

# CHARTER TOWNSHIP OF GARFIELD TOWN BOARD MEETING

Tuesday, April 11, 2017 at 6:00pm  
Garfield Township Hall  
3848 Veterans Drive  
Traverse City, MI 49684  
Ph: (231) 941-1620

## AMENDED AGENDA

### ORDER OF BUSINESS

Call meeting to order

Pledge of Allegiance

Roll call of Board Members

#### 1. Public Comment

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

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

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

#### 3. Consent Calendar

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

a. Minutes – March 28, 2017 (Recommend Approval)

b. Bills

General Fund  
(Recommend Approval)

\$ 128,695.54

- c. MTT Update (Receive and file)
- d. PD 2017-28 - Introduce and schedule for a public hearing for May 8, 2017 at 6:00 p.m. on the proposed zoning regulations for the Grand Traverse Commons. (Recommend Approval)
- e. PD 2017-15 – Zoning Ordinance Amendment No. 6 to Ordinance No. 68 - Introduce and schedule for a public hearing regarding Hotel Standards on May 9, 2017 (Recommend Approval)
- f. PD 2017-27 – Request for a special site visit meeting to be held at 3000 Racquet Club Drive on May 9, 2017 at 4:30 p.m.(Recommend Approval)
- g. Consideration of turnover letter from Jennifer Hodges – GFA Project Manager for Olesons/US 31 Service Drive (Recommend Approval)

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

#### **5. Correspondence**

- a. Grand Traverse Conservation District – March 2017 Report

#### **6. Reports**

- a. BATA Report
- b. Construction Report
- c. Sheriff's Report
- d. County Commissioner's Report
- e. Personnel Committee's Report
- f. Parks and Recreation Report
- g. Clerk's Report
- h. Supervisor's Report

#### **7. Unfinished Business**

- b. PD 2017-29 - Public Hearing - Consideration of Adoption of Amendment #2 to Ordinance # 63 to amend the Parks and Recreation Ordinance to allow 7 members.

#### **8. New Business**

- a. PD 2017-24 - Consideration of Parks and Recreation Commission recommendation to accept a bid by SEEDS for the amount of \$34,575.20 to construct the Miller Creek Boardwalk
- \* b. Consideration of Building Committee recommendation of Garfield Township Hall Exterior Repair and Maintenance bid

#### **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.

\* **Indicates item added**

**CHARTER TOWNSHIP OF GARFIELD  
TOWN BOARD MEETING  
March 28, 2017**

Chuck Korn called the Town Board Meeting to order on March 28, 2017 at 6:00 p.m. at the Garfield Township Hall, 3848 Veterans Drive, Traverse City, Michigan.

**Pledge of Allegiance**

**Roll call of Board Members**

Present: Denise Schmuckal, Jeane Blood Law, Dan Walters, Steve Duell, Lanie McManus and Chuck Korn

Absent and Excused: Molly Agostinelli

**1. Public Comment (6:00)**

None

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

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

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

*Nays: None*

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

**a. Minutes**

March 14, 2017 Meeting (Recommend Approval)

**b. Bills**

General Fund	\$11,820.83
(Recommend Approval)	

Gourdie-Fraser

Developer's Escrow Fund	\$ 1,700.00
Utility Receiving Fund	<u>27,915.00</u>
Total	<u>\$ 29,615.00</u>

*Duell moved and Blood Law seconded to approve the consent calendar as amended.*

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

*Nays: None*

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

- a. Letter of objection in the SAD

**6. Reports****a. Assessor Report (6:04)**

Assessor Amy DeHaan updated board members regarding the rise in taxable values in the township by 5.25%. She said that residential appeals were down by 87% and personal property appeals were also down.

**b. Northflight Report (6:06)**

Daryl Case said that there was a total of 247 runs in the township last month. He reviewed the calls with board members and explained the new powerload system in ambulances. Protocol for going on all calls was discussed. Case also said that interviews continue.

**c. Construction Report (6:16)**

Jennifer Hodges from Gourdie-Fraser said she has been working with the new drain commissioner on the drainage district project. She gave commissioners a summary of projects to date for their information. She also provided a written report included in packets. The water tower project for the western portion of the township will be up for bids on April 19<sup>th</sup>.

**d. Grand Traverse Metro Report (6:20)**

Steve Apostle, Deputy Fire Chief, said that Metro personnel met with city firefighters on protocol on airport emergencies and crashes. He reviewed calls with board members specifically a seizure while driving, an HVAC unit fire at Staples and a propane truck fire. He reviewed a graph of incidents with the Board and said it as a work in progress.

**e. County Commissioner's Report (6:27)**

Cheryl Gore Follett reported that County Commissioners approved the grant application for the Boardman Trail. A Brownfield was approved for the Park Place Dome and new bylaws for the Economic Development Corporation were approved. The county is reviewing the medical examiner contract and now has a policy for buying and selling county property. 20 out of 46 county parcels are located in Garfield Township.

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

Blood Law said that Deputy Treasurer Chloe Macomber had her baby and will be out on maternity leave. She also said that the cameras are now installed at Silver Lake Park.

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

McManus reported that the first 1500 absentee ballots have been sent out and she is ready for the election.

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

Korn reported that there was \$450,000 in contributions to the Boardman Lake Trail since 2002. He had a discussion with TART and the city regarding the trails and the county Brownfield is the primary funding source for the trail. He provided a draft memorandum of understanding to Board members for review and discussion at a later date. The transportation study group is focusing on an east west route and it may be several years to forge a Hartman/Hammond connection. He attended a violence in the workplace meeting. The township attorney is looking at the Parks and Recreation Commission to determine if it is a Commission or a Board according to the MTA definition. Discussion took place regarding the Parks and Recreation body and how many would serve and who would make up the elected body.

*Walters moved and Duell seconded to appoint Board Member Denise Schmuckal to the Parks and Recreation Board.*

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

*Nays: None*

Discussion took place over appointing a member of the Planning Commission to the Parks and Recreation Commission.

**7. Unfinished Business****a. Public Hearing – Consideration of Resolution 2017-6-T(c) a Resolution to Accept the Special Assessment Roll for Oak Terrace Road Special Assessment (6:53)**

Korn talked about the various ways a piece of property can be assessed and the township decided that the fairest way to assess was based on occupancies. Board members discussed the assessments. Blood Law said that this assessment could be spread over seven years.

Korn opened the Public Hearing at 6:58 pm.

*Janet Diehl* of Terrace Bluff Drive asked for clarification of the final figure and whether it could increase by 10%.

*Kim Becker* of Oak Terrace commented on the timing of the construction project.

Korn closed the Public Hearing at 7:00pm.

Jim Johnson, Road Commission engineer spoke regarding the timing of the project and they are currently working on a contract with the chosen contractor. He reviewed the road construction timeline with the board and the public and their intentions of notification of the neighborhood.

Members of the public asked Johnson questions about the construction, road maintenance and the contractors.

*Schmuckal moved and Blood Law seconded to adopt Resolution 2017-6-T(c), a Resolution to Accept the Special Assessment Roll for Oak Terrace Road Special Assessment.*

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

*Nays: None*

**b. Board Appointment Policy (7:25)**

*Schmuckal moved and Walters seconded to adopt the Board Appointment Policy.*

Blood Law suggested that each board member and commissioner be given a copy of the policy to review to educate themselves about serving on a board.

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

*Nays: None*

**8. New Business**

**a. Consideration of Resolution 2017-10-T to Recommend the Application for a Microbrewery License to Ubrew, LLC (7:30)**

Charles Green of Ubrew LLC was present to talk about the proposed license. Township approval is needed for this type of license. They would like to serve on premises along with teaching brewing skills to the public.

*Schmuckal moved and Duell seconded to adopt Resolution 2017-10-T to Recommend the Application for a Microbrewery License to Ubrew, LLC.*

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

*Nays: None*

**b. Fire Chief Pat Parker Metro Fire Annual Report 2016 (7:35)**

Calls were decreased in 2016 and Parker attributes that to the storm in August of 2015. 70% of all calls are medical in nature. Parker reviewed events such as upgrading the radio communications systems, delivery of a new squad and increased water rescue capabilities on Silver Lake. The ISO classification was improved and Garfield continues to have most of the calls with 70% of all calls. Staffing is still an issue but there were no civilian deaths in 2016. He added that fire prevention efforts are still going strong.

**9. Public Comment: (7:46)**

Mike Worth of Garfield Road commented on the cost of the Boardman Lake Trail and the sidewalk near the township hall.

**10. Other Business (7:48)**

Schmuckal commented on liquor being served at Lucky's Market and asked

about the legality of the enterprise. McManus said that Lucky's has a different type of license to be able to serve alcohol.

Schmuckal commented on the tribe property on Herkner Road and safety concerns. An essential services contract was mentioned.

Building exterior bids are in and a building committee meeting will be scheduled. Rebates for LED have been reviewed.

11. **Adjournment**

Korn adjourned the meeting at 7:59 pm.

