

**CHARTER TOWNSHIP OF GARFIELD  
TOWNSHIP BOARD MEETING**

Tuesday, March 12, 2024 at 6:00pm  
Garfield Township Hall  
3848 Veterans Drive  
Traverse City, MI 49684  
Ph: (231) 941-1620

**AGENDA**

**ORDER OF BUSINESS**

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

**1. Public Comment**

**Public Comment Guidelines:**

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

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

**3. Consent Calendar**

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

- a. Minutes – February 20, 2024 Regular meeting  
(Recommend Approval)
- b. Bills -  
    General Fund \$434,967.22  
(Recommend Approval)
- c. State of Michigan Revenue Sharing Report (Receive and File)

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

**5. Correspondence**

- a. Letter to BATA/TCHC dated March 6, 2024

**6. Reports**

- a. County Commissioner's Report
- b. Sheriff's Report
- c. GT Metro Fire Report
- d. Planning Department Report for March
- e. Parks and Rec. Report
- f. Clerk's Report
- g. Supervisor's Report

**7. Unfinished Business**

- a. Discussion on changes to the Township's administrative structure

**8. New Business**

- a. Presentation for recruiting service by Chet Janik of Michigan Leadership Institute
- b. Consideration of awarding bid for River East Recreation Area Improvements – Phase III
- c. Consideration of River East Recreation Area - Phase III bathroom facility purchase
- d. Consideration of awarding bid for new boiler installation at the Township office

**9. Public Comment**

**10. Other Business**

**11. Adjournment**

Lanie McManus, Clerk

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

**CHARTER TOWNSHIP OF GARFIELD  
TOWN BOARD MEETING  
February 20, 2024**

Supervisor Chuck Korn called the Town Board Meeting to order at the Garfield Township Hall on February 20, 2024 at 6:00p.m.

**Pledge of Allegiance**

**Roll Call of Board Members**

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

Absent and Excused: Steve Duell

Staff Present: Planning Director John Sych

**1. Public Comment (6:02)**

None

**2. Review and Approval of the Agenda - Conflict of Interest (6:02)**

Schmuckal declared a possible conflict with Item 7a, but other board members saw no conflict.

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

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

*Nays: None*

**3. Consent Calendar (6:02)**

**a. Minutes**

February 13, 2024 Regular Meeting  
(Recommend Approval)

**b. Bills**

(i) General Fund \$407.19  
(Recommend Approval)

(ii) Gourdie-Fraser  
Developer's Escrow Fund – Storm Water Reviews,  
Utility Plan Review, Oversight and Closeout \$ 8,563.50

General Utilities	6,176.20
Park Funds/DNR Trust Fund	3,500.00
<u>Total</u>	<u>\$18,239.70</u>
(Recommend Approval)	

- c. **MTT Update (Receive and File)**
- d. **Consideration of Resolution 2024-04-T to recommend approval for New Resort Class C and SDM licenses for Traverse Fairfield Beer & Wine, LLC (Recommend Approval)**

Consent items a and d were removed by board members.

*Barsheff moved and Agostinelli seconded to approve the consent calendar as amended.*

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

*Nays: None*

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

**a. Minutes**

February 13, 2024 Regular Meeting

A question was answered regarding item 7a on the proposed minutes.

*Schmuckal moved and Agostinelli seconded to approve the minutes of the February 13, 2024 Regular Meeting as presented.*

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

*Nays: None*

**b. Consideration of Resolution 2024-04-T to recommend approval for New Resort Class C and SDM licenses for Traverse Fairfield Beer & Wine, LLC (Recommend Approval)**

Board members confirmed that the proposed license is a recreational/resort license only and does not take away from any of the licenses that the Township holds. Planner Sych also commented on the application and stated that this license was part of the approval by the Planning Commission for this project.

*Agostinelli moved and McManus seconded to adopt Resolution 2024-04-T to recommend approval for New Resort Class C and SDM licenses for Traverse Fairfield Beer & Wine, LLC.*

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

*Nays: None*

**6. Reports****a. Construction Report (6:12)**

Engineer Jennifer Graham from Gourdie-Fraser stated that she is working to get bids out for the Cedar Run booster station. She added that the sewer extension for Francisco's is also coming up and that the River East project is out for bids and bids will be opened on March 5<sup>th</sup>. Graham is also working on utility plan reviews and closeout paperwork.

**b. MMR Report (6:20)**

No report

**c. County Commissioner's Report (6:20)**

No report

**d. GT County Road Commissioner's Report (6:20)**

No report

**e. Supervisor's Report (6:21)**

Korn reported that he went to a road commission meeting with area supervisors and he noticed a positive change in the road commission. He attended a TTCl meeting and developed project guidelines. Korn added that he also attended a meeting of the Grand Traverse Economic Group and future economic development was discussed.

**7. Unfinished Business****a. Public Hearing – Consideration of Resolution 2024-01-T (c) to approve Tentative Ridge View Court Resurfacing Special Assessment Roll (6:23)**

Korn opened the public hearing at 6:24pm and with no one wishing to speak, closed the public hearing.

*Barsheff moved and Agostinelli seconded to adopt Resolution 2024-01-T (c) to approve Tentative Ridge View Court Resurfacing Special Assessment Roll.*

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

**b. Discussion on changes to the Township's administrative structure (6:27)**

Board members discussed and asked questions about three possible options for search firms to hire a replacement for the Garfield Township Building Official.

*Schmuckal moved and Agostinelli seconded to hire the Michigan Leaders Institute to find a replacement for Building Official, Carl Studzinski.*

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

Board members continued to discuss the Manager/Supervisor Position. A list of possible duties as well as differences in the two positions was discussed. Korn will speak with the Michigan Leaders Institute about a manager position search and will also draft an ordinance pertaining to the positions of Supervisor and Manager.

**8. New Business**

**a. Consideration of bid from Elmer's for the Stone Ridge PRV Project (7:11)**

Township Engineer Jennifer Graham stated that the infrastructure is beyond its life expectancy and the bid is in front of board members to consider for the Stone Ridge PRV.

*Schmuckal moved and Agostinelli seconded to award the bid for the Stone Ridge PRV to Elmers Crane & Dozer, Inc. in the amount of \$731,680.00 with a portion of the cost to come from ARPA funds.*

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

**b. Consideration of bid from Molon for the Silver Lake Sewer Extension project (7:15)**

Engineer Graham stated that this project has been rebid and the open cut route came in \$7,000 less than a directional drilling option. She recommends to accept the bid with the open cut option.

*Schmuckal moved and Barsheff seconded to approve a bid from Molon Excavating in the amount of \$420,000 for the Silver Lake Sewer Extension. ARPA funds will also be used for this project in the amount of \$285,000.*

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

**9. Public Comment: (7:22)**

None

**10. Other Business (7:22)**

McManus brought MTA conference information for board members to review and stated that early voting is ongoing.

11. **Adjournment**

*Korn adjourned the meeting 7:24 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

RESOLUTION #2024-1-T(c)

TENTATIVE SPECIAL ASSESSMENT ROLL FOR  
RIDGE VIEW CT RESURFACING SPECIAL ASSESSMENT DISTRICT

WHEREAS, the Township Board of the Charter Township of Garfield, Grand Traverse County, Michigan, on this day, February 20, 2024, after due and legal notice, has conducted a public hearing upon a proposed assessment roll prepared by the supervisor and assessing officer of the township for the purpose of defraying a portion of the costs of Road Improvement proposed to be completed within the Ridge View Ct Resurfacing Special Assessment District as shown on the plans and specifications for such project; and

WHEREAS, such public hearing was preceded by proper notice in the Record Eagle, a newspaper of general circulation in the township, and by first-class mail notice to each property owner of record within said district and upon said assessment roll; and

WHEREAS, (no) written objections were received to said roll and levy; and

WHEREAS, the oral comments received indicated the reasonableness of the following amendments to said assessment roll; and

WHEREAS, a record of those present to protest, and of written protests, submitted at or before the public hearing was made a part of the minutes of the hearing; and

WHEREAS, the Township Board has duly inspected the proposed assessment roll and considered all comments and proposed amendments thereto and has found the proposed assessment roll, as amended, to be correct, just and reasonable;

NOW THEREFORE, BE IT HEREBY RESOLVED as follows:

1. The tentative assessment roll submitted by the supervisor and assessing officer of the township (as amended in the within resolution) shall hereafter be designated as Ridge View Ct Resurfacing Special Assessment District and shall be hereby confirmed as the tentative assessment roll for said Special Assessment District.
2. The assessments in said Ridge View Ct Resurfacing Special Assessment District shall be in twenty (20) annual installments with the first installment to be due on or before September 1<sup>st</sup>, 2025. All unpaid installments prior to transfer to the tax roll as provided by Michigan Public Act 188 of 1954, as amended, shall bear interest payable annually on each installment due date at the rate of 8.14%\* percent per annum commencing on the first installment due date hereinbefore set forth. Any payments made before such first installment due date shall not bear any such interest. \*The interest rate will be based on the rate of the 10 year Treasury Bill (4.14% as of January 23, 2024), at the time the project is complete, plus 4.00% in accordance with Garfield Township's Special Assessment Rate and Term Policy.



3. The assessments made in said special assessment roll are hereby ordered and directed to be collected by the township treasurer, and the township clerk shall deliver said special assessment roll to said treasurer with his/her warrant attached, commanding the treasurer to collect such assessments in accordance with the direction of the Township Board and said PA 188.
4. All resolutions and parts of resolutions insofar as they conflict with the provision of the within resolutions be and the same are hereby rescinded.

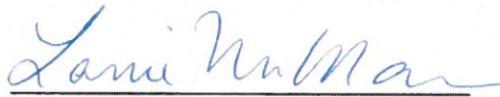
Upon roll call vote, the following voted -

Ayes: Barsheff, Agostinelli, Macomber, Schmuckal, McManus, Korn

Nays: None

Absent and Excused: Duell

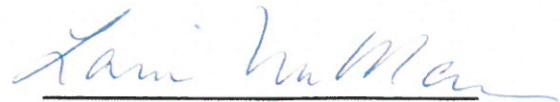
RESOLUTION 2024-1-T(c) DECLARED ADOPTED.

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 20<sup>th</sup> day of February, 2024.

Dated: 2-21-2024

  
Lanie McManus, Clerk



Michigan Department of Licensing and Regulatory Affairs  
Liquor Control Commission (MLCC)  
Toll Free: 866-813-0011 • www.michigan.gov/lcc

Business ID: \_\_\_\_\_  
Request ID: \_\_\_\_\_  
(For MLCC use only)

**Local Government Approval**  
(Authorized by MCL 436.1501)

**Instructions for Applicants:**

- You must obtain a recommendation from the local legislative body for a new on-premises license application, certain types of license classification transfers, and/or a new banquet facility permit.

**Instructions for Local Legislative Body:**

- Complete this resolution or provide a resolution, along with certification from the clerk or adopted minutes from the meeting at which this request was considered.

At a regular meeting of the Garfield Township council/board  
(regular or special) (township, city, village)  
called to order by Supervisor Korn on February 20, 2024 at 6:00 p.m.  
(date) (time)  
the following resolution was offered:

Moved by Molly Agostinelli and supported by Lanie McManus

that the application from Traverse Fairfield Beer & Wine, LLC  
(name of applicant - If a corporation or limited liability company, please state the company name)

for the following license(s): New Resort Class C and SDM licenses pursuant to MCL 436.1531(4)  
(list specific licenses requested)

to be located at: 3654 N. US-31 South, Traverse City, MI 49684

and the following permit, if applied for:

Banquet Facility Permit Address of Banquet Facility: \_\_\_\_\_

It is the consensus of this body that it re commends this application be considered for  
(recommends/does not recommend)

approval by the Michigan Liquor Control Commission.

If disapproved, the reasons for disapproval are \_\_\_\_\_

**Vote**

Yeas: 6  
Nays: 0  
Absent: 1

I hereby certify that the foregoing is true and is a complete copy of the resolution offered and adopted by the Garfield Township  
council/board at a Regular meeting held on February 20, 2024  
(regular or special) (date) (township, city, village)

Lanie McManus

February 20, 2024

Print Name of Clerk

Signature of Clerk

Date

Under Article IV, Section 40, of the Constitution of Michigan (1963), the Commission shall exercise complete control of the alcoholic beverage traffic within this state, including the retail sales thereof, subject to statutory limitations. Further, the Commission shall have the sole right, power, and duty to control the alcoholic beverage traffic and traffic in other alcoholic liquor within this state, including the licensure of businesses and individuals.

