

# CHARTER TOWNSHIP OF GARFIELD TOWN BOARD MEETING

Tuesday, November 29, 2016, 6:00 pm  
Garfield Township Hall  
3848 Veterans Drive  
Traverse City, MI 49684  
Ph: (231) 941-1620

## A G E N D A

### ORDER OF BUSINESS

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

#### 1. Public Comment

##### **Public Comment Guidelines:**

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

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

#### 3. Consent Calendar

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

- a. Minutes – November 15, 2016 (Recommend Approval)  
November 15, 2016 Study Session (Recommend Approval)
- b. Bills -  
General Fund \$ 274,588.34  
(Recommend Approval)

- c. PD 2016-72 – SUP-1990-10-L – Crown Transient Residential Dwellings - Withdrawn (Receive and file)
- d. ZBA minutes from October 18, 2016 (Receive and File)
- e. Garfield Township Budgets for 2017 (General Fund, Fire Fund, Public Improvement Fund, Budget Stabilization Fund, DPW Fund, Park System Fund, Street Light Fund, and Special Assessment District Fund) – Schedule public hearing for December 13, 2016 (Recommend Approval)
- f. IFT application for RJG Technologies Inc. at 3111 Park Drive – Schedule for public hearing for December 13, 2016 (Recommend Approval)

**4. Items Removed from Consent Calendar**

**5. Correspondence**

**6. Reports**

- a. GT Metro Fire Department Report
- b. County Commissioner's Report
- c. Personnel Committee Report
- d. Clerk's Report
- e. Supervisor's Report

**7. Unfinished Business**

- a. Consideration of Resolution 2016-29-T, a resolution to amend the DPW Maintenance and Operation Budget for the current year

**8. New Business**

- a. Consideration of Resolution 2016-23-T, a resolution of appreciation for Robert Featherstone for his 28 years of dedicated service
- b. Consideration of Resolution 2016-31-T, a resolution of Approval of Computerized Tax Roll
- c. Discussion relating to Medical Marihauna
- d. Discussion relating to GT Metro and ambulance 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, or TDD #922-4412.

**CHARTER TOWNSHIP OF GARFIELD  
TOWN BOARD MEETING  
November 15, 2016**

Chuck Korn called the Town Board Meeting to order on November 15, 2016 at 6:00 p.m. at the Garfield Township Hall, 3848 Veterans Drive, Traverse City, Michigan.

**Pledge of Allegiance**

**Roll Call of Board Members**

Present: Molly Agostinelli, Denise Schmuckal, Kit Wilson, Lanie McManus, Jeane Blood Law, and Chuck Korn

Also Present: Rob Larrea

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

*Susan Abramson* of West Crown Drive spoke regarding the proposed stay and play at the Crown.

*Chris Young* of West Crown opposed the stay and play.

*Linda Rutman* of East Crown Drive opposes the proposed stay and play and objects on behalf of their association.

**2. Review and Approval of the Agenda - Conflict of Interest (6:09)**

*Agostinelli moved Wilson seconded to approve the agenda as amended.*

*Yeas: Agostinelli, Wilson, Schmuckal, Blood Law, McManus, Korn*

*Nays: None*

**3. Consent Calendar (6:10)**

**a. Minutes**

October 25, 2016 Study Session (Recommend Approval)

October 25, 2016 Regular Meeting (Recommend Approval)

**b. Bills**

General Fund	\$60,100.33
(Recommend Approval)	

Gourdie-Fraser

Developer's Escrow Fund	\$ 4,695.00
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Utility Receiving Fund	<u>17,567.50</u>
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Total	<u>\$ 22,262.50</u>
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(Recommend Approval)

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

**d. Acceptance of the Ridges at 45 water/sanitary sewer installation for Phase I and turn over to County DPW for operation and maintenance (Recommend Approval)**

*Blood Law moved and Wilson seconded to adopt the consent calendar as presented.*

*Yeas: Blood Law, Wilson, Schmuckal, Agostinelli, McManus, Korn*

*Nays: None*

**4. Items removed from the Consent Calendar (6:14)**

**a. Crown Booster Station Final Acceptance Paperwork**

Engineer Jennifer Hodges said that the turnover papers for maintenance need to be recorded by the township at this time. A final payment of \$4,300.10 is now due.

*Schmuckal moved to accept the Crown Booster Station turnover documents and pay the bill in the amount of \$4,300.10. Wilson seconded the motion.*

*Yeas: Schmuckal, Wilson, Blood Law, McManus, Agostinelli, Korn*

*Nays: None*

**5. Correspondence (6:17)**

- a. Letter from Dorothy and Bruce Grow re: Opposition to Stay n Play on West Crown Drive
- b. Letter from Larry A. Constantineau re: Stay and Play Facility on West Crown Drive
- c. Letter from David M. Stout re: Opposition to Stay and Play on West Crown Drive
- d. Letter from Susan Abramson re: Opposition to Stay and Play
- e. Letter from Susan and Marc Abramson and Dorothy and Bruce Grow re: Disagreeing with the findings of fact by the Garfield Township Planning Commission
- f. Letter from Mike Wojtkowiak re: disc gold course and improvements to the natural beach area in the Silver Lake Recreation Area.

