

CHARTER TOWNSHIP OF GARFIELD VIRTUAL TOWNSHIP BOARD MEETING

Tuesday, April 14, 2020 at 6:00pm
Garfield Township Hall
3848 Veterans Drive
Traverse City, MI 49684
Ph: (231) 941-1620

Garfield Township has announced that the Tuesday, April 14, 2020 Township Board meeting at 6:00 pm will be held virtually due to COVID-19 and Governor Gretchen Whitmer's Executive Orders 2020-15: Temporary Authorization of Remote Participation in Public Meetings and Hearings, and 2020-21: "Stay Home, Stay Safe." Please visit our website (www.garfield-twp.com) for information on how to contact the Board member(s) to provide input on any business that will come before the Board.

To join the virtual meeting directly through **Zoom**, please visit:
<https://zoom.us/j/579997389?pwd=dHJTSDIHendheIVBZzkxZkswOGhpZz09>

Meeting ID: 579 997 389
Password: 027919
One tap mobile

+13126266799,,579997389#,,#,027919# US (Chicago)

Dial in:

+1 312 626 6799 US (Chicago)

Meeting ID: 579 997 389
Password: 027919

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 – March 24, 2020 (Recommend Approval)

b. Bills -

(i) General Fund \$355,014.84
(Recommend Approval)

(ii) Gourdie-Fraser

Developer's Escrow Fund

Storm Water Reviews, Utility Plan Review, Oversight & Closeout,

Private Road Review, and Wetland Study Review

\$ 6,625.00

Utility Receiving Fund

1,620.00

Total

\$ 8,245.00

(Recommend Approval)

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

5. **Correspondence**

a. Grand Traverse Conservation District - March 2020 Report

6. **Reports**

a. Construction Report

b. Sheriff's Report

c. County Commissioner's Report

d. Clerk's Report

e. Supervisor's Report

7. **Unfinished Business**

8. **New Business**

a. Consideration of PD 2020-64 – Grand Traverse Conservation District Agreement for Services

b. Consideration of PD 2020-62 - Reappointment of John Racine to Joint Planning Commission

c. Consideration of approval of the DPW Asset Plan

9. **Public Comment**
10. **Other Business**
11. **Adjournment**

Lanie McManus, Clerk

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

CHARTER TOWNSHIP OF GARFIELD
TOWN BOARD MEETING
March 24, 2020

Chuck Korn called the Town Board Meeting to order on March 24, 2020 at 6:04 p.m. via the *Zoom* Application.

Pledge of Allegiance

Roll call of Board Members – Meeting held via ZOOM

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

Staff Present: Planning Director John Sych

1. Public Comment (6:05)

Tom Cash called in from Alabama thanked the board for allowing the public to participate in the meeting
Judy Rolling called in and is with Tom Cash.

2. Review and Approval of the Agenda - Conflict of Interest (6:06)

Korn asked to add a resolution to allow the board of trustees to meet electronically add under item #3 and added item 8D – PD Report 2020-51 Lawn Care Bids.

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

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

3. Resolution to Allow Board of Trustees to Meet Electronically

Agostinelli moved and Schmuckal seconded to adopt Resolution 2020-06 Allowing the Board of Trustees to meet electronically during the COVID-19 Crisis.

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

4. Consent Calendar (6:02)

a. Minutes

February 25, 2020 Regular Meeting
(Recommend Approval)

- b. Bills**
General Fund \$166,898.85
(Recommend Approval)

Duell moved and Walters seconded to adopt the consent calendar as Presented.

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

5. Items Removed from the Consent Calendar

- a. None

6. Correspondence

- a. **Grand Traverse Conservation District – February 2020 Report**

7. Reports

a. GT Metro Fire Report (6:12)

Assistant Chief Steve Apostal said they are waiting on Station 11 information to move forward with some construction on the facility. All stations are closed to the public and limited interaction is being allowed. Inspections are down at this time and a report indicated that there were no major fires last month, but a few rescue calls. They have been doing some remote interviews and trying to keep everyone fit and healthy.

b. North Flight Report (6:19)

Paul Owens from North Flight said overall volume for the year is down at this time and they are adjusting budgets for next year. North Flight has been collaborating with other area EMS entities for the worst case scenario and trying to plan accordingly. They have two paramedic openings in the Traverse City area. Response times are still in the acceptable ranges.

c. County Commissioner's Report (6:24)

Commissioner Brad Jewett said last week's Board of Commissioners meeting was cancelled but they did hold an emergency meeting to pay bills and get a credit payment for the county in place. The County has a website for the COVID 19 crisis and a Facebook page as well.

d. Planning Department Monthly Report, PD-2020-48 (6:27)

Planner John Sych reviewed the activity that the Planning Commission has been working on and added that the April 8th meeting has been rescheduled to April 22nd. He has reached out to all applicants to notify them of the changes and is even expecting a couple more applications in the near future.

e. **Clerk's Report (6:31)**
McManus submitted her report in writing and said that election day was very busy with many coming in to register to vote.

f. **Supervisor's Report (6:32)**
Korn said he has been working from home and spending lots of time on the phone. IT right is working on the computer systems now and employees should have access to all apps to ensure that they can efficiently work from home.

8. **Unfinished Business**

None

9. **New Business**

a. **PD 2020-46 Consideration of Distribution of Draft Barlow Garfield Neighborhood Plan (6:33)**

Sych stated that the Planning Commission began this process last May to add this neighborhood plan to the Master Plan for Garfield Township. He reviewed the history of the plan including public engagement and how it now stands before the Board of Trustees for approval of distribution. He added that there may be some additional sub area plans coming in the future. Board members asked questions and discussed the plan

Agostinelli moved and Blood Law seconded to approve disbursement of the Draft Barlow Garfield Neighborhood Plan for the 42 day review period in accordance with the Michigan Enabling Act.

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

b. **PD 2020-47 Consideration of Amendment to Grand Traverse Commons Development Regulations (6:42)**

Planner Sych explained that the City of Traverse City and the Charter Township of Garfield Recreational Authority is proposing to amend Article 9 by replacing the conceptual site development plan with a formal site development plan which includes new vehicular circulation patterns, new paved drives and new parking areas. A Public Hearing was held and the next step calls for Township Board approval. The cost of any improvements will be covered by the Joint Recreation Authority. Matt Cowall, Executive Director of the Joint Recreation Authority, spoke regarding the issue and how this plan would help to control water runoff and further preserve the structures. He said that the plan remains faithful to the public vision for the property. Board members asked questions about event group sizes and the proposed parking.

Agostinelli moved and Schmuckal seconded that the proposed amendment to Article 9 of the Grand Traverse Commons Development Regulations BE APPROVED.

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

c. Consideration of authorizing Supervisor to sign Confirmation Agreement to Continue existing agreement with North Flight Inc. (6:55)

Schmuckal moved and Duell seconded to authorize the Township Supervisor to sign the Confirmation Agreement to Continue the existing agreement with North Flight, Inc.

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

d. PD 2020-51 Bids for Lawn Care Services

Bids were sought for mowing and fertilization services throughout the township for the 2020 season. Korn recommends that the mowing and landscaping contract be awarded to Esch Landscaping and the fertilization contract be awarded to Lawn Green. Board members asked questions and discussed the contracts. Derek Morton also talked about the fertilization contract.

Schmuckal moved and Blood Law seconded that mowing and Landscaping throughout the township for the 2020 season be awarded to Esch Landscaping and that the fertilization contract be awarded to Lawn Green for a two year contract with a third year option on both.

**10. Public Comment:
None**

**11. Other Business (7:04)
The next meeting will be held on April 14th.**

**12. Adjournment
Korn adjourned at 7:05pm.**

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

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

CHARTER TOWNSHIP OF GARFIELD

RESOLUTION 2020-06

RESOLUTION ESTABLISHING RULES FOR REMOTE ATTENDANCE BY BOARD, COMMISSION, AND COMMITTEE MEMBERS AND MEMBERS OF THE PUBLIC AT MEETINGS DUE TO CORONAVIRUS PANDEMIC

WHEREAS, on March 10, 2020, Governor Whitmer declared a state of emergency as a result of the Coronavirus outbreak; and

WHEREAS, on March 11, 2020, the World Health Organization declared the Coronavirus outbreak a pandemic; and

WHEREAS, on March 13, 2020, the President declared a National Emergency as a result of the Coronavirus outbreak; and

WHEREAS, the Michigan Department of Health and Human Services (MDHHS) has issued Interim Recommendations for COVID-19 Community Mitigation Strategies; and

WHEREAS, such strategies include encouraging staff to tele-work when feasible and implementing social distancing measures as feasible, including limiting in-person meetings, and to limit large work-related gatherings; and

WHEREAS, on March 18, 2020, Governor Whitmer issued Executive Order 2020-15 to suspend rules and procedures relating to physical presence at meetings and hearings of public bodies to allow for public bodies to continue to conduct public business during the COVID-19 emergency and the general public to continue to participate in government decision making without unduly compromising public health, safety, and welfare; and

WHEREAS, to implement MDHHS's mitigation strategies, allow the Board and its appointed boards, committees, or commissions to continue public business, and to allow the public to attend meetings of the Township Board and its appointed committees, commissions, or boards remotely if they desire, consistent and in compliance with Executive Order 2020-15, the Board desires to establish rules to authorize and allow its members and members of the public to attend meetings of the Board and its appointed boards, commissions, or committees by telephone or other electronic means as set forth in this Resolution;

NOW THEREFORE BE IT RESOLVED, that the Board immediately authorizes its members and members of its appointed boards, commission, or committees, and members of the public to attend all meetings of the Board or its committees, commissions, or boards by telephone or other electronic means and establishes rules as follows:

A. NOTICE OF MEETINGS:

1. For every meeting to be held remotely pursuant to this Resolution, the Clerk or designee shall post on the homepage of the Township's website in a conspicuous location and at the Township's office, the following:

- a. An explanation of why the Board, commission, board, or committee is meeting remotely.
 - b. Contact information for all members along with information about how the public may contact the member(s) to provide input on any business that will come before the Board, commission, board, or committee.
 - c. The dial-in conference number or other necessary information for members of the public to utilize to access the meeting remotely.
 - d. The agenda for the meeting at least 18 hours prior to the meeting.
 - e. Procedures by which persons with disabilities may participate in the meeting.
2. If any meeting includes a public hearing, all material that will be considered by the Board, commission, board, or committee at the public hearing shall be posted or linked on the homepage of the Township's website in a conspicuous location as well as available for inspection at the Township's office, not less than 18 hours prior to the public hearing or as otherwise required by law. This provision shall not apply to written public comments received by the Board, commission, board, or committee for the public hearing.

B. CONDUCT OF THE MEETING BY MEMBERS:

1. The telephone or other electronic technology being utilized shall allow the member to communicate to any other member in attendance and any member of the public or staff attending and shall allow any member, any member of the public, or staff attending to communicate with any member attending.
2. A members' remote attendance shall be considered attendance for the purpose of establishing a quorum.
3. Any vote by a member participating remotely pursuant to this resolution shall be counted in the total number of votes for any matter and shall not be held invalid for the reason that it was cast by a member remotely.
4. If any member is participating remotely, all votes on any matter shall be taken by roll call vote.
5. Adjournment of a meeting shall occur only on a roll call vote of the Board, commission, board or committee.
6. A member participating remotely shall disclose any person or persons present in the same room as the member during their remote attendance. For closed sessions conducted under this policy, each member and authorized attendee of the closed session shall not allow anyone else to hear or view the closed session. All members

and authorized attendees of the closed session shall affirm, before the closed session begins, that they are in compliance with this subsection.

7. Emails, texting, or other forms of electronic communication by or between members during the meeting shall not be allowed.
8. If an email, text or other form of electronic communication is received by a member, the Board, committee, commission, or board prior to the meeting or during the meeting related to any item on the agenda for the meeting, the email, text, or other electronic communication shall be read by the Board, commission, board, or committee or the member receiving the communication during the agenda item and it shall be addressed by the Board, committee, commission, board or committee as appropriate during the meeting.

C. ATTENDANCE BY MEMBERS OF THE PUBLIC:

1. Immediately after calling the meeting to order, the chair of the meeting shall insure that the dial-in number or other means of conducting the meeting remotely is working. If the dial-in number or other means of conducting the meeting remotely is not working, the meeting shall be immediately adjourned by the chair of the meeting without any decision or deliberation on any matter.
2. If the dial-in number or other means of conducting the meeting remotely is working, attendance shall be taken for all persons attending, including members of the public. If the number of persons in attendance, including Board, commission, board, or committee members, exceeds 100, the meeting shall be immediately adjourned without deliberation or a decision on any matter except to adjourn the meeting. If members of the public remotely join the meeting during the course of the meeting, they will be asked, but not required, to identify themselves and shall be added to the public attendance list for the meeting. No member of the public shall be required to identify themselves except as necessary to permit the person to participate in public comment.
3. If any member of the public is attending remotely, each member of the public shall be provided an opportunity to provide public comment during a public comment portion of the agenda pursuant to the rules of the Board, commission, board, or committee on public comment. Such opportunity shall be given by the chair of the meeting or such other person as designated by the chair asking each individual attending by name whether they have any public comment (the "Roll Call Method") or such other method to ensure each member of the public attending has an opportunity to provide public comment as allowed by the remote meeting platform being utilized.

- a. Roll Call Method. If the Roll Call Method is utilized, the chair of the meeting or person designated by the chair shall not move to the next name or person for public comment unless the person verbally confirms that they have no comment or there is no response after at least thirty (30) seconds. At the conclusion of the Roll Call Method, the chair or person designated by the chair will inquire whether there is any further public comment of any member of the public attending that had not been called. Any member of the public not already called desiring to give public comment shall be permitted to provide public comment.
 - b. Other Method. If another method for providing public comment is utilized as allowed by the remote meeting platform, the chair or person designated by the chair shall utilize such methods as necessary to ensure all members of the public attending the meeting have an opportunity to provide public comment and shall not close public comment until the chair or person designated by the chair has ascertained that no member of the public has any further public comment.
4. If any member of the public is attending, and a closed session is called by the Board, commission, board, or committee as permitted by the Open Meetings Act, a separate call in number or other electronic means of remotely participating shall be available for the Board, commission, board, or committee to utilize for a closed session that is not available to the public, the chair of the meeting shall clearly indicate at what point in the agenda the closed session will occur, the projected length of the closed session, that the public will not be able to hear the Board, commission, board or committee or provide comment during the closed session, and the Board, commission, board, or committee shall return to the public meeting following closed session to adjourn the meeting or take other action as necessary.

This Resolution is intended to establish rules for and authorize participation by remote access by members of the Township Board and the Township's appointed boards, commissions, or committees and attendance by remote access by members of the public in the interest of the public health, safety, and welfare during the Coronavirus outbreak while preserving meaningful access to meetings and communication for the Board and its appointed board, commission, and committee members and members of the public, including members of the press and other news media.

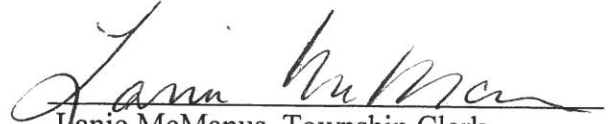
In the event of a conflict between this Resolution and the rules of the Township Board, its appointed boards, commissions, or committees, the terms of this Resolution shall control.

This Resolution shall be effective immediately and shall remain in effect until April 15, 2020 at 11:59 pm or so long as Executive Order 2020-15 is in effect, whichever is longer.

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

Opposed: None

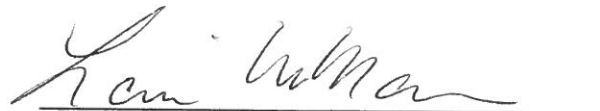
RESOLUTION DECLARED ADOPTED.


Lanie McManus, Township Clerk

CERTIFICATE

I, Lanie McManus, the duly elected and acting Clerk of the Township of Garfield, hereby certify that the foregoing constitutes a true copy of a Resolution of the Township Board for the Township of Garfield, adopted during a meeting of the Township of Garfield Township Board, Grand Traverse County, Michigan, held on March 24, 2020, at which meeting (7) seven members were present as indicated in said Minutes and voted as therein set forth and that all signatures affixed thereto are the genuine signatures of those so indicated, and that each signatory was duly authorized to affix his or her signature, that said meeting was held in accordance with the Open Meetings Act of the State of Michigan, and that due and proper notice of the meeting as required by law was given to the members of the Township Board, and that the minutes of said meeting were kept and will be and have been made available as required by said Act.

Dated: 3-25-2020


Lanie McManus, Clerk
Township of Garfield
Grand Traverse County, Michigan

Lanie McManus, Clerk

CHECK DISBURSEMENT REPORT FOR CHARTER TOWNSHIP OF GARFIELD
 CHECK DATE FROM 03/19/2020 - 04/08/2020
 Banks: GEN

Check Date	Bank	Check #	Payee	Description	GL #	Amount
03/19/2020	GEN	38629	ESS	VAT BALLOT S/H	101-191-726.000	18.73
03/19/2020	GEN	38630	FIRST CHRISTIAN CHURCH	PRESIDENTIAL PRIMARY	101-191-726.000	150.00
03/19/2020	GEN	38631	NORTHERN OFFICE EQUIP	SVC CONTRACT	101-101-726.002	483.91
03/23/2020	GEN	38632	FIFTH THIRD BANK	5473787318839759	101-101-726.000	139.73
		38632		5473787318839759	101-191-726.000	476.92
						<u>616.65</u>
03/23/2020	GEN	38633	INTEGRITY BUSINESS SOLUTIONS	ENVELOPES	101-101-726.000	12.99
03/23/2020	GEN	38634	TRAVERSE BAY BLUE'S WOMEN'S RUGBY	RESERVATION REFUND CR# 62808 COVID19	101-000-476.004	105.00
03/23/2020	GEN	38635	GARFIELD CHARTER TOWNSHIP	HSA	101-000-237.000	436.88
03/23/2020	GEN	38636	UNITED WAY	UNITED WAY	101-000-238.000	90.00
03/23/2020	GEN	38637	VOYA INSTITUTIONAL TRUST COMPANY	DEFERRED COMP VF3202	101-000-227.000	1,880.00
03/23/2020	GEN	38638	AFLAC	AFLAC	101-000-227.001	340.58
03/23/2020	GEN	38639	BLUE CROSS BLUE SHIELD OF MICHIGAN	EMPLOYEE HEALTH	101-851-873.030	21,697.67
03/30/2020	GEN	38640	ANNE WENDLING	CONTRACTED SVCS	101-101-805.000	291.75
		38640		CONTRACTED SVCS	101-400-805.000	417.00
		38640		CONTRACTED SVCS	308-000-935.000	97.25
						<u>806.00</u>
03/30/2020	GEN	38641	GRAND TRAVERSE COUNTY	SHERIFF JANUARY-MARCH 2020	101-301-830.000	297,068.94
03/30/2020	GEN	38642	HOME DEPOT CREDIT SERVICES	WET/DRY VAC	101-265-726.003	147.34
03/30/2020	GEN	38643	SUPERFLEET	GAS	101-806-862.000	77.99
03/30/2020	GEN	38644	TRAVERSE REPRODUCTION	PLOTTER PC INSTALL	101-101-805.000	112.50
03/30/2020	GEN	38645	VERIZON	PHONES	101-265-850.000	287.61
03/30/2020	GEN	38646	CHERRYLAND ELECTRIC COOP.	ELECTRIC	101-000-084.861	298.79
		38646		ELECTRIC	101-265-920.603	943.39
		38646		ELECTRIC	101-448-920.005	802.17
						<u>2,044.35</u>
03/30/2020	GEN	38647	CHERRYLAND ELECTRIC COOP.	398.92	308-000-935.000	398.92
03/30/2020	GEN	38648	CITY OF TRAVERSE CITY	170975-94720	101-000-084.861	182.75
		38648		170975-94720	101-448-920.005	512.37
						<u>695.12</u>

3.b.(i)

CHECK DISBURSEMENT REPORT FOR CHARTER TOWNSHIP OF GARFIELD
 CHECK DATE FROM 03/19/2020 - 04/08/2020
 Banks: GEN

Check Date	Bank	Check #	Payee	Description	GL #	Amount
03/30/2020	GEN	38649	CONSUMERS ENERGY	100018131597	101-448-920.005	53.01
03/30/2020	GEN	38650	CONSUMERS ENERGY	100000311801	101-000-084.861	1,524.72
		38650		100000311801	101-448-920.005	5,702.01
						<u>7,226.73</u>
03/30/2020	GEN	38651	ELECTION SOURCE	SAMPLE ENVELOPE	101-191-726.000	11.11
03/30/2020	GEN	38652	THE GUARDIAN	EMPLOYEE HEALTH / LIFE	101-851-873.030	1,860.83
		38652		EMPLOYEE HEALTH / LIFE	101-851-873.040	511.46
						<u>2,372.29</u>
04/08/2020	GEN	38653	ALPERS EXCAVATING	PLOWING	308-000-935.000	250.00
04/08/2020	GEN	38654	CITY OF TRAVERSE CITY	JOINT PLANNING	101-400-805.000	2,000.00
04/08/2020	GEN	38655	CONSUMERS ENERGY	100000311801	101-000-084.861	1,524.72
		38655		100000311801	101-448-920.005	5,625.95
						<u>7,150.67</u>
04/08/2020	GEN	38656	CONSUMERS ENERGY	103033456148	101-448-920.005	222.76
04/08/2020	GEN	38657	DTE ENERGY	10020833133	101-265-920.601	954.56
04/08/2020	GEN	38658	DTE ENERGY	910020833257	101-265-920.601	37.48
04/08/2020	GEN	38659	ENGINEERED PROTECTION SYS.	SVC AGREEMENT 5-7, 2020	101-265-935.606	365.40
04/08/2020	GEN	38660	FIFTH THIRD BANK	5473788099793637	101-171-960.000	35.93
04/08/2020	GEN	38661	GARFIELD CHARTER TOWNSHIP	HSA	101-000-237.000	436.88
04/08/2020	GEN	38662	GRAND TRAVERSE COUNTY DPW	5590511	308-000-935.000	11.50
04/08/2020	GEN	38663	GRAND TRAVERSE COUNTY DPW	5105021	101-265-920.602	144.39
04/08/2020	GEN	38664	GRID4 COMMUNICATIONS, INC.	PHONES	101-265-850.000	1,062.81
04/08/2020	GEN	38665	INTEGRITY BUSINESS SOLUTIONS	PENS, SUPPLIES	101-101-726.000	52.22
04/08/2020	GEN	38666	OLSON, BZDOK, & HOWARD	CARPENTER	101-400-801.000	495.00
04/08/2020	GEN	38667	PITNEY BOWES INC.	LEASE INVOICE 2-4, 2020	101-101-726.001	424.41
04/08/2020	GEN	38668	RELX INC. DBA LEXISNEXIS	CONTRACTED SVCS	101-101-801.002	60.00
04/08/2020	GEN	38669	RUBY CLEANING SERVICE	CONTRACTED SVCS	101-265-935.603	1,210.00
04/08/2020	GEN	38670	RUBY CLEANING SERVICE	CONTRACTED SVCS	308-000-935.000	100.00
04/08/2020	GEN	38671	STAPLES	PENS, BINDERS	101-101-726.000	417.46
		38671		ELECTION SUPPLIES	101-191-726.000	26.80

Check Date	Bank	Check #	Payee	Description	GL #	Amount
04/08/2020	GEN	38672	STAPLES	BOUNCE FOR PARKS	308-000-935.000	30.65
04/08/2020	GEN	38673	TRAVERSE CITY RECORD EAGLE	ADVERTISING	101-101-901.000	85.60
		38673		ADVERTISING	101-400-901.000	336.00
04/08/2020	GEN	38674	UNITED WAY	UNITED WAY	101-000-238.000	90.00
04/08/2020	GEN	38675	VOYA INSTITUTIONAL TRUST COMPANY	DEFERRED COMP VF3202	101-000-227.000	1,880.00
TOTAL - ALL FUNDS						355,014.84
--- GL TOTALS ---						
101-000-084.861	DUE FROM #861 STREET LIGHTS					3,530.98
101-000-227.000	DEFERRED COMP					3,760.00
101-000-227.001	AFLAC					340.58
101-000-237.000	HSA (FORMERLY FLEX)					873.76
101-000-238.000	UNITED WAY					180.00
101-000-476.004	PARK USE FEES					105.00
101-101-726.000	SUPPLIES					622.40
101-101-726.001	POSTAGE					424.41
101-101-726.002	SUPPLIES - COPIER MAINTENANCE					483.91
101-101-801.002	LEGAL SERVICES - TOWNBOARD					60.00
101-101-805.000	CONTRACTED AND OTHER SERVICES					404.25
101-101-901.000	ADVERTISING					85.60
101-171-960.000	EDUCATION & TRAINING					35.93
101-191-726.000	SUPPLIES					683.56
101-265-726.003	SUPPLIES-MAINTANCE					147.34
101-265-850.000	TELEPHONE					1,350.42
101-265-920.601	HEATING / GAS					992.04
101-265-920.602	WATER / SEWER					144.39
101-265-920.603	LIGHTS BUILDING					943.39
101-265-935.603	CLEANING SERVICE					1,210.00
101-265-935.606	ELECTRONIC PROTECTION SYSTEM					365.40
101-301-830.000	POLICE CONTRACT					297,068.94
101-400-801.000	LEGAL SERVICES					495.00
101-400-805.000	CONTRACTED AND OTHER SERVICES					2,417.00
101-400-901.000	ADVERTISING					336.00
101-448-920.005	STREET LIGHTS TOWNSHIP					12,918.27
101-806-862.000	GAS & CAR WASHES					77.99
101-851-873.030	INSURANCE - EMPLOYEE HEALTH					23,558.50
101-851-873.040	INSURANCE - EMPLOYEE LIFE					511.46
308-000-935.000	MAINTENANCE - MISC, EQUIP					888.32
TOTAL						355,014.84

444.26



April 2, 2020

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

I. Developer's Escrow Fund

A. Storm Water Reviews

- | | |
|--|----------|
| 1. Engineering consulting services for storm water plan review.
Michigan State University Federal Credit Union | 3,125.00 |
| Project# 19379 Invoice No. 1937901 | |

Total A 3,125.00

B. Utility Plan Review, Oversight & Closeout

- | | |
|---|------------------|
| 1. Engineering consulting services for plan review, construction services and Project Turnover
Harris Hills, Site Condominium | Total B 2,500.00 |
| Project# 19220 Invoice No. 1922001 | |

C. Private Road Review

- | | |
|--|----------------|
| 1. Engineering consulting services for plan review.
Harris Hills Private Road Review, Escrow 814.833 | Total C 500.00 |
| Project# 20029C Invoice No. 20029306 | |

D. Wetland Study Review

- | | |
|---|----------------|
| 1. Engineering consulting services for wetland study review.
Michigan State University Federal Credit Union | Total D 500.00 |
| Project# 19379 Invoice No. 1937902 | |

Total Developer's Escrow Fund 6,625.00

II. Utility Receiving Fund

- | | |
|--|--------|
| 1. Engineering consulting services.
Cass Road Drainage District Improvements | 540.00 |
| Project# 20029C Invoice No. 20029304 | |
| 2. Engineering consulting services.
SAW Grant, Project No. 1388-01, Asset Management Plan Final Submission | 540.00 |
| Project# 20029C Invoice No. 20029301 | |
| 3. Engineering consulting services.
Long Lake Township, Water Service Extension | 270.00 |
| Project# 20029C Invoice No. 20029302 | |
| 4. Engineering consulting services.
Oleson's Parcel, US-31 South, Utility Extension and Cost Estimate | 270.00 |
| Project# 20029C Invoice No. 20029303 | |

Total Utility Receiving Fund 1,620.00

GRAND TOTAL \$8,245.00

Invoice

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

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

April 2, 2020
Project No: 19379
Invoice No: 1937901

Re: Michigan State University Federal Credit Union, Storm Water Review

Services Performed: Engineering services for storm water plan review of plans and specification for compliance with Ordinance 49. Services include 1st and 2nd plan review due to site revision by applicant, communication with applicant and engineer and final approval letter..