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

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




Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
03/23/2017	GEN	35856	MISC	MITCHELL GRAPHICS INC	CERTIFICATE LABELS	43.00
03/23/2017	GEN	35857	0071	86TH DISTRICT COURT	HUMANE TRAIN, LLC	42.00
03/23/2017	GEN	35858	0071	86TH DISTRICT COURT	K&M TIRE SERVICE	42.00
03/27/2017	GEN	35859	0557	MAPLE RIVER DIRECT MAIL	AV BALLOT MAILING	707.11
03/28/2017	GEN	35860	0004	ACCIDENT FUND OF MICHIGAN	WCV 015248 28 01	1,635.00
03/28/2017	GEN	35861	0930	BRENDA BURROWS	DESK	300.00
03/28/2017	GEN	35862	0065	CHERRYLAND ELECTRIC COOP.	ELECTRIC	2,082.37
03/28/2017	GEN	35863	0065	CHERRYLAND ELECTRIC COOP.	ELECTRIC	558.61
03/28/2017	GEN	35864	0375	FIFTH THIRD BANK	5473785477000478	133.17
03/28/2017	GEN	35865	0375	FIFTH THIRD BANK	5473785478000162	222.24
03/28/2017	GEN	35866	0001	GARFIELD CHARTER TOWNSHIP	HSA	310.00
03/28/2017	GEN	35867	0905	HOME DEPOT CREDIT SERVICES	SUPPLIES	16.46
03/28/2017	GEN	35868	0568	NORTHERN OFFICE EQUIP	SVC CONTRACT	301.58
03/28/2017	GEN	35869	0926	PLIC - SBD GRAND ISLAND	INSURANCE	1,207.64
03/28/2017	GEN	35870	0145	PRIORITY HEALTH	INSURANCE	14,135.21
03/28/2017	GEN	35871	0085	RICK ROBBINS	LEGAL SVCS	34.00
03/28/2017	GEN	35872	0915	SUPERFLEET	GAS	109.55
03/28/2017	GEN	35873	0391	THE GUARDIAN	LIFE INSURANCE	894.04
03/28/2017	GEN	35874	0080	TRAVERSE CITY FLEET REPAIR	OIL CHANGE	32.15
03/28/2017	GEN	35875	0202	UNITED WAY	UNITED WAY	165.00
03/28/2017	GEN	35876	0006	VOYA INSTITUTIONAL TRUST COMPANY	DEFERRED COMP VF3202	1,909.00
03/28/2017	GEN	35877	0006	VOYA INSTITUTIONAL TRUST COMPANY	DEFERRED COMP VF3202	1,909.00
03/30/2017	GEN	35878	0015	JOHN HANCOCK	88958-00-4	76,666.35
03/30/2017	GEN	35879	0086	GRAND TRAVERSE COUNTY TREAS	05-027-004-30 TAXES	364.27
04/04/2017	GEN	35880	0930	BRENDA BURROWS	FRONT DESK	157.50
04/04/2017	GEN	35881	0048	CONSUMERS ENERGY	100018131597	22.83
04/04/2017	GEN	35882	0917	DOUBLE R CO.	BUFFALO TRAIL	1,450.00
04/04/2017	GEN	35883	0102	DTE ENERGY	459156800011	1,507.67
04/04/2017	GEN	35884	0102	DTE ENERGY	459156800052	43.16
04/04/2017	GEN	35885	0001	GARFIELD CHARTER TOWNSHIP	702-000-214.836	500.00
04/04/2017	GEN	35886	0050	INTEGRITY BUSINESS SOLUTIONS	SUPPLIES	76.97
04/04/2017	GEN	35887	0395	SPECTRUM BUSINESS	INTERNET	75.00
04/04/2017	GEN	35888	0209	STATE OF MICHIGAN (P)	SITW	3,434.09
04/04/2017	GEN	35889	0192	SVEC CONSTRUCTION	SNOW PLOWING	210.00
04/06/2017	GEN	35890	0022	ALPERS EXCAVATING	PARK SNOW PLOWING	324.00
04/06/2017	GEN	35891	0148	AMERICAN WASTE	8642317	266.98
04/06/2017	GEN	35892	0148	AMERICAN WASTE	3394790	79.00
04/06/2017	GEN	35893	0064	CITY OF TRAVERSE CITY	170975-94720	695.12
04/06/2017	GEN	35894	0313	GRAND TRAVERSE CONSERVATION DI	MANAGEMENT SVCS 4.1-6.30.17	11,500.00
04/06/2017	GEN	35895	0100	GRAND TRAVERSE COUNTY DPW	5105021	143.17
04/06/2017	GEN	35896	0100	GRAND TRAVERSE COUNTY DPW	5390511	11.50
04/06/2017	GEN	35897	0916	GRID4 COMMUNICATIONS, INC.	PHONES	1,044.36
04/06/2017	GEN	35898	0472	RUBY CLEANING SERVICE	CLEANING SVCS	1,150.00
04/06/2017	GEN	35899	0472	RUBY CLEANING SERVICE	CLEANING SVC	125.00
04/06/2017	GEN	35900	0045	STAPLES	SUPPLIES	227.29
04/06/2017	GEN	35901	0067	TRAVERSE CITY RECORD EAGLE	ADVERTISING	1,832.15

GEN TOTALS:  
 Total of 46 Checks: 128,695.54  
 Less 0 Void Checks: 0.00  
 Total of 46 Disbursements: 128,695.54

3. b.

MT  
Prepared for Garfield Twp 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 15-001617	008-027-00	Baruch SLS Inc	4841 N Long Lake Rd.	2015	\$ 359,400	\$ 359,400	\$ -	\$ -	\$ (359,400)	\$ (359,400)	12/9/15 Rec'd order to place case in abeyance/ until Supreme Court decides on the Saginaw Co case.  9/26/16 Added 2016
	008-027-10	Baruch SLS Inc	4825 N Long Lake Rd	2015	\$ 141,900	\$ 141,900	\$ -	\$ -	\$ (141,900)	\$ (141,900)	
	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)	
2 16-003616	008-027-00	Baruch SLS Inc	4841 N Long Lake Rd.	2016	\$ 926,200	\$ 926,200	\$ -	\$ -	\$ (926,200)	\$ (926,200)	1/3/17 Rec'd email - case will likely be withdrawn. 4/5/17 Sent atty info re: PLT, she will present to clients and request they withdraw this appeal.  2/15/17 Made offer to settle by reducing 2015 AV/TV to \$732,000 (\$192.64/sf) 4/5/17 Stip signed & returned. Waiting for judgment.
	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)	
3 15-003858	015-025-22	WODA Boardman Lake Ltd Div	2960 Feiger Ln Boardman Lake Dr	2016	\$ 708,300	\$ 666,499	\$ 435,000	\$ 435,000	\$ (273,300)	\$ (231,499)	2/15/17 Made offer to settle by reducing 2015 AV/TV to \$732,000 (\$192.64/sf) 4/5/17 Stip signed & returned. Waiting for judgment.
	015-025-30			2016	\$ 1,739,700	\$ 1,719,441	\$ 1,065,000	\$ 1,065,000	\$ (674,700)	\$ (654,441)	
4 16-003585	021-009-00	Wellington Real Estate, Inc	2800 N US 31 South Judge: Marcus Abood	2015	\$ 903,500	\$ 775,533	\$ 450,000	\$ 450,000	\$ (453,500)	\$ (325,533)	2/15/17 Made offer to settle by reducing 2015 AV/TV to \$732,000 (\$192.64/sf) 4/5/17 Stip signed & returned. Waiting for judgment.
	Valuation Disclosure Due: 3/20/17	Olive Garden		2016	\$ 762,400	\$ 762,400	\$ 450,000	\$ 450,000	\$ (312,400)	\$ (312,400)	
5 016-002436	021-009-00	Darden #0021670	2800 N US 31 South	2016	\$ 753,400	\$ 734,196	\$ 450,000	\$ 450,000	\$ (9,000)	\$ (28,204)	3/20/17 Rec'd order to compel discovery; extend; remove from Sept & add to Dec Prehearing General Call. 4/4/17 Rec'd interrogatory responses. Appraiser: Mike Ellis cost \$27,500 (Garf/GT Co-\$6,875ea) 3/10/17 Rec'd order of dismissal.  4/5/17 Spoke with ATTY, she is working with client on where they want to go with this case.
	Valuation Disclosure Due: 10/3/17	Olive Garden		2016	\$ 21,593,800	\$ 21,483,537	\$ 12,462,460	\$ 12,462,460	\$ (9,131,340)	\$ (9,021,097)	
	021-015-00 & Grand Traverse Mall LLC		3200 W South Airport Rd Judge: Steven Lasher	2016	\$ 89,500	\$ 64,709	\$ 37,540	\$ 37,540	\$ (151,960)	\$ (27,169)	
	021-015-70			2016	\$ 21,683,300	\$ 21,548,266	\$ 12,500,000	\$ 12,500,000	\$ (9,183,300)	\$ (9,048,266)	
6 16-003409	Valuation Disclosure Due: 10/3/17	ARCP RL Portfolio V LLC	2691 N US 31 South	2016	\$ 583,800	\$ 569,403	\$ 350,000	\$ 350,000	\$ (233,800)	\$ (219,403)	3/10/17 Rec'd order of dismissal.  -42% -40% -39%
	021-028-00	Red Lobster		2016	WITHDRAWN						
7 16-003352	021-043-00	Fifth Third Bank	3535 W South Airport Rd	2016	\$ 1,320,600	\$ 661,653	\$ 300,000	\$ 300,000	\$ (1,020,600)	\$ (861,653)	4/5/17 Spoke with ATTY, she is working with client on where they want to go with this case.
	Valuation Disclosure Due: 11/20/17			2016	Pre-hearing General Call Jan 16-31, 2018						
TOTALS:	2015				\$ 1,829,700	\$ 1,701,733	\$ 450,000	\$ 450,000	\$ (1,379,700)	\$ (1,251,733)	Garfield Potential Tax Loss
	2016				\$ 27,689,000	\$ 26,818,562	\$ 15,100,000	\$ 15,100,000	\$ (12,589,000)	\$ (11,718,562)	
	2017										
SETTLED VALUES:					2015	\$ (171,500)	\$ (43,533)				
					2016	\$ (9,000)	\$ (28,204)				
					2017						
					2015	\$ (4,175.53)					
					2016	\$ (23,437.12)					
					2017	\$ -					
					2015	\$ (145.22)					
					2016	\$ (56.41)					
					2017	\$ -					
					ACTUAL TWP TAX LOSS						

 <b>Charter Township of Garfield</b> Planning Department Report No. 2017- 28		
Prepared:	April 5, 2017	Pages: 1 of 2
Meeting:	April 11, 2017 Township Board	Attachments: <input type="checkbox"/>
Subject:	Request to Schedule a Public Hearing for the Commons Ordinance	

### OVERVIEW

As all of you are aware, a joint meeting was held between the Garfield Township Board, Traverse City Commission, and Joint Planning Commission (JPC) to discuss and introduce the new zoning regulations for the Grand Traverse Commons. Following discussion, there was a consensus to schedule a joint public hearing and if appropriate consider the adoption of the ordinance.

