

CHARTER TOWNSHIP OF GARFIELD TOWNSHIP BOARD MEETING

Tuesday, June 14, 2022 at 6:00pm
Garfield Township Hall
3848 Veterans Drive
Traverse City, MI 49684
Ph: (231) 941-1620

AGENDA

ORDER OF BUSINESS

Call meeting to order

Pledge of Allegiance

Roll call of Board Members

1. Public Comment

Public Comment Guidelines:

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

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

3. Consent Calendar

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

a. Minutes – May 10, 2022 Regular Meeting
(Recommend Approval)

b. Bills -

(i) General Fund \$1,313,281.77
(Recommend Approval)

(ii) Gourdie-Fraser

Developer's Escrow Fund – Storm Water Reviews, Utility Plan Review,
Oversight & Closeout \$14,024.50

General Utilities 31,096.14

Park Funds / DNR Trust Fund 8,685.00

Total \$53,805.64

(Recommend Approval)

- c. MTT Update (Receive and File)
- d. Consideration of Article 3 Amendment to Grand Traverse Commons Development Regulations – Introduction and Schedule Public Hearing (Recommend Approval)
- e. Consideration of Life Story Crematorium I-G Conditional Rezoning – Introduction and Schedule Public Hearing (Recommend Approval)
- f. Consideration of Contractor’s Application for Payment No. 2 to Grand Traverse Construction for Garfield Township Roof (Recommend Approval)
- g. Consideration of Contractor’s Application for Payment No. 2 to Elmer’s for the Cedar Run PRV Project (Recommend Approval)
- h. Consideration of Change Order No. 3 to Elmer’s for the Cedar Run PRV / Tank Abandonment Project (Recommend Approval)
- i. Consideration of Contractor’s Application for Payment No. 2 to Elmer’s for the River East Park project (Recommend Approval)
- j. Consideration of River East Park Improvements Phase I – Closeout and Turnover Documents (Recommend Approval)

4. Items removed from the Consent Calendar

5. Correspondence

- a. Grand Traverse Conservation District Report May 2022

6. Reports

- a. County Commissioner’s Report
- b. Construction Report and Water System Upgrades Presentation
- c. Sheriff’s Report
- d. Planning Dept. Monthly Report for June 2022
- e. Parks & Rec Report
- f. Clerk’s Report
- g. Supervisor’s Report

7. Unfinished Business

- a. Public Hearing – Consideration of approving Ordinance No. 77 Regulating the Licensing and Operation of Transitional Housing Facilities, Resolution 2022-08-T

8. New Business

- a. Consideration of reappointing Steve Duell to the Joint Recreational Authority Board
- b. Consideration of sewer extension to Francisco’s on Silver Lake Rd.
- c. Consideration of approving Master Plan – 2022 Community Survey Questionnaire
- d. Consideration of approving Resolution 2022-09-T, a resolution adopting updates to the Township Fee Schedule

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
May 10, 2022

Supervisor Chuck Korn called the Town Board Meeting to order at the Garfield Township Hall on May 10, 2022 at 6:00p.m.

Pledge of Allegiance

Roll Call of Board Members

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

Staff Present: Deputy Planner Steve Hannon

1. Public Comment (6:01)

None

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

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

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

Nays: None

3. Consent Calendar (6:02)

a. Minutes

April 12, 2022 Regular Board Meeting
 (Recommend Approval)

b. Bills

General Fund \$302,179.47
 (Recommend Approval)

c. MTT Update (Receive and File)

d. Consideration of Joint Rec Authority Proposed Annual Budget for Fiscal Year 2022/2023 (Recommend Approval)

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

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

Nays: None

4. Items Removed from the Consent Calendar

None

5. Correspondence (6:04)

- a. Grand Traverse Conservation District April 2022 Report

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

County Commissioner Brad Jewett reported that the board voted to dissolve the agreement with Northern Lakes Community Mental Health. The commission approved an upgrade for the Emergency Operations Center and the City Commission wants to have a joint ad hoc committee meeting with the county commission regarding the senior center.

b. Sheriff's Report (6:08)

Lt. Brinks cited criminal statistics for the month of April 2022. He reported on a drug take back in the mall parking lot and said that speed signs and bike patrols will be up and running soon. Car seat checks and active shooter trainings will begin to take place shortly as well. Staffing shortages at the sheriff's department were discussed.

c. Law Enforcement Committee Report (6:12)

Schmuckal said that she and Korn met with Lt Brinks and Chris Clark regarding adding a CPO to the schools. The CPO would be placed in West Middle and Senior High schools. Funding of the position was discussed by board members.

d. Planning Department Report for May 2022 (6:20)

Deputy Planner Steve Hannon reported that they are still busy reviewing various site plans and Chick-fil-A is still on the radar for compliance issues. Planning staff traveled to East Lansing to see the student practicum which provides an evaluation tool that will be used to determine priorities in future non-motorized improvements. There will be an open house from 3:30-6:30pm tomorrow to collect public input on the Commons Area design plan.

e. Parks and Rec Report (6:25)

Derek Morton, Parks Steward, said the Parks and Rec department is still dealing with delays in getting items. Tennis courts will be resurfaced in June at Silver Lake Park. Mulch will be done and swing set mats are on order. He is looking forward to feedback on the Commons area. Township Engineer Jennifer Graham is working on the wellhead for dog park irrigation and he continues to work to eradicate homeless camps in the parks.

f. Treasurer's Report (6:36)

Macomber reviewed the policy for investment and is including more information for the quarterly investments reporting going forward. She reviewed the various funds with board members. She reviewed her strategies for investing. As bonds come due, she will set her new strategy in motion. Board members asked questions about her report.

f. Clerk's Report (6:41)

McManus submitted her report in writing said that they are still working on the qualified voter files.

g. Supervisor's Report (6:46)

Supervisor Korn stated that everything was switched to a higher speed charter cable system and he attended a celebration of Lt. Oosse's retirement. Korn stated that he moved into a new office and talked about the proposed curling club at Cherryland Center. Boardman Clean Sweep is the non-profit which cleans the Boardman, but will only concentrate on the river itself. He added that the MTA conference was good.

7. Unfinished Business (6:53)**8. New Business****a. Consideration of Proposed Ordinance No. 77 – Transitional Housing Licensing – Introduction and Schedule for Public Hearing (6:53)**

Mike Green, Zoning Administrator talked about the proposed ordinance. Staff recommends adoption of the Transitional Housing Licensing Ordinance to ensure that such facilities are maintained and operated in compliance with this ordinance and the applicable laws and ordinances. Licenses would be for a period of one year and other agencies would be invited to potentially sign off on the license. A fee schedule would be adopted and the license is subject to revocation. Board members asked questions and commented on the proposed ordinance. They suggested a few small changes in language.

Duell moved and Barsheff seconded THAT Garfield Township Ordinance No. 77, be scheduled for public hearing for the June 14th, 2022 Township Board Regular Meeting.

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

Nays: None

b. Consideration of sending a letter to the Grand Traverse County Commission supporting an additional CPO (7:21)

Duell moved and Schmuckal seconded that Supervisor Korn draft a letter to the Grand Traverse County Board of Commissioners in support of an additional CPO for Garfield Township to be placed in the schools.

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

9. Public Comment: (7:22)

10. Other Business (7:22)

Schmuckal commented that Lt. Brinks is doing a great job.

Barsheff commented on replacing paper packets with an ipad or something similar.

Duell commented on the conflict of interest he mentioned previously that exists on the Joint Rec Authority and stated that he is now on the interview committee as a result and the issue seems to have been rectified.

Agostinelli said that there was an award for Ross Biederman at the Joint Rec Authority meeting.

11. Adjournment

Korn adjourned the meeting at 7:29pm.

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

Check Date	Bank	Check #	Payee	Description	GL #	Amount
05/11/2022	GEN	40464	AMY SIMON	MILEAGE	101-253-860.501	123.32
05/11/2022	GEN	40465	CONSUMERS ENERGY	100000311801	101-000-084.861	2,299.82
		40465		100000311801	101-448-920.005	1,828.07
						4,127.89
05/11/2022	GEN	40466	CONSUMERS ENERGY	103033456148	101-448-920.005	1,838.88
05/11/2022	GEN	40467	DTE ENERGY	910020833133	101-265-920.601	1,218.18
05/11/2022	GEN	40468	DTE ENERGY	910020833257	101-265-920.601	42.91
05/11/2022	GEN	40469	GFL ENVIRONMENTAL	002114258	308-000-935.000	435.01
05/11/2022	GEN	40470	GFL ENVIRONMENTAL	002114259	101-265-935.604	108.19
05/11/2022	GEN	40471	GRAND TRAVERSE COUNTY DPW	5105021	101-265-920.602	143.66
05/11/2022	GEN	40472	GRAND TRAVERSE COUNTY DPW	5590511	308-000-935.000	11.50
05/11/2022	GEN	40473	GRANITE TELECOMMUNICATIONS	PHONES	101-265-850.000	122.50
05/11/2022	GEN	40474	IMAGE 360	PARK PAVILLION SIGN	308-000-935.000	390.90
05/11/2022	GEN	40475	INTEGRITY BUSINESS SOLUTIONS	PRINTER RIBBON / PAPER TOWELS	101-101-726.000	44.42
		40475		PRINTER RIBBON / PAPER TOWELS	101-371-726.000	58.55
						102.97
05/11/2022	GEN	40476	SPECTRUM ENTERPRISE	INTERNET	101-258-935.016	162.97
05/11/2022	GEN	40477	STAPLES	FILE BOXES / FOLDERS / MOUSE / BINDERS	101-101-726.000	219.37
		40477		PENS / HIGHLIGHTERS / PUSH PINS / LITERATURE	101-253-726.000	5.82
		40477		LIVE STREAMER / USB HEADS	101-401-726.000	128.89
						354.08
05/11/2022	GEN	40478	TRAVERSE CITY RECORD EAGLE	ADVERTISING	101-101-901.000	233.15
		40478		ADVERTISING	101-400-901.000	169.25
						402.40
05/11/2022	GEN	40479	VC3 INC.	2022 SVC CONTRACT BUNDLE	101-258-935.015	15,600.00
		40479		COMPUTER	101-900-970.003	924.00
						16,524.00
05/11/2022	GEN	40480	LAND INFORMATION ACCESS ASSOC	PEG FEES	101-747-880.011	21,689.14
05/11/2022	GEN	40481	RELX INC. DBA LEXISNEXIS	LEGAL FEES	101-101-801.002	63.65
05/12/2022	GEN	40482	GRAND TRAVERSE COUNTY REG DEED	DISCHARGE OF JEOPARDY TAX ASSESSMENT	101-253-801.000	30.00

3.b.(i)

CHECK DISBURSEMENT REPORT FOR CHARTER TOWNSHIP OF GARFIELD
 User: BETTY
 DB: Garfield

CHECK DATE FROM 05/05/2022 - 06/08/2022
 Banks: GEN

Check Date	Bank	Check #	Payee	Description	GL #	Amount
05/19/2022	GEN	40483	ALL TRAFFIC SOLUTIONS	RENEWAL TERM 6.14.22-6.14.23	101-747-880.007	1,500.00
05/19/2022	GEN	40484	ALL TRAFFIC SOLUTIONS	LFP BATTERY	101-747-880.007	137.50
05/19/2022	GEN	40485	BLUE CROSS BLUE SHIELD OF MICHIGAN	EMPLOYEE HEALTH	101-851-873.030	22,286.88
05/19/2022	GEN	40486	CDM MOBILE SHREDDING, LLC	ON SITE SHREDDING	101-101-805.000	130.00
05/19/2022	GEN	40487	CITY OF TRAVERSE CITY	170975-94720	101-000-084.861	666.78
		40487		170975118686	101-448-920.005	28.34
						<u>695.12</u>
05/19/2022	GEN	40488	CONSUMERS ENERGY	103033456148	101-448-920.005	1,882.58
05/19/2022	GEN	40489	CONSUMERS ENERGY	100000311801	101-000-084.861	2,299.82
		40489		100000311801	101-448-920.005	1,763.30
						<u>4,063.12</u>
05/19/2022	GEN	40490	GARFIELD CHARTER TOWNSHIP	HSA	101-000-237.000	523.84
05/19/2022	GEN	40491	PREMIER OUTDOORS OF TRAVERSE CITY	SPRING CLEAN UP	101-265-935.602	540.00
05/19/2022	GEN	40492	PRINCIPAL LIFE INSURANCE COMPANY	EMPLOYEE LIFE / DENTAL	101-851-873.030	1,605.20
		40492		EMPLOYEE LIFE / DENTAL	101-851-873.040	340.68
						<u>1,945.88</u>
05/19/2022	GEN	40493	PRINTING SYSTEM	AV APPS	101-191-726.000	439.98
05/19/2022	GEN	40494	TRAVERSE CITY AREA PUBLIC SCHOOLS	PRINCINCT 8.2.2022	101-191-726.000	200.00
05/19/2022	GEN	40495	UNITED WAY	UNITED WAY	101-000-238.000	90.00
05/19/2022	GEN	40496	VOYA INSTITUTIONAL TRUST COMPANY	DEFERRED COMP VF3202	101-000-227.000	1,340.00
05/23/2022	GEN	40497	WEST SHORE BANK	CD	101-000-003.012	245,000.00
05/25/2022	GEN	40498	STATE SAVINGS BANK	ARPA	101-000-001.001	928,410.00
05/25/2022	GEN	40499	SUPERFLEET	GAS	101-806-862.000	304.05
05/26/2022	GEN	40500	MAPLE RIVER DIRECT MAIL	NEW ID CARD MAILING	101-191-726.001	8,373.00
05/26/2022	GEN	40501	GRAND TRAVERSE BAY YMCE SOUTH FACIL	ROAD REPAIR COST SHARING	308-000-935.000	850.00
05/26/2022	GEN	40502	AFLAC	AFLAC	101-000-227.001	516.98
05/26/2022	GEN	40503	CEDARBROOK TROUT FARMS	FISH FOR OLESON POND	308-000-935.000	1,205.00
05/26/2022	GEN	40504	CITY OF TRAVERSE CITY	170975-98310	101-448-920.005	10.61
05/26/2022	GEN	40505	DENNIS, GARTLAND & NIERGARTH	AUDIT 2021	101-101-802.000	5,500.00

CHECK DISBURSEMENT REPORT FOR CHARTER TOWNSHIP OF GARFIELD
 CHECK DATE FROM 05/05/2022 - 06/08/2022
 Banks: GEN

Check Date	Bank	Check #	Payee	Description	GL #	Amount
06/02/2022	GEN	40525	HOME DEPOT CREDIT SERVICES	SHELVING SUPPLIES / FELT CHAIR GLIDES	101-265-726.003	66.29
06/02/2022	GEN	40526	HOME DEPOT CREDIT SERVICES	PAINT / GRASS SEED / FENCING / SUPPLIES	308-000-935.000	324.49
06/02/2022	GEN	40527	IMAGE 360	STENCIL	308-000-935.000	90.79
06/02/2022	GEN	40528	KCI	SUMMER TAX BILLS	101-253-726.001	2,854.20
06/02/2022	GEN	40529	LANDGREEN LAWN CARE	PARK FERTILIZATION	308-000-935.000	2,012.00
06/02/2022	GEN	40530	LANDGREEN LAWN CARE	WOODMERE / SA MEDIANS / TOWNSHIP HALL FERTIL	101-265-935.602	533.00
06/02/2022	GEN	40531	NORTHERN OFFICE EQUIP	SVC CONTRACT	101-101-726.002	319.78
06/02/2022	GEN	40532	RELX INC. DBA LEXISNEXIS	LEXIS NEXIS	101-101-801.002	63.65
06/02/2022	GEN	40533	UNITED WAY	UNITED WAY	101-000-238.000	90.00
06/02/2022	GEN	40534	VOYA INSTITUTIONAL TRUST COMPANY	DEFERRED COMP VF3202	101-000-227.000	1,390.00
06/07/2022	GEN	40535	MAPLE RIVER DIRECT MAIL	ABSENTEE APPLICATION MAILING	101-191-726.001	3,017.85
06/07/2022	GEN	40536	THE COPY SHOP	CLERK ENVELOPES	101-191-726.000	678.75
06/08/2022	GEN	40537	APPLE FENCE COMPANY	PARK GATE	308-000-970.000	1,293.00
06/08/2022	GEN	40538	CDM MOBILE SHREDDING, LLC	ON SITE SHREDDING	101-101-805.000	130.00
06/08/2022	GEN	40539	CHERRYLAND ELECTRIC COOP.	ELECTRICITY	101-000-084.861	304.79
		40539		ELECTRICITY	101-265-920.603	1,035.70
		40539		ELECTRICITY	101-448-920.005	782.33
						<u>2,122.82</u>
06/08/2022	GEN	40540	CHERRYLAND ELECTRIC COOP.	ELECTRICITY	308-000-935.000	272.66
06/08/2022	GEN	40541	CONSUMERS ENERGY	103033456148	101-448-920.005	42.57
06/08/2022	GEN	40542	DTE ENERGY	910020833133	101-265-920.601	595.89
06/08/2022	GEN	40543	DTE ENERGY	910020833257	101-265-920.601	42.91
06/08/2022	GEN	40544	ECT	GT COMMONS	308-000-970.000	4,137.50
06/08/2022	GEN	40545	GRAND TRAVERSE COUNTY DPW	5590511	308-000-935.000	13.75
06/08/2022	GEN	40546	GRAND TRAVERSE COUNTY DPW	5105021	101-265-920.602	143.51
06/08/2022	GEN	40547	GRID4 COMMUNICATIONS, INC.	PHONES	101-265-850.000	529.80
06/08/2022	GEN	40548	INTERLOCHEN CENTER FOR THE ARTS	PARK REFUND	101-000-476.004	106.00
06/08/2022	GEN	40549	NORTHERN MI JANITORIAL SUP	TP, PAPER TOWELING, CAN LINERS	101-265-726.003	279.00
06/08/2022	GEN	40550	PRINTING SYSTEM	AV OUTER ENVELOPES	101-191-726.000	711.83

Check Date	Bank	Check #	Payee	Description	GL #	Amount
06/08/2022	GEN	40551	STAPLES	PENS, NAME STICKERS, ENVELOPES, FILE BOXES,	101-101-726.000	158.32
		40551		PENS, NAME STICKERS, ENVELOPES, FILE BOXES,	101-253-726.000	74.86
		40551		PENS, NAME STICKERS, ENVELOPES, FILE BOXES,	101-371-726.000	29.69
06/08/2022	GEN	40552	TRAVERSE CITY RECORD EAGLE	ADVERTISING	101-101-901.000	684.50
TOTAL - ALL FUNDS						1,313,281.77
TOTAL OF 89 CHECKS (1 voided)						262.87
--- GL TOTALS ---						
101-000-001.001				CASH-CHECKING		928,410.00
101-000-003.012				INVESTMENT - WEST SHORE BANK		245,000.00
101-000-084.861				DUE FROM #861 STREET LIGHTS		5,571.21
101-000-227.000				DEFERRED COMP		2,730.00
101-000-227.001				AFLAC		516.98
101-000-237.000				HSA (FORMERLY FLEX)		1,047.68
101-000-238.000				UNITED WAY		180.00
101-000-476.004				PARK USE FEES		106.00
101-101-726.000				SUPPLIES		1,004.53
101-101-726.001				POSTAGE		15.48
101-101-726.002				SUPPLIES - COPIER MAINTENANCE		319.78
101-101-801.002				LEGAL SERVICES - TOWNBOARD		127.30
101-101-802.000				AUDIT AND ACCOUNTING		5,500.00
101-101-805.000				CONTRACTED AND OTHER SERVICES		327.00
101-101-901.000				ADVERTISING		917.65
101-171-726.000				SUPPLIES		88.54
101-171-960.000				EDUCATION & TRAINING		1,481.73
101-191-726.000				SUPPLIES		2,324.15
101-191-726.001				POSTAGE		11,390.85
101-215-960.000				EDUCATION & TRAINING		656.06
101-253-726.000				SUPPLIES		80.68
101-253-726.001				POSTAGE		2,854.20
101-253-801.000				LEGAL SERVICES		30.00
101-253-860.500				MILEAGE - TREASURER		195.86
101-253-860.501				MILEAGE - DEPUTY TREASURER		123.32
101-253-960.000				EDUCATION & TRAINING		1,250.35
101-258-935.015				COMPUTER SUPPORT SYSTEMS		15,600.00
101-258-935.016				COMPUTER NETWORK		162.97
101-265-726.003				SUPPLIES-MAINTANCE		345.29
101-265-850.000				TELEPHONE		905.36
101-265-920.601				HEATING / GAS		1,899.89
101-265-920.602				WATER / SEWER		287.17
101-265-920.603				LIGHTS BUILDING		1,035.70
101-265-935.602				LAWN MAINTENANCE		1,073.00
101-265-935.603				CLEANING SERVICE		1,350.00
101-265-935.604				RUBBISH REMOVAL		108.19
101-371-726.000				SUPPLIES		237.42
101-400-805.000				CONTRACTED AND OTHER SERVICES		173.00
101-400-901.000				ADVERTISING		169.25
101-401-726.000				SUPPLIES		128.89
101-448-920.005				STREET LIGHTS TOWNSHIP		8,206.77
101-747-880.007				COM. PROM. - COMMUNITY AWAREN		1,637.50
101-747-880.011				COM. PROM. - P.E.G.		21,689.14
101-806-862.000				GAS & CAR WASHES		304.05
101-851-873.030				INSURANCE - EMPLOYEE HEALTH		23,892.08
101-851-873.040				INSURANCE - EMPLOYEE LIFE		340.68

Check Date	Bank	Check #	Payee	Description	GL #	Amount
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101-900-970.003			CAPITAL OUTLAY - COMPUTER		924.00	
308-000-935.000			MAINTENANCE - MISC, EQUIP		7,364.07	
308-000-970.000			CAPITAL OUTLAY		13,198.00	

TOTAL					1,313,281.77	
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123 West Front Street
Traverse City, Michigan 49684
231.946.5874 (M)
231.946.3703 (M)

June 8, 2022

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

I. Developer's Escrow Fund

A. Storm Water Reviews

1. Engineering consulting services for storm water plan review. Well Now Urgent Care, 3570 N. US-31 South		
Project# 22021 Invoice No. 2202102		1,162.50
2. Engineering consulting services for storm water plan review. Biggby Coffee, Cherryland Center		
Project# 22057 Invoice No. 2205702		948.75
3. Engineering consulting services for storm water plan review. TC West Sr. High School, Athletic Complex		
Project# 22060 Invoice No. 2206001		3,140.00
4. Engineering consulting services for storm water plan review. Walstrom Marine, Metal Building/Showroom, Escrow 701-000-214.826		
Project# 22146 Invoice No. 2214601		1,121.25
	Total A	<u>6,372.50</u>

B. Utility Plan Review, Oversight & Closeout

1. Engineering consulting services for plan review, construction services and Project Turnover Northern Michigan Hospitality Management, Proposed Hotels		
Project# 19395 Invoice No. 1939504		910.00
2. Engineering consulting services for plan review, construction services and Project Turnover Oakleaf Village, Phase I Water/Sewer		
Project# 20321 Invoice No. 2032105		4,992.00
3. Engineering plan review and overall capacity evaluation, construction services, project turnover South 22, Water / Sewer Extension, Escrow# 701-000-214.815		
Project# 22074 Invoice No. 2207402		1,750.00
	Total B	<u>7,652.00</u>

Total Developer's Escrow Fund 14,024.50

II. General Utilities

1. Engineering consulting services for review of ability to extend water and sewer. and close out. US-31 South, McCrea Hill PRV Relocation		
Project# 19135 Invoice No. 1913509		15,286.14
2. Engineering design, permitting, bidding, construction services for water main extension Garfield to Long lake Township Consolidation, Water Main Extension		
Project# 21391 Invoice No. 2139103		15,810.00
	Total Utility Receiving Fund	<u>31,096.14</u>

III. Park Funds / DNR Trust Fund

1. Engineering and survey services for design, topo survey, bidding, construction services. River East Park Improvements, Phase I		
Project# 21011 Invoice No. 2101107		240.00
2. Engineering and survey services for design, permitting, bidding, construction services. River East Park Improvements, Phase II		
Project# 22070 Invoice No. 2207002		8,445.00
	Total Park Funds / DNR Trust Fund	<u>8,685.00</u>

GRAND TOTAL \$53,805.64

Invoice

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

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

June 08, 2022
Project No: 22021
Invoice No: 2202102

Re: Well Now Urgent Care, Storm Water Review, 3570 N. US-31 South
Services Performed: Engineering Services for storm water review including review of plans, computations and specifications for compliance with Ordinance 49. Services includes review, communication with applicant / engineer and correspondence letter of final review and approval.

Project Location: 3570 N US 31 South Traverse City
Professional Services from April 3, 2022 to June 4, 2022
Professional Personnel

	Hours	Rate	Amount	
Director of Engineering	2.00	150.00	300.00	
Project Engineer II	7.50	115.00	862.50	
Totals	9.50		1,162.50	
Total Labor				1,162.50
		Total this Invoice		\$1,162.50

Billings to Date

	Current	Prior	Total
Labor	1,162.50	603.75	1,766.25
Totals	1,162.50	603.75	1,766.25

Invoice

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

June 08, 2022
Project No: 22057
Invoice No: 2205702

Re: Bigby Coffee, Cherryland Center, Storm Water Review, Escrow No. ??
Services Performed: Engineering Services for storm water review including review of plans, computations and specifications for compliance with Ordinance 49. Services includes first and second review (due to plan revision), communication with applicant / engineer and correspondence letter of acceptance

Professional Services from April 3, 2022 to June 4, 2022

Professional Personnel

	Hours	Rate	Amount	
Project Engineer II	8.25	115.00	948.75	
Totals	8.25		948.75	
Total Labor				948.75
		Total this Invoice		\$948.75

Billings to Date

	Current	Prior	Total
Labor	948.75	725.00	1,673.75
Totals	948.75	725.00	1,673.75



Invoice

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

March 18, 2022
Project No: 22060
Invoice No: 2206001

Re: Traverse City West Sr. High School, Athletic Complex, Storm Water Review
Services Performed: Engineering Services for storm water review including initial and final review of plans (due to revisions), computations and specifications for compliance with Ordinance 49. Services includes review, communication with applicant / engineer and correspondence letter of final acceptance.

Project Location: Traverse City
Professional Services from April 3, 2022 to June 4, 2022
Professional Personnel

	Hours	Rate	Amount	
Director of Engineering	1.00	150.00	150.00	
Project Engineer II	26.00	115.00	2,990.00	
Totals	27.00		3,140.00	
Total Labor				3,140.00
		Total this Invoice		\$3,140.00

Billings to Date

	Current	Prior	Total
Labor	3,140.00	0.00	3,140.00
Totals	3,140.00	0.00	3,140.00

Invoice

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

March 18, 2022
Project No: 22146
Invoice No: 2214601

Re: Walstrom Marine, Metal Building/Showroom, Storm Water Review, Escrow 701-000-214.826
Parcel No.

