

CHARTER TOWNSHIP OF GARFIELD
VIRTUAL TOWNSHIP BOARD REGULAR MEETING

Tuesday, December 8, 2020 at 6:00 pm
Garfield Township
3848 Veterans Drive
Traverse City, MI 49684
Ph: (231) 941-1620

The Tuesday, December 8, 2020 Township Board regular meeting at 6:00 pm will be held virtually due to the revised Michigan Department of Health & Human Services Emergency Order dated November 18, 2020. The Open Meetings Act, as amended by Public Act 228 of 2020, allows virtual meetings to be held for any reason through December 31, 2020. Please visit our website (www.garfield-twp.com) for information on how to contact the Board member(s) to provide input on any business that will come before the Board.

You are invited to join the Township Board of Trustees meeting on December 8, 2020 at 6:00 pm. Please click the link below to join the webinar:

<https://us02web.zoom.us/j/86284184160>

Or iPhone one-tap :

US: +13017158592,,86284184160# or +13126266799,,86284184160#

Or Telephone:

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

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

Webinar ID: 862 8418 4160

International numbers available: <https://us02web.zoom.us/u/kTGkoa29>

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 – November 10, 2020 Regular Board Meeting
November 18, 2020 Special Board Meeting
December 1, 2020 Special Board Meeting
(Recommend Approval)
- b. Bills -
 - (i) General Fund \$475,027.30
(Recommend Approval)

 - (ii) Gourdie-Fraser
Developer's Escrow Fund – Storm Water Reviews and
Utility Plan Review, Oversight & Closeout \$ 22,095.00
Utility Receiving Fund 15,362.74
Total \$ 37,457.74
(Recommend Approval)
- c. MTT Update (Receive and File)
- d. Resolution 2020-28-T – a resolution for Adoption of Poverty/Hardship Exemption Policy
(Recommend Approval)
- e. Close-out and Turnover documents for Randolph Street Sewer Extension
(Recommend Approval)
- f. Close-out and Turnover documents for Chelsea Park West
(Recommend Approval)
- g. Request for hazard pay for election workers using CARES Act grant money
(Recommend Approval)
- h. Resolution 2020-41-T – a resolution to Amend the Budget (Recommend Approval)
- i. Resolution 2020-42-T – a resolution to Amend the Budget (Recommend Approval)
- j. Resolution 2020-43-T – a resolution to Amend the Budget (Recommend Approval)
- k. Consideration of consent to add Mobile Medical Response, Inc. (MMR) to our existing
agreement with North Flight (Recommend Approval)

4. Items removed from the Consent Calendar

5. Correspondence

- a. Grand Traverse Conservation District November 2020 Report
- b. Public Comments on Oakleaf Village:
 - Letter from Haggard's Plumbing and Heating dated November 23, 2020
 - Email from John Huschke dated December 1, 2020

6. Reports

- a. County Commissioner's Report
- b. Construction Report
- c. Sheriff's Report
- d. North Flight Report
- e. Parks & Recreation Report
- f. Planning Dept. Monthly Report for November-December, PD 2020-160
- g. Clerk's Report
- h. Supervisor's Report

7. Unfinished Business

- a. Public Hearing – PD Report 2020-159 – Oakleaf Village of Garfield Township PUD Final Review
- b. Public Hearing - Garfield Township Budgets for 2021 (General Fund, Fire Fund, Public Improvement Fund, Budget Stabilization Fund, DPW Fund, Park System Fund, Street Light Fund, and Special Assessment District Fund)

8. New Business

- a. Consideration of PD 2020-158 – Requirements for Siting Solar Energy Systems – Introduction and schedule for public hearing for January 12, 2021
- b. Consideration of Resolution 2020-27-T, a resolution refusing the ownership, operation, maintenance, and administrative responsibilities for the drinking water system at Meadow Lane Mobile Home community
- c. Consideration of Resolution 2020-30-T 2021 General Fund Budget
- d. Consideration of Resolution 2020-31-T 2021 Fire Fund Budget
- e. Consideration of Resolution 2020-32-T 2021 Public Improvement Road Fund Budget
- f. Consideration of Resolution 2020-33-T 2021 Budget Stabilization Fund Budget
- g. Consideration of Resolution 2020-34-T 2021 DPW Fund Budget
- h. Consideration of Resolution 2020-35-T 2021 Park System Fund Budget
- i. Consideration of Resolution 2020-36-T 2021 Street Light Fund Budget
- j. Consideration of Resolution 2020-37-T 2021 Special Assessment District Fund Budget
- k. Consideration of Resolution 2020-38-T Clerk's Salary

- l. Consideration of Resolution 2020-39-T Supervisor's Salary
- m. Consideration of Resolution 2020-40-T Treasurer's Salary
- n. Consideration of Resolution 2020-29-T Annual Exemption Option as Set Forth in 2011 Public Act 152, The Publicly Funded Health Insurance Contribution Act
- o. Consideration of the Township's liability insurance renewal plan
- p. Consideration of Payment in Lieu of Taxes for Village Glen Apartments
- q. Consideration of Applicants for Board Appointments by Committee
- r. Consideration of amending the Trustees Per Diem Policy
- s. 2021 Township Board meeting dates

9. Public Comment

10. Other Business

11. Adjournment

Lanie McManus, Clerk

The Garfield Township Board will provide necessary reasonable auxiliary aids and services, such as signers for hearing impaired and audio tapes of printed materials being considered at the meeting to individuals with disabilities upon the provision of reasonable advance notice to the Garfield Township Board. Individuals with disabilities requiring auxiliary aids or services should contact the Garfield Township Board by writing or calling Lanie McManus, Clerk, Ph: (231) 941-1620, or TDD #922-4412.

**CHARTER TOWNSHIP OF GARFIELD
TOWN BOARD MEETING
November 10, 2020**

Supervisor Chuck Korn called the Town Board Meeting to order on November 10, 2020 at 6:00 p.m.

Pledge of Allegiance

Roll call of Board Members

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

Absent and Excused: Denise Schmuckal

1. Public Comment (6:00)
None

2. Review and Approval of the Amended Agenda - Conflict of Interest (6:01)
Agostinelli moved and Walters seconded to approve the agenda as presented.

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

3. Consent Calendar (6:01)

a. Minutes

October 27, 2020 Regular Board Meeting
October 27, 2020 Special Board Meeting
(Recommend Approval)

b. Bills

General Fund \$265,459.79
(Recommend Approval)

c. PD Report 2020-152 – Oakleaf Village of Garfield Township PUD Final Review – Schedule for public hearing on December 8, 2020.

Duell moved and Blood Law seconded to approve the consent calendar as presented.

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

4. Items Removed from the Consent Calendar

None

5. Correspondence (6:03)

- a. Grand Traverse Conservation District – October 2020 Report

6. Reports**a. Sheriff's Report (6:03)**

Lt. Chris Oosse reviewed October's statistics with board members. He added that the presidential rallies kept the department very busy but there were no incidents reported. The bike patrol was well received by the public over the summer months.

b. Parks and Rec Report (6:06)

The report was submitted in writing and Korn pointed out that the parking lot at the YMCA could not be completed this fall, but some preliminary work may be done.

c. Treasurer's Report (6:06)

Blood Law reported that the revenue sharing was in line with the budget at this time.

d. Clerk's Report (6:07)

McManus reported that the election went very well and voter turnout was excellent. She will bring budget adjustments to the next meeting.

e. Supervisor's Report (6:09)

Korn reported that he met with the incoming drain commissioner and the outgoing drain commissioner and township engineers to ensure that everyone was in agreement about the Cass Road Drainage District going forward.

7. Unfinished Business**a. Public Hearing – Consideration of resolution 2020-25-T, a resolution amending the Municipal Ordinance No. 37 – Violations Bureau (6:11)**

Korn opened the Public Hearing at 6:12pm and seeing no one wishing to speak, closed the public hearing.

Duell moved to adopt Resolution 2020-25-T, amending Ordinance No. 37, as attached to this Zoning Department Report dated November 4, 2020. Blood Law seconded the motion.

Yeas: Duell, Blood Law, Agostinelli, Walters, McManus, Korn

Nays: None

- b. **Public Hearing – Consideration of resolution 2020-26-T, a resolution adopting Ordinance No. 75 – DAS/Small Cell Wireless Facilities (6:13)**
 Zoning Administrator Mike Green said that an updated resolution is before board members. He made changes based on feedback from board members and the Township Engineer. Green reviewed the important changes with board members including added requirements for application items language requiring bonds and annual rates. Korn opened the Public Hearing at 6:24pm and seeing no one wishing to speak, closed the Public Hearing.

Agostinelli moved and Walters seconded to adopt Resolution 2020-26-T adopting ordinance No. 75, as attached to this Zoning Department Report dated November 4, 2020.

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

8. New Business

- a. **Consideration of resolution 2020-24-T, a Resolution for Approving Financial Institutions which the Township Treasurer will do business with 2021 (6:25)**

Duell moved and Agostinelli seconded to adopt Resolution 2020-24-T, a Resolution for Approving Financial Institutions which the Township Treasurer will do business with in 2021.

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

- b. **Consideration of request to add delinquent special assessments to winter tax roll (6:26)**

Agostinelli moved and Walters seconded to add delinquent special assessments to the winter tax roll.

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

9. Public Comment: (6:27)

None

10. Other Business (6:28)

The Special Board Budget meeting will be rescheduled to November 18th at 4:00pm.

11. Adjournment

Korn adjourned the meeting at 6:32pm

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

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

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

MUNICIPAL ORDINANCE NO. 37 (Violations Bureau Ordinance): AMENDMENT NO. 1

RESOLUTION #2020-25-T

A RESOLUTION TO AMEND CHARTER TOWNSHIP OF GARFIELD MUNICIPAL ORDINANCE NO. 37 (Violations Bureau Ordinance):

WHEREAS Public Act No. 12 of 1994 authorizes the Charter Township of Garfield to establish a Municipal Ordinance Violations Bureau for the purpose of accepting admissions of responsibility for ordinance violations designated as municipal civil infractions for which municipal ordinance violation notice have been issued and served by duly authorized Township officials; collecting and retaining civil fines/costs for such violations; and repealing all conflicting ordinance or parts of ordinances; and

WHEREAS the Township would like to revise the schedule of civil fines and recognize court costs as being in addition to civil fines to ensure that fines collected through the Township Violations Bureau will mirror those collected through the court system; and

WHEREAS the Township would like to make other minor corrections to its Violations Bureau Ordinance; and

WHEREAS the Township Board, after a public hearing on November 10, 2020, recommended approval of the Amendment.

NOW, THEREFORE, THE CHARTER TOWNSHIP OF GARFIELD ORDAINS:

AMENDMENT NO. 1 TO CHARTER TOWNSHIP OF GARFIELD ORDINANCE NO. 37 (Violations Bureau Ordinance):

THAT SECTION 5. SCHEDULE OF CIVIL FINES/COSTS, BE AMENDED to read in its entirety as follows:

Unless a different schedule of fines is provided for by an applicable ordinance or resolution, the civil fines payable by persons served with municipal ordinance violations notices or civil infraction citations shall be determined pursuant to the following schedule:

1 st violation within 3-year period*	\$125.00
2 nd violation within 3-year period*	250.00
3 rd violation within 3-year period*	500.00
4 th or subsequent violation within 3-year period*	1,000.00

* Determined based on the date of violation(s)

In addition to the above-prescribed civil fines, costs in the amount of \$10.00 shall be assessed by the Bureau if the fine and costs are paid within 10 days of the date of service of the municipal ordinance violation notice. If the fine and costs are not paid within 10 days of the date of service of the municipal ordinance violation notice, costs of \$20.00 shall be assessed by the Bureau. Additional fines and costs may

be assessed by the courts having jurisdiction for municipal ordinance civil infraction citations in addition to the above-prescribed civil fines.

THAT **SECTION 10. EFFECTIVE DATE**, BE AMENDED to read in its entirety as follows:

This Ordinance shall take effect seven (7) days after publication as required by law following adoption by the Township Board. Effective Date: November 22, 2020.

CHUCK KORN, Supervisor
LANIE MCMANUS, Clerk

Moved: Steve Duell

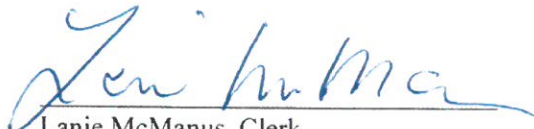
Supported: Jeane Blood Law

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

Nays: None

Absent and Excused: Denise Schmuckal

By:



Lanie McManus, Clerk

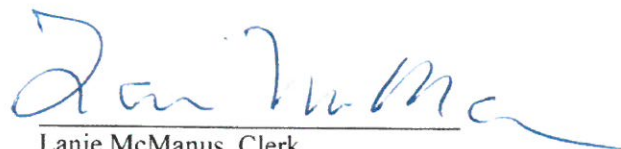
Charter Township of Garfield

CERTIFICATE

I, Lanie McManus, Clerk of the Charter Township of Garfield, do hereby certify that the above is a true and correct copy of Resolution 2020-25-T which was adopted by the Township Board of the Charter Township of Garfield on the 10th day of November 2020. Amendment No. 1 to Garfield Township Municipal Ordinance No. 37 (Violations Bureau Ordinance) shall take effect upon the expiration of seven (7) days following publication.

Dated:

11/11/2020



Lanie McManus, Clerk

Charter Township of Garfield

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

ORDINANCE NO. 75

RESOLUTION #2020-26-T

**A RESOLUTION TO ADOPT CHARTER TOWNSHIP OF GARFIELD
ORDINANCE NO. 75 (“DAS/Small Cell Wireless Facilities Ordinance”):**

At a regular meeting of the Charter Township of Garfield Board of Trustees held on November 10, 2020, at 6:00 p.m. at the Garfield Township Hall, 3848 Veterans Drive, Traverse City, Michigan, the following resolution was offered for adoption by motion of Molly Agostinelli, and supported by Dan Walters.

WHEREAS, pursuant to the Small Wireless Facilities Act, 2018 PA 365, MCL Sec.460.1301, et seq.) after a duly noticed public hearing held on the 10th day of November, 2020, the Charter Township of Garfield, by Resolution adopted the DAS/Small Cell Wireless Facilities Ordinance No. 75 to ensure compliance with 2018 PA 365 for proper review and approval of small cell wireless facilities to be in Township public rights-of-way;

NOW, THEREFORE, THE CHARTER TOWNSHIP OF GARFIELD ORDAINS:

CHARTER TOWNSHIP OF GARFIELD ORDINANCE NO. 75:

A. THAT Ordinance No. 75 BE ADOPTED to read in its entirety as follows:

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

**DAS/SMALL CELL WIRELESS FACILITIES ORDINANCE
ORDINANCE NO. 75**

**AN ORDINANCE REGULATING THE USE OF PUBLIC RIGHT-OF-WAY IN GARFIELD
TOWNSHIP FOR DAS/SMALL CELL/WIRELESS NETOWRK FACILITIES**

THE CHARTER TOWNSHIP OF GARFIELD ORDAINS:

Section 1. Definitions. For purposes of this section, the following terms and phrases shall be defined as follows:

“Act” means the Small Wireless Facilities Act, 2018 PA 365, MCL 460.1301, et seq., as the same may be amended from time to time.

“Antenna” means communications equipment that transmits or receives electromagnetic radio frequency signals used in the provision of wireless services.

“Applicant” means a wireless provider or wireless infrastructure provider that submits an application described in this article.

“Collocate” or “collocation” means to install, mount, maintain, modify, operate, or replace wireless facilities on or adjacent to a wireless support structure or utility pole. “Collocation” has a corresponding meaning.

“DAS/Small Cell/Wireless Network” shall mean any distributed antennae system or small cell communication or data wireless network.

“DAS/Small Cell/Wireless Facilities” or “DAS/Small Cell/Wireless Network Facilities” means a wireless facility that meets both of the following requirements:

- 1) Each antenna is not more than six cubic feet in volume.
- 2) All other wireless equipment associated with the facility is cumulatively not more than 25 cubic feet in volume. The following types of associated ancillary equipment are not included in the calculation of equipment volume: electric meters, concealment elements, telecommunications demarcation boxes, grounding equipment, power transfer switches, cut-off switches, and vertical cable runs for the connection of power and other services.

“Fee” means an authority one-time per small cell site charge for application processing.

“Rate” means an authority annual charge per site.

“Historic district” means an officially designated historic district.

“Make-ready work” means work necessary to enable an authority pole or utility pole to support collocation, which may include modification or replacement of utility poles or modification of lines.

“Micro wireless facility” means a small cell wireless facility that is not more than 24 inches in length, 15 inches in width, and 12 inches in height and that does not have an exterior antenna more than 11 inches in length.

“Ordinance” means this small cell wireless communications facilities deployment ordinance.

“Public right-of-way” or “ROW” means the area on, below, or above a public roadway, highway, street, alley, bridge, sidewalk, or utility easement dedicated for compatible uses. Public right-of-way does not include any of the following:

- 1) A private right-of-way.
- 2) A limited access highway.
- 3) Land owned or controlled by a railroad as defined in section 109 of the Railroad Code of 1993, 1993 PA 354, MCL 462.109.

“Public Utility” means a person, firm, corporation, municipal department or board which is authorized to furnish to the public electricity, natural gas, telephone, cable television, Internet, water, sewage disposal, or storm water disposal services and which has been granted a franchise by the Charter Township of Garfield.

“Utility pole” means a pole or similar structure that is or may be used to support small cell wireless facilities. Utility pole does not include a sign pole less than 15 feet in height above ground.

“Wireless facility” means wireless equipment, including, radio transceivers, antennas, coaxial or fiber-optic cable, regular and backup power supplies, and comparable equipment, regardless of technological configuration. Wireless facility does not include coaxial or fiber-optic cable between utility poles or wireless support structures.

“Wireless provider” is a regulated provider of telecommunications services and a “wireless infrastructure provider” is an installer of wireless equipment at small cell sites and, both terms are interchangeable terms for purposes of this article.

“Wireless services” means any services, provided using licensed or unlicensed spectrum, including the use of Wi-Fi, whether at a fixed location or mobile.

“Wireless support structure” means a freestanding structure designed to support or capable of supporting small cell wireless facilities. Wireless support structure does not include a utility pole.

“Wireline backhaul facility” means a facility used to transport services by wire or fiber-optic cable from a wireless facility to a network.

“Township” means the Charter Township of Garfield.

Section 2. License Agreement. No person shall install or operate, in whole or in part, DAS/Small Cell/Wireless Facilities or DAS/Small Cell/Wireless Network Facilities in a public right-of-way or other public place without first applying for and receiving a DAS/Small Cell/Wireless license from the Township in a form and subject to such terms and conditions as is acceptable to the Township. Nothing herein shall be interpreted to require the Township to issue such a license and the Township reserves to itself discretion to grant, deny or modify a request for such a license as it determines to be in the best interest of the Township and its citizens.

Section 3. METRO Act Permit. No Person shall install or operate “telecommunications facilities,” as defined in the Metropolitan Extension Telecommunications Rights-Of-Way Oversight Act, Act No. 48 of the Public Acts of 2002, as amended (the “Act”) without first obtaining a permit under the Act from the Township, including any part of a DAS/Small Cell/Wireless System constituting telecommunication facilities.

Section 4. Design Parameters. Where permitted by the Township, the following minimal design parameters shall apply to DAS/Small Cells/Wireless Network Facilities in public rights-of-way:

- A. The required map(s) for proposed DAS/Small Cell/Wireless Facilities shall be legible, to scale, labeled with streets, and contain sufficient detail to clearly identify the proposed DAS/Small Cells/Wireless Network Facilities’ locations and surroundings. Where applicable, the required map or list shall include and identify any requested pole heights(s).
- B. The maximum height of a pole or other supporting structure installed to accommodate a DAS/Small Cells/Wireless Network shall not exceed 40 feet.

- C. Unless otherwise permitted in Section 4.F, DAS/Small Cells/Wireless Facilities shall be located no closer than 18 inches from an existing sidewalk/face of curb or 18 inches from a proposed future sidewalk/face of curb location.
- D. Unless otherwise permitted in Section 4.F., DAS/Small Cells/Wireless Facilities shall be located no closer than 10 feet from any driveway.
- E. In residential areas, DAS/Small Cells/Wireless Facilities shall be in line with a side lot line whenever possible and not in front of a house.
- F. The licensee shall field-stake all proposed locations DAS/Small Cells/Wireless Facilities which shall be subject to the approval of the Township, Grand Traverse County Department of Public Works, Grand Traverse County Road Commission and/or the Michigan Department of Transportation as applicable. All approved DAS/Small Cells/Wireless Facilities' locations shall be on a per pole/equipment/other basis. Such approvals shall be memorialized by the Township and licensee.
- G. Once precise locations have been approved in accordance with Section 4.F, the licensee shall provide latitude and longitude coordinates for the DAS/Small Cells/Wireless Facilities' locations to the Township's Zoning Department.
- H. The licensee shall be responsible to obtain such other permits and approvals as required by law.

Section 5. Provider and Township responsibilities; application information; shot clocks; tolling; deemed appropriate; basis for denial; resubmittal; batch applications; application fees; micro wireless facility exemption; alternate siting decommissioning sites.

- A. This section applies to activities of a wireless provider within the public right-of-way
- B. Except as otherwise provided in Section 5.B(5) below, the provider/applicant shall seek an Township right-of-way access permit to collocate a small cell wireless facility or install, modify, or replace a utility pole on which a small cell wireless facility will be collocated as required of all ROW users. The processing of an application for such a permit is subject to all the following:
 - (1) In-kind contributions to the Township are not permitted in lieu of rates and fees described above unless all parties voluntarily agree in furtherance of the interests of both.
 - (2) The provider shall provide all the information and documentation required by the Township to enable the Township to make an informed decision regarding its criteria for authorizing ROW access including the following:
 - (a) A certificate of compliance with FCC rules related to radio frequency emissions from a small cell wireless facility.
 - (b) Proof of notification to every other affected public utility and all necessary permits, permit applications, or easements to ensure all necessary permissions for the proposed activity are obtained.

- (c) An attestation that the DAS/Small Cell/Wireless Network Facilities will be operational for use by a wireless services provider within one year after the permit issuance date. Failure to abide by this term shall result in termination of any permit issued in reliance on such attestation.
 - (d) An inventory of existing DAS/Small Cell/Wireless Network Facilities and existing coverage area within the Township.
 - (e) Written evidence demonstrating that no existing tower, pole, or other structure within 75 feet of each proposed DAS/Small Cell/Wireless Network pole can reasonably accommodate an antenna without significant costs to the wireless provider.
- (3) Within 25 days after receiving an initial application, the Township shall notify the applicant in writing whether the application is complete. If incomplete, the notice will delineate all missing documents or information. The notice tolls the running of the time for approving or denying an application under Section 5.B(8).
 - (4) If the applicant makes a supplemental submission in response to the Township's notice of incompleteness, the Township will so notify the applicant in writing within ten days, delineating the previously requested and missing documents or information. The period for approval or denial is tolled in the case of second or subsequent notices under the procedures identified in Section 5.D.
 - (5) The Township shall approve or deny the application and notify the applicant in writing within the following period after the application is received:
 - (a) Collocation shot clock. For an application for the collocation of DAS/Small Cell/Wireless Network Facilities on a utility pole, 60 days, subject to the following adjustments:
 - i. Add 15 days if an application from another wireless provider was received within one week of the application in question.
 - ii. Add 15 days if, a timely extension is requested.
 - (b) New or replacement 40 feet pole and limited equipment. For an application for a new or replacement utility pole that meets the height requirements of Section 4.B and associated small cell facility, 90 days, subject to the following adjustments:
 - i. Add 15 days if an application from another wireless provider was received within one week of the application in question.
 - ii. Add 15 days if, a timely extension is requested.
 - iii. *Deemed approved.* A completed application is considered to be approved if not timely acted upon by the Township and, if the Township receives a notice not less than seven days before, the applicant may proceed with the work pursuant to this automatic approval.

