

# CHARTER TOWNSHIP OF GARFIELD TOWN BOARD MEETING

Tuesday, December 11, 2018, 6:00 pm  
Garfield Township Hall  
3848 Veterans Drive  
Traverse City, MI 49684  
Ph: (231) 941-1620

## AGENDA

### **ORDER OF BUSINESS**

**Call meeting to order**

**Pledge of Allegiance**

**Roll call of Board Members**

#### **1. Public Comment**

##### **Public Comment Guidelines:**

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

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

#### **3. Consent Calendar**

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

- a. Minutes – November 27, 2018 Minutes (Recommend Approval)  
November 19, 2018 Special Meeting Minutes (Recommend Approval)  
November 20, 2018 Study Session Minutes (Recommend Approval)  
December 3, 2018 Study Session Minutes (Recommend Approval)





- a. Consideration of Resolution 2018-42-T, recognition of Traverse Bay Area Youth Soccer Inc (TBAYS) as a service organization for the purposes of obtaining a charitable gaming license from the State of Michigan
- b. Jennifer Hodges – Letter of intent for Greenspace Improvement Project Grant Opportunity
- c. Consideration of Resolution 2018-43-T 2019 General Fund Budget
- d. Consideration of Resolution 2018-44-T 2019 Fire Fund Budget
- e. Consideration of Resolution 2018-45-T 2019 Public Improvement Road Fund Budget
- f. Consideration of Resolution 2018-46-T 2019 Budget Stabilization Fund Budget
- g. Consideration of Resolution 2018-47-T 2019 DPW Fund Budget
- h. Consideration of Resolution 2018-48-T 2019 Park System Fund Budget
- i. Consideration of Resolution 2018-49-T 2019 Street Light Fund Budget
- j. Consideration of Resolution 2018-50-T 2019 Special Assessment District Fund Budget
- k. Consideration of Resolution 2018-51-T Clerk's Salary
- l. Consideration of Resolution 2018-52-T Treasurer's Salary
- m. Consideration of Resolution 2018-53-T Supervisor's Salary
- n. Consideration of Resolution 2018-54-T Township Trustees Salary
- o. Consideration of Resolution 2018-55-T Annual Exemption Option As Set Forth in 2011 Public Act 152, The Publicly Funded Health Insurance Contribution Act
- p. 2019 Board Appointments
- q. Renewal of Liability Insurance

9. **Public Comment**

10. **Other Business**

11. **Adjournment**

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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 27, 2018**

Supervisor Korn called the Town Board Meeting to order on November 27, 2018 at 6:00 p.m. at the Garfield Township Hall, 3848 Veterans Drive, Traverse City, Michigan.

**Pledge of Allegiance**

**Roll Call of Board Members**

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

Absent and Excused: Molly Agostinelli

**1. Public Comment (6:01)**

John Sych of East Bay Township introduced himself as the new Planning Director for Garfield Township. He looks forward to working with everyone.

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

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

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

*Nays: None*

**3. Consent Calendar (6:03)**

**a. Minutes**

November 13, 2018 (Recommend Approval)

**b. Bills**

General Fund

\$61,866.25

(Recommend Approval) (Moved to Items Removed from the Consent Calendar)

**c. Application for Progress Payment No. 3 and Change Order No. 2 for the NW Water System Project – Division B to DN Tanks, Inc. in the amount of \$131,934.62 (Recommend Approval)**

**d. Application for Progress Payment No. 5 and Change Order No. 3 for the NW Water System Project – Division A to DN Tanks, Inc. in the amount of \$8,730.00 (Recommend Approval)**

**e. Letter of Acceptance – Turnover Documents – traditions Phase 2 – Umber Drive Water Main (Recommend Approval)**

**f. Change Order #2 for Boardman Valley Nature Preserve Site Improvements (Recommend Approval)**

Board members asked to remove consent Item b. to Agenda item #4.

Blood Law declared a conflict of interest with the bills and board members declined her conflict.

*Blood Law moved and Duell seconded to approve the Consent Calendar as amended.*

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

*Nays: None*

**4. Items removed from the Consent Calendar (6:05)**

**b. Bills**

**General Fund, \$61,866.25**

Walters asked questions regarding the Prein & Newhof bill.

*Walters moved and Blood Law seconded to approve the bills in the amount of \$61,886.25.*

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

*Nays: None*

**5. Correspondence (6:06)**

**a. Flyer for Forum on Wireless Technologies: Benefits and Risks**

**6. Reports**

**a. Construction Report (6:07)**

Jennifer Hodges from Gourdie-Frasier said that unfortunately work on the new water tank had to be stopped for the winter. It will be drained and tested in the spring. The Traditions water main was closed out and came in under budget. Due to the weather, the Boardman Valley pickleball courts could not be painted and will be done in the spring. The Cass Road drainage district is still ongoing and contractors are hoping for spring construction. She also completed multiple storm water reviews.

**b. GT Metro Fire Department Report (6:11)**

Assistant Chief Steve Apostal has worked on the ISO rating and should know something shortly. Chief Parker talked with the ISD and did a news story on public safety in the hopes of raising awareness of a career in emergency services. The department has now received all rescue task force equipment. The department recently attended the Toys for Tots event and did some Up North Live segments for news. He reviewed Metro calls with the Board members and discussed the car seat safety checks.

**c. Northflight EMS Report (6:22)**

Tim Newton said that there were 123 priority calls in Garfield Township in October. A new ambulance will be picked up tomorrow. Munson will continue with a scholarship program for those wanting to be a paramedic and Northflight continues to be well staffed.

**d. County Commissioner's Report (6:27)**

No report

**c. Supervisor's Report (6:27)**

Supervisor Korn said that an assessing reform bill is keeping him and Assessor Amy DeHaan busy. The Boardman Lake Loop is having difficulty obtaining an easement. The Cass Road Drainage district also has one difficult party. He stated that the board held two study sessions on the 2019 budget and Metro Fire and regrets the situation that the Township is in with Metro Fire. He said that the Township has no problem with the employees at Metro.

**7. Unfinished Business**

None

**8. New Business****a. Consideration of Resolution 2018-39-T, a Resolution of Intent to Withdraw from Metro (6:31)**

Board members noted that the resolution was not on the Metro Board agenda for today's meeting and asked whether this action was premature. Korn said that proper notice given today to Metro would end the relationship in December 2019. If we wait until our next meeting, it will end in December of 2020. Board members discussed the Resolution and hoped that the other townships will take some action to resolve issues that have been presented and this Resolution will be repealed.

*Blood Law moved to adopt Resolution 2018-39-T, a Resolution of Intent to Withdraw from Grand Traverse Metro Emergency Services. Schmuckal supported the motion.*

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

*Nays: Walters*

**b. Consideration of Consumers Power proposal on street lights (6:47)**

Doug DeYoung and Curtis Hertel from Consumers Power, said that during road construction on S. Airport Road, five streetlights were moved and some underground wiring needs to be replaced. There are also some other streetlights in the Township that need to be replaced. Hertel reviewed the options for the lights with Board members. He noted that eventually, Consumers will replace all lighting with LED lights as the high pressure sodium lights burn out. Board members asked questions regarding the pole replacements and the kilowatts and lumens of the LED lighting as proposed. Specs for both will be provided by Consumers.



*Schmuckal moved and Duell seconded to replace 13 streetlights at a cost of \$1,534.00 and replace 28 streetlights at a cost of \$9,072.00 for a total cost of \$10,606.00*

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

*Nays: None*

**9. Public Comment (7:16)**

*Jason Gilman of East Bay Township commented on the Metro decision.*

*Darren Mansfield a firefighter with Metro, commented regarding the Metro decision.*

*Judith Danford, of Garfield Township expressed her disappointment in the resolution.*

*Sherri Sprenger of Long Lake Township commented on the Metro Resolution.*

*Eric Keller of Orchard View commented on the Metro Resolution and said one year is not a lot of time to get a station together.*

*Tony Posey of Metro Fire said many extra services are given to townships with Metro Fire that many do not even realize.*

**10. Other Business (7:30)**

*McManus said that the proposed 2019 Budget will be sent out before the next meeting.*

*Korn will go to Lansing regarding Short Term Rentals.*

*Schmuckal commented on the Short Term Rentals.*

**11. Adjournment**

*Korn moved to adjourn the meeting at 7:32pm.*

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

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

**CHARTER TOWNSHIP OF GARFIELD  
TOWN BOARD SPECIAL MEETING MINUTES  
November 19, 2018 Minutes**

**3. a.**

**ORDER OF BUSINESS**

**Call meeting to order**

Supervisor Korn called the Town Board Study Session to order on Monday, November 19, 2018, at 3:36 p.m. at the Garfield Township Hall, 3848 Veterans Drive, Traverse City, Michigan.

**Roll call of Board Members**

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

Absent and Excused: Dan Walters

**1. Business to come before the Board**

**a. Discussion regarding the 2019 Township Budget**

The Board received the 2019 Township Budget. The Board discussed the budget in detail and asked questions. Another study session on the budget was set for Tuesday, November 20, 2018 at 3:30 p.m.

**b. Personnel Committee report - Consideration to approve the hiring of the new Planning Director**

Schmuckal presented the Personnel Committee's recommendation for Planning Director as John Sych.

*Schmuckal made the motion and Blood Law seconded to hire John Sych as Planning Director.*

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

*Nays: None*

*Absent and Excused: Walters*

**2. Public Comment**

There was no public comment.

**3. Adjournment**

Korn adjourned the meeting at 5:33 p.m.

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Chuck Korn, Supervisor  
3848 Veterans Drive  
Traverse City, MI 49684

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Lanie McManus, Clerk  
3848 Veterans Drive  
Traverse City, MI 49684

**CHARTER TOWNSHIP OF GARFIELD  
TOWN BOARD STUDY SESSION MINUTES  
November 20, 2018 Minutes**

**3. a.**

**ORDER OF BUSINESS**

**Call meeting to order**

Supervisor Korn called the Town Board Study Session to order on Tuesday, November 20, 2018, at 3:33 p.m. at the Garfield Township Hall, 3848 Veterans Drive, Traverse City, Michigan.

**Roll call of Board Members**

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

Absent and Excused: Dan Walters

**1. Business to come before the Board**

**a. Discussion regarding the 2019 Township Budget**

The Board received the 2019 Township Budget. The Board discussed the budget in detail and asked questions.

**b. Discussion regarding Metro**

The Board discussed various issues regarding Metro.

**2. Public Comment**

Deputy Chief Steve Apostle spoke regarding Metro issues.

**3. Adjournment**

Korn adjourned the meeting at 5:48 p.m.

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Chuck Korn, Supervisor  
3848 Veterans Drive  
Traverse City, MI 49684

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Lanie McManus, Clerk  
3848 Veterans Drive  
Traverse City, MI 49684

**CHARTER TOWNSHIP OF GARFIELD  
TOWN BOARD STUDY SESSION MINUTES  
December 3, 2018 Minutes**

**3. a.**

**ORDER OF BUSINESS**

**Call meeting to order**

Supervisor Korn called the Town Board Study Session to order on Monday, December 11, 2018, at 5 p.m. at the Garfield Township Hall, 3848 Veterans Drive, Traverse City, Michigan.

**Roll call of Board Members**

Present: Chuck Korn, Lanie McManus, Jeane Blood Law, Molly Agostinelli,  
Dan Walters (5:03), Steve Duell (5:13), Denise Schmuckal (5:22)

Absent and Excused: None

**1. Business to come before the Board**

**a. Discussion regarding Metro Articles of Incorporation**

The Board went through the Metro Articles of Incorporation line by line. The Board discussed the Articles of Incorporation in detail and asked questions.

**2. Public Comment**

Darryl Nelson of Williamsburg spoke regarding Metro.

**3. Adjournment**

Korn adjourned the meeting at 6:58 p.m.

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Chuck Korn, Supervisor  
3848 Veterans Drive  
Traverse City, MI 49684

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Lanie McManus, Clerk  
3848 Veterans Drive  
Traverse City, MI 49684



CHECK DISBURSEMENT REPORT FOR QUARTER TOWNSHIP OF GARFIELD  
 CHECK DATE FROM 11/03 - 12/05/2018  
 Banks

Check Date	Bank	Check #	Payee	Description	GL #	Amount
11/28/2018	GEN	37483	GARFIELD CHARTER TOWNSHIP	WINTER TAXES - LIGHTS	101-448-920.005	322.20
11/28/2018	GEN	37484	GARFIELD CHARTER TOWNSHIP	EMPLOYEE HSA	101-000-237.000	192.00
11/28/2018	GEN	37485	GRAND TRAVERSE COUNTY	CODING, TEST DECK, ADS	101-191-726.000	150.00
		37485		CODING, TEST DECK, ADS	101-191-901.000	162.23
		37485		CODING, TEST DECK, ADS	101-191-935.015	1,800.00
11/28/2018	GEN	37486	JOSHUA L WAGNER	MILEAGE	101-191-860.000	7.13
11/28/2018	GEN	37487	NORTHWOODS PRINTERS	PRINTER REPAIR	101-101-805.000	45.00
11/28/2018	GEN	37488	SUPERFLEET	GAS	101-806-862.000	182.24
11/28/2018	GEN	37489	THE GUARDIAN	LIFE / DENTAL	101-851-873.030	1,339.47
		37489		LIFE / DENTAL	101-851-873.040	836.49
12/05/2018	GEN	37490	ANNE WENDLING	CONTRACTED SVCS	101-101-805.000	192.50
12/05/2018	GEN	37491	ANNE WENDLING	CONTRACTED SVCS	308-000-864.000	87.00
12/05/2018	GEN	37492	APEX SOFTWARE	MAINT RENEWAL		
12/05/2018	GEN	37493	BRENDA BURROWS	FRONT DESK	101-101-805.000	37.50
12/05/2018	GEN	37494	CHERRYLAND ELECTRIC COOP.	ELECTRIC	101-000-084.861	303.40
		37494		ELECTRIC	101-265-920.603	1,091.21
		37494		ELECTRIC	101-448-920.005	867.66
12/05/2018	GEN	37495	CHERRYLAND ELECTRIC COOP.	ELECTRIC		2,262.27
12/05/2018	GEN	37496	CITY OF TRAVERSE CITY	170975-118686	308-000-880.001	393.39
12/05/2018	GEN	37497	CONSUMERS ENERGY	100018131597	101-448-920.005	28.34
12/05/2018	GEN	37498	DTE ENERGY	910020833133	101-448-920.005	24.72
12/05/2018	GEN	37499	DTE ENERGY	910020833257	101-265-920.601	1,185.38
12/05/2018	GEN	37500	ESS	101-265-920.601		43.41
		37500		EXPRESSVOTE KIOSK / PRIVACY SLEEVES	101-191-726.000	250.00
		37500		EXPRESSVOTE KIOSK / PRIVACY SLEEVES	101-900-970.001	5,316.13
12/05/2018	GEN	37501	FIFTH THIRD BANK			5,566.13
		37501		5473785400027192	101-171-960.000	17.61
		37501		5473785400027192	101-171-965.000	248.00
		37501		5473785400027192	101-265-726.003	324.71

\*\* VOIDED \*\*

3. b.

CHECK DISBURSEMENT REPORT FOR GARFIELD TOWNSHIP OF GARFIELD  
 CHECK DATE FROM 11/2 - 12/05/2018  
 Banks:

Check Date	Bank	Check #	Payee	Description	GL #	Amount
12/05/2018	GEN	37502	GARFIELD CHARTER TOWNSHIP	HSA	101-000-237.000	590.32
12/05/2018	GEN	37503	GRAND TRAVERSE COUNTY DPW	5590511	308-000-935.000	1,234.62
12/05/2018	GEN	37504	GRAND TRAVERSE COUNTY DPW	5105021	101-265-920.602	11.50
12/05/2018	GEN	37505	HOME DEPOT CREDIT SERVICES	PRECINT SUPPLIES	101-191-726.000	148.25
12/05/2018	GEN	37506	KCI	PERSONAL PROPERTY ST. POSTAGE	101-171-726.001	200.58
12/05/2018	GEN	37507	MICHIGAN ASSESSORS ASSOCIATION	MEMBERSHIP	101-171-965.000	426.70
12/05/2018	GEN	37508	MICHIGAN ASSESSORS ASSOCIATION	MEMBERSHIP	101-171-965.000	100.00
12/05/2018	GEN	37509	NORTHERN OFFICE EQUIP	MEMBERSHIP	101-171-965.000	180.00
12/05/2018	GEN	37510	NORTHWEST MICH ASSESSORS	SERVICE CONTRACT	101-101-726.002	223.59
		37510		MEMBERSHIP	101-171-965.000	30.00
		37510		CLASSES	101-253-960.000	60.00
				MEMBERSHIP	101-253-965.000	10.00
12/05/2018	GEN	37511	FIGURA LAW OFFICE	METRO	101-101-801.002	100.00
12/05/2018	GEN	37512	RUBY CLEANING SERVICE	CONTRACTED SVCS	101-265-935.603	180.00
12/05/2018	GEN	37513	RUBY CLEANING SERVICE	CONTRACTED SVCS	308-000-935.000	1,150.00
12/05/2018	GEN	37514	SPECTRUM BUSINESS	INTERNET	101-258-935.016	125.00
12/05/2018	GEN	37515	STATE OF MICHIGAN (P)	SUW MONTHLY/QUARTERLY	101-000-228.000	75.00
12/05/2018	GEN	37516	SVEC CONSTRUCTION	SNOWFLOWING	101-265-935.601	2,432.04
12/05/2018	GEN	37517	UNITED WAY	UNITED WAY	101-000-238.000	126.00
12/05/2018	GEN	37518	VOYA INSTITUTIONAL TRUST COMPANY	DEFERRED COMP VF3202	101-000-227.000	85.00
TOTAL - ALL FUNDS						2,015.00
TOTAL OF 36 CHECKS (1 voided)						24,261.00
--- GL TOTALS ---						
101-000-084.861	DUE FROM #861 STREET LIGHTS					303.40
101-000-227.000	DEFERRED COMP					2,015.00
101-000-228.000	STATE TAXES PAYABLE					2,432.04
101-000-237.000	HSA (FORMERLY FLEX)					1,426.62
101-000-238.000	UNITED WAY					85.00
101-101-726.002	SUPPLIES - COPIER MAINTENANCE					223.59
101-101-801.002	LEGAL SERVICES - TOWNBOARD					180.00
101-101-805.000	CONTRACTED AND OTHER SERVICES					275.00
101-171-726.001	POSTAGE					426.70
101-171-960.000	EDUCATION & TRAINING					17.61
101-171-965.000	DUES & PUBLICATIONS					558.00
101-191-726.000	SUPPLIES					600.58

CHECK DISBURSEMENT REPORT FOR CUMBER TOWNSHIP OF GARFIELD  
 CHECK DATE FROM 11/27 - 12/05/2018

Check Date	Bank	Check #	Payee	Description	GL #	Amount
101-191-860.000				MILEAGE		7.13
101-191-901.000				ADVERTISING		162.23
101-191-935.015				COMPUTER SUPPORT SYSTEMS		1,800.00
101-253-960.000				EDUCATION & TRAINING		60.00
101-253-965.000				DUES & PUBLICATIONS		10.00
101-258-935.016				COMPUTER NETWORK		75.00
101-265-726.003				SUPPLIES-MAINTANCE		324.71
101-265-920.601				HEATING / GAS		1,228.79
101-265-920.602				WATER / SEWER		148.25
101-265-920.603				LIGHTS BUILDING		1,091.21
101-265-935.601				SNOW PLOWING		126.00
101-265-935.603				CLEANING SERVICE		1,150.00
101-448-920.005				STREET LIGHTS TOWNSHIP		1,242.92
101-806-862.000				GAS & CAR WASHES		182.24
101-851-873.030				INSURANCE - EMPLOYEE HEALTH		1,339.47
101-851-873.040				INSURANCE - EMPLOYEE LIFE		836.49
101-900-970.001				CAPITAL OUTLAY - ELECTIONS		5,316.13
308-000-864.000				MISCELLANEOUS		87.00
308-000-880.001				COM. PROM. - SILVER LAKE PARK		393.39
308-000-935.000				MAINTENANCE - MISC, EQUIP		136.50
				TOTAL		24,261.00



December 1, 2018

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

**I. Developer's Escrow Fund - Storm Water Reviews**

1. Engineering services for private road review.		
<b>Ashland Park Phase 2 &amp; 3, (Storage Units), Escrow #701.000.214.825</b>		
Project#	18381	Invoice No. 1838102
		660.00
2. Engineering services for storm water review and approval letter.		
<b>TZMK LLC (Reimer Building), Storage Building, Escrow #701-000-215.843</b>		
Project#	18407	Invoice No. 1840701
		662.50
Total		<u>1,322.50</u>

**II. Developer's Escrow Fund - Utility Plan Review, Oversight & Closeout**

1. Engineering services for plan review and construction services.		
<b>Traditions at Ashland Park</b>		
Project#	17088	Invoice No. 1708808
		250.00
2. Engineering consulting services for water main review and construction services.		
<b>Contractors Drive</b>		
Project#	17327	Invoice No. 1732703
		4,388.21
3. Engineering consulting services for plan, permit review and construction services.		
<b>Windy Hills</b>		
Project#	18032	Invoice No. 1803206
		1,012.50
Total		<u>5,650.71</u>

**III. Utility Receiving Fund**

1. Engineering consulting services.		
<b>NW Service District Water System Improvements (Water Storage Tank)</b>		
Project#	16037	Invoice No. 1603719
		34,279.50
2. Engineering consulting services.		
<b>Water System Expansion, South of Township along M-37</b>		
Project#	18029C	Invoice No. 18029319
		520.00
3. Engineering consulting services.		
<b>Cass Road Drainage District Improvements</b>		
Project#	18029C	Invoice No. 18029318
		780.00
Total		<u>35,579.50</u>

**GRAND TOTAL \$42,552.71**



**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

December 1, 2018  
Project No: 18381  
Invoice No: 1838102

Re: Tax ID#28-05-026-018-00, Ashland Park Phase 2 & 3, Entire Development including Storage Units. Escrow #701.000.214.825

Services Performed: Engineering services for storm water review of plans/calculations for compliance with Ordinance #49. Communication with applicant and issuance of letter of approval.

Project Location: Traverse City, Michigan.

Professional Services from November 4, 2018 to November 30, 2018

**Professional Personnel**

	Hours	Rate	Amount	
Sr. Project Manager	2.00	130.00	260.00	
Project Engineer	4.00	100.00	400.00	
Totals	6.00		660.00	
<b>Total Labor</b>				<b>660.00</b>
		<b>Total this Invoice</b>		<b>\$660.00</b>

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

December 1, 2018  
Project No: 18407  
Invoice No: 1840701

Re: TZMK LLC (Reimer Building), Storage Building, Escrow #701-000-215.843

Services Performed: Engineering services for storm water review of plans/calculations for compliance with Ordinance #49.  
Communication with applicant and issuance of letter of approval.

Project Location: Parcel #28-05-060-073-00, 635 ETA Lane, Traverse City, Michigan 49685

**Professional Services from November 4, 2018 to November 30, 2018**

**Professional Personnel**

	Hours	Rate	Amount	
Project Manager Assistant	.50	65.00	32.50	
Sr. Project Manager	1.00	130.00	130.00	
Project Engineer	5.00	100.00	500.00	
Totals	6.50		662.50	
<b>Total Labor</b>				<b>662.50</b>
		<b>Total this Invoice</b>		<b>\$662.50</b>

**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

December 1, 2018  
 Project No: 17088  
 Invoice No: 1708808

Re: Traditions at Ashland Park (Escrow Account)

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

\*Additional Escrow Requests:

1. Additional sewer along Umber Drive per email dated June 6, 2018. \$10,000.
2. Water main installation along Umber Drive as detailed in escrow letter dated October 4, 2018 for \$5,000.

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

Professional Services from November 4, 2018 to November 30, 2018

Fee

Billing Phase	Fee	Percent Complete	Earned	Previous Fee Billing	Current Fee Billing
Plan Reivew/Permit Assistance	2,500.00	100.00	2,500.00	2,500.00	0.00
Construction Observation/Inspection	14,000.00	100.00	14,000.00	14,000.00	0.00
*1 Const Observation/Inspection	9,500.00	100.00	9,500.00	9,500.00	0.00
*2 Const Observation/Inspection	4,500.00	100.00	4,500.00	4,500.00	0.00
Const. Admin/Project Turnover	1,000.00	100.00	1,000.00	1,000.00	0.00
*1 Record Drawings & Reports	500.00	100.00	500.00	500.00	0.00
*2 Record Drawings & Reports	500.00	100.00	500.00	250.00	250.00
<b>Total Fee</b>	<b>32,500.00</b>		<b>32,500.00</b>	<b>32,250.00</b>	<b>250.00</b>
<b>Total Fee</b>					<b>250.00</b>
<b>Total this Invoice</b>					<b>\$250.00</b>

**Invoice**



Gourdie-Fraser, Inc.  
 123 West Front Street, Suite A  
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MR CHUCK KORN  
 CHARTER TWP OF GARFIELD  
 3848 VETERANS DR  
 TRAVERSE CITY, MI 49684

December 1, 2018  
 Project No: 17327  
 Invoice No: 1732703

Re: Contractors Drive - Watermain Extension

Services Performed: Engineering services for plan review of the water main extension, construction administration, inspection, material testing and project turnover as detailed in proposal letter dated 08/30/17.

Project Location: Along Contractors Drive off Molon Drive (Cass Road), Garfield Township, Grand Traverse County, Michigan.

Professional Services from July 15, 2018 to November 30, 2018

Fee

Billing Phase	Fee	Percent Complete	Earned	Previous Fee Billing	Current Fee Billing
Engineering Plan Review	1,500.00	100.00	1,500.00	1,500.00	0.00
Construction Inspection	5,400.00	81.00	4,374.00	0.00	4,374.00
Project Turnover	500.00	0.00	0.00	0.00	0.00
<b>Total Fee</b>	<b>7,400.00</b>		<b>5,874.00</b>	<b>1,500.00</b>	<b>4,374.00</b>
			<b>Total Fee</b>		<b>4,374.00</b>

**Reimbursable Expenses**

UNITED PARCEL SERVICE 7/19/2018	UNITED PARCEL SERVICE	MDEQ/CADILLAC WATER RESOURCES, JAMIE WADE PE			14.21
	<b>Total Reimbursables</b>				<b>14.21</b>
				<b>Total this Invoice</b>	<b>\$4,388.21</b>



**Invoice**



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

December 1, 2018  
 Project No: 18032  
 Invoice No: 1803206

Re: Windy Hills, Phase I

Services Performed: Engineering services for plan and permit application review, construction over sight and project close out for the water main and sanitary sewer extension to service the development location on Herkner Road as detailed in escrow letter dated February 1, 2018. \$15,250.

\*Additional Escrow Requests:

- 1. As detailed in amended escrow letter dated 11/06/18 to include Phase I only. \$2,500.

Professional Services from November 4, 2018 to November 30, 2018  
 Fee

Billing Phase	Fee	Percent Complete	Earned	Previous Fee Billing	Current Fee Billing
Engineer Review	6,500.00	100.00	6,500.00	6,387.50	112.50
*1 Engineer Review	2,250.00	40.00	900.00	0.00	900.00
Construction Observation	7,500.00	0.00	0.00	0.00	0.00
Project Close Out	1,250.00	0.00	0.00	0.00	0.00
*1 Project Close Out	250.00	0.00	0.00	0.00	0.00
<b>Total Fee</b>	<b>17,750.00</b>		<b>7,400.00</b>	<b>6,387.50</b>	<b>1,012.50</b>
			<b>Total Fee</b>		<b>1,012.50</b>
				<b>Total this Invoice</b>	<b>\$1,012.50</b>

**Invoice**



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

December 1, 2018  
 Project No: 16037  
 Invoice No: 1603719

Re: NW Service District Water System Improvements

Services Performed: Engineering and construction services for final design, bidding, construction staking, observation and administration, close out and record drawings for water main extension.

Additional Services:

- 01/17/18 Heritage Estates entrance reconstruction.

Project Location: Harris Road and Cedar Run Road, Garfield Township, Grand Traverse County, Michigan.

Professional Services from September 30, 2018 to November 30, 2018

Fee

Billing Phase	Fee	Percent Complete	Earned	Previous Fee Billing	Current Fee Billing
WATER STORAGE TANK	0.00	0.00	0.00	0.00	0.00
Research	15,000.00	100.00	15,000.00	15,000.00	0.00
Engineering Design	25,000.00	100.00	25,000.00	25,000.00	0.00
Topographic Survey	5,000.00	100.00	5,000.00	5,000.00	0.00
Bidding	5,000.00	100.00	5,000.00	5,000.00	0.00
Construction Staking	5,000.00	100.00	5,000.00	5,000.00	0.00
Construction Administration	10,000.00	100.00	10,000.00	10,000.00	0.00
Construction Inspection	25,000.00	100.00	25,000.00	25,000.00	0.00
Record Drawings/Close Out	3,500.00	90.00	3,150.00	0.00	3,150.00
	0.00	0.00	0.00	0.00	0.00
WATERMAIN EXTENSIONS	0.00	0.00	0.00	0.00	0.00
Prop. Acquisition/Utility Research	10,000.00	100.00	10,000.00	10,000.00	0.00
Final Design/Permitting	50,000.00	100.00	50,000.00	50,000.00	0.00
Topographic Survey	15,000.00	100.00	15,000.00	15,000.00	0.00
Bidding	6,500.00	100.00	6,500.00	6,500.00	0.00
Construction Staking	20,000.00	100.00	20,000.00	20,000.00	0.00
Construction Administration	25,000.00	90.00	22,500.00	21,500.00	1,000.00
Construction Inspection	120,000.00	100.00	120,000.00	103,200.00	16,800.00

Project	16037	GARFIELD/FD,BID,STK,CA,CM/HARRIS-CEDAR R				Invoice	1603719
Record Drawings/Close Out	9,500.00	90.00	8,550.00	0.00	8,550.00		
	0.00	0.00	0.00	0.00	0.00		
INFRASTRUCTURE UPGRADE/BOOSTER STATION	0.00	0.00	0.00	0.00	0.00		
Research	25,000.00	51.00	12,750.00	12,750.00	0.00		
Final Design/Permitting	69,100.00	10.00	6,910.00	6,910.00	0.00		
Topographic Survey	15,000.00	0.00	0.00	0.00	0.00		
Bidding	6,850.00	6.5693	450.00	450.00	0.00		
Construction Staking	5,000.00	1.80	90.00	90.00	0.00		
Construction Administration	30,000.00	0.00	0.00	0.00	0.00		
Construction Inspection	20,350.00	0.00	0.00	0.00	0.00		
Record Drawings/Close Out	6,500.00	0.00	0.00	0.00	0.00		
	0.00	0.00	0.00	0.00	0.00		
HERITAGE EST.ENTRANCE RECONSTRUCTION SAD	0.00	0.00	0.00	0.00	0.00		
Preliminary Design	500.00	100.00	500.00	500.00	0.00		
Final Design	500.00	100.00	500.00	500.00	0.00		
Bidding	250.00	100.00	250.00	250.00	0.00		
Construction Inspection	3,700.00	100.00	3,700.00	518.00	3,182.00		
Construction Staking	1,800.00	100.00	1,800.00	360.00	1,440.00		
Construction Administration	750.00	90.00	675.00	517.50	157.50		
Closeout Services	500.00	0.00	0.00	0.00	0.00		
Total Fee	535,300.00		373,325.00	339,045.50	34,279.50		
		<b>Total Fee</b>				<b>34,279.50</b>	
				<b>Total this Invoice</b>		<b>\$34,279.50</b>	

**Invoice**



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

December 1, 2018  
Project No: 18029C  
Invoice No: 18029319

Re: General Utilities - Water System Expansion, South of Garfield Township along M-37

Services Performed: Engineering services for review of ability to extend water infrastructure to service southern portion of township along M-37, specifically Oleson's, Meadowlane and future developments. Scope of work included detailed cost estimate, illustration map and meeting with interested on party to discuss process, costs, options.

Professional Services from September 24, 2018 to November 30, 2018

Professional Personnel

	Hours	Rate	Amount	
Sr. Project Manager	4.00	130.00	520.00	
Totals	4.00		520.00	
Total Labor				520.00
		Total this Invoice		\$520.00



**Invoice**



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

December 1, 2018  
Project No: 18029C  
Invoice No: 18029318

Re: General Utilities - Cass Road Drainage District

Services Performed: Engineering services for 3rd review of plans for utility impact (sewer / water) and overall project review to assist with issuance of DEQ Part 41 Sewer Permit, review of technical specifications prepared by Spicer Group, meeting with drain commissioner and design engineer (Spicer Group) on utility conflicts and means to address, and monthly meeting attendance on project updates.

Professional Services from November 4, 2018 to November 30, 2018  
Professional Personnel

	Hours	Rate	Amount	
Sr. Project Manager	6.00	130.00	780.00	
Totals	6.00		780.00	
Total Labor				780.00
		Total this Invoice		\$780.00

**MTT Update**  
Prepared for Garfield Twp Board

Docket #	Parcel No(s)	Owner	Property Address	Year(s) in Contention	Assessor's Values		Petitioner's Values		Value Differences		Status Notes
					Assessed	Taxable	Assessed	Taxable	Assessed	Taxable	
1 18-001808	004-035-00	4Front Credit Union	3939 W Front St	2018	\$ 433,700	\$ 433,700	\$ 350,000	\$ 350,000	(\$ 83,700)	(\$ 83,700)	11/7/18 Met with tax rep, reviewing info provided. 11/26/18 - Offered to settle at \$750,000 TCV.
2 18-001010	016-027-50	ARC WHITEWOOD LLC	3333 N US 31 South Kohl's	2018	\$ 1,864,200	\$ 1,864,200	\$ 889,840	\$ 889,840	(\$ 974,360)	(\$ 974,360)	11/6/18 - Atty provided comparables, I shared our Power Center sale. Analyzing to come to an agreement. 11/26/18 Emailed Atty for more information.
3 18-001500	016-032-40	American Multi-Cinema, Inc	3825 Marketplace Cir	2018	\$ 4,268,900	\$ 4,268,900	\$ 3,365,406	\$ 3,365,406	(\$ 903,494)	(\$ 903,494)	9/20/18 Answered interrogatories.
4 16-002436	021-015-00 & 021-015-70	Grand Traverse Mall LLC	3200 W South Airport Rd	2016	\$ 21,593,800	\$ 21,483,557	\$ 12,462,460	\$ 12,462,460	(\$ 9,131,340)	(\$ 9,131,340)	4/25/18 Treasury agreed to settlement values.
					\$ 89,500	\$ 64,709	\$ 37,540	\$ 37,540	(\$ 1,810)	(\$ 1,810)	
					\$ 21,683,300	\$ 21,548,266	\$ 12,500,000	\$ 12,500,000	(\$ 9,183,300)	(\$ 9,183,300)	
					SETTLED:						
					\$ 21,593,800	\$ 21,593,800	\$ 12,462,460	\$ 12,462,460	(\$ 9,131,340)	(\$ 9,131,340)	6/11/18 Rec'd Judgment
					\$ 89,400	\$ 65,291	\$ 37,540	\$ 37,540	(\$ 1,860)	(\$ 1,860)	3/6/18 Made offer to settle.
					\$ 21,683,200	\$ 21,655,091	\$ 12,500,000	\$ 12,500,000	(\$ 9,183,200)	(\$ 9,183,200)	2016 \$33.7m, 2017 \$32m, 2018 \$30m (both parties agree to the 2018 offered value)
					\$ 21,593,800	\$ 21,593,800	\$ 12,462,460	\$ 12,462,460	(\$ 9,131,340)	(\$ 9,131,340)	3/26/18 Treasury asked for a breakdown of values between the parcels - I believe we will settle at these figures.
					\$ 89,400	\$ 65,291	\$ 37,540	\$ 37,540	(\$ 1,860)	(\$ 1,860)	
					\$ 21,683,200	\$ 21,655,091	\$ 12,500,000	\$ 12,500,000	(\$ 9,183,200)	(\$ 9,183,200)	
					SETTLED:						
					\$ 2,049,700	\$ 1,828,226	\$ 1,000,000	\$ 1,000,000	(\$ 221,474)	(\$ 221,474)	
					\$ 1,819,100	\$ 1,819,100	\$ 1,250,000	\$ 1,250,000	(\$ 569,100)	(\$ 569,100)	
					SETTLED:						
					\$ 2,005,200	\$ 2,005,200	\$ 1,523,685	\$ 1,523,685	(\$ 481,515)	(\$ 481,515)	4/18/18 Rec'd Judgment.
					\$ 1,136,100	\$ 1,131,778	\$ 450,000	\$ 450,000	(\$ 404,322)	(\$ 404,322)	Settlement based on retail market & sales of anchors across M
					SETTLED:						
					\$ 769,900	\$ 769,900	\$ 421,800	\$ 421,800	(\$ 348,100)	(\$ 348,100)	11/14/18 Rec'd Judgment
					\$ 1,461,900	\$ 1,461,900	\$ 1,000,000	\$ 1,000,000	(\$ 461,900)	(\$ 461,900)	6/21/18 Found appeal online. Answered 6/25/18
					Prehearing General Call: July 16-31, 2019						
					\$ 399,900	\$ 379,933	\$ 300,000	\$ 300,000	(\$ 199,967)	(\$ 199,967)	12/3/18 Called tax rep to discuss appeal, waiting for data.
					\$ 618,500	\$ 618,500	\$ 525,000	\$ 525,000	(\$ 93,500)	(\$ 93,500)	11/7/18 Met with tax rep, reviewing info provided.
					Pre-hearing General Call: Sept 16-30, 2019						
					\$ 21,683,300	\$ 21,548,266	\$ 12,500,000	\$ 12,500,000	(\$ 9,135,034)	(\$ 9,135,034)	11/26/18 - Provided rep with justification for our value.
					\$ 25,738,100	\$ 25,492,517	\$ 15,023,685	\$ 15,023,685	(\$ 10,714,415)	(\$ 10,714,415)	
					\$ 32,636,300	\$ 32,587,902	\$ 19,802,046	\$ 19,802,046	(\$ 12,834,254)	(\$ 12,834,254)	
					SETTLED VALUES:						
					2016	\$ 1,883,300	\$ 1,883,300	\$ 1,883,300	(\$ 9,048,266)	(\$ 9,048,266)	
					2017	\$ 1,883,300	\$ 1,883,300	\$ 1,883,300	(\$ 9,048,266)	(\$ 9,048,266)	
					2018	\$ 1,883,300	\$ 1,883,300	\$ 1,883,300	(\$ 9,048,266)	(\$ 9,048,266)	
					2016	\$ 17,252,300	\$ 17,252,300	\$ 17,252,300	(\$ 17,252,300)	(\$ 17,252,300)	
					2017	\$ 18,096,531	\$ 18,096,531	\$ 18,096,531	(\$ 18,096,531)	(\$ 18,096,531)	
					2018	\$ 20,937,666	\$ 20,937,666	\$ 20,937,666	(\$ 20,937,666)	(\$ 20,937,666)	
					2016	\$ 25,571,711	\$ 25,571,711	\$ 25,571,711	(\$ 25,571,711)	(\$ 25,571,711)	
					2017	\$ 25,571,711	\$ 25,571,711	\$ 25,571,711	(\$ 25,571,711)	(\$ 25,571,711)	
					2018	\$ 25,571,711	\$ 25,571,711	\$ 25,571,711	(\$ 25,571,711)	(\$ 25,571,711)	
					ACTUAL TWP TAX LOSS						
					2016	\$ 9,396.53	\$ 9,396.53	\$ 9,396.53	(\$ 9,396.53)	(\$ 9,396.53)	
					2017	\$ 14,485.03	\$ 14,485.03	\$ 14,485.03	(\$ 14,485.03)	(\$ 14,485.03)	
					2018	\$ 14,456.38	\$ 14,456.38	\$ 14,456.38	(\$ 14,456.38)	(\$ 14,456.38)	
					GRAND TOTAL						





# 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  
DENISE SCHMUCKAL, TRUSTEE

STEVE DUELL, TRUSTEE  
DAN WALTERS, TRUSTEE

### MEMORANDUM

**DATE:** December 5, 2018

**TO:** Garfield Township Board

**FROM:** Amy L. DeHaan, Assessor *ald*

**SUBJECT:** Tax Tribunals, related to Metro Negotiations

To ensure understanding of how Tax Tribunals can significantly affect the budgets of both Metro and the Township, I present the following information -

Metro sets its budget in June annually for the following year. Traditionally, they have used the County Equalized Values (CEV) and Taxable Values (TV) of the year in which they are setting the budget to determine what they will collect. The CEVs and TVs are set in April each year, and do not include changes in value that occur from Tax Tribunal settlements, or adjustments made at the July or December Boards of Review for clerical errors or mutual mistakes of fact. These settlements and adjustments have the potential to be significant, and may span multiple [previous] years. Using this method, Garfield has to cover the pay out the refunds (for the Township AND Metro) from its budget, based on the current arrangement.