Project Location: 3750 US-31 South, Traverse City
Professional Services from January 1, 2020 to March 28, 2020

Professional Personnel

	Hours	Rate	Amount	
Project Engineer II	16.00	110.00	1,760.00	
Sr. Project Manager	10.50	130.00	1,365.00	
Totals	26.50		3,125.00	
Total Labor				3,125.00
		Total this Invoice		\$3,125.00



Invoice

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

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

April 2, 2020
Project No: 19220
Invoice No: 1922001

Re: Harris Hills, Site Condominium

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

Professional Services from November 10, 2019 to March 28, 2020
Fee

Billing Phase	Fee	Percent Complete	Earned	Previous Fee Billing	Current Fee Billing
Engineer Review	2,500.00	100.00	2,500.00	0.00	2,500.00
Construction Observation	4,500.00	0.00	0.00	0.00	0.00
Proj. Turnover, Close Out	1,250.00	0.00	0.00	0.00	0.00
Total Fee	8,250.00		2,500.00	0.00	2,500.00
Total Fee					2,500.00
				Total this Invoice	\$2,500.00



Invoice

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

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

April 2, 2020
Project No: 20029C
Invoice No: 20029306

Harris Hills Private Road Review, Escrow: 814.833

Services Performed: Overall private road review for compliance with Section 521 of the Charter Township of Garfield Zoning Ordinance. Services included communication with township and applicant, review of changes and final approval letter with conditions.

Professional Services from February 9, 2020 to March 28, 2020

Professional Personnel

	Hours	Rate	Amount	
Project Engineer II	2.10	110.00	231.00	
Sr. Project Manager	2.00	135.00	270.00	
Totals	4.10		501.00	
Total Labor				501.00

Additional Fees

Misc. Credit			-1.00	
Total Additional Fees			-1.00	-1.00

Total this Invoice \$500.00

Invoice

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

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

April 2, 2020
Project No: 19379
Invoice No: 1937902

Re: Michigan State University Federal Credit Union, Wetland Study Review

Services Performed: Engineering services for wetland study report review as submitted applicant and requested by the township. Services include review, communication with applicant and engineer and final approval letter.

Project Location: 3750 US-31 South, Traverse City

Professional Services from January 1, 2020 to March 28, 2020

Professional Personnel

	Hours	Rate	Amount	
Project Engineer II	4.00	110.00	440.00	
Project Manager Assistant	1.00	65.00	65.00	
Totals	5.00		505.00	
Total Labor				505.00

Additional Fees

Misc Credit			-5.00	
Total Additional Fees			-5.00	-5.00
			Total this Invoice	\$500.00

Invoice

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

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

April 2, 2020
Project No: 20029C
Invoice No: 20029304

Re: Cass Road Drainage Project

Services Performed: Engineering services to provide assistance to drain commission and township to attain documentation from engineering consultant on project design including drawings and specifications and termination of services with them. Services include drafting letter of documentation to be submitted and review of documentation after submission and tabulation of outstanding items.

Professional Services from February 9, 2020 to March 28, 2020

Professional Personnel

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

Invoice

Gourdie-Fraser, Inc.
123 West Front Street, Suite A
Traverse City, MI 49684
Phone: 231-946-5874, Fax: 231-946-9634
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

April 2, 2020
Project No: 20029C
Invoice No: 20029301

Re: SAW Grant Final Submission for Reimbursement

Services Performed: Preparation of application and supporting documentation for submission to EGLE for reimbursement of grant funds for costs related to asset inventory, siphon report and pump station #7 rehabilitation.

Professional Services from February 9, 2020 to March 28, 2020

Professional Personnel

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



Invoice

Gourdie-Fraser, Inc.
123 West Front Street, Suite A
Traverse City, MI 49684
Phone: 231-946-5874, Fax: 231-946-9634
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

April 2, 2020
Project No: 20029C
Invoice No: 20029302

Re: Long Lake Township Water Service Extension

Services Performed: Discussion with Long Lake Township officials, developers and Garfield Township on availability of water service, ownership and cost considerations.

Professional Services from February 9, 2020 to March 28, 2020

Professional Personnel

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



Invoice

Gourdie-Fraser, Inc.
123 West Front Street, Suite A
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

April 2, 2020
Project No: 20029C
Invoice No: 20029303

Re: Oleson's Parcel, US-31 South: Utility Extension and Cost Estimate

Services Performed: Discussion and review of historical estimates and provide summary of options to township to forward onto potential interested buyers of parcel.

Professional Services from February 9, 2020 to March 28, 2020

Professional Personnel

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





Grand Traverse Conservation District

March 2020 Report

CONSERVATION TEAM

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

Administration

- Prepared and distributed an Agenda for the regularly scheduled meeting to be held on 3/19/20 (Mtg. canceled due to coronavirus concerns)
- Prepared and posted Parkland Technician job announcements for seasonal parkland crew.
- Met with Child & Family Services YouthWorks representatives regarding potential projects.
- Participated in a conference call re: BBVA budget

Routine Monitoring and Maintenance

- Plowed parking areas/trailheads as needed, along with pole barns.
- Performed weekly trailhead inspections to monitor use, pick up trash, restock outhouses, and tend to dog waste stations.
- Added additional seed and straw to the new section of trail abutting Brown's Landing footbridge, and straightened and tightening the erosion control fencing.
- Rotated seasonal display case inserts from Winter to Spring.
- Chainsawed several fallen trees from the trails.

Other

- Several GTCD staff and two Advisory Committee members hiked alongside Harvey Calcutt to assess the trails he suggested to the Brown Bridge Advisory Committee in November.
- Posted Covid-19 Info sheets (provided by City staff) at all major trailheads and parking areas.
- Refurbished and installed rustic routed wood signs and additional "Rules" signs at remaining trailheads and parking areas.
- Researched 'ChronoLog' (a crowd-sourced photo-monitoring web platform) to present to the BBAC at the next regularly scheduled meeting.
- Continued working with a BBAC sub-committee to update portions of the Brown Bridge Management Plan.



OWNER/PARKLAND: Garfield Township – Various

Administration

- Participated in a conference call with Garfield Twp Park Steward Derek Morton regarding the draft Resource Management Agreement (RMA) and other park related issues.
- Prepared and submitted draft RMA agreement.
- Met with Derek Morton for Garfield park planning; visited Kids Creek Park and identified locations to place trail counters along 'Safe Routes to School' in vicinity of TC West Middle School.
- Met with Chris Kushman, Tart Planning and Management Director, to review signage for the Buffalo Ridge Trail that identifies connection to the Kids Creek Park trail system.
- Corresponded with Greg Griffith, from Popp Excavating, on construction of the approved and permitted crush gravel trail across the Y's athletic fields at BVNP.
- Solicited estimates for fish stocking of Oleson Pond at Kids Creek Park.
- Continued updating maps and designs for Garfield info station posters and trail navigation maps at Silver Lake Recreation Area, Miller Creek Nature Reserve, and Kids Creek Park.
- Prepared and posted Parkland Technician job announcements for seasonal parkland crew.
- Met with Child & Family Services YouthWorks representatives regarding potential projects.

Monitoring and Maintenance

- Performed routine weekly trailhead & dog waste bag receptacle checks; swapped out Silver Lake dog park trash bin on a weekly basis.
- Picked up wind blown trash around trailheads post snow melt at Miller Creek Nature Reserve and Kids Creek Park near-by shopping plazas.
- Cleared plowed snow tracks from trash surrounds at Silver Lake Rec Area to promote safe access.
- Cut and cleared hazardous and down trees from the Commons Natural Area, Miller Creek Nature Reserve, and Boardman Valley Nature Preserve.
- Blew off debris from timber boardwalks at Kids Creek Park; still
- Replace a fence rail prior to boardwalk entry along Kids Creek.
- Removed aged silt fencing by overlook near Buffalo Ridge Trail entry to Kids Creek Park.



Grand Traverse Conservation District

- Reoriented post and trail navigational signs to better reflect on-the-ground navigation at Kids Creek Park and trail connection from the Buffalo Ridge Trail
- Changed seasonal information station posters to reflect spring topics.

Other

- Installed two infrared trail counters along designated 'Safe Routes to School' in the vicinity of TC West Middle School to better gauge usage numbers and times.
- Met with a regular trail user at Miller Creek Nature Reserve to follow-up on a hazard tree report and wildlife sightings at Miller Creek Nature Reserve.
- Follow-up on report by adjacent property owner of the Commons of slashed temporary laminated boundary signs indicating private property ahead.

OWNER/PARKLAND: Grand Traverse County – Natural Education Reserve

Administration

- Planned logistics for the replacement of the former Beaver Pond Loop boardwalk and construction of four timber stream crossings in upcoming trail projects.
- Prepared and submitted a Joint Permit Application to MI Department of EGLE to construct proposed boardwalk and stream crossings this 2020 field season.
- Began drafting language and designs for multiple signage needs on the NER for County review and approval.
- Continue to draft updates to the NER Management Plan for NER Advisory Committee review.
- Prepared and posted Parkland Technician job announcements for seasonal parkland crew.
- Prepared and submitted Environmental Quality Incentive Program funding information request to Finance Director and P&R Director.

Monitoring and Maintenance

- Performed routine weekly trailhead checks and refilled dog waste bag dispensers.
- Cleared snow from around trash bins at various trailheads.
- Opened and closed the Beitner outhouse; continued to monitor and clean the Jack's Landing outhouse prior to recent closure to mitigate threats of Coronavirus transmission.
- Opened the pavilion bathrooms at the Boardman River Nature Center for public use on the NER; currently closed due to Coronavirus concerns.
- Cut and cleared hazardous trees along the NER trail system.
- Blew off debris from timber boardwalks, stairs, and bridges.



- Changed seasonal information station posters to reflect spring topics.

Grants

- Applied for a Traverse City Track Club grant to assist in funding materials to construct three stream boardwalk crossings connecting a path along the east side of the Boardman River in recently exposed bottomlands post Sabin Dam removal.
- Environmental Quality Incentives Program (EQIP): Riparian Forest Buffer practice continues (Sabin Block "B") - planning and logistics with contractors.
- Great Lakes Restoration Initiative (GLRI): Stormwater Reduction - planning and logistics with contractors.

Other

- Continued work on update of the NER management plan.

OWNER/PARKLAND: Recreational Authority – Hickory Meadows

Administration

- Attended and reported at the March Rec Authority Board meeting.
- Updated the Hickory Meadows Advisory Committee (HMAC) of activities and plans for upcoming spring trail and habitat improvement projects.
- Cancelled March HMAC meeting due to Coronavirus outbreak. Continued to communicate with individual members on planning measures as necessary.
- Corresponded with Derek Mellville, City Parks and Rec Superintendent, in regards to planned spring reseeding of the drain field installed on Meadows property in 2019.
- Ordered and received native seed mix for upcoming seeding of drain field.
- Coordinated contractors Wildlife and Wetland Solutions to provide woody cut-stump invasive species control on woody shrub species.
- Prepared and posted Parkland Technician job announcements for seasonal crew members.

Monitoring and Maintenance

- Performed trailhead checks on a weekly basis and refilled dog bag dispensers as necessary.
- Changed seasonal information station signage to reflect spring topics.
- Removed most winter trail grooming signs on temporary posts in the park. Left winter trails maps up at trailheads for time being; will remove and replace soon with updated all season trails map.
- Pruned along trails as deemed necessary and cleared a down tree obstructing passage near creek crossing.



- Assessed necessary improvements for wet sections of trails this season.
- Downloaded trail counter data on a monthly basis.
- Monitored the amount and types of use along the 2019 added trail segment from the M-72 trailhead.

Other

- Reconned and GPS'ed possible future trail connections to Hickory Hills along NW property boundary.
-

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

Administration

- Prepared and posted Parkland Technician job announcements for seasonal parkland and river restoration crew.
- Met with Child & Family Services YouthWorks representatives regarding potential projects.
- Developed annual work plan items for the upcoming field season.
- Drafted annual budget to present in April.

Monitoring and Maintenance

- Ordered 35 potted trees as follow-up to the DNR Wildlife Habitat Improvement Grant from previous years.
 - Cleared several large trees that had fallen over the trails
 - Performed routine drive-by and trailhead inspections to monitor use and pick up trash.
 - Created updated trail-intersection maps to replace existing maps, including the Info Station trail map located at the trailheads.
 - Assessed the integrity of the fencing that runs along Mayfield Rd. where the gas line utility corridor crosses the road.
-

BOARDMAN RIVER STEWARDSHIP



Grand Traverse Conservation District

- Participated in an interview with TV 9&10 regarding the river and outdoor activities during the COVID-19 pandemic.
- Started Pro Bass Shop proposal for a grant to augment Phase-II wood installation at Brown Bridge.
- Participated in a Boardman Collaborative conference call regarding follow-up of the community meeting that was held in February at the BRNC
- Started a list of the “Top Ten Big Ideas for the Boardman River Watershed” as part of the Boardman Collaborative effort.
- Completed questionnaire for the GTCD strategic plan revision as it relates to GTCD’s role in the management of the Boardman.
- Returned several calls about fishing and/or paddling the Boardman River.
- Responded to and followed up on a potential wetland violation as part of the follow-up restoration activities in the Boardman bottomlands.

ENVIRONMENTAL EDUCATION

Nature Center Visitation this Month: 147

Nature Center Visitation Mar 2019: 571

Program Participants this month: 97

Program Participants Mar 2019: 429

Drop ins this month: 50

Drop-in Mar 2019: 142

Nature Center Visitation this year: 1,298

Nature Center Visitation since 2008: 96,117

Program Participation & Program Planning:

- 61 preschoolers and their families participated in Nature-Based Early Learning programming at the Board River Nature Center. Programming included Peepers, Knee-High Naturalist, and Acorn Adventures program.
- The new homeschool program had 10 participants and their families. Participants explored the Nature Center grounds and engaged in place-based environmental education activities to connect with their home education.
- The Boardman River Nature Center was closed on March 13 and all programming was canceled due to the COVID-19 virus.
- The Summer Nature Day Camp program is full with a waitlist. Participants are welcome to add their names to a waitlist.
- Education staff have created digital environmental education activities for families to do in their home. The campaign is called #stayhomewithnatute. New programs



Grand Traverse Conservation District

are posted on the website and social media multiple times a week . Activities include a free app to download and take outside.

- Funding requests were sent to the Oleson Foundation to support the Nature-Based Early Learning program at the Boardman River Nature Center.
 - The Grand Traverse Conservation District website update was started. A new website is slated to be rolled out in May 2020.
-

FORESTRY ASSISTANCE PROGRAM (FAP), March 2020

District Forester Leelanau, Grand Traverse and Benzie Conservation Districts

Trainings: Climate Adaptation Planning and Practices Online Course, 7 of 7 weeks completed, 21 category 1 continuing forestry education credits by the Society of American Forester earned

1-Leelanau County on-site visits:

- Gilbert, 22 acs., Solon Twp.
- Werth, 10 acs., Leland Twp.

2-Virtual site visits: (landowner contacts through photos/emails/phone conversations)

- Lane, 3 acs., Elmwood Twp.
- Halleman, 10 acs., Elmwood Twp.
- Golec, 1 ac., Elmwood Twp.
- Team Elmers, 1 ac. Kasson Twp.
- Walton, 1 ac. Bingham Twp.
- Halleman, 9.5 acs., Elmwood Twp.
- Scherrer, 32 acs., Leelanau Twp.S.

3-Grand Traverse County Virtual site visits:

- Feibing, 5 acs., Fife Lake Twp.

4-Benzie County Virtual Site Visits:

- Gentle, 10 acs., Crystal Lake Twp.
- Tomaszewski, 5 acs., Platte Twp.
- Rennhack, 61 acs., Colfax Twp.
- Bontekoe, 5 acs., Joyfield Twp.



- Clark, 15 acs., Homestead Twp.

Written Forest Management Recommendations: 7 QFP Verifications: 0

MAEAP/FWH Verifications: 2 FAP Referrals to Private Sector: 1 FAP Referrals to Public Sector: 3 In-office Contacts: 20 landowners Follow-up Contacts: 31 landowners/qualified foresters

FAP Promotion/Program Development:

- 1. Continue updating GIS mapping of Benzie County.
- 2. FAP Monthly Conference Call.
- 3. WOW.net virtual discussion on-line webinar.
- 4. DeYoung FWH Verification – 191 acres in Elmwood Twp.
- 5. Bakker FWH Verification – 37 acres in Suttons Bay Twp.
- 6. Tree Farm Inspection for Jan Malik, 217.7 acres, Grant Twp. (Forestry Field Day site, 9/12/2020).
- 7. Meeting with Tom Ford re: Benzie Planting Workshop presentation.
- 8. BCD Planting Workshop – 46 in attendance.

MICHIGAN AGRICULTURE ENVIRONMENTAL ASSURANCE PROGRAM (MAEAP)

Farm Visits: 3 (Antrim/Grand Traverse), 5 (Benzie/Leelanau)

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

Farms Verified: 1

Updates:

- 3/2: Food and Farming Network Summit Planning Meeting
- 3/2: "Pollinators: The Movie" screening hosted by Oryana at The State Theater. Parker was on the local natural resources professionals panel discussion after the film.
- 3/3: Grand Traverse Fruit Growers Council Meeting
- 3/4: Soil and Water Conservation Society Annual Natural Resources Seminar. Dan Busby, our MAEAP Verifier and former GTCD employee, received the Commendation Award from the Michigan Chapter of the Soil and Water Conservation Society (SWCS). This award recognized Dan for his commendable service to the Michigan Chapter of SWCS.
- 3/6: Leelanau County Reverification
- 3/6: Food and Farming Network Meeting



Grand Traverse Conservation District

- 3/10: Cover Cropping in Orchards Conference Call
- 3/11: Small Business Development Center Meeting - Incubator Farm
- 3/11: Benzie Conservation District Planting Workshop - PHASE-1 Event
- 3/18: Food and Farming Network Annual Summit (POSTPONED)
- 3/20: Farming for the Future Workshop (POSTPONED)
- 3/21: Seed Swap, Native Plant, and Landscaping Event (CANCELLED)
- 3/31: Michigan Farm Bureau Conference Call

Current Projects:

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

Upcoming Events:

- Note: All meetings are being conducted over conference call or online virtual meeting platforms
- 4/1: Incubator Farm Meeting
- 4/2: Food and Farming Network Input and Engagement Committee Meeting
- 4/8: Incubator Farm Meeting
- 4/14: Incubator Farm Business Plan Development Meeting with Small Business Development Center
- 4/14: Antrim Farm Bureau Board Meeting
- 4/15: Food and Farming Network Meeting
- 4/16: Antrim Farming Field Day Planning Meeting



Grand Traverse Conservation District

- 4/18: Domestic Well Water Screening (potential postponement)
 - 4/30: Michigan Department of Agriculture and Rural Development Labor Meeting (potential postponement)
-

NORTHWEST MICHIGAN INVASIVE SPECIES NETWORK (ISN)

Public Inquiry Responses: 27

Active Efforts: 1

Active Contacts: 161

Passive Efforts: 28

Passive Impressions: 174,683

Volunteer Hours: 0

Volunteers: 0

Acres Surveyed: 508

Sites Surveyed: 71

Sites Monitored: 4

Acres Treated: 37

Sites Treated: 4

Acres Restored: 0

Sites Restored: 0

Meetings/Presentations:

- 3/3 - Hosted ISN Steering Committee meeting
- 3/10 - Hosted CISMA region meeting; 3 contacts
- 3/13 - Attended USFS funding meeting (Cadillac); 4 contacts
- 3/19 - Hosted Sleeping Bear Dunes NL monitoring mtg call
- 3/24 - "Attended" Midwest Invasive Plant Network Board Meeting; joined Community Outreach subcommittee
- 3/26 - "Attended" meeting with Traverse Area Community Media--beginning weekly contribution to a mini-podcast

Treatments, Restoration, and Surveys:

- Surveyed Lower Woodcock Lake (20 acres)
- Surveyed 69 sites, 483 acres for HWA
- Contractors treated 4 sites, 37 acres woody invasives

Other Accomplishments:

- [Great Lakes Echo article on Go Beyond Beauty](#) published (2,500 reach)
- Mason-Manistee Radio interview regarding CISMAs: 5,000 listeners
- [Detroit News article on CISMAs](#); 141,000 circulation
- [Manistee News Advocate article on swallow-wort](#); 15,000 circulation
- Facebook reach: 5,680
- Website unique visitors: 1,461
- Instagram reach: 3911
- February 2019 eNews: 599 opens



Upcoming Events:

- April events, such as ISN's Partner Meeting and the *Go Beyond Beauty* kickoff, will be held online. Visit our website for details.
- Many of ISN's 2020 events are scheduled! Check them out at www.habitatmatters.org/eventsworkbees

PRODUCE SAFETY AND FSMA

ORGANIZATIONAL

- Finalized Strategic Plan Survey with Renee
 - o Released online version of Strategic Plan
- Developed Outbreak/COVID-19 Flyer
- Updates/Announcements for Facebook and Constant Contact
- Adjustments to staff page on website
- Tree Sale Updates and Staff Meeting Zoom Call
- Questions for customers for tree sale

PRODUCE SAFETY AND FSMA

- Total farm visits: 0, Follow-up visits: 0
- Follow-up Communication:
- PSRA: 0 / OFRR: 0
- Total completed PSRA Certificates to date: 3
- Total active PSRA: 11
- Farm Referrals by County to Date: 50

Manistee	5
Benzie	4
Grand Traverse	11
Leelanau	19
Antrim	6
Other	5

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



Grand Traverse Conservation District

- Total farm contacts: 291
- Article for Ag Forum: Conservation in Food Safety
- Incubator planning meeting with SBDC
- Flyer for Outbreaks information and resources
- Michigan State University Beginning Farmer Webinar Series
- Planning for Antrim Ag. Farming for the Future Workshop
- Planning for Agricultural Water Workshop in Manistee County
- Spring Grower Updates w/ full guide and resources for farmers relating to COVID-19
- Various COVID-19 Webinar updates for the Food Industry.

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

- GTCD Large Equipment Tire Recycling Event 9/10/19
- Demonstration at Farm Field Safety Day 9/12/19
- Advisory Committee Meeting PSP 9/18/19
- Presenting on Produce Safety with Grow Benzie 9/20/19
- Farms, Food & Health Conference EXPO booth 9/27/19
- Farms, Food & Health Conference Panel Discussion/Presentation on Empowered Advocacy of Food Safety 9/28/19
- ST. PAUL, MN NCR Training Blastoff II 10/9/19-10/11/19
- The Community of Food, Society & Justice Conference- Ann Arbor 10/18/19
- Produce Safety Program Meeting w/ Service Area CD's 10/23/19
- Presenting PSA Grower Training 10/28/19
- MACD Fall Conference 10/28/19-10/30/19
- Post Harvest Handling and Hygiene for Small and Medium Sized Growers- Grand Rapids 12/5/19
- GLEXPO Conference 12/10/19-12/12/19
- MI PSA Team Professional Development Holland, MI 1/6/2020-1/7/2020
- Orchard & Vineyard Show 1/14/20-1/15/20
- Northern Michigan Small Farms Conference 1/24/20-1/25/20
- Post-Harvest Handling and Hygiene for Small and Medium Sized Growers 2/13/20
- PSA Grower Training Negaunee, MI 3/19/20- POSTPONED
- Hosting Agriculture Workshop/Event w/ Antrim CD 3/20/20 POSTPONED
- Manistee Conservation District Annual Meeting 3/20/20 POSTPONED
- PSA Grower Training Interlochen, MI 3/26/20 POSTPONED
- NCR Annual Regional Conference Eau Claire, WI 4/1/20-4/2/20 POSTPONED



Grand Traverse Conservation District

- Hosting Water Workshop in Manistee w/ Jamie, Tyler and Scott 4/9/20
POSTPONED
- MOFPS Team Morgan Composting Facilities Tour Sears, MI 6/29/20
- Soil Health Field Day Mancelona, MI 8/1/20

Acronyms and Abbreviations

AECOM	Boardman River Dams Project Engineers
BBAC	Brown Bridge Advisory Committee
BRNC	Boardman River Nature Center
CRA	Conservation Resource Alliance
DDA	Downtown Development Authority
DNR	Department of Natural Resources
ECR	East Creek Reserve
EPA	Environmental Protection Agency
EQIP	Environmental Quality Incentive Program
GBB	Go Beyond Beauty
GIS	Geographic Information System
GLRI	Great Lakes Restoration Initiative
GM	Garlic mustard
GTCD	Grand Traverse Conservation District
HMAC	Hickory Meadows Advisory Committee



Grand Traverse Conservation District

ISN	Invasive Species Network
JB	Japanese barberry
MACD	Michigan Association of Conservation Districts
MAEAP	Michigan Agriculture Environmental Assurance Program
MDARD	Michigan Department of Agriculture & Rural Development
MISC	Michigan Invasive Species Coalition
MNLA	Michigan Nursery & Landscape Association
NER	Natural Education Reserve
NMC	Northwestern Michigan College
NRCS	Natural Resources Conservation Service
NWMFFN	Northwest Michigan Food and Farming Network
NWISN	Northwest Michigan Invasive Species Network
OB	Oriental Bittersweet
USFWS	United State Fish & Wildlife Service
SEEDS	501(c)3 nonprofit organization
SFP	Safe Food Program
Tx	Treatment

Charter Township of Garfield
Engineering Report / Construction Update

April 9, 2020

I. Water Projects

Northwest Service District – Water System Improvements

Status below:

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

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

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

US31 / 37 Water Pressure Issues

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

II. Sewer Projects

SAW Grant – US 31 Siphon Flow Monitoring

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

III. General Utilities

Sewer / Water City Contracts

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

Water Reliability Study

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

GIS Mapping

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

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

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

GFA continues to assist the Drain Commission and Township. An agreement was reached between the Drain Commission and Design consultant with respect to existing contracts, fees and will provide a transition of data to GFA as the design consultant. Based upon a recent meeting with the Township, Road Commission, County and Drain Commissioner, it was decided to proceed with Division 1 and 2 only this time (RR and Cass Road Crossing and overflow project). GFA will further evaluate the Cass Road

Project upgrade to see if other options are viable that are less costly and that Division of the project will be placed on hold.

