

CHARTER TOWNSHIP OF GARFIELD
VIRTUAL TOWNSHIP BOARD MEETING

Tuesday, May 26, 2020 at 6:00pm
Garfield Township Hall
3848 Veterans Drive
Traverse City, MI 49684
Ph: (231) 941-1620

The Tuesday, May 26, 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) 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 26, 2020 at 6:00pm

Please click the link below to join the webinar:

<https://us02web.zoom.us/j/82649231335?pwd=MTk4ejdOQ2pkQUZwb3ZjZ0pubDI4Zz09>

Password: 831737

Or iPhone one-tap :

US: +19292056099,,82649231335#,,1#,831737#

Or Telephone:

Dial +1 312 626 6799

Webinar ID: 826 4923 1335

Password: 831737

International numbers available: <https://us02web.zoom.us/j/kc66bgi5E6>

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 – May 13, 2020 (Recommend Approval)

b. Bills -

(i) General Fund \$33,887.86
(Recommend Approval)

(ii) Gourdie-Fraser

Developer's Escrow Fund – Storm Water Reviews, Utility Plan Review,
Oversight & Closeout \$ 8,742.50

Utility Receiving Fund 1,310.00

Park Funds/ DNR Trust Fund 2,030.00

Total \$12,082.50

(Recommend Approval)

c. Close-out and Turnover documents for Contractor's Drive Water Main Extension –
Service Connection
(Recommend Approval)

d. COVID-19 Preparedness and Response Plan (Receive and File)

4. Items removed from the Consent Calendar

5. Correspondence

6. Reports

- a. Construction Report
- b. North Flight's Report
- c. County Commissioner's Report
- d. Parks and Recreation Report
- e. Treasurer's Report
- f. Supervisor's Report

7. Unfinished Business

8. New Business

- a. Public Hearing and Findings of Fact - PD 2020-78 – Good News Automotive C-G Rezoning
- b. Public Hearing - PD 2020-79 – Parkland Ordinance – Proposed Amendment
- c. Consideration of City of Traverse City and Charter Township of Garfield Recreational Authority Proposed Annual Budget for Fiscal Year July 1, 2020 to June 30, 2021
- d. Discussion of Commercial Use and Permitting for Boardman River Valley
- e. Consideration of Adoption of Final Version of Trail Maintenance Plan

9. **Public Comment**

10. **Other Business**

11. **Adjournment**

Lanie McManus, Clerk

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

**CHARTER TOWNSHIP OF GARFIELD
VIRTUAL TOWN BOARD MEETING
May 13, 2020**

Chuck Korn called the Virtual Town Board Meeting to order on May 13, 2020 at 5:04 p.m. via the *Zoom* Application.

Pledge of Allegiance

Roll call of Board Members – Meeting held via ZOOM

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

Staff Present: Planning Director John Sych

1. Public Comment (5:03)

None

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

Agostinelli moved and Duell seconded to approve the agenda as presented.

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

Nays: None

3. Consent Calendar (5:10)

a. Minutes

April 15, 2020 Regular Meeting
(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)

Duell moved and Agostinelli seconded to adopt the consent calendar as presented.

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

4. Items Removed from the Consent Calendar

None

5. Correspondence

a. Grand Traverse Conservation District – April 2020 Report

6. Reports

a. Sheriff's Report (5:12)

Lt. Chris Oosse reported that numbers were lower than usual and there were only 26 traffic crashes in the month of April. Calls in April were down by 433 from last year's number of 1,080. The 12-hour shift schedule put in place for the COVID-19 crisis will continue through June 7th. Board members asked for call information in a graph format and discussed a traffic intersection issue.

b. GT Metro Fire Report (5:17)

Assistant Chief Steve Apostal said there was a fatal fire recently and firefighters did everything possible to save the person who perished. He added that calls for service are picking up now and a new Engine 1 went into service. The bids for renovations at Station 11 will be going out soon and strategic planning will also begin soon.

c. County Commissioner's Report (5:21)

Commissioner Brad Jewett reported that County Commissioners have been meeting weekly and they recently voted against hazard pay at this time. There have been no layoffs at the county, and none are anticipated. County buildings are open by appointment and all millages except for the school millage will be on the November ballot. A fundraising campaign for the Senior Center is moving forward. Board members discussed scheduling of CPO's and the percentage of COVID-19 cases in the county.

d. Planning Department Monthly Report for May, PD 2020-66 (5:29)

Planner Sych said they have been meeting with applicants via phone or Zoom. He said there is renewed activity in development. Board members asked questions about developments.

e. **Treasurer's Report (5:33)**

Blood Law shared that the state revenue sharing is up 6.7% year to date but will most likely start going down. Because of the investments and savings, the Township will be in a good position financially despite any downward turns in the economy as a whole. She added that tax tribunals could be an issue going forward.

f. **Clerk's Report (5:35)**

McManus said they have been busy with absentee ballot applications.

g. **Supervisor's Report (5:37)**

Korn said there will be no 4th of July fireworks and the Boom Boom Club will return the township contribution. He discussed the possible re-opening of restaurants and the current zoning regulations and said that the township may need to discuss relaxing the ordinance for those different uses that may arise such as outdoor seating. He talked budgeting because of the CPO schedule switch and beginning to bring some employees back into the building on a voluntary basis with plexiglass up at work counters and employees in masks.

The MTA recommends appointing a start-up director for issues related to coming back to work after the health crisis and Korn nominated Blood Law for the position. McManus supported the nomination.

Board members discussed the details of such a position and concurred.

Korn also said that he received a proposal from a kayaking business who wants to use the YMCA site for a kayak removal site. Board members expressed concerns with the proposal because of the current parking situation at that location.

7. **Unfinished Business**

None

8. **New Business**

a. **Consideration of PD 2020-74 – Rental Agreement Permit with Haunted Traverse – Theme Tours (5:55)**

Schmuckal said that this item was heard by the parks commission and that after discussion, the Parks Commission denied the permit. Parks Steward Derek Morton said the permit was denied by the Parks Commission in part because of safety concerns, liability, and enforcement.

Schmuckal moved and Blood Law seconded 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.*

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

9. Public Comment:

Tom Cash and Judy Rollins inquired about the letter sent to the Governor's office and were told that she did not respond.

10. Other Business (6:02)

Duell commented that some timbering was going on near a township owned parcel. He also asked about the parking lot at Silver Lake Park and was told the construction project had been delayed due to frost and rain.

Agostinelli asked about any potential budgeting issues or adjustments and was told that a plan will be put into place.

Blood Law expressed concerns with the Goodwill Inn, its proximity to the Boardman and the number of homeless tents that were on the property. Korn said he would continue to stress the importance of the issue with officials.

11. Adjournment

Schmuckal moved and Blood Law seconded to adjourn at 6:21pm.

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

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

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

Check Date	Bank	Check #	Payee	Description	GL #	Amount
05/19/2020	GEN	38718	MAPLE RIVER DIRECT MAIL	AUGUST AV APP MAILING	101-191-726.001	1,520.76
05/21/2020	GEN	38719	AFLAC	AFLAC	101-000-227.001	340.58
05/21/2020	GEN	38720	BLUE CROSS BLUE SHIELD OF MICHIGAN	EMPLOYEE HEALTH	101-851-873.030	21,698.48
05/21/2020	GEN	38721	CDM MOBILE SHREDDING, LLC	SHREDDING	101-101-805.000	130.00
05/21/2020	GEN	38722	CITY OF TRAVERSE CITY	170975-118688	101-448-920.005	24.78
05/21/2020	GEN	38723	DENNIS, GARTLAND & NIERGARTH	AUDIT	101-101-802.000	3,500.00
05/21/2020	GEN	38724	FIFTH THIRD BANK	ZOOM, MASKS, HAND SANITIZER, SPRAY BOTTLES	101-101-726.000	112.24
		38724		ZOOM, MASKS, HAND SANITIZER, SPRAY BOTTLES	101-101-805.000	42.40
						<u>154.64</u>
05/21/2020	GEN	38725	GARFIELD CHARTER TOWNSHIP	HSA	101-000-237.000	436.88
05/21/2020	GEN	38726	GRID4 COMMUNICATIONS, INC.	PHONES	101-265-850.000	1,062.06
05/21/2020	GEN	38727	JENTEES	GARFIELD TWP VESTS	101-171-726.000	46.56
		38727		GARFIELD TWP VESTS	101-371-726.000	46.56
		38727		GARFIELD TWP VESTS	101-412-726.000	23.28
		38727		GARFIELD TWP VEST	308-000-864.000	23.28
						<u>139.68</u>
05/21/2020	GEN	38728	PITNEY BOWES INC.	SLA-EQUIPMENT SVC AGREEMENT	101-101-726.001	15.48
05/21/2020	GEN	38729	TRAVERSE CITY RECORD EAGLE	ADVERTISING	101-400-901.000	364.55
		38729		ADVERTISING	101-410-901.000	195.05
						<u>559.60</u>
05/21/2020	GEN	38730	U.S.POSTAL SERVICE	POSTAGE	101-101-726.001	2,000.00
05/21/2020	GEN	38731	UNITED WAY	UNITED WAY	101-000-238.000	90.00
05/21/2020	GEN	38732	VOYA INSTITUTIONAL TRUST COMPANY	DEFERRED COMP VF3202	101-000-227.000	1,880.00
05/21/2020	GEN	38733	WILLIAM MOUSER	PLEXIGLASS SUPPLIES	101-265-726.003	334.92
						<u>33,887.86</u>

--- GL TOTALS ---
 101-000-227.000 DEFERRED COMP 1,880.00
 101-000-227.001 AFLAC 340.58
 101-000-237.000 HSA (FORMERLY FLEX) 436.88
 101-000-238.000 UNITED WAY 90.00
 101-101-726.000 SUPPLIES 112.24
 101-101-726.001 POSTAGE 2,015.48
 101-101-802.000 AUDIT AND ACCOUNTING 3,500.00
 101-101-805.000 CONTRACTED AND OTHER SERVICES 172.40

3.b.(i)

Check Date	Bank	Check #	Payee	Description	GL #	Amount
101-171-726.000			SUPPLIES			46.56
101-191-726.001			POSTAGE			1,520.76
101-265-726.003			SUPPLIES-MAINTANCE			334.92
101-265-850.000			TELEPHONE			1,062.06
101-371-726.000			SUPPLIES			46.56
101-400-901.000			ADVERTISING			364.55
101-410-901.000			ADVERTISING			195.05
101-412-726.000			SUPPLIES			23.28
101-448-920.005			STREET LIGHTS TOWNSHIP			24.78
101-851-873.030			INSURANCE - EMPLOYEE HEALTH			21,698.48
308-000-864.000			MISCELLANEOUS			23.28
			TOTAL			33,887.86



Engineering
Surveying
Testing &
Operations

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

3.b.(ii)

April 2, 2020

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

I. Developer's Escrow Fund

A. Storm Water Reviews

1. Engineering consulting services for storm water plan review.
Lake Michigan Federal Credit Union
Project# 19360 Invoice No. 1936001 3,937.50
2. Engineering consulting services for storm water plan review.
Grand Traverse Commons, Building 57
Project# 20094 Invoice No. 2009401 2,570.00

Total A 6,507.50

B. Utility Plan Review, Oversight & Closeout

1. Engineering services for plan review and construction services.
Traditions at Ashland Park
Project# 17088 Invoice No. 17088012 1,150.00
2. Engineering consulting services for plan review, construction services and Project Turnover
Northern Michigan Hospitality Management, Proposed Hotels
Project# 19395 Invoice No. 1939501 1,085.00

Total B 2,235.00

Total Developer's Escrow Fund 8,742.50

II. Utility Receiving Fund

1. Engineering consulting services.
Barlow/Garfield Neighborhood Corridor Mast Plan
Project# 20029C Invoice No. 20029307 1,310.00

Total Utility Receiving Fund 1,310.00

III. Park Funds / DNR Trust Fund

1. Engineering consulting services for topographic survey, site design, bid comments, construction services
**Silver Lake Park Improvements, Parking Lot Expansion at Metro #12, Trail, Sidewalk
Extensions and Well House Enclosure**
Project# 19177 Invoice No. 1917707 2,030.00

Total Park Funds / DNR Trust Fund 2,030.00

GRAND TOTAL \$12,082.50

Invoice

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

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

May 19, 2020
Project No: 19360
Invoice No: 1936001

Re: Lake Michigan Federal Credit Union, Storm Water Review

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

Project Location: US-31 South, Traverse City

Professional Services from December 8, 2019 to May 16, 2020

Professional Personnel

	Hours	Rate	Amount	
Project Engineer II	22.50	110.00	2,475.00	
Project Manager Assistant	.50	65.00	32.50	
Sr. Project Manager	11.00	130.00	1,430.00	
Totals	34.00		3,937.50	
Total Labor				3,937.50
		Total this Invoice		\$3,937.50



Invoice

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

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

May 19, 2020
Project No: 20094
Invoice No: 2009401

Re: Grand Traverse Commons Building 57

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

Professional Services from April 26, 2020 to May 23, 2020

Professional Personnel

	Hours	Rate	Amount	
Project Engineer II	16.00	110.00	1,760.00	
Sr. Project Manager	6.00	135.00	810.00	
Totals	22.00		2,570.00	
Total Labor				2,570.00
		Total this Invoice		\$2,570.00



Invoice

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

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

May 19, 2020
 Project No: 17088
 Invoice No: 1708812

Re: Traditions at Ashland Park (Escrow Account)

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

*Additional Escrow Requests:

1. Additional sewer along Umber Drive per email dated 6/6/18. \$10,000.
2. Water main installation along Umber Drive as detailed in escrow letter dated 10/4/18 \$5,000.
3. Water main & sanitary sewer along Rusch & Garfield Roads as detailed in escrow letter dated 3/28/19 \$18,500.
4. Phase IV (final) for water main and sanitary sewer extension to service the remaining portions as detailed in escrow letter dated 05/08-20 \$19,500.

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

Professional Services from July 21, 2019 to May 9, 2020

Fee

Billing Phase	Fee	Percent Complete	Earned	Previous Fee Billing	Current Fee Billing
Plan Reivew/Permit Assistance	2,500.00	100.00	2,500.00	2,500.00	0.00
*4 Plan Review/Permit Assistance	1,000.00	0.00	0.00	0.00	0.00
Construction Observation/Inspection	14,000.00	100.00	14,000.00	14,000.00	0.00
*1 Observation/Inspection	9,500.00	100.00	9,500.00	9,500.00	0.00
*2 Observation/Inspection	4,500.00	100.00	4,500.00	4,500.00	0.00
*3 Observation/Inspection	15,500.00	100.00	15,500.00	14,350.00	1,150.00
*4 Observation/Inspection	17,500.00	0.00	0.00	0.00	0.00
Const. Admin/Project Turnover	1,000.00	100.00	1,000.00	1,000.00	0.00
*3 Admin/Project Turnover	2,000.00	0.00	0.00	0.00	0.00
*1 Record Drawings & Reports	500.00	100.00	500.00	500.00	0.00

Project	17088	GARFIELD/PLN REVIEW,CO ADM,CM/TRADITI/GT				Invoice	1708812
*2 Record Drawings & Reports	500.00	100.00	500.00	500.00	0.00		
*3 Record Drawings & Reports	1,000.00	0.00	0.00	0.00	0.00		
*4 Record Drawings & Reports	1,000.00	0.00	0.00	0.00	0.00		
Total Fee	70,500.00		48,000.00	46,850.00	1,150.00		
			Total Fee			1,150.00	
				Total this Invoice		\$1,150.00	

Invoice

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123 West Front Street, Suite A
Traverse City, MI 49684
Phone: 231-946-5874, Fax: 231-946-9634
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A/R email: melanie@gfa.tc

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

May 19, 2020
Project No: 19395
Invoice No: 1939501

Re: Northern Michigan Hospitality Management, Proposed Hotels

Services Performed:

1. Engineering Review - Plan review and overall capacity evaluation to determine impact to existing water and sewer system for the ability to service. Act 399 permit assistance for the water main extension.
2. Construction observation & Oversight - Full time construction observation, testing, witness reports for infrastructure. Developer to provide record drawings.
3. Project Turnover - Review drawing and easements, close out and turnover documentation to township updates to GIS and overall utility maps.

Project Location: M-37 and US-31 just south of Franke Road

Professional Services from March 24, 2020 to May 16, 2020
Fee

Billing Phase	Fee	Percent Complete	Earned	Previous Fee Billing	Current Fee Billing
Engineer Review	1,750.00	62.00	1,085.00	0.00	1,085.00
Construction Observation	4,500.00	0.00	0.00	0.00	0.00
Proj. Turnover, Close Out	1,000.00	0.00	0.00	0.00	0.00
Total Fee	7,250.00		1,085.00	0.00	1,085.00
Total Fee					1,085.00
Total this Invoice					\$1,085.00

Invoice

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

May 19, 2020
Project No: 20029C
Invoice No: 20029307

Re: Barlow / Garfield Neighborhood Corridor Master Plan

Services Performed: Engineering services for review and memo to township planning department. Review comprised on of comments and suggestions regulated to existing water and sewer infrastructure and improvements needed, existing and proposed access improvements and existing and proposed storm water management systems.

Professional Services from April 1, 2020 to May 16, 2020

Professional Personnel

	Hours	Rate	Amount	
Project Engineer II	7.00	110.00	770.00	
Sr. Project Manager	4.00	135.00	540.00	
Totals	11.00		1,310.00	
Total Labor				1,310.00
		Total this Invoice		\$1,310.00

Invoice

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

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

May 19, 2020
 Project No: 19177
 Invoice No: 1917707

Re: Silver Lake Park Improvements

Services Performed: Engineering, survey and construction services for presentation of conceptual drawings and cost estimated to improve amenities at the existing park including a parking lot addition, trail and sidewalk extensions and well house structure as fully described in proposal letter dated May 30, 2019.

Services include topographic survey. Design of site, architectural and landscaping. Contract, bid documents and assistance. Construction layout and staking, observation, materials testing, administration and engineering.

