

**CHARTER TOWNSHIP OF GARFIELD  
TOWNSHIP BOARD MEETING**

Tuesday, March 26, 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 – March 12, 2024 Regular meeting  
(Recommend Approval)

b. Bills -

(i) General Fund \$175,500.75  
(Recommend Approval)

(ii) Gourdie-Fraser

Developer's Escrow Fund – Storm Water Reviews, Utility Plan Review,  
Oversight & Closeout \$11,667.00

General Utilities 2,740.00

Park Funds / DNR Trust Fund 405.00

Special Assessment District (SAD) 360.00

Total \$15,172.00

(Recommend Approval)

- c. 2024 Final March Board of Review Assessment Roll Figures Report (Receive and File)
  - d. Introduction of Culver Meadows Conditional Rezoning and schedule public hearing for April 23, 2024 (Recommend Approval)
4. **Items removed from the Consent Calendar**
5. **Correspondence**
6. **Reports**
- a. Construction Report
  - b. MMR Report
  - c. County Commissioner's Report
  - d. GT County Road Commission Report
  - e. Supervisor's Report
7. **Unfinished Business**
- a. Consideration of Resolution 2024-07-T, creating a Township Manager position
  - b. Consideration of Resolution 2024-06-T, adopting Township Supervisor's salary and establishing the position as part time
8. **New Business**
- a. Introduction and discussion of proposed workforce housing
  - b. Consideration of proposal from Gourdie-Fraser for engineering services for Grand Traverse Commons North Trail Loop
  - c. Consideration to bid waste management services as a single hauler for the Township
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  
March 12, 2024**

Supervisor Chuck Korn called the Town Board Meeting to order at the Garfield Township Hall on March 12, 2024 at 6:00p.m.

**Pledge of Allegiance**

**Roll Call of Board Members**

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

Staff Present: Planning Director John Sych

**1. Public Comment (6:01)**

None

**2. Review and Approval of the Amended Agenda - Conflict of Interest (6:01)**

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

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

*Nays: None*

**3. Consent Calendar (6:01)**

**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)**

**d. Consideration of Resolution 2024-05-T supporting extension of the Township water infrastructure serving the US 31/37 corridor south of McRae Hill Road. (Recommend Approval)**

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

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

*Nays: None*

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

None

**5. Correspondence (6:03)**

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

**6. Reports****a. County Commissioner's Report (6:12)**

County Commissioners Brad Jewett and Lauren Flynn reported that a study session on the facility master plan was held and they continue to prioritize projects. PACE came to county regarding their lease and all current ARPA projects are on track.

**b. Sheriff's Report (6:09)**

Lt. Roy Raska from the Sheriff's office shared statistics for Garfield Township for February 2024. He gave a personnel update and stated that a Sara Lee event on March 23rd may draw 5,000-6,000 people to the township.

**c. GT Metro Fire Report (6:12)**

Pat Parker introduced the new Metro Fire Chief Paul Mackin and reviewed calls for February in Garfield Township. He stated that they are working on grants to purchase a ladder truck and reported on two recent fires in the area. He thanked the board for time spent here at Metro serving the community.

**d. Planning Department Report for March 2024 (6:21)**

Planner John Sych stated that his report was submitted in writing and added that the Planning Commission will review a new special use permit this week and they continue to work on the Master Plan.

**e. Parks and Rec Report (6:23)**

Derek Morton, Parks Steward, submitted his report in writing and added that they are beginning some trail work since the weather has been nicer. A clean-up will be held at Kids Creek and trees will be replaced at Buffalo Ridge.

**f. Clerk's Report (6:25)**

McManus stated that she submitted in her report in writing and added that the voting went well.

**g. Supervisor's Report (6:30)**

Korn reported that he spoke with Charter Township managers about their positions. He attended a legal update for Charter Townships and met with

officials regarding pedestrian traffic near the new Montessori school and Meijers.

**7. Unfinished Business**

**a. Discussion on changes to the township’s administrative structure (6:35)**

Korn reviewed the statutory duties of a supervisor. Other responsibilities could be taken over by a manager. Board members discussed the information that Korn brought forth regarding duties and salaries.

*Schmuckal moved and Agostinelli seconded to prepare resolutions to establish a manager position and change the supervisor position to part time.*

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

*Nays: None*

**8. New Business**

**a. Presentation for recruiting service for Chet Janik of Michigan Leadership Institute (6:58)**

Chet Janik gave a presentation regarding his proposal for a building department official search. He reviewed the draft position description and the timeline for hiring with board members. Board members discussed the position description draft, the Township information draft sheet and the proposed salary.

*Barsheff moved and Schmuckal seconded to approve the job description for Building Official.*

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

*Nays: None*

McManus and Sych will review the information sheet.

**b. Consideration of Awarding bid for River East Recreation Area Improvements – Phase III (7:31)**

*Schmuckal moved and Barsheff seconded to approve the bid for Phase III River East Recreation area improvements in the amount of \$192,895.00 using ARPA funds not to exceed \$250,000.00.*

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

**c. Consideration River East Recreation Area – Phase III bathroom facility purchase (7:33)**

*Schmuckal moved and Macomber seconded to purchase a bathroom facility from Dalton Vaughan Norwalk Concrete Industries using ARPA funds not to exceed \$250,000.00.*

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

*Nays: None*

**d. Consideration of awarding bids for new boiler installation at the Township office. (7:38)**

Parks Steward Derek Morton reviewed the bids for a new boiler at the township hall. He recommends approval of the Temperature Control bid for \$28,500.00.

*Schmuckal moved and Barsheff seconded to award the bid for a new boiler for the township hall to Temperature Control in the amount of \$28,500.00.*

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

*Nays: None*

*Schmuckal moved and Macomber seconded to purchase the boiler with ARPA funds.*

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

*Nays: None*

**e. Consideration of bids to build two offices in the Planning area (7:44)**

Bids were received for the construction of a wall and a door in the Planning Office.

*Schmuckal moved and Barsheff seconded to award the bid to Absolute Building Solutions in the amount of \$5,125.00 to construct a wall and door in the Planning offices.*

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

**9. Public Comment: (7:48)**

None

**10. Other Business (7:49)**

Garbage preferred contracts were discussed.  
McManus confirmed attendees for the MTA conference.

**11. Adjournment**

*Korn adjourned the meeting 7:54 pm.*

---

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

---

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

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

**RESOLUTION # 2024-05-T**

**A RESOLUTION TO SUPPORT EXTENSION OF THE TOWNSHIP WATER  
INFRASTRUCTURE TO SERVE THE US-31/37 CORRIDOR SOUTH OF MCRAE HILL ROAD**

**WHEREAS**, the Charter Township of Garfield as the owner and operator of a public municipal water system is committed to providing quality and quantity water supply to their residents; and

**WHEREAS**, as owner, the Township is responsible to comply with the rules and regulations of the Safe Drinking Water Act as enforced by the Michigan Department of Environment Great Lakes and Energy; and

**WHEREAS**, as part of these regulations, the Township is responsible to perform a Water Reliability Study including a Capital Improvement Plan every five (5) years; and

**WHEREAS**, as a component of the 5-year Reliability Study to monitor and identify areas of potential interest to provide expansion of such a service; and

**WHEREAS**, the US-31/37 corridor south of McRae Hill Road including a 190-acre parcel owned by the Oleson Foundation has been specifically recognized by the Township Board and Staff of having great development potential in Grand Traverse County.

**NOW, THEREFORE, BE IT RESOLVED** that Garfield Township is in support of an extension of the Township water infrastructure to serve the US-31/37 corridor south of McRae Hill Road including a 190-acre parcel owned by the Oleson Foundation.

Moved: Steve Duell

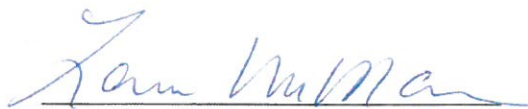
Supported: Chris Barsheff

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

Nays: None

Absent and Excused: None

By:



Lanie McManus, Clerk

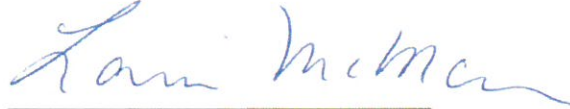
Charter Township of Garfield



**CERTIFICATE**

I, Lanie McManus, Clerk of the Charter Township of Garfield, do hereby certify that the above is a true and correct copy of Resolution #2024-05-T which was adopted by the Township Board of the Charter Township of Garfield on the 12th day of March, 2024.

Dated: 3-13-2024



Lanie McManus, Clerk  
Charter Township of Garfield

| Check Date | Bank | Check # | Payee                               | Description                    | GL #            | Amount           |
|------------|------|---------|-------------------------------------|--------------------------------|-----------------|------------------|
| 03/07/2024 | GEN  | 42176   | SAM'S REAL ESTATE BUSINESS TRUST    | MTT INTEREST REFUND            | 101-000-402.000 | 777.46           |
| 03/07/2024 | GEN  | 42177   | WAL-MART REAL ESTATE BUSINESS TRUST | MTT INTEREST REFUND            | 101-000-402.000 | 1,438.93         |
| 03/19/2024 | GEN  | 42178   | ACCIDENT FUND OF MICHIGAN           | WORKMEN'S COMP                 | 101-851-712.002 | 3,488.00         |
| 03/19/2024 | GEN  | 42179   | AFLAC                               | AFLAC                          | 101-000-231.001 | 436.82           |
| 03/19/2024 | GEN  | 42180   | BLUE CROSS BLUE SHIELD OF MICHIGAN  | EMPLOYEE HEALTH                | 101-101-711.030 | 3,002.86         |
|            |      | 42180   |                                     | EMPLOYEE HEALTH                | 101-171-711.030 | 2,167.01         |
|            |      | 42180   |                                     | EMPLOYEE HEALTH                | 101-215-711.030 | 3,901.96         |
|            |      | 42180   |                                     | EMPLOYEE HEALTH                | 101-253-711.030 | 3,542.04         |
|            |      | 42180   |                                     | EMPLOYEE HEALTH                | 101-257-711.030 | 3,037.62         |
|            |      | 42180   |                                     | EMPLOYEE HEALTH                | 101-371-711.030 | 3,124.04         |
|            |      | 42180   |                                     | EMPLOYEE HEALTH                | 101-701-711.030 | 2,386.53         |
|            |      | 42180   |                                     | EMPLOYEE HEALTH                | 101-702-711.030 | 3,498.82         |
|            |      |         |                                     |                                |                 | <u>24,660.88</u> |
| 03/19/2024 | GEN  | 42181   | CDM MOBILE SHREDDING, LLC           | SHREDDING                      | 101-101-805.000 | 223.00           |
| 03/19/2024 | GEN  | 42182   | CHERRYLAND ELECTRIC COOP.           | ELECTRIC                       | 101-000-084.861 | 301.98           |
|            |      | 42182   |                                     | ELECTRIC                       | 101-265-920.603 | 959.92           |
|            |      | 42182   |                                     | ELECTRIC                       | 101-448-920.005 | 772.37           |
|            |      |         |                                     |                                |                 | <u>2,034.27</u>  |
| 03/19/2024 | GEN  | 42183   | CHERRYLAND ELECTRIC COOP.           | ELECTRIC                       | 208-000-805.000 | 632.10           |
| 03/19/2024 | GEN  | 42184   | ELECTION SOURCE                     | BALLOT BAGS                    | 101-262-726.000 | 196.80           |
| 03/19/2024 | GEN  | 42185   | GARFIELD CHARTER TOWNSHIP           | HSA                            | 101-000-237.000 | 1,324.54         |
| 03/19/2024 | GEN  | 42186   | GFL ENVIRONMENTAL                   | 002114258                      | 208-000-805.000 | 509.14           |
| 03/19/2024 | GEN  | 42187   | GFL ENVIRONMENTAL                   | 002114259                      | 101-265-935.604 | 135.92           |
| 03/19/2024 | GEN  | 42188   | GRAHAM ELECTRIC MOTOR SVC           | GENERATOR SVC                  | 101-101-805.000 | 216.00           |
| 03/19/2024 | GEN  | 42189   | GRANITE TELECOMMUNICATIONS          | PHONES                         | 101-265-850.000 | 149.16           |
| 03/19/2024 | GEN  | 42190   | GRID4 COMMUNICATIONS, INC.          | PHONES                         | 101-265-850.000 | 616.09           |
| 03/19/2024 | GEN  | 42191   | JOHN HANCOCK                        | 403B ADJUSTMENT                | 101-101-711.030 | 13,973.80        |
|            |      | 42191   |                                     | JOHN HANCOCK 403B - 88958-00-4 | 101-171-711.030 | 9,514.00         |
|            |      | 42191   |                                     | JOHN HANCOCK 403B - 88958-00-4 | 101-215-711.030 | 15,659.00        |
|            |      | 42191   |                                     | JOHN HANCOCK 403B - 88958-00-4 | 101-253-711.030 | 15,659.00        |
|            |      | 42191   |                                     | 403B ADJUSTMENT                | 101-257-711.030 | 23,562.20        |
|            |      | 42191   |                                     | JOHN HANCOCK 403B - 88958-00-4 | 101-371-711.030 | 14,903.00        |
|            |      | 42191   |                                     | 403B ADJUSTMENT                | 101-701-711.030 | 15,920.40        |

**3.b.(i)**

| Check Date | Bank | Check # | Payee                            | Description                    | GL #            | Amount            |
|------------|------|---------|----------------------------------|--------------------------------|-----------------|-------------------|
|            |      | 42191   |                                  | 403B ADJUSTMENT                | 101-702-711.030 | 19,458.90         |
|            |      |         |                                  |                                |                 | <u>128,650.30</u> |
| 03/19/2024 | GEN  | 42192   | OLSON, BZDOK, & HOWARD           | CASS RD/CREEKSIDE/LONG LAKE RD | 101-704-801.000 | 583.00            |
| 03/19/2024 | GEN  | 42193   | PRINCIPAL LIFE INSURANCE COMPANY | DENTAL / LIFE                  | 101-101-711.030 | 290.10            |
|            |      | 42193   |                                  | DENTAL / LIFE                  | 101-171-711.030 | 155.05            |
|            |      | 42193   |                                  | DENTAL / LIFE                  | 101-215-711.030 | 195.02            |
|            |      | 42193   |                                  | DENTAL / LIFE                  | 101-253-711.030 | 330.04            |
|            |      | 42193   |                                  | DENTAL / LIFE                  | 101-257-711.030 | 345.10            |
|            |      | 42193   |                                  | DENTAL / LIFE                  | 101-371-711.030 | 330.04            |
|            |      | 42193   |                                  | DENTAL / LIFE                  | 101-701-711.030 | 162.45            |
|            |      | 42193   |                                  | DENTAL / LIFE                  | 101-702-711.030 | 283.65            |
|            |      |         |                                  |                                |                 | <u>2,091.45</u>   |
| 03/19/2024 | GEN  | 42194   | SPECTRUM ENTERPRISE              | INTERNET                       | 101-228-955.001 | 159.98            |
| 03/19/2024 | GEN  | 42195   | TEMPERATURE CONTROL              | ZONE VALVE                     | 101-265-935.608 | 1,429.40          |
| 03/19/2024 | GEN  | 42196   | TRAVERSE CITY LIGHT & POWER      | 00104659-5                     | 101-448-920.005 | 10.61             |
| 03/19/2024 | GEN  | 42197   | TRAVERSE CITY RECORD EAGLE       | ADVERTISING                    | 101-101-901.000 | 618.20            |
|            |      | 42197   |                                  | ADVERTISING                    | 101-262-901.000 | 109.05            |
|            |      | 42197   |                                  | ADVERTISING                    | 101-707-901.000 | 454.15            |
|            |      |         |                                  |                                |                 | <u>1,181.40</u>   |
| 03/19/2024 | GEN  | 42198   | TRAVERSE REPRODUCTION            | PLOTTER SERVICE                | 101-101-805.000 | 75.00             |
| 03/19/2024 | GEN  | 42199   | UNITED WAY                       | UNITED WAY                     | 101-000-238.000 | 180.00            |
| 03/19/2024 | GEN  | 42200   | VC3 INC.                         | MICROSOFT 365 3.2024           | 101-228-955.000 | 380.50            |
| 03/19/2024 | GEN  | 42201   | VOYA INSTITUTIONAL TRUST COMPANY | DEFERRED COMP VF3202           | 101-000-231.000 | 1,960.00          |
| 03/19/2024 | GEN  | 42202   | VOYA INSTITUTIONAL TRUST COMPANY | DEFERRED COMP VF3202           | 101-000-231.000 | 1,960.00          |
|            |      |         |                                  | TOTAL - ALL FUNDS              |                 | <u>175,500.75</u> |

--- GL TOTALS ---

|                 |                               |           |
|-----------------|-------------------------------|-----------|
| 101-000-084.861 | DUE FROM #861 STREET LIGHTS   | 301.98    |
| 101-000-231.000 | DEFERRED COMP                 | 3,920.00  |
| 101-000-231.001 | AFLAC                         | 436.82    |
| 101-000-237.000 | HSA (FORMERLY FLEX)           | 1,324.54  |
| 101-000-238.000 | UNITED WAY                    | 180.00    |
| 101-000-402.000 | CURRENT REAL PROPERTY TAXES   | 2,216.39  |
| 101-101-711.030 | BENEFITS                      | 17,266.76 |
| 101-101-805.000 | CONTRACTED AND OTHER SERVICES | 514.00    |
| 101-101-901.000 | ADVERTISING                   | 618.20    |
| 101-171-711.030 | BENEFITS                      | 11,836.06 |
| 101-215-711.030 | BENEFITS                      | 19,755.98 |

| Check Date      | Bank | Check # | Payee                         | Description | GL # | Amount            |
|-----------------|------|---------|-------------------------------|-------------|------|-------------------|
| 101-228-955.000 |      |         | COMPUTER SUPPORT SYSTEMS      |             |      | 380.50            |
| 101-228-955.001 |      |         | COMPUTER NETWORK              |             |      | 159.98            |
| 101-253-711.030 |      |         | BENEFITS                      |             |      | 19,531.08         |
| 101-257-711.030 |      |         | BENEFITS                      |             |      | 26,944.92         |
| 101-262-726.000 |      |         | SUPPLIES                      |             |      | 196.80            |
| 101-262-901.000 |      |         | ADVERTISING                   |             |      | 109.05            |
| 101-265-850.000 |      |         | TELEPHONE                     |             |      | 765.25            |
| 101-265-920.603 |      |         | LIGHTS BUILDING               |             |      | 959.92            |
| 101-265-935.604 |      |         | RUBBISH REMOVAL               |             |      | 135.92            |
| 101-265-935.608 |      |         | MAINTENANCE-OTHER             |             |      | 1,429.40          |
| 101-371-711.030 |      |         | BENEFITS                      |             |      | 18,357.08         |
| 101-448-920.005 |      |         | STREET LIGHTS TOWNSHIP        |             |      | 782.98            |
| 101-701-711.030 |      |         | BENEFITS                      |             |      | 18,469.38         |
| 101-702-711.030 |      |         | BENEFITS                      |             |      | 23,241.37         |
| 101-704-801.000 |      |         | LEGAL SERVICES                |             |      | 583.00            |
| 101-707-901.000 |      |         | ADVERTISING                   |             |      | 454.15            |
| 101-851-712.002 |      |         | INSURANCE - WORKMENS COMP.    |             |      | 3,488.00          |
| 208-000-805.000 |      |         | CONTRACTED AND OTHER SERVICES |             |      | 1,141.24          |
|                 |      |         | <b>TOTAL</b>                  |             |      | <b>175,500.75</b> |



