverty Exemption Affidavit

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

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

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

Address of Principal Residence: _____

Signature of Person Making Affidavit

Date

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

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

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

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

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

EXHIBIT D

| <p>Poverty Exemption Information: MCL 211.7u (1) The principal residence of persons who, in the judgment of the supervisor and board of review, by reason of poverty, are unable to contribute toward the public charges is eligible for exemption in whole or in part from taxation under this act. [Excerpt]</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|---|--|---|----------------------|---|---|----------|----------|---|----------|----------|---|----------|----------|---|----------|----------|---|----------|----------|---|----------|----------|---|----------|----------|---|----------|----------|-------------------------|---------|---------|
| <p>Test 1: Poverty Income Guidelines</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <p>What's involved:</p> | <p>"Table 1" How much <u>INCOME</u> a person can receive per year and be eligible for the Poverty Exemption</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <p>What the Law says:</p> | <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 15%;">2022 Federal Poverty Income Guidelines</th> <th style="width: 15%;">Maximum Total Income</th> <th style="width: 70%;">Garfield Township Income Guidelines for 2022 Poverty Exemptions *</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>\$12,880</td> <td>\$15,319</td> </tr> <tr> <td>2</td> <td>\$17,420</td> <td>\$20,681</td> </tr> <tr> <td>3</td> <td>\$21,960</td> <td>\$26,043</td> </tr> <tr> <td>4</td> <td>\$26,500</td> <td>\$31,405</td> </tr> <tr> <td>5</td> <td>\$31,040</td> <td>\$36,766</td> </tr> <tr> <td>6</td> <td>\$35,580</td> <td>\$42,128</td> </tr> <tr> <td>7</td> <td>\$40,120</td> <td>\$47,490</td> </tr> <tr> <td>8</td> <td>\$44,660</td> <td>\$52,852</td> </tr> <tr> <td>each additional person:</td> <td>\$4,540</td> <td>\$5,362</td> </tr> </tbody> </table> <p>* Garfield Township's income limits are based on census data of the Median Household Income (2020 Census) for Grand Traverse County of \$63,575 divided by 2.49 (number of people per household) = \$25,532 Avg Income per person x 60% (low income guidelines for housing in Grand Traverse County)</p> <p>Note: The township board can adopt maximum income levels higher than the federal poverty guidelines. A township board can make it easier for a person to be eligible for the poverty exemption, but it cannot make it harder (by adopting lower income levels).</p> | 2022 Federal Poverty Income Guidelines | Maximum Total Income | Garfield Township Income Guidelines for 2022 Poverty Exemptions * | 1 | \$12,880 | \$15,319 | 2 | \$17,420 | \$20,681 | 3 | \$21,960 | \$26,043 | 4 | \$26,500 | \$31,405 | 5 | \$31,040 | \$36,766 | 6 | \$35,580 | \$42,128 | 7 | \$40,120 | \$47,490 | 8 | \$44,660 | \$52,852 | each additional person: | \$4,540 | \$5,362 |
| 2022 Federal Poverty Income Guidelines | Maximum Total Income | Garfield Township Income Guidelines for 2022 Poverty Exemptions * | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1 | \$12,880 | \$15,319 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 2 | \$17,420 | \$20,681 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 3 | \$21,960 | \$26,043 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 4 | \$26,500 | \$31,405 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 5 | \$31,040 | \$36,766 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 6 | \$35,580 | \$42,128 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 7 | \$40,120 | \$47,490 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 8 | \$44,660 | \$52,852 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| each additional person: | \$4,540 | \$5,362 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <p>Test 2: Asset Test (if the applicant meets the Poverty Income Guidelines)</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <p>"Table 2" Things of Value that a person can own and still be granted a Poverty Exemption</p> | <p>"Table 3" Things of Value that the BOR can consider to decide what percent exemption to grant</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <p>The law protects the applicant's residence. The home, or up to a specified amount of equity in the home, is not considered in determining the percent of the exemption the applicant may receive.</p> | <p>Every township must adopt an asset test, but no specific test is mandated by law. The township board should set a maximum asset amount - in other words, a total value of assets that will likely result in receiving a 0% exemption. This can either be a dollar amount or a percentage of total income.</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <p>In Garfield Township, in the event the applicant meets the requirements of the two-part test, as well as all of the general guidelines of the annual Township Board Resolution and PA 390 of 1994, the applicant shall be exempted from all property taxes for the year in question by the Board of Review, unless the Board of Review determines there are substantial and compelling reasons why there should be a deviation from the Township's policy and guidelines and those reasons are communicated in writing to the applicant.</p> | <p>Based on the assets listed on a poverty exemption application, the Board of Review may grant the applicant a 0% or 100% exemption.</p> <p>----- A township can consider the homestead property tax credit that the applicant is eligible for to calculate the the percentage of poverty exemption to be granted.</p> <p>----- MCL 211.7u(5): "The board of review shall follow the policy and guidelines of the local assessment unit in granting or denying an exemption under this section unless the board of review determines there are <u>substantial and compelling reasons</u> why there should be a deviation from the policy and guidelines ..."</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

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

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

EXHIBIT D

CHARTER TOWNSHIP OF GARFIELD
GRAND TRAVERSE COUNTY, MICHIGAN

RESOLUTION #2021-37-T

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

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

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

WHEREAS, the three options are as follows:

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

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

NOW, THEREFORE, BE IT RESOLVED that Board of Trustees of the Charter Township of Garfield elects to comply with the requirements of 2011 Public Act 152, the Publicly Funded Health Insurance Contribution Act, by adopting the annual Exemption Option for the medical benefit plan coverage year January 1, 2022 through December 31, 2022.

Moved: Denise Schmuckal

Supported: Lanie McManus

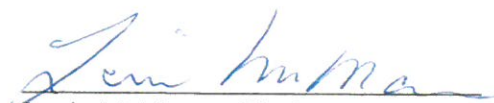
Ayes: Schmuckal, McManus, Macomber, Duell, Barsheff, Agostinelli and Korn

Nays: None

Absent and Excused: None

RESOLUTION 2021-37-T DECLARED ADOPTED.

By:

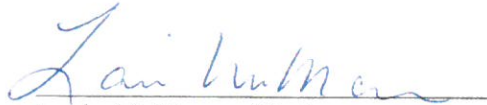


Lanie McManus, Clerk
Charter Township of Garfield

CERTIFICATE

I, Lanie McManus, Clerk of the Charter Township of Garfield, do hereby certify that the above is a true and correct copy of a Resolution 2021-37-T which was adopted by the Township Board of the Charter Township of Garfield on the 14th day of December, 2021.

Dated: 12-15-2021



Lanie McManus, Clerk
Charter Township of Garfield

CHARTER TOWNSHIP OF GARFIELD

2022 GENERAL FUND BUDGET - RESOLUTION 2021-38-T

WHEREAS, a hearing was held on December 14, 2021 on the General Fund Budget for the fiscal year 2022 for the Charter Township of Garfield.

NOW, THEREFORE, BE IT HEREBY RESOLVED, that the 2022 General Fund Budget of the Charter Township of Garfield of \$5,155,426.84 revenues and \$5,155,426.84 expenditures be approved.

Moved: Denise Schmuckal

Supported: Molly Agostinelli

to approve Resolution 2021-38-T, adopting the 2022 General Fund Budget of \$5,155,426.84 revenues and \$5,155,426.84 expenditures as appropriated.

Roll call vote:

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

Nays: None

Absent and excused: None

The Chairman declared the motion carried and Resolution 2021-38-T adopted this 14th day of December, 2021.



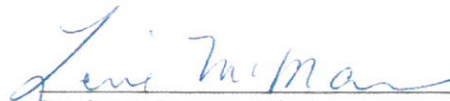
Lanie McManus, Clerk

CERTIFICATION

I, Lanie McManus, Clerk of the Charter Township of Garfield, certify the above is a true and correct copy of Resolution 2021-38-T which was adopted by the Township Board of the Charter Township of Garfield on the 14th day of December, 2021.

12-15-2021

Date



Lanie McManus, Clerk

CHARTER TOWNSHIP OF GARFIELD

2022 FIRE FUND BUDGET - RESOLUTION 2021-39-T

WHEREAS, a hearing was held on December 14, 2021 on the Fire Fund Budget for the fiscal year 2022 for the Charter Township of Garfield.

NOW, THEREFORE, BE IT HEREBY RESOLVED, that the 2022 Fire Fund Budget of the Charter Township of Garfield of \$2,456,999 revenues and \$2,456,999 expenditures be approved.

Moved: Denise Schmuckal

Supported: Lanie McManus

to approve Resolution 2021-39-T, adopting the 2022 Fire Fund Budget of \$2,456,999 revenues and \$2,456,999 expenditures as appropriated.


Roll call vote:

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

Nays: None

Absent and excused: None

The Chairman declared the motion carried and Resolution 2021-39-T adopted this 14th day of December, 2021.



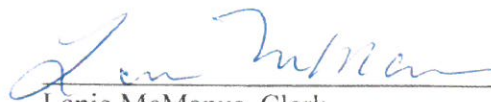
Lanie McManus, Clerk

CERTIFICATION

I, Lanie McManus, Clerk of the Charter Township of Garfield, certify the above is a true and correct copy of Resolution 2021-39-T which was adopted by the Township Board of the Charter Township of Garfield on the 14th day of December, 2021.

12-15-2021

Date



Lanie McManus, Clerk

CHARTER TOWNSHIP OF GARFIELD

2022 PUBLIC IMPROVEMENT ROAD FUND BUDGET - RESOLUTION 2021-40-T

WHEREAS, a hearing was held on December 14, 2021 on the Public Improvement Road Fund Budget for the fiscal year 2022 for the Charter Township of Garfield.

NOW, THEREFORE, BE IT HEREBY RESOLVED, that the 2022 Public Improvement Road Fund Budget of the Charter Township of Garfield of \$100,000 revenues and \$100,000 expenditures be approved.

Moved: Denise Schmuckal

Supported: Steve Duell

to approve Resolution 2021-40-T, adopting the 2022 Public Improvement Road Fund Budget of \$100,000 revenues and \$100,000 expenditures as appropriated.

Roll call vote:

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

Korn Nays: None

Absent and excused: None

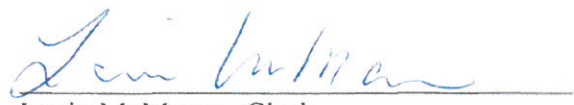
The Chairman declared the motion carried and Resolution 2021-40-T adopted this 14th day of December, 2021.


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 2021-40-T which was adopted by the Township Board of the Charter Township of Garfield on the 14th day of December, 2021.

12-15-2021
Date


Lanie McManus, Clerk

CHARTER TOWNSHIP OF GARFIELD

2022 BUDGET STABILIZATION FUND BUDGET - RESOLUTION 2021-41-T

WHEREAS, a hearing was held on December 14, 2021 on the Budget Stabilization Fund Budget for the fiscal year 2022 for the Charter Township of Garfield.

NOW, THEREFORE, BE IT HEREBY RESOLVED, that the 2022 Budget Stabilization Fund Budget of the Charter Township of Garfield of \$ 0.00 revenues and \$ 0.00 expenditures be approved.

Moved: Denise Schmuckal

Supported: Chris Barsheff

to approve Resolution 2021-41-T, adopting the 2022 Budget Stabilization Fund Budget of \$ 0.00 revenues and \$ 0.00 expenditures as appropriated.

Roll call vote:

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

Nays: None

Absent and excused: None

The Chairman declared the motion carried and Resolution 2021-41-T adopted this 14th day of December, 2021.



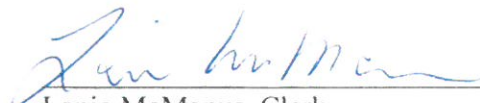
Lanie McManus, Clerk

CERTIFICATION

I, Lanie McManus, Clerk of the Charter Township of Garfield, certify the above is a true and correct copy of Resolution 2021-41-T which was adopted by the Township Board of the Charter Township of Garfield on the 14th day of December, 2021.

12-15-2021

Date



Lanie McManus, Clerk

CHARTER TOWNSHIP OF GARFIELD

2022 DPW FUND BUDGET - RESOLUTION 2021-42-T

WHEREAS, a hearing was held on December 14, 2021 on the DPW Fund Budget for the fiscal year 2022 for the Charter Township of Garfield.

NOW, THEREFORE, BE IT HEREBY RESOLVED, that the 2022 DPW Fund Budget of the Charter Township of Garfield of \$ 0.00 revenues and \$ 0.00 expenditures be approved.

Moved: Denise Schmuckal

Supported: Chloe Macomber

to approve Resolution 2021-42-T, adopting the 2022 DPW Fund Budget of \$ 0.00 revenues and \$0.00 expenditures as appropriated.

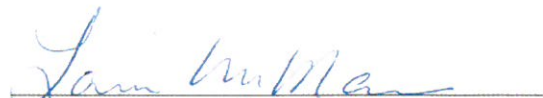
Roll call vote:

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

Nays: None

Absent and excused: None

The Chairman declared the motion carried and Resolution 2021-42-T adopted this 14th day of December, 2021.


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 2021-42-T which was adopted by the Township Board of the Charter Township of Garfield on the 14th day of December, 2021.

12-15-2021
Date


Lanie McManus, Clerk

CHARTER TOWNSHIP OF GARFIELD

2022 PARK SYSTEM FUND BUDGET - RESOLUTION 2021-43-T

WHEREAS, a hearing was held on December 14, 2021 on the Park System Fund Budget for the fiscal year 2022 for the Charter Township of Garfield.

NOW, THEREFORE, BE IT HEREBY RESOLVED, that the 2022 Park System Fund Budget of the Charter Township of Garfield of \$644,476.70 revenues and \$644,476.70 expenditures be approved.

Moved: Denise Schmuckal

Supported: Molly Agostinelli

to approve Resolution 2021-43-T, adopting the 2022 Park System Fund Budget of \$644,476.70 revenues and \$644,476.70 expenditures as appropriated.

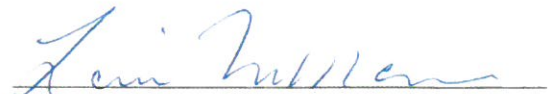
Roll call vote:

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

Nays: None

Absent and excused: None

The Chairman declared the motion carried and Resolution 2021-43-T adopted this 14th day of December, 2021.


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 201-43-T which was adopted by the Township Board of the Charter Township of Garfield on the 14th day of December, 2021.

12-15-2021
Date


Lanie McManus, Clerk

CHARTER TOWNSHIP OF GARFIELD

2022 STREET LIGHT FUND BUDGET - RESOLUTION 2021-44-T

WHEREAS, a hearing was held on December 14, 2021 on the Street Light Fund Budget for the fiscal year 2022 for the Charter Township of Garfield.

NOW, THEREFORE, BE IT HEREBY RESOLVED, that the 2022 Street Light Fund Budget of the Charter Township of Garfield of \$47,000 revenues and \$47,000 expenditures be approved.

Moved: Denise Schmuckal

Supported: Steve Duell

to approve Resolution 2021-44-T, adopting the 2022 Street Light Fund Budget of \$47,000 revenues and \$47,000 expenditures as appropriated.

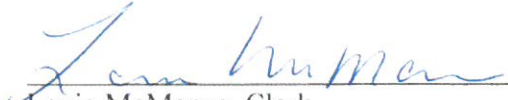
Roll call vote:

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

Nays: None

Absent and excused: None

The Chairman declared the motion carried and Resolution 2021-44-T adopted this 14th day of December, 2021.



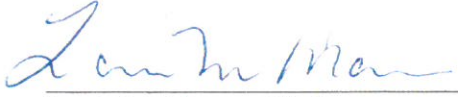
Lanie McManus, Clerk

CERTIFICATION

I, Lanie McManus, Clerk of the Charter Township of Garfield, certify the above is a true and correct copy of Resolution 2021-44-T which was adopted by the Township Board of the Charter Township of Garfield on the 14th day of December, 2021.

12-15-2021

Date



Lanie McManus, Clerk

CHARTER TOWNSHIP OF GARFIELD

2022 SPECIAL ASSESSMENT DISTRICT FUND BUDGET - RESOLUTION 2021-45-T

WHEREAS, a hearing was held on December 14, 2021 on the Special Assessment District Fund Budget for the fiscal year 2022 for the Charter Township of Garfield.

NOW, THEREFORE, BE IT HEREBY RESOLVED, that the 2022 Special Assessment District Fund Budget of the Charter Township of Garfield of \$98,000 revenues and \$98,000 expenditures be approved.

Moved: Denise Schmuckal

Supported: Chloe Macomber

to approve Resolution 2021-45-T, adopting the 2022 Special Assessment District Fund Budget of \$98,000 revenues and \$98,000 expenditures as appropriated.

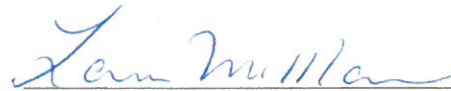
Roll call vote:

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

Nays: None

Absent and excused: None

The Chairman declared the motion carried and Resolution 2021-45-T adopted this 14th day of December, 2021.



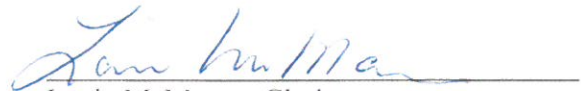
Lanie McManus, Clerk

CERTIFICATION

I, Lanie McManus, Clerk of the Charter Township of Garfield, certify the above is a true and correct copy of Resolution 2021-45-T which was adopted by the Township Board of the Charter Township of Garfield on the 14th day of December, 2021.

12-15-2021

Date



Lanie McManus, Clerk

CHARTER TOWNSHIP OF GARFIELD
GRAND TRAVERSE COUNTY, MICHIGAN

RESOLUTION #2021-46-T

RESOLUTION ADOPTING TOWNSHIP CLERK'S SALARY

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

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

NOW, THEREFORE, BE IT RESOLVED, that effective as of January 1, 2022, the salary of the office of Township Clerk shall be as follows:\$84,682.61.

Moved: Denise Schmuckal

Supported: Steve Duell

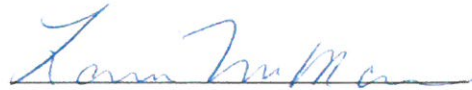
Ayes: Schmuckal, Duell, Barsheff, Agostinelli, McManus, Macomber and Korn

Nays: None

Absent and Excused: None

RESOLUTION 2021-46-T DECLARED ADOPTED.

By:



Lanie McManus, Clerk
Charter Township of Garfield

CERTIFICATE

I, Lanie McManus, Clerk of the Charter Township of Garfield, do hereby certify that the above is a true and correct copy of a Resolution which was adopted by the Township Board of the Charter Township of Garfield on the 14th day of December, 2021.

Dated:

12-15-2021



Lanie McManus, Clerk
Charter Township of Garfield

CHARTER TOWNSHIP OF GARFIELD
GRAND TRAVERSE COUNTY, MICHIGAN

RESOLUTION #2021-47-T

RESOLUTION ADOPTING TOWNSHIP TREASURER'S SALARY

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

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

NOW, THEREFORE, BE IT RESOLVED, that effective as of January 1, 2022, the salary of the office of Township Treasurer shall be as follows: \$84,682.61.

Moved: Denise Schmuckal


Supported: Molly Agostinelli

Ayes: Schmuckal, Agostinelli, Barsheff, McManus, Macomber, Duell and Korn

Nays: None

Absent and Excused: None


RESOLUTION 2021-47-T DECLARED ADOPTED.

By: 
Lanie McManus, Clerk
Charter Township of Garfield

CERTIFICATE

I, Lanie McManus, Clerk of the Charter Township of Garfield, do hereby certify that the above is a true and correct copy of a Resolution which was adopted by the Township Board of the Charter Township of Garfield on the 14th day of December, 2021.

Dated: 12-15-2021


Lanie McManus, Clerk
Charter Township of Garfield

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

RESOLUTION #2021-48-T

RESOLUTION ADOPTING TOWNSHIP SUPERVISOR'S SALARY

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

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

NOW, THEREFORE, BE IT RESOLVED, that effective as of January 1, 2022, the salary of the office of Township Supervisor shall be as follows: \$84,682.61.

Moved: Denise Schmuckal

Supported Chris Barsheff

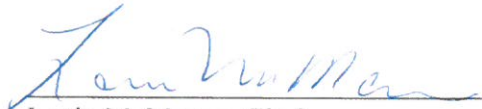
Ayes: Schmuckal, Barsheff, Duell, Agostinelli, Macomber, McManus and Korn

Nays: None

Absent and Excused: None

RESOLUTION 2021-48-T DECLARED ADOPTED.

By:

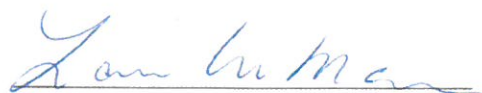


Lanie McManus, Clerk
Charter Township of Garfield

CERTIFICATE

I, Lanie McManus, Clerk of the Charter Township of Garfield, do hereby certify that the above is a true and correct copy of a Resolution which was adopted by the Township Board of the Charter Township of Garfield on the 14th day of December, 2021.

Dated: 12-15-2021



Lanie McManus, Clerk
Charter Township of Garfield

CHARTER TOWNSHIP OF GARFIELD
GRAND TRAVERSE COUNTY, MICHIGAN

RESOLUTION 2021-49-T

RESOLUTION ADOPTING TOWNSHIP TRUSTEES SALARY

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

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

NOW, THEREFORE, BE IT RESOLVED, that effective as of January 1, 2022, the salary of the office of Trustee shall be as follows:

\$350.00 per month with an additional \$250.00 per Town Board Meeting and \$125.00 for assigned meetings, including Personnel, Planning Commission, Joint Recreational Authority, Fire Board, Parks and Recreation Commission, Special Board Meetings, Study Sessions and Zoning Board of Appeals Meetings. Trustees attending educational, informational non decision making meetings for the benefit of the Township will receive \$50.00. \$100.00 per day for training or classes needed.

BE IT FURTHER RESOLVED, that this resolution supersedes Resolution 2021-03-T.

Moved: Denise Schmuckal

Supported: Chloe Macomber

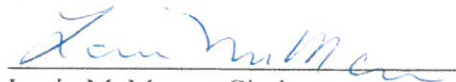
Ayes: Schmuckal, Macomber, Agostinelli, Barsheff, Duell, McManus and Korn

Nays: None

Absent and Excused: None

RESOLUTION 2021-49-T DECLARED ADOPTED.

By:



Lanie McManus, Clerk
Charter Township of Garfield

CERTIFICATE

I, Lanie McManus, Clerk of the Charter Township of Garfield, do hereby certify that the above is a true and correct copy of a Resolution which was adopted by the Township Board of the Charter Township of Garfield on the 14th day of December, 2021.

Dated: 12-15-2021



Lanie McManus, Clerk
Charter Township of Garfield

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

RESOLUTION TO AMEND THE BUDGET

RESOLUTION 2021-50-T

BE IT HEREBY RESOLVED. THAT budget amendment to increase Line Item 101-171-701.203 by \$2,000 and take it from the Fund Balance be approved.

Moved: Molly Agostinelli

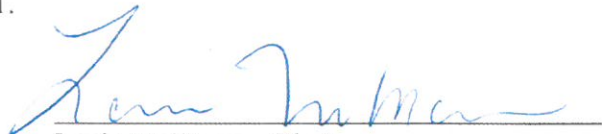
Supported: Chris Barsheff

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

Nays: None

Absent and excused: None

The Chairman, Chuck Korn, declared the motion carried and Resolution 2021-50-T adopted this 14th day of December, 2021.

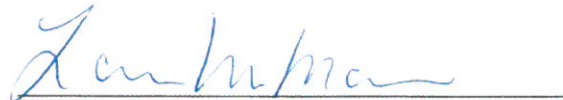


Lanie McManus, Clerk
Charter Township of Garfield

CERTIFICATION

I, Lanie McManus, Clerk of the Charter Township of Garfield, certify the above is a true and correct copy of Resolution 2021-50-T which was adopted by the Township Board of the Charter Township of Garfield on the 14th day of December, 2021.