Project Location: 1785 North East Silver Lake Road

Professional Services from March 29, 2020 to May 16, 2020
Fee

Billing Phase	Fee	Percent Complete	Earned	Previous Fee Billing	Current Fee Billing
Topographic Survey	3,500.00	100.00	3,500.00	3,500.00	0.00
Site Design, Architectural, Landscape	19,200.00	100.00	19,200.00	19,200.00	0.00
Contract, Bid Document Assistance	2,500.00	100.00	2,500.00	2,500.00	0.00
Construction Layout and Staking	2,500.00	60.00	1,500.00	750.00	750.00
Const. Observation, Materials Testing	7,600.00	50.00	3,800.00	3,040.00	760.00
Construction Administration, Engineering	2,000.00	66.00	1,320.00	800.00	520.00
Total Fee	37,300.00		31,820.00	29,790.00	2,030.00
		Total Fee			2,030.00
				Total this Invoice	\$2,030.00



Engineering
Surveying
Testing &
Operations

123 West Front **3. c.**
Traverse City, Michigan 49684
231.946.5874 
231.946.3703 

May 20, 2020

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

RE: Contractor's Drive Water Main Extension – Service Connection
GFA #17327
Close-out & Turnover

Dear Chuck:

The project for Contractor's Drive Water Main Extension – Service Connection has been completed. Enclosed please find copies of the following items submitted by the contractor in compliance with the contract documents:

1. One-Year Maintenance Bond
2. Letter of Guarantee
3. Affidavit of Completion/Consent of Surety
4. Recorded Grant of Easement
5. Bill of Sale

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

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

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

Sincerely,
Gourdie-Fraser, Inc.

Jennifer Hodges, P.E.
Project Manager

Enclosures

cc: John Divozzo, Grand Traverse County DPW

Maintenance Bond

Bond Number BD 745049

Nationwide Mutual Insurance Company
AMCO Insurance Company
Allied Property & Casualty Insurance Company
1100 Locust St., Dept 2006 Des Moines, IA 50391-2006
(866) 387-0457

KNOW ALL MEN BY THESE PRESENTS, That we, Molon Excavating, Inc., as Principal, and Nationwide Mutual Insurance Company, a Corporation organized under the laws of the State of IA, with principal offices at Des Moines, Iowa, as Surety, are held and firmly bound unto Peninsula Township (hereinafter called the Obligee), in the penal sum of Four hundred thirty eight thousand eight hundred eighty nine and 00/100 (\$438,889.00) Dollars, for the payment of which, well and truly to be made, we do hereby bind ourselves, our heirs, executors, administrators, successors and assigns, jointly and severally, firmly by these presents.

WHEREAS, the said Principal has heretofore entered into a contract with the Obligee above named for Vineyard Ridge Sanitary Sewer and Water Main/System work ;and

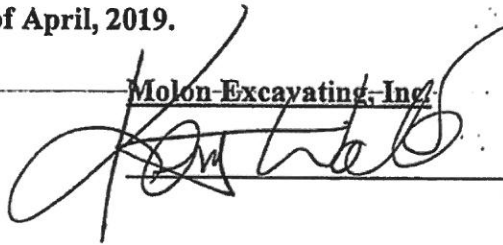
WHEREAS, said contract provides that the Principal shall furnish a bond which shall remain in force for a period of 1 year(s) from the date of completion of the Project as established by the Engineer or Architect and which shall be conditioned to guarantee against all defects in workmanship and materials which shall become apparent during said period.

NOW, THEREFORE, THE CONDITION OF THIS OBLIGATION IS SUCH THAT, if the Principal shall indemnify the Obligee for all loss that the Obligee may sustain by reason of any defective materials or workmanship which shall become apparent during the period of 1 year(s) from the date of the completion of the Project as established by the Engineer or Architect, then this obligation shall be void; otherwise to remain in full force and effect.

PROVIDED, HOWEVER, that in such event of any default in the part of said Principal, written statement of the particular facts showing such default and the date thereof shall be delivered to the Surety by certified mail at its Home Office, 1, Des Moines, Iowa 50391-2006, promptly and in any event within thirty (30) days after the Obligee or his representative shall learn of such default.

Signed, sealed and dated this 12th day of April, 2019.

~~Molon Excavating, Inc.~~



Nationwide Mutual Insurance Company

By: 
Lisa R. Blasko, Attorney-in-Fact

Bda 66(10-01)00



Power of Attorney

KNOW ALL MEN BY THESE PRESENTS THAT:

Nationwide Mutual Insurance Company, an Ohio corporation
National Casualty Company, an Ohio corporation

AMCO Insurance Company, an Iowa corporation
Allied Property and Casualty Insurance Company, an Iowa corporation

hereinafter referred to severally as the "Company" and collectively as "the Companies" does hereby make, constitute and appoint:

STEVEN W MCGREGOR
LISA R. BLASKO

RACHEL L. WEESNER
HEATHER SMITH

JANET I. NICHOLLS-DOUGLAS
STEPHANIE K. BIGCRAFT

TRAVERSE CITY MI

each in their individual capacity, its true and lawful attorney-in-fact, with full power and authority to sign, seal, and execute on its behalf any and all bonds and undertakings, and other obligatory instruments of similar nature, in penalties not exceeding the sum of

TWO MILLION AND NO/100 DOLLARS

\$ 2,000,000.00

and to bind the Company thereby, as fully and to the same extent as if such instruments were signed by the duly authorized officers of the Company; and all acts of said Attorney pursuant to the authority given are hereby ratified and confirmed.

This power of attorney is made and executed pursuant to and by authority of the following resolution duly adopted by the board of directors of the Company:

"RESOLVED, that the president, or any vice president be, and each hereby is, authorized and empowered to appoint attorneys-in-fact of the Company, and to authorize them to execute and deliver on behalf of the Company any and all bonds, forms, applications, memorandums, undertakings, recognizances, transfers, contracts of indemnity, policies, contracts guaranteeing the fidelity of persons holding positions of public or private trust, and other writings obligatory in nature that the business of the Company may require; and to modify or revoke, with or without cause, any such appointment or authority; provided, however, that the authority granted hereby shall in no way limit the authority of other duly authorized agents to sign and countersign any of said documents on behalf of the Company."

"RESOLVED FURTHER, that such attorneys-in-fact shall have full power and authority to execute and deliver any and all such documents and to bind the Company subject to the terms and limitations of the power of attorney issued to them, and to affix the seal of the Company thereto; provided, however, that said seal shall not be necessary for the validity of any such documents."

This power of attorney is signed and sealed under and by the following bylaws duly adopted by the board of directors of the Company.

Execution of Instruments. Any vice president, any assistant secretary or any assistant treasurer shall have the power and authority to sign or attest all approved documents, instruments, contracts, or other papers in connection with the operation of the business of the company in addition to the chairman of the board, the chief executive officer, president, treasurer or secretary; provided, however, the signature of any of them may be printed, engraved, or stamped on any approved document, contract, instrument, or other papers of the Company.

IN WITNESS WHEREOF, the Company has caused this instrument to be sealed and duly attested by the signature of its officer the 1st day of May, 2017.

Antonio C. Albanese, Vice President of Nationwide Mutual Insurance Company, National Casualty Company, AMCO Insurance Company, Allied Property and Casualty Insurance Company

ACKNOWLEDGMENT

STATE OF NEW YORK, COUNTY OF NEW YORK: ss

On this 1st day of May, 2017, before me came the above-named officer for the Company aforesaid, to me personally known to be the officer described in and who executed the preceding instrument, and he acknowledged the execution of the same, and being by me duly sworn, deposes and says, that he is the officer of the Company aforesaid, that the seal affixed hereto is the corporate seal of said Company, and the said corporate seal and his signature were duly affixed and subscribed to said instrument by the authority and direction of said Company.

BARRY T. BASSIS
Notary Public, State of New York
No. 02BA4658400
Qualified In New York County
Commission Expires April 30, 2019

Notary Public
My Commission Expires
April 30, 2019

CERTIFICATE

I, Laura B. Guy, Assistant Secretary of the Company, do hereby certify that the foregoing is a full, true and correct copy of the original power of attorney issued by the Company; that the resolution included therein is a true and correct transcript from the minutes of the meetings of the boards of directors and the same has not been revoked or amended in any manner; that said Antonio C. Albanese was on the date of the execution of the foregoing power of attorney the duly elected officer of the Company, and the corporate seal and his signature as officer were duly affixed and subscribed to the said instrument by the authority of said board of directors; and the foregoing power of attorney is still in full force and effect.

IN WITNESS WHEREOF, I have hereunto subscribed my name as Assistant Secretary, and affixed the corporate seal of said Company this 12th day of April, 2019.

This power of attorney expires: April 30, 2019

Assistant Secretary

PERFORMANCE BOND

Bond Number: BD 759312

**AMCO Insurance Company
Nationwide Mutual Insurance Company
Allied Property & Casualty Insurance Company
1100 Locust St., Dept 2006 Des Moines, IA 50391-2006
(866) 387-0457**

CONTRACTOR:

Molon Excavating, Inc.
125 Buckshot Dr
Traverse City, MI 49637

SURETY:

Nationwide Mutual Insurance Company
1100 Locust St., Dept. 2006
Des Moines, IA 50391-2006

OWNER:

Garfield Township
3848 Veterans Dr
Traverse City, MI 49684

CONSTRUCTION CONTRACT

Date: 03/14/2019

Amount: \$50,000⁰⁰ Fifty thousand and 00/100 dollars

Description:
Contractors Drive - Bay Masonry Development Site
Tie-in water main

BOND

Date: 03/14/2019

Amount: \$50,000⁰⁰ Fifty thousand and 00/100 dollars

Modifications to this Bond: None See Section 16

CONTRACTOR AS PRINCIPAL

Company: (Corporate Seal)
Molon Excavating, Inc.

SURETY

Company: (Corporate Seal)
Nationwide Mutual Insurance Company

Signature:

Name

And Title:

(Any additional signatures appear on the last page of this Performance Bond)

Signature: *Rachel L. Weesner*

Name

and Title: Rachel L. Weesner

, Attorney-in-Fact



(FOR INFORMATION ONLY - Name, address and telephone)

AGENT or BROKER:

OWNERS REPRESENTATIVE:

(Architect, Engineer or other party:)

- .1 the responsibilities of the Contractor for correction of defective work and completion of the Construction Contract;
- .2 additional legal, design professional and delay costs resulting from the Contractor's Default, and resulting from the actions or failure to act of the Surety under Section 5; and
- .3 liquidated damages, or if no liquidated damages are specified in the Construction Contract, actual damages caused by delayed performance or non-performance of the Contractor.

§ 8 If the Surety elects to act under Section 5.1, 5.3, or 5.4, the Surety's liability is limited to the amount of this Bond.

§ 9 The Surety shall not be liable to the Owner or others for obligations of the Contractor that are unrelated to the Construction Contract, and the Balance of the Contract Price shall not be reduced or set off on account of any such unrelated obligations. No right of action shall accrue on this Bond to any person or entity other than the Owner or its heirs, executors, administrators, successors, and assigns.

§ 10 The Surety hereby waives notice of any change, including changes of time, to the Construction Contract or to related subcontractors, purchase orders and other obligations.

§ 11 Any proceeding, legal or equitable, under this Bond may be instituted in any court of competent jurisdiction in the location in which the work or part of the work is located and shall be instituted within two years after a declaration of Contractor Default or within two years after the Contractor ceased working or within two years after the Surety refuses or fails to perform its obligations under this Bond, whichever occurs first. If the provisions of this Paragraph are void or prohibited by law, the minimum period of limitation available to sureties as a defense in the jurisdiction of the suit shall be applicable.

§ 12 Notice to the Surety, the Owner or the Contractor shall be mailed or delivered to the address shown on the page on which their signature appears.

§ 13 When this Bond has been furnished to comply with a statutory or other legal requirement in the location where the construction was to be performed, any provision in this Bond conflicting with said statutory or legal requirement shall be deemed deleted herefrom and provisions conforming to such statutory or other legal requirement shall be deemed incorporated herein. When so furnished, the intent is that this Bond shall be construed as a statutory bond and not as a common law bond.

§ 14 Definitions

§ 14.1 **Balance of the Contract Price.** The total amount payable by the Owner to the Contractor under the Construction Contract after all proper adjustments have been made, including allowance to the Contractor of any amounts received or to be received by the Owner in settlement of insurance or other claims for damages to which the Contractor is entitled, reduced by all valid and proper payments made to or on behalf of the Contractor under the Construction Contract.

§ 14.2 **Construction Contract.** The agreement between the Owner and Contractor identified on the cover page, including all Contract Documents and changes made to the agreement and the Contract Documents.

§ 14.3 **Contractor Default.** Failure of the Contractor, which has not been remedied or waived, to perform or otherwise to comply with a material term of the Construction Contract.

§ 14.4 **Owner Default.** Failure of the Owner, which has not been remedied or waived, to pay the Contractor as required under the Construction Contract or to perform and complete or comply with the other material terms of the Construction Contract.

§ 14.5 **Contract Documents.** All the documents that comprise the agreement between the Owner and Contractor.

§ 15 If this Bond is issued for an agreement between a Contractor and subcontractor, the term Contractor in this Bond shall be deemed to be a Subcontractor and the term Owner shall be deemed to be Contractor.

Power of Attorney

KNOW ALL MEN BY THESE PRESENTS THAT:

Nationwide Mutual Insurance Company, an Ohio corporation
National Casualty Company, an Ohio corporation

AMCO Insurance Company, an Iowa corporation
Allied Property and Casualty Insurance Company, an Iowa corporation

hereinafter referred to severally as the "Company" and collectively as "the Companies" does hereby make, constitute and appoint:

STEVEN W MCGREGOR
LISA R. BLASKO

RACHEL L. WEESNER
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JANET I. NICHOLLS-DOUGLAS
STEPHANIE K. BIGCRAFT

TRAVERSE CITY MI

each in their individual capacity, its true and lawful attorney-in-fact, with full power and authority to sign, seal, and execute on its behalf any and all bonds and undertakings, and other obligatory instruments of similar nature, in penalties not exceeding the sum of

TWO MILLION AND NO/100 DOLLARS

\$ 2,000,000.00

and to bind the Company thereby, as fully and to the same extent as if such instruments were signed by the duly authorized officers of the Company; and all acts of said Attorney pursuant to the authority given are hereby ratified and confirmed.

This power of attorney is made and executed pursuant to and by authority of the following resolution duly adopted by the board of directors of the Company:

"RESOLVED, that the president, or any vice president be, and each hereby is, authorized and empowered to appoint attorneys-in-fact of the Company, and to authorize them to execute and deliver on behalf of the Company any and all bonds, forms, applications, memorandums, undertakings, recognizances, transfers, contracts of indemnity, policies, contracts guaranteeing the fidelity of persons holding positions of public or private trust, and other writings obligatory in nature that the business of the Company may require; and to modify or revoke, with or without cause, any such appointment or authority; provided, however, that the authority granted hereby shall in no way limit the authority of other duly authorized agents to sign and countersign any of said documents on behalf of the Company."

"RESOLVED FURTHER, that such attorneys-in-fact shall have full power and authority to execute and deliver any and all such documents and to bind the Company subject to the terms and limitations of the power of attorney issued to them, and to affix the seal of the Company thereto; provided, however, that said seal shall not be necessary for the validity of any such documents."

This power of attorney is signed and sealed under and by the following bylaws duly adopted by the board of directors of the Company.

Execution of Instruments. Any vice president, any assistant secretary or any assistant treasurer shall have the power and authority to sign or attest all approved documents, instruments, contracts, or other papers in connection with the operation of the business of the company in addition to the chairman of the board, the chief executive officer, president, treasurer or secretary; provided, however, the signature of any of them may be printed, engraved, or stamped on any approved document, contract, instrument, or other papers of the Company.

IN WITNESS WHEREOF, the Company has caused this instrument to be sealed and duly attested by the signature of its officer the 1st day of May, 2017.

Antonio C. Albanese, Vice President of Nationwide Mutual Insurance Company, National Casualty Company, AMCO Insurance Company, Allied Property and Casualty Insurance Company

ACKNOWLEDGMENT

STATE OF NEW YORK, COUNTY OF NEW YORK: ss

On this 1st day of May, 2017, before me came the above-named officer for the Company aforesaid, to me personally known to be the officer described in and who executed the preceding instrument, and he acknowledged the execution of the same, and being by me duly sworn, deposes and says, that he is the officer of the Company aforesaid, that the seal affixed hereto is the corporate seal of said Company, and the said corporate seal and his signature were duly affixed and subscribed to said instrument by the authority and direction of said Company.

BARRY T. BASSIS
Notary Public, State of New York
No. 02BA4656400
Qualified in New York County
Commission Expires April 30, 2019

Notary Public
My Commission Expires
April 30, 2019



CERTIFICATE

I, Laura B. Guy, Assistant Secretary of the Company, do hereby certify that the foregoing is a full, true and correct copy of the original power of attorney issued by the Company; that the resolution included therein is a true and correct transcript from the minutes of the meetings of the boards of directors and the same has not been revoked or amended in any manner; that said Antonio C. Albanese was on the date of the execution of the foregoing power of attorney the duly elected officer of the Company, and the corporate seal and his signature as officer were duly affixed and subscribed to the said instrument by the authority of said board of directors; and the foregoing power of attorney is still in full force and effect.

IN WITNESS WHEREOF, I have hereunto subscribed my name as Assistant Secretary, and affixed the corporate seal of said Company this 14th day of March, 2019.