123 West Front Street  
 Traverse City, Michigan 49684  
 231.946.5874  
 231.946.3703

March 19, 2024

**SUMMARY OF BILLINGS FOR APPROVAL  
 FROM GARFIELD TOWNSHIP**

**I. Developer's Escrow Fund**

**A. Storm Water Reviews**

|   |       |                     |
|---|-------|---------------------|
| 1. Engineering consulting services for storm water plan review. |       |                     |
| <b>Waggener Drive, Escrow No. 215.814</b>                       |       |                     |
| Project#  | 23209 | Invoice No. 2320904 |
|   |       | 135.00              |
|   |       | Total A             |
|   |       | 135.00              |

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

|   |       |                     |
|---|-------|---------------------|
| 1. Engineering plan review and overall capacity evaluation, construction services, project turnover |       |                     |
| <b>Bata HQ Transit, Orientated Development PUD</b>  |       |                     |
| Project#  | 21334 | Invoice No. 2133413 |
|   |       | 1,000.00            |
| 2. Engineering plan review and overall capacity evaluation, construction services, project turnover |       |                     |
| <b>Ridges at 45, PH IV (Formerly South 22), Water / Sewer Extension, Escrow# 214.815</b>            |       |                     |
| Project#  | 22074 | Invoice No. 2207411 |
|   |       | 2,835.00            |
| 3. Engineering plan review and overall capacity evaluation, construction services, project turnover |       |                     |
| <b>Britten, Inc. New Building, Escrow# 214.823</b>  |       |                     |
| Project#  | 22243 | Invoice No. 2224310 |
|   |       | 1,478.00            |
| 4. Engineering plan review and overall capacity evaluation, construction services, project turnover |       |                     |
| <b>Birmley Hills Site Condominium</b>   |       |                     |
| Project#  | 22300 | Invoice No. 2230009 |
|   |       | 1,210.00            |
| 5. Engineering plan review, construction services, project turnover                                 |       |                     |
| <b>Britten North Manufacturing/Storage, Escrow No. 214.851</b>                                      |       |                     |
| Project#  | 22327 | Invoice No. 2232706 |
|   |       | 2,347.50            |
| 6. Construction observation and testing, and project closeout and project turnover                  |       |                     |
| <b>TC Hammond Storage Units, Water / Sewer Ext.</b>   |       |                     |
| Project#  | 23055 | Invoice No. 2305503 |
|   |       | 625.00              |
| 7. Engineering plan review, construction services, project turnover                                 |       |                     |
| <b>Birmley Meadows Site Condominium, Escrow No. 215.839</b>   |       |                     |
| Project#  | 23120 | Invoice No. 2312006 |
|   |       | 2,036.50            |
|   |       | Total B             |
|   |       | 11,532.00           |

**Total Developer's Escrow Fund** 11,667.00

**II. General Utilities**

|  |        |                              |
|--|--------|------------------------------|
| 1. Engineering and survey services for design, topo survey, bidding, construction services, project turnover |        |                              |
| <b>Stone Ridge PRV Replacement</b>   |        |                              |
| Project#   | 21066  | Invoice No. 2106607          |
|  |        | 575.00                       |
| 2. Engineering and survey services for design, permitting and construction engineering for sewer extension   |        |                              |
| <b>NW Silver Lake Road Sewer Extension</b>   |        |                              |
| Project#   | 22230  | Invoice No. 2223006          |
|  |        | 1,437.50                     |
| 3. Engineering services for tabulation of shapefiles for water and sewer infrastructure                      |        |                              |
| <b>GSI Shapefiles of township infrastructure</b>   |        |                              |
| Project#   | 24029C | Invoice No. 24029302         |
|  |        | 727.50                       |
|  |        | Total Utility Receiving Fund |
|  |        | 2,740.00                     |

**III. Park Funds / DNR Trust Fund**

|  |        |                                   |
|--|--------|-----------------------------------|
| 1. Engineering and survey services for design, permitting, bidding, construction services. |        |                                   |
| <b>Copper Ridge Trailhead</b>  |        |                                   |
| Project#   | 24029C | Invoice No. 24029303              |
|  |        | 405.00                            |
|  |        | Total Park Funds / DNR Trust Fund |
|  |        | 405.00                            |

**IV. Special Assessment District (SAD)**

|  |        |                                   |
|--|--------|-----------------------------------|
| 1. Engineering and survey services for design, permitting and construction engineering for sewer extension |        |                                   |
| <b>Ridgeview Court, Special Assessment District (SAD)</b>  |        |                                   |
| Project#   | 24029C | Invoice No. 24029301              |
|  |        | 360.00                            |
|  |        | Total Park Funds / DNR Trust Fund |
|  |        | 360.00                            |

**GRAND TOTAL** \$15,172.00

**Invoice**

Gourdie-Fraser, Inc.  
123 West Front Street, Suite A  
Traverse City, MI 49684  
Phone: 231-946-5874 Ext. 310  
A/R email: melanie@gfa.tc

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

March 19, 2024  
Project No: 23209  
Invoice No: 2320904

Re: Waggener Drive, Storm Water Review, Escrow No. 215.814

Services Performed: Engineering Services for storm water review including review of plans, computations and specifications for compliance with Ordinance 49. Services includes 3rd review, communication with applicant / engineer and correspondence letter of 3rd review with final acceptance letter.

Project Location: 1661 Lake Drive, Traverse City

**Professional Services from February 11, 2024 to March 16, 2024**

**Professional Personnel**

|                     | <b>Hours</b> | <b>Rate</b>               | <b>Amount</b> |                 |
|---------------------|--------------|---------------------------|---------------|-----------------|
| Project Engineer II | 1.00         | 135.00                    | 135.00        |                 |
| Totals              | 1.00         |                           | 135.00        |                 |
| <b>Total Labor</b>  |              |                           |               | <b>135.00</b>   |
|                     |              | <b>Total this Invoice</b> |               | <b>\$135.00</b> |

**Billings to Date**

|               | <b>Current</b> | <b>Prior</b>    | <b>Total</b>    |
|---------------|----------------|-----------------|-----------------|
| Labor         | 135.00         | 1,838.75        | 1,973.75        |
| <b>Totals</b> | <b>135.00</b>  | <b>1,838.75</b> | <b>1,973.75</b> |

---

**Invoice**

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

LANIE MCMANUS  
 CHARTER TWP OF GARFIELD  
 3848 VETERANS DR  
 TRAVERSE CITY, MI 49684

March 19, 2024  
 Project No: 21334  
 Invoice No: 2133413

Re: Bata HQ Transit, Orientated Development PUD, Water & Sewer Extension Escrow# 214.816

Services Performed: Engineering review for conceptual and final plan review and overall capacity evaluation to determine impact to existing water and sewer system and ability to services. Full time construction observation, water main and sanitary sewer including services, testing and walk through with DPW. Project turnover for reviewing drawings and easements, close out and turnover documentation to township and updates to GIS and overall utility maps.

Additional Services:

AS#1 - Construction observation and engineering services as detailed in Additional Escrow Letter. Estimated \$12,500.

AS#2 - Utility review due to minor site amendment change per email to township dated 11/13/23. \$1000.

**Professional Services from January 13, 2024 to March 16, 2024**

**Fee**

| Billing Phase                 | Fee       | Percent Complete | Earned    | Previous Fee Billing | Current Fee Billing |
|-------------------------------|-----------|------------------|-----------|----------------------|---------------------|
| Engineer Review               | 9,500.00  | 100.00           | 9,500.00  | 9,500.00             | 0.00                |
| Construction Observation      | 52,800.00 | 100.00           | 52,800.00 | 52,800.00            | 0.00                |
| AS#1 Construction Observation | 12,500.00 | 100.00           | 12,500.00 | 12,500.00            | 0.00                |
| Proj. Turnover, Close Out     | 3,500.00  | 65.00            | 2,275.00  | 2,275.00             | 0.00                |
| AS#2 Utility Review           | 1,000.00  | 100.00           | 1,000.00  | 0.00                 | 1,000.00            |
| Total Fee                     | 79,300.00 |                  | 78,075.00 | 77,075.00            | 1,000.00            |
| <b>Total Fee</b>              |           |                  |           |                      | <b>1,000.00</b>     |
| <b>Total this Invoice</b>     |           |                  |           |                      | <b>\$1,000.00</b>   |

**Invoice**

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

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

March 19, 2024  
 Project No: 22074  
 Invoice No: 2207411

Re: Ridges at 45, Phase IV (formerly South 22), Water / Sewer Extension, Escrow# 701-000-214.815

Services Performed: Engineering and construction services for plan review, construction oversight and project close out for the water main and sanitary sewer extension to service the residential housing complex located along Lafranier Road north of the intersection of Hammond Road. Housing complex is comprised of three apartment buildings and nine quadplex apartment buildings and a maintenance building.

Additional Services:  
 1. Engineering services for a second plan review and overall capacity evaluation to determine impact to the existing water and sewer system and the ability to services. The completion is due to SUP amendment and site plan/usage change. Act 399 and Part 41 permit assistance for watermain and sewer main extension. \$1,500.

Project Location: 1532 W. Hammond Road, Traverse City

**Professional Services from February 11, 2024 to March 16, 2024**

**Fee**

| Billing Phase                      | Fee              | Percent Complete | Earned           | Previous Fee Billing      | Current Fee Billing |
|------------------------------------|------------------|------------------|------------------|---------------------------|---------------------|
| Engineering Plan Review            | 3,500.00         | 100.00           | 3,500.00         | 3,500.00                  | 0.00                |
| Construction Observation & Testing | 44,200.00        | 95.00            | 41,990.00        | 39,780.00                 | 2,210.00            |
| Project Closeout & Turnover        | 2,500.00         | 50.00            | 1,250.00         | 625.00                    | 625.00              |
| Engineering 2nd Plan Review        | 1,500.00         | 100.00           | 1,500.00         | 1,500.00                  | 0.00                |
| <b>Total Fee</b>                   | <b>51,700.00</b> |                  | <b>48,240.00</b> | <b>45,405.00</b>          | <b>2,835.00</b>     |
|                                    |                  | <b>Total Fee</b> |                  |                           | <b>2,835.00</b>     |
|                                    |                  |                  |                  | <b>Total this Invoice</b> | <b>\$2,835.00</b>   |



**Invoice**

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

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

March 19, 2024  
 Project No: 22243  
 Invoice No: 2224310

Re: Manufacturing Development, Britten Inc., Water / Sewer Extension, Escrow# 701-000-214.823

Services Performed: Engineering and construction services for plan review, construction oversight and project close out for the water main and sanitary sewer extension to service the manufacturing development along Cass Road, includes two 38,400 SFT production / storage buildings.

Additional Services:

AS#1 - Construction observation and engineering services as detailed in Additional Escrow Letter. Estimated \$20,500.

AS#2 - Construction observation, watermain testing and walk through with DPW as detailed in Additional Escrow Letter dated 01/16/24. Estimated \$1,500.

Project Location: 2182 & 2200 Cass Road, Traverse City

**Professional Services from January 14, 2024 to March 16, 2024**

**Fee**

| Billing Phase                           | Fee              | Percent Complete | Earned           | Previous Fee Billing      | Current Fee Billing |
|---|------------------|------------------|------------------|---------------------------|---------------------|
| Engineering Plan Review                 | 3,500.00         | 100.00           | 3,500.00         | 3,500.00                  | 0.00                |
| Construction Observation & Testing      | 12,750.00        | 100.00           | 12,750.00        | 12,750.00                 | 0.00                |
| AS#1 Construction Observation & Testing | 20,500.00        | 100.00           | 20,500.00        | 20,500.00                 | 0.00                |
| AS#2 Const. Obs., Testing, Walk Through | 1,500.00         | 100.00           | 1,500.00         | 397.00                    | 1,103.00            |
| Project Closeout & Turnover             | 1,500.00         | 25.00            | 375.00           | 0.00                      | 375.00              |
| <b>Total Fee</b>                        | <b>39,750.00</b> |                  | <b>38,625.00</b> | <b>37,147.00</b>          | <b>1,478.00</b>     |
|   |                  | <b>Total Fee</b> |                  |                           | <b>1,478.00</b>     |
|   |                  |                  |                  | <b>Total this Invoice</b> | <b>\$1,478.00</b>   |

**Invoice**

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

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

March 19, 2024  
 Project No: 22300  
 Invoice No: 2230009

Re: Birmley Hills Site Condominium, Utility Extension (Water, Sewer and Storm Water Plan Review)

Services Performed:  
 A. Engineering services for storm water review including review of plans, computations and specifications for compliance with Ordinance 49. Services includes review, communication with applicant / engineer and correspondence letter findings and approval after several site modifications and supplemental reviews and communication with owner/ engineer  
 B.1 Plan review of overall capacity evaluation to determine impact to existing water and sewer system and ability to service, includes Act 399 permit and Part 41 assistance for the water main and sewer.  
 B.2 Full time construction observation for watermain/sanitary sewer testing and walk through with DPW.  
 B.3 Project turnover for review drawing and easements, close out and turnover documentation to township and updates to GIS and overall utility maps.

Additional Services (AS#):  
 AS#1 - Fulltime construction observation, testing and walk through with DPW for water main and sanitary sewer extension.

Project Location: South of Birmley Estates and Farmington Drive Traverse City

**Professional Services from February 11, 2024 to March 16, 2024**  
**Fee**

| Billing Phase                          | Fee              | Percent Complete | Earned           | Previous Fee Billing      | Current Fee Billing |
|--|------------------|------------------|------------------|---------------------------|---------------------|
| A. Storm Water Review                  | 3,395.00         | 100.00           | 3,395.00         | 3,395.00                  | 0.00                |
| B.1 Engineering Utility Plan Review    | 3,500.00         | 100.00           | 3,500.00         | 3,500.00                  | 0.00                |
| B.2 Construction Observation & Testing | 33,250.00        | 100.00           | 33,250.00        | 33,250.00                 | 0.00                |
| B.3 Project Close Out, Turnover        | 2,750.00         | 50.00            | 1,375.00         | 165.00                    | 1,210.00            |
| AS#1 Cons., Obs., Testing, Walk-Thru   | 2,500.00         | 100.00           | 2,500.00         | 2,500.00                  | 0.00                |
| <b>Total Fee</b>                       | <b>45,395.00</b> |                  | <b>44,020.00</b> | <b>42,810.00</b>          | <b>1,210.00</b>     |
|  |                  |                  | <b>Total Fee</b> |                           | <b>1,210.00</b>     |
|  |                  |                  |                  | <b>Total this Invoice</b> | <b>\$1,210.00</b>   |

**Invoice**

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

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

March 19, 2024  
 Project No: 22327  
 Invoice No: 2232706

Re: Britten North Manufacturing/Storage, Storm Water Review, Escrow No. 701-000-214.851

Services Performed:

1. Engineering Services for storm water review including review of plans, computations and specifications for compliance with Ordinance 49. Services includes review, communication with applicant / engineer and correspondence letter of initial review along with second review with revisions requested.
2. Fulltime construction observation, water main testing and walk through with GTC DPW.
3. Project turnover, review drawing and easements, close out and turnover documentation to township and updated to GIS and overall utility maps.
4. AS#2 - Additional inspection time and costs related to the installation of water main and sewer main lead (force main) only as detailed in Escrow letter dated 01/16/24. Hourly Estimated \$9,250.

Project Location: 2466 Cass Road, Traverse City

**Professional Services from February 11, 2024 to March 16, 2024**

**Fee**

| Billing Phase                     | Fee              | Percent Complete | Earned           | Previous Fee Billing      | Current Fee Billing |
|-----------------------------------|------------------|------------------|------------------|---------------------------|---------------------|
| Storm Water Plan Review           | 2,000.00         | 100.00           | 2,000.00         | 2,000.00                  | 0.00                |
| Construction Observation, Testing | 5,000.00         | 100.00           | 5,000.00         | 5,000.00                  | 0.00                |
| AS#2 Const. Observation, Testing  | 9,250.00         | 100.00           | 9,250.00         | 7,215.00                  | 2,035.00            |
| Project Turnover                  | 1,250.00         | 25.00            | 312.50           | 0.00                      | 312.50              |
| <b>Total Fee</b>                  | <b>17,500.00</b> |                  | <b>16,562.50</b> | <b>14,215.00</b>          | <b>2,347.50</b>     |
|                                   |                  | <b>Total Fee</b> |                  |                           | <b>2,347.50</b>     |
|                                   |                  |                  |                  | <b>Total this Invoice</b> | <b>\$2,347.50</b>   |

**Invoice**

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

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

March 19, 2024  
Project No: 23055  
Invoice No: 2305503

Re: TC Hammond Storage Units, Water / Sewer Extension, Escrow#

Services Performed: Engineering and construction services for, construction oversight and project close out for the installation of a sewer mainline manhole, fire hydrants including mainline and service leads to service the storage facility buildings.

Additional Services:

AS#1. Fulltime construction observation for water main and sanitary sewer service lead.

Project Location: Corner of Garfield Ave., and Hammond Road, Traverse City.

**Professional Services from February 11, 2024 to March 16, 2024**

**Fee**

| Billing Phase                           | Fee              | Percent Complete | Earned           | Previous Fee Billing      | Current Fee Billing |
|---|------------------|------------------|------------------|---------------------------|---------------------|
| Construction Observation & Testing      | 2,750.00         | 100.00           | 2,750.00         | 2,750.00                  | 0.00                |
| AS#1 Construction Observation & Testing | 8,320.00         | 100.00           | 8,320.00         | 8,320.00                  | 0.00                |
| Project Closeout & Turnover             | 1,250.00         | 50.00            | 625.00           | 0.00                      | 625.00              |
| <b>Total Fee</b>                        | <b>12,320.00</b> |                  | <b>11,695.00</b> | <b>11,070.00</b>          | <b>625.00</b>       |
|   |                  | <b>Total Fee</b> |                  |                           | <b>625.00</b>       |
|   |                  |                  |                  | <b>Total this Invoice</b> | <b>\$625.00</b>     |

**Invoice**

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

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

March 19, 2024  
Project No: 23120  
Invoice No: 2312006

Re: Birmley Meadows Site Condominium, Water / Sewer Extension, Escrow# 701-000-215.839

Services Performed: Engineering and construction services for plan review, construction oversight and project close out for the water main and sanitary sewer extension. Infrastructure is to connect to available existing infrastructure and provide extension to service a 26 Unit residential housing development located south of Birmley Estates and east of Farmington Drive.

**Professional Services from January 14, 2024 to March 16, 2024**

**Fee**

| Billing Phase                      | Fee       | Percent Complete | Earned    | Previous Fee Billing | Current Fee Billing |
|------------------------------------|-----------|------------------|-----------|----------------------|---------------------|
| Engineering Plan Review            | 3,500.00  | 100.00           | 3,500.00  | 3,500.00             | 0.00                |
| Construction Observation & Testing | 31,500.00 | 100.00           | 31,500.00 | 30,838.50            | 661.50              |
| Project Closeout & Turnover        | 2,750.00  | 50.00            | 1,375.00  | 0.00                 | 1,375.00            |
| Total Fee                          | 37,750.00 |                  | 36,375.00 | 34,338.50            | 2,036.50            |
| <b>Total Fee</b>                   |           |                  |           |                      | <b>2,036.50</b>     |
| <b>Total this Invoice</b>          |           |                  |           |                      | <b>\$2,036.50</b>   |

**Invoice**

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

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

March 19, 2024  
 Project No: 21066  
 Invoice No: 2106607

Re: Stone Ridge PRV Replacement

Services Performed: Professional engineering services for a topographic survey, preliminary design, final design, bidding, construction administration, construction staking, construction observation, project close out and turn over as detailed in proposal letter dated March 3, 2021.