Dated: 12-15-2021



Lanie McManus, Clerk
Charter Township of Garfield

| Check Date | Bank | Check # | Payee | Description | GL # | Amount |
|------------|------|---------|------------------------------------|------------------------------------|-----------------|-----------------|
| 12/15/2021 | GEN | 40166 | APEX SOFTWARE | SKETCHING SOFTWARE MAINT. RENEWAL | 101-258-935.015 | 705.00 |
| 12/15/2021 | GEN | 40167 | BLUE CROSS BLUE SHIELD OF MICHIGAN | EMPLOYEE HEALTH | 101-851-873.030 | 24,221.74 |
| 12/15/2021 | GEN | 40168 | CITY OF TRAVERSE CITY | 170975118686 | 101-448-920.005 | 28.34 |
| 12/15/2021 | GEN | 40169 | GARFIELD CHARTER TOWNSHIP | HSA | 101-000-237.000 | 476.13 |
| 12/15/2021 | GEN | 40170 | GFL ENVIRONMENTAL | 002114258 | 308-000-935.000 | 404.80 |
| 12/15/2021 | GEN | 40171 | GFL ENVIRONMENTAL | 002114259 | 101-265-935.604 | 96.91 |
| 12/15/2021 | GEN | 40172 | GOURDIE-FRASER, INC. | RIVER EAST PHASE I | 308-000-970.000 | 760.00 |
| 12/15/2021 | GEN | 40173 | MAPLE RIVER DIRECT MAIL | NEWSLETTER PRING / TAX MAILING | 101-101-900.000 | 1,071.00 |
| | | 40173 | | NEWSLETTER PRING / TAX MAILING | 101-253-726.000 | 732.24 |
| | | 40173 | | NEWSLETTER PRING / TAX MAILING | 101-253-726.001 | 276.12 |
| | | 40173 | | NEWSLETTER PRING / TAX MAILING | 101-253-900.000 | 772.38 |
| | | | | | | <u>2,851.74</u> |
| 12/15/2021 | GEN | 40174 | MICHIGAN STATE UNIV | CITIZEN PLANNER CLASS/ J. DOUGLASS | 101-401-960.000 | 250.00 |
| 12/15/2021 | GEN | 40175 | NMCOA TREASURER | MEMBERSHIP DUES C. STUDZINSKI | 101-371-965.000 | 100.00 |
| 12/15/2021 | GEN | 40176 | NMCOA TREASURER | MEMBERSHIP DUES R. DERKS | 101-371-965.000 | 100.00 |
| 12/15/2021 | GEN | 40177 | PREMIER OUTDOORS OF TRAVERSE CITY | FALL CLEAN UP TOWNSHIP OFFICE | 101-265-935.602 | 720.00 |
| 12/15/2021 | GEN | 40178 | RELX INC. DBA LEXISNEXIS | LEXUS NEXUS | 101-101-801.002 | 61.80 |
| 12/15/2021 | GEN | 40179 | SPECTRUM BUSINESS | INTERNET | 101-258-935.016 | 89.99 |
| 12/15/2021 | GEN | 40180 | UNITED WAY | UNITED WAY | 101-000-238.000 | 90.00 |
| 12/15/2021 | GEN | 40181 | VC3 INC. | USB HUB | 101-253-726.000 | 64.00 |
| 12/15/2021 | GEN | 40182 | VOYA INSTITUTIONAL TRUST COMPANY | DEFERRED COMP VF3202 | 101-000-227.000 | 1,150.00 |
| 12/21/2021 | GEN | 40183 | ACCIDENT FUND OF MICHIGAN | 2022 FEE | 101-851-912.002 | 6,247.00 |
| 12/21/2021 | GEN | 40184 | AFLAC | AFLAC | 101-000-227.001 | 655.23 |
| 12/21/2021 | GEN | 40185 | ANNE WENDLING | CONTRACTED SVCS | 101-101-805.000 | 90.50 |
| 12/21/2021 | GEN | 40186 | CITY OF TRAVERSE CITY | 170975-98310 | 101-448-920.005 | 10.61 |
| 12/21/2021 | GEN | 40187 | FIFTH THIRD BANK | OIL CHANGE / SUPPLIES | 101-101-726.000 | 271.99 |
| | | 40187 | | OIL CHANGE / SUPPLIES | 101-806-863.000 | 78.07 |
| | | | | | | <u>350.06</u> |
| 12/21/2021 | GEN | 40188 | FIFTH THIRD BANK | DOG SIGN / TOOLS / TREE | 308-000-935.000 | 386.74 |

3.b.(i)

CHECK DISBURSEMENT REPORT FOR CHARTER TOWNSHIP OF GARFIELD
 CHECK DATE FROM 12/09/2021 - 01/05/2022
 Banks: GEN

| Check Date | Bank | Check # | Payee | Description | GL # | Amount |
|------------|------|---------|----------------------------------|--|-----------------|-----------------|
| 12/21/2021 | GEN | 40189 | GRAND TRAVERSE COUNTY | 2021 YARD WASTE | 101-747-880.007 | 2,169.00 |
| 12/21/2021 | GEN | 40190 | ICC | 5155600 MEMBERSHIP 2022 | 101-371-965.000 | 145.00 |
| 12/21/2021 | GEN | 40191 | MUNICIPAL UNDERWRITERS OF MI | PAR PLAN 2022 | 101-851-912.001 | 14,086.00 |
| 12/21/2021 | GEN | 40192 | SUPERFLEET | GAS | 101-806-862.000 | 167.37 |
| 12/28/2021 | GEN | 40193 | CHLOE MACOMBER | MILEAGE | 101-253-860.500 | 92.18 |
| 12/28/2021 | GEN | 40194 | FIFTH THIRD BANK | 3406-ENVELOPES/CAT5 CABLE | 101-253-726.000 | 137.99 |
| | | 40194 | | 3406-ENVELOPES/CAT5 CABLE | 101-371-726.000 | 34.38 |
| | | | | | | <u>172.37</u> |
| 12/28/2021 | GEN | 40195 | FIFTH THIRD BANK | 3637-ADOBE/EDUCATION | 101-171-960.000 | 19.41 |
| | | 40195 | | 3637-ADOBE/EDUCATION | 101-258-935.015 | 648.34 |
| | | | | | | <u>667.75</u> |
| 12/28/2021 | GEN | 40196 | GARFIELD CHARTER TOWNSHIP | HSA | 101-000-237.000 | 90,000.00 |
| 12/28/2021 | GEN | 40197 | HOME DEPOT CREDIT SERVICES | SCREWS/BOLTS/PAINT/DOOR/T-POST/REFLECTIVE MA | 308-000-935.000 | 498.62 |
| 12/28/2021 | GEN | 40198 | PITNEY BOWES INC. | LEASE PAYMENT | 101-101-726.001 | 424.41 |
| 12/28/2021 | GEN | 40199 | PRINCIPAL LIFE INSURANCE COMPANY | DENTAL/LIFE | 101-851-873.030 | 1,547.16 |
| | | 40199 | | DENTAL/LIFE | 101-851-873.040 | 317.73 |
| | | | | | | <u>1,864.89</u> |
| 12/28/2021 | GEN | 40200 | ROTARY CLUB OF TRAVERSE CITY | DUES | 101-171-965.000 | 99.91 |
| 12/28/2021 | GEN | 40201 | VERIZON | PHONES | 101-265-850.000 | 247.45 |
| 12/28/2021 | GEN | 40202 | GARFIELD CHARTER TOWNSHIP | HSA | 101-000-237.000 | 476.13 |
| 12/28/2021 | GEN | 40203 | UNITED WAY | UNITED WAY | 101-000-238.000 | 90.00 |
| 12/28/2021 | GEN | 40204 | VOYA INSTITUTIONAL TRUST COMPANY | DEFERRED COMP VF3202 | 101-000-227.000 | 1,150.00 |
| 01/05/2022 | GEN | 40205 | AMY DEHAAN | MILEAGE | 101-171-860.201 | 109.59 |
| 01/05/2022 | GEN | 40206 | CHERRYLAND ELECTRIC COOP. | ELECTRIC | 101-000-084.861 | 310.76 |
| | | 40206 | | ELECTRIC | 101-265-920.603 | (1,290.68) |
| | | 40206 | | ELECTRIC | 101-448-920.005 | 808.62 |
| | | 40206 | | ELECTRIC | 308-000-935.000 | 209.23 |
| | | | | | | <u>37.93</u> |
| 01/05/2022 | GEN | 40207 | CONSUMERS ENERGY | 100018131597 | 101-448-920.005 | 29.98 |
| 01/05/2022 | GEN | 40208 | CONTEMPORARY CLEANING | CONTRACTED SERVICES | 101-265-935.603 | 1,350.00 |

User: BETTY

DB: Garfield

Bank: GEN

Check Date FROM 12/09/2021 - 01/05/2022

| Check Date | Bank | Check # | Payee | Description | GL # | Amount |
|------------|------|---------|---------------------------|--|-----------------|----------|
| 01/05/2022 | GEN | 40209 | CONTEMPORARY CLEANING | CONTRACTED SVCS | 308-000-935.000 | 450.00 |
| 01/05/2022 | GEN | 40210 | DTE ENERGY | 910020833133 | 101-265-920.601 | 1,409.67 |
| 01/05/2022 | GEN | 40211 | DTE ENERGY | 910020833257 | 101-265-920.601 | 34.99 |
| 01/05/2022 | GEN | 40212 | GRAND TRAVERSE COUNTY DPW | 5105021 | 101-265-920.602 | 143.17 |
| 01/05/2022 | GEN | 40213 | GRAND TRAVERSE COUNTY DPW | 5590511 | 308-000-935.000 | 11.50 |
| 01/05/2022 | GEN | 40214 | LANDGREEN LAWCARE | DECEMBER - ;PLOWING LOT/PATHS/TRAILS | 308-000-935.000 | 2,285.00 |
| 01/05/2022 | GEN | 40215 | NORTHERN OFFICE EQUIP | SERVICE CONTRACT 12.2021 | 101-101-726.002 | 187.49 |
| 01/05/2022 | GEN | 40216 | NORTHWOODS BUSINESS FORMS | PRINTER INK | 101-101-726.000 | 55.00 |
| | | 40216 | | PRINTER INK | 101-171-726.000 | 72.00 |
| 01/05/2022 | GEN | 40217 | PRINTING SYSTEM | W2/TAX FORMS | 101-101-726.000 | 126.75 |
| 01/05/2022 | GEN | 40218 | RELX INC. DBA LEXISNEXIS | LEGAL SVCS | 101-101-801.002 | 63.65 |
| 01/05/2022 | GEN | 40219 | STAPLES | CALENDARS, PUSH PINS, TAPE, RUBBER BANDS, MO | 101-101-726.000 | 87.02 |

TOTAL - ALL FUNDS TOTAL OF 54 CHECKS 158,715.41

--- GL TOTALS ---

| | | |
|-----------------|-------------------------------|------------|
| 101-000-084.861 | DUE FROM #861 STREET LIGHTS | 310.76 |
| 101-000-227.000 | DEFERRED COMP | 2,300.00 |
| 101-000-227.001 | AFLAC | 655.23 |
| 101-000-237.000 | HSA (FORMERLY FLEX) | 90,952.26 |
| 101-000-238.000 | UNITED WAY | 180.00 |
| 101-101-726.000 | SUPPLIES | 540.76 |
| 101-101-726.001 | POSTAGE | 424.41 |
| 101-101-726.002 | SUPPLIES - COPIER MAINTENANCE | 187.49 |
| 101-101-801.002 | LEGAL SERVICES - TOWNBOARD | 125.45 |
| 101-101-805.000 | CONTRACTED AND OTHER SERVICES | 90.50 |
| 101-101-900.000 | PRINTING & PUBLISHING | 1,071.00 |
| 101-171-726.000 | SUPPLIES | 72.00 |
| 101-171-860.201 | MILEAGE - ASSESSOR | 109.59 |
| 101-171-960.000 | EDUCATION & TRAINING | 19.41 |
| 101-171-965.000 | DUES & PUBLICATIONS | 99.91 |
| 101-253-726.000 | SUPPLIES | 934.23 |
| 101-253-860.500 | POSTAGE | 276.12 |
| 101-253-900.000 | MILEAGE - TREASURER | 92.18 |
| 101-258-935.015 | PRINTING & PUBLISHING | 772.38 |
| 101-258-935.016 | COMPUTER SUPPORT SYSTEMS | 1,353.34 |
| 101-265-850.000 | COMPUTER NETWORK | 89.99 |
| 101-265-920.601 | TELEPHONE | 247.45 |
| 101-265-920.602 | HEATING / GAS | 1,444.66 |
| 101-265-920.603 | WATER / SEWER | 143.17 |
| 101-265-935.602 | LIGHTS BUILDING | (1,290.68) |
| 101-265-935.603 | LAWN MAINTENANCE | 720.00 |
| 101-265-935.604 | CLEANING SERVICE | 1,350.00 |
| 101-371-726.000 | RUBBISH REMOVAL | 96.91 |
| | SUPPLIES | 34.38 |

| Check Date | Bank | Check # | Payee | Description | GL # | Amount |
|-----------------|------|---------|-------------------------------|-------------|-------------------|--------|
| 101-371-965.000 | | | DUES & PUBLICATIONS | | 345.00 | |
| 101-401-960.000 | | | EDUCATION & TRAINING | | 250.00 | |
| 101-448-920.005 | | | STREET LIGHTS TOWNSHIP | | 877.55 | |
| 101-747-880.007 | | | COM. PROM. - COMMUNITY AWAREN | | 2,169.00 | |
| 101-806-862.000 | | | GAS & CAR WASHES | | 167.37 | |
| 101-806-863.000 | | | OIL CHANGES | | 78.07 | |
| 101-851-873.030 | | | INSURANCE - EMPLOYEE HEALTH | | 25,768.90 | |
| 101-851-873.040 | | | INSURANCE - EMPLOYEE LIFE | | 317.73 | |
| 101-851-912.001 | | | INSURANCE - LIABILITY | | 14,086.00 | |
| 101-851-912.002 | | | INSURANCE - WORKMENS COMP. | | 6,247.00 | |
| 308-000-935.000 | | | MAINTENANCE - MISC, EQUIP | | 4,245.89 | |
| 308-000-970.000 | | | CAPITAL OUTLAY | | 760.00 | |
| | | | TOTAL | | 158,715.41 | |



Engineering
Surveying
Testing &
Operations

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

January 4, 2022

**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.
Long lake Development, Private Road, Storm Water Review, Escrow #214.851
Project# 21272 Invoice No. 2127202 880.00
2. Engineering consulting services for storm water plan review.
Action Water Sports, Escrow No. 701-000-214.867
Project# 21377 Invoice No. 2317701 880.00

Total A 1,760.00

B. Utility Plan Review, Oversight & Closeout

1. Engineering consulting services for plan review, construction services and Project Turnover
Village at Lafranier Woods SUP, Phase I
Project# 20068 Invoice No. 2006805 4,485.00
2. Engineering consulting services for plan review, construction services and Project Turnover
Oakleaf Village, Phase I Water/Sewer
Project# 20321 Invoice No. 2032103 11,400.00
3. Engineering and survey services for design, topo survey, bidding, construction services, project turnover
Chick-Fil-A, Water Main Extension, Escrow 215.824
Project# 21171 Invoice No. 2117107 5,673.00
4. Engineering plan review and overall capacity evaluation, construction services, project turnover
Bata HQ Transit, Orientated Development PUD
Project# 21334 Invoice No. 2133402 5,320.00

Total B 26,878.00

Total Developer's Escrow Fund 28,638.00

II. Utility Receiving Fund

4. Engineering and survey services for design, construction documents, administration for roof improvements
Township Hall Roof
Project# 21091 Invoice No. 2109103 1,265.00

Total Utility Receiving Fund 1,265.00

III. General Utilities

1. Engineering design, permitting, bidding, construction services for water main extension
Garfield to Long lake Township Consolidation, Water Main Extension
Project# 21391 Invoice No. 2139101 7,590.00

Total Utility Receiving Fund 7,590.00

GRAND TOTAL \$37,493.00

Invoice

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

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

December 31, 2021
Project No: 21272
Invoice No: 2127202

Re: Long Lake Development, Private Road, Storm Water Review, Escrow #214.851

Services Performed: Engineering Services for storm water review including review of plan(s), computations and specifications for compliance with Ordinance 49. The original plans were revised and a resubmission was provided on 12/03/21 Services includes review, communication with applicant / engineer and correspondence letter of final acceptance related to the second review and revision.

Professional Services from December 5, 2021 to December 31, 2021

Professional Personnel

| | Hours | Rate | Amount | |
|---------------------|--------------|---------------------------|---------------|-----------------|
| Project Engineer II | 8.00 | 110.00 | 880.00 | |
| Totals | 8.00 | | 880.00 | |
| Total Labor | | | | 880.00 |
| | | Total this Invoice | | \$880.00 |

Billings to Date

| | Current | Prior | Total |
|---------------|----------------|-----------------|-----------------|
| Labor | 880.00 | 1,672.50 | 2,552.50 |
| Totals | 880.00 | 1,672.50 | 2,552.50 |



Invoice

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

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

December 31, 2021
Project No: 21377
Invoice No: 2137701

Re: Action Water Sports, Storm Water Review, Escrow No. 701-000-214.867
Services Performed: Engineering Services for storm water review including review of plans, computations and specifications for compliance with Ordinance 49. Services includes review, communication with applicant / engineer and correspondence letter of final acceptance.

Project Location: 611 Oleson's Commerce Drive, Traverse City
Professional Services from December 5, 2021 to December 31, 2021
Professional Personnel

| | Hours | Rate | Amount | |
|---------------------|-------|---------------------------|--------|-----------------|
| Project Engineer II | 8.00 | 110.00 | 880.00 | |
| Totals | 8.00 | | 880.00 | |
| Total Labor | | | | 880.00 |
| | | Total this Invoice | | \$880.00 |

Billings to Date

| | Current | Prior | Total |
|---------------|---------------|-------------|---------------|
| Labor | 880.00 | 0.00 | 880.00 |
| Totals | 880.00 | 0.00 | 880.00 |

Invoice

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

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

January 04, 2022
 Project No: 20068
 Invoice No: 2006805

Re: Village at Lafranier Woods SUP, Phase I

Services Performed: Provide plan review, construction oversight and project close out for water main and sanitary sewer extension to service a residential housing complex located along Lafranier Road north of the intersection of Hammond Road at the intersection of Lone Tree and Zimmerman Road. Phase I includes six (6) outbuildings and one (1) main building providing 20 cottage units and 115 congregate units.

1. Engineering Review - Plan review and overall capacity evaluation to determine impact to existing water and sewer system and ability to services. Scope also include Act 399 and Part 41 permit assistance for the water main and sewer main extension.
2. Full time construction observation, water main and sanitary sewer including services, testing and walk through with DPW. Estimated services for approximately 30 days of construction, 260 hours to conduct site visits, witness testing and DPW walk through. Developer is responsible to provide record drawings and provide documentation to GFA for review.
3. Project Turnover - Review of drawing, easements and close out. Turnover documentation to township, updates to GIS and overall utility maps.

Professional Services from December 5, 2021 to December 31, 2021

Fee

| Billing Phase | Fee | Percent Complete | Earned | Previous Fee Billing | Current Fee Billing |
|---------------------------|-----------|------------------|-----------|---------------------------|---------------------|
| Engineer Review | 4,000.00 | 100.00 | 4,000.00 | 4,000.00 | 0.00 |
| Construction Observation | 19,500.00 | 34.00 | 6,630.00 | 2,145.00 | 4,485.00 |
| Proj. Turnover, Close Out | 1,750.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Total Fee | 25,250.00 | | 10,630.00 | 6,145.00 | 4,485.00 |
| | | Total Fee | | | 4,485.00 |
| | | | | Total this Invoice | \$4,485.00 |

Invoice

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

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

January 04, 2022
 Project No: 20321
 Invoice No: 2032103

Re: Oakleaf Village, Phase I Water/ Sewer Extension

Services Performed:

A-1 Engineering Review - Plan review and overall capacity evaluation to determine impact to existing water and sewer system and the ability to service. Act 399 Permit assistance for water main extension and par 41 Permit assistance for sanitary sewer main.

A-2 Construction Observation - Full time water main and sanitary sewer observation, site visits, witness testing and DPW walk through. Developer is responsible to provide record drawings and provide documentation to GFA for review..

A-3 Project Turnover - Review drawing and easements, close out and turnover documentation to township updates to GIS and overall utility maps.

B. Storm water review.

C. Private road review.

Project Location: N. Long Lake Road, Traverse City

Professional Services from December 5, 2021 to December 31, 2021

Fee

| Billing Phase | Fee | Percent Complete | Earned | Previous Fee Billing | Current Fee Billing |
|------------------------------|-----------|------------------|-----------|----------------------|---------------------|
| A. UTILITY REVIEW | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 1. Engineer Review | 4,500.00 | 100.00 | 4,500.00 | 4,500.00 | 0.00 |
| 2. Construction Observation | 28,500.00 | 82.00 | 23,370.00 | 11,970.00 | 11,400.00 |
| 3. Proj. Turnover, Close Out | 2,500.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| B. Storm Water Review | 1,800.00 | 100.00 | 1,800.00 | 1,800.00 | 0.00 |
| C. Private Road Review | 500.00 | 100.00 | 500.00 | 500.00 | 0.00 |
| Total Fee | 37,800.00 | | 30,170.00 | 18,770.00 | 11,400.00 |
| | | Total Fee | | | 11,400.00 |

| | | | | |
|---------|-------|--|---------|---------|
| Project | 20321 | GARFIELD/PLN REV,CO OB,CO/OAKLEAF VIL/GT | Invoice | 2032103 |
|---------|-------|--|---------|---------|

| | |
|---------------------------|--------------------|
| Total this Invoice | \$11,400.00 |
|---------------------------|--------------------|

Invoice

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

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

December 31, 2021
 Project No: 21171
 Invoice No: 2117107

Re: Chick-Fil-A, Water Main Extension, Escrow No. 215.824

Services Performed:

1. Engineering Review - Plan review and overall capacity evaluation to determine impact to existing water system, sewer system and storm water system for the ability to service. Act 399 Permit assistance for water main extension and par 41 Permit assistance for sanitary sewer main.
2. Construction Observation - Full time for site visits, witness testing and DPW walk through. Developer is responsible to provide record drawings and provide documentation to GFA for review.
3. Project Turnover - Review drawing and easements, close out and turnover documentation to township updates to GIS and overall utility maps.
4. Construction Observation - Watermain

Additional Services:

1. Storm water review of plans, computations, and specifications for compliance with Ordinance 49. Communication with applicant and engineer and correspondence letter of final acceptance. MDOT permit assistance and meetings related to storm infrastructure within MDOT ROW.

Project Location: 2700 US-31, M-37 North of South Airport Road, Traverse City

Professional Services from December 5, 2021 to December 31, 2021

Fee

| Billing Phase | Fee | Percent Complete | Earned | Previous Fee Billing | Current Fee Billing |
|------------------------------------|------------------|------------------|------------------|---------------------------|---------------------|
| Engineer Review | 3,500.00 | 100.00 | 3,500.00 | 3,500.00 | 0.00 |
| Construction Observation | 7,500.00 | 100.00 | 7,500.00 | 7,500.00 | 0.00 |
| Project Turnover, Close Out | 500.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Storm Water Review/MDOT ROW | 1,635.00 | 100.00 | 1,635.00 | 1,635.00 | 0.00 |
| Construction Observation/Watermain | 9,300.00 | 61.00 | 5,673.00 | 0.00 | 5,673.00 |
| Total Fee | 22,435.00 | | 18,308.00 | 12,635.00 | 5,673.00 |
| | | Total Fee | | | 5,673.00 |
| | | | | Total this Invoice | \$5,673.00 |

Invoice

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

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

December 31, 2021
Project No: 21334
Invoice No: 2133402

Re: Bata HQ Transit, Orientated Development PUD, Water & Sewer Extension Escrow

Services Performed: Engineering review for conceptual and final plan review and overall capacity evaluation to determine impact to existing water and sewer system and ability to services. Full time construction observation, water main and sanitary sewer including services, testing and walk through with DPW. Project turnover for reviewing drawings and easements, close out and turnover documentation to township and updates to GIS and overall utility maps.

Professional Services from December 5, 2021 to December 31, 2021

Fee

| Billing Phase | Fee | Percent Complete | Earned | Previous Fee Billing | Current Fee Billing |
|---------------------------|-----------|------------------|----------|----------------------|---------------------|
| Engineer Review | 9,500.00 | 75.00 | 7,125.00 | 1,805.00 | 5,320.00 |
| Construction Observation | 52,800.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Proj. Turnover, Close Out | 3,500.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Total Fee | 65,800.00 | | 7,125.00 | 1,805.00 | 5,320.00 |
| Total Fee | | | | | 5,320.00 |
| Total this Invoice | | | | | \$5,320.00 |

Invoice

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

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

December 31, 2021
Project No: 21091
Invoice No: 2109103

Re: Township Hall Roof

Services Performed: Conceptual design, final design, construction documents and construction administration for roof improvements as detailed in memo dated March 9, 2021.

Professional Services from December 5, 2021 to December 31, 2021
Fee

| Billing Phase | Fee | Percent Complete | Earned | Previous Fee Billing | Current Fee Billing |
|-------------------------------------|-----------|------------------|-----------|---------------------------|---------------------|
| Design, Construction Administration | 25,300.00 | 90.00 | 22,770.00 | 21,505.00 | 1,265.00 |
| Total Fee | 25,300.00 | | 22,770.00 | 21,505.00 | 1,265.00 |
| | | Total Fee | | | 1,265.00 |
| | | | | Total this Invoice | \$1,265.00 |



Invoice

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

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

January 04, 2022
 Project No: 21391
 Invoice No: 2139101

Re: Garfield to Long Lake Township Consolidation, Water Main Extension

Services Performed: Professional engineering services for preliminary design, permitting, final design, bidding, construction administration, construction observation, project close out and turn over for the water main extension intended to consolidate Garfield and Long lake Townships to facilitate the connection of Black Bear Farms development and future as detailed in Proposal No. 19-220 dated January 12, 2021.

Project Location: Along Cedar Run Road from Gray Road to new water storage tank.