This power of attorney expires: April 30, 2019

Assistant Secretary

BILL OF SALE

Michael L. & Kent A. Walton, whose address is 125 Buckshot Drive, Traverse City, MI 49685 (herein referred to as "Seller) for and in consideration of One (\$1.00} Dollar, the adequacy and receipt of which is acknowledged, does hereby grant, dedicate, transfer and deliver to Garfield Township, whose address is 3848 Veterans Dr., Traverse City, Michigan 49684, (herein referred to as the "Township"), all water main and appurtenances as shown on the attached drawings that are in, over, upon and under the real estate more fully described as:

AN EASEMENT FOR PUBLIC AND PRIVATE UTILITIES IN PART OF THE SOUTHEAST QUARTER OF SECTION 15 AND THE NORTHEAST QUARTER OF SECTION 22, TOWN 27 NORTH, RANGE 11 WEST, GARFIELD TOWNSHIP, GRAND TRAVERSE COUNTY, MICHIGAN BEING MORE FULLY DESCRIBED AS:

COMMENCING AT THE SOUTH QUARTER CORNER OF SECTION 15; THENCE N89° 45' 51"E ALONG THE SOUTH LINE OF SECTION 15, 921.15 FEET TO THE EAST OF RAILROAD RIGHT OF WAY AND THE POINT OF BEGINNING; THENCE N08° 27' 08"E, 699.08 FEET; THENCE S81° 17' 19"E, 66.03 FEET; THENCE S08° 27' 12"W, 981.99 FEET; THENCE S06° 41' 39"E, 241.81 FEET; THENCE S08° 27' 07"W, 50.60 FEET; THENCE S39° 33' 40"W, 100.36 FEET; THENCE S88° 16' 41"W, 85.67 FEET; THENCE N88° 15' 45"W, 120.29 FEET; THENCE N08° 27' 08"E, 76.62 FEET; THENCE N89° 46' 40"W, 46.54 FEET; THENCE N08° 27' 12"E, 118.00 FEET; THENCE N06° 41' 39"W, 176.07 FEET; THENCE N08° 27' 08"E, 291.95 FEET TO THE POINT OF BEGINNING.

COMMENCING AT THE SOUTH CORNER OF SECTION 15; THENCE N89° 45' 51"E ALONG THE SOUTH LINE OF SECTION 15, 921.15 FEET TO THE EAST RAILROAD RIGHT OF WAY; THENCE N08° 27' 08"E ALONG THE EAST RAILROAD RIGHT OF WAY, 699.08 FEET; THENCE S81° 17' 19"E, 66.03 FEET; THENCE S08° 27' 12"W, 205.97 FEET TO THE POINT OF BEGINNING; THENCE S81° 32' 48"E, 63.98 FEET; THENCE S08° 27' 08"W, 115.00 FEET; THENCE S67° 34' 25"W, 74.55 FEET; THENCE N08° 27' 12"E, 153.26 FEET TO POINT OF BEGINNING.

AND A 30' WIDE PUBLIC UTILITY EASEMENT BEING MORE FULLY DESCRIBED AS:

30-FOOT WIDE WATERMAIN EASEMENT BEING IN PART OF PART OF THE SOUTHEAST QUARTER OF SECTION 15, TOWN 27 NORTH, RANGE 11 WEST, GARFIELD TOWNSHIP, GRAND TRAVERSE COUNTY, MICHIGAN THE SOUTH LINE BEING DESCRIBED AS:

COMMENCING AT THE SOUTH QUARTER CORNER OF SECTION 15; THENCE N89° 45' 51"E ALONG THE SOUTH LINE OF SECTION 15, 921.15 FEET TO THE EAST RAILROAD RIGHT OF WAY; THENCE N08° 27' 08"E ALONG THE EAST RAILROAD RIGHT OF WAY, 72.81 FEET; THENCE S81° 32' 52"E, 66.02 FEET TO THE POINT OF BEGINNING; THENCE S81° 32' 52"E, 148.98 FEET TO POINT OF ENDING.

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

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

Dated this 14 day of MAY, 2020

Sellers:

Michael L. & Kent A. Walton

By: [Signature]

Signature

By: Kent WALTON

Printed

Its: Partner

Title

By: [Signature]

Signature

By: Mike WALTON

Printed

Its: Partner

Title

STATE OF MICHIGAN

COUNTY OF Grand Traverse

Acknowledged before me this 14th day of May, 2020 by

[Signature]

John Hughes, Notary Public

Terry Lee Gottis

CERTIFICATE OF SUBSTANTIAL COMPLETION

Owner:	Michael L. & Kent A. Walton	Owner's Contract No.:	_____
Contractor:	Molon Excavating, Inc.	Contractor's Project No.:	_____
Engineer:	Mansfield Land Use Consultants	Engineer's Project No.:	<u>17064</u>
Project:	Private Road (Kent & Mike Walton)	Contract Name:	Private Road

This final Certificate of Substantial Completion applies to:

All Work

The following specified portions of the Work:

11/1/19

Date of Substantial Completion

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

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

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

Amendments to Owner's responsibilities:

- None
 As follows

Amendments to

Contractor's responsibilities:

- None
 As follows:

The following documents are attached to and made a part of this Certificate: None

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

EXECUTED BY ENGINEER:		ACCEPTED:		ACCEPTED:	
By: _____	By: <u><i>[Signature]</i></u>	By: _____	By: _____	By: _____	By: _____
(Authorized signature)	Owner (Authorized Signature)	Owner (Authorized Signature)	Owner (Authorized Signature)	Owner (Authorized Signature)	Owner (Authorized Signature)
Title: _____	Title: <u><i>[Signature]</i></u>	Title: _____	Title: _____	Title: _____	Title: _____
Date: _____	Date: <u>5-14-20</u>	Date: _____	Date: _____	Date: _____	Date: _____

ACCEPTED:

By: _____
Contractor (Authorized Signature)

Title: _____

Date: _____

GRANT OF EASEMENT

KNOW ALL MEN BY THESE PRESENTS: Michael L. & Kent A. Walton, (Grantor), whose address is 125 Buckshot Drive, Traverse City, Michigan 49685 for and in consideration of One Dollar and 00/100 cents (\$1.00) grants and conveys to the Township of Garfield, a Michigan municipal corporation, (Grantee), whose address is 3848 Veterans Dr., Traverse City, Michigan 49684, and the successors and assigns of Grantee, a non-exclusive easement for the purposes of laying constructing, maintaining, operating, repairing, substituting, removing, enlarging, inspecting and replacing public and private utilities, through, along and across the following described property:

Situated in the Township of Garfield, County of Grand Traverse, State of Michigan, to wit:

AN EASEMENT FOR PUBLIC AND PRIVATE UTILITIES IN PART OF THE SOUTHEAST QUARTER OF SECTION 15 AND THE NORTHEAST QUARTER OF SECTION 22, TOWN 27 NORTH, RANGE 11 WEST, GARFIELD TOWNSHIP, GRAND TRAVERSE COUNTY, MICHIGAN BEING MORE FULLY DESCRIBED AS:

COMMENCING AT THE SOUTH QUARTER CORNER OF SECTION 15; THENCE N89° 45' 51"E ALONG THE SOUTH LINE OF SECTION 15, 921.15 FEET TO THE EAST OF RAILROAD RIGHT OF WAY AND THE POINT OF BEGINNING; THENCE N08° 27' 08"E, 699.08 FEET; THENCE S81° 17' 19"E, 66.03 FEET; THENCE S08° 27' 12"W, 981.99 FEET; THENCE S06° 41' 39"E, 241.81 FEET; THENCE S08° 27' 07"W, 50.60 FEET; THENCE S39° 33' 40"W, 100.36 FEET; THENCE S88° 16' 41"W, 85.67 FEET; THENCE N88° 15' 45"W, 120.29 FEET; THENCE N08° 27' 08"E, 76.62 FEET; THENCE N89° 46' 40"W, 46.54 FEET; THENCE N08° 27' 12"E, 118.00 FEET; THENCE N06° 41' 39"W, 176.07 FEET; THENCE N08° 27' 08"E, 291.95 FEET TO THE POINT OF BEGINNING.

COMMENCING AT THE SOUTH CORNER OF SECTION 15; THENCE N89° 45' 51"E ALONG THE SOUTH LINE OF SECTION 15, 921.15 FEET TO THE EAST RAILROAD

RIGHT OF WAY; THENCE N08° 27' 08"E ALONG THE EAST RAILROAD RIGHT OF WAY, 699.08 FEET; THENCE S81° 17' 19"E, 66.03 FEET; THENCE S08° 27' 12"W, 205.97 FEET TO THE POINT OF BEGINNING; THENCE S81° 32' 48"E, 63.98 FEET; THENCE S08° 27' 08"W, 115.00 FEET; THENCE S67° 34' 25"W, 74.55 FEET; THENCE N08° 27' 12"E, 153.26 FEET TO POINT OF BEGINNING.

AND A 30' WIDE PUBLIC UTILITY EASEMENT BEING MORE FULLY DESCRIBED AS:

30-FOOT WIDE WATERMAIN EASEMENT BEING IN PART OF PART OF THE SOUTHEAST QUARTER OF SECTION 15, TOWN 27 NORTH, RANGE 11 WEST, GARFIELD TOWNSHIP, GRAND TRAVERSE COUNTY, MICHIGAN THE SOUTH LINE BEING DESCRIBED AS:

COMMENCING AT THE SOUTH QUARTER CORNER OF SECTION 15; THENCE N89° 45' 51"E ALONG THE SOUTH LINE OF SECTION 15, 921.15 FEET TO THE EAST RAILROAD RIGHT OF WAY; THENCE N08° 27' 08"E ALONG THE EAST RAILROAD RIGHT OF WAY, 72.81 FEET; THENCE S81° 32' 52"E, 66.02 FEET TO THE POINT OF BEGINNING; THENCE S81° 32' 52"E, 148.98 FEET TO POINT OF ENDING.

Subject of other easements or restrictions, if any.

Together with the right of ingress and egress to, from and over said lands, and subject to other easements or restrictions, if any.

The Grantee shall replace and restore the property to the condition in which it is found whenever any construction or maintenance occurs within the easement area. Grantee shall not be responsible for replacing any trees or vegetation in the easement area that are disturbed as a result of construction or maintenance. Grantors agree that no buildings or other structures will be placed within the boundaries of said easement, and Grantor shall not plant any trees or vegetation in the easement that interfere with Grantees rights under this easement. Grantee shall have the right to remove any buildings, fences, structures, trees or vegetation placed within the easement and Grantor shall be responsible for the cost of such removal. Private roadway known as Contractors Drive is allowed within the boundaries of the easement.

This easement and associated rights and restriction are granted in perpetuity.

Grantor and Grantee, as used herein, shall be deemed to be plural, when required to be so, and shall include the heirs, successors and assigns of the parties hereto.

The word "easement", as used herein, shall be deemed to be plural when required to be so.

The rights, obligations and restrictions under this Grant of Easement shall run with the land of Grantors and shall be binding on the successors and assigns of Grantors.

Dated this 14 day of MAY, 2020



Grantor

Grantor

STATE OF MICHIGAN
COUNTY OF Gr. Traverse

Acknowledged before me in on the 14th day of May, 2020

by Kent Walton, Grantors

Jerry Lee Gotta

Notary Public:

Gr. Traverse County, Michigan

My Commission Expires: 10-18-2024

Drafted by and when recorded return to:

Michael Geisert
Mansfield Land Use Consultants
PO Box 4015
Traverse City, MI 49685

Maintenance Bond

Bond Number BD 759312

**Nationwide Mutual Insurance Company
AMCO Insurance Company
Allied Property & Casualty Insurance Company
1100 Locust St., Dept 2006 Des Moines, IA 50391-2006
(866) 387-0457**

KNOW ALL MEN BY THESE PRESENTS, That we, Molon Excavating, Inc. , as Principal, and Nationwide Mutual Insurance Company, a Corporation organized under the laws of the State of IA, with principal offices at Des Moines, Iowa, as Surety, are held and firmly bound unto Garfield Township (hereinafter called the Obligee), in the penal sum of Fifty Thousand and 00/100 (\$50,000.00) Dollars, for the payment of which, well and truly to be made, we do hereby bind ourselves, our heirs, executors, administrators, successors and assigns, jointly and severally, firmly by these presents.

WHEREAS, the said Principal has heretofore entered into a contract with the Obligee above named for Contractors Drive - Bay Masonary Development Site - 2900 Cass Rd Tie-in Water Main ;and

WHEREAS, said contract provides that the Principal shall furnish a bond which shall remain in force for a period of 1 year(s) from the date of completion of the Project as established by the Engineer or Architect and which shall be conditioned to guarantee against all defects in workmanship and materials which shall become apparent during said period.

NOW, THEREFORE, THE CONDITION OF THIS OBLIGATION IS SUCH THAT, if the Principal shall indemnify the Obligee for all loss that the Obligee may sustain by reason of any defective materials or workmanship which shall become apparent during the period of 1 year(s) from the date of the completion of the Project as established by the Engineer or Architect, then this obligation shall be void; otherwise to remain in full force and effect.

PROVIDED, HOWEVER, that in such event of any default in the part of said Principal, written statement of the particular facts showing such default and the date thereof shall be delivered to the Surety by certified mail at its Home Office, 1, Des Moines, Iowa 50391-2006, promptly and in any event within thirty (30) days after the Obligee or his representative shall learn of such default.

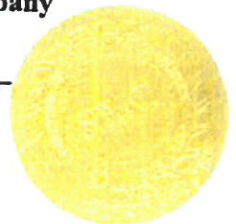
Signed, sealed and dated this 22nd day of August, 2019.

Molon Excavating, Inc.

Nationwide Mutual Insurance Company

**By: 
Lisa R. Blasko, Attorney-in-Fact**

Bda 66(10-01)00



AFFIDAVIT OF COMPLETION/CONSENT OF SURETY

Molon Excavating, Inc.

Name of Contractor

125 Buckshot Drive, Traverse City, MI 49685

Address of Contractor

being duly sworn, deposes and says that they entered into a Contract with Kent & Mike Walton on the 18 day of October, 2018, for the Water Main Extension – Service Connection Project.

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

WITNESSES:

SIGNED:

Bryan Rasmussen

Kent Walton

Bryan Rasmussen

Kent Walton – President

Print

Print

Subscribed and sworn to before me this 23rd day of August, 2019.

Terry Lee Gotts

Print Name

Terry Lee Gotts

Notary Public Sign

SEAL

My commission expires: 10-18-19

CONSENT OF SURETY

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

NAME OF SURETY COMPANY: Nationwide Mutual Insurance Company

PERFORMANCE AND PAYMENT BOND NO.: BD759312

Date: 08/23/19

Signed: *Lisa R. Blasko*

Name: Lisa R. Blasko, Attorney-in-Fact



AFFIDAVIT OF COMPLETION/CONSENT OF SURETY

Molon Excavating, Inc.

Name of Contractor

125 Buckshot Dr., Traverse City, MI 49685

Address of Contractor

being duly sworn, deposes and says that they entered into a Contract with Kent & Mike Walton on the 14 day of MAY, 2020, for the Private Road (Contractors Drive) Project.

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

WITNESSES:

Jerry L. Gotts

Terry L. Gotts

Print

SIGNED:

[Signature]
Kent Walton

Print

Subscribed and sworn to before me this 14th day of May, 2020.

Terry Lee Gotts

Print Name

Jerry Lee Gotts

Notary Public Sign

SEAL

My commission expires: 10-18-2026

CONSENT OF SURETY

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

NAME OF SURETY COMPANY: NATIONWIDE METAL FNS

PERFORMANCE AND PAYMENT BOND NO.: 759312

Date: _____

Signed: _____

Name: _____

LETTER OF GUARANTEE

DATE: 5-14-20

OWNER: Michael & Kent Walton

125 Buckshot Dr.

Traverse City, MI 49684

PROJECT: Private Road (Contractors Drive)

Garfield Twp., Grand Traverse Co., Traverse City

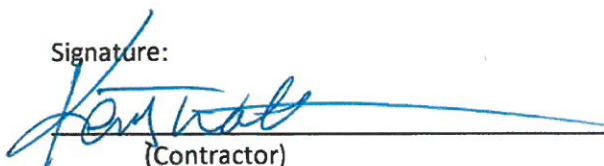
Gentlemen:

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

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

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

Signature:



(Contractor)

Title: Pres

(Please Print or Type)

Company Name:

Malon Etc

(Please Print or Type)

Address:

PO Box 1860
Traverse City MI 49684



Risk Management Moment

Covid-19: Transitioning Back to Business as Usual

As steps to re-open the State begin and a wider range of services are being allowed, we are beginning the transition back to "business as usual". Here are a few "best practices" to keep in mind as you begin to navigate the transition process in the wake of COVID-19.

Develop a Plan

Utilizing guidance available to you from the Center for Disease Control (CDC), federal, state and local governments; developing a plan on how to respond to situations of this nature will be an asset moving forward. A written guide will help answer your employees' questions, provides for standardized policies and helps create a smooth transition operationally.

Here are a few items to consider when putting a plan together:

- Create a primary contact – designate one individual to be the point person for communicating policy and procedures as well as being the point of contact for the media.
- Policies and Procedures – create policies and procedures that are clear and detailed, outlining the steps that will be implemented.
- Meetings – outline the procedure for holding necessary or required meetings, including meeting virtually and how you will notify the public of the meetings.
- Educate your staff – educate employees on how to protect themselves and others while at home and at work.

Continue to Social Distance

It is important to remember that until we have returned to "business as usual," social distancing is still an integral tool in helping to curb the spread of COVID-19 coronavirus.

Here are a few tips for social distancing in the office:

- Separating workstations – try to maintain 6 feet between workstations and do not share workspaces, phones, or computers.
- Keep meetings small – limit the number of individuals in meetings or implement virtual meetings.
- Stagger break times – have employees take breaks at different times to avoid overcrowding break areas.
- Teleworking – continue to let those employees who can work from home do so.
- Utilize personal protective equipment – continue using masks when interacting with the public, consider wearing gloves when receiving money and documents from the public and if possible, also consider installing plexiglass "sneeze" guards at your public counters.
- Mark safe distance points – place "X"s on the floor 6 feet apart in public areas to discourage individuals from getting too close to one another.
- Continue to offer alternative options – utilize drop boxes, offer online payments if possible, encourage those that can conduct business over the phone or via email to do so.



Keep your office clean

Personal hygiene, sanitizing your space and asking staff that are sick to stay home are the first lines of defense in preventing the spread of viruses.

- Practice proper hygiene – encourage staff to wash their hands for at least 20 seconds or use hand sanitizer and avoid touching their face, nose and eyes.
- Developing a frequent and regular routine for cleaning – sanitize frequently used surfaces often such as phones, keyboards, desks, door handles, breakrooms and bathrooms.
- Limit in-office work to the healthy – consider prescreening your staff (taking temperatures prior to coming to work) and require those that are ill stay home.

