

**CHARTER TOWNSHIP OF GARFIELD
TOWN BOARD MEETING**

Tuesday, June 26, 2018 at 6:00pm
Garfield Township Hall
3848 Veterans Drive
Traverse City, MI 49684
Ph: (231) 941-1620

A G E N D A

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- June 12, 2018 Regular Meeting (Recommend Approval)

b. Bills -

General Fund (Recommend Approval)	\$ 43,430.00
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Gourdie-Fraser

Developer's Escrow Fund – Storm Water Reviews	\$ 2,580.00
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Developer's Escrow Fund – Utility Plan Review, Oversight	16,142.00
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Utility Receiving Fund	5,912.50
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<u>Park Funds/ DNR Trust Fund</u>	<u>3,160.00</u>
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Total	\$ 27,794.50
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(Recommend Approval)

c. 2017 FYE Audit (Recommend Approval)

- d. Consideration of Resolution 2018-16-T(a) (amended), a resolution of Intent to Create Special Assessment District for Road Improvements for Eaglehurst Drive and scheduling a public hearing on July 10, 2018 (Recommend Approval)
- e. PD 2018-68 - An Ordinance to designate an enforcing agency to discharge the responsibility of the Charter Township of Garfield located in Grand Traverse County, and to designate regulated flood hazard areas under the provisions of the State Construction Code Act, Act No. 230 of the Public Acts of 1972, as amended -- Introduce and schedule for a public hearing on July 24, 2018 (Recommend Approval)
- f. Application for Progress Payment No. 4 for the NW Water System Division A to DN Tanks, Inc in the amount of \$22,390.20 (Recommend Approval)

4. Items Removed from the Consent Calendar

5. Correspondence

6. Reports

- a. Construction Report
- b. Grand Traverse Metro Report
- c. County Commissioner's Report
- d. Clerk's Report
- e. Supervisor's Report

7. Unfinished Business

- a. Consideration of amendments to Board Appointment Policy
- b. Consideration of the Boardman Lake Loop Trail Long Term Maintenance Agreement
- c. Consideration of Resolution 2018-18-T, a resolution to adopt the Annual health Exemption Option as set forth in 2011 Public Act 152, the Publicly Funded Health Insurance Contribution Act.

8. New Business

- a. Consideration of Resolution 2018-17-T, a resolution to verify and confirm support and approval for the Regional Asset Inventory and GIS Mapping Project that includes CGAP Grant Application and Grant Award

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.

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Gourdie-Fraser

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**CHARTER TOWNSHIP OF GARFIELD
TOWN BOARD MEETING
June 12, 2018**

Chuck Korn called the Town Board Meeting to order on June 12, 2018 at 6:00 p.m. at the Garfield Township Hall, 3848 Veterans Drive, Traverse City, Michigan.

Pledge of Allegiance

Roll Call of Board Members

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

Absent and Excused: Molly Agostinelli, Dan Walters

Staff members Present: Rob Larrea

1. Public Comment (6:00)

None

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

Schmuckal asked to add Parks and Rec Report under item 6e.

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

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

Nays: None

3. Consent Calendar (6:01)

a. Minutes

May 22, 2018 Regular Meeting (Recommend Approval)

May 30, 2018 Study Session Meeting (Recommend Approval)

b. Bills

General Fund

(Recommend Approval)

\$310,331.44

c. MTT Update (Receive and File)

**d. PD 2016-42 Brickways and Church of Christ Proposed Rezoning –
Introduce and schedule for a Public Hearing on May 8, 2018.**

Blood Law declared a conflict with the bills, but board members agreed that she could vote on the motion. Duell removed items 3a and 3b from the consent calendar.

Duell moved and Schmuckal seconded to approve the Consent Calendar as amended.

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

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

a. Minutes – May 22, Regular Meeting

Duell asked that his name be inserted as the person who asked that trees be transplanted from the Logan's Landing area.

Schmuckal moved and Duell seconded to approve the minutes of the May 22, 2018 Regular meeting as amended.

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

b. Bills

Duell questioned a bill to Prien and Newhof and was told it was partial payment for the approved \$15,000 to engineer the Boardman Lake Trail.

Duell moved to approve the bills in the amount of \$65,078.34 and Schmuckal seconded.

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

Board members noted that a policy regarding board appointments was still outstanding.

5. Correspondence (6:08)

a. Emails in support of trail maintenance

6. Reports

a. Sheriff's Report (6:09)

Deputy Chris Barsheff said that in May of 2018, calls in Garfield Township accounted for 39% of calls in the county. All calls increased by 17%. Criminal calls were up by 20% and non-criminal calls rose by 39%. He is in the talking stages of trying to obtain another CPO for Garfield Township.

b. Treasurer's Report (6:10)

Blood Law noted that state revenues have decreased from projections. The Deputy Treasurer now has her three year Certified Professional Treasurer certification and is also a Township Governor's Academy Graduate.

c. Supervisor's Report (6:15)

Korn said that he attended meetings with the Boardman Lake group. The Metro study session outcome was to review a budget with three new fire trucks and a new station.

d. County Commissioner's Report (6:25)

Cheryl Gore Follett reported that the Board of Commissioners has chosen Nate Alger as the new County Administrator. She also reported that the Animal Control Shelter on Keystone road need to be updated and the Commission on Aging is doing a survey to determine if all seniors are getting their needs met.

e. Parks and Rec Report (6:17)

Schmuckal said that the Parks and Rec Commission had concerns with cracks in the walking trail as well as the tennis courts. Larrea added that benches will be equally distributed throughout the park and the placement of a buffer was discussed. The fee structure for parks as well as for Planning and Zoning needs to be reviewed. Bids will be sought for crack sealing.

7. Unfinished Business**a. PD 2018-57 – Consideration of reappointment of Michael Groleau to the City of Traverse City and Charter Township of Garfield Recreational Authority for a three year term expiring on June 30, 2021. (6:26)**

Schmuakal moved and Duell seconded to reappointment of Michael Groleau to the City of Traverse City and Charter Township of Garfield Recreational Authority for a three year term expiring on June 30, 2021.

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

b. Consideration of approval for TraffiCloud subscription for the All Traffic Solutions Shield 12 Traffic sign and for the purchase of two additional Shield 15 batteries. (6:29)

Lt. Barsheff thanked the board for approving the purchase and explained that he negotiated a deal for year round traffic data collection. He explained a recent report in detail to board members so that they could see what data is collected.

Duell moved and Schmuckal seconded to approve the renewal for the Shield 12 at \$750 each and to purchase two new batteries at \$401 to come from the Community Awareness Fund.

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

c. Consideration of the Boardman Lake Loop Trail Long Term Maintenance Agreement (6:41)

Julie Clark, Executive Director of TART showed board members a Powerpoint presentation on the funding of maintenance for the trail. The maintenance plan asks Garfield Township to place \$800,000 into a Community Foundation Endowment. The interest from the money will be approximately \$32,000 per year which will fund the trail maintenance. Any funds not spent will go to a liquid fund. The plan hinges upon brings the trail up to standards and there are some pieces of the trail which need some work right now. Clark figures that deferred maintenance would cost approximately \$24,780. Board members discussed the proposed plan and after asking questions and commenting on the plan, asked to see designs and noted that a couple attachments were not included for informational purposes.

Duell moved and Schmuckal seconded to postpone the agenda item for more information and designs and also for the absent board members to be present for a vote on the matter.

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

8. New Business

a. Consideration of Resolution 2018-15-T, a resolution to adopt the Natural Hazard Mitigation Plan of Grand Traverse County Michigan. (7:36)

Gregg Byrd Emergency Management Director from GT County indicated that this was a FEMA requirement for natural hazards.

Duell moved to adopt Resolution 2018-15-T, a resolution to adopt the Natural Hazard Mitigation Plan of Grand Traverse County Michigan and Schmuckal seconded.

*Yeas: Duell, Schmuckal, Blood Law, McMnaus, Korn
Nays: None*

- b. **Presentation by TCAPS Board President Erick Falconer (7:41)**
Christine Thomas Hill and Doris Ellery gave highlights for the upcoming millage. The 3.1 mills will be used for the next ten years for capital planning and projects. They also discussed upcoming projects and new curriculum items.
- c. **PD 2018-62 Draft of Master Plan Review, Comment and Distribution (7:46)**
Schmuckal moved that the draft 2018 Charter Township of Garfield Master Plan be approved for distribution in accordance with Section 41 of the Michigan Planning Enabling Act (2008 PA 33). McManus seconded the motion.
- Yeas: Schmuckal, McManus, Duell, Blood Law, Korn*
Nays: None
- d. **Consideration of Resolution 2018-16-T(a) a resolution creating a Special Assessment District (SAD) for Road Improvements for Eaglehurst Drive and scheduling the first public hearing on June 26, 2018.(7:49)**
Bill Crain discussed the project and said that sewer and water leads are present and that they hope to complete the water and sewer and then do the roads. A majority of the property owners did approve of the project.
- Schmuckal moved and Duell seconded to approve Resolution 2018-16-T(a) a resolution creating a Special Assessment District (SAD) for Road Improvements for Eaglehurst Drive and scheduling the first public hearing on June 26, 2018.*
- Yeas: Schmuckal, Duell, McManus, Blood Law, Korn*
Nays: None
9. **Public Comment**
None
10. **Other Business (8:00)**
A flood management plan for Logan's Landing was discussed and is in the works.
Board members discussed the Boardman Trail.
11. **Adjournment**
Schmuckal moved to adjourn the meeting at 8:06pm

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 DISBURSEMENT REPORT FOR CHARTER TOWNSHIP OF GARFIELD
 CHECK DATE FROM 06/07/2018 - 06/18/2018

Banks: GEN

Check Date	Bank	Check #	Payee	Description	GL #	Amount
06/14/2018	GEN	36955	BRENDA BURROWS	FRONT DESK	101-101-805.000	108.75
06/14/2018	GEN	36956	CITY OF TRAVERSE CITY	170975-94720	101-000-084.861	182.71
		36956		170975-94720	101-448-920.005	512.41
						695.12
06/14/2018	GEN	36957	CONSUMERS ENERGY	100000311801	101-000-084.861	1,462.00
		36957		100000311801	101-448-920.005	6,345.53
						7,807.53
06/14/2018	GEN	36958	GBS INC	ELECTION SUPPLIES	101-191-726.000	2,117.63
06/14/2018	GEN	36959	GOURDIE-FRASER & ASSOC. INC	BVNP	308-000-880.006	3,160.00
06/14/2018	GEN	36960	GRAND TRAVERSE CONSERVATION DI	TREE PLANTING / MAINT	308-000-880.014	1,505.00
		36960		TREE PLANTING / MAINT	308-000-935.000	425.39
						1,930.39
06/14/2018	GEN	36961	GRAND TRAVERSE DIESEL SERVICE, INC	LABOR - GENERATOR FAIL	101-265-935.608	244.50
06/14/2018	GEN	36962	GRID4 COMMUNICATIONS, INC.	PHONES	101-265-850.000	1,067.78
06/14/2018	GEN	36963	INTEGRITY BUSINESS SOLUTIONS	SUPPLIES / PAPER	101-101-726.000	122.00
06/14/2018	GEN	36964	LANDGREEN LAWCARE	FERTILIZER APPLICATION #2	308-000-880.001	1,267.60
06/14/2018	GEN	36965	MAPLE RIVER DIRECT MAIL	TAX MAILING	101-253-726.001	2,350.00
06/14/2018	GEN	36966	NORTHERN MI JANITORIAL SUP	SUPPLIES	101-265-726.003	323.15
06/14/2018	GEN	36967	TRAVERSE CITY RECORD EAGLE	ADVERTISING	101-101-901.000	80.25
		36967		ADVERTISING	101-400-901.000	139.75
		36967		ADVERTISING	101-410-901.000	114.75
						334.75
06/14/2018	GEN	36968	VERIZON	PHONES	101-265-850.000	221.67
06/18/2018	GEN	36969	AFLAC	AFLAC	101-000-227.001	637.34
06/18/2018	GEN	36970	BLUE CROSS BLUE SHIELD OF MICHIGAN	EMPLOYEE HEALTH	101-851-873.030	18,021.82
06/18/2018	GEN	36971	CITY OF TRAVERSE CITY	170975-98310	101-448-920.005	10.61
06/18/2018	GEN	36972	ESS	EXPRESSVOTE CARDS	101-191-726.000	96.32
06/18/2018	GEN	36973	FIFTH THIRD BANK	5473787214466590	101-253-726.000	2.00
		36973		5473787214466590	101-253-960.000	10.99
						12.99

3. b.

Check Date	Bank	Check #	Payee	Description	GL #	Amount
06/18/2018	GEN	36974	GARFIELD CHARTER TOWNSHIP	HSA	101-000-237.000	417.70
06/18/2018	GEN	36975	LAUTNER IRRIGATION INC	SPRINKLER REPAIR	101-265-726.003	35.36
06/18/2018	GEN	36976	NORTHWOODS BUSINESS FORMS	BUSINESS CARDS - BIGBEE	101-171-726.000	44.99
06/18/2018	GEN	36977	TEAMSTERS LOCAL 214	UNION DUES	101-000-239.000	47.00
06/18/2018	GEN	36978	UNITED WAY	UNITED WAY	101-000-238.000	90.00
06/18/2018	GEN	36979	VOYA INSTITUTIONAL TRUST COMPANY	DEFERRED COMP VF3202	101-000-227.000	2,265.00
TOTAL - ALL FUNDS						43,430.00
TOTAL OF 25 CHECKS						43,430.00
--- GL TOTALS ---						
			DUE FROM #861 STREET LIGHTS			1,644.71
			DEFERRED COMP			2,265.00
			AFLAC			637.34
			HSA (FORMERLY FLEX)			417.70
			UNITED WAY			90.00
			UNION DUES			47.00
			SUPPLIES			122.00
			CONTRACTED AND OTHER SERVICES			108.75
			ADVERTISING			80.25
			SUPPLIES			44.99
			SUPPLIES			2,213.95
			POSTAGE			2.00
			EDUCATION & TRAINING			2,350.00
			SUPPLIES-MAINTANCE			10.99
			TELEPHONE			358.51
			MAINTENANCE-OTHER			1,289.45
			ADVERTISING			244.50
			ADVERTISING			139.75
			STREET LIGHTS TOWNSHIP			114.75
			INSURANCE - EMPLOYEE HEALTH			6,868.55
			COM. PROM. - SILVER LAKE PARK			18,021.82
			COM. PROM. - BYNP (YMCA)			1,267.60
			COM. PROM. - MILLER CREEK			3,160.00
			MAINTENANCE - MISC, EQUIP			1,505.00
			TOTAL			425.39
			TOTAL			43,430.00



June 2, 2018

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

I. Developer's Escrow Fund - Storm Water Reviews		
1. Engineering services for storm water review and final approval letter. Midwest V, LLC - Mini Storage Units, Escrow #701-000-214-854		
Project# 18086 Invoice No. 1808601		1,070.00
2. Engineering services for storm water review and final approval letter. 1318 Industry Drive, Escrow #701-000-215.832		
Project# 18133 Invoice No. 1813301		1,510.00
	Total	<u>2,580.00</u>
II. Developer's Escrow Fund - Utility Plan Review, Oversight & Closeout		
1. Engineering services for plan review and construction services. Traditions at Ashland Park		
Project# 17088 Invoice No. 1708804		15,145.00
2. Engineering consulting services for water main review and construction services. Contractors Drive		
Project# 17327 Invoice No. 1732701		780.00
3. Engineering consulting services for storm water site plan review The Ridges at 45, Phase 3/4		
Project# 17357 Invoice No. 1735704		217.00
	Total	<u>16,142.00</u>
III. Utility Receiving Fund		
1. Engineering services for meeting with City of TC and Garfield Township NW Service District Water System Improvements (Water Storage Tank)		
Project# 16037 Invoice No. 1603715		5,180.00
2. Engineering consulting services for water system extension Potential Housing Development, Long Lake (Gary & Cedar Run Road)		
Project# 18029C Invoice No. 18029309		212.50
3. Engineering consulting services for storm water and site grading challenges Miller Creek Road Property Development (Crematorium)		
Project# 18029C Invoice No. 18029310		260.00
4. Engineering consulting services. Cass Road Drainage District Improvements		
Project# 18029C Invoice No. 18029311		260.00
	Total	<u>5,912.50</u>
IV. Park Funds / DNR Trust Fund		
1. Engineering, survey and construction consulting services for Boardman Valley Nature Preserve - DNR Trust Fund Grant		
Project# 17277 Invoice No. 1727702		3,160.00
	VI. Total	<u>3,160.00</u>
	GRAND TOTAL	<u><u>\$27,794.50</u></u>

Invoice



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

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

June 2, 2018
Project No: 18086
Invoice No: 1808601

Re: Midwest V, LLC - Mini Storage Units, Escrow #701-000-214-854

Services Performed: Engineering services for review of plans and calculations for compliance with Ordinance #49, communication with applicant and township staff and final letter of approval.

Project Location: Industrial Drive, Traverse City, Michigan.

Professional Services from March 20, 2018 to June 2, 2018

Professional Personnel

	Hours	Rate	Amount	
Sr. Project Manager	2.00	130.00	260.00	
Design Engineer	9.00	90.00	810.00	
Totals	11.00		1,070.00	
Total Labor				1,070.00
		Total this Invoice		\$1,070.00

Invoice



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

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

June 2, 2018
Project No: 18133
Invoice No: 1813301

Re: 1318 Industry Drive, Storm Water Review, Escrow #: 701-000-215.832

Services Performed: Engineering services for review of plans and calculations for compliance with Ordinance #49, communication with applicant and township staff and final letter of approval.

Professional Services from May 1, 2018 to June 2, 2018

Professional Personnel

	Hours	Rate	Amount	
Sr. Project Manager	2.00	130.00	260.00	
Project Engineer	8.00	100.00	800.00	
Design Engineer	5.00	90.00	450.00	
Totals	15.00		1,510.00	
Total Labor				1,510.00
		Total this Invoice		\$1,510.00

Invoice



Gourdie-Fraser, Inc.
 123 West Front Street
 Traverse City, MI 49684
 Phone: 231-946-5874, Fax: 231-946-9634
 VISA/MASTERCARD Accepted, Due Upon Receipt
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MR CHUCK KORN
 CHARTER TWP OF GARFIELD
 3848 VETERANS DR
 TRAVERSE CITY, MI 49684

June 2, 2018
 Project No: 17088
 Invoice No: 1708804

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.

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

Professional Services from April 29, 2018 to June 2, 2018
Fee

Billing Phase	Fee	Percent Complete	Earned	Previous Fee Billing	Current Fee Billing
Plan Reivew/Permit Assistance	2,500.00	100.00	2,500.00	2,500.00	0.00
Construction Observation/Inspection	14,000.00	100.00	14,000.00	7,000.00	7,000.00
Const Observation/Inspection (Additional)	9,500.00	85.00	8,075.00	0.00	8,075.00
Const. Admin/Project Turnover	1,000.00	37.00	370.00	300.00	70.00
Record Drawings & Reports	500.00	0.00	0.00	0.00	0.00
Total Fee	27,500.00		24,945.00	9,800.00	15,145.00
		Total Fee			15,145.00
				Total this Invoice	\$15,145.00

Invoice



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

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

June 2, 2018
Project No: 17327
Invoice No: 1732701

Re: Contractors Drive - Watermain Extension

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

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

Professional Services from April 29, 2018 to June 2, 2018
Fee

Billing Phase	Fee	Percent Complete	Earned	Previous Fee Billing	Current Fee Billing
Engineering Plan Review	1,500.00	52.00	780.00	0.00	780.00
Construction Inspection	5,400.00	0.00	0.00	0.00	0.00
Project Turnover	500.00	0.00	0.00	0.00	0.00
Total Fee	7,400.00		780.00	0.00	780.00
Total Fee					780.00
				Total this Invoice	\$780.00

Invoice



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

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

June 2, 2018
Project No: 17357
Invoice No: 1735704

Re: The Ridges at 45, Phase 3/4

Services Performed: Engineering and construction services for plan review, construction observation/materials testing, review of record drawings and project turnover documentation for approximately 300 linear feet of 8" water main and 800 linear feet of 8" sanitary sewer extensions to services three additional multi unit buildings. Includes additional services 01/18/18 to add 600' water main and 300' sewer to services Phase 4.

Project Location: Intersection of Hammond Road along Lafranier Road, Traverse City, Garfield Township, Grand Traverse County, Michigan.

Professional Services from April 29, 2018 to June 2, 2018
Fee

Billing Phase	Fee	Percent Complete	Earned	Previous Fee Billing	Current Fee Billing
Engineer Plan Review	2,750.00	100.00	2,750.00	2,750.00	0.00
Construction Oversight	10,850.00	7.00	759.50	542.50	217.00
Record Drawings Review/Turnover	1,500.00	0.00	0.00	0.00	0.00
Total Fee	15,100.00		3,509.50	3,292.50	217.00
Total Fee					217.00
Total this Invoice					\$217.00

Invoice



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

June 2, 2018
 Project No: 16037
 Invoice No: 1603715

Re: NW Service District Water System Improvements

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

Additional Services:

- 01/17/18 Heritage Estates entrance reconstruction.

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

Professional Services from April 29, 2018 to June 2, 2018
Fee

Billing Phase	Fee	Percent Complete	Earned	Previous Fee Billing	Current Fee Billing
WATER STORAGE TANK	0.00	0.00	0.00	0.00	0.00
Research	15,000.00	100.00	15,000.00	15,000.00	0.00
Engineering Design	25,000.00	100.00	25,000.00	25,000.00	0.00
Topographic Survey	5,000.00	100.00	5,000.00	5,000.00	0.00
Bidding	5,000.00	100.00	5,000.00	5,000.00	0.00
Construction Staking	5,000.00	100.00	5,000.00	5,000.00	0.00
Construction Administration	10,000.00	100.00	10,000.00	10,000.00	0.00
Construction Inspection	25,000.00	95.00	23,750.00	22,570.00	1,180.00
Record Drawings/Close Out	3,500.00	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00	0.00
WATERMAIN EXTENSIONS	0.00	0.00	0.00	0.00	0.00
Prop. Acquisition/Utility Research	10,000.00	100.00	10,000.00	10,000.00	0.00
Final Design/Permitting	50,000.00	100.00	50,000.00	50,000.00	0.00
Topographic Survey	15,000.00	100.00	15,000.00	15,000.00	0.00
Bidding	6,500.00	100.00	6,500.00	6,500.00	0.00
Construction Staking	20,000.00	20.00	4,000.00	0.00	4,000.00
Construction Administration	25,000.00	15.00	3,750.00	3,750.00	0.00
Construction Inspection	120,000.00	10.00	12,000.00	12,000.00	0.00

Project	16037	GARFIELD/FD,BID,STK,CA,CM/HARRIS-CEDAR R				Invoice	1603715
Record Drawings/Close Out	9,500.00	0.00	0.00	0.00	0.00	0.00	
	0.00	0.00	0.00	0.00	0.00	0.00	
INFRASTRUCTURE UPGRADE/BOOSTER STATION	0.00	0.00	0.00	0.00	0.00	0.00	
Research	25,000.00	50.00	12,500.00	12,500.00	0.00	0.00	
Final Design/Permitting	69,100.00	10.00	6,910.00	6,910.00	0.00	0.00	
Topographic Survey	15,000.00	0.00	0.00	0.00	0.00	0.00	
Bidding	6,850.00	0.00	0.00	0.00	0.00	0.00	
Construction Staking	5,000.00	0.00	0.00	0.00	0.00	0.00	
Construction Administration	30,000.00	0.00	0.00	0.00	0.00	0.00	
Construction Inspection	20,350.00	0.00	0.00	0.00	0.00	0.00	
Record Drawings/Close Out	6,500.00	0.00	0.00	0.00	0.00	0.00	
	0.00	0.00	0.00	0.00	0.00	0.00	
HERITAGE EST. ENTRANCE RECONSTRUCTION SAD	0.00	0.00	0.00	0.00	0.00	0.00	
Preliminary Design	500.00	100.00	500.00	500.00	0.00	0.00	
Final Design	500.00	100.00	500.00	500.00	0.00	0.00	
Bidding	250.00	100.00	250.00	250.00	0.00	0.00	
Construction Inspection	3,700.00	0.00	0.00	0.00	0.00	0.00	
Construction Staking	1,800.00	0.00	0.00	0.00	0.00	0.00	
Construction Administration	750.00	0.00	0.00	0.00	0.00	0.00	
Closeout Services	500.00	0.00	0.00	0.00	0.00	0.00	
Total Fee	535,300.00		210,660.00	205,480.00	5,180.00		
			Total Fee			5,180.00	
				Total this Invoice		\$5,180.00	

Invoice



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

June 2, 2018
Project No: 18029C
Invoice No: 18029309

Re: Potential Housing Development in Long Lake (Gray & Cedar Run Road) Township – Water System Extension

Services Performed: Engineering services related to creation of illustration indicating limits of water and sewer extensions to service proposed development.

Professional Services from April 29, 2018 to June 2, 2018
Professional Personnel

	Hours	Rate	Amount	
Design CAD Technician III	2.50	85.00	212.50	
Totals	2.50		212.50	
Total Labor				212.50
		Total this Invoice		\$212.50

Invoice



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3848 VETERANS DR
TRAVERSE CITY, MI 49684

June 2, 2018
Project No: 18029C
Invoice No: 18029310

Re: : Miller Creek Road Property Development (Crematorium) – Storm Water and Site Grading Challenges

Services Performed: Engineering services related to meeting with township staff and Steve Largent to discuss status of project, zoning variance to construction driveway with wetland and email to ZBA Board regarding GFA recommendation to revise drawings to regrade site.

Professional Services from April 29, 2018 to June 2, 2018

Professional Personnel

	Hours	Rate	Amount	
Sr. Project Manager	2.00	130.00	260.00	
Totals	2.00		260.00	
Total Labor				260.00
		Total this Invoice		\$260.00

Invoice



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

June 2, 2018
Project No: 18029C
Invoice No: 18029311

Re: Cass Road Drainage District Project

Services Performed: Engineering services for the sanitary sewer relocation / extension for the project including communication with Spicer Engineering on plans, specifications, basis of design and permit application assistance.

Professional Services from April 29, 2018 to June 2, 2018
Professional Personnel

	Hours	Rate	Amount	
Sr. Project Manager	2.00	130.00	260.00	
Totals	2.00		260.00	
Total Labor				260.00
		Total this Invoice		\$260.00

Invoice



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

June 2, 2018
Project No: 17277
Invoice No: 1727702

Re: Boardman Valley Nature Preserve, DNR Trust Fund Grant

Services Performed: Construction administration, staking and observation/oversight for site improvements.

Project Location: Traverse City, Garfield Township, Grand Traverse County, Michigan.

Professional Services from April 29, 2018 to June 2, 2018

Fee

Billing Phase	Fee	Percent Complete	Earned	Previous Fee Billing	Current Fee Billing
Construction Observation/Inspection	3,200.00	50.00	1,600.00	640.00	960.00
Construction Administration	1,500.00	40.00	600.00	600.00	0.00
Construction Staking	2,200.00	100.00	2,200.00	0.00	2,200.00
Total Fee	6,900.00		4,400.00	1,240.00	3,160.00
		Total Fee			3,160.00
				Total this Invoice	\$3,160.00

Tobin & Co.

The Charter Township of Garfield

Grand Traverse County, Michigan

Audit Report

For the Year Ended December 31, 2017

Tobin & Co.

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INTRODUCTORY SECTION

Tobin & Co.

Comments and Recommendations

We have audited the basic financial statements and the individual fund financial statements of The Charter Township of Garfield, Grand Traverse County, for the year ended December 31, 2017 and have issued our report thereon. As part of our examination, we made a study and evaluation of the Township's system of internal accounting control to the extent we considered necessary to evaluate the system as required by generally accepted auditing standards. The purpose of our study and evaluation was to determine the nature, timing and extent of the auditing procedures necessary for expressing an opinion on the Township's financial statements. Our study and evaluation was more limited than would be necessary to express an opinion on the system of internal accounting control taken as a whole.

