

**CHARTER TOWNSHIP OF GARFIELD  
TOWN BOARD STUDY SESSION  
October 8, 2019 at 4:30 p.m.**

**AGENDA**

**ORDER OF BUSINESS**

**Call meeting to order**

**Roll call of Board Members**

- 1. Business to come before the Board**
  - a. Discussion regarding the 2020 Township Budget**
- 2. Public Comment**
- 3. Adjournment**

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

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

Tuesday, October 8, 2019, 6:00 pm  
Garfield Township Hall  
3848 Veterans Drive  
Traverse City, MI 49684  
Ph: (231) 941-1620

## A G E N D A

### **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 24, 2019 (Recommend Approval)

b. Bills -

    General Fund  
    (Recommend Approval)

\$ 76,867.63

c. MTT Update (Receive and File)

- d. Approval of the Boardman Valley Nature Preserve Gravel Path Bid (Recommend Approval)

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

**5. Correspondence**

- a. Grand Traverse Conservation District – September 2019 Report

**6. Reports**

- a. Sheriff's Report
- b. County Commissioner's Report
- c. Clerk's Report
- d. Supervisor's Report

**7. Unfinished Business**

- a. Public Hearing/Findings of Fact – PD 2019-130 – Chelsea Park West PUD Major Amendment
- b. Public Hearing – Consideration of Resolution 2019-T(b), a resolution approving a Special Assessment District, creating a special Assessment Roll, and authorizing a Public Hearing on October 22, 2019 for Silver Lake Eurasian Water Milfoil Control

**8. New Business**

- a. 2019 Appointments – Highlighted list of appointments expiring on 12/31/19
- b. Consideration of Resolution 2019-23-T, a resolution adopting the amended 2019 Park System Budget
- c. Consideration of the new Personnel Policies and Employee Handbook

**9. Public Comment**

**10. Other Business**

**11. Adjournment**

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Lanie McManus, Clerk

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**CHARTER TOWNSHIP OF GARFIELD  
TOWN BOARD MEETING  
September 24, 2019**

Clerk McManus called the Town Board Meeting to order on September 24, 2019 at 6:00 p.m. at the Garfield Township Hall, 3848 Veterans Drive, Traverse City, Michigan.

**Pledge of Allegiance**

**Roll Call of Board Members**

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

Absent and Excused: Chuck Korn

*Schmuckal moved and Agostinelli seconded to elect Steve Duell as Chairperson for this meeting.*

*Yeas: Schmuckal, Agostinelli, Walters, McManus, Blood Law, Duell*

*Nays: None*

**1. Public Comment (6:02)**

None

**2. Review and Approval of the Agenda - Conflict of Interest (6:02)**

A Par Plan Report was added as item 6a. Other items will follow.

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

*Yeas: Walters, Agostinelli, Schmuckal, Blood Law, Duell, McManus*

*Nays: None*

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

**a. Minutes**

**September 10, 2019 Regular Meeting (Recommend Approval)**

**September 10, 2019 Special Meeting (Recommend Approval)**

**b. Bills**

**General Fund**

**\$62,126.84**

**(Recommend Approval)**

**Gourdie-Fraser**

**Developer’s Escrow Fund – Storm Water Reviews  
And Utility Plan Review, Oversight and Closeout**

	<b>\$18,548.05</b>
Utility Receiving Fund	\$10,802.50
Park Funds/DNR Trust Fund	\$13,100.00
Total	<b>\$42,450.55</b>

**(Recommend Approval)**

- c. **Consideration of Close-Out and Turnover Documents for NW Water System Improvements, Division A, including Final Pay Application and Change Order (Recommend Approval)**
  
- d. **Consideration of Boardman Valley Nature Preserve (BVNP) Improvements – Elmer’s Crane and Dozer Payment Change Order No. 3 and application No. 4 (PD Report No. 2019-127) (Recommend Approval)**

*Agostinelli moved and Walters seconded to approve the consent calendar as amended.*

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

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

None

**5. Correspondence (6:05)**

None

**6. Reports**

**a. Par Plan Report**

Paul Olsen and Glen Lile with Par Plan presented Garfield Township with a \$5000 grant for Ebikes.

**b. Construction Report**

Jennifer Hodges said the new tank is up and running and the west side is seeing improved water pressure. The Cass Road Drainage District is on hold and the county is working on moving forward. The Silver Lake Parking Area is out for bid and there are many closeouts forthcoming and lots of utility work as well. Preliminary reviews are coming in as well as a few stormwater reviews.

**c. GT Metro Fire Report (6:17)**

The report was submitted in writing. The Metro Board meeting was discussed.

**d. North Flight Report (6:20)**

Tim Newton reported that there were 136 priority one calls in August. Improvements were made in the time to get to the calls, however, staffing shortages are still present.

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

Commissioner Brad Jewett said that despite the rain, nothing has flooded in the Cass Road District. Training will be held for the Complete Count Committee for the 2020 census this Thursday.

**f. Treasurers Report (6:24)**

Blood Law reported that an updated state revenue sharing showed that the township was an average of 3.76% over the 2018 revenue sharing rate, year to date.

**7. Unfinished Business**

None

**8. New Business**

**a. Public Hearing – Consideration of the 2019 Operating Millage Rate (6:24)**

Amy DeHaan presented the township millage rate to the public and board members. Duell opened the Public Hearing at 6:26pm and seeing no one wishing to speak, closed the Public Hearing.

*Agostinelli moved and Walters seconded to adopt the township operating millage rate at 2% and the fire/emergency service operating millage at 2.45%.*

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

**b. Consideration of Resolution 2019-21-T - A Resolution creating a Silver Lake Milfoil Special Assessment and calling for a Public Hearing on October 8, 2019 (6:27)**

DeHaan presented the Special Assessment District for the Milfoil Abatement program. The cost will be approximately \$68.40 per residence.

*Blood Law moved and Schmuckal seconded to adopt Resolution 2019-21-T - A Resolution creating a Silver Lake Milfoil Special Assessment and calling for a Public Hearing on October 8, 2019.*

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

**c. Consideration of bid recommendation for Eaglehurst Subdivision SAD (6:29)**

Engineer Jennifer Hodges said that these are the same financial figures as were approved in August of 2018. The work will still be completed this year. Hodges recommends moving forward with the base bid of \$132,728.00.

*Schmuckal moved and Walters seconded to accept the base bid of \$132,728.00 from Elmer's Crane and Dozer for the Eaglehurst Subdivision SAD.*

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

**d. Consideration of approving a bid for air conditioning (6:33)**

Blood Law recused herself from the discussion. Maintenance Supervisor Bill Mouser discussed the project and the bids with the board members.

*Schmuckal moved and McManus seconded to accept the base bid from Temperature Control for \$31,480 and \$1,824 for a ten-year extended warranty.*

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

**e. Consideration of request from East Bay Township to share expense for MSU study of Mitchell Creek Watershed (6:43)**

Board members discussed the request. Jennifer Hodges shared what she knew about the grant for the study.

*Agostinelli moved to approve Resolution 2019-22-T, A Resolution Supporting a Grant Application to the Department of Environment, Great Lakes, and Energy regarding the Mitchell Creek Watershed. Walters seconded the motion.*

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

**10. Public Comment (6:57)**

Tom Cash asked about the Audio/Visual system in the meeting room.

**11. Other Business (6:58)**

Blood Law and McManus are switching offices.

12. **Adjournment**

*Schmuckal moved to adjourn the meeting at 7:03.*

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

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



CHECK DISBURSEMENT REPORT FOR CHARTER TOWNSHIP OF GARFIELD  
 CHECK DATE FROM 09/19/2019 - 10/03/2019  
 Banks: GEN

Check Date	Bank	Check #	Payee	Description	GL #	Amount
09/25/2019	GEN	38167	ELMERS	BVNP PAYMENT #4	308-000-880.006	44,888.47
09/25/2019	GEN	38168	GRAND TRAVERSE COUNTY REG DEED	DECLARATION OF NOTICE BVNP	308-000-880.006	30.00
09/26/2019	GEN	38169	GARFIELD CHARTER TOWNSHIP	HSA	101-000-237.000	645.76
09/26/2019	GEN	38170	LAUTNER IRRIGATION INC	SPRINKLER REPAIR	101-265-935.602	192.06
09/26/2019	GEN	38171	THE GUARDIAN	EMPLOYEE HEALTH / LIFE	101-851-873.030	1,776.26
		38171		EMPLOYEE HEALTH / LIFE	101-851-873.040	458.46
						<u>2,234.72</u>
09/26/2019	GEN	38172	UNITED WAY	UNITED WAY	101-000-238.000	90.00
09/26/2019	GEN	38173	VOYA INSTITUTIONAL TRUST COMPANY	DEFERRED COMP VF3202	101-000-227.000	1,790.00
09/26/2019	GEN	38174	SUPERFLEET	GAS	101-806-862.000	88.18
10/03/2019	GEN	38176	ANNE WENDLING	CONTRACTED SVCS	101-101-805.000	154.50
		38176		CONTRACTED SVCS	101-400-805.000	206.50
						<u>361.00</u>
10/03/2019	GEN	38177	BATTERIES PLUS OF TRAVERSE CITY	BULBS	101-265-726.003	29.50
10/03/2019	GEN	38178	CHERRYLAND ELECTRIC COOP.	ELECTRIC	101-000-084.861	298.79
		38178		ELECTRIC	101-265-920.603	1,089.80
		38178		ELECTRIC	101-448-920.005	848.60
						<u>2,237.19</u>
10/03/2019	GEN	38179	CHERRYLAND ELECTRIC COOP.	ELECTRIC	308-000-880.001	269.91
10/03/2019	GEN	38180	EJ CLARK DISTRIBUTORS	2017 BOR RETURN 28-05-900-399-43	101-000-403.000	29.60
10/03/2019	GEN	38181	FIFTH THIRD BANK	5473787298599431	101-101-960.000	14.55
		38181		5473787298599431	101-171-960.000	561.15
		38181		5473787298599431	101-215-960.000	31.80
		38181		5473787298599431	101-253-960.000	13.32
		38181		5473787298599431	101-401-960.000	702.00
						<u>1,322.82</u>
10/03/2019	GEN	38182	GOURDIE-FRASER, INC.	SILVER LAKE PARK IMPROVEMENTS	308-000-864.000	13,100.00
10/03/2019	GEN	38183	GRAND TRAVERSE CONSERVATION DI	TOOL & VEHICLE FEES/LABOR/TRAIL GUIDE PRINTI	308-000-880.001	226.08
		38183		TOOL & VEHICLE FEES/LABOR/TRAIL GUIDE PRINTI	308-000-880.012	247.49
		38183		TOOL & VEHICLE FEES/LABOR/TRAIL GUIDE PRINTI	308-000-880.014	4.60
		38183		TOOL & VEHICLE FEES/LABOR/TRAIL GUIDE PRINTI	308-000-935.000	3,945.84
						<u>4,424.01</u>

**3. b.**

CHECK DISBURSEMENT REPORT FOR CHARTER TOWNSHIP OF GARFIELD  
 CHECK DATE FROM 09/19/2019 - 10/03/2019  
 Banks: GEN

Check Date	Bank	Check #	Payee	Description	GL #	Amount
10/03/2019	GEN	38184	GRAND TRAVERSE COUNTY DPW	5105021	101-265-920.602	944.60
10/03/2019	GEN	38185	GRAND TRAVERSE COUNTY DPW	5590511	308-000-935.000	15.80
10/03/2019	GEN	38186	HOME DEPOT CREDIT SERVICES	SPRAY	308-000-935.000	9.64
10/03/2019	GEN	38187	JOHN SYCH	EDUCATION	101-401-960.000	20.95
10/03/2019	GEN	38188	LAUTNER IRRIGATION INC	SPRINKLER VALVE	101-265-935.602	28.38
10/03/2019	GEN	38189	NORTHERN OFFICE EQUIP	SVC CONTRACT	101-101-726.002	462.40
10/03/2019	GEN	38190	NORTHWOODS PRINTERS	DEPOSIT TICKETS	101-253-726.000	83.40
10/03/2019	GEN	38191	STATE OF MICHIGAN (P)	SUM MONTHLY/QUARTERLY 9.2019	101-000-228.000	2,612.22
10/03/2019	GEN	38192	STEPHEN HANNON	EDUCATION	101-401-960.000	12.87
10/03/2019	GEN	38193	TRAVERSE REPRODUCTION	PLOTTER PAPER	101-101-726.000	103.40
10/03/2019	GEN	38194	VERIZON	TELEPHONES	101-265-850.000	840.75


TOTAL - ALL FUNDS TOTAL OF 27 CHECKS 76,867.63

GL TOTALS	Amount
101-000-084.861	298.79
101-000-227.000	1,790.00
101-000-228.000	2,612.22
101-000-237.000	645.76
101-000-238.000	90.00
101-000-403.000	29.60
101-101-726.000	103.40
101-101-726.002	462.40
101-101-805.000	154.50
101-101-960.000	14.55
101-171-960.000	561.15
101-215-960.000	31.80
101-253-726.000	83.40
101-253-960.000	13.32
101-265-726.003	29.50
101-265-850.000	840.75
101-265-920.602	944.60
101-265-920.603	1,089.80
101-265-935.602	220.44
101-400-805.000	206.50
101-401-960.000	735.82
101-448-920.005	848.60
101-806-862.000	88.18
101-851-873.030	1,776.26
101-851-873.040	458.46
308-000-864.000	13,100.00
308-000-880.001	495.99
308-000-880.006	44,918.47
308-000-880.012	247.49
308-000-880.014	4.60
308-000-935.000	3,971.28
<b>TOTAL</b>	<b>76,867.63</b>

MTT Update  
Prepared for Garfield Twp Board

Docket #	Parcel No(s)	Owner	Property Address	Year(s) in Contention	Assessor's Values		Petitioner's Values		Value Differences		ACTUAL	
					Assessed	Taxable	Assessed	Taxable	Assessed	Taxable	Twp Millage Loss	METRO Millage Loss
1 19-001727	014-049-01	Cherrymart Associates LLC Valuation Disclosure Due: 1/3/20	1712 S Garfield Ave frrr Kmart	2019	\$ 1,211,500	\$ 896,542	\$ 545,000	\$ 545,000	\$ (666,500)	\$ (353,542)		
					Pre-hearing General Call: Apr 1-15, 2020				-55%	-39%		
2 18-001500	016-032-40	American Multi-Cinema, Inc Valuation Disclosure Due: 11/21/19	3825 Marketplace Cir	2018	\$ 4,268,900	\$ 4,268,900	\$ 3,365,406	\$ 3,365,406	\$ (903,494)	\$ (903,494)		
					Pre-hearing General Call: Feb 18-28, 2020							
					SETTLED: \$ 3,926,900							
					Pre-hearing General Call: Feb 18-28, 2020							
					SETTLED: \$ 4,221,132							
					Pre-hearing General Call: Apr 1-15, 2020							
3 19-000920	021-015-10	IMAX Theater Valuation Disclosure Due: 1/3/20	3825 Marketplace Cir	2019	\$ 1,290,500	\$ 1,280,000	\$ 800,000	\$ 800,000	\$ (490,500)	\$ (480,000)		
					Pre-hearing General Call: Apr 1-15, 2020				-38%	-38%		
4 18-002330	021-024-00	Tireland LLC	3450 W South Airport frrr MC Sports bldg	2018	\$ 769,900	\$ 769,900	\$ 421,800	\$ 421,800	\$ (348,100)	\$ (348,100)		
					WITHDRAWN				-45%	-45%		
5 19-000911	022-009-10	Home Depot USA, Inc Valuation Disclosure Due: 1/3/20	2825 N US 31 South Belle Tire	2019	\$ 3,557,400	\$ 3,557,400	\$ 1,912,500	\$ 1,912,500	\$ (1,644,900)	\$ (1,644,900)		
					Pre-hearing General Call: Apr 1-15, 2020				-46%	-46%		
					2522 Crossing Cir							
					2018 TOTALS: \$ 5,038,800							
					2019 TOTALS: \$ 12,933,700							
					SETTLED VALUES:							
					2018							
					2019							
					2018	\$ 5,038,800	\$ 3,787,206	\$ 3,787,206	\$ (1,251,594)	\$ (1,251,594)		
					2019	\$ 12,933,700	\$ 6,786,919	\$ 6,786,919	\$ (6,146,781)	\$ (6,146,781)		
					Garfield Potential Tax Loss							
					2018	\$ (6,340,311)						
					2019	\$ (684,000)						
					ACTUAL TWP TAX LOSS							
					2018	\$ (684,000)						
					2019	\$ (399,977)						
					GRAND TOTAL	\$ (1,083,977)						

3. c.

 <b>Charter Township of Garfield</b> <b>Planning Department Report No. 2019-135</b>			
Prepared:	October 2, 2019	Pages:	1
Meeting:	October 8, 2019 Township Board	Attachments:	<input checked="" type="checkbox"/>
Subject:	BVNP Crushed Gravel Path Bid Award		

**STAFF COMMENT:**

In the 2019 Parks and Recreation Budget, construction of crush gravel trail at the Boardman Valley Nature Preserve (BVNP) was identified in the amount of \$20,000.

The Grand Traverse Conservation District has solicited bids for the project. See attached bid request and list of the three bids that were received. Popp Excavating provided the lowest bid at \$22,133. While the bid amount exceeds the budgeted amount for the project, it will not exceed the overall total amount budgeted for improvements at the BVNP as some of the 2019 projects will not be completed.

The Conservation District worked with Popp Excavating for the Kids Creek Connector to the Buffalo Ridge Trail. There were no issues. The Conservation District recommends using them again.

**ACTION REQUESTED:**

For consideration by the Township Board, staff offers the following recommended motion:

MOTION TO ACCEPT the bid from Popp Excavating in the amount of \$22,133.00 for the crush gravel trail at the Boardman Valley Nature Preserve.

**SOLICIT FOR BIDS**  
**GRAND TRAVERSE CONSERVATION DISTRICT**  
**CRUSH GRAVEL TRAIL CONSTRUCTION**  
**GARFIELD TOWNSHIP, MI**

The Grand Traverse Conservation District (GTCD) and Charter Township of Garfield are accepting bids to construct a crush gravel trail this fall of 2019. **Bids will be accepted until 12:00 P.M. local time on Tuesday, October 1, 2019 by Tom Vitale, Parkland Steward, GTCD.** Bids can be mailed or submitted in person to GTCD offices at 1450 Cass Road, Traverse City, Michigan 49685 or by e-mail to [tvitale@gtcd.org](mailto:tvitale@gtcd.org).

**Work Scope:**

Construction of an 8' wide by 800' long crush gravel trail located south of the Grand Traverse Bay YMCA South by the Boardman River off Racquet Club Drive south of S. Airport Road in Garfield Township, Grand Traverse County, MI:

- Work scope items summarized below:
  - Install soil erosion control and sedimentation measures
  - Level and grade 800'x8' pathway from parking area to trail head
  - Furnish and install filter fabric under pathway
  - Furnish and install eight 10'x6" drainpipe every 50' through low area
  - Furnish and level 500' x 8'x6" 10A drain stone as a base layer in low area
  - Furnish, level, compact 800'x 6'x6" of 25A-Special crush gravel

**Schedule:**

GTCD will notify the selected contractor and issue a signed contract no later than **October 4, 2019**. A pre-construction meeting will be required prior to construction activity. Optimal timing of work would be between October 14 and December 6, 2019.

**Permits:**

All necessary permits are to be secured by the GTCD.

**Bid Form:**

Contractor shall submit a bid proposal and contract agreement specifying a lump sum cost for each of the work scope items listed above.

**Insurance**

Prior to beginning work, Contractor will provide to GTCD certificates of insurance documenting proof of workers compensation, general liability (\$1,000,000 Occurrence/ \$2,000,000 Aggregate), and commercial automobile liability (\$1,000,000 Combined Single Limit), with GTCD and Charter Township of Garfield named as additional insured. Contractor will provide waiver of subrogation on general liability, workers compensation, and automobile policies.

The policy shall contain endorsements stating that at least a 10-day notice will be given to GTCD prior to termination or any material change in the terms or liability limits of the policy.

Contractor agrees to maintain and not modify any and all such insurance throughout the period of performance of this Agreement. Should any required insurance be cancelled, materially reduced or expired, all activities under this Agreement shall immediately cease until substitute insurance in compliance with all requirements hereof has been procured and evidence thereof presented to GTCD.

**Indemnification**

Both GTCD and Contractor agree to indemnify and save harmless each other, their officers, agents and employees from and against any and all claims, liabilities, losses, damages, actual attorney fees and settlement expenses incurred in connection with claims of vicarious liability against one party arising from the conduct of the other. The parties further agree that each shall remain responsible to pay damages as a result of bodily injury, or death of any person and/or damage

or loss of property resulting from party's own conduct or that of its agents, officers and employees in connection with this project. The indemnification provided for herein shall not be limited by reason of insurance coverage of any type. This indemnity agreement shall survive the expiration and termination of this agreement.

Each party reserves the right to select its own counsel in defense of any matter related to this agreement. No payment or acknowledgement of liability, loss, fine, penalty or charge made by one party shall be binding on the other without its express written consult.

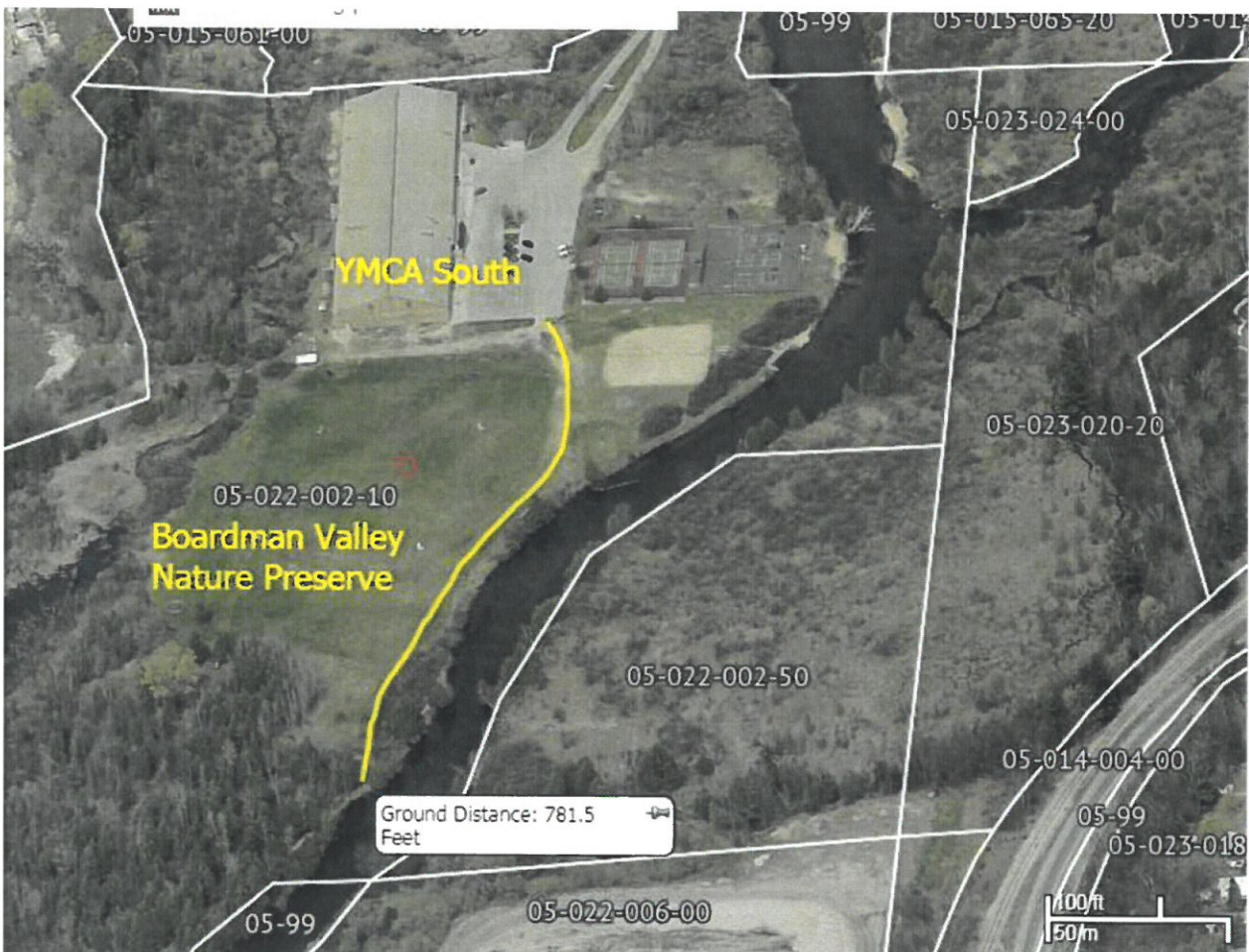
**Questions:**

Questions relating to the bid shall be submitted no later than **Monday, September 30, at 4:00 p.m.** Questions regarding the project can be directed to Tom Vitale at [tvitale@gtcd.org](mailto:tvitale@gtcd.org), 231-941-0960 x19, or Steve Largent at [slargent@gtcd.org](mailto:slargent@gtcd.org), 231-883-9960.

