

**CHARTER TOWNSHIP OF GARFIELD  
TOWNSHIP BOARD MEETING**

Tuesday, August 10, 2021 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 – July 27, 2021 (Recommend Approval)
- b. Bills -  
General Fund \$26,790.13  
(Recommend Approval)
- c. Resolution 2021-22-T – a Resolution to Amend the Budget in the General Fund  
(Recommend Approval)
- d. Resolution 2021-23-T – a Resolution to Amend the Budget in the Park Fund  
(Recommend Approval)

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

5. **Correspondence**

6. **Reports**

- a. County Commissioner's Report
- b. Sheriff's Report
- c. Planning Department Report for August – PD 2021-103
- d. Parks & Rec Report
- e. Clerk's Report
- f. Supervisor's Report

7. **Unfinished Business**

8. **New Business**

- a. Chief Pat Parker – Grand Traverse Metro Fire Department Budget Assumptions/Issues – Introduction and schedule for public hearing on September 14, 2021
- b. Consideration of bid for the pressure reducing valve stations (PRVS) for Cedar Run Rd, US Highway 31 and StoneRidge
- c. Presentation of Park User Survey Results - PD 2021-109
- d. Consideration of naming a trail after Norm Fred in the River East Recreational Area
- e. Consideration of bids for janitorial services for the Township Hall and the restroom facilities at Silver Lake Recreation Area

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**  
**July 27, 2021**

Supervisor Chuck Korn called the Town Board Meeting to order at the Garfield Township Hall on July 27, 2021 at 6:01p.m.

**Pledge of Allegiance**

**Roll Call of Board Members**

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

Staff Present: Planning Director John Sych

1. **Public Comment (6:02)**  
None
2. **Review and Approval of the Amended Agenda - Conflict of Interest (6:02)**  
*Agostinelli moved and Schmuckal seconded to approve the agenda as presented.*

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

3. **Consent Calendar (6:02)**
  - a. **Minutes**  
July 13, 2021 Regular Board Meeting  
(Recommend Approval)
  - b. **Bills**

(i)	General Fund	\$40,998.00
	(Recommend Approval)	
(ii)	Gourdie-Fraser	
	Developer's Escrow Fund – Storm Water	
	Reviews, Utility Plan Review, Oversight &	
	Closeout	\$ 3,851.25
	<u>Utility Receiving Fund</u>	<u>\$11,788.73</u>
	Total	\$15,639.98
	(Recommend Approval)	
  - c. **MTT Update (Receive and File)**

*Duell moved and McManus seconded to approve the consent calendar as presented.*

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

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

None

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

a. **Grand Traverse Conservation District June 2021 Report**

6. **Reports**

a. **Construction Report (6:05)**

Township Engineer Jennifer Hodges reviewed her written report which indicated that bids would be opened for various Pressure Release Valves throughout the township. The Cass Road drain project is complete and the road is open. She indicated that she attended a pre-construction meeting at East River Park and work should begin in August. She is busy with plan reviews for several proposed developments.

b. **GT Metro Fire Report (6:09)**

Assistant Chief Tony Posey reported that there were 455 calls in Garfield Township in June and 271 of those were medical calls. A new breathing air compressor was purchased and six new lieutenants were named in the Metro organization as of July 1<sup>st</sup>. Metro emergency employees attended a training at Traverse City Light and Power because of a substation incident.

c. **MMR Report (6:17)**

Paul Owens, MMR Operations Manager, reviewed the call response time for the various calls and said that they have a shift change to provide better coverage beginning in August. MMR is offering monetary incentives to help fill gaps in staffing.

d. **County Commissioner's Report (6:30)**

County Commissioner Brad Jewett said new software was installed in Clerk's Office which would help the general public and would be live in a few weeks. The MERS pension is funded at 53% and commissioners are still discussing bonding the pension plan. There will be a public hearing on Oakleaf Village as an EDC requirement.

e. **Building Committee's Report (6:32)**

Duell said the Building Committee met concerning the roof and it will be bid out by Grand Traverse Construction. He explained the problems with the roof and said that a new plywood layer will be placed down and either



new shingles or a metal roof would be placed on top. Grand Traverse Construction will handle the project. Ray Kendra of Environmental Architects spoke about the details for the roofing project.

*Agostinelli moved and Blood Law seconded to move forward with Mr. Kendra's suggestions and allow him and GT Construction to bring their ideas and bids to the building committee and then to the board.*

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

**f. Treasurer's Report (6:54)**

Blood Law said that her report was submitted in writing and she commented on the water and sewer funds.

**g. Supervisor's Report (6:57)**

Supervisor Korn stated that he toured the township after the heavy rains and Cass Road drainage was working well. The July Board of Review was uneventful and the Metro board approved their 2022 budget. Developers are working together for the installation of water and sewer on LaFranier Road.

**7. Unfinished Business (6:59)**

**a. PD 2021-100 –Marihuana Ordinance and Policy Considerations**

Sych updated board members on the marihuana ordinance and proposed policy changes. A possible police power ordinance would be needed to allow safety compliance facilities in the township and the zoning ordinance would need to be amended to pinpoint the location where these facilities could exist. The action must be timed to that they are adopted concurrently.

**8. New Business**

**a. Consideration of Adopting the Federal Procurement Conflict of Interest Policy (7:02)**

*Agostinelli moved and Schmuckal seconded to adopt the Federal Procurement Conflict of Interest policy as presented.*

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

**b. Consideration of accepting letter of resignation from Treasurer Jeane Blood Law effective August 19, 2021 (7:03)**

*Schmuckal moved and Duell seconded to accept, with regret, Jeane Blood Law's resignation from the Treasurer position effective August 19, 2021.*

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

*Nays: None*

**c. Consideration of appointing Chloe Macomber to the vacant Treasurer position serving from August 20, 2021 until November 20, 2022. (7:04)**

Board members discussed the proposed appointment.

*Schmuckal moved and McManus seconded to appoint Chloe Macomber to the vacant Treasurer position for a term beginning on August 20, 2021 through November 20, 2022.*

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

*Nays: None*

*Abstain: Blood Law*

**9. Public Comment: (7:11)**

Blood Law said that this will be an easy and smooth transition for the position of Treasurer and stated that it was important to bring younger people into the township.

Brad Jewett commented on the township roof project and asked for more bids since taxpayer money would be spent.

Jennifer Hodges spoke about the roofing project and congratulated both Blood Law and Macomber on their future endeavors.

Chloe Macomber thanked the board for their support in appointing her to the treasurer position.

**10. Other Business (7:16)**

None

**11. Adjournment**

*Korn adjourned the meeting at 7:18pm.*

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

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

Check Date	Bank	Check #	Payee	Description	GL #	Amount
07/28/2021	GEN	39863	AFLAC	AFLAC	101-000-227.001	795.90
07/28/2021	GEN	39864	AMERICAN HONDA MOTOR CO INC	BOR TAX REFUND	101-000-403.000	949.22
07/28/2021	GEN	39865	CITY OF TRAVERSE CITY	170975-98310	101-448-920.005	10.61
07/28/2021	GEN	39866	FIFTH THIRD BANK	SUPPLIES / EDUCATION / INK	101-101-726.000	314.92
07/28/2021	GEN	39866	FIFTH THIRD BANK	SUPPLIES / EDUCATION / INK	101-171-726.000	231.99
07/28/2021	GEN	39866	FIFTH THIRD BANK	SUPPLIES / EDUCATION / INK	101-171-960.000	628.61
07/28/2021	GEN	39866	FIFTH THIRD BANK	SUPPLIES / EDUCATION / INK	101-215-960.000	(50.00)
						<u>1,125.52</u>
07/28/2021	GEN	39867	FIFTH THIRD BANK	BRUSH DROP OFF / DOG WASTE BAGS	308-000-935.000	701.46
07/28/2021	GEN	39868	GARFIELD CHARTER TOWNSHIP	HSA	101-000-237.000	556.89
07/28/2021	GEN	39869	PACIFIC RIM CAPITAL INC	BOR 2020 TAX ADJUSTMENT	101-000-403.000	2,524.70
07/28/2021	GEN	39870	PRINCIPAL LIFE INSURANCE COMPANY	LIFE / DENTAL	101-851-873.030	1,436.69
07/28/2021	GEN	39870	PRINCIPAL LIFE INSURANCE COMPANY	LIFE / DENTAL	101-851-873.040	322.23
						<u>1,758.92</u>
07/28/2021	GEN	39871	UNITED WAY	UNITED WAY	101-000-238.000	90.00
07/28/2021	GEN	39872	VERIZON	PHONES	101-265-850.000	306.75
07/28/2021	GEN	39873	VOYA INSTITUTIONAL TRUST COMPANY	DEFERRED COMP VF3202	101-000-227.000	1,890.00
07/28/2021	GEN	39874	WILDLIFE & WETLANDS SOLUTIONS	GALERUGELLA BEETLES	308-000-935.000	967.50
08/04/2021	GEN	39875	ANNE WENDLING	CONTRACTED SVCS	101-101-805.000	181.00
08/04/2021	GEN	39875	ANNE WENDLING	CONTRACTED SVCS	101-400-805.000	181.00
						<u>362.00</u>
08/04/2021	GEN	39876	BECKY ROHDE	PARK REFUND	101-000-476.004	40.00
08/04/2021	GEN	39877	CONSUMERS ENERGY	10001811597	101-448-920.005	120.97
08/04/2021	GEN	39878	ESCH LAWN MAINTENANCE, LLC	WOODMERE - JULY	101-265-935.602	635.00
08/04/2021	GEN	39879	ESCH LAWN MAINTENANCE, LLC	SILVER LAKE PARK - JULY	308-000-935.000	1,920.00
08/04/2021	GEN	39880	GRAND TRAVERSE CONSERVATION DI	RIVER EAST - APRIL 2021 - SEEDLINGS	308-000-935.000	5,129.25
08/04/2021	GEN	39881	GRID4 COMMUNICATIONS, INC.	PHONES	101-265-850.000	1,068.50
08/04/2021	GEN	39882	HOME DEPOT CREDIT SERVICES	LIGHT STRIP, SWITCH BOW, TRASH CAN	101-265-726.003	38.80
08/04/2021	GEN	39883	HOME DEPOT CREDIT SERVICES	PAINT, SPECTRACIDE, QUIKRETE	308-000-935.000	212.50
08/04/2021	GEN	39884	INTEGRITY BUSINESS SOLUTIONS	FOLDERS, PAPER CLIPS, CALCULATORS	101-101-726.000	21.41

3.b.

Check Date	Bank	Check #	Payee	Description	GL #	Amount
08/04/2021	GEN	39884		FOLDERS, PAPER CLIPS, CALCULATORS	101-171-726.000	159.98
08/04/2021	GEN	39885	NORTHERN OFFICE EQUIP	SVC CONTRACT	101-101-726.002	181.39
08/04/2021	GEN	39886	PIVOT POINT PARTNERS, LLC	LICENSE FEE, CLOUD SPACE	101-171-965.000	273.37
08/04/2021	GEN	39887	REIX INC. DBA LEXISNEXIS	LEXIS NEXIS	101-101-801.002	2,493.60
08/04/2021	GEN	39888	RUBY CLEANING SERVICE	CONTRACTED SVCS	101-265-935.603	61.80
08/04/2021	GEN	39889	RUBY CLEANING SERVICE	CONTRACTED SVCS	308-000-935.000	1,150.00
08/04/2021	GEN	39890	STAPLES	BINDER CLIPS, 3 RING BINDER, PAPER	101-101-726.000	200.00
08/04/2021	GEN	39891	TEMPERATURE CONTROL	VAV ACTUATOR RE-LINKED/CONNECTED, REBOOT CON	101-265-935.608	170.98
<b>TOTAL - ALL FUNDS</b>						<b>26,790.13</b>

GL TOTALS	Amount
101-000-227.000	1,890.00
101-000-227.001	795.90
101-000-237.000	556.89
101-000-238.000	90.00
101-000-403.000	3,473.92
101-000-476.004	40.00
101-101-726.000	507.31
101-101-726.002	273.37
101-101-801.002	61.80
101-101-805.000	181.00
101-171-726.000	391.97
101-171-960.000	628.61
101-171-965.000	2,493.60
101-215-960.000	(50.00)
101-265-726.003	38.80
101-265-850.000	1,375.25
101-265-935.602	635.00
101-265-935.603	1,150.00
101-265-935.608	1,054.50
101-400-805.000	181.00
101-448-920.005	131.58
101-851-873.030	1,436.69
101-851-873.040	322.23
308-000-935.000	9,130.71
<b>TOTAL</b>	<b>26,790.13</b>

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

**RESOLUTION TO AMEND THE BUDGET**

**RESOLUTION #2021-22-T**

**BE IT HEREBY RESOLVED**, THAT budget amendment to increase line item 101-747-880-007 in General Fund (101) by \$800,000 and take it from General Fund Balance (101) be approved.

Moved:

Supported:

Yeas:

Nays:

Absent and excused:

The Chairman, Chuck Korn, declared the motion carried and Resolution 2021-22-T adopted this 10th day of August, 2021.

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Lanie McManus, Clerk

**CERTIFICATION**

I, Lanie McManus, Clerk of the Charter Township of Garfield, certify the above is a true and correct copy of Resolution 2021-22-T which was adopted by the Township Board of the Charter Township of Garfield on the 10th day of August, 2021.

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Lanie McManus, Clerk

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

**RESOLUTION TO AMEND THE BUDGET**

**RESOLUTION #2021-23-T**

**BE IT HEREBY RESOLVED**, THAT budget amendments to increase line items in the Park System Fund (308) to cover the wages for the new Park Steward. Line item 308-000-701.907 for \$16,750 and 308-851-8973-010 for \$1,275 and take it from Park Fund line item 308-000-880.008 for \$18,025 be approved.

Moved:

Supported:

Yeas:

Nays:

Absent and excused:

The Chairman, Chuck Korn, declared the motion carried and Resolution 2021-23-T adopted this 10th day of August, 2021.

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Lanie McManus, Clerk


**CERTIFICATION**

I, Lanie McManus, Clerk of the Charter Township of Garfield, certify the above is a true and correct copy of Resolution 2021-23-T which was adopted by the Township Board of the Charter Township of Garfield on the 10th day of August, 2021.

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Lanie McManus, Clerk



 <b>Charter Township of Garfield</b> <b>Planning Department Report No. 2021-103</b>			
Prepared:	August 2, 2021	Pages:	2
Meeting:	August 10, 2021 Township Board	Attachments:	<input type="checkbox"/>
Subject:	Planning Department Monthly Report for August 2021		

**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:

South22 SUP

- Location: Northwest Corner of LaFranier and Hammond Roads
- Development Description: Applicant proposes development of a 216-unit multi-family housing development.
- Status: Planning Commission will receive introduction of the special use permit application on 8/11/2021.

Chelsea Park PUD Minor Amendment

- Location: Hartman Road near US 31
- Development Description: Applicant has requested an amendment to the Chelsea Park PUD to change the building types in one phase of the development from four buildings with 12 units each to two buildings with 24 units each, and to decrease the total impervious area.
- Status: Planning Commission held a public hearing and approved the amendment on 7/14/2021.

BATA / Traverse City Housing Commission Mixed-Use Project PUD

- Location: Northeast corner of LaFranier and Hammond Roads
- Development Description: Proposed mixed-use Planned Unit Development with BATA headquarters facility and bus garage, bus transfer facility, apartments, single-family homes, day care center, and café.
- Status: Township Board granted Preliminary PUD approval on 5/25/2021. The project application is now in Final PUD review. The Township Engineer and staff has met with the applicant and applicants from neighboring developments (Village of LaFranier Woods PUD, Prince of Peace Church, and South22 Apartments) to coordinate water and sewer infrastructure improvements in the area of LaFranier and Hammond Roads.

Kensington Park PURD Minor Amendment

- Location: West of Cherryland Center (bounded by Floresta, Linden, Carson, and Woodward)
- Development Description: Applicant has requested removal of requirement to install sidewalks.
- Status: The applicant has requested withdrawal of this application. Acknowledgement of the request will be considered by the Planning Commission on 8/11/2021.

**PLANNING:**

Zoning Ordinance text amendment activity currently underway includes the following:

- Sign Text Amendment – In a public initiated application, Serra Automotive has made a request to amend the Township Zoning Ordinance to allow for additional freestanding signs in the C-L Local Commercial, C-G General Commercial, and C-H Highway Commercial Districts. Introduction of the text amendment will be considered by the Planning Commission at its meeting on 8/11/2021.
- Use Chart Project / Review of Articles 2, 3, and 7 – The Planning Commission has proposed changes to Articles 2, 3, and 7 of the Zoning Ordinance. The Planning Commission will hold a public hearing on 8/11/2021.
- Housing Assessment – The Planning Commission has started discussion on housing in the Township and will be evaluating the Zoning Ordinance and policies to identify ways to support improved housing opportunities.
- Marijuana Safety Compliance Facility – The Planning Commission has discussed zoning ordinance changes to accommodate marijuana safety compliance facilities. Based on direction from the Township Board and Planning Commission, Staff is working to present a complete package of zoning and police power ordinances and policies.

Other planning activities include the following:

- Lowe's to Grand Traverse Mall Service Drive – Staff is working with several property owners to have a service drive constructed between Lowe's and the Grand Traverse Mall.
- Guide to Development – Staff has started to create a Guide to Development that will provide developers, builders, and others with guidance on navigating Township permit processes. This guidebook will coincide with efforts to incorporate the BS&A Planning, Zoning & Engineering Module, a digital-based program for tracking of planning applications and land use permits.
- Winter Igloos – Interest to develop the concept of “winter igloos” has been suspended. The concept involved temporary “igloos” or similar structures that could be placed outdoors and rented to groups of people during the winter months.

**STAFF:**

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

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





**Charter Township of Garfield**  
**Parks Report**

**Silver Lake Recreation Area**

Resealing Parking Lot completed.

Cleaned up Wasp nets in various places.

Discussion of installing a 3<sup>rd</sup> dog park to allow large dog park turf to recover.

Purchased gate for well house enclosure.

Installing edging & rock border around well house enclosure.

Public Survey responses adding up on Website.

Clearing Shumac & growth from walking trail.

Need to replace countertop in Men's Bathroom.

Planning on resealing floors in bathrooms before Winter.

Met with two contractors about future Pickleball Courts.

## **Commons**

Cameras are up monitoring the kiosk near Greenspire & trail posts where graffiti has been occurring. New area near Cathedral Trail getting tagged. Staff covered it up & installed cameras.