As examples, consider the multiple year large tax appeals of the Grand Traverse Mall (two appeals - spanning 2013-2015 and 2016-2018), the Great Wolf Lodge (2009-2010), the Crossings PUD (2010-2011) and Home Depot (2009-2011):

	<u>TV (based on CEV)</u>	<u>Settled TV</u>	<u>TV Difference</u>	<u>Metro ONLY Tax Chg</u>
<b>Grand Traverse Mall #1</b>				
2013	\$29,511,400	\$20,750,000	-\$8,761,400	-\$18,398.94
2014	\$29,983,582	\$21,082,000	-\$8,901,582	-\$19,583.48
2015	\$30,463,319	\$21,419,300	-\$9,044,019	-\$21,253.44
			<b>TOTAL:</b>	<b>-\$59,235.86</b>

Amy L DeHaan, MMAO(4)  
Assessor

This settlement occurred 10/20/2015. Garfield Township was required to REFUND the difference in taxes to the taxpayer in 2015 for tax years 2013 - 2015.

	<u>TV (based on CEV)</u>	<u>Settled TV</u>	<u>TV Difference</u>	<u>Metro ONLY Tax Chg</u>
<b>Grand Traverse Mall #2</b>				
2016	\$21,483,557	\$16,780,000	-\$4,706,557	-\$11,060.41
2017	\$21,593,800	\$15,930,000	-\$5,663,800	-\$13,309.93
2018	\$21,593,800	\$14,930,000	-\$6,663,800	<u>-\$15,660.12</u>
			<b>TOTAL:</b>	<b><u>-\$40,030.46</u></b>

This settlement occurred 6/8/18, and Garfield had to REFUND the taxes from 2016-2018 in 2018.

<b>Great Wolf Lodge</b>		Settled 1/24/2011		
2009	\$17,898,100	\$10,937,500	-\$6,960,600	-\$13,573.17
2010	\$15,495,000	\$ 8,750,000	-\$6,745,000	<u>-\$14,164.50</u>
			<b>TOTAL:</b>	<b><u>-\$27,737.67</u></b>

<b>The Crossings PUD</b>		Settled 10/31/2011		
2010	\$ 7,146,440	\$ 6,800,000	-\$346,440	-\$727.52
2011	\$ 6,072,711	\$ 5,557,804	-\$514,907	<u>-\$1,081.30</u>
			<b>TOTAL:</b>	<b><u>- \$1,808.82</u></b>

<b>Home Depot</b>		Settled 9/20/2011		
2009	\$ 5,125,100	\$ 2,908,000	-\$2,217,100	-\$4,323.35
2010	\$ 4,703,600	\$ 2,628,400	-\$2,075,200	-\$4,357.92
2011	\$ 3,947,800	\$ 2,404,700	-\$1,543,100	<u>-\$3,240.51</u>
			<b>TOTAL:</b>	<b><u>-\$11,921.78</u></b>

**GRAND TOTAL of JUST THESE 5 CASES: -\$140,734.59**

These amounts do not include the interest the Township is required to pay in addition to the refunds. This interest can be quite significant depending on the number of years settled.

If Metro changed its methodology, and instead used the settlement figures (March 1st) from the previous year, their budgets would be more accurate and the Township would not be covering these losses.

---

Amy L DeHaan, MMAO(4)  
Assessor

2018 TV (based on CEV)	\$ 820,845,716	<u>Metro Amt</u> \$1,928,987.43
2018 TV (adjusted thru 11/15/18)	\$ 811,951,064	<u>\$1,908,085.00</u>
	<b>DIFFERENCE:</b>	<b>-\$20,902.43</b>

These 2018 adjusted numbers would be slightly different due to December Board of Review changes that have not yet occurred, or any Tribunal settlements (there 7 that could potentially be settled by then) that occur between now and settlement in March 2019. However, using the 2019 settlement figures (of the 2018 adjusted TVs) in June 2019 as Metro sets its 2020 Budget would provide the most accurate estimates for both Metro and the Township, and will be based on the ACTUAL taxes rather than an estimate that changes throughout the year.

Additionally, Garfield would still be responsible for the adjustments made to previous years because Metro does not reimburse Garfield when the values change. Due to the timing of the Tax Tribunal settlements, the above cases would still cost Garfield Township a total of \$85,334.72. In other words, the only year the Township is made "whole" for is the current year when the case settles before March.

With the current downward trends in retail due to internet sales, and the potential for more Tax Tribunal appeals in the future, the Township budget could suffer as it did during the Great Recession with losses as shown in the above examples. This is a more pro-active approach that will help keep the Township, as well as Metro, solvent.

---

Amy L DeHaan, MMAO(4)  
Assessor

**RESOLUTION TO AMEND THE BUDGET**

**RESOLUTION # 2018-41-T**

TO THE BOARD OF GARFIELD TOWNSHIP,

ON THE FOLLOWING PAGE YOU WILL FIND **RESOLUTION 2018-41-T**. THIS IS A PROPOSED BUDGET AMENDMENT FOR THIS BUDGET YEAR. THIS AMENDMENT IS TO BRING THE BUDGET INTO CONFORMANCE FOR THE CLOSE OF THE YEAR 2018. PLEASE LOOK IT OVER AND IF YOU HAVE ANY QUESTIONS, PLEASE FEEL FREE TO CONTACT ME AT MY OFFICE, BEFORE THE BOARD MEETING SO I CAN EXPLAIN IT.

THANK YOU,

LANIE MCMANUS  
TOWNSHIP CLERK

**Budget Amendments to Increase Expenditure Budgets in Fund 308**

1. To increase cost center Park System Fund (308) by \$305,250.00 and take it from Park Fund Balance.

Moved:

Supported:

Yeas:

Nays:

Absent and excused:

The Chairman declared the motion carried and Resolution 2018-41-T adopted this 11<sup>th</sup> day of December, 2018.

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Lanie McManus, Clerk

**CERTIFICATION**

I, Lanie McManus, Clerk of the Charter Township of Garfield, certify the above is a true and correct copy of Resolution 2018-41-T which was adopted by the Township Board of the Charter Township of Garfield on the 11<sup>th</sup> day of December, 2018.

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Lanie McManus, Clerk



Budget Amendment for the 308 Fund will include these items

308-000-864.000 - \$189.00

308-000-880.001 - \$15,000.00

308-000-880.006 - \$250,000.00

308-000-880.008 - \$4,500.00

308-000-880.008 - \$8,000.00

308-000-880.016 - \$6,000.00

308-000-880.019 - \$920.00

308-000-901.000 - \$641.00

308-000-935.000 - \$20,000.00

Total - \$305,250.00

**CHARTER TOWNSHIP OF GARFIELD****RESOLUTION 2018-56-T****ADOPTION OF POVERTY/HARDSHIP EXEMPTION RULES,  
REGULATIONS AND ASSET TEST**

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 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 Poverty/Hardship Exemption Rules, Regulations and Asset Test 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, 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.
- 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 an 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.
- 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 federal 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 federal guidelines and these 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 \_\_\_\_\_ and supported by Board Member \_\_\_\_\_.

Upon roll call vote, the following voted:

Yeas:

Nays:

Abstain:

Absent and Excused:

The Chairman declared the motion carried, and Resolution 2018-56-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 11, 2018, at which meeting ( ) members were present as indicated in said Minutes and voted as therein set forth and that all signatures affixed thereto are the genuine signatures of those so indicated, and that each signatory was duly authorized to affix his or her signature, that said meeting was held in accordance with the Open Meetings Act of the State of Michigan, and that due and proper notice of the meeting as required by law was given to the members of the Township Board, and that the Minutes of said Meeting were kept and will be and have been available as required by said Act.

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

\_\_\_\_\_  
Lanie McManus, Township Clerk

CHARTER TOWNSHIP OF GARFIELD  
PROPERTY TAX POVERTY/HARDSHIP EXEMPTION  
RULES, REGULATIONS AND ASSET TEST

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 #2018-56-T. The applicant shall comply with the following as part of the application (attached):

- Complete an application 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.
- Be an owner of an 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 guidelines updated annually by the reviewing the Federal Poverty Guidelines of the US Department of Health and Human Services, which are incorporated in the attached Poverty/Hardship Exemption Rules & Regulations.

**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.

In the event the applicant meets the foregoing two-part test, as well as all of the general guidelines of Township Board Resolution 2018-56-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 11, 2018

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

# Charter Towns of Garfield

## Poverty/Hardship Exemption

### Rules, Regulations and Asset Test

<b>Poverty Exemption Information: MCL 211.7u (1)</b> 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 <u>eligible for exemption in whole or in part</u> from taxation under this act. [Excerpt]																								
	<b>Test 1:</b> <b>Poverty Income Guidelines</b>	<b>Test 2: Asset Test</b> <b>(if the applicant meets the Poverty Income Guidelines)</b>																						
<b>What's involved:</b>	<p style="text-align: center;"><b>"Table 1"</b></p> <p>How much <u>INCOME</u> a person can receive per year and be eligible for the Poverty Exemption</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th style="width: 20%;">2019 Federal Poverty Income Guidelines</th> <th style="width: 80%;">Garfield Township Income Guidelines for 2019 Poverty Exemptions *</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">Size of Family/ Household</td> <td style="text-align: center;">Maximum Total Income</td> </tr> <tr> <td style="text-align: center;">1</td> <td style="text-align: center;">\$12,140</td> </tr> <tr> <td style="text-align: center;">2</td> <td style="text-align: center;">\$16,460</td> </tr> <tr> <td style="text-align: center;">3</td> <td style="text-align: center;">\$20,780</td> </tr> <tr> <td style="text-align: center;">4</td> <td style="text-align: center;">\$25,100</td> </tr> <tr> <td style="text-align: center;">5</td> <td style="text-align: center;">\$29,420</td> </tr> <tr> <td style="text-align: center;">6</td> <td style="text-align: center;">\$33,740</td> </tr> <tr> <td style="text-align: center;">7</td> <td style="text-align: center;">\$38,060</td> </tr> <tr> <td style="text-align: center;">8</td> <td style="text-align: center;">\$42,380</td> </tr> <tr> <td style="text-align: center;">each additional person:</td> <td style="text-align: center;">\$4,320</td> </tr> </tbody> </table> <p style="font-size: small; margin-top: 10px;">* Garfield Township's income limits are based on census data of the Median Household Income (2016 dollars) for Grand Traverse County of \$55,597 divided by 2.46 (number of people per household) = \$22,600 Avg income per person x 60% (low income guidelines for housing in Grand Traverse County)</p> <p style="font-size: x-small; margin-top: 10px;">Note: The township board can adopt maximum income levels <u>higher</u> than the federal poverty guidelines. A township board can make it easier for a person to be eligible for the poverty exemption, but it <u>cannot make it harder</u> (by adopting lower income levels).</p>	2019 Federal Poverty Income Guidelines	Garfield Township Income Guidelines for 2019 Poverty Exemptions *	Size of Family/ Household	Maximum Total Income	1	\$12,140	2	\$16,460	3	\$20,780	4	\$25,100	5	\$29,420	6	\$33,740	7	\$38,060	8	\$42,380	each additional person:	\$4,320	<p style="text-align: center;"><b>"Table 2"</b></p> <p><u>Things of Value</u> that a person can own and still be granted a Poverty</p> <p>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.</p> <p style="margin-top: 10px;"><b>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 Township's policy and guidelines and those reasons are communicated in writing to the applicant.</b></p>
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<b>What the Law says:</b>	<p style="text-align: center;"><b>"Table 3"</b></p> <p><u>Things of Value</u> that the BOR can consider to decide what percent exemption to grant</p> <p>Every township must adopt an asset test, but no specific test is mandated by law. The township board should set a <u>maximum asset amount</u> - 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 income.</p> <p style="margin-top: 10px;">Based on the assets listed on a poverty exemption application, the Board of Review may grant the applicant a 0% or 100% exemption.</p> <p style="text-align: center;">-----</p> <p>A township can consider the homestead property tax credit that the applicant is eligible for to calculate the the percentage of poverty exemption to be granted.</p> <p style="text-align: center;">----</p> <p><b>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 reasons why there should be a deviation from the policy and guidelines ..."</b></p>	<p><u>Things of Value</u> that the BOR can consider to decide what percent exemption to grant</p> <p>Every township must adopt an asset test, but no specific test is mandated by law. The township board should set a <u>maximum asset amount</u> - 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 income.</p> <p style="margin-top: 10px;">Based on the assets listed on a poverty exemption application, the Board of Review may grant the applicant a 0% or 100% exemption.</p> <p style="text-align: center;">-----</p> <p>A township can consider the homestead property tax credit that the applicant is eligible for to calculate the the percentage of poverty exemption to be granted.</p> <p style="text-align: center;">----</p> <p><b>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 reasons why there should be a deviation from the policy and guidelines ..."</b></p>																						



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

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

**Grand Traverse Conservation District**  
**November 2018 Report**

**CONSERVATION TEAM**

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

**Administration**

- Prepared for and conducted a Brown Bridge Advisory Committee meeting.
- Assisted City staff with the revision of the Rules for Brown Bridge and created/updated a map to accompany the Rules. The City Attorney will send the Rules along with a draft intergovernmental agreement to East Bay Township for their consideration of adoption by ordinance.
- Provided the City with a list of FY 2019/2020 Capital Improvement Projects as they relate to Brown Bridge Quiet Area.
- Provided background information for the City Attorney and the BBAC to discuss potentially declaring the Brown Bridge Quiet Area Parkland.

**Routine Monitoring and Maintenance**

- Changed seasonal posters from fall to winter.
- Performed routine trailhead/parking lot inspections to refill dog waste bags and pick up trash.
- Continued to use blowers on trails and boardwalk as necessary for fallen leaves.
- Swept, cleaned and restocked toilet paper in the outhouses.
- Sawed more fallen trees blocking trail access.
- Removed broken fencing from East Overlook parking area.
- Planted additional potted spruce trees in the vicinity of Grasshopper footbridge.

**Grants**

- Submitted the Final Report and Reimbursement Request Forms to close out the MDNR Wildlife Habitat grant aimed at restoring vacated oil and gas well sites in the area, as well as other sites within the Brown Bridge Quiet Area.
- Continued planning for the Phase II – Instream Habitat Wood project awarded through the USFWS/GLFWRA grant.

**Other**

- Submitted SESC permit for west end footbridge.
- Obtained written bids for the installation of six garage doors to be installed on the pole barns and provided the City with a purchasing Memo.
- Responded to complaints from parkland visitors and neighboring residents regarding the noise coming from one of the oil/gas well sites located along Ranch Rudolph.

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

**Administration**

- Attended and provided updates at the monthly Township Parks and Recreation meeting.
- Attended a Township Board of Trustees study session to review the proposed parkland budget.
- Continue work to secure a parcel of property that will provide an easterly access to Miller Creek Nature Reserve off Cass Road.
- Met with the Director of MDOT's Office of Rail and others regarding the Miller Creek railroad crossing and MDOT's participation. Received positive feedback that they will participate in the replacement of this severely degraded crossing that also involves the Township's watermain.
- Attended a GT Commons deed discussion and site visit with state and local officials, TART representatives, and neighboring property owners to determine next steps to facilitate management activities and planning efforts on the property.

**Routine Monitoring and Maintenance**

- Continued efforts at the Commons Natural Area to remove vandalism.
- Replacing stolen trail intersect maps at Commons Natural Area.
- Trailhead monitoring. Changing dog waste bags, picking up litter, etc.
- Changed informational seasonal posters at THs from fall to winter.
- Removed or replaced damaged fencing at trailheads as appropriate.
- Sawed fallen and hung up trees blocking trail and/or deemed hazardous in proximity to trail.
- Blew off boardwalks, trailheads, and timber infrastructure of leafy debris at all Garfield parks.

**Other**

- Met with a property owner along Miller Creek to discuss details regarding the purchase of the parcel with the hopes of eventually adding the parcel to the Township's Miller Creek Park. The property will also serve as an overflow for Miller Creek during flood events thereby helping to protect businesses to the north along Cass Road.
- Met on-site with Township staff and contracted groomer in prep of Silver Lake trails for winter grooming operations.

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

**Administration**

- Provided updates to the NER Advisory Committee as necessary.
- Collaborated with TART representatives in planning and construction of the Boardman River Trail connection north of the Cass Road Bridge.

**Routine Monitoring and Maintenance**

- Monitored all trails and trailheads on the NER, replaced dog waste bags at trailhead dispensers, and picked up trash as necessary.
- Cleaned Beitner/Keystone outhouse periodically.
- Changed seasonal poster displays from fall to winter.
- Blew off leaves and debris from trail infrastructure and the Lone Pine ADA trail.
- Provided additional improvements to the new 'Boardman Landing' to facilitate river access.



### Grants

- Received notice of award for the Traverse City Track Club Endowment for the amount of \$7,500 to reconnect a section of trail that was disconnected through dams removal processes.
- Submitted as-built maps, photos, volunteer info, and contractor invoices to GTB/NRCS in order to get the fall planting (aka Block "A") *certified* for payments/reimbursements.

### Other

- GTCD Parklands staff joined TART for their volunteer work-days assisting with the construction of the Boardman River Trail section on NER property.
- Attended a CRA-spearheaded 'bottomlands walkthrough' to access prioritizations/needs for remaining restoration funds to be spent on the Boardman bottomlands.
- Re-routed the second of two trails that were impacted by the construction/repair of the two 'high-bank erosion' sites located immediately upstream of the Boardman Dam project limits.
- Provided recommendations to the US Army Corps of Engineers on desired trail connections post dam removal and river restoration activities.
- Provided dam removal contractors with a culvert for installation at a future trail connection.
- Provided the Director Erickson with a draft sign for Medalie Park explaining what visitors were seeing as it relates to the sediment build-up related to dam removal.
- Coordinated the purchase and installation of a barrier gate for safe seasonal access at 'Boardman Landing'.
- Attended an on-site meeting to review Medalie Park Boardman Lake Loop Trailhead designs with Director Erickson and representatives of NW Invasive Species Network, TART and the River TC.

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

### **Administration**

- Attended and prepared the draft agenda for the monthly Hickory Meadows Advisory Committee (HMAC) meeting.
- Attended and provided updates at the monthly Rec Authority Board meeting.
- Coordinated on-going invasive species control at Hickory Meadows through contractors Wetlands and Wildlife Solution.
- Attended visioning session with Hickory Meadows and Hickory Hills Advisory Committees.

### **Routine Monitoring and Maintenance**

- Routine trailhead checks. Picking up litter, changing dog waste bags, etc.
- Changed informational seasonal posters from fall to winter.
- Monitored drainage field construction from Hickory Hills improvement projects.
- Continued to supply, collect, and record user surveys at main trailheads.
- Downloaded trail counters monthly for review and analysis.
- Continued monitoring of erosion concerns on Meadows property.
- Prepared trails for winter grooming operations.

**Grants**

- Researched native tree stock at nurseries for planned buffer installation along property boundary with Hickory Hills. Placed one tree order and plan to order more to install in spring 2019. Grant funds are through the Northwest MI Invasive Species Network (\$2,500) and DTE Energy Tree Planting Grant Program (\$3,000).

**Other**

- Delineated a proposed trail route from the M-72 trailhead to accommodate a loop opportunity. GPS'ed and mapped proposed trail for review.
- 

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

**Administration**

- Continued correspondences with Schillinger Forestry whom will be conducting a forestry cut this winter.

**Routine Monitoring and Maintenance**

- Changed seasonal poster displays from fall to winter.
- Performed drive-by inspections of all trailheads and clean-up trash and debris.

**Grants**

- Submitted the Final Report and Reimbursement Request Forms to close out the MDNR Wildlife Habitat grant aimed at restoring vacated oil and gas well sites.
- 

**BOARDMAN RIVER STEWARDSHIP**

- Planned two February 2019 snowshoe hikes for the public to hike and learn about dam removal. A hike is scheduled for the Boardman bottomlands on Saturday, February 2<sup>nd</sup>. A second hike at Brown Bridge is scheduled for Saturday, February 16<sup>th</sup>. Anyone interested is asked to visit [www.natureiscalling.org](http://www.natureiscalling.org) and look under Events tab and sign-up there or call (231) 941-0960.
  - Attended the first meeting of the Leadership Team for the proposed Boardman River Watershed Collaborative which is an effort to communicate, coordinate, and collaborate on the future management structure of the Boardman River and it's watershed.
  - Attended Boardman River Dams Project Implementation Team (IT) meeting.
  - Attended a meeting with FLOW and other partners to discuss a draft resolution regarding the protection of our Great Lakes water as a public trust.
  - Revised a fact sheet related to what paddlers can expect for each navigable section of the Boardman River. The new section of river where Boardman pond was located is now open. Paddlers must take out at the new Boardman Landing at Cass Road.
-



**ENVIRONMENTAL EDUCATION**

**Nature Center Visitation this Month: 248**  
**Program Participants this month: 166**  
**Drop ins this month: 82**  
**Nature Center Visitation this year: 6,602**

**Nature Center Visitation Nov 2017: 412**  
**Program Participants Nov 2017: 369**  
**Drop-in Nov 2017: 43**  
**Nature Center Visitation since 2008: 85,425**

**Program Participation & Program Planning:**

- Budget modifications made for the upcoming year
- Continued work on our interpretive trail along the Sabin and Fox Den trail loop. The trail will be installed in the spring after construction is complete and snow has melted
- Planning for Summer 2019 Nature Day Camp season. Planning staffing needs along with budgeted goals
- Served as a meeting place for two community workshops and two community presentations
- Added a Wednesday Peepers preschool program for the month on November after community request
- Served 60 preschoolers and their families through our Peepers preschool and Knee-High Naturalist program at the Boardman River Nature Center.

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**FORESTRY ASSISTANCE PROGRAM (FAP)**

**On-Site Visits:**

Grand Traverse County

1. VanMaren, 26 acs., Paradise Twp.
2. Medler, 7.5 acs., Long Lake Twp.

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

**FAP Referrals to Private Sector:** 3

**FAP Referrals to Public Sector:** 1

**In-office Contacts:** 23 landowners

**Follow-up Contacts:** 39 landowners/qualified foresters

**FAP Promotion/Program Development:**

1. Present on Succession/invasive species with IAA Ecology Class – 14 students
  2. Timber and Taxes Workshop – 6 in attendance
  3. Article in NACD Newsletter on forest ownership succession
  4. Small Farms and Gaylord Hunting and Fishing FAP Booth registrations
-

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

**Farm Visits: 12 (Antrim/Grand Traverse), 7 (Benzie/Leelanau)**

**Risk Assessments Completed: 9 (Antrim/Grand Traverse), 5 (Benzie/Leelanau)**

**Farms Verified: 1**

**Updates:**

- 11/1: Leelanau Conservation District Annual Meeting
- 11/2: Grand Traverse County Verification
- 11/3: BioChar Workshop at Benzie Conservation District
- 11/6: Benzie/Manistee FB Board Meeting
- 11/7: Farm\*A\*Syst Training
- 11/13: Grand Traverse Fruit Growers' Council Meeting
- 11/14: Food and Farming Network Event
- 11/19: Northwest Michigan County Farm Bureau Board Meeting
- 11/20: Benzie Conservation District Annual Meeting
- 11/28: Antrim Conservation District Board Meeting
- 11/30: Pesticide Applicator's Certification Exam

**Current Projects:**

- Working with:
  - 11 Farms in Antrim
  - 14 Farms in Grand Traverse
  - 12 Farms in Leelanau
  - 3 Farms in Benzie
- 2019 goal setting and Employee Development Plans
- Planning for MAEAP sessions at 2019 Orchard and Vineyard Show and Northern Michigan Small Farms Conference (Phase 1 Events)
- Promoting 2019 Cost-share opportunities
- Working with USDA-NRCS to encourage growers to apply for EQIP
- Working on 2019 MAEAP reverifications
- Mitigating issues on farms that received Right to Farm Complaints
- Serving on agriculture committee for MICareerQuest, coordinated by MichiganWorks!

**Upcoming Events:**

- 12/4-12/6: Great Lakes Fruit and Vegetable Expo
- 12/11: Grand Traverse Fruit Growers Council Meeting
- 12/17: Antrim Conservation District Board Meeting
- 12/20: Grand Traverse Local Emergency Planning Committee Meeting

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

**Public Inquiry Responses: 20**

**Active Contacts: 213**

**Passive Contacts: 16,536**

**Acres Surveyed: 53**

**Sites Surveyed: 4**

**Acres Treated: 10**

**Sites Treated: 1**

**Volunteer Hours: 0**

**Volunteers: 0**

**Meetings/Presentations:**

- 11/2 - Presented *Habitat Matters* at MSUE Pesticide Training; 75 contacts
- 11/5 - Interview with NMC student
- 11/7 - Hosted ISN Partner Meeting! 20 attendees
- 11/16 - Attended & reported at Woody Invasives of the Great Lakes (WIGL) Collaborative mtg (Chicago); 12 attendees
- 11/19 - Hosted GTRLC GLRI subgrant mtg
- 11/28 - Hosted LCD GLRI subgrant mtg

**Treatments, Restoration, and Surveys:**

- 11/14 - Conducted Medalie Park site visit; 2 acres, 4 contacts
- High-priority species treatments: 1 site, 10 acres
- Other site visits/surveys: 2 sites, 41 acres

**Other Accomplishments:**

- Completed GLRI & MISGP progress reporting
- Submitted Gerstacker Foundation grant application
- Submitted NDPES, DEQ ANC, and MDOT permit reports for 2018
- Finalized The Nature Conservancy Hemlock Woolly Adelgid (TNC HWA) subgrant agreement
- ISN [Facebook photo contest](#) ongoing
- Hiring HWA survey techs—in progress
- Facebook reach: 7,208
- Website reach: 3,762
- Instagram reach: 1,130
- November eNews: 329 opens (32%)

**Upcoming Events:**

- Stay tuned for spring!



**Acronyms and Abbreviations**

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

# Grand Traverse Sheriff Department Calls for Service Statistics

Month: November  
Year: 2018

Day of Week	Mon	Tues	Weds	Thurs	Fri	Sat	Sun	TOTAL				
	0	1	2	3	4	5	6	7				
Hour of Day	373	451	482	553	577	424	327	3,187				
Location	Citations		Traffic Crashes		Arrests		*Other	Criminal	Non-Criminal	Traffic Crashes	Totals	
	12	13	14	15	16	17	18	19	20	21	22	
	163	153	177	207	201	195	199	136	167	173	214	105
01 Acme	9	0	2	20	2	2	116	17	42	22	197	
02 Blair	26	0	5	29	0	21	199	70	63	34	366	
03 East Bay	63	0	2	59	0	20	204	61	90	61	416	
04 Fife Lake	7	0	1	6	0	0	68	2	8	7	85	
05 Garfield	102	0	7	97	9	66	591	317	298	104	1,310	
06 Grant	6	0	3	8	0	2	14	11	8	11	44	
07 Green Lake	10	0	1	10	0	16	89	24	35	11	159	
08 Long Lake	8	0	4	21	0	2	49	15	30	25	119	
09 Mayfield	3	0	2	8	1	2	37	11	12	10	70	
10 Peninsula	9	0	1	13	0	1	43	9	36	14	102	
11 Paradise	3	0	0	20	1	1	36	13	10	20	79	
12 Union	2	0	2	6	0	1	17	0	4	8	29	
13 Whitewater	7	0	3	18	0	1	63	8	24	21	116	
29 Fife Lake Vlg	0	0	0	0	0	0	14	3	11	0	28	
30 Kingsley Vlg	2	0	0	1	0	1	42	16	11	1	70	
66 Traverse City	6	0	0	0	0	60	0	0	0	0	0	
84 Out of County	0	0	0	0	0	25	0	0	0	0	0	
<b>Totals</b>	263	0	33	316	13	221	1,582	577	682	349	3,190	

\*Other Calls for Service Include: 911 Hangups; BOL; Follow-up to Complaints; Motorist Assists; Public Relations; Serving Legal papers; Traffic Stops; Warrant Attempts

As of 1/01/18, MIP alcohol citations are civil infractions, therefore no arrest is applicable.

Ticket stats are based on what District Court has entered as of 11/30/18.

Arrest stats are as of 12/02/18.

Totals are not equal.





# Call For Service By Call Type Report

Print Date/Time: 12/03/2018 00:36  
Login ID: hmiller  
Layer: Beat  
Areas: Garfield

From Date: 11/01/2018 00:00(Continuous)  
To Date: 11/30/2018 23:59  
Agency Type: Police

CALL FOR SERVICE TYPE	CALLS FOR SERVICE	PERCENT OF TOTAL
<NEW CALL>	1	0.08
Abandoned Vehicle	12	0.92
Alarm	49	3.74
ALS Intercept	1	0.08
Assault	9	0.69
Assist,	77	5.88
B&E	1	0.08
BOL	44	3.36
C911 Hangup	1	0.08
Call Transfer	1	0.08
Civil	15	1.15
CSC/Rape	1	0.08
Disorderly	11	0.84
Domestic - Physical Assault	8	0.61
Drunkenness	7	0.53
DWLS	4	0.31
E911 hangup	27	2.06
EMS	21	1.6
Extortion	1	0.08
F - Assist	1	0.08
F - Carbon Monoxide	2	0.15
F - Commercial Fire	2	0.15
F - Fire Alarm	12	0.92
F - Hazard	3	0.23
F - Residential Fire	2	0.15
F - Wildfire	1	0.08



# Call For Service By Call Type Report

Print Date/Time: 12/03/2018 00:36  
 Login ID: hmiller  
 Layer: Beat  
 Areas: Garfield

From Date: 11/01/2018 00:00(Continuous)  
 To Date: 11/30/2018 23:59  
 Agency Type: Police

CALL FOR SERVICE TYPE	CALLS FOR SERVICE	PERCENT OF TOTAL
Family Offense	1	0.08
Follow Up	3	0.23
Fraud	10	0.76
FU	53	4.05
Harassment	8	0.61
Health and Safety	16	1.22
Home Visit	8	0.61
Larceny	14	1.07
Liquor Inspection	12	0.92
Lockdown - Drill	1	0.08
Lost/Found	4	0.31
LSPDA	9	0.69
MA	11	0.84
Maintenance	1	0.08
MDOP	4	0.31
Meeting	1	0.08
Mental	6	0.46
Missing Person	2	0.15
Obscenity	2	0.15
Obstruction of Justice	83	6.34
Ordinance Violation	10	0.76
OWI	10	0.76
PDA	79	6.03
PDA Private Property	18	1.37
PIA	7	0.53
PPO/MIO	16	1.22



# Call For Service By Call Type Report

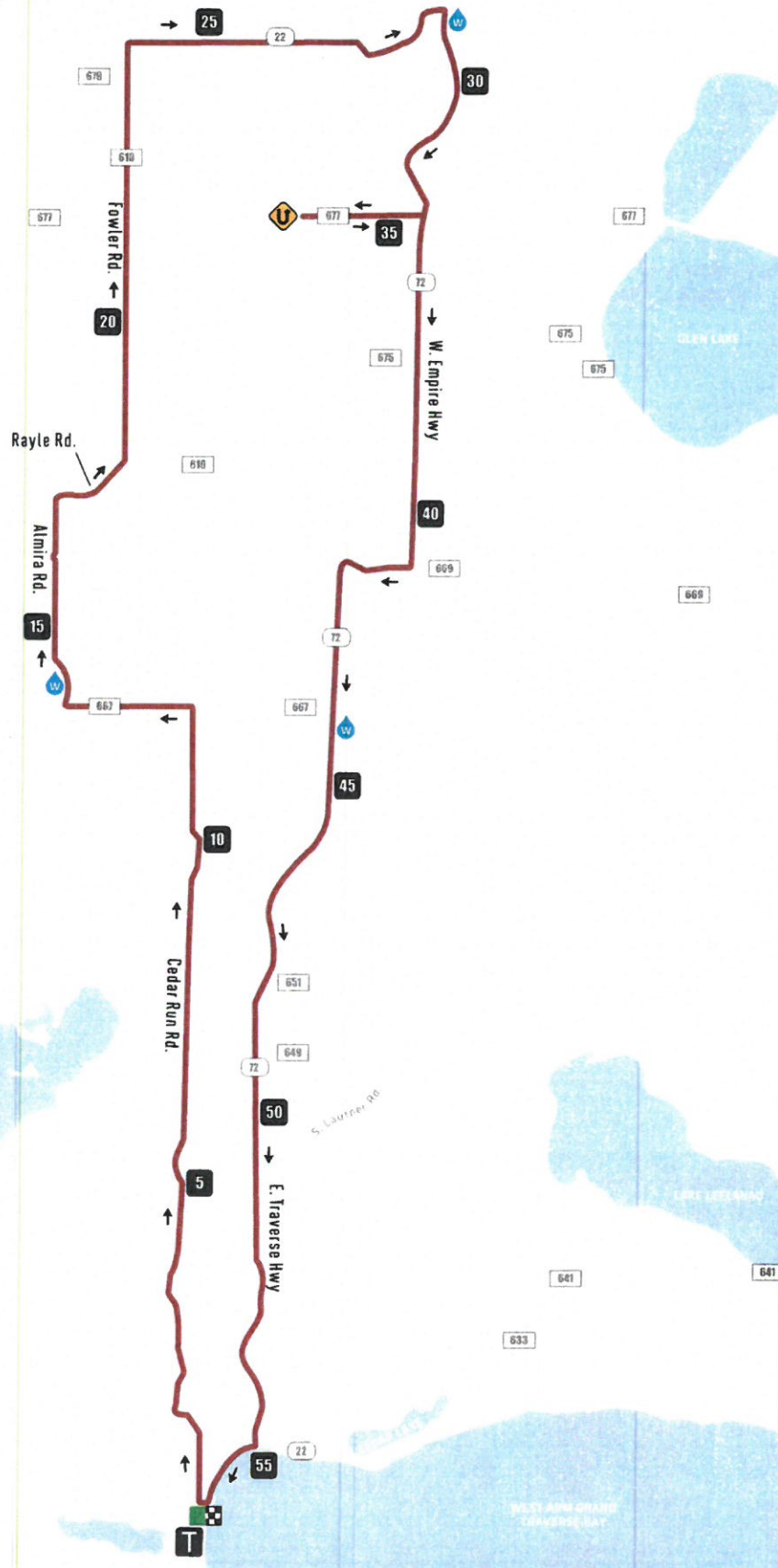
**Print Date/Time:** 12/03/2018 00:36  
**Login ID:** hmiller  
**Layer:** Beat  
**Areas:** Garfield

**From Date:** 11/01/2018 00:00(Continuous)  
**To Date:** 11/30/2018 23:59  
**Agency Type:** Police

CALL FOR SERVICE TYPE	CALLS FOR SERVICE	PERCENT OF TOTAL
Property Inspection	1	0.08
Public Relations	5	0.38
Retail Fraud	22	1.68
Sergeant Referral	1	0.08
SLP	26	1.98
Suicidal Person	5	0.38
Suspicious	86	6.56
TEST	2	0.15
Threats	5	0.38
Traffic	51	3.89
Traffic Violation	10	0.76
Trespass	19	1.45
TS	310	23.66
UDAA	1	0.08
VCSA	7	0.53
VIN Inspection	4	0.31
Warrant Arrest	19	1.45
Warrant Attempt	2	0.15
Weapons	1	0.08
Welfare Check	9	0.69
WRNT	21	1.6
<b>Total Calls For Service:</b>	<b>1310</b>	



22



**LEGEND**

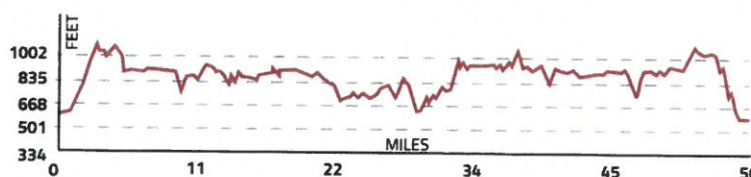
- TRANSITION AREA
- START LINE
- FINISH LINE
- MILE MARKERS
- WATER/AID STATION
- U-TURN

