

**CHARTER TOWNSHIP OF GARFIELD
TOWNSHIP BOARD MEETING**

Tuesday, July 28, 2020 at 6:00pm
Garfield Township Hall
3848 Veterans Drive
Traverse City, MI 49684
Ph: (231) 941-1620

AGENDA

ORDER OF BUSINESS

**Call meeting to order
Pledge of Allegiance
Roll call of Board Members**

1. Public Comment

Public Comment Guidelines:

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

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

3. Consent Calendar

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

a. Minutes – July 14, 2020 (Recommend Approval)

b. Bills -

(i) General Fund \$82,285.17
(Recommend Approval)

(ii) Gourdie-Fraser
Developer's Escrow Fund – Storm Water Reviews, Utility Plan Review,
Oversight & Closeout \$35,087.50
Utility Receiving Fund 540.00
Park Funds/ DNR Trust Fund 4,480.00

Total \$40,107.50
(Recommend Approval)

- c. Contractor's Application for Payment No. 3 and Change Order No. 3 to North Country Contracting LLC for Silver Lake Park Recreation Improvements (Recommend Approval)
- d. MTT Update (Receive and File)
- 4. **Items removed from the Consent Calendar**
- 5. **Correspondence**
 - a. Memo from Pablo Majano, MEDC Senior Redevelopment Ready Communities Planner
- 6. **Reports**
 - a. Construction Report
 - b. GT Metro Fire Report
 - c. North Flight EMS Report
 - d. County Commissioner's Report
 - e. Parks and Rec Report
 - f. Treasurer's Report
 - g. Clerk's Report
 - h. Supervisor's Report
- 7. **Unfinished Business**
 - a. Public Hearing – PD 2020-115 – Consideration of Resolution 2020-15-T, a resolution amending the Property Maintenance Ordinance
- 8. **New Business**
 - a. Consideration of Resolution 2020-16-T, Emergency Management Resolution
 - b. Consideration of Joint Rec Authority ballot language for a millage proposal
 - c. Discussion of constructing a sidewalk connection from the Township Hall to the sidewalk at Fairlane Rd.
- 9. **Public Comment**
- 10. **Other Business**
- 11. **Adjournment**

Lanie McManus, Clerk

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

CHARTER TOWNSHIP OF GARFIELD
TOWN BOARD MEETING
July 14, 2020

Chuck Korn called the Town Board Meeting to order on July 14, 2020 at 6:00 p.m.

Pledge of Allegiance

Roll call of Board Members

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

Absent and Excused: Steve Duell

Staff Present: Planning Director John Sych

1. Public Comment (6:01)

Russ Noble of Buckhorn Drive commented on the Eaglehurst subdivision and its relation to the Oakleaf Village development. He expressed concerns with the second phase of the project and the traffic it will bring to his subdivision.

Tiffany Creamer of Ravenhurst Drive shared concerns with the proposed Oakleaf Village development and the traffic impacts.

2. Review and Approval of the Agenda - Conflict of Interest (6:16)

Schmuckal moved and Walters seconded to approve the agenda as presented.

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

Nays: None

3. Consent Calendar (6:17)

a. Minutes

June 23, 2020 Regular Meeting
(Recommend Approval)

b. Bills

General Fund	\$387,082.35
(Recommend Approval)	

c. 2020 State Shared Revenue Report (Receive and File)

Board members asked to remove consent item 3b to item #4.

Blood Law declared a conflict with a bill but board members waived the conflict.

e. **Supervisor's Report (6:32)**

Korn said that he attended many virtual meetings. There is a minor issue with the septage plant which may need some repairs. Korn also stated that the Boardman Lake Trail is finally going forward and he has received many calls on road SAD's.

7. **Unfinished Business**

a. **PD 2020-108 Township Board Strategic Plan – Amendment (6:35)**

Sych said that Goal #3 was revised to add emergency services as requested by the board.

Schmuckal moved and Blood Law seconded to adopt the Charter Township of Garfield Strategic Plan, as amended.

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

8. **New Business**

a. **Public Hearing PD 2020-112 – 3479 Veterans C-O Rezoning (6:36)**

This application requests the rezoning of one parcel at 3479 Veterans Drive, totaling 1.93 acres, from the R-1 One family Residential zoning district to the C-O Office Commercial zoning district via the zoning map amendment process, without restriction. The corridor contains different uses such as the VFW, Metro Fire, Garfield Township Hall, offices and single family homes. Planner John Sych said that the Planning Commission has reviewed the application and is recommending approval of the rezoning. Korn opened the Public Hearing at 6:38pm. Christopher Post of Orthwoods Drive shared concerns with the back portion of the property being rezoned since he shares a border. Korn closed the Public Hearing at 6:42pm. Sych said that split zoning on the property was discussed by Planning Commissioners and that there is a landscape buffer required in C-O zoning.

Agostinelli moved and Blood Law seconded THAT the Planning Commission's recommended Findings of Fact for the application Z-2020-04 as provided in PD Report 2020-112 and forming part of this motion, BE APPROVED.

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

Blood Law moved and Walters seconded THAT the application Z-2020-04, submitted by Larry, William, Jeffrey and Steven Tomlinson, to rezone parcel number 05-016-038-00 from the R-1 One-Family Residential

parcel number 05-016-038-00 from the R-1 One-Family Residential zoning district and constituting Amendment No. 24 to Garfield Township Ordinance No. 68, BE APPROVED based on the adopted Findings of Fact and for the reasons set forth in PD Report 2020-112.

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

Agostinelli moved and Schmuckal seconded THAT Resolution 2020-13-T for adopting Amendment No. 24 to Garfield Township Ordinance No. 68, rezoning district to the C-O Office Commercial zoning district BE ADOPTED.

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

b. Public Hearing PD 2020-110 – Village at LaFranier Woods PUD Final Review (6:49)

The subject property is located at 2242 LaFranier Road, north of Hammond Road and is 33.19 acres. It is zoned A- Agricultural. The application proposes a 385 unit Planned Unit Development for senior living residential development including detached cottages, congregate residential buildings and assisted living residences. The development would consist of four phases. Planner John Sych stated that the application was given preliminary approval by the board on February 25th and now the final approval is requested. The Planning Commission has approved the final review and has recommended approval to the Board. Korn opened the Public Hearing 6:50pm.

Vickie Keegstra of Carriage Hill inquired about a buffer.

The Public Hearing was closed at 6:52pm.

Sych said that a type D buffer was required for the development. Shirley Woodruff, representing the applicant, said that a much larger buffer than required was planned for the proposed development.

Schmuckal moved and Walters seconded THAT the Findings of Fact for application PUD 2019-01, as presented in Planning Department Report 2020-110, BE ADOPTED.

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

Schmuckal moved and Blood Law seconded THAT Application PUD 2019-01, submitted by RW Properties I LLC for the Village at LaFranier Woods PUD, BE APPROVED.

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

Nays: None

c. PD 2020-111 – Oakleaf Village of Garfield Township PUD Preliminary Review (7:02)

This application proposes a Planned Unit Development for senior living at 5143 North Long Lake Road. The property is 52.56 acres and is currently undeveloped and is zoned A- Agricultural. Phase one would include 154 units including a building housing 50 independent living apartments, 60 assisted living units and 24 memory care units. There would also be 20 independent living detached villas and a maintenance building. Phase two would be 75 units and would include 33 detached single family homes and an addition to the adult care facility. Planner John Sych said that the Planning Commission is requiring a traffic impact report for phase two. Board members discussed the proposed project and asked questions. Mike DiCarlantonio, representing the developer, said that they would break ground in early 2021 and phase two would be developed in 5-7 years.

Agostinelli moved and Walters seconded THAT the Findings of Fact for application PUD 2020-01, as presented in Planning Department Report 2020-111, BE ADOPTED.

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

Korn moved and Blood Law seconded THAT application PUD 2020-01, submitted by Wallick Communities for the Oakleaf Village of Garfield Township PUD, receive PRELIMINARY APPROVAL by the Township Board, subject to the following conditions:

- 1. The developer shall apply for and obtain any necessary approvals from the Township Engineer, Grand Traverse Metro Fire Department, Grand Traverse County Department of Public Works, Grand Traverse County Road Commission, and Grand Traverse County Soil Erosion and Sedimentation Control.*

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

d. PD 2020-106 – Redevelopment Ready Communities – Resolution of Intent (7:27)

The Michigan Economic Development Corporation's Redevelopment Ready Communities works with small communities to streamline the development approval process. The program certifies communities who engage stakeholders and align plans, zoning and the development review process to foster economic development. There are six best practices that the township will work towards to gain certification and a portion has

already been completed. Once a community is certified, it can gain access to many helpful tools such as a specialized redevelopment team to assist with marketing and development in the community. Planner Sych said that by adopting this resolution the remaining step to engage in the RRC process will be completed.

Schmuckal moved and Walters seconded to adopt Resolution 2020-14-T indicating the Township's intent to participate in the Redevelopment Ready Communities program of the Michigan Economic Development Corporation.

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

e. PD 2020-109 – Property Maintenance Ordinance No. 55 Proposed Amendment (7:32)

The departments of Planning and Zoning recommend the Ordinance No. 55 pertaining to Property Maintenance be updated to include an updated reference to the International Property Maintenance Code, requirements for sidewalk maintenance and an amendment which would allow the Township to accept inspection reports of multi-family housing units from other governmental agencies. Planner Sych told the board that currently, there is no provision in place for sidewalk maintenance. This amendment proposes that the sidewalk is maintained by the property owner. Board members discussed the amendment and asked questions.

Schmuckal moved and Agostinelli seconded THAT the proposed amendment to Garfield Township Ordinance No. 55 as described in the Planning Department Report No. 2020-109 BE SCHEDULED for a public hearing at the July 28, 2020 Garfield Township Board Meeting.

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

f. Consideration of Randolph Street Sewer Extension

Township Engineer Jennifer Hodges said that the property owner at 1420 Randolph Street asked to extend sewer from the nearby Garfield Township line and hook up to water from the City of Traverse City at his own expense. Hodges is asking the township for approval to pursue the sewer extension to his residence and as a result, she would draft an agreement between the property owner, the Township and the City.

Walters moved and Schmuckal seconded to direct Hodges to draft an approval granting the sewer extension to the property owner at 1420 Randolph Street at the homeowner's expense.

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

Nays: None

9. Public Comment: (7:50)

Keef Morgan, owner of the Randolph Street property, thanked the board for allowing the sewer extension and said Hodges worked very hard on the project for him.

10. Other Business (7:52)

Schmuckal asked about billing the biker who incurred injuries on a rogue trail at the Commons.

Walters said that word needs to get out regarding the deed restrictions on the Commons property in regards to the rogue trails.

Board members also discussed a counter for McManus.

11. Adjournment

Korn adjourned the meeting at 7:55pm

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

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

CHARTER TOWNSHIP OF GARFIELD
GRAND TRAVERSE COUNTY, MICHIGAN

ORDINANCE NO. 68 (Zoning Ordinance): AMENDMENT NO. 24

RESOLUTION #2020-13-T

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

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

WHEREAS application Z-2020-04 has been received to rezone approximately 1.93 acres of land ("subject property") at Parcel No. 05-016-038-00; and

WHEREAS the request has been found to be justified based on criteria in the Garfield Township Zoning Ordinance listed in Section 421.E: Approval Criteria of Zoning Map Amendment; and

WHEREAS the Garfield Township Planning Commission, after a public hearing on May 13, 2020, recommended approval of the application; and

WHEREAS the Township Board, following a public hearing on June 23, 2020, and having adopted Findings of Fact in support of approval of the application to rezone the subject property.

NOW, THEREFORE, THE CHARTER TOWNSHIP OF GARFIELD ORDAINS:

AMENDMENT NO. 24 TO GARFIELD TOWNSHIP ORDINANCE NO. 68 (Zoning Ordinance):

At the request of the owners and their representatives of Parcel No. 05-016-038-00, situated in the Charter Township of Garfield, Grand Traverse County, Michigan has been rezoned by way of a map amendment from R-1 One-Family Residential to C-O Office Commercial.

Moved: Molly Agostinelli

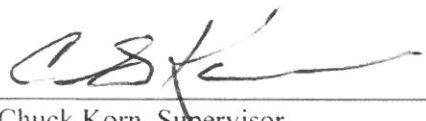
Supported: Denise Schmuckal

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

Nays: None

Absent and Excused: Steve Duell

By:



Chuck Korn, Supervisor
Charter Township of Garfield

CERTIFICATE

I, Lanie McManus, Clerk of the Charter Township of Garfield, do hereby certify that the above is a true and correct copy of Resolution 2020-13-T which was adopted by the Township Board of the Charter Township of Garfield on the 14th day of July 2020. Amendment No. 24 to Garfield Township Ordinance No. 68 (Zoning Ordinance) shall take effect upon the expiration of seven (7) days following publication.

Dated: 7/15/2020



Lanie McManus, Clerk
Charter Township of Garfield

Introduced: June 23, 2020
Adopted: July 14, 2020
Published: July 19, 2020
Effective: July 26, 2020

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

RESOLUTION # 2020-14-T

**RESOLUTION OF INTENT TO PARTICIPATE IN THE
REDEVELOPMENT READY COMMUNITIES PROGRAM**

WHEREAS, the Michigan Economic Development Corporation (MEDC) has established the statewide Redevelopment Ready Communities (RRC) program to empower communities to shape their future and maximize economic potential; and

WHEREAS, the RRC program provides technical assistance to and certifies Michigan communities who actively engage stakeholders and plan deliberate, fair, and consistent processes; and

WHEREAS, the Charter Township of Garfield recognizes the value of the RRC program and seeks to improve its redevelopment readiness via a detailed review of existing development processes; and

WHEREAS, engagement in RRC will include evaluating and strengthening the development-related partnerships between the Township Board of the Charter Township of Garfield and other area stakeholder organizations such as: the MEDC, Garfield Township Planning Commission (PC), businesses located in Garfield Township, Grand Traverse County, Traverse Connect, and others; and

WHEREAS, the Charter Township of Garfield recently adopted the Barlow Garfield Neighborhood Plan to provide a vision and guide for redevelopment in an area of the northeast corner of the Township, and the Township recognizes the potential of RRC to help implement this Plan; and

WHEREAS, the Charter Township of Garfield plans to update its development review processes, the Zoning Ordinance, and other documents to include certain elements required to achieve RRC certification.

NOW, THEREFORE, BE IT RESOLVED:

1. **THAT** the Township Board of the Charter Township of Garfield is willing to participate in the MEDC Redevelopment Ready Communities program, including increased interaction between the MEDC, PC, and other partners and stakeholders in the development review process.
2. **THAT** it is the intention of the Township Board of the Charter Township of Garfield to utilize the RRC Best Practices and evaluation process to improve our processes and communication with the Township's stakeholders.
3. **THAT** the Township Administration is hereby authorized to proceed toward implementation of the recommendations necessary to achieve RRC certification from the MEDC.

Moved: Denise Schmuckal


Supported: Dan Walters

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

Nays: None

Absent and Excused: Steve Duell


RESOLUTION 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 Resolution #2020-14-T which was adopted by the Township Board of the Charter Township of Garfield on the 14th day of July, 2020.

Dated: 7/15/2020


Lanie McManus, Clerk
Charter Township of Garfield

Check Date	Bank	Check #	Payee	Description	GL #	Amount
07/15/2020	GEN	38848	AFLAC	AFLAC	101-000-227.001	510.87
07/15/2020	GEN	38849	BAY AREA FIRE & SAFETY LLC	ANNUAL FIRE EXT INSPECTION	101-265-935.608	45.00
07/15/2020	GEN	38850	BILL MOUSER	PARK SPRINKLER SYSTEM	308-000-935.000	80.06
07/15/2020	GEN	38851	BLUE CROSS BLUE SHIELD OF MICHIGAN	EMPLOYEE HEALTH	101-851-873.030	21,698.48
07/15/2020	GEN	38852	BOB PETERSON CODE SERVICES	BLDNG CODE BOOK/TESTS	101-371-960.000	368.00
07/15/2020	GEN	38853	DENNIS, GARTLAND & NIERGARTH	AUDIT	101-101-802.000	9,000.00
07/15/2020	GEN	38854	ESS	VAT BALLOTS	101-191-726.000	181.12
07/15/2020	GEN	38855	GARFIELD CHARTER TOWNSHIP	HSA	101-000-237.000	436.88
07/15/2020	GEN	38856	INTEGRITY BUSINESS SOLUTIONS	CALCULATER RIBBON	101-253-726.000	13.92
07/15/2020	GEN	38857	JULIE MACK	PARK RESERVATION REFUND	101-000-476.004	20.00
07/15/2020	GEN	38858	NORTHERN MICHIGAN GLASS	PLEXIGLASS	101-191-726.000	1,152.00
07/15/2020	GEN	38859	RELX INC. DBA LEXISNEXIS	LEXIS NEXIS	101-101-801.002	120.00
07/15/2020	GEN	38860	ROGER BROWN	PARK RESERVATION REFUND	101-000-476.004	40.00
07/15/2020	GEN	38861	SITEONE LANDSCAPING SUPPLY	LOGANS LANDING PUMP	101-900-970.002	1,653.52
07/15/2020	GEN	38862	SPECTRUM BUSINESS	INTERNET	101-258-935.016	84.99
07/15/2020	GEN	38863	STEVE SISCO	PARK RESERVATION REFUND	101-000-476.004	20.00
07/15/2020	GEN	38864	TRAVERSE CITY RECORD EAGLE	ADVERTISING	101-101-901.000	684.00
07/15/2020	GEN	38865	UNITED WAY	UNITED WAY	101-000-238.000	90.00
07/15/2020	GEN	38866	VOYA INSTITUTIONAL TRUST COMPANY	DEFERRED COMP VF3202	101-000-227.000	1,880.00
07/16/2020	GEN	38867	NORTH WOODS BUSINESS FORM	INK CARTRIDGE	101-215-726.000	71.00
07/22/2020	GEN	38868	CITY OF TRAVERSE CITY	170975-98310	101-448-920.005	10.61
07/22/2020	GEN	38869	FIFTH THIRD BANK	5473787415021319	101-101-726.000	125.62
		38869		5473787415021319	101-258-935.016	545.78
						671.40
07/22/2020	GEN	38870	FIFTH THIRD BANK	5473787444975261	101-253-726.000	151.18
		38870		5473787444975261	101-253-960.000	299.00
		38870		5473787444975261	101-401-900.000	42.40
						492.58
07/22/2020	GEN	38871	GRAND TRAVERSE CONSERVATION DI	2ND QTR BILLING / CRUSHED GRAVEL TRAIL BWNP	308-000-935.000	16,804.36

3.b.(i)

Check Date	Bank	Check #	Payee	Description	GL #	Amount
		38871		2ND QTR BILLING / CRUSHED GRAVEL TRAIL BVNP	308-000-970.000	22,133.00
						38,937.36
07/22/2020	GEN	38872	IIMC	DUES	101-215-965.000	330.00
07/22/2020	GEN	38873	INTEGRITY BUSINESS SOLUTIONS	SANITIZER / SUPPLIES	101-101-726.000	22.49
		38873		SANITIZER / SUPPLIES	101-191-726.000	168.00
						190.49
07/22/2020	GEN	38874	LANDGREEN LAWCARE	#2 FERTILIZER	308-000-935.000	1,329.60
07/22/2020	GEN	38875	MAPLE RIVER DIRECT MAIL	TAX MAILING / NEWSLETTER PRINTING	101-101-900.000	567.00
		38875		TAX MAILING / NEWSLETTER PRINTING	101-253-726.000	720.45
		38875		TAX MAILING / NEWSLETTER PRINTING	101-253-726.001	(17.53)
		38875		TAX MAILING / NEWSLETTER PRINTING	101-253-900.000	760.26
						2,030.18
07/22/2020	GEN	38876	SITONE LANDSCAPING SUPPLY	FERTILIZER	308-000-935.000	143.11

TOTAL - ALL FUNDS		TOTAL OF 29 CHECKS	
1,880.00	DEFERRED COMP	1,880.00	
510.87	AFLAC	510.87	
436.88	HSA (FORMERLY FLEX)	436.88	
90.00	UNITED WAY	90.00	
80.00	PARK USE FEES	80.00	
148.11	SUPPLIES	148.11	
120.00	LEGAL SERVICES - TOWNBOARD	120.00	
9,000.00	AUDIT AND ACCOUNTING	9,000.00	
567.00	PRINTING & PUBLISHING	567.00	
684.00	ADVERTISING	684.00	
1,501.12	SUPPLIES	1,501.12	
71.00	SUPPLIES	71.00	
330.00	DUES & PUBLICATIONS	330.00	
885.55	SUPPLIES	885.55	
(17.53)	POSTAGE	(17.53)	
760.26	PRINTING & PUBLISHING	760.26	
299.00	EDUCATION & TRAINING	299.00	
630.77	COMPUTER NETWORK	630.77	
45.00	MAINTENANCE-OTHER	45.00	
368.00	EDUCATION & TRAINING	368.00	
42.40	PRINTING & PUBLISHING	42.40	
10.61	STREET LIGHTS TOWNSHIP	10.61	
21,698.48	INSURANCE - EMPLOYEE HEALTH	21,698.48	
1,653.52	CAPITAL OUTLAY - TOWNSHIP HAL	1,653.52	
18,357.13	MAINTENANCE - MISC, EQUIP	18,357.13	
22,133.00	CAPITAL OUTLAY	22,133.00	
82,285.17	TOTAL	82,285.17	

July 10, 2020

SUMMARY OF BILLINGS FOR APPROVAL FROM GARFIELD TOWNSHIP

I. Developer's Escrow Fund

A. Storm Water Reviews

1. Engineering consulting services for storm water plan review.
Habitat for Humanity, 2487 Rice Street
Project# 20004 Invoice No. 20000401 1,865.00
2. Engineering consulting services for storm water plan review.
Chick Fil A, 3890 US-31
Project# 20053 Invoice No. 2005301 550.00
3. Engineering consulting services for storm water plan review.
Village at Lafranier Woods SUP, Phase I
Project# 20078 Invoice No. 2007801 3,700.00
4. Engineering consulting services for storm water plan review.
3044 Contractor Drive, Escrow No. 701-000.215.829
Project# 20113 Invoice No. 2011301 1,347.50
5. Engineering consulting services for storm water plan review.
Northern Michigan Hospitality Management, Proposed Hotels
Project# 19395A Invoice No. 19395101 3,160.00

Total A 10,622.50

B. Utility Plan Review, Oversight & Closeout

1. Engineering services for plan review and construction services.
Traditions at Ashland Park
Project# 17088 Invoice No. 17088013 19,225.00
2. Engineering consulting services for water main review and construction services.
Contractors Drive
Project# 17327 Invoice No. 1732707 1,600.00
3. Engineering consulting services for plan review, construction services and Project Turnover
Village at Lafranier Woods SUP, Phase I
Project# 20068 Invoice No. 2006801 3,640.00

Total B 24,465.00

Total Developer's Escrow Fund 35,087.50

II. Utility Receiving Fund

1. Engineering consulting services.
GTB Fiber Optic
Project# 20029C Invoice No. 20029308 540.00

Total Utility Receiving Fund 540.00

III. Park Funds / DNR Trust Fund

1. Engineering consulting services for topographic survey, site design, bid comments, construction services
**Silver Lake Park Improvements, Parking Lot Expansion at Metro #12, Trail, Sidewalk
Extensions and Well House Enclosure**
Project# 19177 Invoice No. 1917708 4,480.00

Total Park Funds / DNR Trust Fund 4,480.00

GRAND TOTAL \$40,107.50

Invoice

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

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

April 2, 2020
Project No: 20004
Invoice No: 20000401

Re: 2487 Rice Street - Habitat for Humanity

Services Performed: Engineering services for storm water plan review of plans and specifications for compliance with Ordinance 49. Communication with applicant and engineer. Final approval letter.

