

CHARTER TOWNSHIP OF GARFIELD VIRTUAL TOWNSHIP BOARD MEETING

Tuesday, January 26, 2021 at 6:00pm
Garfield Township Hall
3848 Veterans Drive
Traverse City, MI 49684
Ph: (231) 941-1620

The Tuesday, January 26, 2021 Township Board regular meeting at 6:00 pm will be held virtually due to the revised MDHHS Michigan Emergency Order and the Open Meetings Act amendment extending remote attendance provision to March 31, 2021. Please visit our website (www.garfield-twp.com) for information on how to contact the Board member(s) to provide input on any business that will come before the Board.

You are invited to join the Township Board meeting on January 26, 2021 at 6:00 pm.
Please click the link below to join the webinar:

<https://us02web.zoom.us/j/84749268172>

Or iPhone one-tap :

US: +19292056099,,84749268172# or +13017158592,,84749268172#

Or Telephone:

Dial(for higher quality, dial a number based on your current location):

US: +1 929 205 6099 or +1 301 715 8592 or +1 312 626 6799 or +1 669 900 6833 or +1 253 215 8782 or +1 346 248 7799

Webinar ID: 847 4926 8172

International numbers available: <https://us02web.zoom.us/j/ku3M0Aaxo>

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 – January 12, 2021 Regular Meeting
(Recommend Approval)
- b. Bills -
General Fund \$35,659.29
(Recommend Approval)
- c. Resolution 2021-09-T, a resolution approving Addendum 1 to Interlocal Agreement for Grand Traverse County Designated Assessor
(Recommend Approval)

4. Items removed from the Consent Calendar

5. Correspondence

- a. Grand Traverse Conservation District – December 2020 Report

6. Reports

- a. GT Metro Fire Report
- b. MMR Report
- c. County Commissioner's Report
- d. Supervisor's Report

7. Unfinished Business

- a. Public Hearing – Consideration of:
 - Resolution 2021-06-T - Eaglehurst Sewer Line (Amend. No. 37 to Ord. No. 13)
 - Resolution 2021-07-T - Randolph St. Sewer Line (Amend. No. 38 to Ord. No. 13)
 - Resolution 2021-08-T - Eaglehurst Water Line (Amendment No. 41 to Ord. No. 15)
- b. Consideration of appointing Bob Fudge to the Zoning Board of Appeals

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, or TDD #922-4412.

**CHARTER TOWNSHIP OF GARFIELD
TOWN BOARD MEETING
January 12, 2021**

Supervisor Chuck Korn called the Town Board Meeting to order via the ZOOM platform on January 12, 2021 at 6:00 p.m.

Pledge of Allegiance

Roll call of Board Members

Present: Jeane Blood Law of Garfield Township, MI; Denise Schmuckal of Garfield Township, MI; Steve Duell of Garfield Township, MI; Chris Barsheff of Garfield Township, MI; Lanie McManus of Garfield Township, MI; Molly Agostinelli of Garfield Township, MI; and Chuck Korn of Garfield Township, MI.

Staff Present: Planning Director John Sych

1. **Public Comment (6:01)**
None
2. **Review and Approval of the Amended Agenda - Conflict of Interest (6:05)**
Board members added MMR Discussion under Other Business.

Agostinelli moved and Schmuckal seconded to approve the amended agenda.

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

3. **Consent Calendar (6:07)**
 - a. **Minutes**
December 8, 2020 Regular Board Meeting
(Recommend Approval)
 - b. **Bills**

(i)	General Fund	\$504,327.17
	(Recommend Approval)	
(ii)	Gourdie-Fraser	
	Developer's Escrow Fund – Storm Water Reviews and	
	Utility Plan Review, Oversight and Closeout	
		\$ 7,250.00
	<u>Utility Receiving Fund</u>	<u>4,737.50</u>
	Total	\$ 11,987.50

(Recommend Approval)
 - c. **MTT Update (Receive and File)**

- d. **Building Department 2020 Statement of Operations and Annual Report (Receive and File)**
- e. **Zoning Department 2020 Activities (Receive and File)**
- f. **Resolution 2021-02-T, a resolution approving financing for Metro’s fire truck purchase (Recommend Approval)**
- g. **Resolution 2021-02-T – a resolution adopting Township Trustees Salary (Recommend Approval)**
- h. **PD 2021-1 Carter Lumber I-G Rezoning – Introduction and schedule for public hearing on February 9, 2021 (Recommend Approval)**
- i. **PD 2021-3– Child Care Centers, Major Thoroughfares ZO Text Amendment – Introduction and Schedule for Public Hearing on February 9, (Recommend Approval)**
- j. **Close –out and Turnover documents for Traditions at Ashland Park Phase IV (Recommend Approval)**
- k. **Eaglehurst Sanitary Sewer (Amendment No. 37 to Ordinance No. 13 and Eaglehurst Water Main (Amendment No. 38 to Ordinance No. 15) – Introduction and schedule for Public Hearing on January 26, 2021 (Recommend Approval)**
- l. **Randolph Street Sanitary Sewer (Amendment no. 36 to Ordinance No. 13) – Introduction and schedule for Public Hearing on January 26, 2021 (Recommend Approval)**

Board members removed consent items f and a.

Schmuckal moved and Duell seconded to approve the consent calendar as amended

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

4. Items Removed from the Consent Calendar

a. Minutes

Board members corrected item 9q to state that Agostinelli is the first alternate to the Metro Board and Barsheff is the second alternate to the Metro Board.

Board members discussed item 8r which dealt with per diem pay for Trustees serving on the Joint Recreation Commission and agreed to deal with the item under other business.

Agostinelli moved and McManus seconded to approve the minutes of December 8, 2020 as amended.

Yeas: Agostinelli, McManus, Barsheff, Duell, Schmuckal, Blood Law, Korn

Nays: None

b. Resolution 2021-02-T, a resolution approving financing for Metro's fire truck purchase (Recommend Approval)

After discussing the terms of the purchase, Agostinelli moved and Schmuckal supported to approve Resolution 2021-02-T, a resolution approving financing for Metro's fire truck purchase.

Yeas: Agostinelli, Schmuckal, Duell, McManus, Blood Law, Barsheff, Korn

Nays: None

5. Correspondence (6:29)

- a. Letter from Matt Cowall dated December 9, 2020
- b. RecycleSmart Newsletter – December 2020

6. Reports

a. County Commissioners Report (6:29)

Commissioner Brad Jewett reported that two new commissioners were welcomed and committees have been assigned. The county may open up to the general public next week if possible. Phase 1a of COVID-19 vaccines are finishing up and Phase 1b will begin shortly.

b. Sheriff's Report (6:38)

Lt Chris Oosse said that in December 2020, Garfield Township had 90 citations and in the fourth quarter, there were 238 citations in the township. Deputies made several drug arrests over the weekend.

c. Construction Report (6:40)

Jennifer Hodges indicated that her written report is in packets and 2021 is shaping up to be a better year for construction projects. The Cass Road watermain project is slated to begin this month and the state released grant funds for water service upgrades. Such a grant could help with the hook up to Long Lake Township. Phase One capital improvements are moving forward at East River Park and she continues project closeouts and stormwater reviews.

d. Planning Department Monthly Report for January, PD 2021-2 (6:44)

Planner John Sych said that he welcomes Agostinelli to the Planning Commission and that BATA application preliminary discussion would take place tomorrow evening. He reviewed other upcoming projects with board members.

e. Parks and Recreation Report (6:49)

Parks Steward Derek Morton said the contractors are doing a good job with plowing and he has begun a maintenance list for 2021 repairs at Silver Lake Park. Morton updated board members on winter maintenance

activities at all the parks in the township and said he is looking out for rogue dams and trails that are being constructed in Miller Creek.

f. Treasurer’s Report (6:55)

Treasurer Blood Law indicated that her report was included in packets and that state revenue sharing was up this year and there was no loss.

g. Clerk’s Report (6:56)

Clerk McManus said her report is in writing and added she was participating in a state wide voting audit and would need to review a certain amount of votes.

h. Supervisors Report (6:57)

Supervisor Korn said that the Board of Review on December 15th via ZOOM went smoothly. GT Metro and IAFF discussed their union contract and at the Metro Board meeting there was discussion of a repayment to East Bay Township. MTA held a virtual luncheon with an excellent speaker.

7. Unfinished Business

a. Public Hearing – PD Report 2021-4 – Consideration of Requirements for Siting Solar Energy Systems and resolution 2021-01-T (7:03)

Sych reviewed the amendment to permit solar energy systems. The zoning ordinance amendment included definitions, regulations and new language for essential service facilities. Board members asked questions and discussed the proposed amendment. Supervisor Korn opened the Public Hearing at 7:06pm and hearing no one wishing to comment, closed the Public hearing at 7:07pm.

Schmuckal moved and Agostinelli seconded to adopt Resolution 2021-01-T, a resolution to amend Garfield Township Ordinance No. 68.

Yeas: Schmuckal, Agostinelli, Duell, Barsheff, McManus, Blood Law, Korn

Nays: None

8. New Business

a. Consideration of Resolution 2021-04-T, a Resolution approving a request from X-Golf and Buffalo Wild Wings to Establish a social District area.

Board members discussed the proposed area and asked questions about rules and liability.

Schmuckal moved and Agostinelli seconded to approve Resolution 2021-04-T, a Resolution approving a request from X-Golf and Buffalo Wild Wings to Establish a Social District area.

Yeas: Schmuckal, Agostinelli, Duell, Barsheff, Blood Law, McManus, Korn

Nays: None

9. Public Comment: (7:18)

Zoning Administrator Mike Green said he would help with rules of the newly established social district.

Chief Parker appreciated the approval for the purchase of a new fire truck

10. Other Business (7:20)

a. MMR Ambulance Discussion

Concerns were brought up with the level of service being provided by MMR and that township residents may not be served well by MMR. Board members, and Chief Parker said that a close eye would be kept on response times.

b. Per Diem Rate for Committee Members

Duell moved and Schmuckal seconded to pay all assigned committee members who are not Garfield Township staff a per diem of \$125 per scheduled meeting.

Yeas: Duell, Schmuckal, Blood Law, McManus, Barsheff

Nays: Agostinelli, Korn

Board members also brought up the subject of the county employees donating their comp time to other co-workers in an emergency.

11. Adjournment

Agostinelli moved and Blood Law seconded to adjourn the meeting at 7:40 pm.

Yeas: Agostinelli, Blood Law, Schmuckal, Barsheff, Duell, McManus, Korn

Nays: None

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
GRAND TRAVERSE COUNTY, MICHIGAN

ORDINANCE NO. 68 (Zoning Ordinance): AMENDMENT NO. 25

RESOLUTION #2021-01-T

A RESOLUTION TO AMEND GARFIELD TOWNSHIP ORDINANCE NO. 68 (Zoning Ordinance), in accordance with the provisions of Act 110 of the Public Acts of 2006, as amended.

WHEREAS the Charter Township of Garfield regulates the use and development of land pursuant to the authority of the Michigan Zoning Enabling Act, Act 110 of 2006, as amended;

WHEREAS the Garfield Township Board of Trustees, following their January 12, 2021 public hearing, finds that an amendment to the Charter Township of Garfield Zoning Ordinance is necessary to incorporate the following changes:

- In Section 201, General Definitions, add definitions for various Solar Energy systems that differentiate between a small Solar Energy System affixed to a building or a freestanding structure and a large Primary Solar Energy System.
- Insert a new Section 775 Solar Energy Systems that describes requirements for permitting Accessory and Primary Solar Energy Systems by regulating their siting, design, and installation.
- For Section 737.B.2(i) Essential Services Facilities, request an above ground Major Essential Service Facility shall include any required hazard warning in its signage.
- For Section 737.B Essential Services Facilities, add language covering abandonment and decommission requirements for Essential Service Facilities.

NOW, THEREFORE, THE CHARTER TOWNSHIP OF GARFIELD ORDAINS:

AMENDMENT NO. 25 TO CHARTER TOWNSHIP OF GARFIELD ORDINANCE NO. 68
(Zoning Ordinance):

A. THAT the following language BE ADDED to Article 2, Section 201 GENERAL DEFINITIONS:

Solar Collector Surface: Any part of a solar energy system that absorbs solar energy for use in the system's transformation process. The collector surface does not include frames, supports, and mounting hardware.

Solar Energy: Radiant energy received from the sun that can be collected in the form of heat or light by a solar energy system.

Solar Energy System: A system (including solar collectors and ancillary equipment) either affixed to a permanent principal or accessory building or functioning as a freestanding structure, that collects, stores, and distributes solar energy for heating or cooling, generating electricity, or heating water. Solar energy systems include, but are not limited to, photovoltaic (PV) power systems and solar thermal systems. Solar energy systems shall not be considered essential services. Solar energy systems do not include a panel or panel array less than 10 square feet.

Solar Energy System, Accessory: A solar energy system that meets the following:

- (1) The system is an accessory use of the property.
- (2) The system is primarily used for generating electricity for on-site use.

Solar Energy System, Primary: A solar energy system that meets the following:

- (1) The system is the primary use of the property.
- (2) The system is primarily used for generating electricity for sale and distribution off-site.

Solar Equipment, Ancillary: Any accessory part or device of a solar energy system that does not require direct access to sunlight, such as but not limited to batteries, electric meters, converters, or water heater tanks.

B. THAT Article 7, SUPPLEMENTAL USE REGULATIONS, Section 737.B (2) (i) Essential Service Facilities, BE AMENDED to replace “may” with “shall” in the last sentence as follows:

- (i) An above ground Major Essential Service Facility which is fenced or which is housed in an equipment building shall include a sign placard of not more than two square feet which shall indicate the owner or operator’s name, address and emergency contact information. In addition, such facilities shall include any required hazard warning signage.

C. THAT Article 7, SUPPLEMENTAL USE REGULATIONS, Section 737.B Essential Service Facilities, BE AMENDED to add a new subsection (3) which includes the following language:

- (3) Any Major Essential Service Facility which has reached the end of its useful life or has been abandoned consistent with this Section of this Ordinance shall be removed and parcel owners shall be required to restore the site.
 - (a) Absent a notice of a proposed date of decommissioning or written notice of extenuating circumstances, a Major Essential Service Facility shall be considered abandoned when it fails to operate continuously for more than one year. The property owner shall physically remove the installation no more than one-hundred and eighty (180) days after the date of discontinued operations.
 - (b) The property owner shall notify the Township and the Planning Commission by certified mail of the proposed date of discontinued operations and plans for removal.

- (c) If the property owner fails to remove the installation within 180 days of abandonment or the proposed date of decommissioning, the Township is permitted to enter the property and physically remove the installation.
- (d) Any decommissioning of a Major Essential Service Facility shall include at minimum:
 - (i) Physical removal of all Major Essential Service Facility equipment, structures, buildings, security barriers, and transmission lines from the site.
 - (ii) Disposal of all solid and hazardous waste in accordance with local, state and federal waste disposal regulations.
 - (iii) Stabilization and re-vegetation of the site as necessary to minimize erosion.

D. THAT **Article 7, SUPPLEMENTAL USE REGULATIONS**, BE AMENDED to add the following new section: **Section 775, Solar Energy Systems**, and to include the following language:

SECTION 775 SOLAR ENERGY SYSTEMS

It is the intent of this Section to permit solar energy systems by regulating their siting, design, and installation to protect public health, safety, and welfare, to ensure compatibility with adjacent land uses, and to protect active farmland, prime soils, and forested properties.

A. ACCESSORY SOLAR ENERGY SYSTEMS

- (1) Accessory solar energy systems shall be permitted by right in any zoning district for on-site use.
- (2) Ground mounted solar energy systems shall only be in a side or rear yard and shall meet or exceed required yard setbacks. Placement of ground mounted solar energy systems is not permitted within the required front yard.
- (3) Roof mounted solar energy equipment shall be located so as not to increase the total height of the structure above the maximum allowable height of the structure on which it is located, in accordance with the applicable zoning district height regulations.
- (4) Ground mounted solar energy systems shall not exceed 10 feet in height and shall be securely anchored into the ground.
- (5) Solar panels shall be placed and arranged such that reflected solar radiation or glare shall not be directed onto adjacent buildings, properties or roadways.

B. PRIMARY SOLAR ENERGY SYSTEMS

- (1) Primary solar energy systems may be permitted by special use permit in any zoning district provided it is demonstrated that the requirements of this section and all other applicable sections of this Ordinance are satisfied.
- (2) All structures and equipment for a primary solar energy system shall be 100 feet from any front property line and 50 feet from any side or rear property line.
- (3) Ground mounted solar energy systems shall not exceed 15 feet in height and shall be securely anchored into the ground.