**Professional Services from February 11, 2024 to March 16, 2024**

**Fee**

| Billing Phase                 | Fee              | Percent Complete | Earned           | Previous Fee Billing | Current Fee Billing |
|-------------------------------|------------------|------------------|------------------|----------------------|---------------------|
| Topographic Survey            | 5,250.00         | 100.00           | 5,250.00         | 5,250.00             | 0.00                |
| Preliminary Design            | 12,500.00        | 100.00           | 12,500.00        | 12,500.00            | 0.00                |
| Final Design                  | 14,350.00        | 100.00           | 14,350.00        | 14,350.00            | 0.00                |
| Bidding Services              | 4,000.00         | 100.00           | 4,000.00         | 4,000.00             | 0.00                |
| Construction Administration   | 9,850.00         | 20.00            | 1,970.00         | 1,970.00             | 0.00                |
| Construction Staking          | 3,500.00         | 0.00             | 0.00             | 0.00                 | 0.00                |
| Construction Observation      | 12,350.00        | 15.00            | 1,852.50         | 1,852.50             | 0.00                |
| Project Closeout and Turnover | 2,500.00         | 0.00             | 0.00             | 0.00                 | 0.00                |
| <b>Total Fee</b>              | <b>64,300.00</b> |                  | <b>39,922.50</b> | <b>39,922.50</b>     | <b>0.00</b>         |
| <b>Total Fee</b>              |                  |                  |                  |                      | <b>0.00</b>         |

**Reimbursable Expenses**

|                                   |                                   |                     |  |               |                 |
|-----------------------------------|-----------------------------------|---------------------|--|---------------|-----------------|
| GRAND TRAVERSE COUNTY HEALTH DEPT |                                   |                     |  |               |                 |
| 2/22/2024                         | GRAND TRAVERSE COUNTY HEALTH DEPT | SOIL EROSION PERMIT |  | 575.00        |                 |
| <b>Total Reimbursables</b>        |                                   |                     |  | <b>575.00</b> | <b>575.00</b>   |
| <b>Total this Invoice</b>         |                                   |                     |  |               | <b>\$575.00</b> |

**Invoice**

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

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

March 19, 2024  
 Project No: 22230  
 Invoice No: 2223006

Re: NW Silver Lake Road Sewer Extension

Project Description: Project consists of professional engineering services for the design, permitting and construction engineering for the extension of the 8" gravity sewer along Silver Lake Road to provide sanitary to the adjacent property owners. The extension would include approximately 1,800 feet of 8" gravity sewer to be extended to the limits of the parcel providing sanitary sewer service to five (5) parcels. The engineering fees would include design, permitting, bidding, construction observation and closeout. The project would be financed by the Township with costs reimbursed by the property owners (upon connection) as a Lateral Charge with financing options offered by the Township. This project supports the Township's goals and objectives to provide municipal infrastructure, hence preserving the health and safety of the public and environment.

**Professional Services from February 11, 2024 to March 16, 2024**  
**Fee**

| Billing Phase                 | Fee              | Percent Complete | Earned           | Previous Fee Billing      | Current Fee Billing |
|-------------------------------|------------------|------------------|------------------|---------------------------|---------------------|
| Engineering Design            | 21,850.00        | 100.00           | 21,850.00        | 21,850.00                 | 0.00                |
| Construction Staking          | 5,000.00         | 0.00             | 0.00             | 0.00                      | 0.00                |
| Construction Administration   | 5,750.00         | 45.00            | 2,587.50         | 1,150.00                  | 1,437.50            |
| Construction Observation      | 28,500.00        | 10.00            | 2,850.00         | 2,850.00                  | 0.00                |
| Project Closeout and Turnover | 1,500.00         | 0.00             | 0.00             | 0.00                      | 0.00                |
| <b>Total Fee</b>              | <b>62,600.00</b> |                  | <b>27,287.50</b> | <b>25,850.00</b>          | <b>1,437.50</b>     |
|                               |                  | <b>Total Fee</b> |                  |                           | <b>1,437.50</b>     |
|                               |                  |                  |                  | <b>Total this Invoice</b> | <b>\$1,437.50</b>   |

**Invoice**

Gourdie-Fraser, Inc.  
123 West Front Street, Suite A  
Traverse City, MI 49684  
Phone: 231-946-5874 Ext. 310  
A/R email: melanie@gfa.tc

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

March 19, 2024  
Project No: 24029C  
Invoice No: 24029302

Re: GIS Shapefile of Township Infrastructure

Services Performed: Engineering services for tabulation of shapefiles for water and sewer infrastructure and send to planning department for use.

**Professional Services from January 22, 2024 to March 16, 2024**

**Professional Personnel**

|                     | <b>Hours</b> | <b>Rate</b>               | <b>Amount</b> |                 |
|---------------------|--------------|---------------------------|---------------|-----------------|
| Project Engineer II | 5.00         | 135.00                    | 675.00        |                 |
| GIS Specialist      | .50          | 105.00                    | 52.50         |                 |
| Totals              | 5.50         |                           | 727.50        |                 |
| <b>Total Labor</b>  |              |                           |               | <b>727.50</b>   |
|                     |              | <b>Total this Invoice</b> |               | <b>\$727.50</b> |



**Invoice**

Gourdie-Fraser, Inc.  
123 West Front Street, Suite A  
Traverse City, MI 49684  
Phone: 231-946-5874 Ext. 310  
A/R email: melanie@gfa.tc

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

March 19, 2024  
Project No: 24029C  
Invoice No: 24029303

Re: Copper Ridge Trailhead

Services Performed: Engineering services for for research and conceptual design layout and cost estimated for trailhead and parking options to access trail near Copper Ridge.

**Professional Services from February 11, 2024 to March 16, 2024**

**Professional Personnel**

|                     | <b>Hours</b> | <b>Rate</b>               | <b>Amount</b> |                 |
|---------------------|--------------|---------------------------|---------------|-----------------|
| Project Engineer II | 3.00         | 135.00                    | 405.00        |                 |
| Totals              | 3.00         |                           | 405.00        |                 |
| <b>Total Labor</b>  |              |                           |               | <b>405.00</b>   |
|                     |              | <b>Total this Invoice</b> |               | <b>\$405.00</b> |



**Invoice**

Gourdie-Fraser, Inc.  
123 West Front Street, Suite A  
Traverse City, MI 49684  
Phone: 231-946-5874 Ext. 310  
A/R email: melanie@gfa.tc

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

March 19, 2024  
Project No: 24029C  
Invoice No: 24029301

Re: Ridge View Court Special Assessment District (SAD)

Services Performed: Engineering services for review of cost estimated by GTCRC and meeting attendance with residents per the request of supervisor.

**Professional Services from January 22, 2024 to March 16, 2024**

**Professional Personnel**

|                         | <b>Hours</b> | <b>Rate</b>               | <b>Amount</b> |                 |
|-------------------------|--------------|---------------------------|---------------|-----------------|
| Director of Engineering | 2.00         | 180.00                    | 360.00        |                 |
| Totals                  | 2.00         |                           | 360.00        |                 |
| <b>Total Labor</b>      |              |                           |               | <b>360.00</b>   |
|                         |              | <b>Total this Invoice</b> |               | <b>\$360.00</b> |



## Garfield Charter Township

TO: March Board of Review, Garfield Township Board & Chuck Korn, Supervisor  
 RE: **2024 FINAL Assessment Roll Figures**

FROM: **Amy L. DeHaan MMAO(4)** - Assessor  
 March 14, 2024




The following AV / SEV and Taxable Values are submitted for your review in accordance with Sec. 211.53b MCL:

| Classification                                    | # Parcels    | AV / SEV                | Change from Prev. Yr. | Percent of Total | Taxable Value           | Change from Prev. Yr. | Percent of Total | TV as a % of SEV |
|---|--------------|-------------------------|-----------------------|------------------|-------------------------|-----------------------|------------------|------------------|
| Real:   |              |                         |                       |                  |                         |                       |                  |                  |
| Agricultural                                      | -            | -                       | 0.00%                 | 0.00%            | -                       | 0.00%                 | 0.00%            | 0.00%            |
| Residential                                       | 6,622        | \$ 1,056,268,100        | 19.59%                | 56.67%           | \$ 716,486,957          | 10.47%                | 53.88%           | 67.83%           |
| Commercial  | 1,084        | \$ 654,880,300          | 10.83%                | 35.14%           | \$ 471,830,419          | 7.50%                 | 35.48%           | 72.05%           |
| Industrial  | 85           | \$ 47,532,800           | 15.58%                | 2.55%            | \$ 36,414,793           | 14.10%                | 2.74%            | 76.61%           |
| <b>TOTAL</b>                                      | <b>7,791</b> | <b>\$ 1,758,681,200</b> | <b>16.06%</b>         | <b>94.36%</b>    | <b>\$ 1,224,732,169</b> | <b>9.41%</b>          | <b>92.10%</b>    | <b>69.64%</b>    |
| Personal:   |              |                         |                       |                  |                         |                       |                  |                  |
| Commercial  | 1,560        | \$ 50,048,600           | 22.98%                | 2.69%            | \$ 50,048,600           | 22.98%                | 3.76%            | 100.00%          |
| Industrial  | 61           | \$ 14,209,000           | -12.99%               | 0.76%            | \$ 14,209,000           | -12.99%               | 1.07%            | 100.00%          |
| Utility   | 5            | \$ 40,190,400           | 11.67%                | 2.16%            | \$ 40,190,400           | 11.67%                | 3.02%            | 100.00%          |
| <b>TOTAL</b>                                      | <b>1,626</b> | <b>\$ 104,448,000</b>   | <b>12.62%</b>         | <b>5.60%</b>     | <b>\$ 104,448,000</b>   | <b>12.62%</b>         | <b>7.85%</b>     | <b>100.00%</b>   |
| <b>TOTAL Ad Valorem</b>                           | <b>9,417</b> | <b>\$ 1,863,129,200</b> | <b>15.87%</b>         | <b>99.97%</b>    | <b>\$ 1,329,180,169</b> | <b>9.65%</b>          | <b>99.96%</b>    | <b>71.34%</b>    |
| **Special Acts:                                   |              |                         |                       |                  |                         |                       |                  |                  |
| PILT - Pays Fee                                   | 18           | \$ 50,485,800           | 19.90%                | 2.71%            | \$ 41,344,584           | 31.96%                | 3.11%            | 81.89%           |
| DNR-PILT  | 1            | \$ 308,900              | 51.05%                | 0.02%            | \$ 68,502               | 5.00%                 | 0.01%            | 22.18%           |
| County Land Bank Sale                             | 2            | \$ 269,100              | 160.25%               | 0.01%            | \$ 254,770              | 146.39%               | 0.02%            | 94.67%           |
| <b>TOTAL</b>                                      | <b>21</b>    | <b>\$ 51,063,800</b>    | <b>20.39%</b>         | <b>2.74%</b>     | <b>\$ 41,667,856</b>    | <b>32.28%</b>         | <b>3.13%</b>     | <b>81.60%</b>    |
| Abated:   |              |                         |                       |                  |                         |                       |                  |                  |
| IFT Real Rehab (Full Rate)                        | -            | -                       |                       | 0.00%            | -                       |                       | 0.00%            | 0.00%            |
| IFT Real New (1/2 rate)                           | 2            | \$ 590,700              | -48.46%               | 0.03%            | \$ 532,881              | -23.92%               | 0.04%            | 90.21%           |
| IFT Personal (1/2 rate)                           | 1            | \$ 16,400               | -11.83%               | 0.00%            | \$ 16,400               | -11.83%               | 0.00%            | 100.00%          |
| <b>TOTAL</b>                                      | <b>3</b>     | <b>\$ 607,100</b>       | <b>-47.87%</b>        | <b>0.03%</b>     | <b>\$ 549,281</b>       | <b>-23.61%</b>        | <b>0.04%</b>     | <b>90.48%</b>    |
| <b>Full Rate Equivalent Values Exempt Parcels</b> | <b>200</b>   | <b>\$ 303,550</b>       | <b>-47.87%</b>        | <b>0.02%</b>     | <b>\$ 274,641</b>       | <b>-23.61%</b>        | <b>0.02%</b>     | <b>90.48%</b>    |
| Grand TOTAL of all Classes                        | 9,620        | \$ 1,863,736,300        | 12.85%                | 100.00%          | \$ 1,329,729,450        | 6.86%                 | 100.00%          | 71.35%           |
| Grand Total Equivalent to Full Rate               |              | \$ 1,863,432,750        | 12.87%                | 99.98%           | \$ 1,329,454,810        | 6.87%                 | 99.98%           | 71.34%           |

\*\* Special Acts are included in Ad Valorem totals.

**\$ 3,727,472,600 True Cash Value**

|  |  |  |
|--|--|--|
|  <b>Charter Township of Garfield</b><br><b>Planning Department Report No. 2024-20</b> |  |  |
| Prepared:  | March 19, 2024   | Pages: 7   |
| Meeting:   | March 26, 2024 Township Board                                    | Attachments: <input checked="" type="checkbox"/> |
| Subject:   | Culver Meadows Senior Living Conditional Rezoning – Introduction |  |
| File No.   | Z-2023-04  | Parcel No. 05-030-008-50 and 05-030-008-45       |
| Owner:   | Culver Meadows Senior Living, Inc./Brad Jewett                   |  |
| Applicant:   | Culver Meadows Senior Living, Inc./Brad Jewett                   |  |

**PURPOSE OF APPLICATION:**

This application requests conditional rezoning of Parcels 05-030-008-50 and 05-030-008-45 on N. West Silver Lake Road, totaling roughly 5.14 acres, from R-1 – One-Family Residential to A – Agricultural for use as an adult foster care, large group home and child care center. This request includes utilizing an existing large group home (Culver Meadows Senior Living facility) and building a new large group home and child care center. This application was introduced to the Planning Commission at its meeting on January 10, 2024. A public hearing was held on February 14, 2024. The Planning Commission adopted the Findings of Fact and provided a recommendation of approval to the Township Board at its meeting on March 13, 2024.

**SUBJECT PARCELS:**

Parcel 05-030-008-50 is presently undeveloped open land. Parcel 05-030-008-45 at 1661 N. West Silver Lake Road is currently the site of the Culver Meadows Senior Living facility. The existing Culver Meadows Senior Living facility was approved in 2008 under the previous Zoning Ordinance as a Special Use Permit. The previous Zoning Ordinance had a definition for “Institutions for Human Care” which included adult foster care homes. Since that time, a new Zoning Ordinance was established in 2015 that follows the State of Michigan definitions for adult foster care homes and restricts their application, in conformance with State law, in the Residential zoning districts.

**PROCESS FOR CONDITIONAL REZONING:**

The process for conditional rezoning is described in Section 422 of the Zoning Ordinance. The procedure for approving a conditional rezoning is the same as for a rezoning and includes the following:

- A landowner may voluntarily offer, in writing, conditions relating to the use and/or development of land for which a rezoning is requested.
- The owner’s offer of conditions shall bear a reasonable and rational relationship to the property for which rezoning is requested.
- The offer of conditions may be amended during the process of rezoning consideration, provided that any amended or additional conditions are entered voluntarily by the owner.
- If the Township Board approves the conditional rezoning request and offer of conditions, the offered conditions shall be incorporated into a formal written Statement of Conditions.
- Any failure to comply with a condition contained within the Statement of Conditions shall constitute a violation of this ordinance and be punishable accordingly, including by rezoning of the property to its base zoning classification.

The proposed Statement of Conditions offered by the applicant is attached to this report, included as part of the Conditional Rezoning Agreement. These conditions would limit use of the subject parcels as an adult foster care, large group home with up to 20 residents and a child care center with up to 12 children. In this case, the conditions would apply to the existing large group home, the new large group home, and the new child care center.

*Zoomed-out aerial view of the subject property (highlighted in red):*



**STAFF COMMENT:**

Upon preliminary review of the Master Plan and Future Land Use designation for the subject parcels, context of zoning and future land uses of properties in the surrounding neighborhood, and other factors, Staff offers the following comments regarding this conditional rezoning request:

- The existing Culver Meadows facility was approved as a Special Use Permit in 2008 and is regarded as an existing non-conforming use under the current R-1 – One-Family Residential zoning.
- The subject parcels will be served by the existing Culver Meadows driveway off West Silver Lake Road, a County primary road.
- The requested zoning, A-Agricultural, is considered potentially compatible with the Future Land Use designation of Low Density Residential in the Master Plan.
- Furthermore, one of the Housing implementation goals in the Master Plan states, “Continue to implement zoning incentives such as density bonuses to encourage the development community to include particular housing types in high demand in the Township, such as single-bedroom apartment units and accessible housing options for seniors and individuals with disabilities.” The existing group home use and the proposed uses provide housing options for seniors and individuals with disabilities in an established residential neighborhood.
- The conditions as proposed in this application would apply to only the subject two parcels.
- Parcel 05-030-008-45 is approximately 2.93 acres with a width of 220 feet. This parcel meets the minimum dimensional requirements for both R-1 and A zoning districts. Parcel 05-030-008-50 is approximately 2.21 acres with a width of 100 feet based on an access easement. While the parcel meets the minimum dimensional requirements for the R-1 district, the easement will have to be extended to 110 feet to meet the minimum dimensional requirements for the A-Agricultural district.

**FINDINGS OF FACT:****Section 421.E Approval Criteria of Zoning Map Amendment**

In its review of an application for rezoning, the Township should consider, but is not necessarily limited to, the criteria as defined in § 421.E (1) Master Plan Consistency through § 421.E (8) Other Factors. No single factor is controlling; instead, each must be weighed in relation to the other standards. The Findings of Fact approved by the Planning Commission at its meeting on March 13, 2024 are provided here:

The applicant shall have the burden of justifying the amendment, including identifying specific reasons warranting the amendment, and providing any supporting data and information to address the following:

**1. Master Plan Consistency**

*Rezoning should be consistent with the intent and purpose of the adopted master plan.*

The Planning Commission may consider this standard to be **MET** based on the following reasons:

- The Future Land Use designation for the subject site is Low Density Residential.
- The proposed conditional zoning of A-Agricultural is potentially compatible zoning district according to the Zoning Plan in the Master Plan.
- If the proposed conditional zoning agreement were to expire, the property would revert to its base zoning classification which is R-1 - One-Family Residential.

**2. Adverse Impacts on Neighboring Lands**

*The Township shall consider the nature and degree of an adverse impact upon neighboring lands. Lots shall not be rezoned in a way that is substantially inconsistent with the uses of the surrounding area, whether more or less restrictive. The Township finds and determines that vast acreages of single-use zoning produces uniformity with adverse consequences, such as traffic congestion, air pollution, and social separation. Accordingly, rezoning may promote mixed uses subject to a high degree of design control.*

The Planning Commission may consider this standard to be **MET** based on the following reasons:

- Parcels fronting along West Silver Lake Road are zoned R-1 - One-Family Residential. Larger parcels of undeveloped land to the west of the subject site are zoned R-R - Rural Residential. R-1 and R-R along with A are identified as potentially compatible districts in the Zoning Plan in the Master Plan.
- The subject site is a large parcel located amongst other large parcels that allow for a reasonable buffer between residences.
- The proposed uses, two adult foster care, large group homes and a child care center, complement existing low density residential in the area.
- Access to the subject site will only be from a County primary road.

**3. Suitability as Presently Zoned**

*The Township shall consider the suitability or unsuitability of the tract for its use as presently zoned. This factor, like the others, must often be weighed in relation to the other standards, and instances can exist in which suitably zoned lands may be rezoned upon proof of a real public need, substantially changed conditions in the neighborhood, or to effectuate important goals, objectives, policies, and strategies of the master plan, specification, or this ordinance.*

The Planning Commission may consider this standard to be **MET** based on the following reasons:

- Providing a variety of housing choices remains a Township priority in its Strategic Plan and Master Plan. Mixing a variety of housing types works in planned situations. The proposed adult foster care use addresses a housing need for the community.
- The child care center, while intended to provide child care needs for employees, may also be available for child care needs from around the community.

#### 4. **Changed Conditions**

*The Township shall consider whether any conditions have changed, since the zoning ordinance was adopted, that might justify the amendment.*

The Planning Commission may consider this standard to be **MET** based on the following reasons:

- The existing Culver Meadows facility was approved as a Special Use Permit in 2008. When the Zoning Ordinance was amended in 2015, the facility became an existing non-conforming use under the current R-1 – One-Family Residential zoning. The conditional rezoning request allows for reasonable expansion of the use while addressing the non-conformity.

