

**CHARTER TOWNSHIP OF GARFIELD  
TOWNSHIP BOARD MEETING**

Tuesday, April 9, 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 26, 2024 Regular meeting  
March 27, 2024 Jt. Township Board & Planning Commission meeting  
(Recommend Approval)
  
- b. Bills -  
General Fund \$35,933.11  
(Recommend Approval)
  
- c. Consideration of nominating Joe McManus and Amy DeHaan to serve another  
3-year term on the Grand Traverse Commons Joint Planning Commission  
(Recommend Approval)

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

5. **Correspondence**

6. **Reports**

- a. County Commissioner's Report
- b. Sheriff's Report
- c. GT Metro Fire Report
- d. Planning Department Report for April 2024
- e. Parks & Rec. Report
- f. Treasurer's Report
- g. Clerk's Report
- h. Supervisor's Report

7. **Unfinished Business**

- a. Consideration of contract for Engineering Services for the Barlow-S. Airport Boardman Loop trail
- b. Consideration of contracts with Civic Clarity (AccuNet) for website services and New Moon Visions for branding services
- c. Consideration of Invitation to Bid Solid Waste and Recycling Services

8. **New Business**

- a. Discussion of Trustee's Salary
- b. Consideration of applying for a federal grant for energy-related projects through the Community Energy Management Program (CEM)
- c. Consideration of proposals for the Township's Information Technology (IT) support services

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 26, 2024**

Supervisor Chuck Korn called the Town Board Meeting to order at the Garfield Township Hall on March 26, 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 (6:00)**

None

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

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

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

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

**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 and Closeout	
		\$ 11,667.00
	General Utilities	2,740.00
	Park Funds/DNR Trust Fund	405.00
	<u>Special Assessment District (SAD)</u>	<u>360.00</u>
	<b>Total</b>	<b>\$15,172.00</b>
	(Recommend Approval)	

- c. **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)**

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

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

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

None

5. **Correspondence**

Korn indicated that recent communications from the University of Michigan gave Garfield Township a five star rating.

6. **Reports**

a. **Construction Report (6:04)**

Engineer Jennifer Graham from Gourdie-Fraser stated that the DPW will review the Cedar Run project and it will go out for bids this summer. Stoneridge PRV is in need of replacement and will be addressed later this year. Graham indicated that a letter was submitted to Sen. Peters asking for supplemental funding for water expansion projects and added that utility reviews are ongoing and bathroom facility is being chosen for the River East park.

b. **MMR Report (6:09)**

Submitted report in writing

c. **County Commissioner's Report (6:09)**

County Commissioners Lauren Flynn and Brad Jewett reported that commissioners reviewed the budget process at a recent study session. Flynn added that Grand Traverse County Parks are receiving some grant funds. Jewett stated that the Blue Angels agreement for the Cherry Festival is coming together and the County Administrator review is underway.

d. **GT County Road Commissioner's Report (6:14)**

Road Commission Board Member Alan Leman reported that the Road Commission is reviewing the processes in place for SAD's. The signal projects at Long Lake and Zimmerman and Veterans and Garfield are now complete and a new GIS specialist has been hired at the Road Commission.



e. **Supervisor's Report (6:22)**

Korn reported that there are eight applicants thus far for the Township Manager position. Korn added that he attended a meeting of the Grand Traverse Economic Development Corporation and he is working with the installers of the new furnace. The new wall in the Planning Department is underway.

7. **Unfinished Business**

a. **Consideration of Resolution 2024-07-T, creating a Township Manager position (6:29)**

Board members discussed the resolution and asked questions.

*Schmuckal moved and Agostinelli seconded to adopt Resolution 2024-07-T, creating a Township Manager position.*

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

b. **Consideration of Resolution 2024-06-T, adopting Township Supervisor's salary and establishing the position as part time (6:31)**

Board members discussed and asked questions regarding the position.

*Agostinelli moved and Macomber seconded to adopt Resolution 2024-06-T, adopting Township Supervisor's salary and establish the position as part time.*

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

8. **New Business**

a. **Introduction and Discussion of proposed workforce housing (6:40)**

Will Bartlett, of Keel Capital, spoke regarding a new workforce housing project. Local partners include Gosling Czubek, and Cunningham-Limp. Bartlett is proposing to build a mix of studio, one bedroom and two bedroom apartments on a site located at 2105 N. US 31 South. He is working with the Planning Department since this type of development is allowed by special use. The proposed project would be a TIF project and Bartlett shared 20 year financial TIF information and stated that their rental rate was based on rents at nearby Chelsea Park West. Board members asked questions regarding the Brownfield TIF process.

b. **Consideration of proposal from Gourdie-Fraser for engineering services for Grand Traverse Commons North Trail Loop (7:06)**

Gourdie-Fraser Engineer Jennifer Graham spoke regarding the proposed trail. She stated that the township received a trust fund grant to build this

non-motorized universally accessible trail in the Grand Traverse Commons Recreation and Natural Area and she is presenting the proposal for engineering services related to the trail.

*Schmuckal moved and Barsheff seconded to award the project design services contract to Gourdie Fraser in the amount of \$77,500.00*

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

**b. Consideration to bid waste management services as a single hauler for the Township (7:10)**

Korn would like to bid for a single hauler on a five-year contract. Board members discussed the concept and gave him approval to assemble a bid package and bring it to the next meeting for review.

**9. Public Comment: (7:16)**

Brad Jewett commented on the single hauler.

**10. Other Business (7:17)**

Sych reported on the new website updates and branding.

**11. Adjournment**

*Korn adjourned the meeting at 7:18 pm.*

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

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

**CHARTER TOWNSHIP OF GARFIELD  
JOINT TOWNSHIP BOARD AND PLANNING COMMISSION MEETING  
March 27, 2024**

**Call Meeting to Order:** Supervisor Korn called the March 27, 2024 Joint Town Board and Planning Commission meeting to order at 6:00pm at the Garfield Township Hall.

**Pledge of Allegiance**

The Pledge of Allegiance was recited by all in attendance.

**Roll Call of Board Members:** Molly Agostinelli, Chris Barsheff, Steve Duell, Chuck Korn, Chloe Macomber, Lanie McManus, and Denise Schmuckal

**Roll Call of Commission Members:**

Present: Molly Agostinelli, Pat Cline, Robert Fudge, Joe McManus, and Joe Robertson

Absent and Excused: Planning Commissioners Chris DeGood and John Racine

Staff Present: Planning Director John Sych and Deputy Planning Director Steve Hannon

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

None

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

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

*Yeas: Agostinelli, Barsheff, Cline, Fudge, Robertson, J. McManus, L. McManus, Macomber, Duell, Schmuckal, Korn*

*Nays: None*

**3. Minutes (6:02)**

**a. March 13, 2024 Regular Meeting**

*Cline moved and Fudge seconded to approve the March 13, 2024 Planning Commission Regular Meeting minutes as presented.*

*Yeas: Cline, Fudge, Robertson, Agostinelli, J. McManus*

*Nays: None*

**4. Business**

**a. PD 2024-21 Review of Master Plan Final Draft (6:02)**

Sych explained that the Master Plan process began in 2022. Surveys and public input were gathered and throughout 2023, the Master Plan was drafted by staff and Planning Commissioners. Today, the Planning Commission is presenting a final draft of the Master Plan for discussion. The draft Master Plan builds on the Township Board's Strategic Plan and

presents a vision, future land use designations, future road connections, housing priorities, environmental priorities, infrastructure priorities, economic development priorities, public safety priorities, focus areas and corridors, and implementation strategies, including a zoning plan. Sych reviewed the new zoning districts and the structure and organization of the updated Master Plan. He also reviewed land use maps and the changes in some of the uses such as mixed use and low density residential. Joe McManus stated that some of the changes were influenced by neighboring townships and what developments were on the borders. Railroad easements were discussed as future trails. Sych reviewed what the next steps would be which include the board accepting the draft of the Master Plan and approving it for distribution and review by other entities which include Grand Traverse County, Grand Traverse County Road Commission, Michigan Department of Transportation, and local units of government contiguous to the township.

*Schmuckal moved and Barsheff seconded TO approve distribution of the draft Charter Township of Garfield Master Plan for the 63-day review period in accordance with the Michigan Planning Enabling Act.*

*Yeas: Schmuckal, Barsheff, Macomber, L. McManus, Duell, Agostinelli, Korn, J. McManus, Robertson, Fudge, Cline*

*Nays: None*

**b. Other Discussion (6:50)**

Discussion took place on some of the pending legislation at the state level pertaining to short term rentals and solar/wind ordinances.

Land conservation was discussed along with parkland acquisition. A list or map citing future land acquisitions was discussed along with the pros and cons of such a list.

Board members thanked Planning Commissioners and Planning staff for their diligent work.

**5. Public Comment (7:18)**

None

**6. Adjournment**

*Fudge moved to adjourn the meeting at 7:19pm.*

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

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

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: Molly Agostinelli

Supported: Chloe Macomber

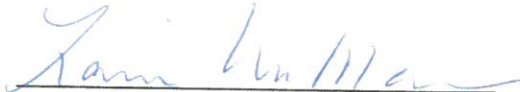
Ayes: Agostinelli, Macomber, Schmuckal, Barsheff, McManus, Korn

Nays: Duell

Absent and Excused: None

RESOLUTION 2024-06-T DECLARED ADOPTED.

By:



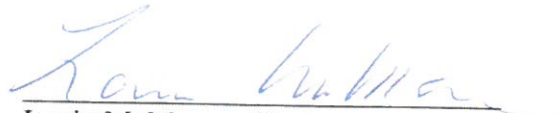
Lanie McManus, Clerk  
Charter Township of Garfield

**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:

3-27-2024



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: Denise Schmuckal

Supported: Molly Agostinelli

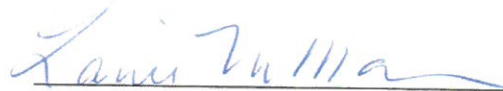
Ayes: Schmuckal, Agostinelli, Duell, Macomber, Barsheff, McManus, Korn

Nays: None

Absent and Excused: None

RESOLUTION 2024-07-T DECLARED ADOPTED.

By:



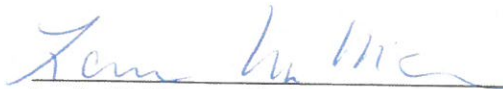
Lanie McManus, Clerk  
Charter Township of Garfield

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

3-27-2024



Lanie McManus, Clerk  
Charter Township of Garfield

Check Date	Bank	Check #	Payee	Description	GL #	Amount
03/27/2024	GEN	42203	CREEKSIDE COMMUNITY CHURCH	ELECTION RENTAL	101-262-726.000	300.00
03/27/2024	GEN	42204	FIFTH THIRD BANK	1319 FOOD FOR ELECTION	101-262-726.000	2,190.09
03/27/2024	GEN	42205	GENESEE INTERMEDIATE SCHOOL DIST	MLI CONSULTANT	101-101-805.000	2,250.00
03/27/2024	GEN	42206	GOURDIE-FRASER, INC.	RIDGE VIEW COURT SAD	101-101-805.000	360.00
03/27/2024	GEN	42207	GOURDIE-FRASER, INC.	COPPER RIDGE TRAILHEAD	208-000-805.000	405.00
03/27/2024	GEN	42208	INTEGRITY BUSINESS SOLUTIONS	PENS/PAPER/BINDING SUPPLIES	101-101-726.000	114.95
03/27/2024	GEN	42209	JAMIE DOUGLASS	MILEAGE - MT. PLEASANT	101-702-860.602	145.39
03/27/2024	GEN	42210	KRAFT BUSINESS SYSTEMS	COPIER CONTRACT	101-101-726.002	397.71
03/27/2024	GEN	42211	LAND INFORMATION ACCESS ASSOC	FRANCHISE FEES	101-720-880.011	19,873.40
03/27/2024	GEN	42212	LANIE MCMANUS	ELECTION MILEAGE	101-262-860.000	54.27
03/27/2024	GEN	42213	SUPERFLEET	GAS	101-321-862.000	123.67
03/27/2024	GEN	42214	TRAVERSE CITY FLEET REPAIR	OIL / BRAKES	101-321-863.000	28.29
		42214		OIL / BRAKES	101-321-864.000	451.63
						<u>479.92</u>
03/27/2024	GEN	42215	VERIZON	PHONES	101-265-850.000	263.08
04/02/2024	GEN	42216	ANNE WENDLING	CONTRACTED SVCS	101-101-805.000	280.75
		42216		CONTRACTED SVCS	101-704-805.000	55.00
		42216		CONTRACTED SVCS	101-707-805.000	95.50
						<u>431.25</u>
04/02/2024	GEN	42217	CHERRYLAND ELECTRIC COOP.	ELECTRIC	101-000-084.861	299.26
		42217		ELECTRIC	101-265-920.603	1,001.73
		42217		ELECTRIC	101-448-920.005	756.97
						<u>2,057.96</u>
04/02/2024	GEN	42218	CHERRYLAND ELECTRIC COOP.	ELECTRIC	208-000-805.000	528.16
04/02/2024	GEN	42219	CONSUMERS ENERGY	100018131597	101-448-920.005	29.65
04/02/2024	GEN	42220	CONSUMERS ENERGY	103043977273	208-000-805.000	35.03
04/02/2024	GEN	42221	CONTEMPORARY CLEANING	CONTRACTED SVCS	101-265-935.603	1,350.00
04/02/2024	GEN	42222	CONTEMPORARY CLEANING	CONTRACTED SVCS	208-000-805.000	450.00
04/02/2024	GEN	42223	FIFTH THIRD BANK	3637 - EDUCATION / ZOOM	101-101-805.000	169.49
		42223		3637 - EDUCATION / ZOOM	101-171-960.200	20.89

**3.b.**



Check Date	Bank	Check #	Payee	Description	GL #	Amount
04/02/2024	GEN	42224	GARFIELD CHARTER TOWNSHIP	HSA	101-000-237.000	190.38
04/02/2024	GEN	42225	HOME DEPOT CREDIT SERVICES	2X6 WEATHERSHIELD / DECKMATE	208-000-935.000	662.27
04/02/2024	GEN	42226	INTEGRITY BUSINESS SOLUTIONS	TAPE/ENVELOPE/INK/RUBBERBANDS/RULER	101-101-726.000	86.62
		42226		TAPE/ENVELOPE/INK/RUBBERBANDS/RULER	101-253-726.000	106.84
						5.79
						112.63
04/02/2024	GEN	42227	LINGO	PHONE	101-265-850.000	71.56
04/02/2024	GEN	42228	PREMIER OUTDOORS OF TRAVERSE CITY	SNOW REMOVAL	101-265-935.601	190.00
04/02/2024	GEN	42229	TRAVERSE CITY BUSINESS NEWS	SUBSCRIPTION	101-171-965.000	35.00
04/02/2024	GEN	42230	TRAVERSE CITY LIGHT & POWER	00104403-7	101-000-084.861	666.74
		42230		00105171-8	101-448-920.005	28.38
						695.12
04/02/2024	GEN	42231	UNITED WAY	UNITED WAY	101-000-238.000	90.00
04/02/2024	GEN	42232	VOYA INSTITUTIONAL TRUST COMPANY	DEFERRED COMP VF3202	101-000-231.000	1,960.00

TOTAL - ALL FUNDS TOTAL OF 30 CHECKS 35,933.11

--- GL TOTALS ---

101-000-084.861	DUE FROM #861 STREET LIGHTS	966.00
101-000-231.000	DEFERRED COMP	1,960.00
101-000-237.000	HSA (FORMERLY FLEX)	662.27
101-000-238.000	UNITED WAY	90.00
101-101-726.000	SUPPLIES	221.79
101-101-726.002	SUPPLIES - COPIER MAINTENANCE	397.71
101-101-805.000	CONTRACTED AND OTHER SERVICES	3,060.24
101-171-960.200	EDUCATION - SUPERVISOR	20.89
101-171-965.000	DUES & PUBLICATIONS	35.00
101-253-726.000	SUPPLIES	5.79
101-262-726.000	SUPPLIES	2,490.09
101-262-860.000	MILEAGE	54.27
101-265-850.000	TELEPHONE	334.64
101-265-920.603	LIGHTS BUILDING	1,001.73
101-265-935.601	SNOW PLOWING	190.00
101-265-935.603	CLEANING SERVICE	1,350.00
101-321-862.000	GAS & CAR WASHES	123.67
101-321-863.000	OIL CHANGES	28.29
101-321-864.000	MISCELLANEOUS	451.63
101-448-920.005	STREET LIGHTS TOWNSHIP	815.00
101-702-860.602	MILEAGE - DEPT ZONING	145.39
101-704-805.000	CONTRACTED AND OTHER SERVICES	55.00
101-707-805.000	CONTRACTED AND OTHER SERVICES	95.50
101-720-880.011	COM. PROM. - P.E.G.	19,873.40
208-000-805.000	CONTRACTED AND OTHER SERVICES	1,418.19
208-000-935.000	MAINTENANCE - MISC, EQUIP	86.62
	<b>TOTAL</b>	<b>35,933.11</b>

**Karen Leaver**

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**From:** Joe McManus <joemcm@charter.net>  
**Sent:** Friday, March 29, 2024 9:56 AM  
**To:** Karen Leaver  
**Subject:** Re: Grand Traverse Commons Joint Planning Commission

Karen,  
Yes I would like to continue on this joint planning commission.  
I currently am the chair person also.

Thank You,  
Joe  
Sent from my iPad

On Mar 28, 2024, at 2:10 PM, Karen Leaver <kleaver@garfield-twp.com> wrote:

Hello Joe,

Your term serving as a member of the Grand Traverse Commons Joint Planning Commission expires on May 14, 2024. If you are interested in being considered for another 3-year term on this Commission, please just respond to this email and we will take it to the Township Board for approval.

No need to complete an application, your email response is good.

Thanks,

**Karen Leaver**  
Charter Township of Garfield  
3848 Veterans Drive  
Traverse City, MI 49684  
Phone: (231) 941-1620 | Fax: (231) 941-1588  
Email: [kleaver@garfield-twp.com](mailto:kleaver@garfield-twp.com)  
<image001.jpg>

## Karen Leaver

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**From:** Amy DeHaan  
**Sent:** Thursday, March 28, 2024 2:27 PM  
**To:** Karen Leaver  
**Subject:** RE: GT Commons Joint Planning Commission

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

Yes, I am still interested.

**Amy L DeHaan, MMAO(4)**  
Assessor  
**Garfield Charter Township**  
Grand Traverse County  
3848 Veterans Drive  
Traverse City, MI 49684  
☎ (231) 941-1620

*"Coming together is a beginning,  
keeping together is progress,  
and working together is success." - Henry Ford*

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**From:** Karen Leaver <kleaver@garfield-twp.com>  
**Sent:** Thursday, March 28, 2024 2:08 PM  
**To:** Amy DeHaan <adehaan@garfield-twp.com>  
**Subject:** GT Commons Joint Planning Commission

Amy,

Your term serving as a member of the Grand Traverse Commons Joint Planning Commission expires on May 14, 2024. If you are interested in being considered for another 3-year term on this Commission, please just respond to this email and we will take it to the Township Board for approval.