While the above information is not intended nor should be construed as professional legal or medical advice, we hope that these tips help you navigate the path to resuming normal operations and preparing for any future incidents. Continue to follow and monitor Federal, State, and Local guidelines as well as the recommendations of the CDC as they are updated regularly.

Helpful Links

The CDC has several resources and guidelines to assist you. As information continues to change, we would encourage you to monitor the CDC website for the most current information. We have provided links to some of those resources for your convenience.

[CDC - Resources for Businesses and Employers](#)

[CDC - Coronavirus \(COVID-19\)](#)

[CDC - COVID-19 fact sheet](#)

[CDC - Use of Face Coverings](#)

The MTPP Risk Control Department is available to assist you during this transition. Please contact your dedicated Risk Control Representative should you have any questions or require additional resources. Thank you for continuing to be safe and vigilant!

WORKPLACES DURING THE COVID-19 PANDEMIC



The purpose of this tool is to assist employers in making (re)opening decisions during the COVID-19 pandemic, especially to protect vulnerable workers. It is important to check with state and local health officials and other partners to determine the most appropriate actions while adjusting to meet the unique needs and circumstances of the local community.

Should you consider opening?

- ✓ Will reopening be consistent with applicable state and local orders?
- ✓ Are you ready to protect employees at higher risk for severe illness?

ALL YES

ANY NO

DO NOT OPEN

Are recommended health and safety actions in place?

- ✓ Promote healthy hygiene practices such as hand washing and employees wearing a cloth face covering, as feasible
- ✓ Intensify cleaning, disinfection, and ventilation
- ✓ Encourage social distancing and enhance spacing between employees, including through physical barriers, changing layout of workspaces, encouraging telework, closing or limiting access to communal spaces, staggering shifts and breaks, and limiting large events, when and where feasible
- ✓ Consider modifying travel and commuting practices. Promote telework for employees who do not live in the local area, if feasible.
- ✓ Train all employees on health and safety protocols

ALL YES

ANY NO

MEET SAFEGUARDS FIRST

Is ongoing monitoring in place?

- ✓ Develop and implement procedures to check for signs and symptoms of employees daily upon arrival, as feasible
- ✓ Encourage anyone who is sick to stay home
- ✓ Plan for if an employee gets sick
- ✓ Regularly communicate and monitor developments with local authorities and employees
- ✓ Monitor employee absences and have flexible leave policies and practices
- ✓ Be ready to consult with the local health authorities if there are cases in the facility or an increase in cases in the local area

ALL YES

OPEN AND MONITOR

ANY NO

MEET SAFEGUARDS FIRST



Keeping Michigan Informed

Novel Coronavirus 2019 (COVID-19)

Symptoms



FEVER



COUGH



BREATHING DIFFICULTY

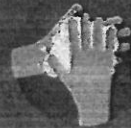
Prevention—Start With Washing Your Hands



WET HANDS



LATHER



SCRUB: 20 SECONDS



RINSE



DRY HANDS

- Washing your hands often with soap and water for 20 seconds is one of the easiest and most effective ways to prevent the spread of germs.
- Avoid contact with people who are sick.
- Cover your cough and sneeze with tissue.
- Avoid touching eyes, nose and mouth.
- Clean and disinfect surfaces and objects frequently.
- Stay home when you are sick, except to get medical care.

Seeking Care

Call your doctor if you experience symptoms, or our COVID-19 hotline at **616.391.2380** to schedule a free virtual screening.* If your symptoms are life-threatening, call 911.

*Free screening available for all individuals in the state of Michigan.

For more information visit spectrumhealth.org/covid19.

COVID-19 FACTSHEET | Spectrum Health | 10/2020



COVID-19 GUIDELINES – Workplace Safety

WHAT SHOULD YOU DO TO PROTECT YOURSELF?

- **COMPLETE SYMPTOMS FORM WEEKLY:** This form should be completed the first day back to work and once a week until further notice. Please complete the symptoms check list form and turn it in to your direct supervisor. That supervisor will collect all their employee's forms and deliver them to the Clerk.
If an employee indicates they have any of the symptoms or have been exposed to COVID-19 they must notify their direct supervisor, who will notify the Clerk. The Clerk will need a copy of the symptoms form listing the symptoms. The employee will then be instructed to contact a health professional immediately to seek advice and get testing to be cleared before coming back to work. A thermometer will be available for use to see if you think you may have a fever.

- **PRACTICE SOCIAL DISTANCING:** - in other words, stay away from groups of people and try to remain at least 6ft away from others. Avoid close contact with sick people.

PROTECT YOURSELF AND OTHERS:

Wash your hands: frequently and well. Use soap and water for at least 20 seconds. If soap and water is not available, use an alcohol-based hand sanitizer that contains at least 60-95% alcohol.

Cover your nose and mouth when you cough or sneeze: Also avoid touching your eyes, nose and mouth, as this is how germs spread.

Disinfect frequently any highly touched surfaces: using a bleach-based household cleaning spray or wipe often. Include all high touch surfaces including Counters, tables, doorknobs, light switches, handles, desks, phones, keyboards toilets, faucets, sinks, etc.

Wear Personal Protection Equipment: The CDC now recommends wearing cloth or other protective face coverings in public settings where other social distancing measures are difficult to maintain. Additional disposable masks will be available for your use. Please use while assisting outside visitors at the counter until such time we have obtained protective barriers.

We appreciate your cooperation in these steps, so we can ensure the safety of you, your family, township residents and business associates.



Charter Township of Garfield COVID-19 Preparedness and Response Plan

Date Implemented: June 2020

Modeled after Michigan Municipal Risk Management Authority (MMRMA)

COVID-19 Plan Michigan Township Participating Plan

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Charter Township of Garfield COVID-19 Preparedness and Response Plan

In order to respond to the current state of emergency related to the novel coronavirus (“COVID-19”) and to comply with relevant federal, state, and local orders related to COVID-19, Charter Township of Garfield has prepared the following COVID-19 Preparedness and Response Plan (“Plan”). This Plan may be updated as this situation evolves or as federal, state, or local orders related to COVID-19 are issued or amended.

Essential Workers Necessary to Perform Critical Infrastructure Functions or Conduct Minimum Basic Operations

Executive Order 2020-42 and subsequent Executive Order 2020-59 prohibit businesses or operations to operate a business or conduct operations that requires workers to leave their homes except to the extent those workers are necessary to sustain or protect life (*i.e.*, critical infrastructure workers) or to conduct minimum basic operations. Appendix A contains a list of critical infrastructure workers as described by the U.S. Cybersecurity and Infrastructure Security Agency in its March 19, 2020 guidance as well as additional categories of such workers identified by Governor Whitmer in Executive Orders 2020-42 and 2020-59. Appendix A also contains the list of Charter Township of Garfield Critical Infrastructure Workers. Which include workers who are employed in community-based government operations and essential functions.

Under Executive Orders in effect during the time of implementation of this plan and going forward, workers who are necessary to conduct minimum basic operations are “those workers whose in-person presence is strictly necessary to allow the business or operation to maintain and accessing the value of the township properties maintaining inventory and equipment, ensure the health, welfare of our township and for safety and security of our residents, process transactions (including payroll and employee benefits), or facilitate the ability of other workers to work remotely.”

Only “critical infrastructure workers” or those required to conduct minimum basic operations may be permitted to perform in-person activities so long as any in-person work is performed consistently with the social distancing and mitigation measures required under any relevant executive order or public health order. Workers designated as critical infrastructure workers or those required to conduct minimum basic operations will be informed of such designations in writing, if so required.

Protective Safety Measures

Sick Leave

Employees are permitted to take paid leave consistent with the Families First Coronavirus Response Act and personal leave time as set forth in the Charter Township of Garfield Employee Compensation and Benefits Manual. Any onsite employee who appears to have a respiratory illness may be separated from other employees and sent home.

Remote Work

All employees who are not essential to operations, and whose job duties reasonably allow to them telework, may be able to work remotely if required or instructed under an executive order.

Employee Screening Before Entering the Workplace

A sample Employee Entry Screening Questionnaire is attached as Appendix B. A screening questionnaire should be completed by all employees before being permitted to enter the workplace on a weekly basis and should comply with any required screening process required by the CDC, state or local jurisdiction in which the business is located. Any individual taking employee temperatures will be required to wear appropriate personal protective equipment. If an employee fails the screening process, he or she will be prevented from staying on the premises until allowed to return to work under the relevant executive orders or public health orders, which requirements are explained in detail in the Return to Work Plan, attached as Appendix C.

Personal Protective Equipment

Charter Township of Garfield will provide and make available to all Critical Infrastructure Workers (CIW), and any worker performing in-person work, personal protective equipment (PPE) such as gloves, goggles, face shields, and face masks as appropriate for the activity being performed by the CIW. Any in-person worker able to medically tolerate a face covering, should wear a covering over his or her nose and mouth when in any enclosed public space.

Enhanced Social Distancing

Supervisors will direct employees to perform their work in such a way to reasonably avoid coming within 6 feet of other individuals. Where possible, employees may be relocated or provided additional resources to avoid shared use of offices, desks, telephones, and tools/equipment. The number of employees permitted in any break room or lunchroom shall be limited to ensure social distancing restrictions can be followed. Employees should remain in their assigned work area as much as possible. Employees will be provided with appropriate personal protective equipment as required and physical barriers may be installed for employees in proportion with their level of risk of exposure to COVID-19 and as appropriate.

Enhanced Hygiene

Employees are instructed to wash their hands frequently, to cover their coughs and sneezes with tissue, and to avoid touching their faces. Employees will be provided with access to places to frequently wash hands or to access hand sanitizer. Employees will also be provided with access to tissues and places to properly dispose of them. **Signs regarding proper hand washing methods will be posted in all restrooms.** Hand shaking is also prohibited to ensure good hand hygiene.

Enhanced Cleaning and Disinfecting

Increased cleaning and disinfecting of surfaces, equipment, and other elements of the work environment will be performed daily or during periods of time in which employees are in the Charter Township of Garfield office using products containing EPA-approved disinfectants. Employees will be provided with access to disposable disinfectant wipes, so that any commonly used surfaces can be wiped down before each use. In the event that an employee has been in the workplace in the past 14 days tests positive for COVID-19, Charter Township of Garfield will undertake appropriate cleaning and disinfecting measures based on our consultation with an infectious disease certified organization trained in disinfecting for COVID. These measures may involve fogging of an EPA-registered disinfectant solution, detailed cleaning of horizontal and vertical surfaces, and direct application to vertical and horizontal surfaces with the same EPA-registered disinfectant solution.

Tools and Equipment

Charter Township of Garfield limits the sharing of tools and equipment among in-person employees. Should any sharing of tools be required, employees must disinfect and clean each tool or piece of equipment following their use and before any other employee uses the tool or piece of equipment. Garfield Charter Township will provide workers with disinfectant wipes and other disinfecting products for this purpose. Tools and equipment include copiers, fax machines, postage machine, laptops, keyboards, keypads, printers, telephones, scissors, staplers, staple removers, letter openers, calculators, and other similar types of equipment. It also includes water dispensers, coffee pots/makers, microwaves, and similar appliances.

Visitors

If an executive order has been issued to protect the public from a disease that can result in a serious illness or death the Township will follow state orders to ban visitors from the workplace unless they are deemed essential to address an issue related to critical infrastructure functions. Our office is considered low risk by CDC guidelines, but if future Executive Orders require visitors entering the building be screened prior to entering we will follow those recommendations. At that time, a screening questionnaire should be utilized to decide if the visitor can enter the building. If a visitor presents with symptoms of COVID-19 or answers yes to any of the screening questions do not allow them into the building and provide them with a visitor handout regarding what to do if you might have COVID-19. See Appendix D Visitor Screening Form.

Garfield Charter Township requires that any member of the public able to medically tolerate a face covering should wear a covering over his or her nose and mouth, such as a homemade mask, scarf, bandana or handkerchief, while in any enclosed public space until such time not required by the state.

Employees with Suspected or Confirmed COVID-19 Cases

Suspected Cases

An employee will be considered to have a Suspected Case of COVID-19 if:

They are experiencing any of the following COVID-19 symptoms:

- Fever.
- Shortness of breath; and/or
- Continuous cough.

OR

They are experiencing at least two of the following symptoms:

- Fever
- Chills
- Repeated shaking with chills
- Muscle pain
- Headache
- Sore Throat; and/or
- New loss of taste or smell.

They have been exposed to a COVID-19 positive person, meaning:

- an immediate family member has tested positive for or exhibited symptoms of COVID-19; or
- In the last 14 days, the employee came in close contact with someone who has tested positive for COVID-19.
- If an employee believes that he or she qualifies as a Suspected Case (as described above), he or she must:

Immediately notify supervisor and/or Human Resources contact.

- Self-quarantine for 14 days; and
- Seek immediate medical care or advice.

If an employee qualifies as a Suspected Case, then Charter Township of Garfield will:

- Notify all employees who may have come into close contact (being within approximately six feet for a prolonged period of time without PPE) with the employee in the past 14 days (while not disclosing the identity of the employee to ensure the individual's privacy); and
- Ensure that the employee's work area is thoroughly cleaned.

Confirmed Cases

An employee will be considered a Confirmed Case of COVID-19 if the employee has been performing in-person operations in the past 14 days and that person tested positive for COVID-19. If an employee believes that he or she qualifies as a Confirmed Case (as described above), he or she must:

- Immediately notify supervisor and/or Human Resources contact of his or her diagnosis; and
- Remain out of the workplace until they are cleared to return to work.

If an employee qualifies as a Confirmed Case, then Garfield Charter Township will:

- Notify all employees who may have come into close contact with the employee (being within approximately six feet for a prolonged period of time without PPE) in the past 14 days (while not disclosing the identity of the employee to ensure the individual's privacy);
- Ensure that the entire workplace or affected parts thereof (depending on employee's presence in the workplace), is thoroughly cleaned and disinfected.
- If necessary, close the work area or workplace, until all necessary cleaning and disinfecting is completed; and
- Communicate with employees about the presence of a confirmed case and the cleaning/disinfecting plans and when the workplace will reopen.

Business Continuity Plans

The COVID-19 Workplace Coordinator will: (1) work with management to cross-train employees to perform essential functions so the workplace can operate even if key employees are absent; (2) identify alternate supply chains for critical goods and services in the event of disruption; and (3) develop an emergency communication plan to communicate important messages to employees and constituents.

Certification by Supervisor

This is to certify that I have reviewed the Charter Township of Garfield COVID-19 Preparedness and Response Plan attached hereto and to the best of my knowledge and belief:

1. It complies with Michigan Executive Order #2020-42 dated Thursday, April 9, 2020, Appendix G, and Michigan Executive Order #2020-59 dated Friday, April 24, 2020, Appendix H.
2. The plan is consistent with the guidance from U. S. Department of Labor, Occupational Health and Safety Administration publication OSHA 3990-03-2020, Guidance on Preparing Workplaces for COVID -19.
3. I have identified Jeane Blood Law, Treasurer as the Charter Township of Garfield COVID-19 Workplace Coordinator.
4. The plan is available on the Charter Township of Garfield website, www.garfield-twp.com, and at the Charter of Garfield Township office, 3848 Veterans Drive Traverse City Michigan 49684, where in-person operations take place during the COVID-19 emergency.

I declare that the foregoing is true and correct.

Jeane Blood Law

Chuck Korn

Lanie McManus

APPENDIX A

CRITICAL INFRASTRUCTURE WORKERS

Consistent with the March 19, 2020 CISA guidance document, *critical infrastructure workers include some workers in each of the following sectors:*

- a. Health care and public health.
- b. Law enforcement, public safety, and first responders.
- c. Food and agriculture.
- d. Energy.
- e. Water and wastewater.
- f. Transportation and logistics.
- g. Public works.
- h. Communications and information technology, including news media.
- i. Other community-based government operations and essential functions.
- j. Critical manufacturing.
- k. Hazardous materials.
- l. Financial services.
- m. Chemical supply chains and safety.
- n. Defense industrial base.

For purposes of Executive Orders 2020-42 and 2020-59, and future orders. Critical infrastructure workers also include:

Under Executive Order 2020-42 and Executive Order 2020-59, necessary government activities may continue, which includes activities performed by critical infrastructure *workers as well as the following government activities including, but not limited to*, public transit, trash pick-up and disposal (including recycling and composting), activities necessary to manage and oversee elections, operations necessary to enable transactions that support the work of a business's or operation's critical infrastructure workers, and the maintenance of safe and sanitary public parks so as to allow for outdoor activity permitted under Executive Orders 2020-42 and 2020-59. In-person government activities are subject to the same social distancing and mitigation measures proscribed under the executive order for businesses.

APPENDIX B

COVID-19 SCREENING FORM

To access the Charter Township of Garfield office, I affirm that in the past 24 hours, I have not experienced:

- _____ An atypical cough
- _____ Atypical shortness of breath

Or at least two of the following:

- _____ Fever of 100 degrees F or 37.8 degrees C, or above
- _____ Chills/Repeated Shaking
- _____ Muscle Pain
- _____ Sore Throat
- _____ Headache
- _____ New or Loss of Taste or Smell

If you answer “yes” to any of the symptoms listed above, you will ***not*** be permitted access to the premises. Please self-isolate at home and contact your primary care physician for direction.

- You should isolate at home for a minimum of 7 days since symptoms first appear.
- You must also have 3 days without fever and improvement in respiratory symptoms.

In the past 14 days have you:

_____ Had close contact (within six (6) feet for a prolonged period) with someone with a diagnosis of COVID-19?

_____ Traveled internationally or domestically?

If you answer “yes” to either of these questions, you are ***not*** permitted access to the premises. Self-quarantine at home for 14 days.

_____ I will wear a face covering while in any public spaces within the Garfield Charter Township office.

Date: _____ Employee Name (print): _____

Employee Signature: _____

Accepted by: _____

Appendix C**EMPLOYEE RETURN TO WORK PLAN**

Consistent with Executive Order 2020-36, employees who fail entrance screening will only be permitted to return to work under the following circumstances.