- (4) Solar panels shall be placed and arranged such that reflected solar radiation or glare shall not be directed onto adjacent buildings, properties or roadways.
- (5) Primary solar energy systems shall not include any image except to identify the manufacturer or operator of the solar energy system. All signage shall conform to the requirements of this Ordinance.
- (6) All utility collection lines from the primary solar energy system shall be placed underground.
- (7) Primary solar energy systems shall provide a Type "D" buffer for all adjacent land uses as required in Section 531.G of this Ordinance.
- (8) The primary solar energy system operator shall maintain the facility in good condition, including but not limited to structural repairs and integrity of security measures and maintaining site access to a level acceptable to local emergency response personnel.
- (9) The applicant for a primary solar energy system shall provide a form of surety, either through escrow account, bond, or otherwise, to cover the cost of removal of the system in the event the Township removes the installation as authorized in this section. The applicant shall submit a fully inclusive estimate of the costs associated with removal, prepared by a qualified engineer. The amount shall include a mechanism for calculating increased removal costs due to inflation. The amount and form of financial surety is to be determined by the Planning Commission, but in no event to exceed more than 125 percent of the cost of removal and compliance with the additional requirements set forth herein. The amount of financial surety shall be reviewed by the Planning Commission every 10 years and may be adjusted by the Planning Commission to reflect increased cost of removal and compliance with the additional requirements set forth herein.
- (10) Any primary solar energy system which has reached the end of its useful life or has been abandoned consistent with this Section of this Ordinance shall be removed and parcel owners shall be required to restore the site.
 - (a) Absent a notice of a proposed date of decommissioning or written notice of extenuating circumstances, a primary solar energy system shall be considered abandoned when it fails to operate continuously for more than one year. The property owner shall physically remove the installation no more than one-hundred and eighty (180) days after the date of discontinued operations.
 - (b) The property owner shall notify the Township and the Planning Commission by certified mail of the proposed date of discontinued operations and plans for removal.
 - (c) If the property owner fails to remove the installation within 180 days of abandonment or the proposed date of decommissioning, the Township is permitted to enter the property and physically remove the installation.
 - (d) Any decommissioning of a primary solar energy system shall include at minimum:
 - (i) Physical removal of all aboveground primary solar energy systems and ancillary solar equipment, structures, equipment, security barriers, and transmission lines from the site.
 - (ii) Disposal of all solid and hazardous waste in accordance with local, state and federal waste disposal regulations. Any hazardous material in the solar

panels, electronics and parts are required to provide proper disposal and profiling and documentation of the disposal.

- (iii) Stabilization and re-vegetation of the site as necessary to minimize erosion.


Moved: Denise Schmuckal

Supported: Molly Agostinelli

Ayes: Schmuckal, Agostinelli, Duell, Barsheff, McManus, Blood Law, Korn

Nays: None

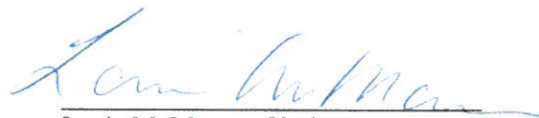
Absent and Excused: None

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 Resolution 2021-01-T which was adopted by the Township Board of the Charter Township of Garfield on the 12th day of January 2021. Amendment No. 25 to Garfield Township Ordinance No. 68 (Zoning Ordinance) shall take effect upon the expiration of seven (7) days following publication.

Dated: 1/13/2021


 Lanie McManus, Clerk
 Charter Township of Garfield

Introduced: December 8, 2020
 Adopted: January 12, 2021
 Published: January 17, 2021
 Effective: January 24, 2021

**CHARTER TOWNSHIP OF GARFIELD
GRAND TRAVERSE COUNTY, MICHIGAN
RESOLUTION 2021-02-T**

**RESOLUTION APPROVING FINANCING FOR
FIRE TRUCK PURCHASE**

Resolution of a meeting of the board of Trustees of the Charter Township of Garfield, Grand Traverse County, Michigan held on the 12th day of January, 2021 at 6 o'clock p.m.

PRESENT: Molly Agostinelli, Denise Schmuckal, Chris Barsheff, Steve Duell, Jeane Blood Law, Lanie McManus, and Chuck Korn.

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

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

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

WHEREAS, Metro has an immediate need for a new 3,000-gallon tanker truck. The vehicle will replace a 1983 1,500-gallon tanker. Metro has solicited bids for tanker trucks that have already been built and has chosen the tanker that best fits the specs and needs of the fire department; and

WHEREAS, the Metro Board approved the purchase of a Pierce Tanker Truck from Halt Fire for \$334,835.00, with total costs not to exceed \$350,000, at its December, 2020 board meeting.

WHEREAS, Metro intends to apply for financing from a commercial bank institution in the amount of \$350,000; and

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

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

NOW, THEREFORE,


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

Ayes: Agostinelli, Schmuckal, Barsheff, Duell, Blood Law, McManus, Korn

Nays: None

Absent: None

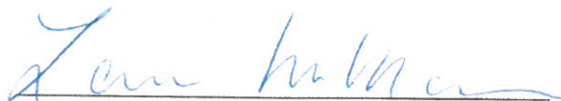
RESOLUTION DECLARED ADOPTED.

By: 
Lanie McManus, Clerk
Charter Township of Garfield

CERTIFICATE

I, Lanie McManus, the duly elected and acting Clerk of the Charter Township of Garfield, hereby certify that the foregoing constitutes a true copy of a Resolution of the Township Board for the Charter Township of Garfield, adopted during a meeting of the Garfield Township Board, Grand Traverse County, Michigan, held on January 12, 2021, at which meeting 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 made available as required by said Act.

Dated: 1/13/2021


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

CHARTER TOWNSHIP OF GARFIELD
GRAND TRAVERSE COUNTY, MICHIGAN

RESOLUTION 2021-03-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, 2021, the salary of the office of Trustee shall be as follows:

\$ 300.00 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 2019-06-T (Amended).

Moved: Denise Schmuckal

Supported: Steve Duell


Ayes: Schmuckal, Duell, Agostinelli, Blood Law, Barsheff, McManus, Korn

Nays: None

Absent and Excused: None

RESOLUTION 2021-03-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 12th day of January, 2021.

Dated:

1-13-2021


Lanie McManus, Clerk
Charter Township of Garfield



Local Governmental Unit Approval For Social District Permit

Resolution 2021-04-T

Instructions for Governing Body of Local Governmental Unit:

A qualified licensee that wishes to apply for a Social District Permit must first obtain approval from the governing body of the local governmental unit where the licensee is located and for which the local governmental unit has designated a social district with a commons area that is clearly marked and shared by and contiguous to the licensed premises of at least two (2) qualified licensees, pursuant to MCL 436.1551. Complete this resolution or provide a resolution, along with certification from the clerk or adopted minutes from the meeting at which this request was considered.

At a regular meeting of the Charter Township of Garfield council/board
(regular or special) (name of city, township, or village)

called to order by Chuck Korn on January 12 at 6:00 pm
(date) (time)

the following resolution was offered:

Moved by Denise Schmuckal and supported by Molly Agostinelli

that the application from Patton Wings, Inc. and X-Golf Traverse City
(name of licensee - if a corporation or limited liability company, please state the company name)

for a **Social District Permit** is recommended by this body for consideration for approval by the
(recommended/not recommended)
Michigan Liquor Control Commission.

If not recommended, state the reason: _____

Vote

Yeas: 7
Nays: 0
Absent: 0

I hereby certify that the foregoing is true and is a complete copy of the resolution offered and adopted by the Garfield Township
council/board at a regular meeting held on January 12, 2021
(regular or special) (date) (name of city, township, or village)

I further certify that the licensed premises of the aforementioned licensee are contiguous to the commons area designated by the council/board as part of a social district pursuant to MCL 436.1551.

Lanie McManus _____
Print Name of Clerk Signature of Clerk Date 1/13/2021

Under Article IV, Section 40, of the Constitution of Michigan (1963), the Commission shall exercise complete control of the alcoholic beverage traffic within this state, including the retail sales thereof, subject to statutory limitations. Further, the Commission shall have the sole right, power, and duty to control the alcoholic beverage traffic and traffic in other alcoholic liquor within this state, including the licensure of businesses and individuals.

CHARTER TOWNSHIP OF GARFIELD
GRAND TRAVERSE COUNTY, MICHIGAN

RESOLUTION 2021-05-T

RESOLUTION ADOPTING PAYMENT TO TOWNSHIP COMMITTEE MEMBERS

WHEREAS, the Charter Township of Garfield Board deems to compensate individuals (excluding Township staff) who serve on committees in the role of representing Garfield Township to offset the time commitment and personal cost associated with serving.

NOW, THEREFORE, BE IT RESOLVED, that effective as of January 1, 2021, all Committee members assigned by the Charter Township of Garfield, with the exclusion of Township staff employees, shall be paid \$125.00 for attending each committee meeting.

Moved: Steve Duell

Supported: Denise Schmuckal

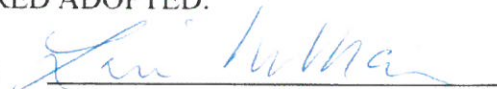
Ayes: Duell, Schmuckal, Barsheff, Blood Law, McManus

Nays: Agostinelli, Korn

Absent and Excused: None

RESOLUTION 2021-05-T DECLARED ADOPTED.

By:



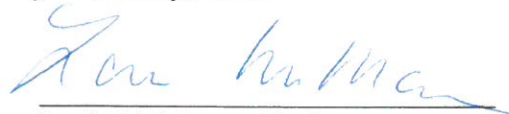
Lanie McManus, Clerk
Charter Township of Garfield

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 12th day of January, 2021.

Dated:

1/13/2021



Lanie McManus, Clerk
Charter Township of Garfield

Check Date	Bank	Check #	Payee	Description	GL #	Amount
01/14/2021	GEN	39463	RICK ROBBINS	PHOENIX AUTO BODY & REPAIR - MC-19		
01/14/2021	GEN	39464	AMERICAN WASTE	8678554	308-000-935.000	342.00
01/14/2021	GEN	39465	AMERICAN WASTE	3394790	101-265-935.604	88.10
01/14/2021	GEN	39466	CITY OF TRAVERSE CITY	170975-94720	101-000-084.861	666.81
		39466		170975-98310	101-448-920.005	10.61
						<u>677.42</u>
01/14/2021	GEN	39467	CONSUMERS ENERGY	103033456148	101-448-920.005	761.54
01/14/2021	GEN	39468	CONSUMERS ENERGY	100000311801	101-000-084.861	2,299.75
		39468		100000311801	101-448-920.005	3,660.40
						<u>5,960.15</u>
01/14/2021	GEN	39469	DTE ENERGY	910020833133	101-265-920.601	1,339.36
01/14/2021	GEN	39470	DTE ENERGY	910020833257	101-265-920.601	32.00
01/14/2021	GEN	39471	ENGINEERED PROTECTION SYS.	SVC AGREEMENT	101-265-935.606	365.40
01/14/2021	GEN	39472	GARFIELD CHARTER TOWNSHIP	HSA	101-000-237.000	556.89
01/14/2021	GEN	39473	GRAND TRAVERSE COUNTY TREAS	PRE BILLING ADJUSTMENTS	101-000-403.000	218.04
01/14/2021	GEN	39474	LANIE MCMANUS	DUES GTCMCA	101-215-965.000	20.00
01/14/2021	GEN	39475	OLSON, BZDOK, & HOWARD	PRIESKON	101-400-801.000	121.40
01/14/2021	GEN	39476	RICHARDS & MCDUGALL, P.C.	ACCOUNTING	101-215-701.303	500.00
01/14/2021	GEN	39477	SPECTRUM BUSINESS	INTERNET	101-258-935.016	84.99
01/14/2021	GEN	39478	SVEC CONSTRUCTION	SNOWFLOW - TWP PARKING LOT	101-265-935.601	375.00
01/14/2021	GEN	39479	TRAVERSE CITY RECORD EAGLE	ADVERTISING	101-101-901.000	250.85
		39479		ADVERTISING	101-400-901.000	190.05
						<u>440.90</u>
01/14/2021	GEN	39480	UNITED WAY	UNITED WAY	101-000-238.000	90.00
01/14/2021	GEN	39481	VOYA INSTITUTIONAL TRUST COMPANY	DEFERRED COMP VF3202	101-000-227.000	1,890.00
01/14/2021	GEN	39482	86TH DISTRICT COURT	PHOENIX AUTO BODY & REPAIR-MC-19	101-253-801.000	15.00
01/20/2021	GEN	39483	BLUE CROSS BLUE SHIELD OF MICHIGAN	EMPLOYEE HEALTH	101-851-873.030	21,638.70
01/20/2021	GEN	39484	FIFTH THIRD BANK	ZOOM	101-101-805.000	42.40
01/20/2021	GEN	39485	JEANE BLOOD (PETTY CASH)	PETTY CASH	101-253-726.000	100.00

3.b.

Check Date	Bank	Check #	Payee	Description	GL #	Amount
--- GL TOTALS ---						
101-000-084.861				DUE FROM #861 STREET LIGHTS		2,966.56
101-000-227.000				DEFERRED COMP		1,890.00
101-000-237.000				HSA (FORMERLY FLEX)		556.89
101-000-238.000				UNITED WAY		90.00
101-000-403.000				CURRENT REAL PROPERTY TAXES		218.04
101-101-805.000				CONTRACTED AND OTHER SERVICES		42.40
101-101-901.000				ADVERTISING		250.85
101-215-701.303				WAGES - ACCOUNTANT		500.00
101-215-965.000				DUES & PUBLICATIONS		20.00
101-253-726.000				SUPPLIES		100.00
101-253-801.000				LEGAL SERVICES		15.00
101-258-935.016				COMPUTER NETWORK		84.99
101-265-920.601				HEATING / GAS		1,371.36
101-265-935.601				SNOW PLOWING		375.00
101-265-935.604				RUBBISH REMOVAL		88.10
101-265-935.606				ELECTRONIC PROTECTION SYSTEM		365.40
101-400-801.000				LEGAL SERVICES		121.40
101-400-901.000				ADVERTISING		190.05
101-448-920.005				STREET LIGHTS TOWNSHIP		4,432.55
101-851-873.030				INSURANCE - EMPLOYEE HEALTH		21,638.70
308-000-935.000				MAINTENANCE - MISC, EQUIP		342.00
TOTAL						35,659.29
TOTAL - ALL FUNDS						TOTAL OF 23 CHECKS (1 voided)

Karen Leaver

From: Chuck Korn
Sent: Thursday, January 21, 2021 9:15 AM
To: Karen Leaver
Subject: Fw: Addendum 1 to Interlocal Agreement for County Designated Assessor for new business
Attachments: Original Email from Nate.pdf; Designated Assessor Interlocal Agreement Signed.pdf; Addendum 1 to Grand Traverse County Interlocal Agreement.pdf

Chuck Korn, Supervisor
The Charter Township of Garfield
3848 Veterans Drive
Traverse City, MI 49684

From: James Baker <jbaker@gtcountymi.gov>
Sent: Wednesday, January 20, 2021 4:46 PM
To: dwhite@acmetwp.org <dwhite@acmetwp.org>; supervisor@blairtownship.org <supervisor@blairtownship.org>;
Subject: Addendum 1 to Interlocal Agreement for County Designated Assessor

Dear Elected Officials,

In an email dated October 2, 2020 with the subject line "Designated Assessor" our Administrator Nate Alger sent an email that outlined the need to appoint a Designated assessor in Grand Traverse County. When we received a majority of signatures from the Local Governments the Designated Assessor Interlocal Agreement was sent to the State Tax Commission for approval. On November 12, 2020 the agreement was sent back to the County Chairperson, and cited the need for further information. We have developed the Addendum 1 in answer to the cited deficiencies, and it was approved by the Grand Traverse County Board of Commissioners January 20, 2021.

I regret to inform you that the Addendum 1 will need your Local Board approval and signatures again. We appreciate how well the first signing of this document was facilitated through DocuSign. I have attached a static copy of the Addendum 1 for your reference, and will follow up with a DocuSign document for electronic signature soon.

Thank you for your time and patience in this matter,

Jim

James D. Baker, MMAO (4), MCPPE
Director of Equalization/GIS
East Bay Charter Twp Assessor
Damage Assessment Coordinator
Address Authority Coordinator
Grand Traverse County
231-922-4773



James Baker <jbaker@gtcountymi.gov>

Designated Assessor

20 messages

Nathan Alger <nalger@gtcountymi.gov>

Fri, Oct 2, 2020 at 2:12 PM

To: Lisa Leedy <villageoffelake@gmail.com>, Beth Friend <bfriend@eastbaytp.org>, Chuck Korn <ckorn@garfield-twp.com>, Doug Mansfield <doug@maaeps.com>, Doug Moyer <dougem@centurytel.net>, Doug White <dwhite@acmetownship.org>, John Ockert <djs6505@aol.com>, Karen Rosa <supervisor@longlaketownship.com>, Linda Forwerck <fltsupervisor@gmail.com>, Martin Colburn <mcolburn@traversecitymi.gov>, Marv Radke <supervisor@greenlaketownship.org>, Nichole Blonshine <supervisor@blairtownship.org>, Rob Lajko <supervisor@paradisetwp.org>, Rob Manigold <supervisor@peninsulatownship.com>, Ron Popp <supervisor@whitewatertownship.org>, Village of Kingsley <kvmanager@villageofkingsley.com>
Cc: James Baker <jbaker@gtcountymi.gov>, Christopher Forsyth <cforsyth@gtcountymi.gov>

Good afternoon,

As you know, Public Act 660 of 2018 requires each county in the state to have a Designated Assessor of Record on file with the State Tax Commission by Dec. 31, 2020. [House Bill 6049](#), by Rep. James Lower (R-Ionia), would establish quality assessing requirements and a process by which to address those assessing districts that failed to achieve substantial compliance with those requirements. As previously stated, the Grand Traverse County Administration has worked with our Director of Equalization, Jim Baker, and Deputy Civil Counsel, Kit Tholen, to create an interlocal agreement between the Townships and the County to Contract the Designated Assessor role from the County. This Agreement was approved by the Board of Commissioners last month. For the sake of efficiency and convenience I am attaching the following items for your review:

- A word version of a model resolution for an interlocal agreement
- The powerpoint used at the Board of Commissioners meeting detailing the Property Assessing reform process
- A chart showing the Property Assessing reform process
- Act 206 of 1983
- The interlocal agreement with signature lines
- The June 9, 2020 bulletin from the State Tax Commission dealing with the process and Designated Assessor.