Met with Planning Dept. on updates with deed restrictions & potential developer.

District & Staff removed a few down trees over trails.

Trail monitoring to deter camping. Nothing located in June.

Replaced missing trail map marker at Old Orchard Trail.

Walked problem areas with CPO's and found no new camps.

Mowing, trimming & pruning by Conservation District.

## **River East**

Waiting on signs from Traverse City Staff to install on their parcel (#05-022-002-50). Camping still occurring. Violation letter sent.

Met with Jennifer Hodges & Elmer's on site for Phase 1.

Researched well information. Cluff's Well Drilling inspected capped well and will quote opening back at up.

Electricity was hooked up back up to Templeton Barn. Panel installed.

Still addressing the encampment issues spreading out from Goodwill Inn & City Property. Met with City & Goodwill Inn Staff addressing encampments.

Harmless Reduction Staff came through week of July 20<sup>th</sup> to sweep for needles again.

Took additional 25-30 bags of trash out of railroad area. Same individuals. Citations issued for littering.

Conversations with our Staff & City Staff about the ongoing encampment issues.

### **Boardman Valley**

Parking lot transformation almost complete. Bollards arrived & Molon will bill out last portion.

Monitoring for encampments. Nothing to date found.

More boundary posts installed.

Posted & made contact later with two campers on Verizon Property. Both left and cleaned up their mess.

String trimmed the growth back around parking lot & Pickleball fences.

Adding a GFL Tote to BVNP. Contact with Pat Klein.

## **Miller Creek**

District removed a few more down trees on trails.

Pruned back walking trails.

Contacted American Waste about trash pick-up schedule.

Installing more boundary & rules posts near problem areas.

Mowing, pruning & trimming on trails as needed. District has helped.

Moved along a camper near sign. Been warned numerous times. Cleaned up behind him.

## **Kid's Creek**

Removed Chara (vegetation) and hauled over bank prior to fish stocking.

Harietta Hills could not get the hybrid bluegill. They did stock 100 rainbow trout.

Water temps have been around 60-64 degrees.

Multiple families & youth have been seen fishing & frogging.

Monitoring storm water run-off near the pond. Small breach over trail with major rain event of July 23<sup>rd</sup>.

Contact with TART & United Way – Born Learning Centers.  
Walked Buffalo Ridge Trail with Rep. (Seth Johnson).

Re-contact with Kohls about their plan to fix erosion issue.

Conservancy & our Zoning Dept. are monitoring.

**Trash Removal**

Estimated 15 yards of encampment trash hauled out from Verizon, & River East Properties.

Submitted August 4, 2021

Derek Morton

# Clerk's Report

For July 31, 2021

Submitted 8/05/21

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 July in the General Fund, you will find that we had a total of \$61,066.39 Revenues and \$185,313.27 Expenditures. For the year we have a total of \$2,890,833.79 Revenues and \$2,223,408.08 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

GL NUMBER	DESCRIPTION	2021		YTD BALANCE 07/31/2021	ACTIVITY FOR MONTH 07/31/2021	AVAILABLE BALANCE
		ORIGINAL BUDGET	AMENDED BUDGET			
Fund 101 - GENERAL OPERATING FUND						
Revenues						
Dept 000						
101-000-403.000	CURRENT REAL PROPERTY TAXES	1,900,000.00	1,900,000.00	1,769,889.65	18,791.13	130,110.35
101-000-407.000	DEL PERSONAL PROP TAXES	500.00	500.00	1,057.31	0.00	(557.31)
101-000-412.000	SWAMP TAX COLLECTIONS	50.00	50.00	0.00	0.00	50.00
101-000-414.000	Protested PRE Interest	500.00	500.00	660.59	0.00	(160.59)
101-000-423.000	TRAILER PARK FEES	8,500.00	8,500.00	4,587.00	0.00	3,913.00
101-000-445.000	PENALTIES & INT. ON TAXES	4,000.00	4,000.00	5,065.29	0.00	(1,065.29)
101-000-476.000	BUILDING PERMITS	150,000.00	150,000.00	167,595.00	12,806.00	(17,595.00)
101-000-476.001	PLANNING FEES	10,000.00	10,000.00	6,600.00	2,200.00	3,400.00
101-000-476.003	TREASURER FEES	500.00	500.00	450.00	0.00	50.00
101-000-476.004	PARK USE FEES	0.00	0.00	5,355.00	325.00	(5,355.00)
101-000-476.005	ZONING FEES	15,000.00	15,000.00	13,370.00	1,300.00	1,630.00
101-000-574.000	STATE SHARED REVENUE	1,350,000.00	1,350,000.00	734,443.00	0.00	615,557.00
101-000-574.001	STATE SHARED REV. - LIQUOR LA	20,000.00	20,000.00	13.75	0.00	19,986.25
101-000-612.000	CHARGES FOR TOWNSHIP SERVICES	8,000.00	8,000.00	1,080.89	200.00	6,919.11
101-000-627.000	TAX COLLECTION FEES	25,000.00	25,000.00	23,792.50	23,792.50	1,207.50
101-000-656.000	Ordinance Enforcement Fees	500.00	500.00	724.99	0.00	(224.99)
101-000-664.000	EARNED INTEREST	40,000.00	40,000.00	33,906.37	1,651.76	6,093.63
101-000-668.002	RENTS & ROYALTIES CABLE VIS	220,000.00	220,000.00	137,071.37	0.00	82,928.63
101-000-668.003	RENTS & ROYALTIES CABLE EQUIP	22,000.00	22,000.00	13,158.85	0.00	8,841.15
101-000-670.000	UNREALIZED LOSS ON INVESTMENT	0.00	0.00	(36,366.00)	0.00	36,366.00
101-000-676.000	REIMBURSEMENTS	100.00	100.00	8,104.93	0.00	(8,004.93)
101-000-676.001	Reimbursed Treasurer Legal Fees	600.00	600.00	273.30	0.00	326.70
Total Dept 000		3,775,250.00	3,775,250.00	2,890,833.79	61,066.39	884,416.21
TOTAL REVENUES						
		3,775,250.00	3,775,250.00	2,890,833.79	61,066.39	884,416.21
Fund 101 - GENERAL OPERATING FUND:						
TOTAL REVENUES						
		3,775,250.00	3,775,250.00	2,890,833.79	61,066.39	884,416.21



User: Lanie  
DB: Garfield

PERIOD ENDING 07/31/2021

GL NUMBER	DESCRIPTION	2021		YTD BALANCE 07/31/2021	ACTIVITY FOR MONTH 07/31/21	AVAILABLE BALANCE	% BDTG USED
		ORIGINAL BUDGET	AMENDED BUDGET				
<b>Fund 101 - GENERAL OPERATING FUND</b>							
<b>Expenditures</b>							
<b>Dept 101 - TOWNBOARD</b>							
101-101-701.100	WAGES - TRUSTEE	13,000.00	13,000.00	6,425.00	675.00	6,575.00	49.42
101-101-701.101	WAGES - FILE CLERK	37,283.93	37,283.93	21,504.00	4,300.80	15,779.93	57.68
101-101-701.102	WAGES - TRUSTEE	13,000.00	13,000.00	5,325.00	800.00	7,675.00	40.96
101-101-701.103	WAGES - TRUSTEE	13,000.00	13,000.00	5,825.00	925.00	7,425.00	42.88
101-101-701.104	WAGES - TRUSTEE	13,000.00	13,000.00	5,825.00	925.00	7,175.00	44.81
101-101-701.105	WAGES - OFFICE COORDINATOR	34,666.81	34,666.81	19,964.82	4,000.81	14,701.99	57.59
101-101-726.000	SUPPLIES	6,000.00	6,000.00	2,926.17	622.64	3,073.83	48.77
101-101-726.001	POSTAGE	10,000.00	10,000.00	4,977.34	424.41	5,022.66	49.77
101-101-726.002	SUPPLIES - COPIER MAINTENANCE	7,500.00	7,500.00	2,091.43	397.37	5,408.57	27.89
101-101-801.002	LEGAL SERVICES - TOWNBOARD	10,000.00	10,000.00	2,311.70	123.60	7,688.30	23.12
101-101-801.004	LEGAL -Tax Tribunal	10,000.00	10,000.00	0.00	0.00	10,000.00	0.00
101-101-802.000	AUDIT AND ACCOUNTING	22,100.00	22,100.00	21,375.00	675.00	725.00	96.72
101-101-805.000	CONTRACTED AND OTHER SERVICES	7,500.00	7,500.00	1,450.73	0.00	6,049.27	19.34
101-101-860.000	MILEAGE	500.00	500.00	0.00	0.00	500.00	0.00
101-101-900.000	PRINTING & PUBLISHING	3,000.00	3,000.00	1,969.22	0.00	1,030.78	65.64
101-101-901.000	ADVERTISING	7,500.00	7,500.00	2,783.95	286.90	4,716.05	37.12
101-101-960.000	EDUCATION & TRAINING	4,000.00	4,000.00	1,960.00	0.00	2,040.00	49.00
101-101-965.101	DUES & PUBLICATIONS -TOWNBOAR	2,500.00	2,500.00	981.09	288.49	1,518.91	39.24
101-101-965.102	DUES - MICHIGAN TOWNSHIP ASSO	6,500.00	6,500.00	6,230.00	0.00	270.00	95.85
<b>Total Dept 101 - TOWNBOARD</b>		<b>221,050.74</b>	<b>221,050.74</b>	<b>113,675.45</b>	<b>14,445.02</b>	<b>107,375.29</b>	<b>51.43</b>
<b>Dept 171 - TOWNSHIP SUPERVISOR</b>							
101-171-701.201	WAGES - SUPERVISOR	79,738.80	79,738.80	46,003.20	9,200.64	33,735.60	57.69
101-171-701.202	WAGES - APPRAISER II	46,585.37	46,585.37	25,253.76	0.00	21,331.61	54.21
101-171-701.204	WAGES - APPRAISER III	55,531.98	55,531.98	32,540.00	6,408.00	22,991.98	58.60
101-171-701.205	WAGES - ASSESSOR	98,452.15	98,452.15	56,799.30	11,359.86	41,652.85	57.69
101-171-726.000	SUPPLIES	2,000.00	2,000.00	306.76	231.99	1,693.24	15.34
101-171-726.001	POSTAGE	4,000.00	4,000.00	3,102.33	0.00	897.67	77.56
101-171-805.000	CONTRACTED AND OTHER SERVICES	33,419.00	33,419.00	14,256.25	280.00	19,162.75	42.66
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	2,410.00	2,410.00	1,372.48	0.00	1,037.52	56.95
101-171-901.000	ADVERTISING	500.00	500.00	150.00	0.00	350.00	30.00
101-171-960.000	EDUCATION & TRAINING	7,000.00	7,000.00	767.01	628.61	6,232.99	10.96
101-171-960.200	EDUCATION - SUPERVISOR	1,000.00	1,000.00	18.45	0.00	981.55	1.85
101-171-965.000	DUES & PUBLICATIONS	3,000.00	3,000.00	336.00	0.00	2,664.00	11.20
<b>Total Dept 171 - TOWNSHIP SUPERVISOR</b>		<b>335,637.30</b>	<b>335,637.30</b>	<b>180,905.54</b>	<b>28,109.10</b>	<b>154,731.76</b>	<b>53.90</b>
<b>Dept 191 - ELECTIONS</b>							
101-191-701.000	WAGES	18,000.00	18,000.00	5,673.75	1,270.50	12,326.25	31.52
101-191-726.000	SUPPLIES	8,000.00	8,000.00	3,803.07	0.00	4,196.93	47.54
101-191-726.001	POSTAGE	3,500.00	3,500.00	0.00	0.00	3,500.00	0.00
101-191-860.000	MILEAGE	400.00	400.00	0.00	0.00	400.00	0.00
101-191-901.000	ADVERTISING	600.00	600.00	0.00	0.00	600.00	0.00
101-191-935.010	MACHINE MAINTENANCE	3,000.00	3,000.00	0.00	0.00	3,000.00	0.00
101-191-935.015	COMPUTER SUPPORT SYSTEMS	5,000.00	5,000.00	0.00	0.00	5,000.00	0.00
<b>Total Dept 191 - ELECTIONS</b>		<b>38,500.00</b>	<b>38,500.00</b>	<b>9,476.82</b>	<b>1,270.50</b>	<b>29,023.18</b>	<b>24.62</b>
<b>Dept 215 - TOWNSHIP CLERK</b>							

EXPENDITURE REPORT FOR GARFIELD TOWNSHIP  
 PERIOD ENDING 07/31/2021

GL NUMBER	DESCRIPTION	2021		YTD BALANCE 07/31/2021	ACTIVITY FOR MONTH 07/31/21	AVAILABLE BALANCE	% BDTG USED
		ORIGINAL BUDGET	2021 AMENDED BUDGET				
<b>Fund 101 - GENERAL OPERATING FUND</b>							
<b>Expenditures</b>							
101-215-701.300	WAGES - CLERK	79,738.80	79,738.80	46,003.20	9,200.64	33,735.60	57.69
101-215-701.302	WAGES - DEPUTY CLERK	51,500.00	51,500.00	29,711.55	5,942.31	21,788.45	57.69
101-215-701.303	WAGES - ACCOUNTANT	5,000.00	5,000.00	4,500.00	0.00	500.00	90.00
101-215-726.000	SUPPLIES	1,500.00	1,500.00	700.87	148.06	799.13	46.72
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	2,978.51	(50.00)	3,021.49	49.64
101-215-965.000	DUES & PUBLICATIONS	700.00	700.00	140.00	0.00	560.00	20.00
<b>Total Dept 215 - TOWNSHIP CLERK</b>		<b>145,738.80</b>	<b>145,738.80</b>	<b>84,034.13</b>	<b>15,241.01</b>	<b>61,704.67</b>	<b>57.66</b>
<b>Dept 247 - BOARD OF REVIEW</b>							
101-247-701.400	WAGES - B OF R	1,500.00	1,500.00	725.00	0.00	775.00	48.33
101-247-701.401	WAGES - B OF R	1,500.00	1,500.00	100.00	0.00	1,400.00	6.67
101-247-701.402	WAGES - B OF R	1,500.00	1,500.00	725.00	0.00	775.00	48.33
101-247-701.403	WAGES - B OF R	1,500.00	1,500.00	750.00	0.00	750.00	50.00
101-247-960.000	EDUCATION & TRAINING	200.00	200.00	84.50	0.00	115.50	42.25
<b>Total Dept 247 - BOARD OF REVIEW</b>		<b>6,200.00</b>	<b>6,200.00</b>	<b>2,384.50</b>	<b>0.00</b>	<b>3,815.50</b>	<b>38.46</b>
<b>Dept 253 - TOWNSHIP TREASURER</b>							
101-253-701.500	WAGES - TREASURER	79,738.80	79,738.80	46,003.20	9,200.64	33,735.60	57.69
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	51,500.00	51,500.00	29,711.55	5,942.31	21,788.45	57.69
101-253-726.000	SUPPLIES	2,500.00	2,500.00	1,342.81	728.11	1,157.19	53.71
101-253-726.001	POSTAGE	6,000.00	6,000.00	2,399.18	29.08	3,600.82	39.99
101-253-801.000	LEGAL SERVICES	3,000.00	3,000.00	30.00	0.00	2,970.00	1.00
101-253-809.000	Bank Fees	300.00	300.00	0.00	0.00	300.00	0.00
101-253-860.500	MILEAGE - TREASURER	700.00	700.00	103.60	0.00	596.40	14.80
101-253-860.501	MILEAGE - DEPUTY TREASURER	500.00	500.00	0.00	0.00	500.00	0.00
101-253-900.000	PRINTING & PUBLISHING	2,000.00	2,000.00	1,336.08	1,336.08	663.92	66.80
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	594.00	0.00	3,906.00	13.20
101-253-965.000	DUES & PUBLICATIONS	500.00	500.00	0.00	0.00	500.00	0.00
<b>Total Dept 253 - TOWNSHIP TREASURER</b>		<b>156,338.80</b>	<b>156,338.80</b>	<b>81,520.42</b>	<b>17,236.22</b>	<b>74,818.38</b>	<b>52.14</b>
<b>Dept 258 - COMPUTER SUPPORT</b>							
101-258-726.000	SUPPLIES	3,000.00	3,000.00	1,503.33	0.00	1,496.67	50.11
101-258-935.015	COMPUTER SUPPORT SYSTEMS	40,000.00	40,000.00	23,272.00	1,135.00	16,728.00	58.18
101-258-935.016	COMPUTER NETWORK	2,000.00	2,000.00	774.93	89.99	1,225.07	38.75
<b>Total Dept 258 - COMPUTER SUPPORT</b>		<b>45,000.00</b>	<b>45,000.00</b>	<b>25,550.26</b>	<b>1,224.99</b>	<b>19,449.74</b>	<b>56.78</b>
<b>Dept 265 - TOWNSHIP HALL</b>							
101-265-701.011	Maintenance Wages	10,500.00	10,500.00	8,432.78	1,994.44	2,067.22	80.31
101-265-726.003	SUPPLIES-MAINTANCE	3,500.00	3,500.00	2,505.73	0.00	994.27	71.59
101-265-850.000	TELEPHONE	16,000.00	16,000.00	9,920.74	1,373.57	6,079.26	62.00
101-265-920.601	HEATING / GAS	12,000.00	12,000.00	5,870.82	343.77	6,129.18	48.92
101-265-920.602	WATER / SEWER	6,000.00	6,000.00	1,980.13	689.24	4,019.87	33.00
101-265-920.603	LIGHTS BUILDING	14,000.00	14,000.00	5,231.54	0.00	8,768.46	37.37