Please return this completed form along with any corresponding documents to:  
Michigan Liquor Control Commission  
Mailing address: P.O. Box 30005, Lansing, MI 48909  
Hand deliveries or overnight packages: Constitution Hall - 525 W. Allegan, Lansing, MI 48933  
Fax to: 517-763-0059

Check Date	Bank	Check #	Payee	Description	GL #	Amount
02/20/2024	GEN	42045	ALL TRAFFIC SOLUTIONS	2024 APP RENEWAL	101-720-880.007	1,500.00
02/20/2024	GEN	42046	BLUE CROSS BLUE SHIELD OF MICHIGAN	EMPLOYEE HEALTH	101-101-711.030	3,002.86
		42046		EMPLOYEE HEALTH	101-171-711.030	2,167.01
		42046		EMPLOYEE HEALTH	101-215-711.030	3,901.96
		42046		EMPLOYEE HEALTH	101-253-711.030	3,542.04
		42046		EMPLOYEE HEALTH	101-257-711.030	3,037.62
		42046		EMPLOYEE HEALTH	101-371-711.030	3,124.04
		42046		EMPLOYEE HEALTH	101-701-711.030	2,386.53
		42046		EMPLOYEE HEALTH	101-702-711.030	3,498.82
						<u>24,660.88</u>
02/20/2024	GEN	42047	ELECTION SOURCE	ENVELOPES	101-262-726.000	129.39
02/20/2024	GEN	42048	ESS	FIRMWARE LICENSE / MAINTENANCE	101-262-935.010	4,156.00
		42048		FIRMWARE LICENSE / MAINTENANCE	101-262-955.000	3,067.00
						<u>7,223.00</u>
02/20/2024	GEN	42049	GARFIELD CHARTER TOWNSHIP	HSA	101-000-237.000	662.27
02/20/2024	GEN	42050	GFL ENVIRONMENTAL	002114258	208-000-805.000	549.24
02/20/2024	GEN	42051	GFL ENVIRONMENTAL	002114259	101-265-935.604	135.92
02/20/2024	GEN	42052	GOURDIE-FRASER, INC.	RIVER EAST PHASE III	208-000-970.000	3,500.00
02/20/2024	GEN	42053	GRAND TRAVERSE COUNTY	1ST QTR LAW ENFORCEMENT CONTRACT	101-301-830.000	333,044.51
02/20/2024	GEN	42054	GRANITE TELECOMMUNICATIONS	PHONES	101-265-850.000	149.28
02/20/2024	GEN	42055	INTEGRITY BUSINESS SOLUTIONS	TOWELING / CUPS / DATE STAMP	101-101-726.000	55.88
		42055		ENVELOPES	101-257-726.000	168.18
		42055		TOWELING / CUPS / DATE STAMP	101-262-726.000	48.72
						<u>272.78</u>
02/20/2024	GEN	42056	LAND INFORMATION ACCESS ASSOC	FRANCHISE / PEG FEES	101-720-880.011	20,303.46
02/20/2024	GEN	42057	OLSON, BZDOK, & HOWARD	SEWER / P&Z / BOUNDARY	101-101-801.002	619.50
		42057		SEWER / P&Z / BOUNDARY	101-704-801.000	1,412.25
		42057		SEWER / P&Z / BOUNDARY	101-707-801.000	1,412.25
						<u>3,444.00</u>
02/20/2024	GEN	42058	PRINCIPAL LIFE INSURANCE COMPANY	DENTAL / LIFE	101-101-711.030	290.10
		42058		DENTAL / LIFE	101-171-711.030	155.05
		42058		DENTAL / LIFE	101-215-711.030	195.02
		42058		DENTAL / LIFE	101-253-711.030	330.04
		42058		DENTAL / LIFE	101-257-711.030	345.10

**3.b.**

User: BETTY  
 DB: Garfield  
 CHECK DATE FROM 02/15/2024 - 03/06/2024

Banks: GEN

Check Date	Bank	Check #	Payee	Description	GL #	Amount
		42058		DENTAL / LIFE	101-371-711.030	330.04
		42058		DENTAL / LIFE	101-701-711.030	162.45
		42058		DENTAL / LIFE	101-702-711.030	283.65
						<u>2,091.45</u>
02/20/2024	GEN	42059	PRINTING SYSTEM	MASTER CARDS / CANCELLATION NOTICES / ENVELO	101-262-726.000	615.66
02/20/2024	GEN	42060	SPECTRUM ENTERPRISE	INTERNET	101-228-955.001	159.98
02/20/2024	GEN	42061	STATE OF MICHIGAN	2023 WATER USE REPORTING FEE	208-000-805.000	200.00
02/20/2024	GEN	42062	TRAVERSE CITY LIGHT & POWER	00104659-5	101-448-920.005	10.61
02/20/2024	GEN	42063	UNITED WAY	UNITED WAY	101-000-238.000	90.00
02/20/2024	GEN	42064	VC3 INC.	OFFICE 365 / EXCHANGE / MICROSOFT 365 BUSINE	101-228-955.000	380.50
02/20/2024	GEN	42065	VOYA INSTITUTIONAL TRUST COMPANY	DEFERRED COMP VF3202	101-000-231.000	1,960.00
02/20/2024	GEN	42066	CENTENNIAL LOGISTICS	FEE REFUND	101-000-476.002	1,250.00
02/20/2024	GEN	42067	PITNEY BOWES INC	RED INK	101-101-726.001	559.63
02/29/2024	GEN	42135	ANDY TEZAK	ELECTION WAGES	101-262-701.000	408.00
02/29/2024	GEN	42136	JAMIE DOUGLASS	ELECTION WORKER	101-262-701.000	131.25
02/29/2024	GEN	42137	JOE MCMANUS	ELECTION WORKER	101-262-701.000	240.00
		42137		ELECTION WORKER	101-262-860.000	52.93
						<u>292.93</u>
02/29/2024	GEN	42138	KYLE MCMANUS	ELECTION WORKER	101-262-701.000	150.00
		42138		ELECTION WORKER	101-262-860.000	14.07
						<u>164.07</u>
02/29/2024	GEN	42139	MIKE STEFFES	ELECTION WORKER	101-262-701.000	131.25
02/29/2024	GEN	42140	SEAN KEHOE	ELECTION WORKER	101-262-701.000	131.25
03/04/2024	GEN	42141	KRAFT BUSINESS SYSTEMS	SVC CONTRACT 12.23	101-101-726.002	422.04
03/06/2024	GEN	42142	AFLAC	AFLAC	101-000-231.001	436.82
03/06/2024	GEN	42143	ANNE WENDLING	CONTRACTED SVCS	101-101-805.000	178.00
		42143		CONTRACTED SVCS	101-704-805.000	68.00
		42143		CONTRACTED SVCS	101-707-805.000	199.75
						<u>445.75</u>
03/06/2024	GEN	42144	ANNE WENDLING	CONTRACTED SVCS	208-000-805.000	75.25

Check Date	Bank	Check #	Payee	Description	GL #	Amount
03/06/2024	GEN	42145	CONSUMERS ENERGY	100000311801	101-000-084.861	1,686.08
		42145		100000311801	101-448-920.005	2,102.03
						<u>3,788.11</u>
03/06/2024	GEN	42146	CONSUMERS ENERGY	100018131597	101-448-920.005	29.94
03/06/2024	GEN	42147	CONSUMERS ENERGY	103043977273	208-000-805.000	39.26
03/06/2024	GEN	42148	CONSUMERS ENERGY	103033456148	101-448-920.005	2,518.06
03/06/2024	GEN	42149	CONTEMPORARY CLEANING	CONTRACTED SVCS	101-265-935.603	1,350.00
03/06/2024	GEN	42150	CONTEMPORARY CLEANING	CONTRACTED SVCS	208-000-805.000	450.00
03/06/2024	GEN	42151	DTE ENERGY	910020833133	101-265-920.601	1,678.09
03/06/2024	GEN	42152	DTE ENERGY	910020833257	101-265-920.601	66.64
03/06/2024	GEN	42153	FIFTH THIRD BANK	1319 - MAIL TRAYS/MIDEAL/TRUCK BATTERY/EDUCA	101-101-965.101	230.00
		42153		1319 - MAIL TRAYS/MIDEAL/TRUCK BATTERY/EDUCA	101-262-726.000	167.00
		42153		1319 - MAIL TRAYS/MIDEAL/TRUCK BATTERY/EDUCA	101-321-864.000	125.19
		42153		1319 - MAIL TRAYS/MIDEAL/TRUCK BATTERY/EDUCA	101-702-960.000	178.50
						<u>700.69</u>
03/06/2024	GEN	42154	FIFTH THIRD BANK	1319 - DOG WASTE BAGS	208-000-935.000	237.77
03/06/2024	GEN	42155	FIFTH THIRD BANK	3406 - PLSNNINH VONG	101-701-960.000	1,570.00
03/06/2024	GEN	42156	FIFTH THIRD BANK	3637 - EDUCATION	101-171-960.200	18.90
		42156		3637 - EDUCATION	101-701-960.000	1,890.86
						<u>1,909.76</u>
03/06/2024	GEN	42157	GRAND TRAVERSE COUNTY DPW	5105021	101-265-920.602	148.67
03/06/2024	GEN	42158	GRAND TRAVERSE COUNTY DPW	5590511	208-000-805.000	17.00
03/06/2024	GEN	42159	GT SUPPLY, LLC	PAPER TOWELING	101-265-726.003	58.00
03/06/2024	GEN	42160	HOME DEPOT CREDIT SERVICES	ROCK SALT / ADHESIVE	101-265-726.003	55.52
03/06/2024	GEN	42161	INTEGRITY BUSINESS SOLUTIONS	ENVELOPE / WASTEBASKET / CALCULATOR	101-101-726.000	368.18
		42161		ENVELOPE / WASTEBASKET / CALCULATOR	101-215-726.000	114.99
		42161		MOUSEPAD / BADGE REFILL	101-262-726.000	74.11
						<u>557.28</u>
03/06/2024	GEN	42162	KCI	ASSESSMENT NOTICES	101-101-900.000	1,296.09
		42162		ASSESSMENT NOTICES	101-257-726.001	(320.17)
		42162		ASSESSMENT NOTICES	101-257-900.000	3,006.62

User: BETTY  
 DB: Garfield  
 CHECK DATE FROM 02/15/2024 - 03/06/2024

Banks: GEN

Check Date	Bank	Check #	Payee	Description	GL #	Amount
03/06/2024	GEN	42163	KRAFT BUSINESS SYSTEMS	SVC CONTRACT	101-101-726.002	522.26
03/06/2024	GEN	42164	LANDGREEN LAWCARE	TRAILS SNOW REMOVAL	208-000-805.000	866.00
03/06/2024	GEN	42165	LANIE MCMANUS	ELECTION SUPPLIES REIMBURSEMENT	101-262-726.000	142.29
03/06/2024	GEN	42166	LINGO	PHONES	101-265-850.000	71.56
03/06/2024	GEN	42167	O'HEARN PEST CONTROL LLC	BAIT STATION SVC	101-101-805.000	60.00
03/06/2024	GEN	42168	PREMIER OUTDOORS OF TRAVERSE CITY	SNOW REMOVAL TOWNHALL- JANUARY	101-265-935.601	610.00
03/06/2024	GEN	42169	RICHARDS & MCDUGALL, P.C.	ACCOUNTING SVC	101-215-701.303	2,805.00
03/06/2024	GEN	42170	SUPERFLEET	GAS	101-321-862.000	65.14
03/06/2024	GEN	42171	TRAVERSE CITY LIGHT & POWER	00104403-7	101-000-084.861	666.74
		42171		00104915-6	101-448-920.005	28.38
						<u>695.12</u>
03/06/2024	GEN	42172	U.S.POSTAL SERVICE	POSTAGE	101-101-726.001	2,000.00
03/06/2024	GEN	42173	VERIZON	PHONES	101-265-850.000	263.08
03/06/2024	GEN	42174	WALMART STORES INC AND	MTT INTEREST INCOME	101-000-402.000	735.43
03/06/2024	GEN	42175	WM TRAVERSE ERIE 15 LLC &	MTT INTEREST REFUND	101-000-402.000	1,442.84
				<b>TOTAL - ALL FUNDS</b>	<b>TOTAL OF 64 CHECKS</b>	<b>434,967.22</b>

--- GL TOTALS ---

101-000-084.861	DUE FROM #861 STREET LIGHTS	2,352.82
101-000-231.000	DEFERRED COMP	1,960.00
101-000-231.001	AFLAC	436.82
101-000-237.000	HSA (FORMERLY FLEX)	662.27
101-000-238.000	UNITED WAY	90.00
101-000-402.000	CURRENT REAL PROPERTY TAXES	2,178.27
101-000-476.002	MAINT INSPECTION FEES	1,250.00
101-101-711.030	BENEFITS	3,292.96
101-101-726.000	SUPPLIES	424.06
101-101-726.001	POSTAGE	2,559.63
101-101-726.002	SUPPLIES - COPIER MAINTENANCE	944.30
101-101-801.002	LEGAL SERVICES - TOWNBOARD	619.50
101-101-805.000	CONTRACTED AND OTHER SERVICES	238.00
101-101-900.000	PRINTING & PUBLISHING	1,296.09
101-101-965.101	DUES & PUBLICATIONS -TOWNBOAR	230.00
101-171-711.030	BENEFITS	2,322.06
101-171-960.200	EDUCATION - SUPERVISOR	18.90
101-215-701.303	WAGES - ACCOUNTANT	2,805.00
101-215-711.030	BENEFITS	4,096.98
101-215-726.000	SUPPLIES	114.99
101-228-955.000	COMPUTER SUPPORT SYSTEMS	380.50
101-228-955.001	COMPUTER NETWORK	159.98
101-253-711.030	BENEFITS	3,872.08

Check Date	Bank	Check #	Payee	Description	GL #	Amount
101-257-711.030			BENEFITS			3,382.72
101-257-726.000			SUPPLIES			168.18
101-257-726.001			POSTAGE			(320.17)
101-257-900.000			PRINTING & PUBLISHING			3,006.62
101-262-701.000			WAGES			1,191.75
101-262-726.000			SUPPLIES			1,177.17
101-262-860.000			MILEAGE			67.00
101-262-935.010			MACHINE MAINTENANCE			4,156.00
101-262-955.000			COMPUTER SUPPORT SYSTEMS			3,067.00
101-265-726.003			SUPPLIES-MAINTANCE			113.52
101-265-850.000			TELEPHONE			483.92
101-265-920.601			HEATING / GAS			1,744.73
101-265-920.602			WATER / SEWER			148.67
101-265-935.601			SNOW PLOWING			610.00
101-265-935.603			CLEANING SERVICE			1,350.00
101-265-935.604			RUBBISH REMOVAL			135.92
101-301-830.000			POLICE CONTRACT			333,044.51
101-321-862.000			GAS & CAR WASHES			65.14
101-321-864.000			MISCELLANEOUS			125.19
101-371-711.030			BENEFITS			3,454.08
101-448-920.005			STREET LIGHTS TOWNSHIP			4,689.02
101-701-711.030			BENEFITS			2,548.98
101-701-960.000			EDUCATION & TRAINING			3,460.86
101-702-711.030			BENEFITS			3,782.47
101-702-960.000			EDUCATION & TRAINING			178.50
101-704-801.000			LEGAL SERVICES			1,412.25
101-704-805.000			CONTRACTED AND OTHER SERVICES			68.00
101-707-801.000			LEGAL SERVICES			1,412.25
101-707-805.000			CONTRACTED AND OTHER SERVICES			199.75
101-720-880.007			COM. PROM. - COMMUNITY AWAREN			1,500.00
101-720-880.011			COM. PROM. - P.E.G.			20,303.46
208-000-805.000			CONTRACTED AND OTHER SERVICES			2,196.75
208-000-935.000			MAINTENANCE - MISC, EQUIP			237.77
208-000-970.000			CAPITAL OUTLAY			3,500.00
			<b>TOTAL</b>			<b>434,967.22</b>