Services Performed: Engineering Services for storm water review including review of plans, computations and specifications for compliance with Ordinance 49. Services included multiple reviews due to site plan changes, communication with applicant / engineer and correspondence letter of final acceptance.

Project Location: 228 N. US 31 South, Traverse City, MI 49684

Professional Services from May 1, 2022 to June 4, 2022

Professional Personnel

	Hours	Rate	Amount	
Project Engineer II	9.75	115.00	1,121.25	
Totals	9.75		1,121.25	
Total Labor				1,121.25
		Total this Invoice		\$1,121.25

Billings to Date

	Current	Prior	Total
Labor	1,121.25	0.00	1,121.25
Totals	1,121.25	0.00	1,121.25



Invoice

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

June 08, 2022
 Project No: 19395
 Invoice No: 1939504

Re: Northern Michigan Hospitality Management, Proposed Hotels

Services Performed:

1. Engineering Review - Plan review and overall capacity evaluation to determine impact to existing water and sewer system for the ability to service. Act 399 permit assistance for the water main extension.
2. Construction observation & Oversight - Full time construction observation, testing, witness reports for infrastructure. Developer to provide record drawings.
3. Project Turnover - Review drawing and easements, close out and turnover documentation to township updates to GIS and overall utility maps.

Project Location: M-37 and US-31 just south of Franke Road

Professional Services from June 11, 2021 to June 4, 2022
Fee

Billing Phase	Fee	Percent Complete	Earned	Previous Fee Billing	Current Fee Billing
Engineer Review	1,750.00	100.00	1,750.00	1,750.00	0.00
Construction Observation	4,500.00	100.00	4,500.00	4,500.00	0.00
Proj. Turnover, Close Out	1,000.00	100.00	1,000.00	90.00	910.00
Total Fee	7,250.00		7,250.00	6,340.00	910.00
Total Fee					910.00
Total this Invoice					\$910.00

Invoice

Gourdie-Fraser, Inc.
 123 West Front Street, Suite A
 Traverse City, MI 49684
 Phone: 231-946-5874, Fax: 231-946-9634
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MR CHUCK KORN
 CHARTER TWP OF GARFIELD
 3848 VETERANS DR
 TRAVERSE CITY, MI 49684

March 18, 2022
 Project No: 20321
 Invoice No: 2032105

Re: Oakleaf Village, Phase I Water/ Sewer Extension

Services Performed:

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

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

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

B. Storm water review.

C. Private road review.

*Additional Services:

1. Construction observation \$9,600 as detailed in Escrow letter dated February 16, 2022

Project Location: N. Long Lake Road, Traverse City

Professional Services from March 27, 2022 to June 4, 2022

Fee

Billing Phase	Fee	Percent Complete	Earned	Previous Fee Billing	Current Fee Billing
A. UTILITY REVIEW	0.00	0.00	0.00	0.00	0.00
1. Engineer Review	4,500.00	100.00	4,500.00	4,500.00	0.00
2. Construction Observation	28,500.00	100.00	28,500.00	28,500.00	0.00
3. Proj. Turnover, Close Out	2,500.00	0.00	0.00	0.00	0.00
*1. Add'l Const. Observation	9,600.00	68.00	6,528.00	1,536.00	4,992.00
	0.00	0.00	0.00	0.00	0.00
B. Storm Water Review	1,800.00	100.00	1,800.00	1,800.00	0.00

Project	20321	GARFIELD/PLN REV,CO OB,CO/OAKLEAF VIL/GT				Invoice	2032105
C. Private Road Review	500.00	100.00	500.00	500.00	500.00	0.00	
Total Fee	47,400.00		41,828.00	36,836.00	4,992.00		
			Total Fee				4,992.00
				Total this Invoice			\$4,992.00

Invoice

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

March 18, 2022
 Project No: 22074
 Invoice No: 2207402

Re: South 22, Water / Sewer Extension, Escrow# 701-000-214.815

Services Performed: Engineering and construction services for plan review, construction oversight and project close out for the water main and sanitary sewer extension to service the residential housing complex located along Lafranier Road north of the intersection of Hammond Road. Housing complex is comprised of three apartment buildings and nine quadplex apartment buildings and a maintenance building.

Project Location: 1532 W. Hammond Road, Traverse City

Professional Services from March 27, 2022 to June 4, 2022

Billing Phase	Fee	Percent Complete	Earned	Previous Fee Billing	Current Fee Billing
Engineering Plan Review	3,500.00	65.00	2,275.00	525.00	1,750.00
Construction Observation & Testing	44,200.00	0.00	0.00	0.00	0.00
Project Closeout & Turnover	2,500.00	0.00	0.00	0.00	0.00
Total Fee	50,200.00		2,275.00	525.00	1,750.00
		Total Fee			1,750.00
				Total this Invoice	\$1,750.00



Invoice

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

March 18, 2022
 Project No: 19135
 Invoice No: 1913509

Re: US-31 South / McCrea Hill PRV Relocation

Services Performed: Professional engineering services for preliminary design, final design, bidding, construction administration, construction observation, project close out and turn over as detailed in Proposal No. 19-198 dated April 12, 2019.

Professional Services from March 27, 2022 to June 4, 2022

Fee

Billing Phase	Fee	Percent Complete	Earned	Previous Fee Billing	Current Fee Billing
Preliminary Design	12,000.00	100.00	12,000.00	12,000.00	0.00
Final Design	10,350.00	100.00	10,350.00	10,350.00	0.00
Bidding Services	3,500.00	100.00	3,500.00	3,500.00	0.00
Construction Admin.	9,000.00	95.00	8,550.00	1,800.00	6,750.00
Construction Observation	10,350.00	95.00	9,832.50	2,070.00	7,762.50
Project Closeout & Turnover	1,800.00	40.00	720.00	0.00	720.00
Total Fee	47,000.00		44,952.50	29,720.00	15,232.50
			Total Fee		15,232.50

Reimbursable Expenses

UNITED STATES POSTAL SERVICE					
5/6/2022	UNITED STATES POSTAL SERVICE		POSTAGE FOR WATER DISTRUBTION NOTICE QTY 88 LETTERS		53.64
	Total Reimbursables				53.64
			Total this Invoice		\$15,286.14

Invoice

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

June 08, 2022
 Project No: 21391
 Invoice No: 2139103

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

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

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

Professional Services from February 13, 2022 to June 4, 2022
Fee

Billing Phase	Fee	Percent Complete	Earned	Previous Fee Billing	Current Fee Billing
Preliminary Design	33,000.00	100.00	33,000.00	24,750.00	8,250.00
Final Design	37,800.00	20.00	7,560.00	0.00	7,560.00
Bidding Services	5,000.00	0.00	0.00	0.00	0.00
Construction Admin.	38,500.00	0.00	0.00	0.00	0.00
Construction Observation	75,000.00	0.00	0.00	0.00	0.00
Project Closeout & Turnover	5,000.00	0.00	0.00	0.00	0.00
Total Fee	194,300.00		40,560.00	24,750.00	15,810.00
		Total Fee			15,810.00
				Total this Invoice	\$15,810.00

Invoice

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

June 08, 2022
 Project No: 21011
 Invoice No: 2101107

Re: River East Park Improvements, Phase I

Services Performed: Engineering, survey and construction services for final site design, architectural design, topographic survey, RFP & bidding, construction staking and layout, construction observation, materials testing, contract administration and construction engineering as detailed in proposal letter dated January 7, 2021.

Professional Services from December 5, 2021 to June 4, 2022

Fee

Billing Phase	Fee	Percent Complete	Earned	Previous Fee Billing	Current Fee Billing
Topographic Survey	2,700.00	100.00	2,700.00	2,700.00	0.00
Site, Architectural Design	4,500.00	100.00	4,500.00	4,500.00	0.00
RFP and Bidding	1,000.00	100.00	1,000.00	1,000.00	0.00
Construction Staking and Layout	1,000.00	100.00	1,000.00	1,000.00	0.00
Const. Observation & Materials Testing	1,500.00	100.00	1,500.00	1,500.00	0.00
Construction Admin. and Engineering	1,000.00	100.00	1,000.00	760.00	240.00
Total Fee	11,700.00		11,700.00	11,460.00	240.00
		Total Fee			240.00
				Total this Invoice	\$240.00

Invoice

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

March 18, 2022
Project No: 22070
Invoice No: 2207002

Re: River East Park Improvements, Phase II

Services Performed: Civil engineering services including design, permitting, bidding, construction oversight and project closeout services to facilitate the completion of the project. Scope of project shall be consistent with the concept drawing and cost estimate as detailed in proposal letter dated March 1, 2022.


Project Location: 2143 North Keystone Road

Professional Services from March 27, 2022 to June 4, 2022**Fee**

Billing Phase	Fee	Percent Complete	Earned	Previous Fee Billing	Current Fee Billing
Topographic Survey	3,200.00	100.00	3,200.00	0.00	3,200.00
Site Design	12,500.00	50.00	6,250.00	3,125.00	3,125.00
RFP and Bidding	1,000.00	0.00	0.00	0.00	0.00
Construction Staking and Layout	1,500.00	0.00	0.00	0.00	0.00
Const. Observation & Materials Testing	2,500.00	0.00	0.00	0.00	0.00
Construction Admin. and Engineering	3,500.00	60.5714	2,120.00	0.00	2,120.00
Total Fee	24,200.00		11,570.00	3,125.00	8,445.00
		Total Fee			8,445.00
				Total this Invoice	\$8,445.00

MTT Update
Prepared for Garfield Twp Board

Docket #	Parcel No(s)	Owner	Property Address	Year(s) in Contention	Assessor's Values		Petitioner's Values		Value Differences		Status Notes	ACTUAL	
					Assessed	Taxable	Assessed	Taxable	Assessed	Taxable		Twp Millage Loss	METRO Millage Loss
1	22-000321	900-396-94 Big Lots * Personal Property appeal	1144 W So Airport Rd	2022	\$ 69,400	\$ 69,400	\$ -	\$ -	\$ (69,400)	\$ (69,400)	5/27/22 MTT granted 14-day extension for petition to cure 3/25/22 default. Contention is Small Bus Exemption was denied in error; however, our value is based on the info they supplied. I will answer once default has been cleared.		
2	22-000787	021-015-35 CTL Propco I LLC & JC Penney	3300 W So Airport Rd	2022	\$ 1,323,500	\$ 1,323,500	\$ 670,000	\$ 670,000	\$ (653,500)	\$ (653,500)	5/18/22 Found appeal on-line. Waiting to be served.		
3	22-001038	021-028-00 Red Lobster Hospitality LLC	2691 N US 31 South	2022	\$ 735,800	\$ 641,132	\$ 440,000	\$ 440,000	\$ (295,800)	\$ (201,132)	6/6/22 Found appeal on-line. Waiting to be served.		
4													
5													
6													
7													
TOTALS:					\$ 2,128,700	\$ 2,034,032	\$ 1,110,000	\$ 1,110,000	\$ (1,018,700)	\$ (924,032)			
SETTLED VALUES:													
2022 Potential Tax Loss							\$ (1,848.06)	\$ (2,263.88)					
ACTUAL TAX LOSS													
2022													
GRAND TOTAL													

 Charter Township of Garfield Planning Department Report No. 2022-42			
Prepared:	June 6, 2022	Pages:	1
Meeting:	June 14, 2022 – Township Board	Attachments:	<input checked="" type="checkbox"/>
Subject:	Article 3 Amendment to Grand Traverse Commons Development Regulations – Introduction and Schedule Public Hearing		
Applicant:	Charter Township of Garfield and City of Traverse City		

BACKGROUND:

The Grand Traverse Commons Joint Planning Commission oversees land use planning for the Grand Traverse Commons. The adopted Grand Traverse Commons Development Regulations regulates development with the Commons and ensure their compliance with the Grand Traverse Commons Master Plan.

PROPOSED DEVELOPMENT REGULATIONS AMENDMENT:

The Joint Planning Commission drafted an amendment to Article 3 - Zoning Board of Appeals of the Grand Traverse Commons Development Regulations.

At this time, the Zoning Board of Appeals does not have any members and hasn't had to convene since the adoption of the Development Regulations in 2017. The current membership criteria are fairly restrictive and would make it difficult to fill the seats on the Board. Therefore, the proposed amendment removes the requirement that at least one member of the Zoning Board of Appeals also be a member of the Joint Planning Commission. It maintains the requirement that two members be from the City Zoning Board of Appeals and two members from the Township Zoning Board of Appeals. The requirement that the fifth member be jointly approved the legislative bodies of the City and Township and must reside within the jurisdiction of the Joint Planning Commission remains in place. The final revision is an additional requirement that alternative members must also live within the jurisdiction of the Joint Planning Commission.

A public hearing was held by the Joint Planning Commission on April 20, 2022 is scheduled to gather input on the proposed amendment to the Grand Traverse Commons Development Regulations. For final adoption of the amendment, both the Township and City must adopt concurrent resolutions.

No action on the amendment is required at this time. This is an introduction and scheduling of the public hearing for the Township Board meeting on July 12, 2022.

ACTION REQUESTED:

Following Board review and discussion, the following motion is offered for consideration:

MOTION TO SCHEDULE a public hearing for the proposed amendment to Article 3 of the Grand Traverse Commons Development Regulations for July 12, 2022.

The Board may make any modifications to the motion, including adding any conditions.

Attachments:

1. Proposed amendment to Article 3 of the Grand Traverse Commons Development Regulations

GRAND TRAVERSE COMMONS JOINT PLANNING COMMISSION

TITLE: GRAND TRAVERSE COMMONS BOARD OF ZONING APPEALS MEMBERSHIP

THE CITY OF TRAVERSE CITY AND THE CHARTER TOWNSHIP OF GARFIELD ORDAINS:

That Section 3.02 Membership: Terms of Office of the Grand Traverse Commons Development Regulations be amended to read in its entirety as follows:

Article 3: Zoning Board of Appeals

Section 3.01 Establishment

The Zoning Board of Appeals is established in accordance with Article VI. of Public Act 110 of 2006 (M.C.L. 125.3101 et seq.). The Board shall perform its duties and exercise its powers as provided by state law and this Zoning Ordinance such that the intent of this Zoning Ordinance is observed and the health, safety and welfare of the public are secured.

Section 3.02 Membership: Terms of Office

- A. The Zoning Board of appeals shall consist of five (5) members.
 1. The City Commission shall appoint two (2) members from the City Board of Zoning Appeals
 2. The Township Board shall appoint two (2) members from the Township Zoning Board of Appeals
 3. One member of the Zoning Board of Appeals shall be appointed jointly by the City Commission and Township Board and shall be a registered elector of the City or Township residing within the zoning jurisdiction of the Grand Traverse Commons. The members elected shall be representative of the population distribution of the various interests present in the local unit of Government.
- B. Terms shall be overlapping to provide for the appointment of an equal number of members each year. A successor member must be appointed within one month following the expiration of the previous term. ~~At least one member shall also be a member of the Joint Planning Commission.~~ Terms shall be three (3) years in length.
- C. The City Commission and Township Board shall also each appoint one (1) alternate member for terms of three (3) years each. An alternate member may be called by the Chairperson of the Board, the Planning Directors or the Zoning Administrators to sit as a regular member of the Board in the absence of a regular member if a regular member is unable to attend a regularly scheduled meeting, or if a regular member has abstained from a decision for reason of conflict of interest. The alternate members shall be registered electors of the City or Township residing within the zoning jurisdiction of the Grand Traverse Commons
- D. An alternate member appointed to hear an appeal shall serve on the appeal until a final decision has been made. Such alternate member shall have the same voting rights as a regular member of the Board.
- E. Absence, inability to attend, or abstention because of a conflict of interest may be established by communication of a Board member at least twenty-four (24) hours prior to the regularly scheduled Board meeting.

Section 3.03 Meetings

Meetings of the Zoning Board of Appeals shall be held at the call of the Chairperson and at such other times as the Board may determine. There shall be a fixed place of meeting and all meetings shall be open to the public. The Board shall adopt its own rules of procedure and shall keep a public record of its proceedings showing the action of the Board and the vote of each member upon each question considered. The presence of three (3) members shall be necessary to constitute a quorum and a majority vote of the members of the Board shall be necessary to reverse an order, requirement, decision or determination of an administrative official, or to decide in favor of the applicant in the case of a variance, exception or interpretation.

Section 3.04 Rules of Procedure

The Zoning Board of Appeals shall follow such procedures as are established by statute, ordinance and resolution of the Board. These procedures shall include:

- A. Appeals, Generally. For purposes of these rules of procedure, an appeal shall include all applications for appeals, interpretations, variances, exceptions and matters involving nonconforming uses.
- B. Initiating Appeals. Appeals shall be filed with each of the Zoning Administrators within twenty-one (21) days after written notice has been given of the action being appealed. Following receipt of a written appeal request, the Zoning Board of Appeals shall fix a reasonable time for the hearing of the request.
- C. Application Contents. In addition to all other requirements of this statute and ordinance, applications shall be in a form determined by the Zoning Administrators and shall contain such information as the Zoning Administrators shall direct. Such applications shall also include the following:
 - 1. A site plan or site diagram reflecting accurate dimensions of the property, the location of structures on the property and the location of buildings on adjacent properties. If requested by the Board or the Zoning Administrators, such drawing shall be a survey performed by a registered land surveyor;
 - 2. The name, address and telephone number of the applicant and all authorized agents of the applicant;
 - 3. An application signed by the owner or someone acting upon written consent of the owner, whose written consent must be submitted with the application; and
 - 4. A listing of all previous appeals involving the property noted on the application as to the subject, date and outcome of the appeal.
- D. Filing Fee. The filing fee for appeals shall be established by joint resolution of the City Commission and Township Board.
- E. Notices. Notice of an appeal will be given pursuant to State statute. Such notice shall be mailed or delivered at least fifteen (15) days prior to the first meeting of the Board at which time the appeal will be formally considered.
- F. Advertisements. One advertisement in a local newspaper of general circulation indicating the nature of the appeal and the date of the hearing will be placed at least 15 days before the hearing. A minor deviation in the notice published in the newspaper or in the time of appearance of such notice in the newspaper shall not affect the validity of the proceedings of the Board unless there is a clear demonstration of prejudice as a result of such minor deviation.
- G. Regular Meetings. The Board's regular meeting schedule shall be adopted and published on an

annual basis.

- H. Exceptions to Regular Meeting Dates. If a quorum of the members is not present or anticipated, then the regular meeting may be canceled and the matter rescheduled to the next regularly scheduled meeting or to the earliest possible date as determined by the Chairperson of the Board. If no requests have been received 21 days prior to the date of a regularly scheduled meeting, the meeting may be canceled by the Zoning Administrators.
- I. Conflict of Interest. Before deliberating any appeal, the Chairperson shall ask if any member has such a conflict of interest. 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.
- J. Representation at Hearing. The applicant or the applicant's authorized agent must be present at the public hearing to properly answer questions concerning the appeal. At the discretion of the Board, if the applicant or agent is not present the appeal may be deferred until the next meeting or dismissed.
- K. Reconsideration. An applicant may re-appeal a decision after twelve (12) months from the decision of the Board. The Board will not reconsider any appeal within twelve (12) months from the date of the decision unless the applicant can show that there have been substantially changed circumstances affecting the appeal, which circumstances were not known to the Board at the previous hearing. The substantial change in circumstances shall be described, in writing, by the applicant at the time of the application. Before rehearing the matter, the Board shall decide whether there is a substantial change in circumstances allowing the rehearing.
- L. Instructions. The Zoning Administrators shall prepare a written description of the procedures of the Board and instructions to all potential applicants. Such written instruction shall be submitted to the Board for its approval prior to public distribution.
- M. Other Rules. The Board may adopt such other rules to govern its procedure as it deems advisable, provided such rules are not in conflict with other existing statute or ordinance.

Section 3.05 Powers and Duties

- A. Generally. The Zoning Board of Appeals shall not have the power to alter or change the zoning district classification of any property or make any change in the terms of intent of this Ordinance. The Board shall have the power to act on those matters where this Ordinance provides for an appeal, interpretation, variance or exception. The Zoning Board of Appeals shall not have the power to vary a standard for a Special Land Use Permit.
- B. Appeals. The Board shall hear and decide appeals where it is alleged by the applicant that there is an error in any order, requirement, decision or determination made by the administrative official or body charged with the enforcement of this Ordinance.
- C. Interpretations. Upon application by a City or Township official or person of interest in a specific affected parcel of land, when all other administrative appeals have been exhausted, the Board shall have the power to:
 - 1. Interpret this Zoning Ordinance in such a way as to carry out its intent and purpose;
 - 2. Determine the precise location of a zoning district and special area boundaries;
 - 3. Classify a use which is not specifically mentioned, determine the district within which the use is permitted, and determine the necessary parking to support the use; and
 - 4. Determine the off-street parking and loading requirements of this Zoning Ordinance.
- D. Variations. The Board shall have the power to authorize specific variances or departures from this Ordinance if all of the basic conditions are satisfied and if there are practical difficulties or unnecessary hardships in the way of carrying out the strict letter of this Ordinance. A variance from the dimensional requirements of this Ordinance may only be granted if it is determined that all basic

conditions have been satisfied and that there is a practical difficulty in carrying out the requirement. A variance from the use requirements of this Ordinance shall be prohibited.

1. Basic Conditions. Any variance granted from the Zoning Ordinance shall meet the following basic conditions:
 - a. The spirit of this Ordinance shall be observed, public safety secured and substantial justice done.
 - b. There is no substantial adverse effect upon property values in the immediate vicinity or in the district in which the property of the applicant is located.
 - c. The difficulty or hardship relating to the property is not so general or recurrent in nature that the formulation of a general regulation for such conditions is preferable.
 - d. The practical difficulties or unnecessary hardships are unique to the property under consideration and not to the general neighborhood and shall apply only to property that is under the control of the applicant.
 - e. It shall be necessary for the preservation of a substantial property right possessed by other properties in the same zoning district.
 - f. There is a clear showing of an unnecessary hardship in that the property as a whole cannot reasonably be put to a use authorized by this Ordinance.
 - g. The alleged hardship or difficulty is not solely economic and is based on the reasonable use of a particular parcel of land.
 - h. It may be denied where the alleged practical difficulties or unnecessary hardships resulted from an act of the applicant, or a person in privity or in concert with the applicant.
2. Practical Difficulties and Unnecessary Hardships. In order to determine if there are practical difficulties or unnecessary hardships which prevent carrying out the strict letter of this Ordinance the following shall apply:
 - a. Dimensional Variance. A practical difficulty shall exist where there are exceptional or extraordinary circumstances or physical conditions, such as narrowness, shallowness, shape or topography of the property involved, that do not generally apply to other property or uses in the same zoning district.
 - b. Use Variance. An unnecessary hardship shall exist where the property considered in combination with other land owned by the applicant adjacent thereto has no reasonable value as zoned.

E. Exceptions. The Board shall have the power to grant the following exceptions:

1. Extend a district where the boundary line of a district divides a lot of record in single ownership at the time of adoption of this Ordinance.
2. Interpret or apply the Ordinance where the street layout on the ground actually varies from the street layout as shown on the District Map.
3. Permit the alteration or enlargement of an existing building associated with a building associated with Class I. nonconforming use (*as defined in Article 13 of this Ordinance*), or permit the increase in intensity of use of a Class I. nonconforming use, where:
 - a. The change will not unreasonably delay future probability of compliance with this Ordinance.
 - b. There will be greater compliance with this Ordinance or, in the alternative, with the Building Code or other applicable ordinances if the change is permitted, and such compliance is the maximum which can be reasonably expected.
 - c. The change will not detract from any historical or unique architectural qualities of the building.
 - d. The change will not be detrimental or tend to alter the character of the campus.
4. Permit a change in use of a Class I. nonconforming use (*as defined in Article 13 of this Ordinance*) to another nonconforming use which is more nearly conforming to the use restrictions of this Ordinance. Such a change in use may be permitted only where:
 - a. The change in use will not unreasonably delay future probability of compliance with this

Ordinance.

- b. There will be greater compliance with this Ordinance if the change is permitted, and such compliance is the maximum which can reasonably be expected.
- c. The change will not be detrimental to the campus or tend to alter the character of the campus.

After a change in use has been permitted, the use shall not be changed back to the former nonconforming use or to any less conforming use.

Section 3.06 Time Limitations of Orders

- A. Building Alterations. An order of the Zoning Board of Appeals permitting the erection or alteration of a building is valid for no longer than one (1) year, unless a building permit for such erection or alteration is obtained within such period and such erection or alteration is started and proceeds to completion in accordance with the terms of such permit.
- B. Uses. An order of the Board permitting the use of a premises is valid for no longer than one (1) year unless such use is established within such period. However, where such permitted use is dependent upon the erection or alteration of a building, such order shall continue in force and effect if a building permit for such erection or alteration is obtained within such period and as such erection or alteration is started and proceeds to completion in accordance with the terms of such permit.
- C. Modification. Time limits established by this section may be lengthened or shortened by the Board as a condition imposed under the standards for conditions set forth in this Ordinance.
- D. Expiration. In addition to any expiration provision contained in an order itself, an order of the Zoning Board of Appeals may be declared by the Zoning Administrators to be expired where there has been a change in a material circumstance of facts such as, but not limited to, destruction of a building or natural feature, vacation of a street or a change in topography upon which the order was issued. Before so declaring an order expired, the Zoning Administrators shall notify the landowner and, if requested, shall conduct a hearing with notice and procedures as practical.

Section 3.07 Court Review

- A. Circuit Court Review. A decision of the Zoning Board of Appeals shall be final. However, any party having a substantial interest affected by an order, determination or decision of the Zoning Board of

Appeals may appeal to the Circuit Court if the appeal is made to the Court within thirty (30) days after the Zoning Board of Appeals certifies its decision in writing signed by the Chairperson or within twenty-one (21) days after the Zoning Board of Appeals approves the minutes of its decision or upon a grant by the Court of leave to appeal.

- B. Standards for Review. The Circuit Court shall review the record and decision of the Board of Zoning Appeals to ensure that the decision:
 - 1. Complies with the constitution and laws of the State;
 - 2. Is based upon proper procedure;
 - 3. Is supported by competent, material, and substantial evidence on the record; and
 - 4. Represents the reasonable exercise of discretion granted by the law to the Zoning Board of Appeals.
- C. Inadequate Record. If the Court finds the record of the Zoning Board of Appeals inadequate to make the review required, or that additional evidence exists which is material and with good reason was not presented to the Zoning Board of Appeals, the Court shall order further proceedings before the Zoning Board of Appeals on conditions which the Court considers proper. The Zoning Board of Appeals may modify its findings and decision as a result of the new proceedings or may affirm its

original decision. The supplementary record and decision shall be filed with the Court. The Court may affirm, reverse or modify the decision.

The effective date of this Ordinance is the _____ day of _____, 2022.

