

# CHARTER TOWNSHIP OF GARFIELD TOWN BOARD MEETING

Tuesday, December 13, 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 29, 2016 Regular Meeting (Recommend Approval)

November 29, 2016 Study Session Meeting (Recommend Approval)

##### **b. Bills -**

General Fund  
(Recommend Approval)

\$ 54,939.33

Gourdie-Fraser	
Developer's Escrow Fund	\$ 1,046.25
Utility Receiving Fund	<u>30,075.00</u>
Total	\$ 31,121.25

(Recommend Approval)

- c. Town Board meeting dates for 2017 (Recommend Approval)
- d. MTT Update (Receive and File)
- e. Application for Progress Payment for Sanitary Sewer Pump Station No. 3 Upgrades to Franklin Holwerda in the amount of \$108,997.20 (Recommend Approval)
- f. Resolution 2016-33-T, a resolution to Amend the 2016 Budget (Recommend Approval)
- g. 2017 Appointments (Recommend Approval)

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

**5. Correspondence**

**6. Reports**

- a. Construction Report
- b. Sheriff's Report
- c. County Commissioner's Report
- d. Personnel Committee Report
- e. Clerk's Report
- f. Assessor's Report
- g. Supervisor's Report

**7. Unfinished Business**

- a. Public Hearing – Proposed 2017 Charter Township of Garfield Budget
- b. Public Hearing – Consideration of Resolution 2016-32-T, an Application for Industrial Facilities Tax Exemption Certificate – RJG Technologies, Inc. at 3111 Park Drive

**8. New Business**

- a. Economic Development Corporation Bond issue. The County EDC is completing the bond issue but the Garfield Township Board needs to acknowledge this is occurring as the project is in Garfield Township. The project: Montessori Children's House.
- b. Consideration of Resolution 2016-34-T, a resolution to adopt the 2017 General Appropriation Act Resolution
- c. Consideration of Resolution 2016-35-T, a resolution to adopt the 2017 Fire Fund Budget
- d. Consideration of Resolution 2016-36-T, a resolution to adopt the 2017 Park System Fund Budget
- e. Consideration of Resolution 2016-37-T, a resolution regarding the 2017 Treasurer's Salary

- f. Consideration of Resolution 2016-38-T, a resolution regarding the 2017 Clerk's Salary
- g. Consideration of Resolution 2016-39-T, a resolution regarding the 2017 Supervisor's Salary

**9. Public Comment**

**10. Other Business**

**11. Adjournment**

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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.



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

*Yeas: Agostinelli, Blood Law, Walters, Schmuckal, Duell, McManus, Korn*

*Nays: None*

**4. Items removed from the Consent Calendar (6:10)**

None

**5. Correspondence (6:10)**

**6. Reports**

**a. GT Metro Fire Department Report (6:10)**

Assistant Fire Chief Steve Apostle reviewed the Metro runs from November 2016. He added that out of the 400 runs in the three townships, 80 were fire related. Questions about marihuana growing operations and fire safety were asked by Board members.

**b. County Commissioner's Report (6:15)**

Commissioner Alisa Kroupa reported that she has briefly reviewed the 2017 budget and it appears that the county has an approximate deficit of \$2 million. She attended an Economic Development Corporation meeting and they are looking for new board members. The bell tower will be turned off from 10:00pm to 7:00am in compliance with the city noise ordinance. The Commission on Aging is proposing to rollback its millage by nearly a third and make some changes without decreasing their services.

**c. Personnel Committee Report**

No report

**d. Clerk's Report (6:24)**

Lanie McManus said that the Board of Canvassers have finalized the General Election results election in the Township and that the state of Michigan may have a presidential election recount initiated by the Green Party.

**e. Supervisor's Report (6:25)**

Korn reported that the Cass Road drainage group met and there is a draft plan in place. Cass Road will be rebuilt into three lanes with a storm sewer in the middle lane.

**7. Unfinished Business (6:28)**

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

John Divozzo from the DPW said that the City of Traverse City has been billed the Township for water. The amount invoiced exceeds the budgeted amount. He is asking for a budget amendment to increase the amount of the budget by \$350,000. The township needs to approve this proposed amendment. Much of

the cost is due to overdue maintenance. Board members discussed the matter at length and talked about disputing the invoices, the meters and how the water usage is charged. Korn said that the funds would come from the water fund and not from the Township's general fund.

*Agostinelli moved and Schmuckal supported to adopt Resolution 2016-29-T, resolution to amend the DPW Maintenance and Operation Budget for the Current Year.*

*Yeas: Agostinelli, Schmuckal, Walters, Duell, McManus, Blood Law, Korn  
Nays: None*

Korn added that there is a meeting on December 8<sup>th</sup> to negotiate Wastewater Treatment Plant expenses.

## **8. New Business**

### **a. Consideration of Resolution 2016-23-T, a Resolution of Appreciation for Robert Featherstone for his 28 years of dedicated service (6:58)**

*Schmuckal moved and Duell supported to adopt Resolution 2016-23-T, a Resolution of Appreciation for Robert Featherstone for his 28 years of dedicated service.*

*Yeas: Schmuckal, Duell, Agostinelli, Walters, McManus, Blood Law, Korn  
Nays: None*

Korn presented a framed copy of the resolution to Bob Featherstone's family.

### **b. Consideration of Resolution 2016-31-T, a Resolution of Approval of Computerized Tax Roll (7:00)**

Blood Law said that there is no need to print out thousands of pages of tax rolls anymore since the County Treasurer will have an electronic copy as will the Township Treasurer. There is no cost for this service.

*Agostinelli moved and Walters seconded to adopt Resolution 2016-31-T, a Resolution of Approval of Computerized Tax Roll.*

*Yeas: Agostinelli, Walters, Blood Law, Duell, Agosintelli, McManus, Korn  
Nays: None*

### **c. Discussion relating to Medical Marihuana (7:02)**

Korn said that the new law creates five facility types: Grower, Processer, Secure Transporter, Provisioning Center, and Safety Compliance Facility. All allowed under the new act. The State of Michigan and LAARA will set up the final rules and regulations pertaining to each category. The Board decided to take a wait and see approach and let the State set up the regulations and then gather more information on the matter.

**d. Discussion relating to GT Metro and Ambulance service (7:14)**

McManus said she and Blood Law went to a fire board meeting and shared concerns regarding tax appeals, ambulance contracts and housing emergency personnel. Townships are charged on the highest tax rate and then tax tribunals many times decrease the overall tax base in the Township. Metro Chief Pat Parker commented that North Flight has a contract with the city and is also committed to having two 911 ambulances in place for the Township. Metro will go on all major calls. Blood Law said that the township should begin to consider its emergency services in light of East Bay Township's decision to adopt Advanced Life Support ambulance service. Parker said that more information needs to be gathered on the entire matter.

**9. Public Comment: (7:52)**

Sue Boyko from North Flight EMS apologized for not communicating directly with the Township. She would like a contract with the Township and said that North Flight is committed to providing excellent service. At future meetings she will work to address concerns.

Brandon Gardner, cannabis attorney, commented that he would like the Board to decide on the direction of the marihuana legislation in the Township.

**10. Other Business (8:00)**

Schmuckal asked if Blood Law could meet with North Flight to discuss improvements and a contract.

Agostinelli inquired about appointing new board members to committees.

Dan Walters said he would be interested in serving on the Fire Board.

**11. Adjournment (8:02)**

Schmuckal *moved to adjourn the meeting at 8:02 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  
TOWN BOARD STUDY SESSION MINUTES  
November 29, 2016 Minutes**

**ORDER OF BUSINESS**

**Call meeting to order**

Supervisor Chuck Korn called the Town Board Study Session to order on Tuesday, November 29, 2016, at 4:17 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, Steve Duell, Chuck Korn, Jeane Blood Law

Absent: Dan Walters

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

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

The Board discussed the General and Parks Budgets.

**2. Public Comment**

There was no public comment

**3. Adjournment**

Korn adjourned the meeting at 5:02 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						
11/23/2016	GEN	35549	MISC	AJ'S EXCAVATING LLC	CTG200101C	33,794.32
11/23/2016	GEN	35550	0690	FIRST CHRISTIAN CHURCH	ELECTION	150.00
11/23/2016	GEN	35551	MISC	PREIN & NEWHOF	BVNP PROF SVCS	202.00
11/23/2016	GEN	35552	0924	WADE TRIM	CTG200101C	8,711.08
11/28/2016	GEN	35553	0065	CHERRYLAND ELECTRIC COOP.	ELECTRIC	2,219.55
11/28/2016	GEN	35554	0065	CHERRYLAND ELECTRIC COOP.	ELECTRIC	158.77
11/28/2016	GEN	35555	0569	GBS INC	CARD CODING 11.08.16	1,680.00
11/28/2016	GEN	35556	0050	INTEGRITY BUSINESS SOLUTIONS	SUPPLIES	16.99
11/28/2016	GEN	35557	0176	KCI	POSTAGE -PERSONAL PROPERTY STATEMENTS	439.96
11/28/2016	GEN	35558	0137	MICHIGAN ASSESSORS ASSOCIATION	MEMBERSHIP 2016 A.D.	300.00
11/28/2016	GEN	35559	0926	PLIC - SBD GRAND ISLAND	EMPLOYEE HEALTH	1,207.64
11/28/2016	GEN	35560	0915	SUPERFLEET	GAS	198.73
11/28/2016	GEN	35561	0391	THE GUARDIAN	EMPLOYEE LIFE	925.30
12/01/2016	GEN	35562	0375	FIFTH THIRD BANK	5473785400027192S	85.13
12/01/2016	GEN	35563	0375	FIFTH THIRD BANK	5473785400027192S	30.90
12/01/2016	GEN	35564	0061	GRAND TRAVERSE COUNTY REG DEED	DISCHARGE OF JEOPARDY	16.00
12/01/2016	GEN	35565	0050	INTEGRITY BUSINESS SOLUTIONS	SUPPLIES	82.42
12/01/2016	GEN	35566	0019	JEANE BLOOD LAW	MILEAGE	50.22
12/01/2016	GEN	35567	0568	NORTHERN OFFICE EQUIP	SVC CONTRACT	479.77
12/01/2016	GEN	35568	0209	STATE OF MICHIGAN (P)	SITW	2,563.30
12/01/2016	GEN	35569	0037	APEX SOFTWARE	MAINTENANCEW RENEWAL	1,175.00
12/01/2016	GEN	35570	0001	GARFIELD CHARTER TOWNSHIP	3848 VETERANS - LIGHTS	81.96
12/01/2016	GEN	35571	0001	GARFIELD CHARTER TOWNSHIP	PARK MILFOIL - PROP TAXEX	65.00
12/01/2016	GEN	35572	0001	GARFIELD CHARTER TOWNSHIP	HUGHES DR LIGHTS - PROP TAX	126.84
12/01/2016	GEN	35573	0190	GILL-ROY'S HARDWARE	SUPPLIES	103.45
12/01/2016	GEN	35574	0395	SPECTRUM BUSINESS	INTERNET	75.00

GEN TOTALS:

Total of 26 Checks:

Less 0 Void Checks:

Total of 26 Disbursements:

54,939.33

0.00

54,939.33



Engineering  
Surveying  
Testing &  
Operations

123 West Front Street  
Traverse City, Michigan 49684  
231.946.5874  
231.946.3703

3. b.

December 3, 2016

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

**I. Developer's Escrow Fund**

1. Engineering services for plan review and construction services.

**Hammond Industrial (Commerce) Sewer & Water Extension**

Project# 16083 Invoice No. 1608304

1,046.25

Total

1,046.25

**II. Utility Receiving Fund**

1. Engineering and construction services for

**Pump Station #3 Upgrades**

Project# 15107 Invoice No. 1510707

3,875.00

2. Engineering consulting services for

**Acme #1 Force Main Bypass Project**

Project# 16029C Invoice No. 160293138

240.00

3. Engineering consulting services for

**Cass Road Drainage District Improvements**

Project# 16029C Invoice No. 160293139

720.00

4. Engineering consulting services for

**Lafranier Tank Proposed Work**

Project# 16029C Invoice No. 160293140

240.00

5. Engineering services for final design, bidding, construction services.

**NW Service District Water System Improvements (Water Storage Tank)**

Project# 16037 Invoice No. 1603702

25,000.00

Total

30,075.00

**GRAND TOTAL**

**\$31,121.25**

**Invoice**



Gourdie-Fraser, Inc.  
123 West Front Street, PO Box 927  
Traverse City, MI 49685-0927  
Phone: 231-946-5874, Fax: 231-946-9634  
VISA/MASTERCARD Accepted, Due Upon Receipt  
A/R email: melanie@gfa.tc

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

December 3, 2016  
Project No: 16083  
Invoice No: 1608304

Re: Hammond Industrial (Commerce) Sewer & Water Extension

Services Performed: Plan review, construction observation, inspection and project close out for the water and sewer extension.

Project Location: Traverse City, Garfield Township, Grand Traverse County, Michigan.

Professional Services from October 30, 2016 to December 3, 2016

Fee

Billing Phase	Fee	Percent Complete	Earned	Previous Fee Billing	Current Fee Billing
Plan Review	1,500.00	100.00	1,500.00	1,500.00	0.00
Construction Observation/Inspection	2,500.00	100.00	2,500.00	1,703.75	796.25
Close Out/Project Turnover	1,000.00	25.00	250.00	0.00	250.00
Total Fee	5,000.00		4,250.00	3,203.75	1,046.25
		<b>Total Fee</b>			<b>1,046.25</b>
				<b>Total this Invoice</b>	<b>\$1,046.25</b>

**Invoice**



Gourdie-Fraser, Inc.  
123 West Front Street, PO Box 927  
Traverse City, MI 49685-0927  
Phone: 231-946-5874, Fax: 231-946-9634  
VISA/MASTERCARD Accepted, Due Upon Receipt  
A/R email: melanie@gfa.tc

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

December 3, 2016

Project No: 15107

Invoice No: 1510707

Re: Pump Station #3 Upgrades

Services Performed: Engineering and construction services for design, bidding, observation, administration and closeout services to upgrade existing pumping station to replace the existing pumps, mechanical, electrical and SCADA telemetry.

Professional Services from July 30, 2016 to December 3, 2016

**Fee**

Billing Phase	Fee	Percent Complete	Earned	Previous Fee Billing	Current Fee Billing
Preliminary Design	4,500.00	100.00	4,500.00	4,500.00	0.00
Final Design	7,000.00	100.00	7,000.00	7,000.00	0.00
Bidding Services	2,500.00	100.00	2,500.00	2,500.00	0.00
Construction Observation	3,500.00	100.00	3,500.00	2,625.00	875.00
Construction Administration	4,000.00	100.00	4,000.00	3,000.00	1,000.00
Close Out	2,000.00	100.00	2,000.00	0.00	2,000.00
Total Fee	23,500.00		23,500.00	19,625.00	3,875.00
		<b>Total Fee</b>			<b>3,875.00</b>
				<b>Total this Invoice</b>	<b>\$3,875.00</b>

**Invoice**



Gourdie-Fraser, Inc.  
123 West Front Street, PO Box 927  
Traverse City, MI 49685-0927  
Phone: 231-946-5874, Fax: 231-946-9634  
VISA/MASTERCARD Accepted, Due Upon Receipt  
A/R email: melanie@gfa.tc

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

December 3, 2016  
Project No: 16029C  
Invoice No: 160293138

Re: General Utilities - Acme#1 Force Main

Services Performed: General engineering consulting services for Acme #1 force main bypass project to evaluate the effects on Garfield pump station #1.

**Professional Services from October 30, 2016 to December 3, 2016**  
**Professional Personnel**

	Hours	Amount
Sr. Project Manager	2.00	
Totals	2.00	
<b>Total Labor</b>		<b>240.00</b>
<b>Total this Invoice</b>		<b>\$240.00</b>

**Invoice**



Gourdie-Fraser, Inc.  
123 West Front Street, PO Box 927  
Traverse City, MI 49685-0927  
Phone: 231-946-5874, Fax: 231-946-9634  
VISA/MASTERCARD Accepted, Due Upon Receipt  
A/R email: melanie@gfa.tc

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

December 3, 2016  
Project No: 16029C  
Invoice No: 160293139

Re: General Utilities - Cass Road Drainage District Improvements

Services Performed: General engineering consulting services for meeting with Drain Commissioner, Engineer and Township.  
Review 75% of plans as to evaluate impact to utilities.

**Professional Services from October 30, 2016 to December 3, 2016**

**Professional Personnel**

	<b>Hours</b>	<b>Amount</b>
Sr. Project Manager	6.00	
Totals	6.00	
<b>Total Labor</b>		<b>720.00</b>
<b>Total this Invoice</b>		<b>\$720.00</b>

**Invoice**



Gourdie-Fraser, Inc.  
123 West Front Street, PO Box 927  
Traverse City, MI 49685-0927  
Phone: 231-946-5874, Fax: 231-946-9634  
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MR CHUCK KORN  
CHARTER TWP OF GARFIELD  
3848 VETERANS DR  
TRAVERSE CITY, MI 49684

December 3, 2016  
Project No: 16029C  
Invoice No: 160293140

Re: General Utilities - Lafranier Tank Proposed Work

Services Performed: General engineering consulting services for review of City's plans to upgrade/rehabilitate Lafranier water and impact to Township's water customers.

**Professional Services from October 30, 2016 to December 3, 2016**  
**Professional Personnel**

	Hours	Amount
Sr. Project Manager	2.00	
Totals	2.00	
<b>Total Labor</b>		<b>240.00</b>
<b>Total this Invoice</b>		<b>\$240.00</b>

**Invoice**



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

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

December 3, 2016  
 Project No: 16037  
 Invoice No: 1603702

Re: NW Service District Water System Improvements

Services Performed: Engineering and construction services for final design, bidding, construction staking, observation and administration, close out and record drawings for watermain extension.

Project Location: Harris Road and Cedar Run Road, Garfield Township, Grand Traverse County, Michigan.

**Professional Services from October 30, 2016 to December 3, 2016**

**Fee**

Billing Phase	Fee	Percent Complete	Earned	Previous Fee Billing	Current Fee Billing
<b>WATER STORAGE TANK</b>	0.00	0.00	0.00	0.00	0.00
Research	15,000.00	100.00	15,000.00	11,250.00	3,750.00
Engineering Design	25,000.00	60.00	15,000.00	0.00	15,000.00
Topographic Survey	5,000.00	100.00	5,000.00	5,000.00	0.00
Bidding	5,000.00	0.00	0.00	0.00	0.00
Construction Staking	5,000.00	0.00	0.00	0.00	0.00
Construction Administration	10,000.00	0.00	0.00	0.00	0.00
Construction Inspection	25,000.00	0.00	0.00	0.00	0.00
Record Drawings/Close Out	3,500.00	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00	0.00
<b>WATERMAIN EXTENSIONS</b>	0.00	0.00	0.00	0.00	0.00
Prop. Acquisition/Utility Research	10,000.00	25.00	2,500.00	0.00	2,500.00
Final Design/Permitting	50,000.00	0.00	0.00	0.00	0.00
Topographic Survey	15,000.00	25.00	3,750.00	0.00	3,750.00
Bidding	6,500.00	0.00	0.00	0.00	0.00
Construction Staking	20,000.00	0.00	0.00	0.00	0.00
Construction Administration	25,000.00	0.00	0.00	0.00	0.00
Construction Inspection	120,000.00	0.00	0.00	0.00	0.00
Record Drawings/Close Out	9,500.00	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00	0.00
<b>INFRASTRUCTURE UPGRADE/BOOSTER STATION</b>	0.00	0.00	0.00	0.00	0.00
Research	25,000.00	0.00	0.00	0.00	0.00
Final Design/Permitting	69,100.00	0.00	0.00	0.00	0.00
Topographic Survey	15,000.00	0.00	0.00	0.00	0.00
Bidding	6,850.00	0.00	0.00	0.00	0.00
Construction Staking	5,000.00	0.00	0.00	0.00	0.00
Construction Administration	30,000.00	0.00	0.00	0.00	0.00
Construction Inspection	20,350.00	0.00	0.00	0.00	0.00
Record Drawings/Close Out	6,500.00	0.00	0.00	0.00	0.00
<b>Total Fee</b>	<b>527,300.00</b>		<b>41,250.00</b>	<b>16,250.00</b>	<b>25,000.00</b>
		<b>Total Fee</b>			<b>25,000.00</b>
			<b>Total this Invoice</b>		<b>\$25,000.00</b>



**CHARTER TOWNSHIP OF GARFIELD  
2017 TOWN BOARD MEETING DATES**

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The regular meeting dates of the Town Board of the Charter Township of Garfield are scheduled for the second and fourth Tuesday of each month at 6:00 p.m. at the Garfield Township Hall, 3848 Veterans Drive, Traverse City, Michigan.

January 10, 2017	July 11, 2017
January 24, 2017	July 25, 2017
February 14, 2017	August 8, 2017
February 28, 2017	August 22, 2017
March 14, 2017	September 12, 2017
March 28, 2017	September 26, 2017
April 11, 2017	October 10, 2017
April 25, 2017	October 24, 2017
May 9, 2017	November 14, 2017
May 23, 2017	November 28, 2017
June 13, 2017	December 12, 2017
June 27, 2017	December 26, 2017

Lanie McManus, Clerk  
3848 Veterans Drive  
Traverse City, MI 49684  
Ph: (231) 941-1620

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 #922-4766.