The Owner and/or the Project Manager reserves the right to accept or reject any one or all bids, to waive irregularities, and to accept a bid which is in the Owner's own best interests.

Tom Vitale,  
Parkland Steward  
Grand Traverse Conservation District

**Project site location:**



**R.W. POPP EXCAVATING, INC.**

10635 Center Highway  
Traverse City, MI 49684

231.929.9259 Phone 231.929.1988 Fax

**PROPOSAL**

Ronald W. Popp - License No. 2101186939  
R.W. Popp Excavating, Inc. - License No. 2102090369

**Grand Traverse Conservation District**  
**Attention: Tom Vitale**  
**1450 Cass Road**  
**Traverse City, MI 49685**

**Boardman Valley Trail**  
**3000 Racquet Club Drive, Garfield Township**  
[tvitale@gtcd.org](mailto:tvitale@gtcd.org)  
**Cell: 313.258.7535**

**September 30, 2019**

Excavation proposal including the following detail:

- No permits are included in this proposal.
- Furnish and install 600 lineal feet of silt fence.
- Rotovate 5,800 square feet of area (300' x 6' and 500' x 8').
- Level and grade for 5,800 square feet of new trail.
- Furnish and install filter fabric over trail.
- Furnish and install eight 10' x 6" culverts.
- Furnish, deliver and level 91 yards of 10-A stone (500' x 8' x 6").
- Furnish, deliver, level and compact 117 yards of 25-A special dust (800' x 6' x 6").

**\*\*\*Work Not Included In This Proposal\*\*\***

- Removing existing topsoil.
- Seeding disturbed areas.
- Tree removal.

**WE HEREBY PROPOSE** to furnish material and labor – complete in accordance with these specifications for the sum of:

**Twenty-Two Thousand One Hundred Thirty-Three and 00/100 Dollars\*\*\* BASE BID \$22,133.00**

**PAYABLE AS FOLLOWS: At Completion**

All material is guaranteed to be as specified. All work will be completed in a workmanlike manner in accordance with standard practices. Any alteration or deviation from the above specifications involving extra cost will be executed upon receipt of written change orders and will become an additional charge over the estimate. All agreements contingent upon strikes, accidents, or delays are beyond our control. Owner shall carry fire, tornado, and other necessary insurance. Our workers are fully covered by Workers' Compensation Insurance.

Authorized Signature \_\_\_\_\_

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

**ACCEPTANCE OF PROPOSAL** – The prices, specifications, and conditions are satisfactory and are hereby accepted. Popp Excavating is authorized to perform the work as specified. Payment will be made as outlined above.

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

# PROPOSAL



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

Proposal submitted to:

GT CONSERVATION DISTRICT  
ATTN: TOM VITALE  
1450 CASS ROAD  
TRAVERSE CITY, MI 49685

231-941-0960  
BVNP CRUSH GRAVEL TRAIL  
SITE WORK AND EXC.  
2019-5516

10/1/2019

We hereby submit specifications and estimates for:

PROVIDE LABOR, EQUIPMENT, AND MATERIALS TO DO THE FOLLOWING:

### DIRT WORK

1	Install silt fence and SESC measures on riverside of proposed work areas.	\$3,390.00
2	Level and grade 800' x 8' pathway from parking area to trail head.	\$660.00
3	Furnish and install filter fabric under pathway.	\$1,890.00
4	Furnish and install eight 10' x 6" drainpipe every 50' through low area.	\$800.00
5	Furnish and level 500' x 8' x 6" 10A drain stone as a base layer in low area.	\$11,115.00
6	Furnish, level, compact 800' x 6' x 6" of 25A-Special crush gravel.	\$8,900.00

**TOTAL FOR DIRT WORK = \$26,755.00**

Bid does not include and surveying, staking, permits, landscaping or restoration.

**THANK YOU FOR THE OPPORTUNITY TO BID THIS WORK!**

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



Authorized Signature

Name:

*Tyler L. Broad*  
TYLER L. BROAD

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

### Method of Payment

- Check/cash upon invoicing
- Charge by VISA/MC upon completion of work

Account # \_\_\_\_\_ Exp Date \_\_\_\_\_

Tax ID # \_\_\_\_\_

Elmer's reserves the right to request a credit report with this proposal.

Authorized Signature \_\_\_\_\_

### Acceptance of Proposal

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

Signature \_\_\_\_\_ (Sign and return copy upon acceptance)

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

Its: \_\_\_\_\_

Date of Acceptance \_\_\_\_\_

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

### When reviewing estimates and selecting a contractor:

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

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



# GENERAL CONDITIONS

## No Oral Agreements:

It is expressly understood that all the items, agreements and conditions relating to this contract are only those expressed in writing herein, and that there are no oral representations, undertakings, terms, agreements or conditions of any kind other than those set forth in this Proposal. No modifications of this Proposal shall be valid unless such modification is in writing and signed by all parties to this Proposal.

## Time For Acceptance, Approval:

This Proposal must be accepted by the Purchaser within thirty (30) days from the date hereof. If not accepted within that period, this Proposal may be withdrawn at Elmer's sole discretion and the Proposal considered void. A facsimile copy of this Proposal containing the Purchaser's signature shall be considered an original. This Proposal will not be binding until the signed acceptance has been timely received by Elmer's.

## Estimated or Approximated Quantities:

Quantities of material and labor utilized and areas and sizes for the project in this Proposal are approximate and arrived at for estimating purposes only, and it is understood that payment is to be made on actual quantities of material and labor utilized and actual areas covered unless otherwise indicated.

## Thickness:

The paving thickness referenced in this proposal is the average thickness. Variation in sub-base and technical limitations may result in variation of the thickness.

## Property Lines:

Purchaser is responsible for establishing and designating property lines. To the fullest extent permitted by law, Purchaser shall defend, indemnify, and hold Elmer's harmless (including reasonable attorneys' fees) from and against any and all costs, expenses and/or damages incurred by Elmer's as a result of Purchaser's failure to properly identify and/or designate the property lines, including, without limitation, damages for trespass.

## Delays:

Elmer's shall complete the project within a reasonable time but shall not be liable for delays beyond its reasonable control, including, without limitation, strikes, weather, accidents.

## Permits:

Purchaser shall pay for and provide Elmer's any and all permits or assessments which are required for the project prior to the commencement.

## Zoning:

Elmer's assumes no responsibility for determining whether Purchaser has legal right or authority to have the project completed in the manner and at the location described in this Proposal. Notwithstanding that the project might be determined to violate any ordinance, statute, regulation or other law, state, local or federal, the Purchaser shall, nevertheless, be obligated to pay Elmer's for the work performed and materials supplied in accordance with this Proposal. To the fullest extent permitted by law, Purchaser shall defend, indemnify, and hold Elmer's harmless (including reasonable attorneys' fees) from and against any and all costs, damages, and expenses associated with or related to the violation of any ordinance, regulation, or other law, either local, state or federal.

## Wet or Unstable Subgrade:

A suitable subgrade provided by the Purchaser is a condition precedent to the requirement of Elmer's performance of this Proposal.

## Stockpiling Materials:

Elmer's shall be permitted to stockpile materials necessary to the performance of its work, on the Purchaser's property, adjacent to the work site, without cost.

## Underground Structures:

Purchasers shall identify in writing the existence and location of all underground structures including, without limitation, all sewer, water and gas lines, tanks, etc. which might be encountered by Elmer's in the performance of this Proposal. Elmer's shall be deemed to have notice only of the existence of those underground structures specifically referenced and identified in this Proposal, and of the location thereof as indicated in this Proposal. In the event the identity or location of an underground structure varies from that designated in this Proposal or by the Purchaser, any extra cost associated with moving, protecting or covering same, shall be the responsibility of the Purchaser. To the fullest extent permitted by law, Purchaser shall defend, indemnify, and hold Elmer's harmless from any and all costs, damages, and/or expenses (including reasonable attorneys' fees) resulting from Purchaser's failure to properly identify and/or locate any underground structure for Elmer's.

## Unusual Conditions:

Should any unusual conditions be encountered that are either not specifically referenced in this Proposal or are not anticipated to be encountered by Elmer's in the performance of this Proposal, resulting in any extra costs in the performance of the work, the cost(s) thereof, shall be the full responsibility of the Purchaser.

## Damage to Trees and Landscaping:

Elmer's shall not be responsible for damage to trees, shrubbery, flower beds, landscaping which may occur during the project, nor shall Elmer's be obligated to remove damaged or destroyed trees or landscaping or replace same.

## Payment:

Payment is due in full upon completion of the project. However, interim billings for partial performance may be invoiced at Seller's discretion with payment due in full upon invoicing. A finance charge of 1.5% per month, which is an annual percentage rate of 18% (or a minimum charge of \$.50 per month) shall be assessed on all accounts which are thirty (30) days past due.

## Non-Payment, Default:

If Purchaser shall fail to make a payment when due or breaches any agreement in this Proposal, Purchaser will be in default. In the event of a default, Elmer's may, on written notice to Purchaser, terminate this Proposal and recover from Purchaser payment for all work completed and for a loss sustained as a result of such termination including, without limitation, loss of profit, repositioning costs, etc. In addition to any other remedies available, Elmer's may initiate suit for the collection or enforcement of this Proposal. Purchaser shall pay all costs incurred by Elmer's for collection or enforcement of this Proposal including actual attorney and/or agency fees. The rights, remedies and benefits provided by this Proposal to Elmer's shall be cumulative and not exclusive. The parties agree that all legal proceedings, relating to this Proposal, shall be heard and decided in a court of competent jurisdiction in Grand Traverse County, Michigan.

## Acceptance:

All work performed and materials supplied shall be deemed accepted by the Purchaser if not objected to, in writing, within ten (10) days of the completion of the project.

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## MAINTENANCE GUARANTEE

This product is guaranteed against failure due to improper workmanship or materials. Use of a product for a purpose other than the disclosed or intended use or by heavier traffic than disclosed will void the guarantee. It is understood that this guarantee does not cover damage caused by intentional or accidental excavation, fire, flood, gasoline, oil, chemicals, subsurface water, overloading or other misuse. Failure of the purchaser to conform to the requirements of timely payment as stipulated in the General Conditions will void this guarantee. This guarantee does not apply to first or intermediate stages of construction. Asphalt bases are not guaranteed. This guarantee starts when the final wearing surface is placed.



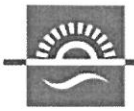
## EXCAVATION • WATER • SEWER

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### GTCD Crushed Gravel Trail Construction Bid

Workscope Items:

-Install soil erosion control and sediment measures	\$2,400.00
-Level and grade 800' x 8' pathway from parking lot to trail head	\$1,200.00
-Furnish and install filter fabric under pathway	\$1,800.00
-Furnish and install eight 10' x 6" drainpipe every 50' through low area	\$900.00
-Furnish and level 500' x 8' x 6" 10A drain stone base layer through low area	\$8,645.20
-Furnish, level and compact 800' x 6' x 6" of 25A special crush gravel	\$12,967.80
Total	<u>\$27,913.00</u>



**Grand Traverse Conservation District**  
**September 2019 Report**

**CONSERVATION TEAM**

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

**Administration**

- Prepared for and held a Brown Bridge Advisory Committee quarterly meeting at Brown Bridge Quiet Area.
- Prepared and sent BBAC draft meeting minutes.
- Prepared for and gave a GTCD update presentation to the City Commission.
- Assisted with the preparation of the CIP budget for Brown Bridge.

**Routine Monitoring and Maintenance**

- Performed weekly trailhead visits to refill dog waste bags and pick up trash
- Cleaned, swept, and re-stocked outhouses on a weekly basis.
- Mowed sections of trail and trailheads, as needed.
- Removed several downed trees that fell over the trail
- Added up-to-date temporary trail maps at the major parkland access points
- Buck’s Landing outhouse: Power washed floor, installed “Report Parkland Concerns” placards, restocked toilet paper, replaced toilet seat on riser
- Fixed broken railing at East Overlook parking lot
- Installed “Parking Area” sign at entrance to Buck’s Landing Trailhead
- Relocated dog waste bag station to trail entrance at Buck’s Landing Trailhead
- Used leaf blowers to blow leaves and other debris from all ADA trails

**Grants**

- Continued to work with the US Fish & Wildlife Service, GT Band, and other project partners on the Phase-II Wood project for the river at Brown Bridge.

**Other**

- Met onsite with potential contractors to solicit bids on gravel improvements at the East Overlook Trailhead, West Overlook Trailhead, and pole barn work area.



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

**Administration**

- Met with Township Planners to review contracted services and the 2020 fiscal year budget
- Met with Township Deputy Planner, Steve Hannon, for an on-site tour and project review of Miller Creek Nature Reserve, Silver Lake Rec Area, and possible routes into the Boardman Valley Nature Preserve from Cass Road
- Prepared draft 2020 fiscal year budget for Garfield Twp. parks
- Sought bids for aeration systems on Oleson Pond at Kids Creek Park



- Continued permit process for construction of a pavilion at overlook of Kids Creek Park near junction of the Buffalo Ridge Trail
- Submitted MI EGLE Joint Permit Application for crushed gravel trail at Boardman Valley Nature Preserve
- Solicited bids for proposed crush gravel trail at Boardman Valley Nature Preserve
- Met with contractors at Boardman Valley Nature Preserve to review proposed crush gravel trail

### **Routine Monitoring and Maintenance**

- Performed routine trailhead/parking lot inspections to refill dog waste bags and pick up litter
- Mowed and pruned sections of trail and trailheads at all Garfield parks as necessary
- Replaced trash can surrounds at Silver Lake Recreation Area with sturdy fencing material
- Replaced warped railings on footbridge that spans Kids Creek
- Placed support structure on footbridge near Cedar Cathedral trail
- Furnished and delivered crushed aggregate to divert storm drainage and improve upon trail tread at the Commons
- Replaced dog bag dispenser that was covered in graffiti at the Commons
- Replaced plexiglass on vandalized info stations at the Commons
- Met with volunteer trail steward and removed old metal barrels, appliances and left-over trash from previous homeless camp
- Performed routine checks of the dog park at Silver Lake Recreation Area to ensure dog bags are stocked and waste disposal dispenser is rotated

### **Other**

- Contracted YouthWorks to assist with implementation of north connector trail construction at Silver Lake Recreation Area
- Contracted Wetlands and Wildlife Solutions to provide invasive species control efforts at Silver Lake Recreation Area, Kids Creek Park, and Miller Creek Nature Reserve
- Affirmed participation in TC West Middle School Greenagers event for 2020

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

### **Administration**

- Prepared and executed a contract with Knouse Outdoor Restoration (KOR) regarding the restoration of 10 erosion sites along the river in the Boardman bottomlands. Funding for this work is through grants issued to CRA.
- Corresponded and provided updates to the NER Advisory Committee
- Secured Director Brian Klatt of Michigan Natural Features Inventory to conduct vegetative monitoring transects in Boardman bottomlands this fall
- Presented GTCD update to the County Parks & Recreation Commission.



### **Routine Monitoring and Maintenance**

- Performed routine trailhead/parking lot inspections to refill dog waste bags and pick up trash
- Cleaned, swept, and re-stocked outhouses on a weekly basis
- Replaced broken fence post and railing at Keystone Rapids Trailhead
- Mowed and pruned trails and trailheads as needed
- Installed river warning signage at Keystone Rapids trailhead
- Further constructed the new fencing found at former Sabin Powerhouse location

### **Grants**

- Environmental Quality Incentives Program: Lined up planting crew contractors and secured seedlings orders to help restore bottomlands
- Great Lakes Restoration Initiative (thru USFS): Lined up planting crew contractors and secured seedling and larger-stock orders to help restore bottomlands

### **Other**

- Coordinated Wildlife and Wetland Solutions on the treatment of invasive plants within the Boardman bottomlands (work is being conducted through a contract between WWS and CRA)
- Coordinated weekly stewardship efforts with Children's House Montessori students to monitor and improve upon habitat in recently exposed Boardman bottomlands through month of September and October
- Determined capability for local TC Production Company to film on the NER

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

### **Administration**

- Prepared draft agenda for monthly Hickory Meadows Advisory Committee (HMAC) meeting
- Attended and provided updates for the monthly Rec Authority Board meeting
- Processed bills & invoices
- Discussed cost and need for and updated Floristic Inventory at Hickory Meadows with Director Brian Klatt of Michigan Natural Features Inventory
- Contacted Spectrum (Charter) Communications to determine utility running along Randolph in proximity of proposed trail route
- Met with adjacent property neighbor, George Belknap, to discuss proposed trail access along Randolph

### **Routine Monitoring and Maintenance**

- Performed routine trailhead/parking lot inspections to refill dog waste bags and pick up trash
- Mowed and pruned trails and trailheads as necessary
- Removed several downed trees over the trail system



- Replaced broken plexiglass at M-72 trailhead
- Installed trail navigation signage to identify new trail segments
- Downloaded trail counter data monthly
- Collected and replenished user surveys as necessary
- Monitored drainage from Hickory Hills parking area during larger storm events
- Coordinated watering efforts of spring buffer planting

#### **Other**

- Corresponded with M-72 Trailhead neighbor on maintenance needs to drive off M-72
- Responded to inquiries regarding a TC Middle School cross country running event proposed for October

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

#### **Administration**

- Scheduled and prepared for the Annual Jim Van Memorial Rotarian workbee being held on Friday, October 4<sup>th</sup>

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

- Performed weekly trailhead visits to pick up trash and monitor parkland
- Ordered navigational signage (trail marker placards and arrows) from Image360 to be installed on trail intersection map posts

#### **Grants**

- Assessed condition of 2017/2018 DNR Wildlife Habitat grant project sites to determine maintenance and follow-up needs

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### **BOARDMAN RIVER STEWARDSHIP**

- Met with contractors, engineers, and others regarding the restoration of several severely eroding banks along the new river within the NER.
- Met with Boardman Lake frontage owner regarding erosion concerns.
- Continued coordination of the Phase-II wood project at Brown Bridge. Received 19 40-foot white pine with root wads from contractor.
- Prepared Annual Report for the GT Regional Community Foundation's – Edward's Boardman River Stewardship Fund.
- Presented a PowerPoint presentation to a group of folks attending a MAEAP event at the Nature Center regarding the importance of riparian areas and wetlands to a river.
- Spoke with long time riverfront property owner regarding his concerns and possible protection of his property.



- Prepared for and presented the Boardman River Project to the 2019 Leadership Grand Traverse Class for their Natural Resource Day.
- Delivered treated posts for

**ENVIRONMENTAL EDUCATION**

Nature Center Visitation this Month: 839  
 Program Participants this month: 653  
 Drop ins this month: 186  
 Nature Center Visitation this year: 7,850

Nature Center Visitation Sept 2018: 266  
 Program Participants Sept 2018: 93  
 Drop-in Sept 2018: 173  
 Nature Center Visitation since 2008: 93,472

**Program Participation & Program Planning:**

- Over 55 preschool aged children and their families participated in Nature-Based Preschool programming at the Boardman River Nature Center. This programming included Peepers and Knee-High Naturalist.
- Nearly 140 children participated in our new young explorers' group to the Boardman River Nature Center entitled Acorn Adventures. This is a free group for ages 0-4. In the first three weeks, we have reached over 320 people (participants and adults). Most were new to the Nature Center.
- We hosted a No Barriers to Nature Program with a local adult foster care group. 16 members of our community with a range of disabilities participated in a two-hour environmental education program at the nature Center
- New weekend programming was offered at the Nature Center. We offered a Art in Nature program where participants created positive and negative nature art.
- Facilitated and hosted a Project Learning Tree workshop for 16 area educators.
- Participated Grand Traverse Conservation District fall open house and welcome celebration.
- Participated in radio interview with local radio show to promote Boardman River Nature Center programming.

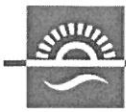
**FORESTRY ASSISTANCE PROGRAM (FAP)**

**Trainings:** FAP Camp in Escanaba

**On-Site Visits:**

Leelanau County

1. Garthe, 1 ac., Leelanau Twp.
2. Barth, 1 ac., Leland Twp.
3. Olson, 47 acs., Leelanau Twp.



Grand Traverse County

1. Clark, 12 acs., East Bay Twp.
2. Decker, 10 acs., Peninsula Twp.
3. Brooks, 15 acs., East Bay Twp.
4. Dann, 5 acs., Long Lake Twp.
5. Port of Old Mission, 10 acs., Peninsula Twp.
6. Scarborough, 5 acs., Grant Twp.

Benzie County

1. Zeck, 3 acs., Benzonia Twp.
2. Graves, 158 acs., Crystal Lake Twp.
3. Marcussen, 20 acs., Joyfield Twp.

**Written Forest Management Recommendations: 3 QFP Verifications: 2 MAEAP/FWH Verifications: 0**

**FAP Referrals to Private Sector: 5 FAP Referrals to Public Sector: 1**

**In-office Contacts: 33 landowners Follow-up Contacts: 36 landowners/qualified foresters**

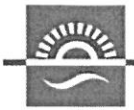
**FAP Promotion/Program Development:**

1. Assisted in planting trees at Saving Birds Through Habitat
2. Six oak wilt grant treatment sites revisited with Corey Parshall
3. Revisited 5 oak wilt treatment sites
4. Oak wilt meeting – 42 in attendance
5. Preparation for Day of Planting Workshop
6. Crosshatch Tour of Lakeview Hills Farm
7. Attended annual state Michigan Forest Association and American Tree Farm meeting in Grand Rapids
8. MAEAP FWH Field Day – 15 in attendance
9. FAP Advisory Committee meeting – 12 in attendance
10. FAP Presentation to two Plant Biology Classes at NMC – 45 students in attendance
11. 4<sup>th</sup> Quarter FAP Grant Reporting and FY 19-20 paperwork completed

**PRODUCE SAFETY AND FSMA**

- Total farm visits: 1, Follow-up visits: 0
- Follow-up Communication: 9
- PSRA: 0 / OFRR: 0
- Total completed PSRA Certificates to date: 2





- Total active PSRA: 8
  - Farm Referrals by County to Date:
- |                |    |
|----------------|----|
| Manistee       | 4  |
| Benzie         | 3  |
| Grand Traverse | 6  |
| Leelanau       | 14 |
| Antrim         | 5  |
| Other          | 2  |

- *Farms, Food & Health Conference EXPO booth 9/27/19*
- *Farms, Food & Health Conference Panel Discussion/Presentation on Empowered Advocacy of Food Safety 9/28/19*
- 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
- Annual Fresh Water Summit 10/25/2019
- Presenting PSA Grower Training 10/28/2019
- MACD Fall Conference 10/28/19-10/30/19
- GLEXPO Conference 12/10/19-12/12/19
- Northern Michigan Small Farms Conference 1/24/20-1/25/20



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

**Farm Visits: 4 (Antrim/Grand Traverse), 3 (Benzie/Leelanau)**  
**Risk Assessments Completed: 0 (Antrim/Grand Traverse), 0 (Benzie/Leelanau)**  
**Farms Verified: 6**

**Updates:**

- 9/3: Leelanau County Verification
- 9/6: Grand Traverse County Verification
- 9/6: Northwest Michigan County Farm Bureau and Benzie-Manistee County Farm Bureau Annual Meeting
- 9/9: Leelanau County Verification
- 9/10: Tractor Tire/Large Equipment Tire Recycling Collection
- 9/12: Progressive Agriculture and Safety Day and West Wind Orchards
- 9/13: Freshwater Roundtable Meeting
- 9/18: Food and Farming Network Meeting
- 9/18: Forest, Wetland, & Habitat Field Day (Phase 1)
- 9/23: Forestry Assistance Program Advisory Meeting
- 9/23: Incubator Farm Partner Meeting



- 9/24: Antrim Conservation District Staff Meeting
- 9/24: Grand Traverse Conservation District Open House
- 9/25: Benzie County Verification
- 9/25: Antrim County Verification
- 9/25: Regenerative Farming Film Series Event
- 9/26: MAEAP Goal Setting Meeting FY2020
- 9/26: Quarterly Review with Regional Coordinator of Conservation Programs
- 9/26: Benzie County Verification

**Current Projects:**

- Working with:
  - 8 Farms in Antrim
  - 17 Farms in Grand Traverse
  - 20 Farms in Leelanau
  - 9 Farms in Benzie
- Assisting with utilizing MAEAP fund code for NRCS EQIP Applications
- Collaborating with Freshwater Roundtable to plan 2019 Freshwater Summit.
- Implementing agrichemical container recycling program.
- Collaborating on incubator farm project with GTCD executive director.
- Coordinating regenerative agriculture film series.
- Collaborating with Antrim Conservation District on spring MAEAP/Produce Safety workshop.
- Conducting 2019 MDARD Well Water Sampling for pesticide residues.