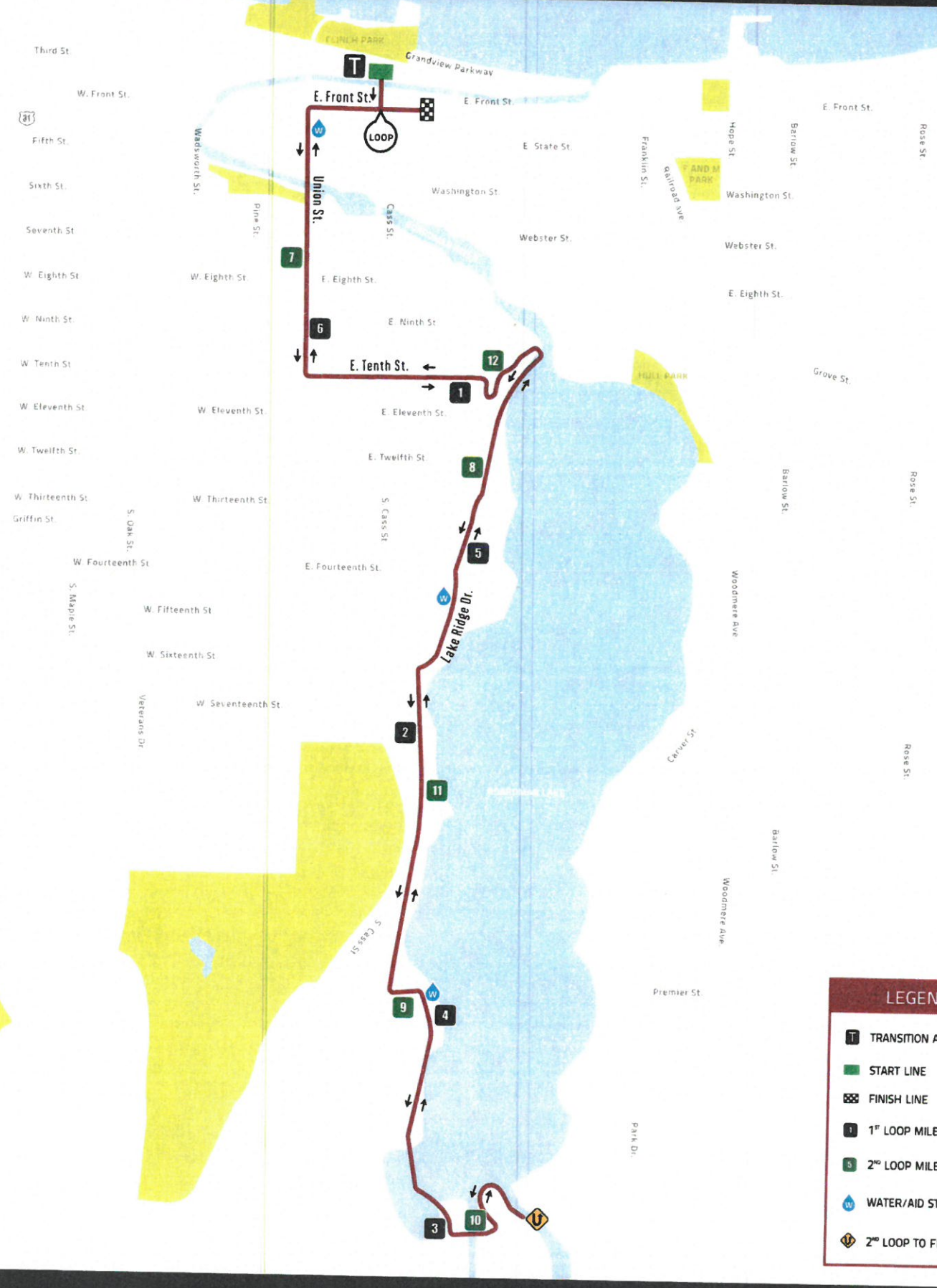


### TURN BY TURN DIRECTIONS

- Exit Transition left onto Union St.
- Right turn from Union St. onto Front St.
- Front St. becomes N. Long Lake Rd. (CR-610)
- Right turn from N. Long Lake Rd. onto Cedar Run Rd.
- Left turn from Cedar Run Rd. onto Reynolds Rd.
- Right turn from Reynolds Rd. onto Barber Rd.
- Barber Rd. becomes Almira Rd. (CR-610)
- Right turn from Almira Rd. to continue on Almira Rd. CR-610
  - Almira Rd. becomes Rayle Rd.
  - Rayle Rd. becomes Fowler Rd.
- Right turn from Fowler Rd. onto M-22
- Right turn from M-22 onto M-72
- Right turn from M-72 onto S. Benzonia Trail (CR-677)
  - U-turn on S. Benzonia Trail (CR-677)
  - Right Turn from S. Benzonia Trail onto M-72
- Right turn from M-72 to continue on M-72 (at Coleman Rd.)
  - Right Turn from M-72 onto Grandview Pkwy.
  - Right Turn from Grandview Pkwy. onto Union St.
  - Finish at Transition

Start Elevation: 590 ft ▪ Finishing Elevation: 590 ft ▪ Gain: 2,455 ft





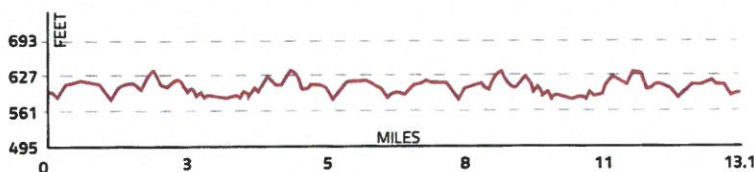
**LEGEND**

- TRANSITION AREA
- START LINE
- FINISH LINE
- 1<sup>ST</sup> LOOP MILE MARKERS
- 2<sup>ND</sup> LOOP MILE MARKERS
- WATER/AID STATION
- 2<sup>ND</sup> LOOP TO FINISH

### TURN BY TURN DIRECTIONS

- Exit transition, right onto Cass St.
  - Right onto Front St.
- Left onto Union St. off of Front St .
- Left onto 10th St. off of Union St .
- Slight right onto the Boardman Lake Trail from 10th St.
  - Cross over covered bridge
  - U-turn at Medalie Park
  - Cross over covered bridge
- Straight onto 10th St. off of Boardman Lake Trail
  - Right onto Union St. off of 10th St.
  - Right onto Front St. off of Union St.
- U-turn at Cass St and Front St. to Start Second Lap
  - Left onto Union St. off of Front St.
  - Left onto 10th St. off of Union St.
- Slight right onto the Boardman Lake Trail from 10th St.
  - Cross over covered bridge
  - U-turn at Medalie Park
  - Cross over covered bridge
- Straight onto 10th St. off of Boardman Lake Trail
  - Right onto Union St. off of 10th St.
- Right onto Front St. off of Union St to Finish Line

Start Elevation: 591 ft ▪ Finishing Elevation: 589 ft ▪ Gain: 334 ft





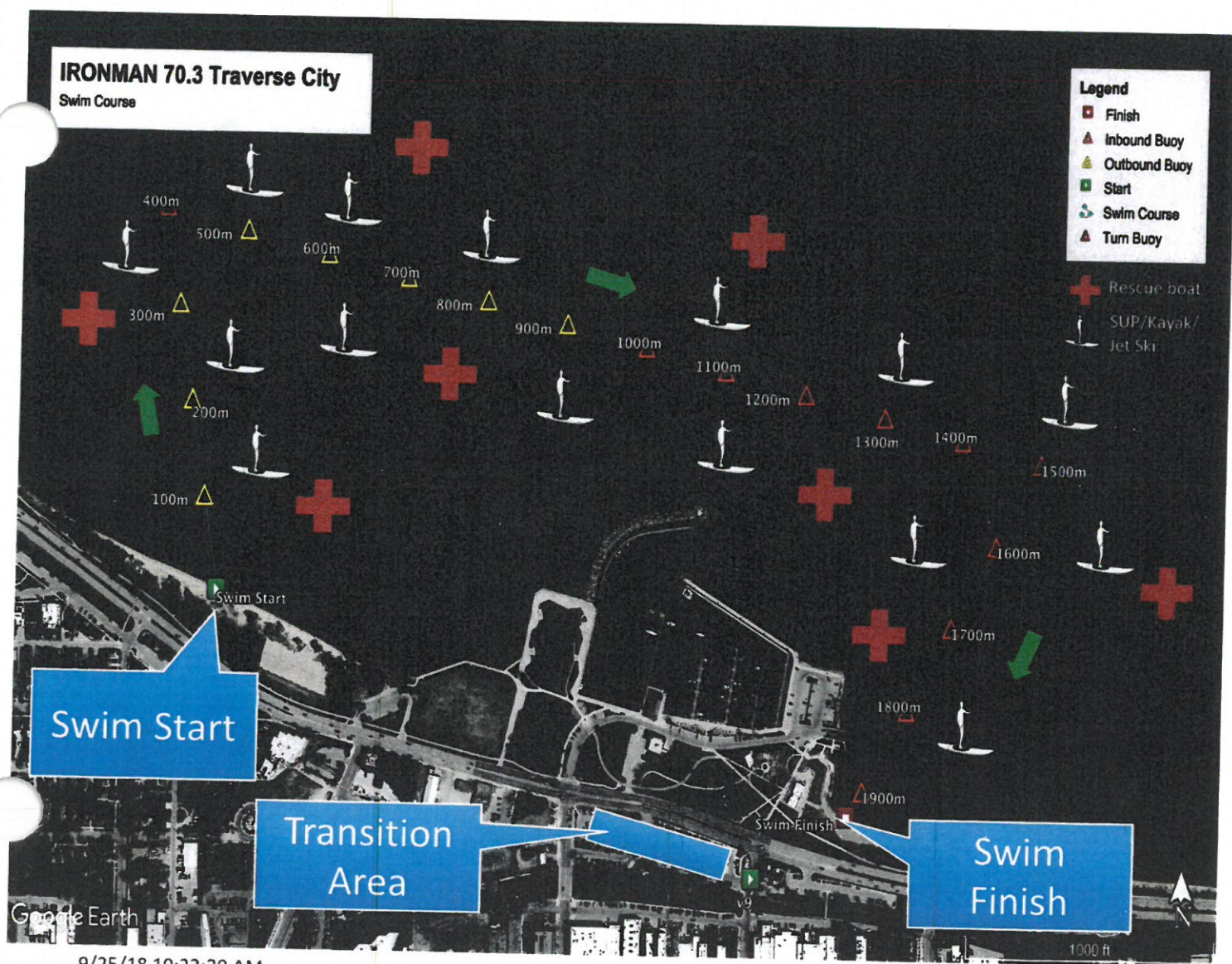
Location: Swim Course

Swim Course Athlete Time Line: 7:00 AM – 9:15 AM

Traffic Control:

**Athlete Description:** Swimmers swim one clockwise loop of the course, keeping all buoys to their right side.

**Vehicle Description:** None





**Location:** Swim Start

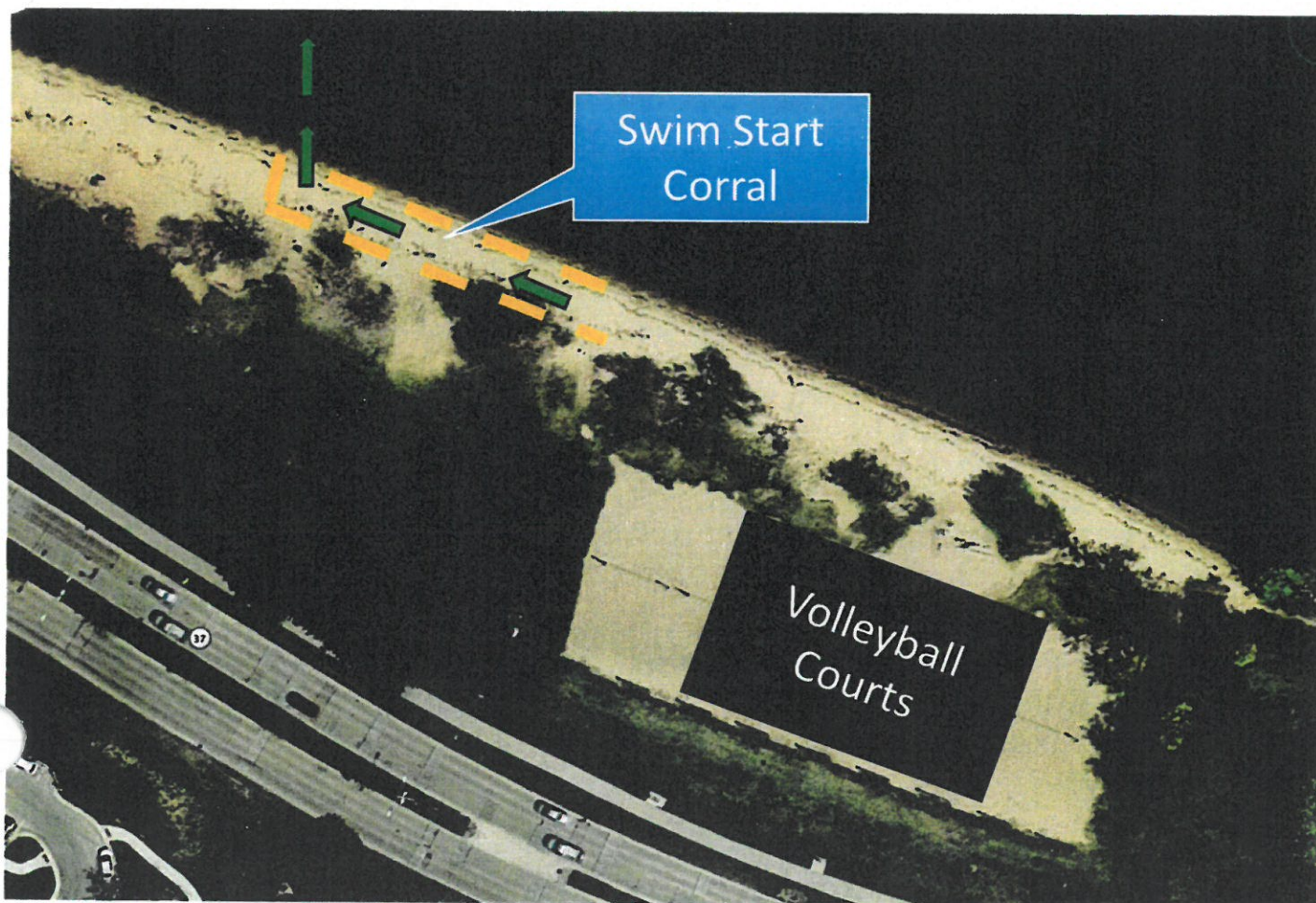
**Swim Course Athlete Time Line:** 7:00 AM – 8:05 AM

**Swim Course Mile Marker:**

**Traffic Control:**

**Athlete Description:** Swimmers enter the water through the swim corral in a rolling start, similar to the start of a running race.

**Vehicle Description:** None





**Location:** Swim Finish at Clinch Park Beach

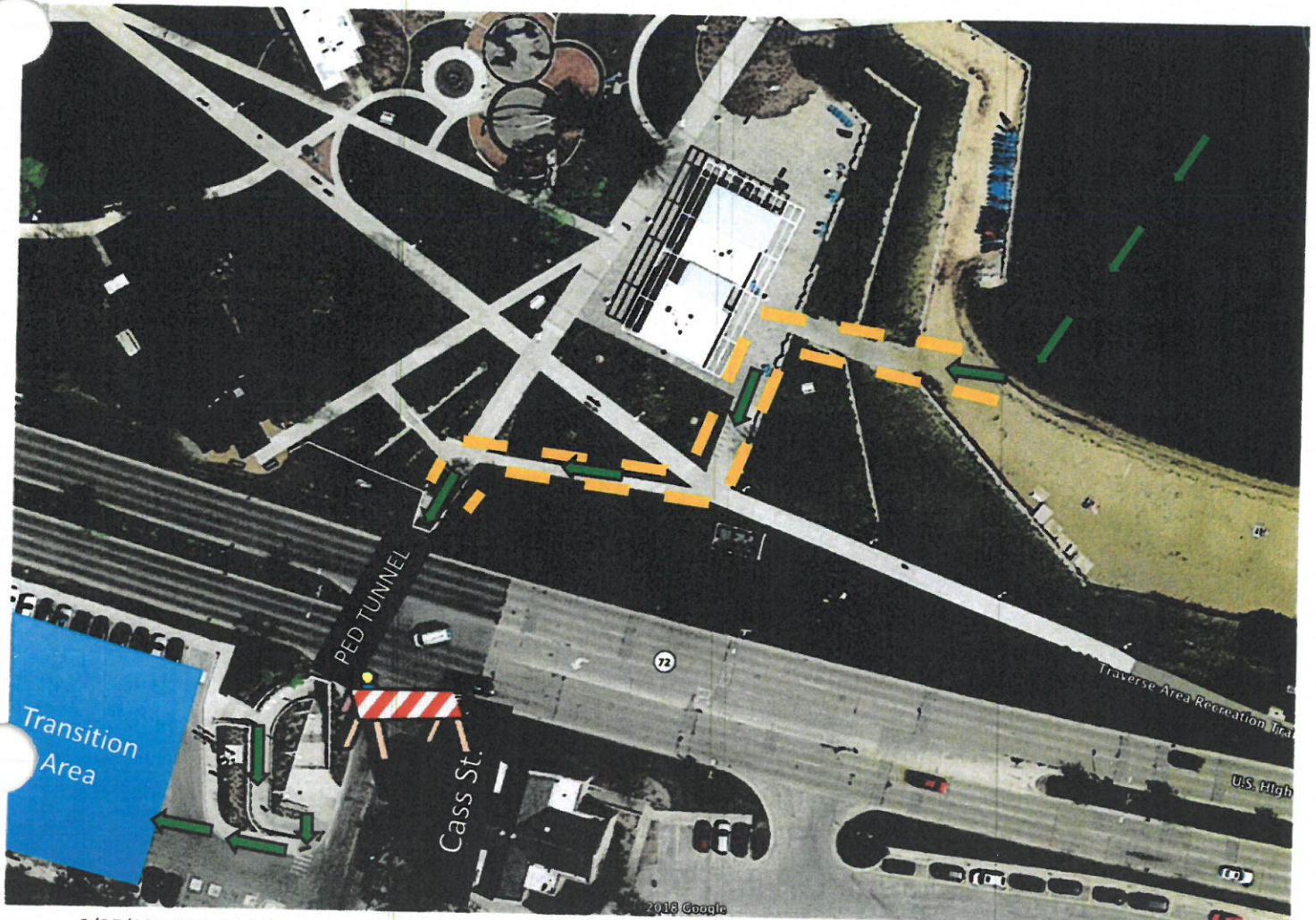
**Swim Course Athlete Time Line:** 7:25 AM – 9:15 AM

**Swim Course Mile Marker:**

**Traffic Control:**

**Athlete Description:** Swimmers exit the water at Clinch Park Beach and proceed under the pedestrian tunnel to transition area in parking lots B & T

**Vehicle Description:** Cass St. closed to vehicle access





STATE OF MICHIGAN  
STATE TAX COMMISSION



This is to certify that

**Chloe R. Macomber**

is a

**Michigan Certified Assessing Technician  
and Michigan Certified Personal Property Examiner**

Issued under the provisions of Act 206, Public Acts of 1893,  
Being Section 211.10d of the Michigan Compiled Laws.

CERTIFICATE NO.

EXPIRATION DATE

T-2204 MCAT

12/31/2019

Executive Director, State Tax Commission

Rev. 03-15 Michigan Department of Treasury

COMPLAINT INFORMATION

The issuance of this certificate should not be construed as a waiver, dismissal or acquiescence to any complaints or violations pending against the certificate, its agents or employees.

MAILING ADDRESS

Michigan Department of Treasury  
State Tax Commission  
P.O. Box 30471  
Lansing, MI 48909

RENEWALS

Failure to receive notice of renewal before the expiration date of this certificate does not relieve you of the responsibility for renewing your certificate.

Chloe R. Macomber  
Garfield Twp.  
3848 Veterans Dr.  
Traverse City, MI 49684

STATE OF MICHIGAN  
STATE TAX COMMISSION

**Michigan Certified Assessing Technician  
Michigan Certified Personal Property Examiner**

Chloe R. Macomber  
Garfield Twp.  
3848 Veterans Dr.  
Traverse City, MI 49684

T-2204 MCAT 12/31/2019

LIFT CARD FROM RIGHT BOTTOM CORNER

# Clerk's Report

For November 30, 2018

Submitted 12/05/18



To The Garfield Township Board;

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

For the month of November in the General Fund, you will find that we had a total of \$80,451.15 Revenues and \$191,699.98 Expenditures. For the year we have a total of \$3,346,836.31 Revenues and 2,773,655.74 Expenditures.

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

Lanie McManus

Township Clerk

GL NUMBER	DESCRIPTION	ORIGINAL BUDGET	2018 AMENDED BUDGET	YTD BALANCE 11/30/2018	ACTIVITY FOR MONTH 11/30/2018	AVAILABLE BALANCE
Fund 101 - GENERAL OPERATING FUND						
Revenues						
Dept 000						
101-000-403.000	CURRENT REAL PROPERTY TAXES	1,729,825.24	1,729,825.24	1,552,728.93	309.58	177,096.31
101-000-407.000	DEL PERSONAL PROP TAXES	500.00	500.00	1,962.84	0.00	(1,462.84)
101-000-412.000	SWAMP TAX COLLECTIONS	80.00	80.00	0.96	0.00	79.04
101-000-414.000	Prottested R/E Interest	3,000.00	3,000.00	330.30	0.00	2,669.70
101-000-423.000	TRAILER PARK FEES	6,000.00	6,000.00	8,072.50	480.50	(2,072.50)
101-000-445.000	PENALTIES & INT. ON TAXES	4,000.00	4,000.00	69.60	0.00	3,930.40
101-000-476.000	BUILDING PERMITS	200,000.00	200,000.00	266,970.00	2,965.00	(66,970.00)
101-000-476.001	PLANNING FEES	8,000.00	8,000.00	6,362.00	400.00	1,638.00
101-000-476.002	MAINT INSPECTION FEES	750.00	750.00	900.00	0.00	(150.00)
101-000-476.003	TREASURER FEES	500.00	500.00	575.00	0.00	(75.00)
101-000-476.004	PARK USE FEES	2,500.00	2,500.00	2,720.00	0.00	(220.00)
101-000-476.005	ZONING FEES	25,000.00	25,000.00	21,430.00	40.00	(3,570.00)
101-000-574.000	STATE SHARED REVENUE	1,240,000.00	1,240,000.00	1,121,706.00	1,030.00	3,570.00
101-000-574.001	STATE SHARED REV. - LIQUOR LA	19,000.00	19,000.00	20,874.70	0.00	118,294.00
101-000-575.000	Read Right of Way	20,000.00	20,000.00	841.23	0.00	(1,874.70)
101-000-612.000	CHARGES FOR TOWNSHIP SERVICES	7,000.00	7,000.00	2,815.61	201.39	19,158.77
101-000-627.000	TAX COLLECTION FEES	22,000.00	22,000.00	0.00	0.00	4,184.39
101-000-656.000	Ordinance Enforcement Fees	500.00	500.00	1,933.39	0.00	22,000.00
101-000-664.000	EARNED INTEREST	35,000.00	35,000.00	48,863.82	333.35	(1,433.39)
101-000-668.002	RENTS & ROYALTIES CABLE VIS	265,000.00	265,000.00	280,753.08	0.00	(13,863.82)
101-000-668.003	RENTS & ROYALTIES CABLE EQUIP	13,000.00	13,000.00	25,169.90	71,425.77	(15,753.08)
101-000-670.000	UNREALIZED LOSS ON INVESTMENT	0.00	0.00	(31,855.26)	6,785.46	(12,169.90)
101-000-676.000	REIMBURSEMENTS	0.00	0.00	12,844.85	0.00	31,855.26
101-000-676.001	Reimbursed Treasurer Legal Fees	600.00	600.00	766.86	0.00	(12,844.85)
	Total Dept 000	3,602,255.24	3,602,255.24	3,346,836.31	80,451.15	255,418.93
TOTAL REVENUES						
		3,602,255.24	3,602,255.24	3,346,836.31	80,451.15	255,418.93
Fund 101 - GENERAL OPERATING FUND:						
TOTAL REVENUES						
		3,602,255.24	3,602,255.24	3,346,836.31	80,451.15	255,418.93

EXPENDITURE REPORT FOR GARFIELD TOWNSHIP  
 PERIOD EN 11/30/2018

GL NUMBER	DESCRIPTION	ORIGINAL BUDGET	2018 AMENDED BUDGET	YTD BALANCE 11/30/2018	ACTIVITY FOR MONTH 11/30/18	AVAILABLE BALANCE	% BDCGT USED
<b>Fund 101 - GENERAL OPERATING FUND</b>							
<b>Expenditures</b>							
<b>Dept 101 - TOWNBOARD</b>							
101-101-701.100	WAGES - TRUSTEE	12,000.00	12,000.00	8,250.00	850.00	3,750.00	68.75
101-101-701.101	WAGES - FILE CLERK	28,111.20	28,111.20	18,650.36	1,320.00	9,460.84	66.34
101-101-701.102	WAGES - TRUSTEE	12,000.00	12,000.00	10,350.00	1,050.00	1,650.00	86.25
101-101-701.103	WAGES - TRUSTEE	12,000.00	12,000.00	9,350.00	1,150.00	2,650.00	77.92
101-101-701.104	WAGES - TRUSTEE	12,000.00	12,000.00	9,650.00	1,000.00	2,350.00	80.42
101-101-701.105	WAGES - OFFICE COORDINATOR	31,961.38	31,961.38	29,466.40	2,457.60	2,494.98	92.19
101-101-726.000	SUPPLIES	5,000.00	5,000.00	4,942.97	438.06	57.03	98.86
101-101-726.001	POSTAGE	7,000.00	7,000.00	7,211.85	2,015.48	(211.85)	103.03
101-101-726.002	SUPPLIES - COPIER MAINTENANCE	7,500.00	7,500.00	4,627.67	495.11	2,872.33	61.70
101-101-801.002	LEGAL SERVICES - TOWNBOARD	15,000.00	15,000.00	11,461.32	0.00	3,538.68	76.41
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	16,500.00	16,500.00	15,174.00	0.00	1,326.00	91.96
101-101-805.000	CONTRACTED AND OTHER SERVICES	6,000.00	6,000.00	7,349.25	45.00	(1,349.25)	122.49
101-101-860.000	MILEAGE	500.00	500.00	0.00	0.00	500.00	0.00
101-101-900.000	PRINTING & PUBLISHING	3,500.00	3,500.00	2,143.07	0.00	1,356.93	61.23
101-101-901.000	ADVERTISING	7,000.00	7,000.00	4,846.29	322.00	2,153.71	69.23
101-101-960.000	EDUCATION & TRAINING	4,000.00	4,000.00	536.96	10.00	3,463.04	13.42
101-101-965.101	DUES & PUBLICATIONS -TOWNBOAR	2,500.00	2,500.00	1,683.43	0.00	816.57	67.34
101-101-965.102	DUES - MICHIGAN TOWNSHIP ASSO	6,500.00	6,500.00	5,961.64	0.00	538.36	91.72
<b>Total Dept 101 - TOWNBOARD</b>		<b>199,072.58</b>	<b>199,072.58</b>	<b>151,655.21</b>	<b>11,153.25</b>	<b>47,417.37</b>	<b>76.18</b>
<b>Dept 171 - TOWNSHIP SUPERVISOR</b>							
101-171-701.201	WAGES - SUPERVISOR	73,399.69	73,399.69	67,695.58	5,646.14	5,704.11	92.23
101-171-701.202	WAGES - APPRAISER II	42,882.00	42,882.00	39,537.60	3,297.60	3,344.40	92.20
101-171-701.205	WAGES - APPRAISER III	51,117.39	51,117.39	37,894.29	3,723.21	13,223.10	74.13
101-171-726.000	SUPPLIES	90,625.58	90,625.58	83,552.90	6,971.20	7,072.68	92.20
101-171-726.001	POSTAGE	2,000.00	2,000.00	705.28	27.80	1,294.72	35.26
101-171-805.000	CONTRACTED AND OTHER SERVICES	3,500.00	3,500.00	3,633.10	0.00	(133.10)	103.80
101-171-860.200	MILEAGE - SUPERVISOR	25,000.00	25,000.00	8,277.20	0.00	16,722.80	33.11
101-171-860.201	MILEAGE - ASSESSOR	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00
101-171-901.000	PRINTING & PUBLISHING	2,000.00	2,000.00	520.48	0.00	479.52	52.05
101-171-901.000	ADVERTISING	500.00	500.00	245.70	0.00	737.28	63.14
101-171-960.000	EDUCATION & TRAINING	7,000.00	7,000.00	2,854.68	218.23	254.30	49.14
101-171-960.200	EDUCATION - SUPERVISOR	1,000.00	1,000.00	0.00	0.00	4,145.32	40.78
101-171-965.000	DUES & PUBLICATIONS	3,000.00	3,000.00	2,307.00	0.00	1,000.00	0.00
<b>Total Dept 171 - TOWNSHIP SUPERVISOR</b>		<b>304,024.66</b>	<b>304,024.66</b>	<b>248,486.53</b>	<b>20,599.18</b>	<b>55,538.13</b>	<b>81.73</b>
<b>Dept 191 - ELECTIONS</b>							
101-191-701.000	WAGES	45,000.00	45,000.00	26,274.75	12,831.00	18,725.25	58.39
101-191-726.000	SUPPLIES	10,000.00	10,000.00	7,969.27	2,017.52	2,030.73	79.69
101-191-726.001	POSTAGE	9,000.00	9,000.00	4,351.01	145.26	4,648.99	48.34
101-191-860.000	MILEAGE	400.00	400.00	70.70	58.44	329.30	17.68
101-191-901.000	ADVERTISING	500.00	500.00	400.69	242.23	99.31	80.14
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	1,965.46	1,800.00	3,034.54	39.31
<b>Total Dept 191 - ELECTIONS</b>		<b>72,900.00</b>	<b>72,900.00</b>	<b>41,031.88</b>	<b>17,094.45</b>	<b>31,868.12</b>	<b>56.29</b>
<b>Dept 215 - TOWNSHIP CLERK</b>							
101-215-701.300	WAGES - CLERK	73,399.69	73,399.69	67,695.58	5,646.14	5,704.11	92.23

GL NUMBER	DESCRIPTION	ORIGINAL BUDGET	2018 AMENDED BUDGET	YTD BALANCE 11/30/2018	ACTIVITY FOR MONTH 11/30/18	AVAILABLE BALANCE	% BGDT USED
<b>Fund 101 - GENERAL OPERATING FUND</b>							
<b>Expenditures</b>							
101-215-701.302	WAGES - DEPUTY CLERK	43,660.28	43,660.28	40,191.90	3,358.48	3,468.38	92.06
101-215-701.303	WAGES - ACCOUNTANT	5,000.00	5,000.00	1,770.00	0.00	3,230.00	35.40
101-215-726.000	SUPPLIES	1,500.00	1,500.00	1,441.18	99.99	58.82	96.08
101-215-860.300	MILEAGE - CLERK	400.00	400.00	268.14	0.00	131.86	67.04
101-215-860.301	MILEAGE - DEPUTY CLERK	400.00	400.00	0.00	0.00	400.00	0.00
101-215-956.016	MISCELLANEOUS	500.00	500.00	0.00	0.00	500.00	0.00
101-215-960.000	EDUCATION & TRAINING	6,000.00	6,000.00	2,775.77	39.77	3,224.23	46.26
101-215-965.000	DUES & PUBLICATIONS	700.00	700.00	430.00	120.00	270.00	61.43
<b>Total Dept 215 - TOWNSHIP CLERK</b>		<b>131,559.97</b>	<b>131,559.97</b>	<b>114,572.57</b>	<b>9,264.38</b>	<b>16,987.40</b>	<b>87.09</b>
<b>Dept 247 - BOARD OF REVIEW</b>							
101-247-701.400	WAGES - B OF R	1,500.00	1,500.00	700.00	0.00	800.00	46.67
101-247-701.401	WAGES - B OF R	1,500.00	1,500.00	700.00	0.00	800.00	46.67
101-247-701.402	WAGES - B OF R	1,500.00	1,500.00	700.00	0.00	800.00	46.67
101-247-701.403	WAGES - B OF R	1,500.00	1,500.00	0.00	0.00	1,500.00	0.00
101-247-960.000	EDUCATION & TRAINING	200.00	200.00	0.00	0.00	200.00	0.00
<b>Total Dept 247 - BOARD OF REVIEW</b>		<b>6,200.00</b>	<b>6,200.00</b>	<b>2,100.00</b>	<b>0.00</b>	<b>4,100.00</b>	<b>33.87</b>
<b>Dept 253 - TOWNSHIP TREASURER</b>							
101-253-701.500	WAGES - TREASURER	73,399.69	73,399.69	67,695.97	5,646.14	5,703.72	92.23
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	43,660.28	43,660.28	40,191.90	3,358.48	3,468.38	92.06
101-253-726.000	SUPPLIES	2,500.00	2,500.00	1,933.49	633.83	566.51	77.34
101-253-726.001	POSTAGE	6,500.00	6,500.00	4,935.20	2,550.00	1,564.80	75.93
101-253-801.000	LEGAL SERVICES	3,000.00	3,000.00	582.00	0.00	2,418.00	19.40
101-253-809.000	Bank Fees	300.00	300.00	7.00	0.00	293.00	2.33
101-253-860.500	MILEAGE - TREASURER	700.00	700.00	316.93	0.00	383.07	45.28
101-253-860.501	MILEAGE - DEPUTY TREASURER	500.00	500.00	396.76	0.00	103.24	79.35
101-253-900.000	PRINTING & PUBLISHING	2,000.00	2,000.00	689.88	261.71	1,310.12	34.49
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	2,519.00	30.00	1,981.00	55.98
101-253-965.000	DUES & PUBLICATIONS	500.00	500.00	185.00	0.00	315.00	37.00
<b>Total Dept 253 - TOWNSHIP TREASURER</b>		<b>142,659.97</b>	<b>142,659.97</b>	<b>119,453.13</b>	<b>12,480.16</b>	<b>23,206.84</b>	<b>83.73</b>
<b>Dept 258 - COMPUTER SUPPORT</b>							
101-258-726.000	SUPPLIES	6,000.00	6,000.00	1,497.50	0.00	4,502.50	24.96
101-258-935.015	COMPUTER SUPPORT SYSTEMS	27,000.00	27,000.00	22,029.99	6,807.00	4,970.01	81.59
101-258-935.016	COMPUTER NETWORK	4,000.00	4,000.00	825.00	75.00	3,175.00	20.63
<b>Total Dept 258 - COMPUTER SUPPORT</b>		<b>37,000.00</b>	<b>37,000.00</b>	<b>24,352.49</b>	<b>6,882.00</b>	<b>12,647.51</b>	<b>65.82</b>
<b>Dept 265 - TOWNSHIP HALL</b>							
101-265-701.011	Maintenance Wages	10,000.00	10,000.00	7,427.51	716.57	2,572.49	74.28
101-265-726.003	SUPPLIES-MAINTANCE	3,500.00	3,500.00	1,590.51	111.56	1,909.49	45.44
101-265-850.000	TELEPHONE	15,000.00	15,000.00	13,907.03	1,290.16	1,092.97	92.71
101-265-920.601	HEATING / GAS	12,000.00	12,000.00	10,890.53	591.78	1,109.47	90.75
101-265-920.602	WATER / SEWER	6,000.00	6,000.00	4,255.82	304.90	1,744.18	70.93
101-265-920.603	LIGHTS BUILDING	13,500.00	13,500.00	13,813.99	0.00	(313.99)	102.33
101-265-935.601	SNOW PLOWING	10,000.00	10,000.00	2,075.00	0.00	7,925.00	20.75
101-265-935.602	LAWN MAINTENANCE	10,000.00	10,000.00	6,756.55	650.00	3,243.45	67.57