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

Professional Personnel

	Hours	Rate	Amount	
Project Engineer II	14.50	110.00	1,595.00	
Sr. Project Manager	2.00	135.00	270.00	
Totals	16.50		1,865.00	
Total Labor				1,865.00
		Total this Invoice		\$1,865.00

Invoice

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

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

July 10, 2020
Project No: 20053
Invoice No: 2005301

Re: Chick Fil A, Escrow #

Services Performed: Engineering services for storm water plan review including review of plans, computations and specifications for compliance with Ordinance 49. Services include review, communication with applicant and engineer and correspondence letter.

Project Location: 3980 US 31 South, Traverse City, MI
Professional Services from March 13, 2020 to June 27, 2020

Professional Personnel

	Hours	Rate	Amount	
Project Engineer II	5.00	110.00	550.00	
Totals	5.00		550.00	
Total Labor				550.00
		Total this Invoice		\$550.00



Invoice

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

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

July 10, 2020
Project No: 20078
Invoice No: 2007801

Re: Village at Lafranier Woods, SUP, 2242 LaFranier Road, Phase I

Services Performed: Engineering services for storm water plan review. Services include review of plans, revisions by applicant. Follow by second review with final acceptance on 06/18/20.

Professional Services from March 23, 2020 to June 27, 2020

Professional Personnel

	Hours	Rate	Amount	
Project Engineer II	33.00	110.00	3,630.00	
Project Manager Assistant	1.00	70.00	70.00	
Totals	34.00		3,700.00	
Total Labor				3,700.00
		Total this Invoice		\$3,700.00



Invoice

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

July 10, 2020
Project No: 20113
Invoice No: 2011301

Re: 3044 contractor Drive, Storm Water Review, Escrow No. 701-000.215.829

Services Performed: Engineering services for storm water plan review for proposed industrial building site. Final approval issued on 06/17/20.

Professional Services from May 17, 2020 to June 27, 2020

Professional Personnel

	Hours	Rate	Amount	
Project Engineer II	12.25	110.00	1,347.50	
Totals	12.25		1,347.50	
Total Labor				1,347.50
				Total this Invoice
				\$1,347.50

Invoice

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

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

July 10, 2020
Project No: 19395A
Invoice No: 19395101

Re: Northern Michigan Hospitality Management, Proposed Hotels

Services Performed: : Engineering Services for storm water review including review of plans, computations and specifications for compliance with Ordinance 49. Work includes review, communication with applicant and engineer and correspondence letter.

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

Professional Services from March 24, 2020 to June 27, 2020

Professional Personnel

	Hours	Rate	Amount	
Project Engineer II	25.00	110.00	2,750.00	
Project Manager Assistant	2.00	70.00	140.00	
Sr. Project Manager	2.00	135.00	270.00	
Totals	29.00		3,160.00	
Total Labor				3,160.00
		Total this Invoice		\$3,160.00

Invoice

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

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

July 10, 2020
 Project No: 17088
 Invoice No: 1708813

Re: Traditions at Ashland Park (Escrow Account)

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

*Additional Escrow Requests:

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

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

Professional Services from May 10, 2020 to June 27, 2020

Fee

Billing Phase	Fee	Percent Complete	Earned	Previous Fee Billing	Current Fee Billing
Plan Reivew/Permit Assistance	2,500.00	100.00	2,500.00	2,500.00	0.00
*4 Plan Review/Permit Assistance	1,000.00	100.00	1,000.00	0.00	1,000.00
Construction Observation/Inspection	14,000.00	100.00	14,000.00	14,000.00	0.00
*1 Observation/Inspection	9,500.00	100.00	9,500.00	9,500.00	0.00
*2 Observation/Inspection	4,500.00	100.00	4,500.00	4,500.00	0.00
*3 Observation/Inspection	15,500.00	100.00	15,500.00	15,500.00	0.00
*4 Observation/Inspection	17,500.00	87.00	15,225.00	0.00	15,225.00
Const. Admin/Project Turnover	1,000.00	100.00	1,000.00	1,000.00	0.00
*3 Admin/Project Turnover	2,000.00	100.00	2,000.00	0.00	2,000.00
*1 Record Drawings & Reports	500.00	100.00	500.00	500.00	0.00

Project	17088	GARFIELD/PLN REVIEW,CO ADM,CM/TRADITI/GT				Invoice	1708813
*2 Record Drawings & Reports	500.00	100.00	500.00	500.00	0.00	0.00	
*3 Record Drawings & Reports	1,000.00	100.00	1,000.00	0.00	1,000.00	0.00	
*4 Record Drawings & Reports	1,000.00	0.00	0.00	0.00	0.00	0.00	
Total Fee	70,500.00		67,225.00	48,000.00	19,225.00		
		Total Fee					19,225.00
				Total this Invoice			\$19,225.00

Invoice

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

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

July 10, 2020
Project No: 17327
Invoice No: 1732707

Re: Contractors Drive - Watermain Extension, Escrow No. 214.803

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.

*Additional Services:

- 1. Full time on site inspection for water main extension to service the proposed land division along Contractors Drive off Molon Drive (Cass Road). Estimated fee for an additional approximate 7 days of construction, 55 hours per letter dated 04/15/19
- 2. Full time on site inspection for water main and sanitary sewer as detailed in escrow letter dated 07/10-20. Hourly Estimated \$1,100.

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

Professional Services from June 16, 2019 to June 27, 2020

Fee

Billing Phase	Fee	Percent Complete	Earned	Previous Fee Billing	Current Fee Billing
Engineering Plan Review	1,500.00	100.00	1,500.00	1,500.00	0.00
Construction Inspection	5,400.00	100.00	5,400.00	5,400.00	0.00
*1. Construction Inspection	4,300.00	100.00	4,300.00	4,300.00	0.00
*2. Construction Inspection	1,100.00	100.00	1,100.00	0.00	1,100.00
Project Turnover	500.00	100.00	500.00	0.00	500.00
Total Fee	12,800.00		12,800.00	11,200.00	1,600.00
Total Fee					1,600.00
Total this Invoice					\$1,600.00

Invoice

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

July 10, 2020
Project No: 20068
Invoice No: 2003701

Re: Village at Lafranier Woods SUP, Phase I

Services Performed: Provide plan review, construction oversight and project close out for water main and sanitary sewer extension to service a residential housing complex located along Lafranier Road north of the intersection of Hammond Road at the intersection of Lone Tree and Zimmerman Road. Phase I includes six (6) outbuildings and one (1) main building providing 20 cottage units and 115 congregate units.

1. Engineering Review - Plan review and overall capacity evaluation to determine impact to existing water and sewer system and ability to services. Scope also include Act 399 and Part 41 permit assistance for the water main and sewer main extension.
2. Full time construction observation, water main and sanitary sewer including services, testing and walk through with DPW. Estimated services for approximately 30 days of construction, 260 hours to conduct site visits, witness testing and DPW walk through. Developer is responsible to provide record drawings and provide documentation to GFA for review.
3. Project Turnover - Review of drawing, easements and close out. Turnover documentation to township, updates to GIS and overall utility maps.

Professional Services from April 1, 2020 to June 27, 2020

Fee

Billing Phase	Fee	Percent Complete	Earned	Previous Fee Billing	Current Fee Billing
Engineer Review	4,000.00	91.00	3,640.00	0.00	3,640.00
Construction Observation	19,500.00	0.00	0.00	0.00	0.00
Proj. Turnover, Close Out	1,750.00	0.00	0.00	0.00	0.00
Total Fee	25,250.00		3,640.00	0.00	3,640.00
		Total Fee			3,640.00
				Total this Invoice	\$3,640.00

Invoice

Gourdie-Fraser, Inc.
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A/R email: melanie@gfa.tc

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

July 10, 2020
Project No: 20029C
Invoice No: 20029308

Re: General Utilities: GTB Fiber Optic

Services Performed: Engineering services for plan review related to impact to water and sewer infrastructure for proposed GTB Fiber Optic installation along Barnes and Zimmerman Road. Comments were provided to utility company for incorporation in plans for construction to ensure protection.

Professional Services from June 1, 2020 to June 27, 2020

Professional Personnel

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

Invoice

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

July 10, 2020

Project No: 19177

Invoice No: 1917708

Re: Silver Lake Park Improvements

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

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

Project Location: 1785 North East Silver Lake Road

Professional Services from May 10, 2020 to June 27, 2020

Fee

Billing Phase	Fee	Percent Complete	Earned	Previous Fee Billing	Current Fee Billing
Topographic Survey	3,500.00	100.00	3,500.00	3,500.00	0.00
Site Design, Architectural, Landscape	19,200.00	100.00	19,200.00	19,200.00	0.00
Contract, Bid Document Assistance	2,500.00	100.00	2,500.00	2,500.00	0.00
Construction Layout and Staking	2,500.00	100.00	2,500.00	1,500.00	1,000.00
Const. Observation, Materials Testing	7,600.00	100.00	7,600.00	3,800.00	3,800.00
Construction Administration, Engineering	2,000.00	50.00	1,000.00	1,320.00	-320.00
Total Fee	37,300.00		36,300.00	31,820.00	4,480.00
		Total Fee			4,480.00
				Total this Invoice	\$4,480.00

Contractor's Application for Payment No. 3

Application Period: 05/26/20-07/19/2020	Application Date: 7/20/2020
From (Contractor): North Country Contracting LLC	Via (Engineer): Gourdie Fraser, Inc
Contractor: 6655 Jasper Trail, Kingsley, MI 49649	Engineer: 123 W Front Street, Traverse City, MI 49684
Address: Contractor's Project No: _____	Address: Engineer's Project No: 19177

**Application For Payment
Change Order Summary**

Approved Change Orders	Additions	Deductions
1	\$3,203.68	
2	\$850.00	
3	\$2,936.85	
TOTALS	\$6,990.53	
NET CHANGE BY CHANGE ORDERS	\$6,990.53	

1. ORIGINAL CONTRACT PRICE..... \$ \$167,086.00
2. Net change by Change Orders..... \$ \$6,990.53
3. Current Contract Price (Line 1 ± 2)..... \$ \$174,076.53
4. TOTAL COMPLETED AND STORED TO DATE
(Column F total on Progress Estimates)..... \$ \$171,776.52
5. RETAINAGE:
 - a. 5% X \$171,776.52 Work Completed..... \$8,588.83
 - b. X Stored Material..... \$
 - c. Total Retainage (Line 5.a + Line 5.b)..... \$8,588.83
6. AMOUNT ELIGIBLE TO DATE (Line 4 - Line 5.c)..... \$ \$163,187.70
7. LESS PREVIOUS PAYMENTS (Line 6 from prior Application)..... \$ \$79,231.18
8. AMOUNT DUE THIS APPLICATION..... \$ \$83,956.52
9. BALANCE TO FINISH, PLUS RETAINAGE
(Column G total on Progress Estimates + Line 5.c above)..... \$ \$7,951.98

Contractor's Certification


The undersigned Contractor certifies, to the best of its knowledge, the following:

- (1) All previous progress payments received from Owner on account of Work done under the Contract have been applied on account to discharge Contractor's legitimate obligations incurred in connection with the 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, security interests, and encumbrances (except such as are covered by a bond acceptable to Owner indemnifying Owner against any such Liens, security interest, or encumbrances); and
- (3) All the Work covered by this Application for Payment is in accordance with the Contract Documents and is not defective

By: _____ Date: _____

Contractor Signature _____ Date: _____

Payment of: \$ Eighty Three Thousand Nine Hundred Fifty Six Dollars and Fifty Two Cents
(Line 8 of prior - attach explanation of the other amount)

is recommended by:  (Engineer) 7-23-20 (Date)

Payment of: \$ Eighty Three Thousand Nine Hundred Fifty Six Dollars and Fifty Two Cents
(Line 8 or other - attach explanation of the other amount)

is approved by: _____ (Owner) _____ (Date)

Approved by: _____ Funding or Financing Entity (if applicable) _____ (Date)

Progress Estimate - Unit Price Work

Contractor's Application

For (Contract):		Silver Lake Park Recreation Improvements		Application Number: 3								
Application Period:		05/26/20-07/19/2020		Application Date: 7/20/2020								
A		B		C		D		E		F		
Bid Item No	Item Description	Contract Information			Qty Instd Prev	Value of Work Instd Prev	Qty Instd This Period	Value of Work Instd This Period	Value of Materials Presently Stored (not in C or D)	Total Completed and Stored to Date (C + D + E)	% Complete (F / B)	Balance to Finish (B - F)
		Item Qty	Units	Unit Price								
1	Mobilization	1	LS	\$9,500.00	\$9,500.00	1	\$9,500.00		\$9,500.00	100.0%		
2	Temporary Soil Erosion & Sedimentation Control	1	LS	\$675.00	\$675.00	1	\$675.00		\$675.00	100.0%		
3	Salvage & Relocate Existing Conifers	13	EA	\$750.00	\$9,750.00	4	\$3,000.00	9	\$6,750.00	100.0%		
4	Remove Existing Asphalt Path	3100	SF	\$3.00	\$9,300.00	4650	\$13,950.00		\$13,950.00	100.0%		
5	Remove Existing Brick Paver Path	85	SF	\$7.00	\$595.00	127.5	\$892.50		\$892.50	100.0%		
6	Salvage & Relocate Existing Sign	1	LS	\$2,800.00	\$2,800.00	1	\$2,800.00		\$2,800.00	100.0%		
7	Remove Topsoil	1	LS	\$1,710.00	\$1,710.00	1	\$1,710.00		\$1,710.00	100.0%		
8	Site Grading and Sub-base Preparation	1	LS	\$9,085.00	\$9,085.00	1	\$9,085.00		\$9,085.00	100.0%		
9	Parking Lot Gravel - 22A, 6" Section	1100	SY	\$5.50	\$6,050.00	972	\$5,346.00		\$5,346.00	100.0%		
10	Parking Lot Asphalt, Base (1.65#/SY 13A)	95	T	\$160.10	\$15,209.50	95	\$15,209.50		\$15,209.50	100.0%		
11	Parking Lot Asphalt, Top (1.65#/SY 36A)	95	T	\$160.10	\$15,209.50	95	\$15,209.50		\$15,209.50	100.0%		
12	Raise Asphalt Curb, 1' Wide & Spillway w/ Rip Rap	220	LF	\$7.15	\$1,573.00	195	\$1,394.25		\$1,394.25	100.0%		
13	Parking Lot Striping & Barrier Free Signage	1	LS	\$1,320.00	\$1,320.00	1	\$1,320.00		\$1,320.00	100.0%		
14	10' Wide Asphalt Path, Gravel Base - (22A, 6" Depth)	350	SY	\$5.50	\$1,925.00	347	\$1,908.50		\$1,908.50	100.0%		
15	10' Wide Asphalt Path, Surface - (220#/SY 36A)	40	T	\$160.10	\$6,404.00	35.17	\$5,630.72		\$5,630.72	100.0%		
16	Concrete Sidewalk, 5' Wide, 4" Depth	200	SF	\$12.00	\$2,400.00	200	\$2,400.00		\$2,400.00	100.0%		
17	Landscape Plantings	1	LS	\$19,500.00	\$19,500.00	1	\$19,500.00		\$19,500.00	100.0%		
18	Site Restoration	1	LS	\$2,300.00	\$2,300.00	1	\$2,300.00		\$2,300.00	50.0%		
19	Class II Granular Fill	295	CYD	\$5.00	\$1,475.00	295	\$1,475.00		\$1,475.00	100.0%		
20	HMA Repair Patch to HMA damaged by irrigation line	200.3	TON	\$8.63	\$1,728.68	200.3	\$1,728.68		\$1,728.68	100.0%		
21	Phase II Mobilization	1	LS	\$850.00	\$850.00	1	\$850.00		\$850.00	100.0%		
1	Phase II Mobilization	1	LS	\$5,000.00	\$5,000.00	1	\$5,000.00		\$5,000.00	100.0%		
2	Temporary Soil Erosion & Sedimentation Control	1	LS	\$400.00	\$400.00	1	\$400.00		\$400.00	100.0%		
3	Remove Topsoil	1	LS	\$900.00	\$900.00	1	\$900.00		\$900.00	100.0%		
4	Site Cleaning, Grading and Sub-base Preparation	1	LS	\$6,100.00	\$6,100.00	1	\$6,100.00		\$6,100.00	100.0%		
5	8' Wide Asphalt Path, Gravel Base - 22A, 6" Depth	380	SY	\$6.50	\$2,470.00	380	\$2,470.00		\$2,470.00	100.0%		
6	8' Wide Asphalt Path, Surface - (220#/SY 13A)	45	T	\$158.00	\$7,110.00	42.86	\$6,771.88		\$6,771.88	100.0%		
7	Concrete Sidewalk, 5' Wide, 4" depth	2800	SF	\$10.00	\$28,000.00	2750	\$27,500.00		\$27,500.00	100.0%		
8	Restoration	1	LS	\$1,800.00	\$1,800.00						\$1,800.00	
Totals												
										\$171,776.52	100.4%	(\$636.85)

Date of Issuance:	Effective Date:	7/21/20
Owner: Charter Township of Garfield	Owner's Contract No.:	
Contractor: North Country Contracting, LLC	Contractor's Project No.:	
Engineer: Gourdie Fraser Inc	Engineer's Project No.:	19177
Project: Silver Lake Recreation Facility Site Improvements	Contract Name:	

The Contract is modified as follows upon execution of this Change Order:

Description: FINAL BALANCING
Attachments: *Refer to Attachment*

CHANGE IN CONTRACT PRICE	CHANGE IN CONTRACT TIMES <i>[note changes in Milestones if applicable]</i>
Original Contract Price: \$ <u>167,086.00</u>	Original Contract Times: Substantial Completion: <u>60 days</u> Ready for Final Payment: <u>90 days</u> days or dates
[Increase] [Decrease] from previously approved Change Orders No. <u>1</u> to No. <u>1</u> : \$ <u>3,203.68</u>	[Increase] [Decrease] from previously approved Change Orders No. <u> </u> to No. <u> </u> : Substantial Completion: <u> </u> Ready for Final Payment: <u> </u> days or dates
Contract Price prior to this Change Order: \$ <u>171,139.68</u>	Contract Times prior to this Change Order: Substantial Completion: <u>60 days</u> Ready for Final Payment: <u>90 days</u> days or dates
[Increase] [Decrease] of this Change Order: \$ <u>2,436.85</u>	[Increase] [Decrease] of this Change Order: Substantial Completion: <u>N/A</u> Ready for Final Payment: <u>N/A</u> days or dates
Contract Price incorporating this Change Order: \$ <u>173,576.53</u>	Contract Times with all approved Change Orders: Substantial Completion: <u>60 days</u> Ready for Final Payment: <u>90 days</u> days or dates

RECOMMENDED:	ACCEPTED:	ACCEPTED:
By: <u>[Signature]</u> Engineer (if required)	By: _____ Owner (Authorized Signature)	By: _____ Contractor (Authorized Signature)
Title: <u>Project Manager</u>	Title: _____	Title: _____
Date: <u>7/21/2020</u>	Date: _____	Date: _____

Approved by Funding Agency (if applicable)

By: _____ Date: _____
Title: _____

CHANGE ORDER #3 ATTACHMENT

PROJECT: Garfield Township - Silver Lake Recreational Facility Site Improvements

DATE ISSUED: 7/21/2020

The following items summarize changes being made to the Contract Documents:

ITEM NO.	COMPLETE DESCRIPTION OF CHANGES	DECREASE CONTRACT	INCREASE CONTRACT
	PHASE I		
4	ADD - QTY 1550 SF - EXISTING ASPHALT PATH REMOVAL		\$4,650.00
5	ADD - QTY 42.5 SF - EXISTING BRICK PAVER PATH REMOVAL		\$297.50
9	DEDUCT - QTY 128 SY - PARKING LOT GRAVEL - 22A, 6" SECTION	\$704.00	
12	DEDUCT - QTY 25 LF - RAISE ASPHALT CURB, 1" WIDE & SPILLWAY W/ RIP RAP	\$178.75	
14	DEDUCT - QTY 3 SY - 10" WIDE ASPHALT PATH, GRAVEL BASE 22A, 6" DEPTH	\$16.50	
15	DEDUCT - QTY 4.83 TON - 10' WIDE ASPHALT PATH, SURFACE 220#/SY 36A	\$773.28	
	PHASE II		
6	DEDUCT - QTY 2.14 TON - 8' WIDE ASPHALT PATH, SURFACE 220#/SY 13A	\$338.12	
7	DEDUCT - QTY 50 SF - CONCRETE SIDEWALK, 5' WIDE, 4" DEPTH	\$500.00	
	Total Decrease	\$2,510.65	
	Total Increase		\$4,947.50
	Net Increase (Decrease)		\$2,436.85

The sum of \$2,436.85 is hereby ~~(deducted from)~~ (added to) the total Contract Price.

The time provided for completion in the Contract is (un)changed.

This document shall become an amendment to the Contract and all provisions of the Contract will apply hereto.

