

**CHARTER TOWNSHIP OF GARFIELD  
TOWN BOARD MEETING**

Tuesday, September 12, 2017, 6:00 pm  
Garfield Township Hall  
3848 Veterans Drive  
Traverse City, MI 49684  
Ph: (231) 941-1620

A G E N D A

**ORDER OF BUSINESS**

**Call meeting to order**

**Pledge of Allegiance**

**Roll call of Board Members**

**1. Public Comment**

**Public Comment Guidelines:**

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

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

**3. Consent Calendar**

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

a. Minutes – August 22, 2017 (Recommend Approval)

b. Bills -

General Fund

\$ 252,317.55

(Recommend Approval)

- c. MTT Update (Receive and File)
- d. Consideration of Resolution No. 2017-23-T, a resolution adopting the 2017 Standard Technical Specifications and Construction Details for the Design and Construction of Water and Sewer Lines for the Charter Township of Garfield (Recommend Approval)
- e. 2017 Tax Rate Request – Introduce and schedule for public hearing on Sept. 26, 2017 (Recommend Approval)
- f. Acceptance of North Bay Produce Close-out Documents (Recommend Approval)

#### **4. Items Removed from the Consent Agenda**

#### **5. Correspondence**

- a. Grand Traverse Conservation District report for August
- b. Letter from Fred Curow regarding Heritage Way entry road rebuild
- c. MTA's Medical Marihuana Facilities Licensing Resources

#### **6. Reports**

- a. Construction Report (Gourdie-Fraser)
- b. Sheriff's Report
- c. County Commissioner's Report
- d. Personnel Committee Report
- e. Treasurer's Report
- f. Clerk's Report
- g. Supervisor's Report

#### **7. Unfinished Business**

- a. Public Hearing – 2018 Grand Traverse Metro Fire Department Budget – The property tax millage rate proposed to be levied to support the proposed budget will be the subject of this hearing
- b. Consideration of Resolution 2017-21-T, the 2018 Budget Resolution for Grand Traverse Metro Emergency Services Authority Charter Township of Garfield, County of Grand Traverse, Michigan
- c. Public Hearing – Consideration of Resolution 2017-19 -T(b), a resolution regarding the Special Assessment District for Reconstruction of Heritage Way Entry Road
- d. PD 2017-90 - Consideration of Resolution 2017-20-T, a resolution adopting Amendment No. 8 to Ordinance No. 68 rezoning properties at the intersection of LaFranier Road and Hammond Road from A-Agricultural to R-3 Multiple-Family Residential

**8. New Business**

- a. Consideration of Resolution 2017-22-T, a budget amendment to the Garfield Township 2017 Maintenance & Operations budget for the current year
- b. Consideration of a request to add delinquent Special Assessments to the Winter Tax Roll
- c. Board Appointment Policy

**9. Public Comment**

**10. Other Business**

**11. Adjournment**

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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, Phone: (231) 941-1620, or TDD #922-4412.

**CHARTER TOWNSHIP OF GARFIELD  
TOWN BOARD MEETING  
August 22, 2017**

Supervisor Chuck Korn called the Town Board Meeting to order on August 22, 2017 at 6:05 p.m. at the Garfield Township Hall, 3848 Veterans Drive, Traverse City, Michigan.

**Pledge of Allegiance**

**Roll Call of Board Members**

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

Also Present: Planner Rob Larrea

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

None

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

Schmuckal added item 6.f. - Personnel Committee Report. Korn declared a conflict of interest with item 8.b. and asked for the board to excuse him.

*Blood Law moved to allow him not to vote or discuss item 8.b.. Schmuckal seconded.*

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

*Nays: None*

*Korn did not vote.*

McManus said that the Resolution regarding Item 7.b. has been replaced and the new resolution is on board members' desks.

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

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

*Nays: None*

**3. Consent Calendar (6:09)**

**a. Minutes**

August 8, 2017 Regular Meeting Minutes (Recommend Approval)

**b. Bills**

General Fund	\$ 65,511.20
(Recommend Approval)	

Gourdie-Fraser

Developer's Escrow Fund	\$ 4,699.30
Utility Receiving Fund	<u>16,867.50</u>
Total	\$ 21,566.80

**c. MTT Update (Receive and File)**

Blood Law asked to remove Consent Calendar item c. to Item 4.a.

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

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

*Nays: None*

**4. Items Removed from the Consent Calendar (6:11)**

**a. MTT Update**

Assessor Amy DeHaan gave an update on several new items which appear on the MTT Update. She indicated that the Grand Traverse Mall case will go to trial in December and the county and school district will help with costs associated with the tax trial. The township will also have the support of the state Attorney General's office.

*Schmuckal moved and Duell seconded to receive and file the MTT Update.*

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

*Nays: None*

**5. Correspondence (6:19)**

None

**6. Reports**

**a. Construction Report (6:19)**

Engineer Jennifer Hodges said she submitted her report in writing. She has been busy with many stormwater reviews and the township has received approval from the city for the new water tower. Gourdie-Fraser will have a drone video as the new water tower is built. The Oak Terrace project is nearly complete and will go through the close out process soon.

**b. GT Metro Fire Report (6:26)**

Metro Chief Pat Parker gave board members a synopsis of events which transpired in August. Through July 2017, there have been 301 lift assists of which 8% were transported by ambulance. He also reviewed crash data through August 6<sup>th</sup>.

**c. County Commissioner's Report (6:30)**

County Commissioner Tom Mair reported that the EDC may move from the county to the city and Garfield Township currently has no representation on the committee. He attended the Boardman River dams implementation meeting and invites everyone to come and meet the new County Administrator at a meet and greet to be held at 4pm on Wednesday September 6<sup>th</sup>.

**d. Clerk's Report (6:42)**

McManus said that new voting equipment will arrive next month and the machines will be tested before she accepts them.

**e. Supervisor’s Report (6:43)**

Korn reported that they have been working with other municipal entities to negotiate a refranchise agreement with Charter.

**f. Personnel Committee Report (6:49)**

Schmuckal reported that an offer for the vacant assessor position was turned down, but Hilary Alpers has accepted the position and will move into the assessing department from the receptionist position. An advertisement needs to be placed for the receptionist position.

*Schmuckal moved and Duell seconded to advertise the vacant receptionist position.*

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

*Schmuckal moved and Duell seconded to appoint Hilary Alpers to the vacant Assessor position.*

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

**7. Unfinished Business**

**a. Public Hearing – Rezone – Midwest MFD, LLC rezoning of 30 acres of land at the northwest corner of Hammond Road from A Agricultural district to R-3 Multi-Family Residential district, without restriction (6:53)**

Larea said that this rezoning request involves three properties and the rezoning to the west has already been approved. He added that this request complies with the Master Plan. Applicant Mark Oppenhuizen, representing the owner, addressed the board regarding the rezoning request and said that the proposed apartment complex will be accessed from Lloyd Lane. Korn opened the Public Hearing at 6:57pm and seeing no one wishing to comment, closed the Public Hearing.

*Schmuckal moved and Agostinelli seconded THAT the Planning Commission’s adopted Findings of Fact for Application Z-2017-02, attached to PD report 2017-77 and forming part of this motion, BE APPROVED.*

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

*Schmuckal moved and Walters seconded THAT application Z-2017-02, submitted by Midwest MFD, LLC rezone lands along LaFranier Road to Multi-Family Zoning District, and constituting amendment No. 8 to the Garfield Township Zoning Ordinance, BE APPROVED and direct staff to prepare a Resolution for adoption.*

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

- b. Consideration of Resolution 2017-18-T, a resolution requesting that the Department of Natural Resource conduct a public hearing to inquire into the need for special watercraft controls on Silver Lake (7:06)**

*Schmuckal moved and Blood Law seconded to approve Resolution 2017-18-T, a resolution requesting that the Department of Natural Resource conduct a public hearing to inquire into the need for special watercraft controls on Silver Lake.*

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

- c. PD Report No. 2017-79 – CJLP Invoice (7:07)**

The Parks Commission formed a committee to review the CJLP invoice and reached the conclusion that the invoice should not be paid.

*Agostinelli moved and Walters seconded to follow the direction of the Parks Commission subcommittee and approve the recommendation of non-payment of an invoice submitted by CJLP.*

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

## **8. New Business**

- a. Pat Parker – Grand Traverse Metro Fire Department Budget Assumptions/Issues Introduction and schedule for public hearing on September 12, 2017 (7:10)**

Metro Chief Pat Parker presented the proposed 2018 Grand Traverse Metro Fire budget. He reviewed all assumptions and said it was an inflationary budget with increases in wages and benefits for employees. Real property values increased which brought in more revenue. A 2% wage increase is included in the budget and a 10% increase for health care was also budgeted. Parker reviewed the capital outlay projects for the future and said that a bond may need to be considered at some point in the future. He proposes to keep the 2018 budget at 2.35 mills. Board members asked questions and discussed the proposed budget.

*Schmuckal moved and Walters seconded to schedule a Public Hearing on September 12, 2017 for the purpose of taking comments on the proposed Grand Traverse Metro Fire Department 2018 budget.*

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

- b. Consideration of Resolution 2017-19-T(a), a resolution of Intent to Create a Special Assessment District for the Reconstruction of Heritage Way Entry Road (7:20)**

Korn removed himself from the discussion because of a conflict of interest. Amy DeHaan explained the Special Assessment process and said that the petition was signed by 68% of the people living on the road. The petition has been verified by DeHaan. A Public Hearing can be held on September 12<sup>th</sup> to establish the Special Assessment District.

*Bob Griffin spoke and said that he received an estimate of \$40,000 to fix the 475 feet of entryway into the subdivision.*

*Jennifer Hodges* said that she had some cost estimates but they may be related to the water main work.

*Fred Curow* said he talked to the county road commission and estimates that it may be only \$200 per parcel to fix the area.

Board members discussed having estimates before a petition goes out.

*Walters moved and Duell seconded to hold a public hearing on September 12<sup>th</sup> in the matter of the Heritage Way Entry Road and to approve Resolution 2017-19-T(a), a resolution of Intent to Create a Special Assessment District for the Reconstruction of Heritage Way Entry Road.*

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

*Nays: None*

**c. PD Report No. 2017-80 – Buffalo Ridge Connector Bid (7:41)**

Larrea said that the Parks and Recreation Commission received three bids for the Buffalo Ridge Trail Connector. Tom Vitale, of the Conservation District informed the commission that the TC Track Club has awarded a \$5000 grant towards the project. The Parks and Recreation Commission recommended that the bid submitted by RW Popp Excavating be accepted to construct the connector trail at a cost of \$13,698.00.

*Schmuckal moved to award a bid to RW Popp Excavating, Inc in the amount of \$13,698.00 with \$5,000 to be paid from the TC Track Club towards the proposed Buffalo Ridge Trail Connector. Blood Law seconded the motion.*

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

*Nays: None*

**d. PD Report No. 2017-81 – Kids Creek – Demo and Removal of Mill Structure – Bid (7:48)**

Larrea indicated that the historic grist mill located in Kids Creek Park is beyond repair. The interior and some working parts will be stored for future use and reconstruction. Three bids for demolition of the structure were received and the Parks and Recreation Commission voted to award the demolition contract to Alpers Excavating for \$9,350.00.

*Walters moved and Schmuckal supported to accept the recommendation of the Parks Commission to accept the demolition bid in the amount \$9,350 and the approval of permits in the amount of up to \$400 to demolish the Old Grist Mill at Kids Creek Park.*

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

*Nays: None*



**e. Consideration of a Sewer and Water Benefits Deferral Agreement with Farm Lane Properties, LLC (7:55)**

*Agostinelli moved and Blood Law seconded to approve a Sewer and Water Benefits Deferral Agreement with Farm Lane Properties LLC for a period of five years.*

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

*Nays: None*

**9. Public Comment: (7:58)**

None

**10. Other Business (7:58)**

Duell asked about a clean up of Silver Lake Park. There are brush piles that could be chipped and laid on the trails. Blood Law suggested that maybe Tom Vitale could help with the project. The possible clean up will be on the agenda at the next Parks and Recreation Commission meeting.

**11. Adjournment**

*Korn adjourned the meeting at 8:02pm.*

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

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Lanie McManus, Clerk  
Charter Township of Garfield  
3848 Veterans Drive  
Traverse City, MI 49684

Check Date	Bank	Check #	Payee	Description	GL #	Amount
08/22/2017	GEN	36253	AMY DEHAAN	MILEAGE - ASSESSOR	101-171-860.201	224.27
		36253		EDUCATION & TRAINING	101-171-960.000	79.93
						<u>304.20</u>
08/22/2017	GEN	36254	CONSUMERS ENERGY		101-448-920.005	100.00
08/22/2017	GEN	36255	EXCEL OFFICE INTERIORS	SUPPLIES	101-215-726.000	38.24
08/22/2017	GEN	36256	FIFTH THIRD BANK	EDUCATION & TRAINING	101-171-960.000	722.40
		36256		EDUCATION & TRAINING	101-215-960.000	217.42
		36256		EDUCATION & TRAINING	101-401-960.000	858.40
		36256		DUES & PUBLICATIONS	101-401-965.000	95.00
						<u>1,893.22</u>
08/22/2017	GEN	36257	FIFTH THIRD BANK	MAINTENANCE - MISC, EQUIP	308-000-935.000	64.24
08/22/2017	GEN	36258	FIFTH THIRD BANK	SUPPLIES	101-101-726.000	36.77
		36258		EDUCATION & TRAINING	101-253-960.000	396.00
		36258		DUES & PUBLICATIONS	101-253-965.000	77.00
						<u>509.77</u>
08/22/2017	GEN	36259	TEAMSTERS LOCAL 214	UNION DUES	101-000-239.000	41.00
08/28/2017	GEN	36260	ANNE WENDLING	CONTRACTED AND OTHER SERVICES	101-101-805.000	199.50
		36260		CONTRACTED AND OTHER SERVICES	101-400-805.000	109.50
						<u>309.00</u>
08/28/2017	GEN	36261	ANNE WENDLING	MISCELLANEOUS	308-000-864.000	109.50
08/28/2017	GEN	36262	BRENDA BURROWS	CONTRACTED AND OTHER SERVICES	101-101-805.000	326.25
08/28/2017	GEN	36263	CHERRYLAND ELECTRIC COOP.		101-000-084.861	303.64
		36263			101-265-920.603	1,550.68
		36263			101-448-920.005	863.88
						<u>2,718.20</u>
08/28/2017	GEN	36264	CHERRYLAND ELECTRIC COOP.	COM. PROM. - SILVER LAKE PARK	308-000-880.001	423.04
08/28/2017	GEN	36265	CITY OF TRAVERSE CITY		101-448-920.005	36.00
08/28/2017	GEN	36266	GARFIELD CHARTER TOWNSHIP	HSA (FORMERLY FLEX)	101-000-237.000	155.00
08/28/2017	GEN	36267	GRAND TRAVERSE COUNTY	POLICE CONTRACT	101-301-830.000	240,208.00
08/28/2017	GEN	36268	GRAND TRAVERSE COUNTY ROAD	COM. PROM. - COMMUNITY AWAREN	101-747-880.007	323.81
08/28/2017	GEN	36269	HOME DEPOT CREDIT SERVICES	MAINTENANCE - MISC, EQUIP	308-000-935.000	56.64
08/28/2017	GEN	36270	HOME DEPOT CREDIT SERVICES	SUPPLIES-MAINTANCE	101-265-726.003	97.24

**3. b.**

Check Date	Bank	Check #	Payee	Description	GL #	Amount
08/28/2017	GEN	36271	NORTHERN MI JANITORIAL SUP	SUPPLIES-MAINTNANCE	101-265-726.003	235.90
08/28/2017	GEN	36272	SUPERFLEET	GAS & CAR WASHES	101-806-862.000	261.76
08/28/2017	GEN	36273	UNITED WAY	UNITED WAY	101-000-238.000	90.00
08/28/2017	GEN	36274	VOYA INSTITUTIONAL TRUST COMPANY	DEFERRED COMP	101-000-227.000	2,150.00
08/29/2017	GEN	36275	ROB LARREA	WAGES	101-851-701.000	33.00
08/29/2017	GEN	36276	THE GUARDIAN	INSURANCE - EMPLOYEE HEALTH	101-851-873.030	983.33
		36276		INSURANCE - EMPLOYEE LIFE	101-851-873.040	850.21
						1,833.54

TOTAL - ALL FUNDS TOTAL OF 24 CHECKS 252,317.55

--- GL TOTALS ---

101-000-084.861	DUE FROM #861 STREET LIGHTS	303.64
101-000-227.000	DEFERRED COMP	2,150.00
101-000-237.000	HSA (FORMERLY FLEX)	155.00
101-000-238.000	UNITED WAY	90.00
101-000-239.000	UNION DUES	41.00
101-101-726.000	SUPPLIES	36.77
101-101-805.000	CONTRACTED AND OTHER SERVICES	525.75
101-171-860.201	MILEAGE - ASSESSOR	224.27
101-171-960.000	EDUCATION & TRAINING	802.33
101-215-726.000	SUPPLIES	38.24
101-215-960.000	EDUCATION & TRAINING	217.42
101-253-960.000	EDUCATION & TRAINING	396.00
101-253-965.000	DUES & PUBLICATIONS	77.00
101-265-726.003	SUPPLIES-MAINTNANCE	333.14
101-265-920.603	LIGHTS BUILDING	1,550.68
101-301-830.000	POLICE CONTRACT	240,208.00
101-400-805.000	CONTRACTED AND OTHER SERVICES	109.50
101-401-960.000	EDUCATION & TRAINING	858.40
101-401-965.000	DUES & PUBLICATIONS	95.00
101-448-920.005	STREET LIGHTS TOWNSHIP	999.88
101-747-880.007	COM. PROM. - COMMUNITY AWAREN	323.81
101-806-862.000	GAS & CAR WASHES	261.76
101-851-701.000	WAGES	33.00
101-851-873.030	INSURANCE - EMPLOYEE HEALTH	983.33
101-851-873.040	INSURANCE - EMPLOYEE LIFE	850.21
308-000-864.000	MISCELLANEOUS	109.50
308-000-880.001	COM. PROM. - SILVER LAKE PARK	423.04
308-000-935.000	MAINTENANCE - MISC, EQUIP	120.88
	TOTAL	252,317.55