Employees who test positive for COVID-19 or display one or more of the principal symptoms of COVID-19 (fever, atypical cough, or atypical shortness of breath) will not be permitted to return to work until either:

1. Both 3 days have passed since their symptoms have resolved *and* 7 days have passed since their symptoms first appeared or since they were swabbed for the test that yielded the positive result; or

2. They receive a negative COVID-19 test.

Employees* who have been in "close contact" (being within approximately six feet for a prolonged period of time) with an individual who tests positive for COVID-19 or who displays one or more of the principal symptoms of COVID-19 will not be permitted to return to work until either:

1. 14 days have passed since the last close contact with the sick or symptomatic individual; or

2. The symptomatic individual receives a negative COVID-19 test.

*The "close contact" rule does not apply to the following classes of workers: health care professionals.

APPENDIX D

VISITOR

COVID-19 SCREENING FORM

In the past 24 hours, have you experienced any of the following symptoms:

- _____ An atypical cough
- _____ Atypical shortness of breath

Or at least two of the following:

- _____ Fever of 100 degrees F or 37.8 degrees C, or above
- _____ Chills/Repeated Shaking
- _____ Muscle Pain
- _____ Sore Throat
- _____ Headache
- _____ New or Loss of Taste or Smell

If the visitor answered "yes" to any of the symptoms listed above, visitor is not permitted access to the premises. Visitor handed CDC Handout: Sick with COVID-19 Fact Sheet.

In the past 14 days have you:

- _____ Had close contact (within six (6) feet for a prolonged period) with someone with a diagnosis of COVID-19?
- _____ Traveled internationally or domestically?

If visitor answered "yes" to either of these questions, visitor is not permitted access to the premises.

_____ Visitor is required to wear a face covering while in any public spaces within the MMRMA office.

MMRMA employee informed visitor (s)he was ___ allowed or ___ not allowed into the building.

Date: _____ Visitor Name (print): _____

Employee Name: _____

Charter Township of Garfield

Engineering Report / Construction Update

May 20, 2020

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

Status below:

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

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

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

US31 / 37 Water Pressure Issues

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

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

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

III. General Utilities

Sewer / Water City Contracts

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

Water Reliability Study

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

GIS Mapping

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

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

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

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

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

Water Service Expansion

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

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

Barlow / Garfield Corridor Master Plan

AT the request of the planning department GFA conducted a review related to infrastructure and accessibility and recommended improvements / modification for future growth in this area. A memo was prepared and submitted to John Sych to address:

- 1)existing water and sewer infrastructure and capacities and any improvements necessary
- 2)existing stormwater management systems, limitations and recommendations to implement a regional system to network
- 3)existing and proposed sidewalk and connectivity was commented on as well to facilitate improved nonmotorized access

IV. Parks & Recreation

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

Project was bid as to phases with parking to be complete in November 2019 (weather permitting) and trails / sidewalk to be completed in Summer 2020. North Country Contracting was awarded the project and doing well with GFA onsite daily monitoring progress. Early snow and wet season has caused delays but did have parking lot graveled and available for use in March for election. Project is currently under construction with the release of the EO with paving of the parking lot and trails to occur this week. Phase II of the sidewalk construction will begin the week after Memorial holiday.

Utility Plan Reviews

Contractors Drive (Cass Road)

GFA represented the Township in full time construction oversight / closeout. All utilities have been installed along with walkthrough with DPW and in recent of closeout paperwork. Acceptance of the utilities letter is in your packet for approval. Information including record drawings will be dropped off to the DPW.

Windy Hills (60 Acre Herkner Parcel) – Phase II

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

Traditions

The final phase of traditions is under construction with GFA providing full time inspection.

Ashland Park - Phase 2 & 3

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

Fox Run

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

Eaglehurst Development – Phase II

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

Crown – Phase III

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

Chelsea Park – West

GFA has completed plan review and in receipt of DEQ permits. Project is under construction with GFA providing full time inspection construction.

Harris Hills

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

Chelsea Park West – Phase II

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

Village at Lafranier Woods

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

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

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

2020 Storm Water & Private Road Plan Reviews

Crown Phase III - Private Road Review	Approved with submitted Revisions
Crown Phase III - SW Review	Approved (final plans with permit and revisions to be submitted to Twp)
Jonkoff Crematorium	Rescinded
Elmers Storage Building - 2nd Addition	Approved (final plans and SESC permit to be submitted to Twp)
MacAllister Rentals	Approved (final plans with permit and revisions to be submitted to Twp)
SKF Land Company - Bay Masonry	Approved (final plans with permit and revisions to be submitted to Twp)
1349 Trade Centre Dr, Broad Rentals	Approved (final plans with permit and revisions to be submitted to Twp)
3663 North Country - Surgery Center	Approved (final plans with permit and revisions to be submitted to Twp)
613 Eta Lane	Approved (final plans with permit and revisions to be submitted to Twp)
Chelsea Park, West	Approved (final plans with permit and revisions to be submitted to Twp)
French Manor	Approved (final plans with permit and revisions to be submitted to Twp)
635 Eta Lane	Approved (final plans with permit and revisions to be submitted to Twp)
Living Hope Church Expansion	Approved (final plans with permit and revisions to be submitted to Twp)
Habitat For Humanity	Approved (final plans with permit and revisions to be submitted to Twp)
Lake Michigan Federal Credit Union	In Review #1- GFA requested additional info 3-24: Waiting: Draft Complete
Mich St U Fed Credit Union/US 3	Approved (final plans with permit and maintenance plan to be submitted to Twp)
Harris Hills	In Review #1- GFA requested additional info 3-16: Waiting
2487 Rice Street - Habitat for Humanity	Approved (final plans with permit and revisions to be submitted to Twp)
Safety Net - 1771 Park Dr.	GFAs Initial review sent 3/16 - Waiting Response
Chick-Fil-A-3980 US-31	GFAs Initial review sent 3/16 - Waiting Response
McDonalds - 2468 W South Airport Rd	Waiting on Escrow
Tru Hotel	Rev1 Ltr sent 4/22
Village at Lafranier Woods	GFAs Initial review sent 4/14 - Waiting Response
Peninsula Construction -	Waiting for Plans / Escrow
Building 57	Approved (drain commission, permit and maintenance plan to be submitted to Twp)



**KEEP
WELL
AND
STAY
HEALTHY**



NORTH FLIGHT EMS

To: Garfield Township Board
From: Paul Owens, General Manager
Date: May 18, 2020
SUBJECT: 911 Fractile Response Reports

Attached are North Flight EMS' 911 *Fractile Response Reports* based on April 2020 and January through April 2020 for Garfield Township.

Operations for April 2020: There were no concern reports.

Financials for April 2020:

- Year-to-date total unrestricted revenue was \$2,489,627. The budgeted amount was \$2,860,365, which resulted in a negative variance of (\$370,738).
- The total "requests for service" for April was 511. Prior year requests was 803.
- The total "billable requests for service" for April was 365. This total, compared with the budgeted total of 594, resulted in a decrease of (229) calls. "Requests for service" for the prior year was 598.

Miscellaneous for April 2020:

- North Flight EMS, Grand Traverse Metro Emergency Services Authority and Acme Township entered into a revised Ambulance Agreement.

Fractile Response Times

Trip Date IS BETWEEN 04/01/2020 AND 04/30/2020; AND Call Types IS Prehospital; AND Initial Priorities IS P - 1, Lights and Sirens; AND Response Zone IS GARFIELD TWSP-28

Response Time Minutes	Call Count	Cumulative Call Count	Percentage of Total Calls	Cumulative Percentage
01:00 - 01:59	1	1	1.00%	1%
02:00 - 02:59	6	7	7.00%	8%
03:00 - 03:59	8	15	9.00%	17%
04:00 - 04:59	15	30	17.00%	35%
05:00 - 05:59	22	52	26.00%	60%
06:00 - 06:59	9	61	10.00%	71%
07:00 - 07:59	12	73	14.00%	85%
08:00 - 08:59	1	74	1.00%	86%
09:00 - 09:59	7	81	8.00%	94%
10:00 - 10:59	2	83	2.00%	97%
11:00 - 11:59	3	86	3.00%	100%
Total Calls:	86			

Fractile Response Times

Trip Date IS BETWEEN 01/01/2020 AND 04/30/2020; AND Call Types IS Prehospital; AND Initial Priorities IS P - 1, Lights and Sirens; AND Response Zone IS GARFIELD TWSP-28

Response Time Minutes	Call Count	Cumulative Call Count	Percentage of Total Calls	Cumulative Percentage
00:00 - 00:59	2	2	0.00%	0%
01:00 - 01:59	7	9	2.00%	2%
02:00 - 02:59	26	35	6.00%	8%
03:00 - 03:59	37	72	9.00%	17%
04:00 - 04:59	74	146	17.00%	34%
05:00 - 05:59	83	229	19.00%	54%
06:00 - 06:59	62	291	14.00%	68%
07:00 - 07:59	59	350	14.00%	82%
08:00 - 08:59	22	372	5.00%	87%
09:00 - 09:59	25	397	6.00%	93%
10:00 - 10:59	19	416	4.00%	97%
11:00 - 11:59	6	422	1.00%	99%
12:00 - 12:59	1	423	0.00%	99%
13:00 - 13:59	1	424	0.00%	99%
14:00 - 14:59	1	425	0.00%	99%
15:00 - 15:59	1	426	0.00%	100%
17:00 - 17:59	2	428	0.00%	100%
Total Calls:	428			



**Charter Township of Garfield
Parks Report**

Silver Lake Recreation Area

Paving of Parking Lot & Walking Trail – May 21st

Concrete Sidewalk – Dog Park to Main Pavilion – Week of 25th

Chipping of dead branches & trees in Dog Park – Week of 25th

Signage for two-day closure of dog park / website / facebook

Landscape for Parking Lot - Jennifer Hodges

Commons

Issues again with Rouge Trails – Signs being pulled

Graffiti spreading out from Hippie Tree

Contact w/Tom Vitale w/GTCD – Assisting Trail Closures & Paint

Walked Trails w/ Garfield Township Community Police Officers

Surveillance Cameras going to be posted

River East

Working with Jennifer Hodges on getting North Boundary of River East flagged off old Survey Data. Homeless Camps encroaching. Posting Boundary with Township Signage.

Looking for ideas for future development of River East from Board & Public. (Dog Park, Gravel Lot, Water Source for irrigation, Grade / seed high ground???)

Verison Property

Walked Verison Property for potential access to Boardman River from the East Side for potential future access to alleviate stress from YMCA Parking Lot.

Ordinance Updates

Parkland Ordinance was updated

Working on updating Hunting Permit Applications to mimic Parkland verbiage

Parks CIP

Met with Planning Department. Looking towards 2021 & 2022 for future development projects and getting rough estimates.

- Demo tennis courts at BVNP
- Gravel Parking Lot at BVNP
- Future planning for Commons (hiking / biking trails)
- River East (Board & Public Ideas for development)
- Verison Property Public Access?

Submitted,

Derek Morton

May 20, 2020



**Charter Township Of Garfield
Treasurers Report
Ending March 31st, 2020**

Acct.	Unrestricted Funds	General Fund	12/31/19	03/31/20	Difference	Maturity Date	Rate
7118	General Fund	Checking	2,431,799	3,431,487	999,688	N/A	
5605	General Chase High Yield	Savings	169,508	169,626	118	N/A	
4670	General Fund Managed	Invest	3,414,686	3,435,146	20,460	N/A	
25	Chemical	CD	196,976	197,564	588	6/4/20	1.20%
740	Huntington	CD	83,054	83,054	-	10/30/20	0.61%
72	Huntington-First Merit - Citizens	CD	252,323	252,323	-	2/22/22	2.38%
604	Mbank CD -	CD	98,789	98,789	-	9/24/20	1.75%
605	Mbank CD -	CD	98,789	98,789	-	9/24/20	1.75%
606	Mbank CD -	CD	62,393	62,393	-	9/24/20	1.75%
S101	4-Front Credit Union	CD	214,138	214,561	423	7/8/20	1.30%
300	NW Consumers CU	CD	169,936	170,401	464	2/23/20	0.80%
302	NW Consumers CU	CD	61,570	61,859	289	9/28/21	1.95%
662	Independent	CD	275,147	276,170	1,023	3/12/21	1.49%
55	1st Community Bank	CD	218,932	218,932	0	8/20/21	2.00%
15	First National Bank of America	CD	270,934	272,546	1,612	7/4/21	2.36%
1	Team 1 Credit Union	CD	258,160	259,283	1,123	3/2/21	1.75%
982	Credit Union One	CD	256,028	256,856	828	2/25/21	1.30%
119	Honor Bank	CD	250,000	250,000	0	11/28/19	1.70%
40	Lake Michigan Credit Union	CD	259,942	261,260	1,318	1/17/23	2.03%
	State Savings Bank	CD	250,000	250,000	0	1/3/21	1.60%
Total Unrestricted Funds - Available for Spending			9,293,105	10,321,040	1,027,935		
Restricted Funds			12/31/19	03/30/20	Difference	Date	
7118	Park Fund	Checking	131,733	279,974	148,241	N/A	
7118	Roads	Checking	303,471	303,471	-	N/A	
8728	Fire Fund	Checking	208,690	208,698	9	N/A	
4654	Fire Fund <u>Managed</u>	Invest	816,910	823,897	6,987	N/A	
7134	Receiving Fund	Checking	2,859,350	3,409,669	550,319	N/A	
6025	Chemical Receiving Fund CD	M/M	2,084,778	2,084,778	-	6/22/20	1.95%
4662	Receiving Fund <u>Managed</u>	Invest	12,128,817	12,236,458	107,641	N/A	
7940	DPW Fund <u>Managed</u>	Invest	113,741	114,326	585	N/A	
7126	Tax Fund	Checking	2,892,283	40,277	(2,852,006)	N/A	
4750	General Employee Flex	Checking	94,999	4,563	(90,436)	N/A	
3734	Retirement Rec Fund	Checking	67,632	66,683	(949)	N/A	
2343	Insurance Funding	Checking	360,986	359,998	(988)	N/A	
8681	Trust & Agency	Checking	254,684	298,561	43,877	N/A	
1111	Special Lights	Checking	8,635	28,848	20,213	N/A	
3801	Special Milfoil/Water/Sewer/Roads	Checking	53,625	73,984	20,360	N/A	
Total Restricted Funds - Restricted Use			22,380,333	20,334,185	(2,046,148)	Increase/Decrease	
TOTAL			\$ 31,673,438	\$ 30,655,225	\$ (1,018,212)	*	

*Year end tax Dist.

* 2020 Budgeted Deposit \$200k

* Billing behind?

* Income (bond called)

* Last Tax 2019 Distribution

* Disbursed Yearly Insurance Deductable

* Normal Tax Deposits

* Normal Tax Deposits

* SEE ABOVE NOTES:

Respectfully Submitted:

Jane Blood Law

 Jeane Blood Law, Treasurer

4/1/20

 Charter Township of Garfield Planning Department Report No. 2020-78		
Prepared:	May 18, 2020	Pages: 7
Meeting:	May 26, 2020 Township Board	Attachments: <input checked="" type="checkbox"/>
Subject:	Good News Automotive C-G Rezoning Township Board Public Hearing and Findings of Fact	
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 and introduced to the Township Board at the following meetings:

- February 12, 2020 – Planning Commission Introduction (PD Report 2020-23)
- March 11, 2020 – Planning Commission Public Hearing (PD Report 2020-41)
- April 22, 2020 – Planning Commission Findings of Fact (PD Report 2020-56)
- May 12, 2020 – Township Board Introduction (PD Report 2020-65)

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



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



SUBJECT PROPERTY:

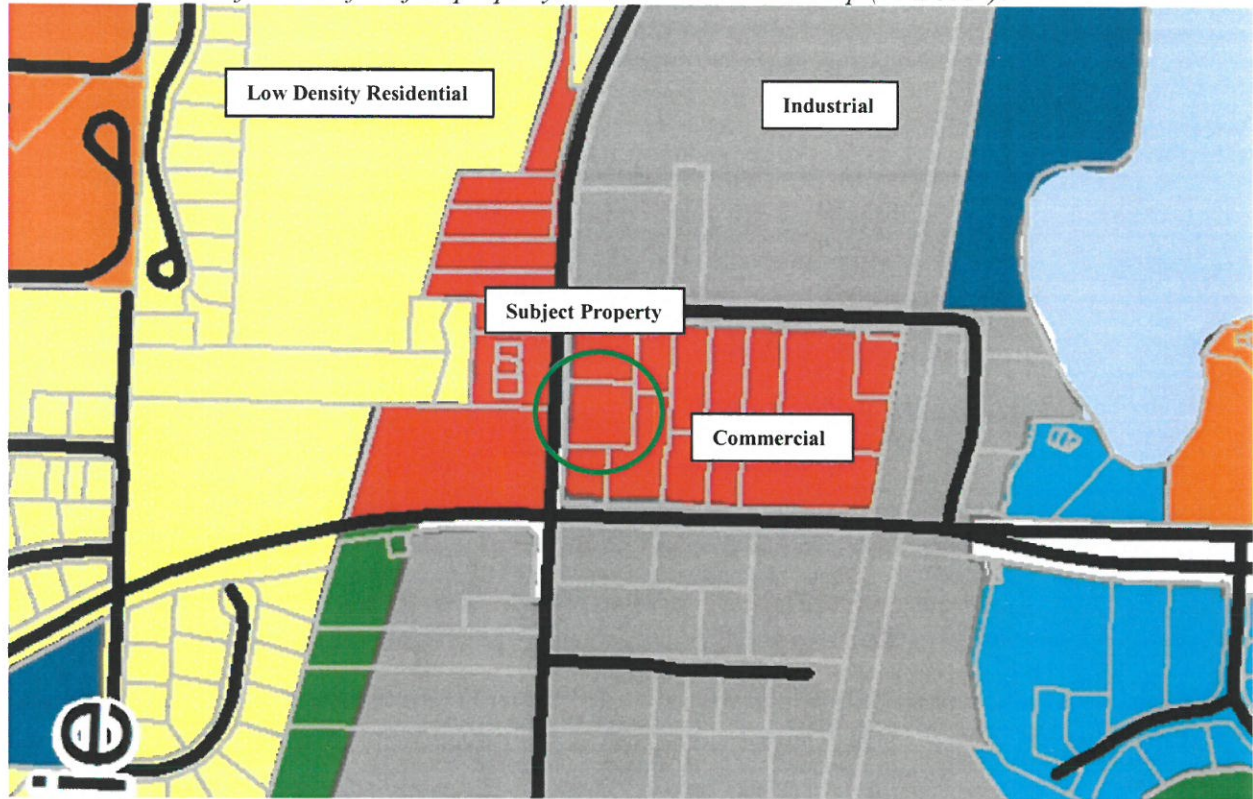
The subject property is currently home to the Good News Automotive service center. The site is on the east side of Cass Road north of the intersection with South Airport Road. This neighborhood includes a variety of industrial and commercial businesses.