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GL NUMBER	DESCRIPTION	ORIGINAL BUDGET	2018 AMENDED BUDGET	YTD BALANCE 11/30/2018	ACTIVITY FOR MONTH 11/30/18	AVAILABLE BALANCE	% BODGET USED
<b>Fund 101 - GENERAL OPERATING FUND</b>							
<b>Expenditures</b>							
101-265-935.603	CLEANING SERVICE	15,000.00	15,000.00	12,039.00	1,150.00	2,961.00	80.26
101-265-935.604	RUBBISH REMOVAL	1,000.00	1,000.00	918.00	170.00	82.00	91.80
101-265-935.605	BUILDING REPAIR	50,000.00	50,000.00	700.00	0.00	49,300.00	1.40
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	15,000.00	15,000.00	14,575.72	1,032.81	424.28	97.17
<b>Total Dept 265 - TOWNSHIP HALL</b>		162,500.00	162,500.00	90,411.26	6,017.78	72,088.74	55.64
<b>Dept 301 - POLICE SERVICES</b>		1,100,000.00	1,100,000.00	1,015,963.00	0.00	84,037.00	92.36
101-301-830.000	POLICE CONTRACT						
<b>Total Dept 301 - POLICE SERVICES</b>		1,100,000.00	1,100,000.00	1,015,963.00	0.00	84,037.00	92.36
<b>Dept 371 - TOWNSHIP BUILDING INSPECTOR</b>		15,510.98	15,510.98	14,180.60	1,182.74	1,330.38	91.42
101-371-701.702	WAGES BUILDING ASSISTANT	71,262.00	71,262.00	65,601.10	5,481.70	5,660.90	92.06
101-371-701.703	WAGES - BUILDING	22,000.00	22,000.00	17,422.66	1,580.09	4,577.34	79.19
101-371-701.704	WAGES - BUILDING	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00
101-371-701.705	WAGES - CONSTRUCTION BOARD	1,000.00	1,000.00	261.67	0.00	738.33	26.17
101-371-726.000	SUPPLIES	1,000.00	1,000.00	688.00	0.00	312.00	68.80
101-371-960.000	EDUCATION & TRAINING	1,500.00	1,500.00	628.85	36.00	871.15	41.92
101-371-965.000	DUES & PUBLICATIONS						
<b>Total Dept 371 - TOWNSHIP BUILDING INSPECTOR</b>		113,272.98	113,272.98	98,782.88	8,280.53	14,490.10	87.21
<b>Dept 400 - PLANNING COMMISSION</b>		2,000.00	2,000.00	1,500.00	200.00	500.00	75.00
101-400-701.800	WAGES - PLANNING	2,000.00	2,000.00	1,700.00	200.00	300.00	85.00
101-400-701.801	WAGES - PLANNING	2,000.00	2,000.00	1,900.00	200.00	100.00	95.00
101-400-701.802	WAGES - PLANNING	2,000.00	2,000.00	1,700.00	200.00	300.00	85.00
101-400-701.804	WAGES - PLANNING	2,000.00	2,000.00	1,900.00	200.00	100.00	95.00
101-400-701.805	WAGES - PLANNING	2,000.00	2,000.00	1,900.00	200.00	100.00	95.00
101-400-701.806	WAGES - PLANNING	2,000.00	2,000.00	1,900.00	200.00	100.00	95.00
101-400-701.808	WAGES - PLANNING	2,000.00	2,000.00	2,000.00	100.00	0.00	100.00
101-400-801.000	LEGAL SERVICES	22,000.00	22,000.00	18,410.62	1,980.58	3,589.38	83.68
101-400-805.000	CONTRACTED AND OTHER SERVICES	6,000.00	6,000.00	3,802.50	0.00	2,197.50	63.38
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	1,708.00	0.00	292.00	85.40
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	500.00	500.00	778.80	438.80	(278.80)	155.76
<b>Total Dept 400 - PLANNING COMMISSION</b>		47,500.00	47,500.00	37,299.92	3,719.38	10,200.08	78.53
<b>Dept 401 - TOWNSHIP PLANNER</b>		71,751.75	71,751.75	67,821.51	7,239.96	3,930.24	94.52
101-401-701.900	WAGES - PLANNER	51,371.62	51,371.62	43,414.46	0.00	7,957.16	84.51
101-401-701.901	WAGES - DEPUTY PLANNER	11,633.23	11,633.23	10,635.37	887.03	997.86	91.42
101-401-701.902	WAGES - PLANNER ASSISTANT	1,000.00	1,000.00	228.73	0.00	771.27	22.87
101-401-726.000	SUPPLIES	300.00	300.00	154.78	0.00	145.22	51.59
101-401-860.900	MILEAGE - TOWNSHIP PLANNER	300.00	300.00	174.22	0.00	125.78	58.07
101-401-860.901	MILEAGE - DEPUTY PLANNER	2,000.00	2,000.00	468.64	0.00	1,531.36	23.43
101-401-900.000	PRINTING & PUBLISHING	5,000.00	5,000.00	2,265.02	295.00	2,734.98	45.30
101-401-960.000	EDUCATION & TRAINING	1,000.00	1,000.00	620.00	0.00	380.00	62.00
101-401-965.000	DUES & PUBLICATIONS						

EXPENDITURE REPORT FOR GARFIELD TOWNSHIP  
 PERIOD EN 11/30/2018  
 2018  
 ORIGINAL BUDGET AMENDED BUDGET


GL NUMBER	DESCRIPTION	ORIGINAL BUDGET	AMENDED BUDGET	YTD BALANCE 11/30/2018	ACTIVITY FOR MONTH 11/30/18	AVAILABLE BALANCE	% BDDT USED
<b>Fund 101 - GENERAL OPERATING FUND</b>							
<b>Expenditures</b>							
Total Dept 401 - TOWNSHIP PLANNER		144,356.60	144,356.60	125,782.73	8,890.63	18,573.87	87.13
<b>Dept 410 - ZONING BOARD OF APPEALS</b>							
101-410-701.001	WAGES - ZONING	1,200.00	1,200.00	300.00	100.00	900.00	25.00
101-410-701.002	WAGES - ZONING	1,200.00	1,200.00	200.00	0.00	1,000.00	16.67
101-410-701.003	WAGES - ZONING	1,200.00	1,200.00	300.00	100.00	900.00	25.00
101-410-701.004	WAGES - ZONING	1,200.00	1,200.00	300.00	100.00	900.00	25.00
101-410-701.005	WAGES - ZONING	1,200.00	1,200.00	300.00	100.00	900.00	25.00
101-410-801.000	LEGAL SERVICES	10,000.00	10,000.00	594.50	0.00	9,405.50	5.95
101-410-805.000	CONTRACTED AND OTHER SERVICES	1,000.00	1,000.00	247.00	0.00	753.00	24.70
101-410-901.000	ADVERTISING	2,000.00	2,000.00	604.75	130.00	1,395.25	30.24
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	2,846.25	530.00	17,153.75	14.23
<b>Dept 412 - ZONING ADMINISTRATOR</b>							
101-412-701.601	WAGES	50,454.55	50,454.55	46,516.92	3,881.12	3,937.63	92.20
101-412-701.602	WAGES ZONING	16,000.00	16,000.00	12,478.47	1,130.26	3,521.53	77.99
101-412-726.000	SUPPLIES	1,000.00	1,000.00	858.99	0.00	141.01	85.90
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	95.00	0.00	1,905.00	4.75
101-412-965.000	DUES & PUBLICATIONS	500.00	500.00	0.00	0.00	500.00	0.00
Total Dept 412 - ZONING ADMINISTRATOR		70,254.55	70,254.55	59,949.38	5,011.38	10,305.17	85.33
<b>Dept 448 - STREET LIGHTS - TOWNSHIP</b>							
101-448-920.005	STREET LIGHTS TOWNSHIP	80,000.00	80,000.00	74,858.41	6,815.93	5,141.59	93.57
Total Dept 448 - STREET LIGHTS - TOWNSHIP		80,000.00	80,000.00	74,858.41	6,815.93	5,141.59	93.57
<b>Dept 747 - COMMUNITY PROMOTIONS</b>							
101-747-880.003	COM. PROM. - ECONOMIC DEVELOPMENT	15,000.00	15,000.00	0.00	0.00	15,000.00	0.00
101-747-880.004	COM. PROM. - TC-TALUS	3,000.00	3,000.00	3,000.00	0.00	0.00	100.00
101-747-880.007	COM. PROM. - COMMUNITY AWAREN	20,000.00	20,000.00	11,956.00	0.00	8,044.00	59.78
101-747-880.008	COM. PROM. - CONTRACTED SERVI	20,000.00	20,000.00	0.00	0.00	20,000.00	0.00
101-747-880.011	COM. PROM. - P.E.G.	100,000.00	100,000.00	94,346.62	46,919.80	5,653.38	94.35
101-747-880.017	COM. PROM. - TV BOARD	2,500.00	2,500.00	1,070.00	0.00	1,430.00	42.80
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		168,500.00	168,500.00	110,372.62	46,919.80	58,127.38	65.50
<b>Dept 806 - TOWNSHIP VEHICLES</b>							
101-806-862.000	GAS & CAR WASHES	2,500.00	2,500.00	1,664.06	408.95	835.94	66.56
101-806-863.000	OIL CHANGES	500.00	500.00	107.78	56.24	392.22	21.56
101-806-864.000	MISCELLANEOUS	1,500.00	1,500.00	376.64	0.00	1,123.36	25.11
Total Dept 806 - TOWNSHIP VEHICLES		4,500.00	4,500.00	2,148.48	465.19	2,351.52	47.74
<b>Dept 851 - EMPLOYEE BENEFITS &amp; INSURANCES</b>							
101-851-701.000	WAGES	6,000.00	6,000.00	4,940.00	0.00	1,060.00	82.33
101-851-701.027	UNEMPLOYMENT	0.00	0.00	3,620.00	0.00	(3,620.00)	100.00

EXPENDITURE REPORT FOR GARFIELD TOWNSHIP  
 PERIOD EN 1/30/2018

GL NUMBER	DESCRIPTION	ORIGINAL BUDGET	2018 AMENDED BUDGET	YTD BALANCE 11/30/2018	ACTIVITY FOR MONTH 11/30/18	AVAILABLE BALANCE	% BGDT USED
<b>Fund 101 - GENERAL OPERATING FUND</b>							
<b>Expenditures</b>							
101-851-873.001	John Hancock 403B	90,000.00	90,000.00	79,822.47	0.00	10,177.53	88.69
101-851-873.010	SOCIAL SECURITY - EMPLOYER	80,000.00	80,000.00	64,219.22	5,303.48	15,780.78	80.27
101-851-873.020	VACATION & PERSONAL PAYOUT	5,000.00	5,000.00	870.12	0.00	4,129.88	17.40
101-851-873.030	INSURANCE - EMPLOYEE HEALTH	275,000.00	275,000.00	270,603.71	20,700.76	4,396.29	98.40
101-851-873.040	INSURANCE - EMPLOYEE LIFE	9,000.00	9,000.00	9,025.02	1,571.70	(25.02)	100.28
101-851-912.001	INSURANCE - LIABILITY	13,000.00	13,000.00	12,139.00	0.00	861.00	93.38
101-851-912.002	INSURANCE - WORKMENS COMP.	7,500.00	7,500.00	6,989.00	0.00	511.00	93.19
<b>Total Dept 851 - EMPLOYEE BENEFITS &amp; INSURANCES</b>		<b>485,500.00</b>	<b>485,500.00</b>	<b>452,228.54</b>	<b>27,575.94</b>	<b>33,271.46</b>	<b>93.15</b>
<b>Dept 900 - CAPITAL OUTLAY</b>							
101-900-970.001	CAPITAL OUTLAY - ELECTIONS	5,000.00	5,000.00	0.00	0.00	5,000.00	0.00
101-900-970.002	CAPITAL OUTLAY - TOWNSHIP HAL	10,000.00	10,000.00	0.00	0.00	10,000.00	0.00
101-900-970.003	CAPITAL OUTLAY - COMPUTER	15,000.00	15,000.00	1,360.46	0.00	13,639.54	9.07
101-900-970.004	CAPITAL OUTLAY - VEHICLES	15,000.00	15,000.00	0.00	0.00	15,000.00	0.00
101-900-970.005	CAPITAL OUTLAY - LAND	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00
<b>Total Dept 900 - CAPITAL OUTLAY</b>		<b>46,000.00</b>	<b>46,000.00</b>	<b>1,360.46</b>	<b>0.00</b>	<b>44,639.54</b>	<b>2.96</b>
<b>Dept 965 - TRANSFERS TO OTHER FUNDS</b>							
101-965-990.308	TRANSFERS TO #308 PARK SYS	150,000.00	150,000.00	0.00	0.00	150,000.00	0.00
<b>Total Dept 965 - TRANSFERS TO OTHER FUNDS</b>		<b>150,000.00</b>	<b>150,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>150,000.00</b>	<b>0.00</b>
<b>TOTAL EXPENDITURES</b>		<b>3,485,801.31</b>	<b>3,485,801.31</b>	<b>2,773,655.74</b>	<b>191,699.98</b>	<b>712,145.57</b>	<b>79.57</b>
<b>Fund 101 - GENERAL OPERATING FUND:</b>							
<b>TOTAL EXPENDITURES</b>		<b>3,485,801.31</b>	<b>3,485,801.31</b>	<b>2,773,655.74</b>	<b>191,699.98</b>	<b>712,145.57</b>	<b>79.57</b>

GL NUMBER	DESCRIPTION	ORIGINAL BUDGET	2018		YTD BALANCE 11/30/2018	ACTIVITY FOR MONTH 11/30/18	AVAILABLE BALANCE	% BDDT USED
			BUDGET	AMENDED BUDGET				
Fund 308 - PARK SYSTEM FUND								
Expenditures								
Dept 000								
308-000-701.308	WAGES - PARKS AND RECREATION	8,400.00		8,400.00	1,200.00	200.00	7,200.00	14.29
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	0.00		0.00	189.90	0.00	(189.90)	0.00
308-000-880.001	COM. PROM. - SILVER LAKE PARK	7,000.00		7,000.00	19,098.89	760.35	(12,098.89)	100.00
308-000-880.006	COM. PROM. - BVNP (YMCA)	500.00		500.00	241,755.81	82,861.75	(12,098.89)	272.84
308-000-880.008	COM. PROM. - Cont. Serv GTCD	41,500.00		41,500.00	46,000.00	11,500.00	(4,500.00)	48,351.1
308-000-880.012	COM. PROM. - GT COMMONS	30,700.00		30,700.00	2,615.36	544.32	(4,500.00)	110.84
308-000-880.014	COM. PROM. - MILLER CREEK	3,000.00		3,000.00	10,673.33	414.00	28,084.64	8.52
308-000-880.015	COM. PROM. - PARK & TRAIL MAI	11,900.00		11,900.00	5,786.86	2,467.54	(7,673.33)	355.78
308-000-880.016	COM. PROM. - KIDS CREEK PARK	0.00		0.00	5,689.07	1,204.17	(5,689.07)	100.00
308-000-880.019	RIVER EAST RECREATION AREA	0.00		0.00	920.00	0.00	(920.00)	100.00
308-000-901.000	ADVERTISING	0.00		0.00	640.90	0.00	(640.90)	100.00
308-000-935.000	MAINTENANCE - MISC, EQUIP	40,000.00		40,000.00	54,322.49	1,258.24	(14,322.49)	135.81
308-000-935.110	TRAIL MAINTENANCE & REPAIR	5,000.00		5,000.00	0.00	0.00	5,000.00	0.00
Total Dept 000		150,000.00		150,000.00	388,892.61	101,210.37	(238,892.61)	259.26
Dept 851 - EMPLOYEE BENEFITS & INSURANCES								
308-851-873.010 SOCIAL SECURITY - EMPLOYER								
Total Dept 851 - EMPLOYEE BENEFITS & INSURANCES		0.00		0.00	91.80	15.30	(91.80)	100.00
TOTAL EXPENDITURES		0.00		0.00	91.80	15.30	(91.80)	100.00
Fund 308 - PARK SYSTEM FUND:		150,000.00		150,000.00	388,984.41	101,225.67	(238,984.41)	259.32
TOTAL EXPENDITURES		150,000.00		150,000.00	388,984.41	101,225.67	(238,984.41)	259.32



 <b>Charter Township of Garfield</b> <b>Planning Department Report No. 2018-114</b>		
Prepared:	November 28, 2018	Pages: Page 1 of 7
Meeting:	December 11, 2018 Township Board	Attachments: <input checked="" type="checkbox"/>
Subject:	3717 W South Airport Rd Rezoning (Map Amendment)-Public Hearing/FOF	
File No.	Z-2018-01	Parcel No. 05-340-026-10
Applicant/Owner:	Dennis Banton/Arlene F. Banton, Trustee of the Arlene F. Banton Living Trust UAD 8-28-1994	
Agent:	None	

**PURPOSE OF APPLICATION:**

The request is to rezone approximately 3.14 acres of land from the A - Agricultural District to the R-3 Multi-Family Residential District, without restriction.

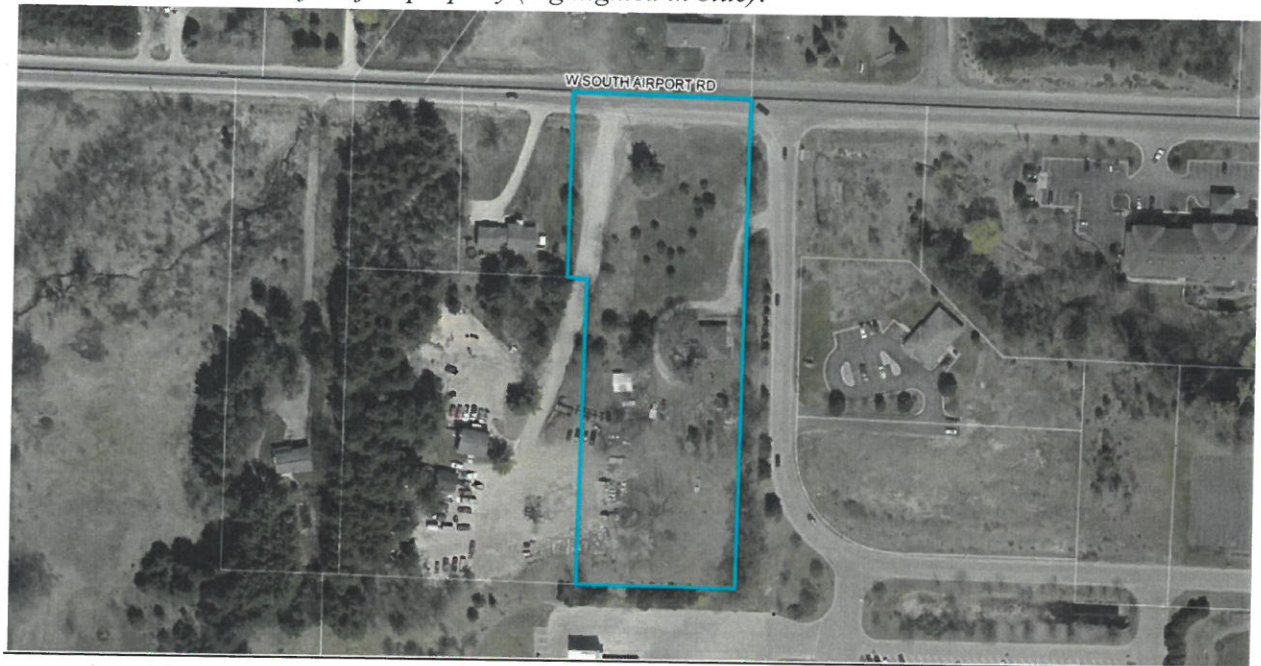
**SUBJECT PROPERTY:**

The application affects a single parcel at 3717 West South Airport Road (*see image below*). A single-family dwelling, a pole barn, a gravel drive, and two (2) water wells are located on the property. The property is bordered by one (1) dwelling and an illegal landscaping business to the west (enforcement action is in progress), West South Airport Road to the north, a service drive providing access to the Sam's Club parking lot to the east, and Sam's Club to the south.

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



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



**USES OF SURROUNDING PROPERTIES:**

The subject property is abutted by low-density residential uses and commercial uses (within an A – Agricultural District) to the west; low-density residential uses to the north (A); commercial uses to the east (within an A – Agricultural District); and commercial uses to the south (C-H).

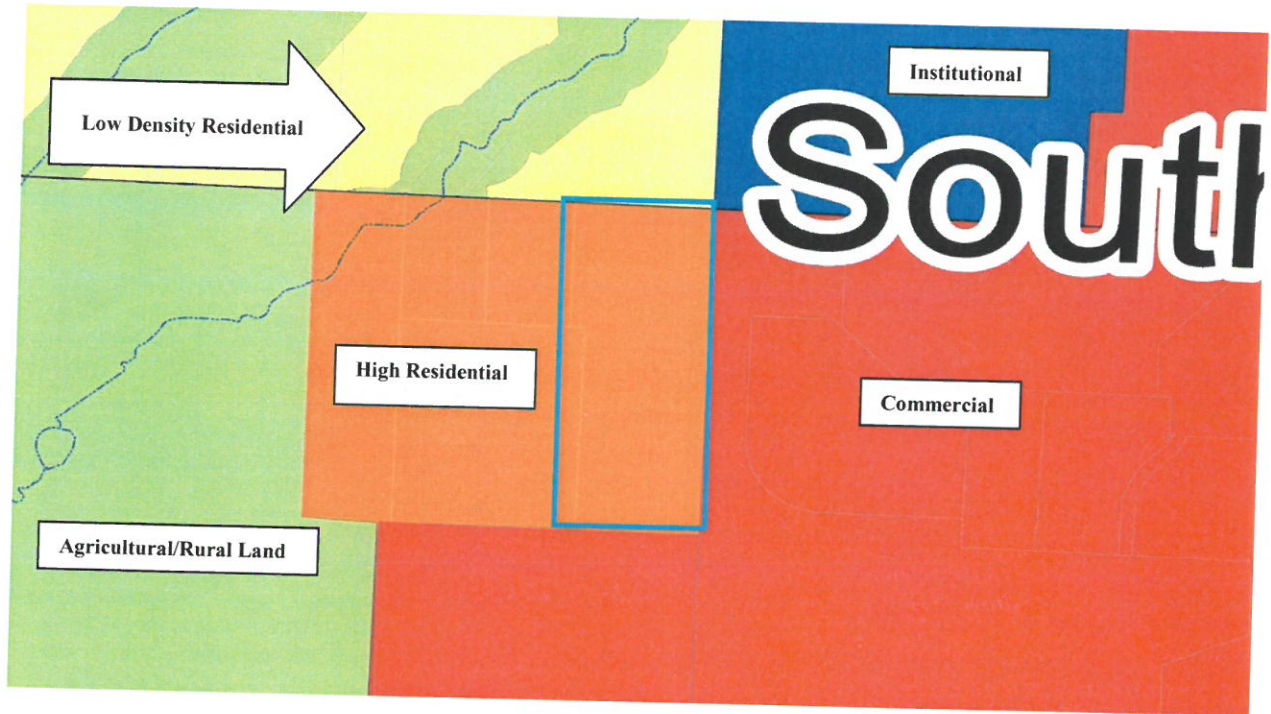
**MASTER PLAN CONSIDERATIONS:**

A primary factor in considering any rezoning request is the relationship between the application and the Master Plan. In this case, the Master Plan targets the site for “High Density Residential (6-10)” which, according to the Zoning Plan, is most compatible with the R-3 District. Therefore, the rezoning request is consistent with the Master Plan.



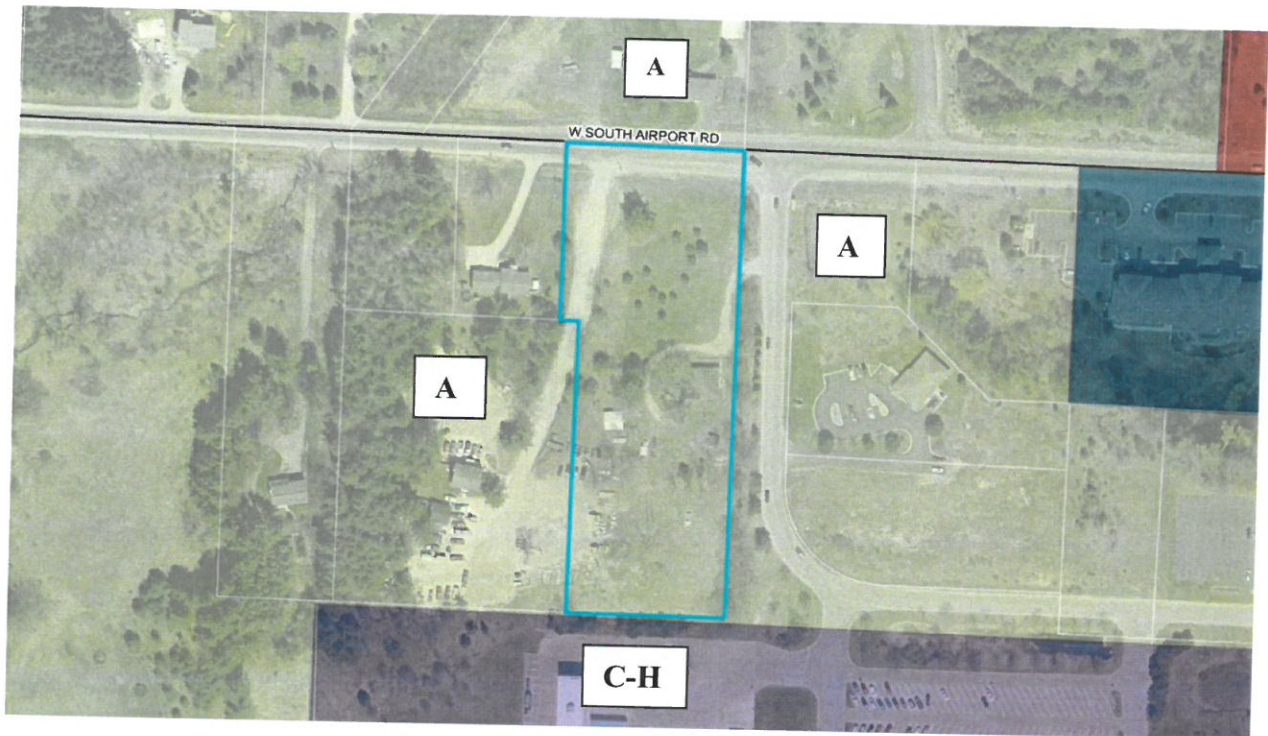
**MASTER PLAN:**

The Master Plan identifies this area (dark orange) as High Density Residential (6-10 units per acre):



**CURRENT AND SURROUNDING ZONING:**

The property is currently zoned A - Agricultural as identified in light green below and adjoins A - Agricultural and C-H Highway Commercial Districts.



**STAFF COMMENT:**

At the March 13, 2018 and April 11, 2018 Planning Commission Regular Meetings, Commissioners were generally supportive of the request and suggested that the rezoning might provide a good transition or “buffer” between the commercial uses to the east and the low-density residential uses to the west. However, the small size of the parcel was discussed as a potential concern and Commissioners suggested that additional land area might be added to the request.

At the April 11, 2018 Planning Commission Regular Meeting, Commissioners held a public hearing on the application and directed Staff to draft Findings of Fact for consideration at the May 9, 2018 Planning Commission Regular Meeting. Those Findings were drafted; however, just prior to the May 9<sup>th</sup> meeting, it was found that the subject parcel was in violation of the Ordinance and therefore that the request could not proceed until the violation was addressed (*see* Section 401 of the Ordinance).

In September 2018, the applicant returned to ask to be placed on the agenda once again for the rezoning request, and it was found by the Zoning Administrator that all violations have been addressed. The application was placed on the agenda for the October 10, 2018 Planning Commission Regular Meeting for continued discussion.

At the October 10<sup>th</sup> meeting, Commissioners once again discussed the small size of the parcel and found that the applicant was unable to persuade neighboring owners to join the request to provide additional land area. Nonetheless, as the size of the tract is just one factor to consider among seven factors to be weighed in relation to one another for a Map Amendment, and the request is supported by the Master Plan, Commissioners passed a motion to direct Staff to draft Findings of Fact.



At the October 24, 2018 Planning Commission meeting, Commissioners unanimously adopted the Findings and passed a motion recommending to the Township Board that the application be approved. The recommended Findings are provided below for your consideration.

At the November 13, 2018 Township Board meeting, the application was introduced and the Board unanimously passed a motion scheduling it for public hearing for tonight, December 11, 2018. Following tonight's public hearing, the Board may consider adopting the Planning Commission's recommended Findings of Fact below, as well as the attached resolution.

**FINDINGS OF FACT:**

**Section 421.E Approval Criteria of Zoning Map Amendment**

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

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

**1. Master Plan Consistency**

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

*The Township Board may consider this standard to be MET based on the following reasons:*

- In this case, the Master Plan targets the site for "High Density Residential (6-10)" which, according to the Zoning Plan, is most compatible with the R-3 District (6-9). Therefore, the rezoning request is consistent with the Master Plan.
- The "High Density Residential (6-10)" Master Plan designation is compatible with the 6-9 units per acre called for in the R-3 Multi-Family District, as R-3 is the highest density zoning district and "High Density Residential" is the highest density future land use classification.
- The rezoning encourages high density residential in a highly developed corridor with existing infrastructure, services, and amenities nearby rather than at the less developed fringes of the Township, which is consistent with the intent of the Master Plan to limit outward growth.

**2. Adverse Impacts on Neighboring Lands**

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

*The Township Board may consider this standard to be MET based on the following reasons:*

- Neighboring land uses consist of relatively impactful commercial uses despite the low density zoning (e.g., the landscaping business to the west)—in this light, foreseeable adverse impacts on neighboring lands appear unlikely.
- The rezoning creates a transition between the potentially more impactful commercial development to the east and less impactful low-density residential to the west.

**3. Suitability as Presently Zoned**

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

*The Township Board may consider this standard to be MET based on the following reasons:*

- The current single-family home and accessory structures on the property are in a state of disrepair. The possibility of another single-family home being built or the property being used agriculturally is remote considering the surrounding land use trend.
- The rezoning furthers the goals and objectives of the Master Plan in making the zoning district consistent with the future land use category.

**4. Changed Conditions**

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

*The Township Board may consider this standard to be MET based on the following reasons:*

- The residential land use pattern along/in close proximity to the South Airport corridor continues to transition into multi-family uses to support demand for rental housing.
- Other properties along South Airport Road have recently been rezoned to the R-3 Multi-Family District in recognition of the need for additional rental housing in the area, and that proximity to South Airport furthers the goals and objectives of the Master Plan in terms of utilizing existing infrastructure and close proximity to many regional amenities.

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

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

*The Township Board may consider this standard to be MET based on the following reasons:*

- There continues to be an obvious and substantial public need for rental units in the area.
- No historic or culturally significant places or areas exist on the subject property.

**6. Public Policy**

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

*The Township Board may consider this standard to be MET based on the following reasons:*

- There continues to be an obvious and substantial public need for rental units in the area.

**7. Size of Tract**

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

*The Township Board may consider this standard to be MET based on the following reasons:*

- The applicant proposes to rezone a single approximately 3.14-acre parcel, which is relatively small for supporting multi-family uses. Some of the indicators of a potential spot zoning appear to be present in this case, such the request being made by one landowner for one parcel. However, the rezoning is consistent with the Master Plan and surrounding uses, the parcel is unsuitable for agriculture despite being zoned for such, and substantial changes have occurred and continue to occur in the immediate area—all factors which justify the rezoning despite the small parcel size.

**ACTION REQUESTED:**

The purpose of this item being placed on tonight's agenda is to hold a public hearing on the application. If, following tonight's public hearing, the Board is prepared to adopt the Planning Commission's recommended Findings of Fact included in this report and to adopt the *attached* resolution adopting the amendment to the Zoning Map, the following **three (3) separate motions** are suggested:

- (1) First, to adopt the Findings of Fact:

MOTION THAT the Planning Commission's recommended Findings of Fact for application Z-2018-01, attached to PD Report 2018-114 and forming part of this motion, BE APPROVED (*to be adopted only after review of the finding of fact document*).

- (2) Second, to approve the Map Amendment:

MOTION THAT application Z-2018-01, submitted by Dennis Banton, Trustee of the Arlene Banton Living Trust to rezone parcel 05-340-026-10 from the A – Agricultural zoning district to the R-3 Multi-Family Residential zoning district, and constituting Amendment No. 17 to the Garfield Township Ordinance No. 68, BE APPROVED based on the adopted Findings of Fact and for the reasons set forth in Planning Department Report 2018-114.

- (3) Finally, to adopt the *attached* resolution adopting the Map Amendment:

MOTION THAT Resolution 2018-40-T for adopting Amendment No. 17 to Garfield Township Ordinance No. 68 rezoning parcel 05-340-026-10 from A – Agricultural to R-3 Multi-Family Residential zoning BE ADOPTED.

Any additional information that the Board determines to be necessary should be added to these motions.

# Haggard's

## PLUMBING and HEATING

"Business of Quality and Service"

"Charlevoix-the-Beautiful"

haggardsinc@hotmail.com

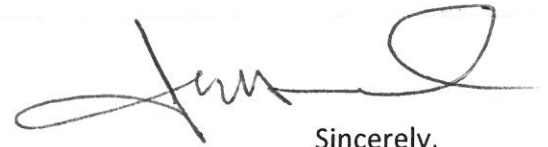
Date: November 27, 2018

To: Garfield Township Hall  
3848 Veterans Dr.  
Traverse City, MI 49684

RE: Application received from Dennis Banton to amend the Zoning Ordinance and Zoning Map of the Charter Township of Garfield, Grand Traverse County. Parcel#05-021-048-00 from (Agricultural) to (Multi-Family Residential)

To Whom it May Concern,

Upon reviewing the above Notice, I would like to express my view with the above case's requests. Haggard's Plumbing & Heating is not at all 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 of economical struggles to either build and/or improve their existing property, we would like to see their request granted. It would prove positive for the local, county, state and county to do all we can to improve and promote growth in any way possible.



Sincerely,

JOHN HAGGARD



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

**ORDINANCE NO. 68 (Zoning Ordinance): AMENDMENT NO. 17**

**RESOLUTION #2018-40-T**

**A RESOLUTION TO AMEND GARFIELD TOWNSHIP ORDINANCE NO. 68 (Zoning Ordinance):**

**WHEREAS** the Charter Township of Garfield regulates the use and development of land pursuant to the authority of the Michigan Zoning Enabling Act, Act 110 of 2006, as amended;

**WHEREAS** application Z-2018-01 has been received to rezone approximately 3.14 acres of land located at Parcel Identification Number 05-340-026-10 (“subject property”) from A – Agricultural to R-3 Multi-Family Residential zoning; and

**WHEREAS** the subject property is identified by the Garfield Township Future Land Use Map as High Density Residential; and

**WHEREAS** the request has been determined to be consistent with the Master Plan; and

**WHEREAS** there continues to be a substantial need for rental units in the area; and

**WHEREAS** the Garfield Township Planning Commission after an April 11, 2018 public hearing recommended approval of the application; and

**WHEREAS** the Township Board, following a public hearing on December 11, 2018, and having adopted Findings of Fact in support of approval of the application to rezone the subject property;

**NOW, THEREFORE, THE CHARTER TOWNSHIP OF GARFIELD ORDAINS:**

**AMENDMENT NO. 17 TO GARFIELD TOWNSHIP ORDINANCE NO. 68 (Zoning Ordinance):**

At the request of the owners and their representatives and encompassing the following properties;

05-340-026-10

situated in the Charter Township of Garfield, Grand Traverse County, Michigan has been rezoned by way of a map amendment from A – Agricultural to R-3 Multi-Family Residential.

Moved: \_\_\_\_\_ Supported: \_\_\_\_\_  
Ayes: \_\_\_\_\_  
Nays: \_\_\_\_\_  
Absent and Excused: \_\_\_\_\_

By: \_\_\_\_\_  
Chuck Korn, Supervisor  
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 2018-40-T which was adopted by the Township Board of the Charter Township of Garfield on the 11th day of December, 2018. Amendment No. 17 to Garfield Township Ordinance No. 68 (Zoning Ordinance) shall take effect upon the expiration of seven (7) days following publication.

