

# CHARTER TOWNSHIP OF GARFIELD TOWN BOARD MEETING

Tuesday, January 9, 2018 at 6:00pm  
Garfield Township Hall  
3848 Veterans Drive  
Traverse City, MI 49684  
Ph: (231) 941-1620

## AGENDA

### **ORDER OF BUSINESS**

**Call meeting to order**

**Pledge of Allegiance**

**Roll call of Board Members**

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

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

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

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

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

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

- a. Minutes – December 12, 2017 (Recommend Approval)  
December 21, 2017 Special Meeting (Recommend Approval)

- b. Bills -

General Fund  
(Recommend Approval)

\$ 1,146,591.30

Gourdie-Fraser	
Developer's Escrow Fund	\$ 1,475.00
Utility Receiving Fund	1,125.00
Total	\$ 2,600.00

- c. Building Department 2017 Statement of Operations and Annual Report (Receive and File)
- d. MTT Report (Receive and File)
- e. 2017 Zoning Department Activities (Receive and File)
- f. PD 2017-126 – Miller Creek Nature Reserve Project Update (Receive and File)

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

**5. Correspondence**

- a. Email from Brenda Hubbell – Barlow Street
- b. Email from Todd Vigland – Buffalo Ridge Trail
- c. Grand Traverse Conservation District – December 2017 Report

**6. Reports**

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

**7. Unfinished Business**

- a. PD 2018-01 - Consideration of Adoption of Parks and Recreation Master Plan for Garfield Township
- b. PD 2018-02 - Consideration of Resolution 2018-02-T, a resolution adopting Ordinance No. 68 (Zoning Ordinance): Amendment No. 9 - Conditional Rezoning for Serra Works of Traverse City, LLC

**8. New Business**

- a. Consideration of Resolution 2018-01-T, a resolution approving the financial institutions which the Township Treasurer will do business with in 2018

**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  
December 12, 2017**

Supervisor Korn called the Town Board Meeting to order on December 13, 2017 at 6:01p.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, Jeane Blood Law, Steve Duell, Lanie McManus, Molly Agostinelli, and Chuck Korn

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

None

**2. Review and Approval of the Agenda - Conflict of Interest (6:01)**

Korn added Fire Prevention Ordinance as agenda item 7.a., 2018 Committee Appointments under the Supervisor's Report and a closed session to review an Attorney Opinion under Other Business.

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

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

*Nays: None*

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

**a. Minutes**

November 28, 2017 Regular Meeting Minutes (Recommend Approval)

**b. Bills**

General Fund	\$57,493.02
Gourdie-Fraser	
Developer's Escrow Fund	\$ 3,322.50
Utility Receiving Fund	<u>21,050.00</u>
Total	\$ 24,372.50

(Recommend Approval)

**c. Town Board Meeting Dates for 2018 (Recommend Approval)**

**d. Ordinance No. 13 Amendment No. 36 an Ordinance to provide for the**

**operation and maintenance of the Grand Traverse County Sewage Disposal System No. 4 (Garfield Township) on a public utility basis under the provisions of act 94, Public Acts of Michigan, 1933, as amended – Introduce and schedule for public hearing on December 21, 2017 (Recommend Approval)**

- e. **Ordinance Amendment No. 40 and Ordinance to provide for the operation and maintenance of the Grand Traverse County Water Supply System No. 1 (Garfield Township) on a public utility basis under the provisions of Act 94, Public Acts of Michigan, 1933, as amended – Introduce and schedule for public hearing on December 21, 2017 (Recommend Approval)**
- f. **PD Report 2017-17 – Serra Works of Traverse City, LLC Special Meeting Schedule Public Hearing for December 21, 2017. (Recommend Approval)**

*Duell moved and Walters supported to approve the consent calendar as presented.*

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

**4. Items Removed from the Consent Calendar (6:08)**

- a. None

**5. Correspondence (6:08)**

- a. **Grand Traverse Conservation District – November 2017 Report**

**6. Reports**

- a. **Sheriff's Report (6:08)**

Deputy Chris Barsheff reported that 42% of total calls were from Garfield Township but overall, criminal complaints were down. The Sheriff's department worked to kick off the Toys for Tots campaign at the Great Wolf Lodge and they will be teaching Coast Guard personnel how to drive in the snow. He reviewed some recent criminal cases with Trustees and said he was involved in the missing person case in Skegemog Lake.

- b. **County Commissioner's Report (6:16)**

No report

- c. **Clerk's Report (6:16)**

McManus said her report was submitted in writing.

- d. **Supervisor's Report (6:17)**

Korn reported that TART was approved for two DNR trust fund grants for the Boardman Lake Trail loop and he estimates that \$4.7 million has been received for the project thus far. The Township closed on the avigation easement and

received the money which was placed into the Parks and Recreation Fund to help pay for improvements to that piece of property. Korn said he attended a meeting regarding e-bikes which are a certain type of quiet low speed bike which may be legal on some trails unless municipalities opt out. Enforcement agencies would like all entities in the area to adopt the same ordinance regarding e-bikes and discussion will take place in the near future. Korn then turned to open committee appointments. Duell and Blood Law both applied to serve on the Planning Commission and Zoning Board of Appeals and each spoke to their strengths and reasons for wanting to serve on the Planning Commission and Zoning Board of Appeals.

*Walters moved and Schmuckal seconded to reappoint Steve Duell to the Planning Commission and Zoning Board of Appeals.*

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

*Nays: Blood Law*

Korn and McManus will continue to serve on the Grand Traverse County Commission as Representatives from Garfield Township and Korn will serve along with Eric Perdonick as Garfield Township representatives on the Grand Traverse County Road Commission.

Korn said that the Grand Traverse Metro Board consists of himself and one other trustee as well as an alternate. Blood Law stated that she would like to be the second alternate. Walters and McManus talked about their reasons for wanting to serve on the Metro Board.

*Blood Law moved and Korn seconded to reappoint McManus to the Grand Traverse Metro Board.*

*Yeas: Blood Law, Korn, McManus*

*Nays: Agostinelli, Schmuckal, Duell, Walters*

*The motion failed.*

*Duell moved and Agostinelli seconded to appoint Walters to the Grand Traverse Metro Board.*

*Yeas: Duell, Agostinelli, Walters, Schmuckal, Korn*

*Nays: McManus, Blood Law.*

*Schmuckal moved and Duell seconded to appoint Blood Law as the first alternate since McManus withdrew her bid.*

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

There is one opening on the Parks and Recreation Commission since Schmuckal is the Board representative. Alisa Korn and James Guilmet are vying for the open position on the Parks and Recreation Commission and both Planner Rob Larrea and Parks and Rec Chair Chris Remy recommend that Alisa Korn be reappointed.

*After discussion, McManus moved and Blood Law seconded to reappoint Alisa Korn to the Parks and Recreation Commission.*

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

The motion failed.

*Agostinelli moved and Duell supported to appoint Jim Guilmet to the Parks and Recreation Commission.*

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

The Building Code of Appeals will keep all its members and the Personnel Committee will remain with the same members since Walters withdrew his application. Building and Grounds, Election Committee, Law Enforcement and Northern Nexus Committees will all remain the same.

## **7. Unfinished Business**

### **a. Fire Prevention Ordinance (6:59)**

Lt. Brian Belcher spoke to trustees and reviewed the changes in the Ordinance. This new ordinance replaces and updates the existing Ordinance from 2015. Belcher explained that most tents will no longer need approval from Metro.

*Schmuckal moved and Walters seconded to adopt the Charter Township of Garfield Fire Prevention Ordinance.*

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

## **8. New Business**

**a. Discussion regarding PILOT application for Aspen Hills Apartments at 1291 Oak Terrace Drive (7:06)**

The apartments need to be remodeled and owners are asking for a PILOT to do so. Blood Law said that the PILOT ordinance was last amended in 2009 and the ordinance should be reviewed and possibly updated before a decision on this PILOT is rendered. Board members requested to confer with Amy DeHaan, Assessor and the Supervisor to review the present ordinance with an attorney.

*Schmuckal moved and Agostinelli seconded to postpone action on this agenda item.*

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

*Nays: None*

**9. Public Comment: (7:17)**

None

**10. Other Business (7:09)**

*Agostinelli moved and Schmuckal seconded to go into closed session at 7:18pm to discuss an attorney opinion.*

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

*Nays: None*

Korn called the meeting back to order at 7:53pm.

Board members asked for clarification on what is a budget vote that requires one vote from each township and to not accept the new leases as currently presented and to follow the attorney's recommendation in the matter.

**11. Adjournment**

*Korn moved to adjourn the meeting at 7:56 p.m.*

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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  
December 21, 2017**

Supervisor Korn called the Town Board Meeting to order on December 21, 2017 at 6:00p.m. at the Garfield Township Hall, 3848 Veterans Drive, Traverse City, Michigan.

**Pledge of Allegiance**

**Roll Call of Board Members**

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

Absent and Excused: Molly Agostinelli

**1. Public Comment (6:00)**

None

**2. Review and Approval of the Agenda - Conflict of Interest (6:01)**

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

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

*Nays: None*

**3. Consent Calendar (6:01)**

**a. Silver Lake 2017 State of the Lake Report and 2018 Management Recommendations (Receive and File)**

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

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

*Nays: None*

**4. Items Removed from the Consent Calendar (6:02)**

*None*

**5. Correspondence (6:02)**

Letter from Haggard Plumbing & Heating in support of Serra Works of Traverse City

**6. Reports**

**7. Unfinished Business (6:03)**

**a. Public Hearing – Ordinance No. 13 Amendment No. 36 an Ordinance to provide for the operation and maintenance of the Grand Traverse**

**County Sewage Disposal System No. 4 (Garfield Township) on a public utility basis under the provisions of Act 94, Public Acts of Michigan, 1933 as amended. (6:03)**

Korn said that this action would amend the sewer ordinance to include the new line recently installed on Oak Terrace Drive. The Public Hearing was opened at 6:04pm and seeing no one wishing to speak, the Public Hearing was closed.

*Walters moved and Duell seconded to approve Ordinance No. 13 Amendment No. 36 to provide for the operation and maintenance of the Grand Traverse County Sewage Disposal System No. 4 (Garfield Township) on a public utility basis under the provisions of Act 94, Public Acts of Michigan, 1933 as amended.*

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

**b. Public Hearing – Ordinance No. 15 Amendment No. 40 an Ordinance to provide for the operation and maintenance of the Grand Traverse County Water Supply System No. 1 (Garfield Township) on a public utility basis under the provisions of Act 94, Public Acts of Michigan, 1933 as amended. (6:06)**

Korn said that this action was to include the new water line on Oak Terrace Drive. The Public Hearing was opened at 6:07pm and seeing no one wishing to speak, the Public Hearing was closed.

*Schmuckal moved and Blood Law seconded to adopt Ordinance No. 15 Amendment No. 40 an Ordinance to provide for the operation and maintenance of the Grand Traverse County Water Supply System No. 1 (Garfield Township) on a public utility basis under the provisions of Act 94, Public Acts of Michigan, 1933 as amended.*

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

**c. Public Hearing – PD Report 2017-122 – Serra Works of Traverse City, LLC – Proposed Conditional Rezoning Agreement (6:08)**

Korn said that the Planning Commission has approved the application and the applicant has met all requirements and recommendations set forth by the Planning Commission. Korn opened the Public Hearing at 6:09pm Attorney for Serra Works, Karrie Zeits, gave board members a short presentation on the proposed project. She noted the conditions set forth by the Planning Commission and how those conditions were met by the applicant.

*Schmuckal moved and Walters seconded THAT the Findings of Fact for Application Z-2017-03, attached to PD Report 2017-122 and forming part of this motion BE APPROVED as recommended by the Planning Commission.*

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

*Schmuckal moved and Duell seconded THAT application Z-2017-03 submitted by Serra Works of Traverse City, LLC to conditionally rezone lands along Boon Street, as described, BE APPROVED based on the approved Findings of Fact and for reasons stated in reports PD-2017-99 and PD 217-122 and direct staff to prepare a resolution for adoption.*

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

## **8. New Business**

### **a. Beacon Hills Subdivision Sign Request and Recommendation (6:21)**

The Parks and Recreation commission has recommended that the board deny the signage at the park. The Beacon Hills Estates plat specifically exempts the township from any maintenance obligation to the park. These neighborhood parks are more private than public. The parks and Recreation Commission also made the determination that identifying these parks with the Parks & Recreation Master Plan is premature at this time and would require additional discussion with residents of these neighborhoods before moving forward.

*Blood Law moved and Schmuckal seconded THAT the Township Board concur with the Parks and Recreation Commissions recommendation to DENY the request to install a park sign at the Beacon Hills Estates subdivision park at taxpayer expense, AND FURTHER THAT the request for maintenance funds be denied based on the language approved as a part of the plat in 1964.*

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

## **9. Public Comment: (6:25)**

Doug Brown of Highland Drive spoke regarding the Beacon Hills signage. Brown and the trustees discussed Brown posting any set of rules even if they were not Garfield Township's rules. Korn said that he would take the matter to an attorney for further guidance.