**Upcoming Events:**

- 10/1: Leelanau Conservation District Board Meeting
- 10/2: Leelanau Conservation District Field Day at Veronica Valley County Park
- 10/11: Freshwater Roundtable Meeting
- 10/18: Agrichemical Container Collection
- 10/22: Antrim Conservation District Workshop Planning Meeting
- 10/25: Freshwater Summit
- 10/28-10/30: Michigan Association of Conservation Districts Fall Convention

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

**Public Inquiry Responses: 38**

**Active Contacts: 11903**

**Passive Contacts: 25,623**

**Volunteer Hours: 30**

**Volunteers: 10**

**Acres Surveyed: 271**

**Sites Surveyed: 41**

**Acres Treated: 144.5**

**Sites Treated: 38**



**Acres Restored: 0**

**Sites Restored: 0**

**Meetings/Presentations:**

- 9/11 - Attended & reported at MIPN Board Meeting
- 9/14 - Presented *Habitat Matters* to Daughters of the Revolution; 22 present
- 9/18 - Presented *Habitat Matters* during MAEAP Phase 1 event at BRNC; 12 attendees
- 9/23 - Chaired Michigan Invasive Species Coalition (MISC) meeting
- 9/24 - Held ISN table at GTCDD Open House; 15 attendees
- 9/25 - Presented on IS control methods to Unitarian Universalists of GT; 10 attendees
- 9/26 - Participated in Northern Lower CISMAs meeting; 4 attendees
- 9/27 - Presented on ISN at Leadership Grand Traverse; 25 attendees

**Treatments, Restoration, and Surveys:**

- 9/17- Hosted a station at MI Cares for Tourism Event: 10 volunteers, 30 volunteers, 6 acres
- Treated bittersweet: 2 sites, 1.5 acres
- Treated knotweed: 3 sites, 1.5 acres
- Treated phragmites: 21 sites, 67.5 acres
- Contractor phragmites treatments: 7 sites, ~60 acres
- Contractor woody invasive treatments: 1 site, ~7 acres
- Treated glossy buckthorn: 1 site, 0.5 acres
- Treated other invasives: 2 sites, 2.5 acres
- Phragmites site visit; 1 acre

**Other Accomplishments:**

- 9/3 - Submitted 3 MISGP grants
- 9/27 - Submitted progress report for Hemlock Woolly Adelgid (HWA) subgrant
- Manistee News Advocate [article on AO Workshop #2](#); 15,000 subscribers
- HWA outreach started--[website live!](#)



**Acronyms and Abbreviations**

AECOM	Boardman River Dams Project Engineers
BBAC	Brown Bridge Advisory Committee
BRNC	Boardman River Nature Center
CRA	Conservation Resource Alliance
DDA	Downtown Development Authority
DNR	Department of Natural Resources
ECR	East Creek Reserve
EPA	Environmental Protection Agency
EQIP	Environmental Quality Incentive Program
GBB	Go Beyond Beauty
GIS	Geographic Information System
GLRI	Great Lakes Restoration Initiative
GM	Garlic mustard
GTCD	Grand Traverse Conservation District
HMAC	Hickory Meadows Advisory Committee
ISN	Invasive Species Network
JB	Japanese barberry
MACD	Michigan Association of Conservation Districts
MAEAP	Michigan Agriculture Environmental Assurance Program
MDARD	Michigan Department of Agriculture & Rural Development
MISC	Michigan Invasive Species Coalition
MNLA	Michigan Nursery & Landscape Association
NER	Natural Education Reserve
NMC	Northwestern Michigan College
NRCS	Natural Resources Conservation Service
NWMFFN	Northwest Michigan Food and Farming Network
NWISN	Northwest Michigan Invasive Species Network
OB	Oriental Bittersweet
USFWS	United State Fish & Wildlife Service
SEEDS	501(c)3 nonprofit organization
SFP	Safe Food Program
Tx	Treatment

# Clerk's Report

For September 30, 2019

Submitted 10/02/19

To The Garfield Township Board;

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

For the month of September in the General Fund, you will find that we had a total of \$13,737.20 Revenues and \$122,705.95 Expenditures. For the year we have a total of \$3,608,184.94 Revenues and \$2,778,451.54 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	2019		YTD BALANCE 09/30/2019	ACTIVITY FOR MONTH 09/30/2019	AVAILABLE BALANCE
		ORIGINAL BUDGET	AMENDED BUDGET			
Fund 101 - GENERAL OPERATING FUND						
Revenues						
Dept 000						
101-000-403.000	CURRENT REAL PROPERTY TAXES	1,800,000.00	1,800,000.00	2,073,555.02	1,641.70	(273,555.02)
101-000-407.000	DEL PERSONAL PROP TAXES	500.00	500.00	1,841.92	0.00	(1,341.92)
101-000-412.000	SWAMP TAX COLLECTIONS	80.00	80.00	0.00	0.00	80.00
101-000-414.000	Protested PRE Interest	500.00	500.00	891.54	0.00	(391.54)
101-000-423.000	TRAILER PARK FEES	8,000.00	8,000.00	6,768.02	979.00	1,231.98
101-000-445.000	PENALTIES & INT. ON TAXES	4,000.00	4,000.00	3,991.41	0.00	8.59
101-000-476.000	BUILDING PERMITS	220,000.00	220,000.00	156,760.00	17,757.00	63,240.00
101-000-476.001	PLANNING FEES	7,500.00	7,500.00	17,350.00	450.00	(9,850.00)
101-000-476.002	MAINT INSPECTION FEES	800.00	800.00	280.00	0.00	520.00
101-000-476.003	TREASURER FEES	500.00	500.00	550.00	0.00	(50.00)
101-000-476.004	PARK USE FEES	0.00	0.00	3,230.00	180.00	(3,230.00)
101-000-476.005	ZONING FEES	22,000.00	22,000.00	15,230.00	2,980.00	6,770.00
101-000-574.000	STATE SHARED REVENUE	1,300,000.00	1,300,000.00	911,388.00	0.00	388,612.00
101-000-574.001	STATE SHARED REV. - LIQUOR LA	20,000.00	20,000.00	21,434.05	0.00	(1,434.05)
101-000-575.000	Road Right of Way	20,000.00	20,000.00	0.00	(20,091.12)	20,000.00
101-000-612.000	CHARGES FOR TOWNSHIP SERVICES	5,000.00	5,000.00	7,890.57	0.75	(2,890.57)
101-000-627.000	TAX COLLECTION FEES	22,000.00	22,000.00	21,702.50	0.00	297.50
101-000-656.000	Ordinance Enforcement Fees	1,000.00	1,000.00	233.34	0.00	766.66
101-000-664.000	EARNED INTEREST	20,000.00	20,000.00	60,125.06	262.65	(40,125.06)
101-000-668.002	RENTS & ROYALTIES CABLE VIS	265,000.00	265,000.00	207,662.59	0.00	57,337.41
101-000-668.003	RENTS & ROYALTIES CABLE EQUIP	17,000.00	17,000.00	19,727.96	0.00	(2,727.96)
101-000-670.000	UNREALIZED LOSS ON INVESTMENT	0.00	0.00	21,354.14	0.00	(21,354.14)
101-000-676.000	REIMBURSEMENTS	0.00	0.00	55,740.33	9,577.22	(55,740.33)
101-000-676.001	Reimbursed Treasurer Legal Fees	600.00	600.00	478.49	0.00	121.51
Total Dept 000		3,734,480.00	3,734,480.00	3,608,184.94	13,737.20	126,295.06
TOTAL REVENUES		3,734,480.00	3,734,480.00	3,608,184.94	13,737.20	126,295.06
Fund 101 - GENERAL OPERATING FUND:						
TOTAL REVENUES		3,734,480.00	3,734,480.00	3,608,184.94	13,737.20	126,295.06

2019

ACTIVITY FOR MONTH

GL NUMBER	DESCRIPTION	2019 ORIGINAL BUDGET	2019 AMENDED BUDGET	YTD BALANCE 09/30/2019	ACTIVITY FOR MONTH 09/30/19	AVAILABLE BALANCE	% BGD USED
<b>Fund 101 - GENERAL OPERATING FUND</b>							
<b>Expenditures</b>							
Dept 101 - TOWNBOARD							
101-101-701.100	WAGES - TRUSTEE	12,000.00	12,000.00	8,500.00	900.00	3,500.00	70.83
101-101-701.101	WAGES - FILE CLERK	35,143.68	35,143.68	29,959.97	3,023.36	5,183.71	85.25
101-101-701.102	WAGES - TRUSTEE	12,000.00	12,000.00	7,650.00	800.00	4,350.00	63.75
101-101-701.103	WAGES - TRUSTEE	12,000.00	12,000.00	7,250.00	800.00	4,750.00	60.42
101-101-701.104	WAGES - TRUSTEE	12,000.00	12,000.00	8,950.00	950.00	3,050.00	74.58
101-101-701.105	WAGES - OFFICE COORDINATOR	32,676.80	32,676.80	33,215.24	5,216.01	(538.44)	101.65
101-101-726.000	SUPPLIES	5,500.00	5,500.00	5,315.54	777.28	184.46	96.65
101-101-726.001	POSTAGE	8,000.00	8,000.00	4,802.74	0.00	3,197.26	60.03
101-101-726.002	SUPPLIES - COPIER MAINTENANCE	7,500.00	7,500.00	3,074.56	0.00	4,425.44	40.99
101-101-801.002	LEGAL SERVICES - TOWNBOARD	16,000.00	16,000.00	5,187.63	123.70	10,812.37	32.42
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	17,000.00	17,000.00	15,060.00	0.00	1,940.00	88.59
101-101-805.000	CONTRACTED AND OTHER SERVICES	6,500.00	6,500.00	7,199.50	230.50	(699.50)	110.76
101-101-860.000	MILEAGE	500.00	500.00	6.96	0.00	493.04	1.39
101-101-900.000	PRINTING & PUBLISHING	2,500.00	2,500.00	2,144.69	0.00	355.31	85.79
101-101-901.000	ADVERTISING	7,500.00	7,500.00	4,485.85	323.55	3,014.15	59.81
101-101-960.000	EDUCATION & TRAINING	4,000.00	4,000.00	32.50	0.00	3,967.50	0.81
101-101-965.101	DUES & PUBLICATIONS -TOWNBOAR	2,500.00	2,500.00	488.49	0.00	2,011.51	19.54
101-101-965.102	DUES - MICHIGAN TOWNSHIP ASSO	6,500.00	6,500.00	6,103.78	0.00	396.22	93.90
<b>Total Dept 101 - TOWNBOARD</b>		<b>209,820.48</b>	<b>209,820.48</b>	<b>149,427.45</b>	<b>13,144.40</b>	<b>60,393.03</b>	<b>71.22</b>
<b>Dept 171 - TOWNSHIP SUPERVISOR</b>							
101-171-701.201	WAGES - SUPERVISOR	75,161.28	75,161.28	57,748.65	5,781.64	17,412.63	76.83
101-171-701.202	WAGES - APPRAISER II	43,911.17	43,911.17	33,736.00	3,377.60	10,175.17	76.83
101-171-701.204	WAGES - APPRAISER III	52,344.21	52,344.21	40,112.46	5,734.14	12,231.75	76.63
101-171-701.205	WAGES - ASSESSOR	92,800.59	92,800.59	71,301.35	7,138.50	21,499.24	76.83
101-171-726.000	SUPPLIES	2,000.00	2,000.00	634.01	0.00	1,365.99	31.70
101-171-726.001	POSTAGE	3,700.00	3,700.00	2,992.33	0.00	707.67	80.87
101-171-805.000	CONTRACTED AND OTHER SERVICES	25,000.00	25,000.00	8,085.42	0.00	16,914.58	32.34
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	972.43	614.11	27.57	97.24
101-171-900.000	PRINTING & PUBLISHING	2,000.00	2,000.00	1,940.27	0.00	59.73	97.01
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	4,375.69	614.69	2,624.31	62.51
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	1,247.80	0.00	1,752.20	41.59
<b>Total Dept 171 - TOWNSHIP SUPERVISOR</b>		<b>310,417.25</b>	<b>310,417.25</b>	<b>223,146.41</b>	<b>23,260.68</b>	<b>87,270.84</b>	<b>71.89</b>
<b>Dept 191 - ELECTIONS</b>							
101-191-701.000	WAGES	15,000.00	15,000.00	0.00	0.00	15,000.00	0.00
101-191-726.000	SUPPLIES	5,000.00	5,000.00	4,906.34	763.89	93.66	98.13
101-191-726.001	POSTAGE	4,000.00	4,000.00	0.00	0.00	4,000.00	0.00
101-191-860.000	MILEAGE	400.00	400.00	0.00	0.00	400.00	0.00
101-191-901.000	ADVERTISING	500.00	500.00	0.00	0.00	500.00	0.00
101-191-935.010	MACHINE MAINTENANCE	3,000.00	3,000.00	0.00	0.00	3,000.00	0.00
101-191-935.015	COMPUTER SUPPORT SYSTEMS	5,000.00	5,000.00	0.00	0.00	5,000.00	0.00
<b>Total Dept 191 - ELECTIONS</b>		<b>32,900.00</b>	<b>32,900.00</b>	<b>4,906.34</b>	<b>763.89</b>	<b>27,993.66</b>	<b>14.91</b>
<b>Dept 215 - TOWNSHIP CLERK</b>							



PERIOD ENDING 09/30/2019

GL NUMBER	DESCRIPTION	2019		YTD BALANCE	ACTIVITY FOR MONTH	AVAILABLE BALANCE	% BGDG USED
		ORIGINAL BUDGET	AMENDED BUDGET				
<b>Fund 101 - GENERAL OPERATING FUND</b>							
<b>Expenditures</b>							
101-215-701.300	WAGES - CLERK	75,161.28	75,161.28	57,748.65	5,781.64	17,412.63	76.83
101-215-701.302	WAGES - DEPUTY CLERK	46,500.00	46,500.00	35,659.98	3,576.92	10,840.02	76.69
101-215-701.303	WAGES - ACCOUNTANT	5,000.00	5,000.00	655.00	150.00	4,345.00	13.10
101-215-726.000	SUPPLIES	1,500.00	1,500.00	557.84	0.00	942.16	37.19
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	5,754.59	0.00	245.41	95.91
101-215-965.000	DUES & PUBLICATIONS	700.00	700.00	330.00	0.00	370.00	47.14
<b>Total Dept 215 - TOWNSHIP CLERK</b>		<b>136,161.28</b>	<b>136,161.28</b>	<b>100,706.06</b>	<b>9,508.56</b>	<b>35,455.22</b>	<b>73.96</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	500.00	0.00	1,000.00	33.33
101-247-701.402	WAGES - B OF R	1,500.00	1,500.00	600.00	0.00	900.00	40.00
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>2,100.00</b>	<b>0.00</b>	<b>4,100.00</b>	<b>33.87</b>
<b>Dept 253 - TOWNSHIP TREASURER</b>							
101-253-701.500	WAGES - TREASURER	75,161.78	75,161.78	57,748.65	5,781.64	17,413.13	76.83
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	46,500.00	46,500.00	35,659.98	3,576.92	10,840.02	76.69
101-253-726.000	SUPPLIES	2,500.00	2,500.00	1,778.36	0.00	721.64	71.13
101-253-726.001	POSTAGE	6,500.00	6,500.00	2,387.66	0.00	4,112.34	36.73
101-253-801.000	LEGAL SERVICES	3,000.00	3,000.00	968.90	34.70	2,031.10	32.30
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	178.64	0.00	521.36	25.52
101-253-860.501	MILEAGE - DEPUTY TREASURER	500.00	500.00	218.08	0.00	281.92	43.62
101-253-900.000	PRINTING & PUBLISHING	2,000.00	2,000.00	758.70	0.00	1,241.30	37.94
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	199.08	0.00	4,300.92	4.42
101-253-965.000	DUES & PUBLICATIONS	500.00	500.00	235.00	0.00	265.00	47.00
<b>Total Dept 253 - TOWNSHIP TREASURER</b>		<b>147,261.78</b>	<b>147,261.78</b>	<b>100,133.05</b>	<b>9,393.26</b>	<b>47,128.73</b>	<b>68.00</b>
<b>Dept 258 - COMPUTER SUPPORT</b>							
101-258-726.000	SUPPLIES	6,000.00	6,000.00	489.99	0.00	5,510.01	8.17
101-258-935.015	COMPUTER SUPPORT SYSTEMS	30,000.00	30,000.00	24,256.39	0.00	5,743.61	80.85
101-258-935.016	COMPUTER NETWORK	2,000.00	2,000.00	854.98	254.98	1,145.02	42.75
<b>Total Dept 258 - COMPUTER SUPPORT</b>		<b>38,000.00</b>	<b>38,000.00</b>	<b>25,601.36</b>	<b>254.98</b>	<b>12,398.64</b>	<b>67.37</b>
<b>Dept 265 - TOWNSHIP HALL</b>							
101-265-701.011	Maintenance Wages	10,000.00	10,000.00	6,583.73	711.00	3,416.27	65.84
101-265-726.003	SUPPLIES-MAINTANCE	3,500.00	3,500.00	1,275.64	255.35	2,224.36	36.45
101-265-850.000	TELEPHONE	16,000.00	16,000.00	11,448.36	1,065.37	4,551.64	71.55
101-265-920.601	HEATING / GAS	12,000.00	12,000.00	7,317.70	75.50	4,682.30	60.98
101-265-920.602	WATER / SEWER	6,000.00	6,000.00	2,929.97	895.95	3,070.03	48.83
101-265-920.603	LIGHTS BUILDING	15,000.00	15,000.00	7,914.58	1,066.92	7,085.42	52.76

User: Lanie  
DB: Garfield

PERIOD ENDING 09/30/2019

GL NUMBER	DESCRIPTION	2019		YTD BALANCE 09/30/2019	ACTIVITY FOR MONTH 09/30/19	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	3,062.00	0.00	6,938.00	30.62
101-265-935.602	LAWN MAINTENANCE	10,000.00	10,000.00	4,917.06	867.06	5,082.94	49.17
101-265-935.603	CLEANING SERVICE	15,000.00	15,000.00	9,230.00	1,150.00	5,770.00	61.53
101-265-935.604	RUBBISH REMOVAL	1,000.00	1,000.00	740.00	85.00	260.00	74.00
101-265-935.605	BUILDING REPAIR	50,000.00	50,000.00	524.50	0.00	49,475.50	1.05
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	15,000.00	15,000.00	20,337.66	50.00	(5,337.66)	135.58
<b>Total Dept 265 - TOWNSHIP HALL</b>		<b>165,000.00</b>	<b>165,000.00</b>	<b>77,377.40</b>	<b>6,222.15</b>	<b>87,622.60</b>	<b>46.90</b>
<b>Dept 301 - POLICE SERVICES</b>							
101-301-830.000	POLICE CONTRACT	1,200,000.00	1,200,000.00	860,552.08	0.00	339,447.92	71.71
<b>Total Dept 301 - POLICE SERVICES</b>		<b>1,200,000.00</b>	<b>1,200,000.00</b>	<b>860,552.08</b>	<b>0.00</b>	<b>339,447.92</b>	<b>71.71</b>
<b>Dept 371 - TOWNSHIP BUILDING INSPECTOR</b>							
101-371-701.702	WAGES BUILDING ASSISTANT	16,744.63	16,744.63	9,551.67	0.00	7,192.96	57.04
101-371-701.703	WAGES - BUILDING	73,473.79	73,473.79	56,433.33	5,651.84	17,040.46	76.81
101-371-701.704	WAGES - BUILDING	25,000.00	25,000.00	15,120.14	1,666.00	9,879.86	60.48
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	911.31	0.00	88.69	91.13
101-371-960.000	EDUCATION & TRAINING	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00
101-371-965.000	DUES & PUBLICATIONS	1,500.00	1,500.00	888.75	0.00	611.25	59.25
<b>Total Dept 371 - TOWNSHIP BUILDING INSPECTOR</b>		<b>119,718.42</b>	<b>119,718.42</b>	<b>82,905.20</b>	<b>7,317.84</b>	<b>36,813.22</b>	<b>69.25</b>
<b>Dept 400 - PLANNING COMMISSION</b>							
101-400-701.800	WAGES - PLANNING	2,000.00	2,000.00	1,600.00	200.00	400.00	80.00
101-400-701.801	WAGES - PLANNING	2,000.00	2,000.00	1,200.00	200.00	800.00	60.00
101-400-701.802	WAGES - PLANNING	2,000.00	2,000.00	1,500.00	100.00	500.00	75.00
101-400-701.804	WAGES - PLANNING	2,000.00	2,000.00	1,400.00	100.00	600.00	70.00
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	1,500.00	200.00	500.00	75.00
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	4,415.50	2,878.50	20,584.50	17.66
101-400-805.000	CONTRACTED AND OTHER SERVICES	6,000.00	6,000.00	3,739.00	306.50	2,261.00	62.32
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	1,104.70	138.15	895.30	55.24
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>19,659.20</b>	<b>4,523.15</b>	<b>31,340.80</b>	<b>38.55</b>
<b>Dept 401 - TOWNSHIP PLANNER</b>							
101-401-701.900	WAGES - PLANNER	73,473.79	73,473.79	56,452.16	5,651.84	17,021.63	76.83
101-401-701.901	WAGES - DEPUTY PLANNER	52,604.54	52,604.54	36,563.94	3,923.08	16,040.60	69.51
101-401-701.902	WAGES -PLANNER ASSISTANT	12,558.53	12,558.53	7,163.70	0.00	5,394.83	57.04
101-401-726.000	SUPPLIES	1,000.00	1,000.00	1,060.35	0.00	(60.35)	106.04
101-401-860.900	MILEAGE - TOWNSHIP PLANNER	300.00	300.00	0.00	0.00	300.00	0.00
101-401-860.901	MILEAGE - DEPUTY PLANNER	300.00	300.00	0.00	0.00	300.00	0.00
101-401-900.000	PRINTING & PUBLISHING	2,000.00	2,000.00	75.00	0.00	1,925.00	3.75
101-401-960.000	EDUCATION & TRAINING	5,000.00	5,000.00	780.00	0.00	4,220.00	15.60