MTT Update
Prepared for Garfield Twp Board

Docket #	Parcel No(s)	Owner	Property Address	Year(s) in Contention	Assessor's Values		Petitioner's Values		Value Differences		Status Notes	ACTUAL		
					Assessed	Taxable	Assessed	Taxable	Assessed	Taxable		Twp Millage Loss	METRO Millage Loss	
1	20-001608-TT	IF Traverse City MI LLC (former Seas)	1212 W So Airport Rd	2020	\$ 1,334,000	\$ 1,334,000	\$ 400,000	\$ 400,000	\$ (934,000)	\$ (934,000)	6/1/20 found petition online	\$ -	\$ -	
2	20-001411	GMMI Inc (Olive Garden)	2800 N US 31 South	2020	\$ 976,600	\$ 785,226	\$ 475,000	\$ 475,000	\$ (501,600)	\$ (314,226)	6/10/20 Answered petition	\$ -	\$ -	
		Pre-hearing General Call: May 3-14, 2021 (Valuation Due: 2/3/21)			MTT Judge: Peter Kopke						6/10/20 Answered petition			
3	20-001236	JC Penney Company, Inc (filed bankruptcy)	3300 W So Airport Rd	2020	\$ 751,800	\$ 692,716	\$ 450,000	\$ 450,000	\$ (301,800)	\$ (242,716)	5/28/20 found petition online	\$ -	\$ -	
4	20-001312-TT	Traverse City Retail Mgmt LLC (new 3-unit bldg: T-Mobile)	3290 W So Airport Rd	2020	\$ 726,300	\$ 726,300	\$ 276,300	\$ 276,300	\$ (450,000)	\$ (450,000)	5/28/20 found petition online	\$ -	\$ -	
5	20-001743-TT	Traverse City 31 N Inn & Suites LLC (Baymont Inn)	2326 N US 31 South	2020	\$ 2,139,900	\$ 1,956,166	\$ 1,283,940	\$ 1,283,940	\$ (855,960)	\$ (672,226)	6/10/20 Answered petition	\$ -	\$ -	
6	20-001434	Offraw, LLC/Kin Properties Inc (Planet Fitness)	3111 W So Airport Rd	2020	\$ 1,442,200	\$ 1,007,717	\$ 508,717	\$ 508,717	\$ (933,483)	\$ (495,000)	6/29/20 petition received	\$ -	\$ -	
7	20-002390	Wal-Mart Stores East LP (Wal-Mart)	2640 Crossing Cir	2020	\$ 4,589,300	\$ 4,087,412	\$ 2,742,688	\$ 2,742,688	\$ (1,846,612)	\$ (1,344,724)	7/15/20 received offer from Petitioner to settle at \$3,130,000 - IF we settle in next 30 days	\$ -	\$ -	
		Pre-hearing General Call: May 3-14, 2021 (Valuation Due: 2/3/21)			MTT Judge: Marcus Abood									
TOTALS:					\$ 5,928,600	\$ 10,593,537	\$ 6,136,645	\$ 6,136,645	\$ (5,823,455)	\$ (4,456,892)		\$ -	\$ -	
					SETTLED VALUES:									
											Potential Tax Loss	\$ (8,913.78)	\$ (10,473.70)	
											ACTUAL TAX LOSS			
GRAND TOTAL											2020	\$ (8,913.78)	\$ (10,473.70)	

NOTE: As of June 11, 2020, Property Owners have until August 31, 2020, to file appeals with the MTT for 2020. (PA 88 of 2020)

MICHIGAN ECONOMIC
DEVELOPMENT CORPORATION

Memorandum

TO: Board of Trustees, Charter Township of Garfield

FROM: Pablo Majano, MEDC Senior Redevelopment Ready Communities Planner

DATE: July 20, 2020

RE: **Welcome to Redevelopment Ready Communities®**

I am pleased to welcome the Charter Township of Garfield to our growing list of communities participating in the MEDC's *Redevelopment Ready Communities* program! As an RRC engaged community, the Charter Township of Garfield is a partner with the MEDC in building a place that is ready to attract talent and business investment.

I estimate the Township's evaluation will occur in the coming weeks. The evaluation will result in a detailed Baseline Report that includes recommended actions for achieving RRC Certification and will be informed by responses from your RRC self-assessment, community documents (such as plans, ordinances, and your website), and interviews with stakeholders in your community. After this report is complete, we would like to schedule a time to present our findings, this can be done virtually, or presented via a detailed memo.

As the Township awaits its report, anyone involved in the RRC process should continue to take steps toward becoming a certified community. I have identified some items from the self-evaluation that could be good places to start. Those have been communicated with Steve Hannon, Deputy Planning Director. If you have not had an opportunity to review the resources available on our website, we encourage you to familiarize yourselves with the helpful guides that are available at: <http://miplace.org/communities/rrc>.

We also strongly encourage learning and borrowing examples from other communities who are engaged in our program such as Kalkaska, Charlevoix and Cadillac or from one of our 44 certified communities including Grand Haven or Traverse City. As an RRC engaged community, you are part of a network of communities pursuing the same goals to increase transparency, predictability, and efficiency in the development process and we hope you find value in this peer-to-peer connection.

Again, welcome to RRC and I look forward to working with you.

Sincerely,



Pablo Majano

PURE MICHIGAN®

Charter Township of Garfield

Engineering Report / Construction Update

July 21, 2020

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

Status below:

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

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

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

US31 / 37 Water Pressure Issues

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

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

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

Randolph Street Sewer Extension

GFA was approved last board meeting to work with developer to extend sewer infrastructure to service address 1420. An escrow was established and GFA will provide design, permitting, inspection and closeout on behalf of the Township. Work slated to be completed by end of this year.

III. General Utilities

Sewer / Water City Contracts

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

Water Reliability Study

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

GIS Mapping

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

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

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

GFA continues to assist the Drain Commission and Township. An agreement was reached between the Drain Commission and Design consultant with respect to existing contracts, fees and will provide a transition of data to GFA as the design consultant. Based upon a recent meeting with the Township,

Road Commission, County and Drain Commissioner, it was decided to proceed with Division 1 and 2 only this time (RR and Cass Road Crossing and overflow project). GFA will further evaluate the Cass Road Project upgrade to see if other options are viable that are less costly and that Division of the project will be placed on hold. GFA is completing the preparation of the bid packet and incorporating all regulatory comments with intent to bid project out week of August 10th for fall construction.

Water Service Expansion

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

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

IV. Parks & Recreation

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

Project was bid as to phases with parking to be complete in November 2019 (weather permitting) and trails / sidewalk to be completed in Summer 2020. North Country Contracting was awarded the project and doing well with GFA onsite daily monitoring progress. Early snow and wet season has caused delays but did have parking lot graveled and available for use in March for election. Project is completed and working with contractor on final restoration items. Pay Application #2 is in your board packet for review and approval.

East River Park – Capitol Improvements

GFA is working with Township staff on preparing a conceptual plan and budgetary cost estimates for discussion purposes at upcoming Park and Rec Meeting. Amenities proposed include trail, dog parks, parking lot, pavilion, signage and seating areas.

Utility Plan Reviews

Windy Hills (60 Acre Herkner Parcel) – Phase II

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

Traditions

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

Ashland Park - Phase 2 & 3

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

Fox Run

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

Eaglehurst Development – Phase II

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

Crown – Phase III

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

Chelsea Park – West

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

Harris Hills

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

Chelsea Park West – Phase II

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

Village at Lafranier Woods

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

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

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

Wendys' (South Garfield)

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

TCAPS Montessori

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

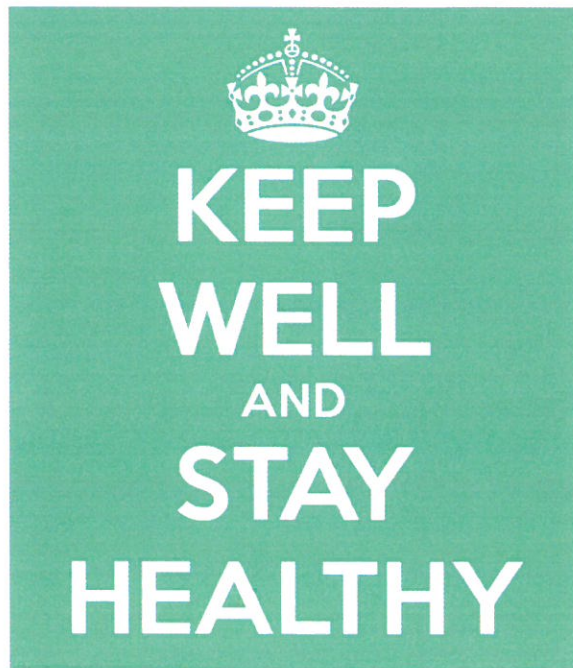
Crown Phase III - Private Road Review	Approved with submitted Revisions
Crown Phase III - SW Review	Approved (final plans with permit and revisions to be submitted to Twp)
Jonkoff Crematorium	Rescinded
Elmers Storage Building - 2nd Addition	Approved (final plans and SESC permit to be submitted to Twp)
MacAllister Rentals	Approved (final plans with permit and revisions to be submitted to Twp)
SKF Land Company - Bay Masonry	Approved (final plans with permit and revisions to be submitted to Twp)
1349 Trade Centre Dr, Broad Rentals	Approved (final plans with permit and revisions to be submitted to Twp)
3663 North Country - Surgery Center	Approved (final plans with permit and revisions to be submitted to Twp)
613 Eta Lane	Approved (final plans with permit and revisions to be submitted to Twp)
Chelsea Park, West	Approved (final plans with permit and revisions to be submitted to Twp)
French Manor	Approved (final plans with permit and revisions to be submitted to Twp)
635 Eta Lane	Approved (final plans with permit and revisions to be submitted to Twp)
Living Hope Church Expansion	Approved (final plans with permit and revisions to be submitted to Twp)
Habitat For Humanity	Approved (final plans with permit and revisions to be submitted to Twp)

2020 Storm Water & Private Road Plan Reviews

Lake Michigan Federal Credit Union	Approved (permit and maintenance plan to be submitted to Twp)
Mich St U Fed Credit Union/US 3	Approved (final plans with permit and maintenance plan to be submitted to Twp)
Harris Hills	In Review #1- GFA requested additional info 3-16: Waiting
2487 Rice Street - Habitat for Humanity	Approved (final plans with permit and revisions to be submitted to Twp)
Safety Net - 1771 Park Dr.	GFAs Initial review sent 3/16 - Waiting Response
Chick-Fil-A-3980 US-31	Application Rescinded
McDonalds - 2468 W South Airport Rd	Waiting on Escrow
Tru Hotel	Approved (final plans with permits, agreements, to be submitted to Twp)
Village at Lafranier Woods	Approved (final plans with permits to be submitted to Twp)
Peninsula Construction -	Waiting for Plans / Escrow
Building 57	Approved (drain commission, permit and maintenance plan to be submitted to Twp)

5136 N Royal Dr. - Active Brace & Limb	GFA's Initial review sent 6/11- Waiting Response
3044 Contractors Drive	Approved (final plans with permit to be submitted to Twp)

5136 N Royal Dr. - Active Brace & Limb	GFA's Initial review sent 6/11- Waiting Response
3044 Contractors D	Approved (final plans with permits to be submitted to Twp)
1800 S Garfield Rd - Wendy's	Rev1 Ltr sent 7/9

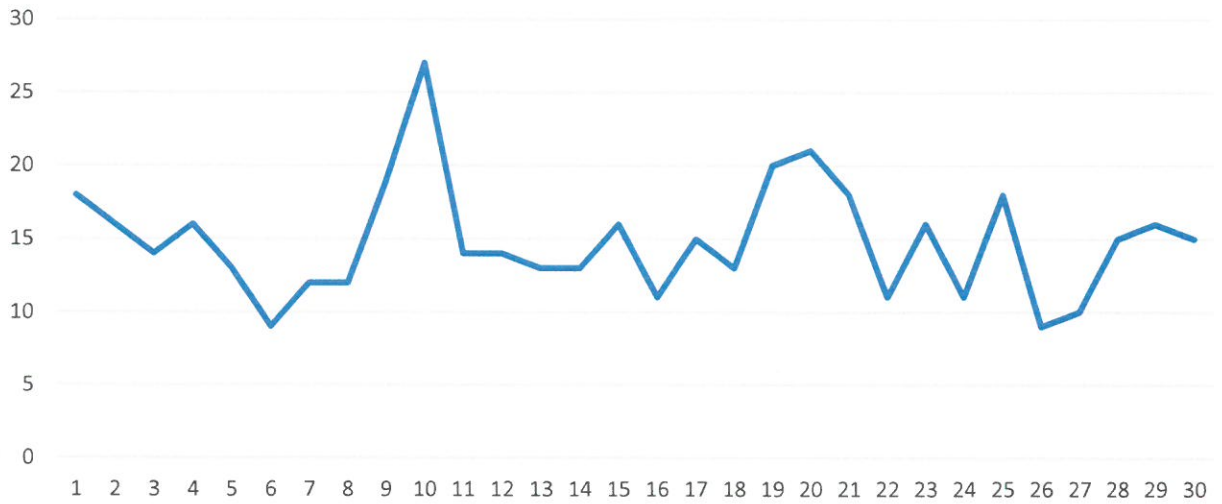


GTMESSA - June 2020 EMS Totals

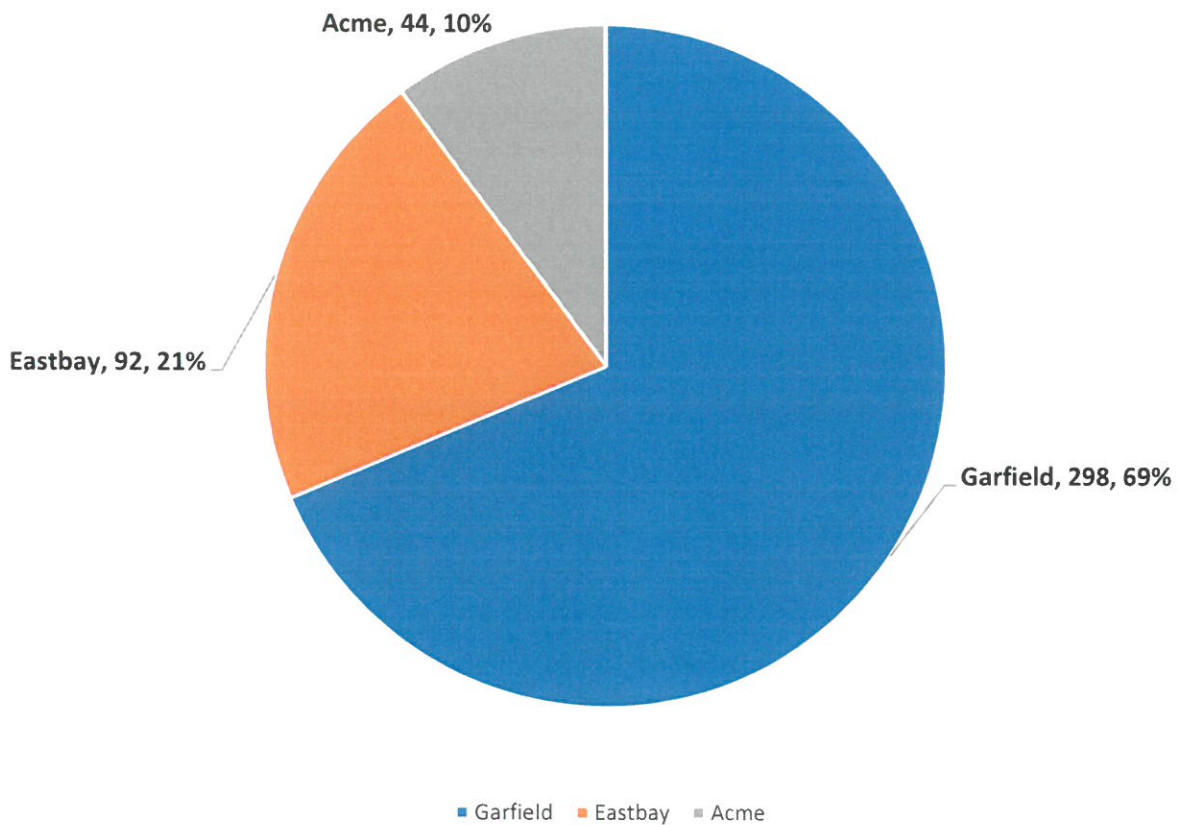
Incident Type	Priority 1	Priority 2	Priority 3	Total	Percent
Fall	3	18	33	54	14.56%
Vehicle Accident	25	4	4	33	8.89%
Difficulty Breathing / SOB	26	4	2	32	8.63%
Cardiac Issues (Chest Pain)	21	1	1	23	6.20%
Invalid Assist/Lift Assist		1	21	22	5.93%
General Weakness	1	4	12	17	4.58%
Psychiatric Problem/Suicide Attempt	7		9	16	4.31%
Alcohol intoxication	5		10	15	4.04%
Altered LOC	11	1	2	14	3.77%
Seizure	9	1	3	13	3.50%
Medical Alarm	1	6	5	12	3.23%
Traumatic Injury	4	3	5	12	3.23%
Diabetic Emergency	5	2	2	9	2.43%
Syncope/near-fainting	8		1	9	2.43%
Abdominal Pain	5	1	2	8	2.16%
Stroke/CVA	7	1		8	2.16%
Hemorrhage/Laceration	3	2	2	7	1.89%
Lower Limb Swelling	1		6	7	1.89%
Unresponsive	6	1		7	1.89%
Assault	1		4	5	1.35%
Overdose - Unintentional	3	1	1	5	1.35%
Welfare Check	2	1	2	5	1.35%
Back Pain (Non-Traumatic)	1	1	2	4	1.08%
Hypotension / hypertension	1		3	4	1.08%
Nausea/Vomiting	1		3	4	1.08%
No Other Appropriate Choice			4	4	1.08%
Allergic Reaction / Stings	2		1	3	0.81%
Patient Assist Only	1	1	1	3	0.81%
Choking	1		1	2	0.54%
CPR	2			2	0.54%
Death - Priority 5	1		1	2	0.54%
Fever	1		1	2	0.54%
Headache	1	1		2	0.54%
Carbon Monoxide	1			1	0.27%
Cardiac Issues - No Chest Pain	1			1	0.27%
Epistaxis (Nosebleed)			1	1	0.27%
Eye Problem/Injury		1		1	0.27%
Heat/Cold Exposure			1	1	0.27%
Stab/Gunshot Wound/Penetrating Trauma	1			1	0.27%
Grand Total	169	56	146	371	

GTMESA - June 2020 Incidents by Day

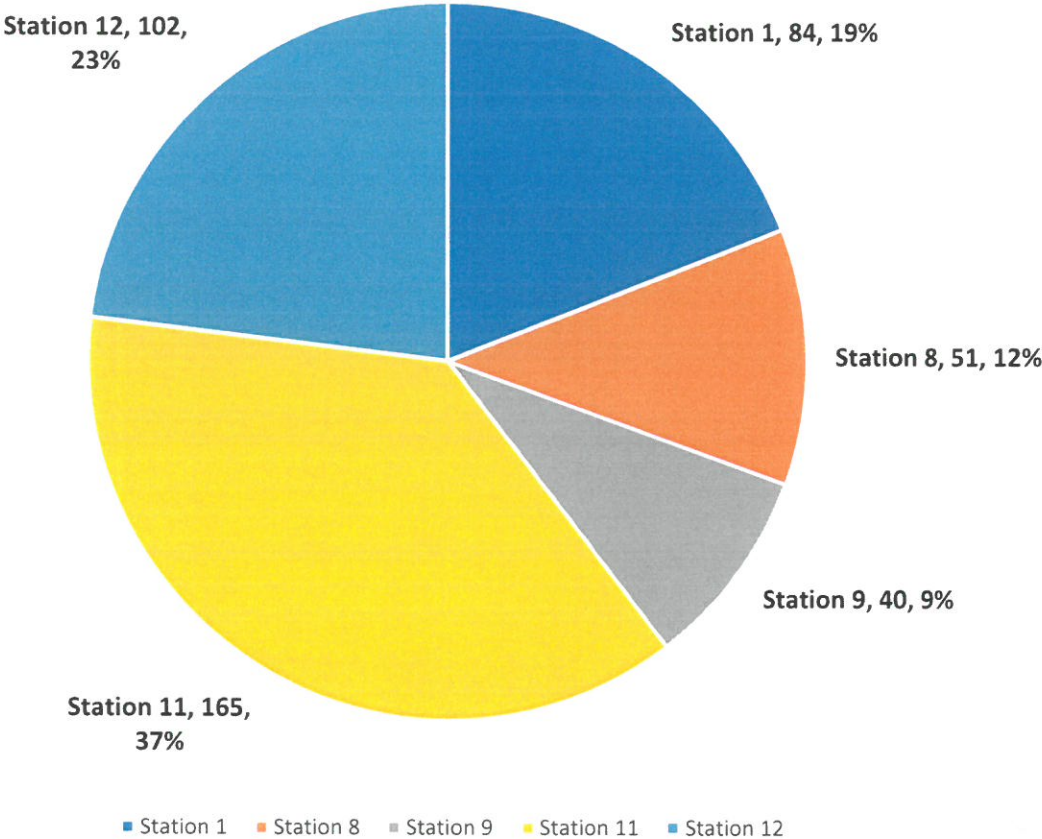
442 Incidents Total, 14.7 daily average.



GTMESA - June 2020 Incidents



GTMESA - June 2020 Incidents by Station



Fractile Response Times

Trip Date IS BETWEEN 06/01/2020 AND 06/30/2020; AND Call Types IS Prehospital; AND Initial Priorities IS P - 1, Lights and Sirens; AND Response Zone IS GARFIELD TWSP-28

Response Time Minutes	Call Count	Cumulative Call Count	Percentage of Total Calls	Cumulative Percentage
00:00 - 00:59	2	2	2.00%	2%
01:00 - 01:59	3	5	3.00%	5%
02:00 - 02:59	5	10	5.00%	10%
03:00 - 03:59	11	21	11.00%	21%
04:00 - 04:59	15	36	15.00%	35%
05:00 - 05:59	11	47	11.00%	46%
06:00 - 06:59	16	63	16.00%	62%
07:00 - 07:59	19	82	19.00%	80%
08:00 - 08:59	10	92	10.00%	90%
09:00 - 09:59	3	95	3.00%	93%
10:00 - 10:59	4	99	4.00%	97%
12:00 - 12:59	1	100	1.00%	98%
13:00 - 13:59	1	101	1.00%	99%
14:00 - 14:59	1	102	1.00%	100%
Total Calls:	102			

Fractile Response Times

Trip Date IS BETWEEN 01/01/2020 AND 06/30/2020; AND Call Types IS Prehospital; AND Initial Priorities IS P - 1, Lights and Sirens; AND Response Zone IS GARFIELD TWSP-28

Response Time Minutes	Call Count	Cumulative Call Count	Percentage of Total Calls	Cumulative Percentage
00:00 - 00:59	6	6	1.00%	1%
01:00 - 01:59	15	21	2.00%	3%
02:00 - 02:59	35	56	6.00%	9%
03:00 - 03:59	60	116	9.00%	18%
04:00 - 04:59	101	217	16.00%	34%
05:00 - 05:59	115	332	18.00%	53%
06:00 - 06:59	93	425	15.00%	67%
07:00 - 07:59	88	513	14.00%	81%
08:00 - 08:59	40	553	6.00%	88%
09:00 - 09:59	32	585	5.00%	93%
10:00 - 10:59	25	610	4.00%	97%
11:00 - 11:59	10	620	2.00%	98%
12:00 - 12:59	2	622	0.00%	98%
13:00 - 13:59	4	626	1.00%	99%
14:00 - 14:59	3	629	0.00%	100%
15:00 - 15:59	1	630	0.00%	100%
17:00 - 17:59	2	632	0.00%	100%
Total Calls:	632			



Charter Township of Garfield

Parks Report

Silver Lake Recreation Area

Lautner Irrigation installed the additional zones for the Phase II plantings. Replaced numerous heads in house from Snow Removal damages.

Waiting on Contractor for final raking and over-seed around sidewalks.

Dropped over 14 dead trees in Dog Parks and chipped brushed piles of dead branches with GTCD.

Safety Inspection of Playground Equipment.

Met with Electricians over heating element in Restrooms

Researching mini-split unit for heat source vs. base plate heating.

Front Birm restoration or ideas of cost for development & maintenance.

Kid's Creek

Mill demolition & restoration is completed. Water wheel has been transported to Old Engine Show for future display.

Commons

Priced out trail cameras

Contact with Community Police Officers / more visibility on trails

Wash outs cleaned up by GTCD / graffiti cleaned up

Work Order placed with County Roads – fixing wash out on North Long Lake Drive

River East

Walked Property with Planning Dept. & Engineer for future projects that can be phased in.