Prepared for Gar. MTT ( )  
 wp Board

Docket #	Parcel No(s)	Owner	Property Address	Year(s) in Contention	Assessor's Values		Petitioner's Values		Value Differences		Status Notes
					Assessed	Taxable	Assessed	Taxable	Assessed	Taxable	
1 16-003456	008-022-20	Brookside Commons LP	4155 Sprucewood Dr	2016	\$ 3,068,500	\$ 3,068,500	\$ 1,800,000	\$ 1,800,000	\$ (1,268,500)	\$ (1,268,500)	8/12/16 Rec'd Order of Dismissal
2 15-001617	008-027-00	Baruch SLS Inc	4841 N Long Lake Rd	2015	\$ 359,400	\$ 359,400	\$ -	\$ -	\$ (359,400)	\$ (359,400)	
	008-027-10	Baruch SLS Inc	4825 N Long Lake Rd	2015	\$ 141,900	\$ 141,900	\$ -	\$ -	\$ (141,900)	\$ (141,900)	12/9/15 Rec'd order to place case in abeyance until Supreme Court decides on the Saginaw Co case.
	008-028-00	Baruch SLS Inc	4885 N Long Lake Rd	2015	\$ 419,400	\$ 419,400	\$ -	\$ -	\$ (419,400)	\$ (419,400)	
	900-363-98	Cherry Hill Haven	4885 N Long Lake Rd	2015	\$ 5,500	\$ 5,500	\$ -	\$ -	\$ (5,500)	\$ (5,500)	
	008-027-00	Baruch SLS Inc	4841 N Long Lake Rd	2016	\$ 926,200	\$ 926,200	\$ -	\$ -	\$ (926,200)	\$ (926,200)	9/26/16 Added 2016
	008-027-10	Baruch SLS Inc	4825 N Long Lake Rd	2016	\$ 334,300	\$ 334,300	\$ -	\$ -	\$ (334,300)	\$ (334,300)	
	008-028-00	Baruch SLS Inc	4885 N Long Lake Rd	2016	\$ 136,000	\$ 136,000	\$ -	\$ -	\$ (136,000)	\$ (136,000)	
	900-363-98	Cherry Hill Haven	4885 N Long Lake Rd	2016	\$ 414,000	\$ 414,000	\$ -	\$ -	\$ (414,000)	\$ (414,000)	
	013-001-00	CMS Corp dba Lucky Jack's	1705 S Garfield Ave	2015	\$ 890,900	\$ 890,900	\$ -	\$ -	\$ (890,900)	\$ (890,900)	
3 15-002433	015-025-22	WODA Boardman Lake Ltd Div	2960 Feiger Ln	2016	\$ 708,300	\$ 666,499	\$ 435,000	\$ 435,000	\$ (273,300)	\$ (231,499)	3/23/16 Judgment received
4 16-003616	015-025-30	Northfield Restaurant Corp	3050 N US 31 South	2015	\$ 1,739,700	\$ 1,719,441	\$ 1,065,000	\$ 1,065,000	\$ (674,700)	\$ (654,441)	11/8/16 Left message for atty asking why I've received no response to requests for withdrawal.
5 15-002439	016-054-10	Northfield Restaurant Corp	3050 N US 31 South	2014	\$ 278,700	\$ 206,698	\$ 150,000	\$ 150,000	\$ (128,700)	\$ (56,698)	3/18/16 Rec'd dismissal
6 14-008072	016-054-10	Northfield Restaurant Corp	3050 N US 31 South	2014	\$ 203,443	\$ 203,443	\$ 191,800	\$ 191,800	\$ -	\$ -	6/17/16 Judgment rec'd
	013-001-00	CMS Corp dba Lucky Jack's	1705 S Garfield Ave	2015	\$ 890,900	\$ 890,900	\$ -	\$ -	\$ (890,900)	\$ (890,900)	
	015-025-22	WODA Boardman Lake Ltd Div	2960 Feiger Ln	2016	\$ 708,300	\$ 666,499	\$ 435,000	\$ 435,000	\$ (273,300)	\$ (231,499)	11/8/16 Left message for atty asking why I've received no response to requests for withdrawal.
	015-025-30	Northfield Restaurant Corp	3050 N US 31 South	2014	\$ 278,700	\$ 206,698	\$ 150,000	\$ 150,000	\$ (128,700)	\$ (56,698)	3/18/16 Rec'd dismissal
7 15-003858	021-009-00	Wellington Real Estate, Inc	2800 N US 31 South	2015	\$ 903,500	\$ 775,533	\$ 450,000	\$ 450,000	\$ (453,500)	\$ (325,533)	11/8/16 Left message to get status update
	021-009-00	Darden #0021670	2800 N US 31 South	2016	\$ 762,400	\$ 762,400	\$ 450,000	\$ 450,000	\$ (312,400)	\$ (312,400)	11/8/16 Left message to get status update
8 16-003585	021-015-00	Grand Traverse Mall LLC	3200 W South Airport Rd	2016	\$ 21,593,800	\$ 21,483,557	\$ 12,462,460	\$ 12,462,460	\$ (9,131,340)	\$ (9,021,097)	11/16/16 rec'd Order granting Treasury's Motion to Intervene in case.
	021-015-70	MC Sports, et al	3450 W South Airport Rd	2016	\$ 89,500	\$ 64,709	\$ 37,540	\$ 37,540	\$ (51,960)	\$ (27,169)	8/29/16 Emailed atty to get copy of valuation disclosure from merger with Brookside affiliate
	021-015-10	Airport 31 LLC	3300 W South Airport Rd	2016	\$ 21,683,300	\$ 21,548,266	\$ 12,500,000	\$ 12,500,000	\$ (9,183,300)	\$ (9,048,266)	11/8/16 Left message for atty re: their review of my evaluation from 10/6/16.
10 16-002684	021-015-10	MC Sports, et al	3450 W South Airport Rd	2016	\$ 1,816,200	\$ 1,811,919	\$ 1,350,000	\$ 1,350,000	\$ (466,200)	\$ (461,919)	11/8/16 Left message for atty re: their review of my evaluation from 10/6/16.
	021-015-30	JC Penney Corp	3300 W South Airport Rd	2016	\$ 1,289,200	\$ 1,282,034	\$ 995,000	\$ 995,000	\$ (294,200)	\$ (287,034)	10/11/16 Rec'd Consent Judgment
11 16-002332	021-028-00	Red Lobster Restaurants LLC	2691 N US 31 South	2015	\$ 567,700	\$ 567,700	\$ 350,000	\$ 350,000	\$ (217,700)	\$ (217,700)	11/8/16 Left message to get status update
	021-028-00	Red Lobster Restaurants LLC	2691 N US 31 South	2016	\$ 583,800	\$ 569,403	\$ 350,000	\$ 350,000	\$ (233,800)	\$ (219,403)	9/28/16 Sent a reminder email to atty re: settling cases **
12 15-004009	021-034-00	19 Profs LLC	2577 N US 31 South	2016	\$ 1,724,600	\$ 1,546,976	\$ 1,000,000	\$ 1,000,000	\$ (724,600)	\$ (546,976)	11/15/16 Rec'd Judgment
13 16-003409	021-043-00	Fifth Third Bank	3535 W South Airport Rd	2016	\$ 1,320,600	\$ 661,653	\$ 300,000	\$ 300,000	\$ (1,020,600)	\$ (361,653)	11/8/16 Left message for atty
14 16-002886	022-009-30	Emerald Creek Partners LLC	2516 Crossing Cir	2016	\$ 2,519,200	\$ 2,445,715	\$ 1,500,000	\$ 1,500,000	\$ (1,019,200)	\$ (945,715)	11/8/16 Left message for atty re: their review of my evaluation from 10/6/16.
15 16-003352	022-009-35	Emerald Creek Partners LLC	2516 Crossing Cir	2016	\$ 165,100	\$ 121,266	\$ 100,000	\$ 100,000	\$ (65,100)	\$ (21,266)	
	Valuation Disclosure Due: 7/5/17				\$ 2,684,300	\$ 2,566,981	\$ 1,600,000	\$ 1,600,000	\$ (1,084,300)	\$ (966,981)	
	Valuation Disclosure Due: 7/5/17				\$ 175,830	\$ 175,830	\$ 165,780	\$ 165,780	\$ -	\$ -	
	Valuation Disclosure Due: 7/5/17				\$ 179,874	\$ 179,874	\$ 177,050	\$ 177,050	\$ -	\$ -	
	Valuation Disclosure Due: 7/5/17				\$ 187,788	\$ 187,788	\$ 188,780	\$ 188,780	\$ -	\$ -	
	Valuation Disclosure Due: 7/5/17				\$ 195,547	\$ 195,547	\$ 184,356	\$ 184,356	\$ -	\$ -	
	Valuation Disclosure Due: 7/5/17				\$ 190,406	\$ 190,406	\$ 179,510	\$ 179,510	\$ -	\$ -	
	Valuation Disclosure Due: 7/5/17				\$ 187,224	\$ 187,224	\$ 176,510	\$ 176,510	\$ -	\$ -	
	Valuation Disclosure Due: 7/5/17				\$ 175,830	\$ 175,830	\$ 165,780	\$ 165,780	\$ -	\$ -	
	Valuation Disclosure Due: 7/5/17				\$ 175,830	\$ 175,830	\$ 165,780	\$ 165,780	\$ -	\$ -	
	Valuation Disclosure Due: 7/5/17				\$ 179,874	\$ 179,874	\$ 177,050	\$ 177,050	\$ -	\$ -	
	Valuation Disclosure Due: 7/5/17				\$ 187,788	\$ 187,788	\$ 188,780	\$ 188,780	\$ -	\$ -	
	Valuation Disclosure Due: 7/5/17				\$ 195,547	\$ 195,547	\$ 184,356	\$ 184,356	\$ -	\$ -	
	Valuation Disclosure Due: 7/5/17				\$ 190,406	\$ 190,406	\$ 179,510	\$ 179,510	\$ -	\$ -	
	Valuation Disclosure Due: 7/5/17				\$ 187,224	\$ 187,224	\$ 176,510	\$ 176,510	\$ -	\$ -	
	Valuation Disclosure Due: 7/5/17				\$ 175,830	\$ 175,830	\$ 165,780	\$ 165,780	\$ -	\$ -	
	Valuation Disclosure Due: 7/5/17				\$ 175,830	\$ 175,830	\$ 165,780	\$ 165,780	\$ -	\$ -	
	Valuation Disclosure Due: 7/5/17				\$ 179,874	\$ 179,874	\$ 177,050	\$ 177,050	\$ -	\$ -	
	Valuation Disclosure Due: 7/5/17				\$ 187,788	\$ 187,788	\$ 188,780	\$ 188,780	\$ -	\$ -	
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	Valuation Disclosure Due: 7/5/17				\$ 190,406	\$ 190,406	\$ 179,510	\$ 179,510	\$ -	\$ -	
	Valuation Disclosure Due: 7/5/17				\$ 187,224	\$ 187,224	\$ 176,510	\$ 176,510	\$ -	\$ -	
	Valuation Disclosure Due: 7/5/17				\$ 175,830	\$ 175,830	\$ 165,780	\$ 165,780	\$ -	\$ -	
	Valuation Disclosure Due: 7/5/17				\$ 175,830	\$ 175,830	\$ 165,780	\$ 165,780	\$ -	\$ -	
	Valuation Disclosure Due: 7/5/17				\$ 179,874	\$ 179,874	\$ 177,050	\$ 177,050	\$ -	\$ -	
	Valuation Disclosure Due: 7/5/17				\$ 187,788	\$ 187,788	\$ 188,780	\$ 188,780	\$ -	\$ -	
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	Valuation Disclosure Due: 7/5/17				\$ 190,406	\$ 190,406	\$ 179,510	\$ 179,510	\$ -	\$ -	
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	Valuation Disclosure Due: 7/5/17				\$ 190,406	\$ 190,406	\$ 179,510	\$ 179,510	\$ -	\$ -	
	Valuation Disclosure Due: 7/5/17				\$ 187,224	\$ 187,224	\$ 176,510	\$ 176,510	\$ -	\$ -	
	Valuation Disclosure Due: 7/5/17				\$ 175,830	\$ 175,830	\$ 165,780	\$ 165,780	\$ -	\$ -	
	Valuation Disclosure Due: 7/5/17				\$ 175,830	\$ 175,830	\$ 165,780	\$ 165,780	\$ -	\$ -	
	Valuation Disclosure Due: 7/5/17				\$ 179,874	\$ 179,874	\$ 177,050	\$ 177,050	\$ -	\$ -	
	Valuation Disclosure Due: 7/5/17				\$ 187,788	\$ 187,788	\$ 188,780	\$ 188,780	\$ -	\$ -	
	Valuation Disclosure Due: 7/5/17				\$ 195,547	\$ 195,547	\$ 184,356	\$ 184,356	\$ -	\$ -	
	Valuation Disclosure Due: 7/5/17				\$ 190,406	\$ 190,406	\$ 179,510	\$ 179,510	\$ -	\$ -	
	Valuation Disclosure Due: 7/5/17				\$ 187,224	\$ 187,224	\$ 176,510	\$ 176,510	\$ -	\$ -	
	Valuation Disclosure Due: 7/5/17				\$ 175,830	\$ 175,830	\$ 165,780	\$ 165,780	\$ -	\$ -	
	Valuation Disclosure Due: 7/5/17				\$ 175,830	\$ 175,830	\$ 165,780	\$ 165,780	\$ -	\$ -	
	Valuation Disclosure Due: 7/5/										





123 West, Street  
 Traverse City, Michigan 49684  
 231 946 5874  
 231 946 3703

**OWNER**  
 Charter Township of Garfield  
 3848 Veterans Drive  
 Traverse City, MI 49686

**ENGINEER**  
 Gourdie-Fraser  
 123 W. Front Street  
 Traverse City, MI 49684

**CONTRACTOR**  
 Franklin Holwerda  
 2506 29th Street, SW  
 Wyoming, MI 49519

**CONTRACT AMOUNT**  
 ORIGINAL: \$194,050.00

**COMPLETION DATE**  
 ORIGINAL: 10/7/16

**DATES OF ESTIMATES**  
 FROM: 06/30/2016

**REVISED:**

REVISED 1/8/17

TO: 11/27/2016

# APPLICATION FOR PROGRESS PAYMENT

10%

**Payment No. 2**

**Project: Sanitary Sewer Pump Station No. 3 Upgrades**

**GFA Project No: 15107**

Item	Description of Item	Unit	CONTRACT ITEMS (Original)			Contract Items (Revised)			THIS PERIOD			TOTAL TO DATE					
			Qty.	Cost/ Unit	Item Cost	Qty.	Cost/ Unit	Item Cost	Qty	Item Cost	%	Qty	Item Cost	%			
1	Submersible Pumping System and Panel	LS	1	\$77,250.00	\$77,250.00			\$0.00	0.217	\$16,730.00	22%	1	\$77,250.00	100%			
2	Wet Well Mechanical Improvements	LS	1	\$27,700.00	\$27,700.00			\$0.00	0.946	\$26,200.00	95%	1	\$27,700.00	100%			
3	Valve Chamber Mechanical Improvements	LS	1	\$24,200.00	\$24,200.00			\$0.00	0.59	\$14,278.00	59%	1	\$21,808.00	90%			
4	Wet Well Electrical Improvements	LS	1	\$6,600.00	\$6,600.00			\$0.00	1	\$6,600.00	100%	1	\$6,600.00	100%			
5	Valve Chamber Electrical Improvements	LS	1	\$8,200.00	\$8,200.00			\$0.00	1	\$8,200.00	100%	1	\$8,200.00	100%			
6	Site Electrical Improvements	LS	1	\$9,600.00	\$9,600.00			\$0.00	1	\$9,600.00	100%	1	\$9,600.00	100%			
7	Bypass Pumping	LS	1	\$37,000.00	\$37,000.00			\$0.00	0.973	\$36,000.00	97%	1	\$37,000.00	100%			
8	Site Restoration	LS	1	\$3,500.00	\$3,500.00			\$0.00	1	\$3,500.00	100%	1	\$3,500.00	100%			
									<b>\$194,050.00</b>			<b>\$121,108.00</b>			<b>\$191,658.00</b>		



Engineering  
Surveying  
Testing &  
Operations

123 West Front Street  
Traverse City, Michigan 49684  
231 946 5874  
231 946 3703

## APPLICATION FOR PROGRESS PAYMENT

Payment No. 2

Project: Sanitary Sewer Pump Station No. 3 Upgrades GFA Project No: 15107

Original Contract Amount	194,050.00	CHANGE ORDERS	
Change Orders	0.00	No./Date	Amount
Adjusted Contract Amount to Date	194,050.00	1-11/8/16	\$0.00
Total Cost of Work Performed to date	191,658.00		
MINUS Retainage in Accordance with the Contract	19,165.80		
MINUS Additional Retainage			
Net Amount Earned on Contract and Extra Work to Date	172,492.20		
PLUS Value of Materials Stored at Close of This Period			
Subtotal	172,492.20		
MINUS Amount of Previous Payments	63,495.00		
<b>BALANCE DUE THIS PAYMENT</b>	<b>108,997.20</b>		

Payment No.	Amount
1	63,495.00
<b>TOTAL</b>	<b>63,495.00</b>



Engineering  
Surveying  
Testing &  
Operations

123 West Front Street  
Traverse City, Michigan 49684  
231 946 5874  
231 946 3703

Payment No. 2

**Project:** Sanitary Sewer Pump Station No. 3 Upgrades

**GFA Project No:** 15107

The undersigned CONTRACTOR certifies that: (1) Any previous progress payments received from OWNER on account of Work done under the Contract referred to above have been applied to discharge in full all obligations of CONTRACTOR incurred in connection with Work covered by prior Applications for Payment; (2) title to all Work, materials, and equipment incorporated in said Work or otherwise listed in or covered by this Application for Payment will pass to OWNER at time of payment free and clear of all liens, claims, security interest and encumbrances (except such as are covered by Bond acceptable to OWNER indemnifying OWNER against any such lien, claim, security interest, or encumbrance); and (3) all Work covered by this Application for Payment is in accordance with the contract Documents and not defective as that term is defined in the Contract Documents

One Hundred and eight thousand nine hundred and ninety-seven dollars and twenty cents  
Payment of the above AMOUNT DUE THIS APPLICATION is recommended.

Dated: 11/29/2016

GOURDIE-FRASER  
(ENGINEER)

  
Authorized Signature

Date: \_\_\_\_\_

Franklin Holwerda Company  
(CONTRACTOR)

\_\_\_\_\_  
Authorized Signature

**RESOLUTION TO AMEND THE BUDGET**

**RESOLUTION # 2016-33-T**

TO THE BOARD OF GARFIELD TOWNSHIP,

ON THE FOLLOWING PAGE YOU WILL FIND **RESOLUTION 2016-33-T**. THIS IS A PROPOSED BUDGET AMENDMENT FOR THIS BUDGET YEAR. THIS AMENDMENT IS TO BRING THE BUDGET INTO CONFORMANCE FOR THE CLOSE OF THE YEAR 2016. PLEASE LOOK IT OVER AND IF YOU HAVE ANY QUESTIONS, PLEASE FEEL FREE TO CONTACT ME AT MY OFFICE, BEFORE THE BOARD MEETING SO I CAN EXPLAIN IT.

THANK YOU,

LANIE MCMANUS  
TOWNSHIP CLERK



**Budget Amendments to Increase Expenditure Budgets in Fund 101**

1. To increase cost center Planning (400) by \$27,000 and take it from Fund Balance.

Moved:

Supported:

Yeas:

Nays:

Absent and excused:

The Chairman declared the motion carried and Resolution 2016-33-T adopted this 13<sup>th</sup> day of December, 2016.

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Lanie McManus, Clerk

**CERTIFICATION**

I, Lanie McManus, Clerk of the Charter Township of Garfield, certify the above is a true and correct copy of Resolution 2016-33-T which was adopted by the Township Board of the Charter Township of Garfield on the 13<sup>th</sup> day of December, 2016.