Our study and evaluation made for the limited purpose described above would not necessarily disclose all material weaknesses in the system. Accordingly, we do not express an opinion on the system of internal control of The Charter Township of Garfield taken as a whole. As a result of our examination, we respectfully submit the following comments and recommendations.

General

Your present Clerk, Treasurer and Deputies maintain receipts journals, disbursements journals, general ledgers and account books prescribed in the Uniform Accounting Procedures developed by the State Department of Treasury. Management was sent a letter with more specific recommendations. Comments and recommendations regarding items other than the accounting records themselves are as follows:

Budgets and Procedures

The required budgets were prepared for the General Fund and Special Revenue Funds. Four cost centers exceeded their budgets without formal budget amendments.

General Fund

The General Fund is presented on Schedule 1 of this report. The fund balance increased by \$1,028,674 from the prior year and totaled \$8,156,511 at December 31, 2017, of which \$681,067 has been assigned by the Township Board for land acquisition and other to be specified expenditures.

Special Revenue Funds

Fire Fund

This fund, presented on Schedule 2, is used to account for the special assessment tax levy for Township fire protection. Revenues consisted principally of property taxes of \$1,777,238 and earned interest of \$9,928. Expenditures were \$1,773,425, consisting of contractual payments to the Grand Traverse Metro Fire Department. The fund balance at December 31, 2017 was \$1,235,578.

Park System Fund

This fund, presented on Schedule 3, is used to account for taxes levied and debt service for the purchase of land, buildings and equipment for, and operations of, the Township's parklands. Revenues consisted of current taxes of \$150,000 and donations of \$128,115. Expenditures were \$157,458 for community promotion and \$4,439 for capital improvements. The fund balance at December 31, 2017 was \$270,548.

Public Improvement Fund

This fund, presented on Schedule 6, was formed by Board resolution to account for special assessments levied for Township road improvement projects and for funds allocated from the General Fund for major capital improvements. Expenditures were \$51,552 for road improvements. The fund balance at December 31, 2017 was \$645,661.

Budget Stabilization Fund

This fund, presented on Schedule 7, is used by the Township to set aside a portion of the General Fund surplus for future budgetary needs. The fund is permitted by statute. The fund balance at December 31, 2017 was \$82,052.

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Comments and Recommendations

Street Lighting Fund

This fund, presented on Schedule 8, is used to account for special assessments collected from residents of special street lighting districts. Assessments and earned interest totaled \$20,000 for the year, while utility expenses were \$23,099. The fund balance at December 31, 2017 was \$13,692.

Debt Service Funds

Public Works Fund

This fund, presented on Schedule 9, is used to account for accumulated transfers and earned interest set aside for service of current and future obligations of the Township. The fund balance at December 31, 2017 was \$108,638.

Capital Projects Funds

Enterprise Fund

The sewer and water operations of the Township, maintained in part by the Township and in part by the County DPW, are presented in the Township's basic financial statements. These financial statements incorporate all aspects of the sewer and water operations and financial position, including special assessments and long-term debt.

Fiduciary Funds

These funds are presented on Schedule 11. They consist of the Trust and Agency Fund, the Current Tax Collection Fund, the Retirement Fund, and the Flex Medical Insurance Fund, and are used to account for monies received by the Township that are not available for Township use but are due to other units of government, other funds, or to firms and individuals.

Property Tax Collections

The collection and distribution of the 2016 tax levy was handled in an excellent manner by the Township Treasurer. Paid receipts were filed in order of payment. Deposits were made timely and intact. Distributions to taxing units during the collection period were in accordance with statutory requirements.

See Schedule 12 for a summary of the 2016 tax levy and collections.

Payroll Procedures

The Clerk maintains required payroll records. Payroll withholdings were promptly remitted to various agencies and required reports were properly prepared. It appears that Forms W-2 and/or 1099 were properly utilized.

Insurance and Surety Bond Coverage

Records reflect that the Township is insured through Municipal Underwriters of Michigan and has such coverage as fire and extended coverage, general liability, errors and omissions, workmen's compensation, equipment and crime coverage. Records indicate that coverage was reviewed during the audit year. The Clerk, Treasurer, and their deputies, as well as the Supervisor, Accountant, and Assistant Treasurer have surety bond coverage. There is also a blanket bond covering all employees.

Other Data

We are pleased to note the use of interest bearing depository accounts and the purchase of certificates of deposit and other investments of temporary surplus funds. These practices resulted in earned interest of over \$82,927 for governmental activities for the audit year. This practice reflects favorably on the Treasurer and other Board members.

After completion of our audit, we will mail the necessary copies of our report to the State Department of Treasury.

We appreciate the courtesy extended our field examiners in the conduct of this audit.

Your confidence is respected. Please contact us if questions arise or assistance is needed.

Tobin & Co.

FINANCIAL SECTION

Tobin & Co.

INDEPENDENT AUDITOR'S REPORT

To the Township Board
The Charter Township of Garfield
Grand Traverse County
Traverse City, Michigan 49684

We have audited the accompanying financial statements of the governmental activities, business activities, each major fund, and the aggregate remaining fund information of The Charter Township of Garfield as of and for the year ended December 31, 2017, and the related notes to the financial statements, which collectively comprise the Township's basic financial statements as listed in the table of contents.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Opinions

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, business activities, each major fund, and the aggregate remaining fund information of The Charter Township of Garfield, as of December 31, 2017, and the respective changes in financial position and, where applicable, cash flows thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Other Matters

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis and budgetary comparison information on pages 10 through 13 and 35 through 49 be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Tobin & Co.

Other Information

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the The Charter Township of Garfield's basic financial statements. The introductory section, combining and individual nonmajor fund financial statements, and statistical section are presented for purposes of additional analysis and are not a required part of the basic financial statements.

The combining and individual nonmajor fund financial statements are the responsibility of management and were derived from and relate directly to the underlying accounting and other records used to prepare the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the combining and individual nonmajor fund financial statements are fairly stated, in all material respects, in relation to the basic financial statements as a whole.

The introductory and statistical sections have not been subjected to the auditing procedures applied in the audit of the basic financial statements and, accordingly, we do not express an opinion or provide any assurance on them.

Tobin & Co., P.C.

TOBIN & CO., P.C.
Certified Public Accountants
Traverse City, Michigan
February 15, 2018

Tobin & Co.

The Charter Township of Garfield Management Discussion and Analysis Letter

As the Township Board of The Charter Township of Garfield, we offer readers of the Township's financial statements this narrative overview and analysis of the financial activities of The Charter Township of Garfield for the fiscal year ended December 31, 2017.

Financial Highlights

The assets of The Charter Township of Garfield exceeded its liabilities at the close of the most recent fiscal year by \$64,478,393. Of this amount, \$14,217,132 may be used to meet the Township's ongoing obligations to citizens and creditors.

As of the close of the current fiscal year, Township's governmental funds reported combined ending fund balances of \$10,550,460, an increase of \$1,104,339 in comparison with the prior year. Approximately seventy percent of the total amount, \$7,387,687 is available for spending at the Township's discretion.

At the end of the current fiscal year, unassigned fund balance for the general fund was \$7,387,687 or two hundred fifty-five percent of the total general fund expenditures.

Overview of the Financial Statements

This discussion and analysis are intended to serve as an introduction to The Charter Township of Garfield's basic financial statements. The Township's basic financial statements comprise three components: 1) government-wide financial statements, 2) fund financial statements, and 3) notes to the financial statements. This report also contains other supplementary information, in addition to the basic financial statements themselves.

Government-wide financial statements: The government-wide financial statements are designed to provide readers with a broad overview of the Township's finances, in a manner similar to a private-sector business.

The statement of net position presents information on all of the Township's assets and liabilities, with the difference between the two reported as net position. Over time, increases or decreases in net position may serve as a useful indicator of whether the Township's financial position is improving or deteriorating.

The statement of activities presents information showing how the Township's net position changed during the most recent fiscal year. All changes in net position are reported as soon as the underlying event giving rise to the change occurs, regardless of the timing of related cash flows. Thus, revenues and expenses are reported in this statement for some items that will only result in cash flows in future fiscal periods.

Both of the government-wide financial statements distinguish functions of the Township that are principally supported by taxes and intergovernmental revenues from other functions that are intended to recover all or a significant portion of their costs through user fees and charges. The governmental activities of the Township include: general government, public safety, road projects, sanitation, and recreation. The business-type activities of the Township include building inspections and sewer and water system.

The government-wide financial statements can be found on pages 14 and 15 of this report.

A fund is a grouping of related accounts that is used to maintain control over resources that have been segregated for specific activities or objectives. The Charter Township of Garfield, like other state and local governments, uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements. All of the funds of the Township can be divided into three categories: governmental funds, proprietary funds, and fiduciary funds:

Governmental funds: Governmental funds are used to account for essentially the same functions reported as governmental activities in the government-wide financial statements. However, unlike the government-wide financial statements, governmental fund financial statements focus on near-term inflows and outflows of spendable resources, as well as on balances of spendable resources available at the end of the fiscal year. Such information may be useful in evaluating a government's near-term financing requirements.

Because the focus of governmental funds is narrower than that of the government-wide financial statements, it is useful to compare the information presented for governmental funds with similar information presented for governmental activities in the government-wide financial statements. By doing so, readers may better understand the long-term impact of the government's near-term financing decisions. Both the governmental fund balance sheet and the governmental fund statement of revenues, expenditures, and changes in fund balances provide a reconciliation to facilitate this comparison between governmental funds and governmental activities.

The Charter Township of Garfield maintains nine individual governmental funds. Information is presented separately in the governmental fund balance sheet and in the governmental fund statements of revenues, expenditures, and changes in fund balances for the General Fund and Fire Fund, which are considered to be major funds. Data from the other governmental funds are combined into a single, aggregated presentation. Individual fund data for each of these non-major governmental funds is provided in the form of combining statements elsewhere in this report.

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The Township adopts an annual appropriated budget for its general fund, special revenue funds, debt service funds, and capital projects funds. Budgetary comparison statements have been provided for the general fund and other governmental funds to demonstrate compliance with this budget.

Proprietary funds: The Charter Township of Garfield maintains a single proprietary fund. Enterprise funds are used to report the same functions presented as business-type activities in the government-wide financial statements. The Township uses an enterprise fund to account for its water and sewer activity.

Fiduciary funds: Fiduciary funds are used to account for resources held for the benefit of parties outside the government. Fiduciary funds are not reflected in the government-wide financial statements because the resources of those funds are not available to support the Township's own programs. The accounting used for fiduciary funds is much like that used for proprietary funds.

The basic fiduciary fund financial statements can be found on pages 22 and 47-48 of this report.

Notes to the financial statements: The notes provide additional information that is essential to a full understanding of the data provided in the government-wide and fund financial statements. The notes to the financial statements can be found on pages 23 through 33 of this report.

Government-wide Financial Analysis

As noted earlier, net position may serve over time as a useful indicator of a government's financial position. In the case of The Charter Township of Garfield, assets exceeded liabilities by \$64,478,393 at the close of the most recent fiscal year.

By far the most significant portion of the Township's net position, seventy-eight percent, reflects its investment in capital assets such as land, buildings, machinery, and equipment, less any related debt used to acquire those assets that are still outstanding. The Township used these capital assets to provide services to citizens; consequently, these assets are not available for future spending. Although the Township's investment in its capital assets is reported net of related debt, it should be noted that the resources needed to repay this debt must be provided from other sources, since the capital assets themselves cannot be used to liquidate these liabilities.

	Township's Net Position					
	Governmental Activities	2017 Business-Type Activities	Total	Governmental Activities	2016 Business-Type Activities	Total
Current and Other Assets	\$ 12,568,961	\$ 14,247,884	\$ 26,816,845	\$ 11,448,735	\$ 13,141,518	\$ 24,590,253
Capital Assets	<u>8,074,029</u>	<u>32,079,964</u>	<u>40,153,993</u>	<u>8,214,034</u>	<u>33,267,422</u>	<u>41,481,456</u>
Total Assets	<u>20,642,990</u>	<u>46,327,848</u>	<u>66,970,838</u>	<u>19,662,769</u>	<u>46,408,940</u>	<u>66,071,709</u>
Long-term Liabilities	542,897	68,944	611,841	-	465,000	465,000
Other Liabilities	<u>-</u>	<u>405,000</u>	<u>405,000</u>	<u>588,399</u>	<u>514,968</u>	<u>1,103,367</u>
Total Liabilities	<u>542,897</u>	<u>473,944</u>	<u>1,016,841</u>	<u>588,399</u>	<u>979,968</u>	<u>1,568,367</u>
Deferred Inflow of Resources	<u>1,475,604</u>	<u>-</u>	<u>1,475,604</u>	<u>1,414,215</u>	<u>-</u>	<u>1,414,215</u>
Net Position:						
Invested in Capital Assets	\$ 8,074,029	\$ 31,644,964	\$ 39,718,993	\$ 8,214,034	\$ 32,802,422	\$ 41,016,456
Restricted	3,162,773	7,379,495	10,542,268	2,999,351	7,378,774	10,378,125
Unrestricted	<u>7,387,687</u>	<u>6,829,445</u>	<u>14,217,132</u>	<u>6,446,770</u>	<u>5,247,776</u>	<u>11,694,546</u>
Total Net Position	<u>\$ 18,624,489</u>	<u>\$ 45,853,904</u>	<u>\$ 64,478,393</u>	<u>\$ 17,660,155</u>	<u>\$ 45,428,972</u>	<u>\$ 63,089,127</u>

An additional portion of the Township's position, twelve percent, represents resources that are subject to external restrictions on how they may be used. The remaining balance of unrestricted net position \$14,217,132 may be used to meet the Township's ongoing obligations to citizens and creditors.

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At the end of the current fiscal year, the Township is able to report positive balances in all three categories of net position, both for the government as a whole, as well as for its separate governmental and business-type activities. The same situation held true for the prior fiscal year.

Governmental activities: Governmental activities increased the Township's net position by \$964,334.

	2017			2016		
	Governmental Activities	Business-Type Activities	Total	Governmental Activities	Business-Type Activities	Total
Program Revenues						
Charges for Services	\$ 350,210	\$ 5,587,888	\$ 5,938,098	\$ 379,311	\$ 5,868,607	\$ 6,247,918
Operating Grants and Contributions	-	-	-	-	-	-
General Revenues						
Property Taxes	3,486,236	-	3,486,236	2,805,599	-	2,805,599
State Grants	1,586,411	-	1,586,411	1,280,523	-	1,280,523
Franchise Fees	288,861	-	288,861	274,311	-	274,311
Unrestricted Investments						
Earnings	137,521	179,571	317,092	81,476	(5,207)	76,269
Other	197,882	-	197,882	131,508	-	131,508
Total Revenues	<u>6,047,121</u>	<u>5,767,459</u>	<u>11,814,580</u>	<u>4,952,728</u>	<u>5,863,400</u>	<u>10,816,128</u>
Program Expenses						
Legislative	201,482	-	201,482	176,844	-	176,844
General Government	1,232,395	-	1,232,395	1,701,152	-	1,701,152
Public Safety	3,048,769	-	3,048,769	2,510,822	-	2,510,822
Health and Welfare	121,779	-	121,779	-	-	-
Public Works	202,171	5,342,527	5,544,698	304,529	5,908,775	6,213,304
Recreation and Cultural	267,191	-	267,191	(78,575)	-	(78,575)
Interest on Long-term Debt	9,000	-	9,000	4,500	-	4,500
Total Expenses	<u>5,082,787</u>	<u>5,342,527</u>	<u>10,425,314</u>	<u>4,619,272</u>	<u>5,908,775</u>	<u>10,528,047</u>
Change in Net Position	964,334	424,932	1,389,266	333,456	(45,375)	288,081
Net Position – Beginning of Year	<u>17,660,155</u>	<u>45,428,972</u>	<u>63,089,127</u>	<u>17,326,699</u>	<u>45,474,347</u>	<u>62,801,046</u>
Net Position – End of Year	<u>\$ 18,624,489</u>	<u>\$ 45,853,904</u>	<u>\$ 64,478,393</u>	<u>\$ 17,660,155</u>	<u>\$ 45,428,972</u>	<u>\$ 63,089,127</u>

For the most part, increases in expenses closely paralleled inflation and growth in the demand for services.

Business-type activities: Business-type activities increased the Township's net position by \$424,932.

The Township adopts an annual appropriated budget for its general fund, special revenue funds, debt service funds, and capital projects funds. The Township budgets conservatively. Revenues are budgeted based on historic trends. Expenditures are budgeted based on the previous years' actual expenses.

The Township receives financials at their monthly board meetings. Budget amendments are voted and approved at these monthly meetings, if necessary. General fund revenues exceeded the budget by \$434,696. Expenditures were lower than budget by \$421,525.

Financial Analysis of the Township's Funds

As noted earlier, the Township used fund accounting to ensure and demonstrate compliance with finance-related legal requirements.

Governmental funds: The focus of the Township's governmental funds is to provide information on near-term inflows, outflows, and balances of spendable resources. Such information is useful in assessing the Township's financing requirements. In particular, unassigned fund balance may serve as a useful measure of a Township's net resources available for spending at the end of the fiscal year.

As of the end of the current fiscal year, the Township's governmental funds reported combined ending fund balances of \$10,550,460, an increase of \$1,104,339 in comparison with the prior year.

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Approximately seventy percent of the total amount, \$7,387,687, constitutes unassigned fund balance, which is available for spending at the Township's discretion. The remainder of fund balance is restricted to indicate that it is not available for new spending because it has already been committed for a variety of other restricted purposes.

The general fund is the chief operating fund of the Township. At the end of the current fiscal year, unassigned fund balance of the general fund was \$7,387,687 and the total fund balance was \$8,156,511. Unassigned fund balance represents two hundred fifty-five percent of total general fund expenditures. The fund balance of the Township's general fund increased by \$1,028,674 during the current fiscal year.

Proprietary funds: The Township's proprietary funds provide the same type of information found in the government-wide financial statements, but in more detail.

Unrestricted net position of the Water and Sewer Fund at the end of the year amounted to \$45,853,904. The total increase in net position was \$424,932. Other factors concerning the finances of the fund have already been addressed in the discussion of the Township's business-type activities.

Capital Asset and Debt Administration

Capital assets: The Township's investment in capital assets for its governmental and business type activities as of December 31, 2017, amounts to \$40,153,993 (net of accumulated depreciation). This investment in capital assets includes: (land, building and improvements, sewer and water systems, machinery and equipment, park facilities, etc). There was no change in the Township's investment in capital assets for the current fiscal year.

Details of the Township's capital assets are contained in the notes to the financial statements on page 29 and 30.

Long-term debt: At the end of the current fiscal year, the Township had total bonded and installment debt outstanding of \$435,000. This debt is backed by the full faith and credit of the government.

Additional information on the Township's long-term debt can be found in the notes on page 31.

Economic Factors and Next Year's Budgets

Economic factors for the Township appear to be stable, the State has re-authorized statutory funding and the Township's tax base increased significantly.

Requests for Information

This financial report is designed to provide a general overview of The Charter Township of Garfield's finances for all those with an interest in the Township's finances. Questions concerning any of the information provided in this report or requests for additional financial information should be addressed to the Supervisor, Treasurer, or Clerk of The Charter Township of Garfield, 3848 Veterans Drive, Traverse City, Michigan 49684 or you may phone us at 231-941-1620.

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The Charter Township of Garfield
Statement of Net Position
December 31, 2017

<u>Assets</u>	<u>Governmental Activities</u>	<u>Business-type Activities</u>	<u>Total</u>
Cash and Cash Equivalents	\$ 9,509,482	\$ 13,369,940	\$ 22,879,422
Investments	-	513,376	513,376
Accounts Receivable	313,404	341,734	655,138
Taxes Receivable – Current	2,105,428	22,834	2,128,262
Special Assessments Receivable	84,373	-	84,373
Due from Other Activities	468,517	-	468,517
Prepaid Expenditures	87,757	-	87,757
Capital Assets:			
Land	4,467,793	157,468	4,625,261
Other Capital Assets, Net of Depreciation	3,021,451	31,908,080	34,929,531
Intangible Assets, Net of Amortization	<u>584,785</u>	<u>14,416</u>	<u>599,201</u>
Total Assets	<u>20,642,990</u>	<u>46,327,848</u>	<u>66,970,838</u>
 <u>Liabilities</u>			
Accounts Payable and Accrued Expenses	112,199	1,125	113,324
Due to Other Activities	430,698	37,819	468,517
Long-term Liabilities, Net of Discounts:			
Due Within One Year	-	30,000	30,000
Due in More Than One Year	<u>-</u>	<u>405,000</u>	<u>405,000</u>
Total Liabilities	<u>542,897</u>	<u>473,944</u>	<u>1,016,841</u>
 <u>Deferred Inflows of Resources</u>			
Property tax revenues levied for the subsequent year	<u>1,475,604</u>	<u>-</u>	<u>1,475,604</u>
Total Deferred Inflows of Resources	<u>1,475,604</u>	<u>-</u>	<u>1,475,604</u>
 <u>Net Position</u>			
Invested in Capital Assets and Intangible Assets, Net of Related Debt	8,074,029	31,644,964	39,718,993
Restricted	3,162,773	7,379,495	10,542,268
Unrestricted	<u>7,387,687</u>	<u>6,829,445</u>	<u>14,217,132</u>
Total Net Position	<u>\$ 18,624,489</u>	<u>\$ 45,853,904</u>	<u>\$ 64,478,393</u>

See Independent Auditor's Report and Accompanying Notes to Basic Financial Statements

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The Charter Township of Garfield
Statement of Activities
December 31, 2017

Functions/Programs	<u>Expenses</u>	Program Revenues		Net (Expenses) Revenues and Changes in Net Position		<u>Total</u>
		Fees and Charges For Services	Operating Grants and Contributions	Governmental Activities	Business-type Activities	
Governmental Activities:						
Legislative	\$ 201,482	\$ -	\$ -	\$ (201,482)	\$ -	\$ (201,482)
General Government	1,232,395	95,007	-	(1,137,388)	-	(1,137,388)
Public Safety	3,048,769	-	-	(3,048,769)	-	(3,048,769)
Health and Welfare	121,779	-	-	(121,779)	-	(121,779)
Public Works	202,171	255,203	-	53,032	-	53,032
Recreation and Cultural	267,191	-	-	(267,191)	-	(267,191)
Interest on Long-term Debt	<u>9,000</u>	-	-	<u>(9,000)</u>	-	<u>(9,000)</u>
Total Governmental Activities	<u>5,082,787</u>	<u>350,210</u>	<u>-</u>	<u>(4,732,577)</u>	<u>-</u>	<u>(4,732,577)</u>
Business-type Activities:						
Sewer and Water	<u>5,342,527</u>	<u>5,587,888</u>	<u>-</u>	<u>-</u>	<u>245,361</u>	<u>245,361</u>
Total Business-type Activities	<u>5,342,527</u>	<u>5,587,888</u>	<u>-</u>	<u>-</u>	<u>245,361</u>	<u>245,361</u>
Total	<u>\$10,425,314</u>	<u>\$ 5,938,098</u>	<u>\$ -</u>	<u>(4,732,577)</u>	<u>245,361</u>	<u>(4,487,216)</u>
General Revenues:						
Taxes				3,486,236	-	3,486,236
State Shared Revenues				1,586,411	-	1,586,411
Franchise Fees				288,861	-	288,861
Investment Earnings				137,521	179,571	317,092
Miscellaneous				<u>197,882</u>	<u>-</u>	<u>197,882</u>
Total General Revenues				<u>5,696,911</u>	<u>179,571</u>	<u>5,876,482</u>
Change in Net Position				964,334	424,932	1,389,266
Net Position – Beginning				19,074,370	45,428,972	64,503,342
Prior Period Adjustment				<u>(1,414,215)</u>	<u>-</u>	<u>(1,414,215)</u>
Net Position – Ending				<u>\$ 18,624,489</u>	<u>\$ 45,853,904</u>	<u>\$ 64,478,393</u>

See Independent Auditor's Report and Accompanying Notes to Basic Financial Statements

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The Charter Township of Garfield
Balance Sheet
Governmental Funds
December 31, 2017

	General	Fire	Park	Other Governmental Funds	Total Governmental Funds
<u>Assets</u>					
Cash and Cash Equivalents	\$ 1,726,605	\$ 166,614	\$ 682,896	\$ 715,452	\$ 3,291,567
Certificates of Deposit	5,355,641	780,222	-	82,052	6,217,915
Accounts Receivable	313,404	-	-	-	313,404
Taxes Receivable – Current	1,036,042	1,069,386	-	-	2,105,428
Special Assessments Receivable:					
Current	-	-	-	19,094	19,094
Deferred	-	-	-	65,112	65,112
Interest Receivable on Assessments	-	-	-	167	167
Due from Other Funds	373,759	-	-	94,758	468,517
Prepaid Expenditures	87,757	-	-	-	87,757
 Total assets	<u>\$ 8,893,208</u>	<u>\$ 2,016,222</u>	<u>\$ 682,896</u>	<u>\$ 976,635</u>	<u>12,568,961</u>
 <u>Liabilities and Fund Equity</u>					
<u>Liabilities:</u>					
Accounts Payable	\$ 24,409	\$ -	\$ 73,049	\$ -	97,458
Accrued Vacation Pay	14,741	-	-	-	14,741
Due to Other Funds	2,587	-	339,298	88,813	430,698
 Total Liabilities	<u>41,737</u>	<u>-</u>	<u>412,347</u>	<u>88,813</u>	<u>542,897</u>
 <u>Deferred Inflows of Resources:</u>					
Property Tax Revenues Levied For Subsequent Year	694,960	780,644	-	-	1,475,604
 Total Deferred Inflows of Resources	<u>694,960</u>	<u>780,644</u>	<u>-</u>	<u>-</u>	<u>1,475,604</u>
 <u>Fund Balances:</u>					
Nonspendable – Prepaids	87,757	-	-	-	87,757
Restricted for – Debt Service	-	-	-	108,638	108,638
Committed for – Capital Acquisitions	681,067	1,235,578	270,549	779,184	2,966,378
Unassigned	7,387,687	-	-	-	7,387,687
 Total	<u>8,156,511</u>	<u>1,235,578</u>	<u>270,549</u>	<u>887,822</u>	<u>10,550,460</u>
 Total Liabilities and Fund Equity	<u>\$ 8,893,208</u>	<u>\$ 2,016,222</u>	<u>\$ 682,896</u>	<u>\$ 976,635</u>	
 Amounts reported for governmental activities on the statement of net position are different because:					
Capital and intangible assets used in governmental activities are not financial resources and therefore are not reported in the funds.					8,074,029
Net position of governmental activities.					<u>\$ 18,624,489</u>

See Independent Auditor's Report and Accompanying Notes to Basic Financial Statements

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The Charter Township of Garfield
Statement of Revenues, Expenditures and Changes in Fund Balances
Governmental Funds
For the Year Ended December 31, 2017

	General	Fire	Park	Other Governmental Funds	Total Governmental Funds
<u>Revenues</u>					
Taxes	\$ 1,557,547	\$ 1,777,238	\$ 150,000	\$ 1,451	\$ 3,486,236
Licenses and Permits	255,203	-	-	-	255,203
State Shared Revenues	1,586,411	-	-	-	1,586,411
Charges for Services	81,282	13,725	-	-	95,007
Interest and Rents	413,835	9,928	-	2,619	426,382
Other	33,250	6,710	128,115	29,807	197,882
Total	3,927,528	1,807,601	278,115	33,877	6,047,121
<u>Expenditures</u>					
Legislative	201,482	-	-	-	201,482
General Government	648,088	-	-	-	648,088
Public Safety	1,275,344	1,773,425	-	-	3,048,769
Health and Welfare	121,779	-	-	-	121,779
Public Works	79,921	-	-	40,310	120,231
Recreation and Culture	-	-	157,458	-	157,458
Other	414,218	-	6,510	1,234	421,962
Capital Outlay	158,022	-	4,439	51,552	214,013
Debt Service	-	-	-	9,000	9,000
Total	2,898,854	1,773,425	168,407	102,096	4,942,782
<u>Excess Revenues (Expenditures)</u>	1,028,674	34,176	109,708	(68,219)	1,104,339
<u>Other Financing Sources (Uses)</u>					
Operating Transfers In	-	-	-	-	-
Operating Transfers (Out)	-	-	-	-	-
Total	-	-	-	-	-
<u>Excess Revenues (Expenditures) and Other Financing Sources (Uses)</u>	1,028,674	34,176	109,708	(68,219)	1,104,339
Fund Balance – Beginning of Year	7,127,837	1,201,402	160,841	956,041	9,446,121
Fund Balance – End of Year	\$ 8,156,511	\$ 1,235,578	\$ 270,549	\$ 887,822	\$10,550,460

See Independent Auditor's Report and Accompanying Notes to Basic Financial Statements

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The Charter Township of Garfield
Reconciliation of the Statement of Revenues, Expenditures and Changes in Fund Balances
Of Governmental Activities
For the Year Ended December 31, 2017

Net change in fund balances – total governmental funds	\$ 1,104,339
Amounts reported for governmental activities in the statement of activities are different because:	
Governmental funds report capital outlays as expenditures. However in the statement of activities, the cost of those assets is allocated over their estimated useful lives and reported as depreciation expense.	
Add – assets acquired	162,677
Deduct – provision for depreciation	<u>(302,682)</u>
Changes in net position of governmental activities	\$ <u>964,334</u>

See Independent Auditor's Report and Accompanying Notes to Basic Financial Statements

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The Charter Township of Garfield
Statement of Net Position
Enterprise Sewer and Water Fund
December 31, 2017

Assets

Cash and Cash Equivalents	\$ 13,369,940
Investments	513,376
Accounts Receivable	341,734
Special Assessments Receivable	22,834
Capital Assets:	
Land	157,468
Other Capital Assets, Net of Depreciation	31,908,080
Intangible Asset, Net of Amortization	<u>14,416</u>
Total Assets	<u>46,327,848</u>

Liabilities

Accounts Payable and Accrued Expenses	1,125
Due to Other Activities	37,819
Long-term Liabilities, Net of Discounts:	
Due Within One Year	30,000
Due in More Than One Year	<u>405,000</u>
Total Liabilities	<u>473,944</u>

Net Position

Invested in Capital and Intangible Assets, Net of Related Debt	31,644,964
Restricted	7,379,495
Unrestricted	<u>6,829,445</u>
Total Net Position	<u>\$ 45,853,904</u>

See Independent Auditor's Report and Accompanying Notes to Basic Financial Statements

Tobin & Co.