Confirmed Well is operable on site near Pole Barn.

Researched old plans & ideas that were discussed (Dog Park, Pavilion, Parking Lot, Restrooms, ect.).

Parks CIP

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

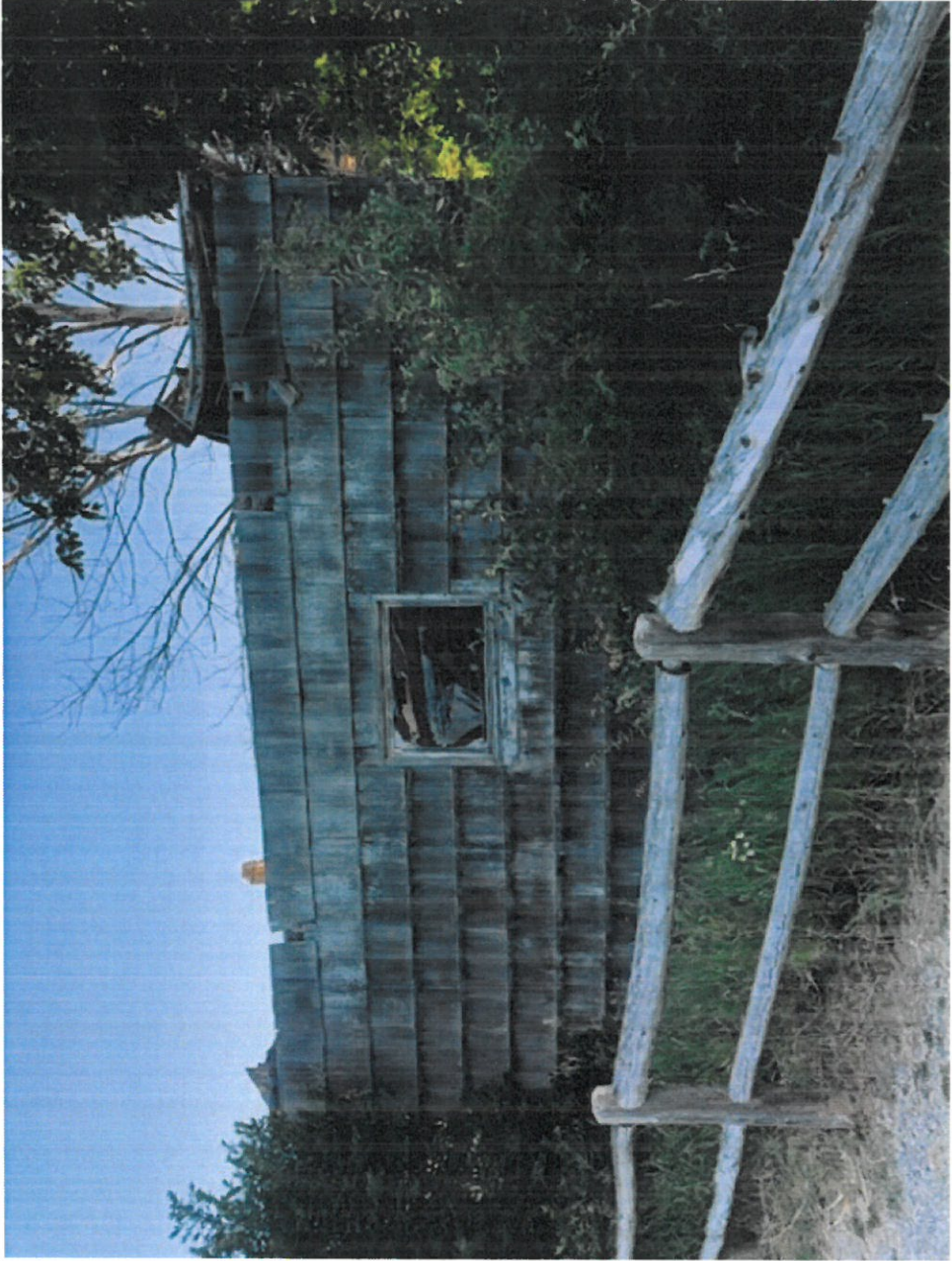
- Demo tennis courts at BVNP
- Gravel Parking Lot at BVNP
- Future planning for Commons (hiking / biking trails)
- River East (Board & Public Ideas for development)

Submitted,

Derek Morton

Park Steward

July 23, 2020

























**Charter Township Of Garfield
Treasurers Report
Ending June 30th, 2020**

Acct.	Unrestricted Funds	General Fund	03/31/20	6/31/2020	Difference	Maturity Date	Rate
7118	General Fund	Checking	3,431,487	3,666,310	234,823	N/A	
5605	General Chase High Yield	Savings	169,626	169,704	78	N/A	
4670	General Fund Managed	Invest	3,435,146	3,439,279	4,133	N/A	
25	Chemical	CD	98,789	98,789	-	6/4/20	1.20%
740	Huntington	CD	98,789	98,789	-	10/30/20	0.61%
72	Huntington-First Merit - Citizens	CD	62,393	62,393	-	2/22/22	2.38%
604	Mbank CD -	CD	98,789	98,789	-	9/24/20	1.75%
605	Mbank CD -	CD	98,789	98,789	-	9/24/20	1.75%
606	Mbank CD -	CD	62,393	62,393	-	9/24/20	1.75%
S101	4-Front Credit Union	CD	214,561	215,538	977	7/8/20	1.30%
300	NW Consumers CU	CD	170,401	171,022	622	2/23/20	0.80%
302	NW Consumers CU	CD	61,859	62,173	314	9/28/21	1.95%
662	Independent	CD	276,170	277,209	1,039	3/12/21	1.49%
55	1st Community Bank	CD	218,932	218,932	0	8/20/21	2.00%
15	First National Bank of America	CD	272,546	274,150	1,604	7/4/21	2.36%
1	Team 1 Credit Union	CD	259,283	260,421	1,138	3/2/21	1.75%
982	Credit Union One	CD	256,856	257,697	840	2/25/21	1.30%
119	Honor Bank	CD	250,000	250,000	0	11/28/19	1.70%
40	Lake Michigan Credit Union	CD	261,260	262,600	1,340	1/17/23	2.03%
	State Savings Bank	CD	250,000	250,000	0	1/3/21	1.60%
Total Unrestricted Funds - Available for Spending			10,048,071	10,294,977	246,906		

*Year end tax Distribution

	Restricted Funds		03/30/20	6/31/20	Difference	Date	
7118	Park Fund	Checking	279,974	254,687	(25,286)	N/A	
7118	Roads	Checking	303,471	370,476	67,005	N/A	
8728	Fire Fund	Checking	208,698	214,180	5,482	N/A	
4654	Fire Fund <i>Managed</i>	Invest	823,897	825,732	1,835	N/A	
7134	Receiving Fund	Checking	3,409,669	5,501,223	2,091,554	N/A	
6025	Chemical Receiving Fund CD	M/M	2,084,778	-	(2,084,778)	6/22/20	1.95%
4662	Receiving Fund <i>Managed</i>	Invest	12,236,458	12,274,368	37,910	N/A	
7940	DPW Fund <i>Managed</i>	Invest	114,326	115,174	848	N/A	
7126	Tax Fund	Checking	40,277	46,530	6,253	N/A	
4750	General Employee Flex	Checking	4,563	4,563	(0)	N/A	
3734	Retirement Rec Fund	Checking	66,683	66,570	(113)	N/A	
2343	Insurance Funding	Checking	359,998	359,504	(494)	N/A	
8681	Trust & Agency	Checking	298,561	311,041	12,480	N/A	
1111	Special Lights	Checking	28,848	6,278	(22,570)	N/A	
3801	Special Milfoil/Water/Sewer/Roads	Checking	73,984	17,717	(56,267)	N/A	
Total Restricted Funds - Restricted Use			20,334,185	20,368,044	33,859	<i>Increase/Decrease</i>	
TOTAL			\$ 30,382,256	\$ 30,663,021	\$ 280,764	*	
SEE ABOVE NOTES:							

*Special Road Deposit Yearly

* Chemical Rec Transfer

* Closed transfer to Rec. checking

* Income (bond called)

* Normal Year end withdraws

* Normal Year end withdraws

Respectfully Submitted:

Jeanne Blood Law *7/1/20*
 Jeane Blood Law, Treasurer

Jeane Blood

From: Jeane Blood <jeaneblood@charter.net>
Sent: Tuesday, July 21, 2020 2:48 PM
To: Jeane Blood





Sent from my iPhone

Clerk's Report

For June 30, 2020

Submitted 7/08/20

GL NUMBER	DESCRIPTION	2020		YTD BALANCE 06/30/2020	ACTIVITY FOR MONTH 06/30/20	AVAILABLE BALANCE	% BDGT USED
		ORIGINAL BUDGET	AMENDED BUDGET				
Fund 101 - GENERAL OPERATING FUND							
Expenditures							
Dept 101 - TOWNBOARD							
101-101-701.100	WAGES - TRUSTEE	12,000.00	12,000.00	4,600.00	900.00	7,400.00	38.33
101-101-701.101	WAGES - FILE CLERK	36,197.99	36,197.99	17,766.38	641.58	18,431.61	49.08
101-101-701.102	WAGES - TRUSTEE	12,000.00	12,000.00	3,850.00	800.00	8,150.00	32.08
101-101-701.103	WAGES - TRUSTEE	12,000.00	12,000.00	3,650.00	800.00	8,350.00	30.42
101-101-701.104	WAGES - TRUSTEE	12,000.00	12,000.00	4,700.00	900.00	7,300.00	39.17
101-101-701.105	WAGES - OFFICE COORDINATOR	33,657.10	33,657.10	14,043.20	(15,507.20)	19,613.90	41.72
101-101-726.000	SUPPLIES	6,000.00	6,000.00	2,665.92	591.50	3,334.08	44.43
101-101-726.001	POSTAGE	8,000.00	8,000.00	4,618.37	0.00	3,381.63	57.73
101-101-726.002	SUPPLIES - COPIER MAINTENANCE	7,500.00	7,500.00	1,934.40	0.00	5,565.60	25.79
101-101-801.002	LEGAL SERVICES - TOWNBOARD	16,000.00	16,000.00	701.75	60.00	15,298.25	4.39
101-101-801.004	LEGAL -Tax Tribunal	10,000.00	10,000.00	0.00	0.00	10,000.00	0.00
101-101-802.000	AUDIT AND ACCOUNTING	0.00	0.00	7,100.00	0.00	(7,100.00)	100.00
101-101-805.000	CONTRACTED AND OTHER SERVICES	7,500.00	7,500.00	2,690.54	174.25	4,809.46	35.87
101-101-860.000	MILEAGE	500.00	500.00	0.00	0.00	500.00	0.00
101-101-900.000	PRINTING & PUBLISHING	3,000.00	3,000.00	1,282.09	0.00	1,717.91	42.74
101-101-901.000	ADVERTISING	7,500.00	7,500.00	775.70	289.65	6,724.30	10.34
101-101-960.000	EDUCATION & TRAINING	4,000.00	4,000.00	162.50	65.00	3,837.50	4.06
101-101-965.101	DUES & PUBLICATIONS -TOWNBOARD	2,500.00	2,500.00	180.00	0.00	2,320.00	7.20
101-101-965.102	DUES - MICHIGAN TOWNSHIP ASSO	6,500.00	6,500.00	6,170.02	6,170.02	329.98	94.92
Total Dept 101 - TOWNBOARD		196,855.09	196,855.09	76,890.87	(4,115.20)	119,964.22	39.06
Dept 171 - TOWNSHIP SUPERVISOR							
101-171-701.201	WAGES - SUPERVISOR	77,416.12	77,416.12	38,708.02	5,955.08	38,708.10	50.00
101-171-701.202	WAGES - APPRAISER II	45,228.51	45,228.51	21,761.74	3,282.74	23,466.77	48.12
101-171-701.203	WAGES - ASSESSMENT CLERK	0.00	0.00	0.00	(239.14)	0.00	0.00
101-171-701.204	WAGES - APPRAISER III	53,914.54	53,914.54	27,778.74	4,582.00	26,135.80	51.52
101-171-701.205	WAGES - ASSESSOR	95,584.61	95,584.61	47,792.29	7,352.66	47,792.32	50.00
101-171-726.000	SUPPLIES	2,000.00	2,000.00	544.72	0.00	1,455.28	27.24
101-171-726.001	POSTAGE	3,700.00	3,700.00	3,112.21	0.00	587.79	84.11
101-171-805.000	CONTRACTED AND OTHER SERVICES	31,085.00	31,085.00	3,494.06	0.00	27,590.94	11.24
101-171-860.200	MILEAGE - SUPERVISOR	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00
101-171-860.201	MILEAGE - ASSESSOR	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00
101-171-900.000	PRINTING & PUBLISHING	2,125.00	2,125.00	1,874.85	0.00	250.15	88.23
101-171-901.000	ADVERTISING	500.00	500.00	0.00	0.00	500.00	0.00
101-171-960.000	EDUCATION & TRAINING	7,000.00	7,000.00	236.87	130.00	6,763.13	3.38
101-171-960.200	EDUCATION - SUPERVISOR	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00
101-171-965.000	DUES & PUBLICATIONS	3,000.00	3,000.00	844.00	0.00	2,156.00	28.13
Total Dept 171 - TOWNSHIP SUPERVISOR		324,553.78	324,553.78	146,147.50	21,063.34	178,406.28	45.03
Dept 191 - ELECTIONS							
101-191-701.000	WAGES	78,000.00	78,000.00	17,739.05	1,125.00	60,260.95	22.74
101-191-726.000	SUPPLIES	24,000.00	24,000.00	5,389.79	0.00	18,610.21	22.46
101-191-726.001	POSTAGE	8,000.00	8,000.00	5,083.72	1,610.00	2,916.28	63.55
101-191-860.000	MILEAGE	400.00	400.00	69.58	0.00	330.42	17.40
101-191-901.000	ADVERTISING	600.00	600.00	82.20	0.00	517.80	13.70
101-191-935.010	MACHINE MAINTENANCE	3,000.00	3,000.00	0.00	0.00	3,000.00	0.00
101-191-935.015	COMPUTER SUPPORT SYSTEMS	5,000.00	5,000.00	0.00	0.00	5,000.00	0.00
Total Dept 191 - ELECTIONS		119,000.00	119,000.00	28,364.34	2,735.00	90,635.66	23.84

GL NUMBER	DESCRIPTION	2020		YTD BALANCE 06/30/2020	ACTIVITY FOR MONTH 06/30/20	AVAILABLE BALANCE	% BDCGT USED
		ORIGINAL BUDGET	AMENDED BUDGET				
Fund 101 - GENERAL OPERATING FUND							
Expenditures							
Dept 215 - TOWNSHIP CLERK							
101-215-701.300	WAGES - CLERK	77,416.12	77,416.12	38,708.02	5,955.08	38,708.10	50.00
101-215-701.302	WAGES - DEPUTY CLERK	50,000.00	50,000.00	25,000.04	3,846.16	24,999.96	50.00
101-215-701.303	WAGES - ACCOUNTANT	5,000.00	5,000.00	0.00	0.00	5,000.00	0.00
101-215-726.000	SUPPLIES	1,500.00	1,500.00	401.33	22.50	1,098.67	26.76
101-215-860.300	MILEAGE - CLERK	400.00	400.00	0.00	0.00	400.00	0.00
101-215-860.301	MILEAGE - DEPUTY CLERK	400.00	400.00	0.00	0.00	400.00	0.00
101-215-956.016	MISCELLANEOUS	500.00	500.00	0.00	0.00	500.00	0.00
101-215-960.000	EDUCATION & TRAINING	6,000.00	6,000.00	509.96	0.00	5,490.04	8.50
101-215-965.000	DUES & PUBLICATIONS	700.00	700.00	120.00	0.00	580.00	17.14
Total Dept 215 - TOWNSHIP CLERK		141,916.12	141,916.12	64,739.35	9,823.74	77,176.77	45.62
Dept 247 - BOARD OF REVIEW							
101-247-701.400	WAGES - B OF R	1,500.00	1,500.00	600.00	0.00	900.00	40.00
101-247-701.401	WAGES - B OF R	1,500.00	1,500.00	600.00	0.00	900.00	40.00
101-247-701.402	WAGES - B OF R	1,500.00	1,500.00	400.00	0.00	1,100.00	26.67
101-247-701.403	WAGES - B OF R	1,500.00	1,500.00	300.00	0.00	1,200.00	20.00
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	1,900.00	0.00	4,300.00	30.65
Dept 253 - TOWNSHIP TREASURER							
101-253-701.500	WAGES - TREASURER	77,416.12	77,416.12	38,708.02	5,955.08	38,708.10	50.00
101-253-701.501	WAGES - ASSISTANT	5,000.00	5,000.00	0.00	0.00	5,000.00	0.00
101-253-701.502	WAGES - DEPUTY TREASURER	50,000.00	50,000.00	25,000.04	3,846.16	24,999.96	50.00
101-253-726.000	SUPPLIES	2,500.00	2,500.00	597.25	140.00	1,902.75	23.89
101-253-726.001	POSTAGE	6,500.00	6,500.00	2,387.66	2,387.66	4,112.34	36.73
101-253-801.000	LEGAL SERVICES	3,000.00	3,000.00	187.50	187.50	2,812.50	6.25
101-253-809.000	Bank Fees	300.00	300.00	0.00	0.00	300.00	0.00
101-253-860.500	MILEAGE - TREASURER	700.00	700.00	44.85	0.00	655.15	6.41
101-253-860.501	MILEAGE - DEPUTY TREASURER	500.00	500.00	218.16	0.00	281.84	43.63
101-253-900.000	PRINTING & PUBLISHING	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00
101-253-901.000	ADVERTISING	100.00	100.00	0.00	0.00	100.00	0.00
101-253-960.000	EDUCATION & TRAINING	4,500.00	4,500.00	1,073.29	0.00	3,426.71	23.85
101-253-965.000	DUES & PUBLICATIONS	500.00	500.00	0.00	0.00	500.00	0.00
Total Dept 253 - TOWNSHIP TREASURER		153,016.12	153,016.12	68,216.77	12,516.40	84,799.35	44.58
Dept 258 - COMPUTER SUPPORT							
101-258-726.000	SUPPLIES	3,000.00	3,000.00	0.00	0.00	3,000.00	0.00
101-258-935.015	COMPUTER SUPPORT SYSTEMS	30,000.00	30,000.00	15,124.09	423.09	14,875.91	50.41
101-258-935.016	COMPUTER NETWORK	2,000.00	2,000.00	509.94	169.98	1,490.06	25.50
Total Dept 258 - COMPUTER SUPPORT		35,000.00	35,000.00	15,634.03	593.07	19,365.97	44.67
Dept 265 - TOWNSHIP HALL							
101-265-701.011	Maintenance Wages	10,000.00	10,000.00	4,246.48	1,122.63	5,753.52	42.46
101-265-726.003	SUPPLIES-MAINTANCE	3,500.00	3,500.00	1,622.23	534.73	1,877.77	46.35
101-265-850.000	TELEPHONE	16,000.00	16,000.00	8,035.25	1,329.15	7,964.75	50.22
101-265-920.601	HEATING / GAS	14,000.00	14,000.00	5,114.79	514.52	8,885.21	36.53
101-265-920.602	WATER / SEWER	6,000.00	6,000.00	773.99	198.38	5,226.01	12.90

2020

ACTIVITY FOR MONTH

GL NUMBER	DESCRIPTION	ORIGINAL BUDGET	2020 AMENDED BUDGET	YTD BALANCE 06/30/2020	ACTIVITY FOR MONTH 06/30/20	AVAILABLE BALANCE	% BDGT USED
Fund 101 - GENERAL OPERATING FUND							
Expenditures							
101-265-920.603	LIGHTS BUILDING	16,000.00	16,000.00	4,487.37	834.01	11,512.63	28.05
101-265-935.601	SNOW PLOWING	10,000.00	10,000.00	1,280.00	0.00	8,720.00	12.80
101-265-935.602	LAWN MAINTENANCE	10,000.00	10,000.00	1,686.22	1,686.22	8,313.78	16.86
101-265-935.603	CLEANING SERVICE	15,000.00	15,000.00	5,490.00	950.00	9,510.00	36.60
101-265-935.604	RUBBISH REMOVAL	1,000.00	1,000.00	510.00	85.00	490.00	51.00
101-265-935.605	BUILDING REPAIR	50,000.00	50,000.00	0.00	0.00	50,000.00	0.00
101-265-935.606	ELECTRONIC PROTECTION SYSTEM	1,500.00	1,500.00	730.80	0.00	769.20	48.72
101-265-935.608	MAINTENANCE-OTHER	20,000.00	20,000.00	4,123.65	3,841.68	15,876.35	20.62
Total Dept 265 - TOWNSHIP HALL		173,000.00	173,000.00	38,100.78	11,096.32	134,899.22	22.02
Dept 301 - POLICE SERVICES							
101-301-830.000	POLICE CONTRACT	1,300,000.00	1,300,000.00	297,068.94	0.00	1,002,931.06	22.85
Total Dept 301 - POLICE SERVICES		1,300,000.00	1,300,000.00	297,068.94	0.00	1,002,931.06	22.85
Dept 371 - TOWNSHIP BUILDING INSPECTOR							
101-371-701.702	WAGES BUILDING ASSISTANT	17,246.97	17,246.97	9,340.80	9,340.80	7,906.17	54.16
101-371-701.703	WAGES - BUILDING	80,000.00	80,000.00	39,999.96	6,153.84	40,000.04	50.00
101-371-701.704	WAGES - BUILDING	25,000.00	25,000.00	8,349.18	1,355.48	16,650.82	33.40
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	83.19	0.00	916.81	8.32
101-371-960.000	EDUCATION & TRAINING	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00
101-371-965.000	DUES & PUBLICATIONS	1,500.00	1,500.00	280.00	0.00	1,220.00	18.67
Total Dept 371 - TOWNSHIP BUILDING INSPECTOR		126,746.97	126,746.97	58,053.13	16,850.12	68,693.84	45.80
Dept 400 - PLANNING COMMISSION							
101-400-701.800	WAGES - PLANNING	2,000.00	2,000.00	900.00	200.00	1,100.00	45.00
101-400-701.801	WAGES - PLANNING	2,000.00	2,000.00	900.00	200.00	1,100.00	45.00
101-400-701.802	WAGES - PLANNING	2,000.00	2,000.00	900.00	200.00	1,100.00	45.00
101-400-701.804	WAGES - PLANNING	2,000.00	2,000.00	900.00	200.00	1,100.00	45.00
101-400-701.805	WAGES - PLANNING	2,000.00	2,000.00	900.00	200.00	1,100.00	45.00
101-400-701.806	WAGES - PLANNING	2,000.00	2,000.00	800.00	200.00	1,200.00	40.00
101-400-701.808	WAGES - PLANNING	2,000.00	2,000.00	1,100.00	200.00	900.00	55.00
101-400-801.000	LEGAL SERVICES	25,000.00	25,000.00	6,936.50	66.00	18,063.50	27.75
101-400-805.000	CONTRACTED AND OTHER SERVICES	6,000.00	6,000.00	4,420.03	269.28	1,579.97	73.67
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 & TRAINING	2,000.00	2,000.00	1,147.95	123.65	852.05	57.40
101-400-960.000	EDUCATION & TRAINING	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00
101-400-965.000	DUES & PUBLICATIONS	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00
Total Dept 400 - PLANNING COMMISSION		51,000.00	51,000.00	18,904.48	1,858.93	32,095.52	37.07
Dept 401 - TOWNSHIP PLANNER							
101-401-701.900	WAGES - PLANNER	75,678.00	75,678.00	37,838.97	5,821.38	37,839.03	50.00
101-401-701.901	WAGES - DEPUTY PLANNER	54,184.00	54,184.00	27,092.00	4,168.00	27,092.00	50.00
101-401-701.902	WAGES -PLANNER ASSISTANT	12,935.79	12,935.79	7,005.61	7,005.61	5,930.18	54.16
101-401-726.000	SUPPLIES	1,000.00	1,000.00	269.13	148.17	730.87	26.91
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