Prepared for Gar. wp board

MTT

Docket #	Parcel Not(s)	Owner	Property Address	Year(s) in Contention	Assessor's Values		Petitioner's Values		Value Differences		Status Notes
					Assessed	Taxable	Assessed	Taxable	Assessed	Taxable	
1 15-001617	008-027-00 008-027-10 008-028-00 900-363-98	Baruch SLS Inc Baruch SLS Inc Baruch SLS Inc Cherry Hill Haven	4841 N Long Lake Rd. 4825 N Long Lake Rd 4885 N Long Lake Rd 4885 N Long Lake Rd	2015 2015 2015 2015	\$ 359,400 \$ 141,900 \$ 419,400 \$ 5,500	\$ 359,400 \$ 141,900 \$ 419,400 \$ 5,500	\$ - \$ - \$ - \$ -	\$ - \$ - \$ - \$ -	\$ (359,400) \$ (141,900) \$ (419,400) \$ (5,500)	\$ (359,400) \$ (141,900) \$ (419,400) \$ (5,500)	12/9/15 Rec'd order to place case in abeyance until Supreme Court decides on the Saginaw Co case. 7/10/17 Supreme Court remanded case back to MTT with order to follow 3rd factor in the Wexford test. Based on that, I believe this will be EXEMPTED by the SC. 9/5/17 Found Saginaw Case settled-exemption granted, will need to file a stipulation for exemption 9/26/16 Added 2016
2 17-002491	013-005-20	Serra Works of Traverse City LLC	1747 S Garfield Ave	2017	\$ 2,529,600 AGREED:	\$ 2,314,458 AGREED:	\$ 1,900,000 \$ 2,000,000	\$ 1,900,000 \$ 2,000,000	\$ (629,600) \$ (529,600)	\$ (414,458) \$ (314,458)	8/24/17 Agreed to settle @ \$2,000,000 2015 purchase - \$3,373,222 + \$503,159 (allocated) 5/2/17 Rec'd Order of Dismissal.
3 16-003616	015-025-22 015-025-30	WODA Boardman Lake Ltd Div	2960 Feiger Ln Boardman Lake Dr	2016	\$ 708,300 \$ 1,739,700 \$ 2,448,000 DISMISSED:	\$ 666,499 \$ 1,719,441 \$ 2,385,940	\$ 435,000 \$ 1,065,000 \$ 1,500,000	\$ 435,000 \$ 1,065,000 \$ 1,500,000	\$ (273,300) \$ (1,065,000) \$ (948,000)	\$ (231,499) \$ (654,441) \$ (885,940)	6/12/17 Found appeal on-line & answered. NOTE: Valuation went down for 2017 by \$64,400
4 17-001664	016-016-40	True North Company Inc McDonald's	3606 N US 31 South Judge: David B Marmon	2017	\$ 698,100 Pre-hearing General Call Apr 16-30, 2018	\$ 554,358	\$ 415,000	\$ 415,000	\$ (283,100)	\$ (139,358)	4/14/17 Rec'd judgment. 4/18/17 Rec'd judgment.
5 15-003858	021-009-00	Wellington Real Estate, Inc Olive Garden	2800 N US 31 South	2015	\$ 903,500 SETTLED:	\$ 775,533	\$ 450,000 \$ 732,000	\$ 450,000 \$ 732,000	\$ (453,500) \$ (171,500)	\$ (325,533) \$ (43,533)	6/29/17 Participated in conference call w/AG & Mall Attorney for settlement discussions. Gibbs offered to settle at \$25m - AG will not accept. Appraiser: Mike Ellis cost \$27,500 (Garf/GT Co-\$6,875) See 6/23/17 Rec'd Order adding 2017 tax yr to appeal 8/21/17 AG rejected Mall Attorney's settlement offer.
6 16-003585	021-009-00	Darden #0021670 Olive Garden	2800 N US 31 South	2016	\$ 762,400 SETTLED:	\$ 762,400	\$ 450,000 \$ 734,196	\$ 450,000 \$ 734,196	\$ (312,400) \$ (9,000)	\$ (312,400) \$ (28,204)	6/26/17 Found appeal on-line and answered. 6/5/17 Found appeal on-line. 6/6/17 answered.
7 016-002436	021-015-00 & Grand Traverse Mall LLC 021-015-70	Grand Traverse Mall LLC	3200 W South Airport Rd	2016	\$ 21,593,800 \$ 89,500 \$ 21,683,300 Pre-hearing General Call Dec 1-15, 2017	\$ 21,483,557 \$ 64,709 \$ 21,548,266	\$ 12,462,460 \$ 37,540 \$ 12,500,000	\$ 12,462,460 \$ 37,540 \$ 12,500,000	\$ (9,131,340) \$ (51,960) \$ (9,183,300)	\$ (9,021,097) \$ (27,169) \$ (9,048,266)	6/23/17 Rec'd Order adding 2017 tax yr to appeal 8/21/17 AG rejected Mall Attorney's settlement offer.
NEW	021-015-00 & Grand Traverse Mall LLC 021-015-70	Grand Traverse Mall LLC	3200 W South Airport Rd	2017	\$ 21,593,800 \$ 89,400 \$ 21,683,200	\$ 21,593,800 \$ 65,291 \$ 21,659,091	\$ 12,462,460 \$ 37,540 \$ 12,500,000	\$ 12,462,460 \$ 37,540 \$ 12,500,000	\$ (9,131,340) \$ (51,860) \$ (9,183,200)	\$ (9,131,340) \$ (27,751) \$ (9,159,091)	6/29/17 Participated in conference call w/AG & Mall Attorney for settlement discussions. Gibbs offered to settle at \$25m - AG will not accept. Appraiser: Mike Ellis cost \$27,500 (Garf/GT Co-\$6,875) See 6/23/17 Rec'd Order adding 2017 tax yr to appeal 8/21/17 AG rejected Mall Attorney's settlement offer.
8 17-002286	021-015-10	Airport 31, LLC MC Sports, et al	3450 W South Airport Rd	2017	\$ 2,049,700 \$ 2,005,200	\$ 1,828,226 \$ 2,005,200	\$ 1,000,000 \$ 1,523,685	\$ 1,000,000 \$ 1,523,685	\$ (1,049,700) \$ (481,515)	\$ (828,226) \$ (481,515)	6/26/17 Found appeal on-line and answered. 6/5/17 Found appeal on-line. 6/6/17 answered.
9 17-002044	021-015-20	Macy's	3160 W South Airport Rd	2017	\$ 330,500 Pre-hearing General Call May 1-15, 2018	\$ 330,500	\$ 235,000	\$ 235,000	\$ (95,500)	\$ (95,500)	5/23/17 Found appeal on-line and answered. NOTE: Value has not changed since 2014.
10 17-000916	021-015-60	GT Mall/Brookfield Huntington National Bank	3160 W South Airport Rd	2017	\$ 583,800 WITHDRAWN	\$ 569,403	\$ 350,000	\$ 350,000	\$ (233,800)	\$ (219,403)	3/10/17 Rec'd order of dismissal.
11 16-003409	021-028-00	ARCP RL Portfolio V LLC Red Lobster	2691 N US 31 South	2016	\$ 1,320,000 SETTLED:	\$ 661,653	\$ 300,000	\$ 300,000	\$ (1,020,600)	\$ (661,653)	8/15/17 Judgment Rec'd - NO reduction in TV
12 16-003352	021-043-00 021-043-00	Fifth Third Bank Fifth Third Bank	3535 W South Airport Rd Judge: Marcus Abood 3535 W South Airport Rd	2016 2017	\$ 1,319,600 SETTLED:	\$ 667,607	\$ 300,000 \$ 667,607	\$ 300,000 \$ 667,607	\$ (1,019,600) \$ (222,836)	\$ (367,607) \$ -	8/30/17 Rec'd confirmation from atty on issue for case, will begin working toward settlement. 8/24/17 Agreed to withdraw this case. 2015 purchase - \$654,620 (allocated)
13 17-002920	022-034-00	Broad George E	2180 Cass Rd	2017	\$ 278,900 AGREED TO WITHDRAW	\$ 157,258	\$ 147,035	\$ 147,035	\$ (14,500)	\$ (10,223)	8/30/17 Rec'd confirmation from atty on issue for case, will begin working toward settlement. 8/24/17 Agreed to withdraw this case. 2015 purchase - \$654,620 (allocated)
14 17-002493	350-008-00	Serra Works of Traverse City LLC	1302 S Garfield Ave	2017	\$ 358,400 AGREED TO WITHDRAW	\$ 358,400	\$ 300,000	\$ 300,000	\$ (58,400)	\$ (58,400)	2015 purchase - \$654,620 (allocated)
				2015 2016 2017	\$ 1,829,700 \$ 27,689,000 \$ 27,198,300	\$ 1,701,733 \$ 26,818,562 \$ 26,041,672	\$ 450,000 \$ 15,100,000 \$ 15,914,400	\$ 450,000 \$ 15,100,000 \$ 15,914,400	\$ (1,379,700) \$ (12,589,000) \$ (11,283,900)	\$ (1,251,733) \$ (11,718,562) \$ (10,244,637)	
				2015 2016 2017	\$ 1,829,700 \$ 27,689,000 \$ 27,198,300	\$ 1,701,733 \$ 26,818,562 \$ 26,041,672	\$ 450,000 \$ 15,100,000 \$ 15,914,400	\$ 450,000 \$ 15,100,000 \$ 15,914,400	\$ (1,379,700) \$ (12,589,000) \$ (11,283,900)	\$ (1,251,733) \$ (11,718,562) \$ (10,244,637)	
				2015 2016 2017	\$ 1,829,700 \$ 27,689,000 \$ 27,198,300	\$ 1,701,733 \$ 26,818,562 \$ 26,041,672	\$ 450,000 \$ 15,100,000 \$ 15,914,400	\$ 450,000 \$ 15,100,000 \$ 15,914,400	\$ (1,379,700) \$ (12,589,000) \$ (11,283,900)	\$ (1,251,733) \$ (11,718,562) \$ (10,244,637)	
				2015 2016 2017	\$ 1,829,700 \$ 27,689,000 \$ 27,198,300	\$ 1,701,733 \$ 26,818,562 \$ 26,041,672	\$ 450,000 \$ 15,100,000 \$ 15,914,400	\$ 450,000 \$ 15,100,000 \$ 15,914,400	\$ (1,379,700) \$ (12,589,000) \$ (11,283,900)	\$ (1,251,733) \$ (11,718,562) \$ (10,244,637)	
				2015 2016 2017	\$ 1,829,700 \$ 27,689,000 \$ 27,198,300	\$ 1,701,733 \$ 26,818,562 \$ 26,041,672	\$ 450,000 \$ 15,100,000 \$ 15,914,400	\$ 450,000 \$ 15,100,000 \$ 15,914,400	\$ (1,379,700) \$ (12,589,000) \$ (11,283,900)	\$ (1,251,733) \$ (11,718,562) \$ (10,244,637)	
				2015 2016 2017	\$ 1,829,700 \$ 27,689,000 \$ 27,198,300	\$ 1,701,733 \$ 26,818,562 \$ 26,041,672	\$ 450,000 \$ 15,100,000 \$ 15,914,400	\$ 450,000 \$ 15,100,000 \$ 15,914,400	\$ (1,379,700) \$ (12,589,000) \$ (11,283,900)	\$ (1,251,733) \$ (11,718,562) \$ (10,244,637)	
				2015 2016 2017	\$ 1,829,700 \$ 27,689,000 \$ 27,198,300	\$ 1,701,733 \$ 26,818,562 \$ 26,041,672	\$ 450,000 \$ 15,100,000 \$ 15,914,400	\$ 450,000 \$ 15,100,000 \$ 15,914,400	\$ (1,379,700) \$ (12,589,000) \$ (11,283,900)	\$ (1,251,733) \$ (11,718,562) \$ (10,244,637)	
				2015 2016 2017	\$ 1,829,700 \$ 27,689,000 \$ 27,198,300	\$ 1,701,733 \$ 26,818,562 \$ 26,041,672	\$ 450,000 \$ 15,100,000 \$ 15,914,400	\$ 450,000 \$ 15,100,000 \$ 15,914,400	\$ (1,379,700) \$ (12,589,000) \$ (11,283,900)	\$ (1,251,733) \$ (11,718,562) \$ (10,244,637)	
				2015 2016 2017	\$ 1,829,700 \$ 27,689,000 \$ 27,198,300	\$ 1,701,733 \$ 26,818,562 \$ 26,041,672	\$ 450,000 \$ 15,100,000 \$ 15,914,400	\$ 450,000 \$ 15,100,000 \$ 15,914,400	\$ (1,379,700) \$ (12,589,000) \$ (11,283,900)	\$ (1,251,733) \$ (11,718,562) \$ (10,244,637)	
				2015 2016 2017	\$ 1,829,700 \$ 27,689,000 \$ 27,198,300	\$ 1,701,733 \$ 26,818,562 \$ 26,041,672	\$ 450,000 \$ 15,100,000 \$ 15,914,400	\$ 450,000 \$ 15,100,000 \$ 15,914,400	\$ (1,379,700) \$ (12,589,000) \$ (11,283,900)	\$ (1,251,733) \$ (11,718,562) \$ (10,244,637)	
				2015 2016 2017	\$ 1,829,700 \$ 27,689,000 \$ 27,198,300	\$ 1,701,733 \$ 26,818,562 \$ 26,041,672	\$ 450,000 \$ 15,100,000 \$ 15,914,400	\$ 450,000 \$ 15,100,000 \$ 15,914,400	\$ (1,379,700) \$ (12,589,000) \$ (11,283,900)	\$ (1,251,733) \$ (11,718,562) \$ (10,244,637)	
				2015 2016 2017	\$ 1,829,700 \$ 27,689,000 \$ 27,198,300	\$ 1,701,733 \$ 26,818,562 \$ 26,041,672	\$ 450,000 \$ 15,100,000 \$ 15,914,400	\$ 450,000 \$ 15,100,000 \$ 15,914,400	\$ (1,379,700) \$ (12,589,000) \$ (11,283,900)	\$ (1,251,733) \$ (11,718,562) \$ (10,244,637)	
				2015 2016 2017	\$ 1,829,700 \$ 27,689,000 \$ 27,198,300	\$ 1,701,733 \$ 26,818,562 \$ 26,041,672	\$ 450,000 \$ 15,100,000 \$ 15,914,400	\$ 450,000 \$ 15,100,000 \$ 15,914,400	\$ (1,379,700) \$ (12,589,000) \$ (11,283,900)	\$ (1,251,733) \$ (11,718,562) \$ (10,244,637)	
				2015 2016 2017	\$ 1,829,700 \$ 27,689,000 \$ 27,198,300	\$ 1,701,733 \$ 26,818,562 \$ 26,041,672	\$ 450,000 \$ 15,100,000 \$ 15,914,400	\$ 450,000 \$ 15,100,000 \$ 15,914,400	\$ (1,379,700) \$ (12,589,000) \$ (11,283,900)	\$ (1,251,733) \$ (11,718,562) \$ (10,244,637)	
				2015 2016 2017	\$ 1,829,700 \$ 27,689,000 \$ 27,198,300	\$ 1,701,733 \$ 26,818,562 \$ 26,041,672	\$ 450,000 \$ 15,100,000 \$ 15,914,400	\$ 450,000 \$ 15,100,000 \$ 15,914,400	\$ (1,379,700) \$ (12,589,000) \$ (11,283,900)	\$ (1,251,733) \$ (11,718,562) \$ (10,244,637)	
				2015 2016 2017	\$ 1,829,700 \$ 27,689,000 \$ 27,198,300	\$ 1,701,733 \$ 26,818,562 \$ 26,041,672	\$ 450,000 \$ 15,100,000 \$ 15,914,400	\$ 450,000 \$ 15,100,000 \$ 15,914,400	\$ (1,379,700) \$ (12,589,000) \$ (11,283,900)	\$ (1,251,733) \$ (11,718,562) \$ (10,244,637)	
				2015 2016 2017	\$ 1,829,700 \$ 27,689,000 \$ 27,198,300	\$ 1,701,733 \$ 26,818,562 \$ 26,041,672	\$ 450,000 \$ 15,100,000 \$ 15,914,400	\$ 450,000 \$ 15,100,000 \$ 15,914,400	\$ (1,379,700) \$ (12,589,000) \$ (11,283,900)	\$ (1,251,733) \$ (11,718,562) \$ (10,244,637)	
				2015 2016 2017	\$ 1,829,700 \$ 27,689,000 \$ 27,198,300	\$ 1,701,733 \$ 26,818,562 \$ 26,041,672	\$ 450,000 \$ 15,100,000 \$ 15,914,400	\$ 450,000 \$ 15,100,000 \$ 15,914,400	\$ (1,379,700) \$ (12,589,000) \$ (11,283,900)	\$ (1,251,733) \$ (11,718,562) \$ (10,244,637)	
				2015 2016 2017	\$ 1,829,700 \$ 27,689,000 \$ 27,198,300	\$ 1,701,733 \$ 26,818,562 \$ 26,041,672	\$ 450,000 \$ 15,100,000 \$ 15,914,400	\$ 450,000 \$ 15,100,000 \$ 15,914,400	\$ (1,379,700) \$ (12,589,000) \$ (11,283,900)	\$ (1,251,733) \$ (11,718,562) \$ (10,244,637)	
				2015 2016 2017	\$ 1,829,700 \$ 27,689,000 \$ 27,198,300	\$ 1,701,733 \$ 26,818,562 \$ 26,041,672	\$ 450,000 \$ 15,100,000 \$ 15,914,400	\$ 450,000 \$ 15,100,000 \$ 15,914,400	\$ (1,379,700) \$ (12,589,000) \$ (11,283,900)	\$ (1,251,733) \$ (11,718,562) \$ (10,244,637)	
				2015 2016 2017	\$ 1,829,700 \$ 27,689,000 \$ 27,198,300	\$ 1,701,733 \$ 26,818,562 \$ 26,041,672	\$ 450,000 \$ 15,100,000 \$ 15,914,400	\$ 450,000 \$ 15,100,000 \$ 15,914,400	\$ (1,379,700) \$ (12,589,000) \$ (11,283,900)	\$ (1,251,733) \$ (11,718,562) \$ (10,244,637)	
				2015 2016 2017	\$ 1,829,700 \$ 27,689,000 \$ 27,198,300	\$ 1,701,733 \$ 26,818,562 \$ 26,041,672	\$ 450,000 \$ 15,100,000 \$ 15,914,400	\$ 450,000 \$ 15,100,000 \$ 15,914,400	\$ (1,379,700) \$ (12,589,000) \$ (11,283,900)	\$ (1,251,733) \$ (11,718,562) \$ (10,244,637)	
				2015 2016 2017	\$ 1,829,700 \$ 27,689,000 \$ 27,198,300	\$ 1,701,733 \$ 26,818,562 \$ 26,041,672	\$ 450,000 \$ 15,100,000 \$ 15,914,400	\$ 450,000 \$ 15,100,000 \$ 15,914,400	\$ (1,379,700) \$ (12,589,000) \$ (11,283,900)	\$ (1,251,733) \$ (11,718,562) \$ (10,244,637)	
				2015 2016 2017	\$ 1,829,700 \$ 27,689,000 \$ 27,198,300	\$ 1,701,733 \$ 26,818,562 \$ 26,041,672	\$ 450,000 \$ 15,100,000 \$ 15,914,400	\$ 450,000 \$ 15,100,000 \$ 15,914,40			

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

**RESOLUTION NO. 2017-23-T**

**RESOLUTION ADOPTING THE *2017 STANDARD TECHNICAL SPECIFICATIONS AND CONSTRUCTION DETAILS* FOR THE DESIGN AND CONSTRUCTION OF WATER AND SEWER LINES FOR THE CHARTER TOWNSHIP OF GARFIELD**

**WHEREAS** the Charter Township of Garfield owns a water distribution and/or wastewater collection system and the Grand Traverse County Department of Public Works (DPW) operates the same; and

**WHEREAS** the Township has existing minimum standards for the design and construction of water and sewer lines; and

**WHEREAS**, it has been determined by the DPW that the existing minimum standards for the design and construction of water and sewer lines do not provide adequate protections to the Township and its water and sewer systems; and

**WHEREAS** the DPW has developed the *2017 Standard Technical Specifications and Construction Details*; and

**WHEREAS** the Charter Township of Garfield finds that the adoption of these Standards is necessary and proper to the continued management, growth and protection of the Township water and wastewater system.

**NOW THEREFORE, BE IT RESOLVED BY THE CHARTER TOWNSHIP OF GARFIELD THAT:**

1. The Charter Township of Garfield adopts the *2017 Standard Technical Specifications and Construction Details*.
2. Any resolution, resolution section, policy, or directive in conflict with this Resolution is repealed or amended to reflect and achieve the purposes stated herein.

Motion:

Seconded:

Yes:

No:

Absent and Excused:

**RESOLUTION 2017-23-T DECLARED ADOPTED.**

By: \_\_\_\_\_  
Chuck Korn, Supervisor  
Charter Township of Garfield

**CERTIFICATE**

I, Lanie McManus, Clerk of the Charter Township of Garfield, do hereby certify that the above is a true and correct copy of a Resolution which was adopted by the Township Board of the Charter Township of Garfield on the 12<sup>th</sup> day of September, 2017.

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

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





Engineering  
Surveying  
Testing &  
Operations

123 West Front St  
Traverse City, Michigan 49606  
231 946 5877  
231 946 3703 ■

**3. f.**

September 6, 2017

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

Re: North Bay Produce Sewer Close-out Documents  
GFA Project No. 16219

Dear Chuck:

The project for North Bay Produce Sewer has been completed. Enclosed please find the following items submitted by the contractor in compliance with the contract documents.

- 1) One-Year Maintenance Bond
- 2) Letter of Guarantee
- 3) Affidavit of Completion/Consent of Surety
- 4) Recorded Easement
- 5) Bill of Sale (Cherry Central and North Bay Produce)

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

GFA has provided construction observation for this project and hereby verifies that to the best of our knowledge, the contractor has installed the facilities according to the 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,  
GFA



Jennifer Hodges, P.E.  
Project Manager

Enclosures

cc: John Divozzo, Grand Traverse County DPW



**MAINTENANCE BOND**

Any singular reference to Contractor, Surety, Owner or other party shall be considered plural where applicable.

CONTRACTOR (Name and Address):

**Molon Excavating, Inc.  
125 Buckshot Dr.  
Traverse City, MI 49684**

SURETY (Name and Address of Principal Place of Business):

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

OWNER (Name and Address):

**Garfield Township  
3848 Veterans Drive  
Traverse City, MI 49684**

**CONTRACT**

Date: **August 28, 2017**

Amount: **\$17,000.00 Seventeen Thousand Dollars & No/100**

Project Description (Name and Location): **Sewer Installation North Bay Produce Sewer Extension**

**BOND**

Date (1 year from date of Acceptance by the Municipality): **August 28, 2017**

Amount: **\$17,000.00 Seventeen Thousand Dollars & No/100**

Bond Number: **BD 754582**

Surety and Contractor, intending to be legally bound hereby, subject to the following terms, to each cause this Maintenance Bond to be duly executed on its behalf by its authorized officer, agent or representative.

KNOW ALL MEN BY THESE PRESENTS,

That \_\_\_\_\_ we,

**Molon Excavating, Inc.**

as Principal, (hereinafter called **Principal**), and  
Nationwide Mutual Insurance Company as Surety (hereinafter called **Surety**),  
are held and firmly bound into \_\_\_\_\_  
**Garfield Township**

as Obligee (hereinafter called **Obligee**), in the  
penal sum of **Seventeen Thousand Dollars & 00/100**  
**Dollars \$ 17,000.00** for the  
payment whereof Principal and Surety bind  
themselves, their heirs, executors, administrators,  
successors, and assigns, jointly and severally,  
firmly by these presents

WHEREAS, said Principal has by written  
Agreement, dated **August 28, 2017**

entered into a Contract with said Obligee for  
**Sewer Installation North Bay Produce Sewer**  
**Extension**

in accordance with the General Conditions, the  
Drawings and Specifications, which Contract is  
by reference incorporated herein, and made a part  
hereof, and is referred to as the Contract..

NOW, THEREFORE, the condition of this  
obligation is such that, if said Principal shall  
maintain and remedy any defects due to faulty  
materials or workmanship, and pay for any  
damage to other Work resulting therefrom, and  
additional expense which shall appear within a  
period of \_\_\_\_\_ year(s) from the date of  
acceptance by the municipality of the Work

Project Name

Maintenance Bond

provided for in the Contract, then this obligation to be void; otherwise to remain in full force and effect.

PROVIDED, HOWEVER, that said Obligee shall give Principal and Surety notice of observed defects with reasonable promptness.

Signed and sealed this 28th day of August, 2017

CONTRACTOR AS PRINCIPAL  
Company: (Corp. Seal)  
Molon Excavating, Inc

SURETY  
Company: (Corp. Seal)  
Nationwide Mutual Insurance Company



Signature: [Handwritten Signature]  
Name and Title: Kent Watson Pres

Signature: [Handwritten Signature]  
Name and Title: Lisa R. Blasko, Attorney In Fact (Attach Power of Attorney)

(Space is provided below for signatures of additional parties, if required).

CONTRACTOR AS PRINCIPAL  
Company: (Corp. Seal)

SURETY  
Company: (Corp. Seal)

Signature: \_\_\_\_\_  
Name and Title:

Signature: \_\_\_\_\_  
Name and Title:

NOTE: Date of Bond must not be prior to date of Substantial Completion. If Contractor is a Partnership, all partners should execute Bond.

IMPORTANT: Surety companies executing Bonds must appear on the Treasury Department's most current list (Circular 570 as amended) and be authorized to transact business in the state where the Project is located.

Power of Attorney

KNOW ALL MEN BY THESE PRESENTS THAT:

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

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

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

STEVEN W MCGREGOR  
LISA R. BLASKO

RACHEL L. WEESNER  
HEATHER SMITH

JANET I. NICHOLLS-DOUGLAS

TRAVERSE CITY MI

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

TWO MILLION AND NO/100 DOLLARS

\$ 2,000,000.00

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

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

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

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

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

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

IN WITNESS WHEREOF, the Company has caused this instrument to be sealed and duly attested by the signature of its officer the 16th day of February, 2017

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

ACKNOWLEDGMENT

STATE OF NEW YORK, COUNTY OF NEW YORK: ss

On this 16th day of February, 2017, before me came the above-named officer for the Company aforesaid, to me personally known to be the officer described in and who executed the preceding instrument, and he acknowledged the execution of the same, and being by me duly sworn, deposes and says, that he is the officer of the Company aforesaid, that the seal affixed hereto is the corporate seal of said Company, and the said corporate seal and his signature were duly affixed and subscribed to said instrument by the authority and direction of said Company.

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

Notary Public  
My Commission Expires  
April 30, 2019

CERTIFICATE

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

IN WITNESS WHEREOF, I have hereunto subscribed my name as Assistant Secretary, and affixed the corporate seal of said Company this 28th day of JULY, 2017

This power of attorney expires: April 30, 2019

  
Assistant Secretary



## LETTER OF GUARANTEE

DATE: August 16, 2017 21658  
PROJECT NO.

OWNER: North Bay Produce, Inc.  
PO Box 988  
Traverse City, MI 49685-0988

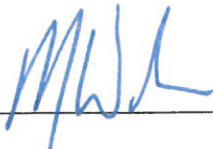
PROJECT: North Bay Produce Sewer Extension  
1771 N. US 31 South, Traverse City, MI 49685

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: Michael L. Walton, Vice President  
(PLEASE PRINT OR TYPE)

COMPANY NAME: Molon Excavating, Inc.  
(PLEASE PRINT OR TYPE)

ADDRESS: 125 Buckshot Dr., PO Box 1860  
Traverse City, MI 49685-1860

**CERTIFICATE OF SUBSTANTIAL COMPLETION**

Owner: North Bay Produce	Owner's Contract No.:
Contractor: Molon Excavating	Contractor's Project No.:
Engineer: Jozwiak Consulting	Engineer's Project No.: 2015-122
Project: North Bay Produce Sewer Main Extension	Contract Name:

**This final Certificate of Substantial Completion applies to:**

- All Work  The following specified portions of the Work:

August 11, 2017

**Date of Substantial Completion**

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

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

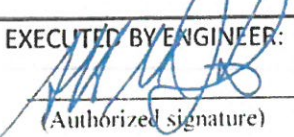
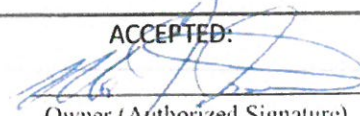
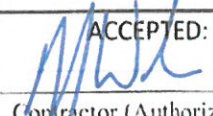
The responsibilities between Owner and Contractor for security, operation, safety, maintenance, heat, utilities, insurance, and warranties upon Owner's use or occupancy of the Work shall be as provided in the Contract, except as amended as follows: *[Note: Amendments of contractual responsibilities recorded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

Amendments to Owner's responsibilities:  None  As follows

Amendments to Contractor's responsibilities:  None  As follows:

The following documents are attached to and made a part of this Certificate: *[punch list; others]*

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

<p><b>EXECUTED BY ENGINEER:</b></p> <p>By: <u></u> (Authorized signature)</p> <p>Title: <u>Principal</u></p> <p>Date: <u>8-16-17</u></p>	<p><b>ACCEPTED:</b></p> <p>By: <u></u> Owner (Authorized Signature)</p> <p>Title: <u>PRESIDENT</u></p> <p>Date: <u>8/16/17</u></p>	<p><b>ACCEPTED:</b></p> <p>By: <u></u> Contractor (Authorized Signature)</p> <p>Title: <u>V.P.</u></p> <p>Date: <u>8-16-17</u></p>
---	---	---

BILL OF SALE

North Bay Produce, Inc., whose address is 1868 McRae Hill Rd, Traverse City, MI 49685 (herein referred to as "Seller) for and in consideration of One (\$1.00) Dollar, the adequacy and receipt of which is acknowledged, does hereby grant, dedicate, transfer and deliver to Garfield Township, whose address is 3848 Veterans Dr., Traverse City, Michigan 49684, (herein referred to as the "Township"), all sewer main, manholes and appurtenances as shown on the attached drawing that are in, over, upon and under the real estate more fully described as

Subject to and together with a 20 foot wide easement for installation and maintenance of a public sanitary sewer main located in the Plat of Wood Cliff Hills, Section 28, Town 27 North, Range 11 West, Garfield Township, Grand Traverse County, Michigan, the centerline of which is more fully described as follows:

Commencing at the southeast corner of Lot 5 of said Plat of Wood Cliff Hills; thence N 23°39'42" E, 18.48 feet along the right-of-way of Highway US 31 and to the POINT OF BEGINNING of said centerline of a 20 foot wide easement; thence S 67°45'20" W, 28.19 feet; thence N 56°42'40" W, 148.53 feet; thence N 30°22'32" W, 367.55 feet to the POINT OF ENDING of said centerline.

Sidelines of said easement are to extend or shorten to meet at angle points and begin at the right-of-way of Highway US 31. (hereinafter referred to as the "Improvement").

Seller hereby warrants and certifies to the Township that the Improvement has been acquired, constructed and completed in accordance with the Plans and Specifications developed by Grand Traverse County for the Improvement previously approved by the Township, and that no claim, action, or liability existing 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: 8/16/17

North Bay Produce, Inc.

Witnessed By:

[Signature]  
\_\_\_\_\_  
Facility Manager

By: [Signature]  
\_\_\_\_\_

Title: PRESIDENT

BILL OF SALE

Cherry Central Cooperative, Inc., whose address is 1771 North U.S. 31 South, Traverse City, Michigan 49685 (herein referred to as "Seller) for and in consideration of One (\$1.00) Dollar, the adequacy and receipt of which is acknowledged, does hereby grant, dedicate, transfer and deliver to Garfield Township, whose address is 3848 Veterans Dr., Traverse City, Michigan 49684, (herein referred to as the "Township"), all sewer main, manholes and appurtenances as shown on the attached drawing that are in, over, upon and under the real estate more fully described as

Subject to and together with a 20 foot wide easement for installation and maintenance of a public sanitary sewer main located in the Plat of Wood Cliff Hills, Section 28, Town 27 North, Range 11 West, Garfield Township, Grand Traverse County, Michigan, the centerline of which is more fully described as follows:

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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: \_\_\_\_\_

Cherry Central Cooperative, Inc.

Witnessed By:

Robin Gloche

By: [Signature]

[Signature]

Title: Pres/CEO

## GRANT OF EASEMENT

KNOW ALL MEN BY THESE PRESENTS: that North Bay Produce, Inc., whose address is, (Grantor), 1868 McRae Hill Rd, Traverse City, MI 49685 AND that Cherry Central Cooperative, Inc., whose address is, (Grantor), 1771 North U.S. 31 South, Traverse City, Michigan 49685 for and in consideration of One Dollar and 00/100 cents (\$1.00) grants and conveys to the Township of Garfield, a Michigan municipal corporation, (Grantee), whose address is 3848 Veterans Drive Traverse City, MI 49684, and the successors and assigns of Grantee, a non-exclusive easement for the purposes of laying constructing, maintaining, operating, repairing, substituting, removing, enlarging, inspecting and replacing public and private utilities, through, along and across the following described property:

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

LOTS 5-7 and 9-13 OF WOOD CLIFF HILLS PLAT, CHARTER TOWNSHIP OF GARFIELD, GRAND TRAVERSE COUNTY, MI

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

Grantors warrant that Grantors have the legal right to convey this easement over the land of Grantors which is described as follow:

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



A 20 foot wide easement for installation and maintenance of a public sanitary sewer main located in the Plat of Wood Cliff Hills, Section 28, Town 27 North, Range 11 West, Garfield Township, Grand Traverse County, Michigan, the centerline of which is more fully described as follows:

Commencing at the southeast corner of Lot 5 of said Plat of Wood Cliff Hills; thence N 23°39'42" E, 18.48 feet along the right-of-way of Highway US 31 and to the POINT OF BEGINNING of said centerline of a 20 foot wide easement; thence S 67°45'20" W, 28.19 feet; thence N 56°42'40" W, 148.53 feet; thence N 30°22'32" W, 367.55 feet to the POINT OF ENDING of said centerline.

Sidelines of said easement are to extend or shorten to meet at angle points and begin at the right-of-way of Highway US 31.

The Grantee shall replace and restore the property to the condition in which it is found whenever any construction or maintenance occurs within the easement area. Grantors agree that no buildings or other structures will be placed within the boundaries of said easement.

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

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

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

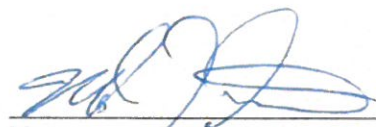
The rights, obligations and restrictions under this Grant of Easement shall run with the land of Grantors and shall be binding on the successors and assigns of Grantors.

