

**CHARTER TOWNSHIP OF GARFIELD  
TOWNSHIP BOARD MEETING**

Tuesday, October 13, 2020 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 – September 22, 2020 (Recommend Approval)

b. Bills -

(i) General Fund \$71,185.40  
(Recommend Approval)

(ii) Gourdie-Fraser  
Developer's Escrow Fund – Storm Water Reviews, Utility Plan Review,  
Oversight & Closeout \$28,980.92  
Utility Receiving Fund 3,500.00  
Total \$32,480.92

(Recommend Approval)

- c. Resolution 2020-20-T, a resolution approving the Interlocal Agreement for Grand Traverse County Designated Assessor (Recommend Approval)
- d. MTT Update (Receive and File)
- e. Contractor's Application for Final Payment and Change Order #3 to North Country Contracting LLC for Silver Lake Park Recreation Improvements (Recommend Approval)

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

**5. Correspondence**

- a. Grand Traverse Conservation District – September 2020 Report

**6. Reports**

- a. County Commissioner's Report
- b. Construction Report
- c. Sheriff's Report
- d. Parks and Rec Report
- e. Clerk's Report
- f. Supervisor's Report

**7. Unfinished Business**

- a. PD 2020-137 – Redevelopment Ready Communities (RRC) Report and consideration of Resolution 2020-23-T, a resolution to proceed in the RRC program

**8. New Business**

- a. PD 2020-141 – Consideration of Bids for BVNP Tennis Court Transformation 2020 Project
- b. Consideration of Letter of Recommendation for Randolph Street Sewer Extension
- c. 2020 Appointments – Highlighted list of appointments expiring 12/31/20

**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  
September 22, 2020**

Supervisor Chuck Korn called the Town Board Meeting to order on September 22, 2020 at 6:00 pm.

**Pledge of Allegiance**

**Roll call of Board Members**

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

**1. Public Comment (6:00)**  
None

**2. Review and Approval of the Agenda - Conflict of Interest (6:01)**  
Board members added New Business item A- Resolution for Financing the Station 11 Remodel.

*Agostinelli moved and Schmuckal seconded to approve the agenda as amended.*

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

**3. Consent Calendar (6:02)**

**a. Minutes**  
September 8, 2020 Regular Meeting  
(Recommend Approval)

**b. Bills**

General Fund	\$21,344.96
(Recommend Approval)	

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

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

**4. Items Removed from the Consent Calendar**  
None

**5. Correspondence (6:08)**  
None

**6. Reports****a. GT Metro Fire Report (6:04)**

Chief Pat Parker reported that the first responders hazard pay premiums application had been approved. Also, the state approved their application to the Public Safety and Public Health reimbursement program. The department applied for a USDA Rural Development loan worth \$4.5 million with the intent to use it for a new station in Acme. His team was involved in the Pence rally and hose and ladder testing was recently completed. He reviewed some of the larger incidents that happened in the area and stated that October 4 – 10 is fire safety week.

**b. North Flight Report (6:10)**

North Flight Operations Manager Dave Grattopp said things have been steady and consistent at North Flight and he is working with GT Metro on the Station 11 renovation since it may affect his ambulance housed in that building. North Flight has begun its continuing education program once again and they will be under a staffing shortage again with four people unable to work for an extended period of time.

**c. 911 Surcharge –Ballot Proposal Report (6:17)**

Jason Torrey, 911 Director for Grand Traverse County, gave board members an overview of the proposed 911 surcharge which will appear on the November ballot. The new proposal will collect up to \$2.50 in surcharge and he reviewed what was accomplished with the surcharge in the past. He added that there was a need to reinvest in technologies and a new tower. Board members asked questions and discussed the proposed surcharge.

**d. County Commissioner's Report (6:21)**

Commissioner Brad Jewett said that he supports the proposed 911 millage. He reported that on September 2<sup>nd</sup>, the Board of Commissioners terminated its contract between COA and PACE due to lack of clientele. The Board of Commissioners also approved hazard pay for law enforcement and there will be meeting to discuss hazard pay for others. The commissioners will also discuss withdrawing from MERS. An email from Nate Alger, County Administrator, indicated that townships would be receiving an 8-week credit for the second quarter since CPO's were not in the townships at that time. Board members commented and asked questions.

**e. Planning Department Monthly Report for September PD 2020-130 (6:27)**

Planner John Sych reported on activities that the Planning Commission was working on including a rezoning request for Carter's Lumber, a

conceptual review for a housing development, solar energy systems ordinance and the Use Chart in the Zoning Ordinance.

**f. Parks and Rec Monthly Report (6:36)**

Parks Steward Derek Morton reported on all the parks in the township and indicated that he is close to finishing up projects at Silver Lake Recreation Area with tree planting by DTE. He indicated that Trail Cams will be purchased for the Commons area and that the Township CPO's are on top of the homeless camp at River East Park. He has been working on the 2021 budget for the parks with Deputy Planner Steve Hannon.

**g. Supervisor's Report (6:32)**

Korn said he met with Township Engineer Jennifer Hodges and John Divozzo, DPW Director, about streamlining the process of obtaining sewer and water benefits. He attended the retirement of long time Metro HR person, Marcia Schwind and added that the Governor signed the bill to change the restrictions on the Commons property.

**7. Unfinished Business**

**a. Consideration of Joint Rec Authority Ballot Language for a millage proposal (6:46)**

Matt Cowall, Executive Director of the Joint Recreation Authority said this new proposed millage would allow them to purchase land near Hickory Hills and give them another 20 years for operations. The request will be on the Nov 3<sup>rd</sup> ballot. He is asking the Garfield Board to consider giving their support for the millage proposal. Richard Lewis, a volunteer from the citizen effort to pass the millage, talked about the millage.

*Schmuckal moved and Blood Law seconded to support the Joint Recreation Authority Ballot measure to appear on the November 3<sup>rd</sup> ballot.*

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

**8. New Business**

**a. Resolution Approving Financing for Station 11 remodel (6:52)**

Chief Pat Parker said that the Grand Traverse Metro Board approved the Station 11 remodeling project financing and now each township board represented by Metro has to approve the financing project. Dormitories will be built, a gym will be added and one bay will be removed. The project came in at \$539,000. Total financing will be \$700,000 and \$350,000 will be used from the Public Improvement Fund and the remaining amount will be financed at 2.2% on a seven-year loan. Some improvements will also be made to Station 9.

*Schmuckal moved Walters seconded that financing be approved for the Station 11 remodel as presented.*

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

9. **Public Comment: (7:05)**  
**None**

10. **Other Business (7:06)**

11. **Adjournment**  
*Korn adjourned the meeting at 7:06 pm*

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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

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

**RESOLUTION 2020-21-T**

**RESOLUTION APPROVING FINANCING FOR STATION 11 REMODEL**

Resolution of a meeting of the Board of Trustees of Garfield Township, Grand Traverse County, Michigan held on the 22<sup>nd</sup> day of September, 2020 at 6:00 o'clock p.m.

**PRESENT:** Denise Schmuckal, Steve Duell, Molly Agostinelli, Dan Walters, Jeane Blood Law, Lanie McManus, and Chuck Korn

The following preamble and resolution were offered by Denise Schmuckal and supported by Dan Walters.

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

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

**WHEREAS,** Metro Board has approved the Station 11 Remodel Project (which includes repairs to floors at Station 9) for an amount not to exceed \$700,000, for which \$350,000 will be financed and \$350,000 will be paid by the department. The Station 11 Remodel is projected to cost \$625,000 and floor repairs for Station 9 is estimated at \$75,000.

**WHEREAS,** Metro intends to apply for financing from a commercial bank institution for \$350,000 to help pay for the remodel; and

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

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

**NOW, THEREFORE:**

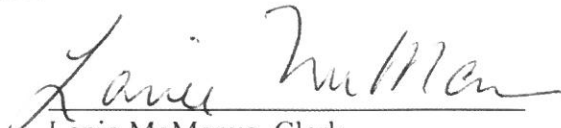
**BE IT RESOLVED** that the Township hereby commits its financial resources to this expenditure in accordance with Metro's Articles of Incorporation and, subject to approval by all Metro incorporating townships and appropriate loan documents by Metro.

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

Nays: None

Absent and Excused: None


**RESOLUTION DECLARED ADOPTED.**

  
Lanie McManus, Clerk  
Charter Township of Garfield

**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 Resolution 2020-21-T 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 September 22, 2020, at which meeting seven (7) 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: 9-23-2020

  
Lanie McManus, Clerk  
Charter Township of Garfield

CHARTER TOWNSHIP OF GARFIELD  
GRAND TRAVERSE COUNTY, MICHIGAN

RESOLUTION # 2020-22-T

RESOLUTION IN SUPPORT OF THE CITY OF TRAVERSE CITY AND  
CHARTER TOWNSHIP OF GARFIELD  
RECREATIONAL AUTHORITY MILLAGE PROPOSAL

**WHEREAS**, the Charter Township of Garfield Board of Trustees at their September 22, 2020 regular meeting considered the Joint City of Traverse City and Charter Township of Garfield Recreational Authority millage ballot measure for the November 3, 2020 general election ballot.

**NOW, THEREFORE, BE IT RESOLVED:**

**THAT** that the Charter Township of Garfield Board of Trustees supports the November 3, 2020 ballot measure for the Joint City of Traverse City and Charter Township of Garfield Recreational Authority.

Moved: Denise Schmuckal

Supported: Jeane Blood Law

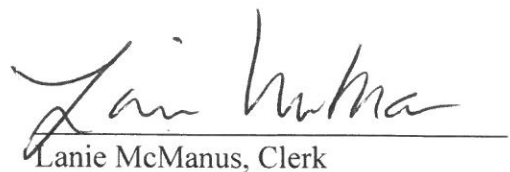
Ayes: Schmuckal, Blood Law, Agostinelli, Duell, Walters, McManus, Korn

Nays: None

Absent and Excused: None

**RESOLUTION DECLARED ADOPTED.**

By:



Lanie McManus, Clerk  
Charter Township of Garfield

**CERTIFICATE**

I, Lanie McManus, Clerk of the Charter Township of Garfield, do hereby certify that the above is a true and correct copy of Resolution #2020-22-T which was adopted by the Township Board of the Charter Township of Garfield on the 22nd day of September, 2020.

Dated: 9-23-2020



Lanie McManus, Clerk  
Charter Township of Garfield



Check Date	Bank	Check #	Payee	Description	GL #	Amount
09/23/2020	GEN	39056	OTTAWA COUNTY EQUALIZATION DEPT.	EDUCATION & TRAINING	101-171-960.000	20.00
09/24/2020	GEN	39057	AFLAC	AFLAC	101-000-227.001	430.04
09/24/2020	GEN	39058	BETTY ANDERSON	WAGES	101-191-701.000	75.00
09/24/2020	GEN	39059	BOB PETERSON CODE SERVICES	EDUCATION & TRAINING	101-371-960.000	144.00
09/24/2020	GEN	39060	CITY OF TRAVERSE CITY		101-448-920.005	10.61
09/24/2020	GEN	39061	DENNIS, GARTLAND & NIERGARTH	AUDIT AND ACCOUNTING	101-101-802.000	12,700.00
09/24/2020	GEN	39062	GARFIELD CHARTER TOWNSHIP	HSA (FORMERLY FLEX)	101-000-237.000	436.88
09/24/2020	GEN	39063	GRAND TRAVERSE COUNTY TREAS	CURRENT REAL PROPERTY TAXES	101-000-403.000	53.49
09/24/2020	GEN	39064	JUDY BATTLE	WAGES	101-191-701.000	120.00
09/24/2020	GEN	39065	MAPLE RIVER DIRECT MAIL	POSTAGE	101-191-726.001	178.30
09/24/2020	GEN	39066	NORTHWOODS BUSINESS FORMS	SUPPLIES	101-101-726.000	114.98
		39066		SUPPLIES	101-253-726.000	99.00
						213.98
09/24/2020	GEN	39067	RICK ROBBINS	LEGAL SERVICES	101-253-801.000	34.70
09/24/2020	GEN	39068	SPECTRUM BUSINESS		101-258-935.016	84.99
09/24/2020	GEN	39069	TRAVERSE CITY FLEET REPAIR	OIL CHANGES	101-806-863.000	39.09
09/24/2020	GEN	39070	UNITED WAY	UNITED WAY	101-000-238.000	90.00
09/24/2020	GEN	39071	VOYA INSTITUTIONAL TRUST COMPANY	DEFERRED COMP	101-000-227.000	1,880.00
09/24/2020	GEN	39072	WATTS UP 45 ELECTRIC, LLC	CAPITAL OUTLAY - ELECTIONS	101-900-970.001	2,900.00
10/01/2020	GEN	39073	BLUE CROSS BLUE SHIELD OF MICHIG	INSURANCE - EMPLOYEE HEALTH	101-851-873.030	21,698.48
10/01/2020	GEN	39074	CHERRYLAND ELECTRIC COOP.	DUE FROM #861 STREET LIGHTS	101-000-084.861	298.79
		39074		LIGHTS BUILDING	101-265-920.603	937.22
		39074			101-448-920.005	794.00
		39074		MAINTENANCE - MISC, EQUIP	308-000-935.000	299.98
						2,329.99
10/01/2020	GEN	39075	CONSUMERS ENERGY	STREET LIGHTS TOWNSHIP	101-448-920.005	90.92

**3.b.(i)**

Check Date	Bank	Check #	Payee	Description	GL #	Amount
10/01/2020	GEN	39076	FIFTH THIRD BANK	SUPPLIES	101-191-726.000	64.03
10/01/2020	GEN	39077	FIFTH THIRD BANK	EDUCATION & TRAINING	101-171-960.000	33.14
		39077		EDUCATION & TRAINING	101-401-960.000	129.33
		39077		GAS & CAR WASHES	101-806-862.000	49.25
						<u>211.72</u>
10/01/2020	GEN	39078	FIFTH THIRD BANK	MAINTENANCE - MISC, EQUIP	308-000-935.000	82.15
10/01/2020	GEN	39079	FIFTH THIRD BANK	EDUCATION & TRAINING	101-253-960.000	1,010.00
10/01/2020	GEN	39080	HOME DEPOT CREDIT SERVICES	SUPPLIES	101-191-726.000	476.90
10/01/2020	GEN	39081	HOME DEPOT CREDIT SERVICES	MAINTENANCE - MISC, EQUIP	308-000-935.000	20.39
10/01/2020	GEN	39082	LANDGREEN LAWNCARE	MAINTENANCE - MISC, EQUIP	308-000-935.000	1,369.60
10/01/2020	GEN	39083	NORTHERN OFFICE EQUIP	SUPPLIES - COPIER MAINTENANCE	101-101-726.002	334.20
10/01/2020	GEN	39084	SUPERFLEET	GAS & CAR WASHES	101-806-862.000	22.33
10/01/2020	GEN	39085	THE GUARDIAN	INSURANCE - EMPLOYEE HEALTH	101-851-873.030	1,860.83
		39085		INSURANCE - EMPLOYEE LIFE	101-851-873.040	502.19
						<u>2,363.02</u>
10/01/2020	GEN	39086	VERIZON	TELEPHONE	101-265-850.000	339.37
10/07/2020	GEN	39087	AMERICAN WASTE	MAINTENANCE - MISC, EQUIP	308-000-935.000	330.00
10/07/2020	GEN	39088	AMERICAN WASTE	RUBBISH REMOVAL	101-265-935.604	85.00
10/07/2020	GEN	39089	ANNE WENDLING	CONTRACTED AND OTHER SERVICES	101-101-805.000	148.25
		39089		CONTRACTED AND OTHER SERVICES	101-400-805.000	221.50
						<u>369.75</u>
10/07/2020	GEN	39090	CITY OF TRAVERSE CITY	DUE FROM #861 STREET LIGHTS	101-000-084.861	182.75
		39090			101-448-920.005	512.37
						<u>695.12</u>
10/07/2020	GEN	39091	CONSUMERS ENERGY		101-448-920.005	624.60
10/07/2020	GEN	39092	CONSUMERS ENERGY		101-000-084.861	1,524.72
		39092			101-448-920.005	4,668.04

Check Date	Bank	Check #	Payee	Description	GL #	Amount
10/07/2020	GEN	39093	DTE ENERGY		101-265-920.601	37.48
10/07/2020	GEN	39094	DTE ENERGY		101-265-920.601	185.11
10/07/2020	GEN	39095	ENGINEERED PROTECTION SYS.		101-265-935.606	365.40
10/07/2020	GEN	39096	ESCH LAWN MAINTENANCE, LLC	LAWN MAINTENANCE	101-265-935.602	480.00
10/07/2020	GEN	39097	ESCH LAWN MAINTENANCE, LLC	MAINTENANCE - MISC, EQUIP	308-000-935.000	2,400.00
10/07/2020	GEN	39098	GARFIELD CHARTER TOWNSHIP	HSA (FORMERLY FLEX)	101-000-237.000	436.88
10/07/2020	GEN	39099	GMOSER'S SEPTIC SERVICE, INC	MAINTENANCE - MISC, EQUIP	308-000-935.000	190.00
10/07/2020	GEN	39100	GRAND TRAVERSE COUNTY DPW	MAINTENANCE - MISC, EQUIP	308-000-935.000	12.96
10/07/2020	GEN	39101	GRAND TRAVERSE COUNTY DPW		101-265-920.602	794.12
10/07/2020	GEN	39102	INTEGRITY BUSINESS SOLUTIONS		101-101-726.000	94.75
10/07/2020	GEN	39103	JEANE BLOOD LAW	SUPPLIES	101-101-726.000	50.51
10/07/2020	GEN	39103		MILEAGE - TREASURER	101-253-860.500	126.50
						177.01
10/07/2020	GEN	39104	NORTHERN MI JANITORIAL SUP	SUPPLIES	101-191-726.000	125.00
10/07/2020	GEN	39104		SUPPLIES-MAINTANCE	101-265-726.003	180.70
						305.70
10/07/2020	GEN	39105	OLSON, BZDOK, & HOWARD	LEGAL SERVICES - TOWNBOARD	101-101-801.002	297.00
10/07/2020	GEN	39105		LEGAL SERVICES	101-400-801.000	2,416.50
						2,713.50
10/07/2020	GEN	39106	PITNEY BOWES INC.	POSTAGE	101-101-726.001	242.22
10/07/2020	GEN	39107	PITNEY BOWES INC.	POSTAGE	101-101-726.001	424.41
10/07/2020	GEN	39108	PLANNING & ZONING CENTER	DUES & PUBLICATIONS	101-400-965.000	340.00
10/07/2020	GEN	39109	RUBY CLEANING SERVICE	CLEANING SERVICE	101-265-935.603	1,150.00
10/07/2020	GEN	39110	RUBY CLEANING SERVICE	MAINTENANCE - MISC, EQUIP	308-000-935.000	175.00
10/07/2020	GEN	39111	STAPLES	SUPPLIES	101-101-726.000	327.62

User: Lanie  
DB: Garfield

CHECK DATE FROM 09/18/2020 - 10/08/2020

Banks: GEN

Check Date	Bank	Check #	Payee	Description	GL #	Amount
		39111		SUPPLIES	101-171-726.000	224.24
		39111		SUPPLIES	101-215-726.000	11.98
		39111		SUPPLIES	101-401-726.000	5.61
						<u>569.45</u>
10/07/2020	GEN	39112	UNITED WAY	UNITED WAY	101-000-238.000	90.00
10/07/2020	GEN	39113	VOYA INSTITUTIONAL TRUST COMPANY	DEFERRED COMP	101-000-227.000	1,880.00
<b>TOTAL - ALL FUNDS</b>						
<b>TOTAL OF 58 CHECKS</b>						
<b>71,185.40</b>						
--- GL TOTALS ---						
			DUE FROM #861 STREET LIGHTS			2,006.26
			DEFERRED COMP			3,760.00
			AFLAC			430.04
			HSA (FORMERLY FLEX)			873.76
			UNITED WAY			180.00
			CURRENT REAL PROPERTY TAXES			53.49
			SUPPLIES			587.86
			POSTAGE			666.63
			SUPPLIES - COPIER MAINTENANCE			334.20
			LEGAL SERVICES - TOWNBOARD			297.00
			AUDIT AND ACCOUNTING			12,700.00
			CONTRACTED AND OTHER SERVICES			148.25
			SUPPLIES			224.24
			EDUCATION & TRAINING			53.14
			WAGES			195.00
			SUPPLIES			665.93
			POSTAGE			178.30
			SUPPLIES			11.98
			SUPPLIES			99.00
			LEGAL SERVICES			34.70
			MILEAGE - TREASURER			126.50
			EDUCATION & TRAINING			1,010.00
			COMPUTER NETWORK			84.99
			SUPPLIES-MAINTANCE			180.70
			TELEPHONE			339.37
			HEATING / GAS			222.59
			WATER / SEWER			794.12
			LIGHTS BUILDING			937.22
			LAWN MAINTENANCE			480.00
			CLEANING SERVICE			1,150.00
			RUBBISH REMOVAL			85.00
			ELECTRONIC PROTECTION SYSTEM			365.40
			EDUCATION & TRAINING			144.00
			LEGAL SERVICES			2,416.50

User: Lanie  
DB: Garfield

CHECK DATE FROM 09/18/2020 - 10/08/2020  
Banks: GEN

Check Date	Bank	Check #	Payee	Description	GL #	Amount
101-400-805.000			CONTRACTED AND OTHER SERVICES		221.50	
101-400-965.000			DUES & PUBLICATIONS		340.00	
101-401-726.000			SUPPLIES		5.61	
101-401-960.000			EDUCATION & TRAINING		129.33	
101-448-920.005			STREET LIGHTS TOWNSHIP		6,700.54	
101-806-862.000			GAS & CAR WASHES		71.58	
101-806-863.000			OIL CHANGES		39.09	
101-851-873.030			INSURANCE - EMPLOYEE HEALTH		23,559.31	
101-851-873.040			INSURANCE - EMPLOYEE LIFE		502.19	
101-900-970.001			CAPITAL OUTLAY - ELECTIONS		2,900.00	
308-000-935.000			MAINTENANCE - MISC, EQUIP		4,880.08	
			<b>TOTAL</b>		<b>71,185.40</b>	





October 2, 2020

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

**I. Developer's Escrow Fund**

**A. Storm Water Reviews**

- |  |          |
|--|----------|
| 1. Engineering consulting services for storm water plan review.<br><b>Safety Net Storage Building Expansion, Escrow #701-000-215.818</b> |          |
| Project# 20050 Invoice No. 2005002   | 220.00   |
| 2. Engineering consulting services for storm water plan review.<br><b>Active Brace and Limb</b>  |          |
| Project# 20107 Invoice No. 2010702   | 135.00   |
| 3. Engineering consulting services for storm water plan review.<br><b>Wendy's, 1800 S. Garfield Rd., Escrow #215.852</b>                 |          |
| Project# 20162 Invoice No. 2016201   | 1,995.00 |
| 4. Engineering consulting services for storm water plan review.<br><b>Global Asphalt</b>   |          |
| Project# 20246 Invoice No. 2024601   | 880.00   |
| 5. Engineering consulting services for storm water plan review.<br><b>McDonalds, 2468 W. South Airport Rd.</b>                           |          |
| Project# 20257 Invoice No. 2025701   | 1,447.50 |

Total A 4,677.50

**B. Utility Plan Review, Oversight & Closeout**

- |  |           |
|--|-----------|
| 1. Engineering services for plan review and construction services.<br><b>Traditions at Ashland Park</b>  |           |
| Project# 17088 17088014  | 17,640.00 |
| 2. Engineering consulting services water/sewer plan review, construction observation and material testing, project turnover and close out.<br><b>Chelsea Park West</b> |           |
| Project# 19180 Invoice No. 1918006   | 1,810.00  |
| 3. Engineering consulting services for plan review, construction services and Project Turnover<br><b>TCAPS Montessori, Escrow #215.854</b>                             |           |
| Project# 20218 Invoice No. 2021801   | 3,500.00  |
| 4. Engineering consulting services for plan review, construction services and Project Turnover<br><b>Village at Lafranier Woods SUP, Phase I</b>                       |           |
| Project# 20068 Invoice No. 2006802   | 1,353.42  |

Total B 24,303.42

**Total Developer's Escrow Fund** 28,980.92

**II. Utility Receiving Fund**

- |  |          |
|--|----------|
| 1. Engineering consulting services for design, bidding, construction services, project turnover and close out.<br><b>Randolph Street Sewer Extension</b> |          |
| Project# 20175 Invoice No. 2017502   | 3,500.00 |

**Total Utility Receiving Fund** 3,500.00

**GRAND TOTAL** \$32,480.92

**Invoice**

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

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

September 30, 2020  
Project No: 20050  
Invoice No: 2005002

Re: Safety Net Storage Building Expansion, Storm Water Review, Escrow #701-000-215.818

Services Performed: : Engineering Services for storm water review including review of plans, computations and specifications for compliance with Ordinance 49. Work includes review, communication with applicant / engineer and correspondence letter of acceptance.