## **10. Other Business (6:37)**

None

**11. Adjournment**

*Korn moved to adjourn the meeting at 6:37pm*

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

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

CHECK DISBURSEMENT REPORT FOR CHAPTER TOWNSHIP OF GARFIELD  
 CHECK DATE FROM 12/08 - 01/03/2018  
 Banks:

Check Date	Bank	Check #	Payee	Description	GL #	Amount
12/13/2017	GEN	36517	BRENDA BURROWS	CONTRACTED AND OTHER SERVICES	101-101-805.000	105.00
12/13/2017	GEN	36518	GRAND TRAVERSE COUNTY REG DEED	MISCELLANEOUS	308-000-864.000	30.00
12/13/2017	GEN	36519	INTEGRITY BUSINESS SOLUTIONS		101-101-726.000	94.97
12/13/2017	GEN	36520	LAND INFORMATION ACCESS ASSOC	COM. PROM. - TV BOARD	101-747-880.017	120.00
12/13/2017	GEN	36521	MAMC	EDUCATION & TRAINING	101-215-960.000	1,050.00
12/13/2017	GEN	36522	NMCOA	DUES & PUBLICATIONS	101-371-965.000	200.00
12/13/2017	GEN	36523	NORTHWEST MICH ASSESSORS	DUES & PUBLICATIONS	101-171-965.000	30.00
12/13/2017	GEN	36524	OLSON, BZDOK, & HOWARD	LEGAL SERVICES	101-400-801.000	406.00
12/13/2017	GEN	36525	PRINTING SYSTEM	SUPPLIES	101-215-726.000	288.38
12/13/2017	GEN	36526	RICHARD J. FIGURA, PC	LEGAL SERVICES - TOWNBOARD	101-101-801.002	1,170.00
12/13/2017	GEN	36527	SONDEE, RACINE, DOREN	LEGAL SERVICES	101-410-801.000	4,322.73
12/13/2017	GEN	36528	STATE OF MICHIGAN (P)	STATE TAXES PAYABLE	101-000-228.000	2,356.52
12/13/2017	GEN	36529	TRAVERSE CITY RECORD EAGLE	ADVERTISING	101-101-901.000	420.25
		36529			308-000-901.000	127.25
						<u>547.50</u>
12/14/2017	GEN	36530	BLUE CROSS BLUE SHIELD OF MICHIGAN	INSURANCE - EMPLOYEE HEALTH	101-851-873.030	15,523.87
12/14/2017	GEN	36531	GRAND TRAVERSE MTA ASSOCIATION	DUES & PUBLICATIONS -TOWNBOAR	101-101-965.101	439.94
12/14/2017	GEN	36532	IAAO	DUES & PUBLICATIONS	101-171-965.000	190.00
12/14/2017	GEN	36533	MUNICIPAL UNDERWRITERS OF MI	INSURANCE - LIABILITY	101-851-912.001	12,139.00
12/14/2017	GEN	36534	VERSUS TECHNOLOGIES	CURRENT REAL PROPERTY TAXES	101-000-403.000	364.96
12/19/2017	GEN	36535	ACCIDENT FUND OF MICHIGAN	INSURANCE - WORKMENS COMP.	101-851-912.002	6,989.00
12/19/2017	GEN	36536	AFLAC	AFLAC	101-000-227.001	591.98
12/19/2017	GEN	36537	ANNE WENDLING	CONTRACTED AND OTHER SERVICES	101-101-805.000	150.50
		36537		CONTRACTED AND OTHER SERVICES	101-400-805.000	72.00
						<u>222.50</u>
12/19/2017	GEN	36538	ANNE WENDLING	MISCELLANEOUS	308-000-864.000	85.00
12/19/2017	GEN	36539	CITY OF TRAVERSE CITY	LEGAL SERVICES - TOWNBOARD	101-101-801.002	559.70
12/19/2017	GEN	36540	CITY OF TRAVERSE CITY		101-448-920.005	10.61
12/19/2017	GEN	36541	FIFTH THIRD BANK	SUPPLIES	101-253-726.000	39.72

**3. b.**

CHECK DISBURSEMENT REPORT FOR CHARTER TOWNSHIP OF GARFIELD  
 CHECK DATE FROM 12/08/2017 TO 01/03/2018  
 Banks: C

Check Date	Bank	Check #	Payee	Description	GL #	Amount
		36541		EDUCATION & TRAINING	101-253-960.000	11.49
		36541		COMPUTER SUPPORT SYSTEMS	101-258-935.015	249.99
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		301.20				
12/19/2017	GEN	36542	GARFIELD CHARTER TOWNSHIP	HSA (FORMERLY FLEX)	101-000-237.000	329.62
12/19/2017	GEN	36543	GRAND TRAVERSE COUNTY	COM. PROM. - COMMUNITY AWAREN	101-747-880.007	1,517.00
12/19/2017	GEN	36544	GRAND TRAVERSE COUNTY	POLICE CONTRACT	101-301-830.000	248,742.00
12/19/2017	GEN	36545	LAND INFORMATION ACCESS ASSOC	EDUCATION & TRAINING	101-101-960.000	48.75
12/19/2017	GEN	36546	NORTHERN OFFICE EQUIP	SUPPLIES - COPIER MAINTENANCE	101-101-726.002	608.51
12/19/2017	GEN	36547	NORTHWOODS BUSINESS FORMS	SUPPLIES	101-171-726.000	31.99
		36547		SUPPLIES	101-253-726.000	173.95
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		205.94				
12/19/2017	GEN	36548	UNITED WAY	UNITED WAY	101-000-238.000	90.00
12/19/2017	GEN	36549	VERIZON	TELEPHONE	101-265-850.000	221.64
12/19/2017	GEN	36550	VOYA INSTITUTIONAL TRUST COMPANY	DEFERRED COMP	101-000-227.000	2,150.00
12/20/2017	GEN	36551	SEEDS	COM. PROM. - GT COMMONS	308-000-880.012	9,089.11
12/20/2017	GEN	36552	TRISON ENGINEERING GROUP, INC	COM. PROM. - GT COMMONS	308-000-880.012	674.11
12/20/2017	GEN	36553	GARFIELD CHARTER TOWNSHIP	CURRENT REAL PROPERTY TAXES	101-000-403.000	182,434.14
12/28/2017	GEN	36554	ANNE WENDLING	CONTRACTED AND OTHER SERVICES	101-101-805.000	181.50
		36554		CONTRACTED AND OTHER SERVICES	101-400-805.000	179.50
<hr/>						
		361.00				
12/28/2017	GEN	36555	FIFTH THIRD BANK	EDUCATION & TRAINING	101-215-960.000	134.55
12/28/2017	GEN	36556	GARFIELD CHARTER TOWNSHIP	INSURANCE - EMPLOYEE HEALTH	101-851-873.030	50,600.00
12/28/2017	GEN	36557	JEANE BLOOD LAW	MILEAGE - TREASURER	101-253-860.500	31.57
12/28/2017	GEN	36558	NORTHWOODS PRINTERS LLC	SUPPLIES	101-101-726.000	173.95
		36558		SUPPLIES	101-171-726.000	242.51
		36558		SUPPLIES	101-253-726.000	347.90
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		764.36				
12/28/2017	GEN	36559	TEAMSTERS LOCAL 214	UNION DUES	101-000-239.000	41.00
12/28/2017	GEN	36560	THE GUARDIAN	INSURANCE - EMPLOYEE HEALTH	101-851-873.030	1,105.10
		36560		INSURANCE - EMPLOYEE LIFE	101-851-873.040	929.71

Check Date Bank Check # Payee Description GL # Amount

01/03/2018 GEN 36561 GARFIELD CHARTER TOWNSHIP CURRENT REAL PROPERTY TAXES 101-000-403.000 2,034.81

TOTAL - ALL FUNDS TOTAL OF 45 CHECKS 1,146,591.30

Check #	Bank	Check #	Payee	Description	GL #	Amount
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101-000-227.000				DEFERRED COMP		2,150.00
101-000-227.001				AFLAC		591.98
101-000-228.000				STATE TAXES PAYABLE		2,356.52
101-000-237.000				HSA (FORMERLY FLEX)		329.62
101-000-238.000				UNITED WAY		90.00
101-000-239.000				UNION DUES		41.00
101-000-403.000				CURRENT REAL PROPERTY TAXES		781,173.43
101-101-726.000				SUPPLIES		268.92
101-101-726.002				SUPPLIES - COPIER MAINTENANCE		608.51
101-101-801.002				LEGAL SERVICES - TOWNBOARD		1,729.70
101-101-805.000				CONTRACTED AND OTHER SERVICES		437.00
101-101-901.000				ADVERTISING		420.25
101-101-960.000				EDUCATION & TRAINING		48.75
101-101-965.101				DUES & PUBLICATIONS -TOWNBOAR		439.94
101-171-726.000				SUPPLIES		274.50
101-171-965.000				DUES & PUBLICATIONS		220.00
101-215-960.000				EDUCATION & TRAINING		288.38
101-253-726.000				SUPPLIES		561.57
101-253-860.500				MILEAGE - TREASURER		31.57
101-253-960.000				EDUCATION & TRAINING		11.49
101-258-935.015				COMPUTER SUPPORT SYSTEMS		249.99
101-265-850.000				TELEPHONE		221.64
101-301-830.000				POLICE CONTRACT		248,742.00
101-371-965.000				DUES & PUBLICATIONS		200.00
101-400-801.000				LEGAL SERVICES		406.00
101-400-805.000				CONTRACTED AND OTHER SERVICES		251.50
101-410-801.000				LEGAL SERVICES		4,322.73
101-448-920.005				STREET LIGHTS TOWNSHIP		10.61
101-747-880.007				COM. PROM. - COMMUNITY AWAREN		1,517.00
101-747-880.017				COM. PROM. - TV BOARD		120.00
101-851-873.030				INSURANCE - EMPLOYEE HEALTH		67,228.97
101-851-873.040				INSURANCE - EMPLOYEE LIFE		929.71
101-851-912.001				INSURANCE - LIABILITY		12,139.00
101-851-912.002				INSURANCE - WORKMENS COMP.		6,989.00
308-000-864.000				MISCELLANEOUS		115.00
308-000-880.012				COM. PROM. - GT COMMONS		9,763.22
308-000-901.000				ADVERTISING		127.25
				TOTAL		1,146,591.30

January 2, 2018

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

**I. Developer's Escrow Fund**

1. Engineering services for storm water review and final approval letter.		
<b>Ferguson's Lawn Equipment - Cold Storage Expansion, Escrow# 218.822</b>		
Project# 17029C	Invoice No. 17029347	755.00
2. Engineering services for storm water review and final approval letter.		
<b>Cosmetic Skin and Laser Center Bldg. Addition, Front Street, Escrow# 214.826</b>		
Project# 17029C	Invoice No. 17029348	720.00
Total		<u>1,475.00</u>

**Utility Receiving Fund**

1. Engineering consulting services for meeting with City of TC and Garfield Twp.		
<b>Meter and Water Contract</b>		
Project# 17029C	Invoice No. 17029350	250.00
2. Engineering consulting services.		
<b>Cass Road Drainage District Improvements</b>		
Project# 17029C	Invoice No. 17029349	375.00
3. Engineering consulting services for research and review w/DPW & property owner		
<b>Abandon, relocate and connect sewer lead to system to service EPI parcel.3</b>		
Project# 17029C	Invoice No. 17029351	500.00
Total		<u>1,125.00</u>

**GRAND TOTAL**      \$2,600.00







**Invoice**



Gourdie-Fraser, Inc.  
123 West Front Street  
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

January 2, 2018  
Project No: 17029C  
Invoice No: 17029350

Re: City of Traverse City and Garfield Township Meter and Water Contract

Services Performed: Engineering services for meeting with city, township and DPW to discuss status of meter readings and contract language (dual meters).

Professional Services from December 3, 2017 to December 23, 2017

Professional Personnel

	Hours	Rate	Amount
Sr. Project Manager	2.00	125.00	250.00
Totals	2.00		250.00
Total Labor			250.00

Total this Invoice **\$250.00**

**Invoice**



Gourdie-Fraser, Inc.  
123 West Front Street  
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

January 2, 2018  
Project No: 17029C  
Invoice No: 17029349

Re: Cass Road Drainage District Improvement Project

Services Performed: Engineering services for:

1. Meeting with drain commissioner and Jeff Cockfield (engineer that represents some of the existing property owners along Cass Road). Discussed scope of project, time line and impact to property owners with respect to storm water management whom are in process of expanding.
2. Coordination with drain commission on performing pilot holes along rail road tracks to locate existing water main.

Professional Services from December 3, 2017 to December 23, 2017

Professional Personnel

	Hours	Rate	Amount
Sr. Project Manager	3.00	125.00	375.00
Totals	3.00		375.00
Total Labor			375.00

Total this Invoice **\$375.00**

**Invoice**



Gourdie-Fraser, Inc.  
123 West Front Street  
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

January 2, 2018  
Project No: 17029C  
Invoice No: 17029351

Re: General Utilities

Services Performed: Engineering services for research and review with DPW and property owner to abandon, relocate and connect sewer lead to system to service EPI parcel located on SW corner of South Airport / Lafranier.

Professional Services from December 3, 2017 to December 23, 2017  
Professional Personnel

	Hours	Rate	Amount
Sr. Project Manager	4.00	125.00	500.00
Totals	4.00		500.00
Total Labor			500.00

Total this Invoice \$500.00

# ***Charter Township of Garfield***

## ***Building Department***

***3848 Veterans Drive***

***Traverse City, MI 49684***

***Telephone (231) 941-1620 FAX (231) 941-5783***

## **2017 STATEMENT OF OPERATIONS**

Construction activity in 2017 was robust to say the least. It may not have been a record year, but by any statistical measure, it was one of our busiest years since the Building Department was established in 1972. In fact, certainly top ten. Construction remained steady throughout 2017, and concluded with a total construction value of approximately \$42 million. 2017 actually showed a slight increase again for single family homes. As always, commercial activity was the catalyst in construction value.

During 2017, the Building Department reviewed, processed, and issued 250 permits, while performing over 1,200 inspections.

If you would like more information regarding yearly comparisons, historical data, or a more detailed permit by category report please come in and see me. I also have our continuing customer survey results if anyone is interested. You should be aware that I discard any with criticism.

Mandated Property Maintenance inspections continue as always. However, due to the numerous new projects and their required inspections, priority must be always given to new activity because of time sensitivities of the permit holder. Therefore, considering the large amount (and expanding) of apartments and hotels we have in our community, 2018 will continue to be a group effort between Departments with Zoning and Building performing inspections and Dorothy providing admirable administration skills. The Township board may want to exempt MHSDA apartments. It was brought to our attention that the State's inspection items are substantially more detailed. It seems redundant, especially since our requirements are so much less stringent and not on a yearly basis. We could just require owners to provide us with the State's final approval report, which would fulfill the requirements of our ordinance.

Despite the fact that construction investment in Garfield Township should remain strong in 2018, we cannot predict where the economy is headed, or predict any revenue projections. However, based on knowledge of future projects, and the applications that are presently sitting in my office, I am quite confident that construction activity in 2018 should be quite strong. Regardless, we will continue to emphasize exceptional customer service, communication, and public relations in order to maintain cooperative relationships.

If you have any questions, concerns, or comments regarding this report, please feel free to stop in and see me at anytime.

Respectfully,

A handwritten signature in black ink, appearing to read 'CSB', with a horizontal line extending from the top of the 'B'.