### STAFF COMMENT

Following several stakeholder meetings and public hearings at the JPC level we are confident that we have addressed everybody's concerns. This project has been in the works for several years and has been drafted to regulate the development and re-development of the Grand Traverse Commons which is the largest known historical preservation project in the nation. This hybrid form based zoning code is also the first of its kind and will likely set the standard for future preservation projects at any scale.

### ACTION REQUESTED

MOTION THAT a public hearing be scheduled for May 8, 2017, at 6:00 PM to consider enacting zoning regulations for the Grand Traverse Commons. Said meeting to be held at Kirkbride Hall, located at 700 Cottageview Dr, Ste 200, located in the Grand Traverse Commons.

CHARTER TOWNSHIP OF GARFIELD  
GRAND TRAVERSE COUNTY, MICHIGAN

**Invitation and notice to residents of Charter Township of Garfield  
Regarding a public hearing for the Proposed Zoning Ordinance  
for the Grand Traverse Commons**

The Township Clerk, on behalf of the Board of Trustees, welcomes you and wishes to provide you a notice of a joint meeting for a **Public Hearing** to be held by the Township Board on **May 8, 2017 at 6:00 p.m. within the Kirkbride Hall, located in The Village of Grand Traverse Commons at 700 Cottageview Drive, Suite 200, Traverse City, MI 49684.**

The public hearing is being held to consider enacting zoning regulations for the Grand Traverse Commons, which represents the framework for the development and redevelopment of the Grand Traverse Commons.

Anyone wishing to comment on the request may do so in person at the public hearing or in writing to the Township Clerk, 3848 Veterans Drive, Traverse City, MI 49684. A copy of the Proposed Zoning Ordinance is available for public viewing at the Township Clerk's office.

Lanie McManus, Clerk

The Garfield Township Board will provide necessary reasonable auxiliary aids and services, such as signers for hearing impaired and audio tapes of printed materials being considered at the meeting to individuals with disabilities upon the provision of reasonable advance notice to the Garfield Township Board. Individuals with disabilities requiring auxiliary aids or services should contact the Garfield Township Board by writing or calling Lanie McManus, Clerk, Ph: (231) 941-1620, or TDD #922-4412.


**CHARTER TOWNSHIP OF GARFIELD BOARD OF TRUSTEES  
&  
CITY OF TRAVERSE CITY COMMISSION  
&  
TRAVERSE CITY AND GARFIELD TOWNSHIP GRAND  
TRAVERSE COMMONS COMMISSION**

Kirkbride Hall  
700 Cottageview Dr, Ste 200  
Traverse City MI 49684  
**May 8, 2017**  
6:00 PM

There will be a joint meeting between The Traverse City Commission, Garfield Township Board of Trustees, and the Grand Traverse Commons Planning Commission on May 8, 2017 at 6:00 p.m. at Kirkbride Hall with the intent of holding a public hearing and to discuss possible adoption of the Grand Traverse Commons Development Regulations Zoning Ordinance.

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.

 <b>Charter Township of Garfield</b> Planning Department Report No. PD 2017-15			
Prepared:	March 21, 2017	Pages:	1 of 5
Meeting:	April 11, 2017 Township Board	Attachments:	<input type="checkbox"/>
Subject:	Zoning Ordinance Amendment #6 Introduction		

**BACKGROUND:**

Based on discussion at previous planning commission meetings (12-14-17, 1-25-17, 2-8-17, 3-8-17) the Planning Commission was supportive of allowing hotels in the C-P Planned Shopping district provided the height and number of stories for hotels in all districts were addressed.

**STAFF COMMENT**

The public hearing was held on March 8, 2017, with one person commenting and requesting a change to allow an increase in height and decrease in setbacks for the use. Following discussion, the Planning Commission voted 6-1 to recommend the amendment to the Township Board as presented. For clarification, the descending vote preferred a 40 foot height maximum (rather than 35) but supported permitting the use in the C-P District.

The Planning Commission was supportive to the idea of allowing the Hotel use in the C-P district but required clarification and additional information such as the height and number of stories of existing hotels. The following information was evaluated by the planning commission prior to drafting the language and resulted in the recommendation.

Height / # of Stories:

As a reminder, the Zoning Ordinance limits the height of buildings in the C-G zone to 35-feet, although this can increase on a 1-to-1 foot basis as setbacks increase. There is no maximum number of stories for hotels in the C-G, C-H, or C-P districts. However, anything over 35-feet does require FAA approval.

For clarification, height is measured to the middle of the roof on peaked roofs or to the top of a flat roof. Measuring to the middle of a peaked roof allows for a more aesthetic roof line, however absent architectural regulations (not encouraged) allowing additional height does not guarantee a peaked roof. Traditionally, hotel projects in Garfield Township were approved by way of a PUD, which allows leniency on height, if requested.

In an effort to make an informed decision the Planning Commission asked for an evaluation of the three existing hotels in the area near the intersection of W. South Airport and US-31 South (Sam's Club).

Our findings are as follows:

- Courtyard by Marriot (S. Airport Road). 3 stories; ~ 41 feet in height to middle of roof / 35 feet to eave - Allowed extra height due to PUD. A buildings height is measured to the middle of the roof on peaked roofs.



- Fairfield Inn & Suites (North Country Drive near Cracker Barrel). 3 stories, ~ 35 feet in height to middle of roof - 40 to the peak. (not a PUD). Again, height is measured to the middle of the roof.



- Baymont Inn (US-31). 3 stories, ~32 feet in height to flat roof. (not a PUD)



Following discussion, the Planning Commission (majority) felt that the district maximum of 35 feet combined with a 3-story limitation was warranted to stay consistent with hotels currently in place. The Planning Commission discussed this topic on numerous instances spanning several months and have made the recommendation to move the amendment forward as written.

THE FOLLOWING LANGUAGE IS PROPOSED TO BE REPLACED IN ITS ENTIRETY

Section 320 B (5)

- (5) Hotels and Motels under the following conditions:
- Minimum Floor Area: Each guest unit shall contain not less than two hundred fifty (250) square feet of floor area.
  - Minimum Lot Area: 800 square feet of lot area per guest unit, with a minimum one (1) acre lot and one hundred fifty (150) feet of road frontage:
  - Maximum Lot Coverage: All buildings, including accessory buildings, shall not occupy more than twenty-five percent (25%) of the net area within property lines of land developed at any one time.
  - Minimum Yard Dimensions: All buildings shall be set back no less than one hundred (100) feet from any street line, and no less than forty (40) feet from any side or rear property line.
  - Site Screening: The site may be enclosed by an open structure wood or wire fences along



any yard line, but shall not exceed six (6) feet in height. Shrubs and/or trees may be used to screen alone or in combination with structural screens. No screening shall in any way impair safe vertical or horizontal sight distance for any moving vehicle. Screening at least four (4) feet high shall be erected to prevent headlight glare from shining on adjacent residential or agricultural property. No screening shall be closer than seventy-five (75) feet to any street line, except for headlight screening which shall not be closer than thirty (30) feet.

- (f) Swimming pools and other outdoor recreational uses, PROVIDED, such facilities are an accessory use to a permitted use within the district and are located on the same site as the principal use to which they are accessory.
- (g) Accessory uses, such as meeting rooms, tavern, bar or similar uses, PROVIDED, such accessory use shall be carried on within the same building as the principal use. A caretaker's or proprietor's residence shall be permitted as an accessory use only when the principal use is a motel, motor-hotel, or other transient tourist facility.

THE FOLLOWING LANGUAGE IS *PROPOSED* TO REPLACE SECTION 320 B (5) IN ITS ENTIRETY

- 5. Hotels and Motels under the following conditions:
  - a. The property has a minimum lot area of one (1) acre and one hundred fifty (150) feet of road frontage.
    - i. In addition to "a" above, a minimum of 800 square feet of lot area is required per guest unit.
  - b. Guest units shall have a minimum size of two hundred fifty (250) square feet of floor area.
  - c. All structures shall have a minimum front yard setback of one-hundred (100) feet and a side yard setback of no less than 40 feet.
  - d. The structure shall not exceed 35' in height and shall not exceed 3 stories.
    - i. For the purpose of "d" above, height exceptions permitted by Section 614 of this ordinance shall not apply.
  - e. The maximum lot coverage shall not exceed twenty-five percent (25%) of the property.
  - f. Indoor accessory uses such as meeting rooms, taverns, restaurants or similar uses, may be permitted provided they are located within or attached to the hotel.
  - g. Outdoor swimming pools and other outdoor recreational uses may be permitted, provided such facilities are deemed an accessory use to the hotel, and are located on the same parcel.


THE FOLLOWING LANGUAGE IS PROPOSED TO BE ADDED TO ARTICLE 3 SECTION 322, B.:

- (2) Hotels and Motels, subject to the conditions specified in Section 320.B(5)

**ACTION REQUESTED:**

Following a public hearing and recommendation by the Planning Commission, the Township Board must also hold a public hearing on the amendment. Therefore, the following motion is offered for consideration:

**MOTION THAT** proposed Amendment No. 6 to Charter Township of Garfield Ordinance No. 68, as described within and attached to Planning Department Report No. 2017-15, *BE ACCEPTED* and scheduled for a public hearing on May 9, 2017.