## State of Michigan Revenue Sharing - Constitutional & CVT

Period For	2021	2021 Adj. for 2020 Census	CVT	2021 Total	2022	2022 Adj. for 2020 Census	CVT	2022 Total	2023	CVT	2023 Total	Difference from 2022 to 2023	% Change from 2022 to 2023
Nov - Dec PD Feb	\$ 235,666.00	N/A	\$ 9,579.00	\$ 245,245.00	\$ 286,972.00	N/A	\$ 9,771.00	\$ 296,743.00	\$ 357,567.00	\$ 10,357.00	\$ 367,924.00	\$ 71,181.00	
Jan - Feb PD Apr	\$ 244,580.00	\$ 280,162.00	\$ 9,579.00	\$ 534,321.00	\$ 321,490.00	\$ 154,131.00	\$ 9,771.00	\$ 485,392.00	\$ 311,986.00	\$ 10,357.00	\$ 322,343.00	\$ (163,049.00)	
Mar - Apr PD June	\$ 254,197.00	N/A	\$ 9,579.00	\$ 263,776.00	\$ 341,338.00	N/A	\$ 9,771.00	\$ 351,109.00	\$ 340,347.00	\$ 10,357.00	\$ 350,704.00	\$ (405.00)	
May - Jun PD Aug	\$ 297,657.00	N/A	\$ 9,582.00	\$ 307,239.00	\$ 374,096.00	N/A	\$ 9,772.00	\$ 383,868.00	\$ 331,064.00	\$ 10,360.00	\$ 341,424.00	\$ (42,444.00)	
July - Aug PD Oct	\$ 297,766.00	N/A	\$ 9,771.00	\$ 307,537.00	\$ 389,810.00	N/A	\$ 10,357.00	\$ 400,167.00	\$ 392,343.00	\$ 10,875.00	\$ 403,218.00	\$ 3,051.00	
Sept - Oct PD Dec	\$ 290,586.00	N/A	\$ 9,771.00	\$ 300,357.00	\$ 368,810.00	N/A	\$ 10,357.00	\$ 379,167.00	\$ 382,713.00	\$ 10,875.00	\$ 393,588.00	\$ 14,421.00	
<b>TOTAL</b>	<b>\$ 1,620,452.00</b>		<b>\$ 57,861.00</b>	<b>\$ 1,958,475.00</b>	<b>\$ 2,082,516.00</b>	<b>\$ 154,131.00</b>	<b>\$ 59,799.00</b>	<b>\$ 2,296,446.00</b>	<b>\$ 2,116,020.00</b>	<b>\$ 63,181.00</b>	<b>\$ 2,179,201.00</b>	<b>\$ (117,245.00)</b>	<b>-5.99%</b>

2024 Projected Totals	
Rev Share	CVT
\$ 2,162,122.00	\$ 64,637.00
<b>Total</b>	
<b>\$ 2,216,759.00</b>	

### About Constitutional Revenue Sharing:

In accordance with the State Constitution of 1963, Article IX, Section 10, as amended, constitutional revenue sharing payments are based on 15% of the 4% portion of Michigan's 6% sales tax collections. Distributions are made to all Michigan cities, villages, and townships on a population basis on the last business day of the even numbered months (October, December, February, April, June, and August).

The revenue sharing population is defined by the Glenn Steil State Revenue Sharing Act of 1971, 1971 Public Act 140, as amended (MCL 141.903(1)). For purposes of distributing revenue, population is based on the most recent census adjusted by 50% for any institutional population.

Source: State of Michigan: <https://www.michigan.gov/treasury/local/share/evip/constitutional>







# Charter Township of Garfield

## Grand Traverse County

3848 VETERANS DRIVE  
TRAVERSE CITY, MICHIGAN 49684  
PH: (231) 941-1620 • FAX: (231) 941-1588

March 6, 2024

Richard Cochrun, Chairperson  
Bay Area Transportation Authority (BATA)  
115 Hall St.  
Traverse City, MI 49684

Heather Lockwood, President  
Traverse City Housing Commission (TCHC)  
150 Pine Street  
Traverse City, MI 49684

**RE: BATA/TCHC Transit-Oriented Mixed-Use Planned Unit Development**

Dear Mr. Cochrun and Ms. Lockwood:

As a friendly reminder, we wanted to reiterate a key condition of approval for the BATA/TCHC Transit-Oriented Mixed-Use Planned Unit Development (PUD). The Township permitted the PUD with a primary focus on housing and addressing the community's need for workforce housing. As the BATA portion of the project moves closer towards completion, a critical condition of approval for the PUD states, "*TCHC must commence housing construction before BATA may make a request for Certificate of Occupancy.*"

We look forward to the continued partnership of BATA and TCHC for this project to reach its successful completion.

Respectfully submitted,

Chuck Korn  
Township Supervisor

cc: Kelly Dunham, BATA  
Karl Fulmer, TCHC  
Bay Area Transportation Authority (BATA)  
Charter Township of Garfield Board of Trustees  
Traverse City Housing Commission (TCHC)

# Grand Traverse Sheriff's Office Citation, Accident & Arrest Statistics

February 2024

Location	Citations		Traffic Crashes			Arrests			Traffic Crash Totals
	Fatal	PIA	PDA	OWI	Criminal	Arrests			
						Arrests	Arrests		
01 Acme	0	1	14	0	3			15	
02 Blair	0	3	15	1	10			18	
03 East Bay	0	3	27	2	12			30	
04 Fife Lake	0	0	3	0	6			3	
05 Garfield	0	7	79	7	37			86	
06 Grant	0	1	5	0	1			6	
07 Green Lake	0	3	8	0	3			11	
08 Long Lake	0	1	13	1	0			14	
09 Mayfield	0	0	4	0	1			4	
10 Peninsula	0	2	6	0	2			8	
11 Paradise	0	1	6	0	4			7	
12 Union	0	2	2	0	0			4	
13 Whitewater	1	1	12	1	2			14	
29 Fife Lake Vlg	0	0	1	1	0			1	
30 Kingsley Vlg	0	0	0	0	3			0	
66 Traverse City	0	0	0	1	36			0	
84 Out of County	0	0	0	0	18			0	
<b>Totals</b>	1	25	195	14	138			221	
<b>% of Garfield Twp</b>	<b>0.0%</b>	<b>28.0%</b>	<b>40.5%</b>	<b>50.0%</b>	<b>26.8%</b>			<b>38.9%</b>	

Ticket stats are based on what District Court has entered as of 3/01/24.

Arrest stats are as of 3/01/24.



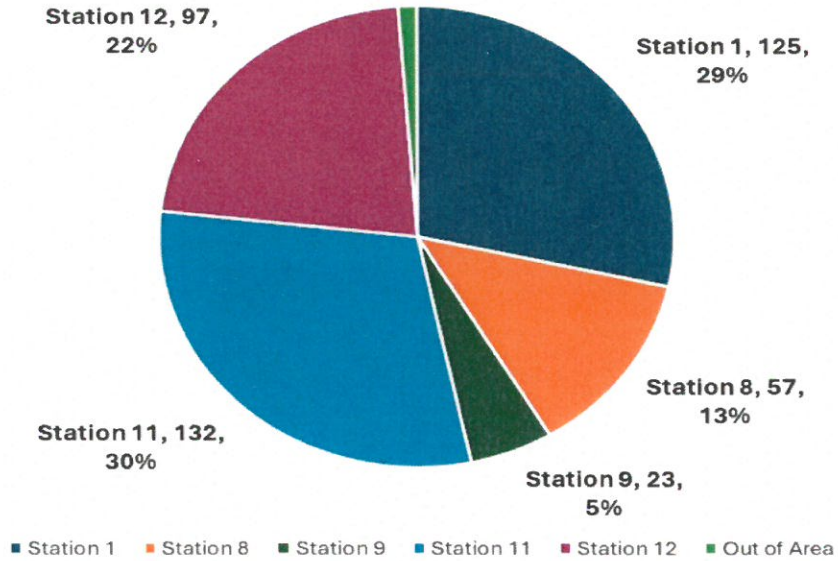
# GRAND TRAVERSE METRO FIRE DEPARTMENT 6.c.

FIRE OFFICE 897 Parsons Road ~ Traverse City, MI 49686

Phone: (231) 947-3000 Fax: (231) 947-8728 ~ Website: [www.gtmetrofire.org](http://www.gtmetrofire.org) Email: [Info@gtmetrofire.org](mailto:Info@gtmetrofire.org)

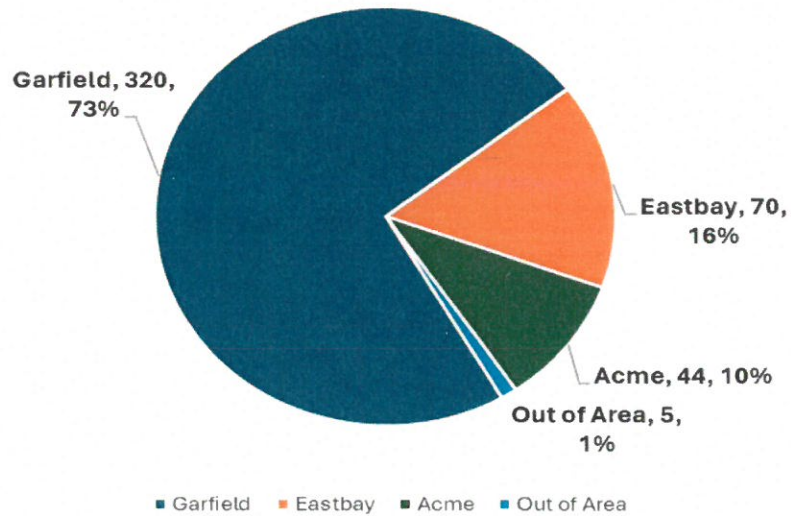
## GTMESSA - Incidents by Station February 2024

439 Total  
Out of Area, 5,  
1%



## GTMESSA - February 2024 incidents

439 Total





# GRAND TRAVERSE METRO FIRE DEPARTMENT

**FIRE OFFICE** 897 Parsons Road ~ Traverse City, MI 49686

Phone: (231) 947-3000 Fax: (231) 947-8728 ~ Website: [www.gtmetrofire.org](http://www.gtmetrofire.org) Email: [Info@gtmetrofire.org](mailto:Info@gtmetrofire.org)

## GTMESA NFIRS Incident Types - February 2024

Incident Type	Count
Medical assist, assist EMS crew	322
Dispatched and cancelled en route	27
Emergency medical service, other	26
Motor vehicle accident with no injuries.	6
Alarm system activation, no fire - unintentional	5
Smoke detector activation, no fire - unintentional	5
Motor vehicle accident with injuries	4
Public service	4
Smoke scare, odor of smoke	4
Unauthorized burning	4
Extrication of victim(s) from vehicle	3
Gas leak (natural gas or LPG)	3
No incident found on arrival at dispatch address	3
Alarm system sounded due to malfunction	2
Assist invalid	2
Steam, vapor, fog or dust thought to be smoke	2
Trash or rubbish fire, contained	2
Building fire	1
Building fire / Dryer/Appliance Fire	1
Carbon monoxide incident	1
Cooking fire, confined to container	1
Defective elevator, no occupants	1
False alarm or false call, other	1
Gasoline or other flammable liquid spill	1
Ice rescue	1
Motor vehicle/pedestrian accident (MV Ped)	1
Municipal alarm system, malicious false alarm	1
Natural vegetation fire, other	1
Removal of victim(s) from stalled elevator	1
Smoke detector activation due to malfunction	1
Sprinkler activation, no fire - frozen pipes/heads	1
Vehicle accident, general cleanup	1
<b>Total</b>	<b>439</b>



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## GTMESSA EMS Incidents - February 2024

Complaint	Priority 1	Priority 2	Priority 3	Total
Fall	9	24	37	70
Invalid Assist/Lift Assist		3	34	37
Difficulty Breathing / SOB	27	5	3	35
Cardiac Issues (Chest Pain)	30	1	1	32
General Weakness	6		22	28
Syncope/near-fainting	12	3	6	21
Abdominal Pain	9		9	18
Medical Alarm		15	3	18
Vehicle Accident	17			17
Nausea/Vomiting	5		7	12
Seizure	7	1	2	10
Back Pain (Non-Traumatic)	1		8	9
Altered LOC	7	1		8
No Other Appropriate Choice	1	1	6	8
Stroke/CVA	7			7
Traumatic Injury	2	1	4	7
Unresponsive	6		1	7
Psychiatric Problem/Suicide Attempt		1	4	5
Epistaxis (Nosebleed)		2	2	4
GI Bleed	2	2		4
Assault		1	2	3
Death - Priority 5	1		2	3
Hemorrhage/Laceration	1	1	1	3
Hypotension / hypertension	1		2	3
Overdose - Unintentional	2		1	3
Abnormal Labs			2	2
Alcohol intoxication	1		1	2
Allergic Reaction / Stings	2			2
Cardiac Issues - No Chest Pain	1		1	2
Fever	1		1	2
Headache	2			2
Urinary problem			2	2
Welfare Check		1	1	2
CPR	1			1
Diabetic Emergency	1			1
Electrocution/Lightning	1			1
Heat/Cold Exposure		1		1
Lower Limb Swelling			1	1



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Patient Assist Only			1	1
Pregnancy/Childbirth/Miscarriage	1			1
<b>Grand Total</b>	<b>164</b>	<b>64</b>	<b>167</b>	<b>395</b>

## Garfield NFIRS Incidents - February 2024

Incident Type	Count
Medical assist, assist EMS crew	248
Dispatched and cancelled en route	19
Emergency medical service, other	19
Smoke scare, odor of smoke	4
Motor vehicle accident with injuries	3
Public service	3
Smoke detector activation, no fire - unintentional	3
Gas leak (natural gas or LPG)	2
No incident found on arrival at dispatch address	2
Alarm system activation, no fire - unintentional	1
Alarm system sounded due to malfunction	1
Assist invalid	1
Carbon monoxide incident	1
Cooking fire, confined to container	1
Extrication of victim(s) from vehicle	1
False alarm or false call, other	1
Gasoline or other flammable liquid spill	1
Motor vehicle accident with no injuries.	1
Motor vehicle/pedestrian accident (MV Ped)	1
Municipal alarm system, malicious false alarm	1
Removal of victim(s) from stalled elevator	1
Smoke detector activation due to malfunction	1
Sprinkler activation, no fire - frozen pipes/heads	1
Steam, vapor, fog or dust thought to be smoke	1
Trash or rubbish fire, contained	1
Vehicle accident, general cleanup	1
<b>Grand Total</b>	<b>320</b>




# GRAND TRAVERSE METRO FIRE DEPARTMENT

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

## Garfield EMS Incidents - February 2024

Complant	Priority 1	Priority 2	Priority 3	Total
Fall	8	21	28	57
Invalid Assist/Lift Assist		2	26	28
Difficulty Breathing / SOB	20	3	2	25
Cardiac Issues (Chest Pain)	19	1	1	21
General Weakness	2		17	19
Medical Alarm		12	3	15
Syncope/near-fainting	8	2	5	15
Abdominal Pain	5		7	12
Vehicle Accident	11			11
Nausea/Vomiting	5		5	10
Altered LOC	7	1		8
Back Pain (Non-Traumatic)			8	8
No Other Appropriate Choice	1	1	6	8
Seizure	4		2	6
Psychiatric Problem/Suicide Attempt		1	4	5
Stroke/CVA	5			5
Unresponsive	4		1	5
Epistaxis (Nosebleed)		2	2	4
Hemorrhage/Laceration	1	1	1	3
Hypotension / hypertension	1		2	3
Overdose - Unintentional	2		1	3
Traumatic Injury		1	2	3
Abnormal Labs			2	2
Alcohol intoxication	1		1	2
Allergic Reaction / Stings	2			2
Assault		1	1	2
Cardiac Issues - No Chest Pain	1		1	2
Fever	1		1	2
Headache	2			2
Urinary problem			2	2
Welfare Check		1	1	2
Death - Priority 5			1	1
Diabetic Emergency	1			1
Electrocution/Lightning	1			1
GI Bleed		1		1
Heat/Cold Exposure		1		1
Lower Limb Swelling			1	1
Patient Assist Only			1	1
Pregnancy/Childbirth/Miscarriage	1			1
<b>Grand Total</b>	<b>113</b>	<b>52</b>	<b>135</b>	<b>300</b>

		<b>Charter Township of Garfield</b>	
		<b>Planning Department Report No. 2024-17</b>	
Prepared:	March 5, 2024	Pages:	2
Meeting:	March 12, 2024 Township Board	Attachments:	<input type="checkbox"/>
Subject:	Planning Department Monthly Report – March 2024		

**PURPOSE:**

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

**DEVELOPMENTS:**

The Planning Commission is currently conducting the following development review activity:

***Lederer Rezoning – Zoning Map Amendment***

- *Location:* 4220 Eastward Drive, adjacent to South Airport Road south of Silver Lake Road
- *Development Description:* Rezoning from A-Agricultural to R-1 One-Family Residential
- *Status:* The Planning Commission introduced the application at the 11/8/2023 meeting, held a public hearing at their 12/13/2023 meeting, and reviewed Findings of Fact at their 1/10/2024 meeting and recommended the approval of the application to the Township Board. The Township Board introduced the application at their 1/23/2024 meeting. The Township Board held a public hearing and approved the proposed rezoning at their 2/13/2024 meeting.