- (6) Basis for denial. The Township may deny a completed application for a proposed collocation of a small cell wireless facility or installation, modification, or replacement of a utility pole that meets the height requirements in Section 4.B if the proposed activity would do any of the following:
- (a) Materially interfere with the safe operation of traffic control equipment or water/sewer infrastructure.
 - (b) Materially interfere with sight lines or clear zones for transportation or pedestrians.
 - (c) Materially interfere with compliance with the Americans with Disabilities Ordinance of 1990, Public Law 101-336, or similar federal, state, or local standards regarding pedestrian access or movement.
 - (d) Materially interfere with maintenance or full unobstructed use of infrastructure under the jurisdiction of a public utility.
 - (e) With respect to drainage infrastructure under the jurisdiction of a public utility, either of the following:
 - i. Materially interfere with maintenance or full unobstructed use of the drainage infrastructure as it was originally designed.
 - ii. Not be located a reasonable distance from the drainage infrastructure to ensure maintenance under the Drain Code of 1956, 1956 PA 40, MCL 280.1 to 280.630, and access to the drainage infrastructure.
 - (f) Fail to comply with reasonable, nondiscriminatory, written spacing requirements of general applicability adopted by ordinance or otherwise that apply to the location of ground-mounted equipment and new utility poles and that do not prevent a wireless provider from serving any location.
 - (g) Fail to comply with all other applicable codes.
 - (h) Fail to comply with section Sections 5.G or 5.H.
 - (i) Fail to meet reasonable, objective, written stealth or concealment criteria for DAS/Small Cell/Wireless Network Facilities applicable in a historic district or other designated area, as specified in an ordinance or otherwise and nondiscriminatory applied to all other occupants of the ROW, including electric utilities, incumbent or competitive local exchange carriers, fiber providers, cable television operators, and the Township.
- (7) Reasons for denial: resubmission and 30-day shot clock. If the completed application is denied, the notice shall explain the reasons for the denial and, if applicable, cite the specific provisions of applicable codes on which the denial is based. The applicant may cure the deficiencies identified by the Township and resubmit the application within 30 days after the denial without paying an additional application fee. The Township shall approve or deny the revised application within 30 days. The Township shall limit its review of the revised application to the deficiencies cited in the denial.

- (8) Batch applications. An applicant may file an application and receive a single permit for the collocation of up to 20 substantially similar small cell wireless installations. The Township may approve or deny one or more DAS/Small Cell/Wireless Network Facilities included in such consolidated application.
 - (9) Approval of an application authorizes the wireless provider to undertake the installation, collocation, and maintenance of such facilities.
 - (10) The Township will not institute a moratorium on filing, receiving, or processing applications or issuing permits for the collocation of DAS/Small Cell/Wireless Network Facilities or the installation, modification, or replacement of utility poles on which DAS/Small Cell/Wireless Network Facilities will be collocated.
 - (11) The Township and an applicant may extend a period under this subsection by mutual agreement.
- C. Application fees and rates for a permit under Section 5.B shall not exceed the following:
- (1) \$200.00 fee for each small cell wireless facility alone.
 - (2) \$300.00 fee for each small cell wireless facility and a new utility pole to which it will be attached.
 - (3) \$125 rate per year for each utility pole or support structure erected by or on behalf of a wireless provider after March 12, 2019.
 - (4) \$30 rate per year for each small cell wireless facility placed on a township-owned pole.
 - (5) The fee and rate schedule set forth above shall automatically increase by ten percent on March 12, 2024 and by ten percent every five years thereafter (rounded to the nearest dollar) without further amendment of this article. Notwithstanding the foregoing, if the Act or any other law allows the Township to charge more, then it may do so to the fullest extent permitted.
- D. Bonding. As a condition of a permit described in this act, the wireless provider shall provide a \$1,000 bond per site for the purpose of providing for the removal of abandoned or improperly maintained DAS/Small Cell/Wireless facilities, including those that the Township determines shall be removed to protect public health, safety, or welfare, to repair the ROW as provided in this Ordinance, and to recoup rates or fees that have not been paid by a wireless provider in more than twelve (12) months if the provider has received 60-day advance notice from the Township of the noncompliance.
- E. The Township may revoke a permit, upon 30 days' notice and an opportunity to cure, if the permitted DAS/Small Cell/Wireless Network Facilities and any associated utility pole fail to meet the requirements of this article.
- F. Micro wireless facility exempt. The Township shall not require a permit or any other approval or require fees or rates for ordinance compliant replacement, maintenance or operation of a small cell wireless facility or ordinance compliant installation, replacement, maintenance or operation of a micro wireless facility that is suspended on cables strung between utility poles or wireless support structures in compliance with applicable codes.

- G. Alternate siting. Upon receipt of an application to place a new utility pole, the Township may propose and the applicant shall use an alternate location within the ROW or on property or structures owned or controlled by the Township or other public utility provider within 75 feet of the applicant's proposed location if reasonably achievable.
- H. Decommissioning sites. A wireless provider shall notify the Township in writing before discontinuing use of a small cell wireless facility, utility pole, or wireless support structure. The notice shall specify when and how the wireless provider intends to remove the small cell wireless facility, utility pole, or wireless support structure. The wireless provider shall return the property to its pre-installation condition. If the wireless provider does not complete the removal within 45 days after the discontinuance of use, the Township may complete the removal and assess the costs of removal against the wireless provider. A permit under this section for a small cell wireless facility expires upon removal of the small cell wireless facility.
- I. A provider shall obtain a permit for any work that will affect traffic patterns or obstruct vehicular or pedestrian traffic in the ROW.
- J. Labeling Requirement. A DAS/Small Cell/Wireless Facility for which a permit is issued shall be labeled with the name of the wireless provider, emergency contact telephone number, and information that identifies the DAS/Small Cell/Wireless Facility and its location.
- K. Notices. Wireless provider shall provide advance written notice of at least 14 days to the Township and the owners of property along the ROW as follows:
- (1) For installations:
 - (a) The dates when installations will be starting and concluding;
 - (b) What work will be involved in the installation; and
 - (c) Whether traffic or pedestrian travel will be impacted.
 - (2) For activation of wireless facilities, the date when activation of the wireless facility will occur.
 - (3) For decommissioning sites:
 - (a) The dates when decommissioning will occur;
 - (b) What facilities and/or other equipment or poles will be removed;
 - (c) What work will be involved in the decommissioning;
 - (d) Whether traffic or pedestrian travel will be impacted; and
 - (e) What restoration work is required and the timeframe for doing so.

Section 6. Compliance with Applicable Law. The Township, in reviewing and authorizing a permit under the Act and/or a license referred to in this section, and the licensee, in the establishment and operation of any DAS/Small Cell/Wireless Network Facilities, shall comply with all applicable federal and state laws.

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

Moved: Molly Agostinelli

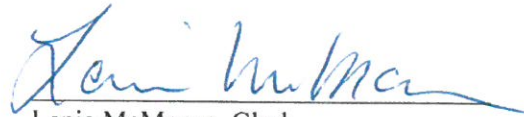
Supported: Dan Walters

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

Nays: None

Absent and Excused: Denise Schmuckal

By:



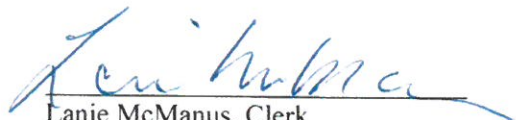
Lanie McManus, Clerk
Charter Township of Garfield

CERTIFICATE

I, Lanie McManus, Clerk of the Charter Township of Garfield, do hereby certify that the above is a true and correct copy of Resolution 2020-26-T which was adopted by the Township Board of the Charter Township of Garfield on the 10th day of November 2020. Garfield Township Municipal Ordinance No. 75 (DAS/Small Cell Wireless Facilities Ordinance) shall take effect upon the expiration of seven (7) days following publication.

Dated: _____

11-11-2020



Lanie McManus, Clerk
Charter Township of Garfield

**CHARTER TOWNSHIP OF GARFIELD
VIRTUAL TOWNSHIP BOARD SPECIAL MEETING MINUTES
November 18, 2020**

ORDER OF BUSINESS

Call meeting to order

Supervisor Korn called the Virtual Township Board Study Session to order on Wednesday, November 18, 2020, at 4:00pm via the Zoom application.

Roll call of Board Members

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

Absent and Excused: None

1. Business to come before the Board

a. Discussion regarding the 2021 Township Budget

The Board received the 2021 Township Budget. The Board discussed the budget in detail and asked questions. Another study session on the budget was set for Tuesday, December 1, 2020, at 5:00pm.

2. Public Comment

There was no public comment.

3. Adjournment

Korn adjourned the meeting at 5:10pm

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

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

**CHARTER TOWNSHIP OF GARFIELD
VIRTUAL TOWNSHIP BOARD SPECIAL MEETING MINUTES
December 1, 2020**

ORDER OF BUSINESS

Call meeting to order

Supervisor Korn called the Virtual Township Board Study Session to order on Tuesday, December 1, 2020, at 5:00pm via the Zoom application.

Roll call of Board Members

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

Absent and Excused: None

1. Business to come before the Board

a. Discussion regarding the 2021 Township and Parks Budgets

The Board received the 2021 Township and Parks Budgets. The Board discussed the budgets in detail and asked questions.

2. Public Comment

There was no public comment.

3. Adjournment

Korn adjourned the meeting at 5:35pm

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

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

Check Date	Bank	Check #	Payee	Description	GL #	Amount
11/10/2020	GEN	39243	GOURDIE-FRASER, INC.	CASS ROAD DRAIN PROJECT	101-747-880.008	46,200.00
11/12/2020	GEN	39244	AMERICAN WASTE	8678554	308-000-935.000	330.00
11/12/2020	GEN	39245	AMERICAN WASTE	3394790	101-265-935.604	85.00
11/12/2020	GEN	39246	ANNE WENDLING	CONTRACTED SVCS	101-101-805.000	143.50
		39246		CONTRACTED SVCS	101-400-805.000	247.00
						<u>390.50</u>
11/12/2020	GEN	39247	ANNE WENDLING	CONTRACTED SVCS	308-000-935.000	77.00
11/12/2020	GEN	39248	CDM MOBILE SHREDDING, LLC	SHREDDING	101-101-805.000	195.00
11/12/2020	GEN	39249	CITY OF TRAVERSE CITY	170975-98310	101-448-920.005	10.61
11/12/2020	GEN	39250	CONSUMERS ENERGY	103033456148	101-448-920.005	661.80
11/12/2020	GEN	39251	CONSUMERS ENERGY	100000311801	101-000-084.861	2,299.75
		39251		100000311801	101-448-920.005	3,911.00
						<u>6,210.75</u>
11/12/2020	GEN	39252	GMOSER'S SEPTIC SERVICE, INC	PORTABLE TOILET	308-000-935.000	190.00
11/12/2020	GEN	39253	GRID4 COMMUNICATIONS, INC.	PHONES	101-265-850.000	1,067.33
11/12/2020	GEN	39254	KCI	PP POSTAGE	101-171-726.001	168.35
11/12/2020	GEN	39255	LANDGREEN LAWCARE	ROUND 5 FERTILIZER	308-000-935.000	1,329.60
11/12/2020	GEN	39256	SNAP PRINTING	WINTER 2020 TAX POSTAGE	101-253-726.001	2,390.00
11/12/2020	GEN	39257	SPECTRUM BUSINESS	INTERNET	101-258-935.016	84.99
11/12/2020	GEN	39258	TEMPERATURE CONTROL	SPRING/FALL MAINTENANCE	101-265-935.608	1,325.00
11/12/2020	GEN	39259	TRAVERSE CITY RECORD EAGLE	ADVERTISING	101-101-901.000	320.40
		39259		ADVERTISING	101-191-901.000	85.60
		39259		ADVERTISING	101-400-901.000	189.80
						<u>595.80</u>
11/16/2020	GEN	39260	GRAND TRAVERSE COUNTY	CASS ROAD DRAINAGE DISTRICT PAYMENT	101-747-880.008	252,073.00
11/18/2020	GEN	39261	FIFTH THIRD BANK	MC 3637	101-171-960.000	66.00
		39261		MC 3637	101-401-960.000	71.33
						<u>137.33</u>
11/19/2020	GEN	39262	AFLAC	AFLAC	101-000-227.001	430.04
11/19/2020	GEN	39263	BLUE CROSS BLUE SHIELD OF MICHIGAN	EMPLOYEE HEALTH	101-851-873.030	21,698.48

3.b.(i)

Check Date	Bank	Check #	Payee	Description	GL #	Amount
11/19/2020	GEN	39264	CDM MOBILE SHREDDING, LLC	SHREDDING	101-101-805.000	195.00
11/19/2020	GEN	39265	ESCH LAWN MAINTENANCE, LLC	FALL CLEAN UP TOWNSHIP OFFICES	101-265-935.602	500.00
11/19/2020	GEN	39266	GARFIELD CHARTER TOWNSHIP	HSA	101-000-237.000	436.88
11/19/2020	GEN	39267	GRAND TRAVERSE COUNTY ROAD	EAGLEHURST SAD	246-000-084.862	71,529.63
		39267		EAGLEHURST SAD	246-000-800.000	34,764.83
						<u>106,294.46</u>
11/19/2020	GEN	39268	ICC	MEMBERSHIP DUES	101-371-965.000	145.00
11/19/2020	GEN	39269	INTEGRITY BUSINESS SOLUTIONS	NAME PLATE - C.BARSHEFF	101-101-726.000	28.45
11/19/2020	GEN	39270	PITNEY BOWES INC.	SLA EQUIPMENT SVC AGREEMENT	101-101-726.001	15.48
11/19/2020	GEN	39271	RELX INC. DBA LEXISNEXIS	LEXIS NEXIS	101-101-801.002	60.00
11/19/2020	GEN	39272	STATE OF MICHIGAN	CERTIFICATION RENEWAL A DEHAAN	101-171-960.000	525.00
11/19/2020	GEN	39273	TRAVERSE REPRODUCTION	PLOTTER PAPER	101-101-726.000	103.40
11/19/2020	GEN	39274	UNITED WAY	UNITED WAY	101-000-238.000	90.00
11/19/2020	GEN	39275	VOYA INSTITUTIONAL TRUST COMPANY	DEFERRED COMP VF3202	101-000-227.000	1,880.00
11/23/2020	GEN	39276	NORTHWOODS BUSINESS FORMS	BUSINESS CARDS: J. BIGBEE	101-171-726.000	28.98
11/25/2020	GEN	39277	ANNE WENDLING	CONTRACTED SVCS	101-101-805.000	64.50
		39277		CONTRACTED SVCS	101-400-805.000	77.00
						<u>141.50</u>
11/25/2020	GEN	39278	FIFTH THIRD BANK	1319 / ELECTION SUPPLIES	101-191-726.000	1,478.72
11/25/2020	GEN	39279	FIFTH THIRD BANK	5261 / TWP, ASSESSING CLASSES, ELECTION SUPP	101-101-726.000	236.84
		39279		5261 / TWP, ASSESSING CLASSES, ELECTION SUPP	101-191-726.000	55.81
		39279		5261 / TWP, ASSESSING CLASSES, ELECTION SUPP	101-253-960.000	167.00
						<u>459.65</u>
11/25/2020	GEN	39280	FIRST CHRISTIAN CHURCH	PRIMARY AND GENERAL ELECTION	101-191-726.000	300.00
11/25/2020	GEN	39281	GARFIELD CHARTER TOWNSHIP	SA LIGHTS 015-037-10, 025-014-10, 030-001-00	101-448-920.005	399.59
11/25/2020	GEN	39282	LAUTNER IRRIGATION INC	WINTERIZATION LOGANS LANDING	101-265-935.602	175.00
11/25/2020	GEN	39283	SONDEE, RACINE, DOREN	BURNHEIMER SETTLEMENT	101-253-801.000	581.60
11/25/2020	GEN	39284	SUPERFLEET	GAS	101-806-862.000	165.69
11/25/2020	GEN	39285	THE GUARDIAN	EMPLOYEE HEALTH / LIFE	101-851-873.030	3,721.66
		39285		EMPLOYEE HEALTH / LIFE	101-851-873.040	1,004.38

CHECK DISBURSEMENT REPORT FOR CHARTER TOWNSHIP OF GARFIELD
 CHECK DATE FROM 11/06/2020 - 12/03/2020
 Banks: GEN

12/03/2020 09:09 AM
 User: BETTY
 DB: Garfield

Check Date	Bank	Check #	Payee	Description	GL #	Amount
11/25/2020	GEN	39286	VERIZON	PHONES	101-265-850.000	313.42
11/25/2020	GEN	39287	GRAND TRAVERSE COUNTY REG DEED	DISCHARGE OF JEOPARDY	101-253-801.000	30.00
12/02/2020	GEN	39288	CHERRYLAND ELECTRIC COOP.	ELECTRIC	101-000-084.861	298.79
		39288		ELECTRIC	101-265-920.603	976.64
		39288		ELECTRIC	101-448-920.005	794.00
						<u>2,069.43</u>
12/02/2020	GEN	39289	CHERRYLAND ELECTRIC COOP.	ELECTRIC	308-000-935.000	205.19
12/02/2020	GEN	39290	CITY OF TRAVERSE CITY	118686	101-448-920.005	28.34
12/02/2020	GEN	39291	CONSUMERS ENERGY	100018131597	101-448-920.005	58.99
12/02/2020	GEN	39292	FIFTH THIRD BANK	3637 ROTARY/MTA/APA-S HANNON	101-171-960.000	91.00
		39292		3637 ROTARY/MTA/APA-S HANNON	101-401-965.000	472.00
						<u>563.00</u>
12/02/2020	GEN	39293	GARFIELD CHARTER TOWNSHIP	HSA	101-000-237.000	436.88
12/02/2020	GEN	39294	HOME DEPOT CREDIT SERVICES	ELECTION COUNTER / FAUCET	101-191-726.000	83.28
		39294		ELECTION COUNTER / FAUCET	101-265-726.003	105.00
						<u>188.28</u>
12/02/2020	GEN	39295	HOME DEPOT CREDIT SERVICES	PAINT / POSTS	308-000-935.000	33.45
12/02/2020	GEN	39296	I.T. RIGHT	LENOVO MID LAPTOP	101-900-970.003	1,093.00
12/02/2020	GEN	39297	NORTHERN MI JANITORIAL SUP	TP / TOWELING	101-265-726.003	208.60
12/02/2020	GEN	39298	NORTHERN OFFICE EQUIP	SVC CONTRACT	101-101-726.002	420.21
12/02/2020	GEN	39299	TEMPERATURE CONTROL	SET UP REMOTE ACCESS	101-265-935.608	431.50
12/02/2020	GEN	39300	TRAVERSE CITY FLEET REPAIR	TIRE REPAIR	101-806-864.000	22.99
12/02/2020	GEN	39301	UNITED WAY	UNITED WAY	101-000-238.000	90.00
12/02/2020	GEN	39302	VOYA INSTITUTIONAL TRUST COMPANY	DEFERRED COMP VF3202	101-000-227.000	1,880.00
12/03/2020	GEN	39303	MUNICIPAL UNDERWRITERS OF MI	PAR PLAN	101-851-912.001	12,573.00

TOTAL - ALL FUNDS TOTAL OF 61 CHECKS 475,027.30

--- GL TOTALS ---
 101-000-084.861 2,598.54
 101-000-227.000 3,760.00
 101-000-227.001 430.04

Check Date	Bank	Check #	Payee	Description	GL #	Amount
101-000-237.000			HSA (FORMERLY FLEX)			873.76
101-000-238.000			UNITED WAY			180.00
101-101-726.000			SUPPLIES			368.69
101-101-726.001			POSTAGE			15.48
101-101-726.002			SUPPLIES - COPIER MAINTENANCE			420.21
101-101-801.002			LEGAL SERVICES - TOWNBOARD			60.00
101-101-805.000			CONTRACTED AND OTHER SERVICES			598.00
101-101-901.000			ADVERTISING			320.40
101-171-726.000			SUPPLIES			28.98
101-171-726.001			POSTAGE			168.35
101-171-960.000			EDUCATION & TRAINING			682.00
101-191-726.000			SUPPLIES			1,917.81
101-191-901.000			ADVERTISING			85.60
101-253-726.001			POSTAGE			2,390.00
101-253-801.000			LEGAL SERVICES			611.60
101-253-960.000			EDUCATION & TRAINING			167.00
101-258-935.016			COMPUTER NETWORK			84.99
101-265-726.003			SUPPLIES-MAINTANCE			313.60
101-265-850.000			TELEPHONE			1,380.75
101-265-920.603			LIGHTS BUILDING			976.64
101-265-935.602			LAWN MAINTENANCE			675.00
101-265-935.604			RUBBISH REMOVAL			85.00
101-265-935.608			MAINTENANCE-OTHER			1,756.50
101-371-965.000			DUES & PUBLICATIONS			145.00
101-400-805.000			CONTRACTED AND OTHER SERVICES			324.00
101-400-901.000			ADVERTISING			189.80
101-401-960.000			EDUCATION & TRAINING			71.33
101-401-965.000			DUES & PUBLICATIONS			472.00
101-448-920.005			STREET LIGHTS TOWNSHIP			5,864.33
101-747-880.008			COM. PROM. - CONTRACTED SERVI			298,273.00
101-806-862.000			GAS & CAR WASHES			165.69
101-806-864.000			MISCELLANEOUS			22.99
101-851-873.030			INSURANCE - EMPLOYEE HEALTH			25,420.14
101-851-873.040			INSURANCE - EMPLOYEE LIFE			1,004.38
101-851-912.001			INSURANCE - LIABILITY			12,573.00
101-900-970.003			CAPITAL OUTLAY - COMPUTER			1,093.00
246-000-084.862			DUE FROM #862 EAGLEHURST			71,529.63
246-000-800.000			LOCAL ROAD CONSTRUCTION			34,764.83
308-000-935.000			MAINTENANCE - MISC, EQUIP			2,165.24
			TOTAL			475,027.30



November 18, 2020

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

I. Developer's Escrow Fund

A. Storm Water Reviews

- | | | |
|--|--|----------|
| 1. Engineering consulting services for storm water plan review.
Harris Hills, Escros #214.833 | | |
| Project# 20024 Invoice No. 2002401 | | 1,372.50 |
| 2. Engineering consulting services for storm water plan review.
Historic Barns Park | | |
| Project# 20217 Invoice No. 2021701 | | 1,870.00 |
| 3. Engineering consulting services for storm water plan review.
Unit 37, HIC, CMD of Traverse City, Escrow 215.858 | | |
| Project# 20247 Invoice No. 2024701 | | 1,672.50 |
| 4. Engineering consulting services for storm water plan review.
Broad Condominium, LLC, Escrow 215-860 | | |
| Project# 20277 Invoice No. 2027701 | | 1,200.00 |

Total A 6,115.00

B. Utility Plan Review, Oversight & Closeout

- | | | |
|--|--|----------|
| 1. Engineering consulting services for plan review, construction services and Project Turnover
TCAPS Montessori, Escrow #215.854 | | |
| Project# 20218 Invoice No. 2021802 | | 8,400.00 |
| 2. Engineering consulting services for plan review, construction services and Project Turnover
Village at Lafranier Woods SUP, Phase I | | |
| Project# 20068 Invoice No. 2006803 | | 780.00 |
| 3. Engineering consulting services for plan review, construction services and Project Turnover
Oakleaf Village, Phase I Water/Sewer | | |
| Project# 20321 Invoice No. 2032101 | | 6,800.00 |

Total B 15,980.00

Total Developer's Escrow Fund 22,095.00

II. Utility Receiving Fund

- | | | |
|--|--|-----------|
| 1. Engineering consulting services for meeting and options for additional storage
Brimley Water Service District | | |
| Project# 20029C Invoice No. 20029310 | | 270.00 |
| 2. Engineering consulting services for review of draft document and recommendations
Small Cell Tower Ordinance | | |
| Project# 20029C Invoice No. 20029311 | | 270.00 |
| 3. Engineering consulting services for meeting and improvement process.
Township Utility Turnover Process | | |
| Project# 20029C Invoice No. 20029312 | | 540.00 |
| 4. Engineering consulting services for design, bidding, construction services, project turnover and close out.
Randolph Street Sewer Extension | | |
| Project# 20175 Invoice No. 2017503 | | 14,282.74 |

Total Utility Receiving Fund 15,362.74

GRAND TOTAL \$37,457.74

Invoice

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

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

November 18, 2020
Project No: 20024
Invoice No: 2002401

Re: Harris Hills, Storm Water Plan Review, Escrow #214.833

Services Performed: Engineering services for storm water plan review, computations and specifications for compliance with Ordinance 49. Communication with applicant and engineer and provide initial correspondence letter.