PERIOD ENDING 06/30/2020

2020


ACTIVITY FOR MONTH

GL NUMBER	DESCRIPTION	ORIGINAL BUDGET	2020 AMENDED BUDGET	YTD BALANCE 06/30/2020	ACTIVITY FOR MONTH 06/30/20	AVAILABLE BALANCE	% BDTG USED
Fund 101 - GENERAL OPERATING FUND							
Expenditures							
101-401-960.000	EDUCATION & TRAINING	5,000.00	5,000.00	0.00	0.00	5,000.00	0.00
101-401-965.000	DUES & PUBLICATIONS	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00
Total Dept 401 - TOWNSHIP PLANNER		152,397.79	152,397.79	72,205.71	17,143.16	80,192.08	47.38
Dept 410 - ZONING BOARD OF APPEALS							
101-410-701.001	WAGES - ZONING	1,200.00	1,200.00	0.00	0.00	1,200.00	0.00
101-410-701.002	WAGES - ZONING	1,200.00	1,200.00	100.00	0.00	1,100.00	8.33
101-410-701.003	WAGES - ZONING	1,200.00	1,200.00	0.00	0.00	1,200.00	0.00
101-410-701.004	WAGES - ZONING	1,200.00	1,200.00	100.00	0.00	1,100.00	8.33
101-410-701.005	WAGES - ZONING	1,200.00	1,200.00	100.00	0.00	1,100.00	8.33
101-410-801.000	LEGAL SERVICES	10,000.00	10,000.00	4,159.60	3,945.10	5,840.40	41.60
101-410-805.000	CONTRACTED AND OTHER SERVICES	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00
101-410-901.000	ADVERTISING	2,000.00	2,000.00	456.30	144.70	1,543.70	22.82
101-410-960.000	EDUCATION & TRAINING	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00
Total Dept 410 - ZONING BOARD OF APPEALS		20,000.00	20,000.00	4,915.90	4,089.80	15,084.10	24.58
Dept 412 - ZONING ADMINISTRATOR							
101-412-701.601	WAGES	54,000.00	54,000.00	26,999.96	4,153.84	27,000.04	50.00
101-412-701.602	WAGES ZONING	19,999.20	19,999.20	9,836.15	1,538.40	10,163.05	49.18
101-412-726.000	SUPPLIES	1,000.00	1,000.00	77.74	0.00	922.26	7.77
101-412-860.601	MILEAGE - ZONING ADMIN	150.00	150.00	0.00	0.00	150.00	0.00
101-412-860.602	MILEAGE - DEPT ZONING	150.00	150.00	0.00	0.00	150.00	0.00
101-412-960.000	EDUCATION & TRAINING	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00
101-412-965.000	DUES & PUBLICATIONS	500.00	500.00	0.00	0.00	500.00	0.00
Total Dept 412 - ZONING ADMINISTRATOR		77,799.20	77,799.20	36,913.85	5,692.24	40,885.35	47.45
Dept 448 - STREET LIGHTS - TOWNSHIP							
101-448-920.005	STREET LIGHTS TOWNSHIP	90,000.00	90,000.00	40,257.76	10,933.67	49,742.24	44.73
Total Dept 448 - STREET LIGHTS - TOWNSHIP		90,000.00	90,000.00	40,257.76	10,933.67	49,742.24	44.73
Dept 747 - COMMUNITY PROMOTIONS							
101-747-880.003	COM. PROM. - ECONOMIC DEVELOPMENT	15,000.00	15,000.00	0.00	0.00	15,000.00	0.00
101-747-880.004	COM. PROM. - TC-TALUS	3,000.00	3,000.00	0.00	0.00	3,000.00	0.00
101-747-880.007	COM. PROM. - COMMUNITY AWAREN	20,000.00	20,000.00	35,365.18	280.50	(15,365.18)	176.83
101-747-880.008	COM. PROM. - CONTRACTED SERVI	20,000.00	20,000.00	0.00	0.00	20,000.00	0.00
101-747-880.011	COM. PROM. - P.E.G.	100,000.00	100,000.00	45,861.87	0.00	54,138.13	45.86
101-747-880.018	COM. PROM. - MILFOIL	8,000.00	8,000.00	0.00	0.00	8,000.00	0.00
Total Dept 747 - COMMUNITY PROMOTIONS		166,000.00	166,000.00	81,227.05	280.50	84,772.95	48.93
Dept 806 - TOWNSHIP VEHICLES							
101-806-862.000	GAS & CAR WASHES	2,500.00	2,500.00	348.21	0.00	2,151.79	13.93
101-806-863.000	OIL CHANGES	500.00	500.00	0.00	0.00	500.00	0.00
101-806-864.000	MISCELLANEOUS	1,500.00	1,500.00	696.19	0.00	803.81	46.41
Total Dept 806 - TOWNSHIP VEHICLES		4,500.00	4,500.00	1,044.40	0.00	3,455.60	23.21

User: Lanie
DB: Garfield

PERIOD ENDING 06/30/2020

GL NUMBER	DESCRIPTION	2020		YTD BALANCE 06/30/2020	ACTIVITY FOR MONTH 06/30/20	AVAILABLE BALANCE	% BDGT USED
		ORIGINAL BUDGET	2020 AMENDED BUDGET				
Fund 101 - GENERAL OPERATING FUND							
Expenditures							
Dept 851 - EMPLOYEE BENEFITS & INSURANCES							
101-851-701.000	WAGES	100.00	100.00	0.00	0.00	100.00	0.00
101-851-701.027	UNEMPLOYMENT	4,000.00	4,000.00	0.00	0.00	4,000.00	0.00
101-851-873.001	John Hancock 403B	93,000.00	93,000.00	99,300.00	0.00	(6,300.00)	106.77
101-851-873.010	SOCIAL SECURITY - EMPLOYER	80,000.00	80,000.00	38,095.25	5,996.56	41,904.75	47.62
101-851-873.020	VACATION & PERSONAL PAYOUT	1,000.00	1,000.00	434.80	0.00	565.20	43.48
101-851-873.030	INSURANCE - EMPLOYEE HEALTH	395,000.00	395,000.00	245,739.83	15,050.90	149,260.17	62.21
101-851-873.040	INSURANCE - EMPLOYEE LIFE	10,000.00	10,000.00	2,716.30	0.00	7,283.70	27.16
101-851-912.001	INSURANCE - LIABILITY	13,000.00	13,000.00	12,938.00	0.00	62.00	99.52
101-851-912.002	INSURANCE - WORKMENS COMP.	8,000.00	8,000.00	5,991.00	0.00	2,009.00	74.89
Total Dept 851 - EMPLOYEE BENEFITS & INSURANCES		604,100.00	604,100.00	405,215.18	21,047.46	198,884.82	67.08
Dept 890 - CONTINGENCIES							
101-890-890.000	CONTINGENCIES	42,929.64	42,929.64	0.00	0.00	42,929.64	0.00
Total Dept 890 - CONTINGENCIES		42,929.64	42,929.64	0.00	0.00	42,929.64	0.00
Dept 900 - CAPITAL OUTLAY							
101-900-970.001	CAPITAL OUTLAY - ELECTIONS	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00
101-900-970.002	CAPITAL OUTLAY - TOWNSHIP HAL	50,000.00	50,000.00	0.00	0.00	50,000.00	0.00
101-900-970.003	CAPITAL OUTLAY - COMPUTER	15,000.00	15,000.00	2,372.00	0.00	12,628.00	15.81
101-900-970.004	CAPITAL OUTLAY - VEHICLES	15,000.00	15,000.00	0.00	0.00	15,000.00	0.00
101-900-970.005	CAPITAL OUTLAY - LAND	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00
Total Dept 900 - CAPITAL OUTLAY		83,000.00	83,000.00	2,372.00	0.00	80,628.00	2.86
Dept 965 - TRANSFERS TO OTHER FUNDS							
101-965-990.308	TRANSFERS TO #308 PARK SYS	200,000.00	200,000.00	200,000.00	0.00	0.00	100.00
Total Dept 965 - TRANSFERS TO OTHER FUNDS		200,000.00	200,000.00	200,000.00	0.00	0.00	100.00
TOTAL EXPENDITURES		4,068,014.71	4,068,014.71	1,658,172.04	131,608.55	2,409,842.67	40.76
Fund 101 - GENERAL OPERATING FUND:							
TOTAL EXPENDITURES		4,068,014.71	4,068,014.71	1,658,172.04	131,608.55	2,409,842.67	40.76

 Charter Township of Garfield Planning Department Report No. 2020-115			
Prepared:	July 21, 2020	Pages:	3
Meeting:	July 28, 2020 Township Board	Attachments:	<input checked="" type="checkbox"/>
Subject:	Property Maintenance Ordinance Amendment - Public Hearing and Resolution		

BACKGROUND:

The Planning Department and Zoning Department staff has prepared an amendment to Township Ordinance No. 55 – Property Maintenance Ordinance. The amendment includes updated reference to the International Property Maintenance Code, requirements for sidewalk maintenance, and an amendment that would allow the Township to accept inspection reports of multi-family housing units from other governmental agencies.

This item was introduced at the Township Board meeting on July 14, 2020 (PD Report 2020-104) and the public hearing was set for the Township Board meeting on July 28, 2020.

ZONING ORDINANCE REQUIREMENTS:

Section 522.A of the Zoning Ordinance contains the following requirements for construction of a sidewalk in the Township, however, the Zoning Ordinance does not require maintenance of the sidewalks. For further reference, a copy of the Township’s Non Motorized Plan Map is included with this report. Note that sidewalks (gold lines) are limited to the more urbanized areas of the Township.

SECTION 522 PEDESTRIAN CIRCULATION and NON-MOTORIZED TRANSPORTATION PLAN

A. Non-Motorized Pathways

Public pathways shall be constructed for all new development, re-developments, and amendments to previously approved site development plans, including substantial additions or improvements to existing buildings with a construction cost of twenty thousand dollars (\$20,000.00) or more within a twelve month period.

- (1) Non-motorized pathways may be constructed within the public street right-of-way or upon private property subject to an appropriate public access easement being recorded. All reasonable effort shall be made to avoid cutting trees when placing the pathway.
- (2) The type of pathway required shall be determined through the adopted Garfield Township Non Motorized Plan. Construction of non-motorized pathways not noted within the Non Motorized Plan may be required when determined by the reviewing authority to be necessary to provide reasonable public access for pedestrian traffic.
- (3) All sidewalks shall be constructed of concrete, measuring six (6) feet wide on arterial roads and principal collector roads as identified in the Master Plan. All other sidewalks shall be constructed five (5) feet wide.
- (4) All bike paths shall be constructed of asphalt or other appropriate permanent surface and measure ten (10) feet wide.
- (5) The Township engineer shall review and approve proposed construction materials and design of all pathways.
- (6) Within Township Sections 4, 9, 13, 14, 15, 16, 21, 22, 23, and 24: The Township Engineer and Planning Director may modify a requirement for a non-motorized pathway, in whole or in part, if, in their mutual opinion, unfavorable physical conditions exist. However, the requirement of pathway construction may not be waived entirely. This decision shall be appealable to the Planning Commission. If the Township Engineer and

Planning Director are not in agreement, the Planning Commission shall make the determination to modify a pathway requirement.

(7) Within all other Township Sections not identified by § 522.A.6 immediately above, the Township Engineer and Planning Director may waive or modify a requirement for a non motorized pathway, in whole or in part, if, in their mutual opinion, unfavorable physical conditions exist or when construction will serve not provide a broad public benefit. This decision shall be appealable to the Planning Commission. If the Township Engineer and Planning Director are not in agreement, the Planning Commission shall make the determination to waive or modify a pathway requirement.

(8) Where non-motorized pathways exist, the Township Building Official shall make a determination on the condition of such path. Any unsafe, defective, or non-conforming path shall be required to be repaired and/or reconstructed to comply with this section.

ACTION REQUESTED:

This item is placed on the agenda to conduct a public hearing for the proposed amendment to Ordinance No. 55. If, following the public hearing, the Township Board is satisfied with the proposed amendment to Ordinance No. 55 **attached** to this report, a resolution, also **attached** to this report, adopting the proposed amendment is available for consideration. A suggested motion for adopting the resolution is as follows:

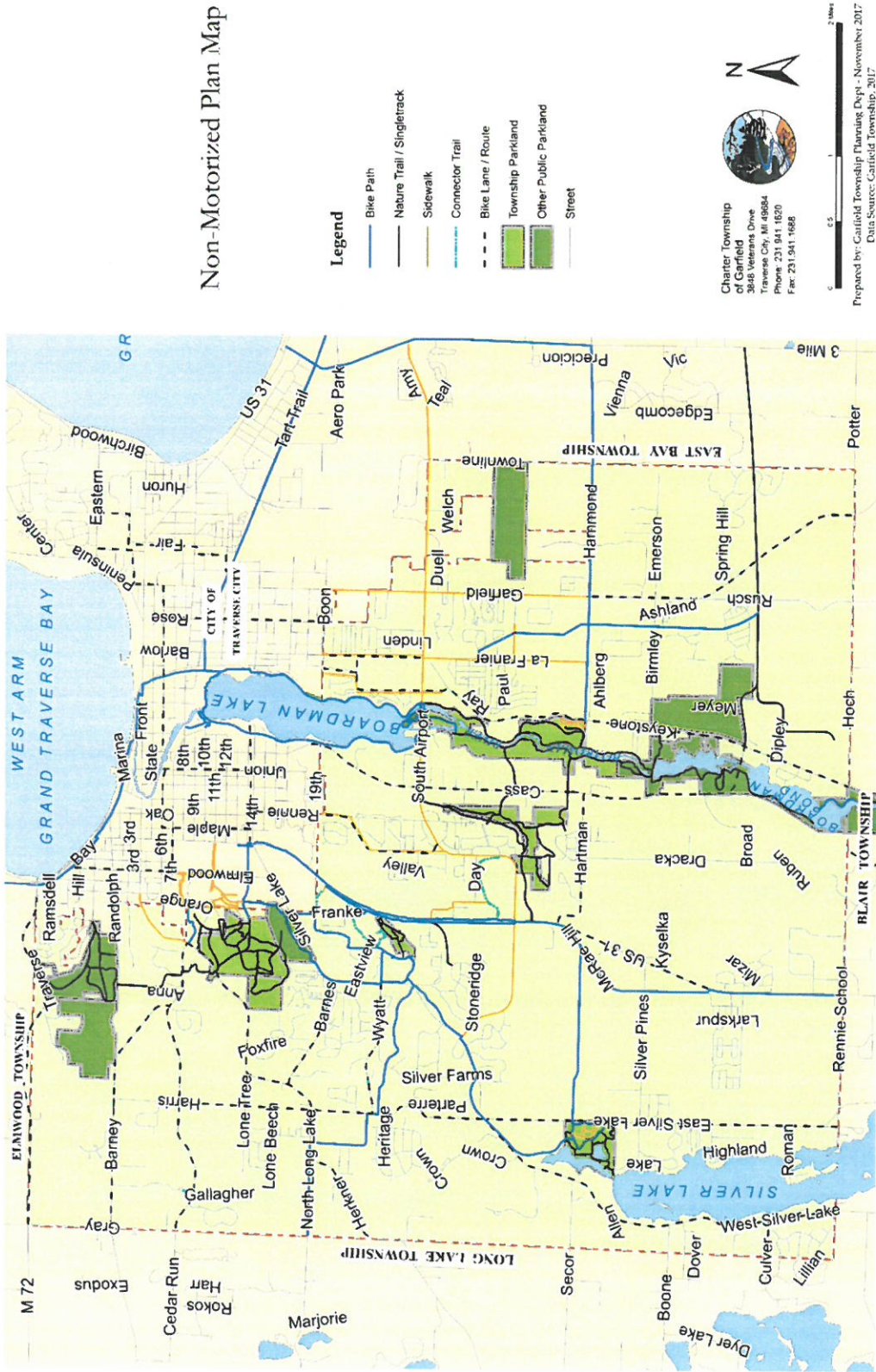
MOTION TO ADOPT Resolution 2020-15-T adopting the Amendment to Ordinance No. 55, Township Property Maintenance Ordinance, as described in the supporting attachments to Planning Department Report 2020-115.

Any additional information that the Township Board deems necessary should be added to these motions.

Attachments:

1. Resolution #2020-15-T
2. Proposed amendment to the Township Property Maintenance Ordinance, with track changes

Non-Motorized Plan Map



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

ORDINANCE NO. 55 (Property Maintenance): AMENDMENT NO. 1

RESOLUTION #2020-15-T

A RESOLUTION TO AMEND CHARTER TOWNSHIP OF GARFIELD ORDINANCE NO. 55 (Property Maintenance):

WHEREAS The Charter Township Act, Act 359 of 1947, as amended, authorizes the Charter Township of Garfield to enact ordinances that regulate maintenance and responsibility of owners, operators and occupants of existing structures and premises.

WHEREAS the Township would like to update its reference to the International Property Maintenance Code (IPMC) from the 2006 edition to the 2015 edition.

WHEREAS Section 522.A of the Zoning Ordinance contains requirements for construction of a sidewalk in the Township, but the Zoning Ordinance does not require maintenance of the sidewalks.

WHEREAS the Township would like to amend IPMC Section 302.3, entitled “Sidewalks and driveways” by applying more specific standards for sidewalks and placing responsibility for maintenance on adjacent property owners.

WHEREAS the Township would like to amend IPMC Section 302.4 entitled “weeds” by adding provisions allowing for a tax assessment to a property if the Township enters a property in violation of Section 302.3 to cut or destroy weeds, and to require mowing a 2-foot strip on either side of sidewalks on properties 2 acres or greater.

WHEREAS the Township would like to allow acceptance of inspection reports of multi-family housing units from other governmental agencies in accordance with the Michigan Public Act 14 of 2016, entitled the “Housing Law of Michigan.”

NOW, THEREFORE, THE CHARTER TOWNSHIP OF GARFIELD ORDAINS:

AMENDMENT NO. 1 TO CHARTER TOWNSHIP OF GARFIELD ORDINANCE NO. 55 (Property Maintenance Ordinance):

THAT **Section 1.** International Property Maintenance Code, 2006 Edition be REPLACED with International Property Maintenance Code, 2015 Edition.

THAT **Section 2, Subsection (i) and (j)** be AMENDED as follows, with current Subsections (j), (k), and (l) be renumbered as Subsections (k), (l), and (m).

- i. Section 302.3 of the IPMC shall be amended to read as follows:

302.3 Sidewalks and driveways. Sidewalks, walkways, stairs, driveways, parking spaces, and similar areas shall be kept in a proper state of repair and maintained free of hazardous conditions.

302.3.1 Responsibilities of Sidewalk Repair; Conditions Requiring Replacement.

- A. The owners of all lots and premises within the Township are required to maintain, repair, and keep safe sidewalks adjacent to or upon their lots and premises in or along the public street rights-of-way in the Township.
- B. It shall be the duty of all owners of premises within the limits of the Township to keep all cement, asphalt and concrete walks, and sidewalks that have been laid in front of, upon or adjacent to such premises in or along any of the street rights-of-way in good repair and free of dangerous ice, snow or other dangerous obstructions and/or conditions. Any owner of any such premises who shall allow any such sidewalk to remain in disrepair or in a dangerous condition shall be responsible and liable for injuries and damages arising out of the disrepair or unsafe condition of the sidewalk. Such owner shall further indemnify and reimburse the Township for all liability, costs, and expenses the Township might incur as a result of any such defective or dangerous sidewalk.
- C. The provisions of this section shall not apply to those walks, pathways or greenways designated by the Township as exempt from this section.

302.3.2 Owner Caused Sidewalk Defects. Where sidewalk defects creating pedestrian hazards are caused by conditions existing upon an abutting property, such as, but not limited to, trees or other growth, surface drainage, on-site construction or vehicular traffic, or other on-site activities, the abutting property owner shall be responsible for its repair, maintenance and/or safe condition, and liable for all consequential injuries, damages, expenses or costs resulting from the condition and lack of repair or maintenance and unsafe condition. Such liability shall include full indemnification of the Township for any damages, costs or expenses resulting from such owner defaults as well as liability to others. The foregoing liability and responsibility shall apply without notice or hearing.

302.3.3 Sidewalk Snow and Ice Removal.

- A. Within 24 hours after the end of each accumulation of snow greater than one inch, the owner or occupant of every property shall remove the accumulation from the adjacent public sidewalk and walks and ramps leading to a crosswalk. The accumulation may be from any source, including precipitation and drifting. Furthermore, the removal of snow and ice shall be further defined as being free of snow and ice for the entire constructed width and length of the sidewalk, including walks and ramps leading to a crosswalk.
- B. If the owner or occupant fails to remove snow or ice within 24 hours of a notice of violation having been served by attaching to the door, mailing by first class mail, or personal service, the Township may cause such snow or ice to be removed at the expense of the property owner. The owner of record shall then be charged the actual cost of the sidewalk clearance (time and material). All charges which remain unpaid as of October 1 of the current year shall become a lien against the subject property and may be added to the tax rolls for the property. Liens shall be reported not later than November 1 to the Township Treasurer for inclusion on the December 1 property tax statements. One notice of violation per parcel per season shall be deemed adequate notice for the entire snow and ice removal season.

- j. Section 302.4 of the IPMC shall be amended to read as follows:

302.4 Weeds. All premises and exterior property, less than two (2) acres, shall be maintained free from weeds or plant growth more than 10 Inches. Weeds and plant growth shall be defined as all grasses, annual plants, and vegetation, other than trees,

shrubs, cultivated flowers and gardens. For properties two (2) acres or greater, a strip of land two (2) feet wide on either side of any sidewalk subject to the provisions in Section 302.3.1 of this Ordinance must also be maintained free from weeds or plant growth more than 10 inches.

If any property owner shall fail to comply with the provisions of this Ordinance within the time specified, the Township may, at its option, cause all violations to be cut or destroyed upon the parcel, and the cost thereof, including the cleanup of trash and/or debris necessary to prevent damage to lawn equipment, resulting damages to lawn equipment resulting in mowing debris that remains on the lot, and a \$50 administrative fee, shall be assessed against the property as a special assessment and shall be collected in the same manner as ad valorem property taxes. Liens shall be reported not later than November 1 to the Township Treasurer for inclusion on the December 1 property tax statements.