 <b>Charter Township of Garfield</b> Planning Department Report No. 2017- 27			
Prepared:	April 4, 2017	Pages:	1 of 2
Meeting:	April 11, 2017 Township Board	Attachments:	<input checked="" type="checkbox"/>
Subject:	YMCA South / BVNP Site Visit		

**BACKGROUND:**

Some of you may be familiar with the YMCA (south) which operates out of our building on Racquet Club Drive. The Y historically owned this property, but in 2004 it and the surrounding property on the river was purchased by the Township as part of a Trust Fund Grant. At the time, the Township and the Y entered into a lease agreement to allow the YMCA to continue to use the building with additional opportunity for extensions.

In 2015, the Township Board agreed to extend the lease for an additional 3 years (back dated to 2014) with two 1 year extension options, totaling 5 years. New leadership at the Y has invested approximately \$50,000 dollars into the building since 2015 and continue to make improvements to the building in hope to continue our partnership on a long term basis.

This property is also a part of the Boardman Valley Nature Preserve property in which we have received a grant to incorporate a kayak launch, pickle ball courts, walkways, a pavilion, and more.

**STAFF COMMENT**

As mentioned above, the Y will be approaching the Township Board for consideration of a lease extension. Prior to the request, Jay Buckmaster (YMCA) asked that the Township Board visit the building for a tour of the facility and update of the improvements.

A tentative time/date for consideration for the onsite meeting is Tuesday, May 9th at 4:30. That would allow ample time for questions and the ride back to the township hall for the Board's regular scheduled meeting at 6:00. This special meeting would require proper publication.

**ACTION REQUESTED**

If the Board is willing to entertain a tour of our facility the following motion would be appropriate.

MOTION THAT the Township Board schedules a special site visit meeting to be held at 3000 Racquet Club Drive on May 9th at 4:30.

YMCA (South) - Special Meeting Request - TB





Engineering  
Surveying  
Testing &  
Operations

123 West Fro  
Traverse City, Michiga  
231.946.5874 IID  
231.946.3703 IID

April 5, 2017

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

Re: Olesons/US31Service Drive  
GFA Project No. 16290

Dear Chuck:

The project for the US 31 Service Drive has been completed. Enclosed please find the following items submitted by the contractor in compliance with the contract documents.

- 1) Certificate of Substantial Completion
- 2) Letter of Guarantee
- 3) Engineer's Certification
- 4) Affidavit of Completion/Consent of Surety
- 5) Recorded Grant of Easement (Receive and File)

The Record Drawings are completed and both paper and CD copies will be delivered to the Grand Traverse County Department of Public Works along with associated reports.

GFA has provided construction observation for this project and hereby verifies that to the best of our knowledge, the contractor has installed the facilities according to the plans and specifications. Based on this information, we recommend that the Township accept the facilities.

If you have any questions regarding this matter, please do not hesitate to contact our office.

Sincerely,  
GFA



Jennifer Hodges, P.E.  
Project Manager

Enclosures

cc: John Divozzo, Grand Traverse County DPW

**CERTIFICATE OF SUBSTANTIAL COMPLETION**

Owner: The Oleson Foundation  
 Contractor: Molon Excavating  
 Engineer: H. Luzius Engineering  
 Project: US31 Service Dr.

Owner's Contract No.:  
 Contractor's Project No.:  
 Engineer's Project No.: HLE No. 2015 12 01  
 Contract Name: NA

**This final Certificate of Substantial Completion applies to:**

All Work  The following specified portions of the Work:

**Modifications to the following existing manholes owned by the Charter Township of Garfield:  
 IPP MH serving KFC; MH #1039; MH #1040; MH #1041; IPP MH serving Classic Motor Sports; MH  
 FOR Air Release Valve Force Main; MH #1042; MH #1043**

**Date of Substantial Completion:**

**January 10, 2017**

The Work to which this Certificate applies has been inspected by authorized representatives of Owner, Contractor, and Engineer, and found to be substantially complete. The Date of Substantial Completion of the Work or portion thereof designated above is hereby established, subject to the provisions of the Contract pertaining to Substantial Completion. The date of Substantial Completion in the final Certificate of Substantial Completion marks the commencement of the contractual correction period and applicable warranties required by the Contract.

A punch list of items to be completed or corrected is attached to this Certificate. This list may not be all-inclusive, and the failure to include any items on such list does not alter the responsibility of the Contractor to complete all Work in accordance with the Contract.

The responsibilities between Owner and Contractor for security, operation, safety, maintenance, heat, utilities, insurance, and warranties upon Owner's use or occupancy of the Work shall be as provided in the Contract, except as amended as follows: *[Note: Amendments of contractual responsibilities recorded in this Certificate should be the product of mutual agreement of Owner and Contractor; see Paragraph 15.03.D of the General Conditions.]*

Amendments to Owner's responsibilities:  None  
 As follows

Amendments to Contractor's responsibilities:  None  
 As follows:

The following documents are attached to and made a part of this Certificate: 1) *Manhole Punch List dated August 23, 2016;* 2) *Master Punch List distributed on October 5, 2016*

This Certificate does not constitute an acceptance of Work not in accordance with the Contract Documents, nor is it a release of Contractor's obligation to complete the Work in accordance with the Contract.

<p><b>EXECUTED BY ENGINEER:</b></p> <p>By: <u><i>D. Harry Luzius</i></u>          (Authorized signature)          President, H. Luzius Engineering, LLC</p> <p>Title: <u>Engineering, LLC</u></p> <p>Date: <u>January 9, 2017</u></p>	<p><b>RECEIVED:</b></p> <p>By: <u><i>Brenda Oleson</i></u>          Owner (Authorized Signature)          Project Manager, The Oleson Foundation</p> <p>Title: <u>Foundation</u></p> <p>Date: <u>1-9-17</u></p>	<p><b>RECEIVED:</b></p> <p>By: <u><i>J. K. [Signature]</i></u>          Contractor (Authorized Signature)          Project Manager, Molon Excavating</p> <p>Title: <u>Project Manager, Molon Excavating</u></p> <p>Date: <u>1/10/17</u></p>
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**LETTER OF GUARANTEE**

DATE: January 10, 2017

HLE PROJECT NO. 2015 12 01  
GFA PROJECT NO. 16290

OWNER: The Oleson Foundation  
3860 N. Long Lake Rd.  
Traverse City, Michigan 49684

PROJECT: US 31 Service Dr.  
Modifications to Sewer Manholes

Gentlemen:

As the Contractor for this Project, I hereby guarantee all materials and equipment furnished and all Work performed on this Project including any restoration Work necessary to be repaired or replaced.

With respect to this Project, to our personal knowledge, all payments have been made and there are no Liens on said system

This guarantee will remain in effect for a period of one (1) year from the date of acceptance by the Municipality.

Signature:   
Tom Brayton

Title: VICE PRESIDENT  
Project Manager

Company Name:  
Molon Excavating

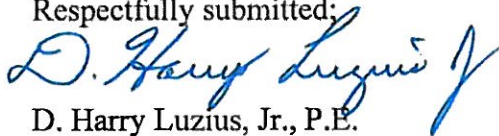
Address:  
125 Buck Shot Dr.  
Traverse City, Michigan 49685

**ENGINEER'S CERTIFICATION**  
**US 31 Service Dr.**  
**Modifications to Existing Manholes**  
**HLE Project No. 2015 12 01**

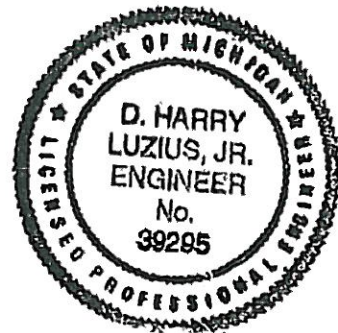
**January 10, 2017**

I, D. Harry Luzius, Jr., as a duly registered Professional Engineer in the State of Michigan, having been authorized to observe on a periodic basis the modifications to the existing manholes during the reconstruction of the US31 Service Dr., located in the Charter Township of Garfield, Grand Traverse County, hereby state that to the best of my abilities, due care and diligence was used in the observation of the extension of the manhole cones to match the finished grade of the service drive, in conformity with the plans and specifications. I certify that the construction of the project was observed to be built within substantial compliance and intent of the approved plans and specifications.

Respectfully submitted:



D. Harry Luzius, Jr., P.E.  
Registration No. 39295





**Affidavit of Completion  
Sanitary Sewer Modifications at  
US31 Service Dr.  
Owner: The Oleson Foundation  
January 10, 2017**

To: Chuck Korn, Supervisor  
Garfield Charter Township  
3848 Veterans Dr.  
Traverse City, Michigan 49684

In 2016, a service drive owned by the Oleson Foundation was widened and paved under the auspices of a Special Land Use Permit Amendment approved by the Planning Commission in May of 2016. Located within the newly reconstructed service drive is a sanitary sewer line and force main currently owned by Garfield Township, the record drawings of which were submitted to the township by Gourdie-Fraser, Inc.: Project No. 990215, dated October 13, 1999.

The sewer manholes within the reconstructed service drive were modified, which involved adding cone sections and/or manhole cover rings to raise the rim elevations to match the finished grade of the rebuilt service drive. A sheet with record information depicting the new rim elevations of each of the manholes is attached. Four additional sheets are being provided for the use of Garfield Township and the Grand Traverse Co. Department of Public Works as an amendment to the original record drawings.