I am requesting that you review the material provided and do one of the following:

1. Adopt the resolution and we will provide you with a Docusign copy of the Agreement for your signature
2. Request a meeting to discuss further
3. Request that Mr. Baker attend a township meeting to present the agreement
4. Let us know that you will not be entering into the agreement with Grand Traverse County for the Designated Assessor role

Please let me know if we can be of further assistance to get to where we need to be by the deadline.

Thank you and have a nice weekend.

Nate

--

Nate Alger
Grand Traverse County Administrator
231-922-4780

WE ARE THE EXAMPLE

**GRAND TRAVERSE COUNTY INTERLOCAL AGREEMENT
FOR COUNTY DESIGNATED ASSESSOR**

This Interlocal Agreement, by and between the COUNTY OF GRAND TRAVERSE, a political subdivision of the State of Michigan (hereinafter referred to as the “County”), and ACME TOWNSHIP, BLAIR TOWNSHIP, EAST BAY TOWNSHIP, FIFE LAKE TOWNSHIP, GARFIELD TOWNSHIP, GRANT TOWNSHIP, GREEN LAKE TOWNSHIP, LONG LAKE TOWNSHIP, MAYFIELD TOWNSHIP, PARADISE TOWNSHIP, PENINSULA TOWNSHIP, UNION TOWNSHIP, WHITEWATER TOWNSHIP, and THE CITY OF TRAVERSE CITY each a political subdivision of the State of Michigan (each hereinafter referred to as an “Assessing District,” and collectively referred to as the “Assessing Districts”), is entered into pursuant to the Urban Cooperation Act of 1967, Public Act 7 of 1967 (Ex. Sess.), as amended, MCL 124.501 *et seq.*, and the General Property Tax Act, Public Act 206 of 1893, as amended by Public Act 660 of 2018, MCL 211.10g, for the purpose of designating an individual to serve as the County’s Designated Assessor.

WHEREAS, pursuant to MCL 211.10g(4), every County shall have a Designated Assessor on file with the State Tax Commission as of December 31, 2020; and

WHEREAS, the County Designated Assessor is designated by an Interlocal Agreement executed between the County Board of Commissioners and a majority of the Assessing Districts in the County; and

WHEREAS, the individual designated as the County’s Designated Assessor must be approved by the State Tax Commission.

NOW, THEREFORE, THE PARTIES AGREE AS FOLLOWS:

1. Designation of County Designated Assessor. The County and a majority of the Assessing Districts in the County designate the Grand Traverse County Equalization Director, James D. Baker, who is an individual qualified and certified by the State Tax Commission as an Advanced Assessing Officer or Master Assessing Officer, to be the County Designated Assessor for Grand Traverse County.

2. Duties of County Designated Assessor. The County Designated Assessor shall contract with one or more Assessing Districts as necessary to serve as the Assessing District’s Assessor of record, upon request of the Assessing District or as may be required by the State Tax Commission, as a consequence of the Assessing District receiving a notice of noncompliance from the State Tax Commission after an audit, under the terms and conditions set forth in MCL 211.10g.

The County Designated Assessor shall be capable of ensuring that the contracting Assessing Districts achieve and maintain substantial compliance with the requirements in MCL 211.10g(1). The Assessing District shall provide the Designated Assessor with access to all records, documents, and information as necessary for the Designated Assessor to perform his duties. The Assessing District shall advise the Designated Assessor of any applicable policies

and procedures, including technology, equipment, and facilities.

The County Designated Assessor may charge an Assessing District that is required to contract with the County Designated Assessor a reasonable rate of compensation and reimbursement of costs. Said compensation and reimbursement would amount to the actual costs incurred by the County Designated Assessor. The Assessing District shall pay reasonable compensation to the Designated Assessor, and be responsible to pay the reasonable costs incurred by the County Designated Assessor in serving as the Assessing District's Assessor of record, including, but not limited to, the cost of overseeing and administering the annual assessment, preparing and defending the assessment roll, costs incurred in appeals to the Michigan Tax Tribunal (i.e., appraisal costs, expert witness fees and attorney fees), and operating the assessing office (including employment of additional staff or contractors necessary to bring the Assessing District into compliance).

The services to be provided by the Designated Assessor to the contracting Assessing District include, but are not limited to: preparation of assessment rolls, establishing a plan to correct deficiencies found in the State Tax Commission audit, timely delivery of documents and execution of forms, attendance at Board of Review meetings, handling property tax appeals filed with the Michigan Tax Tribunal (either directly or through legal counsel), timely reporting and meetings with local officials of the Assessing District, and responsibility for overseeing assessing staff members of the Assessing District.

The County Designated Assessor is a local assessing unit for purposes of the provisions in MCL 211.44 concerning the division and use of any collected property tax administration fees.

3. Term of Designation. If approved by the State Tax Commission, the County Designated Assessor shall serve for a minimum of five (5) years from the date of the approved designation. The designation shall not be revoked, and no new designation shall be made earlier than five (5) years following the date of the approved designation, except as otherwise provided in Sec. 4.

Once an Assessing District is under contract with the Designated Assessor, the Designated Assessor will remain in place for a minimum of five years. However, the Assessing District may petition the State Tax Commission to end the contract after the Designated Assessor has been in place for a minimum of three years.

4. Revocation of Designation by State Tax Commission. The State Tax Commission may designate and approve, on an interim basis and pursuant to a formal agreement, an individual to serve as a County Designated Assessor and, if applicable, revoke the approved designation of a current County Designated Assessor under the following circumstances:

(i) if the County Designated Assessor dies or becomes incapacitated;

(ii) if the County Designated Assessor was designated and approved based on his or her employment status, and that status materially changes; or

(iii) if it determines at any time that the County Designated Assessor is not capable of ensuring that the contracting Assessing Districts achieve and maintain substantial compliance with the requirements in MCL 211.10g(1).

The State Tax Commission’s designation of an interim County Designated Assessor under this Section is effective only until a new County Designated Assessor has been designated in a new Interlocal Agreement under MCL 211.10g(4)(a), and approved by the State Tax Commission.

5. Petition to State Tax Commission. Upon the execution and filing of this Interlocal Agreement, the County shall petition the State Tax Commission to approve the individual named in Section 1 of this Interlocal Agreement to serve as the County Designated Assessor. The individual shall serve as the County Designated Assessor upon approval of the State Tax Commission. If the State Tax Commission rejects the County’s petition, then the parties agree to enter into additional Interlocal Agreements under MCL 211.10g(4)(a) until a suitable Assessor has been presented.

6. Nondiscrimination. The Parties shall adhere to all Federal, State, and local laws, ordinances and regulations prohibiting discrimination in the performance of this Interlocal Agreement. The Parties shall not discriminate against a person to be served or an employee or applicant for employment because of race, color, religion, national origin, age, sex, disability that is unrelated to an individual’s ability to perform the duties of a particular job or position, height, weight, or marital status. Breach of this section shall be regarded as a material breach of this Interlocal Agreement.

7. Effective Date. This Interlocal Agreement shall become effective when executed by the County and a majority of the Assessing Districts in the County, and an executed copy is filed with the Grand Traverse County Clerk and the Michigan Secretary of State.

8. Certification. The persons signing this Agreement certify by their signatures that they are duly authorized to sign this Agreement on behalf of the Parties, and that this Agreement has been authorized by the Parties.

IN WITNESS WHEREOF, the authorized representatives of the Parties hereto have fully executed this instrument.

COUNTY OF GRAND TRAVERSE

Robert Hentschel, Chairperson
County Board of Commissioners

NA Alger

Nate Alger, County Administrator
Grand Traverse County

Date

10/1/2020

Date

ACME TOWNSHIP

Doug White

10/15/2020

Doug White, Supervisor

Date

BLAIR TOWNSHIP

Nicole Blonshine

10/15/2020

Nicole Blonshine, Supervisor

Date

EAST BAY TOWNSHIP

Beth Friend

10/15/2020

Beth Friend, Supervisor

Date

FIFE LAKE TOWNSHIP

Linda Forwerck

10/2/2020

Linda Forwerck, Supervisor

Date

GARFIELD TOWNSHIP

Chuck Korn

10/20/2020

Chuck Korn, Supervisor

Date

GRANT TOWNSHIP

Doug Moyer, Supervisor

Date

GREEN LAKE TOWNSHIP

Marvin D. Radtke, Jr.

10/15/2020

Marvin D. Radtke, Jr., Supervisor

Date

LONG LAKE TOWNSHIP

Karen Rosa

10/22/2020

Karen Rosa, Supervisor

Date

MAYFIELD TOWNSHIP

John Ockert, Supervisor

Date

RESOLUTION 2021-09-T

ADDENDUM 1 to INTERLOCAL AGREEMENT FOR GRAND TRAVERSE COUNTY
DESIGNATED ASSESSOR

WHEREAS, The Grand Traverse County Board of Commissioners met in regular session on January 20, 2021, and approved Addendum 1 to provide additional information as requested by the State Tax Commission. The Board of Commissioners approved the original Interlocal Agreement on September 16, 2020, and the Garfield Township Board approved the same on October 13, 2020, naming the Grand Traverse County Equalization Director, James D. Baker, who is an individual qualified and certified by the State Tax Commission as a Master Assessing Officer, to be the County Designated Assessor for Grand Traverse County

WHEREAS, This Interlocal Agreement, by and between the County of Grand Traverse, a political subdivision of the State of Michigan (hereinafter referred to as the "County"), and Acme Township, Blair Township, East Bay Township, Fife Lake Township, Garfield Township, Grant Township, Green Lake Township, Long Lake Township, Mayfield Township, Paradise Township, Peninsula Township, Union Township, Whitewater Township, and the City of Traverse City, each a political subdivision of the State of Michigan (each hereinafter referred to as an "Assessing District", and collectively referred to as the "Assessing Districts"), is entered into pursuant to the Urban Cooperation Act of 1967, Public Act 7 of 1967 (Ex. Sess.), as amended, MCL 124.501 *et seq.*, and the General Property Tax Act, Public Act 206 of 1893, as amended by Public Act 660 of 2018, MCL 211.10g, for the purpose of designating an individual to serve as the County's Designated Assessor.

WHEREAS, pursuant to MCL 211.10g(4), every County shall have a Designated Assessor on file with the State Tax Commission as of December 31, 2020; and

WHEREAS, The County Designated Assessor is designated by an Interlocal Agreement executed between the County Board of Commissioners and a majority of the Assessing Districts in the County which was sent to the State Tax Commission for approval; and

WHEREAS, the individual designated as the County's Designated Assessor must be approved by the State Tax Commission; and

WHEREAS, on November 12, 2020, the State Tax Commission requested additional details be provided in order for the Interlocal Agreement to be approved. Grand Traverse County has provided those details in ADDENDUM 1, incorporated as part of this resolution; and

WHEREAS, Grand Traverse County has requested approval of ADDENDUM 1 from a majority of the Assessing Districts in the County, and

NOW, THEREFORE, BE IT RESOLVED BY THIS BOARD OF TRUSTEES, THAT Garfield Township approves ADDENDUM 1 to the Interlocal Agreement naming the Grand Traverse County Equalization Director, James D. Baker, who is an individual qualified and certified by the State Tax Commission as a Master Assessing Officer, to be the County Designated Assessor for Grand Traverse County.

BE IT FURTHER RESOLVED THAT, the Board of Trustees authorizes the Township Supervisor to effectuate the necessary documents to implement the Township Board authorized action.

Moved:

Supported:

Ayes:

Nays:

Absent and Excused:

RESOLUTION 2021-09-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 Resolution 2021-09-T which was adopted by the Township Board of the Charter Township of Garfield on the th day of , 2021.

Dated: _____

Lanie McManus, Clerk
Charter Township of Garfield

**ADDENDUM 1 TO GRAND TRAVERSE COUNTY INTERLOCAL AGREEMENT
FOR COUNTY DESIGNATED ASSESSOR**

WHEREAS the original Interlocal Agreement for County Designated Assessor was returned by the State Tax Commission requiring clarification and expansion;

WHEREAS the parties wish to supplement the original Interlocal Agreement for County Designated Assessor with the following answers;

THEREFORE the parties agree to incorporate the following into the original Agreement.

1. The parties desire to make clear that, as the proposed Designated Assessor, James D. Baker, is an employee of Grand Traverse County, this agreement is solely between local units of government that make up Assessing Districts and Grand Traverse County—not the Assessing District and the proposed Designated Assessor. Such arrangement ensures that the Designated Assessor is not simultaneously an agent of the Assessing District and the County;
2. If James D. Baker leaves the employment of Grand Traverse County, the designation of James D. Baker as Designated Assessor is voided and a new Interlocal Agreement must be executed;
3. Attached to this Addendum as Attachment 1, and hereby incorporated, is the 2020 year SEV totals by classification, including special act values, for Grand Traverse County;
4. Attached to this Addendum as Attachment 2, and hereby incorporated, is a 2020 year listing of the total number of parcels, by classification, including special act rolls, within each Assessing District;
5. Attached to this Addendum as Attachment 3, and hereby incorporated, is a list of any unique, complex, or high value properties within Grand Traverse County;
6. Attached to this Addendum as Attachment 4, and hereby incorporated, is the resume of the proposed Designated Assessor indicating current employment status and specific assessing or equalization responsibilities of the Designated Assessor;
7. The place of the performance of the duties of the Designated Assessor will be dependent on the then-current facilities of the Assessing District as well as the duties required by the noncompliance order, and would be in a mutually agreed upon location with mutually agreed upon office coverage hours;
8. The Designated Assessor, James D. Baker, provides the following conflict of interest disclosure: he is currently employed by Grand Traverse County as the Director of Equalization. He is also employed by Grand Traverse County as Assessor of Record for East Bay Charter Township, which is within Grand Traverse County. There is no known conflict of interest;

9. The plan to correct deficiencies and the timeline for delivery of documents and execution of forms would be executed as efficiently and expeditiously as possible with reference to the Property Tax calendar and seeking compliance with the noncompliance order. Within two weeks of the noncompliance order preliminary plans and timelines would be delivered to the Assessing District's supervisor, manager, or chief executive, and within four weeks a detailed plan and timeline would be delivered. All plans and timelines delivered to the Assessing District would also be delivered to the State Tax Commission;
10. The reporting requirements if an audit located deficiencies would be that the Designated Assessor would comply with the Property Tax Calendar, and the noncompliance order. The Designated Assessor would report to Assessing District officials within days of being appointed Designated Assessor, and would meet further as requested by the Assessing District or required by the Designated Assessor;
11. The Designated Assessor will be permitted to use all available qualified resources of the Assessing District, including staff, to accomplish the tasks of a noncompliance order deficiency. Assessing District staff will conduct their duties as under the direction and supervision of the Designated Assessor, limited by any Assessing District employment contract;
12. The Designated Assessor will have no responsibilities to the Assessing Districts during periods when he or she is not acting as an assessor of record, and requires no retainer or base rate for those periods of time;
13. The Designated Assessor is required to remain certified and in good standing with his or her employer as well as maintain requisite professional certifications, and if required to serve as the Designated Assessor for an Assessing District will meet all requirements as set forth by the State Tax Commission's *Supervising Preparation of the Assessment Roll* approved by the State Tax Commission August 21, 2018 attached to this Addendum as Attachment 5, and hereby incorporated;
14. Non-exclusivity of assessing services allows the Designated Assessor to serve as the assessor of record for other Assessing Districts. The original Interlocal Agreement and this Addendum set up an agreement for non-exclusive assessing services;
15. The original Interlocal Agreement has established that the Designated Assessor will be due "reasonable and actual" cost for services rendered to the Assessing District. If or when deficiencies are found in an audit, a specific scope of work could be established, and a reasonable and actual cost can be ascertained. Employing additional County staff may be required. The lowest-paid individual who is capable of performing the work will be used, and that corresponding employee full wage and benefit cost amount to the County will be billed to the Assessing District for the actual hours of service. The reasonable and actual cost incurred will be a separate line item in the County budget subject to audit, and be billed on a quarterly basis. The reasonable and actual cost has a limit "not to exceed", and shall not exceed the maximum amounts listed, which is attached to this Addendum as Attachment 6, and hereby incorporated, Cost and Compensation Limits, Not to Exceed, for Designated Assessor;
16. The Assessing District shall retain ultimate control of all litigation and settlement negotiations in property tax appeals. Payment of certain costs including appraisal, expert

witness or attorney fees related to MTT appeals will be at the direct expense of the Assessing District;

17. For amounts owed to the Designated Assessor, the Assessing District will pay Grand Traverse County and Grand Traverse County will pay the Designated Assessor. In the event of the death or disability of the Designated Assessor, the Assessing District will still owe Grand Traverse County for services rendered by the Designated Assessor;

IN WITNESS WHEREOF, the authorized representatives of the Parties hereto have fully executed this instrument.