No need to complete an application, your email response is good.

Thanks

**Karen Leaver**  
Charter Township of Garfield  
3848 Veterans Drive  
Traverse City, MI 49684  
Phone: (231) 941-1620 | Fax: (231) 941-1588  
Email: [kleaver@garfield-twp.com](mailto:kleaver@garfield-twp.com)



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

March 2024

Location	Citations	Traffic Crashes			Arrests			Traffic Crash Totals
		Fatal	PIA	PDA	OWI	Criminal		
01 Acme	10	0	2	15	0	4	17	
02 Blair	33	0	4	10	3	15	14	
03 East Bay	10	0	3	26	5	16	29	
04 Fife Lake	4	0	1	2	0	1	3	
05 Garfield	45	0	22	66	9	62	88	
06 Grant	1	0	2	4	0	2	6	
07 Green Lake	2	0	2	7	0	8	9	
08 Long Lake	2	0	3	4	0	2	7	
09 Mayfield	10	0	1	5	0	3	6	
10 Peninsula	1	0	0	2	0	0	2	
11 Paradise	1	0	0	7	1	2	7	
12 Union	3	0	0	2	0	1	2	
13 Whitewater	0	0	2	12	1	1	14	
29 Fife Lake Vlg	0	0	0	1	0	0	1	
30 Kingsley Vlg	6	0	0	1	0	2	1	
66 Traverse City	8	0	0	0	2	30	0	
84 Out of County	0	0	0	0	0	13	0	
<b>Totals</b>	136	0	42	164	21	162	206	
<b>% of Garfield Twp</b>	<b>33.1%</b>	<b>0.0%</b>	<b>52.4%</b>	<b>40.2%</b>	<b>42.9%</b>	<b>38.3%</b>	<b>42.7%</b>	

Ticket stats are based on what District Court has entered as of 4/01/24.

Arrest stats are as of 4/01/24.



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

First Quarter Totals January - March 2024

Location	Citations	Traffic Crashes			Arrests			Traffic Crash Totals
		Fatal	PIA	PDA	OWI	Criminal		
01 Acme	25	0	6	49	1	14	55	
02 Blair	72	0	8	55	5	39	63	
03 East Bay	53	0	14	86	9	59	100	
04 Fife Lake	11	0	1	10	0	8	11	
05 Garfield	164	0	45	235	27	152	280	
06 Grant	2	0	4	12	0	4	16	
07 Green Lake	20	0	6	29	1	14	35	
08 Long Lake	5	1	7	27	5	5	35	
09 Mayfield	31	0	4	17	0	4	21	
10 Peninsula	3	0	2	15	0	2	17	
11 Paradise	15	0	2	17	1	12	19	
12 Union	3	0	2	5	0	2	7	
13 Whitewater	5	1	8	36	3	4	45	
29 Fife Lake Vlg	0	0	0	3	1	0	3	
30 Kingsley Vlg	8	0	0	1	0	11	1	
66 Traverse City	10	0	0	1	3	109	1	
84 Out of County	0	0	0	0	0	41	0	
<b>Totals</b>	427	2	109	598	56	480	709	
<b>% of Garfield Twp</b>	<b>38.4%</b>	<b>0.0%</b>	<b>41.3%</b>	<b>39.3%</b>	<b>48.2%</b>	<b>31.7%</b>	<b>39.5%</b>	

Ticket stats are based on what District Court has entered as of 4/01/24.

Arrest stats are as of 4/01/24.



# GRAND TRAVERSE METRO FIRE DEPARTMENT

6.c.

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

## Garfield EMS Incidents - March 2024

Complaint	Priority 1	Priority 2	Priority 3	Total
Fall	5	14	22	41
Difficulty Breathing / SOB	19	5	4	28
Cardiac Issues (Chest Pain)	26		1	27
General Weakness	8	3	13	24
Psychiatric Problem/Suicide Attempt	5	5	9	19
Abdominal Pain	8	1	6	15
Medical Alarm		9	5	14
Vehicle Accident	10	4		14
Altered LOC	9		4	13
Invalid Assist/Lift Assist	1		12	13
No Other Appropriate Choice	1	2	10	13
Seizure	8		2	10
Stroke/CVA	7			7
Hemorrhage/Laceration	2	1	3	6
Alcohol intoxication	4		1	5
GI Bleed	3	1	1	5
Nausea/Vomiting	1		4	5
Syncope/near-fainting	2	3		5
Allergic Reaction / Stings	3	1		4
Cardiac Issues - No Chest Pain	3	1		4
Hypotension / hypertension	2		1	3
Infection			3	3
Overdose - Unintentional	1		2	3
Traumatic Injury	1		2	3
Unresponsive	3			3
Abnormal Labs			2	2
CPR	2			2
Assault			1	1
Assist Other Agency			1	1
Back Pain (Non-Traumatic)			1	1
Burns/Explosion	1			1
Death - Priority 5			1	1
Headache	1			1
Lower Limb Swelling			1	1
Patient Assist Only			1	1
Pregnancy/Childbirth/Miscarriage	1			1
Stab/Gunshot Wound/Penetrating Trauma	1			1
Urinary problem	1			1
<b>Grand Total</b>	<b>139</b>	<b>50</b>	<b>113</b>	<b>302</b>



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## Garfield NFIRS Reports - March 2024

Incident Type	Count
Medical assist, assist EMS crew	218
Emergency medical service, other	35
Dispatched and cancelled en route	34
Alarm system activation, no fire - unintentional	10
Motor vehicle accident with injuries	9
Water Flow Alarm - unintentional	4
Assist invalid	2
Gas leak (natural gas or LPG)	2
LP or Natural Gas Odor with no leak/gas found.	2
Motor vehicle accident with no injuries.	2
Motor vehicle/pedestrian accident (MV Ped)	2
No incident found on arrival at dispatch address	2
Smoke detector activation due to malfunction	2
Smoke detector activation, no fire - unintentional	2
Alarm system sounded due to malfunction	1
Building fire	1
Building or structure weakened or collapsed	1
Carbon monoxide incident	1
Defective elevator, no occupants	1
Forest, woods or wildland fire	1
Lock-out	1
Rescue or EMS standby	1
Service call, other	1
Smoke scare, odor of smoke	1
Unintentional transmission of alarm, other	1
<b>Grand Total</b>	<b>337</b>





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## GTMESA EMS Incidents - March 2024

Incident Type	Priority 1	Priority 2	Priority 3	Total
Fall	8	22	37	67
Difficulty Breathing / SOB	25	8	4	37
Cardiac Issues (Chest Pain)	31		2	33
General Weakness	11	3	16	30
Abdominal Pain	11	1	10	22
Invalid Assist/Lift Assist	1		21	22
Psychiatric Problem/Suicide Attempt	5	6	11	22
Vehicle Accident	14	4		18
Medical Alarm		9	6	15
Altered LOC	10		4	14
No Other Appropriate Choice	1	2	11	14
Seizure	10		3	13
Syncope/near-fainting	7	5	1	13
Stroke/CVA	9			9
Hemorrhage/Laceration	2	2	4	8
Nausea/Vomiting	2	1	5	8
Alcohol intoxication	4	1	1	6
Hypotension / hypertension	2		4	6
Allergic Reaction / Stings	3	1	1	5
Cardiac Issues - No Chest Pain	4	1		5
GI Bleed	3	1	1	5
Traumatic Injury	1		4	5
Unresponsive	4			4
Back Pain (Non-Traumatic)			3	3
CPR	3			3
Infection			3	3
Overdose - Unintentional	1		2	3
Abnormal Labs			2	2
Assist Other Agency			2	2
Diabetic Emergency	1		1	2
Welfare Check	1		1	2
Assault			1	1
Burns/Explosion	1			1
Choking		1		1
Death - Priority 5			1	1
Headache	1			1
Lower Limb Swelling			1	1
Patient Assist Only			1	1
Pregnancy/Childbirth/Miscarriage	1			1
Stab/Gunshot Wound/Penetrating Trauma	1			1
Urinary problem	1			1
<b>Grand Total</b>	<b>179</b>	<b>68</b>	<b>164</b>	<b>411</b>





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## GTMESSA NFIRS Incidents - March 2024

Incident Type	Count
Medical assist, assist EMS crew	299
Emergency medical service, other	47
Dispatched and cancelled en route	46
Motor vehicle accident with injuries	13
Alarm system activation, no fire - unintentional	12
No incident found on arrival at dispatch address	5
Water Flow Alarm - unintentional	5
Building fire	4
Motor vehicle accident with no injuries.	4
Smoke scare, odor of smoke	4
Assist invalid	3
Attempted burning, illegal action, other	3
LP or Natural Gas Odor with no leak/gas found.	3
Smoke detector activation due to malfunction	3
Carbon monoxide detector activation, no CO	2
Carbon monoxide incident	2
Forest, woods or wildland fire	2
Gas leak (natural gas or LPG)	2
Motor vehicle/pedestrian accident (MV Ped)	2
Smoke detector activation, no fire - unintentional	2
Alarm system sounded due to malfunction	1
Assist police or other governmental agency	1
Authorized controlled burning	1
Building or structure weakened or collapsed	1
Cooking fire, confined to container	1
Defective elevator, no occupants	1
Extrication, rescue, other	1
Good intent call, other	1
Lock-out	1
Overheated motor / belt issue	1
Rescue or EMS standby	1
Service call, other	1
Smoke from barbecue, tar kettle	1
Special outside fire, other	1
Tree Down onto Low Voltage Lines	1
Unintentional transmission of alarm, other	1
<b>Grand Total</b>	<b>479</b>

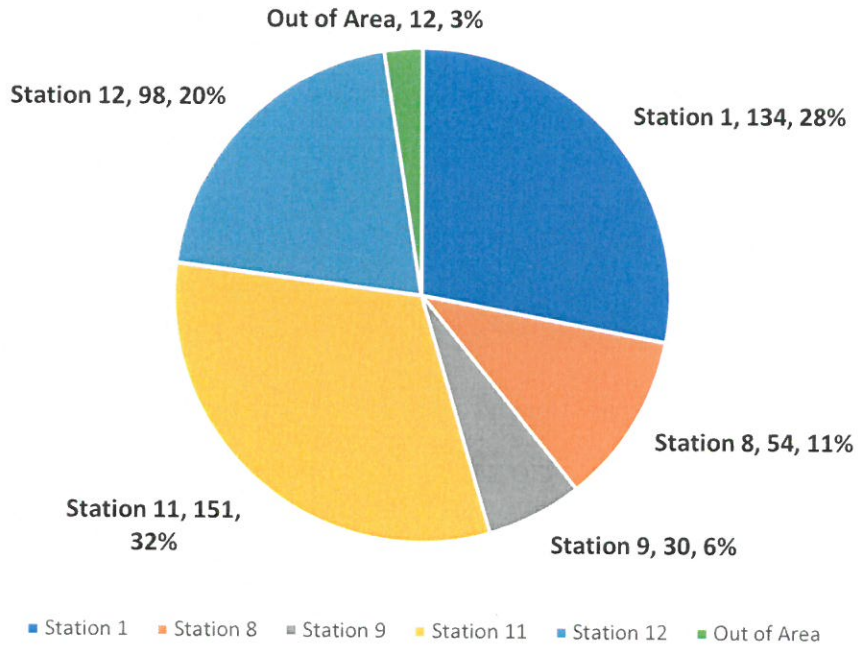


# GRAND TRAVERSE METRO FIRE DEPARTMENT

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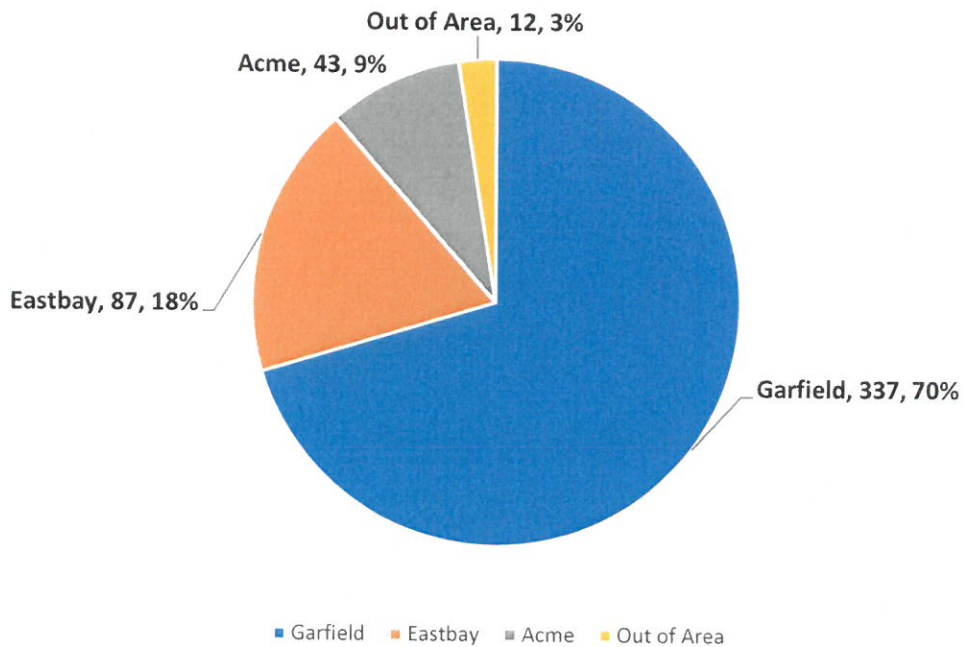
## GTMESA - March 2024 Incidents by Station

479 Total




## GTMESA - March 2024 incidents by Township

479 Total





 <b>Charter Township of Garfield</b> <b>Planning Department Report No. 2024-23</b>			
Prepared:	April 2, 2024	Pages:	2
Meeting:	April 9, 2024 Township Board	Attachments:	<input type="checkbox"/>
Subject:	Planning Department Monthly Report – April 2024		

**PURPOSE:**

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

**DEVELOPMENTS:**

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

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

- *Location:* 1611 N West Silver Lake Road, south of intersection with Secor Road
- *Development Description:* Proposed adult foster care facility for no more than 20 adults and childcare center for no more than 12 children adjacent to the existing Culver Meadows Senior Living facility
- *Status:* The Planning Commission introduced this application at their 1/10/2024 meeting and held the public hearing at their 2/14/2024 meeting. The Planning Commission adopted Findings of Fact at their 3/13/2024 meeting and recommended to the Township Board to approve the application with conditions. The Township Board introduced the application at their 3/26/2024 regular meeting and scheduled a public hearing for their 4/23/2024 regular meeting.

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

- *Location:* Southeast corner of North Garfield Road and Duell Road, south of South Airport Road
- *Development Description:* Commercial district housing development with 20 apartment units
- *Status:* The project was introduced at 10/11/2023 Planning Commission meeting. Commissioners generally supported the concept of the project, but the project as presented would not meet one of the standards within Section 725 of the Zoning Ordinance. Commissioners tabled the application at their 11/8/2023 meeting. The Township Board held a public hearing and approved an amendment to the Section 725 requirements at their 2/13/2024 meeting. The Planning Commission un-tabled the application at their 2/14/2024 meeting, held a public hearing at their 3/13/2024 meeting, and directed Staff to prepare Findings of Fact for consideration at the 4/10/2024 meeting.

***Gauthier Site – Conceptual Review***

- *Location:* 2105 N US 31 South, west side of US 31 at McRae Hill Road across from Hartman Road
- *Development Description:* Proposed multi-family apartment development
- *Status:* Planning Commissioners will consider a conceptual review of the project at their 4/10/2024 meeting.

**PLANNING:**

Other Planning Department activities include the following:

- The Planning Commission and Township Board held a joint meeting on 3/27/2024 to discuss the final draft update to the Master Plan. The Township Board voted to release the draft Master Plan for distribution for a 63-day review period as required by the Michigan Planning Enabling Act (MPEA). The MPEA requires the Master Plan to be distributed to several entities including the following:

- Neighboring municipalities (City of Traverse City, East Bay Township, Elmwood Township, Long Lake Township, Green Lake Township, and Blair Township)
  - Regional planning agency (Networks Northwest)
  - Grand Traverse County Board of Commissioners
  - Public utility companies (Traverse City Light & Power, Cherryland Electric Cooperative, Consumers Energy, and DTE Energy)
  - Railroad company (Great Lakes Central Railroad)
  - Public transportation agency (BATA)
  - Grand Traverse County Road Commission
  - Michigan Department of Transportation (North Region)
- Staff has distributed the draft Master Plan to the above entities. The draft Master Plan and other information on the Master Plan adoption process is available on the Township website at the following link:
    - <https://www.garfield-twp.com/masterplan.asp/>
  - Remaining key dates in the timeline for the adoption of the Master Plan are as follows:

Date	Action
<b>May 29, 2024</b>	* 63-day required review period ends
<b>June 12, 2024</b> – Planning Commission meeting	* Final public hearing on Master Plan * Anticipated recommendation of Master Plan adoption to the Township Board
<b>June 25, 2024</b> – Township Board Meeting	* Anticipated adoption of Master Plan

- Staff is working on potential Zoning Ordinance updates for review once the updated Master Plan is adopted. Staff and the Planning Commission will discuss the next steps for implementation of the updated Master Plan at study sessions throughout the year beginning in April.
- *Professional development* – Staff will be attending the 2024 National Planning Conference from April 13-16 in Minneapolis, Minnesota. Staff are looking forward to the chance to learn from planners across the country and to learn potential strategies to bring back for addressing planning issues in the Township.

**STAFF:**

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

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



## Charter Township of Garfield

### Parks Report

#### **Silver Lake Recreation Area**

Irrigation scheduled to be opened up.

Summer maintenance (fertilization/mowing) is ready to start.

Dealing with a female driving on lawn to dog park gate.

#### **Commons**

Reaching out to the Mountain Bike Committee regarding installing trail signage.

Working through the Copper Ridge Trailhead with GFA.

Removed a few down trees.

Graffiti becoming an issue again up by hippie tree. Installing cameras and signage.



## **River East**

Jennifer (GFA) is getting the contracts in order with AJ's for next phase of development and a purchase order for the bathrooms.

Working with utility service and tree companies in the park area clearing trees in utility easement.

Ordering bottle filling station.

## **Boardman Valley**

Replacing rotting boards and posts along boardwalk and river edge.

Removed a few downed trees.

Looking to filling in some low spots south of bridges with crush gravel.

Cleaned up around pickleball courts. Someone dumped trash.

## **Miller Creek**

Cleaned up some wind blown trash behind big box stores.

Removed a few trees from trail & boardwalk.

