

**CHARTER TOWNSHIP OF GARFIELD**  
**VIRTUAL TOWNSHIP BOARD MEETING**

Tuesday, May 12, 2020 at 6:00pm  
Garfield Township Hall  
3848 Veterans Drive  
Traverse City, MI 49684  
Ph: (231) 941-1620

The Tuesday, May 12, 2020 Township Board meeting at 6:00pm will be held virtually due to COVID-19 and Governor Whitmer's Executive Order 2020-75: Temporary Authorization of Remote Participation in Public Meetings and Hearings. Please visit our website ([www.garfield-twp.com](http://www.garfield-twp.com)) for information on how to contact the Board member(s) to provide input on any business that will come before the Board.

You are invited to join the Garfield Township Board Meeting on May 12, 2020 at 6:00pm

Please click the link below to join the webinar:

<https://us02web.zoom.us/j/83807550100?pwd=MlFrYVJ4SUFEdmdBd2FXMkhyZUhtdz09>

Meeting ID: 838 0755 0100

Password: 788560

One tap mobile

+19292056099,,83807550100#,,1#,788560# US (New York)

Dial in

+1 929 205 6099 US (New York)

Meeting ID: 838 0755 0100

Password: 788560

**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 – April 15, 2020 (Recommend Approval)
- b. Bills -  
General Fund \$237,161.56  
(Recommend Approval)
- c. Consideration of PD 2020-65 – Good News Automotive C-G Rezoning – Introduction and schedule for public hearing on May 26, 2020  
(Recommend Approval)
- d. Consideration of PD 2020-73 – Parkland Ordinance – Proposed Amendment – Introduction and schedule for public hearing on May 26, 2020  
(Recommend Approval)

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

**5. Correspondence**

- a. Grand Traverse Conservation District – April 2020 Report

**6. Reports**

- a. Sheriff's Report
- b. GT Metro Fire Report
- c. County Commissioner's Report
- d. Planning Dept. Monthly Report for May, PD 2020-66
- e. Treasurer's Report
- f. Clerk's Report
- g. Supervisor's Report

**7. Unfinished Business**

**8. New Business**

- a. Consideration of PD 2020-74 – Rental Agreement Permit with Haunted Traverse – theme tours

**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**  
**VIRTUAL TOWN BOARD MEETING**  
**April 15, 2020**

Chuck Korn called the Virtual Town Board Meeting to order on April 15, 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, Deputy Planner Steve Hannon

**1. Public Comment (6:06)**

Tom Cash commented on item 3b.

Judy Rolling also commented on item 3b.

John Racine commented on the Zoom virtual meeting format.

Steve Hannon is observing the meeting format for the Planning Commission.

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

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

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

*Nays: None*

**3. Consent Calendar (6:10)**

**a. Minutes**

March 24, 2020 Regular Meeting  
 (Recommend Approval)

**b. Bills**

General Fund	\$355,014.84
(Recommend Approval)	

Gourdie-Fraser

Developer's Escrow Fund

Storm Water Reviews, Utility

Plan Review, Oversight and

Closeout, Private Road Review

and Wetland Study Review \$6,625.00

Utility Receiving Fund	1,620.00
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Total	<u>\$8,245.00</u>
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(Recommend Approval)

*Agostinelli moved and Schmuckal seconded to adopt the consent calendar as Presented.*

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

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

a. None

5. **Correspondence**

a. **Grand Traverse Conservation District – March 2020 Report**

6. **Reports**

a. **Construction Report (6:14)**

Engineer Jennifer Hodges from Gourdie-Fraser reported that there is a project update in packets and some things are moving but at a much slower pace. Essential projects are the only thing on the docket and many other projects are on hold because they are not considered essential. Hodges said that she is caught up and has still been doing some stormwater reviews. Board members expressed concerns with the Silver Lake Recreation Upgrades which included a parking lot to provide for election overflow parking.

b. **Sheriff's Report (6:15)**

Lt. Chris Oosse said that the statistics were lower for March as anticipated due to the COVID stay at home order. All officers are still working right now and responding in a safe manner. He added that the pandemic has slowed call volume.

c. **County Commissioner's Report (6:25)**

Commissioner Brad Jewett reported that things are moving ahead with the county and they have modified employee exemptions. The county commissioners are currently using the Webex platform for its meetings. Commissioners approved countywide millages to be on the November ballot. Board members commented on the employee exemptions.

d. **Clerk's Report (6:29)**

McManus submitted her report in writing and stated that she has been busy with the permanent absentee list. She has been receiving word from the Secretary of State regarding the August election and if it may be a mail in election. Blood Law commented on the heavy load of absentee ballot applicants and the need of employees to work in a small area to help. She proposes extending a counter in the building to accommodate more employees and members of the public.



e. **Supervisor's Report (6:34)**

Korn said there have been lots of virtual meetings and added that the Drain Commissioner agreed that the Cass Road will be updated in a separate project in the future. The shifts for Sheriff deputies will be changing in the next month and CPO payments may be affected. The DPW cancelled all meetings in March and will go to a virtual meeting platform in April and Metro Fire is quiet due to the stay at home order. Board members expressed concerns with the sheriff department coverage. Deputy Chris Oosse said that 2 deputies would be on duty 24 hours per day in Garfield Township and that all Garfield CPO's are assigned to Garfield Township. Board members asked about specific Garfield Township statistics on COVID-19 situation and Supervisor Korn said he would share a Health Department link on the township website.

7. **Unfinished Business**

None

8. **New Business**

a. **Consideration of PD 2020-64 – Grand Traverse Conservation District Agreement for Services (6:44)**

Derek Morton, Township Parks Steward, said that this proposed agreement better reflects the direction of the township and cuts back on the scope of the agreement. Planning Director John Sych gave the board some context and said that this would be a transition year and that Morton will carry forward some of the work previously taken on by the Conservation District by managing projects and providing oversight.

*Schmuckal moved that the Township Board approve the Agreement for Resource Management Services with the Grand Traverse Conservation District effective April 15, 2020. Agostinelli seconded the motion.*

Board members discussed the cost of the agreement which would be \$25,500 for the rest of the year based on a \$36,000 full year contract.

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

b. **Consideration of PD 2020-62 Reappointment of John Racine to Joint Planning Commission (6:53)**

*Duell moved and Schmuckal seconded 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.*

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

**c. Consideration of approval of the DPW Asset Plan (6:56)**

Township Engineer Jennifer Hodges said that she assisted in development of the Asset Plan which will need to be submitted to the State of Michigan. This plan cites all infrastructure, its condition and a Capital Asset Plan to maintain the system.

*Duell moved and Agostinelli seconded to allow Supervisor Korn to sign the Asset Management Plan Program for Garfield Township changing the agreement date to April 15, 2020.*

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

**d. Consideration of Request to Delegate Type I Water System Ownership and Interest – Cherryland Mobile Home Park (6:59)**

*Walters moved and Duell seconded to reject the Ownership and Interest in the Cherryland Mobile Home Park water system.*

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

**9. Public Comment:**

None

**10. Other Business (7:03)**

Board members discussed the economic effects of the COVID-19 Pandemic.

*Blood Law moved and Walters seconded to send a resolution to the Governor which urges her to look at the Grand Traverse Region and allow the residents to get back to work as safely and as quickly as possible.*

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

**11. Adjournment**

*Schmuckal moved and Agostinelli seconded to adjourn at 7:15pm.*

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

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


Check Date	Bank	Check #	Payee	Description	GL #	Amount
04/13/2020	GEN	38676	AMERICAN WASTE	8678554	308-000-935.000	330.00
04/13/2020	GEN	38677	AMERICAN WASTE	3394790	101-265-935.604	85.00
04/13/2020	GEN	38678	BLUE CROSS BLUE SHIELD OF MICHIGAN	EMPLOYEE HEALTH	101-851-873.030	21,698.48
04/13/2020	GEN	38679	CITY OF TRAVERSE CITY	170975-98310	101-448-920.005	10.61
04/13/2020	GEN	38680	JOHN HANCOCK	2020 CONTRIBUTION	101-851-873.001	102,482.94
04/13/2020	GEN	38681	RELX INC. DBA LEXISNEXIS	LEXISNEXIS	101-101-801.002	60.00
04/13/2020	GEN	38682	SPECTRUM BUSINESS	INTERNET	101-258-935.016	84.99
04/13/2020	GEN	38683	WILLIAM CRAIN	PARK RESERVATION REFUND	101-000-476.004	160.00
04/27/2020	GEN	38684	AFLAC	AFLAC	101-000-227.001	340.58
04/27/2020	GEN	38685	ANNE WENDLING	CONTRACTED SVCS	101-101-805.000	83.75
		38685		CONTRACTED SVCS	101-400-805.000	136.75
						<u>220.50</u>
04/27/2020	GEN	38686	FIFTH THIRD BANK	5473787415021319	101-191-726.000	237.44
04/27/2020	GEN	38687	FIFTH THIRD BANK	547378741502	308-000-935.000	926.00
04/27/2020	GEN	38688	FIFTH THIRD BANK	5473787444975261	101-101-726.000	21.12
		38688		5473787444975261.	101-101-805.000	158.89
						<u>180.01</u>
04/27/2020	GEN	38689	GARFIELD CHARTER TOWNSHIP	HSA	101-000-237.000	436.88
04/27/2020	GEN	38690	GARFIELD CHARTER TOWNSHIP	METRO DISTRIBUTION	101-000-403.000	69,701.87
04/27/2020	GEN	38691	I.T. RIGHT	SVC CONTRACT	101-258-935.015	7,530.00
04/27/2020	GEN	38692	MICHIGAN ELECTION RESOURCES	ELECTION SUPPLIES	101-191-726.000	218.40
04/27/2020	GEN	38693	THE GUARDIAN	LIFE / HEALTH	101-851-873.030	1,860.83
		38693		LIFE / HEALTH	101-851-873.040	511.46
						<u>2,372.29</u>
04/27/2020	GEN	38694	UNITED WAY	UNITED WAY	101-000-238.000	90.00
04/27/2020	GEN	38695	VERIZON	PHONES	101-265-850.000	273.46
04/27/2020	GEN	38696	VOYA INSTITUTIONAL TRUST COMPANY	DEFERRED COMP VF3202	101-000-227.000	1,880.00
05/07/2020	GEN	38697	ALL TRAFFIC SOLUTIONS	TRAFFIC SUITE RENEWAL	101-747-880.007	1,500.00
05/07/2020	GEN	38698	AMERICAN WASTE	3032250	308-000-935.000	330.00

**3. b.**

Check Date	Bank	Check #	Payee	Description	GL #	Amount
05/07/2020	GEN	38699	AMERICAN WASTE	3394790	101-265-935.604	85.00
05/07/2020	GEN	38700	B S & A SOFTWARE	SA AND DELINQUENT PP ANNUAL SVC AND SUPPORT	101-258-935.015	1,492.00
05/07/2020	GEN	38701	CHERRYLAND ELECTRIC COOP.	ELECTRIC	308-000-935.000	356.20
05/07/2020	GEN	38702	CHERRYLAND ELECTRIC COOP.	ELECTRIC	101-000-084.861	298.79
		38702		ELECTRIC	101-265-920.603	796.01
		38702		ELECTRIC	101-448-920.005	802.17
						<u>1,896.97</u>
05/07/2020	GEN	38703	CITY OF TRAVERSE CITY	170975-94720	101-000-084.861	182.75
		38703		170975-94720	101-448-920.005	498.20
						<u>680.95</u>
05/07/2020	GEN	38704	CONSUMERS ENERGY	103033456148	101-448-920.005	441.87
05/07/2020	GEN	38705	DTE ENERGY	910020833133	101-265-920.601	773.55
05/07/2020	GEN	38706	DTE ENERGY	910020833257	101-265-920.601	37.48
05/07/2020	GEN	38707	GARFIELD CHARTER TOWNSHIP	HSA	101-000-237.000	436.88
05/07/2020	GEN	38708	GRAND TRAVERSE CONSERVATION DI	1ST QTR PARKS	308-000-935.000	10,878.08
05/07/2020	GEN	38709	GRAND TRAVERSE COUNTY DPW	5105021	101-265-920.602	143.17
05/07/2020	GEN	38710	GRAND TRAVERSE COUNTY DPW	5590511	308-000-935.000	11.50
05/07/2020	GEN	38711	NORTHERN OFFICE EQUIP	SVC CONTRACT	101-101-726.002	176.21
05/07/2020	GEN	38712	OLSON, BZDOK, & HOWARD	P/Z, PRIESKON, CARPENTER	101-101-801.002	280.50
		38712		P/Z, PRIESKON, CARPENTER	101-400-801.000	4,982.25
		38712		P/Z, PRIESKON, CARPENTER	101-410-801.000	214.50
						<u>5,477.25</u>
05/07/2020	GEN	38713	RUBY CLEANING SERVICE	CONTRACTED SVCS	101-265-935.603	950.00
05/07/2020	GEN	38714	RUBY CLEANING SERVICE	CONTRACTED SVCS	308-000-935.000	125.00
05/07/2020	GEN	38715	TRAVERSE BAY BLUES WOMEN'S RUGBY CL	REFUND OF PARK USE FEE	101-000-476.004	80.00
05/07/2020	GEN	38716	UNITED WAY	UNITED WAY	101-000-238.000	90.00
05/07/2020	GEN	38717	VOYA INSTITUTIONAL TRUST COMPANY	DEFERRED COMP VF3202	101-000-227.000	1,880.00
				TOTAL - ALL FUNDS		<u>237,161.56</u>

Check Date	Bank	Check #	Payee	Description	GL #	Amount
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
101-000-403.000			CURRENT REAL PROPERTY TAXES			69,701.87
101-000-476.004			PARK USE FEES			240.00
101-101-726.000			SUPPLIES			21.12
101-101-726.002			SUPPLIES - COPIER MAINTENANCE			176.21
101-101-801.002			LEGAL SERVICES - TOWNBOARD			340.50
101-101-805.000			CONTRACTED AND OTHER SERVICES			242.64
101-191-726.000			SUPPLIES			455.84
101-258-935.015			COMPUTER SUPPORT SYSTEMS			9,022.00
101-258-935.016			COMPUTER NETWORK			84.99
101-265-850.000			TELEPHONE			273.46
101-265-920.601			HEATING / GAS			811.03
101-265-920.602			WATER / SEWER			143.17
101-265-920.603			LIGHTS BUILDING			796.01
101-265-935.603			CLEANING SERVICE			950.00
101-265-935.604			RUBBISH REMOVAL			170.00
101-400-801.000			LEGAL SERVICES			4,982.25
101-400-805.000			CONTRACTED AND OTHER SERVICES			136.75
101-410-801.000			LEGAL SERVICES			214.50
101-448-920.005			STREET LIGHTS TOWNSHIP			1,752.85
101-747-880.007			COM. PROM. - COMMUNITY AWAREN			1,500.00
101-851-873.001			John Hancock 403B			102,482.94
101-851-873.030			INSURANCE - EMPLOYEE HEALTH			23,559.31
101-851-873.040			INSURANCE - EMPLOYEE LIFE			511.46
308-000-935.000			MAINTENANCE - MISC, EQUIP			12,956.78
			TOTAL			237,161.56



 <b>Charter Township of Garfield</b> <b>Planning Department Report No. 2020-65</b>			
Prepared:	April 23, 2020	Pages:	7
Meeting:	May 12, 2020 Township Board	Attachments:	<input checked="" type="checkbox"/>
Subject:	Good News Automotive C-G Rezoning – Township Board Introduction		
File No.	Z-2020-01	Parcel No.	05-310-001-00
Owner:	Good News Automotive Inc.		
Applicant:	Good News Automotive Inc.		

**PURPOSE OF APPLICATION:**

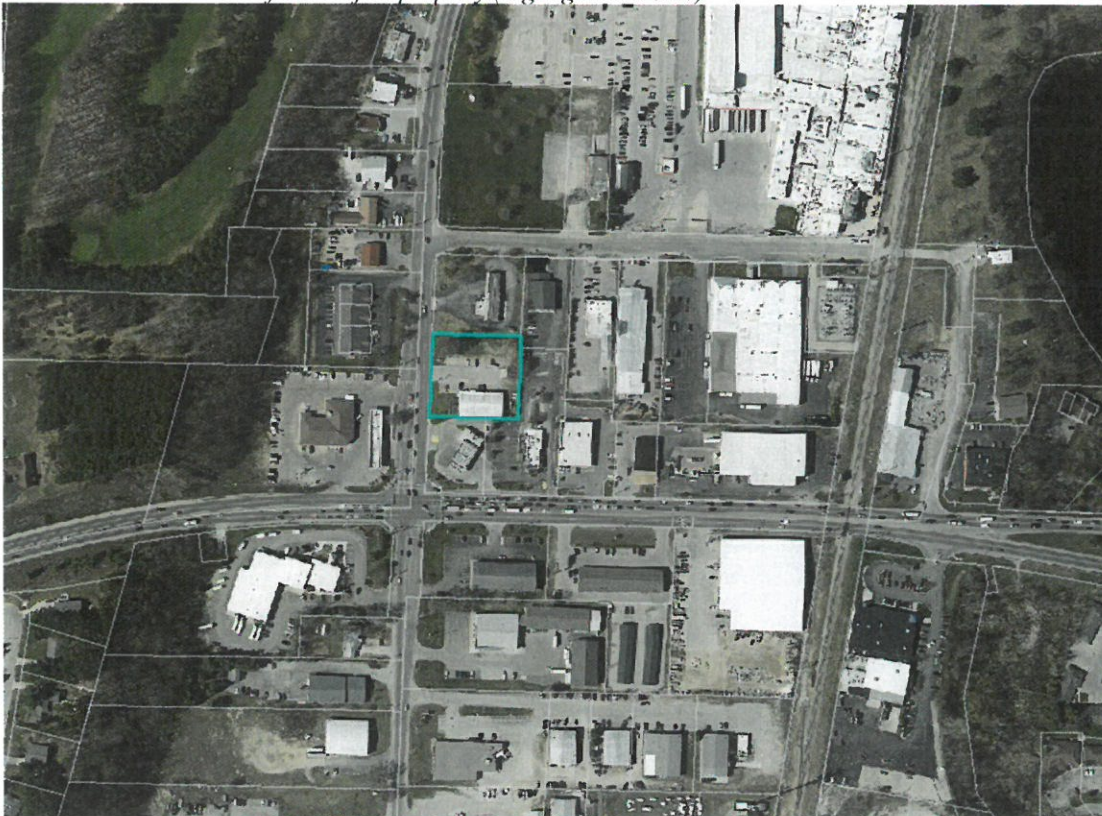
This application requests the rezoning of one parcel at 3300 Cass Road, totaling 0.96 acres, from the I-G General Industrial zoning district to the C-G General Commercial zoning district through the zoning Map Amendment process, without restriction.