I hereby certify the above ordinance amendment was introduced on _____, 2022, at a regular meeting of the City Commission and was enacted on _____, 2022, at a regular meeting of the City Commission by a vote of Yes: _____ No: _____ at the Commission Chambers, Governmental Center, 400 Boardman Avenue, Traverse City, Michigan.

Richard Lewis, Mayor

Benjamin C. Marentette, City Clerk

I hereby certify the above ordinance amendment was introduced on _____, 2022, at a regular meeting of the Township Board of ~~Supervisors~~ Trustees and was enacted on _____, 2022, at a regular meeting of the Township Board of ~~Supervisors~~ Trustees by a vote of Yes: _____ No: _____ at the ~~Meeting Chambers~~, Garfield Township Hall, 3848 Veterans Drive, Traverse City, Michigan.


Chuck Korn, Supervisor

Lanie McManus, Township Clerk

I hereby certify that a notice of adoption of the above ordinance was published in the Traverse City Record Eagle, a daily newspaper published in Traverse City, Michigan on _____, 2022.

Benjamin C. ~~Marenttete~~Marentette, City Clerk

~~Lanie McManus, Township Clerk~~

		Charter Township of Garfield	
		Planning Department Report No. 2022-55	
Prepared:	June 9, 2022	Pages:	7
Meeting:	June 14, 2022 Township Board	Attachments:	<input checked="" type="checkbox"/>
Subject:	Life Story Crematorium I-G Conditional Rezoning – Introduction		
File No.	Z-2022-01	Parcel No.	05-024-019-30
Owner:	LeVon M. Seavolt “Vaughn”		
Applicant:	LMS Property, LLC		

OVERVIEW AND PURPOSE OF APPLICATION:

This application requests the conditional rezoning of Parcel #05-024-019-30, 400 West Hammond Road, totaling approximately 5.5 acres. The request is to conditionally rezone the parcel to I-G General Mixed-Use Business District for use of the site as a crematorium and mortuary / funeral home, via the process as described below. This conditional rezoning application was introduced to the Planning Commission at their meeting on April 13, 2022. A public hearing was held at their meeting on May 11, 2022. Planning Commissioners adopted the Findings of Fact and provided their recommendation to the Township Board at their meeting on June 8, 2022.

STATEMENT OF CONDITIONS:

The proposed Statement of Conditions offered by the applicant is attached to this report, included as part of the Conditional Rezoning Agreement. These conditions would limit use of this site to a crematorium and mortuary / funeral home.

SUBJECT PROPERTY:

The subject property is currently the site of the Life Story Funeral Home. The site is mostly surrounded by wetlands on adjacent sites, agricultural uses further east, and industrial uses to the west along Hughes Drive and Traversefield Drive.

PROCESS FOR CONDITIONAL REZONING:

The process for conditional rezoning is described in Section 422 of the Zoning Ordinance. The procedure for approving a conditional rezoning is the same as for a rezoning and includes the following:

- A landowner may voluntarily offer, in writing, conditions relating to the use and/or development of land for which a rezoning is requested.
- The owner's offer of conditions shall bear a reasonable and rational relationship to the property for which rezoning is requested.
- The offer of conditions may be amended during the process of rezoning consideration, provided that any amended or additional conditions are entered voluntarily by the owner.
- If the Township Board approves the conditional rezoning request and offer of conditions, the offered conditions shall be incorporated into a formal written Statement of Conditions.
- Any failure to comply with a condition contained within the Statement of Conditions shall constitute a violation of this ordinance and be punishable accordingly including by rezoning of the property to its base zoning classification.

Zoomed-out aerial view of the subject property (highlighted in blue):



Zoomed-in aerial view of the subject property (highlighted in blue):



STAFF COMMENT AND BACKGROUND:

Upon preliminary review of the Master Plan and Future Land Use designation for the subject site, context of zoning and future land uses of sites in the surrounding neighborhood, and other factors, Staff offers the following comments regarding this conditional rezoning request:

The site is part of an existing Conditional Rezoning Agreement, which was originally approved in 2008, and which covered land that is now divided into three parcels: the subject site (05-024-019-30) and a site with a single-family home (05-024-020-00), as well as a larger parcel primarily comprised of wetlands (05-024-019-20). At the time, there were only two parcels since the subject site was still part of the larger site with the wetlands.

Minutes from the Planning Commission meeting on December 12, 2007 and the Township Board meeting on January 24, 2008 indicate that a key reason for the conditional rezoning was to protect the wetlands. Township Board minutes also indicate from Gerry Harsch (Staff) that “rezoning the subject properties to C-2 with conditions is temporary, and once the new Zoning Ordinance is adopted those properties would be designated mixed use business.” However, if a conditional rezoning were to be no longer in effect, the property would revert to its underlying zoning, understood to be Agricultural based on the information available. Furthermore, the Future Land Use designation for the site is Agricultural / Rural Land in the current Master Plan, which does not envision “mixed use business” or anything similar on this site.

The subject site was separated into its own parcel in 2016 after review of a land division application and contains the Life Story Funeral Home site. The Conditional Rezoning Agreement from 2008 applied to all three parcels.

In 2018, a new Conditional Rezoning was approved for just the larger parcel, to remove the site from the previous Conditional Rezoning agreement and establish its own separate Conditional Rezoning agreement to Agricultural. The other two parcels remain in the original 2008 Conditional Rezoning agreement as is shown on the Zoning Map above. The conditions as proposed in this application would apply to only the Life Story parcel, which would be removed from the original 2008 Conditional Rezoning agreement.

During the public hearing for this application on May 11, 2022, one person raised concerns regarding the potential for mercury contamination especially of the wetlands on adjacent properties. The applicant has offered additional supplemental materials on this topic which are attached to this report. Staff offers the following comments:

- Crematories are regulated and inspected by the State of Michigan through the EGLE Air Quality Division. Staff corresponded with EGLE Air Quality Division staff in 2021 when language about crematories was added to the Zoning Ordinance. EGLE staff provided examples of permits and inspection reports for crematories which are also included as attachments to this report. The State of Michigan, through EGLE, appears to be the appropriate regulatory agency that would deal with any issues regarding mercury emissions, not only through permitting but also through undergoing regularly scheduled inspections.
- Section 422.B.(3)(c) states “Any use or development, proposed as part of an offer of conditions that would require a special land use permit under the terms of this ordinance, may only be commenced if a special land use permit for such use or development is ultimately granted in accordance with the provisions of this ordinance.” A crematory on this site would still need to be approved under the Special Use Permit process and meet the criteria for approval of a special use permit. These criteria would consider the impacts on surrounding properties, environment, and the health, safety, and welfare of the community.

Upon consideration of the above comments, Staff is of the opinion that the proposed conditional rezoning is justifiable. The Planning Commission adopted the following Findings of Fact at their meeting on June 8, 2022.

FINDINGS OF FACT:

Section 421.E Approval Criteria of Zoning Map Amendment

In its review of an application for rezoning, the Township should consider, but is not necessarily limited to, the criteria as defined in § 421.E (1) Master Plan Consistency through § 421.E (8) Other Factors. No single factor is controlling; instead, each must be weighed in relation to the other standards.

The applicant shall have the burden of justifying the amendment, including identifying specific reasons warranting the amendment, and providing any supporting data and information to address the following:

1. Master Plan Consistency

Rezoning should be consistent with the intent and purpose of the adopted master plan.

The Planning Commission may consider this standard to be **MET** based on the following reasons:

- The Future Land Use designation for the subject parcel is Agricultural / Rural Land.
- The proposed conditional zoning of I-G (General Mixed-Use Industrial Business) would not be compatible with the Future Land Use designation and Zoning Plan for the subject parcel. However, the Zoning Plan (Considerations for Upzoning) says “In many instances, the land is not considered high value farmland and a change to a residential district may be appropriate. An evaluation of the properties location, proximity to amenities, and surrounding land uses should determine the most compatible district and density.” Residential use is not proposed, however there are surrounding industrial land uses to the west and southwest.
- The site is already part of a conditional rezoning agreement that does not match the Master Plan, and which predates the current Master Plan. The proposed conditional zoning is more compatible with surrounding land uses than the current conditional zoning.
- If the proposed conditional zoning agreement were to expire, the property would revert to its base zoning classification. The base zoning of the site is A-Agricultural, which is appropriate for the Future Land Use classification of Agricultural / Rural Land. The proposed conditional zoning is more appropriate than a regular rezoning to I-G because the conditional zoning will maintain the base zoning of A-Agricultural.

2. Adverse Impacts on Neighboring Lands

The Township shall consider the nature and degree of an adverse impact upon neighboring lands. Lots shall not be rezoned in a way that is substantially inconsistent with the uses of the surrounding area, whether more or less restrictive. The Township finds and determines that vast acreages of single-use zoning produces uniformity with adverse consequences, such as traffic congestion, air pollution, and social separation. Accordingly, rezoning may promote mixed uses subject to a high degree of design control.

The Planning Commission may consider this standard to be **MET** based on the following reasons:

- There are some sites zoned as I-G General Industrial in the neighborhood on Hughes Drive to the southwest, along with other sites on Traversefield Road under the City of Traverse City’s I-Industrial zoning. The proposed conditional zoning would be compatible with these sites.

- The proposed conditional zoning would more closely align with neighborhood character than the existing conditional zoning since there are other industrial sites in the immediate vicinity, but no other commercial sites.
- A concern was raised at the public hearing regarding the impact of mercury emissions and the impacts on wetlands, especially the impacts on the neighboring properties. Crematories are permitted and inspected by the State of Michigan via the EGLE Air Quality Division, which reviews facility emissions. Any crematory on this site would need to meet all requirements of other regulatory agencies including federal, state, and local, as applicable, including all permitting and inspection requirements.
- A crematory on this site would still need to be approved under the Special Use Permit process and meet the criteria for approval of a special use permit. Any potential site impacts specific to the crematorium on neighboring sites, wetlands, or other impacts can be addressed through the Special Use Permit review process.

3. *Suitability as Presently Zoned*

The Township shall consider the suitability or unsuitability of the tract for its use as presently zoned. This factor, like the others, must often be weighed in relation to the other standards, and instances can exist in which suitably zoned lands may be rezoned upon proof of a real public need, substantially changed conditions in the neighborhood, or to effectuate important goals, objectives, policies, and strategies of the master plan, specification, or this ordinance.

The Planning Commission may consider this standard to be **MET** based on the following reasons:

- The proposed conditional rezoning to the I-G General Industrial district would replace the current conditional zoning of C-G General Commercial and would limit uses available on the site to a funeral home / mortuary and crematory. The funeral home / mortuary is an existing use on the property; a crematory is potentially compatible and could be incorporated onto the same site.
- The current conditional rezoning agreement allows for most of the uses permitted in the C-2 General Business district (now the C-G General Commercial district) on this site, with some exceptions. Removing the current conditional rezoning agreement removes the possibility of further commercial development along Hammond Road. The Planning Commission has had prior discussions about limiting commercial uses along this portion of Hammond Road.

4. *Changed Conditions*

The Township shall consider whether any conditions have changed, since the zoning ordinance was adopted, that might justify the amendment.

The Planning Commission may consider this standard to be **MET** based on the following reasons:

- Since the new Zoning Ordinance was first adopted in 2015, the parcel which contains the existing funeral home / mortuary was separated via land division application in 2016 from a larger parcel which are mostly wetlands. In 2018, a new and separate Conditional Rezoning to Agricultural was approved for just the larger parcel. Part of the intent of the original 2008 conditional zoning was to protect the wetlands. The proposed conditional rezoning would not affect these wetlands since they are under a separate parcel and different conditional zoning agreement.
- The existing funeral home / mortuary is an established use on the site.
- The current conditional rezoning agreement allows for most of the uses permitted in the C-2 General Business district (now the C-G General Commercial district) on this site, with some

exceptions. Removing the current conditional rezoning agreement would provide a benefit to Garfield Township by removing the possibility of further commercial development along this portion of Hammond Road.

5. **Health, Safety, and Welfare**

The ordinance amendment must bear a substantial relationship to the public health, safety, or general welfare, or must protect and preserve historical and cultural places and areas. The rezoning ordinance may be justified, however, if a substantial public need or purpose exists.

The Planning Commission may consider this standard to be **MET** based on the following reasons:

- The proposed conditional rezoning would limit uses on the site to a funeral home / mortuary and crematory.
- A concern was raised at the public hearing regarding the impact of mercury emissions and the impacts on wetlands. Crematories are permitted and inspected by the State of Michigan via the EGLE Air Quality Division, which reviews facility emissions. Any crematory on this site would need to meet all requirements of other regulatory agencies including federal, state, and local, as applicable, including all permitting and inspection requirements.
- A crematory on this site would still need to be approved under the Special Use Permit process and meet the criteria for approval of a special use permit. Any potential site impacts specific to the crematorium on neighboring sites, wetlands, or other impacts can be addressed through the Special Use Permit review process.

6. **Public Policy**

Certain public policies in favor of the rezoning may be considered. Examples include a need for affordable housing, economic development, mixed-use development, or sustainable environmental features, which are consistent with neighborhood, area, or specific plans.

The Planning Commission may consider this standard to be **MET** based on the following reasons:

- The current Master Plan does not anticipate commercial uses along the portion of Hammond Road where this site is located.
- The Planning Commission has discussed limiting commercial uses along Hammond Road.
- The proposed conditional rezoning would potentially allow a compatible use with the existing funeral home / mortuary use already established on the site, while limiting the possibilities for expansion of commercial uses along this portion of Hammond Road.
- The current conditional rezoning agreement allows for most of the uses permitted in the C-2 General Business district (now the C-G General Commercial district) on this site, with some exceptions. Removing the current conditional rezoning agreement removes the possibility of further commercial development along this portion of Hammond Road.

7. **Size of Tract**

The Township shall consider the size, shape, and characteristics of the tract in relation to the affected neighboring lands. Ordinance amendments shall generally not rezone a single lot when there have been no intervening changes or other saving characteristics. Proof that a small tract is unsuitable for use as zoned, or that there have been substantial changes in the immediate area, may justify an ordinance amendment.

The Planning Commission may consider this standard to be **MET** based on the following reasons:

- The subject parcel is approximately 5.5 acres, 400 feet wide by 600 feet long. The minimum lot width standard of 150 feet for the I-G district is met.

8. Other Factors

The Township may consider any other factors relevant to a rezoning application under state law.

The Planning Commission may consider this standard to be **MET** based on the following reasons:

- Section 422.B. (3)(c) of the Zoning Ordinance says that: “Any use or development, proposed as part of an offer of conditions that would require a special land use permit under the terms of this ordinance, may only be commenced if a special land use permit for such use or development is ultimately granted in accordance with the provisions of this ordinance.” The funeral home is an established use on the site, but a crematorium is not yet established on the site. A crematory on this site would still need to be approved under the Special Use Permit process and meet the criteria for approval of a special use permit. Any potential site impacts specific to the crematorium can be addressed through the Special Use Permit review process.

ACTION REQUESTED:

This item is being placed on the agenda to introduce the application and schedule it for a public hearing. If the Board is prepared to accept the application and schedule it for a public hearing, then the following motion is suggested:

MOTION THAT application Z-2022-01 BE SCHEDULED for public hearing for the Garfield Township Board of Trustees meeting to be held on July 12, 2022.

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

Progress Estimate - Unit Price Work

Contractor's Application

For (Contract):		1714 Northern Star Drive Traverse City, MI 49696										Application Number: 2			
Application Period		44681										Application Date: 5/5/2022			
Bid Item No.	Item Description	Contract Information						B		C		D	E	F	G
		Item Qty	Units	Unit Price	Total Value of Item (\$)	Qty Instd Prev	Value of Work Instd Prev	Qty Instd This Period	Value of Work Instd This Period	Value of Materials Presently Stored (not in C or D)	Total Completed and Stored to Date (C + D + E)				
1	General Conditions	1.00	LS	32,850.00	\$32,850.00		\$6,898.50	0.62	\$20,501.00		\$27,399.50	83.4%	\$5,450.50		
2	Shingle Removal / Disposal	1.00	LS	12,900.00	\$12,900.00		\$3,225.00	0.5	\$6,450.00		\$9,675.00	75.0%	\$3,225.00		
3	5/8 Roof Sheathing	1.00	LS	41,210.00	\$41,210.00		\$28,434.90	0.16	\$6,594.00		\$35,028.90	85.0%	\$6,181.10		
4	Shing Roofing	1.00	LS	56,600.00	\$56,600.00		\$30,564.00	0.16	\$9,056.00		\$39,620.00	70.0%	\$16,980.00		
6	Rigid Insulation / Sheathing (Barrels)	1.00	LS	40,430.00	\$40,430.00			0.53	\$21,278.00		\$21,278.00	52.6%	\$19,152.00		
7	Metal Roofing (Barrels)	1.00	LS	143,600.00	\$143,600.00								\$143,600.00		
8	EIFS Repairs	1.00	LS	\$15,900.00	\$15,900.00								\$15,900.00		
9	Soffit Removal / Replace	1.00	LS	\$7,500.00	\$7,500.00				\$4,500.00		\$4,500.00	60.0%	\$3,000.00		
10	Insulation - Attic	1.00	LS	\$15,000.00	\$15,000.00								\$15,000.00		
11	Restoration	1.00	LS	\$2,500.00	\$2,500.00								\$2,500.00		
12	Overhead / Burden	1.00	LS	\$36,849.00	\$36,849.00		\$6,264.33	0.2	\$7,487.72		\$13,752.05	37.3%	\$23,096.95		
Totals													\$151,253.45	37.3%	\$254,085.55



Contractor's Application for Payment No. 2

Application Period: 5/17/2022	Application Date: 5/17/2022
To: GARFIELD TOWNSHIP	Via (Engineer): GOURDIE-FRASER, INC. JENNIFER HODGES, PE
From (Contractor): ELMER'S CRANE AND DOZER	Engineer Address: 123 W FRONT STREET TRAVERSE CITY, MI 49684
Contractor: 3600 RENNIE SCHOOL RD TRAVERSE CITY, MI 49685	Engineer's Project No.: 19135
Address:	
Contractor's Project No.: 510245	

**Application For Payment
Change Order Summary**

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

1. ORIGINAL CONTRACT PRICE: \$ 2,365,966.00
2. Net change by Change Orders: \$ -1,593,617.00
3. Current Contract Price (Line 1 + 2): \$ 772,349.00
4. TOTAL COMPLETED AND STORED TO DATE (Column F total on Progress Estimates): \$ 255,706.00
5. RETAINAGE:
 - a. 10% X \$257,100.75 Work Completed: \$ 25,710.00
 - b. 10% X Stored Material: \$ 25,710.00
 - c. Total Retainage (Line 5.a + Line 5.b): \$ 51,420.00
6. AMOUNT ELIGIBLE TO DATE (Line 4 - Line 5.c): \$ 223,286.00
7. LESS PREVIOUS PAYMENTS (Line 6 from prior Applications): \$ 361,667.68
8. AMOUNT DUE THIS APPLICATION: \$ 584,618.32
9. BALANCE TO ISSUE, PLUS RETAINAGE (Column G total on Progress Estimates + Line 5.c above): \$ 916,997.00

Contractor's Certification

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

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

Contractor Signature: *[Signature]* Date: 5-19-22

Payment of: \$ FIVE HUNDRED THIRTY FIVE THOUSAND, THREE HUNDRED FOURTEEN DOLLARS AND THIRTY CENTS
(Line 8 or other - attach explanation of the other amount) 05/18/2022

is recommended by: *Jennifer Hodges* (Date) (Engineer)

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

is approved by: _____ (Date) (Owner)

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

Progress Estimate - Unit Price Work

Contractor's Application

For (Contract):		3600 RENNIE SCHOOL RD		TRAVERSE CITY, MI 49685		Application Number:		2						
Application Period		5/17/2022		Application Date:		5/17/2022								
A		B			C		D		E		F		G	
Bid Item No.	Item Description	Contract Information			Value of Work Instd Prev	Qty Instd Prev	Value of Work Instd This Period	Qty Instd This Period	Value of Materials Presently Stored (not in C or D)	Total Completed and Stored to Date (C + D + E)	% Complete (F / B)	Balance to Finish (B - F)		
		Item Qty	Units	Unit Price									Total Value of Item (\$)	
	CEDAR RUN PRV													
1	MOBILIZATION	1	LS	\$40,570.00		\$40,570.00	1		\$40,570.00	100.0%				
2	TRAFFIC CONTROL	1	LS	\$9,982.00		\$9,982.00	1		\$9,982.00	100.0%				
3	CONNECT TO EXISTING, 8"	1	EA	\$7,775.00		\$7,775.00	1		\$7,775.00	100.0%				
4	CONNECT TO EXISTING, 12"	3	ES	\$8,328.00		\$24,984.00	1		\$8,328.00	33.3%	\$16,656.00			
5	CONNECT TO EXISTING, 16"	1	EA	\$8,612.00		\$8,612.00	1		\$8,612.00	100.0%				
6	TAPPING SLEEVE & VALVE, 12"	1	EA	\$8,675.00		\$8,675.00	1		\$8,675.00	100.0%				
7	GATE VALVE & BOX, 12"	1	EA	\$4,761.00		\$4,761.00	1		\$4,761.00	100.0%				
8	WATER MAIN, DUCTILE IRON, 12"	100	LF	\$200.00		\$20,000.00	30		\$6,000.00	30.0%	\$14,000.00			
9	PRESSURE REDUCING STATION	1	LS	\$611,160.00		\$611,160.00	0.75		\$484,797.75	90.5%	\$57,843.00			
10	ELECTRICAL SERVICE	1	LS	\$3,000.00		\$3,000.00	0.5		\$1,500.00	50.0%	\$1,500.00			
11	TELEMETRY	1	LS	\$22,150.00		\$22,150.00					\$22,150.00			
12	RESTORATION	1	LS	\$5,500.00		\$5,500.00					\$5,500.00			
13	ABANDON BOOSTER STATION	1	LS	\$6,180.00		\$6,180.00	1		\$6,180.00	100.0%				
Totals						\$773,349.00			\$68,519.25	\$655,700.00	84.8%	\$117,649.00		

Date of Issuance: May 20, 2022
 Owner: Charter Township of Garfield
 Contractor: Elmer's
 Engineer: Gourdie-Fraser, Inc.
 Project: Cedar Run PRV / Tank Abandonment

Effective Date: 5/20/2022
 Owner's Contract No.:
 Contractor's Project No.:
 Engineer's Project No.: 19135
 Contract Name:

The Contract is modified as follows upon execution of this Change Order:

Description:

- 1) Unknown Field Conditions Encountered. Record drawings indicated two (2) 12" connections available onsite however 8" were verified to exist which would impede available future flows. Additional costs to provide 12" connection and abandon existing 8" connections. Labor and materials including one (1) hydrant, two (2) live taps, exploratory excavation and installation.
- 2) Bollards around Station for safety / maintenance per DPW request
- 3) Balancing Change Order: Quantity adjustment to reflect actual versus bid quantities

Attachments: Proposal from Elmer's dated 5/19/2022 and 6/2/2022

CHANGE IN CONTRACT PRICE	CHANGE IN CONTRACT TIMES <i>[note changes in Milestones if applicable]</i>
Original Contract Price: \$ <u>2,366,966.00</u>	Original Contract Times: Substantial Completion: <u>December 16th, 2021</u> Ready for Final Payment: <u>January 16th, 2022</u> days or dates
[Increase] [Decrease] from previously approved Change Orders No. <u>0</u> to No. <u>1</u> : \$ <u>1,593,617.00</u>	[Increase] [Decrease] from previously approved Change Orders No. <u>1</u> to No. <u>2</u> : Substantial Completion: _____ Ready for Final Payment: _____ days
Contract Price prior to this Change Order: \$ <u>773,349.00</u>	Contract Times prior to this Change Order: Substantial Completion: <u>June 1st, 2022</u> Ready for Final Payment: <u>July 1st, 2022</u> days or dates
[Increase] [Decrease] of this Change Order: \$ <u>15,534.00</u>	[Increase] [Decrease] of this Change Order: Substantial Completion: <u>N/A</u> Ready for Final Payment: <u>N/A</u> days or dates
Contract Price incorporating this Change Order: \$ <u>789,883.00</u>	Contract Times with all approved Change Orders: Substantial Completion: <u>June 1st, 2022</u> Ready for Final Payment: <u>July 1st, 2022</u> days or dates

RECOMMENDED:
 By: Jennifer Hodges
 Engineer (if required)
 Title: Project Manager
 Date: 6-6-2022

ACCEPTED:
 By: _____
 Owner (Authorized Signature)
 Title: _____
 Date: _____

ACCEPTED:
 By: [Signature]
 Contractor (Authorized Signature)
 Title: Estimator
 Date: 6-2-2022

CHANGE ORDER #3 ATTACHMENT

PROJECT: PROPOSED PRESSURE REDUCING VALVE STATIONS (PRVS)

DATE ISSUED: 20-May-22

The following items summarize changes being made to the Contract Documents:

ITEM NO.	COMPLETE DESCRIPTION OF CHANGES	DECREASE CONTRACT	INCREASE CONTRACT
Cedar Run PRV			
4	Elimination of Two (2) Connect to Existing, 12"	\$16,656.00	
8	Elimination 70 LF Water Main, Ductile iron, 12"	\$14,000.00	
14	Change Order #3 - Addition of 12" Connections for PRV and Hydrant		\$42,190.00
15	Change Order #3 - Addition of 3 Bollards		\$4,000.00
	Total Decrease	\$30,656.00	
	Total Increase		\$46,190.00
	Net Increase		\$15,534.00

The sum of **\$15,534.00** is hereby added to the total Contract Price.

The time provided for completion in the Contract is (un)changed.

This document shall become an amendment to the Contract and all provisions of the Contract will apply hereto.



Esphalt™ • Excavation • Concrete • Cranes

PROPOSAL

P.O. Box 6150 Traverse City, MI 49696-6150
1.800.3ELMERS • 231.943.3443 • 231.943.8975 Fax
www.TeamElmers.com
EOE/AA

Proposal submitted to: GFA
Attn: Jennifer Hodges
123 W Front St
Traverse City, MI 49684

6/2/2022
231-946-5874
jennifer@gfa.tc
510243-206

We hereby submit specifications and estimates for:

Re: Garfield PRV

Provide labor, equipment and materials to perform the following work?:

Table with 2 columns: Item description and Price. Item 1: Install three pipe bollards... \$4,000.00. Item 2: Pave a single course application of asphalt at 3" thick including gravel prep and traffic control \$15,995.00. Total \$19,995.00.

WILL COMPLETE AT A LATER DATE
NOT RECOMMENDED AT THIS TIME

TOTAL RECOMMENDED = \$4,000.00

The foregoing proposal is explicitly conditioned upon the fact that Team Elmer's and its employees, officers, directors affiliates, subsidiaries, or successors, is NOT subject to and DOES NOT assume any obligations relating to wages, hours, benefits or any other terms and conditions of any labor agreement the recipient of this proposal or any other contractor or entity associated with the quoted work may be party. RATHER, ANY SUCH OBLIGATIONS ARE SPECIFICALLY DISCLAIMED.