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

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

Introduced: December 11, 2018  
Adopted:  
Published:  
Effective:

GL NUMBER	DESCRIPTION	2019 REQUESTED BUDGET
<b>ESTIMATED REVENUES</b>		
Dept 000		
101-000-403.000	CURRENT REAL PROPERTY TAXES	
101-000-407.000	DEL PERSONAL PROP TAXES	1,800,000.00
101-000-412.000	SWAMP TAX COLLECTIONS	500.00
101-000-414.000	Protested R/E Interest	80.00
101-000-423.000	TRAILER PARK FEES	500.00
101-000-441.000	Local Community Stabilization Sha	8,000.00
101-000-445.000	PENALTIES & INT. ON TAXES	55,000.00
101-000-476.000	BUILDING PERMITS	4,000.00
101-000-476.001	PLANNING FEES	220,000.00
101-000-476.002	MAINT INSPECTION FEES	7,500.00
101-000-476.003	TREASURER FEES	800.00
101-000-476.004	PARK USE FEES	500.00
101-000-476.005	ZONING FEES	
101-000-477.000		22,000.00
101-000-566.000	STATE GRANT	
101-000-574.000	STATE SHARED REVENUE	
101-000-574.001	STATE SHARED REV. - LIQUOR LA	1,300,000.00
101-000-574.002	EVIP DISTRIBUTION	20,000.00
101-000-575.000	Road Right of Way	40,000.00
101-000-612.000	CHARGES FOR TOWNSHIP SERVICES	20,000.00
101-000-627.000	TAX COLLECTION FEES	5,000.00
101-000-656.000	Ordinance Enforcement Fees	22,000.00
101-000-664.000	EARNED INTEREST	1,000.00
101-000-668.000	RENTS	20,000.00
101-000-668.001	RENTS & ROYALTIES LAND RESERV	
101-000-668.002	RENTS & ROYALTIES CABLE VIS	
101-000-668.003	RENTS & ROYALTIES CABLE EQUIP	265,000.00
101-000-670.000	UNREALIZED LOSS ON INVESTMENT	17,000.00
101-000-673.000	SALE OF FIXED ASSETS	
101-000-676.000	REIMBURSEMENTS	
101-000-676.001	Reimbursed Treasurer Legal Fees	
101-000-676.003	Reimburse Essential Services (PIL	600.00
101-000-695.370	TRANFERS FROM 370	
101-000-695.702	Transfer from 702	6,000.00
101-000-695.999	TRANSFER FROM	
Totals for dept 000 -		
TOTAL ESTIMATED REVENUES		3,835,480.00
		3,835,480.00

GL NUMBER	DESCRIPTION	2019 REQUESTED BUDGET
<b>APPORTIONMENTS</b>		
Dept 101 - TOWNBOARD		
101-101-701.100	WAGES - TRUSTEE	
101-101-701.101	WAGES - FILE CLERK	
101-101-701.102	WAGES - TRUSTEE	12,000.00
101-101-701.103	WAGES - TRUSTEE	35,143.68
101-101-701.104	WAGES - TRUSTEE	12,000.00
101-101-701.105	WAGES - OFFICE COORDINATOR	12,000.00
101-101-726.000	SUPPLIES	12,000.00
101-101-726.001	POSTAGE	32,676.80
101-101-726.002	SUPPLIES - COPIER MAINTENANCE	5,500.00
101-101-801.002	LEGAL SERVICES - TOWNBOARD	8,000.00
101-101-801.004	LEGAL -Tax Tribunal	7,500.00
101-101-802.000	AUDIT AND ACCOUNTING	16,000.00
101-101-805.000	CONTRACTED AND OTHER SERVICES	10,000.00
101-101-860.000	MILEAGE	17,000.00
101-101-900.000	PRINTING & PUBLISHING	6,500.00
101-101-901.000	ADVERTISING	500.00
101-101-960.000	EDUCATION & TRAINING	2,500.00
101-101-965.101	DUES & PUBLICATIONS -TOWNBOAR	7,500.00
101-101-965.102	DUES - MICHIGAN TOWNSHIP ASSO	4,000.00
Totals for dept 101 - TOWNBOARD		6,500.00
Dept 171 - TOWNSHIP SUPERVISOR		209,820.48
101-171-701.201	WAGES - SUPERVISOR	
101-171-701.202	WAGES - APPRAISER II	
101-171-701.203	WAGES - ASSESSMENT CLERK	75,161.28
101-171-701.204	WAGES - APPRAISER III	43,911.17
101-171-701.205	WAGES - ASSESSOR	
101-171-726.000	SUPPLIES	52,344.21
101-171-726.001	POSTAGE	92,800.59
101-171-805.000	CONTRACTED AND OTHER SERVICES	2,000.00
101-171-860.200	MILEAGE - SUPERVISOR	3,700.00
101-171-860.201	MILEAGE - ASSESSOR	25,000.00
101-171-900.000	PRINTING & PUBLISHING	1,000.00
101-171-901.000	ADVERTISING	1,000.00
101-171-960.000	EDUCATION & TRAINING	2,000.00
101-171-960.200	EDUCATION - SUPERVISOR	500.00
101-171-965.000	DUES & PUBLICATIONS	7,000.00
Totals for dept 171 - TOWNSHIP SUPERVISOR		3,000.00
Dept 191 - ELECTIONS		310,417.25
101-191-701.000	WAGES	
101-191-726.000	SUPPLIES	
101-191-726.001	POSTAGE	15,000.00
101-191-860.000	MILEAGE	5,000.00
101-191-901.000	ADVERTISING	4,000.00
101-191-935.010	MACHINE MAINTENANCE	400.00
101-191-935.015	COMPUTER SUPPORT SYSTEMS	500.00
Totals for dept 191 - ELECTIONS		3,000.00
Dept 215 - TOWNSHIP CLERK		5,000.00
Dept 215 - TOWNSHIP CLERK		32,900.00
101-215-701.300	WAGES - CLERK	
101-215-701.302	WAGES - DEPUTY CLERK	
101-215-701.303	WAGES - ACCOUNTANT	75,161.28
101-215-726.000	SUPPLIES	46,500.00
101-215-860.300	MILEAGE - CLERK	5,000.00
101-215-860.301	MILEAGE - DEPUTY CLERK	1,500.00
101-215-956.016	MISCELLANEOUS	400.00
101-215-960.000	EDUCATION & TRAINING	400.00
101-215-965.000	DUES & PUBLICATIONS	500.00
Totals for dept 215 - TOWNSHIP CLERK		6,000.00
Dept 247 - BOARD OF REVIEW		700.00
Dept 247 - BOARD OF REVIEW		136,161.28
101-247-701.400	WAGES - B OF R	
101-247-701.401	WAGES - B OF R	
101-247-701.402	WAGES - B OF R	1,500.00
101-247-701.403	WAGES - B OF R	1,500.00
101-247-960.000	EDUCATION & TRAINING	1,500.00
101-247-968.000	OTHER & DEPRECIATION	1,500.00
Totals for dept 247 - BOARD OF REVIEW		200.00
Dept 253 - TOWNSHIP TREASURER		6,200.00
101-253-701.500	WAGES - TREASURER	
101-253-701.501	WAGES - ASSISTANT	
101-253-701.502	WAGES - DEPUTY TREASURER	75,161.78
101-253-726.000	SUPPLIES	5,000.00
101-253-726.001	POSTAGE	46,500.00
Totals for dept 253 - TOWNSHIP TREASURER		2,500.00
Dept 253 - TOWNSHIP TREASURER		6,500.00



GL NUMBER	DESCRIPTION	2019 REQUESTED BUDGET
<b>APPORTIONMENTS</b>		
Dept 253 - TOWNSHIP TREASURER		
101-253-801.000	LEGAL SERVICES	
101-253-809.000	Bank Fees	3,000.00
101-253-860.500	MILEAGE - TREASURER	300.00
101-253-860.501	MILEAGE - DEPUTY TREASURER	700.00
101-253-900.000	PRINTING & PUBLISHING	500.00
101-253-901.000	ADVERTISING	2,000.00
101-253-960.000	EDUCATION & TRAINING	100.00
101-253-965.000	DUES & PUBLICATIONS	4,500.00
Totals for dept 253 - TOWNSHIP TREASURER		500.00
		147,261.78
Dept 258 - COMPUTER SUPPORT		
101-258-726.000	SUPPLIES	
101-258-935.015	COMPUTER SUPPORT SYSTEMS	6,000.00
101-258-935.016	COMPUTER NETWORK	30,000.00
Totals for dept 258 - COMPUTER SUPPORT		2,000.00
		38,000.00
Dept 265 - TOWNSHIP HALL		
101-265-701.011	Maintenance Wages	
101-265-726.003	SUPPLIES-MAINTANCE	10,000.00
101-265-850.000	TELEPHONE	3,500.00
101-265-920.601	HEATING / GAS	16,000.00
101-265-920.602	WATER / SEWER	12,000.00
101-265-920.603	LIGHTS BUILDING	6,000.00
101-265-935.601	SNOW PLOWING	15,000.00
101-265-935.602	LAWN MAINTENANCE	10,000.00
101-265-935.603	CLEANING SERVICE	10,000.00
101-265-935.604	RUBBISH REMOVAL	15,000.00
101-265-935.605	BUILDING REPAIR	1,000.00
101-265-935.606	ELECTRONIC PROTECTION SYSTEM	50,000.00
101-265-935.608	MAINTENANCE-OTHER	1,500.00
Totals for dept 265 - TOWNSHIP HALL		15,000.00
		165,000.00
Dept 301 - POLICE SERVICES		
101-301-830.000	POLICE CONTRACT	
Totals for dept 301 - POLICE SERVICES		1,200,000.00
		1,200,000.00
Dept 371 - TOWNSHIP BUILDING INSPECTOR		
101-371-701.702	WAGES BUILDING ASSISTANT	
101-371-701.703	WAGES - BUILDING	16,744.63
101-371-701.704	WAGES - BUILDING	73,473.79
101-371-701.705	WAGES - CONSTRUCTION BOARD	25,000.00
101-371-726.000	SUPPLIES	1,000.00
101-371-960.000	EDUCATION & TRAINING	1,000.00
101-371-960.703	EDUCATION - BUILDING INSPECTO	1,000.00
101-371-965.000	DUES & PUBLICATIONS	
Totals for dept 371 - TOWNSHIP BUILDING INSPECTOR		1,500.00
		119,718.42
Dept 400 - PLANNING COMMISSION		
101-400-701.800	WAGES - PLANNING	
101-400-701.801	WAGES - PLANNING	2,000.00
101-400-701.802	WAGES - PLANNING	2,000.00
101-400-701.804	WAGES - PLANNING	2,000.00
101-400-701.805	WAGES - PLANNING	2,000.00
101-400-701.806	WAGES - PLANNING	2,000.00
101-400-701.808	WAGES - PLANNING	2,000.00
101-400-801.000	LEGAL SERVICES	2,000.00
101-400-805.000	CONTRACTED AND OTHER SERVICES	25,000.00
101-400-900.000	PRINTING & PUBLISHING	6,000.00
101-400-901.000	ADVERTISING	1,000.00
101-400-960.000	EDUCATION & TRAINING	2,000.00
101-400-965.000	DUES & PUBLICATIONS	2,000.00
Totals for dept 400 - PLANNING COMMISSION		1,000.00
		51,000.00
Dept 401 - TOWNSHIP PLANNER		
101-401-701.900	WAGES - PLANNER	
101-401-701.901	WAGES - DEPUTY PLANNER	73,473.79
101-401-701.902	WAGES -PLANNER ASSISTANT	52,604.54
101-401-726.000	SUPPLIES	12,558.53
101-401-860.900	MILEAGE - TOWNSHIP PLANNER	1,000.00
101-401-860.901	MILEAGE - DEPUTY PLANNER	300.00
101-401-900.000	PRINTING & PUBLISHING	300.00
101-401-960.000	EDUCATION & TRAINING	2,000.00
101-401-965.000	DUES & PUBLICATIONS	5,000.00
Totals for dept 401 - TOWNSHIP PLANNER		1,000.00
		148,236.86
Dept 410 - ZONING BOARD OF APPEALS		

GL NUMBER	DESCRIPTION	2019 REQUESTED BUDGET
<b>ADDITIONS</b>		
Dept 410 - ZONING BOARD OF APPEALS		
101-410-701.001	WAGES - ZONING	1,200.00
101-410-701.002	WAGES - ZONING	1,200.00
101-410-701.003	WAGES - ZONING	1,200.00
101-410-701.004	WAGES - ZONING	1,200.00
101-410-701.005	WAGES - ZONING	1,200.00
101-410-801.000	LEGAL SERVICES	1,200.00
101-410-805.000	CONTRACTED AND OTHER SERVICES	10,000.00
101-410-901.000	ADVERTISING	1,000.00
101-410-960.000	EDUCATION & TRAINING	2,000.00
Totals for dept 410 - ZONING BOARD OF APPEALS		1,000.00
		20,000.00
Dept 412 - ZONING ADMINISTRATOR		
101-412-701.601	WAGES	51,665.46
101-412-701.602	WAGES ZONING	16,000.00
101-412-701.603	WAGES ZONING ASSISTANT	12,558.53
101-412-726.000	SUPPLIES	1,000.00
101-412-860.601	MILEAGE - ZONING ADMIN	150.00
101-412-860.602	MILEAGE - DEPT ZONING	150.00
101-412-960.000	EDUCATION & TRAINING	2,000.00
101-412-965.000	DUES & PUBLICATIONS	500.00
Totals for dept 412 - ZONING ADMINISTRATOR		84,023.99
Dept 448 - STREET LIGHTS - TOWNSHIP		
101-448-920.005	STREET LIGHTS TOWNSHIP	80,000.00
Totals for dept 448 - STREET LIGHTS - TOWNSHIP		80,000.00
Dept 747 - COMMUNITY PROMOTIONS		
101-747-880.003	COM. PROM. - ECONOMIC DEVELOPMENT	15,000.00
101-747-880.004	COM. PROM. - TC-TALUS	3,000.00
101-747-880.006	COM. PROM. - BVNP (YMCA)	
101-747-880.007	COM. PROM. - COMMUNITY AWAREN	820,000.00
101-747-880.008	COM. PROM. - CONTRACTED SERVI	20,000.00
101-747-880.009	COM. PROM. - TREE CARE	
101-747-880.011	COM. PROM. - P.E.G.	100,000.00
101-747-880.017	COM. PROM. - TV BOARD	2,500.00
101-747-880.018	COM. PROM. - MILFOIL	8,000.00
Totals for dept 747 - COMMUNITY PROMOTIONS		968,500.00
Dept 806 - TOWNSHIP VEHICLES		
101-806-862.000	GAS & CAR WASHES	2,500.00
101-806-863.000	OIL CHANGES	500.00
101-806-864.000	MISCELLANEOUS	1,500.00
Totals for dept 806 - TOWNSHIP VEHICLES		4,500.00
Dept 851 - EMPLOYEE BENEFITS & INSURANCES		
101-851-701.000	WAGES	6,000.00
101-851-701.027	UNEMPLOYMENT	4,000.00
101-851-873.001	John Hancock 403B	90,000.00
101-851-873.002	RETIREMENT BENEFITS	
101-851-873.010	SOCIAL SECURITY - EMPLOYER	80,000.00
101-851-873.020	VACATION & PERSONAL PAYOUT	5,000.00
101-851-873.030	INSURANCE - EMPLOYEE HEALTH	325,000.00
101-851-873.040	INSURANCE - EMPLOYEE LIFE	10,000.00
101-851-912.001	INSURANCE - LIABILITY	13,000.00
101-851-912.002	INSURANCE - WORKMENS COMP.	8,000.00
Totals for dept 851 - EMPLOYEE BENEFITS & INSURANC		541,000.00
Dept 890 - CONTINGENCIES		
101-890-890.000	CONTINGENCIES	
Totals for dept 890 - CONTINGENCIES		
Dept 900 - CAPITAL OUTLAY		
101-900-970.001	CAPITAL OUTLAY - ELECTIONS	2,000.00
101-900-970.002	CAPITAL OUTLAY - TOWNSHIP HAL	10,000.00
101-900-970.003	CAPITAL OUTLAY - COMPUTER	15,000.00
101-900-970.004	CAPITAL OUTLAY - VEHICLES	15,000.00
101-900-970.005	CAPITAL OUTLAY - LAND	1,000.00
101-900-970.006	Capital Outlay - Historic Barns	
Totals for dept 900 - CAPITAL OUTLAY		43,000.00
Dept 965 - TRANSFERS TO OTHER FUNDS		
101-965-990.246	TRANSFER TO #246 PUBLIC IMPRO	
101-965-990.308	TRANSFERS TO #308 PARK SYS	
101-965-990.470	TRANSFERS TO #470 BUILDING	200,000.00
101-965-990.740	TRANSFER TO #740 INSURANCE	

GL NUMBER	DESCRIPTION	2019 REQUESTED BUDGET
APPROPRIATIONS		
Dept 965 - TRANSFERS TO OTHER FUNDS		
Totals for dept 965 - TRANSFERS TO OTHER FUNDS		200,000.00
TOTAL APPROPRIATIONS		4,505,740.06

GL NUMBER	DESCRIPTION	2019 REQUESTED BUDGET
<hr/>		
APPROPRIATIONS		
Dept 101 - TOWNBOARD		
101-101-801.003		
Totals for dept 101 - TOWNBOARD		<hr/>
TOTAL APPROPRIATIONS		<hr/>
NET OF REVENUES/APPROPRIATIONS - FUND 101		<hr/>
BEGINNING FUND BALANCE		(670,260.06)
ENDING FUND BALANCE		



GL NUMBER	DESCRIPTION	2019 REQUESTED BUDGET
<hr/>		
ESTIMATED REVENUES		
Dept 000		
308-000-403.000	CURRENT REAL PROPERTY TAXES	200,000.00
308-000-476.004	PARK USE FEES	
308-000-675.000	DONATIONS/ GRANTS	2,500.00
308-000-676.000	REIMBURSEMENTS	
308-000-677.000	MISCELLANEOUS INCOME	
308-000-695.101	TRANSFER FROM 101	
Totals for dept 000 -		<hr/> 202,500.00
TOTAL ESTIMATED REVENUES		<hr/> 202,500.00

GL NUMBER	DESCRIPTION	2019 REQUESTED BUDGET
<b>APPROPRIATIONS</b>		
Dept 000		
308-000-701.308	WAGES - PARKS AND RECREATION	8,400.00
308-000-701.905	WAGES - REC BOARD	
308-000-801.000	LEGAL SERVICES	2,000.00
308-000-821.005	LOAN PRINCIPAL PAYABLE	
308-000-821.006	LOAN INTEREST PAYABLE	
308-000-825.000	Const.& Land (Grant, Equip)	
308-000-864.000	MISCELLANEOUS	
308-000-880.001	COM. PROM. - SILVER LAKE PARK	94,000.00
308-000-880.006	COM. PROM. - BVNP (YMCA)	63,000.00
308-000-880.008	COM. PROM. - Cont. Serv GTCD	46,000.00
308-000-880.012	COM. PROM. - GT COMMONS	12,500.00
308-000-880.013	COM. PROM. - BOARDMAN RIVER	5,000.00
308-000-880.014	COM. PROM. - MILLER CREEK	8,500.00
308-000-880.015	COM. PROM. - PARK & TRAIL MAI	26,100.00
308-000-880.016	COM. PROM. - KIDS CREEK PARK	44,800.00
308-000-880.019	RIVER EAST RECREATION AREA	
308-000-890.000	CONTINGENCIES	
308-000-901.000	ADVERTISING	
308-000-935.000	MAINTENANCE - MISC, EQUIP	55,000.00
308-000-935.110	TRAIL MAINTENANCE & REPAIR	
308-000-968.000	OTHER & DEPRECIATION	
308-000-970.000	CAPITAL OUTLAY	
308-000-990.408	TRANSFER TO #408 PARKS	
Totals for dept 000 -		365,300.00
Dept 851 - EMPLOYEE BENEFITS & INSURANCES		
308-851-873.010	SOCIAL SECURITY - EMPLOYER	
Totals for dept 851 - EMPLOYEE BENEFITS & INSURANC		
<b>TOTAL APPROPRIATIONS</b>		<b>365,300.00</b>
NET REVENUES/APPROPRIATIONS - FUND 308		(162,800.00)
BEGINNING FUND BALANCE		
ENDING FUND BALANCE		
ESTIMATED REVENUES - ALL FUNDS		4,037,980.00
APPROPRIATIONS - ALL FUNDS		4,871,040.06
NET OF REVENUES/APPROPRIATIONS - ALL FUNDS		(833,060.06)
BEGINNING FUND BALANCE - ALL FUNDS		
ENDING FUND BALANCE - ALL FUNDS		



STATE OF MICHIGAN  
DEPARTMENT OF NATURAL RESOURCES  
LANSING



7. c.

RICK SNYDER  
GOVERNOR

KEITH CREAGH  
DIRECTOR

November 16, 2018

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

Dear Ms. McManus:

SUBJECT: Proposed Local Watercraft Control – Silver Lake, Charter Township of Garfield  
Grand Traverse County

The Department of Natural Resources (DNR) has, as requested by resolution of the Charter Township of Garfield, investigated the need for special local watercraft controls. This includes a field investigation and a public hearing.

Based on the investigation, the DNR finds that conditions exist that support establishment of controls more restrictive than those currently within Part 801. Marine Safety, of the Natural Resources and Environmental Protection Act, 1994 PA 451, as amended (NREPA).

The DNR Law Enforcement Division recommends a slow—no wake speed local watercraft control for Silver Lake, on that portion of Silver Lake within the Charter Township of Garfield, within 400 feet of the State's Boating Access Site, (44.701542, -85.680053).

Enclosed is a copy of the proposed local watercraft control for Silver Lake.

The NREPA requires that the governing body inform the DNR within sixty (60) calendar days that it approves or disapproves the proposed local watercraft control and wishes to adopt it as an ordinance. The wording of any ordinance must be identical to the proposed local watercraft control enclosed. When the ordinance has been enacted, please submit proof of publication to this office. Proof of publication must show the date and the name of the paper; the entire page, not just the item, from the local newspaper. Once this requirement is met, the ordinance will be considered in effect and we will notify you of our effective date.

Lanie McManus, Clerk  
November 16, 2018  
Page 2

Early action by your Board will be appreciated. If you have any questions regarding this matter, please contact this office.

Thank you for your interest in safe boating in Michigan.

Sincerely,



Lt. Thomas R. Wanless  
Boating Law Administrator  
DNR, Law Enforcement Division  
Recreational Safety, Enforcement & Education  
517-284-6026  
[wanlesst@michigan.gov](mailto:wanlesst@michigan.gov)

Enclosure

cc: Thomas Bensley, Grand Traverse County Sheriff  
Lt. John Jurich, DNR



**MICHIGAN DEPARTMENT OF NATURAL RESOURCES**

**LAW ENFORCEMENT DIVISION**

**SPECIAL LOCAL WATERCRAFT CONTROL**

Grand Traverse County

**SILVER LAKE, CHARTER TOWNSHIP OF GARFIELD, WC-28-18-001 – Slow-no wake speed**

On that portion of Silver Lake within the Charter Township of Garfield, within 400 feet of the State's Boating Access Site, (44.701542, -85.680053), it is unlawful for the operator of a vessel to exceed a slow-no wake speed.

"Slow-no wake speed" means a very slow speed whereby the wake or wash created by the vessel would be minimal.

The boundaries of the area described above shall be marked with signs and/or with buoys and maintained by the Charter Township of Garfield. All buoys must be placed as provided in a permit issued by the Department of Natural Resources and be in conformance with the State Uniform Waterway Marking System. This local watercraft control is only enforceable when clearly and properly marked.

Datum: NAD 1983 Michigan GeoRef (Meters)

*History: Eff: XXXXXX*





Approx. 400-Ft DNR No Wake Zone Boundary

## Illustration of DNR No Wake Zone on Silver Lake

This map is based on digital databases prepared by Garfield Township. The Township does not warrant, expressly or impliedly, that the information on this map is current or positionally accurate. Always contact a surveyor to be sure of where your property lines are located.

Garfield Charter Township  
 3848 Veterans Drive  
 Traverse City, MI 49684  
 Phone: 231.941.1620  
 Fax: 231.941.1688  
[www.garfield-twp.com](http://www.garfield-twp.com)



**NOT A LEGAL SURVEY**

Garfield Township Planning Dept: 12/5/2018



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

**RESOLUTION # 2018-42-T**

**RECOGNITION OF TRAVERSE BAY AREA YOUTH SOCCER INC  
(TBAYS) AS A SERVICE ORGANIZATION FOR THE PURPOSES  
OF OBTAINING A CHARITABLE GAMING LICENSE FROM THE  
STATE OF MICHIGAN**

**WHEREAS**, the Charter Township of Garfield has received an application from Traverse Bay Area Youth Soccer, Inc (TBAYS), requesting to be recognized as a Service Organization in Garfield Township in the County of Grand Traverse for the purpose of obtaining a Charitable Gaming License from the State of Michigan.

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

**THAT** the Garfield Township Board at its regular meeting on December 11, 2018, recognized Traverse Bay Area Youth Soccer, Inc (TBAYS) as a Service Organization in the Charter Township of Garfield, Grand Traverse County.

Moved:

Supported:

Ayes:

Nays:

Absent and Excused:

**RESOLUTION DECLARED ADOPTED.**

**By:**

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

## CERTIFICATE

I, Lanie McManus, Clerk of the Charter Township of Garfield, do hereby certify that the above is a true and correct copy of a Resolution which was adopted by the Township Board of the Charter Township of Garfield on the 11<sup>th</sup> day of December, 2018.

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

\_\_\_\_\_  
**Lanie McManus, Clerk**



## Judith Battle

---

**From:** Lanie McManus  
**Sent:** Wednesday, September 05, 2018 11:56 AM  
**To:** Judith Battle  
**Subject:** FW: TBAYS - Charitable Gaming Resolution  
**Attachments:** Resolution.pdf

---

**From:** Shawn Hayes [<mailto:shawn@tbays.org>]  
**Sent:** Wednesday, September 05, 2018 11:52 AM  
**To:** Shawn Hayes  
**Cc:** Lanie McManus; Betty Tezak  
**Subject:** TBAYS - Charitable Gaming Resolution

Hello, Lanie and Betty.

My name is Shawn Hayes, I work with the TBAYS soccer program here in the Grand Traverse area.

We (TBAYS) is trying to put a fundraising effort in place to help raise funds for improvements to our programs as well as help maintain and make upgrades to Keystone Park.

One of our fundraising ideas is to hold a raffle. In order to do this the right way, we need to submit the attached form to the State's Charitable Gaming Office.

I was told by the Traverse City Clerks that we needed to have Garfield Township help us complete this form.

Are you able to help me complete this form? Is there a meeting I can attend to have this form filled out? Or a point of contact I should reach to ask for help completing the form?

Please advise when you have a moment. I look forward to hearing back from you.

Best,  
Shawn Hayes

--  
Shawn Hayes  
TBAYS/North Storm  
Boys Coaching Director  
(c) 734.649.0859



Department of the Treasury  
Internal Revenue Service

P.O. Box 2508  
Cincinnati OH 45201

In reply refer to: 0248323016  
May 14, 2009 LTR 4168C E0  
38-2856453 000000 00 000  
00018274  
BODC: TE

TRAVERSE BAY AREA YOUTH SOCCER INC  
TBAYS  
160 HUGHES DR  
TRAVERSE CITY MI 49686-8168

4369

Employer Identification Number: 38-2856453  
Person to Contact: Yvette Davis  
Toll Free Telephone Number: 1-877-829-5500

Dear Taxpayer:

This is in response to your request of May 05, 2009, regarding your tax-exempt status.

Our records indicate that a determination letter was issued in May 1991, that recognized you as exempt from Federal income tax, and discloses that you are currently exempt under section 501(c)(3) of the Internal Revenue Code.

Our records also indicate you are not a private foundation within the meaning of section 509(a) of the Code because you are described in section 509(a)(2).

Donors may deduct contributions to you as provided in section 170 of the Code. Bequests, legacies, devises, transfers, or gifts to you or for your use are deductible for Federal estate and gift tax purposes if they meet the applicable provisions of sections 2055, 2106, and 2522 of the Code.

If you have any questions, please call us at the telephone number shown in the heading of this letter.

Sincerely yours,

Michele M. Sullivan, Oper. Mgr.  
Accounts Management Operations I



State of Michigan  
 Michigan Gaming Control Board  
 Office of the Executive Director  
 P.O. Box 30786  
 Lansing, MI 48909  
 Phone: (313) 456-4940  
 Fax: (313) 456-3405  
 Email: Millionaireparty@michigan.gov  
 www.michigan.gov/mgcb

**RESOLUTION 2018-42-T**

**LOCAL GOVERNING BODY RESOLUTION FOR CHARITABLE GAMING LICENSES**

(Required by MCL 432.103(k)(ii))

At a Regular meeting of the Charter Township of Garfield  
REGULAR OR SPECIAL TOWNSHIP, CITY, OR VILLAGE COUNCIL/BOARD

called to order by Supervisor Chuck Korn on December 11, 2018  
DATE

at 6:00 P.M. a.m./p.m. the following resolution was offered:  
TIME

Moved by \_\_\_\_\_ and supported by \_\_\_\_\_

that the request from Traverse Bay Area Youth Soccer, INC (TBAYS) of Traverse City,  
NAME OF ORGANIZATION CITY

county of Grand Traverse, asking that they be recognized as a nonprofit  
COUNTY

organization operating in the community, for the purpose of obtaining charitable gaming licenses, be  
 considered for \_\_\_\_\_  
APPROVAL/DISAPPROVAL

<u>APPROVAL:</u>	Yeas: _____	<u>DISAPPROVAL:</u>	Yeas: _____
	Nays: _____		Nays: _____
	Absent: _____		Absent: _____

I hereby certify that the foregoing is a true and complete copy of a resolution offered and adopted  
 by the Charter Township of Garfield at a Regular  
TOWNSHIP, CITY, OR VILLAGE COUNCIL/BOARD REGULAR OR SPECIAL  
 meeting held on December 11, 2018.  
DATE

SIGNED: \_\_\_\_\_  
TOWNSHIP, CITY, OR VILLAGE CLERK  
Lanie McManus, Clerk  
PRINTED NAME AND TITLE  
3848 Veterans Drive  
ADDRESS

Organization Information: Traverse Bay Area Youth Soccer, INC, 160 Hughes Drive, Traverse City, MI 49686-8168  
ORGANIZATION'S MAILING ADDRESS, STREET, CITY, ZIP  
 \_\_\_\_\_ ( ) \_\_\_\_\_  
ORGANIZATION'S PRINCIPAL OFFICER NAME AND TITLE PHONE NUMBER

**CHARTER TOWNSHIP OF GARFIELD**

**2019 GENERAL FUND BUDGET - RESOLUTION 2018-43-T**

**WHEREAS**, a hearing was held on December 11, 2018 on the General Fund Budget for the fiscal year 2019 for the Charter Township of Garfield.

**NOW, THEREFORE, BE IT HEREBY RESOLVED**, that the 2019 General Fund Budget of the Charter Township of Garfield of \$ 3,835,480.00 revenues and \$ 4,505,740.06 expenditures be approved.

Moved:

Supported:

to approve Resolution 2018-43-T, adopting the 2019 General Fund Budget of \$ 3,835,480.00 revenues and \$ 4,505,740.06 expenditures as appropriated.

Roll call vote:

Yeas:

Nays:

Absent and excused:

The Chairman declared the motion carried and Resolution 2018-43-T adopted this 11th day of December, 2018.

\_\_\_\_\_  
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 2018-43-T which was adopted by the Township Board of the Charter Township of Garfield on the 11<sup>th</sup> day of December, 2018.

\_\_\_\_\_  
Lanie McManus, Clerk



**CHARTER TOWNSHIP OF GARFIELD**

**2019 FIRE FUND BUDGET - RESOLUTION 2018-44-T**

**WHEREAS**, a hearing was held on December 11, 2018 on the Fire Fund Budget for the fiscal year 2019 for the Charter Township of Garfield.

**NOW, THEREFORE, BE IT HEREBY RESOLVED**, that the 2019 Fire Fund Budget of the Charter Township of Garfield of \$ 1,928,987.00 revenues and \$ 1,928,987.00 expenditures be approved.

Moved:

Supported:

to approve Resolution 2018-44-T, adopting the 2019 Fire Fund Budget of \$ 1,928,987.00 revenues and \$ 1,928,987.00 expenditures as appropriated.

Roll call vote:

Yeas:

Nays:

Absent and excused:

The Chairman declared the motion carried and Resolution 2018-44-T adopted this 11<sup>th</sup> day of December, 2018.

\_\_\_\_\_  
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 2018-44-T which was adopted by the Township Board of the Charter Township of Garfield on the 11<sup>th</sup> day of December, 2018.

\_\_\_\_\_  
Lanie McManus, Clerk

**CHARTER TOWNSHIP OF GARFIELD**

**2019 PUBLIC IMPROVEMENT ROAD FUND BUDGET - RESOLUTION 2018-45-T**

**WHEREAS**, a hearing was held on December 11, 2018 on the Public Improvement Road Fund Budget for the fiscal year 2019 for the Charter Township of Garfield.

**NOW, THEREFORE, BE IT HEREBY RESOLVED**, that the 2019 Public Improvement Road Fund Budget of the Charter Township of Garfield of \$ 100,000.00 revenues and \$ 100,000.00 expenditures be approved.

Moved:

Supported:

to approve Resolution 2018-45-T, adopting the 2019 Public Improvement Road Fund Budget of \$ 100,000.00 revenues and \$ 100,000.00 expenditures as appropriated.

Roll call vote:

Yeas:

Nays:

Absent and excused:

The Chairman declared the motion carried and Resolution 2018-45-T adopted this 11<sup>th</sup> day of December, 2018.

\_\_\_\_\_  
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 2018-45-T which was adopted by the Township Board of the Charter Township of Garfield on the 11<sup>th</sup> day of December, 2018.

\_\_\_\_\_  
Lanie McManus, Clerk

**CHARTER TOWNSHIP OF GARFIELD****2019 BUDGET STABILIZATION FUND BUDGET - RESOLUTION 2018-46-T**

**WHEREAS**, a hearing was held on December 11, 2018 on the Budget Stabilization Fund Budget for the fiscal year 2019 for the Charter Township of Garfield.

**NOW, THEREFORE, BE IT HEREBY RESOLVED**, that the 2019 Budget Stabilization Fund Budget of the Charter Township of Garfield of \$ 0.00 revenues and \$ 0.00 expenditures be approved.

Moved:

Supported:

to approve Resolution 2018-46-T, adopting the 2019 Budget Stabilization Fund Budget of \$ 0.00 revenues and \$ 0.00 expenditures as appropriated.

Roll call vote:

Yeas:

Nays:

Absent and excused:

The Chairman declared the motion carried and Resolution 2018-46-T adopted this 11<sup>th</sup> day of December, 2018.

---

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 2018-46-T which was adopted by the Township Board of the Charter Township of Garfield on the 11<sup>th</sup> day of December, 2018.

---

Lanie McManus, Clerk

**CHARTER TOWNSHIP OF GARFIELD**

**2019 DPW FUND BUDGET - RESOLUTION 2018-47-T**

**WHEREAS**, a hearing was held on December 11, 2018 on the DPW Fund Budget for the fiscal year 2019 for the Charter Township of Garfield.

**NOW, THEREFORE, BE IT HEREBY RESOLVED**, that the 2019 DPW Fund Budget of the Charter Township of Garfield of \$ 0.00 revenues and \$ 0.00 expenditures be approved.

Moved:

Supported:

to approve Resolution 2018-47-T, adopting the 2019 DPW Fund Budget of \$ 0.00 revenues and \$0.00 expenditures as appropriated.

Roll call vote:

Yeas:

Nays:

Absent and excused:

The Chairman declared the motion carried and Resolution 2018-47-T adopted this 11<sup>th</sup> day of December, 2018.

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Lanie McManus, Clerk

**CERTIFICATION**

I, Lanie McManus, Clerk of the Charter Township of Garfield, certify the above is a true and correct copy of Resolution 2018-47-T which was adopted by the Township Board of the Charter Township of Garfield on the 11<sup>th</sup> day of December, 2018.

---

Lanie McManus, Clerk



**CHARTER TOWNSHIP OF GARFIELD**

**2019 PARK SYSTEM FUND BUDGET - RESOLUTION 2018-48-T**

**WHEREAS**, a hearing was held on December 11, 2018 on the Park System Fund Budget for the fiscal year 2019 for the Charter Township of Garfield.

**NOW, THEREFORE, BE IT HEREBY RESOLVED**, that the 2019 Park System Fund Budget of the Charter Township of Garfield of \$ 202,500.00 revenues and \$ 365,300.00 expenditures be approved.

Moved:

Supported:

to approve Resolution 2018-48-T, adopting the 2019 Park System Fund Budget of \$ 202,500.00 revenues and \$ 365,300.00 expenditures as appropriated.

Roll call vote:

Yeas:

Nays:

Absent and excused:

The Chairman declared the motion carried and Resolution 2018-48-T adopted this 11<sup>th</sup> day of December, 2018.

\_\_\_\_\_  
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 2018-48-T which was adopted by the Township Board of the Charter Township of Garfield on the 11<sup>th</sup> day of December, 2018.

\_\_\_\_\_  
Lanie McManus, Clerk

**CHARTER TOWNSHIP OF GARFIELD**

**2019 STREET LIGHT FUND BUDGET - RESOLUTION 2018-49-T**

**WHEREAS**, a hearing was held on December 11, 2018 on the Street Light Fund Budget for the fiscal year 2019 for the Charter Township of Garfield.

**NOW, THEREFORE, BE IT HEREBY RESOLVED**, that the 2019 Street Light Fund Budget of the Charter Township of Garfield of \$ 23,419.80 revenues and \$ 23,419.80 expenditures be approved.

Moved:

Supported:

to approve Resolution 2018-49-T, adopting the 2019 Street Light Fund Budget of \$ 23,419.80 revenues and \$ 23,419.80 expenditures as appropriated.

Roll call vote:

Yeas:

Nays:

Absent and excused:

The Chairman declared the motion carried and Resolution 2018-49-T adopted this 11<sup>th</sup> day of December, 2018.

\_\_\_\_\_  
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 2018-49-T which was adopted by the Township Board of the Charter Township of Garfield on the 11<sup>th</sup> day of December, 2018.

\_\_\_\_\_  
Lanie McManus, Clerk

**CHARTER TOWNSHIP OF GARFIELD****2019 SPECIAL ASSESSMENT DISTRICT FUND BUDGET - RESOLUTION 2018-50-T**

**WHEREAS**, a hearing was held on December 11, 2018 on the Special Assessment District Fund Budget for the fiscal year 2019 for the Charter Township of Garfield.

**NOW, THEREFORE, BE IT HEREBY RESOLVED**, that the 2019 Special Assessment District Fund Budget of the Charter Township of Garfield of \$ 58,650.59 revenues and \$ 58,650.59 expenditures be approved.

Moved:

Supported:

to approve Resolution 2018-50-T, adopting the 2019 Special Assessment District Fund Budget of \$ 58,650.59 revenues and \$ 58,650.59 expenditures as appropriated.

Roll call vote:

Yeas:

Nays:

Absent and excused:

The Chairman declared the motion carried and Resolution 2018-50-T adopted this 11<sup>th</sup> day of December, 2018.

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Lanie McManus, Clerk

**CERTIFICATION**

I, Lanie McManus, Clerk of the Charter Township of Garfield, certify the above is a true and correct copy of Resolution 2018-50-T which was adopted by the Township Board of the Charter Township of Garfield on the 11<sup>th</sup> day of December, 2018.

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Lanie McManus, Clerk

CHARTER TOWNSHIP OF GARFIELD  
GRAND TRAVERSE COUNTY, MICHIGAN

8. k.

RESOLUTION # 2018-51-T

RESOLUTION ADOPTING TOWNSHIP CLERK'S SALARY

**WHEREAS**, according to MCL 41.95(3), the salary of the officers composing the Township Board shall be determined by the Township Board; and

**WHEREAS**, the Charter Township of Garfield Board deems that an adjustment in the salary of the office of Township Clerk is warranted in consideration of the increase in the cost of living since Township Board Members salaries were last adjusted; and

**NOW, THEREFORE, BE IT RESOLVED**, that effective as of January 1, 2019, the salary of the office of Township Clerk shall be as follows: \$75,161.28

Moved:                Supported:

Ayes:

Nays:

Absent and Excused:

RESOLUTION 2018-51-T DECLARED ADOPTED.

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

**CERTIFICATE**

I, Lanie McManus, Clerk of the Charter Township of Garfield, do hereby certify that the above is a true and correct copy of a Resolution which was adopted by the Township Board of the Charter Township of Garfield on the 11th day of December, 2018.

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

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



CHARTER TOWNSHIP OF GARFIELD  
GRAND TRAVERSE COUNTY, MICHIGAN

8. n.

RESOLUTION # 2018-54-T

RESOLUTION ADOPTING TOWNSHIP TRUSTEES SALARY

**WHEREAS**, according to MCL 41.95(3), the salary of the officers composing the Township Board shall be determined by the Township Board; and

**WHEREAS**, the Charter Township of Garfield Board deems that an adjustment in the salary of the office of Trustee is warranted in consideration of the increase in the cost of living since Township Board Trustees salaries were last adjusted; and

**NOW, THEREFORE, BE IT RESOLVED**, that effective as of January 1, 2019, the salary of the office of Trustee shall be as follows:

\$ 300.00 per month with an additional \$ 250.00 per Town Board Meeting and \$ 100.00 for Special Meetings, including Personnel, Planning Commission, Recreational Authority, Fire Board, Parks and Recreation Commission, Special Board Meetings, and Zoning Board of Appeals Meetings, and \$ 50.00 per supplemental committee or commission meeting as appointed by the Town Board.

Moved:

Supported:

Ayes:

Nays:

Absent and Excused:

RESOLUTION 2018-54-T DECLARED ADOPTED.

By:

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

CERTIFICATE

I, Lanie McManus, Deputy Clerk of the Charter Township of Garfield, do hereby certify that the above is a true and correct copy of a Resolution which was adopted by the Township Board of the Charter Township of Garfield on the 11th day of December, 2018.