**BACKGROUND:**

This report contains the information that has been shared and discussed with the Planning Commission, which has considered this application at the following Planning Commission meetings:

- February 12, 2020 – Introduction (PD Report 2020-23)
- March 11, 2020 – Public Hearing (PD Report 2020-41)
- April 22, 2020 – Findings of Fact (PD Report 2020-56)

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





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



**SUBJECT PROPERTY:**

The subject property is currently home to the Good News Automotive service center. The site is on the east side of Cass Road north of the intersection with South Airport Road. This neighborhood includes a variety of industrial and commercial businesses.

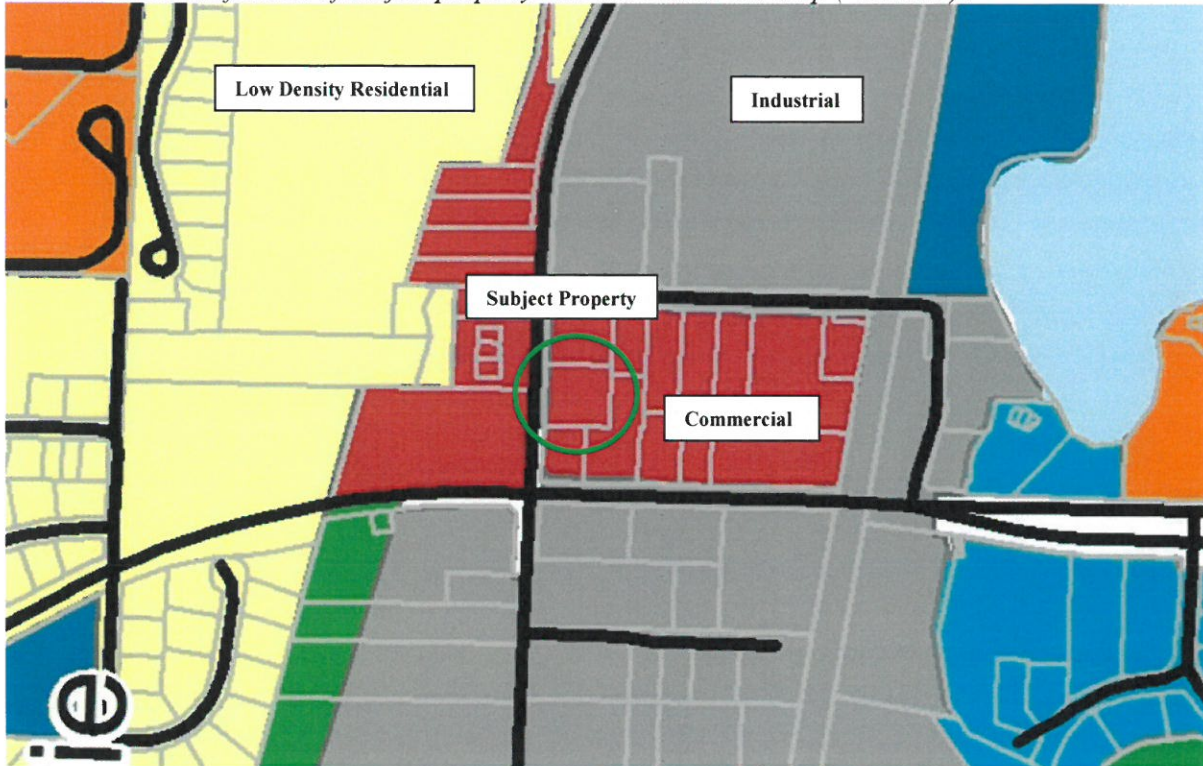
**MASTER PLAN CONSIDERATIONS:**

A key factor in considering a rezoning request is whether the request is consistent with the Master Plan. In this case, the Master Plan shows the subject parcel with the “Commercial” designation on the Future Land Use Map. The plan has only one commercial designation which is “intended to encompass a variety of commercial zoning districts which may be appropriate on a case-by-case, property-by-property basis.” Any of the commercial zoning districts (C-L, C-P, C-H, C-G, and C-O) are potentially compatible with this designation.

The subject site is currently zoned I-G General Industrial. The requested zoning district is C-G General Commercial, a zoning designation shared by three bordering parcels and all parcels across the subject site on Cass Road. All these parcels also have a Future Land Use designation of “Commercial” as shown on the map below. Thus, the C-G district would appear to be the most appropriate commercial district for a potential rezoning of this parcel. An excerpt from the Zoning Plan for C-G is provided below.



*Location and classification of subject property on Future Land Use Map (“FLUM”):*



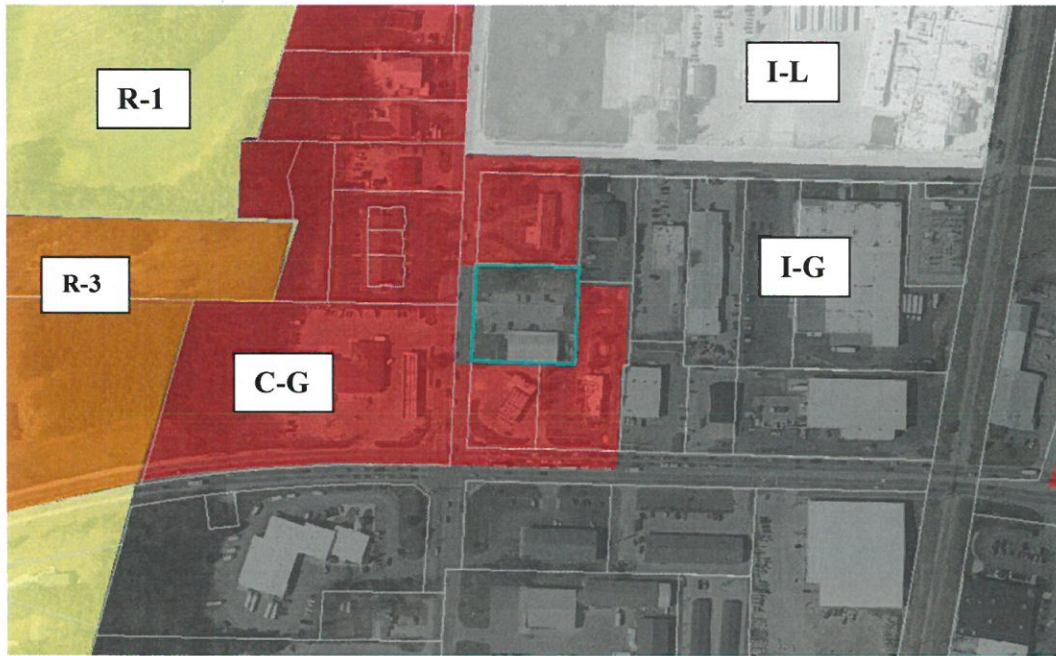
*Excerpt from Zoning Plan for subject property’s FLUM classification:*

<b>Master Plan Designation</b>	Commercial
<b>[Requested] Zoning</b>	C-G General Commercial
<b>Zoning Ordinance District Intent</b>	The C-G (General Commercial) districts provide areas for a broad range of commercial activities and services designed to cater to the needs of a large consumer base. The districts include areas of existing commercial developments as well as areas within which such development appears likely and desirable. They are intended to encourage more intensive commercial development in and near the core areas of the Township. The C-G districts are designed to support diversification of the economic base in a manner compatible in use, character, and size to the site and the surrounding areas.
<b>Potentially Compatible District</b>	C-H/C-P
<b>Considerations for Downzoning (Less Density)</b>	The more restrictive C-H District is similar to the C-G district as it relates to allowable uses; however, it is more advanced from a planning perspective due to cross-access requirements, and service drive agreements and installations. A change to the C-H district would likely be encouraged. Discussion should continue regarding the combination of these two districts.
<b>Considerations for Upzoning (More Density)</b>	Due to the leniency of the C-G district, a change to a more lenient or higher density district would be limited to the C-P district.



**SUBJECT AND SURROUNDING PROPERTY ZONING:**

The subject property is currently zoned I-G General Industrial, shown below in dark grey. Several of the other properties in the neighborhood are also zoned as I-G. The Tyson/Sara Lee plant to the north of the subject parcel is zoned I-L Limited Industrial, shown in light grey. Three parcels surrounding the subject parcel and several parcels on the west side of Cass Road are zoned as C-G General Commercial, shown in red. Further west is a portion of the Traverse City Country Club zoned as R-1 One-Family Residential, shown in yellow, and the site of the Traverse City Church of Christ zoned R-3 Multi-Family Residential, shown in orange.



**USES OF SUBJECT SITE AND SURROUNDING SITES:**

The subject site is currently occupied by the Good News Automotive service center. To the south and the east are the Grand Traverse Salad Company and McDonald’s on South Airport Road. To the west is the Holiday gas station and an office building across Cass Road. To the north is a vacant old car wash.

**STAFF COMMENT:**

The Township and the property owner have been in discussions regarding this rezoning since 2018 as part of the proposed project to complete the Boardman Lake Loop Trail. This parcel requires the donation of an easement for a spur trail from the Boardman Lake Loop Trail along Cass Road to South Airport Road as part of the overall project. Upon negotiation with the property owner, it was determined this would be a Township-initiated rezoning and the application fee would be waived.

Staff has given its opinion that this proposed Map Amendment is certainly justifiable. The Amendment is consistent with the Master Plan and is generally compatible with the adjoining zoning and land uses. The current use is permitted in either the existing I-G zoning or proposed C-G zoning.

At the February 12, 2020 and March 11, 2020 Planning Commission meetings, the Commissioners were generally supportive of the rezoning request. At the March 11, 2020 meeting, the Commissioners held a public hearing on the application and directed Staff to prepare Findings of Fact.

At the April 22, 2020 meeting, the Commissioners unanimously adopted the Findings of Fact and passed a motion recommending to the Township Board that the application be approved. The adopted Findings are provided below for your review:

**FINDINGS OF FACT:**

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

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

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

**1. Master Plan Consistency**

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

The Planning Commission may consider this standard to be **MET** based on the following reasons:

- The master plan designation for this site is Commercial. Any of the commercial zoning districts (C-L, C-P, C-H, C-G, and C-O) are potentially compatible with this designation.
- The future land use category description for the Commercial master plan designation allows for each site to be evaluated for the most appropriate commercial zoning district on a case-by-case, property-by-property basis.
- The zoning plan allows for the Planning Commissioners to evaluate adjacent land uses and their compatibility, the need for increased commercial land, and the combined intensity of the change when rezoning to a more intense commercial designation.
- The site is surrounded by several other parcels with a master plan designation of Commercial and an existing zoning of C-G, indicating that C-G is compatible with zoning on surrounding sites.

**2. Adverse Impacts on Neighboring Lands**

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

The Planning Commission may consider this standard to be **MET** based on the following reasons:

- As mentioned above, several nearby and surrounding sites are also zoned as C-G.
- No adverse impacts are anticipated from new uses that are not currently allowed on this site that would be allowed under C-G zoning.
- No adverse impacts are anticipated from removing the existing I-G zoning, given the availability of other industrial parcels of this size elsewhere throughout the Township and the consistency of zoning that would be achieved on this section of Cass Road with this rezoning.

**3. Suitability as Presently Zoned**

*The Township shall consider the suitability or unsuitability of the tract for its use as presently zoned. This factor, like the others, must often be weighed in relation to the other standards, and instances can exist in which suitably zoned lands may be rezoned upon proof of a real public need,*



*substantially changed conditions in the neighborhood, or to effectuate important goals, objectives, policies, and strategies of the master plan, specification, or this ordinance.*

The Planning Commission may consider this standard to be **MET** based on the following reasons:

- The subject site is currently zoned I-G General Industrial. The use on the site is allowed in both the I-G and C-G zoning districts.
- Cass Road generally has a mix of commercial and industrial parcels north of South Airport Road and is mostly industrial south of South Airport.
- The site has direct frontage on Cass Road across from and next to several other commercial sites. Some nearby I-G parcels also have frontage along Cass Road, but others do not, especially those along Sybrandt Road north of South Airport Road.
- The C-G zoning would be suitable for this site to be more compatible with surrounding parcels.

#### **4. *Changed Conditions***

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

The Planning Commission may consider this standard to be **MET** based on the following reasons:

- As mentioned above, this request is related to the granting of an easement of the Boardman Lake Loop Trail along the front of this property, which may be considered a changed condition.
- No other changed conditions have been presented which would impact this proposed rezoning.

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

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

The Planning Commission may consider this standard to be **MET** based on the following reasons:

- The proposed rezoning is not anticipated to have any negative impacts on the health, safety, and general welfare of the Township. Consistency in the zoning regulations in this neighborhood may greatly benefit the health, safety, and general welfare.

#### **6. *Public Policy***

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

The Planning Commission may consider this standard to be **MET** based on the following reasons:

- As mentioned above, this request is related to the granting of an easement of the Boardman Lake Loop Trail along the front of this property.
- The Garfield Township Strategic Plan includes the goals of fostering a system of high-quality active and passive parks connected by trails and participating in local and regional partnerships to advance community interests. Granting this easement would help advance these goals.

**7. Size of Tract**

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

The Planning Commission may consider this standard to be **MET** based on the following reasons:

- The subject site is 0.96 acres and has a lot width of about 194 feet, both of which meet minimum dimensional standards for the proposed C-G district.
- Of other nearby sites zoned as C-G, the site to the north is 0.91 acres, the site to the south is 0.56 acres, and the site to the southeast is 1.15 acres. The subject site is in the range of sizes of other C-G parcels in the area.

**8. Other Factors**

*The Township may consider any other factors relevant to a rezoning application under state law.*

The Planning Commission may consider this standard to be **MET** based on the following reasons:

- No other factors have been presented which would impact this proposed rezoning.

**ACTION REQUESTED:**

The purpose of this item being placed on tonight's agenda is to introduce the application and schedule it for public hearing. If the Board is prepared to accept the application and schedule it for public hearing, the following motion is suggested:

MOTION THAT application Z-2020-01 BE SCHEDULED for public hearing for the Garfield Township Board of Trustees meeting to be held on May 26, 2020.

**Attachments:**

1. Permitted uses in I-G and C-G zoning districts.

## SECTION 323 I-G (GENERAL MIXED USE INDUSTRIAL BUSINESS)

**PURPOSE** The intent of the General Mixed Use Industrial Business (I-G) District is to remain primarily industrial in nature while allowing a limited number of non-industrial uses that are envisioned as accessory or complimentary to existing and future industrial uses of the districts. Non-industrial uses of property within these districts are subject to industrial impacts from adjacent parcels including, but not limited to, noise, dust, and vibrations.

### A. USES PERMITTED BY RIGHT:

- (1) Accessory Uses, including retail sales of products warehoused or produced on the premises
- (2) Animal Kennels (indoor/outdoor)
- (3) Auto Service, including:
  - (a) Mechanics
  - (b) Body Shops
  - (c) Detailing
  - (d) Tire Sales and Service
- (4) Catering Establishment
- (5) Contractor's Establishment
- (6) Data Centers and Computer Operations
- (7) Indoor Entertainment Center
- (8) Manufacturing (Light)
- (9) Reserved
- (10) Passenger Terminal
- (11) Pet Grooming Establishment
- (12) Photographic reproduction, blueprinting, or related trades and arts
- (13) Printing and publishing (i.e. newspaper)
- (14) Public Utility Structures
- (15) Public Areas, Public Parks, and Public and Private Conservation Areas
- (16) Recreational Facility
- (17) Sawmill and Lumber Processing (indoor)
- (18) Taxi Terminal and Dispatch Center
- (19) Veterinary Hospitals
- (20) Warehouses, including but not limited to:
  - (a) Storage facilities for sand, gravel, stone, and contractor's equipment
  - (b) Small warehousing establishments, with totally enclosed storage
  - (c) Wholesale Operations
  - (d) Distribution Centers
- (21) Reserved

**B. USES PERMITTED BY SPECIAL CONDITIONS:**

- (1) Automobile showroom (indoor sales and display only)
- (2) Central Dry Cleaning Plant provided there is no retail customer contact
- (3) Limited Residential - See § 616
- (4) Medical Marihuana Cultivation Facility subject to § 757
- (5) Outdoor storage as principal use provided that the use is within a fenced and properly screened area
- (6) Research and Design, provided there is no use of materials having high toxicity, radioactivity, or explosive properties, including but not limited to:
  - (a) Engineering
  - (b) High Tech Research
  - (c) Trade or Industrial Schools
  - (d) Business Colleges
  - (e) Industrial, Research, or Business Park
- (7) Accessory automobile sales related to principal mechanic and body shop uses, provided that no additional signage for the sale of the vehicles is permitted and that no more than three vehicles are permitted to be displayed for sale at any point.