THAT **Section 8** be AMENDED by adding **Subsection (d)** as follows:

- (d) **Inspections by Other Agencies.** Multiple-family buildings that are inspected by the U.S. Department of Housing and Urban Development under the real estate assessment center inspection process, or by other government agencies, shall be exempted from inspections required by this Section, upon a copy of the written inspection report being filed with the Building Department and determination by an Authorized Township Official that the filed report confirms compliance with the inspection guidelines under this article

THAT **Section 23.** Effective date be AMENDED by changing the effective date of the ordinance from 90 days to 7 days after the date of publication.

Moved:

Supported:

Ayes:

Nays:

Absent and Excused:

By:

Lanie McManus, Clerk
Charter Township of Garfield

CERTIFICATE

I, Lanie McManus, Clerk of the Charter Township of Garfield, do hereby certify that the above is a true and correct copy of Resolution 2020-15-T which was adopted by the Township Board of the Charter Township of Garfield on the 28th day of July 2020. Amendment No. 1 to Garfield Township Ordinance No. 55 (Property Maintenance) shall take effect upon the expiration of seven (7) days following publication.

Dated: _____

Lanie McManus, Clerk
Charter Township of Garfield

**ORDINANCE FOR ADOPTION OF THE INTERNATIONAL
PROPERTY MAINTENANCE CODE
ORDINANCE NO. 55**

THE CHARTER TOWNSHIP OF GARFIELD ORDAINS:

PART I

**Adoption of International Property Maintenance
Code by Reference with Amendments and General Definitions**

Section 1. Adoption.

A certain document, on file in the Building Department of the Charter Township of Garfield, being marked and designated as the International Property Maintenance Code, ~~2006~~–2015 Edition ("IPMC"), as published by the International Code Council, Inc., is hereby adopted as the Property Maintenance Code of the Charter Township of Garfield, in the State of Michigan by reference pursuant to MCL 42.23; for the control of buildings and structures as herein provided; and each and all of the regulations, provisions, penalties, conditions and terms of said Property Maintenance Code are hereby referred to, adopted, and made a part hereof by reference, as if fully set out in this ordinance, with the additions, insertions, deletions, amendments and augmentations prescribed in this ordinance.

Section 2. Amendments to International Property Maintenance Code

The IPMC is hereby amended as set forth in this Section 2:

- a. Throughout the IPMC, replace the terms International Zoning Code, International Building Code, International Plumbing Code, International Mechanical Code and ICC Electrical Code with Charter Township of Garfield Zoning Ordinance, Michigan Building Code, Michigan Residential Code, Michigan Rehabilitation Code for Existing Buildings, Michigan Plumbing Code, Michigan Electrical Code, and Michigan Mechanical Code.
- b. Insert within Section 101.1 Title the following: "Charter Township of Garfield."
- c. Section 101.2 is amended to read as follows:

101.2 Scope. The provisions of this code shall apply to all existing residential and nonresidential structures and all existing premises (except for state, federal, school, and other public structures, and other licensed structures such as nursing homes, hospitals, adult foster care facilities, which may be exempt from, or pre-empted from the application of this code) and constitute minimum requirements and standards for premises, structures, equipment and facilities for light, ventilation, space, heating, sanitation, protection from the elements, life safety, safety from fire and other hazards, and for safe and sanitary maintenance; the

responsibility of owners, operators and occupants; the occupancy of existing structures and premises, and for administration, enforcement and penalties.

d. Section 103.5 of the IPMC shall be amended to read as follows:

103.5 Fees. Any fees for services and activities associated with enforcement of this article shall be established by resolution of the Garfield Township Board.

e. Section 106.3 of the IPMC shall be amended to read as follows:

106.3 Violation as a Municipal Civil Infraction. Any person failing to comply with a notice of violation or order served in accordance with Section 107 of the IPMC shall be deemed to be responsible for a municipal civil infraction as defined by Michigan Statute which shall be punishable by a civil fine for each violation in accordance with the schedule set forth herein, along with costs which may include all expenses, direct and indirect, to which the Charter Township of Garfield has been put in connection with the municipal infraction. In no case, however, shall costs of less than Ten Dollars (\$10.00) or more than Five Hundred Dollars (\$500.00) be ordered. A violator of this code shall also be subject to such additional sanctions and judicial orders as are authorized under Michigan law. Each day that a violation continues to exist shall constitute a separate violation. The provision of this code may also be enforced by suit for injunctive relief.

Civil Fines for Municipal Infractions

Unless otherwise provided elsewhere within this Ordinance for specific violations, Civil Fines for municipal civil infractions shall be assessed in accordance with the following schedule.

	<u>Fine</u>
1 st violation within 3-year period*	\$ 50.00
2 nd violation within 3-year period*	\$ 125.00
3 rd violation within 3-year period*	\$ 250.00
4 th or subsequent violation within 3-year period*	\$ 400.00

*determined on the basis of the date of violation(s)

f. Section 106.4 of the IPMC shall be deleted in its entirety.

g. Section 111 of the IPMC shall be deleted in its entirety

h. Section 302.2 of the IPMC shall be deleted in its entirety.

[i. Section 302.3 of the IPMC shall be amended to read as follows:](#)

302.3 Sidewalks and driveways. Sidewalks, walkways, stairs, driveways, parking spaces, and similar areas shall be kept in a proper state of repair and maintained free of hazardous conditions.

302.3.1 Responsibilities of Sidewalk Repair; Conditions Requiring Replacement.

- A. The owners of all lots and premises within the Township are required to maintain, repair, and keep safe sidewalks adjacent to or upon their lots and premises in or along the public street rights-of-way in the Township.
- B. It shall be the duty of all owners of premises within the limits of the Township to keep all cement, asphalt and concrete walks, and sidewalks that have been laid in front of, upon or adjacent to such premises in or along any of the street rights-of-way in good repair and free of dangerous ice, snow or other dangerous obstructions and/or conditions. Any owner of any such premises who shall allow any such sidewalk to remain in disrepair or in a dangerous condition shall be responsible and liable for injuries and damages arising out of the disrepair or unsafe condition of the sidewalk. Such owner shall further indemnify and reimburse the Township for all liability, costs, and expenses the Township might incur as a result of any such defective or dangerous sidewalk.
- C. The provisions of this section shall not apply to those walks, pathways or greenways designated by the Township as exempt from this section.

302.3.2 Owner Caused Sidewalk Defects. Where sidewalk defects creating pedestrian hazards are caused by conditions existing upon an abutting property, such as, but not limited to, trees or other growth, surface drainage, on-site construction or vehicular traffic, or other on-site activities, the abutting property owner shall be responsible for its repair, maintenance and/or safe condition, and liable for all consequential injuries, damages, expenses or costs resulting from the condition and lack of repair or maintenance and unsafe condition. Such liability shall include full indemnification of the Township for any damages, costs or expenses resulting from such owner defaults as well as liability to others. The foregoing liability and responsibility shall apply without notice or hearing.

302.3.3 Sidewalk Snow and Ice Removal.

- A. Within 24 hours after the end of each accumulation of snow greater than one inch, the owner or occupant of every property shall remove the accumulation from the adjacent public sidewalk and walks and ramps leading to a crosswalk. The accumulation may be from any source, including precipitation and drifting. Furthermore, the removal of snow and ice shall be further defined as being free of snow and ice for the entire constructed width and length of the sidewalk, including walks and ramps leading to a crosswalk.
- B. If the owner or occupant fails to remove snow or ice within 24 hours of a notice of violation having been served by attaching to the door, mailing by first class mail, or personal service, the Township may cause such snow or

ice to be removed at the expense of the property owner. The owner of record shall then be charged the actual cost of the sidewalk clearance (time and material). All charges which remain unpaid as of October 1 of the current year shall become a lien against the subject property and may be added to the tax rolls for the property. Liens shall be reported not later than November 1 to the Township Treasurer for inclusion on the December 1 property tax statements. One notice of violation per parcel per season shall be deemed adequate notice for the entire snow and ice removal season.

ij. Section 302.4 of the IPMC shall be amended to read as follows:

302.4 Weeds. All premises and exterior property, less than two (2) acres, shall be maintained free from weeds or plant growth ~~in excess of~~ more than 10 Inches. Weeds and plant growth shall be defined as all grasses, annual ~~plants~~ plants, and vegetation, other than trees, shrubs, cultivated flowers and gardens. For properties two (2) acres or greater, a strip of land two (2) feet wide on either side of any sidewalk subject to the provisions in Section 302.3.1 of this Ordinance must also be maintained free from weeds or plant growth more than 10 inches.

~~Upon failure of the owner or agent having charge of a property to cut and destroy weeds after service of a notice of violation, they shall be subject to prosecution in accordance with Section 106.3 and as prescribed by the authority having jurisdiction. Upon failure to comply with the notice of violation, a duly authorized employee of the jurisdiction or contractor hired by the jurisdiction shall be authorized to enter upon the property in violation and cut and destroy the weeds growing thereon, and the costs of such removal shall be paid by the owner or agent responsible for the property. If any property owner shall fail to comply with the provisions of this Ordinance within the time specified, the Township may, at its option, cause all violations to be cut or destroyed upon the parcel, and the cost thereof, including the cleanup of trash and/or debris necessary to prevent damage to lawn equipment, resulting damages to lawn equipment resulting in mowing debris that remains on the lot, and a \$50 administrative fee, shall be assessed against the property as a special assessment and shall be collected in the same manner as ad valorem property taxes. Liens shall be reported not later than November 1 to the Township Treasurer for inclusion on the December 1 property tax statements.~~

jk. Section 304.3 shall be amended to read as follows:

304.3. Premises Identification. Buildings shall have approved address numbers placed in a position to be plainly legible and visible from the street or road fronting the property. These numbers shall contrast with their background. Address numbers shall be Arabic numerals or alphabet letters. Numbers shall be

a minimum of 3 inches (102 mm) high with a minimum stroke width of 0.5 inch (12.7 mm).

kl. Section 304.14 shall be amended to read as follows:

304.14. Screen. Every door, window and other outside opening required for ventilation of habitable rooms, food preparation areas, food service areas or any areas where products to be included or utilized in food for human consumption are processed, manufactured, packaged or stored shall be supplied with approved tightly fitting screens of not less than 16 mesh per inch (16 mesh per 25 mm), and every screen door used for insect control shall have a self-closing device in good working condition.

Exception: Screens shall not be required where other approved means, such as air curtains or insect repellent fans, are employed.

jm. The first paragraph of Section 602.3 shall be amended to read as follows:

602.3. Heat Supply. Every owner and operator of any building who rents, leases or lets one or more dwelling units or sleeping units on terms, either expressed or implied, to furnish heat to the occupants thereof shall supply heat to maintain a temperature of not less than 60°F (20°C) in all habitable rooms, bathrooms, and toilet rooms.

The "Exceptions" paragraphs, 1 and 2, shall remain the same.

Section 3. Definitions

For purposes of this ordinance, certain terms, phrases, words, and their derivatives shall be construed as specified in this section. If not specified in this section, or elsewhere in the Charter Township of Garfield Ordinances, the term shall have its ordinary accepted meaning within the context used.

- a. **Authorized Township Official or ("ATO"):** refers to the Charter Township of Garfield Building Official and Building Inspectors, Code Enforcement Officer, Zoning Administrator and Grand Traverse County Sheriff Deputies.
- b. **Code:** means any code or ordinance adopted by Garfield Charter Township.
- c. **Common Area:** is the area in a rental dwelling or rental complex not within a tenant's private rental unit. It may include, but is not limited to, hallways, basement areas, common exterior stairways, balconies, and spaces which contain mechanical, electrical, or plumbing equipment.
- d. **Multi-Family Rental Dwelling or ("MFD"):** is any building containing more than 4 (four) rental dwellings.

- e. **Owner**: means any individual holding legal or equitable title to a property or to real improvements upon a property solely, jointly, by the entirety, in common, or as a land contract vendee or title to a mobile home or house trailer. Owner shall also mean any individual, association of individuals, a public, private, or not for profit corporation, a firm or partnership. Owner shall not mean a tenant.
- f. **Owner Occupied Dwelling**: means a dwelling which a person both owns as an owner and lives in as his or her true, fixed and permanent home to which, whenever absent, the person intends to return.
- g. **Rental Complex**: is a group of rental dwellings.
- h. **Rental Dwelling**: is any dwelling containing a rental unit, a rooming unit, or hotel/motel unit, including single-family homes and mobile homes occupied by a tenant or tenants for residential living purposes.
- i. **Rental Property**: refers generally to all rental complexes, rental dwellings and rental units.
- j. **Rental Unit**: is a particular living quarters within a rental dwelling intended for occupancy by a tenant or person other than the owner and the family of the owner, including mobile homes, single-family homes, apartments, hotel/motel units, rooming units, and for which a remuneration or consideration of any kind is paid.
- k. **Tenant**: is a person residing in a rental property who is not an owner, as defined by this article, of the rental property, and who pays a remuneration or consideration of any kind for residing on the rental property.
- l. **Township**: Charter Township of Garfield.
- m. **Violation Notice**: is a written correspondence issued by an authorized Township official advising an owner, or his agent, of a violation of this article or a code. Violation notices shall list all infractions and corrective measures necessary to comply with this article or a code and a time period within which such corrections must be completed.

PART II

Registration and Inspection of Multi-Family Dwellings in Township, Inspection of Rental Properties in the Township

Section 4. Purpose.

The Charter Township of Garfield finds that the act of renting or leasing dwelling units is a

business activity. The Township also finds that dwellings or dwelling units which are leased or rented to the public, when improperly maintained, by reason of their structures, equipment, sanitation, use or occupancy, may adversely affect public health, safety and general welfare as well as the aesthetic value of surrounding property and community. To correct unsuitable conditions which exist within rental properties and to establish mechanisms for the continued maintenance of a sound rental housing stock within Garfield Charter Township, and to promote the public health, safety and general welfare of its citizens, the Township establishes these regulations which shall require the registration of rental multi-family dwelling units and provide for the enforcement of minimum rental housing standards.

The following sections augment the IPMC in protecting and promoting the health, safety and welfare of the citizens of Garfield Charter Township by requiring the registration of all multi-family rental dwelling units in the Township. This registration, combined with regular systematic inspections, will help prevent overcrowding, the incidence of communicable diseases, and will aid in the enforcement of the IPMC, which sets minimum allowable standards for adequate maintenance of habitable dwellings. These sections are not intended, nor shall be used for the purpose of including the Township in civil disputes between rental owners and tenants involving, but not limited to, non-payment of rent, evictions and/or personal disputes.

Section 5. Registration of Multi-Family Dwelling Rental Properties

(a) **Registration Required Before Rental.**

An owner of any multi-family rental dwelling ("MFD") located within the Township shall not rent any rental unit unless such rental unit is registered pursuant to this ordinance and is in compliance with all applicable federal, state, and local laws, rules, and ordinances and regulations.

(b) **Initial Registration.**

- (1) Within 90 days following the effective date of this ordinance, all owners of multi-family dwelling ("MFD") rental properties shall register with the Township building department each MFD within the boundaries of the Township.
- (2) Newly constructed MFD rental properties will be registered by the Township at the time a certificate of occupancy is issued, and then must be subsequently re-registered and inspected as required by Section 8.

(c) **Registration Requirements.**

The registration of any MFD rental property shall require at least the following information on forms provided by the Township:

- (1) The address of the rental property with each rental unit contained therein enumerated. If the rental units are within a rental complex, the property manager's

address shall also be included.

- (2) If applicable, the number of buildings, including rental dwellings, in the rental complex.
- (3) The number of rental units per rental dwelling.
- (4) The name, address and telephone number of the registered agent or other responsible person designated by the owner, to receive official notices, legal processes, tenant concerns and correspondence from the Township.
- (5) The applicant shall sign the registration attesting to the truth and accuracy of its contents.
- (6) Payment of all applicable fees as established by resolution of the Township Board.
- (7) Changes in registration information. The owner or his/her agent shall provide written notification to the Township building department of any change in the above information.
- (8) Agreement to permit inspections. Included with the registration application shall be an agreement, signed by the owner, permitting inspections of his/her rental properties by officials or agents of the Township and affirming that all tenants of the subject properties have been informed of the regulations contained in this ordinance and of inspections of the rental properties, including common areas, by authorized Township officials. Owners shall provide, or cause to be provided, a copy of the agreement to all existing tenants, as well as tenants who enter into leases or come to reside on a rental property after the agreement takes effect. All leases executed after the effective date of this article shall contain a provision requiring the tenant(s) to consent to such inspection upon notice as provided in Section 8.
- (9) Additional requirements. An authorized Township official may, with written notice, require additional information of any or all registrants in order to reasonably further the purposes of this ordinance.

Section 6. Registration, Expiration, and Re-registration.

All MFD rental properties within Garfield Charter Township shall be registered with the building department within 90 days from the adoption of this ordinance. Thereafter, all MFD rental properties shall be registered once every two years, or with change in ownership, at least 30 days before the expiration date assigned by the Township, following the same requirements set forth in Section 5.

Section 7. Transfer of MFD Rental Property Registration and Change of Status.

- (a) **Registration Transfers and Fees** A purchaser of an MFD rental property shall cause a registration to be transferred upon the sale of a MFD rental property. The new owner shall sign all appropriate agreements and affidavits for registration and shall complete a new registration application. All the above shall be provided to the Township by the new owner or the real estate closing institution within 30 days of closing the sale. There is no fee for transferring registration.
- (b) **Change of Status** If a structure previously used as an MFD rental property is no longer to be used as an MFD rental property, a statement and affidavit to this effect must be provided to the Township building department. No inspections or transfer fees shall be required.
- (c) **Existing Violations** It shall be unlawful to sell an MFD rental property having outstanding violations unless the "transfer of ownership" stipulations of the IPMC, as amended, have been satisfied.

Section 8. Inspections of All Rental Units.

- (a) **MFD Periodic Inspections** It is the intention of the Township to inspect MFD rental properties, including common areas, every two years. However, this section shall not be construed as creating a responsibility for the Township to inspect such properties.
- (b) **MFD Periodic Inspection Scheduling** The owner shall be notified of the date and time of a periodic inspection via first class mail at least 30 days prior to the inspection date. Owners shall be required to provide all notices of inspection to the tenant(s) as required by law. A list of inspection guidelines, prepared by the Township building department, shall be given to all owners at the time of rental property registration. Periodic inspections shall be conducted between the hours of 8:00 a.m. to 5:00 p.m., Monday-Friday.
- (c) **Other Rental Property Inspections.** Any rental property, including a MFD, even though not scheduled for a periodic inspection, may be inspected by an Authorized Township Official without prior notice, where there is an imminent threat to persons or property, to the owner and/or tenant. Other inspections by an ATO may occur on reasonable notice based upon the following:
 - (1) A written complaint basis from the tenant.
 - (2) A recurrent violations basis where any rental property which is found to have a high incidence of recurrent or uncorrected violations.
 - (3) A follow-up inspection, so that a previous violation is inspected for correction and compliance.

(d) **Inspections by Other Agencies.** Multiple-family buildings that are inspected by the U.S. Department of Housing and Urban Development under the real estate assessment center inspection process, or by other government agencies, shall be exempted from inspections required by this Section, upon a copy of the written inspection report being filed with the Building Department and determination by an Authorized Township Official that the filed report confirms compliance with the inspection guidelines under this article

PART III

General Provisions

Section 9. Notice of Violations.

Violations.

Upon inspection by an Authorized Township Official of any structure in the Township, rental or non-rental, if a violation of the IPMC code is discovered, the ATO shall provide notice of a violation in conformance with Section 107 of the IPMC. The owner shall be advised of the time period to correct the violation.

Section 10. Re-inspection

Re-inspections shall occur on the date specified on the violation notice, or sooner if requested by the owner and Township scheduling permits such inspection. It shall be the owner's responsibility to coordinate the access to all areas of their rental properties.

Section 11. Correction Schedules

Time schedules for the correction of violations shall be reasonable as determined by the Authorized Township Official. Correction periods exceeding 60 days require an application for extension be filed by the owner or his/her designee and approved by the authorized Township official.

Section 12. Warrants for Inspection

If access to any structure, premises or area for the purpose of inspection authorized by this section is refused, an Authorized Township Official may petition and obtain such appropriate warrant or order from a court which has jurisdiction.

Section 13. Violations that Threaten Life, Limb or Property

If upon inspection of a rental property the Authorized Township Official determines that a violation is of such serious nature so as to immediately threaten the health, safety or welfare of the public or the occupants thereof, the official shall demand that the violation(s) be corrected immediately and/or the rental property be vacated immediately in accordance with applicable IPMC provisions.

Section 14. Other Permits

Owners shall procure the appropriate building, mechanical, plumbing, and/or electrical permits from the respective departments for all corrections requiring such permits.

Section 15. Fees

- (a) Owners shall be required to pay a fee for registration and for any inspections, including re-inspections prior to the inspection or re-inspection taking place. If an owner and/or his agent fail to coordinate access to a rental property for any reason for inspection or re-inspection, the owner may be subject to no show/re-inspection fees. The Township Board shall establish by resolution an appropriate fee schedule.
- (b) All fees required must be paid at the Township office. The Authorized Township Official may not accept payment while conducting an inspection under this ordinance.
- (c) A failure to pay any fee required by this article shall constitute a violation of this ordinance.
- (d) Any unpaid fee and/or cost under this article may be collected by the Township as allowed by law.

Section 16. Appeals and Variances.

An owner may appeal an application of the IPMC to property, or request a variance, to the Township Construction Board of Appeals as provided for under Township Ordinance No. 36, as amended. Such a request for an appeal or variance must be filed within 21 days of the date a notice of violation is provided to an owner under this ordinance.

Section 17. Enforcement

This ordinance shall be enforced by the Township Building Official, Building Inspectors, Code Enforcement Officer, Zoning Administrator and Grand Traverse County Sheriff Deputies.

Section 18. Violation as a Municipal Civil Infraction

Any person failing to comply with a notice of violation or order served in accordance with Section 107 of the IPMC shall be deemed to be responsible for a municipal civil infraction as defined by Michigan Statute or otherwise in violation of any section of this ordinance which shall be punishable by a civil fine for each violation in accordance with the schedule set forth herein, along with costs which may include all expenses, direct and indirect, to which the Charter Township of Garfield has been put in connection with the municipal infraction. In no case, however, shall costs of less than Ten Dollars (\$10.00) or more than Five Hundred Dollars (\$500.00) be ordered. A violator of this code shall also be subject to such additional sanctions and judicial orders as are authorized under Michigan law. Each day that a violation continues to exist shall constitute a separate violation. The provision of this code may also be enforced by suit for injunctive relief.

Civil Fines for Municipal Infractions

Unless otherwise provided elsewhere within this Ordinance for specific violations, Civil Fines for municipal civil infractions shall be assessed in accordance with the following schedule.

	<u>Fine</u>
1 st violation within 3-year period*	\$ 50.00
2 nd violation within 3-year period*	\$ 125.00
3 rd violation within 3-year period*	\$ 250.00
4 th or subsequent violation within 3-year period*	\$ 400.00

*determined on the basis of the date of violation(s)

Section 19. Persons Authorized to Serve Citations and Notices

The following persons are authorized to issue notices of violation, and to issue municipal civil infraction citations pursuant to Public Act 12 of 1994 (MCL 600.8701, *et seq.*, as amended):

- (a) Grand Traverse County Sheriff Deputies.
- (b) Township Code Enforcement Officer.
- (c) Township Zoning Administrator.
- (d) Township Building Official.
- (e) Township Building Inspectors.