Carl Studzinski  
Building Official

attachment

# **Charter Township of Garfield**

## **Building Department**

**3848 Veterans Drive**

**Traverse City, MI 49684**

**Telephone (231) 941-1620 FAX (231) 941-1588**

### **ANNUAL REPORT- 2017**

Building Permits Issued.....	250
Value of Construction.....	\$42,209,395
Building Permit Fees Collected.....	\$210,174
Property Maintenance Inspection Fees Collected.....	\$ 1,295
Miscellaneous Invoices: See Note.....	\$ 467
Total Permit Revenue.....	\$ 211,936

Item	# Of Permits	Construction Value
Single Family Homes	70	\$14,992,630
New Commercial Buildings	16	\$12,577,353
Commercial Alterations	47	\$8,964,011
Residential Alterations	37	\$1,436,581
Misc. Permits (See Note)	80	\$4,238,740

**Note:**

Miscellaneous permits include residential garages, demos, decks, mobile homes, pole barns, extensions, solar panels, carports, swimming pools, commercial utility, Shell Only and change of use permits.

Miscellaneous invoices include addendums /additions to existing permits, temporary occupancy fees, preliminary and additional plan review fees, re-inspection fees and copy fees.



Prepared for Garfield Board

MTT UP

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 15-001617	008-027-00 008-027-10 008-028-00 900-363-98	Baruch SLS Inc Baruch SLS Inc Baruch SLS Inc Cherry Hill Haven	4841 N Long Lake Rd. 4825 N Long Lake Rd 4885 N Long Lake Rd 4885 N Long Lake Rd	2015 2015 2015 2015	\$ 359,400 \$ 141,900 \$ 419,400 \$ 5,500	\$ 359,400 \$ 141,900 \$ 419,400 \$ 5,500	\$ - \$ - \$ - \$ -	\$ - \$ - \$ - \$ -	\$ (359,400) \$ (141,900) \$ (419,400) \$ (5,500)	\$ (359,400) \$ (141,900) \$ (419,400) \$ (5,500)	9/13/17 Rec'd Order to make EXEMPT
	008-027-00 008-027-10 008-028-00 900-363-98	Baruch SLS Inc Baruch SLS Inc Baruch SLS Inc Cherry Hill Haven	4841 N Long Lake Rd. 4825 N Long Lake Rd 4885 N Long Lake Rd 4885 N Long Lake Rd	2016 2016 2016 2016	\$ 926,200 \$ 334,300 \$ 136,000 \$ 414,000	\$ 926,200 \$ 334,300 \$ 136,000 \$ 414,000	\$ - \$ - \$ - \$ -	\$ - \$ - \$ - \$ -	\$ (926,200) \$ (334,300) \$ (136,000) \$ (414,000)	\$ (926,200) \$ (334,300) \$ (136,000) \$ (414,000)	
	008-027-00 008-027-10 008-028-00 900-363-98	Baruch SLS Inc Baruch SLS Inc Baruch SLS Inc Cherry Hill Haven	4841 N Long Lake Rd. 4825 N Long Lake Rd 4885 N Long Lake Rd 4885 N Long Lake Rd	2017 2017 2017 2017	\$ 890,900 \$ 332,300 \$ 132,000 \$ 417,726	\$ 890,900 \$ 332,300 \$ 132,000 \$ 417,726	\$ - \$ - \$ - \$ -	\$ - \$ - \$ - \$ -	\$ (890,900) \$ (332,300) \$ (132,000) \$ (417,726)	\$ (890,900) \$ (332,300) \$ (132,000) \$ (417,726)	
	008-027-00 008-027-10 008-028-00 900-363-98	Baruch SLS Inc Baruch SLS Inc Baruch SLS Inc Cherry Hill Haven	4841 N Long Lake Rd. 4825 N Long Lake Rd 4885 N Long Lake Rd 4885 N Long Lake Rd	2017 2017 2017 2017	\$ 914,600 \$ 889,726 \$ - \$ -	\$ 914,600 \$ 889,726 \$ - \$ -	\$ - \$ - \$ - \$ -	\$ - \$ - \$ - \$ -	\$ (914,600) \$ (889,726) \$ - \$ -	\$ (914,600) \$ (889,726) \$ - \$ -	
2 17-002491	013-005-20	Serra Works of Traverse City LLC	1747 S Garfield Ave	2017	\$ 2,529,600 SETTLED:	\$ 2,314,458 \$ 1,900,000 \$ 2,000,000	\$ 1,900,000 \$ 2,000,000	\$ 1,900,000 \$ 2,000,000	\$ (225,142) \$ (100,000) \$ (200,000)	\$ (225,142) \$ (100,000) \$ (200,000)	9/14/17 Rec'd judgment.
3 16-003616	015-025-22 015-025-30	WODA Boardman Lake Ltd Div Boardman Lake Dr	2960 Feiger Ln Boardman Lake Dr	2016	\$ 708,300 \$ 1,739,700 \$ 2,448,000 DISMISSED	\$ 666,499 \$ 1,719,441 \$ 2,385,940	\$ 435,000 \$ 1,065,000 \$ 1,500,000	\$ 435,000 \$ 1,065,000 \$ 1,500,000	\$ (271,801) \$ (670,259) \$ (913,060) -37%	\$ (271,801) \$ (670,259) \$ (913,060) -37%	5/2/17 Rec'd Order of Dismissal.
4 17-001664	016-016-40	True North Company Inc McDonald's	3606 N US 31 South Judge: David B Wairmon	2017	\$ 698,100 Pre-hearing General Call Apr 16-30, 2018	\$ 554,358 \$ 271,911	\$ 415,000 \$ 200,000	\$ 415,000 \$ 200,000	\$ (243,742) \$ (71,911)	\$ (243,742) \$ (71,911)	11/6/17 Rec'd judgment rec'd.
5 17-003766	016-054-10	Northfield Restaurant Corp Pizza Hut	3050 N US 31 South	2017	\$ 324,200 SETTLED:	\$ 271,911 \$ 299,500	\$ 200,000 \$ 247,211	\$ 200,000 \$ 247,211	\$ (54,289) \$ (47,711)	\$ (54,289) \$ (47,711)	
6 15-003858	021-009-00	Wellington Real Estate, Inc Olive Garden	2800 N US 31 South	2015	\$ 903,500 SETTLED:	\$ 775,533 \$ 732,000	\$ 450,000 \$ 732,000	\$ 450,000 \$ 732,000	\$ (327,967) \$ (140,000)	\$ (327,967) \$ (140,000)	4/14/17 Rec'd judgment.
7 16-003585	021-009-00	Darden #0021670 Olive Garden	2800 N US 31 South	2016	\$ 762,400 SETTLED:	\$ 762,400	\$ 450,000 \$ 734,196	\$ 450,000 \$ 734,196	\$ (312,400) \$ (9,000)	\$ (312,400) \$ (9,000)	4/18/17 Rec'd judgment.
8 016-002436	021-015-00 & Grand Traverse Mall LLC 021-015-70	Grand Traverse Mall LLC	3200 W South Airport Rd	2016	\$ 21,593,800 \$ 89,500 \$ 21,548,266	\$ 21,483,557 \$ 64,709 \$ 21,548,266	\$ 12,462,460 \$ 37,540 \$ 12,500,000	\$ 12,462,460 \$ 37,540 \$ 12,500,000	\$ (9,110,243) \$ (24,189) \$ (9,183,300)	\$ (9,110,243) \$ (24,189) \$ (9,183,300)	10/6/17 Our appraisal indicates values of \$39,450,000 for 2016, and \$36,150,000 for 2017. Theirs indicates \$22,600,000-2016, and \$25,000,000-2017
NEW	021-015-00 & Grand Traverse Mall LLC 021-015-70	Grand Traverse Mall LLC	3200 W South Airport Rd	2017	\$ 21,593,800 \$ 89,400 \$ 21,683,200	\$ 21,593,800 \$ 65,291 \$ 21,659,091	\$ 12,462,460 \$ 37,540 \$ 12,500,000	\$ 12,462,460 \$ 37,540 \$ 12,500,000	\$ (9,131,340) \$ (23,109) \$ (9,183,200)	\$ (9,131,340) \$ (23,109) \$ (9,183,200)	12/13/17 Pre-hearing General Call Held Trial scheduled for April 23-27, 2018 1/2/18 AG Rejected offer to settle at \$28,000,000.
9 17-002286	021-015-10	Airport 31, LLC MC Sports, et al	3450 W South Airport Rd	2017	\$ 2,049,700 Pre-hearing General Call Sept 4-14, 2018	\$ 1,828,226 \$ 2,005,200	\$ 1,000,000 \$ 1,523,685	\$ 1,000,000 \$ 1,523,685	\$ (221,474) \$ (518,485)	\$ (221,474) \$ (518,485)	9/11/17 Sent email to begin settlement negotiation.
10 17-002044	021-015-20	Macy's	3160 W South Airport Rd	2017	\$ 2,005,200 Pre-hearing General Call May 1-15, 2018	\$ 2,005,200 \$ 330,500	\$ 1,523,685 \$ 235,000	\$ 1,523,685 \$ 235,000	\$ (481,515) \$ (95,500)	\$ (481,515) \$ (95,500)	12/20/17 Rec'd offer of \$30/sf. 1/25/18 Rejected and countered at \$34.46/sf.
11 17-000916	021-015-60	GT Mall/Brookfield Huntington National Bank	3160 W South Airport Rd	2017	\$ 330,500 SETTLED:	\$ 330,500 \$ 569,403	\$ 235,000 \$ 350,000	\$ 235,000 \$ 350,000	\$ (95,500) \$ (80,500)	\$ (95,500) \$ (80,500)	9/25/17 Rec'd judgment.
12 16-003409	021-028-00	ARCP RL Portfolio V LLC Red Lobster	2691 N US 31 South	2016	\$ 583,800 WITHDRAWN	\$ 569,403	\$ 350,000	\$ 350,000	\$ (233,800) \$ (219,403)	\$ (233,800) \$ (219,403)	3/10/17 Rec'd order of dismissal.
13 16-003352	021-043-00	Fifth Third Bank	3535 W South Airport Rd	2016	\$ 1,320,600 SETTLED:	\$ 661,653	\$ 300,000	\$ 300,000	\$ (1,020,600) \$ (223,836)	\$ (1,020,600) \$ (223,836)	8/15/17 Judgment Rec'd - NO reduction in TV
	021-043-00	Fifth Third Bank	3535 W South Airport Rd	2017	\$ 1,319,600 SETTLED:	\$ 667,607	\$ 300,000	\$ 300,000	\$ (1,019,600) \$ (222,836)	\$ (1,019,600) \$ (222,836)	
14 17-002920	022-034-00	Broad George E	2180 Cass Rd	2017	\$ 278,900 SETTLED:	\$ 157,258	\$ 147,035	\$ 147,035	\$ (14,500) \$ (5,900)	\$ (14,500) \$ (5,900)	10/31/17 Judgment Received
15 17-002493	350-008-00	Serra Works of Traverse City LLC	1302 S Garfield Ave	2017	\$ 358,400 DISMISSED	\$ 358,400	\$ 300,000	\$ 300,000	\$ (58,400) \$ (16%)	\$ (58,400) \$ (16%)	9/15/17 Rec'd order of dismissal
	TOTALS:			2015	\$ 1,829,700 TOTALS:	\$ 1,701,733	\$ 450,000	\$ 450,000	\$ (1,379,000) \$ (1,251,733)	\$ (1,379,000) \$ (1,251,733)	
				2016	\$ 27,689,000 TOTALS:	\$ 26,818,562	\$ 15,100,000	\$ 15,100,000	\$ (12,589,000) \$ (11,718,562)	\$ (12,589,000) \$ (11,718,562)	
				2017	\$ 32,492,000 TOTALS:	\$ 31,036,735	\$ 18,638,085	\$ 18,520,720	\$ (13,853,915) \$ (12,516,015)	\$ (13,853,915) \$ (12,516,015)	
				SETTLED VALUES:		2015 \$ (1,097,700) \$ (969,733)	2016 \$ (1,123,736) \$ (919,104)	2017 \$ (1,778,136) \$ (1,315,284)			
											Garfield Potential Tax Loss
											2015 \$ (2,503,47)
											2016 \$ (23,437.12)
											2017 \$ (25,032.03)
											2015 \$ (1,939,47)
											2016 \$ (1,838.21)
											2017 \$ (2,630.57)

3. d.



# Charter Township of Garfield

Grand Traverse County

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

To: Garfield Township Board

From: Michael Green, AICP, Zoning Administrator  
 Thom Schmuckal, Ordinance Enforcement Officer

## 2017 Zoning Department Activities

Please find below the Zoning Department’s 2017 activities. These activities include permits and enforcement, as well as, administrative site plan review, storm water review, and Zoning Board of Appeals.

### Permit Activity

Total Permits Issued	2017	2016	2015	2014	2013	2012	2011
Land Use <i>(see table below)</i>	183	195	139	153	163	106	91
Outdoor Sale	20	27	22	27	13	15	18
Sign	139	133	163	153	117	133	170
<b>Total</b>	<b>342</b>	<b>355</b>	<b>324</b>	<b>333</b>	<b>293</b>	<b>254</b>	<b>279</b>

	2017	2016	2015	2014	2013	2012	2011
Accessory Structures	23	40	23	25	28	14	7
Change of Use	3	8	13	13	13	5	13
Commercial New	11	11	8	6	3	1	9
Com Repair/Add/Alter	19	18	10	4	10	15	7
Deck	11	16	7	7	7	8	4
Earth Change/Mass Grading	5	2	3	17	8	5	4
Misc.	23	14	17	8	4	6	3
Multi (inc. Duplex)	4	20	4	35	0	4	2
Res Add/Alter/Repair	14	12	8	9	19	13	17
Single Family Dwelling	70	54	46	29	71	35	25

Overall, permit activity in 2017 is slightly lower than 2016 but higher than all other years dating back to 2011. Accessory structures, commercial permits, single-family dwellings, multi-family housing, decks, and other residential additions were up from last year. Significant projects this year included the Ridges at 45 Apartments (Phase II), Life Story Funeral Home, Autozone, Bill Marsh Auto, Serra

Automotive Group, Opperman Electric, Soils and Structures, and various commercial/industrial redevelopment projects throughout the township.

### **Ordinance Enforcement**

On a daily basis, Thom looks for violations and responds to reported violations. He takes pictures and submits all potential violations to Mike, who sends a letter and answers phone calls related to the violations. Total complaints received by this office in 2017 were 136, which is slightly lower than the 137 complaints received in 2016. These are complaints where a letter was sent and does not include an additional 118 violations that Thom handled while in the field, including pulling illegally placed signs and verbally informing businesses of their violations. When a violation of an Ordinance is found a letter of information is sent to inform the individual of the violation. After a follow up inspection, if the violation is not resolved, a letter of violation is sent to the individual. Throughout 2017, a total of 284 inspections were performed resulting in the issuance 140 Information Letters, 82 Violation Letters, and 35 Civil Infraction tickets, compared to 114 Information letters, 67 Violation letters, and 5 Civil Infraction Tickets issued in 2016.