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”):



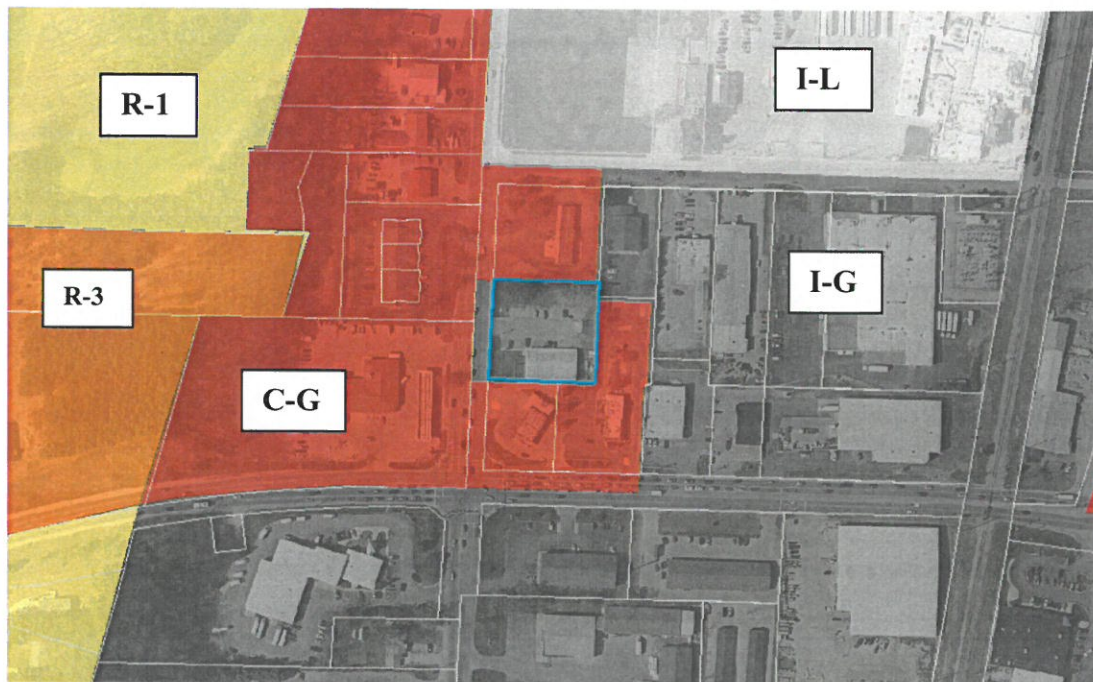
Excerpt from Zoning Plan for subject property’s FLUM classification:

Master Plan Designation	Commercial
[Requested] Zoning	C-G General Commercial
Zoning Ordinance District Intent	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.
Potentially Compatible District	C-H/C-P
Considerations for Downzoning (Less Density)	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.
Considerations for Upzoning (More Density)	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 hold a public hearing on the application. If, following the public hearing, the Board is prepared to adopt the Planning Commission's recommended Findings of Fact included in this report and to adopt the **attached** resolution adopting the amendment to the Zoning Map, the following **three (3) separate motions** are suggested:

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

MOTION THAT the Planning Commission's recommended Findings of Fact for the application Z-2020-01 as provided in PD Report 2020-78 and forming part of this motion, BE APPROVED.

(2) Second, to approve the Map Amendment:

MOTION THAT application Z-2020-01, submitted by Good News Automotive Inc., to rezone Parcel No. 05-310-001-00 from the I-G General Industrial zoning district to the C-G General Commercial zoning district and constituting Amendment No. 23 to Garfield Township Ordinance No. 68, BE APPROVED based on the adopted Findings of Fact and for the reasons set forth in PD Report 2020-78.

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

MOTION THAT Resolution 2020-08-T for adopting Amendment No. 23 to Garfield Township Ordinance No. 68, rezoning Parcel No. 05-310-001-00 from the I-G General Industrial zoning district to the C-G General Commercial zoning district BE ADOPTED.

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

Attachments:

1. Permitted uses in I-G and C-G zoning districts.
2. Resolution #2020-08-T.

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

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

ORDINANCE NO. 68 (Zoning Ordinance): AMENDMENT NO. 23

RESOLUTION #2020-08-T

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

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

WHEREAS application Z-2020-01 has been received to rezone approximately 0.96 acres of land (“subject property”) at Parcel No. 05-310-001-00; and

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

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

WHEREAS the Garfield Township Planning Commission, after a public hearing on March 11, 2020, recommended approval of the application; and

WHEREAS the Township Board, following a public hearing on May 26, 2020, and having adopted Findings of Fact in support of approval of the application to rezone the subject property.

NOW, THEREFORE, THE CHARTER TOWNSHIP OF GARFIELD ORDAINS:

AMENDMENT NO. 23 TO GARFIELD TOWNSHIP ORDINANCE NO. 68 (Zoning Ordinance):

At the request of the owners and their representatives of Parcel No. 05-310-001-00, situated in the Charter Township of Garfield, Grand Traverse County, Michigan has been rezoned by way of a map amendment from I-G General Industrial to C-G General Commercial.

Moved:

Supported:

Ayes:

Nays:

Absent and Excused:

By: _____
Chuck Korn, Supervisor
Charter Township of Garfield


CERTIFICATE

I, Lanie McManus, Clerk of the Charter Township of Garfield, do hereby certify that the above is a true and correct copy of Resolution 2020-08-T which was adopted by the Township Board of the Charter Township of Garfield on the 26th day of May 2020. Amendment No. 23 to Garfield Township Ordinance No. 68 (Zoning Ordinance) shall take effect upon the expiration of seven (7) days following publication.

Dated: _____

Lanie McManus, Clerk
Charter Township of Garfield

Introduced: May 13, 2020
Adopted: May 26, 2020
Published: May 31, 2020
Effective: June 7, 2020

 Charter Township of Garfield Planning Department Report No. 2020-79		
Prepared:	May 18, 2020	Pages: 2
Meeting:	May 26, 2020 Township Board	Attachments: <input checked="" type="checkbox"/>
Subject:	Parkland Ordinance – Proposed Amendment – Township Board Public Hearing	

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:

This item is placed on the agenda to conduct a public hearing for the proposed amendment to Ordinance No. 50. If, following the public hearing, the Township Board is satisfied with the proposed amendment to Ordinance No. 50 **attached** to this report, a resolution, also **attached** to this report, adopting the proposed amendment is available for consideration. A suggested motion for adopting the resolution is as follows:

MOTION TO adopt Resolution 2020-09-T adopting Amendment No. 3 to Ordinance No. 50, Township Parkland Ordinance, as described in the supporting attachments to Planning Department Report 2020-79.

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

Attachments:

1. Resolution #2020-09-T
2. Proposed amendments to Ordinance No. 50 – Parkland Ordinance with track changes
3. Appendix A: Parkland Location Map – current version and version with all proposed amendments
4. Excerpt from Project Agreement for MNRTF Grant TF09-173

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

ORDINANCE NO. 50 (Parkland Ordinance): AMENDMENT NO. 3

RESOLUTION #2020-09-T

A RESOLUTION TO AMEND CHARTER TOWNSHIP OF GARFIELD ORDINANCE NO. 50 (Parkland Ordinance):

WHEREAS Public Act 157 of 1905 (MCL 41.422, et seq.) authorizes the Charter Township of Garfield to enact ordinances that regulate the operating rules and regulations for, and apply to, all Parkland owned and/or controlled by the Township; and

WHEREAS the Township would like to update its Parkland Ordinance and Parkland Location Map to reflect new Parkland acquired by the Township; and

WHEREAS the Township would like to limit the hours of operation of its Parkland from sunrise until sunset; and

WHEREAS the Township would like to allow for hunting activities at the newly acquired River East Recreation Area; and

WHEREAS the Township would like to make other minor corrections to its Parkland Ordinance.

NOW, THEREFORE, THE CHARTER TOWNSHIP OF GARFIELD ORDAINS:

AMENDMENT NO. 3 TO CHARTER TOWNSHIP OF GARFIELD ORDINANCE NO. 50 (Parkland Ordinance):

THAT **Section II, L. – P.** BE AMENDED as follows:

- L. “Grand Traverse Commons Recreation Area” shall mean all Township Parkland located within the Grand Traverse Commons development 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. “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.
- 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.

THAT **Section III** BE AMENDED as follows:

- A. All Township Parkland shall be available for public use from sunrise until 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.

THAT **Section VI, E.** BE AMENDED as follows:

- 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 Grand Traverse Commons Recreation Area.
 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 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.

THAT **Section VI, J. 2.** BE AMENDED as follows:

2. Hunting permits will be valid for 7 days beginning at sunrise on Saturday and ending at sunset on Friday of the week that the permit is issued for.

THAT the **APPENDIX A: PARKLAND LOCATION MAP** BE AMENDED to reflect newly acquired Parkland and the updated definitions in Section II.

Moved:

Supported:

Ayes:

Nays:

Absent and Excused:

By:

Lanie McManus, Clerk
Charter Township of Garfield

CERTIFICATE

I, Lanie McManus, Clerk of the Charter Township of Garfield, do hereby certify that the above is a true and correct copy of Resolution 2020-09-T which was adopted by the Township Board of the Charter Township of Garfield on the 26th day of May 2020. Amendment No. 3 to Garfield Township Ordinance No. 50 (Parkland Ordinance) shall take effect upon the expiration of seven (7) days following publication.

Dated: _____

Lanie McManus, Clerk
Charter Township of Garfield

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~~at 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.

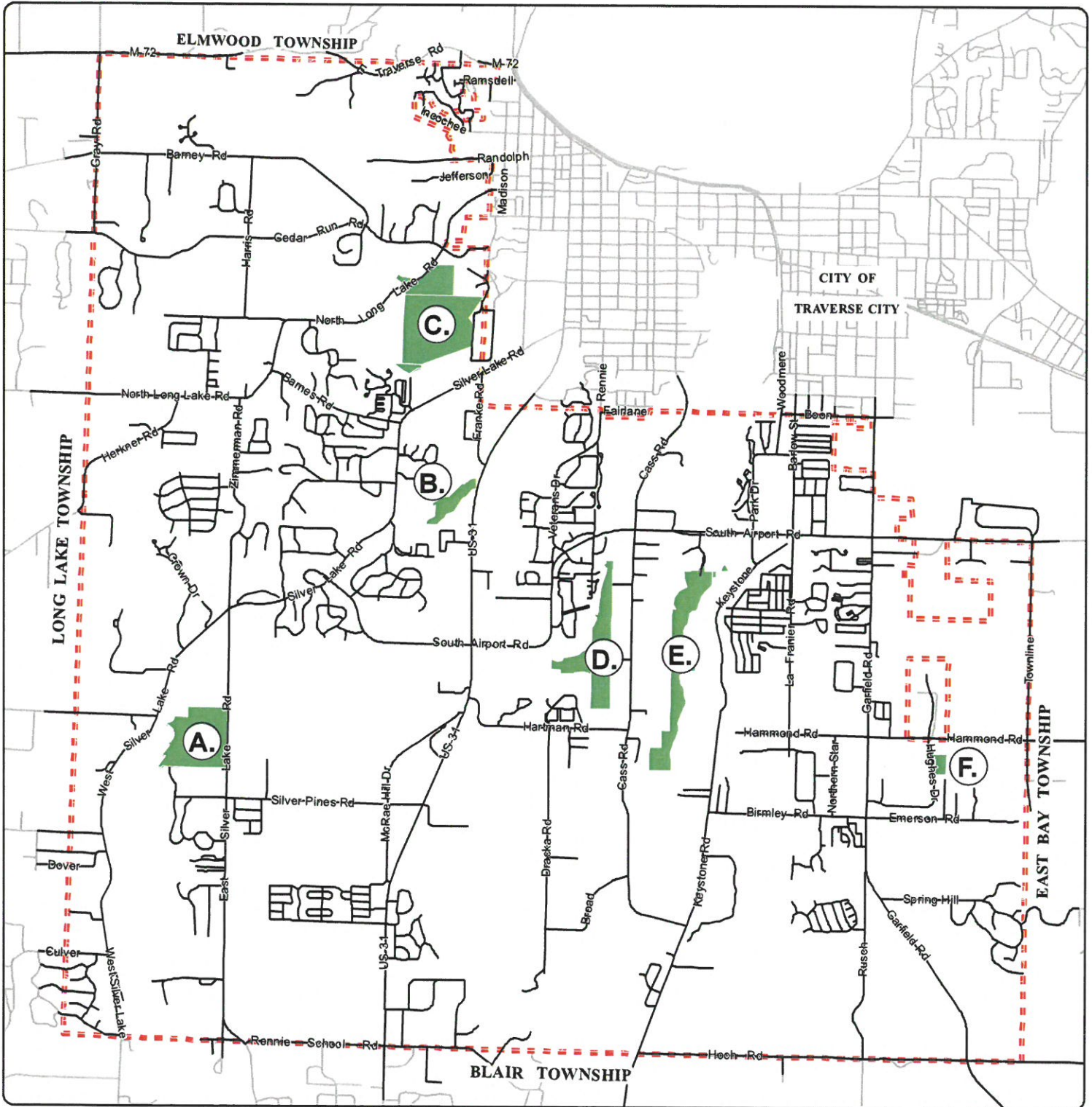
Lanie McManus, Clerk

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

0 2,500 5,000 10,000 Feet

Garfield Charter Township
3848 Veterans Drive
Traverse City, MI 49684
Phone: 231.941.1620
Fax: 231.941.1688
www.garfield-twp.com

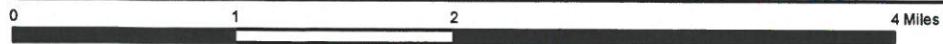
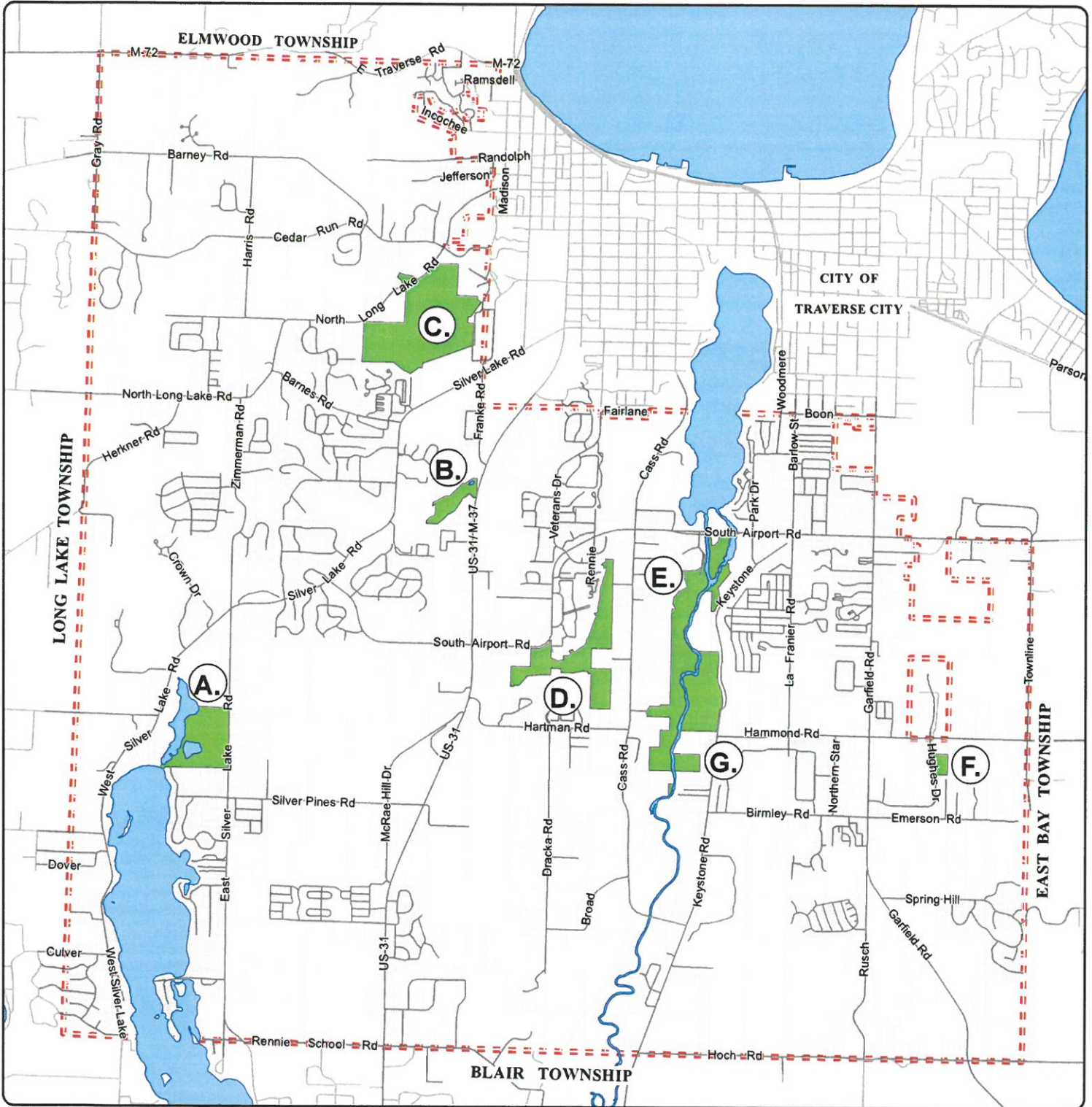


NOT A LEGAL SURVEY

Garfield Planning Dept June 2009

Charter Township of Garfield

Ordinance 50 - Appendix A : Parkland Location Map



- 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

Garfield Charter Township
 3848 Veterans Drive
 Traverse City, MI 49684
 Phone: 231.941.1620
 Fax: 231.941.1688
www.garfield-twp.com



April 23, 2020

NOT A LEGAL SURVEY

Garfield Township Planning Department: April 2020



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.