Replaced boardwalk boards near Liv Arbors.

## **Kid's Creek**

Brook Trout Coalition will be volunteering their time helping to Cleanup around Olesons Pond in April.

Due to rake Chara out of pond and ordering fish.

## **Buffalo Ridge Trail**

Continuing to remove autumn olive.

### **Additional Information**

None

Submitted April 3, 2024

Derek Morton

Sean Kehoe

ARPA Project Tracker - Update to the Board		Total ARPA Funds: \$ 1,864,273.88	
Type	Project Ideas and Options	Estimated Total Project Cost Budget	Total of ARPA Funds Used for Project
<b>1. Water/Sewer</b>	<b>Stoneridge PRV - 1/2 of total cost</b> Board Approved 2/20/24 - Under Contract with Elmers Crane/Dozer	\$ 1,050,000.00	\$ 525,000.00
<b>2. Roads</b>	<b>Mast Arms (2) - US-31 at Meijer and Lowes</b> Expecting project MDOI bid opening in April, 2024	\$ 160,000.00	\$ 160,000.00
<b>3. Parks</b>	<b>Hands-Free Drinking Fountains (2) - Silver Lake and River East</b> River East fountain identified in 2024 bid Awarded to AJ's Excavating Sill need to contract for Silver Lake Drinking Fountain - Possibly Lautner to do with RE Fountain <b>River East Recreation Area Amenities (Phase III &amp; Prepurchase of Bathroom Materials)</b> Board Approved 2/20/24 - Under Contract/Bid Awarded to AJ's Excavating	\$ 10,000.00	\$ 10,000.00
<b>4. Trail Connections</b>	<b>Barlow/Boardman Lake Loop Connector</b> GFA bringing back engineering proposal for Board Approval <b>Wyatt/Westchester Connector</b> Initial easement work is being conducted	\$ 564,073.00	\$ 564,073.00
<b>5. Township Beautification</b>	<b>Logan's Landing &amp; Woodmere Median Improvements</b> Staff reviewing options for new landscaping, and staff is acquiring bids	\$ 30,000.00	\$ 30,000.00
<b>6. Identity of Township</b>	<b>Website Update</b> Recommendation going to the Board for approval 4/9/24	\$ 50,000.00	\$ 50,000.00
	<b>Primary Gateway Monument Signs (2) and Locations</b> Initial inquiry being made	\$ 225,000.00	\$ 150,000.00
	<b>Entry Signs (17)</b> Work underway by Road Commission - Will invoice soon when completed	\$ 5,200.00	\$ 5,200.00
<b>7. Twp. Hall Infrastructure Improvements</b>	<b>Planning Office Wall/Door Installation</b> Board Approved 3/12/24 - Under Contract/Bid Awarded to Absolute Building Solutions LLC	\$ 20,000.00	\$ 5,125.00
	<b>Hands-Free Drinking Fountains (2) - Township Hall</b> Project completed for \$3,750 by Temperature Control	\$ 5,000.00	\$ 3,750.00
	<b>Boiler</b> Board Approved 3/12/24 - Under Contract/Bid Awarded to Temperature Control	\$ 28,500.00	\$ 28,500.00
	<b>Computer/Software Upgrades</b> May be used as contingency/other tech improvements	\$	\$ 10,489.88
<b>Interest Earned from High Interest Earning Insured Cash Sweep (ICS) Account: \$63,462.82</b>		\$ 2,469,909.00	\$ 1,864,273.88
			<b>Total Not Under Contract as of 4/2/24 \$ 1,036,698.88</b>

Completed (under contract by 12/31/24 per federal guidelines)



# Clerk's Report

For March 31, 2024

Submitted 4/3/2024

To The Garfield Township Board,

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

For the month of March in the General Fund, you will find that we had a total of \$117,410.20 Revenues and \$159,897.98 Expenditures. For the year we have a total of \$2,348,637.73 Revenues and 785,582.12 Expenditures.

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

Lanie McManus

Township Clerk

GL NUMBER	DESCRIPTION	2024		YTD BALANCE 03/31/2024	ACTIVITY FOR MONTH 03/31/2024	AVAILABLE BALANCE
		ORIGINAL BUDGET	AMENDED BUDGET			
<b>Fund 101 - GENERAL OPERATING FUND</b>						
<b>Revenues</b>						
Dept 000						
101-000-402.000	CURRENT REAL PROPERTY TAXES	2,118,840.00	2,118,840.00	1,852,465.38	84,473.32	266,374.62
101-000-412.000	DEL PERSONAL PROP TAXES	500.00	500.00	0.00	0.00	500.00
101-000-414.000	Protested PRE Interest	1,000.00	1,000.00	0.00	0.00	1,000.00
101-000-423.000	TRAILER PARK FEES	9,000.00	9,000.00	2,303.50	1,535.50	6,696.50
101-000-445.000	PENALTIES & INT. ON TAXES	6,000.00	6,000.00	12,046.59	12,046.59	(6,046.59)
101-000-476.000	BUILDING PERMITS	200,000.00	200,000.00	30,122.00	15,413.00	169,878.00
101-000-476.001	PLANNING FEES	10,000.00	10,000.00	800.00	400.00	9,200.00
101-000-476.002	MAINT INSPECTION FEES	5,000.00	5,000.00	0.00	0.00	5,000.00
101-000-476.003	TREASURER FEES	100.00	100.00	0.00	0.00	100.00
101-000-476.004	PARK USE FEES	0.00	0.00	1,270.00	610.00	(1,270.00)
101-000-476.005	ZONING FEES	15,000.00	15,000.00	3,000.00	1,250.00	12,000.00
101-000-574.000	STATE SHARED REVENUE	2,135,776.00	2,135,776.00	347,568.00	0.00	1,788,208.00
101-000-574.001	STATE SHARED REV. - LIQUOR LA	20,000.00	20,000.00	68.75	0.00	19,931.25
101-000-574.002	EVIP DISTRIBUTION	72,024.00	72,024.00	10,875.00	0.00	61,149.00
101-000-665.000	EARNED INTEREST	70,000.00	70,000.00	16,138.31	1,681.79	53,861.69
101-000-668.002	RENTS & ROYALTIES CABLE VIS	250,000.00	250,000.00	60,442.19	0.00	189,557.81
101-000-668.003	RENTS & ROYALTIES CABLE EQUIP	22,000.00	22,000.00	5,802.45	0.00	16,197.55
101-000-673.000	SALE OF FIXED ASSETS	50.00	50.00	0.00	0.00	50.00
101-000-676.000	REIMBURSEMENTS	50,000.00	50,000.00	5,735.56	0.00	44,264.44
101-000-676.001	Reimbursed Treasurer Legal Fees	100.00	100.00	0.00	0.00	100.00
101-000-676.003	Reimburse Essential Services (PILOT)	17,000.00	17,000.00	0.00	0.00	17,000.00
<b>Total Dept 000</b>		<b>5,002,390.00</b>	<b>5,002,390.00</b>	<b>2,348,637.73</b>	<b>117,410.20</b>	<b>2,653,752.27</b>
<b>TOTAL REVENUES</b>						
		<b>5,002,390.00</b>	<b>5,002,390.00</b>	<b>2,348,637.73</b>	<b>117,410.20</b>	<b>2,653,752.27</b>
<b>Fund 101 - GENERAL OPERATING FUND:</b>						
<b>TOTAL REVENUES</b>						
		<b>5,002,390.00</b>	<b>5,002,390.00</b>	<b>2,348,637.73</b>	<b>117,410.20</b>	<b>2,653,752.27</b>

PERIOD ENDING 03/31/2024

2024

GL NUMBER	DESCRIPTION	ORIGINAL BUDGET	2024 AMENDED BUDGET	YTD BALANCE 03/31/2024	ACTIVITY FOR MONTH 03/31/24	AVAILABLE BALANCE	% BGD USED
<b>Fund 101 - GENERAL OPERATING FUND</b>							
<b>Expenditures</b>							
<b>Dept 101 - TOWNBOARD</b>							
101-101-701.100	WAGES - TRUSTEE	13,450.00	13,450.00	2,775.00	925.00	10,675.00	20.63
101-101-701.101	WAGES - FILE CLERK	47,172.18	47,172.18	10,886.40	3,628.80	36,285.78	23.08
101-101-701.102	WAGES - TRUSTEE	13,450.00	13,450.00	2,900.00	1,050.00	10,550.00	21.56
101-101-701.103	WAGES - TRUSTEE	13,450.00	13,450.00	3,275.00	1,175.00	10,175.00	24.35
101-101-701.104	WAGES - TRUSTEE	13,450.00	13,450.00	3,075.00	1,050.00	10,375.00	22.86
101-101-701.105	WAGES - OFFICE COORDINATOR	43,927.26	43,927.26	3,484.80	718.08	40,442.46	7.93
101-101-726.000	SUPPLIES	6,500.00	6,500.00	1,117.74	483.13	5,382.26	17.20
101-101-726.001	POSTAGE	12,000.00	12,000.00	4,559.63	2,000.00	7,440.37	38.00
101-101-726.002	SUPPLIES - COPIER MAINTENANCE	7,500.00	7,500.00	1,286.17	919.97	6,213.83	17.15
101-101-801.002	LEGAL SERVICES - TOWNBOARD	10,000.00	10,000.00	619.50	0.00	9,380.50	6.20
101-101-801.004	LEGAL -Tax Tribunal	10,000.00	10,000.00	0.00	0.00	10,000.00	0.00
101-101-802.000	AUDIT AND ACCOUNTING	35,000.00	35,000.00	0.00	0.00	35,000.00	0.00
101-101-805.000	CONTRACTED AND OTHER SERVICES	7,500.00	7,500.00	8,900.00	5,112.00	(1,400.00)	118.67
101-101-860.000	MILEAGE	500.00	500.00	0.00	0.00	500.00	0.00
101-101-900.000	PRINTING & PUBLISHING	4,000.00	4,000.00	1,296.09	1,296.09	2,703.91	32.40
101-101-901.000	ADVERTISING	7,500.00	7,500.00	618.20	618.20	6,881.80	8.24
101-101-960.000	EDUCATION & TRAINING	4,000.00	4,000.00	0.00	0.00	4,000.00	0.00
101-101-965.101	DUES & PUBLICATIONS -TOWNBOAR	1,000.00	1,000.00	491.51	230.00	508.49	49.15
101-101-965.102	DUES - MICHIGAN TOWNSHIP ASSO	8,600.00	8,600.00	0.00	0.00	8,600.00	0.00
<b>Total Dept 101 - TOWNBOARD</b>		<b>258,999.44</b>	<b>258,999.44</b>	<b>45,285.04</b>	<b>19,206.27</b>	<b>213,714.40</b>	<b>17.48</b>
<b>Dept 171 - TOWNSHIP SUPERVISOR</b>							
101-171-701.201	WAGES - SUPERVISOR	95,140.91	95,140.91	21,955.62	7,318.54	73,185.29	23.08
101-171-860.200	MILEAGE - SUPERVISOR	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00
101-171-960.200	EDUCATION - SUPERVISOR	2,000.00	2,000.00	88.19	18.90	1,911.81	4.41
101-171-965.000	DUES & PUBLICATIONS	4,000.00	4,000.00	0.00	0.00	4,000.00	0.00
<b>Total Dept 171 - TOWNSHIP SUPERVISOR</b>		<b>102,140.91</b>	<b>102,140.91</b>	<b>22,043.81</b>	<b>7,337.44</b>	<b>80,097.10</b>	<b>21.58</b>
<b>Dept 215 - TOWNSHIP CLERK</b>							
101-215-701.300	WAGES - CLERK	95,140.91	95,140.91	21,955.62	7,318.54	73,185.29	23.08
101-215-701.302	WAGES - DEPUTY CLERK	61,447.59	61,447.59	14,180.22	4,726.74	47,267.37	23.08
101-215-701.303	WAGES - ACCOUNTANT	6,000.00	6,000.00	4,305.00	2,805.00	1,695.00	71.75
101-215-701.304	WAGES - CLERK ASSISTANT	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00
101-215-726.000	SUPPLIES	1,500.00	1,500.00	199.98	114.99	1,300.02	13.33
101-215-860.300	MILEAGE - CLERK	600.00	600.00	0.00	0.00	600.00	0.00
101-215-860.301	MILEAGE - DEPUTY CLERK	400.00	400.00	0.00	0.00	400.00	0.00
101-215-960.000	EDUCATION & TRAINING	7,500.00	7,500.00	0.00	0.00	7,500.00	0.00
101-215-965.000	DUES & PUBLICATIONS	500.00	500.00	150.00	0.00	350.00	30.00
<b>Total Dept 215 - TOWNSHIP CLERK</b>		<b>174,088.50</b>	<b>174,088.50</b>	<b>40,790.82</b>	<b>14,965.27</b>	<b>133,297.68</b>	<b>23.43</b>
<b>Dept 228 - COMPUTER SUPPORT</b>							
101-228-726.000	SUPPLIES	3,000.00	3,000.00	0.00	0.00	3,000.00	0.00
<b>Total Dept 228 - COMPUTER SUPPORT</b>		<b>3,000.00</b>	<b>3,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>3,000.00</b>	<b>0.00</b>
<b>Dept 247 - BOARD OF REVIEW</b>							
101-247-701.400	WAGES - B OF R	1,500.00	1,500.00	0.00	0.00	1,500.00	0.00
101-247-701.401	WAGES - B OF R	1,500.00	1,500.00	0.00	0.00	1,500.00	0.00

EXPENDITURE REPORT FOR GARFIELD TOWNSHIP

PERIOD ENDING 03/31/2024

2024

ACTIVITY FOR MONTH 03/31/24

GL NUMBER	DESCRIPTION	ORIGINAL BUDGET	2024 AMENDED BUDGET	YTD BALANCE 03/31/2024	AVAILABLE BALANCE	% BDKT USED
<b>Fund 101 - GENERAL OPERATING FUND</b>						
<b>Expenditures</b>						
101-247-701.402	WAGES - B OF R	1,500.00	1,500.00	0.00	1,500.00	0.00
101-247-701.403	WAGES - B OF R	1,500.00	1,500.00	250.00	1,250.00	16.67
101-247-960.000	EDUCATION & TRAINING	200.00	200.00	45.00	155.00	22.50
<b>Total Dept 247 - BOARD OF REVIEW</b>		<b>6,200.00</b>	<b>6,200.00</b>	<b>295.00</b>	<b>5,905.00</b>	<b>4.76</b>
<b>Dept 253 - TOWNSHIP TREASURER</b>						
101-253-701.500	WAGES - TREASURER	95,140.91	95,140.91	21,955.62	73,185.29	23.08
101-253-701.501	WAGES - ASSISTANT	5,000.00	5,000.00	0.00	5,000.00	0.00
101-253-701.502	WAGES - DEPUTY TREASURER	61,447.59	61,447.59	14,180.22	47,267.37	23.08
101-253-726.000	SUPPLIES	1,500.00	1,500.00	168.18	1,331.82	11.21
101-253-726.001	POSTAGE	7,700.00	7,700.00	0.00	7,700.00	0.00
101-253-801.000	LEGAL SERVICES	3,000.00	3,000.00	0.00	3,000.00	0.00
101-253-809.000	Bank Fees	300.00	300.00	0.00	300.00	0.00
101-253-860.500	MILEAGE - TREASURER	700.00	700.00	0.00	700.00	0.00
101-253-860.501	MILEAGE - DEPUTY TREASURER	500.00	500.00	0.00	500.00	0.00
101-253-900.000	PRINTING & PUBLISHING	3,200.00	3,200.00	0.00	3,200.00	0.00
101-253-901.000	ADVERTISING	100.00	100.00	0.00	100.00	0.00
101-253-960.000	EDUCATION & TRAINING	4,500.00	4,500.00	599.00	3,901.00	13.31
101-253-965.000	DUES & PUBLICATIONS	750.00	750.00	0.00	750.00	0.00
<b>Total Dept 253 - TOWNSHIP TREASURER</b>		<b>183,838.50</b>	<b>183,838.50</b>	<b>36,903.02</b>	<b>146,935.48</b>	<b>20.07</b>
<b>Dept 257 - ASSESSING DEPARTMENT</b>						
101-257-701.202	WAGES - APPRAISER II	50,102.70	50,102.70	11,563.20	38,539.50	23.08
101-257-701.203	WAGES - GIS	10,000.00	10,000.00	3,435.00	6,565.00	34.35
101-257-701.204	WAGES - APPRAISER III	66,258.37	66,258.37	15,288.03	50,970.34	23.07
101-257-701.205	WAGES - ASSESSOR	117,468.87	117,468.87	27,108.18	90,360.69	23.08
101-257-726.000	SUPPLIES	1,800.00	1,800.00	168.18	1,631.82	9.34
101-257-726.001	POSTAGE	5,000.00	5,000.00	(320.17)	5,320.17	(6.40)
101-257-805.000	CONTRACTED AND OTHER SERVICES	35,000.00	35,000.00	0.00	35,000.00	0.00
101-257-860.201	MILEAGE - ASSESSOR	1,000.00	1,000.00	0.00	1,000.00	0.00
101-257-900.000	PRINTING & PUBLISHING	4,025.00	4,025.00	3,006.62	1,018.38	74.70
101-257-901.000	ADVERTISING	500.00	500.00	0.00	500.00	0.00
101-257-960.000	EDUCATION & TRAINING	6,750.00	6,750.00	105.00	6,645.00	1.56
<b>Total Dept 257 - ASSESSING DEPARTMENT</b>		<b>297,904.94</b>	<b>297,904.94</b>	<b>60,354.04</b>	<b>237,550.90</b>	<b>20.26</b>
<b>Dept 262 - ELECTIONS</b>						
101-262-701.000	WAGES	121,550.00	121,550.00	21,449.50	100,100.50	17.65
101-262-726.000	SUPPLIES	30,000.00	30,000.00	13,210.28	16,789.72	44.03
101-262-726.001	POSTAGE	1,000.00	1,000.00	1,440.00	(440.00)	144.00
101-262-860.000	MILEAGE	200.00	200.00	121.27	78.73	60.64
101-262-901.000	ADVERTISING	500.00	500.00	109.05	390.95	21.81
101-262-935.010	MACHINE MAINTENANCE	8,000.00	8,000.00	4,156.00	3,844.00	51.95
<b>Total Dept 262 - ELECTIONS</b>		<b>161,250.00</b>	<b>161,250.00</b>	<b>40,486.10</b>	<b>120,763.90</b>	<b>25.11</b>
<b>Dept 265 - TOWNSHIP HALL</b>						
101-265-701.011	Maintenance Wages	100.00	100.00	0.00	100.00	0.00
101-265-726.003	SUPPLIES-MAINTANCE	4,000.00	4,000.00	185.50	3,814.50	4.64
101-265-850.000	TELEPHONE	14,000.00	14,000.00	3,318.89	10,681.11	23.71