Throughout 2017, 109 violations were resolved and 14 remain unresolved. This office will take the necessary action within the coming months to resolve the remaining violations.

### **Rental Inspections**

Pursuant to the Garfield Township Property Maintenance Code (Ordinance #55), this office performed required biannual inspections of 9 multi-family complexes and hotels throughout 2017, in which 10 percent of all units in each complex or hotel were inspected.

Michigan Public Act 14 of 2016, "The Housing Law", was adopted by the Michigan Legislature and signed by Governor Snyder. This new act features the following provisions that allow Garfield Township more flexibility as to when inspections must occur:

1. Reports for inspections performed by the U.S. Department of Housing and Urban Development or other governmental agencies can be substituted for township inspections. This would decrease duplicate inspections of the same rental units by multiple agencies.
2. Minimum periods between inspections have dropped from every two (2) years to every four (4) years, with provisions for inspections every six (6) years for developments where recent inspections found no violations and ownership hasn't changed.

If the Township would choose to enact any of the above changes, the Property Maintenance Code would need to be amended.

## **Reviews**


This year there were thirty-one (31) administrative site plans reviewed which are for new commercial construction and for commercial/industrial additions, down slightly from thirty-two (32) reviewed in 2016. The site plan reviews are to verify compliance with parking, setbacks, landscaping, lighting, and other portions of the Zoning Ordinance. There were twenty-three storm water reviews conducted for the Zoning Department related to commercial projects, up substantially from twelve (12) conducted in 2016. The Zoning and Storm Water Ordinances require that all storm water must be maintained on the site and cannot run off onto adjacent sites. For this review, the Township collects money in an escrow account from the developer and the Township sends the review to an engineer to verify compliance with the Ordinances. The fees charged to the Township for the review are paid out of the escrow account related to the project.

The Zoning Office also provided seven (7) Zoning Compliance Letters to businesses that requested information on the zoning district, permitting information, and approval process in writing related to their properties, down from nine (9) in 2016.

## **Zoning Board of Appeals**

The Zoning Board of Appeals had six (6) cases in 2017, compared to six (6) cases in 2016, four (4) in 2015 and two (2) in 2014. Of the six (6) cases considered in 2017, two (2) were interpretation requests and the other four (4) were variance requests. The purpose of the Zoning Board of Appeals is to consider all applications for interpretations, variances, and appeals and to take testimony and evidence as they may arise in the administration of the Zoning Ordinance.

If you have any questions or would like more information, please feel free to call.

		<b>Charter Township of Garfield</b>	
		Planning Department Report No. 2017- 126	
Prepared:	December 18, 2017	Pages:	1 of 3
Meeting:	January 9, 2018 Township Board	Attachments:	<input type="checkbox"/>
Subject:	Miller Creek Nature Reserve Project Update		

**PURPOSE**

Over the past several months the Parks and Recreation Commission (PRC), with the assistance of the Conservation District, and support from the Township Board, have continued to improve Garfield Townships park system. Due to the Boards inability to consistently hike to the project sites, Staff will now be providing a completion report for your convenience.

**Miller Creek fishing/ viewing platform - Completed 2017**

The Township Board approved the construction of a 15x20 foot platform at the Miller Creek Nature Reserve in July of this year. The platform was constructed of black locust due to its durability and natural resistance to rot. This invasive species provides a natural alternative to treated lumber.



## Miller Creek Nature Reserve Project Update



### Miller Creek Boardwalk - Completed 2017

Nearly a 1/4 mile of boardwalk through environmentally sensitive areas within the Miller Creek Nature Reserve was installed by SEEDS in 2017. This new trail connects two existing trails to form a loop and adds another nature viewing trail to our park system.



## Miller Creek Nature Reserve Project Update



### STAFF COMMENT

These two projects are an example of how our community can benefit from a partnership with our non-profit neighbors. SEEDS has continuously provided on time and on budget. These projects could not have occurred without the assistance of the GT Conservation District (Tom Vitale) the Parks and Recreation Commission and the Township Board. In addition, the Township Boards support of the PRC for these projects sends a good message to all of those who have worked countless hours to bring these amenities to our residents. Thank you all for your work and support.

### ACTION REQUESTED

No action is required.

m: Jeane Blood  
Sent: Wednesday, December 20, 2017 12:14 PM  
To: Judith Battle  
Subject: FW: Garfield township residents

more correspondence.

-----Original Message-----

From: Brenda Hubbell [<mailto:bhubbell66@gmail.com>]  
Sent: Tuesday, December 19, 2017 8:05 PM  
To: Jeane Blood  
Subject: Fwd: Garfield township residents

Sent from my iPhone

Begin forwarded message:

- > Hi Jean, I'm not sure if you remember me from your time at the Catholic Credit Union. Paul would always tell me if he ever had a question or need about his banking you or Joan were his go to people.
- > I'm reaching out to you now regarding something I have a concern for.
- > I'm concerned regarding the lack of a safe sidewalk transportation on Barlow road. I know City recently voted and passed funds for safe sidewalk development along that road in the city limits. I'm reaching out to you regarding extending the sidewalk on Barlow through the Garfield Township area.
- > I do travel along that road frequently to avoid South Airport road. I have notice a large increase of pedestrians along that road compared to years ago. They don't appear to be tourists or people out for a leisurely stroll. They look like residents in that specific area traveling by foot to get to specific destinations. I worked in Home care in the past and I have seen clients in the trailer park along Barlow. They are low income and therefore lack the resources we ourselves enjoy.
- > I had the experience about s month ago driving along that road in the dark. I came upon 3 people walking on the side of the road. If I would have gone to the side of the road I would have hit one or all of them. I would have a very difficult time living with that. I imagine others have had that same experience as I did.
- > I think it is in the best interest of our community to provide safe travel along the road for our less fortunate citizens. I think now is a good time to join the City with the development of placing sidewalks along that road.
- > Because of my experience feeling a little to close for comfort driving along side of pedestrians I feel I need to speak up. I think all of our residents regardless of their tax bracket need to be safe.
- > Please give me your feedback regarding my concern.
- > Warm wishes for a safe and happy holiday season for you.
- > Thank you, Brenda Hubbell
- >
- >

Sent from my iPhone



**Roberto Larrea**

---

**5. b.**

**From:** Todd Vigland [tvigland@gtrlc.org]  
**Sent:** Wednesday, December 20, 2017 8:44 AM  
**To:** Roberto Larrea  
**Subject:** Buffalo Ridge Trail

Good Morning Rob,

This morning I ran the portion of the Buffalo Ridge Trail from Silver Drive to Copper Ridge and found it completely clear of ice and snow from edge to edge. Good for my recreational fetish and even better for those using the for transportation or with mobility challenges.

Thank you for your efforts in clearing the trail. Please pass along my compliment to the on-the-ground crew as well.

Happy Holidays,

Todd Vigland

Grand Traverse Conservation District  
December 2017 Report

CONSERVATION TEAM

OWNER/PARKLAND: Garfield Township - Various

**Administration**

- Attended and provided updates at the monthly Parks and Recreation Commission meeting.
- Discussed stewardship opportunities for West Middle School students with Grand Traverse Stewardship Initiative to continue informational signage at Kid's Creek Park.
- Reviewed and provided edits to the Township's Parks and Rec revised Master Plan.
- Discussed payment of connector trail from Kid's Creek Park to Buffalo Ridge with Popp Excavating.
- Coordinated Wildlife and Wetlands Solutions on contracted treatment of woody invasive plants on Garfield parklands.

**Routine Monitoring and Maintenance**

- Monitored trails and trailheads at all Garfield parklands and replaced dog waste bags as needed.
- Removed down trees and cleared trails at Garfield parklands.
- Cleared leaf debris from major boardwalks, overlooks, ADA trails, and step-systems prior to snowfall.
- Sought replacement vehicle barrier bollards on bridge adjacent to the Greenspire School at the Commons.
- Assessed social trail development at the Commons to better determine trails to needs and deter unwanted social trail development.
- Repaired damaged fencing at the Long Lake Rd. parking area at the Commons.
- Assisted contractors with the removal of blockages in Miller Creek to improve flow yet doesn't impact fish habitat.

**Other**

- Designed and purchased custom permanent "Attn: Dog Guardians" informational signs to post at all trailheads.
- Connected with Matt Miller, Executive Director of the Human Nature School, to promote stewardship activities and address park concerns at the Commons.
- Continued to work toward the replacement of the deteriorating railroad bridge and the Cass Road crossing of Miller Creek through the Drain Commission office. Looking into possible GT Band Fruitbelt financial assistance.
- Responded to severe flooding at Miller Creek to determine if flood waters are coming from the Creek and how severely the crossings are impairing flow.

- Provided an update to the Township on the SEEDS constructed boardwalk and viewing platform at Miller Creek.
  - Created priority maps and provided oversight on woody invasive control efforts.
  - Spoke with a property owner in the headwaters of Miller Creek who is interested in donating a conservation easement and is willing to meet with his neighbors to encourage the same.
- 

## OWNER/PARKLAND: Recreational Authority - Hickory Meadows

### Administration

- Attended and prepared the agenda for the monthly Hickory Meadows Advisory Committee (HMAC) meetings.
- Continued outreach with City staff and the HMAC in regards to Hickory Hills Infrastructure Development plans.
- Continued user survey development with the Advisory Committee.

### Routine Monitoring and Maintenance

- Monitored all trails and trailheads, picked-up trash, and replaced dog waste bags as needed.
- Cleared trailheads of mounded snow for ease of access.
- Downloaded trail counters for review and analysis
- Cleared down trees as necessary along trails at Historic Barns Park and Hickory Meadows.

### Other

- Designed and purchased custom permanent "Attn: Dog Guardians" informational signs to post at all trailheads.
  - Purchased user survey boxes and installed at trailheads with the assistance of HMAC member, Eric Grebe.
  - Monitored priority areas of invasive treatments before and after control efforts on woody shrubs.
- 

## BOARDMAN RIVER STEWARDSHIP

- Presented Boardman River Program to Kiwanis.
- Visited Kids Creek restoration sites during storm events to determine how well the sites are functioning as designed. They all handled the storm flow very well.
- Restored two erosion sites on Kids Creek along the Woman's Walk in partnership with the WSC.
- Contacted the MDEQ regarding the Blair Street crossing of Kingsley Creek. Rock rip-rap that was placed during installation of the culvert several years ago has been moved into the channel on the upstream end of the crossing by (presumably) kids causing the Creek

to rise and flood private property upstream. The MDEQ will visit the site for a \$100 pre-application site visit fee.

- Contacted the MDEQ regarding a direct discharge of dewatering activities into Miller Creek.
- Agreed to partner with Boardman River Clean Sweep for the 14<sup>th</sup> Annual event.
- Ordered native trees and shrubs for the Kids Creek restoration sites that will be planted in the spring.
- Continued to monitor fish passage discussions.
- Met with a riverfront property owner and Rob Lyko regarding a 30' Natural River Zoning setback variance request from a 100' setback to a 70' setback. After reviewing the situation it was recommended that Paradise Township consider granting the variance.
- Met with a group of Grand Traverse Stewardship Initiative teachers to discuss what's going on with the Boardman River that they can share with their students.

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## ENVIRONMENTAL EDUCATION

Nature Center Visitation this Month: 195  
Program Participants this month: 166  
Drop ins this month: 29  
Nature Center Visitation this year: 8,210

Nature Center Visitation December 2016: 169  
Program Participants December 2016: 149  
Drop in December 2016: 20  
Nature Center Visitation since 2008: 78,823

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

- 26 preschool aged children and their families participated in our twice weekly preschool programs at the Boardman River Nature Center during the month of December bringing our Fall session total to 234.
- 17 students served during 5 different fieldtrip programs at the Boardman River Nature Center. It is unusual to see field trip requests this time of year but many are preschool teachers
- Continued work on outdoor exhibits along the Fox Den and Sabin trailhead on the Natural Education Reserve.
- Submitted grant funding to Grand Traverse Band for Boardman River Nature Center improvements

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## FORESTRY ASSISTANCE PROGRAM (FAP)

**Trainings:** ReLeaf Tree Health Training (2.5 CFEs)

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

#### Grand Traverse County

1. Taylor, 1 ac., Peninsula Twp.

Written Forest Management Recommendations: 1 QFP Verifications: 0 MAEAP/FWH Verifications: 0

FAP Referrals to Private Sector: 2 FAP Referrals to Public Sector: 0

In-office Contacts: 15 landowners Follow-up Contacts: 35 landowners/qualified foresters

FAP Promotion/Program Development:

1. Update website/forester referral lists/landowner email lists
2. Oak Wilt treatments, follow-up, MISGP reporting
3. Two Forestry presentations to Career Tech Center students through Junior Achievement (48 students)
4. GIS Data entry
5. Meeting with Erik Johnson and Josh Shields about landowner oak wilt treatment with Chemjet Injector Systems
6. Quarterly FAP review with MDARD Regional Supervisor
7. Promotion/Planning for Chainsaw Safety Training
8. Conservation Stewards Program planning meeting
9. FAP Monthly conference call

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MICHIGAN SAFE FOOD

- Attended the Great Lakes Fruit and Vegetable Expo in Grand Rapids. The Food Safety session provided many interesting topics:  
*Practical Cold Storage Food Safety, Minimizing Postharvest Cross-Contamination, FSMA Produce Rule Implementation Update, GroupGAP as a Potential Solution to Audit Fatigue, Lettuce Food Safety Coming Clean, Differences Between Leafy Greens Marketing Agreement (LGMA) and FSMA, Produce Safety Recordkeeping: Requirements and Tools, and Wildlife Damage Management.*
- Food and Farming Network meetings continue and as we go into 2018, there will be opportunities to collaborate with the different stakeholders in that group. One possibility is partnering with the Land Conservancy and MAEAP, in a field day at Maple Bay, with emphasis on the Conservancy's mission.
- The MAEAP Techs and I were invited to participate in a Migrant Labor Resource meeting. The group is planning a conference for March for growers and workers, when Produce Safety will be included on the agenda.
- Upcoming January events: Northwest Orchard and Vineyard Show, Small Farm Conference, and teaching the Farm Food Safety Plan Module for the PSA Grower Training.