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

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

CHARTER TOWNSHIP OF GARFIELD  
GRAND TRAVERSE COUNTY, MICHIGAN

8. o.

RESOLUTION # 2018-55-T

**RESOLUTION TO ADOPT THE ANNUAL EXEMPTION OPTION AS SET FORTH  
IN 2011 PUBLIC ACT 152, THE PUBLICLY FUNDED HEALTH INSURANCE  
CONTRIBUTION ACT**

**WHEREAS**, 2011 Public Act 152 (the "Act") was passed by the State Legislature and signed by the Governor on September 24, 2011;

**WHEREAS**, the Act contains three options for complying with the requirements of the Act;

**WHEREAS**, the three options are as follows:

- 1) Section 3 – "Hard Caps" Option – limits a public employer's total annual health care costs for employees based on coverage levels, as defined in the Act;
- 2) Section 4 – "80%/20%" Option – limits a public employer's share of total annual health care costs to not more than 80%. This option requires an annual majority vote of the governing body;
- 3) Section 8 – "Exemption" Option – a local unit of government, as defined in the Act, may exempt itself from the requirements of the Act by an annual 2/3 vote of the governing body;

**WHEREAS**, the Charter Township of Garfield Board of Trustees has decided to adopt the annual Exemption Option as its choice of compliance under the Act;

**NOW, THEREFORE, BE IT RESOLVED** that Board of Trustees of the Charter Township of Garfield elects to comply with the requirements of 2011 Public Act 152, the Publicly Funded Health Insurance Contribution Act, by adopting the annual Exemption Option for the medical benefit plan coverage year January 1, 2019 through December 31, 2019.

Moved:

Supported:

Ayes:

Nays:

Absent and Excused:

RESOLUTION 2018-55-T DECLARED ADOPTED.

By:

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

**CERTIFICATE**

I, Lanie McManus, Clerk of the Charter Township of Garfield, do hereby certify that the above is a true and correct copy of a Resolution which was adopted by the Township Board of the Charter Township of Garfield on the 11th day of December, 2018.

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

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

2018 APPOINTMENTS – EXPIRING LIST

<u>Board</u>	<u>Term</u>	<u>Expires</u>
<u>Planning Commission</u>		
Steve Duell (TB Rep)	1 year	Dec. 31, 2018
Chris Degood (unexpired term)	3 years	Dec. 31, 2018
Gil Uithol	3 years	Dec. 31, 2018

GT Metro Emergency Services Board

Chuck Korn	1 year	Dec. 31, 2018
Dan Walters	1 year	Dec. 31, 2018
Jeane Blood Law (alternate)	1 year	Dec. 31, 2018

Zoning Board of Appeals

Steve Duell (PC Rep)	1 year	Dec. 31, 2018
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Board of Review

Gary Rousseau	2 years	Dec. 31, 2018
Cherry Wolf	2 years	Dec. 31, 2018
Gil Uithol	2 years	Dec. 31, 2018
Jim Christensen (alternate)	2 years	Dec. 31, 2018

Parks and Recreation Commission

Denise Schmuckal	1 year	Dec. 31, 2018
Chris Degood	1 year	Dec. 31, 2018
Chris Remy	3 years	Dec. 31, 2018
Dale Majercyck	3 years	Dec. 31, 2018

STANDING COMMITTEES (1 Year Term - Expires Dec. 31, 2018)

Personnel Committee

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



**Building and Grounds Committee**

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

**Finance Committee**

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

**Elections Committee**

<b>Lanie McManus</b>	<b>Town Board</b>
<b>Denise Schmuckal</b>	<b>Town Board</b>
<b>Dan Walters</b>	<b>Town Board</b>

**Law Enforcement Committee**

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

**Ethics Committee**

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

**Northern Nexus**

**Chuck Korn**

## Applicants for Board Appointments by Committee

Planning Commission	Gil Uithol John Nelson Robert Fudge Tim Hughes Christopher DeGood Steve Duell
G.T. Metro Emergency Services	Dan Walters Molly Agostinelli Steve Duell Thomas Cash
Zoning Board of Appeals	Steve Duell
Board of Review	Gil Uithol Cheryl Wolf James Chrestensen Gary Rousseau
Parks and Recreation	Denise Schmuckal William Scott Christopher Remy
Personnel Committee	Denise Schmuckal Lanie McManus Molly Agostinelli
Building and Grounds	Dan Walters Molly Agostinelli
Finance Committee	Jeane Blood Law Lanie McManus
Elections Committee	Denise Schmuckal Gil Uithol Lanie McManus Molly Agostinelli
Law Enforcement Committee	Denise Schmuckal
Ethics Committee	Denise Schmuckal

# Board Appointment Policy (amended)

Approved June 26, 2018

In the event of a resignation from a board or commission, those applications held on file shall be considered in the same manner described above beginning with the selection committee.

## CHARTER TOWNSHIP OF GARFIELD Application for Appointment

*Thank you for your interest in serving on a board, commission or committee. The purpose of this form is to provide the Township with some information about residents considered for appointment. If you are not selected at this time, your application will be kept on file for one year and considered if additional openings occur.*

I, Christopher Remy, hereby make application for appointment to:

(Name)

<input type="checkbox"/> Building Committee	<input type="checkbox"/> Board of Review	<input type="checkbox"/> Fire Board
<input type="checkbox"/> Park Board	<input type="checkbox"/> Planning Commission	<input checked="" type="checkbox"/> Recreation Board
<input type="checkbox"/> Zoning Board of Appeals	<input type="checkbox"/> Personnel Committee	<input type="checkbox"/> Other Committee
<input type="checkbox"/> Joint Planning Commission	<input type="checkbox"/> Joint Recreation Authority	

for a term of 3 years, from December 2018 to December 2021.  
(number) (Appointment date) (Term Expiration Date)

### TO THE CHARTER TOWNSHIP OF GARFIELD, COUNTY OF GRAND TRAVERSE, STATE OF MICHIGAN, BOARD OF TRUSTEES:

- I reside at: 1705 Woodward Ave Traverse City Mi 49686  
(street address, city and zip code)  
since 2006 Phone number(s): 231-735-1986  
(year)  
Email address: cpremy@gmail.com @ \_\_\_\_\_
- I am at least 18 years of age:  Yes  No
- Citizen of: USA
- Employer: Crystal Mountain Resort Phone: 231-378-2000
  - Indicate nature of your work: Recreation
  - Title: Recreation Manager
- Educational level and degrees received or other work experience that may be beneficial for this position:  
BS In Communications/Sociology from Western Michigan University
- I presently hold the following appointment and elected positions (include title and appointment or election date):  
Garfield Township Parks and Recreation Advisory Committee Commissioner
- Previously held appointments and/or elected positions (include title and dates of service):  
Garfield Township Parks and Recreation Advisory Committee Chair
- Participation in any Township related activities. Include any civic, fraternal, charitable, professional organizations, etc. (Attach additional pages, if necessary).

# Board Appointment Policy (amended)

Approved June 26, 2018

9. Do you foresee any potential Conflicts of Interest while executing the Duties of this Position ? If so explain.

None

10.) Please explain why you would like to be on this Board, Commission or Committee?

Continued service

I hereby apply for appointment to Commissioner

(Name of Board or Commission)

## And I acknowledge that:

1. If appointed, I will comply with all Statutory and other requirements and obligations of my appointment;
2. If I cease to comply with such requirements, I automatically forfeit said appointed position;
3. I hold no position or appointment which is a conflict of interest with the appointed position applied for. Should a conflict of interest arise, I will promptly inform the board or commission.
  - a. I shall inform the department head/staff prior to any meeting at which I have a possible conflict of interest that may restrict my participation in said meeting;
  - b. I will always avoid the appearance of conflict between public duties and personal interests and activities in all township public forums, pursuant to state law and township policies;
  - and
  - c. I will not allow my personal relationships or views to affect my responsibilities to the residents I represent;
4. As a public officer (servant), I shall not engage in a business transaction with or contractual relationship to any board or commission that I am on, in which [as a public officer] I may profit from, according to MCL 15.322 Public Act 317 of 1968, Contracts of Public Servants with Public Entities;
5. To the best of my knowledge and belief, I possess the requisite qualifications for the office I am seeking; and
6. If appointed, I am committed to attend all duly noticed board or commission meetings. In the event I am not able to attend a scheduled meeting I will notify the chairman of my absence to allow them enough time to notify an alternate member to attend.

I agree and understand the responsibilities of accepting this position.

Board Appointment: \_\_\_\_\_

Chris Remy  
(Signature)

12/04/2018

(Date)



# Board Appointment Policy (amended)

Approved June 26, 2018

For Volunteer Boards and Commissions

## **Purpose:**

To establish a uniform method of appointing members to various Garfield Township boards and/or commissions. To provide a clear outline for the Township Board and citizens to follow when applying and approving appointments. And, to seek out highly qualified individuals representing diverse cross-sections of our community to serve as members of these boards and/or commissions.

## **Summary of Policy:**

By state statute, members of the Planning Commission and Zoning Board of Appeals are appointed by the Township Supervisor with the Township Board of Trustee's approval. This policy will also be used for the Building Committee, Board of Review, Fire Board, Park Board, Recreation Board, Personnel Committee, and any other related committees required for the operation of the Township. Any situation not covered by this Board Appointment Policy shall be determined by Roberts Rules of Order, 2nd Edition.

## **Recruitment and Application Process:**

1. The township supervisor - or designee - shall notify all members of boards and commissions ninety (90) days prior to the expiration of their term that he/she must submit a letter or email to the appropriate department head stating he/she wishes to be considered for reappointment.
2. A public notice will be placed in one or more conspicuous locations at the town hall, on the township website and through the most effective advertising tools available, ninety (90) days prior to the expiration of said terms, specifying the vacancies for all boards and/or commissions that are to expire. The notice will set forth the application process and deadlines. Said application will be available on the website or by contacting the township clerk.
3. To be eligible and considered for appointment to a board or commission, applications must be complete and filed with the township clerk sixty (60) days preceding the beginning of the appointment term. If no applications are received, or applicants lack the necessary background or qualifications, the Selection Committee will be responsible for seeking out qualified applicants.

## **Selection and Appointments:**

Selection committee(s) is made up of the overseeing department head, township supervisor and current board chair will be responsible for reviewing and considering all applications received, and determining whether other applicants should be considered based on the skill set required for the particular board or commission. All applications even those not chosen by the Selection Committee will be available for review. The Selection Committee will review each ordinance requirements to make sure that they are in compliance to timelines and requirements related to appointment and terms.

Following review by the selection committee(s), the applications of those deemed most qualified and meeting the specific requirements for the particular board or commission shall be submitted to the township board for review not less than two weeks before the regular board meeting at which the appointments are announced.

Township board members may actively participate in the selection process through review of the selection committee recommendations. The township board will strive to achieve a diverse balance of appointees that cover the range of qualifications and perspectives for each board or commission. Township board members will consider the specific qualifications for each board or commission, and the experiences of each applicant. The board may conduct a work session to interview or discuss specific candidates, and may vote on the slate of appointments at the work session. In the event a work session is not necessary, the board shall vote on the slate of appointments at the 1st regular board meeting in December.

All applicants will be notified in writing within seven (7) business days of the board's decision. Applicants not selected and/or applications received after October 30th will be kept on file and considered when other vacancies arise.



# Board Appointment Policy (amended) Approved June 26, 2018

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In the event of a resignation from a board or commission, those applications held on file shall be considered in the same manner described above beginning with the selection committee.

CHARTER TOWNSHIP OF GARFIELD  
Application for Appointment

Thank you for your interest in serving on a board, commission or committee. The purpose of this form is to provide the Township with some information about residents considered for appointment. If you are not selected at this time, your application will be kept on file for one year and considered if additional openings occur.

I, GARY L. RUISSEAL, hereby make application for appointment to:  
(Name)

<input type="checkbox"/> Building Committee	<input checked="" type="checkbox"/> *Board of Review	<input type="checkbox"/> Fire Board
<input type="checkbox"/> Park Board	<input type="checkbox"/> Planning Commission	<input type="checkbox"/> Recreation Board
<input type="checkbox"/> Zoning Board of Appeals	<input type="checkbox"/> Personnel Committee	<input type="checkbox"/> Other Committee
<input type="checkbox"/> Joint Planning Commission	<input type="checkbox"/> Joint Recreation Authority	

for a term of \_\_\_\_\_ years, from \_\_\_\_\_ to \_\_\_\_\_.  
(number) (Appointment date) (Term Expiration Date)

TO THE CHARTER TOWNSHIP OF GARFIELD,  
COUNTY OF GRAND TRAVERSE, STATE OF MICHIGAN, BOARD OF TRUSTEES:

1. I reside at: 1178 Valley Dr. TRAVERSE CITY, MI 49685  
 (street address, city and zip code)  
 since 1990 Phone number(s): 231-947-8123  
 (year)  
 Email address: caigrou@AOL.COM
2. I am at least 18 years of age:  Yes  No
3. Citizen of: U.S.
4. Employer: ASSOCIATED APPRAISAL GROUP Phone: 231-947-8123  
 a. Indicate nature of your work: REAL ESTATE APPRAISALS  
 b. Title: APPRAISER/OWNER
5. Educational level and degrees received or other work experience that may be beneficial for this position:  
BACHELOR OF SCIENCE (MAY 1976) SPA AWARDED 1980  
TEA " 1998"
6. I presently hold the following appointment and elected positions (include title and appointment or election date):  
BOARD OF REVIEW
7. Previously held appointments and/or elected positions (include title and dates of service):  
NONE
8. Participation in any Township related activities. Include any civic, fraternal, charitable, professional organizations, etc. (Attach additional pages, if necessary).  
NONE

## Board Appointment Policy (amended) Approved June 26, 2018

9. Do you foresee any potential Conflicts of Interest while executing the Duties of this Position? If so explain.

NONE

10.) Please explain why you would like to be on this Board, Commission or Committee?

I HAVE THE BACKGROUND OVER 40 YEARS EXPERIENCE TO OFFER  
 VALUABLE ANALYSIS REGARDING THE REVIEW OF ASSESSMENT  
 BOARD'S PROPERTY VALUES FOR THIS BOARD

I hereby apply for appointment to

BOARD OF REVIEW

(Name of Board or Commission)

- And I acknowledge that: 1. If appointed, I will comply with all Statutory and other requirements and obligations of my \_\_\_\_\_ appointment; \_\_\_\_\_ such requirements, I automatically forfeit said appointed position;
2. If I cease to comply with \_\_\_\_\_
3. I hold no position or appointment which is a conflict of interest with the appointed position applied for. Should a conflict of interest arise, I will promptly inform the board or commission.
- a. I shall inform the department head/staff prior to any meeting at which I have a possible conflict of interest that may restrict my participation in said meeting;
- b. I will always avoid the appearance of conflict between public duties and personal interests and activities in all township public forums, pursuant to state law \_\_\_\_\_ and not allow my personal relationships or views to affect my responsibilities to the township policies; and
- c. I will residents I represent;
4. As a public officer (servant), I shall not engage in a business transaction with or contractual relationship to any board or commission that I am on, in which [as a public officer] I may profit from, according to MCL 15.322 Public Act 317 of 1968, Contracts of \_\_\_\_\_ Public Servants with Public Entities;
5. To the best of my knowledge and belief, I possess the requisite qualifications for the office I am seeking; and \_\_\_\_\_
6. If appointed, I am committed to attend all duly noticed board or commission meetings. In attend a scheduled meeting I the event I am not able \_\_\_\_\_ will notify the chairman of my enough time to notify an alternate member to attend.

I agree and understand the responsibilities of accepting this position.

**Board Appointment:** \_\_\_\_\_

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

# Board Appointment Policy (amended)

Approved June 26, 2018

In the event of a resignation from a board or commission, those applications held on file shall be considered in the same manner described above beginning with the selection committee.

## CHARTER TOWNSHIP OF GARFIELD Application for Appointment

*Thank you for your interest in serving on a board, commission or committee. The purpose of this form is to provide the Township with some information about residents considered for appointment. If you are not selected at this time, your application will be kept on file for one year and considered if additional openings occur.*

I, JAMES H. CHRISTENSEN, hereby make application for appointment to:  
(Name)

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> Building Committee        | <input checked="" type="checkbox"/> Board of Review | <input type="checkbox"/> Fire Board       |
| <input type="checkbox"/> Park Board                | <input type="checkbox"/> Planning Commission        | <input type="checkbox"/> Recreation Board |
| <input type="checkbox"/> Zoning Board of Appeals   | <input type="checkbox"/> Personnel Committee        | <input type="checkbox"/> Other Committee  |
| <input type="checkbox"/> Joint Planning Commission | <input type="checkbox"/> Joint Recreation Authority |   |

for a term of 2 years, from 1/1/2019 to 12/31/20.  
(number) (Appointment date) (Term Expiration Date)

### TO THE CHARTER TOWNSHIP OF GARFIELD, COUNTY OF GRAND TRAVERSE, STATE OF MICHIGAN, BOARD OF TRUSTEES:

1. I reside at: 1291 MCPAE Hill Road TC 49685  
(street address, city and zip code)  
since 1999 Phone number(s): 231.409.7462  
(year)  
Email address: Jimmy@Jeep@Helmah.com

2. I am at least 18 years of age:  Yes  No

3. Citizen of: USA

4. Employer: None/Self Phone: \_\_\_\_\_  
a. Indicate nature of your work: \_\_\_\_\_  
b. Title: \_\_\_\_\_

5. Educational level and degrees received or other work experience that may be beneficial for this position:  
BS From Michigan State University  
MMAO cert. Field Assessor

6. I presently hold the following appointment and elected positions (include title and appointment or election date):  
Board of Review alternate - 2012 to present  
NEP Advisory Committee member.

7. Previously held appointments and/or elected positions (include title and dates of service):  
\_\_\_\_\_  
\_\_\_\_\_

8. Participation in any Township related activities. Include any civic, fraternal, charitable, professional organizations, etc. (Attach additional pages, if necessary).  
No



# Board Appointment Policy (amended)

Approved June 26, 2018

9. Do you foresee any potential Conflicts of Interest while executing the Duties of this Position ? If so explain.

NO

10.) Please explain why you would like to be on this Board, Commission or Committee?

Service TO GARFIELD TO CONTRIBUTE TO  
COMMUNITY Board OF Review alternate

I hereby apply for appointment to

(Name of Board or Commission)

### And I acknowledge that:

1. If appointed, I will comply with all Statutory and other requirements and obligations of my appointment;
2. If I cease to comply with such requirements, I automatically forfeit said appointed position;
3. I hold no position or appointment which is a conflict of interest with the appointed position applied for. Should a conflict of interest arise, I will promptly inform the board or commission.
  - a. I shall inform the department head/staff prior to any meeting at which I have a possible conflict of interest that may restrict my participation in said meeting;
  - b. I will always avoid the appearance of conflict between public duties and personal interests and activities in all township public forums, pursuant to state law and township policies;  
and
  - c. I will not allow my personal relationships or views to affect my responsibilities to the residents I represent;
4. As a public officer (servant), I shall not engage in a business transaction with or contractual relationship to any board or commission that I am on, in which [as a public officer] I may profit from, according to MCL 15.322 Public Act 317 of 1968, Contracts of Public Servants with Public Entities;
5. To the best of my knowledge and belief, I possess the requisite qualifications for the office I am seeking; and
6. If appointed, I am committed to attend all duly noticed board or commission meetings. In the event I am not able to attend a scheduled meeting I will notify the chairman of my absence to allow them enough time to notify an alternate member to attend.

I agree and understand the responsibilities of accepting this position.

Board Appointment: \_\_\_\_\_

(Signature)

(Date)

11/20/18



# Board Appointment Policy (amended)

Approved June 26, 2018

In the event of a resignation from a board or commission, those applications held on file shall be considered in the same manner described above beginning with the selection committee.

## CHARTER TOWNSHIP OF GARFIELD

### Application for Appointment

*Thank you for your interest in serving on a board, commission or committee. The purpose of this form is to provide the Township with some information about residents considered for appointment. If you are not selected at this time, your application will be kept on file for one year and considered if additional openings occur.*

I, CHERYL A. WOLF, hereby make application for appointment to:  
(Name)

Building Committee       Board of Review       Fire Board  
 Park Board       Planning Commission       Recreation Board  
 Zoning Board of Appeals       Personnel Committee       Other Committee  
 Joint Planning Commission       Joint Recreation Authority

for a term of 4 years, from 12-11-2018 to 12-10-2021.  
(number)      (Appointment date)      (Term Expiration Date)

### TO THE CHARTER TOWNSHIP OF GARFIELD, COUNTY OF GRAND TRAVERSE, STATE OF MICHIGAN, BOARD OF TRUSTEES:

1. I reside at: 262 E. SILVER LAKE RD-N, TRAVERSE CITY MI 49685  
(street address, city and zip code)  
since 1979 . Phone number(s): 231-943-8898 231-342-4128  
(year)  
Email address: CAWOLF@WOLF @ AOL.COM

2. I am at least 18 years of age:  Yes  No

3. Citizen of: UNITED STATES

4. Employer: GRAND TRAVERSE COUNTY Phone: 231-922-4682  
a. Indicate nature of your work: FINANCE - ACCOUNTING  
b. Title: DEPUTY FINANCE DIRECTOR

5. Educational level and degrees received or other work experience that may be beneficial for this position:  
B.S. IN ACCOUNTING, POST GRADUATE COURSES (N.S.A. FORENSIC FRAUD EXAMINATION & INFORMATION SECURITY)  
CPA FIRM - AUDITING, TAX, BUDGETING, ACCOUNTING

6. I presently hold the following appointment and elected positions (include title and appointment or election date):

APPOINTMENT - GARFIELD TOWNSHIP BOARD OF REVIEW

7. Previously held appointments and/or elected positions (include title and dates of service):

"SAME"

8. Participation in any Township related activities. Include any civic, fraternal, charitable, professional organizations, etc. (Attach additional pages, if necessary).

ST PATRICK'S CHURCH FINANCE COUNCIL, GARD MEALS FOR THE HOMELESS/POOR.

# Board Appointment Policy (amended)

Approved June 26, 2018

9. Do you foresee any potential Conflicts of Interest while executing the Duties of this Position ? If so explain.

GENERALLY NO, BUT EACH PETITION IS A DIFFERENT CASE, ANY CONFLICT WILL NEED TO BE DETERMINED AT THE TIME PRESENTED

10.) Please explain why you would like to be on this Board, Commission or Committee?

CIVIL DUTY, DESIRE TO SERVE THE PUBLIC'S TOWNSHIP, HAVE ABILITY TO MAKE FAIR AND EQUITABLE DECISIONS

I hereby apply for appointment to

BOARD OF REVIEW

(Name of Board or Commission)

### And I acknowledge that:

1. If appointed, I will comply with all Statutory and other requirements and obligations of my appointment;
2. If I cease to comply with such requirements, I automatically forfeit said appointed position;
3. I hold no position or appointment which is a conflict of interest with the appointed position applied for. Should a conflict of interest arise, I will promptly inform the board or commission.
  - a. I shall inform the department head/staff prior to any meeting at which I have a possible conflict of interest that may restrict my participation in said meeting;
  - b. I will always avoid the appearance of conflict between public duties and personal interests and activities in all township public forums, pursuant to state law and township policies;  
and
  - c. I will not allow my personal relationships or views to affect my responsibilities to the residents I represent;
4. As a public officer (servant), I shall not engage in a business transaction with or contractual relationship to any board or commission that I am on, in which [as a public officer] I may profit from, according to MCL 15.322 Public Act 317 of 1968, Contracts of Public Servants with Public Entities;
5. To the best of my knowledge and belief, I possess the requisite qualifications for the office I am seeking; and
6. If appointed, I am committed to attend all duly noticed board or commission meetings. In the event I am not able to attend a scheduled meeting I will notify the chairman of my absence to allow them enough time to notify an alternate member to attend.

I agree and understand the responsibilities of accepting this position.

Board Appointment: BOARD OF REVIEW

(Signature)

Clayton A. Wolf

(Date)

11-27-2018

# Board Appointment Policy (amended)

Approved June 26, 2018

In the event of a resignation from a board or commission, those applications held on file shall be considered in the same manner described above beginning with the selection committee.

## CHARTER TOWNSHIP OF GARFIELD Application for Appointment

**Thank you for your interest in serving on a board, commission or committee. The purpose of this form is to provide the Township with some information about residents considered for appointment. If you are not selected at this time, your application will be kept on file for one year and considered if additional openings occur.**

I, Tim Hughes, hereby make application for appointment to:

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> Building Committee        | <input type="checkbox"/> Board of Review                | <input type="checkbox"/> Fire Board       |
| <input type="checkbox"/> Park Board                | <input checked="" type="checkbox"/> Planning Commission | <input type="checkbox"/> Recreation Board |
| <input type="checkbox"/> Zoning Board of Appeals   | <input type="checkbox"/> Personnel Committee            | <input type="checkbox"/> Other Committee  |
| <input type="checkbox"/> Joint Planning Commission | <input type="checkbox"/> Joint Recreation Authority     |   |

for a term of 3 years, from Jan 1, 2019 to Dec 31, 2021  
(number) (Appointment date) (Term Expiration Date)

### TO THE CHARTER TOWNSHIP OF GARFIELD, COUNTY OF GRAND TRAVERSE, STATE OF MICHIGAN, BOARD OF TRUSTEES:

1. I reside at: 4427 Silver Valley Lane, T.C. MI 49604  
(street address, city and zip code)  
since 2001 Phone number(s): (231) 645-4883  
(year)  
Email address: TLJHughes555@gmail.com

2. I am at least 18 years of age:  Yes  No

3. Citizen of: USA

4. Employer: TCAPS Phone: \_\_\_\_\_  
a. Indicate nature of your work: Bus Driver  
b. Title: Bus Driver

5. Educational level and degrees received or other work experience that may be beneficial for this position:  
BS, CMU 1983 Hospitality Services  
89' MSU MBA Transportation Management

6. I presently hold the following appointment and elected positions (include title and appointment or election date):  
Recreation Authority, Treasurer

7. Previously held appointments and/or elected positions (include title and dates of service):  
\_\_\_\_\_  
\_\_\_\_\_

8. Participation in any Township related activities. Include any civic, fraternal, charitable, professional organizations, etc. (Attach additional pages, if necessary).

Trail Advocate, Work Bee Silver Lake Park, Cross Country & Baseball  
Ribbon cutting ceremonies e Historic Burns Park, couch.



# Board Appointment Policy (amended)

Approved June 26, 2018

9. Do you foresee any potential Conflicts of Interest while executing the Duties of this Position ? If so explain.

No

10.) Please explain why you would like to be on this Board, Commission or Committee?

Interested in participating in the development of Garfield Township and seeing it develop successfully.

I hereby apply for appointment to Garfield Twp. Planning Commission  
(Name of Board or Commission)

And I acknowledge that:

1. If appointed, I will comply with all Statutory and other requirements and obligations of my appointment;
2. If I cease to comply with such requirements, I automatically forfeit said appointed position;
3. I hold no position or appointment which is a conflict of interest with the appointed position applied for. Should a conflict of interest arise, I will promptly inform the board or commission.
  - a. I shall inform the department head/staff prior to any meeting at which I have a possible conflict of interest that may restrict my participation in said meeting;
  - b. I will always avoid the appearance of conflict between public duties and personal interests and activities in all township public forums, pursuant to state law and township policies;  
and
  - c. I will not allow my personal relationships or views to affect my responsibilities to the residents I represent;
4. As a public officer (servant), I shall not engage in a business transaction with or contractual relationship to any board or commission that I am on, in which [as a public officer] I may profit from, according to MCL 15.322 Public Act 317 of 1968, Contracts of Public Servants with Public Entities;
5. To the best of my knowledge and belief, I possess the requisite qualifications for the office I am seeking; and
6. If appointed, I am committed to attend all duly noticed board or commission meetings. In the event I am not able to attend a scheduled meeting I will notify the chairman of my absence to allow them enough time to notify an alternate member to attend.

I agree and understand the responsibilities of accepting this position.

Board Appointment: \_\_\_\_\_

Tim Hughes  
(Signature)

10/30/18  
(Date)



# Board Appointment Policy (amended)

Approved June 26, 2018

In the event of a resignation from a board or commission, those applications held on file shall be considered in the same manner described above beginning with the selection committee.

## CHARTER TOWNSHIP OF GARFIELD Application for Appointment

*Thank you for your interest in serving on a board, commission or committee. The purpose of this form is to provide the Township with some information about residents considered for appointment. If you are not selected at this time, your application will be kept on file for one year and considered if additional openings occur.*

I, Robert A. Fudge, hereby make application for appointment to:

(Name)

<input type="checkbox"/> Building Committee	<input type="checkbox"/> Board of Review	<input type="checkbox"/> Fire Board
<input type="checkbox"/> Park Board	<input checked="" type="checkbox"/> Planning Commission	<input type="checkbox"/> Recreation Board
<input type="checkbox"/> Zoning Board of Appeals	<input type="checkbox"/> Personnel Committee	<input type="checkbox"/> Other Committee
<input type="checkbox"/> Joint Planning Commission	<input type="checkbox"/> Joint Recreation Authority	

for a term of 3 years, from January 2019 to December 2021.  
(number) (Appointment date) (Term Expiration Date)

### TO THE CHARTER TOWNSHIP OF GARFIELD, COUNTY OF GRAND TRAVERSE, STATE OF MICHIGAN, BOARD OF TRUSTEES:

- I reside at: 5293 Arlington Lane, Traverse City, Michigan 49685  
(street address, city and zip code)  
since 2014 Phone number(s): 231-421-3406  
(year)  
Email address: rfudge13 @ gmail.com
- I am at least 18 years of age:  Yes  No
- Citizen of: United States
- Employer: Fudge Consulting, PLLC Phone: 231-421-3406
  - Indicate nature of your work: Professional Consulting Engineer
  - Title: President
- Educational level and degrees received or other work experience that may be beneficial for this position:  
Civil Engineering - Registered Professional Engineer in Michigan, Texas & Florida
- I presently hold the following appointment and elected positions (include title and appointment or election date):  
Grand Traverse County Planning Commission - Chairman January 2015  
Grand Traverse County Board of Public Works - Member January 2016
- Previously held appointments and/or elected positions (include title and dates of service):  
Please See Attached Sheet A
- Participation in any Township related activities. Include any civic, fraternal, charitable, professional organizations, etc. (Attach additional pages, if necessary).  
Not a member of any organization directly related to the Township. I am a member of the Traverse Bay Twilight Rotary Club and several professional organizations.

**CHARTER TOWNSHIP OF GARFIELD**

**Application of Appointment**

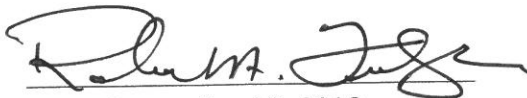
**Garfield Township Planning Commission**

**Robert A. Fudge**

**Attachment A**

7. Previously held appointments and/or elected positions:

- Grand Traverse Planning Commission 2001 to 2003
- South Padre Island, TX Planning & Zoning Commission Chairman 2006 to 2013
- South Padre Island, TX Chamber of Commerce Board Director/Treasurer 2007 to 2014
- Laguna Madre Education Foundation Director/Treasurer 2010 to 2014
- South Padre Island, TX EDC Director/Treasurer 2010 to 2013
- South Padre Island, TX Development Standards Review Board Chairman 2009 to 2012
- South Padre Island, TX Elected City Council Member 2009 to 2012
- Laguna Madre Water District Elected Director 2008 to 2010
- Bay Metro Transit Authority (Bay County) Board Member 1992 to 1994
- Wexford County Board of Public Works Board Member 1994 to 1997



September 10, 2018

# Board Appointment Policy (amended)

Approved June 26, 2018

9. Do you foresee any potential Conflicts of Interest while executing the Duties of this Position ? If so explain.

I do not see any potential Conflicts of Interest.

10.) Please explain why you would like to be on this Board, Commission or Committee?

I have the experience and time to provide these services to the Township, and I wish to give back to my community when possible.

I hereby apply for appointment to Garfield Township Planning Commission  
(Name of Board or Commission)

### And I acknowledge that:

1. If appointed, I will comply with all Statutory and other requirements and obligations of my appointment;
2. If I cease to comply with such requirements, I automatically forfeit said appointed position;
3. I hold no position or appointment which is a conflict of interest with the appointed position applied for. Should a conflict of interest arise, I will promptly inform the board or commission.
  - a. I shall inform the department head/staff prior to any meeting at which I have a possible conflict of interest that may restrict my participation in said meeting;
  - b. I will always avoid the appearance of conflict between public duties and personal interests and activities in all township public forums, pursuant to state law and township policies;
  - and
  - c. I will not allow my personal relationships or views to affect my responsibilities to the residents I represent;
4. As a public officer (servant), I shall not engage in a business transaction with or contractual relationship to any board or commission that I am on, in which [as a public officer] I may profit from, according to MCL 15.322 Public Act 317 of 1968, Contracts of Public Servants with Public Entities;
5. To the best of my knowledge and belief, I possess the requisite qualifications for the office I am seeking; and
6. If appointed, I am committed to attend all duly noticed board or commission meetings. In the event I am not able to attend a scheduled meeting I will notify the chairman of my absence to allow them enough time to notify an alternate member to attend.

I agree and understand the responsibilities of accepting this position.

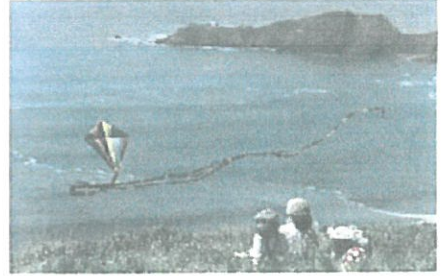
Board Appointment: PLANNING COMMISSION

Robert M. Judge  
(Signature)

September 10, 2018  
(Date)



Robert A. Fudge



5293 Arlington Lane  
Traverse City, Michigan 49685

September 10, 2018

Chuck Korn, Supervisor  
Charter Township of Garfield  
3848 Vererans Drive  
Traverse City, Michigan 49684

RE: Garfield Township Planning Commission Application

Dear Mr. Korn:

Enclosed please find my application for appointment to the Garfield Township Planning Commission.  
Please review and advise if any additional data is necessary.

If there are any questions, please advise.

Sincerely,

A handwritten signature in black ink that reads "Robert A. Fudge". The signature is stylized and cursive.

Robert A. Fudge



# Board Appointment Policy (amended)

Approved June 26, 2018

For Volunteer Boards and Commissions

## **Purpose:**

To establish a uniform method of appointing members to various Garfield Township boards and/or commissions. To provide a clear outline for the Township Board and citizens to follow when applying and approving appointments. And, to seek out highly qualified individuals representing diverse cross-sections of our community to serve as members of these boards and/or commissions.

## **Summary of Policy:**

By state statute, members of the Planning Commission and Zoning Board of Appeals are appointed by the Township Supervisor with the Township Board of Trustee's approval. This policy will also be used for the Building Committee, Board of Review, Fire Board, Park Board, Recreation Board, Personnel Committee, and any other related committees required for the operation of the Township. Any situation not covered by this Board Appointment Policy shall be determined by Roberts Rules of Order, 2nd Edition.

## **Recruitment and Application Process:**

1. The township supervisor - or designee - shall notify all members of boards and commissions ninety (90) days prior to the expiration of their term that he/she must submit a letter or email to the appropriate department head stating he/she wishes to be considered for reappointment.
2. A public notice will be placed in one or more conspicuous locations at the town hall, on the township website and through the most effective advertising tools available, ninety (90) days prior to the expiration of said terms, specifying the vacancies for all boards and/or commissions that are to expire. The notice will set forth the application process and deadlines. Said application will be available on the website or by contacting the township clerk.
3. To be eligible and considered for appointment to a board or commission, applications must be complete and filed with the township clerk sixty (60) days preceding the beginning of the appointment term. If no applications are received, or applicants lack the necessary background or qualifications, the Selection Committee will be responsible for seeking out qualified applicants.

## **Selection and Appointments:**

Selection committee(s) is made up of the overseeing department head, township supervisor and current board chair will be responsible for reviewing and considering all applications received, and determining whether other applicants should be considered based on the skill set required for the particular board or commission. All applications even those not chosen by the Selection Committee will be available for review. The Selection Committee will review each ordinance requirements to make sure that they are in compliance to timelines and requirements related to appointment and terms.

Following review by the selection committee(s), the applications of those deemed most qualified and meeting the specific requirements for the particular board or commission shall be submitted to the township board for review not less than two weeks before the regular board meeting at which the appointments are announced.

Township board members may actively participate in the selection process through review of the selection committee recommendations. The township board will strive to achieve a diverse balance of appointees that cover the range of qualifications and perspectives for each board or commission. Township board members will consider the specific qualifications for each board or commission, and the experiences of each applicant. The board may conduct a work session to interview or discuss specific candidates, and may vote on the slate of appointments at the work session. In the event a work session is not necessary, the board shall vote on the slate of appointments at the 1st regular board meeting in December.

All applicants will be notified in writing within seven (7) business days of the board's decision. Applicants not selected and/or applications received after October 30th will be kept on file and considered when other vacancies arise.

# Board Appointment Policy (amended)

Approved June 26, 2018

In the event of a resignation from a board or commission, those applications held on file shall be considered in the same manner described above beginning with the selection committee.