#### 5. **Health, Safety, and Welfare**

*The ordinance amendment must bear a substantial relationship to the public health, safety, or general welfare, or must protect and preserve historical and cultural places and areas. The rezoning ordinance may be justified, however, if a substantial public need or purpose exists.*

The Planning Commission may consider this standard to be **MET** based on the following reasons:

- The proposed conditional rezoning based on the site development plan will be designed to meet development standards and be of an appropriate scale for the neighborhood.

#### 6. **Public Policy**

*Certain public policies in favor of the rezoning may be considered. Examples include a need for affordable housing, economic development, mixed-use development, or sustainable environmental features, which are consistent with neighborhood, area, or specific plans.*

The Planning Commission may consider this standard to be **MET** based on the following reasons:

- Providing a variety of housing choices remains a Township priority in its Strategic Plan and Master Plan.
- The child care center, while intended to provide child care needs for employees, may also be available for child care needs from around the community.

#### 7. **Size of Tract**

*The Township shall consider the size, shape, and characteristics of the tract in relation to the affected neighboring lands. Ordinance amendments shall generally not rezone a single lot when there have been no intervening changes or other saving characteristics. Proof that a small tract is unsuitable for use as zoned, or that there have been substantial changes in the immediate area, may justify an ordinance amendment.*

The Planning Commission may consider this standard to be **MET** based on the following reasons:

- The subject site is approximately 5.14 acres. The site development plan, as part of the conditional rezoning request, shows the proposed uses have sufficient space to meet all zoning requirements.

#### 8. *Other Factors*

*The Township may consider any other factors relevant to a rezoning application under state law.*

The Planning Commission may consider this standard to be **MET** based on the following reasons:

- The proposed uses will have to meet the requirements of the Zoning Ordinance and as identified in the site development plan.

#### **SITE DEVELOPMENT REQUIREMENTS:**

As part of a Conditional Rezoning application, a site development plan including the information described in Section 956 is required. The following criteria as listed in Section 424.F(1)(a)-(j) of the Zoning Ordinance are offered for consideration by the Planning Commission:

*(a) **Required Information.** All required information shall be provided.*

- Staff has determined the application and site plan to be substantially complete for the purposes of completing this report.

*(b) **Outside Agencies.** All applicable standards of outside agencies shall be met and all required permits and approvals from outside agencies shall be secured, or be made a condition of approval.*

- The applicant is required to comply with all agencies with jurisdiction. Agency approvals that are not received may be made conditions of the site plan approval.

*(c) **Essential Facilities and Services.** Adequate essential facilities and services, including highways, streets, police, fire protection, drainage structures, refuse disposal, water and sewage facilities, and schools, shall be available.*

- The application is expanding an existing group home operation with the construction of a new group home and a future child care center by expanding the existing on-site water and by constructing a new septic system.
- The site is accessed from West Silver Lake Road, a County primary road.
- The site has been used for group residential purposes without overburdening municipal services in the area. The proposed use is not expected to be any more intensive to the point of placing an undue burden on essential facilities and services.

*(d) **Natural Features.** Sensitive natural features, or existing natural features that provide a buffer between adjoining properties, or assist in preserving the general appearance of the neighborhood, or help control soil erosion or stormwater, shall be preserved to the greatest extent possible.*

- The proposed uses build upon an existing development and building pattern on the site at an appropriate scale for a residential area.
- It appears there are some wetlands adjacent or potentially on the subject property. The proposed group home exceeds the wetlands setback requirement. However, the location of the future child care center may not have sufficient wetland setback. Prior to any



construction of the proposed child care center, a wetland delineation shall be completed and verified in accordance with Section 534.

(e) **Site Design.** *All buildings and structures shall be designed, situated, constructed, operated and maintained so as to be harmonious, compatible, and appropriate in appearance, with the existing or intended character of the general vicinity. Site design shall minimize adverse effects upon owners and occupants of adjacent properties and the neighborhood.*

- The proposed uses build upon an existing development and building pattern on the site at an appropriate scale for a residential area.
- The site has an established group home that has been in place for 15 years. The number of occupants is limited to 20 residents for each group home. The child care center will be limited to 12 children.

(f) **Orientation.** *Primary buildings or structures shall be oriented so that their main entrance faces the street upon which the lot fronts. If the development is on a corner lot, the main entrance may be oriented to either street or to the corner.*

- The proposed new buildings will provide their front entrances facing West Silver Lake Road.
- The proposed new uses will rely on the existing driveway entrance to the Culver Meadows Senior Living facility.

(g) **Vehicle and Pedestrian Systems.** *The development, where possible, shall provide vehicular and pedestrian circulation systems which reflect and extend the pattern of streets, pedestrian and bicycle ways in the area. A proper relationship between existing and proposed roadways and parking areas shall be demonstrated, and the safety and convenience of pedestrian and vehicular traffic shall be assured. Travelways which connect and serve adjacent development shall be designed appropriately to carry the projected traffic.*

- The proposed new uses will rely on the existing driveway entrance to the Culver Meadows Senior Living facility.
- New parking areas will work with the existing site circulation patterns.
- In this area of the Township, the Non-Motorized Plan identifies bike lanes along West Silver Lake Road.

(h) **Shared Drives.** *Where the opportunity exists, developments shall use shared drives. Unnecessary curb cuts shall not be permitted.*

- The proposed new uses will rely on the existing driveway entrance to the Culver Meadows Senior Living facility. No new curb cuts are proposed.

(i) **Impervious Surfaces.** *The amount of impervious surface has been limited on the site to the extent practical.*

- The proposed parking and site circulation meets the minimum requirements and does not propose excessive impervious surface areas.

(j) **Master Plan.** *The proposal is not in conflict with the land use policies, goals and objectives of the Township Master Plan.*

- The proposal fits with the Master Plan which envisions a wider range of housing options for residents in an established residential area.
- The orientation for the development remains focused on a County primary road and does not impede or interfere with established single family residential areas.

**ACTION REQUESTED:**

This item is being placed on the agenda to introduce the application and schedule it for a public hearing. If the Board is prepared to accept the application and schedule it for a public hearing, then the following motion is suggested:

MOTION THAT application Z-2023-04 BE SCHEDULED for public hearing for the Township Board meeting to be held on April 23, 2024.

## Charter Township of Garfield

## Engineering Report / Construction Update

March 20, 2024

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

Status below:

Division I: Tank was officially placed online in September 2019 and project is closed out

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

Division III: Booster Station / Mechanical Upgrade design is 75% complete and expected to be finalized in 2023 for permitting and bids. Project has been on hold due to high bid prices / volatile market. Upon completion, the abandonment of three (3) booster station will occur, area overall will experience 5-10 psi increase in pressure and west side of town will be serviced from the new tank rather than directly from the city.

Township board approved GFA contract to provide design, permitting and construction / installation of PRV. Project was recently bid and based upon pricing the Board approved to pursue only Cedar Run PRV replacement / booster station abandonment at this time. PRV has been delivered and installed along with abandonment of 2 booster stations. Water fed to Munson area along Cedar Run is provided by the Cedar Run tank without disruption and more consistent flows observed (less spikes). Project is done and closed out

**McCrae PRV: US31 / 37 Water Pressure Issues**

This area historically experiences low pressure and fire suppression difficulties, specifically Cracker Barrel / Sam's Club. Water that services this area is from McCrea groundwater tank which services the US31/ 37 corridor by gravity and controlled by Pressure Control Valves to maintain pressures less than 80 psi. McCrea PRV has been proposed to be relocated to address this pocket of low pressure in past water studies and capital improvement plans. Project is on hold due to high bid price received

**Stone Ridge PRV Replacement**

The PRV located on Silverlake Road that services the Stoneridge Subdivision is one of the oldest and subject to frequent flooding / maintenance. The station is at its life expectancy and in need of replacement as identified both by the DPW and Township Capitol Improvement Plans. It was the original intent to include this project construction with the McCrae PRV replacement to optimize cost with a single contractor however project was placed on hold last year due to high prices. Recently DPW noted priority of this station with additional maintenance needed and safety concerns. Project was recently rebid and Elmers awarded the contract. Working with them on contracts and shop drawings. Project slated to start this fall (waiting on equipment)

\*Recent update the existing watermain north of the Stoneridge PRV along Silverlake by YMCA has been leaking. Excavation and repairs indicated signs of pipe failure because of heavy / wet soils and concerns with future leaks are possible. Recommendation for watermain replacement (Plastic C900) in the future.

### **Tank Inspection**

GFA is assisting the DPW with required maintenance of the water storage tanks located on McCrae, Cedar Run, Birmley and Heritage. Routine inspection is required every 5 years as mandated by EGLE. GFA will be responsible for coordinating with the inspection company, monitoring operations during the inspection and providing a report to the Township and DPW related to findings. McCrae / Cedar Tanks inspections have been completed with no major issues noted. Final report received and on file. Copy also sent to EGLE for their files

### **Birmley Tank Mixer**

GFA assisted with review and implementation of some operation improvements to the existing elevated tank in Birmley Hills Estate Subdivision to improve pressures. These changes required raising the operating range of water levels in the tank which by doing so reducing proper mixing of the water. The board and DPW approved moving forward with the install and unit has been ordered.

### **Sewer Projects**

#### **SAW Grant – US 31 Siphon Flow Monitoring**

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

#### **NW Silver Lake Sewer Extension**

Recently interest (from Franciscos) to extend sanitary sewer along NW Silverlake Road was requested by property owners. Project has designed, permitted and bid opening was held last month with no interest. Project is currently out for rebid to allow for spring / summer 2024 construction. Project was rebid and Molon awarded the contract. Currently working with them on contracts and shop drawings. Project intended to start April 5<sup>th</sup> and GFA to provide full time inspection.

#### **Birmley Estates**

GFA completed flow monitoring in this area and submitted results to Twp and EGLE. There is a limited pipe section from Northern Star Drive to Garfield that based upon flow monitored demonstrated is has

adequate capacity to meet existing some future growth in the area. No improvements needed at this time.

## **General Utilities**

### **Sewer / Water City Contracts**

GFA, DPW and Township continue to monitor flows and contractual terms with the City which is currently set at 5 MGD. In the upcoming future negotiations will be initiated to discuss terms of the 1987 contract.

### **Water Reliability Study**

GFA completed the last study in 2012 and are to be completed every 5 years. GFA had requested a time extension from DEQ awaiting completion of work on Northwest side of town. With growth and interest to extend system to Olesons / Meadowlane and need for tank to service Traditions, EGLE has requested GFA complete a mini study for each service area (there are 5). This would include flow data and capacity assessment of existing infrastructure. The Township recently approved the EGLE DWRP Engineering report which will include completing the water study and was submitted to EGLE for funding consideration on June 1, 2023. Scoring was recently released (DRAFT) with over 200 communities making application. The Township received a score of 45 out of 100. Final award information to be forthcoming in September.

### **GIS Mapping**

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

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

### **Water Service Expansion**

Southwest Part of Township: Olesons Development have initiated and expressed an interest to partner to facilitate the extension of municipal watermain to service the respective developments. GFA has prepared budgetary cost estimates for various options to provide access to water service to the southwest side of the township which currently does not exist (terminates at McCrae / US-37. GFA and Township staff have been working on cost sharing options and has been meeting with developers on ability to collaborate on project to extend Garfield infrastructure to provide both domestic and fire. Based upon recent meetings with developer and Township, there is a verbal commitment from Developer to fund the extension of the watermain whereas the Township will fund the booster station as a CIP project since it is deemed a public benefit to the entire water system. Formal commitment was in your board packet and approved in November 2023. GFA will coordinate and prepare a contract for the booster station and have in your packet for approval in early 2024.

## **Capital Improvement Projects**

GFA continues working on capital improvement list and submitted an updated CIP for both utilities and park projects to the Planning Department last month. The list will be utilized to assist the Planning Commission and Township Board with prioritizing projects and for soliciting infrastructure funding that is upcoming, as applicable. Township recently submitted to EGLE for DWSRF grant for water infrastructure but do to number of applicants was not funded. GFA will be resubmitting for 2025.

## **II. Parks & Recreation**

### **East River Park – Capital Improvements**

GFA worked Township staff on preparing a conceptual plan and budgetary cost estimates for discussion purposes at upcoming Park and Rec Meeting. Amenities proposed include trail, dog parks, parking lot, pavilion, signage and seating areas. GFA recently had an onsite meeting to review project scope and costs based upon the adopted 2023 budget providing some funds to implement some improvements. A proposal was submitted to the Township and was approved to proceed with the phase 3 of this project including sidewalk and bathroom. Phase I and II have been completed and GFA has been approved to proceed with Phase III. Phase III is complete however based upon feedback from Park / Rec and Township Board additional amenities including water fountains are to be added. GFA updated overall cost estimate and conceptual drawing to show existing and future phases. Project bids were solicited early march and the board approved AJs as the low bidder. The board also approved to purchase the bathroom directly to expedite delivery. Project to be completed this fall

### **Copper Ridge – Trailhead Parking**

GFA is working with Township staff on some conceptual layouts to provide additional overflow parking. Work includes locations, impacts to storm and accessibility and budgetary cost estimates.

### **GT Commons – North Trail**

The Township was awarded a Trust Fund Grant recently and requested GFA to assist with the design, permitting and construction of the project. We are excited for the opportunity and included in your board packet is our proposal for consideration.

## **Utility Plan Reviews**

### **Windy Hills (60 Acre Herkner Parcel) – Phase II**

GFA has completed a 3<sup>rd</sup> review and after receipt of another plan submission recently. GFA to provide oversight with fulltime inspection to be provided by applicant.

**Ashland Park - Phase 2 & 3** Plan review has been completed by GFA and in receipt of all EGLE permits. GFA will be providing as needed construction oversight. Watermain to storage units have been installed

and inspected by GFA. We are awaiting closeout documents for this portion before recommending approval to accept.

#### **Fox Run**

Plans have been approved and am in receipt of all DEQ permits. GFA will be providing as needed construction oversight. Some challenges to access connection to existing gravity sewer have presented themselves and worked with developer / DPW to provide connection. A preconstruction meeting was held in 2022 and project was intended to start soon, no update as of current.

#### **Chelsea Park West – Phase II**

Plans have been approved and am in receipt of all EGLE permits. GFA will be providing as needed construction oversight.

#### **BATA Facility / TCHC**

All permits have been issued and project construction is complete. All onsite and offsite utility for BATA have been installed and GFA is currently working on closeout paperwork and punchlist items with developer. GFA is in receipt of a site plan amendment for TCHC and recently completed a review for utility / sw compliance.

#### **Marengo 31**

Amended plans have been submitted and GFA is reviewing for both SW and utilities. Once received GFA will assist with EGLE permitting . GFA will provide full time inspection with work to begin when notified.

#### **Ridges at 45 – Phase V**

All permits have been issued and project construction is complete. All infrastructure has been installed and GFA is currently working on closeout paperwork and punchlist items with developer.

#### **Britten, New Buildings (Cass Road)**

Project is complete with GFA providing fulltime construction oversight. Currently working on closeout paperwork

#### **Birmley Hills Condo**

Project is complete with GFA providing fulltime construction oversight. Currently working on closeout paperwork

#### **Birmley Meadows**

EGLE Permits have been issued and construction started in September. GFA is providing full time inspection and project is almost complete and working on closeout documents.

### **Villages at Garfield**

GFA has completed a 2nd review of the plans related to water main and sewer extension to service development. GFA just received updated plans and then will process for EGLE permits.

### **TCAPS Watermain Relocation**

Project is complete with GFA providing fulltime construction oversight. Currently working on closeout paperwork



## 2023 – 2024 Storm Water & Private Road Plan Reviews

**\*list represents those still outstanding / not approved**

|  |  |
|--|--|
| Unit C Addition - Machin Properties                                  | Initial review email sent 2/6/23 - PROJECT CANCELLED   |
| Sunbelt Rentals  | Initial review email sent 2/15/23, Final letter sent 5/10/23 - DONE, Cursory letter 6/12                 |
| Seven Brews - US 31  | Conditional approval per letter. Field verifications required - Verification completed 8/28 ltr sent 9/6 |
| Chelsea Park West Bldg 9 and 10                                      | Review letter sent out 3/30/23 - DONE  |
| 1712 S Garfield Rd - (StoneField, Cherryland Mall)                   | SW Review letter sent 3/8/23. Cursory review remains -DONE   |
| Pine Grove - (Crain Engineering LLC)                                 | Initial review sent 3/21   |
| UPS  | Review letter sent 4/7/23, Final review sent 5/5/23- add curves, Curves attend 5/8/23- DONE              |
| Unit 31 HIC Drayton Builders   | Final letter sent 5/2/23 - DONE  |
| Morgan Farms   | Initial email sent 5/22/23, Follow up RFI email sent to JH on 5/25, DL review 6/8, Final letter out 7/6  |
| Cedar Run Annex Sidewalk   | Phone calls and emails on 8/21 to responded to 8/16 RFI . No grades on plans to review.                  |
| Brimely Meadows Site Condo   | RS draft review 6/1, MWM sent CM comments on 7/11  |
| French Manor II  | Initial grading review approved 6/5 per email, Final letter out 6/22/23                                  |
| Creekside Church   | Letter sent 7/14 - DONE  |
| Bish's RV  | Initial review sent 7/24, received info 8/4- <b>Application was removed in review</b>                    |
| Boon   |  |
| 1661 Lake Drive Driveway   | Plans received on 7/26, initial review sent 8/2  |
| Village at Garfield: Findings of Fact and Utility/SW Plan Review Set | Initial review by AB on 8/4 for MM QA. Sent out 8/14. Done   |
| Ridge 45   | Waiting on calcs from SJ. Calcs received: Done   |
| Atomic Properties (Paving Review)                                    | Conditional approval per letter 11/22/2023.  |
| K1 Speed   | AB initial review not sent to client, Req for info on 11/15, final letter 11/29                          |
| 1353 Lake Rd   | Initial review completed 11/13, Final letter out 11/15   |
| TBD - TC Symphan   | Waiting on Application   |
| TCHC / BATA Housing minor amendment                                  | Final letter sent 1/12/2023 approving changes  |
| Marengo  | Waiting on Application   |



# Garfield Township Responses

## February 2024

| Nature of Call                               | GT-Garfield | Total      |
|--|-------------|------------|
| 10-Chest Pain (Non-Traumatic)                | 19          | 19         |
| 12-Convulsions/Seizures                      | 6           | 6          |
| 13-Diabetic Problems                         | 2           | 2          |
| 15-Electrocution /Lightning                  | 2           | 2          |
| 17-Falls                                     | 91          | 91         |
| 18-Headache                                  | 2           | 2          |
| 19-Heart Problems / A.I.C.D.                 | 10          | 10         |
| 1-Abdominal Pain/Problems                    | 12          | 12         |
| 20-Heat/Cold Exposure                        | 2           | 2          |
| 21-Hemorrhage/Lacerations                    | 10          | 10         |
| 23-Overdose / Poisoning (Ingestion)          | 3           | 3          |
| 24-Pregnancy/Childbirth/Miscarriage          | 1           | 1          |
| 25-Psychiatric/ Abnormal Behavior/Suicide At | 3           | 3          |
| 26-Sick Person (Specific Diagnosis)          | 60          | 60         |
| 28-Stroke (CVA)                              | 6           | 6          |
| 29-Traffic/Transportation/Accidents          | 14          | 14         |
| 2-Allergies (Reactions)/Envenomations (Sting | 2           | 2          |
| 30-Traumatic Injuries (Specific)             | 1           | 1          |
| 31-Unconscious/Fainting (Near)               | 20          | 20         |
| 32-Unknown Problem (Man Down)                | 16          | 16         |
| 4-Assault/Sexual Assault                     | 2           | 2          |
| 5-Back Pain (Non-traumatic or Non Recent Tra | 7           | 7          |
| 6-Breathing Problems                         | 22          | 22         |
| 7-Burns (Scalds) /Explosion                  | 2           | 2          |
| 9-Cardiac or Respiratory Arrest/Death        | 2           | 2          |
| <b>Total</b>                                 | <b>317</b>  | <b>317</b> |

| Call Disposition | GT-Garfield | Total      |
|------------------|-------------|------------|
| Transport        | 217         | 217        |
| Refusal          | 31          | 31         |
| Cancelled        | 69          | 69         |
| <b>Total</b>     | <b>317</b>  | <b>317</b> |

| Response Priority | GT-Garfield | Total      |
|-------------------|-------------|------------|
| P-1 Emergency ALS | 109         | 109        |
| P-2 Emergency BLS | 118         | 118        |
| P-3 Non-Emergent  | 88          | 88         |
| P-18 Stage        | 2           | 2          |
| <b>Total</b>      | <b>317</b>  | <b>317</b> |