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PERIOD ENDING 07/31/2021

GL NUMBER	DESCRIPTION	2021		YTD BALANCE 07/31/2021	ACTIVITY FOR MONTH 07/31/21	AVAILABLE BALANCE	% BDGT USED
		ORIGINAL BUDGET	AMENDED BUDGET				
<b>Fund 101 - GENERAL OPERATING FUND</b>							
<b>Expenditures</b>							
101-265-935.601	SNOW PLOWING	10,000.00	10,000.00	1,097.00	0.00	8,903.00	10.97
101-265-935.602	LAWN MAINTENANCE	10,000.00	10,000.00	2,327.53	964.00	7,672.47	23.28
101-265-935.603	CLEANING SERVICE	15,000.00	15,000.00	6,900.00	1,150.00	8,100.00	46.00
101-265-935.604	RUBBISH REMOVAL	1,000.00	1,000.00	616.70	88.10	383.30	61.67
101-265-935.605	BUILDING REPAIR	10,000.00	10,000.00	0.00	0.00	10,000.00	0.00
101-265-935.606	ELECTRONIC PROTECTION SYSTEM	1,500.00	1,500.00	1,096.20	365.40	403.80	73.08
101-265-935.608	MAINTENANCE-OTHER	20,000.00	20,000.00	9,822.84	95.00	10,177.16	49.11
<b>Total Dept 265 - TOWNSHIP HALL</b>		<b>129,500.00</b>	<b>129,500.00</b>	<b>55,802.01</b>	<b>7,063.52</b>	<b>73,697.99</b>	<b>43.09</b>
<b>Dept 301 - POLICE SERVICES</b>							
101-301-830.000	POLICE CONTRACT	1,400,000.00	1,400,000.00	585,386.74	0.00	814,613.26	41.81
<b>Total Dept 301 - POLICE SERVICES</b>		<b>1,400,000.00</b>	<b>1,400,000.00</b>	<b>585,386.74</b>	<b>0.00</b>	<b>814,613.26</b>	<b>41.81</b>
<b>Dept 371 - TOWNSHIP BUILDING INSPECTOR</b>							
101-371-701.702	WAGES BUILDING ASSISTANT	17,764.38	17,764.38	9,619.23	1,923.86	8,145.15	54.15
101-371-701.703	WAGES - BUILDING OFFICIAL	82,400.00	82,400.00	47,538.45	9,507.69	34,861.55	57.69
101-371-701.704	WAGES - BUILDING INSPECTOR	25,750.00	25,750.00	11,215.56	1,931.16	14,534.44	43.56
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	74.90	26.28	925.10	7.49
101-371-960.000	EDUCATION & TRAINING	1,000.00	1,000.00	29.00	0.00	971.00	2.90
101-371-965.000	DUES & PUBLICATIONS	1,000.00	1,000.00	404.45	0.00	595.55	40.45
<b>Total Dept 371 - TOWNSHIP BUILDING INSPECTOR</b>		<b>129,914.38</b>	<b>129,914.38</b>	<b>68,881.59</b>	<b>13,388.99</b>	<b>61,032.79</b>	<b>53.02</b>
<b>Dept 400 - PLANNING COMMISSION</b>							
101-400-701.800	WAGES - PLANNING	3,000.00	3,000.00	1,900.00	250.00	1,100.00	63.33
101-400-701.801	WAGES - PLANNING	3,000.00	3,000.00	1,525.00	250.00	1,475.00	50.83
101-400-701.802	WAGES - PLANNING	3,000.00	3,000.00	1,525.00	125.00	1,475.00	50.83
101-400-701.804	WAGES - PLANNING	3,000.00	3,000.00	1,525.00	250.00	1,475.00	50.83
101-400-701.805	WAGES - PLANNING	3,000.00	3,000.00	1,775.00	250.00	1,225.00	59.17
101-400-701.806	WAGES - PLANNING	3,000.00	3,000.00	1,400.00	250.00	1,600.00	46.67
101-400-701.808	WAGES - PLANNING	3,000.00	3,000.00	1,775.00	250.00	1,225.00	59.17
101-400-801.000	LEGAL SERVICES	25,000.00	25,000.00	1,828.00	0.00	23,172.00	7.31
101-400-805.000	CONTRACTED AND OTHER SERVICES	6,000.00	6,000.00	1,405.50	0.00	4,594.50	23.43
101-400-900.000	PRINTING & PUBLISHING	1,000.00	1,000.00	573.86	0.00	426.14	57.39
101-400-901.000	ADVERTISING	2,000.00	2,000.00	688.75	136.70	1,311.25	34.44
101-400-960.000	EDUCATION & TRAINING	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00
101-400-965.000	DUES & PUBLICATIONS	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00
<b>Total Dept 400 - PLANNING COMMISSION</b>		<b>58,000.00</b>	<b>58,000.00</b>	<b>15,921.11</b>	<b>1,761.70</b>	<b>42,078.89</b>	<b>27.45</b>
<b>Dept 401 - TOWNSHIP PLANNER</b>							
101-401-701.900	WAGES - DIRECTOR OF PLANNING	77,948.34	77,948.34	44,970.15	8,994.03	32,978.19	57.69
101-401-701.901	WAGES - DEPUTY PLANNER	55,620.00	55,620.00	32,088.45	6,417.69	23,531.55	57.69
101-401-701.902	WAGES -PLANNER ASSISTANT	13,323.86	13,323.86	7,214.53	1,442.89	6,109.33	54.15
101-401-726.000	SUPPLIES	1,000.00	1,000.00	84.92	0.00	915.08	8.49
101-401-860.900	MILEAGE - TOWNSHIP PLANNER	300.00	300.00	0.00	0.00	300.00	0.00
101-401-860.901	MILEAGE - DEPUTY PLANNER	300.00	300.00	0.00	0.00	300.00	0.00
101-401-900.000	PRINTING & PUBLISHING	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00
101-401-960.000	EDUCATION & TRAINING	5,000.00	5,000.00	0.00	0.00	5,000.00	0.00

EXPENDITURE REPORT FOR GARFIELD TOWNSHIP  
 PERIOD ENDING 07/31/2021

GL NUMBER	DESCRIPTION	2021		YTD BALANCE 07/31/2021	ACTIVITY FOR MONTH 07/31/21	AVAILABLE BALANCE	% BGD USED
		ORIGINAL BUDGET	AMENDED BUDGET				
Fund 101 - GENERAL OPERATING FUND							
Expenditures							
101-401-965.000	DUES & PUBLICATIONS	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00
Total Dept 401 - TOWNSHIP PLANNER		156,492.20	156,492.20	84,358.05	16,854.61	72,134.15	53.91
Dept 410 - ZONING BOARD OF APPEALS							
101-410-701.001	WAGES - ZONING	1,200.00	1,200.00	250.00	0.00	950.00	20.83
101-410-701.002	WAGES - ZONING	1,200.00	1,200.00	250.00	0.00	950.00	20.83
101-410-701.003	WAGES - ZONING	1,200.00	1,200.00	250.00	0.00	950.00	20.83
101-410-701.004	WAGES - ZONING	1,200.00	1,200.00	125.00	0.00	1,075.00	10.42
101-410-701.005	WAGES - ZONING	1,200.00	1,200.00	250.00	0.00	950.00	20.83
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	104.00	0.00	896.00	10.40
101-410-901.000	ADVERTISING	2,000.00	2,000.00	89.10	0.00	1,910.90	4.46
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	1,318.10	0.00	18,681.90	6.59
Dept 412 - ZONING ADMINISTRATOR							
101-412-701.601	WAGES - ZONING ADMINISTRATOR	55,620.00	55,620.00	32,088.45	6,417.69	23,531.55	57.69
101-412-701.602	WAGES - ZONING CODE ENFORCER	20,599.18	20,599.18	11,886.00	2,377.20	8,713.18	57.70
101-412-726.000	SUPPLIES	1,000.00	1,000.00	220.08	0.00	779.92	22.01
101-412-860.601	MILEAGE - ZONING ADMIN	150.00	150.00	0.00	0.00	150.00	0.00
101-412-860.602	MILEAGE - DEPT ZONING	150.00	150.00	0.00	0.00	150.00	0.00
101-412-960.000	EDUCATION & TRAINING	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00
101-412-965.000	DUES & PUBLICATIONS	500.00	500.00	0.00	0.00	500.00	0.00
Total Dept 412 - ZONING ADMINISTRATOR		80,019.18	80,019.18	44,194.53	8,794.89	35,824.65	55.23
Dept 448 - STREET LIGHTS - TOWNSHIP							
101-448-920.005	STREET LIGHTS TOWNSHIP	96,000.00	96,000.00	33,439.17	5,110.70	62,560.83	34.83
Total Dept 448 - STREET LIGHTS - TOWNSHIP		96,000.00	96,000.00	33,439.17	5,110.70	62,560.83	34.83
Dept 747 - COMMUNITY PROMOTIONS							
101-747-880.003	COM. PROM. - ECONOMIC DEVELOPMENT	15,000.00	15,000.00	0.00	0.00	15,000.00	0.00
101-747-880.004	COM. PROM. - TC-TALUS	3,000.00	3,000.00	3,000.00	0.00	0.00	100.00
101-747-880.007	COM. PROM. - COMMUNITY AWAREN	20,000.00	20,000.00	5,000.00	0.00	15,000.00	25.00
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	67,411.47	20,537.80	32,588.53	67.41
Total Dept 747 - COMMUNITY PROMOTIONS		139,000.00	139,000.00	75,411.47	20,537.80	63,588.53	54.25
Dept 806 - TOWNSHIP VEHICLES							
101-806-862.000	GAS & CAR WASHES	2,500.00	2,500.00	1,015.81	98.43	1,484.19	40.63
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	15.99	0.00	1,484.01	1.07
Total Dept 806 - TOWNSHIP VEHICLES		4,500.00	4,500.00	1,031.80	98.43	3,468.20	22.93
Dept 851 - EMPLOYEE BENEFITS & INSURANCES							

GL NUMBER	DESCRIPTION	2021		YTD BALANCE 07/31/2021	ACTIVITY FOR MONTH 07/31/21	AVAILABLE BALANCE	% BDTG USED
		ORIGINAL BUDGET	AMENDED BUDGET				
Fund 101 - GENERAL OPERATING FUND							
Expenditures							
101-851-701.000	WAGES	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00
101-851-701.027	UNEMPLOYMENT	4,000.00	4,000.00	0.00	0.00	4,000.00	0.00
101-851-873.001	John Hancock 403B	102,279.00	102,279.00	105,097.20	0.00	(2,818.20)	102.76
101-851-873.010	SOCIAL SECURITY - EMPLOYER	80,000.00	80,000.00	46,077.40	8,616.36	33,922.60	57.60
101-851-873.020	VACATION & PERSONAL PAYOUT	1,000.00	1,000.00	851.20	0.00	148.80	85.12
101-851-873.030	INSURANCE - EMPLOYEE HEALTH	395,000.00	395,000.00	278,064.72	22,518.02	116,935.28	70.40
101-851-873.040	INSURANCE - EMPLOYEE LIFE	10,000.00	10,000.00	2,919.44	322.23	7,080.56	29.19
101-851-912.001	INSURANCE - LIABILITY	14,000.00	14,000.00	12,573.00	0.00	1,427.00	89.81
101-851-912.002	INSURANCE - WORKMENS COMP.	8,000.00	8,000.00	6,312.00	0.00	1,688.00	78.90
Total Dept 851 - EMPLOYEE BENEFITS & INSURANCES		616,279.00	616,279.00	451,894.96	31,456.61	164,384.04	73.33
Dept 900 - CAPITAL OUTLAY							
101-900-970.001	CAPITAL OUTLAY - ELECTIONS	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00
101-900-970.002	CAPITAL OUTLAY - TOWNSHIP HAL	150,000.00	150,000.00	8,221.43	2,719.18	141,778.57	5.48
101-900-970.003	CAPITAL OUTLAY - COMPUTER	15,000.00	15,000.00	0.00	0.00	15,000.00	0.00
101-900-970.004	CAPITAL OUTLAY - VEHICLES	30,000.00	30,000.00	0.00	0.00	30,000.00	0.00
101-900-970.005	CAPITAL OUTLAY - LAND	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00
Total Dept 900 - CAPITAL OUTLAY		198,000.00	198,000.00	8,221.43	2,719.18	189,778.57	4.15
Dept 965 - TRANSFERS TO OTHER FUNDS							
101-965-990.308	TRANSFERS TO #308 PARK SYS	300,000.00	300,000.00	300,000.00	0.00	0.00	100.00
Total Dept 965 - TRANSFERS TO OTHER FUNDS		300,000.00	300,000.00	300,000.00	0.00	0.00	100.00
TOTAL EXPENDITURES		4,276,170.40	4,276,170.40	2,223,408.08	185,313.27	2,052,762.32	52.00
Fund 101 - GENERAL OPERATING FUND:							
TOTAL EXPENDITURES		4,276,170.40	4,276,170.40	2,223,408.08	185,313.27	2,052,762.32	52.00

User: Lanie  
DB: Garfield

PERIOD ENDING 07/31/2021

GL NUMBER	DESCRIPTION	2021		YTD BALANCE 07/31/2021	ACTIVITY FOR MONTH 07/31/21	AVAILABLE BALANCE	% BDTG USED
		ORIGINAL BUDGET	2021 AMENDED BUDGET				
Fund 308 - PARK SYSTEM FUND							
Expenditures							
Dept 000							
308-000-701.905	WAGES - REC BOARD	5,200.00	5,200.00	2,500.00	750.00	2,700.00	48.08
308-000-701.906	Parks Steward	25,750.00	25,750.00	14,856.00	2,971.20	10,894.00	57.69
308-000-701.907	Park Steward 2	0.00	0.00	1,860.00	1,860.00	(1,860.00)	100.00
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	0.00	0.00	90.50	0.00	(90.50)	100.00
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	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00
308-000-880.006	COM. PROM. - BVNP (YMCA)	500.00	500.00	0.00	0.00	500.00	0.00
308-000-880.008	COM. PROM. - Cont. Serv GTCD	40,000.00	40,000.00	0.00	0.00	40,000.00	0.00
308-000-880.012	COM. PROM. - GT COMMONS	500.00	500.00	0.00	0.00	500.00	0.00
308-000-880.013	COM. PROM. - BOARDMAN RIVER	500.00	500.00	0.00	0.00	500.00	0.00
308-000-880.014	COM. PROM. - MILLER CREEK	500.00	500.00	0.00	0.00	500.00	0.00
308-000-880.016	COM. PROM. - KIDS CREEK PARK	500.00	500.00	0.00	0.00	500.00	0.00
308-000-880.019	RIVER EAST RECREATION AREA	500.00	500.00	0.00	0.00	500.00	0.00
308-000-935.000	MAINTENANCE - MISC, EQUIP	100,190.00	100,190.00	33,134.61	6,966.38	67,055.39	33.07
308-000-970.000	CAPITAL OUTLAY	184,000.00	184,000.00	18,483.70	11,822.00	165,516.30	10.05
Total Dept 000		360,940.00	360,940.00	70,924.81	24,369.58	290,015.19	19.65
Dept 851 - EMPLOYEE BENEFITS & INSURANCES							
308-851-873.010	SOCIAL SECURITY - EMPLOYER	2,060.00	2,060.00	1,440.61	421.06	619.39	69.93
Total Dept 851 - EMPLOYEE BENEFITS & INSURANCES		2,060.00	2,060.00	1,440.61	421.06	619.39	69.93
TOTAL EXPENDITURES							
		363,000.00	363,000.00	72,365.42	24,790.64	290,634.58	19.94
Fund 308 - PARK SYSTEM FUND:							
TOTAL EXPENDITURES							
		363,000.00	363,000.00	72,365.42	24,790.64	290,634.58	19.94





## GRAND TRAVERSE METRO FIRE DEPARTMENT 2022 BUDGET TIMELINE

Below is the timeline for approving Metro's 2022 Budget:

- |                        |  |
|------------------------|--|
| <b>June 22, 2021:</b>  | Distribute 2022 Budget at Board Meeting                  |
| <b>June 30, 2021</b>   | 2022 Budget Workshop with Metro Board                    |
| <b>July 22, 2021</b>   | 2022 Budget Workshop with Metro Board - #2               |
| <b>July 27, 2021</b>   | Metro's Board to approve 2022 Budget                     |
| <b>July 30, 2021</b>   | Metro Budget to Township Offices                         |
| <b>August, 2021:</b>   | Take Metro's 2022 Budget to Township Boards for approval |
| <b>September, 2021</b> | Public Hearings and Final Approval by the Townships      |
| <b>Sept. 30, 2021:</b> | Notify GT County of Townships millage rate for Metro!    |



## GRAND TRAVERSE METRO FIRE DEPARTMENT 2022 BUDGET ASSUMPTIONS/ISSUES

### Below are assumptions/issues for the 2022 Budget:

- 1) 3.98% increase in Townships real property taxable valuations.  
At 2.45 mills, this results in \$180,836 of additional revenue from Townships for 2022, which covers approximately 70% of Metro's wage increases.
- 2) Wages and Benefits
  - \* COLA and contract wage increase from 2% up to 3% and wage opener analysis.
  - \* Step increases for officers and firefighters
  - \* Hire 2 new firefighters - to reduce overtime, adequately staff stations, help to reduce firefighter burnout, cover time for training and paid time off.
- 3) Vehicle replacement plan budgeted expenditures:
  - \* Purchase a new chiefs vehicle - \$50,000, to replace current 2010 Chiefs vehicle
  - \* Purchase new Squad 1 - \$50,000. Old Squad 1 to be used as Captains Vehicle
  - \* Purchase used Rescue Truck for \$150,000 (this would replace purchasing a new rescue for \$600,000 which is planned for 2024.)
- 4) In accordance with the calculation in the Articles of Incorporation, the resultant millage rate for each township is 2.60 mills. This is a 0.15 increase over the 2021 millage rate - which equates to \$15 for every \$100,000 of taxable value.  
This increase is due to the following:
  - 1) Hiring 2 new firefighters
  - 2) Purchasing new vehicles listed above
  - 3) Cover debt payments in PIF. Used most of PIF fund balance in 2021.
- 5) 2020 & 2021 activity effecting budgeted millage rate:
  - 1) Incurred new annual debt payments totaling \$219,700 ( New Engine & Tanker, Station remodels)
  - 2) Due to keeping 2021 millage rate the same, used \$239,000 of PIF fund balance
  - 3) Used \$350,000 of PIF fund balance for station remodels
- 6) The millage has been 2.35 for 2015 - 2019, and increased to 2.45 for 2020 & 2021.
- 7) Future issues not included in budget:
  - a. Set aside funds for Retiree Health Care Plan *-(covers a total of 9 employees)*
  - b. New Station 8 design and construction costs
  - c. Need to purchase a new engine, rescue and ladder truck within the next 4 years.
  - d. Training Tower





**GRAND TRAVERSE METRO FIRE DEPARTMENT  
2022 BUDGET  
NET TAXABLE VALUE ALLOCATION**

**TOTAL BUDGETED EXPENDITURES:**

Less: Other Revenue Items

**NET EXPENDITURES TO BE ALLOC.**

**TOWNSHIP ASSESSED VALUES, net**

Millage rate to breakeven

Less: use of fund balance

**Proposed 2022 Millage Rate**

METRO	
2022	
\$	5,724,889
	325,000
\$	5,399,889
	1,929,066,120
	2.80
	0.20
	2.60

**ALLOCATION BASED ON TAXABLE VALUE - 2.60 MILLS**

	2022 BUDGETED TWP REVENUE	2021 BUDGETED TWP REVENUE	DIFFERENCE	% CHANGE
ACME	931,328	857,608	73,720	8.60%
EAST BAY	1,627,245	1,467,843	159,402	10.86%
GARFIELD	2,456,999	2,219,926	237,073	10.68%
<b>TOTAL</b>	<b>5,015,572</b>	<b>4,545,377</b>	<b>470,195</b>	<b>10.34%</b>