## CHARTER TOWNSHIP OF GARFIELD Application for Appointment

*Thank you for your interest in serving on a board, commission or committee. The purpose of this form is to provide the Township with some information about residents considered for appointment. If you are not selected at this time, your application will be kept on file for one year and considered if additional openings occur.*

I, John A. Nelson, hereby make application for appointment to:  
(Name)

<input type="checkbox"/> Building Committee	<input type="checkbox"/> Board of Review	<input type="checkbox"/> Fire Board
<input type="checkbox"/> Park Board	<input checked="" type="checkbox"/> Planning Commission	<input type="checkbox"/> Recreation Board
<input type="checkbox"/> Zoning Board of Appeals	<input type="checkbox"/> Personnel Committee	<input type="checkbox"/> Other Committee
<input type="checkbox"/> Joint Planning Commission	<input checked="" type="checkbox"/> Joint Recreation Authority	

for a term of 2 years, from Jan. 1, 2019 to Dec. 31, 2020  
(number) (Appointment date) (Term Expiration Date)

### TO THE CHARTER TOWNSHIP OF GARFIELD, COUNTY OF GRAND TRAVERSE, STATE OF MICHIGAN, BOARD OF TRUSTEES:

1. I reside at: 4022 Innochee Crest Traverse City MI 49684  
(street address, city and zip code)  
since 1998 Phone number(s): 231 941 1099  
(year)  
Email address: john@charter.net

2. I am at least 18 years of age:  Yes  No

3. Citizen of: USA

4. Employer: Retired teacher Phone: \_\_\_\_\_  
a. Indicate nature of your work: \_\_\_\_\_  
b. Title: \_\_\_\_\_

5. Educational level and degrees received or other work experience that may be beneficial for this position:  
BS US Naval Academy  
MA University of Michigan

6. I presently hold the following appointment and elected positions (include title and appointment or election date):  
County Planning Commission

7. Previously held appointments and/or elected positions (include title and dates of service):  
School Board 1973-1981; Town Council 1981-1991  
ETCRS 2000-2004; Garfield Twp Planning Comm. 2000-2015

8. Participation in any Township related activities. Include any civic, fraternal, charitable, professional organizations, etc. (Attach additional pages, if necessary).  
\_\_\_\_\_  
\_\_\_\_\_



# Board Appointment Policy (amended)

Approved June 26, 2018

9. Do you foresee any potential Conflicts of Interest while executing the Duties of this Position ? If so explain.

No

10.) Please explain why you would like to be on this Board, Commission or Committee?

Planning for our Community is, and has been, of great interest to me.

I hereby apply for appointment to Planning Commission, Joint Rec. Authority  
(Name of Board or Commission)

### And I acknowledge that:

1. If appointed, I will comply with all Statutory and other requirements and obligations of my appointment;
2. If I cease to comply with such requirements, I automatically forfeit said appointed position;
3. I hold no position or appointment which is a conflict of interest with the appointed position applied for. Should a conflict of interest arise, I will promptly inform the board or commission.
  - a. I shall inform the department head/staff prior to any meeting at which I have a possible conflict of interest that may restrict my participation in said meeting;
  - b. I will always avoid the appearance of conflict between public duties and personal interests and activities in all township public forums, pursuant to state law and township policies;  
and
  - c. I will not allow my personal relationships or views to affect my responsibilities to the residents I represent;
4. As a public officer (servant), I shall not engage in a business transaction with or contractual relationship to any board or commission that I am on, in which [as a public officer] I may profit from, according to MCL 15.322 Public Act 317 of 1968, Contracts of Public Servants with Public Entities;
5. To the best of my knowledge and belief, I possess the requisite qualifications for the office I am seeking; and
6. If appointed, I am committed to attend all duly noticed board or commission meetings. In the event I am not able to attend a scheduled meeting I will notify the chairman of my absence to allow them enough time to notify an alternate member to attend.

I agree and understand the responsibilities of accepting this position.

Board Appointment: \_\_\_\_\_

  
(Signature)

8/29/18  
(Date)



# Board Appointment Policy (amended)

Approved June 26, 2018

For Volunteer Boards and Commissions

## **Purpose:**

To establish a uniform method of appointing members to various Garfield Township boards and/or commissions. To provide a clear outline for the Township Board and citizens to follow when applying and approving appointments. And, to seek out highly qualified individuals representing diverse cross-sections of our community to serve as members of these boards and/or commissions.

## **Summary of Policy:**

By state statute, members of the Planning Commission and Zoning Board of Appeals are appointed by the Township Supervisor with the Township Board of Trustee's approval. This policy will also be used for the Building Committee, Board of Review, Fire Board, Park Board, Recreation Board, Personnel Committee, and any other related committees required for the operation of the Township. Any situation not covered by this Board Appointment Policy shall be determined by Roberts Rules of Order, 2nd Edition.

## **Recruitment and Application Process:**

1. The township supervisor - or designee - shall notify all members of boards and commissions ninety (90) days prior to the expiration of their term that he/she must submit a letter or email to the appropriate department head stating he/she wishes to be considered for reappointment.
2. A public notice will be placed in one or more conspicuous locations at the town hall, on the township website and through the most effective advertising tools available, ninety (90) days prior to the expiration of said terms, specifying the vacancies for all boards and/or commissions that are to expire. The notice will set forth the application process and deadlines. Said application will be available on the website or by contacting the township clerk.
3. To be eligible and considered for appointment to a board or commission, applications must be complete and filed with the township clerk sixty (60) days preceding the beginning of the appointment term. If no applications are received, or applicants lack the necessary background or qualifications, the Selection Committee will be responsible for seeking out qualified applicants.

## **Selection and Appointments:**

Selection committee(s) is made up of the overseeing department head, township supervisor and current board chair will be responsible for reviewing and considering all applications received, and determining whether other applicants should be considered based on the skill set required for the particular board or commission. All applications even those not chosen by the Selection Committee will be available for review. The Selection Committee will review each ordinance requirements to make sure that they are in compliance to timelines and requirements related to appointment and terms.

Following review by the selection committee(s), the applications of those deemed most qualified and meeting the specific requirements for the particular board or commission shall be submitted to the township board for review not less than two weeks before the regular board meeting at which the appointments are announced.

Township board members may actively participate in the selection process through review of the selection committee recommendations. The township board will strive to achieve a diverse balance of appointees that cover the range of qualifications and perspectives for each board or commission. Township board members will consider the specific qualifications for each board or commission, and the experiences of each applicant. The board may conduct a work session to interview or discuss specific candidates, and may vote on the slate of appointments at the work session. In the event a work session is not necessary, the board shall vote on the slate of appointments at the 1st regular board meeting in December.

All applicants will be notified in writing within seven (7) business days of the board's decision. Applicants not selected and/or applications received after October 30th will be kept on file and considered when other vacancies arise.



# Board Appointment Policy (amended)

Approved June 26, 2018

In the event of a resignation from a board or commission, those applications held on file shall be considered in the same manner described above beginning with the selection committee.

## CHARTER TOWNSHIP OF GARFIELD Application for Appointment

*Thank you for your interest in serving on a board, commission or committee. The purpose of this form is to provide the Township with some information about residents considered for appointment. If you are not selected at this time, your application will be kept on file for one year and considered if additional openings occur.*

I, Gilbert Withol, hereby make application for appointment to:  
(Name)

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> Building Committee        | <input checked="" type="checkbox"/> Board of Review     | <input type="checkbox"/> Fire Board                             |
| <input type="checkbox"/> Park Board                | <input checked="" type="checkbox"/> Planning Commission | <input type="checkbox"/> Recreation Board                       |
| <input type="checkbox"/> Zoning Board of Appeals   | <input type="checkbox"/> Personnel Committee            | <input checked="" type="checkbox"/> Other Committee (Elections) |
| <input type="checkbox"/> Joint Planning Commission | <input type="checkbox"/> Joint Recreation Authority     |   |

for a term of 3 years, from JAN 1st 2019 to DEC 30th 2022  
(number) (Appointment date) (Term Expiration Date)

### TO THE CHARTER TOWNSHIP OF GARFIELD, COUNTY OF GRAND TRAVERSE, STATE OF MICHIGAN, BOARD OF TRUSTEES:

1. I reside at: 2930 Peaceful Trl TRAVERSE CITY MI 49685  
(street address, city and zip code)  
since 2009 Phone number(s): 231-620-7419  
(year)  
Email address: g.withol@aol.com

2. I am at least 18 years of age:  Yes  No

3. Citizen of: USA

4. Employer: Garfield Township Phone: \_\_\_\_\_  
a. Indicate nature of your work: govt  
b. Title: PC Member

5. Educational level and degrees received or other work experience that may be beneficial for this position:  
SAME

6. I presently hold the following appointment and elected positions (include title and appointment or election date):  
SAME

7. Previously held appointments and/or elected positions (include title and dates of service):  
SAME

8. Participation in any Township related activities. Include any civic, fraternal, charitable, professional organizations, etc. (Attach additional pages, if necessary).  
SAME

# Board Appointment Policy (amended)

Approved June 26, 2018

9. Do you foresee any potential Conflicts of Interest while executing the Duties of this Position ? If so explain.

No

10.) Please explain why you would like to be on this Board, Commission or Committee?

Work with People in a positive way

I hereby apply for appointment to

P. C Board

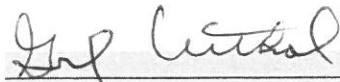
(Name of Board or Commission)

### And I acknowledge that:

1. If appointed, I will comply with all Statutory and other requirements and obligations of my appointment;
2. If I cease to comply with such requirements, I automatically forfeit said appointed position;
3. I hold no position or appointment which is a conflict of interest with the appointed position applied for. Should a conflict of interest arise, I will promptly inform the board or commission.
  - a. I shall inform the department head/staff prior to any meeting at which I have a possible conflict of interest that may restrict my participation in said meeting;
  - b. I will always avoid the appearance of conflict between public duties and personal interests and activities in all township public forums, pursuant to state law and township policies;
  - and
  - c. I will not allow my personal relationships or views to affect my responsibilities to the residents I represent;
4. As a public officer (servant), I shall not engage in a business transaction with or contractual relationship to any board or commission that I am on, in which [as a public officer] I may profit from, according to MCL 15.322 Public Act 317 of 1968, Contracts of Public Servants with Public Entities;
5. To the best of my knowledge and belief, I possess the requisite qualifications for the office I am seeking; and
6. If appointed, I am committed to attend all duly noticed board or commission meetings. In the event I am not able to attend a scheduled meeting I will notify the chairman of my absence to allow them enough time to notify an alternate member to attend.

I agree and understand the responsibilities of accepting this position.

Board Appointment: \_\_\_\_\_



(Signature)

10-18-18

(Date)

# Board Appointment Policy (amended)

Approved June 26, 2018

For Volunteer Boards and Commissions

## **Purpose:**

To establish a uniform method of appointing members to various Garfield Township boards and/or commissions. To provide a clear outline for the Township Board and citizens to follow when applying and approving appointments. And, to seek out highly qualified individuals representing diverse cross-sections of our community to serve as members of these boards and/or commissions.

## **Summary of Policy:**

By state statute, members of the Planning Commission and Zoning Board of Appeals are appointed by the Township Supervisor with the Township Board of Trustee's approval. This policy will also be used for the Building Committee, Board of Review, Fire Board, Park Board, Recreation Board, Personnel Committee, and any other related committees required for the operation of the Township. Any situation not covered by this Board Appointment Policy shall be determined by Roberts Rules of Order, 2nd Edition.

## **Recruitment and Application Process:**

1. The township supervisor - or designee - shall notify all members of boards and commissions ninety (90) days prior to the expiration of their term that he/she must submit a letter or email to the appropriate department head stating he/she wishes to be considered for reappointment.
2. A public notice will be placed in one or more conspicuous locations at the town hall, on the township website and through the most effective advertising tools available, ninety (90) days prior to the expiration of said terms, specifying the vacancies for all boards and/or commissions that are to expire. The notice will set forth the application process and deadlines. Said application will be available on the website or by contacting the township clerk.
3. To be eligible and considered for appointment to a board or commission, applications must be complete and filed with the township clerk sixty (60) days preceding the beginning of the appointment term. If no applications are received, or applicants lack the necessary background or qualifications, the Selection Committee will be responsible for seeking out qualified applicants.

## **Selection and Appointments:**

Selection committee(s) is made up of the overseeing department head, township supervisor and current board chair will be responsible for reviewing and considering all applications received, and determining whether other applicants should be considered based on the skill set required for the particular board or commission. All applications even those not chosen by the Selection Committee will be available for review. The Selection Committee will review each ordinance requirements to make sure that they are in compliance to timelines and requirements related to appointment and terms.

Following review by the selection committee(s), the applications of those deemed most qualified and meeting the specific requirements for the particular board or commission shall be submitted to the township board for review not less than two weeks before the regular board meeting at which the appointments are announced.

Township board members may actively participate in the selection process through review of the selection committee recommendations. The township board will strive to achieve a diverse balance of appointees that cover the range of qualifications and perspectives for each board or commission. Township board members will consider the specific qualifications for each board or commission, and the experiences of each applicant. The board may conduct a work session to interview or discuss specific candidates, and may vote on the slate of appointments at the work session. In the event a work session is not necessary, the board shall vote on the slate of appointments at the 1st regular board meeting in December.

All applicants will be notified in writing within seven (7) business days of the board's decision. Applicants not selected and/or applications received after October 30th will be kept on file and considered when other vacancies arise.

# Board Appointment Policy (amended)

Approved June 26, 2018

In the event of a resignation from a board or commission, those applications held on file shall be considered in the same manner described above beginning with the selection committee.

## CHARTER TOWNSHIP OF GARFIELD Application for Appointment

*Thank you for your interest in serving on a board, commission or committee. The purpose of this form is to provide the Township with some information about residents considered for appointment. If you are not selected at this time, your application will be kept on file for one year and considered if additional openings occur.*

I, Christopher DeGard, hereby make application for appointment to:  
(Name)

<input type="checkbox"/> Building Committee	<input type="checkbox"/> Board of Review	<input type="checkbox"/> Fire Board
<input type="checkbox"/> Park Board	<input checked="" type="checkbox"/> Planning Commission	<input type="checkbox"/> Recreation Board
<input type="checkbox"/> Zoning Board of Appeals	<input type="checkbox"/> Personnel Committee	<input type="checkbox"/> Other Committee
<input type="checkbox"/> Joint Planning Commission	<input type="checkbox"/> Joint Recreation Authority	

for a term of 3 years, from Dec 31 2018 to Dec 31, 2021.  
(number) (Appointment date) (Term Expiration Date)

### TO THE CHARTER TOWNSHIP OF GARFIELD, COUNTY OF GRAND TRAVERSE, STATE OF MICHIGAN, BOARD OF TRUSTEES:

- I reside at: 4013 Cedar Run Road, Traverse City MI 49684  
(street address, city and zip code)  
since 2003 Phone number(s): 231-409-4275  
(year)  
Email address: cdegard @ bria2.com
- I am at least 18 years of age:  Yes  No
- Citizen of: USA
- Employer: Beckett & Raeder Phone: 231-420-5601  
a. Indicate nature of your work: Planning, Landscape Architecture, Civil Engineering  
b. Title: Senior Associate
- Educational level and degrees received or other work experience that may be beneficial for this position:  
Bachelors of Science in Civil Engineering  
Masters of Project Management
- I presently hold the following appointment and elected positions (include title and appointment or election date): Parks Commission Vice Chair
- Previously held appointments and/or elected positions (include title and dates of service):  
NONE
- Participation in any Township related activities. Include any civic, fraternal, charitable, professional organizations, etc. (Attach additional pages, if necessary).  
Rotary



# Board Appointment Policy (amended)

Approved June 26, 2018

9. Do you foresee any potential Conflicts of Interest while executing the Duties of this Position? If so explain.

Beckett & Raeder has previously provided services to the Township in the form of planning support.

10.) Please explain why you would like to be on this Board, Commission or Committee?

I appreciate the opportunity to serve my community. I believe that my professional experience supports my contribution to the planning commission

I hereby apply for appointment to \_\_\_\_\_

Planning Commission

(Name of Board or Commission)

And I acknowledge that:

1. If appointed, I will comply with all Statutory and other requirements and obligations of my appointment;
2. If I cease to comply with such requirements, I automatically forfeit said appointed position;
3. I hold no position or appointment which is a conflict of interest with the appointed position applied for. Should a conflict of interest arise, I will promptly inform the board or commission.
  - a. I shall inform the department head/staff prior to any meeting at which I have a possible conflict of interest that may restrict my participation in said meeting;
  - b. I will always avoid the appearance of conflict between public duties and personal interests and activities in all township public forums, pursuant to state law and township policies;
  - and
  - c. I will not allow my personal relationships or views to affect my responsibilities to the residents I represent;
4. As a public officer (servant), I shall not engage in a business transaction with or contractual relationship to any board or commission that I am on, in which [as a public officer] I may profit from, according to MCL 15.322 Public Act 317 of 1968, Contracts of Public Servants with Public Entities;
5. To the best of my knowledge and belief, I possess the requisite qualifications for the office I am seeking; and
6. If appointed, I am committed to attend all duly noticed board or commission meetings. In the event I am not able to attend a scheduled meeting I will notify the chairman of my absence to allow them enough time to notify an alternate member to attend.

I agree and understand the responsibilities of accepting this position.

Board Appointment: \_\_\_\_\_

Planning Commission

Christopher God

(Signature)

10/11/2018

(Date)

# Board Appointment Policy (amended)

Approved June 26, 2018

In the event of a resignation from a board or commission, those applications held on file shall be considered in the same manner described above beginning with the selection committee.

## CHARTER TOWNSHIP OF GARFIELD Application for Appointment

**Thank you for your interest in serving on a board, commission or committee. The purpose of this form is to provide the Township with some information about residents considered for appointment. If you are not selected at this time, your application will be kept on file for one year and considered if additional openings occur.**

I, Molly Agostinelli, hereby make application for appointment to:  
(Name)

- |  |  |   |
|--|--|---|
| <input checked="" type="checkbox"/> Building Committee | <input type="checkbox"/> Board of Review                       | <input checked="" type="checkbox"/> Fire Board      |
| <input type="checkbox"/> Park Board                    | <input type="checkbox"/> Planning Commission                   | <input type="checkbox"/> Recreation Board           |
| <input type="checkbox"/> Zoning Board of Appeals       | <input checked="" type="checkbox"/> Personnel Committee        | <input checked="" type="checkbox"/> Other Committee |
| <input type="checkbox"/> Joint Planning Commission     | <input checked="" type="checkbox"/> Joint Recreation Authority | <u>Elections</u>                                    |

for a term of 1 years, from Jan. 1 2019 to Dec. 31, 2019  
(number) (Appointment date) (Term Expiration Date)

### TO THE CHARTER TOWNSHIP OF GARFIELD, COUNTY OF GRAND TRAVERSE, STATE OF MICHIGAN, BOARD OF TRUSTEES:

1. I reside at: 1645 LAKE DR, TRAVERSE CITY, MI, 49685  
(street address, city and zip code)  
since 2007 Phone number(s): 231-6450699  
(year)  
Email address: molly @ mollyago.com

2. I am at least 18 years of age:  Yes  No

3. Citizen of: USA

4. Employer: Coldwell Banker Schmidt Phone: \_\_\_\_\_  
a. Indicate nature of your work: Real Estate SALES  
b. Title: Realtor

5. Educational level and degrees received or other work experience that may be beneficial for this position:  
BS - Human Ecology - Arizona State U

6. I presently hold the following appointment and elected positions (include title and appointment or election date):  
Trustee - Charter Twp. Garfield Building & Grounds Com.

7. Previously held appointments and/or elected positions (include title and dates of service):  
\_\_\_\_\_  
\_\_\_\_\_

8. Participation in any Township related activities. Include any civic, fraternal, charitable, professional organizations, etc. (Attach additional pages, if necessary).  
\_\_\_\_\_  
\_\_\_\_\_



# Board Appointment Policy (amended)

Approved June 26, 2018

9. Do you foresee any potential Conflicts of Interest while executing the Duties of this Position? If so explain.

NO

10.) Please explain why you would like to be on this Board, Commission or Committee?

Fire Board - I believe that I may be able to help facilitate dialogue with Acme & East Bay to come to some resolution of the current situation

I hereby apply for appointment to GT METRO E S B  
(Name of Board or Commission)

### And I acknowledge that:

1. If appointed, I will comply with all Statutory and other requirements and obligations of my appointment;
2. If I cease to comply with such requirements, I automatically forfeit said appointed position;
3. I hold no position or appointment which is a conflict of interest with the appointed position applied for. Should a conflict of interest arise, I will promptly inform the board or commission.
  - a. I shall inform the department head/staff prior to any meeting at which I have a possible conflict of interest that may restrict my participation in said meeting;
  - b. I will always avoid the appearance of conflict between public duties and personal interests and activities in all township public forums, pursuant to state law and township policies;  
and
  - c. I will not allow my personal relationships or views to affect my responsibilities to the residents I represent;
4. As a public officer (servant), I shall not engage in a business transaction with or contractual relationship to any board or commission that I am on, in which [as a public officer] I may profit from, according to MCL 15.322 Public Act 317 of 1968, Contracts of Public Servants with Public Entities;
5. To the best of my knowledge and belief, I possess the requisite qualifications for the office I am seeking; and
6. If appointed, I am committed to attend all duly noticed board or commission meetings. In the event I am not able to attend a scheduled meeting I will notify the chairman of my absence to allow them enough time to notify an alternate member to attend.

I agree and understand the responsibilities of accepting this position.

Board Appointment: \_\_\_\_\_

Molly Agastelli  
(Signature)

10/11/2018  
(Date)

# Board Appointment Policy (amended)

Approved June 26, 2018

In the event of a resignation from a board or commission, those applications held on file shall be considered in the same manner described above beginning with the selection committee.

## CHARTER TOWNSHIP OF GARFIELD Application for Appointment

*Thank you for your interest in serving on a board, commission or committee. The purpose of this form is to provide the Township with some information about residents considered for appointment. If you are not selected at this time, your application will be kept on file for one year and considered if additional openings occur.*

I, DAN WALKER, hereby make application for appointment to:

- (Name)
- |  |   |  |
|--|---|--|
| <input checked="" type="checkbox"/> Building Committee | <input type="checkbox"/> Board of Review            | <input checked="" type="checkbox"/> Fire Board |
| <input type="checkbox"/> Park Board                    | <input type="checkbox"/> Planning Commission        | <input type="checkbox"/> Recreation Board      |
| <input type="checkbox"/> Zoning Board of Appeals       | <input type="checkbox"/> Personnel Committee        | <input type="checkbox"/> Other Committee       |
| <input type="checkbox"/> Joint Planning Commission     | <input type="checkbox"/> Joint Recreation Authority |  |

for a term of 1 years, from \_\_\_\_\_ to \_\_\_\_\_  
(number) (Appointment date) (Term Expiration Date)

### TO THE CHARTER TOWNSHIP OF GARFIELD, COUNTY OF GRAND TRAVERSE, STATE OF MICHIGAN, BOARD OF TRUSTEES:

- I reside at: 2172 N E SILVER LK RD  
(street address, city and zip code)  
since 04 Phone number(s): 231 463 9866  
(year)  
Email address: \_\_\_\_\_@\_\_\_\_\_
- I am at least 18 years of age:  Yes  No
- Citizen of: USA
- Employer: \_\_\_\_\_ Phone: \_\_\_\_\_
  - Indicate nature of your work: \_\_\_\_\_
  - Title: \_\_\_\_\_
- Educational level and degrees received or other work experience that may be beneficial for this position:  
\_\_\_\_\_  
\_\_\_\_\_
- I presently hold the following appointment and elected positions (include title and appointment or election date):  
\_\_\_\_\_  
\_\_\_\_\_
- Previously held appointments and/or elected positions (include title and dates of service):  
\_\_\_\_\_  
\_\_\_\_\_
- Participation in any Township related activities. Include any civic, fraternal, charitable, professional organizations, etc. (Attach additional pages, if necessary).  
\_\_\_\_\_  
\_\_\_\_\_



# Board Appointment Policy (amended)

Approved June 26, 2018

9. Do you foresee any potential Conflicts of Interest while executing the Duties of this Position ? If so explain.

10.) Please explain why you would like to be on this Board, Commission or Committee?

I hereby apply for appointment to \_\_\_\_\_  
(Name of Board or Commission)

**And I acknowledge that:**

1. If appointed, I will comply with all Statutory and other requirements and obligations of my appointment;
2. If I cease to comply with such requirements, I automatically forfeit said appointed position;
3. I hold no position or appointment which is a conflict of interest with the appointed position applied for. Should a conflict of interest arise, I will promptly inform the board or commission.
  - a. I shall inform the department head/staff prior to any meeting at which I have a possible conflict of interest that may restrict my participation in said meeting;
  - b. I will always avoid the appearance of conflict between public duties and personal interests and activities in all township public forums, pursuant to state law and township policies;  
and
  - c. I will not allow my personal relationships or views to affect my responsibilities to the residents I represent;
4. As a public officer (servant), I shall not engage in a business transaction with or contractual relationship to any board or commission that I am on, in which [as a public officer] I may profit from, according to MCL 15.322 Public Act 317 of 1968, Contracts of Public Servants with Public Entities;
5. To the best of my knowledge and belief, I possess the requisite qualifications for the office I am seeking; and
6. If appointed, I am committed to attend all duly noticed board or commission meetings. In the event I am not able to attend a scheduled meeting I will notify the chairman of my absence to allow them enough time to notify an alternate member to attend.

**I agree and understand the responsibilities of accepting this position.**

**Board Appointment:** \_\_\_\_\_

  
\_\_\_\_\_  
(Signature) (Date)

# Board Appointment Policy (amended)

Approved June 26, 2018

In the event of a resignation from a board or commission, those applications held on file shall be considered in the same manner described above beginning with the selection committee.

## CHARTER TOWNSHIP OF GARFIELD Application for Appointment

**Thank you for your interest in serving on a board, commission or committee. The purpose of this form is to provide the Township with some information about residents considered for appointment. If you are not selected at this time, your application will be kept on file for one year and considered if additional openings occur.**

I, Denise Schmuckel, hereby make application for appointment to:  
(Name)

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> Building Committee        | <input type="checkbox"/> Board of Review                | <input type="checkbox"/> Fire Board                 |
| <input checked="" type="checkbox"/> Park Board     | <input type="checkbox"/> Planning Commission            | <input type="checkbox"/> Recreation Board           |
| <input type="checkbox"/> Zoning Board of Appeals   | <input checked="" type="checkbox"/> Personnel Committee | <input checked="" type="checkbox"/> Other Committee |
| <input type="checkbox"/> Joint Planning Commission | <input type="checkbox"/> Joint Recreation Authority     | Law Enforcement                                     |
|  |   | Ethics  |
|  |   | Election  |

for a term of 1 years, from Jan 2019 to Dec 2019 Election  
(number) (Appointment date) (Term Expiration Date)

### TO THE CHARTER TOWNSHIP OF GARFIELD, COUNTY OF GRAND TRAVERSE, STATE OF MICHIGAN, BOARD OF TRUSTEES:

1. I reside at: 1562 Ridge View Ct., Traverse City MI 49686  
(street address, city and zip code)  
since 1996 Phone number(s): 231-620-0523 231-929-3236  
(year)  
Email address: mollytar @ aol.com

2. I am at least 18 years of age:  Yes  No

3. Citizen of: United States

4. Employer: Grand Traverse Prosecutor Phone: 231-922-4607  
a. Indicate nature of your work: Working with victims of crime  
b. Title: Victim's assistance coordinator

5. Educational level and degrees received or other work experience that may be beneficial for this position:

\_\_\_\_\_

6. I presently hold the following appointment and elected positions (include title and appointment or election date):

Garfield Township Trustee

7. Previously held appointments and/or elected positions (include title and dates of service):

N/A

8. Participation in any Township related activities. Include any civic, fraternal, charitable, professional organizations, etc. (Attach additional pages, if necessary).

\_\_\_\_\_



# Board Appointment Policy (amended)

Approved June 26, 2018

9. Do you foresee any potential Conflicts of Interest while executing the Duties of this Position ? If so explain.

No

10.) Please explain why you would like to be on this Board, Commission or Committee?

I hereby apply for appointment to Parks & Rec, Personnel, Elections, Law Enforcement,  
(Name of Board or Commission) Ethics

### And I acknowledge that:

1. If appointed, I will comply with all Statutory and other requirements and obligations of my appointment;
2. If I cease to comply with such requirements, I automatically forfeit said appointed position;
3. I hold no position or appointment which is a conflict of interest with the appointed position applied for. Should a conflict of interest arise, I will promptly inform the board or commission.
  - a. I shall inform the department head/staff prior to any meeting at which I have a possible conflict of interest that may restrict my participation in said meeting;
  - b. I will always avoid the appearance of conflict between public duties and personal interests and activities in all township public forums, pursuant to state law and township policies;
  - and
  - c. I will not allow my personal relationships or views to affect my responsibilities to the residents I represent;
4. As a public officer (servant), I shall not engage in a business transaction with or contractual relationship to any board or commission that I am on, in which [as a public officer] I may profit from, according to MCL 15.322 Public Act 317 of 1968, Contracts of Public Servants with Public Entities;
5. To the best of my knowledge and belief, I possess the requisite qualifications for the office I am seeking; and
6. If appointed, I am committed to attend all duly noticed board or commission meetings. In the event I am not able to attend a scheduled meeting I will notify the chairman of my absence to allow them enough time to notify an alternate member to attend.

I agree and understand the responsibilities of accepting this position.

Board Appointment: \_\_\_\_\_

Doreen Schmuckel  
(Signature)

10/16/18  
(Date)

# Board Appointment Policy (amended)

Approved June 26, 2018

In the event of a resignation from a board or commission, those applications held on file shall be considered in the same manner described above beginning with the selection committee.

## CHARTER TOWNSHIP OF GARFIELD Application for Appointment

**Thank you for your interest in serving on a board, commission or committee. The purpose of this form is to provide the Township with some information about residents considered for appointment. If you are not selected at this time, your application will be kept on file for one year and considered if additional openings occur.**

I, Jeanne Blood Law, hereby make application for appointment to:  
(Name)

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> Building Committee        | <input type="checkbox"/> Board of Review            | <input type="checkbox"/> Fire Board         |
| <input type="checkbox"/> Park Board                | <input type="checkbox"/> Planning Commission        | <input type="checkbox"/> Recreation Board   |
| <input type="checkbox"/> Zoning Board of Appeals   | <input type="checkbox"/> Personnel Committee        | <input type="checkbox"/> Other Committee    |
| <input type="checkbox"/> Joint Planning Commission | <input type="checkbox"/> Joint Recreation Authority | <input checked="" type="checkbox"/> Finance |

for a term of \_\_\_\_\_ years, from \_\_\_\_\_ to \_\_\_\_\_.  
(number) (Appointment date) (Term Expiration Date)

### TO THE CHARTER TOWNSHIP OF GARFIELD, COUNTY OF GRAND TRAVERSE, STATE OF MICHIGAN, BOARD OF TRUSTEES:

1. I reside at: 3560 Country Club Drive Traverse City MI 49684  
(street address, city and zip code)  
since 2012 Phone number(s): 231 342-4454  
(year)  
Email address: jblood@garfield-twp.com

2. I am at least 18 years of age:  Yes  No

3. Citizen of: United States

4. Employer: Garfield Twp Phone: \_\_\_\_\_  
a. Indicate nature of your work: Treasurer  
b. Title: Treasurer

5. Educational level and degrees received or other work experience that may be beneficial for this position:  
over 35 years in finance

6. I presently hold the following appointment and elected positions (include title and appointment or election date):  
Treasurer 2008

7. Previously held appointments and/or elected positions (include title and dates of service):  
\_\_\_\_\_  
\_\_\_\_\_

8. Participation in any Township related activities. Include any civic, fraternal, charitable, professional organizations, etc. (Attach additional pages, if necessary).  
\_\_\_\_\_  
\_\_\_\_\_



# Board Appointment Policy (amended)

Approved June 26, 2018

9. Do you foresee any potential Conflicts of Interest while executing the Duties of this Position ? If so explain.

NO

10.) Please explain why you would like to be on this Board, Commission or Committee?

I hereby apply for appointment to

Finance

(Name of Board or Commission)

### And I acknowledge that:

1. If appointed, I will comply with all Statutory and other requirements and obligations of my appointment;
2. If I cease to comply with such requirements, I automatically forfeit said appointed position;
3. I hold no position or appointment which is a conflict of interest with the appointed position applied for. Should a conflict of interest arise, I will promptly inform the board or commission.
  - a. I shall inform the department head/staff prior to any meeting at which I have a possible conflict of interest that may restrict my participation in said meeting;
  - b. I will always avoid the appearance of conflict between public duties and personal interests and activities in all township public forums, pursuant to state law and township policies;  
and
  - c. I will not allow my personal relationships or views to affect my responsibilities to the residents I represent;
4. As a public officer (servant), I shall not engage in a business transaction with or contractual relationship to any board or commission that I am on, in which [as a public officer] I may profit from, according to MCL 15.322 Public Act 317 of 1968, Contracts of Public Servants with Public Entities;
5. To the best of my knowledge and belief, I possess the requisite qualifications for the office I am seeking; and
6. If appointed, I am committed to attend all duly noticed board or commission meetings. In the event I am not able to attend a scheduled meeting I will notify the chairman of my absence to allow them enough time to notify an alternate member to attend.

I agree and understand the responsibilities of accepting this position.

Board Appointment: \_\_\_\_\_

Jane Brod Law  
(Signature)

10/24/18  
(Date)

# Board Appointment Policy (amended)

Approved June 26, 2018

For Volunteer Boards and Commissions

## **Purpose:**

To establish a uniform method of appointing members to various Garfield Township boards and/or commissions. To provide a clear outline for the Township Board and citizens to follow when applying and approving appointments. And, to seek out highly qualified individuals representing diverse cross-sections of our community to serve as members of these boards and/or commissions.

## **Summary of Policy:**

By state statute, members of the Planning Commission and Zoning Board of Appeals are appointed by the Township Supervisor with the Township Board of Trustee's approval. This policy will also be used for the Building Committee, Board of Review, Fire Board, Park Board, Recreation Board, Personnel Committee, and any other related committees required for the operation of the Township. Any situation not covered by this Board Appointment Policy shall be determined by Roberts Rules of Order, 2nd Edition.

## **Recruitment and Application Process:**

1. The township supervisor - or designee - shall notify all members of boards and commissions ninety (90) days prior to the expiration of their term that he/she must submit a letter or email to the appropriate department head stating he/she wishes to be considered for reappointment.
2. A public notice will be placed in one or more conspicuous locations at the town hall, on the township website and through the most effective advertising tools available, ninety (90) days prior to the expiration of said terms, specifying the vacancies for all boards and/or commissions that are to expire. The notice will set forth the application process and deadlines. Said application will be available on the website or by contacting the township clerk.
3. To be eligible and considered for appointment to a board or commission, applications must be complete and filed with the township clerk sixty (60) days preceding the beginning of the appointment term. If no applications are received, or applicants lack the necessary background or qualifications, the Selection Committee will be responsible for seeking out qualified applicants.

## **Selection and Appointments:**

Selection committee(s) is made up of the overseeing department head, township supervisor and current board chair will be responsible for reviewing and considering all applications received, and determining whether other applicants should be considered based on the skill set required for the particular board or commission. All applications even those not chosen by the Selection Committee will be available for review. The Selection Committee will review each ordinance requirements to make sure that they are in compliance to timelines and requirements related to appointment and terms.

Following review by the selection committee(s), the applications of those deemed most qualified and meeting the specific requirements for the particular board or commission shall be submitted to the township board for review not less than two weeks before the regular board meeting at which the appointments are announced.

Township board members may actively participate in the selection process through review of the selection committee recommendations. The township board will strive to achieve a diverse balance of appointees that cover the range of qualifications and perspectives for each board or commission. Township board members will consider the specific qualifications for each board or commission, and the experiences of each applicant. The board may conduct a work session to interview or discuss specific candidates, and may vote on the slate of appointments at the work session. In the event a work session is not necessary, the board shall vote on the slate of appointments at the 1st regular board meeting in December.

All applicants will be notified in writing within seven (7) business days of the board's decision. Applicants not selected and/or applications received after October 30th will be kept on file and considered when other vacancies arise.

# Board Appointment Policy (amended)

Approved June 26, 2018

In the event of a resignation from a board or commission, those applications held on file shall be considered in the same manner described above beginning with the selection committee.

## CHARTER TOWNSHIP OF GARFIELD Application for Appointment

*Thank you for your interest in serving on a board, commission or committee. The purpose of this form is to provide the Township with some information about residents considered for appointment. If you are not selected at this time, your application will be kept on file for one year and considered if additional openings occur.*

I, THOMAS (TOM) CASH, hereby make application for appointment to:  
(Name)

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> Building Committee        | <input type="checkbox"/> Board of Review            | <input checked="" type="checkbox"/> Fire Board |
| <input type="checkbox"/> Park Board                | <input type="checkbox"/> Planning Commission        | <input type="checkbox"/> Recreation Board      |
| <input type="checkbox"/> Zoning Board of Appeals   | <input type="checkbox"/> Personnel Committee        | <input type="checkbox"/> Other Committee       |
| <input type="checkbox"/> Joint Planning Commission | <input type="checkbox"/> Joint Recreation Authority |  |

for a term of \_\_\_\_\_ years, from \_\_\_\_\_ to \_\_\_\_\_.  
(number) (Appointment date) (Term Expiration Date)

### TO THE CHARTER TOWNSHIP OF GARFIELD, COUNTY OF GRAND TRAVERSE, STATE OF MICHIGAN, BOARD OF TRUSTEES:

1. I reside at: 1354 Hillview Dr, TC 49696  
(street address, city and zip code)  
since 9/31/18 Phone number(s): 256.417.2574  
(year)  
Email address: twcash @ HiWAY.NET

2. I am at least 18 years of age:  Yes  No

3. Citizen of: USA

4. Employer: RETIRED Phone: \_\_\_\_\_

Was  a. Indicate nature of your work: Military Test & Evaluation  
 b. Title: Senior Test Engineer

5. Educational level and degrees received or other work experience that may be beneficial for this position:  
BS Electrical Engineering, Paramedic, Volunteer Police Officer, Volunteer Fire Fighter (see attached), EMA Volunteer

6. I presently hold the following appointment and elected positions (include title and appointment or election date): None

7. Previously held appointments and/or elected positions (include title and dates of service):

Madison County (AL) Airport Zoning Board  
Madison County (AL) ARES/PALCS Assistant Emergency Coordinator

8. Participation in any Township related activities. Include any civic, fraternal, charitable, professional organizations, etc. (Attach additional pages, if necessary).



# Board Appointment Policy (amended)

Approved June 26, 2018

9. Do you foresee any potential Conflicts of Interest while executing the Duties of this Position ? If so explain.

No

10.) Please explain why you would like to be on this Board, Commission or Committee?

Continue my Volunteer Work now that I've retired and relocated.