Dated this 17<sup>TH</sup> day of AUGUST, 2017

**Grantor:**

North Bay Produce, Inc

North Bay Produce, Inc, a  
Michigan corporation

  
Name: MARK A. GIRARDIN  
Title: PRESIDENT

STATE OF Michigan )  
COUNTY OF Grand Traverse )

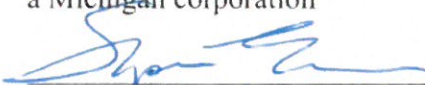
The foregoing instrument was acknowledged before me this 17 day of Aug, 2017 by

Kelly Boston, Notary Public  
Grand Traverse County, MI  
My commission expires: 12/08/17  
Acting in Gr. Traverse County, MI

**Grantor:**

Cherry Central Cooperative, Inc

Cherry Central Cooperative, Inc.  
a Michigan corporation

  
Name: STEPHEN FISELEV  
Title: Pres / CEO

STATE OF Michigan )  
COUNTY OF Grand Traverse )

The foregoing instrument was acknowledged before me this 17 day of Aug, 2017 by

Kelly Boston, Notary Public  
Gr. Traverse County, MI  
My commission expires: 12/08/17  
Acting in Gr. Traverse County, MI

August 15, 2017

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

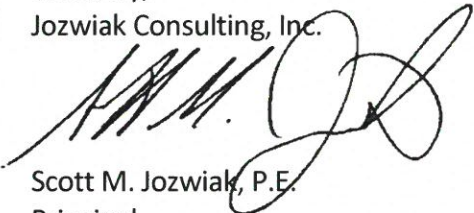
**RE: Engineers Certification of Completion for Sewer  
North Bay Produce**

Dear Jennifer:

The sewer main extension that will ultimately service North Bay Produce and Cherry Central is complete. The main has been installed in accordance with the approved plans. The township engineer (GFA) provided full time inspection during the installation of the main and witnessed the subsequent testing.

If you have any questions, please do not hesitate to contact me.

Sincerely,  
Jozwiak Consulting, Inc.



Scott M. Jozwiak, P.E.  
Principal

Cc: Jennifer Hodges, PE, GFA

Grand Traverse Conservation District  
August 2017 Report

CONSERVATION TEAM

OWNER/PARKLAND: Garfield Township - Various

**Administration**

- Attended Township Parks and Recreation Commission meeting for questions and updates.
- Met with Mike Okma, from GTRLC, to review conservation easements at the Commons and Kid's Creek Park.
- Worked on County Soil Erosion Permits for Kid's Creek/Buffalo Ridge connector trail and for fishing platform at Miller Creek Nature Reserve
- Contacted Popp Excavating to acknowledge the approved bid for construction of the Kid's Creek/Buffalo Ridge connector trail.
- Contacted Tim Mikovitz, from Great Wolf Crossing, in regards to access for trail construction and mill demolition.
- Notified Tiffany Klemm, Manager of Emerald Creek Apartments, of upcoming trail reroute in vicinity of apartments at Miller Creek Nature Reserve

**Routine Monitoring and Maintenance**

- Monitored trails and trailheads at all Garfield parklands and replaced dog waste bags as needed.
- Mowed and pruned trails and trailheads at all parks as needed.
- Removed down trees and cleared trails at Garfield parklands, primarily the Commons.
- Sprayed for weeds on crushed gravel trail at Kid's Creek Park.
- Repaired bridge railing at Miller Creek.
- Repaired several erosion sites along trails at the Commons Natural Area.
- Replaced damaged sign for boot brush station at the Long lake Trailhead at the Commons.
- Addressed rogue/bandit trail development at the Commons.
- Replaced damaged plexiglass at Division Street information station at Kid's Creek Park.

**Other**

- Continued to work toward replacing two severely deficient culverts on Miller Creek through the Drain Commission office.
  - Continued oversight and coordination of contractors (SEEDS) constructing boardwalk; cleared additional hazard trees in vicinity of the project area.
  - Created a new section of trail to tie into the trail system near junction of new boardwalk trail.
-

**OWNER/PARKLAND: Recreational Authority - Hickory Meadows**

**Administration**

- Attended monthly Rec Authority and Hickory Meadows Advisory Committee (HMAC) meetings.
- Prepared an agenda for the HMAC meeting.
- Ordered and received trail counters from TRAFx for Hickory Meadows Trailheads.
- Continued outreach with City staff and the Advisory Committee in regards to Hickory Hills Infrastructure Development plans.
- Drafted list of best practices for proposed Hickory Hills Development on the Meadows property.
- Continued outreach with Erik Takayama, from Grand Traverse Organics Landscaping, in regards to native buffer design between the Meadows and Hills property.

**Routine Monitoring and Maintenance**

- Monitored all trails and trailheads, picked-up trash, and replaced dog waste bags as needed.
- Mowed, weed-whipped, and pruned trails as needed.
- Sprayed weeds within and along crushed gravel trail.
- Controlled the spread of poison ivy adjacent to trails.
- Provided erosion control measures to deter further gulling on trail in vicinity of the Wayne Street Trailhead.
- Repaired timber border around boot brush station at the Wayne Street Trailhead.

**Other**

- Constructed lock boxes to accommodate trail counters at trailheads.
- Review of draft park user survey developed by the HMAC.
- Monitored success of erosion control measures implemented on trail up from Historic Barns Park.

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**BOARDMAN RIVER STEWARDSHIP:**

- Met with Brett Fessell from RCA & Associates and Munson officials regarding baseline stream data for the proposed restoration site on Kids Creek along Front Street.
  - Prepared and submitted Great Lakes Commission grant final report related to the 13<sup>th</sup> annual Boardman River clean up event.
  - Submitted several site plans to MDEQ for Kids Creek restoration.
  - Gave a presentation to East Bay Township Board of Trustees on the accomplishments over the past year and what to expect this coming year.
-

ENVIRONMENTAL EDUCATION

Nature Center Visitation this Month: 1,031  
 Program Participants this month: 751  
 Drop ins this month: 280  
 Nature Center Visitation this year: 6,414

Nature Center Visitation August 2016: 844  
 Program Participants August 2016: 278  
 Drop in August 2016: 566  
 Nature Center Visitation since 2008: 77,027

Program Participation & Program Planning:

- Nature Day Camp Final Numbers report:

Year	Half Days	Full days	Individual Campers	Weeks of Camp	Total Full Camper Days	Growth Rate
2014	116	29		8	87	
2015	233	139		9	255.5	194%
2016	483	209	221	8	450.5	76%
2017	817	656	162	10	1064.5	136%

- 2017/2018 Knee High Fall Winter Program filled and Spring Summer has two spots open.
- Reported to the Grand Traverse County Parks and Rec board
- Worked with are preschool teachers to offer special programing on some Friday's in November.
- New River restoration exhibit donated and will be expanded on in the Fall
- Continued work on interpretive trails

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SAFE FOOD

- Attended an On-Farm Local Food Alliance potluck sponsored by Taste the Local Difference and NW Michigan Food and Farming Network. Members of the local food alliance included people from North Central Michigan College, MSU Extension, Emmet County Department of Public Health, Farm Service Agency, Great Lakes Energy Cooperative and others from neighboring farms.
- Participated in the On-Farm Readiness Review (OFRR), held in Hillsboro, Oregon July 18-20, a partnership between the Food and Drug Administration (FDA), State Departments of Agriculture, Cooperative Extension and the National Association of State Departments of Agriculture (NASDA).
- Attended Michigan On-Farm Readiness Review in August at Southwest Michigan Research and Extension Center (SWMREC) and at two farms growing tomatoes and other produce items.

- Attended a Farm Event hosted by MSU Extension and Hop Growers of Michigan at a hopyard.
- Attended an on-farm Carrot Tour at Providence Farms in Central Lake hosted by MSU Extension and Taste the Local Difference.
- Accompanied a MAEAP technician on a visit to Brengman Brothers Winery in Leelanau County where food safety was discussed.
- Tamarack Holdings and NW Michigan Food and Farming Network, invited the MAEAP technicians and Safe Food staff to their annual meeting. This will be an ongoing partnership as I see a lot of value in networking with the grower community through this group.
- Attended Northwest Michigan Horticultural Research Center open house August 24, followed by the Leelanau Horticultural Society's Annual Meeting. Spoke briefly about the Michigan Safe Food program and how to get additional information, along with offering to work with them on farm food safety plans.

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

**Active Contacts: 248**  
**Passive Contacts: 15,153 + website**  
**Volunteer Hours: 12**  
**Volunteers: 4**

**Acres Treated: 82.5**  
**Sites Treated: 104**  
**Acres Surveyed: 124.5 +misc**  
**Sites Surveyed: 146**

#### **Meetings/Presentations:**

- 8/3 - Attended Leelanau Conservancy Day (honored as Conservation Partner of the Year)
- 8/24 - Brainstorming meeting with Brewery Terra Firma (seasonal housing & enrichment)
- 8/24 & 8/25 - Delivered Go Beyond Beauty materials to participants
- 8/29 - Steering Committee meeting
- 8/31 - Participated in Kingsley Library Monarch Release program; 38 participants

#### **Treatments and Surveys:**

- Treated knotweed in 4 counties: BC 16 sites, 1.5 acre; GT 29 sites, 3 acres; LC 23 sites, 1 acre; MC 32 sites, 3 acres; VOGD (MC) 6 acres
- Treated high-priority invasive species at Kid's Creek, 1 acre
- Surveyed 31 sites in four counties: 181 acres + **67.5 road miles + 120 miles inland lake shoreline + 14.5 miles GL shoreline + 185 river miles**
- Phragmites site visits in 4 counties: 9 sites, 10 acres, 1 new permission
- Treatment monitoring/follow-up at Kids Creek; 2 acres surveyed

#### **Other Accomplishments:**

- Continued Phragmites permission letters, 6 permission request letters sent, 4 email request- 2 new permissions received
- Kicked off Japanese Barberry Buyback - **9 businesses have already responded!**
- Mailed initial round of letters to regional businesses regarding JB Buyback program (100+ letters sent)
- Assisted Kalkaska CD with barberry event planning/brainstorming



- Provided ISN materials for Children's Garden Awards Night
- New print materials: Japanese barberry rack card and barberry, baby's breath, and swallow-wort door hangers
- **Welcomed three new GBB participants!**
- Facebook reach: 9,119 passive

#### **Ongoing Work:**

- Continued work on MISGP grant full proposals
- Prepared updates to ISN's Strategic Plan for partner review
- TART Leelanau Trail Invasive Species Management Plan work—draft submitted to TART
- Managing ISN budget
- Updating ISN website, Facebook page, and resources
- Updating and consolidating GIS data
- Education & outreach
- Creating & sharing materials with partners

#### **Upcoming Events:**

- ISN Partner Meeting: October 31, 1-4 pm, Boardman River Nature Center, Traverse City (open to the public)

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

**Farms Visited: 9 (Antrim/Grand Traverse), 10 (Benzie/Leelanau)**

**Risk Assessments Completed: 8 (Antrim/Grand Traverse), 5 (Benzie/Leelanau)**

**Farms Verified: 2**

#### **Updates:**

- 8/2: Leelanau County Verification
- 8/4: P45 First Friday at Northwest Michigan Horticultural Research Station
- 8/5: Hands on, Hop IPM Workshops and Hop Growers of Michigan Tour in Empire, MI
- 8/10: Adventures with Agriculture Hike with Nature Center Environmental Education Program
- 8/11: Antrim County Soil Health Field Day – MAEAP Phase I Event
- 8/14: Antrim County Farm Bureau Board Meeting
- 8/15-8/17: USDA-NRCS Cultural Resources Training in Petoskey, MI
- 8/21: Antrim Conservation District Board Meeting
- 8/24: Northwest Michigan Horticultural Research Station Open House: MAEAP Phase I Event
- 8/31: Grand Traverse County Verification

#### **Current Projects:**

- Working with:
  - 6 farms in Benzie
  - 9 farms in Leelanau
  - 12 farms in Grand Traverse
  - 5 farms in Antrim
- Risk Assessments Completed in June: 13
- Partnering with local agribusinesses and ACRC contractor, G. Phillips & Sons, on second agricultural container recycling event of the year (Sept 27-Oct 4)





- Working with 10 growers that were approved for cost-share funding on implementing needed conservation practices on their farm (Fuel transfer pads, underground storage tank removal, On-Farm Secondary Containment Facilities, etc.)
- Planning for joint Food Safety/MAEAP Hops tour for the November MACD Convention in Bellaire, MI.
- Ongoing September-October: MDARD Well Monitoring Program

**Upcoming Events:**

- 9/5: P45 First Friday at NWMHRC: Managing Phenolics in the Vineyard
- 9/7: Food and Farming Network Farmland Task Force Meeting with local partners
- 9/20: /Food and Farming Network Study Session
- 9/21: Grand Traverse Local Emergency Planning Committee Meeting
- 9/26: Leelanau Conservation District Agriculture Station for 5<sup>th</sup> grade field trip
- 9/27-10/4: Agricultural Container Recycling Event
- 9/28: MAEAP Goal Setting Meeting
- 9/28: Quarterly Meeting with Regional Coordinator of Conservation Programs

24 August 2017

Dear Members of the Garfield Township Board,

Bob Griffin and I thank you for accepting our petitions and pushing forward our effort to get the entrance block and first intersection of Heritage Way re-built. We attended Tuesday's board meeting thinking we would be permitted to make a 5 minute presentation which, incidentally, would have answered most if not all of your questions. We did make some points but we felt out of order in doing so. Sorry about that. We had hoped to provide a brief background, describe the road condition, and explain our efforts thus far. Please allow us to now mention a few points. If you prefer not to read the following, please at least read #7, the summary.

1. Yes, Heritage Way was the first road built when the sub was begun, the only one built so narrow and with only one layer of asphalt. Somehow, the county signed off on it.
2. The road has been deteriorating ever since and now has potholes in the road itself and alongside the asphalt, due partly to its' width. The county frequently patches most of the holes, which then become bumps and soon return to potholes. A few days after we met with township and county officials, part of the road in question was chip sealed. This should help until next year. The intersection with S. Colonial was not and it is in the same very poor condition. **(see attachment #1)**
3. The county engineer, Jim Johnson, suggested that the county prefers a 32 foot wide roadway and mentioned the possibility of also paving the shoulders to protect the new roadway. In that event, he said the county would add another 5% to the already 25% cost for which they will be responsible. We think this is a good idea, due to the traffic on this stretch.
4. Bob Griffin and I took it upon ourselves to get the ball rolling this year. Bob had already talked with Elmer's and received a bid to do the reconstruction (475 ft. X 30 ft.) for \$41,575.00 **(see attachment #2)**. In talking with Ryan Wurtz this summer, he could not recall if that included the intersection. He estimated the bid cost could be as much as a 5-8% increase by 2018. On July 15, Bob and I took an informational letter to each house in the subdivision, taping them on the front door. We felt this would alert folks to the upcoming petition drive and would save us and them some time when the petitions were circulated. This included a good faith cost estimate of "as little as \$120.00 per parcel", based on the information we had at that time. **(see attachment #3)**
5. On Monday, July 17, Bob and I, with another dozen or so residents, met at the road commission building with Chuck Korn and with road commission officials Jim Cook, Jim Johnson, and Debra Hunt (?). They explained the process and estimated costs for us. Six individuals/couples signed up to carry petitions, with 3 others volunteering later.
6. By the time the petition drive began several days later, I had given each petitioner updated instructions and information including a new estimate, based on the recent information to share with petition signers. **(see attachment #4)** The petitioners were able to gain the signatures of 139 parcels (67.8% of 205 total). For the record, 5 of the 8

residents directly adjoining this piece of roadway also signed the petition. We did not contact any absentee landowners except Bill Clous (17 parcels) and did not return more than once to houses where no one was home. I am aware of only 8-10 homeowners who refused to sign, for various reasons. Cost estimates were done on the basis of information provided by Elmer's, Chuck, and the county road commission staff.

7. Summary: What we and the petition signers want and understand.
  - A. The roadway to be reconstructed will be the first (entry) block of Heritage Way and the intersection with East Colonial.
  - B. The new roadway will be 32 ft. wide with possible paving of the shoulders.
  - C. The county will pay 25% (30% if the shoulders are paved).
  - D. Garfield Township will pay 25%.
  - E. Part of the cost for the intersection of E. Colonial and Heritage Way should be charged to the 24" waterline project down E. Colonial, which is to be constructed at the same time as the reconstruction of Heritage Way.
  - F. Part of the cost of equipment set-up, etc. should be shared with the waterline project, as well.
  - G. The subdivision owners will pay the remainder, **based on dividing the number of parcels by 205**. (Dividing the cost any other way was never discussed by anyone)
  - H. This project will be completed in 2018.

Thank you again for accepting our petitions. Much work went into them by the petitioners and we are confident that the rebuilding is very strongly supported.

We look forward to the two public hearings and continuing to move the project to its completion. Bob will attend the September 12<sup>th</sup> public hearing but I expect to be out of town on that date.

Respectfully,



Fred Curow  
5203 Liberty Dr.  
Traverse City, MI 49685  
231-421-1024

SHEET 1 OF 5

# HERITAGE ESTATES

PART OF THE NE 1/4 & PART OF THE SE 1/4, SECTION 18,  
T.27N., R.11W., GARFIELD TOWNSHIP, GRAND TRAVERSE  
COUNTY, MICHIGAN.

### LEGEND

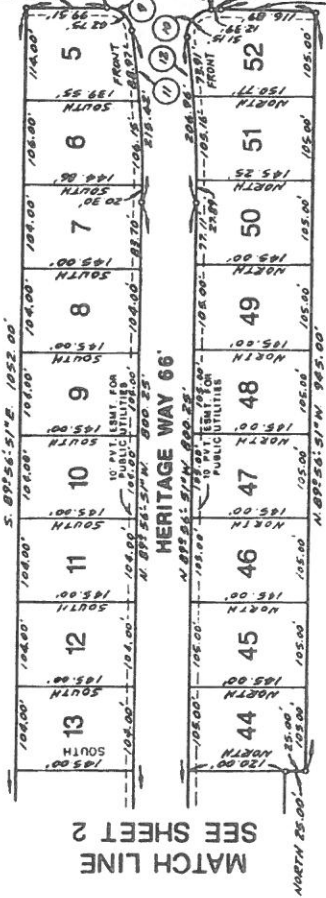
- All dimensions are in feet.
- All curvilinear dimensions are arc lengths.
- 1/2" x 3/8" re-rod encased in concrete 4" in diameter to be placed at all points marked "R".
- Lot corners have been marked with 1/2" re-rod 18" long.
- All lot lines intersecting curvilinear street or boundary lines are nonradial.
- Bearings were established from the recorded centerline of the states recorded in Liber 13, page 2 of plats.

UNPLATTED

POINT OF COMMENCING  
E 1/8 COR SEC 18, T27N, R11W

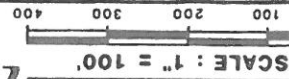
N 89° 56' 25" W 2433.79'  
S 8° 10' 18" E LINE SEC 18

UNPLATTED



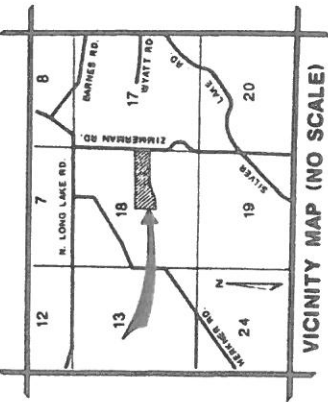
MATCH LINE 2  
SEE SHEET 2

UNPLATTED



34712

JOB NO. 860033-B



VICINITY MAP (NO SCALE)

NO.	ABC	RADIUS	BEARING	CHORD	DISTANCE	DELTA
1	46.42	30.00	S 45° 43' 57" W	41.93	88° 39' 16"	
2	47.83	30.00	S 44° 16' 03" E	42.92	91° 20' 44"	
3	139.53	733.00	S 84° 36' 23" W	139.32	10° 54' 25"	
4	319.74	657.00	S 86° 36' 23" W	126.78	10° 54' 25"	
5	116.89	2702.00	S 1° 12' 37" E	117.18	0° 45' 49"	
6	52.80	30.00	N 50° 25' 25" E	46.25	106° 50' 50"	
7	41.44	30.00	N 39° 34' 35" E	36.23	79° 09' 10"	
8	42.75	30.00	S 40° 49' 10" W	39.22	81° 38' 21"	
9	211.42	1427.00	N 85° 50' 25" E	45.17	97° 40' 58"	
10	206.96	1533.00	N 86° 11' 08" E	50.51	97° 44' 07"	

**GOURDIE-FRASER & ASSOCIATES INC.**  
124 WEST STATE STREET TRAVERSE CITY, MICHIGAN 49664  
105 EAST WASHINGTON STREET MARQUETTE, MICHIGAN 49855  
ENGINEERS-LAND PLANNERS-LAND SURVEYORS



#2

**PROPOSAL**

TEAM



Asphalt™ • Excavation • Concrete • Cranes

P.O. Box 6150 Traverse City, MI 49696-6150  
T. 800.3ELMERS • 231.943.3443 • 231.943.8975 Fax  
www.TeamElmers.com

Proposal submitted to:

HERITAGE ESTATES  
ATTN: BOB GRIFFIN  
5230 LIBERTY DR.  
TRAVERSE CITY, MI 49685

(231) 947-2784  
CRUSH, SHAPE AND PAVE ENTRANCE ROAD  
LOCATION, HERITAGE WAY  
2016-0580

5/10/2016

We hereby submit specifications and estimates for:

**PROVIDE LABOR, EQUIPMENT, AND MATERIALS TO DO THE FOLLOWING:**

**CRUSH AND SHAPE HERITAGE WAY (475 FT X 20 FT)**

PULVERIZE EXISTING ROADWAY FROM ZIMMERMAN RD TO E COLONIAL DR  
RESHAPE, FINE GRADE AND COMPACT BASE MATERIAL  
PAVE WITH TWO 1 1/2 INCH COURSES OF 13A ASPHALT  
RESTORE SHOULDERS WITH TOPSOIL AND HYDROSEED

\$32,615.00

**CRUSH AND SHAPE HERITAGE WAY (475 FT X 30 FT)**

PULVERIZE EXISTING ROADWAY FROM ZIMMERMAN RD TO E COLONIAL DR  
RESHAPE, FINE GRADE AND COMPACT BASE MATERIAL  
PAVE WITH TWO 1 1/2 INCH COURSES OF 13A ASPHALT  
RESTORE SHOULDERS WITH TOPSOIL AND HYDROSEED

\$41,575.00

- \* INCLUDES DRIVEWAY TRANSITIONS 5 FT BACK FROM ROAD WAY
- \* INCLUDES TRAFFIC CONTROL
- \* INCLUDES SAWCUTTING BUTT JOINTS

**ELMER'S REQUIRES 50% DOWN PAYMENT UPON ACCEPTANCE OF PROPOSAL.**

THANK YOU

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workers' Compensation Insurance. The General Conditions attached hereto or appearing on the back side of this Proposal are hereby incorporated by reference.

Authorized Signature

Name: RYAN WURTZ

Note: This proposal may be withdrawn by us if not accepted within 30 days.

**Method of Payment**

- Check/cash upon invoicing
- Charge by VISA/MC upon completion of work

Account # \_\_\_\_\_ Exp Date \_\_\_\_\_

Tax ID # \_\_\_\_\_

Elmer's reserves the right to request a credit report with this proposal.

Authorized Signature \_\_\_\_\_

**Acceptance of Proposal**

The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Signature \_\_\_\_\_ (Sign and return copy upon acceptance)

By: \_\_\_\_\_

Its: \_\_\_\_\_

Date of Acceptance \_\_\_\_\_

A finance charge of 1.5% per month, which is an annual percentage rate of 18% per year, or a minimum charge of \$.50 per month, shall be applied to all accounts over 30 days past due.

**When reviewing estimates and selecting a contractor:**

- Always get multiple bids for a project. The lowest bid is not necessarily the best choice. Try to get an understanding of why one bid is significantly lower or higher than others; the reasons might change your decision.
- Get recent references from the contractors you are considering.
- Make sure the contractor has the appropriate business and builder licenses, as well as insurance.
- All project specifications and payment terms should be written in the contract.
- The best contractors provide a written warranty or guarantee.

Fully bonded & insured Daily quality control checks for all products



# 3

## HERITAGE ESTATES ROAD RESURFACING

We have decided that complaining doesn't get the job done, so have taken it upon ourselves to get the first block and intersection of Heritage Way rebuilt. Enough potholes already! Here is what we have learned already:

1. The county will pay for  $\frac{1}{4}$  of the rebuild but they have to get it in their budget very soon for 2018. We have made our pitch to the county road commissioners and they seem receptive.
2. Garfield Township will pay  $\frac{1}{4}$  of the rebuild and create an assessment district. We need the majority of you to sign a petition to make the whole thing happen.
3. Bob Griffin received a proposal from Elmer's last year to "crush and shape Heritage Way from Zimmerman Rd. to E. Colonial Dr." "Pulverize existing roadway, re-shape fine grade and compact base material, pave with two  $1\frac{1}{2}$  inch courses of 13A asphalt, restore shoulders with topsoil, and hydroseed. Includes driveway transitions 5 feet back from roadway, includes traffic control, and includes sawcutting butt joints." The proposal was for \$41,575.00 on 5/10/2016. This is for 475 feet but is not clear if the intersection is included. It must be rebuilt, as well. Taxes and permits? County and Township officials have expressed the opinion that this bid is too low. Does this mean government projects are always bid considerably higher?
4. Something more to consider: The Township Supervisor, Chuck Korn, tells us that a 24 inch water main is to be laid down E. Colonial, probably in 2018. The resulting rebuild should: 1) include the E. Colonial and Heritage Way intersection at no additional cost to us and 2) The Heritage Way rebuild should be done at the same time, which could also save us some money.
5. If 51% of the 8-10 parcel owners which touch this part of Heritage Way agreed to have this done, it could happen but only they would have to pay the  $\frac{1}{2}$  not paid by the county and township. This would be UNFAIR, as we all  
205 parcel owners use this stretch of road daily. We have no other choice. If we all pay our fair share, it could be as little as \$120 per parcel, but we assume a little more. How much would a wheel alignment, a broken shock absorber or bent axle cost to repair?