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Lanie McManus, Clerk

2017 APPOINTMENTS

<u>Board</u>	<u>Term</u>	<u>Expires</u>
<u>Code Enforcement Officer</u>		
Mike Green	1 year	Dec. 31, 2017
Carl Studinski	1 year	Dec. 31, 2017
Tom Schmuckal	1 year	Dec. 31, 2017
<u>Planning Commission</u>		
Steve Duell (TB Rep)	1 year	Dec. 31, 2017
Pat Cline	3 years	Dec. 31, 2019
Joseph McManus	3 years	Dec. 31, 2019
<u>Grand Traverse County Commission</u>		
Chuck Korn	1 year	Dec. 31, 2017
Lanie McManus	1 year	Dec. 31, 2017
<u>Grand Traverse County Road Commission</u>		
Chuck Korn	1 year	Dec. 31, 2017
Brian VanDenBrand	1 year	Dec. 31, 2017
<u>TC TALUS</u>		
Chuck Korn	1 year	Dec. 31, 2017
Brian VanDenBrand	1 year	Dec. 31, 2017
<u>GT Metro Emergency Services Board</u>		
Chuck Korn	1 year	Dec. 31, 2017
Lanie McManus	1 year	Dec. 31, 2017
Jeane Blood (alternate)	1year	Dec. 31, 2017
<u>Zoning Board of Appeals</u>		
Steve Duell (PC Rep)	1 year	Dec. 31, 2019
Lynne Fricke	3 years	Dec. 31, 2019
Rick Smith	3 years	Dec. 31, 2019
Scott Swan (unexpired term)	3 years	Dec. 31, 2017

**Board of Review**

Gary Rousseau	2 years	Dec. 31, 2018
Cherry Wolf	2 years	Dec. 31, 2018
Gil Uithol	2 years	Dec. 31, 2018
Jim Christensen (alternate)	2 years	Dec. 31, 2018

**Parks and Recreation Commission**

Valerie Handy	3 years	Dec. 31, 2019
Fern Spence	3 years	Dec. 31, 2019

**Grand Traverse Commons Joint Planning Commission**

Joe McManus (unexpired term)	3 years	May 14, 2018
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**STANDING COMMITTEES (1 Year Term - Expires Dec. 31, 2017)**

**Personnel Committee**

Denise Schmuckal	Town Board
Lanie McManus	Town Board
Chuck Korn	Town Board

**Building and Grounds Committee**

Rob Larrea	Employee Member
Molly Agostinelli	Town Board
Dan Walters	Town Board

**Finance Committee**

Chuck Korn	Town Board
Lanie McManus	Town Board
Jeane Blood	Town Board
Betty Tezak	Employee

**Elections Committee**

Lanie McManus	Town Board
Denise Schmuckal	Town Board
Dan Walters	Town Board

**Law Enforcement Committee**

**Denise Schmuckal  
Chuck Korn**

**Town Board  
Town Board**

**Northern Nexus**

**Chuck Korn**

**Town Board**

**Charter Township of Garfield****Construction Update****December 7, 2016****Water Projects****Northwest Service District – Water System Improvements**

GFA is continuing to work on the overall project with our goal to have piping, tank and booster station completed by December 2016. The status of the multiple phases are summarized below.

**Tank / Remaining Watermain Installation**

Tank design has been completed and GFA is preparing to submit for bids with anticipated bids to be awarded late January and construction to start late spring. Upon receipt of bids GFA will be providing the Township with a presentation of the proposed tanks including illustration drawings to assist with the selection process. GFA is continuing to pursue easements and laying out watermain design and existing infrastructure upgrades for the other phases of the project. This work is anticipated to be complete including permits / bidding in late January with work to begin in late spring also.

**General Utilities****GTCRC – Oak Terrace Road Improvements**

In conjunction with the road Special Assessment the board had approved GFA to coordinate with the Road Commission to extend utilities prior to upgrades to the road. Due to high pricing, project has been delayed and anticipated to bid out in winter with intentions to get better competitive pricing from contractors.

**Pump Station #3**

The project has been completed with startup occurring November 17<sup>th</sup>. GFA is awaiting completed of some punchlist items and closeout documents with project anticipated to be turned over to the Township next month. Attached is pay application for board approval. The Board was also notified that the Township received a SAW Grant to cover the costs of the original design services for the project. GFA will work with the DEQ for reimbursement.

**Sewer / Water City Contracts**

GFA is working with Township and DPW on negotiations with the City of Traverse City on the Bulk Water and Sewer Agreements.

GFA is working with the Township on the proposed Lafranier Water Tank Rehabilitation Project that the City is conducting.

### **Drainage District Improvements / Cass Road 20" Watermain (exposed)**

A portion of the watermain installed in 2004 that feeds the McCrae tank was found to be exposed in October 2014. The Grand Traverse Drain Commission is in the process of replacing culverts that cross the Railroad along Cass Road at Miller Creek as part of the Cass Road Drainage District Assessment to correct an existing stormwater issue for that area. GFA continues to coordinate with them, Township and Commission on fixing grading in the area in conjunction with their project to cover watermain. Final Design plans were reviewed on November and a meeting was held to discuss. Project continues to move forward with meetings scheduled monthly. Project is scheduled to start next year.

### **Utility Plan Reviews**

#### **North Bay Produce**

Water Connections have been completed. Sanitary Sewer has not been installed and anticipate it will be completed in the Spring of 2017 due to weather

#### **Hammond / Commerce Lot 24 & Commons**

Project is completed and awaiting final walkthrough

### **Stormwater Plan Reviews**

#### **The following have been completed:**

Kings Court

**HAPPY HOLIDAYS AND LOOK FORWARD TO WORKING  
WITH YOU IN 2017!!**



# Clerk's Report

For November 30, 2016

Submitted 12/06/16

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 as long as 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 November in the General Fund, you will find that we had a total of \$126,829.39 Revenues and \$399,592.89 Expenditures. For the year we have a total of \$3,283,223.83 Revenues and \$2,704,274.58 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	2016 ORIGINAL BUDGET	2016 AMENDED BUDGET	YTD BALANCE 11/30/2016	ACTIVITY FOR MONTH 11/30/2016	AVAILABLE BALANCE
<b>Fund 101 - GENERAL OPERATING FUND</b>						
<b>Revenues</b>						
<b>Dept 000</b>						
101-000-403.000	CURRENT REAL PROPERTY TAXES	1,683,700.00	1,683,700.00	1,319,001.04	(29.64)	364,698.96
101-000-407.000	DEL PERSONAL PROP TAXES	0.00	0.00	2,903.02	0.00	(2,903.02)
101-000-414.000	Protected R/E Interest	0.00	0.00	5,108.48	0.00	(5,108.48)
101-000-423.000	TRAILER PARK FEES	6,000.00	6,000.00	6,090.00	619.50	(90.00)
101-000-445.000	PENALTIES & INT. ON TAXES	5,000.00	5,000.00	3,895.15	0.00	1,104.85
101-000-476.000	BUILDING PERMITS	175,000.00	175,000.00	252,812.27	52,152.00	(77,812.27)
101-000-476.001	PLANNING FEES	2,500.00	2,500.00	6,050.00	100.00	(3,550.00)
101-000-476.002	MAINT INSPECTION FEES	500.00	500.00	190.00	0.00	310.00
101-000-476.003	TREASURER FEES	500.00	500.00	825.00	300.00	(325.00)
101-000-476.004	PARK USE FEES	2,000.00	2,000.00	2,720.00	0.00	(720.00)
101-000-476.005	ZONING FEES	15,000.00	15,000.00	26,505.00	0.00	(11,505.00)
101-000-574.000	STATE SHARED REVENUE	1,200,000.00	1,200,000.00	1,240,446.00	3,330.00	(40,446.00)
101-000-574.001	STATE SHARED REV. - LIQUOR LA	18,000.00	18,000.00	19,841.25	0.00	(1,841.25)
101-000-575.000	Road Right of Way	17,000.00	17,000.00	20,018.91	0.00	(3,018.91)
101-000-612.000	CHARGES FOR TOWNSHIP SERVICES	7,000.00	7,000.00	8,170.52	819.00	(1,170.52)
101-000-627.000	TAX COLLECTION FEES	22,000.00	22,000.00	22,247.50	0.00	(247.50)
101-000-656.000	Ordinance Enforcement Fees	500.00	500.00	341.68	66.67	158.32
101-000-664.000	EARNED INTEREST	23,000.00	23,000.00	40,833.76	538.59	(17,833.76)
101-000-668.000	RENTS	55,000.00	55,000.00	0.00	0.00	55,000.00
101-000-668.002	RENTS & ROYALTIES CABLE VIS	250,000.00	250,000.00	273,471.43	68,878.27	(23,471.43)
101-000-668.003	RENTS & ROYALTIES CABLE EQUIP	14,000.00	14,000.00	12,946.50	0.00	1,053.50
101-000-670.000	UNREALIZED LOSS ON INVESTMENT	0.00	0.00	128.80	0.00	(128.80)
101-000-673.000	SALE OF FIXED ASSETS	1,000.00	1,000.00	2,776.00	0.00	(1,776.00)
101-000-676.000	REIMBURSEMENTS	0.00	0.00	15,254.31	0.00	(15,254.31)
101-000-676.001	Reimbursed Treasurer Legal Fees	0.00	0.00	647.21	0.00	(647.21)
<b>Total Dept 000</b>		<b>3,497,700.00</b>	<b>3,497,700.00</b>	<b>3,283,223.83</b>	<b>126,829.39</b>	<b>214,476.17</b>
<b>TOTAL REVENUES</b>		<b>3,497,700.00</b>	<b>3,497,700.00</b>	<b>3,283,223.83</b>	<b>126,829.39</b>	<b>214,476.17</b>
<b>Fund 101 - GENERAL OPERATING FUND:</b>						
<b>TOTAL REVENUES</b>		<b>3,497,700.00</b>	<b>3,497,700.00</b>	<b>3,283,223.83</b>	<b>126,829.39</b>	<b>214,476.17</b>

GL NUMBER	DESCRIPTION	2016		YTD BALANCE 11/30/2016	ACTIVITY FOR MONTH 11/30/16	AVAILABLE BALANCE	% BDDT USED
		ORIGINAL BUDGET	AMENDED BUDGET				
<b>Fund 101 - GENERAL OPERATING FUND</b>							
<b>Expenditures</b>							
<b>Dept 101-TOWNBOARD</b>							
101-101-701.100	WAGES - TRUSTEE	12,000.00	12,000.00	7,200.00	1,000.00	4,800.00	60.00
101-101-701.101	WAGES - FILE CLERK	22,575.52	22,575.52	22,123.07	1,992.07	452.45	98.00
101-101-701.102	WAGES - TRUSTEE	12,000.00	12,000.00	10,150.00	1,300.00	1,850.00	84.58
101-101-701.103	WAGES - TRUSTEE	12,000.00	12,000.00	4,700.00	250.00	7,300.00	39.17
101-101-701.104	WAGES - TRUSTEE	12,000.00	12,000.00	8,200.00	1,050.00	3,800.00	68.33
101-101-701.105	WAGES - OFFICE MANAGER	35,050.32	35,050.32	31,103.24	2,867.20	3,947.08	88.74
101-101-701.106	WAGES - RECEPTIONIST	15,793.26	15,793.26	21,074.57	1,723.61	(5,281.31)	133.44
101-101-726.000	SUPPLIES	5,000.00	5,000.00	3,480.12	428.10	1,519.88	69.60
101-101-726.001		15,000.00	15,000.00	13,691.18	2,000.00	1,308.82	91.27
101-101-726.002	SUPPLIES - COPIER MAINTENANCE	7,500.00	7,500.00	5,384.81	0.00	2,115.19	71.80
101-101-801.002	LEGAL SERVICES - TOWNBOARD	15,000.00	15,000.00	914.09	80.00	14,085.91	6.09
101-101-801.004	LEGAL -Tax Tribunal	10,000.00	10,000.00	125.00	0.00	9,875.00	1.25
101-101-802.000	AUDIT AND ACCOUNTING	16,500.00	16,500.00	15,457.50	0.00	1,042.50	93.68
101-101-805.000	CONTRACTED AND OTHER SERVICES	5,000.00	5,000.00	2,064.46	159.48	2,935.54	41.29
101-101-860.000	MILEAGE	500.00	500.00	0.00	0.00	500.00	0.00
101-101-900.000	PRINTING & PUBLISHING	3,500.00	3,500.00	1,627.95	0.00	1,872.05	46.51
101-101-901.000	ADVERTISING	4,000.00	4,000.00	2,717.28	198.50	1,282.72	67.93
101-101-960.000	EDUCATION & TRAINING	4,000.00	4,000.00	608.50	298.00	3,391.50	15.21
101-101-965.101	DUES & PUBLICATIONS -TOWNBOAR	1,500.00	1,500.00	2,003.49	0.00	(503.49)	133.57
101-101-965.102	DUES - MICHIGAN TOWNSHIP ASSO	6,500.00	6,500.00	5,819.50	0.00	680.50	89.53
<b>Total Dept 101-TOWNBOARD</b>		<b>215,419.10</b>	<b>215,419.10</b>	<b>158,444.76</b>	<b>13,346.96</b>	<b>56,974.34</b>	<b>73.55</b>
<b>Dept 171-TOWNSHIP SUPERVISOR</b>							
101-171-701.201	WAGES - SUPERVISOR	71,177.54	71,177.54	65,675.29	5,475.20	5,502.25	92.27
101-171-701.202	WAGES - APPRAISER III	49,562.72	49,562.72	45,708.85	3,812.80	3,853.87	92.22
101-171-701.203	WAGES - ASSESSMENT CLERK	12,131.63	12,131.63	9,168.69	734.67	2,962.94	75.58
101-171-701.204	WAGES - APPRAISER II	49,562.72	49,562.72	45,734.66	3,812.80	3,828.06	92.28
101-171-701.205	WAGES - ASSESSOR	87,115.34	87,115.34	80,380.99	6,701.18	6,734.35	92.27
101-171-726.000	SUPPLIES	2,000.00	2,000.00	712.86	0.00	1,287.14	35.64
101-171-805.000	CONTRACTED AND OTHER SERVICES	20,000.00	20,000.00	8,598.86	0.00	11,401.14	42.99
101-171-860.200	MILEAGE - SUPERVISOR	1,000.00	1,000.00	275.40	0.00	724.60	27.54
101-171-860.201	MILEAGE - ASSESSOR	1,000.00	1,000.00	473.36	302.67	526.64	47.34
101-171-900.000	PRINTING & PUBLISHING	5,700.00	5,700.00	1,100.49	439.96	4,599.51	19.31
101-171-960.000	EDUCATION & TRAINING	6,000.00	6,000.00	6,948.24	602.66	(948.24)	115.80
101-171-960.200	EDUCATION - SUPERVISOR	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00
101-171-965.000	DUES & PUBLICATIONS	1,800.00	1,800.00	1,994.40	1,050.00	(194.40)	110.80
<b>Total Dept 171-TOWNSHIP SUPERVISOR</b>		<b>308,049.95</b>	<b>308,049.95</b>	<b>266,772.09</b>	<b>22,931.94</b>	<b>41,277.86</b>	<b>86.60</b>
<b>Dept 191-ELECTIONS</b>							
101-191-701.000	WAGES	40,000.00	40,000.00	34,082.34	12,815.70	5,917.66	85.21
101-191-726.000	SUPPLIES	12,000.00	12,000.00	10,221.83	3,137.77	1,778.17	85.18
101-191-726.001	POSTAGE	8,500.00	8,500.00	6,000.03	0.00	2,499.97	70.59
101-191-860.000	MILEAGE	400.00	400.00	56.75	56.75	343.25	14.19
101-191-901.000	ADVERTISING	400.00	400.00	372.60	136.00	27.40	93.15
101-191-935.010	MACHINE MAINTENANCE	3,000.00	3,000.00	2,453.00	0.00	547.00	81.77
101-191-935.015	COMPUTER SUPPORT SYSTEMS	5,000.00	5,000.00	1,680.00	1,680.00	3,320.00	33.60
<b>Total Dept 191-ELECTIONS</b>		<b>69,300.00</b>	<b>69,300.00</b>	<b>54,866.55</b>	<b>17,826.22</b>	<b>14,433.45</b>	<b>79.17</b>
<b>Dept 215-TOWNSHIP CLERK</b>							

GL NUMBER	DESCRIPTION	2016 ORIGINAL BUDGET	2016 AMENDED BUDGET	YTD BALANCE 11/30/2016	ACTIVITY FOR MONTH 11/30/16	AVAILABLE BALANCE	% BDGT USED
<b>Fund 101 - GENERAL OPERATING FUND</b>							
<b>Expenditures</b>							
101-215-701.300	WAGES - CLERK	71,177.54	71,177.54	65,675.29	5,475.20	5,502.25	92.27
101-215-701.301	WAGES - FILE CLERK	8,000.00	8,000.00	0.00	0.00	8,000.00	0.00
101-215-701.302	WAGES - DEPUTY CLERK	40,400.00	40,400.00	37,277.01	3,107.70	3,122.99	92.27
101-215-701.303	WAGES - ACCOUNTANT	10,000.00	10,000.00	2,460.00	0.00	7,540.00	24.60
101-215-726.000	SUPPLIES	1,000.00	1,000.00	1,100.53	22.99	(100.53)	110.05
101-215-860.300	MILEAGE - CLERK	400.00	400.00	315.90	0.00	84.10	78.98
101-215-860.301	MILEAGE - DEPUTY CLERK	400.00	400.00	0.00	0.00	400.00	0.00
101-215-956.016	MISCELLANEOUS	500.00	500.00	0.00	0.00	500.00	0.00
101-215-960.000	EDUCATION & TRAINING	6,000.00	6,000.00	3,585.89	0.00	2,414.11	59.76
101-215-965.000	DUES & PUBLICATIONS	700.00	700.00	472.20	120.00	227.80	67.46
<b>Total Dept 215-TOWNSHIP CLERK</b>		<b>138,577.54</b>	<b>138,577.54</b>	<b>110,886.82</b>	<b>8,725.89</b>	<b>27,690.72</b>	<b>80.02</b>
<b>Dept 247-BOARD OF REVIEW</b>							
101-247-701.400	WAGES - B OF R	1,500.00	1,500.00	600.00	0.00	900.00	40.00
101-247-701.401	WAGES - B OF R	1,500.00	1,500.00	600.00	0.00	900.00	40.00
101-247-701.402	WAGES - B OF R	1,500.00	1,500.00	600.00	0.00	900.00	40.00
101-247-701.403	WAGES - B OF R	1,500.00	1,500.00	0.00	0.00	1,500.00	0.00
101-247-960.000	EDUCATION & TRAINING	200.00	200.00	0.00	0.00	200.00	0.00
<b>Total Dept 247-BOARD OF REVIEW</b>		<b>6,200.00</b>	<b>6,200.00</b>	<b>1,800.00</b>	<b>0.00</b>	<b>4,400.00</b>	<b>29.03</b>
<b>Dept 253-TOWNSHIP TREASURER</b>							
101-253-701.500	WAGES - TREASURER	71,177.54	71,177.54	65,675.29	5,475.20	5,502.25	92.27
101-253-701.501	WAGES - ASSISTANT	9,185.75	9,185.75	3,650.34	367.32	5,535.41	39.74
101-253-701.502	WAGES - DEPUTY TREASURER	40,400.00	40,400.00	37,277.01	3,107.70	3,122.99	92.27
101-253-726.000	SUPPLIES	2,500.00	2,500.00	1,623.15	0.00	876.85	64.93
101-253-726.001	POSTAGE	7,000.00	7,000.00	5,399.41	2,881.00	1,600.59	77.13
101-253-801.000	LEGAL SERVICES	3,000.00	3,000.00	1,053.01	14.00	1,946.99	35.10
101-253-809.000	Bank Fees	300.00	300.00	0.00	0.00	300.00	0.00
101-253-860.500	MILEAGE - TREASURER	700.00	700.00	641.52	106.38	58.48	91.65
101-253-860.501	MILEAGE - DEPUTY TREASURER	200.00	200.00	0.00	0.00	200.00	0.00
101-253-901.000	PRINTING & PUBLISHING	2,000.00	2,000.00	583.81	0.00	1,416.19	29.19
101-253-901.000	ADVERTISING	100.00	100.00	59.08	0.00	40.92	59.08
101-253-960.000	EDUCATION & TRAINING	4,500.00	4,500.00	2,741.64	55.00	1,758.36	60.93
101-253-965.000	DUES & PUBLICATIONS	500.00	500.00	70.15	0.00	429.85	14.03
<b>Total Dept 253-TOWNSHIP TREASURER</b>		<b>141,563.29</b>	<b>141,563.29</b>	<b>118,774.41</b>	<b>12,006.60</b>	<b>22,788.88</b>	<b>83.90</b>
<b>Dept 258-COMPUTER SUPPORT</b>							
101-258-726.000	SUPPLIES	6,000.00	6,000.00	1,890.88	0.00	4,109.12	31.51
101-258-935.015	COMPUTER SUPPORT SYSTEMS	22,000.00	22,000.00	24,589.50	6,607.00	(2,589.50)	111.77
101-258-935.016	COMPUTER NETWORK	4,000.00	4,000.00	920.00	75.00	3,080.00	23.00
<b>Total Dept 258-COMPUTER SUPPORT</b>		<b>32,000.00</b>	<b>32,000.00</b>	<b>27,400.38</b>	<b>6,682.00</b>	<b>4,599.62</b>	<b>85.63</b>
<b>Dept 265-TOWNSHIP HALL</b>							
101-265-701.011	Maintenance Wages	12,000.00	12,000.00	7,453.90	774.91	4,546.10	62.12
101-265-726.003	SUPPLIES-MAINTANCE	3,500.00	3,500.00	2,410.85	291.25	1,089.15	68.88
101-265-850.000	TELEPHONE	17,000.00	17,000.00	13,096.38	2,292.31	3,903.62	77.04
101-265-920.601	HEATING / GAS	12,000.00	12,000.00	6,904.94	448.65	5,095.06	57.54
101-265-920.602	WATER / SEWER	5,000.00	5,000.00	4,997.09	881.13	2.91	99.94