EXPENDITURE REPORT FOR GARFIELD TOWNSHIP  
 PERIOD ENDING 03/31/2024

GL NUMBER	DESCRIPTION	2024		ACTIVITY FOR MONTH 03/31/24	AVAILABLE BALANCE	% BGDG USED
		ORIGINAL BUDGET	AMENDED BUDGET			
<b>Fund 101 - GENERAL OPERATING FUND</b>						
<b>Expenditures</b>						
101-265-920.601	HEATING / GAS	14,500.00	14,500.00	1,744.73	10,658.13	26.50
101-265-920.602	WATER / SEWER	4,000.00	4,000.00	148.67	3,702.66	7.43
101-265-920.603	LIGHTS BUILDING	12,000.00	12,000.00	959.92	10,131.29	15.57
101-265-935.601	SNOW FLOWING	10,000.00	10,000.00	610.00	9,390.00	6.10
101-265-935.602	LAWN MAINTENANCE	10,000.00	10,000.00	0.00	10,000.00	0.00
101-265-935.603	CLEANING SERVICE	17,200.00	17,200.00	1,350.00	14,500.00	15.70
101-265-935.604	RUBBISH REMOVAL	1,400.00	1,400.00	407.76	992.24	29.13
101-265-935.605	BUILDING REPAIR	10,000.00	10,000.00	0.00	10,000.00	0.00
101-265-935.608	MAINTENANCE-OTHER	15,000.00	15,000.00	1,429.40	11,950.60	20.33
<b>Total Dept 265 - TOWNSHIP HALL</b>		<b>112,200.00</b>	<b>112,200.00</b>	<b>7,855.13</b>	<b>95,920.53</b>	<b>14.51</b>
<b>Dept 301 - POLICE SERVICES</b>						
101-301-830.000	POLICE CONTRACT	1,600,000.00	1,600,000.00	0.00	1,266,955.49	20.82
<b>Total Dept 301 - POLICE SERVICES</b>		<b>1,600,000.00</b>	<b>1,600,000.00</b>	<b>0.00</b>	<b>1,266,955.49</b>	<b>20.82</b>
<b>Dept 321 - TOWNSHIP VEHICLES</b>						
101-321-862.000	GAS & CAR WASHES	4,000.00	4,000.00	188.81	3,724.92	6.88
101-321-863.000	OIL CHANGES	500.00	500.00	28.29	414.66	17.07
101-321-864.000	MISCELLANEOUS	1,500.00	1,500.00	576.82	923.18	38.45
<b>Total Dept 321 - TOWNSHIP VEHICLES</b>		<b>6,000.00</b>	<b>6,000.00</b>	<b>793.92</b>	<b>5,062.76</b>	<b>15.62</b>
<b>Dept 371 - TOWNSHIP BUILDING INSPECTOR</b>						
101-371-701.702	WAGES BUILDING ASSISTANT	19,872.83	19,872.83	1,560.32	15,191.85	23.55
101-371-701.703	WAGES - BUILDING OFFICIAL	98,316.14	98,316.14	7,562.78	75,627.80	23.08
101-371-701.704	WAGES - BUILDING INSPECTOR	28,930.13	28,930.13	1,985.31	23,583.72	18.48
101-371-701.705	WAGES - CONSTRUCTION BOARD	1,000.00	1,000.00	0.00	1,000.00	0.00
101-371-701.706	WAGES - BUILDING INTERN	500.00	500.00	0.00	500.00	0.00
101-371-701.707	WAGES-SOIL & EROSION	500.00	500.00	0.00	500.00	0.00
101-371-726.000	SUPPLIES	1,000.00	1,000.00	159.98	840.02	16.00
101-371-960.000	EDUCATION & TRAINING	500.00	500.00	0.00	500.00	0.00
101-371-965.000	DUES & PUBLICATIONS	2,000.00	2,000.00	160.00	1,840.00	8.00
<b>Total Dept 371 - TOWNSHIP BUILDING INSPECTOR</b>		<b>152,619.10</b>	<b>152,619.10</b>	<b>11,108.41</b>	<b>119,583.39</b>	<b>21.65</b>
<b>Dept 448 - STREET LIGHTS - TOWNSHIP</b>						
101-448-920.005	STREET LIGHTS TOWNSHIP	70,000.00	70,000.00	5,461.39	59,156.02	15.49
<b>Total Dept 448 - STREET LIGHTS - TOWNSHIP</b>		<b>70,000.00</b>	<b>70,000.00</b>	<b>5,461.39</b>	<b>59,156.02</b>	<b>15.49</b>
<b>Dept 701 - TOWNSHIP PLANNER</b>						
101-701-701.900	WAGES - DIRECTOR OF PLANNING	93,004.61	93,004.61	7,154.20	71,542.01	23.08
101-701-701.901	WAGES - DEPUTY PLANNER	66,363.39	66,363.39	5,104.88	51,048.75	23.08
101-701-701.902	WAGES -PLANNER ASSISTANT	15,418.44	15,418.44	1,170.26	11,907.67	22.77
101-701-701.903	WAGES - GIS	5,000.00	5,000.00	0.00	5,000.00	0.00
101-701-726.000	SUPPLIES	1,000.00	1,000.00	0.00	1,000.00	0.00
101-701-860.900	MILEAGE - TOWNSHIP PLANNER	300.00	300.00	0.00	300.00	0.00
101-701-860.901	MILEAGE - DEPUTY PLANNER	300.00	300.00	0.00	300.00	0.00
101-701-900.000	PRINTING & PUBLISHING	2,000.00	2,000.00	0.00	2,000.00	0.00

EXPENDITURE REPORT FOR GARFIELD TOWNSHIP  
 PERIOD ENDING 03/31/2024

GL NUMBER	DESCRIPTION	2024		YTD BALANCE 03/31/2024	ACTIVITY FOR MONTH 03/31/24	AVAILABLE BALANCE	% BDDT USED
		ORIGINAL BUDGET	AMENDED BUDGET				
<b>Fund 101 - GENERAL OPERATING FUND</b>							
<b>Expenditures</b>							
101-701-960.000	EDUCATION & TRAINING	5,000.00	5,000.00	3,460.86	3,460.86	1,539.14	69.22
101-701-965.000	DUES & PUBLICATIONS	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00
<b>Total Dept 701 - TOWNSHIP PLANNER</b>		<b>189,386.44</b>	<b>189,386.44</b>	<b>43,748.87</b>	<b>16,890.20</b>	<b>145,637.57</b>	<b>23.10</b>
<b>Dept 702 - ZONING ADMINISTRATOR</b>							
101-702-701.601	WAGES - ZONING ADMINISTRATOR	66,363.66	66,363.66	15,314.70	5,104.90	51,048.96	23.08
101-702-701.602	WAGES - ZONING CODE ENFORCER	31,241.60	31,241.60	7,284.70	2,478.30	23,956.90	23.32
101-702-701.603	WAGES ZONING ASSISTANT	15,418.44	15,418.44	3,510.65	1,170.22	11,907.79	22.77
101-702-701.604	WAGES -ZONING CODE ENFORCER	28,371.20	28,371.20	6,547.20	2,182.40	21,824.00	23.08
101-702-701.606	WAGES -ZONING INTERN	500.00	500.00	0.00	0.00	500.00	0.00
101-702-726.000	SUPPLIES	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00
101-702-860.601	MILEAGE - ZONING ADMIN	150.00	150.00	0.00	0.00	150.00	0.00
101-702-860.602	MILEAGE - DEPT ZONING	150.00	150.00	145.39	145.39	4.61	96.93
101-702-960.000	EDUCATION & TRAINING	2,000.00	2,000.00	178.50	178.50	1,821.50	8.93
101-702-965.000	DUES & PUBLICATIONS	500.00	500.00	0.00	0.00	500.00	0.00
<b>Total Dept 702 - ZONING ADMINISTRATOR</b>		<b>145,694.90</b>	<b>145,694.90</b>	<b>32,981.14</b>	<b>11,259.71</b>	<b>112,713.76</b>	<b>22.64</b>
<b>Dept 704 - ZONING BOARD OF APPEALS</b>							
101-704-701.001	WAGES - ZONING	1,200.00	1,200.00	250.00	0.00	950.00	20.83
101-704-701.002	WAGES - ZONING	1,200.00	1,200.00	250.00	125.00	950.00	20.83
101-704-701.003	WAGES - ZONING	1,200.00	1,200.00	375.00	125.00	825.00	31.25
101-704-701.004	WAGES - ZONING	1,200.00	1,200.00	625.00	250.00	575.00	52.08
101-704-701.005	WAGES - ZONING	1,200.00	1,200.00	375.00	125.00	825.00	31.25
101-704-801.000	LEGAL SERVICES	10,000.00	10,000.00	1,995.25	583.00	8,004.75	19.95
101-704-805.000	CONTRACTED AND OTHER SERVICES	1,000.00	1,000.00	136.00	68.00	864.00	13.60
101-704-901.000	ADVERTISING	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00
101-704-960.000	EDUCATION & TRAINING	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00
<b>Total Dept 704 - ZONING BOARD OF APPEALS</b>		<b>20,000.00</b>	<b>20,000.00</b>	<b>4,006.25</b>	<b>1,276.00</b>	<b>15,993.75</b>	<b>20.03</b>
<b>Dept 707 - PLANNING COMMISSION</b>							
101-707-701.800	WAGES - PLANNING	3,200.00	3,200.00	750.00	250.00	2,450.00	23.44
101-707-701.801	WAGES - PLANNING	3,200.00	3,200.00	750.00	250.00	2,450.00	23.44
101-707-701.802	WAGES - PLANNING	3,200.00	3,200.00	625.00	250.00	2,575.00	19.53
101-707-701.804	WAGES - PLANNING	3,200.00	3,200.00	500.00	250.00	2,700.00	15.63
101-707-701.805	WAGES - PLANNING	3,200.00	3,200.00	500.00	125.00	2,700.00	15.63
101-707-701.806	WAGES - PLANNING	3,200.00	3,200.00	625.00	250.00	2,575.00	19.53
101-707-701.808	WAGES - PLANNING	3,200.00	3,200.00	750.00	250.00	2,450.00	23.44
101-707-801.000	LEGAL SERVICES	25,000.00	25,000.00	1,412.25	0.00	23,587.75	5.65
101-707-805.000	CONTRACTED AND OTHER SERVICES	6,000.00	6,000.00	383.50	199.75	5,616.50	6.39
101-707-900.000	PRINTING & PUBLISHING	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00
101-707-901.000	ADVERTISING	2,000.00	2,000.00	454.15	454.15	1,545.85	22.71
101-707-960.000	EDUCATION & TRAINING	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00
101-707-965.000	DUES & PUBLICATIONS	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00
<b>Total Dept 707 - PLANNING COMMISSION</b>		<b>59,400.00</b>	<b>59,400.00</b>	<b>6,749.90</b>	<b>2,278.90</b>	<b>52,650.10</b>	<b>11.36</b>
<b>Dept 720 - COMMUNITY PROMOTIONS</b>							
101-720-880.003	COM. PROM. - ECONOMIC DEVELOPMENT	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00
101-720-880.004	COM. PROM. - TC-TALUS	5,000.00	5,000.00	0.00	0.00	5,000.00	0.00



EXPENDITURE REPORT FOR GARFIELD TOWNSHIP  
 PERIOD ENDING 03/31/2024

GL NUMBER	DESCRIPTION	2024		YTD BALANCE 03/31/2024	ACTIVITY FOR MONTH 03/31/24	AVAILABLE BALANCE	% BDC USED
		ORIGINAL BUDGET	2024 AMENDED BUDGET				
Fund 101 - GENERAL OPERATING FUND							
Expenditures							
101-720-880.007	COM. PROM. - COMMUNITY AWAREN	40,000.00	40,000.00	10,250.00	0.00	29,750.00	25.63
101-720-880.008	COM. PROM. - CONTRACTED SERVI	50.00	50.00	0.00	0.00	50.00	0.00
101-720-880.009	COM. PROM. - TREE CARE	50.00	50.00	0.00	0.00	50.00	0.00
101-720-880.011	COM. PROM. - P.E.G.	100,000.00	100,000.00	40,176.86	19,873.40	59,823.14	40.18
Total Dept 720 - COMMUNITY PROMOTIONS		146,100.00	146,100.00	50,426.86	19,873.40	95,673.14	34.52
Dept 851 - EMPLOYEE BENEFITS & INSURANCES							
101-851-701.000	WAGES	9,100.00	9,100.00	2,250.36	750.12	6,849.64	24.73
101-851-701.027	UNEMPLOYMENT	4,000.00	4,000.00	1,640.00	0.00	2,360.00	41.00
Total Dept 851 - EMPLOYEE BENEFITS & INSURANCES		13,100.00	13,100.00	3,890.36	750.12	9,209.64	29.70
Dept 900 - CAPITAL OUTLAY							
101-900-970.001	CAPITAL OUTLAY - ELECTIONS	30,000.00	30,000.00	0.00	0.00	30,000.00	0.00
101-900-970.002	CAPITAL OUTLAY - TOWNSHIP HAL	50,000.00	50,000.00	3,750.00	3,750.00	46,250.00	7.50
101-900-970.003	CAPITAL OUTLAY - COMPUTER	15,000.00	15,000.00	0.00	0.00	15,000.00	0.00
101-900-970.004	CAPITAL OUTLAY - VEHICLES	60,000.00	60,000.00	0.00	0.00	60,000.00	0.00
101-900-970.005	CAPITAL OUTLAY - LAND	50.00	50.00	0.00	0.00	50.00	0.00
Total Dept 900 - CAPITAL OUTLAY		155,050.00	155,050.00	3,750.00	3,750.00	151,300.00	2.42
TOTAL EXPENDITURES		3,856,972.73	3,856,972.73	785,852.12	159,897.98	3,071,120.61	20.37
Fund 101 - GENERAL OPERATING FUND:							
TOTAL EXPENDITURES		3,856,972.73	3,856,972.73	785,852.12	159,897.98	3,071,120.61	20.37



EXPENDITURE REPORT FOR GARFIELD TOWNSHIP

PERIOD ENDING 03/31/2024

2024

ACTIVITY FOR MONTH 03/31/24

GL NUMBER	DESCRIPTION	ORIGINAL BUDGET	2024 AMENDED BUDGET	YTD BALANCE 03/31/2024	AVAILABLE BALANCE	% BDTG USED
Fund 208 - PARK/RECREATION FUND						
Expenditures						
Dept 000						
208-000-701.905	WAGES - REC BOARD	7,000.00	7,000.00	1,500.00	5,500.00	21.43
208-000-701.906	Parks Steward	31,241.60	31,241.60	7,134.50	24,107.10	22.84
208-000-701.907	Park Steward 2	28,371.20	28,371.20	6,547.20	21,824.00	23.08
208-000-711.010	SOCIAL SECURITY - EMPLOYER	32,000.00	32,000.00	1,145.21	30,854.79	3.58
208-000-711.030	BENEFITS	999.70	999.70	0.00	999.70	0.00
208-000-801.000	LEGAL SERVICES	1,000.00	1,000.00	0.00	1,000.00	0.00
208-000-805.000	CONTRACTED AND OTHER SERVICES	82,980.00	82,980.00	10,802.19	72,177.81	13.02
208-000-864.000	MISCELLANEOUS	100.00	100.00	0.00	100.00	0.00
208-000-880.001	COM. PROM. - SILVER LAKE PARK	100.00	100.00	0.00	100.00	0.00
208-000-880.006	COM. PROM. - BVNP (YMCA)	100.00	100.00	0.00	100.00	0.00
208-000-880.008	COM. PROM. - Cont. Serv GTCD	100.00	100.00	0.00	100.00	0.00
208-000-880.012	COM. PROM. - GT COMMONS	10,000.00	10,000.00	0.00	10,000.00	0.00
208-000-880.013	COM. PROM. - BOARDMAN RIVER	100.00	100.00	0.00	100.00	0.00
208-000-880.014	COM. PROM. - MILLER CREEK	100.00	100.00	0.00	100.00	0.00
208-000-880.015	COM. PROM. - PARK & TRAIL MAI	100.00	100.00	0.00	100.00	0.00
208-000-880.016	COM. PROM. - KIDS CREEK PARK	100.00	100.00	0.00	100.00	0.00
208-000-880.019	RIVER EAST RECREATION AREA	100.00	100.00	0.00	100.00	0.00
208-000-890.000	CONTINGENCIES	100.00	100.00	0.00	100.00	0.00
208-000-935.000	MAINTENANCE - MISC, EQUIP	25,000.00	25,000.00	(1,782.85)	26,782.85	(7.13)
208-000-970.000	CAPITAL OUTLAY	365,000.00	365,000.00	3,500.00	361,500.00	0.96
Total Dept 000		584,592.50	584,592.50	28,846.25	555,746.25	4.93
Dept 851 - EMPLOYEE BENEFITS & INSURANCES						
208-851-711.010	SOCIAL SECURITY - EMPLOYER	5,407.50	5,407.50	0.00	5,407.50	0.00
Total Dept 851 - EMPLOYEE BENEFITS & INSURANCES		5,407.50	5,407.50	0.00	5,407.50	0.00
TOTAL EXPENDITURES						
		590,000.00	590,000.00	28,846.25	561,153.75	4.89
Fund 208 - PARK/RECREATION FUND:						
TOTAL EXPENDITURES		590,000.00	590,000.00	28,846.25	561,153.75	4.89

November 7, 2023

Mr. Chuck Korn  
Township Supervisor  
Charter Township of Garfield  
3848 Veterans Drive  
Traverse City, MI 48684

RE: Proposal for Survey, Engineering and Construction Services  
South Airport, Barlow and Lafranier Road – Trail Extensions  
Proposal# 23029C

Dear Chuck:

Thank you for the opportunity to submit this proposal for Civil Engineering services for the Trail Extension Project around the South Airport, Barlow and Lafranier. 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**

Charter Township of Garfield has been implementing and integrating non-motorized amenities throughout the Township over the past several years. To be proactive and promote walkability the Township would like to extend trail along South Airport Road, Barlow Road and Lafranier Road providing access to residential areas to the Board Lake Loop Trail.

Lafranier Road / Barlow Road – Boardman Lake Loop Trail



In 2022, the Boardman Lake Loop Trail was completed, and this loop trail can become a key hub

connection for other trails into the regional system. This project envisions a connection from the Boardman Lake Loop Trail to the east side of Garfield on South Airport Road, Barlow Road and LaFranier Road. These corridors connect to dense residential areas including Kings Court mobile home park. This area is served by Traverse Heights Elementary School in Traverse City; a recent Safe Routes to School grant provided for upgraded sidewalks in nearby neighborhoods. The project would include about 0.3 miles along South Airport Road and about 0.75 miles each along Barlow Road to Boon Street, and along LaFranier Road to the County Health Department. This project was identified as part of the MSU Urban Planning Practicum student project in 2022. The Township also applied for grant funding from Grand Traverse County for American Rescue Plan Act (ARPA) funds, which was supported by partners including TART.