MICHIGAN AGRICULTURE ENVIRONMENTAL ASSURANCE PROGRAM (MAEAP)

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

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

Farms Verified: 1

**Updates:**

- 12/5-12/7: Great Lakes Fruit and Vegetable Expo in Grand Rapids
- 12/11: Quarterly Review with Regional Coordinator of Conservation Programs
- 12/12: Grand Traverse Fruit Grower's Council Meeting
- 12/12: Food & Farming Network Farmland Task Force Meeting
- 12/15: Migrant Resource Council Meeting- Agriculture Lab or Day Planning
- 12/15: Leelanau County Verification
- 12/18: Antrim Conservation District Board Meeting
- 12/20: Food & Farming Network Business Meeting

**Current Projects:**

- Working with:
  - 8 farms in Benzie
  - 11 farms in Leelanau
  - 13 farms in Grand Traverse
  - 9 farms in Antrim
- Risk Assessments Completed in December: 10
- Participating with the Food and Farming Network Farmland Task Force on updating outreach materials about farmland and farming preservation.
- Working with Jason Kimbrough with NRCS to help growers pursuing MAEAP get EQIP funding
- Collaborating with the Migrant Resource Council and other partners on Agricultural Labor Day event in March.
- Working on 2018 re-verifications
- Planning upcoming Phase 1 sessions: Ag Labor Day, Orchard & Vineyard Show, Small Farms Conference, and Wine & Grape Conference
- Updating Employee Development Plans

**Upcoming Events:**

- 1/8: Benzie/Manistee Farm Bureau Board Meeting
- 1/9: NW MI Farm Bureau Breakfast Meeting
- 1/16-1/17: Orchard & Vineyard Show
- 1/18: Produce Safety Grower Course
- 1/18-1/19: Voices of Agriculture Conference in Grand Rapids
- 1/22: Grand Traverse Conservation District Board Meeting
- 1/24: Water Fundamentals and Water Wells Training in Lansing
- 1/26-1/27: Michigan Small Farms Conference
- 1/31-2/1: Great Lakes Crop Summit

NORTHWEST MICHIGAN INVASIVE SPECIES NETWORK (ISN)

Active Contacts: 32+	Acres Surveyed: 8
Passive Contacts: 3,402+	Sites Surveyed: 4
Volunteer Hours: 0	Acres Treated: 8
Volunteers: 0	Sites Treated: 4

**Meetings/Presentations:**

- 12/12 - 12/13 - Attended Michigan Invasive Species Coalition Annual Meeting: 10 direct, 60 indirect contacts

**Treatments and Surveys:**

- Oriental bittersweet treatment: 2 sites, 3 acres
- Japanese barberry treatment: 2 sites, 5 acres

**Other Accomplishments:**

- Updated ISN display board
- Sent end of year *Go Beyond Beauty* survey to participants
- Printed Invasive Species Children's activity booklet
- Continued USFS CWMA GLRI 2017 application
- Completed & submitted MISGP2 Final Reporting
- Completed EPA-GLRI2015 spending
- Created flier for municipality tax mailings
- Facebook reach: 1,838+
- Website reach: 1,504+

**Upcoming Events:**

- Watch for Garlic Mustard Workbees (and more) in May!
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Acronyms and Abbreviations
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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
GTCDD	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
SEEDS	501(c)3 nonprofit organization
SFP	Safe Food Program
Tx	Treatment





### Grand Traverse Sheriff Department Calls for Service Statistics

### 4th Quarter Totals

October - December 2017

Day of Week	Mon	Tues	Weds	Thurs	Fri	Sat	Sun	TOTAL				
Hour of Day	0	1	2	3	4	5	6	7	8	9	10	11
	1,314	1,479	1,639	1,368	1,405	1,291	1,233	9,729	450	462	511	521
	263	163	163	102	129	180	218	329	20	21	22	23
	12	13	14	15	16	17	18	19	443	443	476	401
	443	499	550	630	635	639	546	479				
Location	Traffic Crashes				Arrests			*Other	Criminal	Non-Criminal	Traffic Crashes	Total
	Fatal	PIA	PDA	OWI	MIP	Criminal						
01 Acme	30	1	3	54	5	2	21	267	70	130	58	525
02 Blair	94	0	9	101	5	1	72	669	229	232	110	1,240
03 East Bay	75	0	4	109	7	0	54	609	158	259	113	1,139
04 Fife Lake	21	0	5	25	0	0	7	175	10	33	30	248
05 Garfield	173	1	25	289	18	13	173	1,820	846	1,052	315	4,033
06 Grant	4	0	0	18	1	0	5	35	22	24	18	99
07 Green Lake	19	0	9	53	2	0	19	286	93	130	62	571
08 Long Lake	19	0	1	54	1	0	4	163	54	116	55	388
09 Mayfield	26	0	1	55	3	0	3	138	17	27	56	238
10 Peninsula	16	0	2	27	2	0	6	126	35	117	29	307
11 Paradise	18	1	3	41	1	0	9	135	38	71	45	289
12 Union	7	0	4	4	0	0	1	42	4	12	8	66
13 Whitewater	14	0	7	51	2	0	7	137	29	50	58	274
29 Fife Lake Vlg	6	0	0	1	1	0	0	63	12	20	1	96
30 Kingsley Vlg	12	0	1	2	0	0	10	135	41	48	3	227
66 Traverse City	10	0	0	0	3	1	154	0	0	0	0	0
84 Out of County	0	0	0	0	1	0	57	0	0	0	0	0
<b>Totals</b>	544	3	74	884	52	17	602	4,800	1,658	2,321	961	9,740

\*Other Calls for Service Include: 911 Hangups; BOL; Follow-up to Complaints; Motorist Assists; Public Relations; Serving Legal papers; Traffic Stops; Warrant Attempts  
 Ticket stats are based on what District Court has entered as of 12/29/17.  
 Arrest stats are as of 1/02/18.



# Clerk's Report

For December 31, 2017

Submitted 1/03/18

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 December in the General Fund, you will find that we had a total of \$177,765.61 Revenues and \$359,617.41 Expenditures. For the year we have a total of \$3,581,311.88 Revenues and \$2,870,312.56 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	2017		YTD BALANCE 12/31/2017	ACTIVITY FOR MONTH 12/31/2017	AVAILABLE BALANCE
		ORIGINAL BUDGET	AMENDED BUDGET			
<b>Fund 101 - GENERAL OPERATING FUND</b>						
Revenues						
Dept 000						
101-000-403.000	CURRENT REAL PROPERTY TAXES	1,669,231.96	1,669,231.96	1,546,707.18	158,182.26	122,524.78
101-000-407.000	DEL PERSONAL PROP TAXES	0.00	0.00	378.19	0.00	(378.19)
101-000-414.000	Protected R/E Interest	0.00	0.00	907.88	0.00	(907.88)
101-000-423.000	TRAILER PARK FEES	6,000.00	6,000.00	6,966.00	0.00	(966.00)
101-000-445.000	PENALTIES & INT. ON TAXES	5,000.00	5,000.00	3,699.78	0.00	1,300.22
101-000-476.000	BUILDING PERMITS	175,000.00	175,000.00	211,878.00	7,230.00	(36,878.00)
101-000-476.001	PLANNING FEES	6,000.00	6,000.00	14,750.00	1,800.00	(8,750.00)
101-000-476.002	MAINT INSPECTION FEES	500.00	500.00	1,320.00	0.00	(820.00)
101-000-476.003	TREASURER FEES	500.00	500.00	775.00	0.00	(275.00)
101-000-476.004	PARK USE FEES	2,500.00	2,500.00	2,560.00	40.00	(60.00)
101-000-476.005	ZONING FEES	22,000.00	22,000.00	27,440.00	850.00	(5,440.00)
101-000-574.000	STATE SHARED REVENUE	1,200,000.00	1,200,000.00	1,328,766.00	0.00	(128,766.00)
101-000-574.001	STATE SHARED REV. - LIQUOR LA	19,000.00	19,000.00	20,859.85	0.00	(1,859.85)
101-000-575.000	Road Right of Way	20,000.00	20,000.00	19,914.57	0.00	85.43
101-000-612.000	CHARGES FOR TOWNSHIP SERVICES	7,000.00	7,000.00	7,688.17	50.00	(688.17)
101-000-627.000	TAX COLLECTION FEES	22,000.00	22,000.00	22,250.00	0.00	(250.00)
101-000-656.000	Ordinance Enforcement Fees	500.00	500.00	921.69	66.67	(421.69)
101-000-664.000	EARNED INTEREST	25,000.00	25,000.00	46,045.03	890.15	(21,045.03)
101-000-668.002	RENTS & ROYALTIES CABLE VIS	260,000.00	260,000.00	271,940.43	0.00	(11,940.43)
101-000-668.003	RENTS & ROYALTIES CABLE EQUIP	17,000.00	17,000.00	16,920.90	0.00	79.10
101-000-670.000	UNREALIZED LOSS ON INVESTMENT	0.00	0.00	(1,996.95)	0.00	1,996.95
101-000-673.000	SALE OF FIXED ASSETS	100.00	100.00	0.00	0.00	100.00
101-000-676.000	REIMBURSEMENTS	0.00	0.00	29,903.54	8,656.53	(29,903.54)
101-000-676.001	Reimbursed Treasurer Legal Fees	500.00	500.00	716.62	0.00	(216.62)
<b>Total Dept 000</b>		<b>3,457,831.96</b>	<b>3,457,831.96</b>	<b>3,581,311.88</b>	<b>177,765.61</b>	<b>(123,479.92)</b>
<b>TOTAL REVENUES</b>		<b>3,457,831.96</b>	<b>3,457,831.96</b>	<b>3,581,311.88</b>	<b>177,765.61</b>	<b>(123,479.92)</b>
<b>Fund 101 - GENERAL OPERATING FUND:</b>						
<b>TOTAL REVENUES</b>		<b>3,457,831.96</b>	<b>3,457,831.96</b>	<b>3,581,311.88</b>	<b>177,765.61</b>	<b>(123,479.92)</b>

GL NUMBER	DESCRIPTION	2017 ORIGINAL BUDGET	2017 AMENDED BUDGET	YTD BALANCE 12/31/2017	ACTIVITY FOR MONTH 12/31/17	AVAILABLE BALANCE	% BUDGET USED
<b>Fund 101 - GENERAL OPERATING FUND</b>							
<b>Expenditures</b>							
Dept 101-TOWNBOARD							
101-101-701.100	WAGES - TRUSTEE	12,000.00	12,000.00	9,200.00	750.00	2,800.00	76.67
101-101-701.101	WAGES - FILE CLERK	12,000.00	12,000.00	15,543.32	1,582.96	(3,543.32)	129.53
101-101-701.102	WAGES - TRUSTEE	12,000.00	12,000.00	12,450.00	950.00	(450.00)	103.75
101-101-701.103	WAGES - TRUSTEE	12,000.00	12,000.00	9,100.00	500.00	2,900.00	75.83
101-101-701.104	WAGES - TRUSTEE	12,000.00	12,000.00	9,700.00	850.00	2,300.00	80.83
101-101-701.105	WAGES - OFFICE COORDINATOR	37,648.00	37,648.00	43,123.00	5,304.00	(5,475.00)	114.54
101-101-701.106	WAGES - RECEPTIONIST	25,975.40	25,975.40	16,432.39	0.00	9,543.01	63.26
101-101-726.000	SUPPLIES	5,000.00	5,000.00	5,200.90	238.92	(200.90)	104.02
101-101-726.001	POSTAGE	15,000.00	15,000.00	7,558.48	1,933.26	7,441.52	50.39
101-101-726.002	SUPPLIES - COPIER MAINTENANCE	7,500.00	7,500.00	4,376.38	608.51	3,123.62	58.35
101-101-801.002	LEGAL SERVICES - TOWNBOARD	15,000.00	15,000.00	15,764.06	1,993.47	(764.06)	105.09
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	15,069.00	0.00	1,431.00	91.33
101-101-805.000	CONTRACTED AND OTHER SERVICES	5,000.00	5,000.00	19,146.25	437.00	(14,146.25)	382.93
101-101-860.000	MILEAGE	500.00	500.00	80.25	0.00	419.75	16.05
101-101-900.000	PRINTING & PUBLISHING	3,500.00	3,500.00	2,042.41	719.26	1,457.59	58.35
101-101-901.000	ADVERTISING	4,000.00	4,000.00	6,637.44	420.25	(2,637.44)	165.94
101-101-960.000	EDUCATION & TRAINING	4,000.00	4,000.00	579.49	48.75	3,420.51	14.49
101-101-965.101	DUES & PUBLICATIONS -TOWNBOAR	2,500.00	2,500.00	1,518.49	0.00	981.51	60.74
101-101-965.102	DUES - MICHIGAN TOWNSHIP ASSO	6,500.00	6,500.00	5,842.16	0.00	657.84	89.88
<b>Total Dept 101-TOWNBOARD</b>		<b>218,623.40</b>	<b>218,623.40</b>	<b>199,364.02</b>	<b>16,336.38</b>	<b>19,259.38</b>	<b>91.19</b>
Dept 171-TOWNSHIP SUPERVISOR							
101-171-701.201	WAGES - SUPERVISOR	71,889.32	71,889.32	69,124.25	5,529.94	2,765.07	96.15
101-171-701.202	WAGES - APPRAISER II	50,065.56	50,065.56	25,606.11	3,230.40	24,459.45	51.15
101-171-701.203	WAGES - ASSESSMENT CLERK	11,130.04	11,130.04	7,182.47	0.00	3,947.57	64.53
101-171-701.204	WAGES - APPRAISER III	50,065.56	50,065.56	45,352.68	3,851.21	4,672.88	90.67
101-171-701.205	WAGES - ASSESSOR	87,986.49	87,986.49	84,602.50	6,768.20	3,383.99	96.15
101-171-726.000	SUPPLIES	2,000.00	2,000.00	1,098.13	299.49	901.87	54.91
101-171-726.001	POSTAGE	3,500.00	3,500.00	3,328.09	0.00	171.91	95.09
101-171-805.000	CONTRACTED AND OTHER SERVICES	20,000.00	20,000.00	27,488.14	0.00	(7,488.14)	137.44
101-171-860.200	MILEAGE - SUPERVISOR	1,000.00	1,000.00	215.93	0.00	784.07	21.59
101-171-860.201	MILEAGE - ASSESSOR	1,000.00	1,000.00	532.06	0.00	467.94	53.21
101-171-900.000	PRINTING & PUBLISHING	1,500.00	1,500.00	816.48	0.00	683.52	54.43
101-171-901.000	ADVERTISING	0.00	0.00	325.82	0.00	(325.82)	100.00
101-171-960.000	EDUCATION & TRAINING	6,000.00	6,000.00	3,193.38	0.00	2,806.62	53.22
101-171-960.200	EDUCATION - SUPERVISOR	1,000.00	1,000.00	250.00	0.00	750.00	25.00
101-171-965.000	DUES & PUBLICATIONS	1,800.00	1,800.00	2,592.40	220.00	(792.40)	144.02
<b>Total Dept 171-TOWNSHIP SUPERVISOR</b>		<b>308,936.97</b>	<b>308,936.97</b>	<b>271,748.44</b>	<b>19,899.24</b>	<b>37,188.53</b>	<b>87.96</b>
Dept 191-ELECTIONS							
101-191-701.000	WAGES	20,000.00	20,000.00	8,023.50	0.00	11,976.50	40.12
101-191-726.000	SUPPLIES	8,000.00	8,000.00	3,275.68	0.00	4,724.32	40.95
101-191-726.001	POSTAGE	8,500.00	8,500.00	1,991.57	0.00	6,508.43	23.43
101-191-860.000	MILEAGE	400.00	400.00	0.00	0.00	400.00	0.00
101-191-901.000	ADVERTISING	400.00	400.00	73.50	0.00	326.50	18.38
101-191-935.010	MACHINE MAINTENANCE	3,000.00	3,000.00	0.00	0.00	3,000.00	0.00
101-191-935.015	COMPUTER SUPPORT SYSTEMS	5,000.00	5,000.00	0.00	0.00	5,000.00	0.00
<b>Total Dept 191-ELECTIONS</b>		<b>45,300.00</b>	<b>45,300.00</b>	<b>13,364.25</b>	<b>0.00</b>	<b>31,935.75</b>	<b>29.50</b>