Professional Services from December 5, 2021 to December 31, 2021

Fee

| Billing Phase | Fee | Percent Complete | Earned | Previous Fee Billing | Current Fee Billing |
|-----------------------------|-------------------|------------------|-----------------|---------------------------|---------------------|
| Preliminary Design | 33,000.00 | 23.00 | 7,590.00 | 0.00 | 7,590.00 |
| Final Design | 37,800.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Bidding Services | 5,000.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Construction Admin. | 38,500.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Construction Observation | 75,000.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Project Closeout & Turnover | 5,000.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Total Fee | 194,300.00 | | 7,590.00 | 0.00 | 7,590.00 |
| | | Total Fee | | | 7,590.00 |
| | | | | Total this Invoice | \$7,590.00 |

**Veteran's Exemptions
2013 - 2021**

12/14/2021
Amy L DeHaan, MMAO(4)
Garfield Twp. Assessor

| Parcel Number | Name | 2013 | 2014 | 2015 | 2016 | 2017 | 2018 | 2019 | 2020 | 2021 |
|------------------|------------------|------------|------------|------------|------------|------------|------------|---------------|--------------|-------------|
| | | TV | TV | TV | TV | TV | TV | TV | TV | TV |
| 28-05-014-102-00 | Weathers | \$ 48,577 | \$ 49,354 | \$ 45,836 | \$ 45,973 | \$ 46,386 | \$ 47,360 | \$ 48,496 | \$ 49,417 | \$ 50,108 |
| 28-05-016-038-00 | Tomlinson | | | \$ 50,144 | \$ 50,294 | \$ 50,746 | SOLD | | | |
| 28-05-017-014-00 | Mead | | | | | | | | \$ 18,272 | \$ 23,097 |
| 28-05-017-022-00 | Mallard | | | | | | | | | \$ 95,600 |
| 28-05-017-029-20 | Gatzke | \$ 70,604 | \$ 71,733 | \$ 72,881 | \$ 73,099 | \$ 73,756 | \$ 71,900 | \$ 73,625 | \$ 75,023 | \$ 76,073 |
| 28-05-018-005-00 | Jackson | \$ 58,309 | \$ 59,241 | \$ 60,189 | \$ 60,369 | \$ 60,912 | \$ 62,191 | \$ 63,682 | \$ 64,891 | \$ 65,799 |
| 28-05-019-012-10 | Canfield | \$ 71,229 | \$ 72,368 | \$ 73,526 | \$ 73,746 | \$ 74,409 | \$ 75,971 | \$ 77,793 | \$ 79,271 | \$ 80,380 |
| 28-05-020-017-00 | Edwardson | | | \$ 144,100 | \$ 144,532 | \$ 145,832 | \$ 143,100 | \$ 146,534 | DID NOT FILE | |
| 28-05-025-013-00 | Ludka | \$ 60,000 | \$ 60,960 | \$ 61,935 | \$ 62,121 | \$ 62,680 | \$ 63,996 | \$ 65,530 | \$ 66,775 | SOLD |
| 28-05-026-015-21 | Lautner | | | | | | \$ 62,817 | \$ 131,272 | \$ 133,766 | \$ 135,638 |
| 28-05-030-034-02 | Tester | | | \$ 101,655 | \$ 101,959 | \$ 102,876 | \$ 105,036 | \$ 107,556 | \$ 109,599 | \$ 111,133 |
| 28-05-034-001-10 | Erickson | | \$ 28,451 | \$ 82,800 | \$ 83,048 | \$ 83,795 | \$ 82,100 | \$ 84,070 | \$ 64,075 | MOVED |
| 28-05-034-017-10 | Pryor | | | | | | | \$ 44,995 | \$ 45,849 | \$ 4,204 |
| 28-05-065-021-00 | LaBonte | \$ 16,500 | \$ 16,764 | | | | | | | DBOR-Passed |
| 28-05-065-026-00 | Schichtel | | \$ 15,849 | \$ 16,102 | \$ 16,150 | \$ 16,295 | \$ 16,637 | \$ 17,036 | \$ 17,359 | \$ 17,602 |
| 28-05-075-023-00 | Burd | \$ 57,753 | \$ 58,677 | \$ 59,615 | \$ 59,793 | \$ 60,332 | \$ 61,598 | \$ 43,721 | SOLD | |
| 28-05-075-046-00 | Fernandez | | | | | | \$ 86,900 | \$ 88,985 | \$ 90,675 | \$ 91,944 |
| 28-05-079-004-00 | Curtiss | | | | | \$ 35,331 | | | \$ 78,326 | \$ 86,329 |
| 28-05-079-025-00 | Schepers | \$ 78,300 | \$ 79,552 | \$ 80,824 | \$ 19,712 | SOLD | \$ 107,700 | HAS NOT FILED | | |
| 28-05-099-014-00 | Torrnga | | | | | | | | | |
| 28-05-099-040-00 | Turnbull | | | | | | | \$ 89,955 | \$ 134,400 | \$ 126,100 |
| 28-05-102-007-00 | Nelson | | | | | \$ 15,405 | \$ 156,800 | \$ 160,563 | \$ 162,900 | \$ 165,180 |
| 28-05-102-013-00 | Connannon | | | \$ 124,465 | \$ 124,838 | \$ 125,961 | \$ 128,606 | \$ 131,692 | \$ 134,194 | \$ 136,072 |
| 28-05-106-029-10 | Walter | \$ 120,576 | \$ 122,505 | | | | | | \$ 117,805 | \$ 119,405 |
| 28-05-106-040-00 | Walters | | | \$ 68,104 | \$ 68,308 | \$ 68,922 | \$ 70,369 | \$ 72,057 | \$ 73,426 | \$ 72,900 |
| 28-05-106-052-00 | Noble | | | | | | | | | SOLD |
| 28-05-108-002-00 | Westie | | | | | | | | | DBOR |
| 28-05-108-027-10 | Ranger | | | | | | | | | DBOR |
| 28-05-109-013-00 | Noble | | | | | | | | | NEW BUILD |
| 28-05-109-036-00 | Tyrell | | | | | | | | | \$ 201,900 |
| 28-05-114-047-00 | Hyliard | | | | | | | | | \$ 193,800 |
| 28-05-120-022-00 | Dahringer/Ashman | | \$ 88,087 | \$ 89,496 | \$ 60,334 | SOLD | | | | \$ 140,800 |
| 28-05-122-025-00 | Robinson | | | | | | | | | JBOR |
| 28-05-122-045-00 | Pasco | | | | | | | | | DBOR-Purch |
| 28-05-125-055-00 | Hiler | | | | | | | \$ 41,362 | \$ 66,886 | \$ 67,822 |
| 28-05-132-010-00 | Porter | | | \$ 47,304 | \$ 38,394 | \$ 61,246 | \$ 3,940 | SOLD | \$ 54,048 | \$ 10,024 |
| 28-05-132-039-00 | Dahl | | | | | \$ 68,400 | \$ 69,836 | | | DBOR |
| 28-05-140-009-00 | Cravey | | | | | | | \$ 71,512 | \$ 72,870 | \$ 73,890 |
| 28-05-146-080-00 | McFadden | \$ 56,074 | \$ 56,971 | \$ 57,883 | \$ 58,056 | \$ 58,578 | \$ 59,808 | \$ 61,242 | \$ 62,405 | \$ 63,278 |
| 28-05-146-092-00 | Potter | \$ 60,979 | \$ 61,954 | \$ 62,945 | \$ 73,633 | \$ 74,295 | \$ 75,855 | \$ 77,675 | \$ 79,150 | \$ 80,258 |
| 28-05-149-035-00 | Lambert | | | \$ 103,121 | \$ 80,823 | SOLD | | | | |

| Parcel Number | Name | 2013 | | 2014 | | 2015 | | 2016 | | 2017 | | 2018 | | 2019 | | 2020 | | 2021 | | |
|------------------|------------------------------|--------------|--|--------------|--|---------------|--|---------------|--|---------------|--|---------------|--|---------------|--|---------------|--|---------------|--|--|
| | | TV | | TV | | TV | | TV | | TV | | TV | | TV | | TV | | TV | | |
| 28-05-149-049-00 | Anderson | | | | | | | | | | | | | | | | | | | |
| 28-05-154-135-00 | Maslowski | | | | | | | | | | | | | | | | | | | |
| 28-05-155-015-00 | Stricker | | | | | | | | | | | | | | | | | | | |
| 28-05-165-067-00 | Smith | | | | | | | | | | | | | | | | | | | |
| 28-05-176-090-00 | Block | | | | | | | | | | | | | | | | | | | |
| 28-05-188-036-00 | Mendez | | | | | | | | | | | | | | | | | | | |
| 28-05-190-017-00 | Detzler | | | | | | | | | | | | | | | | | | | |
| 28-05-223-005-00 | Torney | | | | | | | | | | | | | | | | | | | |
| 28-05-224-069-00 | Gnepper | | | | | | | | | | | | | | | | | | | |
| 28-05-235-037-00 | Reed | | | | | | | | | | | | | | | | | | | |
| 28-05-280-008-00 | Cronin | | | | | | | | | | | | | | | | | | | |
| 28-05-283-053-00 | Lampman | | | | | | | | | | | | | | | | | | | |
| 28-05-283-056-00 | Johnson | | | | | | | | | | | | | | | | | | | |
| 28-05-300-026-00 | Ray | | | | | | | | | | | | | | | | | | | |
| 28-05-305-040-00 | Hiner | | | | | | | | | | | | | | | | | | | |
| 28-05-306-046-00 | Alarcon | | | | | | | | | | | | | | | | | | | |
| 28-05-308-114-00 | Luster | | | | | | | | | | | | | | | | | | | |
| 28-05-308-126-00 | Popp | | | | | | | | | | | | | | | | | | | |
| 28-05-316-026-00 | Crandall | | | | | | | | | | | | | | | | | | | |
| 28-05-319-013-00 | Kline | | | | | | | | | | | | | | | | | | | |
| 28-05-319-030-00 | Peticolas | | | | | | | | | | | | | | | | | | | |
| 28-05-332-012-00 | Whipple | | | | | | | | | | | | | | | | | | | |
| 28-05-351-032-00 | Daugherty | | | | | | | | | | | | | | | | | | | |
| 28-05-356-008-00 | Sonnenberg | | | | | | | | | | | | | | | | | | | |
| 28-05-356-017-00 | McCall | | | | | | | | | | | | | | | | | | | |
| | # of Vet Exemptions Granted: | 18 | | 23 | | 29 | | 32 | | 34 | | 38 | | 42 | | 47 | | 52 | | |
| | Taxable Value Reduction: | \$ 1,194,717 | | \$ 1,491,724 | | \$ 2,163,951 | | \$ 2,337,218 | | \$ 2,609,460 | | \$ 3,205,944 | | \$ 3,486,832 | | \$ 4,155,551 | | \$ 5,011,527 | | |
| | Loss to Garfield: | 2,3372 | | 2,3372 | | 2,0000 | | 2,0000 | | 2,0000 | | 2,0000 | | 2,0000 | | 2,0000 | | 2,0000 | | |
| | | \$ 2,792.29 | | \$ 3,486.46 | | \$ 4,327.90 | | \$ 4,674.44 | | \$ 5,218.92 | | \$ 6,411.89 | | \$ 6,973.66 | | \$ 8,311.10 | | \$ 10,023.05 | | |
| | TOTAL Tax Loss: | 28,4715 | | 28,5667 | | 27,6502 | | 27,7619 | | 27,4810 | | 27,7135 | | 27,7027 | | 27,1276 | | 26,9863 | | |
| | | \$ 34,015.39 | | \$ 42,613.64 | | \$ 59,833.68 | | \$ 64,885.61 | | \$ 71,710.57 | | \$ 88,847.93 | | \$ 96,594.66 | | \$ 112,730.13 | | \$ 135,242.57 | | |
| | TO DATE TOTALS: Garfield | \$ 2,792.29 | | \$ 6,278.75 | | \$ 10,606.65 | | \$ 15,281.09 | | \$ 20,500.01 | | \$ 26,911.90 | | \$ 33,885.56 | | \$ 42,196.66 | | \$ 52,219.72 | | |
| | All Jurisdictions | \$ 34,015.39 | | \$ 76,629.03 | | \$ 136,462.71 | | \$ 201,348.32 | | \$ 273,058.89 | | \$ 361,906.82 | | \$ 458,501.48 | | \$ 571,231.60 | | \$ 706,474.17 | | |

DBOR-Moved

JBOR

DBOR

JBOR

Pro-rated to 6/1/21

Charter Township of Garfield

Building Department

3848 Veterans Drive

Traverse City, MI 49684

Telephone (231) 941-1620 FAX (231) 941-5783

2021 STATEMENT OF OPERATIONS

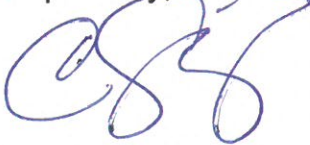
Despite the ongoing covid-19 pandemic, construction activity in 2021 was robust to say the least. It may not have been a record year, but by any statistical measure, it was one of our busiest years since the Building Department was established in 1972. In fact, it was our 2nd best year ever based on value and best year since 2002. Construction remained steady throughout 2021 and concluded with a total construction value of approximately \$67million. 2021 showed a slight increase for single family homes, but as always, commercial activity was the catalyst in construction value. It should be noted that many of our new commercial buildings are apartments, meaning a 24-unit apartment building is considered one new building.

During 2021, the Building Department reviewed, processed, and issued 268 permits, while performing over 1,200 inspections. If you would like more information regarding yearly comparisons, historical data, or a more detailed permit by category report please come in and see me.

Despite the anticipation that construction investment in Garfield Township should remain relatively strong in 2022, we cannot predict where the economy is headed, or predict any revenue projections. However, based on our history, knowledge of future projects, and the applications currently in our office, I am quite confident that construction activity in 2022 should be good again. Regardless, we will continue to emphasize exceptional customer service, communication, and public relations in order to maintain cooperative relationships.

If you have any questions, concerns, or comments regarding this report, please feel free to stop in and see me at anytime.

Respectfully,



Carl Studzinski
Building Official

attachment



Charter Township of Garfield

Grand Traverse County

3848 VETERANS DRIVE

TRAVERSE CITY, MICHIGAN 49684

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

ANNUAL REPORT- 2021

| | |
|---|--------------|
| Building Permits Issued..... | 268 |
| Value of Construction..... | \$67,152,973 |
| Building Permit Fees Collected..... | \$308,224 |
| Property Maintenance Inspection Fees Collected..... | \$0 |
| Miscellaneous Invoices: See Note..... | \$613 |
| Total Permit Revenue..... | \$308,972 |

| Item | # Of Permits | Construction Value |
|--------------------------|--------------|--------------------|
| Single Family Homes | 69 | \$16,272,939 |
| New Commercial Buildings | 22 | \$36,101,718 |
| Commercial Alterations | 39 | \$ 8,614,425 |
| Residential Alterations | 45 | \$ 2,337,593 |
| Misc. Permits (See Note) | 93 | \$ 3,826,298 |

Note:

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

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



Charter Township of Garfield

3.e.

Grand Traverse County

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

To: Charter Township of Garfield Board of Trustees

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

2021 Zoning Department Activities

Please find below the Zoning Department’s 2021 activities. These activities include permits and enforcement, as well as administrative site plan reviews, storm water reviews, and Zoning Board of Appeals cases.

Permit Activity

| | 2021 | 2020 | 2019 | 2018 | 2017 | 2016 | 2015 |
|-----------------------------------|------|------|------|------|------|------|------|
| Land Use (see table below) | 199 | 136 | 169 | 163 | 183 | 195 | 139 |
| Outdoor Sale | 4 | 3 | 10 | 19 | 20 | 27 | 22 |
| Sign | 97 | 72 | 95 | 145 | 139 | 133 | 163 |
| Total Permits Issued | 300 | 211 | 274 | 328 | 342 | 355 | 324 |

| LAND USE PERMIT type | 2021 | 2020 | 2019 | 2018 | 2017 | 2016 | 2015 |
|--|------|------|------|------|------|------|------|
| Accessory Bldgs./Structures | 44 | 30 | 12 | 15 | 23 | 40 | 23 |
| Change of Use | 1 | 0 | 3 | 6 | 3 | 8 | 13 |
| Commercial/Industrial New | 13 | 11 | 12 | 12 | 11 | 11 | 8 |
| Com/Ind Repair/Add/Alter | 23 | 10 | 10 | 11 | 19 | 18 | 10 |
| Deck | 9 | 5 | 8 | 3 | 11 | 16 | 7 |
| Earth Change/Mass Grading | 2 | 0 | 8 | 7 | 5 | 2 | 3 |
| Misc. | 6 | 6 | 11 | 17 | 23 | 14 | 17 |
| Multi Family Bldg.(inc. Duplexes) | 11 | 7 | 8 | 3 | 4 | 20 | 4 |
| Res Add/Alter/Repair | 25 | 11 | 17 | 16 | 14 | 12 | 8 |
| Single Family Dwelling | 63 | 56 | 80 | 73 | 70 | 54 | 46 |

The number of permits issued in 2021 represent a significant increase from 2020 and a return to pre-pandemic activity. Significant residential projects this year included Chelsea Park West Apartments, Oak Leaf Village Assisted Living, Village at LaFranier Woods Assisted Living, and continued buildout of Traditions PUD. Significant commercial/industrial projects in 2021 included Lake Michigan Federal Credit Union, Chick-Fil-A, two hotels along US-31, and other commercial/industrial projects throughout the township.

Ordinance Enforcement

This office received eighty-seven (87) complaints in 2021, down from ninety-four (94) complaints in 2020. A total of 170 ordinance enforcement inspections were performed throughout 2021, resulting in the issuance of seventy-three (73) Information Letters, thirty-seven (37) Violation Letters, and twelve (12) Civil Infraction Tickets. In comparison, 180 inspections were performed throughout 2020, resulting in the issuance of ninety (90) Information Letters, twenty-five (25) Violation Notices, and thirty (30) Civil Infraction Tickets. Of the eighty-seven (87) complaints received in 2021, fifty-two (52) have been resolved with the remaining being monitored due to changing conditions of the properties. In addition to the activity enumerated in this report, our Enforcement Officers routinely remove signs improperly placed in public road right-of-way and work with property owners to obtain voluntary compliance prior to issuance of letters. This office will continue to take the necessary actions in 2022 to resolve any remaining violations.

Storm Water Review

There were thirteen (13) storm water reviews conducted in 2021 by our Engineer on behalf of the department, which is down from eighteen (18) in 2020 but up from twelve (12) in 2019. The Zoning and Storm Water Ordinances require that all storm water must be maintained on the site to prevent runoff onto adjacent sites. For this review, the Township collects money in an escrow account from the developer and the Township sends the review to an engineer to verify compliance with the Ordinances. The fees charged to the Township for the review are paid out of the escrow account related to the project.

Zoning Board of Appeals (ZBA)

| ZBA Activity | 2021 | 2020 | 2019 | 2018 | 2017 | 2016 | 2015 |
|---|------|------|------|------|------|------|------|
| Cases (Interpretations, Variances, Appeals) | 1 | 0 | 5 | 2 | 6 | 6 | 4 |
| No. of Meetings Held | 2 | 1 | 5 | 4 | 4 | 6 | 6 |

The Zoning Board of Appeals (ZBA) considered one variance request in 2021. As shown in the table above, ZBA cases have decreased significantly since 2015. The purpose of the Zoning Board of Appeals is to consider all applications for interpretations, variances, and appeals and to take testimony and evidence as they may arise in the administration of the Zoning Ordinance.

Other Activities

The Zoning Office also provided fourteen (14) Zoning Compliance Letters to owners or their representatives requesting information on the zoning district, permitting information, and approval process in writing related to their properties, an increase from twelve (12) in 2020. In addition to Zoning Compliance Letters, this office also provided zoning information needed to fulfill Freedom of Information Requests received by the Township Clerk.

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

Karen Leaver

From: Chuck Korn
Sent: Thursday, December 16, 2021 2:33 PM
To: Karen Leaver
Subject: FW: GTRC Roundabout Cass Rd. and Keystone streetlight removal
Attachments: EWO THDPY22 Cass Rd and Keystone Rd ERET OHL and OHS.pdf; Form547 1059186982.pdf

Consent calendar for our next BOT meeting please.

From: Douglas W. Deyoung <Douglas.Deyoung@cmsenergy.com>
Sent: Wednesday, December 15, 2021 2:58 PM
To: John Sych <jsych@garfield-twp.com>; Chuck Korn <ckorn@garfield-twp.com>
Cc: CURTIS J. HANSEN <CURTIS.HANSEN@cmsenergy.com>; BLAKE W. WILSON <BLAKE.WILSON@cmsenergy.com>
Subject: GTRC Roundabout Cass Rd. and Keystone streetlight removal

Chuck,

The new roundabout at Keystone and Cass Road will require the removal of the streetlight at that location. Per our discussion with the road commission, the township is the actual customer of the street light and we are being asked to remove the light by a third party entity the Road Commission. The cost to remove the light is \$535. We have attached the removal document that we will need back in order to process and send an invoice for the removal. We did make it clear to the Road Commission when we met with them that we would have to bill you for the removal and you would need to seek reimbursement from them.

Please let me know if you have any other questions about the project.

Thanks

Doug

*Doug DeYoung | Community Affairs Regional Manager | Consumers Energy
 821 Hastings Street | Traverse City Michigan
 | T: 231-929-6234 | C: 231-649-4096*



“Working for People, the Planet and Michigan’s Prosperity”

[I am working remotely if you need immediate assistance please call me at 231-649-4096.](tel:231-649-4096)

*Consumers Energy is here to help your company during the Coronavirus crisis.
 Call us at 800-805-0490 to arrange a customized payment plan for your energy bill and to learn how to find additional short-term help.*

*For more information regarding Consumers Energy's response to the COVID-19 pandemic, please visit:
www.ConsumersEnergy.com/coronavirus*



**AUTHORIZATION FOR CHANGE IN
STANDARD LIGHTING CONTRACT
(COMPANY-OWNED) FORM 547**

Contract Number: 103033456148

Consumers Energy Company is authorized as of _____, by the Township of Garfield, to make changes, as listed below, in the lighting system(s) covered by the existing Standard Lighting Contract between the Company and the Township of Garfield, dated 5/1/2018.

Lighting Type:

General Unmetered Experimental Lighting Rate GU-XL

Notification Number(s):

1059186982

Construction Work Order Number(s):

Except for the changes in the lighting system(s) as herein authorized, all provisions of the aforesaid Standard Lighting Contract dated 5/1/2018 shall remain in full force and effect.

Township of Garfield

By:

(Signature)

(Printed)

Its

(Title)

This Agreement may be executed and delivered in counterparts, including by a facsimile or an electronic transmission thereof, each of which shall be deemed an original. Any document generated by the parties with respect to this Agreement, including this Agreement, may be imaged and stored electronically and introduced as evidence in any proceeding as if original business records. Neither party will object to the admissibility of such images as evidence in any proceeding on account of having been stored electronically.

RESOLUTION

RESOLVED, that it is hereby deemed advisable to authorize Consumers Energy Company to make changes in the lighting service as provided in the Standard Lighting Contract between the Company and the Township of Garfield, dated 5/1/2018, in accordance with the Authorization for Change in Standard Lighting Contract dated _____,

heretofore submitted to and considered by this commission council board ;and

RESOLVED, further, that the _____ Clerk be and are authorized to execute such authorization for change on the behalf of the Township.

STATE OF MICHIGAN
COUNTY OF Grand Traverse

I, _____, Clerk of the Township of Garfield, do hereby certify that the foregoing resolution was duly adopted by the commission council board of said municipality, at the meeting held on _____.

Dated:

Municipal Customer Type: Township

GENERAL UNMETERED EXPERIMENTAL LIGHTING RATE GU-XL

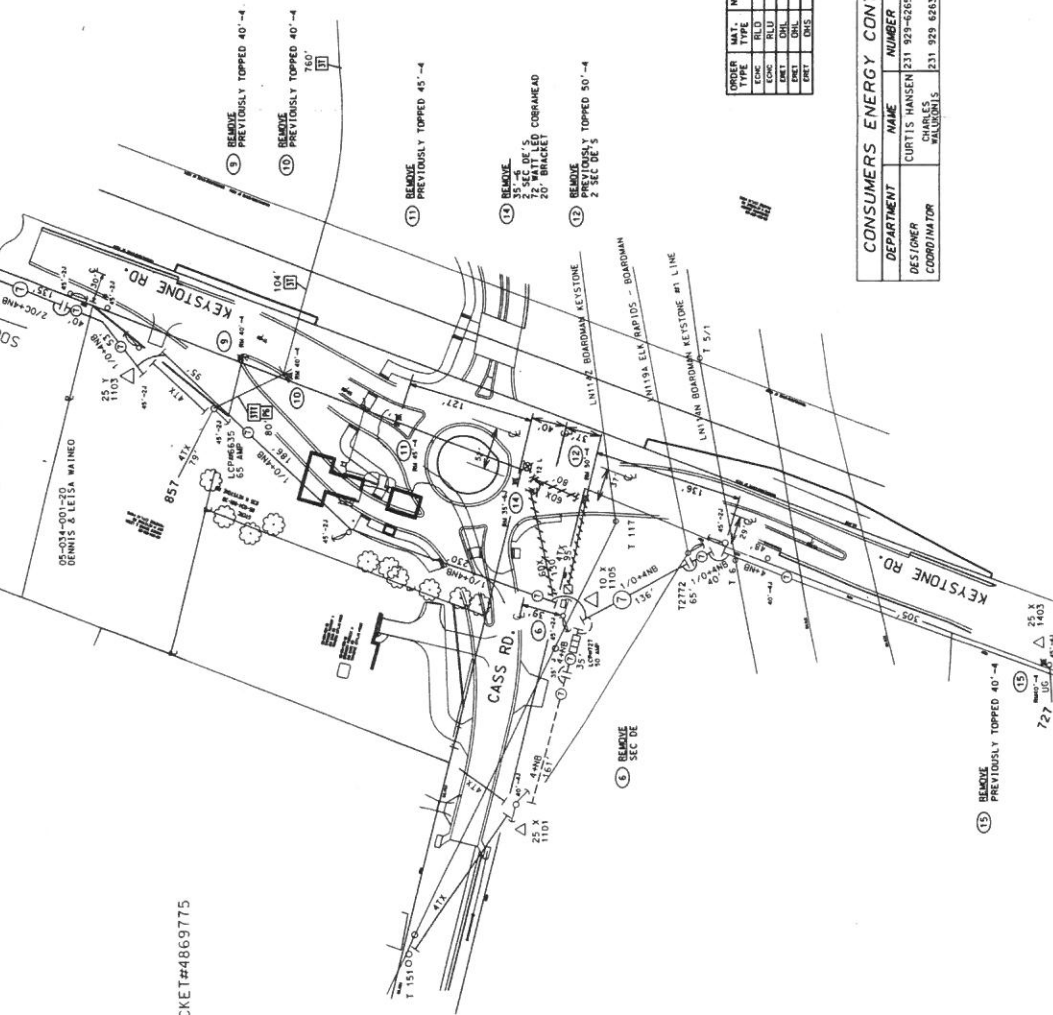
| <i>Number of Luminaires</i> | <i>Nominal Watts</i> | <i>Luminaire Type</i> | <i>Fixture Type</i> | <i>Fixture Style</i> | <i>Install Remove</i> | <i>Location</i> |
|---------------------------------|--------------------------|---------------------------|---------------------|----------------------|---------------------------|---------------------------|
| 1 | <u>72</u> | <u>LED</u> | <u>Cobrahead</u> | <u>Cutoff</u> | <u>Remove</u> | Cass Rd. and Keystone Rd. |

JOB PURPOSE STATEMENT:
 REMOVAL OF THE LAST OF C.E. FACILITIES
 FOR NEW ROUND A BOUT NOW THAT COMMUNICATIONS
 HAVE TRANSFERRED AND STREETLIGHT
 AND TRAFFIC SIGNAL ARE NO LONGER NEEDED.