## Garfield Response Times February 2024



### P-1 Life Threatening Emergency

| Response Time Minutes | Call Count | Cumulative Call Count | Percentage | Cumulative Percentage |
|-----------------------|------------|-----------------------|------------|-----------------------|
| 00:00 - 00:59         | 10         | 10                    | 4.17%      | 4.17 %                |
| 01:00 - 01:59         | 8          | 18                    | 3.33%      | 7.50 %                |
| 02:00 - 02:59         | 19         | 37                    | 7.92%      | 15.42 %               |
| 03:00 - 03:59         | 20         | 57                    | 8.33%      | 23.75 %               |
| 04:00 - 04:59         | 41         | 98                    | 17.08%     | 40.83 %               |
| 05:00 - 05:59         | 31         | 129                   | 12.92%     | 53.75 %               |
| 06:00 - 06:59         | 40         | 169                   | 16.67%     | 70.42 %               |
| 07:00 - 07:59         | 21         | 190                   | 8.75%      | 79.17 %               |
| 08:00 - 08:59         | 14         | 204                   | 5.83%      | 85.00 %               |
| 09:00 - 09:59         | 17         | 221                   | 7.08%      | 92.08 %               |
| 10:00 - 10:59         | 2          | 223                   | 0.83%      | 92.92 %               |
| 12:00 - 12:59         | 5          | 228                   | 2.08%      | 95.00 %               |
| 13:00 - 13:59         | 2          | 230                   | 0.83%      | 95.83 %               |
| 15:00 and up          | 10         | 240                   | 4.17%      | 100.00 %              |

### P-2 Emergency No Lights

| Response Time Minutes | Call Count | Cumulative Call Count | Percentage | Cumulative Percentage |
|-----------------------|------------|-----------------------|------------|-----------------------|
| 00:00 - 00:59         | 2          | 2                     | 0.86%      | 0.86 %                |
| 01:00 - 01:59         | 2          | 4                     | 0.86%      | 1.72 %                |
| 02:00 - 02:59         | 14         | 18                    | 6.03%      | 7.76 %                |
| 03:00 - 03:59         | 21         | 39                    | 9.05%      | 16.81 %               |
| 04:00 - 04:59         | 36         | 75                    | 15.52%     | 32.33 %               |
| 05:00 - 05:59         | 25         | 100                   | 10.78%     | 43.10 %               |
| 06:00 - 06:59         | 34         | 134                   | 14.66%     | 57.76 %               |
| 07:00 - 07:59         | 17         | 151                   | 7.33%      | 65.09 %               |
| 08:00 - 08:59         | 36         | 187                   | 15.52%     | 80.60 %               |
| 09:00 - 09:59         | 13         | 200                   | 5.60%      | 86.21 %               |
| 10:00 - 10:59         | 15         | 215                   | 6.47%      | 92.67 %               |
| 11:00 - 11:59         | 4          | 219                   | 1.72%      | 94.40 %               |
| 13:00 - 13:59         | 4          | 223                   | 1.72%      | 96.12 %               |
| 15:00 and up          | 9          | 232                   | 3.88%      | 100.00 %              |

### P-3 Downgrade (No Lts/Sirens)

| Response Time Minutes | Call Count | Cumulative Call Count | Percentage | Cumulative Percentage |
|-----------------------|------------|-----------------------|------------|-----------------------|
| 00:00 - 00:59         | 2          | 2                     | 1.13%      | 1.13 %                |
| 01:00 - 01:59         | 4          | 6                     | 2.26%      | 3.39 %                |
| 03:00 - 03:59         | 8          | 14                    | 4.52%      | 7.91 %                |
| 04:00 - 04:59         | 16         | 30                    | 9.04%      | 16.95 %               |
| 05:00 - 05:59         | 21         | 51                    | 11.86%     | 28.81 %               |
| 06:00 - 06:59         | 24         | 75                    | 13.56%     | 42.37 %               |
| 07:00 - 07:59         | 32         | 107                   | 18.08%     | 60.45 %               |
| 08:00 - 08:59         | 24         | 131                   | 13.56%     | 74.01 %               |
| 09:00 - 09:59         | 12         | 143                   | 6.78%      | 80.79 %               |
| 10:00 - 10:59         | 12         | 155                   | 6.78%      | 87.57 %               |
| 11:00 - 11:59         | 11         | 166                   | 6.21%      | 93.79 %               |
| 12:00 - 12:59         | 3          | 169                   | 1.69%      | 95.48 %               |
| 13:00 - 13:59         | 6          | 175                   | 3.39%      | 98.87 %               |
| 15:00 and up          | 2          | 177                   | 1.13%      | 100.00 %              |

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

**RESOLUTION 2024-07-T**

**RESOLUTION CREATING A TOWNSHIP MANAGER POSITION**

**WHEREAS** the Charter Township of Garfield continues to experience population growth and increasing development; and

**WHEREAS** such trends require the Township to provide and manage additional services; and

**WHEREAS** the Township desires to provide the most efficient, effective, and sustainable local government; and

**WHEREAS** the council-manager form of government is the fastest growing form of government in the United States today and is used by more cities, villages, townships, and counties than any other form; and

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

**THAT** the Garfield Township Board is committed to hiring the most qualified individual to maintain the values of the board and ultimately the citizens of Garfield Charter Township. We will begin the process of finding and hiring a professional manager to assume the executive duties of the township and enforce the policies and ordinances adopted by the Township Board.

Moved:

Supported:

Ayes:

Nays:

Absent and Excused:

RESOLUTION 2024-07-T DECLARED ADOPTED.

By:

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

**CERTIFICATE**

I, Lanie Mc Manus, 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 26th day of March, 2024.

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

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

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

**RESOLUTION 2024-07-T**

**RESOLUTION CREATING A TOWNSHIP MANAGER POSITION**

**WHEREAS** the Charter Township of Garfield continues to experience population growth and increasing development; and

**WHEREAS** such trends require the Township to provide and manage additional services; and

**WHEREAS** the Township desires to provide the most efficient, effective, and sustainable local government; and

**WHEREAS** the council-manager form of government is the fastest growing form of government in the United States today and is used by more cities, villages, townships, and counties than any other form; and

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

**THAT** the Garfield Township Board is committed to hiring the most qualified individual to maintain the values of the board and ultimately the citizens of Garfield Charter Township. We will begin the process of finding and hiring a professional manager to assume the executive duties of the township and enforce the policies and ordinances adopted by the Township Board.

Moved:

Supported:

Ayes:

Nays:

Absent and Excused:

RESOLUTION DECLARED ADOPTED.

By:

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

**CERTIFICATE**

I, Lanie Mc Manus, 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 26th day of March, 2024.

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

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

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

**RESOLUTION #2024-06-T**

**RESOLUTION ADOPTING TOWNSHIP SUPERVISOR'S SALARY AND  
ESTABLISHING THE POSITION AS "PART TIME"**

**WHEREAS**, according to MCL 41.95(3), the salary of the officers composing the Township Board shall be determined by the Township Board; and

**WHEREAS**, the Charter Township of Garfield Board deems that the elected position of Township Supervisor be established as a "part-time" role with duties consisting of the following, with the duties in MCL 42.10 to be appointed to a township manager:

- Moderating board and annual meetings
- Chief Assessing Officer
- Secretary to board of review
- Township's legal agent
- Maintains records of supervisor's office
- Responsible for allocation of Board budget
- Develops township budget
- Recommends appointments for board or commission members
- May call special meetings
- May appoint a deputy

**WHEREAS**, the Charter Township of Garfield Board deems that an adjustment in the salary of the office of Township Supervisor is warranted in consideration of the changes to the administrative role of Supervisor to "part-time" status.

**NOW, THEREFORE, BE IT RESOLVED**, that effective as of November 20, 2024, the establishment of the "part time" status of the elected position and salary of the office of Township Supervisor shall be as follows:

\$680.00 per month with an additional \$275.00 per Town Board Meeting and \$125.00 for assigned meetings, including Personnel, Joint Recreational Authority, Fire Board, Parks and Recreation Commission, Special Board Meetings, and Study Sessions. For attending all other non decision-making meetings for the benefit of the Township the supervisor will receive \$50.00. \$100.00 per day for training or classes needed.

Moved:

Supported:

Ayes:

Nays:

Absent and Excused:

RESOLUTION 2024-06-T DECLARED ADOPTED.

By:

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

**CERTIFICATE**

I, Lanie McManus, Clerk of the Charter Township of Garfield, do hereby certify that the above is a true and correct copy of a Resolution which was adopted by the Township Board of the Charter Township of Garfield on the 26th day of March, 2024.

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

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

## Part Time Supervisor Salary and Approximate Compensation

Supervisor's Salary Hourly Wage \$ 45.67

### Salary

| Statutory Duty                               | Description                                     | Calculation   | \$ Amount          |
|--|---|---|--------------------|
| Chief Assessing Officer                      | MTT and Misc. Consulting with Assessor          | 10 hours annually * \$45.67                                   | \$ 456.70          |
| Secretary to Board of Review                 | March Organizational Meeting, July, and Dec BOR | March 12 hrs., July 2 hrs., Dec 2 hrs. = 16 hrs./year * 45.67 | \$ 730.72          |
| Township's Legal Agent                       | Legal Issues/ Contacting Twp Attorney           | 2 Hrs./Mo = 24 hrs./year* \$45.67                             | \$ 1,096.08        |
| Maintains Records of the Supervisor's Office | Oversight of Staff Maintaining Records          | 5 Hrs./year* \$45.67  | \$ 228.35          |
| Responsible for Allocation of Board Budget   | Oversight of Managing Budget with Clerk         | 5 Hrs./year* \$45.67  | \$ 228.35          |
| Develops Township Budget                     | Develop w/Clerk, Treas. & Manager 5 hrs.        | 5 Hrs./year * \$45.67   | \$ 228.35          |
| Appoints Some Board or Commission Members    | Reviews Applications / Monitors Terms           | 2 Hrs./year * \$45.67   | \$ 91.34           |
|  | <b>Total Extra Salary for Statutory Duties</b>  |   | <b>\$ 3,059.89</b> |
|  | <b>Trustees Yearly Salary</b>                   |   | <b>\$ 5,100.00</b> |
|  | <b>Total Salary Per Year</b>                    |   | <b>\$ 8,159.89</b> |

### Per Diem Town Board Meeting

|                                      |                                    |             |                    |
|--------------------------------------|------------------------------------|-------------|--------------------|
| Moderates Board and Annual Meetings  | Extra \$25 per meeting to moderate | \$ 25.00    |                    |
| Trustees Rate per Town Board Meeting | \$250 per meeting                  | \$ 250.00   | Approx. # Per Year |
|                                      | Total Per Town Board Meeting       | \$ 275.00   | 26                 |
|                                      |                                    | \$ 7,150.00 |                    |

### Per Diem Assigned Meetings

|                                    |   |             |                    |
|------------------------------------|---|-------------|--------------------|
| Trustees Rate per Assigned Meeting | \$125 per meeting (Examples: Metro, study sessions, special board meetings, ect...) | \$ 125.00   | Approx. # Per Year |
|                                    |   | \$ 4,500.00 | 36                 |

### Per Diem Non Decision Making Meeting

|   |   |           |                    |
|---|---|-----------|--------------------|
| Trustees Rate per Non Decision Making Meeting | \$50 per meeting (Example: MTA Luncheons, building committee, ect...) | \$ 50.00  | Approx. # Per Year |
|   |   | \$ 600.00 | 12                 |

### Per Diem Educational Meetings

|                                       |  |             |                    |
|---------------------------------------|--|-------------|--------------------|
| Trustees Rate per Educational Meeting | \$100 per day for training or classes needed | \$ 100.00   | Approx. # Per Year |
|                                       |  | \$ 2,400.00 | 24                 |

**Approximate Yearly Compensation:**

**\$ 22,809.89**

**Figures for Resolution**





## Gauthier Project Discussion



8.a.

## GAUTHIER SITE: 154 MULTIFAMILY UNITS

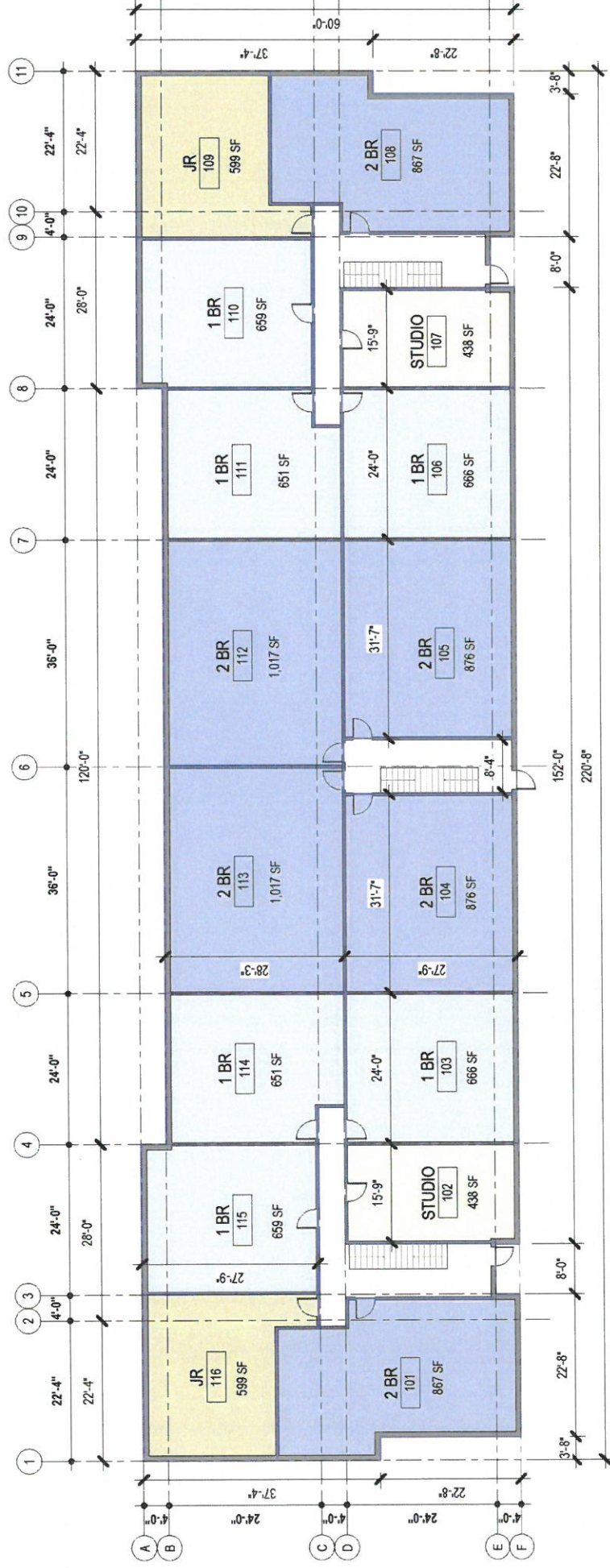
***Keel Capital ("Keel") has done extensive work in preparation of investing \$40 million in Garfield Township to deliver 154 multifamily units along the US-31 corridor***

- To date, Keel Capital has worked with local partners and our architect to evaluate the development of the Gauthier site
  - Engineering firm: Gosling Czubak, Traverse City
  - General Contractor: Cunningham-Limp, Traverse City
  - Architect: Form6 Design, Washington DC
- We remain incredibly excited about this project given its direct access to US-31, location within Garfield Township and the ability to deliver much needed work-force market rate housing
- We have had extensive discussions and diligence calls with our project partners to navigate challenging terrain and wetlands to develop 4 attractive buildings on a great property for a total of 154 housing units
- However, the development team faces challenges to fund this project at a reasonable return. The primary challenges are the hard costs of construction and higher interest rates
  - Our project is efficiently designed to minimize the cost psft, but all-in the project is approximately \$360 psft
  - This project cost compares to similar down state projects in development at approximately \$260 psft
- Keel Capital is looking forward to working with Garfield Township and the Brownfield Authority to evaluate the new Brownfield legislation available to Michigan municipalities



# CONCEPTUAL FLOORPLAN LAYOUT

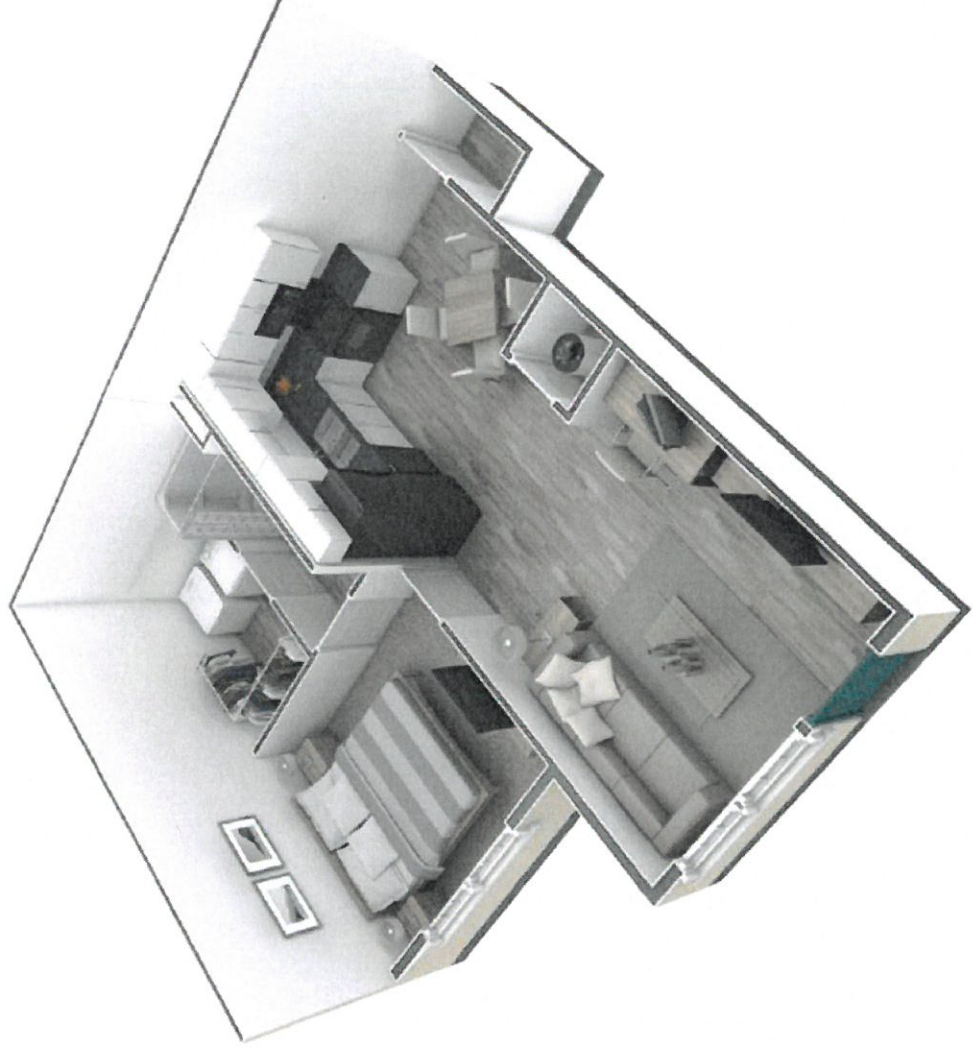
- Each building will feature the same layout on every floor with a mix of studio, 1-BR and 2-BR apartment homes
- The variety in unit types will allow the project to serve several different renter cohorts including starting out singles, roommates by choice, DINKs (double income, no kids) and young families
- Buildings 1 and 2 will be two stories, while buildings 3 and 4 will be three stories