**6. Reports**

**a. Economic Development- Laura Galbraith – VP Finance and Administration Traverse City Chamber of Commerce (6:16)**

Laura Galbraith talked to board members about the Traverse Bay Economic Development Corporation and said the group serves the business community with access to capital. Doug Luciano was present as well and added that the non profit provides gaps in financing for many companies. They have \$5 million available and 15% of funds were loaned to Garfield Township businesses. The non-profit serves a 10 county region, but much of the capital ends up in Grand Traverse County. Doug Luciano thanked Garfield Township for its support.

**b. Construction Report (6:24)**

Jennifer Hodges reported that they are closing out the Ridges at 45 project and working on the Kings Court expansion project and the Cass Road Drainage

district. Pump Station three will be complete very soon and the water main project is going out for bids in January.

**c. Sheriff's Report (6:27)**

Deputy Chris Barsheff said stats are still unavailable. The department is short by two officers and the NorthWest Surgery Center and the Traverse City State Bank held active shooter trainings. There was a picnic at Carson Square to build community relations. He attended a meeting with TART trails on Boardman Lake Trails safety and also attended a business expo at the resort.

**d. County Commissioner's Report (8:05)**

Kroupa said that they will interview for Road Commission Board and the Health Department Board. At the upcoming meeting, the Boardman Dam Project will be discussed as well as the courthouse bell. The budget will be presented in December.

**e. Treasurer's Report (6:33)**

Blood Law said that the revenue sharing is up 9% YTD and there will be one more payment at the end of the year.

**f. Clerk's Report (6:34)**

McManus said that the election went well. More equipment was added making it run smoothly. She is waiting for the board of canvassers to complete the numbers. She added that there was a 98% return for absentee ballots.

**g. Supervisor's Report (6:35)**

Korn reported that a meeting for the Cass Road Drainage will be this week and mediation with the city regarding the sewer costs is being pushed back. He attended an Economic Forecast breakfast and the mood was very upbeat.

**7. Unfinished Business (6:36)**

**a. Public Hearing – PD 2016-70 - SUP 1990-10-L Crown Transient Residential Dwellings**

Larrea introduced the topic and said that the applicant has requested to build four transient stay and play units at 2420 West Crown Drive within the Crown Townhouse Condominium and in close proximity to the pro shop and Mulligan's Restaurant. Tom Piehl, representing Crown Associates, summarized the amendment. Piehl took questions from the audience regarding the proposed stay and play. Concerns were shared with the zoning being between residential and commercial. The financial viability of the golf course was discussed. Larrea reminded the board that they needed to determine whether the use was appropriate in the proposed location and then direct the staff to carry out their wishes.

Supervisor Korn opened the Public Hearing at 7:22pm.

Linda Rutman expressed her concerns about the proposed stay and play and reviewed her letter with the Board.

Dorothy Grow of 2530 West Crown Drive spoke in opposition of the Stay and Play and stressed that there were three pages of signatures in opposition. Ken Brzozowski of Crown Drive opposed the stay and play and commented on the overall business plan.

Susan Abramson commented on the stay and play and was opposed to the idea. Robert Benson of 2694 E. Crown Drive commented on the stay and play.

Supervisor Korn closed the Public Hearing at 7:46pm.

Board members discussed the project and whether the use was appropriate in the proposed location. Wilson reviewed with Board members what was discussed at the Planning Commission level.

*Wilson moved to ask staff to prepare Findings of Fact in support of the proposed stay and play as presented in PD 2016-70-SUP 1990-10-L. Schmuckal supported the motion.*

*Yeas: Wilson, Schmuckal, Agostinelli*

*Nays: Blood Law, McManus, Korn*

The motion failed.

*Korn moved and McManus seconded to send PD 2016-70-SUP 1990-10-L back to the Planning Commission to discuss other locations for the proposed use.*

*Yeas: Korn, McManus, Agostinelli, Blood Law*

*Nays: Wilson, Schmuckal*

**8. New Business (7:59)**

**a. Consideration of Resolution 2016-28-T, a Resolution of Findings for Concurrence for Brownfield Plan Boardman River restoration Project (7:59)**

Jean Derenzy, Director of the Brownfield Redevelopment Authority is asking for concurrence of the Township on the \$500,000 being used for the removal of the Boardman and Sabin Dams. The city and the county both committed funds and the Brownfield plan focuses on the activities associated with the removal of the dams. Because the project is located within Garfield Township, concurrence of the plan is required. Garfield Township will not need to pay anything at this time since the funding has been secured.

*Schmuckal moved and Wilson supported to adopt Resolution 2016-28-T, a Resolution of Findings for Concurrence for Brownfield Plan Boardman River restoration Project.*

*Yeas: Schmuckal, Wilson, Blood Law, Agostinelli, McManus, Korn*

*Nays: None*

**9. Public Comment (8:04)**

Jennifer DeHaan thanked the board for their support of the Brownfield Plan.

**10. Other Business (8:10)**

Korn moved to express appreciation in resolution form for service given to the township by Kit Wilson as a Board member and a Planning Commission member. Schmuckal seconded the motion.

Schmuckal asked that the township recognize Bob Featherstone by presenting a plaque to his widow.

Blood Law asked that discussion of the new marihuana legislation be placed on the next agenda.

Board members also asked to discuss Metro and ambulance service options.

**11. Adjournment (8:22)**

*Korn moved to adjourn the meeting at 8:22pm.*

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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  
TOWN BOARD STUDY SESSION MINUTES  
November 15, 2016 Minutes**

**ORDER OF BUSINESS**

**Call meeting to order**

Supervisor Chuck Korn called the Town Board Study Session to order on Tuesday, November 15, 2016, at 4:15 p.m. at the Garfield Township Hall, 3848 Veterans Drive, Traverse City, Michigan.