Professional Services from January 20, 2020 to November 14, 2020

Professional Personnel

	Hours	Rate	Amount	
Project Engineer II	11.25	110.00	1,237.50	
Sr. Project Manager	1.00	135.00	135.00	
Totals	12.25		1,372.50	
Total Labor				1,372.50
		Total this Invoice		\$1,372.50

Invoice

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

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

November 18, 2020
Project No: 20217
Invoice No: 2021701

Re: Historic Barns Park, Storm Water Review

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

Project Location: Traverse City, MI

Professional Services from August 16, 2020 to November 14, 2020

Professional Personnel

	Hours	Rate	Amount	
Project Engineer II	17.00	110.00	1,870.00	
Totals	17.00		1,870.00	
Total Labor				1,870.00
		Total this Invoice		\$1,870.00

Invoice

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

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

November 18, 2020
Project No: 20247
Invoice No: 2024701

Re: Unit 37, HIC Site, CMD of Traverse City, Escrow# 215.858

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

Project Location: 1461 Industry Drive, Traverse City

Professional Services from September 9, 2020 to November 14, 2020

Professional Personnel

	Hours	Rate	Amount	
Project Engineer II	12.75	110.00	1,402.50	
Sr. Project Manager	2.00	135.00	270.00	
Totals	14.75		1,672.50	
Total Labor				1,672.50
		Total this Invoice		\$1,672.50

Invoice

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

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

November 18, 2020
Project No: 20277
Invoice No: 2027701

Re: Broad Condominium, LLC, Storm Water Plan Review, Escrow# 701-000-215.860

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

Project Location: 1449 Industry Drive, Traverse City

Professional Services from September 20, 2020 to November 14, 2020

Professional Personnel

	Hours	Rate	Amount	
Project Engineer	12.00	100.00	1,200.00	
Totals	12.00		1,200.00	
Total Labor				1,200.00
		Total this Invoice		\$1,200.00

Invoice

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

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

November 18, 2020
Project No: 20218
Invoice No: 2021802

Re: TCAPS Montessori, Escrow# #215.854

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

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

Professional Services from September 20, 2020 to November 14, 2020
Fee

Billing Phase	Fee	Percent Complete	Earned	Previous Fee Billing	Current Fee Billing
Engineering Plan Review	3,500.00	100.00	3,500.00	3,500.00	0.00
Construction Observation & Testing	10,500.00	80.00	8,400.00	0.00	8,400.00
Project Closeout & Turnover	1,000.00	0.00	0.00	0.00	0.00
Total Fee	15,000.00		11,900.00	3,500.00	8,400.00
Total Fee					8,400.00
Total this Invoice					\$8,400.00

Invoice

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

November 18, 2020
 Project No: 20068
 Invoice No: 2003703

Re: Village at Lafranier Woods SUP, Phase I

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

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

Professional Services from September 20, 2020 to November 14, 2020

Fee

Billing Phase	Fee	Percent Complete	Earned	Previous Fee Billing	Current Fee Billing
Engineer Review	4,000.00	100.00	4,000.00	4,000.00	0.00
Construction Observation	19,500.00	9.00	1,755.00	975.00	780.00
Proj. Turnover, Close Out	1,750.00	0.00	0.00	0.00	0.00
Total Fee	25,250.00		5,755.00	4,975.00	780.00
Total Fee					780.00
Total this Invoice					\$780.00



Invoice

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

November 18, 2020
Project No: 20321
Invoice No: 2032101

Re: Oakleaf Village, Phase I Water/ Sewer Extension

Services Performed:

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

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

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

B. Storm water review.

C. Private road review.

Project Location: N. Long Lake Road, Traverse City

Professional Services from October 18, 2020 to November 14, 2020

Fee

Billing Phase	Fee	Percent Complete	Earned	Previous Fee Billing	Current Fee Billing
A. UTILITY REVIEW	0.00	0.00	0.00	0.00	0.00
1. Engineer Review	4,500.00	100.00	4,500.00	0.00	4,500.00
2. Construction Observation	28,500.00	0.00	0.00	0.00	0.00
3. Proj. Turnover, Close Out	2,500.00	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00	0.00
B. Storm Water Review	1,800.00	100.00	1,800.00	0.00	1,800.00
C. Private Road Review	500.00	100.00	500.00	0.00	500.00
Total Fee	37,800.00		6,800.00	0.00	6,800.00
Total Fee					6,800.00
Total this Invoice					\$6,800.00

Invoice

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

November 18, 2020
Project No: 20029C
Invoice No: 20029310

Re: General Utilities: Birmley Water Service District

Services Performed: Engineering services for meeting with EGLE to discuss current status of users and options to provide additional storage to meet EGLE requirements

Professional Services from August 25, 2020 to August 25, 2020

Professional Personnel

	Hours	Rate	Amount	
Sr. Project Manager	2.00	135.00	270.00	
Totals	2.00		270.00	
Total Labor				270.00
		Total this Invoice		\$270.00

Invoice

Gourdie-Fraser, Inc.
123 West Front Street, Suite A
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Phone: 231-946-5874, Fax: 231-946-9634
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A/R email: melanie@gfa.tc

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

November 18, 2020
Project No: 20029C
Invoice No: 20029311

Re: General Utilities: Small Cell Tower Ordinance

Services Performed: Engineering services for review of draft document and noting additions and recommendations to be added.

Professional Services from November 10, 2020 to November 10, 2020
Professional Personnel

	Hours	Rate	Amount	
Sr. Project Manager	2.00	135.00	270.00	
Totals	2.00		270.00	
Total Labor				270.00
		Total this Invoice		\$270.00

Invoice

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

November 18, 2020
Project No: 20029C
Invoice No: 20029312

Re: General Utilities: Township Utility Turnover Process

Services Performed: Engineering services for meeting with township staff and DPW to discuss current process and steps that can be implemented to mainstream and improve.

Professional Services from September 15, 2020 to November 14, 2020

Professional Personnel

	Hours	Rate	Amount	
Sr. Project Manager	4.00	135.00	540.00	
Totals	4.00		540.00	
Total Labor				540.00
		Total this Invoice		\$540.00

Invoice

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

November 18, 2020
Project No: 20175
Invoice No: 2017503

Re: Randolph Street Sewer Extension

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

Professional Services from September 20, 2020 to November 14, 2020

Fee

Billing Phase	Fee	Percent Complete	Earned	Previous Fee Billing	Current Fee Billing
Engineering Design	7,000.00	100.00	7,000.00	7,000.00	0.00
Bidding & Permitting	750.00	100.00	750.00	375.00	375.00
Construction Staking	3,000.00	100.00	3,000.00	0.00	3,000.00
Construction Administration	2,750.00	85.00	2,337.50	0.00	2,337.50
Construction Observation	8,500.00	95.00	8,075.00	0.00	8,075.00
Project Closout & Turnover	2,500.00	0.00	0.00	0.00	0.00
Total Fee	24,500.00		21,162.50	7,375.00	13,787.50
			Total Fee		13,787.50

Reimbursable Expenses

CHASE CARDMEMBER SERVICES					
10/28/2020	MITA		ADVERTISEMENT FOR BIDS		86.25
TRAVERSE CITY RECORD EAGLE					
10/2/2020	TRAVERSE CITY RECORD EAGLE		LEGAL NOTICE, ADV TO BID 09/26-09/27/20		125.12
CITY OF TRAVERSE CITY					
10/28/2020	CITY OF TRAVERSE CITY		SESC & ROW PERMIT APPLICATION FEES, BONDING		283.87
	Total Reimbursables				495.24
				Total this Invoice	\$14,282.74

MTT Update
Prepared for Garfield Twp Board

Docket #	Parcel No(s)	Owner	Property Address	Year(s) in Contention	Assessor's Values		Petitioner's Values		Value Differences		Status Notes	ACTUAL		
					Assessed	Taxable	Assessed	Taxable	Assessed	Taxable		Twp Millage Loss	METRO Millage Loss	
1 20-001608-TT	014-049-10	TF Traverse City MI LLC (former Sears)	1212 W So Airport Rd	2020	\$ 1,334,000	\$ 1,334,000	\$ 400,000	\$ 400,000	-\$ (934,000)	-\$ (934,000)	9/28/20 Rec'd order setting aside default. (Placed in default for not filing Proof of Service of petition.)	\$ -	\$ -	
		Pre-hearing General Call: July 16-30, 2021	Valuation Due: 4/19/21				-70%							
2 20-001411	021-009-00	GMRI Inc (Olive Garden)	2800 N US 31 South	2020	\$ 976,600	\$ 789,226	\$ 475,000	\$ 475,000	-\$ (501,600)	-\$ (314,226)	6/10/20 found petition online 6/10/20 Answered petition	\$ -	\$ -	
		Pre-hearing General Call: May 3-14, 2021	Valuation Due: 2/3/21				-51%							
3 20-001236	021-015-35	JC Penney Company, Inc (filed bankruptcy)	3300 W So Airport Rd	2020	\$ 751,800	\$ 692,716	\$ 450,000	\$ 450,000	-\$ (301,800)	-\$ (242,716)	6/10/20 found petition online 6/10/20 Answered petition	\$ -	\$ -	
		Pre-hearing General Call: May 17-28, 2021	Valuation Due: 2/17/21				-40%							
4 20-001312-TT	021-015-80	Traverse City Retail Mgmt LLC (new 3-unit bldg, T-Mobile)	3290 W So Airport Rd	2020	\$ 726,300	\$ 726,300	\$ 276,300	\$ 276,300	-\$ (450,000)	-\$ (450,000)	5/28/20 found petition online 6/10/20 Answered petition	\$ -	\$ -	
		Pre-hearing General Call: June 16-30, 2021	Valuation Due: 3/19/21				-62%							
5 20-001743-TT	021-065-10	Traverse City 31 N Inn & Suites LLC (Baymont Inn)	2326 N US 31 South	2020	\$ 2,139,900	\$ 1,956,166	\$ 1,283,940	\$ 1,283,940	-\$ (855,960)	-\$ (672,226)	6/10/20 found petition online 6/10/20 Answered petition	\$ -	\$ -	
		Pre-hearing General Call: August 2-13, 2021	Valuation Due: 5/5/21				-40%							
6 20-001434	022-015-10	Offravn, LLC/Kin Properties Inc (Planet Fitness)	3111 W So Airport Rd	2020	\$ 1,442,200	\$ 1,007,717	\$ 508,717	\$ 508,717	-\$ (933,483)	-\$ (499,000)	6/29/20 petition received 7/7/20 Answered petition	\$ -	\$ -	
		Pre-hearing General Call: June 16-30, 2021	Valuation Due: 3/19/21				-65%							
7 20-002390	022-009-20	Wal-Mart Stores East LP (Wal-Mart)	2640 Crossing Cir	2020	\$ 4,589,300	\$ 4,087,412	\$ 2,742,688	\$ 2,742,688	-\$ (1,846,612)	-\$ (1,344,720)	7/15/20 received offer from Petitioner to settle at \$3,130,000 - if we settle in next 30 days I requested justification for a reduction of this amount.	\$ -	\$ -	
		Pre-hearing General Call: May 3-14, 2021	Valuation Due: 2/3/21				-40%							
TOTALS:					\$ 5,928,600	\$ 10,593,537	\$ 6,136,641	\$ 6,136,641	\$ (5,873,455)	\$ (4,856,892)		\$ -	\$ -	
					SETTLED VALUES:		2020							
											Potential Tax Loss	\$ (8,913.78)	\$ (10,473.70)	
											ACTUAL TAX LOSS			
GRAND TOTAL \$											2020	\$ (8,913.78)	\$ (10,473.70)	

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

CHARTER TOWNSHIP OF GARFIELD**RESOLUTION 2020-28-T****ADOPTION OF POVERTY/HARDSHIP EXEMPTION POLICY**

WHEREAS, the homestead of persons who, in the judgment of the Supervisor and Board of Review, by reason of poverty, are unable to contribute to the public charges is eligible for exemption in whole or part from taxation under the General Property Tax Act; and

WHEREAS, the Township Board is required by Section 7u of the General Property Tax Act, Public Act 206 of 1893 (MCL 211.7u), to annually adopt guidelines for such exemptions;

NOW, THEREFORE, BE IT HEREBY RESOLVED, pursuant to MCL 211.7u, that the Charter Township of Garfield, Grand Traverse County, adopts the following 2021 Poverty/Hardship Exemption Policy (attached) for the Supervisor and Board of Review to implement.

The rules and regulations shall include, but not be limited to, the specific income and asset levels of the claimant and all persons residing in the household, including any property tax credit returns, filed in the current or immediately preceding year.

To be eligible, a person shall do all the following on an annual basis:

- 1) Be an owner of, and occupy as a homestead, the property for which an exemption is requested.
- 2) File a claim with the Supervisor or Board of Review (Exhibit "B"), accompanied by federal and state income tax returns for all persons residing in the homestead, including any property tax credit returns filed in the immediately preceding year or in the current year. Or, if applicant is not required to file income taxes, complete and file with the Supervisor or Board of Review the Poverty Exemption Affidavit (Michigan Dept of Treasury form 4988 (Exhibit "C")).
- 3) Produce a valid drivers' license or other form of identification if requested.
- 4) Produce a deed, land contract, or other evidence of ownership of the property for which and exemption is requested, *if requested*.
- 5) Meet Garfield Township's Income Guidelines, as stated in the attached Poverty/Hardship Exemption Rules, Regulations and Asset Test (Exhibit "A").
- 6) Meet additional eligibility requirements as determined by the Township Board.

BE IT ALSO RESOLVED that the Board of Review shall follow the above stated policy and Garfield Township Poverty Income guidelines in granting or denying an exemption, unless the

Board of Review determines there are substantial and compelling reasons why there should be a deviation from the policy and these reasons are communicated in writing to the claimant. If the Board of Review denies a Poverty/Hardship reduction, it must provide a written decision specifying the reasons for the denial to the applicant.

The foregoing resolution offered by Board Member
Board Member

and supported by

Upon roll call vote, the following voted:

Yeas:

Nays:

Abstain:

Absent and Excused:

The Chairman declared the motion carried, and Resolution 2020-28-T duly adopted.

Lanie McManus, Township Clerk

CERTIFICATE

I, Lanie McManus, the duly appointed Township Clerk, hereby certify that the foregoing constitutes a true copy of a Resolution of the Township Board for the Charter Township of Garfield, adopted during a meeting of the Charter Township of Garfield Township Board, Grand Traverse County, Michigan, held on December 8, 2020, at which meeting (7) seven members were present as indicated in said Minutes and voted as therein set forth and that all signatures affixed thereto are the genuine signatures of those so indicated, and that each signatory was duly authorized to affix his or her signature, that said meeting was held in accordance with the Open Meetings Act of the State of Michigan, and that due and proper notice of the meeting as required by law was given to the members of the Township Board, and that the Minutes of said Meeting were kept and will be and have been available as required by said Act.

Date: _____

Lanie McManus, Township Clerk

CHARTER TOWNSHIP OF GARFIELD
POVERTY/HARDSHIP EXEMPTION POLICY

The Charter Township of Garfield Board of Review will accept and evaluate applications for a principal residence (homestead) property tax exemption based on the taxpayer's inability to pay or poverty, pursuant to PA 390, 1994 (MCL 211.7u) and Garfield Township Board Resolution #2020-28-T. The applicant shall comply with the following as part of the application (attached):

- Complete an application (Exhibit "B") annually with the Township for a current year poverty exemption request and submit it to the Garfield Township Board of Review AFTER January 1 but before the Thursday prior to the last day of the Board of Review (by law, this is the 2nd Tuesday in December). The application must be signed before a notary, the Township Supervisor, or a Township Assessing Department staff member.
- Federal and state income tax returns for all persons residing in the principal residence INCLUDING the Michigan homestead property tax credit claim form, proof of ownership of the homestead (*if requested by the Township*) for the preceding calendar tax year MUST be provided to the Board of Review prior to its poverty exemption determination for the current tax year. If applicant is not required for file income taxes, the Poverty Exemption Affidavit (Michigan Dept. of Treasury form 4988) MUST be completed, signed and attached to the application (Exhibit "C").
- Be an owner of, and occupant of, the principal residence for which an exemption is requested.

The Board of Review will objectively evaluate poverty reduction applications utilizing all available information, including statements, under oath by the applicant upon appearance before the Board of Review. An applicant must apply for a poverty exemption on an annual basis.

In order to qualify for the poverty exemption, an applicant must satisfy a two-part test:

Part One requires the applicant household to satisfy the Garfield Township poverty income guidelines, which are updated annually by Township Board resolution, through its review of the Federal Poverty Guidelines of the US Department of Health and Human Services, incorporated by reference in the attached Poverty/Hardship Exemption Rules, Regulations and Asset Test (Exhibit "A").

Part Two requires the applicant to satisfy an Asset Test based upon the total amount of household assets. An applicant may qualify for the poverty exemption provided the applicant has no more than \$20,000 in total aggregate household assets as listed in the attached Poverty/Hardship Exemption Rules, Regulations and Asset Test.

In the event the applicant meets the foregoing two-part test, as well as all of the general guidelines of Township Board Resolution 2020-28-T and PA 390 of 1994, the applicant shall be exempted from all property taxes for the tax year in question by the Board of Review, unless the Board of Review determines there are substantial and compelling reasons why there should be a deviation from the foregoing policy and guidelines and the substantial and compelling reasons are communicated to the applicant in writing. If the Board of Review denies a Poverty/Hardship reduction, it must provide a written decision specifying the reasons for the denial to the applicant.

Adopted: December 8, 2020

Effective immediately. This policy and procedures are in force and effect until amended by the Charter Township of Garfield Township Board by resolution.

**Charter Township of Garfield
Poverty/Hardship Exemption
Rules, Regulations and Asset Test**

Poverty Exemption Information: MCL 211.7u (1) The principal residence of persons who, in the judgment of the supervisor and board of review, by reason of poverty, are unable to contribute toward the public charges is eligible for exemption in whole or in part from taxation under this act.		Test 2: Asset Test																															
Test 1: Poverty Income Guidelines		(if the applicant meets the Poverty Income Guidelines)																															
What's involved	How much INCOME a person can receive per year and be eligible for the Poverty Exemption	"Table 2" Things of Value that a person can own and still be granted a Poverty Exemption	"Table 3" Things of Value that the BOR can consider to decide what percent exemption to grant																														
What the Law says: 20 Federal Poverty Income Guidelines Garfield Township <table border="1"> <thead> <tr> <th>Size of Family/ Household</th> <th>Maximum Total Income</th> <th>Income Guidelines for 2021</th> </tr> </thead> <tbody> <tr><td>1</td><td>\$12,490</td><td>\$15,371</td></tr> <tr><td>2</td><td>\$16,910</td><td>\$20,751</td></tr> <tr><td>3</td><td>\$21,330</td><td>\$26,131</td></tr> <tr><td>4</td><td>\$25,750</td><td>\$31,511</td></tr> <tr><td>5</td><td>\$30,170</td><td>\$36,891</td></tr> <tr><td>6</td><td>\$34,590</td><td>\$42,271</td></tr> <tr><td>7</td><td>\$39,010</td><td>\$47,651</td></tr> <tr><td>8</td><td>\$43,430</td><td>\$53,031</td></tr> <tr><td>each additional person</td><td>\$4,420</td><td>\$5,380</td></tr> </tbody> </table>	Size of Family/ Household	Maximum Total Income	Income Guidelines for 2021	1	\$12,490	\$15,371	2	\$16,910	\$20,751	3	\$21,330	\$26,131	4	\$25,750	\$31,511	5	\$30,170	\$36,891	6	\$34,590	\$42,271	7	\$39,010	\$47,651	8	\$43,430	\$53,031	each additional person	\$4,420	\$5,380	Table 1: Garfield Township's Income limits are based on census data of the Median Household Income (2018 estimates) for Grand Traverse County of \$61,485 divided by 2.40 (number of people per household) = \$25,619 Avg Income per person x 60% (low income guidelines for Note: The township board can adopt maximum income levels higher than the federal poverty guidelines. A township board can make it easier for a person to be eligible for the poverty exemption, but it cannot make it harder (by adopting lower income levels).	The law protects the applicant's residence. The home, or up to a specified amount of equity in the home, is not considered in determining the percent of the exemption the applicant may receive. In Garfield Township, in the event the applicant meets the requirements of the two-part test, as well as all of the general guidelines of the annual Township Board Resolution and PA 390 of 1994, the applicant shall be exempted from all property taxes for the year in question by the Board of Review, unless the Board of Review determines there are substantial and compelling reasons why there should be a deviation from the	Every township must adopt an asset test, but no specific test is mandated by law. The township board should set a maximum asset amount - in other words, a total value of assets that will likely result in receiving a 0% exemption. This can either be a dollar amount or a percentage of total assets. Based on the assets listed on a poverty exemption application, the Board of Review may grant the applicant a 0% or 100% exemption. ----- A township can consider the homestead property tax credit that the applicant is eligible for to calculate the percentage of poverty exemption to be granted. MCL 211.7u(5): "The board of review shall follow the policy and guidelines of the local assessment unit in granting or denying an exemption under this section unless the board of review determines there are substantial and compelling
	Size of Family/ Household	Maximum Total Income	Income Guidelines for 2021																														
	1	\$12,490	\$15,371																														
	2	\$16,910	\$20,751																														
	3	\$21,330	\$26,131																														
	4	\$25,750	\$31,511																														
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Charter Township of Garfield
Poverty/Hardship Exemption
 Rules, Regulations and Asset Test

	<p align="center">Test 1: Poverty Income Guidelines</p>	<p align="center">Test 2: Asset Test (if the applicant meets the Poverty Income Guidelines)</p>	<p align="center">Test 2: Asset Test</p>
<p>Examples:</p> <ul style="list-style-type: none"> * Money, wages and salaries before any deductions * Net receipts from nonfarm self-employment. (These are receipts from a person's own business, professional enterprise, or partnership, after deductions for self-employment. * Net receipts from farm self-employment. (with the same provisions as above for self-employment.) * Regular payments from social security, railroad retirement, unemployment, workers' compensation, veterans' payments and public assistance. * Alimony, child support, and military family allotments. * Private pensions, government pensions, and regular insurance or annuity payments. * College or university scholarships, grants, fellowships, and assistantships. * Dividends, interest, net rental income, net royalties, periodic receipts from estates or trusts, and net gambling or lottery winnings. 	<p>The township may allow a person to own other things, besides the home, and still receive a poverty exemption. Garfield Township, in addition to the principal residence, allows an applicant to own:</p> <ul style="list-style-type: none"> * Savings, checking accounts, stocks, bonds or other liquid accounts with a combined balance or value of \$6,000 or less. * One vehicle for each household member of driving age. * Tools and other household furnishings, equipment and clothes. * One recreational vehicle or boat with a market value of \$10,000 or less. * Jewelry of a value less than \$2,000, not including wedding and engagement rings. * Coin collections, firearm collections, stamp collections, rock collections, or similar collections, where the value of each collection does not exceed \$2,500. 	<p>A township may ask applicant's to list all of the following types of assets to apply for a poverty exemption (list is not exhaustive):</p> <ul style="list-style-type: none"> * A second home * Land * Vehicles * Recreational vehicles (campers, motor homes, boats, ATVs, etc.) * Buildings other than residence. * Equity in the residence above a specified amount. * Jewelry * Antiques * Artwork * Equipment * Other personal property of value. * Bank accounts over a specific amount. * Stocks * Money received from the sale of property such as stocks, bonds, a house or a car unless a person is in the business of selling such property. * Withdrawals of bank deposits and borrowed money. * Tax refunds, gifts, loans, lump-sum inheritances, one-time insurance payments. * Food or housing received in lieu of wages and the value of food and fuel produced and consumed on farms. * Federal noncash benefit programs such as Medicare, Medicaid, food stamps, & school lunches. 	<p>A township may ask applicant's to list all of the following types of assets to apply for a poverty exemption (list is not exhaustive):</p> <ul style="list-style-type: none"> * A second home * Land * Vehicles * Recreational vehicles (campers, motor homes, boats, ATVs, etc.) * Buildings other than residence. * Equity in the residence above a specified amount. * Jewelry * Antiques * Artwork * Equipment * Other personal property of value. * Bank accounts over a specific amount. * Stocks * Money received from the sale of property such as stocks, bonds, a house or a car unless a person is in the business of selling such property. * Withdrawals of bank deposits and borrowed money. * Tax refunds, gifts, loans, lump-sum inheritances, one-time insurance payments. * Food or housing received in lieu of wages and the value of food and fuel produced and consumed on farms. * Federal noncash benefit programs such as Medicare, Medicaid, food stamps, & school lunches.