PERIOD ENDING 1/2017

GL NUMBER	DESCRIPTION	2017		YTD BALANCE 12/31/2017	ACTIVITY FOR MONTH 12/31/17	AVAILABLE BALANCE	% BDDT USED
		ORIGINAL BUDGET	2017 AMENDED BUDGET				
<b>Fund 101 - GENERAL OPERATING FUND</b>							
<b>Expenditures</b>							
<b>Dept 215-TOWNSHIP CLERK</b>							
101-215-701.300	WAGES - CLERK	71,889.32	71,889.32	69,124.25	5,529.94	2,765.07	96.15
101-215-701.302	WAGES - DEPUTY CLERK	40,804.00	40,804.00	39,234.50	3,138.76	1,569.50	96.15
101-215-701.303	WAGES - ACCOUNTANT	6,000.00	6,000.00	615.00	0.00	5,385.00	10.25
101-215-726.000	SUPPLIES	1,000.00	1,000.00	1,113.80	288.38	(113.80)	111.38
101-215-860.300	MILEAGE - CLERK	400.00	400.00	197.96	0.00	202.04	49.49
101-215-860.301	MILEAGE - DEPUTY CLERK	400.00	400.00	0.00	0.00	400.00	0.00
101-215-956.016	MISCELLANEOUS	500.00	500.00	0.00	0.00	500.00	0.00
101-215-960.000	EDUCATION & TRAINING	6,000.00	6,000.00	5,974.63	1,184.55	25.37	99.58
101-215-965.000	DUES & PUBLICATIONS	700.00	700.00	462.00	0.00	238.00	66.00
<b>Total Dept 215-TOWNSHIP CLERK</b>		<b>127,693.32</b>	<b>127,693.32</b>	<b>116,722.14</b>	<b>10,141.63</b>	<b>10,971.18</b>	<b>91.41</b>
<b>Dept 247-BOARD OF REVIEW</b>							
101-247-701.400	WAGES - B OF R	1,500.00	1,500.00	600.00	0.00	900.00	40.00
101-247-701.401	WAGES - B OF R	1,500.00	1,500.00	600.00	0.00	900.00	40.00
101-247-701.402	WAGES - B OF R	1,500.00	1,500.00	500.00	0.00	1,000.00	33.33
101-247-701.403	WAGES - B OF R	1,500.00	1,500.00	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>1,700.00</b>	<b>0.00</b>	<b>4,500.00</b>	<b>27.42</b>
<b>Dept 253-TOWNSHIP TREASURER</b>							
101-253-701.500	WAGES - TREASURER	71,889.32	71,889.32	69,134.00	5,530.72	2,755.32	96.17
101-253-701.501	WAGES - ASSISTANT	7,000.00	7,000.00	3,568.84	0.00	3,431.16	50.98
101-253-701.502	WAGES - DEPUTY TREASURER	40,804.00	40,804.00	38,449.82	3,138.76	2,354.18	94.23
101-253-726.000	SUPPLIES	2,500.00	2,500.00	2,030.43	561.57	469.57	81.22
101-253-726.001	POSTAGE	6,000.00	6,000.00	5,081.83	0.00	918.17	84.70
101-253-801.000	LEGAL SERVICES	3,000.00	3,000.00	800.80	0.00	2,199.20	26.69
101-253-809.000	Bank Fees	300.00	300.00	25.00	0.00	275.00	8.33
101-253-860.500	MILEAGE - TREASURER	700.00	700.00	489.01	31.57	210.99	69.86
101-253-860.501	MILEAGE - DEPUTY TREASURER	200.00	200.00	469.11	0.00	(269.11)	234.56
101-253-900.000	PRINTING & PUBLISHING	2,000.00	2,000.00	1,272.74	947.74	727.26	63.64
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	2,090.35	11.49	2,409.65	46.45
101-253-965.000	DUES & PUBLICATIONS	500.00	500.00	77.00	0.00	423.00	15.40
<b>Total Dept 253-TOWNSHIP TREASURER</b>		<b>139,493.32</b>	<b>139,493.32</b>	<b>123,488.93</b>	<b>10,221.85</b>	<b>16,004.39</b>	<b>88.53</b>
<b>Dept 258-COMPUTER SUPPORT</b>							
101-258-726.000	SUPPLIES	6,000.00	6,000.00	0.00	0.00	6,000.00	0.00
101-258-935.015	COMPUTER SUPPORT SYSTEMS	22,000.00	22,000.00	24,461.46	1,424.99	(2,461.46)	111.19
101-258-935.016	COMPUTER NETWORK	4,000.00	4,000.00	900.00	75.00	3,100.00	22.50
<b>Total Dept 258-COMPUTER SUPPORT</b>		<b>32,000.00</b>	<b>32,000.00</b>	<b>25,361.46</b>	<b>1,499.99</b>	<b>6,638.54</b>	<b>79.25</b>
<b>Dept 265-TOWNSHIP HALL</b>							
101-265-701.011	Maintenance Wages	10,000.00	10,000.00	7,141.25	514.75	2,858.75	71.41
101-265-726.003	SUPPLIES-MAINTANCE	3,500.00	3,500.00	2,466.80	0.00	1,033.20	70.48
101-265-850.000	TELEPHONE	15,000.00	15,000.00	15,374.97	1,274.44	(374.97)	102.50
101-265-920.601	HEATING / GAS	12,000.00	12,000.00	9,427.54	1,787.76	2,572.46	78.56
101-265-920.602	WATER / SEWER	5,000.00	5,000.00	4,666.67	0.00	333.33	93.33



PERIOD ENDING 11/2017

GL NUMBER	DESCRIPTION	2017		YTD BALANCE 12/31/2017	ACTIVITY FOR MONTH 12/31/17	AVAILABLE BALANCE	% BDDT USED
		ORIGINAL BUDGET	2017 AMENDED BUDGET				
<b>Fund 101 - GENERAL OPERATING FUND</b>							
<b>Expenditures</b>							
101-265-920.603	LIGHTS BUILDING	13,500.00	13,500.00	12,945.95	0.00	554.05	95.90
101-265-935.601	SNOW PLOWING	10,000.00	10,000.00	1,635.00	0.00	8,365.00	16.35
101-265-935.602	LAWN MAINTENANCE	10,000.00	10,000.00	6,558.64	260.00	3,441.36	65.59
101-265-935.603	CLEANING SERVICE	15,000.00	15,000.00	12,650.00	1,150.00	2,350.00	84.33
101-265-935.604	RUBBISH REMOVAL	1,000.00	1,000.00	948.00	79.00	52.00	94.80
101-265-935.605	BUILDING REPAIR	50,000.00	50,000.00	25,560.00	300.00	24,440.00	51.12
101-265-935.606	ELECTRONIC PROTECTION SYSTEM	1,500.00	1,500.00	1,419.00	0.00	81.00	94.60
101-265-935.608	MAINTENANCE-OTHER	15,000.00	15,000.00	12,117.02	1,050.00	2,882.98	80.78
<b>Total Dept 265-TOWNSHIP HALL</b>		<b>161,500.00</b>	<b>161,500.00</b>	<b>112,910.84</b>	<b>6,415.95</b>	<b>48,589.16</b>	<b>69.91</b>
<b>Dept 301-POLICE SERVICES</b>							
101-301-830.000	POLICE CONTRACT	1,025,365.00	1,025,365.00	994,962.00	248,742.00	30,403.00	97.03
<b>Total Dept 301-POLICE SERVICES</b>		<b>1,025,365.00</b>	<b>1,025,365.00</b>	<b>994,962.00</b>	<b>248,742.00</b>	<b>30,403.00</b>	<b>97.03</b>
<b>Dept 371-TOWNSHIP BUILDING INSPECTOR</b>							
101-371-701.703	WAGES - BUILDING	66,600.41	66,600.41	64,038.75	5,123.10	2,561.66	96.15
101-371-701.704	WAGES - BUILDING	22,000.00	22,000.00	16,450.42	1,237.25	5,549.58	74.77
101-371-701.705	WAGES - CONSTRUCTION BOARD	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00
101-371-726.000	SUPPLIES	1,000.00	1,000.00	1,000.00	62.74	0.00	100.00
101-371-960.000	EDUCATION & TRAINING	1,000.00	1,000.00	440.00	0.00	560.00	44.00
101-371-965.000	DUES & PUBLICATIONS	700.00	700.00	1,209.15	200.00	(509.15)	172.74
<b>Total Dept 371-TOWNSHIP BUILDING INSPECTOR</b>		<b>92,300.41</b>	<b>92,300.41</b>	<b>83,138.32</b>	<b>6,623.09</b>	<b>9,162.09</b>	<b>90.07</b>
<b>Dept 400-PLANNING COMMISSION</b>							
101-400-701.800	WAGES - PLANNING	2,200.00	2,200.00	1,500.00	100.00	700.00	68.18
101-400-701.801	WAGES - PLANNING	2,200.00	2,200.00	900.00	0.00	1,300.00	40.91
101-400-701.802	WAGES - PLANNING	2,200.00	2,200.00	1,600.00	100.00	600.00	72.73
101-400-701.804	WAGES - PLANNING	2,200.00	2,200.00	1,200.00	0.00	1,000.00	54.55
101-400-701.805	WAGES - PLANNING	2,200.00	2,200.00	1,600.00	100.00	600.00	72.73
101-400-701.806	WAGES - PLANNING	2,200.00	2,200.00	1,500.00	100.00	700.00	68.18
101-400-701.808	WAGES - PLANNING	2,200.00	2,200.00	1,600.00	100.00	600.00	72.73
101-400-801.000	LEGAL SERVICES	20,000.00	20,000.00	2,904.30	406.00	17,095.70	14.52
101-400-805.000	CONTRACTED AND OTHER SERVICES	6,000.00	6,000.00	1,381.25	251.50	4,618.75	23.02
101-400-900.000	PRINTING & PUBLISHING	1,000.00	1,000.00	306.18	0.00	693.82	30.62
101-400-901.000	ADVERTISING	2,000.00	2,000.00	1,028.00	0.00	972.00	51.40
101-400-960.000	EDUCATION & TRAINING	2,000.00	2,000.00	260.00	0.00	1,740.00	13.00
101-400-965.000	DUES & PUBLICATIONS	500.00	500.00	340.00	0.00	160.00	68.00
<b>Total Dept 400-PLANNING COMMISSION</b>		<b>46,900.00</b>	<b>46,900.00</b>	<b>16,119.73</b>	<b>1,157.50</b>	<b>30,780.27</b>	<b>34.37</b>
<b>Dept 401-TOWNSHIP PLANNER</b>							
101-401-701.900	WAGES - PLANNER	68,334.91	68,334.91	65,706.75	5,256.54	2,628.16	96.15
101-401-701.901	WAGES - DEPUTY PLANNER	52,148.16	52,148.16	35,073.32	3,870.40	17,074.84	67.26
101-401-726.000	SUPPLIES	1,000.00	1,000.00	316.82	0.00	683.18	31.68
101-401-860.900	MILEAGE - TOWNSHIP PLANNER	150.00	150.00	110.75	0.00	39.25	73.83
101-401-860.901	MILEAGE - DEPUTY PLANNER	150.00	150.00	125.74	0.00	24.26	83.83
101-401-900.000	PRINTING & PUBLISHING	2,000.00	2,000.00	510.44	0.00	1,489.56	25.52
101-401-960.000	EDUCATION & TRAINING	4,500.00	4,500.00	2,632.59	0.00	1,867.41	58.50
101-401-965.000	DUES & PUBLICATIONS	1,000.00	1,000.00	595.00	0.00	405.00	59.50