**Roll call of Board Members**

Present: Lanie McManus, Denise Schmuckal, Molly Agostinelli, Kit Wilson, Chuck Korn, Jeane Blood Law

Absent: Bob Featherstone

**1. Business to come before the Board**

**a. Discussion regarding the 2017 Township Budget**

The Board reviewed the 2017 Township Budget. The Board discussed the budget in great detail with a particular emphasis on the Parks Budget.

**2. Public Comment**

There was no public comment

**3. Adjournment**

Korn adjourned the meeting at 5:30 p.m.

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Chuck Korn, Supervisor  
3848 Veterans Drive  
Traverse City, MI 49684

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Lanie McManus, Clerk  
3848 Veterans Drive  
Traverse City, MI 49684

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
Bank GEN General						
11/14/2016	GEN	35501	MISC	GILBERT UITHOL	ELECTION WORKER	215.80
11/14/2016	GEN	35502	0933	JOSHUA L WAGNER	ELECTION MILEAGE	56.75
11/14/2016	GEN	35503	0922	SARA KOPRIVA	ELECTION WORKER	243.75
11/14/2016	GEN	35504	0900	WILLIAM MOUSER	ELECTION WORKER	195.00
11/15/2016	GEN	35505	0921	BATTERIES PLUS OF TRAVERSE CITY	LIGHT BULBS	5.90
11/15/2016	GEN	35506	0126	BRIAN VANDENBRAND	MILEAGE	75.60
11/15/2016	GEN	35507	0064	CITY OF TRAVERSE CITY	170975-98310	6.52
11/15/2016	GEN	35508	0048	CONSUMERS ENERGY	1000 0031 1801	6,236.43
11/15/2016	GEN	35509	0918	ELECTION SOURCE	VOTING BOOTHS	1,743.00
11/15/2016	GEN	35510	0001	GARFIELD CHARTER TOWNSHIP	HSA	155.00
11/15/2016	GEN	35511	0569	GBS INC	AV EMOVE/PJES & APPS	34.15
11/15/2016	GEN	35512	0082	GRAND TRAVERSE COUNTY	SHERIFF - COUNTY PATROL OCTOBER - DECEM	235,251.00
11/15/2016	GEN	35513	0100	GRAND TRAVERSE COUNTY DPW	5105021	881.13
11/15/2016	GEN	35514	0100	GRAND TRAVERSE COUNTY DPW	5590511	11.50
11/15/2016	GEN	35515	0003	IAAO	MEMBERSHIP DUES	350.00
11/15/2016	GEN	35516	0050	INTEGRITY BUSINESS SOLUTIONS	PAPER	119.96
11/15/2016	GEN	35517	0472	RUBY CLEANING SERVICE	CLEANING SVCS	1,150.00
11/15/2016	GEN	35518	0472	RUBY CLEANING SERVICE	CLEANING SVCS	200.00
11/15/2016	GEN	35519	0054	SONDEE, RACINE, DOREN	LEGAL SVCS	80.00
11/15/2016	GEN	35520	0045	STAPLES	ROLLING FILE TABLE	260.19
11/15/2016	GEN	35521	0084	MICHIGAN DEPARTMENT OF TREASURY	ASSESSOR CERTIFICATION RENEWAL K STEGER	175.00
11/15/2016	GEN	35522	0084	MICHIGAN DEPARTMENT OF TREASURY	ASSESSOR CERTIFICATION RENEWAL A. DEHAA	525.00
11/15/2016	GEN	35523	0509	TEAMSTERS LOCAL 214	UNION DUES	208.00
11/15/2016	GEN	35524	0040	TEMPERATURE CONTROL	CONTRACTED SVCS	164.25
11/15/2016	GEN	35525	0377	U.S. POSTAL SERVICE	POSTAGE	2,000.00
11/15/2016	GEN	35526	0202	UNITED WAY	UNITED WAY	85.00
11/15/2016	GEN	35527	0142	VERIZON	PHONES	225.19
11/15/2016	GEN	35528	0006	VRAC	DEFERRED COMP	1,959.00
11/16/2016	GEN	35529	MISC	THE GIBBS FIRM, IOLTA	PROPERTY TAX REFUND	48.17
11/17/2016	GEN	35530	0903	I. T. RIGHT	TREAS LAPTOP	725.00
11/17/2016	GEN	35531	0911	KLM LANDSCAPE	LAWNCARE	900.00
11/17/2016	GEN	35532	0911	KLM LANDSCAPE	LAWNCARE	305.00
11/17/2016	GEN	35533	0867	LAUTNER IRRIGATION INC	WINTERIZATION OF SPRINKLERS	427.04
11/17/2016	GEN	35534	0017	MAMC	MEMBERSHIP DUES	120.00
11/17/2016	GEN	35535	0498	NORTHERN MI JANITORIAL SUP	SUPPLIES	235.90
11/17/2016	GEN	35536	0036	SMITH HAUGHY RICE & ROEGGE	#113542	536.50
11/22/2016	GEN	35537	0053	AFLAC	BQZ32	453.14
11/22/2016	GEN	35538	0130	ANNE WENDLING	CONTRACTED SVCS	409.00
11/22/2016	GEN	35539	0921	BATTERIES PLUS OF TRAVERSE CITY	BULBS	37.25
11/22/2016	GEN	35540	0375	FIFTH THIRD BANK	5473785477000478	666.53
11/22/2016	GEN	35541	0375	FIFTH THIRD BANK	5473785478000162	353.00
11/22/2016	GEN	35542	0061	GRAND TRAVERSE COUNTY REG DEED	DISCHARGE OF JEOPARDY	14.00
11/22/2016	GEN	35543	0867	LAUTNER IRRIGATION INC	WINTERIZATION OF SPRINKLER SYSTEM - LOG	395.00
11/22/2016	GEN	35544	0021	PITNEY BOWES INC.	EQUIPMENT SVC AGREEMENT	15.48
11/22/2016	GEN	35545	0202	UNITED WAY	UNITED WAY	85.00
11/22/2016	GEN	35546	0006	VRAC	DEFERRED COMP	1,959.00
11/22/2016	GEN	35547	0001	GARFIELD CHARTER TOWNSHIP	HSA	155.00
11/22/2016	GEN	35548	0145	PRIORITY HEALTH	EMPLOYEE HEALTH	14,135.21