Water Service Expansion

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

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

IV. Parks & Recreation

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

Project was bid as to phases with parking to be complete in November 2019 (weather permitting) and trails / sidewalk to be completed in Summer 2020. North Country Contracting was awarded the project and doing well with GFA onsite daily monitoring progress. Early snow and wet season has caused delays but did have parking lot graveled and available for use in March for election. Project is currently on hold as a result of the EO as it is not considered an essential project.

Utility Plan Reviews

Contractors Drive (Cass Road)

GFA represented the Township in full time construction oversight / closeout. All utilities have been installed and GFA is working with applicant on DPW walkthrough and turnover documents.

Windy Hills (60 Acre Herkner Parcel) – Phase II

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

Ashland Park - Phase 2 & 3

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

Fox Run

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

Eaglehurst Development – Phase II

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

Crown – Phase III

GFA represented the Township in construction oversight / closeout. All utilities have been installed and GFA is working with applicant on DPW walkthrough and turnover documents.

Chelsea Park – West

GFA has completed plan review and in receipt of DEQ permits. GFA will be providing full time inspection and anticipating late fall construction.

Harris Hills

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

Chelsea Park West – Phase II

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

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

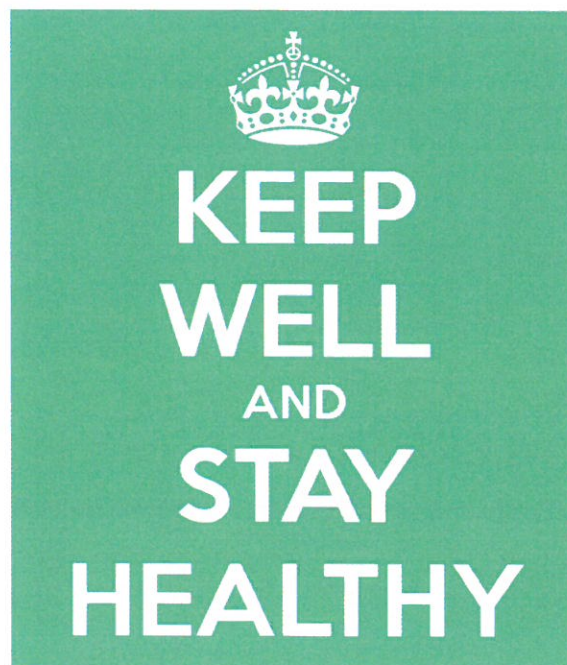
GFA has completed initial review and awaiting resubmission before sending to DEQ for permits. GFA to provide fulltime construction oversight / inspection.

Village at Lafranier Woods

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

2019 / 2020 Storm Water & Private Road Plan Reviews

Crown Phase III - Private Road Review	Approved with submitted Revisions
Crown Phase III - SW Review	Approved (final plans with permit and revisions to be submitted to Twp)
Jonkoff Crematorium	Rescinded
Elmers Storage Building - 2nd Addition	Approved (final plans and SESC permit to be submitted to Twp)
MacAllister Rentals	Approved (final plans with permit and revisions to be submitted to Twp)
SKF Land Company - Bay Masonry	Approved (final plans with permit and revisions to be submitted to Twp)
1349 Trade Centre Dr, Broad Rentals	Approved (final plans with permit and revisions to be submitted to Twp)
3663 North Country - Surgery Center	Approved (final plans with permit and revisions to be submitted to Twp)
613 Eta Lane	Approved (final plans with permit and revisions to be submitted to Twp)
Chelsea Park, West	Approved (final plans with permit and revisions to be submitted to Twp)
French Manor	Approved (final plans with permit and revisions to be submitted to Twp)
635 Eta Lane	Approved (final plans with permit and revisions to be submitted to Twp)
Living Hope Church Expansion	Approved (final plans with permit and revisions to be submitted to Twp)
Habitat For Humanity	Approved (final plans with permit and revisions to be submitted to Twp)
Lake Michigan Federal Credit Union	In Review #1- GFA requested additional info 3-24: Waiting: Draft Complete
Mich St U Fed Credit Union/US 3	Approved (final plans with permit and maintenance plan to be submitted to Twp)
Harris Hills	In Review #1- GFA requested additional info 3-16: Waiting
2487 Rice Street - Habitat for Humanity	Approved (final plans with permit and revisions to be submitted to Twp)
Safety Net - 1771 Park Dr.	GFAs Initial review sent 3/16 - Waiting Response
Chick-Fil-A-3980 US-31	GFAs Initial review sent 3/16 - Waiting Response



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

First Quarter Totals January - March 2020

Location	Citations	Traffic Crashes			Arrests		Traffic Crash Totals
		Fatal	PIA	PDA	OWI	Criminal	
01 Acme	57	0	5	39	3	17	44
02 Blair	71	0	7	56	6	63	63
03 East Bay	150	0	2	71	7	27	73
04 Fife Lake	8	1	4	14	0	5	19
05 Garfield	291	0	17	205	18	225	222
06 Grant	2	0	1	16	1	3	17
07 Green Lake	17	0	4	26	1	16	30
08 Long Lake	8	0	3	37	2	14	40
09 Mayfield	10	0	5	33	2	3	38
10 Peninsula	2	0	2	18	2	3	20
11 Paradise	9	0	1	24	0	12	25
12 Union	3	0	0	8	1	0	8
13 Whitewater	6	0	0	18	0	5	18
29 Fife Lake Vlg	4	0	0	1	0	0	1
30 Kingsley Vlg	7	0	0	10	1	8	10
66 Traverse City	8	0	1	3	3	201	4
84 Out of County	0	0	0	0	0	53	0
Totals	653	1	52	579	47	655	632

Ticket stats are based on what District Court has entered as of 4/03/20.

Arrest stats are as of 4/01/20.

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

January 2020

Location	Citations	Traffic Crashes			Arrests		Traffic Crash Totals
		Fatal	PIA	PDA	OWI	Criminal	
01 Acme	20	0	0	22	0	4	22
02 Blair	25	0	4	21	2	23	25
03 East Bay	58	0	0	33	1	7	33
04 Fife Lake	1	1	0	4	0	1	5
05 Garfield	109	0	8	84	6	80	92
06 Grant	1	0	0	6	0	2	6
07 Green Lake	10	0	1	15	0	2	16
08 Long Lake	5	0	3	16	2	10	19
09 Mayfield	1	0	2	7	1	1	9
10 Peninsula	1	0	0	8	1	1	8
11 Paradise	5	0	1	10	0	5	11
12 Union	2	0	0	3	0	0	3
13 Whitewater	2	0	0	9	0	0	9
29 Fife Lake Vlg	1	0	0	1	0	0	1
30 Kingsley Vlg	3	0	0	2	0	3	2
66 Traverse City	4	0	0	0	0	90	0
84 Out of County	0	0	0	0	0	26	0
Totals	248	1	19	241	13	255	261

Ticket stats are based on what District Court has entered as of 2/04/20.

Arrest stats are as of 2/04/20.

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

February 2020

Location	Citations	Traffic Crashes			Arrests		Traffic Crash Totals
		Fatal	PIA	PDA	OWI	Criminal	
01 Acme	23	0	4	14	2	8	18
02 Blair	29	0	2	21	3	22	23
03 East Bay	50	0	1	26	2	13	27
04 Fife Lake	4	0	1	8	0	1	9
05 Garfield	105	0	3	87	6	82	90
06 Grant	1	0	0	6	1	1	6
07 Green Lake	6	0	1	8	0	8	9
08 Long Lake	2	0	0	13	0	4	13
09 Mayfield	5	0	2	16	1	2	18
10 Peninsula	0	0	0	7	0	0	7
11 Paradise	4	0	0	10	0	3	10
12 Union	1	0	0	3	0	0	3
13 Whitewater	1	0	0	5	0	3	5
29 Fife Lake Vlg	2	0	0	0	0	0	0
30 Kingsley Vlg	3	0	0	6	0	2	6
66 Traverse City	2	0	0	3	1	64	3
84 Out of County	0	0	0	0	0	16	0
Totals	238	0	14	233	16	229	247

Ticket stats are based on what District Court has entered as of 2/28/20.

Arrest stats are as of 3/03/20.

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

March 2020

Location	Citations	Traffic Crashes			Arrests		Traffic Crash Totals
		Fatal	PIA	PDA	OWI	Criminal	
01 Acme	14	0	1	3	1	5	4
02 Blair	17	0	1	14	1	18	15
03 East Bay	42	0	1	12	4	7	13
04 Fife Lake	3	0	3	2	0	3	5
05 Garfield	77	0	6	34	6	63	40
06 Grant	0	0	1	4	0	0	5
07 Green Lake	1	0	2	3	1	6	5
08 Long Lake	1	0	0	8	0	0	8
09 Mayfield	4	0	1	10	0	0	11
10 Peninsula	1	0	2	3	1	2	5
11 Paradise	0	0	0	4	0	4	4
12 Union	0	0	0	2	1	0	2
13 Whitewater	3	0	0	4	0	2	4
29 Fife Lake Vlg	1	0	0	0	0	0	0
30 Kingsley Vlg	1	0	0	2	1	3	2
66 Traverse City	2	0	1	0	2	47	1
84 Out of County	0	0	0	0	0	11	0
Totals	167	0	19	105	18	171	124

Ticket stats are based on what District Court has entered as of 4/03/20.

Arrest stats are as of 4/01/20.

Clerk's Report

For March 31, 2020

Submitted 4/08/20

To The Garfield Township Board;

On the following pages you will find a copy of the Revenue and Expenditure Report. This Report is an informational report that gives you an overview of what has happened in that 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 March in the General Fund, you will find that we had a total of \$121,334.24 Revenues and \$394,380.79 Expenditures. For the year we have a total of \$2,007,104.54 Revenues and \$1,142,062.10 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

REVENUE REPORT FOR GARFIELD TOWNSHIP
 PERIOD ENDING 03/31/2020

GL NUMBER	DESCRIPTION	2020		YTD BALANCE 03/31/2020	ACTIVITY FOR MONTH 03/31/2020	AVAILABLE BALANCE
		ORIGINAL BUDGET	AMENDED BUDGET			
Fund 101 - GENERAL OPERATING FUND						
Revenues						
Dept 000						
101-000-403.000	CURRENT REAL PROPERTY TAXES	1,900,000.00	1,900,000.00	1,644,237.66	110,069.74	255,762.34
101-000-407.000	DEL PERSONAL PROP TAXES	500.00	500.00	0.00	0.00	500.00
101-000-412.000	SWAMP TAX COLLECTIONS	50.00	50.00	1.00	0.00	49.00
101-000-414.000	Protested PRE Interest	500.00	500.00	1,634.68	0.00	(1,134.68)
101-000-423.000	TRAILER PARK FEES	8,500.00	8,500.00	2,264.50	1,512.00	6,235.50
101-000-445.000	PENALTIES & INT. ON TAXES	4,000.00	4,000.00	4,072.59	4,072.59	(72.59)
101-000-476.000	BUILDING PERMITS	180,000.00	180,000.00	28,440.00	4,306.00	151,560.00
101-000-476.001	PLANNING FEES	12,000.00	12,000.00	4,250.00	400.00	7,750.00
101-000-476.002	MAINT INSPECTION FEES	800.00	800.00	0.00	0.00	800.00
101-000-476.003	TREASURER FEES	500.00	500.00	0.00	0.00	500.00
101-000-476.004	PARK USE FEES	0.00	0.00	570.00	205.00	(570.00)
101-000-476.005	ZONING FEES	16,000.00	16,000.00	2,050.00	600.00	13,950.00
101-000-574.000	STATE SHARED REVENUE	1,400,000.00	1,400,000.00	241,649.00	0.00	1,158,351.00
101-000-574.001	STATE SHARED REV. - LIQUOR LA	20,000.00	20,000.00	0.00	0.00	20,000.00
101-000-612.000	CHARGES FOR TOWNSHIP SERVICES	5,000.00	5,000.00	191.53	108.54	4,808.47
101-000-627.000	TAX COLLECTION FEES	22,000.00	22,000.00	0.00	0.00	22,000.00
101-000-656.000	Ordinance Enforcement Fees	500.00	500.00	133.34	66.67	366.66
101-000-664.000	EARNED INTEREST	50,000.00	50,000.00	122.46	(6.30)	49,877.54
101-000-668.002	RENTS & ROYALTIES CABLE VIS	300,000.00	300,000.00	70,765.09	0.00	229,234.91
101-000-668.003	RENTS & ROYALTIES CABLE EQUIP	29,000.00	29,000.00	6,722.69	0.00	22,277.31
101-000-676.000	REIMBURSEMENTS	14,000.00	14,000.00	0.00	0.00	14,000.00
101-000-676.001	Reimbursed Treasurer Legal Fees	600.00	600.00	0.00	0.00	600.00
Total Dept 000		3,963,950.00	3,963,950.00	2,007,104.54	121,334.24	1,956,845.46
TOTAL REVENUES						
		3,963,950.00	3,963,950.00	2,007,104.54	121,334.24	1,956,845.46
Fund 101 - GENERAL OPERATING FUND:						
TOTAL REVENUES						
		3,963,950.00	3,963,950.00	2,007,104.54	121,334.24	1,956,845.46

User: Lanie
DB: Garfield

PERIOD ENDING 03/31/2020

GL NUMBER	DESCRIPTION	2020		YTD BALANCE 03/31/2020	ACTIVITY FOR MONTH 03/31/20	AVAILABLE BALANCE	% BDC USED
		ORIGINAL BUDGET	AMENDED BUDGET				
Fund 101 - GENERAL OPERATING FUND							
Expenditures							
Dept 101 - TOWNBOARD							
101-101-701.100	WAGES - TRUSTEE	12,000.00	12,000.00	2,400.00	900.00	9,600.00	20.00
101-101-701.101	WAGES - FILE CLERK	36,197.99	36,197.99	10,897.60	3,113.60	25,300.39	30.11
101-101-701.102	WAGES - TRUSTEE	12,000.00	12,000.00	1,850.00	900.00	10,150.00	15.42
101-101-701.103	WAGES - TRUSTEE	12,000.00	12,000.00	1,750.00	550.00	10,250.00	14.58
101-101-701.104	WAGES - TRUSTEE	12,000.00	12,000.00	2,500.00	1,000.00	9,500.00	20.83
101-101-701.105	WAGES - OFFICE COORDINATOR	33,657.10	33,657.10	18,804.80	5,372.80	14,852.30	55.87
101-101-726.000	SUPPLIES	6,000.00	6,000.00	1,471.38	590.63	4,528.62	24.52
101-101-726.001	POSTAGE	8,000.00	8,000.00	2,178.48	0.00	5,821.52	27.23
101-101-726.002	SUPPLIES - COPIER MAINTENANCE	7,500.00	7,500.00	1,365.02	483.91	6,134.98	18.20
101-101-801.002	LEGAL SERVICES - TOWNBOARD	16,000.00	16,000.00	241.25	181.25	15,758.75	1.51
101-101-801.004	LEGAL -Tax Tribunal	10,000.00	10,000.00	0.00	0.00	10,000.00	0.00
101-101-802.000	AUDIT AND ACCOUNTING	0.00	0.00	3,600.00	0.00	(3,600.00)	100.00
101-101-805.000	CONTRACTED AND OTHER SERVICES	7,500.00	7,500.00	2,101.25	534.25	5,398.75	28.02
101-101-860.000	MILEAGE	500.00	500.00	0.00	0.00	500.00	0.00
101-101-900.000	PRINTING & PUBLISHING	3,000.00	3,000.00	1,282.09	0.00	1,717.91	42.74
101-101-901.000	ADVERTISING	7,500.00	7,500.00	400.45	82.45	7,099.55	5.34
101-101-960.000	EDUCATION & TRAINING	4,000.00	4,000.00	97.50	65.00	3,902.50	2.44
101-101-965.101	DUES & PUBLICATIONS -TOWNBOAR	2,500.00	2,500.00	180.00	0.00	2,320.00	7.20
101-101-965.102	DUES - MICHIGAN TOWNSHIP ASSO	6,500.00	6,500.00	0.00	0.00	6,500.00	0.00
Total Dept 101 - TOWNBOARD		196,855.09	196,855.09	51,119.82	13,773.89	145,735.27	25.97
Dept 171 - TOWNSHIP SUPERVISOR							
101-171-701.201	WAGES - SUPERVISOR	77,416.12	77,416.12	20,842.78	5,955.08	56,573.34	26.92
101-171-701.202	WAGES - APPRAISER II	45,228.51	45,228.51	11,522.20	3,108.82	33,706.31	25.48
101-171-701.203	WAGES - ASSESSMENT CLERK	0.00	0.00	239.14	0.00	(239.14)	100.00
101-171-701.204	WAGES - APPRAISER III	53,914.54	53,914.54	14,902.34	4,516.78	39,012.20	27.64
101-171-701.205	WAGES - ASSESSOR	95,584.61	95,584.61	25,734.31	7,352.66	69,850.30	26.92
101-171-726.000	SUPPLIES	2,000.00	2,000.00	498.16	81.99	1,501.84	24.91
101-171-726.001	POSTAGE	3,700.00	3,700.00	3,112.21	321.00	587.79	84.11
101-171-805.000	CONTRACTED AND OTHER SERVICES	31,085.00	31,085.00	3,494.06	0.00	27,590.94	11.24
101-171-860.200	MILEAGE - SUPERVISOR	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00
101-171-860.201	MILEAGE - ASSESSOR	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00
101-171-900.000	PRINTING & PUBLISHING	2,125.00	2,125.00	1,874.85	386.59	250.15	88.23
101-171-901.000	ADVERTISING	500.00	500.00	0.00	0.00	500.00	0.00
101-171-960.000	EDUCATION & TRAINING	7,000.00	7,000.00	70.94	37.47	6,929.06	1.01
101-171-960.200	EDUCATION - SUPERVISOR	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00
101-171-965.000	DUES & PUBLICATIONS	3,000.00	3,000.00	844.00	364.00	2,156.00	28.13
Total Dept 171 - TOWNSHIP SUPERVISOR		324,553.78	324,553.78	83,134.99	22,124.39	241,418.79	25.62
Dept 191 - ELECTIONS							
101-191-701.000	WAGES	78,000.00	78,000.00	15,939.05	14,007.80	62,060.95	20.43
101-191-726.000	SUPPLIES	24,000.00	24,000.00	3,599.68	1,290.72	20,400.32	15.00
101-191-726.001	POSTAGE	8,000.00	8,000.00	1,952.96	0.00	6,047.04	24.41
101-191-860.000	MILEAGE	400.00	400.00	69.58	69.58	330.42	17.40
101-191-901.000	ADVERTISING	600.00	600.00	82.20	82.20	517.80	13.70
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
Total Dept 191 - ELECTIONS		119,000.00	119,000.00	21,643.47	15,450.30	97,356.53	18.19

GL NUMBER	DESCRIPTION	2020		YTD BALANCE 03/31/2020	ACTIVITY FOR MONTH 03/31/20	AVAILABLE BALANCE	% BDGT USED
		ORIGINAL BUDGET	AMENDED BUDGET				
Fund 101 - GENERAL OPERATING FUND							
Expenditures							
Dept 215 - TOWNSHIP CLERK							
101-215-701.300	WAGES - CLERK	77,416.12	77,416.12	20,842.78	5,955.08	56,573.34	26.92
101-215-701.302	WAGES - DEPUTY CLERK	50,000.00	50,000.00	13,461.56	3,846.16	36,538.44	26.92
101-215-701.303	WAGES - ACCOUNTANT	5,000.00	5,000.00	0.00	0.00	5,000.00	0.00
101-215-726.000	SUPPLIES	1,500.00	1,500.00	378.83	88.89	1,121.17	25.26
101-215-860.300	MILEAGE - CLERK	400.00	400.00	0.00	0.00	400.00	0.00
101-215-860.301	MILEAGE - DEPUTY CLERK	400.00	400.00	0.00	0.00	400.00	0.00
101-215-956.016	MISCELLANEOUS	500.00	500.00	0.00	0.00	500.00	0.00
101-215-960.000	EDUCATION & TRAINING	6,000.00	6,000.00	509.96	0.00	5,490.04	8.50
101-215-965.000	DUES & PUBLICATIONS	700.00	700.00	120.00	0.00	580.00	17.14
Total Dept 215 - TOWNSHIP CLERK		141,916.12	141,916.12	35,313.13	9,890.13	106,602.99	24.88
Dept 247 - BOARD OF REVIEW							
101-247-701.400	WAGES - B OF R	1,500.00	1,500.00	100.00	0.00	1,400.00	6.67
101-247-701.401	WAGES - B OF R	1,500.00	1,500.00	100.00	0.00	1,400.00	6.67
101-247-701.402	WAGES - B OF R	1,500.00	1,500.00	100.00	0.00	1,400.00	6.67
101-247-701.403	WAGES - B OF R	1,500.00	1,500.00	0.00	0.00	1,500.00	0.00
101-247-960.000	EDUCATION & TRAINING	200.00	200.00	0.00	0.00	200.00	0.00
Total Dept 247 - BOARD OF REVIEW		6,200.00	6,200.00	300.00	0.00	5,900.00	4.84
Dept 253 - TOWNSHIP TREASURER							
101-253-701.500	WAGES - TREASURER	77,416.12	77,416.12	20,842.78	5,955.08	56,573.34	26.92
101-253-701.501	WAGES - ASSISTANT	5,000.00	5,000.00	0.00	0.00	5,000.00	0.00
101-253-701.502	WAGES - DEPUTY TREASURER	50,000.00	50,000.00	13,461.56	3,846.16	36,538.44	26.92
101-253-726.000	SUPPLIES	2,500.00	2,500.00	457.25	157.10	2,042.75	18.29
101-253-726.001	POSTAGE	6,500.00	6,500.00	0.00	0.00	6,500.00	0.00
101-253-801.000	LEGAL SERVICES	3,000.00	3,000.00	0.00	0.00	3,000.00	0.00
101-253-809.000	Bank Fees	300.00	300.00	0.00	0.00	300.00	0.00
101-253-860.500	MILEAGE - TREASURER	700.00	700.00	44.85	0.00	655.15	6.41
101-253-860.501	MILEAGE - DEPUTY TREASURER	500.00	500.00	218.16	0.00	281.84	43.63
101-253-900.000	PRINTING & PUBLISHING	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00
101-253-901.000	ADVERTISING	100.00	100.00	0.00	0.00	100.00	0.00
101-253-960.000	EDUCATION & TRAINING	4,500.00	4,500.00	1,073.29	34.47	3,426.71	23.85
101-253-965.000	DUES & PUBLICATIONS	500.00	500.00	0.00	0.00	500.00	0.00
Total Dept 253 - TOWNSHIP TREASURER		153,016.12	153,016.12	36,097.89	9,992.81	116,918.23	23.59
Dept 258 - COMPUTER SUPPORT							
101-258-726.000	SUPPLIES	3,000.00	3,000.00	0.00	0.00	3,000.00	0.00
101-258-935.015	COMPUTER SUPPORT SYSTEMS	30,000.00	30,000.00	5,679.00	0.00	24,321.00	18.93
101-258-935.016	COMPUTER NETWORK	2,000.00	2,000.00	254.97	84.99	1,745.03	12.75
Total Dept 258 - COMPUTER SUPPORT		35,000.00	35,000.00	5,933.97	84.99	29,066.03	16.95
Dept 265 - TOWNSHIP HALL							
101-265-701.011	Maintenance Wages	10,000.00	10,000.00	1,822.25	748.42	8,177.75	18.22
101-265-726.003	SUPPLIES-MAINTANCE	3,500.00	3,500.00	752.58	233.87	2,747.42	21.50
101-265-850.000	TELEPHONE	16,000.00	16,000.00	4,041.01	1,381.91	11,958.99	25.26
101-265-920.601	HEATING / GAS	14,000.00	14,000.00	2,797.20	1,383.29	11,202.80	19.98
101-265-920.602	WATER / SEWER	6,000.00	6,000.00	288.05	144.36	5,711.95	4.80