# PROJECT FINISHES AND AMENITIES

*Keel Capital will develop a high-quality, amenitized, market-rate apartment project*

- LVP/LVT flooring throughout living areas
- Quartz counter-tops and stainless steel appliances
- Steel and brass finished appliances
- Indoor amenity space including a fitness center, dedicated co-working space and a clubroom with a full kitchen and entertainment area
- Outdoor amenity area featuring grilling stations, fire pits and a covered dining area
- Hardscaping and landscaping in style with northern MI environment



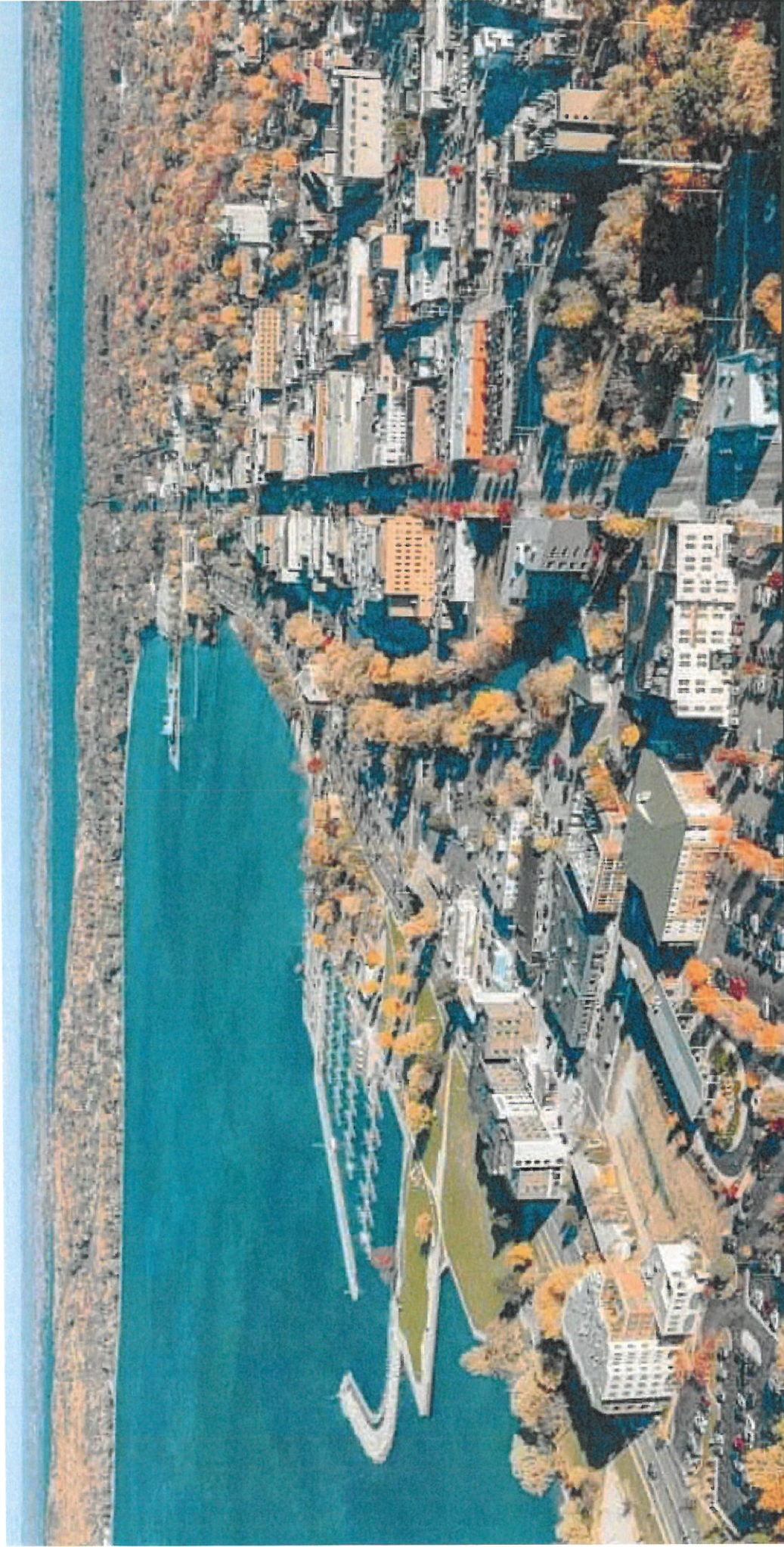
# CONCEPTUAL ELEVATIONS



**Front Elevation**  
SCALE 1/8"=1'-0"



**Rear Elevation**  
SCALE 1/8"=1'-0"



## Project Financials



# PROJECT UNIT RENTS

*Rents are based on comparable, high-quality, market-rate rents*

| INCOME RESIDENTIAL TENANTS |            |       |         |                   |                          |                     |                        |                  |              |                      |
|----------------------------|------------|-------|---------|-------------------|--------------------------|---------------------|------------------------|------------------|--------------|----------------------|
| Unit Type                  | # Units    | Baths | Sq. Ft. | Mo. Rent          | Gross Ann. Income        | Vacancy Loss        | Net Ann. Income        | Rentable Sq. Ft. | Rent/Sq. Ft. |                      |
| 2-bdr                      | 10         | 2.0   | 796     | \$1,500           | \$180,000                | (\$9,000)           | \$171,000              | 7,960            | \$1.88       |                      |
| Studio                     | 10         | 1.0   | 405     | \$1,150           | \$138,000                | (\$6,900)           | \$131,100              | 4,050            | \$2.84       |                      |
| 1-bdr                      | 10         | 1.0   | 627     | \$1,375           | \$165,000                | (\$8,250)           | \$156,750              | 6,270            | \$2.19       |                      |
| 2-bdr                      | 10         | 2.0   | 829     | \$1,500           | \$180,000                | (\$9,000)           | \$171,000              | 8,290            | \$1.81       |                      |
| 2-bdr                      | 8          | 2.0   | 829     | \$1,500           | \$144,000                | (\$7,200)           | \$136,800              | 6,632            | \$1.81       |                      |
| 1-bdr                      | 8          | 1.0   | 627     | \$1,375           | \$132,000                | (\$6,600)           | \$125,400              | 5,016            | \$2.19       |                      |
| Studio                     | 10         | 1.0   | 405     | \$1,150           | \$138,000                | (\$6,900)           | \$131,100              | 4,050            | \$2.84       |                      |
| 2-bdr                      | 10         | 2.0   | 796     | \$1,500           | \$180,000                | (\$9,000)           | \$171,000              | 7,960            | \$1.88       |                      |
| 1-bdr                      | 8          | 1.0   | 545     | \$1,150           | \$110,400                | (\$5,520)           | \$104,880              | 4,360            | \$2.11       |                      |
| 1-bdr                      | 10         | 1.0   | 618     | \$1,375           | \$165,000                | (\$8,250)           | \$156,750              | 6,180            | \$2.22       |                      |
| 1-bdr                      | 10         | 1.0   | 611     | \$1,375           | \$165,000                | (\$8,250)           | \$156,750              | 6,110            | \$2.25       |                      |
| 2-bdr                      | 10         | 2.0   | 964     | \$1,600           | \$192,000                | (\$9,600)           | \$182,400              | 9,640            | \$1.66       |                      |
| 2-bdr                      | 10         | 2.0   | 964     | \$1,600           | \$192,000                | (\$9,600)           | \$182,400              | 9,640            | \$1.66       |                      |
| 1-bdr                      | 10         | 1.0   | 611     | \$1,375           | \$165,000                | (\$8,250)           | \$156,750              | 6,110            | \$2.25       |                      |
| 1-bdr                      | 10         | 1.0   | 618     | \$1,375           | \$165,000                | (\$8,250)           | \$156,750              | 6,180            | \$2.22       |                      |
| 1-bdr                      | 10         | 1.0   | 545     | \$1,150           | \$138,000                | (\$6,900)           | \$131,100              | 5,450            | \$2.11       |                      |
|                            |            |       |         |                   | \$0                      | \$0                 | \$0                    | 0                | \$0.00       |                      |
|                            |            |       |         |                   | \$0                      | \$0                 | \$0                    | 0                | \$0.00       |                      |
| <b>Common Area</b>         |            |       | 4,000   |                   |                          |                     |                        |                  |              |                      |
| <b>Income Source</b>       |            |       |         | <b>Mo. Income</b> | <b>Gross Ann. Income</b> | <b>Vacancy Loss</b> | <b>Net Ann. Income</b> |                  |              |                      |
| Other                      |            |       |         | \$12,352          | \$148,225                | (\$7,411)           | \$140,814              |                  |              |                      |
| Other                      |            |       |         | \$10,973          | \$131,670                | (\$6,584)           | \$125,087              |                  |              |                      |
| Other                      |            |       |         | \$11,685          | \$140,217                | (\$7,011)           | \$133,206              |                  |              |                      |
| Other                      |            |       |         | \$531             | \$6,374                  | (\$319)             | \$6,055                |                  |              | Average rent/sq. ft. |
| <b>TOTAL UNITS:</b>        | <b>154</b> |       |         |                   | <b>\$2,975,886</b>       | <b>(\$148,794)</b>  | <b>\$2,827,091</b>     | <b>103,898</b>   |              | <b>\$2.04</b>        |

Note: Project underwritten rents based on market comparables



# COMPARABLE PROJECT RENTS

- Chelsea Park West, located at 2054 Essex View Drive (less than 2 miles from our site) is a high quality apartment delivered in 2020. Our project rents are based on these rent comparables as provided by CoStar Report (independent data provider)

## 2054 Essex View Dr - Chelsea Park West

Traverse City, Michigan - Michigan Northwest Area Neighborhood



| PROPERTY            | 240              | PROPERTY MANAGER         |
|---------------------|------------------|--------------------------|
| No. of Units        | 240              | Rock - Chelsea Park West |
| Stories             | 3                | (231) 222-5050           |
| Avg. Unit Size      | 923 SF           |                          |
| Type                | Apartments - All |                          |
| Rent Type           | Market           |                          |
| Year Built          | Nov 2020         | OWNER                    |
| Parking             | -                | Rock Companies           |
| Distance to Transit | -                |                          |

- Our project average unit size is smaller than Chelsea Park West which we believe will appeal to a white-collar professional demographic
- Given our target market, our unit sizes are smaller than the competitive set at closer to approximately 675 sqft to unit. This compares to Chelsea Park West average unit size of approximately 923 sqft

- Our average unit size accounts for the lower targeted rent per unit

- Chelsea Park West: \$1,622
- Gauthier: \$1,380

- But, the Gauthier project average rent psft is higher than the competitive set, including Chelsea Park West

- Chelsea Park West: \$1.76
- Gauthier: \$2.04

|              | ASKING RENTS PER UNIT/SF |            |            | VACANCY      |       |             | 12 MONTH ABSORPTION |            |  |
|--------------|--------------------------|------------|------------|--------------|-------|-------------|---------------------|------------|--|
|              | Current                  | \$1,630    | \$1.77 /SF | Current      | 3.3%  | 8 Units     | Current             | 14 Units   |  |
| Last Quarter | \$1,660                  | \$1.79 /SF |            | Last Quarter | 3.3%  | 8 Units     | Competitor Total    | 256 Units  |  |
| Year Ago     | \$1,473                  | \$1.60 /SF |            | Year Ago     | 6.3%  | 15 Units    | Competitor Avg      | 21.3 Units |  |
| Competitors  | \$1,474                  | \$1.59 /SF |            | Competitors  | 11.3% | 281 Units   | Submarket Total     | 264 Units  |  |
| Submarket    | \$1,028                  | \$1.14 /SF |            | Submarket    | 5.2%  | 2,661 Units | Submarket Avg       | 0.3 Units  |  |

|            | UNIT MIX |      |     | AVAILABILITY |       |       | AVG ASKING RENT |        |             | AVG EFFECTIVE RENT |        |             |
|------------|----------|------|-----|--------------|-------|-------|-----------------|--------|-------------|--------------------|--------|-------------|
|            | Bed      | Bath |     | Units        | Mix % |       | Per Unit        | Per SF | Concessions | Per Unit           | Per SF | Concessions |
| 1          | 1        |      | 104 | 43.3%        | 10    | 9.6%  | \$1,538         | \$2.06 | 0.5%        | \$1,531            | \$2.05 | 0.5%        |
| 2          | 2        |      | 80  | 33.3%        | 4     | 5.0%  | \$1,631         | \$1.60 | 0.5%        | \$1,623            | \$1.59 | 0.5%        |
| 2          | 2        |      | 56  | 23.3%        | 7     | 12.5% | \$1,801         | \$1.62 | 0.5%        | \$1,792            | \$1.61 | 0.5%        |
| Totals     |          |      | 240 | 100%         | 21    | 8.8%  | \$1,630         | \$1.77 | 0.5%        | \$1,622            | \$1.76 | 0.5%        |
| All 1 Beds |          |      | 104 | 43.3%        | 10    | 9.6%  | \$1,538         | \$2.06 | 0.5%        | \$1,531            | \$2.05 | 0.5%        |
| All 2 Beds |          |      | 136 | 56.7%        | 11    | 8.1%  | \$1,701         | \$1.61 | 0.5%        | \$1,692            | \$1.60 | 0.5%        |
| Totals     |          |      | 240 | 100%         | 21    | 8.8%  | \$1,630         | \$1.77 | 0.5%        | \$1,622            | \$1.76 | 0.5%        |

Estimate Updated October 09, 2023

ote: Project underwritten rents based on market comparables

# POTENTIAL RENT LOSS CALCULATION

- \$15.5 million eligible Housing TIF calculated per guidelines and based on the difference in the Targeted Market Rent and Control Rent (set at 100% MSHDA AMI rent levels) over a 20-year recapture period. Our project is requesting approximately half this amount, or \$8.0 million

| Unit Breakout by Building |            |            |                                     |                |                             |                     |                           |                         |  |
|---------------------------|------------|------------|-------------------------------------|----------------|-----------------------------|---------------------|---------------------------|-------------------------|--|
| Unit Type                 | # of Units | Sq. Ft.    | Targeted Market Rent <sup>(1)</sup> |                | Control Rent <sup>(2)</sup> | Potential Rent Loss | Annual PRL <sup>(3)</sup> | No. Yrs for TIF Capture |  |
|                           |            |            | Per Sq. Ft.                         | Chunk Rent     |                             |                     |                           |                         |  |
| 2-bdr                     | 10         | 796        | \$1.88                              | \$1,500        | \$2,025                     | \$525               | \$63,000                  |                         |  |
| Studio                    | 10         | 405        | 2.84                                | 1,150          | \$1,575                     | \$425               | \$51,000                  |                         |  |
| 1-bdr                     | 10         | 627        | 2.19                                | 1,375          | \$1,687                     | \$312               | \$37,440                  |                         |  |
| 2-bdr                     | 10         | 829        | 1.81                                | 1,500          | \$2,025                     | \$525               | \$63,000                  |                         |  |
| 2-bdr                     | 8          | 829        | 1.81                                | 1,500          | \$2,025                     | \$525               | \$50,400                  |                         |  |
| 1-bdr                     | 8          | 627        | 2.19                                | 1,375          | \$1,687                     | \$312               | \$29,952                  |                         |  |
| Studio                    | 10         | 405        | 2.84                                | 1,150          | \$1,575                     | \$425               | \$51,000                  |                         |  |
| 2-bdr                     | 10         | 796        | 1.88                                | 1,500          | \$2,025                     | \$525               | \$63,000                  |                         |  |
| 1-bdr                     | 8          | 545        | 2.11                                | 1,150          | \$1,687                     | \$537               | \$51,552                  | 20                      |  |
| 1-bdr                     | 10         | 618        | 2.22                                | 1,375          | \$1,687                     | \$312               | \$37,440                  |                         |  |
| 1-bdr                     | 10         | 611        | 2.25                                | 1,375          | \$1,687                     | \$312               | \$37,440                  |                         |  |
| 2-bdr                     | 10         | 964        | 1.66                                | 1,600          | \$2,025                     | \$425               | \$51,000                  |                         |  |
| 2-bdr                     | 10         | 964        | 1.66                                | 1,600          | \$2,025                     | \$425               | \$51,000                  |                         |  |
| 1-bdr                     | 10         | 611        | 2.25                                | 1,375          | \$1,687                     | \$312               | \$37,440                  |                         |  |
| 1-bdr                     | 10         | 618        | 2.22                                | 1,375          | \$1,687                     | \$312               | \$37,440                  |                         |  |
| 1-bdr                     | 10         | 545        | 2.11                                | 1,150          | \$1,687                     | \$537               | \$64,440                  |                         |  |
| <b>Total / Wtd</b>        | <b>154</b> | <b>675</b> | <b>\$2.04</b>                       | <b>\$1,380</b> | <b>\$1,800</b>              | <b>\$420</b>        | <b>\$776,544</b>          | <b>\$15,530,880</b>     |  |

**Max TIF Capture Available per Guidelines and Calculations**      **\$15,530,880**

.) Market rents based on comparable products, from CoStar report  
 i) Control rent is set at 100% of MSHDA AMI rents  
 j) Annual potential rent loss (PRL) is determined by multiplying PRL x 12 (annual) x number of units