The Charter Township of Garfield
Statement of Revenues, Expenses and Changes in Net Position
Enterprise Sewer and Water Fund
For the Year Ended December 31, 2017

Operating Revenues

Charges for Services	\$ 5,561,374
Special Assessments	<u>2,000</u>
Total	<u>5,563,374</u>

Operating Expenses

Contractual Services – System Maintenance	831,696
Depreciation and Amortization	1,187,459
Capacity Lease	2,715,428
Debt Service:	
Interest and Fees	142,026
Contractual Payments on Joint Venture	<u>465,918</u>
Total	<u>5,342,527</u>
Operating Income	<u>220,847</u>

Nonoperating Revenues (Expenses)

Federal Grant	24,514
Interest and Rents	175,616
Unrealized Gain on Investments	<u>3,955</u>
Total	<u>204,085</u>
Change in Net Position from Operations	424,932
Net Position – Beginning of Year	<u>45,428,972</u>
Net Position – End of Year	<u>\$ 45,853,904</u>

See Independent Auditor's Report and Accompanying Notes to Basic Financial Statements

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The Charter Township of Garfield
Statement of Cash Flows
Enterprise Sewer and Water Fund
For the Year Ended December 31, 2017

Operating Activities

Collection of Charges for Services	\$ 5,561,374
Collection of Special Assessments	2,000
Collection of Interest and Unrealized Gains or Losses	179,571
Deduct Expenses Using Cash and Cash Equivalents	<u>(4,474,026)</u>
Net Cash Flow from Operating Activities	<u>1,268,919</u>

Capital Financing Activities

Investment in Septage Plant	36,340
Principal Payments	<u>(30,000)</u>
Net Cash Flow (Used By) Capital Financing Activities	<u>6,340</u>

Net Increase (Decrease) in Cash 1,275,259

Cash and Cash Equivalents – Beginning of Year 12,094,681

Cash and Cash Equivalents – End of Year \$13,369,940

Reconciliation of Change in Nets Position and Net Cash Flow from Operating Activities

Change in Net Position	\$ 424,932
Adjustments to Reconcile Net Earnings:	
Depreciation and Amortization	1,187,459
(Increase) Decrease in Assets	
Accounts Receivable	132,552
Increase (Decrease) in Liabilities	
Accounts Payable	(474,192)
Due to Other Funds	<u>(1,832)</u>
Net Cash Flow from Operating Activities	<u>\$ 1,268,919</u>

See Independent Auditor's Report and Accompanying Notes to Basic Financial Statements

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The Charter Township of Garfield
Statement of Fiduciary Net Position
December 31, 2017

Assets

Cash and Investments	<u>\$ 3,048,017</u>
Total Assets	<u>3,048,017</u>

Liabilities

Undistributed Taxes and Interest	2,431,288
Escrow Deposits	<u>616,729</u>
Total Liabilities	<u>3,048,017</u>
Net Position	<u>\$ -</u>

See Independent Auditor's Report and Accompanying Notes to Basic Financial Statements

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The Charter Township of Garfield
Notes to Financial Statements
December 31, 2017

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The accounting policies of The Charter Township of Garfield (the "Township"), conform to generally accepted accounting principles as applicable to governmental units. The following is a summary of the significant policies:

A. Financial Reporting Entity

The Charter Township of Garfield was incorporated as a charter township in 1976 and is located in Grand Traverse County, Michigan.

The Township's basic financial statements include the accounts of all Township operations. The criteria for including organizations within the Township's reporting entity, as set forth in GASB No. 14, "*The Financial Reporting Entity*" includes oversight responsibility, fiscal dependency and whether the financial statements would be misleading if data were not included. Based on the above criteria, there are no other organizations included in these financial statements.

Sewer and Water System Operations – The Grand Traverse County Board of Public Works operates, maintains and administers the Township's sewage disposal and water systems. The original construction and subsequent extensions were administered by the County and financed in part through bonds backed by the full faith and credit pledges of the Township.

The County DPW collects all user fees which are remitted to the Township, accounts for direct and allocated operating expenses which are billed to and paid by the Township, remits debt payments and maintains capital project and debt service funds. The Township's administration reviews DPW operations on behalf of the Township, establishes special assessment districts, approves of construction expenditures, collects special assessment levies, which are remitted to the County for debt retirement, and maintains the special assessment rolls.

The arrangements between the County and Township were established to enable more favorable interest rates and borrowing limits and to achieve overall efficiency in operating these public services to the community. The County is acting as an agent for the Township and the Township retains significant control and responsibility over operations of the sewer and water systems.

B. Government-Wide and Fund Financial Statements

The government-wide financial statements (i.e., the statement of net position and the statement of activities) report information on all of the nonfiduciary activities of the primary government. For the most part, the effect of the interfund activity has been removed from these statements. Governmental activities, which normally are supported by taxes and intergovernmental revenues, are reported separately from business-type activities, which rely to a significant extent on fees and charges for support.

The statement of activities demonstrates the degree to which the direct expenses of a given function or segment is offset by program revenues. Direct expenses are those that are clearly identifiable with a specific function or segment. Program revenues include 1) charges to customers or applicants who purchase, use, or directly benefit from goods, services, or privileges provided by a given function or segment and 2) grants and contributions that are restricted to meeting the operational or capital requirements of a particular function or segment. Taxes and other items not properly included among program revenues are reported instead as general revenues.

Separate financial statements are provided for governmental funds, proprietary funds, and fiduciary funds, even though the latter are excluded from the government-wide financial statements. Major individual governmental funds and major individual enterprise funds are reported as separate columns in the fund financial statements.

C. Measurement Focus/Basis of Accounting

The government-wide statements are reported using the economic resources measurement focus and the accrual basis of accounting, as are the proprietary fund and fiduciary fund financial statements, except for agency funds which do not have a measurement focus. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows. Property taxes are recognized as revenues in the year for which they are levied. Grants and similar items are recognized as revenue as soon as all eligibility requirements imposed by the provider have been met.

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The Charter Township of Garfield Notes to Financial Statements December 31, 2017

Governmental fund financial statements are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Revenues are recognized as soon as they are both measurable and available. Revenues are considered to be available when they are collectible within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, the government considers revenues to be available if they are collected within 60 days of the end of the current fiscal period, or within one year for reimbursement – based grants. Expenditures generally are recorded when a liability is incurred, as under accrual accounting. However, debt service expenditures and claims and judgments, are recorded only when payment is due.

Property taxes, franchise taxes, licenses, intergovernmental revenues and interest associated with the current fiscal period are all considered to be susceptible to accrual and so have been recognized as revenues of the current fiscal period. Only the portion of special assessments receivable due within the current fiscal period is considered to be susceptible to accrual as revenue of the current period. All other revenue items are considered to be measurable and available only when cash is received by the government.

The government reports the following major governmental funds:

The general fund is the government's primary operating fund. It accounts for all financial resources of the general government, except those required to be accounted for in another fund.

The fire protection fund accounts for the separate voted millage and related operation of the fire department.

The park system debt fund accounts for taxes levied and debt service for the purchase of land, buildings, and equipment for, and operations of, the Township's parklands.

The government reports the following major proprietary fund:

The water and sewer fund accounts for the activities of the government's water distribution system and sewage disposal and treatment system.

Additionally, the Township reports the following fund types:

Agency funds are used to account for assets held for other governments in an agency capacity, including tax collections.

Private-sector standards of accounting and financial reporting issued prior to December 1, 1989, generally are followed in both the government-wide and proprietary fund financial statements to the extent that those standards do not conflict with or contradict guidance of the Governmental Accounting Standards Board. Governments also have the option of following subsequent private-sector guidance for their business-type activities and enterprise funds, subject to this same limitation. The government has elected not to follow subsequent private-sector guidance.

As a general rule the effect of interfund activity has been eliminated from the government-wide financial statements. Exceptions to this general rule are charges between the government's water and sewer function and various other functions of the government. Elimination of these charges would distort the direct costs and program revenues reported for the various functions concerned.

Amounts reported as program revenues include 1) charges to customers or applicants for goods, services, or privileges provided, 2) operating grants and contributions, and 3) capital grants and contributions, including special assessments. Internally dedicated resources are reported as general revenues rather than as program revenues. Likewise, general revenues include all taxes.

Proprietary funds distinguish operating revenues and expenses from nonoperating items. Operating revenues and expenses generally result from providing services and producing and delivering goods in connection with a proprietary fund's principal ongoing operations. The principal operating revenues of the sewer and water enterprise funds are charges to customers for sales and services. The enterprise funds also recognize as operating revenues the portion of tap fees intended to recover the cost of connecting new customers to the system. Operating expenses for enterprise funds include the cost of sales and services, administrative expenses, and depreciation on capital assets. All revenues and expenses not meeting this definition are reported as nonoperating revenues and expenses.

When both restricted and unrestricted resources are available for use, it is the Township's policy to use restricted resources first, then unrestricted resources as they are needed.

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The Charter Township of Garfield
Notes to Financial Statements
December 31, 2017

D. Assets, Liabilities and Net Position or Equity

Deposits and Investments

The government's cash and cash equivalents are considered to be cash on hand, demand deposits and short-term investments with original maturities of three months or less from the date of acquisition.

State statutes authorize the government to deposit in the accounts of federally insured banks, credit unions, and savings and loan associations, and to invest in obligations of the U.S. Treasury, certain commercial paper, repurchase agreements, banker's acceptances, and mutual funds composed of otherwise legal investments.

Investments are reported at fair value based on quoted market prices. Fair value is the amount at which a financial instrument could be exchanged in a current transaction between willing parties.

Receivables and Payables

All receivables and payables are reported at their gross value and, where appropriate, are reduced by the estimated portion that is expected to be uncollectible.

Activity between funds that are representative of lending/borrowing arrangements outstanding at the end of the fiscal year are referred to as either "due to/from other funds" (e.g., the current portion of interfund loans) or "advances to/from other funds" (e.g., the non-current portion of interfund loans). All other outstanding balances between funds are reported as "due to/from other funds". Any residual balances outstanding between the governmental activities and business-type activities are reported in the government-wide financial statements as "internal balances".

Prepays

Certain payments to vendors reflect costs applicable to future accounting periods and are recorded as prepaid items in both government-wide and fund financial statements

Capital Assets

Capital assets, which include property, plant, equipment and water and sewer systems, are reported in the applicable governmental or business-type activities columns in the government-wide financial statements. Capital assets are defined by the government as assets with an initial, individual cost of more than \$5,000 and an estimated useful life in excess of one year. Such assets are recorded at historical cost or estimated historical cost if purchased or constructed. Donated capital assets are recorded at estimated fair value at the date of donation.

The costs of normal maintenance and repairs that do not add to the value of the asset or materially extend assets lives are not capitalized.

Major outlays for capital assets and improvements are capitalized as projects are constructed. Interest incurred during the construction phase of capital assets of business-type activities, if any, is included as part of the capitalized value of the assets constructed. No such interest expense was incurred during the current fiscal year. Capital assets of the primary government are depreciated using the straight line method over the following estimated useful lives:

Sewer and Water Systems	50 - 75years
Buildings	30 - 60 years
Building Improvements	10 - 30 years
Vehicles	3 - 10 years
Office Furniture and Computer Equipment	3 - 10 years

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The Charter Township of Garfield
Notes to Financial Statements
December 31, 2017

Deferred Outflow/Inflows of Resources

In addition to assets, the statement of net position and the governmental funds balance sheet, when applicable, will report a separate section for deferred outflows of resources. This separate financial statement element represents a consumption of net position/fund balance that applies to future period and so will not be recognized as an outflow of resources (expense/expenditure) until then. Currently, the Township does not have any items of this type that qualify as deferred outflows of resources.

In addition to liabilities, the statement of net position and the balance sheet, when applicable, will sometime report a separate section for deferred inflows of resources. This separate financial statement element represents an acquisition of net position/fund balance that applies to future period and so will not be recognized as an inflow of resources (revenue) until then.

Long-term Obligations

In the government-wide financial statements and proprietary fund types in the fund financial statements, long-term debt and other long-term obligations are reported as liabilities in the applicable governmental activities, business-type activities, or proprietary fund type statement of net position. Bond premiums and discounts, as well as issuance costs, are deferred and amortized over the life of the bonds using the effective interest method. Bonds payable are reported net of the applicable bond premium or discount. Bond issuance costs are reported as deferred charges and amortized over the term of the related debt.

In the fund financial statements, governmental fund types recognize bond premiums and discounts, as well as bond issuance costs, during the current period. The face amount of debt issued is reported as other financing sources. Premiums received on debt issuances are reported as other financing sources while discounts on debt issuances are reported as other financing uses. Issuance costs, whether or not withheld from the actual debt proceeds received, are reported as debt service expenditures.

Fund Equity

Fund balances of the governmental funds are classified as follows:

Nonspendable – amounts that cannot be spent either because they are in nonspendable form or because they are legally or contractually required to be maintained intact.

Restricted – amounts that can be spent only for specific purposes because of constitutional provisions or enabling legislation or because of constraints that are externally imposed by creditors, grantors, contributors, or the laws or regulations of other governments.

Committed – amounts that can be used only for specific purposes determined by a formal action of the Township Board. The Township Board is the highest level of decision-making authority for the Township. Commitments may be established, modified, or rescinded only through ordinances or resolutions approved by the Township Board.

Assigned – amounts that do not meet the criteria to be classified as restricted or committed but that are intended to be used for specific purposes. All such assignments can be made only with unanimous approval of all committed members.

As of December 31, 2017, fund balances are composed of the following:

	General Fund	Fire Fund	Park Fund	Other Governmental Funds	Total Governmental Funds
Nonspendable	\$ 87,757	\$ -	\$ -	\$ -	\$ 87,757
Restricted	-	-	-	108,638	108,638
Committed	681,067	1,235,578	270,549	779,184	2,966,378
Unassigned	<u>7,387,687</u>	-	-	-	<u>7,387,687</u>
Total Fund Balances	<u>\$ 8,156,511</u>	<u>\$ 1,235,578</u>	<u>\$ 270,549</u>	<u>\$ 887,822</u>	<u>\$10,550,460</u>

When an expenditure is incurred for purposes for which both restricted and unrestricted fund balance is available, the Township considers restricted funds to have been spent first. When an expenditure is incurred for which committed, assigned, or unassigned fund balances are available, the Township considers amounts to have been spent first out of committed funds, then assigned funds, and finally unassigned funds, as needed, unless the Township Board has provided otherwise in its commitment or assignment actions.

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The Charter Township of Garfield
Notes to Financial Statements
December 31, 2017

Use of Estimates

The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

NOTE 2 - STEWARDSHIP, COMPLIANCE AND ACCOUNTABILITY

Budgets and Budgetary Accounting

Comparisons to budget are presented for the General Fund and Special Revenue Funds. The operating budget is adopted by activity for the General Fund and by activity for the Special Revenue funds. Budgets for the General and Special Revenue funds are adopted on a basis consistent with generally accepted accounting principles (GAAP). Any revisions that alter the total expenditures of any fund must be approved by the Township Board. Budgeted amounts are as originally adopted, or as amended by the Township Board.

NOTE 3 - DETAILED NOTES ON ALL FUNDS

Deposits and Investments

A reconciliation of cash and investments as shown in the basic financial statements to the Township's deposits and investments is as follows:

Government-wide Financial Statement Captions:	<u>Carrying</u> <u>Amount</u>
Cash and cash equivalents	\$ 22,879,422
Fiduciary Fund Financial Statement Captions:	
Cash and cash equivalents	<u>3,048,017</u>
Total	<u>\$ 25,927,439</u>
Deposits	\$ 25,916,596
Cash on hand	150
Cash with Fiscal Agent	<u>10,693</u>
Total	<u>\$ 25,927,439</u>

Investment and Deposit Risk:

Interest Rate Risk. State law limits the allowable investments and the maturities of some of the allowable investments as identified below. The Township' investment policy does not have specific limits in excess of state law on investment maturities as a means of managing its exposure to fair value losses arising from increasing interest rates. The maturity dates for each investment are identified above for investment held at year end.

Credit Risk. State law limits investments to specific government securities, certificates of deposits and bank accounts with qualified financial institutions, commercial paper with specific maximum maturities and ratings when purchased, bankers acceptances of specific financial institutions, qualified mutual funds and qualified external investment pools as identified below. The Township's investment policy does not have specific limits in excess of state law on investment credit. The ratings for each investment are identified above for investments held at year end.

Custodial Credit Risk – Deposits. Custodial credit risk is the risk that in the event of a bank failure, the Township's deposits may not be returned. State law does not require and the Township does not have a policy for deposit custodial credit risk. The Township has entered into a Third Party Custodial Agreement ("Agreement") with its primary financial institution. The Agreement fully collateralized all deposits at the bank which exceed the FDIC limit of \$250,000 with a variety of securities backed by the U.S. Government. Of the deposits, \$151,484 of the Township's bank balance of \$15,222,561 was exposed to custodial credit risk because it was uninsured, uncollateralized and had no additional financial backing.

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The Charter Township of Garfield
Notes to Financial Statements
December 31, 2017

Custodial Credit Risk – Investments. For an investment, custodial credit risk is the risk that, in the event of the failure of the counterparty, the Township will not be able to recover the value of its investments or collateral securities that are in the possession of an outside party. State law does not require and the Township does not have a policy for investment custodial credit risk. Of the investments listed above, there is not custodial credit risk as these investments are uncategorized as to credit risk.

Concentration of Credit Risk. State law limits allowable investments but does not limit concentration of credit risk as identified below. The Township's investment policy does not have specific limits in excess of state law on concentration of credit risk. More than 5 percent of the Township's investments are in U.S. Treasury securities. All investments at year end are reported above.

The Township is authorized by statute to invest surplus funds in the following:

- (1) Bonds, securities, other obligations and repurchase agreements of the United States, or an agency or instrumentality of the United States.
- (2) Certificates of deposit, savings accounts, deposit accounts, or depository receipts of a qualified financial institution.
- (3) Commercial paper rated at the time of purchase within the two highest classifications established by not less than two standard rating services and that matures not more than 270 days after date of purchase.
- (5) In bankers' acceptances of United States Banks.
- (6) Obligations of the State of Michigan and its political subdivisions that, at the time of purchase, are rated as investment grade by at least one standard rating service.
- (7) Mutual funds registered under the Investment Company Act of 1940 with the authority to purchase only investment vehicles that are legal for direct investment by a public corporation.
- (8) External investment polls as authorized by Public Act 20 as amended through December 31, 1997.

The Township Board is authorized to designate depositories for Township funds, and to determine that the funds are invested in accordance with State of Michigan statutory authority.

The Township's deposits are in accordance with statutory authority.

Fair Market Value Disclosure. The township is required to disclose amounts within a framework established for measuring fair value. That framework provides a fair value hierarchy that prioritizes the inputs to valuation techniques used to measure fair value. The hierarchy gives the highest priority to unadjusted quoted prices in active markets for identical assets or liabilities (Level 1 measurements) and the lowest priority to unobservable inputs (Level 3 measurements). The three levels of the fair value hierarchy are described as follows:

Level 1: Quoted prices in active markets for identical securities.

Level 2: Prices determined using other significant observable inputs. Observable inputs are inputs that reflect the assumptions market participants would use in pricing a security and are developed based on market data obtained from sources independent of the reporting entity. These may include quoted prices from similar activities, interest rates, prepayment speeds, credit risk, and others. Debt securities are valued in accordance with evaluated bid price supplied by the pricing service and generally categorized as Level 2 in the hierarchy. Securities that are categorized as Level 2 in the hierarchy include, but are limited to, repurchase agreements, U.S. government agency securities, corporate securities, and commercial paper.

Level 3: Prices determined using significant unobservable inputs. In situations where quoted prices or observable inputs are unavailable or deemed less relevant (for example, when there is little or no market activity for an investment at the end of the period), unobservable inputs may be used. Unobservable inputs reflect the reporting entity's own assumptions about the factors market participants would use in pricing the security and would be based on the best information available under the circumstances.

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The Charter Township of Garfield
Notes to Financial Statements
December 31, 2017

The asset or liability's fair value measurement level within the fair value hierarchy is based on the lowest level of any input that is significant to the fair value measurement. Valuation techniques used need to maximize the use of observable inputs and minimize the use of unobservable inputs. There are two types of valuation techniques most commonly used and vary depending on the level of investment. These two techniques are the market approach and income approach. The market approach uses prices and other relevant information generated by the market transactions involving identical or similar assets and liabilities. The income approach discounts future amounts to a single current amount and the discount rate used in the process should reflect current market expectations about risks associated with those future cash flows.

The Township does not have any investments that are subject to fair value disclosure.

Receivables

Receivables in the primary government are as follows:

	Government Activities	Business Activities
Accounts	\$ 313,404	\$ 341,734
Taxes Receivable	2,105,428	-
Special Assessments:		
Due within one year	84,373	22,834
	\$ 2,503,205	\$ 364,568

Capital Assets

	12/31/16	Additions	Deletions	12/31/17
Governmental Activities:				
Capital assets not being depreciated - Land	\$ 4,467,793	\$ -	\$ -	\$ 4,467,793
Capital assets being depreciated:				
Buildings and Improvements	5,731,694	99,637	-	5,831,331
Vehicles	209,760	63,040	-	272,800
Equipment	455,139	-	-	455,139
Total capital assets being depreciated	6,396,593	162,677	-	6,559,270
Less Accumulated Depreciation:				
Buildings and improvements	(2,734,960)	(202,622)	-	(2,937,582)
Vehicles	(149,444)	(7,252)	-	(156,696)
Equipment	(432,673)	(10,868)	-	(443,541)
Total accumulated depreciation	(3,317,077)	(220,742)	-	(3,537,819)
Total capital assets being depreciated, net	3,079,516	(58,065)	-	3,021,451
Intangible Assets	868,258	-	-	868,258
Less Accumulated Depreciation	(201,533)	(81,940)	-	(283,473)
Total intangible assets	666,725	(81,940)	-	584,785
Governmental Activities				
Capital Assets, Net	\$ 8,214,034	\$ (140,005)	\$ -	\$ 8,074,029

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The Charter Township of Garfield
Notes to Financial Statements
December 31, 2017

Capital Assets Continued

	12/31/16	Additions	Deletions	12/31/17
Business-type Activities:				
Capital assets not being depreciated - Land	\$ 157,468	\$ -	\$ -	\$ 157,468
Capital assets being depreciated:				
Sewer and Water Systems	59,094,654	-	-	59,094,654
Less Accumulated Depreciation				
Sewer and Water Systems	(26,002,262)	(1,184,312)	-	(27,186,574)
Total capital assets being depreciated, net	33,092,392	(1,184,312)	-	31,908,080
Intangible Assets	62,932	-	-	62,932
Less Accumulated Depreciation	(45,370)	(3,147)	-	(48,517)
Total intangible assets	17,562	(3,147)	-	14,415
Business-type Activities Capital Assets, Net	\$ 33,267,422	\$ (1,187,459)	\$ -	\$ 32,079,963

Depreciation expense was charged to functions/programs of the primary government as follows:

Governmental Activities:	
General Government	\$ 106,570
Public Works	81,940
Recreation and Culture	114,172
Total depreciation expense – governmental activities	\$ 302,682

Interfund Receivables, Payables, and Transfers

The composition of interfund receivables and payables as of December 31, 2017 is as follows:

	Due From		Due (To)
General	\$ 373,759	General	\$ 2,587
Public Improvement	94,758	Park	339,298
		Street Lights	28,074
		Milfoil	3,800
		Forest Lane	56,939
		Sewer & Water	37,819
	\$ 468,517		\$ 468,517

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The Charter Township of Garfield
Notes to Financial Statements
December 31, 2017

Long-term Debt

A summary of bond and contract transactions for the year ended December 31, 2017, as follows:

Governmental Activities

	Balance 12/31/16	Additions	Retirements	Balance 12/31/17	Current Portion
Compensated Absences	\$ 52,066	\$ -	\$ 37,325	\$ 14,741	\$ -
Total Governmental Activities	\$ 52,066	\$ -	\$ 37,325	\$ 14,741	\$ -

Business Type Activities

	Balance 12/31/16	Additions	Retirements	Balance 12/31/17	Current Portion
Bonds Payable:					
Water and Sewer 2009 Bonds	\$ 465,000	\$ -	\$ (30,000)	\$ 435,000	\$ 30,000
	\$ 465,000	\$ -	\$ (30,000)	\$ 435,000	\$ 30,000

Sewer revenue contracts are supported by revenues of the Water and Sewer Fund. The Township has no general obligation debt that can be levied on the annual property tax bills.

Business-type Activities

\$990,267 2009 water and sewer system improvements projects, due in annual installments of \$25,000 to \$40,000 through 2029. Interest payable semi-annually at 2.50%	\$ 435,000
	\$ 435,000

For the governmental activities, compensated absences are generally liquidated by the general fund.

Annual debt service requirements to maturity for contracts and notes payable are as follows:

<u>Year Ending December 31,</u>	<u>Governmental Activities</u>		<u>Business-type Activities</u>	
	<u>Principal</u>	<u>Interest</u>	<u>Principal</u>	<u>Interest</u>
2018	\$ -	\$ -	\$ 30,000	\$ 8,308
2019	-	-	30,000	7,558
2020	-	-	30,000	6,746
2021	-	-	35,000	5,871
2022	-	-	35,000	4,996
2023 - 2029	-	-	275,000	12,770
Total	\$ -	\$ -	\$ 435,000	\$ 46,249

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The Charter Township of Garfield
Notes to Financial Statements
December 31, 2017

NOTE 4 - OTHER INFORMATION

Property Taxes

Township property taxes are attached as an enforceable lien on property as of December 1. Taxes are levied December 1 and are due without penalty on or before February 14. These tax bills include the Township's own property taxes and taxes billed on behalf of Grand Traverse County and the school districts within the Township boundaries.