Project Location: 1771 Park Drive, Traverse City, MI 49686  
**Professional Services from August 16, 2020 to September 19, 2020**  
**Professional Personnel**

	Hours	Rate	Amount	
Project Engineer II	2.00	110.00	220.00	
Totals	2.00		220.00	
<b>Total Labor</b>				<b>220.00</b>
		<b>Total this Invoice</b>		<b>\$220.00</b>

**Invoice**

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

September 30, 2020  
Project No: 20107  
Invoice No: 2010702

Re: Active Brace and Limb, Storm Water Review  
Parcel No. 05-347-010-00

Services Performed: Engineering Services for storm water review including review of plans, computations and specifications for compliance with Ordinance 49. Work includes review, communication with applicant / engineer and correspondence letter of final acceptance.

Project Location: 5136 N. Royal Drive, Traverse City, MI  
Professional Services from August 16, 2020 to September 19, 2020  
**Professional Personnel**

	<b>Hours</b>	<b>Rate</b>	<b>Amount</b>
Sr. Project Manager	1.00	135.00	135.00
Totals	1.00		135.00
<b>Total Labor</b>			<b>135.00</b>
		<b>Total this Invoice</b>	<b>\$135.00</b>



**Invoice**

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

October 2, 2020  
Project No: 20162  
Invoice No: 2016201

Re: Wendy's, Storm Water Review, Escrow #215.852

Services Performed: Engineering Services for storm water review including review of plans, computations and specifications for compliance with Ordinance 49. Work includes review, communication with applicant / engineer and correspondence letter of final acceptance.

Project Location 1800 S. Garfield Road, Traverse City, MI  
Professional Services from June 28, 2020 to October 2, 2020

**Professional Personnel**

	<b>Hours</b>	<b>Rate</b>	<b>Amount</b>	
Project Engineer II	16.75	110.00	1,842.50	
Project Manager Assistant	.25	70.00	17.50	
Sr. Project Manager	1.00	135.00	135.00	
Totals	18.00		1,995.00	
<b>Total Labor</b>				<b>1,995.00</b>
		<b>Total this Invoice</b>		<b>\$1,995.00</b>



**Invoice**

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

September 30, 2020  
Project No: 20246  
Invoice No: 2024601

Re: Global Asphalt, Storm Water Review

Services Performed: : Engineering Services for storm water review including review of plans, computations and specifications for compliance with Ordinance 49. Work includes review, communication with applicant / engineer and correspondence letter of acceptance.

Project Location: 363 W. Airport Road

**Professional Services from August 16, 2020 to September 30, 2020**

**Professional Personnel**

	<b>Hours</b>	<b>Rate</b>	<b>Amount</b>	
Project Engineer II	8.00	110.00	880.00	
Totals	8.00		880.00	
<b>Total Labor</b>				<b>880.00</b>
		<b>Total this Invoice</b>		<b>\$880.00</b>



**Invoice**

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

October 2, 2020  
Project No: 20257  
Invoice No: 2025701

Re: McDonalds, Storm Water Review

Services Performed: Engineering Services for storm water review including review of plans, computations and specifications for compliance with Ordinance 49. Work includes review, communication with applicant / engineer and correspondence letter of final acceptance.

Project Location: 2468 W. South Airport Road, Traverse City  
Professional Services from August 16, 2020 to October 2, 2020

**Professional Personnel**

	<b>Hours</b>	<b>Rate</b>	<b>Amount</b>	
Project Engineer II	10.25	110.00	1,127.50	
Sr. Project Manager	2.00	135.00	270.00	
Project Engineer	.50	100.00	50.00	
Totals	12.75		1,447.50	
<b>Total Labor</b>				<b>1,447.50</b>
		<b>Total this Invoice</b>		<b>\$1,447.50</b>



**Invoice**

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

September 30, 2020  
 Project No: 17088  
 Invoice No: 1708814

Re: Traditions at Ashland Park (Escrow Account)

Services Performed: Engineering plan review, construction administration, full time on site inspections, and project turnover for the water main and sanitary sewer extension as detailed in escrow letter dated March 27, 2017, \$17,500.

\*Additional Escrow Requests:

1. Additional sewer along Umber Drive per email dated 6/6/18. \$10,000.
2. Water main installation along Umber Drive as detailed in escrow letter dated 10/4/18 \$5,000.
3. Water main & sanitary sewer along Rusch & Garfield Roads as detailed in escrow letter dated 3/28/19 \$18,500.
4. Phase IV (final) for water main and sanitary sewer extension to service the remaining portions as detailed in escrow letter dated 05/08/20 \$19,500.
5. Additional escrow letter for construction observation and inspection services 10/06/20 \$14,365.

Project Location: Rusch and Garfield Road intersection, Traverse City, Garfield Township, Grand Traverse County, Michigan.

**Professional Services from June 28, 2020 to September 19, 2020**

**Fee**

Billing Phase	Fee	Percent Complete	Earned	Previous Fee Billing	Current Fee Billing
Plan Reivew/Permit Assistance	2,500.00	100.00	2,500.00	2,500.00	0.00
*4 Plan Review/Permit Assistance	1,000.00	100.00	1,000.00	1,000.00	0.00
Construction Observation/Inspection	14,000.00	100.00	14,000.00	14,000.00	0.00
*1 Observation/Inspection	9,500.00	100.00	9,500.00	9,500.00	0.00
*2 Observation/Inspection	4,500.00	100.00	4,500.00	4,500.00	0.00
*3 Observation/Inspection	15,500.00	100.00	15,500.00	15,500.00	0.00
*4 Observation/Inspection	17,500.00	100.00	17,500.00	15,225.00	2,275.00
*5 Observation/Inspection	14,365.00	100.00	14,365.00	0.00	14,365.00
Const. Admin/Project Turnover	1,000.00	100.00	1,000.00	1,000.00	0.00

Project	17088	GARFIELD/PLN REVIEW,CO ADM,CM/TRADITI/GT				Invoice	1708814
*3 Admin/Project Turnover		2,000.00	100.00	2,000.00	2,000.00	0.00	
*1 Record Drawings & Reports		500.00	100.00	500.00	500.00	0.00	
*2 Record Drawings & Reports		500.00	100.00	500.00	500.00	0.00	
*3 Record Drawings & Reports		1,000.00	100.00	1,000.00	1,000.00	0.00	
*4 Record Drawings & Reports		1,000.00	100.00	1,000.00	0.00	1,000.00	
Total Fee		84,865.00		84,865.00	67,225.00	17,640.00	
			<b>Total Fee</b>				<b>17,640.00</b>
					<b>Total this Invoice</b>		<b>\$17,640.00</b>

**Invoice**

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123 West Front Street, Suite A  
Traverse City, MI 49684  
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A/R email: melanie@gfa.tc

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

September 30, 2020  
Project No: 19180  
Invoice No: 1918006

Re: Chelsea Park West, Water and Sewer Extension (Escrow)

Services Performed: Engineering services for review of plan and record drawings. Turnover of documentation that meets the standard specifications for Garfield Township and Grand Traverse County DPW. Construction observation and materials testing services for full time observation.

\*Additional Escrow:

- 1. \$9,000. Construction observation, full time inspection as detailed in additional escrow letter dated 02/11/20

**Professional Services from August 16, 2020 to September 19, 2020**

**Fee**

Billing Phase	Fee	Percent Complete	Earned	Previous Fee Billing	Current Fee Billing
Engineer Review	2,000.00	100.00	2,000.00	2,000.00	0.00
Construction Observation	11,500.00	100.00	11,500.00	11,500.00	0.00
Proj. Turnover, Close Out	1,000.00	100.00	1,000.00	0.00	1,000.00
*AE1-Construction Observation	9,000.00	100.00	9,000.00	8,190.00	810.00
<b>Total Fee</b>	<b>23,500.00</b>		<b>23,500.00</b>	<b>21,690.00</b>	<b>1,810.00</b>
		<b>Total Fee</b>			<b>1,810.00</b>
				<b>Total this Invoice</b>	<b>\$1,810.00</b>

**Invoice**

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

September 30, 2020  
 Project No: 20218  
 Invoice No: 2021801

Re: TCAPS Montessori, Escrow# #215.854

Services Performed: Engineering and construction services for plan review, construction oversight and project close out for the water main and sanitary sewer extension to service the proposed school facilities located along Franke Road and south of the intersection of Silver Lake Rd. The project includes construction of a 63,000(+/-) SF school and involves realignment of the sanitary sewer along the south property line and new private water main loop around the proposed building.

1. Engineer plan review and overall capacity evaluation to determine impact to existing water and sewer system and ability to service. Scope also includes Act 399 and Part 41 Permit Assistance for the water main and sewer main extension.
2. Full time construction observation for water main and sanitary sewer including services, testing, walk through with DPW. Estimated service for approximately (30) days of construction for 140 hours of GFA staff time to conduct site visits, witness testing, and DPW walk through. Developer is responsible to provide record drawings and provide documentation to GFA for review.
3. Project turnover for review drawing and easements, review of close out and turnover documentation to township and updates to GIS and overall utility maps.

**Professional Services from August 16, 2020 to September 19, 2020**  
**Fee**

Billing Phase	Fee	Percent Complete	Earned	Previous Fee Billing	Current Fee Billing
Engineering Plan Review	3,500.00	100.00	3,500.00	0.00	3,500.00
Construction Observation & Testing	10,500.00	0.00	0.00	0.00	0.00
Project Closeout & Turnover	1,000.00	0.00	0.00	0.00	0.00
Total Fee	15,000.00		3,500.00	0.00	3,500.00
			<b>Total Fee</b>		<b>3,500.00</b>
				<b>Total this Invoice</b>	<b>\$3,500.00</b>

**Invoice**

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

September 30, 2020  
 Project No: 20068  
 Invoice No: 2003702

Re: Village at Lafranier Woods SUP, Phase I

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

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

**Professional Services from August 16, 2020 to September 19, 2020**  
**Fee**

Billing Phase	Fee	Percent Complete	Earned	Previous Fee Billing	Current Fee Billing
Engineer Review	4,000.00	100.00	4,000.00	3,640.00	360.00
Construction Observation	19,500.00	5.00	975.00	0.00	975.00
Proj. Turnover, Close Out	1,750.00	0.00	0.00	0.00	0.00
<b>Total Fee</b>	<b>25,250.00</b>		<b>4,975.00</b>	<b>3,640.00</b>	<b>1,335.00</b>
<b>Total Fee</b>					<b>1,335.00</b>

**Reimbursable Expenses**

UNITED PARCEL SERVICE					
7/25/2020	UNITED PARCEL SERVICE	MDEQ WATER SUPPLY/JAMIE WADE PE			18.42
<b>Total Reimbursables</b>					<b>18.42</b>
<b>Total this Invoice</b>					<b>\$1,353.42</b>



**Invoice**

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

September 30, 2020  
 Project No: 20175  
 Invoice No: 2017502

Re: Randolph Street Sewer Extension

Services Performed: Engineering, survey and construction services for design, bidding, permitting, construction staking construction administration, construction observation, project closeout and turnover services for the sanitary main extension to service 1420 Randolph Street.

**Professional Services from August 19, 2020 to September 19, 2020**

**Fee**

Billing Phase	Fee	Percent Complete	Earned	Previous Fee Billing	Current Fee Billing
Engineering Design	7,000.00	100.00	7,000.00	3,500.00	3,500.00
Bidding & Permitting	750.00	50.00	375.00	375.00	0.00
Construction Staking	3,000.00	0.00	0.00	0.00	0.00
Construction Administration	2,750.00	0.00	0.00	0.00	0.00
Construction Observation	8,500.00	0.00	0.00	0.00	0.00
Project Closout & Turnover	2,500.00	0.00	0.00	0.00	0.00
<b>Total Fee</b>	<b>24,500.00</b>		<b>7,375.00</b>	<b>3,875.00</b>	<b>3,500.00</b>
		<b>Total Fee</b>			<b>3,500.00</b>
				<b>Total this Invoice</b>	<b>\$3,500.00</b>

RESOLUTION 2020-20-T

## INTERLOCAL AGREEMENT FOR GRAND TRAVERSE COUNTY DESIGNATED ASSESSOR

WHEREAS, The Grand Traverse County Board of Commissioners met in regular session on September 16, 2020, and reviewed the request to initiate an Interlocal Agreement naming the Grand Traverse County Equalization Director, James D. Baker, who is an individual qualified and certified by the State Tax Commission as a Master Assessing Officer, to be the County Designated Assessor for Grand Traverse County.

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

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

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

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

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

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

Moved:

Supported:

Ayes:

Nays:

Absent and Excused:

RESOLUTION 2020-20-T DECLARED ADOPTED.

By:

\_\_\_\_\_  
Lanie McManus, Clerk  
Charter Township of Garfield

**CERTIFICATE**

I, Lanie McManus, Clerk of the Charter Township of Garfield, do hereby certify that the above is a true and correct copy of Resolution 2020-20-T which was adopted by the Township Board of the Charter Township of Garfield on the 13th day of October, 2020.

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

\_\_\_\_\_  
Lanie McManus, Clerk  
Charter Township of Garfield

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

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

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

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

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

NOW, THEREFORE, THE PARTIES AGREE AS FOLLOWS:

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

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

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

and procedures, including technology, equipment, and facilities.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

COUNTY OF GRAND TRAVERSE

\_\_\_\_\_  
Robert Hentschel, Chairperson  
County Board of Commissioners

\_\_\_\_\_  
Date

ACME TOWNSHIP

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Date

BLAIR TOWNSHIP

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Date

EAST BAY TOWNSHIP

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Date

FIFE LAKE TOWNSHIP

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Date

GARFIELD TOWNSHIP

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Date

GRANT TOWNSHIP

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Date

GREEN LAKE TOWNSHIP

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Date

LONG LAKE TOWNSHIP

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Date

MAYFIELD TOWNSHIP

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Date

PARADISE TOWNSHIP

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Date

PENINSULA TOWNSHIP

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Date

UNION TOWNSHIP

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Date

WHITEWATER TOWNSHIP

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Date

CITY OF TRAVERSE CITY

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Date

DESIGNATED COUNTY ASSESSOR

\_\_\_\_\_

\_\_\_\_\_  
Date





# GRAND TRAVERSE COUNTY

## REQUEST FOR BOARD ACTION

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**MEETING DATE:** September 16, 2020

**DEPARTMENT:** Equalization

**SUBMITTED BY:** Jim Baker, Director

**SUBJECT:** Designated Assessor for Grand Traverse County

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**RECOMMENDATION:**

Approve the Interlocal Agreement naming the Grand Traverse County Equalization Director, James D. Baker, who is an individual qualified and certified by the State Tax Commission as a Master Assessing Officer, to be the County Designated Assessor for Grand Traverse County.

**FINANCIAL INFORMATION:**

There will be no cost for the Designated Assessor until when or if actual services are rendered to remedy an Assessing District that is deemed non-compliant by the State AMAR process.

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**SUMMARY:**

This Interlocal Agreement, by and between the COUNTY OF GRAND TRAVERSE, a political subdivision of the State of Michigan (hereinafter referred to as the "County"), and ACME TOWNSHIP, BLAIR TOWNSHIP, EAST BAY TOWNSHIP, FIFE LAKE TOWNSHIP, GARFIELD TOWNSHIP, GRANT TOWNSHIP, GREEN LAKE TOWNSHIP, LONG LAKE TOWNSHIP, MAYFIELD TOWNSHIP, PARADISE TOWNSHIP, PENINSULA TOWNSHIP, UNION TOWNSHIP, WHITEWATER TOWNSHIP, and THE CITY OF TRAVERSE CITY each a political subdivision of the State of Michigan (each hereinafter referred to as an "Assessing District," and collectively referred to as the "Assessing Districts"), is entered into pursuant to the Urban Cooperation Act of 1967, Public Act 7 of 1967 (Ex. Sess.), as amended, MCL 124.501 et seq., and the General Property Tax Act, Public Act 206 of 1893, as amended by Public Act 660 of 2018, MCL 211.10g, for the purpose of designating an individual to serve as the County's Designated Assessor. Pursuant to MCL 211.10g(4), every County shall have a Designated Assessor on file with the State Tax Commission as of December 31, 2020. The County Designated Assessor is designated by an Interlocal Agreement executed between the County Board of Commissioners and a majority of the Assessing Districts in the County. The individual designated as the County's Designated Assessor must be submitted to and approved by the State Tax Commission.

**ATTACHMENTS:**

[Output Document \(244-2020\) - Pdf](#)  
[Designated Assessor Interlocal Agreement](#)  
[Property Assessing Reform Process](#)



# Resolution

Date: September 16, 2020

## Interlocal Agreement naming the Designated Assessor for Grand Traverse County

**WHEREAS**, The Grand Traverse County Board of Commissioners met in regular session on September 16, 2020, and reviewed the request to initiate an Interlocal Agreement naming the Grand Traverse County Equalization Director, James D. Baker, who is an individual qualified and certified by the State Tax Commission as a Master Assessing Officer, to be the County Designated Assessor for Grand Traverse County.

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

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

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

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

**NOW, THEREFORE, BE IT RESOLVED BY THIS BOARD OF COMMISSIONERS, THAT** Grand Traverse County approves the Interlocal Agreement naming the Grand Traverse County Equalization Director, James D. Baker, who is an individual qualified and certified by the State

Tax Commission as a Master Assessing Officer, to be the County Designated Assessor for Grand Traverse County.

**BE IT FURTHER RESOLVED THAT,** the Board of Commissioners authorizes the Board Chair or County Administrator to effectuate the necessary documents to implement the Board authorized action.





# Property Assessing Reform Process

DESIGNATED ASSESSOR



# Audit of Minimum Assessing Requirements (AMAR) is Conducted

- ▶ Every 5 years. New AMAR will have 2 sections
  - Technical (items from statute)
  - Assessment Roll Analysis
- ✓ Any item that is a no in the Assessment Roll Analysis results in non-compliance.



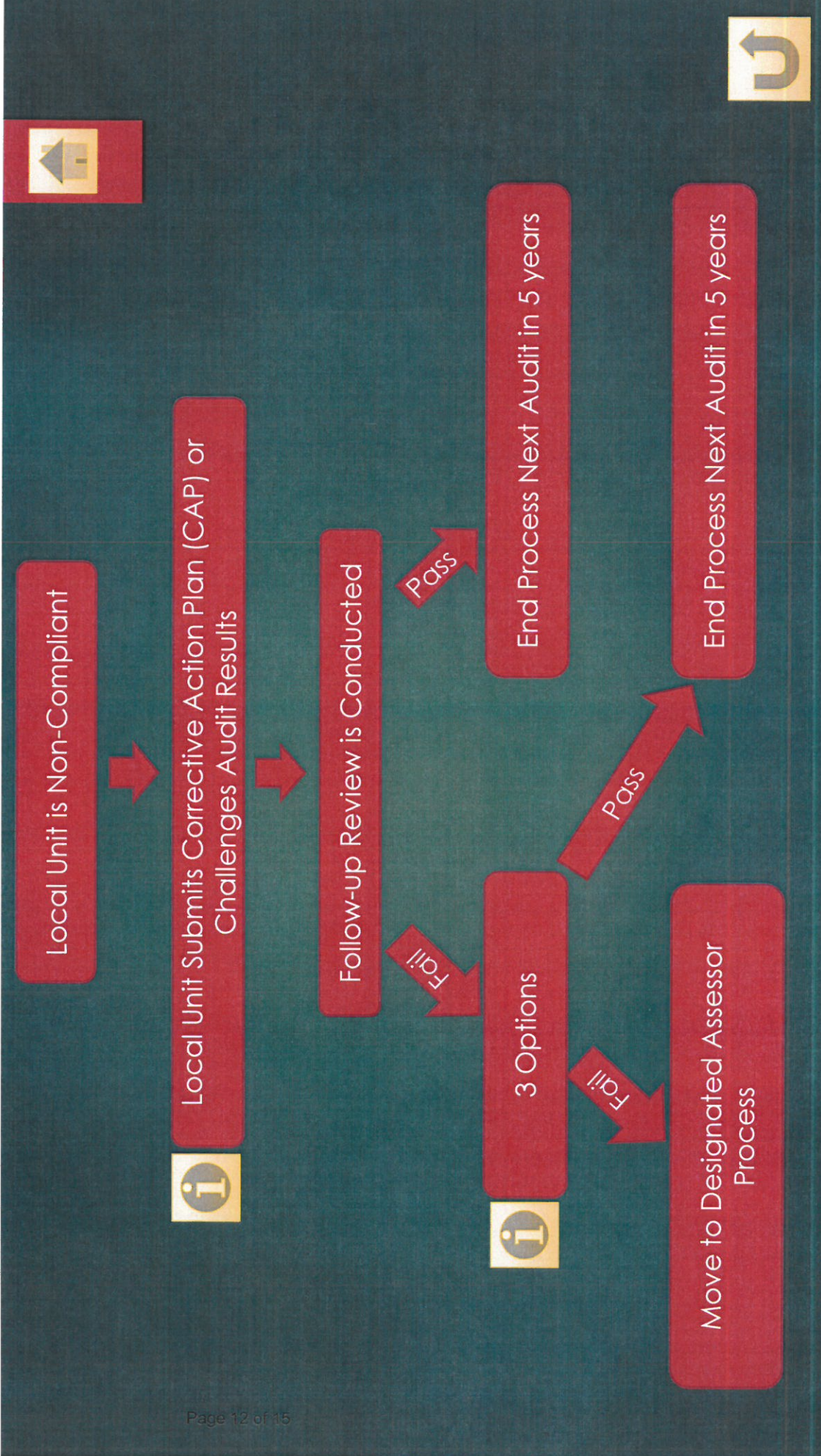
# AMAR is Conducted

Any item that is a no in the Assessment Roll Analysis results in non-compliance.