***Culver Meadows Senior Living – Conditional Rezoning***

- *Location:* 1611 N West Silver Lake Road, south of intersection with Secor Road
- *Development Description:* Proposed adult foster care facility for no more than 20 adults and childcare center for no more than 12 children adjacent to the existing Culver Meadows Senior Living facility
- *Status:* The Planning Commission introduced this application at their 1/10/2024 meeting and held the public hearing at their 2/14/2024 meeting. Commissioners will consider Findings of Fact at their 3/13/2024 meeting.

***3066 North Garfield Road – Special Use Permit Review***

- *Location:* Southeast corner of North Garfield Road and Duell Road, south of South Airport Road
- *Development Description:* Commercial district housing development with 20 apartment units
- *Status:* The project was introduced at 10/11/2023 Planning Commission meeting. Commissioners generally supported the concept of the project, but the project as presented would not meet one of the standards within Section 725 of the Zoning Ordinance. Commissioners tabled the application at their 11/8/2023 meeting. The Township Board held a public hearing and approved an amendment to the Section 725 requirements at their 2/13/2024 meeting. The Planning Commission un-tabled the application at their 2/14/2024 meeting and set the public hearing for their 3/13/2024 meeting.

**PLANNING:**

Other Planning Department activities include the following:

- The Planning Commission held an introduction at their 12/13/2023 meeting for a proposed amendment to Section 725 of the Zoning Ordinance, which proposes some changes to the standards for Commercial District Housing Developments. The amendment includes removing the requirement for parking areas to be located outside of the setback, which is not a general requirement for other uses. It would also include removing the requirement for open space to be designed to provide a rear yard along the longest building length of a given structure.



The Planning Commission held a public hearing on the proposed amendment at their 1/10/2024 meeting and recommended approval of the proposed amendment to the Township Board. The Township Board introduced the amendment at their 1/23/2024 meeting, and then conducted the public hearing and approved the proposed amendment at their 2/13/2024 meeting.

- The Planning Commission reviewed an updated draft Master Plan at their 2/28/2024 study session including the feedback they provided at their previous study session in January. Commissioners gave some additional feedback to Staff on this draft. Staff will include this input in the final draft which will be distributed to the Planning Commission and Township Board in advance of the joint meeting on 3/27/2024.
- The Planning Commission and Township Board will conduct a joint meeting on 3/27/2024 to review a final draft and to begin the process of adopting the Master Plan. Key dates in the timeline for the adoption of the Master Plan are as follows:

<i>Date</i>	<i>Action</i>
<b>March 27, 2024</b> – Joint Meeting of the Township Board and Planning Commission	* Review final draft Master Plan * 63-day required review period begins
<b>May 29, 2024</b>	* 63-day required review period ends
<b>June 11, 2024</b> – Township Board Meeting	* Adoption of Master Plan anticipated

- The Master Plan draft and other information on the Master Plan adoption process is available on the Township website at the following link: <https://www.garfield-twp.com/masterplan.asp/>.
- Staff is working on potential Zoning Ordinance updates for review once the updated Master Plan is adopted. Staff and the Planning Commission will discuss the next steps for implementation of the updated Master Plan at study sessions throughout the year beginning in April.

**STAFF:**

John Sych, AICP, Planning Director  
 Email: [jpsych@garfield-twp.com](mailto:jpsych@garfield-twp.com)  
 Direct Line: (231) 225-3155

Stephen Hannon, AICP, Deputy Planning Director  
 Email: [shannon@garfield-twp.com](mailto:shannon@garfield-twp.com)  
 Direct Line: (231) 225-3156



## Charter Township of Garfield Parks Report

### **Silver Lake Recreation Area**

New Kiosk maps have been put up at the park.

The entire park (walking loop, playground, and dog park) has continued to be very busy with our mild temperatures.

Pavilion reservations are already coming in.

### **Commons**

We met with interested parties from Copper Ridge and there seems to be some concerns (additional traffic/after hours activity) regarding putting in a trail head behind the surgery center. We have reached out to Gourdie-Fraser to re-evaluate the original location as to whether or not it is possible to have a small trail head at the NW corner of the back lot of the surgery center where we have about six spots designated for parking there already.

## **River East**

Derek has met with Lautner's a few times on site regarding well capacity, water treatment and phase two irrigation which would cover the open field to the south as well as areas around the bathrooms.

Four bids (AJ's, Molon, Waltons and Elmers) came in for the upcoming work at RE. AJ's was the lowest bidder. Jennifer can speak to this but she has been working with AJs on other projects and is confident that they will do a good job.

**AGENDA ITEM:** Discussion of pre-purchasing bathrooms to lock in delivery date and saving 15-18% of costs by purchasing it ourselves.

## **Boardman Valley**

When the weather breaks, we will be starting to replace some rotting guard rail along the trail.

## **Miller Creek**

Staff have removed a few downed trees over the last couple weeks.

## **Kid's Creek**

We are looking at replacing the split rail fence at the east end of the pond when the weather breaks as the current one is rotting and falling apart.

A member of the Brook Trout Coalition (who is also a Conservation Resource Alliance biologist) reached out to us to

see what volunteer jobs they might be able to help with around the trout pond.

### **Buffalo Ridge Trail**

We have heard from the Conservation Resource Alliance, and we will be receiving some tribal funds to replant some of the trees that didn't make it through the drought early last summer.

Staff have counted/marked trees that need to be replaced due to last year's drought. Chances are it will be a fall planting due to better availability of new trees as well as some thoughts that fall plantings are proving to be more successful in northern Michigan according to the CRA.

We are looking at ordering a brush bar to assist with the removal of the autumn olive bushes along the trail.

### **Additional Information**

Pickleball Board would like to update their reservation information to clean up the playing times and what courts are being reserved. Once we receive the drafted update and finalize it, staff will add the updated information to the agreement.

Submitted March 6, 2024

Derek Morton

Sean Kehoe

# Clerk's Report

For February 29, 2024

Submitted 3/7/2024

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 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 if 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 February in the General Fund, you will find that we had a total of \$1,457,387.21 Revenues and \$507,184.53 Expenditures. For the year we have a total of \$2,216,927.22 Revenues and \$624,314.14 Expenditures.

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

Lanie McManus

Township Clerk

GL NUMBER	DESCRIPTION	2024 ORIGINAL BUDGET	2024 AMENDED BUDGET	YTD BALANCE 02/29/2024	ACTIVITY FOR MONTH 02/29/2024	AVAILABLE BALANCE
<b>Fund 101 - GENERAL OPERATING FUND</b>						
Revenues						
Dept 000						
101-000-402.000	CURRENT REAL PROPERTY TAXES	2,118,840.00	2,118,840.00	1,767,992.06	1,020,692.58	350,847.94
101-000-412.000	DEL PERSONAL PROP TAXES	500.00	500.00	0.00	0.00	500.00
101-000-414.000	Protected PRE Interest	1,000.00	1,000.00	0.00	0.00	1,000.00
101-000-423.000	TRAILER PARK FEES	9,000.00	9,000.00	768.00	0.00	8,232.00
101-000-445.000	PENALTIES & INT. ON TAXES	6,000.00	6,000.00	0.00	0.00	6,000.00
101-000-476.000	BUILDING PERMITS	200,000.00	200,000.00	14,709.00	10,140.00	185,291.00
101-000-476.001	PLANNING FEES	10,000.00	10,000.00	400.00	0.00	9,600.00
101-000-476.002	MAINT INSPECTION FEES	5,000.00	5,000.00	0.00	0.00	5,000.00
101-000-476.003	TREASURER FEES	100.00	100.00	0.00	0.00	100.00
101-000-476.004	PARK USE FEES	0.00	0.00	660.00	660.00	(660.00)
101-000-476.005	ZONING FEES	15,000.00	15,000.00	1,750.00	1,200.00	13,250.00
101-000-574.000	STATE SHARED REVENUE	2,135,776.00	2,135,776.00	347,568.00	347,568.00	1,788,208.00
101-000-574.001	STATE SHARED REV. - LIQUOR LA	20,000.00	20,000.00	68.75	0.00	19,931.25
101-000-574.002	EVIP DISTRIBUTION	72,024.00	72,024.00	10,875.00	10,875.00	61,149.00
101-000-665.000	EARNED INTEREST	70,000.00	70,000.00	156.21	6.99	69,843.79
101-000-668.002	RENTS & ROYALTIES CABLE VIS	250,000.00	250,000.00	60,442.19	60,442.19	189,557.81
101-000-668.003	RENTS & ROYALTIES CABLE EQUIP	22,000.00	22,000.00	5,802.45	5,802.45	16,197.55
101-000-673.000	SALE OF FIXED ASSETS	50.00	50.00	0.00	0.00	50.00
101-000-676.000	REIMBURSEMENTS	50,000.00	50,000.00	5,735.56	0.00	44,264.44
101-000-676.001	Reimbursed Treasurer Legal Fees	100.00	100.00	0.00	0.00	100.00
101-000-676.003	Reimburse Essential Services (PILOT)	17,000.00	17,000.00	0.00	0.00	17,000.00
<b>Total Dept 000</b>		<b>5,002,390.00</b>	<b>5,002,390.00</b>	<b>2,216,927.22</b>	<b>1,457,387.21</b>	<b>2,785,462.78</b>
<b>TOTAL REVENUES</b>		<b>5,002,390.00</b>	<b>5,002,390.00</b>	<b>2,216,927.22</b>	<b>1,457,387.21</b>	<b>2,785,462.78</b>
<b>Fund 101 - GENERAL OPERATING FUND:</b>						
<b>TOTAL REVENUES</b>		<b>5,002,390.00</b>	<b>5,002,390.00</b>	<b>2,216,927.22</b>	<b>1,457,387.21</b>	<b>2,785,462.78</b>

GL NUMBER	DESCRIPTION	2024		YTD BALANCE 02/29/2024	ACTIVITY FOR MONTH 02/29/24	AVAILABLE BALANCE	% BDDT USED
		ORIGINAL BUDGET	AMENDED BUDGET				
Fund 101 - GENERAL OPERATING FUND							
Expenditures							
Dept 101 - TOWNBOARD							
101-101-701.100	WAGES - TRUSTEE	13,450.00	13,450.00	1,850.00	1,050.00	11,600.00	13.75
101-101-701.101	WAGES - FILE CLERK	47,172.18	47,172.18	7,257.60	3,628.80	39,914.58	15.39
101-101-701.102	WAGES - TRUSTEE	13,450.00	13,450.00	1,850.00	1,300.00	11,600.00	13.75
101-101-701.103	WAGES - TRUSTEE	13,450.00	13,450.00	2,100.00	1,300.00	11,350.00	15.61
101-101-701.104	WAGES - TRUSTEE	13,450.00	13,450.00	2,025.00	1,100.00	11,425.00	15.06
101-101-701.105	WAGES - OFFICE COORDINATOR	43,927.26	43,927.26	2,766.72	126.72	41,160.54	6.30
101-101-726.000	SUPPLIES	6,500.00	6,500.00	634.61	55.88	5,865.39	9.76
101-101-726.001	POSTAGE	12,000.00	12,000.00	2,559.63	559.63	9,440.37	21.33
101-101-726.002	SUPPLIES - COPIER MAINTENANCE	7,500.00	7,500.00	366.20	366.20	7,133.80	4.88
101-101-801.002	LEGAL SERVICES - TOWNBOARD	10,000.00	10,000.00	619.50	619.50	9,380.50	6.20
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	35,000.00	35,000.00	0.00	0.00	35,000.00	0.00
101-101-805.000	CONTRACTED AND OTHER SERVICES	7,500.00	7,500.00	3,788.00	2,508.00	3,712.00	50.51
101-101-860.000	MILEAGE	500.00	500.00	0.00	0.00	500.00	0.00
101-101-900.000	PRINTING & PUBLISHING	4,000.00	4,000.00	0.00	0.00	4,000.00	0.00
101-101-901.000	ADVERTISING	7,500.00	7,500.00	0.00	0.00	7,500.00	0.00
101-101-960.000	EDUCATION & TRAINING	4,000.00	4,000.00	0.00	0.00	4,000.00	0.00
101-101-965.101	DUES & PUBLICATIONS -TOWNBOAR	1,000.00	1,000.00	261.51	0.00	738.49	26.15
101-101-965.102	DUES - MICHIGAN TOWNSHIP ASSO	8,600.00	8,600.00	0.00	0.00	8,600.00	0.00
Total Dept 101 - TOWNBOARD		258,999.44	258,999.44	26,078.77	12,364.73	232,920.67	10.07
Dept 171 - TOWNSHIP SUPERVISOR							
101-171-701.201	WAGES - SUPERVISOR	95,140.91	95,140.91	14,637.08	7,318.54	80,503.83	15.38
101-171-860.200	MILEAGE - SUPERVISOR	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00
101-171-960.200	EDUCATION - SUPERVISOR	2,000.00	2,000.00	69.29	69.29	1,930.71	3.46
101-171-965.000	DUES & PUBLICATIONS	4,000.00	4,000.00	0.00	0.00	4,000.00	0.00
Total Dept 171 - TOWNSHIP SUPERVISOR		102,140.91	102,140.91	14,706.37	7,387.83	87,434.54	14.40
Dept 215 - TOWNSHIP CLERK							
101-215-701.300	WAGES - CLERK	95,140.91	95,140.91	14,637.08	7,318.54	80,503.83	15.38
101-215-701.302	WAGES - DEPUTY CLERK	61,447.59	61,447.59	9,453.48	4,726.74	51,994.11	15.38
101-215-701.303	WAGES - ACCOUNTANT	6,000.00	6,000.00	1,500.00	1,500.00	4,500.00	25.00
101-215-701.304	WAGES - CLERK ASSISTANT	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00
101-215-726.000	SUPPLIES	1,500.00	1,500.00	84.99	0.00	1,415.01	5.67
101-215-860.300	MILEAGE - CLERK	600.00	600.00	0.00	0.00	600.00	0.00
101-215-860.301	MILEAGE - DEPUTY CLERK	400.00	400.00	0.00	0.00	400.00	0.00
101-215-960.000	EDUCATION & TRAINING	7,500.00	7,500.00	0.00	0.00	7,500.00	0.00
101-215-965.000	DUES & PUBLICATIONS	500.00	500.00	150.00	0.00	350.00	30.00
Total Dept 215 - TOWNSHIP CLERK		174,088.50	174,088.50	25,825.55	13,545.28	148,262.95	14.83
Dept 228 - COMPUTER SUPPORT							
101-228-726.000	SUPPLIES	3,000.00	3,000.00	0.00	0.00	3,000.00	0.00
Total Dept 228 - COMPUTER SUPPORT		3,000.00	3,000.00	0.00	0.00	3,000.00	0.00
Dept 247 - BOARD OF REVIEW							
101-247-701.400	WAGES - B OF R	1,500.00	1,500.00	0.00	0.00	1,500.00	0.00
101-247-701.401	WAGES - B OF R	1,500.00	1,500.00	0.00	0.00	1,500.00	0.00