**C. USES PERMITTED BY SPECIAL USE PERMIT:**

- (1) Auto Service, including:
  - (a) Automobile Laundries - See § 712
  - (b) Gasoline Service Stations - See § 748
  - (c) Oil Change Facilities
- (2) Institutional Uses and Structures - See § 753
- (3) Limited Residential - See § 616
- (4) Mortuary- See § 764
- (5) Mechanical Amusement Arcades
- (6) Offices
- (7) Parking Facility (i.e. ramp; accessory to principal use)
- (8) Processing Operations not otherwise identified in § 323(A) or (B)
- (9) Professional Studios
- (10) Retail, including:
  - (a) Building Supply/Equipment Store
  - (b) Equipment Sales and Service See § 740
  - (c) Furniture Store
  - (d) Low-Volume Retail
  - (e) Reserved
  - (f) Pet Shop
  - (g) Retail Dry Cleaning Operation (including direct retail customer pickup)
  - (h) Automobile Dealerships
- (11) Truck or Rail Freight Terminal
- (12) WECS - See § 780
- (13) Wireless Communication Facilities See § 792

## SECTION 320 C-G (GENERAL COMMERCIAL)

**PURPOSE** The C-G (General Commercial) districts provide areas for a broad range of commercial activities and services designed to cater to the needs of a large consumer base. The districts include areas of existing commercial developments as well as areas within which such development appears likely and desirable. They are intended to encourage more intensive commercial development in and near the core areas of the township. The C-G districts are designed to support diversification of the economic base in a manner compatible in use, character, and size to the site and the surrounding areas.

### A. USES PERMITTED BY RIGHT:

- |  |  |
|--|--|
| (1) All uses permitted by right in the C-L District          | (15) Personal and Business Services  |
| (2) Animal Kennels (Indoor/outdoor permitted)                | (16) Pet Grooming Establishment  |
| (3) Automobile Dealerships, including outdoor sale lots      | (17) Reserved  |
| (4) Bar, Tavern, Night Club                                  | (18) Printing, publishing, photographic reproduction, blueprinting and related trades and arts |
| (5) Building Supply and Equipment Stores                     | (19) Professional Studios  |
| (6) Bus Passenger Terminals and Stations                     | (20) Recreational Facility   |
| (7) Business Colleges and Trade Schools                      | (21) Restaurants without drive thru  |
| (8) Reserved   | (22) Retail Establishments   |
| (9) Hospitals  | (23) Service and repair of motor vehicles, trailers, and boats                                 |
| (10) Indoor Entertainment Center                             | (24) Theaters  |
| (11) Mechanical amusement arcades                            |  |
| (12) Merchandise Service Shop                                |  |
| (13) Miniature golf, trampoline, or similar public amusement |  |
| (14) Mortuaries  |  |

### B. USES PERMITTED BY SPECIAL CONDITIONS:

- (1) All uses permitted by special use permit in the C-L District, subject to all standards and conditions specified therefore unless the use is specifically listed under § 320 (C).
- (2) Automobile Laundries provided that the site development requirements in § 712 are met
- (3) Reserved
- (4) Reserved
- (5) Hotels and Motels under the following conditions:
  - (a) Minimum Floor Area: Each guest unit shall contain not less than two hundred fifty (250) square feet of floor area.
  - (b) Minimum Lot Area: 800 square feet of lot area per guest unit, with a minimum one (1) acre lot and one hundred fifty (150) feet of road frontage:
  - (c) Maximum Lot Coverage: All buildings, including accessory buildings, shall not occupy more than twenty-five percent (25%) of the net area within property lines of land developed at any one time.
  - (d) Minimum Yard Dimensions: All buildings shall be set back no less than one hundred (100) feet from any street line, and no less than forty (40) feet from any side or rear property line.




## USES PERMITTED BY SPECIAL CONDITIONS (continued)

- (e) Site Screening: The site may be enclosed by an open structure wood or wire fences along any yard line, but shall not exceed six (6) feet in height. Shrubs and/or trees may be used to screen alone or in combination with structural screens. No screening shall in any way impair safe vertical or horizontal sight distance for any moving vehicle. Screening at least four (4) feet high shall be erected to prevent headlight glare from shining on adjacent residential or agricultural property. No screening shall be closer than seventy-five (75) feet to any street line, except for headlight screening which shall not be closer than thirty (30) feet.
- (f) Swimming pools and other outdoor recreational uses, PROVIDED, such facilities are an accessory use to a permitted use within the district and are located on the same site as the principal use to which they are accessory.
- (g) Accessory uses, such as meeting rooms, tavern, bar or similar uses, PROVIDED, such accessory use shall be carried on within the same building as the principal use. A caretaker's or proprietor's residence shall be permitted as an accessory use only when the principal use is a motel, motor-hotel, or other transient tourist facility.
- (6) Open air business uses such as retail sales of plant material not grown on site, sales of lawn furniture, playground equipment and garden supplies provided non-plant materials are screened from public view.
- (7) Outdoor Sales of new and used automobiles, trailers, boats, subject to the standards of § 765
- (8) Pet shops, veterinary hospitals, provided all birds and animals are kept entirely within an enclosed building at all times and contains no boarding facilities.
- (9) Second Hand Stores provided that the use is conducted wholly within an enclosed building and involves no outdoor storage or sales
- (10) Sexually Oriented Businesses - see § 640
- (11) Wholesale activities provided they are supplemental to retail sales and account for no more than forty percent (40%) of all merchant sales
- (12) Temporary Outdoor Sales - see §766

### C. USES PERMITTED BY SPECIAL USE PERMIT:

- (1) Drive-In Business or Drive-Through Business not otherwise identified above
- (2) Free Standing Automobiles Laundries on lots of less than one hundred fifty (150) feet in width
- (3) Retail Fabricators, shops and establishments which fabricate merchandise primarily for retail sale, provided that such shop or establishment shall not employ more than ten (10) persons in the fabrication process in a twenty-four (24) hour period, and provided further that sixty percent (60%) of sales on the premises are retail
- (4) Sale of Mobile Homes
- (5) Second Hand Stores involving outdoor storage or sales— See § 776
- (6) Shopping Center
- (7) WECS -- See § 780
- (8) Wireless Communication Facilities – See § 792
- (9) Planned Unit Development – See § 426
- (10) Reserved
- (11) Commercial District Housing Developments - See §725

 <b>Charter Township of Garfield</b> <b>Planning Department Report No. 2020-73</b>		
Prepared:	May 5, 2020	Pages: 2
Meeting:	May 12, 2020 Township Board	Attachments: <input checked="" type="checkbox"/>
Subject:	Parkland Ordinance – Proposed Amendment – Township Board Introduction	

**BACKGROUND:**

Staff reviewed the Charter Township of Garfield Ordinance No. 50 – Parkland Ordinance with the Parks and Recreation Commission at their meeting on May 4, 2020. The Staff and Commissioners considered updated information since the previous amendments to this Ordinance. The following describes proposed revisions to the Parkland Ordinance to reflect parkland rules and updated parkland boundaries. The full Parkland Ordinance with proposed changes shown is included as an attachment.

**PROPOSED REVISIONS:**

The proposed amendment to the Parkland Ordinance covers the following revisions:

*Name of Boardman Valley Nature Preserve*

The park now known as “Boardman Valley Nature Preserve” was once known as the “Garfield Township Nature Reserve.” This amendment would include inserting the new name of the park in place of the old name. The old name appears twice in the ordinance: in Section II N. and Section VI. E.6.

*Definition of Parkland Areas*

The ordinance defines the area for Boardman Valley Nature Preserve as “all Township Parkland along the Boardman River between Boardman Lake and the Grand Traverse County Natural Education Reserve” and does not define the land for River East Recreation Area. The recommended amendment would allow for the definition of the Boardman Valley Nature Preserve to exclude River East Recreation Area, and for the creation of a definition for River East Recreation Area.

There is also a typographical error on the description of the Grand Traverse Commons, which is described as a “development district” in the Zoning Ordinance. The Grand Traverse Commons Recreation Area is also understood to include the “State 40” parcel, a nearly 40-acre site west of the current Grand Traverse Commons area on the parkland map. The “State 40” parcel may potentially be rezoned from its zoning of A – Agricultural to GTC – Grand Traverse Commons.

*Hours of Operation*

The Parkland Ordinance says that “All Township Parkland shall be available for public use from two (2) hours before sunrise until two (2) hours past sunset, unless otherwise posted.” The proposed amendment would reflect the parkland hours to be from sunrise to sunset, unless otherwise posted or approved by the Parks Administrator.

*Parkland Location Map*

Several updates are proposed for the Parkland Location Map to reflect additional parkland properties:

Parcels	Parkland
“Hanson”	Miller Creek Nature Reserve
“State 40”	Grand Traverse Commons Recreation Area
“Goodwill,” “Verizon,” a few other small parcels	Boardman Valley Nature Preserve
“Templeton,” another parcel further south	River East Recreation Area

*Hunting, Fishing, and Trapping*

The Township has acquired different parts of its Parkland through the Michigan Natural Resources Trust Fund (MNRTF) grant program. There are different encumbrances on different parts based on the Project Agreement for each grant. In one grant from 2009, TF09-173, the Township acquired two parcels: one identified as the “Goodwill” parcel and one identified as the “Templeton” parcel (this is the first of two “Templeton” parcels acquired by the Township). The Project Agreement for this grant specifically states these properties shall be available for “use as passive recreation and all hunting seasons.”

This ordinance amendment recommends adding the “Goodwill” parcel to the Boardman Valley Nature Preserve as described above, using the “Templeton” parcels to create the River East Recreation Area as described above, and amending the hunting section of the ordinance to allow for hunting in the River East Recreation Area.

**ACTION REQUESTED:**

The purpose of placing this item on the agenda is to set the public hearing for the next Township Board meeting. After the public hearing, the next steps for the Board will be to act on the proposed amendment and pass a resolution if it is adopted. If the Township Board is comfortable with setting a public hearing for the proposed amendment, then the following motion is suggested:

MOTION THAT the proposed amendment to Garfield Township Ordinance No. 50 as described in the Planning Department Report No. 2020-73 BE SCHEDULED for a public hearing at the May 26, 2020 Garfield Township Board Meeting.

Any additional information the Township Board feel is necessary should be added to this motion.

**Attachments:**

1. Proposed amendments to Ordinance No. 50 – Parkland Ordinance with track changes
2. Appendix A: Parkland Location Map – current version and version with all proposed amendments
3. Excerpt from Project Agreement for MNRTF Grant TF09-173

THE CHARTER TOWNSHIP OF GARFIELD

ORDINANCE NO. 50  
PARKLAND ORDINANCE

An Ordinance to provide for operating rules and regulations for, and to apply to, all Parkland under the jurisdiction of the Charter Township of Garfield.

THE CHARTER TOWNSHIP OF GARFIELD, GRAND TRAVERSE COUNTY,  
MICHIGAN ORDAINS:

Section I

Scope and Mission Statement

- A. Preamble and Scope. This Ordinance shall act as the operating rules and regulations for, and apply to, all Parkland owned and/or controlled by the Charter Township of Garfield under authority provided by MCL 41.422.
- B. Mission Statement. The Township's goal is to provide safe, convenient, user friendly parks and trails to the citizens of Garfield Township as well as our neighbors and guests, while still preserving and protecting the natural environment in which they exist.

Section II

Definitions

- A. "Board" shall mean the Charter Township of Garfield Board of Trustees.
- B. "Township" means the Charter Township of Garfield.
- C. "Township Parkland" shall mean all parks and recreational lands, facilities and trails, owned or under the control of Garfield Township, currently being used for recreational purposes, or being held for future recreational use as shown on the Green Infrastructure Plan, as attached to the Township's Comprehensive Land Use Plan, including but not limited to, Township Parks (including nature reserves) identified in these Section II definitions.
- D. "Parks Administrator" shall mean Township Supervisor, or a designee of the Board, who has been delegated the authority to oversee operation of Township Parkland.
- E. "Person or Persons" shall mean any individual(s) or group(s) of individuals.
- F. "Camping" shall mean the overnight lodging or sleeping of a person or persons on Township Parkland, including but not limited to using a tent, trailer coach, vehicle camper, motor vehicle or in any other conveyance.
- G. "Rules" shall mean this Ordinance and any amendments to this Ordinance approved by the Board for the purpose of regulating the operation of Township Parkland.



- H. "Pavilions" shall mean the covered concrete areas on Township Parkland designed for picnicking and socializing. These pavilions usually contain picnic tables for public use.
- I. "Designated Trails" shall mean all paved, wood chipped or dirt trails, on Township Parkland, designed for non motorized use.
- J. "Silver Lake Recreation Area" shall mean the Township Parkland located along East Silver Lake Road, North of Silver Pines Road. This area is identified as location "A" on Appendix A.
- K. "Kid's Creek Park" shall mean all Township Parkland located along U.S. 31 South, between the Great Wolf Lodge and Kohl's and proceeding west and south. This area is identified as location "B" on Appendix A.
- L. "Grand Traverse Commons Recreation Area" shall mean all Township Parkland located within the Grand Traverse Commons redevelopment district. This area is identified as location "C" on Appendix A.
- M. "Miller Creek Nature Reserve" shall mean all Township Parkland located East of South Airport Road and West of Cass Road, and property South of South Airport Road and North of Hartman Road. This area is identified as location "D" on Appendix A.
- N. "~~Garfield Township Nature Reserve~~Boardman Valley Nature Preserve" shall mean all Township Parkland along the Boardman River between Boardman Lake and the Grand Traverse County Natural Education Reserve, except for the "River East Recreation Area" as described below. This area is identified as location "E" on Appendix A.
- O. "Hughes Drive Nature Reserve" shall mean all Township Parkland along Hughes Drive south of Hammond Road. This area is identified as location "F" on Appendix A.
- O.P. "River East Recreation Area" shall mean all Township Parkland between the Boardman River and Keystone Road south of the City of Traverse City Brush Drop-Off Site. This area is identified as location "G" on Appendix A.

Section III  
Hours of Operation

- A. All Township Parkland shall be available for public use from ~~two (2) hours before~~ sunrise until ~~two (2) hours past~~ sunset, unless otherwise posted or approved by the Parks Administrator. Site specific hours of operation, where posted, will be posted at the general parking areas or trail head.

Section IV  
Prohibited Activities

The following activities are prohibited and it shall be unlawful for any person or persons to do any of the following in Township Parkland;

- A. Remain on Township Parkland outside of the stated or posted hours of operation.



- B. To enter any Township Parkland that is posted or in any other way identified as being "closed".
- C. To camp at any time unless written permission is obtained from the Parks Administrator.
- D. To have an open fire, outside the designated charcoal grills provided for the purpose of cooking, without written permission of the Parks Administrator. (Private grills shall be allowed, either gas or charcoal, so long as the ashes will not be deposited on the ground) No fires may be built directly on the ground.
- E. To operate motorized vehicles of any kind on designated trails, except for maintenance or patrol as authorized by the Parks Administrator.
- F. To operate or park any motorized vehicles of any kind on Township Parkland except in established driveways and parking areas.
- G. To commit vandalism of any kind, including but not limited to;
  - 1. Removing, damaging, destroying or defacing Township owned property and equipment.
  - 2. Destroying, damaging, injuring or removing any trees, shrubs, wildflowers or vegetation on any Township Parkland.
- H. To have a pet, on Township Parkland, that is not on a leash or otherwise restrained and in control of its keeper. Animal leashes shall not exceed 16 feet in length.
- I. To litter or otherwise dispose of or discard refuse of any kind in or upon Township Parkland except by placing said refuse in containers provided for that purpose.
- J. To dispose of any household refuse on Township Parkland or in garbage receptacles on Township Parkland.
- K. Solicit, post, advertise or in any way sell or attempt to sell any goods or services on Township Parkland without written permission of the Parks Administrator.
- L. To possess or consume beer, wine or any intoxicating liquors on Township Parkland.
- M. To possess, smoke, or vape marijuana, tobacco, or any other products on Township Parkland.
- N. To discharge projectiles either by air, explosive substance or any other force by any firearm, revolver, pistol, shotgun, rifle, air rifle, air gun, paint ball gun, bow or other weapon that discharges a projectile. This section shall not apply to any peace officer, or duly appointed law enforcement officer while carrying out their duties. This section shall also not apply to any person lawfully hunting game as outlined in Section VI of this Ordinance and as allowed by federal and state game laws.