Local Unit Is  
Non-Compliant

Local Unit Is  
Compliant







# Fail – 3 Options

 A Local Unit may follow the process to challenge the audit results

1. Local Unit Hires New Assessor Must be MMAO or MAAO
2. STC Assumes Jurisdiction
  - a) STC uses contractors to make corrections
  - b) Local Unit hires individual to make corrections
3. Local Unit Moves to Designated Assessor
  - a) Local Units that move to the Designated Assessors will remain in that process for 5 years
  - b) Designated Assessor is Assessor of Record for the Local Unit



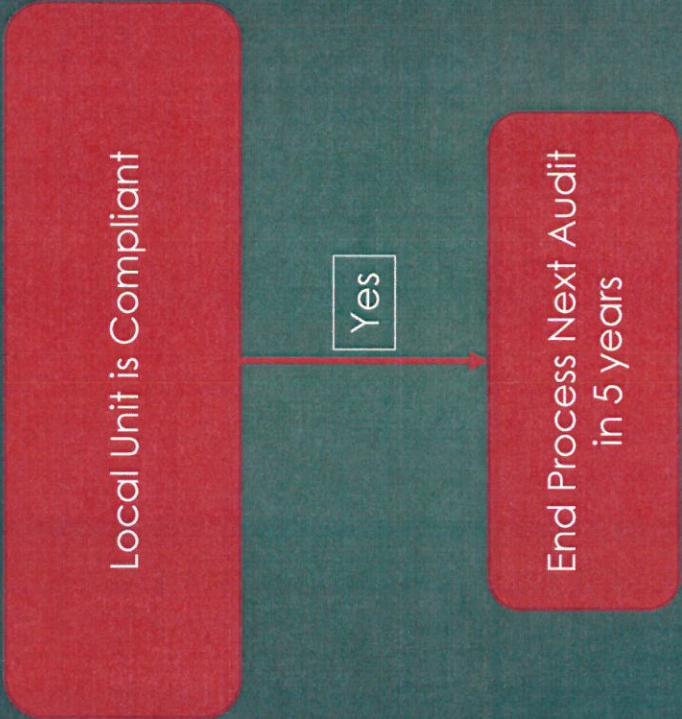


# Local Unit Submits CAP or Challenges Audit Results

- ▶ Form for Audit challenge will be developed
- ▶ AMAR Sample CAP will be released









MTT Update  
Prepared for Garfield Twp Board

Docket #	Parcel No(s)	Owner	Property Address	Years in Contention	Assessor's Values		Petitioner's Values		Value Differences		Status Notes	ACTUAL	
					Assessed	Taxable	Assessed	Taxable	Assessed	Taxable		Twp Millage Loss	METRO Millage Loss
1	20-001608-TT	TF Traverse City MI LLC (former Sears)	1212 W So Airport Rd	2020	\$ 1,334,000	\$ 1,334,000	\$ 400,000	\$ 400,000	\$ (934,000)	\$ (934,000)	9/28/20 Rec'd order setting aside default. (Placed in default for not filing Proof of Service of petition.)	\$ -	\$ -
2	20-001411	GMRI Inc (Olive Garden)	2800 N US 31 South	2020	\$ 976,600	\$ 789,226	\$ 475,000	\$ 475,000	\$ (501,600)	\$ (314,226)	6/10/20 found petition online	\$ -	\$ -
3	20-001236	JC Penney Company, Inc (filed bankruptcy)	3300 W So Airport Rd	2020	\$ 751,800	\$ 692,716	\$ 450,000	\$ 450,000	\$ (301,800)	\$ (242,716)	5/28/20 found petition online	\$ -	\$ -
4	20-001312-TT	Traverse City Retail Mgmt LLC (new 3-unit bldg; T-Mobile)	3290 W So Airport Rd	2020	\$ 736,300	\$ 726,300	\$ 276,300	\$ 276,300	\$ (450,000)	\$ (450,000)	6/10/20 Answered petition	\$ -	\$ -
5	20-001743-TT	Traverse City 31 N Inn & Suites LLC (Baymont Inn)	2326 N US 31 South	2020	\$ 2,139,900	\$ 1,956,166	\$ 1,283,940	\$ 1,283,940	\$ (855,960)	\$ (672,226)	6/10/20 found petition online	\$ -	\$ -
6	20-001434	Offraw, LLC/Kin Properties Inc (Planet Fitness)	3111 W So Airport Rd	2020	\$ 1,442,200	\$ 1,007,717	\$ 508,717	\$ 508,717	\$ (933,483)	\$ (499,000)	6/29/20 petition received	\$ -	\$ -
7	20-002390	Wal-Mart Stores East LP (Wal-Mart)	2640 Crossing Cir	2020	\$ 4,589,300	\$ 4,087,412	\$ 2,742,688	\$ 2,742,688	\$ (1,846,612)	\$ (1,344,724)	7/7/20 Answered petition \$3,130,000 - IF we settle in next 30 days I requested justification for a reduction of this amount.	\$ -	\$ -
<b>TOTALS:</b>					\$ 5,928,800	\$ 10,593,537	\$ 6,136,643	\$ 6,136,643	\$ (5,823,455)	\$ (4,456,892)		\$ -	\$ -
											2020		
											Potential Tax Loss		
											ACTUAL TAX LOSS		
											GRAND TOTAL		
											\$ (8,913.78)		
											\$ (10,473.70)		

NOTE: As of June 11, 2020, Property Owners have until August 31, 2020, to file appeals with the MTT for 2020. (PA 88 of 2020)

**Contractor's Application for Payment No. 4**

Application Period: 07/19/2020- 8/25/2020	Application Date: 10/5/2020
From (Contractor): North Country Constructing LLC	Via (Engineer): Gourdie Fraser, Inc.
Contractor: 6655 Jasper Trail, Kingsley, MI 49649	Engineer Address: 123 W Front Street, Traverse City, MI 49684
Contractor's Project No.: 19177	Engineer's Project No.: 19177

**Application For Payment  
Change Order Summary**

Approved Change Orders	Number	Additions	Deductions
	1	\$3,203.68	
	2	\$850.00	
	3		-\$3,266.90
<b>TOTALS</b>		\$4,053.68	-\$3,266.90
<b>NET CHANGE BY CHANGE ORDERS</b>		<b>\$786.78</b>	

1. ORIGINAL CONTRACT PRICE.....	\$ 167,086.00
2. Net change by Change Orders.....	\$ 786.78
3. Current Contract Price (Line 1 ± 2).....	\$ 167,872.78
4. TOTAL COMPLETED AND STORED TO DATE (Column F total on Progress Estimates).....	\$ 167,872.77
a. X Work Completed.....	
b. X Stored Material.....	
c. Total Retainage (Line 5.a + Line 5.b).....	\$
6. AMOUNT ELIGIBLE TO DATE (Line 4 - Line 5.c).....	\$ 167,872.77
7. LESS PREVIOUS PAYMENTS (Line 6 from prior Application).....	\$ 163,187.70
8. AMOUNT DUE THIS APPLICATION.....	\$ 4,685.08
9. BALANCE TO FINISH, PLUS RETAINAGE (Column G total on Progress Estimates + Line 5.c above).....	\$

**Contractor's Certification**

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

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

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

Payment of: \$ \_\_\_\_\_ Four Thousand Six Hundred Eighty Five Dollars and Eight Cents  
(Line 8 or other - attach explanation of the other amount)

Payment of: \$ \_\_\_\_\_ Four Thousand Six Hundred Eighty Five Dollars and Eight Cents  
(Line 8 or other - attach explanation of the other amount)

is approved by: \_\_\_\_\_ (Engineer) \_\_\_\_\_ (Date)

Approved by: \_\_\_\_\_ (Owner) \_\_\_\_\_ (Date)

Funding or Financing Entry (if applicable) \_\_\_\_\_ (Date)

**Progress Estimate - Unit Price Work**

**Contractor's Application**

For (Contract):		Silver Lake Park, Recreation Improvements		Application Number:		4							
Application Period:		07/19/2020- 8/25/2020		Application Date:		10/5/2020							
Bid Item No.	Item Description	Contract Information		B		C		D		E		4	
		Item Qty	Units	Unit Price	Total Value of Item (\$)	Qty Insd Prev	Value of Work Insd Prev	Qty Insd This Period	Value of Work Insd This Period	Value of Materials Presently Stored (not in C or D)	Total Completed and Stored to Date (C + D + E)	% Complete (F / B)	Balance to Finish (B - F)
1	Mobilization	1	LS	\$9,500.00	\$9,500.00	1	\$9,500.00				\$9,500.00	100.0%	
2	Temporary Soil Erosion & Sedimentation Control	1	LS	\$675.00	\$675.00	1	\$675.00				\$675.00	100.0%	
3	Salvage & Relocate Existing Conifers	13	EA	\$750.00	\$9,750.00	13	\$9,750.00				\$9,750.00	100.0%	
4	Remove Existing Asphalt Path	3100	SF	\$3.00	\$9,300.00	3100	\$9,300.00				\$9,300.00	100.0%	
5	Remove Existing Brick Paver Path	85	SF	\$7.00	\$595.00	85	\$595.00				\$595.00	100.0%	
6	Salvage & Relocate Existing Sign	1	LS	\$2,800.00	\$2,800.00	1	\$2,800.00				\$2,800.00	100.0%	
7	Remove Topsoil	1	LS	\$1,710.00	\$1,710.00	1	\$1,710.00				\$1,710.00	100.0%	
8	Site Grading and Sub-base Preparation	1	LS	\$9,085.00	\$9,085.00	1	\$9,085.00				\$9,085.00	100.0%	
9	Parking Lot Gravel - 22A, 6" Section	1100	SY	\$5.50	\$6,050.00	972	\$5,346.00				\$5,346.00	100.0%	
10	Parking Lot Asphalt Base (165#/SY 13A)	95	T	\$160.10	\$15,209.50	95	\$15,209.50				\$15,209.50	100.0%	
11	Parking Lot Asphalt, Top (165#/SY 36A)	95	T	\$160.10	\$15,209.50	95	\$15,209.50				\$15,209.50	100.0%	
12	Raise Asphalt Curb, 1" Wide & Spillway w/ Rip Rap	220	LF	\$7.15	\$1,573.00	195	\$1,394.25				\$1,394.25	100.0%	
13	Parking Lot Striping & Barrier Free Signage	1	LS	\$1,320.00	\$1,320.00	1	\$1,320.00				\$1,320.00	100.0%	
14	10' Wide Asphalt Path, Gravel Base - (22A, 6" Depth)	350	SY	\$5.50	\$1,925.00	347	\$1,908.50				\$1,908.50	100.0%	
15	10' Wide Asphalt Path, Surface - (220#/SY 36A)	40	T	\$160.10	\$6,404.00	35.17	\$5,630.72				\$5,630.72	100.0%	
16	Concrete Sidewalk, 5' Wide, 4" Depth	200	SF	\$12.00	\$2,400.00	200	\$2,400.00				\$2,400.00	100.0%	
17	Landscape Plantings	1	LS	\$19,500.00	\$19,500.00	1	\$19,500.00				\$19,500.00	100.0%	
18	Site Restoration	1	LS	\$2,300.00	\$2,300.00	1	\$2,300.00				\$2,300.00	100.0%	
19	Class II, Granular Fill	295	CYD	\$5.00	\$1,475.00	643.8	\$3,218.75				\$3,218.75	100.0%	
20	Class II, Granular Fill	200.3	TON	\$8.63	\$1,728.68	200.3	\$1,728.68				\$1,728.68	100.0%	
21	Restoration Deduct	1	ls	-\$1,650.00	-\$1,650.00	1	-\$1,650.00				-\$1,650.00	100.0%	
<b>Phase II</b>													
1	Mobilization	1	LS	\$5,000.00	\$5,000.00	1	\$5,000.00				\$5,000.00	100.0%	
2	Temporary Soil Erosion & Sedimentation Control	1	LS	\$400.00	\$400.00	1	\$400.00				\$400.00	100.0%	
3	Remove Topsoil	1	LS	\$900.00	\$900.00	1	\$900.00				\$900.00	100.0%	
4	Site Clearing, Grading and Sub-base Preparation	1	LS	\$6,100.00	\$6,100.00	1	\$6,100.00				\$6,100.00	100.0%	
5	8' Wide Asphalt Path, Gravel Base - 22A, 6" Depth	380	SY	\$6.50	\$2,470.00	380	\$2,470.00				\$2,470.00	100.0%	
6	8' Wide Asphalt Path, Surface - (220#/SY 13A)	45	T	\$158.00	\$7,110.00	42.86	\$6,771.88				\$6,771.88	100.0%	
7	Concrete Sidewalk, 5' Wide, 4" depth	2800	SF	\$10.00	\$28,000.00	2750	\$27,500.00				\$27,500.00	100.0%	
8	Restoration	1	LS	\$1,800.00	\$1,800.00	1	\$1,800.00				\$1,800.00	100.0%	
<b>Totals</b>							<b>\$168,639.68</b>				<b>\$167,872.77</b>	<b>99.5%</b>	

Date of Issuance:	Effective Date:	10/05/2020
Owner: Charter Township of Garfield	Owner's Contract No.:	
Contractor: North Country Contracting, LLC	Contractor's Project No.:	
Engineer: Gourdie Fraser Inc	Engineer's Project No.:	19177
Project: Silver Lake Recreation Facility Site Improvements	Contract Name:	

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

Description: FINAL BALANCING AND REDUCTION OF RESTORATION (ROCK REMOVAL / RESEEDING) TO BE COMPLETED BY TOWNSHIP STAFF

Attachments: *Refer to Attachment*

CHANGE IN CONTRACT PRICE	CHANGE IN CONTRACT TIMES <i>[note changes in Milestones if applicable]</i>
Original Contract Price:  \$ <u>167,086.00</u>	Original Contract Times: Substantial Completion: <u>60 days</u> Ready for Final Payment: <u>90 days</u> days or dates
[Increase] [ <del>Decrease</del> ] from previously approved Change Orders No. <u>1</u> to No. <u>3</u> :  \$ <u>4,053.68</u>	[Increase] [Decrease] from previously approved Change Orders No. <u>  </u> to No. <u>  </u> : Substantial Completion: <u>                    </u> Ready for Final Payment: <u>                    </u>  days or dates
Contract Price prior to this Change Order:  \$ <u>171,139.68</u>	Contract Times prior to this Change Order: Substantial Completion: <u>60 days</u> Ready for Final Payment: <u>90 days</u> days or dates
[ <del>Increase</del> ] [Decrease] of this Change Order:  \$ <u>3,226.90</u>	[Increase] [Decrease] of this Change Order: Substantial Completion: <u>N/A</u> Ready for Final Payment: <u>N/A</u>  days or dates
Contract Price incorporating this Change Order:  \$ <u>167,912.75</u>	Contract Times with all approved Change Orders: Substantial Completion: <u>60 days</u> Ready for Final Payment: <u>90 days</u> days or dates

RECOMMENDED:	ACCEPTED:	ACCEPTED:
By: _____ Engineer (if required)	By: _____ Owner (Authorized Signature)	By: _____ Contractor (Authorized Signature)
Title: <u>Project Manager</u>	Title: _____	Title: _____
Date: <u>10/05/2020</u>	Date: _____	Date: _____

Approved by Funding Agency (if applicable)

By: \_\_\_\_\_ Date: \_\_\_\_\_  
Title: \_\_\_\_\_

CHANGE ORDER #3 ATTACHMENT

**PROJECT:** Garfield Township - Silver Lake Recreational Facility Site Improvements

**DATE ISSUED:** 10/5/2020

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

ITEM NO.	COMPLETE DESCRIPTION OF CHANGES	DECREASE CONTRACT	INCREASE CONTRACT
	PHASE I		
9	DEDUCT - QTY 128 SY - PARKING LOT GRAVEL - 22A, 6" SECTION	\$704.00	
12	DEDUCT - QTY 25 LF - RAISE ASPHALT CURB, 1" WIDE & SPILLWAY W/ RIP RAP	\$178.75	
14	DEDUCT - QTY 3 SY - 10" WIDE ASPHALT PATH, GRAVEL BASE 22A, 6" DEPTH	\$16.50	
15	DEDUCT - QTY 4.83 TON - 10' WIDE ASPHALT PATH, SURFACE 220#/SY 36A	\$773.28	
19	ADD - 348.75 CYD ADDITIONAL CLEAN FILL		\$1,743.75
21	DEDUCT - \$2500 RESTORATION (ROCK REMOVAL AND RESEEDING BY TOWNSHIP)	\$2,500.00	
	PHASE II		
6	DEDUCT - QTY 2.14 TON - 8' WIDE ASPHALT PATH, SURFACE 220#/SY 13A	\$338.12	
7	DEDUCT - QTY 50 SF - CONCRETE SIDEWALK, 5' WIDE, 4" DEPTH	\$500.00	
	Total Decrease	\$5,010.65	
	Total Increase		\$1,743.75
	<b>Net Increase <del>(Decrease)</del></b>		<b>-\$3,266.90</b>

The sum of **-\$3,266.90** is hereby ~~(deducted from)~~ (added to) the total Contract Price.

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

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





## **Grand Traverse Conservation District**

### **September 2020 Report**

#### **CONSERVATION TEAM**

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

#### **Administration**

- Bench cut trail - Bids came in too high. Looking for other alternatives
- Prepared for and held a Brown Bridge Advisory Committee (BBAC) meeting. Subsequently prepared draft minutes.
- Provided the BBAC with a draft version of the updated Management Plan.
- Started draft RFP for Phase-II wood project

#### **Routine Monitoring and Maintenance**

- Performed routine trailhead inspections to monitor use, pick up trash, restock outhouses, and tend to dog waste stations.
- Performed maintenance to trails that are prone to seasonally wet issues.
- Graded Buck's Landing parking area to mitigate standing water & remove potholes.
- Constructed a ~800' trail reroute between posts 10 & 16 to avoid an unsustainable and dangerous trail section.
- Secured/bolted Brown's Landing footbridge to the concrete abutments.
- Removed a large bald-faced hornet nest on Brown's Landing footbridge.
- Removed dead branches overhanging east & west parking areas that were dropping branches and twigs onto parked vehicles.
- Constructed several benches to be used on the property.
- Cleared away numerous large fallen trees from trails.
- Changed InfoStation display posters from 'summer' to 'fall'.
- Replaced a damaged trail intersection map that was reported by a trail steward.
- Outhouse improvements: power-washed roof, painted interior, and constructed/painted/installed new toilet paper dispenser and coat rack.

#### **Grants**

- Request for Quotes (RFQ) will go out October 1st with bids due on November 1st. Construction time frame is May-2021 - September 2021. Requested and received an 18-month extension from USFWS.
-



**OWNER/PARKLAND: Garfield Township – Various****Administration**

- Continued weekly discourse with Garfield Township Park Steward, Derek Morton, in regards to project planning and park maintenance needs.
- Met with Derek Morton and Township Deputy Planner Steve Hannon to review the draft 2021 annual parkland maintenance budget and Management Resource Agreement between the District and Township.
- Met with Derek Morton, ReLeaf Michigan Forester Bob Tarabula, and Parks and Rec Commissioner Fern Spence, to plan scheduled buffer planting at Silver Lake Recreation Area. Communicated with representatives of ReLeaf MI as necessary to accommodate and solicit volunteers for the event on Tuesday, October 13.
- Submitted EGLE Joint Permit Application to extend the existing boardwalk at Boardman Valley Nature Preserve. Corresponded with YouthWorks on milled black locust timber material acquisition and potential labor needs.
- Continued to finalize info station displays and trail maps.

**Monitoring and Maintenance**

- Performed weekly routine trailhead & dog waste bag dispenser checks; swapped out Silver Lake dog park trash bin on a weekly basis.
- Mowed trails & trailheads on a regular basis to maintain safe access for trail users.
- Assisted Derek Morton at Silver Lake Rec Area in preparation of buffer area for native planting ahead - cut back vegetation, sprayed invasives, fell and removed dead elm tree.
- Pruned & trimmed trails at GT Commons to cut-back on encroaching vegetation.
- Cleared fallen trees along trails at multiple parks as they were reported.
- Replaced interim trail maps at GT Commons on an as-needed basis.
- Covered up graffiti at GT Commons; removed graffiti from kiosk display.
- Dismantled indiscriminate rock pile dams in Miller Creek that were impeding flow in follow-up of a user report.
- Cut seed heads and sprayed highly invasive purple loosestrife at the Commons Natural Area with Derek Morton. Recommend conducting bio-control methods with the Galerucella beetle next year.
- Downloaded trail counter data along the Buffalo Ridge Trail at the beginning of each month to track trail usage.



## Grand Traverse Conservation District

- Removed silt fencing from Boardman Valley Nature Preserve crushed gravel trail project and adjacent to new parking area at Silver Lake Rec Area to finalize close County soil erosion permits.

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### **OWNER/PARKLAND: Grand Traverse County – Natural Education Reserve**

#### **Administration**

- Continued coordinating with Kim Balke from CRA and contractor Shawn Kanouse regarding streambank restoration work planned for this fall within both Boardman & Sabin bottomlands.
- Continued to coordinate contractors (Wildlife and Wetland Solutions) on the treatment of terrestrial invasive plants within the bottomlands. Funding provided by the Conservation Resource Alliance.
- In the process of acquiring timber material for planned boardwalk and trail construction in Sabin Bottomlands.
- Submitted a Natural River's permit for the above project

#### **Monitoring and Maintenance**

- Performed routine weekly trailhead checks and refilled dog waste bag dispensers.
- Mowed & trimmed trails on an as-needed basis to ensure clear access for trail users.
- Installed three new benches along the Lone Pine trail, removed two other decrepit benches.
- Repaired broken fencing at Lone Pine parking lot.
- Removed and scrapped old metal canoe that was dropped in powerline corridor of west Boardman.
- Secured loose boardwalk boards on lower Sabin Loop & Fox Den loop.
- Replaced broken gate post at Jack's Landing lower canoe area drive.
- Pulled invasive jimson weed from around Jack's landing outhouse.
- Checked Jack's Landing & Beitner Park outhouses several times per week to ensure cleanliness and safe access to trail and river users.

#### **Grants**

- Continued coordination with Kim Balke from CRA and contractor Shawn Kanouse regarding streambank restoration work planned for this fall within both Boardman & Sabin bottomlands.
- Continued to coordinate contractors (Wildlife and Wetland Solutions) on the treatment of terrestrial invasive plants within the bottomlands. Funding provided by the Conservation Resource Alliance.





## Grand Traverse Conservation District

- Traverse City Track Club Grant(s): In process of acquiring materials for upcoming stream crossing project and boardwalk replacement. Began building pods for replacement boardwalk along Beaver Pond loop trail.

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### **OWNER/PARKLAND: Recreational Authority – Hickory Meadows**

#### **Administration**

- Attended and reported at the monthly Rec Authority Board meeting.
- Coordinated a remote September Hickory Meadows Advisory Committee (HMAC) via Zoom social media platform
- Provided reconnaissance for possible trail connections between Hickory Meadows and the Hills. Prepared a map depicting optional trail connection proposals.
- Coordinated a site walk with HMAC to review optional trail connection proposals between the Meadows and Hills.
- Corresponded with Derek Mellville, City Parks and Rec Superintendent, in regards to drainage and trail improvements.
- Reviewed the Hickory Meadows Management Plan for draft edits.
- Met with HMAC member Bill Brundage onsite to determine necessary improvements for winter trail grooming.
- Updated kiosk display posters with maps for HMAC review.