~~This affidavit is being submitted as a part of the close out documentation to provide an assurance to Garfield Township that the modification work which was done to the manholes has been completed free and clear of any liens or encumbrances. There has been no work done on these manholes for which the bills have not been paid.~~

Sincerely,



Brad Oleson, Owner

## GRANT OF EASEMENT

KNOW ALL MEN BY THESE PRESENTS: that **The Oleson Foundation**, a Michigan non-profit corporation (Grantor), whose address is P.O. Box 72, Traverse City, Michigan 49686, for and in consideration of One and no/100 Dollar (\$1.00), grants and conveys to **The Charter Township of Garfield**, a Michigan municipal corporation (Grantee), whose address is 3848 Veterans Drive, Traverse City, Michigan 49684, and the successors and assigns of Grantee, a non-exclusive easement for the purposes of laying, constructing, maintaining, operating, repairing, substituting, removing, enlarging, inspecting and replacing public and/or private utilities, through, along and across the following described property ("Easement"):

Situated in the Township of Garfield, County of Grand Traverse, State of Michigan, to wit:

### **TWO (2) 20' WIDE PUBLIC UTILITY EASEMENTS:**

#### **20' WIDE PUBLIC SANITARY SEWER MAIN EASEMENT**

A 20 foot wide Easement for the installation and maintenance of PUBLIC SEWER and Appurtenances in part of Section 32, Town 27 North, Range 11 West, Garfield Township, Grand Traverse County, Michigan, which is more fully described as:

**EXHIBIT "A"** (attached).

#### **20' WIDE PUBLIC FORCE MAIN EASEMENT**

A 20 foot wide Easement for the installation and maintenance of FORCE MAIN and Appurtenances in part of Section 32, Town 27 North, Range 11 West, Garfield Township, Grand Traverse County, Michigan, which is more fully described as:

**EXHIBIT "B"** (attached).

Subject to other easements or restrictions, if any.

Together with the right of ingress and egress to, from and over said lands, and subject to other easements or restrictions, if any.

The Grantee shall replace and restore the property, to the extent practicable, whenever any construction or maintenance occurs within the Easement area to the conditions as existed prior to the construction or maintenance. Grantee shall not be responsible for replacing any trees or vegetation in the Easement area that are disturbed as a result of construction or maintenance. Grantor agrees that no buildings, fences or other structures of any kind will be placed within the boundaries of said Easement, and Grantor shall not plant any trees or vegetation in the Easement that interfere with Grantee's rights under this Easement. Grantee shall have the right to remove any buildings, fences, structures, trees or vegetation placed within the Easement, and Grantor shall be responsible for the cost of such removal. Notwithstanding anything contained herein to the contrary, the Easement is located below a paved service drive, and Grantee, at Grantee's expense, shall be responsible to restore any paved areas to the condition as existed after conducting any repairs, maintenance, replacement or other activities within the Easements.

The Easements and associated rights and restrictions are granted in perpetuity.

Grantor and Grantee, as used herein, shall be deemed to be plural, when required to be so, and shall include the heirs, successors and assigns of the parties hereto.

The word 'easement,' as used herein, shall be deemed to be plural when required to be so.

The rights, obligations and restrictions under this Grant of Easement shall run with the land of Grantors and shall be binding on the successors and assigns of Grantors.

Dated this \_\_\_\_\_ day of December, 2016

**The Oleson Foundation**

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By: Donald W. Oleson

Its: President

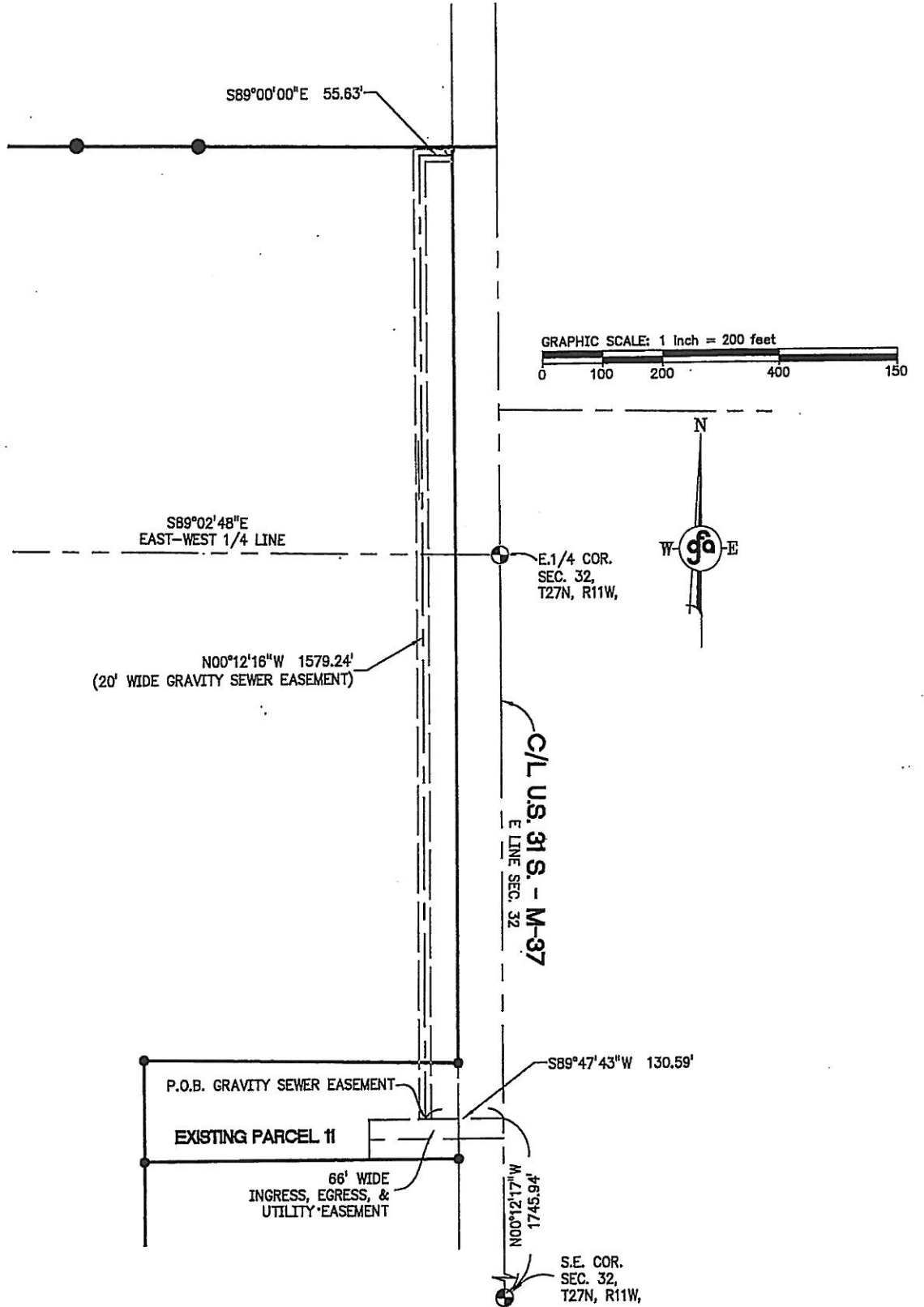
*[notarization on the following page]*



**EXHIBIT A**

**(20' wide Public Sanitary Sewer Main Easement)**

# EXHIBIT 'A' - GRAVITY SEWER EASEMENT



PREPARED FOR: .

BASIS OF BEARINGS: M.D.O.T. HIGHWAY PLAN

ENGINEERING  
SURVEYING  
TESTING & OPERATIONS  
  
123 West Front Street  
Traverse City, MI 49684



<http://gfa.tc>  
231.946.5874 (p)  
231.946.3703 (f)

Location: PART OF THE  
E 1/2 OF  
SECTION 32, TOWN 27 NORTH, RANGE 11 WEST  
GARFIELD TOWNSHIP, GRAND TRAVERSE COUNTY, MI

DATE: 10/13/16
P.J.: MIKE RADEMAKER
DR.: MJC    CDL: MJR
15279
SHT 1 OF 2

# EXHIBIT 'A' - DESCRIPTION

Prepared for: THE OLESON FOUNDATION


## 20 FOOT WIDE GRAVITY SEWER EASEMENT

An easement for the installation and maintenance of a gravity sanitary sewer line, the centerline of said easement being more fully described as:

Commencing at the Southeast corner of said section 32;  
 thence North 00°12'17" West, 1,745.94 feet along the East line of said Section 32;  
 thence South 89°47'43" West, 130.59 feet, to the Point of Beginning of said easement centerline;  
 thence North 00°12'16" West, 1579.24 feet;  
 thence South 89°00'00" East, 55.63 feet, to a point on the right-of-way line of U.S.-31 South & M-37  
 and the Point of Ending of said easement centerline

The sidelines of said easement are to be extended or shortened to meet at angle points, to begin at a line bearing South 89°47'43" West, and to terminate at the right of way line of U.S.-31 South & M-37.