- O. To in any way harass and intentionally disturb any and all wildlife on Township Parkland other than while hunting as allowed in Section VI of this Ordinance and as allowed by federal and state game laws.
- P. To feed any wildlife at any time on Township Parkland.
- ~~Q.~~ To refuse to comply with this Ordinance when requested by a local enforcement officer or in any way hinder the Parks Administrator, any employee or designee of the administrator while performing their official duties, including the enforcement of this Parkland Ordinance.

~~R.Q.~~

Section V  
Rules of Operation

- A. Persons must act in a way so as not to create a disturbance which will unreasonably impair the quiet enjoyment of other persons using the Township Parkland.
- B. Persons with pets on Township Parkland shall pick up and dispose of excrement from their pets. These droppings must be contained in a sealed bag and removed from Township Parkland or placed in trash receptacles as provided.
- C. Township Pavilions shall be occupied on a first come first served basis, unless previously reserved, and must be made available / shared with other persons, as long as space permits. Persons using Township Pavilions must clean up after use and dispose of any trash in receptacles provided or remove their trash from Township Parkland.
  - 1. Pavilions may be reserved for large groups and special events at the discretion of the Parks Administrator. Persons wishing to reserve a pavilion for a large group or special event must make their request in writing to the Parks Administrator at least 14 days prior to the event. Reservation requests will be considered for groups of 15 or more people only. If a reservation is approved by the Parks Administrator the details of that reservation will be posted on the pavilion at least 7 days prior to the event.
- D. Baseball diamonds, tennis courts, basketball courts, soccer fields and any other recreational facilities may be reserved for future use upon approval of the Parks Administrator. Reservations shall be available for a single event and/or for continuing use on a weekly basis. Absent a reservation, facilities shall be used on a first come first serve basis.
- E. Fees for the reservation and rental of Township Park facilities shall be established by the Charter Township of Garfield Fee Schedule.

Section VI  
Hunting, Fishing and Trapping

- A. The Board and Parks Administrator reserves the right to use any and all means to control wildlife deemed to be a nuisance. All further conditions regulating Hunting, Fishing or Trapping in this Ordinance shall not apply to the Township or its designees.
- B. Fishing is allowed in all waterways within Township Parkland so long as all state and federal game laws and regulations are adhered to.
- C. Trapping of wildlife is not permitted on Township Parkland.
- D. Target shooting is not allowed on Township Parkland.
- E. Hunting is allowed only on Township Parkland identified in this section of the Ordinance and with the limitations stated herein. Anyone hunting on Township Parkland must possess valid state and federal game licenses as required for the game being hunted. All hunting must be done in accordance with state of Michigan and federal laws including but not limited to those regarding season dates, species and bag limits. Hunters must also possess a permit issued by the Parks Administrator as outlined in this section of the Ordinance.
  - 1. There shall be no hunting allowed in the Silver Lake Recreation Area.
  - 2. There shall be no hunting allowed in the Kid's Creek Park.
  - ~~3. There shall be no hunting allowed in The~~the~~ Grand Traverse Commons Recreation Area.~~
  - ~~4.~~
  - ~~5.3. There shall be no hunting allowed in the Hughes Drive Nature Reserve.~~
  - ~~6.4.~~ Hunting is allowed by means of Shotgun (shot only no slugs) and Bow and Arrow only in the Miller Creek Nature Reserve. Hunters must possess a permit issued by the Parks Administrator as outlined in this section of the Ordinance. All other restrictions outlined in this Ordinance must also be adhered to.
  - 5. Hunting is allowed by means of Shotgun (shot only no slugs) and Bow and Arrow only in the Garfield Township Nature Reserve~~Boardman Valley Nature Preserve~~. Hunters must possess a permit issued by the Parks Administrator as outlined in this section of the Ordinance. All other restrictions outlined in this Ordinance must also be adhered to.
  - 6. There shall be no hunting allowed in the Hughes Drive Nature Reserve.
  - 7. Hunting is allowed by means of Shotgun (shot only no slugs) and Bow and Arrow only in the River East Recreation Area. Hunters must possess a permit issued by the Parks Administrator as outlined in this section of the Ordinance. All other restrictions outlined in this Ordinance must also be adhered to.
- F. There shall be no permanent hunting blinds erected on Township Parkland. All tree stands must be temporary in nature and removed when not in use. No permanent steps, ladders or screw in foot pegs may be used.



- G. There shall be no cutting of trees, tree limbs or any other vegetation, on Township Parkland, to improve visibility for the purpose of hunting.
- H. All hunting or placement of temporary hunting blinds must take place at a minimum 150 feet from any parking area, boat launch or maintained trail on Township Parkland.
- I. There shall be no baiting of game on Township Parkland.
- J. Permits to hunt on Township Parkland must be obtained, from the Parks Administrator, in advance of hunting as outlined below;
  - 1. Hunting permits will be issued on a first come first serve basis by the Parks Administrator. Permits will be area specific and the number available will vary based on the hunting season and hunting area. The number of permits available will be determined by the Parks Administrator.
  - 2. Hunting permits will be valid for 7 days beginning ~~2 hours before~~ sunrise on Saturday and ending at sunset on Friday of the week that the permit is issued for.
  - 3. Applications for hunting permits are available at the township offices and must be filled out at least 7 days and not more than 14 days prior to the desired timeframe. Hunting permits are free of charge.
  - 4. All hunters granted hunting permits will be required to complete, and submit to the Parks Administrator, a survey within 10 days of the end of their hunting period. This survey will be used to help analyze wildlife encountered during the hunter's use of Township Parkland. This survey will be issued with the permit. Failure to complete and return this survey may result in forfeiture of future eligibility of permits to hunt on Township Parkland.
  - 5. Hunting permits issued by the Parks Administrator are non-exclusive permission to hunt. The permit holder should be advised that additional permits to hunt may be issued.
  - 6. Hunting permits are specific to the person granted the permit and are non-transferable.
  - 7. In the case of animals being taken, which require field dressing, the resulting entrails shall be covered with soil at a depth of one (1) foot.
- K. Any person granted the privilege of utilizing Township Parkland for the purpose of hunting shall agree to conduct them self in a safe and ethical manner. They must also be mindful of property boundaries, safety zones surrounding adjoining residences, recreational trails and other users of the Parkland.

Section VII  
Enforcement and Penalty

- A. The Grand Traverse County Sheriff, Grand Traverse County Sheriff deputies, and Township Code Enforcement Officers are authorized as local enforcement officers of this Ordinance.
- B. Any person(s) violating any provisions or rules in this Ordinance shall be deemed as guilty of a misdemeanor and upon conviction thereof shall be fined as follows;
1. First violation within a 2-year period not more than a \$50.00 fine.
  2. Second violation within a 2-year period not more than a \$100.00 fine.
  3. Third violation within a 2-year period not more than a \$150.00 fine.
  4. Fourth and all subsequent violations within a 2-year period not more than \$250.00 fine.

In addition to the fines as outlined above, person(s) convicted of violating this Ordinance may be imprisoned in the county jail for a period not to exceed 90 days.

Section VIII  
Severability

- A. The provisions of this Ordinance are severable and if any part is declared void or unenforceable by court of competent jurisdiction, the remaining parts shall remain in force.



Section IX  
Effective Date

This Ordinance shall take effect thirty (30) days after it is published.

A copy of this Ordinance may be inspected at the office of the Charter Township of Garfield located at 3848 Veterans Drive, Traverse City, Michigan between the hours of 7:30 a.m. and 6:00 p.m., Monday through Thursday.

I hereby certify that the foregoing constitutes a true and complete copy of an Ordinance amended and duly adopted by the Township Board of the Charter Township of Garfield, County of Grand Traverse, Michigan, at a meeting held on May 14, 2019, and that said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, being Act 267, Public Acts of Michigan, 1976, and that the minutes of said meeting were kept and will be or have been made available as required by said Act.

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Lanie McManus, Clerk

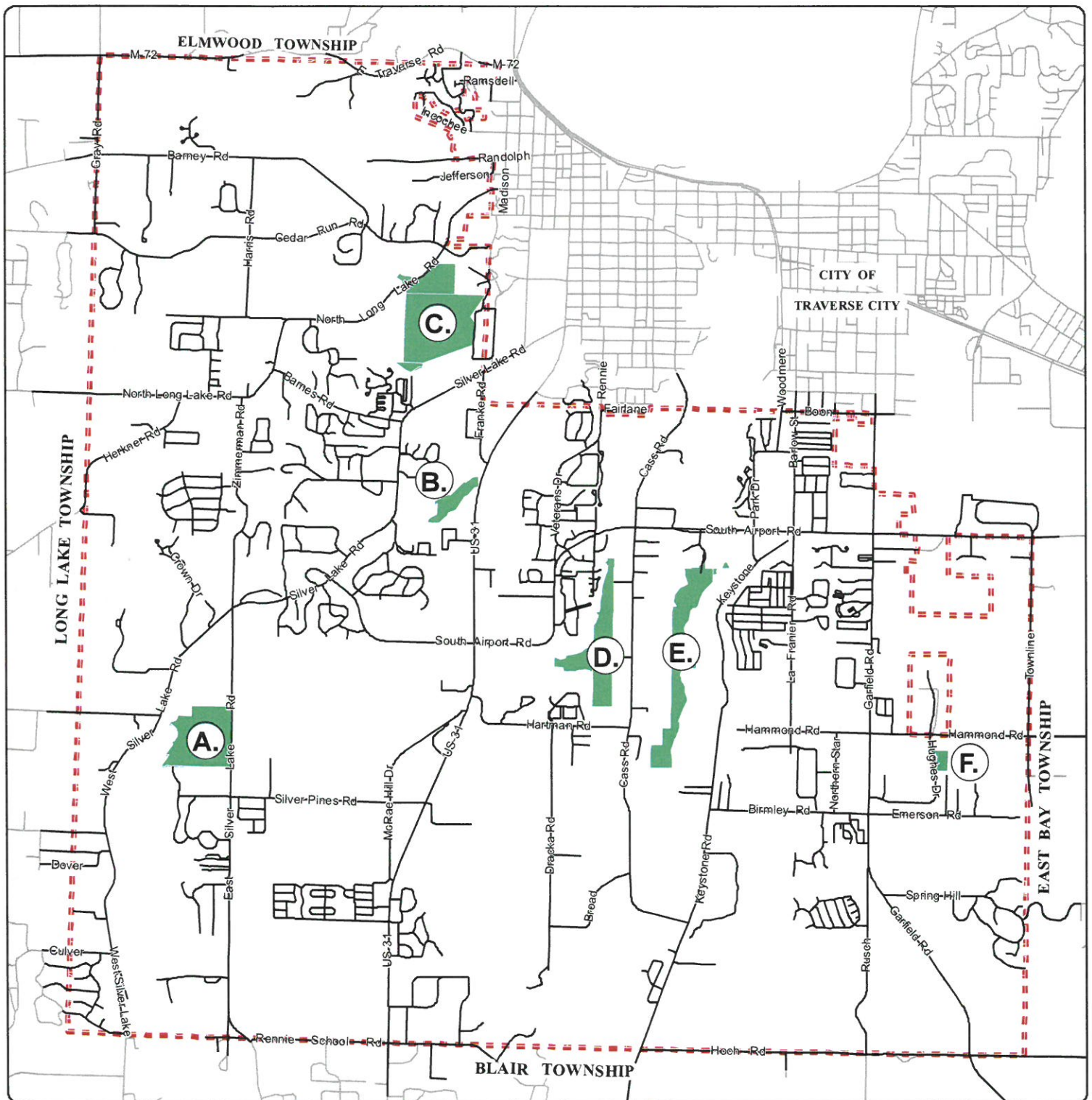
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Date

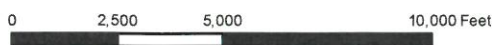
Garfield Township Board  
Amendment No. 1 Introduced: July 9, 2009  
Amendment No. 1 Adopted: July 23, 2009  
Amendment No. 2 Introduced: April 23, 2019  
Amendment No. 2 Adopted: May 14, 2019

# Charter Township of Garfield

## Ordinance 50 - Appendix A : Parkland Location Map



July 09, 2009



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

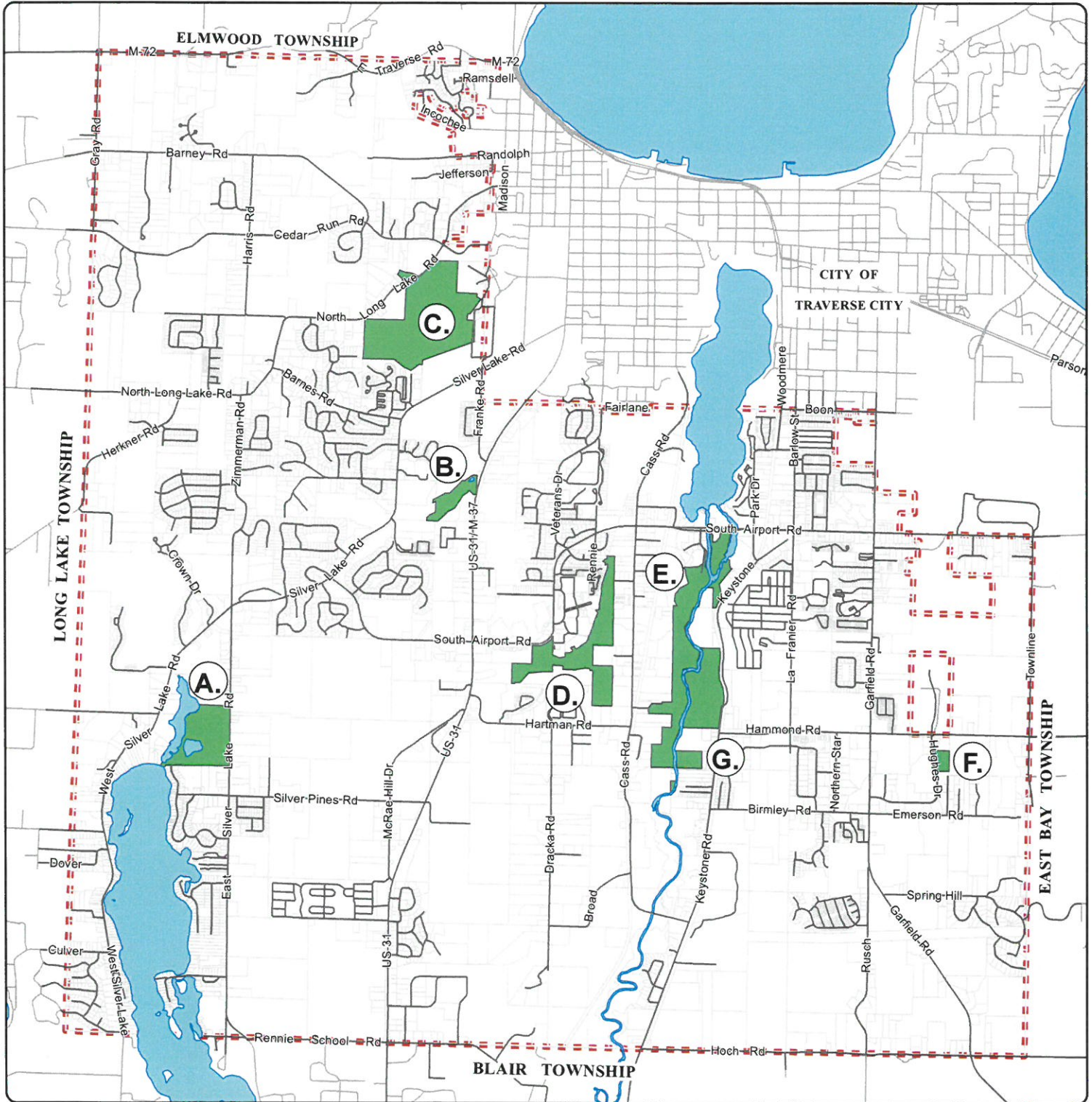


NOT A LEGAL SURVEY

Garfield Planning Dept June 2009



# Charter Township of Garfield Ordinance 50 - Appendix A : Parkland Location Map



0 1 2 4 Miles

Township Parkland

- A. Silver Lake Recreation Area
- B. Kid's Creek Park
- C. Grand Traverse Commons Recreation Area
- D. Miller Creek Nature Reserve
- E. Boardman Valley Nature Preserve
- F. Hughes Drive Nature Reserve
- G. River East Recreation Area

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**NOT A LEGAL SURVEY**



MICHIGAN NATURAL RESOURCES TRUST FUND  
LAND ACQUISITION PROJECT AGREEMENT

Project Number: TF09-173

Project Title: Boardman Lake Trail & Nature Preserve Exp.