I can be reached directly at 231-218-6018 or sf206@teamelmers.com

Thank you for the opportunity to bid this project

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workers' Compensation Insurance. The General Conditions attached hereto or appearing on the back side of this Proposal are hereby incorporated by reference.

TEAM Elmer's Authorized Signature

[Handwritten Signature]

Name: Steve Folkersma

Note: This proposal may be withdrawn by us if not accepted within 30 days.

Acceptance of Proposal

The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified.

Signature _____ Date of Acceptance _____
(Sign and return copy upon acceptance)

A finance charge of 1.5% per month, which is an annual percentage rate of 18% per year, or a minimum charge of \$.50 per month, shall be applied to all accounts over 30 days past due.

When reviewing estimates and selecting a contractor:

- Always get multiple bids for a project. The lowest bid is not necessarily the best choice. Try to get an understanding of why one bid is significantly lower or higher than others; the reasons might change your decision.
Get recent references from the contractors you are considering.
Make sure the contractor has the appropriate business and builder licenses, as well as insurance.
All project specifications and payment terms should be written in the contract.
The best contractors provide a written warranty or guarantee.

Fully Bonded & Insured • Daily quality control checks for all products



Asphalt™ • Excavation • Concrete • Cranes

PROPOSAL

P.O. Box 6150 Traverse City, MI 49696-6150
1.800.3ELMERS • 231.943.3443 • 231.943.8975 Fax
www.TeamElmers.com
EOE/AA

Proposal submitted to: **GFA**
Attn: Jennifer Hodges
123 W Front St
Traverse City, MI 49684

5/19/2022

We hereby submit specifications and estimates for:

Change Order 1: Price breakdown to install two 12" tap sleeves, valves and solid sleeves

Asphalt patch	\$4,085.00
Tap	\$2,200.00
Materials	\$17,100.00
Crew (labor & equipment)	\$10,856.00
Total	\$34,241.00

Change Order 2: Install one fire hydrant

Materials	\$4,949.00
Crew / equipment	\$3,000.00
Total	\$7,949.00

Total for Change Order 1 & 2 \$42,190.00

I can be reached directly at 231-218-6018 or sf206@teamelmers.com

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workers' Compensation Insurance. The General Conditions attached hereto or appearing on the back side of this Proposal are hereby incorporated by reference.

TEAM Elmers Authorized Signature

Name: **Steve Folkersma**

Note: This proposal may be withdrawn by us if not accepted within **30** days.

Acceptance of Proposal

The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified.

Signature _____ Date of Acceptance _____
(Sign and return copy upon acceptance)

A finance charge of 1.5% per month, which is an annual percentage rate of 18% per year, or a minimum charge of \$.50 per month, shall be applied to all accounts over 30 days past due.

When reviewing estimates and selecting a contractor:

- Always get multiple bids for a project. The lowest bid is not necessarily the best choice. Try to get an understanding of why one bid is significantly lower or higher than others; the reasons might change your decision.
- Get recent references from the contractors you are considering.
- Make sure the contractor has the appropriate business and builder licenses, as well as insurance.
- All project specifications and payment terms should be written in the contract.
- The best contractors provide a written warranty or guarantee.

Fully Bonded & Insured • Daily quality control checks for all products



Contractor's Application for Payment No. 2

Application Period: 12/15/2021 to 2/15/2022 From (Contractor): Elmers Crane and Dozer Contractor: 3600 Rennie School Rd, Traverse City, MI 49685 Address: Contractor's Project No.:	Application Date: 3/15/2022 Via (Engineer): Gourdie Fraser, Inc. Engineer Address: 123 W Front St, Traverse City, MI 49684 Engineer's Project No.: 21011
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Application For Payment Change Order Summary

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

1. ORIGINAL CONTRACT PRICE..... \$ 573,580.00
2. Net change by Change Orders..... \$ -51,150.00
3. Current Contract Price (Line 1 ± 2)..... \$ 572,430.00
4. TOTAL COMPLETED AND STORED TO DATE (Column F total on Progress Estimates)..... \$ 572,430.00
5. RETAINAGE:
 - a. Work Completed.....
 - b. Stored Material..... \$
 - c. Total Retainage (Line 5.a + Line 5.b)..... \$
6. AMOUNT ELIGIBLE TO DATE (Line 4 - Line 5.c)..... \$ 572,430.00
7. LESS PREVIOUS PAYMENTS (Line 6 from prior Application)..... \$ 338,515.50
8. AMOUNT DUE THIS APPLICATION..... \$ 333,914.50
9. BALANCE TO FINISH, PLUS RETAINAGE (Column G total on Progress Estimates + Line 5.c above)..... \$

Contractor's Certification

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

Contractor Signature

By: _____ Date: _____

Payment of: \$ Thirty three thousand nine hundred and fourteen dollars and fifty cents
 (Line 8 or other - attach explanation of the other amount)

is recommended by: *Gary Hodges* (Engineer) 8-Jun-22 (Date)

Payment of: \$ Thirty three thousand nine hundred and fourteen dollars and fifty cents
 (Line 8 or other - attach explanation of the other amount)

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

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

Progress Estimate - Unit Price Work

Contractor's Application

For (Contract):		3600 Rennie School Rd, Traverse City, MI 49685										Application Number:		2		
Application Period		12/15/2021 to 2/15/2022										Application Date:		3/15/2022		
Bid Item No.	Item Description	Contract Information			B			C		D		E		F		Balance to Finish (B - F)
		Item Qty	Units	Unit Price	Total Value of Item (\$)	Qty Instd Prev	Value of Work Instd Prev	Qty Instd This Period	Value of Work Instd This Period	Value of Materials Presently Stored (not in C or D)	Total Completed and Stored to Date (C + D + E)	% Complete (F / B)				
1	Mobilization	1.00	LS	\$2,000.00	\$2,000.00	1	\$2,000.00						\$2,000.00		100.0%	
2	Gravel Parking Area	1,200.00	SYD	\$23.00	\$27,600.00	1200	\$27,600.00						\$27,600.00		100.0%	
3	Concrete Pad For Pavilion	550.00	SFT	\$6.00	\$3,300.00	550	\$3,300.00						\$3,300.00		100.0%	
4	Alternate #1 - Pavilion (metal roof)	550.00	SFT	\$67.60	\$37,180.00	137.5	\$9,295.00	412.5	\$27,885.00				\$37,180.00		100.0%	
5	Site restoration and seeding	1.00	LS	\$3,500.00	\$3,500.00	0.5	\$1,750.00		\$1,750.00				\$3,500.00		100.0%	
6	CO#1	1.00	LS	\$850.00	\$850.00	1	\$850.00						\$850.00		100.0%	
7	CO#2	1.00	LS	-\$2,000.00	-\$2,000.00	1	-\$2,000.00						-\$2,000.00		100.0%	
Totals																
					\$72,430.00		\$42,795.00		\$29,635.00		\$72,430.00		100.0%			



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

May 31, 2022

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

Re: Charter Township of Garfield
River East Park Improvements Phase 1
GFA Job No. 21011 – Closeout and Turnover

Dear Chuck:

The project for the Phase 1 River East Park has been completed. Enclosed please find copies of the following items submitted by the contractor in compliance with the contract documents:

1. One-Year Maintenance Bond
2. Letter of Guarantee
3. Affidavit of Completion/Consent of Surety

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

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

Sincerely,
Gourdie-Fraser, Inc.

Jennifer Hodges, P.E.
Project Manager

Enclosures

CERTIFICATE OF SUBSTANTIAL COMPLETION

Owner:	Peninsula Township	Owner's Contract No.:	
Contractor:	Elmers Crane and Dozer	Contractor's Project No.:	
Engineer:	Gourdie-Fraser, Inc. (GFA)	Engineer's Project No.:	21011
Project:	River East Park Improvements	Contract Name:	

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

- All Work The following specified portions of the Work:

March 16, 2022

Date of Substantial Completion

The Work to which this Certificate applies has been inspected by authorized representatives of Owner, Contractor, and Engineer, and found to be substantially complete. The Date of Substantial Completion of the Work or portion thereof designated above is hereby established, subject to the provisions of the Contract pertaining to Substantial Completion. The date of Substantial Completion in the final Certificate of Substantial Completion marks the commencement of the contractual correction period and applicable warranties required by the Contract.

A punch list of items to be completed or corrected is attached to this Certificate. This list may not be all-inclusive, and the failure to include any items on such list does not alter the responsibility of the Contractor to complete all Work in accordance with the Contract.

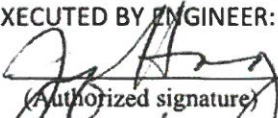
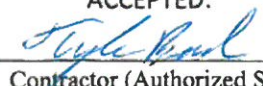
The responsibilities between Owner and Contractor for security, operation, safety, maintenance, heat, utilities, insurance, and warranties upon Owner's use or occupancy of the Work shall be as provided in the Contract, except as amended as follows: *[Note: Amendments of contractual responsibilities recorded in this Certificate should be the product of mutual agreement of Owner and Contractor; see Paragraph 15.03.D of the General Conditions.]*

Amendments to Owner's responsibilities: None As follows

Amendments to Contractor's responsibilities: None As follows:

The following documents are attached to and made a part of this Certificate: *[punch list; others]*

This Certificate does not constitute an acceptance of Work not in accordance with the Contract Documents, nor is it a release of Contractor's obligation to complete the Work in accordance with the Contract.

<p>EXECUTED BY ENGINEER:</p> <p>By: <u></u> (Authorized signature)</p> <p>Title: <u>Director</u></p> <p>Date: <u>5-31-2022</u></p>	<p>ACCEPTED:</p> <p>By: _____ Owner (Authorized Signature)</p> <p>Title: _____</p> <p>Date: _____</p>	<p>ACCEPTED:</p> <p>By: <u></u> Contractor (Authorized Signature)</p> <p>Title: <u>Project Manager</u></p> <p>Date: <u>5-18-22</u></p>
--	--	--

MAINTENANCE BOND

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

CONTRACTOR (Name and Address):

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

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

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

OWNER (Name and Address):

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

CONTRACT

Date: 7/6/2021

Amount: \$72,430.00

Project Description (Name and Location): River East Park Improvements

BOND

Date (1 year from date of Acceptance by the Municipality): May 19, 2022

Amount: \$36,215.00

Bond Number: B3281438

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

KNOW ALL MEN BY THESE PRESENTS,

That we, Elmer's Crane and Dozer, Inc

entered into a Contract with said Obligee for River East Park Improvements

The Cincinnati Insurance Company as Principal, (hereinafter called **Principal**), and
as Surety (hereinafter called

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

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

as Obligee (hereinafter called **Obligee**), in the penal sum of Thirty Six Thousand Two Hundred Fifteen and no/100--

Dollars \$ 36,215.00 for the payment whereof Principal and Surety bind themselves, their heirs, executors, administrators, successors, and assigns, jointly and severally, firmly by these presents

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

WHEREAS, said Principal has by written Agreement, dated July 6, 2021

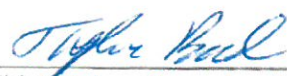
to be void; otherwise to remain in full force and effect.


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

Signed and sealed this 19th day of May, 2022

CONTRACTOR AS PRINCIPAL
Company: (Corp. Seal)
Elmer's Crane and Dozer, Inc

SURETY
Company: (Corp. Seal)
The Cincinnati Insurance Company

Signature: 
Name and Title: Tyler Broad, PM

Signature: 
Name and Title: Robert G Chapman, attorney-in-fact
(Attach Power of Attorney)

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

CONTRACTOR AS PRINCIPAL
Company: (Corp. Seal)

SURETY
Company: (Corp. Seal)

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

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

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

THE CINCINNATI INSURANCE COMPANY
THE CINCINNATI CASUALTY COMPANY

Fairfield, Ohio

POWER OF ATTORNEY

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

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

of Lansing, Michigan

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

Any such obligations in the United States, up to
Twenty Five Million and No/100 Dollars (\$25,000,000.00).

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

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

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

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



STATE OF OHIO)
COUNTY OF BUTLER)

THE CINCINNATI INSURANCE COMPANY
THE CINCINNATI CASUALTY COMPANY

Stephen A. Ventre

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



Keith Collett

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

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

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

Given under my hand and seal of said Companies at Fairfield, Ohio, this 19th day of May, 2022



Ed H.

ONE YEAR WARRANTY

May 18, 2022

Charter Township of Garfield

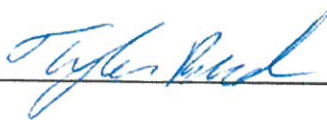
Project: River East Park Improvements

Elmer's Crane and Dozer, Inc. will replace or repair any defect in material or workmanship provided and/or installed by us in connection with the project named above.

This warranty is valid one year from the date of substantial completion. The substantial completion date is March 16, 2022, making this warranty in effect until March 16, 2023.

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

Elmer's Crane and Dozer, Inc. will not be responsible for damage caused by any other type of natural disaster



Tyler Broad

Project Manager

05/18/2022

AFFIDAVIT OF COMPLETION

510203

Elmer's Crane and Dozer, Inc.

Name of Contractor

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

Address of Contractor

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

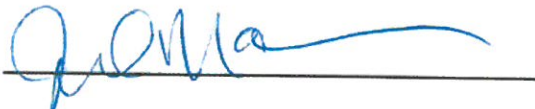
Charter Township of Garfield on the 6th day of July, 2021
for the River East Park Improvements Project.

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

Contractor further says that there are no outstanding or pending claims, liens or actions in law involving this contract.

Contractor further says this affidavit is furnished as an inducement to the Owner to confirm
Final Payment / Release Retainage on said contract.

WITNESSES:



Julia Morse

SIGNED: Elmer's Crane and Dozer, Inc.



Tyler Broad

Subscribed and sworn to before me this

18th day of May, 2022

My commission expires: 2/4/2023


Marynell Ripmaster, Notary Public



Grand Traverse Conservation District

May 2022 Report

CONSERVATION TEAM

OWNER/PARKLAND: Garfield Township – Various

Monitoring and Maintenance

- Forwarded trail reports and concerns to Township staff as they were received.
- Held a GTCD staff “roving” hike at the Commons Natural Area to familiarize education staff with various parkland offerings.

Grand Traverse Conservation District

May 2022 Report

CONSERVATION TEAM

OWNER/PARKLAND: Recreational Authority – Hickory Meadows

Administration

- Attended the monthly Rec Authority Board meeting and provided updates.
- Facilitated the Hickory Meadows Advisory Committee (HMAC) monthly meeting held at the Boardman River Nature Center. Drafted an agenda and follow-up minutes for HMAC review.
- Provided follow-up edits to the Hickory Meadows draft budget/work plan proposal for the 2022/23 fiscal year.
- Corresponded with HMAC members to identify potential trail improvements and developed a map for noting project sites for future consideration.
- Coordinated YouthWorks of Child and Family Services to assist in bench trail construction along the new trail route.
- Contracted SEEDS EcoCorps to assist in planting remaining seedlings along a rerouted wet trail section in West Meadow.
- Scheduled Wildlife and Wetland Solutions to conduct invasive species control efforts at Hickory Meadows in June.
- Met virtually with stakeholders for a start-up meeting addressing Hickory Wayside signage with the contracted Designer, Gene Ullery-Smith. Scheduled next meeting with stakeholders for June 9.

Monitoring and Maintenance

- Performed trailhead checks on a weekly basis and refilled dog bag dispensers as necessary, including at Historic Barns Park trailhead to GT Commons.
- Downloaded and analyzed trail counter data on a monthly basis.
- Continued new trail construction from West Meadow to the M-72 trail. Boardwalk sections are nearly complete and bench trail with earthen tread is well underway.
- Began mowing and trimming trails for the season.
- Removed a hazardous tree leaning over the trail by existing stream crossing.



Other

- Coordinated 20+ volunteers at a Hickory Meadows workbee event to remove invasive garlic mustard and plant native seedlings on May 7.

Charter Township of Garfield

Engineering Report / Construction Update

June 8, 2022

I. Water Projects**Northwest Service District – Water System Improvements**

Status below:

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

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

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

Township board approved GFA contract to provide design, permitting and construction / installation of PRV. Project was recently bid and based upon pricing the Board approved to pursue only Cedar Run PRV replacement / booster station abandonment at this time. PRV has been delivered and installed along with abandonment of 2 booster stations. Water fed to Munson area along Cedar Run is provided by the Cedar Run tank without disruption and more consistent flows observed (less spikes). Included in board packet for consideration is Change Order #3. Project slated to be closed out next month.

McCrae PRV: US31 / 37 Water Pressure Issues

This area historically experiences low pressure and fire suppression difficulties, specifically Cracker Barrel / Sam's Club. Water that services this area is from McCrea groundwater tank which services the US31/ 37 corridor by gravity and controlled by Pressure Control Valves to maintain pressures less than 80 psi. McCrea PRV has been proposed to be relocated to address this pocket of low pressure in past water studies and capital improvement plans. Project is on hold due to high bid price received

Stone Ridge PRV Replacement

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

*Recent update the existing watermain north of the Stoneridge PRV along Silverlake by YMCA has been leaking. Excavation and repairs indicated signs of pipe failure because of heavy / wet soils and concerns with future leaks are possible. Recommendation to include watermain replacement (Plastic C900) with PRV replacement proposed.

C2R2 Grant - West (Long Lake Township) to connect Black Bear Farms: EGLE Grant and GFA contract have been approved. GFA completed survey work in December and now proceeding with design. We are coordinating with contractors on scheduling as their may be some material supply delays so anticipating on bidding out for late summer / fall construction to accommodate. Project design is complete and submitted to EGLE for permitting. We are coordinating with contractors on scheduling as their may be some material supply delays so anticipating on bidding out for late summer / fall construction to accommodate. Will also offer a 2023 construction alternative to obtain best bid prices. Project must be complete in 5 years per the terms of the grant.

Tank Inspection

GFA is assisting the DPW with required maintenance of the water storage tanks located on McCrae, Cedar Run, Birmley and Heritage. Routine inspection is required every 5 years as mandated by EGLE. GFA will be responsible for coordinating with the inspection company, monitoring operations during the inspection and providing a report to the Township and DPW related to findings. This work is planned to occur this year fall when demand is less.

Sewer Projects

SAW Grant – US 31 Siphon Flow Monitoring

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

General Utilities

Sewer / Water City Contracts

GFA, DPW and Township continue to monitor flows and contractual terms with the City which is currently set at 5 MGD. In the upcoming future negotiations will be initiated to discuss terms of the 1987 contract.

Water Reliability Study

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

including hydraulic can be completed in future at a dated to be determined. Three (3) of the five (5) have already been completed and approved by DEQ

GIS Mapping

GFA has been working with the DPW to create an asset management program for the Township with respect to the Water and sewer Infrastructure. The 1st step of this process which includes creation of a GIS map that includes all record drawing information has been completed. GFA / DPW are now pursuing forward to inventory major and minor assets and GPS the locations of each.

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

Water Service Expansion

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

Township Roof

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

Township Carpet / Tile Replacement

GFA has finalized the RFP on behalf of the Township and currently soliciting bids. Bid Opening date was March 15th.

Capital Improvement Projects

GFA continues working on capital improvement list and attended the February 23rd Joint Planning / Board meeting. The list will be utilized to assist with soliciting infrastructure funding that is upcoming. In addition, GFA has been monitoring the IJA infrastructure funds passed by the Federal Government and placed our ask to the local agency for them to pass along to our State representatives.

Water and Sewer Rates

DPW is utilizing to conduct a rate analysis for the Township. GFA has been providing as needed assistance related to assets and values to assist.

II. Parks & Recreation

East River Park – Capital Improvements

GFA worked Township staff on preparing a conceptual plan and budgetary cost estimates for discussion purposes at upcoming Park and Rec Meeting. Amenities proposed include trail, dog parks, parking lot, pavilion, signage and seating areas. GFA recently had an onsite meeting to review project scope and costs based upon the adopted 2021 budget providing some funds to implement some improvements. A proposal was submitted to the Township and was approved last month to proceed with the first phase of this project including parking lot improvements and a pavilion. Project has been completed with some minor punchlist items outstanding. Contractor to return this month to finalize.

GFA has been retained by the Township and currently working on Phase 2 of the park to include dog park and irrigation. Project is 75% complete designed and intend on issuing for bids next month.

Utility Plan Reviews

Windy Hills (60 Acre Herkner Parcel) – Phase II

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

Ashland Park - Phase 2 & 3

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

Fox Run

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

Harris Hills

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

Chelsea Park West – Phase II

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

Village at Lafranier Woods

GFA has been providing onsite construction inspection with approximately 60% of utilities installed. Project has started back up for the year.

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

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

The Oaks

GFA has been providing onsite construction inspection with approximately 95% of utilities installed. Project has started back up for the year.

BATA Facility

GFA has completed a final review submitted permits to EGLE.

Marengo 31

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

South 22

GFA has conducted an initial review of the project and send correspondence letter to applicant / engineer.



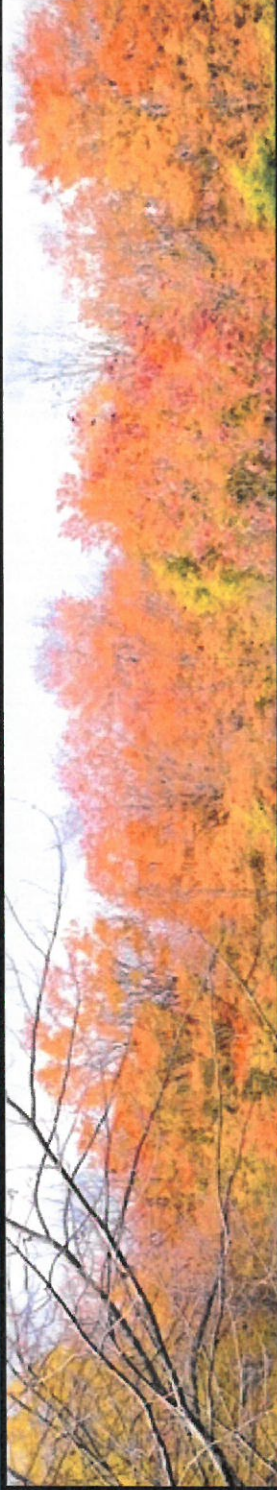
2021 & 2022 Storm Water & Private Road Plan Reviews

***list represents those still outstanding from 2021 and not approved**

Harris Hills	In Review #1- GFA requested additional info 3-16: Waiting
2020 Road Reconstruction Project - Historic Barns	Follow up to 9/30 email sent 1/19
363 W. South Airport Rd-Global Ashpalt	GFA received rev. plans with new re pond location out of ROW. Approved (pending maint)
1461 Industry Drive - Unit 37 HIC Site Plans	Approved: see email: (final plans with agreements and permits to be submitted to Twp)
2468 W South Airport Rd- McDonalds	Approved (final plans with agreements and permits to be submitted to Twp)
1449 Industry Drive - Unit 36 HIC Site Plans	Approved: see email 10/14: (final plans with agreements and permits to be submitted to Twp)
Willoughby Supply (3225 Astro Place)	Approved Per Email 11/25: (final plans with agreements and permits to be submitted to Twp)
2460 North Vision Storage	Initial review sent to Schiffer 11/20/20
Once Upon a Child	Approved (final plans with agreements and permits to be submitted to Twp)
BATA SW Review	Approved per 3/16 letter (final plans, agreements and permits to be submitted to Twp)
TCAPS Motntessori	Approved Per Email 2/25: (final plans with agreements and permits to be submitted to Twp)
Unit 33 HIC -Scott Jozwiak	Approved (final plans with agreements and permits to be submitted to Twp)
Burger King - Inovative Design	Approved (final plans with agreements and permits to be submitted to Twp)
Once Upon a Child - Rev 1	Letter sent 3/12 looks ok with minor comments for correction
Camping World	Review letter sent 6/21/21
Unit 34 HIC -Bill Crain	Reviewed revised plans 5/20 - Approved (final plans with agreements and permits to be submitted to Twp)
Chick-Fil-A-2700 US-31	Approved per 8/6 letter (final plans with agreements and permits to be submitted to Twp)
Bonobo Storage Addition	Approved per email 8/10 (final plans with agreements and permits to be submitted to Twp)
Long Lake Development	Approved per email 1/6/22 (final plans with agreements and permits to be submitted to Twp)
Marengo 31	Letter sent 11-16-21 asking for additional confirmation and information. Maint agreement receive 1/6/22
3570 N US-31	Initial review sent to Afernandez (Stonefield Eng) 02-02-2022
Unit 26 HIC -Bill Crain	Approved per email 2/24/22 (final plans with agreements and permits to be submitted to Twp)
Rogers Property	Initial Site visit 2/16, follow up email 2/17
Biggby	Approved per letter sent 5/6/22, Final plans with agreements and permits to be submitted to TWP
Extended Stay Hotel	Initial review email sent 3/28/22
TCAPS West Seniro High School Athletic Facilit	Approved per letter 5/27/22 (final plans with agreements and permits to be submitted to Twp)
Meijer	Initial review email sent 5/9/22
Uhaul	Prelim Grading / Bike Path email sent 5/13
Walstrom Marine - New Building	Initial review email sent 5/20/22
Marsh Hyundai	
Action Water Sports	Initial review email sent 12/30/21

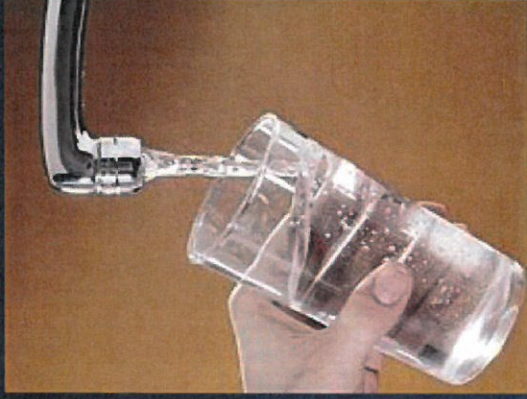
Charter Township of Garfield, Michigan

Water System Upgrades



The CHARTER TOWNSHIP of GARFIELD

Grand Traverse County, Michigan



Jennifer Hodges, PE - Project Manager

Background

The Charter Township of Garfield as an owner and operator of municipal water system must adhere to the Michigan Safe Drinking Water Act (SDWA) Part 399 - enforced by the Michigan Department of Environment, Great Lakes and Energy (EGLE).