Challenges for this project include the intersection crossing at South Airport Road with Barlow Road and LaFranier Road, acquiring easements, and curb cuts and existing developments along these roads. LaFranier Road also has a steep grade immediately south of the South Airport Road intersection. Alternative connections, especially to the west, may be explored if the steep grade prevents a trail from feasibly being constructed there.

The scope of work would include the following items:

- Extension of 6' wide trail along South Airport, Barlow and Lafranier Roads
- Cross walks at the intersections
- Stormwater Management
- Access connectors to the Boardman Lake Loop Trail

### **Scope of Services**

#### ***I. SURVEYING AND TESTING***

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

#### Surveying Included:

1. Boundary and Topographic Survey: GFA will complete a boundary survey of the property that will include all easements and rights-of-way
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:
  - Boundary Survey of both parcels
  - Elevation shots for the entire project limits sufficient to generate 1' contours for design purposes.
  - A detailed topography of Barlow, Lafranier and South Airport ROW to ROW
  - Location and sizes of utilities and easements adjacent to 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.
  - Title Search to locate existing easement
  - Site benchmarks and survey control points to be used during construction.



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.

**Sub-Total Surveying Cost      \$12,500.00**

## 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 Road Commission and Township feedback.
  - 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 Road Commission and Township feedback.
  - Construction details and specifications
  - Pavement Marking and detour plan, as applicable
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
  - Grand Traverse County Road Commission
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.

**Sub-Total Final Design and Permitting Cost      \$36,500.00**

### 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.
- Prepare documents for award of contract and construction Agreement.

#### Administration:

- 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 5,000 linear feet of trail. This proposal assumes no Sunday and holiday work and assumes 90 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 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.

**Sub-Total Construction Services Costs: \$46,250.00**

#### 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, and permitting.
- Geotechnical Evaluation
- Preparation of easements, rights-of-way, or boundary documents however does NOT include Easement and/or Right-of- Way Acquisition.
- Permit fees to be 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, about hazardous environmental conditions or materials that might affect the Project or Project site.

**Additional Services**

Any work desired by the Township 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.

**Time Schedule**

Gourdie Fraser, Inc. can commence survey services within the next 30 days, weather permitting. Once complete we anticipate 90 days to finalize final design and submission for permits.

**Fee**

GFA will perform the services described above for a fee of **\$95,250.00 (Not to Exceed)\***

**\*Unless construction inspection hours exceed allowance as noted on page 4**

This proposal will remain valid for a period of 30 calendar days from the date of submission.

**Contract Terms and Conditions**

The terms and conditions of the Basic Services Agreement for Professional Services shall apply.

**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)	Township Supervisor
_____	(Date)	_____



		<h2 style="margin: 0;">Charter Township of Garfield</h2> <h3 style="margin: 0;">Planning Department Report No. 2024-26</h3>	
Prepared:	April 2, 2024	Pages:	1
Meeting:	April 9, 2024 Township Board	Attachments:	<input checked="" type="checkbox"/>
Subject:	Branding and Website Design Services Contracts		

One of the ARPA projects approved by the Township Board is to develop a new website and branding. The purpose of the project is to improve and expand the Township’s identity. Identity helps promote what makes the Township appealing for investors, residents, businesses, retailers, and visitors.

Earlier this year, the Board approved a Request for Proposals (RFP) for branding and website services and established a committee to review proposals. 35 proposals were received. The review committee narrowed the number of proposals down to four and conducted interviews with each of the four vendors.

Finally, the review committee decided on a recommended vendor: The team of Civic Clarity (AccuNet) and New Moon Visions. Civic Clarity (AccuNet) will provide website development and hosting services while New Moon Visions will provide branding services. The review committee felt that they provided the best proposals that truly meet the needs of the Township. Two contracts (one for each vendor) were provided and are attached.

The contracts are currently under review by the Township Attorney. A review by the Township Attorney is expected by April 9.

**ACTION REQUESTED:**

Provided the Township Board has received review by the Township Attorney and is satisfied with the two contracts, the following motions are suggested:

MOTION THAT the Contract for Website Services from Civic Clarity (AccuNet) BE APPROVED.

MOTION THAT the Contract for Branding Services from New Moon Visions BE APPROVED.

Any additional information the Township Board deems necessary should be added to this motion.

**Attachment:**

1. Civic Clarity (AccuNet) Website Services Contract
2. New Moon Visions Branding Services Contract

## **ACCUNET INC.**

The following Agreement is by and between AccuNet, Inc. (hereinafter "AccuNet"), AccuNet's brand - Civic Clarity Service (hereafter "Civic Clarity Service"), and the Charter Township of Garfield ("Client".)

WHEREAS, AccuNet provides Websites with backend Content Management systems on the World Wide Web and provides Clients with access to its Civic Clarity Service to facilitate the creation and maintenance of websites for the sale of goods and display of information;

WHEREAS, Client seeks to utilize AccuNet's Website Development and Hosting services for its own purposes;

WHEREAS, Client uses Email services that are administered by third party vendors;

WHEREAS, Client shall pay AccuNet either a monthly or yearly fee for leasing Civic Clarity Service and/or utilizing Email service;

WHEREAS, Client shall pay AccuNet an hourly fee for support Civic Clarity Service outside of included services, or consulting clients;

WHEREAS, Client can choose to waive hosting for only AccuNet's non-CMS and consulting client designation;

NOW THEREFORE, the parties agree to the following Terms of Service as follows:

## **WARRANTIES OF ACCUNET**

AccuNet confirms and warrants that: AccuNet has the right to enter into this Agreement and to grant the rights granted in it. AccuNet shall, in good faith, comply with the terms of this Agreement.

## **MODIFICATIONS OF THESE TERMS OF SERVICE**

AccuNet, Inc. may modify these Terms of Service from time to time in its sole discretion, without prior notification. Each time Client logs on the administrative login page of their website it will be deemed that they have reviewed and accepted any such change, unless AccuNet is notified in writing of any concern.

## **ASSIGNMENT OF RIGHTS**

AccuNet, Inc. may assign its rights and obligations under these Terms of Service and upon such assignment AccuNet, Inc. may be relieved of any further obligation hereunder.

## **REMEDIES & FAILURE TO ENFORCE ANY PROVISION**

The failure of either party to seek relief for the other party's breach of any duty under this Agreement, shall not waive any right of the non-breaching party's to seek relief for any subsequent breach. If any provision of this Agreement is held to be invalid or unenforceable for any reason

whatsoever, the remaining provisions shall remain valid and unimpaired, and shall continue in full force and effect.

### **THIS IS THE ENTIRE AGREEMENT**

This Agreement and any attachments supersede any and all other agreements, either oral or in writing, between the parties with respect to the matters stated herein, and this agreement contains all of the covenants and agreements between the parties with respect thereto.

### **NO RESALE OR ASSIGNMENT OF SERVICE**

Client agrees not to resell or assign or otherwise transfer its rights or obligations under this agreement without the express written authorization of AccuNet.

### **NOTICES**

Any notices or communication under the agreement shall be by electronic mail or in writing and shall be deemed delivered upon receipt to the party to whom such communication is directed.

Receipt of communication is defined as the date the Email was sent or letter postmarked by the United States Postal Service.

If to AccuNet, notices shall be addressed to customerservice[at]accunet[dot]us or 2414 S. Hickory Ridge Rd, Milford, MI 48380 USA.

If to Client, such notices shall be addressed to the most recent electronic or mailing address listed in AccuNet's client account database.

### **CLIENT OBLIGATIONS**

#### **1. Content of Email Messages and Website**

Client alone is responsible for the content and potential consequences of Client's Website and Email messages. AccuNet does not host adult sites nor allow uploading of adult content to Client Website. AccuNet reserves the right to terminate Client's service if it becomes aware and determines, in its sole discretion, that Client is posting any message or material that is unlawful, harassing, libelous, defamatory, abusive, threatening, harmful, vulgar, obscene, profane, sexually oriented (unless within the scope of the topic area), racially offensive, inaccurate, or otherwise objectionable material of any kind or nature or that encourages conduct that could constitute a criminal offense, give rise to civil liability or otherwise violate any applicable local, state, national or international law or regulation.

Client agrees not to impersonate any other person or entity, whether actual or fictitious, including impersonating an employee or consultant of AccuNet. Client further agrees not to use an inappropriate member name of any kind.

Client agrees not to post or use AccuNet to distribute or send any illegal material of any kind, including but not limited to, illegal material in the form of text, graphics, video, programs or audio utilizing their website or Email service hosted by AccuNet. Posting content or participating in any form of discussion with the intention to commit any illegal activity is strictly prohibited.

Client acknowledges that (a) AccuNet permits access to content that is protected by copyrights, trademarks and other intellectual and proprietary rights ("Rights"); (b) these Rights are valid and protected in all media and technologies existing now or later developed; and (c) except as explicitly provided otherwise, the Terms of Service and applicable copyright, trademark and other laws govern Client's use of such content.

Client may not post to their Civic Clarity Service website, copy, reproduce, retransmit, distribute, publish, commercially exploit or otherwise transfer any material subject to any Rights. The burden of determining that Rights do not protect any information, software, images or any other content on Civic Clarity Service consulting rests with Client. Client acknowledges that AccuNet may acquire Rights to use any posted materials as described below, and that Client will not acquire any of those Rights by downloading such materials.

SPAM e-mail activities are not permitted on any AccuNet website or offered email service. SPAM or SPAMMING is defined as the unsolicited mass distribution of e-mail, or any unethical marketing practice. The third party vendors used to offer Email services to Client solely determine their own SPAM policies. It is up to the third party vendor to decide if a Client's Email account is terminated due to violation of their policies.

Scams. You agree that you will not use AccuNet website or offered email service for scamming purposes to attract, lure, or illegally obtain payment of any sort from others by unjustifiable means such as posting a form as a money-making program on a classified ads site as an example of that. Any account reported or found doing so will be immediately terminated.

Phishing. You agree that AccuNet may terminate your account immediately if a form on your website is found to be deceptively obtaining, for example: sensitive credit card information, social security numbers, user login credentials, or other sensitive personal information. All these activities are considered as Phishing and any account along with the violating forms will be suspended immediately and terminated upon notification to client.

Collecting Sensitive Information. You may not use the forms on your website to collect certain types of sensitive information, including but not limited to, credit card information, any type of login credentials, social security numbers, and driver's license numbers. You are solely responsible for compliance with any data protection and privacy laws and rules applicable to the sensitive information.

## **2. Subscription Username and Password**

Client is responsible for maintaining the confidentiality of Client's information and password. Client shall be responsible for all uses of Client's registration, whether or not authorized by Client. Client agrees to immediately notify AccuNet of any unauthorized use of Client's subscription or password by phone or Email.

## **3. Notification of Any Possible Copyright Infringement**

In the event Client believes that material or content published on any Civic Clarity Service website



may infringe on another's or Client's copyright, a detailed message must be sent to AccuNet via the Contact form located on the AccuNet website at [www.accunet.us](http://www.accunet.us)

#### **4. Client's Warranty of Ownership and Non-Infringement.**

Client expressly confirms and warrants that Client is the owner of, or is duly authorized by the owner to use, any trademark or name requested or allocated as its Domain Name. Client further warrants that neither Client's nor AccuNet's use of Client's Domain Name constitutes infringement of any other entity's Intellectual Property Rights. AccuNet shall not undertake to resolve any disputes or litigation on Client's behalf involving Domain Name registration, and Client agrees that it shall indemnify, hold AccuNet harmless and defend AccuNet against any disputes involving Domain Name use or registration.

#### **5. Hardware, Equipment, and Software.**

The Client is responsible for and must provide and maintain all phone, computer, hardware and software equipment and services necessary to access their websites and/or email hosted and developed by AccuNet. AccuNet is not responsible for the repair or upgrade of any Client provided equipment in order to utilize Civic Clarity Service websites. AccuNet makes no representations or warranties or assurances that Client's equipment will be compatible with any AccuNet Service.

### **PROPIETARY RIGHTS**

AccuNet recognizes that Client is the owner of all Content Intellectual Property Rights of its Website and Domain Name. AccuNet agrees that it shall not endeavor to create any derivative work from Client's intellectual property nor shall entice nor knowingly allow any third party to do the same.

AccuNet hereby grants Client a non-exclusive, non-transferable license to use Civic Clarity Service on a server controlled by AccuNet for the sole purpose of creating and maintaining Websites on such server. Client is not being granted any right to copy the Civic Clarity Service or to use it on computers other than a server controlled by AccuNet. Client also acknowledges and agrees that the Civic Clarity Service is intended for access and use by means of web browsing software, and that AccuNet does not commit to support any particular browsing platform. AccuNet reserves the right at any time to revise and modify the Civic Clarity Service, release subsequent versions thereof and to alter features, specifications, capabilities, functions, and other characteristics of the Civic Clarity Service without notice to Client. If any revision or modification to the Civic Clarity Service materially changes Client's ability to conduct business, Client's sole remedy is to cancel the agreement.

### **SITE OWNER PRIVACY**

The parties recognize that each shall come into possession of information that comprises valuable trade secrets and other confidential information, which is exclusively owned by the conveying party.

Both parties expressly recognize that Confidential Information is being conveyed to them under conditions of confidentiality, and agree that they shall not disclose Confidential Information to any third party during the term of this Agreement.

## **FEES**

AccuNet, Inc. reserves the right to charge fees and surcharges at any time.

All new and existing accounts are setup and billed on a monthly or yearly anniversary basis. Timing to be determined before Client's account is activated. Client will receive email confirmation from AccuNet at time of account setup on billing cycle and method of payment. Monthly fees must be paid via credit card. Annual fees must be paid with check, money order, e-check or credit card.

### **All payment is in U.S. currency.**

In the event the credit card does not clear with the bank or payment is not received via postal mail, the Client will be notified to the e-mail on account. Past due accounts that are not brought current within 3 days of the e-mail notice date are subject to suspension and possible account termination.

Service fees to AccuNet do accrue during any period of suspension.

AccuNet will send all receipts and invoices for Civic Clarity Service by Email to the address listed in AccuNet's client account database.

The Client is responsible for all money owed on the account from the time it was established to the time that the Client notifies AccuNet in writing for a request for termination of services. Receipt of notification is defined as the date of the Email sent or the postmark of the letter sent via standard postal service.

Checks returned unpaid due to non-sufficient funds will be assessed \$50.00 service charge. AccuNet reserves the right to add a \$50.00 reactivation fee for any past due account.

At no time will AccuNet allow a website to be operational past the last day of the pre-paid date of services. If Client fails to update their credit card account information, AccuNet will suspend the account until the new or corrected information is sent to AccuNet via Email, fax or standard postal service.

## **RENEWAL**

AccuNet's Civic Clarity Service service's fee is invoiced automatically prior to Client's yearly anniversary. AccuNet custom website solutions may or may not have annual hosting fee and/or email service fee. If annual service is provided, AccuNet will email invoice prior to yearly anniversary. All monthly pay Clients are set up for monthly recurring billing with no monthly invoice generated.

## **CANCELLATION AND REFUND POLICIES**

A full refund excluding domain registration fees, add-on/upgrade fees, overages and set up fees, is provided within the first 30 days of Client account activation.

Client generated account cancellations must be submitted by an authorized account contact that is listed in AccuNet's client account file. The cancellation must be in writing and sent by standard mail, or Email to AccuNet. Account is considered terminated once all account information on cancellation request is verified to match all information on file. If credit card holder on file is not an employee of the Client, AccuNet will request confirmation of account cancellation from Client.

Account cancellations must be submitted at least three (3) business days before next date of automatic monthly service fee. Client will receive a partial refund of any complete unused months that were pre-paid. AccuNet does not refund partial monthly fees.

If Client cancels prior to the end of Client contract term and Client received special pre-pay rates, Client hosting fees will be adjusted so that the Client pays the regular, non-discounted monthly fees.

Refunds may take up to 30 days to be processed. Once credit is issued, normal circumstances allow 2 billing cycles for refund to show on Client credit card statement.

All Refunds are applied with the same terms they were processed. For Check/Money Orders, a company check will be sent to the mailing address AccuNet has in the billing system.

AccuNet reserves the right to terminate any and all services to Client for no cause and without any reason upon (15) days' notice.

AccuNet reserves the right to cancel this agreement and terminate any and all services to Client immediately, and without prior notice, in the event that Client fails to fulfill any material obligation contained in this agreement. If cancellation is caused by Client's violation of this agreement, then no refund will be disbursed.

Accounts canceled due to SPAM will be billed a clean-up fee of \$500, paid by check or money order.

AccuNet will make available for download a single content archive file containing public facing website content, to Client upon request. This content archive file is a means to transfer content only, and is not a functioning website. The content archive file provided by AccuNet to Client is "As Is", without support or warranty of any kind, expressed or implied, including, but not limited to, the implied warranties of merchantability and fitness for a particular purpose. The content archive file is cleaned from AccuNet servers after 15 days of account close.

## **MAINTENANCE & SUPPORT**

AccuNet may, at its own discretion, temporarily suspend all service for the purpose of repair, maintenance or improvement of any of Client's contracted websites. However, AccuNet shall provide prior notice where it is reasonably practicable under the circumstances, and AccuNet shall restore service as soon as is reasonably practicable. Client shall not be entitled to any setoff, discount, refund or other credit, in case of any service outage which is beyond AccuNet's control or which is reasonable in duration.

Civic Clarity Service is a curated solution using third party software. While AccuNet does not maintain 3rd party software, we will apply updates as they are released, but we have no involvement in the code maintenance. While it has not occurred in our history since 1996, it is possible that a 3rd party software solution for a feature retires without notice. If this happens AccuNet will work to find a suitable replacement. We can not guarantee that the replacement will have the exact feature set expected.

Client can obtain assistance with any technical difficulty that may arise in connection with Client's utilization of the Civic Clarity Service by requesting assistance via the contact form or by phone (248) 684-8715, 9a-5p. AccuNet reserves the right to establish limitations on the extent of such support, and the hours at which it is available.

## **SECURITY**

The parties expressly recognize that it is impossible to maintain flawless security, but AccuNet shall take reasonable steps to prevent security breaches in AccuNet's server. However, Client is solely responsible for its users and their passwords on any password-protected pages within its Website. Client is solely responsible for any damage caused by such unauthorized access, and Client indemnifies and holds AccuNet harmless for any compromise of Client's security.

### **Server Backups**

AccuNet's servers are backed up daily for disaster recovery purposes.

### **Website Backups**

Each site is backed up daily to a remote location for redundant disaster recovery. Additionally, each site is backed up multiple times per day (at least every 2 hours). Should the client accidentally delete content, the entire site can be restored to a previous period in time. Individual files or pages cannot be restored, only the entire website as it existed at a previous time.