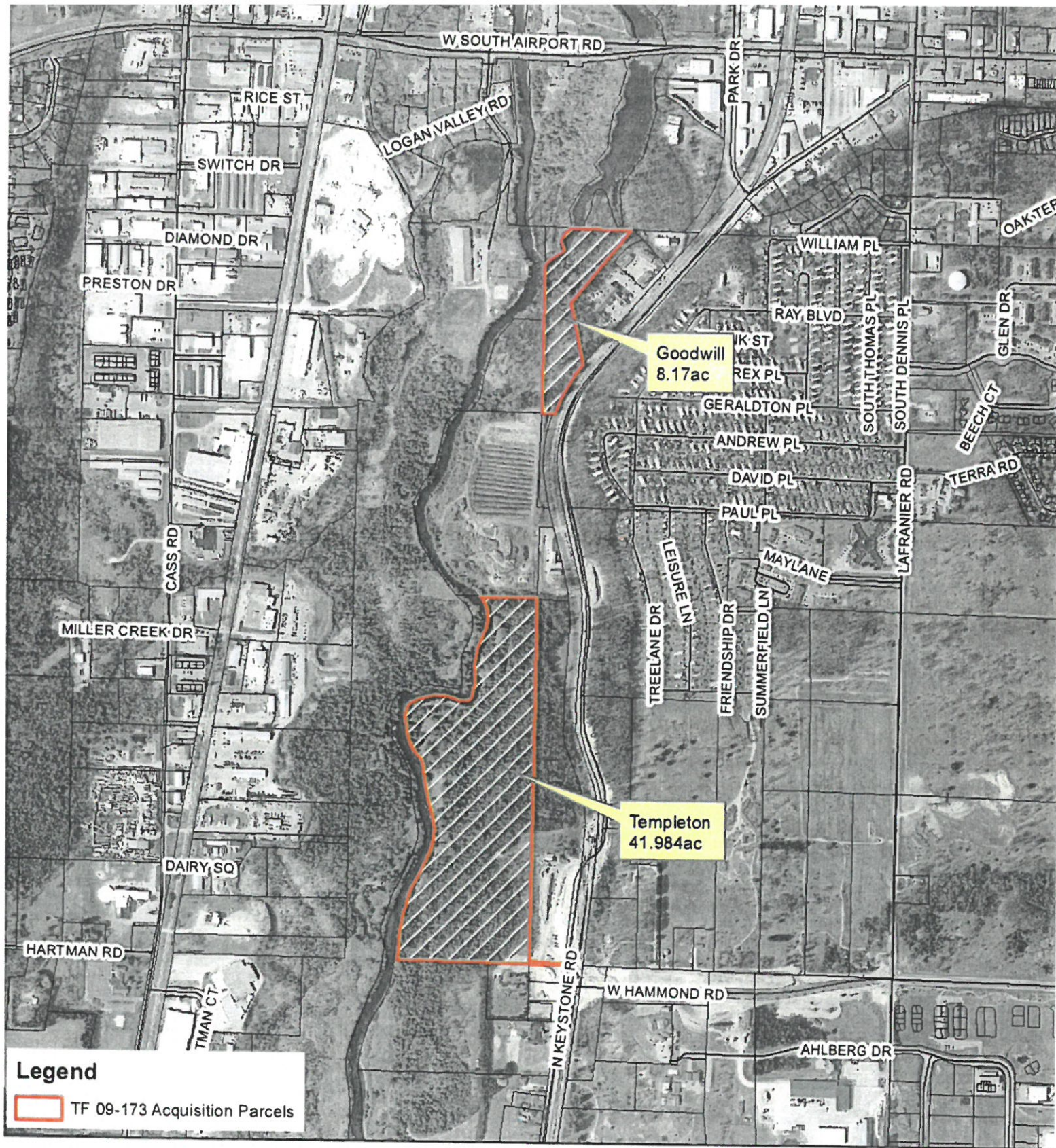
- a. All reports, documents, or actions required of the GRANTEE shall be submitted to:

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:

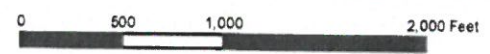
Name: LUCK KORN Title: SUPERVISOR
Mailing Address: 3848 VETERANS DR., TRAVERSE CITY, MI 49684
Phone Number: 231-941-1620 Fax Number: 231-941-1588
E-Mail Address: ckorn@garfield-twp.com

- 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



NOT A LEGAL SURVEY

Garfield Township Planning Dept: 11/27/2013

May 18, 2020

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

Mr. Martin Colburn, City Manager
City of Traverse City
400 Boardman Avenue
Traverse City, MI 49684

Dear Messrs. Korn and Colburn:

As required in the Rec Authority's Articles of Incorporation, the City of Traverse City and Charter Township of Garfield Recreational Authority Proposed Comprehensive Annual Budget for Fiscal Year 2020/2021 is hereby submitted and recommended for approval by the Garfield Township Board of Trustees and Traverse City City Commission. Along with the budget is a narrative explaining what is proposed to be accomplished in the next year.

The Authority has scheduled a public hearing for June 3, 2020, and will then consider the proposed budget for adoption at that same meeting.

Chuck – would you please schedule this for the Township Board's May 26 meeting.

Marty – would you please schedule this for the City Commission's June 1 meeting.

Thank you for your consideration. A representative of the Authority will be present at your meeting to answer any questions you may have.

Sincerely,

A handwritten signature in black ink, appearing to read 'Ross Biederman'.

Ross Biederman
Chair

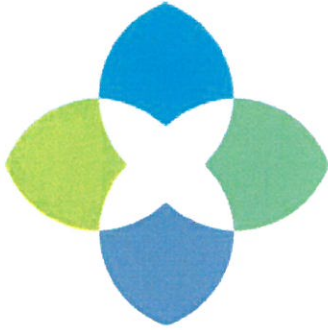
A handwritten signature in blue ink, appearing to read 'Matt Cowall'.

Matt Cowall
Executive Director

Enclosure

Copy: Recreational Authority Board – Letter Only

K:\recreationalauthority\budgetcommunication_2020.doc



RECAUTHORITY

TRAVERSE CITY / GARFIELD TOWNSHIP

The City of Traverse City and Charter Township of Garfield
Recreational Authority

Proposed Comprehensive Annual Budget
Fiscal Year July 1, 2020 to June 30, 2021

Board of Directors

Ross Biederman, Chair

Michael Groleau, Secretary

Tim Hughes, Treasurer

Molly Agostinelli, Director and Garfield Township Trustee

Ashlea Walter, Director and Traverse City City Commissioner

Chris Sullivan, Director

Open appointment, Director

Executive Director

Matt Cowall

City of Traverse City and Charter Township of Garfield
RECREATIONAL AUTHORITY
OPERATING FUND
For the Fiscal Year End June 30, 2021

	FY 16/17 Actual	FY 17/18 Actual	FY 18/19 Actual	FY 19/20 Budget	FY 19/20 Projected	FY 20/21 Recommended
REVENUES						
Property Taxes	\$ 164,960	\$ 169,379	\$ 174,929	\$ 178,000	\$ 182,200	\$ 182,000
PPT Reimbursement	12,510	28,889	10,788	-	9,920	-
Interest Income	476	913	1,013	1,000	1,580	1,000
Grants and Contributions	28,203	8,053	4,999	11,000	256,119	21,000
Barns Park Rental Revenues	107,318	139,083	113,749	130,000	102,900	100,000
Other Income	-	-	14,303	-	-	-
TOTAL REVENUES	313,467	346,317	319,781	320,000	552,719	304,000
EXPENDITURES						
Office Expenses	1,186	1,135	1,727	2,000	1,500	2,000
Professional Services	177,034	188,487	230,395	211,000	733,680	325,000
Insurance & Bonds	3,347	3,360	3,399	4,000	3,420	4,000
Facility/Property Expenses	34,299	64,211	77,026	85,000	62,865	70,200
Transportation	1	-	6	1,000	2	500
Capital Outlay	9,919	-	-	-	-	-
TOTAL EXPENDITURES	225,786	257,193	312,553	303,000	801,467	401,700
Transfer (to) from Capital Projects Fund		-	-	-	-	-
EXCESS OF REVENUES OVER/ (UNDER) EXPENDITURES	87,681	89,124	7,228	17,000	(248,748)	(97,700)
Beginning Fund Balance	305,295	392,976	482,100	489,328	\$ 489,328	240,580
Ending Fund Balance	\$ 392,976	\$ 482,100	\$ 489,328	\$ 506,328	\$ 240,580	\$ 142,880
Millage Rate	0.0978					

Narratives to Budget Sheets

Operating Fund:

This fund is the core fund for the general operations of the Rec Authority. The millage rate to be levied on the winter tax bills is presumed to be **0.0978**, pending a possible rollback under the Headlee amendment (to be determined later in May). The primary goals of the Rec Authority supported by funding in the proposed budget for the coming fiscal year are: (1) execution of the road construction project at Historic Barns Park; (2) completion of a Five-Year Rec Plan for submittal to the Michigan Department of Natural Resources to make the Rec Authority eligible for state grant applications; (3) pursuit of additional recreational property acquisition and preservation; and (4) ongoing maintenance and improvement of Rec Authority properties as the economy and community adapt to conditions of the coronavirus pandemic. Operating revenue projections for venue rentals in support of the preservation of the Cathedral Barn at Historic Barns Park are based on funds that have already been received. An end-of-year rental analysis and forecast will be presented to the Rec Authority Board at its meeting on June 3, 2020.

Breakdowns for various line items of the Operating Fund are as follows:

Professional Services

Executive Management Services (Land Information Access Association)	\$ 80,000.00
Treasury/Financial Management Services (Charter Township of Garfield)	\$ 5,933.00
Hickory Meadows Management Services (Grand Traverse Conservation District)	\$ 24,550.00
Event Facility Management Services (Sunrise to Sunset Events)	\$ 57,500.00
Historic Barns Park Road Project	\$ 96,072.00
GT Band Grant (SEEDS, for 223 water/sewer)	\$ 20,000.00
Legal	\$ 5,000.00
Audit	\$ 5,950.00
Miscellaneous/Contingency (Approximately 10% of overall budget, minus roads)	\$ 30,000.00

Total	\$ 325,005.00
<u>Allocation Recommended</u>	<u>\$ 325,000.00</u>

(Operating Fund – Continued)

Office Expenses Total \$ 2,000.00
Allocation Recommended \$ 2,000.00

Insurance & Bonds Total \$ 4,000.00
Allocation Recommended \$ 4,000.00

Facility/Property Expenses
Event Expenses (cleaning, supplies, etc.) \$ 10,000.00
Historic Barns Park Miscellaneous Maintenance,
Flooring, Road Grading and Snowplowing \$ 20,000.00
Facility Expenses (gas, water, electric and security) \$ 15,000.00
Hickory Meadows Work Plan \$ 25,140.00

Total \$ 70,140.00
Allocation Recommended \$ 70,200.00

Travel Total \$ 500.00
Allocation Recommended \$ 500.00

Operating Fund Total \$ 401,700.00

City of Traverse City and Charter Township of Garfield
RECREATIONAL AUTHORITY
LONG TERM GENERAL OBLIGATION DEBT RETIREMENT FUND
For the Fiscal Year End June 30, 2021

	FY 16/17 Actual	FY 17/18 Actual	FY 18/19 Actual	FY 19/20 Budget	FY 19/20 Projected	FY 20/21 Recommended
REVENUES						
Property Taxes	\$ 561,644	\$ 584,731	\$ 605,486	\$ 630,000	\$ 636,400	\$ 640,000
Interest Income	87	789	1,209	1,200	1,200	900
Refunds & Reimbursements	-	-	-	-	-	-
TOTAL REVENUES	561,731	585,520	606,695	631,200	637,600	640,900
EXPENDITURES						
Fees	252	211	170	300	200	300
Principal	390,000	425,000	460,000	500,000	500,000	535,000
Interest	106,898	97,689	87,688	76,840	76,840	65,145
TOTAL EXPENDITURES	497,150	522,900	547,858	577,140	577,040	600,445
EXCESS OF REVENUES OVER/ (UNDER) EXPENDITURES	64,581	62,620	58,837	54,060	60,560	40,455
Beginning Fund Balance	457,106	521,687	584,307	643,144	643,144	703,704
Ending Fund Balance	\$ 521,687	\$ 584,307	\$ 643,144	\$ 697,204	\$ 703,704	\$ 744,159
Millage Rate	0.3300					

Long-Term General Obligation Debt Retirement Fund:

The sole focus of this fund is to make the required payments on the general obligation bonds that facilitated the acquisition of the Authority's three current properties. The millage rate can adjust depending on the amount of debt service that has to be paid in each fiscal year, and the debt-service amount escalates each year through retirement of the debt. Based on last year's receipts, 2020 taxable values, and a debt service this fiscal year of \$600,145, the millage rate to be levied for this fiscal year will remain unchanged from last year at **0.3300**.



Charter Township of Garfield

Commercial Paddling Permitting – Boardman Valley Nature Preserve

Discussion

Background:

The River Outfitters is requesting permission to enter into an agreement with GT County & Garfield Township for the use of the Boardman River Accesses in the Boardman Valley Nature Preserve.

The River Outfitters explains in their proposal that the stretch of Boardman River in the BVNP is not controlled by the “Boardman Natural Area Plan” and/or the DNR. Tree Sturman with “The River Outfitters” also spells out:

The business does not allow alcohol or drugs on their tours

They promote conservation & preservation of the river

Allow people with physical disabilities to tour

Would regulate times of day & number of paddlers allowed

Retrieve & drop paddlers at launches as not to disrupt the public also utilizing the area.

Parks & Recreation Board Comments:

The Parks & Recreation Board discussion on May 4th 2020 included:

How do we regulate the amount of commercial activity should be allowed at our launch? What if four more commercial businesses wish to use the same area? Would **The River Outfitters** scale back? Do we only allow certain days of the week? Enforcement?

The YMCA Parking lot is already stressed with the amount of traffic devoted to Pickle Ball Courts, Kid's Club at the YMCA, and Public using launch & trails.

Staff Comment:

Since the discussion with the Park's Board, I looked into the capabilities of a launch on the Verison Property on the other side of the Boardman River. There is high ground for a potential launch. (See attached pictures)

Would the commercial paddling companies assist with funding to develop this site? And would the Board be interested in exploring this further?

Development of the Verison Property may assist in cleaning up homeless camps.

Summary:

I am looking for direction to take in this process. Asking the Board to direct me further in what action should be taken:

Research the Verison Property for a potential launch with contractor bids

Whether or not to explore the option for commercial agreements for paddling companies.







Attachment A
Boardman Lake Loop Trail Maintenance Plan
2019 - 2025

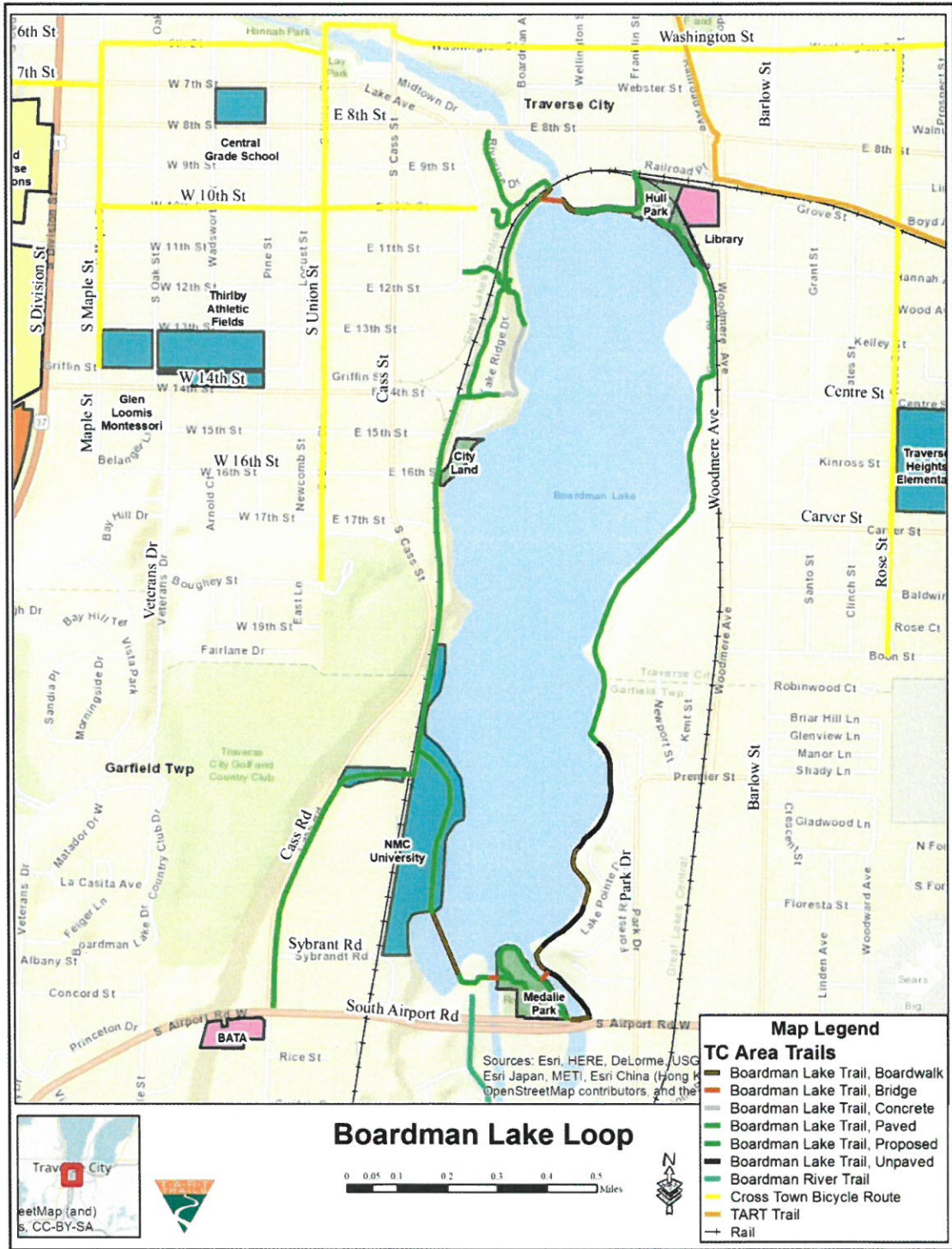


Prepared by: TART Trails Inc., Charter Township of Garfield, City of Traverse City and Grand Traverse County
April 9, 2019
Amended April 2, 2020

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Mowing	6
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Trail Surface	7
Root Trenching	8
Signage	8
Vandalism	8
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Boardman Lake Loop Map



Introduction

This document was developed to fulfill the desire of multiple governmental units and other stakeholder groups to provide sustainable transportation alternatives and recreational opportunities and to provide an enjoyable user experience on the Boardman Lake Loop trail. It is intended for use as a guideline for the ongoing annual routine maintenance of the Boardman Lake Loop trail for a 10 year long-range planning period. This Maintenance Plan informs the City of Traverse City, Garfield Township, Grand Traverse County, and TART Trails about what needs to be done and how often it needs to be done. To maintain best practices, this plan should be reviewed and updated every five years, in conjunction with the review of the 5 year Recreation Plan.