6. The township is willing to do a tax assessment district to spread our cost over multiple years, depending how minimal our costs are.
7. A neighbor will be visiting with you soon with a petition to get this project done. We sincerely hope you will support our effort. We may end the petition drive once we reach 60% in favor. Thanks so much.
8. Hopefully, this letter will give you the information needed to move forward. If you do have questions or comments, please call me (Fred) on my cell phone.

Fred Curow



5203 Liberty Dr.

Cell ph. 360-708-2895

Bob Griffin



5230 W. Liberty Dr.

PUBLIC INFORMATIONAL/PLANNING MEETING.  
YOU ARE INVITED! WE NEED YOUR INPUT.

4PM MONDAY, JULY 17, @ COUNTY ROAD  
COMMISSION BUILDING (SOUTH END OF LAFRAMIER RD.)  
COUNTY AND TOWNSHIP OFFICIALS WILL ATTEND.

#4

## **INFORMATION FOR HERITAGE ESTATES PETITIONERS**

**Thanks so much for agreeing to carry petitions. You are a gem!**

**Things which I may or may not have mentioned to you at the meeting:**

1. Every person on the title of a property must sign the petition, each on a separate line.
2. The plat number can be put on by you or by the Township at a later time.
3. You are to sign the back of a petition sheet only after you have gathered the signatures. Be sure to also sign your or another petition.
4. Signatures do not have to be in any particular order but two homeowners on a parcel should be together. Leave a line blank if you are going to return to get the second signature.
5. If you look on your section of the petition at the next to last numbers for each property (PRE heading), if it indicates 0.000, it means absentee homeowner. You need **not** try to get those signatures. If we come up short of our goal, we will work on those. I am working on getting Bill Clous + to sign for his 17 lots.
6. When you have completed your petition(s), please bring them to me, Fred, at 5203 Liberty Dr. or call me and I will pick them up. Home ph. 231-421-1024 my cell phone is 360-708-2895 My cell phone is usually on but I often don't hear it ring.

**Information which you might need to give to the petition signers :**

1. This petition is only to show support for getting the first block of Heritage Way and the intersection with E. Colonial rebuilt to County specs. It is in no way a commitment, which will require support at **two public hearings** (quoted from Chuck Korn, Township Supervisor, and Jim Cook, Mgr. of G.T. County Road Commission). Even then, it will require the support of the Township Board. If the Board then recommends our project to the County Road Commission, the Commission will put it out for bid, with summer 2018 as the construction goal
2. The Township will pay one quarter of the cost and the County will pay one quarter of the cost (30% if they decide to also pave the shoulders of the road). The rest would be divided equally among all 205 parcel owners as an assessment which could be paid over 7 years, if a homeowner desires.

3. Given what we learned from the 7/17/2017 meeting with the County Road Commission and Garfield Township as well as a phone discussion with the estimator from Elmers, this is Fred's estimate estimate of the cost: **road reconstruction - \$50,000 to \$55,000. Administrative costs for engineering, design, and oversight (supervising) - \$5000. With the County and Township paying ½ of \$60,000, our share of \$30,000 divided by 205 parcels = \$147 per parcel. (assessed over 7 years, that would be \$21 per year plus interest!) This could be increased a bit if the County sees the need to pave the shoulders in this block. I hope this is a close ballpark figure.**

4. A potential **decrease** in these costs would include that the intersection rebuild could be part of the 24 inch water main construction down the length of E. Colonial and sharing the cost of equipment set-up with that project. The Township expects these two projects to be done simultaneously in 2018.

5. There was no interest at the meeting for rebuilding the rest of Heritage Way, so we are not carrying a separate petition to that effect.

**Best wishes and thanks again. Happy pot-holing for another year!**

**Fred and Bob**



Michigan Townships Association's

# Medical Marihuana Facilities Licensing

## Resources

- 1) **MTA Sample Medical Marihuana Facilities Ordinance**  
*(To "Opt In" and allow one or more types of medical marijuana facilities)*
  
- 2) **MTA Sample Medical Marihuana Facilities Resolution**  
*(To "Opt Out" and decline to authorize any type of medical marijuana facilities)*
  
- 3) **Michigan Medical Marijuana Laws Q&A**

## NOTE on “Opting Out”:

Although this packet includes a sample resolution for a township board to use if it wants to make a statement that it does not want to authorize any medical marijuana facilities (“opt out”), it is important to remember that a township is not required to adopt an ordinance or resolution or take any other action to prohibit the types of facilities authorized under the MMFLA. They are already prohibited by state and federal law and will continue to be illegal in a township unless the township board adopts an “opt in” ordinance to allow one or more types of facility allowed under the MMFLA.

Because many townships have been asked to take a definitive position declaring that they are not going to “opt in,” the MTA has provided a sample “opt out” resolution. Note that this is not required by the MMFLA, and a township that has not adopted an opt-in ordinance is not required to take any action to “opt out.” And even if a township “opts out,” it may still “opt in” at a later date. There is no deadline for a township to decide or to take any action.

## Resources from the Michigan Department of Licensing and Regulatory Affairs (LARA)

- [Bureau of Medical Marijuana Regulation website](#)
- [Medical Marijuana Facility Licensing website](#)
- [Sign up for email updates and Medical Marijuana Licensing Board meeting notifications regarding Medical Marijuana Facilities Program](#)
- [LARA Seeks Participants for Medical Marijuana Stakeholder Groups](#)

## Statutes

[Michigan Medical Marijuana Act, Initiated Law 1 of 2008, MCL 333.26421](#)

[Michigan Medical Marijuana Facilities Licensing Act, Public Act 281 of 2016, MCL 333.27101](#)

[Marijuana Tracking Act, Public Act 282 of 2016, MCL 333.27901](#)

**1) MTA Sample Medical Marihuana Facilities Ordinance**  
*(To "Opt In" and allow one or more types of medical marijuana facilities)*

TOWNSHIP OF \_\_\_\_\_  
COUNTY OF \_\_\_\_\_, STATE OF MICHIGAN  
ORDINANCE NO. \_\_\_\_\_  
ADOPTED: \_\_\_\_\_  
EFFECTIVE: \_\_\_\_\_

**MEDICAL MARIHUANA FACILITIES ORDINANCE**

An ordinance to provide a title for the ordinance; to define words; to authorize the operation of and provide regulations for medical marihuana facilities in \_\_\_\_\_ Township pursuant to Public Act 281 of 2016, as may be amended; to provide for an annual fee; to provide penalties for violation of this ordinance; to provide for severability; to repeal all ordinances or parts of ordinances in conflict therewith and to provide an effective date.

THE TOWNSHIP OF \_\_\_\_\_  
\_\_\_\_\_ COUNTY, MICHIGAN  
ORDAINS:

**SECTION I**  
**TITLE**

This ordinance shall be known as and may be cited as the \_\_\_\_\_ Township Medical Marihuana Facilities Ordinance.

**SECTION II**  
**DEFINITIONS**

Words used herein shall have the definitions as provided for in PA 281 of 2016, as may be amended.

**SECTION III**

**AUTHORIZED MEDICAL MARIHUANA FACILITIES**

***[Note: A township is not required to state a specific number of authorizations for a type of facility. A township may choose to authorize an unlimited number of a type of facility. For example, "An unlimited number of grower(s) shall be authorized..."]***

1. The following medical marihuana facilities may be authorized to operate within the Township by the holder of a state operating license, subject to compliance with PA 281 of 2016, as may be amended, the Rules promulgated thereunder and this ordinance:

- a) Not more than \_\_\_\_\_ grower(s) shall be authorized in the Township, which number shall include all of the following Class A, Class B and Class C growers authorized in the Township:
  - 1. Not more than \_\_\_\_\_ Class A growers (500 marihuana plants) may be authorized in the Township.
  - 2. Not more than \_\_\_\_\_ Class B growers (1,000 marihuana plants) may be authorized in the Township.
  - 3. Not more than \_\_\_\_\_ Class C growers (1,500 marihuana plants) may be authorized in the Township.
- b) Not more than \_\_\_\_\_ processor(s) shall be authorized in the Township.
- c) Not more than \_\_\_\_\_ provisioning center(s) shall be authorized in the Township.
- d) Not more than \_\_\_\_\_ safety compliance facility(ies) shall be authorized in the Township.
- e) Not more than \_\_\_\_\_ secure transporter(s) shall be authorized in the Township.

2. On and after \_\_\_\_\_, the Township shall accept applications for authorization to operate a medical marihuana facility within the Township. Application shall be made on a Township form and must be submitted to the Township Clerk and/or other designee of the Township Board (hereinafter referred to as "Clerk"). Once the Clerk receives a complete application including the initial annual medical marihuana facility fee, the application shall be time and date stamped. Complete applications shall be considered for authorization in consecutive time and date stamped order. Upon consideration, if the facility type authorization is available within the number specified above, then the applicant shall receive conditional authorization to operate such medical marihuana facility within the Township. Once the limit on the number of an authorized facility is conditionally reached, then any additional complete applications shall be held in consecutive time and date stamped order for future conditional authorization. Any applicant waiting for future conditional authorization may withdraw their submission by written notice to the Clerk at any time and receive refund of the initial annual medical marihuana fee submitted.

3. Within thirty days from conditional authorization from the Township or from December 15, 2017, whichever is later, the conditionally authorized applicant must submit proof to the Clerk that the applicant has applied for prequalification from the state for a state operating license or has submitted full application for such license. If the applicant fails to submit such proof, then such conditional authorization shall be canceled by the Clerk and the conditional authorization shall be available to the next applicant in consecutive time and date stamped order as provided for in Section III (2) herein.

4. If a conditionally authorized applicant is denied prequalification for a state operating license or is denied on full application for a state operating license, then such conditional authorization will be canceled by the Clerk and the conditional authorization shall be available to the next applicant in consecutive time and date stamped order as provided for in Section III (2) herein.

5. A conditionally authorized applicant shall receive full authorization from the Township to operate the medical marihuana facility within the Township upon the applicant providing to the Clerk proof that the applicant has received a state operating license for the medical marihuana facility in the Township and the applicant has met all other requirements of this ordinance for operation including but not limited to any zoning approval for the location of the facility within the Township.

6. If a conditionally authorized applicant fails to obtain full authorization from the Township within one year from the date of conditional authorization, then such conditional authorization shall be canceled by the Clerk and the conditional authorization shall be available to the next applicant in consecutive time and date stamped order as provided for in Section III (2) herein. The Township Board shall have authority to extend the deadline to obtain full authorization for up to an additional six months on written request of the applicant, within thirty days prior to cancellation, upon the reasonable discretion of the Township Board finding good cause for the extension.

**SECTION IV**  
**GENERAL REGULATIONS REGARDING**  
**AUTHORIZED MEDICAL MARIHUANA FACILITIES**

1. An authorized medical marihuana facility shall only be operated within the Township by the holder of a state operating license issued pursuant to PA 281 of 2016, as may be amended, and the Rules promulgated thereunder. The facility shall only be operated as long as the state operating license remains in effect.

2. Prior to operating an authorized medical marihuana facility within the Township pursuant to a state operating license, the facility must comply with all Township zoning ordinance regulations. The facility shall only be operated as long as it remains in compliance with all Township zoning ordinance regulations.

3. Prior to operating an authorized medical marihuana facility within the Township pursuant to a state operating license, the facility must comply with all Township construction and building ordinances, all other Township ordinances specifically regulating medical marihuana facilities, and generally applicable Township police power ordinances. The facility shall only be operated as long as it remains in compliance with all such ordinances now in force or which hereinafter may be established or amended.

4. An authorized medical marihuana facility shall consent to inspection of the facility by Township officials and/or by the County Sheriff's Department, upon reasonable notice, to verify compliance with this ordinance.



5. If at any time an authorized medical marihuana facility violates this ordinance the Township Board may request that the state revoke or refrain from renewing the facility's state operating license. Once such state operating license is revoked or fails to be renewed, the Clerk shall cancel the Township authorization and the authorization shall be available to the next applicant in consecutive time and date stamped order as provided for in Section III (2) herein.

6. It is hereby expressly declared that nothing in this ordinance be held or construed to give or grant to any authorized medical marihuana facility a vested right, license, privilege or permit to continued authorization from the Township for operations within the Township.

7. The Township expressly reserves the right to amend or repeal this ordinance in any way including but not limited to complete elimination of or reduction in the type and/or number of authorized medical marihuana facilities authorized to operate within the Township.

#### **SECTION V** **ANNUAL MEDICAL MARIHUANA FACILITY FEE**

There is hereby established an annual nonrefundable Township medical marihuana facility fee in the amount of \$\_\_\_\_\_ (up to \$5,000), for each authorized medical marihuana facility within the Township, to help defray administrative and enforcement costs associated therewith. An initial annual medical marihuana facility fee of \$\_\_\_\_\_ (up to \$5,000) shall be payable at the time of application for Township authorization and thereafter the same amount shall be payable each year by the anniversary of the date of full Township authorization to operate the medical marihuana facility.

#### **SECTION VI** **VIOLATIONS AND PENALTIES**

1. Any person who disobeys, neglects or refuses to comply with any provision of this ordinance or who causes, allows or consents to any of the same shall be deemed to be responsible for the violation of this ordinance. A violation of this ordinance is deemed to be a nuisance per se.

2. A violation of this ordinance is a municipal civil infraction, for which the fines shall not be less than \$100 nor more than \$500 for the first offense and not less than \$250 nor more than \$1,000 for subsequent offenses, in the discretion of the Court. For purposes of this section, "subsequent offenses" means a violation of the provisions of this ordinance committed by the same person within 12 months of a previous violation of the same provision of this ordinance for which said person admitted responsibility or was adjudicated to be responsible. The foregoing sanctions shall be in addition to the rights of the Township to proceed at law or equity with other appropriate and proper remedies. Additionally, the violator shall pay costs which may include all expenses, direct and indirect, which the Township incurs in connection with the municipal civil infraction.

3. Each day during which any violation continues shall be deemed a separate offense.

4. In addition, the Township may seek injunctive relief against persons alleged to be in violation of this ordinance, and such other relief as may be provided by law.

5. This ordinance shall be administered and enforced by the Ordinance Enforcement Officer of the Township or by such other person (s) as designated by the Township Board from time to time.

**SECTION VII**  
**SEVERABILITY**

The provisions of this ordinance are hereby declared to be severable. If any clause, sentence, word, section or provision is hereafter declared void or unenforceable for any reason by a court of competent jurisdiction, it shall not affect the remainder of such ordinance which shall continue in full force and effect. The provisions herein shall be construed as not interfering or conflicting with the statutory regulations for licensing medical marihuana facilities pursuant to PA 281 of 2016, as may be amended.

**SECTION VIII**  
**REPEAL**

All ordinance or parts of ordinances in conflict herewith are hereby repealed.

**SECTION IX**  
**EFFECTIVE DATE**

This ordinance shall take effect thirty days after publication upon adoption.

**2) MTA Sample Medical Marihuana Facilities Resolution**  
*(To "Opt Out" and decline to authorize any type of medical marijuana facilities)*

TOWNSHIP OF \_\_\_\_\_  
\_\_\_\_\_ COUNTY, MICHIGAN

**RESOLUTION REGARDING MEDICAL MARIHUANA FACILITIES**  
**AUTHORIZED BY PA 281 OF 2016**

RESOLUTION NO. \_\_\_\_\_

DATED: \_\_\_\_\_, 20\_\_

WHEREAS, Public Act 281 of 2016 (MCL 333.27101 et. seq.) authorizes the State of Michigan to license five different types of facilities related to medical marihuana (grower, processor, secure transporter, provisioning center, and safety compliance facility); and

WHEREAS, Section 205 of PA 281 of 2016 (MCL 333.27205) provides that "[a] marihuana facility shall not operate in a municipality unless the municipality has adopted an ordinance that authorizes that type of facility"; and

WHEREAS, Section 205 of PA 281 of 2016 further provides that "[a] municipality may adopt other ordinances relating to marihuana facilities within its jurisdiction, including zoning regulations..."; and

WHEREAS, Section 205 of PA 281 of 2016 requires a municipality to respond to the State of Michigan, Medical Marihuana Licensing Board, within 90 days after the municipality receives notification from the applicant that a license for one of the five types of medical marihuana facilities authorized by PA 281 of 2016 has been applied for; and

WHEREAS, the Township Board of \_\_\_\_\_ Township, \_\_\_\_\_ County, Michigan is cognizant of its authority to adopt an ordinance or ordinances to authorize the operation of one or more of the five types of medical marihuana facilities authorized by PA 281 of 2016 but desires to not do so.

NOW THEREFORE it is hereby resolved as follows:

1. \_\_\_\_\_ Township, \_\_\_\_\_ County, Michigan (Township) declines to adopt an ordinance authorizing any of the five types of medical marihuana facilities within the Township authorized by PA 281 of 2016; and

2. As a result of the Township's declination to adopt an ordinance authorizing any of the five types of medical marihuana facilities authorized by PA 281 of 2016, a **"marihuana facility shall not operate in the Township"**; and
3. The Township Clerk and/or the Township Zoning Administrator is authorized to provide a copy of this resolution to the State of Michigan, Medical Marihuana Licensing Board in response to a request to locate a medical marijuana facility authorized by PA 281 of 2016 within the Township or for any other reason authorized by or in response to a request from State of Michigan, Department of Licensing and Regulatory Affairs or its successor agency or the Medical Marihuana Licensing Board; and
4. The Township Clerk and/or the Township Zoning Administrator is authorized to provide a copy of this Resolution to any applicant requesting the ability to locate a medical marihuana grower, processor, secure transporter, provisioning center or safety compliance facility in the Township as evidence that the same shall not be allowed in the Township; and
5. All resolutions in conflict herewith are repealed; and
6. This resolution is effective immediately upon adoption and shall remain in full force and effect until repealed by the Township Board.

This RESOLUTION was offered by Board member \_\_\_\_\_, supported by Board member \_\_\_\_\_ at a meeting on \_\_\_\_\_, 20\_\_\_. The members of the Township Board voted as follows:

The TOWNSHIP SUPERVISOR declared the RESOLUTION duly adopted.

\_\_\_\_\_  
 (NAME), Township Clerk

**CERTIFICATE**

I hereby certify that the foregoing constitutes a true and complete copy of a resolution adopted at a regular meeting of the \_\_\_\_\_ Township Board held on \_\_\_\_\_, 20\_\_; that the meeting was conducted and public notice of the meeting was given pursuant to and in compliance with the Michigan Open Meetings Act; that a quorum of the Board was present and voted in favor of the resolution; and that the minutes of the meeting will be or have been made available as required by the Open Meetings Act.

\_\_\_\_\_  
 \_\_\_\_\_, Clerk  
 Township of \_\_\_\_\_  
 \_\_\_\_\_ County, Michigan

# Michigan Medical Marijuana Laws Q&A

By Catherine Mullhaupt, MTA Staff Attorney  
(As of August 28, 2017)

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**Note:** *This guidance has been written for townships, but the statutes discussed apply to cities, villages and townships in the same way. A county cannot adopt an ordinance “opting in” to allow any of the facilities authorized by these statutes.*

**Also note that, at the time of this publication (August 28, 2017), the required rules have not yet been adopted the Michigan Department of Licensing and Regulatory Affairs (LARA) regarding the implementation or enforcement of the Michigan Medical Marijuana Facilities Act or the other acts impacting the licensing of medical marijuana facilities. LARA plans to adopt emergency rules prior to the implementation of the Act in December 2017, with more formal rules and procedures being adopted over the next few years. Also, additional legislation and amendments to existing statutes are expected as the MMFLA is implemented. A township board should consult with its attorney for specific legal guidance on the appropriate time for the board to take any action on “opting-in,” or any changes that may be needed to accommodate changes in statute, administrative rules or court opinions prior to or during the early implementation of the MMFLA.**

## **Q. Has marijuana been legalized?**

**A.** No. Marijuana has not been legalized in Michigan. It is still an illegal drug under federal and state law. The Michigan Medical Marijuana Act, Initiated Law 1 of 2008, MCL 333.26421, et seq., allows qualified patients and registered caregivers identified with those patients to use marijuana for specified medical conditions. That law did not legalize marijuana, but it prohibits prosecuting or penalizing qualified patients and registered caregivers who use marijuana for those purposes as long as they comply with the MMMA.

Subsequent court opinions clarified that only those persons who were qualified patients and registered caregivers (and persons who met the requirements of Section 8 of the MMMA, even if not registered with the state) could exchange or use medical marijuana. A third party--a person providing or selling marijuana to a qualified patient who is not that person's registered caregiver--does not have the protection from prosecution under the MMMA. Any arrangement outside of the patient-caregiver relationship, including “dispensaries,” does not comply with the MMMA and is illegal.

## **Q. Don't you know how to spell “marijuana”?**

**A.** Yes. But the word was originally spelled with an “h,” and that is how the word is spelled in federal law and the Michigan Medical Marijuana Act, the Medical Marijuana Facilities Licensing Act and Medical Marijuana Licensing Act. But everyone else today, including the courts, uses the more common spelling with the “j”.

**Q. What is legal today?**

A. Only a patient-caregiver relationship conducted in compliance with the Michigan Medical Marijuana Act is legal today. Note that the MMMA was recently amended by PA 283 of 2016 to include certain marijuana-infused products, or “edibles,” and to clarify what plants and parts of plants are allowed within the limits imposed by the Act.

**Q. What is illegal today?**

A. Anything that is not authorized by the Michigan Medical Marijuana Act is illegal today.

**Q. So how come we see medical marijuana dispensaries all over?**

A. Because the local jurisdiction has chosen to not enforce state or federal laws that make marijuana illegal outside of the patient-caregiver relationship protected by the MMMA. In most cases, the city, village or township has “decriminalized” certain uses of marijuana and/or chosen to not utilize enforcement resources for small amounts or certain levels of activity. But that is a forbearance, not legalization.

**Q. Wait a minute—didn’t a law just get passed that makes marijuana dispensaries legal?**

A. No. Marijuana “dispensaries” or grow operations or any other activity involved with marijuana that does not comply with the Michigan Medical Marijuana Act are still unlawful.

**Q. No, it did—the Medical Marijuana Facilities Licensing Act. The Governor signed it!**

A. Yes. The Medical Marijuana Facilities Licensing Act, Public Act 281 of 2016, MCL 333.27101, et seq., took effect December 20, 2016.

But the MMFLA includes an additional delay in implementation of 360 days to enable the Michigan Department of Licensing and Regulatory Affairs (LARA) to establish the licensing system required by the Act. ***A person cannot apply to the state for a license of any kind under the MMFLA until December 15, 2017.***

***No one can receive a license of any kind under the MMFLA UNLESS the township has already adopted an ordinance that authorizes that type of facility. And a state-granted license will not enable a facility to operate unless the township also authorizes it.***

So even after December 15, 2017, any medical marijuana provisioning center or other activity involving marijuana that does not comply with the Michigan Medical Marijuana Act ***will still be illegal***, unless: 1) that township has adopted an ordinance that authorizes that type of facility under the Medical Marijuana Facilities Licensing Act, 2) the facility is granted a license by LARA, and 3) the township issues that facility a local authorization.

(Note that the word “dispensary” has been commonly used to refer to a variety of medical marijuana activities, but the new laws do not refer to “dispensaries.” Under the MMFLA, “provisioning centers” are what many people would describe as a “dispensary.”)

**Q. What if an applicant comes to our meeting now and demands that we adopt an ordinance or approve their license?**

If a township is approached by an applicant stating that the board must adopt an ordinance, then that applicant has misunderstood the law.

***A township cannot be required to adopt an ordinance to allow facilities authorized under the MMFLA now or at any time.***

If a township is approached by an applicant demanding that the township consider their application or stating that the board must authorize their facility:

- Before December 15, 2017, no township can be required to consider an application. Even if a township adopts an ordinance to allow the facilities authorized by the MMFLA, the licensing system is not in place, and no applications will be accepted by LARA until December 15, 2017.
- After December 15, 2017, if a township **has not** adopted an ordinance allowing any of the facilities authorized by the MMFLA, then the township is not required to consider any applications for MMFLA licenses, because no licenses will be approved by LARA.
- After December 15, 2017, if a township **has** adopted an ordinance allowing any of the facilities authorized by the MMFLA, **and** the application involves one of the type(s) of facilities that the township allows in its ordinance, **and** the cap on the number of that type of facility imposed by the township's ordinance has not been reached, then the township will be asked to provide information to LARA as part of the licensing approval process. The applicant must also be granted an authorization by the township to operate.

**Q. What do we need to do if we do NOT want any of the facilities authorized under the new Medical Marijuana Facilities Licensing Act in our township (or city or village)?**

A. A township is not required to adopt an ordinance or take any other action to prohibit the types of facilities authorized under the MMFLA. They are already prohibited by state and federal law and will continue to be illegal in a township, unless the township board adopts an ordinance to allow them ("opt in") under the MMFLA.

You would only adopt an ordinance dealing with the types of facilities authorized under the MMFLA if the township WANTS to allow one or more type of facilities authorized under the MMFLA.

Because many townships have been asked to take a definitive position declaring that they are not going to "opt in," the MTA has provided a sample "opt out" resolution. Note that this is not required by the MMFLA, and a township that has not adopted an opt-in ordinance is not required to take any action to "opt out."

***A township cannot be required to adopt an ordinance allowing the facilities authorized by the MMFLA.***

You do not have to consider any application for any facilities currently because no application will be accepted by the state until December 15, 2017. And even after that date, if the township has not adopted an ordinance allowing that type of facility, a license will not be granted by the state.

Note that, because dispensaries and other marijuana facilities or operations outside of the patient/caregiver relationship are NOT currently lawful (even where marijuana has been decriminalized locally), existing dispensaries or other marijuana facilities or operations are not currently lawful non-conforming uses for zoning ordinance purposes.

**Q. What do we need to do if we DO want any of the facilities authorized under the new Medical Marijuana Facilities Licensing Act in our township (or city or village)?**

**A. Any time before December 15, 2017**, a township that wants to allow medical marijuana facilities to operate within the township could adopt an “opt in” ordinance allowing one or more of the specific types of facilities authorized by the new Medical Marijuana Facilities Licensing Act. ***Note that adopting such an ordinance before December 15, 2017 does NOT make a facility lawful!***

December 15, 2017 is the earliest an applicant may submit an application to the Medical Marijuana Licensing Board (MMLB) for consideration.

**Any time after December 15, 2017**, a township that wants to allow medical marijuana facilities to operate within the township would adopt an “opt in” ordinance allowing one or more of the specific types of facilities authorized by the new Medical Marijuana Facilities Licensing Act.