Real property taxes not collected as of March 1 are turned over to Grand Traverse County for collection, which advances the Township 100% for the delinquent taxes. Collection of delinquent personal property taxes remains the responsibility of the Township Treasurer.

Inventories

Charter Township of Garfield does not maintain a substantial inventory of supplies or materials. Purchases are normally made as needed, and the items recorded as expenses when purchased.

Pension Plans

Defined Contribution Pension Plan - The Township participates in a defined contribution pension plan for Michigan Township employees under contract with the John Hancock Life Insurance Company to provide benefits at retirement to eligible employees.

Eligible employees are those who have attained the age of 18 and not more than 75, have been employed for the Township for more than 90 days and are elected officials or full-time employees working 37 hours or more per week.

The Township pays 100% of the required annual contribution, which amounts to 10% of annual compensation. Compensation is determined by the basic annual rate of compensation in effect at the beginning of the plan year. Eligible employees may make voluntary contributions through payroll withholdings in amounts ranging from one to ten percent of compensation.

An employee will become 100% vested in his/her account balance immediately after completion of one year of employment.

Plan provisions and contribution requirements are established and may be amended by the Township Board.

During the year, the Township's required contributions amounted to \$76,666. Covered payroll for the year was \$754,300 with total payroll for all employees of \$838,355. The plan was funded at the required contribution amount.

Joint Venture

The Township entered into a master sewer agreement effective July 1, 1987 through June 30, 2017 and supplemented July 1, 1993, August 13, 1998, and March 31, 2003 with the additions of the City of Traverse City, the Townships of Peninsula, East Bay, and Acme in Grand Traverse County, the Township of Elmwood in Leelanau County and with Grand Traverse County. This master sewer agreement defines the allocation of costs and establishes certain rights and responsibilities with respect to the Wastewater Treatment Plant. Grand Traverse County is the owner of the Treatment Plant and the City of Traverse City is the owner of all the multi-user facilities. Ownership of the Treatment Plant will revert to the City of Traverse City when certain bonds issued by Grand Traverse County are retired.

The City of Traverse City is the exclusive manager of the plant for the benefit of itself and the Townships. As the exclusive manager, the City of Traverse City has the obligation to fully inform and advise the Townships as to the Treatment Plant's operations and the Townships shall have the right to comment on all matters connected with the administration of the plant. Prior to June 30, the City of Traverse City shall submit a proposed budget for the operations of the Treatment Plant for the year commencing July 1. The Townships have thirty days in which to comment on the proposed budget.

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The Charter Township of Garfield
Notes to Financial Statements
December 31, 2017

Joint Venture (Continued)

Each of the parties of the agreement is entitled to make use of a portion of the Treatment Plant's capacity as follows:

<u>Party</u>	<u>Capacity Right</u>
City of Traverse City	60.00%
Garfield Township	25.46
East Bay Township	2.78
Elmwood Township	2.73
Acme Township	8.17
Peninsula Township	<u>.86</u>
	100%

Each participant in the joint venture pays an amount sufficient to cover their pro rata share of the treatment plant costs. Each participant's pro rata share is determined by their volume of sewage treated in relation to total sewage treated at the plant. The principal amount paid in the current year for the Township was \$465,918 and the interest was \$114,825.

The Township is also liable for a portion of the Treatment Plant's debt. A portion of the liability is fixed and a portion is determined on a biannual basis based upon the amount of the Township's flows through the Treatment Plant. The Township's portion of Treatment Plant debt is estimated as follows:

<u>Year Ended December 31,</u>	<u>Principal</u>	<u>Interest</u>
2018	\$ 486,286	\$ 95,781
2019	509,200	75,871
2020	528,295	55,121
2021	547,390	33,607
2022	<u>566,485</u>	<u>11,330</u>
Total	<u>\$ 2,637,656</u>	<u>\$ 271,710</u>

Commitments and Contingencies

The Township is contingently liable in connection with bonds issued to construct and operate a waste water treatment septage plant in Grand Traverse County. It currently appears that the facility may begin to operate at a deficit, in which case the Township and other guarantors would be required to fund the operating deficit. At the present time, it is not known whether such a deficit will occur, but if the Township is ultimately required to provide funding, it will be in the form of a loan with repayment provisions.

In addition, in the normal course of operations, the Township becomes a party to various claims and lawsuits. In the opinion of the legal counsel and Township management, the ultimate resolution of such matters will not have a material effect on the financial position of the Township.

Risk Management

The Township is exposed to various risks of loss related to torts; theft of, damage to, and destruction of assets; errors and omissions; injuries to employees; and natural disasters. During the audit year the Township addressed these risks through the purchase of commercial insurance through Municipal Underwriters of Michigan. There was no significant reduction of insurance coverage from prior years nor have the amounts of any settlements exceeded insurance coverage in any of the past three fiscal years.

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The Charter Township of Garfield
Notes to Financial Statements
December 31, 2017

Prior Period Adjustment

Also, the Township adopted GASB Statement No. 65, *Items Previously Reported as Assets and Liabilities*. This Statement specifies the items that were previously reported as assets and liabilities that should now be reported as deferred outflows of resources, deferred inflows of resources, outflows of resources, or inflows of resources. Accordingly, Beginning Net Position of the Governmental Activities was reduced by \$1,414,215, primarily for restatement of property tax revenues levied for the subsequent year. In addition, certain balances are now reported as Deferred Inflows of Resources and Deferred Outflows of Resources according to the new adopted terminology (see Notes).

Subsequent Events

In preparing the accompanying financial statements, the Township officials have evaluated, for potential recognition or disclosure, significant events or transactions that occurred during the period subsequent to December 31, 2017 and prior to January 29, 2018, the date these financial statements were available to be issued. No such significant events or transactions were identified.

SUPPLEMENTAL DATA SECTION

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The Charter Township of Garfield
Statement of Revenues, Expenditures and Changes in Fund Balance – Budget and Actual
General Fund
For the Year Ended December 31, 2017

Schedule 1
Page 1

<u>Revenues</u>	Budgeted Amounts		<u>Actual</u>	Variance Favorable (Unfavorable)
	Original	Final		
Taxes:				
Current Taxes	\$ 1,669,232	\$ 1,669,232	\$ 1,545,595	\$ (123,637)
Delinquent Taxes	-	-	378	378
Penalties and Interest on Taxes	5,000	5,000	4,608	(392)
Trailer Park Fees	6,000	6,000	6,966	966
Licenses and Permits:				
Building Permits	175,000	175,000	211,743	36,743
Planning and Zoning Fees	28,000	28,000	42,140	14,140
Maintenance Inspection Fees	500	500	1,320	820
State Grants:				
State Metro	20,000	20,000	19,915	(85)
State Shared Revenues	1,200,000	1,200,000	1,545,636	345,636
State Shared Revenues – Liquor Law	19,000	19,000	20,860	1,860
Charges for Services:				
Tax Collection Fees	29,000	29,000	29,938	938
Other	3,500	3,500	51,344	47,844
Interest and Rents:				
Interest	25,000	25,000	70,381	45,381
Rent	35,000	35,000	54,593	19,593
Royalties	277,000	277,000	288,861	11,861
Other:				
Sale of Fixed Assets	100	100	-	(100)
Reimbursements	500	500	33,250	32,750
Total Revenues	3,492,832	3,492,832	3,927,528	434,696
 <u>Expenditures</u>				
Legislative:				
Township Board:				
Salaries and Wages – Trustees, Secretary and Receptionist	-	-	115,548	-
Supplies	-	-	18,019	-
Legal	-	-	16,066	-
Audit and Accounting	-	-	15,069	-
Other Contracted Services	-	-	19,146	-
Printing and Advertising	-	-	9,540	-
Mileage, Travel, and Education	-	-	659	-
Dues and Publications	-	-	7,360	-
Other	-	-	75	-
Total	218,623	218,623	201,482	17,141
Total Legislative	218,623	218,623	201,482	17,141

The Notes to the Basic Financial Statements are an integral part of this statement.

Tobin & Co.

The Charter Township of Garfield
Statement of Revenues, Expenditures and Changes in Fund Balance – Budget and Actual
General Fund
For the Year Ended December 31, 2017

Schedule 1
Page 2

Expenditures (Continued)	Budgeted Amounts		Actual	Variance Favorable (Unfavorable)
	Original	Final		
General Government:				
Township Supervisor and Assessor:				
Salaries and Wages	-	-	153,727	-
Salaries and Wages – Assistants and Secretaries	-	-	78,181	-
Supplies	-	-	4,426	-
Contractual Services	-	-	27,488	-
Printing and Advertising	-	-	1,142	-
Mileage and Education	-	-	4,722	-
Dues and Publications	-	-	2,592	-
Other	-	-	-	-
Total	308,937	308,937	272,278	36,659
Elections:				
Salaries and Wages	-	-	8,024	-
Supplies	-	-	3,276	-
Postage	-	-	1,992	-
Advertising	-	-	74	-
Total	45,300	45,300	13,366	31,934
Clerk:				
Salaries and Wages	-	-	69,124	-
Salaries and Wages – Deputy and Other	-	-	39,850	-
Supplies	-	-	1,114	-
Mileage and Education	-	-	6,173	-
Dues and Publications	-	-	462	-
Other	-	-	-	-
Total	127,693	127,693	116,723	10,970
Board of Review:				
Salaries and Wages	-	-	1,700	-
Other	-	-	-	-
Total	6,200	6,200	1,700	4,500
Treasurer:				
Salaries and Wages	-	-	69,134	-
Salaries and Wages – Deputy and Other	-	-	42,019	-
Supplies	-	-	7,112	-
Legal	-	-	801	-
Printing and Publishing	-	-	1,273	-
Mileage and Education	-	-	3,048	-
Dues and Publications	-	-	77	-
Other	-	-	25	-
Total	139,493	139,493	123,489	16,004

The Notes to the Basic Financial Statements are an integral part of this statement.

Tobin & Co.

The Charter Township of Garfield
Statement of Revenues, Expenditures and Changes in Fund Balance – Budget and Actual
General Fund
For the Year Ended December 31, 2017

Schedule I
Page 3

Expenditures (Continued)	Budgeted Amounts		Actual	Variance Favorable (Unfavorable)
	Original	Final		
General Government (Continued):				
Computer Support:				
Computer Systems	-	-	24,461	-
Maintenance and Support	-	-	900	-
Total	32,000	32,000	25,361	6,639
Township Hall and Grounds:				
Wages	-	-	7,141	-
Supplies	-	-	2,467	-
Telephone	-	-	15,599	-
Public Utilities	-	-	30,298	-
Cleaning	-	-	15,333	-
Maintenance and Repairs	-	-	24,333	-
Total	161,500	161,500	95,171	66,329
Total General Government	821,123	821,123	648,088	173,035
Public Safety:				
Police Contract	1,025,365	1,025,365	994,962	30,403
Building Inspector:				
Salaries and Wages	-	-	80,489	-
Supplies	-	-	1,000	-
Mileage and Education	-	-	440	-
Dues and Publications	-	-	1,209	-
Other	-	-	-	-
Total	92,300	92,300	83,138	9,162
Planning Commission:				
Salaries and Wages	-	-	9,900	-
Legal	-	-	3,367	-
Contracted Services	-	-	1,381	-
Advertising	-	-	1,513	-
Education	-	-	260	-
Dues and Publications	-	-	340	-
Total	46,900	46,900	16,761	30,139
Township Planner:				
Salaries and Wages	-	-	100,780	-
Supplies	-	-	317	-
Mileage and Education	-	-	2,870	-
Printing and Publishing	-	-	510	-
Dues and Publications	-	-	595	-
Total	129,283	129,283	105,072	24,211

The Notes to the Basic Financial Statements are an integral part of this statement.

Tobin & Co.

The Charter Township of Garfield
Statement of Revenues, Expenditures and Changes in Fund Balance – Budget and Actual
General Fund
For the Year Ended December 31, 2017

Schedule I
Page 4

Expenditures (Continued)	Budgeted Amounts		Actual	Variance Favorable (Unfavorable)
	Original	Final		
Public Safety (Continued)				
Zoning Board of Appeals:				
Salaries and Wages	-	-	1,900	-
Legal	-	-	10,155	-
Advertising	-	-	1,687	-
Other	-	-	309	-
Total	20,000	20,000	14,051	5,949
Zoning Administrator:				
Salaries and Wages	-	-	60,838	-
Supplies	-	-	522	-
Dues and Publications	-	-	-	-
Other	-	-	-	-
Total	67,785	67,785	61,360	6,425
Total Public Safety	1,381,633	1,381,633	1,275,344	106,289
Heath and Welfare:				
Community Promotions	163,500	163,500	121,779	41,721
Public Works:				
Street Lighting	92,000	92,000	79,921	12,079
Other:				
Contingencies	3,500	3,500	-	3,500
Township Vehicles	4,500	4,500	1,920	2,580
Unrealized Loss on Investments	-	-	3,824	(3,824)
Employee Benefits and Insurance	470,500	470,500	408,474	62,026
Total	478,500	478,500	414,218	64,282
Capital Outlay	165,000	165,000	158,022	6,978
Total Expenditures	3,320,379	3,320,379	2,898,854	421,525
Excess Revenues (Expenditures)	172,453	172,453	1,028,674	856,221
Other Financing Sources (Uses)				
Operating Transfers In	-	-	-	-
Operating Transfers (Out)	-	-	-	-
Total	-	-	-	-
Excess Revenues (Expenditures) and Other Financing Sources (Uses)	\$ 172,453	\$ 172,453	1,028,674	\$ 856,221
Fund Balance – Beginning of Year			7,795,316	
Prior Period Adjustment			(667,479)	
Fund Balance – End of Year			\$ 8,156,511	

The Notes to the Basic Financial Statements are an integral part of this statement.

Tobin & Co.

The Charter Township of Garfield
Statement of Revenues, Expenditures and Changes in Fund Balance – Budget and Actual
Fire Fund
For the Year Ended December 31, 2017

Schedule 2

	Budgeted Amounts		Actual	Variance Favorable (Unfavorable)
<u>Revenues</u>	<u>Original</u>	<u>Final</u>		
Taxes:				
Current Taxes	\$ 1,786,962	\$ 1,786,962	\$ 1,777,238	\$ (9,724)
Charges for Services:				
General Fund	-	-	13,725	13,725
Interest and Rents:				
Interest	-	-	9,928	9,928
Unrealized Gain on Investments	-	-	6,710	6,710
 Total	<u>1,786,962</u>	<u>1,786,962</u>	<u>1,807,601</u>	<u>20,639</u>
 <u>Expenditures</u>				
Contracted Services	<u>1,786,962</u>	<u>1,786,962</u>	<u>1,773,425</u>	<u>13,537</u>
 Total	<u>1,786,962</u>	<u>1,786,962</u>	<u>1,773,425</u>	<u>13,537</u>
 <u>Excess Revenues (Expenditures)</u>	<u>\$ -</u>	<u>\$ -</u>	34,176	<u>\$ 34,176</u>
 Fund Balance – Beginning of Year			1,948,138	
 Prior Period Adjustment			<u>(746,736)</u>	
 Fund Balance – End of Year			<u>\$ 1,235,578</u>	

The Notes to the Basic Financial Statements are an integral part of this statement.

Tobin & Co.

The Charter Township of Garfield
Statement of Revenues, Expenditures and Changes in Fund Balance – Budget and Actual
Park System Fund
For the Year Ended December 31, 2017

Schedule 3

<u>Revenues</u>	Budgeted Amounts		<u>Actual</u>	Variance Favorable (Unfavorable)
	<u>Original</u>	<u>Final</u>		
Current Taxes	\$ 150,000	\$ 150,000	\$ 150,000	\$ -
Donations	-	-	<u>128,115</u>	<u>128,115</u>
Total	<u>150,000</u>	<u>150,000</u>	<u>278,115</u>	<u>128,115</u>
 <u>Expenditures</u>				
Capital Outlay	-	-	4,439	-
Community Promotion	-	-	113,447	-
Other	-	-	6,510	-
Maintenance	-	-	<u>44,011</u>	<u>-</u>
Total	<u>150,000</u>	<u>150,000</u>	<u>168,407</u>	<u>(18,407)</u>
<u>Excess Revenues (Expenditures)</u>	<u>-</u>	<u>-</u>	<u>109,708</u>	<u>109,708</u>
 <u>Other Financing Sources (Uses)</u>				
Operating Transfers In	-	-	-	-
Operating Transfers (Out)	-	-	-	-
Total	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<u>Excess Revenues (Expenditures) and Other Financing Sources (Uses)</u>	<u>\$ -</u>	<u>\$ -</u>	<u>109,708</u>	<u>\$ 109,708</u>
Fund Balance – Beginning of Year			<u>160,841</u>	
Fund Balance – End of Year			<u>\$ 270,549</u>	

The Notes to the Basic Financial Statements are an integral part of this statement.

The Charter Township of Garfield
 Combining Balance Sheet
 Non-Major Governmental Funds
 December 31, 2017

Assets	Special Revenue				Forrestlane Road	Debt Service Public Works	Total
	Public Improvement	Budget Stabilization	Street Lighting	Milfoil			
Cash and Cash Equivalents	\$ 550,903	\$ -	\$ 29,871	\$ 12,442	\$ 13,598	\$ 108,638	\$ 715,452
Certificates of Deposit	-	82,052	-	-	-	-	82,052
Special Assessments Receivable:							
Current	-	-	11,895	-	-	-	-
Deferred	-	-	-	6,094	1,105	-	19,094
Interest Receivable on Assessments	-	-	-	22,410	42,702	-	65,112
Restricted Assets:							
Due from Other Funds	94,758	-	-	-	167	-	167
Total Assets	\$ 645,661	\$ 82,052	\$ 41,766	\$ 40,946	\$ 57,572	\$ 108,638	\$ 976,635
<u>Liabilities and Fund Equity</u>							
Liabilities:							
Due to Other Funds	\$ -	\$ -	\$ 28,074	\$ 3,800	\$ 56,939	\$ -	\$ 88,813
Total	-	-	28,074	3,800	56,939	-	88,813
Fund Equity:							
Fund Balance - Committed	-	-	-	-	-	-	-
Fund Balance - Unassigned	645,661	82,052	13,692	37,146	633	108,638	887,822
Total	645,661	82,052	13,692	37,146	633	108,638	887,822
Total Liabilities and Fund Balance	\$ 645,661	\$ 82,052	\$ 41,766	\$ 40,946	\$ 57,572	\$ 108,638	\$ 976,635

Tobin & Co.

The Notes to the Basic Financial Statements are an integral part of this statement.

The Charter Township of Garfield
 Combining Statement of Revenues, Expenditures and Changes in Fund Balance
 Non-Major Governmental Funds
 December 31, 2017
 Schedule 5

Revenues	Special Revenue				Debt Service Public Works	Total
	Public Improvement	Budget Stabilization	Street Lighting	Milfoil		
Taxes	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,451
Interest & Rents	-	573	1	-	2,045	2,619
Other	-	-	20,000	9,807	-	29,807
Total	-	573	20,001	9,807	2,045	33,877
<u>Expenditures</u>						
Public Works	-	-	23,099	17,211	-	40,310
Capital Outlay	51,552	-	-	-	-	51,552
Unrealized Loss on Investments	-	-	-	-	-	1,234
Debt Service	-	-	-	9,000	-	9,000
Total	51,552	-	23,099	26,211	1,234	102,096
<u>Excess Revenues (Expenditures)</u>	<u>(51,552)</u>	<u>573</u>	<u>(3,098)</u>	<u>(16,404)</u>	<u>811</u>	<u>(68,219)</u>
<u>Other Financing Sources (Uses)</u>						
Operating Transfers In	-	-	-	-	-	-
Operating Transfers (Out)	-	-	-	-	-	-
Total	-	-	-	-	-	-
<u>Excess Revenues (Expenditures) and Other Financing Sources (Uses)</u>	<u>(51,552)</u>	<u>573</u>	<u>(3,098)</u>	<u>(16,404)</u>	<u>811</u>	<u>(68,219)</u>
Fund Balance - Beginning of Year	697,213	81,479	16,790	53,550	107,827	956,041
Fund Balance - End of Year	\$ 645,661	\$ 82,052	\$ 13,692	\$ 37,146	\$ 108,638	\$ 887,827

The Notes to the Basic Financial Statements are an integral part of this statement.

Tobin & Co.

The Charter Township of Garfield
Statement of Revenues, Expenditures and Changes in Fund Balance – Budget and Actual
Public Improvement Fund
For the Year Ended December 31, 2017

Schedule 6

Revenues	Budgeted Amounts		Actual	Variance Favorable (Unfavorable)
	Original	Final		
Interest and Rents:				
Interest	\$ -	\$ -	\$ -	\$ -
Other:				
Special Assessments	-	-	-	-
Total	-	-	-	-
 <u>Expenditures</u>				
Road Construction	-	-	51,552	-
Debt Service	-	-	-	-
Total	5,000	50,000	51,552	(1,552)
<u>Excess Revenues (Expenditures)</u>	(5,000)	(50,000)	(51,552)	(1,552)
 <u>Other Financing Sources (Uses)</u>				
Operating Transfers In	-	-	-	-
Operating Transfers (Out)	-	-	-	-
Total	-	-	-	-
<u>Excess Revenues (Expenditures) and Other Financing Sources (Uses)</u>	\$ (5,000)	\$ (50,000)	(51,552)	\$ (1,552)
Fund Balance – Beginning of Year			697,213	
Fund Balance – End of Year			<u>\$ 645,661</u>	

The Notes to the Basic Financial Statements are an integral part of this statement.

Tobin & Co.

The Charter Township of Garfield
 Statement of Revenues, Expenditures and Changes in Fund Balance – Budget and Actual
 Budget Stabilization Fund
 For the Year Ended December 31, 2017

Schedule 7

	Budgeted Amounts		Actual	Variance Favorable (Unfavorable)
	Original	Final		
<u>Revenues</u>				
Interest and Rents:				
Interest	\$ -	\$ -	\$ 573	\$ 573
Total	-	-	573	573
<u>Expenditures</u>				
Total	-	-	-	-
<u>Excess Revenues (Expenditures)</u>	<u>\$ -</u>	<u>\$ -</u>	573	<u>\$ 573</u>
Fund Balance – Beginning of Year			81,479	
Fund Balance – End of Year			\$ 82,052	

The Notes to the Basic Financial Statements are an integral part of this statement

Tobin & Co.

The Charter Township of Garfield
 Statement of Revenues, Expenditures and Changes in Fund Balance – Budget and Actual
 Street Lighting Fund
 For the Year Ended December 31, 2017

Schedule 8

<u>Revenues</u>	Budgeted Amounts		<u>Actual</u>	Variance Favorable (Unfavorable)
	<u>Original</u>	<u>Final</u>		
Interest and Rents:				
Interest	\$ -	\$ -	\$ 1	\$ 1
Other:				
Special Assessments	-	-	20,000	20,000
Total	-	-	20,001	20,001
 <u>Expenditures</u>				
Public Utilities	-	-	23,099	(23,099)
Total	-	-	23,099	(23,099)
<u>Excess Revenues (Expenditures)</u>	<u>\$ -</u>	<u>\$ -</u>	(3,098)	<u>\$ (3,098)</u>
Fund Balance – Beginning of Year			16,790	
Fund Balance – End of Year			<u>\$ 13,692</u>	

The Notes to the Basic Financial Statements are an integral part of this statement.

Tobin & Co.

The Charter Township of Garfield
Statement of Revenues, Expenditures and Changes in Fund Balance – Budget and Actual
Public Works Fund
For the Year Ended December 31, 2017

Schedule 9

Revenues	Budgeted Amounts		Actual	Variance Favorable (Unfavorable)
	Original	Final		
Unrealized Gain on Investments	\$ -	\$ -	\$ -	\$ -
Interest	-	-	2,045	2,045
Total	-	-	2,045	2,045
<u>Expenditures</u>				
Unrealized Loss on Investments	-	-	1,234	(1,234)
Total	-	-	1,234	(1,234)
<u>Excess Revenues (Expenditures)</u>	-	-	811	811
<u>Other Financing Sources (Uses)</u>				
Operating Transfers In	-	-	-	-
Operating Transfers (Out)	-	-	-	-
Total	-	-	-	-
<u>Excess Revenues (Expenditures) and</u>				
<u>Other Financing Sources (Uses)</u>	\$ -	\$ -	811	\$ 811
Fund Balance – Beginning of Year			107,827	
Fund Balance – End of Year			<u>\$ 108,638</u>	

The Notes to the Basic Financial Statements are an integral part of this statement.

Tobin & Co.

The Charter Township of Garfield
Combining Statement of Changes in Assets and Liabilities
All Agency Funds
For the Year Ended December 31, 2017

Schedule 10

	Trust and Agency Fund			Balance 12/31/17
	Balance 12/31/16	Additions	Deductions	
<u>Assets</u>				
Cash and Investments	\$ 193,451	\$ 58,391	\$ 154,292	\$ 97,550
Accounts Receivable	-	-	-	-
Total Assets	<u>\$ 193,451</u>	<u>\$ 58,391</u>	<u>\$ 154,292</u>	<u>\$ 97,550</u>
<u>Liabilities</u>				
Accounts Payable	\$ -	\$ -	\$ -	\$ -
Undistributed Taxes and Interest	-	-	-	-
Escrow Deposits	193,451	58,391	154,292	97,550
Total Liabilities	<u>\$ 193,451</u>	<u>\$ 58,391</u>	<u>\$ 154,292</u>	<u>\$ 97,550</u>

	Current Tax Collection Fund			Balance 12/31/17
	Balance 12/31/16	Additions	Deductions	
<u>Assets</u>				
Cash	\$ 2,387,653	\$ 33,219,570	\$ 33,171,242	\$ 2,435,981
Due from Other Funds	-	-	-	-
Total Assets	<u>\$ 2,387,653</u>	<u>\$ 33,219,570</u>	<u>\$ 33,171,242</u>	<u>\$ 2,435,981</u>
<u>Liabilities</u>				
Accounts Payable	\$ -	\$ -	\$ -	\$ -
Undistributed Taxes and Interest	2,382,960	33,219,570	33,171,242	2,431,288
Due to Other Funds and Escrow Deposits	4,693	-	-	4,693
Total Liabilities	<u>\$ 2,387,653</u>	<u>\$ 33,219,570</u>	<u>\$ 33,171,242</u>	<u>\$ 2,435,981</u>

	Retirement Fund			Balance 12/31/17
	Balance 12/31/16	Additions	Deductions	
<u>Assets</u>				
Cash	\$ 468,498	\$ 368	\$ 10,055	\$ 458,811
Due from Other Funds	-	-	-	-
Total Assets	<u>\$ 468,498</u>	<u>\$ 368</u>	<u>\$ 10,055</u>	<u>\$ 458,811</u>
<u>Liabilities</u>				
Accounts Payable	\$ -	\$ -	\$ -	\$ -
Undistributed Taxes and Interest	-	-	-	-
Due to Other Funds and Escrow Deposits	468,498	368	10,055	458,811
Total Liabilities	<u>\$ 468,498</u>	<u>\$ 368</u>	<u>\$ 10,055</u>	<u>\$ 458,811</u>

	Flex Medical Insurance Fund			Balance 12/31/17
	Balance 12/31/16	Additions	Deductions	
<u>Assets</u>				
Cash	\$ 2,474	\$ 109,026	\$ 55,825	\$ 55,675
Due from Other Funds	-	-	-	-
Total Assets	<u>\$ 2,474</u>	<u>\$ 109,026</u>	<u>\$ 55,825</u>	<u>\$ 55,675</u>
<u>Liabilities</u>				
Accounts Payable	\$ -	\$ -	\$ -	\$ -
Undistributed Taxes and Interest	-	-	-	-
Due to Other Funds and Escrow Deposits	2,474	109,026	55,825	55,675
Total Liabilities	<u>\$ 2,474</u>	<u>\$ 109,026</u>	<u>\$ 55,825</u>	<u>\$ 55,675</u>

See Accompanying Notes to Basic Financial Statements

Tobin & Co.