GENERAL NOTES:
 POLES AT LOCATIONS 9, 10, 11, 12, & 15
 WILL NEED TO BE PULLED NOW THAT CHARTER,
 EVERSTREAM, AND GTCRC HAVE VACATED THESE POLES NJUNS PT TICKET#4869775
 ECNC RLO NOTIFICATION 1055893000

| Joint Contacts | Company Name | Contact Name | Phone Number | Reference with Verbol, LLC Y/N |
|----------------|------------------------------|--------------|--------------|--------------------------------|
| Phone | CHARTER | ONE WASH | 231 645-6876 | 4869775 |
| Other | EVERSTREAM | JAKE CHING | 616 255-6588 | 4869775 |
| | GRAND TRAVELER COMMUNICATION | | | 4869775 |

UPSTREAM PROTECTIVE DEVICE:
 LCP#5093
 LOCATED SOUTH OF
 1475 KEYSTONE RD.



| ORDER TYPE | NOTIFICATION NUMBER | SECTION NUMBER | ORDER NUMBER |
|------------|---------------------|----------------|--------------|
| ECNC | 1058803000 | 1020625 | |
| ECNC | 1058803000 | 1020625 | |
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| DEPARTMENT | NAME | NUMBER | ALTERNATE |
|-------------|---------------|--------------|--------------|
| DESIGNER | CURTIS HANSEN | 231 929-6265 | 231-489-9201 |
| COORDINATOR | CHRIS WILSON | 231 929 6263 | 231 596 3718 |

CONSTRUCTION CERTIFICATION:
 Work was performed in accordance with the plans and specifications on file at the Department of Public Works.
 All Sanitary Material Was Returned to Source.
 Signed: _____
 Date: Started _____ Completed _____
 MISS DIG NUMBER: _____ DATE: _____

UNDERGROUND LEGEND

1. 1" = 10' PLAN
 2. 1" = 10' ELEVATION
 3. 1" = 10' PLAN AND ELEVATION
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| ORDER NUMBER |
|---------------|
| TR S.27 11.34 |



Contractor's Application for Payment No. 1

| | | |
|--|---|---|
| Application Period: 11/01/2021 - 11/30/2021 From (Contractor): HLMERS CRANE AND DOZER Contractor Address: 3600 RENNIE SCHOOL RD TRAVERSE CITY, MI 49685 Contractor's Project No.: 510243 | Application Date: 12/28/2021 Via (Engineer): GOURDIE-PRASHER, INC. Engineer Address: 123 W FRONT STREET TRAVERSE CITY, MI 49684 Engineer's Project No.: 19135 | To (Owner): GARFIELD TOWNSHIP Project: CEDAR RUN PRV Owner's Contract No.: |
|--|---|---|

Application For Payment Change Order Summary

| Approved Change Orders Number | Additions | Deductions |
|------------------------------------|-----------|-----------------------|
| 1 | | \$1,593,617.00 |
| TOTALS | | |
| NET CHANGE BY CHANGE ORDERS | | \$1,593,617.00 |

1. ORIGINAL CONTRACT PRICE..... \$ 2,366,966.00
2. Net change by Change Orders..... \$ -1,593,617.00
3. Current Contract Price (Line 1 + 2)..... \$ \$773,349.00
4. TOTAL COMPLETED AND STORED TO DATE (Column F total on Progress Estimates)..... \$ \$68,519.25
5. RETAINAGE:
 - a. Work Completed..... \$ \$68,519.25
 - b. 10% X Stored Material..... \$ \$6,851.92
 - c. Total Retainage (Line 5.a + Line 5.b)..... \$ \$75,371.17
6. AMOUNT ELIGIBLE TO DATE (Line 4 - Line 5.c)..... \$ \$61,667.33
7. LESS PREVIOUS PAYMENTS (Line 6 from prior Application)..... \$ \$61,667.33
8. AMOUNT DUE THIS APPLICATION..... \$ \$0.00
9. BALANCE TO FINISH, PLUS RETAINAGE (Column G total on Progress Estimates + Line 5.c above)..... \$ \$711,681.67

Contractor's Certification

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

(1) All previous progress payments received from Owner on account of Work done under the Contract have been applied on account to discharge Contractor's legitimate obligations incurred in connection with the Work covered by prior Applications for Payment;

(2) Title to all Work, materials and equipment incorporated in said Work, or otherwise listed in or covered by this Application for Payment, will pass to Owner at time of payment free and clear of all Liens, security interests, and encumbrances (except such as are covered by a bond acceptable to Owner indemnifying Owner against any such Liens, security interest, or encumbrances); and

(3) All the Work covered by this Application for Payment is in accordance with the Contract Documents and is not defective.

Contractor Signature:

By: Date: 1-3-2022

Payment of: \$ SIXTY-ONE THOUSAND, SIX HUNDRED SIXTY-SEVEN DOLLARS AND THIRTY-THREE CENTS
 (Line 8 or other - attach explanation of the other amount)

is recommended by: Jay Hodgson (Engineer) 12/28/2021 (Date)

Payment of: \$ SIXTY-ONE THOUSAND, SIX HUNDRED SIXTY-SEVEN DOLLARS AND THIRTY-THREE CENTS
 (Line 8 or other - attach explanation of the other amount)

is approved by: _____ (Owner) _____ (Date)

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



Contractor's Application for Payment No. 1

| | |
|--|---|
| Application Period: October 1, 2021 to November 30, 2021 | Application Date: 12/15/2021 |
| From (Contractor): Elmers Crane and Dozer | Via (Engineer): Gourdie Fraser, Inc. |
| Contractor Address: 3600 Rennie School Rd, Traverse City, MI 49685 | Engineer Address: 123 W Front St, Traverse City, MI 49684 |
| Contractor's Project No.: 510203 | Engineer's Project No.: 21011 |

Application For Payment Change Order Summary


| Approved Change Orders | Additions | Deductions |
|-----------------------------|-----------|-------------|
| 1 | \$850.00 | \$2,000.00 |
| TOTALS | \$850.00 | \$2,000.00 |
| NET CHANGE BY CHANGE ORDERS | | -\$1,150.00 |

1. ORIGINAL CONTRACT PRICE..... \$ 573,580.00
2. Net change by Change Orders..... \$ -1,150.00
3. Current Contract Price (Line 1 ± 2)..... \$ 572,430.00
4. TOTAL COMPLETED AND STORED TO DATE (Column F total on Progress Estimates)..... \$ 442,795.00
5. RETAINAGE:
 - a. 10% X \$42,795.00 Work Completed..... \$ 44,279.50
 - b. X Stored Material..... \$
 - c. Total Retainage (Line 5.a + Line 5.b)..... \$ 44,279.50
6. AMOUNT ELIGIBLE TO DATE (Line 4 - Line 5.c)..... \$ 338,515.50
7. LESS PREVIOUS PAYMENTS (Line 6 from prior Application)..... \$
8. AMOUNT DUE THIS APPLICATION..... \$ 338,515.50
9. BALANCE TO FINISH, PLUS RETAINAGE (Column G total on Progress Estimates + Line 5.c above)..... \$ 333,914.50

Contractor's Certification

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

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

Contractor Signature:  Date: 1-4-22

Payment of: \$ Thirty Eight Thousand Five Hundred and Fifteen Dollars and Fifteen Cents
(Line 8 or other - attach explanation of the other amount)

is recommended by: Jennifer Hodges (Engineer) 1/4/2022 (Date)

Payment of: \$ Thirty Eight Thousand Five Hundred and Fifteen Dollars and Fifteen Cents
(Line 8 or other - attach explanation of the other amount)

is approved by: _____ (Owner) _____ (Date)

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

Contractor's Application

Progress Estimate - Unit Price Work

For (Contract): 3600 Rennie School Rd, Traverse City, MI 49685 Application Number: 1

Application Period: October 1, 2021 to November 30, 2021 Application Date: 12/15/2021

| Bid Item No. | Item Description | | Contract Information | | | | B | | C | | D | E | F | G | |
|--------------|--------------------------------------|--|----------------------|-------|------------|--------------------------|----------------|--------------------------|-----------------------|---------------------------------|---|--|--------------------|---------------------------|--|
| | | | Item Qty | Units | Unit Price | Total Value of Item (\$) | Qty Instd Prev | Value of Work Instd Prev | Qty Instd This Period | Value of Work Instd This Period | Value of Materials Presently Stored (not in C or D) | Total Completed and Stored to Date (C + D + E) | % Complete (F / B) | Balance to Finish (B - F) | |
| 1 | Mobilization | | 1.00 | LS | 2,000.00 | \$2,000.00 | | | | 1 | \$2,000.00 | \$2,000.00 | 100.0% | | |
| 2 | Gravel Parking Area | | 1,200.00 | SYD | 23.00 | \$27,600.00 | | | | 1200 | \$27,600.00 | \$27,600.00 | 100.0% | | |
| 3 | Concrete Pad For Pavilion | | 550.00 | SFT | 6.00 | \$3,300.00 | | | | 550 | \$3,300.00 | \$3,300.00 | 100.0% | | |
| 4 | Alternate #1 - Pavilion (metal roof) | | 550.00 | SFT | 67.60 | \$37,180.00 | | | | 137.5 | \$9,295.00 | \$9,295.00 | 25.0% | \$27,885.00 | |
| 5 | Site restoration and seeding | | 1.00 | LS | 3,500.00 | \$3,500.00 | | | | 0.5 | \$1,750.00 | \$1,750.00 | 50.0% | \$1,750.00 | |
| 6 | CO#1 | | 1.00 | LS | 850.00 | \$850.00 | | | | 1 | \$850.00 | \$850.00 | 100.0% | | |
| 7 | CO#2 | | 1.00 | LS | (2,000.00) | -\$2,000.00 | | | | 1 | -\$2,000.00 | -\$2,000.00 | 100.0% | | |
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Contractor's Application

Progress Estimate - Unit Price Work

| For (Contract): 3600 Remmie School Rd, Traverse City, MI 49685 | | Application Number: 1 | | | | | | | | | | | |
|--|------------------|------------------------------|-------|------------|--------------------|---|---|---|---|--------------------|--------------------------|----------------|--------------------------|
| Application Period: October 1, 2021 to November 30, 2021 | | Application Date: 12/15/2021 | | | | | | | | | | | |
| Bid Item No. | Item Description | Contract Information | | | B | C | D | E | F | G | | | |
| | | Item Qty | Units | Unit Price | | | | | | | Total Value of Item (\$) | Qty Instd Prev | Value of Work Instd Prev |
| | Totals | | | | \$72,430.00 | | | | | \$42,795.00 | \$42,795.00 | 59.1% | \$29,635.00 |



Silver Lake 2021 State of the Lake Report and 2022 Management Recommendations



December, 2021

Silver Lake 2021 State of the Lake Report and 2022 Management Recommendations (2007-2021)



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Spring Lake, Michigan 49456
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2021 Silver Lake “State of the Lake” Summary

The following information is a summary of key lake findings collected during the spring and summer of 2021.

The overall condition of Silver Lake is ranked in the top 10% of developed lakes of similar size in the state of Michigan. The water clarity was between 19.5 feet at the lowest and 32.5 feet at the highest in 2021 which is excellent. Some of this clarity is due to filtration of the water by Zebra Mussels and by the presence of dense sediments that do not cause turbidity in the water column (i.e. sands). Additionally, the lake has enough nutrients (phosphorus and nitrogen) to support some algae and submersed aquatic plant growth, but the nutrient levels are considered moderately low. Invasive species such as Eurasian Watermilfoil (EWM) are able to grow in moderately low nutrient waters and thus are a challenge to the Silver Lake ecosystem. It has been particularly a challenge since the milfoil in Silver Lake had been recently genetically determined to be HYBRID, which makes it much more resistant or tolerant to aquatic herbicides. A new systemic herbicide ProcellaCOR® was used in 2021 for EWM late in the season and will be evaluated in spring of 2022 to determine efficacy and future use. Protection of the 19 native aquatic plant species is paramount for the health of the lake fishery and these plants should not be managed unless they are a nuisance to lakefront property owners and possess navigational and recreational hazards (i.e., lily pads in shallow areas).

The lake did experience depletion of dissolved oxygen with depth during mid-summer which is common for a deep lakes that stratifies. Overall, the lake was moderate in alkalinity and neutral in pH. Conductivity was also moderate but increased in 2021. Chlorophyll-a concentrations remained low in the spring and summer which is why the water remains so clear throughout the season.

Silver Lake Water Quality Data (2007-2021)

Water Quality Parameters Measured

There are hundreds of water quality parameters one can measure on an inland lake, but several are the most critical indicators of lake health. These parameters include water temperature (measured in °F), dissolved oxygen (measured in mg/L), pH (measured in standard units-SU), conductivity (measured in micro-Siemens per centimeter- $\mu\text{S}/\text{cm}$), total alkalinity or hardness (measured in mg of calcium carbonate per liter-mg CaCO_3/L), total dissolved solids (mg/L), Secchi transparency (feet), total phosphorus and total nitrate nitrogen (both in $\mu\text{g}/\text{L}$), chlorophyll-*a* (in $\mu\text{g}/\text{L}$), and algal species composition. Graphs that show trends for each parameter in spring and late summer of each year are displayed below. Water quality is measured in the deep basins of Silver Lake in spring and late summer of each year. Trend data was calculated using mean values for each parameter for each season over each sampling location. Table 1 below demonstrates how lakes are classified based on key parameters. Silver Lake would be considered oligotrophic (relatively unproductive) since it does contain low nutrients yet some invasive aquatic vegetation growth which can grow in low nutrient waters. General water quality classification criteria are defined in Table 1. 2021 water quality data for Silver Lake is shown below in the associated graphs.

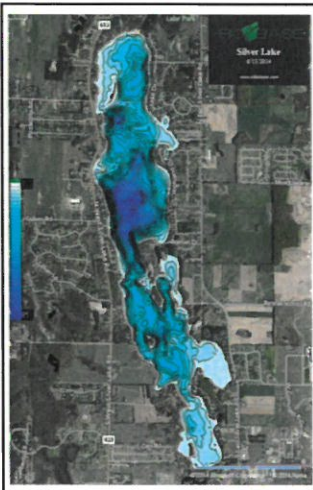


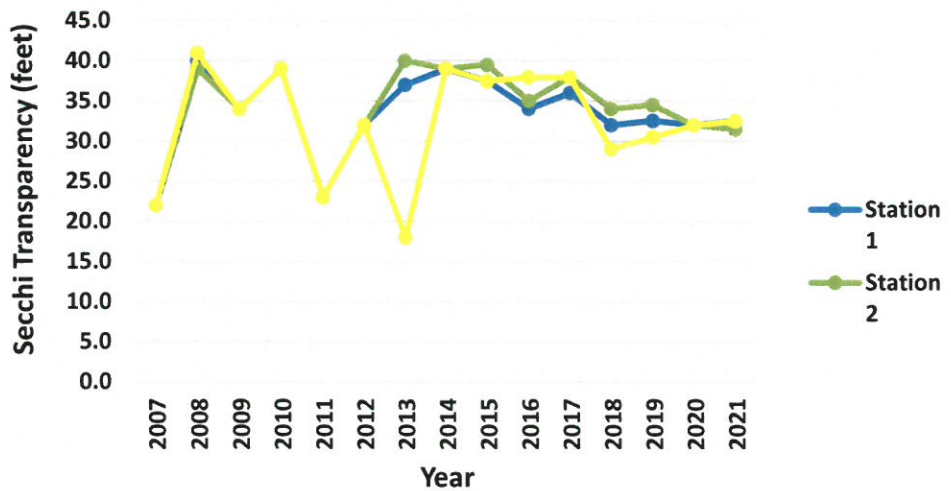
Table 1. Lake trophic classification (MDNR).

| <i>Lake Trophic Status</i> | <i>Total Phosphorus ($\mu\text{g L}^{-1}$)</i> | <i>Chlorophyll-<i>a</i> ($\mu\text{g L}^{-1}$)</i> | <i>Secchi Transparency (feet)</i> |
|----------------------------|---|---|-----------------------------------|
| Oligotrophic | < 10.0 | < 2.2 | > 15.0 |
| Mesotrophic | 10.0 – 20.0 | 2.2 – 6.0 | 7.5 – 15.0 |
| Eutrophic | > 20.0 | > 6.0 | < 7.5 |

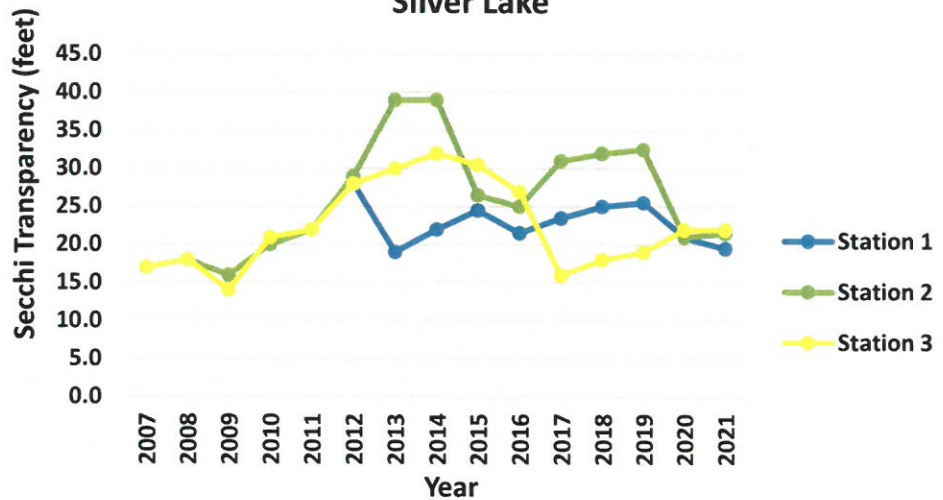
Water Clarity (Transparency) Data

Elevated Secchi transparency readings allow for more aquatic plant and algae growth. The transparency throughout Silver Lake was adequate in 2021 (19.5-32.5 feet) to allow abundant growth of algae and aquatic plants in the majority of the littoral zone of the lake. Secchi transparency is variable and depends on the number of suspended particles in the water (often due to windy conditions of lake water mixing) and the amount of sunlight present at the time of measurement. Other parameters such as turbidity (measured in NTU's) and Total Dissolved Solids (measured in mg/L) are correlated with water clarity and show an increase as clarity decreases. The turbidity and total dissolved solids in Silver Lake was quite low in 2021 at less than 1.3 NTU's and 45 mg/L, respectively, which is favorable.

Mean (Spring) Secchi Transparency in Silver Lake



Mean (Summer) Secchi Transparency in Silver Lake



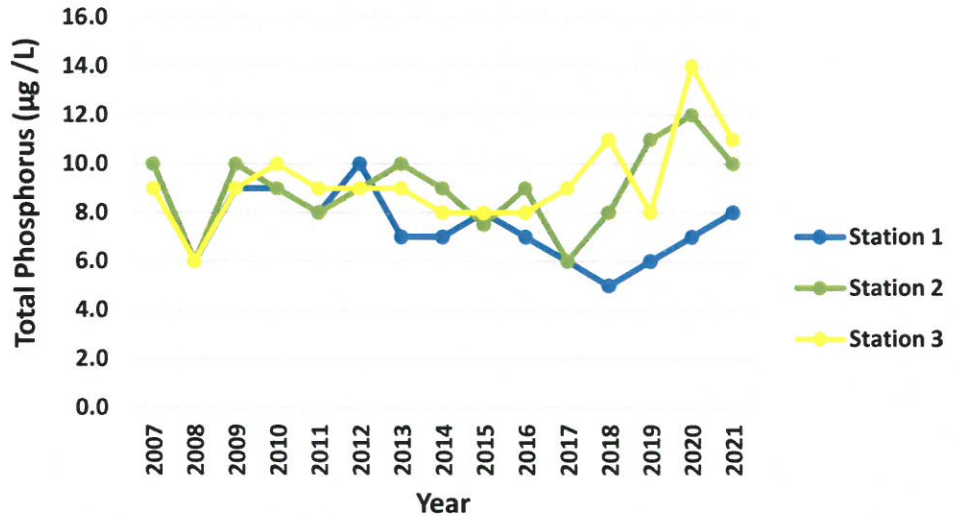
Total Phosphorus and Nitrogen

Total phosphorus (TP) is a measure of the amount of phosphorus (P) present in the water column. Phosphorus is the primary nutrient necessary for abundant algae and aquatic plant growth. TP concentrations are usually higher at increased depths due to higher release rates of P from lake sediments under low oxygen (anoxic) conditions. Phosphorus may also be released from sediments as pH increases. This explains the elevated concentrations during summer when the dissolved oxygen of the lake is low at the lake bottom (beyond a depth of 45 feet). The pH of Silver Lake is high enough to allow for ample P-release from lake sediments. Fortunately, the TP levels in Silver Lake were quite low, even at the lake bottom with a mean of 9.0 µg/L during the spring and a mean of 16.5 µg/L during the summer of 2021, which is very favorable.

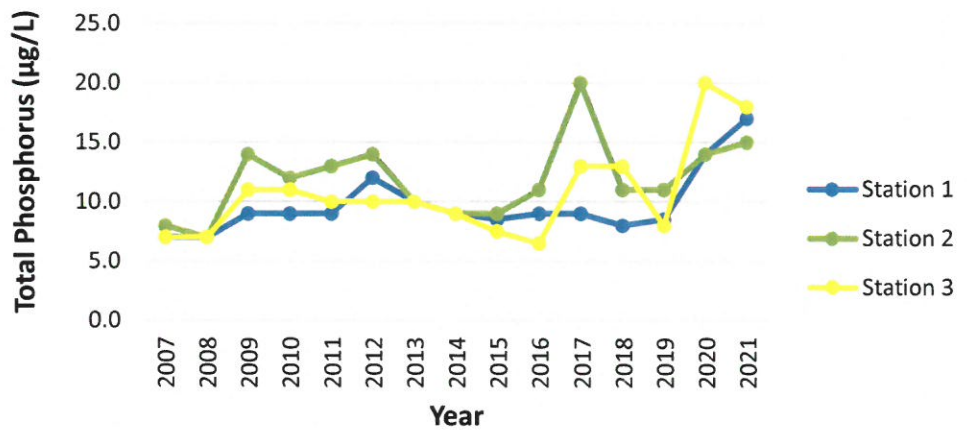
Nitrogen originates from atmospheric inputs (i.e., burning of fossil fuels), wastewater sources from developed areas (i.e. runoff from fertilized lawns), agricultural lands, septic systems, and from waterfowl droppings. It also enters lakes through groundwater or surface drainage, drainage from marshes and wetlands, or from precipitation. Nitrates are the most troublesome in that they are highly mobile in groundwater and contribute to nuisance algal blooms which is the form commonly measured in the water column. Silver Lake contains more nitrogen than phosphorus which means that is a phosphorus-limited ecosystem. This means that any additional inputs of TP result in a marked response with algae and aquatic plant growth.

Mean nitrogen was 80 µg/L in the spring and 47 µg/L in the summer. Spring values are usually higher due to increased runoff, but these values were lower than last year.