The “opt in” ordinance should specify which type(s) of facilities—and how many of each type—the township is choosing to allow. If a township “opts in” with an ordinance that does not specify a cap on the type(s) or number of each, applications for any of the types and any number of a type within the township will be considered by LARA.

***But a license from the state is still required before a specific facility is authorized to legally operate under the MMFLA.*** The township board’s adoption of the ordinance allowing medical marijuana facilities does not automatically make all facilities lawful.

Also note that, because dispensaries and other marijuana facilities or operations outside of the patient/caregiver relationship are NOT currently lawful (even where marijuana has been decriminalized locally), existing dispensaries or other marijuana facilities or operations are not currently lawful non-conforming uses for zoning ordinance purposes.

**Q. Do we need to change our zoning ordinance to reflect a decision by the township board to “opt in” or “opt out”?**

**A.** A township board should work with its attorney and planning consultant to determine whether the township’s current zoning ordinance needs to be amended in any way to reflect the township’s position on allowing or not allowing medical marijuana facilities under the MMFLA.

Before Dec. 15, 2017, no medical marijuana facilities are lawful land uses. After Dec. 15, 2017, a medical marijuana facility might be a lawful land use if the township has already “opted in” by separate ordinance to authorize licenses to be granted to that type of facility. In that situation, if the zoning ordinance is amended to not allow or to limit that land use in the township, then any facilities that have **already been locally permitted AND state-licensed under the MMFLA** might have status as a lawful, non-conforming use (be “grandfathered in”).



A township that is considering changing its zoning as it relates to medical marijuana facilities will want to consult with its attorney for specific guidance on when that should occur in relation to the township also taking action to adopt a separate, non-zoning ordinance to “opt in” to allow any types of medical marijuana facilities.

Note that the MMFLA specifically states that:

**“333.27409 State operating license as revocable privilege.**

“Sec. 409.

**[Emphasis added] “A state operating license is a revocable privilege granted by this state and is not a property right. Granting a license does not create or vest any right, title, franchise, or other property interest. Each license is exclusive to the licensee, and a licensee or any other person must apply for and receive the board’s and municipality’s approval before a license is transferred, sold, or purchased. A licensee or any other person shall not lease, pledge, or borrow or loan money against a license. The attempted transfer, sale, or other conveyance of an interest in a license without prior board approval is grounds for suspension or revocation of the license or for other sanction considered appropriate by the board.”**

**Q. We do not have township zoning, but the county does. How does that affect our ability to “opt in” to authorize medical marijuana facilities under the MMFLA?**

A. This is an area of the law that has raised some confusion. Where a township does not zone, but the county does, then the county zoning applies. But under the MMFLA, a county does not have the authority to adopt an ordinance to “opt in” and authorize medical marijuana facilities. It is not clear at this time how a court would rule if the county zoning ordinance does not zone for or permit the type of medical marijuana facilities that a township in that county is seeking to authorize. And a township would still have to adopt an ordinance to “opt in.” Even if a county zoning ordinance is determined to be able to address medical marijuana facilities, that does not change the fact that only a township, city or village may adopt an ordinance to “opt in” to allow any medical marijuana facilities

**Q. We do not have township zoning, and neither does the county. How does that affect our ability to “opt in” to authorize medical marijuana facilities under the MMFLA?**

A. Where a township is “un-zoned,” the township may still choose to “opt in,” and must adopt an “opt in” ordinance if it wants to allow any facilities to be licensed. However, there will be no zoning regulation of where the medical marijuana facilities can be located.

**Q. What types of facilities may be authorized under the new Medical Marijuana Facilities Licensing Act if a township allows them by ordinance?**

A. The following types of medical marijuana facilities are authorized by the MMFLA. One or more types may be allowed by a township ordinance:

**Class A, B, or C Grower**—“A licensee that is a commercial entity located in this State that cultivates, dries, trims, or cures and packages marijuana for sale to a processor or provisioning center.”

Class A: 500 plants -- Class B: 1,000 plants -- Class C: 1,500 plants

**Processor**—“A licensee that is a commercial entity located in this State that purchases marihuana from a grower and that extracts resin from the marihuana or creates a marihuana infused product for sale and transfer in packaged form to a provisioning center.”

**Provisioning Center**—“A licensee that is a commercial entity located in this State that purchases marihuana from a grower or processor and sells, supplies, or provides marihuana to registered qualifying patients, directly or through their registered primary caregivers. The term includes any commercial property where marihuana is sold at retail to registered qualifying patients or registered primary caregivers. A noncommercial location used by a primary caregiver to assist a qualifying patient connected to the caregiver through the marihuana registration process of the Department of Licensing and Regulation in accordance with the Michigan Medical Marihuana Act will not be a provisioning center for purposes of the Licensing Act.”

**Secure Transporter**—“A licensee that is a commercial entity located in this State that stores marihuana and transports it between marihuana facilities for a fee.”

**Safety Compliance Facility**—“A licensee that is a commercial entity that receives marihuana from a marihuana facility or registered primary caregiver, tests it for contaminants and for tetrahydrocannabinol (THC) and other cannabinoids, returns the test results, and may return the marihuana to the facility.”

**Q. Why would a township consider allowing one or more of the types of facilities authorized under the new Medical Marihuana Facilities Licensing Act?**

**A.** Some communities accept medical marijuana use for compassionate reasons, and believe that the Medical Marihuana Facilities Licensing Act will better facilitate the spirit and the actual practice of the patient-caregiver relationship authorized by the statewide initiative that created the Medical Marihuana Act in 2008.

Other communities may be responding to a real demand or broad support locally for providing medical marijuana facilities and business opportunities.

And it may be a revenue source:

- **Annual administrative fee:** Once a township adopts an ordinance allowing one or more of the types of facilities authorized by the Medical Marihuana Facilities Licensing Act, the township may in that ordinance require “an annual, nonrefundable fee of not more than \$5,000.00 on a licensee to help defray administrative and enforcement costs associated with the operation of a marihuana facility in the municipality.” (“Nonrefundable” as in not returned if the license is revoked or not renewed.) The amount of the fee must be reasonably related to the township’s costs to administer and enforce the Act.
- **Property tax revenues:** These facilities are businesses and may be profitable. And in some communities medical marijuana facilities will utilize commercial properties that are currently vacant or even off the tax roll due to foreclosure.

- **State shared revenues, as appropriated:** A state tax will be imposed on each provisioning center at the rate of 3% of the provisioning center's gross retail receipts, which will go to the state Medical Marihuana Excise Fund. The money in the fund will be allocated, *upon appropriation*, to the state, counties and municipalities in which a marihuana facility is located, with "25% to municipalities in which a marihuana facility is located, allocated in proportion to the number of marihuana facilities within the municipality."

**Q. How will the state manage this licensing system and track compliance?**

A. The MMFLA requires licensees to "adopt and use a third-party inventory control and tracking system that is capable of interfacing with the statewide monitoring system to allow the licensee to enter or access information in the statewide monitoring system as required under this act and rules." Yes, there already are such third-party software systems commercially available.

The Marihuana Tracking Act, Public 282 of 2016, MCL 333.27901, et seq., enacted at the same time as the MMFLA, requires LARA to establish a confidential statewide internet-based monitoring system for integrated tracking, inventory, and verification. It will be a system "established, implemented, and maintained directly or indirectly by the department [LARA] that is available to licensees, law enforcement agencies, and authorized state departments and agencies on a 24-hour basis for all of the following:

- (i) Verifying registry identification cards.
- (ii) Tracking marihuana transfer and transportation by licensees, including transferee, date, quantity, and price.
- (iii) Verifying in a commercially reasonable time that a transfer will not exceed the limit that the registered qualifying patient or registered primary caregiver is authorized to receive under section 4 of the Michigan medical marihuana act, 2008 IL 1, MCL 333.26424."

**Q. The information on who is a qualified patient or a registered caregiver is currently confidential and exempt from public disclosure under the MMMA. How will the license process be treated—is that information going to be confidential?**

A. The MMFLA requires that:

"Except as otherwise provided in this act, all information, records, interviews, reports, statements, memoranda, or other data supplied to or used by the board [MMFL Board] are subject to the freedom of information act, ..., except for the following:

- (i) Unless presented during a public hearing or requested by the licensee or applicant who is the sole subject of the data, all of the information, records, interviews, reports, statements, memoranda, or other data supplied to, created by, or used by the board related to background investigation of applicants or licensees and to trade secrets, internal controls, and security measures of the licensees or applicants.
- (ii) All information, records, interviews, reports, statements, memoranda, or other data supplied to or used by the board that have been received from another jurisdiction or local, state, or federal agency under a promise of confidentiality or if the release of the information is

otherwise barred by the statutes, rules, or regulations of that jurisdiction or agency or by an intergovernmental agreement.

(iii) All information in the statewide monitoring system.”

So the Medical Marihuana Facility Licensing Board’s records are subject to the FOIA and public disclosure, with some specific exceptions.

Here are the records that will be **exempt** from disclosure:

- The data, all of the information, records, interviews, reports, statements, memoranda, or other data supplied to, created by, or used by the board *related to background investigation of applicants or licensees and to trade secrets, internal controls, and security measures of the licensees or applicants* is **exempt from disclosure, UNLESS:**
  1. That data, information, record, etc. was presented during a public hearing (of the MMFLB), in which case it is NOT exempt from disclosure.  
**OR**
  2. The licensee or applicant who is the sole subject of that data, information, record, etc. requests it, in which case it may be released to that licensee or applicant.
- All information, records, interviews, reports, statements, memoranda, or other data supplied to or used by the MMLFB that have been received from another jurisdiction or local, state, or federal agency (including a township) is **exempt from disclosure BUT ONLY IF:**
  1. The other jurisdiction or local, state, or federal agency (including a township) supplied it to the MMFLB *under a promise of confidentiality.*  
**OR**
  2. The release of the information is otherwise *barred by the statutes, rules, or regulations of that jurisdiction or agency or by an intergovernmental agreement.*
- All information in the statewide monitoring system is **exempt from disclosure.**

The Marihuana Tracking Act states that “the information in the system is confidential and is exempt from disclosure under the freedom of information act. Information in the system may be disclosed for purposes of enforcing this act; the Michigan medical marihuana act; and the medical marihuana facilities licensing act.”

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*For more information on the three Michigan laws governing medical marijuana use, see the statutes online (click on the linked titles of the Acts on the inside cover of this packet) or review the Senate Fiscal Analysis of September 23, 2016, which outlines all the provisions of the three bills as they were enacted.*

*This packet is not intended as a legal opinion, and a township should consult with its attorney before taking any steps to adopt an ordinance under these statutes, and for specific legal guidance on how the Acts interact with the individual township’s other ordinances, including a zoning ordinance.*

**MTA Sample Medical Marihuana Facilities Resolution** *(To “Opt Out” and decline to authorize any type of medical marijuana facilities)*

TOWNSHIP OF \_\_\_\_\_  
\_\_\_\_\_ COUNTY, MICHIGAN

**RESOLUTION REGARDING MEDICAL MARIHUANA FACILITIES  
AUTHORIZED BY PA 281 OF 2016**

RESOLUTION NO. \_\_\_\_\_  
DATED: \_\_\_\_\_, 20\_\_

WHEREAS, Public Act 281 of 2016 (MCL 333.27101 et. seq.) authorizes the State of Michigan to license five different types of facilities related to medical marihuana (grower, processor, secure transporter, provisioning center, and safety compliance facility); and

WHEREAS, Section 205 of PA 281 of 2016 (MCL 333.27205) provides that “[a] marihuana facility shall not operate in a municipality unless the municipality has adopted an ordinance that authorizes that type of facility”; and

WHEREAS, Section 205 of PA 281 of 2016 further provides that “[a] municipality may adopt other ordinances relating to marihuana facilities within its jurisdiction, including zoning regulations...”; and

WHEREAS, Section 205 of PA 281 of 2016 requires a municipality to respond to the State of Michigan, Medical Marihuana Licensing Board, within 90 days after the municipality receives notification from the applicant that a license for one of the five types of medical marihuana facilities authorized by PA 281 of 2016 has been applied for; and

WHEREAS, the Township Board of \_\_\_\_\_ Township, \_\_\_\_\_ County, Michigan is cognizant of its authority to adopt an ordinance or ordinances to authorize the operation of one or more of the five types of medical marihuana facilities authorized by PA 281 of 2016 but desires to not do so.

NOW THEREFORE it is hereby resolved as follows:

1. \_\_\_\_\_ Township, \_\_\_\_\_ County, Michigan (Township) declines to adopt an ordinance authorizing any of the five types of medical marihuana facilities within the Township authorized by PA 281 of 2016; and
2. As a result of the Township’s declination to adopt an ordinance authorizing any of the five types of medical marihuana facilities authorized by PA 281 of 2016, a **“marihuana facility shall not operate in the Township”**; and
3. The Township Clerk and/or the Township Zoning Administrator is authorized to provide a copy of this resolution to the State of Michigan, Medical Marihuana Licensing Board in response to a request to locate a medical marijuana facility authorized by PA 281 of 2016 within the Township or for any other reason authorized by or in response to a request from State of Michigan, Department of Licensing and Regulatory Affairs or its successor agency or the Medical Marihuana Licensing Board; and
4. The Township Clerk and/or the Township Zoning Administrator is authorized to provide a copy of this Resolution to any applicant requesting the ability to locate a medical marihuana grower, processor, secure transporter, provisioning center or safety compliance facility in the Township as evidence that the same shall not be allowed in the Township; and
5. All resolutions in conflict herewith are repealed; and

6. This resolution is effective immediately upon adoption and shall remain in full force and effect until repealed by the Township Board.

This RESOLUTION was offered by Board member \_\_\_\_\_, supported by Board member \_\_\_\_\_ at a meeting on \_\_\_\_\_, 20\_\_\_. The members of the Township Board voted as follows:

The TOWNSHIP SUPERVISOR declared the RESOLUTION duly adopted.

\_\_\_\_\_  
(NAME), Township Clerk

#### CERTIFICATE

I hereby certify that the foregoing constitutes a true and complete copy of a resolution adopted at a regular meeting of the \_\_\_\_\_ Township Board held on \_\_\_\_\_, 20\_\_; that the meeting was conducted and public notice of the meeting was given pursuant to and in compliance with the Michigan Open Meetings Act; that a quorum of the Board was present and voted in favor of the resolution; and that the minutes of the meeting will be or have been made available as required by the Open Meetings Act.

\_\_\_\_\_  
\_\_\_\_\_, Clerk  
Township of \_\_\_\_\_  
\_\_\_\_\_ County, Michigan

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*Note: This is a sample resolution prepared by the Michigan Townships Association's Legal Counsel in August 2017 for a township board to use if it wants to make a statement that it does not want to authorize any medical marijuana facilities ("opt out"). However, it is important to remember that a township is not required to adopt an ordinance or resolution or take any other action to prohibit the types of facilities authorized under the MMFLA. They are already prohibited by state and federal law and will continue to be illegal in a township unless the township board adopts an "opt in" ordinance to allow one or more type of facility allowed under the MMFLA.*

*Because many townships have been asked to take a definitive position declaring that they are not going to "opt in," the MTA has provided a sample "opt out" resolution. Note that this is not required by the MMFLA, and a township that has not adopted an opt-in ordinance is not required to take any action to "opt out." And even if a township "opts out," it may still "opt in" at a later date. There is no deadline for a township to decide or to take any action.*

41.69%

Grand Traverse Sheriff Department Calls for Service Statistics

Month Year  
August 2017

Day of Week	Mon	Tues	Weds	Thurs	Fri	Sat	Sun	TOTAL					
	0	1	2	3	4	5	6	7					
Hour of Day	428	582	805	655	490	465	392	3,817					
	109	59	52	35	31	61	86	113					
	12	13	14	15	16	17	18	19					
	232	210	232	249	254	205	217	163					
Location	Citations		Traffic Crashes			Arrests			*Other	Criminal	Non-Criminal	Traffic Crashes	Total
	Fatal	PIA	PDA	OWI	MIP	Criminal							
01 Acme	5	0	1	12	2	0	5	103	40	60	13	216	
02 Blair	27	0	7	33	3	0	26	219	101	111	40	471	
03 East Bay	28	0	5	36	3	0	27	210	82	111	41	444	
04 Fife Lake	4	0	0	7	0	0	2	59	6	13	7	85	
05 Garfield	73	1	17	72	8	1	73	646	386	469	90	1,591	
06 Grant	1	0	0	1	0	0	3	28	2	11	1	42	
07 Green Lake	6	0	1	15	0	0	7	119	40	72	16	247	
08 Long Lake	3	0	0	12	0	0	3	84	29	63	12	188	
09 Mayfield	6	0	1	3	0	0	1	42	5	11	4	62	
10 Peninsula	5	0	1	1	1	0	4	59	26	49	2	136	
11 Paradise	3	0	0	3	0	0	2	68	20	30	3	121	
12 Union	5	0	0	6	0	0	3	18	7	4	6	35	
13 Whitewater	5	0	1	9	0	0	1	48	14	25	10	97	
29 Fife Lake Vlg	3	0	0	1	0	0	0	8	6	7	1	22	
30 Kingsley Vlg	1	0	0	0	0	1	2	33	18	15	0	66	
66 Traverse City	8	0	0	0	2	0	70	0	0	0	0	0	
84 Out of County	0	0	0	0	3	0	23	0	0	0	0	0	
<b>Totals</b>	183	1	34	211	22	2	252	1,744	782	1,051	246	3,823	

\*Other Calls for Service Include: 911 Hangups; BOL; Follow-up to Complaints; Motorist Assists; Public Relations; Serving Legal papers; Traffic Stops; Warrant Attempts  
Ticket stats are based on what District Court has entered as of 9/01/17.  
Arrest Stats are as of 9/04/17.

# 2017 State Stabilization Revenue

State of Michigan Revenue Sharing - Constitutional & (EVIP)											
Period For	2015	EVIP	Total	2016	EVIP	2016 Total	2017	EVIP	2017 Total	(%) of Change from 2015	Difference From 2016 to 2017
Nov - Dec PD Mar	\$ 211,681.00	\$ 7,170.00	\$ 218,851.00	\$ 205,411.00	\$ 7,170.00	\$ 212,581.00	\$ 217,905.00	\$ 7,170.00	\$ 225,075.00	5.88%	\$ 12,494.00
Jan - Feb PD May	\$ 186,832.00	\$ 7,170.00	\$ 194,002.00	\$ 195,372.00	\$ 7,170.00	\$ 202,542.00	\$ 225,890.00	\$ 7,170.00	\$ 233,060.00	15.07%	\$ 30,518.00
Mar - April PD July	\$ 191,761.00	\$ 7,170.00	\$ 198,931.00	\$ 195,055.00	\$ 7,170.00	\$ 202,225.00	\$ 203,234.00	\$ 7,170.00	\$ 210,404.00	4.04%	\$ 8,179.00
May - June PD Sept	\$ 204,632.00	\$ 7,123.00	\$ 211,755.00	\$ 214,896.00	\$ 7,173.00	\$ 222,069.00	\$ 225,598.00	\$ 7,173.00	\$ 232,771.00	4.82%	\$ 10,702.00
July - Aug PD Dec	\$ 215,919.00	\$ 7,170.00	\$ 223,089.00	\$ 218,959.00	\$ 7,170.00	\$ 226,129.00					
Sept - Oct PD Dec	\$ 216,923.00	\$ 7,170.00	\$ 224,093.00	\$ 217,140.00	\$ 7,170.00	\$ 224,310.00					
<b>TOTAL</b>	<b>\$ 592,285.00</b>	<b>\$ 21,510.00</b>	<b>\$ 611,794.00</b>	<b>\$ 597,854.00</b>	<b>\$ 21,510.00</b>	<b>\$ 617,348.00</b>	<b>\$ 874,644.00</b>	<b>\$ 28,683.00</b>	<b>\$ 901,310.00</b>	<b>7.45%</b>	<b>\$ 61,893.00</b>

Personal Property Community Stabilization Share Revenue  
 Annual Rec. 311 \$ 47,087.00  
 Received separate from State

\$1,200,000.00	Township Budgeted for 2016
\$ 901,310.00	YTD Received From State
\$ (298,690.00)	DIFFERENCE

\$ 1,290,857.00 State Projected for 2017 (Constitutional \$ 1,247,834. and EVIP \$ 43,023.00 Total \$ 1,290,857.)



# Clerk's Report

For August 31, 2017

Submitted 09/05/17

To The Garfield Township Board;

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

For the month of August in the General Fund, you will find that we had a total of \$91,014.77 Revenues and \$411,058.15 Expenditures. For the year we have a total of \$2,788,618.49 Revenues and \$1,997,158.96 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

2017

GL NUMBER	DESCRIPTION	ORIGINAL BUDGET	AMENDED BUDGET	2017 BUDGET	YTD BALANCE 08/31/2017	ACTIVITY FOR MONTH 08/31/2017	AVAILABLE BALANCE
Fund 101 - GENERAL OPERATING FUND							
Revenues							
Dept 000							
101-000-403.000	CURRENT REAL PROPERTY TAXES	1,669,231.96	1,669,231.96	1,669,231.96	1,396,363.25	(201.85)	272,868.71
101-000-407.000	DEL PERSONAL PROP TAXES	0.00	0.00	0.00	378.19	0.00	(378.19)
101-000-414.000	Protested R/E Interest	0.00	0.00	0.00	907.88	0.00	(907.88)
101-000-423.000	TRAILER PARK FEES	6,000.00	6,000.00	6,000.00	5,034.50	1,271.50	965.50
101-000-445.000	PENALTIES & INT. ON TAXES	5,000.00	5,000.00	5,000.00	3,699.78	0.00	1,300.22
101-000-476.000	BUILDING PERMITS	175,000.00	175,000.00	175,000.00	160,157.00	11,354.00	14,843.00
101-000-476.001	PLANNING FEES	6,000.00	6,000.00	6,000.00	8,150.00	2,750.00	(2,150.00)
101-000-476.002	MAINT INSPECTION FEES	500.00	500.00	500.00	1,320.00	0.00	(820.00)
101-000-476.003	TREASURER FEES	500.00	500.00	500.00	375.00	0.00	125.00
101-000-476.004	PARK USE FEES	2,500.00	2,500.00	2,500.00	2,320.00	180.00	180.00
101-000-476.005	ZONING FEES	22,000.00	22,000.00	22,000.00	20,800.00	2,860.00	1,200.00
101-000-574.000	STATE SHARED REVENUE	1,200,000.00	1,200,000.00	1,200,000.00	864,169.00	0.00	335,831.00
101-000-574.001	STATE SHARED REV. - LIQUOR LA	19,000.00	19,000.00	19,000.00	591.25	0.00	18,408.75
101-000-575.000	Road Right of Way	20,000.00	20,000.00	20,000.00	12,500.95	0.00	7,499.05
101-000-612.000	CHARGES FOR TOWNSHIP SERVICES	7,000.00	7,000.00	7,000.00	7,082.95	150.00	(82.95)
101-000-627.000	TAX COLLECTION FEES	22,000.00	22,000.00	22,000.00	22,250.00	0.00	(250.00)
101-000-656.000	Ordinance Enforcement Fees	500.00	500.00	500.00	371.67	66.67	128.33
101-000-664.000	EARNED INTEREST	25,000.00	25,000.00	25,000.00	35,362.69	0.00	(10,362.69)
101-000-668.002	RENTS & ROYALTIES CABLE VIS	260,000.00	260,000.00	260,000.00	203,686.83	68,351.75	56,313.17
101-000-668.003	RENTS & ROYALTIES CABLE EQUIP	17,000.00	17,000.00	17,000.00	12,720.60	4,232.70	4,279.40
101-000-670.000	UNREALIZED LOSS ON INVESTMENT	0.00	0.00	0.00	11,282.30	0.00	(11,282.30)
101-000-673.000	SALE OF FIXED ASSETS	100.00	100.00	100.00	0.00	0.00	100.00
101-000-676.000	REIMBURSEMENTS	0.00	0.00	0.00	18,378.03	0.00	(18,378.03)
101-000-676.001	Reimbursed Treasurer Legal Fees	500.00	500.00	500.00	716.62	0.00	(216.62)
Total Dept 000		3,457,831.96	3,457,831.96	3,457,831.96	2,788,618.49	91,014.77	669,213.47
TOTAL REVENUES		3,457,831.96	3,457,831.96	3,457,831.96	2,788,618.49	91,014.77	669,213.47
Fund 101 - GENERAL OPERATING FUND:							
TOTAL REVENUES		3,457,831.96	3,457,831.96	3,457,831.96	2,788,618.49	91,014.77	669,213.47