GEN TOTALS:  
 Total of 48 Checks: 274,588.34  
 Less 0 Void Checks: 0.00  
 Total of 48 Disbursements: 274,588.34

		<b>Charter Township of Garfield</b>	
		Planning Department Report No. 2016-72	
Prepared:	November 23, 2016	Pages:	1 of 2
Meeting:	November 29, 2016 – Township Board	Attachments:	<input checked="" type="checkbox"/>
Subject:	Major Amendment Request – Crown PUD		
Applicant:	Tom Piehl, Architect, PLC		
Owner:	Green Hills Inc		
File No.	SUP-1990-10-L - Crown Transient Residential Dwellings		

**SUBJECT PROPERTY:**

The subject parcel is within the Crown Planned Unit Development (PUD) on West Silver Lake Road. The PUD has an underlying zoning of A-1, Agricultural. (A map is attached).

**PURPOSE OF APPLICATION:**

The application requests the ability to recognize four "stay and play" commercial units as a potentially allowable use at 2420 West Crown Drive, within the Crown PUD. If the current application is approved, then the applicant would then be required to obtain future Special Use Permit approval from the Planning Commission.

**PROCEDURE:**

The application is considered a major amendment to the PUD, which requires a Planning Commission recommendation and eventual approval or denial by the Township Board. At this point, the Planning Commission has held two public hearings, adopted a finding of fact in support of approval, and recommended approval of the application to the Township Board.

**STAFF COMMENT:**

The Township Board held a Public Hearing on November 15, 2016, and following public comment made a motion to have Staff prepare findings of fact for approval, which subsequently failed on a 3-3 vote. Following the failure of the motion, a motion was made to remand the application back to the Planning Commission for further review and to specifically address the location of the commercial use. The motion passed 4-2.

Please see attached a letter dated November 18, 2016, written by Tom Piehl formally requesting to withdraw the application from consideration. The request for major amendment SUP-1990-10-L - Crown Transient Residential Dwellings is hereby *withdrawn* and the file is *closed*.



Parcel Map

**Legend**

Parcel\_2016

This map is based on digital databases as prepared by Garfield Township. The Township does not warrant, expressly or impliedly, that the information on this map is current or positionally accurate. Always contact a surveyor to be sure of where your property lines are located.

Garfield Charter Township  
 3848 Veterans Drive  
 Traverse City, MI 49684  
 Phone: 231.941.1620  
 Fax: 231.941.1688  
[www.garfield-twp.com](http://www.garfield-twp.com)



NOT A LEGAL SURVEY

Garfield Township Planning Dept: 11/9/2016

Tom Piehl, Architect, plc

P. O. Box 601, Traverse City, MI 49685  
www.tompiehlarchitect.com

231 941-7575

[tpiehlarch@att.net](mailto:tpiehlarch@att.net)

November 18, 2016

Rob Larrea  
Planning Director  
Charter Township of Garfield  
3848 Veterans Drive  
Traverse City, MI 49684

Re: Crown PUD Amendment Request  
Planning Department File # SUP-1990-10-L

Dear Rob,

As you know, at the November 15, 2016 meeting of the Township Board a motion to grant our amendment was not passed. There was a subsequent motion to send our request back to the Planning Commission with the direction to investigate alternate sites on the property. The best sites for the 'Stay 'N Play' use have already been proposed and met with resistance from the residential community. While there is much property at the Crown development, any alternate site would have more negative impacts on the residential community, which Crown Associates does not wish to impose. Therefore this letter should be considered a formal withdrawal of our PUD Amendment Request.

We appreciated the public hearing comments of the residents in opposition to our request. The vast majority of which were concerns in regards to the use and impact on the community infrastructure. However, it is disappointing when unjustified comments regarding the personal integrity of the developer are introduced. Such should probably be expected by single member of a large audience, but it is hard to understand how such comments could come from the highest office of Garfield Township where a higher standard of leadership and process is expected.

Please note that throughout this experience we have appreciated assistance and patience of the Planning Department and look forward to another project.

Sincerely,



Thomas H. Piehl

Charter Township of Garfield  
Zoning Board of Appeals Meeting

Wednesday, October 19, 2016 @ 7:00pm  
Garfield Township Hall  
3848 Veterans Drive  
Traverse City, MI 49684

Chair Rick Smith called the meeting to order at 7:00pm.