COUNTY OF GRAND TRAVERSE

Robert Hentschel, Chairperson
County Board of Commissioners

Date

Nate Alger, County Administrator
Grand Traverse County

Date

ACME TOWNSHIP

Supervisor

Date

BLAIR TOWNSHIP

Supervisor

Date

EAST BAY TOWNSHIP

Supervisor

Date

FIFE LAKE TOWNSHIP

Supervisor

Date

GARFIELD TOWNSHIP

Supervisor

Date

GRANT TOWNSHIP

Supervisor

Date

GREEN LAKE TOWNSHIP

Supervisor

Date

LONG LAKE TOWNSHIP

Supervisor

Date

MAYFIELD TOWNSHIP

Supervisor

Date

PARADISE TOWNSHIP

Supervisor

Date

PENINSULA TOWNSHIP

Supervisor

Date

UNION TOWNSHIP

Supervisor

Date

WHITEWATER TOWNSHIP

Supervisor

Date

CITY OF TRAVERSE CITY

Mayor

Date

DESIGNATED COUNTY ASSESSOR

Date

Current SEV County totals by

class, including special act
values

The Special Population for this Report is 'Ad Valorem+Special Acts'
Population: All Records

<<<<< S.E.V., Taxable and Capped Values >>>>>

Residential	1039	58,644,400	58,439,500	63,726,900	40,868,296	40,697,741	43,734,563	43,2
Com. Personal	36	450,600	450,600	547,100	450,600	450,600	547,100	5
Ind. Personal	2	77,000	77,000	64,500	77,000	77,000	533,100	
Util. Personal	11	1,070,800	1,070,800	1,219,100	1,070,800	1,070,800	1,219,100	1,2
Exempt	73	0	0	0	0	0	0	
All: 40020	1229	67,871,100	67,666,200	73,595,000	48,304,976	48,134,421	52,127,631	51,1

Totals for School District: 83060 MANTON

Property Class	Count	2019 SEV	Fin SEV	2020 SEV	2019 Tax	Fin Tax	2020 Tax	B
Agricultural	2	213,900	213,900	227,900	92,431	92,431	94,186	
Residential	12	685,800	685,800	793,000	517,649	517,649	536,078	5
Util. Personal	1	10,600	10,600	11,000	10,600	10,600	11,000	
Exempt	1	0	0	0	0	0	0	
All: 83060	16	910,300	910,300	1,031,900	620,680	620,680	641,264	6

Totals for Property Class: Agricultural By School District

School District	Count	2019 SEV	Fin SEV	2020 SEV	2019 Tax	Fin Tax	2020 Tax	B
05060	136	31,408,900	31,408,900	30,899,100	9,540,126	9,540,126	9,065,919	9,0
28010	420	119,887,700	119,541,000	124,711,800	42,904,535	42,698,965	45,030,588	45,0
28035	173	18,164,500	18,164,500	18,877,300	9,589,130	9,589,130	9,939,218	9,9
28090	253	34,848,900	34,848,900	35,473,600	15,552,446	15,552,446	15,855,686	15,6
40020	23	2,631,000	2,631,000	2,704,200	1,149,709	1,149,709	1,163,209	1,1
83060	2	213,900	213,900	227,900	92,431	92,431	94,186	
All: Agricultural	1007	207,154,900	206,808,200	212,893,900	78,828,377	78,622,807	81,148,806	80,9

Totals for Property Class: Commercial By School District

School District	Count	2019 SEV	Fin SEV	2020 SEV	2019 Tax	Fin Tax	2020 Tax	B
05060	45	5,053,800	5,053,800	6,177,100	4,431,583	4,431,583	5,166,671	5,1
28010	3338	1,158,372,100	1,153,370,560	1,274,624,374	941,704,224	939,276,594	1,010,156,190	1,001,5
28035	8	778,700	778,700	791,200	595,115	595,115	604,045	6
28090	124	13,691,000	13,691,000	14,293,300	11,607,354	11,632,715	12,021,443	12,0
40020	40	4,121,900	4,121,900	4,241,400	3,851,935	3,851,935	3,950,729	3,9
All: Commercial	3555	1,182,017,500	1,177,015,960	1,300,127,374	962,190,211	959,787,942	1,031,899,078	1,023,3

Totals for Property Class: Industrial By School District

School District	Count	2019 SEV	Fin SEV	2020 SEV	2019 Tax	Fin Tax	2020 Tax	B
05060	11	4,088,900	4,088,900	4,094,000	3,216,665	3,216,665	3,259,961	3,2
28010	213	91,424,500	91,424,500	94,053,900	80,494,214	80,494,214	81,877,633	81,8
28035	14	496,300	496,300	493,400	259,934	259,934	262,542	2
28090	17	590,700	658,320	626,400	414,863	487,117	462,262	4
40020	5	875,400	875,400	1,091,800	836,636	836,636	979,830	9
All: Industrial	260	97,475,800	97,543,420	100,359,500	85,222,312	85,294,566	86,842,228	86,8

Totals for Property Class: Residential By School District

School District	Count	2019 SEV	Fin SEV	2020 SEV	2019 Tax	Fin Tax	2020 Tax	F
05060	2120	303,533,100	303,123,600	323,526,300	232,381,091	231,820,810	244,194,385	243,1
10015	41	2,077,900	2,077,900	2,223,500	1,366,869	1,366,869	1,524,793	1,3
28010	38265	4,534,814,274	4,531,068,827	4,869,158,481	3,534,809,560	3,531,158,399	3,737,092,964	3,717,8
28035	731	44,790,700	44,698,400	48,223,600	34,889,256	34,824,801	36,899,986	36,5
28090	3778	253,944,663	253,499,113	276,102,000	200,659,523	200,268,716	213,982,346	212,3
40020	1039	58,644,400	58,439,500	63,726,900	40,868,296	40,697,741	43,734,563	43,2
83060	12	685,800	685,800	793,000	517,649	517,649	536,078	5
All: Residential	45986	5,198,490,837	5,193,593,140	5,583,753,781	4,045,492,244	4,040,654,985	4,277,965,115	4,255,0

Totals for Property Class: Ag. Personal By School District

School District	Count	2019 SEV	Fin SEV	2020 SEV	2019 Tax	Fin Tax	2020 Tax	F
28010	1	0	0	0	0	0	0	0
All: Ag. Personal	1	0	0	0	0	0	0	0

Totals for Property Class: Com. Personal By School District

The Special Population for this Report is 'Ad Valorem+Special Acts'
Population: All Records

<<<<< S.E.V., Taxable and Capped Values >>>>>

School District	Count	2019 SEV	Fin SEV	2020 SEV	2019 Tax	Fin Tax	2020 Tax	E
05060	56	1,664,100	1,636,300	1,771,400	1,664,100	1,636,300	1,758,600	1,7
10015	1	88,000	88,000	74,400	88,000	88,000	74,400	
28010	4687	120,808,283	120,465,183	127,090,800	120,219,389	120,464,283	127,551,600	127,0
28035	18	219,400	219,400	188,200	219,400	219,400	188,200	1
28090	116	1,813,100	1,908,600	2,043,600	1,789,740	1,885,240	2,043,600	2,0
40020	36	450,600	450,600	547,100	450,600	450,600	547,100	5
All: Com. Personal	4914	125,043,483	124,768,083	131,715,500	124,431,229	124,743,823	132,163,500	131,7

Totals for Property Class: Ind. Personal

By School District

School District	Count	2019 SEV	Fin SEV	2020 SEV	2019 Tax	Fin Tax	2020 Tax	E
05060	8	888,300	888,300	800,700	888,300	888,300	800,700	8
28010	144	37,597,900	37,205,100	34,454,900	37,597,900	37,205,100	33,515,300	34,4
28090	2	60,000	60,000	60,000	60,000	60,000	60,000	
40020	2	77,000	77,000	64,500	77,000	77,000	533,100	
All: Ind. Personal	156	38,623,200	38,230,400	35,380,100	38,623,200	38,230,400	34,909,100	35,3

Totals for Property Class: Res. Personal

By School District

School District	Count	2019 SEV	Fin SEV	2020 SEV	2019 Tax	Fin Tax	2020 Tax	E
28010	3	26,000	26,000	21,000	26,000	26,000	21,000	
All: Res. Personal	3	26,000	26,000	21,000	26,000	26,000	21,000	

Totals for Property Class: Util. Personal

By School District

School District	Count	2019 SEV	Fin SEV	2020 SEV	2019 Tax	Fin Tax	2020 Tax	E
05060	30	7,719,400	7,634,890	8,039,000	7,719,400	7,634,890	8,039,000	8,0
10015	3	40,500	40,500	42,500	40,500	40,500	42,500	
28010	108	78,337,148	78,239,348	87,502,500	78,337,148	78,239,348	87,641,600	87,5
28035	23	3,976,600	3,976,600	4,340,800	3,976,600	3,976,600	4,340,800	4,3
28090	71	13,020,600	13,020,600	13,428,550	13,020,500	13,020,500	13,571,589	13,4
40020	11	1,070,800	1,070,800	1,219,100	1,070,800	1,070,800	1,219,100	1,2
83060	1	10,600	10,600	11,000	10,600	10,600	11,000	
All: Util. Personal	247	104,175,648	103,993,338	114,583,450	104,175,548	103,993,238	114,865,589	114,5

Totals for Property Class: Exempt

By School District

School District	Count	2019 SEV	Fin SEV	2020 SEV	2019 Tax	Fin Tax	2020 Tax	E
05060	109	0	0	0	0	0	0	
28010	1128	0	0	0	0	0	458,500	
28035	17	0	0	0	0	0	0	
28090	121	0	0	0	0	0	0	
40020	73	0	0	0	0	0	0	
83060	1	0	0	0	0	0	0	
All: Exempt	1449	0	0	0	0	0	458,500	

Totals	Count	2019 SEV	Fin SEV	2020 SEV	2019 Tax	Fin Tax	2020 Tax	E
Real	50,808	6,685,139,037	6,674,960,720	7,197,134,555	5,171,733,144	5,164,360,300	5,477,855,227	5,446,1
Personal	5,321	267,868,331	267,017,821	281,700,050	267,255,977	266,993,461	281,959,189	281,7
Real & Personal	56,129	6,953,007,368	6,941,978,541	7,478,834,605	5,438,989,121	5,431,353,761	5,759,814,416	5,727,8
Exempt	1,449	0	0	0	0	0	458,500	

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Attachment 2

Parcel Count Report

County: 28- GRAND TRAVERSE

Total number of parcels, by classification,
including special act rolls, within each local unit

Governmental Unit	----- Real -----							----- Personal -----				
	Ag	Comm	Ind	Res	T-C	Dev	Total	Ag	Comm	Ind	Res	Ut
ACME TWP (01)	82	213	12	3023	0	0	3330	1	137	7	0	
BLAIR TWP (02)	49	419	16	3968	0	0	4452	0	355	7	0	
EAST BAY CHTR TWP (03)	51	191	43	7380	0	0	7665	0	474	22	0	
FIFE LAKE TWP (04)	33	44	4	1187	0	0	1268	0	38	3	0	
GARFIELD CHTR TWP (05)	1	1040	81	5657	0	0	6779	0	1466	54	0	
GRANT TWP (06)	153	9	18	862	0	0	1042	0	18	0	0	
GREEN LAKE TWP (07)	6	160	14	3671	0	0	3851	0	180	9	0	
LONG LAKE TWP (08)	49	110	3	4799	0	0	4961	0	189	3	1	
MAYFIELD TWP (09)	156	28	4	880	0	0	1068	0	44	0	0	
PARADISE TWP (10)	84	90	7	2329	0	0	2510	0	65	1	0	
PENINSULA TWP (11)	231	77	3	3880	0	0	4191	0	118	0	2	
UNION TWP (12)	21	4	4	401	0	0	430	0	10	0	0	
WHITEWATER TWP (13)	91	42	8	1817	0	0	1958	0	52	6	0	
TRAVERSE CITY (51)	0	1128	43	6132	0	0	7303	0	1768	44	0	
Totals	1007	3555	260	45986	0	0	50808	1	4914	156	3	2

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List of any unique, complex or high value
properties within the County

Attachment 3
Simple List Report

UNIQUE, COMPLEX OR HIGH VALUE PROPERTIES

County: 28- GRAND TRAVERSE Unit: GARFIELD CHTR TWP (05)

***** Owner's Name *****	**** Parcel Number ****	2020 March BOR S.E.V. Taxable	Class	Zone	* Property Address
LIV ARBORS LLC	28-05-022-016-10	5,103,200 3,490,338	201	R-1 FA	2755 ARBORVIEW DR
CONSUMERS ENERGY	28-11-900-004-00	5,108,900 5,108,900	551		VARIOUS PP LOCATIONS
GT BAND OF OTTAWA & CHIPPEWA I	28-01-102-001-02	5,119,100 5,119,100	202	R-3	4900 E M 72
MITR MEADOW MHP	28-05-032-001-10	5,125,500 3,030,439	201	R-M MO	4310 MEADOW LANE DR
EAST BAY PLAZA LLC	28-51-007-001-04	5,253,000 4,293,405	201	C-3	722 MUNSON AVE
TC 92 SUITES LLC	28-51-841-001-00	5,312,800 4,006,651	201	HR	255 MUNSON AVE
MICHIGAN DEPARTMENT OF TREASUR	28-10-130-001-00	5,413,200 745,146	713	AG	E BLAIR TOWNHALL RD
DOC-4100 PARK FOREST MOB LLC	28-05-044-001-00	5,488,100 4,295,492	207	A GRIC	4100 PARK FOREST DR 1
DTE GAS COMPANY	28-11-900-011-00	5,622,800 5,622,800	551		VARIOUS PP LOCATIONS
250 FRONT HOLDING LLC	28-51-794-077-30	5,800,400 3,845,310	201	C-4b	250 E FRONT ST
LOWES HOME CENTERS INC	28-05-016-052-00	6,231,000 2,465,103	201	R-1 FA	3150 N US 31 SOUTH
MICHIGAN DEPARTMENT OF TREASUR	28-01-005-004-01	6,551,800 468,130	713	AG	US 31 NORTH
MICHIGAN ELECT TRANSMISSION CO	28-05-900-381-06	6,690,800 6,690,800	551		VARIOUS LOCATIONS
COSTCO WHOLESALE CORPORATION	28-51-898-960-00	6,884,200 6,777,267	210	CITY	125 E SOUTH AIRPORT RD
LIV ARBORS LLC	28-05-022-016-00	6,889,300 4,773,356	201	R-1 FA	2955 LEGGETT DR
CEGM TRAVERSE CITY LLC	28-51-837-007-01	6,996,600 6,996,600	207	D-1	130 RIVERS EDGE DR
GRAND TRAVERSE RESORT AND SPA	28-01-900-033-20	7,668,000 7,668,000	251		100 GRAND TRAVERSE VILLAG
MACALLISTER RENTAL	28-05-900-412-48	7,948,600 7,948,600	251		4195 MEADOW LANE DR
ELMERS CRANE & DOZER INC	28-05-900-049-00	8,252,700 8,252,700	351		3600 RENNIE SCHOOL RD
GOOD WILL CO INC	28-05-016-009-00	8,390,700 5,201,001	201	C-P SH	3955 N US 31 SOUTH
CONSUMERS ENERGY	28-05-900-034-00	9,109,100 9,109,100	551		VARIOUS LOCATIONS
GRAND TRAVERSE RESORT AND SPA	28-01-235-020-03	9,311,600 7,569,959	201	R-3	100 GRAND TRAVERSE VILLAG
GREAT WOLF TRAVERSE SPE LLC	28-05-016-028-20	10,368,200 6,888,374	201	R-1 FA	3575 N US 31 SOUTH
REGENCY MIDWEST VENTURES LP	28-51-794-090-00	10,498,700 6,108,933	201	C-4c	300 E STATE ST
PHR TCI LLC	28-51-658-031-01	10,619,500 10,086,424	201	C-4a	263 W GRANDVIEW PKWY
GRAND TRAVERSE SENIOR LIVING L	28-51-360-007-01	10,669,200 7,945,616	207	PR	620 COTTAGEVIEW DR
DELAMAR TRAVERSE CITY SPE LLC	28-51-642-005-20	10,718,200 9,643,363	201	HR	615 E FRONT ST
MIDWEST MFD LLC	28-05-023-025-60	12,526,500 9,530,032	201	R-3 +F	1565 RIDGES BLVD OFC/CLUE
GRAND TRAVERSE MALL/BROOKFIELD	28-05-021-015-00	14,699,200 14,699,200	201	C-P SH	3200 W SOUTH AIRPORT RD
Totals for all Parcels: Count= 29, S.E.V.= 224,370,900, Taxable= 178,380,139					

JAMES D. BAKER, MMAO (4)

400 Boardman Ave, ♦ Traverse City, MI 49684 ♦ (231) 922-4773 ♦ jbaker@gtcountymi.gov

MICHIGAN MASTER ASSESSING OFFICER

- ♦ **Certified Michigan Master Assessing Officer (MMAO)**, Certificate number R-5325, with additional state certification as Michigan Personal Property Examiner (PPE), offering a 35-year assessing career distinguished by commended performance, and proven accuracy and uniformity.
- ♦ **Extensive background in Assessment Administration**, including experience in staff development, legal proceedings, conflict resolution, policy development, and legal compliance.
- ♦ **Demonstrated success in management and supervision**, developing teambuilding, writing personnel manuals, job descriptions, and management reports.

CORE SKILLS

<i>Real Property Appraisal</i>	<i>Mass Appraisal Techniques</i>	<i>Tax Tribunal Defense</i>	<i>Certify Assessment Rolls</i>
<i>Personal Property</i>	<i>County Equalization</i>	<i>Assessing Software</i>	<i>Warrant Tax Rolls</i>

PROFESSIONAL EXPERIENCE

GRAND TRAVERSE COUNTY — Traverse City, MI

A major municipality with a SEV of approximately \$7.35 Billion, and over 57,000 parcels.

Director of Equalization, January 2013 to Present

Leads a Department of Equalization that includes GIS, Addressing, and a Local Unit assessing contract, providing strategic direction. Served as the Grand Traverse Deputy Director from September 2012 until the appointment to the Director of Equalization position.

Key Responsibilities:

- ♦ Directs the study for value in the determination of county assessment levels
- ♦ Directs the GIS staff in maintaining and promotion of GIS capabilities
- ♦ Manages and directs the operations of an assessing contract with East Bay Charter Township
- ♦ Provides guidance and knowledge with Michigan Tax Tribunal appeals
- ♦ Maintain good working knowledge of Michigan Tax Law
- ♦ Provides direction for the Emergency Management damage assessment

CITY OF KENTWOOD — Kentwood, MI

A major municipality in Kent County with a SEV of approximately \$1.8 Billion, and over 18,000 parcels.