PREPARED FOR: **THE OLESON FOUNDATION**

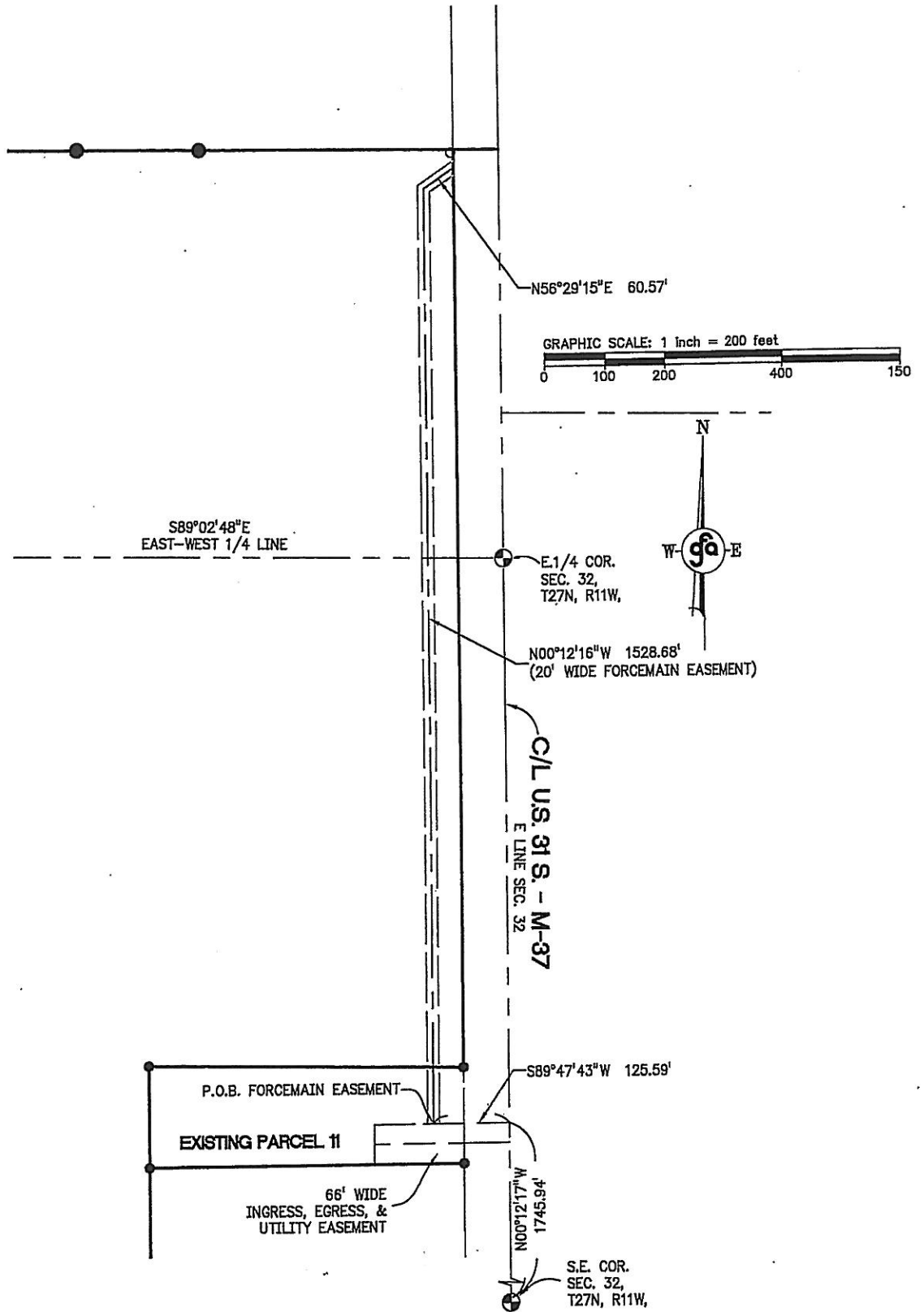
<p>ENGINEERING SURVEYING TESTING &amp; OPERATIONS</p> <p>123 West Front Street Traverse City, MI 49684</p>		<p><a href="http://gfa.tc">http://gfa.tc</a></p> <p>231.946.5874 (p)</p> <p>231.946.3703 (f)</p>	<p>Location: <b>PART OF THE E 1/2 OF SECTION 32, TOWN 27 NORTH, RANGE 11 WEST GARFIELD TOWNSHIP, GRAND TRAVERSE COUNTY, MI</b></p>	<p>DATE: 9/12/15</p> <p>PREPARED BY: MIKE RADEMAKER</p> <p>DR: MJC    CDR: MJR</p> <p style="font-size: 1.2em; font-weight: bold;">15279</p> <p>SHT 2 OF 2</p>
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**EXHIBIT B**

**(20' Wide Public Force Main Easement)**



# EXHIBIT 'B' - SANITARY FORCEMAIN EASEMENT



PREPARED FOR:		BASIS OF BEARINGS: M.D.O.T. HIGHWAY PLAN	
ENGINEERING SURVEYING TESTING & OPERATIONS 123 West Front Street Traverse City, MI 49684		<a href="http://gfa.tc">http://gfa.tc</a>	Location: PART OF THE E 1/2 OF SECTION 32, TOWN 27 NORTH, RANGE 11 WEST GARFIELD TOWNSHIP, GRAND TRAVERSE COUNTY, MI
		231.946.5874 (p) 231.946.3703 (f)	DATE: 10/13/16 P.L.: MIKE RADEMAKER DR.: MJC CRD.: MJR 15279 SHT 1 OF 2

THESE DOCUMENTS ARE PREPARED IN ACCORDANCE WITH THE TERMS AND CONDITIONS OF THE CONTRACT FOR THIS PROJECT.  
 T:\PROJECTS\15279\PMO\SURVEY\FINAL EXHIBITS\15279\_SAN SEWER EXHIBITS A1D1G (10-13-16 1:34 PM) MCALLAGHAN REV: .

# EXHIBIT 'B' - DESCRIPTION

Prepared for: THE OLESON FOUNDATION


## 20 FOOT WIDE SANITARY FORCEMAIN EASEMENT

A 20 foot wide easement for the installation and maintenance of a sanitary forcemain, the centerline of said easement being more fully described as:

Commencing at the Southeast corner of said section 32;  
 thence North 00°12'17" West, 1,745.94 feet along the East line of said Section 32;  
 thence South 89°47'43" West, 125.59 feet, to the Point of Beginning of said easement centerline;  
 thence North 00°12'16" West, 1528.68 feet;  
 thence North 56°29'15" East, 60.57 feet, to a point on the right-of-way line of U.S.-31 South & M-37  
 and the Point of Ending of said easement centerline.

The sidelines of said easement are to be extended or shortened to meet at angle points, to begin at a line bearing South 89°47'43" West, and to terminate at the right of way line of U.S.-31 South & M-37.

PREPARED FOR: **THE OLESON FOUNDATION**

<p>ENGINEERING SURVEYING TESTING &amp; OPERATIONS</p> <p>123 West Front Street Traverse City, MI 49684</p>		<p><a href="http://gfa.tc">http://gfa.tc</a></p> <p>231.946.5874 (p)</p> <p>231.946.3703 (f)</p>	<p>Location: <b>PART OF THE E 1/2 OF SECTION 32, TOWN 27 NORTH, RANGE 11 WEST GARFIELD TOWNSHIP, GRAND TRAVERSE COUNTY, MI</b></p>	<p>DATE: 10/13/16</p> <p>P.J.: MIKE RADEMAKER</p> <p>DR.: MJD    CDL: MJR</p> <p style="font-size: 1.2em; font-weight: bold;">15279</p> <p>SHT 2 OF 2</p>
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THESE DOCUMENTS ARE PREPARED IN ACCORDANCE WITH THE TERMS AND CONDITIONS OF THE CONTRACT FOR THIS PROJECT.  
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GRAND TRAVERSE CONSERVATION DISTRICT  
MARCH 2017 REPORT

CONSERVATION TEAM

OWNER/PARKLAND: Garfield Township - Various

**Administration**

- Met with Supervisor Chuck Korn regarding the three-year agreement.
- Received over a dozen resumes and applications for the Conservation Technician position. Interviews were conducted and the job was offered to former Conservation Intern Russell Carter. He is scheduled to begin on April 10.
- Solicited bid for construction of connector trail from Kid's Creek Park to the Buffalo Ridge Trail.
- Gathered bids for the fishing platform at Miller Creek Nature Reserve.
- Planned for volunteer work event at Miller Creek Nature Reserve on April 12th to incorporate both habitat and recreational improvements.
- Planned for volunteer work event at the Commons Natural Area on April 19th to incorporate both habitat and recreational improvements.
- Solicited bid for demolition and removal of mill at Kid's Creek Park.
- Collaborated with community partners and TC West Middle School students to provide informational signage along the newly implemented Buffalo Ridge Trail and at Kid's Creek Park.
- In process of updating maps for the Parklands Trail Guide.
- Continued mapping of loop trails on the Boardman Valley Nature Preserve.

**Routine Monitoring and Maintenance**

- Monitored trails and trailheads at all Garfield parklands and replaced dog waste bags as needed.
- Changed seasonal posters at all information stations to reflect spring themes.
- Contacted American Waste to report over-flowing trash dispensers at Kid's Creek Park.
- Removed down trees and branches along trails at all parklands following high wind storms in early March.
- Repaired fencing at the Long Lake trailhead at Commons Natural Area.
- Replaced missing spindle on railing of fishing platform at Kids Creek Park.

**Grants**

- Submitted a request for matching funds from the Traverse City Track Club Endowment for the construction of a crush gravel connector trail from Kids Creek Park to the Buffalo Ridge Trail.

**Other**

- Created volunteer work bee flyers for events at the Commons and Miller Creek Natural Area.

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OWNER/PARKLAND: Recreational Authority – Hickory Meadows

**Administration**

- Received over a dozen resumes and applications for the Conservation Technician position. Interviews were conducted and the job was offered to former Conservation Intern Russell Carter. He is scheduled to begin on April 10.
- Developed a draft agreement for renewal of Resource Management Services between the Rec Authority and the District.



- Met with Matt Cowall to discuss preliminary thoughts on the 3 year agreement for Resource Management Services.
- Drafted annual work plan and budget for 2017/18 fiscal year with advisement from the Hickory Meadows Advisory Committee (HMAC).
- Scheduled and attended monthly meeting with the HMAC.
- Reviewed and discussed Hickory Hill's request for wastewater treatment infrastructure on property.
- Solicited bid for refurbishing and grading of the M-72 parking lot and entry.
- Ordered native trees and shrubs and planned for Earth Day planting event.
- Coordinated Wildlife and Wetland Solutions for upcoming invasive species control and native plantings.
- Scheduled drop-off of a port-a-potty for the Earth Day work bee event on April 22.

#### Routine Monitoring and Maintenance

- Visited trailheads weekly to refresh dog bags, pick-up trash, and check for maintenance needs.
- Cut and cleared down trees and branches along the trail system at Hickory Meadows and the Commons.
- Monitored for erosion, invasive species, and success of native seeding along TCL&P utility easement.
- Posted 'dogs on leash' signs at trailheads that were missing them.
- Rotated seasonal displays in information stations to reflect spring topics at various trailheads.

#### Grants

- Ordered native trees and shrubs for restorative planting of the TC Light & Power utility corridor in fulfillment of the funded restoration plan.