Board Members Present: Kent Rozycki, Steve Duell, Lynne Fricke, Gil Uithol, Rick Smith

Staff Present: Michael Green

1. **Review and approval of the agenda and declaration of a Conflict of Interest**  
*Uithol moved and Duell seconded to approve the agenda as presented.*

*Yeas: Uithol, Rozycki, Fricke, Duell, Smith*  
*Nays: None*

2. **Minutes – April 20, 2016 and March 10, 2016**  
*Fricke moved and Rozycki seconded to approve the minutes of April 20, 2016 as presented*

*Yeas: Duell, Fricke, Uithol, Rozycki, Smith*  
*Nays: None*

3. **Public Hearing**

- a. **Case #2016-05 – Brain A. Ameel – Rear Setback Variance**

The application requests a variance from Section 3 for a reduction in the required rear yard setback. The property is zoned R-1 One Family Residential and is located at 3167 Orthwoods Drive. The property consists of about .55 acres of land that is mostly open with some clusters of trees and slopes upward from the front to the back of the lot. The lot is within the Orthwoods Subdivision, which was platted in 1964. Applicant Brain Ameel said that he would like a garage on the front side of the house. He said that the road right-of-way is creating a problem because it infringes onto his property by 27 feet. Board members asked questions regarding the front house address and the setback requirement for the front and back lots. Ameel added that his long term strategy is to have a main floor garage.

Board members noted that Gord Ann Drive is a county road and if the proposed cul-de-sac were ever developed, the garage would encroach on the road commission right of way. Board members suggested that Ameel approach the road commission regarding their future plans for Gord Ann Drive and if they were willing to vacate the cul-de-sac.

Smith opened the Public Hearing at 7:19 and seeing no one wishing to speak, closed the public hearing.

*Duell moved and Uithol seconded to postpone any decision on Case #2016-05 until the applicant can discuss the Road Commission setback on Gord Ann Drive.*

*Yeas: Duell, Uithol, Fricke, Rozycki, Smith  
Nays: None*

**4. Other Business**

**a. Zoning Ordinance Update**

Green told Board members to add the latest updates in their books.

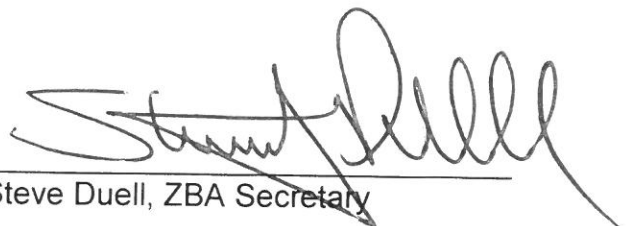
**5. Items for next agenda**

**6. Public Comment**

None

**7. Adjournment**

*Uithol moved and Fricke seconded to adjourn the meeting at 7:21pm.*

  
\_\_\_\_\_  
Steve Duell, ZBA Secretary

CHARTER TOWNSHIP OF GARFIELD  
GRAND TRAVERSE COUNTY, MICHIGAN

RESOLUTION # 2016-29-T

RESOLUTION TO AMEND THE TOWNSHIP'S DPW  
MAINTENANCE AND OPERATION BUDGET FOR THE  
CURRENT YEAR

**WHEREAS**, the following budget amendment has been proposed to the Charter Township of Garfield Water Maintenance & Operations budget for the current year;

**AND WHEREAS**, it is necessary to increase the 2016 Garfield Water Budget to cover the cost of water purchased from the City. The 2016 rate is \$1.56 per 1,000 gallons;

**NOW, THEREFORE, BE IT RESOLVED**, that the Charter Township of Garfield Board of Trustees does herewith amend the Township's DPW Maintenance and Operation budget.

Increase the Garfield Water Budget

Fund 690 Dept. 448 Line Item 923.95 Increase of \$350,000.00

Increase the Local Grants 582 by \$350,000.00.

(Local Grants are the amount a Township agrees to reimburse the County for any invoices that the County pays on the Township's behalf related to water and sewer expenditures.)

Moved: Supported:

Ayes:

Nays:

Absent and Excused:

RESOLUTION 2016-29-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 Resolution 2016-29-T which was adopted by the Township Board of the Charter Township of Garfield on the 29th day of November, 2016.

