

# CHARTER TOWNSHIP OF GARFIELD TOWNSHIP BOARD MEETING

Tuesday, August 25, 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 28, 2020 (Recommend Approval)

b. Bills -

(i) General Fund  
(Recommend Approval)

\$199,968.06

(ii) Gourdie-Fraser	
Developer's Escrow Fund – Storm Water Reviews, Utility Plan Review, Oversight & Closeout	\$ 13,924.50
Utility Receiving Fund	3,875.00
Park Funds / DNR Trust Fund	2,252.00
Total	<u>\$ 20,051.50</u>
(Recommend Approval)	

- c. MTT Report (Receive and File)
- d. Close-out and Turnover documents for Traditions at Ashland Park – Phase III  
(Recommend Approval)

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

**5. Correspondence**

- a. Grand Traverse Conservation District – July 2020 Report

**6. Reports**

- a. Dennis, Gartland & Niergarth Auditor's Report
- b. Construction Report
- c. GT Metro Fire Report
- d. North Flight Report
- e. County Commissioner's Report
- f. Planning Dept Monthly Report for August – PD 2020-120
- g. Parks & Rec Monthly Report
- h. Clerk's Report
- i. Supervisor's Report

**7. Unfinished Business**

- a. PD 2020-124 – Amendment to existing fee schedule – Resolution 2020-17-T

**8. New Business**

- a. Consideration of Resolution 2020-18-T, a resolution amending the Township's Pension Plan

**9. Public Comment**

**10. Other Business**

**11. Adjournment**

Lanie McManus, Clerk

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

**CHARTER TOWNSHIP OF GARFIELD  
TOWN BOARD MEETING  
July 28, 2020**

Chuck Korn called the Town Board Meeting to order on July 28, 2020 at 6:00 p.m.

**Pledge of Allegiance**

**Roll call of Board Members**

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

Staff Present: Planning Director John Sych

- 1. **Public Comment (6:01)**  
None

- 2. **Review and Approval of the Agenda - Conflict of Interest (6:02)**  
Item 6i - Law Enforcement Report was added to the agenda.  
*Agostinelli moved and Schmuckal seconded to approve the agenda as amended adding item 6i.*

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

- 3. **Consent Calendar (6:03)**

- a. **Minutes**

- July 14, 2020 Regular Meeting  
(Recommend Approval)

- b. **Bills**

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

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

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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)**

Board members asked to remove consent item C for further discussion.

*Duell moved and Schmuckal seconded to adopt the consent calendar as amended.*

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

4. **Items Removed from the Consent Calendar (6:06)**

- c. **Contractor's Application for Payment No. 3 and Change Order No. 3 to North Country Contracting LLC for Silver Lake Park Recreation Improvements**

Board members asked for clarification of the expenses incurred in the Silver Lake Parking project. Parks Steward Derek Morton explained the issue with irrigation and a problem that occurred with a sprinkler head. Board members still had issues with the bill and change order not being correct.

*Walters moved and Schmuckal seconded to table the payment until further clarification could be brought forth in the matter of Payment No. 3 and Change Order No. 3 to North Country Contracting for Silver Lake Park Recreation improvements.*

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

5. **Correspondence (6:12)**

- a. Memo from Pablo Majano, MEDC Senior Redevelopment Ready Communities Planner

6. **Reports**

- a. **Construction Report**

A written report was included in packets.

- b. **GT Metro Fire Report (6:13)**

Chief Pat Parker said the EMS totals are back to pre-COVID rates and the average runs per day are 18. He reviewed mutual aid numbers and said that there have been 442 incidents for June of 2020. Parker said that Assistant Chief Steve Apostol resigned and his duties have been split among three Captains. He also received notice that 30% of GT Metro

employees want to unionize which triggers a vote. GT Metro has hired counsel and will proceed if employees have a successful vote. He explained the 911 surcharge which will expire in June 2021 and said that \$2.50 will be the new rate per phone line. Those funds will be used to improve portable to portable transmissions. The 2021 budget is being reviewed and the Metro board discussed a cost recovery ordinance as it specifically pertained to charging those people for any rescues on the rogue trails in the Commons area. Those specific charges will be in place in August. GT Metro has applied for CARES act money as well as a grant for hazard pay and hopes to be reimbursed.

**c. North Flight EMS Report (6:34)**

Dave Grattopp, North Flight EMS Operations Manager, said that they have seen an increase in COVID positive patients and are taking extra precautions. Two North Flight employees tested positive for COVID 19 and had mild cases. The July call volume is 12-13% above last year. Grattopp added that some part time positions are open for on-call people. He would like to have a more detailed report of calls in the township for the next report.

**d. County Commissioners Report (6:45)**

No report

**e. Parks and Rec Report (6:45)**

Derek Morton said that the Silver Lake project is wrapping up and some dead trees were cleared from the dog park. A playground safety inspection was completed and he is looking at option for heating the bathrooms. The Kid's Creek Mill Demo is completed.

*Schmuckal moved and Agostinelli seconded to approve payment of the invoice from Molon in the amount of \$25,341.75 for the mill demolition.*

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

Morton went on to say that heavy rains caused many washouts in the Commons area and that the police have been more visible in that area. He is looking at purchasing surveillance cameras for the Commons area. Morton met with Engineer Jennifer Hodges regarding future projects in the River East Park and continues to work on the Parks CIP.

**f. Treasurer's Report (6:57)**

Blood Law reported on the movement of money into a bond fund. The Roads account increased by \$67,000 due to SAD monies collected. She also said that Deputy Treasurer Chloe Macomber has been receiving more training certificates.

**g. Clerk's Report (7:00)**

McManus explained a few corrections that were made to her accounting. Some will require budget amendments which she will bring forth at a later date. Thus far, 4,684 absentee ballots have been issued making her office very busy. A new counter will be installed in the township hall to accommodate election traffic. 90% of election workers are on board to work the election.

**h. Supervisor's Report (7:06)**

Korn said that he has received many inquiries about roads in the township and explains the SAD process to the callers. The July Board of Review was quiet and the BATA project on LaFranier Road is being discussed as is the Sheffer Farms connections. He further explained the union situation with GT Metro and talked about the Boardman Trail Loop and the fact that the Cass Road leg may not have been needed for a grant match.

**i. Law Enforcement (7:20)**

Schmuckal said that after meeting with the GT Sheriff, the next CPO payment to the Grand Traverse Sheriff's Department will be reduced by \$50,998 to take into account the thirteen weeks that Garfield Township did not have all four CPO officers working in Garfield Township.

**7. Unfinished Business**

**a. Public Hearing – PD 2020-115 – Consideration of Resolution 2020-15-T, a Resolution Amending the Property Maintenance Ordinance (7:21)**

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. Zoning Administrator Mike Green discussed sidewalk maintenance and weed and grass control on properties. Verbiage has been added which would allow the township to add lawn mowing to a tax bill if a property owner was neglectful. Board members asked questions and were inquiring about a waiver for sidewalk installation if there were no neighboring sidewalks in existence. All agreed that amendments can be brought forth at another time. Korn opened the Public Hearing at 7:44pm and seeing no members of the public wishing to speak, closed the Public Hearing.

*Schmuckal moved and Agostinelli seconded 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.*

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

*Nays: None*

**8. New Business**

**a. Consideration of Resolution 2020-16-T, Emergency Management Resolution (7:45)**

Gregg Bird of GT Emergency Management Coordinator said this resolution allows for a five-year renewal Emergency Management Resolution for the Township.

*Schmuckal moved and Duell seconded to adopt Resolution 2020-16-T, Emergency Management Resolution.*

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

**b. Consideration of Joint Rec Authority Ballot Language for Millage Proposal (7:51)**

Matt Cowall representing the Rec Authority Board is asking for board comments on ballot language which would bring forth a millage proposal of up to .30 mills for operations, historic preservation, and to acquire new property adjoining Hickory Hills. He explained that the existing millage would not be collected in the case that the new millage was approved. The new millage would be collected as a match and a grant would be sought for the remainder of the funds. Board members asked questions and discussed the proposed millage. Cowall said that at another time, he would appreciate a resolution of support from the board.

**c. Discussion of constructing a sidewalk connection from the Township Hall to the sidewalk at Fairlane Road (8:07)**

Blood Law said a resident emailed her a request for a sidewalk connection from the township hall to the sidewalk at Fairlane Road. Board members discussed topography and funding and decided to contact the golf course to gauge their interest.

**9. Public Comment: (8:21)**

None

**10. Other Business (8:22)**

Board members inquired about Consumers and the replacing of light poles and were told that there was a supply issue with getting the poles. Duell said the Road Commission severed a phone and cable line while digging a ditch and thought that they should have contacted the utility companies. Korn will discuss the issue with the Road Commission.

**11. Adjournment**

*Korn adjourned the meeting at 8:27pm*

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

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



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: Denise Schmuckal

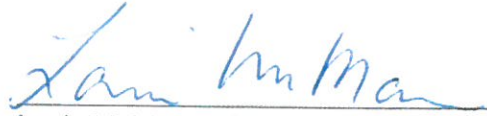
Supported: Molly Agostinelli

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

Nays: None

Absent and Excused: None

By:



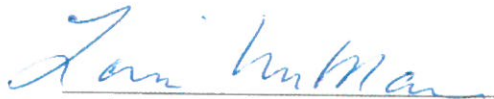
Lanie McManus, Clerk  
Charter Township of Garfield

### 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:

7/29/2020



Lanie McManus, Clerk  
Charter Township of Garfield

## 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.
- (b) "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.
- (c) "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.
- (d) "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.
- (e) "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.

- (f) "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.
- (g) "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.
- (h) "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.
- (i) "Local state of emergency" means a declaration by the Township Supervisor or Township Clerk<sup>1</sup> 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.
- (j) "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 Garfield<sup>2</sup>. 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.<sup>3</sup>

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.

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<sup>1</sup> 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.

<sup>2</sup> 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.

<sup>3</sup> 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 following<sup>4</sup>:

- (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:

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<sup>4</sup> 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 board<sup>4</sup>.

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.<sup>5</sup>

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<sup>5</sup> 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.<sup>1</sup> 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.<sup>6</sup>

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

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<sup>6</sup> 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 long be in effect.<sup>7</sup>

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.<sup>8</sup>

#### **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.<sup>9</sup>

#### **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.<sup>10</sup>

#### **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:

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<sup>7</sup> Act 390, as amended, sec.12 (2) provides this authority.

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

<sup>9</sup> 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.

<sup>10</sup> 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.<sup>10</sup>

#### **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.<sup>11</sup>

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.<sup>11</sup>

**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.)

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<sup>11</sup> Act 390, as amended, sec. 11 (2-8) discusses liability.

Moved: Denise Schmuckal

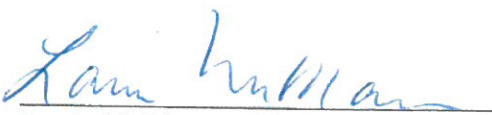
Supported: Steve Duell

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

Nays: None

Absent and Excused: None

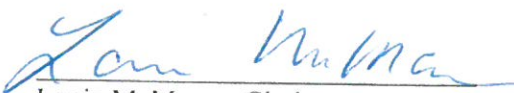
RESOLUTION 2020-16-T DECLARED ADOPTED.

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: 7/29/2020

  
Lanie McManus, Clerk  
Charter Township of Garfield

Check Date	Bank	Check #	Payee	Description	GL #	Amount
07/30/2020	GEN	38877	86TH DISTRICT COURT	LEGAL SERVICES	101-253-801.000	30.00
07/30/2020	GEN	38878	86TH DISTRICT COURT	LEGAL SERVICES	101-253-801.000	42.50
07/30/2020	GEN	38879	86TH DISTRICT COURT	LEGAL SERVICES	101-253-801.000	42.50
07/30/2020	GEN	38880	86TH DISTRICT COURT	LEGAL SERVICES	101-253-801.000	42.50
07/30/2020	GEN	38881	86TH DISTRICT COURT	LEGAL SERVICES	101-253-801.000	42.50
07/30/2020	GEN	38882	86TH DISTRICT COURT	LEGAL SERVICES	101-253-801.000	42.50
07/30/2020	GEN	38883	FIFTH THIRD BANK	SUPPLIES	101-101-726.000	307.20
		38883		EDUCATION & TRAINING	101-171-960.000	18.00
						<u>325.20</u>
07/30/2020	GEN	38884	GARFIELD CHARTER TOWNSHIP	HSA (FORMERLY FLEX)	101-000-237.000	436.88
07/30/2020	GEN	38885	HOME DEPOT CREDIT SERVICES	SUPPLIES	101-191-726.000	354.89
07/30/2020	GEN	38886	HOME DEPOT CREDIT SERVICES	MAINTENANCE - MISC, EQUIP	308-000-935.000	17.04
07/30/2020	GEN	38887	JEANE BLOOD LAW	MILEAGE - TREASURER	101-253-860.500	162.98
07/30/2020	GEN	38888	LAND INFORMATION ACCESS ASSOC	COM. PROM. - P.E.G.	101-747-880.011	22,301.45
07/30/2020	GEN	38889	LAUTNER IRRIGATION INC	CAPITAL OUTLAY	308-000-970.000	5,602.25
07/30/2020	GEN	38890	MOLON EXCAVATING	MAINTENANCE - MISC, EQUIP	308-000-935.000	25,341.75
07/30/2020	GEN	38891	NORTHERN OFFICE EQUIP	SUPPLIES - COPIER MAINTENANCE	101-101-726.002	738.85
07/30/2020	GEN	38892	SITEONE LANDSCAPING SUPPLY	LAWN MAINTENANCE	101-265-935.602	83.98
07/30/2020	GEN	38893	SUPERFLEET	GAS & CAR WASHES	101-806-862.000	102.57
07/30/2020	GEN	38894	THE GUARDIAN	INSURANCE - EMPLOYEE HEALTH	101-851-873.030	1,860.83
		38894		INSURANCE - EMPLOYEE LIFE	101-851-873.040	511.46
						<u>2,372.29</u>
07/30/2020	GEN	38895	TRAVERSE CITY FLEET REPAIR	OIL CHANGES	101-806-863.000	39.09
07/30/2020	GEN	38896	U.S.POSTAL SERVICE	POSTAGE	101-101-726.001	2,000.00
07/30/2020	GEN	38897	UNITED WAY	UNITED WAY	101-000-238.000	90.00
07/30/2020	GEN	38898	VERIZON	TELEPHONE	101-265-850.000	269.78
07/30/2020	GEN	38899	VOYA INSTITUTIONAL TRUST COMPANY	DEFERRED COMP	101-000-227.000	1,880.00
08/04/2020	GEN	38900	JIMMY JOHN'S		101-191-726.000	410.00
08/06/2020	GEN	38901	ANNE WENDLING	CONTRACTED AND OTHER SERVICES	101-101-805.000	221.50
		38901		CONTRACTED AND OTHER SERVICES	101-400-805.000	240.75
						<u>462.25</u>

**3.b.(i)**

User: Lanie  
 DB: Garfield  
 CHECK DATE FROM 07/23/2020 - 08/20/2020  
 Banks: GEN

Check Date	Bank	Check #	Payee	Description	GL #	Amount
08/06/2020	GEN	38902	BILL MOUSER	WAGES	101-191-701.000	248.50
08/06/2020	GEN	38903	CITY OF TRAVERSE CITY	DUE FROM #861 STREET LIGHTS	101-000-084.861	182.75
		38903			101-448-920.005	512.37
						<u>695.12</u>
08/06/2020	GEN	38904	CONSUMERS ENERGY		101-448-920.005	64.12
08/06/2020	GEN	38905	DTE ENERGY		101-265-920.601	189.95
08/06/2020	GEN	38906	DTE ENERGY		101-265-920.601	40.32
08/06/2020	GEN	38907	ESCH LAWN MAINTENANCE, LLC	LAWN MAINTENANCE	101-265-935.602	515.00
08/06/2020	GEN	38908	ESCH LAWN MAINTENANCE, LLC	MAINTENANCE - MISC, EQUIP	308-000-935.000	2,400.00
08/06/2020	GEN	38909	GMOSER'S SEPTIC SERVICE, INC	MAINTENANCE - MISC, EQUIP	308-000-935.000	190.00
08/06/2020	GEN	38910	GRAND TRAVERSE COUNTY DPW		101-265-920.602	711.12
08/06/2020	GEN	38911	GRAND TRAVERSE COUNTY DPW	MAINTENANCE - MISC, EQUIP	308-000-935.000	23.65
08/06/2020	GEN	38912	GRAND TRAVERSE DIESEL SERVICE, I	BUILDING REPAIR	101-265-935.605	158.68
08/06/2020	GEN	38913	GRID4 COMMUNICATIONS, INC.	TELEPHONE	101-265-850.000	1,068.14
08/06/2020	GEN	38914	ICC	DUES & PUBLICATIONS	101-371-965.000	152.00
08/06/2020	GEN	38915	INTEGRITY BUSINESS SOLUTIONS		101-101-726.000	50.97
		38915		SUPPLIES	101-191-726.000	68.88
						<u>119.85</u>
08/06/2020	GEN	38916	MAH ALPERS	WAGES	101-191-701.000	290.50
08/06/2020	GEN	38917	O'HEARN PEST CONTROL LLC	MAINTENANCE-OTHER	101-265-935.608	100.00
08/06/2020	GEN	38918	OLSON, BZDOK, & HOWARD	LEGAL SERVICES - TOWNBOARD	101-101-801.002	132.00
08/06/2020	GEN	38919	PIVOT POINT PARTNERS, LLC	DUES & PUBLICATIONS	101-171-965.000	2,413.60
08/06/2020	GEN	38920	RELX INC. DBA LEXISNEXIS	LEGAL SERVICES - TOWNBOARD	101-101-801.002	60.00
08/06/2020	GEN	38921	RUBY CLEANING SERVICE	CLEANING SERVICE	101-265-935.603	1,150.00
08/06/2020	GEN	38922	RUBY CLEANING SERVICE	MAINTENANCE - MISC, EQUIP	308-000-935.000	200.00
08/06/2020	GEN	38923	SNAP PRINTING	SUPPLIES	101-171-726.000	510.00
08/06/2020	GEN	38924	STAPLES	SUPPLIES	101-101-726.000	104.37
		38924		SUPPLIES	101-253-726.000	63.39
		38924		SUPPLIES	101-371-726.000	51.16
						<u>218.92</u>
08/06/2020	GEN	38980	CONSUMERS ENERGY		101-448-920.005	6,292.36

User: Lanie  
 DB: Garfield

Banks: GEN

Check Date	Bank	Check #	Payee	Description	GL #	Amount
08/06/2020	GEN	38981	CONSUMERS ENERGY		101-448-920.005	584.86
08/06/2020	GEN	38982	TERRY MCGOWEN	MILEAGE	101-191-860.000	51.18
08/10/2020	GEN	38983	NORTH COUNTRY CONTRACTING, LLC	CAPITAL OUTLAY	308-000-970.000	83,956.52
08/13/2020	GEN	38984	AMERICAN WASTE	MAINTENANCE - MISC, EQUIP	308-000-935.000	330.00
08/13/2020	GEN	38985	AMERICAN WASTE	RUBBISH REMOVAL	101-265-935.604	85.00
08/13/2020	GEN	38986	CHERRYLAND ELECTRIC COOP.		101-000-084.861	298.79
		38986			101-265-920.603	1,088.31
		38986			101-448-920.005	794.00
						<u>2,181.10</u>
08/13/2020	GEN	38987	CHERRYLAND ELECTRIC COOP.	MAINTENANCE - MISC, EQUIP	308-000-935.000	311.89
08/13/2020	GEN	38988	CITY OF TRAVERSE CITY		101-448-920.005	10.61
08/13/2020	GEN	38989	ELECTION SOURCE	SUPPLIES	101-191-726.000	703.45
08/13/2020	GEN	38990	GARFIELD CHARTER TOWNSHIP	HSA (FORMERLY FLEX)	101-000-237.000	436.88
08/13/2020	GEN	38991	GOURDIE-FRASER, INC.	CAPITAL OUTLAY	308-000-970.000	4,480.00
08/13/2020	GEN	38992	SPECTRUM BUSINESS		101-258-935.016	84.99
08/13/2020	GEN	38993	TRAVERSE CITY RECORD EAGLE		101-101-901.000	353.45
		38993		ADVERTISING	101-191-901.000	85.60
						<u>439.05</u>
08/13/2020	GEN	38994	UNITED WAY	UNITED WAY	101-000-238.000	90.00
08/13/2020	GEN	38995	VOYA INSTITUTIONAL TRUST COMPANY	DEFERRED COMP	101-000-227.000	1,880.00
08/17/2020	GEN	38996	AFLAC	AFLAC	101-000-227.001	430.04
08/17/2020	GEN	38997	BLUE CROSS BLUE SHIELD OF MICHIG	INSURANCE - EMPLOYEE HEALTH	101-851-873.030	21,698.48
08/17/2020	GEN	38998	GRAND TRAVERSE COUNTY ROAD	COM. PROM. - COMMUNITY AWAREN	101-747-880.007	280.50
08/17/2020	GEN	38999	PRINTING SYSTEM	SUPPLIES	101-191-726.000	668.16
		38999		SUPPLIES	101-253-726.000	72.77
						<u>740.93</u>
08/20/2020	GEN	39000	86TH DISTRICT COURT	LEGAL SERVICES	101-253-801.000	15.00
<b>TOTAL - ALL FUNDS</b>						<b>199,968.06</b>