EXPENDITURE REPORT FOR GARFIELD TOWNSHIP
 PERIOD ENDING 03/31/2020

GL NUMBER	DESCRIPTION	2020		YTD BALANCE 03/31/2020	ACTIVITY FOR MONTH 03/31/20	AVAILABLE BALANCE	% BDCGT USED
		ORIGINAL BUDGET	AMENDED BUDGET				
Fund 101 - GENERAL OPERATING FUND							
Expenditures							
101-265-920.603	LIGHTS BUILDING	16,000.00	16,000.00	2,857.35	1,941.92	13,142.65	17.86
101-265-935.601	SNOW PLOWING	10,000.00	10,000.00	1,280.00	670.00	8,720.00	12.80
101-265-935.602	LAWN MAINTENANCE	10,000.00	10,000.00	0.00	0.00	10,000.00	0.00
101-265-935.603	CLEANING SERVICE	15,000.00	15,000.00	2,380.00	1,200.00	12,620.00	15.87
101-265-935.604	RUBBISH REMOVAL	1,000.00	1,000.00	255.00	85.00	745.00	25.50
101-265-935.605	BUILDING REPAIR	50,000.00	50,000.00	0.00	0.00	50,000.00	0.00
101-265-935.606	ELECTRONIC PROTECTION SYSTEM	1,500.00	1,500.00	365.40	0.00	1,134.60	24.36
101-265-935.608	MAINTENANCE-OTHER	20,000.00	20,000.00	281.97	0.00	19,718.03	1.41
Total Dept 265 - TOWNSHIP HALL		173,000.00	173,000.00	17,120.81	7,788.77	155,879.19	9.90
Dept 301 - POLICE SERVICES							
101-301-830.000	POLICE CONTRACT	1,300,000.00	1,300,000.00	297,068.94	297,068.94	1,002,931.06	22.85
Total Dept 301 - POLICE SERVICES		1,300,000.00	1,300,000.00	297,068.94	297,068.94	1,002,931.06	22.85
Dept 371 - TOWNSHIP BUILDING INSPECTOR							
101-371-701.702	WAGES BUILDING ASSISTANT	17,246.97	17,246.97	0.00	0.00	17,246.97	0.00
101-371-701.703	WAGES - BUILDING	80,000.00	80,000.00	21,538.44	6,153.84	58,461.56	26.92
101-371-701.704	WAGES - BUILDING	25,000.00	25,000.00	4,686.50	1,557.36	20,313.50	18.75
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	36.63	0.00	963.37	3.66
101-371-960.000	EDUCATION & TRAINING	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00
101-371-965.000	DUES & PUBLICATIONS	1,500.00	1,500.00	280.00	0.00	1,220.00	18.67
Total Dept 371 - TOWNSHIP BUILDING INSPECTOR		126,746.97	126,746.97	26,541.57	7,711.20	100,205.40	20.94
Dept 400 - PLANNING COMMISSION							
101-400-701.800	WAGES - PLANNING	2,000.00	2,000.00	600.00	300.00	1,400.00	30.00
101-400-701.801	WAGES - PLANNING	2,000.00	2,000.00	500.00	200.00	1,500.00	25.00
101-400-701.802	WAGES - PLANNING	2,000.00	2,000.00	500.00	200.00	1,500.00	25.00
101-400-701.804	WAGES - PLANNING	2,000.00	2,000.00	500.00	200.00	1,500.00	25.00
101-400-701.805	WAGES - PLANNING	2,000.00	2,000.00	500.00	200.00	1,500.00	25.00
101-400-701.806	WAGES - PLANNING	2,000.00	2,000.00	400.00	100.00	1,600.00	20.00
101-400-701.808	WAGES - PLANNING	2,000.00	2,000.00	700.00	400.00	1,300.00	35.00
101-400-801.000	LEGAL SERVICES	25,000.00	25,000.00	1,393.25	1,152.75	23,606.75	5.57
101-400-805.000	CONTRACTED AND OTHER SERVICES	6,000.00	6,000.00	704.00	417.00	5,296.00	11.73
101-400-900.000	PRINTING & PUBLISHING	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00
101-400-901.000	ADVERTISING	2,000.00	2,000.00	323.75	323.75	1,676.25	16.19
101-400-960.000	EDUCATION & TRAINING	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00
101-400-965.000	DUES & PUBLICATIONS	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00
Total Dept 400 - PLANNING COMMISSION		51,000.00	51,000.00	6,121.00	3,493.50	44,879.00	12.00
Dept 401 - TOWNSHIP PLANNER							
101-401-701.900	WAGES - PLANNER	75,678.00	75,678.00	20,374.83	5,821.38	55,303.17	26.92
101-401-701.901	WAGES - DEPUTY PLANNER	54,184.00	54,184.00	14,588.00	4,168.00	39,596.00	26.92
101-401-701.902	WAGES -PLANNER ASSISTANT	12,935.79	12,935.79	0.00	0.00	12,935.79	0.00
101-401-726.000	SUPPLIES	1,000.00	1,000.00	120.96	112.77	879.04	12.10
101-401-860.900	MILEAGE - TOWNSHIP PLANNER	300.00	300.00	0.00	0.00	300.00	0.00
101-401-860.901	MILEAGE - DEPUTY PLANNER	300.00	300.00	0.00	0.00	300.00	0.00
101-401-900.000	PRINTING & PUBLISHING	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00

User: Lanie
DB: Garfield

PERIOD ENDING 03/31/2020

GL NUMBER	DESCRIPTION	2020		YTD BALANCE 03/31/2020	ACTIVITY FOR MONTH 03/31/20	AVAILABLE BALANCE	% BDC USED
		ORIGINAL BUDGET	AMENDED BUDGET				
Fund 101 - GENERAL OPERATING FUND							
Expenditures							
101-401-960.000	EDUCATION & TRAINING	5,000.00	5,000.00	0.00	0.00	5,000.00	0.00
101-401-965.000	DUES & PUBLICATIONS	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00
Total Dept 401 - TOWNSHIP PLANNER		152,397.79	152,397.79	35,083.79	10,102.15	117,314.00	23.02
Dept 410 - ZONING BOARD OF APPEALS							
101-410-701.001	WAGES - ZONING	1,200.00	1,200.00	0.00	0.00	1,200.00	0.00
101-410-701.002	WAGES - ZONING	1,200.00	1,200.00	100.00	0.00	1,100.00	8.33
101-410-701.003	WAGES - ZONING	1,200.00	1,200.00	0.00	0.00	1,200.00	0.00
101-410-701.004	WAGES - ZONING	1,200.00	1,200.00	100.00	0.00	1,100.00	8.33
101-410-701.005	WAGES - ZONING	1,200.00	1,200.00	100.00	0.00	1,100.00	8.33
101-410-801.000	LEGAL SERVICES	10,000.00	10,000.00	0.00	0.00	10,000.00	0.00
101-410-805.000	CONTRACTED AND OTHER SERVICES	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00
101-410-901.000	ADVERTISING	2,000.00	2,000.00	116.55	116.55	1,883.45	5.83
101-410-960.000	EDUCATION & TRAINING	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00
Total Dept 410 - ZONING BOARD OF APPEALS		20,000.00	20,000.00	416.55	116.55	19,583.45	2.08
Dept 412 - ZONING ADMINISTRATOR							
101-412-701.601	WAGES	54,000.00	54,000.00	14,538.44	4,153.84	39,461.56	26.92
101-412-701.602	WAGES ZONING	19,999.20	19,999.20	5,220.95	1,538.40	14,778.25	26.11
101-412-726.000	SUPPLIES	1,000.00	1,000.00	54.46	20.99	945.54	5.45
101-412-860.601	MILEAGE - ZONING ADMIN	150.00	150.00	0.00	0.00	150.00	0.00
101-412-860.602	MILEAGE - DEPT ZONING	150.00	150.00	0.00	0.00	150.00	0.00
101-412-960.000	EDUCATION & TRAINING	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00
101-412-965.000	DUES & PUBLICATIONS	500.00	500.00	0.00	0.00	500.00	0.00
Total Dept 412 - ZONING ADMINISTRATOR		77,799.20	77,799.20	19,813.85	5,713.23	57,985.35	25.47
Dept 448 - STREET LIGHTS - TOWNSHIP							
101-448-920.005	STREET LIGHTS TOWNSHIP	90,000.00	90,000.00	21,697.75	14,340.88	68,302.25	24.11
Total Dept 448 - STREET LIGHTS - TOWNSHIP		90,000.00	90,000.00	21,697.75	14,340.88	68,302.25	24.11
Dept 747 - COMMUNITY PROMOTIONS							
101-747-880.003	COM. PROM. - ECONOMIC DEVELOPMENT	15,000.00	15,000.00	0.00	0.00	15,000.00	0.00
101-747-880.004	COM. PROM. - TC-TALUS	3,000.00	3,000.00	0.00	0.00	3,000.00	0.00
101-747-880.007	COM. PROM. - COMMUNITY AWAREN	20,000.00	20,000.00	33,584.68	0.00	(13,584.68)	167.92
101-747-880.008	COM. PROM. - CONTRACTED SERVI	20,000.00	20,000.00	0.00	0.00	20,000.00	0.00
101-747-880.011	COM. PROM. - P.E.G.	100,000.00	100,000.00	22,615.53	0.00	77,384.47	22.62
101-747-880.018	COM. PROM. - MILFOIL	8,000.00	8,000.00	0.00	0.00	8,000.00	0.00
Total Dept 747 - COMMUNITY PROMOTIONS		166,000.00	166,000.00	56,200.21	0.00	109,799.79	33.86
Dept 806 - TOWNSHIP VEHICLES							
101-806-862.000	GAS & CAR WASHES	2,500.00	2,500.00	291.94	77.99	2,208.06	11.68
101-806-863.000	OIL CHANGES	500.00	500.00	0.00	0.00	500.00	0.00
101-806-864.000	MISCELLANEOUS	1,500.00	1,500.00	696.19	0.00	803.81	46.41
Total Dept 806 - TOWNSHIP VEHICLES		4,500.00	4,500.00	988.13	77.99	3,511.87	21.96


User: Lanie
DB: Garfield

PERIOD ENDING 03/31/2020

GL NUMBER	DESCRIPTION	2020 BUDGET		YTD BALANCE 03/31/2020	ACTIVITY FOR MONTH 03/31/20	AVAILABLE BALANCE	% BDGT USED
		ORIGINAL BUDGET	2020 AMENDED BUDGET				
Fund 101 - GENERAL OPERATING FUND							
Expenditures							
Dept 851 - EMPLOYEE BENEFITS & INSURANCES							
101-851-701.000	WAGES	100.00	100.00	0.00	0.00	100.00	0.00
101-851-701.027	UNEMPLOYMENT	4,000.00	4,000.00	0.00	0.00	4,000.00	0.00
101-851-873.001	John Hancock 403B	93,000.00	93,000.00	0.00	0.00	93,000.00	0.00
101-851-873.010	SOCIAL SECURITY - EMPLOYER	80,000.00	80,000.00	20,466.74	5,993.74	59,533.26	25.58
101-851-873.020	VACATION & PERSONAL PAYOUT	1,000.00	1,000.00	434.80	0.00	565.20	43.48
101-851-873.030	INSURANCE - EMPLOYEE HEALTH	395,000.00	395,000.00	183,570.31	23,558.50	211,429.69	46.47
101-851-873.040	INSURANCE - EMPLOYEE LIFE	10,000.00	10,000.00	1,693.38	511.46	8,306.62	16.93
101-851-912.001	INSURANCE - LIABILITY	13,000.00	13,000.00	12,938.00	0.00	62.00	99.52
101-851-912.002	INSURANCE - WORKMENS COMP.	8,000.00	8,000.00	5,991.00	0.00	2,009.00	74.89
Total Dept 851 - EMPLOYEE BENEFITS & INSURANCES		604,100.00	604,100.00	225,094.23	30,063.70	379,005.77	37.26
Dept 890 - CONTINGENCIES							
101-890-890.000	CONTINGENCIES	42,929.64	42,929.64	0.00	0.00	42,929.64	0.00
Total Dept 890 - CONTINGENCIES		42,929.64	42,929.64	0.00	0.00	42,929.64	0.00
Dept 900 - CAPITAL OUTLAY							
101-900-970.001	CAPITAL OUTLAY - ELECTIONS	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00
101-900-970.002	CAPITAL OUTLAY - TOWNSHIP HAL	50,000.00	50,000.00	0.00	0.00	50,000.00	0.00
101-900-970.003	CAPITAL OUTLAY - COMPUTER	15,000.00	15,000.00	2,372.00	0.00	12,628.00	15.81
101-900-970.004	CAPITAL OUTLAY - VEHICLES	15,000.00	15,000.00	0.00	0.00	15,000.00	0.00
101-900-970.005	CAPITAL OUTLAY - LAND	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00
Total Dept 900 - CAPITAL OUTLAY		83,000.00	83,000.00	2,372.00	0.00	80,628.00	2.86
Dept 965 - TRANSFERS TO OTHER FUNDS							
101-965-990.308	TRANSFERS TO #308 PARK SYS	200,000.00	200,000.00	200,000.00	0.00	0.00	100.00
Total Dept 965 - TRANSFERS TO OTHER FUNDS		200,000.00	200,000.00	200,000.00	0.00	0.00	100.00
TOTAL EXPENDITURES		4,068,014.71	4,068,014.71	1,142,062.10	447,793.42	2,925,952.61	28.07
Fund 101 - GENERAL OPERATING FUND:							
TOTAL EXPENDITURES		4,068,014.71	4,068,014.71	1,142,062.10	447,793.42	2,925,952.61	28.07

EXPENDITURE REPORT FOR GARFIELD TOWNSHIP
 PERIOD ENDING 03/31/2020

GL NUMBER	DESCRIPTION	2020 BUDGET		YTD BALANCE 03/31/2020	ACTIVITY FOR MONTH 03/31/20	AVAILABLE BALANCE	% BDGT USED
		ORIGINAL BUDGET	AMENDED BUDGET				
Fund 308 - PARK SYSTEM FUND							
Expenditures							
Dept 000							
308-000-701.308	WAGES - PARKS AND RECREATION	25,000.00	25,000.00	25,400.00	400.00	(400.00)	101.60
308-000-701.905	WAGES - REC BOARD	4,200.00	4,200.00	0.00	0.00	4,200.00	0.00
308-000-701.906	Parks Steward	0.00	0.00	(19,314.54)	1,923.20	19,314.54	100.00
308-000-801.000	LEGAL SERVICES	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00
308-000-864.000	MISCELLANEOUS	800.00	800.00	0.00	0.00	800.00	0.00
308-000-880.001	COM. PROM. - SILVER LAKE PARK	92,000.00	92,000.00	0.00	0.00	92,000.00	0.00
308-000-880.006	COM. PROM. - BVNP (YMCA)	23,000.00	23,000.00	0.00	0.00	23,000.00	0.00
308-000-880.008	COM. PROM. - Cont. Serv GTCD	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00
308-000-880.012	COM. PROM. - GT COMMONS	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00
308-000-880.013	COM. PROM. - BOARDMAN RIVER	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00
308-000-880.014	COM. PROM. - MILLER CREEK	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00
308-000-880.016	COM. PROM. - KIDS CREEK PARK	20,000.00	20,000.00	0.00	0.00	20,000.00	0.00
308-000-880.019	RIVER EAST RECREATION AREA	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00
308-000-935.000	MAINTENANCE - MISC, EQUIP	128,500.00	128,500.00	18,006.61	8,424.57	110,493.39	14.01
Total Dept 000		300,500.00	300,500.00	24,092.07	10,747.77	276,407.93	8.02
Dept 851 - EMPLOYEE BENEFITS & INSURANCES							
308-851-873.010	SOCIAL SECURITY - EMPLOYER	2,000.00	2,000.00	465.55	177.73	1,534.45	23.28
Total Dept 851 - EMPLOYEE BENEFITS & INSURANCES		2,000.00	2,000.00	465.55	177.73	1,534.45	23.28
TOTAL EXPENDITURES		302,500.00	302,500.00	24,557.62	10,925.50	277,942.38	8.12
Fund 308 - PARK SYSTEM FUND:							
TOTAL EXPENDITURES		302,500.00	302,500.00	24,557.62	10,925.50	277,942.38	8.12

		Charter Township of Garfield	
		Planning Department Report No. 2020-64	
Prepared:	April 9, 2020	Pages:	1
Meeting:	April 14, 2020	Attachments:	<input checked="" type="checkbox"/>
Subject:	Grand Traverse Conservation District Agreement for Services		

PURPOSE:

A proposed one-year agreement for resource management services of the Township parklands with the Grand Traverse Conservation District is presented for your consideration.

BACKGROUND:

Garfield Township has had a partnership with the Conservation District since 2002 to provide natural resource management and environmental protection services for the undeveloped portions of Township parklands. The most recent agreement expired on December 31, 2019. With the creation of the Parks Steward position and hiring of Derek Morton, there is a need to change the agreement with Conservation District that better reflects the direction of the Township.

Under this newly proposed agreement, the Conservation District will provide services to the following Township parklands: the Boardman Valley Nature Preserve, the Grand Traverse Commons, Miller Creek Natural Area, Kids Creek Park, and Silver Lake Recreational Area. Services will be limited to only those services listed in Schedule A of the Agreement. No additional services will be provided. If the Township is interested in receiving additional services by the Conservation District, then those will have to be approved by the Township Board.

The agreement is proposed to expire on December 31, 2020.

While the agreement amount is listed at \$36,000, the agreement states, "In the event that this Agreement is not in force for an entire quarter, quarterly payments will be prorated to reflect that portion of the quarter for which the agreement is actually in force." Should this agreement go into effect on April 15, 2020, the amount of the compensation would be \$25,500.

ACTION REQUESTED:

MOTION THAT the Township Board approve the Agreement for Resource Management Services with the Grand Traverse Conservation District effective April 15, 2020.

AGREEMENT FOR RESOURCE MANAGEMENT SERVICES

THIS AGREEMENT made this _____ day of _____, 2020, by and between GARFIELD CHARTER TOWNSHIP, a Michigan municipality, of 3848 Veterans Drive, Traverse City, Michigan, (the "Township"); and the GRAND TRAVERSE CONSERVATION DISTRICT, a governmental subdivision of the State, of 1450 Cass Road, Traverse City, Michigan, 49685, (the "District"),

WITNESSETH:

WHEREAS, the Township wishes to engage the services of the District to provide professional resource management assistance for its various public parkland properties; and

WHEREAS, the District is well-suited for and wishes to furnish such technical and professional service to the Township.

THEREFORE, the Township and the District mutually agree as follows:

1. Scope of Services. The District shall provide services to the Township in accordance with and as set forth in Schedule "A," Scope of Services, attached hereto and incorporated herein by reference. The Township and the District agree that services provided will be further defined in a mutually agreeable work plan developed for each year of the agreement. A proposed annual Work Plan and project budget will be submitted to the Township Park Steward in September of each year of this Agreement.
2. Compensation and Method of Payment. The Township shall pay to the District and the District agrees to accept as full compensation for services under this Agreement an amount not to exceed \$36,000 (Thirty-Six Thousand Dollars) for Full-Time Permanent staff time spent in the execution of this Agreement.

The District shall submit Quarterly invoices to the Township. The invoices, at minimum, shall include: A. Materials used to complete the project; B. Fuel Fee; and C. District staff hours billed at \$40/hr. for Full-time Permanent staff time and \$18/hr. for Full-Time Seasonal staff time spent working on Township projects. Back-up will be provided for all time and materials used during that Quarter to support the invoice. In the event that this Agreement is not in force for an entire quarter, quarterly payments will be prorated to reflect that portion of the quarter for which the Agreement is actually in force.

Any request for work beyond the scope of this Agreement shall be handled through the submission of an itemized proposal to the Garfield Township Park Steward for consideration and approval before any work will be done.

3. Period of Performance and Annual Review of Scope of Services and Compensation. The obligations to be rendered under this Agreement shall commence upon execution of this

Agreement and continue until December 31, 2020, or until terminated in accordance with paragraph 14. The Township and the District agree to meet and confer in August of each year of this Agreement to discuss any desired changes to the Scope of Services or Compensation. At this time, the District may present to the Township for approval an amended request for annual compensation that may differ from the compensation amount in Paragraph 2. If the Township and the District agree upon an amount of annual compensation differing from that in Paragraph 2, the compensation shall be paid in accordance with the same terms and dates set forth in Paragraph 2.

4. Independent Contractor. The relationship of the District and its employees to the Township is that of an independent contractor and in accordance therewith, the District covenants and agrees to conduct itself consistent with such status and that neither it nor its employees, officers, or agents will claim to be an officer, employee, or agent of the Township or make any claim, demand or application to or for any rights or privileges applicable to any officer or employee of same, including but not limited to worker's compensation coverage, unemployment insurance benefits, social security coverage, or retirement membership or credit.
5. District Responsibility. The District shall perform the work in a good and workmanlike manner and assume the risk in performing under this Agreement. The District shall be solely responsible and answerable in damages for all improper work, accidents or injuries to person or property resulting from actions or negligence of its officers, agents, or employees.
6. Indemnity. The District shall defend, indemnify, and hold harmless the Township, its officers, trustees, and employees, from and against any and all claims, liabilities, losses, damages, actual attorney's fees, and settlement expenses for injury or death of any person and damage or loss of any property allegedly or actually resulting or arising out of any act, omission, or negligence of the District or its employees, agents, or subcontractors, in connection with performing this Agreement. This indemnification agreement shall not be limited by reason of any insurance coverage.
7. Workers Compensation. The District shall maintain suitable workers compensation insurance on its employees pursuant to Michigan law and the District shall provide a certificate of insurance or copy of state approval for self insurance to the Township upon execution of this Agreement.
8. Compliance with Regulations. The District shall comply with all applicable statutes, rules, and regulations of all Federal, State, and local governments and agencies having jurisdiction, and bears the risk of any such authorities or changes thereto.
9. Non-Discrimination. The Township and the District agree not to discriminate against an employee or applicant for employment with respect to hire, tenure, terms, conditions, or privileges of employment, or a matter directly or indirectly related to employment on the basis of race, color, religion, sex (including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, military service, or other non-merit factor. Breach of this covenant may be regarded as a material breach of this Agreement.

10. Prohibition Against Assignment. This Agreement is intended to secure the service of the District because of its ability and reputation and none of the District's duties under the Agreement shall be assigned, subcontracted, or transferred without the prior written consent of the Township. Any assignment, subcontract, or transfer of the District's duties under this Agreement must be in writing.
11. Qualifications of the District. The District specifically represents and agrees that its technician possesses the experience, knowledge, and competence necessary to qualify for the technician's particular duties required in this Agreement.
12. Notice. Whenever it is provided in this Agreement that a notice or other communication is to be given or directed to the Township or the District, the same shall be given or directed to the respective party at its address as specified in this Agreement, or at such other address as either party may, from time to time, designate by written notice.
13. Amendments. This Agreement may be modified from time to time, but such modifications shall be in writing and signed by the District and the Township.
14. Termination. This Agreement may be terminated either for:
 - A. Default, defined as the failure of the Township or the District to fulfill a material obligation of this Agreement, in which case termination may be immediate; or
 - B. Lack of further need of the services under this Agreement due to program changes, changes in laws, rules or regulations, relocation of offices, or lack of funding. In this case, only the Township may terminate this contract by giving the District written notice of such cancellation thirty (30) days prior to the date of cancellation. Upon termination, the District shall be entitled to, and the terminating party shall pay, the costs actually incurred in compliance with and as approved under this Agreement until the date of such termination.

Termination of this Agreement by the District or the Township shall cause this entire Agreement to be terminated.

15. Interpretation. This Agreement shall be governed by the laws of the State of Michigan, both as to interpretation and performance. The pronouns and relative words used herein are written in the neuter and singular. However, if more than one person or entity joins in this Agreement on behalf of the District or the Township, or if a person of masculine or feminine gender joins in this Agreement on behalf of the District or the Township, such words shall be interpreted to be in the plural, masculine, or feminine as the sense requires.
16. Venue. Any and all suits for any and every breach of this Agreement may be instituted and maintained in any court of competent jurisdiction in the County of Grand Traverse, State of Michigan.

17. Entire Agreement. This Agreement, together with all items incorporated herein by reference, constitutes the entire agreement of the District and the Township and there are no valid promises, conditions, or understandings, which are not contained herein.
18. Authority to Execute. The District and the Township agree that the signatories appearing below have the authority and are duly authorized to execute this Agreement on behalf of the party to the Agreement.

IN WITNESS WHEREOF, the District and the Township hereto have executed this Agreement on the date and year first above written.

WITNESSES:

GARFIELD CHARTER TOWNSHIP

By _____
Chuck Korn, Supervisor

By _____
Lanie McManus, Clerk

GRAND TRAVERSE CONSERVATION
DISTRICT


By _____
Andy Blodgett, Chair

SCHEDULE "A"
SCOPE OF SERVICES

The District shall provide land management services to the Township, which shall consist of:

1. District to meet, at minimum, bi-weekly with Township Park Steward (Derek Morton) to plan District work activities on Township parklands.
2. Conduct routine maintenance of existing structures and hiking trails at the following Township parklands:
Boardman Valley Nature Preserve ~187 acres (which includes the Templeton , Verizon, and Goodwill Inn properties), Grand Traverse Commons ~145 acres, Miller Creek Natural Area ~89 acres (including the new Hansen Parcel), Kids Creek Park ~20 acres, the natural area portion of Silver Lake Park ~84 acres. Assistance with projects on Township-owned lands other than those listed above may occur at the mutual agreement of the District and the Township.
3. Schedule and coordinate routine maintenance of existing structures and trails on the properties identified above.
4. Plan for and direct the installation of erosion control measures (retaining walls, berms, etc.) along waterways including Kids Creek, Miller Creek, and the Boardman River as directed by the Township Park Steward.
5. Provide annual aquatic vegetation maintenance and fish stocking of Oleson Pond.
6. Install Wayfinding and other signage as directed by Township Park Steward.
7. Develop at least one grant proposal for funding a specific Township-approved project.
8. Regularly monitor the public's activities (including homeless camps) within the properties identified above and report any abuse or misuse to the Township and/or the proper authorities.
9. Provide the Township with Quarterly and Annual reports of time and activities.
10. Provide administrative and clerical support necessary to accomplish the above tasks.
11. Whenever possible, coordinate and utilize volunteers to accomplish work to and garner greater community support, create better stewards of our environment, and to reduce labor costs.
12. The District will not be responsible for any activities listed above that are not accomplished due to inability to obtain permits, or to lack of funding, labor availability, or other factors beyond the District's control.
13. The District shall provide a final report and recommendations for program continuation to the Township Board prior to 1 September 20.

Reappointment of John Racine to Joint Planning Commission-April 14, 2020-Township Board

		Charter Township of Garfield	
		Planning Department Report No. 2020-62	
Prepared:	April 7, 2020	Pages:	Page 1 of 1
Meeting:	April 14, 2020	Attachments:	<input type="checkbox"/>
Subject:	Reappointment of John Racine to Joint Planning Commission		

PURPOSE:

This report is intended to advise the Garfield Township Board of current appointment status to the Joint Planning Commission for the Grand Traverse Commons and request an appointment in accordance with the terms of the agreement between the City of Traverse City and Garfield Township.

BACKGROUND:

In accordance with adopted procedures, both the City and Township appoint two active members of their respective Planning Commissions to the Joint Planning Commission and jointly appoint a member to serve as a fifth commissioner to the Joint Planning Commission.

John Racine is currently the jointly appointed member to the Joint Planning Commission. Mr. Racine's appointment will expire on May 20, 2020. Mr. Racine has long served as a valued member of both the Township Planning Commission and is interested in continuing to serve on the Joint Planning Commission.

Township Board action to reappoint Mr. Racine to the Joint Planning Commission is therefore requested.