	2021 TAXABLE VALUE	2020 TAXABLE VALUE	DIFFERENCE	% CHANGE
	(net of personal prop)	(net of personal prop)		
ACME	358,203,252	350,043,802	8,159,450	2.33%
% of total	18.6%	18.9%		
EAST BAY	625,863,374	599,119,509	26,743,865	4.46%
% of total	32.4%	32.3%		
GARFIELD	944,999,494	906,092,315	38,907,179	4.29%
% of total	49.0%	48.8%		
<b>TOTAL</b>	<b>1,929,066,120</b>	<b>1,855,255,626</b>	<b>73,810,494</b>	<b>3.98%</b>

# GRAND TRAVERSE METRO FIRE DEPARTMENT

## 2022 Budgeted Revenue/Expenditure Report



	Actual	Budget	YTD actual	% Bud	2022	
GRAND TRAVERSE METRO FIRE	2020	2021	June, 2021	2021	BUDGET	Notes
<b>Fund: 206 - METRO FIRE</b>						
<b>Revenues</b>						
528.000 Other Federal Grants	258,582	0	60,887	#DIV/0!	0	
600.001 Acme Township - Cont.	822,341	857,608	857,608	100.0%	931,328	2.60 Mills
600.002 East Bay Twp. Contr	1,403,840	1,467,843	1,467,843	100.0%	1,627,245	2.60 Mills
600.003 Garfield Charter Twp.	2,100,379	2,219,926	2,219,926	100.0%	2,456,999	2.60 Mills
664.000 Earned Interest	41,977	40,000	2,938	7.3%	30,000	
667.100 Township FF/EMS	113,848	105,000	42,821	40.8%	105,000	
668.500 Cost Recovery Revenue	44,038	60,000	16,805	28.0%	55,000	
668.700 Public Education Receipts	150	0	0	150.0%	0	
669.000 Plan Reviews	42,279	66,000	22,528	34.1%	65,000	
669.001 Refunds and Donations	50,291	40,000	46,024	115.1%	45,000	
669.002 Sale of Surplus Equipment	30,200	5,000	8,400	168.0%	15,000	
669.006 Misc. Grant Receipts	33,800	10,000	25,674	256.7%	10,000	
<b>TOTAL REVENUES</b>	<b>4,941,725</b>	<b>4,871,377</b>	<b>4,771,454</b>	<b>97.9%</b>	<b>5,340,572</b>	
<b>EXPENDITURES</b>						
<b>Dept: 336 OPERATIONS</b>						
<b>Acct Class: 701 PERSONNEL SERVICES</b>						
702.000 Wages and Salaries	2,058,430	2,207,235	1,024,629	46.4%	2,511,815	FF & staff wage adjustments
702.001 Longevity	31,285	33,000	0	0.0%	34,000	2 new FT FFs
703.000 Metro Firefighters Response	26,424	25,000	20,072	80.3%	30,000	
703.001 Metro Fire Officers Salaries	13,500	16,000	6,100	38.1%	0	
703.200 Metro FF Wages - part-time	185,462	272,000	105,704	38.9%	300,000	
703.300 Part-time Administrative	7,498	10,000	2,364	23.6%	25,000	
705.000 Personal Day Payout	37,918	45,150	0	0.0%	51,000	
715.000 FICA/Medicare	36,951	37,949	16,504	43.5%	45,255	
716.000 Health/Dental/Optical Ins.	414,320	550,000	247,138	44.9%	540,000	
716.003 Life Ins./LTD/STD	26,407	33,000	15,655	47.4%	33,000	
717.001 AD&D Insurance	9,186	11,000	4,428	40.3%	11,000	
718.000 Retirement	312,272	363,173	153,595	42.3%	408,020	
719.000 Workers Comp. Insurance	73,138	76,000	79,840	105.1%	95,000	
<b>TOTAL PERSONNEL SERVICES</b>	<b>3,232,791</b>	<b>3,679,507</b>	<b>1,676,029</b>	<b>45.6%</b>	<b>4,084,089</b>	
<b>Acct Class: 726 SUPPLIES</b>						
727.000 Office Supplies	8,081	12,000	6,297	52.5%	12,000	
729.000 Printing and Binding	4,630	6,000	2,845	47.4%	6,000	
730.000 Postage and Freight	1,593	2,500	1,124	45.0%	2,500	
743.000 Other Supplies	28,703	30,000	4,392	14.6%	30,000	
745.000 Uniforms and Accessories	17,860	24,000	7,830	32.6%	24,000	
745.002 Fire Gear	44,734	30,000	3,571	11.9%	35,000	
748.000 Fuel, Oil, Grease	26,328	40,000	18,587	46.5%	35,000	
760.000 Medical Supplies	17,444	16,000	11,038	69.0%	17,000	
<b>TOTAL SUPPLIES</b>	<b>149,373</b>	<b>160,500</b>	<b>55,684</b>	<b>34.7%</b>	<b>161,500</b>	
<b>Acct Class: 800 CONTRACTUAL SERVICES</b>						
801.000 Legal Fees	40,015	22,000	8,249	37.5%	25,000	
810.000 Subscriptions	2,896	7,500	1,582	21.1%	7,500	
810.001 Dues	9,004	8,500	4,451	52.4%	8,500	
818.000 Contract Services	47,336	57,000	25,563	44.8%	52,000	
830.000 Fire Hydrant Rental	21,240	21,555	0	0.0%	25,000	



# GRAND TRAVERSE METRO FIRE DEPARTMENT

## 2022 Budgeted Revenue/Expenditure Report



	Actual	Budget	YTD actual	% Bud	2022	
GRAND TRAVERSE METRO FIRE	2020	2021	June, 2021	2021	BUDGET	Notes
850.001 Telephone	45,889	42,000	19,898	47.4%	46,000	
<b>TOTAL CONTRACTUAL SERVICES</b>	<b>166,380</b>	<b>158,555</b>	<b>59,743</b>	<b>37.7%</b>	<b>164,000</b>	
Acct Class: 900 OTHER SERVICES AND CHARGES						
910.000 Fleet & Liability Property Ins	60,603	61,000	60,117	98.6%	61,000	
920.000 Heat Utilities	18,618	30,000	14,982	49.9%	30,000	
921.000 Electric Utilities	43,623	47,000	19,683	41.9%	47,000	
923.000 Sewer and Water Utilities	13,637	15,000	6,284	41.9%	15,000	
924.000 Waste Disposal	2,005	2,000	630	31.5%	2,100	
930.000 Bldg. Repair and Maintenance	82,281	65,000	31,656	48.7%	65,000	
932.000 Equipment Repair & Maint.	26,903	25,000	9,608	38.4%	25,000	
932.100 SCBA Repair/Maintenance	3,616	5,000	2,542	50.8%	10,000	
934.000 Vehicle R&M - labor	76,126	75,000	43,648	58.2%	78,000	
934.100 Vehicle R&M - parts	66,529	50,000	21,821	43.6%	65,000	
934.500 Special Ops Equipment	3,018	3,000	1,701	56.7%	0	
935.000 Ground Care and Maintenance	27,095	40,000	16,410	41.0%	40,000	
955.000 Employee Physicals & Wellne	33,171	40,000	12,201	30.5%	40,000	
956.000 Employee Train. and Develop.	40,749	55,000	25,044	45.5%	55,000	
956.001 Computer Support	56,421	57,000	26,491	46.5%	57,000	
<b>TOTAL OTHER SERVICES AND CH</b>	<b>554,395</b>	<b>570,000</b>	<b>292,818</b>	<b>51.4%</b>	<b>590,100</b>	
Acct Class: 970 CAPITAL OUTLAY						
976.001 Building Improvement	121,479	50,000	45,271	90.5%	65,000	
977.000 Machinery and Equipment	103,817	82,000	61,519	75.0%	85,000	
980.100 Computer Replacement	14,916	12,000	5,830	48.6%	15,000	
<b>TOTAL CAPITAL OUTLAY</b>	<b>240,212</b>	<b>144,000</b>	<b>112,620</b>	<b>78.2%</b>	<b>165,000</b>	
Acct Class: 985 OTHER						
985.100 Transfer to Public Imp. Fund	576,000	298,421	298,421	0.0%	550,000	
992.000 Contingency	0	10,000	0	0.0%	10,000	
992.001 Emergency Cont. Fund	0	200	0	0.0%	200	
<b>TOTAL OTHER</b>	<b>576,000</b>	<b>308,621</b>	<b>298,421</b>	<b>96.7%</b>	<b>560,200</b>	
<b>TOTAL EXPENDITURES</b>	<b>4,919,151</b>	<b>5,021,183</b>	<b>2,495,315</b>	<b>49.7%</b>	<b>5,724,889</b>	<b>2.51 mils</b>
						(incl of other revenue's)
<b>NET REVENUE/EXPENDITURES</b>	<b>22,574</b>	<b>(149,806)</b>	<b>2,276,139</b>		<b>\$ (384,317)</b>	
Fund Balance	2,037,806	2,060,380			<b>1,910,574</b>	
<b>Net Fund Balance</b>	<b>\$ 2,060,380</b>	<b>\$ 1,910,574</b>			<b>\$ 1,526,257</b>	
<b>Maintain Fund Balance = to 4 months</b>	<b>\$ 1,639,717</b>	<b>\$ 1,673,728</b>			<b>\$ 1,908,296</b>	

# GRAND TRAVERSE METRO FIRE DEPARTMENT

## 2022 Budgeted Revenue/Expenditure Report



	Actual 2020	Budget 2021	YTD actual June, 2021	% Bud 2021	2022 BUDGET	Notes
<b>PUBLIC IMPROVEMENT FUND</b>						
664.000 Earned Interest	2,056	2,000	228	11.4%	2,000	
675.000 Debt Proceeds	925,000	350,000	350,000	100.0%	-	
699.100 Transfer In - Fund Balance	576,000	298,421	298,421	100.0%	550,000	
<b>TOTAL REVENUES</b>	<b>1,503,056</b>	<b>650,421</b>	<b>648,649</b>	<b>99.7%</b>	<b>552,000</b>	
<b>EXPENDITURES</b>						
Acct. Class: 970 Capital Outlay						
976.001 Building Improvement	241,356	526,900	442,027	83.9%	0	
977.000 Machinery and Equipment	0	0	0	0.0%	0	
978.000 Vehicles Acquisition	683,675	395,000	348,141	88.1%	250,000	New Chief and Squad Trucks
<b>TOTAL CAPITAL OUTLAY</b>	<b>925,031</b>	<b>921,900</b>	<b>790,168</b>	<b>85.7%</b>	<b>250,000</b>	Rescue Truck
Acct Class: OTHER						
990.000 Debt Payment	126,114	296,783	123,609	41.6%	281,873	
990.005 Interest Expense	14,976	42,673	15,248	35.7%	26,897	
992.000 Contingency	0	5,000	0	0.0%	5,000	
<b>TOTAL DEBT SERVICE &amp; OTHER</b>	<b>141,090</b>	<b>344,456</b>	<b>138,857</b>	<b>40.3%</b>	<b>313,770</b>	
<b>TOTAL EXPENDITURES</b>	<b>1,066,121</b>	<b>1,266,356</b>	<b>929,025</b>	<b>73.4%</b>	<b>563,770</b>	0.29 mils
<b>EXPENDITURES OVER REVENUE</b>	<b>436,935</b>	<b>-615,935</b>	<b>-280,376</b>	<b>45.5%</b>	<b>-11,770</b>	
Fund Balance	244,830	681,765	-		65,830	
<b>Net Fund Balance</b>	<b>681,765</b>	<b>65,830</b>			<b>\$ 54,060</b>	













**GRAND TRAVERSE METRO FIRE DEPARTMENT  
CAPITAL PROJECTIONS - 10 Year Plan  
2022 Budget - VEHICLES**



ACQUIRE DATE	DESCRIPTION	LOCATION	Actual Cost	Rec'd 2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031
<b>VEHICLES:</b>														
2010	Ford Expedition - Chief (701)	Admin	51,855		50,000									
2008	GMC Yukon (702)	Admin	48,372	45,000										
2020	Chevy Tahoe (703)	Admin	41,754											
2020	GMC Pick up FPB	Admin	37,205									40,000		
2020	GMC Pick up FPB	Admin	37,205					40,000					40,000	
2009	Chevy Sub L11 - PubEd	Admin	34,658											
2016	Ford Escape - 738	Admin	24,764											
2006	2006 Chevy Colorado - pool	Admin	19,429											
<b>Admin Vehicle Replacement Fund</b>														
2020	Pierce Enforcer Truck - Engine 1	Station 1	575,000											
2007	Pierce Ladder (Truck 1)	Station 1	648,172					1,200,000						
2015	Ford Pick-up - Squad 1 (to Capt)	Station 1	55,522		50,000									
2006	Sterling Tanker - T1	Station 1	187,942											400,000
1999	Rescue - Freightliner (RT)	Station 1	170,628		150,000									
2011	Metro Rescue Boat - 15' Seawolf	Station 1	11,951											
2011	ORV Trailer Kelley	Station 1	2,195											
2012	RTV - Kubota RTV900	Station 1	11,295											
2015	MTI - Special Ops Trailer	Station 1	12,128											
2010	Middlebury Enclosed Trailer - PubEd	Station 1	5,162											
<b>Station 8</b>														
2013	Rosenbauer - Engine 8	Station 8	600,022								350,000			
2001	Tanker - Freightliner (T8)	Station 8	162,350											
1996	Wildfire - Chevrolet (Brush 8)	Station 8	17,600											
2019	Kubota -	Station 8	15,968											
2018	Squad 8	Station 8	48,770					55,000						
<b>Station 9</b>														
2007	American LaFrance E9	Station 9	462,796				400,000							
2001	Tanker - Freightliner (T9)	Station 9	124,406						350,000					
2004	Chevrolet Suburban (Squad 9)	Station 9	35,600							55,000				
1993	Watersupply-Ford 1 ton (9WS)	Station 9	17,704											
2001	Wildfire - Ford (Brush 9)	Station 9	26,833											
2017	Arctic Cat Bearcat 3000 LT	Station 9	9,750											
2019	Kubota	Station 9	15,968											
1993	Pierce - Engine 13 - Reserve	Station 9	45,000											
<b>Station 11</b>														
2018	Pierce Impel - Engine 11	Station 11	517,252											
2016	Ford - Squad 11	Station 11	48,300			55,000								
1983	Ford - Tanker 1	Station 11	22,709	350,000										
1991	SIM 1 tractor - Freightliner	Station 11	15,000											
2008	SIM 2 Playmor Simulator	Station 11	130,000											
2019	Kubota	Station 11	15,968											
1991	Metro Utility	Station 11	119,377											





**GRAND TRAVERSE METRO FIRE DEPARTMENT  
CAPITAL PROJECTIONS - 10 Year Plan  
2022 Budget - BUILDINGS & Other**



ACQUIRE DATE	DESCRIPTION	LOCATION	Current Year																	
			2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031							
	12 New SCBA's per year	Various						\$450,000												
	Asphalt/Parking Lot repairs	Various	\$10,000	\$5,000	\$10,000	\$5,000	\$10,000	\$5,000	\$10,000	\$10,000	\$5,000	\$10,000	\$5,000	\$10,000	\$5,000	\$10,000	\$5,000	\$10,000	\$5,000	\$10,000
	Garage Door Replacements	Various	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000
1988	Administration Building																			
	Training Tower																			
	Generator	Admin			25,000															
	Roof Top Unit/HVAC	Admin						10,000												
2008	Station 1																			
	Breathing Air Compressor - Cascade	Sta1	40,000																	
	Roof Top Unit/HVAC	Sta1		10,000																
	Station 8																			
	New Station	Sta8			\$3,500,000															
	Station 9																			
	New Roof	Sta9																		
	Floor Repairs	Sta9	61,000																	
	Roof Top Unit/HVAC	Sta9			10,000															
	Station 11																			
	Floor Improvement/Remodel	Sta11	683,775																	
	Roof Top Unit/HVAC	Sta11				10,000														
2011	Station 12																			
	Asphalt turn around	Sta12		40,000																
	Roof Top Unit/HVAC	Sta12																		
	Roof Repairs	Sta12	20,000																	
	Land for new Metro Station in Garfield Twp (LaFrazier/Hammond/Garfield)																			
	New Station - (LaFrazier/Hammond/Garfield)																			
	<b>Total Building Improvements:</b>		<b>\$ 824,775</b>	<b>\$ 65,000</b>	<b>\$ 3,555,000</b>	<b>\$ 25,000</b>	<b>\$ 330,000</b>	<b>\$ 515,000</b>	<b>\$ 630,000</b>	<b>\$ 25,000</b>	<b>\$ 30,000</b>	<b>\$ 4,025,000</b>	<b>\$ 15,000</b>							





# GRAND TRAVERSE METRO EMERGENCY SERVICES AUTHORITY

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

## RESOLUTION 2021-08

### A RESOLUTION TO APPROVE THE 2022 BUDGET FOR GRAND TRAVERSE METRO EMERGENCY SERVICES AUTHORITY

Minutes of a regular meeting of the Board of Grand Traverse Metro Emergency Services Authority ("Metro"), held on the 27th day of July, 2021, at 9:00 o'clock am.

PRESENT: GLEN LLEW, BETH FRIEND, PAUL SCOTT, DOUG WHITE, STEVE DUELL, CHUCK KOEN

The following preamble and resolution were offered by FRIEND and supported by DUELL.