GL NUMBER	DESCRIPTION	2017 ORIGINAL BUDGET	2017 AMENDED BUDGET	YTD BALANCE 12/31/2017	ACTIVITY FOR MONTH 12/31/17	AVAILABLE BALANCE	% BDDT USED
<b>Fund 101 - GENERAL OPERATING FUND Expenditures</b>							
<b>Total Dept 401-TOWNSHIP PLANNER</b>		129,283.07	129,283.07	105,071.41	9,126.94	24,211.66	81.27
<b>Dept 410-ZONING BOARD OF APPEALS</b>							
101-410-701.001	WAGES - ZONING	1,200.00	1,200.00	300.00	0.00	900.00	25.00
101-410-701.002	WAGES - ZONING	1,200.00	1,200.00	400.00	0.00	800.00	33.33
101-410-701.003	WAGES - ZONING	1,200.00	1,200.00	400.00	0.00	800.00	33.33
101-410-701.004	WAGES - ZONING	1,200.00	1,200.00	400.00	100.00	800.00	33.33
101-410-701.005	WAGES - ZONING	1,200.00	1,200.00	400.00	0.00	800.00	33.33
101-410-801.000	LEGAL SERVICES	10,000.00	10,000.00	10,155.03	4,322.73	(155.03)	101.55
101-410-805.000	CONTRACTED AND OTHER SERVICES	1,000.00	1,000.00	309.00	0.00	691.00	30.90
101-410-901.000	ADVERTISING	2,000.00	2,000.00	1,686.50	0.00	313.50	84.33
101-410-960.000	EDUCATION & TRAINING	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00
<b>Total Dept 410-ZONING BOARD OF APPEALS</b>		20,000.00	20,000.00	14,050.53	4,422.73	5,949.47	70.25
<b>Dept 412-ZONING ADMINISTRATOR</b>							
101-412-701.601	WAGES	48,985.00	48,985.00	47,101.00	3,768.08	1,884.00	96.15
101-412-701.602	WAGES ZONING	15,000.00	15,000.00	13,736.80	545.60	1,263.20	91.58
101-412-726.000	SUPPLIES	1,000.00	1,000.00	522.02	70.30	477.98	52.20
101-412-860.601	MILEAGE - ZONING ADMIN	150.00	150.00	0.00	0.00	150.00	0.00
101-412-860.602	MILEAGE - DEPT ZONING	150.00	150.00	0.00	0.00	150.00	0.00
101-412-960.000	EDUCATION & TRAINING	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00
101-412-965.000	DUES & PUBLICATIONS	500.00	500.00	0.00	0.00	500.00	0.00
<b>Total Dept 412-ZONING ADMINISTRATOR</b>		67,785.00	67,785.00	61,359.82	4,383.98	6,425.18	90.52
<b>Dept 448-STREET LIGHTS - TOWNSHIP</b>							
101-448-920.005	STREET LIGHTS TOWNSHIP	92,000.00	92,000.00	73,114.05	5,849.61	18,885.95	79.47
<b>Total Dept 448-STREET LIGHTS - TOWNSHIP</b>		92,000.00	92,000.00	73,114.05	5,849.61	18,885.95	79.47
<b>Dept 747-COMMUNITY PROMOTIONS</b>							
101-747-880.003	COM. PROM. - TRAVERSE BAY EDC	15,000.00	15,000.00	15,000.00	0.00	0.00	100.00
101-747-880.004	COM. PROM. - TC-TALUS	3,000.00	3,000.00	3,000.00	0.00	0.00	100.00
101-747-880.007	COM. PROM. - COMMUNITY AWAREN	20,000.00	20,000.00	5,664.62	1,517.00	14,335.38	28.32
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.	95,000.00	95,000.00	96,149.16	0.00	(1,149.16)	101.21
101-747-880.017	COM. PROM. - TV BOARD	2,500.00	2,500.00	1,780.00	120.00	720.00	71.20
101-747-880.018	COM. PROM. - MILFOIL	8,000.00	8,000.00	0.00	0.00	8,000.00	0.00
<b>Total Dept 747-COMMUNITY PROMOTIONS</b>		163,500.00	163,500.00	121,593.78	1,637.00	41,906.22	74.37
<b>Dept 806-TOWNSHIP VEHICLES</b>							
101-806-862.000	GAS & CAR WASHES	4,000.00	4,000.00	1,471.34	0.00	2,528.66	36.78
101-806-863.000	OIL CHANGES	500.00	500.00	112.23	58.28	387.77	22.45
101-806-864.000	MISCELLANEOUS	3,500.00	3,500.00	194.51	11.52	3,305.49	5.56
<b>Total Dept 806-TOWNSHIP VEHICLES</b>		8,000.00	8,000.00	1,778.08	69.80	6,221.92	22.23

PERIOD ENDING 1/2017

GL NUMBER	DESCRIPTION	2017		YTD BALANCE 12/31/2017	ACTIVITY FOR MONTH 12/31/17	AVAILABLE BALANCE	% BDC USED
		ORIGINAL BUDGET	2017 AMENDED BUDGET				
Fund 101 - GENERAL OPERATING FUND							
Expenditures							
Dept 851-EMPLOYEE BENEFITS & INSURANCES							
101-851-701.000	WAGES	16,000.00	16,000.00	5,867.96	494.00	10,132.04	36.67
101-851-873.001	John Hancock 403B	90,000.00	90,000.00	76,666.35	0.00	13,333.65	85.18
101-851-873.010	SOCIAL SECURITY - EMPLOYER	80,000.00	80,000.00	63,531.85	5,156.58	16,468.15	79.41
101-851-873.020	VACATION & PERSONAL PAYOUT	5,000.00	5,000.00	0.00	0.00	5,000.00	0.00
101-851-873.030	INSURANCE - EMPLOYEE HEALTH	250,000.00	250,000.00	232,948.92	0.00	17,051.08	93.18
101-851-873.040	INSURANCE - EMPLOYEE LIFE	9,000.00	9,000.00	8,853.72	(106.36)	146.28	98.37
101-851-912.001	INSURANCE - LIABILITY	13,000.00	13,000.00	11,878.00	0.00	1,122.00	91.37
101-851-912.002	INSURANCE - WORKMENS COMP.	7,500.00	7,500.00	1,695.00	0.00	5,805.00	22.60
Total Dept 851-EMPLOYEE BENEFITS & INSURANCES		470,500.00	470,500.00	401,441.80	5,544.22	69,058.20	85.32
Dept 900-CAPITAL OUTLAY							
101-900-970.001	CAPITAL OUTLAY - ELECTIONS	110,000.00	110,000.00	56,250.49	7,545.50	53,749.51	51.14
101-900-970.002	CAPITAL OUTLAY - TOWNSHIP HAL	40,000.00	40,000.00	74,077.00	0.00	(34,077.00)	185.19
101-900-970.003	CAPITAL OUTLAY - COMPUTER	15,000.00	15,000.00	2,351.00	0.00	12,649.00	15.67
101-900-970.005	CAPITAL OUTLAY - LAND	0.00	0.00	344.47	0.00	(344.47)	100.00
Total Dept 900-CAPITAL OUTLAY		165,000.00	165,000.00	133,022.96	7,545.50	31,977.04	80.62
TOTAL EXPENDITURES		3,320,380.49	3,320,380.49	2,870,312.56	359,617.41	450,067.93	86.45
Fund 101 - GENERAL OPERATING FUND:		3,320,380.49	3,320,380.49	2,870,312.56	359,617.41	450,067.93	86.45
TOTAL EXPENDITURES							

PERIOD ENDING: 31/2017

GL NUMBER	DESCRIPTION	2017		YTD BALANCE 12/31/2017	ACTIVITY FOR MONTH 12/31/17	% BDDT USED
		ORIGINAL BUDGET	2017 AMENDED BUDGET			
Fund 308 - PARK SYSTEM FUND						
Expenditures						
Dept 000						
308-000-701.308	WAGES - PARKS AND RECREATION	0.00	0.00	1,700.00	600.00	100.00
308-000-825.000	Const. & Land (Grant, Equip)	0.00	0.00	3,078.23	0.00	100.00
308-000-864.000	MISCELLANEOUS	0.00	0.00	339.50	115.00	100.00
308-000-880.001	COM. PROM. - SILVER LAKE PARK	3,580.00	3,580.00	10,521.36	0.00	293.89
308-000-880.006	COM. PROM. - BVNP (YMCA)	4,180.00	4,180.00	37,503.35	11,950.41	897.21
308-000-880.008	COM. PROM. - Cont. Serv GTCD	47,120.00	47,120.00	46,000.00	0.00	97.62
308-000-880.012	COM. PROM. - GT COMMONS	11,320.00	11,320.00	9,763.22	9,763.22	86.25
308-000-880.013	COM. PROM. - BOARDMAN RIVER	5,000.00	5,000.00	0.00	0.00	0.00
308-000-880.014	COM. PROM. - MILLER CREEK	13,040.00	13,040.00	0.00	0.00	0.00
308-000-880.016	COM. PROM. - KIDS CREEK PARK	12,260.00	12,260.00	400.00	0.00	3.26
308-000-901.000	ADVERTISING	0.00	0.00	127.25	127.25	100.00
308-000-935.000	MAINTENANCE - MISC, EQUIP	53,500.00	53,500.00	36,984.33	828.48	69.13
Total Dept 000		150,000.00	150,000.00	146,417.24	23,384.36	97.61
Dept 851-EMPLOYEE BENEFITS & INSURANCES						
308-851-873.010	SOCIAL SECURITY - EMPLOYER	0.00	0.00	130.05	45.90	100.00
Total Dept 851-EMPLOYEE BENEFITS & INSURANCES		0.00	0.00	130.05	45.90	100.00
TOTAL EXPENDITURES		150,000.00	150,000.00	146,547.29	23,430.26	97.70
Fund 308 - PARK SYSTEM FUND:						
TOTAL EXPENDITURES		150,000.00	150,000.00	146,547.29	23,430.26	97.70

		<b>Charter Township of Garfield</b> Planning Department Report No. 2018-01	
Prepared:	December 12, 2017	Pages:	Page 1 of 4
Meeting:	January 9, 2018-Township Board	Attachments:	<input checked="" type="checkbox"/>
Subject:	Board of Trustees Adoption of 5-Year Parks & Recreation Master Plan		

**BACKGROUND:**

An up-to-date Five-Year Parks and Recreation Master Plan ("Plan") is required in order to receive Michigan Natural Resources Trust Fund (MNRTF) grant funding for parkland acquisition or development. The Township has been awarded several of these grants in the past. Once updated and adopted by the Board of Trustees, the Plan must be submitted to and approved by the Michigan Department of Natural Resources (MDNR) by no later than March 1, 2018, in order to be eligible to receive grant funding for the five years thereafter, 2018-2023. The Township's current Plan expired on December 31, 2017. It is within this context that the Parks and Recreation Commission (PRC) instructed Staff to update the Township's Plan.

*Required 4-Step MDNR Adoption Process Overview:*

Prior to submittal to the MDNR, a few procedural steps must be completed (steps highlighted in red are complete):

- (1) The up-to-date Plan must be made available for review for no less than one month;
- (2) At the conclusion of the one-month review period, the PRC must hold a public hearing on the Plan and recommend via resolution adoption of the Plan to the Township Board;
- (3) Once the public hearing is held and the PRC recommends Plan adoption, the Township Board may hold a second public hearing, but it is not required, and adopt a resolution formally adopting the Plan.
- (4) Once these steps are complete, the Plan can be submitted to the MDNR for final approval by March 1, 2018.

*Overview of the Update Process:*

Because the 2012 plan provided an excellent framework, Staff's intent was to retain as much of the substance and organization of it as possible. Noteworthy revisions/additions include the following:

- Staff edited the text, figures, and maps throughout the entire document to reflect current conditions. The previous plan was drafted in 2011 and a significant amount has changed with regard to the Township's park system since then.
- Staff incorporated the two amendments to the 2012 plan into the body of the new Plan. The first amendment added a development plan for the Silver Lake Recreation Area and an amended acquisition program, and the second acknowledged the planning of the Boardman River Trail and included another amendment to the acquisition program.
- Staff created two entirely new park development plans for this updated Plan: One for the northernmost parcel in the Commons Natural Area adjoining Munson's overflow parking lot, just off of North Long Lake Road along Medical Center Drive, right across the street from Oleson's. This plan envisions a paved pump track for the site with parking, restrooms, picnic pavilions, observation

areas, and usable open spaces. The other is for the newly named “River East Recreation Area” along Keystone Road (formerly referred to as the “Templeton Parcel”). This plan envisions a community park easily accessible by residents in the eastern part of the Township with a good balance of active and passive recreational opportunities; including parking, restrooms, picnic pavilions, observation and fishing platforms, a paved walking loop, rustic trails, a playground, and a dog park.

- Staff updated the budget and capital improvement plan (“Action Program”) to reflect 2018’s adopted budget for parks. The increases in dollar amounts from year to year reflect a 3 percent increase each year to account for inflation.
- Staff administered a parks and recreation survey which was available for two months on the Township’s website and Facebook page. It was also published in a Ticker article regarding the pump track concept. It was identical to the one administered in 2012 so that comparison of results over time was possible. In the end, the survey had 206 individual respondents (there were 80 for the 2012 version). This survey guided the update efforts to ensure that they reflect current needs and wishes of Township residents to the extent possible. For a more detailed summary of the survey results, please see the *Summary of Survey Results* section later in this report.
- Once Staff got the draft Plan to a point of substantial completeness, it was presented to the PRC at their October 2, 2017, meeting, for review and feedback. A significant volume of feedback was received, although most changes suggested were minor, with the exception of a “pocket parks” inventory, which the PRC decided to remove from the Plan the following meeting.
- At the November 6, 2017, PRC meeting, Staff presented the revisions requested by Commissioners. Feedback was also incorporated from Matt Cowall, Executive Director of the joint RA. At the conclusion of the meeting, the PRC requested Staff to make the Plan available for review for 30 days, which Staff did the following morning. No public comment was received during this time. Tom Vitale with the Conservation District offered comments shortly after the 30-day clock ran out, and they have been incorporated into the Plan.
- Finally, at the December 11, 2017, PRC meeting, the PRC held a public hearing which had no comments and unanimously adopted Resolution # 2017-01-PR recommending that the Board adopt the Plan.

*Summary of Survey Results:*

The following is a summary of the survey results (for a detailed tables, graphs, and individual responses to open-ended questions, see Appendix A of the attached draft Plan):

- Walking (with and without dogs), hiking, and nature watching were some of the most common responses when participants were asked why they use Township parks.
- Many comments focused on keeping the Township’s natural areas in a largely undeveloped state for both recreation and open space purposes, and keeping the active recreation facilities at the Silver Lake Recreation Area, or at a future park elsewhere in the Township.
- Proximity and convenience to parks was an important consideration for many respondents. Some comments highlighted the lack of a Township-owned community park on the east side of the Township.