User: Ianie  
DB: Garfield

PERIOD ENDING 09/30/2019

GL NUMBER	DESCRIPTION	2019		YTD BALANCE 09/30/2019	ACTIVITY FOR MONTH 09/30/19	% BGD USED
		ORIGINAL BUDGET	2019 AMENDED BUDGET			
<b>Fund 101 - GENERAL OPERATING FUND</b>						
<b>Expenditures</b>						
101-401-965.000	DUES & PUBLICATIONS	1,000.00	1,000.00	108.50	0.00	10.85
<b>Total Dept 401 - TOWNSHIP PLANNER</b>		148,236.86	148,236.86	102,203.65	9,574.92	68.95
<b>Dept 410 - ZONING BOARD OF APPEALS</b>						
101-410-701.001	WAGES - ZONING	1,200.00	1,200.00	300.00	100.00	25.00
101-410-701.002	WAGES - ZONING	1,200.00	1,200.00	400.00	100.00	33.33
101-410-701.003	WAGES - ZONING	1,200.00	1,200.00	400.00	100.00	33.33
101-410-701.004	WAGES - ZONING	1,200.00	1,200.00	400.00	100.00	25.00
101-410-701.005	WAGES - ZONING	1,200.00	1,200.00	400.00	100.00	33.33
101-410-801.000	LEGAL SERVICES	10,000.00	10,000.00	203.00	0.00	2.03
101-410-805.000	CONTRACTED AND OTHER SERVICES	1,000.00	1,000.00	223.00	0.00	22.30
101-410-901.000	ADVERTISING	2,000.00	2,000.00	936.45	135.40	46.82
101-410-960.000	EDUCATION & TRAINING	1,000.00	1,000.00	0.00	0.00	0.00
<b>Total Dept 410 - ZONING BOARD OF APPEALS</b>		20,000.00	20,000.00	3,162.45	635.40	15.81
<b>Dept 412 - ZONING ADMINISTRATOR</b>						
101-412-701.601	WAGES	51,665.46	51,665.46	39,696.03	3,974.26	76.83
101-412-701.602	WAGES ZONING	16,000.00	16,000.00	5,957.11	774.68	37.23
101-412-726.000	SUPPLIES	1,000.00	1,000.00	436.56	0.00	43.66
101-412-860.601	MILEAGE - ZONING ADMIN	150.00	150.00	0.00	0.00	0.00
101-412-860.602	MILEAGE - DEPT ZONING	150.00	150.00	0.00	0.00	0.00
101-412-960.000	EDUCATION & TRAINING	2,000.00	2,000.00	0.00	0.00	0.00
101-412-965.000	DUES & PUBLICATIONS	500.00	500.00	0.00	0.00	0.00
<b>Total Dept 412 - ZONING ADMINISTRATOR</b>		71,465.46	71,465.46	46,089.70	4,748.94	64.49
<b>Dept 448 - STREET LIGHTS - TOWNSHIP</b>						
101-448-920.005	STREET LIGHTS TOWNSHIP	80,000.00	80,000.00	71,014.18	7,287.18	88.77
<b>Total Dept 448 - STREET LIGHTS - TOWNSHIP</b>		80,000.00	80,000.00	71,014.18	7,287.18	88.77
<b>Dept 747 - COMMUNITY PROMOTIONS</b>						
101-747-880.003	COM. PROM. - ECONOMIC DEVELOPMENT	15,000.00	15,000.00	0.00	0.00	0.00
101-747-880.004	COM. PROM. - TC-TALUS	3,000.00	3,000.00	3,000.00	0.00	100.00
101-747-880.007	COM. PROM. - COMMUNITY AWAREN	820,000.00	820,000.00	13,021.50	280.50	1.59
101-747-880.008	COM. PROM. - CONTRACTED SERVI	20,000.00	20,000.00	0.00	0.00	0.00
101-747-880.011	COM. PROM. - P.E.G.	100,000.00	100,000.00	95,201.40	0.00	95.20
101-747-880.017	COM. PROM. - TV BOARD	2,500.00	2,500.00	0.00	0.00	0.00
101-747-880.018	COM. PROM. - MILFOIL	8,000.00	8,000.00	0.00	0.00	0.00
<b>Total Dept 747 - COMMUNITY PROMOTIONS</b>		968,500.00	968,500.00	111,222.90	280.50	11.48
<b>Dept 806 - TOWNSHIP VEHICLES</b>						
101-806-862.000	GAS & CAR WASHES	2,500.00	2,500.00	908.09	88.18	36.32
101-806-863.000	OIL CHANGES	500.00	500.00	0.00	0.00	0.00
101-806-864.000	MISCELLANEOUS	1,500.00	1,500.00	499.63	0.00	33.31
<b>Total Dept 806 - TOWNSHIP VEHICLES</b>		4,500.00	4,500.00	1,407.72	88.18	31.28

PERIOD ENDING 09/30/2019


User: Lanie  
DB: Garfield

GL NUMBER	DESCRIPTION	2019		YTD BALANCE 09/30/2019	ACTIVITY FOR MONTH 09/30/19	% BDDT 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	6,000.00	6,000.00	1,103.84	551.92	18.40
101-851-701.027	UNEMPLOYMENT	4,000.00	4,000.00	0.00	0.00	0.00
101-851-873.001	John Hancock 403B	90,000.00	90,000.00	85,039.90	0.00	94.49
101-851-873.010	SOCIAL SECURITY - EMPLOYER	80,000.00	80,000.00	55,613.89	5,664.37	69.52
101-851-873.020	VACATION & PERSONAL PAYOUT	5,000.00	5,000.00	123.66	0.00	2.47
101-851-873.030	INSURANCE - EMPLOYEE HEALTH	325,000.00	325,000.00	266,427.17	19,027.17	81.98
101-851-873.040	INSURANCE - EMPLOYEE LIFE	10,000.00	10,000.00	7,253.87	458.46	72.54
101-851-912.001	INSURANCE - LIABILITY	13,000.00	13,000.00	0.00	0.00	0.00
101-851-912.002	INSURANCE - WORKMENS COMP.	8,000.00	8,000.00	6,675.00	0.00	83.44
<b>Total Dept 851 - EMPLOYEE BENEFITS &amp; INSURANCES</b>		<b>541,000.00</b>	<b>541,000.00</b>	<b>422,237.33</b>	<b>25,701.92</b>	<b>78.05</b>
<b>Dept 900 - CAPITAL OUTLAY</b>						
101-900-970.001	CAPITAL OUTLAY - ELECTIONS	2,000.00	2,000.00	1,767.94	0.00	88.40
101-900-970.002	CAPITAL OUTLAY - TOWNSHIP HAL	10,000.00	10,000.00	21,802.12	0.00	218.02
101-900-970.003	CAPITAL OUTLAY - COMPUTER	15,000.00	15,000.00	1,029.00	0.00	6.86
101-900-970.004	CAPITAL OUTLAY - VEHICLES	15,000.00	15,000.00	0.00	0.00	0.00
101-900-970.005	CAPITAL OUTLAY - LAND	1,000.00	1,000.00	0.00	0.00	0.00
<b>Total Dept 900 - CAPITAL OUTLAY</b>		<b>43,000.00</b>	<b>43,000.00</b>	<b>24,599.06</b>	<b>0.00</b>	<b>57.21</b>
<b>Dept 965 - TRANSFERS TO OTHER FUNDS</b>						
101-965-990.308	TRANSFERS TO #308 PARK SYS	200,000.00	370,000.00	350,000.00	0.00	94.59
<b>Total Dept 965 - TRANSFERS TO OTHER FUNDS</b>		<b>200,000.00</b>	<b>370,000.00</b>	<b>350,000.00</b>	<b>0.00</b>	<b>94.59</b>
<b>TOTAL EXPENDITURES</b>		<b>4,493,181.53</b>	<b>4,663,181.53</b>	<b>2,778,451.54</b>	<b>122,705.95</b>	<b>59.58</b>
<b>Fund 101 - GENERAL OPERATING FUND:</b>		<b>4,493,181.53</b>	<b>4,663,181.53</b>	<b>2,778,451.54</b>	<b>122,705.95</b>	<b>59.58</b>
<b>TOTAL EXPENDITURES</b>						

PERIOD ENDING 09/30/2019

User: Lanie  
DB: Garfield

GL NUMBER	DESCRIPTION	2019		YTD BALANCE 09/30/2019	ACTIVITY FOR MONTH 09/30/19	AVAILABLE BALANCE	% BDC USED
		ORIGINAL BUDGET	AMENDED BUDGET				
Fund 308 - PARK SYSTEM FUND							
Expenditures							
Dept 000							
308-000-701.308	WAGES - PARKS AND RECREATION	8,400.00	8,400.00	1,800.00	500.00	6,600.00	21.43
308-000-801.000	LEGAL SERVICES	2,000.00	2,000.00	507.50	0.00	1,492.50	25.38
308-000-864.000	MISCELLANEOUS	0.00	0.00	286.00	125.00	(286.00)	100.00
308-000-880.001	COM. PROM. - SILVER LAKE PARK	94,000.00	94,000.00	13,724.08	1,902.33	80,275.92	14.60
308-000-880.006	COM. PROM. - BVNP (YMCA)	63,000.00	63,000.00	73,265.60	54,226.24	(10,265.60)	116.29
308-000-880.008	COM. PROM. - Cont. Serv GTCD	46,000.00	46,000.00	34,500.00	0.00	11,500.00	75.00
308-000-880.012	COM. PROM. - GT COMMONS	12,500.00	12,500.00	426.81	0.00	12,073.19	3.41
308-000-880.013	COM. PROM. - BOARDMAN RIVER	5,000.00	5,000.00	0.00	0.00	5,000.00	0.00
308-000-880.014	COM. PROM. - MILLER CREEK	8,500.00	8,500.00	264.90	0.00	8,235.10	3.12
308-000-880.015	COM. PROM. - PARK & TRAIL MAI	26,100.00	26,100.00	5,200.00	0.00	20,900.00	19.92
308-000-880.016	COM. PROM. - KIDS CREEK PARK	44,800.00	44,800.00	2,517.82	0.00	42,282.18	5.62
308-000-935.000	MAINTENANCE - MISC, EQUIP	55,000.00	55,000.00	42,630.89	2,076.71	12,369.11	77.51
Total Dept 000		365,300.00	365,300.00	175,123.60	58,830.28	190,176.40	47.94
Dept 851 - EMPLOYEE BENEFITS & INSURANCES							
308-851-873.010 SOCIAL SECURITY - EMPLOYER							
Total Dept 851 - EMPLOYEE BENEFITS & INSURANCES		0.00	0.00	137.70	38.25	(137.70)	100.00
TOTAL EXPENDITURES		0.00	0.00	137.70	38.25	(137.70)	100.00
Fund 308 - PARK SYSTEM FUND:		365,300.00	365,300.00	175,261.30	58,868.53	190,038.70	47.98
TOTAL EXPENDITURES		365,300.00	365,300.00	175,261.30	58,868.53	190,038.70	47.98

 <b>Charter Township of Garfield</b> <b>Planning Department Report No. 2019-130</b>		
Prepared:	September 30, 2019	Pages: 6
Meeting:	October 8, 2019 Planning Commission	Attachments: <input checked="" type="checkbox"/>
Subject:	Chelsea Park West PUD Major Amendment-Public Hearing/Findings of Fact	
Applicant:	Bennett Donaldson/JB Donaldson Company	
Owner:	Russell Broad	
File No.	SPR 2000-09-H	Parcel No. 05-021-066-00

**PURPOSE OF APPLICATION:**

A request to amend a Planned Unit Development (PUD) is being considered according to Section 423.G of the Zoning Ordinance. Staff has determined that this amendment constitutes a major amendment which requires a public hearing and Planning Commission approval. The Chelsea Park PUD was approved in 2000. The PUD has seen several minor amendments since 2000. The application requests an amendment to the Chelsea Park West PUD to increase the number of multiple family units from 172 multiple family units to 192 multiple family units for a total of 20 additional units. The proposal includes changing the building types from one (1) 8-unit building, two (2) 16-unit buildings, three (3) 20-unit buildings, and three (3) 24-unit buildings to eight (8) 24-unit buildings. The project will be built in four (4) phases of construction.

**SUBJECT PROPERTY:**

The subject parcel is approximately 19.31 acres and located in the Chelsea Park PUD north off Hartman Road, east of US-31. Existing zoning of the parcel is A-Agricultural. The future land use designation of the parcel in accordance with the Master Plan is High Density Residential.

*Aerial image of the subject property (property lines highlighted in blue):*



*Aerial image of the subject property (property lines highlighted in blue):*



**SITE DESIGN AND ZONING COMPLIANCE OVERVIEW:**

In the section that follows, staff offers the following comments regarding site design and compliance with the Zoning Ordinance:

*Phased Development*

The application proposes four phases of development starting at the southern end of the subject site and moving northward:

- Buildings #1 and #2                      Phase 1
- Buildings #3 and #4                      Phase 2
- Buildings #5 and #6                      Phase 3
- Buildings #7 and #8                      Phase 4

*60 Percent Requirement*

With an application to amend an approved PUD, the application shall include written consent to the application by the owner(s) of at least sixty (60) percent of approved development sites or land area within the planned development. A letter dated July 18, 2019 was received from Russell Broad of Broad Rentals LLC which meets this requirement.

*Ingress and Egress:*

Ingress and egress is provided directly onto Chelsea Lane. Chelsea Lane is the main entrance to the Chelsea Park PUD off Hartman Road. Additional access will be available to the east from Chelsea Park.

*Vehicular and Bicycle Parking:*

Multiple family dwellings have a minimum parking requirement of 1.5 spaces per dwelling unit and a maximum of 2.0 spaces per dwelling unit. 347 parking spaces are proposed. At 192 units, the average is 1.8 spaces for dwelling unit.

Wherever off-street parking is required, a minimum of two bicycle parking spaces are required. For parking areas with greater than twenty-five (25) motor vehicle spaces, bicycle parking shall be provided on a basis of two spaces per twenty-five motor vehicle parking spaces. Bicycle parking locations and design details have been provided.

*Pedestrian Circulation:*

Public pathways shall be constructed for all new development, re-developments, and amendments to previously approved site development plans, including substantial additions or improvements to existing buildings with a construction cost of twenty thousand dollars (\$20,000.00) or more within a twelve month period.

The type of pathway required shall be determined through the adopted Garfield Township Non-Motorized Plan. According to the Non-Motorized Plan map, Hartman Road is identified to have a bike lane/route.

*Landscaping:*

“Type C” buffers are required along the property lines. Existing trees along the north, south and some of the west property lines will be maintained. It appears that the evergreens along the south side of the property were planted as part of the initial development phase of the Chelsea Park PUD. While the site plan shows existing trees west of Building #1, there are few if any actual plantings at this location. Additional plantings have been provided for this location.

As a Special Use Permit, the Planning Commission does have the authority to require additional landscaping at any location if determined to be necessary to meet the intent of the Ordinance.

*Lighting:*

Pursuant to Section 517 of the Ordinance, all proposed lamps shall emit light measuring 3,500 K or warmer (between 0 K and 3,500 K) on the Kelvin scale. All proposed lamps, both pole lights and wall pack lights, are proposed at 3,000 K.

*Dumpster Enclosure:*

Four dumpster locations are provided. Dumpster enclosure details have been provided.

*Sewer and Water:*

Municipal sewer and water is proposed to service the site.

*Stormwater:*

Parking lot stormwater runoff will be managed completely onsite via four stormwater retention basins.

*Snow Storage:*

Ten (10) square feet of snow storage is required per one hundred (100) square feet of parking. Snow storage areas have been identified.

*Amenities:*

In the original approved PUD for Chelsea Park West, the Clubhouse was identified as having an outdoor pool. In this site plan, the originally proposed outdoor pool has been replaced with a covered fire pit/TV outdoor area with radiant heaters. In addition, there are two proposed outdoor patio/grill areas. A walking path has been proposed around the wetland area.

*Signage:*

The proposed location of the development sign is at the north corner of Chelsea Lane and Essex View.



**FINDINGS OF FACT:**

- 1) The Chelsea Park PUD was approved in 2000.
- 2) The Chelsea Park PUD has seen several minor amendments since 2000.
- 3) The application requests an amendment to the Chelsea Park West parcel (05-021-066-00) of the Chelsea Park PUD to increase the number of multiple family units from 172 multiple family units to 192 multiple family units for a total of 20 additional units.

**Section 426.E(4) Criteria**

- (a) The uses will be compatible with the natural environment, and with adjacent and surrounding land uses and properties, and will not have an adverse economic, social or environmental impact on adjacent and surrounding land uses and properties;
  - Finding: The Planning Commission finds that this standard HAS BEEN MET because the application proposes a use which is already authorized within the PUD; the use is compatible with surrounding residential uses both within and outside of the Chelsea Park PUD; and, the amendment will not have an adverse impact on adjacent or surrounding properties.
- (b) The uses will be compatible with the capacity of existing public services and facilities, or of planned and feasible future public services and facilities, and such use is consistent with the public health, safety and welfare of the Township residents;
  - Finding: The Planning Commission finds that this standard HAS BEEN MET. The development is already approved based upon the availability of these services and the application proposes a modest increase in density which can be accommodated by these services.
- (c) The uses and development are warranted by the design of additional amenities made possible with, and incorporated by, the development proposal;
  - Finding: The Planning Commission finds that this standard HAS BEEN MET. The use is already approved, and the application includes additional amenities such as a clubhouse, a covered fire pit/TV outdoor area with radiant heaters, walking paths, outdoor patio/grill areas, and a dog park throughout the site.
- (d) Insofar as practicable, the landscape shall be preserved in its natural state by minimizing tree and soil disturbance and removal;
  - Finding: The Planning Commission finds that this standard HAS BEEN MET. The proposed apartments will be adjacent to a delineated wetland area which will be protected. The apartment development will manage and maintain landscaped areas and open space areas.
- (e) Existing important natural, historical and architectural features within the development shall be preserved;
  - Finding: The Planning Commission finds that the standard HAS BEEN MET because the applicant has made reasonable efforts to protect and retain existing mature vegetation and provide open space on the property.

- (f) Proposed buildings shall be sited harmoniously to the terrain and to other buildings in the vicinity that have a visual relationship to the proposed buildings;
- Finding: The Planning Commission finds that the standard HAS BEEN MET because the proposed building site setbacks are compatible with what has already been approved within the Chelsea Park PUD. Building footprints have changed only slightly with the proposed new buildings.
- (g) With respect to vehicular and pedestrian circulation and parking, special attention shall be given to the location and number of access points to public streets, minimizing potential motorized/non-motorized conflict points, width of interior drives and access points, general interior circulation, separation of pedestrian and vehicular traffic, and the arrangement of parking areas that are safe and convenient and, insofar as is practicable, do not detract from the design of proposed structures and neighboring properties;
- Finding: The Planning Commission finds that the standard HAS BEEN MET because the proposed sidewalks and the proposed walking paths are separated from the roadways and are designed to minimize pedestrian/vehicular conflict.
- (h) Landscaping is provided to ensure that proposed uses will be adequately buffered from one another and from surrounding public and private property and, where applicable, to create a pleasant pedestrian scale outdoor environment;
- Finding: The Planning Commission finds that the standard HAS BEEN MET because the application proposes consistent landscaping as required by the Zoning Ordinance and maintains a previously approved development configuration and spacing.
- (i) The development consolidates and maximizes useable open space;
- Finding: The Planning Commission finds that the standard HAS BEEN MET because the application recognizes a large protected wetland area along the west side of the site. Common areas and activities have also been identified, including gathering areas and walking paths.
- (j) The benefits of the development are not achievable under any single zoning classification; and
- Finding: The Planning Commission finds that the standard HAS BEEN MET because the application requests an amendment to an existing, mixed-use development which is not achievable under any single zoning district.
- (k) The development is compatible with the intent and purpose of the adopted master plan.
- Finding: The Planning Commission finds that the standard HAS BEEN MET because the amended development plan remains consistent with the Master Plan designation for this area as high density residential (6-10 units per acre). The planned density for Chelsea Park West in the Chelsea Park PUD is approximately 9.9 units per acre.

**ACTION REQUESTED:**

The purpose of this item being placed on tonight's agenda is to hold a public hearing on the application. If, following tonight's public hearing, the Board is prepared to adopt the Planning Commission's recommended Findings of Fact included in this report and approve the requested amendment; the following two (2) separate motions are suggested:

MOTION THAT the Findings of Fact for Application SPR 2000-09-H, in support of the requested amendment to the Chelsea Park Planned Unit Development and as recommended for adoption by the Planning Commission, BE ADOPTED.

MOTION THAT Application SPR 2000-09-H, submitted by Peachtree River Investments, LLC for an amendment to the Chelsea Park Planned Unit Development, BE APPROVED subject to the following conditions (1-3 as indicated in PD 2019-130):

1. The applicant shall provide two (2) full sized plan sets, one (1) 11x17" plan set, and one electronic copy of the full application (in PDF format) with all updates as required by the conditions of this approval and indicating compliance with all provisions of the Zoning Ordinance.
2. The applicant shall record promptly the Report and Decision Order (RDO) and any amendment to such order with the Grand Traverse County Register of Deeds in the chain of title for each parcel or portion thereof to which the RDO pertains. A copy of each recorded document shall be filed with the Township within ninety (90) days of final approval by the Township or approval shall be considered to have expired.
3. Except as expressly provided for in this Application, all original requirements, conditions, terms, plans, documents, and findings are hereby reaffirmed and ratified and shall remain in full force and effect. In the event of any conflict or inconsistency between this Application and the terms of any prior agreement, the terms of this approval shall prevail.

Any additional information that the Board determines to be necessary should be added to this motion.

**Attachments:**

1. Public Hearing notice dated September 22, 2019
2. 11" X 17" Overall Site Plan Sheet C-4 provided by applicant dated July 23, 2019
3. 11" X 17" Overall Site Plan Sheet C-4A provided by applicant dated July 23, 2019

T. C. RECORD-EAGLE, INC.  
120 WEST FRONT STREET  
TRAVERSE CITY MI 49684  
(231)946-2000  
Fax (231)946-8273

ORDER CONFIRMATION

Salesperson: DENISE LINGERFELT Printed at 09/18/19 11:33 by dling  
-----  
Acct #: 5508 Ad #: 531040 Status: New WHOLD  
GARFIELD, TOWNSHIP OF Start: 09/22/2019 Stop: 09/22/2019  
3848 VETERANS DRIVE Times Ord: 1 Times Run: \*\*\*  
TRAVERSE CITY MI 49684 STDAD 3.00 X 5.74 Words: 387  
Total STDAD 17.22  
Class: 147 LEGALS  
Rate: LEGAL Cost: 141.65  
# Affidavits: 1  
Contact: Ad Descrpt: LEGAL NOTICE CHARTER TOWN  
Phone: (231)941-1620 Given by: EMAIL KAREN LEAVER  
Fax#: (231)941-1588 P.O. #:  
Email: lritter@garfield-twp.com as Created: dling 09/18/19 11:25  
Agency: Last Changed: dling 09/18/19 11:32  
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PUB	ZONE	EDT	TP	START	INS	STOP	SMTWTFS
RE	A	97	W	Sun 09/22/19	1	Sun 09/22/19	SMTWTFS
IN	AIN	97	W	Sun 09/22/19	1	Sun 09/22/19	SMTWTFS

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AUTHORIZATION

Thank you for advertising in the Record-Eagle, our related publications and online properties. If you are advertising with the Record-Eagle classifieds, your ad will begin running on the start date noted above.

Please be sure to check your ad on the first day it appears. Although we are happy to make corrections at any time, the Record-Eagle is only responsible for the first day's incorrect insertions. Also, we reserve the right to edit or reclassify your ad to better serve buyers and sellers.

No refunds or rebates will be issued if you cancel your ad prior to the stop date.

We appreciate your business.

(CONTINUED ON NEXT PAGE)

T. C. RECORD-EAGLE, INC.  
120 WEST FRONT STREET  
TRAVERSE CITY MI 49684  
(231) 946-2000  
Fax (231) 946-8273

ORDER CONFIRMATION (CONTINUED)

Salesperson: DENISE LINGERFELT

Printed at 09/18/19 11:33 by dling

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Acct #: 5508

Ad #: 531040

Status: New WHOLD WHOI

LEGAL NOTICE  
CHARTER TOWNSHIP OF GARFIELD  
GRAND TRAVERSE COUNTY, MICHIGAN

**NOTICE OF PUBLIC HEARING**

**TO: THE RESIDENTS AND PROPERTY OWNERS OF GARFIELD CHARTER TOWNSHIP, GRAND TRAVERSE COUNTY, MICHIGAN, AND ANY OTHER INTERESTED PERSONS:**

PLEASE TAKE NOTICE that the Garfield Township Board of Trustees will hold a **public hearing during its regular meeting on October 8, 2019, commencing at 6:00 p.m.** at the Garfield Township Hall, 3848 Veterans Drive, Traverse City, Michigan, 49684, as required under the provisions of the Michigan Zoning Enabling Act.

PLEASE TAKE FURTHER NOTICE that the items to be considered at said public hearing include, in brief, the following:

1. Consideration of an application received from Bennett Donaldson of JB Donaldson Company requesting an amendment to the Chelsea Park West Planned Unit Development (PUD) to increase the number of multiple family units from 172 multiple family units to 192 multiple family units for a total of 20 additional units. The proposal includes changing the building types from one (1) 8-unit building, two (2) 16-unit buildings, three (3) 20-unit buildings, and three (3) 24-unit buildings to eight (8) 24-unit buildings. The parcel is located in the Chelsea Park PUD north of Hartman Road, east of US-31, ID # 05-021-066-00.
2. Such other and further matters as may properly come before the Town Board at the public hearing.