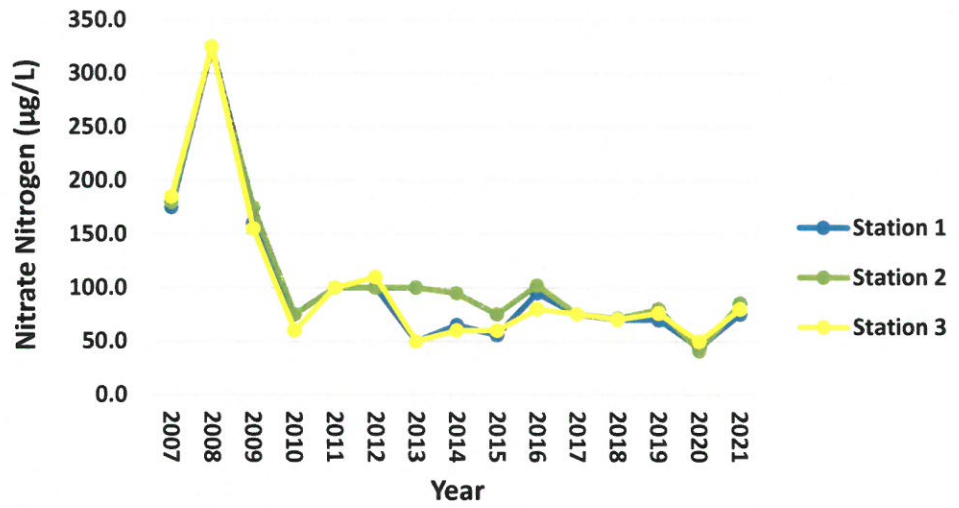
Mean (Spring) Total Phosphorus in Silver Lake



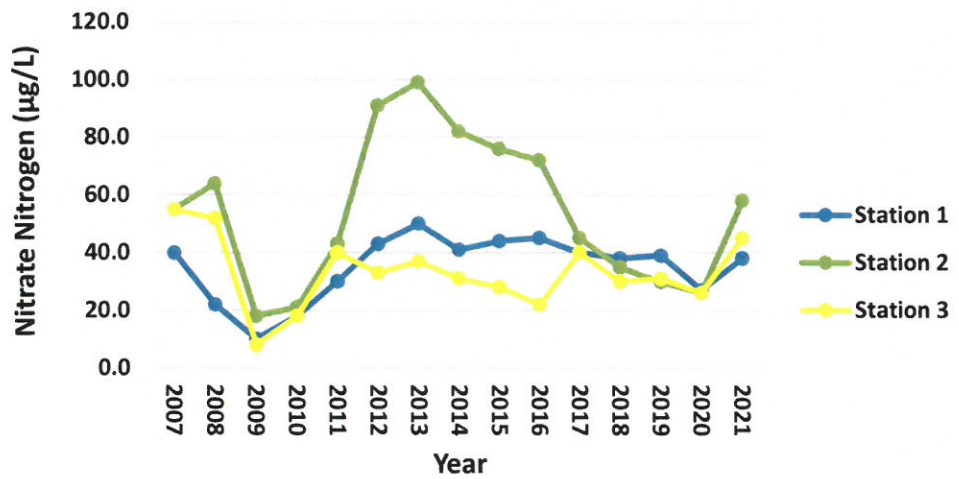
Mean (Summer) Total Phosphorus in Silver Lake



Mean (Spring) Nitrate Nitrogen in Silver Lake

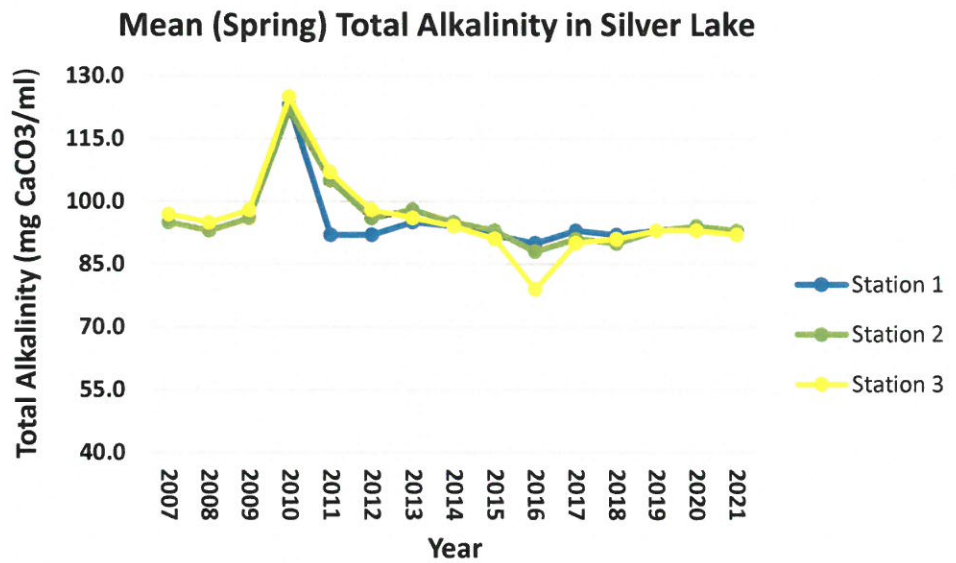


Mean (Summer) Nitrate Nitrogen in Silver Lake

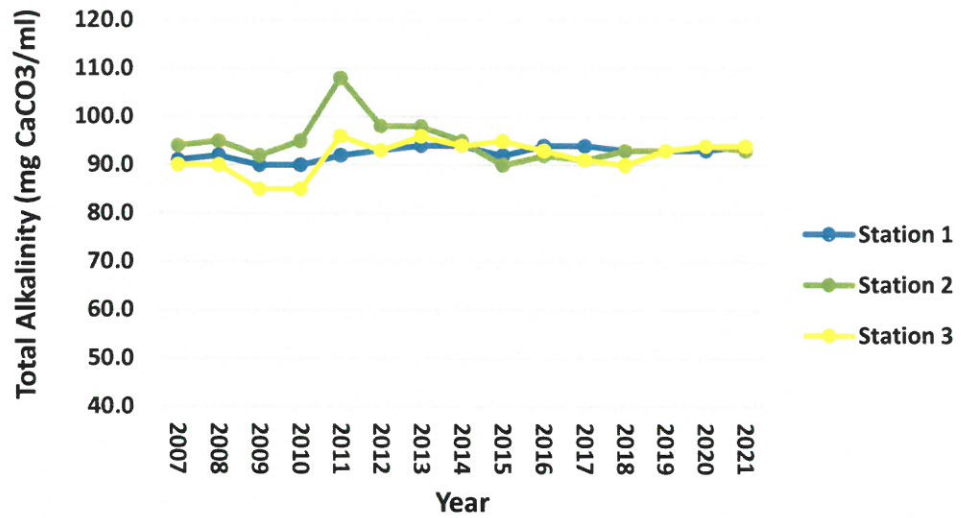


Total Alkalinity

Lakes with high alkalinity ($> 150 \text{ mg L}^{-1}$ of CaCO_3) are able to tolerate larger acid inputs with less change in water column pH. Many Michigan lakes contain high concentrations of CaCO_3 and are categorized as having “hard” water. Total alkalinity may change on a daily basis due to the re-suspension of sedimentary deposits in the water and respond to seasonal changes due to the cyclic turnover of the lake water. The alkalinity of Silver Lake is moderate and indicates a moderately hard water lake that is well-buffered. The mean was 93 and 94 mg L^{-1} of CaCO_3 in both spring and summer of 2021, respectively.



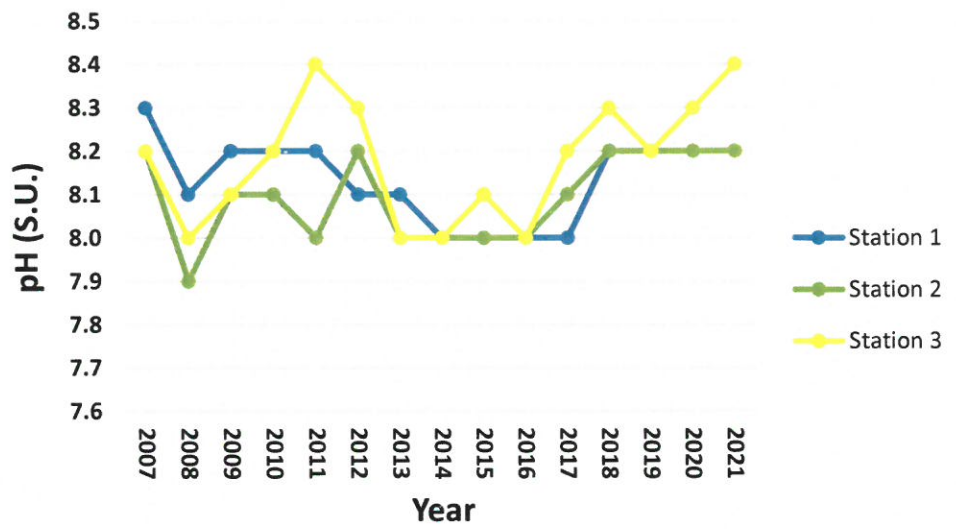
Mean (Summer) Total Alkalinity in Silver Lake



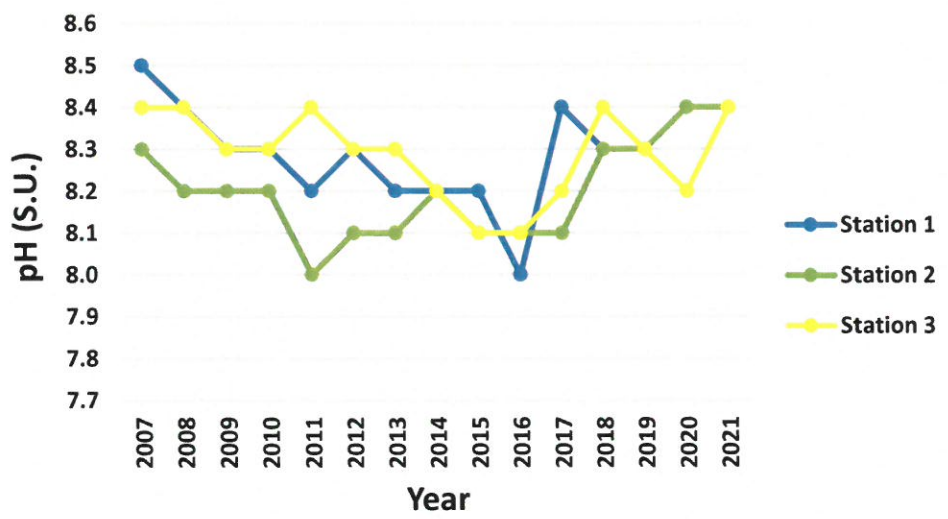
pH

Most Michigan lakes have pH values that range from 6.5 to 9.5. Acidic lakes (pH < 7) are rare in Michigan and are most sensitive to inputs of acidic substances due to a low acid neutralizing capacity (ANC). Silver Lake is considered “slightly basic” on the pH scale. The pH of Silver Lake has stabilized over the past several years to 8.2-8.4 S.U. which is ideal for an inland lake.

Mean (Spring) pH in Silver Lake



Mean (Summer) pH in Silver Lake

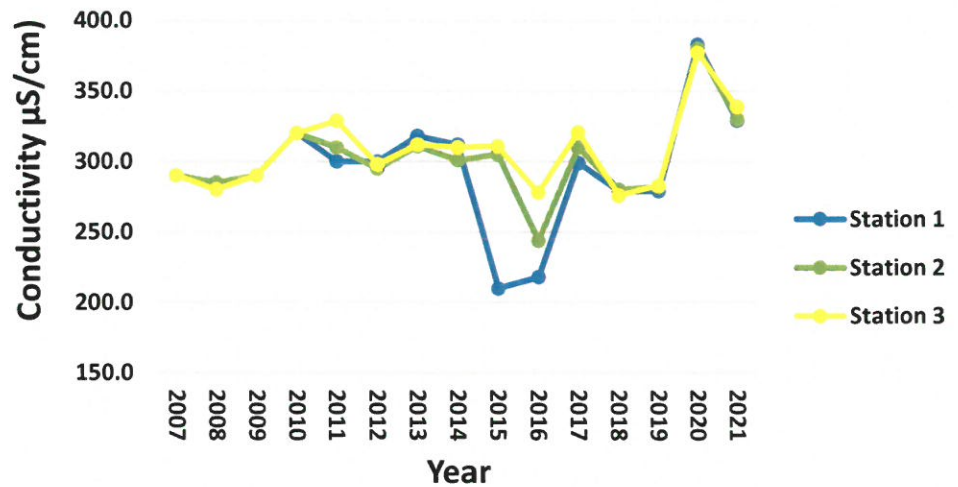


Conductivity

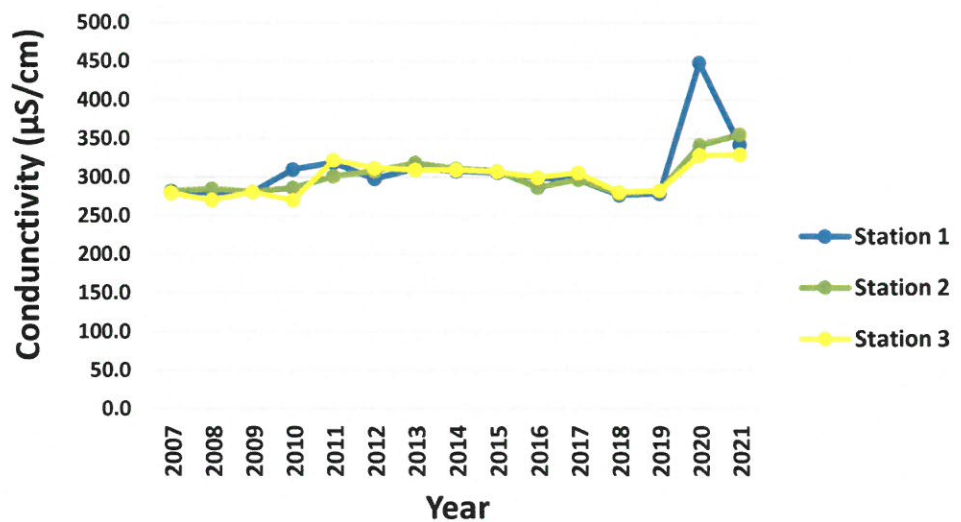
Conductivity is a measure of the number of mineral ions present in the water, especially those of salts and other dissolved inorganic substances. Conductivity generally increases as the amount of dissolved minerals and salts in a lake increases, and also increases as water temperature increases.

The conductivity values for Silver Lake were in a moderate range from 329-355 $\mu\text{S}/\text{cm}$ and were higher in the summer of 2021. Severe water quality impairments do not occur until values exceed 800 $\mu\text{S}/\text{cm}$ and are toxic to aquatic life around 1,000 $\mu\text{S}/\text{cm}$.

Mean (Spring) Conductivity in Silver Lake



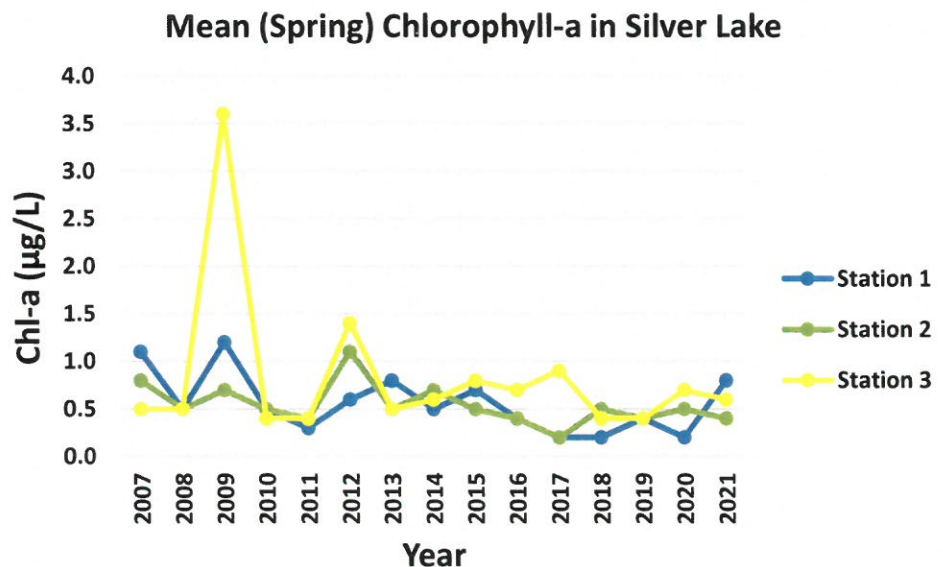
Mean (Summer) Conductivity in Silver Lake



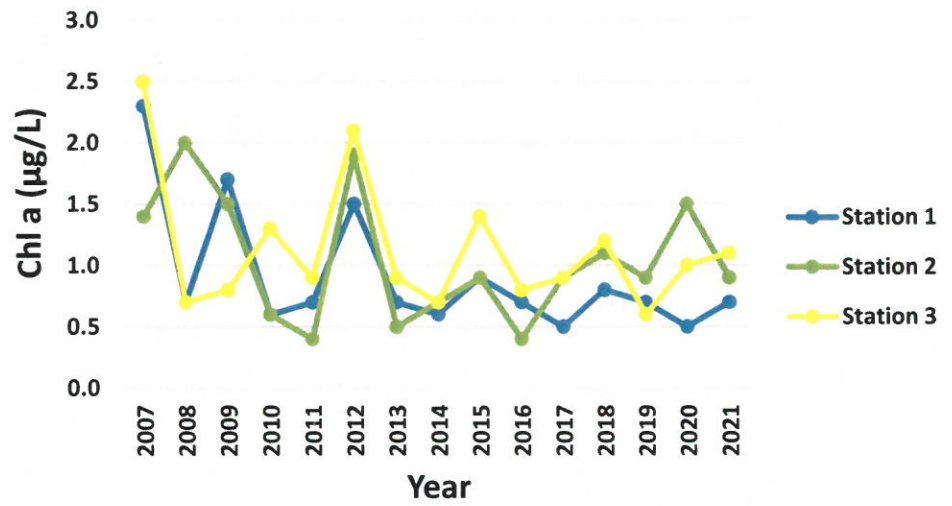
Chlorophyll-*a* and Algal Species Composition

Chlorophyll-*a* is a measure of the amount of green plant pigment present in the water, often in the form of planktonic algae. High chlorophyll-*a* concentrations are indicative of nutrient-enriched lakes. Chlorophyll-*a* concentrations greater than 6 $\mu\text{g L}^{-1}$ are found in eutrophic or nutrient-enriched aquatic systems, whereas chlorophyll-*a* concentrations less than 2.2 $\mu\text{g/L}$ are found in nutrient-poor or oligotrophic lakes. The mean chlorophyll-*a* concentration in spring of 2021 was 0.6 $\mu\text{g L}^{-1}$ in the spring and late summer was 0.9 $\mu\text{g L}^{-1}$ in Silver Lake which are low values and correspond with the increased water clarity. These values were higher than recent years due to increased stormwater and nutrients.

The algal genera were determined from composite water samples collected over the deep basins of Silver Lake in 2021 were analyzed with a compound bright field microscope. The genera present included the Chlorophyta (green algae): *Scenedesmus* sp., *Mougeotia* sp., *Chlorella* sp., *Cladophora* sp., *Cosmarium* sp., *Spirogyra* sp., and *Chloromonas* sp. The Cyanophyta (blue-green algae): *Gleocapsa* sp., the Bascillariophyta (diatoms): *Synedra* sp., *Stephanodiscus* sp., *Navicula* sp., and *Cymbella* sp. The aforementioned species indicate a diverse algal flora and represent a good diversity of alga with an abundance of diatoms that are indicative of great water quality.



Mean (Summer) Chlorophyll-a in Silver Lake



Aquatic Vegetation Data (2021)

Status of Native Aquatic Vegetation in Silver Lake

The native aquatic vegetation present in Silver Lake is essential for the overall health of the lake and the support of the lake fishery. The most recent survey on June 8, 2021 determined that there were a total of 19 native aquatic plant species in Silver Lake. These include 15 submersed species, 2 floating-leaved species, and 2 emergent species. This indicates a moderate biodiversity of aquatic vegetation in Silver Lake. The overall % cover of the lake by native aquatic plants is low relative to the lake size and thus these plants should be protected unless growing near swim areas at nuisance levels. A list of all native aquatic plant species can be found below in Table 2.

The most dominant aquatic plant species included: 1) Chara, a macro alga that grows close to the lake bottom and has a strong, skunky odor and feels brittle. This plant serves as excellent fish spawning habitat, 2) Large-leaf Pondweed, which has large, wide, brown leaves and tends to grow into the water column and serves as excellent fish cover, and 3) Illinois Pondweed, which has smaller, brownish-red, slightly curled leaves and grows high into the water column as well. It is also favorable fish cover.

Table 2. Silver Lake Native Aquatic Plant Species (June 8, 2021).

| <i>Native Aquatic Plant Species Name</i> | <i>Aquatic Plant Common Name</i> | <i>Abundance in/around Silver Lake</i> | <i>Aquatic Plant Growth Habit</i> |
|---|---|---|--|
| <i>Chara vulgaris</i> | Muskgrass | 28.7 | Submersed, Rooted |
| <i>Potamogeton pectinatus</i> | Thin-leaf Pondweed | 7.2 | Submersed, Rooted |
| <i>Potamogeton zosteriformis</i> | Flat-stem Pondweed | 1.0 | Submersed, Rooted |
| <i>Potamogeton robbinsii</i> | Fern-leaf Pondweed | 16.9 | Submersed, Rooted |
| <i>Potamogeton gramineus</i> | Variable-leaf Pondweed | 16.1 | Submersed, Rooted |
| <i>Potamogeton amplifolius</i> | Large-leaf Pondweed | 18.1 | Submersed, Rooted |
| <i>Potamogeton praelongus</i> | White-stem Pondweed | 5.6 | Submersed, Rooted |
| <i>Potamogeton illinoensis</i> | Illinois Pondweed | 18.7 | Submersed, Rooted |
| <i>Potamogeton natans</i> | Floating-leaf Pondweed | 2.9 | Submersed, Rooted |
| <i>Potamogeton pusillus</i> | Small-leaf Pondweed | 4.7 | Submersed, Rooted |
| <i>Vallisneria americana</i> | Wild Celery | 12.8 | Submersed, Rooted |
| <i>Utricularia vulgaris</i> | Bladderwort | 1.0 | Submersed, Non-Rooted |
| <i>Ceratophyllum demersum</i> | Coontail | 0.1 | Submersed, Non-Rooted |
| <i>Elodea canadensis</i> | Common Waterweed | 28.7 | Submersed, Rooted |
| <i>Najas guadalupensis</i> | Southern Naiad | 5.0 | Submersed, Rooted |
| <i>Nymphaea odorata</i> | White Waterlily | 3.9 | Floating-Leaved, Rooted |
| <i>Nuphar variegata</i> | Yellow Waterlily | 3.0 | Floating-Leaved, Rooted |
| <i>Brasenia schreberi</i> | Watershield | 1.7 | Floating-Leaved, Rooted |
| <i>Typha latifolia</i> | Cattails | 1.4 | Emergent |
| <i>Schoenoplectus acutus</i> | Bulrushes | 1.1 | Emergent |

Invasive (Exotic) Aquatic Plant Species

The amount of Eurasian Watermilfoil present in Silver Lake varies each year and is dependent upon climatic conditions, especially runoff-associated nutrients. The June 8, 2021 survey revealed that approximately 5.0 acres of milfoil was found primarily in the north regions of the lake with some areas of the south shoreline occupied with some patches. All milfoil areas were treated on June 17, 2021 by PLM with the systemic high dose new herbicide ProcellaCOR® along with the contact herbicide diquat. The treatment was successful overall but late in the season on October 20, 2021, RLS found 5.4 acres of EWM each in the north and south regions of the lake and these were treated that day. These areas were all treated with the systemic herbicide Renovate OTF® at 200 lbs./acre and Sculpin G® at a dose of 200 #/acre. A spring 2022 survey will determine the true efficacy of this late season treatment. Treatment maps for the 2021 season are shown below.



Eurasian Watermilfoil with lateral stems, seed head, and leaves



Distribution of EWM throughout Silver Lake (June 8, 2021).



Distribution of EWM throughout north Silver Lake (October 20, 2021).



Distribution of EWM throughout the central Section of Silver Lake (October 20, 2021).



Distribution of EWM throughout the south Section of Silver Lake (October 20, 2021).

Management Recommendations for 2022

Continuous aquatic vegetation surveys are needed to determine the precise locations of EWM or other problematic invasives in Silver Lake. These surveys should occur in early to mid-June and again post-treatment in 2022. Late season growth is possible and thus a late season survey may also be needed. Scientists from RLS are always present to oversee the herbicide treatments to assure the proper products and doses are applied to all target areas.

Due to the relative scarcity of native aquatic vegetation in Silver Lake, the treatment of these species with aquatic herbicides is not recommended. The plan for 2022 includes the use of higher doses of systemic aquatic herbicides due to the genetically determined strains of hybrid milfoil that require such doses for effective treatment. Higher doses such as Sculpin G® at a dose of 250 lbs./acre would be recommended offshore and a dose of ≥ 250 lbs./acre for Renovate OTF® nearshore for effective control of the hybrid milfoil. The ProcellaCOR® treatment applied in 2021 will be evaluated and the same herbicide may be used in 2022 if the efficacy was significant as determined by a spring 2022 survey.

Water quality parameters in the main lake will also be monitored and graphed with historical data to observe long-term trends. These trends have demonstrated the continuing health and balance of Silver Lake but demonstrate that heavy spring rain events can contribute nutrients to the lake and affect water quality.

In conclusion, Silver Lake is a healthy lake with good aquatic plant biodiversity, excellent water clarity, moderately low nutrients, and a healthy lake fishery. Management of the EWM and protection of the water quality are paramount for the long-term health of the lake.

Glossary of Scientific Terms used in this Report

- 1) Biodiversity- The relative abundance or amount of unique and different biological life forms found in a given aquatic ecosystem. A more diverse ecosystem will have many different life forms such as species.
- 2) CaCO₃- The molecular acronym for calcium carbonate; also referred to as “marl” or mineral sediment content.
- 3) Eutrophic- Meaning “nutrient-rich” refers to a lake condition that consists of high nutrients in the water column, low water clarity, and an over-abundance of algae and aquatic plants.
- 4) Mesotrophic- Meaning “moderate nutrients” refers to a lake with a moderate quantity of nutrients that allows the lake to have some eutrophic qualities while still having some nutrient-poor characteristics
- 5) Oligotrophic- Meaning “low in nutrients or nutrient-poor” refers to a lake with minimal nutrients to allow for only scarce growth of aquatic plant and algae life. Also associated with very clear waters.
- 6) Sedimentary Deposits- refers to the type of lake bottom sediments that are present. In some lakes, gravel and sand are prevalent. In others, organic muck, peat, and silt are more common.

Charter Township of Garfield**Engineering Report / Construction Update****January 6, 2022****I. Water Projects****Northwest Service District – Water System Improvements**

Status below:

Division I: Tank was officially placed online in September 2019 and project is closed out

Division II: Project was completed and accepted (utilities turned over) by Township.

Division III: Booster Station / Mechanical Upgrade design is 75% complete and expected to be finalized in March. Project has been on hold due to high bid prices / volatile market. Upon completion, the abandonment of three (3) booster station will occur, area overall will experience 5-10 psi increase in pressure and west side of town will be serviced from the new tank rather than directly from the city.

McCrae PRV: US31 / 37 Water Pressure Issues

This area historically experiences low pressure and fire suppression difficulties, specifically Cracker Barrel / Sam's Club. Water that services this area is from McCrae groundwater tank which services the US31/ 37 corridor by gravity and controlled by Pressure Control Valves to maintain pressures less than 80 psi. McCrae PRV has been proposed to be relocated to address this pocket of low pressure in past water studies and capital improvement plans. Recent interest in development in this vicinity have initiated reviews / consideration to complete this work item. Township board approved GFA contract to provide design, permitting and construction / installation of PRV. Project was recently bid and based upon pricing the Board approved to pursue only Cedar Run PRV replacement / booster station abandonment at their August Meeting. Contract documents and preconstruction have been held, project will start in 2022 with delivery of PRV in Spring 2022 and project completed thereafter. The McCrae and StoneRidge PRV replacements will be rebid at a later date.