EXPENDITURE REPORT FOR GARFIELD TOWNSHIP

PERIOD END 02/29/2024

GL NUMBER	DESCRIPTION	2024		YTD BALANCE 02/29/2024	ACTIVITY FOR MONTH 02/29/24	AVAILABLE BALANCE	% BGD USED
		ORIGINAL BUDGET	AMENDED BUDGET				
<b>Fund 101 - GENERAL OPERATING FUND</b>							
<b>Expenditures</b>							
101-247-701.402	WAGES - B OF R	1,500.00	1,500.00	0.00	0.00	1,500.00	0.00
101-247-701.403	WAGES - B OF R	1,500.00	1,500.00	250.00	0.00	1,250.00	16.67
101-247-960.000	EDUCATION & TRAINING	200.00	200.00	45.00	0.00	155.00	22.50
<b>Total Dept 247 - BOARD OF REVIEW</b>		<b>6,200.00</b>	<b>6,200.00</b>	<b>295.00</b>	<b>0.00</b>	<b>5,905.00</b>	<b>4.76</b>
<b>Dept 253 - TOWNSHIP TREASURER</b>							
101-253-701.500	WAGES - TREASURER	95,140.91	95,140.91	14,637.08	7,318.54	80,503.83	15.38
101-253-701.501	WAGES - ASSISTANT	5,000.00	5,000.00	0.00	0.00	5,000.00	0.00
101-253-701.502	WAGES - DEPUTY TREASURER	61,447.59	61,447.59	9,453.48	4,726.74	51,994.11	15.38
101-253-726.000	SUPPLIES	1,500.00	1,500.00	168.18	168.18	1,331.82	11.21
101-253-726.001	POSTAGE	7,700.00	7,700.00	0.00	0.00	7,700.00	0.00
101-253-801.000	LEGAL SERVICES	3,000.00	3,000.00	0.00	0.00	3,000.00	0.00
101-253-809.000	Bank Fees	300.00	300.00	0.00	0.00	300.00	0.00
101-253-860.500	MILEAGE - TREASURER	700.00	700.00	0.00	0.00	700.00	0.00
101-253-860.501	MILEAGE - DEPUTY TREASURER	500.00	500.00	0.00	0.00	500.00	0.00
101-253-900.000	PRINTING & PUBLISHING	3,200.00	3,200.00	0.00	0.00	3,200.00	0.00
101-253-901.000	ADVERTISING	100.00	100.00	0.00	0.00	100.00	0.00
101-253-960.000	EDUCATION & TRAINING	4,500.00	4,500.00	599.00	599.00	3,901.00	13.31
101-253-965.000	DUES & PUBLICATIONS	750.00	750.00	0.00	0.00	750.00	0.00
<b>Total Dept 253 - TOWNSHIP TREASURER</b>		<b>183,838.50</b>	<b>183,838.50</b>	<b>24,857.74</b>	<b>12,812.46</b>	<b>158,980.76</b>	<b>13.52</b>
<b>Dept 257 - ASSESSING DEPARTMENT</b>							
101-257-701.202	WAGES - APPRAISER II	50,102.70	50,102.70	7,708.80	3,854.40	42,393.90	15.39
101-257-701.203	WAGES - GIS	10,000.00	10,000.00	2,295.00	1,290.00	7,705.00	22.95
101-257-701.204	WAGES - APPRAISER III	66,258.37	66,258.37	10,192.01	5,096.01	56,066.36	15.38
101-257-701.205	WAGES - ASSESSOR	117,468.87	117,468.87	18,072.12	9,036.06	99,396.75	15.38
101-257-726.000	SUPPLIES	1,800.00	1,800.00	168.18	168.18	1,631.82	9.34
101-257-726.001	POSTAGE	5,000.00	5,000.00	0.00	0.00	5,000.00	0.00
101-257-805.000	CONTRACTED AND OTHER SERVICES	35,000.00	35,000.00	0.00	0.00	35,000.00	0.00
101-257-860.201	MILEAGE - ASSESSOR	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00
101-257-900.000	PRINTING & PUBLISHING	4,025.00	4,025.00	0.00	0.00	4,025.00	0.00
101-257-901.000	ADVERTISING	500.00	500.00	0.00	0.00	500.00	0.00
101-257-960.000	EDUCATION & TRAINING	6,750.00	6,750.00	105.00	0.00	6,645.00	1.56
<b>Total Dept 257 - ASSESSING DEPARTMENT</b>		<b>297,904.94</b>	<b>297,904.94</b>	<b>38,541.11</b>	<b>19,444.65</b>	<b>259,363.83</b>	<b>12.94</b>
<b>Dept 262 - ELECTIONS</b>							
101-262-701.000	WAGES	121,550.00	121,550.00	21,449.50	21,449.50	100,100.50	17.65
101-262-726.000	SUPPLIES	30,000.00	30,000.00	10,139.99	8,130.18	19,860.01	33.80
101-262-726.001	POSTAGE	1,000.00	1,000.00	1,440.00	0.00	(440.00)	144.00
101-262-860.000	MILEAGE	200.00	200.00	67.00	67.00	133.00	33.50
101-262-901.000	ADVERTISING	500.00	500.00	0.00	0.00	500.00	0.00
101-262-935.010	MACHINE MAINTENANCE	8,000.00	8,000.00	4,156.00	4,156.00	3,844.00	51.95
<b>Total Dept 262 - ELECTIONS</b>		<b>161,250.00</b>	<b>161,250.00</b>	<b>37,252.49</b>	<b>33,802.68</b>	<b>123,997.51</b>	<b>23.10</b>
<b>Dept 265 - TOWNSHIP HALL</b>							
101-265-701.011	Maintenance Wages	100.00	100.00	0.00	0.00	100.00	0.00
101-265-726.003	SUPPLIES-MAINTENANCE	4,000.00	4,000.00	71.98	(23.02)	3,928.02	1.80
101-265-850.000	TELEPHONE	14,000.00	14,000.00	1,955.92	836.93	12,044.08	13.97

GL NUMBER	DESCRIPTION	2024		YTD BALANCE 02/29/2024	ACTIVITY FOR MONTH 02/29/24	AVAILABLE BALANCE	% BDC USED
		ORIGINAL BUDGET	AMENDED BUDGET				
<b>Fund 101 - GENERAL OPERATING FUND</b>							
<b>Expenditures</b>							
101-265-920.601	HEATING / GAS	14,500.00	14,500.00	2,097.14	2,097.14	12,402.86	14.46
101-265-920.602	WATER / SEWER	4,000.00	4,000.00	148.67	148.67	3,851.33	3.72
101-265-920.603	LIGHTS BUILDING	12,000.00	12,000.00	908.79	908.79	11,091.21	7.57
101-265-935.601	SNOW PLOWING	10,000.00	10,000.00	0.00	0.00	10,000.00	0.00
101-265-935.602	LAWN MAINTENANCE	10,000.00	10,000.00	0.00	0.00	10,000.00	0.00
101-265-935.603	CLEANING SERVICE	17,200.00	17,200.00	1,350.00	1,350.00	15,850.00	7.85
101-265-935.604	RUBBISH REMOVAL	1,400.00	1,400.00	271.84	135.92	1,128.16	19.42
101-265-935.605	BUILDING REPAIR	10,000.00	10,000.00	0.00	0.00	10,000.00	0.00
101-265-935.608	MAINTENANCE-OTHER	15,000.00	15,000.00	1,620.00	0.00	13,380.00	10.80
<b>Total Dept 265 - TOWNSHIP HALL</b>		<b>112,200.00</b>	<b>112,200.00</b>	<b>8,424.34</b>	<b>5,454.43</b>	<b>103,775.66</b>	<b>7.51</b>
<b>Dept 301 - POLICE SERVICES</b>							
101-301-830.000	POLICE CONTRACT	1,600,000.00	1,600,000.00	333,044.51	333,044.51	1,266,955.49	20.82
<b>Total Dept 301 - POLICE SERVICES</b>		<b>1,600,000.00</b>	<b>1,600,000.00</b>	<b>333,044.51</b>	<b>333,044.51</b>	<b>1,266,955.49</b>	<b>20.82</b>
<b>Dept 321 - TOWNSHIP VEHICLES</b>							
101-321-862.000	GAS & CAR WASHES	4,000.00	4,000.00	86.27	0.00	3,913.73	2.16
101-321-863.000	OIL CHANGES	500.00	500.00	57.05	0.00	442.95	11.41
101-321-864.000	MISCELLANEOUS	1,500.00	1,500.00	0.00	0.00	1,500.00	0.00
<b>Total Dept 321 - TOWNSHIP VEHICLES</b>		<b>6,000.00</b>	<b>6,000.00</b>	<b>143.32</b>	<b>0.00</b>	<b>5,856.68</b>	<b>2.39</b>
<b>Dept 371 - TOWNSHIP BUILDING INSPECTOR</b>							
101-371-701.702	WAGES BUILDING ASSISTANT	19,872.83	19,872.83	3,120.66	1,560.32	16,752.17	15.70
101-371-701.703	WAGES - BUILDING OFFICIAL	98,316.14	98,316.14	15,125.56	7,562.78	83,190.58	15.38
101-371-701.704	WAGES - BUILDING INSPECTOR	28,930.13	28,930.13	3,361.10	2,072.39	25,569.03	11.62
101-371-701.705	WAGES - CONSTRUCTION BOARD	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00
101-371-701.706	WAGES - BUILDING INTERN	500.00	500.00	0.00	0.00	500.00	0.00
101-371-701.707	WAGES-SOIL & EROSION	500.00	500.00	0.00	0.00	500.00	0.00
101-371-726.000	SUPPLIES	1,000.00	1,000.00	159.98	79.99	840.02	16.00
101-371-960.000	EDUCATION & TRAINING	500.00	500.00	0.00	0.00	500.00	0.00
101-371-965.000	DUES & PUBLICATIONS	2,000.00	2,000.00	160.00	0.00	1,840.00	8.00
<b>Total Dept 371 - TOWNSHIP BUILDING INSPECTOR</b>		<b>152,619.10</b>	<b>152,619.10</b>	<b>21,927.30</b>	<b>11,275.48</b>	<b>130,691.80</b>	<b>14.37</b>
<b>Dept 448 - STREET LIGHTS - TOWNSHIP</b>							
101-448-920.005	STREET LIGHTS TOWNSHIP	70,000.00	70,000.00	5,382.59	5,382.59	64,617.41	7.69
<b>Total Dept 448 - STREET LIGHTS - TOWNSHIP</b>		<b>70,000.00</b>	<b>70,000.00</b>	<b>5,382.59</b>	<b>5,382.59</b>	<b>64,617.41</b>	<b>7.69</b>
<b>Dept 701 - TOWNSHIP PLANNER</b>							
101-701-701.900	WAGES - DIRECTOR OF PLANNING	93,004.61	93,004.61	14,308.40	7,154.20	78,696.21	15.38
101-701-701.901	WAGES - DEPUTY PLANNER	66,363.39	66,363.39	10,209.76	5,104.88	56,153.63	15.38
101-701-701.902	WAGES - PLANNER ASSISTANT	15,418.44	15,418.44	2,340.51	1,170.24	13,077.93	15.18
101-701-701.903	WAGES - GIS	5,000.00	5,000.00	0.00	0.00	5,000.00	0.00
101-701-726.000	SUPPLIES	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00
101-701-860.900	MILEAGE - TOWNSHIP PLANNER	300.00	300.00	0.00	0.00	300.00	0.00
101-701-860.901	MILEAGE - DEPUTY PLANNER	300.00	300.00	0.00	0.00	300.00	0.00
101-701-900.000	PRINTING & PUBLISHING	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00