Exhibit "B"
POVERTY/HARDSHIP EXEMPTION APPLICATION

I, _____, owner and occupant of the principal residence listed below, apply for property tax relief under MCL 211.7u of the General Property Tax Act because by reason of my inability to pay or poverty I am unable to contribute toward the public charges and seek exemption from taxation under this Act.

In order to be considered complete, this application MUST: 1) be completed in its entirety; 2) include information regarding all members residing within the household; and 3) include all required documentation listed within the application. Please write legibly and attach additional pages as necessary.

PERSONAL INFORMATION: Petitioner must list all required personal information.

Address of Principal Residence:		Daytime Phone Number:	
Age of Petitioner:	Marital Status:	Age of Spouse:	
Number of Legal Dependents:	Age of Dependents:		
Applied for Homestead Property Tax Credit (yes or no):	Amount of Homestead Property Tax Credit:		

REAL ESTATE INFORMATION: List the real estate information related to your principal residence. Be prepared to provide a deed, land contract or other evidence of ownership, IF REQUESTED.

Property Parcel Code Number:	Name of Mortgage Company:	
Unpaid Balance Owed on Principal Residence:	Monthly Payment:	Length of Time at this Residence:

ADDITIONAL PROPERTY INFORMATION: List information related to any other property you, or any household member owners.

Do you own, or are buyer, other property (yes or no)? If yes, complete the information below.		Amount of Income Earned from Other Property:	
Property Address	Name of Owner(s)	Assessed Value	Amount(s) & Date(s) Paid of Last Year's Tax Bills
		\$	
		\$	

EMPLOYMENT INFORMATION: List your current employment information.

Name of Employer:	Name of Contact Person:
Address of Employer:	Employer Phone Number:

List all income sources, including but not limited to: salaries, Social Security, rents, pensions, IRA's (individual retirement accounts), unemployment compensation, disability, government pensions, worker's compensation, dividends, claims and judgments from lawsuits, alimony, child support, friend or family contributions, reverse mortgages, or any other source of income.

Source of Income	Amount	Monthly or Annual (indicate which)

CHECKING, SAVINGS AND INVESTMENT INFORMATION: List any and all savings owned by ALL household members, including but not limited to: checking accounts, savings accounts, postal savings, credit union shares, certificates of deposit, cash, stocks, bonds, or similar investments.

Name of Financial Institution or Investment(s)	Amount on Deposit	Current Interest Rate	Name(s) on Account	Value of Investment

LIFE INSURANCE: List all policies held or owned by all household members.

Name of Insured	Amount of Policy	Monthly Payment	Policy Paid in Full	Name of Beneficiary	Relationship to Insured

MOTOR VEHICLE INFORMATION: All motor vehicles (including motor cycles, motor homes, camper trailers, etc.) held or owned by any person residing within the household must be listed.

Make	Model	Year	Monthly Payment	Balance Owed	Lender	Owner

LIST ALL PERSONS LIVING IN HOUSEHOLD: All persons residing in the residence must be listed.

First & Last Name	Age	Relationship to Applicant	Place of Employment	Monthly Monetary Contribution to Family Income

PERSONAL DEBT: All personal debt for all household members must be listed.

Creditor	Purpose of Debt	Date of Debt	Original Balance	Monthly Payment	Balance Owed

MONTHLY EXPENSE INFORMATION: The amount of **monthly** expenses related to the principal residence for each category must be listed. Indicate N/A as necessary.

Heating:	Electric:	Water:
Phone:	Cable/Internet:	Food:
Clothing:	Health Insurance:	Garbage:
Daycare:	Car Expense (gas, repair, insurance):	Medical Expense (co-pays, prescriptions):
Other (list type):	Other (list type):	Other (list type):
Other (list type):	Other (list type):	Other (list type):
Other (list type):	Other (list type):	Other (list type):

OTHER ASSETS: List all other assets and their values that are owned or controlled by you, including but not limited to, boats and other recreational vehicles, collections (coins, firearms, stamps, rock, art, etc.), antiques, silver, jewelry, equipment, etc.

Type of Asset(s)	Value	Income Derived from Asset(s)	Owner

Reason for Requesting Exemption

Notice: Any willful misstatements or misrepresentations made on this form may constitute perjury, which, under the law, is a felony punishable by fine or imprisonment.

Notice: Per MCL 211.7u(2)(b), a copy of all household members federal income tax returns, state income tax returns (MI-1040) and Homestead Property Tax Credit claims (MI-1040CR 1, 2, 3 or 4) must be attached as proof of income. Documentation for all income sources including, but not limited to, credits, claims, Social Security income, child support, alimony income, and all other income sources must be provided at time of application.

Petitioners: Do not sign this application until witnessed by the Supervisor, Board of Review, Notary Public, or Garfield Township Assessing Staff.

STATE OF MICHIGAN
COUNTY OF GRAND TRAVERSE

I, the undersigned Petitioner, hereby declare that the foregoing information is complete and true and that neither I, nor any household member residing within the principal residence, have money, income, or property other than mentioned herein.

	_____ Petitioner Signature	_____ Date
Subscribed and sworn this _____ day of _____, 2019 by:		
	_____ Assessing Staff Member Signature	_____ Printed Name
	_____ Board of Review Member Signature	_____ Printed Name
	_____ Supervisor Signature	_____ Printed Name
	_____ Notary Public Acting in Grand Traverse County Grand Traverse County, Michigan	_____ Printed Name
	My Commission Expires: _____	

This application shall be filed after January 1, but before the Thursday prior to the last day of the December Board of Review (2nd Tuesday in December, by Law) to the following address:

Board of Review
c/o Amy L DeHaan, MMAO(4) - Assessor
Charter Township of Garfield
3848 Veterans Drive
Traverse City, MI 49684

DECISIONS OF THE MARCH BOARD OF REVIEW MAY BE APPEALED TO THE SMALL CLAIMS DIVISION OF THE MICHIGAN TAX TRIBUNAL BY JULY 31 OF THE CURRENT YEAR. JULY OR DECEMBER BOARD OF REVIEW DENIALS MAY BE APPEALED TO THE SMALL CLAIMS DIVISION OF THE MICHIGAN TAX TRIBUNAL WITHIN 30 DAYS OF THE DENIAL. A COPY OF THE BOARD OF REVIEW DECISION MUST BE INCLUDED WITH THE FILING.

Forms can be found online at: www.michigan.gov/taxtrib and can be e-filed or mailed to: Michigan Tax Tribunal, PO Box 30232, Lansing, MI 48909

Exhibit "C"

Michigan Department of Treasury
4988 (05-12)

Poverty Exemption Affidavit

This form is issued under authority of Public Act 206 of 1893; MCL 211.7u.

INSTRUCTIONS: When completed, this document must accompany a taxpayer's Application for Poverty Exemption filed with the supervisor or the board of review of the local unit where the property is located. MCL 211.7u provides for a whole or partial property tax exemption on the principal residence of an owner of the property by reason of poverty and the inability to contribute toward the public charges. MCL 211.7u(2)(b) requires proof of eligibility for the exemption be provided to the board of review by supplying copies of federal and state income tax returns for all persons residing in the principal residence, including property tax credit returns, or by filing an affidavit for all persons residing in the residence who were not required to file federal or state income tax returns for the current or preceding tax year.

I, _____, swear and affirm by my signature below that I reside in the principal residence that is the subject of this Application for Poverty Exemption and that for the current tax year and the preceding tax year, I was not required to file a federal or state income tax return.

Address of Principal Residence: _____

Signature of Person Making Affidavit

Date



Engineering
Surveying
Testing &
Operations

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

December 2, 2020

Charter Township of Garfield
Attn: Chuck Korn
2848 Veterans Drive
Traverse City, MI 49684

RE: Randolph Street Sewer Extension
GFA #20175
Close-out & Turnover

Dear Chuck:

The project for Randolph Street Sewer Extension has been completed. Enclosed please find copies of the following items submitted by the contractor in compliance with the contract documents:

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

The Record Drawings and reports are completed and both paper and CD copies will be delivered to the Grand Traverse County Department of Public Works.

GFA has provided full time inspection for this project and hereby verifies to the best of our knowledge, the contractor has installed the facilities according to the approved plans and specifications. Based on this information, we recommend that the Township accept the facilities. In addition, attached is the final pay application and change order that we have prepared and recommend the Township approve and solicit final payment.

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

Sincerely,
Gourdie-Fraser, Inc.

Jennifer Hodges, P.E.
Project Manager

Enclosures

cc: John Divozzo, Grand Traverse County DPW

MAINTENANCE BOND

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

CONTRACTOR (Name and Address):

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

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

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

OWNER (Name and Address):

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

CONTRACT

Date:

Amount: \$146,220.00

Project Description (Name and Location): Randolph Street Sewer Extension, Project No 20175

BOND

Date (1 year from date of Acceptance by the Municipality): November 23, 2020

Amount: \$141,163.00

Bond Number: B3260902

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

KNOW ALL MEN BY THESE PRESENTS,

That we, Elmer's Crane and Dozer, Inc

entered into a Contract with said Obligee for Randolph Street Sewer Extension

as Principal, (hereinafter called **Principal**), and

The Cincinnati Insurance Company

as Surety (hereinafter called Surety), are held and firmly bound into

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

Charter Township of Garfield

as Obligee (hereinafter called **Obligee**), in the penal sum of One Hundred Forty One Thousand One Hundred Sixty Three and no/100-

Dollars \$ 141,163.00 for the payment whereof Principal and Surety bind themselves, their heirs, executors, administrators, successors, and assigns, jointly and severally, firmly by these presents

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

WHEREAS, said Principal has by written Agreement, dated _____

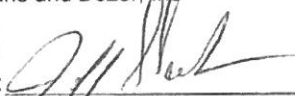
to be void; otherwise to remain in full force and effect.


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

Signed and sealed this 23rd day of November, 2020

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

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

Signature: 
Name and Title: Jeff Saxton, PM

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



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

CONTRACTOR AS PRINCIPAL
Company: (Corp. Seal)

SURETY
Company: (Corp. Seal)

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

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

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

THE CINCINNATI INSURANCE COMPANY

Fairfield, Ohio

POWER OF ATTORNEY

KNOW ALL MEN BY THESE PRESENTS: That THE CINCINNATI INSURANCE COMPANY, a corporation organized under the laws of the State of Ohio, and having its principal office in the City of Fairfield, Ohio, does hereby constitute and appoint

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

of Lansing, Michigan its true and lawful Attorney(s)-in-Fact to sign, execute, seal and deliver on its behalf as Surety, and as its act and deed, any and all bonds, policies, undertakings, or other like instruments, as follows:

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

This appointment is made under and by authority of the following resolution passed by the Board of Directors of said Company at a meeting held in the principal office of the Company, a quorum being present and voting, on the 6th day of December, 1958, which resolution is still in effect:

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

This Power of Attorney is signed and sealed by facsimile under and by the authority of the following Resolution adopted by the Board of Directors of the Company at a meeting duly called and held on the 7th day of December, 1973.

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

IN WITNESS WHEREOF, THE CINCINNATI INSURANCE COMPANY has caused these presents to be sealed with its corporate seal, duly attested by its Vice President this 10th day of May, 2012.



THE CINCINNATI INSURANCE COMPANY

Signature of Steve A. Justice

Vice President

STATE OF OHIO) ss:
COUNTY OF BUTLER)

On this 10th day of May, 2012, before me came the above-named Vice President of THE CINCINNATI INSURANCE COMPANY, to me personally known to be the officer described herein, and acknowledged that the seal affixed to the preceding instrument is the corporate seal of said Company and the corporate seal and the signature of the officer were duly affixed and subscribed to said instrument by the authority and direction of said corporation.



Signature of Mark J. Huller

MARK J. HULLER, Attorney at Law
NOTARY PUBLIC - STATE OF OHIO
My commission has no expiration date. Section 147.03 O.R.C.

I, the undersigned Secretary or Assistant Secretary of THE CINCINNATI INSURANCE COMPANY, hereby certify that the above is a true and correct copy of the Original Power of Attorney issued by said Company, and do hereby further certify that the said Power of Attorney is still in full force and effect.

GIVEN under my hand and seal of said Company at Fairfield, Ohio.
this 23rd day of November 2020



Signature of Scott R. Bolan

Assistant Secretary

AFFIDAVIT OF COMPLETION / CONSENT OF SURETY

500291

Elmer's Crane and Dozer, Inc.

Name of Contractor

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

Address of Contractor

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

Charter Township of Garfield on the 20th day of October, 2020
for the Randolph St Sewer Extension Project.

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

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

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

WITNESSES:

Rose Overmyer
Rose Overmyer

SIGNED: Elmer's Crane and Dozer, Inc.

[Signature]
Jeff Saxton

Subscribed and sworn to before me this

18th day of November, 2020

My commission expires: 2/4/2023

[Signature]
Notary Public, Marynell Ripmaster

CONSENT OF SURETY

We, as Surety on the above-described contract, hereby give our consent to the payment to the Contractor as indicated.

NAME OF SURETY COMPANY: The Cincinnati Insurance Company

PERFORMANCE AND PAYMENT BOND NO.: B3260902

FINAL CONTRACT PRICE: \$ 141,163.00

Date: 11/23/2020

Signed: [Signature]
Name: MARCIA J. MILLER
ATTORNEY - IN - FACT

THE CINCINNATI INSURANCE COMPANY

Fairfield, Ohio

POWER OF ATTORNEY

KNOW ALL MEN BY THESE PRESENTS: That THE CINCINNATI INSURANCE COMPANY, a corporation organized under the laws of the State of Ohio, and having its principal office in the City of Fairfield, Ohio, does hereby constitute and appoint

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

of Lansing, Michigan its true and lawful Attorney(s)-in-Fact to sign, execute, seal and deliver on its behalf as Surety, and as its act and deed, any and all bonds, policies, undertakings, or other like instruments, as follows:

Any such obligations in the United States, up to

Twenty Five Million and No/100 Dollars (\$25,000,000.00)

This appointment is made under and by authority of the following resolution passed by the Board of Directors of said Company at a meeting held in the principal office of the Company, a quorum being present and voting, on the 6th day of December, 1958, which resolution is still in effect:

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

This Power of Attorney is signed and sealed by facsimile under and by the authority of the following Resolution adopted by the Board of Directors of the Company at a meeting duly called and held on the 7th day of December, 1973.

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

IN WITNESS WHEREOF, THE CINCINNATI INSURANCE COMPANY has caused these presents to be sealed with its corporate seal, duly attested by its Vice President this 10th day of May, 2012.



THE CINCINNATI INSURANCE COMPANY

Signature of Vice President

Vice President

STATE OF OHIO) ss:
COUNTY OF BUTLER)

On this 10th day of May, 2012, before me came the above-named Vice President of THE CINCINNATI INSURANCE COMPANY, to me personally known to be the officer described herein, and acknowledged that the seal affixed to the preceding instrument is the corporate seal of said Company and the corporate seal and the signature of the officer were duly affixed and subscribed to said instrument by the authority and direction of said corporation.



Signature of Mark J. Huller

MARK J. HULLER, Attorney at Law
NOTARY PUBLIC - STATE OF OHIO
My commission has no expiration date. Section 147.03 O.R.C.

I, the undersigned Secretary or Assistant Secretary of THE CINCINNATI INSURANCE COMPANY, hereby certify that the above is a true and correct copy of the Original Power of Attorney issued by said Company, and do hereby further certify that the said Power of Attorney is still in full force and effect.

GIVEN under my hand and seal of said Company at Fairfield, Ohio, this 23rd day of November, 2020



Signature of Assistant Secretary

Assistant Secretary



3600 Rennie School Road
Traverse City, MI 49685
Phone (231) 943-3443 • Fax (231) 943-8975
www.TeamElmers.com
EOE/AA

Alpena • Beaverton • Ellsworth • Hillman • Ludington • Manistee • Mt. Pleasant • Omer • Oscoda • Petoskey • Tri-City • White Cloud
500291

LETTER OF GUARANTEE

DATE: November 17, 2020

GFA #20175

OWNER: Charter Township of Garfield
3848 Veterans Drive
Traverse City MI 49684

PROJECT NO.

PROJECT: Randolph St Sewer Extension

Gentlemen:

As the Contractor for this project, I hereby guarantee all materials and equipment furnished and all work performed on this project including any restoration work necessary to be repaired or replaced.

With respect to this Project, to our personal knowledge, all payments have been made and there are no liens on said system.

This guarantee will remain in effect for a period of one (1) year from the date of acceptance by the Municipality.

Signature: 

(Contractor)

Title: Jeff Saxton - Project Manager

Company Name: Elmer's Crane and Dozer, Inc.

Address: 3600 Rennie School Road
Traverse City MI 49685

CERTIFICATE OF SUBSTANTIAL COMPLETION

Owner: Charter Township of Garfield	Owner's Contract No.:
Contractor: Elmer's Crane and Dozer, Inc.	Contractor's Project No.:
Engineer: Gourdie Fraser Inc. (GFA)	Engineer's Project No.: 20175
Project: Randolph St. Sewer Extension	Contract Name:

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

- All Work The following specified portions of the Work:

November 6, 2020

Date of Substantial Completion

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

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

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

Amendments to Owner's responsibilities: None As follows

Amendments to Contractor's responsibilities: None As follows

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

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

EXECUTED BY ENGINEER:		ACCEPTED:		ACCEPTED:	
By: <u></u>	By: <u></u>	By: <u></u>			
(Authorized signature)	Owner (Authorized Signature)	Contractor (Authorized Signature)			
Title: <u>Project Manager</u>	Title: <u>Township Supervisor</u>	Title: <u>Project Manager</u>			
Date: <u>11/13/2020</u>	Date: <u>11-17-20</u>	Date: <u>11/18/20</u>			

Contractor's Application for Payment No. 1 - FINAL

Application Period:	10/20/2020-11/11/2020	Application Date:	11/12/2020
To (Owner):	Charter Township of Garfield	Via (Engineer):	Gourdie Fraser Inc (GFA)
Project:	Randolph Street Sewer Extension	Engineer Address:	123 W Front St, Traverse City, MI
Owner's Contract No.:		Engineer's Project No.:	20175
From (Contractor):	Elmer's Crane and Dozer Inc		
Contractor Address:	3600 Rennie School Rd., Traverse City, MI		
Contractor's Project No.:	500291		

**Application For Payment
Change Order Summary**

Approved Change Orders Number	Additions	Deductions	1. ORIGINAL CONTRACT PRICE
1		\$5,057.00	\$ \$146,220.00
			2. Net change by Change Orders..... \$ -\$5,057.00
			3. Current Contract Price (Line 1 + 2)..... \$ \$141,163.00
			4. TOTAL COMPLETED AND STORED TO DATE (Column F total on Progress Estimates)..... \$ \$141,163.00
			5. RETAINAGE:
		a. X Work Completed..... \$	
		b. X Stored Material..... \$	
		c. Total Retainage (Line 5.a + Line 5.b)..... \$	
			6. AMOUNT ELIGIBLE TO DATE (Line 4 - Line 5.c)..... \$ \$141,163.00
			7. LESS PREVIOUS PAYMENTS (Line 6 from prior Application)..... \$
TOTALS		\$5,057.00	8. AMOUNT DUE THIS APPLICATION..... \$ \$141,163.00
NET CHANGE BY CHANGE ORDERS			9. BALANCE TO FINISH, PLUS RETAINAGE (Column G total on Progress Estimates + Line 5.c above)..... \$

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

(1) All previous progress payments received from Owner on account of Work done under the Contract have been applied on account to discharge Contractor's legitimate obligations incurred in connection with the Work covered by prior Applications for Payment;

(2) Title to all Work, materials and equipment incorporated in said Work, or otherwise listed in or covered by this Application for Payment, will pass to Owner at time of payment free and clear of all Liens, security interests, and encumbrances (except such as are covered by a bond acceptable to Owner indemnifying Owner against any such Liens, security interest, or encumbrances); and

(3) All the Work covered by this Application for Payment is in accordance with the Contract Documents and is not defective

Contractor Signature	Date
By: _____	_____

Payment of: \$ One Hundred Forty One Thousand One Hundred Sixty Three Dollars and No Cents
(Line 8 or other - attach explanation of the other amount)

is recommended by: _____ (Engineer) _____ (Date)

Payment of: \$ One Hundred Forty One Thousand One Hundred Sixty Three Dollars and No Cents
(Line 8 or other - attach explanation of the other amount)