Stone Ridge PRV Replacement

The PRV located on Silverlake Road that services the Stoneridge Subdivision is one of the oldest and subject to frequent flooding / maintenance. The station is at it's life expectancy and in need of replacement as identified both by the DPW and Township Capitol Improvement Plans. It is our intent to include this project construction with the McCrae PRV replacement to optimize cost with a single contractor. Permits have been issued. Project is on hold due to high bid price received.

Tank Inspection

GFA is assisting the DPW with required maintenance of the water storage tanks located on McCrae, Cedar Run, Birmley and Heritage. Routine inspection is required every 5 years as mandated by EGLE. GFA will be responsible for coordinating with the inspection company, monitoring operations during the

inspection and providing a report to the Township and DPW related to findings. This work is planned to occur this year fall when demand is less.

Sewer Projects

SAW Grant – US 31 Siphon Flow Monitoring

Township board approved recommendations in report at September 26th 2017 meeting. GFA coordinated with the DPW to initiate operations change. Siphon continues to be monitored with increase in growth and permits on west side of town as a capacity restriction exists based upon study results. In March 2019, flows were rerouted to Pump Stations #2 at logans landing from Pump Station #6 at Applebees to alleviate the capacity at the siphon. DPW has been monitoring and discharge has been going well without incident. A need for a pump station may be more imminent to bypass siphon as it continues to present both a maintenance issue and capacity restriction but for the time being, the bypass of flows is working well and EGLE has accepted and permitting new development on west side of town.

General Utilities

Sewer / Water City Contracts

GFA continues to assist the Township on the proposed Lafranier Water Tank Rehabilitation Project that the City is conducting. Project has been reviewed and approved for storm water and utility compliance with Township Ordinances (subject to conditions). The evaluation of the new tank being a benefit to the existing Townships' infrastructure has been disputed by the Township and many discussions with the City, DEQ and Township have occurred over the past couple years. Restrictions exist for the area serviced by Garfield Booster Station #7 which currently is limited to provide supply to 150 benefits. Based upon past meeting with DEQ, there is a potential for the new tank the City is constructing to benefit the Township and ability to eliminate the need / requirement to install a tank on the southeast side of the Township for Traditions and allow for excess of 150 benefits. Township and GFA are coordinating with City on specifics of operations, ability to initiate and costs. The City has completed construction of the new tank and rehab of the old tank and both are currently in operation.

Water Reliability Study

GFA completed the last study in 2012 and are to be completed every 5 years. GFA had requested a time extension from DEQ awaiting completion of work on Northwest side of town. With growth and interest to extend system to Olesons / Meadowlane and need for tank to service Traditions, DEQ has requested GFA complete a mini study for each service area (there are 5). This would include flow data and capacity assessment of existing infrastructure. GFA is currently in process of preparing. A complete water study including hydraulic can be completed in future at a dated to be determined. Three (3) of the five (5) have already been completed and approved by DEQ

GIS Mapping

GFA has been working with the DPW to create an asset management program for the Township with respect to the Water and sewer Infrastructure. The 1st step of this process which includes creation of a

GIS map that includes all record drawing information has been completed. GFA / DPW are now pursuing forward to inventory major and minor assets and GPS the locations of each.

The BPW was awarded the CGAP grant as offered by the Michigan Dept of Treasury. This grant promotes collaboration of communities and efficiency in government. The funds covered 75% of the expenses including equipment (GPS handheld).

Water Service Expansion

Southwest Part of Township: Olesons Development have initiated and expressed an interest to partner to facilitate the extension of municipal watermain to service the respective developments. GFA has prepared budgetary cost estimates for various options to provide access to water service to the southwest side of the township which currently does not exist (terminates at McCrae / US-37). No status update since November 2018. UPDATED: RECENTLY OLESONS ATTENDED A TOWNSHIP MEETING AND HAS REQUESTED THIS ISSUE BE REVEIWD AGAIN WITH OPTIONS OF WATER SERVICIE TO INCLUDE BLAIR TOWNSHIP. A MEMO OF FINDINGS WAS PROVIDED TO THE BOARD TO REVIEW. BOARD REQUESTED SUPERVISOR BEGIN DISUCSSION WITH BLAIR ON INTEREST TO SERVICE DEVELOPMENT ON A TEMPROARY BASIS. MEETING WITH BLAIR HAS BEEN HELD AND THERE IS INTEREST TO COLLABORATE. WE ARE WORKING WITH OLESONS NOW ON TIMELINES, NEEDS.

West (Long Lake Township) to connect Black Bear Farms: EGLE Grant and GFA contract were approved last month. GFA completed survey work in December and now proceeding with design. We anticipate soliciting for permits end of February and bidding project in March. Project is slated to start in May with October completion (2022)

Township Roof

The Township board approved a proposal for GFA to assist with an evaluation and proposed solution to the ongoing roof problems at the Township Hall. GFA has sub consulted with EA (architect) to assist with the project and contracts have been completed to retain GTC to complete the work. One (1) wing of the lower wing has been completed (priority area) and the rest of the work will be completed in the spring.

II. Parks & Recreation

East River Park – Capitol Improvements

GFA worked Township staff on preparing a conceptual plan and budgetary cost estimates for discussion purposes at upcoming Park and Rec Meeting. Amenities proposed include trail, dog parks, parking lot, pavilion, signage and seating areas. GFA recently had an onsite meeting to review project scope and costs based upon the adopted 2021 budget providing some funds to implement some improvements. A proposal was submitted to the Township and was approved last month to proceed with the first phase of this project including parking lot improvements and a pavilion. Project has started with parking lot complete and pavilion to being end of this month with early November completion. We have experienced delays with the pavilion construction and coordinating with Elmer on this.

GFA completed a supplemental concept plan and cost estimates for future phases per request of Township Staff to be utilized for future budgeting purposes.

Utility Plan Reviews

Windy Hills (60 Acre Herkner Parcel) – Phase II

GFA has completed preliminary review and awaiting final plan submission to establish escrow and complete full review. GFA to provide oversight with fulltime inspection to be provided by applicant.

Ashland Park - Phase 2 & 3

Plan review has been completed by GFA and in receipt of all DEQ permits. GFA will be providing as needed construction oversight. Watermain to storage units have been installed and inspected by GFA. We are awaiting closeout documents for this portion before recommending approval to accept.

Fox Run

Plans have been approved and am in receipt of all DEQ permits. GFA will be providing as needed construction oversight. Some challenges to access connection to existing gravity sewer have presented themselves and worked with developer / DPW to provide connection. A preconstruction meeting was held yesterday and project is intended to start next week (onsite utilities only).

Harris Hills

GFA has completed final plan review and submitted permits to DEQ which have been received. GFA to provide oversight with fulltime inspection to be provided by applicant.

Chelsea Park West – Phase II

Plans have been approved and am in receipt of all DEQ permits. GFA will be providing as needed construction oversight.

Village at Lafranier Woods

All permits have been issued and construction has been postponed and slated to start spring (2022) GFA to provide fulltime construction oversight / inspection.

Northern Michigan Hospitality Management (Hotels on US-31 south)

Watermain has been installed and GFA is currently working on closeout paperwork.

The Oaks

All permits have been issued and a preconstruction was held yesterday. Site grading and utility installation is to start in two (2) weeks with GFA providing fulltime construction oversight / inspection.

TCAPS Montessori

Sanitary sewer lines have been installed and inspected by GFA / approved by DPW. Closeout was completed and Township accepted sewer main last month and has now been turned over

BATA Facility

GFA has completed a final review and provided comments to Planning Department requesting some minor additional information to be provided. Once received GFA will process for EGLE permits and will be provided full time construction oversight

Chick Fila

All permits have been issued and preconstruction meeting was held last week. Watermain installation is to be completed this month and will be working on closeout paperwork next.

Marengo 31

Plans have been reviewed and approved and EGLE permit has been issued. GFA will provide full time inspection with work to begin in Spring 2022.

2021 & 2022 Storm Water & Private Road Plan Reviews

| | |
|---|---|
| Lake Michigan Federal Credit Union | Approved (permit and maintenance plan to be submitted to Twp) |
| Mich St U Fed Credit Union/US 3 | Approved (final plans with permit and maintenance plan to be submitted to Twp) |
| 2487 Rice Street - Habitat for Humanity | Approved (final plans with permit and revisions to be submitted to Twp) |
| Safety Net - 1771 Park Dr. | Approved (final plans with permits, agreements, to be submitted to Twp) |
| Chick-Fil-A-3980 US-31 | Application was withdrawn 7/3/20 |
| Tru Hotel | Approved (final plans with permits, agreements, to be submitted to Twp) |
| Village at Lafranier Woods | Approved (final plans with permits to be submitted to Twp) |
| Building 57 | Approved (drian commission, permit and maintenance plan to be submitted to Twp) |
| 3044 Contractors D | Approved (final plans with permits to be submitted to Twp) |
| 1800 S Garfield Rd - Wendy's | Approved (cond'nl support for d/s system, ermit and maintenance plan to be submitted to Twp) |
| 5136 N Royal Dr. - Active Brace & Limb | Approved (final plans with agreements and permits to be submitted to Twp) |
| Harris Hills | In Review #1- GFA requested additional info 3-16: Waiting |
| 2020 Road Reconstruction Project - Historic Barns | Follow up to 9/30 email sent 1/19 |
| 363 W. South Airport Rd-Global Ashpalt | GFA received rev. plans with new re pond location out of ROW. Approved (pending maint) |
| 1461 Industry Drive - Unit 37 HIC Site Plans | Approved: see email: (final plans with agreements and permits to be submitted to Twp) |
| 2468 W South Airport Rd- McDonalds | Approved (final plans with agreements and permits to be submitted to Twp) |
| 1449 Industry Drive - Unit 36 HIC Site Plans | Approved: see email 10/14: (final plans with agreements and permits to be submitted to Twp) |
| Willoughby Supply (3225 Astro Place) | Approved Per Email 11/25: (final plans with agreements and permits to be submitted to Twp) |
| 2460 North Vision Storage | Initial review sent to Schiffer 11/20/20 |
| Once Upon a Child | Approved (final plans with agreements and permits to be submitted to Twp) |
| BATA SW Review | 2nd review letter sent 1/4/2021 to applicant requesting more info |
| TCAPS Motntessori | Approved Per Email 2/25: (final plans with agreements and permits to be submitted to Twp) |
| Unit 33 HIC -Scott Jozwiak | Approved (final plans with agreements and permits to be submitted to Twp) |
| Burger King - Inovative Design | Approved (final plans with agreements and permits to be submitted to Twp) |
| Once Upon a Child - Rev 1 | Letter sent 3/12 looks ok with minor comments for correction |
| Camping World | 2nd review letter to address revisisons sent 12/29 |
| Unit 34 HIC -Bill Crain | Reviewed revised plans 5/20 - Approved (final plans with agreements and permits to be submitted to Twp) |
| Chick-Fil-A-2700 US-31 | Approved per 8/6 letter (final plans with agreements and permits to be submitted to Twp) |
| Long Lake Development | Approved per 12/29 letter (final plans with agreements and permits to be submitted to Twp) |
| Marengo 31 | Approved per 11/16 letter (final plans with agreements and permits to be submitted to Twp) |
| Action Motor Sports | Initial review letter sent 12/29 to Applicant |

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

December 2021

| Location | Citations | Traffic Crashes | | | Arrests | | Traffic Crash Totals |
|-----------------------|--------------|-----------------|--------------|--------------|--------------|--------------|----------------------|
| | | Fatal | PIA | PDA | OWI | Criminal | |
| 01 Acme | 14 | 0 | 2 | 17 | 0 | 4 | 19 |
| 02 Blair | 16 | 0 | 3 | 23 | 3 | 7 | 26 |
| 03 East Bay | 56 | 0 | 1 | 44 | 2 | 13 | 45 |
| 04 Fife Lake | 7 | 0 | 0 | 4 | 0 | 1 | 4 |
| 05 Garfield | 118 | 0 | 9 | 130 | 6 | 46 | 139 |
| 06 Grant | 0 | 0 | 1 | 3 | 0 | 1 | 4 |
| 07 Green Lake | 10 | 0 | 2 | 9 | 0 | 4 | 11 |
| 08 Long Lake | 4 | 0 | 0 | 16 | 2 | 2 | 16 |
| 09 Mayfield | 0 | 0 | 0 | 10 | 1 | 1 | 10 |
| 10 Peninsula | 4 | 0 | 0 | 8 | 1 | 1 | 8 |
| 11 Paradise | 8 | 1 | 1 | 12 | 0 | 2 | 14 |
| 12 Union | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 13 Whitewater | 3 | 0 | 0 | 6 | 0 | 2 | 6 |
| 29 Fife Lake Vlg | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 30 Kingsley Vlg | 11 | 0 | 0 | 1 | 1 | 1 | 1 |
| 66 Traverse City | 0 | 0 | 0 | 3 | 2 | 21 | 3 |
| 84 Out of County | 0 | 0 | 0 | 0 | 0 | 2 | 0 |
| Totals | 251 | 1 | 19 | 286 | 18 | 108 | 306 |
| Garfield Twp % | 47.0% | 0.0% | 47.4% | 45.5% | 33.3% | 42.6% | 45.4% |

Ticket stats are based on what District Court has entered as of 1/04/22.

Arrest stats are as of 1/04/22.

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

Fourth Quarter Totals October - December 2021

| Location | Citations | Traffic Crashes | | | Arrests | | | Traffic Crash Totals |
|-----------------------|--------------|-----------------|--------------|--------------|--------------|--------------|--------------|----------------------|
| | | Fatal | PIA | PDA | OWI | Criminal | | |
| 01 Acme | 38 | 0 | 6 | 56 | 1 | 12 | 62 | |
| 02 Blair | 52 | 0 | 9 | 74 | 9 | 36 | 83 | |
| 03 East Bay | 150 | 0 | 7 | 133 | 9 | 29 | 140 | |
| 04 Fife Lake | 13 | 0 | 0 | 25 | 0 | 2 | 25 | |
| 05 Garfield | 320 | 1 | 29 | 270 | 12 | 101 | 300 | |
| 06 Grant | 2 | 0 | 2 | 12 | 0 | 2 | 14 | |
| 07 Green Lake | 21 | 1 | 3 | 33 | 2 | 16 | 37 | |
| 08 Long Lake | 13 | 0 | 6 | 48 | 4 | 4 | 54 | |
| 09 Mayfield | 9 | 0 | 2 | 23 | 2 | 5 | 25 | |
| 10 Peninsula | 10 | 0 | 3 | 22 | 2 | 1 | 25 | |
| 11 Paradise | 23 | 2 | 4 | 36 | 1 | 6 | 42 | |
| 12 Union | 3 | 0 | 0 | 4 | 0 | 0 | 4 | |
| 13 Whitewater | 14 | 0 | 6 | 31 | 1 | 3 | 37 | |
| 29 Fife Lake Vlg | 1 | 0 | 0 | 1 | 0 | 0 | 1 | |
| 30 Kingsley Vlg | 17 | 0 | 0 | 4 | 2 | 4 | 4 | |
| 66 Traverse City | 3 | 0 | 1 | 5 | 3 | 61 | 6 | |
| 84 Out of County | 0 | 0 | 0 | 0 | 0 | 7 | 0 | |
| Totals | 689 | 4 | 78 | 777 | 48 | 289 | 859 | |
| Garfield Twp % | 46.4% | 25.0% | 37.2% | 34.7% | 25.0% | 34.9% | 34.9% | |

Ticket stats are based on what District Court has entered as of 1/04/22.
 Arrest stats are as of 1/04/22.


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

Year to Date 2021

| Location | Citations | Traffic Crashes | | | Arrests | | Traffic Crash Totals |
|-----------------------|--------------|-----------------|--------------|--------------|--------------|--------------|----------------------|
| | | Fatal | PIA | PDA | OWI | Criminal | |
| 01 Acme | 196 | 0 | 23 | 177 | 9 | 34 | 200 |
| 02 Blair | 308 | 0 | 31 | 225 | 34 | 174 | 256 |
| 03 East Bay | 598 | 1 | 36 | 369 | 44 | 155 | 406 |
| 04 Fife Lake | 48 | 0 | 8 | 67 | 5 | 18 | 75 |
| 05 Garfield | 685 | 3 | 70 | 532 | 58 | 320 | 605 |
| 06 Grant | 5 | 0 | 0 | 16 | 0 | 2 | 16 |
| 07 Green Lake | 79 | 5 | 14 | 99 | 12 | 56 | 118 |
| 08 Long Lake | 72 | 1 | 10 | 127 | 10 | 31 | 138 |
| 09 Mayfield | 40 | 0 | 16 | 60 | 8 | 29 | 76 |
| 10 Peninsula | 36 | 0 | 9 | 61 | 6 | 10 | 70 |
| 11 Paradise | 59 | 4 | 11 | 92 | 2 | 22 | 107 |
| 12 Union | 5 | 0 | 0 | 17 | 0 | 3 | 17 |
| 13 Whitewater | 59 | 0 | 14 | 86 | 7 | 18 | 100 |
| 29 Fife Lake Vlg | 7 | 0 | 0 | 5 | 1 | 2 | 5 |
| 30 Kingsley Vlg | 55 | 0 | 6 | 18 | 3 | 20 | 24 |
| 66 Traverse City | 20 | 0 | 4 | 13 | 12 | 285 | 17 |
| 84 Out of County | 0 | 0 | 0 | 0 | 3 | 69 | 0 |
| Totals | 2,272 | 14 | 252 | 1,964 | 214 | 1,248 | 2,230 |
| Garfield Twp % | 30.1% | 21.4% | 27.8% | 27.1% | 27.1% | 25.6% | 27.1% |

Ticket stats are based on what District Court has entered as of 1/04/22.

Arrest stats are as of 1/04/22.

| | | | |
|---|---|--------------|--------------------------|
|  Charter Township of Garfield Planning Department Report No. 2022-1 | | | |
| Prepared: | January 4, 2022 | Pages: | 2 |
| Meeting: | January 11, 2022 Township Board | Attachments: | <input type="checkbox"/> |
| Subject: | Planning Department Monthly Report for January 2022 | | |

PURPOSE:

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

DEVELOPMENTS:

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

BATA / Traverse City Housing Commission Mixed-Use Project Planned Unit Development (PUD)

- Location: Northeast corner of LaFranier and Hammond Roads
- Development Description: A proposed mixed-use PUD with BATA headquarters facility and bus garage, bus transfer facility, apartments, single-family homes, a day care center, and café.
- Status: Township Board granted Preliminary PUD approval on 5/25/2021. The project application is now in Final PUD review. The applicants continue to work through the conditions of preliminary approval including engineering and agency approvals. Planning Commission received an update on the PUD application on 9/8/2021. The applicant is working toward final PUD completion.

Gauthier Property – Proposed R-3 Rezoning

- Location: 2105 N US 31 South, west side of US 31, south of South Airport Road intersection
- Development Description: Proposed rezoning from current split zoning of Highway Commercial (C-H) and Agricultural (A) to Multi-Family Residential (R-3)
- Status: Application will be introduced to the Planning Commission at their 1/12/2022 meeting

Ridge45 SUP Minor Amendment

- Location: West side of LaFranier Road, north of Hammond Road intersection
- Development Description: Proposed minor amendment for landscaping
- Status: Planning Commission will review this minor amendment at their 1/12/2022 meeting

PLANNING:

Zoning Ordinance text amendment activity currently underway includes the following:

- Sign Text Amendment – In a public initiated application, Serra Automotive has made a request to amend the Township Zoning Ordinance to allow for additional freestanding signs. The proposed text amendment was introduced to the Planning Commission on 8/11/2021. Commissioners were concerned about the potential negative impact of the proposed text amendment on other properties in these districts, and the application is currently tabled. Staff continued to have discussions with the applicants over the past few months.

On December 9, 2021, the applicants chose to withdraw their application. This withdrawal will be acknowledged by the Planning Commission at their 1/12/2022 meeting.

- An application was submitted for conceptual review of a proposed text amendment which would allow electronic changeable copy signs in the General Industrial (I-G) and Limited Industrial (I-L) zoning districts. Currently, such signs are only permitted in the Local Commercial (C-L), General Commercial (C-G), and Highway Commercial (C-H) zoning districts. Planning Commission will consider this proposal as a conceptual review at their 1/12/2022 meeting. This is only a conceptual review; no application for a zoning ordinance text amendment has been submitted.

Other planning activities include the following:

- On October 26, 2021, the Township Board recommended submittal of a proposed project for the Michigan State University Urban Planning Practicum course, a “Non-Motorized Inventory and Opportunities Analysis for Garfield Township.” Staff learned in December 2021 that this project was selected for the Practicum course. Student planners will be working with Staff on this project during their semester from January to April 2022. Staff will be attending a virtual kickoff meeting on 1/12/2022 to refine the scope of services with the designated student team.
- In December 2021, Staff worked with representatives from BS&A Software to set up the Planning, Zoning, and Engineering Processes module of this software program, which is included within the “Building Department” .NET application. This module will help Staff with tracking each step of applications as they move through the process and by creating more consistent record keeping.

STAFF:

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

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



Charter Township of Garfield Parks Report

Silver Lake Recreation Area

All winterized. Nets and goal posts down and stored.

Plowing contractor doing well.

Signage installed for walking trail. Reminding walkers that vehicles do not need to stop entering and exiting the park.

Commons

Numerous down trees removed from trails after high winds.

No camping to date.

Monitoring trails for graffiti and damages.

Consultant Group (ECT) chosen for Commons Development.

Planning Department working on final contract.

River East

Contractor has brackets. Pavilion should be completed week of Jan. 10th.

Monitoring for camps. Nothing to date.

New trail users are fat tire biking and cross-country skiing.

Cleared a few trees off trails after windstorm.

Boardman Valley

Monitoring for encampments. Nothing to date found.

Cleared down trees off trails.

Contact with snow removal contractor about damage to parking bumpers near Pickleball Courts.

Miller Creek

Removed more down trees on trails.

No encampments to date.

Cleaned up some small graffiti.

Kid's Creek

Monitored trails for down trees. All clear.

Installed posts for "Dogs on Leash" for Buffalo Ridge Trail.

Submitted January, 5th, 2022

Derek Morton

Sean Kehoe

Clerk's Report

For December 31, 2021

Submitted 1/05/22

To: The Garfield Township Board:

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

For the month of December in the General Fund, you will find that we had a total of \$601,536.61 Revenues and \$482,395.74 Expenditures. For the year we have a total of \$5,400,313.70 Revenues and \$4,405,370.78 Expenditures.