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

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

Charter Township of Garfield

07/06/2015

GRAND TRAVERSE COUNTY

DTHOMPS2

2 0 1 6 B U D G E T D E T A I L

690 DEPT OF PUBLIC WORKS

448 DPW - GARFIELD WATER

	2014 ACTUAL EXPENDITURES	2015 BUDGET	2015 YTD EXPENDITURES	2016 REQUESTED	2016 RECOMMENDED
853.00 MISS DIG SERVICES	1,316.33	1,490.00	1,337.59	1,758.00	
860.00 TRAVEL	10.00	59.00	.00	57.00	
860.01 CONVENTIONS & CONFERENCES	47.64	30.00	22.17	30.00	
CONTRACTUAL SERVICES	29,540.21	29,321.00	8,729.38	61,284.00	
909.00 ADVERTISING	106.93	149.00	.00	89.00	
911.00 INSURANCE PAYMENTS	15,136.16	14,715.00	14,714.96	16,846.00	
920.00 UTILITIES - HEAT	2,406.58	2,384.00	1,106.08	2,637.00	
921.00 UTILITIES - ELECTRIC	1,233.69	1,192.00	541.63	1,317.00	
923.00 UTILITIES - WATER & SEWER	303.17	357.00	73.48	1,350.00	
923.83 HYDRANT MAINTENANCE	9.50	1,000.00	560.80	600.00	
923.85 WATER SYSTEM UTILITY EXP	141,519.76	150,675.00	49,198.44	151,000.00	
923.95 WATER FROM CITY	532,140.96	565,000.00	40,152.54	550,000.00	
924.00 UTILITIES - WASTE COLLECTIONS	237.00	463.00	116.22	457.00	
930.00 BLDG REPAIR & MAINT	1,468.83	2,086.00	674.23	2,051.00	
932.00 EQUIP REPAIR & MAINT	590.42	2,980.00	149.52	2,930.00	
932.01 RADIO REPAIR & MAINT	.00	.00	.00	.00	
934.00 VEHICLE REPAIR & MAINT	2,057.20	3,278.00	647.75	2,344.00	
941.00 EQUIP RENT/LEASE	.00	.00	.00	.00	
941.02 SYSTEM SOFTWARE	2,809.21	7,964.00	1,262.21	2,791.00	
942.01 COUNTY INDIRECT COSTS-G.T.	40,475.47	44,700.00	34,571.28	43,950.00	
943.00 OFFICE SPACE RENTAL	7,896.85	8,045.00	7,864.74	8,790.00	
949.00 ENGINEERING	3,022.40	7,033.00	5,236.49	1,465.00	
956.00 EMPLOYEE TRAINING & DEVELOP.	428.71	1,198.00	508.35	1,174.00	
OTHER CHARGES	751,842.84	813,220.00	157,378.72	788,791.00	
975.00 BUILDINGS	24,457.40	5,470.00	5,469.49	5,661.00	
976.01 IMPROVEMENTS	.00	.00	.00	.00	
977.00 MACHINERY AND EQUIPMENT	1,113.80	.00	.00	4,688.00	
977.07 TELEMETERING EQUIPMENT	.00	1,490.00	.00	.00	
978.00 VEHICLE	.00	23,840.00	.00	23,440.00	
982.65 ASSESSMENT - ACT 165	5,372.01	6,000.00	.00	6,000.00	
CAPITAL OUTLAYS	30,943.21	36,800.00	5,469.49	39,789.00	
992.00 CONTINGENCY	.00	3,712.00	.00	50,000.00	
992.50 PERSONNEL-CONTINGENCY	.00	.00	.00	.00	
DEBT SERVICE	.00	3,712.00	.00	50,000.00	
DEPARTMENTAL TOTAL	1,395,462.22	1,502,242.00	335,824.82	1,536,993.00	
GRAND TOTALS	1,395,462.22	1,502,242.00	335,824.82	1,536,993.00	

**CHARTER TOWNSHIP OF GARFIELD**

**RESOLUTION 2016-23-T**

**A RESOLUTION RECOGNIZING ROBERT FEATHERSTONE  
FOR HIS 28 YEARS OF DEDICATED SERVICE**

**WHEREAS,** Robert Featherstone was duly elected to the Town Board of the Charter Township of Garfield on November 7, 1978. He attended his first Town Board meeting on November 22, 1978 and continuously served for twenty years until November 30, 1998.

**WHEREAS,** after being a private citizen for ten years, Robert Featherstone was once again elected to the Town Board of the Charter Township of Garfield on November 4, 2008;

**WHEREAS,** Robert Featherstone served on the Town Board, the Zoning Board of Appeals, the Grand Traverse Metro Emergency Services Board and the Elections Committee through November of 2016.

**NOW, THEREFORE, BE IT RESOLVED,** that the Town Board of the Charter Township of Garfield recognizes Robert Featherstone and will be forever grateful for his twenty eight (28) years of dedicated service to the Township.

Motion by \_\_\_\_\_ supported by \_\_\_\_\_

Ayes:

Nays:

Absent and Excused:

The Chairman declared Resolution 2016-23-T adopted.

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

**CERTIFICATION**

I, Lanie McManus, Clerk of the Charter Township of Garfield, hereby certify that the above Resolution 2016-23-T is a true and correct copy of a Resolution adopted by the Township Board of the Charter Township of Garfield on this 13<sup>th</sup> day of December.

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

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# GARFIELD CHARTER TOWNSHIP



BOARD MEETING 11/29/16

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**TO:** GARFIELD TOWNSHIP BOARD  
**FROM:** JEANE BLOOD  
**SUBJECT:** APPROVAL OF COMPUTERIZED TAX ROLL  
**DATE:** 11/29/16

- 1.) **REQUESTING THE BOARD TO APPROVE A RESOLUTION THAT THE GRAND TRAVERSE COUNTY TREASURER BE APPROVED TO SUBMIT A REQUEST UPON OUR BEHALF TO THE STATE TAX COMMISSISON AND THE STATE TREASURER FOR APPROVAL OF THE TOWNSHIP'S COMPUTERIZED TAX ROLL.**

This request will allow us to use our computerized database as a the official record of our tax roll. Without this certification we are required to keep a paper tax roll showing all posting of the tax receipts, transaction number, date of payment and partial payment validation with unpaid balance listed on the settlement along with interest, penalty, ect.

The County current maintains a back up of our tax database along with the township.