#### Other

- Created and posted volunteer Earth Day Work Bee event flyers at trailheads and around town.

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### BOARDMAN RIVER STEWARDSHIP

- Started selling kayak raffle tickets to help fund our stewardship work on the Boardman River. The kayak raffle will be held at the Adams Fly Festival scheduled for the June 3<sup>rd</sup>.
  - Re-arranged several downed hazard trees from the Forks to Brown Bridge.
  - Met with Brett Fessell of RCA, LLC re: severe 100' erosion site just downstream of the large wood habitat project. Added this site to the existing permits for the large wood project. Restored the site using a combination of toe-wood and composted wood chips. (See City of TC above for other related activities)
  - Attended a think-tank lunch meeting for Nature Change - Conversations About Conservation and Climate hosted by the Land Information Access Association & UpNorth Media Center. Dr. Joe VanderMeulen recorded the placement of the footbridge over the river at Brown Bridge. [www.Naturechange.org](http://www.Naturechange.org)
  - Met with Jim Carpenter of Cherryland Electric re: proposed trimming under the powerlines near the river.
  - Picked up 5-temperature loggers from MDNR fisheries biologist Heather Hettinger for placement in the river.
  - Met with Ms. Hettinger re: upcoming fish passage informational meeting to be held at the Nature Center.
-

ENVIRONMENTAL EDUCATION/BOARDMAN RIVER NATURE CENTER

**Nature Center Visitation this Month: 764**  
**Program Participants this month: 660**  
**Drop ins this month: 104**  
**Nature Center Visitation this year: 1,611**

**Nature Center Visitation March 2016: 856**  
**Program Participants March 2016: 714**  
**Drop in February 2016: 142**  
**Nature Center Visitation since 2008: 72,224**

**Program Participation & Program Planning:**

- 2017 Nature Day Camp Registration
  - \$11,158 in received camp registration fees (2016 at this time \$800)
  - \$5,853 in pending camp registration fees
  - **Total Camp Revenue- \$17,011**
- Ran nine Environmental Education Preschool Programs (Knee High Naturalist & Peepers)
  - 95 Peepers participants include 31 new families to GTCD Programming
  - Three Knee High Naturalist Programs consisting of eight participants each week
- Offered four Spring Break Programs servings 42 participants. This spring break programming resulted in over \$1,000 in paid camp sign-ups.
- Open second Saturday. Offered two owl programs. Morning owl program served 17 families and afternoon live raptor presentation had over 100 participants.

**Other Accomplishments:**

- Scheduled and confirmed all 2017 NEST (Nature Education for Students and Teachers) Programs.
- Completed 2017 State of Michigan licensing needs for the 2017 day camp season.
- Attended Traverse City Kids Expo- Talk to approximately 85 people about programming at the Boardman River Nature Center.
- Attended Rotary Camps and Services meeting for area camps. This meeting happens twice a year. 15 area camps (residential and day) in attendance.
- Met with Grass River Natural Area to explore possible partnership opportunities.
- Attended NMC job fair on behalf of GTCD to highlight seasonal positions.

**Ongoing Work:**

- Managing EE budget
- Updating EE website, BRNC/ GTCD Facebook page, and resources
- Community Education & outreach
- Managing program registrations (NEST, Peepers, Nature Day Camp)

**Upcoming Events at Boardman River Nature Center:**

- 4/1-4/30: Native Plant Garden Flat Preorder
  - 4/8, 10:00pm: Domestic Drinking well water screening
  - 8/8, 10am: Boardman River Nature Center Open
  - 4/26, 5:00pm: Planting Native Workshop
  - 3/28-3/31, 1pm: Spring Break Series Program
  - 4/4, 4/11, 4/18, 4/25, 10am: Peepers Preschool Programming
-



FOOD SAFETY

Conferences and Networking Opportunities

- February 22 - 23 Michigan Grape and Wine Conference
- March 7 - 8 Michigan Farmers Market Conference

Training

- On-line coursework developed by FDA and the industry, has been assigned to the Food Safety Technicians. There are 32 courses with exams at the end of each course. Have completed 16.
- Required *Produce Safety Alliance Grower Training Course* - completed January 19.
- *Better Process Control School*, required for Food Safety Technicians. Four day program completed with certification from FDA, March 19.

Upcoming

- *Food Service/Safety Certification Training*, April 11.
- *MDARD Food and Dairy Division Annual Training*, April 25 - 27.
- *FSPCA Preventive Controls Human Food Training Course*, May 2 - 4.
- *New Educator Workshop*, May 17 - 18.

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FORESTRY ASSISTANCE PROGRAM (FAP)

Trainings: Early Succession Forest Training - Gaylord

On-Site Visits:

Grand Traverse County

1. 7 acs., Long Lake Twp.
2. 30 acs., Mayfield Twp.
3. 14 acs., Garfield Twp.
4. 20 acs., East Bay Twp. S.
5. 8 acs., Paradise Twp.
6. 23 acs., Grant Twp.
7. 62 acs., Grant Twp.
8. 1 ac. Penninsula Twp.S.
9. Bluff Road
10. 10 acs., Garfield Twp.

Written Forest Management Recommendations: 1 QFP Verifications: 1 MAEAP/FWH Verifications: 0

FAP Referrals to Private Sector: 8 FAP Referrals to Public Sector: 0

In-office Contacts: 53 landowners Follow-up Contacts: 80 landowners/qualified foresters

**FAP Promotion/Program Development:**

1. Update website/forester referral lists/landowner email lists
  2. Forest Soils Presentation by Dr. Schaetzl - 90 in attendance
  3. Interview with Joe Vandermulen's Nature Change website 1 - Dr. Schaetzl and 2 - Charles St. Charles
  4. FAP Monthly conference call
  5. Institute for Sustainable Foraging Board meeting (final)
  6. GTCD Planting Workshop - approximately Teams- 14 students attended
  7. Manned FAP Booth for TC Hunting and Fishing Expo. (three days)
  8. FAP Quarterly Review with Regional Supervisor
  9. Forest Health Interview with Record Eagle
- 

**INVASIVE SPECIES NETWORK**

Acres Treated: 0  
Sites Treated: 0  
Surveyed: 0  
Sites Surveyed: 0

Volunteers: 0  
Volunteer Hours: 0  
Active Contacts: 112  
Passive Contacts: 14,213 + website

**Meetings/Presentations:**

- 2/27-3/3 - Participated in National Invasive Species Awareness Week
- 3/2 - Attended NMC Job Fair (10 active, 30 passive contacts)
- 3/7 - ISN/TWC Phragmites planning meeting (1 present)
- 3/16 - Presented *Habitat Matters* to Grand Traverse Area Beekeeping Club (30 present)
- 3/21 - Hosted ISN Partner Meeting
- 3/22 - Private land site visit (GT County) with Inhabitech LLC (2 contacts)
- 3/25 - Held booth at Michigan Bluebird Festival (50 passive, 25 active contacts)
- 3/28 - Presented *Habitat Matters* to TC Newcomers Club (62 present)

**Treatments and Surveys:**

- 3/27 - Private land site visit, Blair Twp (2 acres, 1 contact)
- Preparation for field season

**Other Accomplishments:**

- New GBB participant: Lakeshore Native Gardens
- Designed *Go Beyond Beauty* general participant sign
- Printed GBB participant materials
- NISAW blurb on IPR's Alamanac (>1,000 reach)
- Drafted & published [treatment graphic](#)
- Hired Survey Technicians
- [Registration](#) is open for Trade-Up/Barberry Dumpster Day!

**Upcoming Events:**

- 4/6, 2pm: *Go Beyond Beauty* Spring Meeting
-

MAEAP

Farms Visited: 12

Risk Assessments Completed: 12

Farms Verified: 1

**Update:**

- Two new MAEAP Technicians:
  - Lauren Silver – Antrim and Grand Traverse Counties
  - Lizzy Freed – Benzie and Leelanau Counties

**MAEAP Trainings:**

- 2/1 Integrated Pest Management School
- 3/9 Crops 101: Conservation Tillage and Residue Management
- 3/21 Crops 101: Wind Erosion: WEQ & WEPS
- 3/23 Crops 101: Water Erosion: RUSLE2 & IET
- 3/30-3/31 Crop\*A\*Syst Training

**Conferences & Networking:**

- 2/22-2/23 Grape & Wine Conference
- 3/3 Soil & Water Conservation Society Chapter Seminar
- 3/11 Highland Agriculture & Natural Resources Conference
- 3/15 NWM Food & Farming Network Study Session at The Father Fred Foundation

**Current Projects:**

- Working with:
  - 4 farms in Grand Traverse
- Risk Assessments Completed: 12
- 3/24 1 new MAEAP Verification: Vineyard in Grand Traverse County (Kingsley)

**Upcoming Events:**

- 4/8 Domestic Drinking Water Well Screening
- 4/19 Farm Bill Forum with U.S. Senate Committee on Agriculture, Nutrition, and Forestry
- 4/22 Recycle Smart Earth Day MAEAP Booth