The Charter Township of Garfield
 Combining Statement of Changes in Assets and Liabilities
 All Agency Funds
 For the Year Ended December 31, 2017

Schedule 10

	Total			
<u>Assets</u>	<u>Balance</u>	<u>Additions</u>	<u>Deductions</u>	<u>Balance</u>
	<u>12/31/15</u>			<u>12/31/16</u>
Cash	\$ 3,052,076	\$ 33,387,355	\$33,391,414	\$ 3,048,017
Due from Other Funds	-	-	-	-
Total Assets	\$ 3,052,076	\$ 33,387,355	\$33,391,414	\$ 3,048,017
<u>Liabilities</u>				
Accounts Payable	\$ -	\$ -	\$ -	\$ -
Undistributed Taxes and Interest	2,382,960	33,219,570	33,171,242	2,431,288
Due to Other Funds and Escrow Deposits	669,116	167,785	220,172	616,729
Total Liabilities	\$ 3,052,076	\$ 33,387,355	\$33,391,414	\$ 3,048,017

The Notes to the Basic Financial Statements are an integral part of this statement.

Tobin & Co.

The Charter Township of Garfield
2016 Property Tax Levy and Collections
For the Year Ended December 31, 2017

Schedule 11

	Millage Rate	Adjusted Levy	Collected	Returned Delinquent
County	(1) 6.6433	\$ 5,133,803	\$ 5,058,669	\$ 75,134
State Education	6.0000	4,940,403	4,876,498	63,905
School District	21.1000	10,305,848	10,159,708	146,140
Intermediate School District	2.9299	2,465,032	2,433,788	31,244
Community College	1.4096	2,372,522	2,329,769	42,753
District Library	1.0870	914,623	893,255	21,368
BATA	0.3447	289,977	286,302	3,675
Township:				
General, Police, Parks and Building	2.0000	1,682,677	1,643,371	39,306
Fire Protection	(2) 2.3500	1,787,591	1,743,893	43,698
Recreation Authority	0.4294	361,574	353,117	8,457
Commission on the Aging	0.5997	504,480	492,698	11,782
Special Assessments		<u>87,469</u>	<u>72,656</u>	<u>14,813</u>
Total		<u>\$ 30,845,999</u>	<u>\$ 30,343,724</u>	<u>\$ 502,275</u>
Percent of Levy Collected	98.37%			

(1) Medical Care Facility (.6595 mill) and Voted Levy and Road Levy (1.000).

(2) Levied on real property only.

The Notes to the Basic Financial Statements are an integral part of this statement.

February 15, 2018

To the Township Board
The Charter Township of Garfield

We have audited the financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of The Charter Township of Garfield for the year ended December 31, 2017. Professional standards require that we provide you with information about our responsibilities under auditing standards generally accepted in the United States of America, as well as certain information related to the planned scope and timing of our audit. We have communicated such information in our letter to you dated December 1, 2017. Professional standards also require that we communicate to you the following information related to our audit.

Significant Audit Findings

Qualitative Aspects of Accounting Practices

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by The Charter Township of Garfield are described in Note 1 to the financial statements. No new accounting policies were adopted and the application of existing policies was not changed during fiscal year 2017. We noted no transactions entered into by The Charter Township of Garfield during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The most sensitive estimates affecting the financial statements were fair value of investments and capital asset depreciation.

Management's estimate of capital asset depreciation is based on the estimated useful lives of the Township's capital assets. We evaluated the key factors and assumptions used to capital asset depreciation in determining that they are reasonable in relation to the financial statements taken as a whole.

The financial statement disclosures are neutral, consistent, and clear.

Difficulties Encountered in Performing the Audit

We encountered no significant difficulties in dealing with management in performing and completing our audit.

Tobin & Co.

Corrected and Uncorrected Misstatements

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are clearly trivial, and communicate them to the appropriate level of management. Management has corrected all such misstatements. In addition, none of the misstatements detected as a result of audit procedures and corrected by management were material, either individually or in the aggregate, to each opinion unit's financial statements taken as a whole.

Disagreements with Management

For purposes of this letter, professional standards define a disagreement with management as a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

Management Representations

We have requested certain representations from management that are included in the management representation letter dated February 15, 2018.

Other Issues

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as The Charter Township of Garfield's auditor. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

Other Matters

We applied certain limited procedures to management's discussion and analysis and the budgetary comparison schedules, which are required supplementary information (RSI) that supplements the basic financial statements. Our procedures consisted of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's response to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We did not audit the RSI and do not express an opinion or provide any assurance on the RSI.

We were engaged to report on the combining balance sheet and combining statement of revenues, expenditures, and changes in fund balances for the nonmajor governmental funds, which accompany the financial statements but are not RSI. With respect to the supplementary information accompanying the financial statements, we made certain inquiries of management and evaluated the form, content, and methods of preparing the information to determine that the information complies with accounting principles generally accepted in the United States of American, the method of preparing it has not changed from the prior period, and the information is appropriate and complete in relation to our audit of the financial statements. We compared and reconciled the supplementary information to the underlying accounting records used to prepare the financial statements or to the financial statements themselves.

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We were not engaged to report on the introductory and statistical sections, which accompany the financial statements but are not RSI. Such information has not been subjected to the auditing procedures applied in the audit of the basic financial statements, and accordingly, we do not express an opinion or provide any assurance on it.

Communication Regarding Internal Control

In planning and performing our audit of the financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of The Charter Township of Garfield as of and for the year ended December 31, 2017, in accordance with auditing standards generally accepted in the United States of America, we considered The Charter Township of Garfield's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Township's internal control. Accordingly, we do not express an opinion on the effectiveness of the Township's internal control.

Our consideration of internal control was for the limited purpose described in the preceding paragraph and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies and, therefore, material weaknesses or significant deficiencies may exist that were not identified. In addition, because of the inherent limitations in internal control, including the possibility of management override of controls, misstatements due to error or fraud may occur and not be detected by such controls. However, as discussed below we have identified a deficiency in internal control that we consider to be a material weakness.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A material weakness is a deficiency, or combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the Township's financial statements will not be prevented, or detected and corrected, on a timely basis. We consider the following deficiency to be a material weakness;

Material audit adjustments and financial statement preparation:

Criteria: We identified and proposed several material audit adjustments that management reviewed and approved. Adjustments were recorded to:

- Provide for depreciation on capital assets recorded in the enterprise funds.
- Convert the fund-based data necessary to prepare the government-wide financial statements.

As is the case with many small and medium-sized governmental units, the Township has historically relied on its independent external auditor to assist with the preparation of the financial statements, the related notes, and the management's discussion and analysis as part of its external financial reporting process. Accordingly, the Township's ability to prepare financial statements in accordance with GAAP is based, in part, on its reliance on its external auditor, who cannot, by definition, be considered part of the Township's internal controls. Having the auditor draft the annual financial statements is allowable under current auditing standards and ethical guidelines and may be the most efficient and effective method for preparation of the

Tobin & Co.

Township's financial statements. However, when an entity (on its own) lacks the ability to produce financial statements that conform to GAAP, or when material audit adjustments are identified by the auditor, auditing standards require that such conditions be communicated in writing as material weaknesses. This is a repeat finding.

Cause: This condition was caused by the Township's decision to outsource the preparation of its annual financial statements to the external auditor rather than incur the costs of obtaining the necessary training and expertise required for the Township to perform this task internally because outsourcing the task is considered more cost effective.

Effect: The Township's accounting records were initially misstated by amounts material to the financial statements. In addition, the Township lacks complete internal controls over the preparation of its financial statements in accordance with GAAP, and, instead, relies, at least in part, on assistance from its external auditor for assistance with this task.

Auditor's Recommendation: We recommend that management continue to monitor the relative costs and benefits of securing the internal or other external resources necessary to develop material adjustment and prepare a draft of the Township's annual financial statements versus contracting with its auditor for these services.

Management Response: Management has made an ongoing evaluation of the respective costs and benefits of obtaining internal or external resources, specifically for the preparation of financial statements, and has determined that the additional benefits derived from implementing such a system would not outweigh the costs incurred to do so. Management will continue to review the draft financial statements and notes prior to approving them and accepting responsibility for their content and presentation.

We did not audit The Charter Township of Garfield's response to the internal control finding described above and, accordingly, we express no opinion on it.

This communication is intended solely for the information and use of the Township Board of The charter Township of Garfield and the State of Michigan Department of Treasury and is not intended to be, and should not be, used by anyone other than these specified parties.

Tobin & Co., P.C.

Tobin & Co., P.C.
Certified Public Accountants

CHARTER TOWNSHIP OF GARFIELD
GRAND TRAVERSE COUNTY, MICHIGAN

RESOLUTION #2018-16-T(a) (amended)

INTENT TO CREATE SPECIAL ASSESSMENT DISTRICT
FOR ROAD IMPROVEMENTS
FOR EAGLEHURST DRIVE

BE IT HEREBY RESOLVED that the Charter Township of Garfield does hereby declare its intent to improve Eaglehurst Drive within the following described area:

Lots 25-44, Eaglehurst Estates Subdivision.

By using an approved method of road improvement, together with the necessary structures and other work incidental thereto, all within the proposed district in accordance with the petitions of property owners therefore.

BE IT FURTHER RESOLVED that the Township Board does tentatively designate the special assessment district against which the costs of improvements is to be assessed as Eaglehurst Drive Improvement, which shall include the lands and premises more particularly described above.

BE IT FURTHER RESOLVED that a hearing on any objections to the improvement, the estimate of costs and to the special assessment district proposed to be established for the assessment of the cost of such improvement shall be held on July 10, 2018, at a regular meeting of the township board at Garfield Charter Township Hall in the upstairs, large meeting room, at 3848 Veterans Drive, Traverse City, Michigan, commencing at 6:00 p.m.

BE IT FURTHER RESOLVED that the Clerk is instructed to give the proper notice of such hearing by mailing and publication in accordance with law and statute provided.

BE IT FURTHER RESOLVED that all resolutions and parts of resolutions insofar as they conflict with the provisions of this resolution be and the same are hereby rescinded.

Moved:

Supported:

Ayes:

Nays:

Absent and Excused:

RESOLUTION 2018-16-T (amended) DECLARED ADOPTED.


By: _____
Lanie McManus, Clerk
Charter Township of Garfield

CERTIFICATE

I, Lanie McManus, Clerk of the Charter Township of Garfield, do hereby certify that the above is a true and correct copy of a Resolution which was adopted by the Township Board of the Charter Township of Garfield on the 26th day of June, 2018.

Dated: _____

Lanie McManus, Clerk

		Charter Township of Garfield	
		Planning Department Report No. 2018-68	
Prepared:	June 19, 2018	Pages:	Page 1 of 1
Meeting:	June 26, 2018 Township Board	Attachments:	<input checked="" type="checkbox"/>
Subject:	Proposed Ordinance Addressing Floodplain Management Provisions of the State Construction Code		

STAFF COMMENT:

Although not mandatory, participation in the National Flood Insurance Program (NFIP) has a number of benefits for a community, perhaps most importantly that residents are provided the opportunity to purchase flood insurance. Garfield Township has participated in the Program since 1986. Acme, Blair, East Bay, Long Lake, Paradise, Peninsula, Union, and Whitewater Townships all are currently enrolled in the NFIP.

The Federal Emergency Management Agency (FEMA) has identified and mapped any potentially flood-prone areas within the Township. Overall, the Township is not considered flood-prone at all. Nonetheless, the floodplain maps provide a sense of where the potential for flooding is highest, namely along the banks of the Boardman River. All of the maps provided to the Township by FEMA are available for review in the Planning Department.

In order to formally acknowledge the boundaries delineated in the floodplain maps and to make the Township's participation in the NFIP official, an Ordinance must be adopted. The state provides a model ordinance for this purpose, a copy of which is attached to this report. In addition, a set of PowerPoint slides is also attached that provides some context for floodplain regulation.

Under the Ordinance, the Township Building official would have the authority to enforce the floodplain provisions of the Michigan Construction Code with the adopted maps serving as the basis for that enforcement. In practice, this would mean that the Building Official can require landowners to meet certain code requirements depending upon their location with regard to flood-prone areas.

ACTION REQUESTED:

This agenda item was placed on tonight's agenda for purposes of introduction. If the Board is satisfied with the information provided to date, the next step is to hold a public hearing to consider adopting the Ordinance. A suggested motion for scheduling the public hearing is as follows:

MOTION THAT a public hearing BE SCHEDULED for the July 24, 2018 meeting of the Charter Township of Garfield Board of Trustees to consider adopting the Ordinance language regarding floodplain regulations attached to PD Report 2018-68.

ORDINANCE ADDRESSING FLOODPLAIN MANAGEMENT PROVISIONS OF THE STATE CONSTRUCTION CODE

CHARTER TOWNSHIP OF GARFIELD

GRAND TRAVERSE COUNTY

Ordinance No. 72

An Ordinance to designate an enforcing agency to discharge the responsibility of the Charter Township of Garfield located in Grand Traverse County, and to designate regulated flood hazard areas under the provisions of the State Construction Code Act, Act No. 230 of the Public Acts of 1972, as amended.

The Charter Township of Garfield:

Section 1. AGENCY DESIGNATED. Pursuant to the provisions of the state construction code, in accordance with Section 8b(6) of Act 230, of the Public Acts of 1972, as amended, the Building Official of the Charter Township of Garfield is hereby designated as the enforcing agency to discharge the responsibility of the Charter Township of Garfield under Act 230, of the Public Acts of 1972, as amended, State of Michigan. The Charter Township of Garfield assumes responsibility for the administration and enforcement of said Act through out the corporate limits of the community adopting this ordinance.

Section 2. CODE APPENDIX ENFORCED. Pursuant to the provisions of the state construction code, in accordance with Section 8b(6) of Act 230, of the Public Acts of 1972, as amended, Appendix G of the Michigan Building Code shall be enforced by the enforcing agency within the jurisdiction of the community adopting this ordinance.

Section 3. DESIGNATION OF REGULATED FLOOD PRONE HAZARD AREAS. The Federal Emergency Management Agency (FEMA) Flood Insurance Study (FIS) Entitled "Grand Traverse County, Michigan" (All Jurisdictions) and dated August 28, 2018 and the Flood Insurance Rate Map(s) (FIRMS) panel number(s) of 26055C, 0094C, 0207C, 0225C, 0228C, 0250C, 0226C, dated August 28, 2018 are adopted by reference for the purposes of administration of the Michigan Construction Code, and declared to be a part of Section 1612.3

of the Michigan Building Code, and to provide the content of the "Flood Hazards" section of Table R301.2(1) of the Michigan Residential Code.

Section 4. REPEALS. All ordinances inconsistent with the provisions of this ordinance are hereby repealed.

Section 5. PUBLICATION. This ordinance shall be effective after legal publication and in accordance with the provisions of the Act governing same.

Adopted this _____ day of _____, 2018.

This ordinance duly adopted on _____ at a regular meeting of the Charter Township of Garfield Board of Trustees and will become effective _____ (*Date*).

Signed on _____ by _____,

Lanie McManus, Clerk

Garfield Township

Attested on _____ by _____

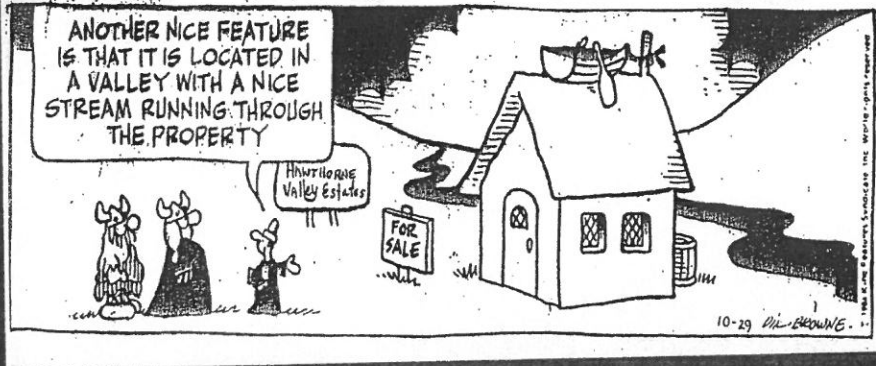
Chuck Korn, Supervisor

Garfield Township

Floodplain mapping Leelanau Grand Traverse

Any River, Lake or Stream has a
floodplain associated with it

Hagar the Horrible



Background of the NFIP

Flood Disaster Protection Act of 1973

- Mandatory purchase requirement of flood insurance in mapped flood prone areas

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Background of the NFIP

The National Flood Insurance Reform Act of 1994

- Strengthened flood insurance purchase requirements (Instituted fines against the lenders if flood insurance not required)

6

NFIP is a Partnership

- Federal
- State
- Local



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Federal Role

- Risk identification (Map Production)
- Establish building protection standards
- Provide flood insurance coverage

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Flood Insurance 101 Facts

- Homeowners insurance does not cover flooding
- Everyone in a participating community of the NFIP can buy flood insurance
- Available to homeowners, business owners, renters, condo unit owners, and condo associations
- Sold through any licensed property insurance agent or broker or a write your own company
- Claims are paid regardless of disaster declaration
- 20 to 25% of all flood insurance claims are filed in low to moderate risk areas

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Map Modernization



- Flood Maps are the tools of the NFIP trade.
- Flood Maps support the National Flood Insurance Program
- 5-Year Congressionally mandated program to modernize FEMA's inventory of flood maps (has been extended into Risk Map)
- Almost every community in the U.S. will be identified and mapped (goal=92% of the population to be mapped)

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Timeline of Map Modernization in Leelanau and Grand Traverse

Summer 2011

preliminary maps presented to counties

Spring 2012

FEMA conducts resilience meetings

Summer 2012

Coastal map discovery meetings

Summer 2017

Flood Risk Review meeting - draft coastal maps (available for review on-line)

August 28, 2018

Digital flood maps go final

2020??

new coastal flood maps complete

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NFIP in MI

■ Statewide Figures (4/29/2014):

- Total communities enrolled = 985
- Total policies = 24,371
- Total coverage = 4.2 billion dollars
- Total claims since 1978 = 10,394
- Total dollars paid in claims since 1978 = 56.6 million dollars
- Total annual premium = 22.4 million dollars
- Average annual policy premium = \$920
- See handout for updated data for Leelanau and GT Counties

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Useful Contact Information:

Matt Occhipinti
State NFIP Coordinator
DEQ
350 Ottawa Avenue NW
Grand Rapids, MI 49503
616-204-1708
occhipintim@michigan.gov

Susan Conradson
Cadillac District Floodplain Engineer
DEQ
120 W. Chapin Street
Cadillac MI 49601
231-876-4443
conradsons2@michigan.gov

FEMA Map Service Center
877-FEMA-MAP
877-336-2627
Press "1" twice to get a live person

You can view the new maps at FEMA's map service center's web page:

<https://msc.fema.gov/portal>

"MSC Search all products"

- Fill-in in Michigan, Grand Traverse County, Community name – click SEARCH
- Look in "pending product" folder for maps
- Click "download map" to view

Map adoption documents available on DEQ web page:

http://www.michigan.gov/deq/0,4561,7-135-3313_3684_3725-122959--,00.html

**Grand Traverse County Flood Insurance Map Meeting
March 19, 2018**

Communities that currently have Flood Insurance Maps:

- Long Lake Township
- Paradise Township
- Peninsula Township
- Traverse City
- Union Township
- Whitewater Township

Communities getting new or updated maps with identified flood hazard areas

- Acme Township
- Blair Township
- East Bay Township
- Garfield Township
- Green Lake Township (Bass Lake)
- Long Lake Township
- Paradise Township
- Peninsula Township
- Traverse City
- Union Township
- Whitewater Township

Communities not getting new maps & with no Special Flood Hazard Areas (SFHA) identified:

- Fife Lake
- Fife Lake Township
- Grant Township
- Mayfield Township

Communities currently enrolled in FEMA National Flood Insurance Program (NFIP):

- Acme Township
- Blair Township
- East Bay Township
- Garfield Township
- Long Lake Township
- Paradise Township
- Peninsula Township
- Traverse City
- Union Township
- Whitewater Township

Communities not currently enrolled in FEMA National Flood Insurance Program (NFIP):

- Fife Lake Township
- Fife Lake Village
- Grant Township
- Green Lake Township
- Kingsley Village

Building Code administration:

The County does the building code enforcement for all the townships in Grand Traverse County, except for Garfield and the City of Traverse.

We are going to be getting new maps, now what?
Your local unit of government falls into one of three categories (as follows):

Currently not in NFIP, and have new maps

- **Green Lake Township**
- **Village of Kingsley**

Need to complete the following four (4) documents and submit to Matt Occhipinti, NFIP Coordinator, DEQ:

- 1 5) FEMA-NFIP Community application form
- 2 6) Michigan Community Resolution of intent for participating in the NFIP
- 3 7) Community Resolution and Intergovernmental Agreement to Management Floodplain Development for the NFIP
- 4 8) State Construction Code Ordinance for Floodplain Management Provisions

Currently in NFIP, and have new maps:

- **Acme Township**
- **Blair Township**
- **East Bay Township**
- **Garfield Township**
- **Long Lake Township**
- **Paradise Township**
- **Peninsula Township**
- **Traverse City**
- **Union Township**
- **Whitewater Township**

Need to complete the following documents and submit to Matt Occhipinti, NFIP Coordinator, DEQ:

- 1) Community Resolution and Intergovernmental Agreement to Management Floodplain Development for the NFIP
- 2 3) State Construction Code Ordinance for Floodplain Management Provisions

Currently not in NFIP and no new mapped floodplain areas:

- **Fife Lake**
- **Fife Lake Township**
- **Grant Township**
- **Mayfield Township**

No action needed unless the township desires to join the NFIP to make the purchase of flood insurance an option for the township residents

Community	# Flood Policies in force	Insurance in force	Total losses paid to date	Date community joined
Bingham Twp				8/29/1986
Centerville Twp	5	\$881,800		7/28/1975
Cleveland Twp	9	\$2,421,700		7/18/1974
Elmwood Twp	14	\$3,495,800	3 (\$7,671)	7/2/1975
Empire Twp			1	\$7,885
Glen Arbor Twp	3	\$805,000	1 (\$500)	3/7/1975
Leelanau Twp	33	\$8,348,700	2 (\$4,046)	6/5/1975
Leland Twp	2	\$500,000		5/5/1986
Northport village	2	\$677,900		7/24/1989
Suttons Bay Twp	2	\$700,000		7/21/1986
Suttons Bay	4	\$1,300,000		9/17/1973
Traverse City	19	\$5,099,500	7 (\$14,624)	8/8/1975
Acme Twp	1	\$42,000		3/3/1986
Blair Twp	6	\$1,752,600	2 (\$16,100)	11/13/1986
East Bay Twp	10	\$3,235,000	1 (\$135,743)	3/3/1986
Garfield Twp	2	\$550,000	3 (\$27,668)	4/25/1986
Long Lake Twp	18	\$4,286,600	1 (\$1,756)	11/25/1986
Paradise Twp	2	\$283,700	1 (\$17,696)	12/20/1990
Peninsula Twp	5	\$1,470,000	3 (\$12,862)	3/3/1986
Union Twp	1	\$272,100		4/23/1987
Whitewater Twp	6	\$1,370,000		1/29/1987

3/14/2018

<https://www.fema.gov/policy-claim-statistics-flood-insurance>



Engineering
Surveying
Testing &
Operations

OWNER

Charter Township of Garfield

ENGINEER

Gourdie-Fraser
123 W. Front Street
Traverse City, MI 49684

123 West Front Street
Traverse City, Michigan 49684
231.946.5874
231.946.3703

CONTRACTOR

DN Tanks, Inc.
PO Box 670690
Dallas, TX 75267-0690

CONTRACT AMOUNT

ORIGINAL: \$935,000.00

REVISED: \$984,500.00

COMPLETION DATE

ORIGINAL: November 30, 2017

REVISED: August 31, 2018

DATES OF ESTIMATES

FROM: 12/31/17

TO: 05/31/18

APPLICATION FOR PROGRESS PAYMENT

Payment No. 4

Project: NW Water System Division A:

GFA Project No: 16037

Item	Description of Item	CONTRACT ITEMS (Original)		CONTRACT ITEMS (Revised)		THIS PERIOD			TOTAL TO DATE			
		Unit	Qty.	Cost/Unit	Item Cost	Cost/Unit	Item Cost	Qty	%	Item Cost	Qty	%
1	Mobilization/Bonds/Insurance	LS	1	\$16,300.00	\$16,300.00		\$0.00		0%	\$0.00	1	100%
2	Excavation including installation of site piping and accessories (within 15' perimeter of tank)	LS	1	\$109,100.00	\$109,100.00		\$0.00		0%	\$0.00	1	100%
3	Foundation	LS	1	\$74,900.00	\$74,900.00		\$0.00		0%	\$0.00	1	100%
4	Tank Installation	LS	1	\$710,800.00	\$710,800.00		\$0.00	0.035	4%	\$24,878.00	1	100%
5	Disinfection/Testing	LS	1	\$4,500.00	\$4,500.00		\$0.00		0%	\$0.00		0%
6	Site Restoration and Grading	LS	1	\$19,400.00	\$19,400.00		\$0.00		0%	\$0.00	1	50%
	Change Order No 1 - Exterior Pilasters w/Horiz Band	LS	1	\$49,500.00	\$49,500.00		\$0.00		0%	\$0.00	1	100%
				\$984,500.00	\$984,500.00		\$0.00			\$24,878.00		
										\$49,500.00		
										\$970,300.00		



Engineering
Surveying
Testing &
Operations

123 West Front Street
Traverse City, Michigan 49684
231.946.5874
231.946.3703

APPLICATION FOR PROGRESS PAYMENT

Payment No. 4

Project: NW Water System Division A: GFA Project No: 16037

Original Contract Amount	935,000.00	
Change Orders	49,500.00	
Adjusted Contract Amount to Date	984,500.00	
Total Cost of Work Performed to date	970,300.00	99%
MINUS Retainage in Accordance with the Contract	97,030.00	10%
MINUS Additional Retainage	873,270.00	0%
Net Amount Earned on Contract and Extra Work to Date	873,270.00	
PLUS Value of Materials Stored at Close of This Period	850,879.80	
Subtotal	22,390.20	
MINUS Amount of Previous Payments		

BALANCE DUE THIS PAYMENT

Payment No.	Amount
1	221,984.59
2	422,082.41
3	206,812.80
TOTAL	850,879.80

CHANGE ORDERS	Amount
1 - 06/21/2017:	\$49,500.00
2 - 12/30/2017	
TOTAL	\$49,500.00



Engineering
Surveying
Testing &
Operations

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

Payment No. 4

Project: NW Water System Division A:
Potable Water Storage Tank

GFA Project No: 16037

The undersigned CONTRACTOR certifies that: (1) Any previous progress payments received from OWNER on account of Work done under the Contract referred to above have been applied to discharge in full all obligations of CONTRACTOR incurred in connection with Work covered by prior Applications for Payment; (2) title to all Work, materials, and equipment incorporated in said Work or otherwise listed in or covered by this Application for Payment will pass to OWNER at time of payment free and clear of all liens, claims, security interest and encumbrances (except such as are covered by Bond acceptable to OWNER indemnifying OWNER against any such lien, claim, security interest, or encumbrance); and (3) all Work covered by this Application for Payment is in accordance with the contract Documents and not defective as that term is defined in the Contract Documents

Twenty Two Thousand Three Hundred Ninety Dollars and Twenty Cents
Payment of the above AMOUNT DUE THIS APPLICATION is recommended

Dated: June 19, 2018

GOURDIE-FRASER
(ENGINEER)

[Handwritten Signature]
Authorized Signature

Date: 06/19/18

[Handwritten Signature]
(CONTRACTOR)

[Handwritten Signature]
Authorized Signature

Charter Township of Garfield**Construction Update**

June 20, 2018

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

Status below:

Division I: DN Tanks has completed the construction of the tank and currently in the process of winterizing and completing site restoration. They were back last month to finish the exterior coat and to restoration items. Upon Completion of Division II they will return to conduct leak and disinfection testing of the tank. Pay Application #4 is the packet for Board consideration / approval

Division II: Project started June 14th with a notification sent to all residents within Heritage Estates and watermain route. Project is intended to be completed end of September.