Deputy Assessor, August 2006 to September 2012

Appraises real and personal property with an emphasis on commercial and industrial classes. Establish and maintain assessments for properties under Public Act 198 of 1974. When called upon supervises appraisers in the maintenance of real and personal property assessments.

Key Responsibilities:

- ♦ Study property values in all classes with a primary focus on Commercial and Industrial
- ♦ Determine personal property assessments
- ♦ Conduct field inspections maintaining good working relations with the public
- ♦ Submit valuation statements for Small Claims and full Tax Tribunal appeals
- ♦ Maintain good working knowledge of Michigan Tax Law
- ♦ Act for the City Assessor in his/her absence

DAY TOWNSHIP — McBride, MI

A civil township within Montcalm County, with a SEV of \$47 million and almost 900 parcels.

Supervisor, 1988 to January 2013 - **Assessor**, 1985 to January 2013

Serve as primary contact for township regarding all township issues. Serve as chairman of Day Township Board. Upon becoming the Supervisor-Assessor in 1988 supervised a complete revisit of all properties resulting in updated tax maps and fully functioning CAMA system receiving the highest county score in a Mini 14 Point Review for 2009.

Key Responsibilities:

- ◆ Annually submit a budget for the township general operating fund, road fund, and fire fund
- ◆ Co-develop policies and procedures for the township fire department, maintenance of township roads, and township cemetery burials and grounds maintenance
- ◆ Perform all real and personal property assessing functions certifying the assessment roll
- ◆ Defend assessments upon appeal to the Tax Tribunal
- ◆ Warrant the tax roll

IONIA COUNTY — Ionia, MI

A county within Michigan with a SEV in excess of \$1.9 Billion, and over 31,000 parcels.

Appraiser, 1997 to 2006

Employed to assist the County Equalization Director with all studies and reports required.

Key Responsibilities:

- ◆ Study property values and assessment levels in all classes
- ◆ Develop land studies and Economic Condition Factors
- ◆ Maintain good working relations with local assessors

TOWNVIEW FARMS INC. — McBride, MI

Farmer, 1981 to 1997

- ◆ Applied herbicides, fungicides, insecticides, and fumigants having a chemical applicator license with a soil fumigation rider
- ◆ Heavy equipment operator performing general repair and maintenance of equipment

UNITED STATES AIR FORCE — Holloman Air Force Base, NM

Sergeant, 1977 to 1981

- ◆ Tested guidance systems under Test Command requiring a top secret clearance
- ◆ Honorably discharged with good conduct and expert marksman ribbons

EDUCATION & CERTIFICATIONS

HIGH SCHOOL GRADUATE

- ◆ Honor Student, member of the National Honor Society, lettering in track and band

COMMUNITY COLLEGE OF THE AIR FORCE

- ◆ 1.5 years of applied credit from basic and technical schools in electronics and management

INTERNATIONAL ASSOCIATION OF ASSESSING OFFICERS

- ◆ Course 101: Fundamentals of Real Property Appraisal
- ◆ Course 102: Income Approach to Valuation
- ◆ Course 112: Income Approach to Valuation II

MICHIGAN ASSESSORS ASSOCIATION

- ◆ Narrative Appraisal Writing
- ◆ Personal Property
- ◆ Statistics in Assessing
- ◆ Depreciation Determination
- ◆ Michigan Tax Tribunal Procedures
- ◆ Tax Law and Exemptions
- ◆ Abatement and Authorities
- ◆ Appraisal Standards and Ethics
- ◆ Principles of Public Administration
- ◆ Planning and Administering Finance
- ◆ Communications
- ◆ Conflict Resolution
- ◆ Damage Assessment
- ◆ Appraising Mobile Home Parks & Manufactured Homes

Certifications:

- ◆ MMAO (4) (Michigan Master Assessing Officer) Certificate R-5325
- ◆ PPE (Personal Property Examiner)

PROFESSIONAL AFFILIATIONS

Affiliations:

- ◆ International Association of Assessing Officers (IAAO)
- ◆ Michigan Assessors Association (MAA)
- ◆ Michigan Association of Equalization Directors (MAED)

State Tax Commission Supervising Preparation of the Assessment Roll

Michigan Compiled Law (MCL) 211.10d(9) states, “An assessor who certifies an assessment roll in which he or she did not have direct supervision is guilty of a misdemeanor.” Assessors will be required to certify on an annual basis that they met the following guidelines when signing an assessment roll:

1. The assessor must sign the pre-Board of Review assessment roll certificate for the current assessment year by the first Monday in March or by the date specified by charter for delivery of the assessment roll to the Board of Review.
2. The assessor or the assessor’s assistant(s) must timely deliver the certified assessment roll (original hard copy) to the local Board of Review for its required March meetings.
3. The assessor or the assessor’s assistant(s) must timely deliver an original hard copy of the assessment roll to the County equalization department. This assessment roll is to have attached a post-Board of Review certificate which must be signed by the Board of Review.
4. The assessor or the assessor’s assistant(s) must timely provide a copy of the assessor’s database to the County equalization department.
5. The assessor must complete, sign (where applicable), and timely submit State Tax Commission Forms L-4021 and L-4022. These forms are to be submitted to the County equalization department and Form L-4022 is also to be submitted to the State Tax Commission.
6. The assessor must file all required State Tax Commission and equalization forms in a timely manner (in accordance with the State Tax Commission calendar and applicable statutes and administrative rules).
7. The assessor or the assessor’s assistant(s) must perform the following specific duties annually (if an assistant, the assessor must have direct supervision in all of the following tasks):
 - a. Appraise and assess taxable property (including new construction and including ensuring the taxable value uncapping of property following transfers of ownership).
 - b. Prepare and maintain the assessment roll, property classifications, property descriptions, special act rolls and other assessment records and have an established procedure to update records on a regular basis.
 - c. Attend Board of Review meetings if requested by the Township.
 - d. Attend meetings with the public at the Township or City municipal office facility.
 - e. Assist legal counsel in the prosecution or defense of cases arising out of assessment administration activities.

- f. Appear before the Michigan Tax Tribunal (both Entire Tribunal and Residential Property and Small Claims Division) to defend property tax appeals.
 - g. Appear before the Township or City governing body when requested.
 - h. Conduct personal property canvasses.
 - i. Ensure the accuracy of land divisions and splits and combinations of parcels.
 - j. Respond to general inquiries for assessment records and inquiries for assessment records made under the Freedom of Information Act. Assessment records identified in MCL 211.10a must be made accessible and available for inspection and copying by the public regardless of the location of the records (e.g., local unit public offices, office/home of the Township supervisor, office/home of the assessor, other). The assessor must identify when records are available for inspection and copying as required by MCL 211.10a.
 - k. Provide reports to the Township or City governing body when requested.
 - l. Ensure that the mass appraisal methods and procedures employed are in compliance with requirements of the *Uniform Standards of Professional Appraisal Practice* and the State Tax Commission's *Assessor's Manual*.
8. Pursuant to MCL 211.10e, the assessor or the assessor's assistant(s) must use only a current version of the State Tax Commission *Assessor's Manual* or other STC approved manual.
9. Pursuant to MCL 211.10e, the assessor or the assessor's assistant(s) must use and maintain the following assessment records:
- a. Appraisal record card system
 - b. Personal property record system
 - c. Tax (cadastral) maps
 - d. Land value studies and maps
 - e. Economic condition factor determinations
 - f. Current year assessment roll
 - g. Photos of dwellings and outbuildings affixed to appraisal record cards and/or stored electronically using assessing software
 - h. Homeowner's principal residence and qualified agricultural property exemption documents
 - i. Record of site visits to individual parcels
 - j. Historical assessment data
10. The assessor or the assessor's assistant(s) must ensure that the assessment roll contains the following information:
- a. Name and address of property owner
 - b. Legal description or approved parcel identification number
 - c. School district code
 - d. Property classification
 - e. Assessed valuation
 - f. Capped valuation
 - g. Taxable valuation
 - h. Board of Review valuation column

- i. Michigan Tax Tribunal and/or State Tax Commission valuation column
 - j. Homeowner's principal residence or qualified agricultural property exemption percentage
 - k. Date of last transfer of ownership
 - l. Leasehold improvements identifier, if applicable
 - m. The value of non-considered improvements (under MCL 211.27), if applicable
11. The assessor or the assessor's assistant(s) must ensure that the true cash value on the appraisal record cards matches the true cash value indicated by the assessor's value on the assessment roll.

COST AND COMPENSATION LIMITS, NOT TO EXCEED, FOR DESIGNATED ASSESSOR

All assessing maintenance will be based on a per parcel basis with the following fee schedule. Parcels include all active ad-valorem, special acts, and exempt.

Agricultural Real -	\$27.00 per parcel
Commercial Real -	\$30.00 per parcel
Industrial Real -	\$30.00 per parcel
Residential Real -	\$27.00 per parcel
Other Real -	\$27.00 per parcel
Personal Property -	\$25.00 per parcel
Special Act Parcels -	\$33.00 per parcel

The above stated fees shall include an annual on-site review of at least 20% of the total ad-valorem real property count.

All re-appraisals will be based on a per parcel basis with the following fee schedule. Parcels include all active ad-valorem, special acts, and exempt.

Agricultural Real -	\$75.00 per parcel
Commercial Real -	\$125.00 per parcel
Industrial Real -	\$125.00 per parcel
Residential Real -	\$75.00 per parcel
Other Real -	\$75.00 per parcel

Hourly fee schedule of personnel are as follows

MMAO Assessor -	\$150.00 per hour
MAAO Assessor -	\$80.00 per hour
MCAO Assessor -	\$60.00 per hour
Support Staff -	\$45.00 per hour

Office hours if required by the Assessing District will be billed at \$50.00 per hour.

The above stated fees are all subject to an annual rate of inflation equivalent to the Consumer Price Index as published by the State Tax Commission.

Grand Traverse Conservation District

December 2020 Report

CONSERVATION TEAM

OWNER/PARKLAND: City of Traverse City – Brown Bridge Quiet Area

Administration

- Received three sealed bids for the Phase-II wood project. Kanouse Outdoor Restoration (KOR) was the lowest bidder. KOR just completed similar work in the Boardman/Sabin bottomlands. Work is scheduled to begin sometime after May 1st of 2021.
- Prepared and sent Minutes for the regularly scheduled Brown Bridge Advisory Committee (BBAC) meeting held in November.
- Made BBAC-suggested amendments to the Brown Bridge Management Plan.
- Installed a new bench near Brown's Landing Footbridge & exchanged plaques with existing Grasshopper bridge bench in memory of donor Harvey Calcutt's two dogs.
- Worked with F. Dituri, Director of Public Services and Chrissy Black to finalize the CIP list for Brown Bridge.

Routine Monitoring and Maintenance

- Performed routine trailhead inspections to monitor use, pick up trash, restock outhouses, and tend to dog waste stations.
- Cleared away large fallen trees from trails reported by trail users.
- Changed InfoStation display posters from 'fall' to 'winter'.
- Performed extensive repairs to old Grasshopper boardwalk after several sections became unstable and dangerous.
- Cut out a fallen tree from the Boardman River and secured it to the river bank in a precarious corner to help deter further streambank erosion.
- Removed leaf debris from ADA trails, stairways & boardwalks prior to snowfall to ensure safe access and to prevent rotting of timber infrastructure.
- Removed snow from trailhead entrances using snow plow to ensure easy access.
- Installed a second set of temporary handrails near Brown's Landing Footbridge, leading down from the lower canoe landing parking area.
- Installed a new bench near Brown's Landing Footbridge & exchanged plaques with existing Grasshopper bridge bench in memory of donor Harvey Calcutt's two dogs.
- Responded to a call during the Christmas break from GT Metro Fire Chief Pat Parker regarding an emergency call they received as it was getting dark from a couple that

were lost, along with their 180 pound dog within Brown Bridge bottomlands. Chief Parker was just letting us know that they entered the North Access Road gate in case we heard or saw the commotion. The lost couple saw the emergency flashers and walked out unharmed.

Grants

- Submitted USFW Grant Semi-Annual Report for Phase-II Wood
-

OWNER/PARKLAND: Garfield Township – Various

Administration

- Continued open communication with Garfield Township Park Steward, Derek Morton, in regards to project planning and park maintenance needs.
- Acquired timber black locust materials from YouthWorks of Child and Family Services for planned boardwalk construction at the Boardman Valley Nature Preserve.
- Prepared and submitted quarterly report with billing details for Garfield parks.

Monitoring and Maintenance

- Performed weekly routine trailhead & dog waste bag dispenser checks; swapped out Silver Lake dog park trash bin on a weekly basis.
 - Cleared fallen trees along trails at multiple parks as they were reported.
 - Replaced interim trail maps at GT Commons on an as-needed basis.
 - Changed info station seasonal displays from ‘fall’ to ‘winter’.
 - Covered up graffiti at GT Commons following reports from trail stewards.
 - Repaired eroded sections of crushed gravel trail at Kids Creek Park.
 - Downloaded trail counter data along the Buffalo Ridge Trail at the beginning of each month to track trail usage. Repaired trail counter near entrance to Kids Creek Park trail system to include in reports.
 - Removed & disposed of two separate abandoned homeless camps from GT Commons and Miller Creek NR.
 - Installed a “no parking” sign near GT Commons Long Lake Rd trailhead where vehicles had started to congregate.
-

OWNER/PARKLAND: Grand Traverse County – Natural Education Reserve

Administration

- Oversaw the completion of streambank restoration services from contractor Kanouse Outdoor Restoration in Boardman and Sabin bottomlands, seeded and strawed-over restoration areas after completion. Finalized small-scale restoration south tributary in Sabin Bottomlands on the east side of the river, following access of heavy machinery.
- Worked in cooperation with Conservation Resource Alliance (CRA) to amend state and local permits for bottomlands restoration to include stabilizing Robbin's Creek (see below).
- Worked with CRA to locate funding to stabilize the banks of Robbin's Creek within the Sabin bottomlands. Stabilization efforts included using an excavator to reshape the banks and install 10-cubic yards of rock riprap along the banks and within the stream bottom itself. This location is also the site where a footbridge was constructed soon after restoration activities using grant funds from the Traverse City Track Club.

Monitoring and Maintenance

- Performed routine weekly trailhead checks and refilled dog waste bag dispensers.
- Checked Jack's Landing & Beitner Park outhouses weekly to ensure cleanliness and safe access to trail and river users.
- Changed info station seasonal displays from 'fall' to 'winter'.
- Assessed condition of lower Sabin spur loop stairs & boardwalks, temporarily closed off sections of trail due to hazardous conditions posed by snowfall.
- Removed leaf debris from ADA trails, stairways & boardwalks to ensure safe accessibility and prevent timber infrastructure from rotting.
- Reconnected Beaver Pond Loop trail with TCTC Grant-awarded footbridge and remainder of boardwalk, referenced below in "Grants".

Grants

- Traverse City Track Club Grant(s): Finished Sabin Trail Connections project with four timber footbridges in the Sabin bottomlands area, and approximately 270 feet of replacement boardwalk within the Beaver Pond Loop. Prepared & submitted photo documentation to Traverse City Track Club.
-

OWNER/PARKLAND: Recreational Authority - Hickory Meadows

Administration

- Attended and provided updates at the monthly Rec Authority Board meeting.
- Coordinated a remote December Hickory Meadows Advisory Committee (HMAC) via Zoom social media platform
- Sent a map depicting preliminary trail connection routes between the Hills and Meadows to Derek Mellville, City Parks and Rec Superintendent, and representatives of the Hickory Hills Advisory Committee for future planning purposes.
- Tracked and mapped groomed winter trails for HMAC review and Rec Authority branding.
- Coordinated contractors Wildlife and Wetland Solutions to perform woody cut-stump treatment on invasive woody species.
- Updated kiosk display posters with maps for HMAC review.

Monitoring and Maintenance

- Performed trailhead checks on a weekly basis and refilled dog bag dispensers as necessary.
- Downloaded trail counter data on a monthly basis.
- Printed, laminated, and posted winter trail signage for groomed trails to ensure safe navigation for all user types.
- Provided reconnaissance of groomed trails and replaced missing signage as necessary.
- Changed info station seasonal displays from 'fall' to 'winter'.

Other

- Printed & laminated signs to be posted in the vicinity of the Historic Barn to identify designated parking areas.
- Refilled dog waste bag dispenser near trailhead entry following reinstallation.

OWNER/PARKLAND: Rotary Camps & Services - East Creek Reserve & Canterbury Woods

Administration

- Correspondences with Rotary staff regarding the 3-year Resource Management Services contract between the District and RCS. Will schedule a site visit in late January or early February.

Monitoring and Maintenance

- Performed routine drive-by and trailhead inspections to monitor use and pick-up trash.
- During a routine property inspection, found evidence of recent ORV activity within the ECR that is closed to unauthorized vehicular access. Traced the tracks back to a home on Voice Road. Installed new 'No Motorized Vehicles' sign at gated entrance off Summit City Rd. Will continue to monitor.
- Received a report from a hunter that someone had cut open an old logging road. Will continue to monitor the site for any further management action.
- Changed info station seasonal displays from 'fall' to 'winter'.