GL NUMBER	DESCRIPTION	ORIGINAL BUDGET	2017 AMENDED BUDGET	YTD BALANCE 08/31/2017	ACTIVITY FOR MONTH 08/31/17	AVAILABLE BALANCE	% BGDT USED
<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	6,300.00	1,050.00	5,700.00	52.50
101-101-701.101	WAGES - FILE CLERK	12,000.00	12,000.00	9,426.19	1,700.84	2,573.81	78.55
101-101-701.102	WAGES - TRUSTEE	12,000.00	12,000.00	7,650.00	1,000.00	4,350.00	63.75
101-101-701.103	WAGES - TRUSTEE	12,000.00	12,000.00	5,700.00	750.00	6,300.00	47.50
101-101-701.104	WAGES - TRUSTEE	12,000.00	12,000.00	5,900.00	900.00	6,100.00	49.17
101-101-701.105	WAGES - OFFICE MANAGER	37,648.00	37,648.00	24,616.00	4,344.00	13,032.00	65.38
101-101-701.106	WAGES - RECEPTIONIST	25,975.40	25,975.40	14,691.21	2,611.77	11,284.19	56.56
101-101-726.000	SUPPLIES	5,000.00	5,000.00	2,753.03	245.03	2,246.97	55.06
101-101-726.001	POSTAGE	15,000.00	15,000.00	5,195.83	2,000.00	9,804.17	34.64
101-101-726.002	SUPPLIES - COPIER MAINTENANCE	7,500.00	7,500.00	2,406.62	0.00	5,093.38	32.09
101-101-801.002	LEGAL SERVICES - TOWNBOARD	15,000.00	15,000.00	5,173.04	175.20	9,826.96	34.49
101-101-801.004	LEGAL-Tax Tribunal	10,000.00	10,000.00	0.00	0.00	10,000.00	0.00
101-101-802.000	AUDIT AND ACCOUNTING	16,500.00	16,500.00	15,069.00	0.00	1,431.00	91.33
101-101-805.000	CONTRACTED AND OTHER SERVICES	5,000.00	5,000.00	3,730.75	735.75	1,269.25	74.62
101-101-860.000	MILEAGE	500.00	500.00	80.25	0.00	419.75	16.05
101-101-900.000	PRINTING & PUBLISHING	3,500.00	3,500.00	1,323.15	0.00	2,176.85	37.80
101-101-901.000	ADVERTISING	4,000.00	4,000.00	4,712.04	382.75	(712.04)	117.80
101-101-960.000	EDUCATION & TRAINING	4,000.00	4,000.00	95.07	0.00	3,904.93	2.38
101-101-965.101	DUES & PUBLICATIONS -TOWNBOARD	2,500.00	2,500.00	698.49	0.00	1,801.51	27.94
101-101-965.102	DUES - MICHIGAN TOWNSHIP ASSO	6,500.00	6,500.00	5,842.16	0.00	657.84	89.88
<b>Total Dept 101-TOWNBOARD</b>		<b>218,623.40</b>	<b>218,623.40</b>	<b>121,362.83</b>	<b>15,895.34</b>	<b>97,260.57</b>	<b>55.51</b>
<b>Dept 171-TOWNSHIP SUPERVISOR</b>							
101-171-701.201	WAGES - SUPERVISOR	71,889.32	71,889.32	47,004.49	8,294.91	24,884.83	65.38
101-171-701.202	WAGES - APPRAISER III	50,065.56	50,065.56	16,621.56	0.00	33,444.00	33.20
101-171-701.203	WAGES - ASSESSMENT CLERK	11,130.04	11,130.04	6,440.32	1,113.27	4,689.72	57.86
101-171-701.204	WAGES - APPRAISER II	50,065.56	50,065.56	30,830.30	5,776.80	19,235.26	61.58
101-171-701.205	WAGES - ASSESSOR	87,986.49	87,986.49	57,529.70	10,152.30	30,456.79	65.38
101-171-726.000	SUPPLIES	2,000.00	2,000.00	684.24	67.98	1,315.76	34.21
101-171-726.001	POSTAGE	3,500.00	3,500.00	2,881.84	0.00	618.16	82.34
101-171-805.000	CONTRACTED AND OTHER SERVICES	20,000.00	20,000.00	24,662.54	0.00	(4,662.54)	123.31
101-171-860.200	MILEAGE - SUPERVISOR	1,000.00	1,000.00	215.93	0.00	784.07	21.59
101-171-860.201	MILEAGE - ASSESSOR	1,000.00	1,000.00	411.15	224.27	588.85	41.12
101-171-900.000	PRINTING & PUBLISHING	1,500.00	1,500.00	816.48	0.00	683.52	54.43
101-171-901.000	ADVERTISING	0.00	0.00	225.00	0.00	(225.00)	100.00
101-171-960.000	EDUCATION & TRAINING	6,000.00	6,000.00	2,866.60	907.33	3,133.40	47.78
101-171-960.200	EDUCATION - SUPERVISOR	1,000.00	1,000.00	250.00	0.00	750.00	25.00
101-171-965.000	DUES & PUBLICATIONS	1,800.00	1,800.00	1,098.40	671.40	701.60	61.02
<b>Total Dept 171-TOWNSHIP SUPERVISOR</b>		<b>308,936.97</b>	<b>308,936.97</b>	<b>192,538.55</b>	<b>27,208.26</b>	<b>116,398.42</b>	<b>62.32</b>
<b>Dept 191-ELECTIONS</b>							
101-191-701.000	WAGES	20,000.00	20,000.00	8,023.50	0.00	11,976.50	40.12
101-191-726.000	SUPPLIES	8,000.00	8,000.00	3,130.43	0.00	4,869.57	39.13
101-191-726.001	POSTAGE	8,500.00	8,500.00	1,991.57	0.00	6,508.43	23.43
101-191-860.000	MILEAGE	400.00	400.00	0.00	0.00	400.00	0.00
101-191-901.000	ADVERTISING	400.00	400.00	73.50	0.00	326.50	18.38
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>45,300.00</b>	<b>45,300.00</b>	<b>13,219.00</b>	<b>0.00</b>	<b>32,081.00</b>	<b>29.18</b>

2017

GL NUMBER	DESCRIPTION	ORIGINAL BUDGET	AMENDED BUDGET	YTD BALANCE 08/31/2017	ACTIVITY FOR MONTH 08/31/17	AVAILABLE BALANCE	% BDGT USED
<b>Fund 101 - GENERAL OPERATING FUND</b>							
<b>Expenditures</b>							
<b>Dept 215-TOWNSHIP CLERK</b>							
101-215-701.300	WAGES - CLERK	71,889.32	71,889.32	47,004.49	8,294.91	24,884.83	65.38
101-215-701.302	WAGES - DEPUTY CLERK	40,804.00	40,804.00	26,679.46	4,708.14	14,124.54	65.38
101-215-701.303	WAGES - ACCOUNTANT	6,000.00	6,000.00	615.00	0.00	5,385.00	10.25
101-215-726.000	SUPPLIES	1,000.00	1,000.00	825.42	38.24	174.58	82.54
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	4,421.98	217.42	1,578.02	73.70
101-215-965.000	DUES & PUBLICATIONS	700.00	700.00	310.00	0.00	390.00	44.29
<b>Total Dept 215-TOWNSHIP CLERK</b>		<b>127,693.32</b>	<b>127,693.32</b>	<b>79,856.35</b>	<b>13,258.71</b>	<b>47,836.97</b>	<b>62.54</b>
<b>Dept 247-BOARD OF REVIEW</b>							
101-247-701.400	WAGES - B OF R	1,500.00	1,500.00	600.00	100.00	900.00	40.00
101-247-701.401	WAGES - B OF R	1,500.00	1,500.00	600.00	100.00	900.00	40.00
101-247-701.402	WAGES - B OF R	1,500.00	1,500.00	500.00	0.00	1,000.00	33.33
101-247-701.403	WAGES - B OF R	1,500.00	1,500.00	0.00	0.00	1,500.00	0.00
101-247-960.000	EDUCATION & TRAINING	200.00	200.00	0.00	0.00	200.00	0.00
<b>Total Dept 247-BOARD OF REVIEW</b>		<b>6,200.00</b>	<b>6,200.00</b>	<b>1,700.00</b>	<b>200.00</b>	<b>4,500.00</b>	<b>27.42</b>
<b>Dept 253-TOWNSHIP TREASURER</b>							
101-253-701.500	WAGES - TREASURER	71,889.32	71,889.32	47,011.12	8,296.08	24,878.20	65.39
101-253-701.501	WAGES - ASSISTANT	7,000.00	7,000.00	3,197.77	556.56	3,802.23	45.68
101-253-701.502	WAGES - DEPUTY TREASURER	40,804.00	40,804.00	25,894.78	4,708.14	14,909.22	63.46
101-253-726.000	SUPPLIES	2,500.00	2,500.00	1,202.18	0.00	1,297.82	48.09
101-253-726.001	POSTAGE	6,000.00	6,000.00	2,713.28	0.00	3,286.72	45.22
101-253-801.000	LEGAL SERVICES	3,000.00	3,000.00	800.80	0.00	2,199.20	26.69
101-253-809.000	Bank Fees	300.00	300.00	25.00	0.00	275.00	8.33
101-253-860.500	MILEAGE - TREASURER	700.00	700.00	227.92	0.00	472.08	32.56
101-253-860.501	MILEAGE - DEPUTY TREASURER	200.00	200.00	237.70	0.00	(37.70)	118.85
101-253-900.000	PRINTING & PUBLISHING	2,000.00	2,000.00	325.00	0.00	1,675.00	16.25
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	1,943.15	396.00	2,556.85	43.18
101-253-965.000	DUES & PUBLICATIONS	500.00	500.00	77.00	77.00	423.00	15.40
<b>Total Dept 253-TOWNSHIP TREASURER</b>		<b>139,493.32</b>	<b>139,493.32</b>	<b>83,655.70</b>	<b>14,033.78</b>	<b>55,837.62</b>	<b>59.97</b>
<b>Dept 258-COMPUTER SUPPORT</b>							
101-258-726.000	SUPPLIES	6,000.00	6,000.00	0.00	0.00	6,000.00	0.00
101-258-935.015	COMPUTER SUPPORT SYSTEMS	22,000.00	22,000.00	15,837.47	0.00	6,162.53	71.99
101-258-935.016	COMPUTER NETWORK	4,000.00	4,000.00	600.00	0.00	3,400.00	15.00
<b>Total Dept 258-COMPUTER SUPPORT</b>		<b>32,000.00</b>	<b>32,000.00</b>	<b>16,437.47</b>	<b>0.00</b>	<b>15,562.53</b>	<b>51.37</b>
<b>Dept 265-TOWNSHIP HALL</b>							
101-265-701.011	Maintenance Wages	10,000.00	10,000.00	5,060.50	862.75	4,939.50	50.61
101-265-726.003	SUPPLIES-MAINTANCE	3,500.00	3,500.00	1,370.11	333.14	2,129.89	39.15
101-265-850.000	TELEPHONE	15,000.00	15,000.00	10,225.55	1,271.43	4,774.45	68.17
101-265-920.601	HEATING / GAS	12,000.00	12,000.00	6,974.27	353.92	5,025.73	58.12
101-265-920.602	WATER / SEWER	5,000.00	5,000.00	3,082.35	811.37	1,917.65	61.65

GL NUMBER	DESCRIPTION	2017 ORIGINAL BUDGET	2017 AMENDED BUDGET	YTD BALANCE 08/31/2017	ACTIVITY FOR MONTH 08/31/17	AVAILABLE BALANCE	% BDCGT USED
<b>Fund 101 - GENERAL OPERATING FUND</b>							
<b>Expenditures</b>							
101-265-920.603	LIGHTS BUILDING	13,500.00	13,500.00	9,331.60	1,550.68	4,168.40	69.12
101-265-935.601	SNOW PLOWING	10,000.00	10,000.00	1,635.00	0.00	8,365.00	16.35
101-265-935.602	LAWN MAINTENANCE	10,000.00	10,000.00	4,657.39	505.00	5,342.61	46.57
101-265-935.603	CLEANING SERVICE	15,000.00	15,000.00	8,050.00	1,150.00	6,950.00	53.67
101-265-935.604	RUBBISH REMOVAL	1,000.00	1,000.00	632.00	79.00	368.00	63.20
101-265-935.605	BUILDING REPAIR	50,000.00	50,000.00	25,000.00	25,000.00	25,000.00	50.00
101-265-935.606	ELECTRONIC PROTECTION SYSTEM	1,500.00	1,500.00	1,064.25	0.00	435.75	70.95
101-265-935.608	MAINTENANCE-OTHER	15,000.00	15,000.00	9,600.22	0.00	5,399.78	64.00
<b>Total Dept 265-TOWNSHIP HALL</b>		<b>161,500.00</b>	<b>161,500.00</b>	<b>86,683.24</b>	<b>31,917.29</b>	<b>74,816.76</b>	<b>53.67</b>
<b>Dept 301-POLICE SERVICES</b>							
101-301-830.000	POLICE CONTRACT	1,025,365.00	1,025,365.00	746,220.00	240,208.00	279,145.00	72.78
<b>Total Dept 301-POLICE SERVICES</b>		<b>1,025,365.00</b>	<b>1,025,365.00</b>	<b>746,220.00</b>	<b>240,208.00</b>	<b>279,145.00</b>	<b>72.78</b>
<b>Dept 371-TOWNSHIP BUILDING INSPECTOR</b>							
101-371-701.703	WAGES - BUILDING	66,600.41	66,600.41	43,546.35	7,684.65	23,054.06	65.38
101-371-701.704	WAGES - BUILDING	22,000.00	22,000.00	11,135.28	2,108.38	10,864.72	50.61
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	666.98	0.00	333.02	66.70
101-371-960.000	EDUCATION & TRAINING	1,000.00	1,000.00	440.00	0.00	560.00	44.00
101-371-965.000	DUES & PUBLICATIONS	700.00	700.00	836.95	0.00	(136.95)	119.56
<b>Total Dept 371-TOWNSHIP BUILDING INSPECTOR</b>		<b>92,300.41</b>	<b>92,300.41</b>	<b>56,625.56</b>	<b>9,793.03</b>	<b>35,674.85</b>	<b>61.35</b>
<b>Dept 400-PLANNING COMMISSION</b>							
101-400-701.800	WAGES - PLANNING	2,200.00	2,200.00	1,000.00	200.00	1,200.00	45.45
101-400-701.801	WAGES - PLANNING	2,200.00	2,200.00	600.00	0.00	1,600.00	27.27
101-400-701.802	WAGES - PLANNING	2,200.00	2,200.00	1,100.00	200.00	1,100.00	50.00
101-400-701.804	WAGES - PLANNING	2,200.00	2,200.00	1,000.00	200.00	1,200.00	45.45
101-400-701.805	WAGES - PLANNING	2,200.00	2,200.00	1,100.00	200.00	1,100.00	50.00
101-400-701.806	WAGES - PLANNING	2,200.00	2,200.00	1,000.00	200.00	1,200.00	45.45
101-400-701.808	WAGES - PLANNING	2,200.00	2,200.00	1,100.00	200.00	1,100.00	50.00
101-400-801.000	LEGAL SERVICES	20,000.00	20,000.00	35.80	0.00	19,964.20	0.18
101-400-805.000	CONTRACTED AND OTHER SERVICES	6,000.00	6,000.00	825.75	109.50	5,174.25	13.76
101-400-900.000	PRINTING & PUBLISHING	1,000.00	1,000.00	306.18	0.00	693.82	30.62
101-400-901.000	ADVERTISING	2,000.00	2,000.00	904.25	0.00	1,095.75	45.21
101-400-960.000	EDUCATION & TRAINING	2,000.00	2,000.00	260.00	0.00	1,740.00	13.00
101-400-965.000	DUES & PUBLICATIONS	500.00	500.00	0.00	0.00	500.00	0.00
<b>Total Dept 400-PLANNING COMMISSION</b>		<b>46,900.00</b>	<b>46,900.00</b>	<b>9,231.98</b>	<b>1,309.50</b>	<b>37,668.02</b>	<b>19.68</b>
<b>Dept 401-TOWNSHIP PLANNER</b>							
101-401-701.900	WAGES - PLANNER	68,334.91	68,334.91	44,680.59	7,884.81	23,654.32	65.38
101-401-701.901	WAGES - DEPUTY PLANNER	52,148.16	52,148.16	19,591.71	5,805.60	32,556.45	37.57
101-401-726.000	SUPPLIES	1,000.00	1,000.00	142.89	49.99	857.11	14.29
101-401-860.900	MILEAGE - TOWNSHIP PLANNER	150.00	150.00	0.00	0.00	150.00	0.00
101-401-860.901	MILEAGE - DEPUTY PLANNER	150.00	150.00	5.89	0.00	144.11	3.93
101-401-900.000	PRINTING & PUBLISHING	2,000.00	2,000.00	510.44	0.00	1,489.56	25.52
101-401-960.000	EDUCATION & TRAINING	4,500.00	4,500.00	878.40	858.40	3,621.60	19.52
101-401-965.000	DUES & PUBLICATIONS	1,000.00	1,000.00	595.00	595.00	405.00	59.50

2017  
 ORIGINAL BUDGET  
 2017  
 AMENDED BUDGET

ACTIVITY FOR  
 MONTH  
 08/31/17

AVAILABLE BALANCE  
 % BDTG USED

YTD BALANCE  
 08/31/2017

GL NUMBER DESCRIPTION

Fund 101 - GENERAL OPERATING FUND  
 Expenditures

GL NUMBER	DESCRIPTION	ORIGINAL BUDGET	2017 AMENDED BUDGET	YTD BALANCE 08/31/2017	ACTIVITY FOR MONTH 08/31/17	AVAILABLE BALANCE	% BDTG USED
<b>Total Dept 401-TOWNSHIP PLANNER</b>							
		129,283.07	129,283.07	66,404.92	15,193.80	62,878.15	51.36
<b>Dept 410-ZONING BOARD OF APPEALS</b>							
101-410-701.001	WAGES - ZONING	1,200.00	1,200.00	100.00	100.00	1,100.00	8.33
101-410-701.002	WAGES - ZONING	1,200.00	1,200.00	200.00	100.00	1,000.00	16.67
101-410-701.003	WAGES - ZONING	1,200.00	1,200.00	200.00	100.00	1,000.00	16.67
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	200.00	100.00	1,000.00	16.67
101-410-801.000	LEGAL SERVICES	10,000.00	10,000.00	5,745.30	1,566.00	4,254.70	57.45
101-410-805.000	CONTRACTED AND OTHER SERVICES	1,000.00	1,000.00	165.00	0.00	835.00	16.50
101-410-901.000	ADVERTISING	2,000.00	2,000.00	1,180.75	263.75	819.25	59.04
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>							
		20,000.00	20,000.00	7,891.05	2,229.75	12,108.95	39.46
<b>Dept 412-ZONING ADMINISTRATOR</b>							
101-412-701.601	WAGES	48,985.00	48,985.00	32,028.68	5,652.12	16,956.32	65.38
101-412-701.602	WAGES ZONING	15,000.00	15,000.00	9,768.00	1,944.80	5,232.00	65.12
101-412-726.000	SUPPLIES	1,000.00	1,000.00	328.57	254.59	671.43	32.86
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>							
		67,785.00	67,785.00	42,125.25	7,851.51	25,659.75	62.15
<b>Dept 448-STREET LIGHTS - TOWNSHIP</b>							
101-448-920.005	STREET LIGHTS TOWNSHIP	92,000.00	92,000.00	47,195.98	6,861.74	44,804.02	51.30
<b>Total Dept 448-STREET LIGHTS - TOWNSHIP</b>							
		92,000.00	92,000.00	47,195.98	6,861.74	44,804.02	51.30
<b>Dept 747-COMMUNITY PROMOTIONS</b>							
101-747-880.003	COM. PROM. - TRAVERSE BAY EDC	15,000.00	15,000.00	15,000.00	0.00	0.00	100.00
101-747-880.004	COM. PROM. - TC-TALUS	3,000.00	3,000.00	3,000.00	0.00	0.00	100.00
101-747-880.007	COM. PROM. - COMMUNITY AWAREN	20,000.00	20,000.00	4,147.62	323.81	15,852.38	20.74
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.F.G.	95,000.00	95,000.00	72,303.58	0.00	22,696.42	76.11
101-747-880.017	COM. PROM. - TV BOARD	2,500.00	2,500.00	1,275.00	170.00	1,225.00	51.00
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>							
		163,500.00	163,500.00	95,726.20	493.81	67,773.80	58.55
<b>Dept 806-TOWNSHIP VEHICLES</b>							
101-806-862.000	GAS & CAR WASHES	4,000.00	4,000.00	1,001.67	261.76	2,998.33	25.04
101-806-863.000	OIL CHANGES	500.00	500.00	53.95	0.00	446.05	10.79
101-806-864.000	MISCELLANEOUS	3,500.00	3,500.00	182.99	0.00	3,317.01	5.23
<b>Total Dept 806-TOWNSHIP VEHICLES</b>							
		8,000.00	8,000.00	1,238.61	261.76	6,761.39	15.48

GL NUMBER	DESCRIPTION	2017 ORIGINAL BUDGET	2017 AMENDED BUDGET	YTD BALANCE 08/31/2017	ACTIVITY FOR MONTH 08/31/17	AVAILABLE BALANCE	% BGDG USED
<b>Fund 101 - GENERAL OPERATING FUND</b>							
<b>Expenditures</b>							
<b>Dept 851-EMPLOYEE BENEFITS &amp; INSURANCES</b>							
101-851-701.000	WAGES	16,000.00	16,000.00	3,891.96	515.37	12,108.04	24.32
101-851-873.001	John Hancock 403B	90,000.00	90,000.00	76,666.35	0.00	13,333.65	85.18
101-851-873.010	SOCIAL SECURITY - EMPLOYER	80,000.00	80,000.00	42,758.36	7,498.41	37,241.64	53.45
101-851-873.020	VACATION & PERSONAL PAYOUT	5,000.00	5,000.00	0.00	0.00	5,000.00	0.00
101-851-873.030	INSURANCE - EMPLOYEE HEALTH	250,000.00	250,000.00	179,252.60	14,887.42	70,747.40	71.70
101-851-873.040	INSURANCE - EMPLOYEE LIFE	9,000.00	9,000.00	6,039.53	690.67	2,960.47	67.11
101-851-912.001	INSURANCE - LIABILITY	13,000.00	13,000.00	11,878.00	0.00	1,122.00	91.37
101-851-912.002	INSURANCE - WORKMENS COMP.	7,500.00	7,500.00	1,695.00	0.00	5,805.00	22.60
<b>Total Dept 851-EMPLOYEE BENEFITS &amp; INSURANCES</b>		<b>470,500.00</b>	<b>470,500.00</b>	<b>322,181.80</b>	<b>23,591.87</b>	<b>148,318.20</b>	<b>68.48</b>
<b>Dept 900-CAPITAL OUTLAY</b>							
101-900-970.001	CAPITAL OUTLAY - ELECTIONS	110,000.00	110,000.00	0.00	0.00	110,000.00	0.00
101-900-970.002	CAPITAL OUTLAY - TOWNSHIP HAL	40,000.00	40,000.00	5,770.00	0.00	34,230.00	14.43
101-900-970.003	CAPITAL OUTLAY - COMPUTER	15,000.00	15,000.00	750.00	750.00	14,250.00	5.00
101-900-970.005	CAPITAL OUTLAY - LAND	0.00	0.00	344.47	0.00	(344.47)	100.00
<b>Total Dept 900-CAPITAL OUTLAY</b>		<b>165,000.00</b>	<b>165,000.00</b>	<b>6,864.47</b>	<b>750.00</b>	<b>158,135.53</b>	<b>4.16</b>
<b>TOTAL EXPENDITURES</b>		<b>3,320,380.49</b>	<b>3,320,380.49</b>	<b>1,997,158.96</b>	<b>411,058.15</b>	<b>1,323,221.53</b>	<b>60.15</b>
<b>Fund 101 - GENERAL OPERATING FUND:</b>							
<b>TOTAL EXPENDITURES</b>		<b>3,320,380.49</b>	<b>3,320,380.49</b>	<b>1,997,158.96</b>	<b>411,058.15</b>	<b>1,323,221.53</b>	<b>60.15</b>



GL NUMBER	DESCRIPTION	2017		YTD BALANCE 08/31/2017	ACTIVITY FOR MONTH 08/31/17	% BDGT 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	300.00	300.00	100.00
308-000-825.000	Const.& Land (Grant, Equip)	0.00	0.00	(176,021.77)	0.00	100.00
308-000-864.000	MISCELLANEOUS	0.00	0.00	109.50	109.50	100.00
308-000-880.001	COM. PROM. - SILVER LAKE PARK	3,580.00	3,580.00	6,631.67	696.44	185.24
308-000-880.006	COM. PROM. - BVNP (YMCA)	4,180.00	4,180.00	17,252.94	0.00	412.75
308-000-880.008	COM. PROM. - Cont. Serv GTCD	47,120.00	47,120.00	34,500.00	0.00	73.22
308-000-880.012	COM. PROM. - GT COMMONS	11,320.00	11,320.00	0.00	0.00	0.00
308-000-880.013	COM. PROM. - BOARDMAN RIVER	5,000.00	5,000.00	0.00	0.00	0.00
308-000-880.014	COM. PROM. - MILLER CREEK	13,040.00	13,040.00	0.00	0.00	0.00
308-000-880.016	COM. PROM. - KIDS CREEK PARK	12,260.00	12,260.00	0.00	0.00	0.00
308-000-935.000	MAINTENANCE - MISC, EQUIP	53,500.00	53,500.00	32,439.68	5,985.97	60.63
Total Dept 000		150,000.00	150,000.00	(84,787.98)	7,091.91	(56.53)
Dept 851-EMPLOYEE BENEFITS & INSURANCES						
308-851-873.010	SOCIAL SECURITY - EMPLOYER	0.00	0.00	22.95	22.95	100.00
Total Dept 851-EMPLOYEE BENEFITS & INSURANCES		0.00	0.00	22.95	22.95	100.00
TOTAL EXPENDITURES		150,000.00	150,000.00	(84,765.03)	7,114.86	(56.51)
Fund 308 - PARK SYSTEM FUND:						
TOTAL EXPENDITURES		150,000.00	150,000.00	(84,765.03)	7,114.86	56.51



## GRAND TRAVERSE METRO FIRE DEPARTMENT 2018 BUDGET ASSUMPTIONS/ISSUES

7. a.