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<b>Fund 101 - GENERAL OPERATING FUND</b>							
<b>Expenditures</b>							
101-265-920.603	LIGHTS BUILDING	13,500.00	13,500.00	11,935.99	2,181.03	1,564.01	88.41
101-265-935.601	SNOW PLOWING	10,000.00	10,000.00	2,020.00	0.00	7,980.00	20.20
101-265-935.602	LAWN MAINTENANCE	10,000.00	10,000.00	6,351.99	700.00	3,648.01	63.52
101-265-935.603	CLEANING SERVICE	15,000.00	15,000.00	12,477.50	1,150.00	2,522.50	83.18
101-265-935.604	RUBBISH REMOVAL	1,000.00	1,000.00	869.00	79.00	131.00	86.90
101-265-935.605	BUILDING REPAIR	100,000.00	100,000.00	22,709.97	17,950.00	77,290.03	22.71
101-265-935.606	ELECTRONIC PROTECTION SYSTEM	1,500.00	1,500.00	1,419.00	0.00	81.00	94.60
101-265-935.608	MAINTENANCE-OTHER	15,000.00	15,000.00	7,438.86	164.25	7,561.14	49.59
<b>Total Dept 265-TOWNSHIP HALL</b>		215,500.00	215,500.00	100,085.47	26,912.53	115,414.53	46.44
<b>Dept 301-POLICE SERVICES</b>							
101-301-830.000	POLICE CONTRACT	1,025,365.00	1,025,365.00	941,004.00	235,251.00	84,361.00	91.77
<b>Total Dept 301-POLICE SERVICES</b>		1,025,365.00	1,025,365.00	941,004.00	235,251.00	84,361.00	91.77
<b>Dept 371-TOWNSHIP BUILDING INSPECTOR</b>							
101-371-701.703	WAGES - BUILDING	65,941.04	65,941.04	60,843.45	5,072.38	5,097.59	92.27
101-371-701.704	WAGES - BUILDING	22,000.00	22,000.00	15,225.00	1,300.00	6,775.00	69.20
101-371-701.705	WAGES - CONSTRUCTION BOARD	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00
101-371-726.000	SUPPLIES	1,000.00	1,000.00	63.76	22.49	936.24	6.38
101-371-960.000	EDUCATION & TRAINING	1,000.00	1,000.00	535.65	0.00	464.35	53.57
101-371-965.000	DUES & PUBLICATIONS	700.00	700.00	368.95	0.00	331.05	52.71
<b>Total Dept 371-TOWNSHIP BUILDING INSPECTOR</b>		91,641.04	91,641.04	77,036.81	6,394.87	14,604.23	84.06
<b>Dept 400-PLANNING COMMISSION</b>							
101-400-701.800	WAGES - PLANNING	2,000.00	2,000.00	1,900.00	300.00	100.00	95.00
101-400-701.801	WAGES - PLANNING	2,000.00	2,000.00	1,800.00	300.00	200.00	90.00
101-400-701.802	WAGES - PLANNING	2,000.00	2,000.00	1,600.00	300.00	400.00	80.00
101-400-701.804	WAGES - PLANNING	2,000.00	2,000.00	1,900.00	300.00	100.00	95.00
101-400-701.805	WAGES - PLANNING	2,000.00	2,000.00	1,700.00	200.00	300.00	85.00
101-400-701.806	WAGES - PLANNING	2,000.00	2,000.00	1,700.00	200.00	300.00	85.00
101-400-701.808	WAGES - PLANNING	2,000.00	2,000.00	1,300.00	100.00	700.00	65.00
101-400-801.000	LEGAL SERVICES	10,000.00	10,000.00	37,227.85	2,231.10	(27,227.85)	372.28
101-400-805.000	CONTRACTED AND OTHER SERVICES	5,000.00	5,000.00	4,484.50	193.00	515.50	89.69
101-400-900.000	PRINTING & PUBLISHING	1,000.00	1,000.00	15.90	0.00	984.10	1.59
101-400-901.000	ADVERTISING	2,000.00	2,000.00	749.25	0.00	1,250.75	37.46
101-400-960.000	EDUCATION & TRAINING	2,000.00	2,000.00	1,314.40	0.00	685.60	65.72
101-400-965.000	DUES & PUBLICATIONS	500.00	500.00	340.00	0.00	160.00	68.00
<b>Total Dept 400-PLANNING COMMISSION</b>		34,500.00	34,500.00	56,031.90	4,124.10	(21,531.90)	162.41
<b>Dept 401-TOWNSHIP PLANNER</b>							
101-401-701.900	WAGES - PLANNER	67,658.33	67,658.33	62,425.48	5,204.48	5,232.85	92.27
101-401-701.901	WAGES - DEPUTY PLANNER	51,631.84	51,631.84	47,653.60	3,972.80	3,978.24	92.29
101-401-726.000	SUPPLIES	1,000.00	1,000.00	270.78	0.00	729.22	27.08
101-401-860.900	MILEAGE - TOWNSHIP PLANNER	150.00	150.00	0.00	0.00	150.00	0.00
101-401-860.901	MILEAGE - DEPUTY PLANNER	150.00	150.00	75.60	75.60	74.40	50.40
101-401-900.000	PRINTING & PUBLISHING	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00
101-401-960.000	EDUCATION & TRAINING	4,500.00	4,500.00	3,419.72	0.00	1,080.28	75.99
101-401-965.000	DUES & PUBLICATIONS	1,000.00	1,000.00	1,171.50	0.00	(171.50)	117.15

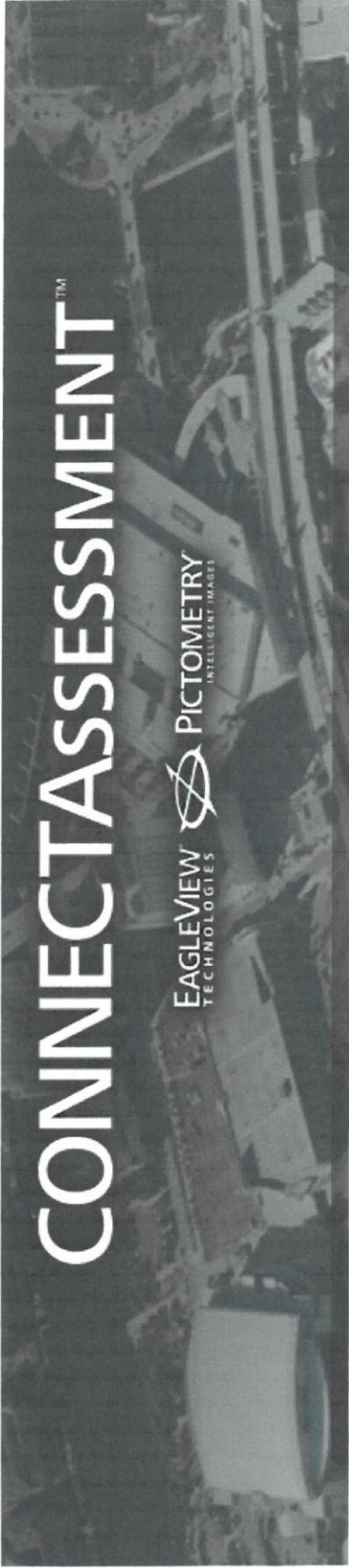
2016  
ACTIVITY FOR MONTH 11/30/16

GL NUMBER	DESCRIPTION	ORIGINAL BUDGET	2016 AMENDED BUDGET	YTD BALANCE 11/30/2016	ACTIVITY FOR MONTH 11/30/16	AVAILABLE BALANCE	% BDDT USED
<b>Fund 101 - GENERAL OPERATING FUND Expenditures</b>							
Total Dept 401-TOWNSHIP PLANNER		128,090.17	128,090.17	115,016.68	9,252.88	13,073.49	89.79
<b>Dept 410-ZONING BOARD OF APPEALS</b>							
101-410-701.001	WAGES - ZONING	1,200.00	1,200.00	300.00	100.00	900.00	25.00
101-410-701.002	WAGES - ZONING	1,200.00	1,200.00	400.00	100.00	800.00	33.33
101-410-701.003	WAGES - ZONING	1,200.00	1,200.00	500.00	100.00	700.00	41.67
101-410-701.004	WAGES - ZONING	1,200.00	1,200.00	500.00	100.00	700.00	41.67
101-410-701.005	WAGES - ZONING	1,200.00	1,200.00	400.00	100.00	800.00	33.33
101-410-801.000	LEGAL SERVICES	10,000.00	10,000.00	9,318.80	536.50	681.20	93.19
101-410-805.000	CONTRACTED AND OTHER SERVICES	1,000.00	1,000.00	366.50	72.00	633.50	36.65
101-410-901.000	ADVERTISING	1,000.00	1,000.00	1,762.00	73.50	(762.00)	176.20
101-410-960.000	EDUCATION & TRAINING	1,000.00	1,000.00	234.36	0.00	765.64	23.44
Total Dept 410-ZONING BOARD OF APPEALS		19,000.00	19,000.00	13,781.66	1,182.00	5,218.34	72.54
<b>Dept 412-ZONING ADMINISTRATOR</b>							
101-412-701.601	WAGES	55,550.00	55,550.00	39,974.97	3,730.76	15,575.03	71.96
101-412-701.602	WAGES ZONING	15,000.00	15,000.00	11,066.76	1,141.67	3,933.24	73.78
101-412-726.000	SUPPLIES	1,000.00	1,000.00	838.99	0.00	161.01	83.90
101-412-860.601	MILEAGE - ZONING ADMIN	150.00	150.00	0.00	0.00	150.00	0.00
101-412-860.602	MILEAGE - DEPT ZONING	150.00	150.00	0.00	0.00	150.00	0.00
101-412-960.000	EDUCATION & TRAINING	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00
101-412-965.000	DUES & PUBLICATIONS	500.00	500.00	77.00	0.00	423.00	15.40
Total Dept 412-ZONING ADMINISTRATOR		74,350.00	74,350.00	51,957.72	4,872.43	22,392.28	69.88
<b>Dept 448-STREET LIGHTS - TOWNSHIP</b>							
101-448-920.005	STREET LIGHTS TOWNSHIP	92,000.00	92,000.00	61,345.67	7,169.60	30,654.33	66.68
Total Dept 448-STREET LIGHTS - TOWNSHIP		92,000.00	92,000.00	61,345.67	7,169.60	30,654.33	66.68
<b>Dept 747-COMMUNITY PROMOTIONS</b>							
101-747-880.003	COM. PROM. - TRAVERSE BAY EDC	15,000.00	15,000.00	15,000.00	0.00	0.00	100.00
101-747-880.004	COM. PROM. - TC-TALUS	3,000.00	3,000.00	3,000.00	0.00	0.00	100.00
101-747-880.007	COM. PROM. - COMMUNITY AWAREN	20,000.00	20,000.00	4,741.62	0.00	15,258.38	23.71
101-747-880.008	COM. PROM. - CONTRACTED SERVI	20,000.00	20,000.00	0.00	0.00	20,000.00	0.00
101-747-880.011	COM. PROM. - P.F.G.	95,000.00	95,000.00	94,390.39	0.00	609.61	99.36
101-747-880.017	COM. PROM. - TV BOARD	2,500.00	2,500.00	1,290.00	0.00	1,210.00	51.60
101-747-880.018	COM. PROM. - MILFOIL	8,000.00	8,000.00	0.00	0.00	8,000.00	0.00
Total Dept 747-COMMUNITY PROMOTIONS		163,500.00	163,500.00	118,422.01	0.00	45,077.99	72.43
<b>Dept 806-TOWNSHIP VEHICLES</b>							
101-806-862.000	GAS & CAR WASHES	4,000.00	4,000.00	1,671.69	198.73	2,328.31	41.79
101-806-863.000	OIL CHANGES	500.00	500.00	32.15	0.00	467.85	6.43
101-806-864.000	MISCELLANEOUS	3,500.00	3,500.00	1,076.76	0.00	2,423.24	30.76
Total Dept 806-TOWNSHIP VEHICLES		8,000.00	8,000.00	2,780.60	198.73	5,219.40	34.76

PERIOD END: /30/2016

GL NUMBER	DESCRIPTION	2016		YTD BALANCE 11/30/2016	ACTIVITY FOR MONTH 11/30/16	AVAILABLE BALANCE	% BDC USED
		ORIGINAL BUDGET	2016 AMENDED BUDGET				
Fund 101 - GENERAL OPERATING FUND							
Expenditures							
Dept 851-EMPLOYEE BENEFITS & INSURANCES							
101-851-701.000	WAGES	16,000.00	16,000.00	5,306.07	482.37	10,693.93	33.16
101-851-873.001	John Hancock 403B	90,000.00	90,000.00	82,360.44	0.00	7,639.56	91.51
101-851-873.010	SOCIAL SECURITY - EMPLOYER	80,000.00	80,000.00	63,073.33	5,494.36	16,926.67	78.84
101-851-873.020	VACATION & PERSONAL PAYOUT	10,000.00	10,000.00	1,293.64	0.00	8,706.36	12.94
101-851-873.030	INSURANCE - EMPLOYEE HEALTH	250,000.00	250,000.00	235,991.86	15,342.85	14,008.14	94.40
101-851-873.040	INSURANCE - EMPLOYEE LIFE	11,000.00	11,000.00	6,697.54	670.56	4,302.46	60.89
101-851-912.001	INSURANCE - LIABILITY	13,000.00	13,000.00	0.00	0.00	13,000.00	0.00
101-851-912.002	INSURANCE - WORKMENS COMP.	7,500.00	7,500.00	1,642.19	0.00	5,857.81	21.90
Total Dept 851-EMPLOYEE BENEFITS & INSURANCES		477,500.00	477,500.00	396,365.07	21,990.14	81,134.93	83.01
Dept 900-CAPITAL OUTLAY							
101-900-970.001	CAPITAL OUTLAY - ELECTIONS	110,000.00	110,000.00	0.00	0.00	110,000.00	0.00
101-900-970.002	CAPITAL OUTLAY - TOWNSHIP HAL	40,000.00	40,000.00	5,995.00	0.00	34,005.00	14.99
101-900-970.003	CAPITAL OUTLAY - COMPUTER	10,000.00	10,000.00	725.00	725.00	9,275.00	7.25
101-900-970.004	CAPITAL OUTLAY - VEHICLES	30,000.00	30,000.00	23,856.00	0.00	6,144.00	79.52
101-900-970.005	CAPITAL OUTLAY - LAND	0.00	0.00	925.98	0.00	(925.98)	100.00
Total Dept 900-CAPITAL OUTLAY		190,000.00	190,000.00	31,501.98	725.00	158,498.02	16.58
TOTAL EXPENDITURES		3,430,556.09	3,430,556.09	2,704,274.58	399,592.89	726,281.51	78.83
Fund 101 - GENERAL OPERATING FUND:							
TOTAL EXPENDITURES		3,430,556.09	3,430,556.09	2,704,274.58	399,592.89	726,281.51	78.83

# Report to the Garfield Township Board

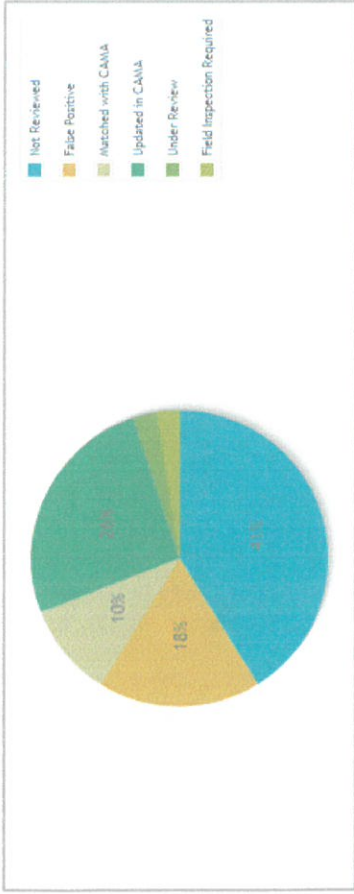


Prepared by:  
**Amy L DeHaan, MMAO(4)**  
Township Assessor

November 3, 2016

Overall Project Summary

2016



Review Statuses	unknown	demolished	changed	existing	new	Total
Not Reviewed	7	30	59	187	3,351	3,634
Closed - False Positive	0	42	30	78	1,415	1,565
Closed - Matched with CAMA	0	15	17	27	849	908
Closed - Updated in CAMA	6	4	59	38	2,176	2,283
Under Review	0	0	5	1	223	229
Field Inspection Required	0	4	6	13	192	215
<b>Total</b>	<b>13</b>	<b>95</b>	<b>176</b>	<b>344</b>	<b>8,206</b>	<b>8,834</b>
<b>Est. Value Change</b>	<b>\$2,700.00</b>	<b>\$-85,400.00</b>	<b>\$232,150.00</b>	<b>\$357,403.00</b>	<b>\$7,989,015.00</b>	<b>\$8,495,868.00</b>

[Download as CSV](#)

Total Reviewed	Percent of Work Reviewed (Excl. Existing)
5,200	54.94%

As of September, 2015, the totals were:

reviewed 1,905  
 closed 1,851  
 percent 45.7%

As of November, 2016:

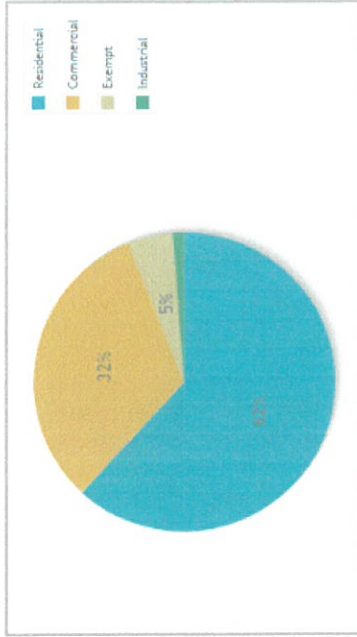
5,200  
 4,756  
 54.94%

Change:

3,295  
 2,905  
 9.24%



Summary By Jurisdiction



2016

Jurisdiction	Field Inspection Required	Under Review	Not Reviewed	Updated in CAMA	Matched with CAMA	False Positive	Total
Residential	2	2	3,326	2,033	46	2	5,411
Commercial	26	178	193	149	716	1,550	2,812
Exempt	184	23	33	71	106	7	424
Industrial	3	26	16	17	36	5	103
<b>Total</b>	<b>215</b>	<b>229</b>	<b>3,568</b>	<b>2,270</b>	<b>904</b>	<b>1,564</b>	<b>8,750</b>
Est. Value Change	\$0.00	\$0.00	\$0.00	\$7,926,520.00	\$554,348.00	\$0.00	\$8,480,868.00

As of September, 2015:

Field Inspection Required 42  
 Under Review 12  
 Not Reviewed 6,851  
 Updated in CAMA 1,093  
 Matched with CAMA 409  
 False Positive 343

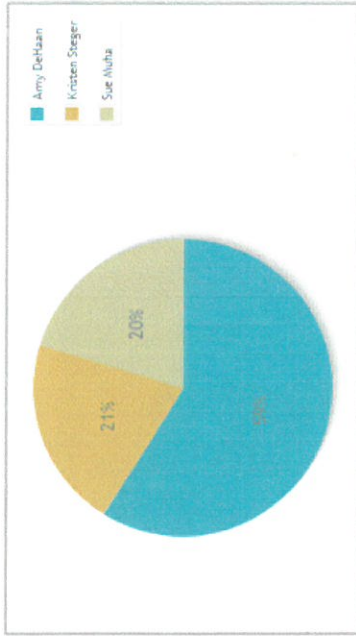
As of November, 2016:

Field Inspection Required 215  
 Under Review 229  
 Not Reviewed 3,568  
 Updated in CAMA 2,270  
 Matched with CAMA 904  
 False Positive 1,564

Change:

Field Inspection Required 173  
 Under Review 217  
 Not Reviewed -3,283  
 Updated in CAMA 1,177  
 Matched with CAMA 495  
 False Positive 1,221

Summary By Reviewer



2016

Reviewer	Field Inspection Required	Under Review	Not Reviewed	Updated in CAMA	Matched with CAMA	False Positive	Total
Amy DeHaan	213	227	1	196	865	1,562	3,064
Kristen Steger	2	2	1	1,033	39	3	1,080
Sue Muha	0	0	0	1,054	4	0	1,058
<b>Total</b>	<b>215</b>	<b>229</b>	<b>2</b>	<b>2,283</b>	<b>908</b>	<b>1,565</b>	<b>5,202</b>
Est. Value Change	\$0.00	\$0.00	\$0.00	\$7,941,520.00	\$554,348.00	\$0.00	\$8,495,868.00

TOTALS as of September, 2015:

Sue Muha 670  
 Amy DeHaan 853  
 Kristen Steger 384

VALUE CHANGES:  
 Overall

\$3,731,798

As of November, 2016:

1,058  
 3,064  
 1,080

Change:

388  
 2,211  
 696

\$8,495,868

\$4,863,070

In continuing our efforts to ensure all taxpayers are fairly assessed, the change in value we discovered using the Pictometry ChangeFindr added nearly \$4,500 in taxes through the 1st year using it.

And, this year, the additional value discovered adds almost \$5,000 to the tax rolls - even with the reduction in the Township millage rate. Considering that there are still 3,634 buildings to review, out of 8,834 total, the Township can expect similar results for next year.

And, remember - those new tax dollars continue to add up.