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

**RESOLUTION 2016-31-T**

**APPROVAL OF COMPUTERIZED TAX ROLL**

**Whereas**, Act 112 of 1990 as amended by P.A. 415 of 1994, P.A 505 of 2002, P.A. 461 of 2012 and P. A. 140 of 2015 sets two conditions that must be met for the State Tax Commission to authorize the use of a computerized database as the tax roll, and

**Whereas**, the local tax collecting unit can demonstrate that the proposed system has the capacity to enable the local unit to comply with the property tax law, and

**Whereas**, the local unit must comply with all the requirements of Form 3944 (Rev. 12-15), (See attachments), or 2696 (Rev. 12-15)

**Whereas**, the proposed system is compatible with the system used by the County Treasurer,

**Whereas**, the Board of Trustees of the Charter Township of Garfield resolves to request that the County Treasurer submit a request to the State Tax Commission and the State Treasurer for approval of the Township's computerized tax roll.

Motion to approve by Board Member \_\_\_\_\_

Seconded by Board Member \_\_\_\_\_

Roll call vote:

\_\_\_\_\_  
Name Y/N Name Y/N

\_\_\_\_\_  
Name Y/N Name Y/N

\_\_\_\_\_  
Name Y/N Name Y/N

\_\_\_\_\_  
Name Y/N

The Chairman declared Resolution 2016-31-T adopted.

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

**CERTIFICATION**

I, Lanie McManus, Clerk of the Charter Township of Garfield, hereby certify that the above Resolution 2016-31-T is a true and correct copy of a Resolution adopted by the Township Board of the Charter Township of Garfield on this 29<sup>th</sup> day of November.

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

\_\_\_\_\_  
Date

STATE TAX COMMISSION USE ONLY		
Date Received	Date Approved	Date Denied

## Request for Approval of Computerized Tax Roll By a Local Unit

Issued under authority of Public Act 112 of 1990. Filing is voluntary.

Use this form to apply to the State Tax Commission for authorization to use a computerized database as the tax roll.

P.A. 112 of 1990 as amended by P.A. 415 of 1994, P.A. 505 of 2002, P.A. 461 of 2012, and P.A. 140 of 2015 sets two conditions that must be met for the State Tax Commission to authorize the use of a computerized database as the tax roll. They are: (1) the local tax collecting unit must demonstrate that the proposed system has the capacity to enable the local unit to comply with property tax law; and (2) the local unit must comply with all the requirements listed below. P.A. 505 of 2002 authorizes the County Treasurer to make the application on behalf of the local units (a local unit may still make an application of its own right). It also indicates that the State Tax Commission must approve or deny the application within 120 days.

### PART 1: SETTLEMENT TAX ROLL

1. Will the treasurer of the local tax collecting unit and the assessor produce a final settlement tax roll to certify taxes collected? .....  Yes  No
2. Will the assessor certify that taxable valuations, state equalized valuations, adjusted valuations, and the spread of taxes and adjusted taxes are correctly recorded in the settlement tax roll?.....  Yes  No
3. Will the treasurer of the local tax collecting unit certify the delinquent taxes and that all tax collections are posted on the settlement tax roll? .....  Yes  No
4. Will those certifications and the settlement tax roll be transmitted to the County Treasurer in either computer-printed or electronic data format compatible with the system used by the county? .....  Yes  No
5. Will the certification by the assessor, attached to or included with the settlement tax roll, include documentation that authorizes and reports all changes in the pre-collection tax roll? (**Submit sample**).....  Yes  No

### PART 2: PROCEDURES AND REQUIREMENTS

6. Will the treasurer of the local tax collecting unit prepare and maintain a journal of individual collections, totaled and reconciled to the amount of actual daily collections?.....  Yes  No
7. Will payment of each tax be posted to the computerized database using a transaction or receipt number with the payment date? .....  Yes  No
8. Does the computerized database system have internal and external security procedures sufficient to assure the integrity of the system? (**Attach a description of the procedures used**).....  Yes  No
9. Does the system have a "read only" terminal or other procedure for public viewing of the posted tax roll? (**If no "read only" terminal is available, describe the procedure used**).....  Yes  No

### PART 3: CERTIFICATION

*We declare that the city or township named below, which we are authorized to represent, has the capacity to enable it to comply with the requirements and that it will comply with the requirements of Act 112 of 1990, as amended. We understand that this certification must be reaffirmed to the State Tax Commission every three years after approval by the State Tax Commission.*

City or Township	County
City or Township Address	
City or Township Treasurer (printed)	Assessing Officer's Signature
City or Township Treasurer's Signature	Assessing Officer's Signature



**PART 4: COUNTY COMPATIBILITY CERTIFICATION**

*I declare that I have examined this application and have become familiar with the tax collection system described for the City or Township making application. By signing, I agree that to the best of my knowledge, this system is compatible with the systems currently in use in our office.*

County

County Treasurer's Address

County Treasurer's Name (printed)

County Treasurer's Signature

STATE TAX COMMISSION USE ONLY		
Date Received	Date Approved	Date Denied

## Request for Approval of Computerized Tax Roll by County Treasurer

Issued under authority of Public Act 112 of 1990. Filing is voluntary

Use this form to apply to the State Tax Commission for authorization to use a computerized database as the tax roll.