This Agreement is between the Michigan Department of Natural Resources for and on behalf of the State of Michigan ("DEPARTMENT") and the **CHARTER TOWNSHIP OF GARFIELD IN THE COUNTY OF GRAND TRAVERSE** ("GRANTEE"). The DEPARTMENT has authority to issue grants to local units of government for the acquisition of land for resource protection and public outdoor recreation under Part 19 of the Natural Resources and Environmental Protection Act, Act 451 of 1994, as amended. The GRANTEE has been approved by the Michigan Natural Resources Trust Fund (MNRTF) Board of Trustees (BOARD) to receive a grant. In **PA 27 of 2010**, the Legislature appropriated funds from the MNRTF to the DEPARTMENT for a grant-in-aid to the GRANTEE. As a precondition to the effectiveness of the Agreement, the GRANTEE is required to sign the Agreement and return it to the DEPARTMENT with the necessary attachments by **July 1, 2010**

1. The legal description of the project area (APPENDIX A); boundary map of the project area (APPENDIX B) and Recreation Grant application bearing the number **TF09-173** (APPENDIX C) are by this reference made part of this Agreement. The Agreement together with the referenced appendices constitute the entire Agreement between the parties and may be modified only in writing and executed in the same manner as the Agreement is executed.
2. The time period allowed for project completion is the date of execution by the DEPARTMENT **through May 1, 2011**, hereinafter referred to as the "project period." Requests by the GRANTEE to extend the project period shall be made in writing before the expiration of the project period. Extensions to the project period are at the discretion of the DEPARTMENT. The project period may be extended only by an amendment to this Agreement.
3. This Agreement shall be administered on behalf of the DEPARTMENT through Grants Management.

- a. All reports, documents, or actions required of the GRANTEE shall be submitted to:

MICHIGAN NATURAL RESOURCES TRUST FUND  
GRANTS MANAGEMENT  
MICHIGAN DEPARTMENT OF NATURAL RESOURCES &  
ENVIRONMENT  
PO BOX 30425  
LANSING MI 48909-7925

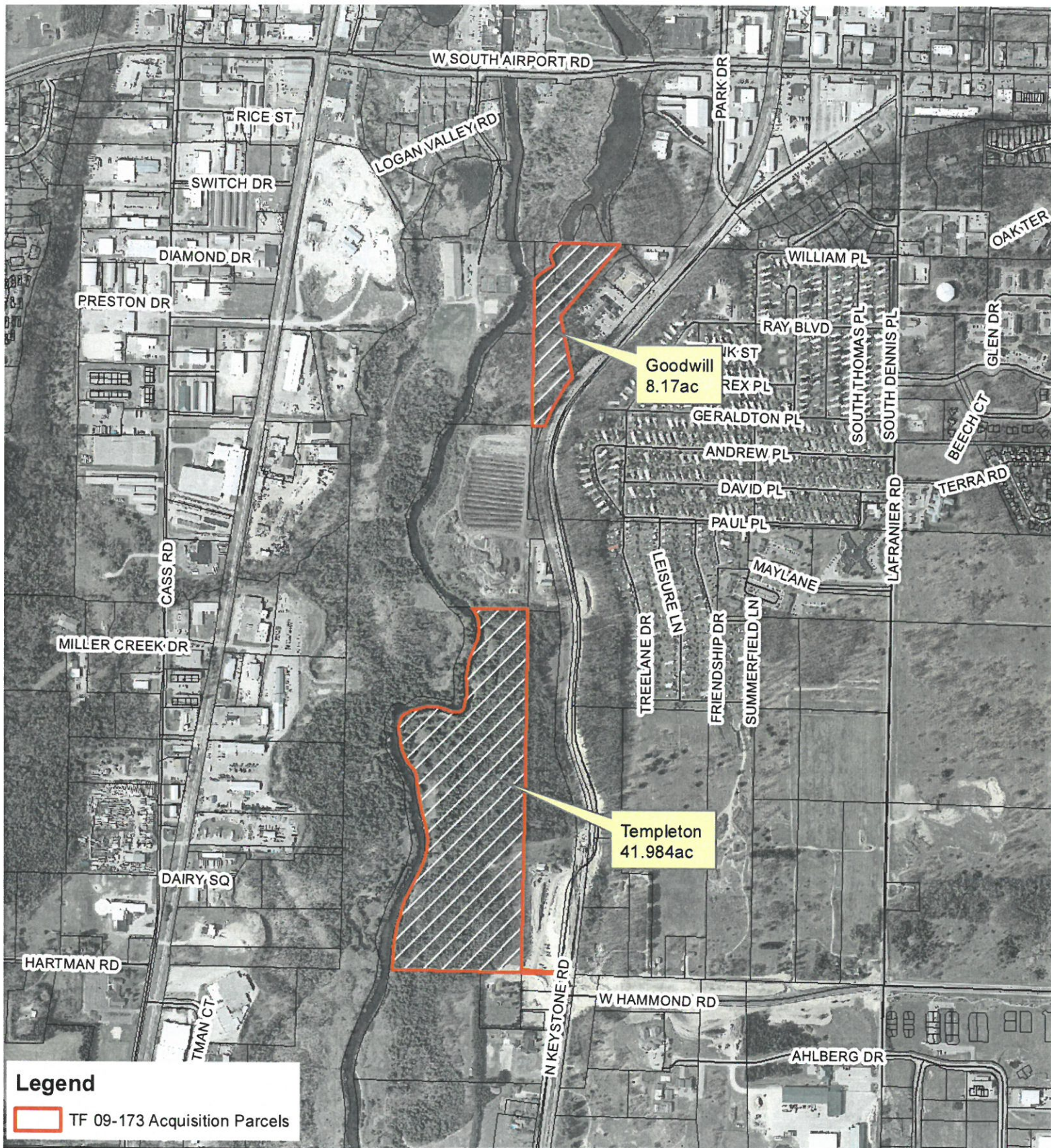


The GRANTEE'S representative for this project is:

Name: LUCK KOEN Title: SUPERVISOR  
Mailing Address: 3848 VETERANS DR, TRAVERSE CITY, MI 49684  
Phone Number: 231-941-1620 Fax Number: 231-941-1588  
E-Mail Address: ckoen@garfield-twp.com

- a. All notices, reports, requests or other communications from the DEPARTMENT to the GRANTEE shall be sufficiently given when mailed and addressed as indicated above. The DEPARTMENT and the GRANTEE may by written notice designate a different address to which subsequent notices, reports, requests, or other communications shall be sent.
  - b. The GRANTEE certifies to the DEPARTMENT that the person listed as the GRANTEE'S representative is officially empowered to act on behalf of the GRANTEE. Further, the GRANTEE certifies that the person listed as their representative does not now or will not in the future have any FINANCIAL INTEREST, HOLDINGS IN A BUSINESS OR ENTITY or PERSONAL INTEREST, including their immediate family, in the property that is the subject of this grant.
4. The grant herein provided is for the acquisition by the GRANTEE of **61 acres of fee simple title** free of all liens and encumbrances to lands situated and being in the **CHARTER TOWNSHIP OF GARFIELD, COUNTY OF GRAND TRAVERSE, STATE OF MICHIGAN** as described in the attached legal description (APPENDIX A) and shown on the attached boundary map (APPENDIX B). As used in this Agreement, the words "project area" shall mean the lands acquired under this Agreement as described in this Section.
  5. The project area shall be used for **use as passive recreation and all hunting seasons (firearm deer hunting will be shotgun only), as further described in the GRANTEE'S proposal to the DEPARTMENT and approved by the MNRTF Board**. Significant changes in the use of the project area as described in this Section require the prior written authorization of the DEPARTMENT.
  6. In order to preserve the financial resources of the State and to prevent an unjust enrichment of a third party interim owner, if the landowner listed in the project application grants any rights in the real property to an individual or agency other than the GRANTEE, the DEPARTMENT may inspect the terms of the conveyance as a condition to approving the GRANTEE to close.





# Project Boundary Map

**TF 09-173**



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



**NOT A LEGAL SURVEY**

Garfield Township Planning Dept: 11/27/2013





## **Grand Traverse Conservation District**

### **April 2020 Report**

#### **CONSERVATION TEAM**

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

#### **Administration**

- Reviewed applications and hired GTCD seasonal Parkland Technician. Plans were to hire two seasonal technicians but given the current situation we are only hiring one at this time.
- Conducted regular Zoom meetings with CT staff for planning purposes.

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

- Performed bi-weekly trailhead inspections due to heightened use, pick up trash, restock outhouses, refill dog waste bag dispensers and replace dog waste-drop station bags.
- Replaced seasonal informational posters at trailheads.
- Replaced vandalized trail map post at the Canoe Landing Parking Area
- Installed an additional dog waste bag dispenser at the lower canoe landing.
- Installed additional Quiet Area “Rules” signs at various trails and trailheads.
- Refreshed roadside signs with new paint with Woodland School volunteers in order to enhance park appearance; reinstalled where necessary.
- Used spray camo-colored spray paint to cover up trailside graffiti.
- Used a leaf blower to remove debris from remaining infrastructure and ADA crushed gravel trails.
- Cleared several fallen trees from the trail system using chainsaws.

#### **Grants**

- Phase-II Instream Habitat Wood Project: (USFWS-GLFWRA, NRCS grants/funding) - Prepared semi-annual report.

#### **Other**

- Compiled additional information concerning the requested new ‘south side’ trail segment to present to the BBAC and the City of Traverse City.
- Finished up creating new trailhead Info Station posters to update parkland’s visitors on new trail features, history, restoration efforts, etc.



## Grand Traverse Conservation District

- Coordinated upcoming gravel reconstruction project at East & West parking areas.

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

#### **Administration**

- Met with Garfield Township Park Steward , Derek Morton, remotely and in the field for parkland project planning and implementation.
- Prepared District quarterly report and invoice for Garfield parks from January through March 30, 2020.
- Submitted DNR fish stocking permit for Oleson Pond at Kids Creek Park to State Fisheries Biologist, Heather Hettinger.
- Confirmed order of rainbow trout and bluegill for spring stocking of Oleson Pond.
- Communicated with Popp Excavating to execute construction of crush gravel trail at Boardman Valley Nature Preserve upon lift of State restrictions.
- Continued updates to maps and info station posters at Silver Lake Recreation Area, Miller Creek Nature Reserve, and Kids Creek Park.
- Reviewed applications and hired GTCD seasonal Parkland Technician. Plans were to hire two seasonal technicians but given the current situation we are only hiring one at this time.
- Conducted regular Zoom meetings with CT staff for planning purposes.

#### **Monitoring and Maintenance**

- Performed routine weekly trailhead & dog waste bag receptacle checks; swapped out Silver Lake dog park trash bin on a weekly basis.
- Corresponded with trail stewards to cover-up graffiti at multiple locations at the Commons and Miller Creek Nature Reserve.
- Replaced seasonal informational posters at trailheads.
- Swapped out trail intersect maps where needed due to vandalism.
- Began mapping informal trails at the Commons Natural Area to update status of the trail network and foster trail development talks moving forward.
- Cleared fallen trees and other debris off trails due to high winds throughout April.
- Removed leafy debris from boardwalks & infrastructure as snow melted.
- Covered recently constructed and unauthorized indiscriminate trail development at the Commons Natural Area.
- Posted signage at the Commons to re-inforce 'No Picking Wild Leeks' & to 'Stay on designated trails'.
- Installed informational signage at trailheads to promote safe recreational practices during COVID 19 pandemic.



## Other

- Conducted a podcast for GT Outside with Jim Muratzki, LIAA Technology Director, that highlighted the Commons Natural Area, Boardman Valley Nature Preserve, and Kids Creek Park.
- Downloaded trail counter data at counters located at two locations on the Buffalo Ridge Trail - over 4,700 data counts in April (totals are divided by two).

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

### Administration

- Continued with planning for East Sabin & Beaver Pond Loop footbridge construction, secured pricing and began permit processes.
- Prepared and sent a memo to Parks & Recreation Director Kristine Erickson and P&R Commission President Alisa Korn regarding the outstanding proposed Resource Management Agreement between the Conservation District and County Parks & Recreation.
- Met with Scott Farrick, HVD Forester with Consumers Energy, to review plans for tree clearing along the utility corridor that transects the NER.
- Reviewed applications and hired GTCD seasonal Parkland Technician. Plans were to hire two seasonal technicians but given the current situation we are only hiring one at this time.
- Conducted regular Zoom meetings with CT staff for planning purposes.

### Monitoring and Maintenance

- Performed routine weekly trailhead checks and refilled dog waste bag dispensers.
- Installed informational signage at trailheads to promote safe recreational practices during COVID 19 pandemic.
- Responded to a call about a camper with a dog running loose near the Lone Pine Trailhead. No campers were found.
- Seeded & strawed over a dredged area within Sabin bottomlands. The dredged area was created when a contractor used nearby soil during streambank restoration activities post dam removal but never came back to seed the disturbed area.
- Replaced seasonal informational posters at trailheads.
- Replaced a wooden post trash surround at Medalie Park that was destroyed by fire. .
- Removed fallen trees & debris from trails as necessary.
- Replaced broken fence rails at NER parking areas along Keystone Rd.



## Grand Traverse Conservation District

- Contacted American Waste Route Supervisor several times to pick-up overflowing trash receptacles at trailheads. A portion of the issue is related to increased park usage and a part of the issue is related to missed pick-up by Am. Waste.

### **Grants**

- Environmental Quality and Incentives Program (EQIP): Continued coordination of planting crew contractors to install bareroot seedlings within the former bottomlands of Boardman and Sabin ponds
- Great Lakes Restoration Initiative (GLRI): Continued coordination of planting crew contractors to install bareroot seedlings and larger stock trees within the former bottomlands of Boardman and Sabin ponds

### **Other**

- Conducted a podcast for GT Outside with Jim Muratzki, LIAA Technology Director, that highlighted the NER.
- Downloaded trail counter data at counters located around the Boardman River Nature Center - over 3,000 data counts in April (totals are divided by two).

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

### **Administration**

- Corresponded with Matt Cowall on planning and implementation of work priorities.
- Attended remote meetings to develop a plan for safe work practice practices during Covid 19 pandemic.
- Collaborated with the Hickory Meadows Advisory Committee (HMAC) in development of a 2020/21 fiscal year budget for Hickory Meadows.
- Coordinated a remote April HMAC meeting via Zoom to review draft budget details.
- Corresponded with Derek Mellville, City Parks and Rec Superintendent, in regards to reseeding of the drainfield installed on Meadows property in 2019.
- Prepared and submitted a quarterly report, January through March, detailing District related work activities for Hickory Meadows and includes further analysis of trail counter data.
- Began updating maps and information station displays for Hickory Meadows.
- Created seasonal trail etiquette signage to replace winter trail grooming signs at Hickory Meadows.
- Met with John Nelson, HMAC member, to assess potential trail connectivity opportunities to Hickory Hills from the 'Hidden Meadow'.





## Grand Traverse Conservation District

- Met with Bill Brundage, HMAC member, to review recommended improvements for future winter grooming purposes.
- Reviewed applications and hired GTCD seasonal Parkland Technician. Plans were to hire two seasonal technicians but given the current situation we are only hiring one at this time.
- Conducted regular Zoom meetings with CT staff for planning purposes.

### **Monitoring and Maintenance**

- Performed trailhead checks on a weekly basis and refilled dog bag dispensers as necessary.
- Monitored trails regularly and identified plans to improve upon wet trail sections as landscape suppliers re-open.
- Downloaded trail counter data on a monthly basis.
- Installed informational signage at trailheads to promote safe recreational practices during COVID 19 pandemic.
- Re-routed M-72 trail entry to higher ground in order to avoid a seasonally wet area.
- Re-seeded the Hickory Hills drain field on Hickory Meadows property with a native pollinator seed mix to establish greater species diversity. Tractor equipment and cost of material was provided by the City of Traverse City.

### **Other**

- Replaced broken timber posts for 'No Parking' usage at Historic Barns Park.
- Reinstalled trim piece on barn at Historic Barns Park.
- Posted signage along trails to the Commons Natural Area to deter picking of wild leeks and unauthorized trail construction.

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

#### **Administration**

- Prepared and submitted a draft 2020/2021 budget for the ECR.
- Developed annual work plan items for the upcoming field season.
- Created updated trail intersect maps & kiosk informational displays.
- Reviewed applications and hired GTCD seasonal Parkland Technician. Plans were to hire two seasonal technicians but given the current situation we are only hiring one at this time.
- Conducted regular Zoom meetings with CT staff for planning purposes.



## Grand Traverse Conservation District

### Monitoring and Maintenance

- Performed routine drive-by and trailhead inspections to monitor use and pick up trash.
- Cleared several fallen trees from the trail system using chainsaws.

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### BOARDMAN RIVER STEWARDSHIP

- Communicated with Norm Fred from Boardman River CleanSweep regarding this year's clean-up event being cancelled. He decided to continue with the kayak raffle though since the Nature Center is closed we are directing anyone interested in purchasing a raffle ticket. The raffle is scheduled for 2:00 -6:00 pm on Saturday, June 6th at the Kingsley Public Library.
- Spoke with a riverfront landowner about Natural River violation concerns. I checked out the concern and feel the issue was adequately addressed.
- Prepared and submitted a grant application to Bass Pro Shop Foundation's - Beyond the Pond in partnership with the US Fish & Wildlife Service to purchase and install additional slash wood for the Phase-II Wood Project at Brown Bridge.
- Participated in an Adams Chapter of Trout Unlimited Zoom meeting regarding the FishPass Project.
- Participated in a Zoom meeting arranged by the Grand Traverse Band of Ottawa & Chippewa Indians regarding the Fruitbelt Initiative and scheduled Environmental Quality Incentive Program projects on the Boardman including the Miller Creek railroad crossing replacement and the development of an engineered site plan for the Broomhead crossing of the North Branch of the Boardman River.
- Conducted an interview on TV-2 regarding the history of the Boardman River Restoration Project.
- Spoke with a concerned property owner regarding an issue with a railroad crossing of a private drive that's forcing the creek out of its natural channel.
- Responded to a call from Paradise Township Supervisor regarding a severe leak due to rotting boards at the Mayfield Dam. Contacted and met the Department of Environment, Great Lakes, & Energy's Dam Safety Division staff person (Dan DeVaun) on site with the Township Supervisor to come up with a short-term and long-term plan for necessary repairs before any environmental damage occurs.