--- GL TOTALS ---  
 101-000-084.861 481.54  
 101-000-227.000 3,760.00  
 101-000-227.001 430.04



Check Date	Bank	Check #	Payee	Description	GL #	Amount
101-000-237.000			HSA (FORMERLY FLEX)			873.76
101-000-238.000			UNITED WAY			180.00
101-101-726.000			SUPPLIES			462.54
101-101-726.001			POSTAGE			2,000.00
101-101-726.002			SUPPLIES - COPIER MAINTENANCE			738.85
101-101-801.002			LEGAL SERVICES - TOWNBOARD			192.00
101-101-805.000			CONTRACTED AND OTHER SERVICES			221.50
101-101-901.000			ADVERTISING			353.45
101-171-726.000			SUPPLIES			510.00
101-171-960.000			EDUCATION & TRAINING			18.00
101-171-965.000			DUES & PUBLICATIONS			2,413.60
101-191-701.000			WAGES			539.00
101-191-726.000			SUPPLIES			2,205.38
101-191-860.000			MILEAGE			51.18
101-191-901.000			ADVERTISING			85.60
101-253-726.000			SUPPLIES			136.16
101-253-801.000			LEGAL SERVICES			257.50
101-253-860.500			MILEAGE - TREASURER			162.98
101-258-935.016			COMPUTER NETWORK			84.99
101-265-850.000			TELEPHONE			1,337.92
101-265-920.601			HEATING / GAS			230.27
101-265-920.602			WATER / SEWER			711.12
101-265-920.603			LIGHTS BUILDING			1,088.31
101-265-935.602			LAWN MAINTENANCE			598.98
101-265-935.603			CLEANING SERVICE,			1,150.00
101-265-935.604			RUBBISH REMOVAL			85.00
101-265-935.605			BUILDING REPAIR			158.68
101-265-935.608			MAINTENANCE-OTHER			100.00
101-371-726.000			SUPPLIES			51.16
101-371-965.000			DUES & PUBLICATIONS			152.00
101-400-805.000			CONTRACTED AND OTHER SERVICES			240.75
101-448-920.005			STREET LIGHTS TOWNSHIP			8,258.32
101-747-880.007			COM. PROM. - COMMUNITY AWAREN			280.50
101-747-880.011			COM. PROM. - P.E.G.			22,301.45
101-806-862.000			GAS & CAR WASHES			102.57
101-806-863.000			OIL CHANGES			39.09
101-851-873.030			INSURANCE - EMPLOYEE HEALTH			23,559.31
101-851-873.040			INSURANCE - EMPLOYEE LIFE			511.46
308-000-935.000			MAINTENANCE - MISC, EQUIP			28,814.33
308-000-970.000			CAPITAL OUTLAY			94,038.77
<b>TOTAL</b>						<b>199,968.06</b>



August 19, 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.  
**Safety Net Storage Building Expansion, Escrow #701-000-215.818**  
Project# 20050 Invoice No. 2005001 905.00
- 2. Engineering consulting services for storm water plan review.  
**Active Brace and Limb**  
Project# 20107 Invoice No. 2010701 1,999.50

Total A 2,904.50

**B. Utility Plan Review, Oversight & Closeout**

- 1. Engineering services for plan review, permit assistance and construction services  
**Peach Tree Investments - Ashland Park Phases 2 & 3 PUD Agreement**  
Project# 17378 Invoice No. 1737803 6,605.00
- 2. Engineering consulting services for plan review and construction services.  
**The Crown - Phase III Water and Sewer Extension, Escrow #701-000-214-872**  
Project# 18419 Invoice No. 1841907 3,875.00
- 3. Engineering consulting services water/sewer plan review, construction observation and material testing, project turnover and close out.  
**Chelsea Park West**  
Project# 19180 Invoice No. 1918005 540.00

Total B 11,020.00

**Total Developer's Escrow Fund** 13,924.50

**II. Utility Receiving Fund**

- 1. Engineering consulting services for design, bidding, construction services, project turnover and close out.  
**Randolph Street Sewer Extension**  
Project# 20175 Invoice No. 2017501 3,875.00

**Total Utility Receiving Fund** 3,875.00

**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. 1917709 1,000.00
- 2. Engineering consulting services for site visit to improve facility, prepare concept map, cost estimates.  
**East River Park, Conceptual Capital Improvement Plan**  
Project# 20029c Invoice No. 20029309 1,252.00

**Total Park Funds / DNR Trust Fund** 2,252.00

**GRAND TOTAL** \$20,051.50

**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

August 19, 2020  
Project No: 20050  
Invoice No: 2005001

Re: Safety Net Storage Building Expansion, Escrow #701-000-215.818

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 / engineer and correspondence letter of acceptance.

Project Location: 1771 Park Drive, Traverse City, MI 49686  
Professional Services from February 28, 2020 to August 15, 2020

**Professional Personnel**

	<b>Hours</b>	<b>Rate</b>	<b>Amount</b>	
Project Engineer II	7.00	110.00	770.00	
Sr. Project Manager	1.00	135.00	135.00	
Totals	8.00		905.00	
<b>Total Labor</b>				<b>905.00</b>
		<b>Total this Invoice</b>		<b>\$905.00</b>



**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

August 19, 2020  
Project No: 20107  
Invoice No: 2010701

Re: Active Brace and Limb, Escrow #

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 / engineer and correspondence letter of final acceptance.

Project Location: West Royal Drive, Traverse City, MI

**Professional Services from May 17, 2020 to August 15, 2020**

**Professional Personnel**

	<b>Hours</b>	<b>Rate</b>	<b>Amount</b>	
Project Engineer II	16.95	110.00	1,864.50	
Sr. Project Manager	1.00	135.00	135.00	
Totals	17.95		1,999.50	
<b>Total Labor</b>				<b>1,999.50</b>
		<b>Total this Invoice</b>		<b>\$1,999.50</b>



**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

August 19, 2020  
 Project No: 17378  
 Invoice No: 1737803

Re: Peach Tree Investments - Ashland Park Phases 2 & 3 PUD Agreement

Services Performed: Engineering services for plan review, permit assistance, construction oversight, project close out and turnover documents for the water main and sanitary sewer extension as detailed in escrow letter dated October 3, 2017. \$7,500.

\*Additional Escrow Requests:

1. Plan review and construction services for water extension to storage building per escrow letter dated November 6, 2018. \$2,850. (May 26, 2020 updated to \$1,350.)
2. Construction administration, full time inspection and materials testing and project turnover per escrow letter dated March 28, 2019. \$18,500.
3. Construction administration, full time inspection and materials testing, construction staking and easement preparation and project turnover per escrow letter dated May 26, 2020. \$10,950.

Project Location: South of intersection of Emerson Road along Garfield Road and Rush Road. Garfield Township, Grand Traverse County, Michigan.

**Professional Services from October 28, 2018 to August 15, 2020**

**Fee**

Billing Phase	Fee	Percent Complete	Earned	Previous Fee Billing	Current Fee Billing
Engineering Plan Review	2,000.00	100.00	2,000.00	2,000.00	0.00
*1 Engineering Plan Review	850.00	100.00	850.00	850.00	0.00
Construction Inspection	4,750.00	0.00	0.00	0.00	0.00
*1 Construction Inspection	0.00	0.00	0.00	0.00	0.00
*2 Construction Inspection	15,500.00	0.00	0.00	0.00	0.00
*3 Construction Inspection	6,250.00	72.56	4,535.00	0.00	4,535.00
*3 Construction Staking, Easement Prep.	2,200.00	0.00	0.00	0.00	0.00
Project Turnover	750.00	0.00	0.00	0.00	0.00
*1 Project Turnover	500.00	0.00	0.00	0.00	0.00
*2 Const. Admin./Project Turnover	3,000.00	0.00	0.00	0.00	0.00
*3 Const. Admin./Project Turnover	2,500.00	82.80	2,070.00	0.00	2,070.00
<b>Total Fee</b>	<b>38,300.00</b>		<b>9,455.00</b>	<b>2,850.00</b>	<b>6,605.00</b>

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Project	17378	GARFIELD/PLN REVIEW,CO ADM,CM/ASHLAND/GT	Invoice	1737803
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<b>Total Fee</b>	<b>6,605.00</b>
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<b>Total this Invoice</b>	<b>\$6,605.00</b>
---------------------------	-------------------

**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

August 19, 2020  
 Project No: 18419  
 Invoice No: 1841907

Re: The Crown, Phase III - Water and Sewer Extension

Services Performed:

1. Engineering services for meeting with development engineer, plan review and Act 399 and Part 41 permit assistance for the water and sewer extension.
2. Construction observation and oversight for the water main and sanitary sewer extension.
4. Project turnover for review drawings and easements, review of close out and turnover documents to township.

\*Additional Escrow:

1. 07/19/19 Engineer review and construction observation \$650.+
2. 10/18/20 Construction observation for water main and sanitary sewer. \$3,200.

Project Location: West Crown Drive, Traverse City

**Professional Services from October 6, 2019 to August 15, 2020**  
**Fee**

Billing Phase	Fee	Percent Complete	Earned	Previous Fee Billing	Current Fee Billing
Engineer Review	3,500.00	100.00	3,500.00	3,500.00	0.00
*AS#1 Engineer Review	400.00	100.00	400.00	400.00	0.00
Construction Observation/Oversight	6,120.00	100.00	6,120.00	6,120.00	0.00
*AS#1 Construction Obs/Oversight	250.00	100.00	250.00	250.00	0.00
*AS#2 Construction Obs/Oversight	3,200.00	100.00	3,200.00	0.00	3,200.00
Project Close Out/Turnover	1,000.00	100.00	1,000.00	325.00	675.00
<b>Total Fee</b>	<b>14,470.00</b>		<b>14,470.00</b>	<b>10,595.00</b>	<b>3,875.00</b>
<b>Total Fee</b>					<b>3,875.00</b>
<b>Total this Invoice</b>					<b>\$3,875.00</b>

**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

August 19, 2020  
 Project No: 19180  
 Invoice No: 1918005

Re: Chelsea Park West, Water and Sewer Extension (Escrow)

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

\*Additional Escrow:

1. \$9,000. Construction observation, full time inspection as detailed in additional escrow letter dated 02/11/20

**Professional Services from February 9, 2020 to August 15, 2020**

**Fee**

Billing Phase	Fee	Percent Complete	Earned	Previous Fee Billing	Current Fee Billing
Engineer Review	2,000.00	100.00	2,000.00	2,000.00	0.00
Construction Observation	11,500.00	100.00	11,500.00	11,500.00	0.00
Proj. Turnover, Close Out	1,000.00	0.00	0.00	0.00	0.00
*AE1-Construction Observation	9,000.00	91.00	8,190.00	7,650.00	540.00
Total Fee	23,500.00		21,690.00	21,150.00	540.00
		<b>Total Fee</b>			<b>540.00</b>
				<b>Total this Invoice</b>	<b>\$540.00</b>



**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

August 19, 2020  
Project No: 20175  
Invoice No: 2017501

Re: Randolph Street Sewer Extension

Services Performed: Engineering, survey and construction services for design, bidding, permitting, construction staking construction administration, construction observation, project closeout and turnover services for the sanitary main extension to service 1420 Randolph Street.

**Professional Services from July 12, 2020 to August 15, 2020**

**Fee**

Billing Phase	Fee	Percent Complete	Earned	Previous Fee Billing	Current Fee Billing
Engineering Design	7,000.00	50.00	3,500.00	0.00	3,500.00
Bidding & Permitting	750.00	50.00	375.00	0.00	375.00
Construction Staking	3,000.00	0.00	0.00	0.00	0.00
Construction Administration	2,750.00	0.00	0.00	0.00	0.00
Construction Observation	8,500.00	0.00	0.00	0.00	0.00
Project Closout & Turnover	2,500.00	0.00	0.00	0.00	0.00
Total Fee	24,500.00		3,875.00	0.00	3,875.00
		<b>Total Fee</b>			<b>3,875.00</b>
				<b>Total this Invoice</b>	<b>\$3,875.00</b>

**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

August 19, 2020  
 Project No: 19177  
 Invoice No: 1917709

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 June 28, 2020 to August 15, 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	2,500.00	0.00
Const. Observation, Materials Testing	7,600.00	100.00	7,600.00	7,280.00	320.00
Construction Administration, Engineering	2,000.00	100.00	2,000.00	1,320.00	680.00
Total Fee	37,300.00		37,300.00	36,300.00	1,000.00
		<b>Total Fee</b>			<b>1,000.00</b>
				<b>Total this Invoice</b>	<b>\$1,000.00</b>

**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

August 19, 2020  
Project No: 20029C  
Invoice No: 20029309

Re: General Utilities: East River Park, Conceptual Capital Improvement Plan

Services Performed: Engineering services for site visit with staff to review site and discuss opportunities to improve facility. Prepare an overall concept map including cost estimates for staff to present to park and recreation committee and to incorporate in Capitol Improvement Plan.

**Professional Services from June 28, 2020 to August 15, 2020**

**Professional Personnel**

	<b>Hours</b>	<b>Rate</b>	<b>Amount</b>	
Sr. Project Manager	4.00	135.00	540.00	
Design Engineer	7.50	95.00	712.50	
Totals	11.50		1,252.50	
<b>Total Labor</b>				<b>1,252.50</b>
		<b>Total this Invoice</b>		<b>\$1,252.50</b>

MTT Update  
Prepared for Garfield Twp Board

Docket #	Parcel No(s)	Year(s) in Contention	Property Address	Owner	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	2020	1212 W So Airport Rd	IF Traverse City MI LLC (former Sears)	\$ 1,334,000	\$ 1,334,000	\$ 400,000	\$ 400,000	-\$ (934,000)	-\$ (934,000)	6/7/20 found petition online	\$ -	\$ -
2	20-001411	2020	2800 N US 31 South (Olive Garden)	GMRI Inc	\$ 976,600	\$ 785,226	\$ 475,000	\$ 475,000	-\$ (501,600)	-\$ (314,226)	6/10/20 Answered petition	\$ -	\$ -
3	20-001236	2020	3300 W So Airport Rd	JC Penney Company, Inc (filed bankruptcy)	\$ 751,800	\$ 692,716	\$ 450,000	\$ 450,000	-\$ (301,800)	-\$ (242,716)	5/28/20 found petition online	\$ -	\$ -
4	20-001312-TT	2020	3280 W So Airport Rd	Traverse City Retail Mgmt LLC (new 3-unit bldg: T-Mobile)	\$ 726,300	\$ 726,300	\$ 276,300	\$ 276,300	-\$ (450,000)	-\$ (450,000)	6/10/20 Answered petition	\$ -	\$ -
5	20-001743-TT	2020	2326 N US 31 South	Traverse City 31 N Inn & Suites LLC (Baymont Inn)	\$ 2,139,900	\$ 1,956,166	\$ 1,283,940	\$ 1,283,940	-\$ (855,960)	-\$ (672,226)	6/7/20 found petition online	\$ -	\$ -
6	20-001434	2020	3111 W So Airport Rd	Offray, LLC/Kin Properties Inc (Planet Fitness)	\$ 1,442,200	\$ 1,007,717	\$ 508,717	\$ 508,717	-\$ (933,483)	-\$ (499,000)	6/29/20 petition received	\$ -	\$ -
7	20-001390	2020	2640 Crossing Cir (Wal-Mart)	Wal-Mart Stores East LP	\$ 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 I requested justification for a reduction of this amount.	\$ -	\$ -
TOTALS:					\$ 5,928,600	\$ 5,059,537	\$ 6,136,641	\$ 6,136,641	\$ (5,822,455)	\$ (4,456,892)		\$ -	\$ -
											Potential Tax Loss	\$ (8,913.78)	\$ (10,473.70)
											ACTUAL TAX LOSS	\$ -	\$ -
											GRAND TOTAL	\$ (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)



Engineering  
Surveying  
Testing &  
Operations

3.d.

123 West Front Street  
Traverse City, Michigan 49684

231 946 5874 ■  
231 946 3703 ■

August 19, 2020

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

RE: Traditions at Ashland Park – Phase III  
GFA #17088  
Close-out & Turnover

Dear Chuck:

The project for Traditions at Ashland Park, Phase III has been completed. Enclosed please find copies of the following items submitted by the contractor in compliance with the contract documents:

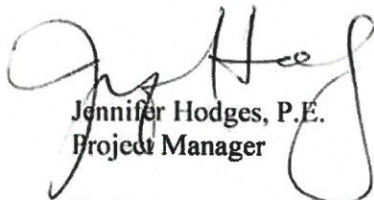
1. Letter of Guarantee
2. Affidavit of Completion/Consent of Surety
3. Recorded Grant of Easement – Previously completed with Project in 2005 and on file with Township
4. Bill of Sale

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

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

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

Sincerely,  
Gourdie-Fraser, Inc.



Jennifer Hodges, P.E.  
Project Manager

Enclosures

cc: John Divozzo, Grand Traverse County DPW

LETTER OF GUARANTEE

DATE: 8-13-20

17088  
PROJECT NO.

OWNER: Charter Township of Garfield  
2848 Veterans Drive  
Traverse City, MI 49684

PROJECT: Traditions at Ashland Park - Phase III  
\_\_\_\_\_

Gentlemen:

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

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

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

Signature:

  
(Contractor)

Title: Steven Zakrajsek, President  
(Please Print or Type)

Company Name:

Whitewater Restoration and Building  
(Please Print or Type)

Address:

PO Box 76, Williamsburg, MI 49690

**AFFIDAVIT OF COMPLETION/CONSENT OF SURETY**

Whitewater Restoration and Building / Steve Zakrajsek  
Name of Contractor

PO Box 76, Williamsburg, MI 49640  
Address of Contractor

being duly sworn, deposes and says that they entered into a Contract with Elmer's Crane and Dozer on the 13<sup>th</sup> day of AUGUST, 2020, for the Traditions - Phase III Project.

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

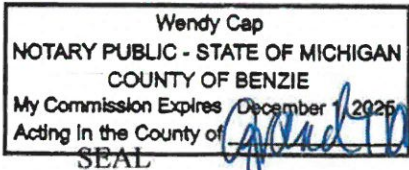
WITNESSES:

Yvonne Doehring-Gay  
Yvonne Doehring-Gay  
Print

SIGNED:

Steve Zakrajsek  
Print

Subscribed and sworn to before me this 13 day of August, 2020.



Wendy Cap  
Print Name

Wendy Cap  
Notary Public Sign

My commission expires: 12-1-25

**CONSENT OF SURETY**

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

NAME OF SURETY COMPANY: \_\_\_\_\_

PERFORMANCE AND PAYMENT BOND NO.: \_\_\_\_\_

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

Signed: \_\_\_\_\_

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

# OFFICIAL TREASURER'S RECEIPT OF FUNDS

**CHARTER TOWNSHIP OF GARFIELD**  
**Jeane Blood Law, Treasurer**  
**3848 Veterans Dr.**  
**Traverse City, MI 49684**

Contact us at:  
 Ph: (231) 941-1620  
 online: [www.garfield-twp.com](http://www.garfield-twp.com)

Checks are accepted as conditional payment. If the check does not clear, this receipt is considered VOID. A \$25 NSF fee will be added to the balance due.

