

**CHARTER TOWNSHIP OF GARFIELD  
TOWN BOARD MEETING  
July 9, 2024**

Supervisor Korn called the Town Board Meeting to order at the Garfield Township Hall on July 9, 2024 at 6:00 p.m.

**Pledge of Allegiance**

**Roll Call of Board Members**

Present: Molly Agostinelli, Chris Barsheff, Steve Duell, Chuck Korn, Chloe Macomber, Lanie McManus and Denise Schmuckal

Staff Present: John Sych, Planning Director

1. **Public Comment (6:01)**  
Michelle Howard of the Traverse Area District Library shared information about the upcoming library millage on the ballot and reviewed the various services that the libraries offer to the public.

2. **Review and Approval of the Agenda - Conflict of Interest (6:04)**

Barsheff declared a conflict with agenda item 7a.

*Agostinelli moved and Schmuckal seconded to approve the agenda as presented.*

*Yeas: Agostinelli, Schmuckal, Barsheff, Macomber, McManus, Duell, Korn  
Nays: None*

3. **Consent Calendar (6:05)**

**a. Minutes**

June 11, 2024 Regular Meeting  
(Recommend Approval)

**b. Bills**

(i)	General Fund (Recommend Approval)	\$144,405.39
(ii)	Gourdie-Fraser Developer's Escrow Fund – Storm Water Reviews, Sidewalk Assessment, Utility Plan Review, Oversight and Closeout	
		\$ 10,801.00
	General Utilities	17,090.00
	Park Funds/DNR Trust Fund	1,620.00
	Total	\$29,511.00
	(Recommend Approval)	

- c. **Consideration of Eagleview Water Main Extension, close-out and turnover documents (Recommend Approval)**
- d. **Consideration of Elmer's Application for Payment No. 2 for Stoneridge PRV (Recommend Approval)**

*Barsheff moved and Schmuckal seconded to approve the consent calendar as presented.*

*Yeas: Barsheff, Schmuckal, Agostinelli, McManus, Duell, Macomber, Korn  
Nays: None*

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

None

5. **Correspondence (6:07)**

None

6. **Reports**

a. **County Commissioner's Report (6:07)**

County Commissioners Lauren Flynn and Brad Jewett reported that the BOC approved the migration of public safety information to the cloud and approved an intergovernmental agreement with Leelanau County for a waste materials management plan. They added that more software security upgrades will be approved at a meeting tomorrow and the Grand Traverse Pavilions is back in the black.

b. **Sheriff's Report (6:14)**

No report

c. **GT Metro Fire Report (6:21)**

Fire Chief Paul Mackin reviewed statistics from June 2024 and added that there were two recent residential fires not included on the report. Metro was awarded a 2% Tribal Grant for a Lucas CPR device. The draft budget was approved by the finance committee and will be presented to the Metro board.

d. **Dennis, Gartland & Niergarth Auditor's Report (6:25)**

Auditor Trina Oakes presented the Fiscal Year 2023 Audit and stated that the township had received a clean unmodified opinion which was the highest rating that a township could receive. She reviewed revenues and expenses with board members.

e. **Planning Department Report for July 2024 (6:35)**

Planner John Sych submitted his report in writing and noted that administrative reviews are being tracked and implementation of the master plan is being addressed by the Planning Commission.

- f. **Parks & Rec Report (6:38)**  
The Parks & Rec Report was submitted in writing.
- g. **Clerk’s Report (6:38)**  
McManus submitted her report in writing and added that ballots are coming in daily and her office has done two election inspector trainings this week.
- h. **Supervisor’s Report (6:39)**  
Korn reported that there was lots of activity related to water and sewer this week.

7. **Unfinished Business**

- a. **Consideration of recruiting documents for the Township Manager Position (6:40)**  
Amy Cell from Amy Cell Talent presented the job description for the Township Manager position. Board members discussed the proposed posting and gave feedback. The applications are due on August 11<sup>th</sup> and she presented a timeline for the hiring process.
- b. **Consideration of adopting the Charter Township of Garfield Master Plan, Resolution 2024-20-T (7:10)**  
Planner John Sych reviewed the process of the Master Plan with Board members and stated that the entire plan was done in-house.

*Agostinelli moved and Barsheff seconded to approve Resolution 2024-20-T adopting the Charter Township of Garfield Master Plan, in accordance with the Michigan Planning Enabling Act.*

*Yeas: Agostinelli, Barsheff, McManus, Duell, Macomber, Schmuckal, Korn*

*Nays: None*

8. **New Business**

- a. **Consideration of extending the YMCA Lease for 5 years (7:19)**  
*Schmuckal moved and Duell seconded to approve the extension of the YMCA lease for a five-year period beginning on August 27, 2024 and ending on August 27, 2029.*

*Yeas: Schmuckal, Duell, Macomber, Agostinelli, McManus, Barsheff, Korn*

*Nays: None*

- b. **Consideration of landscaping services RFP (7:21)**  
The Township Board approved ARPA funds for landscaping improvements at the Logan’s Landing and Woodmere medians. Staff drafted an RFP to obtain proposals from local landscaping companies.

*Schmuckal moved and Macomber seconded that the landscaping Request for Proposals (RFP) be approved.*

*Yeas: Schmuckal, Macomber, McManus, Duell, Agostinelli, Barsheff, Korn*

*Nays: None*

**c. Consideration of Professional Services Agreement with Traverse Connect (7:21)**

*Schmuckal moved and Agostinelli seconded to approve the professional services contract between the Charter Township of Garfield and Traverse Connect.*

Board members discussed the contract and decided that they wanted more concrete information on the services provided by Traverse Connect to the township. The motion was then rescinded.