WHEREAS, Metro is an Authority, created, established and incorporated pursuant to the provisions of Act 57, Public Acts of Michigan, 1988, as amended, and

WHEREAS, the incorporating municipalities in Metro are the Township of Acme, the East Bay Charter Township and the Charter Township of Garfield, in the County of Grand Traverse, Michigan, which are hereby designated as the "Incorporating Townships", and

WHEREAS, Article XII of the Articles of Incorporation for Metro indicates that the Metro Board "shall adopt the proposed budget by a majority vote of the members of the Board in such a manner as to assure submission of the proposed budget to the incorporating municipalities no later than July 31, of each year", and

WHEREAS, the 2022 Budget for Metro is detailed by cost center for the General Fund and the Public Improvement Fund on the attached schedules, and

WHEREAS, Article XV of the Articles of Incorporation for Metro provides that Metro's annual budget will be funded by contributions from each Incorporating Township. In accordance with the calculation provided for in the Articles of Incorporation, the Township contributions calculate to be the following for the 2022 Budget:

Acme Township	\$ 931,328
East Bay Township	\$1,627,245
Garfield Township	\$2,456,999


**NOW, THEREFORE,**

BE IT RESOLVED, that the members of the Metro Board adopt the 2022 Metro Budget by cost center as detailed on the attached, with budgeted expenditures totaling \$6,288,659.

Ayes: 6  
Nays: 0  
Absent and Excused: 0

RESOLUTION DECLARED ADOPTED.

By:   
Board Chairman Chuck Korn

By:   
Board Secretary Glen Life

Dated: July 27, 2021

**GT MESA**  
**2022 BUDGET - 2.60 Mils**  
**BY COST CENTERS**



**\*\*Budget to be approved by the Metro Board\*\***

<b>GRAND TRAVERSE METRO FIRE</b>	<b>Actual 2020</b>	<b>Budget 2021</b>	<b>Budget 2022</b>	<b>Incr/ (Decr)</b>	<b>% Incr/ (Decr)</b>
<b>GENERAL FUND</b>					
<b>TOTAL REVENUES</b>	4,941,725	4,871,377	5,340,572	469,195	9.6%
<b>EXPENDITURES</b>					
Dept: 336 OPERATIONS					
Acct Class: 701 PERSONNEL SERVICES	3,232,791	3,679,507	4,084,089	404,582	11.0%
Acct Class: 726 SUPPLIES	149,373	160,500	161,500	1,000	0.6%
Acct Class: 800 CONTRACTUAL SERVICES	166,380	158,555	164,000	5,445	3.4%
Acct Class: 900 OTHER SERVICES/CHARGES	554,395	570,000	590,100	20,100	3.5%
Acct Class: 970 CAPITAL OUTLAY	240,212	144,000	165,000	21,000	14.6%
Acct Class: OTHER	576,000	308,621	560,200	251,579	81.5%
<b>TOTAL EXPENDITURES</b>	4,919,151	5,021,183	5,724,889	703,706	14.0%
<b>NET REVENUE/EXPENDITURES</b>	22,574	(149,806)	(384,317)	(234,511)	156.5%
Fund Balance	2,037,806	2,060,380	1,910,574		
<b>Net Fund Balance</b>	2,060,380	1,910,574	1,526,257		



**GTMESA  
2022 BUDGET - 2.60 Mils  
BY COST CENTERS**



**\*\*Budget to be approved by the Metro Board\*\***

GRAND TRAVERSE METRO FIRE	Actual 2020	Budget 2021	Budget 2022	Incr/ (Decr)	% Incr/ (Decr)
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**PUBLIC IMPROVEMENT FUND**

<b>TOTAL REVENUES</b>	\$ 1,503,056	\$ 650,421	\$ 552,000	(98,421)	-15.1%
<b>EXPENDITURES</b>					
Acct. Class: 970 CAPITAL OUTLAY	\$ 925,031	\$ 921,900	\$ 250,000	(671,900)	-72.9%
Acct. Class: 990 DEBT SERVICE	\$ 141,090	\$ 339,456	\$ 308,770	(30,686)	-9.0%
Acct Class: 992 CONTINGENCY	\$ -	\$ 5,000	\$ 5,000	-	0.0%
<b>TOTAL EXPENDITURES</b>	\$ 1,066,121	\$ 1,266,356	\$ 563,770	(702,586)	-55.5%
<b>EXPENDITURES OVER REVENUES</b>	\$ 436,935	\$ (615,935)	\$ (11,770)	604,165	-98.1%
Fund Balance	\$ 244,830	\$ 681,765	\$ 65,830		
<b>Net Fund Balance</b>	\$ 681,765	\$ 65,830	\$ 54,060		

2022 BUDGET RESOLUTION FOR  
CHARTER TOWNSHIP OF GARFIELD  
COUNTY OF GRAND TRAVERSE, MICHIGAN  
RESOLUTION 2021-21-T

Minutes of a regular meeting of the Board of the Charter Township of Garfield, held on the \_\_\_\_\_ day of \_\_\_\_\_, 2021, at \_\_\_\_\_ o'clock pm.

PRESENT: \_\_\_\_\_  
\_\_\_\_\_

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

WHEREAS, Article XV of the Articles of Incorporation for Metro provides that Metro’s annual budget will be funded by contributions from each Incorporating Township.

**NOW, THEREFORE,**

BE IT RESOLVED that the Township hereby commits to fund Metro’s 2022 Budget year with a financial contribution equal to 2.60 mills times the Townships ad valorem real property tax value, which equates to \$5,015,572 (\$2,456,999 for Garfield; \$1,627,245 for East Bay; \$931,328 for Acme);

BE IT FURTHER RESOLVED, that the Township agrees to distribute all of this revenue to Metro by May 15, 2022.

BE IT FURTHER RESOLVED, that the Township can fund Metro’s 2022 Budget obligation using any combination of a millage rate and general fund contribution as deemed financially beneficial to the Township.

Ayes: \_\_\_\_\_

Nays: \_\_\_\_\_

Absent and Excused: \_\_\_\_\_

CERTIFICATE

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

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

\_\_\_\_\_

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





August 2, 2021

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

Re: Charter Township of Garfield  
Letter of Recommendation – Pressure Reducing Valve Stations (PRVS) for Cedar Run Rd, US  
Highway 31 and StoneRidge  
GFA #19135

Dear Township Board:

We have reviewed the bids received on Wednesday July 28, 2021 for the above referenced project. The responsive bidder to the project and their base bid price is summarized as follows. A breakdown of bid prices is attached:

	<b>Bid</b>
1. Team Elmer's	<b>\$2,366,966.00</b>

Upon review of the bid prices, the total project came in exceptionally higher than anticipated as the original engineer estimate was \$1,250,000 as generated in 2017, 2019 and 2020 based upon quotes obtained from specific equipment manufactures along with a multiplier to account for installation. The project was a collaboration of three (3) capital improvement projects grouped together with intentions to optimize mobility and labor to see a cost savings.

Gourdie-Fraser evaluated the received bid and inquired with the single bidder and prospective bidders whom did provide a quote to provide some explanation for lack of participation, price discrepancy and high prices. From our research it was apparent that equipment prices had risen and exceeded quotes due to material, labor and shipping challenges. More importantly, lack of available labor and contractor availability played a bigger part in the high prices as indicated by receipt of one (1) sole bid. Typically, the Township receives on average three (3) to four (4) competitive bids from contractors.

GFA anticipated the potential of unfavorable prices and therefore did create separate drawings and bid tabulations to allow the Township the flexibility and ability to select and proceed with the necessary critical infrastructure upgrades in lieu of completing all three (3). Therefore, in light of the information presented above and review of the condition and status of the infrastructure to be replaced, it is our recommendation that the Township proceed with the abandonment of Cedar Run Booster and installation of a Pressure Reducing Valve Station (PRV) only at this time. McCrae and Stoneridge PRVs although in need of replacement are functioning and not at as high a critical status for upgrades. The

work completed to date and permits will remain valid and those portions can be rebid out at a later date.

Based upon our past experiences with Team Elmer's, it is our recommendation to the board that they approve Team Elmer's as the bidder and pursue for the Cedar Run PRV Installation / Booster Station Abandonment Portion of the project only for the amount of \$773,349. GFA will coordinate with Elmer's and prepare a change order to initiate. We will also be providing full time construction administration and construction oversight for this project.

Please contact me if you have any questions.

Very truly yours,  
GFA


*Jennifer Hodges, PE*

JENNIFER HODGES, P.E.  
Project Manager

**Bid Results**  
**Charter Township of Garfield**  
**Pressure Reducing Valve Stations (PRVS) for Cedar**  
**Run Road, US Highway 31 and StoneRidge**  
**GFA Project No. 19135**

Elmer's

Item No.	Description	Unit	Estimat ed Quantity	Bid Unit Price	Bid Price
<b>US-31 Pressure Reducing Valve (PRV)</b>					
1	Mobilization	LS	1	\$40,570.00	\$40,570.00
2	Traffice Control	LS	1	\$5,991.00	\$5,991.00
3	Tapping Sleeve & Valve, 16"	EA	1	\$9,575.00	\$9,575.00
4	Tapping Sleeve & Valve, 20"	EA	1	\$11,250.00	\$11,250.00
5	Gate Valve and Box, 12"	EA	1	\$4,761.00	\$4,761.00
6	Water Main, Ductile Iron, 12"	LF	50	\$215.00	\$10,750.00
7	Individual PRV Installation	EA	8	\$8,500.00	\$68,000.00
8	Hydrant Relocation	EA	1	\$4,020.00	\$4,020.00
9	Water Main Abandonment	LS	1	\$3,960.00	\$3,960.00
10	Pressure Reducing Station	LS	1	\$669,075.00	\$669,075.00
11	Electrical Service	All	1	\$5,000.00	\$5,000.00
12	Telemetry	All	1	\$22,150.00	\$22,150.00
13	Restoration	LS	1	\$4,965.00	\$4,965.00
14	Abandon PRV Station - US 31	LS	1	\$10,630.00	\$10,630.00
<b>Cedar Run Pressure Reducing Valve (PRV)</b>					
1	Mobilization	LS	1	\$40,570.00	\$40,570.00
2	Traffice Control	LS	1	\$9,982.00	\$9,982.00
3	Connect to Existing, 8"	EA	1	\$7,775.00	\$7,775.00
4	Connect to existing, 12"	EA	3	\$8,328.00	\$24,984.00
5	Connect to existing, 16"	EA	1	\$8,612.00	\$8,612.00
6	Tapping Sleeve & Valve, 12"	EA	1	\$8,675.00	\$8,675.00
7	Gate Valve and Box, 12"	EA	1	\$4,761.00	\$4,761.00
8	Water Main, Ductile Iron, 12"	LF	100	\$200.00	\$20,000.00
9	Pressure Reducing Station	LS	1	\$611,160.00	\$611,160.00
10	Electrical Service	LS	1	\$3,000.00	\$3,000.00
11	Telemetry	LS	1	\$22,150.00	\$22,150.00
12	Restoration	LS	1	\$5,500.00	\$5,500.00
13	Abandon Booster Station	LS	1	\$6,180.00	\$6,180.00
<b>StoneRidge Pressure Reducing Valve (PRV)</b>					
1	Mobilization	LS	1	\$40,570.00	\$40,570.00
2	Traffice Control	LS	1	\$5,991.00	\$5,991.00
3	Tapping Sleeve & Valve, 12"	EA	2	\$8,675.00	\$17,350.00
4	Insertion Valve, 12"	EA	1	\$12,500.00	\$12,500.00
5	Water Main, Ductile Iron, 12"	LF	35	\$220.00	\$7,700.00
6	Pressure Reducing Station	LS	1	\$598,159.00	\$598,159.00
7	Electrical Service	All	1	\$4,000.00	\$4,000.00
8	Telemetry	LS	1	\$22,150.00	\$22,150.00
9	Restoration	LS	1	\$6,000.00	\$6,000.00
10	Abandon PRV Station - StoneRidge	LS	1	\$8,500.00	\$8,500.00
				<b>BID TAB TOTAL</b>	<b>\$2,366,966.00</b>

 <b>Charter Township of Garfield</b> <b>Planning Department Report No. 2021-109</b>			
Prepared:	August 3, 2021	Pages:	1
Meeting:	August 10, 2021 Township Board	Attachments:	<input checked="" type="checkbox"/>
Subject:	Park User Survey Results		

**BACKGROUND:**

The Township recently conducted a survey of residents to receive feedback on the park system and gain insight into how people use the parks. The survey was publicized in the summer Township newsletter, mailed out with the summer tax bills, and received coverage in the local media. A total of 175 responses were received. Full survey results are attached to this report; a summary of responses is included below.

The Parks and Recreation Commission received the survey results at their August 2 meeting and will be reviewing the results in greater detail at their October 4 meeting.

**SUMMARY OF RESPONSES:**

***Question 1: Which of the following Garfield Township parks have you visited within the past year (see attached map, and check all that apply)?***

The most visited parks of the respondents are Silver Lake Recreation Area (85%), the Grand Traverse Commons Recreation Area (61%), and Boardman Valley Nature Preserve (53%). Just over a quarter of the respondents visited Miller Creek Nature Reserve (27%) and Kids Creek Park (26%), and some respondents had visited River East Recreation Area (15%) despite its current lack of visibility.

***Question 2: What activities do you participate in, or amenities do you use most often, when you visit one of the Township parks (check all that apply)?***

By far the most used amenities by respondents are the natural hiking trails (74%) and the paved trails (58%) with the playground (38%), other sports (29%), pavilions (27%), and dog park (25%) seeing a lot of users as well.

***Question 3: What is one thing you like the most about the Township parks?***

Responses to this question were varied but many people commented on the overall quality cleanliness and maintenance of the parks, trails, and the playground.

***Question 4: What is one thing you would most like to see added to the Township parks?***

This question received a wide variety of responses and suggested amenities, although many said they like the parks the way they are, while the most common responses were about disc golf.

***Question 5: What is one thing you would most like to see changed about the Township parks?***

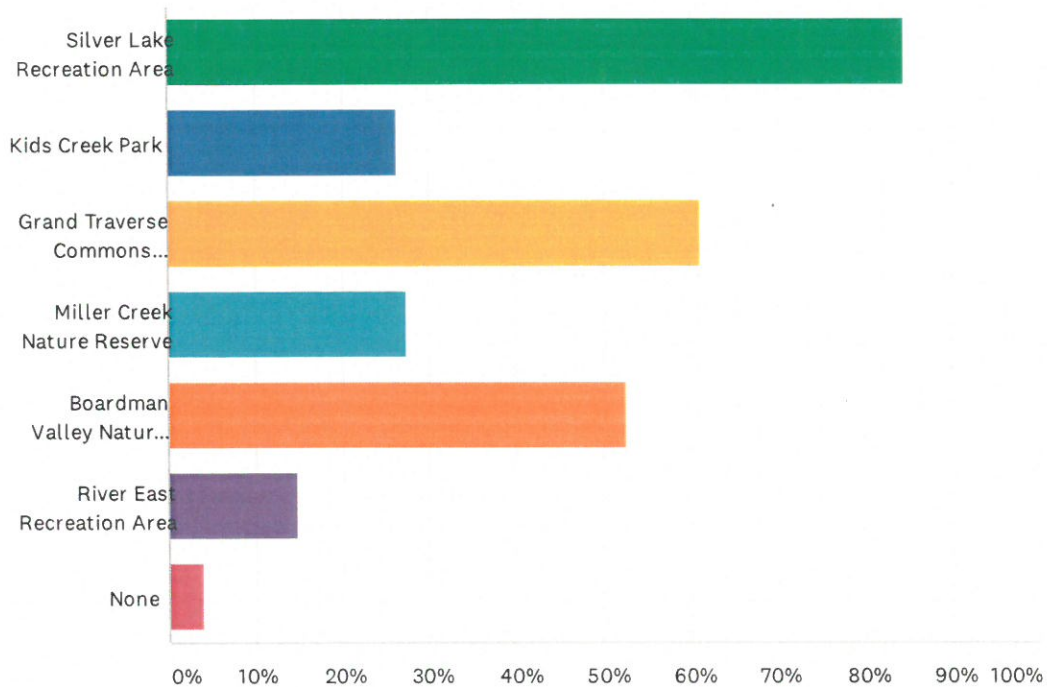
There were many similar responses to the previous question, including many comments on disc golf, and several others commented on bathrooms (adding more and/or having them open in winter) and issues with dogs off leashes in some of the parks.

**Attachments:**

1. Park User Survey – Full Results

### Q1 Which of the following Garfield Township parks have you visited within the past year (see map below, and check all that apply)?