Received From:

Date: 10/08/2018

Receipt #: 48221

STEVEN ZAKRAJSEK

Cashier: CHLOE

Total Received: \$80,000.00

Batch #: 13412

**Notes:**

WATER SEWER BOND

*ESCROW # 215.841*

RECEIPT ITEM	DESCRIPTION	AMOUNT
ESCROWS		\$80,000.00
	<b>Total Amount Due:</b>	<b>\$80,000.00</b>
	<b>PAYMENTS RECEIVED</b>	
	<b>Tendered:</b>	
	CHECKS	2297
		<b>\$80,000.00</b>
	<b>CHANGE:</b>	<b>\$0.00</b>



## **BILL OF SALE**

TNR Investment Corporation, whose address is P.O. Box 76, Williamsburg, MI 49690, (herein referred to as "Seller") for and in consideration of One (\$1.00) Dollar and other good and valuable consideration, does hereby grant, dedicate, transfer, and deliver to The charter Township of Garfield, whose address is 3848 Veterans Drive Traverse City, MI 49684, (herein referred to as the "Township"), 8" water main and appurtenances and 8" sewer main and appurtenances (hereinafter referred to as the "Improvement").

### DESCRIPTION OF WATER MAIN

Approximately 1,153 linear feet of 8" D.I water main water main along with hydrants, valves and appurtenances the locations of which are as follows:

Approximately 283 linear feet of 8" D.I water main connecting to existing 8" D.I. water main at the intersection of Umber Dr. and continuing north along Mica Ct. to Hydrant #903.

Approximately 400 linear feet of 8" D.I water main connecting to existing 8" D.I. water main at the intersection of Umber Dr. and continuing north along Sienna St. to 8" Gate Valve and Box.

Approximately 410 linear feet of 8" D.I water main connecting to existing 8" D.I. water main at the intersection of Mica Ct and continuing north along Umber Dr. to 8" Tee at the intersection of Ashland Dr.

Approximately 60 linear feet of 8" D.I. water main connecting to an 8" Tee at the intersection of Umber Dr. and continuing east along Ashland Dr. to an 8" Plug.

### DESCRIPTION OF SEWER MAIN

Approximately 1,865 linear feet of 8" SDR-35 sanitary sewer with manholes to service said sewer the location of which is as follows:

Beginning at manhole #1432 at the intersection of Ashland Drive and Sepia Street approximately 133 linear feet of 8" SDR-35 sanitary sewer, south along Sepia Street connecting to manhole #1431; then approximately 317 linear feet south along Sepia Street to manhole #1426.

Beginning at manhole #1438 at the intersection of Umber Drive and Mica Court approximately 316 linear feet of 8" SDR-35 sanitary sewer, west along Mica Court connecting to manhole #1439.

Beginning at manhole #14422 on Sienna Street approximately 132 linear feet of 8" SDR-35 sanitary sewer, south along Sienna Street connecting to manhole #1423; then approximately 256 linear feet south along Sienna Street to manhole #1424.

Beginning at manhole #1438 at the intersection of Umber Drive and Mica Court approximately 159 linear feet of 8" SDR-35 sanitary sewer, north along Umber Drive connecting to manhole 1437; then approximately 334 linear feet north along Umber Drive connecting to manhole #1436.

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

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

Dated: 8-12-20

Witnessed By:

Summers

By:

Steve Zakrajsek  
Owner/Developer



## **Grand Traverse Conservation District**

### **July 2020 Report**

#### **CONSERVATION TEAM**

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

#### **Administration**

- GTCD entered into a contract with Gourdie Fraser & Associates for ADA trail design services and construction oversight for a trail from Buck's Landing to the south side of Brown's Landing footbridge.
- Prepared and distributed draft BBAC agenda for an August 6th Special Meeting.

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

- Performed weekly trailhead inspections to monitor use, pick up trash, restock outhouses, and tend to dog waste stations.
- Mowed/weed-whipped trails and trailheads, as needed.
- Power washed the interiors of both outhouses.
- Re-fenced all of East and West parking areas along Ranch Rudolf Rd. for better safety & better looks for park users.
- Cleared several downed trees from trails using chainsaws.
- Removed old fallen fencing on backside of earthen dam berm.
- Cleaned overlooked poster displays and installed new copies of posters.
- Installed new dog leash law signs on dog waste stations.
- Sprayed trailside poison ivy with herbicide, as well as the ADA crushed gravel trails and the ADA-only parking lot.
- Trimmed back encroaching vegetation between Trail Markers #15 and #16.

#### **Grants**

- Phase-II Instream Habitat Wood Project: (USFWS-GLFWRA, NRCS grants/funding), continued communication and still waiting to hear from NRCS regarding approval of management practice to use rope instead of hardened fasteners.

#### **Other**

- Received draft engineered drawings from Gourdie Fraser & Associates for wheelchair trail to Brown's Landing footbridge.



## Grand Traverse Conservation District

- Determined an alternative trail route to bypass a severely gullied-out section of trail.
- Finished remaining repairs to caretaker house siding and foundation.
- Constructed approaches at pole barns using road gravel.
- Hired YouthWorks as contractors to handpull invasive spotted knapweed within the bottomlands.
- Purchased and installed a new back-blade attachment onto the City-owned tractor for use around the Brown Bridge Quiet Area.
- Replaced the remaining dilapidated roadside routed signs along Hobbs Hwy. and Ranch Rudolf Rd.

---

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

#### **Administration**

- Prepared a Quarterly Report and associated invoice for April - June, 2020
- Corresponded with Garfield Township Park Steward , Derek Morton, on a regular basis in regards to planning for park projects and maintenance activities.
- Continued process of updating maps and info station signage at trailheads.

#### **Monitoring and Maintenance**

- Performed routine weekly trailhead & dog waste bag receptacle checks; swapped out Silver Lake dog park trash bin on a weekly basis.
- Mowed along trails and trailheads on an as-needed basis to create safe access to trails.
- Downloaded trail counter data for Buffalo Ridge trail; put up a second trail counter near Kids Creek trail entrance from Buffalo Ridge.
- Cleared trails after several high wind & downpour events and reconned for trail erosion needs, pruning, and mowing.
- Sprayed for poison ivy in Silver Lake dog park.
- Assisted Garfield Twp Park Steward, Derek Morton, in felling dead/hazardous trees within Silver Lake dog park, as well as chipping up fallen wood, spreading wood chips, and hauling away large logs and branches.
- Repaired erosion concerns within GT Commons after flash flood events by constructing new berms to divert water away from trails; filled in washed-out areas along trails to increase park user safety.
- Reconned sections of Miller Creek boardwalks to cut back on encroaching vegetation, remove fallen trees, and leaf blow timber infrastructure.



## Grand Traverse Conservation District

- Covered up graffiti and replaced trail maps and temporary signage as needed within the GT Commons.
- Removed timber blockages along creek at the Commons to mitigate flooding potential during heavy rain events.

### **Other**

- Assisted with the redesign of the Kids Creek mill demolition site after a large storm event caused erosion issues. The redesign also allows for the option to drain the pond in the future for maintenance purposes.

---

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

### **Administration**

- Met Parks & Recreation Director Kristine Erickson at Medalie Park to review what work she wanted to have done at the park and request a proposal from GTCD.
- Amended submission of a Joint Permit Application to MI Dept. of Environment, Great Lakes and Energy for Sabin trail connections.
- Submitted GT County Soil Erosion and MI DNR Natural Rivers permits for Sabin trail connection plans.

### **Monitoring and Maintenance**

- Met Sheriff department deputy at Jack's Landing to approach a person camping under Robbin's Bridge. The person was in the process of packing up and moving to a friends house.
- Performed routine weekly trailhead checks and refilled dog waste bag dispensers.
- Watered large-stock & potted trees within the Boardman & Sabin bottomlands during exceptionally-dry period.
- Mowed trails & trailheads on an as-needed basis; weed whipped around trash receptacles, sign posts, and fencing.
- Treated poison ivy alongside trails to deter contact with users.
- Performed regular checks on outhouses to ensure cleanliness.
- Repaired fallen fence rails at various trailheads as-needed.
- Removed fallen trees from trails as-needed.
- Installed new signage throughout Boardman & Sabin bottomlands- indicating river rapids, stay on trails, and no household waste in specified areas to increase public awareness.

### **Grants**



## Grand Traverse Conservation District

- TC Track Club: Awarded \$4,850 to purchase material in construction of three timber footbridges over small stream crossings. This will formalize trail connectivity on the east side of the Boardman River in Sabin bottomlands.
- Environmental Quality and Incentives Program (EQIP): Completed the final planting effort associated with this grant in April/May of this past spring.
- Great Lakes Restoration Initiative (GLRI): Completed the final planting effort associated with this grant in April/May of this past spring.

### Other

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

#### Administration

- Attended remotely and reported updates at monthly Rec Authority Board meeting.
- Coordinated a remote Hickory Meadows Advisory Committee meeting via Zoom to discuss upcoming plans and report on updates at Hickory Meadows.
- Prepared and submitted a quarterly report for Hickory Meadows from April through June 2020.
- Corresponded with Derek Mellville, City Parks and Rec Superintendent, in regards to planning for drainage improvements and continued trail repairs from heavy rain events.
- Continued working on kiosk display revisions & trail map additions.

#### Monitoring and Maintenance

- Performed trailhead checks on a weekly basis and refilled dog bag dispensers as necessary.
- Mowed and pruned vegetation along trails as needed during peak growing season.
- Downloaded trail counter data on a monthly basis.
- Watered trees & set watering bags on larger trees planted in the 2019 buffer project adjacent to the Hickory Hills parking area.
- Repaired trail erosion sites following several flash rain events; hauled in over 100 tons of material for trail and drainage improvements. All material was paid for by the City.
- Assisted City staff in reconstructing trailside drainage to mitigate further erosion concerns.
- Cleared several down and hazardous trees along trails after high wind events.



# Grand Traverse Conservation District

## Other

- Coordinated a volunteer to trim seed heads from invasive wild parsnip in East Meadow.

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

### Administration

- Prepared quarterly report and invoice for April - June, 2020.
- Met with contractors to solicit bids to bury an old trash dump on Canterbury Woods property prior to sale.

### Monitoring and Maintenance

- Met with Rotarian Doug Meteyer and made several site visits to view progress Cornerstone Excavating was making in burying the old dump site on Canterbury Woods property.
- Performed routine drive-by and trailhead inspections to monitor use and pick up trash.
- Replaced kiosk display & trail intersect maps throughout the park, modify trail navigational signs, put up “report parkland concerns” placards throughout the park.
- Mowed and whipped trails throughout the park to enhance park user experience; brush-hogged BRT section to widen trail for increased visibility for trail users.
- Repaired boardwalk section where boards came loose.
- Watered planted trees at several oil well restoration sites during the exceptionally-dry period.

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## BOARDMAN RIVER STEWARDSHIP

- Removed/relocated reported fallen trees from the river on several occasions to improve & enhance paddling recreational access for all.
- Met with several riverfront property owners to view and discuss their river related concerns.
- Received word that the District was awarded a Great Lakes Basin Fish Habitat Program grant for the North Branch Sand Trap restoration project.



# Grand Traverse Conservation District

- Met with Pat Middleton from KMP engineering at N.B. Sand Trap site to begin developing site plan for permit and planning purposes.
  - Continued planning with CRA to restore eroding stream banks in the Boardman bottomlands.
- 

## **ENVIRONMENTAL EDUCATION**

**Nature Center Visitation this Month: 0  
1493**

**Nature Center Visitation Jul 2019:**

**Program Participants this month: 0**

**Program Participants Jul 2019: 1024**

**Drop ins this month: 0**

**Drop-in Feb 2019: 469**

**Nature Center Visitation this year: 1,298  
96117**

**Nature Center Visitation since 2008:**

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

- Attended the North American Association of Environmental Education Natural Start Conference online and presented on the work we are doing in Northern Michigan with our Acorn Adventures Program.
  - Working on a collaborative with other Nature Center and environmental learning spaces around the country for a video library
  - Working with Michigan Nature Centers to share resources as we look to opening doors and running programming again
  - Funding was secured to bring back Rachel Straugn, education specialist, to continue to develop and deliver covid era programming
  - Repainting the gallery of the nature center was completed
  - Reforming the Nature Center grounds to allow for a education program site that would allow us to operate with the current covid standards for programming
-





# Grand Traverse Conservation District

## **FORESTRY ASSISTANCE PROGRAM (FAP), July 2020**

Kama Ross, District Forester

**Trainings: None**

### **On-Site Visits:**

#### Leelanau County

1. Deering, 1 ac., Glen Arbor Twp.
2. Maas, 3 acs., Elmwood Twp.
3. Holcomb, 1 ac., Suttons Bay Twp.
4. Valley, 1 ac., Leland Twp.
5. Satterwaite, 3 acs., Leland Twp.
6. Chippewa Run, 114 acs., Empire Twp.
7. Old Settlers' Park, 1 ac., Glen Arbor Twp.

#### Grand Traverse County

1. BCD Herron Lake Property, 5 acs., Blaine Twp.
2. Fashbaugh, 92 acs., Paradise Twp.
3. Ryba, 1 ac., East Bay Twp.
4. Torenga, 2 acs., East Bay Twp.
5. Roosevelt, 7 acs., Peninsula Twp.
6. Johnson, 2 acs., Green Lake Twp.
7. Hrabak, 35 acs., Long Lake Twp.
8. Kowieski, 60 acs., Green Lake Twp.

#### Benzie County

1. Gaft, 40 acs., Homestead Twp.
2. Peshek, 150 acs., Benzonia Twp.
3. Mullenmeister, 38 acs., Benzonia
4. Zenser, 7 acs., Crystal Lake Twp.
5. Upham, 2 acs., Crystal Lake Twp.
6. Mariutco, 41 acs., Blaine Twp.
7. Conboy, 51 acs., Gilmore Twp.

**Written Forest Management Recommendations: 3 QFP Verifications: 1**  
**MAEAP/FWH Verifications: 0**



# Grand Traverse Conservation District

**FAP Referrals to Private Sector: 6 FAP Referrals to Public Sector: 1**

**In-office Contacts: 39 landowners  
foresters**

**Follow-up Contacts: 45 landowners/qualified**

**FAP Promotion/Program Development:**

1. Preparation, implementation and follow-up of planting maintenance second work bee at Veronica Valley Park (10 participants)
2. FAP Monthly Conference Call
3. Two LCD staff meetings
4. MDARD Quarterly FAP Review with J. Pawlowicz
5. Forestry Forensics Zoom planning meeting

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

**Farm Visits: 7 (Antrim/Grand Traverse), 6 (Benzie/Leelanau)**

**Risk Assessments Completed: 0 (Antrim/Grand Traverse), 2 (Benzie/Leelanau)**

**Farms Verified: 2**

**Updates:**

- 7/10: Quarterly Meeting with Jim
- 7/10: Freshwater Roundtable Meeting
- 7/10: Vitality Growers Meeting
- 7/11: Sakura Volunteer work-bee at the Nature Center
- 7/14: Rotary Charities Grants Webinar
- 7/14: Leelanau County Verification
- 7/16: Incubator Farm Meeting
- 7/21: Incubator Farm Meeting
- 7/24: Incubator Farm Meeting
- 8/1: Record Eagle Article
  - [https://www.record-eagle.com/news/business/agriculture-forum-engaging-in-racial-equity-in-the-food-movement/article\\_6362325e-d330-11ea-8fd1-fb70a1ac71b3.html](https://www.record-eagle.com/news/business/agriculture-forum-engaging-in-racial-equity-in-the-food-movement/article_6362325e-d330-11ea-8fd1-fb70a1ac71b3.html)

**Current Projects:**

- Working with:



## Grand Traverse Conservation District

- 24 Farms in Antrim
- 13 Farms in Grand Traverse
- 20 Farms in Leelanau
- 9 Farms in Benzie
- Assisting with utilizing MAEAP fund code for NRCS EQIP Applications
- Collaborating with Antrim Conservation District on spring Farming for the Future Workshop.
- Collaborating with Antrim and Kalkaska Conservation Districts for summer 2020 Soil Health Field Day.
- Collaborating with District Forester and NRCS on 2020 Forestry Field Day.
- Researching grant opportunities for increased cost-share and field day funding.
- 2020 MAEAP Reverifications
- Planning upcoming agrichemical container recycling program dates and tractor/large tire recycling program.
  
- Planning and developing Incubator Farm Project.
- Working with Food and Farming Network

### **Upcoming Events:**

- 8/4: Incubator Farm Planning Meeting
- 8/6: Incubator Farm Meeting with the Small Business Development Center
- 8/10: Food and Farming Network Meeting
- 8/13: MAEAP Training in Missaukee County (Livestock and Farm A\*Syst)
- 8/20: Agrichemical Recycling Pickup
- 8/24: Food and Farming Network Meeting

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

**Public Inquiry Responses: 28**  
**Active Efforts: 1**  
**Active Contacts: 88**  
**Passive Efforts: 15**  
**Passive Impressions: 13,804**  
**Volunteer Hours: 0**  
**Volunteers: 0**

**Acres Surveyed: 42.5**  
**Sites Surveyed: 15**  
**Acres Treated: 6.5**  
**Sites Treated: 6**  
**Acres Restored: 0**  
**Sites Restored: 0**



# Grand Traverse Conservation District

## Meetings/Presentations:

- 7/6 - Hosted Michigan Invasive Species Coalition call; 4 contacts
- 7/15 - "Attended" Rotary pre-grant meeting
- 7/16 - "Attended" Play Clean Go Advisory Board meeting

## Treatments, Restoration, and Surveys:

- Landowner site visits: 2 sites, 12 acres
- Poa nemoralis site visit; confirmed; 2 acres
- Kid's Creek project monitoring site visit; 5 acres, 8 contacts
- Released purple loosestrife beetles at 3 locations; 5 acres treated
- Treated knotweed: 2 sites, 1 acre

## Other Accomplishments:

- **1 new GBB Participant:** [Black Cap Farm Native Nursery](#)
- Delivered 8 bootbrush stations to partners
- Trained CSA partners on hemlock surveys
- Facebook reach: 7,017
- Website unique visitors: 3,622
- Instagram reach: 2,691
- YouTube views: 98
- July eNews reach: 377

## Upcoming Events:

- 7/27, 5:30pm - Japanese knotweed "workshop" webinar ([registration required](#))
- Many of ISN's 2020 events are scheduled! Check them out at [www.habitatmatters.org/eventsworkbees](http://www.habitatmatters.org/eventsworkbees)

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## PRODUCE SAFETY AND FSMA

### ORGANIZATIONAL

- Newsletter Article- MCD
- Educational Videos on Multiflora Rose and Wild Parsnip for ISN
- Rav-4 repairs and maintenance
- Regular FB posts for District
- MCD Produce Safety Page Resources page

## PRODUCE SAFETY AND FSMA

- Total farm visits: 1 , Follow-up visits:



# Grand Traverse Conservation District

- Follow-up Communication: 6
- PSRA: 1 / OFRR: 1 (Cleared to start back up week of 6/15)
- Total completed PSRA Certificates to date: 3
- Total active PSRA: 11
- Farm Referrals by County to Date:

Manistee	6
Benzie	6
Grand Traverse	12
Leelanau	19
Antrim	7
Other	6

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

- Total farm contacts: 291
- Continued Incubator Planning and Food Safety for Incubator Project
- Developed blog post, article and ad for Technicians in partnership with TLD
- Attended Rotary Charities Grant Training
- Consumer safe produce at home handout development
- PSRA calibration work- consistency across program workday
- Follow up with open PSRA's and action plans
- Handwashing Station analysis of Build Your Own and Rentable Stations in 5-County Area
- Manistee United Way Food Truck Event- distributed consumer safety handouts
- Quarterly Report, Q3 FY2020
- Record Eagle Ag Forum: The History of CSA's
- CPS Research Symposium Series
- Manure Mgmt. updates

Due to COVID-19 state PSR inspections were postponed but have now resumed.

Due to COVID-19 all farm visits were not allowed to take place; June 15<sup>th</sup> cleared to resume.

Due to COVID-19 I am currently working remotely.