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

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

Progress Estimate - Unit Price Work

Contractor's Application

For (Contract):		Randolph Street Sewer Extension										Application Number: 1- FINAL				
Application Period		10/20/2020-11/11/2020										Application Date: 11/12/2020				
Bid Item No.	Item Description	Contract Information				B		C		D	E	F	G			
		Item Qty	Units	Unit Price	Total Value of Item (\$)	Qty Instd Prev	Value of Work Instd Prev	Qty Instd This Period	Value of Work Instd This Period				Value of Materials Presently Stored (not in C or D)	Total Completed and Stored to Date (C + D + E)	% Complete (F / B)	Balance to Finish (B - F)
1	Mobilization	1	LS	\$18,000.00	\$18,000.00					1	\$18,000.00			\$18,000.00	100.0%	
2	Sanitary Sewer, 8"	380	LF	\$112.00	\$42,560.00					362	\$40,544.00			\$40,544.00	100.0%	
3	Wye Assembly, 8"x6"	6	EA	\$450.00	\$2,700.00					6	\$2,700.00			\$2,700.00	100.0%	
4	Sewer Lead, 6"	155	LF	\$93.00	\$14,415.00					145	\$13,485.00			\$13,485.00	100.0%	
5	Manhole, 4' Dia.	1	EA	\$4,250.00	\$4,250.00					1	\$4,250.00			\$4,250.00	100.0%	
6	Connect to Existing Manhole	1	EA	\$2,050.00	\$2,050.00					1	\$2,050.00			\$2,050.00	100.0%	
7	HMA, Road Replacement	815	SY	\$53.00	\$43,195.00					758	\$40,174.00			\$40,174.00	100.0%	
8	HMA, Drive Replacement	25	SY	\$65.00	\$1,625.00					39	\$2,535.00			\$2,535.00	100.0%	
9	Soil Erosion and Sedimentation Control	1	LS	\$2,840.00	\$2,840.00					1	\$2,840.00			\$2,840.00	100.0%	
10	Traffic Control	1	LS	\$10,570.00	\$10,570.00					1	\$10,570.00			\$10,570.00	100.0%	
11	Restoration	1	LS	\$4,015.00	\$4,015.00					1	\$4,015.00			\$4,015.00	100.0%	
Totals					\$146,220.00						\$141,163.00			\$141,163.00	100.0%	

Date of Issuance: November 12, 2020	Effective Date: November 12, 2020
Owner: Charter Township of Garfield	Owner's Contract No.:
Contractor: Elmer's Crane and Dozer Inc.	Contractor's Project No.: 500291
Engineer: Gourdie Fraser Inc. (GFA)	Engineer's Project No.: 20175
Project: Randolph Street Sewer Extension	Contract Name:

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

Description: FINAL BALANCING
Attachments: ELMERS PAY APPLICATION

CHANGE IN CONTRACT PRICE	CHANGE IN CONTRACT TIMES <i>[note changes in Milestones if applicable]</i>
Original Contract Price: \$ 146,220.00	Original Contract Times: Substantial Completion: <u>11/20/2020</u> Ready for Final Payment: <u>12/05/2020</u> days or dates
[Increase] [Decrease] from previously approved Change Orders No. ___ to No. ___: \$ N/A	[Increase] [Decrease] from previously approved Change Orders No. ___ to No. ___: Substantial Completion: <u>N/A</u> Ready for Final Payment: <u>N/A</u> N/A days
Contract Price prior to this Change Order: \$ 146,220.00	Contract Times prior to this Change Order: Substantial Completion: _____ Ready for Final Payment: _____ days or dates
[Increase] [Decrease] of this Change Order: \$ 5,057.00	[Increase] [Decrease] of this Change Order: Substantial Completion: <u>N/A</u> Ready for Final Payment: <u>N/A</u> days or dates
Contract Price incorporating this Change Order: \$ 141,163.00	Contract Times with all approved Change Orders: Substantial Completion: <u>11/20/2020</u> Ready for Final Payment: <u>12/05/2020</u> days or dates

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

Approved by Funding Agency (if applicable)

By: _____ Date: _____
Title: _____

CHANGE ORDER #1 ATTACHMENT

PROJECT: Charter Twp of Garfield - Randolph Street Sewer Extension

DATE ISSUED: 12-Nov-20

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

FINAL BALANCING

ITEM NO.	COMPLETE DESCRIPTION OF CHANGES	DECREASE CONTRACT	INCREASE CONTRACT
2	DEDUCT QTY 18 LF - SANITARY SEWER, 8"	\$2,016.00	
4	DEDUCT QTY 10 LF SEWER LEAD, 6"	\$930.00	
7	DEDUCT QTY 57 SY - HMA, ROAD REPLACEMENT	\$3,021.00	
8	ADD QTY 14 SY - HMA, DRIVE REPLACEMENT		910
	Total Decrease	\$5,967.00	
	Total Increase		\$910.00
	Net Increase (Decrease)	\$5,057.00	

The sum of \$5,057.00 is hereby (deducted from) (~~added to~~) the total Contract Price.

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

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



Engineering
Surveying
Testing &
Operations

123 West Front Street
Traverse City, Michigan 49684
231.946.5874
231.946.3703

December 3, 2020

Charter Township of Garfield
Attn: Chuck Korn
2848 Veterans Drive
Traverse City, MI 49684

RE: Chelsea Park West
GFA #19180
Close-out & Turnover

Dear Chuck:

The project for Hammond Industrial Center – Industry Drive Extension (Final Phase) has been completed. Enclosed please find copies of the following items submitted by the contractor in compliance with the contract documents:

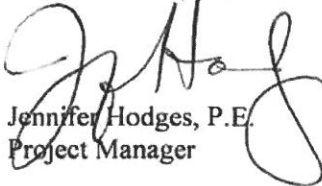
1. One-Year Maintenance Bond
2. Letter of Guarantee
3. Affidavit of Completion/Consent of Surety
4. Grant of Easement – In process of being recorded and final to be delivered to Township
5. Bill of Sale

The Record Drawings and reports are completed and both paper and CD copies will be delivered to the Grand Traverse County Department of Public Works.

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

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

Sincerely,
Gourdie-Fraser, Inc.



Jennifer Hodges, P.E.
Project Manager

Enclosures

cc: John Divozzo, Grand Traverse County DPW

T:\Projects\19180\Closeout\Turnover letter to Township.docx

SANITARY MAIN

A 20' wide easement that extends 20' beyond all Point Of Endings for the installation and maintenance of a sanitary main in part of the Southwest quarter, Section 21, Town 27 North, Range 11 West, Garfield Township, Grand Traverse County, Michigan; the centerline of said easement being more fully described as follows: Commencing at the South quarter corner of said section; thence along the South line of said section S 88°27'04" E a distance of 1318.82'; thence N 00°59'25" E a distance of 1081.40' to a point on an existing sanitary main; thence along said sanitary main S 72°18'34" W a distance of 3.90' to Manhole #1574 and the Point Of Beginning of said centerline; thence along said centerline S 79°59'23" W a distance of 149.29' to Point "A" on said centerline and Manhole #1710; thence along said centerline S 02°15'08" W a distance of 42.00' to Manhole #1727 and Point Of Ending;

--AND--

Commencing at Point "A" on said centerline; thence the following four courses along said centerline S 73°07'06" W a distance of 375.99' to Manhole #1711; thence S 01°15'39" W a distance of 396.87' to Manhole #1712; thence S 01°38'53" W a distance of 342.01' to Manhole #1713; thence N 89°04'37" W a distance of 239.00' to Manhole #1714 and the Point Of Ending.

WATER MAIN

A 20' wide easement that extends 20' beyond all Point Of Endings for the installation and maintenance of a water main in part of the Southwest quarter, Section 21, Town 27 North, Range 11 West, Garfield Township, Grand Traverse County, Michigan; the centerline of said easement being more fully described as follows: Commencing at the South quarter corner of said section; thence along the South line of said section S 88°27'04" E a distance of 1318.82'; thence N 00°59'25" E a distance of 1049.87' to an existing water main and the Point Of Beginning; thence the following three courses along said centerline S 84°05'17" W a distance of 129.43'; thence S 78°07'59" W a distance of 14.21' to Point "A" on said centerline; thence S 01°01'33" E a distance of 21.74' to the Point Of Ending.

--AND--

Commencing at Point "A" on said centerline; thence the following four courses S 78°07'59" W a distance of 1.92'; thence S 73°52'10" W a distance of 60.29'; thence S 67°37'00" W a distance of 99.25' to Point "B" on said centerline; thence S 16°38'08" E a distance of 10.02' to a fire hydrant assembly #1131 and the Point Of Ending.

--AND--

Commencing at Point "B" on said centerline; thence the following four courses along said centerline S 66°13'19" W a distance of 153.25'; thence S 86°48'16" W a

distance of 49.14'; thence S 00°54'30" W a distance of 10.78' to Point "C" on said centerline; thence N 88°11'22" W a distance of 41.88' to a fire hydrant assembly #1131A and the Point Of Ending.

--AND--

Commencing at Point "C" on said centerline; thence along said centerline S 00°54'30" W a distance of 219.94' to Point "D" on said centerline; thence S 89°55'34" E a distance of 8.11' to a fire hydrant assembly #1132 and the Point Of Ending.

--AND--

Commencing at Point "D" on said centerline; thence along said centerline S 00°54'30" W a distance of 359.21' to Point "E" on said centerline; thence N 86°39'05" E a distance of 30.82' to a fire hydrant assembly #1133 and the Point Of Ending.

--AND--

Commencing at Point "E" on said centerline; thence along said centerline the following five courses S 00°54'30" W a distance of 45.18'; thence S 38°01'34" E a distance of 60.37' to Point "F" on said centerline; thence S 56°42'55" W a distance of 127.30'; thence S 88°22'24" W a distance of 203.12'; thence S 02°06'40" W a distance of 8.64' to a fire hydrant assembly #1134 and the Point Of Ending.

--AND--

Commencing at Point "F" on said centerline; thence along said centerline the following four courses S 36°56'43" E a distance of 40.64'; thence S 05°50'06" E a distance of 12.95'; thence S 23°47'05" W a distance of 82.44'; thence S 10°33'47" W a distance of 4.46' to a point on an existing water main and the Point Of Ending.

LETTER OF GUARANTEE

DATE: 11/18/2020

PROJECT NO.

OWNER: Charter Township of Garfield

2848 Veterans Drive

Traverse City, MI 49684

PROJECT: Chelsea Park West Apartments

Gentlemen:

As the Contractor for this Project, I hereby guarantee all materials and equipment furnished and all Work performed on this Project including any restoration Work necessary to be repaired or replaced. With respect to this Project, to our personal knowledge, all payments have been made and there are no Liens on said system.

This guarantee will remain in effect for a period of one (1) year from the date of acceptance by the Municipality.

*As a condition of this Guarantee (As Applicable) the Owner acknowledges and accepts the infrastructure with the understanding that final grade related to road construction (curb, gutter and top course) have not been completed. The Contractor shall provide the Owner with a Bond equivalent to 100% of the cost to complete this work.

Furthermore, the Contractor shall complete this work within 1 year from the date of this Guarantee and provide the Township with a written certification, signed and sealed by their engineer, certifying the design, construction and installation of the road network is compliant with the ordinance.

Signature:



(Contractor)

Title: Chris Wickline

(Please Print or Type)

Company Name:

J.B. Donaldson Co.

(Please Print or Type)

Address:

37610 Hills Tech Drive
Farmington Hills, MI 48331

BILL OF SALE

Chelsea Park Garfield, LLC whose address is 37610 Hills Tech Drive, Farmington Hills, MI 48331 (herein referred to as "Seller") for and in consideration of One (\$1.00) Dollar, the adequacy and receipt of which is acknowledged, does hereby grant, dedicate, transfer and deliver to Garfield Township, whose address is 3380 Hartman, Traverse City, MI 49685, (herein referred to as the "Township"), all water main and appurtenances as shown on the attached drawings that are in, over, upon and under the real estate more fully described as:

WATERMAIN EASEMENT - (SEE EXHIBIT "B" ATTACHED)

SANITARY MAIN

A 20' wide easement that extends 20' beyond all Point Of Endings for the installation and maintenance of a sanitary main in part of the Southwest quarter, Section 21, Town 27 North, Range 11 West, Garfield Township, Grand Traverse County, Michigan; the centerline of said easement being more fully described as follows: Commencing at the South quarter corner of said section; thence along the South line of said section S 88°27'04" E a distance of 1318.82'; thence N 00°59'25" E a distance of 1081.40' to a point on an existing sanitary main; thence along said sanitary main S 72°18'34" W a distance of 3.90' to Manhole #1574 and the Point Of Beginning of said centerline; thence along said centerline S 79°59'23" W a distance of 149.29' to Point "A" on said centerline and Manhole #1710; thence along said centerline S 02°15'08" W a distance of 42.00' to Manhole #1727 and Point Of Ending;

--AND--

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--AND--

Commencing at Point "A" on said centerline; thence the following four courses S 78°07'59" W a distance of 1.92'; thence S 73°52'10" W a distance of 60.29'; thence S 67°37'00" W a distance of 59.25' to Point "B" on said centerline; thence S 16°38'08" E a distance of 10.02' to a fire hydrant assembly #1131 and the Point Of Ending.

--AND--

Commencing at Point "B" on said centerline; thence the following four courses along said centerline S 65°13'19" W a distance of 135.25'; thence S 86°48'16" W a distance of 49.14'; thence S 00°54'30" W a distance of 10.78' to Point "C" on said centerline; thence N 88°11'22" W a distance of 41.88' to a fire hydrant assembly #1131A and the Point Of Ending.

--AND--

Commencing at Point "C" on said centerline; thence along said centerline S 00°54'30" W a distance of 219.94' to Point "D" on said centerline; thence S 89°53'34" E a distance of 8.11' to a fire hydrant assembly #1132 and the Point Of Ending.

--AND--

Commencing at Point "D" on said centerline; thence along said centerline S 00°54'30" W a distance of 359.21' to Point "E" on said centerline; thence N 86°39'05" E a distance of 30.82' to a fire hydrant assembly #1133 and the Point Of Ending.

-AND-

Commencing at Point "E" on said centerline; thence along said centerline the following five courses S 00°54'30" W a distance of 45.18'; thence S 38°01'34" E a distance of 60.37' to Point "F" on said centerline; thence S 56°42'55" W a distance of 127.30'; thence S 88°22'24" W a distance of 203.12'; thence S 02°06'40" W a distance of 8.64' to a fire hydrant assembly #1134 and the Point Of Ending.

-AND-

Commencing at Point "F" on said centerline; thence along said centerline the following four courses S 36°56'43" E a distance of 40.64'; thence S 05°50'06" E a distance of 12.95'; thence S 23°47'05" W a distance of 82.44'; thence S 10°33'47" W a distance of 4.46' to a point on an existing water main and the Point Of Ending.

Seller hereby warrants and certifies to the Township that the Improvement has been acquired, constructed and completed in accordance with the Plans and Specifications developed by Grand Traverse County for the improvement previously approved by the Township; and that no claim, action, or liability exists with respect to the improvement and its construction and installation.

Seller further warrants and represents to the Township that it is the lawful owner of the improvement, and that the improvement is free of all liens and encumbrances of any kind. Seller further represents that it has the authority to transfer the improvement. All warranties and guarantees pertaining to the improvement are hereby assigned and transferred to the Township.

Dated this 2nd day of December, 2020

Seller:

Chelsea Park Garfield LLC, a Michigan Limited Liability Company

By: _____



Signature

By: Nicholas Dickline

Printed

Its: Senior project manager

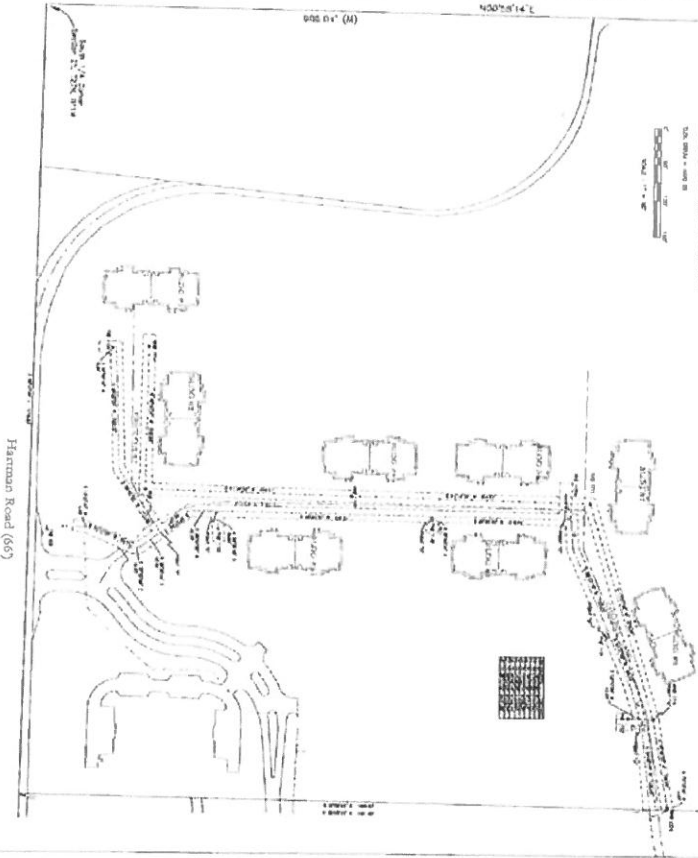
Title

CHELSEA PARK WEST
EASEMENT SKETCH



NOTES

BEING LAYED ON THE PLANS
CONVEYING THE APPLICANT'S
DESIGNATION OF LOCAL RESIDENTIAL
SERVICE AREAS TO BE LOCATED
ON THE LOTS SHOWN



DATE: DECEMBER 2, 2000	DRAWN BY: ISA
JOB #200713C	
CHELSEA PARK WEST	
PART OF THE SW 1/4, SEC. 21, 72N, R17W, GARFIELD TWP, SAND WATKINS CO., MISSOURI	
SANITARY & SEWER EASEMENT	

AFFIDAVIT OF COMPLETION/CONSENT OF SURETY

J. B. Donaldson Co

Name of Contractor

37610 Hills Tech Drive, Farmington Hills, MI 48331

Address of Contractor

being duly sworn, deposes and says that they entered into a Contract with Chelsea Park on the 24th day of January, 2019, for the Chelsea Park West Project. Garfield LLC.

Contractor further says that the said Contract has been completed and all indebtedness incurred by him to Subcontractors, Suppliers, and laborers in their employ has been paid in full. Contractor further says that there are no outstanding or pending Claims, Liens or actions in Law involving this Contract. Contractor further says this affidavit is furnished as an inducement to the Owner to make final payment on said Contract.

WITNESSES:

SIGNED:

Kristen McClellan

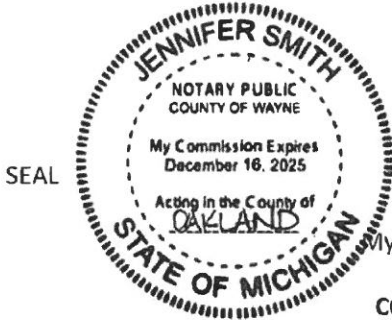
[Signature]

Kristen McClellan

Print

Print

Subscribed and sworn to before me this 18 day of November, 2020.



Jennifer Smith

Print Name

[Signature]

Notary Public Sign

My commission expires: Dec. 16, 2025

CONSENT OF SURETY

We, as Surety on the above-described Contract, hereby give our consent to the payment to the Contractor as indicated.

NAME OF SURETY COMPANY: _____

PERFORMANCE AND PAYMENT BOND NO.: _____

Date: _____

Signed: _____

Name: _____



Charter Township of Garfield

Grand Traverse County

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

CHUCK KORN
SUPERVISOR

LANIE MCMANUS
CLERK

JEANE BLOOD LAW
TREASURER

MOLLY AGOSTINELLI, TRUSTEE
STEVE DUELL, TRUSTEE

CHRIS BARSHEFF, TRUSTEE
DENISE SCHMUCKAL, TRUSTEE

Request for Hazard Pay for Election workers using CARES Act grant money. Requesting \$3750 to pay election workers for working during the COVID-19 pandemic. The Township needs to spend the money or return it. The Township received \$14,894 if the request is approved it will bring the total spent to \$14,674.54, leaving \$219.46 to be spent by December 18, 2020.

Lanie McManus
Charter Township of Garfield Clerk

Cares Act Expenses

Paid	Date	Check #	Items	Amount
Fifth Third Bank	5.21.2020	38724	Masks, Hand Sanitizer, Spray Bottles	\$ 112.24
Northern Michigan Glass	7.15.2020	38858	Plexiglass	\$ 1,152.00
Integrity Business Solutions	7.22.2020	38873	Sanitizer Bottles	\$ 168.00
Home Depot Credit Services	7.30.2020	38885	Desk Shield Supplies	\$ 354.89
Fifth Third Bank	8.27.2020	39002	Masks	\$ 40.22
Fifth Third Bank	8.27.2020	39003	Disinfectant, Tables	\$ 332.14
Kreece Enterprises	8.27.2020	39007	Election Counter	\$ 4,675.00
Home Depot Credit Services	9.03.2020	39029	Plexiglass and shield supplies	\$ 363.37
Watts Up 45 Electric	9.24.2020	39072	Electric for Election Counter	\$ 2,900.00
				\$ 10,097.86
Fifth Third Bank	5.21.2020	38797	Hand Sanitizer / bottles / Gloves / Masks	\$ 108.22
Fifth Third Bank	10.01.2020	39076	Sanitizing Wipes / towels	\$ 64.03
Northern Michigan Janitorial	10.07.2020	39104	Disinfectant Wipes	\$ 125.00
Home Depot	11.05.2020	39149	Counter/Plexiglass	\$ 446.15
Home Depot	12.02.2020	39294	Counter	\$ 83.28
Proposed Hazard Pay				\$ 3,750.00
				\$ 14,674.54

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

RESOLUTION TO AMEND THE BUDGET

RESOLUTION #2020-41-T

BE IT HEREBY RESOLVED, THAT budget amendments to increase the Park System Fund (308) by \$130,000 and take it from the Fund Balance be approved.

Moved:

Supported:

Yeas:

Nays:

Absent and excused:

The Chairman, Chuck Korn, declared the motion carried and Resolution 2020-41-T adopted this 8th day of December, 2020.

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 2020-41-T which was adopted by the Township Board of the Charter Township of Garfield on the 8th day of December, 2020.

Lanie McManus, Clerk

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

RESOLUTION TO AMEND THE BUDGET

RESOLUTION #2020-42-T

BE IT HEREBY RESOLVED, THAT budget amendments to increase the General Fund (101), Cost Center (747) by \$298,273 and take it from the Fund Balance be approved.

Moved:

Supported:

Yeas:

Nays:

Absent and excused:

The Chairman, Chuck Korn, declared the motion carried and Resolution 2020-42-T adopted this 8th day of December, 2020.

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 2020-42-T which was adopted by the Township Board of the Charter Township of Garfield on the 8th day of December, 2020.

Lanie McManus, Clerk

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

RESOLUTION TO AMEND THE BUDGET

RESOLUTION #2020-43-T

BE IT HEREBY RESOLVED, THAT budget amendments to increase the Park Fund, Park Use Fees 308-000-476.004 by \$3,276 and take it from the General Fund, Park Use Fees 101-000-476.004 be approved.

Moved:

Supported:

Yeas:

Nays:

Absent and excused:

The Chairman, Chuck Korn, declared the motion carried and Resolution 2020-43-T adopted this 8th day of December, 2020.

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 2020-43-T which was adopted by the Township Board of the Charter Township of Garfield on the 8th day of December, 2020.