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

Lanie McManus

Township Clerk

REVENUE REPORT FOR GARFIELD TOWNSHIP
PERIOD ENDING 12/31/2021

| GL NUMBER | DESCRIPTION | 2021 ORIGINAL BUDGET | 2021 AMENDED BUDGET | YTD BALANCE 12/31/2021 | ACTIVITY FOR MONTH 12/31/2021 | AVAILABLE BALANCE |
|------------------------------------|---|----------------------|---------------------|------------------------|-------------------------------|-------------------|
| Fund 101 - GENERAL OPERATING FUND | | | | | | |
| Revenues | | | | | | |
| Dept 000 | | | | | | |
| 101-000-403.000 | CURRENT REAL PROPERTY TAXES | 1,900,000.00 | 1,900,000.00 | 2,033,185.65 | 263,224.52 | (133,185.65) |
| 101-000-407.000 | DEL PERSONAL PROP TAXES | 500.00 | 500.00 | 1,057.31 | 0.00 | (557.31) |
| 101-000-412.000 | SWAMP TAX COLLECTIONS | 50.00 | 50.00 | 1.04 | 1.04 | 48.96 |
| 101-000-414.000 | Protected Pre Interest | 500.00 | 500.00 | 1,584.77 | 863.64 | (1,084.77) |
| 101-000-423.000 | TRAILER PARK FEES | 8,500.00 | 8,500.00 | 8,413.00 | 0.00 | 87.00 |
| 101-000-441.000 | Local Community Stabilization Share Tax | 43,000.00 | 43,000.00 | 36,691.23 | 0.00 | 6,308.77 |
| 101-000-445.000 | PENALTIES & INT. ON TAXES | 4,000.00 | 4,000.00 | 5,065.29 | 0.00 | (1,065.29) |
| 101-000-476.000 | BUILDING PERMITS | 150,000.00 | 150,000.00 | 308,924.00 | 24,287.00 | (158,924.00) |
| 101-000-476.001 | PLANNING FEES | 10,000.00 | 10,000.00 | 11,900.00 | 100.00 | (1,900.00) |
| 101-000-476.003 | TREASURER FEES | 500.00 | 500.00 | 975.15 | 525.15 | (475.15) |
| 101-000-476.004 | PARK USE FEES | 0.00 | 0.00 | 6,485.00 | 0.00 | (6,485.00) |
| 101-000-476.005 | ZONING FEES | 15,000.00 | 15,000.00 | 20,670.00 | 1,610.00 | (5,670.00) |
| 101-000-528.000 | OTHER FEDERAL GRANTS | 0.00 | 0.00 | 928,410.00 | 0.00 | (928,410.00) |
| 101-000-574.000 | STATE SHARED REVENUE | 1,350,000.00 | 1,350,000.00 | 1,620,452.00 | 290,586.00 | (270,452.00) |
| 101-000-574.001 | STATE SHARED REV. - LIQUOR LA | 20,000.00 | 20,000.00 | 24,107.05 | 1,977.25 | (4,107.05) |
| 101-000-574.002 | EVIP DISTRIBUTION | 56,000.00 | 56,000.00 | 57,861.00 | 9,771.00 | (1,861.00) |
| 101-000-612.000 | CHARGES FOR TOWNSHIP SERVICES | 8,000.00 | 8,000.00 | 8,082.33 | 37.44 | (82.33) |
| 101-000-627.000 | TAX COLLECTION FEES | 25,000.00 | 25,000.00 | 23,792.50 | 0.00 | 1,207.50 |
| 101-000-656.000 | Ordinance Enforcement Fees | 500.00 | 500.00 | 1,058.34 | 66.67 | (558.34) |
| 101-000-664.000 | EARNED INTEREST | 40,000.00 | 40,000.00 | 56,155.53 | 6,764.94 | (16,155.53) |
| 101-000-668.002 | RENTS & ROYALTIES CABLE VIS | 220,000.00 | 220,000.00 | 264,320.14 | 0.00 | (44,320.14) |
| 101-000-668.003 | RENTS & ROYALTIES CABLE EQUIP | 22,000.00 | 22,000.00 | 25,374.73 | 0.00 | (3,374.73) |
| 101-000-670.000 | UNREALIZED LOSS ON INVESTMENT | 0.00 | 0.00 | (66,838.00) | 0.00 | 66,838.00 |
| 101-000-676.000 | REIMBURSEMENTS | 100.00 | 100.00 | 5,444.54 | 1,721.96 | (5,344.54) |
| 101-000-676.001 | Reimbursed Treasurer Legal Fees | 600.00 | 600.00 | 273.30 | 0.00 | 326.70 |
| 101-000-676.003 | Reimbursed Essential Services (PILOT) | 8,000.00 | 8,000.00 | 16,867.80 | 0.00 | (8,867.80) |
| 101-000-695.100 | ALLOCATED FUND BALANCE | 408,243.75 | 408,243.75 | 0.00 | 0.00 | 408,243.75 |
| Total Dept 000 | | 4,290,493.75 | 4,290,493.75 | 5,400,313.70 | 601,536.61 | (1,109,819.95) |
| TOTAL REVENUES | | | | | | |
| | | 4,290,493.75 | 4,290,493.75 | 5,400,313.70 | 601,536.61 | (1,109,819.95) |
| Fund 101 - GENERAL OPERATING FUND: | | | | | | |
| TOTAL REVENUES | | 4,290,493.75 | 4,290,493.75 | 5,400,313.70 | 601,536.61 | (1,109,819.95) |

User: Lanie
DB: Garfield

PERIOD ENDING 12/31/2021

2021 ORIGINAL BUDGET 2021 AMENDED BUDGET

YTD BALANCE 12/31/2021

ACTIVITY FOR MONTH 12/31/21

AVAILABLE BALANCE % BDGT USED

| GL NUMBER | DESCRIPTION | 2021 ORIGINAL BUDGET | 2021 AMENDED BUDGET | YTD BALANCE 12/31/2021 | ACTIVITY FOR MONTH 12/31/21 | AVAILABLE BALANCE | % BDGT USED |
|---|-------------------------------|----------------------|---------------------|------------------------|-----------------------------|-------------------|--------------|
| Fund 101 - GENERAL OPERATING FUND | | | | | | | |
| Expenditures | | | | | | | |
| Dept 101 - TOWNBOARD | | | | | | | |
| 101-101-701.100 | WAGES - TRUSTEE | 13,000.00 | 13,000.00 | 12,225.00 | 1,850.00 | 775.00 | 94.04 |
| 101-101-701.101 | WAGES - FILE CLERK | 37,283.93 | 37,283.93 | 37,273.60 | 4,300.80 | 10.33 | 99.97 |
| 101-101-701.102 | WAGES - TRUSTEE | 13,000.00 | 13,000.00 | 10,250.00 | 1,225.00 | 2,750.00 | 78.85 |
| 101-101-701.103 | WAGES - TRUSTEE | 13,000.00 | 13,000.00 | 10,750.00 | 1,475.00 | 2,250.00 | 82.69 |
| 101-101-701.104 | WAGES - TRUSTEE | 13,000.00 | 13,000.00 | 10,975.00 | 1,475.00 | 2,025.00 | 84.42 |
| 101-101-701.105 | WAGES - OFFICE COORDINATOR | 34,666.81 | 34,666.81 | 34,634.44 | 4,000.81 | 32.37 | 99.91 |
| 101-101-726.000 | SUPPLIES | 6,000.00 | 6,000.00 | 5,580.55 | 729.74 | 419.45 | 93.01 |
| 101-101-726.001 | POSTAGE | 10,000.00 | 10,000.00 | 8,123.19 | 592.92 | 1,876.81 | 81.23 |
| 101-101-726.002 | SUPPLIES - COPIER MAINTENANCE | 7,500.00 | 7,500.00 | 3,784.20 | 370.92 | 3,715.80 | 50.46 |
| 101-101-801.002 | LEGAL SERVICES - TOWNBOARD | 10,000.00 | 10,000.00 | 4,115.25 | 1,073.65 | 5,884.75 | 41.15 |
| 101-101-801.004 | LEGAL -Tax Tribunal | 10,000.00 | 10,000.00 | 0.00 | 0.00 | 10,000.00 | 0.00 |
| 101-101-802.000 | AUDIT AND ACCOUNTING | 22,100.00 | 22,100.00 | 21,875.00 | 0.00 | 225.00 | 98.98 |
| 101-101-805.000 | CONTRACTED AND OTHER SERVICES | 7,500.00 | 7,500.00 | 2,538.98 | 90.50 | 4,961.02 | 33.85 |
| 101-101-860.000 | MILEAGE | 500.00 | 500.00 | 0.00 | 0.00 | 500.00 | 0.00 |
| 101-101-900.000 | PRINTING & PUBLISHING | 3,000.00 | 3,000.00 | 3,716.22 | 1,071.00 | (716.22) | 123.87 |
| 101-101-901.000 | ADVERTISING | 7,500.00 | 7,500.00 | 5,202.90 | 785.85 | 2,297.10 | 69.37 |
| 101-101-960.000 | EDUCATION & TRAINING | 4,000.00 | 4,000.00 | 2,023.68 | 0.00 | 1,976.32 | 50.59 |
| 101-101-965.101 | DUES & PUBLICATIONS -TOWNBOAR | 2,500.00 | 2,500.00 | 2,295.09 | 0.00 | 204.91 | 91.80 |
| 101-101-965.102 | DUES - MICHIGAN TOWNSHIP ASSO | 6,500.00 | 6,500.00 | 6,230.00 | 0.00 | 270.00 | 95.85 |
| Total Dept 101 - TOWNBOARD | | 221,050.74 | 221,050.74 | 181,593.10 | 19,041.19 | 39,457.64 | 82.15 |
| Dept 171 - TOWNSHIP SUPERVISOR | | | | | | | |
| 101-171-701.201 | WAGES - SUPERVISOR | 79,738.80 | 79,738.80 | 79,738.88 | 9,200.64 | (0.08) | 100.00 |
| 101-171-701.202 | WAGES - APPRAISER II | 46,585.37 | 46,585.37 | 42,821.04 | 4,846.15 | 3,764.33 | 91.92 |
| 101-171-701.203 | WAGES - GIS | 0.00 | 0.00 | 2,040.00 | 1,560.00 | (2,040.00) | 100.00 |
| 101-171-701.204 | WAGES - APPRAISER III | 55,531.98 | 55,531.98 | 56,036.00 | 6,408.00 | (504.02) | 100.91 |
| 101-171-701.205 | WAGES - ASSESSOR | 98,452.15 | 98,452.15 | 98,452.12 | 11,359.86 | 0.03 | 100.00 |
| 101-171-726.000 | SUPPLIES | 2,000.00 | 2,000.00 | 544.99 | 17.85 | 1,455.01 | 27.25 |
| 101-171-726.001 | POSTAGE | 4,000.00 | 4,000.00 | 3,282.38 | 0.00 | 717.62 | 82.06 |
| 101-171-805.000 | CONTRACTED AND OTHER SERVICES | 33,419.00 | 33,419.00 | 24,738.44 | 0.00 | 8,680.56 | 74.03 |
| 101-171-860.200 | MILEAGE - SUPERVISOR | 1,000.00 | 1,000.00 | 0.00 | 0.00 | 1,000.00 | 0.00 |
| 101-171-860.201 | MILEAGE - ASSESSOR | 1,000.00 | 1,000.00 | 463.79 | 109.59 | 536.21 | 46.38 |
| 101-171-900.000 | PRINTING & PUBLISHING | 2,410.00 | 2,410.00 | 1,372.48 | 0.00 | 1,037.52 | 56.95 |
| 101-171-901.000 | ADVERTISING | 500.00 | 500.00 | 150.00 | 0.00 | 350.00 | 30.00 |
| 101-171-960.000 | EDUCATION & TRAINING | 7,000.00 | 7,000.00 | 2,192.40 | 19.41 | 4,807.60 | 31.32 |
| 101-171-960.200 | EDUCATION - SUPERVISOR | 1,000.00 | 1,000.00 | 18.45 | 0.00 | 981.55 | 1.85 |
| 101-171-965.000 | DUES & PUBLICATIONS | 3,000.00 | 3,000.00 | 4,371.14 | 99.91 | (1,371.14) | 145.70 |
| Total Dept 171 - TOWNSHIP SUPERVISOR | | 335,637.30 | 335,637.30 | 316,222.11 | 33,621.41 | 19,415.19 | 94.22 |
| Dept 191 - ELECTIONS | | | | | | | |
| 101-191-701.000 | WAGES | 18,000.00 | 18,000.00 | 12,240.75 | 1,980.00 | 5,759.25 | 68.00 |
| 101-191-726.000 | SUPPLIES | 8,000.00 | 8,000.00 | 6,469.91 | 74.36 | 1,530.09 | 80.87 |
| 101-191-726.001 | POSTAGE | 3,500.00 | 3,500.00 | 0.00 | 0.00 | 3,500.00 | 0.00 |
| 101-191-860.000 | MILEAGE | 400.00 | 400.00 | 0.00 | 0.00 | 400.00 | 0.00 |
| 101-191-901.000 | ADVERTISING | 600.00 | 600.00 | 0.00 | 0.00 | 600.00 | 0.00 |
| 101-191-935.010 | MACHINE MAINTENANCE | 3,000.00 | 3,000.00 | 0.00 | 0.00 | 3,000.00 | 0.00 |
| 101-191-935.015 | COMPUTER SUPPORT SYSTEMS | 5,000.00 | 5,000.00 | 0.00 | 0.00 | 5,000.00 | 0.00 |
| Total Dept 191 - ELECTIONS | | 38,500.00 | 38,500.00 | 18,710.66 | 2,054.36 | 19,789.34 | 48.60 |
| Dept 215 - TOWNSHIP CLERK | | | | | | | |

EXPENDITURE REPORT FOR GARFIELD TOWNSHIP
 PERIOD ENDING 12/31/2021

| GL NUMBER | DESCRIPTION | ORIGINAL BUDGET | 2021 AMENDED BUDGET | YTD BALANCE 12/31/2021 | ACTIVITY FOR MONTH 12/31/21 | AVAILABLE BALANCE | % BGDG USED |
|--|----------------------------|-------------------|---------------------|------------------------|-----------------------------|-------------------|--------------|
| Fund 101 - GENERAL OPERATING FUND | | | | | | | |
| Expenditures | | | | | | | |
| 101-215-701.300 | WAGES - CLERK | 79,738.80 | 79,738.80 | 79,738.88 | 9,200.64 | (0.08) | 100.00 |
| 101-215-701.302 | WAGES - DEPUTY CLERK | 51,500.00 | 51,500.00 | 51,500.02 | 5,942.31 | (0.02) | 100.00 |
| 101-215-701.303 | WAGES - ACCOUNTANT | 5,000.00 | 5,000.00 | 4,500.00 | 0.00 | 500.00 | 90.00 |
| 101-215-726.000 | SUPPLIES | 1,500.00 | 1,500.00 | 947.28 | 0.00 | 552.72 | 63.15 |
| 101-215-726.000 | SUPPLIES - CLERK | 400.00 | 400.00 | 341.60 | 0.00 | 58.40 | 85.40 |
| 101-215-860.300 | MILEAGE - CLERK | 400.00 | 400.00 | 0.00 | 0.00 | 400.00 | 0.00 |
| 101-215-860.301 | MILEAGE - DEPUTY CLERK | 400.00 | 400.00 | 0.00 | 0.00 | 400.00 | 0.00 |
| 101-215-956.016 | MISCELLANEOUS | 500.00 | 500.00 | 0.00 | 0.00 | 500.00 | 0.00 |
| 101-215-960.000 | EDUCATION & TRAINING | 6,000.00 | 6,000.00 | 3,427.29 | 0.00 | 2,572.71 | 57.12 |
| 101-215-965.000 | DUES & PUBLICATIONS | 700.00 | 700.00 | 550.00 | 0.00 | 150.00 | 78.57 |
| Total Dept 215 - TOWNSHIP CLERK | | 145,738.80 | 145,738.80 | 141,005.07 | 15,142.95 | 4,733.73 | 96.75 |
| Dept 247 - BOARD OF REVIEW | | | | | | | |
| 101-247-701.400 | WAGES - B OF R | 1,500.00 | 1,500.00 | 975.00 | 125.00 | 525.00 | 65.00 |
| 101-247-701.401 | WAGES - B OF R | 1,500.00 | 1,500.00 | 100.00 | 0.00 | 1,400.00 | 6.67 |
| 101-247-701.402 | WAGES - B OF R | 1,500.00 | 1,500.00 | 850.00 | 125.00 | 650.00 | 56.67 |
| 101-247-701.403 | WAGES - B OF R | 1,500.00 | 1,500.00 | 1,250.00 | 250.00 | 250.00 | 83.33 |
| 101-247-960.000 | EDUCATION & TRAINING | 200.00 | 200.00 | 84.50 | 0.00 | 115.50 | 42.25 |
| Total Dept 247 - BOARD OF REVIEW | | 6,200.00 | 6,200.00 | 3,259.50 | 500.00 | 2,940.50 | 52.57 |
| Dept 253 - TOWNSHIP TREASURER | | | | | | | |
| 101-253-701.500 | WAGES - TREASURER | 79,738.80 | 79,738.80 | 79,738.88 | 9,200.64 | (0.08) | 100.00 |
| 101-253-701.501 | WAGES - ASSISTANT | 5,000.00 | 5,000.00 | 536.76 | 0.00 | 4,463.24 | 10.74 |
| 101-253-701.502 | WAGES - DEPUTY TREASURER | 51,500.00 | 51,500.00 | 51,500.02 | 5,942.31 | (0.02) | 100.00 |
| 101-253-726.000 | SUPPLIES | 2,500.00 | 2,500.00 | 3,106.05 | 961.32 | (606.05) | 124.24 |
| 101-253-726.001 | POSTAGE | 6,000.00 | 6,000.00 | 5,045.30 | 276.12 | 954.70 | 84.09 |
| 101-253-801.000 | LEGAL SERVICES | 3,000.00 | 3,000.00 | 30.00 | 0.00 | 2,970.00 | 1.00 |
| 101-253-809.000 | Bank Fees | 300.00 | 300.00 | 0.00 | 0.00 | 300.00 | 0.00 |
| 101-253-860.500 | MILEAGE - TREASURER | 700.00 | 700.00 | 382.82 | 92.18 | 317.18 | 54.69 |
| 101-253-860.501 | MILEAGE - DEPUTY TREASURER | 500.00 | 500.00 | 188.16 | 0.00 | 311.84 | 37.63 |
| 101-253-900.000 | PRINTING & PUBLISHING | 2,000.00 | 2,000.00 | 1,541.46 | 772.38 | 458.54 | 77.07 |
| 101-253-901.000 | ADVERTISING | 100.00 | 100.00 | 0.00 | 0.00 | 100.00 | 0.00 |
| 101-253-960.000 | EDUCATION & TRAINING | 4,500.00 | 4,500.00 | 1,384.86 | 72.12 | 3,115.14 | 30.77 |
| 101-253-965.000 | DUES & PUBLICATIONS | 500.00 | 500.00 | 199.00 | 0.00 | 301.00 | 39.80 |
| Total Dept 253 - TOWNSHIP TREASURER | | 156,338.80 | 156,338.80 | 143,653.31 | 17,317.07 | 12,685.49 | 91.89 |
| Dept 258 - COMPUTER SUPPORT | | | | | | | |
| 101-258-726.000 | SUPPLIES | 3,000.00 | 3,000.00 | 2,792.27 | 0.00 | 207.73 | 93.08 |
| 101-258-935.015 | COMPUTER SUPPORT SYSTEMS | 40,000.00 | 40,000.00 | 31,818.34 | 648.34 | 8,181.66 | 79.55 |
| 101-258-935.016 | COMPUTER NETWORK | 2,000.00 | 2,000.00 | 1,224.88 | 89.99 | 775.12 | 61.24 |
| Total Dept 258 - COMPUTER SUPPORT | | 45,000.00 | 45,000.00 | 35,835.49 | 738.33 | 9,164.51 | 79.63 |
| Dept 265 - TOWNSHIP HALL | | | | | | | |
| 101-265-701.011 | Maintenance Wages | 10,500.00 | 10,500.00 | 11,072.48 | 0.00 | (572.48) | 105.45 |
| 101-265-726.003 | SUPPLIES-MAINTANCE | 3,500.00 | 3,500.00 | 3,026.18 | 0.00 | 473.82 | 86.46 |
| 101-265-850.000 | TELEPHONE | 16,000.00 | 16,000.00 | 17,170.94 | 1,509.91 | (1,170.94) | 107.32 |
| 101-265-920.601 | HEATING / GAS | 12,000.00 | 12,000.00 | 9,289.86 | 2,568.29 | 2,710.14 | 77.42 |
| 101-265-920.602 | WATER / SEWER | 6,000.00 | 6,000.00 | 4,396.61 | 288.93 | 1,603.39 | 73.28 |
| 101-265-920.603 | LIGHTS BUILDING | 14,000.00 | 14,000.00 | 8,681.36 | (314.27) | 5,318.64 | 62.01 |
| 101-265-935.601 | SNOW PLOWING | 10,000.00 | 10,000.00 | 1,177.00 | 80.00 | 8,823.00 | 11.77 |

EXPENDITURE REPORT FOR GARFIELD TOWNSHIP

PERIOD ENDING 12/31/2021

| GL NUMBER | DESCRIPTION | 2021 | | YTD BALANCE 12/31/2021 | ACTIVITY FOR MONTH 12/31/21 | AVAILABLE BALANCE | % BGD USED |
|---|-------------------------------|---------------------|---------------------|---------------------------|-----------------------------------|----------------------|---------------|
| | | ORIGINAL BUDGET | AMENDED BUDGET | | | | |
| Fund 101 - GENERAL OPERATING FUND | | | | | | | |
| Expenditures | | | | | | | |
| 101-265-935.602 | LAWN MAINTENANCE | 10,000.00 | 10,000.00 | 7,354.53 | 720.00 | 2,645.47 | 73.55 |
| 101-265-935.603 | CLEANING SERVICE | 15,000.00 | 15,000.00 | 15,615.96 | 2,700.00 | (615.96) | 104.11 |
| 101-265-935.604 | RUBBISH REMOVAL | 1,000.00 | 1,000.00 | 1,101.25 | 96.91 | (101.25) | 110.13 |
| 101-265-935.605 | BUILDING REPAIR | 10,000.00 | 10,000.00 | 0.00 | 0.00 | 10,000.00 | 0.00 |
| 101-265-935.606 | ELECTRONIC PROTECTION SYSTEM | 1,500.00 | 1,500.00 | 1,461.60 | 0.00 | 38.40 | 97.44 |
| 101-265-935.608 | MAINTENANCE-OTHER | 20,000.00 | 20,000.00 | 12,662.34 | 0.00 | 7,337.66 | 63.31 |
| Total Dept 265 - TOWNSHIP HALL | | 129,500.00 | 129,500.00 | 93,010.11 | 7,649.77 | 36,489.89 | 71.82 |
| Dept 301 - POLICE SERVICES | | | | | | | |
| 101-301-830.000 | POLICE CONTRACT | 1,400,000.00 | 1,400,000.00 | 1,202,603.84 | 324,523.73 | 197,396.16 | 85.90 |
| Total Dept 301 - POLICE SERVICES | | 1,400,000.00 | 1,400,000.00 | 1,202,603.84 | 324,523.73 | 197,396.16 | 85.90 |
| Dept 371 - TOWNSHIP BUILDING INSPECTOR | | | | | | | |
| 101-371-701.702 | WAGES BUILDING ASSISTANT | 17,764.38 | 17,764.38 | 16,352.74 | 1,923.84 | 1,411.64 | 92.05 |
| 101-371-701.703 | WAGES - BUILDING OFFICIAL | 82,400.00 | 82,400.00 | 82,399.98 | 9,507.69 | 0.02 | 100.00 |
| 101-371-701.704 | WAGES - BUILDING INSPECTOR | 25,750.00 | 25,750.00 | 20,143.43 | 2,064.85 | 5,606.57 | 78.23 |
| 101-371-701.705 | WAGES - CONSTRUCTION BOARD | 1,000.00 | 1,000.00 | 0.00 | 0.00 | 1,000.00 | 0.00 |
| 101-371-726.000 | SUPPLIES | 1,000.00 | 1,000.00 | 512.13 | 56.92 | 487.87 | 51.21 |
| 101-371-960.000 | EDUCATION & TRAINING | 1,000.00 | 1,000.00 | 125.00 | 0.00 | 875.00 | 12.50 |
| 101-371-965.000 | DUES & PUBLICATIONS | 1,000.00 | 1,000.00 | 1,041.45 | 0.00 | (41.45) | 104.15 |
| Total Dept 371 - TOWNSHIP BUILDING INSPECTOR | | 129,914.38 | 129,914.38 | 120,574.73 | 13,553.30 | 9,339.65 | 92.81 |
| Dept 400 - PLANNING COMMISSION | | | | | | | |
| 101-400-701.800 | WAGES - PLANNING | 3,000.00 | 3,000.00 | 3,150.00 | 125.00 | (150.00) | 105.00 |
| 101-400-701.801 | WAGES - PLANNING | 3,000.00 | 3,000.00 | 2,775.00 | 125.00 | 225.00 | 92.50 |
| 101-400-701.802 | WAGES - PLANNING | 3,000.00 | 3,000.00 | 2,650.00 | 125.00 | 350.00 | 88.33 |
| 101-400-701.804 | WAGES - PLANNING | 3,000.00 | 3,000.00 | 2,650.00 | 125.00 | 350.00 | 88.33 |
| 101-400-701.805 | WAGES - PLANNING | 3,000.00 | 3,000.00 | 2,900.00 | 125.00 | 100.00 | 96.67 |
| 101-400-701.806 | WAGES - PLANNING | 3,000.00 | 3,000.00 | 2,400.00 | 125.00 | 600.00 | 80.00 |
| 101-400-701.808 | WAGES - PLANNING | 3,000.00 | 3,000.00 | 3,025.00 | 125.00 | (25.00) | 100.83 |
| 101-400-801.000 | LEGAL SERVICES | 25,000.00 | 25,000.00 | 1,828.00 | 0.00 | 23,172.00 | 7.31 |
| 101-400-805.000 | CONTRACTED AND OTHER SERVICES | 6,000.00 | 6,000.00 | 2,716.75 | 0.00 | 3,283.25 | 45.28 |
| 101-400-900.000 | PRINTING & PUBLISHING | 1,000.00 | 1,000.00 | 573.86 | 0.00 | 426.14 | 57.39 |
| 101-400-901.000 | ADVERTISING | 2,000.00 | 2,000.00 | 1,534.45 | 88.60 | 465.55 | 76.72 |
| 101-400-960.000 | EDUCATION & TRAINING | 2,000.00 | 2,000.00 | 70.00 | 0.00 | 1,930.00 | 3.50 |
| 101-400-965.000 | DUES & PUBLICATIONS | 1,000.00 | 1,000.00 | 34.00 | 0.00 | 966.00 | 3.40 |
| Total Dept 400 - PLANNING COMMISSION | | 58,000.00 | 58,000.00 | 26,307.06 | 963.60 | 31,692.94 | 45.36 |
| Dept 401 - TOWNSHIP PLANNER | | | | | | | |
| 101-401-701.900 | WAGES - DIRECTOR OF PLANNING | 77,948.34 | 77,948.34 | 77,948.26 | 8,994.03 | 0.08 | 100.00 |
| 101-401-701.901 | WAGES - DEPUTY PLANNER | 55,620.00 | 55,620.00 | 55,619.98 | 6,417.69 | 0.02 | 100.00 |
| 101-401-701.902 | WAGES -PLANNER ASSISTANT | 13,323.86 | 13,323.86 | 12,264.59 | 1,442.88 | 1,059.27 | 92.05 |
| 101-401-726.000 | SUPPLIES | 1,000.00 | 1,000.00 | 84.92 | 0.00 | 915.08 | 8.49 |
| 101-401-860.900 | MILEAGE - TOWNSHIP PLANNER | 300.00 | 300.00 | 0.00 | 0.00 | 300.00 | 0.00 |
| 101-401-860.901 | MILEAGE - DEPUTY PLANNER | 300.00 | 300.00 | 0.00 | 0.00 | 300.00 | 0.00 |
| 101-401-900.000 | PRINTING & PUBLISHING | 2,000.00 | 2,000.00 | 75.00 | 0.00 | 1,925.00 | 3.75 |
| 101-401-960.000 | EDUCATION & TRAINING | 5,000.00 | 5,000.00 | 702.66 | 0.00 | 4,297.34 | 14.05 |
| 101-401-965.000 | DUES & PUBLICATIONS | 1,000.00 | 1,000.00 | 472.00 | 472.00 | 528.00 | 47.20 |