#### **Monitoring and Maintenance**

- Performed trailhead checks on a weekly basis and refilled dog bag dispensers as necessary.
- Mowed and pruned along all trails to ensure clear and safe access for users.
- Cleared a hazardous dead ash leaner tree over trail.
- Downloaded trail counter data on a monthly basis.
- Finalized trail and drainage improvements at the Meadows along ADA trail in follow-up of drainage improvements made at Hickory Hills.
- Provided reconnaissance after heavier rains to assess drainage improvements made on both the Hills and Meadows property. Noticeable headway has been made on retention capabilities at Hickory Hills.
- Widened trail along Randolph on uphill section to facilitate winter grooming with the City's Pisten Bully groomer.
- Sprayed for invasive black locust re-sprouts in the vicinity of open meadow areas.
- Constructed a trash and recycling bin enclosure to accommodate the recent placement of an American Waste recycling bin at the Randolph St. Trailhead.
- Replaced a vandalized "Dog Leash Law" sign at Randolph St. Trailhead.



## Grand Traverse Conservation District

- Installed a “Report Parkland Concerns” placard at Randolph St. Trailhead.

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### **OWNER/PARKLAND: Rotary Camps & Services – East Creek Reserve & Canterbury Woods**

#### **Administration**

- Jim Van Memorial Outing - Planning
- Material estimates for Canterbury Woods closeout.

#### **Monitoring and Maintenance**

- Performed routine drive-by and trailhead inspections to monitor use and pick up trash.
- Mowed several sections of trail, as needed.
- Cleared away fallen trees from trails using chainsaws.
- Changed InfoStation seasonal display posters from ‘summer’ to ‘fall’.

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### **BOARDMAN RIVER STEWARDSHIP**

- Participated in an Inland Lakes Convention by Zoom
- Answered questions regarding Mute Swans on Boardman Lake
- Completed 2021 proposed budget
- Assisted with unloading potted native trees and shrubs for the bottomlands.
- Attended a Brown Bridge site visit by USDA Under Secretary Bill Northey to highlight the extensive partnership effort between all the groups.
- Prepared for and participated in a zoom with NMC/WSI students to introduce ourselves & GTCD and describe the field activities that are planned for the students for three consecutive Wednesdays in October as part of their learning experience.
- Met with Pat Middleton, KPM Engineering, Brett Fessell, GTB, and Mike Sipkoski, Adams Chapter TU at the North Branch Sand Trap site to nail down final plans for restoration of the site. The final draft plans will be sent to the MDNR Area Forest Manager, Fisheries Biologist, and Natural Rivers for their input and approval prior to submitting for all necessary permits.
- Continued planning efforts with CRA & Knouse Outdoor Restoration that involves the restoration of several erosion sites along the Boardman river in both the Boardman & Sabin bottomlands.
- Met with a professor from NMC regarding dam removal so she has a better understanding of all the issues that faced the project.



## Grand Traverse Conservation District

- Met with three riverfront property owners regarding the river related questions.
- 

### **ENVIRONMENTAL EDUCATION**

**Nature Center Visitation this Month: 0      Nature Center Visitation Sept 2019: 217**

**Program Participants this month: 95      Program Participants Sept 2019:653**

**Drop ins this month: 0      Drop-in Sept 2019: 684**

**Nature Center Visitation this year: 1,298      Nature Center Visitation since 2008:  
96212**

### **Program Participation & Program Planning:**

- Attending the Eastern Region Association of Forest and Nature School Nature-Based Teacher certification.
  - 30 preschoolers participated in our expanded Knee-High Naturalist drop off program. This program is based entirely outside and runs in ALL weather
  - 40 homeschool students attended our new homeschool programming. The program was so popular we added an extra session and still have a waitlist for the program. This environmental education based program expands on at home curriculum. Programming is run outside and in all weather.
  - 9&10 news did a story on our nature-based program offerings. The two part series aired on The Four.
  - 25 preschoolers and their families attend the revamped Peeper program. Participants enjoyed our completely outdoor program.
  - Attended community meetings to represent the Grand Traverse Conservation District's Boardman River Nature Center.
-





# Grand Traverse Conservation District

## **FORESTRY ASSISTANCE PROGRAM (FAP).**

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

**Trainings:** Forestry Field Day, 5.0 CFEs from SAF earned

### **On-Site Visits:**

#### Leelanau County

1. Hocking/Gobaleza, 12 acs., Centerville Twp.
2. Bednarz/Kinne, 2 acs., East Bay Twp.
3. Springsteen, 94 acs., Long Lake Twp.
4. Connet, 1 ac., Glen Arbor Twp.
5. Vanderquack, 6 acs., Glen Arbor Twp.
6. Wilcox, 6 acs., Leelanau Twp., N.
7. Archer, 10 acs., Solon Twp.
8. Gougherty, 5 acs., Cleveland Twp.

#### Grand Traverse County

1. Schuckra, 120 acs., East Bay Twp.
2. Neatahwana Association, 40 acs., Peninsula Twp.- 17 participants
3. Leidinger, 20 acs., Long Lake Twp.

#### Benzie County

1. Dinsmore, 70 acs., Joyfield Twp.
2. Lindgren, 276 acs., Joyfield Twp.
3. Niemi, 1 ac. Blaine Twp.
4. Quilan, 12 acs., Crystal Lake Twp.
5. Lockett, 1 ac., Crystal Lake Twp.
6. Kamper, 2 acs., Homestead Twp.
7. Brasseur, 5 acs., Crystal Lake Twp.
8. Taylor, 37 acs., Blaine Twp.
9. Norton, 5 acs., Almira Twp.
10. Rohrer, 20 acs., Benzonia Twp.
11. White, 580 acs., Almira Twp.



## Grand Traverse Conservation District

**Written Forest Management Recommendations:** 15   **QFP Verifications:** 0  
**MAEAP/FWH Verifications:** 0

**FAP Referrals to Private Sector:** 11   **FAP Referrals to Public Sector:** 2

**In-office Contacts:** 191 landowners  
landowners/qualified foresters      **Follow-up Contacts:** 58

### **FAP Promotion/Program Development:**

1. FAP Monthly Conference Call
2. Forest Health Zoom presentation to NW Michigan Association of Master Gardeners – 70 participants
3. Planning, preparation and implementation of Forestry Field Day, Sept. 12 – 28 participants
4. Marketing videotaping with Joe VanderMeulen and Judy Frederick
5. Interview with Leelanau Ticker about FAP – 140 requests for site visits/technical assistance!
6. Update with Maddy Baroli re: ATREP progress
7. Planning meeting with Crosshatch and Antrim CD re: American Hazelnut agroforestry workshops
8. Interview with Dr. Stephen Handler NIACS re: ATREP
9. Oak wilt treatment at White and Conboy with DNR Scott Lint
10. Zoom meetings/planning for fall Forensic Forestry opportunity with MSUE.

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### **MICHIGAN AGRICULTURE ENVIRONMENTAL ASSURANCE PROGRAM (MAEAP)**

**Farm Visits:** 6 (Antrim/Grand Traverse), 3 (Benzie/Leelanau)

**Risk Assessments Completed:** 4 (Antrim/Grand Traverse), 4 (Benzie/Leelanau)

**Farms Verified:** 2



# Grand Traverse Conservation District

## Updates:

- 9/3: Grand Traverse County Farm Verification
- 9/10: Antrim County Farm Verification
- 9/12: Forestry for the Future Workshop
- 9/17: Antrim County Virtual Soil Health Field Day
- 9/18: Incubator Farm Meeting
- 9/24: Region 3 - Conservation Districts - Meeting
- 9/28: Farm Bureau Meeting
- 9/30: Ag Tire Recycling Day

## Current Projects:

- Working with:
  - 24 Farms in Antrim
  - 13 Farms in Grand Traverse
  - 20 Farms in Leelanau
  - 9 Farms in Benzie
- Assisting with utilizing MAEAP fund code for NRCS EQIP Applications
- Coordinating regenerative agriculture film series.
- Collaborating with Antrim Conservation District on spring Farming for the Future Workshop.
- Collaborating with Antrim and Kalkaska Conservation Districts for summer 2020 Soil Health Field Day.
- Collaborating with District Forester and NRCS on 2020 Forestry Field Day.
- Researching grant opportunities for increased cost-share and field day funding.
- 2020 MAEAP Reverifications
- Planning upcoming agrichemical container recycling program dates and tractor/large tire recycling program.
- MDARD well water screening
- Planning and developing Incubator Farm Project.
- Working with Food and Farming Network on revisioning, governance, and summit planning.

## Upcoming Events:

- 10/1: Incubator Farm Meeting
  - 10/1: MAEAP Quarterly Meeting with Jim P.
  - 10/6: Agrichemical Recycling Pick-Up (Last of the Year)
  - 10/9: Benzie County Verification
  - 10/12: Food and Farming Network Meeting
  - 10/15: MAEAP Goal Setting Meeting
-





**NORTHWEST MICHIGAN INVASIVE SPECIES NETWORK (ISN)**

**Public Inquiry Responses: 40**  
**Active Efforts: 0**  
**Active Contacts: 140**  
**Passive Efforts: 32**  
**Passive Impressions: 11,113**  
**Volunteer Hours: 0**  
**Volunteers: 0**

**Acres Surveyed: 4**  
**Sites Surveyed: 5**  
**Sites Monitored: 71**  
**Acres Treated: 85.5**  
**Sites Treated: 76**  
**Acres Restored: 0**  
**Sites Restored: 0**

**Meetings/Presentations:**

- 9/2 - Met with DNR re: reinstating grants
- 9/10 - Hosted Michigan Invasive Species Coalition Core Team meeting; 8 attendees
- 9/15 - "Attended" Midwest Invasive Plant Network Board Meeting; 12 contacts
- 9/19-20 - Completed Wilderness First Aid training; 5 contacts
- 9/23 - "Attended" MISGP hemlock woolly adelgid mtg

**Treatments, Restoration, and Surveys:**

- **EDR:** checked kudzu report (negative)
- **EDR:** Hogweed population reduced to monitoring (no plants present)!
- Restoration plants received & distributed
- Site visits: 3 sites, 2.5 acres; 4 contacts
- Treated knotweed: 21 sites, 11 acres
- Treated phragmites: 48 sites, 80 acres
- Treated wetlands mixture (PH, NC, RC, giant Chinese silvergrass): 2 sites, 1 acre
- Treated butterbur: 2 sites, 0.5 acres
- Treated invasive bittersweet: 3 sites, 5.5 acres

**Other Accomplishments:**

- Started Twitter account for ISN; [@NWMISN](#)
- **New GBB Community participant (gold level!)**
- 9/18 - Nature Change video and article [published](#)
- Assisted 2 local governments with invasive species concerns
- Facebook reach: 5,837
- Website unique visitors: 2,081



# Grand Traverse Conservation District

- Instagram reach: 1,581
- Twitter reach: 403
- YouTube views: 201
- August [eNews](#) opens: 440

## **PRODUCE SAFETY AND FSMA**

### **ORGANIZATIONAL**

- Flyer for Stream Monitoring Volunteers
- Website edits
- Performance Evaluations Form Edits for Employees/Supervisors
- HHW Data Updated (needed to include households per twp., city, village)
- Facebook posts (daily)

### **PRODUCE SAFETY AND FSMA**

- Total farm visits: 1 , Follow-up visits:
- Follow-up Communication: 3
- PSRA: / OFRR: (Cleared to start back up week of 6/15)
- Total completed PSRA Certificates to date: 3
- Total active PSRA: 11
- Farm Referrals by County to Date:

Manistee	6
Benzie	6
Grand Traverse	12
Leelanau	19
Antrim	8
Other	6

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

- Total farm contacts: 291

**Due to COVID-19 state PSR inspections were postponed but have now resumed.**

**Due to COVID-19 all farm visits were not allowed to take place; June 15<sup>th</sup> cleared to resume.**

**Due to COVID-19 I am currently working remotely with intermittent office coverage as needed**

- Danu Hof Field Day Recording and Description for Post



## Grand Traverse Conservation District

- Review of released Employee Health and Food Safety Checklist for Human and Animal Food Operations During the COVID-19 Pandemic
- Introductory Video for MSU E/ MSU E Fall Conference
- Fall Grower Update Newsletter
- Women's Fresh Perspectives Webinar Series
- Navigating Conflict and Tough Conversations in Ag Webinar Series
- PSA Grower Training- Virtual Shift for this season training
- Quarterly Report, Q4 FY20
- Annual Report Update for Benzie CD
- MSU E Fall Conference MOPS Q&A Session
- Q4 Meeting with Jim
- Goal Setting Committee Meeting 9/29
- Education Development Plan for FY21
- Rodale Institute Digital Experience: Racing to Safeguard Biodiversity
- Food and Farming Network Coffee & Conversations
- Food and Farming Network Systems Change- Direction of the FFN

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

- ST. PAUL, MN NCR Training Blastoff II 10/9/19-10/11/19
- The Community of Food, Society & Justice Conference- Ann Arbor 10/18/19
- Produce Safety Program Meeting w/ Service Area CD's 10/23/19
- Presenting PSA Grower Training 10/28/19
- MACD Fall Conference 10/28/19-10/30/19
- Post Harvest Handling and Hygiene for Small and Medium Sized Growers- Grand Rapids 12/5/19
- GLEXPO Conference 12/10/19-12/12/19
- MI PSA Team Professional Development Holland, MI 1/6/2020-1/7/2020
- Orchard & Vineyard Show 1/14/20-1/15/20
- Northern Michigan Small Farms Conference 1/24/20-1/25/20
- Post-Harvest Handling and Hygiene for Small and Medium Sized Growers 2/13/20
- PSA Grower Training Negaunee, MI 3/19/20- POSTPONED
- Hosting Agriculture Workshop/Event w/ Antrim CD 3/20/20 POSTPONED
- Manistee Conservation District Annual Meeting 3/20/20 POSTPONED
- PSA Grower Training Interlochen, MI 3/26/20 POSTPONED
- NCR Annual Regional Conference Eau Claire, WI 4/1/20-4/2/20 POSTPONED
- Hosting Water Workshop in Manistee w/ Jamie, Tyler and Scott 4/9/20 POSTPONED
- Produce Safety Team Half-Day In Service Meeting 5/28/20
- MOFPS Team Morgan Composting Facilities Tour Sears, MI 6/29/20- POSTPONED
- PSRA Calibration Workday Grayling, MI 7/31/20



## Grand Traverse Conservation District

- Soil Health Field Day Mancelona, MI 8/1/20- POSTPONED/Virtual in September
- Household Hazardous Waste MCD 8/15/20
- Soil Health Field Day Danu Hof Farm Videos go Live 9/17/20
- MSU E Fall Conference MOPS Q&A Session 9/28/20
- Goal Setting Committee PSP 9/29/20
- GTCD Large Tire Recycling Event 9/30/20
- Fall Dunegrass Pickup MCD 10/2/20
- Fall Stream Monitoring MCD 10/10/20





## Acronyms and Abbreviations

AECOM	Boardman River Dams Project Engineers
BBAC	Brown Bridge Advisory Committee
BRNC	Boardman River Nature Center
CRA	Conservation Resource Alliance
DDA	Downtown Development Authority
DNR	Department of Natural Resources
ECR	East Creek Reserve
EPA	Environmental Protection Agency
EQIP	Environmental Quality Incentive Program
GBB	Go Beyond Beauty
GIS	Geographic Information System
GLRI	Great Lakes Restoration Initiative
GM	Garlic mustard
GTCD	Grand Traverse Conservation District
HMAC	Hickory Meadows Advisory Committee
ISN	Invasive Species Network
JB	Japanese barberry
MACD	Michigan Association of Conservation Districts
MAEAP	Michigan Agriculture Environmental Assurance Program
MDARD	Michigan Department of Agriculture & Rural Development



# Grand Traverse Conservation District

MISC	Michigan Invasive Species Coalition
MNLA	Michigan Nursery & Landscape Association
NER	Natural Education Reserve
NMC	Northwestern Michigan College
NRCS	Natural Resources Conservation Service
NWMFFN	Northwest Michigan Food and Farming Network
NWISN	Northwest Michigan Invasive Species Network
OB	Oriental Bittersweet
USFWS	United State Fish & Wildlife Service
SEEDS	501(c)3 nonprofit organization
SFP	Safe Food Program
Tx	Treatment

## Charter Township of Garfield

## Engineering Report / Construction Update

October 8, 2020

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

Status below:

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

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

Division III: Booster Station / Mechanical Upgrade design is 75% complete and expected to be finalized in March. Project is slated to be bid in June with a late summer construction pending status of Executive Order. Upon completion, the abandonment of three (3) booster station will occur, area overall will experience 5-10 psi increase in pressure and west side of town will be serviced from the new tank rather than directly from the city.

**US31 / 37 Water Pressure Issues**

This area historically experiences low pressure and fire suppression difficulties, specifically Cracker Barrel / Sam's Club. Water that services this area is from McCrea groundwater tank which services the US31/ 37 corridor by gravity and controlled by Pressure Control Valves to maintain pressures less than 80 psi. McCrea PRV has been proposed to be relocated to address this pocket of low pressure in past water studies and capital improvement plans. Recent interest in development in this vicinity have initiated reviews / consideration to complete this work item. Township board approved GFA contract to provide design, permitting and construction / installation of PRV. Project bidding is on hold awaiting status of the Executive Order as project is not considered Essential Services at this time. Will put out for bids immediately thereafter to take advantage of better pricing and allow for delivery times.

**II. Sewer Projects****SAW Grant – US 31 Siphon Flow Monitoring**

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

## Randolph Street Sewer Extension

GFA was approved last board meeting to work with developer to extend sewer infrastructure to service address 1420. An escrow was established and GFA will provide design, permitting, inspection and closeout on behalf of the Township. Project has been permitted and bids received October 7<sup>th</sup>. A letter of recommendation is included in your packet for approval.

### **III. General Utilities**

#### **Sewer / Water City Contracts**

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

#### **Water Reliability Study**

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

#### **GIS Mapping**

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

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

#### **Drainage District Improvements / Cass Road 20" Watermain (exposed)**

GFA continues to assist the Drain Commission and Township. An agreement was reached between the Drain Commission and Design consultant with respect to existing contracts, fees and will provide a



transition of data to GFA as the design consultant. Based upon a recent meeting with the Township, Road Commission, County and Drain Commissioner, it was decided to proceed with Division 1 and 2 only this time (RR and Cass Road Crossing and overflow project). GFA will further evaluate the Cass Road Project upgrade to see if other options are viable that are less costly and that Division of the project will be placed on hold. The project is fully permitting and bids were received last week. A Day of Review was held October 8<sup>th</sup> to receive public comment. Financing is to be finalized mid October with project to start thereafter and slated to be completed in August 2021. Elmers will be the contractor and GFA providing full time inspection.

#### **Water Service Expansion**

Southwest Part of Township: Olesons Development have initiated and expressed an interest to partner to facilitate the extension of municipal watermain to service the respective developments. GFA has prepared budgetary cost estimates for various options to provide access to water service to the southwest side of the township which currently does not exist (terminates at McCrae / US-37). No status update since November 2018

West (Long Lake Township): Two (2) Developments off Gray Road have initiated and expressed an interest to partner to facilitate the extension of municipal watermain to service them GFA has prepared budgetary cost estimates to provide access to water. This was submitted in 2018 and recently Black Bear, an additional developer (Evergreen) along with Long Lake Township has reached out again (meeting was held last week) with interest. GFA with the DPW has prepared a memo to discuss methods (bulk water versus franchise agreement) for Long Lake to consider.

### **IV. Parks & Recreation**

#### **Silver Lake Recreation Area Upgrades / Metro Station 12- Additional Parking**

Project was bid as to phases with parking to be complete in November 2019 (weather permitting) and trails / sidewalk to be completed in Summer 2020. North Country Contracting was awarded the project and doing well with GFA onsite daily monitoring progress. Early snow and wet season has caused delays but did have parking lot graveled and available for use in March for election. Project is completed and the final pay application is included in your packet for approval.

#### **East River Park – Capitol Improvements**

GFA is working with Township staff on preparing a conceptual plan and budgetary cost estimates for discussion purposes at upcoming Park and Rec Meeting. Amenities proposed include trail, dog parks, parking lot, pavilion, signage and seating areas.

## **Utility Plan Reviews**

### **Windy Hills (60 Acre Herkner Parcel) – Phase II**

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

### **Traditions**

The final phase of traditions is under construction with GFA providing full time inspection.

### **Ashland Park - Phase 2 & 3**

Plan review has been completed by GFA and in receipt of all DEQ permits. GFA will be providing as needed construction oversight.

### **Fox Run**

Plans have been approved and am in receipt of all DEQ permits. GFA will be providing as needed construction oversight. Some challenges to access connection to existing gravity sewer have presented themselves and worked with developer / DPW to provide connection.

### **Eaglehurst Development – Phase II**

All utilities have been installed and was turned over to the Township last month. GFA prepared a lateral charge / amendment to your ordinance to allow for connections and identify fees. This still requires board action

### **Chelsea Park – West**

GFA has completed plan review and in receipt of DEQ permits. Project is under construction with GFA providing full time inspection construction.

### **Harris Hills**

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

### **Chelsea Park West – Phase II**

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

### **Village at Lafranier Woods**

All permits have been issued and construction to start in November. GFA to provide fulltime construction oversight / inspection.

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

GFA has completed initial review and awaiting resubmission before sending to DEQ for permits. GFA to provide fulltime construction oversight / inspection.

**The Oaks**

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

**TCAPS Montessori**

Plan review has been completed and permits processed with construction to start in November. GFA to provide oversight with fulltime inspection to be provided by applicant.

**2020 Storm Water & Private Road Plan Reviews**

Lake Michigan Federal Credit Union	Approved (permit and maintenance plan to be submitted to Twp)
Mich St U Fed Credit Union/US 3	Approved (final plans with permit and maintenance plan to be submitted to Twp)
2487 Rice Street - Habitat for Humanity	Approved (final plans with permit and revisions to be submitted to Twp)
Safety Net - 1771 Park Dr.	Approved (final plans with permits, agreements, to be submitted to Twp)
Chick-Fil-A-3980 US-31	Application was withdrawn 7/3/20
Tru Hotel	Approved (final plans with permits, agreements, to be submitted to Twp)
Village at Lafranier Woods	Approved (final plans with permits to be submitted to Twp)
Building 57	Approved (drian commission, permit and maintenance plan to be submitted to Twp)
3044 Contractors D	Approved (final plans with permits to be submitted to Twp)
1800 S Garfield Rd - Wendy's	Approved (cond'nl support for d/s system, ermit and maintenance plan to be submitted to Twp)
5136 N Royal Dr. - Active Brace & Limb	GFA's Rev 1 sent 8/20. Waiting on revised signed seald plans.
Harris Hills	In Review #1- GFA requested additional info 3-16: Waiting
2020 Road Reconstruction Project - Historic Barns	Initial review sent 9/9 to Jozwiak Consulting
363 W. South Airport Rd-Global Asphalt	GFA received rev. plans with new re pond location out of ROW. Approved (pending maint)
1461 Industry Drive - Unit 37 HIC Site Plane	Initial review sent to Crain 10-7-20
2468 W South Airport Rd- McDonalds	GFA Rev 1 sent 9/24. Waiting on confirmations, stm swr calcs, maint agreement, snow storage
1449 Industry Drive - Unit 36 HIC Site Plans	Initial review sent to Crain 10-7-20

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

September 2020

Location	Citations	Traffic Crashes			Arrests		Traffic Crash Totals
		Fatal	PIA	PDA	OWI	Criminal	
01 Acme	6	0	4	8	1	1	12
02 Blair	21	0	2	15	2	17	17
03 East Bay	46	0	1	21	2	10	22
04 Fife Lake	6	0	0	4	0	0	4
05 Garfield	59	0	11	52	18	36	63
06 Grant	0	0	0	0	0	1	0
07 Green Lake	3	0	3	5	0	2	8
08 Long Lake	4	0	2	7	0	2	9
09 Mayfield	3	0	0	5	1	2	5
10 Peninsula	0	0	1	8	0	0	9
11 Paradise	2	0	0	5	2	3	5
12 Union	0	0	0	1	0	1	1
13 Whitewater	1	0	0	5	0	0	5
29 Fife Lake Vlg	0	0	0	0	0	0	0
30 Kingsley Vlg	2	0	1	4	2	1	5
66 Traverse City	2	0	1	2	6	23	3
84 Out of County	0	0	0	0	0	2	0
<b>Totals</b>	155	0	26	142	34	101	168

Ticket stats are based on what District Court has entered as of 10/02/20.