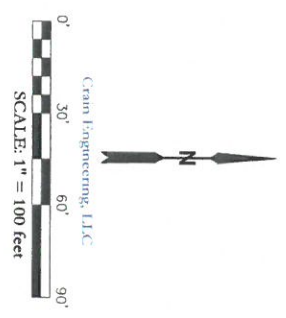
You are invited to attend this hearing. If you are unable to attend, written comment may be submitted to the Garfield Township Board at the Garfield Township Hall, 3848 Veterans Drive, Traverse City, Michigan, 49684, up to the date of the hearing and may be further received by the Township Board at said hearing. In addition, all materials relating to these requests may be examined at the Garfield Township Planning Department office at the above address during the Township's regular hours of 7:30am to 6:00pm, Monday through Thursday.

Garfield Township 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 Garfield Township. Individuals with disabilities requiring auxiliary aids or services should contact Garfield Township by writing or calling Lanie McManus, Clerk, Ph: (231) 941-1620, or TDD #922-4412

GARFIELD CHARTER TOWNSHIP BOARD OF TRUSTEES  
(231) 941 - 1620

September 22, 2019

531040



**SITE DATA**

PROPERTY OWNER / APPLICANT:  
 BENNETT DONALDSON  
 18 DONALDSON  
 3710 HILLS TECH DRIVE  
 PO BOX 2400 HILLS, MI 48831

PARCEL ADDRESS: 1380 HARTMAN ROAD, TRAVERSE CITY  
 PARCEL NUMBER: 48-00000000000000000000  
 PARCEL NUMBER: 05-021-086-00

- LEGEND**
- PROPOSED LOT LINE
  - EXISTING LOT LINE
  - PROPOSED CONTORIAL
  - EXISTING CONTORIAL
  - CHANGING CONTORIAL
  - PROPOSED RETENTION MARK
  - PROPOSED DRAINAGE
  - PROPOSED WATER LINE
  - EXISTING WATER LINE
  - PROPOSED SEWER LINE
  - EXISTING SEWER LINE
  - PROPOSED LANDSCAPING
  - PROPOSED LIGHT POLE
  - EXISTING LIGHT POLE
  - EXISTING ASPHALT



JOB NUMBER:  
**137519**  
 SHEET **C-4**

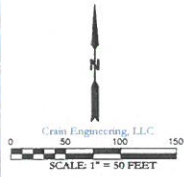
**OVERALL SITE PLAN  
 CHELSEA PARK WEST**

SECTION 21 - TOWN 27 NORTH - RANGE 11 WEST  
 GARFIELD TWP, GRAND TRAVERSE COUNTY, MICHIGAN

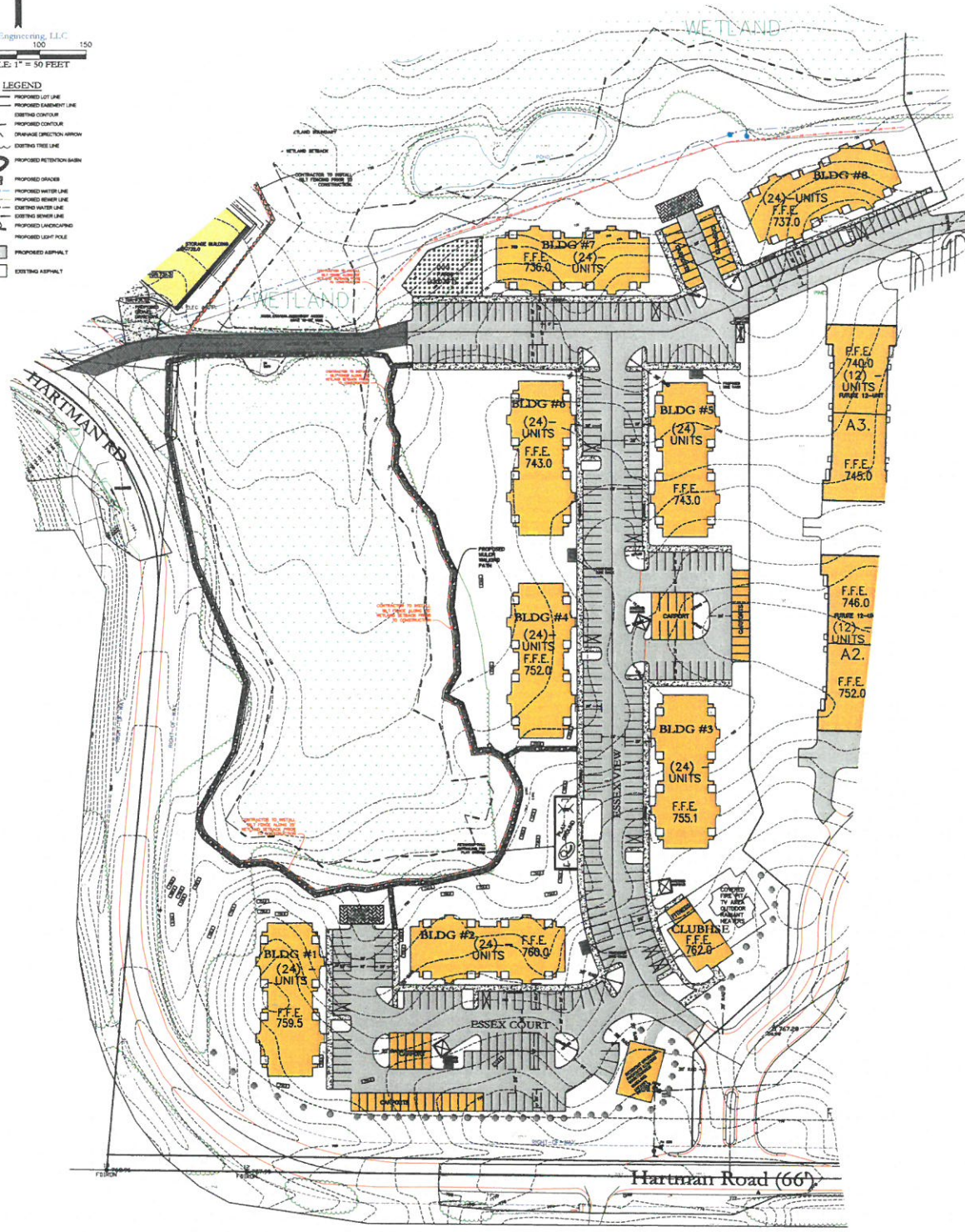
DRAWN BY: WLC  
 DESIGNED BY: WLC  
 DATE: 06-25-2019  
 REV DATE:  
 07-23-2019 TWP REVIEW

**Crain Engineering, LLC**  
 Engineering, Consulting, & Design  
 7622 Bott Road  
 Buckley, MI 49620  
 Phone: (231) 947-7255  
 Cell: (231) 632-4207  
 email: crainengineeringllc@gmail.com

# SITEPLAN CHELSEA PARK WEST



- LEGEND**
- PROPOSED LOT LINE
  - PROPOSED EASEMENT LINE
  - EXISTING CONTOUR
  - PROPOSED CONTOUR
  - DRAINAGE DIRECTION ARROW
  - EXISTING TREE LINE
  - PROPOSED PICTURESQUE BARRI
  - PROPOSED DRAIN
  - PROPOSED WATER LINE
  - PROPOSED SEWER LINE
  - EXISTING WATER LINE
  - EXISTING SEWER LINE
  - PROPOSED LANDSCAPING
  - PROPOSED ASPHALT
  - EXISTING ASPHALT



SHEET C-4A  
JOB NUMBER:  
137519

**SITEPLAN**  
**JB DONALDSON COMPANY**  
SECTION 21 - TOWN 27 NORTH - RANGE 11 WEST  
GARFIELD TWP., GRAND TRAVERSE COUNTY, MICHIGAN

DRWN BY: WLC  
DSGN BY: WLC  
DATE: 06-06-2019  
REV DATE:  
07-29-2019 TWP REVIEW

**Crain Engineering, LLC**  
Engineering, Consulting, & Design  
7622 Bott Road  
Buckley, MI 49620  
Phone: (231) 947-7255  
Cell: (231) 632-4207  
email:crainengineeringllc@gmail.com



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

**RESOLUTION #2019-21-T(b)**

**APPROVAL OF SPECIAL ASSESSMENT DISTRICT, ORDER CREATING SPECIAL  
ASSESSMENT ROLL AND AUTHORIZING PUBLIC HEARING  
FOR SILVER LAKE EURASIAN  
WATER MILFOIL CONTROL**

**WHEREAS**, the Charter Township of Garfield Board, on its own motion, approves the creation of a special assessment district for the purpose of Silver Lake Eurasian Water Milfoil Control, within the Special Assessment District created for that purpose by Resolution #2009-14-T, for the recovery of the cost against the properties specially benefitting; and

**WHEREAS**, the Charter Township of Garfield and Blair Township previously collaborated in the preparation of Special Assessment Rolls for each township’s portion of the two adjacent Special Assessment Districts, created for the purpose of specially assessing the cost of the improvement of Silver Lake by contracting for professional aquatic nuisance weed control.

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

1. The Township Supervisor and Assessor are directed to create the special assessment roll and it shall be filed in the Office of the Township Clerk for public examination.

2. The Board of Trustees shall meet at the Township Hall at 6:00 p.m, on October 22, 2019, for the purpose of hearing all persons interested in said improvement and special assessment roll and reviewing the same, and at said hearing all interested persons shall be given an opportunity to be heard.

3. The Township Clerk is directed to publish Notice of said hearings, one publication per hearing, in the Traverse City Record Eagle, not less than ten (10) days prior to the date of said public hearing; and shall further cause notice of said special assessment roll and public hearing to be sent by first class mail to each owner of or person of interest in property to be assessed as shown by the last general tax assessment roll of the Township, at least ten (10) days before said public hearing.

4. All resolutions or parts of resolutions, insofar as they conflict with the provisions of this Resolution, be and the same are hereby rescinded.

Moved:

Supported:

Ayes:

Nays:

Absent and Excused:



RESOLUTION 2019-21-T(b) DECLARED ADOPTED.

By:

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

**CERTIFICATE**

I, Lanie McManus, Clerk of the Charter Township of Garfield, do hereby certify that the above is a true and correct copy of a Resolution which was adopted by the Township Board of the Charter Township of Garfield on the 8th day of October, 2019.

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

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

2019 APPOINTMENTS – COMPLETE LIST

<u>Board</u>	<u>Term</u>	<u>Expires</u>
<u>Code Enforcement Officer</u>		
Michael Green	1 year	Dec. 31, 2019
Carl Studinski	1 year	Dec. 31, 2019
Derek Morton	1 year	Dec. 31, 2019
<u>Planning Commission</u>		
Steve Duell (TB Rep)	1 year	Dec. 31, 2019
Chris DeGood	3 years	Dec. 31, 2021
Robert Fudge	3 years	Dec. 31, 2021
Pat Cline	3 years	Dec. 31, 2019
Joseph McManus	3 years	Dec. 31, 2019
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, 2019
Lanie McManus	1 year	Dec. 31, 2019
<u>Grand Traverse County Road Commission</u>		
Chuck Korn	1 year	Dec. 31, 2019
John Sych	1 year	Dec. 31, 2019
<u>TTCI</u>		
Chuck Korn	1 year	Dec. 31, 2019
John Sych	1 year	Dec. 31, 2019
<u>GT Metro Emergency Services Board</u>		
Chuck Korn	1 year	Dec. 31, 2019
Steve Duell	1 year	Dec. 31, 2019
Molly Agostinelli (alternate I)	1 year	Dec. 31, 2019
Dan Walters (alternate II)	1 year	Dec. 31, 2019
<u>Zoning Board of Appeals</u>		
Steve Duell (PC Rep)	1 year	Dec. 31, 2019
Lynn Fricke	3 years	Dec. 31, 2019
Rick Smith	3 years	Dec. 31, 2019
Kent Rozycki	3 years	Dec. 31, 2020
Scott Swan	3 years	Dec. 31, 2020

**Board of Review**

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

**Parks and Recreation Commission**

Denise Schmuckal	1 year	Dec. 31, 2019
Chris DeGood	1 year	Dec. 31, 2019
James Guilmet	3 years	Dec. 31, 2020
Chris Remy	3 years	Dec. 31, 2021
William Scott	3 years	Dec. 31, 2021
Valerie Handy	3 years	Dec. 31, 2019
Fern Spence	3 years	Dec. 31, 2019

**Building Code of Appeals**

Dave Chryst	2 years	Dec. 31, 2019
Tom Piehl	2 years	Dec. 31, 2019
Steve Duell	2 years	Dec. 31, 2019
Marc Burkholder	2 years	Dec. 31, 2019
Peter Alt	2 years	Dec. 31, 2019

**Grand Traverse Commons Joint Planning Commission**

Joe McManus	3 years	May 14, 2021
Carol Hale	3 years	May 14, 2020
John Racine	3 years	May 14, 2020

**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, 2020

**STANDING COMMITTEES (1 Year Term - Expires Dec. 31, 2019)**

**Personnel Committee**

Denise Schmuckal	Town Board
Lanie McManus	Town Board
Chuck Korn	Town Board

**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</b>	<b>Town Board</b>
<b>Betty Tezak</b>	<b>Employee</b>

**Elections Committee**

<b>Lanie McManus</b>	<b>Town Board</b>
<b>Denise Schmuckal</b>	<b>Town Board</b>
<b>Molly Agostinelli</b>	<b>Town Board</b>

**Law Enforcement Committee**

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

**Ethics Committee**

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

**Northern Nexus**

**Chuck Korn**

**RESOLUTION TO AMEND THE BUDGET**

**RESOLUTION # 2019-23-T**

TO THE BOARD OF GARFIELD TOWNSHIP,

ON THE FOLLOWING PAGE YOU WILL FIND **RESOLUTION 2019- 23-T**.  
THIS IS AN AMENDED PARK BUDGET.

THANK YOU,

LANIE MCMANUS  
TOWNSHIP CLERK

**CHARTER TOWNSHIP OF GARFIELD**

**2019 PARK SYSTEM FUND BUDGET - RESOLUTION 2019-23-T**

**WHEREAS**, we approved the Park System Fund Budget Amendment on September 10, 2019 for the Charter Township of Garfield.

**NOW, THEREFORE, BE IT HEREBY RESOLVED**, that the 2019 Park System Fund Amended Budget of the Charter Township of Garfield of \$372,500.00 revenues and \$372,500.00 expenditures be approved.

Moved:

Supported:

to approve Resolution 2019-23-T, adopting the 2019 Park System Fund Budget Amendment of \$372,500.00 revenues and \$372,500.00 expenditures as appropriated.

Roll call vote:

Yeas:

Nays:

Absent and excused:

The Chairman declared the motion carried and Resolution 2019-23-T adopted this 8<sup>th</sup> day of October, 2019.

---

Lanie McManus, Clerk

**CERTIFICATION**

I, Lanie McManus, Clerk of the Charter Township of Garfield, certify the above is a true and correct copy of Resolution 2019-23-T which was adopted by the Township Board of the Charter Township of Garfield on the 8<sup>th</sup> day of October, 2019.

---

Lanie McManus, Clerk

Calculations as of 12/31/2019

GL NUMBER	DESCRIPTION	2018 ACTIVITY	2019 AMENDED BUDGET	2019 ACTIVITY THRU 12/31/19	2020 REQUESTED BUDGET
ESTIMATED REVENUES					
Dept 000					
308-000-403.000	CURRENT REAL PROPERTY TAXES				
308-000-476.004	PARK USE FEES		2,500.00		
308-000-675.000	DONATIONS/ GRANTS	119,400.00			
308-000-676.000	REIMBURSEMENTS	3,508.42			
308-000-677.000	MISCELLANEOUS INCOME				
308-000-695.101	TRANSFER FROM 101				
Totals for dept 000 -		122,908.42	370,000.00	350,000.00	
TOTAL ESTIMATED REVENUES		122,908.42	372,500.00	350,000.00	

Calculations as of 12/31/2019

GL NUMBER	DESCRIPTION	2018 ACTIVITY	2019 AMENDED BUDGET	2019 ACTIVITY THRU 12/31/19	2020 REQUESTED BUDGET
<b>APPROPRIATIONS</b>					
Dept 000					
308-000-701.308	WAGES - PARKS AND RECREATION	2,200.00	8,400.00	1,800.00	
308-000-701.905	WAGES - REC BOARD				
308-000-801.000	LEGAL SERVICES		2,000.00	507.50	
308-000-821.005	LOAN PRINCIPAL PAYABLE				
308-000-821.006	LOAN INTEREST PAYABLE				
308-000-825.000	Const. & Land (Grant, Equip)				
308-000-864.000	MISCELLANEOUS	276.90		13,386.00	
308-000-880.001	COM. PROM. - SILVER LAKE PARK	7,019.91	94,000.00	14,220.07	
308-000-880.006	COM. PROM. - BVNP (YMCA)	15,343.21	63,000.00	73,265.60	
308-000-880.008	COM. PROM. - Cont. Serv GTCD	46,000.00	46,000.00	34,500.00	
308-000-880.012	COM. PROM. - GT COMMONS	2,921.65	12,500.00	674.30	
308-000-880.013	COM. PROM. - BOARDMAN RIVER		5,000.00		
308-000-880.014	COM. PROM. - MILLER CREEK	(23,051.67)	8,500.00	269.50	
308-000-880.015	COM. PROM. - PARK & TRAIL MAI	5,786.86	26,100.00	5,200.00	
308-000-880.016	COM. PROM. - KIDS CREEK PARK	5,689.07	44,800.00	2,517.82	
308-000-880.019	RIVER EAST RECREATION AREA	920.00			
308-000-890.000	CONTINGENCIES				
308-000-901.000	ADVERTISING	640.90			
308-000-935.000	MAINTENANCE - MISC, EQUIP	57,519.20	55,000.00	46,602.17	
308-000-935.110	TRAIL MAINTENANCE & REPAIR	95.00			
308-000-968.000	OTHER & DEPRECIATION				
308-000-970.000	CAPITAL OUTLAY	278,291.84			
308-000-990.408	TRANSFER TO #408 PARKS				
Totals for dept 000 -		399,652.87	365,300.00	192,942.96	
Dept 851 - EMPLOYEE BENEFITS & INSURANCES					
308-851-873.010	SOCIAL SECURITY - EMPLOYER	153.00		137.70	
Totals for dept 851 - EMPLOYEE BENEFITS & INSURANCE		153.00		137.70	
<b>TOTAL APPROPRIATIONS</b>		<b>399,805.87</b>	<b>365,300.00</b>	<b>193,080.66</b>	
<b>NET OF REVENUES/APPROPRIATIONS - FUND 308</b>		<b>(276,897.45)</b>	<b>7,200.00</b>	<b>156,919.34</b>	
BEGINNING FUND BALANCE		4,365,791.57	4,088,894.12	4,088,894.12	4,245,813.46
ENDING FUND BALANCE		4,088,894.12	4,096,094.12	4,245,813.46	4,245,813.46





*The* CHARTER TOWNSHIP *of* GARFIELD

**PERSONNEL POLICIES AND  
EMPLOYEE HANDBOOK**



# *The* CHARTER TOWNSHIP of GARFIELD

## PERSONNEL POLICIES AND EMPLOYEE HANDBOOK

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# *The* CHARTER TOWNSHIP of GARFIELD

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• Bereavement Leave	100.3
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# *The* CHARTER TOWNSHIP of GARFIELD

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# *The* CHARTER TOWNSHIP *of* GARFIELD

## STATEMENT OF PURPOSE

---

The Charter Township of Garfield believes in drawing strength from the experience gained in our past and diligently pursue those elements that have become part of our operating philosophy including:

- Providing a high level of quality in serving our constituents;
- Maintaining a team of professionals who are committed to bringing excellence in their respective responsibilities on behalf of the Township;
- Assuring a safe and healthy environment for visitors as well as every member of our organization;
- Providing a fair and congenial workplace that fosters the development of employees and encourages employees to achieve to the fullest of their ability.

The information provided in the Employee Handbook represents the policies that will guide the conduct of personnel and govern the relationship between those personnel and the Township itself. As circumstances require, changes will be made to this document to insure it properly defines our ongoing needs. The Charter Township of Garfield Board welcomes input from all personnel concerning the Employee Handbook or our philosophy as well as comments and recommendations regarding its contents.

# *The* CHARTER TOWNSHIP *of* GARFIELD

Effective date: November 1, 2019

To the Employees of the Charter Township of Garfield:

As an employee of the Charter Township of Garfield, we believe it is important that you have up-to-date information about our obligations towards one another and our constituents. This Employee Handbook is for your reference and its guidelines will advise you about of our expectations for all employees.

We are committed to a philosophy of fair and unbiased treatment of all people. This is consistent with our mission to serve our constituents and such treatment will attract, retain and motivate those who desire to or do secure employment with us.

The Township recognizes and respects the individual worth of all our staff, and their contribution to its overall goals and interests. The following Code of Ethics is intended to serve as a fundamental statement of our commitment to a high standard of excellence in staff relationship.

The Charter Township of Garfield pledges:

To recognize and respect the individual dignity of all employees and the important role each plays in the achievement of the Township's goals;

To attract, select, assign, and promote employees based on qualifications and performance, free from any discrimination;

To provide full access to enable essential two-way communication so that giving and receiving information may facilitate for each employee a more wholehearted and effective performance;

To challenge the ability of each employee as fully as possible through work assignments consistent with that individual's aptitude and experience;

To encourage individual growth and development, not only to improve present performance and contribute toward promotion, but also to provide for greater personal fulfillment;

To maintain fair pay at all times in accordance with job performance and prevailing salaries and wages for similar work in other Township governments;

To maintain a program of benefits that is fair, equitable and competitive;

To maintain a working place conducive to pride, health, comfort, safety and efficiency.

# *The* CHARTER TOWNSHIP *of* GARFIELD

Welcome to the Charter Township of Garfield. We look forward to working with you toward the mutual success of our personal and Township goals.

---

Trustee

---

Trustee

---

Trustee

---

Trustee

---

Supervisor

---

Clerk

---

Treasurer

DRAFT



# *The* CHARTER TOWNSHIP of GARFIELD

## SECTION 10.0 INTRODUCTION

---

### SECTION 10.1 SCOPE OF PERSONNEL POLICIES

---

These personnel policies and procedures apply to all Township employees, both salaried and hourly, including all department heads. *Except for those Sections specifically referenced below as being applicable to Elected Officials, these personnel policies and procedures do not apply to the Township's Elected Officials.*

The following policies apply to the Elected Officials of the Township.

	<u>Section</u>
<b>EQUAL EMPLOYMENT OPPORTUNITY</b>	<b>30.0</b>
<b>DISABILITY ACCOMODATION POLICY</b>	<b>40.5</b>
<b>COMPENSATION</b>	<b>60.0</b>
• Pay Period	100.0
• Holiday Pay	100.2
<b>EXPENSE REIMBURSEMENT</b>	<b>70.0</b>
• Tuition Reimbursement	70.1
• Mileage Reimbursement	70.2
• Conferences, Seminars and Workshops	70.3
• Other Township-Related Expenses	70.4
<b>BENEFITS AVAILABLE TO FULL-TIME EMPLOYEES</b>	
• Health Insurance	80.1
• Employee's Pension Plan	80.3
• Life and Accidental Death and	
• Dismemberment Insurance	80.4
<b>WORK ENVIRONMENT</b>	
• Personal Appearance	110.1
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# *The* CHARTER TOWNSHIP of GARFIELD

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● Computers (Internet)	110.15
● Social Security Number Privacy	110.16
● Anti-Bullying and Harassment Policy	120.2

## SECTION 10.2

### RIGHTS AND OBLIGATIONS

---

Employees recognize and accept that working within the Township structure implies understanding or orientation as to our mission to serve constituents and one another. All employees agree to conduct themselves personally and professionally to reflect and consistently meet the operational standards of the Township.

While the policies in this Employee Handbook do not constitute a legal contract, and do not modify the at-will employment relationship stated in Section 20.0, the Township Board of Trustees believes these policies represent a sound basis for a productive relationship among all our employees. For this reason, the Township Board of Trustees is committed to the full support of the policies stated in this Employee Handbook.

## SECTION 10.3

### AMENDMENT

---

The Elected Officials or their designees, upon concurrence by the Board of Trustees, reserve the right unilaterally to modify the policies stated in this Employee Handbook at any time. Modifications will be made in the sole discretion of the Elected Officials, in writing, and will be distributed to all employees accordingly.