## Grand Traverse Conservation District

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

- GTCD Large Equipment Tire Recycling Event 9/10/19
- Demonstration at Farm Field Safety Day 9/12/19
- Advisory Committee Meeting PSP 9/18/19
- Presenting on Produce Safety with Grow Benzie 9/20/19
- Farms, Food & Health Conference EXPO booth 9/27/19
- Farms, Food & Health Conference Panel Discussion/Presentation on Empowered Advocacy of Food Safety 9/28/19
- ST. PAUL, MN NCR Training Blastoff II 10/9/19-10/11/19
- The Community of Food, Society & Justice Conference- Ann Arbor 10/18/19
- Produce Safety Program Meeting w/ Service Area CD's 10/23/19
- Presenting PSA Grower Training 10/28/19
- MACD Fall Conference 10/28/19-10/30/19
- Post Harvest Handling and Hygiene for Small and Medium Sized Growers- Grand Rapids 12/5/19
- GLEXPO Conference 12/10/19-12/12/19
- OFF 12/21/19-1/5/2019 Vacation
- MI PSA Team Professional Development Holland, MI 1/6/2020-1/7/2020
- Orchard & Vineyard Show 1/14/20-1/15/20
- Northern Michigan Small Farms Conference 1/24/20-1/25/20
- Post-Harvest Handling and Hygiene for Small and Medium Sized Growers 2/13/20
- PSA Grower Training Negaunee, MI 3/19/20- POSTPONED
- Hosting Agriculture Workshop/Event w/ Antrim CD 3/20/20 POSTPONED
- Manistee Conservation District Annual Meeting 3/20/20 POSTPONED
- PSA Grower Training Interlochen, MI 3/26/20 POSTPONED
- NCR Annual Regional Conference Eau Claire, WI 4/1/20-4/2/20 POSTPONED
- Hosting Water Workshop in Manistee w/ Jamie, Tyler and Scott 4/9/20 POSTPONED
- Produce Safety Team Half-Day In Service Meeting 5/28/20
- MOFPS Team Morgan Composting Facilities Tour Sears, MI 6/29/20- POSTPONED
- PSRA Calibration Workday Grayling, MI 7/31/20
- Soil Health Field Day Mancelona, MI 8/1/20- POSTPONED
- Household Hazardous Waste MCD 8/15/20

## Acronyms and Abbreviations

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



# Grand Traverse Conservation District

MISC	Michigan Invasive Species Coalition
MNLA	Michigan Nursery & Landscape Association
NER	Natural Education Reserve
NMC	Northwestern Michigan College
NRCS	Natural Resources Conservation Service
NWMFFN	Northwest Michigan Food and Farming Network
NWISN	Northwest Michigan Invasive Species Network
OB	Oriental Bittersweet
USFWS	United State Fish & Wildlife Service
SEEDS	501(c)3 nonprofit organization
SFP	Safe Food Program
Tx	Treatment



Charter Township of Garfield  
Engineering Report / Construction Update  
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 26<sup>th</sup> 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 date to be determined. Three (3) of the five (5) have already been completed and approved by DEQ

#### **GIS Mapping**

GFA has been working with the DPW to create an asset management program for the Township with respect to the Water and sewer Infrastructure. The 1<sup>st</sup> 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 10<sup>th</sup> 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

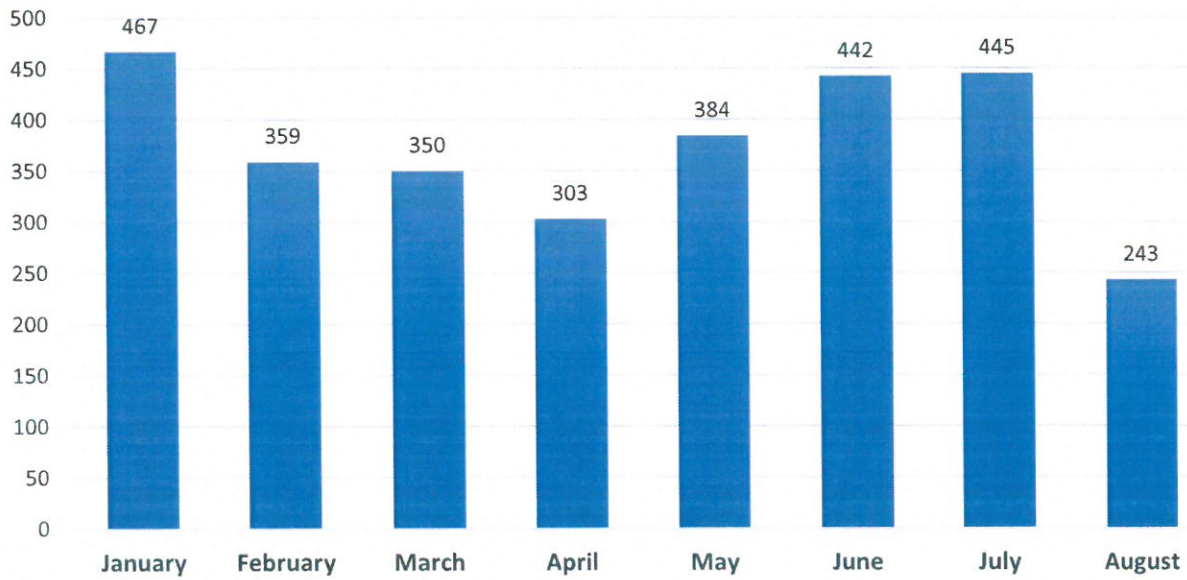
Lake Michigan Federal Credit Union	Approved (permit and maintenance plan to be submitted to Twp)
Mich St U Fed Credit Union/US 3	Approved (final plans with permit and maintenance plan to be submitted to Twp)
Harris Hills	In Review #1- GFA requested additional info 3-16: Waiting
2487 Rice Street - Habitat 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)

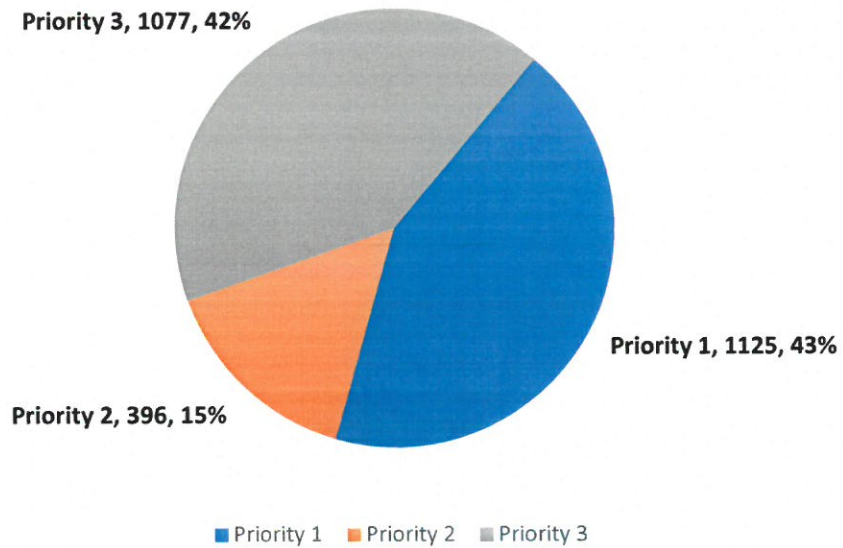
5136 N Royal Dr. - Active Brace & Limb	GFA's Initial review sent 6/11- Waiting Response
3044 Contractors D	Approved (final plans with permits to be submitted to Twp)
1800 S Garfield Rd - Wendy's	Rev1 Ltr sent 7/9



### GTMESA - YTD 2020 Total Incidents 1/1 to 8/18 - 2993 Total

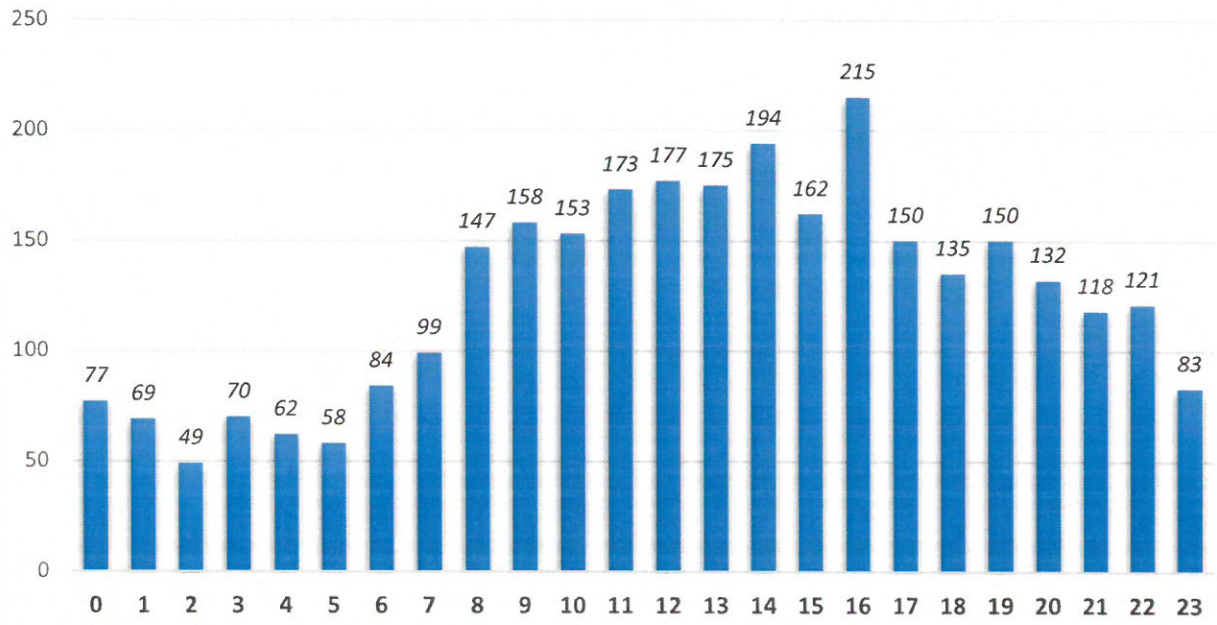


### GTMESA - EMS Priority Incidents 1/1 to 8/18 - 2598 total

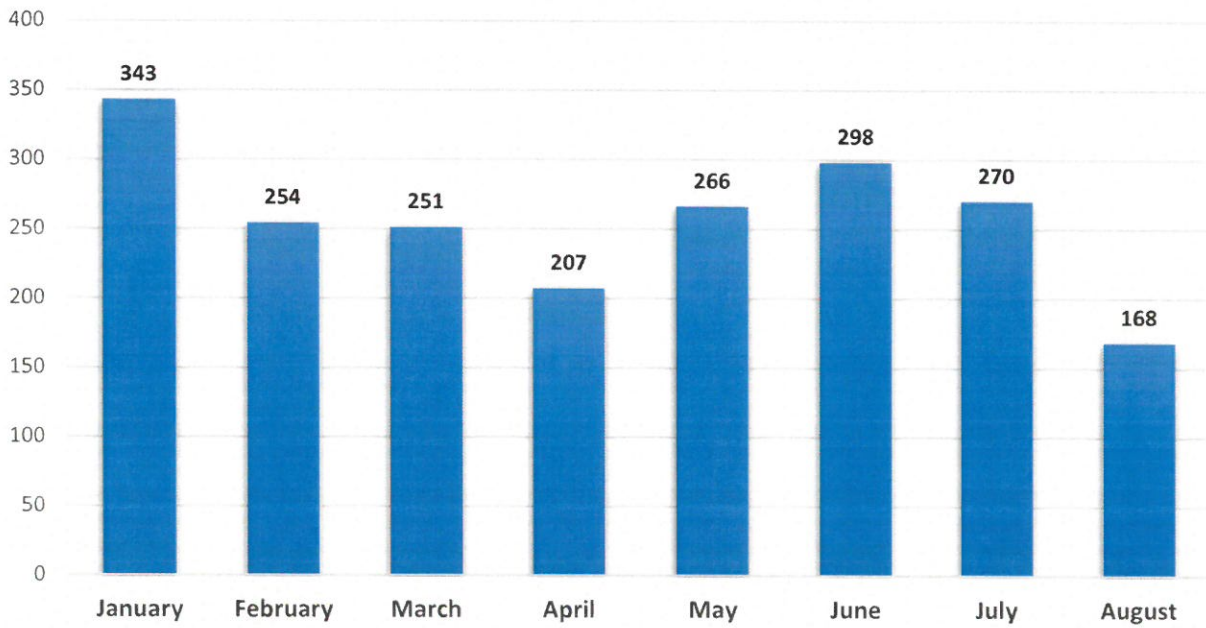




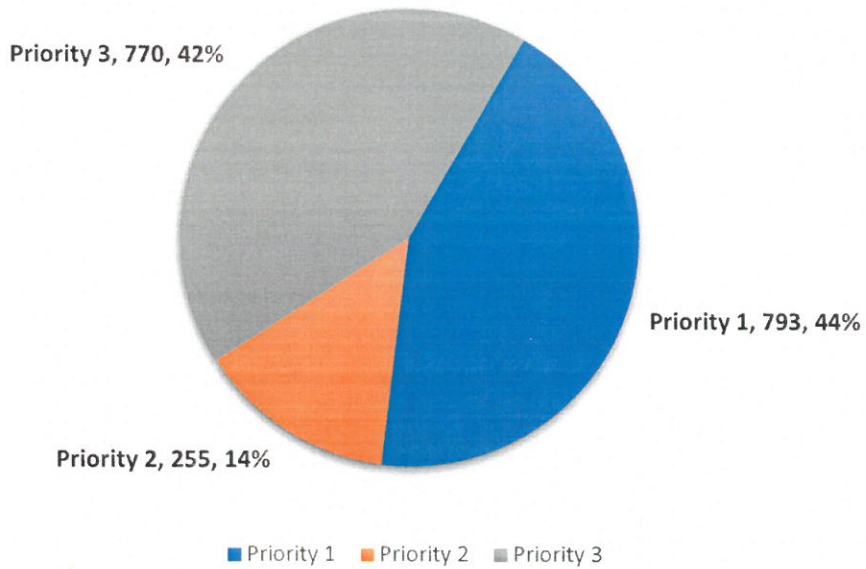
### GTMESA - Incidents by Hour



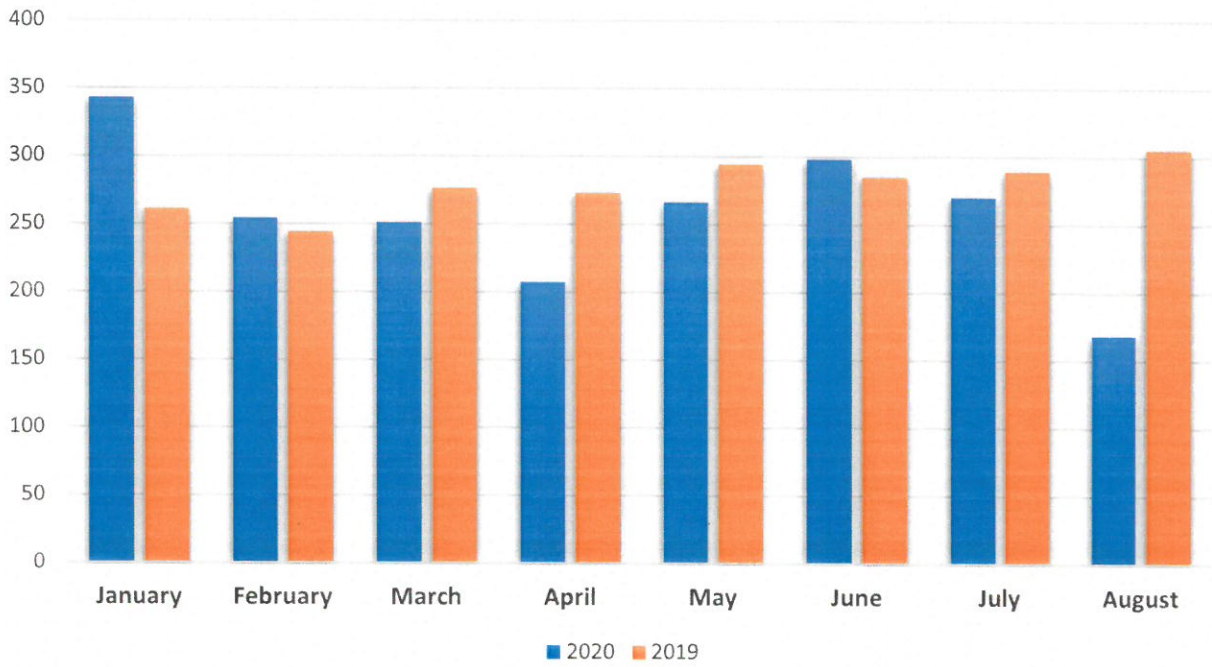
### Garfield Township - 2020 Incidents 1/1 to 8/18 - 2057 Total



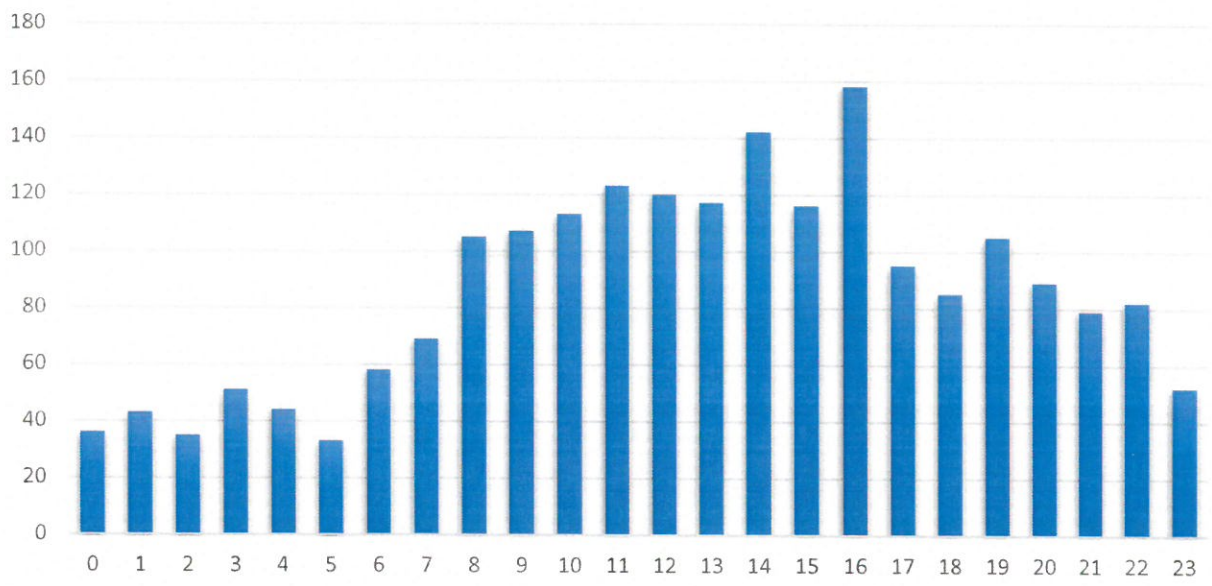
### Garfield Township - EMS Priority Incidents 1/1 to 8/18 - 1818 Total



### Garfield Township - 2020/2019 Incidents



### Garfield Township - Incidents by Hour 1/1 to 8/18 2020



Garfield Township - YTD EMS Incident Types	Count	Percent
Fall	288	15.83%
General Weakness	173	9.51%
Difficulty Breathing / SOB	171	9.40%
Cardiac Issues (Chest Pain)	105	5.77%
Invalid Assist/Lift Assist	85	4.67%
Vehicle Accident	82	4.51%
Altered LOC	79	4.34%
Seizure	79	4.34%
Abdominal Pain	63	3.46%
Alcohol intoxication	61	3.35%
Medical Alarm	59	3.24%
Psychiatric Problem/Suicide Attempt	50	2.75%
Diabetic Emergency	43	2.36%
Stroke/CVA	43	2.36%
Traumatic Injury	43	2.36%
Unresponsive	38	2.09%
Hemorrhage/Laceration	34	1.87%
Nausea/Vomiting	33	1.81%
Syncope/near-fainting	32	1.76%
Assault	31	1.70%
Back Pain (Non-Traumatic)	30	1.65%
Overdose - Unintentional	24	1.32%
Hypotension / hypertension	22	1.21%
Lower Limb Swelling	14	0.77%
Death - Priority 5	13	0.71%
Allergic Reaction / Stings	12	0.66%
No Other Appropriate Choice	12	0.66%
Welfare Check	12	0.66%
Heat/Cold Exposure	11	0.60%
Choking	10	0.55%
CPR	10	0.55%
Epistaxis (Nosebleed)	10	0.55%
Patient Assist Only	10	0.55%
Cardiac Issues - No Chest Pain	7	0.38%
Headache	7	0.38%
Fever	6	0.33%
Pregnancy/Childbirth/Miscarriage	6	0.33%
Carbon Monoxide	3	0.16%
Burns/Explosion	2	0.11%
Eye Problem/Injury	2	0.11%
Animal Bite	1	0.05%
Driver Request	1	0.05%
Other	1	0.05%
Stab/Gunshot Wound/Penetrating Trauma	1	0.05%

8/18/2020



# GRAND TRAVERSE METRO EMERGENCY SERVICES AUTHORITY

FIRE OFFICE 897 Parsons Road ~ Traverse City, MI 49686  
Phone: (231) 947-3000 Fax: (231) 947-8728 ~ Website: [www.gtmetrofire.org](http://www.gtmetrofire.org) Email: [Info@gtmetrofire.org](mailto:Info@gtmetrofire.org)

## RESOLUTION 2020-06

### A RESOLUTION TO APPROVE THE 2021 BUDGET FOR GRAND TRAVERSE METRO EMERGENCY SERVICES AUTHORITY

Minutes of a regular meeting of the Board of Grand Traverse Metro Emergency Services Authority ("Metro"), held on the 25th day of August, 2020, at 9:00 o'clock am.