Arrest stats are as of 10/04/20.



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

Third Quarter Totals July - September 2020

Location	Citations	Traffic Crashes			Arrests		Traffic Crash Totals
	Fatal	PIA	PDA	OWI	Criminal		
01 Acme	30	0	8	31	2	9	39
02 Blair	78	1	15	63	12	31	79
03 East Bay	230	0	14	96	7	20	110
04 Fife Lake	15	0	4	13	0	3	17
05 Garfield	199	0	35	156	46	102	191
06 Grant	1	0	1	3	0	1	4
07 Green Lake	12	0	4	19	3	12	23
08 Long Lake	37	0	5	26	2	6	31
09 Mayfield	6	0	3	15	1	4	18
10 Peninsula	20	0	2	18	1	3	20
11 Paradise	9	0	3	14	4	3	17
12 Union	5	0	1	3	2	1	4
13 Whitewater	5	0	4	12	0	6	16
29 Fife Lake Vlg	2	0	0	2	0	0	2
30 Kingsley Vlg	2	0	1	6	3	1	7
66 Traverse City	4	0	1	3	8	60	4
84 Out of County	0	0	0	0	0	8	0
<b>Totals</b>	655	1	101	480	91	270	582

Ticket stats are based on what District Court has entered as of 10/02/20.

Arrest stats are as of 10/04/20.

# Clerk's Report

For September 30, 2020

Submitted 10/8/20

To: The Garfield Township Board:

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

For the month of September in the General Fund, you will find that we had a total of \$24,093.69 Revenues and \$118,932.86 Expenditures. For the year we have a total of \$3,102,848.02 Revenues and \$2,438,978.68 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	2020		YTD BALANCE 09/30/2020	ACTIVITY FOR MONTH 09/30/2020	AVAILABLE BALANCE
		ORIGINAL BUDGET	AMENDED BUDGET			
<b>Fund 101 - GENERAL OPERATING FUND</b>						
Revenues						
Dept 000						
101-000-403.000	CURRENT REAL PROPERTY TAXES	1,900,000.00	1,900,000.00	1,727,812.53	(4,953.46)	172,187.47
101-000-407.000	DEL PERSONAL PROP TAXES	500.00	500.00	1,888.07	0.00	(1,388.07)
101-000-412.000	SWAMP TAX COLLECTIONS	50.00	50.00	1.00	0.00	49.00
101-000-414.000	Protested PRE Interest	500.00	500.00	2,278.17	63.00	(1,778.17)
101-000-423.000	TRAILER PARK FEES	8,500.00	8,500.00	6,820.50	758.50	1,679.50
101-000-445.000	PENALTIES & INT. ON TAXES	4,000.00	4,000.00	4,072.59	0.00	(72.59)
101-000-476.000	BUILDING PERMITS	180,000.00	180,000.00	111,826.00	24,693.00	68,174.00
101-000-476.001	PLANNING FEES	12,000.00	12,000.00	8,200.00	1,200.00	3,800.00
101-000-476.002	MAINT INSPECTION FEES	800.00	800.00	0.00	0.00	800.00
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	3,181.00	250.00	(3,181.00)
101-000-476.005	ZONING FEES	16,000.00	16,000.00	10,330.00	1,950.00	5,670.00
101-000-574.000	STATE SHARED REVENUE	1,400,000.00	1,400,000.00	885,976.00	0.00	514,024.00
101-000-574.001	STATE SHARED REV. - LIQUOR LA	20,000.00	20,000.00	21,598.50	0.00	(1,598.50)
101-000-612.000	CHARGES FOR TOWNSHIP SERVICES	5,000.00	5,000.00	8,425.87	65.98	(3,425.87)
101-000-627.000	TAX COLLECTION FEES	22,000.00	22,000.00	26,132.50	0.00	(4,132.50)
101-000-656.000	Ordinance Enforcement Fees	500.00	500.00	266.68	66.67	233.32
101-000-664.000	EARNED INTEREST	50,000.00	50,000.00	19,606.24	0.00	30,393.76
101-000-668.002	RENTS & ROYALTIES CABLE VIS	300,000.00	300,000.00	206,767.31	0.00	93,232.69
101-000-668.003	RENTS & ROYALTIES CABLE EQUIP	29,000.00	29,000.00	19,785.06	0.00	9,214.94
101-000-670.000	UNREALIZED LOSS ON INVESTMENT	0.00	0.00	6,976.15	0.00	(6,976.15)
101-000-676.000	REIMBURSEMENTS	14,000.00	14,000.00	30,328.05	0.00	(16,328.05)
101-000-676.001	Reimbursed Treasurer Legal Fees	600.00	600.00	125.80	0.00	474.20
Total Dept 000		3,963,950.00	3,963,950.00	3,102,848.02	24,093.69	861,101.98
<b>TOTAL REVENUES</b>						
		3,963,950.00	3,963,950.00	3,102,848.02	24,093.69	861,101.98
<b>Fund 101 - GENERAL OPERATING FUND:</b>						
<b>TOTAL REVENUES</b>						
		3,963,950.00	3,963,950.00	3,102,848.02	24,093.69	861,101.98



User: Lanie  
DB: Garfield

PERIOD ENDING 09/30/2020

GL NUMBER	DESCRIPTION	2020		YTD BALANCE 09/30/2020	ACTIVITY FOR MONTH 09/30/20	AVAILABLE BALANCE	% BDDT 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	12,000.00	12,000.00	6,900.00	650.00	5,100.00	57.50
101-101-701.101	WAGES - FILE CLERK	36,197.99	36,197.99	27,840.00	2,784.00	8,357.99	76.91
101-101-701.102	WAGES - TRUSTEE	12,000.00	12,000.00	6,100.00	550.00	5,900.00	50.83
101-101-701.103	WAGES - TRUSTEE	12,000.00	12,000.00	6,000.00	550.00	6,000.00	50.00
101-101-701.104	WAGES - TRUSTEE	12,000.00	12,000.00	7,350.00	700.00	4,650.00	61.25
101-101-701.105	WAGES - OFFICE COORDINATOR	33,657.10	33,657.10	25,656.30	2,357.10	8,000.80	76.23
101-101-726.000	SUPPLIES	6,000.00	6,000.00	5,049.51	826.19	950.49	84.16
101-101-726.001	POSTAGE	8,000.00	8,000.00	7,042.78	0.00	957.22	88.03
101-101-726.002	SUPPLIES - COPIER MAINTENANCE	7,500.00	7,500.00	3,663.84	423.66	3,836.16	48.85
101-101-801.002	LEGAL SERVICES - TOWNBOARD	16,000.00	16,000.00	1,486.25	472.50	14,513.75	9.29
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	0.00	0.00	28,800.00	12,700.00	(28,800.00)	100.00
101-101-805.000	CONTRACTED AND OTHER SERVICES	7,500.00	7,500.00	3,171.04	104.00	4,328.96	42.28
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	1,849.09	0.00	1,150.91	61.64
101-101-901.000	ADVERTISING	7,500.00	7,500.00	2,410.25	597.10	5,089.75	32.14
101-101-960.000	EDUCATION & TRAINING	4,000.00	4,000.00	162.50	0.00	3,837.50	4.06
101-101-965.101	DUES & PUBLICATIONS -TOWNBOARD	2,500.00	2,500.00	468.49	0.00	2,031.51	18.74
101-101-965.102	DUES - MICHIGAN TOWNSHIP ASSO	6,500.00	6,500.00	6,170.02	0.00	329.98	94.92
<b>Total Dept 101 - TOWNBOARD</b>		<b>196,855.09</b>	<b>196,855.09</b>	<b>140,120.07</b>	<b>22,714.55</b>	<b>56,735.02</b>	<b>71.18</b>
<b>Dept 171 - TOWNSHIP SUPERVISOR</b>							
101-171-701.201	WAGES - SUPERVISOR	77,416.12	77,416.12	59,550.80	5,955.08	17,865.32	76.92
101-171-701.202	WAGES - APPRAISER II	45,228.51	45,228.51	33,936.14	3,478.40	11,292.37	75.03
101-171-701.204	WAGES - APPRAISER III	53,914.54	53,914.54	42,293.94	4,147.20	11,620.60	78.45
101-171-701.205	WAGES - ASSESSOR	95,584.61	95,584.61	73,526.60	7,352.66	22,058.01	76.92
101-171-726.000	SUPPLIES	2,000.00	2,000.00	1,656.63	158.72	343.37	82.83
101-171-726.001	POSTAGE	3,700.00	3,700.00	3,112.21	0.00	587.79	84.11
101-171-805.000	CONTRACTED AND OTHER SERVICES	31,085.00	31,085.00	5,907.66	0.00	25,177.34	19.00
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	2,125.00	2,125.00	1,874.85	0.00	250.15	88.23
101-171-901.000	ADVERTISING	500.00	500.00	0.00	0.00	500.00	0.00
101-171-960.000	EDUCATION & TRAINING	7,000.00	7,000.00	367.21	60.34	6,632.79	5.25
101-171-960.200	EDUCATION - SUPERVISOR	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00
101-171-965.000	DUES & PUBLICATIONS	3,000.00	3,000.00	1,538.72	694.72	1,461.28	51.29
<b>Total Dept 171 - TOWNSHIP SUPERVISOR</b>		<b>324,553.78</b>	<b>324,553.78</b>	<b>223,764.76</b>	<b>21,847.12</b>	<b>100,789.02</b>	<b>68.95</b>
<b>Dept 191 - ELECTIONS</b>							
101-191-701.000	WAGES	78,000.00	78,000.00	35,647.13	1,725.00	42,352.87	45.70
101-191-726.000	SUPPLIES	24,000.00	24,000.00	12,751.62	387.97	11,248.38	53.13
101-191-726.001	POSTAGE	8,000.00	8,000.00	7,914.84	2,831.12	85.16	98.94
101-191-860.000	MILEAGE	400.00	400.00	120.76	0.00	279.24	30.19
101-191-901.000	ADVERTISING	600.00	600.00	330.80	0.00	269.20	55.13
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	1,800.00	0.00	3,200.00	36.00
<b>Total Dept 191 - ELECTIONS</b>		<b>119,000.00</b>	<b>119,000.00</b>	<b>58,565.15</b>	<b>4,944.09</b>	<b>60,434.85</b>	<b>49.21</b>
<b>Dept 215 - TOWNSHIP CLERK</b>							

2020  
 ORIGINAL BUDGET 2020 AMENDED BUDGET  
 PERIOD ENDING 09/30/2020

GL NUMBER	DESCRIPTION	ORIGINAL BUDGET	2020 AMENDED BUDGET	YTD BALANCE 09/30/2020	ACTIVITY FOR MONTH 09/30/20	AVAILABLE BALANCE	% BDCGT USED
<b>Fund 101 - GENERAL OPERATING FUND</b>							
<b>Expenditures</b>							
101-215-701.300	WAGES - CLERK	77,416.12	77,416.12	59,550.80	5,955.08	17,865.32	76.92
101-215-701.302	WAGES - DEPUTY CLERK	50,000.00	50,000.00	38,461.60	3,846.16	11,538.40	76.92
101-215-701.303	WAGES - ACCOUNTANT	5,000.00	5,000.00	0.00	0.00	5,000.00	0.00
101-215-726.000	SUPPLIES	1,500.00	1,500.00	1,071.86	0.00	428.14	71.46
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	509.96	0.00	5,490.04	8.50
101-215-965.000	DUES & PUBLICATIONS	700.00	700.00	450.00	0.00	250.00	64.29
<b>Total Dept 215 - TOWNSHIP CLERK</b>		<b>141,916.12</b>	<b>141,916.12</b>	<b>100,044.22</b>	<b>9,801.24</b>	<b>41,871.90</b>	<b>70.50</b>
<b>Dept 247 - BOARD OF REVIEW</b>							
101-247-701.400	WAGES - B OF R	1,500.00	1,500.00	700.00	0.00	800.00	46.67
101-247-701.401	WAGES - B OF R	1,500.00	1,500.00	700.00	0.00	800.00	46.67
101-247-701.402	WAGES - B OF R	1,500.00	1,500.00	500.00	0.00	1,000.00	33.33
101-247-701.403	WAGES - B OF R	1,500.00	1,500.00	300.00	0.00	1,200.00	20.00
101-247-960.000	EDUCATION & TRAINING	200.00	200.00	0.00	0.00	200.00	0.00
<b>Total Dept 247 - BOARD OF REVIEW</b>		<b>6,200.00</b>	<b>6,200.00</b>	<b>2,200.00</b>	<b>0.00</b>	<b>4,000.00</b>	<b>35.48</b>
<b>Dept 253 - TOWNSHIP TREASURER</b>							
101-253-701.500	WAGES - TREASURER	77,416.12	77,416.12	59,550.80	5,955.08	17,865.32	76.92
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	50,000.00	50,000.00	38,461.60	3,846.16	11,538.40	76.92
101-253-726.000	SUPPLIES	2,500.00	2,500.00	1,695.71	149.52	804.29	67.83
101-253-726.001	POSTAGE	6,500.00	6,500.00	2,370.13	0.00	4,129.87	36.46
101-253-801.000	LEGAL SERVICES	3,000.00	3,000.00	593.10	147.20	2,406.90	19.77
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	207.83	0.00	492.17	29.69
101-253-860.501	MILEAGE - DEPUTY TREASURER	500.00	500.00	218.16	0.00	281.84	43.63
101-253-900.000	PRINTING & PUBLISHING	2,000.00	2,000.00	760.26	0.00	1,239.74	38.01
101-253-901.000	ADVERTISING	100.00	100.00	0.00	0.00	100.00	0.00
101-253-960.000	EDUCATION & TRAINING	4,500.00	4,500.00	1,372.29	0.00	3,127.71	30.50
101-253-965.000	DUES & PUBLICATIONS	500.00	500.00	199.00	0.00	301.00	39.80
<b>Total Dept 253 - TOWNSHIP TREASURER</b>		<b>153,016.12</b>	<b>153,016.12</b>	<b>105,428.88</b>	<b>10,097.96</b>	<b>47,587.24</b>	<b>68.90</b>
<b>Dept 258 - COMPUTER SUPPORT</b>							
101-258-726.000	SUPPLIES	3,000.00	3,000.00	0.00	0.00	3,000.00	0.00
101-258-935.015	COMPUTER SUPPORT SYSTEMS	30,000.00	30,000.00	17,974.09	0.00	12,025.91	59.91
101-258-935.016	COMPUTER NETWORK	2,000.00	2,000.00	1,510.67	84.99	489.33	75.53
<b>Total Dept 258 - COMPUTER SUPPORT</b>		<b>35,000.00</b>	<b>35,000.00</b>	<b>19,484.76</b>	<b>84.99</b>	<b>15,515.24</b>	<b>55.67</b>
<b>Dept 265 - TOWNSHIP HALL</b>							
101-265-701.011	Maintenance Wages	10,000.00	10,000.00	7,655.06	536.91	2,344.94	76.55
101-265-726.003	SUPPLIES-MAINTANCE	3,500.00	3,500.00	2,327.94	63.00	1,172.06	66.51
101-265-850.000	TELEPHONE	16,000.00	16,000.00	11,772.09	1,066.76	4,227.91	73.58
101-265-920.601	HEATING / GAS	14,000.00	14,000.00	5,752.26	91.69	8,247.74	41.09
101-265-920.602	WATER / SEWER	6,000.00	6,000.00	2,886.57	705.87	3,113.43	48.11
101-265-920.603	LIGHTS BUILDING	16,000.00	16,000.00	7,739.72	1,086.76	8,260.28	48.37

PERIOD ENDING 09/30/2020


GL NUMBER	DESCRIPTION	2020		YTD BALANCE 09/30/2020	ACTIVITY FOR MONTH 09/30/20	AVAILABLE BALANCE	% BDDT 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	1,280.00	0.00	8,720.00	12.80
101-265-935.602	LAWN MAINTENANCE	10,000.00	10,000.00	4,897.91	540.00	5,102.09	48.98
101-265-935.603	CLEANING SERVICE	15,000.00	15,000.00	9,090.00	1,150.00	5,910.00	60.60
101-265-935.604	RUBBISH REMOVAL	1,000.00	1,000.00	765.00	85.00	235.00	76.50
101-265-935.605	BUILDING REPAIR	50,000.00	50,000.00	158.68	0.00	49,841.32	0.32
101-265-935.606	ELECTRONIC PROTECTION SYSTEM	1,500.00	1,500.00	1,096.20	0.00	403.80	73.08
101-265-935.608	MAINTENANCE-OTHER	20,000.00	20,000.00	5,778.65	185.00	14,221.35	28.89
<b>Total Dept 265 - TOWNSHIP HALL</b>		<b>173,000.00</b>	<b>173,000.00</b>	<b>61,200.08</b>	<b>5,510.99</b>	<b>111,799.92</b>	<b>35.38</b>
<b>Dept 301 - POLICE SERVICES</b>							
101-301-830.000	POLICE CONTRACT	1,300,000.00	1,300,000.00	594,137.88	0.00	705,862.12	45.70
<b>Total Dept 301 - POLICE SERVICES</b>		<b>1,300,000.00</b>	<b>1,300,000.00</b>	<b>594,137.88</b>	<b>0.00</b>	<b>705,862.12</b>	<b>45.70</b>
<b>Dept 371 - TOWNSHIP BUILDING INSPECTOR</b>							
101-371-701.702	WAGES BUILDING ASSISTANT	17,246.97	17,246.97	12,454.44	1,245.42	4,792.53	72.21
101-371-701.703	WAGES - BUILDING	80,000.00	80,000.00	61,538.40	6,153.84	18,461.60	76.92
101-371-701.704	WAGES - BUILDING	25,000.00	25,000.00	13,872.04	1,514.10	11,127.96	55.49
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	156.80	22.45	843.20	15.68
101-371-960.000	EDUCATION & TRAINING	1,000.00	1,000.00	512.00	144.00	488.00	51.20
101-371-965.000	DUES & PUBLICATIONS	1,500.00	1,500.00	432.00	0.00	1,068.00	28.80
<b>Total Dept 371 - TOWNSHIP BUILDING INSPECTOR</b>		<b>126,746.97</b>	<b>126,746.97</b>	<b>88,965.68</b>	<b>9,079.81</b>	<b>37,781.29</b>	<b>70.19</b>
<b>Dept 400 - PLANNING COMMISSION</b>							
101-400-701.800	WAGES - PLANNING	2,000.00	2,000.00	1,500.00	200.00	500.00	75.00
101-400-701.801	WAGES - PLANNING	2,000.00	2,000.00	1,400.00	100.00	600.00	70.00
101-400-701.802	WAGES - PLANNING	2,000.00	2,000.00	1,500.00	200.00	500.00	75.00
101-400-701.804	WAGES - PLANNING	2,000.00	2,000.00	1,300.00	100.00	700.00	65.00
101-400-701.805	WAGES - PLANNING	2,000.00	2,000.00	1,500.00	200.00	500.00	75.00
101-400-701.806	WAGES - PLANNING	2,000.00	2,000.00	1,400.00	200.00	600.00	70.00
101-400-701.808	WAGES - PLANNING	2,000.00	2,000.00	1,700.00	200.00	300.00	85.00
101-400-801.000	LEGAL SERVICES	25,000.00	25,000.00	7,134.50	198.00	17,865.50	28.54
101-400-805.000	CONTRACTED AND OTHER SERVICES	6,000.00	6,000.00	5,036.28	181.00	963.72	83.94
101-400-900.000	PRINTING & PUBLISHING	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00
101-400-901.000	ADVERTISING	2,000.00	2,000.00	1,284.65	136.70	715.35	64.23
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>51,000.00</b>	<b>51,000.00</b>	<b>23,755.43</b>	<b>1,715.70</b>	<b>27,244.57</b>	<b>46.58</b>
<b>Dept 401 - TOWNSHIP PLANNER</b>							
101-401-701.900	WAGES - PLANNER	75,678.00	75,678.00	58,213.80	5,821.38	17,464.20	76.92
101-401-701.901	WAGES - DEPUTY PLANNER	54,184.00	54,184.00	41,680.00	4,168.00	12,504.00	76.92
101-401-701.902	WAGES -PLANNER ASSISTANT	12,935.79	12,935.79	9,340.83	934.09	3,594.96	72.21
101-401-726.000	SUPPLIES	1,000.00	1,000.00	357.85	8.74	642.15	35.79
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	84.80	0.00	1,915.20	4.24
101-401-960.000	EDUCATION & TRAINING	5,000.00	5,000.00	408.11	408.11	4,591.89	8.16