# *The* CHARTER TOWNSHIP of GARFIELD

## SECTION 20.0

### AT-WILL EMPLOYMENT

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Employment with the Township shall be at such compensation and on conditions as Elected Officials shall determine and may change from time to time. An employee's employment shall be for no definite term and may be terminated by either party at will, with or without cause and with or without notice. This statement of the at-will status of employment with the Township may not be orally amended or altered. No representative, department head or other staff of the Township, other than by action of the Board of Trustees, is authorized to make any promises or statements that would amend, alter or change this status. In addition, this statement of the nature of employment with the Township supersedes all prior written and oral communications and prior practices concerning such employment.

## SECTION 30.0

### EQUAL EMPLOYMENT OPPORTUNITY

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The Township is committed to providing equal opportunity for its employees. The Township prohibits discrimination in all employment actions on the basis of race, color, sex, genetic, age, religion, national origin, disability, height/weight (except where height/weight requirements are bona fide qualifications for the position), marital or veteran status, or any other status that is protected by law. The Township's goal is to select appropriately qualified individuals in a manner that will achieve integration of all people at all levels within the organization. As a result, the Township will continue to ensure that all matters related to recruiting, hiring, training, promotions, demotions, and transfers, corrective actions, separations, layoffs and recalls are free from discriminatory practices.

The Township will consider all applicants meeting the minimum qualifications of the opening for which they apply. Standard interviewing techniques will apply to all applicants. The most qualified candidate will be selected. In instances where candidate qualifications are equal, preference will be given to applicants residing within the Charter Township of Garfield.

The Township condemns and will not tolerate any conduct that is intended to, or does intimidate, retaliate, harass, or otherwise discriminate against any employee. Employees, who feel that they have been subject to treatment under this important policy, should raise the subject first with their management, or if that is not reasonable, the Supervisor. If no resolution can be reached the employee may contact the Board of Trustees. (See Section 40.5, regarding Harassment, Intimidation, Retaliation, Exploitation, and Other Forms of Discrimination.)

# *The* CHARTER TOWNSHIP *of* GARFIELD

## SECTION 40.0 EMPLOYMENT

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## SECTION 40.1 PERSONNEL TREATMENT

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The Township's employment policies are based on the following principle:

**“The Township recognizes that all staff members are entitled to be treated with respect, dignity and courtesy.”**

An effective organization requires the services of men and women of integrity, high ideals, and human understanding. To maintain and promote these essentials, the Township expects all employees to maintain high standards in their working relationships with other employees, and Elected Officials, and in the performance of their duties to:

1. Recognize basic dignities of all individuals with whom they interact;
2. Exercise due care to protect the mental and physical safety of colleagues, subordinates, and residents and other constituents;
3. Seek and apply the knowledge and skills appropriate to assigned responsibilities;
4. Ensure that their actions, or those of another on their behalf, are not made with any intent of advancing private economic interests, or otherwise constitute a conflict of interest;
5. Refrain from using one's own position or Township property, or permitting another person to use a staff's position for partisan political or religious or other inappropriate purposes;
6. Avoid accepting anything of value offered by another for the purpose of influencing judgment.
7. Employees ensure that the individual receives necessary training and instruction to enable such individual to satisfactorily perform safely tasks assigned. Employees must perform their work in a safe manner to protect themselves and to avoid possible danger to other residents or employees.
8. The Township encourages all employees to continue their education in order that additional skills may be acquired which will be of benefit to the individual and the organization. (Also

# *The* CHARTER TOWNSHIP of GARFIELD

see Section 90.1 regarding work related Tuition Reimbursement.)

## **SECTION 40.2**

### **FAIR WAGES**

---

Each person is entitled to fair compensation, whether in the form of salary or hourly wages, in return for fulfilling the requirements of the position held. Promotion and job enrichment opportunities will be based on performance, evaluations and organizational requirements.

The Township's wage, salary, and benefit policy shall be consistent for all employees. There may, of course, be a wage differential due to length of service, scope of responsibilities, and performance with the organization.

## **SECTION 40.3**

### **EMPLOYMENT POLICY COMMITMENT**

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The Township shall apply each personnel employment policy in a fair, uniform and consistent manner in accordance with the Equal Employment Opportunity Laws, the Fair Labor Standards Act, as well as other applicable federal and state requirements.

## **SECTION 40.4**

### **DRUG TESTING**

---

The Township is committed to providing safe and healthful working conditions. Employees may be terminated for use, sale, possession or being under the influence of drugs or alcohol during working hours, or at other functions held on Township premises, or off site that have Township sponsorship.

1. An employee involved in a work-related accident causing personal injury or when there is reasonable suspicion that such employee may be using or under the influence of drugs or alcohol while on the job, may be requested to undergo a controlled substance and alcohol test within twenty-four (24) hours of the accident or incident of suspected drug/alcohol use. An employee's failure to submit to drug or alcohol tests upon request will result in immediate suspension and possible termination.
2. All positive tests will be confirmed by performing a second test on the original specimen

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sample.

3. Employees whose screening test for controlled substances is positive will be suspended without pay pending adherence to the following:
  - a. Upon notification of a positive test result, the Township Board, or a subcommittee created for this purpose, will review the documentation showing continuity in the chain of custody of the specimen. The Township Board or its subcommittee, by its designee, shall contact, by the most expedient means available, the employee affected, to advise him/her of the positive test result.
  - b. The Township Board must provide the employee an opportunity for an interview, in person or via telephone, to discuss reasons for the positive test result.
  - c. If the employee can produce medical evidence and/or documentation in defense of a positive test result, the Township Board, or its designated subcommittee, will conduct a documented review.
  - d. After review of the above information, the Township Board, or its designated subcommittee, will decide as to whether further action is required. If the Township Board, or its designated subcommittee, decides the evidence is insufficient, no further action would be taken. In this case, the Township Board, or its designated subcommittee, will declare the test negative and document the information.
  - e. If it is determined that there is a credible and legitimate reason or reasons for a positive test result, and after verifications of the proper procedures being followed, they will declare the test to be a verified positive.
  - f. The Township Board, or its designee, will act to initiate termination of an employee whose drug test results have been verified positive.
  - g. The Township Supervisor and Township Clerk will be apprised of all positive drug test screens and any and all action.
  - h. Above actions will be kept strictly confidential and documented in the employee's personnel file.
4. Employees whose screening for drug/alcohol is positive resulting from substance abuse occurring outside the workplace will be suspended without pay pending successful completion of a Township-approved drug/alcohol counseling and/or rehabilitation program at their own expense. Failure to complete counseling and/or rehabilitation may result in termination.

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5. Employees who possess a valid medical marijuana registry identification card are expected to fully comply with this policy, and may not possess or use marijuana at work, nor may they perform work for the Township while under the influence of marijuana.
6. See also Section 40.4 regarding testing for controlled substances in conjunction with Pre-Employment Screening.

## **SECTION 40.5**

### **DISCRIMINATION BASED ON DISABILITY; ACCOMMODATIONS OF DISABILITIES**

---

The Township prohibits discrimination based on disability and is committed to provide reasonable accommodations to individuals with disabilities in compliance with the Americans with Disabilities Act of 1990 and the Michigan Persons with Disabilities Civil Rights Act. In this regard, the Township specifically prohibits discrimination against those persons with disabilities, or who may be regarded as disabled, who are qualified for a position.

The results of physical examination of a person with a disability, if called for, should not in any way discriminate against the applicant or employee solely because he or she has a disability. Rather, any medical analysis will be used to identify the individual's ability to perform the essential functions of the job for which the applicant or current employee is applying.

The Township will consider employment or promotion of applicants and employees with disabilities if they fulfill the essential requirements and qualifications for the position. The Township does not maintain arbitrary or unjustified physical requirements for any position.

Reasonable accommodation is available for all qualified individuals with known disabilities, unless doing so would result in an undue hardship to the Township.

The Township requires all employees who wish to have an accommodation for their disability to notify the Supervisor in writing within 60 days of learning about their disability. This notice will allow the Township to provide an appropriate response.

## **SECTION 40.6**

### **RECRUITMENT POLICY**

---

The Charter Township of Garfield will try to promote from within when possible. In this regard, as outside applicants may be required to meet staffing needs, the Township Clerk will establish

# *The* CHARTER TOWNSHIP of GARFIELD

specific procedures to recruit outside applicants for open positions.

## **SECTION 40.7**

### **RESPONSIBILITY FOR HIRING**

---

For the purpose of this policy the Township Board designated its Supervisor, in consultation with the subcommittee, and the area of responsibility to have the authority to interview and screen for an open position within the area of responsibility. All hiring is subject to Township Board approval.

## **SECTION 40.8**

### **PERSONNEL RECORDS**

---

A cumulative personnel record will be maintained by the Township Clerk for each employee. Other than as permitted by law, no personnel information shall be released to anyone without authorization by the Township Clerk, and then only in response to lawful subpoenas, or as FOIA requires.

It is important that all employees inform the Township Clerk promptly of any change in address, telephone number, marital status, number of dependents, emergency contact person, etc.

Individual personnel files are available for review by the employee on condition that the request is made in writing and that viewing of the file is done during regular business hours under the supervision of the Township Clerk.

The Township will maintain a complete personnel file on each employee, containing only appropriate information, such as:

- a. Information pertaining to employment application
- b. Copies of pertinent documents (i.e., licenses, etc.)
- c. Insurance information
- d. I-9 Immigration and Naturalization Form
- e. Three year's written performance evaluations
- f. Letters of commendation or other indications of excellent performance
- g. Notices of suspension or written disciplinary records.

Originals (or duplicates, as applicable) of the above-mentioned documents shall be forwarded to the Township Clerk by individuals or their leadership on a timely basis for inclusion in the employee's personnel file.



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This information must be kept confidential as required by law, except in the following circumstances:

- The Township Supervisor will be informed regarding medical conditions and necessary restrictions on the work duties of an employee and any necessary accommodations.
- First aid and safety personnel may be informed, when appropriate, if an employee's disability might require emergency treatment or if any specific procedures are needed in the case of fire or other evacuations.

Any employee may choose to see his or her personnel file up to a maximum of two times per year. However, an employee is not allowed to see:

- a. Potential job assignments, wage, benefit, or salary changes;
  - b. Personnel planning data;
  - c. Records involving a complaint, investigation or formal grievance;
  - d. Security records on other Township employees;
  - e. Information which concerns another staff member
  - f. Confidential references.
- An employee who wishes to see his/her personal records should notify the Township Clerk. The employee may inspect the files under the supervision of the Clerk or their designee and may take personal notes or request single copies of each page in the files. No employee can remove or alter anything from any personnel file.
  - An employee has the right to correct or request deletion of inaccurate information. In case of a disagreement, the employee may add a statement of disagreement to the file.
  - All requests for information about job applications and current, retired or terminated employees should be forwarded to the Township Clerk. In most cases, written approval of the individual is required before personal data may be disclosed to an outside source. Exceptions include:
    - a. Requests from prospective employers concerning dates of employment, title or position, and job location.
    - b. Duly authorized requests from law enforcement officers, including investigations, summonses, subpoenas and judicial orders. The Township Clerk will consult with the Township legal counsel in these cases prior to disclosing any such information.
    - c. Unless otherwise limited by operation of law, the terms of any subpoena or other order of the court, or a specific request to refrain from doing so by a law enforcement official conducting the investigation involving such request, the Township Clerk will notify individual staff members of such requests when made.
    - d. A request for information under the Freedom of Information Act, to the extent it seeks personnel records not otherwise exempt from disclosure, will be provided to the

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employee whose records are sought before such information is disclosed to an outside source.

## **SECTION 50.0**

### **PROVISIONAL, NEW HIRE PERIOD FOR NEW EMPLOYEES**

---

There is a provisional, new hire period for all new employees. This provisional period gives the Township an opportunity to decide if the new employee is properly qualified to continue in the position assigned, and it gives the new employee an opportunity to decide whether to continue employment.

All newly hired staff members have a 180-day provisional period. During this time, the Township Supervisor or other elected official designated by him or her will work closely with the new employee to ensure total understanding and that all aspects of the job have been provided.

During the provisional period, the Township Supervisor or other elected official designated by him or her will assess, with input as appropriate from leadership in the employee's area of responsibility, the new employee's ability with which he/she performs the jobs assigned. At the end of the provisional period, the Township Supervisor or other elected official will prepare a written evaluation and performance will be discussed. The written evaluation will then be forwarded to the Township Clerk for inclusion in the employee's personnel file.

Should an employee's work performance be marginal or unsatisfactory during the 180 day provisional period, the provisional period may be extended, or employment may be terminated without prior notice. Successful completion of the provisional period does not modify the at-will nature of employment.

## **SECTION 60.0**

### **COMPENSATION**

---

It is the policy of the Township to provide compensation that compares favorably with other similar units of government, for similar work, under similar conditions. The Township Board determines compensation.

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## SECTION 70.0

### EXPENSE REIMBURSEMENT

---

Reimbursement for reasonable business expenses (e.g., lodging, meals, travel, etc.) incurred while performing Township-related duties (i.e., authorized attendance at meetings, conferences, luncheons) will be made when corresponding documentation is presented and approved by an **Elected Official**. The Township assumes no responsibility for expenses that have been incurred sixty (60) days or more prior to being submitted for reimbursement, after which such expenses will become the personal responsibility of the employee.

Travel time will be compensated where required under applicable law.

## SECTION 70.1

### TUITION REIMBURSEMENT

---

The Township encourages our employees to continue to develop professional skills by taking courses which contribute directly to job effectiveness or advancement possibilities. However, these courses should not conflict with the employee's normal work schedule.

1. Regularly scheduled full-time employees may be eligible for reimbursement of tuition cost not to exceed \$2,500 per year.
2. A new employee (not newly hired from the existing employee ranks) may begin participating in the tuition reimbursement program after successfully completing the provisional period. Garfield Township reserves the right to extend the provisional period where necessary.
3. Permission to take a course must be obtained in writing and **in advance** from the Township Supervisor, prior to registration.
4. Courses taken must pertain to or be a requirement for certification to continued employment with the Township. Courses not offered through an educational degree granting institution must be approved by the Township Supervisor.
5. Successful completion of the course is required prior to reimbursement. Successful completion of a course will be defined as a minimum grade of "3.0" in a "4.0" system and Pass in a Pass/Fail circumstance. The employee must submit his/her grade(s) to the Township Supervisor or his/her designee after the semester ends to receive payment for tuition reimbursement.

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6. Employees seeking reimbursement for course work must sign a copy of a Tuition Reimbursement Form which contains the following stipulations:
  - a. That the employee agrees to continue working at the Township in a regular full time schedule status for at least 12 months following completion of the course for which that employee has been reimbursed.
  - b. That if the employee is released or terminates for any reason or voluntarily reduces his/her hours to part-time or temporary status, an amount equal to tuition reimbursement paid by the Township will be deducted from that employee's pay.
7. Requests will be reviewed on an individual basis by date submitted until budgetary limitations have been reached. An "application period" will be designated and employees will be notified concerning these dates. Applications will be accepted only during these designated "application periods".
8. The Township Clerk will keep a list of employees who apply by date of application. This list will be used if the original funds allocated are exhausted before all requests are granted. If additional funds become available, during that application period, they will be allocated by giving the first employee on the list not granted reimbursement because of lack of funds, the right of first acceptance, and so on down the list until either all requests are satisfied, or the additional funds are exhausted. This list will remain for that application period only. All requests for future application periods must be resubmitted during the corresponding application period.
  - a. An employee may be reimbursed for the cost of tuition only. Any other expenses associated with his/her education are the individual's responsibility.
  - b. There will be no advance payment for course work.
  - c. Classes are to be scheduled during non-working hours unless flexible scheduling is approved by the Township Supervisor.

### SECTION 70.2

#### MILEAGE REIMBURSEMENT

---

Employees who receive approval by the Township Supervisor to drive their vehicles to Township approved meetings, seminars; Township business, etc. will be reimbursed for mileage at the prevailing mileage allowance provided by the Federal Internal Revenue Service. When possible, employees are encouraged to use the Township vehicles.

# *The* CHARTER TOWNSHIP of GARFIELD

## SECTION 70.3

### CONFERENCES, SEMINARS AND WORKSHOPS

---

1. The Township encourages the growth and development of employees through participation and attendance at professional, technical, and educational meetings and conferences. Not only does participation enhance the professional development of the individual employee but promotes effective, public relations messaging and the image of the Township.
2. Permission from the Township Supervisor must be obtained **in advance** for all workshops, seminar and professional meetings and conferences attended on Township time.
3. Reimbursement for attendance at professional meetings must be approved in advance by the Township Supervisor.
4. It is the responsibility of the employee to notify the Township Clerk of his/her attendance at professional development meetings and provide documents for inclusion in the employee's personnel file.

## SECTION 70.4

### OTHER TOWNSHIP-RELATED EXPENSES

---

1. The Township expects employees to be reimbursed for reasonable expenses necessary to fulfill the purpose of a business trip. Reasonable expenses include lodging, meals, and travel expenses while on official business
2. Reimbursable travel includes plane fare at economy coach or tourist class rates, lodging, meals, and taxi fare and car rental.
3. Employees will be charged for the differential for first class airfare, luxury car rental and hotel/lodging except under unusual circumstances requiring prior approval of the Township Supervisor.
4. Meal costs should be appropriate to the nature of the trip involved. Alcoholic beverages are not reimbursable. Receipts attached per meal basis.
5. Parking and toll charges will be reimbursed.
6. All reimbursable travel expenses must be reported on the Charter Township of Garfield Expense Report and submitted within sixty (60) days to the Township Clerk, following appropriate approval by the Township Supervisor. Receipts are required for all expenses other than mileage.

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7. Reimbursements are paid in accordance with the regular accounts payable cycle.

## **SECTION 80.0**

### **BENEFITS AVAILABLE TO FULL-TIME EMPLOYEES**

---

The Township provides a benefits program to employees who meet eligibility requirements as set forth by the insurance carriers and the Township.

In any situation when insurance is provided, benefits as stated in the insurance policy or Plan are binding regardless of any statement contained in this Employee Handbook, or any other statements or policies of the Township.

Eligibility, benefits, coverage and costs and co-pays are subject to terms of the insurance policies and Plans and are subject to change. Please check your coverage before incurring expenses. Coverage will be provided by an insurance carrier or medical provider selected by the Charter Township of Garfield.

## **SECTION 80.1**

### **HEALTH INSURANCE**

---

The Township will make available to eligible Employees group hospital-medical insurance during the employment period.

#### Section 1. Eligibility During Employment.

- a. Thirty (30) days after being hired the Township shall provide and maintain for all qualified Employees and eligible dependents, medical and hospitalization insurance. Coverage will be as described as:

Garfield Township agrees to provide health insurance benefits at a level that is equal to the same Community Blue Plan 1 health care coverage in effect as of 1/1/2018. This plan shall carry a \$10/\$40 prescription drug rider. The Township will rebate twenty (\$20) per prescription to any employee who provides medical certification from his/her treating physician that he/she cannot take a generic drug, or one is not available.

The Township will provide the same optical and dental benefits that are in effect as of 1/1/2018. The Township may change carriers and self-fund all or part of the health care coverage so long as that coverage level is at least equal to the current Community Blue Plan 1.

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- b. All insurance benefits provided end upon termination of employment or when work hours fall below requirements for eligibility as full-time Employees, subject to the provisions under the Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA) (if applicable). Benefits coverage ends at the end of the month in which termination or work schedule change occurs.

Section 2. Claims. Employee shall fill out appropriate forms and consult the “benefits guide handbook” for details regarding benefits coverage. Coordination of health care benefits may be required if covered Employees have another health care plan in force that accepts coordination. Claim forms and a summary of benefits are available from the Township Clerk.

Section 3. Leave of Absence. Employees taking special unpaid leaves of absence shall make arrangements with the Township concerning payment of insurance premiums. The Township will work with the employee to make arrangements to pay the insurance premium while on leave, and if the employee does not follow through with the arrangements established, then the benefits will be cancelled.

Section 4. Payment in Lieu of Medical Insurance. All current Employees shall be covered by the Township’s health insurance plan. Payments made in lieu of medical insurance coverage will be limited to an amount equal to 30% of the existing coverage for which such Employee is otherwise eligible and shall be conditioned upon the provision to the Township of written verification that health insurance coverage is being provided through an alternate source. Payments will be made monthly within the first pay period.

## SECTION 80.2

### **WORKER’S COMPENSATION INSURANCE AND SOCIAL SECURITY**

---

Each employee is covered by Worker’s Compensation Insurance and Social Security Insurance in accordance with state and federal statutes.

If an employee has questions about these programs or how to claim benefits, the Township Clerk should be contacted.

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## SECTION 80.3

### EMPLOYEE'S PENSION PLAN

---

Employees will be covered under provisions of the Township's Employee's Group Pension Plan. The Township shall provide and pay for the total cost of participation in the Pension Plan on behalf of all eligible employees.

Section 1. Eligibility. Employees must be 18 years of age or over to become a participant in the Employees' Pension Plan. Contributions to the plan shall be made for all eligible employees who have completed the provisional period and are no longer on probationary status.

Section 2. Funding.

- a. The Township shall fund a retirement plan for full-time employees who work Forty (40) hours per week. The Township shall provide and maintain a plan to which the Township makes contributions of ten percent (10%) of a given employee's gross annual compensation.
- b. Eligible employees may make voluntary after-tax contribution through payroll withholding amounts ranging from one percent (1%) to ten percent (10%) of compensation.
- c. An eligible employee will become 100% vested in his/her account balance immediately after completion of one (1) year of employment.
- d. When a vested employee terminates his or her employment, he/she may receive the account balance standing to his/her credit during the interim period provided. When a vested employee, who has terminated employment, is later re-employed prior to such Employee's withdrawal of his/her contribution, said employee will not be given credit for prior years of service. If the terminated employee is re-hired by the Township, eligibility requirements will again have to be satisfied and no credits will be given to prior years of service.
- e. In the event of death or disability of an employee, account balances of this employee will be distributed in accordance with Plan guidelines.
- f. If an employee dies prior to separation from employment, his/her beneficiary will receive the account balance.
- g. Employees shall receive a report no less than annually showing the yearly contribution amount and investment results.

Section 3. Notification of Retirement. Upon reaching eligibility, the individual employee must inform the Township Clerk in writing of the decision to retire and the planned retirement date. Employees contemplating retirement should notify both the Township Supervisor and the Township Clerk at least ninety (90) days in advance of their planned retirement date.



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## SECTION 80.4

### LIFE AND ACCIDENTAL DEATH AND DISMEMBERMENT INSURANCE

---

The Township provides group term life insurance to all eligible employees after ninety (90) days on the job, subject to the next enrollment period. The cost of the insurance is fully paid by the Township.

#### Termination

- a. Life insurance coverage will cease upon termination of employment. Within thirty-one (31) days following termination, by making application and paying the first premium, the employee may convert the coverage to an individual life insurance policy on any regular Whole Life or Endowment Plan then being offered by the insurance company.
- b. Should an employee take a Leave of Absence, it is such employee's responsibility to make arrangements through the Township Clerk concerning the payment of insurance premiums. If no arrangements are made, these benefits will automatically be canceled.

**Important:** These descriptions are only intended to be a brief summary of all health care, pension, and other insurance benefit plan provisions and is not intended to be all-inclusive. In case of any differences between this and the official Plan document, the Plan document will always prevail. A Summary Plan Description document and additional information are available from the Township Clerk.

## SECTION 90.0

### ATTENDANCE, WORKING HOURS, AND TIME OFF

---

The Township's successful operation depends in large part upon the regular timely attendance of each of its employees. Frequent tardiness, unnecessary and unexcused absences are not acceptable. Your absence affects not only the Township operations but also the way in which fellow employees and subordinates are motivated and able to do their jobs, and do not have to try to cover some of your responsibilities.

1. All employees are expected to report for work on time and when scheduled. While certain allowances will be made for occurrences beyond the control of an individual employee, chronic or excessive violations will be cause for disciplinary action up to and including

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dismissal. In most cases your available PTO will be reduced by the time you are absent.

2. Any employee who is unable to report for work or who will be delayed must make live contact with the Township Supervisor, or other elected official within 30 minutes of the regularly scheduled starting time, or if not available leave a text on their cell phone, or voice mail in receptionist's mailbox at main switchboard.
3. In cases of continued unsatisfactory attendance or punctuality, the Township Supervisor will issue a written warning to the employee and a copy will be placed in the employee's personnel file. Further incidents of tardiness or absence will be grounds for disciplinary action, up to and including release from employment.

## SECTION 90.1

### WORKDAY AND WEEK

---

Unless modified by specific job descriptions, business office hours are 7:30 a.m. to 6:00 p.m., Monday through Thursday. You are expected to be at work during those hours, unless your position or special circumstances require that your schedule be different.