BOARDMAN RIVER STEWARDSHIP

- Removed several fallen trees from the Boardman River following a heavy snow event - secured to streambank where applicable. To ensure safe access to the river for users and to prevent property damage from hanging trees.
- Met on-site and responded to questions from potential bidders for the Phase-II wood project at Brown Bridge.
- Received 3 sealed bids...Kanouse Outdoor Restoration was low bidder.
- Met with riverfront property owners nears Scheck's State Campground regarding flooding issues, potential solutions, and what permits would be needed.
- Participated in a Lower Boardman Project zoom meeting.
- Commented on The Watershed Center's Watershed Plan as it relates to Education and Outreach.
- Reviewed Structured Decision Making Process notes for the FishPass Project.

ENVIRONMENTAL EDUCATION

Nature Center Visitation this Month: 0 Nature Center Visitation Dec 2019: 179

Program Participants this month:0 Program Participants Dec 2019:135

Drop ins this month: 0

Drop-in Dec 2019: 44

Nature Center Visitation this year: 1,724 Nature Center Visitation since 2008: 96543

Program Participation & Program Planning:

- Program reports were sent out to funders of Environmental Education programming.
- A grant from the Oleson Foundation was secured to install outdoor heaters in the Oleson Pavilion at the Nature Center
- COVID-19 guidelines were updated in relation to education programming
- Winter/spring programming schedule was released for 2021 and most programs were filled with waitlist
- Summer camp 2021 schedule was planned and the current response plan for COVID-19 was created to adhere to current licensing standards.
- Educational outreach was planned and created for the current winter/spring season.

FORESTRY ASSISTANCE PROGRAM (FAP).

Kama Ross, District Forester: Leelanau, Grand Traverse and Benzie Conservation Districts

Trainings:

Establishment and Management of Monarch Habitat Webinar, 1 CFE earned
MACD Annual Virtual Conference, 4 CFEs earned

On-Site Visits:

Leelanau County

1. Wilcox, Glen Arbor Twp., 10 acs.
2. Connell, Glen Arbor Twp., 10 acs.
3. Rogers, Suttons Bay Twp., 2 acs.
4. Leland Twp. (Provemont Pond Rec. Area), 96 acs.
5. Jackson, Cleveland Twp., 75 acs.

6. Cross, Leelanau Twp. N., 20 acs.
7. Burger/Kantner, Leelanau Twp. N., 29 acs.
8. Fahey, Kasson Twp., 160 acs.

Grand Traverse County

1. Chezik, Fife Lake Twp., 40 acs.
2. Bench, Long Lake Twp., 3 acs.
3. Messerschmitt, Long Lake Twp., 22 acs.
4. Sparks, Long Lake Twp., 16 acs.
5. Tomkiewicz, Long Lake Twp., 1 ac.
6. Armour, Long Lake Twp., 1 ac.
7. Dahlstrom, Long Lake Twp., 20 acs.
8. Stockfish, Long Lake Twp., 10 acs.

Benzie County

1. Rice, Joyfield Twp., 54 acs.
2. Raymond, Homestead Twp., 45 acs.
3. Tyra, Homestead Twp., 3 acs.
4. Frankfort Schools, Crystal Lake Twp., 40 acs.

Written Forest Management Recommendations: 10 QFP Verifications: 0 MAEAP/FWH
Verifications: 0 FAP Referrals to Private Sector: 10 FAP Referrals to Public Sector: 6
In-office Contacts: 45 landowners Follow-up Contacts: 60 landowners/qualified foresters

FAP Promotion/Program Development:

1. Oil change for LCD vehicle
 2. FAP Advisory Committee Meeting (12 participants)
 3. Quarterly Mentor conversations with Greg Corace and Max Schrimp
 4. Biochar Workgroup Zoom meeting
 5. FAP Annual Report for GTCD
 6. Intro to Biochar Webinar (85 participants)
 7. LCD and GTCD Staff meetings
-

MICHIGAN AGRICULTURE ENVIRONMENTAL ASSURANCE PROGRAM (MAEAP)

Farm Visits: 6 (Antrim/Grand Traverse), (Benzie/Leelanau)

Risk Assessments Completed: 6 (Antrim/Grand Traverse), (Benzie/Leelanau)

Farms Verified: 0

Updates:

- 12/2: GLIF Advisory Council Meeting
- 12/7: Community Biochar Meeting
- 12/7: Food and Farming Network Interim Leadership Committee Meeting
- 12/7: MIFFS Board Meeting
- 12/8-12/10: Great Lakes Fruit, Vegetable, and Farm Market Expo (Virtual)
- 12/10: Intro to Biochar Webinar Presentation
- 12/14-12/18: MACD Annual Convention (Virtual)
- 12/16: Antrim Conservation District Board Meeting
- 12/21: GLIF Leadership Team Meeting
- 12/21: GLIF Leadership Team Work Session/Potential Partner Meeting

Current Projects:

- Working with:
 - 26 Farms in Grand Traverse
 - 13 Farms in Antrim
 - 20 Farms in Leelanau
 - 9 Farms in Benzie
- Assisting with utilizing MAEAP fund code for NRCS EQIP Applications
- Coordinating regenerative agriculture film series.
- Researching grant opportunities for increased cost-share and field day funding.
- 2021 MAEAP Reverifications
- Planning upcoming agrichemical container recycling program dates for 2021
- MDARD well water screening
- Planning and developing Great Lakes Incubator Farm Project.
- Working with Food and Farming Network on revisioning, governance, and summit planning.
- Working with community partners on Biochar initiative.
- Planning upcoming 2021 virtual/in person field days/phase 1 opportunities.

Upcoming Events:

- 12/8: Food and Farming Network Meeting - Essential Farmworkers
- 12/12: MAEAP Technical Advisory Committee Meeting
- 12/14: GLIF Leadership Team Meeting
- 12/19-12/21: Northwest Michigan Orchard and Vineyard Show (Virtual Phase 1)

- 12/21: MIFFS Board Meeting
-

NORTHWEST MICHIGAN INVASIVE SPECIES NETWORK (ISN)

Public Inquiry Responses: 31	Acres Surveyed: 0
Active Efforts: 67	Sites Surveyed: 0
Active Contacts: 438	Sites Monitored: 0
Passive Efforts: 34	Acres Treated: 0
Passive Impressions: 39,425	Sites Treated: 0
Volunteer Hours: 0	Acres Restored: 0
Volunteers: 0	Sites Restored: 0

Meetings/Presentations/Trainings:

- 12/1 – Attended hemlock woolly adelgid (HWA) training
- 12/3 – Presented at Michigan Nursery & Landscaper Association Pesticide Clinic; 57 attendees
- 12/17 – Hosted *Go Beyond Beauty* Advisory Committee meeting; 7 attendees
- 12/17 – Attended Midwest Invasive Plant Network Board Meeting
- 12/18 – Hosted HWA presentation for GT Regional Land Conservancy; 10 attendees
- Interview by Ludington radio; 9,000 impressions
- HWA articles in the [Leelanau Ticker](#), [Manistee News Advocate](#), and [Benzie Record Patriot](#), plus numerous partner shares

Treatments, Restoration, and Surveys:

- **EDR Report:** Chinese yam, Leelanau County (wait until spring to confirm)
- Submitted EGLE, MDOT, DNR land use reporting
- Submitted National Park Service research permit for HWA surveys at Sleeping Bear Dunes National Lakeshore
- Hired HWA Survey Technician (welcome back Keith Ferguson!)

Other Accomplishments:

- Submitted grants for the Michigan Invasive Species Grant Program and US Forest Service Great Lakes Restoration Initiative for CWMAs/CISMAs
- Facebook reach: 5,174
- Website unique visitors: 1,509
- Instagram reach: 1,035
- Twitter reach: 242
- YouTube views: 20

- November [eNews](#) opens: 428

PRODUCE SAFETY AND FSMA

ORGANIZATIONAL

- Website Updates
- Bi-weekly Staff Meeting

PRODUCE SAFETY AND FSMA

- **Total farm visits:** , Follow-up visits:
- PSRA: / OFRR: (Cleared to start back up week of 6/15)

Manistee	Benzie	GT	Leelanau	Antrim	Other

- Follow-up Communication: 6
- Total completed PSRA Certificates to date: 4
- Total active PSRA: 12 (this refers to those who have undergone a PSRA but have not reached completion for a certificate)
- Farm Referrals by County to Date (farm referrals are farms I've actively worked with, provided direct remote services to, or provided on farm assistance to):

Manistee	6
Benzie	7
Grand Traverse	13
Leelanau	19
Antrim	8
Other	8

*please note that referrals are a rolling total of FY19 and FY20.

- Total farm contacts: 294 (are total contacts that have received information)
- Presented Module 4 PSA Grower Training
- GTC D Annual Update Write-up
- ACD Annual Update Write-up
- PowerPoint Presentation Creation for Health & Hygiene Project

- Biochar creation and presentation and partnership with other service area CDs
- Migrant Resource Council Meetings
- MRC Partnership with Ferris State for Health, Hygiene and Training Project
- FFN Coffee and Conversations: Farmland Succession
- GLIF Incubator Workday and Meetings- Partner meeting with MSU E North Farm
- Tech Virtual Winter Event Planning Meeting and organization
- Tech Website Updates and Meeting

Important Past & Upcoming Events in 2020 (all locations are Michigan unless otherwise noted, this is not the extensive list for year):

- Orchard & Vineyard Show 1/14/20-1/15/20
- Northern Michigan Small Farms Conference 1/24/20-1/25/20
- Post-Harvest Handling and Hygiene for Small and Medium Sized Growers 2/13/20
- 2/10/20-2/24/20 Personal/Medical Leave
- OFF 2/29/20-3/8/20 Vacation
- PSA Grower Training Negaunee, MI 3/19/20- POSTPONED
- Hosting Agriculture Workshop/Event w/ Antrim CD 3/20/20 POSTPONED
- Manistee Conservation District Annual Meeting 3/20/20 POSTPONED
- PSA Grower Training Interlochen, MI 3/26/20 POSTPONED
- NCR Annual Regional Conference Eau Claire, WI 4/1/20-4/2/20 POSTPONED
- Hosting Water Workshop in Manistee w/ Jamie, Tyler and Scott 4/9/20 POSTPONED
- Produce Safety Team Half-Day In Service Meeting 5/28/20
- MOFPS Team Morgan Composting Facilities Tour Sears, MI 6/29/20- POSTPONED
- OFF starting ½ day 7/7-7/13 Vacation
- PSRA Calibration Workday Grayling, MI 7/31/20
- Soil Health Field Day Mancelona, MI 8/1/20- POSTPONED/Virtual in September
- Household Hazardous Waste MCD 8/15/20
- Soil Health Field Day Danu Hof Farm Videos go Live 9/17/20
- MSU E Fall Conference MOPS Q&A Session 9/28/20
- Goal Setting Committee PSP 9/29/20
- GTCD Large Tire Recycling Event 9/30/20
- Fall Dunegrass Pickup MCD 10/2/20
- Fall Stream Monitoring MCD 10/10/20
- MOPS In-Service Meeting via Zoom 10/14/20
- MAEAP Goal Setting Committee Parker/Lauren 10/15/20
- Coffee & Conversations: Climate and the Environment 10/22/20

- Michigan Good Food Summit Ongoing Oct-Nov
- MOFPS Team Call 10/27/20
- PSA Grower Trainings Presenting Fall/Winter 2020
- Benzie Conservation District Virtual Annual Meeting 11/12/20
- Virtual GLEXPO 12/8/20-12/10/20
- Virtual MACD 'Fall' Conference 12/14/20-12/18/20
- Annual Leave 12/24/20- 1/4/21
- Winter Virtual 'Tech Talks' Event Jan-April

Due to COVID-19 all farm visits were not allowed to take place; June 15th cleared to resume.
 Due to COVID-19 I am currently working remotely with intermittent office coverage as needed

Acronyms and Abbreviations

AECOM	Boardman River Dams Project Engineers
BBAC	Brown Bridge Advisory Committee
BRNC	Boardman River Nature Center
CRA	Conservation Resource Alliance
DDA	Downtown Development Authority
DNR	Department of Natural Resources
ECR	East Creek Reserve
EPA	Environmental Protection Agency
EQIP	Environmental Quality Incentive Program
GBB	Go Beyond Beauty

GIS	Geographic Information System
GLRI	Great Lakes Restoration Initiative
GM	Garlic mustard
GTCD	Grand Traverse Conservation District
HMAC	Hickory Meadows Advisory Committee
ISN	Invasive Species Network
JB	Japanese barberry
MACD	Michigan Association of Conservation Districts
MAEAP	Michigan Agriculture Environmental Assurance Program
MDARD	Michigan Department of Agriculture & Rural Development
MISC	Michigan Invasive Species Coalition
MNLA	Michigan Nursery & Landscape Association
NER	Natural Education Reserve
NMC	Northwestern Michigan College
NRCS	Natural Resources Conservation Service
NWMFFN	Northwest Michigan Food and Farming Network
NWISN	Northwest Michigan Invasive Species Network
OB	Oriental Bittersweet
USFWS	United State Fish & Wildlife Service
SEEDS	501(c)3 nonprofit organization
SFP	Safe Food Program
Tx	Treatment

Garfield Township EMS Totals - December 2020

Complaint Type	Priority 1	Priority 2	Priority 3	Total	Percent
Fall	6	10	33	49	14.04%
Difficulty Breathing / SOB	30		7	37	10.60%
General Weakness	5	1	23	29	8.31%
Cardiac Issues (Chest Pain)	15	1	1	17	4.87%
Traumatic Injury	4	2	11	17	4.87%
Abdominal Pain	5		10	15	4.30%
Altered LOC	5	2	8	15	4.30%
Invalid Assist/Lift Assist		2	13	15	4.30%
Medical Alarm		5	8	13	3.72%
Seizure	10	1	2	13	3.72%
Alcohol intoxication	3	1	7	11	3.15%
Patient Assist Only		2	7	9	2.58%
Stroke/CVA	7	1	1	9	2.58%
Unresponsive	9			9	2.58%
Psychiatric Problem/Suicide Attempt	1		7	8	2.29%
Diabetic Emergency	3	1	3	7	2.01%
Vehicle Accident	6		1	7	2.01%
Assault	1	2	3	6	1.72%
Death - Priority 5	1		5	6	1.72%
Cardiac Issues - No Chest Pain	3		2	5	1.43%
Fever	2		3	5	1.43%
Headache	3	1	1	5	1.43%
Hemorrhage/Laceration	1	1	3	5	1.43%
Hypotension / hypertension	1	1	2	4	1.15%
Nausea/Vomiting	2	1	1	4	1.15%
Syncope/near-fainting	2		2	4	1.15%
Allergic Reaction / Stings	2		1	3	0.86%
Carbon Monoxide			3	3	0.86%
No Other Appropriate Choice	1		2	3	0.86%
Welfare Check			3	3	0.86%
Back Pain (Non-Traumatic)			2	2	0.57%
CPR	2			2	0.57%
Lower Limb Swelling			2	2	0.57%
Overdose - Unintentional	2			2	0.57%
Airway Obstruction			1	1	0.29%
Epistaxis (Nosebleed)	1			1	0.29%
Eye Problem/Injury			1	1	0.29%
Pregnancy/Childbirth/Miscarriage		1		1	0.29%
Stab/Gunshot Wound/Penetrating Trauma			1	1	0.29%
Grand Total	133	36	180	349	

Garfield Township NFIRS Totals - December 2020

Incident Type	Count
Medical assist, assist EMS crew	299
Dispatched and cancelled en route	26
EMS call, excluding vehicle accident with injury	9
Alarm system activation, no fire - unintentional	7
Motor vehicle accident with injuries	5
Carbon monoxide incident	3
Motor vehicle accident with no injuries.	3
Gas leak (natural gas or LPG)	2
No incident found on arrival at dispatch address	2
Smoke detector activation, no fire - unintentional	2
Alarm system sounded due to malfunction	1
Assist police or other governmental agency	1
Building Fire - Int/Ext Finish - Non-Structural	1
Building fire / Dryer/Appliance Fire	1
Carbon monoxide detector activation, no CO	1
Chimney or flue fire, confined to chimney or flue	1
CO detector activation due to malfunction	1
Construction or demolition landfill fire	1
Good intent call, other	1
Outside rubbish fire, other	1
Outside rubbish, trash or waste fire	1
Public service	1
Ring or jewelry removal	1
System malfunction, other	1
Trash or rubbish fire, contained	1
Water Flow Alarm - unintentional	1
Total	374