GL NUMBER	DESCRIPTION	2024		YTD BALANCE 02/29/2024	ACTIVITY FOR MONTH 02/29/24	AVAILABLE BALANCE	% BDC USED
		ORIGINAL BUDGET	AMENDED BUDGET				
<b>Fund 101 - GENERAL OPERATING FUND</b>							
<b>Expenditures</b>							
101-701-960.000	EDUCATION & TRAINING	5,000.00	5,000.00	0.00	0.00	5,000.00	0.00
101-701-965.000	DUES & PUBLICATIONS	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00
<b>Total Dept 701 - TOWNSHIP PLANNER</b>		<b>189,386.44</b>	<b>189,386.44</b>	<b>26,858.67</b>	<b>13,429.32</b>	<b>162,527.77</b>	<b>14.18</b>
<b>Dept 702 - ZONING ADMINISTRATOR</b>							
101-702-701.601	WAGES - ZONING ADMINISTRATOR	66,363.66	66,363.66	10,209.80	5,104.90	56,153.86	15.38
101-702-701.602	WAGES - ZONING CODE ENFORCER	31,241.60	31,241.60	4,806.40	2,403.20	26,435.20	15.38
101-702-701.603	WAGES ZONING ASSISTANT	15,418.44	15,418.44	2,340.43	1,170.24	13,078.01	15.18
101-702-701.604	WAGES -ZONING CODE ENFORCER	28,371.20	28,371.20	4,364.80	2,182.40	24,006.40	15.38
101-702-701.606	WAGES -ZONING INTERN	500.00	500.00	0.00	0.00	500.00	0.00
101-702-726.000	SUPPLIES	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00
101-702-860.601	MILEAGE - ZONING ADMIN	150.00	150.00	0.00	0.00	150.00	0.00
101-702-860.602	MILEAGE - DEPT ZONING	150.00	150.00	0.00	0.00	150.00	0.00
101-702-960.000	EDUCATION & TRAINING	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00
101-702-965.000	DUES & PUBLICATIONS	500.00	500.00	0.00	0.00	500.00	0.00
<b>Total Dept 702 - ZONING ADMINISTRATOR</b>		<b>145,694.90</b>	<b>145,694.90</b>	<b>21,721.43</b>	<b>10,860.74</b>	<b>123,973.47</b>	<b>14.91</b>
<b>Dept 704 - ZONING BOARD OF APPEALS</b>							
101-704-701.001	WAGES - ZONING	1,200.00	1,200.00	250.00	125.00	950.00	20.83
101-704-701.002	WAGES - ZONING	1,200.00	1,200.00	125.00	0.00	1,075.00	10.42
101-704-701.003	WAGES - ZONING	1,200.00	1,200.00	250.00	125.00	950.00	20.83
101-704-701.004	WAGES - ZONING	1,200.00	1,200.00	375.00	250.00	825.00	31.25
101-704-701.005	WAGES - ZONING	1,200.00	1,200.00	250.00	125.00	950.00	20.83
101-704-801.000	LEGAL SERVICES	10,000.00	10,000.00	1,412.25	1,412.25	8,587.75	14.12
101-704-805.000	CONTRACTED AND OTHER SERVICES	1,000.00	1,000.00	68.00	68.00	932.00	6.80
101-704-901.000	ADVERTISING	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00
101-704-960.000	EDUCATION & TRAINING	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00
<b>Total Dept 704 - ZONING BOARD OF APPEALS</b>		<b>20,000.00</b>	<b>20,000.00</b>	<b>2,730.25</b>	<b>2,105.25</b>	<b>17,269.75</b>	<b>13.65</b>
<b>Dept 707 - PLANNING COMMISSION</b>							
101-707-701.800	WAGES - PLANNING	3,200.00	3,200.00	500.00	375.00	2,700.00	15.63
101-707-701.801	WAGES - PLANNING	3,200.00	3,200.00	500.00	375.00	2,700.00	15.63
101-707-701.802	WAGES - PLANNING	3,200.00	3,200.00	375.00	250.00	2,825.00	11.72
101-707-701.804	WAGES - PLANNING	3,200.00	3,200.00	250.00	250.00	2,950.00	7.81
101-707-701.805	WAGES - PLANNING	3,200.00	3,200.00	375.00	250.00	2,825.00	11.72
101-707-701.806	WAGES - PLANNING	3,200.00	3,200.00	375.00	250.00	2,825.00	11.72
101-707-701.808	WAGES - PLANNING	3,200.00	3,200.00	500.00	375.00	2,700.00	15.63
101-707-801.000	LEGAL SERVICES	25,000.00	25,000.00	1,412.25	1,412.25	23,587.75	5.65
101-707-805.000	CONTRACTED AND OTHER SERVICES	6,000.00	6,000.00	183.75	183.75	5,816.25	3.06
101-707-900.000	PRINTING & PUBLISHING	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00
101-707-901.000	ADVERTISING	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00
101-707-960.000	EDUCATION & TRAINING	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00
101-707-965.000	DUES & PUBLICATIONS	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00
<b>Total Dept 707 - PLANNING COMMISSION</b>		<b>59,400.00</b>	<b>59,400.00</b>	<b>4,471.00</b>	<b>3,721.00</b>	<b>54,929.00</b>	<b>7.53</b>
<b>Dept 720 - COMMUNITY PROMOTIONS</b>							
101-720-880.003	COM. PROM. - ECONOMIC DEVELOPMENT	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00
101-720-880.004	COM. PROM. - TC-TALUS	5,000.00	5,000.00	0.00	0.00	5,000.00	0.00

GL NUMBER	DESCRIPTION	2024 ORIGINAL BUDGET	2024 AMENDED BUDGET	YTD BALANCE 02/29/2024	ACTIVITY FOR MONTH 02/29/24	AVAILABLE BALANCE	% BDT USED
<b>Fund 101 - GENERAL OPERATING FUND</b>							
<b>Expenditures</b>							
101-720-880.007	COM. PROM. - COMMUNITY AWAREN	40,000.00	40,000.00	10,250.00	1,500.00	29,750.00	25.63
101-720-880.008	COM. PROM. - CONTRACTED SERVI	50.00	50.00	0.00	0.00	50.00	0.00
101-720-880.009	COM. PROM. - TREE CARE	50.00	50.00	0.00	0.00	50.00	0.00
101-720-880.011	COM. PROM. - P.E.G.	100,000.00	100,000.00	20,303.46	20,303.46	79,696.54	20.30
<b>Total Dept 720 - COMMUNITY PROMOTIONS</b>		<b>146,100.00</b>	<b>146,100.00</b>	<b>30,553.46</b>	<b>21,803.46</b>	<b>115,546.54</b>	<b>20.91</b>
<b>Dept 851 - EMPLOYEE BENEFITS &amp; INSURANCES</b>							
101-851-701.000	WAGES	9,100.00	9,100.00	1,500.24	750.12	7,599.76	16.49
101-851-701.027	UNEMPLOYMENT	4,000.00	4,000.00	0.00	0.00	4,000.00	0.00
<b>Total Dept 851 - EMPLOYEE BENEFITS &amp; INSURANCES</b>		<b>13,100.00</b>	<b>13,100.00</b>	<b>1,500.24</b>	<b>750.12</b>	<b>11,599.76</b>	<b>11.45</b>
<b>Dept 900 - CAPITAL OUTLAY</b>							
101-900-970.001	CAPITAL OUTLAY - ELECTIONS	30,000.00	30,000.00	0.00	0.00	30,000.00	0.00
101-900-970.002	CAPITAL OUTLAY - TOWNSHIP HAL	50,000.00	50,000.00	0.00	0.00	50,000.00	0.00
101-900-970.003	CAPITAL OUTLAY - COMPUTER	15,000.00	15,000.00	0.00	0.00	15,000.00	0.00
101-900-970.004	CAPITAL OUTLAY - VEHICLES	60,000.00	60,000.00	0.00	0.00	60,000.00	0.00
101-900-970.005	CAPITAL OUTLAY - LAND	50.00	50.00	0.00	0.00	50.00	0.00
<b>Total Dept 900 - CAPITAL OUTLAY</b>		<b>155,050.00</b>	<b>155,050.00</b>	<b>0.00</b>	<b>0.00</b>	<b>155,050.00</b>	<b>0.00</b>
<b>TOTAL EXPENDITURES</b>		<b>3,856,972.73</b>	<b>3,856,972.73</b>	<b>624,314.14</b>	<b>507,184.53</b>	<b>3,232,658.59</b>	<b>16.19</b>
<b>Fund 101 - GENERAL OPERATING FUND:</b>							
<b>TOTAL EXPENDITURES</b>		<b>3,856,972.73</b>	<b>3,856,972.73</b>	<b>624,314.14</b>	<b>507,184.53</b>	<b>3,232,658.59</b>	<b>16.19</b>

GL NUMBER	DESCRIPTION	2024 ORIGINAL BUDGET	2024 AMENDED BUDGET	YTD BALANCE 02/29/2024	ACTIVITY FOR MONTH 02/29/24	AVAILABLE BALANCE	% B DGT USED
Fund 208 - PARK/RECREATION FUND							
Expenditures							
Dept 000							
208-000-701.905	WAGES - REC BOARD	7,000.00	7,000.00	750.00	0.00	6,250.00	10.71
208-000-701.906	Parks Steward	31,241.60	31,241.60	4,806.40	2,403.20	26,435.20	15.38
208-000-701.907	Park Steward 2	28,371.20	28,371.20	4,364.80	2,182.40	24,006.40	15.38
208-000-711.010	SOCIAL SECURITY - EMPLOYER	32,000.00	32,000.00	748.08	345.28	31,251.92	2.34
208-000-711.030	BENEFITS	999.70	999.70	0.00	0.00	999.70	0.00
208-000-801.000	LEGAL SERVICES	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00
208-000-805.000	CONTRACTED AND OTHER SERVICES	82,980.00	82,980.00	7,808.44	7,259.20	75,171.56	9.41
208-000-864.000	MISCELLANEOUS	100.00	100.00	0.00	0.00	100.00	0.00
208-000-880.001	COM. PROM. - SILVER LAKE PARK	100.00	100.00	0.00	0.00	100.00	0.00
208-000-880.006	COM. PROM. - BVNP (YMCA)	100.00	100.00	0.00	0.00	100.00	0.00
208-000-880.008	COM. PROM. - Cont. Serv GTCD	10,000.00	10,000.00	0.00	0.00	10,000.00	0.00
208-000-880.012	COM. PROM. - GT COMMONS	100.00	100.00	0.00	0.00	100.00	0.00
208-000-880.013	COM. PROM. - BOARDMAN RIVER	100.00	100.00	0.00	0.00	100.00	0.00
208-000-880.014	COM. PROM. - MILLER CREEK	100.00	100.00	0.00	0.00	100.00	0.00
208-000-880.015	COM. PROM. - PARK & TRAIL MAI	100.00	100.00	0.00	0.00	100.00	0.00
208-000-880.016	COM. PROM. - KIDS CREEK PARK	100.00	100.00	0.00	0.00	100.00	0.00
208-000-880.019	RIVER EAST RECREATION AREA	100.00	100.00	0.00	0.00	100.00	0.00
208-000-890.000	CONTINGENCIES	100.00	100.00	0.00	0.00	100.00	0.00
208-000-935.000	MAINTENANCE - MISC, EQUIP	25,000.00	25,000.00	(2,020.62)	0.00	27,020.62	(8.08)
208-000-970.000	CAPITAL OUTLAY	365,000.00	365,000.00	3,500.00	3,500.00	361,500.00	0.96
Total Dept 000		584,592.50	584,592.50	19,957.10	15,690.08	564,635.40	3.41
Dept 851 - EMPLOYEE BENEFITS & INSURANCES							
208-851-711.010	SOCIAL SECURITY - EMPLOYER	5,407.50	5,407.50	0.00	0.00	5,407.50	0.00
Total Dept 851 - EMPLOYEE BENEFITS & INSURANCES		5,407.50	5,407.50	0.00	0.00	5,407.50	0.00
TOTAL EXPENDITURES		590,000.00	590,000.00	19,957.10	15,690.08	570,042.90	3.38
Fund 208 - PARK/RECREATION FUND:							
TOTAL EXPENDITURES		590,000.00	590,000.00	19,957.10	15,690.08	570,042.90	3.38

### **Charter Township Supervisor's Responsibilities**

The supervisor is frequently the first official contacted about any township business or complaint and is often perceived as the township spokesperson. It must be realized, however, that the authority of the supervisor is limited to that provided by statute or delegated by the township board.

### **Meeting Responsibilities**

When present, the supervisor is the moderator of any township meeting, with the authority to place a person under oath on any statement made in his or her official capacity as supervisor. S/he also has the right and duty to regulate the proceedings of any meeting, including deciding questions of order, making declaration of votes cast, granting authority to persons to speak at the meeting and silencing those who may be out of order or disrupting the meeting (MCL 41.97-41.99).

As a member of the township board, the supervisor should vote on all issues upon which a vote is required, unless there is a conflict of interest or some proper legal reason for abstaining. Under the oath of office, as with all other elected officials, the supervisor is required to support the U.S. and Michigan Constitutions and "faithfully discharge the duties of the office of supervisor according to the best of my ability." The supervisor may call special meetings of the township board that otherwise can only be called by a written request of a majority of the township board members or by a majority vote at a previous meeting.

### **Property Assessment Responsibilities**

The supervisor is the chief assessing officer of the township, responsible for assessing property values within the township at 50 percent of its true cash value (MCL 41.61). Even if s/he is not a certified assessor, s/he is still responsible for this duty. Any other assessors required to perform the function are subordinate to the supervisor. In assessing property, the supervisor and assessing officials may use only those manuals approved by the State Tax Commission. The township board is authorized to appoint additional assessors and is required to do so if the supervisor is not certified. Such assessors still remain subordinate to the supervisor.

### **Fiscal Responsibilities**

The supervisor is the township's agent for transacting all legal business, upon whom suits may be brought and defended and upon whom all process against the township is served. Unless some other official has been so designated, the supervisor is considered the chief administrative officer for the development of the township budget. If authorized by the township board, the supervisor may appoint someone to assist in performing official duties and provide compensation as the township board may determine.

### **Miscellaneous Responsibilities**

Planning commission members are appointed by the supervisor, with township board approval. The supervisor, clerk and treasurer constitute the board of township election commissioners in a general law township, with the clerk acting as its chairperson. This board is in general charge of elections within the township under the supervision of the secretary of state.

### **Additional Responsibilities**

In addition to statutory duties and responsibilities, the supervisor is frequently delegated additional functions and duties by the township board. The supervisor may be paid extra compensation for non-statutory duties provided the sum is established before the duty is performed (MCL 41.96 and Article XI, Sec. 3, of the Michigan Constitution)

Township Managers Duties

**The Township Manager will enforce the will of the board:**

- to see that all laws and township ordinances are enforced;
- to manage and supervise all public improvements, works, and undertakings of the township;
- to have charge of the construction, repair, maintenance, lighting and cleaning of streets, sidewalks, bridges, pavements, sewers, and of all the public buildings or other property belong to the township;
- to manage and supervise the operation of all township utilities;
- to be responsible for the preservation of property, tools, and appliances of the township;
- to see that all terms and conditions imposed in favor of the township or its inhabitants in any public utility franchise, or in any contract, are faithfully kept and performed;
- to attend all meetings of the township board, with the right to take part in discussion, but without the right to vote;
- to be a member, ex officio, of all committees of the township board
- to prepare and administer the annual budget under policies formulated by the township board and keep the board fully advised at all times as to the financial condition and needs of the township;
- to recommend to the township board for adoption such measures as he may deem necessary or expedient;
- to be responsible to the township board for the efficient administration of all departments of the township government;
- to act as the purchasing agent for the township or, under his responsibility, delegate such duties to some other officer or employee;
- to conduct all sales of personal property which the township board may authorize to be sold;
- to assume all the duties and responsibilities as personnel director of all township employees, or delegate such duties to some other officer or employee; and
- to perform other duties, as may be prescribed by the act, or required of him by ordinance, or by direction of the township board, or which are not assigned to some other official in conformity with the provisions of the act.