Division III: Booster Station / Mechanical Upgrade design is being finalized with permits to be solicited Summer with Fall / Spring 2019 construction anticipated.

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

Township board approved recommendations in report at September 26th meeting. GFA is coordinating work with DPW and submitted request to MDEQ for SAW Grant Reimbursement

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 is still being disputed by the Township and being discussed with the City, DEQ and Township. Restrictions exist for the area serviced by Garfield Booster Station #7 which currently is limited to provide supply to 150 benefits.

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 and GPS the locations of each. A current copy of the infrastructure has been provided to Erik to update the Township maps.

The BPW was recently 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. Final Design plans were recently submitted to GFA for review and assistance with applying for DEQ Part 41 sewer permit; permits for the drain crossing were already submitted to DEQ LWMD. A project update meeting is scheduled end of this month. Bidding is slated for Fall (2018) and Spring (2019) construction following.

Boardman Valley Nature Preserve Site Improvements

GFA contract was approved to provide construction administration, testing, survey and closeout services at the July 2017 meeting. Contracts have been awarded to three (3) contractors for each division and a preconstruction meeting was held in March. Project was scheduled to start in May however there were several contractor delays and about 1 month behind schedule. The concrete headwall has been installed and kayak ramp to be installed this week. Pay Application #1 is in the packet for board consideration / approval

Utility Plan Reviews

Traditions

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

Ridges at 45- Phase 3/4

GFA is representing the Township in full time construction oversight / closeout. Project started two (2) weeks ago.

Contractors Drive (Cass Road)

Preliminary Plan review has been submitted and awaiting final revisions / permit packet for submission. Anticipated fall construction

Windy Hills (60 Acre Herkner Parcel)

GFA received final submittal set for review / DEQ permit last week and are currently reviewing.

Ashland Park - Phase 2 & 3

Plan review has been completed by GFA and currently awaiting resubmission with revisions and then will submit for DEQ Permits. Anticipated fall construction

Chelsea Park – Final Phase

Utility installation completed and awaiting on final walkthrough, closeout documents from contractor.

Fox Run

Plans have been approved and awaiting for DEQ permits before starting construction. GFA will be providing construction oversight.

IV. 2018 Storm water Plan Reviews

City of Traverse City - Lafranier Tank	SW Plan Review: approved (need draining plan submitted)
City of Traverse City - Lafranier Tank	Utility Plan Review (need record drawings)
3643 West Front (Cosmetic Skin and Laser Center)	approved
5217 Royal Drive - Dentist Addition	approved
Ashland Park Phase 2&3	In Review
City of TC - Hickory Hills	approved pending revisions per letter (2/19/18)
Fox Run	Approved (final plans and SESC permit to be submitted to Twp)
Pine Grove Homes (4030 Meadowlane)	Approved (Sidewalk approval / Final plans to Twp)
Ridges at 45 - Phase 3 /4	Approved (recommend shallowing basin / final sealed plans to Twp)
1394 Industry Drive	Review letter sent to Engineer (4/16/2018) & Awaiting Revisions
TC Storage Units (Industry Drive)	Email Prelim Review (3/23/2018) waiting on applicant
1333 Yellow Drive BMPs	Approved (final plans to be submitted to Twp)
1318 Industry Drive	Approved (final plans to be submitted to Twp)
Fergusons Lawn Equipment -2nd Review (Bill Crain)	initial review comments sent to Bill on 5/24/2018
45 Hughes Drive	initial review comments sent to Bill on 5/11/2018
Hobby Lobby	Approved (final plans and SESC permit to be submitted to Twp)

GTMESSA 2018

June Report

- Firefighter Flynn and Barber attended a week-long rope course in Howell.
- Crews performed confined space entry training to recognize the dangers associated with these rare but dangerous incidents.
- Crews have been informed of pending changes in both state developed fire officer training and the hazardous materials programs.
- Active shooter training with TCFD and TCPD in the Commons
- Water supply and drafting training was held on Arbutus and Silver Lakes

May 24 – Hampton Inn, East Bay – A medical call for a symptomatic stroke patient had a delayed response from North Flight. Metro tended to the patient for 12 minutes before an ambulance arrived for a total response time of over 17 minutes. The patient was in serious condition and NF requested Metro to drive them into Munson.

May 29 – Crossing Circle, Garfield – A crash resulted in a chest injury of an elderly passenger, which appeared minor in nature. North Flight had a 28-minute response time as the unit had to come from Acme and fight the Airport construction.

June 8 – M 72 and Bates, Acme – A two vehicle crash required extrication for two people trapped in a vehicle resting on its roof. Patients were transported to Munson.

June 13 – Garfield Rd, East Bay – A truck carrying several hundred gallons of road stripping paint went off the roadway spilling its load into a nearby creek. The driver crawled out of the vehicle prior to EMS and Metro's arrival. Cleanup work continues under the direction of the EPA and DEQ.

June 15 – Airport Road Fuel Spill – The eastbound lanes of Airport were found to have diesel fuel spilled onto them by an unknown vehicle. The spill ran between Garfield and Park. County roads aided by applying sand. EPA called

June 18 – Sara Lee, Garfield – An unintentional release of anhydrous ammonia occurred during the overnight hours. Metro was not notified until several hours later when a report was made to the National Response Center who made a report notifying EM Gregg Bird, Metro and the EPA

Clerk's Report

For May 31, 2018

Submitted 6/18/18

To The Garfield Township Board;

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

For the month of May in the General Fund, you will find that we had a total of \$101,733.75 Revenues and \$478,181.64 Expenditures. For the year we have a total of \$2,309,939.85 Revenues and \$1,384,669.22 Expenditures.

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

Lanie McManus

Township Clerk

GL NUMBER	DESCRIPTION	2018		YTD BALANCE 05/31/2018	ACTIVITY FOR MONTH 05/31/2018	AVAILABLE BALANCE
		ORIGINAL BUDGET	2018 AMENDED BUDGET			
Fund 101 - GENERAL OPERATING FUND						
Revenues						
Dept 000						
101-000-403.000	CURRENT REAL PROPERTY TAXES	1,729,825.24	1,729,825.24	1,588,052.78	1,483.25	141,772.46
101-000-407.000	DEL PERSONAL PROP TAXES	500.00	500.00	1,741.84	0.00	(1,241.84)
101-000-412.000	SWAMP TAX COLLECTIONS	80.00	80.00	0.96	0.00	79.04
101-000-414.000	Protested R/E Interest	3,000.00	3,000.00	146.50	0.00	2,853.50
101-000-423.000	TRAILER PARK FEES	6,000.00	6,000.00	3,333.50	0.00	2,666.50
101-000-445.000	PENALTIES & INT. ON TAXES	4,000.00	4,000.00	55.60	0.00	3,944.40
101-000-476.000	BUILDING PERMITS	200,000.00	200,000.00	124,159.00	20,314.00	75,841.00
101-000-476.001	PLANNING FEES	8,000.00	8,000.00	4,650.00	800.00	3,350.00
101-000-476.002	MAINT INSPECTION FEES	750.00	750.00	900.00	0.00	(150.00)
101-000-476.003	TREASURER FEES	500.00	500.00	100.00	100.00	400.00
101-000-476.004	PARK USE FEES	2,500.00	2,500.00	1,260.00	500.00	1,240.00
101-000-476.005	ZONING FEES	25,000.00	25,000.00	9,260.00	2,640.00	15,740.00
101-000-574.000	STATE SHARED REVENUE	1,240,000.00	1,240,000.00	430,246.00	0.00	809,754.00
101-000-574.001	STATE SHARED REV. - LIQUOR LA	19,000.00	19,000.00	0.00	0.00	19,000.00
101-000-575.000	Road Right of Way	20,000.00	20,000.00	(8,123.50)	(6,974.50)	28,123.50
101-000-612.000	CHARGES FOR TOWNSHIP SERVICES	7,000.00	7,000.00	1,453.90	104.00	5,546.10
101-000-627.000	TAX COLLECTION FEES	22,000.00	22,000.00	0.00	0.00	22,000.00
101-000-656.000	Ordinance Enforcement Fees	500.00	500.00	466.68	33.33	33.32
101-000-664.000	EARNED INTEREST	35,000.00	35,000.00	14,981.97	0.00	20,018.03
101-000-668.002	RENTS & ROYALTIES CABLE VIS	265,000.00	265,000.00	137,603.89	70,446.26	127,396.11
101-000-668.003	RENTS & ROYALTIES CABLE EQUIP	13,000.00	13,000.00	11,570.71	7,413.91	1,429.29
101-000-670.000	UNREALIZED LOSS ON INVESTMENT	0.00	0.00	(17,485.80)	0.00	17,485.80
101-000-676.000	REIMBURSEMENTS	0.00	0.00	5,193.96	4,873.50	(5,193.96)
101-000-676.001	Reimbursed Treasurer Legal Fees	600.00	600.00	371.86	0.00	228.14
Total Dept 000		3,602,255.24	3,602,255.24	2,309,939.85	101,733.75	1,292,315.39
TOTAL REVENUES		3,602,255.24	3,602,255.24	2,309,939.85	101,733.75	1,292,315.39

Fund 101 - GENERAL OPERATING FUND:
 TOTAL REVENUES

3,602,255.24	3,602,255.24	2,309,939.85	101,733.75	1,292,315.39
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EXPENDITURE REPORT FOR GARFIELD TOWNSHIP
 PERIOD ENDING 05/31/2018

GL NUMBER	DESCRIPTION	2018 ORIGINAL BUDGET	2018 AMENDED BUDGET	YTD BALANCE 05/31/2018	ACTIVITY FOR MONTH 05/31/18	AVAILABLE BALANCE	% BDGT USED
Fund 101 - GENERAL OPERATING FUND							
Expenditures							
Dept 101 - TOWNBOARD							
101-101-701.100	WAGES - TRUSTEE	12,000.00	12,000.00	4,150.00	800.00	7,850.00	34.58
101-101-701.101	WAGES - FILE CLERK	28,111.20	28,111.20	9,207.84	1,702.89	18,903.36	32.76
101-101-701.102	WAGES - TRUSTEE	12,000.00	12,000.00	4,250.00	800.00	7,750.00	35.42
101-101-701.103	WAGES - TRUSTEE	12,000.00	12,000.00	3,950.00	550.00	8,050.00	32.92
101-101-701.104	WAGES - OFFICE COORDINATOR	12,000.00	12,000.00	4,100.00	750.00	7,900.00	34.17
101-101-701.105	WAGES - OFFICE COORDINATOR	31,961.38	31,961.38	29,724.00	5,414.40	2,237.38	93.00
101-101-726.000	SUPPLIES	5,000.00	5,000.00	2,655.11	629.51	2,344.89	53.10
101-101-726.001	POSTAGE	7,000.00	7,000.00	2,409.11	15.48	4,590.89	34.42
101-101-726.002	SUPPLIES - COPIER MAINTENANCE	7,500.00	7,500.00	1,861.20	0.00	5,638.80	24.82
101-101-801.002	LEGAL SERVICES - TOWNBOARD	15,000.00	15,000.00	6,504.47	2,287.00	8,495.53	43.36
101-101-801.004	LEGAL -Tax Tribunal	10,000.00	10,000.00	0.00	0.00	10,000.00	0.00
101-101-802.000	AUDIT AND ACCOUNTING	16,500.00	16,500.00	7,000.00	0.00	9,500.00	42.42
101-101-805.000	CONTRACTED AND OTHER SERVICES	6,000.00	6,000.00	2,527.75	1,044.25	3,472.25	42.13
101-101-860.000	MILEAGE	500.00	500.00	0.00	0.00	500.00	0.00
101-101-900.000	PRINTING & PUBLISHING	3,500.00	3,500.00	1,055.07	0.00	2,444.93	30.14
101-101-901.000	ADVERTISING	7,000.00	7,000.00	1,707.04	535.25	5,292.96	24.39
101-101-960.000	EDUCATION & TRAINING	4,000.00	4,000.00	189.46	0.00	3,810.54	4.74
101-101-965.101	DUES & PUBLICATIONS -TOWNBOAR	2,500.00	2,500.00	619.94	0.00	1,880.06	24.80
101-101-965.102	DUES - MICHIGAN TOWNSHIP ASSO	6,500.00	6,500.00	5,961.64	5,961.64	538.36	91.72
Total Dept 101 - TOWNBOARD		199,072.58	199,072.58	87,872.63	20,490.42	111,199.95	44.14
Dept 171 - TOWNSHIP SUPERVISOR							
101-171-701.201	WAGES - SUPERVISOR	73,399.69	73,399.69	30,995.67	5,646.14	42,404.02	42.23
101-171-701.202	WAGES - APPRAISER II	42,882.00	42,882.00	18,103.20	3,297.60	24,778.80	42.22
101-171-701.204	WAGES - APPRAISER III	51,117.39	51,117.39	15,322.33	0.00	35,795.06	29.97
101-171-701.205	WAGES - ASSESSOR	90,625.58	90,625.58	38,240.10	6,971.20	52,385.48	42.20
101-171-726.000	SUPPLIES	2,000.00	2,000.00	300.00	0.00	1,700.00	15.00
101-171-726.001	POSTAGE	3,500.00	3,500.00	3,633.10	0.00	(133.10)	103.80
101-171-805.000	CONTRACTED AND OTHER SERVICES	25,000.00	25,000.00	241.78	0.00	24,758.22	0.97
101-171-860.200	MILEAGE - SUPERVISOR	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00
101-171-860.201	MILEAGE - ASSESSOR	1,000.00	1,000.00	213.86	0.00	786.14	21.39
101-171-900.000	PRINTING & PUBLISHING	2,000.00	2,000.00	1,262.72	0.00	737.28	63.14
101-171-901.000	ADVERTISING	500.00	500.00	0.00	0.00	500.00	0.00
101-171-960.000	EDUCATION & TRAINING	7,000.00	7,000.00	1,455.38	30.16	5,544.62	20.79
101-171-960.200	EDUCATION - SUPERVISOR	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00
101-171-965.000	DUES & PUBLICATIONS	3,000.00	3,000.00	574.00	0.00	2,426.00	19.13
Total Dept 171 - TOWNSHIP SUPERVISOR		304,024.66	304,024.66	110,342.14	15,945.10	193,682.52	36.29
Dept 191 - ELECTIONS							
101-191-701.000	WAGES	45,000.00	45,000.00	0.00	0.00	45,000.00	0.00
101-191-726.000	SUPPLIES	10,000.00	10,000.00	1,214.49	1,140.69	8,785.51	12.14
101-191-726.001	POSTAGE	9,000.00	9,000.00	1,116.15	1,116.15	7,883.85	12.40
101-191-860.000	MILEAGE	400.00	400.00	0.00	0.00	400.00	0.00
101-191-901.000	ADVERTISING	500.00	500.00	0.00	0.00	500.00	0.00
101-191-935.010	MACHINE MAINTENANCE	3,000.00	3,000.00	0.00	0.00	3,000.00	0.00
101-191-935.015	COMPUTER SUPPORT SYSTEMS	5,000.00	5,000.00	165.46	0.00	4,834.54	3.31
Total Dept 191 - ELECTIONS		72,900.00	72,900.00	2,496.10	2,256.84	70,403.90	3.42
Dept 215 - TOWNSHIP CLERK							

EXPENDITURE REPORT FOR GARFIELD TOWNSHIP
 PERIOD ENDING 05/31/2018

GL NUMBER	DESCRIPTION	2018		ACTIVITY FOR MONTH 05/31/18	YTD BALANCE 05/31/2018	AVAILABLE BALANCE	% BDGT USED
		ORIGINAL BUDGET	AMENDED BUDGET				
Fund 101 - GENERAL OPERATING FUND							
Expenditures							
101-215-701.300	WAGES - CLERK	73,399.69	73,399.69	5,646.14	30,995.67	42,404.02	42.23
101-215-701.302	WAGES - DEPUTY CLERK	43,660.28	43,660.28	3,358.48	18,361.78	25,298.50	42.06
101-215-701.303	WAGES - ACCOUNTANT	5,000.00	5,000.00	0.00	510.00	4,490.00	10.20
101-215-726.000	SUPPLIES	1,500.00	1,500.00	865.35	0.00	634.65	57.69
101-215-860.300	MILEAGE - CLERK	400.00	400.00	268.14	268.14	131.86	67.04
101-215-860.301	MILEAGE - DEPUTY CLERK	400.00	400.00	0.00	0.00	400.00	0.00
101-215-956.016	MISCELLANEOUS	500.00	500.00	0.00	0.00	500.00	0.00
101-215-960.000	EDUCATION & TRAINING	6,000.00	6,000.00	1,117.85	2,675.61	3,324.39	44.59
101-215-965.000	DUES & PUBLICATIONS	700.00	700.00	0.00	0.00	700.00	0.00
Total Dept 215 - TOWNSHIP CLERK		131,559.97	131,559.97	10,390.61	53,676.55	77,883.42	40.80
Dept 247 - BOARD OF REVIEW							
101-247-701.400	WAGES - B OF R	1,500.00	1,500.00	0.00	600.00	900.00	40.00
101-247-701.401	WAGES - B OF R	1,500.00	1,500.00	0.00	600.00	900.00	40.00
101-247-701.402	WAGES - B OF R	1,500.00	1,500.00	0.00	600.00	900.00	40.00
101-247-701.403	WAGES - B OF R	1,500.00	1,500.00	0.00	0.00	1,500.00	0.00
101-247-960.000	EDUCATION & TRAINING	200.00	200.00	0.00	0.00	200.00	0.00
Total Dept 247 - BOARD OF REVIEW		6,200.00	6,200.00	0.00	1,800.00	4,400.00	29.03
Dept 253 - TOWNSHIP TREASURER							
101-253-701.500	WAGES - TREASURER	73,399.69	73,399.69	5,646.14	30,996.06	42,403.63	42.23
101-253-701.501	WAGES - ASSISTANT	5,000.00	5,000.00	0.00	0.00	5,000.00	0.00
101-253-701.502	WAGES - DEPUTY TREASURER	43,660.28	43,660.28	3,358.48	18,361.78	25,298.50	42.06
101-253-726.000	SUPPLIES	2,500.00	2,500.00	76.53	596.80	1,903.20	23.87
101-253-726.001	POSTAGE	6,500.00	6,500.00	1.14	1.14	6,498.86	0.02
101-253-801.000	LEGAL SERVICES	3,000.00	3,000.00	0.00	420.00	2,580.00	14.00
101-253-809.000	Bank Fees	300.00	300.00	0.00	7.00	293.00	2.33
101-253-860.500	MILEAGE - TREASURER	700.00	700.00	0.00	155.42	544.58	22.20
101-253-860.501	MILEAGE - DEPUTY TREASURER	500.00	500.00	46.87	135.05	364.95	27.01
101-253-900.000	PRINTING & PUBLISHING	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00
101-253-901.000	ADVERTISING	100.00	100.00	0.00	0.00	100.00	0.00
101-253-960.000	EDUCATION & TRAINING	4,500.00	4,500.00	405.56	2,183.01	2,316.99	48.51
101-253-965.000	DUES & PUBLICATIONS	500.00	500.00	185.00	185.00	315.00	37.00
Total Dept 253 - TOWNSHIP TREASURER		142,659.97	142,659.97	9,853.63	53,041.26	89,618.71	37.18
Dept 258 - COMPUTER SUPPORT							
101-258-726.000	SUPPLIES	6,000.00	6,000.00	0.00	0.00	6,000.00	0.00
101-258-935.015	COMPUTER SUPPORT SYSTEMS	27,000.00	27,000.00	1,511.00	13,808.00	13,192.00	51.14
101-258-935.016	COMPUTER NETWORK	4,000.00	4,000.00	75.00	375.00	3,625.00	9.38
Total Dept 258 - COMPUTER SUPPORT		37,000.00	37,000.00	1,586.00	14,183.00	22,817.00	38.33
Dept 265 - TOWNSHIP HALL							
101-265-701.011	Maintenance Wages	10,000.00	10,000.00	693.45	3,026.70	6,973.30	30.27
101-265-726.003	SUPPLIES-MAINTANCE	3,500.00	3,500.00	211.54	669.84	2,830.16	19.14
101-265-850.000	TELEPHONE	15,000.00	15,000.00	1,285.48	6,178.38	8,821.62	41.19
101-265-920.601	HEATING / GAS	12,000.00	12,000.00	1,622.32	8,547.66	3,452.34	71.23
101-265-920.602	WATER / SEWER	6,000.00	6,000.00	145.22	354.94	5,645.06	5.92
101-265-920.603	LIGHTS BUILDING	13,500.00	13,500.00	2,926.27	6,213.32	7,286.68	46.02

EXPENDITURE REPORT FOR GARFIELD TOWNSHIP
 PERIOD ENDING 05/31/2018

GL NUMBER	DESCRIPTION	2018		YTD BALANCE 05/31/18	ACTIVITY FOR MONTH 05/31/18	AVAILABLE BALANCE	% BDGT USED
		ORIGINAL BUDGET	AMENDED BUDGET				
Fund 101 - GENERAL OPERATING FUND							
Expenditures							
101-265-935.601	SNOW PLOWING	10,000.00	10,000.00	2,075.00	315.00	7,925.00	20.75
101-265-935.602	LAWN MAINTENANCE	10,000.00	10,000.00	135.00	0.00	9,865.00	1.35
101-265-935.603	CLEANING SERVICE	15,000.00	15,000.00	4,939.00	1,150.00	10,061.00	32.93
101-265-935.604	RUBBISH REMOVAL	1,000.00	1,000.00	395.00	79.00	605.00	39.50
101-265-935.605	BUILDING REPAIR	50,000.00	50,000.00	0.00	0.00	50,000.00	0.00
101-265-935.606	ELECTRONIC PROTECTION SYSTEM	1,500.00	1,500.00	730.80	0.00	769.20	48.72
101-265-935.608	MAINTENANCE-OTHER	15,000.00	15,000.00	8,760.45	6,053.70	6,239.55	58.40
Total Dept 265 - TOWNSHIP HALL		162,500.00	162,500.00	42,026.09	14,481.98	120,473.91	25.86
Dept 301 - POLICE SERVICES							
101-301-830.000	POLICE CONTRACT	1,100,000.00	1,100,000.00	507,981.50	253,990.75	592,018.50	46.18
Total Dept 301 - POLICE SERVICES		1,100,000.00	1,100,000.00	507,981.50	253,990.75	592,018.50	46.18
Dept 371 - TOWNSHIP BUILDING INSPECTOR							
101-371-701.702	WAGES BUILDING ASSISTANT	15,510.98	15,510.98	0.00	0.00	15,510.98	0.00
101-371-701.703	WAGES - BUILDING	71,262.00	71,262.00	29,970.05	5,481.70	41,291.95	42.06
101-371-701.704	WAGES - BUILDING	22,000.00	22,000.00	7,509.98	1,553.08	14,490.02	34.14
101-371-701.705	WAGES - CONSTRUCTION BOARD	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00
101-371-726.000	SUPPLIES	1,000.00	1,000.00	246.58	0.00	753.42	24.66
101-371-960.000	EDUCATION & TRAINING	1,000.00	1,000.00	238.00	0.00	762.00	23.80
101-371-965.000	DUES & PUBLICATIONS	1,500.00	1,500.00	437.85	150.00	1,062.15	29.19
Total Dept 371 - TOWNSHIP BUILDING INSPECTOR		113,272.98	113,272.98	38,402.46	7,184.78	74,870.52	33.90
Dept 400 - PLANNING COMMISSION							
101-400-701.800	WAGES - PLANNING	2,000.00	2,000.00	700.00	100.00	1,300.00	35.00
101-400-701.801	WAGES - PLANNING	2,000.00	2,000.00	200.00	0.00	1,800.00	10.00
101-400-701.802	WAGES - PLANNING	2,000.00	2,000.00	800.00	200.00	1,200.00	40.00
101-400-701.804	WAGES - PLANNING	2,000.00	2,000.00	800.00	200.00	1,200.00	40.00
101-400-701.805	WAGES - PLANNING	2,000.00	2,000.00	800.00	200.00	1,200.00	40.00
101-400-701.806	WAGES - PLANNING	2,000.00	2,000.00	900.00	200.00	1,100.00	45.00
101-400-701.808	WAGES - PLANNING	2,000.00	2,000.00	900.00	200.00	1,100.00	45.00
101-400-801.000	LEGAL SERVICES	22,000.00	22,000.00	10,251.10	2,590.00	11,748.90	46.60
101-400-805.000	CONTRACTED AND OTHER SERVICES	6,000.00	6,000.00	2,924.50	2,242.50	3,075.50	48.74
101-400-900.000	PRINTING & PUBLISHING	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00
101-400-901.000	ADVERTISING	2,000.00	2,000.00	665.75	133.75	1,334.25	33.29
101-400-960.000	EDUCATION & TRAINING	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00
101-400-965.000	DUES & PUBLICATIONS	500.00	500.00	0.00	0.00	500.00	0.00
Total Dept 400 - PLANNING COMMISSION		47,500.00	47,500.00	18,941.35	6,066.25	28,558.65	39.88
Dept 401 - TOWNSHIP PLANNER							
101-401-701.900	WAGES - PLANNER	71,751.75	71,751.75	30,225.07	5,519.36	41,526.68	42.12
101-401-701.901	WAGES - DEPUTY PLANNER	51,371.62	51,371.62	21,687.23	3,950.42	29,684.39	42.22
101-401-701.902	WAGES - PLANNER ASSISTANT	11,633.23	11,633.23	0.00	0.00	11,633.23	0.00
101-401-726.000	SUPPLIES	1,000.00	1,000.00	228.73	0.00	771.27	22.87
101-401-860.900	MILEAGE - TOWNSHIP PLANNER	300.00	300.00	0.00	0.00	300.00	0.00
101-401-860.901	MILEAGE - DEPUTY PLANNER	300.00	300.00	0.00	0.00	300.00	0.00
101-401-900.000	PRINTING & PUBLISHING	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00
101-401-960.000	EDUCATION & TRAINING	5,000.00	5,000.00	0.00	0.00	5,000.00	0.00

GL NUMBER	DESCRIPTION	2018		ACTIVITY FOR MONTH 05/31/18	AVAILABLE BALANCE	% BGDG USED
		ORIGINAL BUDGET	AMENDED BUDGET			
Fund 101 - GENERAL OPERATING FUND						
Expenditures						
101-401-965.000	DUES & PUBLICATIONS	1,000.00	1,000.00	0.00	1,000.00	0.00
Total Dept 401 - TOWNSHIP PLANNER		144,356.60	144,356.60	9,469.78	92,215.57	36.12
Dept 410 - ZONING BOARD OF APPEALS						
101-410-701.001	WAGES - ZONING	1,200.00	1,200.00	100.00	1,100.00	8.33
101-410-701.002	WAGES - ZONING	1,200.00	1,200.00	100.00	1,100.00	8.33
101-410-701.003	WAGES - ZONING	1,200.00	1,200.00	100.00	1,100.00	8.33
101-410-701.004	WAGES - ZONING	1,200.00	1,200.00	0.00	1,200.00	0.00
101-410-701.005	WAGES - ZONING	1,200.00	1,200.00	100.00	1,100.00	8.33
101-410-801.000	LEGAL SERVICES	10,000.00	10,000.00	435.00	9,565.00	4.35
101-410-805.000	CONTRACTED AND OTHER SERVICES	1,000.00	1,000.00	74.00	926.00	7.40
101-410-901.000	ADVERTISING	2,000.00	2,000.00	246.00	1,754.00	12.30
101-410-960.000	EDUCATION & TRAINING	1,000.00	1,000.00	0.00	1,000.00	0.00
Total Dept 410 - ZONING BOARD OF APPEALS		20,000.00	20,000.00	1,040.00	18,845.00	5.78
Dept 412 - ZONING ADMINISTRATOR						
101-412-701.601	WAGES	50,454.55	50,454.55	3,881.12	29,164.91	42.20
101-412-701.602	WAGES ZONING	16,000.00	16,000.00	1,121.15	11,278.42	29.51
101-412-726.000	SUPPLIES	1,000.00	1,000.00	475.92	524.08	47.59
101-412-860.601	MILEAGE - ZONING ADMIN	150.00	150.00	0.00	150.00	0.00
101-412-860.602	MILEAGE - DEPT ZONING	150.00	150.00	0.00	150.00	0.00
101-412-960.000	EDUCATION & TRAINING	2,000.00	2,000.00	95.00	1,905.00	4.75
101-412-965.000	DUES & PUBLICATIONS	500.00	500.00	0.00	500.00	0.00
Total Dept 412 - ZONING ADMINISTRATOR		70,254.55	70,254.55	5,022.27	43,672.41	37.84
Dept 448 - STREET LIGHTS - TOWNSHIP						
101-448-920.005	STREET LIGHTS TOWNSHIP	80,000.00	80,000.00	29,602.72	50,397.28	37.00
Total Dept 448 - STREET LIGHTS - TOWNSHIP		80,000.00	80,000.00	8,609.55	50,397.28	37.00
Dept 747 - COMMUNITY PROMOTIONS						
101-747-880.003	COM. PROM. - TRAVERSE BAY EDC	15,000.00	15,000.00	0.00	15,000.00	0.00
101-747-880.004	COM. PROM. - TC-TALUS	3,000.00	3,000.00	3,000.00	0.00	100.00
101-747-880.007	COM. PROM. - COMMUNITY AWAREN	20,000.00	20,000.00	5,805.00	14,195.00	29.03
101-747-880.008	COM. PROM. - CONTRACTED SERVI	20,000.00	20,000.00	0.00	20,000.00	0.00
101-747-880.011	COM. PROM. - P.E.G.	100,000.00	100,000.00	47,426.82	52,573.18	47.43
101-747-880.017	COM. PROM. - TV BOARD	2,500.00	2,500.00	715.00	1,785.00	28.60
101-747-880.018	COM. PROM. - MILFOIL	8,000.00	8,000.00	0.00	8,000.00	0.00
Total Dept 747 - COMMUNITY PROMOTIONS		168,500.00	168,500.00	8,995.00	111,553.18	33.80
Dept 806 - TOWNSHIP VEHICLES						
101-806-862.000	GAS & CAR WASHES	2,500.00	2,500.00	681.26	1,818.74	27.25
101-806-863.000	OIL CHANGES	500.00	500.00	0.00	500.00	0.00
101-806-864.000	MISCELLANEOUS	1,500.00	1,500.00	36.40	1,463.60	2.43
Total Dept 806 - TOWNSHIP VEHICLES		4,500.00	4,500.00	312.84	3,782.34	15.95

For Volunteer Boards and Commissions

Purpose:

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

Summary of Policy:

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

Recruitment and Application Process:

1. ~~During the first week of October, each year,~~ The township supervisor - or designee - shall notify all members of boards and commissions ninety (90) days prior to the expiration of their term ~~whose terms expire December 31st of that year~~ that he/she must submit a letter or email to the appropriate department head stating he/she wishes to be considered for reappointment. ~~no later than October 30th.~~
2. ~~For the month of October,~~ A public notice will be placed in one or more conspicuous locations at the town hall, on the township website and through the most effective advertising tools available, *ninety (90) days prior to the expiration of said terms*, specifying the vacancies for all boards and/or commissions that are ~~available for the upcoming year to expire.~~ The notice will set forth the application process and deadlines. Said application will be available on the website or by contacting the township clerk.
3. To be eligible and considered for appointment to a board or commission, applications must be complete and filed with the township clerk ~~on or before November 1st,~~ *sixty (60) days* preceding the beginning of the appointment term. If no applications are received, or applicants lack the necessary background or qualifications, the Selection Committee will be responsible for seeking out qualified applicants.