ACTION REQUESTED:

MOTION THAT the Township Board reappoint John Racine to the City of Traverse City and Garfield Township Joint Planning Commission for a 3-year term expiring on May 14, 2023.

Karen Leaver

From: Chuck Korn
Sent: Tuesday, April 7, 2020 4:25 PM
To: Karen Leaver
Subject: DPW Asset Plan for approval

Per the request below from John Divozzo, we are looking for a motion to approve the DPW Asset Plan and authorize the Supervisor to sign the attached letter.

Chuck

Attached is the asset management plan that the DPW sent on your behalf in 2018. EGLE has reviewed our submittal and is requiring that the township approve this plan at a public meeting and submitted "proof" of approval.

The asset management plan has a common core, but each financial plan is distinct for each township. I think if the township accepts the entire plan, that would be sufficient. It is also not necessarily an endorsement or approval of another township's plan.

Please have your board take action to approve.

This plan is not set in stone at this time, but will be used as part of rate studies currently being worked on by our consultant.

If you have any questions, please do not hesitate to contact me. Thank you and have a great day.

John D.

--

John Divozzo, Director
Grand Traverse County DPW
2650 LaFranier Road
Traverse City, MI 49686
(231) 995-6039
(231) 929-7226 fax

April 15, 2020

Mr. Jamie Wade, P.E.
District Engineer – Cadillac Office
Department of Great Lakes and Energy (EGLE)
120 West Chapin Street
Cadillac, Michigan 49601

Re: Asset Management Plan Program: 5 / 20-year Capital Improvement Plan Support
Garfield Township, Grand Traverse County – WSSN: 02565

Dear Mr. Wade:

In follow-up to your letter submitted to us on February 4, 2020, we provide this letter to demonstrate our support of the Capital Improvement Plan. The CIP was prepared by the Grand Traverse County DPW and originally submitted to you on March 1, 2018. The Township has had opportunity to review the document and the board approved it at their regular scheduled board meeting on April 14, 2020. A copy of the 5 and 20-year plan is enclosed with this letter for reference.

Sincerely,

Charter Township of Garfield

Chuck Korn
Township Supervisor

Enclosures

cc: John Divozzo, GTC DPW Director



Asset Management Plan

East Bay Township WSSN: 1935

Garfield Township WSSN: 2565

Peninsula Township WSSN: 5233

February 28, 2018



Date: February 28, 2018

ASSET MANAGEMENT PLAN

Grand Traverse County – Water System(s)
East Bay Township – WSSN 01953
Garfield Township – WSSN 02565
Peninsula Township – WSSN 05233

Grand Traverse County, through its Department of Public Works (DPW), operates and maintains the township water (and sewer) systems. The DPW is the acting system operator and employs a back-up operator. Daily operation, maintenance activities, monthly and annual reporting, and billing are examples of the duties of the DPW.

The Board of Public Works oversees the day-to-day operations of the DPW and is approves the annual budget for each system. This budget includes all expenditures anticipated for the year. This budget is presented to the Township(s) who have the authority to set rates to guarantee revenue sufficient to cover all costs.

Each township contracts with an engineering firm and typical duties assigned to these firms include long-term planning, system construction, hydraulic modeling, capital planning, system mapping, and reliability studies.

The asset management plan team consists of members from the township board, the DPW, and system engineers. DPW staff created the base plan with consultation from the engineers. Capital planning relies heavily on reliable studies completed for each system and includes basic component replacement at the end of its expected useful life.

1. Asset Inventory

The East Bay system consists of multiple wells pumping groundwater to an iron removal plant and treatment with phosphate. Storage tanks provide consistent pressures and fire protection the township. The specific assets assigned to this system are more fully explained in Table 1 – East Bay.

Garfield and Peninsula purchase treated water from the City of Traverse City from multiple points of connection at township-city borders. Master meters are installed to quantify water purchased for invoicing and system efficiency purposes. Storage tanks provide consistent pressures and fire protection for both townships. The specific assets assigned to these systems are more fully explained in Table 1 – Garfield and Table 1 – Peninsula.

The asset inventory will be reviewed annually for accuracy and updated to include new assets.

2. Criticality Assessment

In order to calculate the criticality rating, an asset was first evaluated to determine its current condition. The DPW utilized a 5-point system to give each asset a score based on the amount of maintenance that is required to provide "like new" service. The table below provides a description of this rating system:

Condition Rating	Description
5	Unserviceable – over 50% of asset requires replacement
4	Significant deterioration – significant renewal/upgrade required (20-40%)
3	Moderate deterioration – moderate maintenance required (10-20%)
2	Minor deterioration – minor maintenance required (5%)
1	Excellent condition – Only normal maintenance required

The next step in this process was to assess the probability and consequence of failure; each asset was scored utilizing the ranking system below. Criticality was measured by multiplying the probability by the consequence. If criticality was calculated to be 16 or greater, the asset was listed in the capital improvement plan.

The 5-point system is listed below:

Performance Rating	Probability of Failure	Consequence of Failure
5	Imminent – will occur <u>prior</u> to life of asset	Catastrophic disruption
4	Probable – likely to occur prior to life of asset	Major disruption
3	Occasional – possible to occur sometime in the life of the asset	Moderate disruption
2	Remote – unlikely, but possible to occur in the life of the asset	Minor disruption
1	Improbable – so unlikely, it can be assumed occurrence may not be experienced	Insignificant disruption

The consequence of failure rating is dependent upon safety, social, economic, and environmental concerns.

3. Level of Service Goals

The level of service expectations for the system(s) is described in Table 3. The DPW considered regulatory requirements, financial capabilities, staffing levels, customer expectations, and professional knowledge in setting the goals and objectives for each system. In general, the systems should be operated to minimize violations of federal, state, and local laws, worker injuries, taste, odor, and pressure complaints, power consumption, and addition of chemicals.

The DPW understands that some of the objectives conflict and compromise is necessary in order to achieve an optimum level of service. In instances where the level of service is measurable, a schedule is included that will be utilized to show that the level of service is beaching obtained.

4. Capital Improvement Plan

The planning period for capital improvements includes short-term (5 years) and long-term (20 years) expectations.

At this time, growth is expected to be the largest expense in the long-term and the townships each have policies in place that requires developers to fund this expansion. Extensions to the system were not included in the system's plan for this reason.

The water system reliability studies were the basis for the initial capital plans. Subsequent capital improvement planning will be reviewed annually through the budget process and/or as necessary.

5. Funding Structure and Rate Methodology

Each township has an approved water use ordinance that provides the authority for rate setting. The rates are reviewed annually to insure sufficient revenues to cover system expenses. With this plan in place, short-term and long-term objectives will be included in the rate reviews. The DPW assists the townships in rate reviews and will provide recommendations for each fiscal year.

The current rates for each township are listed below:

Township	Minimum Monthly Charge	Commodity Rate / per 100 cubic feet	Total Revenue
East Bay	\$23.36	\$2.65	\$1,100,000
Garfield	\$11.50	\$1.80	\$1,853,000
Peninsula	\$26.00	\$2.30	\$ 310,000

Based on current year O&M costs, including the proposed capital improvement plans, each system has sufficient revenue to cover long-term costs. No funding gap exists in any fund.

6. Annual Review

The DPW has implemented the attached hydrant and valve maintenance programs and its preventative maintenance program in order to update this plan as necessary and as a measure to insure certain assets are maintained in good operating condition or added to the replacement list.

GRAND TRAVERSE COUNTY DEPARTMENT OF PUBLIC WORKS

Board of Public Works Chuck Korn, Chair

John Divozzo DPW Director

LA FRANIER OFFICE

WELCH COURT SHOP

Dianne Thompson Office Manager	H
Kim Riley Account Clerk Specialist	E
Jackie Richards Secretary	D
Linda McCleary Account Clerk	D
Sally Dreves Account Clerk	D
Sharon Porter Account Clerk	D
New Position GPS Specialist	E
Currently Vacant Seasonal Worker	C1
Currently Vacant Seasonal Worker	C1

Sam Tyson Sewer and Water Manager	J
Matt Butler Lead Water Operator	H
Greg Fasel Lead Sewer Operator	H
David Bauer Lead Water Operator	H
John Horton Sewer & Water Operator	D
Jeremy LaPorte Sewer & Water Operator	D
Alex Christensen Sewer & Water Operator	D
AJ Johnson Sewer & Water Operator	D
Mike Rohn Mechanic	H
New Position DPW Maintenance Worker	C

Utility Information

Utility Name: Garfield Township
Street Address: 3848 Veterans Drive
City: Traverse City
Zip Code: 49684
County: Grand Traverse
Phone Number: 231-941-1620
Email: ckorn@garfield-twp.com
WSSN: 2565

Number of Customers: 2,789
Population: 12,079

Personnel

Contact Person:

Title: Chuck Korn

Role: Supervisor

Email: ckorn@garfield-twp.com

Team Member:

Title: John Divozzo

Role: Director of Public Works

Email: jdivozzo@grandtraverse.org

Team Member:

Title: Sam Tyson

Role: Shop Manager

Email: siverson@grandtraverse.org

Team Member:

Title: Jennifer Hodges

Role: Consultant

Email: jennifer@gfa.tc

Team Member:

Title: Brian Sousa

Role: Consultant

Email: bsousa@wadetrim.com

Team Member:

Title: Clyde Johnson

Role: Consultant

Email: cjohnson@goslingcubak.com

Grelickville
 10090 E. Lincoln Road
 Traverse City
 49684
 Leelanau
 231-946-0921
supervisor@elmwoodtownship.net
2115

Peninsula Township
 13235 Center Road
 Traverse City
 49686
 Grand Traverse
 231-223-7322
supervisor@peninsulatownship.com
5233

East Bay Township
 1965 N. Three Mile Road
 Traverse City
 49696
 Grand Traverse
 231-947-8647
bfriend@eastbaytwp.org
1935

Timberlee
 10090 E. Lincoln Road
 Traverse City
 49684
 Leelanau
 231-946-0921
supervisor@elmwoodtownship.net
6625

Hope Village
 6042 Acme Road
 Traverse City
 49690
 Grand Traverse
 231-938-1350
izollinger@acmetownship.org
11

Number of Customers: 519
Population: 1,398

Number of Customers: 125
Population: 510

Number of Customers: 75
Population: 200

Number of Customers: 125
Population: 510

Number of Customers: 1
Population: 128

Role: Supervisor

Role: Supervisor

Role: Supervisor

Role: Supervisor

Role: Supervisor

Role: Supervisor

Role: Supervisor

Role: Supervisor

Role: Supervisor

Role: Supervisor

Role: Supervisor

Role: Supervisor

Role: Supervisor

Role: Supervisor

Role: Supervisor

Role: Supervisor

Role: Supervisor

Role: Supervisor

Role: Supervisor

Role: Supervisor

Role: Supervisor

Role: Supervisor

To implement a process for maintaining our desired level of service to provide safe, reliable drinking water to our customers with emphasis on worker safety and financial stability.

Asset Rating Table 2

Column J	
Condition	Assessment
Condition Rating	Description
5	Asset Unserviceable - Over 50% of asset requires replacement
4	Significant deterioration - significant renewal/upgrade required (20 -40%)
3	Moderate deterioration - Significant maintenance required (10 -20%)
2	Minor Deterioration - Minor maintenance required (5%)
1	New of Excellent Condition - Only normal maintenance required

Column K	
Probability of	Failure
Performance Rating	Description
5	Imminent - Likely to occur in the life of the item
4	Probable - Will occur several times in the life of an item
3	Occasional - Likely to occur some- time in the life of an item
2	Remote - Unlikely but possible to occur in the life of an item
1	Improbable - So unlikely, it can be assumed occurrence may not be experienced

Column L	
Consequence of	Failure *
Performance Rating	Description
5	Catastrophic disruption
4	Major disruption
3	Moderate disruption
2	Minor disruption
1	Insignificant disruption

* consider safety/social, economic/financial, environmental

LEVEL of SERVICE
 To provide safe, reliable drinking water to our customers with emphasis on worker safety and financial stability.

TABLE 3

Component	Objective	Actions	Measured Schedule
<u>Administration</u>			
Safe Drinking Water	To meet all Federal, State, and Local requirements	Perform all necessary monitoring and meet all deadlines	N
Operator Certification	To provide one operator and one back-up operator at D1, S1 levels	Maintain staffing levels necessary to provide two operators and allow certifications above employee classification levels	N
Health & Safety Security	To provide a safe and injury free work environment	Conduct regular safety meetings and follow all recommended rules & practices	N
Rules & Regulations	To prevent access to major infrastructure to non-essential personnel	Install fencing, locks, and alarms at all sites	1/Yr
Update regulatory changes: Construction	Monitor and enforce	Annual review of system use ordinances and permitting requirements	N
Cross-Connections	Be aware of regulatory changes and comply as they occur	Update procedures as necessary to maintain compliance	N
System Billing	To maintain and follow system design and construction specifications	Oversee all plans, construction, and connections to systems	N
Customer Complaints Reporting	To eliminate or prevent all cross connections	Inspect all connections, maintain procedure for reinspection, and enforce requirements	1/Yr
	To insure metering accuracy and collect all revenue due	Identify metering issues and respond immediately, promptly receipt all payments and apply to appropriate fund	N
	To provide excellent service	Respond to all complaints within 24 hours, record complaint	N
	To submit all system reports per established schedule	Prepare and maintain a calendar with due dates	N
<u>Financial</u>			
Annual Budget	To identify system expenses and insure revenues are sufficient to cover costs	Prepare an accurate accounting of system expenditures and review with BPW and Townships annually	Y
Reserves	To insure adequate reserves are maintained in all funds	Review reserve requirements annually and recommend balances to townships	N
Rates	To insure rates are sufficient to cover all costs of system operation	Review rates annually, and make recommendations to townships	Y
<u>Operation</u>			
Water Quality	To provide healthy, safe, affordable drinking water to all customers	Maintain a knowledgeable and trained staff to administer, operate, and maintain the systems	N
Source Water	To insure adequate supply exists to provide drinking water to the service districts	Review system needs through Reliability Studies once every five years, identify system needs and include in capital improvement plan	1/5yr
Distribution System	To insure adequate system piping and appurtenances that will allow drinking water use and fire protection (if available) to the entire distribution system	Inspect system assets regularly and follow recommended preventative maintenance programs	N
Storage	To maintain water loss below 12%	Perform annual check of pumpage v usage and perform water audit when efficiency falls below goal	1/Yr
Treatment	To provide sufficient storage for fire protection and maximum day demands	Inspect towers routinely and follow recommended preventative maintenance programs	1/mo
Secondary Power Supply	To provide clean safe drinking water to all customers	Follow recommended treatment guidelines, follow recommended preventative maintenance programs for equipment, and comply with all testing and reporting requirements	N
	To provide permanent back-up power to all critical assets	Review system power needs and include onsite generators in capital improvement plan	1/5yr
<u>Maintenance</u>			
Source Water	To insure proper function and performance of well pumps	To inspect wells regularly and follow recommended procedures; annual 3rd party inspections with follow up maintenance as recommended	Y
Distribution System	To insure proper function of distribution system valves, hydrants, and pumps	To perform maintenance per recommendations in system maintenance programs, i.e hydrant inspections, valve turning, and station monitoring	Y
Storage	To insure adequate condition of tank materials and paint to minimize repair and replacement costs	To inspect and clean storage tanks routinely every three years, to have professional tank inspections and repairs completed at least every 10 years, to complete maintenance recommendations within one year, and to complete Reliability Study recommendations within 5 years	Y
Treatment	To insure operation and accuracy of treatment equipment	Perform recommended maintenance activities per manufacturer guidelines, inspect hoses, regulators, and electronic equipment prior to extended vacations and/or holidays	N



Water System

Preventative Maintenance

Hydrant Maintenance Program

Valve Exercising and Maintenance Program

Preventative Maintenance Checklist - Grand Traverse County DPW

Daily

- Record master meter and water production
- Measure and record Chlorine residuals
 - Inspect injectors for proper operation
- Measure and record Phosphate residuals
 - Inspect injectors for proper operation
- Security checks
- Record water levels in storage tanks
- Inspect wellheads
- Record well pump run times and pump cycle starts
- Check for leaks (and repair immediately)
- Inspect heating/cooling systems
- Record pumping rate for each well
- Inspect Booster pump stations
- Check water pressure in each well house and pump house.



Monthly

- Inspect well pumps, motors, and controls
- Take appropriate monthly water quality samples
- Submit monthly operating report (MOR)**
- Meter Reading
- Review electric meter records

Quarterly

- Clean pump house and grounds
- Inspect chlorine and chemical solution tanks
- Calibrate chlorinators
- Inspect and test standby power generators
- Inspect storage tank vent screens, overflows, corrosion, and general condition

Biannually

- Exercise 1/12 of all mainline valves
- Evaluate water turnover of stored water
- Check pressure relief valves (PRV)
- Check and record static and pumping levels of each well
- Inspect chemical safety equipment and repair/replace as needed

Annually

- Perform hydrant inspections
- Flush distribution system and exercise/check fire hydrant valves
- Conduct water audit and leak detection program
- Prepare system for winter operations
 - Check insulation of susceptible enclosures/buildings
 - Check heaters and close vents

- Drain fire hydrants and sprinkler systems
- Set winter operating levels in towers and booster stations
- Check water quality of storage tanks
- Perform preventative maintenance on well house, treatment plant, and pump house buildings
- Inspect, clean, and repair control panels in well house
- Overhaul chlorinators, including O-rings, check valves and diaphragms
- Review the Emergency Response Plan
- Review water facilities inventory
 - Contact information
 - Customer information; i.e. population, connections, meter counts, etc.
 - Pumping capacity
- Review Coliform Monitoring Plan
- Check instrumentation for proper input/output
- Test alarm system
- Maintain air compressors
 - Replace/clean filters
 - Lubricate, if necessary

As needed/required

- Perform storage tank maintenance
 - Clean, paint, and/or repair
- Inspect storage tanks for defects
 - Interior and exterior inspections
- Clean storage tanks
- Check running amps on well pumps
- Overhaul control valves

Reports

- Pumpage/Usage Report - due March 31
- Cross-Connection Report - due March 31
- Consumer Confidence Report - due July 1
- Consumer Confidence Certification of Distribution - due October 1
- Lead/Copper Report - due within 10 days of end of monitoring period



Hydrant Maintenance Program for
Grand Traverse County Department of Public Works

Purpose

To determine the readiness of the hydrants to provide water at fire emergencies. The inspections shall verify the location, accessibility, proper mechanical operation, and water flow from the hydrant.

Goal

To inspect all Hydrants (Public and Private) annually

Hydrants

Name	WSSN	Township	Private	Public
Hope Village	#0011	Acme	0	0
Greilickville	#2115	Elmwood	0	35
Timberlee	#6625	Elmwood	0	0
East Bay	#1935	East Bay	33	465
Garfield	#2565	Garfield	81	898
Peninsula	#5233	Peninsula	0	172
TOTAL			114	1570

Implementation

Hydrant inspections are currently being performed on an annual basis; private hydrants are required to be performed by the owner and proof of inspection submitted by November.

Procedure

Inspect the fire hydrant for accessibility. The center of the 4 ½ -inch connection should be no lower than 18-inches above the ground. There should be no obstructions, including the ground, preventing easy coupling of hoses or turning of spanners. The hydrant should be visible from all approaches. There should be no brush or tree limbs that could interfere with anyone approaching the hydrant and attempting to connect to it or operate it.

Complete corrections such as pruning and minor digging. More significant work such as heavy brush removal, significant digging, placing of retaining walls to prevent hillside soil slough off, or the raising of bodies which are set too low, should be referred for correction by submitting a repair request.

Trim bushes away from hydrant to maintain at least a 3-foot clear space. Inform the customer prior to removing any landscaping. Allow customer an opportunity to remove impediments to fire protection personnel and DPW staff.

Remove dirt from hydrant's base.

Expose shut-off valve box.

Remove all caps and inspect threads and outlets for damage or obstruction. Replace caps with hydrant wrench slightly tighter than hand tight.

Open hydrant completely with caps in place. Determine water has filled hydrant and turn hydrant off completely. All personnel in the vicinity of a charged hydrant / hose line must wear their helmet. Note any difficulty opening hydrant.

Observe hydrant for proper draining.

Document inspection by indicating hydrant number, location, and any deficiencies noted, and date inspected.

Submit inspection report.

Condition	Corrective Action
Inaccessible	Make accessible
Barrel contains water or ice	Repair and drain; for high (presence of water or ice could indicate a faulty drain, a leaky hydrant valve, or high groundwater table)
Improper drainage from barrel	Repair drain
Leaks in outlets or at top of hydrant	Repair or replace gaskets, packing, or parts as necessary
Cracks in hydrant barrel	Repair or replace
Tightness of outlets	Lubricate if necessary; tighten if necessary.
Worn nozzle threads	Repair or replace
Worn hydrant operating nut	Repair or replace

MAINTENANCE

Lubrication:

- 1) Remove oil filler plug.
- 2) Add food grade oil until full.
- 3) Reinstall plug. Do not over tighten.
- 4) Remove nozzle caps.
- 5) Replace gasket if necessary.
- 6) Add oil to threads.
- 7) Put caps back on nozzles. Do not over tighten.

Valves:

Valves should open and close properly and shouldn't leak at either the stem or the nozzle. Leaky packings on older hydrants should be tightened. Valves that are difficult to operate, have bent stems, or don't open and close fully, should be reported.

- 1) Locate valve box.
- 2) Open and close valve until it operates properly.
- 3) Close valve, turn on hydrant to verify valve shuts tight.
- 4) Slowly open the valve to charge the hydrant while flushing the valve seat.
- 5) Turn off the hydrant then fully open the valve.
- 6) Check that the hydrant barrel drains before installing the caps.

Flow:

- 1) Carefully remove nozzle caps (they may be under pressure if weep holes are not working).
- 2) Look into hydrant barrel to see if it is draining properly.
 - a. If barrel does not drain, the weep holes may be obstructed.
 - b. To clear the drain ports, install the nozzle caps tightly then open the hydrant two to three turns using water pressure to flush the weep holes.
 - c. If still obstructed, remove the operating rod assembly and clean the drain mechanism.
 - d. If neither b nor c work, the draining area around the hydrant needs to be rebuilt.
 - i. Cover the hydrant with an "out of service" bag
 - ii. Notify the local fire department
 - iii. Notify supervisor of need for repair or replacement
- 3) Attach hose and diffuser with dechlorination tablets, if residual is above 1.0 ppm.
- 4) Take appropriate measures to prevent erosion.
- 5) Fully open hydrant then close slowly to prevent water hammer.

Paint:

Paint should be in good condition. Hydrants with chips or rust showing should be touched up with aerosol paint. Hydrants in severe need of repainting should be reported. Bodies should be the correct color.

- 1) Wire brush hydrant and apply fresh coat of paint (color appropriate to hydrant).
- 2) Wire brush valve box lid and apply fresh coat of paint (color appropriate to hydrant).

Hydrant Sign/Number:

The sign should be relatively clean and reflective. At least 2/3 of its reflective surface should be intact and in good condition. Numbers should be legible. Severely damaged or missing signs/numbers should be reported.

PRIVATE FIRE HYDRANT ANNUAL INSPECTION & MAINTENANCE

1. Open hydrant to be sure the hydrant flows (SLOWLY)
 - a. Right hand open
 - b. Check isolation valve
 - c. **Not full force**
2. SHUT OFF Hydrant
 - a. No dripping
3. Grease each nozzle
4. Pump down hydrant so no water is left in barrel
 - a. Air fitting
 - b. 5 to 6 feet below frost level
5. Examine hydrant visually
 - a. No splits or cracks
 - b. Inspect flanges
 - c. For leaks
 - d. Free of obstructions
6. Tag hydrant with weather proof tag
 - a. Date inspected and/or serviced
 - b. Company performing inspection
7. Send copy of completed Certificate of Inspection to Grand Traverse County Department of Public Works

CERTIFICATE OF INSPECTION

Hydrant Location:
Township:
Street Address
Name of Owner:
Owner's Address:
Telephone:

Inspection (Company Name and Address):

Master Plumber
 Waterworks Operator
 Fire Protection Agent

Inspection consisted of:

- | | | | |
|------------------------------|------------------------------|-----------------------------|-------------|
| 1. Hydrant Operation okay? | <input type="checkbox"/> yes | <input type="checkbox"/> no | (check one) |
| 2. Barrel of Hydrant dry? | <input type="checkbox"/> yes | <input type="checkbox"/> no | (check one) |
| 3. Caps operate okay? | <input type="checkbox"/> yes | <input type="checkbox"/> no | (check one) |
| 4. Hydrant free from damage: | <input type="checkbox"/> yes | <input type="checkbox"/> no | (check one) |
| 5. Hydrant unobstructed? | <input type="checkbox"/> yes | <input type="checkbox"/> no | (check one) |

Repairs needed/completed

The undersigned hereby certifies that he or she conducted an Inspection or repaired, or both, the privately owned hydrant described above and the conditions found by the undersigned were as described above.

Date of Inspection:

Signature of Inspector

Note: Deliver this certificate to the Department of Public Works within seven (7) days of the date of the inspection:

Grand Traverse County Department of Public Works
2650 Lafranier Road
Traverse City Michigan 49686



Valve Exercising and Maintenance Program for
Grand Traverse County Department of Public Works

Purpose

Meet State required guidelines
 Location of all Water Valves
 Identify "missing" and/or inoperative Valves

Goal

To exercise all water distribution Valves within 5 years

Valves

Name	WSSN	Township	#
Hope Village	#0011	Acme	2
Greilickville	#2115	Elmwood	245
Timberlee	#6625	Elmwood	
East Bay	#1935	East Bay	950
Garfield	#2565	Garfield	1390
Peninsula	#5233	Peninsula	190
TOTAL			2777

Implementation

Beginning 2017, exercise as many Valves as possible utilizing current staff and new valve maintenance equipment. Review staffing requirements. Continue bi-annual turning until all Valves have been exercised and recorded. Update goals as necessary.

Procedure

The following work steps are recommended:

1. Locate valve.
2. Notify owner (as required).
3. Photograph the location, identifying the condition of the site.
4. Check the area for potential hazards and implement needed controls.
5. Establish traffic control as necessary.
6. Pull cover.