**The Board may reassign duties by board action at any regular or special meeting.**

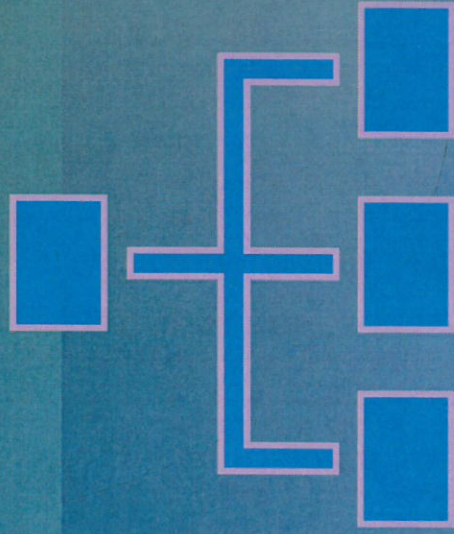
Name	Title	Township	County	Population	Sq Miles	Manager Salary	Supervisor Salary
Ben	Mnaager	Cascade	Kent	19,667	34.8	165,075	26,595
Brian	Manager	Brighton	Livingston Co.	19,144	34.6	138,710	37,460
Kelly	VanMarter Manager	Genoa	Livingston Co.	17,747	34.7	151,500	65,877
Thomas	Broeker Manager	Fenton	Genesee	16,843	27.5	* 122,650	33,400
William	Cargo Superintendent	Grand Haven	Ottawa	18,004	29.5	150,240	28,620
Dexter	Mitchell Manager	Kalamazoo	Kalamazoo Co.	22,777	33.3	115,400	50,000
Adam	Kline Manager	Oakland	Oakland Co.	20,067	29.7	118,300	13,500
Erik	Wilson Superintendent	Texas	Kalamazoo Co.	17,691	36.3	134,220	17,691

\* Also Deputy Clerk



# THE BOARD IS IN CHARGE:

Deciding, Directing &  
Delegating Day-to-Day  
Administration



Catherine Mullhaupt  
Staff Attorney  
Michigan Townships Association  
2022



Engineering  
Surveying  
Testing &  
Operations

123 West Front Street  
Traverse City, Michigan 49684  
231.946.5874   
231.946.3703 

March 5, 2024

Garfield Township Board of Trustees  
Charter Township of Garfield  
3848 Veterans Drive  
Traverse City, MI 49684

Re: Charter Township of Garfield  
Letter of Recommendation for River East Recreation Area Improvements – Phase III  
GFA #23073

Dear Township Board:

We have reviewed the bids received on Tuesday March 5<sup>th</sup>, 2024 for the above referenced project. The four (4) responsive bidders to the project and their bid prices are summarized as follows:

	<b>Bid</b>
1. Elmer's Crane & Dozer	\$ 212,790.00
2. Walton Contracting, Inc.	\$ 204,510.00
3. AJ'S Excavating, Inc.	\$192,895.00
4. Molon Excavating, Inc.	\$198,001.50

As the Engineer for this project, GFA prepared design, construction and bid documents and held a formal bid opening to solicit competitive prices from qualified Contractors to perform this work. The original cost estimate was prepared in October 2021 and updated in January 2024 reflecting current market prices that was estimated at \$405,000 (including contingencies). It is important to note this estimate includes the cost of the bathroom facility, however it is not included in the project bid prices. It is a recommendation in a separate letter from GFA to the Township Board that the Township pre-purchase this bathroom to expedite delivery date and save on contractor markup costs.

Based upon the information provided, including our review of the bids and past working relationships/ experience with AJ's Excavating, Inc., it is our recommendation that the Board approve AJ's for the River East Recreation Area Improvements – Phase III: Bathroom / Sidewalk Project for the amounts of \$192,895.00.

Gourdie Fraser will be providing construction oversight and administration for this project. Please contact me if you have any questions.

Very truly yours,  
GFA

JENNIFER GRAHAM (HODGES), P.E.  
Project Manager

**Charter Township of Garfield  
River East Recreation Area Improvements  
Phase III : Bathrooms  
BID RESULTS SUMMARY**

Item No.	Description	Unit	Estimated Quantity	Elmer's Crane & Dozer		Walton Contracting		AJ's Excavating, LLC.		Molon Excavating, Inc.	
				Bid Unit Price	Bid Amount	Bid Unit Price	Bid Amount	Bid Unit Price	Bid Amount	Bid Unit Price	Bid Amount
1	Mobilization, 5%	1	LS	\$ 10,545.00	\$ 10,545.00	\$ 7,500.00	\$ 7,500.00	\$ 9,000.00	\$ 9,000.00	\$ 5,750.00	\$ 5,750.00
2	Clearing & Grubbing	1	LS	\$ 4,840.00	\$ 4,840.00	\$ 7,000.00	\$ 7,000.00	\$ 3,760.00	\$ 3,760.00	\$ 3,200.00	\$ 3,200.00
3	Site Removals and Grading	1	LS	\$ 3,670.00	\$ 3,670.00	\$ 2,500.00	\$ 2,500.00	\$ 8,800.00	\$ 8,800.00	\$ 3,200.00	\$ 3,200.00
4	Access Drive, Pulverize in Place	130	TON	\$ 25.00	\$ 3,250.00	\$ 30.00	\$ 3,900.00	\$ 28.00	\$ 3,640.00	\$ 22.00	\$ 2,860.00
5	Gravel Base Conditioning, 22A	1,870	SYD	\$ 5.00	\$ 9,350.00	\$ 2.00	\$ 3,740.00	\$ 8.00	\$ 14,960.00	\$ 6.50	\$ 12,155.00
6	HMA, 330# (Base and Top)	320	TON	\$ 129.00	\$ 41,280.00	\$ 160.00	\$ 51,200.00	\$ 140.00	\$ 44,800.00	\$ 127.00	\$ 40,640.00
7	Striping and Signage (ADA)	1	LS	\$ 2,500.00	\$ 2,500.00	\$ 2,100.00	\$ 2,100.00	\$ 2,750.00	\$ 2,750.00	\$ 2,050.00	\$ 2,050.00
8	Bathroom Facility, 2 Stall Prefabricated: Installation, concrete pad/ foundation and utility connections)	1	LS	\$ 36,265.00	\$ 36,265.00	\$ 39,230.00	\$ 39,230.00	\$ 19,025.00	\$ 19,025.00	\$ 32,900.00	\$ 32,900.00
9	Concrete Sidewalk Removal	55	SF	\$ 13.00	\$ 715.00	\$ 7.00	\$ 385.00	\$ 5.00	\$ 275.00	\$ 6.30	\$ 346.50
10	Concrete Sidewalk, 5' Wide, 4" Thick	1,800	SF	\$ 11.00	\$ 19,800.00	\$ 10.25	\$ 18,450.00	\$ 6.70	\$ 12,060.00	\$ 11.50	\$ 20,700.00
11	Concrete Sidewalk, 6" Thick	150	SF	\$ 11.50	\$ 1,725.00	\$ 11.00	\$ 1,650.00	\$ 8.90	\$ 1,335.00	\$ 12.00	\$ 1,800.00
12	Septic Tank and Drainfield Removal and Replacement	1	LS	\$ 33,890.00	\$ 33,890.00	\$ 25,275.00	\$ 25,275.00	\$ 26,200.00	\$ 26,200.00	\$ 23,500.00	\$ 23,500.00
13	Sanitary Sewer Lead, SDR 35, 6"	70	LF	\$ 35.00	\$ 2,450.00	\$ 50.00	\$ 3,500.00	\$ 32.00	\$ 2,240.00	\$ 40.00	\$ 2,800.00
14	Water Service, HDPE DR 9, 2"	250	LF	\$ 35.00	\$ 8,750.00	\$ 30.00	\$ 7,500.00	\$ 20.00	\$ 5,000.00	\$ 44.00	\$ 11,000.00
15	Electrical Service	1	LS	\$ 11,110.00	\$ 11,110.00	\$ 6,500.00	\$ 6,500.00	\$ 6,350.00	\$ 6,350.00	\$ 11,000.00	\$ 11,000.00
16	Infiltration Basins	1	LS	\$ 3,360.00	\$ 3,360.00	\$ 3,650.00	\$ 3,650.00	\$ 4,400.00	\$ 4,400.00	\$ 1,150.00	\$ 1,150.00
17	Drinking Fountain	1	LS	\$ 8,690.00	\$ 8,690.00	\$ 7,830.00	\$ 7,830.00	\$ 11,500.00	\$ 11,500.00	\$ 9,200.00	\$ 9,200.00
18	Irrigation Allowance	1	LS	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00
19	Erosion Control & Site Restoration (Silt Fence, Topsoil, Seed, & Mulch)	1	LS	\$ 5,600.00	\$ 5,600.00	\$ 7,600.00	\$ 7,600.00	\$ 11,800.00	\$ 11,800.00	\$ 8,750.00	\$ 8,750.00
Total of All Unit Price Bid Items					\$ 212,790.00		\$ 204,510.00		\$ 192,895.00		\$ 198,001.50



Engineering  
Surveying  
Testing &  
Operations

8.c.

123 West Fron.  
Traverse City, Michigan 49684  
231.946.5874   
231.946.3703 

March 5, 2024

Garfield Township Board of Trustees  
Charter Township of Garfield  
3848 Veterans Drive  
Traverse City, MI 49684

Re: Charter Township of Garfield  
Phase III, Bathroom Facility Status & Purchase Recommendation  
GFA #23073

Dear Township Board:

As the Engineer for this project, GFA has had the pleasure to work with the Township Board, Park and Recreation Board and Staff related to the planning, design and construction of the River East Park. The improvements at the Park have been deliberately implemented in Phases with Phase III currently solicited for bids and construction poised for this year.

During the design stage of this project, GFA met and collaborated with staff to ensure the plan was consistent to meet the goals and visions of the Township. One of the most critical infrastructure components was the bathroom facility of which specific features were necessary and aided with the selection process.

- Low maintenance
- Year-Round Usage
- ADA compliant, 2 stall with mechanical room
- Appealing Aesthetics
- Quality and Cost Effective
- Availability

Unfortunately, during solicitation of bidding, Township staff was notified by the manufacturer that the availability of the bathroom was an issue. Upon further research, GFA confirmed the delivery date of the bathroom style selected would be in March 2025. The delay is attributed to the overwhelming volume of orders and lack of labor and materials that is experienced in many aspect of the construction industry. Additional research was conducted to seek alternate equivalent manufacturer. The table on Page 2 reflects the additional company that was identified that could provide an "in-kind" facility that would be able to accommodate a 2024 construction season.

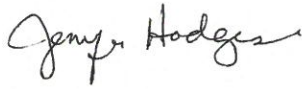
Evaluation of the information provided in the Table and discussion with Township Staff, it was the consensus of the group and recommendation to the Township Board to proceed with the original design selected (Outback Sierra Style). The overall quality, amenities provided, and exterior aesthetics are preferred and consistent with the park project. It is understood and acknowledged that the delivery of the bathroom facility would not occur until March 2025, however the remainder of the project is able to proceed and be prepared for installation as coordinated with the selected contractor. In addition, the Township would have the ability to provide temporary facilities during the 2024 season.

It is also the recommendation of Township staff to the Township Board to coordinate with the manufacturer to pre-purchase the bathroom facility for a price not to exceed \$150,000 (estimate).




Proceeding in this manner will allow the Township the ability to not pay a markup on materials to the contractor and potentially expedite the delivery date of the facility.

Thank you for your time and consideration. Please contact me if you have any questions.

Very truly yours,  
 GFA



JENNIFER GRAHAM (HODGES), P.E.  
 Project Manager

<b>Bathroom Selection</b>						
Style	Company	Timeline	Costs	Scope	Image	
Easi Set Outback - Sierra	Dalton Vaughan Norwalk Concrete Industries 80 Commerce Drive Norwalk, OH 44857 419.668.8167 - Ext. 1284 Mobile - 419.921.9155 Fax - 419.663.0627 dvaughan@nciprecast.com www.nciprecast.com	12-14 months	\$150,000	All inclusive (plumbing, electrical, HVAC)		
Easi Set Std 2 person	<b>Jeff Lathan</b> DESIGN CONCRETE INC. 585-831-0885 www.designconcrete.ca jeff.lathan@designconcrete.ca	12-14 Weeks	\$150,000	Installed separately by Contractor - plumbing, electrical, HVAC	 	



**BACKGROUND**

The Township Office original RayPak boiler that heats our offices is not only reaching its life expectancy, but a new one would also run much more efficiently. Staff reached out to four local heating and cooling companies for a replacement boiler that would effectively heat the Township Hall. Here are the estimates:

	Input	Efficiency	Cost Estimate
<b>Moore Mechanical</b>	1.435m BTU	84%	\$27,389.00
	1.440m BTU	85%	\$33,260.00
<b>Temperature Control</b>	1.427m BTU	82%	\$28,500.00
<b>Team Bob's</b>	726k BTU	82%	\$19,475.68
<b>Precision Plumbing</b>	researched and chose not to bid		

**& Heating**

Moore Mechanical has the lowest cost for more efficiency. Team Bob's estimate is the lowest overall, but the input & efficiency may require the unit to work harder to heat the offices. Temperature Control has a similar input (BTU's) as Moore Mechanical, but has slightly lower efficiency (82%).

Additionally, Moore Mechanical provided a second estimate for a slightly more efficient boiler (85%) that would cost approximately \$6,000 more. The question would be how long would take to recoup that cost for the more efficient boiler over time.

Temperature Control is our current contractor that has upgraded the valves for the separate rooms and has responded in a timely manner problem shooting our system. There are an additional 12 valves that need replacing throughout the office and the contractor that is awarded the bid will, most likely, replace those valves while the system is down and drained during the boiler installation.