Selection and Appointments:

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

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

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

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

Board Appointment Policy

Approved June 26, 2018

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

CHARTER TOWNSHIP OF GARFIELD Application for Appointment

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

I, _____, hereby make application for appointment to:

(Name)

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

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

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

1. I reside at: _____
(street address, city and zip code)
since _____, Phone number(s): _____
(year)
Email address: _____@_____

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

3. Citizen of: _____

4. Employer: _____ Phone: _____
a. Indicate nature of your work: _____
b. Title: _____

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

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

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

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

Board Appointment Policy

Approved June 26, 2018

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

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

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

And I acknowledge that:

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

I agree and understand the responsibilities of accepting this position.

Board Appointment: _____

(Signature)

(Date)

Memorandum

City of Traverse City

Office of the City Manager



TO: MARTIN COLBURN, CITY MANAGER

COPY: LAUREN TRIBLE-LAUCHT, CITY ATTORNEY
WILLIAM TWIETMEYER, CITY TREASURER
BENJAMIN MARENTETTE, CITY CLERK
NATE ALGER, INTERIM COUNTY ADMINISTRATOR
CHUCK KORN, GARFIELD TOWNSHIP SUPERINTENDENT
JULIE CLARK, EXECUTIVE DIRECTOR, TART

FROM: PENNY HILL, ASSISTANT CITY MANAGER

DATE: JUNE 07, 2018

SUBJECT: BOARDMAN LAKE LOOP TRAIL LONG TERM MAINTENANCE AGREEMENT

Background:

Since 1990, it has been a goal of several City Commissions, and the general public, to develop a non-motorized trail system that includes a loop around Boardman Lake. Over the years, segments of the trail have been completed through collaborative efforts between several organizations; the City of Traverse City, Garfield Township, Grand Traverse County, and TART to name a few. Today, only one segment of the Boardman Lake Loop remains undeveloped; the segment between 14th Street in the City of Traverse City and Airport Road/Medalie Park in Garfield Township.

Five grant applications have been submitted in order to provide funding to construct the project and complete the loop. They are:

1. Michigan Natural Resources Trust Fund - \$300,000 **Awarded**. (Applicant – Grand Traverse County) Includes installation of two pedestrian bridges which will connect Logan's Landing to Medalie Park, and Medalie Park to the existing east side trail.
 2. Michigan Natural Resources Trust Fund - \$300,000 **Awarded**. (Applicant – Grand Traverse County) Includes completion of the Boardman Lake Loop Trail from 14th Street to Logan's Landing
 3. Land & Water Conservation Fund - \$300,000 **Pending**. (Applicant – Grand Traverse County) Focus on wildlife observation, fishing, and overlooks on the Cove section of the boardwalk.
 4. Coastal Zone Management - \$60,000 **Pending**. (Applicant – Grand Traverse County) Includes renovations to the Medalie Park Trailhead including a universally accessible kayak launch and fishing platform, bathroom renovations, energy efficient lighting, signage, landscaping and paving improvements.
 5. MDOT Transportation Alternatives Program - \$647,991 **Conditional Commitment**. (Applicant – City of Traverse City) Includes completion of the Boardman Lake Loop
- Office of the City Manager, 400 Boardman Avenue, Traverse City, MI 49684 (231) 922-4440

trail on the west side of Boardman Lake from 14th Street to South Airport Road including a non-motorized transportation connection along Dendrinos Drive and Cass Road to South Airport Road.

All of these grants require that a plan for Long Term Maintenance of the trail be developed. Because the development of the Boardman Lake Loop trail has been a collaborative effort that crosses jurisdictional boundaries, the City of Traverse City, Garfield Township, Grand Traverse County, and TART have worked together to develop both a Long Term Maintenance Plan and a funding arrangement that would allow a steady revenue stream for the routine maintenance of the entire loop.

Act 35 of 1951 allows for Intergovernmental Contracts between Municipal Corporations, and reads, in part, that:

“Any municipal corporation shall have power to join with any other municipal corporation, or with any number or combination thereof by contract, or otherwise as may be permitted by law, for the ownership, operation, or performance, jointly, or by any 1 or more on behalf of all, of any property, facility or service which each would have the power to own, operate or perform separately.”

Act 38 of 2017 allows for a Municipality to transfer intangible (cash or cash equivalent) property to a Community Foundation, and reads, in part, that:

“Sec. 7. (1) Subject to subsections (2), (3), and (7), a municipality, school board, intermediate school board, or public library may do the following:
(a) Transfer any gift of intangible personal property received pursuant to section 5 or the proceeds of any gift received pursuant to section 5 to a community foundation.
(b) Transfer any intangible personal property to a community foundation.”

The Proposed Long Term Maintenance Agreement is attached here for your reference.

Highlights of the Agreement Include:

1. City to hold Easements acquired for this project except for the easement along Cass Road, which will be held by Garfield Township.
2. Garfield Township will contribute \$800,000 to a permanent endowment held by the Grand Traverse Regional Community Foundation, with the proceeds from the endowment earmarked specifically for maintenance of the Boardman Lake Loop trail.
3. Future costs for Capital Improvements will be split equally between the City, County and Township.
4. TART will develop a Maintenance Plan for the Loop, which will be reviewed annually and used as a basis for a scope of work, if the maintenance is contracted out, and used as a basis for use of the proceeds of the Endowment.
5. The City will perform maintenance activities for the entire Loop, until such time that the Joint Recreational Authority agrees to accept those responsibilities, or until March 31, 2021 (whichever comes first), at which time the City will contract these services out if the Joint Recreational Authority has not agreed to accept the maintenance responsibilities with respect to the Loop.
6. TART may also perform additional maintenance activities along the Loop at no cost to the parties.

Recommendation:

That the City Commission approve the terms of the Long Term Maintenance Agreement between the City of Traverse City, Garfield Township, Grand Traverse County, and TART, and that the Mayor and City Clerk be authorized to sign the agreement. Such agreement is subject to approval as to its substance with the City Manager, and approval as to its form by the City Attorney.

Please place this item on the June 18, 2018 agenda for consideration by the City Commission.

DRAFT

Potential Funding Source

Brownfield	\$3,600,000
Garfield Township	\$800,000
TART Trails	\$400,000
TAP Grant	\$648,000
MNRTF	\$600,000
Rec passport denied	
2% Grant	\$15,000
Coastal Zone Management	\$60,000
Land & Water Conservation Fund	\$300,000
*Total	\$6,423,000

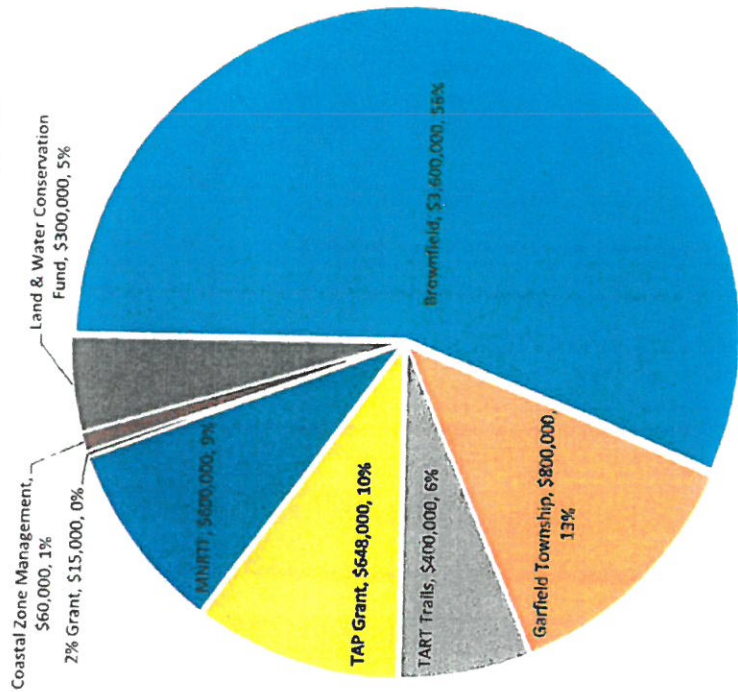
Estimated Development & Maintenance Costs

Engineering	\$5,520,924
Construction	\$430,924
Maintenance	\$4,290,000
	\$800,000

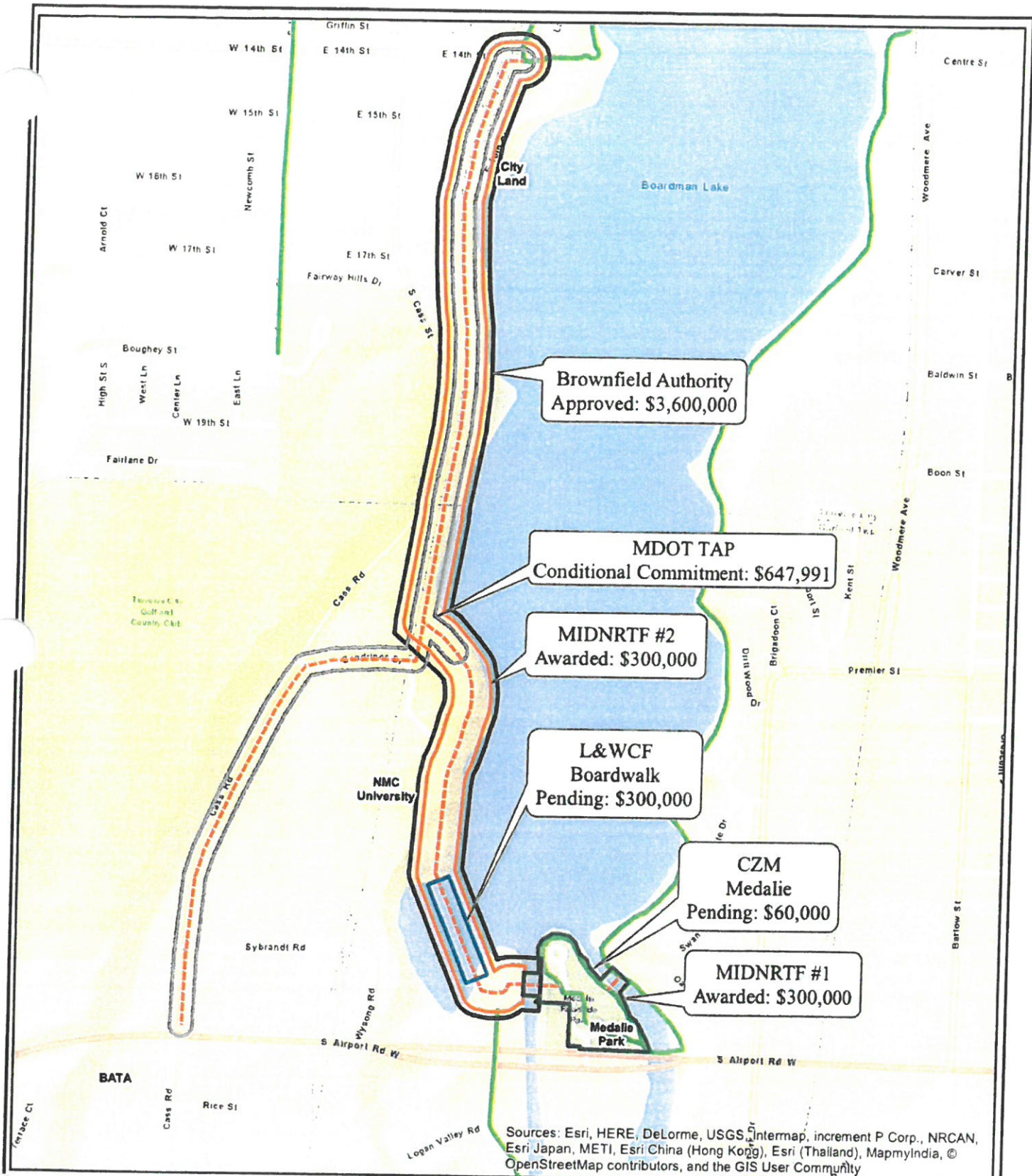
* As of 4/5/2018

** Highlighted means funding awarded/confirmed

Boardman Lake Loop Trail Funding Plan

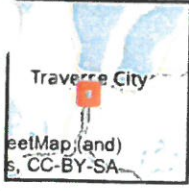


- Brownfield
- TAP Grant
- 2% Grant
- Garfield Township
- MNRTF
- Coastal Zone Management
- TART Trails
- Rec passport denied
- Land & Water Conservation Fund



Sources: Esri, HERE, DeLorme, USGS, Intermap, increment P Corp., NRCAN, Esri Japan, METI, Esri China (Hong Kong), Esri (Thailand), MapmyIndia, © OpenStreetMap contributors, and the GIS User Community

West Boardman Lake Loop



Map Legend	
	MIDNRTF #1
	MIDNRTF #2
	L&WCF
	MDOT TAP
	Brownfield
	West Boardman Lake Loop
	Existing Trail & Cross Town Bicycle Route

**MAINTENANCE AGREEMENT BETWEEN
GARFIELD TOWNSHIP, CITY OF TRAVERSE CITY, TART TRAILS, INC., AND
GRAND TRAVERSE COUNTY
FOR THE
LONG TERM MAINTENANCE OF THE BOARDMAN LAKE LOOP TRAIL**

This Maintenance Agreement (the "Agreement") is between the Charter Township of Garfield ("Township"), located at, 3848 Veterans Drive, Traverse City, MI 49684, The City of Traverse City ("City"), located at, 400 Boardman Avenue, Traverse City, MI 49684, TART Trails, Inc., ("TART") located at 148 E. Front St, Ste. 201 Traverse City, MI 49684, and Grand Traverse County ("County"), located at, 400 Boardman Avenue, Traverse City, MI 49684 (referred collectively herein as the "Parties"). The Parties enter into this Agreement based on the following:

- A. The Parties worked collaboratively on the design, engineering, construction, and funding of the Boardman Lake Loop Trail ("Loop") for recreation and transportation purposes with the goals of supporting and improving the community's economy, health and fitness, and environment.
- B. The Parties acknowledge that the City, as the owner of the trail easements around Boardman Lake, has ultimate management and maintenance responsibility of the Loop. It is the goal of the Parties to seek a long-term, cross-jurisdictional approach for the long-term maintenance and eventual replacement of the Loop, and to facilitate quality public non-motorized transportation and recreation opportunities along the Loop.
- C. The purpose of this Agreement is to establish the respective obligations of the Parties in order to achieve the common goal of the permanent, equitable and responsible maintenance of the Loop.
- D. Looking to the future, it is the intent of the Parties to encourage the Joint Recreational Authority, formed in 2003 by the City of Traverse City and Garfield Township, to include the maintenance of the Boardman Lake Loop trail as part of its mission and responsibilities.

Therefore, the Parties mutually agree as follows:

1. DEFINITIONS

- a) "Capital Asset" means the land upon which the Boardman Lake Loop (trail) is sited, including any easements and/or physical improvements situated on such land.
- b) "Capital Improvements" means the addition of a permanent structural change to the Loop, or the restoration of a component of the Loop that will extend the useful life of the asset beyond the original estimated useful life, or increases the capability or capacity of an asset.
- c) "Endowment" means the fund held at the Grand Traverse Regional Community Foundation which supports the ongoing maintenance of the Boardman Lake Loop (trail) in perpetuity.
- d) "Maintenance Plan" means the Boardman Lake Loop Trail Maintenance Plan as adopted by the Parties and as may be amended in writing by the Parties from time to time (**Attachment A**, incorporated herein by reference).

- e) "Boardman Lake Loop Management Advisory Committee means a standing advisory committee comprised of one (1) representative each of the Parties, charged with oversight of the ongoing maintenance and management of the Loop.

2. OWNERSHIP OF CAPITAL ASSET

City of Traverse City will hold the easements obtained for the purpose of developing the Loop around Boardman Lake and Garfield Township will hold the easements obtained for developing the spur along Cass Road. The locations of the Loop and the Spur along Dendrin Drive and Cass Road are depicted on **Attachment B**, which is incorporated herein by reference.

3. INSURANCE

Insurance on the Loop infrastructure that is sited within each jurisdiction (City or Township) shall be carried by the respective jurisdiction that owns the capital asset.

Any entity that performs maintenance work on the Loop shall provide a certificate of insurance evidencing workers compensation insurance in the statutory limits for the State of Michigan and comprehensive general liability insurance in the amount of \$1 million per occurrence, along with an endorsement to the comprehensive general liability policy which names the City of Traverse City and the Charter Township of Garfield as additional insured. Contractor shall provide such evidence to the City Clerk and the Garfield Township Clerk.

4. MAINTENANCE FUNDING SOURCES

- a) A permanent endowment ("Endowment"), as authorized by PA 38 of 2017 (the "Michigan Community Foundation Act") will be established by the Township and held by the Grand Traverse Regional Community Foundation (GTRCF) with an initial investment of \$800,000 by the Township to cover the operations and maintenance of the Loop as described in the Maintenance Plan (**Attachment A**). Upon execution of this Agreement, the Township will authorize payment(s) to the Endowment totaling \$800,000, which payment(s) shall be deposited upon completion of construction of the Loop, but no later than December 15, 2019. The annual proceeds derived from the Endowment shall be used for the purpose(s) described below and for no other purpose.
- i. For the purpose of maintenance of the Loop according to the Maintenance Plan.
 - ii. In the event that the amount of the annual proceeds from the Endowment exceeds the cost of annual maintenance under the Maintenance Plan, the excess proceeds may be used or held for future capital repairs and/or replacement of the Loop infrastructure.
 - iii. In the event that the amount of the annual proceeds from the Endowment is insufficient to perform the annual maintenance under the Maintenance Plan, excess proceeds from prior years held for future capital repairs and/or replacement may be used to supplement the annual proceeds derived from the Endowment, up to the actual cost of annual maintenance in that year.
 - iv. In the event that the amount of the annual proceeds derived from the Endowment is insufficient to perform the annual maintenance under the Maintenance Plan, and there are no excess proceeds as described in Section

4(a)(iii), then the planned maintenance will either be prioritized by the Boardman Lake Loop Management Advisory Committee so as to stay within the annual amount available for maintenance, or the Parties may choose to perform the maintenance and split the additional costs equally between the City, Township, and County.

- v. Administration of the Maintenance Plan is an allowable expense for use of the proceeds derived from the Endowment. Furthermore, in the event that the Parties seek an independent outside entity to perform the operation and maintenance activities identified in the Maintenance Plan, then administrative expenses associated with seeking bids and contract administration will be considered an allowable expense for the use of proceeds derived from the Endowment.

- b) Future costs for capital improvements and non-routine repairs outside the scope of work included in the Maintenance Plan that exceed the available annual proceeds derived from the Endowment will be split equally between the City, County, and Township.

5. MAINTENANCE PLAN

- a) TART, as part of their in-kind contribution for construction of the Loop, shall develop the Maintenance Plan using the Michigan Recreation & Parks Association Trail Maintenance Manual as a guide, and in close coordination with City, Township, and County staff. The Maintenance Plan shall identify annual maintenance needs for the Loop as well as long-term, preventative maintenance activities, and a schedule of expected life cycle and replacement costs for trail elements.
- b) The Maintenance Plan shall be adopted by all the Parties by concurrent resolutions in order to be used as a basis for maintenance of the Loop. The approved Maintenance Plan shall be reviewed annually by the Boardman Lake Loop Management Advisory Committee and updated at least every five years by the Parties. The Parties will have the right to participate in the development of future updates to the original Maintenance Plan. Any amendments to the Maintenance Plan shall be adopted by all the Parties by concurrent resolutions in order to be used as the basis for future maintenance of the Loop.
- c) The Maintenance Plan shall be finalized and approved before construction of the Loop begins.

6. TRAIL MANAGEMENT

- a) Maintenance of the Loop shall be performed in accordance with the most current approved Maintenance Plan.
- b) Oversight of the performance of the tasks in the approved Maintenance Plan shall be by the Boardman Lake Loop Management Advisory Committee. Subject to the provisions of this Agreement, the City shall perform annual maintenance of the entire Loop until such time as an alternative long-term agreement for maintenance has been approved in writing by all Parties, but no longer than March 31, 2021.
- c) TART shall develop and submit an annual work plan to be used as the basis for the annual funding request to the Endowment and shall also submit an annual report of

- work completed to the other Parties to this Agreement. The annual report may be shared with project donors, volunteers, grantors, or other interested parties.
- d) If the Joint Recreational Authority agrees to the responsibility for Management and Maintenance of the Loop, the Parties shall assign the Management and Maintenance responsibilities in this Agreement to the Joint Recreational Authority. No later than March 31, 2021, if the Joint Recreational Authority has not committed to assuming the responsibility for management and maintenance of the Loop, then the City will seek competitive bids for such annual Maintenance, with the contract for such work to be held by the City. Bids may be sought on a single year or multiple year basis, using the most current approved Maintenance Plan as the basis for the Scope of Work, with review of bids and approval of the selected bidder by the Boardman Lake Loop Management Advisory Committee before submitting a recommendation to the City Commission for final approval.
 - e) TART may perform additional management and/or maintenance activities along the Loop that are consistent with the Maintenance Plan and existing agreements with the individual Parties at no cost to the Parties.

7. EFFECTIVE DATE

The Effective Date of this Agreement will be upon completion of construction of the Boardman Lake Loop trail, such that it forms a single continuous Loop around Boardman Lake.

8. TERM

It is the intent of the Parties that maintenance of the Loop be provided in perpetuity in accordance with the requirements of several grants that were awarded in order to construct the Loop. To that end, this Agreement will remain in full force and effect until terminated in writing by the Parties as provided herein. This section will survive any amendments to the Maintenance Plan.

9. TERMINATION

- a) The Parties may terminate this Agreement by providing a written "Request to Terminate" to the other Parties a minimum of ninety days prior to the proposed termination date. The Parties shall take the "Request to Terminate" to their respective governing boards for consideration at a public meeting within 30 days of the date of the request. A "super-majority" vote of the governing boards, defined as one vote more than necessary for a majority vote, shall be required in order for a motion recommending the termination of this Agreement to pass. If a minimum of three of the four Parties to this Agreement vote in favor of termination, then this Agreement shall be deemed to be terminated, with an effective date to be sixty days following the date that the third vote in favor of termination occurred.
- b) In the event this Agreement is terminated, the County, City and Township will retain compliance responsibility for any respective state or federal grant(s) obtained by them for Trail development and support purposes.

10. NON-DISCRIMINATION

The parties agree not to discriminate against an employee or applicant for employment with respect to hire, tenure, terms, conditions or privileges of employment, or a matter directly or indirectly related to employment because of their actual or perceived race, color, religion, national origin, sex, age, height, weight, marital status, physical or mental disability, family status, sexual

orientation, or gender identity. Breach of this covenant may be regarded as a material breach of this Agreement.

11. THIRD PARTY BENEFICIARIES.

This Agreement confers no rights or remedies on any third party, other than the parties to this Agreement and their respective successors and permitted assigns.

12. AMENDMENTS.

This Agreement may be modified from time to time, but such modifications shall be in writing and signed by all parties and must be approved by concurrent resolutions of the respective boards of the parties.

13. INTERPRETATION.

This Agreement shall be governed by the laws of the State of Michigan, both as to interpretation and performance. This Agreement was drafted at the joint direction of the parties. The pronouns and relative words used herein are written in the neuter and singular. However, if more than one person or entity joins in this Agreement on behalf of the parties, or if a person of masculine or feminine gender joins in this Agreement on behalf of the parties, such words shall be interpreted to be in the plural, masculine or feminine as the sense requires. In the event that any term, clause or provision of this Agreement conflicts with any term, clause, or provision contained in any attachments to this Agreement, this Agreement's terms shall prevail.

14. VENUE.

Any and all suits for any and every breach of this Agreement may be instituted and maintained in any court of competent jurisdiction in the County of Grand Traverse, State of Michigan.

15. DISPUTE RESOLUTION.

If any party has a dispute with another regarding the meaning, operation, or enforcement of any provision of this Agreement, the parties agree to meet and confer to negotiate a resolution of the dispute. They further agree if they are unable to resolve the dispute themselves and before formally instituting any other dispute mechanism, they shall utilize the services of a mutually acceptable neutral mediator, who meets the qualifications of MCR 2.411, to bring them together in at least one mediation session.

16. NO WAIVER.

No waiver by any party of any default by another party in the performance of any portion of this Agreement shall operate or be construed as a waiver of any future default, whether like or different in character.