# Grand Traverse Conservation District

## ENVIRONMENTAL EDUCATION

**Nature Center Visitation this Month: 0  
2019:571**

**Nature Center Visitation April**

**Program Participants this month: 0**

**Program Participants April 2019: 433**

**Drop ins this month: 0**

**Drop-in April 2019: 121**

**Nature Center Visitation this year: 1,154  
95,970**

**Nature Center Visitation since 2008:**

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

- The Boardman River Nature Center was closed to the public for the entire month of April due to Covid-19
- Education programs were moved online and lesson plans were offered to parents that are looking for opportunities to get their children outside.
- The education staff assisted in organizing the district's seedling sale and handled the sale of all extra seedling stock to allow a contactless sale. Systems were implemented to ensure that the health and safety of staff and customers was maintained during shopping and pick-up.
- A grant application was submitted to support the environmental education program at the Boardman River Nature Center to the Oleson Foundation. Communication has been made with the Executive Director to update on our current status.
- A grant was received from the Optimist Youth Foundation to continue free early learning education at the Nature Center.
- Working on collaboration with nature education organizations in the region to ensure all our efforts are maximized and not duplicated.
- Continuously attending meetings at the local, regional and national level to keep updated on COVID-19 and how it impacts education programming, especially environmental education.
- Outreach was complete to program participants registered for spring 2020 to ensure we are still connected as a nature center community during these times.
- Continued to contribute content to the #Stayhomewithnature campaign that the whole district is facilitating.
- Conducted an interview with The Four on 9&10 news regarding outreach efforts the environmental education team is doing during COVID-19.

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**FORESTRY ASSISTANCE PROGRAM (FAP), April 2020**

Kama Ross, District Forester

Leelanau, Grand Traverse and Benzie Conservation Districts

Trainings: Transplanting a containerized tree ISM Certified Arborist, Bo Burke

1 CFE Category 1 SAF credits - "FCWG Learning Exchange Series: Tribal Forests and Forest Carbon, Activity and Interest in North America" – NICC through MSU

Virtual On-Site Visits:

Leelanau County

1. Halterman, 10 ac., Empire Twp.
2. Merielles, 200 acs., Empire Twp.
3. Anderson/Telford Farms, 75 acs., Solon Twp.
4. Kurtz, 40 acs., Centerville Twp.
5. Birtles, 10 acs., Leelanau Twp.
6. Lane, 2 acs. Elmwood Twp.
7. Hendricks, 10 acs., Empire Twp.
8. Mignon, 5 acs., Bingham Twp.
9. Scussel, 5 ac., Elmwood Twp.
10. Modroo, 1 ac. SB Twp.
11. Hascal, 10 acs., Solon Twp.
12. Rosiek, 2 acs., Glen Arbor Twp.



### Grand Traverse County

1. Bednars, 1 ac. East Bay Twp.
2. Dayton, 1 ac. Garfield Twp.
3. Lundquist, 10 acs., Whitewater Twp.
4. Gilson, 10 acs., Kalkaska Co.
5. Hall, 10 acs., Long Lake Twp.
6. Lucero, 5 acs., Garfield Twp.
7. Hubbell, 3 acs., Acme Twp.
8. McManus, 1 ac. Garfield Twp.
9. Nyquist (10 acs., Peninsula Twp.)

### Benzie County

1. Bonderenko, 10 acs., Homestead Twp.
2. Ames 158 acs., Colfax Twp.

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

FAP Referrals to Private Sector: 4 FAP Referrals to Public Sector: 3

In-office Contacts: 136 landowners Follow-up Contacts: 97 landowners/qualified foresters

### FAP Promotion/Program Development:

1. Continue updating GIS mapping of Benzie County
2. FAP Monthly Conference Call
3. CD Staff Zoom meetings





4. Attend Zoom ISN Partner Meeting
5. ATREP News article in Northern Express
6. Updates to Facebook pages and district websites
7. Video taping with Maddy for seedling sale/ATREP promotion
8. Taped two bare root seedling planting videos for social media
9. Conference call with Kira Davis/Michael Siegfried with CRA re: VV/ATREP/Spring seedling distribution protocols
10. Oak wilt news release out
11. Attend Zoom BCD Board meeting
12. Planning/prep. for League of Women Voters/Crosshatch Zoom Carbon Forum – 78 participants
13. ATREP orders emails out, Citizen Science Project initiated – to date, 30 landowners participating in L and B counties (out of 78 landowners ordering ATREP species)
14. Re-inspection completed for Jan Malik, Michigan Tree Farm –Forestry Field Day planned for September 12th.

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

Farm Visits: 0 (Antrim/Grand Traverse), 0 (Benzie/Leelanau)

Risk Assessments Completed: 2 over the phone (Antrim/Grand Traverse), 0 (Benzie/Leelanau)

Farms Verified: 0



## Grand Traverse Conservation District

### **Updates:**

Continuing to work with farms remotely during this time via email, virtual meeting platforms, and over the phone. No on farm site visits for the time being and no verifications are occurring with the current executive orders and guidelines in place. All meetings are currently being conducted over Zoom or conference call.

- 4/2: Food and Farming Network Input and Engagement Committee Meeting
- 4/2: GTCD Engagement Opportunities Meeting
- 4/8: Incubator Farm Meeting
- 4/9: FFN Input and Engagement Committee Meeting
- 4/9: Benzie Conservation District Board Meeting
- 4/10: GTCD Engagement Opportunities Meeting
- 4/13: Incubator Farm Meeting
- 4/15: Antrim Conservation District Board Meeting
- 4/20: Grand Traverse Conservation District Board Meeting
- 4/21: FFN Input and Engagement Committee Meeting
- 4/22: Incubator Farm Meeting
- 4/23: Grape Spring Kickoff
- 4/24: Antrim Tractor Tire Recycling Meeting
- 4/24: UPick and Farm Markets Webinar
- 4/24: Food Security Initiative Meeting
- 4/27: Field Day Planning Meeting
- 4/28: Grand Traverse Fruit Grower's Council Meeting
- 4/30: FFN Input and Engagement Committee Meeting

### **Current Projects:**

- Working with:
  - 24 Farms in Antrim
  - 13 Farms in Grand Traverse
  - 20 Farms in Leelanau
  - 9 Farms in Benzie
- Collaborating with Antrim and Kalkaska Conservation Districts for summer 2020 Soil Health Field Day, with a contingency plan to go virtual.
- Collaborating with District Forester and NRCS on 2020 Forestry Field Day, with a contingency plan to go virtual.
- Researching grant opportunities for increased cost-share and field day funding.
- 2020 MAEAP Reverification
- Planning upcoming agrichemical container recycling program dates and tractor/large tire recycling program.



## Grand Traverse Conservation District

- Planning, developing, and writing business plan for Incubator Farm Project.
- Working with the Food and Farming Network on resource guides for local agricultural producers in response to impacts, challenges, and adaptations during the COVID-19 crisis.
- Implementing community Victory Grower's Initiative in collaboration with local partners to assist community members who wish to grow their own food for themselves or to share/donate to connect with those who are willing to share resources, tools, seeds, etc.
- Implementing Stay Home With Nature social media engagement initiative.

### **Upcoming Events:**

- 5/5: Incubator Farm Budget Planning Meeting
- 5/5: Leelanau Conservation District Board Meeting
- 5/8: Victory Growers Meeting
- 5/12: Antrim County Farm Bureau Board Meeting
- 5/13: Food and Farming Network All Network Meeting
- 5/13: Grand Traverse Fruit Growers Council Meeting
- 5/14: Meeting with Small Business Development Center regarding Incubator Farm Project
- 5/15: Field Day Planning Meeting
- 5/15: Victory Growers Meeting
- 5/20: Antrim Conservation District Board Meeting

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

Public Inquiry Responses: 22

Active Efforts: 2

Active Contacts: 186

Passive Efforts: 19

Passive Impressions: 14,697

Volunteer Hours: 0

Volunteers: 0

Acres Surveyed: 5

Sites Surveyed: 1

Sites Monitored: 11

Acres Treated: 57

Sites Treated: 11

Acres Restored: 0

Sites Restored: 0

### **Meetings/Presentations:**

- 4/9 - Hosted ISN Partner Meeting online; 35 attendees
- 4/15 - Hosted *GBB* spring meeting (online); 22 participants





# Grand Traverse Conservation District

## Treatments, Restoration, and Surveys:

- Surveyed NER for upcoming garlic mustard work; 5 acres
- 4/27 – Met with contractors regarding garlic mustard work
- Contract treatment of garlic mustard: 57 acres, 11 sites
- Monitored 11 sites

## Other Accomplishments:

- **New *GBB* participants: Bioconcentric and Inner-Coastal Ecological Services**
- Started and laid off *Go Beyond Beauty* Specialist position
- Laid off Outreach Specialist, Invasive Species Specialist
- Ended HWA Survey Technician position one week early
- Sent 39 landowner permission letters
- YouTube Channel is live and the first video is posted - [decontamination!](#)
- Created invasive species [coloring pages](#)
- Drafted Vulnerability Analysis for NPDES permit requirements
- Facebook reach: 7,989
- Website unique visitors: 3,102
- Instagram reach: 2,913
- YouTube reach: 77
- March 2020 eNews: 616 opens

## Upcoming Events:

- Many of ISN's 2020 events are scheduled! While we are not certain which will continue and which may be cancelled or postponed, you can check them out at [www.habitatmatters.org/eventsworkbees](http://www.habitatmatters.org/eventsworkbees)

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## **PRODUCE SAFETY AND FSMA**

### ORGANIZATIONAL

- Strategic Plan Survey- Input Data Collected
- Weekly Staff Zoom Meetings
- MCD Tree Sale Updates and Contacts for Cancellation
- Earth Week/Earth Day Facebook Posts
- Continued daily fb posts
- Article for Manistee CD Newsletter
- Half day GTCD seedling orders



# Grand Traverse Conservation District

## PRODUCE SAFETY AND FSMA

- Total farm visits: 0, Follow-up visits: 0
- Follow-up Communication: 2
- 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	7
Other	5

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

- Total farm contacts: 291
- Incubator Planning and Food Safety for Incubator Project
- Webinar Presentation 4/8/20- COVID-19 for Small Growers
- Webinar Presentation 4/24/20- Health & Hygiene for U-Pick Operations
- Health & Hygiene Recording and Knowledge Quiz for Interlochen Campus

### Farm Students

- Weekly Food & Farming Network Engagement Committee meetings
- Weekly Incubator Planning & Leadership meetings
- Resource facilitation and guide updates for Farms during COVID-19
- Planning meeting for Soil Health day in Antrim County
- Continuous updates of farm public health safety through webinars
- Food Safety in home gardens information for landowners
- Home Victory Growers Initiative input to committee
- Produce Safety technicians material development branding protocol/guide for technicians

\*Please note below that I was on personal medical leave from 2/10-2/24



Due to COVID-19 all on-farm site visits as advised by MDARD have been postponed during this time and should not be continued until given the go-ahead to do so

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
- Annual Fresh Water Summit 10/25/2019- can no longer attend due to oral surgery
- 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
- OFF 12/21/19-1/5/2019 Vacation
- MI PSA Team Professional Development Holland, MI 1/6/2020-1/7/2020
- Orchard & Vineyard Show 1/14/20-1/15/20





## Grand Traverse Conservation District

- 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
- 2/10/20-2/24/20 Personal/Medical Leave
- OFF 2/29/20-3/8/20 Vacation
- PSA Grower Training Negaunee, MI 3/19/20- POSTPONED
- Hosting Agriculture Workshop/Event w/ Antrim CD 3/20/20 POSTPONED
- Manistee Conservation District Annual Meeting 3/20/20 POSTPONED
- PSA Grower Training Interlochen, MI 3/26/20 POSTPONED
- NCR Annual Regional Conference Eau Claire, WI 4/1/20-4/2/20 POSTPONED
- Hosting Water Workshop in Manistee w/ Jamie, Tyler and Scott 4/9/20  
POSTPONED
- MOFPS Team Morgan Composting Facilities Tour Sears, MI 6/29/20- POSTPONED?
- Soil Health Field Day Mancelona, MI 8/1/20



Grand Traverse  
Conservation District

## Acronyms and Abbreviations

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



## Grand Traverse Conservation District

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



**GTMESA**  
**April 2020 Operations Report**

**March 28 – House fire, Rasho Rd, East Bay** – Crews responded to a well involved house fire on Rasho Rd with unknown occupants after 1030pm. Crews arrived to find a mobile home that had been added onto several times. Defensive operations were undertaken, and no injuries were reported. Fire investigation left for Chief Belcher and his team. Automatic aid was received from TCFD Ladder 1, Paradise Engine 2, and Blair Tanker 5.

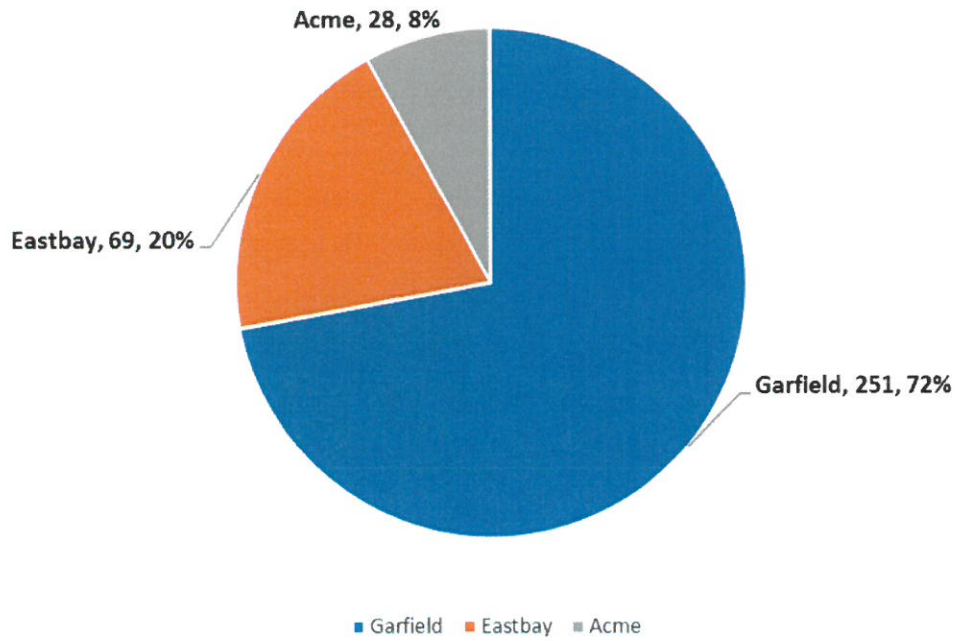
**March 29 – Fatal house fire, Briarcliff, Garfield** – After getting rigs back in service after the Rasho Rd fire, units responded to another house fire with possible occupants at 0217am. Upon arrival sheriffs deputies stated there were some windows that looked like bedrooms on the front corner of the home. Crews laddered the building and performed a vent, enter, isolate, search of the bedrooms and could not locate any occupants. Other crews pulled lines and attacked the fire. After extinguishment crews found a male occupant in the kitchen area. Investigation undertaken by Chief Belcher and his staff. Automatic aid received from TCFD Ladder 1 and Blair Tanker 5.

**April 8 – Fire investigation, Five Mile Rd, Acme** – A neighbor heard smoke detectors and noticed smoke coming from a home on a nice afternoon. While en route central dispatch advised that there had been prior call history at this location and GTSO had done a welfare check that morning with no luck. MSP and GTSO responded with Metro crews for safety. A home with boarded up windows with light smoke was found. There was damage through out the house and a bundle of bedding material that had been burning. No one was found on the property and crews left the scene with MSP.

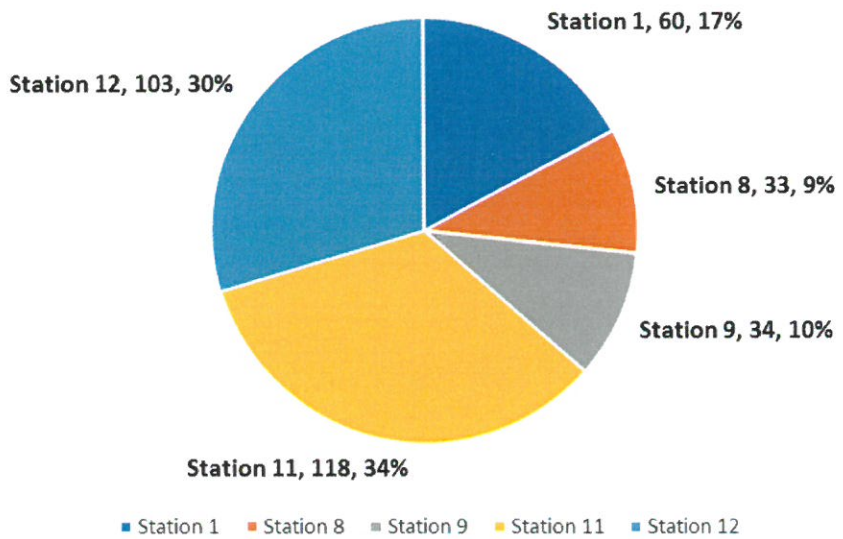
**April 14 – Garage fire, Oban Way, East Bay** – A neighbor called in a garage fire and checked to make certain the occupants had escaped. Metro had a good turnout of off duty and automatic aid from Paradise and Blair Townships. The fire was contained to the garage of the home.