Answered: 175 Skipped: 0

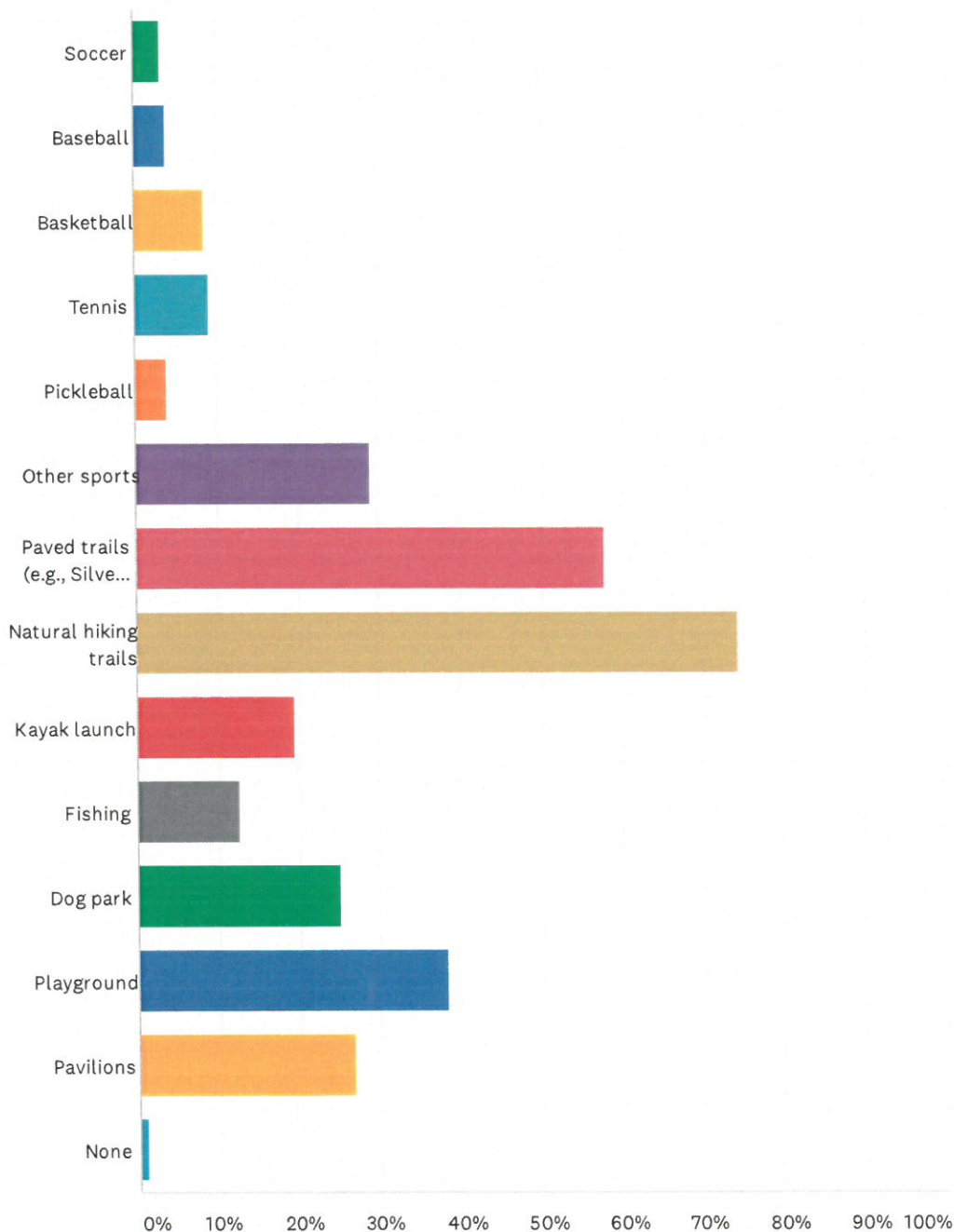


ANSWER CHOICES	RESPONSES	
Silver Lake Recreation Area	84.57%	148
Kids Creek Park	26.29%	46
Grand Traverse Commons Recreation Area	61.14%	107
Miller Creek Nature Reserve	27.43%	48
Boardman Valley Nature Preserve	52.57%	92
River East Recreation Area	14.86%	26
None	4.00%	7
Total Respondents: 175		



## Q2 What amenities do you use most often when you visit one of the Township parks (check all that apply)?

Answered: 175 Skipped: 0



## Garfield Township 2021 Parks User Survey

ANSWER CHOICES	RESPONSES	
Soccer	3.43%	6
Baseball	4.00%	7
Basketball	8.57%	15
Tennis	9.14%	16
Pickleball	4.00%	7
Other sports	29.14%	51
Paved trails (e.g., Silver Lake Recreation Area)	57.71%	101
Natural hiking trails	74.29%	130
Kayak launch	19.43%	34
Fishing	12.57%	22
Dog park	25.14%	44
Playground	38.29%	67
Pavilions	26.86%	47
None	1.14%	2
Total Respondents: 175		

### Q3 What is one thing you like the most about the Township parks?

Answered: 153 Skipped: 22

#	RESPONSES	DATE
1	When there toilets available I can use with my children and a changing table...and well manicured paths to take my 5.5 y/o and 22 month old on.	7/24/2021 2:05 PM
2	accessibility and cleanliness	7/23/2021 12:49 PM
3	they are clean and we love the paved trails	7/21/2021 1:26 PM
4	Great trail network	7/20/2021 8:58 PM
5	Disc golf	7/18/2021 2:20 PM
6	Preserved open spaces and natural areas for recreation	7/17/2021 1:21 PM
7	It is absolutely beautiful	7/16/2021 9:18 PM
8	accessibility	7/16/2021 8:46 PM
9	Well kept	7/16/2021 2:52 PM
10	Dog friendly, poop bags and trash cans available	7/16/2021 2:37 PM
11	Disc golf	7/16/2021 2:31 PM
12	the cleanliness and ease of access	7/16/2021 11:48 AM
13	If I had to choose it would be the trails and the pond.	7/16/2021 11:20 AM
14	Well Maintained	7/16/2021 10:21 AM
15	Trail and added disc golf baskets	7/16/2021 10:09 AM
16	Open space, clean, design , clean and safe bath rooms	7/16/2021 9:54 AM
17	Disc Golf	7/16/2021 9:17 AM
18	Cleanliness	7/16/2021 9:05 AM
19	The grass is nice and cut.	7/16/2021 8:54 AM
20	Clean and close distance to home	7/16/2021 8:05 AM
21	Something for everyone	7/16/2021 8:02 AM
22	Dog park	7/16/2021 7:45 AM
23	The playgrounds	7/16/2021 12:42 AM
24	Place for kids to play	7/15/2021 11:35 PM
25	Hiking	7/15/2021 10:29 PM
26	I love the walking trail and pavilions as well as the playground at silver lake. Hiking trails at commons.	7/15/2021 7:26 PM
27	Locations	7/15/2021 6:46 PM
28	shade by the playground, places to sit, and nice bathrooms like at silver lake rec. (i'd consider those nice)	7/15/2021 5:31 PM
29	Trails	7/15/2021 5:29 PM
30	Large enough areas for people to spread out	7/15/2021 5:27 PM
31	ease of access and cleanliness	7/15/2021 4:39 PM



## Garfield Township 2021 Parks User Survey

32	Well maintained	7/15/2021 3:36 PM
33	Playground	7/15/2021 3:27 PM
34	Size	7/15/2021 2:18 PM
35	Well maintained	7/15/2021 1:52 PM
36	Playgrounds for all ages	7/15/2021 1:20 PM
37	Natural settings. Playgrounds for my kids. Hiking trails that are well maintained and easily accessible.	7/15/2021 1:18 PM
38	Love the trails along the river	7/15/2021 1:09 PM
39	The wide variety and topography that is available	7/15/2021 12:42 PM
40	Size	7/15/2021 12:18 PM
41	Clean and cared for.	7/15/2021 12:10 PM
42	They have a lot of space to have fun	7/15/2021 12:00 PM
43	silver lakes disc golf course	7/15/2021 11:57 AM
44	I like that they are generally clean and well maintained.	7/15/2021 11:49 AM
45	Clean, family friendly	7/15/2021 11:47 AM
46	Disc golf	7/15/2021 11:40 AM
47	Location and cleanliness	7/15/2021 11:35 AM
48	Multi-use trails! Plus the dog park at silver lake	7/15/2021 11:25 AM
49	Trails.	7/15/2021 10:58 AM
50	Overall good condition	7/15/2021 10:45 AM
51	It's a park	7/15/2021 10:36 AM
52	Access is great	7/15/2021 10:29 AM
53	Clean	7/15/2021 10:28 AM
54	the protection of the Boardman River	7/15/2021 10:04 AM
55	Clean, nice	7/15/2021 9:51 AM
56	The large playground and fields at Silver Lake park	7/15/2021 9:26 AM
57	Disc golf!	7/15/2021 9:18 AM
58	Walking trails	7/15/2021 9:17 AM
59	Paved trails	7/15/2021 9:16 AM
60	We love Hickory Meadows!!	7/15/2021 9:16 AM
61	The easy access.	7/15/2021 9:14 AM
62	Well maintained	7/15/2021 9:05 AM
63	Dog parks and playground at the same park.	7/15/2021 9:03 AM
64	Clean	7/15/2021 9:00 AM
65	Open spaces and natural areas	7/15/2021 8:59 AM
66	Playing rugby	7/15/2021 8:44 AM
67	Good walking trails	7/15/2021 8:44 AM
68	Family outdoor activities	7/15/2021 8:41 AM
69	Locations & trails	7/15/2021 8:30 AM

## Garfield Township 2021 Parks User Survey

70	The trails	7/15/2021 8:26 AM
71	We'll maintained, easy access	7/15/2021 8:23 AM
72	Provides outdoor space to walk (& bike in some parks) away from traffic	7/15/2021 8:09 AM
73	All the things available to the user. Green- it's a beautiful park to walk.	7/15/2021 8:08 AM
74	There is a disc golf course	7/15/2021 8:08 AM
75	Nature	7/15/2021 8:05 AM
76	Clean. Well marked trails. Safety.	7/15/2021 8:01 AM
77	That they are available to be used.	7/15/2021 7:28 AM
78	The proximity to home	7/15/2021 7:12 AM
79	Accessibility and typical cleanliness of trails	7/15/2021 7:07 AM
80	Size, beauty, hiking trail, walking path	7/15/2021 6:58 AM
81	Variety of options	7/15/2021 6:55 AM
82	Convenient	7/15/2021 6:25 AM
83	I love Silver Lake Rec	7/15/2021 6:11 AM
84	Hiking trails	7/15/2021 3:54 AM
85	Walking trails	7/15/2021 2:40 AM
86	Layout, trails and ease of access	7/15/2021 1:21 AM
87	Natural hiking trails	7/15/2021 1:21 AM
88	Cleanliness	7/15/2021 1:14 AM
89	I like the nature reserves and walking trails.	7/15/2021 12:10 AM
90	Tables & pavilions	7/15/2021 12:10 AM
91	Hiking Trails	7/15/2021 12:09 AM
92	Great playgrounds and hiking	7/14/2021 11:38 PM
93	Flat green space	7/14/2021 11:02 PM
94	The disc golf course	7/14/2021 10:24 PM
95	The cleanliness	7/14/2021 10:18 PM
96	Clean and safe	7/14/2021 10:15 PM
97	Trails at the Commons	7/14/2021 10:11 PM
98	Hiking trails	7/14/2021 10:03 PM
99	Clean	7/14/2021 9:52 PM
100	Nature close to town	7/14/2021 9:46 PM
101	Great spots for outdoor recreation and potential for good disc golf courses	7/14/2021 9:20 PM
102	trails and pavement for exercise	7/14/2021 9:05 PM
103	Trails, dog park, great snowshoeing, paved running, cleanliness. Just great parks!	7/14/2021 8:58 PM
104	Location	7/14/2021 8:35 PM
105	Disc golf!	7/14/2021 8:32 PM
106	Close to our home, we can walk there.	7/14/2021 8:31 PM
107	Walking trails that are safe	7/14/2021 8:28 PM

## Garfield Township 2021 Parks User Survey

108	Cleanliness	7/14/2021 8:22 PM
109	All of the options and amenities	7/14/2021 8:20 PM
110	Paved trails for walking/running/skating	7/14/2021 8:20 PM
111	Accessibility	7/14/2021 8:18 PM
112	Currently have not visited yet	7/14/2021 8:17 PM
113	Updates disc golf	7/14/2021 8:15 PM
114	Family fun	7/14/2021 8:14 PM
115	The hiking trails are fairly nicely kept up	7/14/2021 7:59 PM
116	Disc golf course	7/14/2021 7:54 PM
117	The trails	7/14/2021 7:27 PM
118	Outdoors and the fresh air	7/14/2021 7:15 PM
119	Trash cans and hiking areas	7/14/2021 7:11 PM
120	Amazing response time!! I recently within the past year have noticed wooden trails over wetlands damaged by fallen trees. The township is AMAZING at responding fast - always the very next day!! There's a lot of negative views towards government, but the township consistently gets it right. That's not just sounds policy, but speaks volumes to the men and women who serve this township's parks. They clearly step up and work hard to make the parks what they are, particularly the hiking trails, and I can't say enough about how their upkeep and appearance makes them the amazing parks they are.	7/14/2021 7:09 PM
121	Hiking trail	7/14/2021 7:07 PM
122	Disc golf	7/14/2021 7:01 PM
123	Playground for kids	7/14/2021 6:42 PM
124	Nature	7/14/2021 6:15 PM
125	Space, cleanliness	7/14/2021 5:58 PM
126	proximity to my home.	7/14/2021 4:58 PM
127	easy access	7/14/2021 4:42 PM
128	Location	7/14/2021 4:36 PM
129	Clean and dog friendly	7/14/2021 4:14 PM
130	Hiking/walking/water scapes	7/14/2021 3:45 PM
131	location	7/14/2021 3:45 PM
132	Quiet	7/14/2021 3:45 PM
133	How well they are taken care of	7/14/2021 3:38 PM
134	Mountain biking	7/14/2021 11:35 AM
135	Cleanliness	7/14/2021 2:03 AM
136	The Commons quiet beauty	7/13/2021 11:06 PM
137	Trails	7/13/2021 10:23 PM
138	Hiking trails and multi use trails. Dog park	7/13/2021 10:08 PM
139	Hiking, walking, biking in a safe area	7/13/2021 10:04 PM
140	Diversity of playgrounds, working drinking fountains, nice bathroom, maintained asphalt and trails.	7/13/2021 9:03 PM
141	Dog friendly/restrooms/water	7/13/2021 6:55 PM

## Garfield Township 2021 Parks User Survey

142	Great scenery and close to home	7/13/2021 6:51 PM
143	The walking trails and that Silver Lake Recreation Area is well attended so I never feel unsafe going there alone	7/11/2021 10:00 PM
144	Well maintained.	7/11/2021 1:41 PM
145	Love the uninterrupted paved trail to walk without concern.	7/10/2021 7:03 PM
146	Having them to walk in and exercise in	7/9/2021 10:54 AM
147	Feeling of being rural but near amenities	7/8/2021 1:34 PM
148	Accessibility	7/8/2021 10:28 AM
149	Variety	7/6/2021 4:54 PM
150	The trails are well cared for. I think all our parks are great. We hike with our dog every day. Kudo's to parks n rec for a job well done!	7/5/2021 5:22 PM
151	Great for dog walking, convenient to where I live, they are beautiful	7/5/2021 12:09 PM
152	Large parcels away from traffic	7/3/2021 9:22 AM
153	Convenience of access; cleanliness	7/2/2021 6:21 PM

## Q4 What is one thing you would most like to see added to the Township parks?

Answered: 150 Skipped: 25

#	RESPONSES	DATE
1	The Zipline toy at the Civic center is a favorite...it would be amazing at a park closer!	7/24/2021 2:05 PM
2	online reservation calendar to see what dates/times are available	7/23/2021 12:49 PM
3	waterfront beach that we all know is there, but we are unable to access from the park, and it needs to be cleaned up.	7/21/2021 1:26 PM
4	Dedicated and maintained mountain bike trails, including beginner trails	7/20/2021 8:58 PM
5	Disc golf	7/18/2021 2:20 PM
6	Mountain bike trails, or at least bike park features like pump tracks	7/17/2021 1:21 PM
7	Kayak launch	7/16/2021 9:18 PM
8	Disc Golf Course	7/16/2021 9:17 PM
9	Frisbee golf	7/16/2021 8:46 PM
10	Better beach access at Silver Lake	7/16/2021 2:52 PM
11	Shade structures	7/16/2021 2:37 PM
12	Disc golf	7/16/2021 2:31 PM
13	more benches to sit down	7/16/2021 11:48 AM
14	Maybe more seating or picnic tables would be super nice around the pond area and in the trails.	7/16/2021 11:20 AM
15	Disc Golf Courses	7/16/2021 10:21 AM
16	Disc golf baskets	7/16/2021 10:09 AM
17	More benches to sit on the trails	7/16/2021 9:54 AM
18	Disc Golf	7/16/2021 9:17 AM
19	Parking	7/16/2021 9:05 AM
20	More pavilions with seating and better bathrooms.	7/16/2021 8:54 AM
21	Public beach on Silver lake	7/16/2021 8:05 AM
22	Beach swim area	7/16/2021 8:02 AM
23	More places to fish!	7/16/2021 12:42 AM
24	More play structures and covered pavilions	7/15/2021 11:35 PM
25	Better trail maps	7/15/2021 10:29 PM
26	It'd be cool to see some of that outdoor gym equipment. Likes. Playground for working out	7/15/2021 9:14 PM
27	I would like to see power in the pavilions. Better marked trails on the commons last time it was very hard to navigate what was the trail and what was trails bikers had made.	7/15/2021 7:26 PM
28	Splash pads	7/15/2021 6:46 PM
29	natural playscapes, more shade by playgrounds, bathrooms	7/15/2021 5:31 PM
30	Disc golf	7/15/2021 5:29 PM

## Garfield Township 2021 Parks User Survey

31	Disc golf courses/baskets. Blair township park is a great example of how a disc golf course can co-exist within a Township park	7/15/2021 5:27 PM
32	nothing	7/15/2021 4:39 PM
33	Interpretive trails for kids	7/15/2021 3:36 PM
34	Restrooms	7/15/2021 3:27 PM
35	Another bathroom	7/15/2021 2:18 PM
36	Frisbee golf courses	7/15/2021 2:17 PM
37	Mulch or gravel at the Silver Lake playground, it gets terribly muddy to the point of being unusable	7/15/2021 1:52 PM
38	Year round accessible bathrooms at some. More playground equipment at others. More shaded area by silver lake playground.	7/15/2021 1:18 PM
39	A kayak take out for people who ride the boardman after bietner	7/15/2021 1:09 PM
40	More educational resources	7/15/2021 12:42 PM
41	Mountain bike trails	7/15/2021 12:18 PM
42	More benches on the trails	7/15/2021 12:10 PM
43	Silver lake park could have a drone flying area, and the commons could put more benches on the trail	7/15/2021 12:00 PM
44	a better disc golf course	7/15/2021 11:57 AM
45	Fitness obstacles (pull up bar, sit up station, balance objects, etc.) around walking paths would be fun, as well as an opportunity to vary & increase fitness.	7/15/2021 11:49 AM
46	Disc golf opportunity.	7/15/2021 11:47 AM
47	Disc golf please	7/15/2021 11:40 AM
48	Ice skating rink and sledding hills	7/15/2021 11:35 AM
49	More dog parks!	7/15/2021 11:25 AM
50	Disc golf.	7/15/2021 10:58 AM
51	rest areas in shade areas	7/15/2021 10:45 AM
52	Rest rooms that can actually be used and cleaned. More pavilions, BBQ, water stations.	7/15/2021 10:36 AM
53	Clean up the area around the playground. It's very muddy and needs new wood chips or rubber, and a border with the grass	7/15/2021 10:29 AM
54	Great park	7/15/2021 10:28 AM
55	More paved trails	7/15/2021 10:23 AM
56	DiscGolf courses	7/15/2021 10:05 AM
57	Permanent protection of the Boardman River and prohibition of new road crossings over the river.	7/15/2021 10:04 AM
58	Disc golf courses / updated	7/15/2021 9:51 AM
59	Repair/upgrade the disc golf course at Silver Lake	7/15/2021 9:26 AM
60	Disc golf!	7/15/2021 9:18 AM
61	Lighting at Garfield Township Park	7/15/2021 9:17 AM
62	More paved trails	7/15/2021 9:16 AM
63	none	7/15/2021 9:16 AM
64	Improvement on the disc golf course at Silver Lake. I love practicing there, but it needs love	7/15/2021 9:14 AM



## Garfield Township 2021 Parks User Survey

on the trails and paths and nets.