## **MOTION**

After discussing, a motion is suggested to use Temperature Control for the new boiler installation due to them being our preferred vendor, or use Moore Mechanical due to their lower bid for a more efficient boiler.



Moore Mechanical  
 12760 Honor Hwy  
 Honor, MI 49640  
 (800) 504-1058  
 www.mooremech.net

Remit Payment to:  
 Moore Mechanical  
 12760 Honor Hwy  
 Honor, MI 49640

**BILL TO**

Charter Township of Garfield  
 3848 Veterans Drive  
 Traverse City, MI 49684 USA

<b>ESTIMATE</b> 95745917	<b>ESTIMATE DATE</b> Feb 28, 2024
-----------------------------	--------------------------------------

**JOB ADDRESS**

Charter Township of Garfield  
 3848 Veterans Drive  
 Traverse City, MI 49684 USA

Job:

TASK	DESCRIPTION	QTY	PRICE	TOTAL
Commercial Boiler Change Out Quote Option #1	Charter Township of Garfield Boiler Replacement Quote - 84% Thermal Efficiency  Disconnect, Remove, and Dispose of Current Raypak Boiler Supply and Install the Following: 1-Lochinvar Copper Fin Gas Fired Boiler-Natural Gas CSD-1 Input-1,435,000 btu/hr; Output-1,162,350 btu/hr Single Stage 1-Lochinvar Pump--1/2 HP, 115/230 volt, 90gpm @15 feet 1-Air Separator 1-Air Vent Misc Pipe and Fittings Start Up Boiler Permit  *More of a similar replacement to the Raypack that is currently there.	1.00	\$27,389.00	\$27,389.00
Commercial Boiler Change Out Quote Option #2	Charter Township of Garfield Boiler Replacement Quote-- 85% Thermal Efficiency  Disconnect, Remove, and Dispose of Current Raypak Boiler Supply and Install the Following: 1-Lochinvar Copper Fin II Boiler Natural Gas with CSD-1. Input-1,440,000 btu/hr; Output-1,224,000 btu/hr Up to 4:1 Proportional Firing with Smart System Control 1-Lochinvar Pump--1/2 HP, 115/230 volt, 90gpm @15 feet 1-Air Separator 1-Air Vent Misc Pipe and Fittings	1.00	\$33,260.00	\$33,260.00



Start Up  
Boiler Permit

\*This boiler matches the load of the building, has a 4:1 Turn Down, which helps increase longevity and costs savings. It also has better controls with the Smart System Controls.

<b>SUB-TOTAL</b>	\$60,649.00
<b>TAX</b>	\$0.00
<b>TOTAL</b>	\$60,649.00

Be sure to include your invoice number in the memo of your check.

Payment is due upon receipt. Please see terms and conditions of payment at [www.mooremech.net/terms.html](http://www.mooremech.net/terms.html)

**CUSTOMER AUTHORIZATION**

I hereby authorize work to proceed for the items and tasks as listed on this estimate. Please see [www.mooremech.net/terms.html](http://www.mooremech.net/terms.html) for our terms and conditions associated with rendering services or providing materials. By authorizing the proceeding of any items on a estimate, or by paying any invoice, you hereby accept these terms and conditions and agree to the estimated price of \$60,649.00.

Sign here

Date

Sean,

Per your request, please find attached our proposal to replace the space heating boiler at the township offices. Some background information is required for the board to make an informed decision. I'll try to keep it brief:

The selected boiler is by far the least expensive way to go. The previously replaced snow melt boiler was done with a high efficiency, condensing boiler. Snow melting is an excellent application for a highly efficient boiler in that the water temps required are ideal. But unlike the snowmelt application, the space heating terminal units (baseboards, radiant ceiling panels, etc.) are all designed for 180F water to achieve the outputs needed. Using a high efficiency boiler is dependent on condensing the flue gases to achieve the efficiency rating. This is not possible when the water being heated is required to be above the condensing temperature of 140F. The short explanation is that a high efficiency selection would not deliver the savings expected for this reason.

Beyond that, high efficiency boilers themselves are considerably more expensive as are the venting revisions required. Taken together, the added costs would require years (if ever) to be recouped in fuel savings. It is therefore my recommendation that we replace the existing (approx. 20 year old boiler) with the selection I've quoted (82% eff)

Please also note that the boiler quoted is one of remaining stock. Due to the federal requirements for new boilers, manufacturing companies resist building 82% replacement inventory. They're more or less forced to manufacture boilers to meet the new requirements. If you have to buy one of their new units as a replacement, but not realize the savings advertised (as is your case for the reasons cited) their attitude is "tough cookies". The point being, if the twp. can move quickly, I'd put this less expensive in-stock boiler on order before it's sold elsewhere. Bottom line – when they're gone, they won't be producing any more.

Best,

Dan Law

Temperature Control, Inc.

# emperature Control, Inc.

1623 Northern Star Dr., Traverse City, MI 49696 (231) 922-1862 FAX - (231) 922-1892

## PROPOSAL

Proposal Submitted To:	Phone:	Date:
Charter Township Of Garfield	(231) 941-1620	2/11/2024
Street Address:	Job Name:	
3848 Veterans Drive	Repolace heating boiler	
City, State, Zip Code:	Job Location:	
Traverse City, Michigan 49684	Twp Offices	
Attention:	FAX #	Email:
Sean	(231) 941-1588	skehoe@garfield-twp.com

We hereby submit specifications and estimates for:

Labor and materials to provide the following:

Replace space heating boiler with new boiler of similar design. Includes venting and gas revisions, startup, permits and one year warranty service.

1,427 BTU

\$28,500.00

We Propose to furnish labor and material, in accordance with above specifications, for the sum of:

**AS ABOVE**

Payment to be made as follows:

Net 30 days from Invoice

All material is guaranteed to be as specified. All work to be completed in a workman-like 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 sales charge over and above the estimate. All agreements contingent upon strikes, accidents, or delays beyond our control. Owner to carry fire, liability and other necessary insurance. Our workers are fully covered by Worker's Compensation insurance.

Authorized

Signature     Dan Law    

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

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

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

Signature \_\_\_\_\_

Signature \_\_\_\_\_



1797 Park Dr. Traverse City, MI 49684 phone (231) 941-4064 fax (231) 941-5299  
**PROPOSAL**

Date: 02/09/23

Garfield Township  
3848 Veterans Drive  
Traverse City, MI 49684  
231.941.1620

**Price for RayPak Boiler:**

- Estimate includes the following:
  1. Remove existing commercial boiler.
  2. Install new RayPak Raytherm 724 Commercial 726,000 BTU boiler.
  3. Reconnect gas, electrical and venting.
  4. Belimo valve replacement not included in this price and will be quoted at a later time.
  5. Includes all necessary hardware to install new system.
  6. All tax, labor, permit and materials included in price.

**Total Price = \$19,475.68**

Prepared By:  
Andrew Keur  
[akeur@teambobs.com](mailto:akeur@teambobs.com)  
231.499.5259

**TERMS:** Half down and remainder due upon completion. All accounts are due upon completion of work. When an account is past due, no further credit will be extended and a delinquency charge of 1 ½% per month, which is an annual percentage rate of 18%, will be added each 30 days thereafter. A lien will be placed on any account after 89 days.

**PLAN REVIEWS:** General contractor is responsible for any mechanical plan reviews when required.

**ACCEPTANCE OF PROPOSAL:** The above prices, specifications, and conditions are satisfactory and are hereby accepted. Payments will be made as outlined above. This proposal may be withdrawn if not accepted within 14 days of the proposal's date.

**Customer Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Contractor Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

# Raytherm™

Engineered for simplicity, durability,  
and reliability.



**511 MBTUH - 4 MMBTUH**

**H** 82% Efficiency

**WH** 82% Efficiency



## Maximum Durability

- Reliable and cost-effective copper fin-tube heat exchanger design
- Rugged bronze headers resist corrosion and are easily removed for servicing
- Corrosion-resistant steel fittings are brush-galvanized against rust to extend the life of the unit
- Polytuf powder-coat finish jacket for indoor/outdoor performance and durability



## Reliable Performance

- Spark-to-pilot ignition for reliable startup
- Stainless steel burners for precise combustion at all firing rates, quiet operation, and corrosion resistance
- Floating return header protects the heat exchanger from thermal shock



## Easy to Service

- Enclosed controls are easily accessed behind a removable door for inspection and servicing
- Expertly designed tube heat exchanger eliminates repair and maintenance problems while delivering reliable heating and cost savings
- Slide-out burner tray for easy inspection and servicing

**Expert Support:** With decades of experience, Raypak's team of experts is available to help with every aspect of the job, from sizing to post-installation technical support

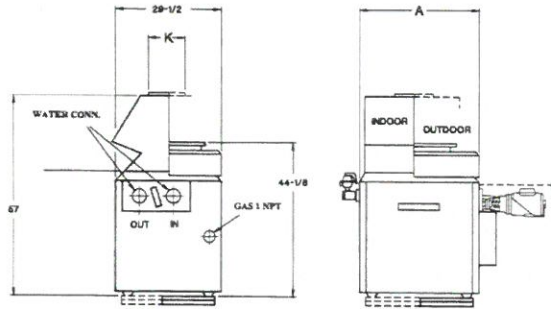
Applicable for heating in  
schools, military bases,  
hotels, apartment buildings,  
and more.

## Optional Features

- Low water cut-off probe
- High and low gas pressure switches



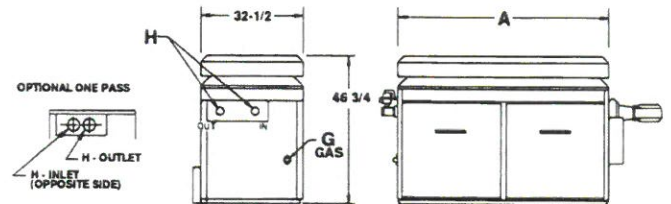
# Raytherm - Type H & WH Models 514 - 4001



**Models 514-824 (Indoor/Outdoor)**

Model	MBTUH*		Dimensions (in.)					K Flue Dia.
	Input	Output	A Width	Overall Height		Depth	Water Conn.	
				Indoor	Outdoor			
514	511.5	419.4	32-3/4	57	44-1/8	29-1/2	2	10
624	627	514.2	37-1/2					12
724	726	595.3	41-5/8					14
824	825	676.5	45-3/4					

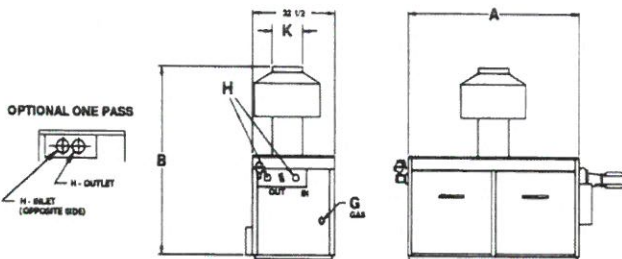
\*For natural gas units; for propane units, use .94 multiplier.



**Models 926-1758 (Outdoor)**

Model	MBTUH*		Dimensions (in.)					H Water Conn.
	Input	Output	A Width	Overall Height	Depth	G Gas Conn.		
926	926	759.3	52-3/8	46-3/4	32-1/2	1	2-1/2 (b)	
1083	1083	888.1	59-1/4			1 (a)		
1178	1178	966	63-5/8					
1287	1287	1055.3	68-5/8					
1414	1413	1159	74-7/8			1-1/4		
1571	1570	1287.4	81-1/8					
1758	1758	1441.6	89-3/8					

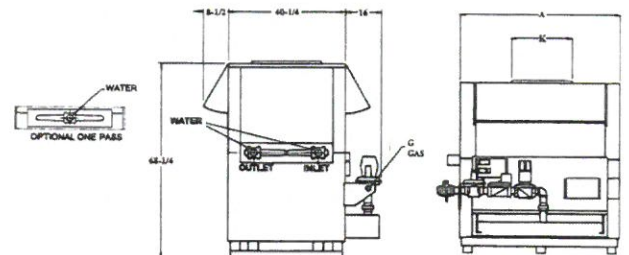
\*For natural gas units; for propane units, use .94 multiplier  
(a) 1" or 1-1/4", depending on boiler type or code requirements  
(b) 3" NPT on single-pass option



**Models 962-1826 (Indoor)**

Model	MBTUH*		Dimensions (in.)						K Flue Dia.
	Input	Output	A Width	B Overall Height	Depth	G Gas Conn.	H Water Conn.		
962	961.7	788.6	52-3/8	76-1/8 (a)	32-1/2	1	2-1/2	14	
1125	1124.7	922.3	59-1/4			1 (b)		16	
1223	1222.5	1002.5	63-5/8						
1336	1336.6	1083	68-5/8	80-1/8 (a)	32-1/2	1-1/4	2-1/2	18	
1468	1467	1203	74-7/8					30	
1631	1630	1336.6	81-1/8					32	
1826	1825.6	1497	89-3/8					36	

\*For natural gas units; for propane units, use .94 multiplier  
(a) Add 1-1/8" to overall height for combustible floor shield option  
(b) 1" or 1-1/4" contingent on boiler type or code requirements



**Models 2100-4001 (Indoor)**

Model	MBTUH*		Dimensions (in.)						K Flue Dia.
	Input	Output	A Width	Overall Height	Overall Depth	G Gas Conn.	Water Conn.**		
2100	2100	1722	61	68-1/4	64-3/4	(a)	3	24	
2500	2499	2049.2	70					26	
3001	3000	2460	81-1/4					28	
3500	3500	2870	92-1/2			30			
4001	4000	3280	103-3/4	32		2			

\*For natural gas and propane  
\*\*4" on single-pass boilers (Type H)  
(a) 1-1/2" or 2" contingent on boiler type code requirements

Learn more about Raytherm boilers at [Raypak.com](http://Raypak.com)

Learn more about Raytherm water heaters at [Raypak.com](http://Raypak.com)

## Derek Morton

---

**From:** Mike Herban <mherban@precisiontc.com>  
**Sent:** Thursday, February 15, 2024 3:48 PM  
**To:** Derek Morton  
**Subject:** Boiler

Derek-

Thank you for having us out to quote your boiler replacement. After discussing the job with our plumbing install manager, we feel like this job is out of our scope and you would be better off with a company that specializes in larger commercial work. Sorry for the inconvenience.

Good luck with the project,

**Mike Herban**  
Comfort Specialist



***Service from your point of view***  
2829 Cass Road, Traverse City, MI 49684  
Cell/Text: (231) 645-5271  
Office: (231) 947-0100  
Fax: (231) 947-5275  
[precision@precisiontc.com](mailto:precision@precisiontc.com) (General Inquiries)  
Visit our website: [Precisiontc.com](http://Precisiontc.com)

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