## **INDEMNITY**

Client confirms and warrants that Client is the sole provider of Client's goods or services, that AccuNet is merely Client's Internet communication medium, and that AccuNet is not Client's selling agent, distributor, marketer or other affiliate. Client further confirms and warrants that Client shall not offer or sell any goods or services that are illegal in light of the purchaser's age, jurisdiction or other circumstance, that infringe any rights of others, or that are defective. Client hereby indemnifies AccuNet, holds it harmless, and agrees to defend AccuNet against any liability which may arise from Client's provision of any goods or services through AccuNet's services.

Client agrees to indemnify and hold AccuNet, its officers, directors and employees, harmless from any claim or demand, including attorneys' fees, made by any third party due to or arising out of Client's use of Civic Clarity Service, for the violation of the stated Terms of Service; or the infringement by Client, or any other subscriber of Client's account whether authorized or not, of any intellectual property or other right of any person or entity.

Client's indemnification of AccuNet shall survive any termination of this Agreement.

## **APPLICABLE LAW**

These Terms of Service shall be governed by and construed in accordance with the laws of the State of Michigan, without giving effect to its conflicts of law's provisions. By registering for or entering websites sponsored by AccuNet, Client consents and submits to the exclusive jurisdiction and venue of the state and federal courts located in Michigan. By subscribing to or using any of the Services of AccuNet, Client agrees that all disputes, if any, involving AccuNet shall be subject exclusively to the jurisdiction of the State and Federal Courts within the State of Michigan; provided, further, that all action brought against AccuNet in State or Federal Court must be brought in Oakland County, Michigan.



## **REMEDIES FOR BREACH OF THESE TERMS BY CLIENT**

In the event that AccuNet, Inc. determines, in its sole discretion, that Client has breached any portion of these Terms of Service, AccuNet reserves the right to (a) warn Client via e-mail that Client has violated these Terms of Service; (b) delete any content provided by Client or its agent(s) to AccuNet; (c) delete all content provided by Client to AccuNet; (d) discontinue Client's hosting service with AccuNet; (e) notify and/or send content to and/or fully cooperate with the proper law enforcement authorities for further action; and/or (f) any other action which AccuNet deems to be appropriate.

## **DISCLAIMERS**

1. AccuNet shall not be liable for delays of defaults in furnishing goods or services hereunder, if such delays of defaults on the part of AccuNet are due to: Acts of God or of a public enemy; Acts of the United States or any state or political subdivision thereof; Fires, severe weather, floods, earthquakes, natural disasters, explosions or other catastrophes; Embargoes, epidemics or quarantine restrictions; Shortage of goods, labor strikes, slowdowns, differences with workmen or labor stoppages of any kind; Delays of supplier or delay of transportation for any reason.

Causes beyond the control of AccuNet in furnishing items or services including, but not limited to, breakdown or failure of machinery or equipment, or delay in Client reporting problems or furnishing information or material. Acceptance of delivery of goods or services shall constitute a waiver and release AccuNet by Client for any claim for damages, setoff, discount or other liability on account of delay.

2. AccuNet does not guarantee that any of its services including, but not limited to, Email, Website or online administration of any service, will be uninterrupted or error-free and will not be held liable for any claims resulting from the use or the inability to use AccuNet services including, but not limited to, service interruptions, Internet connectivity problems, unauthorized access to AccuNet servers, domain name registrar problems, DNS caching, Internet bandwidth congestion, power failures and natural disasters.

3. Limitation of Liability: UNDER NO CIRCUMSTANCES SHALL ACCUNET BE LIABLE FOR ANY INDIRECT, INCIDENTAL, SPECIAL, PUNITIVE OR CONSEQUENTIAL DAMAGES THAT RESULT FROM CLIENT OR CLIENTS' USE OF OR INABILITY TO ACCESS ANY PART OF THE INTERNET OR CLIENTS' RELIANCE ON OR USE OF INFORMATION, SERVICES OR MERCHANDISE PROVIDED ON OR THROUGH THE SERVICE, OR THAT RESULT FROM MISTAKES, OMISSIONS, INTERRUPTIONS, LOSS, THEFT, OR DELETION OR FILES, ERRORS, DEFECTS, DELAYS IN OPERATION, OR TRANSMISSION, OR ANY FAILURE OF PERFORMANCE. If Client is dissatisfied with the service of these Terms and Conditions, Clients sole remedy is to terminate this Agreement. Notwithstanding anything to the contrary stated herein, AccuNet's maximum liability hereunder shall not exceed an amount equal to the total of the monthly recurring fees paid by Client hereunder in the preceding 6 months of service.

4. Third Party Transactions at Client's Peril. The parties expressly recognize that AccuNet does not operate, control or endorse any information, products or services on the Internet, and that any entities that do offer such information, products or services are not affiliated with AccuNet. AccuNet does not make any express or implied warranties, representations or endorsements to Client of any third party whatsoever with regard to any information, products, or services provided through AccuNet and obtained or contracted over the Internet, including, without limitation, warranties of: 1) MERCHANTABILITY; 2) FITNESS FOR A PARTICULAR PURPOSE; 3) EFFORT TO ACHIEVE PURPOSE; 4) QUALITY; 5) ACCURACY; 6) NON-INFRINGEMENT; 7) QUIET ENJOYMENT; AND 8) TITLE. AccuNet shall

not be liable to Client of any third party for any cost or damage arising either directly or indirectly from any transaction involving third parties' information, products, or services.

5. Downloading of Data or Files at Client's Peril. The parties expressly recognize that while AccuNet does take steps to prevent contamination, it cannot and does not guarantee or warrant that files available for downloading through AccuNet will be free of infection, viruses, worms, Trojan horses or other code that manifests contaminating or destructive properties. Client agrees that it shall be solely responsible for implementing sufficient procedures to satisfy Client's particular requirements for accuracy of data input and output, and for maintaining a means external to AccuNet for the reconstruction of any lost data. The parties also expressly recognize that the Internet contains unedited materials, some of which are unlawful, indecent, or offensive to Client, and access to such materials by Client is done at Client's sole risk. Client further agrees that AccuNet is not liable in any way for any contaminated code or the actions of the Client utilizing Internet materials.

6. AccuNet IS NOT RESPONSIBLE FOR THE CONTENT ON THE INTERNET OR WORLD WIDE WEB PAGES THAT IS CONTAINED OUTSIDE AccuNet's Website. As a convenience to our Clients, AccuNet may provide links to resources which are beyond it's control. AccuNet makes no representations as to the quality, suitability, functionality or legality of any sites to which AccuNet may provide links, and Client hereby waives any claim Client might have against AccuNet, Inc. with respect to such sites.

7. The AccuNet Civic Clarity Service utilizes third party software components that are not under any warranty by AccuNet. Any 3rd party service might have to be replaced due to its service being discontinued or is no longer operating as required. We will do our best to find suitable replacement and will install the replacement as part of your Civic Clarity Service.

CHARTER TOWNSHIP OF GARFIELD MI

-----  
By:  
Chuck Korn,  
Its Supervisor

Date:  
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AccuNet Inc./Civic Clarity



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By: Paul Braun, Its President

Date: 4/2/24  
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**Addendum to AccuNet Terms of Service  
for Charter Township of Garfield and Civic Clarity Website Service**

**COMMUNICATION**

Civic Clarity requests a list of Township contacts that are approved to give Civic Clarity direction regarding page navigation structure and content layout on individual pages. We prefer 1-2 people to be the spokespeople for the Township in order to reduce potential confusion on direction.

**PROJECT TIMING**

Content will be moved based on a navigation page structure approved by the Township's website liaison(s). The approved proposal outlines our website project timing as follows:

STEP 1: weeks 1 & 2

- Confirm pages to move from current website.
- Discuss desired changes to how certain current content is displayed utilizing Civic Clarity apps and modules.
- Discuss new pages and content to add.
- Research and recommend menu navigation structure considering your various target audiences of community, business, and visitors.
- Discuss home page content, including which pages or outside services to promote on home page Icon carousel.
- Discuss items to include in the footer, which is the shared content at the bottom of each page.
- Discuss calendar, documents, and all specialized content such as announcement, staff, FAQs, RFPs. Confirm interest in using Google translate.
- Confirm persistent, sticky navigation so viewer sees menu no matter how far down the page they are reading.
- Clarify all online form creation needs, including the Online Permits/Licensing project and other PDF forms used, throughout the website.

STEP 2: weeks 3-23

- Create a staging website with a suggested sitemap and navigation structure. Page organization can change as requested pre/post launch.
- Create an online document library of all documents to reside on website, organized by folders. A document can display in multiple folders for ease in locating needed information. Folders or individual documents will be added to all applicable pages
- Move existing images and upload new into media library. Create folder structure for library for ease in finding images in the future.

- Set up and populate all apps that can be assigned to multiple pages such as FAQs, RFPs, Staff Directory, Announcements. Work with website representative to assign content from these apps as new content to appropriate pages.
- Create all approved online forms, including the permit/licensing project.
- Create calendar items for 12 months of board and commission meetings and community events as requested by the Township
- Move all content on existing website to new pages at staging website.
- Test all: links, app placement on pages, spelling and grammar of content, 3rd party embed code. Fix all bugs.
- Curate content from [www.clarityhelp.com](http://www.clarityhelp.com) that is specifically helpful to Township editors and place in website's Publishing Help area for step-by-step instruction. The website style guide will also be included within Publishing Help.

#### STEPS 3 - 5: weeks 24-29

- Civic Clarity implements the newly approved design into the platform. The Township is given access to staging website to review. If requested, website access can be given any time during STEP 2.
- Review website for ADA accessibility and fix any errors to comply to WCAG 2.1 AA errors report.
- Point domain to Civic Clarity platform
- Monitor website for up to 2 weeks to confirm page redirections are working and any 404/page-not-found errors are addressed.
- We train your website editors to edit your new website pre or post launch, based on your staff's timing preferences.
- Civic Clarity offers phone, email, online, and screen sharing support for your website editors both during and outside Civic Clarity 9a-5p office hours.

#### POST LAUNCH:

- Ongoing website editor training
- Ongoing Civic Clarity website service

#### **PRICING**

##### **Civic Clarity Launch**

\$10,050 minus \$200 MTA expos discount = \$9,850

50% due at start of project, balance due at launch.

##### **Ongoing Annual Service**

2024 service fee total: \$485

2025 service fee total: \$585



2026 service fee total: \$650

Service fee due at launch for upcoming 12 months.

**How the annual service fee is built**

Base Fee: \$650

Includes up to 6 website editors, with one editor having website admin credentials and remaining five being either website editors with all page editing credentials and/or department editors with page specific editing credentials.

Annual Service Free Discounts Offered

1. MTA discount for 2024 & 2025 billing \$65/year
2. Editor discount for 2024 \$100

**Items available to add to the website but not considered in above pricing**

- Employee intranet/private pages
- Business Directory app
- Email mailboxes
- eNotification of website announcements
- Domain management
- Cemetery Plot Finder

## AGREEMENT BETWEEN THE TOWNSHIP OF GARFIELD MI – AND NEW MOON VISIONS

1. This Agreement details the terms whereby New Moon Visions (hereinafter referred to as “New Moon”) is to perform services for the Township of Garfield MI. (hereinafter referred to as the “Client”) under the general direction of and for the benefit of the Client. The scope and nature of the services to be performed (hereinafter referred to as the “Project”) are more fully detailed in Attachment A.
2. New Moon’s compensation will be derived from the sources below:
  - a. New Moon will provide professional services for the Client as set forth in Attachment A. The general outline of such services is attached as part of the Contract.
  - b. The Project, as specified in the outline of services attached hereto, will be paid to New Moon on a project basis for professional services not to exceed \$29,800.
  - c. Reimbursable expenses over and above the Project Price may not commence without the Client’s written permission. Should additional work over and above the deliverables included in Attachment A be requested by the Client, New Moon will receive approval of the Client, in writing, of the additional related costs prior to initiating such additional work. The additional compensation to New Moon shall be determined at that time, as Client shall give its approval for the commencement of such additional work projects. Examples of such additional work include design and illustration beyond the scope of services, additional photography and videography beyond the 4 seasonal shoots, additional creative writing and PR, manual data entry, social media work, media buys, radio or TV spot production, printing costs, postage/distribution costs, shipping expenses, and geofencing services. Unless otherwise agreed, such services shall be provided at net out-of-pocket costs to the Client.
  - d. The Client will pay New Moon in two installments. At the signing of the contract, the Client will pay New Moon 50% of Project price (for Branding Package and Seasonal Photography/Video \$14,900) to initiate work, and the balance due of 50% (for Branding Package and Photography/Video \$14,900) minus any seasonal photo shoot costs yet scheduled upon completion of the Project, which is the delivery of brand files and roll out plan, plus any approved reimbursable expenses, if requested, incurred to date.
3. The Planning Director, or his designee, will provide final approval for the Project, throughout the process.
4. Content Ownership:
  - a. The parties agree that the Client shall acquire all common law, statutory and other reserved rights, including copyrights, in any creative work or intellectual property developed as part of the Project. However, New Moon shall have the right to include samples of the work it performs for the Project in its portfolio for its own promotional and marketing purposes.
  - b. Work for hire professional photography & videography royalty-free license- Unlimited use: Under a royalty-free license, the client pays a one-time fee to use the images as many times as they want for as long as they want within the terms of the license agreement. There are no additional fees per use or based on the size of the audience for the image. The client has complete rights for use of all images submitted in any way the township sees fit.

c. If stock photography is used, client will comply to stock photo usage rights policy.

5. This Agreement, including Attachment A, may be modified only upon the written and mutual consent of both parties.
6. This Agreement, including Attachment A, set forth the entire understanding between the parties and supersedes all previous agreements between the parties with respect to the subject matter hereof.
7. Either party may terminate this Agreement upon thirty (30) days written notice by either party. If this Agreement should terminate for any reason, New Moon shall only be entitled to payment for work performed and expenses incurred to date.

CHARTER TOWNSHIP OF GARFIELD MI

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By:  
Chuck Korn,  
Its Supervisor

Date:

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NEW MOON VISIONS



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By:  
Kimberly D. Rivera, Its President

Date: 4/1/24

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## **ATTACHMENT A**

It is the purpose of this Attachment A to identify the scope of work to be performed by New Moon.

### **STEP 1**

#### **NEW MOON VISIONS**

##### **Brand Research Report**

GREEN LIGHT Weeks 1–2

- Assess recent studies
- Confirm mission and vision
- Evaluate identity and branding needs
- Conference call with community point person

DISCOVERY Weeks 3–6

- Take a guided tour of community with point person
- Research community “hot spot” destinations
- Collect professional photographs on file from community point person
- Quality photography leaves a lasting impression. We will schedule our professional photographer/videographer to do 4 seasonal photo shoots and drone video that capture the Township’s character, natural beauty and thriving community with engaging shots and footage.
- Plan as the year progresses Seasonal photo shoots to keep the website fresh
- Facilitate workgroup session with community committee via zoom.
- Conduct leader, stakeholder, and recent investor phone/zoom interviews
- Provide press release regarding branding initiative and community survey
- Conduct online survey of leaders, stakeholders, community, & visitors

DISTILL DATA Weeks 7–10

- Analyze data from discovery process
- Summarize findings
- Uncover community’s core essence and write positioning statement, telling the Township’s brand story and convey in a new light
- Develop brand strategy/direction
- Identify target markets that the brand will reach
- Provide research and strategy to committee for input prior to creative
- Provide ways to embrace brand theme as a community

### **STEP 2**

#### **NEW MOON VISIONS**

##### **Brand Development**

CREATE Weeks 11–16



- Creative inspiration and reflection
- Develop logo and tagline concepts
- Provide preliminary trademark search for taglines at uspto.gov
- Refine strongest ideas
- Work with point person to present creative solutions to committee
- Determine any changes
- Provide up to 2 rounds of customary revisions

#### EXPAND Weeks 17–22

- Create variant logos for additional departments
- Create logos for community signature events to tie in with brand
- Design new Township seal
- Create brand collateral templates for consistent look across various uses:
  - web site design
  - letterhead, business cards
  - email signatures
  - social media profile and headers
  - community newsletters
  - press releases
  - print materials, brochures
  - documents, reports, forms
  - street light banners
  - Township flag, following NAVA guidelines
  - signage
  - vehicle graphics
  - promotional materials
  - power point slides etc.
- Create Brand Ad Campaign
  - Series of ad templates to tell brand story.
  - Print Ads
  - Billboard Ads
  - Banner Ads
  - Social Media Ads
  - Animated gifs

### **Refine Website Mockup**

Week 23

## **STEP 3**

### **NEW MOON VISIONS**

#### **Refine Brand Creative/Brand Style Guide & Package**

COMPLETE Weeks 24–26

- Review creative with community point person
- Determine any changes
- Provide up to 2 rounds of customary revisions
- Develop brand standards guide
- Organize and package all branding files

- Provide final branding package to community point person via Dropbox
- Produce finished brand ad campaign templates (series of 3)
- Produce brand ad campaign animated gifs for posting online (series of 3)

## STEP 4

### **NEW MOON VISIONS**

#### **Roll Out/Marketing Plan**

PLAN Weeks 27–30

- Prioritize Brand Roll Out Implementation in tiers and marketing plan tactics (client to implement)

## OPTION– BEYOND STEP 5:

### **NEW MOON VISIONS**

#### **Ongoing Graphic Design and Branding Support**

We are glad to continue to serve you and work on a project basis for graphic design, branding and marketing support as needed.

INVITATION TO BID SOLID WASTE AND RECYCLING SERVICES  
GARFIELD CHARTER TOWNSHIP

April 2024 Garfield Charter Township, Grand Traverse County, MI is soliciting bids to provide for the collection and disposal of residential solid waste and recycling services throughout the Township as well as Township Hall and parks and recreation. Bids are being solicited only from responsible and established bidders known to be experienced and regularly engaged in the work of solid waste collection and recycling services. Bidders will be required to provide satisfactory evidence that they possess the necessary capital, equipment, personnel, and experience to do the work. Questions may be referred to Chuck Korn, Supervisor, 3848 Veterans Drive, Traverse City, MI 49684; 231-941-1620. Bid forms and specifications are on file for the inspection of bidders at the Garfield Township Offices, copies may be obtained by qualified bidders. Sealed bids must be submitted on the bid forms furnished by the Township. The Garfield Charter Township will receive sealed bids at the Township Clerk's Office, for the proper disposal of solid waste and recycling items as supplied by the citizens of the Township on May 21, 2024. Bids will be publicly opened and read at 11:00 A.M. at Garfield Charter Township, 3848 Veterans Drive, Traverse City, MI 49684. Bids shall be submitted in sealed envelopes and plainly marked "SOLID WASTE AND RECYCLING BID". The Township Board reserves the right to reject any and all bids and to accept any bid which, in their opinion, is most advantageous to the Township.