PRESENT: \_\_\_\_\_  
\_\_\_\_\_

The following preamble and resolution were offered by \_\_\_\_\_ and supported by \_\_\_\_\_.

WHEREAS, Metro is an Authority, created, established and incorporated pursuant to the provisions of Act 57, Public Acts of Michigan, 1988, as amended, and

WHEREAS, the incorporating municipalities in Metro are the Township of Acme, the East Bay Charter Township and the Charter Township of Garfield, in the County of Grand Traverse, Michigan, which are hereby designated as the "Incorporating Townships", and

WHEREAS, Article XII of the Articles of Incorporation for Metro indicates that the Metro Board "shall adopt the proposed budget by a majority vote of the members of the Board in such a manner as to assure submission of the proposed budget to the incorporating municipalities no later than July 31, of each year", and

WHEREAS, the 2021 Budget for Metro is detailed by cost center for the General Fund and the Public Improvement Fund on the attached schedules, and

WHEREAS, Article XV of the Articles of Incorporation for Metro provides that Metro's annual budget will be funded by contributions from each Incorporating Township. In accordance with the calculation provided for in the Articles of Incorporation, the Township contributions calculate to be the following for the 2021 Budget:

Acme Township	\$ 857,608
East Bay Township	\$1,467,843
Garfield Township	\$2,219,926

**NOW, THEREFORE,**

BE IT RESOLVED, that the members of the Metro Board adopt the 2021 Metro Budget by cost center as detailed on the attached. The expenditures by fund are as follows:

General Fund:	\$4,722,762
Public Improvement Fund:	<u>\$ 739,456</u>
Grand Total:	<u>\$5,462,218</u>

Ayes: \_\_\_\_\_  
Nays: \_\_\_\_\_  
Absent and Excused: \_\_\_\_\_

RESOLUTION DECLARED ADOPTED.

By: \_\_\_\_\_  
Board Chairman Chuck Korn

By: \_\_\_\_\_  
Board Secretary Glen Lile

Dated: August 25, 2020

**GTMESSA  
2020 BUDGET - 2.45 Mils  
BY COST CENTERS**



**\*\*Budget to be approved by the Metro Board\*\***

<b>GRAND TRAVERSE METRO FIRE</b>	<b>Actual 2019</b>	<b>Budget 2020</b>	<b>Budget 2021</b>	<b>Incr/ (Decr)</b>	<b>% Incr/ (Decr)</b>
<b>GENERAL FUND</b>					
<b>TOTAL REVENUES</b>	4,337,695	4,622,560	<b>4,722,956</b>	100,396	2.2%
<b>EXPENDITURES</b>					
Dept: 336 OPERATIONS					
Acct Class: 701 PERSONNEL SERVICES	3,021,336	3,418,266	<b>3,679,507</b>	261,241	7.6%
Acct Class: 726 SUPPLIES	139,083	159,000	<b>160,500</b>	1,500	0.9%
Acct Class: 800 CONTRACTUAL SERVICES	158,460	147,555	<b>158,555</b>	11,000	7.5%
Acct Class: 900 OTHER SERVICES/CHARGES	559,653	561,000	<b>570,000</b>	9,000	1.6%
Acct Class: 970 CAPITAL OUTLAY	189,935	200,215	<b>144,000</b>	(56,215)	-28.1%
Acct Class: 990 DEBT SERVICE	99,419	-	-	-	#DIV/0!
Acct Class: OTHER	25,000	586,200	<b>10,200</b>	(576,000)	-98.3%
<b>TOTAL EXPENDITURES</b>	4,192,886	5,072,236	<b>4,722,762</b>	(349,474)	-6.9%
<b>NET REVENUE/EXPENDITURES</b>	144,809	(449,676)	<b>194</b>	449,870	-100.0%
Fund Balance	1,892,998	2,037,807	<b>1,588,131</b>		
<b>Net Fund Balance</b>	2,037,807	1,588,131	<b>1,588,325</b>		

**GT MESA**  
**2020 BUDGET - 2.45 Mils**  
**BY COST CENTERS**



\*\*Budget to be approved by the Metro Board\*\*

	Actual 2019	Budget 2020	Budget 2021	Incr/ (Decr)	% Incr/ (Decr)
<b>GRAND TRAVERSE METRO FIRE</b>					

**PUBLIC IMPROVEMENT FUND**

<b>TOTAL REVENUES</b>	\$ 27,070	\$ 1,227,000	\$ 500,421	(726,579)	-59.2%
<b>EXPENDITURES</b>					
Acct. Class: 970 CAPITAL OUTLAY	\$ 41,133	\$ 1,250,000	\$ 395,000	(855,000)	-68.4%
Acct. Class: 990 DEBT SERVICE	\$ 89,068	\$ 140,768	\$ 339,456	198,688	141.1%
Acct Class: 992 CONTINGENCY	\$ -	\$ 5,000	\$ 5,000	-	0.0%
<b>TOTAL EXPENDITURES</b>	\$ 130,201	\$ 1,395,768	\$ 739,456	(656,312)	-47.0%
<b>EXPENDITURES OVER REVENUES</b>	\$ (103,131)	\$ (168,768)	\$ (239,035)	(70,267)	41.6%
Fund Balance	\$ 347,961	\$ 244,830	\$ 526,062		
Add Back Stall I Remodel due to financing		\$ 450,000			
<b>Net Fund Balance</b>	\$ 244,830	\$ 526,062	\$ 287,027		





## **GRAND TRAVERSE METRO FIRE DEPARTMENT 2021 BUDGET TIMELINE**

**Below is the timeline for approving Metro's 2021 Budget:**

- June 23, 2020:** Distribute 2021 Budget at Board Meeting
  
- June 30, 2020** 2021 Budget Workshop with Metro Board
  
- July 28, 2020** Metro's Board to approve 2021 Budget
  
- July 30, 2020** Metro Budget to Township Offices
  
- August, 2020:** Take Metro's 2021 Budget to Township Boards for approval
  
- September, 2020** Public Hearings and Final Approval by the Townships
  
- Sept. 30, 2020:** Notify GT County of Townships millage rate for Metro!



## GRAND TRAVERSE METRO FIRE DEPARTMENT 2021 BUDGET ASSUMPTIONS/ISSUES

Below are assumptions/issues for the 2021 Budget:

- 1) 5.06% increase in Townships real property taxable valuations.  
(at 2.45 mills, this impact is approx \$218,816 of additional revenue from Townships in 2021).
- 2) Wages and Benefits
  - \* COLA wage increase from 0% to 3%.
  - \* Step increases for newer firefighters
- 3) Budgeted capital expenditures out of PIF are:
  - \* Purchase a new chiefs vehicle - \$45,000, to replace current 2008 Chiefs vehicle
  - \* Purchase a new Tanker 11 for \$350,000, to replace a 1983 tanker.
- 4) Budget in PIF assumes "**financing**" Station 11 remodel in 2020, resulting in annual debt payments projected to be \$84,000.
- 5) In accordance with the calculation in the Articles of Incorporation, the resultant milage rate for each township is 2.45 mills. This equates to the following:
  - \* General Fund - \$4,722,762
  - \* Public Improvement Fund - \$739,456
- 6) The millage has been 2.35 for 2015 - 2019, and increased to 2.45 for 2020.
- 7) Future issues not included in budget:
  - a. Set aside funds for Retiree Health Care Plan *-(covers a total of 9 employees)*
  - b. New Station 8 design and construction costs
  - c. Need to purchase a new tanker, heavy rescue and ladder truck within the next 7 years.
  - d. Training Tower



## GRAND TRAVERSE METRO FIRE DEPARTMENT 2021 BUDGET NET TAXABLE VALUE ALLOCATION

		METRO
		2021
<b>TOTAL BUDGETED EXPENDITURES:</b>	<b>\$</b>	<b>5,462,218</b>
Less: Other Revenue Items		328,000
Less: Debt Proceeds		350,000
Fund Balance - PIF		238,841
<b>NET EXPENDITURES TO BE ALLOC.</b>	<b>\$</b>	<b>4,545,377</b>
<b>TOWNSHIP ASSESSED VALUES, net</b>		<b>1,855,255,626</b>
<b>Millage rate to breakeven</b>		<b>2.45</b>

ALLOCATION BASED ON TAXABLE VALUE - 2.45 MILLS				
	2021 BUDGETED TWP REVENUE	2020 BUDGETED TWP REVENUE	DIFFERENCE	% CHANGE
ACME	857,608	822,341	35,267	4.29%
EAST BAY	1,467,843	1,403,840	64,003	4.56%
GARFIELD	2,219,926	2,100,379	119,547	5.69%
<b>TOTAL</b>	<b>4,545,377</b>	<b>4,326,560</b>	<b>218,817</b>	<b>5.06%</b>

	2020 TAXABLE VALUE	2019 TAXABLE VALUE	DIFFERENCE	% CHANGE
	(net of personal prop)	(net of personal prop)		
ACME	350,043,802	335,649,487	14,394,315	4.29%
% of total	18.9%	19.0%		
EAST BAY	599,119,509	572,996,094	26,123,415	4.56%
% of total	32.3%	32.4%		
GARFIELD	906,092,315	857,297,494	48,794,821	5.69%
% of total	48.8%	48.5%		
<b>TOTAL</b>	<b>1,855,255,626</b>	<b>1,765,943,075</b>	<b>89,312,551</b>	<b>5.06%</b>

**GTMESSA  
2020 BUDGET - 2.45 Mils  
BY COST CENTERS**



**\*\*Budget to be approved by the Metro Board\*\***

<b>GRAND TRAVERSE METRO FIRE</b>	<b>Actual 2019</b>	<b>Budget 2020</b>	<b>Budget 2021</b>	<b>Incr/ (Decr)</b>	<b>% Incr/ (Decr)</b>
<b>GENERAL FUND</b>					
<b>TOTAL REVENUES</b>	4,337,695	4,622,560	<b>4,722,956</b>	100,396	2.2%
<b>EXPENDITURES</b>					
Dept: 336 OPERATIONS					
Acct Class: 701 PERSONNEL SERVICES	3,021,336	3,418,266	<b>3,679,507</b>	261,241	7.6%
Acct Class: 726 SUPPLIES	139,083	159,000	<b>160,500</b>	1,500	0.9%
Acct Class: 800 CONTRACTUAL SERVICES	158,460	147,555	<b>158,555</b>	11,000	7.5%
Acct Class: 900 OTHER SERVICES/CHARGES	559,653	561,000	<b>570,000</b>	9,000	1.6%
Acct Class: 970 CAPITAL OUTLAY	189,935	200,215	<b>144,000</b>	(56,215)	-28.1%
Acct Class: 990 DEBT SERVICE	99,419	-	<b>-</b>	-	#DIV/0!
Acct Class: OTHER	25,000	586,200	<b>10,200</b>	(576,000)	-98.3%
<b>TOTAL EXPENDITURES</b>	4,192,886	5,072,236	<b>4,722,762</b>	(349,474)	-6.9%
<b>NET REVENUE/EXPENDITURES</b>	144,809	(449,676)	<b>194</b>	449,870	-100.0%
Fund Balance	1,892,998	2,037,807	<b>1,588,131</b>		
<b>Net Fund Balance</b>	2,037,807	1,588,131	<b>1,588,325</b>		

**GTMESSA  
2020 BUDGET - 2.45 Mils  
BY COST CENTERS**



**\*\*Budget to be approved by the Metro Board\*\***

GRAND TRAVERSE METRO FIRE	Actual 2019	Budget 2020	Budget 2021	Incr/ (Decr)	% Incr/ (Decr)
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**PUBLIC IMPROVEMENT FUND**

<b>TOTAL REVENUES</b>	\$ 27,070	\$ 1,227,000	\$ 500,421	(726,579)	-59.2%
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Acct. Class: 970 CAPITAL OUTLAY	\$ 41,133	\$ 1,250,000	\$ 395,000	(855,000)	-68.4%
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<b>TOTAL EXPENDITURES</b>	\$ 130,201	\$ 1,395,768	\$ 739,456	(656,312)	-47.0%
<b>EXPENDITURES OVER REVENUES</b>	\$ (103,131)	\$ (168,768)	\$ (239,035)	(70,267)	41.6%
Fund Balance	\$ 347,961	\$ 244,830	\$ 526,062		
Add Back Stall Remodel due to financing		\$ 450,000			
<b>Net Fund Balance</b>	\$ 244,830	\$ 526,062	\$ 287,027		

# GRAND TRAVERSE METRO FIRE DEPARTMENT

## 2021 Budgeted Revenue/Expenditure Report



	Actual 2019	Budget 2020	YTD actual June, 2020	% Bud 2020	2021 BUDGET	Notes
<b>GRAND TRAVERSE METRO FIRE</b>						
<b>Fund: 206 - METRO FIRE</b>						
<b>Revenues</b>						
600.001 Acme Township - Cont.	757,963	822,341	822,341	100.0%	829,604	
600.002 East Bay Twp. Contr	1,281,408	1,403,840	1,403,840	100.0%	1,419,913	
600.003 Garfield Charter Twp.	1,928,987	2,100,379	2,100,379	100.0%	2,147,439	
664.000 Earned Interest	62,628	25,000	16,040	64.2%	40,000	
667.100 Township FF/EMS	106,423	100,000	46,383	46.4%	105,000	
668.500 Cost Recovery Revenue	63,296	60,000	19,914	33.2%	60,000	
668.700 Public Education Receipts	1,179	0	150	150.0%	0	
669.000 Plan Reviews	59,911	66,000	21,723	32.9%	66,000	
669.001 Refunds and Donations	57,196	30,000	20,028	66.8%	40,000	
669.002 Sale of Surplus Equipment	7,576	5,000	27,500	550.0%	5,000	
669.006 Misc. Grant Receipts	11,128	10,000	31,300	313.0%	10,000	
<b>TOTAL REVENUES</b>	<b>4,337,695</b>	<b>4,622,560</b>	<b>4,509,598</b>	<b>97.6%</b>	<b>4,722,956</b>	
<b>EXPENDITURES</b>						
<b>Dept: 336 OPERATIONS</b>						
<b>Acct Class: 701 PERSONNEL SERVICES</b>						
702.000 Wages and Salaries	1,842,116	1,978,149	952,650	48.2%	2,207,235	FF & staff wage adjustments full year 3 new FF's in 2020
702.001 Longevity	32,503	36,900	0	0.0%	33,000	
703.000 Metro Firefighters Response	21,780	30,000	14,857	49.5%	25,000	
703.001 Metro Fire Officers Salaries	12,800	16,000	7,500	46.9%	16,000	
703.200 Metro FF Wages - part-time	255,472	321,100	84,980	26.5%	272,000	Less shifts for PT FF's
703.300 Part-time Administrative	428	10,000	5,550	55.5%	10,000	
705.000 Personal Day Payout	35,520	39,250	2,693	6.9%	45,150	
715.000 FICA/Medicare	51,129	63,832	18,925	29.6%	37,949	
716.000 Health/Dental/Optical Ins.	406,210	519,500	262,968	50.6%	550,000	Consider 10% incr in rates
716.003 Life Ins./LTD/STD	24,613	31,600	15,272	48.3%	33,000	
717.001 AD&D Insurance	8,622	10,000	9,186	91.9%	11,000	
718.000 Retirement	265,848	294,435	141,712	48.1%	363,173	
719.000 Workers Comp. Insurance	64,295	67,500	59,915	88.8%	76,000	
<b>TOTAL PERSONNEL SERVICES</b>	<b>3,021,336</b>	<b>3,418,266</b>	<b>1,576,208</b>	<b>46.1%</b>	<b>3,679,507</b>	
<b>Acct Class: 726 SUPPLIES</b>						
727.000 Office Supplies	12,074	12,000	3,682	30.7%	12,000	
729.000 Printing and Binding	5,423	5,000	2,049	41.0%	6,000	
730.000 Postage and Freight	1,914	2,500	1,206	48.2%	2,500	
743.000 Other Supplies	16,309	30,000	14,916	49.7%	30,000	PubEd supplies
745.000 Uniforms and Accessories	23,413	22,500	6,900	30.7%	24,000	
745.002 Fire Gear	27,667	30,000	32,593	108.6%	30,000	
748.000 Fuel, Oil, Grease	36,945	42,000	11,662	27.8%	40,000	
760.000 Medical Supplies	15,338	15,000	9,026	60.2%	16,000	
<b>TOTAL SUPPLIES</b>	<b>139,083</b>	<b>159,000</b>	<b>82,034</b>	<b>51.6%</b>	<b>160,500</b>	
<b>Acct Class: 800 CONTRACTUAL SERVICES</b>						
801.000 Legal Fees	21,897	18,000	5,511	30.6%	22,000	
810.000 Subscriptions	2,638	7,500	2,338	31.2%	7,500	
810.001 Dues	8,308	8,500	4,488	52.8%	8,500	
818.000 Contract Services	60,096	50,000	23,938	47.9%	57,000	
830.000 Fire Hydrant Rental	21,240	21,555	0	0.0%	21,555	