To comply the Township is required to regularly monitor, sample, and report to the State on essential items, including:

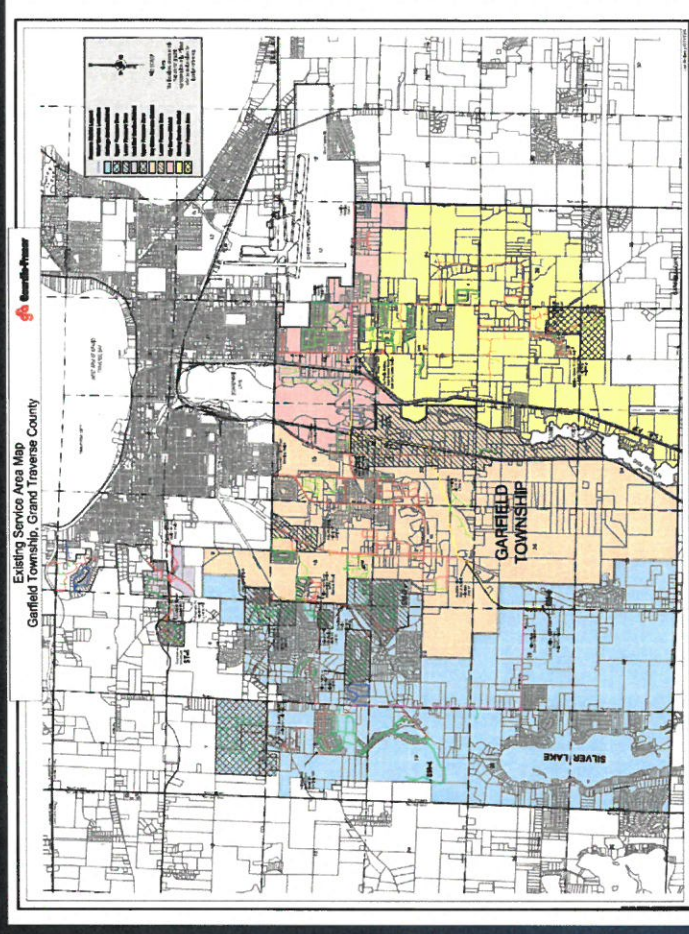
- Water Reliability Study and Capital Improvement Plan: a multi-year schedule of projects and funding to plan and track infrastructure needs. Due every 5 years.
 - ✓ Last updated by GFA in 2010, 2015 and 2020
- Asset Management and Rate Studies: Assessment of existing infrastructure conditions and evaluation of rates. Required for communities with 1,000+ population.
 - ✓ Completed by DPW Staff in January 2021
- Lead and Copper Rules: Implemented by the State of Michigan in June 2018 to protect public health by minimizing lead and copper levels in drinking water.
 - ✓ Inventory Completed by DPW Staff January 1, 2020
- Water Rate Analysis:
 - ✓ In process and to be completed this year



Infrastructure

The existing water system is separated into five (5) Service Districts consisting of three (3) water storage tanks, six (6) booster stations, twelve (12) pressure reducing valve stations and a network of water distribution lines. Currently there are 2,950 customers (9,800 REUs) that are connected to the Township's water system. This infrastructure provides the domestic and fire water supply and pressures to the entire service area.

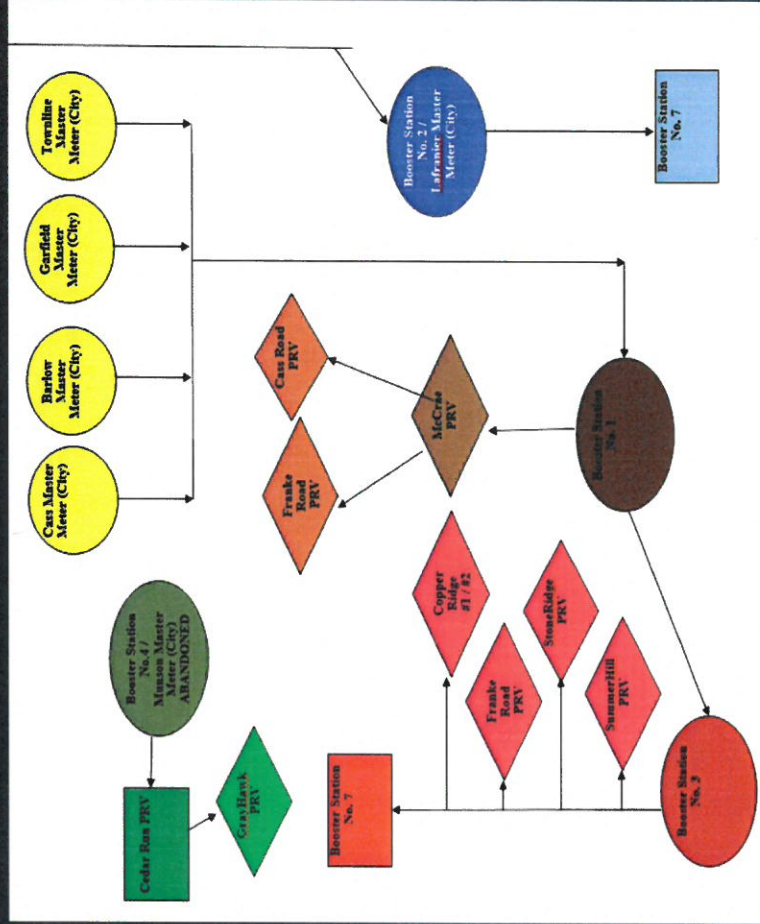
- **Supply:** The sole water source is supplied by the City of Traverse City through a Bulk Water Agreement regulated by the two (2) governmental entities allotting for a maximum day use of 5 MGD to Garfield Township. Supply is treated surface water with chlorine and fluoride addition.
- **Storage:** Total of three (3) storage tanks, one (1) below ground tank with 2.25 M gallon storage, one (1) elevated tank with 300,000 gallon of storage, and one (1) above ground storage tank with 1.1 M gallon storage.
- **Distribution:** Most of the system piping is composed of ductile iron, PVC, or polyethylene typically ranging in size from 6-inch to 20-inch. The distributions system is comprised of roughly 73 miles of distribution pipe.



Demands and Capacity

WATER INFRASTRUCTURE

Wells	
N/A	
Water Booster Stations	
#1 Cass Rd.	3201 2914 Cass Rd, Traverse City, MI 49684
#2 LaFranier Rd.	3202 2932 LaFranier Rd, Traverse City, MI 49684
#3 Silver Pines Rd.	3203 4351 Silver Pines Rd, Traverse City, MI 49684
#4 Red Drive	3204 5067 Red Dr, Traverse City, MI 49684
#5 Herkner Rd.	3205 5452 Eaglehurst Rd, Traverse City, MI 49685
#6 GreyHawk	3206 4255 Cedar Run Rd, Traverse City, MI 49684
#7 Traditions	1319 Alexander Dr, Traverse City, MI 49686
#8 Crown	2400 East Crown Drive
Storage Tanks	
McCrea Ground Storage Tank	3301 1273 McRae Hill Rd, Traverse City, MI 49685
Heritage Estates Standpipe	3303 5600 Heritage Way, Traverse City, MI 49685
Birmley Elevated Tank	3302 1130 Birmley Estates Dr, Traverse City, MI 49685
Cedar Run Storage Tank	5266 Cedar Run Road, Traverse City, MI 49685
Pneumatic Tanks	
Herkner Pressure Tank	3304 Herkner Rd, Traverse City, MI 49685
Grayhawk - Pressure Tank	4766 Grayhawk Blvd #A, Traverse City, MI 49684
Red Drive Pressure Tank	5067 Red Dr, Traverse City, MI 49684
Pressure Reducing Stations	
Franke Road PRV	Division St, Traverse City, MI 49684
Cass Road PRV	W South Airport Rd, Traverse City, MI 49684
McCrea PRV	McRae Hill Rd, Traverse City, MI 49684
Arbors PRV	
StoneRidge PRV	
Copper Ridge PRV #1	Eastern Sky Dr, Traverse City, MI 49684
Copper Ridge PRV #2	Copper Ridge Dr, Traverse City, MI 49684
SilverLake PRV /	3733 Silver Lake Road
SurgeSuppression Station	
SilverFarms PRV	Silver Farms Ln, Traverse City, MI 49684
SummerHill PRV	Wyatt Rd, Traverse City, MI 49684
GrayHawk PRV	Grayhawk Blvd, Traverse City, MI 49684
Master Meters	
Master Water Meter #1	MM #1 1567 S. Airport Rd, Traverse City, MI 49686
Master Water Meter #2	MM #2 2932 LaFranier Rd, Traverse City, MI 49684
Master Water Meter #3 (Bill Marsh)	MM #3 1659 S. Garfield, Traverse City, MI 49686
Master Water Meter #4	MM #4 5067 Red Dr, Traverse City, MI 49684



Water Funds Capital Improvement Plan

Garfield Township's critical infrastructure has continued to be well maintained by the DPW, though to ensure reliability and adequate capacity to accommodate existing and future growth demands, improvement projects are required. The following list of projects have been identified in the Capital Improvement Plans and are essential / critical water infrastructure upgrades to be funded by the Township.

Day Drive District (#3)

- Expansion of McCrae Tank (additional cell)
- Upgrades to increase capacity of Booster Station #1 and #3
- Expansion / Infrastructure to accommodate southern developments (Olesons)
- Connection to Horizon Outlet Creekside for redundancy – 2025

Heritage Service District (#4)

- PRV Replacements (McCrae PRV and Stone Ridge PRV) – 2022
- Connection to Panorama for redundancy - 2025

West End Service District (#5)

- Finalize completion of the integration of West Service District with Heritage
 - Abandonment of Station and #5 and new station at Cedar Run– 2023

Birmley Service District (#5)

- Water Storage Tank / Infrastructure Expansion – 2022
 - Nearing 150 REUS at Traditions / Ashland

Overall System Reliability

- Bulk Water Agreement negotiations/ alternate water source
- Master Meter Upgrades with SCADA – 2023
- Pump Control Panel Upgrades / SCADA Upgrades – 2023
- Water Reliability Study – 2022 & 2027
- Water Tank Inspections – 2022 & 2027



Water Funds Capital Improvement Plan

Priority Level	Project	Expense		
		Engineering (Design & Inspection)	Construction	Total
<u>INFRASTRUCTURE UPGRADES</u>				
HIGH	NW Tank Project - DIVISION C (Booster Stations)	\$ 180,000.00	\$ 1,200,000.00	\$ 1,380,000.00
HIGH	McCrae PRV Replacement	\$ 47,000.00	\$ 750,000.00	\$ 797,000.00
HIGH	Stone Ridge PRV Replacement and Silverlake WM Replacement	\$ 125,000.00	\$ 750,000.00	\$ 875,000.00
HIGH	Birmely District - Water Storage Tank / Infrastructure Expansion	\$ 450,000.00	\$ 2,550,000.00	\$ 3,000,000.00
HIGH	Day Drive - Infrastructure / Storage to southern boundary (Olesons)	\$ 400,000.00	\$ 2,000,000.00	\$ 2,400,000.00
LOW	Day Drive - Addition of 2.25 MG Cell to Existing Tank	\$ 450,000.00	\$ 2,550,000.00	\$ 3,000,000.00
LOW	Master Meter Updates with SCADA		\$ 125,000.00	\$ 125,000.00
LOW	Main Extensions to promote Reliability throughout System	\$ 120,000.00	\$ 650,000.00	\$ 770,000.00
LOW	New Water Source	\$ 2,500,000.00	\$ 12,500,000.00	\$ 15,000,000.00
HIGH	Pump Control Panel / SCADA Upgrades	\$ 50,000.00	\$ 385,000.00	\$ 435,000.00
	SUBTOTAL	\$ 4,322,000.00	\$ 23,460,000.00	\$ 27,782,000.00
<u>MAINTENANCE</u>				
	Water Reliability Study (Every 5 years)	\$ 50,000.00	-	\$ 50,000.00
	As Needed Engineering Services / Consultation		\$ 25,000.00	\$ 30,000.00
	Water Tank Inspections (Birmely and McCrae)	\$ 5,000.00	\$ 25,000.00	\$ 30,000.00
	TOTAL - HIGH PRIORITY	\$ 1,252,000.00	\$ 7,635,000.00	\$ 8,887,000.00
	TOTAL - LOW PRIORITY	\$ 3,070,000.00	\$ 15,825,000.00	\$ 18,895,000.00
	TOTAL - OVERALL	\$ 4,322,000.00	\$ 23,460,000.00	\$ 27,782,000.00



Funding Options

	Drinking Water Revolving Fund	Low Interest Loan / Bonding
Term	20 or 30 Years	20 Years
Interest	20 Year: 1.875% 30 Year: 2.125%	4.5%
Pros	<ul style="list-style-type: none"> ➤ 49% of funds available for Grant (Loan Forgiveness) ➤ Low interest loan ➤ Loan term repayment period options 	<ul style="list-style-type: none"> ➤ Not competitive ➤ Lower overall project cost due to no funding requirements
Cons	<ul style="list-style-type: none"> ➤ Subject to Davis Bacon, AIS, & BABA construction compliance ➤ Potential rate increases necessary 	<ul style="list-style-type: none"> ➤ Higher interest rate ➤ Potential rate increases necessary

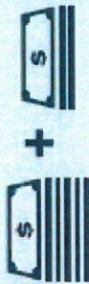
What is the Drinking Water Revolving Fund?

THE DRINKING WATER STATE REVOLVING FUND

Protecting America's Public Health for Over 20 Years

HOW IT WORKS

EPA funds state DWSRFs each year and states provide a **20%** match



Loan Terms:

Up to **30 years**
(for disadvantaged communities: 40 years or design life of project, whichever is less).

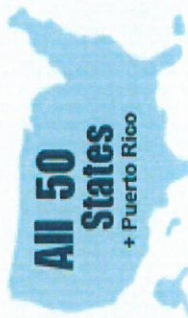
Repayments begin up to **18 months** after project completion



For every **\$1** from federal government, **\$1.95** has gone to help communities



WHO HAS DWSRFs?



WHO IS ELIGIBLE?

- Publicly or privately-owned community water systems
- Non-profit non-community water systems

WHAT TYPES OF PROJECTS?

- Drinking Water Treatment
- Pipe Installation/Replacement
- Source Water Protection
- Well Construction/Rehabilitation
- Storage
- & MORE...

\$38.2 BILLION

states leveraged EPA's \$19.8 billion into projects since 1997



14,500

loans made to repair, replace and build infrastructure since 1997



1.6%

average DWSRF loan interest rate in 2018



Types of DWSRF Assistance

Loans

- Terms of the loan may not exceed 30 years or the useful life of the project
- Interest rates must be at or below market rate

Purchase of Debt of Refinance

- Communities' debt may be purchased by a DWSRF program
- DWSRF program may refinance previously issued debt

Guarantees and Insurance

- Guarantees or insurance can be used where such assistance will result in improved credit market access or reduced interest rates

Guarantee SRF revenue debt

- DWSRF programs may issue debt guaranteed by DWSRF funds. The revenue generated is used to aid borrowers for eligible projects.

Provide loan guarantees

- Similar revolving funds established by municipalities or inter-municipal agencies can receive loan guarantees

Additional Subsidization

- DWSRF programs provide up to a fixed percentage of their capitalization grants as additional subsidization in the form of principal forgiveness, negative interest rate loans, or grants

Earn interest

- All interest earnings must remain in the fund to be used for eligible purposes



Projects Eligible for DWSRF

The Michigan Drinking Water Revolving Fund is intended to help communities satisfy requirement of the Safe Drinking Water Act. The following is a list of projects types supported by the DWSRF loan/grant funding program:

- Improve drinking water treatment
- Water distribution upgrades (leaking or old pipes)
- Improving source water supply
- Expansion of drinking water distribution systems and / or treatment plants



DWSRF 2023 Funding

State Funding Available

- Drinking Water State Revolving Fund 2023 Funds Available

DWSRF	Available Loan Amount	Amount of Principal Forgiveness
Traditional	\$125 Million	\$17 M
Bipartisan Infrastructure Law (BIL) General	\$44 M	\$21.5 M
BIL Emerging Contaminants	\$18.5 M	\$18.5 M
BIL Service Line Removal	\$69 M	\$34 M
Total	\$256.5 M	\$91 M

2023 Application Timeline

Due to timeline and application submission requirements, the Township will be able to apply for next eligible funding year of FY2024. Below is a table of 2023 (Quarter 4.5) DWSRF Funding Requirements Timeline to give an idea of time required for application process:

Application Item	Due Date
Intent to Apply	November 1, 2022
Pre-Application Meeting	February-March 2023
Environmental Assessment Published	June 5, 2023
Part I and Part II Application	June 26, 2023
Final Plans & Specs Due	July 1, 2023
FNSI Clearance (Final Plans & Specs Approved) Bid Ad Posted no later than:	July 5, 2023 July 5, 2023
Part III Application Bid Data Submittal (w/ Tentative Contract Award)	August 16, 2023
EGLE Order of Approval Issued	August 28, 2023
Borrowers Pre-Closing w/ MFA	September 11, 2023
MFA Closing Notice to proceed issued no later than:	September 19, 2023 November 8, 2023




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

May 2022

Location	Citations	Traffic Crashes			Arrests		Traffic Crash Totals
		Fatal	PIA	PDA	OWI	Criminal	
01 Acme	13	0	1	13	1	3	14
02 Blair	32	0	3	23	3	15	26
03 East Bay	30	0	3	17	1	14	20
04 Fife Lake	1	0	0	6	1	1	6
05 Garfield	84	0	12	60	7	39	72
06 Grant	0	0	1	0	0	0	1
07 Green Lake	9	0	3	8	2	5	11
08 Long Lake	5	0	3	6	1	0	9
09 Mayfield	4	0	1	9	0	1	10
10 Peninsula	7	0	1	2	0	0	3
11 Paradise	3	0	0	6	0	3	6
12 Union	1	0	0	2	0	0	2
13 Whitewater	2	0	1	5	0	1	6
29 Fife Lake Vlg	0	0	0	0	0	0	0
30 Kingsley Vlg	4	0	0	0	0	3	0
66 Traverse City	3	0	0	2	0	20	2
84 Out of County	0	0	0	0	0	12	0
Totals	198	0	29	159	16	117	188
Garfield Twp %	42.4%	0.0%	41.4%	37.7%	43.8%	33.3%	38.3%

Ticket stats are based on what District Court has entered as of 6/01/22.
Arrest stats are as of 6/01/22.

 Charter Township of Garfield Planning Department Report No. 2022-53			
Prepared:	June 9, 2022	Pages:	3
Meeting:	June 14, 2022 Township Board	Attachments:	<input type="checkbox"/>
Subject:	Planning Department Monthly Report for June 2022		

PURPOSE:

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

DEVELOPMENTS:

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

Chick-fil-A Restaurant – Special Use Permit

- Location: 2700 N US 31 South
- Development Description: Review of current Special Use Permit for Chick-fil-A Restaurant.
- Status: Staff continues to talk with representatives for Chick-fil-A regarding concerns conveyed by the Planning Commission and identified in a zoning violation letter dated 4/12/2022 including the vehicle queuing, parking, and circulation. Staff is working with Chick-fil-A to ensure compliance with the Special Use Permit.

Wendy’s Restaurant – Sign Permit Application

- Location: 1686 Garfield Avenue – in the Cherryland Center
- Development Description: Proposed freestanding sign for Wendy’s at the Cherryland Center.
- Status: The Planning Commission requested legal review of the sign request as no other individual businesses have a freestanding sign in the Cherryland Center. The applicant submitted an escrow for Township legal review. The Township Attorney completed a legal review of this request and concluded that the requested sign was not permitted per the Township Zoning Ordinance. Planning Commission denied the request on 6/8/2022.

Life Story Crematorium – Conditional Rezoning

- Location: 500 West Hammond Road, east of Traversefield Drive
- Development Description: Proposed conditional rezoning to permit a crematorium on a site with an existing funeral home.
- Status: Planning Commission held a public hearing on 5/11/2022. They reviewed and adopted the Findings of Fact and recommended approval to the Township on 6/8/2022. The Township Board is scheduled to have an introduction on 6/14/2022 and to set a public hearing for 7/12/2022.

Meijer – PUD Minor Amendment

- Location: 3955 N US 31 South
- Development Description: Proposed modifications to include a building addition, updated façade and interior, improved stormwater management, and reconfiguration of pharmacy drive-through.
- Status: Planning Commission approved the PUD minor amendment with conditions on 6/8/2022.

3566 N US 31 South – Site Plan Review

- Location: 3566 N US 31 South
- Development Description: Proposed multi-tenant commercial building including spaces for drive-through restaurant, retail store, and restaurant.
- Status: Planning Commission approved the site plan with conditions on 6/8/2022.

Hammond Road Apartments – R-3 Zoning Map Amendment (Rezoning)

- Location: 2051 N Garfield Road, northwest corner of Garfield and Hammond Roads
- Development Description: Proposed rezoning of about 24 acres from the Agricultural (A) to the Multi-Family Residential (R-3) zoning district.
- Status: Planning Commission had an introduction of the application on 6/8/2022 and scheduled a public hearing for 7/13/2022.

PLANNING:

Other planning activities include the following:

- Staff and Planning Commission had a discussion regarding the Brookside Commons PUD and the list of uses permitted as part of the original PUD approval. There is current interest in building this portion of the site. Staff anticipates receiving a PUD amendment application.
- Staff continues to work together with Environmental Consulting & Technology, Inc. (ECT) on the Grand Traverse Commons Natural Area Design Plan. The first public engagement open house was held on 5/11/2022 from 3:30 p.m. to 6:30 p.m. at Cathedral Barn in the Historic Barns Park. About 75 people from the community attended. An online survey was also available and received about 79 responses. Some trends among responses included most people wanting separated areas for the hikers and cyclists as much as possible, improved wayfinding, and highlighting the natural features and historic elements of the site. There will be two additional open houses with the next occurring in mid-to-late July, focusing on potential designs of different site elements.

Staff and ECT also walked the site with Rock Solid Trail Contracting, a subconsultant to ECT, and met with stakeholders on site to observe site conditions and brainstorm designs for site elements. The information gathered from walking the site and meeting with stakeholders will inform design element concepts for the second open house.

- The Planning Commission has reviewed draft questions for a community survey for the update to the Master Plan and forwarded a draft survey to the Township Board. This survey is on the agenda for the Township Board to consider on 6/14/2022.
- The Planning Commission is studying several zoning amendments throughout this year. Planning Commissioners have studied a few topics including wetland delineation and setback requirements, wetland setbacks for snow storage areas, outdoor display area standards, and changeable copy signs in industrial districts, at their study sessions on 4/27/2022 and 5/25/2022. Planning Commission will use upcoming study sessions to prepare a package of proposed Zoning Ordinance amendments for review by the Township Board.
- Staff also issued letters to the applicants for two developments whose approvals have expired. The Zoning Ordinance describes the standards for different types of development reviews for duration, expiration, and extension of a development approval, typically requiring substantial construction to commence within two years of the original approval, with provisions available for seeking a one-year extension. The following development approvals have expired:

- Grand Traverse Oral Surgery – Special Use Permit: Report and Decision Order originally recorded on May 20, 2019 and was set to expire on May 20, 2021. In 2021, the applicant sought an extension, and the Special Use Permit was extended by the Planning Commission to May 20, 2022. No substantial construction commenced by May 20, 2022, therefore the Special Use Permit approval expired.

- Harris Hills Site Condominium Subdivision – Condominium Development: Report and Decision Order originally recorded on May 26, 2020 and set to expire on May 26, 2022. No substantial construction commenced by May 26, 2022 and the applicant did not seek an extension, therefore the Condominium Development approval expired.

STAFF:

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

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



Charter Township of Garfield
Parks Report

Silver Lake Recreation Area

New swing mats installed.

Mulch coming next week. Rugby Teams assisting with installation.

Irrigation is on. Sean & I made some minor repairs. Contractor too busy.

Experimenting with seeding the interior of large dog park to get some turf back.

Fixed outdoor water fountain.

Men's room countertop is next.

Installed Duck Houses in two spots.

Girl Scouts gave back to SLRA and planted seedlings near natural area by Bill's Pavilion.

Bill's Pavilion Sign is up, along with the dedication plaque.

Commons

Covering minor graffiti.

Open House went well. Had chance to meet and chat with surrounding stakeholders and different user groups.

Took part with DNR presentation at Greenspire. Local arborist provided insight to students and staff.

Another walk through scheduled for June 9th (ECT, Stakeholders, Sub-Contractors)

River East

Mardex scheduled to add out sim card to security camera system. Allows remote access.

Contractor for irrigation can fit us in this year.

Working on fencing companies for dog parks.

Goodwill Inn surveyed & posted their property (see attached photo of sign). Progress.

Boardman Valley

Monitoring for encampments. Nothing to date found.

Nets and windscreens are up for pickleball.

Portable toilets dropped last week near vault toilet.

Denali Snow Removal did contact me & indicate they are replacing the seven broken parking bumpers.

Duck boxes also installed.

Miller Creek

Few down trees removed a couple weeks in a row from heavy winds.

Working on volunteer groups for trash clean-up behind big box stores.

Kid's Creek

Stocked 200 trout from new supplier. No bluegill available.

Clean debris from trails. Started pruning.

Scheduling Chara raking of pond in a couple weeks to cut back on algae growth.

Additional Information

Took down winter information sheets in kiosks.

Working with Planning Department on new photos and updated information/mapping for kiosks.

Submitted May 31, 2022 Derek Morton & Sean Kehoe

NOTICE

Camping, fires, and alcohol are prohibited on Goodwill Inn Property due to a Special Land Use Permit issued by Garfield Township.

NO CAMPING

Please do not set up tents or shelters on Goodwill Inn property. If you need help finding a safe place to stay, please call the Central Hotline at 1-844-900-0500 or call Outreach at 231-995-7721.

NO FIRES

Campfires, grills, propane heaters, and open flames are prohibited on Goodwill Inn property.

NO ALCOHOL

Alcohol and drugs are prohibited on Goodwill Inn property.



GOODWILL
Northern Michigan

Clerk's Report

For May 31, 2022

Submitted 06/08/22

To: The Garfield Township Board,

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

For the month of May in the General Fund, you will find that we had a total of \$105,304.69 Revenues and \$213,351.36 Expenditures. For the year we have a total of \$3,030,059.43 Revenues and \$1,969,285.99 Expenditures.