Section 20. Conflicting Ordinances.

Any other ordinances or parts of ordinances in conflict herewith are repealed.

Section 21. Severability.

If any section, subsection, sentence, clause or phrase of this ordinance is, for any reason, declared invalid, such decision shall not affect the validity of the remaining portions of this ordinance. The Garfield Township Board hereby declares that it would have passed this ordinance, and each section, subsection, clause, or phrase thereof, irrespective of the fact that any one or more sections, subsections, sentences, clauses and phrases be declared invalid.

Section 22. Suits or Proceedings.

Nothing in this ordinance or in the Property Maintenance Code hereby adopted shall be construed to affect any suit or proceeding impending in any court, or any rights acquired, or liability incurred, or any causes of action acquired or existing, under any act or ordinance hereby repealed as cited in section 14 of this ordinance; nor shall any just or legal right or remedy of any character be lost, impaired or affected by this ordinance.

Section 23. Effective Date.

This ordinance and the rules, regulations, provisions, requirements, orders and matters established and adopted hereby shall take effect and be in full force and effect ~~790~~ days after the date of publication.

Upon roll call vote, the following voted:

YEAS: ~~Jeane Blood, Molly Agostinelli, Kay Schumacher, Kit Wilson, Chuck Korn, Bob Featherstone, Denise Schmuckal~~

NAYS: ~~None~~

ABSTAIN: ~~None~~

ABSENT: ~~None~~

A copy of this Ordinance may be inspected at the office of the Charter Township of Garfield located at 3848 Veterans Drive, Traverse City, Michigan, between the hours of ~~8:00~~7:30 a.m. and ~~4~~6:00 p.m., Monday through ~~Friday~~Thursday.

CHUCK KORN, Supervisor

_____ **KAY**

SCHUMACHER, Clerk

LANIE MCMANUS, Clerk

_____ Garfield Township

Board

_____ Introduced on: April 23, 2009

_____ Passed on: May 14, 2009

_____ Prepared in the law offices of:

_____ Running, Wise & Ford, P.L.C.

_____ By: Thomas A. Grier,

_____ Township Attorneys

_____ Business Address:

_____ 326 E. State Street, P.O. Box 686

_____ Traverse City, MI 49685-0686.

2020 Amendments prepared by Township staff

*

*

*

TO THE RECORD EAGLE:

Please publish on: May 19, 2009

Please send affidavit to:

~~Thomas A. Grier and~~
The Charter Township of Garfield

Please send bill to:

The Charter Township of Garfield

*

*

*

Received via e-mail _____

Karen Leaver

From: Chuck Korn
Sent: Wednesday, July 22, 2020 8:53 AM
To: Karen Leaver
Subject: Consideration of continuing agreement with County Emergency Manager
Attachments: Garfield Township EM resolution.docx; Garfield Township Support Plan_2020.pdf

Good morning Chuck,

It's that time for the Garfield Twp Support EOP and resolution to be re-upped for another 5 years. I've attached the updated Support EOP, where you'll find the biggest updates are the current census numbers and key personnel contact information. All of the Emergency Support Functions mirror the county EOP as your agencies are the lead agencies for that annex as well.

The resolution verbiage is identical as it was in 2015 as the state Emergency Management has not changed its template wording. After the resolution is approved by the Board, I'll need an original signed copy as well as a signed/dated Signature Page from the Support EOP.

As always, I'm available for questions, comments, and anything else I can do for Garfield.

Regards,
Gregg

Gregg Bird PEM, NEMP
Emergency Management Coordinator
Grand Traverse County
2600 LaFranier Road
Traverse City, MI 49686

Office: (231) 995-6059
Cell: (231) 590-2373
Fax: (231) 995-6139
Email: gbird@grandtraverse.org

www.grandtraverse.org/EM
www.Fb.com/GTCemergency



WEATHER WARNING [Enroll for CodeRED here](#)

The Charter Township of Garfield

Emergency Management Resolution

Resolution 2020-16-T

A resolution to provide for the mitigation, preparedness, response and recovery from natural and human-made disasters within the Charter Township of Garfield by being part of the Grand Traverse County emergency management program; to appoint the county emergency management coordinator as the Charter Township of Garfield emergency management coordinator; to provide for a means for coordinating the resources of the municipality with those of the county; and to provide a means through which the Charter Township of Garfield may exercise the authority and discharge the responsibilities vested in them by this resolution and Act No. 390 of the Public Acts of 1976, as amended.

Article 1 - Short Title

Section 101. This resolution shall be known as the “Emergency Management Resolution”.

Article 2 – Definitions

Section 201. For the purpose of this resolution, certain words used herein are defined as follows:

- (a) “Act” means the Michigan Emergency Management Act, Act No. 390 of the Public Acts of 1976, as amended.(b)“Disaster” means an occurrence or threat of widespread or severe damage, injury or loss of life or property resulting from a natural or human-made cause, including but not limited to, fire, flood, snowstorm, ices storm, tornado, windstorm, wave action, oil spill, water contamination, utility failure, hazardous peacetime radiological incident, major transportation accident, hazardous materials incident, epidemic, air contamination, blight, drought, infestation, explosion, or hostile military action or paramilitary action, or similar occurrences resulting from terrorist activities, riots, or civil disorders.
- (c) “Disaster relief force” means all agencies of county and municipal government, private and volunteer personnel, public officers and employees, and all other persons or groups of persons identified in the Grand Traverse County Emergency Operations Plan as having duties to perform or those called into duty or working at the direction of a party identified in the plan to perform a specific disaster or emergency related task during a local state of emergency.
- (d) “District Coordinator” means the Michigan Department of State Police District Emergency Management Coordinator. The District Coordinator serves as liaison between local emergency management programs and the Michigan State Police, Emergency Management Division in all matters pertaining to the mitigation, preparedness, response and recovery of emergency and disaster situations.
- (e) “Emergency management coordinator” means the person appointed to coordinate all matters pertaining to emergency management within the municipality. The emergency management coordinator for Charter Township of Garfield is the Grand Traverse County emergency management coordinator.
- (f) “Emergency management program” means a program established to coordinate mitigation, preparedness, response and recovery activities for all emergency or disaster situations within a given geographic area made up of one or several political subdivisions. Such a program has an appointed emergency management coordinator and meets the program standards and requirements established by the Department of State Police, Emergency Management Division. The Charter Township of Garfield has elected to be part of the Grand Traverse County emergency management program.

- (g) “Emergency operations plan” means the plan developed and maintained by county and political subdivisions included in the emergency management program area for the purpose of responding to all emergency or disaster situations by identifying and organizing the disaster relief force.
- (h) “Governor’s state of disaster” means an executive order or proclamation by the Governor that implements the disaster response and recovery aspects of the Michigan Emergency Management Plan and applicable local plans of the county or municipal programs affected.
- (i) “Governor’s state of emergency” means an executive order or proclamation by the Governor that implements the emergency response and recovery aspects of the Michigan Emergency Management Plan and applicable local plans of the county or municipal programs affected.
- (j) “Local state of emergency” means a declaration by the Township Supervisor or Township Clerk¹ pursuant to the act and this resolution which implements the response and recovery aspects of the Grand Traverse County Emergency Operations Plan and authorizes certain actions as described in this resolution.
- (k) “Vital records” means those records that contain information needed to continue the effective functioning of a government entity and for the protection of the rights and interests of persons under emergency conditions in the event of an emergency or disaster situation.

Article 3 - Emergency Management Coordinator: Appointment

Section 301. By the authority of this resolution the Charter Township of Garfield Supervisor hereby appoints the Grand Traverse County Emergency Management Coordinator as the emergency management coordinator for the Charter Township of Garfield². In addition to acting for, and at the direction of, the Grand Traverse County Board of Commissioners Chair, the Emergency Management Coordinator will also act for, and at the direction of, the Charter Township of Garfield Supervisor.³

Section 302. A line of succession for the Grand Traverse County Emergency Management Coordinator has been established and is listed in the Grand Traverse County Emergency Operations Plan.

¹ According to Act 390, as amended, sec. 10 (1) (b) any county or municipality that has an appointed emergency management coordinator can declare a local state of emergency. This power is given to the “chief executive official” (see definitions in the act) or the official designated by charter.

² Act 390, as amended, sec. 9 (2-3) states that the coordinator shall be appointed by the “chief executive official” (see definitions in the act) in a manner provided in the municipal charter.

³ Act 390, as amended, sec. 9 (1-3) states that the appointed county coordinator shall act for and at the direction of the chairperson or county executive. It also says that a coordinator appointed by a municipality shall act for and at the direction of the “chief elected official” (see definitions in the act) or the official designated by the municipal charter.

Article 4 - Emergency Management Coordinator; Duties

Section 401. The Emergency Management Coordinator shall comply with standards and requirements established by the Department of State Police, Emergency Management Division, under the authority of the act, in accomplishing the following⁴:

- (a) Direct and coordinate the development of the Grand Traverse County Emergency Operations Plan, which shall be consistent in content with the Michigan Emergency Management Plan.
- (b) Specify departments or agencies which must provide an annex to the plan or otherwise cooperate in its development.
- (c) Identify departments and agencies to be included in the Emergency Operations Plan as disaster relief force.
- (d) Develop and maintain a county Resource Manual.
- (e) Coordinate the recruitment, appointment, and utilization of volunteer personnel.
- (f) Assure the emergency management program meets eligibility requirements for state and federal aid.
- (g) Coordinate and/or conduct training and exercise programs for the disaster relief force within the county and to test the adequacy of the Emergency Operations Plan.
- (h) Through public information programs, educate the population as to actions necessary for the protection of life and property in an emergency or disaster.
- (i) Assist in the development of mutual aid agreements.
- (j) Assist the Charter Township of Garfield municipal liaison with the development of municipal standard operating procedures which are consistent with the county Emergency Operations Plan.
- (k) Oversee the implementation of all functions necessary during an emergency or disaster in accordance with the Emergency Operations Plan.
- (l) Coordinate county emergency management activities with those municipalities included in the county emergency management program, other municipalities, the state, and adjacent counties.
- (m) Coordinate all preparedness activities, including maintaining primary and alternate Emergency Operations Centers.
- (n) Identify mitigation opportunities within the county and encourage departments/agencies to implement mitigation measures.

Article 5 - Emergency Management Liaison; Duties

Section 501. By the authority of this resolution the Charter Township of Garfield Supervisor has appointed a liaison for the purpose of assisting the county Emergency Management Coordinator in coordinating the emergency management activities within the municipality. The duties of the liaison are as follows:

⁴ Act 390, as amended, sec. 7a (4) gives the Emergency Management Division the authority to promulgate several standards and requirements.

- (a) Coordinate municipal emergency management activities with those of the county jurisdictions.
- (b) Assist the county Emergency Management Coordinator with the development of the county Emergency Operations Plan and the incorporation of municipal resources into the plan.
- (c) Identify municipal departments and agencies to be included in the Emergency Operations Plan as part of the disaster relief force.
- (d) Identify municipal resources and forward information to the county Emergency Management Coordinator for inclusion in the county Resource Manual.
- (e) Coordinate the recruitment, appointment, and utilization of volunteer resources.
- (f) Assist the county Emergency Management Coordinator with administering training programs.
- (g) Coordinate municipal participation in exercises conducted by the county.
- (h) Assist in the development of mutual aid agreements.
- (i) Assist in educating the population as to actions necessary for the protection of life and property in an emergency or disaster.
- (j) Encourage departments/agencies within the municipality to identify and implement procedures to mitigate the effects of potential disasters.
- (k) Assist in the assessment of the nature and scope of the emergency or disaster and collect damage assessment information and forward to the county.
- (l) Coordinate the vital records protection program.
- (m) Develop municipal standard operating procedures for disaster response which are consistent with the county Emergency Operations Plan.

Section 502. The Charter Township of Garfield Supervisor shall appoint a minimum of two persons as successors to the position of the municipal liaison. The line of succession shall be supplied to the county Emergency Management Coordinator.

Article 6 – Charter Township of Garfield Supervisor: Power/Duties

Section 601. On an annual basis, the Charter Township of Garfield Supervisor shall review the eligibility and performance of the Emergency Management Coordinator and make recommendations to the township board⁴.

Section 602. The Charter Township of Garfield Supervisor shall, review the effectiveness of the Grand Traverse County Emergency Operations Plan as the plan relates to the municipality once every two years. With the assistance of the municipal liaison, he/she shall make recommendations to the county Emergency Management Coordinator of any changes which may be needed. After this review and incorporation of necessary changes, the Charter Township of Garfield Supervisor shall certify the plan to be current and adequate for Charter Township of Garfield for the ensuing two years.⁵

⁵ Rule 4 (c) (d-q) of the administrative rules promulgated for Act 390, sec. 19 states that the plan shall be considered official upon bearing the signature of the chief executive official of the municipality. The plan must be current and adequate (see rule) within two years.

Section 603. When circumstances within the township indicate that the occurrence or threat of occurrence of widespread or severe damage, injury or loss of life or property from natural or human-made cause exists the township supervisor may declare a local state of emergency.¹ Such a declaration shall be promptly filed with the Grand Traverse County Emergency Management Office, who shall forward it to the Department of State Police, Emergency Management Division. This declaration shall not be continued or renewed for a period in excess of 7 days except with the consent of the township board.⁶

Section 604. If the Charter Township of Garfield Supervisor invokes such power and authority, he/she shall, as soon as reasonably expedient, convene the township board for one or more emergency meetings in accordance with the Open Meetings Act to perform its normal legislative and administrative duties as the situation demands, and will report to that body relative to emergency activities. Nothing in this resolution shall be construed as abridging or curtailing the powers of the township board unless specifically provided herein.

Section 605. The Charter Township of Garfield Supervisor may do one or more of the following under a local state of emergency:

- (a) Direct the Emergency Management Coordinator to implement the Emergency Operations Plan.
- (b) Issue directives as to travel restrictions on local roads within the municipality.
- (c) Relieve township employees of normal duties and temporarily reassign them to other duties.
- (d) Activate mutual aid agreements.
- (e) Direct the municipal disaster relief effort in accordance with the county Emergency Operations Plan and municipal standard operating procedures.
- (f) Notify the public and recommend in-place or evacuation or other protective measures.
- (g) Request a state of disaster or emergency declaration from the Governor as described in Article 7.
- (h) When obtaining normal approvals would result in further injury or damage, township supervisor may, until township board convenes, waive procedures and formalities otherwise required pertaining to the following:
 - (1) For a period of up to 7 days, send the disaster relief force and resources to the aid of other communities as provided by mutual aid agreements.
 - (2) For a period of up to 7 days, appropriate and expend funds from the disaster contingency fund created in Article 9 up to \$10,000
 - (3) For a period of up to 7 days, make contracts, obtain and distribute equipment, materials, and supplies for disaster purposed.
 - (4) Employ temporary workers.
 - (5) Purchase and distribute supplies, materials, and equipment.
 - (6) Make, amend, or rescind ordinances or rules necessary for emergency management purposes which supplement a rule, order, or directive issued by the

⁶ Act 390, as amended, sec. 10 (1) (b) provides for the 7 day limit and disposition of the declaration.

Governor or a state agency. Such an ordinance or rule shall be temporary and, upon the Governor's declaration that a state of disaster or state of emergency is terminated, shall no longer be in effect.⁷

Section 606. If a state of disaster or emergency is declared by the Governor, assign and make available for duty the employees, property, or equipment of the township within or without the physical limits of the township as ordered by the Governor or the Director of the Department of State Police in accordance with the act.⁸

Article 7 - Governor Declaration Request

Section 701. If a disaster or emergency occurs that has not yet been declared to be a state of disaster or a state of emergency by the Governor, and the township supervisor determines that the situation is beyond control of the municipality, he/she may request the Governor to declare that a state of disaster or state of emergency exists in the municipality in accordance with the act. This shall be done by immediately contacting the Grand Traverse County Emergency Management Coordinator. The Emergency Management Coordinator shall immediately contact the District Coordinator. The District Coordinator, in conjunction with the Emergency Management Coordinator, shall assess the nature and scope of the disaster or emergency, and they shall recommend the state personnel, services, and equipment that will be required for its prevention, mitigation, or relief.⁹

Article 8- Volunteers: Appointment; Reimbursement

Section 801. Each municipal department, commission, board, or other agency of municipal government is authorized to appoint volunteers to augment its personnel in time of emergency to implement emergency functions assigned in the county Emergency Operations Plan. Such individuals are part of the disaster relief force and shall be subject to the rules and operational control set forth by the respective department, commission, board, or agency through which the appointment was made, and shall be reimbursed for all actual and necessary travel and subsistence expenses.¹⁰

Article 9 - Disaster Contingency Fund

Section 901. A disaster contingency fund is hereby created in the budget of not less than \$10,000. Money may be expended from the fund when a local state of emergency has been declared for the purpose of paying the disaster relief force, purchase of supplies and services, repair costs, or other needs required specifically for the mitigation of the effects of, or in response to, the emergency or disaster.

Article 10 - Rights of Disaster Relief Force

Section 1001. In accordance with the act, personnel of the disaster relief force while on duty shall have the following rights:

⁷ Act 390, as amended, sec.12 (2) provides this authority.

⁸ Act 390, as amended, sec. 10 (1) (h) provides this authority.

⁹ Act 390, as amended, sec.12 states that the "chief executive official" (see definitions in act) of a county or any municipality may make this request. However, he/she must do this utilizing the procedures set forth in sec. 14 of the act which states that the appointed emergency management coordinator and the district coordinator must jointly assess the situation and make recommendations.

¹⁰ Act 390, as amended, sec. 11 (1) (a-c) discusses disaster relief force rights and duties.

- (a) If they are employees of the municipality, or other governmental agency regardless of where serving, have the powers, duties, rights, privileges, and immunities and receive the compensation incidental to their employment.
- (b) If they are not employees of the municipality, or other governmental agency be entitled to the same rights and immunities as are provided for by law.¹⁰

Article 12 - Temporary Seat of Government

Section 1201. The township board shall provide for the temporary movement and reestablishment of essential government offices in the event that existing facilities cannot be use.

Article 13 - Liability

Section 1301. As provided for in the act and this resolution, the municipality, or the agents or representatives of the municipality, shall not be liable for personal injury or property damage sustained by the disaster relief force. In addition, any member of the disaster relief force engaged in disaster relief activity shall not be liable in a civil action for damages resulting from an act of omission arising out of and in the course of the person's good faith rendering of that activity, unless the person's act or omission was the result of that person's gross negligence or willful misconduct. The right of a person to receive benefits or compensation to which he or she may otherwise be entitled to under the worker's compensation law, any pension law, or act of congress will not be effected as a result of said activity.¹¹

Section 1302. As provided for in the act, any person owning or controlling real estate or other premises who voluntarily and without compensation grants the municipality the right to inspect, designate and use the whole or any part of such real estate or premises for the purpose of sheltering persons or for any other disaster related function during a declared local state of emergency or during an authorized practice disaster exercise, shall not be civilly liable for the death of, or injury to, any person on or about such real estate or premises under such license, privilege or other permission, or for loss of, or damage to, the property of such person.¹¹

Article 14 - Sovereignty

Section 1401. Should any section, clause, or provision of this resolution be declared by the courts invalid for any reason, such declaration shall not affect the validity of this resolution as a whole or any part thereof, other than the section, clause, or provision so declared to be invalid.

Article 15 - Repeals

Section 1501. All resolutions or parts of resolutions inconsistent herewith are hereby repealed.

Article 16 - Annual Review

Section 1601. This resolution shall be reviewed annually by the township board and changes shall be made if necessary.

Article 17 - Effective Date

Section 1701. This resolution shall have immediate effect.

(The community may choose to adopt either an ordinance or resolution, whichever is the most appropriate procedure within the community, and promulgate it according to normal procedures.)

¹¹ Act 390, as amended, sec. 11 (2-8) discusses liability.

Moved:

Supported:

Ayes:

Nays:

Absent and Excused:

RESOLUTION 2020-16-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 Resolution 2020-16-T which was adopted by the Township Board of the Charter Township of Garfield on the 28th day of July, 2020.

Dated: _____

Lanie McManus, Clerk
Charter Township of Garfield

The Charter Township of Garfield

Support Emergency Operation Plan

A support plan to Grand Traverse County Emergency Operations Plan

July 1, 2020



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SIGNATURE PAGE

Date:

To all Recipients:

Transmitted herewith is the Support Emergency Operations Plan for the Charter Township of Garfield in support to the Grand Traverse County Emergency Operations Plan. The plan provides a framework for the Charter Township of Garfield to use in performing emergency functions before, during, and after a natural disaster, technological incident or a hostile attack.

This plan was adopted by the Charter Township of Garfield Board under Resolution No. _____ dated _____. It supersedes all previous plans.

Signature of Chief Executive Official

Date

THE CHARTER TOWNSHIP OF GARFIELD

INTRODUCTION TO THE PLAN

I. Purpose

The Charter Township of Garfield has elected to be incorporated into the Grand Traverse County Emergency Management Program. By becoming part of the county emergency management program, the township and county have certain responsibilities to each other. This Support Emergency Operations Plan has been developed to identify the responsibilities between the township and county in regards to pre-disaster emergency management activities. It also provides for The Charter Township of Garfield government agencies to respond to various types of emergencies or disasters that affect the community. This support plan is to be used in concurrence with the County Emergency Operations Plan as it is a supporting document. The support plan will be maintained in accordance with the standards of current-ness of the Grand Traverse County Emergency Operations Plan. Review of this support plan shall be accomplished concurrently with the county plan.

II. Scope

This plan is a flexible document in which changes from the content of the plan may occur due to unique nature of emergencies. Each agency that has a supported role in this plan or its elements has developed Standard Operating Procedures (SOP) which provides systematic instructions for accomplishing assigned functions. In addition, to support emergency preparedness and response efforts, the local government also conducts other activities such as personnel training, participating in exercises, encouraging chronic disease prevention techniques; educate the public on awareness activities, and use of appropriate land use planning decisions for mitigation and prevention purposes as well. Through this plan, the township continues to implement the National Incident Management System, participating in efforts to provide an effective and efficient incident management operation.

III. Plan Maintenance and Implementation

The plan has been developed together with local community, and county officials to ensure consistency within the county emergency management program documents. The plan is required to be approved by The Charter Township of Garfield Supervisor every five years, or whenever the CEO changes, and is to be forwarded to the County Emergency Management Office. Upon approval, it will be implemented, tested through exercises in concurrence with County officials, and review/updated to maintain current-ness with the County Emergency Operations Plan.

This plan has been provided to all municipal agencies, elected officials, the county emergency management office and the MSP/EMHSD district coordinator.

IV. Emergency Management Program Oversight

The Charter Township of Garfield has adopted via resolution that the Grand Traverse County Emergency Management Coordinator will serve as the municipal emergency management coordinator in matters pertaining to emergency management for the municipality. Pursuant the requirements in P.A. 390, of 1976, as amended, Section 19, Grand Traverse County has adopted a resolution that incorporates The Charter Township of Garfield into its emergency management program, necessary for disaster assistance.