17. ENTIRE AGREEMENT.

This Agreement, together with all items incorporated herein by reference, constitutes the entire agreement of the parties and there are no valid promises, conditions or understandings which are not contained herein.

18. AUTHORITY TO EXECUTE.

The parties agree that the signatories appearing below have the authority and are duly authorized to execute this Agreement on behalf of the party to this Agreement.

The Parties have executed this agreement on the date indicated below:

For the City of Traverse City:

James Carruthers, Mayor Date

Benjamin Marentette, City Clerk Date

For the Charter Township of Garfield:

Chuck Korn, Supervisor Date

For Traverse Area Recreation & Transportation Trails, Inc.

Julie Clark, Executive Director Date

For Grand Traverse County:

Nathan Algiers, Administrator Date

Attachment A
Boardman Lake Loop Trail Maintenance Plan
2019 - 2025



Prepared by: TART Trails Inc., Garfield Township, City of Traverse City, and Grand Traverse County
January 2018

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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 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 as the Trail managers 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 health and fitness of 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 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 will perform maintenance activities on the entire Loop until such time as an alternative long-term agreement 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, charged with oversight of the ongoing maintenance and management of the Loop. Regular maintenance will be completed by the City or a third party maintenance contractor. TART Trails will provide monitoring on the Trail for continued personal safety, contribute to maintenance efforts through its Ambassador Program, and help evaluate maintenance effort 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	Quantity	Location
Mile Marker	5?	Per 1 mile
Bench	3?	
Kiosk	0?	
Donor Plaza	0	
Feepipes	0	
Toilets	2	
Drinking water	1	
Parking	2?	
Fencing	3,570'	
Modular wall		
Bicycle Racks	1?	
Culverts	0	

The Boardman Lake Loop is situated mostly on a 20' easement from the intersecting private properties. The City of Traverse City of Traverse City holds the following trail easements
 Garfield Township holds the following trail easements:

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 Grant Traverse Regional Community Foundation and the Management/ Advisory Committee.

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 and staining(?) (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

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.

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.

Comment [PH1]: What is the 50/50 rule?

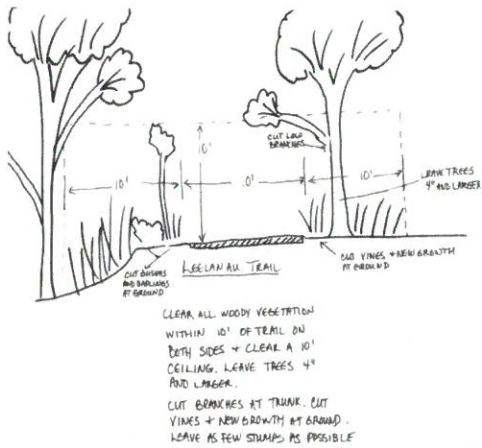


Figure 1. Vegetation overgrowth

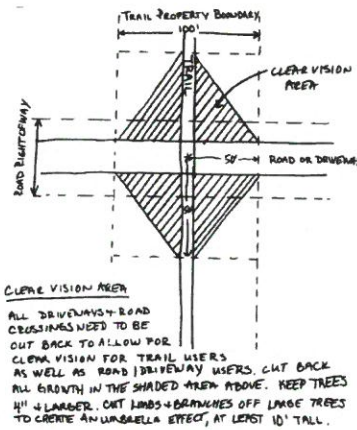


Figure 2. Clear vision area

Comment [PH2]: Should these drawings be re-labeled to reflect the Boardman Lake Loop?

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).

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 lpe 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.

Comment [PH3]: How does this interact with the current wayfinding signage agreement that the City has with TART?

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.

Comment [PH4]: Is there any suggested maintenance activities with respect to vandalism?

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 need be. Stainless steel screws are recommended for hardware rather than nails.

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.

Maintenance Schedule

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

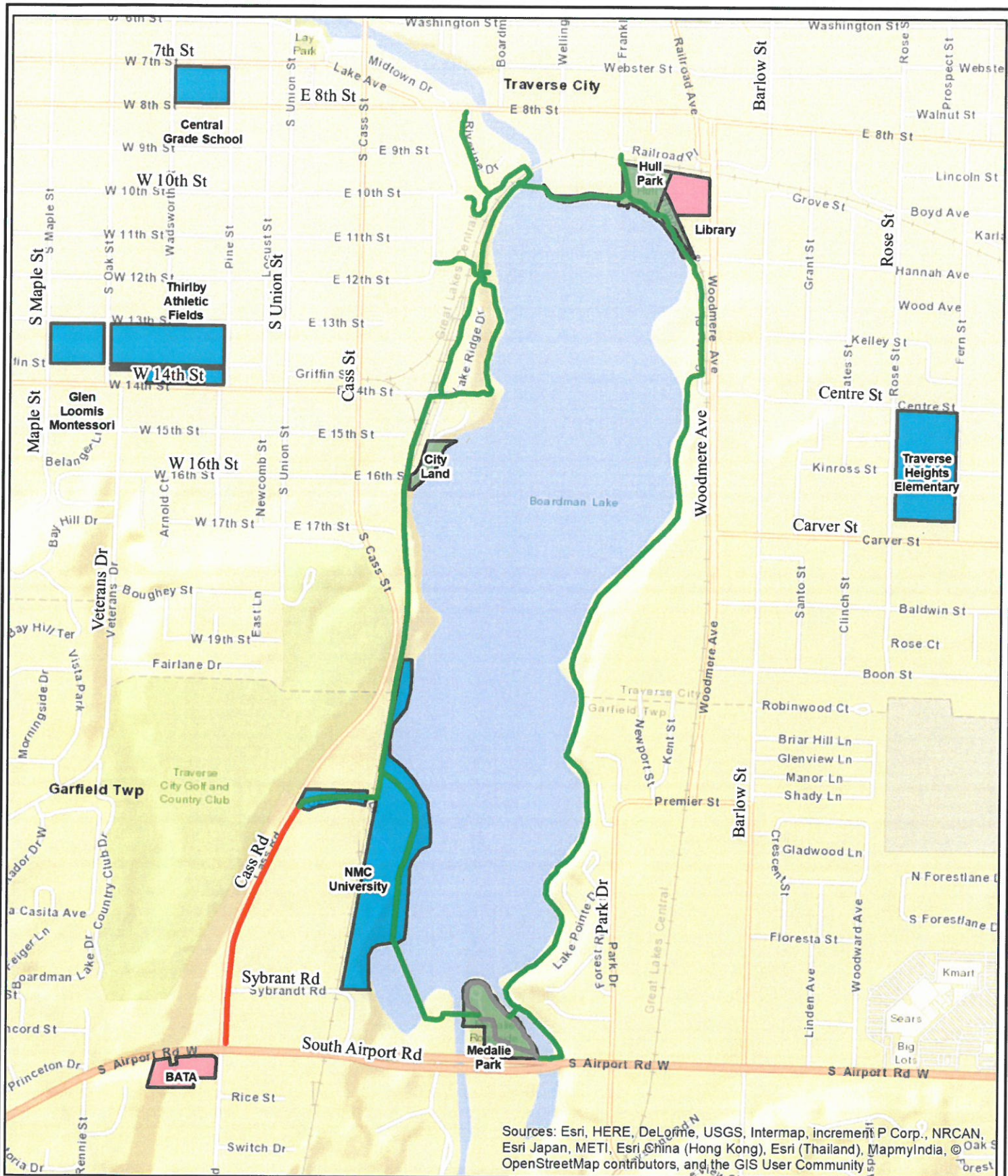
Activity	Oct	Nov	Dec	Jan	Feb	March	April	May	June	July	Aug	Sept	Total Hours	Total Cost
Mowing	8							8	8	8	8	8	48	\$1,584
Trimming	8						8	8	8	8	8	8	56	\$1,848
Storm Clearing	8	4	4	4	4	4	8	4	4	4	4	4	56	\$1,848
Asphalt	40							40					80	\$2,640
Snow Removal			20	80	80	80	20						280	\$9,240
Split rail fencing							8					8	16	\$528
Signage	4						4						8	\$264
Vandalism	4	4	4	4	4	4	4	4	4	4	4	4	48	\$1,584
Benches								4				4	8	\$264
Total Hours (Minus Volunteer)	72	8	28	88	88	88	52	68	24	24	24	36	600	
Bridge Inspections														\$1,500
Trenching & Preventative														\$1,200
Total Cost	\$2,376	\$264	\$924	\$2,904	\$2,904	\$2,904	\$1,716	\$2,244	\$792	\$792	\$792	\$1,188		\$22,500

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.

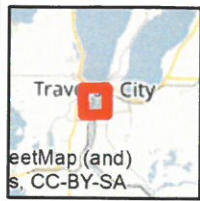
Table 2: Costs for Long-term Maintenance Expense Calculations

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



Sources: Esri, HERE, DeLorme, USGS, Intermap, increment P Corp., NRCAN, Esri Japan, METI, Esri China (Hong Kong), Esri (Thailand), MapmyIndia, © OpenStreetMap contributors, and the GIS User Community

Attachment B



Trail Easement Ownership

- Traverse City - held easements
- Garfield Township - held easements
- County Park

Map data by OpenStreetMap (and) contributors, CC-BY-SA

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

RESOLUTION # 2018-18-T

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

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

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

WHEREAS, the three options are as follows:

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

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

NOW, THEREFORE, BE IT RESOLVED that Board of Trustees of the Charter Township of Garfield elects to comply with the requirements of 2011 Public Act 152, the Publicly Funded Health Insurance Contribution Act, by adopting the annual Exemption Option for the medical benefit plan coverage year July 1, 2018 through June 30, 2019.

Moved: Supported:

Ayes:

Nays:

Absent and Excused:

RESOLUTION 2018-18-T DECLARED ADOPTED.

By: _____

Lanie McManus, Clerk
Charter Township of Garfield

CERTIFICATE

I, Lanie McManus, Clerk of the Charter Township of Garfield, do hereby certify that the above is a true and correct copy of a Resolution which was adopted by the Township Board of the Charter Township of Garfield on the 26th day of June, 2018.

Dated: _____

Lanie McManus, Clerk
Charter Township of Garfield



STATE OF MICHIGAN
DEPARTMENT OF TREASURY
LANSING

RICK SNYDER
GOVERNOR

NICK A. KHOURI
STATE TREASURER

May 25, 2018

John Divozzo
DPW Director
Grand Traverse County Board of Public Works
2650 Lafranier Road
Traverse City, MI 49686

Dear Mr. Divozzo:

Re: Notification of Intent to Award - CGAP FY 2018

The Michigan Department of Treasury (Treasury) – Revenue Sharing and Grants Division received your grant application for the Competitive Grant Assistance Program (CGAP). We are pleased to inform you that the project your governmental unit submitted entitled **Regional Asset Inventory and GIS Mapping** has been selected for a grant award in the maximum amount of **\$113,750.00**.

Enclosed is the intent to award approved budget for your grant project.

Grant Application Conditions

For your reference, enclosed is a copy of the CGAP Information and Conditions. Please review the conditions of the grant award. The conditions contain important information pertaining to the grant award (i.e. requirements for final award, reporting, reimbursement, etc.). Reminder, grant funds are distributed on a reimbursement basis.

Next Step

To receive the Grant Notice of Final Award, Treasury must receive all the required Board Resolution(s), Board Meeting Minutes, or Inter-local Agreements for all participating local units (as indicated in the Conditions of the grant application packet) by Friday, July 27, 2018. **If the resolutions, minutes or agreements have not been received for all participating local units, the project funding will be subject to automatic cancellation.**

Submission of the resolutions, minutes or agreements will be considered an agreement to all provisions specified in the grant application packet and this intent to award letter, and will signify acceptance of the grant award.

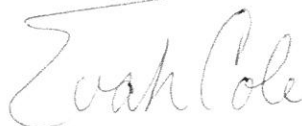
Grand Traverse County Board of Public Works
May 25, 2018
Page 2

Please send the required documents by e-mail to TreasRevenueSharing@michigan.gov or by mail to:

Michigan Department of Treasury
Revenue Sharing and Grants Division
PO Box 30722
Lansing, MI 48909

Congratulations to you on the grant award. We appreciate your interest in the CGAP and look forward to working with you on this project. We ask that you inform all participating local units of this intent to award. If you have any questions, please let us know. We can be reached at (517) 373-2697.

Sincerely,

A handwritten signature in cursive script that reads "Evah Cole". The signature is written in dark ink and is positioned above the typed name and title.

Evah Cole, Division Administrator
Revenue Sharing and Grants Division

Enclosures

Grand Traverse County Board of Public Works
 May 25, 2018
 Enclosure: Intent to Award Approved Budget Amounts

Regional Asset Inventory and GIS Mapping

Below is the approved budget for your grant project. Please note, all feasibility studies were funded at 25%. We have assigned budget categories to each of your original budget line items. Please use these categories when submitting your reimbursement requests*.

Budget Category	Budget Description	Application Budget Amount	Intent to Award Budget Amount	Comments
	Contracted Services Phase 1	\$.00	\$.00	
Contracted Services	Contracted Services Phase 2	\$47,250.00	\$47,250.00	
Contracted Services	Contracted Services Phase 3	\$105,900.00	\$37,000.00	
Infrastructure/Equipment	Equipment Costs Phase 3	\$27,000.00	\$27,000.00	
Training	Training Phase 3	\$2,500.00	\$2,500.00	
	Budget Total	\$182,650.00	\$113,750.00	

*Reimbursement requests must include copies of invoices and cancelled checks (or equivalent) supporting the costs.

Competitive Grant Assistance Program (CGAP) Application (FY 2018)

Issued under authority of 2013 Public Act 59

GENERAL INFORMATION

Program Purpose:

The purpose of the grant program is to provide incentive-based grants to stimulate smaller, more efficient government and encourage mergers, consolidations, and cooperations between two or more qualified jurisdictions. The grants are to offset the costs associated with mergers, interlocal agreements, and cooperative efforts for cities, villages, townships, counties, authorities, school districts, intermediate school districts, public community colleges, and public universities that elect to combine government operations. The program is focused on stimulating projects between two or more qualified jurisdictions that are creating new mergers, consolidations, and/or cooperative efforts/collaborations of existing services.

Goals of the Program:

To assist local units of government, including authorities, school districts, intermediate school districts, public community colleges, and public universities, with the costs associated with combining government operations.

Eligibility:

All Michigan cities, villages, townships, counties, authorities, school districts, intermediate school districts, public community colleges, and public universities. For an authority, school district, intermediate school district, public community college, or public university to qualify for grant funding under this program, the authority, school district, intermediate school district, public community college, or public university must combine operations with a city, village, township, or county.

Criteria:

- A completed application with detailed information
- Merger of two or more governmental units
- Consolidation of departments and/or existing services across 2 or more governmental units
- Cooperative effort or collaboration of 2 or more governmental units
- Consolidated or combined government operations must demonstrate taxpayer benefits of cost savings, efficiencies, and/or improved services
- The governmental unit must demonstrate how budgeted costs directly relate to and are necessary for implementation of the merger, consolidation, or cooperative effort
- Priority will be given to projects that start after October 1, 2013
- Projects are funded on a reimbursement basis

Application Process:

An application process will be used to solicit proposals for these grants. Applications must be complete and received by the March 2nd deadline to be considered for funding. The submission of an application does not guarantee a grant award. Additional information about the grant program is available on the Michigan Department of Treasury's website at:

http://www.michigan.gov/treasury/0,4679,7-121-1751_2197_58826_62422---,00.html

Project Clarification:

During the application review process, applicants may be contacted for clarification. The Michigan Department of Treasury reserves the right to award funds for an amount other than requested.

Selection Procedures:

Applications will be selected for funding by the Michigan Department of Treasury based on program purpose, goals of the program, eligibility, and criteria. Starting in March, the grant panel will begin reviewing any grant applications submitted. Qualified grants may be awarded on a rolling basis.

Notification Process:

Applications selected for a grant award will receive a Notification of Intent to Award from the Michigan Department of Treasury within ninety (90) days of the grant deadline. However, additional time may be required depending on the number of applications received. Final Award letters will be sent to approved grantees, once the Michigan Department of Treasury has received all the required Board Resolution(s), Board Meeting Minutes, or Inter-local Agreement(s).

Competitive Grant Assistance Program (CGAP) Application (FY 2018)

Issued under authority of 2013 Public Act 59

GENERAL INFORMATION CONTINUED

Deadline:

March 2, 2018.

Completed applications submitted via mail or e-mail must be received by the Michigan Department of Treasury no later than 11:59 p.m. on Friday, March 2, 2018. Incomplete applications may not be considered.

A signed and completed application (including attachments) can be submitted by e-mail to:

TreasRevenueSharing@michigan.gov

or by mail to:

Michigan Department of Treasury
Revenue Sharing and Grants Division
PO Box 30722
Lansing, MI 48909

Timelines:

A project can be in any phase of the consolidation process, but priority will be given to projects started after October 1, 2013.

Grant Period:

October 1, 2013 through September 30, 2018.

FY 2014 Appropriation Amount Available (Min./Max.):

Approximately \$3.7 million in funding will be available for the Michigan Department of Treasury to award.

Source of Funds:

The Competitive Grant Assistance Program is supported by revenues from the state sales tax.

Confidentiality:

Application information is public information under the Freedom of Information Act, Public Act 442 of 1976, as amended (MCL 15.231 to 15.246).

Contact:

For questions regarding the Competitive Grant Assistance Program, please contact the Michigan Department of Treasury, Revenue Sharing and Grants Division, at (517) 373-2697.

Competitive Grant Assistance Program (CGAP) Application (FY 2018)

Issued under authority of 2013 Public Act 59

CONDITIONS

Implementation of Project:

The grantee agrees to submit Board Resolution(s), Board Meeting Minutes, or Inter-local Agreement(s) for all jurisdictions participating in the project, indicating approval of the project and Competitive Grant Assistance Program grant funding, within sixty (60) days following the Michigan Department of Treasury's Notification of Intent to Award or be subject to automatic cancellation of the grant. No grant funding will be released until all required resolutions, minutes or agreements have been received.

Project Clarification:

The Michigan Department of Treasury reserves the right to award funds for an amount other than that requested and/or request changes to, or clarification of any and all applications received.

Prior to executing any changes to the scope of the project, the selected grantee(s) must inform (in writing) the Michigan Department of Treasury of the proposed changes. The department will notify the grantee(s) within thirty (30) days, whether or not the project changes fall under the original grant award.

Eligible Expenditures:

Up to 25% of shared service analysis and up to 100% of the following expenditures: legal fees, voting costs, office supplies, infrastructure and equipment and other expenditures as approved by the Michigan Department of Treasury.

Ineligible Expenditures:

- Expenditures for the completion and submission of the CGAP application or for any compliance reporting documentation for the grant.
- Expenditures for the renegotiation of collective bargaining agreements, unless those agreements had to be reopened as part of completing the proposed project.

Expenditures:

1. The grantee understands and agrees that all expenditures from the grant will:
 - Be used to ensure efficient administration of the project.
 - Be permissible under state and federal law and consistent with statewide policies, regulations, and practices.
 - Be adequately supported by source documentation, including invoices, cancelled checks and electronic payment confirmations.
 - Only be for items that are necessary for the merger, consolidation, or cooperative effort/collaboration.
2. The grantee agrees to use the approved purchasing practices and bid procedures required by the "Primary Applicant" for expenditures involving project activity.
3. The grantee agrees to maintain accounting records following generally accepted accounting principles for the expenditure of grant funds. The grantee agrees to record all revenues and expenditures in a fund or account separate from the grantee's other funds or accounts.
4. The grantee agrees to maintain all documentation for costs incurred for a seven-year period following the final Michigan Department of Treasury payment for the project.

Competitive Grant Assistance Program (CGAP) Application (FY 2018)

Issued under authority of 2013 Public Act 59

CONDITIONS CONTINUED

Release of Funds:

Payments to the "Primary Applicant" will be made on a monthly reimbursement basis, providing the grantee is in compliance with all terms and conditions of the grant, and dependent upon state appropriations.

For a payment reimbursement, a completed *CGAP Reimbursement Request Form* (Form 4923) must be submitted to the Michigan Department of Treasury. Source documentation supporting the requested reimbursement amount must be attached to the *CGAP Reimbursement Request Form*. At a minimum, the source documentation should include copies of the original invoices, cancelled checks, and any other report that would support the request.

The "Primary Applicant's" Chief Financial Officer or Chief Administrative Officer must sign and date the *CGAP Reimbursement Request Form* (Form 4923).

Funds may not be released to the "Primary Applicant" if any of the participants in the project:

1. Have not filed their annual financial report (F65) or audit per the Uniform Budgeting and Accounting Act, 1968 Public Act 2, as amended (MCL 141.421 to 141.440a) or the Uniform System of Accounting Act, 1919 Public Act 71, as amended (MCL 21.41 – 21.55), or
2. Have not filed their financial plan (deficit elimination plan) per the Glenn Steil State Revenue Sharing Act, 1971 Public Act 140, as amended (MCL 141.921), or
3. Are delinquent in making payments that are due on loans issued pursuant to the Emergency Municipal Loan Act, 1980 Public Act 243, as amended (MCL 141.931 to 141.942), or
4. Have a payment due and owing to the state.

Reporting Requirements:

1. *Quarterly Narrative and Financial Status Reports* – The awarded grantee(s) shall submit to the Michigan Department of Treasury quarterly, signed and dated, narrative and financial status reports. The reports are due within thirty (30) days after the end of a quarter (i.e. due by April 30th; July 30th; October 30th).
 - a. *Narrative Report (NR)* (Form 4971) – should present the following information:
 - i. Name of Primary Applicant and Grant Number.
 - ii. Reporting Period (i.e. April 2018 to June 2018 etc...).
 - iii. The percentage (%) completed of the project work plan.
 - iv. The estimated project completion date. For the final report, indicate the actual project completion date.
 - v. A brief outline of the work accomplished during the reporting period (or grant period, if this is the final report) relative to the proposed work plan and timeline.
 - vi. A brief outline of the work to be completed during the subsequent reporting period.
 - vii. A brief description of any problems or delays, real or anticipated, experienced.
 - b. *Financial Status Report (FSR)* (Form 4972) – should present the following information:
 - i. Name of Primary Applicant and Grant Number.
 - ii. Reporting Period (i.e. April 2018 to June 2018 etc...).
 - iii. The percentage (%) completed of the project work plan.
 - iv. The estimated project completion date. For the final report, indicate the actual project completion date.
 - v. The amount of funds expended through the reporting period (i.e. from the beginning of the grant project to the end of the reporting period).
 - vi. The projected future expenditures for the project.
 - vii. Total projected expenditures for the project.
 - viii. Original or revised (per grant award) budget per the Grant Budget Worksheet (item number 31 of the grant application).
 - ix. The difference between current projected project expenditures and original budget.

Competitive Grant Assistance Program (CGAP) Application (FY 2018)

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CONDITIONS CONTINUED

2. *Final Narrative Report (Form 4971) and Final Financial Status Report (Form 4972)* - The selected grantee(s) shall submit to the Michigan Department of Treasury final, signed and dated, narrative and financial status reports. The reports are due within thirty (30) days after the completion of the project.
 - a. The reports shall include the information as indicated under *Quarterly Narrative and Financial Status Reports (above)*.
 - b. Indicate "Final Report" on the top of the Final Narrative and Financial Status Reports.
 - c. In addition to the items listed above, the final narrative report must include a description of the project accomplishments and any unanticipated benefits/difficulties experienced while completing the project. Additionally, attach a copy of the project deliverables, if applicable (i.e. feasibility study, pictures of completed construction, etc...).
3. *Final Follow-up Report (Form 5071)* - One year after the date of the Final Closeout Letter from the Michigan Department of Treasury, the grantee agrees to provide a Final Follow-up Report to the Michigan Department of Treasury on the status of the project. The report will include:
 1. A detailed description of service changes and improvements.
 2. A detailed status update on the goals and measures used to determine the success of the project and outcomes presented in the application (i.e. have they been met, what has changed, etc...).
 3. A detailed description of set-backs or difficulties experienced in implementing the project.
 4. A detailed analysis of the actual realized cost savings.
 5. Provide lessons learned to share with other entities that are pursuing similar projects.

Audit and Review:

The grantee agrees to allow the Michigan Department of Treasury and the State Auditor General's Office (and/or any of their duly authorized representatives) access, for the purposes of inspection, audit, and examination, to any books, documents, papers, and records of the grantee which are related to this project.

The Michigan Department of Treasury may conduct periodic program reviews of the project. The purpose of these reviews will be to determine adherence to stated project goals and to review progress of the project in meeting its objectives.

The grantee agrees to submit quarterly and final progress reports, along with a final follow-up report to the Michigan Department of Treasury. The grantee understands that failure to submit any required reports may result in the termination of the grant.

Grant Termination:

The grantee understands that this grant may be terminated if the Michigan Department of Treasury concludes that the grantee is not in compliance with the conditions and provisions of this grant, or has falsified any information. The Michigan Department of Treasury will extend an opportunity for the grantee to demonstrate compliance. Notification of termination will be in writing.

Grantee acknowledges that continuation of this grant is subject to appropriation or availability of funds for this grant. If appropriations to enable the Michigan Department of Treasury to effect continued payment under this grant are reduced, the Michigan Department of Treasury shall have the right to terminate this grant. The Michigan Department of Treasury shall give grantee at least thirty (30) days advance written notice of termination for non-appropriation.

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

RESOLUTION 2018-17-T

**RESOLUTION TO VERIFY AND CONFIRM SUPPORT AND APPROVAL FOR
THE REGIONAL ASSET INVENTORY AND GIS MAPPING PROJECT THAT
INCLUDES THE CGAP GRANT APPLICATION AND GRANT AWARD**

At a regular meeting of the Board of Trustees of the Charter Township of Garfield held at the Township Hall at 3848 Veterans Drive, Traverse City, Michigan on the 26th day of June 2018, at 6:00 p.m. Eastern Standard Time there were:

PRESENT: _____

ABSENT: _____

The following preamble and resolution were offered by _____ and supported by _____.

Whereas the Grand Traverse County Board of Public Works (BPW) authorized the Department of Public Works (DPW) to submit an application for the Competitive Grant Assistance Program (CGAP) made available by the Michigan Department of Treasury – Revenue Sharing and Grants Division (Treasury) for a project entitled *Regional Asset Inventory and GIS Mapping* (Project) with a budget of \$113,750;

Whereas the DPW received **Notification of Intent to Award** from the Treasury in a letter dated May 25, 2018 for a grant award in the maximum amount of \$113,500;

Whereas the DPW provides direct management and operation of township water and/or sewer systems through contract with five (5) townships; four within Grand Traverse County (Acme, East Bay, Garfield, Peninsula) and one in Leelanau County (Elmwood);

Whereas the township has previously approved this project through the budget process;
and

Whereas the township wishes to verify and confirm its support for the *Regional Asset Inventory and GIS Mapping Project* and budget, the application for the CGAP grant, and the grant funding;

Now, therefore, be it resolved as follows:

1. Garfield Charter Township acknowledges its participation in the BPW;
2. Garfield Charter Township supports the *Regional Asset Inventory and GIS Mapping Project* and budget; and
3. Garfield Charter Township supports the CGAP Grant application and the award amount.

A vote on the foregoing resolution was taken and was as follows:

AYES: _____

NAYS: _____

RESOLUTION DECLARED ADOPTED.

CERTIFICATION

STATE OF MICHIGAN)
) SS
COUNTY OF GRAND TRAVERSE)

The undersigned, being the duly qualified and acting Clerk of the Charter Township of Garfield, hereby certifies that (1) the foregoing is a true and complete copy of a resolution duly adopted by the Township Board at a regular meeting held on June 26th, 2018 at which meeting a quorum was present and remained throughout; (2) the original thereof is on file in the records of the proceedings of the Board of Trustees in my office; (3) the meeting was conducted, and public notice thereof was given, pursuant to and in full compliance with the Open Meetings Act (Act No. 267, Public Acts of Michigan, 1976, as amended); and (4) minutes of such meeting were kept and will be or have been made available as required thereby.

Signed _____

Clerk, Charter Township of Garfield