| GL NUMBER | DESCRIPTION | 2021 ORIGINAL BUDGET | 2021 AMENDED BUDGET | YTD BALANCE 12/31/2021 | ACTIVITY FOR MONTH 12/31/21 | AVAILABLE BALANCE | % BGDGT USED |
|--|-----------------------------------|----------------------|---------------------|------------------------|-----------------------------|-------------------|--------------|
| Fund 101 - GENERAL OPERATING FUND | | | | | | | |
| Expenditures | | | | | | | |
| Total Dept 401 - TOWNSHIP PLANNER | | 156,492.20 | 156,492.20 | 147,167.41 | 17,326.60 | 9,324.79 | 94.04 |
| Dept 410 - ZONING BOARD OF APPEALS | | | | | | | |
| 101-410-701.001 | WAGES - ZONING | 1,200.00 | 1,200.00 | 250.00 | 0.00 | 950.00 | 20.83 |
| 101-410-701.002 | WAGES - ZONING | 1,200.00 | 1,200.00 | 250.00 | 0.00 | 950.00 | 20.83 |
| 101-410-701.003 | WAGES - ZONING | 1,200.00 | 1,200.00 | 125.00 | 0.00 | 1,075.00 | 10.42 |
| 101-410-701.004 | WAGES - ZONING | 1,200.00 | 1,200.00 | 250.00 | 0.00 | 950.00 | 20.83 |
| 101-410-701.005 | WAGES - ZONING | 10,000.00 | 10,000.00 | 0.00 | 0.00 | 10,000.00 | 0.00 |
| 101-410-801.000 | LEGAL SERVICES | 1,000.00 | 1,000.00 | 104.00 | 0.00 | 896.00 | 10.40 |
| 101-410-805.000 | CONTRACTED AND OTHER SERVICES | 2,000.00 | 2,000.00 | 89.10 | 0.00 | 1,910.90 | 4.46 |
| 101-410-901.000 | ADVERTISING | 1,000.00 | 1,000.00 | 564.00 | 0.00 | 436.00 | 56.40 |
| 101-410-960.000 | EDUCATION & TRAINING | | | | | | |
| Total Dept 410 - ZONING BOARD OF APPEALS | | 20,000.00 | 20,000.00 | 1,882.10 | 0.00 | 18,117.90 | 9.41 |
| Dept 412 - ZONING ADMINISTRATOR | | | | | | | |
| 101-412-701.601 | WAGES - ZONING ADMINISTRATOR | 55,620.00 | 55,620.00 | 55,619.98 | 6,417.69 | 0.02 | 100.00 |
| 101-412-701.602 | WAGES - ZONING CODE ENFORCER | 20,599.18 | 20,599.18 | 20,602.42 | 2,377.21 | (3.24) | 100.02 |
| 101-412-726.000 | SUPPLIES | 1,000.00 | 1,000.00 | 499.77 | 4.69 | 500.23 | 49.98 |
| 101-412-860.601 | MILEAGE - ZONING ADMIN | 150.00 | 150.00 | 0.00 | 0.00 | 150.00 | 0.00 |
| 101-412-860.602 | MILEAGE - DEPT ZONING | 150.00 | 150.00 | 0.00 | 0.00 | 150.00 | 0.00 |
| 101-412-960.000 | EDUCATION & TRAINING | 2,000.00 | 2,000.00 | 0.00 | 0.00 | 2,000.00 | 0.00 |
| 101-412-965.000 | DUES & PUBLICATIONS | 500.00 | 500.00 | 0.00 | 0.00 | 500.00 | 0.00 |
| Total Dept 412 - ZONING ADMINISTRATOR | | 80,019.18 | 80,019.18 | 76,722.17 | 8,799.59 | 3,297.01 | 95.88 |
| Dept 448 - STREET LIGHTS - TOWNSHIP | | | | | | | |
| 101-448-920.005 | STREET LIGHTS TOWNSHIP | 96,000.00 | 96,000.00 | 65,112.78 | 7,053.90 | 30,887.22 | 67.83 |
| Total Dept 448 - STREET LIGHTS - TOWNSHIP | | 96,000.00 | 96,000.00 | 65,112.78 | 7,053.90 | 30,887.22 | 67.83 |
| Dept 747 - COMMUNITY PROMOTIONS | | | | | | | |
| 101-747-880.003 | COM. PROM. - ECONOMIC DEVELOPMENT | 15,000.00 | 15,000.00 | 0.00 | 0.00 | 15,000.00 | 0.00 |
| 101-747-880.004 | COM. PROM. - TC-TALUS | 3,000.00 | 3,000.00 | 3,000.00 | 0.00 | 0.00 | 100.00 |
| 101-747-880.007 | COM. PROM. - COMMUNITY AWAREN | 20,000.00 | 820,000.00 | 815,219.30 | 2,169.00 | 4,780.70 | 99.42 |
| 101-747-880.009 | COM. PROM. - TREE CARE | 1,000.00 | 1,000.00 | 0.00 | 0.00 | 1,000.00 | 0.00 |
| 101-747-880.011 | COM. PROM. - P.E.G. | 100,000.00 | 100,000.00 | 87,808.74 | 0.00 | 12,191.26 | 87.81 |
| Total Dept 747 - COMMUNITY PROMOTIONS | | 139,000.00 | 939,000.00 | 906,028.04 | 2,169.00 | 32,971.96 | 96.49 |
| Dept 806 - TOWNSHIP VEHICLES | | | | | | | |
| 101-806-862.000 | GAS & CAR WASHES | 2,500.00 | 2,500.00 | 2,054.34 | 167.37 | 445.66 | 82.17 |
| 101-806-863.000 | OIL CHANGES | 500.00 | 500.00 | 118.88 | 78.07 | 381.12 | 23.78 |
| 101-806-864.000 | MISCELLANEOUS | 1,500.00 | 1,500.00 | 97.94 | 0.00 | 1,402.06 | 6.53 |
| Total Dept 806 - TOWNSHIP VEHICLES | | 4,500.00 | 4,500.00 | 2,271.16 | 245.44 | 2,228.84 | 50.47 |
| Dept 851 - EMPLOYEE BENEFITS & INSURANCES | | | | | | | |
| 101-851-701.000 | WAGES | 2,000.00 | 2,000.00 | 0.00 | 0.00 | 2,000.00 | 0.00 |
| 101-851-701.027 | UNEMPLOYMENT | 4,000.00 | 4,000.00 | 0.00 | 0.00 | 4,000.00 | 0.00 |
| 101-851-873.001 | John Hancock 403B | 102,279.00 | 102,279.00 | 105,097.20 | 0.00 | (2,818.20) | 102.76 |


EXPENDITURE REPORT FOR GARFIELD TOWNSHIP
 PERIOD ENDING 12/31/2021

01/05/2022 11:32 AM
 User: Lanie
 DB: Garfield

| GL NUMBER | DESCRIPTION | 2021 | | YTD BALANCE 12/31/2021 | ACTIVITY FOR MONTH 12/31/21 | AVAILABLE BALANCE | % BDDT USED |
|--|-------------------------------|---------------------|---------------------|---------------------------|-----------------------------------|----------------------|----------------|
| | | ORIGINAL BUDGET | AMENDED BUDGET | | | | |
| Fund 101 - GENERAL OPERATING FUND | | | | | | | |
| Expenditures | | | | | | | |
| 101-851-873.010 | SOCIAL SECURITY - EMPLOYER | 80,000.00 | 80,000.00 | 80,221.82 | 9,399.93 | (221.82) | 100.28 |
| 101-851-873.020 | VACATION & PERSONAL PAYOUT | 1,000.00 | 1,000.00 | 3,146.77 | 2,295.57 | (2,146.77) | 314.68 |
| 101-851-873.030 | INSURANCE - EMPLOYEE HEALTH | 395,000.00 | 395,000.00 | 372,521.16 | 0.00 | 22,478.84 | 94.31 |
| 101-851-873.040 | INSURANCE - EMPLOYEE LIFE | 10,000.00 | 10,000.00 | 4,259.21 | 0.00 | 5,740.79 | 42.59 |
| 101-851-912.001 | INSURANCE - LIABILITY | 14,000.00 | 14,000.00 | 12,573.00 | 0.00 | 1,427.00 | 89.81 |
| 101-851-912.002 | INSURANCE - WORKMENS COMP. | 8,000.00 | 8,000.00 | 6,312.00 | 0.00 | 1,688.00 | 78.90 |
| Total Dept 851 - EMPLOYEE BENEFITS & INSURANCES | | 616,279.00 | 616,279.00 | 584,131.16 | 11,695.50 | 32,147.84 | 94.78 |
| Dept 900 - CAPITAL OUTLAY | | | | | | | |
| 101-900-970.001 | CAPITAL OUTLAY - ELECTIONS | 2,000.00 | 2,000.00 | 0.00 | 0.00 | 2,000.00 | 0.00 |
| 101-900-970.002 | CAPITAL OUTLAY - TOWNSHIP HAL | 150,000.00 | 150,000.00 | 36,785.61 | 0.00 | 113,214.39 | 24.52 |
| 101-900-970.003 | CAPITAL OUTLAY - COMPUTER | 15,000.00 | 15,000.00 | 2,495.37 | 0.00 | 12,504.63 | 16.64 |
| 101-900-970.004 | CAPITAL OUTLAY - VEHICLES | 30,000.00 | 30,000.00 | 0.00 | 0.00 | 30,000.00 | 0.00 |
| 101-900-970.005 | CAPITAL OUTLAY - LAND | 1,000.00 | 1,000.00 | 0.00 | 0.00 | 1,000.00 | 0.00 |
| Total Dept 900 - CAPITAL OUTLAY | | 198,000.00 | 198,000.00 | 39,280.98 | 0.00 | 158,719.02 | 19.84 |
| Dept 965 - TRANSFERS TO OTHER FUNDS | | | | | | | |
| 101-965-990.308 | TRANSFERS TO #308 PARK SYS | 300,000.00 | 300,000.00 | 300,000.00 | 0.00 | 0.00 | 100.00 |
| Total Dept 965 - TRANSFERS TO OTHER FUNDS | | 300,000.00 | 300,000.00 | 300,000.00 | 0.00 | 0.00 | 100.00 |
| TOTAL EXPENDITURES | | 4,276,170.40 | 5,076,170.40 | 4,405,370.78 | 482,395.74 | 670,799.62 | 86.79 |
| Fund 101 - GENERAL OPERATING FUND: | | | | | | | |
| TOTAL EXPENDITURES | | 4,276,170.40 | 5,076,170.40 | 4,405,370.78 | 482,395.74 | 670,799.62 | 86.79 |

User: Lanie
 DB: Garfield
 2021 ORIGINAL BUDGET 2021 AMENDED BUDGET YTD BALANCE 12/31/2021 ACTIVITY FOR MONTH 12/31/21 AVAILABLE BALANCE % BGT USED

| GL NUMBER | DESCRIPTION | 2021 ORIGINAL BUDGET | 2021 AMENDED BUDGET | YTD BALANCE 12/31/2021 | ACTIVITY FOR MONTH 12/31/21 | AVAILABLE BALANCE | % BGT USED |
|---|---|----------------------|---------------------|------------------------|-----------------------------|-------------------|------------|
| Fund 308 - PARK SYSTEM FUND | | | | | | | |
| Expenditures | | | | | | | |
| Dept 000 | | 5,200.00 | 5,200.00 | 4,625.00 | 625.00 | 575.00 | 88.94 |
| 308-000-701.905 | WAGES - REC BOARD | 25,750.00 | 25,750.00 | 25,750.40 | 2,971.20 | (0.40) | 100.00 |
| 308-000-701.906 | Parks Steward | 0.00 | 16,750.00 | 14,740.00 | 3,840.00 | 2,010.00 | 88.00 |
| 308-000-701.907 | Park Steward 2 | 1,000.00 | 1,000.00 | 0.00 | 0.00 | 1,000.00 | 0.00 |
| 308-000-801.000 | LEGAL SERVICES | 0.00 | 0.00 | 90.50 | 0.00 | (90.50) | 100.00 |
| 308-000-805.000 | CONTRACTED AND OTHER SERVICES | 0.00 | 0.00 | 68.40 | 0.00 | (68.40) | 100.00 |
| 308-000-825.000 | Const. & Land (Grant, Equip) | 0.00 | 0.00 | 0.00 | 0.00 | 800.00 | 0.00 |
| 308-000-864.000 | MISCELLANEOUS | 800.00 | 800.00 | 0.00 | 0.00 | 1,000.00 | 0.00 |
| 308-000-880.000 | COM. PROM. - SILVER LAKE PARK | 1,000.00 | 1,000.00 | 0.00 | 0.00 | 500.00 | 0.00 |
| 308-000-880.001 | COM. PROM. - BVNP (YMCA) | 500.00 | 500.00 | 0.00 | 0.00 | 21,975.00 | 0.00 |
| 308-000-880.006 | COM. PROM. - Cont. Serv GTCD | 40,000.00 | 21,975.00 | 0.00 | 0.00 | 500.00 | 0.00 |
| 308-000-880.008 | COM. PROM. - GT COMMONS | 500.00 | 500.00 | 0.00 | 0.00 | 500.00 | 0.00 |
| 308-000-880.012 | COM. PROM. - BOARDMAN RIVER | 500.00 | 500.00 | 0.00 | 0.00 | 500.00 | 0.00 |
| 308-000-880.013 | COM. PROM. - MILLER CREEK | 500.00 | 500.00 | 0.00 | 0.00 | 500.00 | 0.00 |
| 308-000-880.014 | COM. PROM. - KIDS CREEK PARK | 500.00 | 500.00 | 0.00 | 0.00 | 500.00 | 0.00 |
| 308-000-880.016 | COM. PROM. - RIVER EAST RECREATION AREA | 500.00 | 500.00 | 0.00 | 0.00 | 500.00 | 0.00 |
| 308-000-880.019 | MAINTENANCE - MISC, EQUIP | 100,190.00 | 100,190.00 | 76,912.21 | 5,342.27 | 23,277.79 | 76.77 |
| 308-000-935.000 | CAPITAL OUTLAY | 184,000.00 | 184,000.00 | 48,489.85 | 760.00 | 135,510.15 | 26.35 |
| 308-000-970.000 | | | | | | | |
| Total Dept 000 | | 360,940.00 | 359,665.00 | 170,676.36 | 13,538.47 | 188,988.64 | 47.45 |
| Dept 851 - EMPLOYEE BENEFITS & INSURANCES | | | | | | | |
| 308-851-873.010 | SOCIAL SECURITY - EMPLOYER | 2,060.00 | 3,335.00 | 3,400.33 | 563.00 | (65.33) | 101.96 |
| Total Dept 851 - EMPLOYEE BENEFITS & INSURANCES | | 2,060.00 | 3,335.00 | 3,400.33 | 563.00 | (65.33) | 101.96 |
| TOTAL EXPENDITURES | | | | | | | |
| Fund 308 - PARK SYSTEM FUND: | | 363,000.00 | 363,000.00 | 174,076.69 | 14,101.47 | 188,923.31 | 47.96 |
| TOTAL EXPENDITURES | | 363,000.00 | 363,000.00 | 174,076.69 | 14,101.47 | 188,923.31 | 47.96 |

| | | | |
|---|---|--|--------------------------|
|  | | Charter Township of Garfield | |
| | | Planning Department Report No. 2022-2 | |
| Prepared: | January 3, 2022 | Pages: | 1 |
| Meeting: | January 11, 2022 | Attachments: | <input type="checkbox"/> |
| Subject: | Grand Traverse Commons Natural Area – Consultant Agreement Approval | | |

BACKGROUND AND UPDATE:

The Township issued a Request for Proposal (RFP) for Park Design and Planning Services for the Commons Natural Area on October 4, 2021. On November 15, 2021, the Township received four responses from qualified consulting firms. A Township ad hoc committee recommended the selection of Environmental Consulting & Technology, Inc. (ECT).

At its meeting on December 14, 2021, the Township Board accepted the proposal from ECT to conduct park and planning design services for the Grand Traverse Commons Natural Area and direct Staff to draft a contract between the Township and ECT.

A consultant agreement was drafted by the Township and was accepted by ECT. ECT has provided a signed agreement to the Township for its consideration.

ACTION REQUESTED:

Following discussion, if the Township Board is accepting of the agreement, then the following motion is suggested:

MOTION to APPROVE the consultant agreement with Environmental Consulting & Technology, Inc. (ECT) to conduct park and planning design services for the Grand Traverse Commons Natural Area and to authorize the Supervisor and the Clerk to sign the consultant agreement.

**CONSULTANT AGREEMENT
FOR PARK PLANNING AND DESIGN SERVICES**

THIS AGREEMENT made this 11th day of January 2022, by and between the CHARTER TOWNSHIP OF GARFIELD, a Michigan municipality, of 3848 Veterans Drive, Traverse City, Michigan, (the "Township"); and ENVIRONMENTAL CONSULTING & TECHNOLOGY, INC. and its AFFILIATES (ECT), With Corporate Office at 7027 SW 24th Ave, Gainesville, Florida, 32607 and offices at 3399 Veterans Drive, Traverse City, Michigan (the "Consultant").

WITNESSETH:

WHEREAS the Township desires to engage the services of the Consultant to furnish technical and professional assistance in conducting a planning process to create a park design plan for the improvement of the Grand Traverse Commons Natural Area; and,

WHEREAS the Consultant wishes to furnish such technical and professional assistance to the Township and has represented that the Consultant has the expertise and capability to perform such services.

THEREFORE, the Township and the Consultant mutually agree as follows:

1. Scope of Services. The Consultant shall provide services to the Township in accordance with and as set forth in Schedule "A" Scope of Services, attached hereto and incorporated herein by reference.
2. Compensation and Method of Payment. The Township shall pay to the Consultant and the Consultant agrees to accept as full compensation for services under this Agreement an amount not to exceed \$54,760.00, lump sum.

Monthly, ECT will invoice Client for all Services rendered during the previous month with payment due within 30 days after date of invoice. Client shall notify ECT in writing of any disputed amount within 15 days after date of invoice; otherwise, all invoice charges are agreed to be acceptable. Any overdue charges will draw interest at the lesser of 1½% per month or the highest rate allowed by law, commencing 30 days after date of invoice. ECT reserves the right to suspend services pending receipt of overdue charges. Should it be necessary for ECT to initiate collection procedures for unpaid charges, the cost of such procedures will be added to the amount due ECT from Client. Fixed price projects will be invoiced on a percent complete basis.

3. Independent Contractor. The relationship of the Consultant and its employees to the Township is that of an independent contractor and in accordance therewith, the Consultant covenants and agrees to conduct itself consistent with such status and that neither it nor its employees, officers, or agents will claim to be an officer, employee, or agent of the Township or make any claim, demand or application to or for any rights or privileges applicable to any

officer or employee of same, including but not limited to worker's compensation coverage, unemployment insurance benefits, social security coverage, or retirement membership or credit.

4. Consultant Responsibility. The Consultant shall perform the work in a good and workmanlike manner and assume the risk in performing under this Agreement. To the extent of its proportionate responsibility therefor, Consultant shall be responsible and answerable in damages for all improper work, accidents or injuries to person or property resulting from negligence of its officers, agents, or employees.
5. Indemnity. The Consultant shall, indemnify and hold harmless the Township, its officers, trustees, and employees, from and against any and all claims, liabilities, losses, damages, reasonable attorney's fees, and settlement expenses for injury or death of any person and damage or loss of any property actually resulting or arising out of any negligent act or omission, of the Consultant or its employees, agents, or subcontractors, in connection with performing this Agreement. This indemnification agreement shall not be limited by reason of any insurance coverage.
6. Workers Compensation. The Consultant shall maintain suitable workers compensation insurance on its employees pursuant to Michigan law and the Consultant shall provide a certificate of insurance or copy of state approval for self-insurance to the Township upon execution of this Agreement.
7. Compliance with Regulations. The Consultant shall comply with all applicable statutes, rules, and regulations of all Federal, State, and local governments and agencies having jurisdiction, and bears the risk of any such authorities or changes thereto.
8. Non-Discrimination. The Township and the Consultant agree not to discriminate against an employee or applicant for employment with respect to hire, tenure, terms, conditions, or privileges of employment, or a matter directly or indirectly related to employment on the basis of race, color, religion, sex (including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, military service, or other non-merit factor. Breach of this covenant may be regarded as a material breach of this Agreement.
9. Prohibition Against Assignment. This Agreement is intended to secure the service of the Consultant because of its ability and reputation and none of the Consultant's duties under the Agreement shall be assigned, subcontracted, or transferred without the prior written consent of the Township. Any assignment, subcontract, or transfer of the Consultant's duties under this Agreement must be in writing.
10. Qualifications of the Consultant. The Consultant specifically represents and agrees that its technician possesses the experience, knowledge, and competence necessary to qualify for the technician's particular duties required in this Agreement.
11. Notice. Whenever it is provided in this Agreement that a notice or other communication is to be given or directed to the Township or the Consultant, the same shall be given or directed to

the respective party at its address as specified in this Agreement, or at such other address as either party may, from time to time, designate by written notice.

12. Amendments. This Agreement may be modified, but such modifications shall be in writing and signed by the Consultant and the Township.
13. Termination. This Agreement may be terminated for default, defined as the failure of the Township or the Consultant to fulfill a material obligation of this Agreement, in which case termination may be immediate. Upon termination, the Consultant shall be entitled to, and the terminating party shall pay, the costs actually incurred in compliance with and as approved under this Agreement until the date of such termination. Termination of this Agreement by the Consultant or the Township shall cause this entire Agreement to be terminated.
14. Interpretation. This Agreement shall be governed by the laws of the State of Michigan, both as to interpretation and performance. The pronouns and relative words used herein are written in the neuter and singular. However, if more than one person or entity joins in this Agreement on behalf of the Consultant or the Township, or if a person of masculine or feminine gender joins in this Agreement on behalf of the Consultant or the Township, such words shall be interpreted to be in the plural, masculine, or feminine as the sense requires.
15. Venue. Any and all suits for any and every breach of this Agreement may be instituted and maintained in any court of competent jurisdiction in the County of Grand Traverse, State of Michigan.
16. Entire Agreement. This Agreement, together with all items incorporated herein by reference, constitutes the entire agreement of the Consultant and the Township and there are no valid promises, conditions, or understandings, which are not contained herein.
17. Authority to Execute. The Consultant and the Township agree that the signatories appearing below have the authority and are duly authorized to execute this Agreement on behalf of the party to the Agreement.
18. Force Majeure. Except for the payment of money when due, should either Party be unable, in whole or in part, to perform its obligations under this Agreement by reason of force majeure, such Party shall be excused from performance to the extent they are affected by such force majeure. The Party affected by force majeure shall immediately notify the other Party and shall use commercially reasonable efforts to remedy the impediment to its performance with all reasonable dispatch. The term "force majeure" shall mean any cause which is not within the control of the Party claiming force majeure and which, by the exercise of due diligence, such Party is unable to prevent or overcome.

IN WITNESS WHEREOF, the Consultant and the Township hereto have executed this Agreement on the date and year first above written.

CHARTER TOWNSHIP OF GARFIELD

Chuck Korn, Supervisor

Lanie McManus, Clerk

ENVIRONMENTAL CONSULTING & TECHNOLOGY, INC. and its AFFILIATES (ECT)

Name: Thomas Price

Title: Principal Engineer, Director Green Infrastructure Studio



Name: Patrick Judd

Title: Senior Manger - Landscape Architecture

SCHEDULE "A"
SCOPE OF SERVICES

1. General Services

- a. The Consultant shall assist in public engagement activities to ensure a successful public engagement process. The public engagement process will be led by Township staff.
- b. The Consultant shall participate in regular project contact and coordination with Township staff.
- c. The Consultant shall prepare preliminary and final designs that incorporate and address the following:
 - i. Field Reconnaissance
 - ii. Recognition of Natural and Cultural Features, including Slopes, Soils, Vegetation, Hydrology, Water Quality, Wetlands, Viewsheds
 - iii. Trail Layout, including Crossings and Connections to Other Trail Systems
 - iv. Trail Users and User Conflict Reduction Strategies
 - v. Access and Accessibility
 - vi. Trail Support Facilities, including Trailheads, Wayfinding, Signage, and Site Furnishings
 - vii. Construction Materials and Trail Wear
 - viii. Stormwater and Erosion Management

2. Project Start-Up

The following activities will occur for the Project Start-up:

- a. Participate in a Project Start-up meeting with Township staff and any project partners to create a shared understanding of the details of the project process.
- b. Review the Existing Conditions Report prepared by the Township, including all relevant existing related reports, plans, studies, data, and information. The Consultant may make recommendations for additional data and/or information.
- c. The Consultant and Township staff will visit the park.
- d. The Consultant and Township staff will meet with any stakeholders to gain background and context for the project.
- e. The Consultant and Township staff will prepare for the first Community Open House.

3. Public Engagement

- a. The Township will host a Community Open House with assistance from the Consultant. The purpose of the Open House is to establish a community understanding about the project purpose and process and to elicit information and preferences from the community about the park. The meeting may include interactive small group exercises, including hands-on drawing exercises and other methods to elicit public input on park uses, amenities, and overall future vision. Non-meeting input will also be sought (i.e., online surveys, etc.). The Consultant will assist the Township in organizing the Community Open House and will summarize information and ideas gathered at the event.

4. Development & Presentation of Design Scenarios

The following activities will occur for the Development and Presentation of Design Scenarios to Community:

- a. Alternative Design Scenarios: Create a minimum of three park design scenarios based on community input from the first Community Open House. The design scenarios will be reviewed and accepted by the Township staff.
- b. Second Community Open House: Conduct a second Community Open House to present the alternative concepts and to facilitate a dialogue among all the relevant viewpoints represented. Gather the information necessary to narrow the alternative concepts into a preferred plan.

5. Development & Presentation of Preferred Plan

The following activities will occur for the Development and Presentation on Preferred Plan to Community:

- a. Preferred Plan Synthesis: Draft a preferred plan by accounting for all the information from the second Community Open House and merging the high performing elements of the alternative concepts with newly developed design elements.
- b. Review with Stakeholders: Review the preferred plan with stakeholders as necessary.
- c. Final Community Open House. Present a concise and comprehensive summary of project goals and all elements of the preferred plan. Gather community input through an open discussion or open house format.

6. Development & Presentation of Final Plan

The following activities will occur for the Development and Presentation on the Final Plan:

- a. Develop a final plan that will include the following elements:
- b. Produce a report document that concisely describes the project, the process, and the plan. The report should cover the entire project process, highlighting stakeholder involvement and decision-making processes. The documents should be capable of educating those who did not participate in the process previously.
- c. Provide preferred detailed park design based on the input from the Township and the final community open house. The design shall include a detailed cost breakdown of all proposed improvements for phased implementation and construction.
- d. The Final Plan will be in a form so that it can be incorporated into the Township's Parks and Recreation Master Plan.
- e. The Final Plan will be presented to the Township Parks and Recreation Commission and Township Board for review and adoption.