Below are assumptions/issues for the 2018 Budget:

- 1) 3.38% increase in Townships real property taxable valuations.  
(at 2.35 mills, this impact is approx \$124,200 of additional revenue from Townships in 2018).
- 2) Wages and Benefits
  - \* Wage adjustments for firefighters, administrative and fire inspectors
  - \* Increase PT FF hourly rate by \$0.35, thus bringing average hourly PT FF hourly rate to almost \$14.80. Effective 1/1/18, Michigan minimum wage will increase by \$0.35/hour to \$9.25 per hour.
- 3) Purchase new Squad 8 out of PIF funds - \$50,000 (similar to truck purchased in 2017).
- 4) Lease payment for Engine 8 is \$99,500 per year out of the General Fund. (purchased 2013)  
Final payment on this note is 12/1/2019
- 5) Metro has budgeted \$50,000 to transfer to the Public Improvement Fund to purchase a new Squad 8 (similar to squads purchased for other stations)
- 6) Budgeted for Station 11 improvements out of PIF - estimated at \$350,000.  
Repair floor/drains estimated to be \$200,000.  
Upgrade to workout room and office estimated at \$150,000.  
Originally, \$300,000 of PIF funds were set aside to purchase land for a new Station 8.  
Due to the delay in the new station, these funds continue to remain in PIF.  
The Station 11 repairs/upgrades have become a new priority for Metro due to the deteriorating floor in the parking bays and outdated office/workout areas.
- 7) PIF balance at the end of 2017 is projected to be \$378,113. With Station 11 improvements and squad purchase included in 2018 budget, PIF balance at the end 2018 is projected to be \$24,113.
- 8) Metro proposes keeping the budget at 2.35 mills - resulting in a \$1,468 gain to fund balance.
- 9) Future issues not included in budget:
  - a. New Station 8 design and construction costs
  - b. Station 9 dom (Metro portion only)
  - c. Need to purchase a new engine, heavy rescue and ladder truck within the next 7 years.
  - d. 10 new SCBA air packs needed in 2019.
  - e. Training Tower



**GRAND TRAVERSE METRO FIRE DEPARTMENT  
2018 BUDGET  
NET TAXABLE VALUE ALLOCATION**

<b>TOTAL BUDGETED EXPENDITURES:</b>	<b>2018</b>
	\$ 4,059,778
<b>LESS: OTHER REVENUE ITEMS:</b>	\$ 267,000
<b>NET EXPENDITURES TO BE ALLOC.</b>	<b>\$ 3,792,778</b>
<b>TOWNSHIP ASSESSED VALUES, net</b>	<b>1,614,572,910</b>

Millage rate to breakeven **2.35**  
(1,469) Add to fund balance  
(reduce to get to 2.35 mills)

<b>ALLOCATION BASED ON TAXABLE VALUE - 2.35 MILLS</b>				
	<b>2018 BUDGETED TWP REVENUE</b>	<b>2017 BUDGETED TWP REVENUE</b>	<b>DIFFERENCE</b>	<b>% CHANGE</b>
<b>ACME</b>	<b>722,485</b>	<b>701,927</b>	<b>20,558</b>	<b>2.93%</b>
<b>EAST BAY</b>	<b>1,219,622</b>	<b>1,181,159</b>	<b>38,463</b>	<b>3.26%</b>
<b>GARFIELD</b>	<b>1,852,139</b>	<b>1,786,962</b>	<b>65,177</b>	<b>3.65%</b>
<b>TOTAL</b>	<b>3,794,246</b>	<b>3,670,048</b>	<b>124,198</b>	<b>3.38%</b>

	<b>2017 TAXABLE VALUE</b>	<b>2016 TAXABLE VALUE</b>	<b>DIFFERENCE</b>	<b>% CHANGE</b>
	<small>(net of personal prop)</small>	<small>(net of personal prop)</small>		
<b>ACME</b>	<b>307,440,612</b>	<b>298,692,271</b>	<b>8,748,341</b>	<b>2.93%</b>
% of total	19.1%	19.1%		
<b>EAST BAY</b>	<b>518,988,002</b>	<b>502,620,876</b>	<b>16,367,126</b>	<b>3.26%</b>
% of total	32.1%	32.2%		
<b>GARFIELD</b>	<b>788,144,296</b>	<b>760,409,550</b>	<b>27,734,746</b>	<b>3.65%</b>
% of total	48.8%	48.7%		
<b>TOTAL</b>	<b>1,614,572,910</b>	<b>1,561,722,697</b>	<b>52,850,213</b>	<b>3.38%</b>

# GRAND TRAVERSE METRO FIRE DEPARTMENT 2018 BUDGET DEPARTMENT SUMMARY



Presented: 7/31/17

	Actual 2016	Budget 2017	YTD actual June, 2017	% Bud 2017	2018 BUDGET	Explanations
<b>GRAND TRAVERSE METRO FIRE</b>						
<b>Fund: 206 - METRO FIRE</b>						
<b>Revenues</b>						
600.001 Acme Township - Cont.	685,420	701,927	700,903	99.9%	722,485	2.35 Mills
600.002 East Bay Twp. Contr	1,158,255	1,181,159	1,179,543	99.9%	1,219,622	2.35 Mills
600.003 Garfield Charter Twp.	1,743,139	1,786,962	1,779,940	99.6%	1,852,139	2.35 Mills
650.000 MI Tax Tribunal Refunds	-1,857	-5,000	0	0.0%	-5,000	
664.000 Earned Interest	15,331	5,000	6,956	139.1%	15,000	
667.100 Township FF/EMS	131,679	100,000	57,001	57.0%	100,000	
668.500 Cost Recovery Revenue	65,467	55,000	40,572	73.8%	62,000	
668.600 911 Memorial Donations	300	0	0	#DIV/0!	0	
669.000 Plan Reviews	74,437	65,000	35,571	54.7%	65,000	
669.001 Refunds and Donations	27,264	25,000	20,014	80.1%	25,000	
669.002 Sale of Surplus Equipment	32,113	5,000	1,480	29.6%	5,000	
669.006 Misc. Grant Receipts	10,600	0	18,400	#DIV/0!	0	
<b>TOTAL REVENUES</b>	<b>3,942,147</b>	<b>3,920,048</b>	<b>3,840,380</b>	<b>98.0%</b>	<b>4,061,246</b>	
	3,768,430	3,768,430				
<b>EXPENDITURES</b>						
<b>Dept: 336 OPERATIONS</b>						
<b>Acct Class: 701 PERSONNEL SERVICES</b>						
702.000 Wages and Salaries	1,231,320	1,307,650	618,306	47.3%	1,441,935	FF and staff wage adjustments
702.001 Longevity	25,726	27,000	0	0.0%	27,750	Full year costs of 2 new FF
702.002 Metro Firefighters Comp.	44,834	50,000	7,896	15.8%	50,000	
702.003 Metro Fire Officers Salaries	12,000	12,000	6,000	50.0%	16,000	
703.200 Metro FF Wages - part-time	561,769	584,000	273,057	46.8%	517,300	Incr. by \$.35/hour
703.300 Part-time Administrative	38,643	50,000	19,125	38.3%	50,000	Decr in PT hours due to 2
705.000 Personal Day Payout	23,748	29,500	0	0.0%	30,500	new FT FF in 2017.
715.000 FICA/Medicare	69,395	76,992	32,087	41.7%	73,994	
716.000 Health/Dental/Optical Ins.	331,610	423,000	226,440	53.5%	433,000	
716.003 Life Ins./LTD/STD	15,254	20,000	9,325	46.6%	20,700	
717.001 AD&D Insurance	10,003	11,000	5,441	49.5%	12,000	
718.000 Retirement	187,335	197,386	100,705	51.0%	219,587	
719.000 Workers Comp. Insurance	61,664	65,000	61,141	94.1%	65,000	
<b>TOTAL PERSONNEL SERVICES</b>	<b>2,613,300</b>	<b>2,853,528</b>	<b>1,359,523</b>	<b>47.6%</b>	<b>2,957,766</b>	
	66.3%	72.8%			72.83%	(labor % of revenue)
<b>Acct Class: 726 SUPPLIES</b>						
727.000 Office Supplies	8,577	13,250	5,746	43.4%	11,000	
729.000 Printing and Binding	4,030	5,000	2,534	50.7%	5,000	
730.000 Postage and Freight	2,301	2,500	1,187	47.5%	2,500	
743.000 Other Supplies	23,867	21,500	10,145	47.2%	24,000	
745.000 Uniforms and Accessories	24,507	21,000	10,741	51.1%	22,500	
745.002 Fire Gear	28,116	30,000	8,388	28.0%	30,000	
748.000 Fuel, Oil, Grease	33,389	50,000	15,916	31.8%	40,000	
760.000 Medical Supplies	5,790	12,000	6,073	50.6%	12,000	
<b>TOTAL SUPPLIES</b>	<b>130,576</b>	<b>155,250</b>	<b>60,730</b>	<b>39.1%</b>	<b>147,000</b>	
<b>Acct Class: 800 CONTRACTUAL SERVICES</b>						
801.000 Legal Fees	15,670	15,000	7,524	50.2%	15,000	
802.000 Subscriptions	3,892	4,000	6,192	154.8%	4,000	
803.000 Dues	6,980	7,500	3,402	45.4%	7,500	
810.000 Contract Services	53,590	33,500	35,251	105.2%	44,300	Sta8 trailer rental costs.
830.000 Fire Hydrant Rental	20,055	21,555	0	0.0%	21,555	

# GRAND TRAVERSE METRO FIRE DEPARTMENT 2018 BUDGET DEPARTMENT SUMMARY



Presented: 7/31/17

	Actual 2016	Budget 2017	YTD actual June, 2017	% Bud 2017	2018 BUDGET	Explanations
<b>GRAND TRAVERSE METRO FIRE</b>						
850.001 Telephone	38,390	36,000	19,491	54.1%	40,000	
<b>TOTAL CONTRACTUAL SERVICE</b>	<b>138,577</b>	<b>117,555</b>	<b>71,860</b>	<b>61.1%</b>	<b>132,355</b>	
Acct Class: 900 OTHER SERVICES AND CHARGES						
910.000 Fleet & Liability Property Ins	58,446	66,000	60,611	91.8%	62,000	
920.000 Heat Utilities	22,392	32,000	16,491	51.5%	28,000	
921.000 Electric Utilities	40,201	45,000	20,274	45.1%	44,000	
923.000 Sewer and Water Utilities	14,273	15,000	6,063	40.4%	15,000	
924.000 Waste Disposal	1,820	2,000	600	30.0%	2,000	
930.000 Bldg. Repair and Maintenance	66,178	58,000	30,270	52.2%	65,000	
932.000 Equipment Repair & Maint.	20,914	20,000	8,842	44.2%	20,000	
932.001 Radio/Pager Repair and Maint	776	2,000	127	6.4%	2,000	
932.100 SCBA Repair/Maintenance	6,500	5,000	0	0.0%	5,000	
934.000 Vehicle R&M - labor	66,816	55,000	35,328	64.2%	65,000	
934.100 Vehicle R&M - parts	46,101	56,000	27,556	49.2%	50,000	
934.500 Special Ops Equipment	0	5,000	0	0.0%	5,000	
935.000 Ground Care and Maintenance	36,323	25,000	14,813	59.3%	32,000	
955.000 Employee Physicals & Wellness	34,952	45,000	21,650	48.1%	40,000	
956.000 Employee Train. and Development	66,493	55,000	36,974	67.2%	65,000	Tuition reimbursement not in prior budgets
956.001 Computer Support	41,040	25,000	14,567	58.3%	43,000	Image Trend Costs - new fire incident reporting software implemented in 2016.
<b>TOTAL OTHER SERVICES AND CHARGES</b>	<b>523,226</b>	<b>511,000</b>	<b>294,166</b>	<b>57.6%</b>	<b>543,000</b>	
Acct Class: 970 CAPITAL OUTLAY						
970.000 Building Improvement	29,663	30,000	11,811	39.4%	30,000	
970.000 Machinery and Equipment	92,939	80,000	16,778	21.0%	80,000	
978.000 Vehicles Acquisition	21,332	0	0	#DIV/0!	0	
980.000 Office Equipment	1,759	0	0	#DIV/0!	2,000	
980.100 Computer Replacement	7,821	8,000	2,298	28.7%	8,000	
<b>TOTAL CAPITAL OUTLAY</b>	<b>153,514</b>	<b>118,000</b>	<b>30,887</b>	<b>26.2%</b>	<b>120,000</b>	
Acct Class: 985 OTHER						
985.100 Transfer to Public Imp. Fund	198,000	50,000	0	0.0%	50,000	
990.000 Debt Payment	97,201	97,808	48,829	49.9%	98,428	
990.005 Interest Expense	2,255	1,649	899	54.5%	1,029	
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>297,456</b>	<b>159,657</b>	<b>49,728</b>	<b>31.1%</b>	<b>159,657</b>	
<b>TOTAL EXPENDITURES</b>	<b>3,856,650</b>	<b>3,914,990</b>	<b>1,866,894</b>	<b>47.7%</b>	<b>4,059,778</b>	
<b>NET REVENUE/EXPENDITURES</b>	<b>85,498</b>	<b>5,058</b>	<b>1,973,486</b>		<b>\$ 1,468</b>	
<b>Fund Balance</b>	<b>1,408,206</b>	<b>1,493,704</b>			<b>1,498,762</b>	
<b>Net Fund Balance</b>	<b>\$ 1,493,704</b>	<b>\$ 1,498,762</b>			<b>\$ 1,500,230</b>	

**Maintain Fund Balance = to 4 months expenses: \$ 1,353,259**

# GRAND TRAVERSE METRO FIRE DEPARTMENT 2018 BUDGET DEPARTMENT SUMMARY



Presented: 7/31/17

	Actual 2016	Budget 2017	YTD actual June, 2017	% Bud 2017	2018 BUDGET	Explanations
<b>PUBLIC IMPROVEMENT FUND</b>						
664.000 Earned Interest	977	1,500	105	7.0%	1,000	
675.000 Debt Proceeds	0	0	0	#DIV/0!	0	
699.100 Transfer In - Fund Balance	198,000	50,000	0	0.0%	50,000	
<b>TOTAL REVENUES</b>	<b>198,977</b>	<b>51,500</b>	<b>105</b>	<b>0.2%</b>	<b>51,000</b>	
<b>EXPENDITURES</b>						
Acct. Class: 970 Capital Outlay						
976.001 Building Improvement	0	0	0	#DIV/0!	350,000	Station 11 floor repair/workout facility
977.000 Machinery and Equipment	137,544	0	0	#DIV/0!	0	
978.000 Vehicles Acquisition	48,298	50,000	47,732	95.5%	50,000	New Squad 8
<b>TOTAL SUPPLIES</b>	<b>185,842</b>	<b>50,000</b>	<b>47,732</b>	<b>95.5%</b>	<b>400,000</b>	
Acct Class: OTHER						
990.000 Debt Payment (tanker)	62,492	20,831	20,831	100.0%	0	
992.000 Contingency	0	5,000	0	0.0%	5,000	
<b>TOTAL CONTRACTUAL SERVICE</b>	<b>62,492</b>	<b>25,831</b>	<b>20,831</b>	<b>80.6%</b>	<b>5,000</b>	
<b>EL EXPENDITURES</b>	<b>248,334</b>	<b>75,831</b>	<b>68,562</b>	<b>90.4%</b>	<b>405,000</b>	
<b>EXPENDITURES OVER REVENUE</b>	<b>-49,357</b>	<b>-24,331</b>	<b>-68,457</b>	<b>281.4%</b>	<b>-354,000</b>	
Fund Balance	451,801	402,444			378,113	
<b>Net Fund Balance</b>	<b>402,444</b>	<b>378,113</b>			<b>\$ 24,113</b>	

**GT METRO FIRE DEPARTMENT  
DEBT AND CAPITAL OUTLAY  
2018 BUDGET**



YEAR	ITEM	DESCRIPTION	FINANCING	Budget	Projected					
				2018	2019	2020	2021	2022	2023	2024
2013	Engine 8 (360,000 interest free CEC) Matures 12/1/19	\$ 600,000 Principal Interest Total		98,428 1,029 99,457	99,059 399 99,457					
2019	New Station 8 Payments thru PIF	\$ 2,250,000 Principal Interest Total			125,227 60,160 185,387	128,886 56,501 185,387	185,387	185,387	185,387	185,387
2018-2024	Replacement vehicles			50,000	50,000	50,000	50,000	50,000	50,000	50,000
2019	Engine	\$ 600,000 Principal Interest Total			45,500 10,200 55,700	93,326 18,074 111,400	111,400	111,400	111,400	111,400
2022	Ladder Truck	\$ 820,000 Total					152,240	152,240	152,240	152,240
2024	Heavy Rescue	\$ 750,000 Total								139,240
<b>GRAND TOTAL</b>										
		Cash Pay		50,000	50,000	50,000	50,000	50,000	50,000	50,000
		Principal		98,428	269,786	222,212	296,787	449,027	449,027	588,267
		Interest		1,029	70,759	74,575				
		Total		149,457	390,545	346,789	346,790	499,031	499,032	638,273
		Mills. : (2% increase in taxable value 2019-2024)		0.0908	0.2371	0.2064	0.2024	0.2855	0.2799	0.3510

1,614,572,910    1,646,864,388    1,679,801,656    1,713,397,689    1,747,665,642    1,782,618,955    1,818,271,334

**GRAND TRAVERSE METRO FIRE DEPARTMENT  
CAPITAL PROJECTIONS - 7 Year Plan  
2018 Budget**



ACQUIRE DATE	DESCRIPTION	LOCATION	Actual Cost	Estimated Replacement Cost	2018	2018	2020	2021	2022	2023	2024	
VEHICLES:												
2010	Ford Expedition - Chief (701)	Admin	51,855	52,000								
2008	GMC Yukon (702)	Admin	48,372	49,000								
2007	Pick-Up Truck FPB/Fire Marshall (735)	Admin	29,619	40,000			2		4		5	
2006	2006 Chevy Colorado Truck (760)	Admin	19,429	32,000		1						
2007	GMC Pickup - FPB 721	Admin	29,619	40,000								
2009	Chevy Sub Lt11 - PubEd	Admin	34,658	38,000				3				
2016	Ford Escape - 738	Admin	24,764	24,764							6	
<b>Admin Vehicle Replacement Fund</b>												
2007	Pierce Ladder (Truck 1)	Station 1	648,172	725,000								
2015	Ford Pick-up - Squad 1	Station 1	55,522	55,000								
2001	Tanker - Freightliner (T1)	Station 1	124,406	200,000								
1999	Rescue - Freightliner (R1)	Station 1	170,628	250,000								
2011	Metro Rescue Boat - 15' Seawolf	Station 1	11,951	15,000								
2011	ORV Trailer Kelley	Station 1	2,195	3,000								
2012	RTV - Kubota RTV900	Station 1	11,295	12,000								
2015	MTI - Special Ops Trailer	Station 1	12,128	12,128								
2010	Middlebury Enclosed Trailer - PubEd	Station 1	5,162	6,000								
1995	Ford Van - Sq 13	Station 1	26,106	26,000								
2001	Tanker - Freightliner (T8)	Station 8	162,350	200,000								
1991	Rescue - Ford (8R)	Station 8	119,377	200,000								
2001	Chevrolet Suburban (Squad 8)	Station 8	32,703	49,000								
1996	Wildfire - Chevrolet (Brush 8)	Station 8	17,600	80,000								
1995	Mule - Kawasaki (8 Mule)	Station 8	6,675	8,000								
2013	Rosenbauer - E8	Station 8	600,022	600,000			14,000					
2018	Squad 8	Station 8	50,000	50,000	50,000							
2014	Engine - Pierce Dash (E13)	Station 9	238,748	250,000								
2006	Sterling Tanker - 9T	Station 9	187,942	220,000								
1988	Pierce Dash - Engine 9	Station 9	143,558	500,000								
2004	Chevrolet Suburban (Squad 9)	Station 9	35,600	50,000								
1993	Watersupply-Ford 1 ton (9WS)	Station 9	17,704	50,000								
2001	Wildfire - Ford (Brush 9)	Station 9	26,833	50,000								
2006	Skidoo Expedition - sled 2	Station 9	6,023	8,000								
1995	Mule - Kawasaki (9 Mule)	Station 9	6,675	8,000								
1993	Pierce - Engine 1	Station 11	45,000	220,000								
2009	Spencer - Engine 11	Station 11	480,916	600,000								
2016	Ford - Squad 11	Station 11	48,300	48,300								





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

**RESOLUTION 2017-21-T**

**2018 BUDGET RESOLUTION FOR  
GRAND TRAVERSE METRO EMERGENCY SERVICES AUTHORITY**

Minutes of a regular meeting of the Board of the Charter Township of Garfield, held on the 12th day of, September, 2017, at 6:00 pm.

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

**WHEREAS,** The Township is an Incorporating Township of the Grand Traverse Metro Emergency Services Authority (“Metro”), incorporated under the authority of Public Act 57 of 1988, 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 the following manner:

“The total taxable value of ad valorem real property taxes of all Incorporating Townships shall be determined for the current year (“annual district taxable value”) and a millage rate shall be determined (“uniform millage rate”) by utilizing the annual district taxable value as if it were the taxable basis for funding the proposed annual budgets of the authority.”

**WHEREAS,** Article XV of the Articles of Incorporation also states that:

“Each Incorporating Township shall be allocated its representative share of contribution by applying the uniform millage rate as determined on all ad valorem real property tax base of that Incorporating Township.”

**WHEREAS,** the “Uniform Millage Rate” for Metro’s 2018 Budget is calculated to be 2.35 mills.

**NOW, THEREFORE,**

**BE IT RESOLVED** that the Township hereby commits to fund Metro an amount equal to **2.35 mills** times the Townships ad valorem real property tax value for Metro’s 2018 Budget year.

**BE IT FURTHER RESOLVED**, that the Township agrees to distribute all of this revenue to Metro by July 15, 2018.

**BE IT FURTHER RESOLVED**, that the Township can fund Metro's 2018 Budget obligation using any combination of a millage rate and general fund contribution as deemed financially beneficial to the Township.

Motion:

Second:

Ayes:

Nays:

Absent and Excused:

### CERTIFICATE

I, \_\_\_\_\_, the duly elected and acting Clerk of the Charter Township of Garfield, hereby certify that the foregoing constitutes a true copy of a Resolution of the Township Board for the Charter Township of Garfield, adopted during a meeting of the Township of Garfield Township Board, Grand Traverse County, Michigan held on \_\_\_\_\_, at which meeting \_\_\_\_\_ members were present as indicated in said Minutes and voted as therein set forth and that all signatures affixed thereto are the genuine signatures of those so indicated, and that each signatory was duly authorized to affix his or her signature, that said meeting was held in accordance with the Open Meetings Act of the State of Michigan, and that due and proper notice of the meeting as required by law was given to the members of the Township Board, and that the minutes of said meeting were kept and will be and have been made available as required by said Act.

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

\_\_\_\_\_

Clerk, Charter Township of Garfield  
Grand Traverse County, Michigan



*"Our mission is to upgrade and maintain  
a safe and efficient road system"*

DATE: September 5, 2017

TO: Chuck Korn  
Township Supervisor  
3848 Veterans Drive  
Traverse City, MI. 49684

RE: Heritage Way Crushing and Shaping from Zimmerman Road to E Colonial Drive.  
Garfield Township  
Opinion of Probable Construction Cost

Dear Mr. Korn:

Per your request, please find attached a cost estimate, for Crushing and Shaping of Heritage Way from Zimmerman Road to E Colonial Drive (including the intersection of E Colonial Drive). The existing roadway surface is approximately 22 to 23 feet wide with the approach to Zimmerman Road being approximately 36 feet. It is proposed that the new roadway will be 24 feet wide of HMA (Hot Mixed Asphalt) with a 1 foot gravel shoulder. It is proposed that the entrance width should be evaluated for a left turn lane but based on existing geometrics will most likely remain at its current width. It is understood that the Township will be performing a watermain project at the same time of the roadway reconstruction were cost for the driveways, possible concrete curbing and restoration on the North side of the roadway will be included within the watermain project.

As for any project, please understand cost variation can occur based on existing site conditions. The Opinion of Probable Construction costs was developed based on the following criteria.

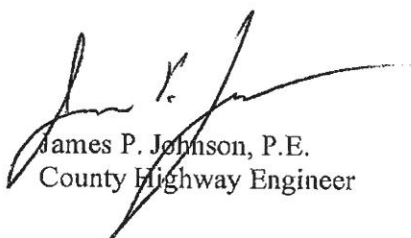
- Proposed 24' wide paved surface other than at approach to Zimmerman Road.
- No embankment required.
- No tree removals required.
- Striping not required.
- Existing manholes to be adjusted to match new roadway elevation.
- Removal of the high ridge of sod to create adequate drainage to ditches.
- Gravel shoulders to be placed to stabilize the edge of roadway. (1 foot each side)
- Resident driveways will need reconstruction to the ROW line.
- Resident driveway culverts to remain.
- Existing intersection geometrics to remain.
- No undercutting required.
- Adequate gravel based exist to meet design criteria.
- Cost for driveways, curbing, and restoration on north side of Heritage Way is assumed to be included in watermain project.

The attached estimates were created using the MERL (Michigan Engineers' Resource Library) estimating system. A 10% cost of construction was used for a contingency. A 10% cost of construction was used as a preliminary number for design and construction engineering. Please note the attached Opinion of Probable Cost is subject to the following conditions:

- The attached costs are based on preliminary information. The actual site conditions may result in variation of the unit prices or items.
- Actual construction bids may vary significantly from the attached Opinion of Probable Construction Cost due to timing of construction, changed conditions, labor rate changes, or other factors beyond the control of the Grand Traverse County Road Commission.

We appreciate the continued communication with the Township and look forward to working with you in the future. If you have any questions or concerns please contact me anytime.

Sincerely,



James P. Johnson, P.E.  
County Highway Engineer

## Engineer's Opinion of Costs

**Project Number:** Heritage Esta  
**Estimate Number:** 1  
**Project Type:** Miscellaneous  
**Location:** Heritage Esta  
**Description:**

**Project Engineer:** James P Johnson  
**Date Created:** 09/05/2017  
**Date Edited:** 09/05/2017  
**Fed/State #:**  
**Fed Item:**  
**Control Section:**

Line	Pay Item	Description	Quantity	Units	Unit Price	Total
0001	1500001	Mobilization, Max	1.000	LSUM	\$7,000.00	\$7,000.00
0002	2040020	Curb and Gutter, Rem	60.000	Ft	\$10.00	\$600.00
0003	2080005	Ditch, Intercepting	1.000	Sta	\$800.00	\$800.00
0004	3020008	Aggregate Base, 3 inch	1,700.000	Syd	\$6.00	\$10,200.00
0005	3050002	HMA Base Crushing and Shaping	1,700.000	Syd	\$4.50	\$7,650.00
0006	3070121	Shoulder, CI II	25.000	Ton	\$40.00	\$1,000.00
0007	4030005	Dr Structure Cover, Adj, Case 1	4.000	Ea	\$500.00	\$2,000.00
0008	5010061	HMA Approach	25.000	Ton	\$100.00	\$2,500.00
0009	5010703	HMA, LVSP	325.000	Ton	\$80.00	\$26,000.00
0010	8007051	_ 10% Contingency	1.000	LSUM	\$8,000.00	\$8,000.00
0011	8007051	_ 10% Engineering/Construction Admin	1.000	LSUM	\$8,000.00	\$8,000.00
0012	8020016	Curb and Gutter, Conc, Det B2	60.000	Ft	\$30.00	\$1,800.00
0013	8120170	Minor Traf Devices	1.000	LSUM	\$3,000.00	\$3,000.00
0014	8120370	Traf Regulator Control	1.000	LSUM	\$6,000.00	\$6,000.00
0015	8160100	Slope Restoration, Type A	360.000	Syd	\$5.00	\$1,800.00

**Estimate Total: \$86,350.00**

CHARTER TOWNSHIP OF GARFIELD  
GRAND TRAVERSE COUNTY, MICHIGAN

RESOLUTION #2017-19-T(b)

RESOLUTION TO CREATE HERITAGE WAY ENTRY ROAD  
SPECIAL ASSESSMENT DISTRICT AND  
ORDER PREPARATION OF SPECIAL ASSESSMENT ROLL

WHEREAS, the Township Board of the Charter Township of Garfield received Petitions signed by more than 50 percent of the total area of the proposed special assessment district described hereinafter, and accordingly, determined to proceed under the provisions of PA 188 of 1954, as amended, to secure plans and estimates of costs together with a proposed special assessment district for assessing the costs an approved method of reconstructing the entry road to schedule a public hearing upon the same for this date, and

WHEREAS, the plans, estimates of cost and proposed special assessment district were filed with the township clerk for public examination and notice of the within hearing upon the same was published and mailed in accordance with the law and statute provided as shown by affidavits pertaining thereto on file with the township clerk, and

WHEREAS, in accordance with the aforesaid notices, a hearing was scheduled this 12th day of September, 2017, commencing at 6:00 p.m., and all persons given the opportunity to be heard in the matter, and

WHEREAS, as a result of the foregoing, the township board believes the project to be in the best interests of the township and of the district proposed to be established therefore;

NOW, THEREFORE, BE IT HEREBY RESOLVED as follows:

1. That this Township Board does hereby determine that creation of the Heritage Way Entry Road Special Assessment District is necessary for the health and welfare of those living within the Heritage Estates neighborhood.
2. That this Township Board does hereby approve the plans for the entry road reconstruction as prepared and presented by the Grand Traverse County Road Commission's registered engineer and his/her estimate of costs for the completion thereof, plus the Township's cost of administration, of **\$90,820.32..**
3. That this Township Board does hereby create, determine and define a special assessment district to be known as Heritage Way Entry Road Special Assessment District within which the costs of such improvements shall be assessed according to benefits, the following described area within said township:

Part of Section 18, Town 27 North, Range 11 West, Grand Traverse County, Michigan, to wit:

Lots 1 through 56, Heritage Estates; Lots 57 through 80, Heritage Estates No. 2; Lots 81 through 101, Heritages Estates No. 3; Lots 101 through 125,

Heritage Estates No. 4; and Units 126 through 205, Heritage Estates No. 5 Condominium, Grand Traverse County Condominium Subdivision Plan No. 158.