BASIC INFORMATION

I. Community Profile

The Charter Township of Garfield is situated in the center of Grand Traverse County, immediately south of Traverse City. The community has a population of 17,710 residents (United States Census Bureau, 2018). Of this number, approximately 10% are identified as individuals with special/functional needs. Many of these individuals reside in congregate care centers, but others reside in non-group homes where help is provided as needed or on-call. The city/township's major industry is food processing and light industry employing approximately 500 people. Due to this industry, the township is concerned with potential food emergencies, and hazardous materials incidents.

According to the County's Hazard Mitigation Plan, the community is most vulnerable to: severe thunderstorms, high winds, severe winter weather, and flooding. More information regarding hazard vulnerability can be found in the County's Hazard Mitigation Plan/Analysis.

Within the community, there are 11 sites that contain extremely hazardous materials. Pursuant to SARA Title III, off-site emergency response plans have been developed by the LEPC to prepare the fire department(s) to respond to the specific hazardous materials on the sites. In addition, the owners of the site(s) have reported the types of hazardous material that is housed on-site, as required by the Emergency Planning and Community Right-To-Know Act.

II. Emergency Management Authority

Pursuant to P.A. 390 of 1976, as amended, the municipal CEO may declare a local state of emergency for the Charter Township of Garfield in the CEO's absence, pursuant to local legislation, the township Clerk is authorized to declare the local state of emergency as well. Upon a declaration, PA 390 also authorizes the CEO to issue directives, such as restrictions to travel on local roads. The local declaration activates this emergency plan as well as the emergency operations center to conduct activities to ensure the safety of people, property, and the environment.

Since the Charter Township of Garfield has been a recipient of federal preparedness assistance, a resolution has been adopted by the local government for establishing the National Incident Management System as the standard for incident management for all-hazards. Through the adoption, the township continues to implement the concepts of the NIMS through training, planning, and exercising activities.

III. Response Resources

The Charter Township of Garfield maintains 2 fulltime departments responsible for providing public safety and welfare to the community. Each department is comprised of qualified emergency personnel, and maintains equipment capable of responding to emergencies. A list of resources that the departments use for emergency situations can be requested through the municipal emergency management liaison. Under circumstances, if the incident requires additional resources beyond the capability of the township the CEO may enact mutual aid, or it may be necessary to request county assistance through proper procedures.

IV. Emergency Management Organization

The Charter Township of Garfield emergency management organization mirrors Grand Traverse County’s Emergency Operations Plan when conducting activities in response to emergencies within the community. These departments have been assigned to specific emergency support functions for which the municipality, in conjunction with the county has identified necessary in order to provide an effective response to secure the safety of people, property, and the environment. Each agency is responsible for implementing pre-disaster activities to help prevent and/or prepare for various hazards that the community is vulnerable to such as: chronic diseases, flooding, hazardous material spills, inclement weather, tornadoes, and public disturbance to name a few; a more profound list can be found in the County’s Hazard Mitigation Plan/Analysis. Prevention and preparedness activities include: awareness training, exercising, hygienic practices to prevent spreading of infectious diseases, stockpiling equipment, and educating people to self-care for themselves in an emergency.

The CEO serves as the incident manager for municipal coordination. At his/her side includes the emergency management coordinator, a planning chief, finance chief, operations chief, and logistics chief. The operations chief is responsible for coordinating the individual emergency functions assigned by agencies.

The table lists the functions, assigned agencies, primary point of contact, and phone number.

Function	Agency	Primary Contact	Phone
Direction and Control	Supervisor	Chuck Korn	231-941-1620
Fire Services	Metro Fire Department	Pat Parker	231-947-3000
Law Enforcement	Grand Traverse Sheriff’s Dept	Tom Bensley	231-995-5001
Warning and Communications	Grand Traverse Central Dispatch	Jason Torrey	231-922-4550
Public Information	Metro Fire Department	Pat Parker	231-947-3000
Damage Assessment	Assessor’s Office	Amy DeHaan	231-941-1620
Public Works	Grand Traverse Co. Roads	Brad Kluczynski	231-922-4848
Emergency Medical Services	Metro Fire Department	Pat Parker	231-947-3000
Human Services	MI Dept. of Human Services	Kris Lagios	231-941-3900

Line of Succession

The following is a list of the 2nd and 3rd alternates for each agency identified in the plan to maintain the emergency tasks assigned.

Agency	2 nd Alternate	3 rd Alternate
Administration	Township Clerk	Senior Township Trustee
Metro Fire Dept.	2 nd Asst. Chief	3 rd Asst. Chief
Grand Traverse Sheriff’s Dept.	Under Sheriff	Patrol Capt.
Public Information	Kyle Clute	Gregg Bird
Damage Assessment	James Baker	Chris Fieldhouse
Public Works	Road Commission Engineer	Road Commission Shop Manager
EMS	Metro Captain on duty	Metro Captain on duty
Human Services	Joe Bagby	MI Dept. of Human Services designee

THE CHARTER TOWNSHIP OF GARFIELD
GENERAL EMERGENCY MANAGEMENT PLANNING
ASSUMPTIONS

The following guidelines are general to the municipality, all agencies, and individuals who have a role in responding to an emergency within the community and coordinated by the Charter Township of Garfield. Being that emergency planning is a work in progress guidelines are continuously reviewed and modified due to the situation and complexity of incidents.

- a) Report to the local emergency operations center when activated for scheduled exercises or disasters, or delegate another individual to staff the EOC and implement the plan.
- b) Implement mutual aid agreements or contracts with other organizations to supplement local resources that have been exhausted.
- c) Ensure compliance with this plan and the County Emergency Plan, and any pertinent procedures and documents issued, which impact the provision of emergency services in the municipality.
- d) Train department emergency personnel in emergency management functions and NIMS/ICS concepts.
- e) Assists in the development, review and maintenance of the plan and of the County EOP.
- f) Develop and maintain standard operating procedures for specific functions or actions identified in the plan.
- g) Maintain a list of resources available by the departments/agencies.
- h) Protect records and other resources deemed essential for continuing government functions and each agency's emergency operations in accordance to procedures and policies.
- i) Establish mutual aid agreements and/or contracts with other jurisdictions/entities to supplement municipal resources.
- j) Establish a system of coordination, such as the incident command system, within the EOC. Field operations, however, are required to use the incident command system.
- k) Participate in the review and update of this emergency operations plan, in accordance to a schedule identified by the municipal emergency management liaison and the county emergency management coordinator.
- l) Adapt and provide printed emergency management materials and verbal messages to those who are vision impaired, non-English speaking, or deaf/hard of hearing.
- m) Conduct pre-disaster public awareness activities including education classes, self-care guidelines, communications plans, and protocols.
- n) Make recommendations to the CEO regarding protective actions.
- o) Utilize MICIMS or other systems to record and log significant events throughout the duration of the emergency, as well as the decisions made by the incident commander and municipal CEO.
- p) Continuously conduct emergency planning activities as it is a work-in-progress, periodically being reviewed and updated.
- q) All emergency response agencies are considered to be available to respond.

THE CHARTER TOWNSHIP OF GARFIELD

EMERGENCY RESPONSE PROCEDURES

The following are procedures that the Charter Township of Garfield conducts and coordinates with the county in response to a local state of emergency.

- a) Assure that the municipal emergency response agencies, elected officials and the county emergency management coordinator are notified of the situation.
- b) Municipal agencies assess the nature and scope of the emergency or disaster.
- c) If the situation can be handled locally, do so, following the Concept of Operations section of the Grand Traverse County EOP.
- d) If assistance is requested, the county emergency management coordinator assesses the situation and makes recommendations on the type/level of assistance. The County will also take the following steps:
 1. Activate the County Emergency Operations Center
 2. Activate the County Emergency Operations Plan
 3. Respond with county resources as requested
 4. Activate mutual aid agreements
 5. Coordinate county resources with municipal resources
 6. Notify MSP/EMHSD District Coordinator.
 7. Develop a jurisdiction situation report and a damage and injury assessment report via and submit to the MSP/EMHSD.
 8. Assist the municipality with prioritizing and allocating resources.
- e) If county resources are exhausted, the county makes a request to the Governor to declare a state of emergency or state of disaster in accordance with procedures set forth in PA 390, as amended. The county shall not request state assistance or a declaration of a state of disaster or a state of emergency unless requested to do so by the CEO of the Charter Township of Garfield if the situation occurs solely within the confines of the municipality.
- f) If state assistance is requested, the MSP/EMHSD District Coordinator, in conjunction with the county emergency management coordinator and municipal emergency management liaison, assess the disaster or emergency situation and recommends the necessary resources that are required for its prevention, mitigation, or relief efforts.
- g) After completing the assessment the MSP/EMHSD District Coordinator immediately notifies the State Director of Emergency Management and Homeland Security of the situation.
- h) The State Director of Emergency Management and Homeland Security notifies the Governor and makes recommendations.
- i) If state assistance is granted, procedures are followed in accordance to the Michigan Emergency Management Plan and the County Emergency Operations Plan.

THE CHARTER TOWNSHIP OF GARFIELD

EMERGENCY OPERATIONS PLAN

The following attachments provide direction for each function that has been assigned to the agencies in response to an emergency or disaster situation.

- Attachment A: Direction and Control
- Attachment B: Fire Services
- Attachment C: Law Enforcement
- Attachment D: Warning and Communications
- Attachment E. Public Information
- Attachment F: Public Works
- Attachment G: Emergency Medical Services
- Attachment H: Human Services

Each agency assigned is responsible for maintenance of the plans, as well as approving any changes to the plan or changes to the official responsible for implementation.

DIRECTION AND CONTROL

REFER TO THE GRAND TRAVERSE COUNTY EMERGENCY OPERATIONS PLAN

BASIC PLAN, SECTION X.
DIRECTION, CONTROL, AND COORDINATION

FIRE SERVICES

REFER TO THE GRAND TRAVERSE COUNTY EMERGENCY OPERATIONS PLAN

ESF 4: FIREFIGHTING
ESF 9: SEARCH AND RESCUE
ESF 10: HAZMAT

ATTACHMENT C

LAW ENFORCEMENT

REFER TO THE GRAND TRAVERSE COUNTY EMERGENCY OPERATIONS PLAN

ESF 1: TRANSPORTATION

ESF 13: PUBLIC SAFETY AND SECURITY

WARNING AND COMMUNICATIONS

REFER TO THE GRAND TRAVERSE COUNTY EMERGENCY OPERATIONS PLAN
ESF 2: COMMUNICATIONS

PUBLIC INFORMATION

REFER TO THE GRAND TRAVERSE COUNTY EMERGENCY OPERATIONS PLAN
ESF 15: EXTERNAL AFFAIRS

PUBLIC WORKS

REFER TO GRAND TRAVERSE COUNTY EMERGENCY OPERATIONS PLAN
ESF 3/ PUBLIC WORKS & ENGINEERING PAGE

EMERGENCY MEDICAL SERVICES

REFER TO GRAND TRAVERSE COUNTY EMERGENCY OPERATIONS PLAN
ESF 8/ PUBLIC HEALTH & MEDICAL SERVICES PAGE

ATTACHMENT I

HUMAN SERVICES

REFER TO GRAND TRAVERSE COUNTY EMERGENCY OPERATIONS PLAN
ESF 6/ MASS CARE, EMERGENCY ASSISTANCE, HOUSING, & HUMAN
SERVICES PAGE

June 12, 2020

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

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

Dear Marty and Chuck,

As you are aware, the joint City of Traverse City and Charter Township of Garfield Recreational Authority was created by your two jurisdictions in 2003 under Michigan's Recreational Authorities Act (P.A. 321 of 2000) to enable the public acquisition and preservation of recreational and cultural assets that are deemed important by the citizens of the City and Township. In 2004, voters in both jurisdictions approved two 20-year ballot measures for the Authority to acquire and take care of three such properties that today are known as Historic Barns Park, Hickory Meadows, and part of the Open Space on West Grand Traverse Bay.

Both of the current Rec Authority millages will expire in 2024, at which point the bonds used to finance the purchase of the three properties will be retired. If the Authority is to continue to viably care for the properties, voters in the City and Township would have to approve another operating millage no later than 2024.

Recognizing this timeframe, the Rec Authority Board of Directors has been researching public preferences and options for continued care of the three properties. At a January 23, 2017 joint meeting of the Recreational Authority Board, the City Commission and the Township Board, City and Township officials expressed a strong desire to see the Rec Authority carry on its operations and encouraged it to research that with the general public. That research culminated with a public visioning process in 2018 and 2019 that also indicated public support for the Authority to continue its mission beyond 2024.

Under the state enabling legislation, recreational authorities in Michigan are only allowed to present ballot measures to voters in statewide general election years (which equates to every two years, landing on even-numbered years). Between now and the expiration of the Authority's current operating millage, there are three allowable years for the Authority to present a ballot measure to voters: 2020, 2022, and 2024. If, in any of these years, the Rec Authority Board decides to consider a ballot measure, the Authority's Articles of Incorporation require that a proposed resolution "shall be submitted to the participating municipalities and not less than 45 days be allowed for their consideration and comment."

The Rec Authority and a registered volunteer ballot committee are currently researching a potential ballot measure for the November 3, 2020 general election. To facilitate the continuation of this research and meet the requirements laid out in its Articles of



Incorporation, the Rec Authority Board of Directors approved the attached draft ballot resolution and directed that it be submitted to the City and Township for comment. Per this writing and submission, the 45-day comment period afforded to the City and Township will run to Monday, July 27.

The Rec Authority Board is considering an operating ballot measure in 2020 for two main reasons. One, the shrinking known operating window of the Authority negatively impacts the Authority's ability to conduct long-range planning and fundraising efforts, both of which have been critical to the Authority's success to date. Two, in the last several months, a singular opportunity has arisen for the Authority to acquire and publicly preserve an additional recreational natural area adjacent to Hickory Hills and Hickory Meadows, and that preservation effort would have to be acted upon in 2020. The purpose of a ballot measure in 2020 would be to extend the Authority's known operating window and give the Authority the ability to leverage grants to purchase and care for the new property along with its existing parklands.

As both of these needs are time sensitive and closely aligned with the public's priorities for the Rec Authority (both from 2004 and as recently reaffirmed in the 2018-19 public visioning process), the Rec Authority Board feels that conducting its due diligence into a ballot measure this year is both warranted and required. However, the Authority is still in the process of determining whether to pursue a millage, and it remains undecided at this time whether a ballot measure will actually be offered this year. The Rec Authority has always relied on public input to make sure it is serving the community well, and ongoing research will most certainly inform the decision, especially given the unique circumstances we all are under. The Rec Authority Board will have to make a final decision by early August.

Thank you for accepting the attached draft resolution, and we look forward to any comments on the draft from your jurisdictions. As research continues and comments are received, changes to the draft resolution are likely to be suggested. I am happy to provide updates as needed and to also help set up calls, joint board/commission meetings, or whatever would be most useful for you to facilitate comments and communication. Please don't hesitate to reach out with any questions or needs at any time, and thanks as always for your time and energies on behalf of the Authority and the recreational assets of our community.

Sincerely,

Matt Cowall
Executive Director

Enclosure

Copy: Recreational Authority Board

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**RESOLUTION TO APPROVE THE BALLOT LANGUAGE FOR A MILLAGE
PROPOSAL TO PROVIDE FUNDS FOR THE CITY OF TRAVERSE CITY AND
CHARTER TOWNSHIP OF GARFIELD RECREATIONAL AUTHORITY TO THE
ELECTORATE IN THE REGULAR ELECTION
ON NOVEMBER 3, 2020**

At a _____ meeting of the Board of the City of Traverse City and Charter Township of Garfield Recreational Authority, held at _____ located at _____, Michigan on _____, 2020.

Present:

Absent:

The following resolution was offered by _____ and supported by _____.

WHEREAS, the City of Traverse City and Charter Township of Garfield Recreational Authority (the “Recreational Authority”) has been established under the provisions of the Recreational Authorities Act, Act 321 of 2000 (the “Act”); and

WHEREAS, the Recreational Authority is authorized to levy a tax of not more than 1 mill for a period of not more than 20 years on all of the taxable property within the territory of the authority for the purposes of acquiring, constructing, operating, maintaining, and improving a public swimming pool, public recreation center, public auditorium or conference center, public historic farm, or public park, MCL 123.1141; and

WHEREAS, the funds for the Recreational Authority to construct, operate, maintain, acquire, and improve pursuant to the Act have been provided by a millage of 0.1 mills, which have been rolled back by the Headlee rollback to 0.0968, previously approved by the electors for the Charter Township of Garfield and City of Traverse City in 2004, which will expire following the December, 2023 levy (the “2004 Millage”); and

WHEREAS, the Recreational Authority wishes to levy a new additional millage up to 0.15 mills from 2020 through 2023 and levy a millage up to 0.30 mills from 2024 through 2039 for the purposes of continuing operations of the Recreational Authority, continued historic preservation of the Historic Barns, and acquiring property adjoining Hickory Hills (the “Millage Plan”); and

WHEREAS, the Recreational Authority desires to obtain voter approval for a new additional millage of up to 0.30 mills for a period of 20 years to implement and provide funds for the Millage Plan; and

WHEREAS, the Recreational Authority wishes to submit this millage proposal to the City of Traverse City and Charter Township of Garfield electors at the regular election to be held on November 3, 2020; and

NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS:

1. That the following proposals, the language of which is hereby approved by the Recreational Authority and certified to the Grand Traverse County and Leelanau County Clerks, respectively, shall be submitted to the electors of the City of Traverse City and the Charter Township of Garfield for a vote at the November 3, 2020, election:

a. To be submitted to Grand Traverse County Clerk:

**CITY OF TRAVERSE CITY AND CHARTER TOWNSHIP OF
GARFIELD
RECREATIONAL AUTHORITY
MILLAGE PROPOSAL**

This proposal will allow a new millage for the City of Traverse City and Charter Township of Garfield Recreational Authority to continue its operations at the Historic Barns Park, Hickory Meadows, and the West Bay Waterfront along with continued historic preservation of the Historic Barns Park for the next 20 years as well as acquire a new property adjoining Hickory Hills to expand the public park area near Hickory Meadows.

For the purpose of providing funds for the continued acquisition, construction, operation, maintenance, and improvement of public parks by the City of Traverse City and Charter Township of Garfield Recreational Authority (the "Authority") at an increased millage level, shall the tax limitation on general ad valorem taxes within the territory of the Authority that may be assessed in one (1) year upon all property within the Charter Township of Garfield and the City of Traverse City, Michigan, be increased and shall the Authority be authorized to levy, up to 0.30 mills (\$0.30 per \$1,000 of Taxable Value) as a new, additional millage for a period of 20 years, 2020 through 2039 inclusive?

If approved and levied in full, this millage will raise an estimated \$644,000 in the first calendar year of the levy based on taxable value.

By law, tax increment revenues from this millage will be distributed to governmental units within Grand Traverse County that are entitled to receive a portion of this millage, which are the City of Traverse City Downtown Development Authority, Grand Traverse County Brownfield Redevelopment Authority, and Grand Traverse County Land Bank Authority.

Shall the proposal be adopted?

YES

NO

b. To be submitted to the Leelanau County Clerk:

**CITY OF TRAVERSE CITY AND CHARTER TOWNSHIP OF
GARFIELD
RECREATIONAL AUTHORITY
MILLAGE PROPOSAL**

This proposal will allow a new millage for the City of Traverse City and Charter Township of Garfield Recreational Authority to continue its operations at the Historic Barns Park, Hickory Meadows, and the West Bay Waterfront along with continued historic preservation of the Historic Barns Park for the next 20 years as well as acquire a new property adjoining Hickory Hills to expand the public park area near Hickory Meadows.

For the purpose of providing funds for the continued acquisition, construction, operation, maintenance, and improvement of public parks by the City of Traverse City and Charter Township of Garfield Recreational Authority (the "Authority") at an increased millage level, shall the tax limitation on general ad valorem taxes within the territory of the Authority that may be assessed in one (1) year upon all property within the Charter Township of Garfield and the City of Traverse City, Michigan, be increased and shall the Authority be authorized to levy, up to 0.30 mills (\$0.30 per \$1,000 of Taxable Value) as a new, additional millage for a period of 20 years, 2020 through 2039 inclusive?

If approved and levied in full, this millage will raise an estimated \$644,000 in the first calendar year of the levy based on taxable value.

Shall the proposal be adopted?

YES

NO

2. If the propositions are approved, the Recreational Authority shall not levy the 2004 Millage beginning with the 2020 levy for the remainder of its term.

3. If the propositions are approved, the Recreational Authority shall levy only up to 0.15 mills of the new millage from 2020 through 2023.

4. All Public Officials of Grand Traverse County and Leelanau County, State of Michigan, and all Governmental units thereof, within such time as shall be required by law, are requested to perform all acts which shall be necessary to be performed in order to submit the above stated proposition to the duly qualified voters of the City of Traverse City and the Charter Township of Garfield at the election to be held in within the territory of the Authority, the City of Traverse City and the Charter Township of Garfield, on Tuesday, November 3, 2020.

5. A certified copy of these propositions will be filed with the City of Traverse City and the Charter Township of Garfield Clerks.

6. It is further ordered that a certified copy of these propositions be filed with the County Clerks as required by law.

Upon being put to a vote, the vote was as follows:

	Aye	Nay
Molly Agostinelli	_____	_____
Ross Biederman	_____	_____
Michael Groleau	_____	_____
Tim Hughes	_____	_____
Chris Sullivan	_____	_____
Ashlea Walter	_____	_____

The President and Secretary thereupon declared this Resolution approved and adopted by the City of Traverse City and Charter Township of Garfield Recreational Authority board this ____ day of _____, 2020.

Ross Biederman, President

Michael Groleau, Secretary

I hereby certify that the foregoing constitutes a true and complete copy of a Resolution adopted by the City of Traverse City and Charter Township of Garfield Recreational Authority, at a regular meeting held on _____, 2020.

Michael Groleau, Secretary

Karen Leaver

From: Jeane Blood
Sent: Tuesday, July 21, 2020 8:35 AM
To: Margie Tipsword
Cc: Karen Leaver; Chuck Korn; Lanie McManus
Subject: RE: Tuesday Ticker: Construction Starts On Boardman Trail, More TART Projects Underway

There has been other requests before but there are also been some road blocks. I will add your request to our board packet for discussion

Jeane Blood Law
Garfield Twp Treasurer
jblood@garfield-twp.com

From: Margie Tipsword <margaret.tipsword@gmail.com>
Sent: Tuesday, July 21, 2020 7:46 AM
To: Jeane Blood <Jblood@garfield-twp.com>
Subject: Fwd: Tuesday Ticker: Construction Starts On Boardman Trail, More TART Projects Underway

Hello,

Any ideas on how we can get a dedicated walking or bike path from the township hall down to where the sidewalk starts on Veterans Drive.

Best,

Margie

Sent from my iPad

Begin forwarded message:

From: Traverse Ticker <info@traverseticker.com>
Date: July 21, 2020 at 5:39:18 AM EDT
To: Margie Tipsword <margaret.tipsword@gmail.com>
Subject: Tuesday Ticker: Construction Starts On Boardman Trail, More TART Projects Underway

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If you cannot read this email, please