**d. Consideration of Westwind’s request for a down payment exemption (7:33)**

Westwind is requesting that the township waive a typical requirement for a 20% downpayment for sewer capital costs. They want to amortize the full amount owing from Ridge 45 for sewer costs pertaining to the BATA project over a period of ten years. Board members discussed setting a precedent and asked for some criteria for others in the future. Criteria to meet this standard will be forthcoming.

**e. Consideration of check to BATA for Westwind, Village at LaFranier Woods and Prince of Peace assessments (7:37)**

The BATA project and adjoining properties have agreed to share in the cost of constructing sewer in accordance with the formula approved by the Township. Reimbursement will come from the DPW for these payments made by the various entities. The township will receive a 6% return on its funds. A payment of \$454,058.28 is requested to be made from the township’s receiving fund to BATA, which equals three payments made by Ridge 45, Prince of Peace and Village at LaFranier Woods.

*Agostinelli moved and Barsheff seconded to authorize a payment in the amount of \$454, 058.28 from the township receiving fund to BATA for sewer infrastructure costs.*

*Yeas: Agostinelli, Barsheff, Duell, Schmuckal, Macomber, McManus, Korn*

*Nays: None*

**9. Public Comment: (7:44)**

None

10. **Other Business (7:44)**

Barsheff brought up a medical issue that occurred at the Keystone soccer Fields in which the ambulance had a problem with access. The issue of access at the Keystone fields is a county problem, not a township problem.

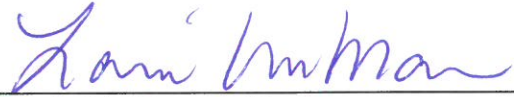
11. **Adjournment**

*Korn adjourned the meeting at 7:45 pm.*



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



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

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

**TOWNSHIP BOARD RESOLUTION TO ADOPT MASTER PLAN**

**RESOLUTION #2024-20-T**

**A RESOLUTION TO ADOPT THE CHARTER TOWNSHIP OF GARFIELD MASTER PLAN**, in accordance with the provisions of the Michigan Planning Enabling Act, Act 33 of the Public Acts of 2008, as amended.

**WHEREAS**, the Michigan Planning Enabling Act (MPEA) authorizes the Planning Commission to prepare a Master Plan for the use, development, and preservation of all lands in the Township; and

**WHEREAS**, the Planning Commission prepared a new Master Plan and submitted the Plan to the Township Board for review and comment; and

**WHEREAS**, on March 27, 2024, the Township Board received and reviewed the new Master Plan prepared by the Planning Commission and authorized distribution of the Plan for review and comment in accordance with the MPEA; and

**WHEREAS**, the Planning Commission held a public hearing on June 12, 2024 to consider public comment on the new Master Plan; and

**WHEREAS**, the Planning Commission approved the new Master Plan and recommended approval of same to the Township Board; and

**WHEREAS**, the Township Board finds that the new Master Plan is desirable and proper and furthers the use, preservation, and development goals and strategies of the Township; and

**WHEREAS**, the MPEA authorizes the Township Board to assert by resolution its right to approve or reject the new Master Plan;

**NOW, THEREFORE, BE IT HEREBY RESOLVED AS FOLLOWS:**

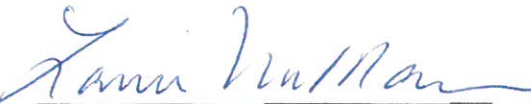
**1. Adoption of Master Plan.** The Township Board hereby approves and adopts the new Master Plan, including all the chapters, figures, maps, and tables contained therein. Pursuant to the MPEA, the Township Board has asserted by resolution its right to approve or reject the proposed Master Plan and therefore the approval granted herein is the final step for adoption of the Plan and therefore the Plan is effective as of July 9, 2024.

**2. Distribution.** The Township Board hereby approves distribution of the adopted Master Plan in accordance with the MPEA.

**3. Findings of Fact.** The Township Board has made the foregoing determination based on a review of existing land uses in the Township, a review of the existing Master Plan provisions and maps, and input received from the Planning Commission and public hearing and finds that the new Master Plan will accurately reflect and implement the Township's goals and strategies for the use, preservation, and development of lands in the Township.

**4. Effective Date.** The Master Plan shall be effective as of the date of adoption of this resolution.

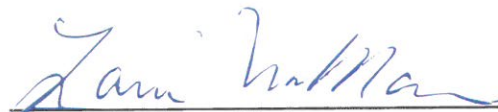
Moved: Agostinelli Supported: Barsheff  
Ayes: Agostinelli, Barsheff, Duell, Korn, Macomber, McManus, Schmuckal  
Nays: none  
Absent and Excused: none

By:   
Lanie McManus, Clerk  
Charter Township of Garfield

**CERTIFICATE**

I, Lanie McManus, Clerk of the Charter Township of Garfield, do hereby certify that the above is a true and correct copy of Resolution 2024-20-T which was adopted by the Township Board of the Charter Township of Garfield on the 9th day of July, 2024.

Dated: 7-10-2024

  
Lanie McManus, Clerk  
Charter Township of Garfield

Introduced: July 9, 2024  
Adopted: July 9, 2024  
Effective: July 9, 2024