	Additional Taxes
Year 1	\$ 4,500
Year 2 (+ Yr 1)	9,500
Year 3 (+ Yrs 1&2)	<u>15,000</u> (Est. @ \$4,500)
TOTAL for 1st Flight:	\$30,000

Spring 2017 will also be the time for our 2nd Flyover by the folks at Pictometry. And we will be ready to start the process again!



# Charter Township of Garfield

## Grand Traverse County

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

CHUCK KORN  
*SUPERVISOR*

LANIE McMANUS  
*CLERK*

JEANE BLOOD LAW  
*TREASURER*

MOLLY AGOSTINELLI, *TRUSTEE*  
 STEVE DUELL, *TRUSTEE*

DENISE SCHMUCKAL, *TRUSTEE*  
 DAN WALTERS, *TRUSTEE*

### NOTICE OF PUBLIC HEARING

Notice is hereby given that the Township Board of the Charter Township of Garfield, Grand Traverse County, will hold a public hearing as part of their regular meeting on Tuesday, December 13, 2016, at 6:00 PM, or shortly thereafter as possible, at Garfield Township Hall, 3848 Veterans Drive, Traverse City, Michigan. The purpose of the public hearing is to consider Resolution 2016-32-T, the application of RJG Technologies, Inc. for an Industrial Facilities Exemption Certificate, pursuant to Public Act 198 of 1974, as amended, for property located at 3111 Park Drive, Traverse City, Michigan.

These lands are situated in the County of Grand Traverse, Charter Township of Garfield, State of Michigan, and are described as follows:

**28-05-187-021-00**: Lot 21, Industrial Fund Subdivision, Section 14, Town 27 North, Range 11 West.

Lanie McManus  
 Township Clerk  
 Charter Township of Garfield

Garfield Township 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 Garfield Township. Individuals with disabilities requiring auxiliary aids or services should contact Garfield Township by writing or calling Lanie McManus, Clerk, Ph: (231) 941-1620, or TDD #922-4412

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Amy L DeHaan, MMAO(4)  
 Assessor

# Application for Industrial Facilities Tax Exemption Certificate

Issued under authority of Public Act 198 of 1974, as amended. Filing is mandatory.

**INSTRUCTIONS:** File the original and two copies of this form and the required attachments (three complete sets) with the clerk of the local government unit. The State Tax Commission (STC) requires two complete sets (one original and one copy). One copy is retained by the clerk. If you have any questions regarding the completion of this form, call (517) 373-3302.

To be completed by Clerk of Local Government Unit	
Signature of Clerk <i>Jani Muma</i>	Date Received by Local Unit <i>11/17/16</i>
STC Use Only	
Application Number	Date Received by STC

**APPLICANT INFORMATION**

All boxes must be completed.

1a. Company Name (Applicant must be the occupant/operator of the facility) <b>RJG Technologies, Inc</b>		1b. Standard Industrial Classification (SIC) Code - Sec. 2(10) (4 or 6 Digit Code) <b>3999</b>	
1c. Facility Address (City, State, ZIP Code) (real and/or personal property location) <b>3111 Park Drive, Traverse City, MI 49686</b>		1d. City/Township/Village (indicate which) <b>Garfield Township</b>	1e. County <b>Grand Traverse</b>
2. Type of Approval Requested <input checked="" type="checkbox"/> New (Sec. 2(5)) <input type="checkbox"/> Transfer <input type="checkbox"/> Speculative Building (Sec. 3(8)) <input type="checkbox"/> Rehabilitation (Sec. 3(6)) <input type="checkbox"/> Research and Development (Sec. 2(10)) <input type="checkbox"/> Increase/Amendment		3a. School District where facility is located <b>Traverse City</b>	3b. School Code <b>28010</b>
		4. Amount of years requested for exemption (1-12 Years) <b>12</b>	

5. Per section 5, the application shall contain or be accompanied by a general description of the facility and a general description of the proposed use of the facility, the general nature and extent of the restoration, replacement, or construction to be undertaken, a descriptive list of the equipment that will be part of the facility. Attach additional page(s) if more room is needed.

Second floor addition to existng building that houses office and manufacturing operations. Addition will be approximately 2,561 square feet. Additional space will provide much needed space for additional employees recently hired. Will also provide a himid free server room for IT needs. See attached for detailed list of the equipment purchased.

6a. Cost of land and building improvements (excluding cost of land) _____ * Attach list of improvements and associated costs. * Also attach a copy of building permit if project has already begun.	▶ <b>585,108</b> Real Property Costs
6b. Cost of machinery, equipment, furniture and fixtures _____ * Attach itemized listing with month, day and year of beginning of installation, plus total	▶ <b>93,247</b> Personal Property Costs
6c. Total Project Costs _____ * Round Costs to Nearest Dollar	▶ <b>678,355</b> Total of Real & Personal Costs

7. Indicate the time schedule for start and finish of construction and equipment installation. Projects must be completed within a two year period of the effective date of the certificate unless otherwise approved by the STC.

	Begin Date (M/D/Y)	End Date (M/D/Y)	
Real Property Improvements <i>28-05-187-021-00</i>	▶ <u>06-15-2016</u>	▶ <u>06-15-2018</u>	▶ <input type="checkbox"/> Owned <input checked="" type="checkbox"/> Leased
Personal Property Improvements <i>28-05-900-363-45</i>	▶ <u>06-15-2016</u>	▶ <u>06-15-2018</u>	▶ <input checked="" type="checkbox"/> Owned <input type="checkbox"/> Leased

8. Are State Education Taxes reduced or abated by the Michigan Economic Development Corporation (MEDC)? If yes, applicant must attach a signed MEDC Letter of Commitment to receive this exemption.  Yes  No

9. No. of existing jobs at this facility that will be retained as a result of this project. <b>80</b>	10. No. of new jobs at this facility expected to create within 2 years of completion. <b>10 (6 of 10 already included in #9)</b>
--	---

11. Rehabilitation applications only: Complete a, b and c of this section. You must attach the assessor's statement of SEV for the entire plant rehabilitation district and obsolescence statement for property. The Taxable Value (TV) data below must be as of December 31 of the year prior to the rehabilitation.

a. TV of Real Property (excluding land) \_\_\_\_\_

b. TV of Personal Property (excluding inventory) \_\_\_\_\_

c. Total TV \_\_\_\_\_

12a. Check the type of District the facility is located in:

Industrial Development District       Plant Rehabilitation District

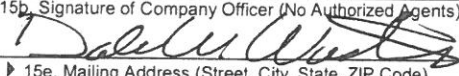
12b. Date district was established by local government unit (contact local unit)  
**09-22-2015**

12c. Is this application for a speculative building (Sec. 3(8))?  
 Yes  No

**APPLICANT CERTIFICATION - complete all boxes.**

The undersigned, authorized officer of the company making this application certifies that, to the best of his/her knowledge, no information contained herein or in the attachments hereto is false in any way and that all are truly descriptive of the industrial property for which this application is being submitted.

It is further certified that the undersigned is familiar with the provisions of P.A. 198 of 1974, as amended, being Sections 207.551 to 207.572, inclusive, of the Michigan Compiled Laws; and to the best of his/her knowledge and belief, (s)he has complied or will be able to comply with all of the requirements thereof which are prerequisite to the approval of the application by the local unit of government and the issuance of an Industrial Facilities Exemption Certificate by the State Tax Commission.

13a. Preparer Name <b>Bobbie Jo Otto</b>	13b. Telephone Number <b>231-947-3111</b>	13c. Fax Number <b>231-946-0698</b>	13d. E-mail Address <b>bobbie.otto@rjginc.com</b>
14a. Name of Contact Person <b>Crystal Breithaupt</b>	14b. Telephone Number <b>231-947-3111</b>	14c. Fax Number <b>231-946-0698</b>	14d. E-mail Address <b>crystal.breithaupt@rjginc.com</b>
▶ 15a. Name of Company Officer (No Authorized Agents) <b>Dale Westerman</b>			
15b. Signature of Company Officer (No Authorized Agents) 		15c. Fax Number <b>231-947-6403</b>	15d. Date <b>11-17-2016</b>
▶ 15e. Mailing Address (Street, City, State, ZIP Code) <b>3111 Park Drive, Traverse City, MI 49686</b>		15f. Telephone Number <b>231-947-3111</b>	15g. E-mail Address <b>dale.westerman@rjginc.com</b>

**LOCAL GOVERNMENT ACTION & CERTIFICATION - complete all boxes.**

This section must be completed by the clerk of the local governing unit before submitting application to the State Tax Commission. Check items on file at the Local Unit and those included with the submittal.

▶ 16. Action taken by local government unit <input type="checkbox"/> Abatement Approved for _____ Yrs Real (1-12), _____ Yrs Pers (1-12) After Completion <input type="checkbox"/> Yes <input type="checkbox"/> No  <input type="checkbox"/> Denied (Include Resolution Denying)	16b. The State Tax Commission Requires the following documents be filed for an administratively complete application: <b>Check or Indicate N/A if Not Applicable</b> <input checked="" type="checkbox"/> 1. Original Application plus attachments, and one complete copy <input checked="" type="checkbox"/> 2. Resolution establishing district <input type="checkbox"/> 3. Resolution approving/denying application. <input checked="" type="checkbox"/> 4. Letter of Agreement (Signed by local unit and applicant) <input checked="" type="checkbox"/> 5. Affidavit of Fees (Signed by local unit and applicant) <input checked="" type="checkbox"/> 6. Building Permit for real improvements if project has already begun <input checked="" type="checkbox"/> 7. Equipment List with dates of beginning of installation <input type="checkbox"/> 8. Form 3222 (if applicable) <input type="checkbox"/> 9. Speculative building resolution and affidavits (if applicable)
16a. Documents Required to be on file with the Local Unit <b>Check or Indicate N/A if Not Applicable</b> <input checked="" type="checkbox"/> 1. Notice to the public prior to hearing establishing a district. <input type="checkbox"/> 2. Notice to taxing authorities of opportunity for a hearing. <input type="checkbox"/> 3. List of taxing authorities notified for district and application action. <input checked="" type="checkbox"/> 4. Lease Agreement showing applicants tax liability.	
16c. LUCI Code	16d. School Code
17. Name of Local Government Body	▶ 18. Date of Resolution Approving/Denying this Application

Attached hereto is an original application and all documents listed in 16b. I also certify that all documents listed in 16a are on file at the local unit for inspection at any time, and that any leases show sufficient tax liability.

19a. Signature of Clerk	19b. Name of Clerk	19c. E-mail Address
19d. Clerk's Mailing Address (Street, City, State, ZIP Code)		
19e. Telephone Number	19f. Fax Number	

State Tax Commission Rule Number 57: Complete applications approved by the local unit and received by the State Tax Commission by October 31 each year will be acted upon by December 31. Applications received after October 31 may be acted upon in the following year.

Local Unit: Mail one original and one copy of the completed application and all required attachments to:

**Michigan Department of Treasury  
State Tax Commission  
PO Box 30471  
Lansing, MI 48909**

(For guaranteed receipt by the STC, it is recommended that applications are sent by certified mail.)

STC USE ONLY				
▶ LUCI Code	▶ Begin Date Real	▶ Begin Date Personal	▶ End Date Real	▶ End Date Personal

**CHARTER TOWNSHIP OF GARFIELD**

**RESOLUTION 2015-14- T  
ESTABLISHMENT OF AN INDUSTRIAL DEVELOPMENT  
DISTRICT - RJG TECHNOLOGIES, INC.**

**WHEREAS**, the Charter Township of Garfield desires to stimulate the construction and expansion of industrial plants within the Township; and

**WHEREAS**, the Charter Township of Garfield desires to retain and increase employment within the Township; and

**WHEREAS**, 1974 Public Act 198 allows the Township, as a qualifying local governmental unit, pursuant to Section 4 of the Act, to provide tax incentives to industry for such construction and expansion by the establishment of an Industrial Development District, and the entertaining of an Application for an Industrial Facilities Exemption Certificate; and

**WHEREAS**, an Industrial Facilities Tax Exemption Certificate may not be applied for until after the establishment of a District; and

**WHEREAS**, a public hearing has been held after giving written notice by certified mail to the owners of all real property within the proposed district and after publication of notice in a newspaper to all residents and taxpayers; and

**WHEREAS**, RJG Technologies, Inc. is desirous of filing an Application for an Industrial Facilities Exemption Certificate; and

**WHEREAS**, the Township is desirous of considering such an Application and holding a public hearing thereon pursuant to the above Act;

**NOW, THEREFORE, BE IT RESOLVED**, that there is hereby established within the Charter Township of Garfield an Industrial Development District pursuant to 1974 Public Act 198, as amended, to be known as the RJG Technologies District, and that this District shall sunset following the expiration of any Industrial Facilities Exemption approved by the Township Board of the Charter Township of Garfield and the Michigan State Tax Commission, consisting of the following described land:

Lot 21, Industrial Fund Subdivision, Section 14, Town 27 North, Range 11 West.

Motion by Kit Wilson, supported by Jeane Blood Law, PASSED, to adopt Resolution 2015-14-T.

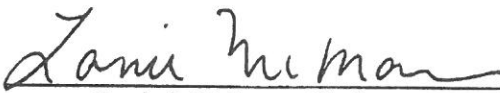
Upon roll call for the motion:

Yes: Wilson, Blood Law, Schmuckal, Featherstone, McManus, Agostinelli

No: None

Absent and excused: Korn

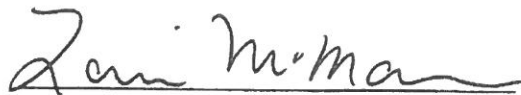
The Chairman declared the motion carried and Resolution 2015-14-T duly adopted this 22nd day of September, 2015.



Lanie McManus, Clerk

#### CERTIFICATION

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 2015-14-T, which was adopted by the Township Board of the Charter Township of Garfield on the 22nd day of September, 2015.



Lanie McManus, Clerk



## Upstairs Addition Personal Property List

VENDOR	INVOICE #	DESCRIPTION	INVOICE DATE	PLACED IN SERVICE	TOTAL	ASSET #
Integrity Business Solutions	1427588-0	(2) Tables, (2) Chairs	8/19/2016	10/1/2016	\$1,093.98	1871
Integrity Business Solutions	1445252-0	(15) Bookcase and Shelves	10/21/2016	10/21/2016	\$2,985	1875
Integrity Business Solutions	1395719-0	(20) Panels, work surfaces	7/22/2016	10/1/2016	\$4,090.00	1877
Integrity Business Solutions	1431352-0	(93) Panels, work surfaces	9/21/2016	10/1/2016	\$20,802	1877
Integrity Business Solutions	1428272-0	(24) Adjustable Desks	9/21/2016	10/1/2016	\$12,480	1862
Selectech	71216	(620) Tiles and Grounding kits	7/12/2016	10/1/2016	\$26,903.17	1879
Grand Traverse Construction	2-16201-EX1	Humidifier	7/21/2016	10/1/2016	\$11,531	1878
Grand Traverse Construction	2-16201-EX2	Labor to Intall Office&Tiles	9/2/2016	10/1/2016	\$5,884.87	1879
CDW Direct	FSC7629,FSM3213	Server	10/21/2016	10/21/2016	\$ 1,189	1872
CDW Direct	fpt1843	Dell Laptop	10/10/2016	10/10/2016	\$ 1,440	1874
mcMaster-Carr		Shelving	7/25/2016	10/1/2016	\$ 1,348	1876
Pinta Acoustics	Estimate-not complet	Noise baffles	?	?	\$ 3,500	?

**Total**

\$93,247

# BUILDING PERMIT

## CHARTER TOWNSHIP OF GARFIELD

3848 VETERANS DRIVE TRVERSE CITY, MI 49684  
 TEL (231) 941-1620 FAX (231) 941-1588

**Permit Number: PB2016-077      Issue Date: 06/15/16      Parcel# 05-187-021-00**

**Property Address 3111 PARK DR**

**Zoning:**

**Construction Type: 2B**

**Census:**

**Use: B, F-1, S-2**

**No. of Dwelling Units: 1**

**No. of Stories: 0**

**Valuation of Improvement: \$550,000**

**Work Desc.**

**inspector                      COMM ALT/ ADD**

**Applicant**

**GRAND TRAVERSE CONST  
 1616 S AIRPORT  
 TRAVERSE CITY      MI 49686**

**Owner**

**MJM PROPERTIES  
 675 N STONEY POINT RD  
 SUTTONS BAY              MI 49682**

**Permit Fee: \$2,286.00**

I understand and hereby agree that the work for which this permit is issued shall be performed according to: (1) the conditions of this permit; (2) the approved plans and specifications; (3) the applicable County & Township approvals, Ordinances, and Codes; and (4) the Michigan Building Code. I agree this permit is for only the work described, and does not grant permission for additional

or related work which requires separate permits. I understand that this permit will expire, and become null and void if work is not started within 180 days, or if work is suspended or abandoned for a period of 180 days any time after work has commenced; and, that I am responsible for assuring all required inspections are requested in conformance with the Michigan Building Code.

Permittee Signature \_\_\_\_\_

Issued By \_\_\_\_\_

Date 6-16-16

**PERMIT IS GOOD FOR 1 YEAR**

**24 HOUR NOTICE REQUIRED FOR ALL INSPECTIONS**

INSPECTIONS

	DATE	INSPECTOR

**FINAL INSPECTION MUST PASS & A CERTIFICATE OF OCCUPANCY ISSUED - PRIOR TO OCCUPANCY.**



**CHARTER TOWNSHIP OF GARFIELD**  
**JEANE BLOOD LAW, TREASURER**  
**3848 VETERANS DR.**  
**TRAVERSE CITY, MI 49684**  
**Ph: (231) 941-1620**

**2016 SUMMER PROPERTY TAXES**

**PLEASE RETURN THIS PORTION WITH PAYMENT. THANK YOU.**  
**Receipt sent only upon request.**

**THIS TAX IS DUE ON: 09/14/2016**

\*\*\*AS OF SEPT. 15TH, LATE INTEREST OF 1% WILL BE ADDED\*\*\*  
 \*\*\*ADDITIONALLY 1% WILL BE ADDED THE 1ST OF EACH FOLLOWING MONTH\*\*\*

**Tax for Property / Parcel #: 28-05-187-021-00**

\* 1 1 0 3 0 \*

Name and mailing address correct? If not, please make corrections below.  
 28-05-187-021-00 Prop Address: 3111 PARK DR

Temp-Return Service Requested  
 4400 1 AV 0.376 4530 - 4397  
 MJM PROPERTIES  
 3111 PARK DR  
 TRAVERSE CITY MI 49686-4713



Make Check Payable To: CHARTER TOWNSHIP OF GARFIELD

**TOTAL SUMMER AMOUNT DUE: \$21,381.74**

Amount Remitted: \_\_\_\_\_

Bill #: 04351

Group #:

Bank Code:

If your taxes are paid by a mortgage escrow, this bill is for information only

Keep the bottom portion as your receipt.

Bill #: 04351

**CHARTER TOWNSHIP OF GARFIELD**

**2016 SUMMER TAX BILL**

Group #:

Tax payments may be mailed or dropped off in our secure grey drop box by check or may be paid by cash or check at our office for no fee. Taxes can also be paid by debit or credit card on our website: [www.garfield-twp.com](http://www.garfield-twp.com) (click on button to make tax payments). All credit card or debit card payments will be charged a 3% or \$2.00 min. convenience fee per transaction. Payments can also be made by electronic check withdrawal from your checking account for a flat fee of \$3 per transaction. There will be an added \$25.00 fee for any checks that come back NSF.

The bottom portion of this bill is your receipt. An official receipt will only be sent upon request or if a self-addressed stamped envelope is included with payment.

If taxes are paid by mortgage escrow, this bill is for information only. Treasurer is not responsible for payment on wrong parcel.

**SUMMER TAXES ARE NOW DUE**  
 To avoid late fees, payment is required no later than September 14th.

**PAY BY MAIL:** **OFFICE HOURS**  
 CHARTER TOWNSHIP OF GARFIELD **MONDAY - THURSDAY**  
 JEANE BLOOD LAW, TREASURER **7:30 AM - 6:00 PM**  
 3848 VETERANS DR. **CLOSED FRIDAY**  
 TRAVERSE CITY, MI 49684  
 Or leave payment in the secure drop box by the township hall front door.

TAX DETAIL		
Taxable Value:	\$581,556	Homestead Exemption
State Equalized Value:	\$650,000	PRE/MBT: 0%
Assessed Value:	\$650,000	Class Code: 301

Taxes are based upon Taxable Value.  
 1 mill equals \$1 per \$1,000 of Taxable Value.  
 Amounts with no millage are either Special Assessments or other charges added to this bill.

**PROPERTY INFORMATION**

Property Assessed To:  
 MJM PROPERTIES  
 675 N STONEY POINT RD  
 SUTTONS BAY, MI 49682

Parcel #: 28-05-187-021-00  
 Property Address: 3111 PARK DR

Legal Description:  
 LOT 21 INDUSTRIAL FUND SUBD.