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

Lanie McManus
Township Clerk

User: Lanie
 DB: Garfield
 PERIOD ENDING 05/31/2022

GL NUMBER	DESCRIPTION	2022		YTD BALANCE 05/31/2022	ACTIVITY FOR MONTH 05/31/2022	AVAILABLE BALANCE
		ORIGINAL BUDGET	AMENDED BUDGET			
Fund 101 - GENERAL OPERATING FUND						
Revenues						
Dept 000						
101-000-403.000	CURRENT REAL PROPERTY TAXES	2,063,466.84	2,063,466.84	1,782,244.20	0.00	281,222.64
101-000-407.000	DEL PERSONAL PROP TAXES	500.00	500.00	0.00	0.00	500.00
101-000-412.000	SWAMP TAX COLLECTIONS	50.00	50.00	0.00	0.00	50.00
101-000-414.000	Protected Pre Interest	500.00	500.00	835.11	0.00	(335.11)
101-000-423.000	TRAILER PARK FEES	9,000.00	9,000.00	4,555.00	759.50	4,445.00
101-000-441.000	Local Community Stabilization Share Tax	35,000.00	35,000.00	47,169.98	22,132.54	(12,169.98)
101-000-445.000	PENALTIES & INT. ON TAXES	4,000.00	4,000.00	7,934.51	0.00	(3,934.51)
101-000-476.000	BUILDING PERMITS	150,000.00	150,000.00	189,757.00	4,425.00	(39,757.00)
101-000-476.001	PLANNING FEES	10,000.00	10,000.00	6,300.00	1,800.00	3,700.00
101-000-476.002	MAINT INSPECTION FEES	50.00	50.00	7,714.00	2,626.00	(7,664.00)
101-000-476.003	TREASURER FEES	900.00	900.00	87.50	0.00	812.50
101-000-476.004	PARK USE FEES	0.00	0.00	3,585.00	1,235.00	(3,585.00)
101-000-476.005	ZONING FEES	15,000.00	15,000.00	7,034.90	1,270.00	7,965.10
101-000-528.000	OTHER FEDERAL GRANTS	922,410.00	922,410.00	3,737.55	0.00	918,672.45
101-000-574.000	STATE SHARED REVENUE	1,504,000.00	1,504,000.00	1,042,755.00	0.00	461,245.00
101-000-574.001	STATE SHARED REV. - LIQUOR LA	22,000.00	22,000.00	151.25	0.00	21,848.75
101-000-574.002	EVIP DISTRIBUTION	58,600.00	58,600.00	19,542.00	0.00	39,058.00
101-000-612.000	CHARGES FOR TOWNSHIP SERVICES	5,000.00	5,000.00	2,327.43	296.55	2,672.57
101-000-627.000	TAX COLLECTION FEES	25,000.00	25,000.00	0.00	0.00	25,000.00
101-000-656.000	Ordinance Enforcement Fees	700.00	700.00	66.67	0.00	633.33
101-000-664.000	EARNED INTEREST	40,000.00	40,000.00	22,033.74	0.00	17,966.26
101-000-668.002	RENTS & ROYALTIES CABLE VIS	250,000.00	250,000.00	129,268.34	63,303.79	120,731.66
101-000-668.003	RENTS & ROYALTIES CABLE EQUIP	22,000.00	22,000.00	12,409.76	6,077.17	9,590.24
101-000-670.000	UNREALIZED LOSS ON INVESTMENT	0.00	0.00	(282,792.00)	0.00	282,792.00
101-000-673.000	SALE OF FIXED ASSETS	50.00	50.00	0.00	0.00	50.00
101-000-676.000	REIMBURSEMENTS	100.00	100.00	6,221.87	1,379.14	(6,121.87)
101-000-676.001	Reimbursed Treasurer Legal Fees	100.00	100.00	0.00	0.00	100.00
101-000-676.003	Reimburse Essential Services (PILOT)	17,000.00	17,000.00	17,120.62	0.00	(120.62)
Total Dept 000		5,155,426.84	5,155,426.84	3,030,059.43	105,304.69	2,125,367.41
TOTAL REVENUES						
		5,155,426.84	5,155,426.84	3,030,059.43	105,304.69	2,125,367.41
Fund 101 - GENERAL OPERATING FUND:						
TOTAL REVENUES						
		5,155,426.84	5,155,426.84	3,030,059.43	105,304.69	2,125,367.41

User: Lanie
DB: Garfield

PERIOD ENDING 05/31/2022

GL NUMBER	DESCRIPTION	2022		YTD BALANCE 05/31/2022	ACTIVITY FOR MONTH 05/31/22	AVAILABLE BALANCE	% BDTG USED
		ORIGINAL BUDGET	AMENDED BUDGET				
Fund 101 - GENERAL OPERATING FUND							
Expenditures							
Dept 101 - TOWNBOARD							
101-101-701.100	WAGES - TRUSTEE	13,000.00	13,000.00	3,775.00	725.00	9,225.00	29.04
101-101-701.101	WAGES - FILE CLERK	41,986.81	41,986.81	16,152.00	3,230.40	25,834.81	38.47
101-101-701.102	WAGES - TRUSTEE	13,000.00	13,000.00	3,150.00	600.00	9,850.00	24.23
101-101-701.103	WAGES - TRUSTEE	13,000.00	13,000.00	3,150.00	600.00	9,850.00	24.23
101-101-701.104	WAGES - TRUSTEE	13,000.00	13,000.00	2,750.00	600.00	10,250.00	21.15
101-101-701.105	WAGES - OFFICE COORDINATOR	39,098.59	39,098.59	15,040.00	3,008.00	24,058.59	38.47
101-101-726.000	SUPPLIES	6,000.00	6,000.00	1,903.25	719.35	4,096.75	31.72
101-101-726.001	POSTAGE	10,000.00	10,000.00	2,439.89	15.48	7,560.11	24.40
101-101-726.002	SUPPLIES - COPIER MAINTENANCE	7,500.00	7,500.00	1,030.04	222.83	6,469.96	13.73
101-101-801.002	LEGAL SERVICES - TOWNBOARD	10,000.00	10,000.00	3,843.53	63.65	6,156.47	38.44
101-101-801.004	LEGAL -Tax Tribunal	10,000.00	10,000.00	25.00	0.00	9,975.00	0.25
101-101-802.000	AUDIT AND ACCOUNTING	23,100.00	23,100.00	23,500.00	5,500.00	(400.00)	101.73
101-101-805.000	CONTRACTED AND OTHER SERVICES	7,500.00	7,500.00	1,783.45	222.00	5,716.55	23.78
101-101-860.000	MILEAGE	500.00	500.00	0.00	0.00	500.00	0.00
101-101-900.000	PRINTING & PUBLISHING	3,500.00	3,500.00	1,180.25	0.00	2,319.75	33.72
101-101-901.000	ADVERTISING	7,500.00	7,500.00	715.55	233.15	6,784.45	9.54
101-101-960.000	EDUCATION & TRAINING	4,000.00	4,000.00	0.00	0.00	4,000.00	0.00
101-101-965.101	DUES & PUBLICATIONS -TOWNBOAR	3,000.00	3,000.00	431.88	0.00	2,568.12	14.40
101-101-965.102	DUES - MICHIGAN TOWNSHIP ASSO	7,000.00	7,000.00	0.00	0.00	7,000.00	0.00
Total Dept 101 - TOWNBOARD		232,685.40	232,685.40	80,869.84	15,739.86	151,815.56	34.76
Dept 171 - TOWNSHIP SUPERVISOR							
101-171-701.201	WAGES - SUPERVISOR	84,682.61	84,682.61	32,570.20	6,514.04	52,112.41	38.46
101-171-701.202	WAGES - APPRAISER II	44,595.20	44,595.20	17,152.00	3,430.40	27,443.20	38.46
101-171-701.203	WAGES - GIS	5,000.00	5,000.00	5,280.00	1,095.00	(280.00)	105.60
101-171-701.204	WAGES - APPRAISER III	58,974.96	58,974.96	22,680.01	4,536.01	36,294.95	38.46
101-171-701.205	WAGES - ASSESSOR	104,556.18	104,556.18	40,213.90	8,042.78	64,342.28	38.46
101-171-726.000	SUPPLIES	2,000.00	2,000.00	206.73	134.73	1,793.27	10.34
101-171-726.001	POSTAGE	3,500.00	3,500.00	3,163.68	0.00	336.32	90.39
101-171-805.000	CONTRACTED AND OTHER SERVICES	32,500.00	32,500.00	14,044.29	13,976.25	18,455.71	43.21
101-171-860.200	MILEAGE - SUPERVISOR	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00
101-171-860.201	MILEAGE - ASSESSOR	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00
101-171-900.000	PRINTING & PUBLISHING	2,850.00	2,850.00	2,348.16	0.00	501.84	82.39
101-171-901.000	ADVERTISING	500.00	500.00	0.00	0.00	500.00	0.00
101-171-960.000	EDUCATION & TRAINING	7,750.00	7,750.00	1,849.34	770.53	5,900.66	23.86
101-171-960.200	EDUCATION - SUPERVISOR	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00
101-171-965.000	DUES & PUBLICATIONS	3,000.00	3,000.00	411.82	0.00	2,588.18	13.73
Total Dept 171 - TOWNSHIP SUPERVISOR		352,908.95	352,908.95	139,920.13	38,499.74	212,988.82	39.65
Dept 191 - ELECTIONS							
101-191-701.000	WAGES	80,000.00	80,000.00	7,191.00	1,440.00	72,809.00	8.99
101-191-726.000	SUPPLIES	16,000.00	16,000.00	2,668.95	933.57	13,331.05	16.68
101-191-726.001	POSTAGE	10,500.00	10,500.00	8,373.00	8,373.00	2,127.00	79.74
101-191-860.000	MILEAGE	400.00	400.00	0.00	0.00	400.00	0.00
101-191-901.000	ADVERTISING	600.00	600.00	0.00	0.00	600.00	0.00
101-191-935.010	MACHINE MAINTENANCE	3,000.00	3,000.00	0.00	0.00	3,000.00	0.00
101-191-935.015	COMPUTER SUPPORT SYSTEMS	5,000.00	5,000.00	0.00	0.00	5,000.00	0.00
Total Dept 191 - ELECTIONS		115,500.00	115,500.00	18,232.95	10,746.57	97,267.05	15.79
Dept 215 - TOWNSHIP CLERK							

EXPENDITURE REPORT FOR GARFIELD TOWNSHIP
 PERIOD ENDING 05/31/2022

ACTIVITY FOR MONTH

AVAILABLE BALANCE % BDCGT USED

YTD BALANCE 05/31/2022

2022 ORIGINAL BUDGET AMENDED BUDGET

2022 ORIGINAL BUDGET

DESCRIPTION

GL NUMBER

GL NUMBER	DESCRIPTION	2022 ORIGINAL BUDGET	2022 AMENDED BUDGET	YTD BALANCE 05/31/2022	ACTIVITY FOR MONTH 05/31/22	AVAILABLE BALANCE	% BDCGT USED
Fund 101 - GENERAL OPERATING FUND							
Expenditures							
101-215-701.300	WAGES - CLERK	84,682.61	84,682.61	32,570.20	6,514.04	52,112.41	38.46
101-215-701.302	WAGES - DEPUTY CLERK	54,693.00	54,693.00	21,035.80	4,207.16	33,657.20	38.46
101-215-701.303	WAGES - ACCOUNTANT	5,000.00	5,000.00	0.00	0.00	5,000.00	0.00
101-215-726.000	SUPPLIES	1,500.00	1,500.00	39.05	0.00	1,460.95	2.60
101-215-860.300	MILEAGE - CLERK	400.00	400.00	0.00	0.00	400.00	0.00
101-215-860.301	MILEAGE - DEPUTY CLERK	400.00	400.00	0.00	0.00	400.00	0.00
101-215-956.016	MISCELLANEOUS	500.00	500.00	0.00	0.00	500.00	0.00
101-215-960.000	EDUCATION & TRAINING	6,000.00	6,000.00	2,011.45	867.38	3,988.55	33.52
101-215-965.000	DUES & PUBLICATIONS	700.00	700.00	0.00	0.00	700.00	0.00
Total Dept 215 - TOWNSHIP CLERK		153,875.61	153,875.61	55,656.50	11,588.58	98,219.11	36.17
Dept 247 - BOARD OF REVIEW							
101-247-701.400	WAGES - B OF R	1,500.00	1,500.00	500.00	0.00	1,000.00	33.33
101-247-701.401	WAGES - B OF R	1,500.00	1,500.00	0.00	0.00	1,500.00	0.00
101-247-701.402	WAGES - B OF R	1,500.00	1,500.00	0.00	0.00	1,500.00	0.00
101-247-701.403	WAGES - B OF R	1,500.00	1,500.00	1,250.00	0.00	250.00	83.33
101-247-960.000	EDUCATION & TRAINING	200.00	200.00	0.00	0.00	200.00	0.00
Total Dept 247 - BOARD OF REVIEW		6,200.00	6,200.00	1,750.00	0.00	4,450.00	28.23
Dept 253 - TOWNSHIP TREASURER							
101-253-701.500	WAGES - TREASURER	84,682.61	84,682.61	32,570.20	6,514.04	52,112.41	38.46
101-253-701.501	WAGES - ASSISTANT	5,000.00	5,000.00	0.00	0.00	5,000.00	0.00
101-253-701.502	WAGES - DEPUTY TREASURER	54,693.00	54,693.00	21,035.80	4,207.16	33,657.20	38.46
101-253-726.000	SUPPLIES	2,500.00	2,500.00	43.07	5.82	2,456.93	1.72
101-253-726.001	POSTAGE	6,000.00	6,000.00	0.00	0.00	6,000.00	0.00
101-253-801.000	LEGAL SERVICES	3,000.00	3,000.00	205.00	30.00	2,795.00	6.83
101-253-809.000	Bank Fees	300.00	300.00	0.00	0.00	300.00	0.00
101-253-860.500	MILEAGE - TREASURER	700.00	700.00	0.00	0.00	700.00	0.00
101-253-860.501	MILEAGE - DEPUTY TREASURER	500.00	500.00	123.32	123.32	376.68	24.66
101-253-900.000	PRINTING & PUBLISHING	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00
101-253-901.000	ADVERTISING	100.00	100.00	0.00	0.00	100.00	0.00
101-253-960.000	EDUCATION & TRAINING	4,500.00	4,500.00	1,856.95	667.23	2,643.05	41.27
101-253-965.000	DUES & PUBLICATIONS	500.00	500.00	150.00	0.00	350.00	30.00
Total Dept 253 - TOWNSHIP TREASURER		164,475.61	164,475.61	55,984.34	11,547.57	108,491.27	34.04
Dept 258 - COMPUTER SUPPORT							
101-258-726.000	SUPPLIES	3,000.00	3,000.00	0.00	0.00	3,000.00	0.00
101-258-935.015	COMPUTER SUPPORT SYSTEMS	40,000.00	40,000.00	23,711.00	15,600.00	16,289.00	59.28
101-258-935.016	COMPUTER NETWORK	2,000.00	2,000.00	630.44	162.97	1,369.56	31.52
Total Dept 258 - COMPUTER SUPPORT		45,000.00	45,000.00	24,341.44	15,762.97	20,658.56	54.09
Dept 265 - TOWNSHIP HALL							
101-265-701.011	Maintenance Wages	2,500.00	2,500.00	0.00	0.00	2,500.00	0.00
101-265-726.003	SUPPLIES-MAINTANCE	3,500.00	3,500.00	1,598.59	1,030.85	1,901.41	45.67
101-265-850.000	TELEPHONE	18,000.00	18,000.00	6,230.05	1,541.99	11,769.95	34.61
101-265-920.601	HEATING / GAS	12,000.00	12,000.00	7,272.50	1,261.09	4,727.50	60.60
101-265-920.602	WATER / SEWER	6,000.00	6,000.00	580.23	143.66	5,419.77	9.67
101-265-920.603	LIGHTS BUILDING	14,000.00	14,000.00	3,866.88	947.21	10,133.12	27.62
101-265-935.601	SNOW PLOWING	10,000.00	10,000.00	2,650.00	80.00	7,350.00	26.50

EXPENDITURE REPORT FOR GARFIELD TOWNSHIP
 PERIOD ENDING 05/31/2022

GL NUMBER	DESCRIPTION	2022		YTD BALANCE 05/31/2022	ACTIVITY FOR MONTH 05/31/22	AVAILABLE BALANCE	% BDC USED
		ORIGINAL BUDGET	AMENDED BUDGET				
Fund 101 - GENERAL OPERATING FUND							
Expenditures							
101-265-935.602	LAWN MAINTENANCE	10,000.00	10,000.00	540.00	540.00	9,460.00	5.40
101-265-935.603	CLEANING SERVICE	27,381.02	27,381.02	5,400.00	1,350.00	21,981.02	19.72
101-265-935.604	RUBBISH REMOVAL	1,200.00	1,200.00	531.20	108.19	668.80	44.27
101-265-935.605	BUILDING REPAIR	10,000.00	10,000.00	0.00	0.00	10,000.00	0.00
101-265-935.606	ELECTRONIC PROTECTION SYSTEM	1,500.00	1,500.00	730.80	0.00	769.20	48.72
101-265-935.608	MAINTENANCE-OTHER	20,000.00	20,000.00	1,376.18	687.00	18,623.82	6.88
Total Dept 265 - TOWNSHIP HALL		136,081.02	136,081.02	30,776.43	7,689.99	105,304.59	22.62
Dept 301 - POLICE SERVICES							
101-301-830.000	POLICE CONTRACT	1,400,000.00	1,400,000.00	307,119.12	0.00	1,092,880.88	21.94
Total Dept 301 - POLICE SERVICES		1,400,000.00	1,400,000.00	307,119.12	0.00	1,092,880.88	21.94
Dept 371 - TOWNSHIP BUILDING INSPECTOR							
101-371-701.702	WAGES BUILDING ASSISTANT	17,688.32	17,688.32	6,809.51	1,361.91	10,878.81	38.50
101-371-701.703	WAGES - BUILDING OFFICIAL	87,508.80	87,508.80	33,657.20	6,731.44	53,851.60	38.46
101-371-701.704	WAGES - BUILDING INSPECTOR	25,750.00	25,750.00	7,517.50	1,240.00	18,232.50	29.19
101-371-701.705	WAGES - CONSTRUCTION BOARD	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00
101-371-726.000	SUPPLIES	1,000.00	1,000.00	265.71	207.73	734.29	26.57
101-371-960.000	EDUCATION & TRAINING	1,000.00	1,000.00	62.00	0.00	938.00	6.20
101-371-965.000	DUES & PUBLICATIONS	1,000.00	1,000.00	345.00	0.00	655.00	34.50
Total Dept 371 - TOWNSHIP BUILDING INSPECTOR		134,947.12	134,947.12	48,656.92	9,541.08	86,290.20	36.06
Dept 400 - PLANNING COMMISSION							
101-400-701.800	WAGES - PLANNING	3,200.00	3,200.00	1,125.00	375.00	2,075.00	35.16
101-400-701.801	WAGES - PLANNING	3,200.00	3,200.00	1,000.00	375.00	2,200.00	31.25
101-400-701.802	WAGES - PLANNING	3,200.00	3,200.00	875.00	250.00	2,325.00	27.34
101-400-701.804	WAGES - PLANNING	3,200.00	3,200.00	1,000.00	250.00	2,200.00	31.25
101-400-701.805	WAGES - PLANNING	3,200.00	3,200.00	1,000.00	250.00	2,200.00	31.25
101-400-701.806	WAGES - PLANNING	3,200.00	3,200.00	1,000.00	250.00	2,200.00	31.25
101-400-701.808	WAGES - PLANNING	3,200.00	3,200.00	1,125.00	250.00	2,075.00	35.16
101-400-801.000	LEGAL SERVICES	25,000.00	25,000.00	99.00	0.00	24,901.00	0.40
101-400-805.000	CONTRACTED AND OTHER SERVICES	6,000.00	6,000.00	753.75	233.75	5,246.25	12.56
101-400-900.000	PRINTING & PUBLISHING	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00
101-400-901.000	ADVERTISING	2,000.00	2,000.00	306.20	169.25	1,693.80	15.31
101-400-960.000	EDUCATION & TRAINING	2,000.00	2,000.00	393.75	0.00	1,606.25	19.69
101-400-965.000	DUES & PUBLICATIONS	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00
Total Dept 400 - PLANNING COMMISSION		59,400.00	59,400.00	8,677.70	2,403.00	50,722.30	14.61
Dept 401 - TOWNSHIP PLANNER							
101-401-701.900	WAGES - DIRECTOR OF PLANNING	82,781.14	82,781.14	31,838.90	6,367.78	50,942.24	38.46
101-401-701.901	WAGES - DEPUTY PLANNER	59,068.44	59,068.44	22,718.50	4,543.70	36,349.94	38.46
101-401-701.902	WAGES - PLANNER ASSISTANT	13,723.58	13,723.58	5,107.27	1,021.45	8,616.31	37.22
101-401-726.000	SUPPLIES	1,000.00	1,000.00	224.59	128.89	775.41	22.46
101-401-860.900	MILEAGE - TOWNSHIP PLANNER	300.00	300.00	0.00	0.00	300.00	0.00
101-401-860.901	MILEAGE - DEPUTY PLANNER	300.00	300.00	0.00	0.00	300.00	0.00
101-401-900.000	PRINTING & PUBLISHING	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00
101-401-960.000	EDUCATION & TRAINING	5,000.00	5,000.00	250.00	0.00	4,750.00	5.00
101-401-965.000	DUES & PUBLICATIONS	1,000.00	1,000.00	158.89	0.00	841.11	15.89

EXPENDITURE REPORT FOR GARFIELD TOWNSHIP
 PERIOD ENDING 05/31/2022

2022
 ACTIVITY FOR MONTH

GL NUMBER	DESCRIPTION	ORIGINAL BUDGET	2022 AMENDED BUDGET	YTD BALANCE 05/31/2022	ACTIVITY FOR MONTH 05/31/22	AVAILABLE BALANCE	% BDCGT USED
Fund 101 - GENERAL OPERATING FUND							
Expenditures							
Total Dept 401 - TOWNSHIP PLANNER		165,173.16	165,173.16	60,298.15	12,061.82	104,875.01	36.51
Dept 410 - ZONING BOARD OF APPEALS							
101-410-701.001	WAGES - ZONING	1,200.00	1,200.00	125.00	0.00	1,075.00	10.42
101-410-701.002	WAGES - ZONING	1,200.00	1,200.00	250.00	0.00	950.00	20.83
101-410-701.003	WAGES - ZONING	1,200.00	1,200.00	250.00	0.00	950.00	20.83
101-410-701.004	WAGES - ZONING	1,200.00	1,200.00	350.00	0.00	850.00	29.17
101-410-701.005	WAGES - ZONING	1,200.00	1,200.00	125.00	0.00	1,075.00	10.42
101-410-801.000	LEGAL SERVICES	10,000.00	10,000.00	0.00	0.00	10,000.00	0.00
101-410-805.000	CONTRACTED AND OTHER SERVICES	1,000.00	1,000.00	106.00	0.00	894.00	10.60
101-410-901.000	ADVERTISING	2,000.00	2,000.00	136.70	0.00	1,863.30	6.84
101-410-960.000	EDUCATION & TRAINING	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00
Total Dept 410 - ZONING BOARD OF APPEALS		20,000.00	20,000.00	1,342.70	0.00	18,657.30	6.71
Dept 412 - ZONING ADMINISTRATOR							
101-412-701.601	WAGES - ZONING ADMINISTRATOR	59,068.44	59,068.44	22,718.60	4,543.72	36,349.84	38.46
101-412-701.602	WAGES - ZONING CODE ENFORCER	27,809.60	27,809.60	11,195.14	2,139.20	16,614.46	40.26
101-412-726.000	SUPPLIES	1,000.00	1,000.00	307.00	0.00	693.00	30.70
101-412-860.601	MILEAGE - ZONING ADMIN	150.00	150.00	0.00	0.00	150.00	0.00
101-412-860.602	MILEAGE - DEPT ZONING	150.00	150.00	0.00	0.00	150.00	0.00
101-412-960.000	EDUCATION & TRAINING	2,000.00	2,000.00	281.25	0.00	1,718.75	14.06
101-412-965.000	DUES & PUBLICATIONS	500.00	500.00	0.00	0.00	500.00	0.00
Total Dept 412 - ZONING ADMINISTRATOR		90,678.04	90,678.04	34,501.99	6,682.92	56,176.05	38.05
Dept 448 - STREET LIGHTS - TOWNSHIP							
101-448-920.005	STREET LIGHTS TOWNSHIP	96,000.00	96,000.00	22,097.26	8,185.68	73,902.74	23.02
Total Dept 448 - STREET LIGHTS - TOWNSHIP		96,000.00	96,000.00	22,097.26	8,185.68	73,902.74	23.02
Dept 747 - COMMUNITY PROMOTIONS							
101-747-880.003	COM. PROM. - ECONOMIC DEVELOPMENT	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00
101-747-880.004	COM. PROM. - TC-TALUS	3,000.00	3,000.00	3,000.00	0.00	0.00	100.00
101-747-880.007	COM. PROM. - COMMUNITY AWAREN	20,000.00	20,000.00	5,137.50	5,137.50	14,862.50	25.69
101-747-880.008	COM. PROM. - CONTRACTED SERVI	50.00	50.00	0.00	0.00	50.00	0.00
101-747-880.009	COM. PROM. - TREE CARE	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00
101-747-880.011	COM. PROM. - P.E.G.	100,000.00	100,000.00	43,131.26	21,689.14	56,868.74	43.13
Total Dept 747 - COMMUNITY PROMOTIONS		125,050.00	125,050.00	51,268.76	26,826.64	73,781.24	41.00
Dept 806 - TOWNSHIP VEHICLES							
101-806-862.000	GAS & CAR WASHES	2,500.00	2,500.00	906.59	304.05	1,593.41	36.26
101-806-863.000	OIL CHANGES	500.00	500.00	0.00	0.00	500.00	0.00
101-806-864.000	MISCELLANEOUS	1,500.00	1,500.00	0.00	0.00	1,500.00	0.00
Total Dept 806 - TOWNSHIP VEHICLES		4,500.00	4,500.00	906.59	304.05	3,593.41	20.15
Dept 851 - EMPLOYEE BENEFITS & INSURANCES							
101-851-701.000	WAGES	2,000.00	2,000.00	3,000.48	750.12	(1,000.48)	150.02
101-851-701.027	UNEMPLOYMENT	4,000.00	4,000.00	0.00	0.00	4,000.00	0.00