7. Clean riser as necessary to inspect valve.
8. Exercise valve:
 - a. Verify the direction for turning the valve to the *Closed* and *Open* positions.
 - b. Assume valve is in the full *Open* position.
 - c. Begin *Closing Valve Slowly*, increasing torque as necessary to achieve movement (without exceeding the pre-determined *Maximum Torque*).
 - d. Count the number of turns necessary to achieve the full *Open Position*.
 - e. Begin *Opening Valve Slowly*, increasing torque as necessary to achieve movement (without exceeding the pre-determined *Maximum Torque*).
 - f. Count the number of turns necessary to achieve the full *Closed Position*.
 - g. Repeat the Close/Open cycle a minimum of three (3) times, or until the number of turns necessary to open or close the valve does not change.
 - h. Record the number of Turns, Cycles, and Maximum Torque applied.
9. Photograph valve if possible.
10. Record the valve dimensions, condition of the valve, and other pertinent information.
11. Replace cover.
12. Prior to departing, evaluate the location for hazards to people, property, or environment, record findings.
13. Mitigate any hazards discovered and initiate the actions necessary to eliminate those hazards.
14. Photograph the site.

East Bay Township

WSSN#1935

Asset Inventory

Table 1

EAST BAY

Directions
 A. List assets
 B. Enter asset information
 C. To add more assets use insert function and add rows then copy first asset row to new rows to transfer formulas
 D. Enter information in highlighted cells
 E. Remaining cells will calculate automatically

A	B	C	D	E	F	G	H	I	J	K	L	M
Source Assets	Material	Location	Latitude	Longitude	Manufacturer	Original Cost	Replacement Cost	Remaining Useful Life in Years	Condition	Probability of Failure	Consequence of Failure	Criticality Factor
Well #1 (1)		3500 Lookout Point				\$ 30,000	\$ 40,000	20	3	3	3	15
Well #2 (2)		3500 Lookout Point				\$ 30,000	\$ 40,000	20	3	3	3	15
Well #3 (3)		1788 Three Mile Road				\$ 30,000	\$ 40,000	20	3	3	3	15
Well #4 (4)		1788 Three Mile Road				\$ 30,000	\$ 40,000	20	3	3	3	15
Well #5 (5)		1571 Centisa Road				\$ 30,000	\$ 40,000	20	3	3	3	15
Well #6 (6)		1571 Centisa Road				\$ 30,000	\$ 40,000	20	3	3	3	15
Well #7 (7)		1947 Three Mile Road				\$ 30,000	\$ 40,000	20	3	3	3	15
Well #8 (8)		3411 Hammond Road				\$ 30,000	\$ 40,000	20	3	3	3	15
Well #9 (9)		3411 Hammond Road				\$ 30,000	\$ 40,000	20	3	3	3	15

If Criticality Factor is greater than 16 cell will turn RED
 If Criticality Factor is greater than 18 cell will turn RED

A	B	C	D	E	F	G	H	I	J	K	L	M
Treatment Assets	Material	Location	Latitude	Longitude	Manufacturer	Original Cost	Replacement Cost	Remaining Useful Life in Years	Condition	Probability of Failure	Consequence of Failure	Criticality Factor
East Bay Ion Removal Facility		1875 Three Mile Road				\$ 1,200,000	\$ 1,500,000	50	1	4	4	15
Phosphate Treatment System		Iron Removal, Holiday Hills, & Hammond Tank				\$ 15,000	\$ 15,000	10	1	4	4	15
Enter asset								0	0	0	0	0

If Criticality Factor is greater than 16 cell will turn RED
 If Criticality Factor is greater than 18 cell will turn RED

A	B	C	D	E	F	G	H	I	J	K	L	M
Storage/Distribution Assets	Material	Location	Latitude	Longitude	Manufacturer	Original Cost	Replacement Cost	Remaining Useful Life in Years	Condition	Probability of Failure	Consequence of Failure	Criticality Factor
Storage 1-Cherry Ridge (1)		1020 Napoleon Way				\$ 400,000	\$ 400,000	30	2	3	5	15
Storage 2-English Woods (2)		3132 Winchester				\$ 500,000	\$ 500,000	50	2	3	5	15
Storage 3-Hammond Road (3)		3411 Hammond Road				\$ 1,000,000	\$ 1,000,000	70	1	3	5	15
Booster 1 - 5 Mile		3251 S Mile Road				\$ 475,000	\$ 475,000	30	2	3	5	15
Booster 2 - Whitnall Farms		889 Edgemoor Road				\$ 250,000	\$ 250,000	30	2	3	5	15
6 inch main (11,560 ft)						\$ 460,000	\$ 460,000	30	3	3	5	15
12 inch main (17,450 ft)						\$ 4,070,000	\$ 4,070,000	40	4	4	5	15
16 inch main (9,500 ft)						\$ 8,083,000	\$ 8,083,000	40	4	4	5	15
20 inch main (400 ft)						\$ 711,000	\$ 711,000	40	3	3	5	15
Enter asset						\$ 44,000	\$ 44,000	40	3	3	5	15
PRV 1 (3 Mile)		3 Mile Road 500' north of Hammond				\$ 35,000	\$ 35,000	20	2	3	4	12
PRV 2 (Cherrywell)		1510 Fenwick Avenue				\$ 35,000	\$ 35,000	20	2	3	4	12
PRV 3 (Cherry Knoll)		3 Mile Road				\$ 35,000	\$ 35,000	20	2	3	4	12
PRV 4 (Ridge Run)		3082 Holiday Road - off resort access drive				\$ 35,000	\$ 35,000	20	3	3	4	12
PRV 5 (Stoney Creek)		3989 Holiday Road				\$ 35,000	\$ 35,000	20	3	3	4	12
PRV 6 (Vendible)		South of Cherry Ridge Dr. & 400 to Vendable				\$ 35,000	\$ 35,000	20	3	3	4	12
PRV 7 (Vendable)		off S Mile, and off road south				\$ 35,000	\$ 35,000	20	3	3	4	12
PRV 8 (Woodbury)		northwest corner of Holiday Dr. & Vendable Dr				\$ 35,000	\$ 35,000	20	3	3	4	12
PRV 9 (Marchester)						\$ 35,000	\$ 35,000	20	3	3	4	12
PRV 10 (Hammond Road)						\$ 35,000	\$ 35,000	20	3	3	4	12
System Hydrants (488)		See map				\$ 1,245,000	\$ 1,245,000	50	3	2	3	6
System Valves (950)		See map				\$ 5,700,000	\$ 5,700,000	40	2	2	4	6
5/8" Meters (1056)		Customer building				\$ 374,800	\$ 374,800	25	5	3	2	6
3/4" Meters (18)		Customer building				\$ 5,500	\$ 5,500	25	1	3	2	6
1" Meters (22)		Customer building				\$ 175,130	\$ 175,130	25	1	3	2	6
1 1/2" Meters (43)		Customer building				\$ 31,173	\$ 31,173	25	1	3	2	6
2" Meters (20)		Customer building				\$ 18,300	\$ 18,300	25	1	3	2	6
4" Meters (10)		Customer building				\$ 15,000	\$ 15,000	25	1	3	2	6
6" Meters (5)		Customer building				\$ 10,000	\$ 10,000	25	1	3	2	6
8" Meters (1)		Customer building				\$ 3,500	\$ 3,500	25	1	3	2	6
Enter asset								0	0	0	0	0

If Criticality Factor is greater than 16 cell will turn RED
 If Criticality Factor is greater than 18 cell will turn RED

Rate Methodology

Table 4 EAST BAY

Directions

- A. To add more line item expenses use insert function and add rows then copy first line item row to new rows to transfer formulas
- B. Enter information in highlighted cells
- C. Remaining cells will calculate automatically.

Cu ft (mil)	<<< Click at left and select flow units (million cubic feet or millions of gallons)
31.08	<<< Enter annual billable flow in units selected above
6	<<< Enter typical quarterly flow of single-family home in units selected above
Meters	<<< Click at left and select the type of fixed units
1,556	<<< Enter number of fixed units

Calculate Operating Reserve (optional if creating budget for only OM&R)	
\$ 584,166	Total OM&R from Expenditures in table below
\$ 292,083	Targeted Operating Reserve Amount (this is 50% of OM&R)
\$ -	<<< Enter amount of cash or equivalents
\$ 292,083	Additional Operating Reserves Needed (If negative number, stop here)
0	<<< Enter # of years to accumulate reserves (rule of thumb is 5 years)
\$ -	Annual Contribution To Achieve Targeted Operating Reserve Amount

- 1. Edit budget items below, if needed
- 2. Enter budget amount for each item in highlighted cells
- 3. Under Options 3 and 4, enter percent of entire budget allocated to billable flow (Variable). The remainder is allocated to Fixed.
- 4. Under Option 5, enter percent of each budget item allocated to billable flow. The remainder is allocated to Fixed
- 5. Click on Capital Improvements tab and Replacement tab to complete those worksheets

Expenditures	Budget	Option 1		Option 2		Option 3		Option 4		Option 5	
		Variable 100%	Fixed 100%	Variable 100%	Fixed 100%	Variable 20%	Fixed 80%	Variable 20%	Fixed 80%	%	33%
Operation, Maintenance and Repair (OM&R)											
Payroll	\$ 217,212	\$ 217,212	\$ 217,212	\$ 173,769.60	\$ 43,442.40	\$ 43,442	\$ 173,770	0%	\$ 71,680	\$ 145,532	
Office Supplies	\$ 2,073	\$ 2,073	\$ 2,073	\$ 1,658	\$ 415	\$ 415	\$ 1,658	0%	\$ 684	\$ 1,389	
Printing and Binding	\$ 536	\$ 536	\$ 536	\$ 429	\$ 107	\$ 107	\$ 429	0%	\$ 177	\$ 359	
Copy machine use	\$ 340	\$ 340	\$ 340	\$ 272	\$ 68	\$ 68	\$ 272	0%	\$ 112	\$ 228	
Postage	\$ 5,435	\$ 5,435	\$ 5,435	\$ 4,348	\$ 1,087	\$ 1,087	\$ 4,348	0%	\$ 1,794	\$ 3,641	
Safety Equipment	\$ 510	\$ 510	\$ 510	\$ 408	\$ 102	\$ 102	\$ 408	0%	\$ 168	\$ 342	
Uniforms & Accessories	\$ 1,292	\$ 1,292	\$ 1,292	\$ 1,034	\$ 258	\$ 258	\$ 1,034	0%	\$ 426	\$ 866	
Boot Allowance	\$ 68	\$ 68	\$ 68	\$ 54	\$ 14	\$ 14	\$ 54	0%	\$ 22	\$ 46	
Small tools & supplies	\$ 1,360	\$ 1,360	\$ 1,360	\$ 1,088	\$ 272	\$ 272	\$ 1,088	0%	\$ 449	\$ 911	
Gas, oil, grease	\$ 4,590	\$ 4,590	\$ 4,590	\$ 3,672	\$ 918	\$ 918	\$ 3,672	0%	\$ 1,515	\$ 3,075	
Gas, oil, grease - Stations	\$ 1,100	\$ 1,100	\$ 1,100	\$ 880	\$ 220	\$ 220	\$ 880	0%	\$ 363	\$ 737	
Water System Materials	\$ 15,000	\$ 15,000	\$ 15,000	\$ 12,000	\$ 3,000	\$ 3,000	\$ 12,000	0%	\$ 4,950	\$ 10,050	
Water System maintenance and supplies	\$ 38,500	\$ 38,500	\$ 38,500	\$ 30,800	\$ 7,700	\$ 7,700	\$ 30,800	0%	\$ 12,705	\$ 25,795	
Janitorial Supplies	\$ 127	\$ 127	\$ 127	\$ 102	\$ 25	\$ 25	\$ 102	0%	\$ 42	\$ 85	
Attorney fees	\$ 3,400	\$ 3,400	\$ 3,400	\$ 2,720	\$ 680	\$ 680	\$ 2,720	0%	\$ 1,122	\$ 2,278	
Subscriptions	\$ 128	\$ 128	\$ 128	\$ 102	\$ 26	\$ 26	\$ 102	0%	\$ 42	\$ 86	
Dues/Fees	\$ 143	\$ 143	\$ 143	\$ 114	\$ 29	\$ 29	\$ 114	0%	\$ 47	\$ 96	
IT-Charges	\$ 7,650	\$ 7,650	\$ 7,650	\$ 6,120	\$ 1,530	\$ 1,530	\$ 6,120	0%	\$ 2,525	\$ 5,125	
Internet Access	\$ 212	\$ 212	\$ 212	\$ 170	\$ 42	\$ 42	\$ 170	0%	\$ 70	\$ 142	
Contracted Services	\$ 24,000	\$ 24,000	\$ 24,000	\$ 19,200	\$ 4,800	\$ 4,800	\$ 19,200	0%	\$ 7,920	\$ 16,080	
Telephone	\$ 1,326	\$ 1,326	\$ 1,326	\$ 1,061	\$ 265	\$ 265	\$ 1,061	0%	\$ 438	\$ 888	
Telephone, Mobile	\$ 1,700	\$ 1,700	\$ 1,700	\$ 1,360	\$ 340	\$ 340	\$ 1,360	0%	\$ 561	\$ 1,139	
Telemetry Expense	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,200	\$ 300	\$ 300	\$ 1,200	0%	\$ 495	\$ 1,005	
MISS Dig Services	\$ 1,190	\$ 1,190	\$ 1,190	\$ 952	\$ 238	\$ 238	\$ 952	0%	\$ 393	\$ 797	
Travel	\$ 34	\$ 34	\$ 34	\$ 27	\$ 7	\$ 7	\$ 27	0%	\$ 11	\$ 23	
Conventions & Conferences	\$ 18	\$ 18	\$ 18	\$ 14	\$ 4	\$ 4	\$ 14	0%	\$ 6	\$ 12	
Advertising	\$ 85	\$ 85	\$ 85	\$ 68	\$ 17	\$ 17	\$ 68	0%	\$ 28	\$ 57	
Insurance Payments	\$ 9,775	\$ 9,775	\$ 9,775	\$ 7,820	\$ 1,955	\$ 1,955	\$ 7,820	0%	\$ 3,226	\$ 6,549	
Utilities - Heat at Shop	\$ 1,190	\$ 1,190	\$ 1,190	\$ 952	\$ 238	\$ 238	\$ 952	0%	\$ 393	\$ 797	
Utilities - Electric at Shop	\$ 765	\$ 765	\$ 765	\$ 612	\$ 153	\$ 153	\$ 612	0%	\$ 252	\$ 513	
Utilities - Water/Sewer at Shop	\$ 220	\$ 220	\$ 220	\$ 176	\$ 44	\$ 44	\$ 176	0%	\$ 73	\$ 147	
Hydrant Maintenance	\$ 2,150	\$ 2,150	\$ 2,150	\$ 1,720	\$ 430	\$ 430	\$ 1,720	0%	\$ 710	\$ 1,441	
Water System Utility Expense	\$ 142,900	\$ 142,900	\$ 142,900	\$ 114,320	\$ 28,580	\$ 28,580	\$ 114,320	0%	\$ 47,157	\$ 95,743	
Utilities - Garbage at Shop	\$ 291	\$ 291	\$ 291	\$ 233	\$ 58	\$ 58	\$ 233	0%	\$ 96	\$ 195	
Building Repair & Maintenance	\$ 1,020	\$ 1,020	\$ 1,020	\$ 816	\$ 204	\$ 204	\$ 816	0%	\$ 337	\$ 683	
Equipment Repair & Maintenance (under \$5,000)	\$ 1,190	\$ 1,190	\$ 1,190	\$ 952	\$ 238	\$ 238	\$ 952	0%	\$ 393	\$ 797	
Vehicle Repair & Maintenance	\$ 1,870	\$ 1,870	\$ 1,870	\$ 1,496	\$ 374	\$ 374	\$ 1,496	0%	\$ 617	\$ 1,253	
System Software	\$ 1,516	\$ 1,516	\$ 1,516	\$ 1,213	\$ 303	\$ 303	\$ 1,213	0%	\$ 500	\$ 1,016	
County Indirect	\$ 25,500	\$ 25,500	\$ 25,500	\$ 20,400	\$ 5,100	\$ 5,100	\$ 20,400	0%	\$ 8,415	\$ 17,085	
Office Space Rental	\$ 5,440	\$ 5,440	\$ 5,440	\$ 4,352	\$ 1,088	\$ 1,088	\$ 4,352	0%	\$ 1,795	\$ 3,645	
Engineering	\$ 7,950	\$ 7,950	\$ 7,950	\$ 6,360	\$ 1,590	\$ 1,590	\$ 6,360	0%	\$ 2,624	\$ 5,327	
Employee Training & Development	\$ 510	\$ 510	\$ 510	\$ 408	\$ 102	\$ 102	\$ 408	0%	\$ 168	\$ 342	
Water System Assessment	\$ 1,350	\$ 1,350	\$ 1,350	\$ 1,080	\$ 270	\$ 270	\$ 1,080	0%	\$ 446	\$ 905	
Replacement (See Table 4)	\$ 51,000	\$ 51,000	\$ 51,000	\$ 40,800	\$ 10,200	\$ 10,200	\$ 40,800	0%	\$ 16,830	\$ 34,170	
Total OM&R	\$ 584,166	\$ 584,166	\$ 584,166	\$ 487,333	\$ 116,833	\$ 116,833	\$ 487,333		\$ 192,775	\$ 391,391	
Capital Improvement (See Table 5)	\$ 63,250	\$ 63,250	\$ 63,250	\$ 50,600	\$ 12,650	\$ 12,650	\$ 50,600	0%	\$ 20,873	\$ 42,378	
Operating Reserves	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%	\$ -	\$ -	
Debt Expenses	\$ 3,695	\$ 3,695	\$ 3,695	\$ 2,956	\$ 739	\$ 739	\$ 2,956	0%	\$ 1,219	\$ 2,476	
Miscellaneous	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%	\$ -	\$ -	
Total Water System Expenses	\$ 651,111	\$ 651,111	\$ 651,111	\$ 520,889	\$ 130,222	\$ 130,222	\$ 520,889		\$ 214,867	\$ 436,244	

Calculate Rate		Option 1	Option 2	Option 3	Option 4	Option 5
Rate per 100 Cubic Feet	\$	2.09	-	1.68	0.42	0.69
Readiness to serve charge/Meter	\$	-	418.45	63.69	334.76	280.36
Quarterly Bill for single-family home	\$	12.57	104.61	30.98	86.20	74.24

Replacement Expenses Table 5 EAST BAY

Directions

- A. List assets to be replaced or rehabilitated
- B. Determine how long before action must take place
- C. Enter cost to replace or rehabilitate
- D. To add more replacement items use insert function and add rows then copy first line item row to new rows to transfer formulas
- E. Enter information in **highlighted cells**
- F. Remaining cells will calculate automatically.

A	B	C	
Projects	Remaining Useful Life in Years	Replacement Cost	Reserve Required Each Year
Iron Removal Media Replace	5	\$ 100,000	\$ 20,000
Iron Removal VFD Replace	5	\$ 30,000	\$ 6,000
Iron Removal Backwash Valve Replace	5	\$ 20,000	\$ 4,000
Hydrant Rehab (250 at \$500 each)	5	\$ 12,500	\$ 2,500
Replace Phosphate Feed System	10	\$ 15,000	\$ 1,500
Carlisle Well VFD Replace	10	\$ 20,000	\$ 2,000
PRV Repairs (10)	5	\$ 25,000	\$ 5,000
Booster Station(s) VFD Replace (2)	5	\$ 50,000	\$ 10,000
Enter asset to be replaced	0	\$ -	\$ -
Enter asset to be replaced	0	\$ -	\$ -
Enter asset to be replaced	0	\$ -	\$ -
Total Replacement reserves required in the current year			\$ 51,000

Click Total to add to Budget

Capital Improvement Project Plan

Table 6

EAST BAY

Directions

- A. List projects to be completed
- B. Determine how long before the project must begin
- C. Enter the total projected cost of the project
- D. To add more CIP's use insert function and add rows then copy first CIP row to new rows to transfer formulas
- E. Enter information in highlighted cells
- F. Remaining cells will calculate automatically.

5 year CIP

A Projects	B Years Until Project Must Begin	Completion Date	C Cost	Reserve Required Each Year
Tower Inspection/Maintenance (3)	5	2023	\$ 15,000	\$ 3,000
Well 6 Rehab	5	2023	\$ 30,000	\$ 6,000
Onsite Generator at Carlisle	5	2023	\$ 50,000	\$ 10,000
Reliability Study	5	2023	\$ 50,000	\$ 10,000
Enter project	0		\$ -	\$ -
Enter project	0		\$ -	\$ -
Enter project	0		\$ -	\$ -
Enter project	0		\$ -	\$ -
Enter project	0		\$ -	\$ -
Enter project	0		\$ -	\$ -
Enter project	0		\$ -	\$ -
Enter project	0		\$ -	\$ -
Total Capital Improvement reserve required in the current year			\$ 29,000	\$ 29,000

[Click Total to add to Budget](#)

20 year CIP

A Projects	B Years Until Project Must Begin	Completion Date	C Cost	Reserve Required Each Year
SCADA System Upgrades (32%)	20	2038	\$ 160,000	\$ 8,000
Iron Removal Control Panel Upgrades	20	2038	\$ 25,000	\$ 1,250
Water Tower(s) Rehab (3)	20	2038	\$ 500,000	\$ 25,000
Enter project	0		\$ -	\$ -
Enter project	0		\$ -	\$ -
Enter project	0		\$ -	\$ -
Enter project	0		\$ -	\$ -
Enter project	0		\$ -	\$ -
Enter project	0		\$ -	\$ -
Enter project	0		\$ -	\$ -
Enter project	0		\$ -	\$ -
Enter project	0		\$ -	\$ -
Total Capital Improvement reserve required in the current year			\$ 34,250	\$ 34,250

[Click Total to add to Budget](#)

Ten Year Budget *

Table 7 EAST BAY

Directions

- A. List current year budget expenses
- B. Determine inflation factor
- C. To add more line item expenses use insert function and add rows then copy first line item row to new rows to transfer formulas
- D. Enter information in highlighted cells
- E. Remaining cells will calculate automatically

INFLATION FACTOR (%) - 1.7 **

EXPENSES	Current Year	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10
OPERATIONS & MAINTENANCE										
Payroll	\$ 217,212	220,905	224,660	228,479	232,363	236,314	240,331	244,416	248,572	252,797
Office Supplies	\$ 2,073	2,108	2,144	2,181	2,218	2,255	2,294	2,333	2,372	2,413
Printing and Binding	\$ 536	545	554	564	573	583	593	603	613	624
Copy machine use	\$ 340	346	352	358	364	370	376	383	389	396
Postage	\$ 5,435	5,527	5,621	5,717	5,814	5,913	6,013	6,116	6,220	6,325
Safety Equipment	\$ 510	519	527	536	546	555	564	574	584	594
Uniforms & Accessories	\$ 1,292	1,314	1,336	1,359	1,382	1,406	1,430	1,454	1,479	1,504
Boot Allowance	\$ 68	68	70	72	73	74	75	77	78	79
Small tools & supplies	\$ 1,360	1,383	1,407	1,431	1,455	1,480	1,505	1,530	1,556	1,583
Gas, oil, grease	\$ 4,590	4,668	4,747	4,828	4,910	4,994	5,079	5,165	5,253	5,342
Gas, oil, grease - Stations	\$ 1,100	1,119	1,138	1,157	1,177	1,197	1,217	1,238	1,259	1,280
Water System Materials	\$ 15,000	15,255	15,514	15,778	16,046	16,319	16,597	16,879	17,166	17,457
Water System maintenance and supplies	\$ 38,500	39,155	39,820	40,497	41,186	41,886	42,598	43,322	44,058	44,807
Janitorial Supplies	\$ 127	129	131	134	136	138	141	143	145	148
Attorney fees	\$ 3,400	3,458	3,517	3,576	3,637	3,699	3,762	3,826	3,891	3,957
Subscriptions	\$ 128	130	132	135	137	139	142	144	146	149
Dues/Fees	\$ 143	145	148	150	153	156	158	161	164	166
IT-Charges	\$ 7,650	7,780	7,912	8,047	8,184	8,323	8,464	8,608	8,754	8,903
Internet Access	\$ 212	216	219	223	227	231	235	239	243	247
Contracted Services	\$ 24,000	24,408	24,823	25,245	25,674	26,111	26,554	27,006	27,465	27,932
Telephone	\$ 1,328	1,349	1,371	1,395	1,418	1,443	1,467	1,492	1,517	1,543
Telephone, Mobile	\$ 1,700	1,729	1,758	1,788	1,819	1,849	1,881	1,913	1,945	1,979
Telemetry Expense	\$ 1,500	1,526	1,551	1,578	1,605	1,632	1,660	1,688	1,717	1,746
MISS Dwg Services	\$ 1,190	1,210	1,231	1,252	1,273	1,295	1,317	1,339	1,362	1,385
Travel	\$ 34	35	35	36	36	37	38	38	39	40
Conventions & Conferences	\$ 18	18	19	19	19	20	20	20	21	21
Advertising	\$ 85	86	88	89	91	92	94	96	97	99
Insurance Payments	\$ 9,775	9,941	10,110	10,282	10,457	10,635	10,815	10,999	11,186	11,376
Utilities - Heat at Shop	\$ 1,190	1,210	1,231	1,252	1,273	1,295	1,317	1,339	1,362	1,385
Utilities - Electric at Shop	\$ 765	778	791	805	818	832	846	861	875	890
Utilities - Water/Sewer at Shop	\$ 220	224	228	231	235	239	243	246	252	256
Hydrant Maintenance	\$ 2,150	2,187	2,224	2,262	2,300	2,339	2,379	2,419	2,460	2,502
Water System Utility Expense	\$ 142,900	145,329	147,800	150,312	152,868	155,467	158,109	160,797	163,531	166,311
Utilities - Garbage at Shop	\$ 291	296	301	306	311	317	322	327	333	339
Building Repair & Maintenance	\$ 1,020	1,037	1,055	1,073	1,091	1,110	1,129	1,148	1,167	1,187
Equipment Repair & Maintenance (under \$5,000)	\$ 1,190	1,210	1,231	1,252	1,273	1,295	1,317	1,339	1,362	1,385
Vehicle Repair & Maintenance	\$ 1,870	1,902	1,934	1,967	2,000	2,034	2,069	2,104	2,140	2,176
System Software	\$ 1,518	1,542	1,568	1,595	1,622	1,649	1,677	1,706	1,735	1,764
County Indirect	\$ 25,500	25,934	26,374	26,823	27,279	27,742	28,214	28,694	29,182	29,678
Office Space Rental	\$ 5,440	5,532	5,627	5,722	5,819	5,918	6,019	6,121	6,225	6,331
Engineering	\$ 7,950	8,085	8,223	8,362	8,505	8,649	8,796	8,946	9,098	9,252
Employee Training & Development	\$ 510	519	527	536	546	555	564	574	584	594
Water System Assessment	\$ 1,350	1,373	1,396	1,420	1,444	1,469	1,494	1,519	1,545	1,571
Replacement (See Replacement sheet)	51,000	51,867	52,749	53,645	54,557	55,485	56,428	57,387	58,363	59,355
TOTAL OM&R EXPENSES	684,166	694,097	704,196	714,468	724,914	735,537	746,341	757,329	768,604	779,268
Capital Improvement (See CIP sheet)	63,250	64,325	65,419	66,531	67,662	68,812	69,982	71,172	72,382	73,612
Operating Reserves	0	0	0	0	0	0	0	0	0	0
Debt Expenses	3,695	3,695	3,695	3,695	3,695	3,695	3,695	3,695	3,695	3,695
Miscellaneous	0	0	0	0	0	0	0	0	0	0
TOTAL EXPENSES	651,111	662,117	673,310	684,694	696,271	708,044	720,018	732,196	744,580	757,175
REVENUES										
User charge Revenue	1,096,139	1,116,807	1,135,793	1,155,102	1,174,738	1,194,709	1,215,019	1,235,674	1,256,681	1,278,044
Rental Revenue	0	0	0	0	0	0	0	0	0	0
Miscellaneous Revenue	123,700	123,700	123,700	123,700	123,700	123,700	123,700	123,700	123,700	123,700
Interest Income	0	0	0	0	0	0	0	0	0	0
TOTAL REVENUES	1,221,839	1,240,507	1,259,493	1,278,802	1,298,438	1,318,409	1,338,719	1,359,374	1,380,381	1,401,744
BUDGET SURPLUS/DEFICIT	570,728	578,390	586,183	594,108	602,168	610,364	618,700	627,178	635,800	644,569

* The 10 Year Budget is for estimation purposes only. It is not intended for determining debt funding needs. For a more accurate debt evaluation please seek the services of a financial advisor.