- Participants generally were of the opinion that the parks are well cleaned and well maintained. Some comments did raise concerns about poor cleanliness, or about the need for improved maintenance of facilities such as trails, garbage disposal, or the need for improvements, such as better trail signage and way finding markers.
- Increasing public awareness and use of the Township's park system was encouraged. The Grand Traverse Commons Natural Area was the most well-known of all parks. The Boardman Valley Nature Preserve is also well-known. On the other hand, about 60% of respondents did not know that the Miller Creek Nature Preserve exists.
- The Commons Natural Area and the Boardman Valley Nature Preserve were the most visited parks. Despite being adjacent to some of the region's largest shopping centers, the Miller Creek Nature Reserve and Kids Creek Park were the least visited of the Township's Parks.
- The majority of respondents rated the Township park system as "Good" or "Great" when considering the amount of parkland, the number of parks, park distribution and convenient location, beauty, cleanliness and maintenance, variety of recreational opportunities, safety, and size.
- When asked if there was a need for certain facilities, the majority of respondents replied "Yes" to the need for the following: Beach Access, Dog Park, Mountain Bike Trails, Nature Center/Gardens, Outdoor Ice Rink, Paved Bike Paths, Pickleball Courts, Picnic Shelter, Playgrounds/ Equipment, Sledding Hill, Walk/Hike/Jog Trail, and XC Skiing Trails. The majority of respondents were "Neutral" to the need for the following: Amphitheater/Bandstand, Baseball/Softball Fields, Basketball Courts, Beach Volleyball, Disc Golf, Equestrian Trails, Shuffleboard/Bocce Ball, Skateboard/Bike Park, and Tennis Courts. The majority of respondents replied "No" to the need for the following: Swimming Pool and Snowmobile Trails.
- When asked to consider recreation priorities for the next five years, over 70% of respondents identified building pathways (both locally and regionally) as either "Important" or "Very Important." Over 70% of respondents identified the acquisition and protection of sensitive natural areas and habitats as either "Important" or "Very Important." The next highest priorities included improving the maintenance at existing parks, improving barrier-free access at parks, and expanding the amenities and activities available at parks. Some support was shown to acquire more parkland and developing additional parks throughout the Township. Little support was shown of the need for increased hunting, fishing, and boating opportunities.

Finally, it should be noted that, in contrast to the 2012 version, there seems to be a disproportionate emphasis on pickleball facilities throughout the results. This could perhaps be due to word of mouth among pickleball players.

One of the online survey questions asked: "Do you believe there is a need for the following facilities in Garfield Township?" The following is a comparison ranked in order of popularity of the facilities identified as most needed by Township residents (1 being most popular):

**2012 Survey (80 respondents):**

1. Walk/Hike/Jog Trail
2. Beach Access
3. XC Skiing Trails
4. Sledding Hill
5. Paved Bike Paths
6. Picnic Shelter
7. Nature Center/Gardens
8. Dog Park
9. Outdoor Ice Rink
10. Playgrounds/Equipment

**2017 Survey (206 respondents):**


1. Walk/Hike/Jog Trail
2. Paved Bike Paths
3. XC Skiing Trails
4. Pickleball Courts
5. Outdoor Ice Rink
6. Beach Access
7. Sledding Hill
8. Picnic Shelter
9. Mountain Bike Trails
10. Nature Center/Garden

**ACTION REQUESTED:**

That the Board review and discuss the attached draft Plan and direct Staff to either make changes to the Plan or draft a Resolution for adoption. If the Board is prepared to adopt the Plan, the following motion is suggested:

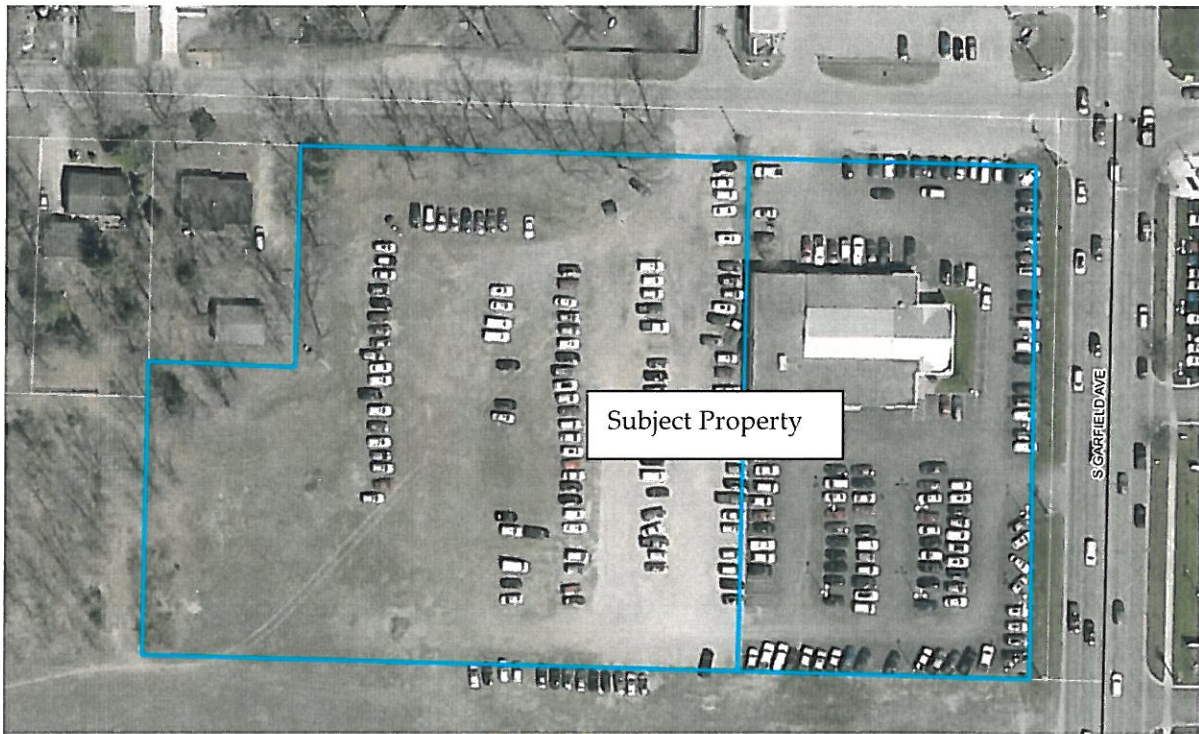
THAT the draft Charter Township of Garfield 2018-2023 Five-Year Parks and Recreation Master Plan BE APPROVED and direct Staff to prepare a Resolution for adoption.



 <b>Charter Township of Garfield</b> Planning Department Report No. 2018-02			
Prepared:	January 3, 2018	Pages:	Page 1 of 3
Meeting:	January 9, 2018-Township Board	Attachments:	<input checked="" type="checkbox"/>
Subject:	Proposed Conditional Rezoning Agreement Modification		
File No.	Z-2017-03-CRA	Parcel No.	05-014-005-00
Applicant:	Serra Works of Traverse City, LLC		
Owner(s):	Serra Works of Traverse City, LLC		

**SUBJECT PROPERTY:**

The subject property is approximately 3.2 acres in area and located at 940 Boon Street. It fronts both Boon Street and Garfield Road.



**BACKGROUND:**

In 2007, the subject property was granted a conditional rezoning to C-2 (now C-G) with restrictions to accommodate an expansion of the car dealership. The Conditional Rezoning Agreement (CRA) set forth certain stipulations and timelines to ensure that the property was developed in a timely manner. The applicant has requested additional site plan modifications. The original 2007 CRA provides in pertinent part:

- 2.a. The healthy vegetation located on the property shall not be removed either from the Boon St. right-of-way nor from a twenty five (25) foot strip of land south of the Boon St. property line, with the exception of within the right-of-way of the alley at the rear of properties in the 1200 block of Garfield Ave. extended south across Parcel 28 05 014 005 00

## Serra Automotive CRA Modification-Township Board Resolution Adoption

and an area extending (15) feet west of the west right-of-way line, of the above referenced alley, extended across Parcel 28 05 014 005 00.

Specifically, this request seeks to modify paragraph 2.a provided above for the subject property to allow for the removal of healthy vegetation within the Boon Street right-of-way and the 25 foot strip of land south of the Boon Street property line for the establishment of a driveway near the northwest corner of 940 Boon Street and a sidewalk along Boon Street. All other terms and conditions of the CRA are to remain the same. The application before you therefore replaces the language in the 2007 CRA. As required by the Zoning Ordinance, the Planning Commission has reviewed the site plan that covers the modifications requested.

Such site plan also included changes to the property in addition to the removal of vegetation for the driveway and sidewalk. The applicant proposed an automated car wash to be used exclusively by dealership Staff; however, the Planning Commission determined that a non-automated wash bay is more appropriate for the site in light of noise concerns associated with dryers. As a result, the applicant will be moving forward with the non-automated bay.

### **PLANNING COMMISSION RECOMMENDATION:**

The Planning Commission held a public hearing on September 13, 2017 and, after hearing public comment, instructed Staff to prepare Findings of Fact in support of approval. Following a review of the Findings of Fact, the Planning Commission passed the following motions at their October 11, 2017, meeting:

THAT the Findings of Fact for Application Z-2017-03, attached to PD Report 2017-99 and forming part of this motion, BE APPROVED *(to be adopted only after review of the finding of fact document)*.

The following motion would be appropriate to recommend approval of the application:

THAT application Z-2017-03 submitted by Serra Works of Traverse City, LLC to conditionally rezone lands along Boon Street, as described, BE RECOMMENDED FOR APPROVAL to the Garfield Township Board based on the approved Findings of Fact and for reasons set out in report PD-2017-99 with the following conditions:

1. All relevant material to be included as a part of the Conditional Rezoning Agreement (CRA) and including the agreement itself shall be drafted and reviewed by the township attorney prior to the introduction of the agreement to the Township Board.

### **GRAND TRAVERSE COUNTY PLANNING COMMISSION:**

The Grand Traverse County Planning Commission concurred with the Garfield Township Planning Commission to recommend approval of the request.

## Serra Automotive CRA Modification-Township Board Resolution Adoption

### **PREVIOUS GARFIELD TOWNSHIP BOARD ACTION:**

Following an opportunity for applicant presentation, public comment, and Board discussion, the following separate motions in support of approval were offered for consideration and passed unanimously by the Township Board at their December 21, 2017, meeting:

THAT the Findings of Fact for Application Z-2017-03, attached to PD Report 2017-122 and forming part of this motion, BE APPROVED as recommended by the Planning Commission (*to be adopted only after review of the finding of fact document*).

THAT application Z-2017-03 submitted by Serra Works of Traverse City, LLC to conditionally rezone lands along Boon Street, as described, BE APPROVED based on the approved Findings of Fact and for reasons stated in reports PD 2017-99 and PD 2017-122 and direct staff to prepare a Resolution for adoption.

### **TONIGHT'S GARFIELD TOWNSHIP BOARD ACTION:**

Resolution #2018-02-T Amendment 9 to Ordinance #68 is attached to this report in support of anticipated adoption.

CHARTER TOWNSHIP OF GARFIELD  
GRAND TRAVERSE COUNTY, MICHIGAN

ORDINANCE NO. 68 (Zoning Ordinance): AMENDMENT NO. 9

RESOLUTION #2018-02-T

A RESOLUTION TO AMEND GARFIELD TOWNSHIP ORDINANCE NO. 68 (Zoning Ordinance), in accordance with the provisions of Act 110 of the Public Acts of 2006, as amended.

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-2017-03 has been received to rezone approximately 3.2 acres of land located at 940 Boon Street from C-2 with restrictions to C-G with new restrictions; and

WHEREAS the subject property is identified by the Garfield Township Future Land Use Map as Mix Use Business; and

WHEREAS the this portion of the Garfield Road corridor has been and remains a targeted corridor for commercial development; and

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

WHEREAS the uses permitted are considered to be appropriate and consistent with the current goals and policy of the Comprehensive Plan; and

WHEREAS the Garfield Township Planning Commission after their September 13, 2017 public hearing recommended approval of the application as did the Grand Traverse County Planning Commission; and

WHEREAS the Township Board, following a public hearing on December 21, 2017, and having adopted a Findings of Fact in support of approval of the application to modify the conditional rezoning agreement formerly known as ZO Amendment 277 to Ordinance 10 and directed staff to prepare a Resolution for Adoption of Amendment 9 to Garfield Township Zoning Ordinance 68;

NOW THEREFORE:

THE CHARTER TOWNSHIP OF GARFIELD ORDAINS:

AMENDMENT NO. 9 TO GARFIELD TOWNSHIP ORDINANCE NO. 68 (Zoning Ordinance):

At the request of Serra Works of Traverse City, LLC and encompassing the following property;

05-014-005-00 940 Boon Street

situated in the Charter Township of Garfield, Grand Traverse County, Michigan has been

conditionally rezoned by way of a map amendment from C-2 General Commercial with restrictions to C-G General Commercial with amended restrictions.

Moved:

Supported:

Ayes:

Nays:

Absent and Excused:

**RESOLUTION 2018-02-T DECLARED ADOPTED.**

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 2018-02-T which was adopted by the Township Board of the Charter Township of Garfield on the 9th day of January, 2018. Amendment No. 9 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: November 14, 2017

Adopted:

Published:

Effective:

**CHARTER TOWNSHIP OF GARFIELD**

**RESOLUTION 2018-01-T**

**APPROVAL OF FINANCIAL INSTITUTIONS WITH WHICH  
THE TOWNSHIP TREASURER WILL DO BUSINESS IN 2018**

**BE IT RESOLVED**, that the Board of Trustees of the Charter Township of Garfield approves of the Township Treasurer doing business with the following financial institutions in the year 2018.

- |   |                                     |
|---|-------------------------------------|
| Chemical Bank                               | Franklin Bank SSB                   |
| Chase                                       | Huntington Bank                     |
| 4 Front Credit Union                        | First National Bank of America      |
| Fifth Third Bank                            | Northwestern Consumers Credit Union |
| East Traverse Catholic Federal Credit Union | Lake Michigan Credit Union          |
| Traverse City State Bank                    | M-Bank                              |
| First Community Bank                        | First Citizens Bank                 |
| TBA Credit Union                            | Credit Union One                    |
| Honor State Bank                            | PNC Bank                            |
| First Merit Bank                            | Citizens Bank                       |
| Team 1 Credit Union                         |                                     |

Moved:                      Supported:  
 Yeas:  
 Nays:  
 Absent/Excused:

The Chairman declared Resolution 2018-01-T duly adopted this 9<sup>th</sup> day of January, 2018.

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Lanie McManus, Township Clerk

**CERTIFICATION**

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 Board of Trustees for the Charter Township of Garfield on the 9<sup>th</sup> day of January, 2018.

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Lanie McManus, Township Clerk