# GRAND TRAVERSE METRO FIRE DEPARTMENT

## 2021 Budgeted Revenue/Expenditure Report



GRAND TRAVERSE METRO FIRE	Actual	Budget	YTD actual	% Bud	2021	Notes
	2019	2020	June, 2020	2020	BUDGET	
850.001 Telephone	44,281	42,000	19,275	45.9%	42,000	
<b>TOTAL CONTRACTUAL SERVICES</b>	<b>158,460</b>	<b>147,555</b>	<b>55,550</b>	<b>37.6%</b>	<b>158,555</b>	
Acct Class: 900 OTHER SERVICES AND CHARGES						
910.000 Fleet & Liability Property Ins	57,588	61,000	60,603	99.3%	61,000	
920.000 Heat Utilities	25,513	30,000	11,221	37.4%	30,000	
921.000 Electric Utilities	44,860	47,000	22,642	48.2%	47,000	
923.000 Sewer and Water Utilities	13,161	17,000	5,515	32.4%	15,000	
924.000 Waste Disposal	1,670	2,000	930	46.5%	2,000	
930.000 Bldg. Repair and Maintenance	60,958	70,000	23,433	33.5%	65,000	
932.000 Equipment Repair & Maint.	21,200	25,000	8,588	34.4%	25,000	
932.001 Radio/Pager Repair and Maint	1,887	0	0	0.0%	0	
932.100 SCBA Repair/Maintenance	0	5,000	3,542	70.8%	5,000	
934.000 Vehicle R&M - labor	84,999	65,000	26,201	40.3%	75,000	
934.100 Vehicle R&M - parts	64,003	51,000	24,410	47.9%	50,000	
934.500 Special Ops Equipment	1,969	3,000	768	25.6%	3,000	
935.000 Ground Care and Maintenance	43,813	38,000	15,248	40.1%	40,000	
955.000 Employee Physicals & Wellne	33,524	40,000	10,669	26.7%	40,000	
956.000 Employee Train. and Develop	48,710	62,000	23,288	37.6%	55,000	
956.001 Computer Support	55,798	45,000	26,001	57.8%	57,000	
<b>TOTAL OTHER SERVICES AND CH</b>	<b>559,653</b>	<b>561,000</b>	<b>263,059</b>	<b>46.9%</b>	<b>570,000</b>	
Acct Class: 970 CAPITAL OUTLAY						
976.001 Building Improvement	29,892	106,215	86,411	81.4%	50,000	
977.000 Machinery and Equipment	138,752	82,000	71,905	87.7%	82,000	
978.000 Vehicles Acquisition	9,749	0	0	0.0%	0	
980.000 Office Equipment	0	0	0	0.0%	0	
980.100 Computer Replacement	11,542	12,000	12,782	106.5%	12,000	
<b>TOTAL CAPITAL OUTLAY</b>	<b>189,935</b>	<b>200,215</b>	<b>171,098</b>	<b>85.5%</b>	<b>144,000</b>	
Acct Class: 985 OTHER						
985.100 Transfer to Public Imp. Fund	25,000	576,000	400,000	0.0%	0	
990.000 Debt Payment	98,826	0	0	0.0%	0	
990.005 Interest Expense	593	0	0	0.0%	0	
992.000 Contingency	0	10,000	0	0.0%	10,000	
992.001 Emergency Cont. Fund	0	200	0	0.0%	200	
<b>TOTAL OTHER</b>	<b>124,419</b>	<b>586,200</b>	<b>400,000</b>	<b>68.2%</b>	<b>10,200</b>	
<b>TOTAL EXPENDITURES</b>	<b>4,192,886</b>	<b>5,072,236</b>	<b>2,547,949</b>	<b>50.2%</b>	<b>4,722,762</b>	
<b>NET REVENUE/EXPENDITURES</b>	<b>144,809</b>	<b>(449,676)</b>	<b>1,961,649</b>		<b>\$ 194</b>	
<b>Fund Balance</b>	<b>1,892,998</b>	<b>2,037,806</b>			<b>1,588,130</b>	
<b>Net Fund Balance</b>	<b>\$ 2,037,807</b>	<b>\$ 1,588,130</b>			<b>\$ 1,588,324</b>	
<b>Maintain Fund Balance = to 4 months \$ 1,389,295 \$ 1,498,745 \$ 1,574,254</b>						

# GRAND TRAVERSE METRO FIRE DEPARTMENT

## 2021 Budgeted Revenue/Expenditure Report



	Actual	Budget	YTD actual	% Bud	2021	
GRAND TRAVERSE METRO FIRE	2019	2020	June, 2020	2020	BUDGET	Notes
<b>PUBLIC IMPROVEMENT FUND</b>						
600.001 Acme Township - Cont.	0	0	0		28,004	
600.002 East Bay Twp. Contr	0	0	0		47,930	
600.003 Garfield Charter Twp.	0	0	0		72,487	
664.000 Earned Interest	2,070	1,000	1,545	154.5%	2,000	
675.000 Debt Proceeds	0	650,000	575,000	88.5%	350,000	New Tanker Truck
699.100 Transfer In - Fund Balance	25,000	576,000	400,000	69.4%	-	
<b>TOTAL REVENUES</b>	<b>27,070</b>	<b>1,227,000</b>	<b>976,545</b>	<b>79.6%</b>	<b>500,421</b>	
<b>EXPENDITURES</b>						
Acct. Class: 970 Capital Outlay						
976.001 Building Improvement	0	500,000	6,055	1.2%	0	
977.000 Machinery and Equipment	0	0	0	0.0%	0	
978.000 Vehicles Acquisition	41,133	750,000	680,503	90.7%	395,000	New Tanker and Chiefs Vehicle
<b>TOTAL CAPITAL OUTLAY</b>	<b>41,133</b>	<b>1,250,000</b>	<b>686,558</b>	<b>54.9%</b>	<b>395,000</b>	
Acct Class: OTHER						
990.000 Debt Payment	79,427	123,185	40,332	32.7%	296,783	
990.005 Interest Expense	9,641	17,583	4,202	23.9%	42,673	
992.000 Contingency	0	5,000	0	0.0%	5,000	
<b>TOTAL DEBT SERVICE &amp; OTHER</b>	<b>89,068</b>	<b>145,768</b>	<b>44,534</b>	<b>30.6%</b>	<b>344,456</b>	
<b>TOTAL EXPENDITURES</b>	<b>130,201</b>	<b>1,395,768</b>	<b>731,092</b>	<b>52.4%</b>	<b>739,456</b>	
<b>EXPENDITURES OVER REVENUE</b>	<b>-103,131</b>	<b>-168,768</b>	<b>245,453</b>	<b>-145.4%</b>	<b>-239,035</b>	
Fund Balance	347,961	244,830	-		526,062	
Plus: Stall remodel (net 2020 pymts)		450,000				(if finance Sta#11 remodel)
<b>Net Fund Balance</b>	<b>244,830</b>	<b>526,062</b>			<b>\$ 287,027</b>	





**GT METRO FIRE DEPARTMENT  
PROJECTED DEBT OBLIGATIONS THRU 2029  
2020 BUDGET**



YEAR	DESCRIPTION ITEM	AMOUNT	Projected										
			Budget 2020	Budget 2021	2022	2023	2024	2025	2026	2027	2028	2029	2030
<b>Vehicle Replacement Plan - Cash payments</b>													
	Admin Vehicles		100,000	45,000	45,000	-	-	38,000	38,000	38,000	40,000	40,000	40,000
	Station Squad Vehicles				60,000			60,000	60,000	60,000	60,000	60,000	60,000
2022	Truck 1 Refurb - pay cash				250,000								
<b>Capital Purchases - Financing</b>													
2018	Engine 11 - PIF 1st pymt 11/2018 6 yrs @ 0.0%	\$ 200,000	33,333	33,333	33,333	33,333	25,002						
	Principal		33,333	33,333	33,333	33,333	25,002						
	Interest												
	Total		33,333	33,333	33,333	33,333	25,002						
2018	Engine 11 - PIF 1st pymt 11/2018 6 yrs @ 3.55	\$ 300,000	47,752	49,470	51,250	53,093	41,070						
	Principal		47,752	49,470	51,250	53,093	41,070						
	Interest		7,983	6,265	4,485	2,641	731						
	Total		55,735	55,735	55,735	55,734	41,801						
2020	Engine 1 6 yrs @ 2.24%	\$ 575,000	42,100	91,580									
	Principal		42,100	91,580									
	Interest		9,600	11,108									
	Total		51,700	102,688	102,688	102,688	102,688	102,688	102,688	51,400			
2020	Station 11 Remodel 10 yrs at 2.2%	\$ 750,000		67,900									
	Principal			67,900									
	Interest			16,100									
	Total			84,000	84,000	84,000	84,000	84,000	84,000	84,000	84,000	84,000	84,000
2021	New Tanker 6 yrs at 2.75%	\$ 350,000		54,500									
	Principal			54,500									
	Interest			9,200									
	Total			63,700	63,700	63,700	63,700	63,700	63,700	63,700	63,700	63,700	63,700
2022	New Station 8 30 yrs at 3%	\$ 3,500,000											
	Principal												
	Interest												
	Total				89,000	178,000	178,000	178,000	178,000	178,000	178,000	178,000	178,000
2022	Land for new Metro Station in Garfield Twp 10 yrs at 3%	\$ 300,000											
	Principal												
	Interest												
	Total				17,500	35,000	35,000	35,000	35,000	35,000	35,000	35,000	35,000



# GT METRO FIRE DEPARTMENTS PROJECTED DEBT OBLIGATIONS THRU 2029 2020 BUDGET



YEAR	DESCRIPTION ITEM	AMOUNT	Projected																	
			Budget 2020	Budget 2021	2022	2023	2024	2025	2026	2027	2028	2029	2030							
2023	New Tanker 9 6 yrs @ 3.5%	\$ 350,000																		
	Principal/Int.																			
	Total																			
2024	Heavy Rescue Sta1 6 yrs @ 3.5%	\$ 600,000																		
	Total																			
2025	New Tanker 8 6 yrs @ 3.5%	\$ 350,000																		
	Total																			
2027	New Ladder Truck 6 yrs @ 3.5%	\$ 1,200,000																		
	Total																			
2029	New Tanker 6 yrs @ 3.5%	\$ 400,000																		
	Total																			
2020-2029	Capital Fund -																			
	Total		240,768	300,456	389,456	433,455	467,191	559,318	508,030	466,305	577,980	692,680	636,680							
	Cash Pay		100,000	45,000	355,000			98,000	38,000	60,000	60,000	40,000	100,000							
	Principal		123,185	296,783	441,471	614,744	650,390	705,248	653,960	650,235	761,610	771,680	715,680							
	Interest		17,583	42,673	4,485	2,641	731													
	Total		240,768	384,456	800,956	617,385	651,121	803,248	691,960	710,235	821,610	811,680	815,680							
	Mills.: (3% increase in taxable value 2022-2030)		0.1363	0.2072	0.4191	0.3137	0.3212	0.3847	0.3217	0.3206	0.3601	0.3454	0.3370							
			1,785,943,075	1,855,255,628	1,910,913,295	1,968,240,894	2,027,287,914	2,088,106,592	2,150,749,748	2,215,272,241	2,281,730,408	2,350,182,320	2,420,687,790							

Ave. Millage over 10 yrs. **0.3331**

**GRAND TRAVERSE METRO FIRE DEPARTMENT  
CAPITAL PROJECTIONS - 10 Year Plan  
BUILDINGS & VEHICLES**



DESCRIPTION	Current year										
	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030
VEHICLES	675,000	395,000	355,000	350,000	600,000	448,000	38,000	1,260,000	60,000	440,000	100,000
BUILDINGS and LAND	765,000	195,000	3,865,000	30,000	25,000	630,000	130,000	95,000	90,000	20,000	15,000
cumulative	\$ 1,440,000	\$ 590,000	\$ 4,220,000	\$ 380,000	\$ 625,000	\$ 1,078,000	\$ 168,000	\$ 1,355,000	\$ 150,000	\$ 460,000	\$ 115,000
			\$ 4,810,000	\$ 5,190,000	\$ 5,815,000	\$ 6,893,000	\$ 7,061,000	\$ 8,416,000	\$ 8,566,000	\$ 9,026,000	\$ 9,141,000
									<b>Annual average over 10 years</b>	<b>\$ 914,100</b>	
Taxable value (in thousands)	1,765,943	1,855,256	1,910,914	1,968,241	2,027,288	2,088,107	2,150,750	2,215,273	2,281,731	2,350,183	2,420,688
0.03 millage	0.82	0.32	2.21	0.19	0.31	0.52	0.08	0.61	0.07	0.20	0.05
									<b>Annual Average Millage Rate</b>	<b>0.43</b>	



**GRAND TRAVERSE METRO FIRE DEPARTMENT  
CAPITAL PROJECTIONS - 10 Year Plan  
2020 Budget - VEHICLES**

ACQUIRE DATE	DESCRIPTION	LOCATION	Actual Cost	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030
<b>VEHICLES:</b>														
2010	Ford Expedition - Chief (701)	Admin	51,855											
2008	GMC Yukon (702)	Admin	48,372		45,000									
2007	GMC Sierra Truck Fire Marshall (703)	Admin	29,619	40,000										
2006	2006 Chevy Colorado Truck (735)	Admin	19,429	30,000									40,000	
2007	GMC Sierra Pickup - FPB 760	Admin	29,619	30,000										40,000
2009	Chevy Sub LT1 - PubEd	Admin	34,658						38,000					
2016	Ford Escape - 738	Admin	24,764							38,000				
2001	Chevrolet Suburban (Squad 14)	Station 12	33,411											
<b>Admin Vehicle Replacement Fund</b>														
2020	Pierce Enforcer Truck - Engine 1	Station 1	575,000	\$575,000										
2007	Pierce Ladder (Truck 1) - Refurb	Station 1	648,172			\$250,000					1,200,000			
2015	Ford Pick-up - Squad 1 (to Sq9)	Station 1	55,522			60,000								
2006	Sterling Tanker - T1	Station 1	187,942					600,000					400,000	
1999	Rescue - Freightliner (R1)	Station 1	170,628											
2011	Metro Rescue Boat - 15' Seawolf	Station 1	11,951											
2011	ORV Trailer Kelley	Station 1	2,195											
2012	RTV - Kubota RTV900	Station 1	11,295											
2015	MTI - Special Ops Trailer	Station 1	12,128											
2010	Middlebury Enclosed Trailer - PubEd	Station 1	5,162											
2013	Rosenbauer - Engine 8	Station 8	600,022											
2001	Tanker - Freightliner (T8)	Station 8	162,350						350,000					
1996	Wildfire - Chevrolet (Brush 8)	Station 8	17,600											
2019	Kubota -	Station 8	15,968									60,000		
2018	Squad 8	Station 8	48,770											
2007	American LaFrance E9	Station 9	462,796											
2001	Tanker - Freightliner (T9)	Station 9	124,406				350,000							
2004	Chevrolet Suburban (Squad 9)	Station 9	35,600											
1993	Watersupply-Ford 1 ton (9WS)	Station 9	17,704											60,000
2001	Wildfire - Ford (Brush 9)	Station 9	26,833											
2017	Arctic Cat Bearcat 3000 LT	Station 9	9,750											
2019	Kubota	Station 9	15,968											
1993	Pierce - Engine 13 - Reserve	Station 9	45,000											
2018	Pierce Impel - Engine 11	Station 11	517,252											
2016	Ford - Squad 11	Station 11	48,300						60,000					
1983	Ford - Tanker 11	Station 11	22,709		350,000									
1991	SIM 1 tractor - Freightliner	Station 11	15,000											
2008	SIM 2 Playmor Simulator	Station 11	130,000											
2019	Kubota	Station 11	15,968											
1991	Metro Utility	Station 11	119,377											



**GRAND TRAVERSE METRO FIRE DEPARTMENT  
CAPITAL PROJECTIONS - 10 Year Plan  
2019 Budget - BUILDINGS & Other**



ACQUIRE DATE	DESCRIPTION	LOCATION	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030
	12 New SCBA's per year	Various							\$75,000	\$75,000	\$75,000	\$0	\$0
	Asphalt/Parking Lot repairs	Various	\$5,000	\$10,000	\$5,000	\$10,000	\$5,000	\$10,000	\$5,000	\$10,000	\$5,000	\$10,000	\$5,000
	Garage Door Replacements	Various	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000
1988	Administration Building												
	Training Tower							600,000					
	Generator	Admin		25,000									
	Roof Top Unit/HVAC	Admin		10,000									
2008	Station 1												
	Breathing Air Compressor - Cascade	Sta1			40,000								
	Roof Top Unit/HVAC	Sta1			10,000								
	Station 8												
	New Station	Sta8			\$3,500,000								
	Station 9												
	New Roof	Sta9							40,000				
	Floor Repairs	Sta9		65,000									
	Roof Top Unit/HVAC	Sta9				10,000							
	Station 11												
	Floor Improvement/Remodel	Sta11	750,000										
	Roof Top Unit/HVAC	Sta11				10,000							
2011	Station 12												
	Asphalt turn around	Sta12		40,000									
	Roof Top Unit/HVAC	Sta12						10,000					
	Roof Repairs	Sta12		35,000									
	Land for new Metro Station in Garfield Twp (LaFranner/Hammond/Garfield)				300,000								
	<b>Total Building Improvements:</b>		<b>\$ 765,000</b>	<b>\$ 195,000</b>	<b>\$ 3,865,000</b>	<b>\$ 30,000</b>	<b>\$ 25,000</b>	<b>\$ 630,000</b>	<b>\$ 130,000</b>	<b>\$ 95,000</b>	<b>\$ 90,000</b>	<b>\$ 20,000</b>	<b>\$ 15,000</b>

**GRAND TRAVERSE METRO FIRE DEPARTMENT  
CAPITAL PROJECTIONS - Admin Vehicles next 3 years  
2021 Budget - VEHICLES**



ACQUIRE DATE	DESCRIPTION	Mileage	Maintenance Costs last 3 years	Actual Cost	2021	2022
2010	Ford Expedition - Chief (701)	120,975	\$ 3,113	51,855	2	3
2008	GMC Yukon (702)	151,719	\$ 8,460	48,372	45,000	
2001	Chevrolet Suburban (Squad 14)	179,400	\$ 1,420			

**Issues:**

2010	Expedition	Showing wear and tear.	purchase in 2022
2008	Yukon	Air leak passenger side due to accident; tires & brakes need to be replaced; Seats showing wear and tear.	purchase in 2021
2001	Suburban	Lots of rust; not reliable or used much.	Junk....will sell as is. Approx. \$1000

## Fractile Response Times

6.d.

Trip Date IS BETWEEN 07/01/2020 AND 07/31/2020; 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
<i>Negative Times</i>	3	3	2.00%	2%
<i>00:00 - 00:59</i>	2	5	2.00%	4%
<i>01:00 - 01:59</i>	2	7	2.00%	6%
<i>02:00 - 02:59</i>	7	14	6.00%	11%
<i>03:00 - 03:59</i>	19	33	15.00%	27%
<i>04:00 - 04:59</i>	15	48	12.00%	39%
<i>05:00 - 05:59</i>	24	72	19.00%	58%
<i>06:00 - 06:59</i>	12	84	10.00%	68%
<i>07:00 - 07:59</i>	10	94	8.00%	76%
<i>08:00 - 08:59</i>	12	106	10.00%	85%
<i>09:00 - 09:59</i>	7	113	6.00%	91%
<i>10:00 - 10:59</i>	4	117	3.00%	94%
<i>11:00 - 11:59</i>	1	118	1.00%	95%
<i>12:00 - 12:59</i>	2	120	2.00%	97%
<i>15:00 - 15:59</i>	2	122	2.00%	98%
<i>17:00 - 17:59</i>	1	123	1.00%	99%
<i>21:00 - 21:59</i>	1	124	1.00%	100%
<b>Total Calls:</b>	<b>124</b>			



## Fractile Response Times

Trip Date IS BETWEEN 01/01/2020 AND 07/31/2020; 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
<i>Negative Times</i>	3	3	0.00%	0%
<i>00:00 - 00:59</i>	8	11	1.00%	1%
<i>01:00 - 01:59</i>	17	28	2.00%	4%
<i>02:00 - 02:59</i>	42	70	6.00%	9%
<i>03:00 - 03:59</i>	79	149	10.00%	20%
<i>04:00 - 04:59</i>	116	265	15.00%	35%
<i>05:00 - 05:59</i>	139	404	18.00%	53%
<i>06:00 - 06:59</i>	105	509	14.00%	67%
<i>07:00 - 07:59</i>	98	607	13.00%	80%
<i>08:00 - 08:59</i>	52	659	7.00%	87%
<i>09:00 - 09:59</i>	39	698	5.00%	92%
<i>10:00 - 10:59</i>	29	727	4.00%	96%
<i>11:00 - 11:59</i>	11	738	1.00%	98%
<i>12:00 - 12:59</i>	4	742	1.00%	98%
<i>13:00 - 13:59</i>	4	746	1.00%	99%
<i>14:00 - 14:59</i>	3	749	0.00%	99%
<i>15:00 - 15:59</i>	3	752	0.00%	99%
<i>17:00 - 17:59</i>	3	755	0.00%	100%
<i>21:00 - 21:59</i>	1	756	0.00%	100%
<b>Total Calls:</b>	<b>756</b>			

## Fractile Response Times

Trip Date IS BETWEEN 07/01/2020 AND 07/31/2020; AND Call Types IS Prehospital; AND Initial Priorities IS P - 2 OR P - 3, No Lights or Sirens OR P-1, Downgrade no Light/Siren OR P-3, Upgrade to Light/Siren; AND Response Zone IS GARFIELD TWSP-28

Response Time Minutes	Call Count	Cumulative Call Count	Percentage of Total Calls	Cumulative Percentage
<i>Negative Times</i>	3	3	3.00%	3%
00:00 - 00:59	1	4	1.00%	4%
01:00 - 01:59	1	5	1.00%	5%
02:00 - 02:59	3	8	3.00%	7%
03:00 - 03:59	6	14	5.00%	13%
04:00 - 04:59	13	27	12.00%	24%
05:00 - 05:59	16	43	14.00%	39%
06:00 - 06:59	14	57	13.00%	51%
07:00 - 07:59	20	77	18.00%	69%
08:00 - 08:59	6	83	5.00%	75%
09:00 - 09:59	6	89	5.00%	80%
10:00 - 10:59	7	96	6.00%	86%
11:00 - 11:59	7	103	6.00%	93%
13:00 - 13:59	3	106	3.00%	95%
15:00 - 15:59	1	107	1.00%	96%
16:00 - 16:59	1	108	1.00%	97%
17:00 - 17:59	1	109	1.00%	98%
19:00 - 19:59	1	110	1.00%	99%
25:00 - 25:59	1	111	1.00%	100%

Total Calls: **111**

		<h2 style="margin: 0;">Charter Township of Garfield</h2> <h3 style="margin: 0;">Planning Department Report No. 2020-120</h3>	
Prepared:	August 18, 2020	Pages:	2
Meeting:	August 25, 2020 Township Board	Attachments:	<input type="checkbox"/>
Subject:	Planning Department Monthly Report for August 2020		

**PURPOSE**

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

**DEVELOPMENTS**

The Planning Commission is currently conducting the following development reviews:

**Oakleaf Village of Garfield Township PUD**

- Location: 5143 N. Long Lake Road
- Development Description: Construct a senior living campus with a mix of 229 independent living, assisted living, and memory care units (in two phases)
- Status: Township Board granted preliminary PUD approval at 7/14/2020 meeting. Applicant is expected to be submitting plans soon for final PUD review.