**April 18 – Wildland fire, Hoosier Valley, Blair Twp** – Crews responded for a second alarm for a wildfire in the Hoosier Valley area. Metro worked with members of Blair, Paradise, and the DNR to extinguish the fire estimated at 10 – 12 acres.

### GTMESA - March 2020 Incidents 348 Total

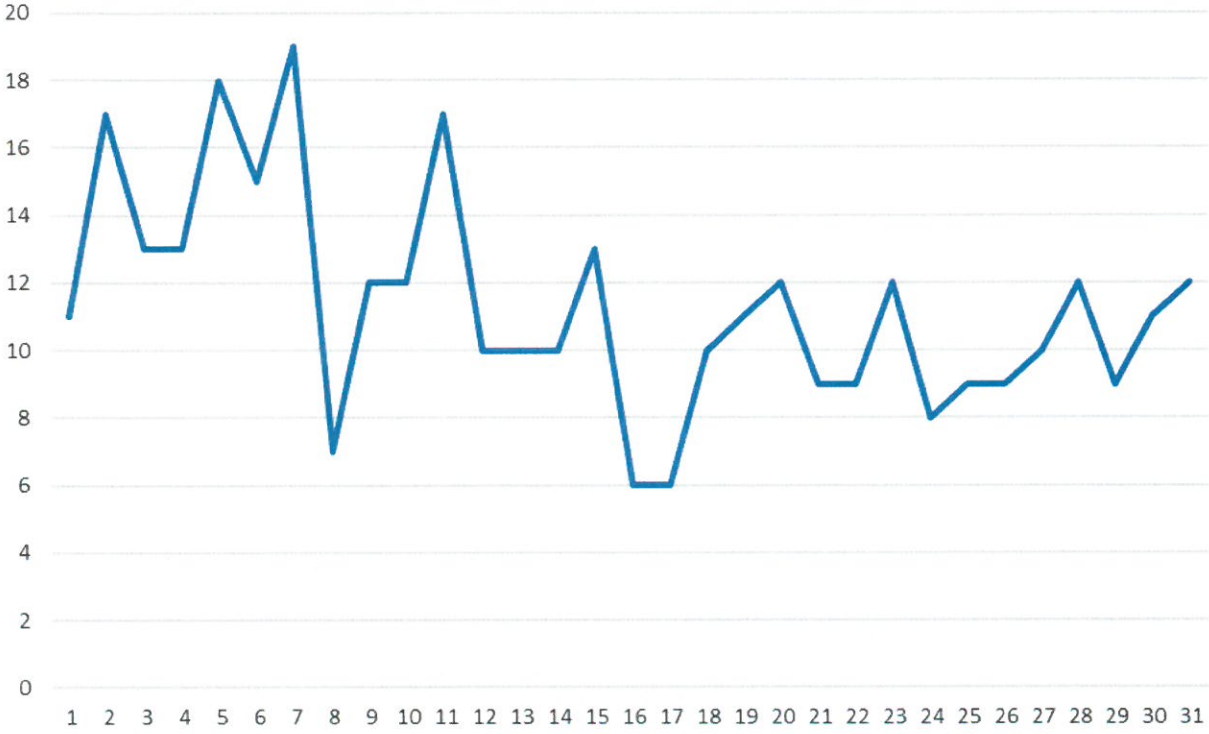


### GTMESA - March 2020 Incidents by Station 348 Total




### GTMESA - Count of Incidents by Day

March 2020





		<b>Charter Township of Garfield</b>	
		<b>Planning Department Report No. 2020-66</b>	
Prepared:	May 6, 2020	Pages:	3
Meeting:	May 12, 2020 Township Board	Attachments:	<input type="checkbox"/>
Subject:	Planning Department Monthly Report for May 2020		

**PURPOSE**

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

**PANDEMIC RESPONSE**

The impacts of the COVID-19 pandemic are still being understood, but it does seem clear that this crisis will make a mark on communities for generations to come. How we plan for our community has always been a reflection of cultural and technological trends and crises. The cholera epidemics in the 1800's led to the introduction of modern sanitary sewer systems. Housing regulations related to light and air were introduced as a result of overcrowded slums during industrialization. The introduction of railroads had a major impact on our landscape while the mass production of the automobile led to further development of communities. In recent years, digital technology has changed the way communities operate and connect. During this time, Steve and I continue to conduct the daily functions of the Planning Department, however, we are also educating ourselves on the current impacts of the pandemic and determining how planning can work to address these impacts in Garfield Township.

**DEVELOPMENTS**

The Planning Commission held its first virtual meeting on Wednesday, April 22. The Planning Commission is currently conducting the following development reviews:

**Chick-Fil-A Restaurant**

- 3980 N. US 31 South
- Development Description: Special Use Permit review to accommodate restaurant with drive-through service
- Status: Public Hearing was held on 4/22/2020. Applicant and neighboring property owner are working on an access agreement.

**3077 Garfield Conditional Rezoning**

- Location: 3077 Garfield Road
- Development Description: Proposed storage units at back of the parcel and commercial redevelopment at front of the parcel
- Status: Public Hearing was held on 4/22/2020. Currently under review by Planning Commission.

**Consumers Energy Substation**

- Location: 825 Cass Road
- Development Description: Special Use Permit for expansion and upgrades to existing Boardman substation
- Status: Planning Commission approved on 4/22/2020

**Good News Automotive**

- Location: 3300 Cass Road

Planning Department Monthly Report for May 2020-Township Board-May 12, 2020 Meeting

- Development Description: Rezoning from General Industrial to General Commercial
- Status: Planning Commission recommended approval to Township Board

4051 Cedar Run Road Rezoning

- Location: 4051 Cedar Run Road
- Development Description: Rezoning from One-Family Residential to C-O Office Commercial
- Status: Applicant has requested that it be paused while they consider any further steps.

Wendy's Restaurant

- Location: 1712 South Garfield Avenue
- Development Description: Site Plan Review to accommodate restaurant with drive-through service on a portion of the former Kmart site
- Status: Applicant has requested that it be paused while they consider any further steps.

3479 Veterans Drive Rezoning

- Location: 3479 Veterans Drive
- Development Description: Rezoning from One-Family Residential to Office Commercial
- Status: Public Hearing will be held by the Planning Commission on 5/13/2020

Burlington Sign Review

- Location: 3450 West South Airport Road
- Development Description: Request to install a sign larger than 100 square feet
- Status: Planning Commission denied request on 4/22/2020

Minor Amendment to the Chelsea Park West PUD

- Location: 3380 Hartman Road
- Development Description: Request to install additional carports and make changes to maintenance building at the apartment complex
- Status: Planning Commission will review on 5/13/2020

Oakleaf Village of Garfield Township PUD

- Location: 5143 N. Long Lake Road
- Development Description: Construct a senior living campus with a mix of 229 independent living, assisted living, and memory care units (in two phases)
- Status: New application to be introduced to the Planning Commission on 5/13/2020

Village at LaFranier Woods Planned Unit Development

- Location: 2242 LaFranier Road
- Development Description: New 385-unit senior living complex
- Status: Awaiting submission for Final Engineering Review

**PLANNING**

The draft Barlow Garfield Neighborhood Plan is currently under review according to the Michigan Planning Enabling Act. A public hearing will be held by the Planning Commission at its May 13, 2020 meeting. The Plan project page can be found here: <http://www.garfield-twp.com/barlowgarfield.asp>.

The Parks and Recreation meeting was held on May 4. Several items were reviewed including planning for the Grand Traverse Commons Natural Area, dedication event for the Boardman Valley Nature Preserve –

pickleball courts, updates to the hunting permit application and Parkland Ordinance, and commercial kayaking on Boardman River.

**JOINT PLANNING COMMISSION**

Building 57, Village at Grand Traverse Commons

- Location: 1338 Gray Drive
- Development Description: Construct a new building for 12 residential/live work units
- Status: Site plan was approved by Administrative review (use by right does not require Joint Planning Commission review)

Historic Barns Park Road Improvements/Article 9 Amendment to Grand Traverse Commons Development Regulations

- Location: Historic Barns Park
- Development Description: Replace the conceptual site development plan with a formal site development plan that includes creating a new vehicular circulation pattern, new paved drives, and new parking areas
- Status: This item was approved by the Township Board on March 24. It was approved by the City Commission on May 4.

**STAFF**

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Direct Line: (231) 225-3156



# 2020 State Shared Revenue

State of Michigan Revenue Sharing - Constitutional & (EVIP)																	
Period For	2016	EVIP	2016 Total	2017	EVIP	2017 Total	2018	EVIP	2018 Total	2019	EVIP	2019 Total	2020	EVIP	2020 Total	(%) of Change from 2018	Difference From 2018 to 2019
Nov - Dec PD Mar	\$ 205,411.00	\$ 7,170.00	\$ 212,581.00	\$ 217,905.00	\$ 7,170.00	\$ 225,075.00	\$ 220,248.00	\$ 9,370.00	\$ 229,618.00	\$ 231,217.00	\$ 9,364.00	\$ 240,581.00	\$ 241,649.00	\$ 9,579.00	\$ 251,228.00	4.43%	\$ 10,647.00
Jan - Feb PD May	\$ 195,372.00	\$ 7,170.00	\$ 202,542.00	\$ 225,890.00	\$ 7,170.00	\$ 233,060.00	\$ 209,988.00	\$ 9,370.00	\$ 219,368.00	\$ 214,862.00	\$ 9,364.00	\$ 224,226.00	\$ 234,720.00	\$ 9,579.00	\$ 244,299.00	8.95%	\$ 20,073.00
Mar - April PD July	\$ 195,055.00	\$ 7,170.00	\$ 202,225.00	\$ 203,234.00	\$ 7,170.00	\$ 210,404.00	\$ 207,404.00	\$ 9,370.00	\$ 216,774.00	\$ 218,924.00	\$ 9,364.00	\$ 228,288.00					
May - June PD Sept	\$ 214,895.00	\$ 7,173.00	\$ 222,069.00	\$ 225,598.00	\$ 7,173.00	\$ 232,771.00	\$ 235,957.00	\$ 9,373.00	\$ 245,330.00	\$ 244,196.00	\$ 9,365.00	\$ 253,561.00					
July - Aug PD Oct	\$ 216,959.00	\$ 7,170.00	\$ 226,129.00	\$ 238,999.00	\$ 9,370.00	\$ 248,369.00	\$ 248,099.00	\$ 9,364.00	\$ 257,463.00	\$ 253,080.00	\$ 9,579.00	\$ 262,659.00					
Sept - Oct PD Dec	\$ 217,140.00	\$ 7,170.00	\$ 224,310.00	\$ 230,686.00	\$ 9,370.00	\$ 240,056.00	\$ 247,255.00	\$ 9,364.00	\$ 256,619.00	\$ 264,132.00	\$ 9,579.00	\$ 273,711.00					
<b>TOTAL</b>	<b>\$ 1,246,833.00</b>	<b>\$ 43,023.00</b>	<b>\$ 1,289,856.00</b>	<b>\$ 1,342,312.00</b>	<b>\$ 47,423.00</b>	<b>\$ 1,389,735.00</b>	<b>\$ 1,368,961.00</b>	<b>\$ 56,211.00</b>	<b>\$ 1,483,026.00</b>	<b>\$ 1,426,411.00</b>	<b>\$ 56,615.00</b>	<b>\$ 1,483,026.00</b>	<b>\$ 476,369.00</b>	<b>\$ 19,158.00</b>	<b>\$ 495,527.00</b>	<b>6.69%</b>	

Personal Property Community Stabilization Share Revenue

Annual Rec 3/6/18 Received separate from State

\$ 1,400,000.00	Township Budgeted for 2020
\$ 495,527.00	YTD Received From State
\$ (904,473.00)	DIFFERENCE

\$ 1,447,600.00 State Projected for 2019 (Constitutional \$ 1,404,553.....and EVIP \$ 43,051.....Total \$ 1,459,607.)

# Clerk's Report

For April 30, 2020

Submitted 5/06/20

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 April in the General Fund, you will find that we had a total of \$(69,861.87) Revenues and \$229,175.95 Expenditures. For the year we have a total of \$1,951,894.62 Revenues and \$1,371,238.05 Expenditures.

The negative Revenue is the Grand Traverse METRO Fire payment from current taxes collected and refunded Park Reservations.

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

Lanie McManus

Township Clerk



GL NUMBER	DESCRIPTION	2020 ORIGINAL BUDGET	2020 AMENDED BUDGET	YTD BALANCE 04/30/2020	ACTIVITY FOR MONTH 04/30/2020	AVAILABLE BALANCE
<b>Fund 101 - GENERAL OPERATING FUND</b>						
<b>Revenues</b>						
Dept 000						
101-000-403.000	CURRENT REAL PROPERTY TAXES	1,900,000.00	1,900,000.00	1,574,535.79	(69,701.87)	325,464.21
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	2,215.17	0.00	(1,715.17)
101-000-423.000	TRAILER PARK FEES	8,500.00	8,500.00	2,264.50	0.00	6,235.50
101-000-445.000	PENALTIES & INT. ON TAXES	4,000.00	4,000.00	4,072.59	0.00	(72.59)
101-000-476.000	BUILDING PERMITS	180,000.00	180,000.00	28,440.00	0.00	151,560.00
101-000-476.001	PLANNING FEES	12,000.00	12,000.00	4,250.00	0.00	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	410.00	(160.00)	(410.00)
101-000-476.005	ZONING FEES	16,000.00	16,000.00	2,450.00	0.00	13,550.00
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	291.53	0.00	4,708.47
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	0.00	366.66
101-000-664.000	EARNED INTEREST	50,000.00	50,000.00	13,552.13	0.00	36,447.87
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
101-000-670.000	UNREALIZED LOSS ON INVESTMENT	0.00	0.00	127.00	0.00	(127.00)
101-000-676.000	REIMBURSEMENTS	14,000.00	14,000.00	14.79	0.00	13,985.21
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	1,951,894.62	(69,861.87)	2,012,055.38
<b>TOTAL REVENUES</b>						
		3,963,950.00	3,963,950.00	1,951,894.62	(69,861.87)	2,012,055.38
<b>Fund 101 - GENERAL OPERATING FUND:</b>						
<b>TOTAL REVENUES</b>						
		3,963,950.00	3,963,950.00	1,951,894.62	(69,861.87)	2,012,055.38

GL NUMBER	DESCRIPTION	2020		YTD BALANCE 04/30/2020	ACTIVITY FOR MONTH 04/30/20	AVAILABLE BALANCE	% BDCGT USED
		ORIGINAL BUDGET	AMENDED BUDGET				
<b>Fund 101 - GENERAL OPERATING FUND</b>							
<b>Expenditures</b>							
<b>Dept 101 - TOWNBOARD</b>							
101-101-701.100	WAGES - TRUSTEE	12,000.00	12,000.00	3,050.00	650.00	8,950.00	25.42
101-101-701.101	WAGES - FILE CLERK	36,197.99	36,197.99	14,011.20	3,113.60	22,186.79	38.71
101-101-701.102	WAGES - TRUSTEE	12,000.00	12,000.00	2,500.00	650.00	9,500.00	20.83
101-101-701.103	WAGES - TRUSTEE	12,000.00	12,000.00	2,300.00	550.00	9,700.00	19.17
101-101-701.104	WAGES - TRUSTEE	12,000.00	12,000.00	3,200.00	700.00	8,800.00	26.67
101-101-701.105	WAGES - OFFICE COORDINATOR	33,657.10	33,657.10	24,177.60	5,372.80	9,479.50	71.84
101-101-726.000	SUPPLIES	6,000.00	6,000.00	1,962.18	490.80	4,037.82	32.70
101-101-726.001	POSTAGE	8,000.00	8,000.00	2,602.89	424.41	5,397.11	32.54
101-101-726.002	SUPPLIES - COPIER MAINTENANCE	7,500.00	7,500.00	1,365.02	0.00	6,134.98	18.20
101-101-801.000	LEGAL SERVICES - TOWNBOARD	16,000.00	16,000.00	3,612.25	120.00	15,638.75	2.26
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	2,343.89	242.64	5,156.11	31.25
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	486.05	85.60	7,013.95	6.48
101-101-960.000	EDUCATION & TRAINING	4,000.00	4,000.00	97.50	0.00	3,902.50	2.44
101-101-965.101	DUES & PUBLICATIONS -TOWNBOARD	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
<b>Total Dept 101 - TOWNBOARD</b>		<b>196,855.09</b>	<b>196,855.09</b>	<b>63,519.67</b>	<b>12,399.85</b>	<b>133,335.42</b>	<b>32.27</b>
<b>Dept 171 - TOWNSHIP SUPERVISOR</b>							
101-171-701.201	WAGES - SUPERVISOR	77,416.12	77,416.12	26,797.86	5,955.08	50,618.26	34.62
101-171-701.202	WAGES - APPRAISER II	45,228.51	45,228.51	15,000.60	3,478.40	30,227.91	33.17
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	19,049.54	4,147.20	34,865.00	35.33
101-171-701.205	WAGES - ASSESSOR	95,584.61	95,584.61	33,086.97	7,352.66	62,497.64	34.62
101-171-726.000	SUPPLIES	2,000.00	2,000.00	498.16	0.00	1,501.84	24.91
101-171-726.001	POSTAGE	3,700.00	3,700.00	3,112.21	0.00	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	0.00	250.15	88.23
101-171-901.000	ADVERTISING	500.00	500.00	0.00	0.00	500.00	0.00
101-171-960.000	EDUCATION & TRAINING	7,000.00	7,000.00	106.87	35.93	6,893.13	1.53
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	0.00	2,156.00	28.13
<b>Total Dept 171 - TOWNSHIP SUPERVISOR</b>		<b>324,553.78</b>	<b>324,553.78</b>	<b>104,104.26</b>	<b>20,969.27</b>	<b>220,449.52</b>	<b>32.08</b>
<b>Dept 191 - ELECTIONS</b>							
101-191-701.000	WAGES	78,000.00	78,000.00	16,014.05	75.00	61,985.95	20.53
101-191-726.000	SUPPLIES	24,000.00	24,000.00	4,082.32	482.64	19,917.68	17.01
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	0.00	330.42	17.40
101-191-901.000	ADVERTISING	600.00	600.00	82.20	0.00	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
<b>Total Dept 191 - ELECTIONS</b>		<b>119,000.00</b>	<b>119,000.00</b>	<b>22,201.11</b>	<b>557.64</b>	<b>96,798.89</b>	<b>18.66</b>