** The annual inflation factor can be found at the following website
<http://www.usinflationcalculator.com/inflation/historical-inflation-rates/>

Garfield Township

WSSN#2565

Asset Inventory Table 1 GARFIELD

- Directions
 A. List assets
 B. Enter asset information
 C. To add more assets use insert function and add rows then copy first asset row to new rows to transfer formulas
 D. Enter information in highlighted cells
 E. Remaining cells will calculate automatically.

A	B	C	D	E	F	G	H	I	J	K	L	M
Source Assets	Material	Location	Latitude	Longitude	Manufacturer	Original Cost	Replacement Cost	Remaining Useful Life in Years	Condition	Probability of Failure	Consequence of Failure	Criticality Factor
Master Meter 1												
Master Meter 2		1587 S Airport Road					10,000	20	3	3	2	6
Master Meter 3 (Bill Marish)		2832 LaFramer Road					10,000	20	3	3	2	4
Master Meter 4		1659 S Garfield					10,000	20	3	3	2	4
Master Meter 5		5067 Red Drive						20	3	3	2	4
Master Meter 6								20	3	3	2	4
Master Meter 7								20	3	3	2	4

If Criticality Factor is greater than 16 cell will turn RED
 If Criticality Factor is greater than 18 RED TO CAP TABLE

A	B	C	D	E	F	G	H	I	J	K	L	M
Treatment Assets	Material	Location	Latitude	Longitude	Manufacturer	Original Cost	Replacement Cost	Remaining Useful Life in Years	Condition	Probability of Failure	Consequence of Failure	Criticality Factor
Enter asset								0		0	0	0
Enter asset								0		0	0	0
Enter asset								0		0	0	0
Enter asset								0		0	0	0
Enter asset								0		0	0	0
Enter asset								0		0	0	0
Enter asset								0		0	0	0
Enter asset								0		0	0	0
Enter asset								0		0	0	0

If Criticality Factor is greater than 16 cell will turn RED
 If Criticality Factor is greater than 18 RED TO CAP TABLE

A	B	C	D	E	F	G	H	I	J	K	L	M
Storage/Distribution Assets	Material	Location	Latitude	Longitude	Manufacturer	Original Cost	Replacement Cost	Remaining Useful Life in Years	Condition	Probability of Failure	Consequence of Failure	Criticality Factor
Storage 1-McRae Hill (1)								50	2	3	6	19
Storage 2-Heritage Estates (2)		1273 McRae Hill Road					\$400,000	50	2	3	6	15
Storage 3-Brimley (3)		3600 Heritage Way					\$500,000	50	2	3	6	15
Enter asset		1130 Brimley Estates					\$1,000,000	70	1	3	5	15
Pneumatic 1-Henker (4)		Henker Road						0				0
Pneumatic 2-Greyhawk (5)		4756 Greyhawk Blvd					\$150,000	20	3	3	3	9
Pneumatic 3-Red Drive (6)		5067 Red Drive Road					\$150,000	20	3	3	3	9
Enter asset								0				0
Enter asset								0				0

Rate Methodology

Table 4 GARFIELD

Directions

- A. To add more line item expenses use insert function and add rows then copy first line item row to new rows to transfer formulas
- B. Enter information in highlighted cells
- C. Remaining cells will calculate automatically

Cu ft (mil)	<<< Click at left and select flow units (million cubic feet or millions of gallons)
85.20	<<< Enter annual billable flow in units selected above
6	<<< Enter typical quarterly flow of single-family home in units selected above
Meters	<<< Click at left and select the type of fixed units
2.926	<<< Enter number of fixed units

Calculate Operating Reserve (Optional if creating budget for only OM&R)	
\$ 1,632,962	Total OM&R from Expenditures in table below
\$ 816,481	Targeted Operating Reserve Amount (this is 50% of OM&R)
\$ -	<<< Enter amount of cash or equivalents
\$ 816,481	Additional Operating Reserves Needed (if negative number, stop here)
0	<<< Enter # of years to accumulate reserves (rule of thumb is 5 years)
\$ -	Annual Contribution To Achieve Targeted Operating Reserve Amount

- 1. Edit budget items below, if needed
- 2. Enter budget amount for each item in highlighted cells
- 3. Under Options 3 and 4, enter percent of entire budget allocated to billable flow (Variable). The remainder is allocated to Fixed
- 4. Under Option 5, enter percent of each budget item allocated to billable flow. The remainder is allocated to Fixed.
- 5. Click on Capital Improvements tab and Replacement tab to complete those worksheets

Expenditures	Budget	Option 1		Option 2		Option 3		Option 4		Option 5	
		Variable 100%	Fixed 100%	Variable 80%	Fixed 20%	Variable 20%	Fixed 80%	%	Variable 78%	Fixed 22%	
Operation, Maintenance and Repair (OM&R)											
Payroll	\$ 356,691	\$ 356,691	\$ 356,691	\$ 285,352.80	\$ 71,338.20	\$ 71,338	\$ 265,353	0%	\$ 278,219	\$ 78,472	
Office Supplies	\$ 3,407	\$ 3,407	\$ 3,407	\$ 2,726	\$ 681	\$ 681	\$ 2,726	0%	\$ 2,857	\$ 750	
Printing and Binding	\$ 878	\$ 878	\$ 878	\$ 702	\$ 176	\$ 176	\$ 702	0%	\$ 885	\$ 193	
Copy machine use	\$ 562	\$ 562	\$ 562	\$ 450	\$ 112	\$ 112	\$ 450	0%	\$ 438	\$ 124	
Postage	\$ 7,875	\$ 7,875	\$ 7,875	\$ 6,300	\$ 1,575	\$ 1,575	\$ 6,300	0%	\$ 6,143	\$ 1,733	
Safety Equipment	\$ 842	\$ 842	\$ 842	\$ 674	\$ 168	\$ 168	\$ 674	0%	\$ 657	\$ 185	
Uniforms & Accessories	\$ 2,134	\$ 2,134	\$ 2,134	\$ 1,707	\$ 427	\$ 427	\$ 1,707	0%	\$ 1,665	\$ 469	
Boat Allowance	\$ 112	\$ 112	\$ 112	\$ 90	\$ 22	\$ 22	\$ 90	0%	\$ 87	\$ 25	
Small tools & supplies	\$ 2,247	\$ 2,247	\$ 2,247	\$ 1,798	\$ 449	\$ 449	\$ 1,798	0%	\$ 1,753	\$ 494	
Gas, oil, grease	\$ 7,586	\$ 7,586	\$ 7,586	\$ 6,069	\$ 1,517	\$ 1,517	\$ 6,069	0%	\$ 5,917	\$ 1,669	
Gas, oil, grease - Stations	\$ 2,900	\$ 2,900	\$ 2,900	\$ 2,320	\$ 580	\$ 580	\$ 2,320	0%	\$ 2,262	\$ 638	
Water System Materials	\$ 42,131	\$ 42,131	\$ 42,131	\$ 33,705	\$ 8,426	\$ 8,426	\$ 33,705	0%	\$ 32,862	\$ 9,269	
Water System maintenance and supplies	\$ 35,000	\$ 35,000	\$ 35,000	\$ 28,000	\$ 7,000	\$ 7,000	\$ 28,000	0%	\$ 27,300	\$ 7,700	
Janitorial Supplies	\$ 210	\$ 210	\$ 210	\$ 168	\$ 42	\$ 42	\$ 168	0%	\$ 164	\$ 46	
Attorney fees	\$ 5,620	\$ 5,620	\$ 5,620	\$ 4,496	\$ 1,124	\$ 1,124	\$ 4,496	0%	\$ 4,384	\$ 1,236	
Subscriptions	\$ 212	\$ 212	\$ 212	\$ 170	\$ 42	\$ 42	\$ 170	0%	\$ 165	\$ 47	
Dues/Fees	\$ 238	\$ 238	\$ 238	\$ 190	\$ 48	\$ 48	\$ 190	0%	\$ 186	\$ 52	
IT-Charges	\$ 12,644	\$ 12,644	\$ 12,644	\$ 10,115	\$ 2,529	\$ 2,529	\$ 10,115	0%	\$ 9,862	\$ 2,782	
Internet Access	\$ 350	\$ 350	\$ 350	\$ 280	\$ 70	\$ 70	\$ 280	0%	\$ 273	\$ 77	
Contracted Services	\$ 41,820	\$ 41,820	\$ 41,820	\$ 33,296	\$ 8,524	\$ 8,524	\$ 33,296	0%	\$ 32,464	\$ 9,156	
Telephone	\$ 2,190	\$ 2,190	\$ 2,190	\$ 1,752	\$ 438	\$ 438	\$ 1,752	0%	\$ 1,708	\$ 482	
Telephone, Mobile	\$ 2,810	\$ 2,810	\$ 2,810	\$ 2,248	\$ 562	\$ 562	\$ 2,248	0%	\$ 2,192	\$ 618	
Telemetry Expense	\$ 3,750	\$ 3,750	\$ 3,750	\$ 3,000	\$ 750	\$ 750	\$ 3,000	0%	\$ 2,925	\$ 825	
MISS Dig Services	\$ 1,966	\$ 1,966	\$ 1,966	\$ 1,573	\$ 393	\$ 393	\$ 1,573	0%	\$ 1,533	\$ 433	
Travel	\$ 56	\$ 56	\$ 56	\$ 45	\$ 11	\$ 11	\$ 45	0%	\$ 44	\$ 12	
Conventions & Conferences	\$ 29	\$ 29	\$ 29	\$ 23	\$ 6	\$ 6	\$ 23	0%	\$ 23	\$ 6	
Advertising	\$ 140	\$ 140	\$ 140	\$ 112	\$ 28	\$ 28	\$ 112	0%	\$ 109	\$ 31	
Insurance Payments	\$ 16,156	\$ 16,156	\$ 16,156	\$ 12,925	\$ 3,231	\$ 3,231	\$ 12,925	0%	\$ 12,602	\$ 3,554	
Utilities - Heat at Shop	\$ 1,966	\$ 1,966	\$ 1,966	\$ 1,573	\$ 393	\$ 393	\$ 1,573	0%	\$ 1,533	\$ 433	
Utilities - Electric at Shop	\$ 1,263	\$ 1,263	\$ 1,263	\$ 1,010	\$ 253	\$ 253	\$ 1,010	0%	\$ 985	\$ 278	
Utilities - Water/Sewer at Shop	\$ 364	\$ 364	\$ 364	\$ 291	\$ 73	\$ 73	\$ 291	0%	\$ 284	\$ 80	
Hydrant Maintenance	\$ 10,000	\$ 10,000	\$ 10,000	\$ 8,000	\$ 2,000	\$ 2,000	\$ 8,000	0%	\$ 7,800	\$ 2,200	
Water System Utility Expense	\$ 152,800	\$ 152,800	\$ 152,800	\$ 122,240	\$ 30,560	\$ 30,560	\$ 122,240	0%	\$ 119,184	\$ 33,616	
Water Purchased from City	\$ 784,700	\$ 784,700	\$ 784,700	\$ 627,760	\$ 156,940	\$ 156,940	\$ 627,760	0%	\$ 612,066	\$ 172,634	
Utilities - Garbage at Shop	\$ 481	\$ 481	\$ 481	\$ 385	\$ 96	\$ 96	\$ 385	0%	\$ 375	\$ 106	
Building Repair & Maintenance	\$ 1,865	\$ 1,865	\$ 1,865	\$ 1,348	\$ 517	\$ 517	\$ 1,348	0%	\$ 1,314	\$ 371	
Equipment Repair & Maintenance (under \$5,000)	\$ 1,966	\$ 1,966	\$ 1,966	\$ 1,573	\$ 393	\$ 393	\$ 1,573	0%	\$ 1,533	\$ 433	
Vehicle Repair & Maintenance	\$ 3,090	\$ 3,090	\$ 3,090	\$ 2,472	\$ 618	\$ 618	\$ 2,472	0%	\$ 2,410	\$ 680	
System Software	\$ 2,473	\$ 2,473	\$ 2,473	\$ 1,978	\$ 495	\$ 495	\$ 1,978	0%	\$ 1,920	\$ 544	
County Indirect	\$ 42,150	\$ 42,150	\$ 42,150	\$ 33,720	\$ 8,430	\$ 8,430	\$ 33,720	0%	\$ 32,877	\$ 9,273	
Office Space Rental	\$ 8,992	\$ 8,992	\$ 8,992	\$ 7,194	\$ 1,798	\$ 1,798	\$ 7,194	0%	\$ 7,014	\$ 1,978	
Engineering	\$ 13,834	\$ 13,834	\$ 13,834	\$ 11,067	\$ 2,767	\$ 2,767	\$ 11,067	0%	\$ 10,791	\$ 3,043	
Employee Training & Development	\$ 842	\$ 842	\$ 842	\$ 674	\$ 168	\$ 168	\$ 674	0%	\$ 657	\$ 185	
Water System Assessment	\$ 6,000	\$ 6,000	\$ 6,000	\$ 4,800	\$ 1,200	\$ 1,200	\$ 4,800	0%	\$ 4,680	\$ 1,320	
Replacement (See Table 4)	\$ 50,000	\$ 50,000	\$ 50,000	\$ 40,000	\$ 10,000	\$ 10,000	\$ 40,000	0%	\$ 39,000	\$ 11,000	
Total OM&R	\$ 1,632,962	\$ 1,632,962	\$ 1,632,962	\$ 1,306,370	\$ 326,592	\$ 326,592	\$ 1,306,370	0%	\$ 1,273,710	\$ 359,252	
Capital Improvement (See Table 5)	\$ 72,583	\$ 72,583	\$ 72,583	\$ 58,067	\$ 14,517	\$ 14,517	\$ 58,067	0%	\$ 56,515	\$ 15,968	
Operating Reserves	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%	\$ -	\$ -	
Debt Expenses	\$ 6,108	\$ 6,108	\$ 6,108	\$ 4,886	\$ 1,222	\$ 1,222	\$ 4,886	0%	\$ 4,764	\$ 1,344	
Miscellaneous	\$ 28,100	\$ 28,100	\$ 28,100	\$ 22,480	\$ 5,620	\$ 5,620	\$ 22,480	0%	\$ 21,918	\$ 6,182	
Total Water System Expenses	\$ 1,739,753	\$ 1,739,753	\$ 1,739,753	\$ 1,391,803	\$ 347,951	\$ 347,951	\$ 1,391,803	0%	\$ 1,357,008	\$ 382,746	

Calculate Rate	Option 1	Option 2	Option 3	Option 4	Option 5
Rate per 100 Cubic Feet	\$ 2.04	\$ -	\$ 1.63	\$ 0.41	\$ 1.59
Readiness to serve charge/Meter	\$ -	\$ 594.56	\$ 118.92	\$ 475.67	\$ 130.81
Quarterly Bill for single-family home	\$ 12.25	\$ 148.65	\$ 39.53	\$ 121.37	\$ 42.26

Replacement Expenses Table 5 GARFIELD

Directions

- A. List assets to be replaced or rehabilitated
- B. Determine how long before action must take place
- C. Enter cost to replace or rehabilitate
- D. To add more replacement items use insert function and add rows then copy first line item row to new rows to transfer formulas
- E. Enter information in **highlighed cells**
- F. Remaining cells will calculate automatically.

A	B	C	Reserve Required Each Year
Projects	Remaining Useful Life in Years	Replacement Cost	
PRV Repairs (11)	5	\$ 55,000	\$ 11,000
Valve Replace (25)	5	\$ 125,000	\$ 25,000
Master Meter Replacement(s) (6)	5	\$ 70,000	\$ 14,000
Enter asset to be replaced	0	\$ -	\$ -
Enter asset to be replaced	0	\$ -	\$ -
Enter asset to be replaced	0	\$ -	\$ -
Enter asset to be replaced	0	\$ -	\$ -
Enter asset to be replaced	0	\$ -	\$ -
Enter asset to be replaced	0	\$ -	\$ -
Enter asset to be replaced	0	\$ -	\$ -
Enter asset to be replaced	0	\$ -	\$ -
Enter asset to be replaced	0	\$ -	\$ -
Enter asset to be replaced	0	\$ -	\$ -
Total Replacement reserves required in the current year			\$ 50,000
			Click Total to add to Budget

Capital Improvement Project Plan Table 6 GARFIELD

Directions

- A. List projects to be completed
- B. Determine how long before the project must begin
- C. Enter the total projected cost of the project
- D. To add more CIP's use insert function and add rows then copy first CIP row to new rows to transfer formulas
- E. Enter information in highlighted cells
- F. Remaining cells will calculate automatically.

5 year CIP

A Projects	B Years Until Project Must Begin	Completion Date	C Cost	Reserve Required Each Year
Tower Inspection/Maintenance (6)	5		\$ 30,000	\$ 6,000
Reliability Study	5	2023	\$ 50,000	\$ 10,000
Enter project	0		\$ -	\$ -
Enter project	0		\$ -	\$ -
Enter project	0		\$ -	\$ -
Enter project	0		\$ -	\$ -
Enter project	0		\$ -	\$ -
Enter project	0		\$ -	\$ -
Enter project	0		\$ -	\$ -
Enter project	0		\$ -	\$ -
Enter project	0		\$ -	\$ -
Enter project	0		\$ -	\$ -
Enter project	0		\$ -	\$ -
Enter project	0		\$ -	\$ -
Total Capital Improvement reserve required in the current year			\$ -	\$ 16,000

20 year CIP

A Projects	B Years Until Project Must Begin	Completion Date	C Cost	Reserve Required Each Year
Booster Station VFD Replace (9)	20	2038	\$ 600,000	\$ 30,000
SCADA System Upgrades (53%)	20	2038	\$ 265,000	\$ 13,250
Brimley Water Tower Rehab	15	2033	\$ 200,000	\$ 13,333
Enter project	0		\$ -	\$ -
Enter project	0		\$ -	\$ -
Enter project	0		\$ -	\$ -
Enter project	0		\$ -	\$ -
Enter project	0		\$ -	\$ -
Enter project	0		\$ -	\$ -
Enter project	0		\$ -	\$ -
Enter project	0		\$ -	\$ -
Enter project	0		\$ -	\$ -
Enter project	0		\$ -	\$ -
Total Capital Improvement reserve required in the current year			\$ -	\$ 56,583

Ten Year Budget *

Table 7 GARFIELD

Directions

- A. List current year budget expenses
- B. Determine inflation factor
- C. To add more line item expenses use insert function and add rows then copy first line item row to new rows to transfer formulas
- D. Enter information in highlighted cells
- E. Remaining cells will calculate automatically.

INFLATION FACTOR (%) - 1.7 **

EXPENSES	Current Year	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10
OPERATIONS & MAINTENANCE										
Payroll	\$ 356,691	362,755	366,922	375,193	381,572	386,058	394,655	401,364	408,188	415,127
Office Supplies	\$ 3,407	3,465	3,524	3,584	3,645	3,707	3,770	3,834	3,899	3,965
Printing and Binding	\$ 878	893	908	924	939	955	971	988	1,005	1,022
Copy machine use	\$ 562	572	581	591	601	611	622	632	643	654
Postage	\$ 7,875	8,009	8,145	8,283	8,424	8,568	8,713	8,861	9,012	9,165
Safety Equipment	\$ 842	856	871	886	901	916	932	947	964	980
Uniforms & Accessories	\$ 2,134	2,170	2,207	2,245	2,283	2,322	2,361	2,401	2,442	2,484
Boot Allowance	\$ 112	114	116	118	120	122	124	126	128	130
Small tools & supplies	\$ 2,247	2,285	2,324	2,364	2,404	2,445	2,486	2,528	2,571	2,615
Gas, oil, grease	\$ 7,586	7,715	7,846	7,980	8,115	8,253	8,393	8,536	8,681	8,829
Gas, oil, grease - Stations	\$ 2,900	2,949	2,999	3,050	3,102	3,155	3,209	3,263	3,319	3,375
Water System Materials	\$ 42,131	42,847	43,576	44,316	45,070	45,836	46,615	47,408	48,214	49,033
Water System maintenance and supplies	\$ 35,000	35,595	36,200	36,816	37,441	38,078	38,725	39,384	40,053	40,734
Janitorial Supplies	\$ 210	214	217	221	225	228	232	236	240	244
Attorney fees	\$ 6,620	5,716	5,813	5,912	6,012	6,114	6,218	6,324	6,431	6,541
Subscriptions	\$ 212	216	219	223	227	231	235	239	243	247
Dues/Fees	\$ 238	242	246	250	255	259	263	268	272	277
IT-Charges	\$ 12,644	12,859	13,078	13,300	13,526	13,756	13,990	14,228	14,469	14,715
Internet Access	\$ 350	356	362	368	374	381	387	394	401	407
Contracted Services	\$ 41,620	42,328	43,047	43,779	44,523	45,280	46,050	46,833	47,629	48,438
Telephone	\$ 2,190	2,227	2,265	2,304	2,343	2,383	2,423	2,464	2,506	2,549
Telephone, Mobile	\$ 2,810	2,858	2,906	2,956	3,006	3,057	3,109	3,162	3,216	3,270
Telemetry Expense	\$ 3,750	3,814	3,879	3,945	4,012	4,080	4,149	4,220	4,291	4,364
MISS Dig Services	\$ 1,966	1,999	2,033	2,068	2,103	2,139	2,175	2,212	2,250	2,288
Travel	\$ 58	57	58	59	60	61	62	63	64	65
Conventions & Conferences	\$ 29	29	30	31	31	32	32	33	33	34
Advertising	\$ 140	142	145	147	150	152	155	158	160	163
Insurance Payments	\$ 16,156	16,431	16,710	16,994	17,283	17,577	17,876	18,179	18,488	18,803
Utilities - Heat at Shop	\$ 1,966	1,999	2,033	2,068	2,103	2,139	2,175	2,212	2,250	2,288
Utilities - Electric at Shop	\$ 1,263	1,284	1,306	1,329	1,351	1,374	1,397	1,421	1,445	1,470
Utilities - Water/Sewer at Shop	\$ 364	370	376	383	389	396	403	410	417	424
Hydrant Maintenance	\$ 10,000	10,170	10,343	10,519	10,698	10,879	11,064	11,252	11,444	11,638
Water System Utility Expense	\$ 152,800	155,398	158,039	160,726	163,458	166,237	169,063	171,937	174,860	177,833
Water Purchased from City	\$ 784,700	798,040	811,607	825,404	839,436	853,706	868,219	882,979	897,990	913,255
Utilities - Garbage at Shop	\$ 481	489	497	506	515	523	532	541	550	560
Building Repair & Maintenance	\$ 1,685	1,714	1,743	1,772	1,803	1,833	1,864	1,896	1,928	1,961
Equipment Repair & Maintenance (under \$5,000)	\$ 1,966	1,999	2,033	2,068	2,103	2,139	2,175	2,212	2,250	2,288
Vehicle Repair & Maintenance	\$ 3,090	3,143	3,196	3,250	3,306	3,362	3,419	3,477	3,536	3,596
System Software	\$ 2,473	2,515	2,558	2,601	2,646	2,690	2,736	2,783	2,830	2,878
County Indirect	\$ 42,150	42,867	43,595	44,336	45,090	45,857	46,636	47,429	48,235	49,055
Office Space Rental	\$ 8,992	9,145	9,300	9,458	9,619	9,783	9,949	10,118	10,290	10,465
Engineering	\$ 13,834	14,069	14,308	14,552	14,799	15,051	15,306	15,567	15,831	16,100
Employee Training & Development	\$ 842	856	871	886	901	916	932	947	964	980
Water System Assessment	\$ 6,000	6,102	6,206	6,311	6,419	6,528	6,639	6,751	6,866	6,983
Replacement (See Replacement sheet)	\$ 50,000	50,850	51,714	52,594	53,488	54,397	55,322	56,262	57,219	58,191
TOTAL OM&R EXPENSES	1,632,962	1,660,722	1,688,955	1,717,667	1,746,867	1,776,564	1,806,766	1,837,481	1,868,718	1,900,486
Capital Improvement (See CIP sheet)	72,583	73,817	75,072	76,348	77,646	78,966	80,309	81,674	83,062	84,474
Operating Reserves	0	0	0	0	0	0	0	0	0	0
Debt Expenses	6,108	6,212	6,317	6,425	6,534	6,645	6,758	6,873	6,990	7,109
Miscellaneous	28,100	28,578	29,064	29,558	30,060	30,571	31,091	31,619	32,157	32,704
TOTAL EXPENSES	1,739,753	1,769,329	1,799,408	1,829,998	1,861,108	1,892,746	1,924,923	1,957,647	1,990,927	2,024,773
REVENUES										
User charge Revenue	1,853,000	1,884,501	1,916,538	1,949,119	1,982,254	2,015,952	2,050,223	2,085,077	2,120,523	2,156,572
Rental Revenue	0	0	0	0	0	0	0	0	0	0
Miscellaneous Revenue	212,000	212,000	212,000	212,000	212,000	212,000	212,000	212,000	212,000	212,000
Interest Income	0	0	0	0	0	0	0	0	0	0
TOTAL REVENUES	2,065,000	2,096,501	2,128,538	2,161,119	2,194,254	2,227,952	2,262,223	2,297,077	2,332,523	2,368,572
BUDGET SURPLUS/DEFICIT	325,247	327,172	329,130	331,121	333,146	335,206	337,300	339,430	341,596	343,800

* The 10 Year Budget is for estimation purposes only. It is not intended for determining debt funding needs. For a more accurate debt evaluation please seek the services of a financial advisor.