User: Lanie
DB: Garfield

GL NUMBER	DESCRIPTION	2022		YTD BALANCE 05/31/2022	ACTIVITY FOR MONTH 05/31/22	AVAILABLE BALANCE	% BDT USED
		ORIGINAL BUDGET	AMENDED BUDGET				
Fund 101 - GENERAL OPERATING FUND							
Expenditures							
101-851-873.001	John Hancock 403B	106,000.00	106,000.00	109,805.18	0.00	(3,805.18)	103.59
101-851-873.010	SOCIAL SECURITY - EMPLOYER	85,000.00	85,000.00	33,575.56	6,708.01	51,424.44	39.50
101-851-873.020	VACATION & PERSONAL PAYOUT	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00
101-851-873.030	INSURANCE - EMPLOYEE HEALTH	426,000.00	426,000.00	235,291.18	23,892.08	190,708.82	55.23
101-851-873.040	INSURANCE - EMPLOYEE LIFE	10,000.00	10,000.00	2,021.13	340.68	7,978.87	20.21
101-851-912.001	INSURANCE - LIABILITY	14,000.00	14,000.00	14,086.00	0.00	(86.00)	100.61
101-851-912.002	INSURANCE - WORKMENS COMP.	8,000.00	8,000.00	9,403.00	3,156.00	(1,403.00)	117.54
Total Dept 851 - EMPLOYEE BENEFITS & INSURANCES		656,000.00	656,000.00	407,182.53	34,846.89	248,817.47	62.07
Dept 890 - CONTINGENCIES							
101-890-890.000	CONTINGENCIES	11,862.58	11,862.58	0.00	0.00	11,862.58	0.00
Total Dept 890 - CONTINGENCIES		11,862.58	11,862.58	0.00	0.00	11,862.58	0.00
Dept 900 - CAPITAL OUTLAY							
101-900-970.001	CAPITAL OUTLAY - ELECTIONS	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00
101-900-970.002	CAPITAL OUTLAY - TOWNSHIP HAL	400,000.00	400,000.00	67,848.06	0.00	332,151.94	16.96
101-900-970.003	CAPITAL OUTLAY - COMPUTER	15,000.00	15,000.00	2,377.88	924.00	12,622.12	15.85
101-900-970.004	CAPITAL OUTLAY - VEHICLES	30,000.00	30,000.00	0.00	0.00	30,000.00	0.00
101-900-970.005	CAPITAL OUTLAY - LAND	50.00	50.00	0.00	0.00	50.00	0.00
Total Dept 900 - CAPITAL OUTLAY		447,050.00	447,050.00	70,225.94	924.00	376,824.06	15.71
Dept 965 - TRANSFERS TO OTHER FUNDS							
101-965-990.308	TRANSFERS TO #308 PARK SYS	549,476.70	549,476.70	549,476.70	0.00	0.00	100.00
Total Dept 965 - TRANSFERS TO OTHER FUNDS		549,476.70	549,476.70	549,476.70	0.00	0.00	100.00
TOTAL EXPENDITURES		4,966,864.19	4,966,864.19	1,969,285.99	213,351.36	2,997,578.20	39.65
Fund 101 - GENERAL OPERATING FUND:							
TOTAL EXPENDITURES		4,966,864.19	4,966,864.19	1,969,285.99	213,351.36	2,997,578.20	39.65

EXPENDITURE REPORT FOR GARFIELD TOWNSHIP
 PERIOD ENDING 05/31/2022

GL NUMBER	DESCRIPTION	2022		YTD BALANCE 05/31/2022	ACTIVITY FOR MONTH 05/31/22	AVAILABLE BALANCE	% BDC USED
		ORIGINAL BUDGET	AMENDED BUDGET				
Fund 308 - PARK SYSTEM FUND							
Expenditures							
Dept 000							
308-000-701.905	WAGES - REC BOARD	5,200.00	5,200.00	1,500.00	750.00	3,700.00	28.85
308-000-701.906	Parks Steward	27,809.60	27,809.60	10,696.00	2,139.20	17,113.60	38.46
308-000-701.907	Park Steward 2	22,089.60	22,089.60	8,421.66	1,699.20	13,667.94	38.13
308-000-801.000	LEGAL SERVICES	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00
308-000-805.000	CONTRACTED AND OTHER SERVICES	400.00	400.00	0.00	0.00	400.00	0.00
308-000-864.000	MISCELLANEOUS	800.00	800.00	0.00	0.00	800.00	0.00
308-000-880.001	COM. PROM. - SILVER LAKE PARK	100.00	100.00	0.00	0.00	100.00	0.00
308-000-880.006	COM. PROM. - BVNP (YMCA)	100.00	100.00	0.00	0.00	100.00	0.00
308-000-880.008	COM. PROM. - Cont. Serv GTCD	15,000.00	15,000.00	0.00	0.00	15,000.00	0.00
308-000-880.012	COM. PROM. - GT COMMONS	100.00	100.00	0.00	0.00	100.00	0.00
308-000-880.013	COM. PROM. - BOARDMAN RIVER	100.00	100.00	0.00	0.00	100.00	0.00
308-000-880.014	COM. PROM. - MILLER CREEK	100.00	100.00	0.00	0.00	100.00	0.00
308-000-880.016	COM. PROM. - KIDS CREEK PARK	100.00	100.00	0.00	0.00	100.00	0.00
308-000-880.019	RIVER EAST RECREATION AREA	100.00	100.00	0.00	0.00	100.00	0.00
308-000-890.000	CONTINGENCIES	9,503.30	9,503.30	0.00	0.00	9,503.30	0.00
308-000-935.000	MAINTENANCE - MISC, EQUIP	97,190.00	97,190.00	24,544.78	5,826.05	72,645.22	25.25
308-000-970.000	CAPITAL OUTLAY	460,000.00	460,000.00	41,950.50	0.00	418,049.50	9.12
Total Dept 000		639,692.50	639,692.50	87,112.94	10,414.45	552,579.56	13.62
Dept 851 - EMPLOYEE BENEFITS & INSURANCES							
308-851-873.010	SOCIAL SECURITY - EMPLOYER	4,784.20	4,784.20	1,558.08	347.19	3,226.12	32.57
Total Dept 851 - EMPLOYEE BENEFITS & INSURANCES		4,784.20	4,784.20	1,558.08	347.19	3,226.12	32.57
TOTAL EXPENDITURES		644,476.70	644,476.70	88,671.02	10,761.64	555,805.68	13.76
Fund 308 - PARK SYSTEM FUND:							
TOTAL EXPENDITURES		644,476.70	644,476.70	88,671.02	10,761.64	555,805.68	13.76



Charter Township of Garfield

Grand Traverse County

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

To: Garfield Township Board of Trustees

From: Michael Green, Zoning Administrator

Re: Proposed Ordinance No. 77, entitled “Transitional Housing Licensing Ordinance”

Date: Wednesday, June 8, 2022

BACKGROUND:

Staff has prepared Charter Township of Garfield Ordinance No. 77 – Transitional Housing Licensing Ordinance. Staff recommends adoption of the Transitional Housing Licensing Ordinance to ensure that such facilities are maintained and operated in compliance with this Ordinance and other applicable laws and ordinances. Section 42.5 of the Charter Township Act (Michigan Public Act 359 of 1947) authorizes a Charter Township to adopt licensing ordinances “considered necessary to provide for the public peace and health and for the safety of persons and property in the charter township, and may...by ordinance prescribe the terms and conditions upon which licenses may be granted, suspended, or revoked.” The full Ordinance, which has been reviewed and accepted by Attorney Scott Howard, is included as an attachment to this report.

ORDINANCE PROVISIONS/OUTLINE:

The proposed Transitional Housing Licensing Ordinance (Ordinance No. 77) includes the following Sections with brief description provided:

Section 1. Purpose. *Provides a “purpose statement” or basis for adoption of the Ordinance.*

Section 2. Definitions. *Provides definitions of certain terms found within the Ordinance.*

Section 3. License Required. *States that a license is required prior to the operation (or continued operation after adoption of this Ordinance) of a transitional housing facility.*

Section 4. Multiple Transitional Housing Facilities. *States that a license is required for transitional housing facility within the Township, even if multiple facilities are under common ownership.*

Section 5. Exemption Where Other Governmental Licenses; Notice. *States that any transitional housing facility otherwise licensed by the State of Michigan, Grand Traverse County, or any federal agency is exempt from the requirement to obtain a license under this Ordinance. A facility that is otherwise licensed by other agencies would be required to provide current copies of such license to the Township.*

Section 6. License Application. *States that a transitional housing facility operator would be required to make application through a form prescribed by the Township Clerk.*

Section 7. License Year. States that a license period shall begin on January 1 of each year and terminate at the end of the day on December 31 of the same year.

Section 8. Conditions of Issuance; Issuance. States that a license shall not be granted unless a facility complies with all provisions of this Ordinance, the Zoning Ordinance, and Property Maintenance Ordinance.

Section 9. Approval or Denial of Application. Requires certifications of compliance by the Grand Traverse County Sheriff, Metro Fire Department, Township Building Official, and other Township Officials responsible for review of a license under this Ordinance.

Section 10. License Denial. Gives an applicant that is denied a license the right to a hearing before the Township Board. The Township Board will consider whether the request meets the standards of this Ordinance, other applicable Township Ordinances, and other applicable state, county, and federal regulations pertaining to the proposed facility.

Section 11. Where Certification Required. States that a license shall not be granted until any certifications required by any office of the Township are granted.

Section 12. Certifications of Other Agencies. States that a license shall not be granted until any certifications required by any governmental agencies are granted.

Section 13. Law Enforcement Certificate. States that a license shall not be granted until any certifications required by Grand Traverse County Sheriff's Department are granted.

Section 14. Fire Inspection Certificate. States that a license shall not be granted until any certifications required by Grand Traverse Metro Fire Department are granted.

Section 15. Building Official's Certificate. States that a license shall not be granted until any certifications required by the Township Building Official are granted.

Section 16. Inspection Required. Grants the right of inspection of transitional housing facilities to the Grand Traverse County Sheriff's Department, Grand Traverse County Health Department, Township Building Official, Ordinance Enforcement Officers, or other authorized Township Officials.

Section 17. License Fees. States that license fees must be paid to the Treasurer's office before a license may be granted. Additional fees per unit may be assessed for facilities that contain more than one dwelling unit.

Section 18. Late Renewals. Establishes "late fees" for overdue invoices.

Section 19. Exhibition of License. Requires the posting of a license in a conspicuous place on the premises and requires that the license be produced when requested by Township police or other authorized Township Officials.

Section 20. Display Invalid License. Prohibits the display of an invalid license.

Section 21. Transferability; Misuse. States that licenses are not transferrable unless otherwise authorized.

Section 22. Misuse; Automatic Revocation. States that unauthorized license transfers by the applicant are grounds for automatic revocation of a license in addition to general penalty provisions.

Section 23. Suspension or Revocation of License; Notice of Public Hearing. Provides for the suspension or revocation of the license by the Township, provides a list of actions that are grounds for suspension or revocation of the license, and prescribes procedural requirements regarding the process of suspending or revoking the license.

Section 24. Sale, Transfer, or Change of Location. A license is not transferrable upon sale of a transitional housing facility. Subsequent owners of a transitional housing facility are required to apply for a new license.

Section 25. Financial Assurances. Established the basis for any financial assurances required by this Ordinance, either by the Township Clerk or by Resolution of the Township Board.

Section 26. Expiration of Transitional Housing Facility License. Provides various circumstances in which a license expires.

Section 27. Renewal. Establishes a process for renewal of existing licenses, including submittal requirements, and required inspections.

Section 28. Applicability of Regulations to Existing Businesses. States that transitional housing facilities existing at the time of adoption of this Ordinance are subject to the same requirements as new facilities but are given a sixty (60) day grace period from the date of adoption within which to comply.

Section 29. Exemptions. Facilities operated by any agency of the United States of America or the State of Michigan are exempt from this Ordinance.

Section 30. Violation and Penalty. Prescribes penalties for violations of this Ordinance. Each day a violation continues is considered a separate offense.

Section 31. All Ordinances inconstant herewithin are hereby repealed.

Section 32. Effective Date. Establishes the effective date of the Ordinance as provided by law.

SUMMARY OF REVISIONS BASED ON FEEDBACK:

The purpose of this section is to outline key changes made to this Ordinance based on feedback received at the May 10, 2022, Board meeting and additional correspondence received since then. Minor changes are highlighted in the attached Resolution but not highlighted in this report. The changes include the following:

- **Section 1. Purpose.** Removed reference to the establishment of a Township registry intended for public information. A citizen may request licensing information through a Freedom of Information Act (FOIA) Request.
- **Section 2. Definitions.** Removed “Licensing Agent” and replaced with “Authorized Township Official” in line with language found in our Property Maintenance Ordinance.
- **Section 8. Conditions of Issuance; Issuance.** Modified this section to state that a facility must comply with all applicable Township Ordinances, including the Property Maintenance, Zoning, and Dangerous Buildings Ordinances.

- **Section 13. Law Enforcement Certificate.** Renamed the section title from “Police Chief Certificate” and removed the requirement for background checks.
- **Section 14. Fire Inspection Certificate.** Renamed the section title from “Fire Chief’s Certificate” and changed the contact to the Grand Traverse Metro Fire Department from the Fire Chief.
- **Section 16. Inspection Required.** Reworded this section based on concerns that the previous language required a facility to submit to inspections. The proposed language doesn’t require a facility to submit to inspections but allows the Township the right to refuse a license if a facility refuses to allow inspections.
- **Section 23-25, 27.** Added reference to the “Township Clerk or his/her designee” throughout these sections. This change was based on feedback that an elected official should oversee the license. The intent of this language is to give the Clerk authority to appoint a designee to administer licenses.
- **Section 27. Renewal of Transitional Housing Facility License.** Reworded this section to place responsibility to inspect facilities on an Authorized Township Official to verify that all applicable Ordinance requirements are met prior to license renewal.
- **Section 28. Applicability of Regulations to Existing Businesses.** Added notification requirement on the Township to ensure that any known facilities are provided written notice upon adoption of this Ordinance.

FEE SCHEDULE:

A resolution to amend the Charter Township of Garfield Fee Schedule has been prepared and will be considered for adoption under New Business. The revised schedule would add a one-time Initial License Fee and an annual License Renewal Fee.

PROCESS TIMELINE:

The Transitional Housing Licensing Ordinance would become Ordinance No. 77 in the Charter Township of Garfield Ordinances; adopting this Ordinance will consist of the following steps:

- Township Board introduction and scheduling a public hearing for the next Township Board meeting (*completed on May 10, 2022 Township Board meeting*)
- Township Board public hearing and action / resolution on Ordinance adoption.

ACTION REQUESTED:

The purpose of bringing this item before the Township Board is to hold a public hearing regarding the proposed Ordinance at their June 14, 2022, Meeting. Following discussion, if the Township Board is comfortable with the proposed Ordinance, then the following motion is suggested:

MOTION THAT Resolution 2022-08-T, to establish ordinance No. 77, An Ordinance to License Transitional Housing Facilities, BE ADOPTED.

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

Attachments:

1. A Resolution to Establish Ordinance No. 77

**CHARTER TOWNSHIP OF GARFIELD
COUNTY OF GRAND TRAVERSE, MICHIGAN
RESOLUTION 2022-08-T**

RESOLUTION REGARDING TRANSITIONAL HOUSING FACILITIES

DATED: JUNE 14, 2022

WHEREAS, Section 42.5 of the Charter Township Act (Michigan Public Act 359 of 1947) authorizes a Charter Township to adopt licensing ordinances “considered necessary to provide for the public peace and health and for the safety of persons and property in the charter township, and may...by ordinance prescribe the terms and conditions upon which licenses may be granted, suspended, or revoked.”

WHEREAS, the Township Board recommends adoption of the Transitional Housing Licensing Ordinance to ensure that such facilities are maintained and operated in compliance with this Ordinance and other applicable laws and ordinances.

**NOW, THEREFORE, THE CHARTER TOWNSHIP OF GARFIELD
ORDAINS: CHARTER TOWNSHIP OF GARFIELD ORDINANCE NO. 77**
THAT **Ordinance No. 77** BE ADOPTED to read in its entirety as follows:

CHARTER TOWNSHIP OF GARFIELD,
GRAND TRAVERSE COUNTY

ORDINANCE NO. 77

**AN ORDINANCE REGULATING THE LICENSING AND OPERATION OF
TRANSITIONAL HOUSING FACILITIES WITHIN GARFIELD TOWNSHIP TO
PROTECT THE PUBLIC HEALTH, SAFETY, AND WELFARE OF THE RESIDENTS
AND TO PROVIDE PENALTIES FOR VIOLATIONS THEREOF**

THE CHARTER TOWNSHIP OF GARFIELD ORDAINS:

Section 1. Purpose

The purpose of this Ordinance is to ensure the habitability of dwelling units and structures being leased to others or otherwise being occupied by others than the owner and/or persons related to the owner; ~~to establish a registry of transitional housing facilities operating within the Township for the general information of the public,~~ and for the promotion of the health, safety and welfare of the residents of the Township and the residents of the transitional housing facilities; to assist the Township with information to provide more adequate police, fire and emergency protection; more equal and equitable real and personal property taxation; better efficiency and economy in furnishing public utility services; and more comprehensive and informed planning and zoning for uses of land and structures within the Township.

Section 2. Definitions

As used in this ordinance, the following terms have the following meanings:

"Authorized Township Official" refers to the Charter Township of Garfield Building Official and Building Inspectors, Code Enforcement Officers, Zoning Administrator and any such other departments or agencies authorized by the Township Board.

"Licensing agent" means the Township Clerk or, in the absence of the acting Clerk or other such Township official or employee as may be designated by Resolution of the Township Board of Trustees.

"Person" means an individual, partnership, association, limited liability company or corporation.

"Residential care facilities"— are those facilities licensed by the State of Michigan pursuant to the Adult Foster Care Licensing Act, MCL 400.701 et. seq., where care, services, or treatment is provided to persons living in a supportive community residential setting.

"Township Clerk" and **"Township Board"** mean, respectively, the Charter Township of Garfield Township Clerk and the Board of Trustees.

For purposes of this Licensing Ordinance, a "Transitional housing facility" is a type of institutional use with administrative supervision that provides, through permanent facilities and guidance personnel, resident beds, structured or supervised peer group living and limited programming emphasizing social rehabilitation with support and guidance toward the goals of independent living as they transition from institutional living. A transitional housing facility also includes emergency shelter housing which is safe housing provided for those who are homeless or those who are fleeing situations of domestic or sexual violence. In these situations, the housing is treated as the individuals' home with staffing and services available. A transitional housing facility may include provision of food and clothing and support services such as counseling, education, and transportation. A transitional housing facility includes but is not limited to homeless shelters, halfway houses, missions, religious organizations with overnight stay, other forms of temporary emergency housing or shelter, and similar facilities. A transitional housing facility does not include: (1) a "family" under Article Two, Section 201 of the Charter Township of Garfield Zoning Ordinance, whether licensed by the state, county or otherwise; (2) any facility owned and operated directly by the Federal Bureau of Prisons; or (3) an adult foster care home of twelve (12) persons or less, licensed under the Michigan Adult Foster Care Licensing Facilities Act, MCL 400.701 et. seq.

Section 3. License Required

No person shall engage, or be engaged, in the operation, rental or leasing of a transitional housing facility for which a license is required by any provision of this Ordinance without first obtaining a license from the Township in the manner provided herein.

Section 4. Multiple Transitional Housing Facilities

No person operating, renting, or leasing any transitional housing facility shall obtain an individual license for each transitional housing facility. The grant of a license for one transitional housing facility shall not relieve the person from the necessity of securing individual licenses or permits for each transitional housing facility. In the event the transitional housing facility is a building containing more than one dwelling unit, only one license is required for each individual transitional housing facility or even though multiple dwelling units occupied by multiple individuals may be contained within the building.

Section 5. Exemption Where Other Governmental Licenses; Notice

In the event a transitional housing facility has obtained a license from the State of Michigan, Grand Traverse County, or a federal agency, for operation of the facility, said transitional housing facility shall be exempt from the requirement to obtain a license herein. However, the owner and operator of the transitional housing facility shall be required to provide a copy of any license issued by the State of Michigan, Grand Traverse County, or federal agency to the Township within sixty (60) days of adoption of this Ordinance, and thereafter on an annual basis in January. Failure to provide current copies of licenses to the Township shall be a violation of this Ordinance punishable in accordance with Section 30 herein.

Section 6. License Application

Unless otherwise provided in this Ordinance, every person required to obtain a license from the Township to engage in the operation, rental, or leasing of any transitional housing facility home shall apply for said license to the Township Clerk upon forms provided by the Township Clerk and shall state under oath or affirmation such facts, as may be required for, or applicable to, the granting of such license.

Section 7. License Year

Except as otherwise herein provided as to certain licenses, the license year shall begin January 1st of each year and shall terminate at midnight on December 31st of that year. Original licenses shall be issued for the balance of the license year at the full license fee. License applications for license renewals shall be applied for sixty (60) days prior to the annual expiration date and issued at least fifteen (15) days prior to the annual expiration date.

Section 8. Conditions of Issuance; Issuance

No license shall be granted to any applicant until such applicant has complied with all the provisions of this Ordinance and all other applicable Garfield Township ordinances, including but not limited to the Garfield Township Property Maintenance Ordinance, Dangerous Buildings Ordinance and the Garfield Township Zoning Ordinance.

Section 9. Approval or Denial of Application

All transitional housing facilities licenses shall be issued by the Township Clerk or his/her designee after certification of the Grand Traverse County Sheriff Department, Grand Traverse

Metro Fire Department, Township Building Official, and any other Township Official who shall be responsible for the investigation of any transitional housing facility license application. The Township Clerk shall act to approve or deny an application for a license within a reasonable period and in no event will he/she act to approve or deny said license later than sixty (60) days from the date of a technically complete application to the Township Clerk's office. In determining whether the license should be granted, the Township Clerk or his/her designee will determine whether the applicant has met the standards of this Ordinance and all other Charter Township of Garfield Ordinances and other applicable codes regulations of the State of Michigan, County of Grand Traverse, other applicable regulatory agencies, and of the Township, including deciding of whether granting the application would result in an excessive concentration of such transitional housing in a particular area.

Section 10. License Denial

Any person whose initial request for a license is denied shall have a right to a hearing before the Township Board, provided a written request therefore is filed with the Township Supervisor within (10) days following such denial. The Township Board shall have the right to affirm a denial of a license, or the Township Board may grant any license, with or without conditions. In reviewing the applicant's request, the Township Board will consider whether the applicant has met the standards of this Ordinance and all Charter Township of Garfield Ordinances and other applicable codes regulations of the State of Michigan, County of Grand Traverse, other applicable regulatory agencies, and of the Township as required prior to the granting of the license.

Section 11. Where Certification Required

No license shall be granted where the certification of any office of the Township is required prior to the issuance thereof until such certification is made.

Section 12. Certificate of Other Governmental Agencies

In all cases where the certification of any other governmental agency (for example, the Grand Traverse County Health Department), is required prior to the issuance of any license by the Township Clerk, such certification shall be submitted at the time of application for a license to the Township. The application will not be considered technically complete until the certification is submitted. No license shall be issued by the Township until other required governmental approvals are obtained, and proof of such approvals presented to the Township Clerk.

Section 13. ~~Police Chief's~~Law Enforcement Certificate

Certification of the Grand Traverse County Sheriff's Department is required prior to the issuance of any license by the Township Clerk. ~~Such certification shall be based upon an actual inspection of the premises and a background check of the applicant~~ to verify compliance with all applicable regulations of the State of Michigan, County of Grand Traverse, other applicable regulatory agencies, and of the Township.

Section 14. ~~Fire Chief's~~Fire Inspection Certificate

Certification of the Grand Traverse Metro Fire ~~Department~~ Chief is required prior to the issuance of any license by the Township Clerk. Such certification shall be based upon an actual inspection and a finding that the premises in which the person making application for such licenses complies with all the fire regulations and other applicable regulations of the State of Michigan, County of Grand Traverse, other applicable regulatory agencies, and of the Township.

Section 15. Building Official's Certificate

Certification of the Building Official is required prior to the issuance of any license by the Township Clerk. Such certification shall be based upon an actual inspection of the transitional housing facility and a finding that the premises complies with all Charter Township of Garfield Ordinances and other applicable codes regulations of the State of Michigan, County of Grand Traverse, other applicable regulatory agencies, and of the Township.

Section 16. Inspection Required

~~The licensee will be required to submit to lawful inspections by~~ The Grand Traverse County Sheriff's Department, Grand Traverse Metro Fire Department, Grand Traverse County Health Department, Township Building Official, Ordinance ~~E~~enforcement ~~O~~officers, ~~and~~ other ~~authorized~~ Authorized Township Officials, inspectors from the Township ~~The Township may refuse to issue a license or permit to any applicant until he or she has a report from any department he or she deems necessary to make an inspection that the applicant or the premises comply with all ordinances and regulations. Persons inspecting licensees, their businesses or premises as herein authorized shall report all violations of this chapter or of other laws or ordinances to the licensing officer and shall submit such other reports as the licensing officer shall order.~~ ~~shall have the right from time to time, during reasonable business hours, to make inspection of a transitional housing facility for the purposes of determining that the provisions of this Ordinance are fully complied with. It shall be unlawful for any licensee to fail to allow such inspection officer access to the premises or hinder such officer in any manner.~~

Section 17. License Fees

~~The~~ Any license fees required by this Ordinance shall be paid at the Treasurer's Office before the granting of said license. License Fees shall be those set by Resolution of the Township Board. In the event the transitional housing facility contains more than one dwelling unit, even though only one license is required for each individual building, a fee shall be paid for each individual dwelling unit contained within each licensed building to cover the costs associated with the inspection of each individual dwelling unit.

Section 18. Late Renewals

All fees for the renewal of any license which are not paid at the time they are due shall be paid as "late fees" with an additional twenty-five (25%) percent of the license fee required for such licenses for the first fifteen (15) days that such license fee remains unpaid, and after 15 days, the initial license fee with an additional fifty (50%) percent of such fee.

Section 19. Exhibition of License

The transitional housing facility license shall always be exhibited in a conspicuous place on the premises. Every licensee shall produce its/his/her license for examination when applying for a renewal thereof or when requested to do so by a Township police officer or by any person representing the Township.

Section 20. Displaying Invalid License

No person shall display any expired license or any license for which a duplicate has been issued.

Section 21. Transferability; Misuse.

No license issued under the provisions of this Ordinance shall be transferable unless specifically authorized by the provisions of this Ordinance. Unless specifically authorized by this Ordinance, no licensee shall transfer or attempt to transfer its/his/her license to another or make any improper use of the same.

Section 22. Misuse; Automatic Revocation

Unless specifically authorized by this Ordinance, in addition to the general penalty provision for violation of this Ordinance under Section 29, any attempt by a licensee to transfer its/his/her license to another or to use the same improperly shall result in the automatic revocation of such license or permit.

Section 23. Suspension or Revocation of License; Notice of Hearing

(a) When any of the provisions of this Ordinance are violated by the licensee, an employee, or independent contractor of the licensee, or individuals residing in the transitional housing facility, and/or when any licensee, employee or independent contractor, or individuals residing in the transitional housing facility are engaged in any conduct which violates any State law or Township ordinance, or for any good "cause," the Township may suspend or revoke the license after notice and a hearing. The term "cause" as used in this Ordinance includes the doing or omitting of any act or permitting any condition to exist in connection with the transitional housing facility, which act, omission or condition is contrary to the health, safety and welfare of the public; is unlawful, irregular or fraudulent in nature, is unauthorized or beyond the scope of the license issued, or is forbidden by this Ordinance or any other law. "Cause" shall include, but not be limited to:

- (1) Acts, omissions or conditions that are contrary to the health, morals, safety or welfare of the public;
- (2) Acts, omissions or conditions that are unlawful, irregular or fraudulent in nature.
- (3) The arrest and conviction of the licensee for any crime involving moral turpitude.
- (4) Acts, omissions, or conditions that are unauthorized or beyond the scope of the license granted.