65	Sledding hills without obstructions. i.e. trees/bushes	7/15/2021 9:03 AM
66	Nothing	7/15/2021 9:00 AM
67	More restrooms and/or toilets	7/15/2021 8:59 AM
68	Disc golf course	7/15/2021 8:44 AM
69	mountain biking options; disc golf	7/15/2021 8:41 AM
70	Information about trail loops and history of area	7/15/2021 8:30 AM
71	Groomed XC ski trails in winter	7/15/2021 8:23 AM
72	Bathroom facilities at trailhead.	7/15/2021 8:09 AM
73	More enforcement of the non leashed dog offenders.	7/15/2021 8:08 AM
74	More disc golf, upkeep on the courses.	7/15/2021 8:08 AM
75	A climbing boulder.	7/15/2021 8:05 AM
76	Disc Golf Courses. Very fast growing sport for ALL ages!!	7/15/2021 8:01 AM
77	Trash cans, water fountains, dog areas	7/15/2021 7:55 AM
78	Disc golf at silver lake. There are some kind of baskets, but not a real course.	7/15/2021 7:28 AM
79	Kids Creek Park- Bathrooms and a designated parking area closer to the pond with better signage. Most people don't know the park is there. More frequent stocking of trout in pond. Very few fish there. This pond is very beautiful and should be a place to introduce kids and others to fishing.	7/15/2021 7:26 AM
80	DISC GOLF	7/15/2021 7:12 AM
81	More benches/picnic tables. Currently one bench and one picnic table.	7/15/2021 7:09 AM
82	None	7/15/2021 6:58 AM
83	Bathrooms	7/15/2021 6:55 AM
84	Improve disc golf at silver lake	7/15/2021 6:25 AM
85	Fence around basketball court with windbreak	7/15/2021 6:11 AM
86	Another Bank with Multi-million dollar homes.	7/15/2021 4:24 AM
87	Disc golf	7/15/2021 3:54 AM
88	Respect for the parks	7/15/2021 2:40 AM
89	A water feature for dogs to play and romp in on hot days. Not alot of dog friendly beaches in chums corners	7/15/2021 1:21 AM
90	More paved walking trails	7/15/2021 1:21 AM
91	I would love to see the DiscGolf course at silver lake park revised.	7/15/2021 12:10 AM
92	A new disc golf course in the GT commons area or river east area would be nice.	7/15/2021 12:09 AM
93	Disc golf	7/14/2021 11:38 PM
94	More multipurpose fields. Particularly lacrosse field in the spring	7/14/2021 11:02 PM
95	Better disc golf equipment	7/14/2021 10:24 PM
96	I would like to see the tart trail extended to silver lake park	7/14/2021 10:18 PM
97	More disc golf	7/14/2021 10:15 PM
98	Kayak launch at Silver Lake	7/14/2021 10:11 PM
99	Disc golf	7/14/2021 9:52 PM

## Garfield Township 2021 Parks User Survey

100	Disc golf	7/14/2021 9:46 PM
101	Disc golf	7/14/2021 9:45 PM
102	More disc golf courses	7/14/2021 9:20 PM
103	Beach front.	7/14/2021 8:58 PM
104	more landscaping , ex: trees around walking path	7/14/2021 8:35 PM
105	More integrated spaces (disc golf with parks, hiking trails, bathrooms etc...)	7/14/2021 8:32 PM
106	More climbing structures-ninja style in playground	7/14/2021 8:31 PM
107	More walking paths	7/14/2021 8:28 PM
108	Disc Golf!	7/14/2021 8:27 PM
109	Fishing docks	7/14/2021 8:20 PM
110	Improved Disc Golf course	7/14/2021 8:20 PM
111	Disc golf courses	7/14/2021 8:18 PM
112	Disc golf	7/14/2021 8:15 PM
113	Fire pits/family bonfires.	7/14/2021 8:14 PM
114	Shade for the tennis and basketball courts and shade for the playground at Silver Lake Park	7/14/2021 7:59 PM
115	Need disc golf courses	7/14/2021 7:54 PM
116	Disc golf	7/14/2021 7:30 PM
117	Mountain Bike Trails	7/14/2021 7:27 PM
118	Disc golf amenities	7/14/2021 7:15 PM
119	More playground equipment	7/14/2021 7:11 PM
120	Future connector trail currently listed on map needs to be completed. This will be a HUGE improvement, as it provides greater accessibility to the boardman River.	7/14/2021 7:09 PM
121	More dog parks, fishing	7/14/2021 7:07 PM
122	Disc golf	7/14/2021 7:01 PM
123	Natural hiking trails	7/14/2021 6:42 PM
124	More hiking trail locations, water access.	7/14/2021 4:58 PM
125	Ice skating rink in the winter	7/14/2021 4:48 PM
126	Swimming pool	7/14/2021 4:42 PM
127	The trails need to be trimmed. The trails could be wider	7/14/2021 4:36 PM
128	Restroom options - some don't have porta-potties	7/14/2021 4:14 PM
129	More trash cans	7/14/2021 3:45 PM
130	Disc golf	7/14/2021 3:45 PM
131	Better trail signs in the Commons	7/14/2021 3:45 PM
132	Paved trails connecting them	7/14/2021 11:35 AM
133	Trail signs	7/14/2021 6:47 AM
134	No smoking enforced	7/14/2021 2:03 AM
135	Doggy bags and trash can. See too many bags lying on trails.	7/13/2021 11:06 PM
136	Lighting	7/13/2021 10:23 PM
137	Sidewalks to connect Silver lake park the commons to Buffalo ridge trail up to Silver lake	7/13/2021 10:08 PM

## Garfield Township 2021 Parks User Survey

138	More hiking trails and a bike path that connects to the tart trail	7/13/2021 10:04 PM
139	More slides and playground equipment for kids to climb on and hide in. Check out whiting forest playground in midland MI	7/13/2021 9:03 PM
140	Another dog park on the east side of the township? I think 1 is in the works?	7/13/2021 6:55 PM
141	More dog waste stations	7/13/2021 6:51 PM
142	It might be nice to have a splash pad at Silver Lake over by the children's slides and swings	7/11/2021 10:00 PM
143	Splash pad - water park for kids.	7/11/2021 1:41 PM
144	Nothing! They are great the way they are.	7/10/2021 7:03 PM
145	Nothing	7/9/2021 10:54 AM
146	Skatepark/pump track	7/8/2021 1:34 PM
147	Ice skating trail similar to one in Muskegon	7/6/2021 4:54 PM
148	Maybe a little better signage in some areas but really they are great just the way they are	7/5/2021 12:09 PM
149	A thoughtfully designed sustainable mountain bike trail at the common and Hickory meadows/hills	7/3/2021 9:22 AM
150	Silver Lake Rec Area - more shade around paved path	7/2/2021 6:21 PM

## Q5 What is one thing you would most like to see changed about the Township parks?

Answered: 114 Skipped: 61

#	RESPONSES	DATE
1	More bathroom facilities like the silver lake one.	7/24/2021 2:05 PM
2	more parking	7/23/2021 12:49 PM
3	access to Silver Lake via the beach that is supposed to be there for everyone to use.	7/21/2021 1:26 PM
4	<p>More communication with key user groups regarding trail sustainability and usage is greatly needed. This is so evident at the Commons where I hike often. The downhill mountain bikers get a bad rap about building trails (which is wrong and some are erosion problems) but many of them are well done and sustainable and needed to meet demand and separate riders from hikers. The rider groups (Norte, NMMBA, etc.) are ready to partner and build sustainable trails for all levels. Partner with them ASAP and embrace the usage in a positive way to keep both user groups safe and happy. If you don't want riders in there, why is Norte allowed to have camps there and ride unmarked trails? Other user groups such as Human Nature School, Greenspire, etc. need to be involved too. Kids Creek and the area that surrounds it and the adjacent hillside behind Greenspire has been damaged almost beyond repair and is now a sad place to stop. Greenspire students primarily have overrun the area, messed with the creek flow and damaged the ground cover and trees in that area. They are usually unsupervised when I pass by. Why has this not been addressed? Why are they not using their STEM/nature based, hands on curriculum to repair and sustain the trails? Why are there not cameras near the Hippy Tree and signage asking people to stop tagging everthing on and near it, living and dead with spray paint? Why is Life &amp; Whimsy (the organizers of the fairy trail) not held accountable or more proactive in removing the non-native and not natural materials (aka ocean shells, plastic toys, fake flowers, painted wood and rocks , glue, etc.) found on the Fariy Trails? If it isn't assembled with all biogradable, natural materials or place and removed the day of their annual event, it should not be there. It is litter on the forest floor. The Commons and other trails in the GT Township network are getting overused and need reroutes or basic maintenance for life long use. I know, we need a lot of money to make that happen, but my grievences about the impact of partner user groups should have been addressed eons ago before so much costly damage was done.</p>	7/20/2021 8:58 PM
5	More disc golf	7/18/2021 2:20 PM
6	More trails, safe connections to other nearby parks, and no need to drive between them.	7/17/2021 1:21 PM
7	Too many dogs are not on leashes. I know that's hard to control but it had been a problem several times when a dog runs up to my leashed dog	7/16/2021 9:18 PM
8	More up keep	7/16/2021 8:46 PM
9	Get the hobos out.	7/16/2021 2:52 PM
10	nothing, thanks!	7/16/2021 11:48 AM
11	I wish the paved walkway was snowblowed in the winter.	7/16/2021 11:20 AM
12	renovation of the Silver Lake Park Disc golf course. It just needs to be updated. Existing course is already there	7/16/2021 10:21 AM
13	More disc golf	7/16/2021 10:09 AM
14	More Disc Golf	7/16/2021 9:17 AM
15	Better bathrooms more pavilions	7/16/2021 8:54 AM
16	Expansion	7/16/2021 8:05 AM
17	Nothing	7/16/2021 8:02 AM

## Garfield Township 2021 Parks User Survey

18	More places to fish from shore	7/16/2021 12:42 AM
19	More kid friendly and better parking	7/15/2021 11:35 PM
20	More bathrooms	7/15/2021 9:14 PM
21	More water-related activities	7/15/2021 6:46 PM
22	Natural playscapes to include more kids, people	7/15/2021 5:31 PM
23	Improved disc golf course at silver lake park	7/15/2021 5:27 PM
24	nothing	7/15/2021 4:39 PM
25	None	7/15/2021 3:36 PM
26	Trash pickup more frequently	7/15/2021 2:18 PM
27	Add a take out point for river sports	7/15/2021 1:09 PM
28	To have more outreach to all neighboring communities	7/15/2021 12:42 PM
29	More trails paved and unpaved	7/15/2021 12:18 PM
30	Shade trees on trails	7/15/2021 12:10 PM
31	Silver lake needs to change their play structure for a newer and more fun one with more things to play on, and nothing really needs to be change at the commons	7/15/2021 12:00 PM
32	the disc golf course to be upgraded. thanks.	7/15/2021 11:57 AM
33	It would be nice if baseball crowds cleaned up after themselves.	7/15/2021 11:49 AM
34	Silver lake needs garbage cans near pavilions.	7/15/2021 11:47 AM
35	Disc golf please please	7/15/2021 11:40 AM
36	All good	7/15/2021 11:35 AM
37	Longer connected Trailway systems	7/15/2021 11:25 AM
38	More Disc golf.	7/15/2021 10:58 AM
39	No special item	7/15/2021 10:45 AM
40	Enforced rules on pet owners to cleanup their poop	7/15/2021 10:36 AM
41	See above	7/15/2021 10:29 AM
42	Well maintained	7/15/2021 10:28 AM
43	Updated disc golf parks	7/15/2021 9:51 AM
44	Repair/upgrade the disc golf course at Silver Lake.	7/15/2021 9:26 AM
45	Improve Disc golf course at Silver Lake!	7/15/2021 9:18 AM
46	More waste bins and recycling options along with cleaner bathrooms	7/15/2021 9:14 AM
47	The small tree removed/transplanted from the bottom of the hill that kids use for sledding at Silver Lake Park.	7/15/2021 9:03 AM
48	Security cameras	7/15/2021 9:00 AM
49	Nothing	7/15/2021 8:44 AM
50	Better signage for trails	7/15/2021 8:41 AM
51	Community events	7/15/2021 8:30 AM
52	Enforcement of dogs on leash and littering.	7/15/2021 8:09 AM
53	Silver lake park - has been taken over by dogs. On one walk I had 4 encounters with un-leashed dogs on walking trail.	7/15/2021 8:08 AM

## Garfield Township 2021 Parks User Survey

54	Inclusion of natural artwork and native wildflowers	7/15/2021 8:05 AM
55	I'm sure there are ideas out there. I'm drawing a blank at the moment. :)	7/15/2021 8:01 AM
56	More areas for off leash dog walking, in particular I see bikers and x-country skiers trying to keep there dogs on leash and that is just a recipe for disaster. We are a tourist area and people bring there dogs we need to accommodate.	7/15/2021 7:55 AM
57	Let the whole township approve or deny something. I'm pretty sure it was a board member who stoped the last disc golf development. The people wanted it, but she did not. I think she lived near by.	7/15/2021 7:28 AM
58	Kids Creek Park needs the most attention.	7/15/2021 7:26 AM
59	Disc golf	7/15/2021 7:12 AM
60	I would like to see the disc golf baskets changed out for new ones at the Silver Lake Recreational park	7/15/2021 7:07 AM
61	None	7/15/2021 6:58 AM
62	Improved disc golf baskets/course	7/15/2021 6:25 AM
63	A tow bridge over hidden lake could be cool	7/15/2021 6:11 AM
64	More like Chicago where I grew up.	7/15/2021 4:24 AM
65	Make tourists pay to use our parks	7/15/2021 2:40 AM
66	Not sure	7/15/2021 1:21 AM
67	Additional access points	7/15/2021 1:21 AM
68	I would like to see the disc golf course at the silver lake park revised because it's not on the same level as others and could use new baskets.	7/15/2021 12:10 AM
69	I'd like to see the disc golf course a the Silver Lake park be updated. It's an okay course layout, which could use some improvement, but the baskets/targets are the primary issue here (and why this course gets so little play from locals). These weird custom made baskets are awkward in both look and function. In my opinion, simply replacing these with modern manufactured baskets would make the course 70% more playable.	7/15/2021 12:09 AM
70	cleaner bathrooms	7/15/2021 12:04 AM
71	Add disc golf	7/14/2021 11:38 PM
72	More multipurpose green space for other sports that are rising in popularity like rugby and lacrosse. Parks seem to not be open to renting to groups for those uses, but fields are rarely used in the spring.	7/14/2021 11:02 PM
73	Improve the disc golf course	7/14/2021 10:24 PM
74	Fix disc golf course at silver lake park	7/14/2021 10:15 PM
75	More trash cans	7/14/2021 9:52 PM
76	Disc golf course improvements	7/14/2021 9:20 PM
77	I think you're doing a great job!	7/14/2021 8:58 PM
78	More ninja type equipment for older children	7/14/2021 8:35 PM
79	The shrubs and trees planted by the fire station in Silver Lake Park are either a bad plan or a bad execution. Trees planted under power lines and a rectangle of shrubs that maybe should have shielded the perimeter of the parking lot. This corner needs help.	7/14/2021 8:31 PM
80	More picnic and grilling areas	7/14/2021 8:28 PM
81	NA	7/14/2021 8:20 PM
82	Updated disc golf course! I am looking at moving to the traverse area and try to play daily. This sport is growing quickly and can bring hundreds of people to the area with some good	7/14/2021 8:17 PM



## Garfield Township 2021 Parks User Survey

courses around. Greg argyle with Aloft disc golf is a great guy and would be an awesome contact about more info!

83	Updated disc golf and softball fields	7/14/2021 8:15 PM
84	One of the decks at the Boardman Nature Preserve is old rickety and scary. Should be taken down and redone.	7/14/2021 7:59 PM
85	Need/improve disc golf course	7/14/2021 7:54 PM
86	Enforce dog regulations	7/14/2021 7:27 PM
87	I think adding would be better not necessarily changing what we already have	7/14/2021 7:15 PM
88	Disc golf at silver lake	7/14/2021 7:11 PM
89	Nothing!	7/14/2021 7:09 PM
90	Bathrooms	7/14/2021 7:07 PM
91	Improve disc golf at silver lake	7/14/2021 7:01 PM
92	Garbage cans	7/14/2021 6:42 PM
93	homeless population makes some parks areas not desirable to visit.	7/14/2021 4:58 PM
94	less animals	7/14/2021 4:42 PM
95	No overnight parking! Several constant vehicles overnight. I would like better winter trail cleaning. This past winter was almost no existence.	7/14/2021 4:36 PM
96	Increasing park land in the area for increasing population	7/14/2021 3:45 PM
97	nothing	7/14/2021 3:45 PM
98	Planned development	7/14/2021 11:35 AM
99	Speed limits with mountain bikes	7/13/2021 11:06 PM
100	Improve LaFranier Loops	7/13/2021 10:23 PM
101	Bike path sidewalks to connect Silver lake park down the hill on Silver lake rd to the Buffalo ridge trail to connect us all to the commons and downtown	7/13/2021 10:08 PM
102	Bike path that connects to tart trail	7/13/2021 10:04 PM
103	Bathrooms open in winter as we visit playgrounds and run or ski all year round	7/13/2021 9:03 PM
104	it would be nice if the township had more walkable/bike paths to the parks	7/13/2021 6:55 PM
105	Improvements on trails in the Boardman Valley Nature reserve. Make trails for current river run.	7/13/2021 6:51 PM
106	Nothing, I love the wide open spaces without too much stuff	7/11/2021 10:00 PM
107	Excited to see River East evolve and what is in store for the Commons	7/11/2021 1:41 PM
108	Nothing	7/10/2021 7:03 PM
109	Nothing	7/9/2021 10:54 AM
110	Lack of enforcement of park rules such as dogs being leashed	7/8/2021 1:34 PM
111	Bike pathways!!	7/8/2021 10:28 AM
112	I wish we could stop the graffiti at the Commons, better signage in Miller Creek	7/5/2021 12:09 PM
113	The lack of water fountains	7/3/2021 9:22 AM
114	Enforcement of leash requirements.	7/2/2021 6:21 PM



**BACKGROUND:**

Over the years, The Boardman River Clean-up Association has been a huge part of keeping the Boardman River & our Parklands clean and safe for recreational users. This organization has been led by **Norm Fred** and his countless volunteer groups. As of May 2021, the total trash removed was over 80,000 pounds. In order to properly recognize Norm Fred's efforts from the Charter Township of Garfield, our staff has suggested to name a stretch of trail in our River East Recreation Area after him.

**BEFORE**



AFTER



**ACTION REQUESTED:**

On August 2<sup>nd</sup>, the Parks and Recreation Commission approved the recommendation to name a River East Recreation Trail after Norm Fred.