P.A. 112 of 1990 as amended by P.A. 415 of 1994, P.A. 505 of 2002, P.A. 461 of 2012, and P.A. 140 of 2015, sets two conditions that must be met for the State Tax Commission to authorize the use of a computerized database as the tax roll. They are: (1) the local tax collecting unit or the County Treasurer must demonstrate that the proposed system has the capacity to enable the local unit to comply with property tax law; and (2) the local unit must comply with all the requirements listed below. P.A. 140 of 2015 authorizes the County Treasurer to make the application on behalf of the local units (a local unit may still make an application of its own right). It also indicates that the State Tax Commission must approve or deny the application within 120 days.

As the Treasurer of \_\_\_\_\_ County, I certify that all local units for which this application applies comply with all of the following requirements. A sample of the required reports is included as indicated below. A separate application is required for each different computer system/software package used if the local units employ more than one system. A copy of each local unit's security procedure (line 8) and the city or township governing body adopted resolution approving the request for authority to use a computerized database as the tax roll (line 9) must be attached to this application.

### PART 1: SETTLEMENT TAX ROLL

1. Will the treasurer of the local unit tax collecting unit and the assessor produce a final settlement tax roll to certify taxes collected? .....  Yes  No
2. Will the assessor certify that taxable valuations, state equalized valuations, adjusted valuations, and the spread of taxes and adjusted taxes are correctly recorded in the settlement tax roll? .....  Yes  No
3. Will the treasurer of the local tax collecting unit certify the delinquent taxes and that all tax collections are posted on the settlement tax roll? .....  Yes  No
4. Will those certifications and the settlement tax roll be transmitted to the County Treasurer in either computer-printed or electronic data format compatible with the system used by the county? .....  Yes  No
5. Will the certification by the assessor, attached to or included with the settlement tax roll, include documentation that authorizes and reports all changes in the pre-collection tax roll? (**Submit sample**) .....  Yes  No

### PART 2: PROCEDURES AND REQUIREMENTS

6. Will the treasurer of the local tax collecting unit prepare and maintain a journal of individual collections, totaled and reconciled to the amount of actual daily collections? .....  Yes  No
7. Will payment of each tax be posted to the computerized database using a transaction or receipt number with the payment date? .....  Yes  No
8. Does the computerized database system have internal and external security procedures sufficient to assure the integrity of the system? (**Attach a description of the procedures used**) .....  Yes  No
9. Does the system have a "read only" terminal or other procedure for public viewing of the posted tax roll? (**If no "read only" terminal is available, describe the procedure used**) .....  Yes  No

### PART 3: COUNTY COMPATIBILITY CERTIFICATION

I declare that I have examined this application and have become familiar with the tax collection system described for the City or Township making application. By signing, I agree that to the best of my knowledge, this system is compatible with the systems currently in use in our office.

County

County Treasurer's Address

County Treasurer's Name (printed)

County Treasurer's Signature

Date

Continue on Page 2

<b>PART 4: LOCAL UNIT CERTIFICATIONS – COMPUTERIZED TAX ROLL APPLICATION</b>	
<i>We declare that the city or township named below, which we are authorized to represent, has the capacity to enable it to comply with the requirements and that it will comply with the requirements of Act 112 of 1990, as amended. We understand that this certification must be reaffirmed to the State Tax Commission every three years after approval by the State Tax Commission.</i>	
City or Township	County
City or Township Address	
City or Township Treasurer (printed)	Assessing Officer's Signature
City or Township Treasurer's Signature	Assessing Officer's Signature

# Instructions for Form 2696

## Request for Approval for a Computerized Tax Roll by a Local Unit

As amended 2015 Act 140

*Lines not listed here require no explanation.*

### **PART 1: Settlement Tax Roll.**

**Line 1.** The example of the settlement roll must illustrate the posting of the tax receipts or transaction number, date of payment and partial payment validation with unpaid balance listed on the settlement roll for collecting partial payment. (Any one or more taxes [school, county, etc.] plus fees and/or penalty undivided interest etc., as applicable.)

**Lines 2 through 5.** The collecting treasurer's certificate (Line 3) must certify that all tax collections are posted in the settlement roll with the tax receipt or transaction number or numbers for payment or partial payments, the balance of unpaid taxes and date(s) paid listed in the settlement roll adjacent to the description and spread of taxes.

The assessor's warrant must certify that the original SEV and TV, adjusted SEV and TV, taxes spread and adjusted tax spreads are correctly recorded in the settlement roll.

The treasurer's certificate, assessor warrant and line 5 documentation must be attached to computer-printed settlement roll or included with an electronic settlement roll when tendered to the County Treasurer.

### **PART 2: Procedures and Requirements.**

**Line 6.** The daily collections must be deposited intact. If, for major reasons, the deposit cannot be made daily, separate deposits for each day's tax collections, equaling the amount of that day's actual collections that are recorded in the tax receipts journal must be made and tendered to the bank. This will result in each deposit being listed as separate items on the bank statement.

**Line 8.** The description of security procedures should address the procedures you have implemented that will safeguard the data in the computer from loss due to fire or power failure, unauthorized access or changing and updating data, how data will be reestablished if destroyed by fire or power failure, ability to discover unauthorized changes or posting (updating) and backup off-site storage.

**Line 9.** Describe the other procedure you have implemented that will allow public viewing of the posted (current updated) tax collection roll.

Please call or write the office listed below if you have any questions regarding the use of the computerized database as the tax roll or completing the application for approval.

Michigan Department of Treasury  
State Tax Commission  
P.O. Box 30471  
Lansing, MI 48909  
517-335-3429