Lanie McManus, Clerk



November 2, 2020

To: Garfield Township
3848 Veterans Drive
Traverse City, MI 49684

Re: Notification and Consent to Assignment of Agreement to Mobile Medical Response

Reference is made to that certain Agreement, effective as of April 1, 2004, as amended by that certain Amendment to Agreement (First Amendment), effective as of April 1, 2005, and as confirmed by the parties by that certain Confirmation Agreement, dated February 2, 2020, by and between the Township of Garfield ("Garfield Township") and North Flight, Inc. ("North Flight") (collectively, the "Agreement").

Pursuant to the terms of a certain Contribution Agreement, dated September 16, 2020, by and among Mobile Medical Response, Inc. ("MMR"), North Flight and Munson Healthcare (the "Contribution Agreement"), North Flight has agreed to assign to MMR, and MMR has agreed assume from North Flight, all of North Flight's rights, duties, and obligations under the Agreement that are to be performed or incurred after the effective time of such assignment, which is expected to occur on or about December 1, 2020 (the "Assignment").

The Agreement contains certain provisions that require the consent of Garfield Township in connection with the Assignment. By signing below, Garfield Township hereby provides such consent and confirms that upon completion of the Assignment, the Agreement shall remain in full force and effect with MMR, subject only to the terms and conditions thereof.

Contact information for MMR is as follows:

Mobile Medical Response
834 S. Washington Ave.
Saginaw, MI 48601
(989) 758-2900
www.mobilemedical.org

If for any reason the Assignment does not occur, we will notify you.



Thank you in advance for your attention to this matter.

Sincerely,

NORTH FLIGHT, INC.

By: Paul Owens
Name: Paul Owens
Title: General Manager

ACKNOWLEDGED AND AGREED:

GARFIELD TOWNSHIP

By: _____
Name: Chuck Korn
Title: Supervisor

2019006



Grand Traverse Conservation District

November 2020 Report

CONSERVATION TEAM

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

Administration

- Prepared for and held a Brown Bridge Advisory Committee (BBAC) meeting.
- Provided the BBAC with a draft version of the updated Management Plan.
- Prepared and distributed the RFP for the Phase-II Wood project. Place legal notice in paper regarding the same.
- Met interested contractors on-site by appointment.
- Met virtually with City Staff to help prepare/update the 6-year Capital Improvement Project list

Routine Monitoring and Maintenance

- Responded to a report that the shallow water wetland was overflowing and impacting the trail system. Inspected the Agri-Drain structure and found the inlet pipe was clogged with organic material. Cleared the intake solving the problem.
- Performed routine trailhead inspections to monitor use, pick up trash, restock outhouses, and tend to dog waste stations.
- Performed maintenance to trails that are prone to seasonally wet issues.
- Cleared away numerous large fallen trees from trails.
- Replaced damaged trail intersection maps.
- Outhouse improvements: power-washed roof, painted interior, and constructed/painted/installed new toilet paper dispenser and coat rack.

Grants

- As mentioned above a RFQ was prepared and legally notice for the Phase-II wood project.
 - Prepared and submitted grant reports to the USFWS
-



Grand Traverse Conservation District

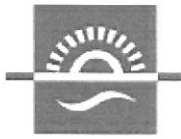
OWNER/PARKLAND: Garfield Township – Various

Administration

- Continued project planning with Garfield Township Park Steward, Derek Morton, regarding park maintenance needs and improvements.
- Submitted application for a GT County Soil Erosion and Sedimentation Control Permit to extend the existing boardwalk at Boardman Valley Nature Preserve (BVNP) along the Boardman River Trail. Awaiting to secure the permit with a 6-month open period in March of 2021 for anticipated spring construction.
- Corresponded with YouthWorks of Child and Family Services on acquisition of milled black locust timber material and labor needs for BVNP boardwalk extension.
- Updated draft info station displays and trail maps with corresponding trail intersect markers at Silver Lake Rec Area, Miller Creek NR, and Kids Creek Park. Open to edits or suggestions on drafts.
- Attended a preliminary trail discussion meeting with stakeholders and partners regarding Commons trail planning.

Monitoring and Maintenance

- Performed weekly trailhead & dog waste bag dispenser checks; swapped out Silver Lake dog park trash bin on a weekly basis.
 - Monitored and maintained trails & trailheads on a regular basis to ensure safe access for trail users.
 - Began leaf blowing boardwalks at Miller Creek NR to mitigate slipping hazards and prolong life of the lumber.
 - Replaced missing or vandalized temporary trail intersect maps at the Commons.
 - Assisted Derek Morton and Bill Mouser in removal of the ADA accessible kayak launch & tree blocking the river at BVNP for the winter season.
 - Cleared multiple down and hazardous trees by chainsaw along trails at all Garfield parks, most notably the Commons and Miller Creek NR, following high wind events resulting from November gales.
 - Followed-up on park user reports of downed trees, recent unauthorized trail construction, and an abandoned homeless camp at the Commons.
 - Monitored use of an unofficial vehicle access at the Commons off Long Lake Road. Talked to visitors seen using it. May have to install a 'No Parking' sign to discourage further use.
 - Downloaded trail counter data along the Buffalo Ridge Trail at the beginning of each month to track trail usage; repaired loose wire on one of the trail counters.
-



Grand Traverse Conservation District

OWNER/PARKLAND: Grand Traverse County – Natural Education Reserve

Administration

- Continued coordinating with Kim Balke from CRA and contractor Shawn Kanouse regarding streambank restoration work planned for November & December within both Boardman & Sabin bottomlands.
- Continued to coordinate contractors (Wildlife and Wetland Solutions) on the treatment of terrestrial invasive plants within the bottomlands. Funding provided by the Conservation Resource Alliance.
- Implemented construction of three 24' timber footbridges over small tributaries of the Boardman River along the E. Sabin Trail in the recently exposed Sabin bottomlands. In process of constructing a replacement boardwalk on the Beaver Pond Loop Trail. All materials are funded through awarded Traverse City Track Club grants. Old boardwalk has been removed entirely.

Monitoring and Maintenance

- Responded to a call from a GTCD staff member who witnessed a domestic altercation on the east side of the river near the former Sabin dam. The GTCD staff member immediately called 911 and the police were able to make contact with the pair.
- Performed routine weekly trailhead checks and refilled dog waste bag dispensers.
- Cleared multiple down and hazardous trees along trails of the NER and Boardman access road after November windstorms.
- Repaired broken fencing at Oleson Bridge parking lot.
- Checked Jack's Landing & Beitner Park outhouses several times per week to ensure cleanliness and safe access to trail and river users.

Grants

- As noted above... continued coordination with Kim Balke from CRA and contractor Shawn Kanouse regarding streambank restoration work planned for November/December within both Boardman & Sabin bottomlands.
 - Continued to coordinate contractors (Wildlife and Wetland Solutions) on the treatment of terrestrial invasive plants within the bottomlands. Funding provided by the Conservation Resource Alliance.
 - Traverse City Track Club Grant(s): As noted above... three 24' timber footbridges crossing tributaries of the Boardman on E. Sabin Trail are fully constructed. Began construction of replacement boardwalk along Beaver Pond loop. Determining next steps as tributary (AKA... Robbins Creek) continues to adjust and is susceptible to bank erosion.
-



Grand Traverse Conservation District

OWNER/PARKLAND: Recreational Authority – Hickory Meadows

Administration

- Attended and reported at the monthly Rec Authority Board meeting.
- Coordinated and prepared the agenda for a remote November Hickory Meadows Advisory Committee (HMAC) via Zoom.
- Provided further reconnaissance for possible trail connections between Hickory Meadows and the Hills. A preliminary map has been created to help guide discussion. Next step is to reach out to the City of TC and Hickory Hills Advisory Committee to collaborate in further project planning.
- Corresponded with Derek Mellville, City Parks and Rec Superintendent, regarding drainage, trail improvements, and mowing prior to winter grooming.
- Sought tractor rental options for mowing of planned winter groomed trails. In the end, the City graciously provided use of a tractor with a flail mower attachment.
- Met HMAC member, Bill Brundage, and Vasa Ski Club Board Director and local ski coach, Sam Holmes, to delineate the desired route for mowing of the winter groomed trail course within the open meadows.
- Coordinated contractors, Wildlife and Wetland Solutions, to begin cut-stump invasive species control efforts on non-native woody species present at the Meadows. Met contractors on-site and provided map delineating priority areas.

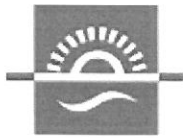
Monitoring and Maintenance

- Performed trailhead checks on a weekly basis and refilled dog bag dispensers as necessary.
- Monitored all trails to ensure clear and safe access for users.
- Cleared several hazardous down or leaning trees over trail by chainsaw.
- Downloaded trail counter data monthly.
- Provided reconnaissance after heavier rains to assess drainage improvements made on both the Hills and Meadows property. Hauled in 13 tons of gravel paid for by the City to repair eroded trail sections following the high-rain event on October 23.
- Widened trail uphill from Wayne Street info station by cutting & spraying invasive black locust trees to facilitate winter grooming with the City's Pisten Bully groomer.

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

Administration

- Communicated with the new owners of the Canterbury Woods property to make sure they didn't have concerns with the restoration of the old dump site.



Grand Traverse Conservation District

Monitoring and Maintenance

- Performed routine drive-by and trailhead inspections to monitor use and pick up trash.
- Cleared away fallen trees from trails using chainsaws.
- Monitored use during firearm deer season.

BOARDMAN RIVER STEWARDSHIP

- Watched and provided comment on GTB's video/film called A River Reborn highlighting the Boardman River dam removal and FishPass projects.
 - Prepared and presented an Annual Report to the Grand Traverse Regional Foundation's Edward's Stewardship Fund Committee regarding 2020 activities. Requested and received approval for 2021 allocation.
 - Prepared and submitted a legal notice in the Record Eagle for the Phase-II Wood Project RFP.
 - Met contractors by appointment on-site at Brown Bridge to view Phase-II project.
 - Prepared and place Caution signs at public access sites from the Fork's to Jack's Landing warning paddlers that they may encounter downed trees due to recent high winds.
 - Removed/relocated downed trees blocking the river.
 - Participated in virtual meetings with several partner organizations to develop a Coastal Management Program grant proposal to address erosion and other coastal problems due to highwater. The lower Boardman is part of Coastal waters.
 - Met with contractor Shawn Knouse from Knouse Outdoor Restoration regarding restoration work in the Boardman & Sabin bottomlands. This work is being paid for through leftover restoration grants from CRA.
 - Participated in a Boardman Collaborative meeting to try and determine the best, most effective watershed management structure for the Boardman River.
 - Participated in a debriefing with the US Forest Service regarding a rejected Tree Canopy grant proposal that was prepared by partner organizations and submitted for funding by CRA. Feedback provided by Sheila Johnson from the Forest Service will help solidify the next proposal.
 - Spoke with a riverfront property owner who is experiencing flooding they feel is caused by a culvert on a private road that was replaced without any place for the water to go. Arranged an on-site meeting.
-



Grand Traverse Conservation District

ENVIRONMENTAL EDUCATION

Nature Center Visitation this Month: 117 Nature Center Visitation Nov 2019: 409

Program Participants this month: 117 Program Participants Nov 2019: 319

Drop ins this month: 0 Drop-in Sept 2019: 90

Nature Center Visitation this year: 1,724 Nature Center Visitation since 2008: 96,543

Program Participation & Program Planning:

- The fall 2020 homeschool program wrapped up in mid November. The program provided 150 students an engaging opportunity to study topics related to our area's natural ecology, geology, history, and more. This 10-week active-learning program, which included age-appropriate themes based on curriculum topics, allowed students to connect to the Natural Education Reserve and form a learning community within their classes.
- During our fall 2020 session, nearly 200 preschoolers, ages 3-5 years old, discovered their curiosity, empathy, and wonder of the natural world through the Knee-High Naturalist preschool drop-off program offered twice a week at the Boardman River Nature Center. Children explored, discovered, observed, and experienced the natural world using all of their senses while developing an appreciation for nature and creating a class community.
- The Peepers program celebrated its 12th year at the Boardman River Nature Center. Over 180 early learners and their grown-ups experienced the natural world through stories, crafts, and outdoor discovery time at the adult-accompanied program.
- Education programmatic updates were sent out to support the education programs.

FORESTRY ASSISTANCE PROGRAM (FAP).

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

Trainings: ReLeaf Tree Health Webinar, 1.5 CFEs earned
USBI Biochar Webinar
ReLeaf Native Species Webinar



Grand Traverse Conservation District

Biochar as Carbon Emissions Negative Technology and Climate Change Webinar, 1.0
CFE earned

On-Site Visits:

Leelanau County

1. Peterson, 1 ac., Leland Twp.
2. Roberts, 4 acs., Leland Twp.
3. Egan/Bayview Pines Association, 72 acs., Bingham Twp.
4. Walker, 10 acs., Glen Arbor Twp.
5. Cook-Dowd, 10 acs., Solon Twp.
6. Roesner, 1 ac., Elmwood Twp.
7. Fritz, 1 ac., Elmwood Twp.
8. Ross, 2 acs., Cleveland Twp.
9. Ragan, 8 acs., Empire Twp
10. Baroli, 64 acs., Leelanau Twp. S
11. Freed, 22 acs., Suttons Bay Twp.

Grand Traverse County

1. Halucko, 10 acs., Long Lake Twp.
2. Backus, 1 ac. City of TC
3. Leonard, 5 acs., Peninsula Twp.
4. Unke, 6 acs., Grant Twp.

Benzie County

1. Smith, 15 acs., Platte Twp.

Written Forest Management Recommendations: 3 QFP Verifications: 0 MAEAP/FWH
Verifications: 0 FAP Referrals to Private Sector: 8 FAP Referrals to Public Sector: 2
In-office Contacts: 31 landowners Follow-up Contacts: 58 landowners/qualified foresters

FAP Promotion/Program Development:

1. Submitted two Lingering Ash Reports to USFS
2. Attend virtual BCD Annual Meeting
3. Follow-up harvest at BCD Mayley property with Tad
4. FAP/QFP promotion out to all township treasurers for winter tax bills
5. Frankfort School GLRI Project planning Zoom meeting
6. GTCD Staff meeting
7. Present ATREP to Green Elk Rapids/Elk Rapids High School Eco Club on Zoom (35 in attendance)
8. Present ATREP to Frankfort Tree Board on Zoom (10 in attendance)



Grand Traverse Conservation District

9. Secure ATREP species availability at Barker Creek and Four Season Nurseries for Spring '21
10. Emailed program update to 100 on ATREP landowner list re: program status, CRA Wild Roots, containerized stock availability, Citizen Science project
11. Plan FAP Advisory Committee Zoom and grant planning documents

MICHIGAN AGRICULTURE ENVIRONMENTAL ASSURANCE PROGRAM (MAEAP)

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

Risk Assessments Completed: 5 (Antrim/Grand Traverse), 4 (Benzie/Leelanau)

Farms Verified: 0

Updates:

- 11/3: Great Lakes Incubator Farm (GLIF) Leadership Team Meeting
- 11/10: Business Development Team Meeting (County Parks and Recreation)
- 11/12: Food and Farming Network Interim Leadership Team Meeting
- 11/12: GLIF Leadership Team Meeting with Small Business Development Center
- 11/12: Benzie Conservation District Annual Meeting
- 11/19: Michigan Food and Farming Systems (MIFFS) Fundraising and Development Committee Meeting
- 11/20: MIFFS Board Meeting
- 11/24: Northwest Michigan County Farm Bureau Board Meeting

Current Projects:

- Working with:
 - 13 Farms in Antrim
 - 26 Farms in Grand Traverse
 - 20 Farms in Leelanau
 - 9 Farms in Benzie
- Assisting with utilizing MAEAP fund code for NRCS EQIP Applications
- Coordinating regenerative agriculture film series.
- Researching grant opportunities for increased cost-share and field day funding.
- 2021 MAEAP Reverifications
- MDARD well water screening
- Planning and developing Great Lakes Incubator Farm Project.
- FY2021 Goal Setting and Employee Development Plans.



Grand Traverse Conservation District

Upcoming Events:

- 12/1: Leelanau Conservation District Board Meeting
- 12/2: GLIF Advisory Council Meeting
- 12/7: Community Biochar Meeting
- 12/7: Food and Farming Network Interim Leadership Committee Meeting
- 12/7: MIFFS Board Meeting
- 12/8-12/10: Great Lakes Fruit, Vegetable, and Farm Market Expo (Virtual)
- 12/14-12/18: Michigan Association of Conservation Districts Annual Meeting
-

NORTHWEST MICHIGAN INVASIVE SPECIES NETWORK (ISN)

Public Inquiry Responses: 28
Active Efforts: 6
Active Contacts: 294
Passive Efforts: 38
Passive Impressions: 14,657
Volunteer Hours: 0
Volunteers: 0

Acres Surveyed: 0
Sites Surveyed: 0
Sites Monitored: 0
Acres Treated: 0
Sites Treated: 0
Acres Restored: 0
Sites Restored: 0

Meetings/Presentations/Trainings:

- 11/2-11/6 – Attended UMISC virtual conference
 - 11/4 – Presented on CISMA work at CISMA Round Table; 50+ attendees
 - 11/5 – Presented on *Go Beyond Beauty* at Species in Trade session; 50+ attendees
- 11/4 – Presented *Invasive Species and Groundcovers* to GT Wild Ones; 10 attendees
- 11/12 - Attended & reported at BCD Annual Meeting; 19 contacts
- 11/16 - Hosted ISN Steering Committee meeting; 10 attendees
- 11/17 - Hosted ISN Partner Meeting; 38 attendees ([recording posted to YouTube](#))

Treatments, Restoration, and Surveys:

- Submitted NPDES permit reporting
- Submitted DNR PAP and EGLE reporting

Other Accomplishments:



Grand Traverse Conservation District

- **2 new GBB Participants (Community)**
- Completed and submitted MISGP reporting
- MISGP and USFS grant applications due Dec 11
- Facebook reach: 11,067
- Website unique visitors: 1,382
- Instagram reach: 1,515
- Twitter reach: 232
- YouTube views: 33
- October eNews opens: 428

PRODUCE SAFETY AND FSMA

ORGANIZATIONAL

- COVID Policy & Plan review
- Telecommuting Policy edits

PRODUCE SAFETY AND FSMA

- Total farm visits: 2 , Follow-up visits: 2
- PSRA: 1 / OFRR: (Cleared to start back up week of 6/15)

Manistee	Benzie	GT	Leelanau	Antrim	Other
			2		

- Follow-up Communication: 5
- Total completed PSRA Certificates to date: 4
- Total active PSRA: 12 (this refers to those who have undergone a PSRA but have not reached completion for a certificate)
- Farm Referrals by County to Date (farm referrals are farms I've actively worked with, provided direct remote services to, or provided on farm assistance to):

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

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

- Total farm contacts: 294 (are total contacts that have received information)
- Finalized 'Steps to Certificate' PSRA Document
- Finalized 'Illness and Injuries' Sign for farms



Grand Traverse Conservation District

- Follow up with open Farms
- Postcard mailer creation to send to farm contact list
- Assisted in Michigan PSA Grower Training Engagement Committee Meeting
- Presented Module 4 PSA Grower Training 11/10/20
- Review PSA modules for remote engagement options for growers
- Letter of Support for grant funds for a farm in GT County- to establish deer deterrents
- Technician Team Meeting for creation of technician website
- Developed Sanitizer activity for PSA Grower Trainings
- Cornell University Wash/Pack Facilities Design and Practices for Food Safety Training
- Manistee K-Rock Station Radio Interview for PSP
- Manistee News Advocate Program Interview
- Partnership with Ferris State University MRC Council Professor for student project on Spanish health & hygiene training
- NRC Exemption template rework for MOFPS
- Technician Team Call Goals Clarification and Sheet Updates

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

- GLEXPO Conference 12/10/19-12/12/19
- MI PSA Team Professional Development Holland, MI 1/6/2020-1/7/2020
- Orchard & Vineyard Show 1/14/20-1/15/20
- Northern Michigan Small Farms Conference 1/24/20-1/25/20
- Post-Harvest Handling and Hygiene for Small and Medium Sized Growers 2/13/20
- PSA Grower Training Negaunee, MI 3/19/20- POSTPONED
- Hosting Agriculture Workshop/Event w/ Antrim CD 3/20/20 POSTPONED
- Manistee Conservation District Annual Meeting 3/20/20 POSTPONED
- PSA Grower Training Interlochen, MI 3/26/20 POSTPONED
- NCR Annual Regional Conference Eau Claire, WI 4/1/20-4/2/20 POSTPONED
- Hosting Water Workshop in Manistee w/ Jamie, Tyler and Scott 4/9/20 POSTPONED
- Produce Safety Team Half-Day In Service Meeting 5/28/20
- MOFPS Team Morgan Composting Facilities Tour Sears, MI 6/29/20- POSTPONED
- PSRA Calibration Workday Grayling, MI 7/31/20
- Soil Health Field Day Mancelona, MI 8/1/20- POSTPONED/Virtual in September
- Household Hazardous Waste MCD 8/15/20
- Soil Health Field Day Danu Hof Farm Videos go Live 9/17/20
- MSU E Fall Conference MOPS Q&A Session 9/28/20
- Goal Setting Committee PSP 9/29/20
- GTCD Large Tire Recycling Event 9/30/20
- Fall Dunegrass Pickup MCD 10/2/20
- Fall Stream Monitoring MCD 10/10/20
- MOPS In-Service Meeting via Zoom 10/14/20



Grand Traverse Conservation District

- MAEAP Goal Setting Committee Parker/Lauren 10/15/20
- Coffee & Conversations: Climate and the Environment 10/22/20
- Michigan Good Food Summit Ongoing Oct-Nov
- MOFPS Team Call 10/27/20
- PSA Grower Trainings Presenting Fall/Winter 2020
- Benzie Conservation District Virtual Annual Meeting 11/12/20
- Virtual GLEXPO 12/8/20-12/10/20
- Virtual MACD 'Fall' Conference 12/14/20-12/18/20

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

Acronyms and Abbreviations

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



Grand Traverse Conservation District

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



Grand Traverse Conservation District

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

Haggard's
PLUMBING and HEATING
"Business of Quality and Service"
"Charlevoix-the-Beautiful"
haggardsinc@hotmail.com

November 23, 2020

Garfield Township Planning Commission
3848 Veterans Dr.
Traverse City, MI 49684

RE: Application received from Wallick Communities for proposed Oakleaf Village of Garfield Township project for a planning Unit Development (PUD) located at 5143 North Long Lake Rd. Parcel#05-018-013-00

To Whom it May Concern,

Upon reviewing the above Article, I would like to express my view on the above plan request. Haggard's Plumbing & Heating is not opposed to the changes of the property and/or the request to the Zoning Board. If a property owner is fortunate enough to have the ability and the resources in this time to either build and/or improve their existing property, it would only help the economy continue to grow. It would prove positive for the local, county and state to do all we can to improve and promote growth in anyways possible.

Sincerely,


JOHN HAGGARD

John Sych

From: John huschke <johnhuschke5@gmail.com>
Sent: Tuesday, December 1, 2020 1:45 PM
To: John Sych
Subject: Oakleaf Village

Please consider my comments referring to the proposed Oakleaf Village project in Garfield Township.

My name is John Huschke. I live on the corner of Colonial and N. Liberty Drive, in Heritage Estates, approximately 400 feet south of the proposed development.