# Garfield Township Trustee Expense Report

**8.a.**

Name \_\_\_\_\_

Month & Year \_\_\_\_\_

Date	Monthly Stipend \$425	Regular TB Meeting \$250	Committee Meeting (Also, SP TB) \$125	Nondecision Making Meeting \$50	Totals
1st	425.00				425.00

**NOW, THEREFORE, BE IT RESOLVED**, that effective as of January 1, 2024, the salary of the office of Trustee shall be as follows:

\$ 425.00 per month with an additional \$ 250.00 per Town Board Meeting and \$ 125.00 for assigned meetings, including Personnel, Planning Commission, Recreational Authority, Fire Board, Parks, Joint Recreation Commission, Special Board Meetings, Study Sessions and Zoning Board of Appeals Meetings, and Trustees attending nondecision making meetings will receive \$50.00. \$100.00 per day for training or classes needed.

\_\_\_\_\_

Signature



**Karen Leaver**

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**From:** Chuck Korn  
**Sent:** Wednesday, April 3, 2024 9:01 AM  
**To:** Sean Kehoe; Karen Leaver  
**Subject:** FW: Grand Traverse Supervisors Group Info - Grant Opportunity

Consideration of applying for federal grant. New business

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

231-941-1620

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**From:** Chris Hackbarth <christopher.hackbarth@dteenergy.com>  
**Sent:** Tuesday, April 2, 2024 4:28 PM  
**To:** Chuck Korn <ckorn@garfield-twp.com>; bfriend@eastbaytwp.org  
**Subject:** Grand Traverse Supervisors Group Info - Grant Opportunity

Hello! Not sure if you have seen this grant opportunity from EGLE, but thought it might be worth sharing within your supervisors email group. Our folks internally are tracking a number of different energy-related grants and they passed this one along to me to share with communities in the region. I've talked with a couple of local units in recent months about HVAC upgrades and/or building renovations that they have underway...this grant might be helpful as they pursue that work. Let me know if you have any questions.

Chris

[Community Energy Management Program \(michigan.gov\)](https://www.michigan.gov/energy)

EGLE is offering financial assistance for communities to improve energy management and accelerate the implementation of energy efficiency and renewable energy through the Community Energy Management Program (CEM). Grant funding is available to local governments, tribal governments, and other public-service entities for energy-related projects. The maximum grant award is \$100,000 per applicant.

**DTE**

Chris Hackbarth  
DTE Energy / Regional Manager  
Corporate and Government Affairs  
Mobile: 517.974.1476  
Email: [Christopher.Hackbarth@dteenergy.com](mailto:Christopher.Hackbarth@dteenergy.com)



MICHIGAN DEPARTMENT OF  
ENVIRONMENT, GREAT LAKES, AND ENERGY

## **COMMUNITY ENERGY MANAGEMENT PROGRAM**

### **REQUEST FOR PROPOSALS**

Issue Date: October 5, 2023

Amendment: January 25, 2024

**Response Due: Rolling until June 30, 2024**

**Michigan Department of Environment, Great Lakes, and Energy  
525 West Allegan Street  
Lansing, Michigan 48933**

EGLE does not discriminate on the basis of race, sex, religion, age, national origin, color, marital status, disability, political beliefs, height, weight, genetic information, or sexual orientation in the administration of any of its programs or activities, and prohibits intimidation and retaliation, as required by applicable laws and regulations.

## Amendments

All changes to the Request for Proposals (RFP) as a result of this amendment are shown in highlighted text.

Amendment No.	Date	Description of Amendment
01	January 25, 2024	The purpose of this amendment to the RFP is to add United States Department of Energy – State Energy Program (SEP) funding that is the result of the Bipartisan Infrastructure Law, as enacted in the Infrastructure Investment and Jobs Act, as an additional funding source. This amended RFP also clarifies eligible and ineligible projects, includes additional eligible projects under the Energy Efficiency and Conservation Block Grant (EECBG) Program blueprint, and increases project award amounts.

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# Community Energy Management Program Request for Proposals

## PART I GENERAL INFORMATION

### I-A Purpose

The Michigan Department of Environment, Great Lakes, and Energy's (EGLE) Energy Unit is offering grants for communities to improve energy management and accelerate the implementation of energy efficiency and renewable energy for local governments and tribes. This program is part of the EGLE Catalyst Communities Initiative to provide resources to local public officials as they prepare for climate impacts on emergency response and public health, and support Governor Gretchen Whitmer's climate change priorities through measurable reductions in greenhouse gas emissions in line with the [MI Healthy Climate Plan](#). The State anticipates the grant period will begin January 1, 2024, and will end August 31, 2025.

### I-B Program Description

The Michigan Department of Environment, Great Lakes, and Energy (EGLE) protects Michigan's environment and public health by managing air, water, land, and energy resources, and is focused on addressing climate change, diversity, equity, and inclusion. In fiscal year (FY) 2024, EGLE will provide grants to support community energy management in an effort to minimize energy waste, improve energy cost, and reduce greenhouse gas emissions. Applicants must consider the following program objectives, priorities, and tasks in the planning of their proposal.

#### 1. Program Objectives

- a. Assist in advancing local governments' energy-related activities,
- b. Promote energy planning to ensure strategic implementation of energy-related activities,
- c. Promote energy benchmarking and auditing to increase understanding of energy use,
- d. Promote energy efficiency upgrades in appliances, lighting, and building envelopes to reduce energy use and costs,
- e. Promote the adoption of renewable energy systems to reduce energy costs and improve public and environmental health,
- f. Promote community engagement, outreach, and education to increase public awareness and involvement in energy-related activities.

## 2. Program Priorities

- a. Showcasing energy waste reduction and/or renewable energy as an affordable, reliable, adaptable, and environmentally protective solution for Michigan's energy future. Energy waste reduction, as defined in Public Act 342 of 2016, includes energy efficiency, load management, and energy conservation.
- b. Use of energy audit/assessment results, from a recognized provider such as the **RESTART** program to guide energy efficiency investments.
- c. Driving down the installed cost/watt for renewable energy in Michigan.
- d. Increasing accessibility to renewable energy and/or energy waste reduction and the associated benefits for a broad range of end-users.
- e. Strategic deployment of renewable energy and/or energy waste reduction across the state that leverages regional strengths and opportunities.
- f. Increasing opportunities for business investment, talent enhancement, state branding, and community vitality.
- g. **Reducing transportation sector emissions and operation costs through fleet electrification.**
- h. **Increasing access to publicly available electric vehicle (EV) charging stations, making it possible for more members of the community to switch to EVs.**
- i. Support the goals of the MI Healthy Climate Plan.

## 3. Applicant Tasks

*NOTE: Applicants must clearly and succinctly explain how they will accomplish each required task below **during the grant period.***

- a. Determine where the applicant is at in the **Energy Management Process.**
- b. Select the following task(s) that the applicant seeks to complete with this proposal:
  - i. Develop energy plans, policies, and/or ordinances.
  - ii. Track building energy data with Energy Star Portfolio Manager.
  - iii. Conduct energy audits.
  - iv. Analyze building energy performance.
  - v. Identify opportunities for energy and cost savings.
  - vi. Perform energy efficiency upgrades.
  - vii. Install renewable energy systems.
  - viii. Host energy-related community engagement opportunities.



- ix. Develop fleet replacement and/or charging infrastructure plans.
  - x. Purchase alternative fuel vehicles, including EVs and plug-in hybrid vehicles.
  - xi. Install electric vehicle supply equipment (EVSE), including charging infrastructure.
  - xii. Implement financial incentive programs, including rebates and energy savings performance contracts.
  - xiii. Support workforce development and curriculum design, including the implementation of classroom or virtual training programs.
  - xiv. Carry out other energy-related activities.
- c. Determine the applicant's next steps in the Energy Management Process.
  - d. Ensure proper and best use disposal of materials used or removed through the project work (recycling, vehicle scrapping/selling, electronic waste disposal, etc.).

I-C Grant Award

A total of \$5,850,000 in funding is available through the U.S. Department of Energy (DOE)'s State Energy Program (SEP) and Energy Efficiency Conservation Block Grant Program (EECBG). \$150,000 of this total is available through the SEP's annual allocation, \$3,000,000 is made available through the SEP's Bipartisan Infrastructure Law (SEP BIL) allocation, and the remaining \$2,700,000 is made available through the DOE's EECBG program. The minimum and maximum grant award size for these allocations is:

1. Minimum individual grant award is **\$5,000**.
2. Maximum individual grant award is **\$100,000**.

At least 40 percent of the total program funding will be granted to entities located in disadvantaged census tracts according to the [Climate and Economic Justice Screening Tool](#). Applicant(s) must provide a complete Budget using the [Approved Budget Form](#) (See Section II-B). Budgets must be itemized and be accompanied by a budget narrative which adequately describes each budget category. This is a reimbursement-based opportunity, costs must be incurred and paid for before they are reimbursed. The grant(s) awarded from this Request for Proposals (RFP) will be subawards of the State's federal award from the DOE's SEP, the DOE's [SEP BIL](#), and the DOE's [EECBG](#). As such, the grant will adhere to all federal grant requirements.

Match is not required for this opportunity; however, applicants are encouraged to provide documentation on any applicable match or leveraged funds for the



project. Reference Section IV-A for details on acceptable match types.

The Energy Unit will award funds to applicants that agree to the terms set forth in this RFP and the [Grant Agreement](#). The Energy Unit, an entity within the Department of Environment, Great Lakes, and Energy (EGLE), will be the primary contact with selected applicants to negotiate the scope of work, budget, reporting periods, report format, and reporting content. All other requirements are non-negotiable. Funds must be expended by August 31, 2025.

#### I-D Eligibility Criteria

For the SEP portion of the funds any local government, tribal government, or other public service entity physically located in Michigan is eligible to apply. For the EECBG portion of the funds, any local government or tribal government physically located in Michigan that did not receive direct EECBG funding allocations is eligible to apply (see the [Local Government EECBG Funding Allocations](#) or the [Indian Tribe EECBG Funding Allocations](#) for a list of direct recipients). At least 40 percent of the program funding will be granted to entities located in disadvantaged census tracts according to the [Climate and Economic Justice Screening Tool](#). At this time, public schools and universities are not eligible to apply for the CEM program. Former Community Energy Management Program recipients must wait at least one program year following their most recent award before being eligible to apply again.

Eligible projects must involve/address energy management, energy efficiency, renewable energy, fleet electrification, EV charging infrastructure, sustainable financing solutions, and/or clean energy workforce development. Potential projects may include, but are not limited to:

1. Creating or updating plans, policies, and/or ordinances to include energy systems, green building standards, climate change adaptation, and resiliency.
2. Benchmarking energy usage, water usage, and greenhouse gas emissions.
3. Energy efficiency assessments, including ASHRAE Level I or II audits.
4. Energy efficiency upgrades, such as lighting fixture replacements, HVAC upgrades, building insulation improvements, window, and door retrofits, etc.
5. Renewable energy projects, such as site and project savings assessments, stakeholder engagement, installation of solar panels and battery storage, etc.
6. Development of climate, sustainability, energy efficiency, renewable energy, fleet replacement, or EV charging infrastructure strategic plans.
7. Implementation of financial incentive programs, including rebates and energy savings performance contracts for existing facilities; grants and loans to support energy efficiency, renewable energy, and sustainable transportation



- projects; loan loss reserves; interest-rate buy down programs; PACE programs; and loan guarantees.
8. Installation of Level 1, Level 2, or Direct Current (DC) Fast Charging infrastructure, and other related EVSE.
  9. Purchasing alternative fuel vehicles, plug-in hybrids, and electric vehicles.
  10. Workforce assessments and program design, including the implementation of classroom or virtual training programs, and/or curriculum development.
  11. Public engagement, education, program promotion, and/or outreach.
  12. Support for staff capacity, trainings, and/or workshops

*NOTE: Renewable energy projects will only be considered after all, or a majority of, energy efficiency upgrades have been completed as identified in an ASHRAE Level II audit and that fall under the NEPA categorical exclusions.*

*NOTE: Installation of EVSE, including testing measurements to assess the safety and functionality of the EVSE (restricted to existing footprints within an existing parking facility, defined as any building, structure, land, right-of-way, facility, or area used for parking of motor vehicles which would not require any ground disturbance). All activities must use reversible, non-permanent techniques for installation, and where appropriate, use the lowest profile EVSE reasonably available that provides the necessary charging capacity. EVSE shall be placed in minimally visibly intrusive area; use colors complementary to surrounding environment, where possible, and be limited to the current electrical capacity. This applies to Level 1, Level 2, and Level 3 (also known as Direct Current [DC] Fast Charging) EVSE for community and municipal fleets.*

Eligible projects must involve/address the applicable tasks set forth in Section I-B(3). Impacted facilities must be occupied and have long range plans of continued use. All eligible applicants must provide a Unique Entity Identifier (UEI) number from the System for Award Management (SAM.gov) website. **UEI registration can take up to 10 business days to become active.**

#### I-E Ineligible Projects

1. Projects deemed illegal under the law or inappropriate under contract management standards.
2. Projects considered scientifically unsound or significantly increase risks to workers and/or the public.
3. Projects that will not be conducted in Michigan.
4. Projects involving demonstration of non-commercially available equipment and technologies.

5. Projects that cannot be shared with or have restricted transferability to other entities in Michigan.
6. Projects not directed to or lacking significant onsite energy waste reduction and/or renewable energy benefits.
7. Projects requiring an environmental assessment study under the [National Environmental Policy Act \(NEPA\) of 1969](#) (Title 42 of the United States Code (U.S.C.) Section 4321 *et seq.*), unless the applicant can show proof of the DOE's approval of the project.
8. Infrastructure projects wherein the construction materials, manufactured products, and iron and steel are not produced in the United States (See Section IV-K).
9. [Renewable energy projects greater than 60kW DC for solar arrays and/or 1,000 kWh of battery storage.](#)

I-F Issuing Office and Point of Contact

This RFP has been issued by EGLE's Energy Unit. Questions that arise as a result of this RFP must be submitted to the Energy Unit by email only. All questions must be submitted on or before 5:00 p.m. (ET), May 1, 2024. All questions regarding this solicitation should be directed to:

Cody Evans  
[EvansC26@Michigan.gov](mailto:EvansC26@Michigan.gov)

I-G Changes to the RFP and Responses to Questions

Written answers to questions, changes, and/or clarifications will be posted on the program webpage by May 15, 2024.

I-H Proposals

To be considered, applicants must submit a complete response to this RFP, addressing the Program Objectives, Program Priorities, and Applicant Tasks listed in the Program Description I-B, and using the format and attachments provided in Part II.

I-I Response Date

**Proposals will be accepted until all funding is expended, or until 5:00 p.m. EST, [June 30, 2024](#), whichever comes first.** Awards will be granted on a first come, first served basis, at the discretion of the Energy Unit and program priorities.



**PART II**  
**INFORMATION REQUIRED FROM APPLICANTS.**

**The following information must be submitted by all applicants to be considered. Failure to attach/include the requested information will result in the rejection of the proposal.**

1. [Online Application](#) (see link and instructions below)
2. [Approved Budget Form](#) (see link and instructions below)
  - a. If an indirect cost rate is used in the budget, the [Certificate of Indirect Costs](#) (included in the Proposal Worksheet) must be selected, signed, and submitted (see link and instructions below) [if applicable]
3. Material certification [if applicable]
4. Documents of previous energy management work [if applicable]
5. Price estimates or quotes for the proposed project [if applicable]
6. Most recent copy of the A-133 or outside audit OR the most recent financial statements (balance sheet and income statement). Applicants that receive cumulative federal funding of over \$750,000, or that receive a single state award over \$500,000 are required to provide an A-133 single audit [if applicable]
7. [State Historic Preservation Office \(SHPO\) Section 106 Review Form](#) (see link and instructions below) [if applicable]
8. [National Environmental Policy Act \(NEPA\) Form](#) (see link and instructions below) [if applicable]
9. [Build America, Buy America Waiver Request Form](#) (see link and instructions below) [if applicable]

**Please see instructions below for additional information:**

**II-A Online Application**

Complete the [Online Application](#). Questions marked with an asterisk (\*) require a response. Applicable materials listed in Section II must be uploaded within the Online Application. Applicants can submit their completed Online Application by clicking the "Submit" button on the bottom of the application page.

***NOTE: DO NOT CLOSE THE ONLINE APPLICATION PRIOR TO SUBMITTING, OR ELSE ALL PROGRESS WILL BE LOST.***

**II-B Approved Budget Form**

1. Applicant(s) must use the [Approved Budget Form](#). All budget categories must be addressed. Please use "N/A" or "None" to indicate there are no costs associated with a given budget category.

2. The following costs are **disallowed**: sick pay, holiday pay, paid vacation time, payroll taxes, vehicles, computers, real property (e.g., land and buildings), parking, tuition reimbursement/remission, vehicle allowance, car rental, subscriptions, dues, memberships, and repair of buildings and structures.
3. All applicants must provide a **minimum 0 percent (0%) match** of the total requested grant funds (aka "State share"). The sum of the State share plus the recipient share will equal the total allowable project cost.
4. **Personnel** – include all staff performing work on the project. For each staff person, provide their name, job title, annual salary/wages, and percent of time dedicated to the grant project.  
*NOTE: The State will require [Davis-Bacon Act](#) or prevailing wage rates to be paid.*
5. **Fringe Benefits** – allowable benefits typically include health insurance, dental insurance, and optical insurance. For each listed staff person, provide their fringe benefit rate, and confirm their annual fringe benefit cost. Applicants will be required to detail/justify the fringe rates given in their proposed budget prior to an agreement being finalized. If fringe cost rates are approved by a federal agency, identify the agency and date of latest rate agreement, and include a copy of the rate agreement with the application. If fringe cost rates are not approved by a federal agency, explain how total fringe benefit costs were calculated. Your calculations should identify all rates used along with the base they were applied to (and how the base was derived), and a total for each (along with the grand total).
6. **Contractual Services** – include all anticipated service contracts required for the project. All sub-recipients, vendors, contractors, and consultants and their estimated costs should be identified. Provide the vendor or contract name, the service to be provided, and the dollar amounts to be paid using grant funds and/or matching funds. Use to be determined if the entity is unknown. Include the basis of cost for each item (competitive, historical, quote, catalog, etc.).
7. **Supplies & Materials** – include items costing less than \$5,000 per unit or a useful life expectancy of less than one year. Supplies are generally consumed during the project performance. Supply items must be direct costs to the project and not duplicative of supply costs included in the indirect pool that is the basis of any indirect rate applied for this project. Provide the item, unit cost, and quantity of units. Confirm the matching funds amount, if applicable.
8. **Equipment** – include items costing \$5,000 or more per unit and having a useful life of one year or more. Provide the item, unit cost, quantity of units, and the dollar amounts to be paid using grant funds, and/or matching funds. List all proposed equipment and briefly justify its needs as it applies to the



objectives of this proposal. If the equipment is being proposed as cost match and was previously acquired, provide the value of its contribution to the project and a rationale for the estimated value shown. If it is new equipment that will retain a useful life upon completion of the project, provide a rationale for the estimated value shown. Also, indicate whether the equipment is being used for other projects or is 100% dedicated to this project. Equipment purchases will require additional documentation, such as Lien or Uniform Commercial Code Filing, and the State of Michigan listed as the lienholder/creditor for 5 years prior to reimbursement.