** The annual inflation factor can be found at the following website
<http://www.usinflationcalculator.com/inflation/historical-inflation-rates/>

Peninsula Township

WSSN#5233

Asset Inventory Table 1 PENINSULA

Directions

- A. List assets
- B. Enter asset information
- C. To add more assets use insert function and add rows then copy first asset row to new rows to transfer formulas
- D. Enter information in highlighted cells
- E. Remaining cells will calculate automatically.

A	B	C	D	E	F	G	H	I	J	K	L	M
Source Assets	Material	Location	Latitude	Longitude	Manufacturer	Original Cost	Replacement Cost	Remaining Useful Life in Years	Condition	Probability of Failure	Consequence of Failure	Criticality Factor
Well #1 (1)		8249 Underwood Ridge				\$ 15,000	\$ 23,000	20	3	3	5	15
Well #2 (2)		8249 Underwood Ridge				\$ 15,000	\$ 23,000	20	3	2	3	0
Enter asset												0

If Criticality Factor is greater than 16 cell will turn RED
If Criticality Factor is greater than 16

A	B	C	D	E	F	G	H	I	J	K	L	M
Treatment Assets	Material	Location	Latitude	Longitude	Manufacturer	Original Cost	Replacement Cost	Remaining Useful Life in Years	Condition	Probability of Failure	Consequence of Failure	Criticality Factor
Enter asset								0	0	0	0	0
Enter asset								0	0	0	0	0
Enter asset								0	0	0	0	0
Enter asset								0	0	0	0	0
Enter asset								0	0	0	0	0

If Criticality Factor is greater than 16 cell will turn RED
If Criticality Factor is greater than 16

A	B	C	D	E	F	G	H	I	J	K	L	M
Storage/Distribution Assets	Material	Location	Latitude	Longitude	Manufacturer	Original Cost	Replacement Cost	Remaining Useful Life in Years	Condition	Probability of Failure	Consequence of Failure	Criticality Factor
Storage 1-Carpenter Hill						\$400,000		50	2	3	5	15
Enter asset								0	0	0	0	0
Booster 1-Carpenter Hill						\$475,000		30	2	3	5	15
Enter asset								0	0	0	0	0
PRV 1 (Center Road)						\$35,000		20	2	3	4	12
PRV 2 (Hidden Ridge)						\$35,000		20	2	3	4	12
PRV 3 (Mathison Road)						\$35,000		20	2	3	4	12
PRV 4 (McKinley Road)						\$35,000		20	2	3	4	12
PRV 5 (Red Fox Run)						\$35,000		20	2	3	4	12
PRV 6 (Mehar Ridge)						\$35,000		20	2	3	4	12
Enter asset								0	0	0	0	0
System Hydrants (172)						\$430,000		50	3	2	3	0
System Valves (190)						\$950,000		40	2	2	4	8
Enter asset								0	0	0	0	0
5/8" Meters (283)						\$104,015		25	5	3	2	6
3/4" Meters (0)						\$0		0	0	0	0	0
1" Meters (231)						\$95,865		26	1	3	2	6
1 1/2" Meters (0)						\$6,525		25	1	3	2	6
2" Meters (3)						\$2,745		25	1	3	2	6
Enter asset								0	0	0	0	0
Master Meter 1						\$10,000		10	2	3	3	0
Master Meter 2						\$10,000		10	2	3	3	0
Master Meter 3						\$10,000		10	2	3	3	0
Enter asset								0	0	0	0	0
6 inch main (14,130 ft)						\$565,200		30	3	3	5	15
8 inch main (39,970 ft)						\$1,965,500		40	4	3	5	15
12 inch main (25,160)						\$1,781,200		40	4	3	5	15
Enter asset								0	0	0	0	0
Enter asset								0	0	0	0	0

If Criticality Factor is greater than 16 cell will turn RED
If Criticality Factor is greater than 16

Rate Methodology

Table 4 PENINSULA

Directions
 A. To add more line item expenses use insert function and add rows then copy first line item row to new rows to transfer formulas
 B. Enter information in highlighted cells
 C. Remaining cells will calculate automatically.

Col. # (ml)	<<< Click at left and select flow units (million cubic feet or millions of gallons)
7.34	<<< Enter annual billable flow in units selected above
B	<<< Enter typical quarterly flow of single-family home in units selected above
	<<< Click at left and select the type of fixed units
536	<<< Enter number of fixed units

1. Edit budget items below, if needed
 2. Enter budget amount for each item in highlighted cells
 3. Under Options 3 and 4, enter percent of entire budget allocated to billable flow (Variable). The remainder is allocated to Fixed
 4. Under Option 5, enter percent of each budget item allocated to billable flow. The remainder is allocated to Fixed
 5. Click on Capital Improvements tab and Replacement tab to complete those worksheets

Expenditures	Budget					Option 1		Option 2		Option 3		Option 4		Option 5		
	Variable	100%	Fixed	100%	Variable	80%	Fixed	20%	Variable	20%	Fixed	80%	Variable	45%	Fixed	55%
Operation, Maintenance and Repair (OM&R)																
Payroll	\$ 48,274	\$	\$ 48,274	\$	\$ 38,619.20	\$	\$ 9,654.80	\$	\$ 9,655	\$	\$ 38,619	\$	\$ 9,655	\$	\$ 21,723	\$
Office Supplies	\$ 503	\$	\$ 503	\$	\$ 402	\$	\$ 101	\$	\$ 101	\$	\$ 402	\$	\$ 101	\$	\$ 226	\$
Printing and Binding	\$ 185	\$	\$ 185	\$	\$ 148	\$	\$ 37	\$	\$ 37	\$	\$ 148	\$	\$ 37	\$	\$ 83	\$
Copy machine use	\$ 74	\$	\$ 74	\$	\$ 59	\$	\$ 15	\$	\$ 15	\$	\$ 59	\$	\$ 15	\$	\$ 33	\$
Postage	\$ 1,805	\$	\$ 1,805	\$	\$ 1,444	\$	\$ 361	\$	\$ 361	\$	\$ 1,444	\$	\$ 361	\$	\$ 812	\$
Safety Equipment	\$ 111	\$	\$ 111	\$	\$ 89	\$	\$ 22	\$	\$ 22	\$	\$ 89	\$	\$ 22	\$	\$ 50	\$
Uniforms & Accessories	\$ 282	\$	\$ 282	\$	\$ 226	\$	\$ 56	\$	\$ 56	\$	\$ 226	\$	\$ 56	\$	\$ 127	\$
Boot Allowance	\$ 15	\$	\$ 15	\$	\$ 12	\$	\$ 3	\$	\$ 3	\$	\$ 12	\$	\$ 3	\$	\$ 7	\$
Small tools & supplies	\$ 298	\$	\$ 298	\$	\$ 237	\$	\$ 61	\$	\$ 61	\$	\$ 237	\$	\$ 61	\$	\$ 133	\$
Gas, oil, grease - Stations	\$ 999	\$	\$ 999	\$	\$ 799	\$	\$ 200	\$	\$ 200	\$	\$ 799	\$	\$ 200	\$	\$ 450	\$
Gas, oil, grease - Stations	\$ 1,000	\$	\$ 1,000	\$	\$ 800	\$	\$ 200	\$	\$ 200	\$	\$ 800	\$	\$ 200	\$	\$ 450	\$
Water System Materials	\$ 7,700	\$	\$ 7,700	\$	\$ 6,160	\$	\$ 1,540	\$	\$ 1,540	\$	\$ 6,160	\$	\$ 1,540	\$	\$ 3,465	\$
Water System maintenance and supplies	\$ 4,100	\$	\$ 4,100	\$	\$ 3,280	\$	\$ 820	\$	\$ 820	\$	\$ 3,280	\$	\$ 820	\$	\$ 1,845	\$
Janitorial Supplies	\$ 749	\$	\$ 749	\$	\$ 592	\$	\$ 148	\$	\$ 148	\$	\$ 592	\$	\$ 148	\$	\$ 333	\$
Automony fees	\$ 32	\$	\$ 32	\$	\$ 26	\$	\$ 6	\$	\$ 6	\$	\$ 26	\$	\$ 6	\$	\$ 15	\$
Dues/Fees	\$ 32	\$	\$ 32	\$	\$ 26	\$	\$ 6	\$	\$ 6	\$	\$ 26	\$	\$ 6	\$	\$ 15	\$
IT-Charges	\$ 1,665	\$	\$ 1,665	\$	\$ 1,332	\$	\$ 333	\$	\$ 333	\$	\$ 1,332	\$	\$ 333	\$	\$ 749	\$
Internal Accoes	\$ 46	\$	\$ 46	\$	\$ 37	\$	\$ 9	\$	\$ 9	\$	\$ 37	\$	\$ 9	\$	\$ 21	\$
Contracted Services	\$ 5,215	\$	\$ 5,215	\$	\$ 4,172	\$	\$ 1,043	\$	\$ 1,043	\$	\$ 4,172	\$	\$ 1,043	\$	\$ 2,347	\$
Telephone	\$ 289	\$	\$ 289	\$	\$ 231	\$	\$ 58	\$	\$ 58	\$	\$ 231	\$	\$ 58	\$	\$ 130	\$
Telephone, Mobile	\$ 370	\$	\$ 370	\$	\$ 296	\$	\$ 74	\$	\$ 74	\$	\$ 296	\$	\$ 74	\$	\$ 167	\$
Telemetry Expense	\$ 800	\$	\$ 800	\$	\$ 640	\$	\$ 160	\$	\$ 160	\$	\$ 640	\$	\$ 160	\$	\$ 360	\$
MISS Dig Services	\$ 259	\$	\$ 259	\$	\$ 207	\$	\$ 52	\$	\$ 52	\$	\$ 207	\$	\$ 52	\$	\$ 117	\$
Travel	\$ 8	\$	\$ 8	\$	\$ 6	\$	\$ 2	\$	\$ 2	\$	\$ 6	\$	\$ 2	\$	\$ 4	\$
Conventions & Conferences	\$ 4	\$	\$ 4	\$	\$ 3	\$	\$ 1	\$	\$ 1	\$	\$ 3	\$	\$ 1	\$	\$ 2	\$
Advertising	\$ 19	\$	\$ 19	\$	\$ 15	\$	\$ 4	\$	\$ 4	\$	\$ 15	\$	\$ 4	\$	\$ 9	\$
Insurance Payments	\$ 2,128	\$	\$ 2,128	\$	\$ 1,702	\$	\$ 426	\$	\$ 426	\$	\$ 1,702	\$	\$ 426	\$	\$ 958	\$
Utilities - Heat at Shop	\$ 259	\$	\$ 259	\$	\$ 207	\$	\$ 52	\$	\$ 52	\$	\$ 207	\$	\$ 52	\$	\$ 117	\$
Utilities - Electric at Shop	\$ 167	\$	\$ 167	\$	\$ 134	\$	\$ 33	\$	\$ 33	\$	\$ 134	\$	\$ 33	\$	\$ 75	\$
Utilities - Water/Sever at Shop	\$ 49	\$	\$ 49	\$	\$ 39	\$	\$ 10	\$	\$ 10	\$	\$ 39	\$	\$ 10	\$	\$ 22	\$
Hydrant Maintenance	\$ 525	\$	\$ 525	\$	\$ 420	\$	\$ 105	\$	\$ 105	\$	\$ 420	\$	\$ 105	\$	\$ 236	\$
Water System Utility Expense	\$ 24,425	\$	\$ 24,425	\$	\$ 19,540	\$	\$ 4,885	\$	\$ 4,885	\$	\$ 19,540	\$	\$ 4,885	\$	\$ 10,991	\$
Water Purchased from City	\$ 93,100	\$	\$ 93,100	\$	\$ 74,480	\$	\$ 18,620	\$	\$ 18,620	\$	\$ 74,480	\$	\$ 18,620	\$	\$ 41,895	\$
Utilities - Garbage at Shop	\$ 64	\$	\$ 64	\$	\$ 51	\$	\$ 13	\$	\$ 13	\$	\$ 51	\$	\$ 13	\$	\$ 29	\$
County Indirect	\$ 222	\$	\$ 222	\$	\$ 178	\$	\$ 44	\$	\$ 44	\$	\$ 178	\$	\$ 44	\$	\$ 100	\$
Building Repair & Maintenance	\$ 259	\$	\$ 259	\$	\$ 207	\$	\$ 52	\$	\$ 52	\$	\$ 207	\$	\$ 52	\$	\$ 117	\$
Equipment Repair & Maintenance (under \$5,000)	\$ 407	\$	\$ 407	\$	\$ 326	\$	\$ 81	\$	\$ 81	\$	\$ 326	\$	\$ 81	\$	\$ 183	\$
Vehicle Repair & Maintenance	\$ 418	\$	\$ 418	\$	\$ 334	\$	\$ 84	\$	\$ 84	\$	\$ 334	\$	\$ 84	\$	\$ 188	\$
System Software	\$ 5,550	\$	\$ 5,550	\$	\$ 4,440	\$	\$ 1,110	\$	\$ 1,110	\$	\$ 4,440	\$	\$ 1,110	\$	\$ 249	\$
Office Space Rental	\$ 1,184	\$	\$ 1,184	\$	\$ 947	\$	\$ 237	\$	\$ 237	\$	\$ 947	\$	\$ 237	\$	\$ 533	\$
County Indirect	\$ 2,795	\$	\$ 2,795	\$	\$ 2,236	\$	\$ 559	\$	\$ 559	\$	\$ 2,236	\$	\$ 559	\$	\$ 1,258	\$
Engineering	\$ 111	\$	\$ 111	\$	\$ 89	\$	\$ 22	\$	\$ 22	\$	\$ 89	\$	\$ 22	\$	\$ 50	\$
Employee Training & Development	\$ 1,350	\$	\$ 1,350	\$	\$ 1,080	\$	\$ 270	\$	\$ 270	\$	\$ 1,080	\$	\$ 270	\$	\$ 608	\$
Water System Assessment	\$ 12,000	\$	\$ 12,000	\$	\$ 9,600	\$	\$ 2,400	\$	\$ 2,400	\$	\$ 9,600	\$	\$ 2,400	\$	\$ 5,400	\$
Replacement (See Table 4)	\$ 219,860	\$	\$ 219,860	\$	\$ 175,888	\$	\$ 43,972	\$	\$ 43,972	\$	\$ 175,888	\$	\$ 43,972	\$	\$ 98,937	\$
Total OM&R	\$ 85,050	\$	\$ 85,050	\$	\$ 68,040	\$	\$ 17,010	\$	\$ 17,010	\$	\$ 68,040	\$	\$ 17,010	\$	\$ 38,273	\$
Capital Improvement (See Table 5)	\$ -	\$	\$ -	\$	\$ -	\$	\$ -	\$	\$ -	\$	\$ -	\$	\$ -	\$	\$ -	\$
Operating Reserves	\$ -	\$	\$ -	\$	\$ -	\$	\$ -	\$	\$ -	\$	\$ -	\$	\$ -	\$	\$ -	\$
Debt Expenses	\$ -	\$	\$ -	\$	\$ -	\$	\$ -	\$	\$ -	\$	\$ -	\$	\$ -	\$	\$ -	\$
Miscellaneous	\$ -	\$	\$ -	\$	\$ -	\$	\$ -	\$	\$ -	\$	\$ -	\$	\$ -	\$	\$ -	\$
Total Water System Expenses	\$ 305,715	\$	\$ 305,715	\$	\$ 244,572	\$	\$ 61,143	\$	\$ 61,143	\$	\$ 244,572	\$	\$ 61,143	\$	\$ 137,572	\$

Calculate Rate		Option 1	Option 2	Option 3	Option 4	Option 5
Rate per 100 Cubic Feet	\$	\$ 4.16	\$	\$ 3.33	\$	\$
Readiness to serve charge/feet	\$	\$ 570.36	\$	\$ 114.07	\$	\$
Quarterly Bill for single-family home	\$	\$ 24.97	\$	\$ 48.50	\$	\$
	\$	\$	\$	\$ 0.93	\$	\$
	\$	\$	\$	\$ 458.69	\$	\$
	\$	\$	\$	\$ 119.07	\$	\$
	\$	\$	\$	\$ 313.70	\$	\$
	\$	\$	\$	\$ 69.86	\$	\$

Replacement Expenses Table 5 PENINSULA

Directions

- A. List assets to be replaced or rehabilitated
- B. Determine how long before action must take place
- C. Enter cost to replace or rehabilitate
- D. To add more replacement items use insert function and add rows then copy first line item row to new rows to transfer formulas
- E. Enter information in **highlighed cells**
- F. Remaining cells will calculate automatically.

A	B	C	
Projects	Remaining Useful Life in Years	Replacement Cost	Reserve Required Each Year
Replace master meters (3 at \$10,000 each)	5	\$ 30,000	\$ 6,000
Replace Booster Station Pump(s)	5	\$ 30,000	\$ 6,000
Enter asset to be replaced	0	\$ -	\$ -
Enter asset to be replaced	0	\$ -	\$ -
Enter asset to be replaced	0	\$ -	\$ -
Enter asset to be replaced	0	\$ -	\$ -
Enter asset to be replaced	0	\$ -	\$ -
Enter asset to be replaced	0	\$ -	\$ -
Enter asset to be replaced	0	\$ -	\$ -
Enter asset to be replaced	0	\$ -	\$ -
Enter asset to be replaced	0	\$ -	\$ -
Enter asset to be replaced	0	\$ -	\$ -
Enter asset to be replaced	0	\$ -	\$ -
Enter asset to be replaced	0	\$ -	\$ -
Total Replacement reserves required in the current year			\$ 12,000
			Click Total to add to Budget

Capital Improvement Project Plan Table 6 PENINSULA

Directions

- A. List projects to be completed
- B. Determine how long before the project must begin
- C. Enter the total projected cost of the project
- D. To add more CIP's use insert function and add rows then copy first CIP row to new rows to transfer formulas
- E. Enter information in highlighted cells
- F. Remaining cells will calculate automatically.

5 year CIP

A	B	C	Reserve Required Each Year
Projects	Years Until Project Must Begin	Completion Date	Cost
Tower Inspection/Maintenance (1)	5	2023	\$ 5,000
Reliability Study	5	2023	\$ 30,000
Township Fire Hall Main Replacement	5	2023	\$ 47,000
Mathison Road Water Main Upgrade	5	2023	\$ 187,000
Enter project	0		\$ -
Enter project	0		\$ -
Enter project	0		\$ -
Enter project	0		\$ -
Enter project	0		\$ -
Enter project	0		\$ -
Enter project	0		\$ -
Enter project	0		\$ -
Enter project	0		\$ -
Total Capital Improvement reserve required in the current year			\$ 53,800

20 year CIP

A	B	C	Reserve Required Each Year
Projects	Years Until Project Must Begin	Completion Date	Cost
SCADA System Upgrades (7%)	20	2038	\$ 35,000
Underwood Farms Booster Station	10	2028	\$ 260,000
SCADA System Upgrades (7%)	10	2028	\$ 35,000
Enter project	0		\$ -
Enter project	0		\$ -
Enter project	0		\$ -
Enter project	0		\$ -
Enter project	0		\$ -
Enter project	0		\$ -
Enter project	0		\$ -
Enter project	0		\$ -
Enter project	0		\$ -
Total Capital Improvement reserve required in the current year			\$ 31,250

Ten Year Budget *

Table 7 PENINSULA

Directions

- A. List current year budget expenses
- B. Determine inflation factor
- C. To add more line item expenses use insert function and add rows then copy first line item row to new rows to transfer formulas
- D. Enter information in highlighted cells
- E. Remaining cells will calculate automatically.

INFLATION FACTOR (%) - 1.7 **

EXPENSES	Current Year	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10
OPERATIONS & MAINTENANCE										
Payroll	\$ 48,274	49,095	49,929	50,778	51,641	52,519	53,412	54,320	55,243	56,183
Office Supplies	\$ 503	512	520	529	538	547	557	566	576	585
Printing and Binding	\$ 185	188	191	195	198	201	205	208	212	215
Copy machine use	\$ 74	75	77	78	79	81	82	83	85	86
Postage	\$ 1,805	1,836	1,867	1,899	1,931	1,964	1,997	2,031	2,066	2,101
Safety Equipment	\$ 111	113	115	117	119	121	123	125	127	129
Uniforms & Accessories	\$ 282	287	292	297	302	307	312	317	323	328
Boot Allowance	\$ 15	15	16	16	16	16	17	17	17	17
Small tools & supplies	\$ 296	301	306	311	317	322	328	333	339	344
Gas, oil, grease	\$ 999	1,016	1,033	1,051	1,069	1,087	1,105	1,124	1,143	1,163
Gas, oil, grease - Stations	\$ 1,000	1,017	1,034	1,052	1,070	1,088	1,106	1,125	1,144	1,164
Water System Materials	\$ 7,700	7,831	7,964	8,099	8,237	8,377	8,520	8,664	8,812	8,961
Water System maintenance and supplies	\$ 4,100	4,170	4,241	4,313	4,386	4,461	4,536	4,614	4,692	4,772
Janitorial Supplies	\$ 28	28	29	29	30	30	31	32	32	33
Attorney fees	\$ 740	753	765	778	792	805	819	833	847	861
Subscriptions	\$ 28	28	29	29	30	30	31	32	32	33
Dues/Fees	\$ 32	33	33	34	34	35	35	36	37	37
IT-Charges	\$ 1,665	1,693	1,722	1,751	1,781	1,811	1,842	1,874	1,905	1,938
Internet Access	\$ 48	47	48	48	49	50	51	52	53	54
Contracted Services	\$ 5,215	5,304	5,394	5,486	5,579	5,674	5,770	5,868	5,968	6,069
Telephone	\$ 289	294	299	304	309	314	320	325	331	336
Telephone, Mobile	\$ 370	376	383	389	396	403	409	416	423	431
Telemetry Expense	\$ 800	814	827	841	856	870	885	900	915	931
MISD Dig Services	\$ 259	263	268	272	277	282	287	291	296	301
Travel	\$ 8	8	8	8	9	9	9	9	9	9
Conventions & Conferences	\$ 4	4	4	4	4	4	4	5	5	5
Advertising	\$ 19	19	20	20	20	21	21	21	22	22
Insurance Payments	\$ 2,128	2,164	2,201	2,238	2,276	2,315	2,354	2,395	2,435	2,477
Utilities - Heat at Shop	\$ 259	263	268	272	277	282	287	291	296	301
Utilities - Electric at Shop	\$ 167	170	173	176	179	182	185	188	191	194
Utilities - Water/Sewer at Shop	\$ 49	50	51	52	52	53	54	55	56	57
Hydrant Maintenance	\$ 525	534	543	552	562	571	581	591	601	611
Water System Utility Expense	\$ 24,425	24,840	25,263	25,692	26,129	26,573	27,025	27,484	27,951	28,426
Water Purchased from City	\$ 93,100	94,683	96,292	97,929	99,594	101,287	103,009	104,760	106,541	108,352
Utilities - Garbage at Shop	\$ 64	65	66	67	68	70	71	72	73	74
Building Repair & Maintenance	\$ 222	226	230	234	237	242	246	250	254	258
Equipment Repair & Maintenance (under \$5,000)	\$ 259	263	268	272	277	282	287	291	296	301
Vehicle Repair & Maintenance	\$ 407	414	421	428	435	443	450	458	466	474
System Software	\$ 418	425	432	440	447	455	462	470	478	486
County Indirect	\$ 5,550	5,644	5,740	5,838	5,937	6,038	6,141	6,245	6,351	6,459
Office Space Rental	\$ 1,184	1,204	1,225	1,245	1,267	1,288	1,310	1,332	1,355	1,378
Engineering	\$ 2,795	2,843	2,891	2,940	2,990	3,041	3,092	3,145	3,199	3,253
Employee Training & Development	\$ 111	113	115	117	119	121	123	125	127	129
Water System Assessment	\$ 1,390	1,373	1,396	1,420	1,444	1,469	1,494	1,519	1,545	1,571
Replacement (See Replacement sheet)	12,000	12,204	12,411	12,622	12,837	13,055	13,277	13,503	13,732	13,966
TOTAL OM&R EXPENSES	219,860	223,598	227,399	231,265	235,196	239,194	243,261	247,396	251,602	255,879
Capital Improvement (See CIP sheet)	85,050	86,496	87,966	89,462	90,983	92,529	94,102	95,702	97,329	98,984
Operating Reserves	0	0	0	0	0	0	0	0	0	0
Debt Expenses	805	819	833	847	861	876	891	906	921	937
Miscellaneous	0	0	0	0	0	0	0	0	0	0
TOTAL EXPENSES	305,715	310,912	316,198	321,573	327,040	332,699	338,264	344,004	349,852	355,799
REVENUES										
User charge Revenue	310,000	315,270	320,630	326,080	331,624	337,261	342,995	348,826	354,756	360,786
Rental Revenue	0	0	0	0	0	0	0	0	0	0
Miscellaneous Revenue	24,000	24,000	24,000	24,000	24,000	24,000	24,000	24,000	24,000	24,000
Interest Income	0	0	0	0	0	0	0	0	0	0
TOTAL REVENUES	334,000	339,270	344,630	350,080	355,624	361,261	366,995	372,826	378,756	384,786
BUDGET SURPLUS/DEFICIT	28,285	28,358	28,432	28,507	28,584	28,662	28,741	28,822	28,904	28,987

* The 10 Year Budget is for estimation purposes only. It is not intended for determining debt funding needs. For a more accurate debt evaluation please seek the services of a financial advisor.

** The annual inflation factor can be found at the following website
<http://www.usinflationcalculator.com/inflation/historical-inflation-rates/>