Following discussion, if the Garfield Township Board is comfortable naming a trail after Norm Fred, the following motion is suggested:

MOTION TO: Approval to name a River East Recreation Trail after Norm Fred.



**Charter Township of Garfield  
Janitorial Services Bids Summary**

08/05/21

<u>Janitorial Services</u>	<u>Township Clean 2x/wk Per/wk cost</u>	<u>Township Per/yr cost</u>	<u>SLRA Restrooms Per/wk cost</u>	<u>Restroom Schedule</u>	<u>SLRA Restrooms Per/yr cost</u>	<u>Stripping/ Waxing/vct Carpet Cleaning Once a year cost</u>	<u>All Services Yearly Total</u>
Contemporary Cleaning Invoiced \$1,800 monthly Owner on site at all times	\$415.38	\$21,600.00	(incl w/ Hall) \$200.00 (2x wkly-May-Sep) \$100.00 (1x wkly-Oct-Apr)	(incl w/ Hall) (2x wkly-May-Sep) (1x wkly-Oct-Apr)	(incl w/Hall) \$4,000.00 \$3,200.00 \$7,200.00	\$400.00	\$22,000.00
TC Green Clean	\$430.00	\$22,360.00	\$200.00 (2x wkly-May-Sep) \$100.00 (1x wkly-Oct-Apr) Subtotal		\$4,000.00 \$3,200.00 \$7,200.00	\$1,900.00	\$31,460.00
Universal Cleaners Automatic 5% yearly increase	\$398.87	\$20,741.24	\$124.58 (2x wkly-May-Sep) \$64.51 (1x wkly-Oct-Apr) Subtotal		\$2,491.60 \$2,064.32 \$4,555.92	\$780.00	\$26,077.16

*CONTEMPORARY CLEANING*

---

Insured • Professional

Les & Lori Antoine  
*Owners*

(231) 499-8597

*Since 1991*

Dear Bill Mouser,

Please consider the following bid for the cleaning/janitorial maintenance of your facility. My husband and I work as a team, and, combined, we have over 50 years experience. Our work compliments each other. He does more of the "heavy lifting" and I pay attention to details.

Some of our current cleaning references date back for decades. We strongly encourage you to contact them.

After all of these years we've never had a claim on our insurance, an incident report, and very, very few complaints.

A copy of our liability insurance will be faxed to you upon acceptance of our bid.

It's always been our policy not to give out keys/codes to anyone. We plan on performing all of the work ourselves, but on the very rare occasion that we hire a helper, one of us will still be on duty.

Our goal is to maintain your building to be clean and presentable at all times.

It was our pleasure meeting you and thank you for the tour.

Respectfully,



Lori Antoine  
Contemporary Cleaning

**PROPOSAL SUBMITTED TO:**

NAME The Charter Township of Starfield  
ADDRESS 3848 Veterans Dr.  
CITY/ST/ZIP Traverse City, MI 49684  
PHONE 231-941-1620 FAX -(231) 941-1588

**Contemporary Cleaning**

Residential • Commercial

1650 Barlow, Suite #1  
Traverse City, Michigan 49686

~~947-1697~~ or 499-8597

We hereby propose to furnish the materials\* and provide the labor necessary for the cleaning/maintenance of:

Tuesdays

Remove trash/recycling  
Clean kitchen/break room  
Clean/restock 1st floor bathrooms  
Clean entry doors/sidelights  
Vacuum carpets - winter months  
Mop tile floors - winter months

as needed

wipe/disinfect ceiling vents  
cob webbing/high dusting  
Cleaning after special events

Fridays

Remove trash/recycling  
Clean kitchen/break room  
Clean/restock all 6 bathrooms  
Vacuum carpets  
Mop tile floors  
Dust/wipe desks, counters, sills  
Sweep both stairwells  
Clean entry glass doors/sidelights

Annually

resurface tile floors in  
copy room and contractors'  
area  
Clean carpets

Silver Lake Recreational Area - remove trash, clean/re-stock bathrooms

2x per week May through Sept. 1x per week Oct. April thru

\* SPECIAL INSTRUCTIONS RE: MATERIALS

We use all of our own cleaning supplies/materials/equipment except trash bags, toilet tissue, hand soap, etc...

Today's Date: 7-29-2021 Proposal good for 30 days from date shown.

Work To Be Completed On: Tuesdays and Fridays

With Payments According to the Following Terms: \$1,800.00/month Annual services and special events to be invoiced separately

Signature Lori Antoine  
**Contemporary Cleaning**

Customer Signature



Contemporary Cleaning  
Les and Lori Antoine  
805 Manor Ln.  
Traverse City, MI 49686  
(231)499-8597  
contemporarycleaners@yahoo.com

Liability Insurance # Z09856-4  
Acuity  
2800 South Taylor Dr.  
P.O. Box 718  
Sheboygan, WI 53082-0718  
1-800-242-7666

Currnet Cleaning References:

Great Lakes Eye Consultants/  
Green Square  
872 Munson Ave.  
Traverse City, MI 49686  
Ivana Fedor - office manager  
(231) 947-1690

State Street Marketplace  
329 E. State St.  
Traverse City, MI 49684  
Devin - manager  
(231) 883-8786

ReMax Bayshore Properties  
500 S. Union St.  
Traverse City, MI 49684  
Carrie Zinke - office manager  
(231) 941-4500

# Tc green clean

**RECIPIENT:**

**Bill Mouser**

3848 Veterans Drive  
Traverse City, Michigan 49684

**Quote #23**

Sent on

Aug 03, 2021

**Total**

**\$530.00**

PRODUCT / SERVICE	DESCRIPTION	QTY.	UNIT PRICE	TOTAL
Weekly Cleaning Service	Janitorial services for Garfield Township Hall	2	\$215.00	\$430.00
Weekly Cleaning Service	Janitorial Services for Silver Lake Recreational Area	1	\$100.00	\$100.00

**Total** **\$530.00**

Quote for VCT and Carpet Cleanings would be an additional \$1,900 annually.

TC Green Clean Client Reference List:

Roy Morscher  
Air BnB Units  
+1 (440) 454-2169

Grace Hannon  
West Side Community Church  
(231) 941-9300  
Grace@tcwsc.com

# Tc green clean

## Notes Continued...

Suzanne Wise  
Federal Screw Works  
(231) 922-9500  
swise@federalscrew.com

Riley Bullough  
The Mitten Group  
+1 (231) 218-4417

Rachel Gysen  
Air BnB Units  
+1 (616) 254-7826

Erika Nita  
Real Estate One  
+1 (231) 631-2946

This quote is valid for the next 30 days, after which values may be subject to change.



*The* CHARTER TOWNSHIP *of* GARFIELD  
Grand Traverse County, Michigan

Janitorial Proposal

7.28.21



## UNIVERSAL CLEANERS, LLC

*The Commercial Janitorial Experts & Your Nightly Cleaning Service*

Bill,

Thank you for the opportunity to potentially assist you with your janitorial needs. Universal Cleaners, LLC is the premier facilities contractor in Northern Michigan. Our performance and customer service are second to none.

Universal Cleaners, LLC offers a wide array of cleaning services to assure your facilities are sparkling and dazzle your clientele. A list of our most popular services is as follows:

- Customized Daily/Nightly Cleaning
- *Green Cleaning*
- Special Cleaning Projects
- Rug Care
- Carpet Cleaning
- Floor Care
- Gym Floor Refinishing
- Tile & Grout Cleaning
- Floor Stripping and Waxing
- Window Cleaning
- General Maintenance

Universal strives for 100% customer satisfaction. We do what it takes to go the extra mile. Our quality cleaning services, and exceptional customer care ensures your satisfaction!

We are confident that the information provided will give you knowledge and confidence in our ability. Please contact us with any questions you may have. We look forward to servicing your janitorial needs and are excited at the opportunity of work with you.

Eugene F. LaFave Jr.

Universal Cleaners, LLC

P.O. BOX 1451, TRAVERSE CITY, MI 49685  
231.633.8276 [glafave@universalcleanersllc.com](mailto:glafave@universalcleanersllc.com)





**Universal Cleaners, LLC**  
**P.O. Box 1451**  
**Traverse City, MI 49685**  
Phone: (231) 715-3236  
glafave@universalcleanersllc.com  
universalcleanersllc.com

**Proposal**  
Number: CTG21-100  
Date: 7/28/21

Charter Township of Garfield  
c/o Bill Mouser  
3848 Veterans Drive  
Traverse City, MI 49684  
wmouser@garfield-twp.com  
231-225-3170

**Description:**

- ✓ Cleaning select areas in Township Hall (Approximately 16,670 sq. ft.) Basement 2 Bathrooms, Main Floor Lobby, Offices, Conference Room, Copy Room, Lunch Room and 2 Bathrooms, Second Floor Mezzanine, Meeting Room, Conference Room, Bathrooms and stairwells
  - Janitorial services will be provided 2 nights per week (excluding Holidays)
  - Janitorial services will be provided according to specifications on page 2
- ✓ Cleaning equipment provided by Universal Cleaners, LLC
- ✓ Cleaning supplies provided by Universal Cleaners
  - SDS worksheets will accompany all products on site
- ✓ Paper products and hand soap maintained in all restrooms
  - Supplied by Garfield Township

Janitorial	<b>Weekly Cost: \$398.87</b>
Annual (1x) strip and wax	<b>Weekly Cost: \$15.00</b>
	<b>Total Weekly Cost: \$413.87</b>

Note: Services are billed at the beginning of the month and will be considered delinquent after 30 days. This estimate is valid for thirty days.

Accepted by: \_\_\_\_\_

Date: \_\_\_\_\_

P.O. BOX 1451, TRAVERSE CITY, MI 49685  
(231) 715-3236 glafave@universalcleanersllc.com  
universalcleanersllc.com



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**P.O. Box 1451**  
**Traverse City, MI 49685**  
Phone: (231) 715-3236  
glafave@universalcleanersllc.com  
universalcleanersllc.com

**Proposal**  
Number: CTG21-101  
Date: 7/28/21

Charter Township of Garfield  
c/o Bill Mouser  
3848 Veterans Drive  
Traverse City, MI 49684  
wmouser@garfield-twp.com  
231-225-3170

**Description:**

- ✓ Cleaning Silver Lake Recreational Area Public Bathrooms
  - Janitorial services will be provided (excluding Holidays)
  - Janitorial services will be provided according to specifications on page 2
- ✓ Cleaning equipment provided by Universal Cleaners, LLC
- ✓ Cleaning supplies provided by Universal Cleaners
  - SDS worksheets will accompany all products on site
- ✓ Paper products and hand soap maintained in all restrooms
  - Supplied by Garfield Township

_____	2 nights per week	<b>Weekly Cost: \$124.58</b>
_____	1 night per week	<b>Weekly Cost: \$64.51</b>

Note: Services are billed at the beginning of the month and will be considered delinquent after 30 days. This estimate is valid for thirty days.

Accepted by: \_\_\_\_\_ Date: \_\_\_\_\_

P.O. BOX 1451, TRAVERSE CITY, MI 49685  
(231) 715-3236 glafave@universalcleanersllc.com  
universalcleanersllc.com



## Specifications

- **2 nights per week**
  - Empty trash containers and change soiled liners
  - Complete bathroom cleaning
    - Toilet bowls and seats cleaned and disinfected inside and out
    - Paper products and soaps restocked
    - Floors swept and mopped
    - Sinks and countertops wiped and disinfected
    - Dispensers wiped and disinfected
    - Stalls and dividers wiped and disinfected
  - Vacuum entire space
    - Entryway
    - Common hallways within the space
    - Conference room
  - Sweep and mop hard surfaces
  - Spot glass cleaning (entry doors, etc.)
  - Complete main corridor and hallway cleaning
  - High dusting of horizontal and vertical surfaces
  - Dust flat surfaces
  - Spot clean switches and walls (handprints, etc.)
  - Spot clean other strike points (foot and hand touch-points)
  - Wipe all furniture (chair and table legs)
  
- **1 time per year**
  - Strip and wax VCT
  - Permanent items and hard to move items will be waxed around.
  - We do not guarantee that all stains will be removed.
  - Floors will be stripped but certain stains may not be removed.
  - 3 coats of ultra-high-density wax will be applied.



● **Notes and Exclusions:**

- Items requested by the client that are outside of the scope of work will be billed at \$40.00 per hour. The request for additional services will constitute approval of additional charges.
- Delivery of services by Universal Cleaners constitutes acceptance of this proposal and its notes and exclusions.
- We are only responsible for our cleaning quality from the previous night. Any concerns or issues must be brought up the following day to ensure our crew has ample time to correct any deficiencies and to keep communication timely.
- All work that is listed on this specification sheet that is necessary to keep the facility clean will be completed in a timely manner. Priority will be placed on the floors and baseboards.
- Acceptance of this proposal constitutes acceptance of all terms in this proposal.
- Both parties agree that approximate square footage is defined for the purpose of this proposal as being up to 50% discrepancy than stated square footage. This is due to time constraints during the bid and measuring process, inaccuracy of equipment, untrained people doing measurement and user error. If the client provides square footage estimates, it is expected that these measurements will fall in a plus or minus range of no greater than 3%. This is expected due to the fact that the client has ample time and resources to obtain a professional blueprint or otherwise qualified measurement.
- Spot glass cleaning means cleaning what we can see
  - Universal Cleaners, LLC does not clean all glass
  - Universal Cleaners, LLC expects there will be a glass cleaning service provided
  - We will clean spots that we are informed about by daytime staff
- Universal Cleaners, LLC reserves the right to do walk-throughs of facility on a regular basis with a client representative to ensure quality.
- Universal Cleaners, LLC is restricted to cleaning anything below 7ft high. Anything over this restriction will be an additional charge.
- Kitchen appliances will be cleaned on the outside only.
- Universal Cleaners cleans surfaces included in specification. We do not move items that are obstructive. We do not move furniture, parts of furniture, paper or any other items on desks. We do not move items on kitchen counters, rugs or mats. The only exceptions are plastic trash cans and office rolling chairs.
- Universal Cleaners, LLC does not empty or dispose of recycling or shedding containers unless specified in notes.
- Facility will be cleaned by 7am on the day after we specify cleaning.
- Any changes to these specifications may result in a price increase.
- Universal Cleaners, LLC requires a minimum lead time of 2 weeks to start. Shorter lead time will result in alternative pricing.
- Mopping may not remove all dirt. Build-up of dirt may occur over time. Additional treatments (shock treatment, etc.) may be required at an additional cost to this
- Restorative cleaning is dirt that has been in place for longer than 30 days and deemed to be outside of industry standards for daily cleaning by the contractor.
- Client agrees to name a single representative to administer the contract on a day-to-day basis and communicate to contractor. Client agrees to notify contractor if or when this point of contact changes.
- Universal Cleaners, LLC is only responsible for locking doors we use unless otherwise agreed upon in writing. Furthermore, Universal Cleaners, LLC is not responsible for ensuring that all doors not used by contractor are locked. The client acknowledges that Universal Cleaners, LLC may not be the last party in the facility, therefore not responsible for security.

P.O. BOX 1451, TRAVERSE CITY, MI 49685  
(231) 715-3236 [glafave@universalcleanersllc.com](mailto:glafave@universalcleanersllc.com)  
[universalcleanersllc.com](http://universalcleanersllc.com)





- It should not be assumed the contractor is the last ones in the facility.
- Universal Cleaners, LLC must be notified and agree to any site-specific protocols. There will be a charge for additional protocols, audits, compliance related items, etc. if Universal Cleaners, LLC agrees to comply with these items.
- If the client is closed, Universal Cleaners, LLC will not provide services on those nights and the charges will remain the same as a normal week.
- If keys, codes, etc. are changed and Universal Cleaners, LLC is not notified, Universal Cleaners, LLC will not make up service for night missed.
- Client agrees not to hire any of Contractor's employees or service providers in any capacity. Furthermore, Client agrees to not indirectly hire any of contractors employees in any capacity (through a third party). This portion of the agreement will remain in force regardless of the contract being terminated by either party for a period of 6 months after termination. Any breach of this portion of the agreement will result in Client compensating Contractor \$10,000 per occurrence.
- Client agrees to an annual increase in costs of 5% on all services rendered by Contractor. This increase will take effect on January 1<sup>st</sup> of each year.
- Client may terminate this contract with 90 days written notice. Contractor may terminate this contract with 30 days written notice. Any payment for above mentioned services owed by the Client shall be due and payable at the time the agreement is terminated. Client agrees to pay Contractor in full for cancelled services.
- Client agrees to provide Contractor with 4 sets of keys to all areas. Contractor agrees to notify Client within 24 hours of any missing keys.



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P.O. BOX 1451, TRAVERSE CITY, MI 49685  
(231) 715-3236 glafave@universalcleanersllc.com  
universalcleanersllc.com



- It should not be assumed the contractor is the last ones in the facility.
- Universal Cleaners, LLC must be notified and agree to any site-specific protocols. There will be a charge for additional protocols, audits, compliance related items, etc. if Universal Cleaners, LLC agrees to comply with these items.
- If the client is closed, Universal Cleaners, LLC will not provide services on those nights and the charges will remain the same as a normal week.
- If keys, codes, etc. are changed and Universal Cleaners, LLC is not notified, Universal Cleaners, LLC will not make up service for night missed.
- Client agrees not to hire any of Contractor's employees or service providers in any capacity. Furthermore, Client agrees to not indirectly hire any of contractors employees in any capacity (through a third party). This portion of the agreement will remain in force regardless of the contract being terminated by either party for a period of 6 months after termination. Any breach of this portion of the agreement will result in Client compensating Contractor \$10,000 per occurrence.
- Client agrees to an annual increase in costs of 5% on all services rendered by Contractor. This increase will take effect on January 1<sup>st</sup> of each year.
- Client may terminate this contract with 90 days written notice. Contractor may terminate this contract with 30 days written notice. Any payment for above mentioned services owed by the Client shall be due and payable at the time the agreement is terminated. Client agrees to pay Contractor in full for cancelled services.
- Client agrees to provide Contractor with 4 sets of keys to all areas. Contractor agrees to notify Client within 24 hours of any missing keys.

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## Specifications

- **1 or 2 nights per week**
  - Empty trash containers and change soiled liners
  - Complete bathroom cleaning
    - Toilet bowls and seats cleaned and disinfected inside and out
    - Paper products and soaps restocked
    - Floors swept and mopped
    - Sinks and countertops wiped and disinfected
    - Dispensers wiped and disinfected
    - Stalls and dividers wiped and disinfected