GTMESA - EMS Totals December 2020

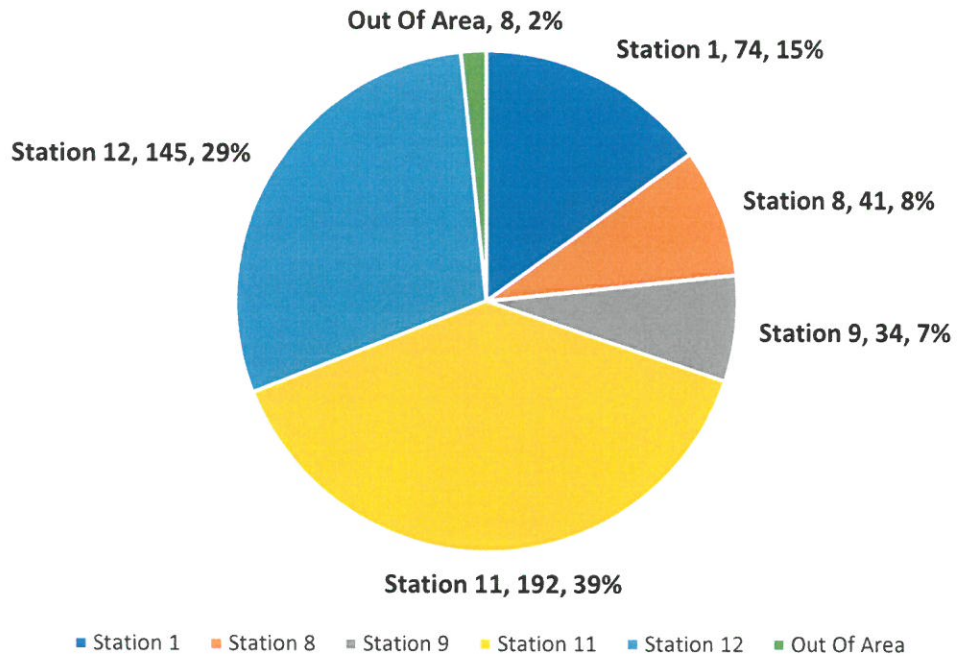
Complaint Type	Priority 1	Priority 2	Priority 3	Total	Percent
Fall	7	12	39	58	12.80%
Difficulty Breathing / SOB	39		7	46	10.15%
General Weakness	6	2	25	33	7.28%
Invalid Assist/Lift Assist		2	24	26	5.74%
Cardiac Issues (Chest Pain)	20	1	1	22	4.86%
Medical Alarm		9	12	21	4.64%
Traumatic Injury	4	5	12	21	4.64%
Abdominal Pain	7		13	20	4.42%
Altered LOC	7	2	11	20	4.42%
Seizure	12	1	3	16	3.53%
Alcohol intoxication	3	2	7	12	2.65%
Vehicle Accident	9		3	12	2.65%
Diabetic Emergency	7	1	3	11	2.43%
Patient Assist Only		3	8	11	2.43%
Stroke/CVA	9	1	1	11	2.43%
Unresponsive	10			10	2.21%
Death - Priority 5	1		8	9	1.99%
Nausea/Vomiting	2	3	4	9	1.99%
Headache	6	1	1	8	1.77%
Psychiatric Problem/Suicide Attempt	1		7	8	1.77%
Assault	1	2	4	7	1.55%
Cardiac Issues - No Chest Pain	5		2	7	1.55%
Fever	2		4	6	1.32%
Hypotension / hypertension	2	1	3	6	1.32%
Hemorrhage/Laceration	1	1	3	5	1.10%
Syncope/near-fainting	2		3	5	1.10%
Allergic Reaction / Stings	3		1	4	0.88%
CPR	4			4	0.88%
No Other Appropriate Choice	1		3	4	0.88%
Back Pain (Non-Traumatic)	1		2	3	0.66%
Carbon Monoxide			3	3	0.66%
Welfare Check			3	3	0.66%
Choking	1		1	2	0.44%
Lower Limb Swelling			2	2	0.44%
Overdose - Unintentional	2			2	0.44%
Pregnancy/Childbirth/Miscarriage	1	1		2	0.44%
Airway Obstruction			1	1	0.22%
Epistaxis (Nosebleed)	1			1	0.22%
Eye Problem/Injury			1	1	0.22%
Stab/Gunshot Wound/Penetrating Trauma			1	1	0.22%
Grand Total	177	50	226	453	

GTMESA NFIRS Totals - December 2020

Incident Type	Count of Fire Incidents	Percent
Medical assist, assist EMS crew	381	76.97%
Dispatched and cancelled en route	45	9.09%
Alarm system activation, no fire - unintentional	10	2.02%
EMS call, excluding vehicle accident with injury	9	1.82%
Motor vehicle accident with injuries	6	1.21%
Carbon monoxide incident	4	0.81%
Gas leak (natural gas or LPG)	4	0.81%
Motor vehicle accident with no injuries.	4	0.81%
Smoke detector activation, no fire - unintentional	3	0.61%
No incident found on arrival at dispatch address	2	0.40%
Public service	2	0.40%
Search for person on land	2	0.40%
Water Flow Alarm - unintentional	2	0.40%
Alarm system sounded due to malfunction	1	0.20%
Assist police or other governmental agency	1	0.20%
Authorized controlled burning	1	0.20%
Bad Incident # - Wrongful Dispatch	1	0.20%
Building Fire - Int/Ext Finish - Non-Structural	1	0.20%
Building fire / Dryer/Appliance Fire	1	0.20%
Carbon monoxide detector activation, no CO	1	0.20%
Chimney or flue fire, confined to chimney or flue	1	0.20%
CO detector activation due to malfunction	1	0.20%
Construction or demolition landfill fire	1	0.20%
Cooking fire, confined to container	1	0.20%
Excessive heat, scorch burns with no ignition	1	0.20%
Extrication of victim(s) from vehicle	1	0.20%
False alarm or false call, other	1	0.20%
Good intent call, other	1	0.20%
Low-voltage line down	1	0.20%
Outside rubbish fire, other	1	0.20%
Outside rubbish, trash or waste fire	1	0.20%
Ring or jewelry removal	1	0.20%
System malfunction, other	1	0.20%
Trash or rubbish fire, contained	1	0.20%
Total	495	

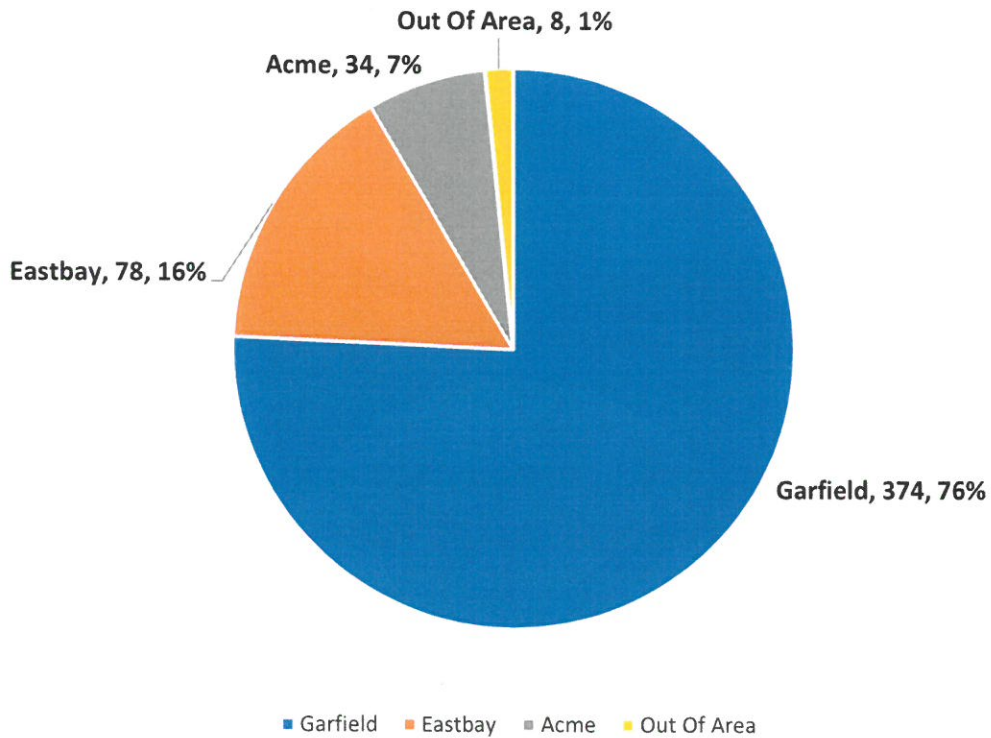
GTMESA - December 2020 Incidents by Station

494 Total



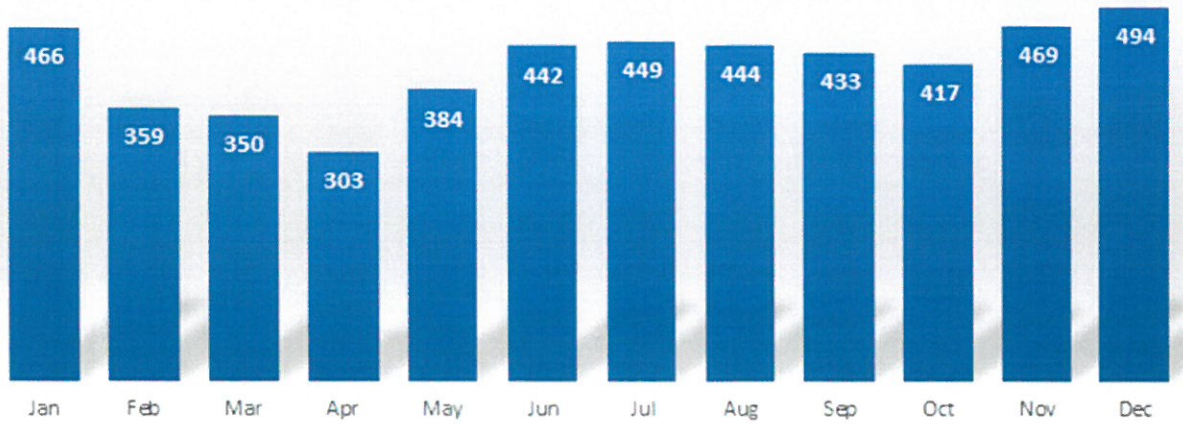
GTMESA - December 2020 Incidents

494 Total



GTMESA - 2020 Incidents

5010 total





GRAND TRAVERSE METRO EMERGENCY SERVICES AUTHORITY

FIRE OFFICE 897 Parsons Road ~ Traverse City, MI 49686
Ph: (231) 947-3000 ext. 1235 Fax: (231) 947-8728 ~ Website: www.gtmetrofire.org Email: pparker@gtmetrofire.org

Omnis Cedo Domus - "everyone goes home"

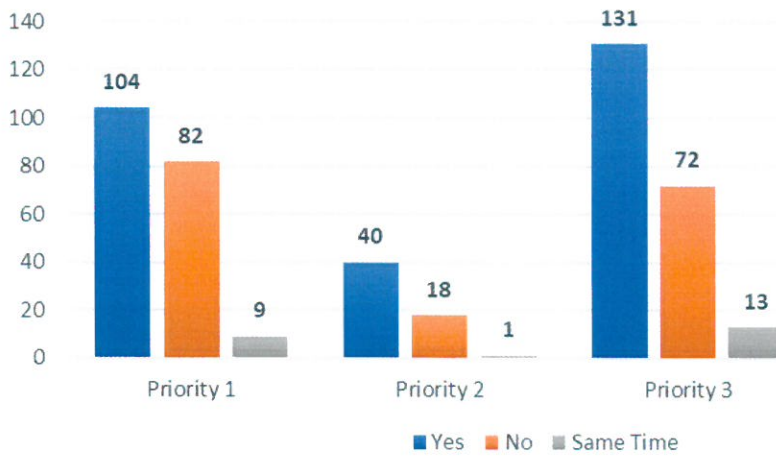
MMR Times Report 12/11 to 1/18/21

Metro has arrived on scene first in an EMS incident **61.5%** of the time.

When we do arrive on scene first, we wait an average of 4 minutes for an ambulance.
Waited 84 times for longer than 5 minutes.
Waited 10 times for longer than 10 minutes.

Blair EMS has transported inside Garfield Township 2 times, due to no MMR rigs.
East Bay EMS has transported inside Garfield Township 2 times, due to no MMR rigs.

Did Metro Arrive First 12/11 to 1/18/21





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MMR – Acme Report

Report was taken between 12/11 to 1/18/21

Moved up to 897 Parsons approximately 2.5x a day. Each move up is for an approximately 1.4 hours.

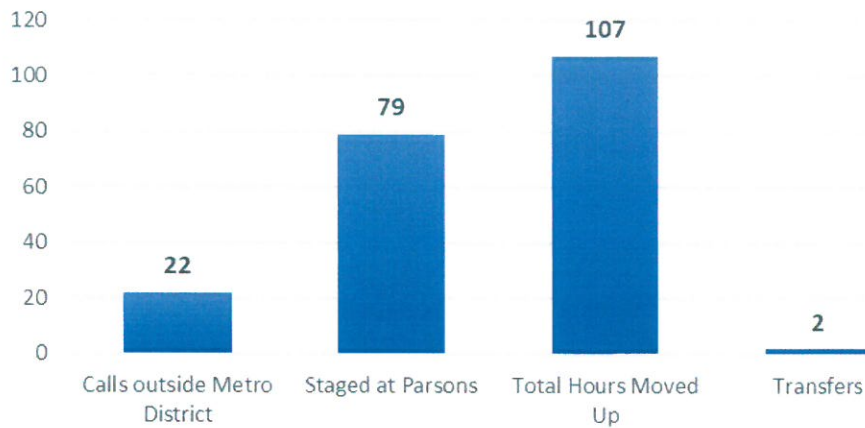
Took 22 calls outside Metro District (City Fire, Long Lake, Elk Rapids, etc..)

Took 2 fixed wing transfers.

MMR Whitewater has moved into Station 8 multiple times in the night.

MMR Alpha 8 - 37 day sample

12/11-1/18/21





GRAND TRAVERSE METRO EMERGENCY SERVICES AUTHORITY

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MMR – Station 11 Report

Report was taken between 12/11 to 1/18/21

Station 11's MMR rig appears to have the most consistent staffing in the system, however, gets used for the most long-distance transfers. They were fully staffed 30 out of 38 times. They were noted to be a Echo 3 times, and short staffed 1 time, with 8 long distance transfers.

MMR Station 11
12/11-1/18/21





GRAND TRAVERSE METRO EMERGENCY SERVICES AUTHORITY

FIRE OFFICE 897 Parsons Road ~ Traverse City, MI 49686
Ph: (231) 947-3000 ext. 1235 Fax: (231) 947-8728 ~ Website: www.gtmetrofire.org Email: pparker@gtmetrofire.org

Omnis Cedo Domus - "everyone goes home"

MMR – Station 12 Report

Report was taken between 12/11 to 1/18/21

This rig is the most unpredictable rig, due to the fact there is no scheduled staff at Hastings. If there is no rig at MMR base, the Station 12 rig must move over. If there is no rig in Manistee, it will move to Manistee. It was only fully staffed(full 24hr shift) 7 out of 38 times at Station 12.

MMR Station 12
12/11 - 1/18/21



GTMESA - December 2020 EMS Agency assist report

Incident Date	Full Address	Assistance provided	Agency
12/4/2020	436 ALICE LN	Extra personnel to assist - Metro Drove The Ambulance	MMR
12/4/2020	5203 HAZELNUT CT	Extra personnel to assist - Metro assisted in the back	MMR
12/5/2020	2950 LAFRANIER RD	Extra personnel to assist - Metro Drove The Ambulance	MMR
12/7/2020	4024 WYATT RD	Extra personnel to assist - Metro assisted in the back	MMR
12/8/2020	2636 OAKHILL LN108	Extra personnel to assist - Metro assisted in the back	MMR
12/11/2020	1640 WOODWARD AVE	Extra personnel to assist - Metro Drove The Ambulance	MMR
12/12/2020	2950 LAFRANIER RD73B	Extra personnel to assist - Metro Drove The Ambulance	MMR
12/13/2020	831 PINE GROVE AVE	Extra personnel to assist - Metro assisted in the back	East Bay 9A
12/15/2020	854 CARSON ST1C	<i>Short staff - Echo - Metro Drove The Ambulance</i>	MMR
12/19/2020	3601 FOREST LAKES DR	Extra personnel to assist - Metro Drove The Ambulance	East Bay 9A
12/20/2020	754 NAPOLEAN WAY	Extra personnel to assist - Metro Drove The Ambulance	East Bay 9A
12/22/2020	4439 N IRONWOOD DR	<i>Short staff - Echo - Metro Drove The Ambulance</i>	Blair Fire/EMS
12/23/2020	2585 LAFRANIER RDa8	<i>Short staff - Echo - Metro Drove The Ambulance</i>	MMR
12/26/2020	1601 MAYLANE103	Extra personnel to assist - Metro Drove The Ambulance	MMR
12/29/2020	2828 CONCORD ST133b	Extra personnel to assist - Metro Drove The Ambulance	MMR

Total Ambulance Assists 15
 Total Echo Assists 3
 Total Driver Assists 8
 Total Patient Care Assists 4

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

**ORDINANCE NO. 13 – AMENDMENT NO. 37
Operation and Maintenance of Grand Traverse County
Sewage Disposal System No. 4**

RESOLUTION #2021-06-T

WHEREAS the Charter Township of Garfield has adopted an ordinance entitled: “An Ordinance to Provide for the Operation and Maintenance of Grand Traverse County Sewage Disposal District No. 4 (Garfield Township) on a public utility basis under the provisions of Act 94, Public Acts of Michigan, 1933, as amended.

NOW, THEREFORE, THE CHARTER TOWNSHIP OF GARFIELD ORDAINS:

AMENDMENT NO. 37 TO CHARTER TOWNSHIP OF GARFIELD ORDINANCE NO. 13 (Sewage Disposal System No. 4 – Operation and Maintenance):

THAT **Section 4** entitled, "**Lateral Benefit Charge,**" is hereby amended to add the following language after the last paragraph in that section:

26. Sewer Line 26 consists of approximately 950 linear feet of 8-inch sewer main from Manhole #956, running east along Eaglehurst Drive terminating at the end of the Drive (Manhole # 1688). Sewer Line 26 shall be subject to a lateral charge in the amount and method of payment specified as follows:

Abutting properties that are connected to Sewer Line 26 shall pay a lateral charge of \$4,230 per parcel. In the event that any of these parcels are split to create an additional parcel, then the above lateral charge shall also apply to those parcels.

Payment may be made in up to twenty (20) equal annual installments with an annual interest rate as established per township policy on the unpaid balance. For parcels connecting to Sewer Line 26 at the time of construction, this 20 year payment period shall commence on January 1, 2020 and end on January 1, 2040.