9. **Other Direct Costs** – include all other known direct costs not otherwise categorized or disallowed. Provide the title/name and the cost of each item/service listed.
10. **Travel** – include all mileage, lodging, meals, and other known travel costs. Provide travel costs separately as mileage, lodging, meals, and other known travel costs. All listed travel must be necessary or beneficial to the performance of the proposed project. State of Michigan travel rates must be used for all travel expenses. The most recent State of Michigan Travel Rates are posted by the [Michigan Department of Technology, Management & Budget](#).
11. **Indirect Rate** – provide the indirect rate (up to 10 percent maximum) used by applicant's organization as a percentage of the **total direct cost**. If the applicant's indirect cost rate has been approved by a federal agency, identify the agency, date of the latest rate agreement, and submit a copy of the agreement with the application.  
*NOTE: Applicant(s) will be required to justify their indirect rate given in their budget if it exceeds 10 percent. Additionally, all applicants including an indirect rate must sign and submit a [Certificate of Indirect Costs](#).*
12. **Incurring Costs** – The State is not liable for any costs incurred by an applicant prior to issuance of a [Grant Agreement](#). The following documentation will be required by selected applicants to receive reimbursement:
  - a. Receipt/Invoice or payroll summary for cost incurred.
  - b. Proof of payment via bank statement, ACH payment, or scanned cashed check.

*NOTE: All match types (cash, in-kind, third-party) will be held to the same documentation requirements.*

**Additional Budget Information:**

1. In the event of a partially funded proposal, selected applicant(s) will be required to submit a revised proposal before entering into a Grant Agreement.

The proportion of direct costs to indirect costs will remain the same as in their original request. *New line items to the revised budget are not allowed.*

2. Selected applicant(s) assumes the responsibility for ensuring the grant project is performed within the established timeline.
3. If the entire State share of the grant award is expended, the entire in-kind and/or matched funds must be spent and supported by source documentation. If the entire State share of the grant award is not spent, the in-kind and/or matched funds may be reduced proportionately by the percentage of the grant award not spent.
4. Selected applicant(s) may not commingle award funds with current or future awards received from the DOE. Financial assistance from each funding source must be managed, reported, and accounted for separately from all other funding sources.
5. Should selected applicant(s) cease business operations or dissolve the program established under the grant agreement, existing capital must be returned to the State of Michigan.

#### II-C Certificate of Indirect Costs

If an indirect cost is included in the proposed budget, it must be certified using the [Certificate of Indirect Costs](#). The certificate must be signed on behalf of the organization by an individual at a level no lower than vice president or chief financial officer of the organization that submits the proposal. This certification is included within the proposal worksheet and must be checked to certify.

## PART III SELECTION CRITERIA

All proposals received shall be subject to an evaluation by EGLE's Energy Unit. The evaluation will be conducted in a manner appropriate to select the applicant(s) for the purpose of entering into a [Grant Agreement](#) to perform the proposed project within the established timeline. Initial screening of the applications will be conducted to ensure applicants and projects meet all eligibility requirements.

Proposals failing to meet the eligibility requirements described in Section I-C, that do not comply with the requirements of the Grant Agreement, and/or which are incomplete, **will be rejected automatically**. Proposals meeting the eligibility requirements will be evaluated according to the scoring criteria and weighting factors below.

#### III-A [Proposal Selection](#)

[Submitted applications will go through an eligibility evaluation and risk assessment. Awards will be given at the discretion of the Energy Unit and](#)



program priorities on a first come, first served basis until all the funding is committed or until the application deadline of June 30, 2024. Priority will be given to applicants who are in disadvantaged census tracts, identified through the Climate and Economic Justice Screening Tool, and/or have not received CEM funding in the past two years.

III-B Project Clarifications/Revisions

During the proposal review process, applicants may be contacted for clarification and for the purpose of negotiating changes in project activities, timetables, and budgeted costs. The Issuing Office reserves the right to award funds for an amount other than that requested and/or request changes to, or clarification of, the proposed project.

III-C Rejection of Proposals

EGLE's Energy Unit reserves the right to reject any and all proposals received as a result of this RFP or to negotiate separately with any source whatsoever in any manner necessary to serve the best interest of the State and the Energy Unit. The Energy Unit will not pay for the information solicited or obtained as a result of a consultant/vendor's response to any RFP.

III-D Acceptance of Proposal Content

The contents of this RFP and the proposal of the selected applicant become grant obligations if a grant award ensues. Failure of the selected applicant to accept these obligations shall result in cancellation of the award.

The successful applicant(s) will be required to accept all terms and enter into a Grant Agreement with the State within 45 calendar days of being notified of funding availability. The Agreement consists of standard contract language, applicant's work plan, timetable, and budget information, a compensation clause that adheres to guidelines in this solicitation, and terms and conditions that outline additional requirements.

PART IV  
ADDITIONAL INFORMATION

IV-A Acceptable Match Types

Applicants may use cash, bond proceeds, tax-exempt leasing and/or Michigan SAVES financing for some or all of their match, and those that do will receive favorable consideration. Match may be categorized as in-kind or monetary from a third-party, or in-kind or monetary from the applicant organization. Match is subject to the same backup documentation as expenses incurred.

IV-B SIGMA Vendor Registration

All selected applicants must be registered as a vendor of the State of Michigan on the SIGMA Vendor Self Services (VSS) before entering into a Grant Agreement. If you are an existing vendor and have an account in [Sigma VSS](#), please verify that all your account information is correct. If not, please use the [Sigma VSS](#) to register. This website is for the exclusive use of the vendors and individuals intent on doing business with the State of Michigan and allows you to be paid in the event that you are awarded a contract. **Your registration may take up to two weeks to be processed.**

IV-C News Releases

News releases (including promotional literature and commercial advertisements) pertaining to the Grant or project to which it relates must not be made without prior written State approval, and then only in accordance with the explicit written instructions of the State.

IV-D Disclosure of Proposal Contents

All information in a bidder's proposal and any Grant resulting from this RFP is subject to the provisions of the Freedom of Information Act, 1976 PA 442, as amended, MCL 15.231, *et seq.*

IV-E Copyrighted Materials

See Section VI of the [Grant Agreement](#) for a summary of intellectual property provisions.

IV-F Prime Applicant Responsibilities

The selected applicant will be required to assume responsibility for all grant activities offered in the proposal whether or not that applicant performs them. Further, the State will consider the selected applicant (Recipient) to be the sole point of contact with regard to grant matters, including but not limited to payment



of any and all costs resulting from the anticipated grant. If any part of the work is to be subcontracted, the Recipient must notify their Grant Manager and identify the subcontractor(s), including firm name and address, contact person, complete description of work to be subcontracted, descriptive information concerning subcontractor's organizational abilities, Federal Employer Identification Number (FEIN), UEI number, and/or state license number. The State reserves the right to approve subcontractors for the project and to require the Recipient to replace subcontractors found to be unacceptable. The Recipient is totally responsible for adherence by the subcontractor to all provisions of the Grant. For additional information, see Section VII and VIII of the [Grant Agreement](#) for a summary of delegation provisions.

IV-G Partner Responsibilities

Organizations partnering with selected applicant(s) must comply with the requirements of the solicitation and will be held to the same standards as prime applicants.

IV-H State Historic Preservation Office (SHPO) Section 106 Review Form

If the applicant is conducting ground-disturbing activity or work on a building(s) that is/are at least fifty years of age or older, applicant must complete in full the State Historic Preservation Office Application for Section 106 Review. The review process must be completed prior to the expenditure of federal funds. No project that results in an adverse effect to a historic property will be considered for funding. Projects may be modified to avoid adverse effects. **Submit this form with your proposal. EGLE's Energy Unit will review and forward to the State Historic Preservation Office, as necessary.**

IV-I National Environmental Policy Act (NEPA) Form

All activities undertaken with grant funds must comply with the [National Environmental Policy Act \(NEPA\) of 1969](#) (42 U.S.C. Section 4321 *et seq*). It is the Recipient's responsibility to acquire all necessary environmental permits to operate in the State of Michigan. **Submit this form with your proposal for review.**

IV-J Davis-Bacon Act Requirements

The Davis-Bacon Act requires that all laborers and mechanics that are non-government employees receive prevailing wages. This requires that the Department of Labor wage rate report is included with agreements that are affected by the Davis-Bacon Act requirement. If applicable, all positions that are related to an agreement subject to the Davis-Bacon Act must be classified

accordingly. Weekly time reporting requirements and necessary forms are listed in the Grant Agreement, Addendum to Part II. Detailed information about the Davis Bacon Act can be found at the [U.S. Department of Labor website on federal Contracts-Working Conditions](#).

#### IV-K Build America, Buy America Act Requirements

The [Build America, Buy America Act \(BABA\)](#), enacted as part of the [Infrastructure Investment and Jobs Act](#), established a domestic content procurement preference for all federal financial assistance obligated for infrastructure projects after May 14, 2022.

Recipients of an award of Federal financial assistance from a program for infrastructure are hereby notified that none of the funds provided under this award may be used for a project for infrastructure unless:

1. All iron and steel used in the project are produced in the United States--this means all manufacturing processes, from the initial melting stage through the application of coatings, occurred in the United States,
2. All manufactured products used in the project are produced in the United States—this means the manufactured product was manufactured in the United States; and the cost of the components of the manufactured product that are mined, produced, or manufactured in the United States is greater than 55 percent of the total cost of all components of the manufactured product, unless another standard for determining the minimum amount of domestic content of the manufactured product has been established under applicable law or regulation; and
3. All construction materials<sup>1</sup> are manufactured in the United States—this means that all manufacturing processes for the construction material occurred in the United States.

The Buy America preference only applies to articles, materials, and supplies that are consumed in, incorporated into, or affixed to an infrastructure project. As such, it does not apply to tools, equipment, and supplies, such as temporary scaffolding, brought to the construction site and removed at or before the completion of the infrastructure project. Nor does a Buy America preference apply to equipment and furnishings, such as movable chairs, desks, and portable computer equipment, that are used at or within the finished infrastructure project but are not an integral part of the structure or permanently affixed to the infrastructure project.

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<sup>1</sup> Excludes cement and cementitious materials, aggregates such as stone, sand, or gravel, or aggregate binding agents or additives.



“Construction materials” includes an article, material, or supply—other than an item of primarily iron or steel; a manufactured product; cement and cementitious materials; aggregates such as stone, sand, or gravel; or aggregate binding agents or additives—that is or consists primarily of:

- Non-ferrous metals,
- Plastic and polymer-based products (including polyvinylchloride, composite building materials, and polymers used in fiber optic cables),
- Glass (including optic glass),
- Lumber, or
- Drywall.

“Domestic content procurement preference” means all iron and steel used in the project are produced in the United States; the manufactured products used in the project are produced in the United States; or the construction materials used in the project are produced in the United States.

“Infrastructure” includes, at a minimum, the structures, facilities, and equipment for, in the United States, roads, highways, and bridges; public transportation; dams, ports, harbors, and other maritime facilities; intercity passenger and freight railroads; freight and intermodal facilities; airports; water systems, including drinking water and wastewater systems; electrical transmission facilities and systems; utilities; broadband infrastructure; and buildings and real property. Infrastructure includes facilities that generate, transport, and distribute energy.

“Project” means the construction, alteration, maintenance, or repair of infrastructure in the United States.

#### Waiver Process

When necessary, an applicant may request a waiver from the BABA requirements. This request must be first submitted to EGLE since EGLE is the prime recipient of the federal funds. EGLE will then review the waiver request, and if warranted, submit it to the DOE. Waiver requests are subject to review by the DOE and the Office of Management and Budget (OMB), as well as a public comment period of no less than 15 calendar days. Waiver requests will be made publicly available on the DOE’s and OMB’s websites. The DOE may reject or grant waivers in whole or in part depending on its review, analysis, and/or feedback from OMB or the public. Waiver requests may take up to 90 calendar days to process. **To be considered for a waiver from the BABA requirements, submit [this form](#) with your proposal for review.**

*NOTE: A proposal that fails to meet the BABA requirements without an approved waiver request will not be eligible for funding.*





3070 Palms Road, Casco 48064  
 Phone (810) 326-9000 Fax (810) 326-9100  
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# Quote

Date	Quote No.
03-27-24	HTSQ16283

<b>SOLD TO:</b>	<b>SHIP TO:</b>
<b>Garfield Charter Township (Grand Traverse)</b> Lanie McManus 3848 Veterans Dr. Traverse City, MI 49684 United States  Phone (231) 941-1620 Fax (231) 941-1588 Email <a href="mailto:lmcmamus@garfield-twp.com">lmcmamus@garfield-twp.com</a>	<b>Garfield Charter Township (Grand Traverse)</b> Lanie McManus 3848 Veterans Dr. Traverse City, MI 49684 United States  Phone (231) 941-1620 Fax (231) 941-1588 Email <a href="mailto:lmcmamus@garfield-twp.com">lmcmamus@garfield-twp.com</a>

<b>SALES REP.</b>	<b>SALES REP. PHONE</b>	<b>SALES REP. EMAIL</b>	<b>PAYMENT TERMS</b>
Shannon Romero	(810) 326-9000 x216	sromero@hitech.net	COD

QTY	MANUFACTURER	ITEM DESCRIPTION	UNIT PRICE	EXT. PRICE
1	Hi-Tech	TechCare Support Agreement Professional (monthly)	\$0.00	\$0.00
2	Hi-Tech	TechCare Remote Monitoring & Management Pro Server		
24	Hi-Tech	TechCare Remote Monitoring & Management Pro User		
2	Hi-Tech	TechCloud Intercept X Advanced for Server with XDR (Monthly)		
24	Hi-Tech	TechCloud Central InterceptX Advanced with XDR (Monthly)		
24	Hi-Tech	TechCloud Email Filtering		
		TechCloud Disaster Recovery/Backup		
2	Hi-Tech	TechCloud Backup SVR License+Cloud (Monthly)		
		<b>A La Carte Backup Options</b>		
0	Hi-Tech	TechCloud Backup Office 365 (Monthly)	\$3.00	\$0.00
		<b>Microsoft Office Licensing Options</b>		
0	Microsoft	Microsoft 365 Business Standard (Annual)	\$150.00	\$0.00
0	Microsoft	Microsoft 365 Business Basic Elite (Annual)	\$72.00	\$0.00

One time set up - onboarding fee - \$12500 - \$13500

<b>SubTotal</b>	\$0.00
<b>Tax</b>	\$0.00
<b>Shipping Estimate</b>	\$0.00
<b>Total</b>	<b>\$0.00</b>
<b>Recurring</b>	<b>\$1,332.00</b>

15,984.00 -

PRICES SUBJECT TO CHANGE - PRICES BASED UPON TOTAL PURCHASE - ALL DELIVERY, TRAINING OR CONSULTING SERVICES TO BE BILLED AT PUBLISHED RATES FOR EACH ACTIVITY INVOLVED - GENERALLY ALL HARDWARE COMPUTER COMPONENTS PROPOSED ABOVE ARE COVERED BY A LIMITED ONE YEAR WARRANTY, COVERING PARTS AND LABOR FOR HARDWARE ONLY AND ON A DEPOT BASIS - WE SPECIFICALLY DISCLAIM ANY AND ALL WARRANTIES, EXPRESS OR IMPLIED, INCLUDING BUT NOT LIMITED TO ANY IMPLIED WARRANTIES OR WITH REGARD TO ANY LICENSED PRODUCTS. WE SHALL NOT BE LIABLE FOR ANY LOSS OF PROFITS, BUSINESS, GOODWILL, DATA, INTERRUPTION OF BUSINESS, NOR FOR INCIDENTAL OR CONSEQUENTIAL MERCHANTABILITY OR FITNESS OF PURPOSE, DAMAGES RELATED TO THIS AGREEMENT. MINIMUM 25% RESTOCKING FEE WITH ORIGINAL PACKAGING.



VC3 Inc  
 PO Box 746804  
 Atlanta, GA 30374-6804  
 (803) 733-7333

<b>Bill To:</b>
Township of Garfield, MI (Grand Traverse) Attn: Lanie McManus 3848 Veterans Drive Traverse City, MI 49684 United States

<b>Date</b>	<b>Invoice</b>
03/18/2024	142716
<b>Account</b>	
ITR29755981	

<b>Terms</b>	<b>Due Date</b>	<b>PO Number</b>	<b>Reference</b>
Net 30 days	04/17/2024		Annual March 2024-February 2025

Managed Services Details	Quantity	Price	Amount
Downpayment Invoice			
<u>Agreement: Garfield Twp - Service Contract Bundle with Net Admin</u>			
Service Contract Cost	1.00	\$15,600.00	\$15,600.00
Managed Anti-virus	24.00	\$0.00	\$0.00
Workstation - Proactive Performance Monitoring, Patch Management, Predictive Hardware Failure, Intrusion Detection, Antivirus / Anti-Ransomware Protection	24.00	\$0.00	\$0.00
Server - Proactive Performance Monitoring, Patch Management, Predictive Hardware Failure, Health Checks, Intrusion Detection, Antivirus / Anti-Ransomware Protection	2.00	\$0.00	\$0.00
Remote Backup	2.00	\$0.00	\$0.00
1 YR End User Security Training and Testing	2.00	\$0.00	\$0.00
<b>Total Managed Services Details:</b>			<b>\$15,600.00</b>

<p>Make checks payable to VC3 Inc</p> <p>Remit To:            VC3, Inc            PO Box 746804            Atlanta, GA 30374-6804</p> <p>visit <a href="http://www.vc3.com/pay-invoice">www.vc3.com/pay-invoice</a> to pay via credit card</p> <p>If you are signed up for VC3's ACH program, drafts will occur after 15 calendar days. Please email <a href="mailto:finance@vc3.com">finance@vc3.com</a> with any issues to stop the draft of any invoice.</p> <p>ACH payments may be submitted to the following account information. Please send remittance detail to <a href="mailto:finance@vc3.com">finance@vc3.com</a>.</p> <p>Bank Name: PNC Bank            Routing Number: 021052053            Account Number: 51843132</p>	<b>Invoice Subtotal:</b>	\$15,600.00
	<b>Sales Tax:</b>	\$0.00
	<b>Invoice Total:</b>	<b>\$15,600.00</b>
	<b>Payments:</b>	\$0.00
	<b>Credits:</b>	\$0.00
	<b>Balance Due:</b>	<b>\$15,600.00</b>