**Village at LaFranier Woods PUD**

- Location: 2242 LaFranier Road
- Development Description: New 385-unit senior living complex
- Status: Approved by Township Board on 7/14/2020. Applicant is making a Minor Amendment to the PUD to provide for easements and maintenance agreements for the roads, utilities, stormwater system, and shared access to open space. The easements and agreements are necessary due to a proposed land division of the four phases within the PUD. Minor Amendments are reviewed by the Planning Commission.

**3077 Garfield Conditional Rezoning**

- Location: 3077 Garfield Road
- Development Description: Proposed storage units at back of parcel and commercial redevelopment at front of parcel
- Status: Public hearing was held on 4/22/2020. There has been no progress made on this application since May. If no progress is made by September 10, then this application will be considered expired pursuant to Section 404 of the Zoning Ordinance.

**Wendy’s SPR**

- Location: 1712 S. Garfield Avenue
- Development Description: Site Plan Review for proposed new drive-through restaurant in the C-P Planned Shopping district
- Status: Approved by Planning Commission on 7/8/2020.

**3479 Veterans Drive Rezoning**

- Location: 3479 Veterans Drive
- Development Description: Rezoning from One-Family Residential to Office Commercial
- Status: Approved by Township Board on 7/14/2020.

Serra Automotive Toyota Car Wash Review

- Location: 940 Boon Street
- Development Description: Review for installation of mechanized car wash
- Status: Public Hearing scheduled by the Planning Commission for 8/26/2020.

**PLANNING**

At the 7/22/2020 study session, the Planning Commission conducted the following discussions:

- The Township's application to the Redevelopment Ready Communities (RRC) program has been approved by the Michigan Economic Development Corporation (MEDC) and a Joint Memorandum of Understanding has been executed between the MEDC and the Township.
- Reviewed a draft use chart for the Zoning Ordinance which identifies all uses by corresponding zoning district. Use names and definitions are also being reviewed.
- Discussed potential requirements for siting solar energy systems. Staff will be drafting initial Zoning Ordinance text language that includes definitions, development standards, and abandonment/decommissioning requirements.

Staff is currently working on these other activities:

- Developing a Capital Improvement Plan (CIP) for Township capital expenditures
- Working on planning efforts for the improvement of River East and Grand Traverse Commons Natural Area
- Visiting and studying Cherry Hill Village in Canton Township and Howell Town Commons in Howell on 8/20/2020. These mixed-use developments are high quality examples for the redevelopment of Cherryland Center.

**STAFF**

John Sych, AICP, Planning Director

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Stephen Hannon, AICP, Deputy Planning Director

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**Charter Township of Garfield**  
**Parks Report**

**Silver Lake Recreation Area**

Walked front berm with Conservation District. Review plans to remove overgrown weeds. Seed with pollinator mix.

Black Locus treatment. Pricing out brush hog rentals.

Fall planting with donated trees from DTE. Contact with Releaf Michigan. Organize plantings

Final seeding should occur this week around sidewalks.

Heat Sources for Restroom: Mini-split, updated panel heater, overhead panels, vs. geothermal.

**Commons**

Priced out trail cameras.

Contact with Community Police Officers / more visibility on trails

GTCD repairing wash outs / graffiti cleaned up acting up again  
County Roads repaired wash out on North Long Lake Drive  
Met with Norm Fred (volunteer) cleaning up of homeless camps

### **River East**

Planning Department has CIP for River East.

Working on getting signs posted for the northern boundary.

### **Boardman Valley**

Met with contractors for tennis court transformation to parking lot. Received estimates from Elmers & Molon. Still waiting on potentially two more bids.

### **Miller Creek**

GTCD repairing wash outs by Aldi's entrance.

Minor Boardwalk repairs.

### **Kid's Creek**

Conservation District cleaned up banks at pond.

Pulled aquatic weeds in pond.

Site Restoration is holding firm. Seed is germinating.

## **Snow Removal Bids**

Sending out Snow Removal Bids for the township office,  
walking trails and park parking lots.

Submitted,

Derek Morton

Park Steward

August 18, 2020

## SILVER LAKE RECREATION AREA BERM:

On August 10<sup>th</sup>, the Parks and Recreation Commission & the GT Conservation District made the following recommendation for the Silver Lake Recreation Berm:

- 1) Remove existing invasive weed and plant growth (i.e. knap weed, black locus, etc.) **Staff Time**
- 2) Treat berm with herbicide (750' x 50' Area) Fall 2020 & Spring 2021:  
**~\$350/application**
- 3) Seed berm with pollinator mix grasses / forbs (CRP Pollinator Mix: \$400/acre with a 2-acre minimum). Extra for over seeding in the Spring:  
**Total: \$800**
- 4) DTE & Releaf Michigan offering 12-15 trees (1 ½ - 2-inch caliper) to add to berm. (native trees: Spruce, Maples, etc.) **Equipment rental for installation of trees & staff time**

### Summary:

This appears to be a cost-effective method to not only 'dressing up' the berm, but to also provide a natural, aesthetically pleasing buffer for the users of the Park and the vehicular traffic on East Silver Lake Road.



# Clerk's Report

For July 31, 2020

Submitted 8/19/20

To: The Garfield Township Board;

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

For the month of July in the General Fund, you will find that we had a total of \$11,898.94 Revenues and \$508,273.44 Expenditures. For the year we have a total of \$2,723,046.11 Revenues and \$2,166,445.48 Expenditures.

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

Lanie McManus

Township Clerk

REVENUE REPORT FOR GARFIELD TOWNSHIP  
 PERIOD ENDING 07/31/2020

GL NUMBER	DESCRIPTION	2020		YTD BALANCE 07/31/2020	ACTIVITY FOR MONTH 07/31/2020	AVAILABLE BALANCE
		ORIGINAL BUDGET	AMENDED BUDGET			
Fund 101 - GENERAL OPERATING FUND						
Revenues						
Dept 000						
101-000-403.000	CURRENT REAL PROPERTY TAXES	1,900,000.00	1,900,000.00	1,738,182.38	0.00	161,817.62
101-000-407.000	DEL PERSONAL PROP TAXES	500.00	500.00	1,888.07	1,888.07	(1,388.07)
101-000-412.000	SWAMP TAX COLLECTIONS	50.00	50.00	1.00	0.00	49.00
101-000-414.000	Protested PRE Interest	500.00	500.00	2,215.17	0.00	(1,715.17)
101-000-423.000	TRAILER PARK FEES	8,500.00	8,500.00	5,302.50	1,521.00	3,197.50
101-000-445.000	PENALTIES & INT. ON TAXES	4,000.00	4,000.00	4,072.59	0.00	(72.59)
101-000-476.000	BUILDING PERMITS	180,000.00	180,000.00	80,891.00	5,592.00	99,109.00
101-000-476.001	PLANNING FEES	12,000.00	12,000.00	6,500.00	800.00	5,500.00
101-000-476.002	MAINT INSPECTION FEES	800.00	800.00	0.00	0.00	800.00
101-000-476.003	TREASURER FEES	500.00	500.00	450.00	0.00	50.00
101-000-476.004	PARK USE FEES	0.00	0.00	2,116.00	500.00	(2,116.00)
101-000-476.005	ZONING FEES	16,000.00	16,000.00	7,280.00	900.00	8,720.00
101-000-574.000	STATE SHARED REVENUE	1,400,000.00	1,400,000.00	680,520.00	0.00	719,480.00
101-000-574.001	STATE SHARED REV. - LIQUOR LA	20,000.00	20,000.00	41.25	41.25	19,958.75
101-000-612.000	CHARGES FOR TOWNSHIP SERVICES	5,000.00	5,000.00	1,684.89	487.22	3,315.11
101-000-627.000	TAX COLLECTION FEES	22,000.00	22,000.00	0.00	0.00	22,000.00
101-000-656.000	Ordinance Enforcement Fees	500.00	500.00	200.01	0.00	299.99
101-000-664.000	EARNED INTEREST	50,000.00	50,000.00	19,516.09	43.60	30,483.91
101-000-668.002	RENTS & ROYALTIES CABLE VIS	300,000.00	300,000.00	138,587.26	0.00	161,412.74
101-000-668.003	RENTS & ROYALTIES CABLE EQUIP	29,000.00	29,000.00	13,238.69	0.00	15,761.31
101-000-670.000	UNREALIZED LOSS ON INVESTMENT	0.00	0.00	6,976.15	0.00	(6,976.15)
101-000-676.000	REIMBURSEMENTS	14,000.00	14,000.00	13,257.26	0.00	742.74
101-000-676.001	Reimbursed Treasurer Legal Fees	600.00	600.00	125.80	125.80	474.20
Total Dept 000		3,963,950.00	3,963,950.00	2,723,046.11	11,898.94	1,240,903.89
TOTAL REVENUES		3,963,950.00	3,963,950.00	2,723,046.11	11,898.94	1,240,903.89
Fund 101 - GENERAL OPERATING FUND:						
TOTAL REVENUES		3,963,950.00	3,963,950.00	2,723,046.11	11,898.94	1,240,903.89

GL NUMBER	DESCRIPTION	2020		YTD BALANCE 07/31/2020	ACTIVITY FOR MONTH 07/31/20	AVAILABLE BALANCE	% BDGT USED
		ORIGINAL BUDGET	AMENDED BUDGET				
<b>Fund 101 - GENERAL OPERATING FUND</b>							
<b>Expenditures</b>							
<b>Dept 101 - TOWNBOARD</b>							
101-101-701.100	WAGES - TRUSTEE	12,000.00	12,000.00	5,600.00	1,000.00	6,400.00	46.67
101-101-701.101	WAGES - FILE CLERK	36,197.99	36,197.99	22,272.00	4,505.62	13,925.99	61.53
101-101-701.102	WAGES - TRUSTEE	12,000.00	12,000.00	4,650.00	800.00	7,350.00	38.75
101-101-701.103	WAGES - TRUSTEE	12,000.00	12,000.00	4,450.00	800.00	7,550.00	37.08
101-101-701.104	WAGES - TRUSTEE	12,000.00	12,000.00	5,650.00	950.00	6,350.00	47.08
101-101-701.105	WAGES - OFFICE COORDINATOR	33,657.10	33,657.10	20,710.40	6,667.20	12,946.70	61.53
101-101-726.000	SUPPLIES	6,000.00	6,000.00	3,575.78	909.86	2,424.22	59.60
101-101-726.001	POSTAGE	8,000.00	8,000.00	7,042.78	2,424.41	957.22	88.03
101-101-726.002	SUPPLIES - COPIER MAINTENANCE	7,500.00	7,500.00	3,240.18	1,305.78	4,259.82	43.20
101-101-801.002	LEGAL SERVICES - TOWNBOARD	16,000.00	16,000.00	821.75	120.00	15,178.25	5.14
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	16,100.00	9,000.00	(16,100.00)	100.00
101-101-805.000	CONTRACTED AND OTHER SERVICES	7,500.00	7,500.00	2,845.54	155.00	4,654.46	37.94
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	1,849.09	567.00	1,150.91	61.64
101-101-901.000	ADVERTISING	7,500.00	7,500.00	1,459.70	684.00	6,040.30	19.46
101-101-960.000	EDUCATION & TRAINING	4,000.00	4,000.00	162.50	0.00	3,837.50	4.06
101-101-965.101	DUES & PUBLICATIONS -TOWNBOAR	2,500.00	2,500.00	468.49	288.49	2,031.51	18.74
101-101-965.102	DUES - MICHIGAN TOWNSHIP ASSO	6,500.00	6,500.00	6,170.02	0.00	329.98	94.92
<b>Total Dept 101 - TOWNBOARD</b>		<b>196,855.09</b>	<b>196,855.09</b>	<b>107,068.23</b>	<b>30,177.36</b>	<b>89,786.86</b>	<b>54.39</b>
<b>Dept 171 - TOWNSHIP SUPERVISOR</b>							
101-171-701.201	WAGES - SUPERVISOR	77,416.12	77,416.12	47,640.64	8,932.62	29,775.48	61.54
101-171-701.202	WAGES - APPRAISER II	45,228.51	45,228.51	26,892.38	5,130.64	18,336.13	59.46
101-171-701.203	WAGES - ASSESSMENT CLERK	0.00	0.00	86.96	86.96	(86.96)	100.00
101-171-701.204	WAGES - APPRAISER III	53,914.54	53,914.54	33,999.54	6,220.80	19,915.00	63.06
101-171-701.205	WAGES - ASSESSOR	95,584.61	95,584.61	58,821.28	11,028.99	36,763.33	61.54
101-171-726.000	SUPPLIES	2,000.00	2,000.00	597.85	53.13	1,402.15	29.89
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	254.87	18.00	6,745.13	3.64
101-171-960.200	EDUCATION - SUPERVISOR	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00
101-171-965.000	DUES & PUBLICATIONS	3,000.00	3,000.00	844.00	0.00	2,156.00	28.13
<b>Total Dept 171 - TOWNSHIP SUPERVISOR</b>		<b>324,553.78</b>	<b>324,553.78</b>	<b>177,618.64</b>	<b>31,471.14</b>	<b>146,935.14</b>	<b>54.73</b>
<b>Dept 191 - ELECTIONS</b>							
101-191-701.000	WAGES	78,000.00	78,000.00	19,755.13	2,016.08	58,244.87	25.33
101-191-726.000	SUPPLIES	24,000.00	24,000.00	7,689.62	2,299.83	16,310.38	32.04
101-191-726.001	POSTAGE	8,000.00	8,000.00	5,083.72	0.00	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
<b>Total Dept 191 - ELECTIONS</b>		<b>119,000.00</b>	<b>119,000.00</b>	<b>32,680.25</b>	<b>4,315.91</b>	<b>86,319.75</b>	<b>27.46</b>

GL NUMBER	DESCRIPTION	2020		YTD BALANCE 07/31/2020	ACTIVITY FOR MONTH 07/31/20	AVAILABLE BALANCE	% BDDT USED
		ORIGINAL BUDGET	AMENDED BUDGET				
<b>Fund 101 - GENERAL OPERATING FUND</b>							
<b>Expenditures</b>							
Dept 215 - TOWNSHIP CLERK							
101-215-701.300	WAGES - CLERK	77,416.12	77,416.12	47,640.64	8,932.62	29,775.48	61.54
101-215-701.302	WAGES - DEPUTY CLERK	50,000.00	50,000.00	30,769.28	5,769.24	19,230.72	61.54
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	709.21	307.88	790.79	47.28
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	450.00	330.00	250.00	64.29
<b>Total Dept 215 - TOWNSHIP CLERK</b>		<b>141,916.12</b>	<b>141,916.12</b>	<b>80,079.09</b>	<b>15,339.74</b>	<b>61,837.03</b>	<b>56.43</b>
<b>Dept 247 - BOARD OF REVIEW</b>							
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
<b>Total Dept 247 - BOARD OF REVIEW</b>		<b>6,200.00</b>	<b>6,200.00</b>	<b>1,900.00</b>	<b>0.00</b>	<b>4,300.00</b>	<b>30.65</b>
<b>Dept 253 - TOWNSHIP TREASURER</b>							
101-253-701.500	WAGES - TREASURER	77,416.12	77,416.12	47,640.64	8,932.62	29,775.48	61.54
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	30,769.28	5,769.24	19,230.72	61.54
101-253-726.000	SUPPLIES	2,500.00	2,500.00	1,482.80	885.55	1,017.20	59.31
101-253-726.001	POSTAGE	6,500.00	6,500.00	2,370.13	(17.53)	4,129.87	36.46
101-253-801.000	LEGAL SERVICES	3,000.00	3,000.00	473.40	285.90	2,526.60	15.78
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	207.83	162.98	492.17	29.69
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	760.26	760.26	1,239.74	38.01
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	1,372.29	299.00	3,127.71	30.50
101-253-965.000	DUES & PUBLICATIONS	500.00	500.00	0.00	0.00	500.00	0.00
<b>Total Dept 253 - TOWNSHIP TREASURER</b>		<b>153,016.12</b>	<b>153,016.12</b>	<b>85,294.79</b>	<b>17,078.02</b>	<b>67,721.33</b>	<b>55.74</b>
<b>Dept 258 - COMPUTER SUPPORT</b>							
101-258-726.000	SUPPLIES	3,000.00	3,000.00	0.00	0.00	3,000.00	0.00
101-258-935.015	COMPUTER SUPPORT SYSTEMS	30,000.00	30,000.00	17,974.09	2,850.00	12,025.91	59.91
101-258-935.016	COMPUTER NETWORK	2,000.00	2,000.00	1,340.69	830.75	659.31	67.03
<b>Total Dept 258 - COMPUTER SUPPORT</b>		<b>35,000.00</b>	<b>35,000.00</b>	<b>19,314.78</b>	<b>3,680.75</b>	<b>15,685.22</b>	<b>55.19</b>
<b>Dept 265 - TOWNSHIP HALL</b>							
101-265-701.011	Maintenance Wages	10,000.00	10,000.00	6,117.54	1,871.06	3,882.46	61.18
101-265-726.003	SUPPLIES-MAINTANCE	3,500.00	3,500.00	1,818.78	196.55	1,681.22	51.97
101-265-850.000	TELEPHONE	16,000.00	16,000.00	9,373.97	1,338.72	6,626.03	58.59
101-265-920.601	HEATING / GAS	14,000.00	14,000.00	5,430.30	315.51	8,569.70	38.79
101-265-920.602	WATER / SEWER	6,000.00	6,000.00	1,469.58	695.59	4,530.42	24.49