GL NUMBER	DESCRIPTION	2020		YTD BALANCE 09/30/2020	ACTIVITY FOR MONTH 09/30/20	AVAILABLE BALANCE	% BDDT USED
		ORIGINAL BUDGET	AMENDED BUDGET				
<b>Fund 101 - GENERAL OPERATING FUND</b>							
<b>Expenditures</b>							
101-401-965.000	DUES & PUBLICATIONS	1,000.00	1,000.00	564.00	564.00	436.00	56.40
<b>Total Dept 401 - TOWNSHIP PLANNER</b>		<b>152,397.79</b>	<b>152,397.79</b>	<b>110,649.39</b>	<b>11,904.32</b>	<b>41,748.40</b>	<b>72.61</b>
<b>Dept 410 - ZONING BOARD OF APPEALS</b>							
101-410-701.001	WAGES - ZONING	1,200.00	1,200.00	0.00	0.00	1,200.00	0.00
101-410-701.002	WAGES - ZONING	1,200.00	1,200.00	100.00	0.00	1,100.00	8.33
101-410-701.003	WAGES - ZONING	1,200.00	1,200.00	0.00	0.00	1,200.00	0.00
101-410-701.004	WAGES - ZONING	1,200.00	1,200.00	100.00	0.00	1,100.00	8.33
101-410-701.005	WAGES - ZONING	1,200.00	1,200.00	100.00	0.00	1,100.00	8.33
101-410-801.000	LEGAL SERVICES	10,000.00	10,000.00	4,159.60	0.00	5,840.40	41.60
101-410-805.000	CONTRACTED AND OTHER SERVICES	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00
101-410-901.000	ADVERTISING	2,000.00	2,000.00	456.30	0.00	1,543.70	22.82
101-410-960.000	EDUCATION & TRAINING	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00
<b>Total Dept 410 - ZONING BOARD OF APPEALS</b>		<b>20,000.00</b>	<b>20,000.00</b>	<b>4,915.90</b>	<b>0.00</b>	<b>15,084.10</b>	<b>24.58</b>
<b>Dept 412 - ZONING ADMINISTRATOR</b>							
101-412-701.601	WAGES	54,000.00	54,000.00	41,538.40	4,153.84	12,461.60	76.92
101-412-701.602	WAGES ZONING	19,999.20	19,999.20	15,220.55	1,538.40	4,778.65	76.11
101-412-726.000	SUPPLIES	1,000.00	1,000.00	77.74	0.00	922.26	7.77
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
<b>Total Dept 412 - ZONING ADMINISTRATOR</b>		<b>77,799.20</b>	<b>77,799.20</b>	<b>56,836.69</b>	<b>5,692.24</b>	<b>20,962.51</b>	<b>73.06</b>
<b>Dept 448 - STREET LIGHTS - TOWNSHIP</b>							
101-448-920.005	STREET LIGHTS TOWNSHIP	90,000.00	90,000.00	55,516.28	6,726.56	34,483.72	61.68
<b>Total Dept 448 - STREET LIGHTS - TOWNSHIP</b>		<b>90,000.00</b>	<b>90,000.00</b>	<b>55,516.28</b>	<b>6,726.56</b>	<b>34,483.72</b>	<b>61.68</b>
<b>Dept 747 - COMMUNITY PROMOTIONS</b>							
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	0.00	0.00	3,000.00	0.00
101-747-880.007	COM. PROM. - COMMUNITY AWAREN	20,000.00	20,000.00	35,645.68	0.00	(15,645.68)	178.23
101-747-880.008	COM. PROM. - CONTRACTED SERVI	20,000.00	20,000.00	0.00	0.00	20,000.00	0.00
101-747-880.011	COM. PROM. - P.E.G.	100,000.00	100,000.00	68,163.32	0.00	31,836.68	68.16
101-747-880.018	COM. PROM. - MILFOIL	8,000.00	8,000.00	0.00	0.00	8,000.00	0.00
<b>Total Dept 747 - COMMUNITY PROMOTIONS</b>		<b>166,000.00</b>	<b>166,000.00</b>	<b>103,809.00</b>	<b>0.00</b>	<b>62,191.00</b>	<b>62.54</b>
<b>Dept 806 - TOWNSHIP VEHICLES</b>							
101-806-862.000	GAS & CAR WASHES	2,500.00	2,500.00	698.61	10.20	1,801.39	27.94
101-806-863.000	OIL CHANGES	500.00	500.00	78.18	39.09	421.82	15.64
101-806-864.000	MISCELLANEOUS	1,500.00	1,500.00	696.19	0.00	803.81	46.41
<b>Total Dept 806 - TOWNSHIP VEHICLES</b>		<b>4,500.00</b>	<b>4,500.00</b>	<b>1,472.98</b>	<b>49.29</b>	<b>3,027.02</b>	<b>32.73</b>



GL NUMBER	DESCRIPTION	2020 BUDGET		YTD BALANCE 09/30/2020	ACTIVITY FOR MONTH 09/30/20	AVAILABLE BALANCE	% BDC USED
		ORIGINAL BUDGET	AMENDED BUDGET				
<b>Fund 101 - GENERAL OPERATING FUND</b>							
<b>Expenditures</b>							
Dept 851 - EMPLOYEE BENEFITS & INSURANCES							
101-851-701.000	WAGES	100.00	100.00	0.00	0.00	100.00	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	93,000.00	93,000.00	99,300.00	0.00	(6,300.00)	106.77
101-851-873.010	SOCIAL SECURITY - EMPLOYER	80,000.00	80,000.00	58,877.25	5,864.00	21,122.75	73.60
101-851-873.020	VACATION & PERSONAL PAYOUT	1,000.00	1,000.00	434.80	0.00	565.20	43.48
101-851-873.030	INSURANCE - EMPLOYEE HEALTH	395,000.00	395,000.00	294,719.28	0.00	100,280.72	74.61
101-851-873.040	INSURANCE - EMPLOYEE LIFE	10,000.00	10,000.00	4,250.68	0.00	5,749.32	42.51
101-851-912.001	INSURANCE - LIABILITY	13,000.00	13,000.00	12,938.00	0.00	62.00	99.52
101-851-912.002	INSURANCE - WORKMENS COMP.	8,000.00	8,000.00	5,991.00	0.00	2,009.00	74.89
<b>Total Dept 851 - EMPLOYEE BENEFITS &amp; INSURANCES</b>		<b>604,100.00</b>	<b>604,100.00</b>	<b>476,511.01</b>	<b>5,864.00</b>	<b>127,588.99</b>	<b>78.88</b>
Dept 890 - CONTINGENCIES							
101-890-890.000	CONTINGENCIES	42,929.64	42,929.64	0.00	0.00	42,929.64	0.00
<b>Total Dept 890 - CONTINGENCIES</b>		<b>42,929.64</b>	<b>42,929.64</b>	<b>0.00</b>	<b>0.00</b>	<b>42,929.64</b>	<b>0.00</b>
Dept 900 - CAPITAL OUTLAY							
101-900-970.001	CAPITAL OUTLAY - ELECTIONS	2,000.00	2,000.00	7,575.00	2,900.00	(5,575.00)	378.75
101-900-970.002	CAPITAL OUTLAY - TOWNSHIP HAL	50,000.00	50,000.00	1,653.52	0.00	48,346.48	3.31
101-900-970.003	CAPITAL OUTLAY - COMPUTER	15,000.00	15,000.00	2,372.00	0.00	12,628.00	15.81
101-900-970.004	CAPITAL OUTLAY - VEHICLES	15,000.00	15,000.00	0.00	0.00	15,000.00	0.00
101-900-970.005	CAPITAL OUTLAY - LAND	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00
<b>Total Dept 900 - CAPITAL OUTLAY</b>		<b>83,000.00</b>	<b>83,000.00</b>	<b>11,600.52</b>	<b>2,900.00</b>	<b>71,399.48</b>	<b>13.98</b>
Dept 965 - TRANSFERS TO OTHER FUNDS							
101-965-990.308	TRANSFERS TO #308 PARK SYS	200,000.00	200,000.00	200,000.00	0.00	0.00	100.00
<b>Total Dept 965 - TRANSFERS TO OTHER FUNDS</b>		<b>200,000.00</b>	<b>200,000.00</b>	<b>200,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>100.00</b>
<b>TOTAL EXPENDITURES</b>		<b>4,068,014.71</b>	<b>4,068,014.71</b>	<b>2,438,978.68</b>	<b>118,932.86</b>	<b>1,629,036.03</b>	<b>59.96</b>
<b>Fund 101 - GENERAL OPERATING FUND:</b>							
<b>TOTAL EXPENDITURES</b>		<b>4,068,014.71</b>	<b>4,068,014.71</b>	<b>2,438,978.68</b>	<b>118,932.86</b>	<b>1,629,036.03</b>	<b>59.96</b>

GL NUMBER	DESCRIPTION	2020		YTD BALANCE 09/30/2020	ACTIVITY FOR MONTH 09/30/20	AVAILABLE BALANCE	% BDGT USED
		ORIGINAL BUDGET	AMENDED BUDGET				
Fund 308 - PARK SYSTEM FUND							
Expenditures							
Dept 000							
308-000-701.308	WAGES - PARKS AND RECREATION	0.00	0.00	(100.00)	(100.00)	100.00	100.00
308-000-701.905	WAGES - REC BOARD	4,200.00	4,200.00	2,000.00	500.00	2,200.00	47.62
308-000-701.906	Parks Steward	25,000.00	25,000.00	18,186.26	1,923.20	6,813.74	72.75
308-000-801.000	LEGAL SERVICES	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00
308-000-864.000	MISCELLANEOUS	800.00	800.00	23.28	0.00	776.72	2.91
308-000-880.001	COM. PROM. - SILVER LAKE PARK	92,000.00	92,000.00	0.00	0.00	92,000.00	0.00
308-000-880.006	COM. PROM. - BVNP (YMCA)	23,000.00	23,000.00	0.00	0.00	23,000.00	0.00
308-000-880.008	COM. PROM. - Cont. Serv GTCD	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00
308-000-880.012	COM. PROM. - GT COMMONS	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00
308-000-880.013	COM. PROM. - BOARDMAN RIVER	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00
308-000-880.014	COM. PROM. - MILLER CREEK	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00
308-000-880.016	COM. PROM. - KIDS CREEK PARK	20,000.00	20,000.00	0.00	0.00	20,000.00	0.00
308-000-880.019	RIVER EAST RECREATION AREA	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00
308-000-935.000	MAINTENANCE - MISC, EQUIP	128,500.00	128,500.00	90,155.03	3,075.98	38,344.97	70.16
308-000-970.000	CAPITAL OUTLAY	0.00	0.00	175,107.64	0.00	(175,107.64)	100.00
Total Dept 000		300,500.00	300,500.00	285,372.21	5,399.18	15,127.79	94.97
Dept 851 - EMPLOYEE BENEFITS & INSURANCES							
308-851-873.010 SOCIAL SECURITY - EMPLOYER							
Total Dept 851 - EMPLOYEE BENEFITS & INSURANCES		2,000.00	2,000.00	1,536.66	177.73	463.34	76.83
TOTAL EXPENDITURES		2,000.00	2,000.00	1,536.66	177.73	463.34	76.83
TOTAL EXPENDITURES		302,500.00	302,500.00	286,908.87	5,576.91	15,591.13	94.85
Fund 308 - PARK SYSTEM FUND:							
TOTAL EXPENDITURES		302,500.00	302,500.00	286,908.87	5,576.91	15,591.13	94.85

 <b>Charter Township of Garfield</b> <b>Planning Department Report No. 2020-137</b>			
Prepared:	October 6, 2020	Pages:	1
Meeting:	October 13, 2020 Township Board	Attachments:	<input checked="" type="checkbox"/>
Subject:	Redevelopment Ready Communities – Resolution to Proceed		

**BACKGROUND:**

At the July 14 meeting, the Township Board passed a Resolution of Intent, #2020-14-T, to engage in the Redevelopment Ready Communities (RRC) program. RRC is a no-cost, technical assistance statewide certification program offered by the Michigan Economic Development Corporation (MEDC) which helps communities review their processes for planning, zoning, development reviews, economic development, marketing, and more.

The Township Board identified several reasons for its intent to engage in the RRC program in Resolution #2020-14-T, including to strengthen partnerships with development stakeholders in the area, to review the existing development processes of the Township and make improvements as needed, and to help with the implementation of the Barlow Garfield Neighborhood Plan, adopted by the Board on June 9, 2020.

**BASELINE REPORT:**

Pablo Majano of MEDC has provided the Township with the RRC Baseline Report, attached to this letter, and Mr. Majano will present information from this report at the October 13, 2020 meeting. The Baseline Report evaluates the Township regarding the RRC Best Practices criteria; including Best Practices which are currently met, underway, or not started; and recommended actions to achieve certification as needed.

**WORK PLAN:**

Planning Staff will be responsible for completion of RRC tasks with assistance from other Township Staff as needed. The baseline report will help guide Planning Staff as to what is needed to complete each task, and Planning Staff will use this information and guidance from MEDC to complete these items. Planning Staff will keep the Township Board informed on the progress of completing RRC items via the Planning Department Monthly Report to the Township Board.

**NEXT STEPS:**

If the Township Board wishes to proceed in the RRC process, the attached resolution is offered for your consideration, along with the following motion:

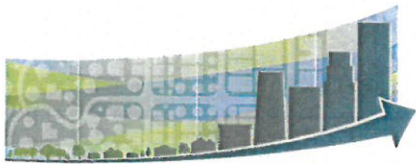
MOTION TO ADOPT Resolution 2020-23-T indicating the Township’s intent to proceed in the Redevelopment Ready Communities program of the Michigan Economic Development Corporation.

Any additional information that the Township Board deems necessary should be added to the motion.

**Attachments:**

1. RRC Baseline Report for Charter Township of Garfield dated August 2020
2. Resolution #2020-23-T





**redevelopment ready**  
communities®

# RRC Baseline Report

**Charter Township  
of Garfield**

August 2020



**MICHIGAN ECONOMIC**  
DEVELOPMENT CORPORATION



# Table of contents

<b>Executive summary</b> .....	<b>3</b>
<b>Methodology</b> .....	<b>4</b>
<b>Evaluation snapshot</b> .....	<b>5</b>
<b>Best Practice findings</b>	
<b>Best Practice One: Community plans and public outreach</b>	
1.1 The plans.....	6
1.2 Public participation .....	8
<b>Best Practice Two: Zoning regulations</b>	
2.1 Zoning regulations .....	9
<b>Best Practice Three: Development review process</b>	
3.1 Development review policy and procedures .....	12
3.2 Guide to Development.....	15
<b>Best Practice Four: Recruitment and education</b>	
4.1 Recruitment and orientation .....	16
4.2 Education and training .....	17
<b>Best Practice Five: Community prosperity</b>	
5.1 Economic development strategy .....	19
5.2 Marketing and promotion .....	20
<b>Conclusion</b> .....	<b>21</b>
<b>Post Certification Appendix : Redevelopment Ready Sites®</b>	
6.1 Redevelopment Ready Sites®.....	22

Redevelopment Ready Communities® (RRC) is a certification program supporting community revitalization and the attraction and retention of businesses, entrepreneurs and talent throughout Michigan. RRC promotes communities to be development ready and competitive in today's economy by actively engaging stakeholders and proactively planning for the future—making them more attractive for projects that create places where people want to live, work and invest.

To become formally engaged in the RRC program, communities must complete the RRC self-evaluation, send at least one representative to the best practice trainings, and pass a resolution of intent, outlining the value the community sees in participating in the program. Representatives from Charter Township of Garfield completed the training in September 2018, the township board passed a resolution to participate and submitted a self-evaluation in July 2020, and the community submitted a complete self-evaluation in June 2020.

Developed by experts in the public and private sector, the RRC Best Practices are the standard to achieve certification, designed to create a predictable experience for investors, businesses and residents working within a community; communities must demonstrate that all best practice criteria have been met to receive RRC certification. This evaluation finds the community currently in full alignment with 26 percent of the best practice criteria and is in the process of completing the another 44 percent. The evaluation determined that strengths currently lie within strong zoning regulations and the foundation of a streamlined development review process. Challenges identified include updating the master plan, developing a public participation plan, creating an overarching marketing strategy, and an

economic development strategy.

This report includes a number of recommendations for how the community can fully align with the best practices. Each recommendation has been customized and backed by research and conversations specific to the community; however, these recommendations are just the beginning of the conversation. RRC is focused heavily on intent versus prescriptive “to-dos.” As the community works through the process, it may identify other ways to meet the intent of a particular best practice. The community's RRC planner will be there every step of the way to discuss those ideas, direct the community to resources, and provide general guidance. In addition to the community's RRC planner, other partners should be at the table including the DDA, regional economic development agencies, state partners, and individual residents. RRC is a collaborative effort and is most successful when all parties are willing to engage to open dialogue so that Michigan communities can be on the forefront of developing unique identities and prosperous businesses.

Once the community has had a chance to digest the contents of this report, it will need to decide whether to continue with the RRC process. If it opts to reach for certification, it will result in a fully streamlined, predictable and transparent development process that is guided by a shared community vision. This will increase the community's ability to grow local investment and attract outside investment. It will also allow the Michigan Economic Development Corporation to better understand the community's desires for the future and how state tools and resources can help achieve that goal. MEDC looks forward to working with the Charter Township of Garfield on its efforts to reach certification and to a prosperous relationship for many years to come.






The basic assessment tool for evaluation is the RRC Best Practices. These six standards were developed in conjunction with public and private sector experts and address key elements of community and economic development. A community must demonstrate all of the RRC Best Practice components have been met to become RRC certified. Once received, certification is valid for three years.

Measurement of a community to the best practices is completed through the RRC team's research and interviews, as well as the consulting advice and technical expertise of the RRC advisory council. The team analyzes

a community's development materials, including, but not limited to: the master plan; redevelopment strategy; capital improvements plan; budget; public participation plan; zoning regulations; development procedures; applications; economic development strategy; marketing strategies; meeting minutes; and website. In confidential interviews, the team also records the input of local business owners and developers who have worked with the community.

A community's degree of attainment for each best practice criteria is visually represented in this report by the following:

	Green indicates the best practice component is currently being met by the community.
	Yellow indicates some of the best practice component may be in place, but additional action is required.
	Red indicates the best practice component is not present or is significantly outdated.

This report represents the community's current status in meeting all the redevelopment ready processes and practices. This baseline establishes a foundation for the community's progress as it moves forward in the program. All questions should be directed to the RRC team at [RRC@michigan.org](mailto:RRC@michigan.org).

Charter Township of Garfield Township has completed 29 percent of the Redevelopment Ready Communities® criteria and is in the process of completing another 41 percent.

1.1.1	1.1.2 (N/A)	1.1.3	1.1.4	1.2.1	1.2.2	1.2.3
2.1.1	2.1.2	2.1.3	2.1.4	2.1.5	2.1.6	2.1.7
2.1.8	3.1.1	3.1.2	3.1.3	3.1.4	3.1.5	3.1.6
3.1.7	3.1.8	3.2.1	3.2.2	4.1.1	4.1.2	4.2.1
4.2.2	4.2.3	4.2.4	5.1.1	5.1.2	5.2.1	5.2.2



## Best Practice 1.1—The plans

Best Practice 1.1 evaluates community planning and how the redevelopment vision is embedded in the master plan, downtown plan and capital improvements plan. The master plan sets expectations for those involved in new development and redevelopment, giving the public some degree of certainty about their vision for the future, while assisting the community in achieving its stated goals. Local plans can provide key stakeholders with a road map for navigating the redevelopment process in the context of market realities and community goals.

### MASTER PLAN

The Michigan Planning Enabling Act (MPEA), Public Act 33 of 2008, requires that the planning commission create and approve a master plan as a guide for development and review the master plan at least once every five years after adoption. Charter Township of Garfield's master plan was adopted in 2018. The plan was developed through a series of inventory, analysis and public input collection. The plan provides the foundation to guide the future of the township and understand the needs of its residents.

The existing conditions reported in the master plan provide a thorough overview for the township with assessments of the demographic and socioeconomic data for the community, analyzing housing conditions, accessibility, economic development, and future land use. The master plan identifies fourteen future land use designations. The future land use section is complemented by an in-depth zoning plan which serves as the guiding language to evaluate proposed changes to the zoning ordinance and map. A matrix table has been incorporated into the zoning plan to highlight recommendations for potential zoning changes which makes it easier to understand.

The identified goals and objectives developed will truly assist the community in enhancing their existing quality of life and support missing necessities identified from community input. A key objective here is to include timelines and electing a responsible party for developed goals. This will ensure that the community's vision is being incorporated and priorities for the community are transparent and will be measured for progress. A

way to address this recommendation without amending the existing plan is to establish an annually updated implementation table that identifies 3–4 goals in more detail. At the end of the year, the planning commission should have the ability to revise the goals and determine if new ones need to be included or if items are still in progress. This progress should be shared in the annual planning commission report to the governing body which can be located online.

Lastly, the plan includes a robust appendix on priority redevelopment areas. The Barlow Garfield Neighborhood plan provides strategies, objectives and a potential vision for what sites should be transformed into. The language around priority redevelopment should be further incorporated into Best Practice 6, addressing priority sites within the identified area.

### CORRIDOR PLAN

A vital component to economic success for any community is concentrated development. This area, which could be located within the Barlow Garfield Neighborhood plan. The density levels natural to downtowns also drives a fiscal engine to support efforts in other areas of the community which may not be in net-positive revenue situations. For all these reasons and more, it's essential that a community have a clear, up-to-date plan for its high impact corridor. To meet RRC Best Practice criteria, the corridor plan should:

- Identify development area boundaries;
- Identify projects, estimated costs, and a timeline for completion;
- Include mixed-use and pedestrian oriented development elements;
- Be accessible online; and
- Coordinate with the master plan and capital improvements plan.

The corridor plan could be located within the master plan or be a stand-alone document that is available online. The plan should have the ability to support projects that will implement the community vision and implement good planning practices, especially in terms of pedestrian oriented development elements. The plan should focus on a concentrated area of development

## Best Practice 1.1—The plans *continued*

within the corridor plan that will support mixed use pedestrian friendly development. Coordination between plans is essential, especially between the master plan and capital improvements plan, as the plans lay out the foundation for desired development of projects

### CAPITAL IMPROVEMENTS PLAN

A comprehensive capital improvement plan (CIP) is an essential tool for the planning and development of the physical and economic well-being of a community. The CIP is a tool used to implement the visions and goals

identified in other plans, including the master plan and corridor plan, and provides a link between planning and budgeting for capital projects. Staff in all departments should continually review the CIP and work to prioritize infrastructure needs, ensuring close alignment between community-developed plans and implementation. In order to align with Best Practice 1.1.4, a CIP should be developed for Garfield Township. The plan must detail the current budget year's projects, include five additional years of projects and be updated annually.

Status	Evaluation criteria	Recommended actions for certification
1.1.1	The governing body has adopted a master plan in the past five years.	<input type="checkbox"/> Develop a matrix table that includes master plan goals, actions, timeline and responsible parties
1.1.2	The governing body has adopted a downtown plan.	N/A
1.1.3	The governing body has adopted a corridor plan.	<input type="checkbox"/> Adopt a corridor plan that meets the RRC Best Practice expectations for Best Practice 1.1.3
1.1.4	The governing body has adopted a capital improvements plan.	<input type="checkbox"/> Develop a six-year capital improvements plan and post online



## Best Practice 1.2—Public participation

Best Practice 1.2 assesses how well the community identifies and engages its stakeholders on a continual basis. Public participation aims to prevent or minimize disputes by creating a process for resolving issues before they become an obstacle. Communities who regularly engage their residents also build long term trust and see greater support for plans and other initiatives.

### EXISTING PRACTICES

Charter Township of Garfield is proactive when it comes to public engagement efforts within the community. Basic methods such as the open meetings act, newspaper posting, website postings, and local cable notifications are used. Proactive engagement efforts are focused around surveys, focus groups and community workshops as shown by the implementation of the existing master plan. Social media can be used as an additional tool for public management to inform the public on what is happening locally. Creating a straightforward process to ensure the voices of community members are heard helps create a sense of place and investment and has the potential to attract community members to participate in the future development of the community.

### PUBLIC PARTICIPATION PLAN

Public engagement activity can vary dramatically depending on who serves on the township’s boards and who sits in key staff roles. Redevelopment Ready Communities® aim to reduce some of that variation by developing a documented public engagement strategy to outline what residents, officials, and other stakeholders can expect from the township. Such a strategy proactively identifies key individuals or groups to engage, what tools will be used, possible venues outside of township hall to

consider for public meetings/events, how the township will use and report back on input, and how the township will continue to assess its engagement actions to ensure it’s using its limited resources and time in the most effective manner.

It is recommended that the public participation plan be documented. Facilitating and ensuring consistent future public engagement is important and an all-inclusive comprehensive public engagement plan should be developed. This plan can help determine which methods of engagement the township would like to pursue, identify when and how each method would be used, and establish ways to measure the effectiveness of each method. News and media outlets are another opportunity for partnerships in public participation to get the news out on community events, meetings, or seeking public input. The plan can also be a chance to encourage stakeholders to identify opportunities for partnerships.