My suggestion, and hope, would be to construct a left turn lane, on Zimmerman, from Heritage Way to the proposed access road north of Heritage Way. During times of high traffic flow, making a left turn into Heritage Estates from Zimmerman causes potentially inconvenient and sometimes dangerous backups to occur well into the curves on south Zimmerman. The increased traffic flow, resulting from the proposed development will only make this situation worse.

Please consider the construction of a left turn lane during the planning process and implement this suggestion during the construction phase.

Thank you,

John Huschke

Charter Township of Garfield

Engineering Report / Construction Update

December 2, 2020

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

Status below:

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

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

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

US31 / 37 Water Pressure Issues

This area historically experiences low pressure and fire suppression difficulties, specifically Cracker Barrel / Sam's Club. Water that services this area is from McCrea groundwater tank which services the US31/ 37 corridor by gravity and controlled by Pressure Control Valves to maintain pressures less than 80 psi. McCrea PRV has been proposed to be relocated to address this pocket of low pressure in past water studies and capital improvement plans. Recent interest in development in this vicinity have initiated reviews / consideration to complete this work item. Township board approved GFA contract to provide design, permitting and construction / installation of PRV. Project bidding is on hold awaiting status of the economy (material and labor fees are high as a result of COVID). Starting to see some relief and intend on putting out for bids this winter for late spring construction (2021)

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

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

Randolph Street Sewer Extension

GFA was approved to work with developer to extend sewer infrastructure to service address 1420. An escrow was established and GFA will provide design, permitting, inspection and closeout on behalf of the Township. Project has been permitted with construction completed in late October. Enclosed in your board packet is the closeout letter recommending approval to accept utilities including pay application and change order that also require board approval.

General Utilities

Sewer / Water City Contracts

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

Water Reliability Study

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

GIS Mapping

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

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

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

GFA continues to assist the Drain Commission and Township. An agreement was reached between the Drain Commission and Design consultant with respect to existing contracts, fees and will provide a transition of data to GFA as the design consultant. Based upon a recent meeting with the Township, Road Commission, County and Drain Commissioner, it was decided to proceed with Division 1 and 2 only this time (RR and Cass Road Crossing and overflow project). GFA will further evaluate the Cass Road Project upgrade to see if other options are viable that are less costly and that Division of the project will be placed on hold. The project is fully permitting and bids were received with the contract awarded to Elmers Crane and Dozer. Project is slated to start this month and GFA will be providing full time inspection.

Water Service Expansion

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

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

III. Parks & Recreation

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

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

East River Park – Capitol Improvements

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

Utility Plan Reviews

Windy Hills (60 Acre Herkner Parcel) – Phase II

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

Traditions

The final phase of traditions has been completed with full time inspection provided by GFA. Included in your board packet are the closeout documents and letter of recommendation to accept utilities.

Ashland Park - Phase 2 & 3

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

Fox Run

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

Chelsea Park – West

All utilities have been installed and GFA provided fulltime inspection. We are waiting on final closeout documents before we can recommend turnover.

Harris Hills

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

Chelsea Park West – Phase II

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

Village at Lafranier Woods

All permits have been issued and construction has been postponed and slated to start next spring (2021) GFA to provide fulltime construction oversight / inspection.

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

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

The Oaks

GFA has completed final review of plan submission and awaiting receipt of permits to submit. GFA to provide oversight with fulltime inspection to be provided by applicant.

TCAPS Montessori

Sanitary sewer lines have been installed and inspected by GFA. Pending walkthrough and final testing by contractor, we anticipate final completion this month.

2020 Storm Water & Private Road Plan Reviews

Lake Michigan Federal Credit Union	Approved (permit and maintenance plan to be submitted to Twp)
Mich St U Fed Credit Union/US 3	Approved (final plans with permit and maintenance plan to be submitted to Twp)
2487 Rice Street - Habitat for Humanity	Approved (final plans with permit and revisions to be submitted to Twp)
Safety Net - 1771 Park Dr.	Approved (final plans with permits, agreements, to be submitted to Twp)
Chick-Fil-A-3980 US-31	Application was withdrawn 7/3/20
Tru Hotel	Approved (final plans with permits, agreements, to be submitted to Twp)
Village at Lafranier Woods	Approved (final plans with permits to be submitted to Twp)
Building 57	Approved (drian commission, permit and maintenance plan to be submitted to Twp)
3044 Contractors D	Approved (final plans with permits to be submitted to Twp)
1800 S Garfield Rd - Wendy's	Approved (cond'nl support for d/s system, ermit and maintenance plan to be submitted to Twp)
5136 N Royal Dr. - Active Brace & Limb	GFA's Rev 1 sent 8/20. Waiting on revised signed seald plans.
Harris Hills	In Review #1- GFA requested additional info 3-16: Waiting
2020 Road Reconstruction Project - Historic Barns	Initial review sent 9/9 to Jozwiak Consulting
363 W. South Airport Rd-Global Ashpalt	GFA received rev. plans with new re pond location out of ROW. Approved (pending maint)
1461 Industry Drive - Unit 37 HIC Site Plane	Approved: see email: (final plans with agreements and permits to be submitted to Twp)
2468 W South Airport Rd- McDonalds	Approved (final plans with agreements and permits to be submitted to Twp)
1449 Industry Drive - Unit 36 HIC Site Plans	Approved: see email: (final plans with agreements and permits to be submitted to Twp)
Willoughby Supply	GFA Rev 1 sent 10/26/20
2460 North Vision Storage	Initial review sent to Schiffer 11/20/20
Once Upon a Child	Initial review sent to Cockfield 11/19/20

Fractile Response Times

Company IS NORTH FLIGHT INC; AND Trip Date IS BETWEEN 10/01/2020 AND 10/31/2020; AND Call Types IS Prehospital; AND Initial Priorities IS Non-Emergent OR P - 2 OR P - 3, No Lights or Sirens OR P-1, Downgrade no Light/Siren OR P-3, Upgrade to ...

Response Time Minutes	Call Count	Cumulative Call Count	Percentage of Total Calls	Cumulative Percentage
00:00 - 00:59	3	3	3.00%	3%
01:00 - 01:59	1	4	1.00%	4%
02:00 - 02:59	7	11	7.00%	11%
03:00 - 03:59	4	15	4.00%	15%
04:00 - 04:59	8	23	8.00%	23%
05:00 - 05:59	14	37	14.00%	38%
06:00 - 06:59	11	48	11.00%	49%
07:00 - 07:59	8	56	8.00%	57%
08:00 - 08:59	9	65	9.00%	66%
09:00 - 09:59	13	78	13.00%	80%
10:00 - 10:59	6	84	6.00%	86%
11:00 - 11:59	3	87	3.00%	89%
12:00 - 12:59	6	93	6.00%	95%
13:00 - 13:59	2	95	2.00%	97%
14:00 - 14:59	2	97	2.00%	99%
16:00 - 16:59	1	98	1.00%	100%
Total Calls:	98			

Fractile Response Times

Company IS NORTH FLIGHT INC; AND Trip Date IS BETWEEN 01/01/2020 AND 10/31/2020; AND Call Types IS Prehospital; AND Initial Priorities IS Non-Emergent OR P - 1, Lights and Sirens OR P - 2 OR P - 3, No Lights or Sirens OR P-1, Downgrade no Lig...

Response Time Minutes	Call Count	Cumulative Call Count	Percentage of Total Calls	Cumulative Percentage
<i>Negative Times</i>	16	16	1.00%	1%
<i>00:00 - 00:59</i>	27	43	1.00%	2%
<i>01:00 - 01:59</i>	56	99	2.00%	4%
<i>02:00 - 02:59</i>	105	204	5.00%	9%
<i>03:00 - 03:59</i>	179	383	8.00%	17%
<i>04:00 - 04:59</i>	283	666	12.00%	29%
<i>05:00 - 05:59</i>	376	1,042	16.00%	46%
<i>06:00 - 06:59</i>	312	1,354	14.00%	59%
<i>07:00 - 07:59</i>	287	1,641	13.00%	72%
<i>08:00 - 08:59</i>	193	1,834	8.00%	80%
<i>09:00 - 09:59</i>	137	1,971	6.00%	86%
<i>10:00 - 10:59</i>	107	2,078	5.00%	91%
<i>11:00 - 11:59</i>	82	2,160	4.00%	95%
<i>12:00 - 12:59</i>	30	2,190	1.00%	96%
<i>13:00 - 13:59</i>	23	2,213	1.00%	97%
<i>14:00 - 14:59</i>	20	2,233	1.00%	98%
<i>15:00 - 15:59</i>	13	2,246	1.00%	99%
<i>16:00 - 16:59</i>	12	2,258	1.00%	99%
<i>17:00 - 17:59</i>	8	2,266	0.00%	99%
<i>18:00 - 18:59</i>	3	2,269	0.00%	100%
<i>19:00 - 19:59</i>	3	2,272	0.00%	100%
<i>20:00 - 20:59</i>	3	2,275	0.00%	100%
<i>21:00 - 21:59</i>	2	2,277	0.00%	100%
<i>25:00 - 25:59</i>	1	2,278	0.00%	100%
<i>31:00 - 34:59</i>	2	2,280	0.00%	100%
Total Calls:	2,280			

Fractile Response Times

Company IS NORTH FLIGHT INC; AND Trip Date IS BETWEEN 10/01/2020 AND 10/31/2020; AND Call Types IS Prehospital; AND Initial Priorities IS P - 1, Lights and Sirens; AND Response Zone IS GARFIELD TWSP-28

Response Time Minutes	Call Count	Cumulative Call Count	Percentage of Total Calls	Cumulative Percentage
00:00 - 00:59	3	3	2.00%	2%
01:00 - 01:59	5	8	4.00%	7%
02:00 - 02:59	9	17	7.00%	14%
03:00 - 03:59	10	27	8.00%	22%
04:00 - 04:59	18	45	15.00%	37%
05:00 - 05:59	23	68	19.00%	55%
06:00 - 06:59	21	89	17.00%	72%
07:00 - 07:59	11	100	9.00%	81%
08:00 - 08:59	10	110	8.00%	89%
09:00 - 09:59	5	115	4.00%	93%
10:00 - 10:59	1	116	1.00%	94%
11:00 - 11:59	2	118	2.00%	96%
12:00 - 12:59	1	119	1.00%	97%
13:00 - 13:59	1	120	1.00%	98%
14:00 - 14:59	1	121	1.00%	98%
16:00 - 16:59	2	123	2.00%	100%
Total Calls:	123			



Charter Township of Garfield
Parks Report

Silver Lake Recreation Area

Landgreen received the bid for snow removal and will be using a tractor/blower at the Park this year for everything. We will see if that helps with drifting.

Tore down old vinyl fence around well head. Prepping for Mason to come in early December to begin construction of dumpster enclosure around well head.

Received one more bid for removal of dead tree south of entrance. May wait until Spring when Tree Companies are more available to ask for a couple more quotes.

Commons

Planning has started to plan on first steps of potential stakeholders & developers for the design.

Conservation District cleaned up many fallen trees after a couple high wind storms and heavy rains.

River East

Been on Nature Trails and campers have moved on. No new calls of tents or camps. Spoke with residents that wish to help with Spring Clean Ups.

Boardman Valley

Major flooding after last rain event, but everything has cleaned up.

Pickleballs wind screens, nets, & Kayak Launch stored for Winter.

Portable Toilets removed for year.

Miller Creek

Maintenance needed on a few boards & walkways for the Spring.

Contact with resident that frequents Miller Creek and has been building his own water damns. District has warned him of this behavior, but still monitoring.

Kid's Creek

Working on budget for 2021-2022 for making the pond more accessible & functional for fishing. Received quote for aeration system.

Conservation District Meets

Meetings with Planning/Conservation District working on Draft Agreement for budgeting towards 2021. Identifying & prioritizing work plans & projects moving forward.

Snow Removal Bids

Snow Removal Bids confirmed with Contractors for the next two winter seasons.

Irrigation


All irrigation systems winterized for the year.

Submitted,

Derek Morton

Park Steward

November 24, 2020

 Charter Township of Garfield Planning Department Report No. 2020-160			
Prepared:	December 1, 2020	Pages:	2
Meeting:	December 8, 2020 Township Board	Attachments:	<input type="checkbox"/>
Subject:	Planning Department Monthly Report for November-December 2020		

PURPOSE:

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

DEVELOPMENTS:

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

Carter Lumber Rezoning

- Location: Southeast corner of Garfield and Hammond Roads
- Development Description: Rezoning from the A – Agricultural district to I-G – General Industrial district to accommodate a building supply and light manufacturing facility
- Status: Planning Commission held a public hearing on 11/12/2020; Findings of Fact to be reviewed by the Planning Commission on 12/9/2020.

Fox Run Planned Unit Residential Development (PURD)

- Location: East side of Garfield Road between South Airport and Hammond Roads
- Development Description: The Fox Run PURD will consist of 84 two-bedroom apartment units on about 4.27 acres, with about 3.77 acres of environmentally sensitive area to remain open space.
- Status: Fox Run was approved in February 2019 with the Report and Decision Order (RDO) which was recorded in April 2019. The applicant is required to make substantial progress within 2 years of recording the RDO, but they can request a 1-year extension from the Planning Commission. The applicant will be requesting this extension from the Planning Commission on 12/9/2020.

Ligon Bed and Breakfast SUP

- Location: 5885 Hainey Lane, near northeast corner of Gray Road and Cedar Run Road
- Development Description: A proposed bed and breakfast in an existing single-family home
- Status: Introduction of the project to the Planning Commission on 12/9/2020.

Prince of Peace Lutheran Church SUP

- Location: LaFranier Road, North of Hammond Road
- Development Description: New 8,768 square-foot church building
- Status: Application received, but there are several use issues that will need to be addressed prior to moving the application forward.

BATA Facility / Traverse City Housing Commission Mixed-Use Project

- Location: Northeast corner of LaFranier and Hammond Roads
- Status: No application has been received; however, staff discussed the project with representatives from BATA and the Housing Commission. An application is expected in the coming months with full description of the entire development.

PLANNING:

The Planning Commission has been discussing several proposed Zoning Ordinance amendments:

- Solar Energy Systems – The Planning Commission held a public hearing on draft requirements for solar energy systems on 11/12/2020 and recommended adoption of this proposed amendment to the Township Board. The Township Board is introducing this proposed amendment on 12/8/2020.
- Child Care Centers / Major Thoroughfares – The Planning Commission introduced this proposed amendment to allow Child Care Centers via Special Use Permit in the A-Agricultural district and update several definitions relating to roads and major thoroughfares. A public hearing is scheduled for 12/9/2020.
- C-P / PUD Signs – The Planning Commission has been reviewing proposed changes to regulations for signs in the C-P Planned Shopping district and in Planned Developments. An introduction for the proposed amendment is scheduled for 12/9/2020.

Other ongoing projects include the following:

- The Planning Commission continues to review and update the use names and definitions as part of developing a use chart for the Zoning Ordinance. Commissioners will continue this discussion in 2021 and will prepare a Zoning Ordinance amendment incorporating these changes.
- Staff is working on or preparing to begin several projects to help advance the Township within the Redevelopment Ready Communities (RRC) program, including the following:
 - Master Plan Implementation Schedule – Staff and the Planning Commission will review the Township’s progress in implementing the Master Plan as part of the Annual Report in January 2021 and will use this to develop priority projects for the upcoming year.
 - Staff is gathering information on potential upgrades to the Township website.
 - Staff is updating forms and applications to allow for them to be filled electronically and to create consistency among all documents.

STAFF:

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Direct Line: (231) 225-3155

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

Clerk's Report

For November 30, 2020

Submitted 12/3/20

To: The Garfield Township Board:

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

For the month of November in the General Fund, you will find that we had a total of \$105,402.41 Revenues and \$460,024.13 Expenditures. For the year we have a total of \$3,505,018.19 Revenues and \$3,315,658.84 Expenditures.

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

Lanie McManus

Township Clerk

User: Lanie DB: Garfield PERIOD ENDING 11/30/2020

GL NUMBER	DESCRIPTION	2020		YTD BALANCE 11/30/2020	ACTIVITY FOR MONTH 11/30/2020	AVAILABLE BALANCE
		ORIGINAL BUDGET	AMENDED BUDGET			
Fund 101 - GENERAL OPERATING FUND						
Revenues						
Dept 000						
101-000-403.000	CURRENT REAL PROPERTY TAXES	1,900,000.00	1,900,000.00	1,733,940.48	6,089.61	166,059.52
101-000-407.000	DEL PERSONAL PROP TAXES	500.00	500.00	1,888.07	0.00	(1,388.07)
101-000-412.000	SWAMP TAX COLLECTIONS	50.00	50.00	1.00	0.00	49.00
101-000-414.000	Protested PRE Interest	500.00	500.00	2,278.17	0.00	(1,778.17)
101-000-423.000	TRAILER PARK FEES	8,500.00	8,500.00	8,354.83	771.33	145.17
101-000-445.000	PENALTIES & INT. ON TAXES	4,000.00	4,000.00	4,156.20	0.00	(156.20)
101-000-476.000	BUILDING PERMITS	180,000.00	180,000.00	144,595.00	19,687.00	35,405.00
101-000-476.001	PLANNING FEES	12,000.00	12,000.00	10,900.00	1,200.00	1,100.00
101-000-476.002	MAINT INSPECTION FEES	800.00	800.00	0.00	0.00	800.00
101-000-476.003	TREASURER FEES	500.00	500.00	900.00	450.00	(400.00)
101-000-476.004	PARK USE FEES	0.00	0.00	3,276.00	0.00	(3,276.00)
101-000-476.005	ZONING FEES	16,000.00	16,000.00	13,578.54	1,590.00	2,421.46
101-000-574.000	STATE SHARED REVENUE	1,400,000.00	1,400,000.00	1,171,761.00	0.00	228,239.00
101-000-574.001	STATE SHARED REV. - LIQUOR LA	20,000.00	20,000.00	22,313.50	715.00	(2,313.50)
101-000-612.000	CHARGES FOR TOWNSHIP SERVICES	5,000.00	5,000.00	10,480.68	224.81	(5,480.68)
101-000-627.000	TAX COLLECTION FEES	22,000.00	22,000.00	26,132.50	0.00	(4,132.50)
101-000-656.000	Ordinance Enforcement Fees	500.00	500.00	533.36	200.01	(33.36)
101-000-664.000	EARNED INTEREST	50,000.00	50,000.00	74,027.84	0.00	(24,027.84)
101-000-668.002	RENTS & ROYALTIES CABLE VIS	300,000.00	300,000.00	274,718.63	67,951.32	25,281.37
101-000-668.003	RENTS & ROYALTIES CABLE EQUIP	29,000.00	29,000.00	26,308.39	6,523.33	2,691.61
101-000-670.000	UNREALIZED LOSS ON INVESTMENT	0.00	0.00	(55,579.85)	0.00	55,579.85
101-000-676.000	REIMBURSEMENTS	14,000.00	14,000.00	30,328.05	0.00	(16,328.05)
101-000-676.001	Reimbursed Treasurer Legal Fees	600.00	600.00	125.80	0.00	474.20
Total Dept 000		3,963,950.00	3,963,950.00	3,505,018.19	105,402.41	458,931.81
TOTAL REVENUES						
		3,963,950.00	3,963,950.00	3,505,018.19	105,402.41	458,931.81
Fund 101 - GENERAL OPERATING FUND:						
TOTAL REVENUES						
		3,963,950.00	3,963,950.00	3,505,018.19	105,402.41	458,931.81

User: Lanie
DB: Garfield

PERIOD ENDING 11/30/2020

2020 ORIGINAL BUDGET AMENDED BUDGET 2020 BUDGET

GL NUMBER	DESCRIPTION	2020		YTD BALANCE 11/30/2020	ACTIVITY FOR MONTH 11/30/20	AVAILABLE BALANCE	% BDC USED
		ORIGINAL BUDGET	AMENDED BUDGET				
Fund 101 - GENERAL OPERATING FUND							
Expenditures							
Dept 101 - TOWNBOARD							
101-101-701.100	WAGES - TRUSTEE	12,000.00	12,000.00	8,800.00	1,000.00	3,200.00	73.33
101-101-701.101	WAGES - FILE CLERK	36,197.99	36,197.99	33,408.00	2,784.00	2,789.99	92.29
101-101-701.102	WAGES - TRUSTEE	12,000.00	12,000.00	7,800.00	900.00	4,200.00	65.00
101-101-701.103	WAGES - TRUSTEE	12,000.00	12,000.00	7,700.00	900.00	4,300.00	64.17
101-101-701.104	WAGES - TRUSTEE	12,000.00	12,000.00	9,450.00	1,150.00	2,550.00	78.75
101-101-701.105	WAGES - OFFICE COORDINATOR	33,657.10	33,657.10	30,833.93	2,588.82	2,823.17	91.61
101-101-726.000	SUPPLIES	6,000.00	6,000.00	6,385.17	741.94	(385.17)	106.42
101-101-726.001	POSTAGE	8,000.00	8,000.00	9,724.89	15.48	(1,724.89)	121.56
101-101-726.002	SUPPLIES - COPIER MAINTENANCE	7,500.00	7,500.00	3,998.04	0.00	3,501.96	53.31
101-101-801.002	LEGAL SERVICES - TOWNBOARD	16,000.00	16,000.00	1,903.25	120.00	14,096.75	11.90
101-101-801.004	LEGAL -Tax Tribunal	10,000.00	10,000.00	0.00	0.00	10,000.00	0.00
101-101-802.000	AUDIT AND ACCOUNTING	0.00	0.00	28,800.00	0.00	(28,800.00)	100.00
101-101-805.000	CONTRACTED AND OTHER SERVICES	7,500.00	7,500.00	3,917.29	598.00	3,582.71	52.23
101-101-860.000	MILEAGE	500.00	500.00	0.00	0.00	500.00	0.00
101-101-900.000	PRINTING & PUBLISHING	3,000.00	3,000.00	2,342.14	0.00	657.86	78.07
101-101-901.000	ADVERTISING	7,500.00	7,500.00	2,730.65	320.40	4,769.35	36.41
101-101-901.000	EDUCATION & TRAINING	4,000.00	4,000.00	627.00	0.00	3,373.00	15.68
101-101-965.101	DUES & PUBLICATIONS -TOWNBOAR	2,500.00	2,500.00	468.49	0.00	2,031.51	18.74
101-101-965.102	DUES - MICHIGAN TOWNSHIP ASSO	6,500.00	6,500.00	6,170.02	0.00	329.98	94.92
Total Dept 101 - TOWNBOARD		196,855.09	196,855.09	165,058.87	11,118.64	31,796.22	83.85
Dept 171 - TOWNSHIP SUPERVISOR							
101-171-701.201	WAGES - SUPERVISOR	77,416.12	77,416.12	71,460.96	5,955.08	5,955.16	92.31
101-171-701.202	WAGES - APPRAISER II	45,228.51	45,228.51	40,892.51	3,478.40	3,325.57	90.41
101-171-701.204	WAGES - APPRAISER III	53,914.54	53,914.54	50,588.34	4,147.20	3,326.20	93.83
101-171-701.205	WAGES - ASSESSOR	95,584.61	95,584.61	88,231.92	7,352.66	7,352.69	92.31
101-171-726.000	SUPPLIES	2,000.00	2,000.00	1,909.85	28.98	90.15	95.49
101-171-726.001	POSTAGE	3,700.00	3,700.00	3,280.56	168.35	419.44	88.66
101-171-805.000	CONTRACTED AND OTHER SERVICES	31,085.00	31,085.00	5,907.66	0.00	25,177.34	19.00
101-171-860.200	MILEAGE - SUPERVISOR	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00
101-171-860.201	MILEAGE - ASSESSOR	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00
101-171-900.000	PRINTING & PUBLISHING	2,125.00	2,125.00	1,874.85	0.00	250.15	88.23
101-171-901.000	ADVERTISING	500.00	500.00	0.00	0.00	500.00	0.00
101-171-960.000	EDUCATION & TRAINING	7,000.00	7,000.00	1,036.35	636.00	5,963.65	14.81
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	1,758.72	0.00	1,241.28	58.62
Total Dept 171 - TOWNSHIP SUPERVISOR		324,553.78	324,553.78	266,942.15	21,766.67	57,611.63	82.25
Dept 191 - ELECTIONS							
101-191-701.000	WAGES	78,000.00	78,000.00	57,887.13	21,040.00	20,112.87	74.21
101-191-726.000	SUPPLIES	24,000.00	24,000.00	16,166.50	2,748.95	7,833.50	67.36
101-191-726.001	POSTAGE	8,000.00	8,000.00	7,914.84	0.00	85.16	98.94
101-191-860.000	MILEAGE	400.00	400.00	230.59	109.83	169.41	57.65
101-191-901.000	ADVERTISING	600.00	600.00	416.40	85.60	183.60	69.40
101-191-935.010	MACHINE MAINTENANCE	3,000.00	3,000.00	0.00	0.00	3,000.00	0.00
101-191-935.015	COMPUTER SUPPORT SYSTEMS	5,000.00	5,000.00	1,800.00	0.00	3,200.00	36.00
Total Dept 191 - ELECTIONS		119,000.00	119,000.00	84,415.46	23,984.38	34,584.54	70.94
Dept 215 - TOWNSHIP CLERK							