I hereby apply for appointment to Five Board  
(Name of Board or Commission)

### And I acknowledge that:

1. If appointed, I will comply with all Statutory and other requirements and obligations of my appointment;
2. If I cease to comply with such requirements, I automatically forfeit said appointed position;
3. I hold no position or appointment which is a conflict of interest with the appointed position applied for. Should a conflict of interest arise, I will promptly inform the board or commission.
  - a. I shall inform the department head/staff prior to any meeting at which I have a possible conflict of interest that may restrict my participation in said meeting;
  - b. I will always avoid the appearance of conflict between public duties and personal interests and activities in all township public forums, pursuant to state law and township policies;  
and
  - c. I will not allow my personal relationships or views to affect my responsibilities to the residents I represent;
4. As a public officer (servant), I shall not engage in a business transaction with or contractual relationship to any board or commission that I am on, in which [as a public officer] I may profit from, according to MCL 15.322 Public Act 317 of 1968, Contracts of Public Servants with Public Entities;
5. To the best of my knowledge and belief, I possess the requisite qualifications for the office I am seeking; and
6. If appointed, I am committed to attend all duly noticed board or commission meetings. In the event I am not able to attend a scheduled meeting I will notify the chairman of my absence to allow them enough time to notify an alternate member to attend.

I agree and understand the responsibilities of accepting this position.

Board Appointment: Five Board

Thomas W. Cook

(Signature)

9/11/18

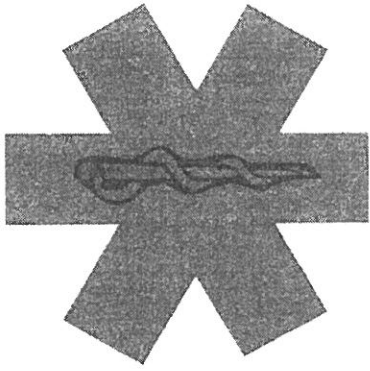
(Date)





MONROVIA  
VOL FIRE DEPT

Mem



# The University of Alabama in Huntsville

Certifies that

Thomas W. Cash

has completed training in

Emergency Medical Technician-Paramedic Course  
given in its Program of Continuous Education

September 25, 1978

Sam Montgomery M.D.

Medical Director  
E.M.T.-Paramedic Course

[Signature]

Director  
Division of Continuous Education

Cathy Green

Lead Instructor  
E.M.T.-Paramedic Course



4796

Alabama State Board of Health



THIS IS TO CERTIFY that a license is hereby granted by the STATE BOARD OF HEALTH

TO THOMAS R CASH

PARAMEDIC

Located in MADISON County, Alabama

THIS license Shall Expire MAY 31, 1982 and is subject to the provisions of Act 1590, Regular Session 1971 Legislature. This license shall not be Assignable or Transferable and shall be subject to revocation as specified in Part II - The License, Section D of the STATE BOARD OF HEALTH, RULES, REGULATIONS AND STANDARDS, EMERGENCY MEDICAL SERVICES.

IN WITNESS WHEREOF, I have here unto set my hand this 7TH day of JUNE 1972

LICENSE No. 792911

Dr. L. Myers M.D. STATE HEALTH OFFICER

# ALABAMA EMTS REGION ONE

Colbert • Cullman • Franklin • Jackson • Lauderdale • Lawrence • Limestone • Madison • Marshall • Morgan

## CERTIFICATE OF COMPLETION

Thomas Cash

EMT OR PARAMEDIC NAME

☞ HAS SUCCESSFULLY COMPLETED ☞

## PATIENT CARE PROTOCOLS- 4<sup>TH</sup> EDITION ROLLOUT COURSE

9/17/2007

DATE OF COMPLETION

AS REQUIRED BY THE ALABAMA DEPARTMENT OF PUBLIC HEALTH,  
OFFICE OF EMERGENCY MEDICAL SERVICES & TRAUMA

☞ AND, IN ADDITION ☞

MEETS THE COMPLIANCE REQUIREMENTS NEEDED FOR EMT LICENSE RENEWAL



Alabama Emergency Medical Services Region One • Post Office Box 2545, Huntsville, Alabama 35804 • 1.888.262.2376





# *North Alabama Trauma System*

Thomas Cash, EMT-B completed a 2.5 hour continuing medical education program consisting of: trauma system orientation, trauma triage factors and patient care on July 28<sup>th</sup>, 2007.

*Rony Najjar, MD, FACS  
Chair, Trauma Operations Committee  
North Alabama Trauma System*

*Alex Franklin  
Program Coordinator  
Alabama Emergency Medical Services Region One*

# Board Appointment Policy (amended)

Approved June 26, 2018

In the event of a resignation from a board or commission, those applications held on file shall be considered in the same manner described above beginning with the selection committee.

## CHARTER TOWNSHIP OF GARFIELD Application for Appointment

**Thank you for your interest in serving on a board, commission or committee. The purpose of this form is to provide the Township with some information about residents considered for appointment. If you are not selected at this time, your application will be kept on file for one year and considered if additional openings occur.**

I, Lanie McManus, hereby make application for appointment to:  
(Name)

Building Committee

Park Board

Zoning Board of Appeals

Joint Planning Commission

Board of Review

Planning Commission

Personnel Committee

Joint Recreation Authority

Fire Board

Recreation Board

Other Committee

*election commission*  
 Finance

for a term of 1 years, from 2019 to 2020.  
(number) (Appointment date) (Term Expiration Date)

### TO THE CHARTER TOWNSHIP OF GARFIELD, COUNTY OF GRAND TRAVERSE, STATE OF MICHIGAN, BOARD OF TRUSTEES:

1. I reside at: 513 8 Silver Cove Dr.  
(street address, city and zip code)  
since 30 Phone number(s): 231-944-8304  
(year)  
Email address: lmcmanus@garfield-twp.com

2. I am at least 18 years of age:  Yes  No

3. Citizen of: U.S.A.

4. Employer: Garfield Charter Twp Phone: 231-941-1420

a. Indicate nature of your work: Central

b. Title: clerk

5. Educational level and degrees received or other work experience that may be beneficial for this position:  
\_\_\_\_\_  
\_\_\_\_\_

6. I presently hold the following appointment and elected positions (include title and appointment or election date):  
clerk - 2015 - 2020  
\_\_\_\_\_  
\_\_\_\_\_

7. Previously held appointments and/or elected positions (include title and dates of service):  
clerk  
\_\_\_\_\_  
\_\_\_\_\_

8. Participation in any Township related activities. Include any civic, fraternal, charitable, professional organizations, etc. (Attach additional pages, if necessary).  
\_\_\_\_\_  
\_\_\_\_\_



# Board Appointment Policy (amended)

Approved June 26, 2018

9. Do you foresee any potential Conflicts of Interest while executing the Duties of this Position ? If so explain.

*no*

10.) Please explain why you would like to be on this Board, Commission or Committee?

I hereby apply for appointment to

*Personnel, Election Commission, Finance*  
(Name of Board or Commission)

### And I acknowledge that:

1. If appointed, I will comply with all Statutory and other requirements and obligations of my appointment;
2. If I cease to comply with such requirements, I automatically forfeit said appointed position;
3. I hold no position or appointment which is a conflict of interest with the appointed position applied for. Should a conflict of interest arise, I will promptly inform the board or commission.
  - a. I shall inform the department head/staff prior to any meeting at which I have a possible conflict of interest that may restrict my participation in said meeting;
  - b. I will always avoid the appearance of conflict between public duties and personal interests and activities in all township public forums, pursuant to state law and township policies;  
and
  - c. I will not allow my personal relationships or views to affect my responsibilities to the residents I represent;
4. As a public officer (servant), I shall not engage in a business transaction with or contractual relationship to any board or commission that I am on, in which [as a public officer] I may profit from, according to MCL 15.322 Public Act 317 of 1968, Contracts of Public Servants with Public Entities;
5. To the best of my knowledge and belief, I possess the requisite qualifications for the office I am seeking; and
6. If appointed, I am committed to attend all duly noticed board or commission meetings. In the event I am not able to attend a scheduled meeting I will notify the chairman of my absence to allow them enough time to notify an alternate member to attend.

I agree and understand the responsibilities of accepting this position.

Board Appointment:

*Personnel, Election, Finance*

(Signature)

*[Handwritten Signature]*

(Date)

*10-24-18*

# Board Appointment Policy (amended)

Approved June 26, 2018

In the event of a resignation from a board or commission, those applications held on file shall be considered in the same manner described above beginning with the selection committee.

## CHARTER TOWNSHIP OF GARFIELD

### Application for Appointment

*Thank you for your interest in serving on a board, commission or committee. The purpose of this form is to provide the Township with some information about residents considered for appointment. If you are not selected at this time, your application will be kept on file for one year and considered if additional openings occur.*

I, WILLIAM SLOTT, hereby make application for appointment to:

(Name)

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> Building Committee        | <input type="checkbox"/> Board of Review                       | <input type="checkbox"/> Fire Board                  |
| <input checked="" type="checkbox"/> Park Board     | <input type="checkbox"/> Planning Commission                   | <input checked="" type="checkbox"/> Recreation Board |
| <input type="checkbox"/> Zoning Board of Appeals   | <input type="checkbox"/> Personnel Committee                   | <input type="checkbox"/> Other Committee             |
| <input type="checkbox"/> Joint Planning Commission | <input checked="" type="checkbox"/> Joint Recreation Authority |  |

for a term of 4 years, from \_\_\_\_\_ to \_\_\_\_\_.  
(number) (Appointment date) (Term Expiration Date)

### TO THE CHARTER TOWNSHIP OF GARFIELD, COUNTY OF GRAND TRAVERSE, STATE OF MICHIGAN, BOARD OF TRUSTEES:

1. I reside at: 3701 WESTRIDGE ST, TRAVERSE CITY 49684,  
(street address, city and zip code)  
since 1995 Phone number(s): 231 360 7558  
(year)  
Email address: tcrunner @ gmail.com

2. I am at least 18 years of age:  Yes  No

3. Citizen of: UNITED STATES

4. Employer: RETIRED Phone: \_\_\_\_\_  
a. Indicate nature of your work: \_\_\_\_\_  
b. Title: \_\_\_\_\_

5. Educational level and degrees received or other work experience that may be beneficial for this position:  
B.A., M.A. RECREATION AND PARKS ADMINISTRATION

6. I presently hold the following appointment and elected positions (include title and appointment or election date):  
\_\_\_\_\_  
\_\_\_\_\_

7. Previously held appointments and/or elected positions (include title and dates of service):  
GARFIELD TOWNSHIP PARKS AND RECREATION COMMISSION 2010-2012

8. Participation in any Township related activities. Include any civic, fraternal, charitable, professional organizations, etc. (Attach additional pages, if necessary).  
\_\_\_\_\_  
\_\_\_\_\_



# Board Appointment Policy (amended)

Approved June 26, 2018

9. Do you foresee any potential Conflicts of Interest while executing the Duties of this Position ? If so explain.

NO

10.) Please explain why you would like to be on this Board, Commission or Committee?

GIVE BACK TO THE COMMUNITY

I hereby apply for appointment to PARK BOARD, RECREATION BOARD, JOINT RECREATION AUTHORITY  
(Name of Board or Commission)

### And I acknowledge that:

1. If appointed, I will comply with all Statutory and other requirements and obligations of my appointment;
2. If I cease to comply with such requirements, I automatically forfeit said appointed position;
3. I hold no position or appointment which is a conflict of interest with the appointed position applied for. Should a conflict of interest arise, I will promptly inform the board or commission.
  - a. I shall inform the department head/staff prior to any meeting at which I have a possible conflict of interest that may restrict my participation in said meeting;
  - b. I will always avoid the appearance of conflict between public duties and personal interests and activities in all township public forums, pursuant to state law and township policies;  
and
  - c. I will not allow my personal relationships or views to affect my responsibilities to the residents I represent;
4. As a public officer (servant), I shall not engage in a business transaction with or contractual relationship to any board or commission that I am on, in which [as a public officer] I may profit from, according to MCL 15.322 Public Act 317 of 1968, Contracts of Public Servants with Public Entities;
5. To the best of my knowledge and belief, I possess the requisite qualifications for the office I am seeking; and
6. If appointed, I am committed to attend all duly noticed board or commission meetings. In the event I am not able to attend a scheduled meeting I will notify the chairman of my absence to allow them enough time to notify an alternate member to attend.

I agree and understand the responsibilities of accepting this position.

Board Appointment: \_\_\_\_\_

William Scott  
(Signature)

7/25/18  
(Date)

# Board Appointment Policy (amended)

Approved June 26, 2018

For Volunteer Boards and Commissions

## **Purpose:**

To establish a uniform method of appointing members to various Garfield Township boards and/or commissions. To provide a clear outline for the Township Board and citizens to follow when applying and approving appointments. And, to seek out highly qualified individuals representing diverse cross-sections of our community to serve as members of these boards and/or commissions.

## **Summary of Policy:**

By state statute, members of the Planning Commission and Zoning Board of Appeals are appointed by the Township Supervisor with the Township Board of Trustee's approval. This policy will also be used for the Building Committee, Board of Review, Fire Board, Park Board, Recreation Board, Personnel Committee, and any other related committees required for the operation of the Township. Any situation not covered by this Board Appointment Policy shall be determined by Roberts Rules of Order, 2nd Edition.

## **Recruitment and Application Process:**

1. The township supervisor - or designee - shall notify all members of boards and commissions ninety (90) days prior to the expiration of their term that he/she must submit a letter or email to the appropriate department head stating he/she wishes to be considered for reappointment.
2. A public notice will be placed in one or more conspicuous locations at the town hall, on the township website and through the most effective advertising tools available, ninety (90) days prior to the expiration of said terms, specifying the vacancies for all boards and/or commissions that are to expire. The notice will set forth the application process and deadlines. Said application will be available on the website or by contacting the township clerk.
3. To be eligible and considered for appointment to a board or commission, applications must be complete and filed with the township clerk sixty (60) days preceding the beginning of the appointment term. If no applications are received, or applicants lack the necessary background or qualifications, the Selection Committee will be responsible for seeking out qualified applicants.

## **Selection and Appointments:**

Selection committee(s) is made up of the overseeing department head, township supervisor and current board chair will be responsible for reviewing and considering all applications received, and determining whether other applicants should be considered based on the skill set required for the particular board or commission. All applications even those not chosen by the Selection Committee will be available for review. The Selection Committee will review each ordinance requirements to make sure that they are in compliance to timelines and requirements related to appointment and terms.

Following review by the selection committee(s), the applications of those deemed most qualified and meeting the specific requirements for the particular board or commission shall be submitted to the township board for review not less than two weeks before the regular board meeting at which the appointments are announced.

Township board members may actively participate in the selection process through review of the selection committee recommendations. The township board will strive to achieve a diverse balance of appointees that cover the range of qualifications and perspectives for each board or commission. Township board members will consider the specific qualifications for each board or commission, and the experiences of each applicant. The board may conduct a work session to interview or discuss specific candidates, and may vote on the slate of appointments at the work session. In the event a work session is not necessary, the board shall vote on the slate of appointments at the 1st regular board meeting in December.

All applicants will be notified in writing within seven (7) business days of the board's decision. Applicants not selected and/or applications received after October 30th will be kept on file and considered when other vacancies arise.

# Board Appointment Policy (amended)

Approved June 26, 2018

In the event of a resignation from a board or commission, those applications held on file shall be considered in the same manner described above beginning with the selection committee.

## CHARTER TOWNSHIP OF GARFIELD Application for Appointment

*Thank you for your interest in serving on a board, commission or committee. The purpose of this form is to provide the Township with some information about residents considered for appointment. If you are not selected at this time, your application will be kept on file for one year and considered if additional openings occur.*

I, STEVEN J. DWELL, hereby make application for appointment to:  
(Name)

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> Building Committee                 | <input type="checkbox"/> Board of Review                | <input checked="" type="checkbox"/> Fire Board |
| <input type="checkbox"/> Park Board                         | <input checked="" type="checkbox"/> Planning Commission | <input type="checkbox"/> Recreation Board      |
| <input checked="" type="checkbox"/> Zoning Board of Appeals | <input type="checkbox"/> Personnel Committee            | <input type="checkbox"/> Other Committee       |
| <input type="checkbox"/> Joint Planning Commission          | <input type="checkbox"/> Joint Recreation Authority     |  |

for a term of 1 years, from DEC 31, '18 to DEC 31 '19  
(number) (Appointment date) (Term Expiration Date)

### TO THE CHARTER TOWNSHIP OF GARFIELD, COUNTY OF GRAND TRAVERSE, STATE OF MICHIGAN, BOARD OF TRUSTEES:

1. I reside at: 872 N. EAST SILVER LAKE RD TC, 49685  
(street address, city and zip code)  
since 25+ Phone number(s): 231-943-0030  
(year)  
Email address: sidenterprisestc@gmail.com

2. I am at least 18 years of age:  Yes  No

3. Citizen of: USA

4. Employer: \_\_\_\_\_ Phone: \_\_\_\_\_  
a. Indicate nature of your work: \_\_\_\_\_  
b. Title: \_\_\_\_\_

5. Educational level and degrees received or other work experience that may be beneficial for this position:  
\_\_\_\_\_  
\_\_\_\_\_

6. I presently hold the following appointment and elected positions (include title and appointment or election date):  
\_\_\_\_\_  
\_\_\_\_\_

7. Previously held appointments and/or elected positions (include title and dates of service):  
\_\_\_\_\_  
\_\_\_\_\_

8. Participation in any Township related activities. Include any civic, fraternal, charitable, professional organizations, etc. (Attach additional pages, if necessary).  
\_\_\_\_\_  
\_\_\_\_\_



# Board Appointment Policy (amended)

Approved June 26, 2018

9. Do you foresee any potential Conflicts of Interest while executing the Duties of this Position ? If so explain.

10.) Please explain why you would like to be on this Board, Commission or Committee?

I hereby apply for appointment to

- PLANNING COMMISSION  
- ZONING BOARD OF APPEALS  
- METRO FIRE BOARD

(Name of Board or Commission)

### And I acknowledge that:

1. If appointed, I will comply with all Statutory and other requirements and obligations of my appointment;
2. If I cease to comply with such requirements, I automatically forfeit said appointed position;
3. I hold no position or appointment which is a conflict of interest with the appointed position applied for. Should a conflict of interest arise, I will promptly inform the board or commission.
  - a. I shall inform the department head/staff prior to any meeting at which I have a possible conflict of interest that may restrict my participation in said meeting;
  - b. I will always avoid the appearance of conflict between public duties and personal interests and activities in all township public forums, pursuant to state law and township policies;  
and
  - c. I will not allow my personal relationships or views to affect my responsibilities to the residents I represent;
4. As a public officer (servant), I shall not engage in a business transaction with or contractual relationship to any board or commission that I am on, in which [as a public officer] I may profit from, according to MCL 15.322 Public Act 317 of 1968, Contracts of Public Servants with Public Entities;
5. To the best of my knowledge and belief, I possess the requisite qualifications for the office I am seeking; and
6. If appointed, I am committed to attend all duly noticed board or commission meetings. In the event I am not able to attend a scheduled meeting I will notify the chairman of my absence to allow them enough time to notify an alternate member to attend.

I agree and understand the responsibilities of accepting this position.

Board Appointment:

- PLANNING COMMISSION  
- ZONING BOARD OF APPEALS  
- METRO FIRE BOARD



(Signature)

(Date)

10-10-18



Municipal Underwriters of West MI  
4171 Wolverine Drive  
Williamsburg, MI 49690

Toll Free 888-883-6391  
Local 231-421-5008  
Fax 231-421-3509

December 5, 2018

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

Dear Lanie:

Enclosed you will find a Summary of Coverage's for **Garfield Charter Township's** 2019-2020 insurance years. The renewal date of your policy is 01/01/2019.

Presently, the structure of the Par Plan is better than ever, consisting of US Specialty Insurance Company. US Specialty Insurance Company's operating strategy is based on prudent capital management, and specializes in insuring specialty market business like the Michigan Township Participating Plan's program.


The Michigan Township Par Plan Grant Program is also available to all members, to date, \$1,800,000 has been provided back to our members for the grant program. I am pleased to announce that your Dividend was **\$298.50**.

The quoted premium is **\$12,637.00**. This represents a **3% increase from last year's ending premium of \$12,139.00**. The following addition has been rated into your renewal.

**Blanket Property values have been increased 3%.**

If you have any questions regarding your insurance coverage's, please do not hesitate to contact me at **888-883-6391**. Your continued confidence of the Michigan Township Participating Plan is appreciated. It's been a privilege to have served **Garfield Charter Township's** insurance needs for the past **33 Years**. **Your business is appreciated and important. Thank you.**

Sincerely,



Paul W. Olson  
Regional Risk Manager  
MUWM

Municipal Underwriters of West MI Inc.

4171 Wolverine Drive  
Williamsburg, MI 49690  
8-883-6391  
polson76@charter.net

# Invoice

Date	Invoice #
12/5/2018	3372

Bill To
Lanie McManus, Clerk Garfield Charter Township 3848 Veterans Road Traverse City, MI 49684

Account #	Policy Number
	HMTP-341067

Effective Date	Expiration Date	Insurance Company	Type of Coverage	Charge
1/1/2019	01/01/2020	Michigan Township Par Plan	Package Plan	12,637.00

YOUR POLICY IS IN FULL FORCE AND PAYABLE ON EFFECTIVE DATE. IF NOT WANTED, PLEASE RETURN IMMEDIATELY.

**Total** \$12,637.00

**Payments/Credits** \$0.00

**Balance Due** \$12,637.00

Fax #
231-421-3509

**MICHIGAN  
TOWNSHIP  
PARTICIPATING  
PLAN**

**SUMMARY OF COVERAGES  
FOR  
CHARTER TOWNSHIP OF GARFIELD 2019**

Presented By:  
**PAUL OLSON- RISK MANAGER**  
Municipal Underwriters of West MI Inc.

## **SUPPORT/SERVICE COMPANIES**

### **MARKETING AND SERVICE:**

Municipal Underwriters of Michigan, Inc.  
935 Robin Hood Lane  
Grayling, MI 49783  
(517) 348-6391 LOCAL  
(888) 883-6391 MICHIGAN WATTS

### **TECHNICAL ADMINISTRATION:**

Michigan Township Participating Plan  
1700 Opdyke Court  
Auburn Hills, MI 48326  
(248) 371-3100 - LOCAL  
(800) 783-1370 - MICHIGAN WATTS  
(248) 371-3069 - FAX

### **RISK CONTROL ADMINISTRATION**

Midwest Risk Control  
1700 Opdyke Court  
Auburn Hills, MI 48326  
(248) 371-3100 - LOCAL  
(800) 536-7425 - MICHIGAN WATTS  
(248) 371-3069 - FAX

### **CLAIMS ADMINISTRATION**

Midwest Claims Service  
1700 Opdyke Court  
Auburn Hills, MI 48326  
(800) 225-6561 - MICHIGAN WATTS  
(248) 371-3091 FAX



**I. COMPREHENSIVE MUNICIPAL LIABILITY COVERAGE:\***

Limit of Liability Per Occurrence	\$ 4,000,000
Limit of Liability Per Aggregate	\$ 6,000,000
Deductible	\$ 1,000

**ADDITIONAL INSURED:**

1. **Any** member of the governing body of the Named Insured
2. **Any** member of boards or commissions of the Named Insured
3. **Any** elected or appointed official of the Named Insured
4. **Any** employee of the Named Insured – Including **Contracted Assessor**
5. **Any** volunteer

**ADDITIONAL INCLUDED COVERAGES:**

1. Public Officials **RESIDENCE AND PLACE OF EMPLOYMENT**
2. Premises Medical Payments - \$10,000 Limit/Volunteers Included
3. Host Liquor Law Liability
4. Special Events Liability - Fireworks Liability by Endorsement
5. Governmental Professional Malpractice Liability
6. Incidental Medical Malpractice Liability
9. Employee Benefit Liability \$1,000,000/ \$3,000,000
10. Extended Bodily Injury and Property Damage Liability
11. Completed Operations
12. Property Legal Liability - \$500,000 Limit
13. Premises and Operations
14. Care, Custody and Control Coverage - \$25,000 per occurrence
15. Explosion, Collapse and Underground (exclusions deleted)
16. Vicarious Liability
17. Fellow Member Liability
18. Governmental Tort Immunity Waiver
19. Non-Owned and Hired auto liability coverage
20. Non-Owned and Owned Watercraft Liability-under 26'in length
21. Personal Injury Protection Includes:
  - A. FALSE ARREST, DETENTION OR IMPRISONMENT
  - B. MALICIOUS PROSECUTION
  - C. WRONGFUL ENTRY OR EVICTION OR OTHER INVASION OF THE RIGHT OF PRIVATE OCCUPANCY
  - D. LIBEL, SLANDER, ORAL OR WRITTEN PUBLICATION
  - E. MENTAL ANGUISH & MENTAL INJURY

**PUBLIC OFFICIALS WRONGFUL ACT LIABILITY  
(Errors & Omissions)**

Limit of Liability Per Occurrence:	\$ 4,000,000
Limit of Liability Aggregate:	\$ 5,000,000
Deductible:	\$ 1,000

**The following are areas of exposure to public officials and employees, which most generally are covered by a legal liability policy:**

1. A decision or opinion of the municipal board
2. A decision or opinion of the fire & ambulance department
3. A decision or opinion of the zoning or planning board and zoning board of appeals
4. Restrictive Use Sublimit (\$100,000) Suits for loss resulting from the Insured controlling or restricting the use of private property, while not taking legal ownership of said property, we will cover such claims or suits subject to the sublimit.
5. Decisions or opinions of Building, Electrical, Plumbing Inspectors and Contracted Assessors
6. Alleged negligence or incompetence on the part of any public official or employee including the failure to carry out duties.
7. Accusations regarding mismanagement of municipal owned assets
8. Inadequate supervision of voter registration & elections
9. Improper hiring or firing of employees
10. Failure to check auditing & accounting practices
11. Violation of Civil Rights: Civil Rights are defined as "means the deprivation of any rights, privileges, or immunities secured by the Constitution and laws, including discrimination based upon religion, race, color, national origin, age, gender (including sexual harassment, unwelcome sexual advance, request for sexual favors, and other verbal or physical conduct or communication of a sexual nature), height, weight, disability, or marital status"
12. Back Wages- \$25,000 per person
- 13 Non Monetary Damage Coverage \$25,000 Per suit/\$50,000 Per Policy Limit

Note: Failure of assured to provide or maintain valid insurance policies is not a covered exposure.

**II. FLEET LIABILITY COVERAGE:**

**LIMITS**

A. Bodily Injury & Property Damage [CSL]	\$ 4,000,000
B. Personal Injury Protection	Statutory
C. Personal Property Insurance	\$ 4,000,000
D. Uninsured Motorists	\$ 100,000
E. Non-owned & Hired Auto Liability	\$ 4,000,000
F. Mini-Tort Liability	\$ 500
G. Underinsured Motorists	\$ 100,000

**III. FLEET PROPERTY COVERAGE:**

Property limit \$ 72,502.00

- |                  |  |
|------------------|--|
| A. Comprehensive | \$ 500 ACV Deductible, Actual Cash Value |
| B. Collision     | \$ 500 Deductible, ACV, Broadened        |

**IV. INLAND MARINE COVERAGE:**

Providing **ALL RISK, REPLACEMENT COST COVERAGE** for property and equipment while on or off the premises. **NO CO-INSURANCE**

Property limit \$ 75,000.00  
Deductible \$ 500

**SEE ATTACHED SCHEDULE**

# Auto

**Application:  
T00020005631**

**GARFIELD CHARTER TOWNSHIP** 

▲ Auto # ▼	▲ New Cost ▼	▲ Comp. Ded.▼	▲ Coll. Ded.▼	▲ Year ▼	▲ Description▼	▲ VIN # ▼	▲ Type ▼	▲ AUX Running Lights▼	▲ Anti-Theft Device▼
10	\$ 19,928	\$ 500	\$ 500	2014	FORD FOCUS FWD	8654	1	No	0
11	\$ 28,718	\$ 500	\$ 500	2015	FORD SRW SUPER DUTY PU	8554	2	No	0
12	\$ 23,856	\$ 500	\$ 500	2016	Ford f-150 Pick Up	7996	2	No	0
<b>Total: \$72,502</b>									

Vehicle Type & Description:	Total # of Vehicles:	Total New Cost
<b>1: Passenger Cars - ACV</b>	<b>1</b>	<b>\$19,928</b>
<b>2: Trucks, Vans - ACV</b>	<b>2</b>	<b>\$52,574</b>
<b>3: Garbage Trucks - ACV</b>	<b>0</b>	<b>\$0</b>
<b>4: Rescue Units - RC</b>	<b>0</b>	<b>\$0</b>
<b>5: Fire Vehicles - RC</b>	<b>0</b>	<b>\$0</b>
<b>6: Parade/Antique - RC</b>	<b>0</b>	<b>\$0</b>
<b>7: Dump Trucks - ACV</b>	<b>0</b>	<b>\$0</b>
<b>8: Rescue Units - ACV</b>	<b>0</b>	<b>\$0</b>
<b>9: Fire Vehicles - ACV</b>	<b>0</b>	<b>\$0</b>
<b>10: Parade/Antique - ACV</b>	<b>0</b>	<b>\$0</b>
<b>11: Police Cars - ACV</b>	<b>0</b>	<b>\$0</b>
<b>12: Buses-22 Passengers or more-ACV</b>	<b>0</b>	<b>\$0</b>
<b>13: Trailers - ACV</b>	<b>0</b>	<b>\$0</b>
<b>14: Motorcycles - ACV</b>	<b>0</b>	<b>\$0</b>
<b>15: Police motorcycles - ACV</b>	<b>0</b>	<b>\$0</b>
<b>16: Snowmobile - ACV</b>	<b>0</b>	<b>\$0</b>
<b>17: Rescue Units - Agreed Value</b>	<b>0</b>	<b>\$0</b>
<b>18: Fire Vehicles - Agreed Value</b>	<b>0</b>	<b>\$0</b>
<b>19: Parade/Antique - Agreed Value</b>	<b>0</b>	<b>\$0</b>
<b>20: Buses-21 Passengers or less</b>	<b>0</b>	<b>\$0</b>
<b>21: Mobile Equipment - ACV</b>	<b>0</b>	<b>\$0</b>
<b>22: Trucks, Vans - RC - NY Only</b>	<b>0</b>	<b>\$0</b>
<b>23: Garbage Trucks - RC - NY Only</b>	<b>0</b>	<b>\$0</b>
<b>27: Dump Trucks - RC - NY Only</b>	<b>0</b>	<b>\$0</b>
<b>28: Golf Carts / Low Speed Vehicles</b>	<b>0</b>	<b>\$0</b>
<b>29: Amphibious Vehicles</b>	<b>0</b>	<b>\$0</b>
<b>Grand totals:</b>	<b>3</b>	<b>\$72,502</b>



# Inland Marine

**Application:**  
**T000020005631**

**GARFIELD CHARTER**  
**TOWNSHIP** 

▲ number ▼	▲ Serial # ▼	▲ Year ▼	▲ Make ▼	▲ Model ▼	▲ Department ▼	▲ Type ▼	▲ AR ▼	▲ Limit ▼	▲ Spec Ded ▼
1		2006	PLYGROUND EQUIP		Parks and Recreation	Commercial Articles	RC	\$ 50,000	\$ 0
<b>Total:</b>								<b>\$50,000</b>	

<b>Schedule Total:</b>	<b>\$50,000</b>
<b>Miscellaneous Property &amp; Equipment:</b>	<b>\$25,000</b>
<b>Ancillary Equipment:</b>	<b>\$0</b>
<b>Contractors Equipment Rented From Others:</b>	<b>\$0</b>
<b>Aircraft Limit:</b>	<b>\$0</b>
<b>Inland Marine Total:</b>	<b>\$75,000</b>

**V. PROPERTY [FIRE] COVERAGE:**

Total Blanket Building and Contents Limit	\$ 6,928,358.00
Deductible	\$ 500
Per Schedule on File with company	

A. Inflation Guard - 2.5% per quarter

B. Special Municipal Property Endorsement to include:

1. Personal Property off Premises - \$100,000
2. Personal effects of Employees - \$ 1,000 per person
3. Transportation - \$50,000 Limit
4. Accounts Receivable- \$250,000
5. Flood Coverage- \$100,000, Earthquake Coverage- \$1,000,000
6. Sewer Backup First Party- \$25,000
7. Pollutant Clean-up & Removal- \$10,000
8. Business Income - \$500,000
9. Extra Expense Coverage - \$500,000 Limit - No deductible
10. Newly Acquired Property - \$1,000,000, Contents \$250,000, 180 Days
11. Law and Ordinance Coverage- Actual Sustained Loss
12. Power Surge Coverage - \$25,000
13. Glass Coverage-No Deductible applies
14. Tree Removal - \$500 per tree and \$1500 annual aggregate on covered losses
15. Underground Pipes, Flues or Drains- \$1,000,000
16. Fire Hydrants are covered for up to four losses at \$3,500 each. More coverage is available if scheduled

**VI. VALUABLE PAPERS AND RECORDS COVERAGE\*:**

Broad Form Coverage for the reconstruction of valuable papers and records **\$250,000** year round limit of protection with \$0 deductible.

**\* NOTE: Higher limits available upon request.**

# Property

**Application:**  
T000020005631

**GARFIELD CHARTER TOWNSHIP** 

▲ Loc ▼	▲ Bldg ▼	▲ 100ft ▼	▲ Fac Loc ▼	▲ Street Address ▼	▲ City ▼	▲ ST ▼	▲ Zip ▼	▲ County ▼	▲ POK ▼	▲ BC ▼	▲ Bldg Lim ▼	▲ Cont Lim ▼	▲ Mine Sub ▼	▲ Yr Built ▼	▲ FAR ▼	▲ BF ▼	▲ Special Ded ▼	▲ Sprinkler ▼	▲ Sq Ft ▼	▲ BoilerVal ▼
1	3	No	0	3848 VETERENS DRIVE TOWNSHIP HALL					10	2	\$ 4,405,036	\$ 411,362	\$ 0	2004	R	100	0	No	0	R
2	1	No	0	3000 ALBANY					15	2	\$ 1,476,513	\$ 56,779	\$ 0	1974	R	925	0	No	0	R
3	1	No	0	3000 RACQUET CLUB DR YMCA					11	1	\$ 227,115	\$ 0	\$ 0	1974	F	800	0	No	0	R
3	2	No	0	3000 RACQUET CLUB DRIVE					11	1	\$ 37,397	\$ 0	\$ 0	1980	R	800	0	No	0	R
4	1	No	0	EAST SILVER LAKE ROAD PARK					11	2	\$ 205,036	\$ 0	\$ 0	2006	R	615	0	No	0	R
4	2	No	0	EAST SILVER LAKE ROAD PARK					11	1	\$ 47,714	\$ 0	\$ 0	2006	R	614	0	No	0	R
4	3	No	0	EAST SILVER LAKE ROAD PARK					11	1	\$ 24,563	\$ 0	\$ 0	2009	R	614	0	No	0	R
4	4	No	0	EAST SLIVER LAKE ROAD PARK					11	1	\$ 36,843	\$ 0	\$ 0	2009	R	614	0	No	0	R
<b>Totals:</b>								<b>\$6,460,217</b>	<b>\$468,141</b>	<b>\$0</b>										
<b>Grand Total:</b>								<b>\$6,928,358</b>												

**VII. CRIME COVERAGE:**

- A. Limit of Coverage - \$ **100,000**
- B. "Broad Form" Money & Securities
- C. Inside Coverage:
- D. Outside Coverage:
- E. Money Order and Counterfeit Paper Currency
- F. Depositors' Forgery
- G. Locations to Include:
  - 1. All Officials Homes
  - 2. Place of Employment
  - 3. Banking Facility

**VIII: PUBLIC OFFICIAL BONDS\***

Treasurer	\$50,000
Deputy Treasurer	\$15,000
Clerk	\$10,000
Deputy Clerk	\$10,000
Supervisor	\$ 5,000
Assistant Treasurer	\$25,000
BLANKET BOND	\$100,000

**NOTE:** THE ABOVE BONDS ARE INCLUDED AT NO ADDITIONAL CHARGE

ADDITIONAL POSITIONS AND HIGHER LIMITS AVAILABLE  
(Those who collect money or fees should be bonded)

\* **NOTE:** Higher limits available upon request.



**X. LAW ENFORCEMENT PROFESSIONAL LIABILITY COVERAGE:**

Limit of Liability Per Occurrence	\$ 0
Limit of Liability Per Aggregate	\$ No Aggregate
Deductible	\$ 0

- A. PERSONAL INJURY
- B. WRONGFUL ACT
- C. HOT PURSUIT ENDORSEMENT

**XI. BUSINESS ELECTRONIC EQUIPMENT COVERAGE:**

- A. Combined Media and Extra Expense Coverage - \$ 100,000
- B. Computer and Communication Coverage- **\$252,000**
- C. System Breakdown Coverage Endorsement
  - 1. Mechanical Breakdown; Machinery Breakdown
  - 2. Short Circuit; Blow out; other Electrical Disturbance
  - 3. Electrical or Magnetic Injury

**XII. BOILER AND MACHINERY:**

- A. Repair of Replacement Coverage Included
- B. Direct Damage Coverage as follows: Unfired Pressure Vessels, Motors and Centrifugal Pumps. Internal Combustion Engines, Generators and
- C. Miscellaneous Electrical Apparatus

**Deductible of \$ 1,000 Applies      Limits \$ 6,928,358.00**

**XIII. VOLUNTEER FIREMEN'S ACCIDENT:**

**SEE ATTACHED**

PREMIUM SUMMARY

I. COMPREHENSIVE MUNICIPAL LIABILITY	INCLUDED
II. FLEET LIABILITY	INCLUDED
III. FLEET (PROPERTY)	INCLUDED
IV. INLAND MARINE	INCLUDED
V. PROPERTY (FIRE)	INCLUDED
VI. VALUABLE PAPERS AND RECORDS	INCLUDED
VII. CRIME	INCLUDED
VIII. BONDS	INCLUDED
IX. WORKERS COMPENSATION	
X. POLICE PROFESSIONAL	
XI. BUSINESS ELECTRONIC EQUIPMENT	INCLUDED
XII. BOILER AND MACHINERY	INCLUDED
XIII. VOLUNTEER FIREMEN'S ACCIDENT	

TOTAL PAR-PLAN ANNUAL PREMIUM: \$12,637.00

**NOTE:** The **MICHIGAN TOWNSHIP PARTICIPATING PLAN** is formed under the enabling legislation of Public Act #138. It is a 'fixed cost, fully reinsured, **non-assessable program**', controlled by the Board of Directors of the Michigan Township Participating Plan.