### PUBLIC PARTICIPATION OUTCOMES

In order to communicate the results of engagement initiatives with the public, informative methods of participation (i.e., website postings, newspaper ads, Facebook posts, press releases, etc.) should be utilized to relay results back to the public. This consistent and predictable communication with residents establishes a transparent and welcoming atmosphere for public engagement. A method should be developed that tracks the success of various outreach methods and ensures the received correspondences are shared with the township board in meeting packets and/or with appropriate staff members to follow up or document. Documented engagement, such as survey results, should also be made available on the township’s website.

Status	Evaluation criteria	Recommended actions for certification
1.2.1	The community has a documented public participation plan for engaging a diverse set of community stakeholders.	<input type="checkbox"/> Create a formalized public participation plan
1.2.2	The community demonstrates that public participation efforts go beyond the basic methods.	✓
1.2.3	The community shares outcomes of public participation processes.	<input type="checkbox"/> Formalize a method to share outcomes of public participation



## Best Practice 2.1—Zoning regulations

Best Practice 2.1 evaluates the community's zoning ordinance and assesses how well it implements the goals of the master plan. Zoning is a significant mechanism for achieving desired land use patterns and quality development. An up-to-date, comprehensive zoning ordinance also helps protect existing investments by ensuring that incompatible uses aren't built in proximity to each other, thus providing a level of predictability for those looking to develop in the township.

### ALIGNMENT WITH THE 2018 MASTER PLAN

Foundationally, the Michigan Zoning Enabling Act (MZEA), Public Act 110 of 2006, requires that a zoning ordinance be based on a plan to help guide zoning decisions. The zoning ordinance is the regulatory tool used to implement the community vision identified in the master plan. Information on the zoning ordinance can be found online and is housed online. Updated with amendments through 2019, the ordinance provides a clear set of definitions and requirements for each zoning district.

### CONCENTRATED DEVELOPMENT

This criterion evaluates if the ordinance allows mixed-use development by-right and incorporates placemaking provisions. The core concentrated area of development, located within the Barlow Neighborhood, is covered by the C-P, "Planned Shopping," and C-G, "General Commercial District." It is recommended that the CG, "General Commercial," district allow mixed-use by right. This could be accomplished by allowing residential above a commercial use or allowing residential on the ground floor of the property mixed with commercial. While not required for RRC certification, extra conditions around residential use in the core downtown should be revised to allow more flexibility on types of units that can be developed. The current front yard setback is 40 feet, which could limit the design and affect the overall public realm standards of the area. Consideration should be given to how this area can become a pedestrian-friendly environment with design elements that support walkability and density within the core area. Build-to lines should be considered along with moving parking to the rear and requiring ground floor transparency.

Elements of historic preservation and placemaking provisions are recommended to be in place to retain the character and improve walkability within the area. Standards around building materials, parking in the rear, preservation of building materials, zero setbacks, outdoor dining and the requirement of public entrances facing the public street are elements that support the vibrancy of a downtown area.

### FLEXIBLE DEVELOPMENT

Even the best ordinance can't predict every possible development scenario. As such, Redevelopment Ready Communities® include tools that allow them to be flexible in certain circumstances. The ordinance has standards around non-conforming uses and allows for new economy type uses in its commercial and industrial areas which is identified several sections of the zoning ordinance.

### HOUSING DIVERSITY

The master plan makes mention to continue leading the effort around supporting affordable housing, provide diversity in the rental market when it comes to unit size and encouraging the development which includes a mix of housing options. The current zoning ordinance allows for the use of cluster housing, accessory dwelling units and live-work units. While not required for certification, additional consideration should be given toward alternate housing options outside of the planned unit development that will permit the type of housing identified in the master plan. Housing types to consider are:

- Row-housing/townhomes
- Mixed-use housing
- Micro-units

### NON-MOTORIZED TRANSPORTATION

This criterion evaluates the ordinance's support for alternative modes of transportation, primarily walking and biking. To further support non-motorized transportation, the township adopted a complete streets resolution in 2013. This means that roadways are being planned to promote safe, and efficient, multi-modal movement across the community. Ordinance language can be found around encouraging development to



## Best Practice 2.1—Zoning regulations *continued*

provide vehicular and pedestrian circulation systems that support pedestrian and bicycle ways in the area. As a part of site design requirements, sidewalks must be provided along all streets.

Section 522 provides language around pedestrian circulation and a non-motorized transportation plan, which includes sidewalk width requirements, bicycle parking, and overall internal circulation for pedestrians.

### **PARKING FLEXIBILITY**

Parking is a necessary amenity in any community; however, emerging technologies in the mobility industry and increasing land values require communities to reconsider the long-term impact of parking requirements.

Redevelopment Ready Communities® are preparing for this future by including tools to allow for creative solutions or exemptions to parking minimums. Current standards that exist within the zoning ordinance include maximum parking standards, shared parking agreements, and bicycle parking.

### **GREEN INFRASTRUCTURE**

Like transportation, our understanding of the long term

environmental and fiscal impacts of sustainable green infrastructure continues to evolve. Communities who incorporate provisions to support such infrastructure show a forward-thinking approach to development which is attractive to investors and residents alike. The zoning ordinance goes above and beyond to incorporate standards for environmental preservation and green infrastructure. Section 530, “Green Space Areas,” encourages planting native species, parking area landscaping, and tree protection standards. The regional invasive species network also provides a recommended planting guideline document for the township, which can be found online under the planning web page.

### **USER FRIENDLINESS**

At a minimum, RRC best practices call for the community to provide an online version of the zoning ordinance with clear definitions. The township’s zoning ordinance is linked on the township’s website and is available for download. The zoning ordinance was recently updated in 2019, contains clear definitions, and can benefit from a land-use matrix.

## Best Practice 2.1—Zoning regulations *continued*

Status	Evaluation criteria	Recommended actions for certification
2.1.1	The governing body has adopted a zoning ordinance that aligns with the goals of the master plan.	✓
2.1.2	The zoning ordinance provides for areas of concentrated development in appropriate locations and encourages the type and form of development desired.	<input type="checkbox"/> Allow for mixed-use buildings by right <input type="checkbox"/> Allow for design elements as recommended in the baseline report <input type="checkbox"/> Address historic preservation
2.1.3	The zoning ordinance includes flexible tools to encourage development and redevelopment.	✓
2.1.4	The zoning ordinance allows for a variety of housing options.	✓
2.1.5	The zoning ordinance includes standards to improve non-motorized transportation.	✓
2.1.6	The zoning ordinance includes flexible parking standards.	✓
2.1.7	The zoning ordinance includes standards for environmental preservation and green infrastructure.	✓
2.1.8	The zoning ordinance is user-friendly.	✓



## Best Practice 3.1—Development review policy and procedures

Best Practice 3.1 evaluates the community's development review policies and procedures, project tracking and internal/external communications. An efficient site plan review process is integral to being redevelopment ready and can assist a community in attracting investment dollars while ensuring its zoning ordinance and other laws are followed. Much like all RRC Best Practices, aligning with this best practice looks different for communities based on several factors such as population, staff capacity, development activity and whether the community handles building inspections directly. While each solution may look different, together they build a development review process which is predictable, transparent and efficient.

### DEFINED PROCESSES

This best practice looks to ensure the community's development review processes are clearly laid out in the zoning ordinance and the responsibilities of various bodies are clearly established. The site plan review procedures are clearly defined Under Article 4, "Procedures," with major steps and information such as the application requirements and submittal and approval processes. The code is clear on describing administrative and planning commission approval.

### INTAKE PROFESSIONAL

All site plan applications are submitted by the zoning administrator. Having a clearly defined point person for the development review process ensures an applicant can quickly get answers to their questions. It also ensures someone can identify next steps and keep the process moving. For Charter Township of Garfield, the zoning administrator serves this role.

### CONCEPTUAL REVIEW MEETINGS

Conceptual review meetings—sometimes called pre-application meetings—offer applicants a chance to discuss their project with township staff prior to investing significant time and money into application materials. These meetings typically cover the review process, identify key zoning provisions and connect the applicant with other helpful resources. Garfield

Township offers a pre-application meeting through its zoning ordinance. This resource should be better advertised through a flowchart as recommended in Best Practice 3.1.6, and online so applicants know this resource is available. Offering a conceptual site plan review step also has the potential to save time and money for any applicant seeking to get site plan approval.

### JOINT REVIEWS

Development projects are complex and impact communities in many ways from land use and traffic to utilities and public safety. Site plan review approval standards touch on many of these and in order to ensure the planning commission has all the information it needs to make a decision on those standards, communities should ensure appropriate staff, consultants and outside agencies are looking at site plans during the internal review process. Many communities establish a core joint review team who looks at all applications and brings in other reviewers on a case-by-case basis. This strategy helps to avoid potential roadblocks and hurdles during the development process. Staff has indicated that planning, zoning and building, engineer of record, regional fire authority, county road commission, county sheriff, and county public works department are involved in the site plan review process. This is not clear from the zoning ordinance, and should be further defined and clarified, this can be included in the site plan review flowchart and internal review process document.

### INTERNAL REVIEW PROCESS & STANDARDS

Zoning ordinances address overall steps of a development review process, but they don't typically address what happens internally when an application is submitted and when a decision is rendered. This process is just as important as it includes vital activity such as determining if an application is complete, whether it meets the standards based on staff review, and how the applicant can address any potential deficiencies prior to the final decision. How this procedure is handled can also impact predictability and fairness in the process if it is not done in a consistent way. This is especially true when longtime staff leave, and someone must take over the



## Best Practice 3.1—Development review policy and procedures *continued*

process as a temporary or new zoning administrator. It is recommended that an internal review process document be developed that articulates clear roles, responsibilities and estimated project timelines generating the type of clear guidelines envisioned for this RRC Best Practice.

### PROMPT ACTION

There is no one way to conduct a development review process—it varies from community to community. As such, there's no one time frame that makes a community “prompt” in their approvals. But there are a few common ways that communities can reduce unnecessary delays: allowing permitted uses to be approved administratively or by the planning commission, having active coordination between zoning and building officials, and displaying the development review process visually to help applicants easily understand the steps and time frames. To paint a better picture of the site plan review process, it is recommended that a visual flowchart be developed which includes timelines. This sets an expectation to any applicant on when to expect approval of a project or how long it will take to go through the process of a site plan review. This has the potential to improve efficiency, transparency, and predictability in the site plan review process and give a general understanding of the entire development review process.

### TRACKING SYSTEM(S)

Tracking development applications through the process has many benefits including increased transparency, accountability, and predictability. While this best practice does not recommend a specific tracking system, it does look to see that the community is recording the application's major steps as they occur. Common milestones include submittal, distributed for internal review, issuing of staff report (if any), planning commission date, final decision, issuing of permit(s),

and occupancy. There may be other steps for processes such as special land uses, variances, and rezoning. It is recommended that a system should be set up to track projects from application submittal to occupancy. This will confirm that there is coordination with permitting and inspections staff and ensure an efficient and timely approval process. A tracking system should be developed for Garfield Township that aligns with Best Practice 3.1.7.

### CUSTOMER FEEDBACK AND REVIEW

Development review is required in many communities, it is also a service. And as with all services, the experience an applicant has can play a large role in whether they decide to return and if they recommend the community as a place for others to invest. In order to ensure the community is always providing the best service it can, it should establish some way to collect feedback on the experience. Most communities choose to provide a paper or electronic survey to applicants with their approval (or denial) letter and permit. Other communities do annual surveys of all applicants at once. Yet others have documented policy of consistently conducting follow up calls or visits to collect feedback. Although all indications are that the township's development review processes are working well, it is important that the processes adapt over time to meet the needs of customers. To ensure the development review processes are continually improved, it is recommended that a method of requesting feedback from applicants who have recently gone through one of the development review processes be established. In addition to collecting the feedback, the community should be sure to assess the process at least annually to determine if any changes are needed. Perhaps feedback shows a form is confusing, or there was some internal confusion about when reviews are due. These can be identified and fixed to improve the experience.



# Best Practice findings

## Best Practice 3.1—Development review policy and procedures *continued*

Status	Evaluation criteria	Recommended actions for certification
3.1.1	The zoning ordinance articulates a thorough site plan review process.	✓
3.1.2	The community has a qualified intake professional.	✓
3.1.3	The community defines and offers conceptual site plan review meetings for applicants.	✓
3.1.4	The appropriate departments engage in joint site plan reviews.	<input type="checkbox"/> Clearly define and implement internal review policy
3.1.5	The community has a clearly documented internal staff review policy.	<input type="checkbox"/> Document internal review process, along with clear roles, responsibilities and timelines
3.1.6	The community promptly acts on development requests.	<input type="checkbox"/> Develop an easy to follow flowchart of development processes that includes timelines <input type="checkbox"/> Demonstrate how staff coordinates with permitting and inspections staff to ensure a smooth and timely approval process
3.1.7	The community has a method to track development projects.	<input type="checkbox"/> Develop a project tracker from submittal to occupancy
3.1.8	The community annually reviews the successes and challenges with the development review process.	<input type="checkbox"/> Establish a system for collecting feedback on the development review/permitting experience <input type="checkbox"/> Establish a process for assessing any needed changes to the development review process at least annually

**Best Practice 3.2—Guide to Development**

Best Practice 3.2 evaluates the availability of the community’s development information. Having all the necessary information easily accessible online for developers and residents alike creates a transparent development process that can operate at any time. This information creates a smoother process overall and reduces the amount of time staff spend answering basic questions.

**GUIDE TO DEVELOPMENT**

The main avenue for aligning with this best practice is to create a guide to development. This document or web page provides valuable guidance and information to applicants ranging from contact information and meeting dates to key ordinances to review, process overviews and financial assistance tools. By gathering this information in a single location, the community can help make the process easier for new and experienced applicants alike. The “Planning and Zoning” web page serves as the current central location for all relevant development tools and documents.

It is one thing to put all the necessary documents online, it’s another to know how to navigate the process. Having all development related documents items easily accessible and up to date creates a great guide to development web page for applicant and local residents to use. All development-related information could be located on the “Doing Business in Garfield Charter Township” web page. This is where staff can show a potential applicant how to navigate the development review process. Additional development-related information that should be added in one easy to find location should include:

- Conceptual meeting procedures
- Flowcharts
- Corridor plan
- Capital improvements plan
- Additional items pertinent to development process in the community.

**DEVELOPMENT REVIEW FEES/COSTS**

In addition to understanding the process upfront, it’s important that an applicant can determine their development review costs as well. Nearly all communities charge an application/permit fee while some also require escrow accounts to fund external review costs by the community’s consultants. Other common costs include building review, utility connections and/or performance bonds. The current fee schedule is available online. The document should be reviewed annually to ensure all fees are correct, the current fee schedule was last reviewed in 2016. It is recommended that the fee schedule be updated, and annually reviewed.

**CREDIT CARDS**

Credit cards are a lifeline for many businesses and individuals when paying for goods or services. Fees for government services are no different. A local applicant may find the flexibility of a credit card to be helpful in the early stages of the process to conserve cash while an out-of-town applicant can more easily pay fees this way without needing to mail a check or drop-off in person. As such, the RRC Best Practices look for communities to accept credit cards for at least basic fees. Garfield Charter Township accepts credit card payments for fees, thus aligning with the best practice criteria.

Status	Evaluation criteria	Recommended actions for certification
3.2.1	The community maintains an online “Guide to Development” that explains policies, procedures and steps to obtain approvals.	<input type="checkbox"/> Add additional information to the online guide to development or develop a stand-alone guide <input type="checkbox"/> Develop instructions on how to use the “Guide for Development”
3.2.2	The community annually reviews the fee schedule.	<input type="checkbox"/> Update fee schedule annually reviewed



## Best Practice 4.1—Recruitment and orientation

Best Practice 4.1 evaluates how a community conducts recruitment and orientation for newly appointed or elected officials. Such officials sit on the numerous boards, commissions and committees that advise community leaders on key policy decisions. Ensuring that the community has a transparent method of recruitment, clearly lays out expectations/desired skill-sets, and provides orientation for appointed officials is key to ensuring the community makes the most of these boards and commissions. In cases where a community currently struggles to find interested applicants, these best practices help build long term capacity over time and prepare for it for a day when that may not be the case.

### DOCUMENTING THE APPOINTMENT PROCESS

A common question when anyone applies for a job is what the process is for interviewing and, hopefully, accepting the job. Appointments to local boards and commissions are no different. The appointment process need not be long or cumbersome but interested applicants should be able to find information such as when the township accepts applicants, who oversees the process, who makes recommendations and/or final appointments, etc. It also helps to determine if a community will hold on to applicant information for a certain time in case of future vacancies. This information can be found online under the homepage. It is recommended that it be made available on the “Boards and Commissions” page.

### APPLICATION AVAILABILITY

The current application can be found under the home page, it should be made available under the board and commissions page to make it easier to find.

### SKILL-SETS AND EXPECTATIONS

Much like a job, it is helpful to assess if someone has a background that might make them uniquely prepared to serve on a board or commission. Also like a job, sometimes organizations find someone who is still a good fit even without the technical knowledge. Establishing desired skill-sets and expectations helps set that foundation. For example, to be on the planning commission it may help to have a background in real estate, planning, or architecture. If someone does not have that background, they could still be a good fit but should be prepared to learn about those things. The expectations should also make it clear how often the board meets, their responsibilities, how to prepare for meetings and other key information. To fully align with the RRC Best Practices, the desired skill-sets for the development related boards/commissions should be incorporated on the website or in the board appointment policy and application.

### ORIENTATION

To help newly appointed or elected members get up-to-speed, Redevelopment Ready Communities® will have established orientation procedures or packets. These packets should include local information such as copies or links to key plans and ordinances as well as township policies. They should also include information on available training resources and general information to prepare a member for the decisions they will be asked to make. Staff does not currently have a formal information packet in place; however, this can easily be implemented. Formalization of orientation packets and the board and commission onboarding process should include the master plan, zoning ordinance, responsibilities, previous minutes, and contact information.

Status	Evaluation criteria	Recommended actions for certification
4.1.1	The community sets expectations for board and commission positions.	<input type="checkbox"/> Outline desired skill-sets for open seats <input type="checkbox"/> Make board application and appointment process available on “Boards and Commissions” page
4.1.2	The community provides orientation packets to all appointed and elected members of development-related boards and commissions.	<input type="checkbox"/> Formalize the development of orientation packets



## Best Practice 4.2—Education and training

Best Practice 4.2 assesses how a community encourages training and tracks educational activities for appointed and elected officials and staff. Trainings provide officials and staff with an opportunity to expand their knowledge and ultimately make more informed decisions about land use and redevelopment issues. An effective training program includes four components: financial resources to support training, a plan to identify priority topics and track attendance, consistent encouragement to attend trainings and sharing of information between boards and commissions to maximize the return on investment for the community.

### DEDICATED FUNDING

There is an old saying that if you want to understand an organization's priorities, look at how they budget and spend their money. The same holds true for communities. The first step in making training a priority is to show that it is a priority by having a dedicated spot in the budget for it. Garfield Charter Township will need to demonstrate how training is budgeted for officials and staff. If funding is ever an issue, there should be an obvious resource that is dedicated toward the growth and development of its boards.

### IDENTIFYING TRAINING PRIORITIES

Much like how a community prioritizes projects in its plans, it should understand its priorities for training. Do members need a refresh on the basics of being a planning commissioner? Or maybe there's a strong interest in learning more about housing, non-motorized transportation, community capital or some other hot topic. The township understands its priorities best, but it should discuss them at least annually and write them down. Having them written down helps to sort through the plethora of training opportunities out there (free or not). This is not currently a formalized process to identify training priorities within the township. RRC provides one-page training plan templates as one way to address this. Communities also sometimes tackle this as part of the planning commission annual report or just hold annual conversations. Right now, needs are tracked when a gap is identified in knowledge on a subject.

### IDENTIFYING TRAINING AVENUES

Whenever someone hears the word training, it typically conjures images of traveling to an event, sitting in a chair all day, taking some notes, and coming home. This can be time and cost prohibitive for many communities. As such, RRC encourages communities to also consider free online training resources, sharing articles in meeting packets for discussion, asking partner organizations to come to a meeting and provide in-house training or other less resource intensive methods. Identifying the best avenues for training reduces barriers and increases the likelihood of training occurring. A valuable resource any community has is its website and social media. When resources are limited, staff and local officials can find many training opportunities that are online or in person, through the Michigan Association of Planning, American Planning Association, MSU Extension, as well as visiting the MEDC Community Development website ([www.miplace.org](http://www.miplace.org)).

### TRACKING TRAINING

RRC Best Practices call for communities to track attendance at training events. The purpose of tracking is so that the township can see who is consistently doing training and where knowledge gaps may exist. It also builds a level of accountability to encourage officials to stay updated on the topics in which they are making legally binding decisions. A formal process to track who is attending trainings should be developed. The township could consider creating a spreadsheet or documenting the attended trainings in the planning commission annual report to meet this best practice.

### CONSISTENT REMINDERS

Having a training plan in place is great but we all lead busy lives and are prone to distraction. Ensuring the community has a way of gently reminding officials of training opportunities keeps training at the top of mind. A common approach is to add training as a standing agenda item. This also encourages report outs. Currently, the clerk and planner share fliers, emails and similar notices of educational opportunities with the township board, planning commission and ZBA. The staff are notified in a similar manner.



Best Practice 4.2—Education and training *continued*

**TRAINING REPORT-OUTS**

Asking members who attend training to report out to fellow officials helps share information and increases the township’s return on investment (time and monetary). Most communities address this by asking for report-outs during general updates at meetings, but some also ask for short written report-outs. Some communities also ask officials to share PowerPoints and notes. Adding training as a standing agenda item ensures that training is not forgotten during the report out process. Currently, the township gives board member representatives an opportunity to provide a verbal update at meetings.

**JOINT MEETINGS**

While communities have master plans and common goals, it’s easy to head in different directions when doing the day-to-day work. Even in smaller communities where

officials may live next to each other or see each other at the grocery store, it’s important to connect in an official capacity. Having some type of joint meeting with the board, planning commission, ZBA, and other relevant boards at least annually gives the community that chance to connect and ensure everyone is pulling in the same direction. Many communities combine a joint meeting with an in-house training or hold the meeting to focus on a special topic or project. It is recommended that an annual meeting be conducted.

**PLANNING COMMISSION ANNUAL REPORT**

The Michigan Planning Enabling Act (MPEA) required that the planning commission provide a report annually to the governing body on the commission’s activities. Once a report is developed, planning reports are posted online for review.

Status	Evaluation criteria	Recommended actions for certification
4.2.1	The community has a dedicated source of funding for training.	<input type="checkbox"/> Demonstrate how training resources are dedicated to boards and commissions
4.2.2	The community identifies training needs and tracks attendance of the governing body, boards, commissions and staff.	<input type="checkbox"/> Identify priorities for training topics and sources <input type="checkbox"/> Establish a method to track training activity for staff and officials
4.2.3	The community encourages the governing body, boards, commissions and staff to attend trainings.	<input type="checkbox"/> Develop a method to encourage elected and appointed official to attend trainings
4.2.4	The community shares information between the governing body, boards, commissions and staff.	<input type="checkbox"/> Establish a method to report out from training activity <input type="checkbox"/> Hold a joint meeting/training annually

## Best Practice 5.1—Economic development strategy

Best Practice 5.1 evaluates goals and actions identified by the community to assist in strengthening its overall economic health. Strategic economic development planning is critical to attract jobs and new investment in communities.