Employees shall be permitted one fifteen (15) minute unpaid break in the morning and one fifteen (15) minute break in the afternoon, with one half hour unpaid lunch break.

Any absence that is not otherwise permitted by this Employee Handbook and is not approved by the Township Supervisor or his or her designee is an unexcused absence. Penalty for any such absence will be loss of pay for the time period involved.

1. Employees are expected to notify the Township Supervisor or other elected official at once if they cannot work because of an illness, injury, etc.
2. Any employee who has an unexcused absence for three consecutive days will be considered as having voluntarily resigned.
3. Unexcused absenteeism may result in immediate disciplinary action.
4. If an unexcused absence occurs on the day preceding or following a scheduled holiday, the employee will not receive pay for the holiday.

## SECTION 90.2

### OVERTIME/EXTENDED WORKING HOURS

---

On occasions employee workloads and Township activities require more than the usual workday to maintain the Township's high standards of service. While employees are not usually required to work in excess of the Township's normal forty (40) hour workweek, cooperation under these

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circumstances is appreciated.

- a. The Township Board shall establish a schedule of regular work hours for employees (normally forty [40] hours per week).
- b. For purposes of these Personnel Policies, "flex-time" shall be defined as a work schedule which allows employees to work hours that are not within the standard 7:30 a.m. to 6:00 p.m. workday. Flex-time schedules could include, for example: peak-hour flex-time; and adjusted lunch period (allowing employees to adjust the length of their lunch period while still working a 10 hour day); and (iii) length of work week flex-time (where an employee works a full 40-hour work week in less than, or more than four days). Employees may work a flex-time schedule only when authorized by the employee's direct supervisor. Flex time earned must be used within 3 weeks if not used it will be lost.

All overtime **must** be authorized by the Township Supervisor or his or her designee prior to working the overtime hours. If overtime is not authorized by the Township Supervisor prior to its occurrence, the individual employee must subsequently have the overtime approved by justifying the overtime to the Township Supervisor or the designee. In all cases, it is the duty of the Township Supervisor and other Elected Officials to exercise control over all overtime work.

If attendance **is required** for any approved meeting, the employee will receive meetings compensation in accordance with the appropriate pay policies mentioned above, where applicable. An approved employee meeting is defined as being any meeting where attendance is required and sponsored by the Township for our employees.

## SECTION 90.3

### RECORD OF HOURS WORKED - TIME REPORTS

---

It is the responsibility of each Township hourly employee to accurately record actual time worked.

1. Employees are to record their time on the Charter Township of Garfield Time Sheet (or otherwise as recorded electronically) in the proper categories to accurately and completely reflect hours worked and hours to be compensated as paid time off. Employees are not compensated for unused break periods. Time is to be recorded in no less than one-quarter (1/4) hour increments.
2. Salaried employees shall record their time in one day increments on the Charter Township of Garfield time sheet, as directed by the Township Board.
3. Employees shall record **only** their own time on their own time sheets (or electronic timecards). Time sheets are not to be tampered with or falsified. Violations may result in immediate dismissal.

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- a. If required, time sheets should be properly initialed by the Township Supervisor or his or her designee prior to submitting to Township Clerk on or before the end of day, every Thursday.
4. Suspected errors and/or omissions in paychecks will be handled in accordance with the following procedures:
    - a. Employees who have questions regarding their pay should contact the Township Supervisor and inform him or her of the problem.
    - b. If it is determined that no error or omission in the paycheck was made, the Township Supervisor will inform the employee.
    - c. If it is determined that an error has been made, and the employee desires immediate adjustment, the Clerk's Department will process a new check for the corrected amount.
  5. Compensation is paid bi-weekly. Employees shall ensure that paid time-off (i.e., personal, and vacation) taken during the preceding pay period is properly accounted for and submitted with time sheets (whether manual or as recorded mechanically or electronically) to Township Accountant to ensure proper recording of paid time-off taken.
    - The pay period begins on **Sunday** and ends on the second **Saturday** following.
    - Pay day is every other Thursday, which means there are twenty-six/twenty-seven (26/27) pay days each year. On each pay day, (a.) hourly employees will receive a check for the number of hours worked during the previous two weeks, and (b.) salaried employees will receive a check based upon their pro-rated salary, subject to any adjustments as otherwise provided herein.
    - In the event a national holiday should fall on a pay day which falls on a Thursday, checks will be issued the preceding day.
    - Employees are strongly encouraged to use direct deposit of pay checks.

## SECTION 90.4

### REQUESTS FOR PART TIME WORK

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Applications from employee desiring to leave full time employment to part time employment must first see that request recommended by their Department Head and approved by the Supervisor.

# *The* CHARTER TOWNSHIP of GARFIELD

## SECTION 100.0

### VACATION LEAVE, PERSONAL/SICK DAYS, HOLIDAYS, AND OTHER LEAVES OF ABSENCE

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Regular full-time Employees who work an average of forty (40) hours per week shall begin accruing vacation from date of hire and shall be eligible to use accrued vacation after completion of provisional period. Vacation shall be available for use in the first full pay period after the applicable new hire provisional period. All newly hired Employees have a one hundred eighty (180) day provisional period.

Section 1. Full-time employee, who work at least forty (40) hours per week, shall accrue vacation on the Employee's bi-weekly pay period according to the following schedule:

<u>Length of Service</u>	<u>Number of Accrued Vacation Hours</u>
After One full year	80 hours
After Five full years	120 hours
After Twelve full years	160 hours
After Twenty full years	200 hours

Section 2. Vacation time is not used in calculating overtime.

Section 3. When a paid holiday falls within an Employee's scheduled vacation, the paid holiday will not be counted as a day of vacation.

Section 4. All vacation must be properly recorded on the Township's Time Sheet, including the number of hours and date taken.

Section 5. Vacation pay shall be computed based on the Employee's base hourly rate (straight time) only.

Section 6. Upon termination of employment, the Employee shall be paid for any unused vacation at his/her last hourly wage rate/salary provided the employee signs a release indicating they have no claims against the Township regarding their employment or termination, and are owed no additional compensation for any reason..

Section 7. One hundred sixty (160) hours carry over to a succeeding year is allowed. There shall be no carry over for any given year in excess of one hundred sixty (160) hours.

Section 8. Employee shall be entitled to 100% compensation for his or her remaining unused vacation days upon separation from employment. Employees must notify Payroll Department in

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writing of their intent regarding disposition of accrued, unused, vacation days (i.e., to be compensated or to be used).

Section 9. Township retains final discretionary authority to schedule and change vacation schedules in order to ensure orderly operations.

Section 10. Employees may take vacation days one day at a time with the Department Head's approval. Vacation requests exceeding four (4) concurrent workdays must have the Township Supervisor's approval.

## SECTION 100.1

### PAID PERSONAL/SICK DAYS

---

Employees shall be on the job each scheduled day of his/her respective work week, other than when excused due to vacation, or in connection with other permitted absences under this Agreement. Leaves of absence for all full-time Employees for reasons other than vacation, holidays, funeral leave, or other permitted absences ("personal leave"; "personal leave days" or; at times, "personal days") will be with pay and are governed by the following:

- a. Employees shall accrue personal leave days with pay as of January 1 of each year. The days can be used before they are fully accrued. If you leave employment and have used but not accrued the same number of personal days, the days in excess of those accrued must be paid back.
- b. No personal leave will accrue to a newly hired Employee while on probationary employment with the Township.
- c. Full-time Employees shall be entitled to 92 hours of personal leave per year.
- d. Up to 40 hours unused personal leave remaining at year's end may be compensated at the rate of 100%.
- e. Earned personal leave days are non-cumulative and may not be carried over to the next calendar year.
- f. In the event of work-incapacitating injury or illness for which an Employee is, or may be, eligible for work disability benefits under Worker's Compensation Law, such Employee must use his/her accumulated personal leave to augment the difference between the amount of weekly Worker's Compensation benefits and his/her regular salary or wage.

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## SECTION 100.2

### HOLIDAYS

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The following holidays are observed at the Charter Township of Garfield

- a. New Year's Day
- b. Martin Luther King Day
- c. President's Day
- d. Memorial Day
- e. Independence Day
- f. Labor Day
- g. Veterans Day
- h. Thanksgiving Day
- i. Christmas Eve Day
- j. Christmas Day
- k. New Year's Eve Day

When a holiday falls on a Friday or Saturday, employees normally scheduled for work on a Monday through Thursday basis shall observe the holiday on the Thursday proceeding the Friday or Saturday holiday.

When the holiday falls on Sunday, all employees normally scheduled for work on a Monday through Thursday basis shall observe the Monday following as the Sunday holiday.

Employees are required to work their last scheduled workday prior to, and their first scheduled workday following a recognized holiday, to be paid for the holiday.

Holiday credits will be given to employees while on paid sick leave or on vacation. However, holiday credits will not be granted to an employee on an unpaid leave of absence.

New employees are eligible for holiday pay immediately upon employment with the Township.

Hourly employees scheduled to work the observed holiday will be paid one-and-one-half (1-1/2) times their base wage rate for the hours worked.

Salaried employees required to work the observed holiday are not eligible for earned time off or overtime pay. However, the Township Board, or its designated subcommittee, may waive this

# *The* CHARTER TOWNSHIP *of* GARFIELD

policy under exceptional circumstances.

## **SECTION 100.3**

### **BEREAVEMENT LEAVE**

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In the event of a death of an immediate family member (father, mother, sibling, spouse, child, mother-in-law, father-in-law, stepmother, stepfather, stepchild, grandparents (whether spousal or lineal), grandchildren, brother-in-law, sister-in-law, son-in-law, daughter-in-law), full-time Employees will be eligible for up to three (3) consecutive paid leave days. For any days taken thereafter, give notice to your Department Head, and not that these additional days shall be charged against an employee's PTO accrued time.

## **SECTION 100.4**

### **SPECIAL LEAVE OF ABSENCE**

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Administrative or special leave of absence may be granted to Township employees upon the Township Supervisor and the personnel committee's approval. A special leave of absence (e.g., non-medical/illness, maternity leave, care for a newborn, an adopted child or a foster child within a year of the child's arrival, to care for a seriously ill child, parent or spouse, and if the employee's own medical condition prevents him/her from doing his/her job) may be granted up to a period of twelve (12) consecutive weeks.

Employees will not be compensated by the Township during the duration of the special or administrative leave, and neither are they entitled to any government compensation, such as unemployment. However, the Township will continue paying health care premiums on behalf of the employee on such leave.

Special or administrative leave time taken will run concurrently with an employee's available vacation and sick time. The employee on an approved special leave of absence must exhaust all paid leave, including vacation, personal, etc.

Upon return from a special leave of absence, the township will make every attempt to restore the employee to their job or an equivalent position, but restoration cannot be guaranteed.

The Township will not pay health insurance premiums for employees on personal leave beyond 12 weeks. However, the employee may contact the Township Clerk to arrange to pay the premium; if no arrangements are made, the coverage will cease.

Employees will not earn vacation and sick leave accruals while on unpaid personal leave.



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In the event that an employee is granted a special leave of absence for their own medical condition, the township reserves the right to require a certification from a physician confirming that the employee may return to work and any restrictions that may apply.

A date of return will be established at the beginning of the leave. An employee who fails to return by the expected date is considered to have voluntarily resigned.

## **SECTION 100.5**

### **MILITARY LEAVE OF ABSENCE**

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Employees who are inducted into the U.S. Armed Forces or who are Reserve members of the Armed Forces will be granted leaves of absence for military training, military service, or other military obligations in compliance with state and federal law. Military leave is generally without pay; however, upon presentation of a military pay voucher, the township will pay an employee the difference between his/her military pay and the employee's normal wages/salary for up to two weeks (but only if the military pay is less than the employee's normal wages).

Employees are requested to notify their supervisor as soon as they are aware of any military obligation. The township may require the employee to produce copies of any military orders received.

An employee out on military leave will retain their health insurance coverage for the first 31 days of uniformed service. Employees on military leaves of absence for longer than 31 days will be eligible for continuation of township health benefits for up to 24 months at the employee's expense. Employees taking military leaves of absence may utilize any accumulated unused vacation time and personal time. They are also eligible for reinstatement to their former position or one comparable to it as provided under state and federal law so long as they apply for reinstatement under the time frames established by law.

## **SECTION 100.6**

### **JURY DUTY**

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Section 1. During the period of up to 10 days when an employee is performing jury duty service or is required to serve as a witness in conjunction with their official duties as a result of being served with a subpoena, the Township will pay him/her the difference, if any, between his/her fees for jury service or witness service and the pay he/she would have received had he/she worked his/her scheduled shifts during his/her period of jury duty or witness service, provided the employee submits official evidence of their service. An Employee must give the Township

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Supervisor, or designee, prompt notice of his/her call for service and thereafter provide evidence of his/her performance of jury duty or witness service and the receipt of any fees. Any exceptions to this practice must be approved by the Board.

Section 2. An Employee called for jury duty that is not selected, or who serves less than a full day, shall report to work for the balance of the day.

## **SECTION 100.7**

### **ADVERSE WEATHER CONDITIONS**

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Any time the Township's Supervisor deems it necessary to close Township offices and operations due to adverse weather conditions, any employees scheduled to work will be paid their regular wages.

## **SECTION 110.0**

### **WORK ENVIRONMENT**

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## **SECTION 110.1**

### **PERSONAL APPEARANCE**

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The Charter Township of Garfield is highly visible organization in the community. Appearance of employees is important when dealing with the public as well as within the organization. Therefore, every effort should be taken to make a positive impression with every personal contact with the public and with other Township employees.

All employees are expected to use good judgment about appropriate clothing and appearance according to weather, fashion, etc. Questions of propriety should be directed to the Township Supervisor. Business casual clothes, or the proper and complete uniform for those in uniform positions, are a minimum requirement for those of us who interact with our residents, vendors or other members of the public. Please use good judgment and good taste, remembering that rightly or wrongly, people do judge us as an organization, based in part on our appearance.

By example, but not by way of limitation, poor hygiene, extreme hair, extreme jewelry, body piercings, extensive or any offensive tattoos, clothes with offensive slogans or religious symbols,

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party clothes, shoes that do not protect the wearers feet, like slippers, beach wear, short shorts, micro mini-skirts, sagging pants or the display of any underwear, is prohibited.

Employees must remember that they are constantly in the public eye and must put forth a good image of themselves and the organization. Employees' attire and general appearance must be neat, clean and proper so as to convey to the public that we are aware of our responsibilities to them, and take our positions seriously.

Failure to follow the appearance and hygiene policy may result in disciplinary action.

## SECTION 110.2

### OUTSIDE ACTIVITIES

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Employees should avoid activities outside of their employment which are in conflict or are perceived to conflict with the best interest of the Charter Township of Garfield. Community and civic memberships and activities which promote the Township are encouraged. However, activities which require staff work time must be cleared in advance with the Township Supervisor.

In the event of a potential conflict of interest as the result of an outside activity, the Township Supervisor must be notified in writing of the conflict.

Participation in any discussion or decision regarding an issue that could be affected by the conflict should be avoided.

Full-time employees are hired by Garfield Township with the understanding that Garfield Township is their primary employer. Other employment or commercial involvement which conflicts with the interest of Garfield Township is strictly prohibited. Employees should keep in mind that as public employees, they are limited from any business involvement which may conflict with their public responsibilities.

Full-time employees may accept employment in addition to their work with Garfield Township only with the advance written approval of the township supervisor. The Township Supervisor will not unreasonably refuse such requests but will evaluate any possible conflicts of interest prior to granting approval.

All employees of Garfield Township are encouraged to engage in community memberships and activities which promote the township. However, activities which require staff work time must be cleared in advance with the Township Supervisor.

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## SECTION 110.3

### CONFLICTS OF INTEREST

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State law governs Garfield Township and its employees when the Township is contemplating entering into a transaction, contract, or other arrangement that could benefit the private interests of an officer, trustee, or employee of the township. (MCL 15.321 et seq.) If any Township employee, or any business in which an employee has an ownership interest, has a financial interest in a prospective contract or other arrangement with the Township, the employee must immediately disclose the financial interest to the Township Supervisor prior to consideration of the contract by the Township board. The existence of the financial interest will be fully disclosed at a public meeting prior to any action being taken on the prospective contract.

Employees are cautioned to be aware and avoid activities that may give the appearance of a conflict of interest. We are here and entrusted with public funds and business, and must be aware of the sensibilities of our constituents. See also the Personal Relationships Policy.

## SECTION 110.4

### NO SMOKING

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The Township maintains a smoke-free environment in the interest of public and employees' health. Smoking is prohibited in the building and in the Township vehicles. Smoking, with the exclusion of marijuana or vaping, is allowed only in designated areas outside of Township buildings. This policy applies to all persons entering Township buildings.

## SECTION 110.5

### HOUSEKEEPING

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Because Township offices and operations are highly visible, all employees shall maintain a clean work area. Displays of limited personal items are permitted, however, these should not include items that might be offensive or in bad taste, or seek to advocate any religions or political position. The Township will, therefore, not tolerate any provocative, unclean, or cluttered conditions in or around work areas and Township premises and equipment.

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## SECTION 110.6

### PERSONAL PROPERTY

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The Township is not liable for loss of or damage to, personal property on its premises. The Township strongly recommends that valuable items or possessions not be brought to work. To ensure a safe work environment, the Township reserves the right to regulate personal property brought into Township buildings and/or Premises, vehicles and equipment.

## SECTION 110.7

### INFORMATION RELEASES

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Except for items of information released in the ordinary course of business, all information released from the Township or about the Township must be cleared through, and approved by, an elected official. This applies to release of any information to the news media, publication and/or distribution of any printed material which will be read by the general public, and articles which include information about the Township.

## SECTION 110.8

### SOLICITATIONS AND DISTRIBUTION

---

Employees are prohibited from engaging in solicitation of any kind for any reason during working time. Distribution of literature is prohibited during working time or in work areas.

Working time includes the actual working time (excluding designated breaks or meal periods) of both the employee performing the solicitation or distribution and the employee to whom it is directed. Work areas include all areas not open to the public.

If employees have questions about the meaning of “working time” or “work areas,” they should ask their supervisor for clarification.

## SECTION 110.9

### BUILDING SECURITY

---

The Township asks that all employees be responsible to ensure security of its premises. Employees remaining beyond the end of the regular working day shall ensure that exit doors are securely

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locked prior to leaving the premises. Employees are required to use the same process as a member of the public in order to reserve a meeting room for personal use. Same requirements apply.

The Township prohibits employees from using Township facilities and equipment for personal gains, reasons or purposes before, after or during official business hours.

## **SECTION 110.10 PERSONAL MAIL**

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The Township allows employees to purchase postage stamps within a reasonable limit. However, using the Township postage meter for personal mail is not permitted at any time.

## **SECTION 110.11 PERSONAL TELEPHONE CALLS**

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The availability of telephone lines is important for the continued operation and success of the Township's business operations.

The Township recognizes that employees may occasionally need to make or receive important personal telephone calls during the workday.

Urgent calls may be made when necessary; other necessary calls should be made or returned during a break period. The Township encourages employees to keep personal telephone calls to a minimum.

Personal long-distance calls are not permitted on Township telephone equipment, without prior approval of an elected official and must be charged to the employee's home phone or credit card.

The Township Supervisor will determine whether the telephone privilege is being abused. In such instances, the individual employee determined to be engaged in such practices will be made aware of the abuse and warned of the consequences. Violation may result in disciplinary action.

In general, use of personal electronic devices (including, but not limited to, cell phones, Blackberries, iPods, iPads, mp3 players, etc.) are discouraged. Excessive use, that could distract others or impinge on the performance of an employee, particular when their distracted behavior is visible to the public, will subject employees to disciplinary measures.

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## SECTION 110.12

### SAFETY

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It is the intent of the Township to assure a safe and healthy environment for every employee and visitor, and to comply with the Federal and State OSHA and MIOSHA regulations. The application and enforcement of this policy is the responsibility of the Personnel Committee. On-the-job accidents and near accidents present a serious threat to the physical well-being of all employees. Accident prevention calls for constant surveillance not only of the physical work area, but of work habits and procedures as well.

All employees must report all accidents/injuries and near accidents immediately to their supervisor, whether medical attention is required.

## SECTION 110.13

### CONTRACTING WITH TOWNSHIP EMPLOYEES

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No Township elected or appointed official, Trustee, Commissioner, or employee shall make a written/verbal contract or any other agreement with another employee of the Township for that employee to perform any work/services of a personal business nature while such employee is working a regular Township work schedule. No employee may contract with the Township to provide personal service or sell goods without following regular Township procurement authorization procedures.

In addition, any contracts between any employee and the Township must comply with state law (MCL 15.321 et seq.).

## SECTION 110.14

### POLITICAL CAMPAIGNING

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Conducting political campaigns, or including handing out campaign leaflets, and other materials, or posting campaign placards, posters, and literature by employees and residents in Township offices and/or premises is not permitted.

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## SECTION 110.15

### COMPUTER AND INTERNET USE

---

The Township connection to the Internet exists to facilitate the official work of Garfield Township. Access to Computer and Internet facilities and services will contribute broadly to the missions of the governing body. All employees must be aware that their use of the Township's computer and other electronic, or Township phones, even if they are in your possession, and intended for your use, are not your property, and as such you have no ownership or privacy rights as to their content. Although we do not expect to monitor your use of such devices, you must not have an expectation of privacy as to their use or the content that is stored. Without your Department Heads permission you cannot add apps or programs to any device. If approval is given, the information must be retained so the program can be deleted. You must make all passwords or other access information available to the Township Clerk.

Internet connection and services are provided for persons legitimately affiliated with the Township for the efficient exchange of information and the completion of assigned responsibilities consistent with the township's statutory purposes.

The use of Computer and Internet facilities by any employee or other person authorized by the department must be consistent with this Use Policy and other related security policies.

#### **Principles of Computer and Internet Use are required:**

1. To respect the privacy of other users. For example: users shall not intentionally seek information on, obtain copies of, or modify files or data, belonging to other users, unless explicit permission to do so has been obtained from such other user.
2. To respect the legal protection provided to programs and data by copyright and license.
3. To protect data from unauthorized use or disclosure as required by state and federal laws and township regulations.
4. To respect the integrity of computing systems. For example: users shall not use or develop programs that harass other users or infiltrate a computer or computing system and/or damage or alter the software components of a computer or computing system.
5. To safeguard individual user own accounts and passwords. Any user changes of password must follow published guidelines for valid and acceptable passwords. Accounts and passwords are normally assigned to single users and are not to be shared with any other person without authorization. Users are expected to report any observations of attempted security violations.



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## **Guidelines for passwords:**

1. No sexual content
2. No terms that are derogatory of an individual's dignity, religion, race, disability and the like.
3. No use of obscenities or curse words

## **Confidentiality and Social Media**

Employees are asked to be mindful of our non-disclosure requirements and policies relating to employee conduct when they are engaged in social networking. The Township does not consider information on social media to be private in most cases, and urges prudence in the use of the social media in all its unending and expanding forms.

Social media cannot be used to defame or denigrate fellow employees, disclose Township business, or proprietary information, nor is any Township employee authorized to speak for the Township. Be aware that if you are expressing an opinion, that it is clear to any observer that the opinions are personal to you and yours alone.

Except for records and information that the Township is legally required to provide to the public, government agencies and the like, no information about employees will be publicly released unless authorization is in writing.

## **Unacceptable Use**

It is not acceptable to use Garfield Township Computer and Internet facilities for any of the following:

- a. For downloading material from the Internet, not related to job performance.
- b. For viewing sexually explicit material;
- c. For activities unrelated to legitimate Township business;
- d. For activities unrelated to official assignments and/or job responsibilities;
- e. For any illegal purpose;
- f. For transmitting threatening, obscene or harassing materials or correspondence;
- g. For unauthorized distribution of Garfield Township data and information;
- h. To interfere with or disrupt network users, services or equipment;
- i. For private purposes such as marketing or business transactions;
- j. For solicitation related to religious and political causes;
- k. For unauthorized not-for-profit business activities;
- l. For private advertising of products or services; and for any activity meant to foster personal gain;
- m. No additions or changes to the hardware OR software without computer committee authorization;
- n. Do not move your printer or computer without the help of the system administrator;
- o. For use by other than Garfield Township employees.

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Agency Right Pursuant to the Electronic Communications Privacy Act 1986 (18 USC 2510 et. seq.).