# 20 YEAR PROJECT FORECAST without TIF

## Annual Summary - Operating Cash Flows

|                                      | 2026               | 2027               | 2028               | 2029               | 2030               | 2031               | 2032               | 2033               | 2034               | 2035               | 2036               |
|--------------------------------------|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|
| <b>Total</b>                         |                    |                    |                    |                    |                    |                    |                    |                    |                    |                    |                    |
| Rent, net of Concessions & Vacancy   | \$2,827,091        | \$2,883,633        | \$2,941,306        | \$3,000,132        | \$3,060,134        | \$3,121,337        | \$3,183,764        | \$3,247,439        | \$3,312,388        | \$3,378,636        | \$3,446,208        |
| Other Income, incl Separate Garages  | 72,000             | 73,440             | 74,909             | 76,407             | 77,935             | 79,494             | 81,084             | 82,705             | 84,359             | 86,047             | 87,768             |
| TIF Reimbursement                    | -                  | -                  | -                  | -                  | -                  | -                  | -                  | -                  | -                  | -                  | -                  |
| <b>Total Revenue</b>                 | <b>\$2,899,091</b> | <b>\$2,957,073</b> | <b>\$3,016,215</b> | <b>\$3,076,539</b> | <b>\$3,138,070</b> | <b>\$3,200,831</b> | <b>\$3,264,848</b> | <b>\$3,330,145</b> | <b>\$3,396,747</b> | <b>\$3,464,682</b> | <b>\$3,533,976</b> |
| Operating Expenses, ex. Taxes        | \$738,997          | \$761,167          | \$784,002          | \$807,522          | \$831,748          | \$856,700          | \$882,401          | \$908,873          | \$936,140          | \$964,224          | \$993,150          |
| Real Estate Taxes                    | 379,647            | 387,240            | 394,985            | 402,885            | 410,943            | 419,161            | 427,545            | 436,096            | 444,817            | 453,714            | 462,788            |
| Total Expenses                       | 1,118,645          | 1,148,408          | 1,178,987          | 1,210,407          | 1,242,690          | 1,275,862          | 1,309,946          | 1,344,969          | 1,380,957          | 1,417,938          | 1,455,939          |
| <b>Nominal NOI</b>                   | <b>\$1,780,447</b> | <b>\$1,808,666</b> | <b>\$1,837,227</b> | <b>\$1,866,132</b> | <b>\$1,895,379</b> | <b>\$1,924,969</b> | <b>\$1,954,902</b> | <b>\$1,985,176</b> | <b>\$2,015,790</b> | <b>\$2,046,745</b> | <b>\$2,078,037</b> |
| <i>Nominal/NOI Margin</i>            | 61.4%              | 61.2%              | 60.9%              | 60.7%              | 60.4%              | 60.1%              | 59.9%              | 59.6%              | 59.3%              | 59.1%              | 58.8%              |
| Capex Reserve                        | 30,800             | 31,724             | 32,676             | 33,656             | 34,666             | 35,706             | 36,777             | 37,880             | 39,017             | 40,187             | 41,393             |
| <b>Economic NOI</b>                  | <b>\$1,749,647</b> | <b>\$1,776,942</b> | <b>\$1,804,551</b> | <b>\$1,832,476</b> | <b>\$1,860,713</b> | <b>\$1,889,264</b> | <b>\$1,918,125</b> | <b>\$1,947,295</b> | <b>\$1,976,774</b> | <b>\$2,006,558</b> | <b>\$2,036,645</b> |
| Senior Loan Debt Service             | 1,290,582          | 1,290,582          | 1,290,582          | 1,776,412          | 1,776,412          | 1,776,412          | 1,776,412          | 1,776,412          | 1,776,412          | 1,776,412          | 1,776,412          |
| <b>Net Cash Flow from Operations</b> | <b>\$459,065</b>   | <b>\$486,360</b>   | <b>\$513,970</b>   | <b>\$56,064</b>    | <b>\$84,302</b>    | <b>\$112,852</b>   | <b>\$141,713</b>   | <b>\$170,884</b>   | <b>\$200,362</b>   | <b>\$230,146</b>   | <b>\$260,233</b>   |
| <b>DSCR</b>                          | <b>1.36</b>        | <b>1.38</b>        | <b>1.40</b>        | <b>1.03</b>        | <b>1.05</b>        | <b>1.06</b>        | <b>1.08</b>        | <b>1.10</b>        | <b>1.11</b>        | <b>1.13</b>        | <b>1.15</b>        |

## Annual Summary - Operating Cash Flows

### Refinancing out of construction loan

|                                      | 2037               | 2038               | 2039               | 2040               | 2041               | 2042               | 2043               | 2044               | 2045               | 2046               |
|--------------------------------------|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|
| <b>Total</b>                         |                    |                    |                    |                    |                    |                    |                    |                    |                    |                    |
| Rent, net of Concessions & Vacancy   | \$3,515,133        | \$3,585,435        | \$3,657,144        | \$3,730,287        | \$3,804,893        | \$3,880,990        | \$3,958,610        | \$4,037,782        | \$4,118,538        | \$4,200,909        |
| Other Income, incl Separate Garages  | 89,523             | 91,313             | 93,140             | 95,002             | 96,903             | 98,841             | 100,817            | 102,834            | 104,890            | 106,988            |
| TIF Reimbursement                    | -                  | -                  | -                  | -                  | -                  | -                  | -                  | -                  | -                  | -                  |
| <b>Total Revenue</b>                 | <b>\$3,604,656</b> | <b>\$3,676,749</b> | <b>\$3,750,284</b> | <b>\$3,825,289</b> | <b>\$3,901,795</b> | <b>\$3,979,831</b> | <b>\$4,059,428</b> | <b>\$4,140,616</b> | <b>\$4,223,428</b> | <b>\$4,307,897</b> |
| Operating Expenses, ex. Taxes        | \$1,022,945        | \$1,053,633        | \$1,085,242        | \$1,117,800        | \$1,151,334        | \$1,185,874        | \$1,221,450        | \$1,258,093        | \$1,295,836        | \$1,334,711        |
| Real Estate Taxes                    | 472,044            | 481,485            | 491,114            | 500,937            | 510,955            | 521,175            | 531,598            | 542,230            | 553,075            | 564,136            |
| Total Expenses                       | 1,494,989          | 1,535,118          | 1,576,357          | 1,618,736          | 1,662,289          | 1,707,048          | 1,753,048          | 1,800,323          | 1,848,911          | 1,898,847          |
| <b>Nominal NOI</b>                   | <b>\$2,109,667</b> | <b>\$2,141,631</b> | <b>\$2,173,927</b> | <b>\$2,206,553</b> | <b>\$2,239,506</b> | <b>\$2,272,783</b> | <b>\$2,306,380</b> | <b>\$2,340,293</b> | <b>\$2,374,518</b> | <b>\$2,409,050</b> |
| <i>Nominal/NOI Margin</i>            | 58.5%              | 58.2%              | 58.0%              | 57.7%              | 57.4%              | 57.1%              | 56.8%              | 56.5%              | 56.2%              | 55.9%              |
| Capex Reserve                        | 42,634             | 43,913             | 45,231             | 46,588             | 47,985             | 49,425             | 50,908             | 52,435             | 54,008             | 55,628             |
| <b>Economic NOI</b>                  | <b>\$2,067,032</b> | <b>\$2,097,717</b> | <b>\$2,128,696</b> | <b>\$2,159,965</b> | <b>\$2,191,521</b> | <b>\$2,223,358</b> | <b>\$2,255,472</b> | <b>\$2,287,858</b> | <b>\$2,320,510</b> | <b>\$2,353,422</b> |
| Senior Loan Debt Service             | 1,776,412          | 1,776,412          | 1,776,412          | 1,776,412          | 1,776,412          | 1,776,412          | 1,776,412          | 1,776,412          | 1,776,412          | 1,776,412          |
| <b>Net Cash Flow from Operations</b> | <b>\$290,621</b>   | <b>\$321,305</b>   | <b>\$352,284</b>   | <b>\$383,554</b>   | <b>\$415,109</b>   | <b>\$446,946</b>   | <b>\$479,060</b>   | <b>\$511,446</b>   | <b>\$544,098</b>   | <b>\$577,010</b>   |
| <b>DSCR</b>                          | <b>1.16</b>        | <b>1.18</b>        | <b>1.20</b>        | <b>1.22</b>        | <b>1.23</b>        | <b>1.25</b>        | <b>1.27</b>        | <b>1.29</b>        | <b>1.31</b>        | <b>1.32</b>        |

ote: Without TIF, the project is unsustainable. Minimum DSCR of 1.30x is required

# 20 YEAR PROJECT FORECAST with TIF

## Annual Summary - Operating Cash Flows

|                                      | 2026               | 2027               | 2028               | 2029               | 2030               | 2031               | 2032               | 2033               | 2034               | 2035               | 2036               |
|--------------------------------------|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|
| <b>Total</b>                         | <b>7,973,178</b>   |                    |                    |                    |                    |                    |                    |                    |                    |                    |                    |
| Rent, net of Concessions & Vacancy   | \$2,827,091        | \$2,883,633        | \$2,941,306        | \$3,000,132        | \$3,060,134        | \$3,121,337        | \$3,183,764        | \$3,247,439        | \$3,312,388        | \$3,378,636        | \$3,446,208        |
| Other Income, incl Separate Garages  | 72,000             | 73,440             | 74,909             | 76,407             | 77,935             | 79,494             | 81,084             | 82,705             | 84,359             | 86,047             | 87,768             |
| TIF Reimbursement                    | 328,150            | 334,713            | 341,407            | 348,235            | 355,200            | 362,304            | 369,550            | 376,941            | 384,480            | 392,169            | 400,013            |
| <b>Total Revenue</b>                 | <b>\$3,227,241</b> | <b>\$3,291,786</b> | <b>\$3,357,622</b> | <b>\$3,424,774</b> | <b>\$3,493,269</b> | <b>\$3,563,135</b> | <b>\$3,634,398</b> | <b>\$3,707,086</b> | <b>\$3,781,227</b> | <b>\$3,856,852</b> | <b>\$3,933,989</b> |
| Operating Expenses, ex. Taxes        | \$738,997          | \$761,167          | \$784,002          | \$807,522          | \$831,748          | \$856,700          | \$882,401          | \$908,873          | \$936,140          | \$964,224          | \$993,150          |
| Real Estate Taxes                    | 379,647            | 387,240            | 394,985            | 402,885            | 410,943            | 419,161            | 427,545            | 436,096            | 444,817            | 453,714            | 462,788            |
| Total Expenses                       | 1,118,645          | 1,148,408          | 1,178,987          | 1,210,407          | 1,242,690          | 1,275,862          | 1,309,946          | 1,344,969          | 1,380,957          | 1,417,938          | 1,455,939          |
| <b>Nominal NOI</b>                   | <b>\$2,108,596</b> | <b>\$2,143,378</b> | <b>\$2,178,634</b> | <b>\$2,214,367</b> | <b>\$2,250,579</b> | <b>\$2,287,273</b> | <b>\$2,324,452</b> | <b>\$2,362,117</b> | <b>\$2,400,270</b> | <b>\$2,438,914</b> | <b>\$2,478,050</b> |
| <i>Nominal/NOI Margin</i>            | 65.3%              | 65.1%              | 64.9%              | 64.7%              | 64.4%              | 64.2%              | 64.0%              | 63.7%              | 63.5%              | 63.2%              | 63.0%              |
| Capex Reserve                        | 30,800             | 31,724             | 32,676             | 33,656             | 34,666             | 35,706             | 36,777             | 37,880             | 39,017             | 40,187             | 41,393             |
| <b>Economic NOI</b>                  | <b>\$2,077,796</b> | <b>\$2,111,654</b> | <b>\$2,145,959</b> | <b>\$2,180,711</b> | <b>\$2,215,913</b> | <b>\$2,251,567</b> | <b>\$2,287,675</b> | <b>\$2,324,236</b> | <b>\$2,361,254</b> | <b>\$2,398,727</b> | <b>\$2,436,658</b> |
| Senior Loan Debt Service             | 1,290,582          | 1,290,582          | 1,290,582          | 1,290,582          | 1,290,582          | 1,290,582          | 1,290,582          | 1,290,582          | 1,290,582          | 1,290,582          | 1,290,582          |
| <b>Net Cash Flow from Operations</b> | <b>\$787,215</b>   | <b>\$821,073</b>   | <b>\$855,377</b>   | <b>\$904,299</b>   | <b>\$939,502</b>   | <b>\$975,156</b>   | <b>\$1,011,263</b> | <b>\$1,047,825</b> | <b>\$1,084,842</b> | <b>\$1,122,316</b> | <b>\$1,160,068</b> |
| <b>DSCR</b>                          | <b>1.61</b>        | <b>1.64</b>        | <b>1.66</b>        | <b>1.69</b>        | <b>1.72</b>        | <b>1.75</b>        | <b>1.78</b>        | <b>1.81</b>        | <b>1.84</b>        | <b>1.87</b>        | <b>1.90</b>        |

## Annual Summary - Operating Cash Flows

|                                      | 2037               | 2038               | 2039               | 2040               | 2041               | 2042               | 2043               | 2044               | 2045               | 2046               |
|--------------------------------------|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|
| <b>Total</b>                         |                    |                    |                    |                    |                    |                    |                    |                    |                    |                    |
| Rent, net of Concessions & Vacancy   | \$3,515,133        | \$3,585,435        | \$3,657,144        | \$3,730,287        | \$3,804,893        | \$3,880,990        | \$3,958,610        | \$4,037,782        | \$4,118,538        | \$4,200,909        |
| Other Income, incl Separate Garages  | 89,523             | 91,313             | 93,140             | 95,002             | 96,903             | 98,841             | 100,817            | 102,834            | 104,890            | 106,988            |
| TIF Reimbursement                    | 408,013            | 416,173            | 424,497            | 432,987            | 441,646            | 450,479            | 459,489            | 468,679            | 478,052            | -                  |
| <b>Total Revenue</b>                 | <b>\$4,012,669</b> | <b>\$4,092,922</b> | <b>\$4,174,780</b> | <b>\$4,258,276</b> | <b>\$4,343,442</b> | <b>\$4,430,310</b> | <b>\$4,518,917</b> | <b>\$4,609,295</b> | <b>\$4,701,481</b> | <b>\$4,800,897</b> |
| Operating Expenses, ex. Taxes        | \$1,022,945        | \$1,053,633        | \$1,085,242        | \$1,117,800        | \$1,151,334        | \$1,185,874        | \$1,221,450        | \$1,258,093        | \$1,295,836        | \$1,334,711        |
| Real Estate Taxes                    | 472,044            | 481,485            | 491,114            | 500,937            | 510,955            | 521,175            | 531,598            | 542,230            | 553,075            | 564,136            |
| Total Expenses                       | 1,494,989          | 1,535,118          | 1,576,357          | 1,618,736          | 1,662,289          | 1,707,048          | 1,753,048          | 1,800,323          | 1,848,911          | 1,898,847          |
| <b>Nominal NOI</b>                   | <b>\$2,517,680</b> | <b>\$2,557,804</b> | <b>\$2,598,424</b> | <b>\$2,639,540</b> | <b>\$2,681,152</b> | <b>\$2,723,262</b> | <b>\$2,765,869</b> | <b>\$2,808,972</b> | <b>\$2,852,570</b> | <b>\$2,900,050</b> |
| <i>Nominal/NOI Margin</i>            | 62.7%              | 62.5%              | 62.2%              | 62.0%              | 61.7%              | 61.5%              | 61.2%              | 60.9%              | 60.7%              | 55.9%              |
| Capex Reserve                        | 42,634             | 43,913             | 45,231             | 46,588             | 47,985             | 49,425             | 50,908             | 52,435             | 54,008             | 55,628             |
| <b>Economic NOI</b>                  | <b>\$2,475,045</b> | <b>\$2,513,890</b> | <b>\$2,553,193</b> | <b>\$2,592,952</b> | <b>\$2,633,167</b> | <b>\$2,673,837</b> | <b>\$2,714,961</b> | <b>\$2,756,537</b> | <b>\$2,798,562</b> | <b>\$2,841,422</b> |
| Senior Loan Debt Service             | 1,776,412          | 1,776,412          | 1,776,412          | 1,776,412          | 1,776,412          | 1,776,412          | 1,776,412          | 1,776,412          | 1,776,412          | 1,776,412          |
| <b>Net Cash Flow from Operations</b> | <b>\$698,634</b>   | <b>\$737,479</b>   | <b>\$776,781</b>   | <b>\$816,540</b>   | <b>\$856,755</b>   | <b>\$897,426</b>   | <b>\$938,549</b>   | <b>\$980,125</b>   | <b>\$1,022,150</b> | <b>\$1,064,010</b> |
| <b>DSCR</b>                          | <b>1.39</b>        | <b>1.42</b>        | <b>1.44</b>        | <b>1.46</b>        | <b>1.48</b>        | <b>1.51</b>        | <b>1.53</b>        | <b>1.55</b>        | <b>1.58</b>        | <b>1.62</b>        |

## Refinancing out of construction loan

Note: TIF provides us the ability to have a sustainable project that will be able to receive financing from lenders, Minimum DSCR of 1.30x is required, lender waivers to as low as 1.20x are market during stabilization period

# LOCAL REVENUE INCREASE

## Annual Summary - Local Revenue

|                          |               | 2026          | 2027          | 2028          | 2029          | 2030          | 2031          | 2032          | 2033          | 2034          | 2035          | 2036          |
|--------------------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|
|                          | <b>Total</b>  |               |               |               |               |               |               |               |               |               |               |               |
| TCAPS Debt               | 3.1000        | 26,257        | 26,782        | 27,318        | 27,864        | 28,421        | 28,990        | 29,570        | 30,161        | 30,764        | 31,380        | 32,007        |
| Rec Authority Debt       | 0.2300        | 1,948         | 1,948         | 1,948         | 1,948         | 1,948         | 1,948         | 1,948         | 1,948         | 1,948         | 1,948         | 1,948         |
| Fire                     | 2.7500        | 23,293        | 23,293        | 23,293        | 23,293        | 23,293        | 23,293        | 23,293        | 23,293        | 23,293        | 23,293        | 23,293        |
| <b>Total New Revenue</b> | <b>6.0800</b> | <b>51,498</b> | <b>52,023</b> | <b>52,558</b> | <b>53,105</b> | <b>53,662</b> | <b>54,230</b> | <b>54,810</b> | <b>55,402</b> | <b>56,005</b> | <b>56,620</b> | <b>57,248</b> |

## Annual Summary - Local Revenue

|                          |               | 2037          | 2038          | 2039          | 2040          | 2041          | 2042          | 2043          | 2044          | 2045          | 2046          |
|--------------------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|
|                          | <b>Total</b>  |               |               |               |               |               |               |               |               |               |               |
| TCAPS Debt               | 3.1000        | 32,647        | 33,300        | 33,966        | 34,646        | 35,338        | 36,045        | 36,766        | 37,501        | 38,251        | 39,017        |
| Rec Authority Debt       | 0.2300        | 1,948         | 1,948         | 1,948         | 1,948         | 1,948         | 1,948         | 1,948         | 1,948         | 1,948         | 1,948         |
| Fire                     | 2.7500        | 23,293        | 23,293        | 23,293        | 23,293        | 23,293        | 23,293        | 23,293        | 23,293        | 23,293        | 23,293        |
| <b>Total New Revenue</b> | <b>6.0800</b> | <b>57,888</b> | <b>58,541</b> | <b>59,207</b> | <b>59,886</b> | <b>60,579</b> | <b>61,286</b> | <b>62,007</b> | <b>62,742</b> | <b>63,492</b> | <b>64,257</b> |

# LOCAL AND STATE CONTRIBUTION

## Annual Summary - Local and State Contribution

|                    | 2026           | 2027             | 2028           | 2029           | 2030           | 2031           | 2032           | 2033           | 2034           | 2035           | 2036           |
|--------------------|----------------|------------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|
| <b>Total</b>       |                |                  |                |                |                |                |                |                |                |                |                |
| Local Mills and \$ | 14,7426        | 124,870          | 129,915        | 132,513        | 135,163        | 137,866        | 140,624        | 143,436        | 146,305        | 149,231        | 152,216        |
| State Mills and \$ | 24,0000        | 203,280          | 211,493        | 215,722        | 220,037        | 224,438        | 228,926        | 233,505        | 238,175        | 242,938        | 247,797        |
| <b>Total TIF</b>   | <b>38.7426</b> | <b>7,973,178</b> | <b>341,407</b> | <b>348,235</b> | <b>355,200</b> | <b>362,304</b> | <b>369,550</b> | <b>376,941</b> | <b>384,480</b> | <b>392,169</b> | <b>400,013</b> |

## Annual Summary - Local and State Contribution

|                    | 2037           | 2038             | 2039           | 2040           | 2041           | 2042           | 2043           | 2044           | 2045           | 2046     |
|--------------------|----------------|------------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------|
| <b>Total</b>       |                |                  |                |                |                |                |                |                |                |          |
| Local Mills and \$ | 14,7426        | 158,365          | 161,532        | 164,763        | 168,058        | 171,420        | 174,848        | 178,345        | 181,912        | -        |
| State Mills and \$ | 24,0000        | 252,753          | 262,964        | 268,224        | 273,588        | 279,060        | 284,641        | 290,334        | 296,141        | -        |
| <b>Total TIF</b>   | <b>38.7426</b> | <b>7,973,178</b> | <b>424,497</b> | <b>432,987</b> | <b>441,646</b> | <b>450,479</b> | <b>459,489</b> | <b>468,679</b> | <b>478,052</b> | <b>-</b> |



**Sponsor Bios**



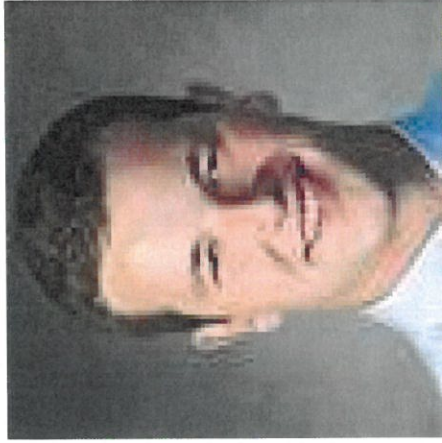
## SPONSOR BIOS



Thomas O'Hare is a real estate investment banker and principal commercial real estate developer. He has worked in the real estate sector for 20 years and is a passionate housing advocate, delivering high-quality market rate for rent and for sale housing projects.