TAXING AUTHORITY	MILLAGE	AMOUNT
COUNTY	4.9823	2,897.48
STATE ED	6.0000	3,489.33
BATA	0.3447	200.46
TBA/ISD	2.9299	1,703.90
TCAPS-OPERATING	18.0000	10,468.00
TCAPS-DEBT	3.1000	1,802.82
NMC-OPERATING	1.0846	630.75
NMC-DEBT	0.3250	189.00

*Garfield INTEREST*  
*2016 0914 RP*  
*721.16*  
*21208*  
*# 21381.74*

*28-05-187-021-00*  
*2016 Summer Real Prop*

DATE PAID	AMOUNT PAID	CHECK # / CASH

Total Summer Mills 36.7665

**OPERATING FISCAL YEARS**

The taxes on this bill will be used for governmental operations for the following fiscal year(s):

County:	1/1/2016 - 12/31/2016
Township:	1/1/2016 - 12/31/2016
School:	7/1/2016 - 6/30/2017
State:	10/1/2016 - 9/30/2017

Fiscal year dates do NOT affect when the tax is due or its amount.  
 School: 28010 = Traverse City Area Public Schools

Total Summer Tax Due:	\$21,381.74
Interest / Penalty Due:	\$0.00
Administration Fee:	\$0.00
Total Amount Due:	\$21,381.74
Previous Summer Payments:	\$0.00
<b>BALANCE DUE:</b>	<b>\$21,381.74</b>

2016 SUMMER PROPERTY TAXES



**CHARTER TOWNSHIP OF GARFIELD**  
**JEANE BLOOD LAW, TREASURER**  
 3848 VETERANS DR.  
 TRAVERSE CITY, MI 49684  
 Ph: (231) 941-1620

**PLEASE RETURN THIS PORTION WITH PAYMENT. THANK YOU.**  
 \*\* Receipt sent only upon request \*\*

**THIS TAX IS DUE ON: 09/14/2016**

\*\*\*AS OF SEPT. 15TH, LATE INTEREST OF 1% WILL BE ADDED\*\*\*  
 \*\*\*ADDITIONALLY 1% WILL BE ADDED THE 1ST OF EACH FOLLOWING MONTH\*\*\*

**Tax for Property / Parcel # : 28-05-900-363-45**



Name and mailing address correct? If not, please make corrections below.  
 28-05-900-363-45 Prop Address: 3111 PARK DR

Temp-Return Service Requested  
 4511 1 AV 0.376 4647 - 4508 -1  
 4647 - 4508 -1  
 RJG TECHNOLOGIES INC  
 3111 PARK DR  
 TRAVERSE CITY MI 49686-4713

Make Check Payable To: CHARTER TOWNSHIP OF GARFIELD  
**TOTAL SUMMER AMOUNT DUE: \$6,027.04**  
 Amount Remitted: \_\_\_\_\_

Bill #: 06698

Group #:

Bank Code:

If your taxes are paid by a mortgage escrow, this bill is for information only

Keep the bottom portion as your receipt.

Bill #: 06698

**CHARTER TOWNSHIP OF GARFIELD 2016 SUMMER TAX BILL**

Group #:

Tax payments may be mailed or dropped off in our secure grey drop box by check or may be paid by cash or check at our office for no fee. Taxes can also be paid by debit or credit card on our website: [www.garfield-twp.com](http://www.garfield-twp.com) (click on button to make tax payments). All credit card or debit card payments will be charged a 3% or \$2.00 min. convenience fee per transaction. Payments can also be made by electronic check withdrawal from your checking account for a flat fee of \$3 per transaction. There will be an added \$25.00 fee for any checks that come back NSF.

The bottom portion of this bill is your receipt. An official receipt will only be sent upon request or if a self-addressed stamped envelope is included with payment.

If taxes are paid by mortgage escrow, this bill is for information only. Treasurer is not responsible for payment on wrong parcel.

**SUMMER TAXES ARE NOW DUE**  
 To avoid late fees, payment is required no later than September 14th.

**PAY BY MAIL:** CHARTER TOWNSHIP OF GARFIELD  
 JEANE BLOOD LAW, TREASURER  
 3848 VETERANS DR.  
 TRAVERSE CITY, MI 49684

**OFFICE HOURS**  
 MONDAY - THURSDAY  
 7:30 AM - 6:00 PM  
 CLOSED FRIDAY

Or leave payment in the secure drop box by the township hall front door.

TAX DETAIL		
Taxable Value:	\$472,100	Homestead Exemption
State Equalized Value:	\$472,100	PRE/MBT: 100%
Assessed Value:	\$472,100	Class Code: 351

Taxes are based upon Taxable Value.  
 1 mill equals \$1 per \$1,000 of Taxable Value.  
 Amounts with no millage are either Special Assessments or other charges added to this bill.

**PROPERTY INFORMATION**

Property Assessed To:  
 RJG TECHNOLOGIES INC  
 3111 PARK DR  
 TRAVERSE CITY, MI 49686

Parcel #: 28-05-900-363-45  
 Property Address: 3111 PARK DR

Legal Description:  
 PERSONAL PROPERTY LOCATION 05-187-021-00 LOT 21 INDUSTRIAL FUND SUB SEC 14 127N R11W

TAXING AUTHORITY	MILLAGE	AMOUNT
COUNTY	4.9823	2,352.14
STATE ED		EXEMPT
BATA	0.3447	162.73
TBA/ISD	2.9299	1,383.20
TCAPS-OPERATING		EXEMPT
TCAPS-DEBT	3.1000	1,463.51
NMC-OPERATING	1.0846	512.03
NMC-DEBT	0.3250	153.43

*Garfield*  
  
 21208  
 7.21.16  
 20160914 PP  
 \$6027.04

Total Summer Mills 12.7665

28-05-900-363-45

2016 Summer Pers. Prop tax

DATE PAID	AMOUNT PAID	CHECK # / CASH

Total Summer Tax Due:	\$6,027.04
Interest / Penalty Due:	\$0.00
Administration Fee:	\$0.00
Total Amount Due:	\$6,027.04
Previous Summer Payments:	\$0.00
<b>BALANCE DUE:</b>	<b>\$6,027.04</b>

**OPERATING FISCAL YEARS**

The taxes on this bill will be used for governmental operations for the following fiscal year(s):

County:	1/1/2016 - 12/31/2016
Township:	1/1/2016 - 12/31/2016
School:	7/1/2016 - 6/30/2017
State:	10/1/2016 - 9/30/2017

Fiscal year dates do NOT affect when the tax is due or its amount.  
 School: 28010 = Traverse City Area Public Schools

## LEASE

THIS LEASE ("Lease") is made and entered into this 16th day of October, 1995 between MJM PROPERTIES, L.L.C., a Michigan limited liability company located at 3111 Park Drive, Traverse City, Michigan, 49686 ("MJM") and RJG TECHNOLOGIES, INC., a Michigan corporation, located at 3111 Park Drive, Traverse City, Michigan, 49686 ("RJG").

### WITNESSETH:

1. **PREMISES.** MJM leases to RJG and RJG hires from MJM, upon the agreements, terms, covenants and conditions set forth herein, the premises described as follows:

Approximately 7,577 square feet, including non-exclusive use of all common areas, of the improvements constructed on property described as Lot 21, Industrial Fund Subdivision, according to the plat thereof as recorded in Liber 13 of Plats, page 1, Garfield Township, Grand Traverse County, Michigan, more commonly known as 3111 Park Drive, Traverse City, Michigan, 49686, all as more particularly depicted on the attached Exhibit "A" (the "Premises").
  
2. **ADDITIONAL SERVICES.** The following services and/or expenses are provided and/or paid for by RJG in connection with its use of the Premises hereunder:

RJG's pro-rata share of grounds maintenance, including mowing, plowing and watering.

Two-thirds (2/3) of all utility expenses, including electricity, water and natural gas, associated with the improvements of which the Premises form a part.

RJG's pro-rata share of all real property taxes.

RJG's pro-rata share of the cost to repair building damage or failures which are not otherwise covered by casualty insurance with respect to the Premises based upon the relation of any such damage or repair to the Premises.
  
3. **ALTERATIONS/IMPROVEMENTS.** RJG shall have the right to make reasonable improvements, additions, or alterations to the Premises upon prior approval of MJM, which approval shall not be unreasonably withheld, conditioned or delayed. Upon expiration or termination of this Lease, all improvements, including fixtures (exclusive of those paid for by RJG that may be removed and the Premises subsequently restored without material change) and any additions, alterations or repairs to the Premises placed

on or made to the Premises by RJG during the term hereof shall revert to and become the absolute property of MJM, free and clear of any and all claims against it by RJG or any third person, and RJG agrees to hold MJM harmless from any claims that may be made against such improvements by any third persons.

RJG acknowledges that MJM has not made any representations or warranties as to the suitability of same for the conduct of RJG's business. Occupation of the Premises by RJG shall conclusively establish that the Premises were at such time in good and sanitary order, condition and repair, excepting therefrom any latent conditions existing at such time.

4. **TERM.** The term of this Lease shall commence October 16, 1995 and will continue for a period of five (5) years. RJG shall have the option to renew this Lease under negotiated terms for an additional term of five (5) years by delivering written notice of its intention to exercise this option at least thirty (30) days before the termination of the initial Lease term.

5. **USE:** Subject to the provisions of law and this Lease, RJG will use and occupy the Premises during the term of this Lease for any legally permissible use. MJM represents and warrants that RJG may use the Premises for general business purposes without such use being in violation of any applicable rule, regulation, law, ordinance or statute applicable to the Premises. In no case will the Premises be used for any business which is hazardous to persons occupying the Premises or to the environment. Proper care shall be taken to appropriately dispose of all waste substances, including all hazardous substances of any type. RJG agrees to defend, indemnify and hold MJM harmless from and against any liability, damage, cost, loss or expense attributable in any manner to the improper, storage, handling or disposal of any hazardous substance in, on or about the Premises. RJG's obligations under this Article 5 shall survive the termination of this Lease indefinitely.

6. **RENTAL.** RJG shall pay to MJM as rental for the Premises the sum of FOUR THOUSAND (\$4,000.00) DOLLARS per month commencing November 1, 1995. MJM acknowledges the receipt of TWO THOUSAND (\$2,000.00) DOLLARS for rental from October 16, 1995 through October 31, 1995. Rental shall be due on the 1st day of each month during the term of this Lease.

In the event that a payment of rent is received by MJM later than the 10th day of the month in which it is due, RJG shall also pay to Lessor a service charge in the amount SIXTY (\$60.00) DOLLARS for each seven (7) days that the rent payment is overdue.

RJG shall pay to MJM at the above address the sum of one month's rent prior to the commencement of the Lease term to be held aside as a security deposit to reimburse MJM for any damage to the Premises, ordinary wear and tear excepted. If the Premises are surrendered upon the termination hereof, reasonably free from damage, the

entire security deposit shall be refunded to RJG within thirty (30) days after termination of this Lease.

7. **RIGHTS OF ACCESS.** RJG recognizes that MJM has the right to inspect the Premises. During the term of this Lease, MJM may enter the Premises at reasonable times during normal business hours and with reasonable prior notice to RJG to view the Premises or to show the Premises to prospective tenants upon nearing the end of the Lease term.

In the event RJG shall be adjudicated bankrupt, insolvent or shall make a general assignment for the benefit of creditors, then MJM may lawfully enter the Premises, repossess the same and expel RJG and remove any personal property situated thereon without being guilty of trespass and without prejudice to remedies which may be available for arrears of rent for RJG's breach of any other covenant of this Lease, all to the extent permitted by Michigan law. Upon such lawful entry, this Lease shall terminate and wholly expire.

8. **INDEMNIFICATION.** RJG shall indemnify MJM and hold MJM harmless from and against any and all injuries, losses, damages, claims and expenses, including reasonable attorney's fees, arising from or related to RJG's use of the Premises, the conduct of RJG's business therein, the constructing by RJG of any improvement thereto or any activity, work or thing done, permitted or suffered by RJG in or about the Premises, to the extent any such injuries, losses, damages, claims and expenses are not attributable to MJM's negligent acts or omissions. RJG shall further indemnify MJM and hold MJM harmless from and against any and all injuries, losses, damages, claims and expenses, including reasonable attorney's fees, arising from or related to any breach or default in the performance of any of RJG's obligations under this Lease or arising from any act, neglect, fault, or omission of RJG or its agents, employees, licensees, or invitees.

MJM shall not be liable to RJG or RJG's employees, agents, licensees or invitees for any damages, injuries, losses or claims, including but not limited to business interruption claims based on or arising out of any cause whatsoever, including but not limited to the following: MJM's entry to the Premises to inspect or show the same; janitorial access to the Premises at any time, if applicable; repairs to or interruption in the use of the Premises; the building or the land, provided that such activities last no longer than two working days; any damage resulting from the use, operation or malfunction of the heating, cooling, electrical, plumbing or other equipment or systems, provided the same are restored within two working days; fire, theft, disappearance or other casualty; any leakage in any part of the building or from water that may leak into or flow from the drains, pipes, or plumbing fixtures bursting, leaking or overflowing in any part of the building, all to the extent not attributable to MJM's negligent acts or omissions. Any property stored or placed by RJG, its employees, agents, licensees or invitees, in or about the Premises or the building shall be at the sole risk of RJG, and MJM shall not be held responsible therefor.

RJG's obligations under this Article 8 shall survive the termination of this Lease, and RJG shall indemnify MJM for all of MJM's costs and expenses, including any reasonable attorney's fees, incurred by MJM as a consequence of RJG's breach of its obligations as stated in this Lease.

9. **INSURANCE.** RJG shall pay for its pro-rata share of the premiums associated with procuring and maintaining commercial liability insurance on the Premises insuring against liability stemming from personal injury and/or property damage which may occur within such areas in an amount and on terms acceptable to MJM. RJG will maintain insurance on the contents placed in the Premises or in the common areas in amounts acceptable to it. MJM will procure and maintain insurance on the improvements constituting the Premises throughout the term of this Lease insuring the improvements against loss by fire with standard extended risk coverage, vandalism, and malicious mischief; provided, however, that RJG will pay, when requested by MJM, its proportionate share of the premiums with respect to such insurance policies as additional rent hereunder. All insurance policies as described in this Paragraph 9 will, to the extent commercially reasonable given the expense of doing so, be written in a manner so as to provide that the insuring company waives all right of recovery by way of subrogation against MJM and/or RJG in connection with any loss or damage covered by such policies.

10. **DAMAGE.** If the building or the Premises are damaged as a result of the negligence or willful misconduct of RJG or RJG's employees, agents, licensees or invitees, MJM shall have no obligation to restore the building or the Premises and RJG shall forfeit the amount of its security deposit (as described in Article 4) to be applied toward the cost of repairing such damage.

11. **DEFAULTS AND REMEDIES.** The occurrence of any one or more of the following events shall constitute a default by RJG:

The failure by RJG to make any payment of rent, for service charge, utilities, taxes, insurance, or any other payment required hereunder by the date which falls thirty (30) days after the date on which such payment is due or within the time and in the manner specified therefor by third parties.

RJG's abandonment of the Premises for a period in excess of thirty (30) days.

An event of bankruptcy as defined in Article 7.

Upon the occurrence of such events, MJM shall have the right to re-enter and take possession of all or any part of the Premises with demand or notice of not less than five (5) business days, to expel RJG and to remove any property therein without being deemed guilty of trespass and without prejudice to any other remedies of MJM for breach of this Lease, all to the extent permitted by Michigan law. In the event of such default, MJM shall have the immediate option to terminate this Lease and all rights of RJG hereunder. If



MJM so elects, MJM may recover from RJG the value of any unpaid rent which had been earned at the time of such termination, and the value of the amount by which the unpaid rent for the balance of the term exceeds the amount of such rental loss that RJG proves could have been reasonably avoided.

All rights, options and remedies of MJM contained in this Lease shall be construed and held to be cumulative; no one of them shall be exclusive of the other. MJM shall have the right to pursue any one or all of such remedies or any other remedy or relief which may be provided by law, whether or not stated in this Lease. No waiver of any default on RJG hereunder shall be implied from any acceptance of MJM of any rent or other payments due hereunder or any omission by MJM to take action on account of such default if such default persists or is repeated and no express waiver shall affect defaults other than as specified in said waiver. The consent or approval of MJM to or of any act by RJG requiring MJM's consent or approval shall not be deemed to waive or render unnecessary MJM's consent or approval to or of any subsequent similar acts by RJG.

12. **ENFORCEABILITY.** If any Article or provision of this Lease or the application thereof to any person, entity or circumstance shall to any extent be held invalid or unenforceable, the remaining Articles and provisions of this Lease and the application of such invalid and unenforceable Article or provision to persons, entities, and circumstances other than those as to which it is held invalid or unenforceable shall not be affected thereby. Each Article and provision of this Lease shall be valid and enforced to the fullest extent permitted by law.

13. **AMENDMENTS.** Any amendments or modifications to this Lease must be set forth in writing.

IN WITNESS WHEREOF, the parties have executed this Lease and day and year indicated below..

MJM PROPERTIES, L.L.C.

By:

Judith Groleau  
JUDITH A. GROLEAU, Member

Date: 10-16-95

RJG TECHNOLOGIES, INC.

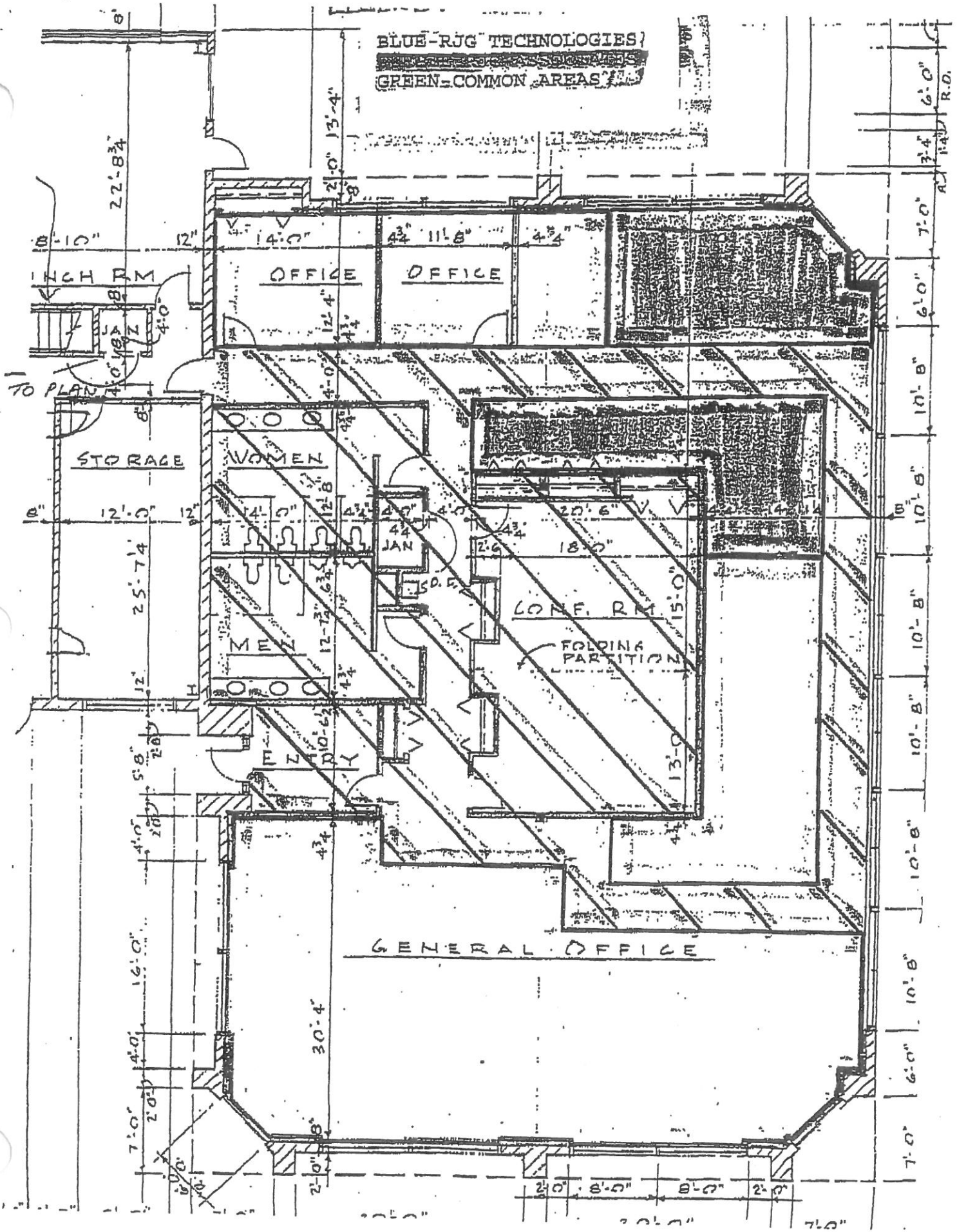
By:

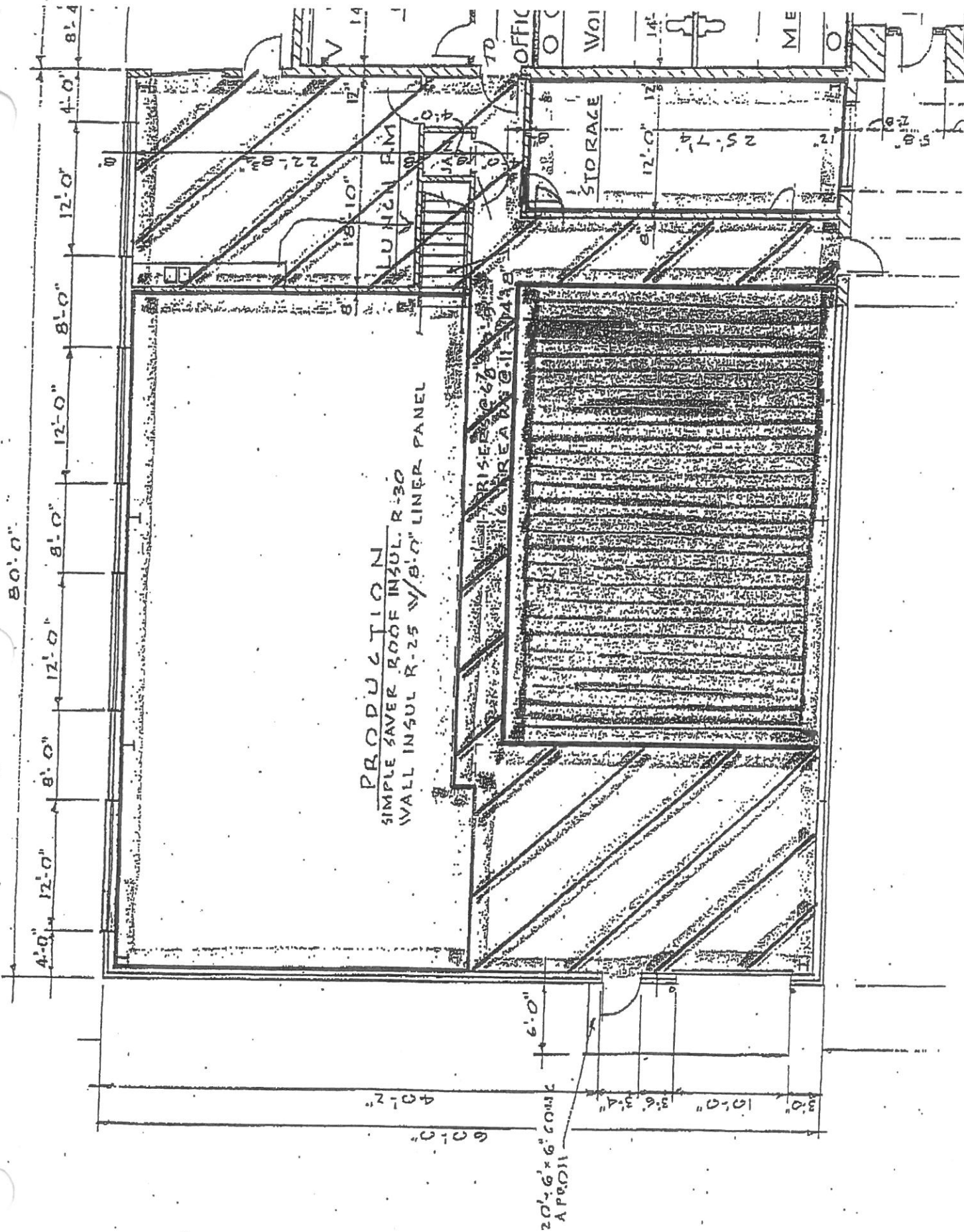
Rodney Groleau  
RODNEY J. GROLEAU, President

Date: 10-16-95

BLUE-RJG TECHNOLOGIES

GREEN-COMMON AREAS





# CHARTER TOWNSHIP OF GARFIELD

## Industrial Facilities Exemption Certificate

### Letter of Agreement

This Agreement, made this 28 th day of November, 2016, by and between RJG Technolgies, Inc (Company name), of 3111 Park Dr (address), Traverse City, Michigan 49686 ["Company"] and the Charter Township of Garfield, a Michigan municipal corporation, of 3848 Veterans Drive, Traverse City, Michigan 49684 ["Township"] for the purposes of fulfilling the requirements of Act No. 198 of the Public Acts of 1974, as amended, and to set forth the rights, duties and obligations of the respective parties.

WHEREAS, the Company has submitted an application to the Township requesting an Industrial Facilities Exemption Certificate ("IFT") pursuant to Michigan Public Act 198 of 1974, as amended; and

WHEREAS, the Company desires to encourage the granting of the IFT, and recognizes the investment that the Township and other taxing jurisdictions will be making toward the economic growth of the Company; and

WHEREAS, the Township recognizes that granting the IFT will contribute to the economic growth of the Township; and

WHEREAS, a written agreement is required between the Company and the Township, which agreement is to be filed with the Michigan Department of Treasury, MCL 207.572;

NOW THEREFORE, the Township and Company hereby agree as follows:

1. Initial IFT Period. The Company agrees that the initial period of the IFT shall be only for a period of two (2) years. Not later than the 10<sup>th</sup> day of January, immediately following the second year after the issuance of the IFT, the Company shall submit a signed letter to the Township stating:

- a. The number of new jobs promised, 10, in the IFT application and the actual number of new jobs created.
- b. If the IFT was granted on the basis of job retention, the number of employees at the time of the application, 80, and the current number of employees. 6 of the 10 new hires have already been included into the 80.
- c. If projection for creation or retention of jobs was not reached, provide explanation.
- d. The estimated project cost given in the application, \$ \$678,355, and the actual project cost.
- e. If the actual project cost differs substantially from the project cost, provide explanation.

The letter shall be from an independent third party with the professional expertise appropriate to the terms of this contract to provide the required information and shall be based upon the business records of the Company, or other verifiable source. The Chief Executive Officer of the Company shall co-sign the letter, and swear or affirm its truthfulness.

2. Additional IFT Period. If the Company successfully completes compliance review by the Township Supervisor or Designee, the Township may award the Company up to an additional ten (10) year period for the IFT, and the terms and conditions of this Agreement shall remain in full force and effect.

3. Reporting. In the event that the Company's IFT is extended beyond the initial two (2) year period, the Company further agrees, beginning with the fourth (4<sup>th</sup>) year after the original issuance date of the IFT, to submit a report regarding the status of employment every two (2) years on or before December 31. If employment has not been retained or reached the number given in the application, an explanation for this shall be included. The Company shall also promptly provide the Township with verifiable supporting information, as requested.

4. Breach by Company. The Company understands that if, at any time, employment has not been retained or reached, as stated in the application, or the capital expenditures described in the application have not been completed, the Township has the right to reduce the term of, or revoke, the IFT and to declare a breach of this Agreement.

5. Recapture of Taxes. The Company agrees to continuously abide by this Agreement, and all representations and premises in its application, and supporting documents, and to so remain within the Township at the level described in the application for the period of the IFT, unless permission for relocation is granted by the Township. The Company further understands that if it leaves the Township, in whole or in part, without permission for relocation, or if it ceases or reduces operations in the Township prior to the end of the term of the IFT, it is a breach of this Agreement and the Township has the right to recapture from the Company up to, and including, the total difference between the Industrial Facilities Tax and the normal Ad Valorem tax, which would have been due if the IFT had not been granted, plus interest, penalties and costs, including actual attorney fees. Upon breach and revocation, such taxes, in total, shall be entered upon the next tax roll as a charge against the property, and a lien therefore, and shall be collected and enforced in the same manner as the general ad valorem taxes against the property are collected. The Company agrees and consents to the enforcement and collection of these amounts as taxes pursuant to the General Property Tax Act.

6. Tax Appeal. The Company agrees and understands that in the event an appeal of the assessment on the facility is filed with the Michigan Tax Tribunal, the Township, at its discretion, has the right to reduce the term of the Industrial Facilities Certificate, provided that the Company, or its representative, and the Township Assessor are first given the opportunity to address the Township Board as to the merits of the appeal.

7. Payment of IFT. The Company agrees to pay all ad valorem taxes and industrial facilities taxes on or before they are due. The Company understands that in the event that any taxes, owed by the Company to the Township, become delinquent, the IFT is automatically revoked and there is a breach of this Agreement.

8. Ordinance Compliance. The Company agrees to comply with all Township Ordinances, regulations and codes during the term of the IFT. The Company understands that in the event the Company fails to comply, the Township may reduce the term of, or revoke, the IFT, provided that the Company, or its representative, and the Township Official responsible for administering the Ordinance, regulation or code that the Company is in violation of, are first given the opportunity to address the Township Board.

9. Other. The Company agrees: N/A

10. Penalties and Costs. If the Company breaches this Agreement, in addition to seeking revocation, the Township shall be entitled to, and awarded, its costs and actual attorney fees in enforcing the terms and conditions of this Agreement, including but not limited to, collection of back taxes and the reinstatement of previously waived general property taxes, together with the statutory penalties and interest on delinquent taxes from the date of the breach.

11. Special Assessment for Breach by Company. In addition to all other Township remedies, the Company consents to a special assessment for all amounts due the Township under the terms of this Agreement in the event of a breach by the Company, and waives all notices and hearings, and consents to the benefits of the special assessment, if the Township chooses to exercise its special assessment remedy under this Agreement.

12. No Excess Fee Promise. The Township and the Company do swear, or affirm, by their signatures below, that no payment of any kind in excess of the fee allowed by Public Act 198 of 1974, as amended, has been made, or promised, in exchange for favorable consideration of an exemption certificate application.

13. Correction Opportunity. By the signatures of the representatives of both the Company and the Township, below, it is understood that certain economic conditions can, at times, prohibit the maintenance of the Company's targeted status. It is understood that if such conditions exist at the time of the designated Company reports, the Township Board will carefully evaluate the Company's situation, and will inform the Company if any action is considered in order to give the Company an opportunity for correction.

14. Bankruptcy. If the Company files for bankruptcy, or if another person successfully petitions to place the Company in bankruptcy, and if the Bankruptcy Trustee rejects this Agreement, or attempts to materially alter it, the IFT is automatically revoked and the Company is in breach of this Agreement. Personal property taxes will be jeopardy assessed, and the due date accelerated by the Township Treasurer. The Company agrees that such acts will not be a violation of an automatic stay. Recaptured

taxes, as described in paragraph 5, shall be non-dischargeable taxes of the Company under the US Bankruptcy Code.

15. Severability. In the event that an term, condition or agreement is deemed unlawful, or unenforceable, such term, condition or agreement shall be deemed severable and the remaining terms, conditions and agreements shall be given full force and effect.

16. No Waiver. In the event that the Township fails to enforce any term or condition of this Agreement, such action shall not be considered a waiver of the terms and conditions of the Agreement, and all other terms shall be given full force and effect.

17. Assignment. This Agreement shall not be assigned without the express written consent of the Township Board. If an assignment is approved by the Township Board, any assignment shall be binding on the successors, or assigns, or the Company. This assignee of an approved assignment shall execute the Township's then standard IFT agreement.

18. Time of the Essence. Time is of the essence for the obligations of this Agreement.

19. Authority to Sign. The Township and the Company agree that the signatories below have the authority, and are duly authorized, to execute this Agreement on behalf of the part to the Agreement.

IN WITNESS WHEREOF, the parties have hereunto set their hands and seals the day and year first written above.

**WITNESSES:**

Bobbie D. [Signature]

Elizabeth M. Sacc

**WITNESSES:**

Lamin Numa

Jane Blood Law

**COMPANY:**

[Signature]

**TOWNSHIP:**

[Signature]

(Signatures continued on next page.)

AFFIDAVIT

STATE OF MICHIGAN )  
 )ss.  
COUNTY OF GRAND TRAVERSE )

The undersigned, being first duly sworn deposes and says as follows:

“No payment of any kind in excess of the fee allowed by Act 198, as amended, has been made or promised in exchange for favorable consideration of the exemption certificate application.”

COMPANY

Dale Westerman

On the 28th day of November, 2016, before me, a Notary Public in and for said County, appeared Dale Westerman (name), to me personally known, who being duly sworn did say that (s)he is the President (title) of RJG Technologies, Inc, the Company named herein and which executes the within instrument, and that said instrument was signed in behalf of said Company by authority of its Board of Directors, and acknowledged said instrument to be the free act and deed of said Company.

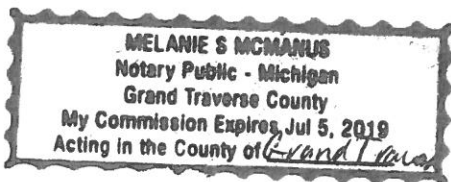
Crystal M. Breithaupt  
Crystal M. Breithaupt, Notary Public  
Grand Traverse County, Michigan  
My Commission Expires: 12-05-2018

TOWNSHIP

Amy L DeHaan  
Supervisor or Designee

On the 28th day of November, 2016, before me, a Notary Public in and for said County, appeared Amy L DeHaan (name), to me personally known, who being duly sworn did say that (s)he is the Assessor (title) of the Charter Township of Garfield, the municipal corporation named herein and which executes the within instrument, and that said instrument was signed and sealed in behalf of said corporation by authority of its Township Board, and acknowledged said instrument to be the free act and deed of said corporation.

Melanie S McManis  
\_\_\_\_\_, Notary Public  
\_\_\_\_\_, Grand Traverse County, Michigan  
My Commission Expires: \_\_\_\_\_





**CHARTER TOWNSHIP OF GARFIELD  
RESOLUTION 2016-32-T**

**APPROVING THE APPLICATION OF RJG TECHNOLOGIES, INC  
FOR AN INDUSTRIAL FACILITIES EXEMPTION CERTIFICATE**

**WHEREAS**, (pursuant to 1974 P.A. 198, MCLA Sec. 207.551, et seq.) after a duly noticed public hearing held on 22nd day of September, 2015, the Charter Township of Garfield, by Resolution established an Industrial Development District (Resolution 2015-14-T), known as the RJG Technologies District located at 3111 Park Drive, and

**WHEREAS**, the Charter Township of Garfield is in receipt of an Application for an Industrial Facilities Exemption Certificate from RJG Technologies, Inc. relating to the above mentioned District; and

**WHEREAS**, the Garfield Township Clerk has notified the Township Assessor and the legislative body of each taxing unit which levies ad valorem taxes on the real and personal property located within said District, and that an opportunity to be heard would be provided to the Assessor and to a representative of each of the bodies so notified;

**WHEREAS**, during a regular meeting of the Township Board held on December 13, 2016, the applicant, the assessor, and the representatives of the affected taxing units were afforded an opportunity to be heard;

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

1. That the Charter Township of Garfield finds:
  - (a) That the real and personal property investment is calculated to and will at the time of issuance of the Certificate have the reasonable likelihood to retain employment in the Township of Garfield.
  - (b) The aggregate SEV of real and personal property exempt from ad valorem taxes with the Township of Garfield, after granting this Certificate, will not exceed five (5) percent of an amount equal to the sum of SEV of the Township plus the SEV of real and personal property thus exempted.

(c) The Garfield Township Board finds that the granting of this exemption will not substantially impede the operation of the financial soundness of any of the affected taxing units.

2. That the Application of RJG Technologies, Inc. for an Industrial Facilities Exemption Certificate with regard to the real and personal property located in the Industrial Development District (see Resolution 2015-14-T) be and is hereby approved, said Exemption Certificate shall be in force and effect for a maximum for two (2) years, beginning December 31, 2016, and eligible for renewal for an additional (10) years beginning December 31, 2018, for a possible maximum of twelve (12) years.

Motion: Supported:

Upon roll call vote for the motion:

Yes:

No:

Absent and excused:

The Chairman declared the motion carried and Resolution 2016-32-T duly adopted this 13th day of December, 2016.

RESOLUTION DECLARED ADOPTED

By: \_\_\_\_\_  
Lanie McManus, Clerk

**CERTIFICATION**

I, Lanie McManus, Clerk of the Charter Township of Garfield, does hereby certify that the above is a true and correct copy of a Resolution 2016-32-T, which was passed and approved by the Township Board of the Charter Township of Garfield on the 13th day of December, 2016.

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



# Memorandum

8. a.

Grand Traverse County  
Planning and Development  
231.922.6890 Fax 231.922.4636  
email: [jderenzy@grandtraverse.org](mailto:jderenzy@grandtraverse.org)

**To:** Garfield Township Board of Trustees

**From:** Jean Derenzy, Director Brownfield Redevelopment/Community Development

**Date:** For December 13<sup>th</sup> Garfield Board of Trustees Meeting

**Subject:** Approval of Project Plan Montessori Children's House

**SUMMARY OF ITEM TO BE PRESENTED:**

Attachments:

1. Resolution Approving Project Plan
2. Project Plan

Attached for your consideration for approval is an Economic Development Corporation (EDC) Project Plan for the Montessori Children's House. The Children's House is currently in the process of constructing a 2,250 square foot expansion to its facilities for use by upper elementary students and teachers utilizing a construction loan obtained from Traverse City State Bank (TCSB). Upon completion of construction, the Children's House is requesting that the EDC provide long-term financing for the project by the issuance of an EDC bond issue that will refinance the construction loan. The Children's House also has the opportunity to refinance its other existing bonds in this issue, which would allow them to consolidate their bonds and achieve interest cost savings. The refinancing includes three prior bond issues for the Children's House, two issued by the Garfield Township EDC and one by the Grand Traverse County EDC.

The Economic Development Corporation Act identifies for a County EDC project, the Project Plan be submitted to the Township in which the project is located in for approval, since the Children's House project is located in Garfield, the County EDC asks for your approval. This step in the approval process, provides the Township with the opportunity to be informed about the project but the project does not otherwise involve the Township and does not obligate the Township to any payment of the bonds issued for the Children's House project or any other liability of any kind. In fact, since this project involves the County EDC refinancing two bond issues that were previously issued by the Township EDC, those Township EDC bonds will be paid off and retired.

The EDC Board met on November 7 and approved proceeding with the project, and the County Board approved at their meeting on December 7, 2016 to schedule a public hearing for their meeting on December 21<sup>st</sup> for consideration of approval of the project plan and the issuance of EDC bonds.

The final step will be a meeting of the EDC for the issuance of Bonds, which is anticipated to occur prior to the end of the year.

Consideration by the Garfield Township Board is recommended by the EDC to allow the Montessori Children's House to take advantage of the ability to utilize EDC bonds providing interest cost savings.

**RECOMMENDATION:** Approval of Resolution Approving Project Plan.

**CHARTER TOWNSHIP OF GARFIELD**  
**RESOLUTION 2016-40-T**  
**RESOLUTION APPROVING PROJECT PLAN**  
**(Children's House Project)**

Minutes of a meeting of the Township Board of the Charter Township of Garfield, County of Grand Traverse, Michigan, held on December 13, 2016.

PRESENT: \_\_\_\_\_  
\_\_\_\_\_

ABSENT: \_\_\_\_\_  
\_\_\_\_\_

The following resolution was offered by \_\_\_\_\_ and seconded by \_\_\_\_\_:

WHEREAS, pursuant to The Economic Development Corporations Act, Public Act No. 338 of the Michigan Public Acts of 1974, as amended (the "Act"), this Township Board has reviewed the Project Plan presented to this meeting for The Children's House Project (the "Project") of The Economic Development Corporation of the County of Grand Traverse (the "Issuer"); and

WHEREAS, this Township Board desires to express its approval of said Project Plan and the Project described therein.

NOW, THEREFORE, BE IT RESOLVED BY THE TOWNSHIP BOARD OF THE CHARTER TOWNSHIP OF GARFIELD as follows:

1. It is hereby determined that the Project Plan for the Project as presented constitutes a public purpose within the meaning of the Act (including specifically the alleviation and prevention of unemployment and the provision of needed services and facilities) and said Project Plan is hereby approved.

2. The Township Clerk is hereby directed to provide three certified copies of this resolution to the Secretary of the Issuer.

3. All resolutions or parts thereof in conflict with this resolution are hereby repealed, but only to the extent of such conflict.

YEAS: \_\_\_\_\_  
\_\_\_\_\_

NAYS: \_\_\_\_\_  
\_\_\_\_\_

ABSTAIN: \_\_\_\_\_  
\_\_\_\_\_

RESOLUTION DECLARED ADOPTED.

## CERTIFICATION

I hereby certify that the foregoing is a true and complete copy of a resolution adopted by the Township Board of the Charter Township of Garfield at a meeting held on December 13, 2016, an original of which is on file in my office. Public notice of said meeting was given pursuant to and in compliance with Act 267, Public Acts of Michigan, 1976, as amended, including in the case of a special or rescheduled meeting, notice by publication or posting of at least eighteen (18) hours prior to the time set for the meeting.

---

Lanie McManus, Clerk  
Charter Township of Garfield

**THE ECONOMIC DEVELOPMENT CORPORATION  
OF THE COUNTY OF GRAND TRAVERSE**

**PROJECT PLAN FOR  
CHILDREN'S HOUSE PROJECT**

**APPLICANT:** Montessori Children's House, Grand Traverse, a Michigan nonprofit corporation

**CONTACT:** Michele Shane, Head of School  
5363 N. Long Lake Road  
Traverse City, Michigan 49684  
Telephone: (231) 929-9325  
Fax: (231) 929-9384  
Email: michele@traversechildrenshouse.org

**PROJECT:** Refund a bank loan from Traverse City State Bank evidenced by a Promissory Note dated May 25, 2016 (the "Construction Loan"), issued to fund a portion of the cost of an addition to the Applicant's school building and refinance outstanding bond issues of the Economic Development Corporation of the Charter Township of Garfield and The Economic Development Corporation of the County of Grand Traverse issued to finance projects for the Applicant

**LOCATION:** 5363 N. Long Lake Road  
Traverse City  
Grand Traverse County, Michigan

**PROJECT AREA/PROJECT DISTRICT AREA:** See attached Exhibit A

**TOTAL COST OF ADDITION:** Approximately \$800,000

**AMOUNT OF REFUNDING:** Up to \$2,000,000

**TOTAL PROJECT COST:** Not to exceed \$2,800,000

**BONDS:** Not to exceed \$2,800,000

This Project Plan was prepared in accordance with the Economic Development Corporations Act, Public Act 338, Public Acts of Michigan, 1974, as amended. Attached is the requisite information based on Section 8(4) of the Act.