Notice is hereby given that there are NO facilities provided by this system for sending or receiving private or confidential electronic communications. System administrators have access to all mail and user access requests and will monitor messages as necessary to assure efficient performance and appropriate use. Messages relating to or in support of illegal or which violate township Internet Use Policy activities will be reported to the computer committee or the Supervisor for investigation and forwarded to the appropriate authorities. System administrators have access to all mail and user access requests, including web based personal e-mail accounts, social networking sites, instant messaging, text messages, etc., and will monitor messages as necessary.

The Township reserves the right to log network use and monitor file server space utilization by users and assumes no responsibility or liability for files deleted due to violation of file server space allotments.

The Township reserves the right to remove a user account from the Internet network.

The Township will not be responsible for any damages. This includes the loss of data resulting from delays, non-deliveries, or service interruptions cause by negligence, errors or omissions. Use of any information obtained is at the user's risk. Any computer connected to a network should have anti-virus software installed. The township makes no warranties, either expressed or implied, regarding software obtained from this system.

The Township reserves the right to use contracted agencies when necessary.

The Township reserves the right to change its policies and rules at any time. The Township makes no warranties (expressed or implied) with respect to Internet service, and it specifically assumes no responsibilities for:

1. The content of any advice or information received by a user outside Garfield Township or any costs or charges incurred as a result of seeking or accepting such advise;
2. Any costs, liabilities or damages caused by the way the user chooses to use his/her township Internet access;
3. Any consequences of service interruptions or changes, even if these disruptions arise from circumstances under the control of the agency. The Township's Internet services are provided on an as is, as available, basis.

## **Enforcement and Violations**

This policy is intended to be illustrative of the range of acceptable and unacceptable uses of the Internet facilities and is not necessarily exhaustive. Questions about specific uses related to security issues not enumerated in this policy statement and reports of specific unacceptable uses should be directed to the Supervisor and Clerk in writing. Other questions about appropriate use should be directed to your supervisor.

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The Supervisor and Clerk will review alleged violations of the Internet Use Policy on a case-by-case basis. Violations of the policy which are not promptly remedied will result in termination of Internet services for the person(s) at fault, and referral for disciplinary actions as appropriate.

## **Disciplinary Action**

- First Violation: A written warning placed in the user's personnel file
- Second Violation: Termination

## **SECTION 110.16**

### **SOCIAL SECURITY NUMBER PRIVACY**

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1. **Purpose.** This Privacy Policy sets forth the Township's policies and procedures regarding how Social Security numbers are obtained, stored, transferred, used, disclosed and disposed.
2. **Policy.** It is the policy of the Township to protect the confidentiality of Social Security numbers obtained in the ordinary course of Township business from employees, vendors, contractors, customers or others. No person shall knowingly obtain, store, transfer, use, disclose, or dispose of a Social Security number that the Township obtains or possesses except in accordance with the Act and this Privacy Policy.
3. **Procedure.**

**a. Obtaining Social Security Numbers;** Social Security numbers should be collected only where required by federal and state law or as otherwise permitted by federal and state law for legitimate reasons consistent with this Privacy Policy.

Legitimate reasons for collecting a Social Security number include, but are not limited to:

1. Applicants may be required to provide a Social Security number for purposes of a pre-employment background check.
2. Copies of Social Security cards may be obtained for purposes of verifying employee eligibility for employment.
3. Social Security numbers may be obtained from employees for tax reporting purposes, for new hire reporting or for purposes of enrollment in, and administration of, any Township employee benefit plans.

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4. Social Security numbers may be obtained from creditors or vendors for tax reporting purposes.

**b. Public Display.** All or more than four sequential digits of a Social Security number shall not be placed on identification cards, badges, timecards, employee rosters, bulletin boards, permits, licenses or any other materials or documents designed for public display. Documents, materials or computer screens that display all or more than four sequential digits of a Social Security number shall always be kept out of public view.

**c. Account Numbers.** All or more than four sequential digits of a Social Security number shall not be used as a primary account number for an individual.

**d. Computer Transmission.** All or more than four sequential digits of a Social Security number shall not be used or transmitted on the Internet or on a computer system or network unless the connection is secure, or the transmission is encrypted. No individual shall be required to use or transmit all or more than four sequential digits of his or her social security number to gain access to a Township website or a computer system or network unless the connection is secure, the transmission is encrypted, or a password or other unique personal identification number or other authentication device is also required to gain access to the internet web site or computer system or network.

**e. Mailed Documents.** Township documents containing all or more than four sequential digits of a Social Security number shall only be sent in cases where state or federal law, rule, regulation, or court order or rule authorizes, permits or requires that a Social Security number appear in the document. Documents containing all or more than four sequential digits of a Social Security number, that are sent through the mail, shall not reveal the number through the envelope window or otherwise be visible from outside the envelope or package.

**f. Freedom of Information Act.** Where all or more than four sequential digits of a Social Security number are contained within a document subject to release under the Freedom of information Act, the Social Security number shall be redacted or otherwise rendered unreadable before the document or copy of a document is disclosed.

**g. Storage.** All documents containing Social Security numbers shall be stored in a physically secure manner. Social Security numbers shall not be stored on computers or other electronic devices that are not secured against unauthorized access.

**h. Access to Social Security Numbers.** Only personnel who have legitimate business reasons to know will have access to records containing Social Security numbers. The department heads having access to records containing Social Security numbers shall determine which other personnel within their departments have a legitimate reason in the Township's ordinary course of business to have access to such Social Security numbers. Personnel using records containing Social Security numbers must take appropriate steps to secure such records when not in immediate use.

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**I. Disposal.** Documents containing Social Security numbers will be retained in accordance with the requirements of state and federal laws. At such time as documents containing Social Security numbers may be disposed of, such disposal shall be accomplished in a manner that protects the confidentiality of the Social Security numbers, such as shredding.

- 1. Unauthorized Use of Disclosure of Social Security Numbers.** The Township shall take reasonable measures to enforce this Privacy Policy and to correct and prevent the reoccurrence of any known violations. Any employee, who knowingly obtains, uses or discloses Social Security numbers for unlawful purposes or contrary to the requirements of this privacy policy shall be subject to discipline up to and including discharge. Additionally, certain violations of the Act carry criminal and/or civil sanctions. The Township will cooperate with appropriate law enforcement or administrative agencies in the apprehension and prosecution of any person who knowingly obtains uses or discloses Social Security numbers through the Township for unlawful purposes.

## SECTION 120.0

### PERSONAL RESPONSIBILITY

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## SECTION 120.1

### STANDARDS OF CONDUCT & PERSONAL RELATIONSHIPS

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#### **Standards:**

These rules governing personal conduct are intended to promote the orderly and efficient operation of Garfield Township, as well as to protect the rights of all our employees. The following conduct is prohibited and will not be tolerated by Garfield Township. This list is for illustration purposes only; other types of conduct that may jeopardize the personal safety, security or welfare of Garfield Township or its employees may also be prohibited. This list is not intended to modify your at-will employment relationship.

1. Consuming, possessing, reporting to work under the influence of, or working under the influence of "controlled substances" or alcoholic beverages or other drugs or narcotics, regardless of whether they are legal or not.
2. Theft, deliberate or careless damage of any property of Garfield Township or the property of any employee, or vendor, or constituent.
3. Unauthorized use of the property, equipment, or facilities of Garfield Township. Unauthorized

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- use of telephones for personal use during working hours or use or possession of another employee's personal equipment or possessions without the employee's consent.
5. Removal of any property or records from the premises of Garfield Township without permission from your Department Head.
  6. Insubordination or refusal to obey or willful failure to carry out verbal or written instructions of supervisory personnel.
  7. Provoking a fight, unwelcome touching of others or fighting during working hours or at any time on the property of Garfield Township; Participating in horseplay or practical jokes during working hours on our premises.
  8. Sale, trade or carrying firearms or any other dangerous weapons at any time on our premise, even if carried lawfully owned and carried pursuant to a Concealed Weapons Permit.
  9. Falsifying or omitting pertinent information from records or revealing confidential information to unauthorized persons.
  10. Dress or appearance inappropriate to the business of Garfield Township.
  11. Bullying, harassment, threatening, intimidating or unprofessional behavior.
  12. Attendance problems or failure to observe working schedule, including lunch and rest periods.
  13. Abuse of paid time off.
  14. Failure to provide a physician's certificate when requested or required to do so.

### **Personal Relationships:**

The Township strives to provide a work environment that is collegial, respectful and productive. This policy establishes rules for the conduct of personal relationships between employees, including supervisory personnel, and elected officials and appointed persons to prevent conflicts and maintain a productive and friendly work environment.

A "personal relationship" is defined as a relationship between individuals who have or have had a continuing relationship of a romantic or intimate nature, or, those related by blood or marriage or those who for mutual support occupy the same household.

An employee who is involved in a personal relationship must report that to the Township Supervisor as soon as the relationship exits.

An employee may not occupy a position in the same department and work directly for or supervise the employee with whom he or she has the relationship. Supervisors and managers are prohibited from dating subordinates and may be disciplined for such actions, up to and including termination. No employee may initiate or participate in, directly or indirectly, decisions involving a direct benefit, such as initial hire or rehire, promotion, salary, performance appraisals, work assignments or other working conditions to those related by blood or marriage, membership in the same household, or persons with whom employee otherwise has a personal relationship.

The Township reserves the right to take prompt action if an actual or potential conflict of interest arises concerning individuals who engage in a personal relationship. The Township may act so as to affect their terms and conditions of employment. When a conflict or the potential for conflict

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arises because of a personal relationship the employees may be separated by reassignment, or reporting realigned, or terminated from employment.

When a conflict or a potential for conflict affecting terms or conditions of employment arises because of the relationship, the Township Supervisor will determine if there is a conflict or potential conflict, and the proper response.

## SECTION 120.2

### PERFORMANCE ISSUES/IMPROVEMENT TECHNIQUES

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The Township expects employees to perform their position's assigned duties at or above satisfactory levels; to render prompt, courteous, and efficient service; to conduct themselves in accordance with established policies and procedures; and to comply strictly with all laws, rules and regulations applicable to their activities.

The objective of disciplinary action is to correct problem situations, provide an atmosphere in which the employee can learn from past mistakes, while minimizing the employee's loss of dignity and self-esteem. Disciplinary action is not punitive in nature and should be undertaken from a positive viewpoint and not with the intent to punish. This policy is not intended to modify the at-will employment relationship.

Disciplinary actions will be handled on a fair and equitable basis and will be flexible and be reasonable in their appropriateness to the problem situation.

The Township Supervisor is responsible for the performance and conduct of employees and keeping them informed of their status. Additionally, the Township Supervisor is responsible for monitoring, identifying, documenting and attempting to correct problem situations.

Action should be taken as soon as the Township Supervisor has knowledge of a performance or conduct problem. Disciplinary action should be based on the Township Supervisor's objective investigation and review of all factors, considering the following:

1. Whether or not the employee would have or should have knowledge of the expectations that have not been met.
2. The Objective, factual, job-related nature of the problem.
3. The prior performance and conduct.  
The period of time since last misconduct or deficient performance.
4. Any extenuating circumstances.
5. Length of service.

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## SECTION 120.3

### DISCIPLINARY ACTION

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The normal sequence of performance improvement and disciplinary action will occur as outlined below. The duration of each step will depend upon the seriousness of the situation. Depending on the seriousness of the situation, the Supervisor may skip some or all of the steps, and the Township reserves the right to proceed immediately to discharge under appropriate circumstances.

1. **Verbal Warning** or counseling by management or the Supervisor will be documented. It is intended to informally discuss Township expectations and to clearly state a period of time when the parties will meet again to determine if improvement has been satisfactory. The seriousness of the problem and the possible consequences of inaction on the part of the employee in correcting the problem will be outlined in writing as well as a review of specific policies which apply to the situation
2. **Written Warning** by Management with Supervisor's oversight will conduct a session with the employee to document their deficiencies, identify applicable policies and standard expectations. The session will clearly state what and when management will expect of the employee to attain satisfactory improvement. The seriousness of the problem and the possible consequences of inaction on the part of the employee in correcting the problem will be outlined in writing as well as a review of specific policies which apply to the situation.
  - a. If the issues relate to performance, a Performance Improvement Plan (PIP) may be created to guide the employee to greater success.
  - b. If the matter relates to conduct, a Last Chance Agreement may be required.

The session will be accompanied by a formal, **written documentation**. The Written Warning will include the date, a description of the problem, specific corrective action to be taken by the employee over a designated period of time, and signature of person issuing written warning.

The employee will review the written warning documenting the session, add any comments desired any time within the next week, and will be asked to acknowledge their receipt of the document by their signature. A copy of the document will be provided to the employee.

The Township Supervisor will sign the Written Warning and forward copies to the Township Clerk for review and filing in the employee's personnel file.

If an employee has incurred a second Written Warning within 2 years there will be a formal consultation among the employee's manager, the Clerk and the Supervisor regarding the appropriateness of retaining the employee, or releasing the employee, or in the case of



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inadequate performance, allowing the employee to resign.

3. **Suspension/Termination** actions are initiated by the Supervisor with management concurrence. In the case of suspensions, with or without pay, for misconduct, and depending on the circumstances as determined by the Supervisor and Township Clerk and management, the employee may be returned with a Last Chance Agreement. It will contain specific terms and consequences and the time period for attaining satisfactory status. The employee will be given an opportunity to sign the Last Chance Agreement or resign.

A weekly review of the situation when employees are suspended will be made by the Supervisor and Clerk to determine if the employee will be returned to his/her duties under any conditions, or if suspension will continue, or if discharge is warranted.

In the case of terminations for performance or misconduct the Supervisor, with management concurrence must confirm that the conduct or performance standards that were expected were known, or should have been known, by the employee but have not been met. Terminations will become final after 3 days to allow an investigation to be concluded by the Supervisor, to which the separated employee may comment, that can be reported to the Board as to the basis for the decision and why the Supervisor, with management's concurrence has concluded the performance, conduct or misconduct of the individual does not, or has not met Township standards. In accordance with law, and employee may timely appeal their termination to the full Board in a closed or open session.

## SECTION 120.4

### ANTI- BULLYING AND HARASSMENT POLICY

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We strive to maintain a refined, pleasant working environment free from intimidation, humiliation, and insult. Bullying, unwanted touching, or harassment based on any lawfully protected characteristic, which includes race, color, religion, gender, sex, genetic, national origin, age, disability, height, weight and marital status, and military or veterans status will not be tolerated.

#### 1. Definitions

Harassment is defined as verbal or physical conduct or communication when:

- a. Submission to the conduct or communication is made either an explicit or implicit term or condition of the working relationship;
- b. Submission to or rejection of the conduct or communication by an individual is used as a basis for a decision affecting that individual's working relationship with Garfield Township; or
- c. The conduct or communication has the purpose or effect of unreasonably interfering with

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an individual's relationship with Garfield Township or creating an intimidating, hostile or offensive work environment.

Examples of prohibited sexual harassment include, but are not limited to: unwelcome sexual advances; requests for sexual favors and other verbal abuse of sexual nature; graphic verbal commentary about an individual's body, sexual prowess or sexual deficiency; sexually degrading, lewd, or vulgar words to describe an individual; stalking; leering; pinching or touching a private area of the body; displaying sexual suggestive objects, pictures, posters or cartoons.

Examples of prohibited harassment based on characteristics other than sex include, but are not limited to, insults based on a protected characteristic, verbal, written, graphic or physical conduct or communication degrading or hostile to a person based on a protected characteristic.

Harassment prohibited by this policy must be distinguished from conduct or communication that, even though unpleasant or disconcerting, is not inappropriate in the context of carrying out instructional, advisory, counseling or supervisory responsibilities.

Bullying is defined as:

Intentional conduct designed to, or that does harm, coerce, intimidate or humiliate another employee. It can take many forms, and the person(s) who are responsible for this misconduct will be disciplined, up to and including terminations.

## **2. Reporting a Violation**

If an employee believes that a violation of this policy has occurred, if they were the person harassed or bullied, or if another employee was, the employee has an obligation to report the alleged violation immediately to either the Township Clerk, to the Township Supervisor or to a member of the Township Board. See sample attached Complaint Form, an additional copy can be obtained from the Clerk's office. While there is no requirement that the incident(s) be reported in writing, a written report that details the nature of the harassment, dates, times and other persons present will enable the Township to take effective, timely and constructive action. An investigation of all complaints will begin promptly.

## **3. Investigation**

After notification of the complaint, an investigation will be initiated to gather relevant facts about the complaint. An investigation may include interviews of possible witnesses including the person claiming the harassment occurred, and the person or persons claimed to be involved in or witnesses to the harassment.

The Township will conduct all investigations as confidentially and objectively as possible, to the extent consistent with thorough investigation and appropriate corrective action.

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## **4. Resolution**

After the investigation has been completed, a determination will be made regarding the appropriate resolution of the matter. The determination will be reported to the employee who was allegedly subjected to harassment. If the investigation establishes that harassment or other inappropriate behavior has occurred, immediate and appropriate corrective action, up to and including termination of the working relationship for the employee who was responsible for the misconduct, will be taken to stop the harassment and prevent its recurrence.

Be assured that misconduct, including unprofessional, bullying or harassing conduct or behavior, will be dealt with appropriately. Responsive action would be at the Township's discretion and could include but would not be limited to the following: counseling, warning, demotion, suspension, reprimand, and decrease in pay, reassignment, transfer, or termination.

## **5. Good Faith Rule and False Claims**

The Township takes all reports of harassment seriously and will investigate all alleged violations of this policy. Therefore, employees are expected to bring violations to the Township's attention in good faith. Good faith means that the employee has a sincerely held belief, even if erroneous, that the policy has been violated.

## **6. No Retaliation**

The Township will not tolerate retaliation against any employee or other person who in good faith reports a violation or perceived violation of this policy, or retaliation against any employee or other person who participates in any investigation as a witness or otherwise. Retaliation is a serious violation of this policy and is subject to the investigation and corrective measures described in this policy. Any acts of retaliation must be promptly reported to the Township Clerk, the Township Supervisor, or a Member of the Township Board.

## **SECTION 130.0**

### **RECONCILIATION AND MEDIATION PROCEDURE**

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The Township has an open-door policy which encourages employees to raise disputes with their Department Head or supervisor. If the problem is not able to be resolved at that stage, then the employee may discuss it with the Township Supervisor, who will commit to mediating or working out a resolution.

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## SECTION 140.0

### RESIGNATION/TERMINATION

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Written notification of voluntary termination by an employee, whether hourly or salaried, is required. All employees who plan to resign voluntarily should notify the Township Supervisor of their intention two (2) weeks in advance of the effective date of said resignation. Employees who fail to give appropriate notice of resignation will be ineligible for rehire.

Should a telephone resignation occur, it should be followed by a letter of confirmation from the employee.

The Township Supervisor will forward all resignation notices to the Township Clerk to ensure proper records are filed in the employee's personnel file.

Unauthorized absence from work for a period of three (3) consecutive working days is considered a voluntary resignation, and you will be separated from employment.

Employment with the Township shall be at such compensation and on conditions as Elected Officials shall determine and may change from time to time. Such employment shall be of no definite term and may be terminated by either party at will, with or without cause and with or without notice. This statement of the at-will status of employment with the Township may not be orally amended or altered, and no representative, department head or other staff of the Township, other than by action of the Board of Trustees, is authorized to make any promises or statements which would amend, alter or change this status. In addition, this statement of the nature of employment with the Township supersedes all prior written and oral communications and prior practices concerning such employment.

## SECTION 150.0

### CONCLUSION

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The Township is continually engaged in reviewing and adjusting its policies and benefits to reflect changes in its environment and the economy. This Employee Handbook is intended only as a guide to current personnel policies, procedures and benefits. Neither this Employee Handbook nor any other document, usage or practice should be construed or relied upon as restricting the Township from future changes it deems necessary or appropriate, nor should they be construed or relied upon as a contract.

*The* CHARTER TOWNSHIP of GARFIELD

SECTION 160.0

CHARTER TOWNSHIP OF GARFIELD

EMPLOYEE RECEIPT CERTIFICATION OF

PERSONNEL POLICIES AND EMPLOYEE HANDBOOK

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I hereby certify that I have been provided with a copy of the Charter Township of Garfield's Personnel Policies and Employee Handbook, and that I understand and agree to abide by these policies as presented. I understand that the Employee Handbook supersedes all previous Employee Handbooks and replaces any oral or written representations contrary to the provisions in the Employee Handbook. I understand that the Employee Handbook may be amended or revised, in whole or in part, at any time by the Township Board at its sole discretion

I also understand and agree that my employment is at-will and that both the Township and I remain free to choose to end our working relationship with or without cause, and with or without notice, at any time. I further understand that only the Township Board has any authority to enter into any agreement which must be in writing.

DRAFT

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

Personnel Policies and Employee Handbook No. \_\_\_\_\_

Issued To: \_\_\_\_\_  
Employee

\_\_\_\_\_  
Date

# The CHARTER TOWNSHIP of GARFIELD

## Tuition Reimbursement Agreement & Request for Approval (2 pages)

Employee Name \_\_\_\_\_

Institution Name \_\_\_\_\_ Course Purpose \_\_\_\_\_

Courses Are:  Work Related  Degree Program  Post Graduate

Course Title		Tuition Amount	\$
Course #			
Course Title		Tuition Amount	\$
Course #		Textbook Amount	\$
# Credits		Lab/Reg. Fees	\$
Course Dates		Total Amount:	\$

Is other assistance being paid for the course?  Yes  No

If yes, source \_\_\_\_\_ Amount \$ \_\_\_\_\_ Book(s) \$ \_\_\_\_\_

I hereby apply for reimbursement of the above courses in accordance with Garfield Township's policy; I understand that **this form must be submitted prior to starting the course(s)** and that:

1. on completion of the course, tuition expense receipts, book receipts, and laboratory/registration fee receipts (if applicable) must be submitted prior to reimbursement.
2. A certified grade transcript must be submitted to with the request for reimbursement course completion.
3. The monetary reimbursement received will be considered a loan for a one (1) year period for work-related courses or for a degree program upon course completion or reimbursement, whichever is later. Should I voluntarily terminate my employment prior to the end of the one year period, I will reimburse the Township and I authorize recovery of these monies from my final paycheck. Should the final check not cover the amount due, I will agree to repay the balance within 30 days from the last day of employment.

The Township reserves the right to refuse reimbursement for any course, in its sole discretion.

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

Date \_\_\_\_\_ Supervisor \_\_\_\_\_ Approved \_\_\_\_\_ Not Approved \_\_\_\_\_

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_____	_____	_____	_____
Date	Clerk	Approved	Not Approved
_____	_____	_____	_____

**Reimbursement Information:**

Please issue check to employee. Receipts are required for reimbursement.

Reimbursement Amount:	\$		
90% A	_____		
85% B	_____		
75% C	_____	Charge Account No.:	Dept. No.:
75% Pass/Satisfactory	_____		
<b>Authorized By:</b>		Date	
		:	

DRAFT

# The CHARTER TOWNSHIP of GARFIELD

## CONFIDENTIAL COMPLAINT FORM

Thank you for bringing your concern to our attention. We will try to promptly resolve your inquiry. Feel free to keep in touch with us during the process. Please fully complete this form and return it to the Township Clerk or Supervisor. Use the reverse side if you need additional room for any answer.

Date:

Your Name:

Telephone:

Email:

Address:

Please check if you wish to remain anonymous

Are you making this complaint on behalf of yourself, another employee, or someone else?

Myself  Another Employee  Someone Else

Please indicate the subject of your Complaint.

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> Attendance           | <input type="checkbox"/> Promotion             | <input type="checkbox"/> Other – State the basis   |
| <input type="checkbox"/> Benefits             | <input type="checkbox"/> Retaliation           | <input type="checkbox"/> Bullying, harassment, discrimination or retaliation – State the basis |
| <input type="checkbox"/> Discipline           | <input type="checkbox"/> Violations of the Law |  |
| <input type="checkbox"/> Performance Reviews  | <input type="checkbox"/> Citizen interaction   |  |
| <input type="checkbox"/> Personality Conflict | <input type="checkbox"/> Work Rules or Policy  |  |
|   | <input type="checkbox"/> Work Safety           |  |
- 

Have you held a discussion with your Supervisor?

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

No, Why not: \_\_\_\_\_

State the facts, events and circumstances that caused you to file this Complaint. Please indicate your conduct, if any, which may have contributed to this situation. Continue on back or attach additional sheets if necessary:

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Please indicate what action or change you are seeking to resolve this Complaint:

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Signature:

Date:

Outcome (for internal use) Date Received and Date Closed, Responsible person.