4. That the Grand Traverse County Road Commission has committed to paying a budgeted amount toward the cost of the construction and engineering (\$22,705.08), and the Township Board, in an effort to encourage this type of citizen involvement, has committed to paying for one-quarter of the total cost (\$22,705.08) of the improvement. Therefore, the estimated cost to the property owners will be \$45,410.16 – or \$221.51 for each allocated unit (205 total).
5. That on the basis of the foregoing, this Township Board does hereby direct the supervisor and assessing officer to make a special assessment roll in which shall be entered and described all the parcels of land to be assessed with the names of the respective owners thereof if known, and a total amount to be assessed against each parcel of land which amount shall be the relative portion of the whole sum to be levied against the parcels of land in the special assessment district as the benefit to the parcel of land bears to the total benefit to all the parcels of land in the special assessment district. When the same has been completed, the supervisor or assessing officer shall affix thereto his/her certificate a statement that it was made pursuant to this resolution and that in making such assessment roll, he/she has, according to his/her best judgment, conformed in all respects to the directions contained in this resolution and the applicable state statutes.
6. That all resolutions and parts of resolutions insofar as they conflict with the provision of the within resolutions be and the same are hereby rescinded.

Moved:

Supported:

Ayes:

Nays:

Absent and Excused:

RESOLUTION 2017-19-T(b) DECLARED ADOPTED.

By:

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

### CERTIFICATE

I, Lanie McManus, Clerk of the Charter Township of Garfield, do hereby certify that the above is a true and correct copy of a Resolution which was adopted by the Township Board of the Charter Township of Garfield on the 12th day of September, 2017.

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

\_\_\_\_\_  
Lanie McManus, Clerk



CHARTER TOWNSHIP OF GARFIELD  
N.W. WATER SYSTEM - DIV. B: WATER MAIN EXTENSION  
PLAN AND PROFILE SHEET  
SECTION 18, T27 N., R11 W.  
GARFIELD TOWNSHIP, GRAND TRAVERSE COUNTY, MICHIGAN

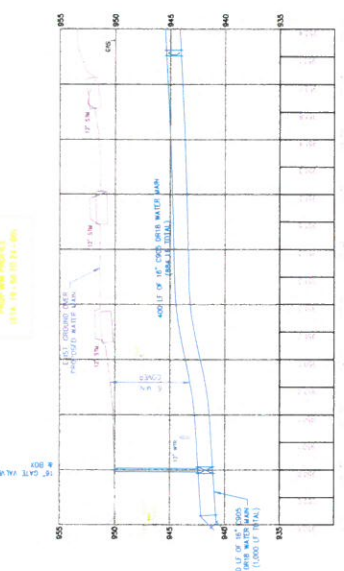
These documents are prepared in accordance with the contractual terms and conditions for this project.

ENGINEERING  
TESTING & OPERATIONS  
PLANNING  
12 West Ross Street  
Traverse City, MI 49784  
www.gotc.com  
313.946.3703 (T)  
313.946.3874 (F)  
www.gotc.com



**WATER MAIN PROFILE (STA. 24+00 TO 28+84.1)**  
HORIZONTAL: 1"=40'  
VERTICAL: 1"=4'


**PROPOSED WATER MAIN**  
DIA. 16" (15.75" I.D.)



**WATER MAIN PROFILE (STA. 19+50 TO 24+00)**  
HORIZONTAL: 1"=40'  
VERTICAL: 1"=4'

**PROPOSED WATER MAIN**  
DIA. 16" (15.75" I.D.)



 <b>Charter Township of Garfield</b> Planning Department Report No. 2017- 90			
Prepared:	August 31, 2017	Pages:	Page 1 of 2
Meeting:	September 12, 2017 Township Board	Attachments:	<input checked="" type="checkbox"/>
Subject:	Proposed Rezoning Township Board		
File No.	Z-2017-02	Parcel Nos.	05-023-025-00, 05-023-026-00, 05-023-026-10
Applicant/ Owner:	Midwest MFD, LLC (Ridge 45 Apartments)		
Agent:	Mark Oppenhuizen, Oppenhuizen Architects		

**BACKGROUND**

The applicant, Midwest MFD, LLC, requested a map amendment to rezone approximately 30 acres of land from the A-Agricultural district to the R-3 Multi-Family Residential district, without restriction. The application affects three properties along La Franier, and Hammond Roads. As indicated in the aerial view below.

The property is currently zoned A-Agriculture however a primary factor in considering any rezoning request is the relationship between the application and the Master Plan. In this case, the Master Plan targets this site for Planned Development. Based on this Future Land Use classification in the Master Plan, and the fact that the La Franier Road corridor has been and remains a targeted corridor for medium- to high-density residential development, Staff feels that the rezoning request may be determined to be consistent with the Master Plan.

**PLANNING COMMISSION RECOMMENDATION**

The Planning Commission held a public hearing on July 12, 2017, and hearing no public comment, passed the following motions:

MOTION THAT the Findings of Fact for Application Z-2017-02, as presented in Planning Department Report 2017-48, BE RECOMMENDED FOR ADOPTION

MOTION THAT Application Z-2017-02 to rezone certain lands from the A-Agricultural district to the R-3 Multi-Family district in the Garfield Township Ordinance No. 68 (Zoning Ordinance) BE RECOMMENDED FOR APPROVAL to the Township Board.

**GRAND TRAVERSE COUNTY PLANNING COMMISSION**

The Grand Traverse County Planning Commission concurred with the Garfield Township Planning Commission to recommend approval of the request.

**GARFIELD TOWNSHIP BOARD ACTION**

Following an opportunity for applicant presentation, public comment, and Board discussion, the following separate motions in support of approval were offered for consideration and passed unanimously by the township board at their August 22, 2017 meeting:

(MOTION) THAT the Planning Commission's adopted Findings of Fact for Application Z-2017-02, attached to PD Report 2017-77 and forming part of this motion, BE APPROVED *(to be adopted only after review of the finding of fact document).*

Garfield Township Board - Ridges 45 Resolution For Adoption

The following motion would be appropriate to adopt the zoning map amendment:

(MOTION) THAT application Z-2017-02, submitted by Midwest MFD, LLC to rezone lands along LaFranier Road to Multi-Family Zoning District, and constituting amendment No. 8 to the Garfield Township Zoning Ordinance, BE APPROVED and direct staff to prepare a Resolution for adoption.

**GARFIELD TOWNSHIP BOARD RESOLUTION FOR ADOPTION**

The Garfield Township Board will consider adoption of Resolution #2017-20-T at their September 12, 2017 meeting. Resolution 2017-20 is attached to this Planning Department Report in anticipation of its adoption.



CHARTER TOWNSHIP OF GARFIELD  
GRAND TRAVERSE COUNTY, MICHIGAN

ORDINANCE NO. 68 (Zoning Ordinance): AMENDMENT NO. 8

RESOLUTION #2017-20-T

A RESOLUTION TO AMEND GARFIELD TOWNSHIP ORDINANCE NO. 68 (Zoning Ordinance), in accordance with the provisions of Act 110 of the Public Acts of 2006, as amended.

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

WHEREAS application Z-2017-02 has been received to rezone approximately 30 acres of land from A-Agricultural to R-3 Multi-Family residential; and

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

WHEREAS the La Franier Road corridor has been and remains a targeted corridor for medium to high-density residential development; and

WHEREAS the request for a zoning map amendment has been determined to be consistent with the Comprehensive Plan; and

WHEREAS the uses permitted within the R-3 Multi-Family district are considered to be appropriate and consistent with the current goals and policy of the Comprehensive Plan; and

WHEREAS the Garfield Township Planning Commission after their July 12, 2017 public hearing recommended approval of the application as did the Grand Traverse County Planning Commission; and

WHEREAS the Township Board, following a public hearing on August 22, 2017, and having adopted a Findings of Fact in support of approval of the application and the proposed zoning map amendment directed staff to prepare a Resolution for adoption of Amendment 8 to Garfield Township Zoning Ordinance 68;

NOW THEREFORE:

THE CHARTER TOWNSHIP OF GARFIELD ORDAINS:

AMENDMENT NO. 8 TO GARFIELD TOWNSHIP ORDINANCE NO. 68 (Zoning Ordinance):

At the request of Midwest MFD, LLC and encompassing the following properties;

05-023-025-00

PT SE1/4 SW1/4 SEC 23 T27N R11W BEG S1/4 COR TH N 89DEG 47'W 328.86' TH N 00DEG 37'W

1317.64' TH S 89DEG 53'E 328.82' TH S 00DEG 37'E 1318.2' TO POB CONTAINS 9.95 AC EXC RD ROW

05-023-026-00

PT SE1/4 SW1/4 SEC 23 T27N R11W COM S1/4 SEC COR TH N 89DEG 06'W 657.57' TO POB TH N 89DEG 06'W 328.84' TH N 00DEG 05'E 1315.17' TH S 89DEG 07'E 328.1' TH S 00DEG 05'W 1315.22' TO POB EXC RD ROW

05-023-026-10

PT SE1/4 SW1/4 SEC 23 T27N R11W COM S1/4 SEC COR TH N 89DEG 06'W 328.77' TO POB TH N 89DEG 06'W 328.77' TH N 00DEG 05'E 1316.22' TH S 89DEG 12'E 328.8' TH S 00DEG 05'W 1318.64' TO POB EXC RD ROW.

situated in the Charter Township of Garfield, Grand Traverse County, Michigan has been rezoned by way of a map amendment from A-Agricultural to R-3 Multi-Family Residential.

Moved:

Supported:

Ayes:

Nays: None

Absent and Excused: None

**RESOLUTION 2017-20-T DECLARED ADOPTED.**

By:

\_\_\_\_\_  
Chuck Korn, Supervisor  
Charter Township of Garfield

**CERTIFICATE**

I, Lanie McManus, Clerk of the Charter Township of Garfield, do hereby certify that the above is a true and

correct copy of Resolution 2017-20-T which was adopted by the Township Board of the Charter Township of Garfield on the 12th day of September, 2017. Amendment No. 8 to Garfield Township Ordinance No. 68 (Zoning Ordinance) shall take effect upon the expiration of seven (7) days following publication.

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

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

Introduced:

Adopted:

Published:

Effective:

CHARTER TOWNSHIP OF GARFIELD  
GRAND TRAVERSE COUNTY

8. a.

RESOLUTION NO. 2017-22-T

Budget Amendment

Date: August 24, 2017

TO: THE BOARD OF PUBLIC WORKS AND GARFIELD TOWNSHIP

The following budget amendment has been proposed to the Garfield Township 2017 Maintenance & Operations budget for the current year.

Increase the 2017 Garfield Sewer Budget to cover WWTP costs  
Fund 690 Dept. 446 Increase of \$349,283.00  
(\$5,593.50 is Blair's share to be billed to them after payment.)

Also Increase Local Grants 582.00 in the same amount.  
(Local grants are the amount the township agrees to reimburse the County for any invoices that the County pays on the township's behalf related to water or sewer expenditures.)

**Board of Public Works Action**

Resolved that the proposed budget amendment is hereby approved and recommended to Garfield Township to approve the same.

\_\_\_\_\_  
Chairperson-Jay Zollinger  
Board of Public Works

The undersigned hereby certifies that he is the Secretary of the Grand Traverse County Board of Public Works and that the foregoing resolution was adopted by the Board of Public Works upon the date set forth below.

Date of Approval: \_\_\_\_\_

\_\_\_\_\_  
Secretary- Beth Friend  
Board of Public Works

=====  
**Township Board Action**

Resolved that the foregoing amendment to Charter Township of Garfield's budget administered by the Grand Traverse County Board of Public Works be and hereby is approved.

\_\_\_\_\_  
Garfield Township Supervisor-Chuck Korn

The undersigned hereby certifies that she is the Garfield Township Clerk of the above-named Township and that the foregoing resolution was adopted by action of the Township Board on the date set forth below.

Date of Approval: \_\_\_\_\_

\_\_\_\_\_  
Garfield Township Clerk-Lanie McManus

Motion:

Seconded:

Ayes:

Nay:

Absent and Excused:

**RESOLUTION 2017-22-T DECLARED ADOPTED.**

By: \_\_\_\_\_

Chuck Korn, Supervisor  
Charter Township of Garfield

**CERTIFICATE**

I, Lanie McManus, Clerk of the Charter Township of Garfield, do hereby certify that the above is a true and correct copy of a Resolution which was adopted by the Township Board of the Charter Township of Garfield on the 12<sup>th</sup> day of September, 2017.

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

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

When the Township action is complete, please fill out the Township Board approval and return one signed form to the attention of Dianne Thompson at the DPW.



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# GARFIELD CHARTER TOWNSHIP

8. b.



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BOARD MEETING 9/12/17

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TO: GARFIELD TOWNSHIP BOARD  
FROM: JEANE BLOOD  
SUBJECT: DELINQUENT SPECIAL ASSESSMENTS  
DATE: 9/12/17

1.) REQUEST TO ADD DELINQUENT SPECIAL ASSESSMENTS TO THE WINTER TAX ROLL

Summer special assessments are due on September 1st of each year. If AN INSTALLMENT IS NOT PAID WHEN DUE, THE ASSESSMENT is delinquent and required to be put on the winter tax roll. In addition to interest as provided in section 41.727, a penalty at the rate of 1% for each month or fraction of a month, will apply along with additional penalty of 6% of the total amount past due will be added to the installment. (mcl 41.727)

As Treasurer of Charter Township of Garfield, I have certified Exhibit "A" is the delinquent Special Assessment Roll and am asking the board to direct the supervisor to reassess the properties that are delinquent and include these delinquent special assessments on the winter tax roll. Upon doing so it will constitute a lien upon the respective parcels.

SEE EXHIBIT "A" - SEE NAMES OF DELINQUENT PROPERTY OWNERS, ADDRESS'S AND DELINQUENT AMOUNT'S, INCLUDING MONTHLY INTEREST AND ANY PENALTY DUE.

DELINQUENT SPECIAL ASSESSMENT ROLL TOTALS FOR GARFIELD TOWNSHIP:

\$3,882.60 FOXCRAFT ROADS  
\$ 4,681.46 FOREST LANE ROADS  
\$8,564.06 TOTAL

*Jeane Blood Law*  
Jeane Blood Law, Treasurer  
Charter Township of Garfield

POPULATION: SPECIAL ASSESSMENT F  
SPEC. POPULATION: PARCELS  
PAYMENTS INCLUDED OF 09/05/2017  
CURRENT INSTALLMENT YEAR: 2017

EXHIBIT

Parcel No. Owner	Assessment Code/Name	Assessment Amount	Tot Prin Pd		Tot Intrst Pd		Tot Adm Pd		Tot Pen Pd		Tot Late Charge Pd		Tot Cert Pd		Tot Balance	
			Cur	Prin	Cur	Intrst	Cur	Adm	Cur	Pen	Cur	Late	Cur	Cert	Cur	Balance
28-05-115-004-00 CHEMELLO STEVEN & KAREN	105 12-1R (866)	1,504.36 FOXCRAFT	820.73	0.00	101.03	0.00	0.00	0.00	23.28	0.00	55.29	0.00	0.00	0.00	683.63	258.84
28-05-115-009-00 ANGOVE BLAKE W & KATHERI	105 12-1R (866)	1,504.36 FOXCRAFT	820.73	0.00	101.03	0.00	0.00	0.00	7.26	0.00	43.53	0.00	0.00	0.00	683.63	258.84
28-05-120-012-00 LOCKWOOD HEATHER & CLARK	105 12-1R (866)	1,504.36 FOXCRAFT	820.73	0.00	101.03	0.00	0.00	0.00	20.86	0.00	55.29	0.00	0.00	0.00	683.63	258.84
28-05-120-018-00 NUGENT GIL & DIANE S	105 12-1R (866)	1,504.36 FOXCRAFT	820.73	0.00	101.03	0.00	0.00	0.00	8.11	0.00	44.55	0.00	0.00	0.00	683.63	258.84
28-05-120-033-00 SONNEVELDT TERRY B & POL	105 12-1R (866)	1,504.36 FOXCRAFT	915.88	0.00	101.03	0.00	0.00	0.00	9.22	0.00	40.78	0.00	0.00	0.00	588.48	258.84
28-05-120-038-00 PARENT RODNEY A & DEBRA	105 12-1R (866)	1,504.36 FOXCRAFT	820.73	0.00	101.03	0.00	0.00	0.00	13.60	0.00	40.78	0.00	0.00	0.00	683.63	258.84
28-05-120-041-00 RACINE ROGER A	105 12-1R (866)	1,504.36 FOXCRAFT	820.73	0.00	101.03	0.00	0.00	0.00	23.28	0.00	55.29	0.00	0.00	0.00	683.63	258.84
28-05-120-042-00 DUNSON TREVOR L & CHERYL	105 12-1R (866)	1,504.36 FOXCRAFT	820.73	0.00	101.03	0.00	0.00	0.00	23.28	0.00	55.29	0.00	0.00	0.00	683.63	258.84
28-05-120-044-00 WURM STEVEN R & BRENDA	105 12-1R (866)	1,504.36 FOXCRAFT	820.73	0.00	101.03	0.00	0.00	0.00	21.46	0.00	55.29	0.00	0.00	0.00	683.63	258.84
28-05-120-050-00 WYCKOFF BENJAMIN	105 12-1R (866)	1,504.36 FOXCRAFT	820.73	0.00	101.03	0.00	0.00	0.00	12.10	0.00	29.02	0.00	0.00	0.00	683.63	258.84
28-05-120-053-00 SMYTH HESPER	105 12-1R (866)	1,504.36 FOXCRAFT	846.89	0.00	101.03	0.00	0.00	0.00	14.52	0.00	43.53	0.00	0.00	0.00	657.47	258.84
28-05-120-057-00 AJA CARLENE	105 12-1R (866)	1,504.36 FOXCRAFT	820.73	0.00	101.03	0.00	0.00	0.00	23.28	0.00	55.29	0.00	0.00	0.00	683.63	258.84
28-05-120-058-00 FOOTE ROBERT A & SANDRA	105 12-1R (866)	1,504.36 FOXCRAFT	828.82	0.00	101.03	0.00	0.00	0.00	6.34	0.00	26.27	0.00	0.00	0.00	675.54	258.84
28-05-121-079-00 BOEREMA BRENT C & KATHER	105 12-1R (866)	1,504.36 FOXCRAFT	820.73	0.00	101.03	0.00	0.00	0.00	2.42	0.00	14.51	0.00	0.00	0.00	683.63	258.84
28-05-233-009-00 ELLIOTT JOSEPH H & SHERYL	105 12-1R (866)	1,504.36 FOXCRAFT	820.73	0.00	101.03	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	683.63	258.84
Totals For 105 12-1R (866)	Parcels: 15 FOXCRRAFT ROAD	22,565.40	12,440.35	0.00	1,515.45	0.00	0.00	0.00	0.00	0.00	614.71	0.00	0.00	0.00	10,125.05	3,882.60
Unit 05			0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

POPULATION: SPECIAL ASSESSMENT FOR PARCELS (105, 109, 300, 301, 302)  
SPEC. POPULATION: PARCELS WITH INSTALLMENTS STILL OWED  
PAYMENTS INCLUDED AS OF 09/05/2017  
CURRENT INSTALLMENT YEAR: 2017

**1st year to collect interest**  
**No interest paid in 2016**

Parcel No. Owner	Assessment Code/Name	Assessment Amount	Cur Install	Tot Prin Pd	Cur Prin Pd	Tot Intrst Pd	Cur Intrst Pd	Tot Adm Pd	Cur Adm Pd	Tot Pen Pd	Cur Pen Pd	Tot Late Charge Pd	Cur Late Charge Pd	Tot Cert Pd	Cur Cert Pd	Tot Balance	Cur Balance
28-05-110-004-00 LAKE JAMES DALE & LAKE M	109 (872) FORESTLANE ROAD	1,851.07	334.39	264.44	0.00	0.00	0.00	0.00	0.00	5.29	0.00	15.87	0.00	0.00	0.00	1,586.63	334.39
28-05-110-006-00 KUZMA NICHOLASS &	109 (872) FORESTLANE ROAD	1,851.07	334.39	264.44	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,586.63	334.39
28-05-110-009-00 MASSONI MARK & BESSIE	109 (872) FORESTLANE ROAD	1,851.07	334.39	264.44	0.00	0.00	0.00	0.00	0.00	5.29	0.00	15.87	0.00	0.00	0.00	1,586.63	334.39
28-05-110-012-00 MYERS DAVID K & THOMPSON	109 (872) FORESTLANE ROAD	1,851.07	334.39	264.44	0.00	0.00	0.00	0.00	0.00	5.29	0.00	15.87	0.00	0.00	0.00	1,586.63	334.39
28-05-110-015-00 LEVALLEY DAVID & HILL C	109 (872) FORESTLANE ROAD	1,851.06	334.39	264.44	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,586.62	334.39
28-05-110-016-00 CURTIS JOSEPH G (LC BUYE)	109 (872) FORESTLANE ROAD	1,851.06	334.39	264.44	0.00	0.00	0.00	0.00	0.00	5.29	0.00	15.87	0.00	0.00	0.00	1,586.62	334.39
28-05-110-017-00 POOLE TONI L	109 (872) FORESTLANE ROAD	1,851.06	334.39	264.44	0.00	0.00	0.00	0.00	0.00	5.29	0.00	15.87	0.00	0.00	0.00	1,586.62	334.39
28-05-110-021-00 BARNES ALEXANDER N	109 (872) FORESTLANE ROAD	1,851.06	334.39	264.44	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,586.62	334.39
28-05-110-026-00 SHAW JONATHAN B & GRETCH	109 (872) FORESTLANE ROAD	1,851.06	334.39	264.44	0.00	0.00	0.00	0.00	0.00	5.29	0.00	15.87	0.00	0.00	0.00	1,586.62	334.39
28-05-110-033-00 GRIFFITH BETH A	109 (872) FORESTLANE ROAD	1,851.06	334.39	264.44	0.00	0.00	0.00	0.00	0.00	5.29	0.00	15.87	0.00	0.00	0.00	1,586.62	334.39
28-05-110-047-00 CHAPPELL NICHOLAS JR & S	109 (872) FORESTLANE ROAD	1,851.06	334.39	264.44	0.00	0.00	0.00	0.00	0.00	5.29	0.00	15.87	0.00	0.00	0.00	1,586.62	334.39
28-05-110-049-00 KOUCKY WILLIAM	109 (872) FORESTLANE ROAD	1,851.06	334.39	264.44	0.00	0.00	0.00	0.00	0.00	5.29	0.00	15.87	0.00	0.00	0.00	1,586.62	334.39
28-05-350-001-00 ASH DORIS J	109 (872) FORESTLANE ROAD	1,851.06	334.39	264.44	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,586.62	334.39
28-05-350-006-00 OTTO KAY F	109 (872) FORESTLANE ROAD	1,851.06	334.39	264.44	0.00	0.00	0.00	0.00	0.00	5.29	0.00	15.87	0.00	0.00	0.00	1,586.62	334.39
Totals For 109 (872) FORESTLANE ROADS Unit 05	Parcels: 14	25,914.88	4,681.46	3,702.16	0.00	0.00	0.00	0.00	0.00	0.00	0.00	158.70	0.00	0.00	0.00	22,212.72	4,681.46
Gr. Totals.....	29	48,480.28	8,564.06	16,142.51	0.00	1,515.45	0.00	0.00	0.00	261.91	0.00	773.41	0.00	0.00	0.00	32,337.77	8,564.06

For Volunteer Boards and Commissions

**Purpose:**

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

**Summary of Policy:**

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

**Recruitment and Application Process:**

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

**Selection and Appointments:**

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

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

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

# Board Appointment Policy

Approved March 28, 2017

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

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

## CHARTER TOWNSHIP OF GARFIELD

Application for Appointment

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

I, \_\_\_\_\_, hereby make application for appointment to:

(Name)

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

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

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

1. I reside at: \_\_\_\_\_  
(street address, city and zip code)

since \_\_\_\_\_, Phone number(s): \_\_\_\_\_  
(year)

Email address: \_\_\_\_\_@\_\_\_\_\_

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

3. Citizen of: \_\_\_\_\_

4. Employer: \_\_\_\_\_ Phone: \_\_\_\_\_

a. Indicate nature of your work: \_\_\_\_\_

b. Title: \_\_\_\_\_

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

\_\_\_\_\_  
\_\_\_\_\_

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

\_\_\_\_\_  
\_\_\_\_\_

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

\_\_\_\_\_  
\_\_\_\_\_

# Board Appointment Policy

Approved March 28, 2017

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

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

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

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

And I acknowledge that:

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

I agree and understand the responsibilities of accepting this position.

**Board Appointment:** \_\_\_\_\_

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)