GL NUMBER	DESCRIPTION	2020 ORIGINAL BUDGET	2020 AMENDED BUDGET	YTD BALANCE 04/30/2020	ACTIVITY FOR MONTH 04/30/20	AVAILABLE BALANCE	% B DGT USED
<b>Fund 101 - GENERAL OPERATING FUND</b>							
<b>Expenditures</b>							
Dept 215 - TOWNSHIP CLERK							
101-215-701.300	WAGES - CLERK	77,416.12	77,416.12	26,797.86	5,955.08	50,618.26	34.62
101-215-701.302	WAGES - DEPUTY CLERK	50,000.00	50,000.00	17,307.72	3,846.16	32,692.28	34.62
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	0.00	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
<b>Total Dept 215 - TOWNSHIP CLERK</b>		<b>141,916.12</b>	<b>141,916.12</b>	<b>45,114.37</b>	<b>9,801.24</b>	<b>96,801.75</b>	<b>31.79</b>
<b>Dept 247 - BOARD OF REVIEW</b>							
101-247-701.400	WAGES - B OF R	1,500.00	1,500.00	600.00	500.00	900.00	40.00
101-247-701.401	WAGES - B OF R	1,500.00	1,500.00	600.00	500.00	900.00	40.00
101-247-701.402	WAGES - B OF R	1,500.00	1,500.00	400.00	300.00	1,100.00	26.67
101-247-701.403	WAGES - B OF R	1,500.00	1,500.00	300.00	300.00	1,200.00	20.00
101-247-960.000	EDUCATION & TRAINING	200.00	200.00	0.00	0.00	200.00	0.00
<b>Total Dept 247 - BOARD OF REVIEW</b>		<b>6,200.00</b>	<b>6,200.00</b>	<b>1,900.00</b>	<b>1,600.00</b>	<b>4,300.00</b>	<b>30.65</b>
<b>Dept 253 - TOWNSHIP TREASURER</b>							
101-253-701.500	WAGES - TREASURER	77,416.12	77,416.12	26,797.86	5,955.08	50,618.26	34.62
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	17,307.72	3,846.16	32,692.28	34.62
101-253-726.000	SUPPLIES	2,500.00	2,500.00	457.25	0.00	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	0.00	3,426.71	23.85
101-253-965.000	DUES & PUBLICATIONS	500.00	500.00	0.00	0.00	500.00	0.00
<b>Total Dept 253 - TOWNSHIP TREASURER</b>		<b>153,016.12</b>	<b>153,016.12</b>	<b>45,899.13</b>	<b>9,801.24</b>	<b>107,116.99</b>	<b>30.00</b>
<b>Dept 258 - COMPUTER SUPPORT</b>							
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	13,209.00	7,530.00	16,791.00	44.03
101-258-935.016	COMPUTER NETWORK	2,000.00	2,000.00	339.96	84.99	1,660.04	17.00
<b>Total Dept 258 - COMPUTER SUPPORT</b>		<b>35,000.00</b>	<b>35,000.00</b>	<b>13,548.96</b>	<b>7,614.99</b>	<b>21,451.04</b>	<b>38.71</b>
<b>Dept 265 - TOWNSHIP HALL</b>							
101-265-701.011	Maintenance Wages	10,000.00	10,000.00	2,473.05	650.80	7,526.95	24.73
101-265-726.003	SUPPLIES-MAINTANCE	3,500.00	3,500.00	752.58	0.00	2,747.42	21.50
101-265-850.000	TELEPHONE	16,000.00	16,000.00	5,377.28	1,336.27	10,622.72	33.61
101-265-920.601	HEATING / GAS	14,000.00	14,000.00	3,789.24	992.04	10,210.76	27.07
101-265-920.602	WATER / SEWER	6,000.00	6,000.00	432.44	144.39	5,567.56	7.21



User: Lanie  
DB: Garfield

PERIOD ENDING 04/30/2020

GL NUMBER	DESCRIPTION	2020		YTD BALANCE 04/30/2020	ACTIVITY FOR MONTH 04/30/20	AVAILABLE BALANCE	% BDGT USED
		ORIGINAL BUDGET	AMENDED BUDGET				
<b>Fund 101 - GENERAL OPERATING FUND</b>							
<b>Expenditures</b>							
101-265-920.603	LIGHTS BUILDING	16,000.00	16,000.00	2,857.35	0.00	13,142.65	17.86
101-265-935.601	SNOW PLOWING	10,000.00	10,000.00	1,280.00	0.00	8,720.00	12.80
101-265-935.602	LAWN MAINTENANCE	10,000.00	10,000.00	0.00	0.00	10,000.00	0.00
101-265-935.603	CLEANING SERVICE	15,000.00	15,000.00	3,590.00	1,210.00	11,410.00	23.93
101-265-935.604	RUBBISH REMOVAL	1,000.00	1,000.00	340.00	85.00	660.00	34.00
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	730.80	365.40	769.20	48.72
101-265-935.608	MAINTENANCE-OTHER	20,000.00	20,000.00	281.97	0.00	19,718.03	1.41
<b>Total Dept 265 - TOWNSHIP HALL</b>		<b>173,000.00</b>	<b>173,000.00</b>	<b>21,904.71</b>	<b>4,783.90</b>	<b>151,095.29</b>	<b>12.66</b>
<b>Dept 301 - POLICE SERVICES</b>							
101-301-830.000	POLICE CONTRACT	1,300,000.00	1,300,000.00	297,068.94	0.00	1,002,931.06	22.85
<b>Total Dept 301 - POLICE SERVICES</b>		<b>1,300,000.00</b>	<b>1,300,000.00</b>	<b>297,068.94</b>	<b>0.00</b>	<b>1,002,931.06</b>	<b>22.85</b>
<b>Dept 371 - TOWNSHIP BUILDING INSPECTOR</b>							
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	27,692.28	6,153.84	52,307.72	34.62
101-371-701.704	WAGES - BUILDING	25,000.00	25,000.00	5,840.10	1,153.60	19,159.90	23.36
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
<b>Total Dept 371 - TOWNSHIP BUILDING INSPECTOR</b>		<b>126,746.97</b>	<b>126,746.97</b>	<b>33,849.01</b>	<b>7,307.44</b>	<b>92,897.96</b>	<b>26.71</b>
<b>Dept 400 - PLANNING COMMISSION</b>							
101-400-701.800	WAGES - PLANNING	2,000.00	2,000.00	600.00	0.00	1,400.00	30.00
101-400-701.801	WAGES - PLANNING	2,000.00	2,000.00	600.00	100.00	1,400.00	30.00
101-400-701.802	WAGES - PLANNING	2,000.00	2,000.00	600.00	100.00	1,400.00	30.00
101-400-701.804	WAGES - PLANNING	2,000.00	2,000.00	600.00	100.00	1,400.00	30.00
101-400-701.805	WAGES - PLANNING	2,000.00	2,000.00	600.00	100.00	1,400.00	30.00
101-400-701.806	WAGES - PLANNING	2,000.00	2,000.00	500.00	100.00	1,500.00	25.00
101-400-701.808	WAGES - PLANNING	2,000.00	2,000.00	800.00	100.00	1,200.00	40.00
101-400-801.000	LEGAL SERVICES	25,000.00	25,000.00	1,888.25	495.00	23,111.75	7.55
101-400-805.000	CONTRACTED AND OTHER SERVICES	6,000.00	6,000.00	2,840.75	2,136.75	3,159.25	47.35
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	659.75	336.00	1,340.25	32.99
101-400-960.000	EDUCATION & TRAINING	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00
101-400-965.000	DUES & PUBLICATIONS	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00
<b>Total Dept 400 - PLANNING COMMISSION</b>		<b>51,000.00</b>	<b>51,000.00</b>	<b>9,688.75</b>	<b>3,567.75</b>	<b>41,311.25</b>	<b>19.00</b>
<b>Dept 401 - TOWNSHIP PLANNER</b>							
101-401-701.900	WAGES - PLANNER	75,678.00	75,678.00	26,196.21	5,821.38	49,481.79	34.62
101-401-701.901	WAGES - DEPUTY PLANNER	54,184.00	54,184.00	18,756.00	4,168.00	35,428.00	34.62
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	0.00	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

EXPENDITURE REPORT FOR GARFIELD TOWNSHIP  
 PERIOD ENDING 04/30/2020


GL NUMBER	DESCRIPTION	2020		YTD BALANCE 04/30/2020	ACTIVITY FOR MONTH 04/30/20	AVAILABLE BALANCE	% BDGT 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
		152,397.79	152,397.79	45,073.17	9,989.38	107,324.62	29.58
Total Dept 401 - TOWNSHIP PLANNER							
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	0.00	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
		20,000.00	20,000.00	416.55	0.00	19,583.45	2.08
Total Dept 410 - ZONING BOARD OF APPEALS							
Dept 412 - ZONING ADMINISTRATOR							
101-412-701.601	WAGES	54,000.00	54,000.00	18,692.28	4,153.84	35,307.72	34.62
101-412-701.602	WAGES ZONING	19,999.20	19,999.20	6,759.35	1,538.40	13,239.85	33.80
101-412-726.000	SUPPLIES	1,000.00	1,000.00	54.46	0.00	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
		77,799.20	77,799.20	25,506.09	5,692.24	52,293.11	32.78
Total Dept 412 - ZONING ADMINISTRATOR							
Dept 448 - STREET LIGHTS - TOWNSHIP							
101-448-920.005	STREET LIGHTS TOWNSHIP	90,000.00	90,000.00	27,557.07	5,859.32	62,442.93	30.62
		90,000.00	90,000.00	27,557.07	5,859.32	62,442.93	30.62
Total Dept 448 - STREET LIGHTS - TOWNSHIP							
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
		166,000.00	166,000.00	56,200.21	0.00	109,799.79	33.86
Total Dept 747 - COMMUNITY PROMOTIONS							
Dept 806 - TOWNSHIP VEHICLES							
101-806-862.000	GAS & CAR WASHES	2,500.00	2,500.00	291.94	0.00	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
		4,500.00	4,500.00	988.13	0.00	3,511.87	21.96
Total Dept 806 - TOWNSHIP VEHICLES							

GL NUMBER	DESCRIPTION	2020		YTD BALANCE 04/30/2020	ACTIVITY FOR MONTH 04/30/20	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	99,300.00	99,300.00	(6,300.00)	106.77
101-851-873.010	SOCIAL SECURITY - EMPLOYER	80,000.00	80,000.00	26,327.66	5,860.92	53,672.34	32.91
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	207,129.62	23,559.31	187,870.38	52.44
101-851-873.040	INSURANCE - EMPLOYEE LIFE	10,000.00	10,000.00	2,204.84	511.46	7,795.16	22.05
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	354,325.92	129,231.69	249,774.08	58.65
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	1,371,238.05	229,175.95	2,696,776.66	33.71
Fund 101 - GENERAL OPERATING FUND:							
TOTAL EXPENDITURES		4,068,014.71	4,068,014.71	1,371,238.05	229,175.95	2,696,776.66	33.71

User: Lanie  
 DB: Garfield  
 PERIOD ENDING 04/30/2020

GL NUMBER	DESCRIPTION	2020		YTD BALANCE 04/30/2020	ACTIVITY FOR MONTH 04/30/20	AVAILABLE BALANCE	% BDCGT USED
		ORIGINAL BUDGET	AMENDED BUDGET				
Fund 308 - PARK SYSTEM FUND							
Expenditures							
Dept 000							
308-000-701.308	WAGES - PARKS AND RECREATION	0.00	0.00	400.00	0.00	(400.00)	100.00
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	25,000.00	25,000.00	7,608.66	1,923.20	17,391.34	30.43
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	19,654.76	1,648.15	108,845.24	15.30
Total Dept 000		300,500.00	300,500.00	27,663.42	3,571.35	272,836.58	9.21
Dept 851 - EMPLOYEE BENEFITS & INSURANCES							
308-851-873.010	SOCIAL SECURITY - EMPLOYER	2,000.00	2,000.00	612.69	147.14	1,387.31	30.63
Total Dept 851 - EMPLOYEE BENEFITS & INSURANCES		2,000.00	2,000.00	612.69	147.14	1,387.31	30.63
TOTAL EXPENDITURES							
		302,500.00	302,500.00	28,276.11	3,718.49	274,223.89	9.35
Fund 308 - PARK SYSTEM FUND:							
TOTAL EXPENDITURES							
		302,500.00	302,500.00	28,276.11	3,718.49	274,223.89	9.35



 <b>Charter Township of Garfield</b> <b>Planning Department Report No. 2020-74</b>			
Prepared:	May 5, 2020	Pages:	1
Meeting:	May 12, 2020 Township Board	Attachments:	<input checked="" type="checkbox"/>
Subject:	Rental Agreement Permit with Haunted Traverse – theme tours		

**BACKGROUND:**

Haunted Traverse has guided theme tours which operates under DBA, Dinesty, LLC. They are requesting permission to operate the tours after the allowed hours of operation (dusk until dawn) in primarily the Grand Traverse Commons Natural Area. Currently, the Ordinance allows these types of paid services to operate with written permission from the Parks Administrator. The Parks and Recreation Commissioners debated this proposal at their May 4, 2020 regular meeting, including the following discussion questions:

- Do the Commissioners feel it is appropriate to allow this type of activity and formalize a written agreement with private entities that wish to operate their businesses on our Parklands?
- Additionally, do the Commissioners wish to confirm the business’ liability insurance and have a signed agreement in place?

Parks and Recreation Commissioners voiced several concerns regarding the proposal. Although many of the Commissioners thought the idea was interesting, there are concerns about allowing use of Township Parkland at night. The Township Parkland is closed to the public during the proposed hours of operation for Haunted Traverse. There is also a lack of nighttime lighting on the trails along with other safety and liability concerns. Commissioners were also concerned that people may think that the Township Parkland would be generally open to the public if they saw people on these nighttime tours.

**ACTION REQUESTED:**

Following discussion, if the Township Board is comfortable following the recommendation of the Parks and Recreation Commission, then the following motion is suggested:

MOTION TO DENY the proposed Rental Agreement with Haunted Traverse for the following reasons:

1. The proposed hours of operation for Haunted Traverse would result in people accessing the Township Parkland when it is closed to the public.
2. Current conditions and lighting on the trails do not allow for safe use by the public during nighttime hours.
3. Allowing the proposed use would present liability issues for the Township.
4. Allowing the proposed use would present enforcement issues since it would imply that the Parkland would be open to the public during these hours.

If the Township Board wished instead to approve this Rental Agreement, the Board may wish to consider limits on dates and times of operation as well as an appropriate fee structure.

**Attachments:**

1. Proposed Permit Rental Agreement with Haunted Traverse

**Charter Township of Garfield**

**Permit Application – Haunted Traverse Tours**

The Charter Township of Garfield has established the following permit application policy & procedure for Haunted Traverse Tours.

- All Township Park Rules must be adhered to (exception-hours). See attached rules.
- The Township reserves the right to modify this policy & procedure & to develop & enforce such additional rules & regulations as may be required for the protection of the park.
- Fees as imposed by this policy may be waived by the Township Board.
- Groups will be held financially responsible for damages attributed to their use.
- No parking on township property (use designated parking areas)
- Stay on established trails.
- The Township may request a “Certificate of Insurance” from the group for liability coverage.
- Permit Application Fee is \$25/day or \$200/calendar season.

Requested Dates, Days & Times:

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

Day of the week: \_\_\_\_\_

Start Time: \_\_\_\_\_

End Time: \_\_\_\_\_

Approximate Number of Participants: \_\_\_\_\_

Park Utilized: \_\_\_\_\_

**Contact Information**

Group Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Certificate of Insurance Attached: \_\_\_\_\_

On behalf of Haunted Traverse, I understand all procedures associated with this request & accept legal/financial responsibilities involved in the use of the Park.

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

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