Parcels connecting to Sewer Line 26 after January 1, 2020 may pay up to twenty (20) equal annual installments with an annual interest rate as established per township policy on the unpaid balance starting at the date of connection to Sewer Line 26 and continuing for 20 years. However, a parcel connecting to sewer Line 26 after January 1, 2040 shall also be responsible for payment of interest accrued on the lateral charge from January 1, 2020 until the date of connection. Any interest accrued prior to connection on the lateral charge shall be paid at the time of connection.

This Amendment 37 to the Charter Township of Garfield Ordinance No. 13 shall take immediate effect upon passage by the Garfield Township Board.

Moved:

Supported:

Ayes:

Nays:

Absent and Excused:

By:

Lanie McManus, Clerk
Charter Township of Garfield

CERTIFICATION

I, Lanie McManus, Clerk of the Charter Township of Garfield, do hereby certify that the above is a true and correct copy of Resolution 2021-06-T which was adopted by the Township Board of the Charter Township of Garfield on the 26th day of January 2021. Amendment No. 37 to Garfield Township Ordinance No. 13 (Sewage Disposal System No. 4 – Operation and Maintenance) shall take immediate effect upon passage by the Garfield Township Board.

Dated: _____

Lanie McManus, Clerk
Charter Township of Garfield

Introduced: January 12, 2021
Adopted: January 26, 2021
Published: January 31, 2021
Effective: January 26, 2021



**Eaglehurst
Sanitary Sewer
Estimated Construction Cost of
\$67,655**

Cost per Customer

Lateral Fee Per Lot (estimated 18 parcels) **\$4,228**

The lateral fee may be financed over 20 years at 6.4% interest. (estimated = Treasury Bill +4%)

If financed the approximate cost would be as follows:

Projected total fee per property: *includes interest* **\$7,507**

Per year for 20 years: *includes interest* **\$375**

Township Connection Fees

When the property is ready to connect to the sewer system there are some initial connection fees:

\$20.00 permit fees

These are due up front with the permit application.

There is also a benefit charge that would be a minimum cost of \$3,925.

The benefit charge is a one time capital cost that is able to be amortized over a 20 year period at 6% interest as a part of the monthly sewer use bill from the County Department of Public Works.

Below is a sample of a monthly sewer bill:

\$20.90 sewer use rate (based on 1.0 benefit)
16.35 benefit principal
19.63 benefit interest (*based on 6% annual interest*)
\$56.88 total

This is billed through the County DPW every month. The benefit charge may be paid in full at anytime if the property owner would rather not pay the interest.

Other Costs

Each property owner will have the responsibility to contract with an excavator to make the connection from the sewer service, at the front property line, to the house. It is recommended to obtain 2 or 3 bids because there could be a large variation in cost due to service lead depth and site conditions.

Prepared for Garfield Township By

gfa **Gourdie-Fraser**
Municipal | Development | Transportation

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

**ORDINANCE NO. 13 – AMENDMENT NO. 38
Operation and Maintenance of Grand Traverse County
Sewage Disposal System No. 4**

RESOLUTION #2021-07-T

WHEREAS the Charter Township of Garfield has adopted an ordinance entitled: “An Ordinance to Provide for the Operation and Maintenance of Grand Traverse County Sewage Disposal District No. 4 (Garfield Township) on a public utility basis under the provisions of Act 94, Public Acts of Michigan, 1933, as amended.

NOW, THEREFORE, THE CHARTER TOWNSHIP OF GARFIELD ORDAINS:

AMENDMENT NO. 38 TO CHARTER TOWNSHIP OF GARFIELD ORDINANCE NO. 13 (Sewage Disposal System No. 4 – Operation and Maintenance):

THAT **Section 4** entitled, "**Lateral Benefit Charge,**" is hereby amended to add the following language after the last paragraph in that section:

27. Sewer Line 27 consists of approximately 380 linear feet of 8-inch sewer main from Manhole #344, running west along Randolph Street terminating Manhole # 1761. Sewer Line 27 shall be subject to a lateral charge in the amount and method of payment specified as follows:

Abutting properties that are connected to Sewer Line 27 shall pay a lateral charge of \$23,527 per parcel. In the event that any of these parcels are split to create an additional parcel, then the above lateral charge shall also apply to those parcels. The Lateral Charge for each parcel wishing to connect to the sewer lines described above is determined based upon per lead (single family) service and applies to the following parcels:

51-104-022-00
05-315-014-20
05-315-015-10

Payment may be made in up to twenty (20) equal annual installments with an annual interest rate as established per township policy on the unpaid balance. For parcels connecting to Sewer Line 27 at the time of construction, this 20 year payment period shall commence on January 1, 2021 and end on January 1, 2041.

Parcels connecting to Sewer Line 27 after January 1, 2021 may pay up to twenty (20) equal annual installments with an annual interest rate as established per township policy on the unpaid balance starting at the date of connection to Sewer Line 27 and continuing for 20 years. However, a parcel connecting to sewer Line 27 after January 1, 2041 shall also be responsible for payment of interest accrued on the lateral charge from January 1, 2021 until the date of connection. Any interest accrued prior to connection on the lateral charge shall be paid at the time of connection.

This Amendment 38 to the Charter Township of Garfield Ordinance No. 13 shall take immediate effect upon passage by the Garfield Township Board

Moved:

Supported:

Ayes:

Nays:

Absent and Excused:

By:

Lanie McManus, Clerk
Charter Township of Garfield

CERTIFICATION

I, Lanie McManus, Clerk of the Charter Township of Garfield, do hereby certify that the above is a true and correct copy of Resolution 2021-07-T which was adopted by the Township Board of the Charter Township of Garfield on the 26th day of January 2021. Amendment No. 38 to Garfield Township Ordinance No. 13 (Sewage Disposal System No. 4 – Operation and Maintenance) shall take immediate effect upon passage by the Garfield Township Board.

Dated: _____

Lanie McManus, Clerk
Charter Township of Garfield

Introduced: January 12, 2021
Adopted: January 26, 2021
Published: January 31, 2021
Effective: January 26, 2021



**Randolph Street
Sanitary Sewer
Estimated Construction Cost of
\$141,163**

Cost per Customer

Lateral Fee Per Lot (estimated 6 parcels) **\$23,527**

The lateral fee may be financed over 20 years at 6.4% interest. (estimated = Treasury Bill +4%)

If financed the approximate cost would be as follows:

Projected total fee per property: *includes interest* **\$37,534**

Per year for 20 years: *includes interest* **\$1,877**

Township Connection Fees

When the property is ready to connect to the sewer system there are some initial connection fees:

\$20.00 permit fees

These are due up front with the permit application.

There is also a benefit charge that would be a minimum cost of \$3,925.

The benefit charge is a one time capital cost that is able to be amortized over a 20 year period at 4.93% interest as a part of the monthly sewer use bill from the County Department of Public Works.

Below is a sample of a monthly sewer bill:

\$20.90 sewer use rate (based on 1.0 benefit)
16.35 benefit principal
16.13 benefit interest (based on 4.93% annual interest)
\$53.38 total

This is billed through the County DPW every month. The benefit charge may be paid in full at anytime if the property owner would rather not pay the interest.

Other Costs

Each property owner will have the responsibility to contract with an excavator to make the connection from the sewer service, at the front property line, to the house. It is recommended to obtain 2 or 3 bids because there could be a large variation in cost due to service lead depth and site conditions.

Prepared for Garfield Township By

 **Gourdie-Fraser**
Municipal | Development | Transportation

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

**ORDINANCE NO. 15 – AMENDMENT NO. 41
Operation and Maintenance of Grand Traverse County
Water Supply System No. 1**

RESOLUTION #2021--08-T

WHEREAS the Charter Township of Garfield has adopted an ordinance entitled: “An Ordinance to Provide for the Operation and Maintenance of Grand Traverse County Water Supply System No. 1 (Garfield Township) on a public utility basis under the provisions of Act 94, Public Acts of Michigan, 1933, as amended.

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

**AMENDMENT NO. 41 TO CHARTER TOWNSHIP OF GARFIELD ORDINANCE
NO. 15 (Water Supply System No. 1 – Operation and Maintenance):**

THAT **Section 4** entitled, "**Lateral Benefit Charge**," is hereby amended to add the following language after the last paragraph in that section:

34. Water Line 34 consists of approximately 1,275 linear feet of 8-inch water main from Valve #622, running east along Eaglehurst Drive and south along Owlhurst Lane terminating at existing Valve #618. Water Line 34 shall be subject to a lateral charge in the amount and method of payment specified as follows:

Abutting properties that are connected to Water Line 34 shall pay a lateral charge of \$5, 570 per parcel. In the event that any of these parcels are split to create an additional parcel, then the above lateral charge shall also apply to those parcels.

Payment may be made in up to twenty (20) equal annual installments with an annual interest rate as established per township policy on the unpaid balance. For parcels connecting to Water Line 34 at the time of construction, this 20 year payment period shall commence on January 1, 2020 and end on January 1, 2040.

Parcels connecting to Water Line 34 after January 1, 2020 may pay up to twenty (20) equal annual installments with an annual interest rate as established per township policy on the unpaid balance starting at the date of connection to Water Line 34 and continuing for 20 years. However, a parcel connecting to water Line 24 after January 1, 2040 shall also be responsible for payment of interest accrued on the lateral charge from January 1, 2020 until the date of connection. Any interest accrued prior to connection on the lateral charge shall be paid at the time of connection.

This Amendment No. 41 to the Charter Township of Garfield Ordinance No. 15 shall take immediate effect upon passage by the Garfield Township Board.

Moved:

Supported:

Ayes:

Nays:

Absent and Excused:

By:

Lanie McManus, Clerk
Charter Township of Garfield

CERTIFICATION

I, Lanie McManus, Clerk of the Charter Township of Garfield, do hereby certify that the above is a true and correct copy of Resolution 2021-08-T which was adopted by the Township Board of the Charter Township of Garfield on the 26th day of January 2021. Amendment No. 41 to Garfield Township Ordinance No. 15 (Water Supply System No. 1 – Operation and Maintenance) shall take immediate effect upon passage by the Garfield Township Board.

Dated: _____

Lanie McManus, Clerk
Charter Township of Garfield

Introduced: January 12, 2021
Adopted: January 26, 2021
Published: January 31, 2021
Effective: January 26, 2021



**Eaglehurst
Water main
Estimated Construction Cost of
\$111,339**

Cost per Customer

Lateral Fee Per Lot (estimated 20 parcels) **\$5,567**

The lateral fee may be financed over 20 years at 6.4% interest. (estimated = Treasury Bill +4%)

If financed the approximate cost would be as follows:

Projected total fee per property: *includes interest* **\$9,883**

Per year for 20 years: *includes interest* **\$494**

Township Connection Fees

When the property is ready to connect to the water system there are some initial connection fees:

\$20.00 permit fees

These are due up front with the permit application.

There is also a benefit charge that would be a minimum cost of \$3,925.

The benefit charge is a one time capital cost that is able to be amortized over a 20 year period at 6% interest as a part of the monthly sewer use bill from the County Department of Public Works.

Below is a sample of a monthly sewer bill:

\$11.50 minimum rate for 1st 462 cft (\$1.80 every additional 100 cft)

13.33 benefit principal

17.07 benefit interest (*based on 6% annual interest*)

\$41.90 total

This is billed through the County DPW every month. The benefit charge may be paid in full at anytime if the property owner would rather not pay the interest.

Other Costs

Each property owner will have the responsibility to contract with an excavator to make the connection from the water service, at the front property line, to the house. It is recommended to obtain 2 or 3 bids because there could be a large variation in cost due to service lead depth and site conditions.

Prepared for Garfield Township By

gfa **Gourdie-Fraser**
Municipal | Development | Transportation

OLSON, BZDOK & HOWARD

MEMORANDUM

To: Garfield Township Board of Trustees
From: Scott W. Howard
Date: January 21, 2021
Re: Membership on the Zoning Board of Appeals

You have requested my opinion on (1) whether a member of the Township Board can be appointed to serve on the Zoning Board of Appeals (ZBA); and (2) who has the authority to appoint the ZBA members, including the planning commission representative. The quick answers are (1) that a member of the Township Board may serve on the ZBA; and (2) the Township Board makes the appointments to the ZBA, including the planning commission representative. The following is a more detailed rationale for the answers to the questions.

The Township's zoning ordinance provides that there are five members of the ZBA along with two alternates. One of those five members must also serve on the Planning Commission. The Planning Commission may recommend to the Township board which person should serve on the ZBA, but the decision is ultimately up to the Township Board. Specifically, the Zoning Enabling Act states that "members of a zoning board of appeals shall be appointed by majority vote of the members of the legislative body."¹

The remaining regular members of a zoning board of appeals, and any alternate members, are to be selected from the electors and residents of the Township. The Enabling Act also provides that one member of the ZBA may be a member of the Township Board. Unlike the Planning Commission representative which is mandatory, the Township Board has the discretion to appoint a member of the Township Board to the ZBA. If the Township Board does decide to appoint one of its members to the ZBA, that individual counts as one of the members of the ZBA for purposes of the five total ZBA members. Therefore, there would need to be a vacancy at the ZBA for the Township Board representative to be appointed to the ZBA.

Finally, the Township is required to have a minimum of five members on the ZBA, but it can have more than five if it wants to. However, if the Township wanted to increase the number of members on the ZBA, it would need to amend the zoning ordinance.

¹ The provisions of the Zoning Enabling Act that pertain to ZBA appointments is found at MCL 125.3601. A copy of that statutory provision is attached for reference.

MICHIGAN ZONING ENABLING ACT (EXCERPT)
Act 110 of 2006

125.3601 Zoning board of appeals; appointment; procedural rules; membership; composition; alternate member; per diem; expenses; removal; terms of office; vacancies; conduct of meetings; conflict of interest.

Sec. 601. (1) A zoning ordinance shall create a zoning board of appeals. A zoning board of appeals in existence on June 30, 2006 may continue to act as the zoning board of appeals subject to this act. Subject to subsection (2), members of a zoning board of appeals shall be appointed by majority vote of the members of the legislative body serving.

(2) The legislative body of a city or village may act as a zoning board of appeals and may establish rules to govern its procedure as a zoning board of appeals.

(3) A zoning board of appeals shall be composed of not fewer than 5 members if the local unit of government has a population of 5,000 or more or not fewer than 3 members if the local unit of government has a population of less than 5,000. The number of members of the zoning board of appeals shall be specified in the zoning ordinance.

(4) In a county or township, 1 of the regular members of the zoning board of appeals shall be a member of the zoning commission, or of the planning commission if the planning commission is functioning as the zoning commission. In a city or village, 1 of the regular members of the zoning board of appeals may be a member of the zoning commission, or of the planning commission if the planning commission is functioning as the zoning commission, unless the legislative body acts as the zoning board of appeals under subsection (2). A decision made by a city or village zoning board of appeals before February 29, 2008 is not invalidated by the failure of the zoning board of appeals to include a member of the city or village zoning commission or planning commission, as was required by this subsection before that date.

(5) The remaining regular members of a zoning board of appeals, and any alternate members under subsection (7), shall be selected from the electors of the local unit of government residing within the zoning jurisdiction of that local unit of government or, in the case of a county, residing within the county but outside of any city or village. The members selected shall be representative of the population distribution and of the various interests present in the local unit of government.

(6) Subject to subsection (2), 1 regular or alternate member of a zoning board of appeals may be a member of the legislative body. Such a member shall not serve as chairperson of the zoning board of appeals. An employee or contractor of the legislative body may not serve as a member of the zoning board of appeals.

(7) The legislative body may appoint to the zoning board of appeals not more than 2 alternate members for the same term as regular members. An alternate member may be called as specified in the zoning ordinance to serve as a member of the zoning board of appeals in the absence of a regular member if the regular member will be unable to attend 1 or more meetings. An alternate member may also be called to serve as a member for the purpose of reaching a decision on a case in which the member has abstained for reasons of conflict of interest. The alternate member appointed shall serve in the case until a final decision is made. An alternate member serving on the zoning board of appeals has the same voting rights as a regular member.

(8) A member of the zoning board of appeals may be paid a reasonable per diem and reimbursed for expenses actually incurred in the discharge of his or her duties.

(9) A member of the zoning board of appeals may be removed by the legislative body for misfeasance, malfeasance, or nonfeasance in office upon written charges and after a public hearing. A member shall disqualify himself or herself from a vote in which the member has a conflict of interest. Failure of a member to disqualify himself or herself from a vote in which the member has a conflict of interest constitutes malfeasance in office.

(10) The terms of office for an appointed member of the zoning board of appeals shall be 3 years, except for a member serving because of his or her membership on the zoning commission or legislative body, whose term shall be limited to the time he or she is a member of that body. When members are first appointed, appointments may be for less than 3 years to provide for staggered terms. A successor shall be appointed not more than 1 month after the term of the preceding member has expired.

(11) A vacancy on the zoning board of appeals shall be filled for the remainder of the unexpired term in the same manner as the original appointment.

(12) A zoning board of appeals shall not conduct business unless a majority of the regular members of the zoning board of appeals are present.

(13) A member of the zoning board of appeals who is also a member of the zoning commission, the planning commission, or the legislative body shall not participate in a public hearing on or vote on the same matter that the member voted on as a member of the zoning commission, the planning commission, or the

legislative body. However, the member may consider and vote on other unrelated matters involving the same property.

History: 2006, Act 110, Eff. July 1, 2006;—Am. 2008, Act 12, Imd. Eff. Feb. 29, 2008;—Am. 2010, Act 330, Imd. Eff. Dec. 21, 2010.