- (5) Acts, omissions or conditions that are forbidden by the provisions of this Ordinance or any other duly established rule or regulation of the Township applicable to the business;
 - (6) Maintenance of a nuisance upon or in connection with the licensed premises, including, but not limited to, any of the following:
 - A. An existing violation(s) of building, electrical, mechanical, plumbing, zoning, health, fire or other applicable regulatory laws or ordinances,
 - B. A pattern of patron conduct in the neighborhood of licensed premises which is in violation of the law and/or disturbs the peace, order and tranquility of the neighborhood,
 - C. Failure to maintain the grounds and exterior of the licensed premises free from litter, debris or refuse blowing or being deposited upon adjoining properties.
 - D. Failure to maintain the grounds and exterior of the licensed premises in accordance with an approved site plan.
 - E. Failure to maintain the business or premises in compliance with any approved site plan or other approval granted by the Township, including but not limited to, a special land use approval and any conditions attached thereto.
 - F. Conducting the business in an unlawful manner or in such a manner as to constitute a breach of the peace or a menace to the health, morals, safety, or welfare of the public.
 - (7) Failure by the licensee to permit the inspection of the licensed premises by the Township's independent contractors or employees in connection with the enforcement of this Ordinance.
 - (8) Fraud or material misrepresentation in the application for a license or in the operation of the licensed business.
 - (9) "Cause" shall also include the nonpayment of personal property taxes, real property taxes or any other obligation due and payable to the Township relating to the licensed premises.
- (b) For conditions posing an imminent threat to the public health, safety and welfare of the community, transitional housing facility residents, employees or others, a compliance officer of the Grand Traverse County Health Department, Grand Traverse County Sheriff's Department, Grand Traverse Metro Fire Department, or the Township Building Official, Ordinance enforcement officer, Fire Chief or a police officer, with the approval of the Township Supervisor or his/her designee, is hereby granted the authority to suspend immediately, without notice or a hearing, any license granted hereunder. However, notice of the suspension shall be given to the licensee within seventy-two (72) hours from the time and date of suspension and the notice shall include the reason for the action. The notice of suspension to the licensee shall contain the effective date and time of such suspension. Notice

shall be hand-delivered to the licensee, manager, person in charge, or a resident of the transitional housing facility and sent by first class mail to the licensee's last known address. A copy of the notice shall be posted on the front of the transitional housing facility.

- (c) If the Building Official, Ordinance Enforcement Officer, Grand Traverse County Sheriff, Grand Traverse Metro Fire Chief or a police officer, and/or other Township, State or County official or employee, determines that any licensee, employee or independent contractor, or individual residing in the transitional housing facility is engaged in any conduct which violates any State law or Township ordinance, or is in violation of this Ordinance, the respective official shall prepare a report in writing specifying (1) the specific factual details of such violation(s), and (2) the particular Ordinance subsection(s) violated. The original report shall be filed with the Township Supervisor, who shall provide a copy to the Township Board, and serve a copy of such report upon the licensee or its authorized agent or employee personally or by registered mail.
- (d) Within twenty (20) days from the date the report has been filed with the Township Board, the Township Clerk shall set a date for a hearing before the Township Board on the alleged violation(s) for a determination by the Township Board as to whether the Township Board shall suspend or revoke the license. Notice of the hearing shall be served by the Township Clerk [or his/her designee](#) upon the licensee, manager, or person in charge personally or by registered mail not less than seven (7) days before a scheduled hearing date. The notice shall advise the licensee of its right to be represented by legal counsel at the hearing before the Township Board. Additionally, a copy of the notice shall be posted on the front of the transitional housing facility. The notice shall indicate that the Township has initiated suspension and/or revocation proceedings before the Township Board and state the reason(s) why the Township is requesting a suspension or revocation. The notice shall state the location of the hearing and the date and time that the licensee may appear before the Township Board to give testimony and show cause why the transitional housing facility license should not be suspended or revoked.
- (e) At all such hearings, the licensee shall have the legal right to defend against the allegations made by way of confronting any adverse witnesses, by being able to present witnesses in its own behalf, by being allowed to present arguments, personally or through legal counsel in its own behalf.
- (f) The Township Board shall hear evidence and testimony by Township Departments and other concerned individuals regarding the request for suspension or revocation. The licensee shall be allowed to present evidence and testimony at the hearing as to why the license should not be suspended or revoked. After the hearing, the Township Board can revoke the transitional housing facility license, deny the suspension or revocation of the license, or suspend the license for a specific period to require the licensee to take corrective actions as set out in a Resolution of the Township Board before the license will be restored.
- (g) The Township Board shall prepare a written statement of its findings within thirty (30) days of the conclusion of all such hearings and shall serve such findings with the licensee either personally or by registered mail. If the Township Board decides that the license shall be

suspended or revoked, the licensee shall forthwith surrender the same to the Township Clerk and shall not thereafter conduct, operate, rent, or lease the transitional housing facility for which the license was granted unless and until the license is restored and a new license issued to him/her/it.

- (h) If the licensee fails to take corrective action by the date specified by Resolution of the Township Board, the license shall be revoked. Upon suspension or revocation of any license, the Township Clerk shall not issue a new license to the licensee without prior approval of the Township Board.
- (i) The licensee may appeal the final decision of the Township Board to the Grand Traverse County Circuit Court.

Section 24. Sale, Transfer, or Change of Location

Upon sale of a transitional housing facility, the license issued therefore shall become null and void. A new application shall be filed as provided in this Ordinance prior to the leasing, renting, operating, or occupying of the transitional housing facility. It shall be the duty of all licensees having knowledge of the sale of a transitional housing facility to immediately report such sale to the Township Clerk [or his/her designee's office](#). The failure to do so shall be a violation of this Ordinance punishable as set forth in Section 30 and shall result in an immediate suspension of the transitional housing facility license.

Section 25. Financial Assurances

Where the provisions of this Ordinance require that the applicant for any license furnish a financial assurance, such financial assurance shall be furnished in an amount deemed adequate by the Township Clerk [or his/her designee](#), or where the amount thereof is specified in this Ordinance or by Resolution of Township Board, in the amount so required. The form of such financial assurance shall be acceptable to and approved by the Township attorney.

Section 26. Expiration of Transitional Housing Facility License

All licenses issued under this Ordinance shall expire either:

- (a) One (1) year from the date of issuance; or
- (b) Any time the ownership of the premises changes; or
- (c) Any time the license is suspended or revoked, whichever occurs first.

Section 27. Renewal of Transitional Housing Facility License

Unless otherwise provided in this Ordinance, an application for renewal of a license shall be considered in the same manner as an original application. Should an application for renewal of an existing license be denied by the Township, the denied applicant may appeal said decision by filing

with the Township Clerk or his designee a written request for a hearing before the Township Board. Such request must be served upon the Township Clerk within two (10) days of the applicant's receipt of the denial notice. To obtain renewal of a business license:

- (a) The applicant(s) shall present the following information to the Township Clerk or his/her designee's office.
- (1) A sworn affidavit by the applicant(s) stating that the matters contained in the original application have not changed, or if they have changed, specifically stating the changes that have occurred.
 - (2) The names, addresses, birth dates and driver's license numbers of each owner and individual who will be a manager, acting manager or in charge of each facility.
- (b) ~~The application shall be referred to the Grand Traverse County Sheriff's Department, who shall investigate the criminal history of the applicant(s). Inspections shall be conducted by appropriate departments of the~~ Authorized Township Officials to verify that ~~all building, mechanical, plumbing, electrical and fire~~ the requirements of all applicable Township Ordinances are being met prior to renewal of the license.

Section 28. Applicability of Regulations to Existing Businesses

The provision of this Ordinance shall be applicable to all transitional housing facilities, whether the transitional housing facility or was established before or after the effective date of this Ordinance. However, those transitional housing facilities existing prior to the date of adoption of this Ordinance will have a 60-day grace period from the date of adoption within which to comply with all the conditions and requirements of this Ordinance set forth herein. The Township shall send written notice to all known transitional housing facilities operating in the Township when this Ordinance is adopted. Such notice shall be sent by certified mail to the property owner of record and to each occupant located on the property.

Section 29. Exemptions

The provisions of this Ordinance shall not apply to any agency of the United States of America, the State of Michigan, or any political subdivision thereof.

Section 30. Violation and Penalty

Violation of a provision of this Ordinance is a municipal civil infraction. In addition, a violation of this Ordinance is hereby declared to be a *nuisance per se* and the Township specifically reserves the right to proceed in any court of competent jurisdiction to obtain an injunction, restraining order or other appropriate remedy to compel compliance with this Ordinance. Every day on which any violation of this Ordinance continues constitutes a separate offense and shall be subject to penalties and sanctions as a separate offense.

Section 31. All Ordinances inconsistent herewith are hereby repealed.

Section 32. Effective Date.

This Ordinance will become effective seven (7) days following its publication in a newspaper in general circulation within the Township as provided by law.

At a regular meeting held on _____, a motion was offered by _____, with support from _____, to approve the foregoing Ordinance No. ~~77~~. The motion carried as follows in a roll call vote.

Upon roll call vote, the following voted:

YES:

NO:

ABSENT:

ORDINANCE NO. ~~77~~ ADOPTED.

Chuck Korn, Supervisor

Lanie McManus, Clerk

CERTIFICATE

I, Lanie McManus, the Clerk of Charter Township of Garfield, do hereby certify that the above is a true and correct copy of Ordinance No. ~~77~~ which was adopted by the Township Board of the Charter Township of Garfield on the ~~14th~~ day of ~~June~~, 202~~2~~. Garfield Township Ordinance No. ~~77~~ shall take effect upon the expiration of seven (7) days following publication.

Dated:

Lanie McManus, Clerk

Introduced: ~~May 10, 2022~~

Adopted: June 14, 2022

Published: June 19, 2022

Effective: June 26, 2022



MEMO

To: Garfield Township Trustee

Re: Franciscos' Sanitary Sewer Service

From: Jennifer Graham (Hodges), GFA

Date: June 8, 2022


Francisco's Deli/store, located at 2770 Silver Lake Road has expressed a desire to convert one of their vacant office spaces into a restaurant/bar. Based upon their communication with the GTC Health Department they were advised they do not have a large enough existing drainfield nor available land to construct additional. Therefore, representatives for Franciscos' contacted Township staff to inquire on availability of municipal sanitary sewer service. Review of the location depicts the nearest sanitary sewer to be located approximately 1,800 LF from either the east or southwest. Additional research of topography, site conditions and existing infrastructure further indicates and supports the ability to accommodate service. Budgetary costs were provided to both the Township and interested party of approximately \$285,000 to construct the main extension in compliance with the Township Design and Specification requirements.



In follow up it was the request of the representatives from Franciscos to proceed with extension and connection to the municipal sewer. Several methods were discussed, and it was our understanding that Franciscos' would like to request the Township provide funding assistance through the Lateral Charge Process.

To proceed in this route, the Township would both fund and manage the project through the use of their consultant GFA. All costs including construction would be paid up front by the Township and upon completion an assessment established for the property owners that the new main fronts to pay back costs upon connection. This assessment (lateral charge) would be defined either by frontage, acreage, REUs, etc that is best representative for each parcel and can be financed over 5 or 20 years at current Treasury Bill + Interest.

This method has been used several other times recently as opposed to a Special Assessment District including Randolph Street, Oak Terrace and Pineview to name a few.

		Charter Township of Garfield	
		Planning Department Report No. 2022-54	
Prepared:	June 9, 2022	Pages:	1
Meeting:	June 14, 2022	Attachments:	<input checked="" type="checkbox"/>
Subject:	Master Plan – 2022 Draft Community Survey Questionnaire		

BACKGROUND:

In 2015, Garfield Township conducted a community survey by mailing a questionnaire to a random sample of residents within the Township.

MASTER PLAN:

In preparation for the update of the Master Plan, Staff has drafted a new questionnaire to be used in a community survey conducted in a similar manner. Some of the questions from the 2015 survey were used and some new questions were added. The questionnaire was developed to be most effective in providing guidance towards the development of the Master Plan. At its meetings on April 27 and May 25, the Planning Commission reviewed the questionnaire and provided feedback.

At its meeting on June 8, the Planning Commission approved the attached final draft of the questionnaire and recommended it be forwarded to the Township Board for review and approval.

ACTION REQUESTED:

The Board has should review the questionnaire and make any changes. Should the questionnaire be acceptable, the following motion is provided for Board consideration:

MOTION THAT the 2022 Community Survey Questionnaire BE APPROVED.

Additional information should be added to the motion as deemed necessary by the Township Board.

Attachments:

1. Master Plan – 2022 Draft Community Survey Questionnaire

You've been selected for the
2022 CHARTER TOWNSHIP OF GARFIELD COMMUNITY SURVEY

The Charter Township of Garfield Planning Commission is working to develop a new master plan that establishes long-term goals, policies, and strategies for growth of the Township. You have been randomly selected to complete this survey so that the Planning Commission can understand the interests of our residents. Thank you for your willingness to complete this brief questionnaire. It should be completed by an adult in your household and will only take a few minutes of your time. If you prefer, please take this survey online by using the following QR code:

<Insert QR code here>

DRAFT

If you have any questions, feel free to contact the Planning Department at 941-1620.

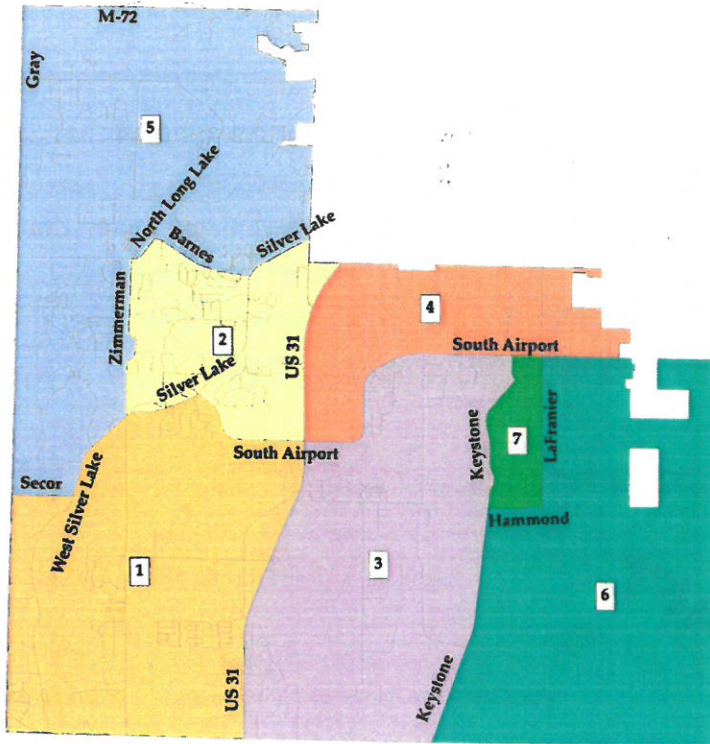


**Charter Township of Garfield
Planning Commission
3848 Veterans Drive
Traverse City, MI 49685**

**www.garfield-twp.com
(231) 941-1620**

1. Looking at the map below, check the box that corresponds to the area where you live. Note: this is your voting precinct.

Area: 1 2 3 4 5 6 7



2. What is the approximate age of yourself and of all other members of your household? (Check all that apply)

Age:	Number of persons:
<6 years	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4
7-12 years	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4
13-17 years	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4
18-25 years	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4
26-35 years	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4
36-45 years	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4
46-55 years	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4
56-65 years	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4
>66 years	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4

3. How long have you lived in Garfield?

- 0 to 1 years
- 2 to 5 years
- 6 to 10 years
- 11 to 15 years
- 16 to 20 years
- 21+ years

4. How likely are you to move within the next year?

- Very likely
- Somewhat likely
- Not at all likely

5. If you are at least somewhat likely to move next year, why are you moving? (If you are not likely to move, please skip this question. Check all that apply.)

- Into a newer / larger home
- Into a smaller home (downsizing)
- Into a condominium development
- Into a barrier-free or retirement home
- To be closer to an existing job in the TC area
- We are moving away from the TC area for other reasons (job relocation, to be closer to family, etc.)

For other reasons. Please specify:

6. Why did you choose where you live today? (Check all that apply)

- Availability
- Affordability
- Tax rate
- Safe neighborhood
- Proximity to family and friends
- Open space / nice views
- Sidewalks / trails are nearby
- Close to work / school
- Close to shopping / restaurants
- Close to parks / recreation

For other reasons. Please specify:

7. The Items I feel most satisfied with related to quality of life in Garfield are: (Check all that apply)

- Affordability / Cost of living
- A strong, stable economy
- Relationship to nature
- Feeling of safety and security
- Educational opportunities
- Access to public services
- Feeling of community

8. For the future, I would like Garfield to focus on the following: (Check your top three)

- Housing choices and affordability
- Employment opportunities
- Quality and quantity of parks and open space
- Improve transportation options
- Protect the natural environment
- Increase entertainment and food choices
- Increase shopping opportunities
- Improve image and character of Garfield

9. Do you think Garfield should have more housing? If so, what types of housing should be encouraged in Garfield?

- Single Family Subdivisions
- Single Family Rural Lots
- Townhouses/Condos for Single Family Homeowners
- Duplexes
- Triplexes, Quadplexes
- Apartments for Renters
- Mobile Home Subdivisions
- Senior Living/Independent Living
- Accessory Dwelling Units (i.e., granny flats)

10. What types of housing should be encouraged in the area where you live?

- Single Family Subdivisions
- Single Family Rural Lots
- Townhouses/Condos for Single Family Homeowners
- Duplexes
- Triplexes, Quadplexes
- Apartments for Renters
- Mobile Home Subdivisions
- Senior Living/Independent Living
- Accessory Dwelling Units (i.e., granny flats)

1. Do you think Garfield Township is developing...

- Too quickly About right Too slowly No opinion

12. Please indicate whether you agree or disagree with the following statements:

a. Garfield should incentivize redevelopment of outdated commercial and industrial areas.

- Strongly Agree Agree Disagree Strongly Disagree

b. Outer edges of Garfield should stay mostly residential and agricultural in character.

- Strongly Agree Agree Disagree Strongly Disagree

c. Large, new housing developments should include a variety of housing types (i.e., single family homes, duplexes, apartments, etc.)

- Strongly Agree Agree Disagree Strongly Disagree

d. Efforts should be made to retain agricultural land in Garfield.

- Strongly Agree Agree Disagree Strongly Disagree

e. I want more paved bicycle paths and sidewalks in the area where I live.

- Strongly Agree Agree Disagree Strongly Disagree

f. Garfield should fund the construction of bike paths and sidewalks in the form of a millage, grants, general fund, or other funding source.

- Strongly Agree Agree Disagree Strongly Disagree

g. Garfield should fund the improvement of commercial corridors, such as South Airport Road, through limiting signs, building sidewalks, reducing driveways, adding trees, etc.

- Strongly Agree Agree Disagree Strongly Disagree

h. Garfield should direct dense, multifamily residential development to places which are closer to Traverse City.

- Strongly Agree Agree Disagree Strongly Disagree

i. I wish there was a park closer to my home.

Strongly Agree Agree Disagree Strongly Disagree

j. Garfield should purchase more parkland.

Strongly Agree Agree Disagree Strongly Disagree

k. Garfield should permit winery tasting rooms.

Strongly Agree Agree Disagree Strongly Disagree

l. Garfield should permit marijuana dispensaries.

Strongly Agree Agree Disagree Strongly Disagree

m. Garfield should permit short term rentals.

Strongly Agree Agree Disagree Strongly Disagree

n. Garfield should permit accessory dwelling units (i.e., granny flats).

Strongly Agree Agree Disagree Strongly Disagree

o. Garfield should permit buildings taller than four stories.

Strongly Agree Agree Disagree Strongly Disagree

p. A new state law allows townships to change their names. Garfield should change its name.

Strongly Agree Agree Disagree Strongly Disagree

Any other comments? Provide them here:

THAT'S IT!

THANK YOU FOR YOUR TIME & INPUT

Please fold this survey and send it back
in the enclosed return envelope.

No stamp is necessary!

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

RESOLUTION # 2022-09-T

**RESOLUTION ADOPTING A REVISED FEE SCHEDULE COVERING VARIOUS PLANNING,
ZONING, LAND USE, MAPPING AND LICENSE FEES**

WHEREAS, the Charter Township of Garfield has an adopted fee schedule; and

WHEREAS, the Charter Township of Garfield has reviewed the adopted Fee Schedule and has determined that a revised Fee Schedule is necessary and appropriate; and

WHEREAS, the Charter Township of Garfield has determined that it is in the best interests of the Township and its residents to adopt a revised Fee Schedule;

NOW, THEREFORE, BE IT RESOLVED:

1. **THAT** the revised Charter Township of Garfield Fee Schedule, attached hereto as Exhibit "A" and made a part of this resolution, is hereby adopted by the Charter Township of Garfield.
2. **THAT** the previous Charter Township of Garfield Fee Schedule, adopted by resolution 2022-02-T, is hereby repealed.
3. **THAT** this resolution and the Fee Schedule attached hereto shall be in full force and effect from and after its approval.

Moved:

Supported:

Ayes:

Nays:

Absent and Excused:

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 #2022-09-T which was adopted by the Township Board of the Charter Township of Garfield on the 14th day of June, 2022.

Dated: _____

Lanie McManus, Clerk
Charter Township of Garfield

Charter Township of Garfield Fee Schedule

Proposed - June 14, 2022

PLANNING COMMISSION/DEPARTMENT APPLICATION FEES	
Site Plan Reviews	
Site Diagram	\$50*
Administrative Site Plan	\$400
Site Development Plan	\$400**
Special Use Permits (SUP), Planned Unit Developments (PUD), and Planned Unit Residential Developments (PURD)	
New Application	\$1,000
Major Amendment	\$800
Minor Amendment	\$600
Administrative Amendment	\$400
Request for Extension of Approval	\$100
Condominium Development / Site Condominium Subdivision / Platted Subdivision	
New Application or Major Amendment	\$1,000 + \$30 per lot/unit
Minor Amendment	\$400
Conceptual Reviews	
With no notice	\$100
With direct mail notice only	\$150
With full public notice	\$300
Petitions for Zoning Ordinance Amendments	
Map Amendment (Rezoning)	\$800
Text Amendment	\$1,200
Conditional Rezoning	\$1,200
Other Fees	
Completeness Review (after the first 2)	\$150
Petition for Master Plan Amendment	\$1,200
Medical Marijuana Cultivation	\$250
Child Care, Small Group Home (7-12) Review	\$200
Planned Development / C-P Sign Review	\$400
*waived when submitted with a Land Use Permit application	
**waived when submitted with a Special Use Permit application	

RESIDENTIAL LAND USE PERMITS	
Single Family Dwelling	\$50
Residential Additions	\$50
Residential Garages	\$50
Assessory Uses	\$50
Two Family (Duplex) Dwelling	\$50 per unit
Multi-Family Dwelling	\$50 + \$20 per unit / per structure
Manufactured Home Park	\$50 + \$20 per site

OTHER LAND USE PERMITS	
Agricultural Buildings	\$50
Structures up to 1,000 sf	\$50
1,001 to 5,000 sf	\$100
5,001 to 7,500 sf	\$150
7,501 to 10,000 sf	\$200
10,001 sf +	\$250
No structure yet uses that require a permit	\$50

PARK FACILITY RESERVATIONS		
Silver Lake Recreation Area	Resident	Non-Resident
Playground Pavilion - 4-Hour	\$15	\$20
Playground Pavilion - All Day	\$25	\$35
Dog Park Pavilion - 4 Hour	\$20	\$35
Dog Park Pavilion - All Day	\$40	\$50
Bill's Pavilion - 4-Hour	\$25	\$40
Bill's Pavilion - All Day	\$45	\$60
Multi-Purpose Fields - 4-Hour	\$50	\$65
Multi-Purpose Fields - All Day	\$85	\$100
River East Recreation Area Pavilion - 4-hour	\$20	\$35
River East Recreation Area Pavilion - All Day	\$40	\$50
Recurring Reservation	Board Approval	

DOCUMENT FEES	
Zoning Verification Letter	\$50
Zoning Determination Letter	\$100

MARIJUANA SAFETY COMPLIANCE FACILITIES	
Initial License Application	\$2,500
Annual Renewal of License	\$500

TRANSITIONAL HOUSING FACILITIES	
Initial License Application	\$2,500
Annual Renewal of License	\$1,000

ZONING BOARD OF APPEALS	
Variance / appeal / interpretation requests	
Single-family residence & Accessory uses	\$400
Two-family residence & Accessory uses	\$400
Residential Developments	\$750
Non-residential	\$750

LAND DIVISIONS AND COMBINATIONS	
Land Divisions	
2 parcels created	\$150
3-4 parcels created	\$50/parcel
5-10 parcels created	\$40/parcel
11+ parcels created	\$30/parcel
Platted Lot Combinations	\$25/lot
Metes and Bounds Lot Combinations	
With a survey	\$25/parcel
Without a survey - 2-3 parcels	\$150
Without a survey - 4+ parcels (minimum fee, dependent on project complexity)	\$25/parcel
Boundary adjustment/property transfer	\$50
Conceptual land division review/parcel	\$35

PAYMENT IN LIEU OF TAXES	
Application Fee (non-refundable)	\$1,500

OUTDOOR SALES / EVENTS / SIGNS / GATHERING	
Temporary Outdoor Sales (per ord. regs)	\$40
Non-Profit Temporary Outdoor Event (1)	\$10
Sign Permit Application (per sign)	\$50
Outdoor Gathering License	\$50
(1) Events include food drives, clothes drives and similar uses	

SPECIAL MEETINGS	
Planning Commission	\$1,500
Zoning Board of Appeals	\$1,200
Township Board	\$1,500
All special meeting fees are in addition to application fees.	

MAPS AND GIS - SPECIALTY MAPS	
Minimum Fee	\$35
Maximum Fee	\$39.75/hour
Per Parcel Fee	\$0.50

Requests for digital formats (e.g., shapefiles) of Township GIS data shall be made through a Freedom of Information Act (FOIA) request. Township GIS data includes parcels, aerial imagery, topography, zoning, utilities, future land use, environmental data, etc.

COPY REQUESTS		
Base Cost	\$26.49/hour	
Cost per Sheet	Black/White	Color
8 1/2" x 11" (Letter) or 8 1/2" x 14" (Legal)	\$0.10	\$0.15
11" x 17"	\$0.13	\$0.18
Plotter: up to 24" x 36"	\$5.00	\$20.00
Plotter: larger than 24" x 36" - custom quote based on size		

INDUSTRIAL FACILITY TAX ABATEMENTS	
New Facility & Speculative	\$750
Rehabilitation Facility	\$1,000

LATE FEES	
100% of application fee, or \$500.00, whichever is less	
Fees may be waived in whole or part by the Township Board	