EXPENDITURE REPORT FOR GARFIELD TOWNSHIP  
 PERIOD ENDING 07/31/2020

GL NUMBER	DESCRIPTION	2020 BUDGET		YTD BALANCE 07/31/2020	ACTIVITY FOR MONTH 07/31/20	AVAILABLE BALANCE	% BDDT USED
		ORIGINAL BUDGET	AMENDED BUDGET				
<b>Fund 101 - GENERAL OPERATING FUND</b>							
<b>Expenditures</b>							
101-265-920.603	LIGHTS BUILDING	16,000.00	16,000.00	5,564.65	1,077.28	10,435.35	34.78
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	2,513.31	827.09	7,486.69	25.13
101-265-935.603	CLEANING SERVICE	15,000.00	15,000.00	6,790.00	1,300.00	8,210.00	45.27
101-265-935.604	RUBBISH REMOVAL	1,000.00	1,000.00	595.00	85.00	405.00	59.50
101-265-935.605	BUILDING REPAIR	50,000.00	50,000.00	0.00	0.00	50,000.00	0.00
101-265-935.606	ELECTRONIC PROTECTION SYSTEM	1,500.00	1,500.00	1,096.20	365.40	403.80	73.08
101-265-935.608	MAINTENANCE-OTHER	20,000.00	20,000.00	5,493.65	1,370.00	14,506.35	27.47
<b>Total Dept 265 - TOWNSHIP HALL</b>		<b>173,000.00</b>	<b>173,000.00</b>	<b>47,542.98</b>	<b>9,442.20</b>	<b>125,457.02</b>	<b>27.48</b>
<b>Dept 301 - POLICE SERVICES</b>							
101-301-830.000	POLICE CONTRACT	1,300,000.00	1,300,000.00	594,137.88	297,068.94	705,862.12	45.70
<b>Total Dept 301 - POLICE SERVICES</b>		<b>1,300,000.00</b>	<b>1,300,000.00</b>	<b>594,137.88</b>	<b>297,068.94</b>	<b>705,862.12</b>	<b>45.70</b>
<b>Dept 371 - TOWNSHIP BUILDING INSPECTOR</b>							
101-371-701.702	WAGES BUILDING ASSISTANT	17,246.97	17,246.97	9,963.54	622.74	7,283.43	57.77
101-371-701.703	WAGES - BUILDING	80,000.00	80,000.00	49,230.72	9,230.76	30,769.28	61.54
101-371-701.704	WAGES - BUILDING	25,000.00	25,000.00	10,742.90	2,393.72	14,257.10	42.97
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	368.00	368.00	632.00	36.80
101-371-965.000	DUES & PUBLICATIONS	1,500.00	1,500.00	280.00	0.00	1,220.00	18.67
<b>Total Dept 371 - TOWNSHIP BUILDING INSPECTOR</b>		<b>126,746.97</b>	<b>126,746.97</b>	<b>70,668.35</b>	<b>12,615.22</b>	<b>56,078.62</b>	<b>55.76</b>
<b>Dept 400 - PLANNING COMMISSION</b>							
101-400-701.800	WAGES - PLANNING	2,000.00	2,000.00	1,100.00	200.00	900.00	55.00
101-400-701.801	WAGES - PLANNING	2,000.00	2,000.00	1,100.00	200.00	900.00	55.00
101-400-701.802	WAGES - PLANNING	2,000.00	2,000.00	1,100.00	200.00	900.00	55.00
101-400-701.804	WAGES - PLANNING	2,000.00	2,000.00	1,100.00	200.00	900.00	55.00
101-400-701.805	WAGES - PLANNING	2,000.00	2,000.00	1,100.00	200.00	900.00	55.00
101-400-701.806	WAGES - PLANNING	2,000.00	2,000.00	1,000.00	200.00	1,000.00	50.00
101-400-701.808	WAGES - PLANNING	2,000.00	2,000.00	1,300.00	200.00	700.00	65.00
101-400-801.000	LEGAL SERVICES	25,000.00	25,000.00	6,936.50	0.00	18,063.50	27.75
101-400-805.000	CONTRACTED AND OTHER SERVICES	6,000.00	6,000.00	4,614.53	194.50	1,385.47	76.91
101-400-900.000	PRINTING & PUBLISHING	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00
101-400-901.000	ADVERTISING	2,000.00	2,000.00	1,147.95	0.00	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
<b>Total Dept 400 - PLANNING COMMISSION</b>		<b>51,000.00</b>	<b>51,000.00</b>	<b>20,498.98</b>	<b>1,594.50</b>	<b>30,501.02</b>	<b>40.19</b>
<b>Dept 401 - TOWNSHIP PLANNER</b>							
101-401-701.900	WAGES - PLANNER	75,678.00	75,678.00	46,571.04	8,732.07	29,106.96	61.54
101-401-701.901	WAGES - DEPUTY PLANNER	54,184.00	54,184.00	33,344.00	6,252.00	20,840.00	61.54
101-401-701.902	WAGES -PLANNER ASSISTANT	12,935.79	12,935.79	7,472.65	467.04	5,463.14	57.77
101-401-726.000	SUPPLIES	1,000.00	1,000.00	349.11	79.98	650.89	34.91
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	42.40	42.40	1,957.60	2.12

EXPENDITURE REPORT FOR GARFIELD TOWNSHIP

PERIOD ENDING 07/31/2020

GL NUMBER	DESCRIPTION	2020		YTD BALANCE 07/31/2020	ACTIVITY FOR MONTH 07/31/20	AVAILABLE BALANCE	% BDDT USED
		ORIGINAL BUDGET	AMENDED BUDGET				
<b>Fund 101 - GENERAL OPERATING FUND</b>							
<b>Expenditures</b>							
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
<b>Total Dept 401 - TOWNSHIP PLANNER</b>		<b>152,397.79</b>	<b>152,397.79</b>	<b>87,779.20</b>	<b>15,573.49</b>	<b>64,618.59</b>	<b>57.60</b>
<b>Dept 410 - ZONING BOARD OF APPEALS</b>							
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	0.00	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	0.00	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
<b>Total Dept 410 - ZONING BOARD OF APPEALS</b>		<b>20,000.00</b>	<b>20,000.00</b>	<b>4,915.90</b>	<b>0.00</b>	<b>15,084.10</b>	<b>24.58</b>
<b>Dept 412 - ZONING ADMINISTRATOR</b>							
101-412-701.601	WAGES	54,000.00	54,000.00	33,230.72	6,230.76	20,769.28	61.54
101-412-701.602	WAGES ZONING	19,999.20	19,999.20	12,143.75	2,307.60	7,855.45	60.72
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
<b>Total Dept 412 - ZONING ADMINISTRATOR</b>		<b>77,799.20</b>	<b>77,799.20</b>	<b>45,452.21</b>	<b>8,538.36</b>	<b>32,346.99</b>	<b>58.42</b>
<b>Dept 448 - STREET LIGHTS - TOWNSHIP</b>							
101-448-920.005	STREET LIGHTS TOWNSHIP	90,000.00	90,000.00	42,056.12	1,798.36	47,943.88	46.73
<b>Total Dept 448 - STREET LIGHTS - TOWNSHIP</b>		<b>90,000.00</b>	<b>90,000.00</b>	<b>42,056.12</b>	<b>1,798.36</b>	<b>47,943.88</b>	<b>46.73</b>
<b>Dept 747 - COMMUNITY PROMOTIONS</b>							
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	0.00	(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	68,163.32	22,301.45	31,836.68	68.16
101-747-880.018	COM. PROM. - MILFOIL	8,000.00	8,000.00	0.00	0.00	8,000.00	0.00
<b>Total Dept 747 - COMMUNITY PROMOTIONS</b>		<b>166,000.00</b>	<b>166,000.00</b>	<b>103,528.50</b>	<b>22,301.45</b>	<b>62,471.50</b>	<b>62.37</b>
<b>Dept 806 - TOWNSHIP VEHICLES</b>							
101-806-862.000	GAS & CAR WASHES	2,500.00	2,500.00	600.75	252.54	1,899.25	24.03
101-806-863.000	OIL CHANGES	500.00	500.00	39.09	39.09	460.91	7.82
101-806-864.000	MISCELLANEOUS	1,500.00	1,500.00	696.19	0.00	803.81	46.41
<b>Total Dept 806 - TOWNSHIP VEHICLES</b>		<b>4,500.00</b>	<b>4,500.00</b>	<b>1,336.03</b>	<b>291.63</b>	<b>3,163.97</b>	<b>29.69</b>


GL NUMBER	DESCRIPTION	2020		YTD BALANCE 07/31/2020	ACTIVITY FOR MONTH 07/31/20	AVAILABLE BALANCE	% BDDT USED
		ORIGINAL BUDGET	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	46,985.04	8,889.79	33,014.96	58.73
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	271,159.97	25,420.14	123,840.03	68.65
101-851-873.040	INSURANCE - EMPLOYEE LIFE	10,000.00	10,000.00	3,739.22	1,022.92	6,260.78	37.39
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	440,548.03	35,332.85	163,551.97	72.93
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	1,653.52	1,653.52	48,346.48	3.31
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	4,025.52	1,653.52	78,974.48	4.85
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	2,166,445.48	508,273.44	1,901,569.23	53.26
Fund 101 - GENERAL OPERATING FUND:							
TOTAL EXPENDITURES		4,068,014.71	4,068,014.71	2,166,445.48	508,273.44	1,901,569.23	53.26



User: Lanie  
DB: Garfield

PERIOD ENDING 07/31/2020

GL NUMBER	DESCRIPTION	2020		YTD BALANCE 07/31/2020	ACTIVITY FOR MONTH 07/31/20	AVAILABLE BALANCE	% BDTG USED
		ORIGINAL BUDGET	AMENDED BUDGET				
Fund 308 - PARK SYSTEM FUND							
Expenditures							
Dept 000							
308-000-701.308	WAGES - PARKS AND RECREATION	0.00	0.00	200.00	0.00	(200.00)	100.00
308-000-701.905	WAGES - REC BOARD	4,200.00	4,200.00	1,300.00	500.00	2,900.00	30.95
308-000-701.906	Parks Steward	25,000.00	25,000.00	14,339.86	2,884.80	10,660.14	57.36
308-000-801.000	LEGAL SERVICES	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00
308-000-864.000	MISCELLANEOUS	800.00	800.00	23.28	0.00	776.72	2.91
308-000-880.001	COM. PROM. - SILVER LAKE PARK	92,000.00	92,000.00	0.00	0.00	92,000.00	0.00
308-000-880.006	COM. PROM. - BVNP (YMCA)	23,000.00	23,000.00	0.00	0.00	23,000.00	0.00
308-000-880.008	COM. PROM. - Cont. Serv GTCD	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00
308-000-880.012	COM. PROM. - GT COMMONS	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00
308-000-880.013	COM. PROM. - BOARDMAN RIVER	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00
308-000-880.014	COM. PROM. - MILLER CREEK	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00
308-000-880.016	COM. PROM. - KIDS CREEK PARK	20,000.00	20,000.00	0.00	0.00	20,000.00	0.00
308-000-880.019	RIVER EAST RECREATION AREA	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00
308-000-935.000	MAINTENANCE - MISC, EQUIP	128,500.00	128,500.00	83,623.51	48,572.52	44,876.49	65.08
308-000-970.000	CAPITAL OUTLAY	0.00	0.00	84,418.62	82,388.62	(84,418.62)	100.00
Total Dept 000		300,500.00	300,500.00	183,905.27	134,345.94	116,594.73	61.20
Dept 851 - EMPLOYEE BENEFITS & INSURANCES							
308-851-873.010	SOCIAL SECURITY - EMPLOYER	2,000.00	2,000.00	1,211.79	258.94	788.21	60.59
Total Dept 851 - EMPLOYEE BENEFITS & INSURANCES		2,000.00	2,000.00	1,211.79	258.94	788.21	60.59
TOTAL EXPENDITURES							
Fund 308 - PARK SYSTEM FUND:		302,500.00	302,500.00	185,117.06	134,604.88	117,382.94	61.20
TOTAL EXPENDITURES		302,500.00	302,500.00	185,117.06	134,604.88	117,382.94	61.20

 <b>Charter Township of Garfield</b> <b>Planning Department Report No. 2020-124</b>		
Prepared:	August 18, 2020	Pages: 1
Meeting:	August 25, 2020 Township Board	Attachments: <input checked="" type="checkbox"/>
Subject:	Amendment to Existing Fee Schedule	

At its meeting on June 9, 2020, the Township Board approved a revised fee schedule with the following two exceptions:

- Zoning Board of Appeals (ZBA) Application Fees. At its June 23 meeting, the Board adjusted the ZBA variance fees to \$400 for a residential request and \$750 for a non-residential/commercial request.
- Silver Lake Recreation Area Field Reservation Fees. The Board referred the field reservation fees to the Parks and Recreation Commission for review. Additional maintenance is required to keep the grass and field maintained with heavier use. Increasing the cost to rent this area will help to offset the added watering & fertilization needed to keep the field in good quality. At its August 10 meeting, the Parks and Recreation Commission recommended that field reservation fees be adjusted as follows:

PARK FACILITY RESERVATIONS		
	Resident	Non-Resident
Playground Pavilion - 4-Hour	\$15	\$20
Playground Pavilion - All Day	\$25	\$35
Dog Park Pavilion - 4 Hour	\$20	\$35
Dog Park Pavilion - All Day	\$40	\$50
Main Pavilion - 4-Hour	\$25	\$40
Main Pavilion - All Day	\$45	\$60
Multi-Purpose Field - 4-Hour	<del>\$40</del> <b>\$50</b>	<del>\$60</del> <b>\$65</b>
Multi-Purpose Field - All Day	<del>\$65</del> <b>\$85</b>	<del>\$80</del> <b>\$100</b>

The attached Fee Schedule reflects all the approved and recommended changes.

**ACTION REQUESTED:**

Provided the Township Board is satisfied with the proposed revisions to the Fee Schedule, a resolution to adopt the revised Fee Schedule is requested. In this case, the following motion is suggested:

MOTION THAT Resolution 2020-17-T for amending the Charter Township of Garfield Fee Scheduled BE ADOPTED.

**Attachments:**

1. Resolution 2020-17-T
2. Proposed Fee Schedule

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

**RESOLUTION # 2020-17-T**

**RESOLUTION ADOPTING A REVISED FEE SCHEDULE COVERING VARIOUS PLANNING,  
ZONING, LAND USE, MAPPING AND LICENSE FEES**

**WHEREAS**, the Charter Township of Garfield has an adopted fee schedule; and

**WHEREAS**, the Charter Township of Garfield has reviewed the adopted Fee Schedule and has determined that a revised Fee Schedule is necessary and appropriate; and

**WHEREAS**, the Charter Township of Garfield has determined that it is in the best interests of the Township and its residents to adopt a revised Fee Schedule;

**NOW, THEREFORE, BE IT RESOLVED:**

1. **THAT** the revised Charter Township of Garfield Fee Schedule, attached hereto as Exhibit "A" and made a part of this resolution, is hereby adopted by the Charter Township of Garfield.
2. **THAT** the previous Charter Township of Garfield Fee Schedule, adopted by resolution 2020-11-T, is hereby repealed.
3. **THAT** this resolution and the Fee Schedule attached hereto shall be in full force and effect from and after its approval.

Moved:

Supported:

Ayes:

Nays:

Absent and Excused:

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 #2020-17-T which was adopted by the Township Board of the Charter Township of Garfield on the 25th day of August, 2020.

Dated: \_\_\_\_\_

\_\_\_\_\_  
Lanie McManus, Clerk  
Charter Township of Garfield

PLANNING COMMISSION/DEPARTMENT APPLICATION FEES	
Special Use Permit/PUD	\$1,000
Completeness Review (after the first 2)	\$150
Administrative Amendment to a SUP/PUD	\$400
Minor Amendment to a SUP/ PUD	\$400
Major Amendment to a SUP/PUD	\$800
Extension of SUP/PUD approval	\$100
Site Plan - Site Diagram	\$50*
Site Plan - Administrative Site Plan	\$400
Site Plan - Site Development Plan	\$400
Condominium Development / Platted Subdivisions	\$1,000
plus per lot/unit	\$30
Subdivision or Condominium Amendment	\$1,000
plus per lot/unit	\$30
Conceptual Review with no notice	\$100
Petition for Master Plan Amendment	\$1,200
Petition for Zoning Text Amendment	\$1,200
Petition for Zoning Map Amendment	\$800
Petition for Conditional Rezoning	\$1,200
Medical Marihuana Cultivation	\$250
Day Care Small Group Home Review	\$200

RESIDENTIAL LAND USE PERMITS	
Single Family Dwelling	\$50
Residential Additions	\$50
Residential Garages	\$50
Assessory Uses	\$50
Two Family (Duplex) Dwelling	\$50 per unit
Multi-Family Dwelling	\$50 + 20 per unit / per structure
Manufactured Home Park	\$50.00 + 20.00 per site

OTHER LAND USE PERMITS	
Agricultural Buildings	\$50
Structures up to 1,000 sf	\$50
1,001 to 5,000 sf	\$100
5,001 to 7,500 sf	\$150
7,501 to 10,000 sf	\$200
10,001 sf +	\$250
No structure yet uses that require a permit	\$50

PARK FACILITY RESERVATIONS		
	Resident	Non-Resident
Playground Pavilion - 4-Hour	\$15	\$20
Playground Pavilion - All Day	\$25	\$35
Dog Park Pavilion - 4 Hour	\$20	\$35
Dog Park Pavilion - All Day	\$40	\$50
Main Pavilion - 4-Hour	\$25	\$40
Main Pavilion - All Day	\$45	\$60
Multi-Purpose Fields - 4-Hour	\$50	\$65
Multi-Purpose Fields - All Day	\$85	\$100
Recurring Reservation	Board Approval	

DOCUMENT FEES	
Zoning Ordinance	\$80
Master Plan or Recreation Plan	\$40
Grand Traverse Commons Master Plan	\$40
Zoning Compliance Letter	\$50

\*waived when submitted with a LUP application

\*\*waived when submitted with a SUP application

ZONING BOARD OF APPEALS	
Variance / appeal / interpretation requests	
Single-family residence & Accessory uses	\$400
Two-family residence & Accessory uses	\$400
Variance / appeal / interpretation requests	
Residential Developments	\$750
Non-residential	\$750

LAND DIVISION	
1 division (2 pcls created)	\$150
2 - 4 (3) divisions (3 - 4 pcls created)	\$50/pcl
5 (4) - 10 (9) divisions (5 - 10 pcls created)	\$40/pcl
11 (10) divisions or more (11 or more pcls created)	\$30/pcl
Boundary adjustment/property transfer	\$50
Conceptual land division review/parcel	\$35

PAYMENT IN LIEU OF TAXES	
Application Fee (non-refundable)	\$1,500

OUTDOOR SALES / EVENTS / SIGNS / GATHERING	
Temporary Outdoor Sales (per ord. regs)	\$40
Non-Profit Temporary Outdoor Event (1)	\$10
Sign Permit - Wall Sign (per sign)	\$50
Sign Permit - Free-Standing Sign (per sign)	\$50
Planning Commission Sign Request	\$400
Sign Comprehensive Plan Review	\$400
Outdoor Gathering License	\$50
(1) Events include food drives, clothes drives and similar uses	

SPECIAL MEETINGS	
Planning Commission	\$1,500
Zoning Board of Appeals	\$1,200
Township Board	\$1,500
All special meeting fees are in addition to application fees.	

PRINT MAPS	
8.5x11"	\$2
11x17"	\$4
18x24"	\$10
24x36"	\$20
36x48"	\$35
Specialty Maps (in addition to print costs)	\$30.00/hr
Including aerial photography, parcel lines, parcel dimensions, zoning districts, utilities, FLU plan, etc.	

DIGITAL GIS PRODUCTS	
Parcel Mapping	
Minimum Fee:	\$35
Maximum Fee:	\$30.00/hr
Per Parcel Fee:	\$0.50

INDUSTRIAL FACILITY TAX ABATEMENTS	
New Facility & Speculative	\$750
Rehabilitation Facility	\$1,000

LATE FEES	
100% of application fee, or \$500.00, whichever is less	
Fees may be waived in whole or part by the Township Board	

**MEETING OF THE BOARD OF TRUSTEES OF**

**CHARTER TOWNSHIP OF GARFIELD  
GROUP PENSION PLAN**

**RESOLUTION #2020-18-T**

A meeting of the Board of Trustees of CHARTER TOWNSHIP OF GARFIELD, organized and existing under and by virtue of the laws of the State of MICHIGAN was held on the 25<sup>th</sup> day of August, 2020.

Those present at the meeting were the following Board members of the Organization:

---

The Chair announced that the first order of new business was the consideration by the Board of an amendment to the organization's existing 401 (a) Plan. After an explanation of the terms of the proposed change, a motion was made, seconded and it was:

**RESOLVED**, the organization amend the 401 (a) Plan, as follows:

Add in-service withdrawals (one per plan year) at Normal Retirement Age.

Change the Normal Retirement Age to age 60.

**FURTHER RESOLVED**, that the amendment above be effective \_\_\_\_\_.

A motion was duly made, seconded and 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 #2020-18-T which was adopted by the Township Board of the Charter Township of Garfield on the 25th day of August, 2020.

Dated: \_\_\_\_\_

\_\_\_\_\_  
Lanie McManus, Clerk  
Charter Township of Garfield