Prior to his career in real estate, Thomas O'Hare was an officer in the U.S. Navy for 6 years and served as a nuclear engineer on a ballistic missile submarine, SSBN 737 Kentucky. He graduated with a degree in mechanical engineering from the U.S. Naval Academy and received his MBA from the University of Maryland.

Thomas O'Hare and his family spend time at their family home in Topinabee, MI on Mullet Lake as often as they can and loves to visit his brother, who is a teacher at Blair Elementary in the TCAPS system.



Will Bartlett is a real estate capital markets professional and experienced multifamily developer who has raised capital for and overseen the execution of residential developments ranging from \$3 million to \$191 million in total development cost across the United States, with a primary focus on the Upper Midwest.

Will currently lives in Milwaukee, but is building a home in Traverse City, his wife's hometown, in anticipation of a move in Summer 2025. Will's wife Heidi, a neurologist focusing on movement disorders including Parkinson's Disease and Multiple Sclerosis, recently signed a contract with Munson featuring a September 2025 start date.

Will and Heidi look forward to being close to Heidi's family and watching their three young children enjoy the beauty and high quality of life that Northern Michigan has to offer.





Engineering  
Surveying  
Testing &  
Operations

8.b.

123 West Front  
Traverse City, Michigan 49684  
231.946.5874   
231.946.3703 

March 20, 2024

Charter Township of Garfield  
Attn: Chuck Korn, Supervisor  
3848 Veterans Drive  
Traverse City, Michigan 49684

RE: Proposal for engineering services  
Grand Traverse Commons – North Trail Loop  
Proposal# 24029C

Dear Chuck:

Thank you for the opportunity to submit this proposal for Civil Engineering services for the GT Commons North Trail Loop project. This letter along with the attached “Standard Terms and Conditions” represents our contract for provision of consultant services. Should you have any questions regarding the information contained herein please do not hesitate to contact me.

### **Project Description**

The Grand Traverse Commons Recreation and Natural Area is a 140-acre park that was dedicated to Garfield Township in the early 1990s. Miles of unpaved trails, many covered with woodchips, wander up, down, and around wooded hillsides, streams, meadows, and wetlands. The park is a part of the overall Grand Traverse Commons Redevelopment District and was originally a part of the former State Psychiatric Hospital.

The Township has remained diligent and proactive to continue to promote non-motorized universally accessible trails and amenities within the park. As part of this effort the Township applied to the Michigan Department of Natural Resources Trust Fund Grant Program (MNRTF) last year to request funding and was successful in receiving it. GFA assisted the Township on the preparation of conceptual drawings and cost estimates associated with the project. The scope of the work proposed is to construct 1.25-mile Universally Accessible trail on the northern portion of this park. The project is consistent with the Townships’ 5-Year Parks and Recreation Plan which includes the Grand Traverse Commons Natural Area Design Plan, which guides future projects in this park and included an extensive public input process.

Scope of project shall be consistent with the concept drawing and cost estimate attached to this proposal and includes the following elements:

- *6,117 feet of crushed gravel, 10 feet wide*
- *344 feet of boardwalk, 10 feet wide, including a foot bridge*

## Scope of Services

### **I. SURVEYING**

During the surveying phase, Gourdie-Fraser, Inc. (GFA) will develop an Existing Conditions drawing to be utilized for the engineering design.

1. **Boundary Survey:** GFA will complete a boundary survey and title search of the property that will include all easements and rights-of-way. **Please note this work has already been completed previously by GFA in 2023 and will be used for this project.**
2. **Topographic Survey:** GFA will conduct a complete topographic survey which will be used to create an existing base map for the project limits. This survey will include:
  - Elevation shots for the project limits sufficient to generate 1' contours for design purposes.
  - Location and sizes of utilities and easements encumbering the property , as applicable
  - Location and sizes of trees, 6" diameter and larger within the grading limits of the proposed project.
  - Location of all existing physical features on the property such as existing drives, fence lines, buildings, easements, water/ sewer services etc.
  - Site benchmarks and survey control points to be used during construction.
  - Inclusion of environmental conditions including wetland delineation that was completed by others.
3. **Utility Research:** GFA will request that the various utility providers (phone, gas, electric, CATV) provide us records of their facilities in this area to be included on the plans. In addition, we will facilitate Miss Dig to flag utilities to located during our survey.

### **II. FINAL DESIGN AND PERMITTING**

1. **Engineering Plan Development:** Utilizing the topographic data completed, GFA will prepare a complete set of final engineering plans to be used to apply for approval from the various agencies having jurisdiction over the project. Comments from agencies will be incorporated into the engineering plans. Once all approvals have been obtained, the plans will be finalized and issued for construction. Engineered Plans will include:
  - Grading and Drainage Plans providing grading of improved areas, stormwater control facilities, stormwater conveyance channels, and temporary and permanent soil erosion measures.
  - Trail Plans providing plan and profile design, alignments, and entryway geometries.
    - \* We have assumed that there will be no need to improve existing roadways; there will be no requirement for traffic or level of service studies, sufficient site distances exist at the entry and tie-in locations; and that there will be no major revisions of roadway locations subject to Township feedback.
  - Construction details and specifications
  - Front End Bid Documents compliant with MNRTF Guidelines

2. Permitting Support and Meetings: GFA will attend as needed meetings with the Owner as the design progresses to coordinate specifics of design and permitting requirements. We anticipate the following permits will be required:
  - Garfield Township Land Use Permit, as applicable
  - Grand Traverse County SESC
  - DNR Review and Approval
  - EGLE LWMD
3. Final Plan Set: GFA will incorporate all agency review comments and conditions into the plans and provide a set of approved plans for construction. Deliverable will include paper and pdf copies of all documents.

### III. **CONSTRUCTION PHASE**

During the construction phase, GFA will provide services to assure that the project is constructed in accordance with the plans, contract documents, and applicable permits. Construction phase services will be provided in the follow sub-categories and the following services are provided for each of these subcategories:

#### Bidding:

- Reproduce sets of plans, specifications, and bid documents.
- Place advertisement in newspaper, trade magazines, and MITA (Michigan Infrastructure & Transportation Association) (advertising costs to be paid for by the Township).
- Mail bid packages to contractors.
- Assist Owner with soliciting bids from construction contractors.
- Answer questions from prospective bidders.
- Issue addenda, as required, during the bidding phase.
- Conduct bid opening.
- Review bid proposals and make recommendations regarding award of contract.
- Coordination with DNR for approval of bids received and selected contractor
- Prepare documents for award of contract and construction Agreement.

#### Administration:

- Coordination with DNR including project updates, reimbursement requests, etc
- Organize and administer a pre-construction conference and prepare meeting minutes.
- Review shop drawings submitted by the Contractor.
- Make periodic visits by the engineer to the site (at least weekly) to monitor the general progress of the work, keep abreast of any problems and endeavor to resolve any disputes which may arise.
- Review change order documents as required.
- Review Contractor's payment requests and approve periodic estimates for partial payment each month.
- Provide four (4) sets of plans and specifications to Contractor for construction.

- Address resident concerns as they may arise.

#### Construction Staking/Layout

Construction staking and layout will include survey crew services to field locate the project features to be constructed in accordance with the final engineering plans. Survey stakes will provide the contractor with instructions regarding, location, alignment, and grade of the components to be constructed.

#### Construction Inspection and Oversight

GFA will provide construction engineering services for the construction of the trail. This proposal assumes approximately 6,000 linear feet of trail. This proposal assumes no Sunday and holiday work and assumes 120 construction observation work hours to complete construction. However, it should be noted that the actual time required for construction will be highly dependent upon the Contractors staff ability to complete the work in a reasonable and timely manner and weather. As a result, construction observation time required may exceed the hours assumed in this proposal. In this event, GFA would provide observation services on an hourly as-needed basis for completion of the work compliant with our current hourly rates. To complete this Phase:

- GFA will perform as needed construction observation for the installation of the trail. GFA will maintain communication between the Contractor and Client and will provide the Client construction updates with copies of the Inspector's Daily Reports that include detailed daily work completed and construction quantities.
- GFA will perform density testing on the subgrade to ensure proper compaction is achieved.
- GFA will observe and/or evaluate possible utility, subgrade, or drainage conditions that may differ from subsurface information available during design. If such conditions are exposed during construction, construction observation staff will consult with contractor personnel and developers engineer to make appropriate recommendations.
- GFA will perform supplier concrete to ensure materials meet the specifications.
- GFA will perform concrete testing on concrete

#### Closeout

- Certify to the owner and agencies that construction was completed in accordance with approved plans and specifications.
- Review and transmit to the Owner the following documents from the Contractor:
  - One-Year Maintenance bond.
  - Letter of Guarantee.
  - Affidavit of Completion.
  - Waiver of Lien.

### **Clarifications and Assumptions**

The project fee budget is based on the following assumptions, and that specific work items listed in this section will not be included in the scope of services:

- Wetland location, determination, mitigation – Completed by others
- Boundary Survey – Previously completed by GFA
- Title Work / Easement or right-of-way acquisition.
- Permit and advertising fees, paid by the Owner
- Environmental Impact Statements or Reports.

### **Responsibilities of Client/Owner**

The Client/Owner shall furnish the following minimum information as necessary in reference to the Project:

- Property description where the Project lies outside public rights-of-way or similar lands where creation of this information is not part of the Consultants Services as specifically stated herein or previously provided.
- Deed or other land use restriction information where the Project lies outside public rights-of-ways unless the Consultant's services include research and/or preparation of such information as specifically stated herein or previously provided.
- Property boundary, easement, right-of-way or other information associated with the Project and not part of the Consultants Services as specifically stated herein or previously provided.
- All information available for the Project regarding explorations, tests, subsurface conditions, environmental assessments/audits/impact statements, and any interpretations thereof not part of the Consultants Services as specifically stated herein or previously provided.
- All information, as the Client/Owner becomes aware of, with regard to hazardous environmental conditions or materials that might affect the Project or Project site.

### **Additional Services**

Any work desired by the Charter Township of Garfield in addition to the work scope described above, can be completed by GFA on an hourly time and material basis in accordance with our current Rate Schedule or as a revision to this proposal.

### **Time Schedule**

Gourdie Fraser, Inc. can commence services immediately with final design and submission to regulatory agency for review and approval within 60 days. Upon approval from Board and regulatory agencies work can be finalized completed and ready for contractor bids within 15 days thereafter with anticipated bid date in August 2024 (subject to permitting and DNR Review process schedule).

**Fee**

GFA will perform the project design services on a lump sum basis with the following budgets based on the above scope discussion.

*Surveying*

|                                     |                            |
|-------------------------------------|----------------------------|
| Boundary Survey                     | N/A                        |
| Topographic Survey                  | \$ 7,500.00                |
| Base Map Creation                   | \$ 2,500.00                |
| <b><u>Final Survey Subtotal</u></b> | <b><u>\$ 10,000.00</u></b> |

*Final Design/Engineering Services*

|  |                            |
|--|----------------------------|
| Preliminary and Final Design             | \$ 34,500.00               |
| Permitting                               | \$ 5,000.00                |
| <b><u>Final Engineering Subtotal</u></b> | <b><u>\$ 39,500.00</u></b> |

*Construction Phase Services*

|  |                            |
|--|----------------------------|
| Bidding  | \$ 1,500.00                |
| Construction Staking/Layout                      | \$ 3,500.00                |
| Construction Observation/Materials Testing       | \$ 15,500.00               |
| Contract Administration/Construction Engineering | \$ 7,500.00                |
| <b><u>Construction Phase Subtotal</u></b>        | <b><u>\$ 28,000.00</u></b> |
| <b><u>Total</u></b>                              | <b><u>\$ 77,500.00</u></b> |



**Contract Terms and Conditions**

The terms and conditions of the Basic Services Agreement for Professional Services shall comply with our current Engineer of Record Contract.

**Acceptance**

If this proposal is acceptable to you, your signature on the enclosed copy of this will serve as our authorization to proceed. Thank you for giving us the opportunity to be of service. We look forward to working with you on this project.

**Gourdie-Fraser, Inc.**  
CONSULTANT

**Charter Township of Garfield**  
CLIENT/OWNER

|                         |             |            |
|-------------------------|-------------|------------|
| _____                   | (Signature) | _____      |
| Jennifer Graham, P.E.   | (Name)      | Chuck Korn |
| _____                   | (Title)     | _____      |
| Director of Engineering | (Title)     | Supervisor |
| _____                   | (Date)      | _____      |

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

Attachments: Exhibit 1 – Concept Rendering of Improvements



# GRAND TRAVERSE COMMONS NATURAL AREA ACCESSIBLE TRAIL - SITE PLAN

<http://gfa.ca>  
**gfa**  
 ENGINEERING  
 TESTING & OPERATIONS  
 123 West 100th Street  
 Phoenix City, AZ 85044  
 (602) 944-5874 (P)  
 (602) 944-5703 (F)



- UNIVERSAL ACCESS DESIGN FEATURES:**
- SITTING BENCHES TO BE PROVIDED WITH ARMREST, BACKS AND 4x4
  - 10' WIDE NON-MULCHED PAVED/STRAW TRAIL
  - TRAIL CONSTRUCTED OF CRUSHED AND COMPACTED MATERIALS WITH 2% SLOPE
- ENVIRONMENTALLY FRIENDLY FEATURES:**
- LANDSCAPING WITH NATIVE PLANT MATERIALS
  - RECYCLING BINS ON SITE
  - PLANTING INCLUDING WETLAND BUFFER ENGINEERED TO ENSURE PROTECTION OF HABITAT.



**Chuck Korn**

---

**From:** Bill O'Brien <bobrien@record-eagle.com>  
**Sent:** Thursday, March 21, 2024 9:56 AM  
**To:** Chuck Korn  
**Subject:** GFL rates

Hi Chuck,

I looked back at my story and here's what I reported (I'm assuming it was correct as I didn't get any calls that said my numbers were wrong).

City of Traverse City - \$37.35 per quarter - 10-year contract with GFL continues through March 2026

Garfield Township - \$60 per quarter (up from \$43 per quarter)

East Bay - \$97.02 per quarter (rates up 35 percent since summer of 2021)

Peninsula Township - \$42 per quarter (I believe they were paying the same rate as the city as they had a contract with American Waste/GFL but it expired)

Elmwood Township - \$97.02 per quarter (up from \$79)... plus no curbside recycling service

Not sure about Acme Township - their rates may be similar to Peninsula as they had a 5-year contract that expired. I think Long Lake Township's prices are similar to those in Garfield, but never got a call back from Ron Lemcool to confirm that.

Hope that helps. I'll be in touch to see what the board does with it.

Best,

Bill O'

TCRE

**FIRST AMENDMENT TO DESIGNATED  
WASTE HAULER CONTRACT**

This First Amendment ("Amendment") to the Designated Waste Hauler Contract dated February 21, 2011 (the "Agreement") by and between the CITY OF TRAVERSE CITY, a Michigan municipal corporation, whose address is 400 Boardman Avenue, Traverse City, Michigan 49684 (the "City") and AMERICAN WASTE, INC., a corporation of Michigan, whose address is 3947 US 131 North, Kalkaska, MI 49686 (the "Contractor") is made this 3rd day of August, 2015.

The parties hereby agree to amend the Agreement in the following manner:

3. Period of Performance. The services to be rendered under this Contract shall continue without interruption through March 31, 2021. Performance shall be in accordance with the Timetable of Activities.

The Schedule of Payments shall be replaced in its entirety as follows:

Contractor shall provide residential waste collection services specified in Contractor Services at the following base price ("Base Price"):

1. 96-gallon weekly cart service with weekly recycling services and monthly bulk item pickup: \$12.45 per month.
2. 30-gallon budget bag pickup (bags purchased by customer) with weekly recycling service and monthly bulk item pickup: \$6.83 per month.
3. 30-gallon budget bag pickup only (bags purchased by customer): \$2.23 per bag.
4. 30-gallon yard waste stickers (compostable bags furnished by customer) from April through November – bi-weekly: \$2.23 per sticker
5. Residents shall be provided a 96-gallon recycle tote at no additional charge or security deposit upon request.

All other terms and conditions of the Agreement shall remain unchanged and in full force and effect.

IN WITNESS WHEREOF, the parties hereto have executed this Amendment on the date and year first above written.

AMERICAN WASTE, INC.

By: *Paul A. Law*  
Its: *Co. President*

**CHARTER TOWNSHIP OF GARFIELD**

**RESOLUTION 2010-06-T**

**WHEREAS**, the township's solid Waste committee has solicited and studied the proposals offered by area waste and recycling services. The purpose of this exercise is to minimize the cost, traffic and noise associated with pick up.

**WHEREAS**, American Waste has elected to offer this service, on a voluntary basis at the rate of \$12.00 per month to all residential accounts within the **CHARTER TOWNSHIP OF GARFIELD**.


**THEREFORE**, be it resolved that the township recommend that all township residents enroll for a period of one year to ensure that the reduction desired are realized.

The chairman declared the motion carried and Resolution 2010-06-T adopted this 9<sup>th</sup> day of February, 2010.

  
\_\_\_\_\_  
Kay Schumacher, Township Clerk

**CERTIFICATION**

I, Kay Schumacher, Clerk of the Charter Township of Garfield, certify the above is a true and correct copy of Resolution 2010-06-T, which was adopted by the Township Board of the Charter Township of Garfield on the 9<sup>th</sup> day of February, 2010.

  
\_\_\_\_\_  
Kay Schumacher, Township Clerk

3/15/21

**SECOND AMENDMENT TO CONTRACTOR AGREEMENT**

This Second Amendment ("Amendment") to the Contractor Agreement dated November 6, 2006 and first amended August 3, 2015, (the "Agreement") by and between the CITY OF TRAVERSE CITY, a Michigan municipal corporation, whose address is 400 Boardman Avenue, Traverse City, Michigan 49684 (the "City") and AMERICAN WASTE INC., a Michigan corporation, whose address is 3947 US 131 North, Kalkaska, MI 49646 ( the "Contractor"), is made this 31st day of MARCH, 2021.

The parties hereby agree to amend the Agreement as follows:

3. Period of Performance. The services to be rendered under this Agreement shall continue without interruption through November 30, 2026. Performance shall be in accordance with the schedules attached to the Agreement.

All other terms and conditions of the Agreement shall remain unchanged and in full force and effect.

IN WITNESS WHEREOF, the parties hereto have executed this Amendment on the date and year first above written.

AMERICAN WASTE INC.

By: *Mark Revegn*  
Its: GENERAL MANAGER

THE CITY OF TRAVERSE CITY

By: *J. Carruthers* signed w/ permission,  
see attached  
James C. Carruthers, Mayor

By: *Benjamin C. Marentette* signed w/ permission,  
see attached  
Benjamin C. Marentette, City Clerk

Approved as to Substance:

*Martin A. Colburn* signed w/ permission,  
see attached  
Martin A. Colburn, City Manager

Approved as to Form:

*Lauren Tribble-Laucht* signed w/ permission,  
see attached  
Lauren Tribble-Laucht, City Attorney