User: Lanie
DB: Garfield

PERIOD ENDING 11/30/2020

2020 ORIGINAL BUDGET AMENDED BUDGET 2020 BUDGET

GL NUMBER	DESCRIPTION	2020 ORIGINAL BUDGET	2020 AMENDED BUDGET	YTD BALANCE 11/30/2020	ACTIVITY FOR MONTH 11/30/20	AVAILABLE BALANCE	% BDTG USED
Fund 101 - GENERAL OPERATING FUND							
Expenditures							
101-215-701.300	WAGES - CLERK	77,416.12	77,416.12	71,460.96	5,955.08	5,955.16	92.31
101-215-701.302	WAGES - DEPUTY CLERK	50,000.00	50,000.00	46,153.92	3,846.16	3,846.08	92.31
101-215-701.303	WAGES - ACCOUNTANT	5,000.00	5,000.00	0.00	0.00	5,000.00	0.00
101-215-726.000	SUPPLIES	1,500.00	1,500.00	1,142.30	58.46	357.70	76.15
101-215-860.300	MILEAGE - CLERK	400.00	400.00	0.00	0.00	400.00	0.00
101-215-860.301	MILEAGE - DEPUTY CLERK	400.00	400.00	0.00	0.00	400.00	0.00
101-215-956.016	MISCELLANEOUS	500.00	500.00	0.00	0.00	500.00	0.00
101-215-960.000	EDUCATION & TRAINING	6,000.00	6,000.00	509.96	0.00	5,490.04	8.50
101-215-965.000	DUES & PUBLICATIONS	700.00	700.00	450.00	0.00	250.00	64.29
Total Dept 215 - TOWNSHIP CLERK		141,916.12	141,916.12	119,717.14	9,859.70	22,198.98	84.36
Dept 247 - BOARD OF REVIEW							
101-247-701.400	WAGES - B OF R	1,500.00	1,500.00	700.00	0.00	800.00	46.67
101-247-701.401	WAGES - B OF R	1,500.00	1,500.00	700.00	0.00	800.00	46.67
101-247-701.402	WAGES - B OF R	1,500.00	1,500.00	500.00	0.00	1,000.00	33.33
101-247-701.403	WAGES - B OF R	1,500.00	1,500.00	300.00	0.00	1,200.00	20.00
101-247-960.000	EDUCATION & TRAINING	200.00	200.00	0.00	0.00	200.00	0.00
Total Dept 247 - BOARD OF REVIEW		6,200.00	6,200.00	2,200.00	0.00	4,000.00	35.48
Dept 253 - TOWNSHIP TREASURER							
101-253-701.500	WAGES - TREASURER	77,416.12	77,416.12	71,460.96	5,955.08	5,955.16	92.31
101-253-701.501	WAGES - ASSISTANT	5,000.00	5,000.00	0.00	0.00	5,000.00	0.00
101-253-701.502	WAGES - DEPUTY TREASURER	50,000.00	50,000.00	46,153.92	3,846.16	3,846.08	92.31
101-253-726.000	SUPPLIES	2,500.00	2,500.00	1,925.94	10.91	574.06	77.04
101-253-726.001	POSTAGE	6,500.00	6,500.00	4,760.13	2,390.00	1,739.87	73.23
101-253-801.000	LEGAL SERVICES	3,000.00	3,000.00	1,254.40	646.30	1,745.60	41.81
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	334.33	0.00	365.67	47.76
101-253-860.501	MILEAGE - DEPUTY TREASURER	500.00	500.00	218.16	0.00	281.84	43.63
101-253-900.000	PRINTING & PUBLISHING	2,000.00	2,000.00	760.26	0.00	1,239.74	38.01
101-253-901.000	ADVERTISING	100.00	100.00	0.00	0.00	100.00	0.00
101-253-960.000	EDUCATION & TRAINING	4,500.00	4,500.00	2,724.29	342.00	1,775.71	60.54
101-253-965.000	DUES & PUBLICATIONS	500.00	500.00	349.00	150.00	151.00	69.80
Total Dept 253 - TOWNSHIP TREASURER		153,016.12	153,016.12	129,941.39	13,340.45	23,074.73	84.92
Dept 258 - COMPUTER SUPPORT							
101-258-726.000	SUPPLIES	3,000.00	3,000.00	0.00	0.00	3,000.00	0.00
101-258-935.015	COMPUTER SUPPORT SYSTEMS	30,000.00	30,000.00	25,074.09	7,100.00	4,925.91	83.58
101-258-935.016	COMPUTER NETWORK	2,000.00	2,000.00	1,680.65	84.99	319.35	84.03
Total Dept 258 - COMPUTER SUPPORT		35,000.00	35,000.00	26,754.74	7,184.99	8,245.26	76.44
Dept 265 - TOWNSHIP HALL							
101-265-701.011	Maintenance Wages	10,000.00	10,000.00	9,753.89	1,285.33	246.11	97.54
101-265-726.003	SUPPLIES-MAINTANCE	3,500.00	3,500.00	2,583.98	75.34	916.02	73.83
101-265-850.000	TELEPHONE	16,000.00	16,000.00	14,867.95	1,684.17	1,132.05	92.92
101-265-920.601	HEATING / GAS	14,000.00	14,000.00	6,632.75	657.90	7,367.25	47.38
101-265-920.602	WATER / SEWER	6,000.00	6,000.00	3,940.43	259.74	2,059.57	65.67
101-265-920.603	LIGHTS BUILDING	16,000.00	16,000.00	8,294.34	(382.60)	7,705.66	51.84

User: Lanie DB: Garfield PERIOD ENDING 11/30/2020

GL NUMBER	DESCRIPTION	2020 BUDGET		YTD BALANCE 11/30/2020	ACTIVITY FOR MONTH 11/30/20	AVAILABLE BALANCE	% BGDGT USED
		ORIGINAL BUDGET	AMENDED BUDGET				
Fund 101 - GENERAL OPERATING FUND							
Expenditures							
101-265-935.601	SNOW PLOWING	10,000.00	10,000.00	1,280.00	0.00	8,720.00	12.80
101-265-935.602	LAWN MAINTENANCE	10,000.00	10,000.00	5,013.31	(364.60)	4,986.69	50.13
101-265-935.603	CLEANING SERVICE	15,000.00	15,000.00	12,037.00	1,150.00	2,963.00	80.25
101-265-935.604	RUBBISH REMOVAL	1,000.00	1,000.00	935.00	85.00	65.00	93.50
101-265-935.605	BUILDING REPAIR	50,000.00	50,000.00	158.68	0.00	49,841.32	0.32
101-265-935.606	ELECTRONIC PROTECTION SYSTEM	1,500.00	1,500.00	1,461.60	0.00	38.40	97.44
101-265-935.608	MAINTENANCE-OTHER	20,000.00	20,000.00	7,253.06	1,375.00	12,746.94	36.27
Total Dept 265 - TOWNSHIP HALL		173,000.00	173,000.00	74,211.99	5,825.28	98,788.01	42.90
Dept 301 - POLICE SERVICES							
101-301-830.000	POLICE CONTRACT	1,300,000.00	1,300,000.00	834,622.26	0.00	465,377.74	64.20
Total Dept 301 - POLICE SERVICES		1,300,000.00	1,300,000.00	834,622.26	0.00	465,377.74	64.20
Dept 371 - TOWNSHIP BUILDING INSPECTOR							
101-371-701.702	WAGES BUILDING ASSISTANT	17,246.97	17,246.97	14,945.35	1,245.46	2,301.62	86.65
101-371-701.703	WAGES - BUILDING OFFICIAL	80,000.00	80,000.00	73,846.08	6,153.84	6,153.92	92.31
101-371-701.704	WAGES - BUILDING INSPECTOR	25,000.00	25,000.00	16,914.66	1,485.26	8,085.34	67.66
101-371-701.705	WAGES - CONSTRUCTION BOARD	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00
101-371-726.000	SUPPLIES	1,000.00	1,000.00	156.80	0.00	843.20	15.68
101-371-960.000	EDUCATION & TRAINING	1,000.00	1,000.00	512.00	0.00	488.00	51.20
101-371-965.000	DUES & PUBLICATIONS	1,500.00	1,500.00	577.00	145.00	923.00	38.47
Total Dept 371 - TOWNSHIP BUILDING INSPECTOR		126,746.97	126,746.97	106,951.89	9,029.56	19,795.08	84.38
Dept 400 - PLANNING COMMISSION							
101-400-701.800	WAGES - PLANNING	2,000.00	2,000.00	1,900.00	200.00	100.00	95.00
101-400-701.801	WAGES - PLANNING	2,000.00	2,000.00	1,800.00	200.00	200.00	90.00
101-400-701.802	WAGES - PLANNING	2,000.00	2,000.00	1,900.00	200.00	100.00	95.00
101-400-701.804	WAGES - PLANNING	2,000.00	2,000.00	1,700.00	200.00	300.00	85.00
101-400-701.805	WAGES - PLANNING	2,000.00	2,000.00	1,800.00	200.00	200.00	90.00
101-400-701.806	WAGES - PLANNING	2,000.00	2,000.00	1,700.00	200.00	300.00	85.00
101-400-701.808	WAGES - PLANNING	2,000.00	2,000.00	2,100.00	200.00	(100.00)	105.00
101-400-801.000	LEGAL SERVICES	25,000.00	25,000.00	10,051.60	500.60	14,948.40	40.21
101-400-805.000	CONTRACTED AND OTHER SERVICES	6,000.00	6,000.00	5,581.78	324.00	418.22	93.03
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	1,474.45	189.80	525.55	73.72
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	340.00	0.00	660.00	34.00
Total Dept 400 - PLANNING COMMISSION		51,000.00	51,000.00	30,347.83	2,414.40	20,652.17	59.51
Dept 401 - TOWNSHIP PLANNER							
101-401-701.900	WAGES - DIRECTOR OF PLANNING	75,678.00	75,678.00	69,856.56	5,821.38	5,821.44	92.31
101-401-701.901	WAGES - DEPUTY PLANNER	54,184.00	54,184.00	50,016.00	4,168.00	4,168.00	92.31
101-401-701.902	WAGES -PLANNER ASSISTANT	12,935.79	12,935.79	11,208.97	934.07	1,726.82	86.65
101-401-726.000	SUPPLIES	1,000.00	1,000.00	363.46	0.00	636.54	36.35
101-401-860.900	MILEAGE - TOWNSHIP PLANNER	300.00	300.00	0.00	0.00	300.00	0.00
101-401-860.901	MILEAGE - DEPUTY PLANNER	300.00	300.00	0.00	0.00	300.00	0.00
101-401-900.000	PRINTING & PUBLISHING	2,000.00	2,000.00	84.80	0.00	1,915.20	4.24
101-401-960.000	EDUCATION & TRAINING	5,000.00	5,000.00	608.77	71.33	4,391.23	12.18

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GL NUMBER	DESCRIPTION	2020		YTD BALANCE 11/30/2020	ACTIVITY FOR MONTH 11/30/20	AVAILABLE BALANCE	% BDDT USED
		ORIGINAL BUDGET	AMENDED BUDGET				
Fund 101 - GENERAL OPERATING FUND							
Expenditures							
101-401-965.000	DUES & PUBLICATIONS	1,000.00	1,000.00	564.00	0.00	436.00	56.40
Total Dept 401 - TOWNSHIP PLANNER		152,397.79	152,397.79	132,702.56	10,994.78	19,695.23	87.08
Dept 410 - ZONING BOARD OF APPEALS							
101-410-701.001	WAGES - ZONING	1,200.00	1,200.00	0.00	0.00	1,200.00	0.00
101-410-701.002	WAGES - ZONING	1,200.00	1,200.00	100.00	0.00	1,100.00	8.33
101-410-701.003	WAGES - ZONING	1,200.00	1,200.00	0.00	0.00	1,200.00	0.00
101-410-701.004	WAGES - ZONING	1,200.00	1,200.00	100.00	0.00	1,100.00	8.33
101-410-701.005	WAGES - ZONING	1,200.00	1,200.00	100.00	0.00	1,100.00	8.33
101-410-801.000	LEGAL SERVICES	10,000.00	10,000.00	4,159.60	0.00	5,840.40	41.60
101-410-805.000	CONTRACTED AND OTHER SERVICES	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00
101-410-901.000	ADVERTISING	2,000.00	2,000.00	456.30	0.00	1,543.70	22.82
101-410-960.000	EDUCATION & TRAINING	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00
Total Dept 410 - ZONING BOARD OF APPEALS		20,000.00	20,000.00	4,915.90	0.00	15,084.10	24.58
Dept 412 - ZONING ADMINISTRATOR							
101-412-701.601	WAGES - ZONING ADMINISTRATOR	54,000.00	54,000.00	49,846.08	4,153.84	4,153.92	92.31
101-412-701.602	WAGES - ZONING CODE ENFORCER	19,999.20	19,999.20	18,297.36	1,538.40	1,701.84	91.49
101-412-726.000	SUPPLIES	1,000.00	1,000.00	77.74	0.00	922.26	7.77
101-412-860.601	MILEAGE - ZONING ADMIN	150.00	150.00	0.00	0.00	150.00	0.00
101-412-860.602	MILEAGE - DEPT ZONING	150.00	150.00	0.00	0.00	150.00	0.00
101-412-960.000	EDUCATION & TRAINING	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00
101-412-965.000	DUES & PUBLICATIONS	500.00	500.00	0.00	0.00	500.00	0.00
Total Dept 412 - ZONING ADMINISTRATOR		77,799.20	77,799.20	68,221.18	5,692.24	9,578.02	87.69
Dept 448 - STREET LIGHTS - TOWNSHIP							
101-448-920.005	STREET LIGHTS TOWNSHIP	90,000.00	90,000.00	68,114.57	5,897.75	21,885.43	75.68
Total Dept 448 - STREET LIGHTS - TOWNSHIP		90,000.00	90,000.00	68,114.57	5,897.75	21,885.43	75.68
Dept 747 - COMMUNITY PROMOTIONS							
101-747-880.003	COM. PROM. - ECONOMIC DEVELOPMENT	15,000.00	15,000.00	0.00	0.00	15,000.00	0.00
101-747-880.004	COM. PROM. - TC-TALUS	3,000.00	3,000.00	0.00	0.00	3,000.00	0.00
101-747-880.007	COM. PROM. - COMMUNITY AWAREN	20,000.00	20,000.00	35,645.68	0.00	(15,645.68)	178.23
101-747-880.008	COM. PROM. - CONTRACTED SERVI	20,000.00	20,000.00	298,273.00	298,273.00	(278,273.00)	1,491.37
101-747-880.011	COM. PROM. - P.E.G.	100,000.00	100,000.00	90,581.25	0.00	9,418.75	90.58
101-747-880.018	COM. PROM. - MILFOIL	8,000.00	8,000.00	0.00	0.00	8,000.00	0.00
Total Dept 747 - COMMUNITY PROMOTIONS		166,000.00	166,000.00	424,499.93	298,273.00	(258,499.93)	255.72
Dept 806 - TOWNSHIP VEHICLES							
101-806-862.000	GAS & CAR WASHES	2,500.00	2,500.00	1,107.13	336.94	1,392.87	44.29
101-806-863.000	OIL CHANGES	500.00	500.00	78.18	0.00	421.82	15.64
101-806-864.000	MISCELLANEOUS	1,500.00	1,500.00	2,177.88	1,481.69	(677.88)	145.19
Total Dept 806 - TOWNSHIP VEHICLES		4,500.00	4,500.00	3,363.19	1,818.63	1,136.81	74.74

User: Lanie
DB: Garfield

PERIOD ENDING 11/30/2020

GL NUMBER	DESCRIPTION	2020		YTD BALANCE 11/30/2020	ACTIVITY FOR MONTH 11/30/20	AVAILABLE BALANCE	% BDDT USED
		ORIGINAL BUDGET	AMENDED BUDGET				
Fund 101 - GENERAL OPERATING FUND							
Expenditures							
Dept 851 - EMPLOYEE BENEFITS & INSURANCES							
101-851-701.000	WAGES	100.00	100.00	0.00	0.00	100.00	0.00
101-851-701.027	UNEMPLOYMENT	4,000.00	4,000.00	0.00	0.00	4,000.00	0.00
101-851-873.001	John Hancock 403B	93,000.00	93,000.00	99,300.00	0.00	(6,300.00)	106.77
101-851-873.010	SOCIAL SECURITY - EMPLOYER	80,000.00	80,000.00	70,937.01	6,077.14	9,062.99	88.67
101-851-873.020	VACATION & PERSONAL PAYOUT	1,000.00	1,000.00	434.80	0.00	565.20	43.48
101-851-873.030	INSURANCE - EMPLOYEE HEALTH	395,000.00	395,000.00	365,397.21	25,420.14	29,602.79	92.51
101-851-873.040	INSURANCE - EMPLOYEE LIFE	10,000.00	10,000.00	5,757.25	1,004.38	4,242.75	57.57
101-851-912.001	INSURANCE - LIABILITY	13,000.00	13,000.00	13,260.00	322.00	(260.00)	102.00
101-851-912.002	INSURANCE - WORKMENS COMP.	8,000.00	8,000.00	5,991.00	0.00	2,009.00	74.89
Total Dept 851 - EMPLOYEE BENEFITS & INSURANCES		604,100.00	604,100.00	561,077.27	32,823.66	43,022.73	92.88
Dept 890 - CONTINGENCIES							
101-890-890.000	CONTINGENCIES	42,929.64	42,929.64	0.00	0.00	42,929.64	0.00
Total Dept 890 - CONTINGENCIES		42,929.64	42,929.64	0.00	0.00	42,929.64	0.00
Dept 900 - CAPITAL OUTLAY							
101-900-970.001	CAPITAL OUTLAY - ELECTIONS	2,000.00	2,000.00	7,575.00	0.00	(5,575.00)	378.75
101-900-970.002	CAPITAL OUTLAY - TOWNSHIP HAL	50,000.00	50,000.00	1,653.52	0.00	48,346.48	3.31
101-900-970.003	CAPITAL OUTLAY - COMPUTER	15,000.00	15,000.00	2,372.00	0.00	12,628.00	15.81
101-900-970.004	CAPITAL OUTLAY - VEHICLES	15,000.00	15,000.00	0.00	0.00	15,000.00	0.00
101-900-970.005	CAPITAL OUTLAY - LAND	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00
Total Dept 900 - CAPITAL OUTLAY		83,000.00	83,000.00	11,600.52	0.00	71,399.48	13.98
Dept 965 - TRANSFERS TO OTHER FUNDS							
101-965-990.308	TRANSFERS TO #308 PARK SYS	200,000.00	200,000.00	200,000.00	0.00	0.00	100.00
Total Dept 965 - TRANSFERS TO OTHER FUNDS		200,000.00	200,000.00	200,000.00	0.00	0.00	100.00
TOTAL EXPENDITURES		4,068,014.71	4,068,014.71	3,315,658.84	460,024.13	752,355.87	81.51
Fund 101 - GENERAL OPERATING FUND:							
TOTAL EXPENDITURES		4,068,014.71	4,068,014.71	3,315,658.84	460,024.13	752,355.87	81.51

User: Ianie
DB: Garfield

PERIOD ENDING 11/30/2020

GL NUMBER	DESCRIPTION	2020		YTD BALANCE 11/30/2020	ACTIVITY FOR MONTH 11/30/20	AVAILABLE BALANCE	% BDDT USED
		ORIGINAL BUDGET	AMENDED BUDGET				
Fund 308 - PARK SYSTEM FUND							
Expenditures							
Dept 000							
308-000-701.308	WAGES - PARKS AND RECREATION	0.00	0.00	(100.00)	0.00	100.00	100.00
308-000-701.905	WAGES - REC BOARD	4,200.00	4,200.00	2,600.00	600.00	1,600.00	61.90
308-000-701.906	Parks Steward	25,000.00	25,000.00	22,032.66	1,923.20	2,967.34	88.13
308-000-801.000	LEGAL SERVICES	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00
308-000-864.000	MISCELLANEOUS	800.00	800.00	23.28	0.00	776.72	2.91
308-000-880.001	COM. PROM. - SILVER LAKE PARK	92,000.00	92,000.00	0.00	0.00	92,000.00	0.00
308-000-880.006	COM. PROM. - BVNP (YMCA)	23,000.00	23,000.00	0.00	0.00	23,000.00	0.00
308-000-880.008	COM. PROM. - Cont. Serv GTCD	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00
308-000-880.012	COM. PROM. - GT COMMONS	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00
308-000-880.013	COM. PROM. - BOARDMAN RIVER	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00
308-000-880.014	COM. PROM. - MILLER CREEK	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00
308-000-880.016	COM. PROM. - KIDS CREEK PARK	20,000.00	20,000.00	0.00	0.00	20,000.00	0.00
308-000-880.019	RIVER EAST RECREATION AREA	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00
308-000-935.000	MAINTENANCE - MISC, EQUIP	128,500.00	128,500.00	100,882.13	5,491.95	27,617.87	78.51
308-000-970.000	CAPITAL OUTLAY	0.00	0.00	180,107.64	5,000.00	(180,107.64)	100.00
Total Dept 000		300,500.00	300,500.00	305,545.71	13,015.15	(5,045.71)	101.68
Dept 851 - EMPLOYEE BENEFITS & INSURANCES							
308-851-873.010	SOCIAL SECURITY - EMPLOYER	2,000.00	2,000.00	1,876.82	193.03	123.18	93.84
Total Dept 851 - EMPLOYEE BENEFITS & INSURANCES		2,000.00	2,000.00	1,876.82	193.03	123.18	93.84
TOTAL EXPENDITURES		302,500.00	302,500.00	307,422.53	13,208.18	(4,922.53)	101.63
Fund 308 - PARK SYSTEM FUND:							
TOTAL EXPENDITURES		302,500.00	302,500.00	307,422.53	13,208.18	(4,922.53)	101.63