Management Parties

The Charter Township of Garfield, The City of Traverse City, TART Trails, Inc., and Grand Traverse County are part of this collaborative effort, and are referred to collectively herein as the “Parties”.

Summary

The Parties worked collaboratively on the design, engineering and construction of the Boardman Lake Loop Trail (“Loop”) for recreation and transportation purposes with the goals of supporting the local economy and improving health and fitness opportunities for the community. It is the objective of the Parties to develop a long term maintenance approach for the trail, and to facilitate passive public recreation and non-motorized transportation on the Boardman Lake Loop. The purpose of this Maintenance Plan is to establish specific maintenance tasks as intended in the Maintenance Agreement signed by the Parties in July and August of 2018, and to achieve the common goal of the permanent and responsible management of the Boardman Lake Loop. This Maintenance Plan may be amended or replaced upon mutual written agreement of the Parties.

The Parties will have equal representation in the development of annual work plans used to implement the goals/tasks of the Maintenance Plan and to request funding from the Grand Traverse Regional Community Foundation (GTRCF) Boardman Lake Loop Trail Endowment Fund. Initially, the City of Traverse City and the Charter Township of Garfield will perform routine maintenance activities on the portions of the Loop that are sited within their respective jurisdictions until such time as an alternative arrangement for maintenance is in place. TART Trails will conduct annual monitoring visits of the Loop, and provide guidance on yearly work plans, and other maintenance issues or strategies to utilize in the annual request to the maintenance Fund, as well as ensure compliance with any related grant agreements. Results of these monitoring activities may be shared with project donors, volunteers, grantors, or other interested parties. TART Trails may conduct maintenance activities along the Loop that are consistent with the Maintenance Plan and existing agreements with the Parties at no cost to the other Parties.

Boardman Lake Loop Management/Advisory Committee is a standing advisory committee comprised of one representative each from Garfield Township, City of Traverse City, Grand Traverse County, and TART Trails, and one representative from the Joint Recreational Authority, charged with oversight of the ongoing maintenance and management of the Loop. After construction of the entire Loop is complete, regular maintenance may be completed either by the City or by a third party maintenance contractor chosen upon mutual agreement of the parties. TART Trails will provide monitoring on the Trail for continued personal safety, contribute to maintenance efforts through its Ambassador Program, and help evaluate maintenance efforts to ensure success.

Boardman Lake Loop Infrastructure

The Boardman Lake Loop is situated half in the Traverse City Limits and half in Garfield Township for a total length of 6.1 miles of trail and is comprised of the following facility types:

Facility Type	Distance
Asphalt	4.9 Miles
Boardwalk	0.5 Miles
Concrete	0.2 Miles
Aggregate	0.5 Miles
Bridges	550 Feet

Trail Infrastructure Inventory

Item	Estimated Quantity	Location
Mile Marker	5	Per 1 mile
Bench	3	
Fencing	3,570 l.f.	
Modular retaining wall	19,500 s.f.	
Culvert	30 l.f.	

The Boardman Lake Loop is situated mostly on a 20' easement from the adjacent private properties.

The City of Traverse City of Traverse City holds the following trail easements:

- Logan Pointe Condominium Association
- Traverse Bay Senior Properties
- Lake Pointe Acquisition Group LLC
- Woodmere Crossing LLC
- Riverine Condominium
- Lear Operations Corp
- Oryana Food Cooperative Inc
- Vanelslander Archie A Trust
- Lake Pointe Commercial Property LLC
- Boardman Lake Development LLC
- Northwestern Michigan College
- TM Logans Landing
- Logan Point Property LLC

The Charter Township of Garfield holds the following trail easements:

- None at this time

Maintenance Implementation

Routine maintenance items are identified below and are eligible for annual funding through the Boardman Lake Loop Trail Endowment Fund that is administered by the Grand Traverse Regional Community Foundation (GTRCF) and the Management/ Advisory Committee.

Maintenance and Repair Response Time

Critical repairs, hazards, and matters that present a public safety concern shall warrant investigation by the maintenance service provider or designated agent within 48 hours of notification or observation to determine the extent of the repairs needed. At the time of the initial investigation, a temporary repair, temporary signage warning trail users of potential danger, or other appropriate action shall be completed. If practical, a full repair will be completed during the investigation. If repairs are determined to be too extensive to be completed by the initial response team, a work plan to complete the repairs in a timely manner shall be initiated and shared with MDOT.

TART Ambassadors

Ambassadors perform various levels of maintenance and are available to work with or assist in performing routine maintenance items including tree branch/bush/brush trimming, storm damage cleanup, boardwalk surface cleaning, gardening, and spring and fall cleanup work bees. TART ambassadors and volunteers will follow City, Township, and County tree cutting and other maintenance policies and procedures. TART Trails maintains Volunteer Accident Insurance with specific limitations. The purpose of the policy is to provide benefits for any accidental death or dismemberment and excess medical expense coverage to volunteers injured while participating in a scheduled, sponsored or supervised activity including direct travel to or from the activity.

TART Trails Ambassadors can assist with the following maintenance tasks to help ensure trail condition and experience and help reduce maintenance costs:

- Frequent Trail monitoring to help identify maintenance issues that require help.
- Trimming/cutting vegetation that is encroaching, leaning, or blocking established clear zones.
- Boardwalk deck scrubbing
- Litter collection
- Leaf blowing
- Aggregate leveling and compacting
- Asphalt edging
- Invasive species removal
- Supplemental snow shoveling

Routine Maintenance

The following maintenance tasks will be performed, and are guided by the schedule described later in this document:

Mowing trail shoulders

- Snow clearing of trail
- Trimming/cutting vegetation to maintain clear zones
- Downed tree clearing and removal
- Tree root cutting/trenching
- Asphalt crack sealing and small asphalt repairs
- Periodic board replacement with pressure treated lumber on timber boardwalks
- Periodic addition of aggregate material, level, and compact
- Periodic way finding sign purchase and replacement
- Clean and/or repair trail vandalism

- Bridge Monitoring/Minor Repair
- Culvert Inspection/Minor Maintenance
- Inspection of Trail/Rail Separation Fencing

Mowing

To maintain 2-4' clear zone along Trail, monthly mowing is required to keep the adjacent grass and small vegetation height between 2"-10". Trail shoulders will be mowed each month May through October, weather permitting.

Vegetation Trimming

Vegetation management is the dominant operation of maintaining the Boardman Lake Loop. Preserving vegetation along the trail is important to maintain the trail's character. Vegetation must be maintained for trail user's safety, to preserve the trail infrastructure and aesthetic. A clear zone of 2-4' lines either side adjacent to the trail. As mentioned above, the clear zone is kept clear at ground level by being mowed and above ground level the vegetation is trimmed. A vertical clearance of at least 10' is maintained overhead along the trail. On either sides of the trail, woody vegetation of 4" or less is to be kept clear for up to 5' from either side of the trail (see Figure 1). Where land ownership/easement allows, the 50'/50' rule maintains clear vision at intersections. Species of plants should be thoughtfully considered prior to planting along the trail. The plant's root system and its potential bushiness determine required maintenance.

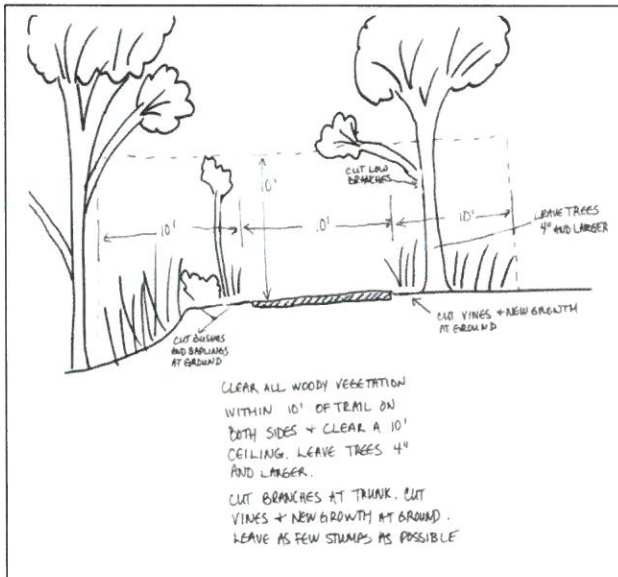


Figure 1. Vegetation overgrowth

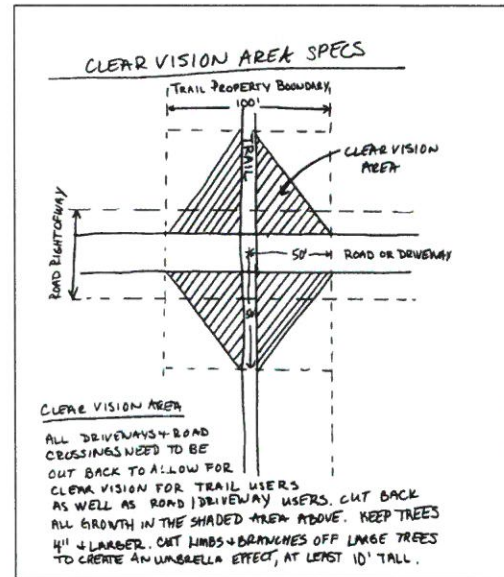


Figure 2. Clear vision area

Intersections include roadways, trails, private drives and agricultural crossings. For safety, intersections must maintain clear vision for safe crossings between vehicles and trail users. In order to maintain clear vision this policy applies to vegetation and structures that can impede vision such as parked cars or fences.

For safety, intersections must be kept clear from overgrowth of vegetation or any other type of visual obstruction such as a vehicle parking, privacy fence or large sign. Clear vision is to be maintained on all sides of the intersection (see Figure 2; up to 50' where property/easement allows). The area around the crossing environment shall be kept free of any trees or landscaping out to the right-of-way lines and off the railroad right-of-way on both sides of the street. No vegetative debris shall be disposed of on

MDOT Railroad property.

Invasive Species

Invasive species are plants and animals that are not native to the area. Such species tend to dominate their environment due to lack of predators. The Department of Natural Resources and Grand Traverse Conservation Districts along with TART Trails Invasive Species Specialist Ambassadors provide professional expertise in regards to best management practices of invasive species. Only native plants should be planted along the trail. The trail provides a corridor that can increase the spreading of invasive species.

Medians and Gardens

Medians and gardens located along the trail or at roadway intersections, may be adopted on an annual basis and planted at a higher maintenance level and cared for by the adopter. If areas are not adopted, landscaping will be grass or City approved landscaping elements.

Tree Clearing

Following heavy wind and snow storms, trees and branches will fall on the Trail and require cutting, removal from the Trail, and hauling away or chipping. TART Ambassadors who have the required safety training may assist with tree clearing after storm events.

Trail Surface

The Boardman Lake Loop is predominantly 10' wide asphalt, but also includes sections of aggregate, timber boardwalk, and bridges with Ipe decking. The four sections of boardwalk on the southeast side of the Lake have a treated timber decking surface. Asphalt requires the most maintenance compared to other surface types due to it being the dominant surface type and due to the material. Wooden bridge decking requires annual monitoring and repairs. Concrete requires little to no annual maintenance but requires replacement after an estimated 30 year life-span.

Asphalt is a porous surface which requires routine annual maintenance. The average lifespan for an asphalt trail is 17 years. Asphalt which receives preventative maintenance can last for 20 years or longer (source: *Rails-to-Trails*).

Crack-sealing repairs a crack in the asphalt by filling the crack with sand (if necessary) and pouring a hot rubberized liquid substance over it to seal. It is a common way to perform preventative maintenance and it is usually necessary to perform on an annual basis along identified sections of the trail. Crack sealing protects trail users from potential harm by hitting cracks and it prevents debris build-up in the cracks which helps prevent continued deterioration of the asphalt. Crack sealing also prevents water from entering the trail base and sub-base.

Sinkholes are created in the asphalt due to activity on the surface of the trail or deterioration of the material below the trail. Heavy equipment, soil erosion, vegetation, culverts, burrowing animals such as ants and water can create sinkholes. Sinkholes can be a serious safety issue and should be addressed immediately. For safety, until the hole is filled, the sinkhole should be marked and cornered-off temporarily. It can be made visible with spray paint and an orange safety cone placed around or on top of it. A steel plate can be used to temporarily 'patch' the hole. Its heavy weight makes it unlikely to be stolen and a slim design and tread makes it safe for users. The long term and permanent solution is an infrared repair to the affected area.

Root Trenching

One of the most common causes of trail damage is tree roots growing under and then up through asphalt creating linear cracks and mounds or domed bumps. The most effective preventative measure found to date is regular vibratory plow trenching along the edge of pavement to sever roots and prevent trail damage. For long term prevention, trenching should occur every 5-7 years. A yearly phased approach is advisable as cost is distributed across several years.

Signage

Signage is categorized as regulatory, wayfinding, sponsorship or interpretive. The City/Contractor is responsible for maintaining adequate regulatory and wayfinding signage. Any missing or damaged MDOT Railroad property signage shall be replaced within thirty (30) days.

Vandalism

Vandalism is the destruction of property. Fortunately, it does not occur on a regular basis along the Boardman Lake Loop. Litter and graffiti are the most common occurrences. Cleaning/repairing of graffiti and removal of litter shall be performed in conjunction with vegetation removal.

Bridges

Three span bridges with concrete supports are located on the Loop (see Appendix map for locations). For structural safety bridges should be monitored each year in the spring. Maintenance should be performed immediately. Anticipate irregular maintenance in the spring, summer and fall to repair deck boards and railings as needed. Stainless steel screws are recommended for hardware rather than nails. ***The maximum vehicle/equipment load for each bridge is 6,800 pounds.***

Culverts

Culverts should be monitored each year in the spring and fall. If practical, any required maintenance such as clearing sedimentation/vegetation as needed to maintain culvert flow shall be performed during the investigation.

Rail/Trail Separation Fence

Fencing should be inspected annually in the spring. Repairs shall be performed when the fence is damaged. ***Any repairs that require a maintenance worker to be on the railroad side of the fence will also require a "Permit to Enter" to be obtained from the MDOT Office of Rail.***

Snow Removal

For four months ranging from mid-November to Mid-March the trail is expected to experience snow events. An estimated 35 clearings was used to determine the season's maintenance costs, which averages to over 2 clearings a week. See *Table 1. Maintenance Schedule* for total hours. No snow shall be stockpiled or disposed of into MDOT Railroad ditches or excess property.

Maintenance Schedule

Table 1: Annual Maintenance Schedule. See Routine Maintenance for an explanation of each activity.

Activity	Oct	Nov	Dec	Jan	Feb	March	April	May	June	July	Aug	Sept	Total Hours
Mowing	8							8	8	8	8	8	48
Trimming	8						8	8	8	8	8	8	56
Storm Clearing	8	4	4	4	4	4	8	4	4	4	4	4	56
Asphalt	40							40					80
Snow Removal			20	80	80	80	20						280
Vinyl Coated Chain-Link Fence							8					8	16
Signage	4						4						8
Vandalism	4	4	4	4	4	4	4	4	4	4	4	4	48
Benches								4				4	8
Bridge Inspection							8						8
Trenching & Preventative	40												40
Total Hours	112	8	28	88	88	88	60	68	24	24	24	36	648

Long-term Maintenance Schedule and Estimated Costs

Consider ceasing preventative maintenance in lieu of replacement when the trail's surface is predominantly cracked or deteriorated within a specific area, or is considered "Poor" or "Very Poor" using the modified PASER rating. When replacing asphalt consider grinding/milling and repaving because it does not require re-berming or re-seeding. If using this technique, add at least a 1.25" course of asphalt.

Table 2: Costs for Long-term Maintenance Expense Calculations

Activity	Frequency	Estimated Cost
Asphalt Overlay/Resurfacing	15 years	\$60,000 / mile
Asphalt Reconstruction	25 years	\$90,000 / mile
Root Trenching	7 years	\$0.20 linear ft of trail
Signage	5-10 years	3,500/ mile

Approved by:

Date:

Grand Traverse County governing board

City of Traverse City governing board

Charter Township of Garfield governing board

TART board of Directors