### LOCAL STRATEGY

The expectation of Best Practice 5.1 is that communities will have an overarching economic development strategy that assesses challenges and opportunities, describes how economic development initiatives are coordinated and outlines goals, objectives, and implementation actions. Some elements of what can be incorporated into an economic development strategy can be found within the master plan. Items such as:

- Developing various economic development mechanisms to serve for private investment for redevelopment and new development.
- Serve a regional hub in northern Michigan to promote Garfield Township as a great place for business development and job opportunities.
- Strategies to help infill properties within the Barlow Garfield neighborhood.

In order to meet this best practice, a comprehensive economic development strategy needs to be developed along with a matrix table of goals, objectives, and implementation actions.

### CONNECTION TO REGIONAL STRATEGIES

The economic development plan should make mention to regional cooperation and governance. This means working with neighboring communities to align economic development strategies to achieve regional prosperity. During the creation of an economic development strategy, Garfield Charter Township should be sure to coordinate efforts with local economic development corporations, neighboring municipalities, and regional partners. It should be made clear where the regional opportunities lie within the economic development strategy, and how existing plans coordinate.

### ASSESSING PROGRESS

The second aspect of this best practice focuses on ensuring the economic development strategy is reviewed on a regular basis. This ensures that the economic development goals and actions remain front of mind and so that the township can correct course as needed to react to changing circumstances. The economic development strategy should be annually reviewed for updates. This can be done thorough the annual planning commission report.

Status	Evaluation criteria	Recommended actions for certification
5.1.1	The community has approved an economic development strategy.	<input type="checkbox"/> Develop recommendations for implementation, including goals, actions, timelines and responsible parties <input type="checkbox"/> Once the capital improvements plan is developed, ensure there is a connection between both plans <input type="checkbox"/> Demonstrate how the economic development strategy coordinates with the regional economic development strategy
5.1.2	The community annually reviews the economic development strategy.	<input type="checkbox"/> Annually review and report on implementation progress on the adopted economic development strategy



## Best Practice 5.2—Marketing and promotion

Best Practice 5.2 evaluates how the community promotes and markets itself. Marketing and branding are essential tools in promotion of a community’s assets and unique attributes. Consumers and investors are attracted to places that evoke positive feelings and to communities that take pride in their town and their history.

### MARKETING STRATEGY

Garfield Charter Township does not currently have a cohesive marketing strategy; however, has a strong foundation for the development of one. The master plan identifies plenty of key attributes to the community. A recommendation in this section is that a task force consisting of design professionals, such as architects and planners, residents, and township officials be established for the purpose of defining the appropriate township image and identifying site and building standards that convey that image.

The township should also focus on including the following:

1. An inventory of its existing marketing assets and partners. Think about what the township or business groups are already doing to market themselves? Who else is out there marketing Garfield Charter Township?
2. Identify key audiences to focus on attracting new residents, new businesses, and new development. For example, encouraging mixed-use development could help attract new residents and developers with a variety of non-traditional housing options.
3. Identify key messaging for each of those audiences—telling your average person that the township

approves site plans quickly means almost nothing but to a business owner looking to expand into a new market, it could be appealing.

4. Identify key avenues for those messages. Social media is nice, but will it really hit those out-of-town developers who you might need to kickstart a priority site project? Probably not.
5. Identifying what success looks like. This way you know if you’re on the right path or need to shift course.

While not required for RRC certification, a brand is a tool some communities choose to develop as part of a marketing strategy. If a community chooses to create a brand, it should ensure it has a clear marketing strategy while identifying how the brand will be used to portray the community image and messaging from the strategy, and not attempt to replace the strategy itself.

### MUNICIPAL WEBSITE

A key aspect of any community’s efforts to market itself and help foster development is its website. This is often the first point of contact with anyone looking to invest or visit. As such, it is important that a community’s planning and development information can be readily found in a centralized location. Garfield Charter Township’s website is modern, aesthetically pleasing, and easy to navigate. The planning and zoning web page serve as the centralized location where all the development information is housed. As missing RRC documents are completed (i.e., economic development strategy, property information packages, etc.), the township should add them to the web page as well.

Status	Evaluation criteria	Recommended actions for certification
5.2.1	The community has developed a marketing strategy.	<input type="checkbox"/> Develop a cohesive marketing strategy for the township
5.2.2	The community has an updated, user-friendly municipal website.	<input type="checkbox"/> Ensure that all the items noted in this best practice are included in a central location or within one click



The RRC program assists communities in maximizing their economic potential by embracing effective redevelopment tools and best practices. As this report makes clear, Garfield Charter Township has a strong foundation in place for meeting the best practices.

Upon receipt of this report, community staff and leadership should review the recommendations and determine if they align with the community's priorities and vision. If, after review, the community believes that RRC is still a good fit, a resolution of intent to continue with the process should be passed. Upon receipt of that resolution, the community will enter final phase of the process: officially working toward certification. During that phase, the community will be able to make progress

on RRC items at its own pace and receive regular support from its RRC planner. It will also have continued access to the RRC online library of resources and extensive network of other RRC-engaged communities while also becoming eligible for matching technical assistance dollars from RRC (once the community has shown at least one-quarter of progress). In order to guide this next phase, RRC recommends the creation of an RRC work group consisting of community staff, officials and community representatives. Local officials or new employees within the RRC process could also complete our online eLearning tool. We look forward to working with the community on reaching certification and a long, positive partnership for many years to come.

## Best Practice 6.1 — Redevelopment Ready Sites®

Best Practice 6.1 assesses how a community identifies, envisions, and markets their priority redevelopment sites. Communities must think strategically about the redevelopment of properties and investments should be targeted in areas that can catalyze further development around it. Instead of waiting for developers to propose projects, Redevelopment Ready Communities® identify priority sites and prepare information to assist developers in finding opportunities that match the community’s vision. Post-certification, Garfield Charter Township will have the opportunity to work with the Redevelopment Services Team in order to package sites. It is best to begin working on identifying and prioritizing a list of 5–10 sites once a community has completed a majority of the previous best practices to supply to the redevelopment services team once Garfield Charter Township reaches that stage.

The vision for the sites should be derived and crafted from adopted community plans (master plan, economic development plan, marketing plan, CIP) and staff should continually ensure that the framework is in place to support that vision. Basic information should be gathered as required under evaluation criteria 6.1.2.; from there, sites should be packaged into a short, marketable document. At least one site package should be developed further into a complete property information package, which includes an expanded list of more technical items (as applicable); such as environmental conditions, traffic studies, etc. A complete list of additional technical items can be found under evaluation criteria 6.1.5. Finally, the sites should be actively marketed via the Garfield Charter Township website and its economic development partners.

Status	Evaluation criteria	Recommended actions for certification
6.1.1	The community identifies and prioritizes redevelopment sites.	<p>Complete the other five best practices. Once those are complete, the RRC Team will connect the township with the Redevelopment Services Team to complete the remainder of this best practice.</p>
6.1.2	The community gathers basic information for at least three priority sites.	
6.1.3	The community has development a vision for at least three priority sites.	
6.1.4	The community identifies potential resources and incentives for at least three priority sites.	
6.1.5	The community assembles a property information package for at least one priority site.	
6.1.6	Prioritized redevelopment sites are actively marketed in accordance with the marketing strategy.	

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

**RESOLUTION # 2020-23-T**

**RESOLUTION TO PROCEED IN THE  
REDEVELOPMENT READY COMMUNITIES PROGRAM**

**WHEREAS**, the Charter Township of Garfield recognizes the value of engaging in the Redevelopment Ready Communities (RRC) program from the Michigan Economic Development Corporation (MEDC) and seeks to improve its redevelopment readiness via participation in the program; and

**WHEREAS**, the Township Board adopted a Resolution of Intent to Participate in the RRC Program (#2020-14-T) at their July 14, 2020 meeting, and the Township has also entered into a Memorandum of Understanding (MOU) with the MEDC on July 30, 2020; and

**WHEREAS**, the MEDC has developed a program for certifying Redevelopment Ready Communities and the Charter Township of Garfield desires to achieve that certification by implementing best practices and recommended strategies for redevelopment; and

**WHEREAS**, the Charter Township of Garfield recently adopted the Barlow Garfield Neighborhood Plan to provide a vision and guide for redevelopment in an area of the northeast corner of the Township, and the Township recognizes the potential of RRC to help implement this Plan; and

**WHEREAS**, the Charter Township of Garfield includes within its boundaries properties that present opportunities for redevelopment, especially within the study area of the Barlow Garfield Neighborhood Plan; and

**WHEREAS**, the RRC program includes evaluating strong partnerships between Township boards and commissions related to development including the Township Board, Planning Commission, and the Zoning Board of Appeals; and

**WHEREAS**, after review of the RRC baseline report, the Charter Township of Garfield is willing to complete the tasks as outlined, which will involve interaction with the Township boards and commissions described above.

**NOW, THEREFORE, BE IT RESOLVED:**

1. **THAT** the Charter Township of Garfield will proceed under the RRC program; and
2. **THAT** the Township Board authorizes the implementation of recommendations made by MEDC as needed to achieve RRC certification from the MEDC.



Moved:

Supported:

Ayes:

Nays:

Absent and Excused:

RESOLUTION DECLARED ADOPTED.

By:


\_\_\_\_\_  
Lanie McManus, Clerk  
Charter Township of Garfield

**CERTIFICATE**

I, Lanie McManus, Clerk of the Charter Township of Garfield, do hereby certify that the above is a true and correct copy of Resolution #2020-23-T which was adopted by the Township Board of the Charter Township of Garfield on the 13th day of October, 2020.

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

\_\_\_\_\_  
Lanie McManus, Clerk  
Charter Township of Garfield

 <b>Charter Township of Garfield</b> <b>Planning Department Report No. 2020-141</b>			
Prepared:	October 8, 2020	Pages:	1
Meeting:	October 13, 2020 Township Board	Attachments:	<input checked="" type="checkbox"/>
Subject:	BVNP Tennis Court Transformation 2020 Project		

**BACKGROUND:**

The old tennis courts at Boardman Valley Nature Preserve (BVNP) are in a state of disrepair, including cracks in the surface and trees and shrubs growing through the fence. Also, the water table is very high in this area which provides long-term maintenance challenges.

In speaking with a few engineers, it appears that the most cost-effective way to improve the site would be to crack fill, seal, and topcoat with asphalt for additional parking. In doing so, this would alleviate some of the stress of the existing small parking lot for the pickleball courts, the YMCA, Kid’s Club, and other recreational users of the park. A small crushed gravel entrance would be installed between the existing parking lot and the newly renovated parking lot. The fence around the courts would be removed and the area would gain approximately 30 new parking spaces.

<b>Contractor</b>	Molon	Elmer’s	Popp	Basch & Sons
<b>Estimates</b>	\$15,125.00	\$25,950.00	No Bid	No Bid

With the scope of work and availability of sub-contractors, only Molon & Elmer’s are willing to fit this project in this fall. The Parks and Recreation Commission considered these bids at their October 5, 2020 meeting. They also considered a proposal from the Traverse Area Pickleball Association (TAPA) to hold this project for now to allow TAPA to fundraise for additional pickleball courts at BVNP. The Parks and Recreation Commission recommended to move forward on the proposed parking lot project with Molon.

This project was originally identified to be completed in 2021 as part of the Parks Capital Improvements Program for 2021. Furthermore, one project identified for 2020, the well house at Silver Lake Recreation Area, will likely need to be delayed to 2021 due to difficulty of finding contractors for this type of work. The Parks and Recreation Commission also recommended amending the Parks CIP for 2021 to account for swapping these two projects.

**ACTION REQUESTED:**

Following discussion, if the Township Board is comfortable with the Molon’s estimate, then the following motion is suggested:

MOTION TO ACCEPT bid from Molon for a project at Boardman Valley Nature Preserve to replace the existing old tennis courts with an additional parking lot area.

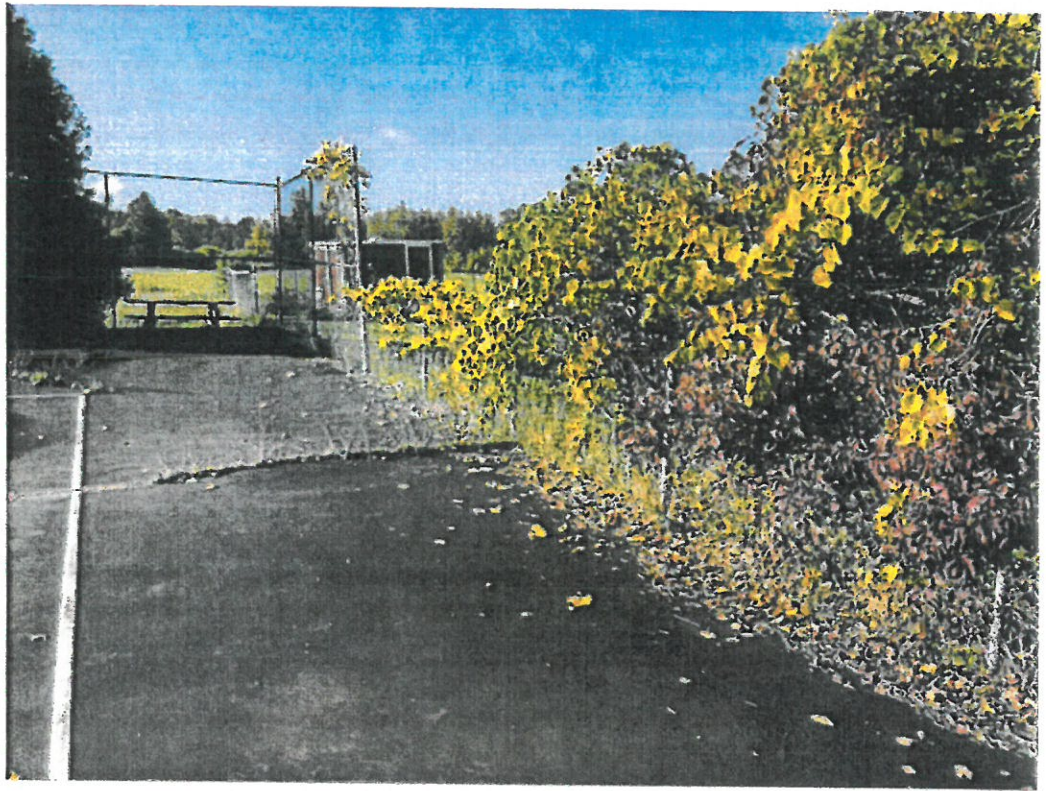
**Attachments:**

1. Scope of work – BVNP Tennis Court Transformation
2. Pictures showing current conditions of BVNP tennis courts
3. Letter from Traverse Area Pickleball Association Representative dated September 30, 2020

## Tennis Court Transformation – BVNP

- 1) Fencing Removal
- 2) Place Aggregate in Post Holes
- 3) Remove & replace aggregate driveway
- 4) Patch tennis court post holes
- 5) Seal Coat (two coats over tennis surface)
- 6) Stripe for parking spaces
- 7) Place ten (10) parking bumpers









September 30, 2020

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

Re: Financial Commitment to BVNP Pickleball

To the Garfield Board of Trustees and Park Commission:

Greetings. The Traverse Area Pickleball Association (TAPA) has recently become aware of plans to demolish the remaining tennis courts at the Boardman Valley Nature Preserve (formerly the YMCA). As you know, TAPA greatly appreciates the past efforts and financial commitment of Garfield Township, Rotary Charities, and the Michigan Natural Resources Trust Fund to redevelop a portion of the tennis courts into modern pickleball courts.

Pickleball was one of the most supported uses in the Garfield Township Park Plan, and remains growing in popularity among all age groups. As planned, the BVNP pickleball facility has become a jewel in Grand Traverse County. The setting along the river is unique and enjoyed by residents and visitors alike. Recently, we've worked with the Township to implement a management and reservation program for the courts. As the park plan was developed, we always understood that a potential future expansion of the pickleball area could be considered if the tennis courts were no longer in demand.

Please accept this letter as Traverse Area Pickleball Association's commitment to fully fund the demolition and/or resurfacing of the antiquated tennis courts at the BVNP into another set of pickleball courts. At this time, we are also requesting the Township to postpone demolition of the tennis courts to allow an opportunity for TAPA to independently fundraise. We commit to begin fundraising immediately with target date of being fully funded in 18



months or sooner. Our target date for construction of the courts is Spring/Summer of 2022. We propose to meet again in 12 months with TWP to provide update on fundraising status.

Sincerely,

Jerry Snowden  
TAPA Representative



Engineering  
Surveying  
Testing &  
Operations

**8.b.**

123 West Front Street  
Traverse City, Michigan 49684  
231.946.5874   
231.946.3703 

October 8, 2020

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

Re: Charter Township of Garfield  
Letter of Recommendation – Randolph Street Sewer Extension  
GFA #20175

Dear Township Board:

We have reviewed the bid received on Wednesday October 7, 2020 for the above referenced project. The one (1) responsive bidder to the project and their base bid price are summarized as follows:

	<b>Bid</b>
1. Team Elmer's	<b>\$146,220.00</b>

Based upon our past experiences with Team Elmer's, it is our recommendation to the board that they approve Team Elmer's as the only bidder for the bid price amount of \$146,220.00. GFA will be providing all construction oversight.

Please contact me if you have any questions.

Very truly yours,  
GFA

JENNIFER HODGES, P.E.  
Project Manager

**Bid Results**  
**Charter Township of Garfield**  
**Randolph Street Sewer Extension**  
**GFA Project No. 20175**

Elmer's

No.	Item	Unit	Est. Qty.	Unit Price	Item Cost
1	Mobilization	LS	1	\$18,000.00	\$18,000.00
2	Sanitary Sewer, 8"	LF	380	\$112.00	\$42,560.00
3	Wye Assembly, 8"x6"	EA	6	\$450.00	\$2,700.00
4	Sewer Lead, 6"	LF	155	\$93.00	\$14,415.00
5	Manhole, 4' Dia.	EA	1	\$4,250.00	\$4,250.00
6	Connect to Existing Manhole	EA	1	\$2,050.00	\$2,050.00
7	HMA, Road Replacement	SY	815	\$53.00	\$43,195.00
8	HMA, Drive Replacement	SY	25	\$65.00	\$1,625.00
9	Soil Erosion and Sedimentation Control	LS	1	\$2,840.00	\$2,840.00
10	Traffic Control	LS	1	\$10,570.00	\$10,570.00
11	Restoration	LS	1	\$4,015.00	\$4,015.00
<b>TOTAL BIDS</b>					<b>\$146,220.00</b>



2020 APPOINTMENTS – COMPLETE LIST

<u>Board</u>	<u>Term</u>	<u>Expires</u>
<u>Code Enforcement Officer</u>		
Michael Green	1 year	Dec. 31, 2020
Carl Studzinski	1 year	Dec. 31, 2020
Derek Morton	1 year	Dec. 31, 2020
<u>Planning Commission</u>		
Steve Duell (TB Rep)	1 year	Dec. 31, 2020
Chris DeGood	3 years	Dec. 31, 2021
Robert Fudge	3 years	Dec. 31, 2021
Pat Cline	3 years	Dec. 31, 2022
Joseph McManus	3 years	Dec. 31, 2022
Joe Robertson	3 years	Dec. 31, 2020
John Racine	3 years	Dec. 31, 2020
<u>Grand Traverse County Commission</u>		
Chuck Korn	1 year	Dec. 31, 2020
Lanie McManus	1 year	Dec. 31, 2020
<u>Grand Traverse County Road Commission</u>		
Chuck Korn	1 year	Dec. 31, 2020
John Sych	1 year	Dec. 31, 2020
<u>TTCI</u>		
Chuck Korn	1 year	Dec. 31, 2020
John Sych	1 year	Dec. 31, 2020
<u>GT Metro Emergency Services Board</u>		
Chuck Korn	1 year	Dec. 31, 2020
Steve Duell	1 year	Dec. 31, 2020
Molly Agostinelli (alternate I)	1 year	Dec. 31, 2020
Dan Walters (alternate II)	1 year	Dec. 31, 2020

Zoning Board of Appeals

<b>Steve Duell (PC Rep)</b>	<b>1 year</b>	<b>Dec. 31, 2020</b>
Lynn Fricke	3 years	Dec. 31, 2022
Rick Smith	3 years	Dec. 31, 2022
<b>Kent Rozycki</b>	<b>3 years</b>	<b>Dec. 31, 2020</b>
<b>Scott Swan</b>	<b>3 years</b>	<b>Dec. 31, 2020</b>

Board of Review

<b>Gary Rousseau</b>	<b>2 years</b>	<b>Dec. 31, 2020</b>
<b>Cherry Wolf</b>	<b>2 years</b>	<b>Dec. 31, 2020</b>
<b>Jim Chrestensen</b>	<b>2 years</b>	<b>Dec. 31, 2020</b>
<b>Gil Uithol (alternate)</b>	<b>2 years</b>	<b>Dec. 31, 2020</b>

Parks and Recreation Commission

<b>Denise Schmuckal (TB Rep)</b>	<b>1 year</b>	<b>Dec. 31, 2020</b>
Chris DeGood	3 years	Dec. 31, 2021
<b>James Guilmet</b>	<b>3 years</b>	<b>Dec. 31, 2020</b>
Chris Remy	3 years	Dec. 31, 2021
William Scott	3 years	Dec. 31, 2021
Fern Spence	3 years	Dec. 31, 2022
Art Bukowski	3 years	Dec. 31, 2022

Building Code of Appeals

Dave Chryst	2 years	Dec. 31, 2021
Tom Piehl	2 years	Dec. 31, 2021
Steve Duell	2 years	Dec. 31, 2021
Marc Burkholder	2 years	Dec. 31, 2021
Peter Alt	2 years	Dec. 31, 2021

Grand Traverse Commons Joint Planning Commission

Joe McManus	3 years	May 14, 2021
Carol Hale	3 years	May 14, 2022
John Racine	3 years	May 14, 2023

City of Traverse City and Charter Township of Garfield Recreational Authority

Michael Groleau	3 years	June 30, 2021
Molly Agostinelli	3 years	June 30, 2022
Tim Hughes	3 years	June 30, 2023

**STANDING COMMITTEES (1 Year Term - Expires Dec. 31, 2020)**

**Personnel Committee**

<b>Denise Schmuckal</b>	<b>Town Board</b>
<b>Lanie McManus</b>	<b>Town Board</b>
<b>Chuck Korn</b>	<b>Town Board</b>

**Building and Grounds Committee**

<b>William Mouser</b>	<b>Employee Member</b>
<b>Molly Agostinelli</b>	<b>Town Board</b>
<b>Dan Walters</b>	<b>Town Board</b>

**Finance Committee**

<b>Chuck Korn</b>	<b>Town Board</b>
<b>Lanie McManus</b>	<b>Town Board</b>
<b>Jeane Blood Law</b>	<b>Town Board</b>
<b>Betty Tezak</b>	<b>Employee</b>

**Elections Committee**

<b>Lanie McManus</b>	<b>Town Board</b>
<b>Molly Agostinelli</b>	<b>Town Board</b>
<b>Dan Walters</b>	<b>Town Board</b>

**Law Enforcement Committee**

**Denise Schmuckal**  
**Chuck Korn**

**Ethics Committee**

**Molly Agostinelli**  
**Denise Schmuckal**  
**Chuck Korn**

**Northern Nexus**

**Chuck Korn**