The following information is submitted in response to the requirements of Section 8(4) of the Economic Development Corporations Act, Public Act 338, Public Acts of Michigan, 1974, as amended (the "Act"), and this information accurately presents the intent of this enterprise to pursue and complete this project in the project area approved on November 7, 2016, by the Board of Directors of The Economic Development Corporation of the County of Grand Traverse (the "EDC").

THE ACT REQUIRES THAT PROJECT PLAN CONTAIN THE FOLLOWING INFORMATION:

- A. THE LOCATION AND EXTENT OF EXISTING STREETS AND OTHER PUBLIC FACILITIES WITHIN THE PROJECT DISTRICT AREA AND SHALL DESIGNATE THE LOCATION, CHARACTER, AND EXTENT OF THE CATEGORIES OF PUBLIC AND PRIVATE LAND USES THEN EXISTING AND PROPOSED FOR THE PROJECT AREA, INCLUDING RESIDENTIAL, RECREATIONAL, COMMERCIAL, INDUSTRIAL, EDUCATION, AND OTHER USES, AND SHALL INCLUDE A LEGAL DESCRIPTION OF THE PROJECT AREA. [Section 8(4)(a).]

The Project involves the refunding of the Construction Loan, which was issued by the Applicant to fund a portion of the cost of an addition to its school facilities located at 5363 N. Long Lake Road in the Charter Township of Garfield, Grand Traverse County, Michigan, in the principal amount of \$800,000, and the refinancing of bond issues of the Economic Development Corporation of the Charter Township of Garfield and The Economic Development Corporation of the County of Grand Traverse. The Project Area and Project District Area are coterminous. While the public will have access to the Project, there are no public streets or other public facilities within the Project Area. The legal description of the Project Area is attached as Exhibit A.

The Project Area and the facilities located thereon as described above will be owned and operated by the Applicant in furtherance of the Applicant's charitable mission.

- B. A DESCRIPTION OF EXISTING IMPROVEMENTS IN THE PROJECT AREA TO BE DEMOLISHED, REPAIRED, OR ALTERED, A DESCRIPTION OF REPAIRS AND ALTERATIONS, AND AN ESTIMATE OF THE TIME REQUIRED FOR COMPLETION. [Section 8(4)(b).]

The Project will consist of the refunding of the Construction Loan, which funded the new addition to the school facilities, and prior bond issues, which funded a portion of the cost of the Applicant's school facilities; no existing improvements were demolished, repaired, or altered, other than the constructing of the addition.

- C. THE LOCATION, EXTENT, CHARACTER, AND ESTIMATED COST OF THE IMPROVEMENTS INCLUDING REHABILITATION CONTEMPLATED FOR THE PROJECT AREA AND AN ESTIMATE OF THE TIME REQUIRED FOR COMPLETION. [Section 8 (4) (c).]



The estimated costs are as follows:

<u>Description of Costs*</u>	<u>AMOUNTS</u>
Refund Construction Loan	\$ 800,000
Refund Bond Issues	2,000,000
TOTAL COSTS	\$2,800,000

\* Estimates.

- D. A STATEMENT OF THE CONSTRUCTION OR STAGES OF CONSTRUCTION PLANNED, AND THE ESTIMATED TIME OF COMPLETION OF EACH STAGE. [Section 8 (4) (d).]

The construction started in the spring of 2016 and will be completed on or before December 31, 2016.

- E. A DESCRIPTION OF THE PARTS OF THE PROJECT AREA TO BE LEFT AS OPEN SPACE AND THE USE CONTEMPLATED FOR THE SPACE. [Section 8(4)(e).]

There will be no part of the Project Area left as "open space" as that term is used in the Act.

- F. A DESCRIPTION OF PORTIONS OF THE PROJECT AREA WHICH THE CORPORATION DESIRES TO SELL, DONATE, EXCHANGE, OR LEASE TO OR FROM THE MUNICIPALITY AND THE PROPOSED TERMS. [Section 8(4)(f).]

Not applicable.

- G. A DESCRIPTION OF DESIRED ZONING CHANGES AND CHANGES IN STREETS, STREET LEVELS, INTERSECTIONS, AND UTILITIES. [(Section 8 (4) (g)]

There were no changes in zoning, street levels, intersections or utilities as a result of the Project.

- H. THE STATEMENT OF THE PROPOSED METHOD OF FINANCING THE PROJECT INCLUDING A STATEMENT BY A PERSON DESCRIBED IN SUBPARAGRAPH (J) INDICATING THE PAYMENT TO ALL PERSONS PERFORMING WORK ON THE CONSTRUCTION PROJECT OF THE PREVAILING WAGE AND FRINGE BENEFIT RATES FOR THE SAME OR SIMILAR WORK IN THE LOCALITY IN WHICH THE WORK IS TO BE PERFORMED AND A STATEMENT OF THE ABILITY OF THE CORPORATION TO ARRANGE THE FINANCING. THE PREVAILING WAGE AND FRINGE BENEFIT RATES SHALL BE DETERMINED PURSUANT TO ACT NO. 166 OF THE PUBLIC ACTS OF 1965, AS AMENDED, BEING SECTIONS 408.551 TO 408.558 OF THE MICHIGAN COMPILED LAWS. [Section 8 (4) (h).]

The Construction Loan will be refunded through the issuance and sale of not to exceed \$2,800,000 in principal amount of limited obligation revenue bonds to be issued by the EDC and privately placed with Traverse City State Bank on such terms as the EDC shall approve. The proceeds of the bonds shall be loaned to the Applicant to refund the outstanding balance of the Construction Loan. The Applicant will agree to repay the loan in amounts fully sufficient to repay the bonds. The EDC shall be liable for bond payments only from and to the extent such loan payments are actually made by the Applicant. The Applicant shall be responsible for all costs of the Project, including those which are in excess of the amount of the loan.

Prevailing wage and fringe benefit provisions of the Act are not applicable since the Project is for a refunding.

- I. A LIST OF PERSONS WHO WILL MANAGE OR BE ASSOCIATED WITH THE MANAGEMENT OF THE PROJECT FOR A PERIOD OF NOT LESS THAN ONE YEAR FROM THE DATE OF APPROVAL OF THE PROJECT PLAN. [Section 8(4)(i).]

Michele Shane, Head of School

- J. DESIGNATION OF THE PERSON OR PERSONS, NATURAL OR CORPORATE, TO WHOM THE PROJECT IS TO BE LEASED, SOLD, OR CONVEYED IN ANY MANNER AND FOR WHOSE BENEFIT THE PROJECT IS BEING UNDERTAKEN IF THAT INFORMATION IS AVAILABLE TO THE CORPORATION. [Section 8(4)(j).]

The Project is being undertaken for the benefit of the Applicant.

- K. IF THERE IS NOT AN EXPRESS OR IMPLIED AGREEMENT BETWEEN THE CORPORATION AND PERSONS, NATURAL OR CORPORATE, THAT THE PROJECT WILL BE LEASED, SOLD, OR CONVEYED TO THOSE PERSONS, THE PROCEDURES FOR BIDDING FOR THE LEASING, PURCHASING, OR CONVEYING IN ANY MANNER OF THE PROJECT UPON ITS COMPLETION. [Section 8 (4) (k).]

Not applicable.

- L. ESTIMATES OF THE NUMBER OF PERSONS RESIDING IN THE PROJECT AREA AND THE NUMBER OF FAMILIES AND INDIVIDUALS TO BE DISPLACED. IF OCCUPIED RESIDENCES ARE DESIGNATED FOR ACQUISITION AND CLEARANCE BY THE CORPORATION, A PROJECT PLAN SHALL INCLUDE A SURVEY OF THE FAMILIES AND INDIVIDUALS TO BE DISPLACED INCLUDING THEIR INCOME AND RACIAL COMPOSITION, A STATISTICAL DESCRIPTION OF THE HOUSING SUPPLY IN THE COMMUNITY, INCLUDING THE NUMBER OF PRIVATE AND PUBLIC UNITS IN EXISTENCE OR UNDER CONSTRUCTION, THE CONDITION OF THOSE IN EXISTENCE, THE NUMBER OF OWNER OCCUPIED UNITS AND RENTER-OCCUPIED UNITS, THE ANNUAL RATE OF TURNOVER OF THE VARIOUS TYPES OF HOUSING AND THE

RANGE OF RENTS AND SALE PRICES, AN ESTIMATE OF THE TOTAL DEMAND FOR HOUSING IN THE COMMUNITY, AND THE ESTIMATED CAPACITY OF PRIVATE AND PUBLIC HOUSING AVAILABLE TO DISPLACED FAMILIES AND INDIVIDUALS. [Section 8(4)(1).]

There are currently no persons residing in the Project Area.

- M. A PLAN FOR ESTABLISHING PRIORITY FOR THE RELOCATION OF PERSONS DISPLACED BY THE PROJECT IN NEW HOUSING IN THE PROJECT AREA. (Section 8(4)(m).]

Not applicable.

- N. PROVISIONS FOR THE COSTS OF RELOCATING PERSONS DISPLACED BY THE PROJECT AND FINANCIAL ASSISTANCE AND REIMBURSEMENT OF EXPENSES, INCLUDING LITIGATION EXPENSES AND EXPENSES INCIDENT TO THE TRANSFER OF TITLE, IN ACCORDANCE WITH THE STANDARDS AND PROVISIONS OF THE FEDERAL UNIFORM RELOCATION ASSISTANCE AND REAL PROPERTY ACQUISITION POLICIES ACT OF 1970, 42 U. S. C. 4601 TO 4655. [Section 8(4)(n).]

Not applicable.

- O. A PLAN FOR COMPLIANCE WITH ACT NO. 227, OF THE PUBLIC ACTS OF 1972, BEING SECTIONS 213.321 TO 213.332 OF THE MICHIGAN COMPILED LAWS. [Section 8(4)(o).]

Not applicable because no business or person will be displaced by the Project.

- P. OTHER MATERIAL AS THE CORPORATION, LOCAL PUBLIC AGENCY, OR GOVERNING BODY CONSIDERS PERTINENT. [Section 8(4)(p).]

See Transfer of Employment Certificate attached hereto as Exhibit B.

The undersigned Applicant hereby certifies that, to the best of the Applicant's knowledge, the information set forth above is accurate and correct as of this \_\_\_\_ day of December, 2016.

MONTESSORI CHILDREN'S HOUSE,  
GRAND TRAVERSE

By: \_\_\_\_\_  
Michele Shane  
Its: Chief Executive Officer

EXHIBIT A

**Project Area and Project District Area Description**

The Project Area and Project District Area consist of property in the Charter Township of Garfield, Grand Traverse County, Michigan, described as follows:

**PROJECT AREA LEGAL DESCRIPTION**

Com N ¼ Cor NW ¼ NE ¼ SEC 18, T27N, R11W, Th E 43 .89' to POB Th S 757.35 '  
Th Ne'ly 90.51' Alg Curve Left (R 603.1' CH=N22 DEG 37' E 90.42') Th N 18 DEG 19' E  
187.6 Th 89 DEG 56' E 790.25' Th N 495.78' Th W to POB.

The property is located in Garfield Township, Grand Traverse County Michigan, and is described as the part of APN 28-05-018-015-00 lying east of Herkner Road.

## GARFIELD CHARTER TOWNSHIP

### General Appropriations Act Resolution Resolution # 2016-34-T

A Public Hearing will be held Tuesday, December 13, 2016 at the Regular meeting of the Garfield Charter Township Board of Trustees to vote on the following resolution for the upcoming 2017 Annual Budget of the General Fund Revenue and Expenditures:

A resolution to establish a general appropriations act for Garfield Charter Township; to define the powers and duties of the Garfield Charter Township officers in relation to the administration of the budget; and to provide remedies for refusal or neglect to comply with the requirements of this resolution.

The Board of Trustees of Garfield Charter Township resolves:

#### **Section 1: Title**

This resolution shall be known as the Garfield Charter Township General Appropriations Act.

#### **Section 2: Chief Administrative Officer**

the Supervisor shall be the Chief Administrative Officer and shall perform the duties of the Chief Administrative Officer enumerated in this act.

#### **Section 3: Fiscal Officer**

The Clerk shall be the Fiscal Officer and shall perform the duties of the Fiscal Officer enumerated in this act.

#### **Section 4: Public Hearings on the Budget**

Pursuant to MCL 42.26, notice of a public hearing on the proposed budget was published in a newspaper of general circulation on, Saturday, December 3, 2016 and a public hearing on the proposed budget will be December 13, 2016.

#### **Section 5: Estimated Revenues**

Estimated township general fund revenues for fiscal year 2017, including an allocated millage of 2.000 mills; and various miscellaneous revenues shall total \$3,492,831.96

#### **Section 6: Millage Levy**

The Garfield Charter Township Board shall cause to be levied and collected the general property tax on all real and personal property within the township upon the current tax roll an amount equal to 2.000 mills as set forth as authorized under state law and approved by the electorate.

**Section 7: Estimated Expenditures**

Estimated township general fund expenditures for fiscal year 2017 for the various township cost centers shall total \$3,320,380.49.

**Section 8: Adoption of Budget by Cost Center**

The Board of Trustees of Garfield Charter Township adopts the 2017 fiscal year general fund budget by cost center. Township officials responsible for the expenditures authorized in the budget may expend township funds up to, but not to exceed, the total appropriation authorized for each cost center, and may make transfers among the various line items contained in the cost center appropriation with approval by the Chief Administrative officer. However, no transfers of appropriations for line items related to personnel or capital outlays may be made without prior board approval by budget amendment.

**Section 9: Appropriation not a Mandate to Spend**

Appropriations will be deemed maximum authorizations to incur expenditures. The fiscal officer shall exercise supervision and control to ensure that expenditures are within appropriations, and shall not issue any town order for expenditures that exceed appropriations.

**Section 10: Transfer Authority**

The Chief Administrative Officer and the Fiscal Officer shall have the authority to make transfers among the various cost centers without prior board approval up to the limit of \$1,000.00. Anything over \$1,000.00 will need to go before the township board for approval. The Board shall be notified at its next meeting of any such transfers made, and reserves the right to modify, amend or nullify any such transfers made. Under no circumstances may the total general fund budget be changed without prior board approval.

**Section 11: Periodic Fiscal Reports**

The fiscal officer shall transmit to the board monthly a report of financial operations, including, but not limited to:

- a. a summary statement of the actual financial condition of the general fund at the end of the previous month,
- b. a summary statement showing the receipts and expenditures and encumbrances for the previous month and for the current fiscal year to the end of the previous month,
- c. a detailed list of:
  - i. expected revenues by major source as estimated in the budget; actual receipts to date for the current fiscal year compared with actual receipts for the same period in the prior fiscal year; the balance of estimated revenues to be collected in the

then current fiscal year; and any revisions in revenue estimates resulting from collection experience to date.

ii. for each cost center: the amount appropriated; the amount charged to each appropriation in the previous quarter for the current fiscal year and as compared with the same period in the prior fiscal year; the unencumbered balance of appropriations; and any revisions in the estimate of expenditures.

d. a reconciliation of all accounts between the Treasurer and the Clerk on a monthly basis

**Section 12: Limit on Obligations and Payments**

No obligation shall be incurred against, and no payment shall be made from any appropriation account unless there is a sufficient unencumbered balance in the appropriation and sufficient funds are or will be available to meet the obligation.

**Section 13: Budget Monitoring**

Whenever it appears to the Chief Administrative Officer, the Fiscal Officer or the Township Board that the actual and probable revenues in any fund will be less than the estimated revenues upon which appropriations from such fund were based, and when it appears that expenditures shall exceed an appropriation, the Chief Administrative Officer shall present to the township board recommendations to prevent expenditures from exceeding available revenues or appropriations for the current fiscal year. Such recommendations shall include proposals for reducing appropriations, increasing revenues, or both.

**Section 14: Violations of This Act**

Any obligation incurred or payment authorized in violation of this resolution shall be void and shall subject any responsible official(s) or employee(s) to disciplinary action as outlined in Public Act 621 of 1978) and the Garfield Charter Township personnel manual.

**Section 15: Board Adoption**

Motion made by \_\_\_\_\_, seconded by \_\_\_\_\_ to adopt the foregoing resolution. Upon roll call vote the motion carried and was adopted.

GARFIELD CHARTER TOWNSHIP

\_\_\_\_\_  
Chuck Korn, Supervisor Date

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

**CHARTER TOWNSHIP OF GARFIELD**

**2017 FIRE FUND BUDGET - RESOLUTION 2016-35-T**

**WHEREAS**, a hearing was held on September 13, 2016 on the Fire Fund Budget for the fiscal year 2017 for the Charter Township of Garfield.

**NOW, THEREFORE, BE IT HEREBY RESOLVED**, that the 2017 Fire Fund Budget of the Charter Township of Garfield of \$ 1,786,962.00 revenues and \$ 1,786,962.00 expenditures be approved.

Moved:

Supported:

To approve Resolution 2016-35-T, adopting the 2017 Fire Fund Budget of \$ 1,786,962.00 revenues and \$ 1,786,962.00 expenditures as appropriated.

Yeas:

Nays:

Absent and excused:

The Chairman declared the motion carried and Resolution 2016-35-T adopted this 13<sup>th</sup> day of December, 2016.

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Lanie McManus, Clerk

**CERTIFICATION**

I, Lanie McManus, Clerk of the Charter Township of Garfield, certify the above is a true and correct copy of Resolution 2016-35-T which was adopted by the Township Board of the Charter Township of Garfield on the 13<sup>th</sup> day of December, 2016.

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Lanie McManus, Clerk



**CHARTER TOWNSHIP OF GARFIELD****2017 PARK SYSTEM FUND BUDGET - RESOLUTION 2016-36-T**

**WHEREAS**, a hearing was held on December 13, 2016 on the Park System Fund Budget for the fiscal year 2017 for the Charter Township of Garfield.

**NOW, THEREFORE, BE IT HEREBY RESOLVED**, that the 2017 Park System Fund Budget of the Charter Township of Garfield of \$ 150,000.00 revenues and \$ 150,000.00 expenditures be approved.

Moved:

Supported:

to approve Resolution 2016-36-T, adopting the 2017 Park System Fund Budget of \$ 150,000.00 revenues and \$ 150,000.00 expenditures as appropriated.

Yeas:

Nays:

Absent and excused:

The Chairman declared the motion carried and Resolution 2016-36-T adopted this 13<sup>th</sup> day of December, 2016.

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Lanie McManus, Clerk

**CERTIFICATION**

I, Lanie McManus, Clerk of the Charter Township of Garfield, certify the above is a true and correct copy of Resolution 2016-36-T which was adopted by the Township Board of the Charter Township of Garfield on the 13<sup>th</sup> day of December, 2016.

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Lanie McManus, Clerk

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

**RESOLUTION # 2016-37-T**

**RESOLUTION ADOPTING TOWNSHIP TREASURER'S SALARY**

**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 an adjustment in the salary of the office of Township Treasurer is warranted in consideration of the increase in the cost of living since Township Board Members salaries were last adjusted; and

**NOW, THEREFORE, BE IT RESOLVED**, that effective as of January 1, 2017, the salary of the office of Township Treasurer shall be as follows: \$71,889.32.

Moved: Supported:

Ayes:

Nays:

Absent and Excused:

RESOLUTION 2016-37-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 13th day of December, 2016.

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

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

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

**RESOLUTION # 2016-38-T**

**RESOLUTION ADOPTING TOWNSHIP CLERK'S SALARY**

**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 an adjustment in the salary of the office of Township Clerk is warranted in consideration of the increase in the cost of living since Township Board Members salaries were last adjusted; and

**NOW, THEREFORE, BE IT RESOLVED**, that effective as of January 1, 2017, the salary of the office of Township Clerk shall be as follows: \$71,889.32.

Moved: Supported:

Ayes:

Nays:

Absent and Excused:

RESOLUTION 2016-38-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 13th day of December, 2016.

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

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

CHARTER TOWNSHIP OF GARFIELD  
GRAND TRAVERSE COUNTY, MICHIGAN

RESOLUTION # 2016-39-T

RESOLUTION ADOPTING TOWNSHIP SUPERVISOR'S SALARY

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 an adjustment in the salary of the office of Township Supervisor is warranted in consideration of the increase in the cost of living since Township Board Members salaries were last adjusted; and

NOW, THEREFORE, BE IT RESOLVED, that effective as of January 1, 2017, the salary of the office of Township Supervisor shall be as follows: \$71,889.32.

Moved:                Supported:

Ayes:

Nays:

Absent and Excused:

RESOLUTION 2016-39-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 13th day of December, 2016.

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

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