# Clerk's Report

For March 31, 2017

Submitted 04/06/17

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 March in the General Fund, you will find that we had a total of \$276,491.88 Revenues and \$223,025.44 Expenditures. For the year we have a total of \$2,044,185.64 Revenues and \$493,128.34 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	2017 ORIGINAL BUDGET	2017 AMENDED BUDGET	YTD BALANCE 03/31/2017	ACTIVITY FOR MONTH 03/31/2017	AVAILABLE BALANCE
Fund 101 - GENERAL OPERATING FUND						
Revenues						
Dept 000						
101-000-403.000	CURRENT REAL PROPERTY TAXES	1,669,231.96	1,669,231.96	1,477,993.16	33,741.05	191,238.80
101-000-407.000	DEL PERSONAL PROP TAXES	0.00	0.00	378.19	0.00	(378.19)
101-000-423.000	TRAILER PARK FEES	6,000.00	6,000.00	1,874.50	628.50	4,125.50
101-000-445.000	PENALTIES & INT. ON TAXES	5,000.00	5,000.00	3,628.66	3,628.66	1,371.34
101-000-476.000	BUILDING PERMITS	175,000.00	175,000.00	34,161.00	16,805.00	140,839.00
101-000-476.001	PLANNING FEES	6,000.00	6,000.00	500.00	0.00	5,500.00
101-000-476.002	MAINT INSPECTION FEES	500.00	500.00	180.00	120.00	320.00
101-000-476.003	TREASURER FEES	500.00	500.00	0.00	0.00	500.00
101-000-476.004	PARK USE FEES	2,500.00	2,500.00	340.00	240.00	2,160.00
101-000-476.005	ZONING FEES	22,000.00	22,000.00	4,420.00	2,720.00	17,580.00
101-000-574.000	STATE SHARED REVENUE	1,200,000.00	1,200,000.00	435,045.00	217,905.00	764,955.00
101-000-574.001	STATE SHARED REV. - LIQUOR LA	19,000.00	19,000.00	13.75	0.00	18,986.25
101-000-575.000	Road Right of Way	20,000.00	20,000.00	500.00	500.00	19,500.00
101-000-612.000	CHARGES FOR TOWNSHIP SERVICES	7,000.00	7,000.00	357.98	137.00	6,642.02
101-000-627.000	TAX COLLECTION FEES	22,000.00	22,000.00	0.00	0.00	22,000.00
101-000-656.000	Ordinance Enforcement Fees	500.00	500.00	200.01	66.67	299.99
101-000-664.000	EARNED INTEREST	25,000.00	25,000.00	8,413.25	0.00	16,586.75
101-000-668.002	RENTS & ROYALTIES CABLE VIS	260,000.00	260,000.00	68,649.67	0.00	191,350.33
101-000-668.003	RENTS & ROYALTIES CABLE EQUIP	17,000.00	17,000.00	4,260.30	0.00	12,739.70
101-000-670.000	UNREALIZED LOSS ON INVESTMENT	0.00	0.00	2,865.55	0.00	(2,865.55)
101-000-673.000	SALE OF FIXED ASSETS	100.00	100.00	0.00	0.00	100.00
101-000-676.001	Reimbursed Treasurer Legal Fees	500.00	500.00	404.62	0.00	95.38
Total Dept 000		3,457,831.96	3,457,831.96	2,044,185.64	276,491.88	1,413,646.32
TOTAL REVENUES		3,457,831.96	3,457,831.96	2,044,185.64	276,491.88	1,413,646.32
Fund 101 - GENERAL OPERATING FUND:						
TOTAL REVENUES		3,457,831.96	3,457,831.96	2,044,185.64	276,491.88	1,413,646.32

PERIOD ENL 3/31/2017

2017

ACTIVITY FOR MONTH 03/31/17

GL NUMBER	DESCRIPTION	ORIGINAL BUDGET	2017 AMENDED BUDGET	YTD BALANCE 03/31/2017	ACTIVITY FOR MONTH 03/31/17	AVAILABLE BALANCE	% BDDT USED
<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	2,200.00	750.00	9,800.00	18.33
101-101-701.101	WAGES - FILE CLERK	12,000.00	12,000.00	2,281.82	673.60	9,718.18	19.02
101-101-701.102	WAGES - TRUSTEE	12,000.00	12,000.00	2,000.00	950.00	10,000.00	16.67
101-101-701.103	WAGES - TRUSTEE	12,000.00	12,000.00	1,850.00	800.00	10,150.00	15.42
101-101-701.104	WAGES - TRUSTEE	12,000.00	12,000.00	1,900.00	900.00	10,100.00	15.83
101-101-701.105	WAGES - OFFICE MANAGER	37,648.00	37,648.00	8,688.00	4,344.00	28,960.00	23.08
101-101-701.106	WAGES - RECEPTIONIST	25,975.40	25,975.40	5,114.72	2,502.93	20,860.68	19.69
101-101-726.000	SUPPLIES	5,000.00	5,000.00	933.05	353.53	4,066.95	18.66
101-101-726.001	POSTAGE	15,000.00	15,000.00	2,363.61	2,000.00	12,636.39	15.76
101-101-726.002	SUPPLIES - COPIER MAINTENANCE	7,500.00	7,500.00	953.80	376.58	6,546.20	12.72
101-101-801.002	LEGAL SERVICES - TOWNBOARD	15,000.00	15,000.00	217.00	205.50	14,783.00	1.45
101-101-801.004	LEGAL -Tax Tribunal	10,000.00	10,000.00	0.00	0.00	10,000.00	0.00
101-101-802.000	AUDIT AND ACCOUNTING	16,500.00	16,500.00	7,000.00	0.00	9,500.00	42.42
101-101-805.000	CONTRACTED AND OTHER SERVICES	5,000.00	5,000.00	880.00	462.00	4,120.00	17.60
101-101-860.000	MILEAGE	500.00	500.00	80.25	0.00	419.75	16.05
101-101-900.000	PRINTING & PUBLISHING	3,500.00	3,500.00	881.10	0.00	2,618.90	25.17
101-101-901.000	ADVERTISING	4,000.00	4,000.00	863.99	293.74	3,136.01	21.60
101-101-960.000	EDUCATION & TRAINING	4,000.00	4,000.00	27.82	0.00	3,972.18	0.70
101-101-965.101	DUES & PUBLICATIONS -TOWNBOAR	2,500.00	2,500.00	410.00	0.00	2,090.00	16.40
101-101-965.102	DUES - MICHIGAN TOWNSHIP ASSO	6,500.00	6,500.00	0.00	0.00	6,500.00	0.00
<b>Total Dept 101-TOWNBOARD</b>		<b>218,623.40</b>	<b>218,623.40</b>	<b>38,645.16</b>	<b>14,611.88</b>	<b>179,978.24</b>	<b>17.68</b>
<b>Dept 171-TOWNSHIP SUPERVISOR</b>							
101-171-701.201	WAGES - SUPERVISOR	71,889.32	71,889.32	16,589.82	8,294.91	55,299.50	23.08
101-171-701.202	WAGES - APPRAISER III	50,065.56	50,065.56	11,553.62	5,776.81	38,511.94	23.08
101-171-701.203	WAGES - ASSESSMENT CLERK	11,130.04	11,130.04	2,358.42	1,245.26	8,771.62	21.19
101-171-701.204	WAGES - APPRAISER II	50,065.56	50,065.56	11,553.60	5,776.80	38,511.96	23.08
101-171-701.205	WAGES - ASSESSOR	87,986.49	87,986.49	20,304.60	10,152.30	67,881.89	23.08
101-171-726.000	SUPPLIES	2,000.00	2,000.00	209.70	16.05	1,790.30	10.49
101-171-726.001	POSTAGE	3,500.00	3,500.00	2,881.84	(296.17)	618.16	82.34
101-171-805.000	CONTRACTED AND OTHER SERVICES	20,000.00	20,000.00	1,461.63	825.00	18,538.37	7.31
101-171-860.200	MILEAGE - SUPERVISOR	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00
101-171-860.201	MILEAGE - ASSESSOR	1,000.00	1,000.00	124.07	0.00	875.93	12.41
101-171-900.000	PRINTING & PUBLISHING	1,500.00	1,500.00	816.48	0.00	683.52	54.43
101-171-960.000	EDUCATION & TRAINING	6,000.00	6,000.00	1,308.09	196.61	4,691.91	21.80
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	273.00	0.00	1,527.00	15.17
<b>Total Dept 171-TOWNSHIP SUPERVISOR</b>		<b>308,936.97</b>	<b>308,936.97</b>	<b>69,434.87</b>	<b>31,987.57</b>	<b>239,502.10</b>	<b>22.48</b>
<b>Dept 191-ELECTIONS</b>							
101-191-701.000	WAGES	20,000.00	20,000.00	296.25	150.00	19,703.75	1.48
101-191-726.000	SUPPLIES	8,000.00	8,000.00	2,410.46	762.98	5,589.54	30.13
101-191-726.001	POSTAGE	8,500.00	8,500.00	1,991.57	711.62	6,508.43	23.43
101-191-860.000	MILEAGE	400.00	400.00	0.00	0.00	400.00	0.00
101-191-901.000	ADVERTISING	400.00	400.00	0.00	0.00	400.00	0.00
101-191-935.010	MACHINE MAINTENANCE	3,000.00	3,000.00	0.00	0.00	3,000.00	0.00
101-191-935.015	COMPUTER SUPPORT SYSTEMS	5,000.00	5,000.00	0.00	0.00	5,000.00	0.00
<b>Total Dept 191-ELECTIONS</b>		<b>45,300.00</b>	<b>45,300.00</b>	<b>4,698.28</b>	<b>1,624.60</b>	<b>40,601.72</b>	<b>10.37</b>

PERIOD EN: 03/31/2017

2017

ACTIVITY FOR MONTH 03/31/17

GL NUMBER	DESCRIPTION	ORIGINAL BUDGET	2017 AMENDED BUDGET	YTD BALANCE 03/31/2017	AVAILABLE BALANCE	% BDDT USED
<b>Fund 101 - GENERAL OPERATING FUND</b>						
<b>Expenditures</b>						
<b>Dept 215-TOWNSHIP CLERK</b>						
101-215-701.300	WAGES - CLERK	71,889.32	71,889.32	16,589.82	55,299.50	23.08
101-215-701.302	WAGES - DEPUTY CLERK	40,804.00	40,804.00	9,416.28	31,387.72	23.08
101-215-701.303	WAGES - ACCOUNTANT	6,000.00	6,000.00	615.00	5,385.00	10.25
101-215-726.000	SUPPLIES	1,000.00	1,000.00	459.18	540.82	45.92
101-215-860.300	MILEAGE - CLERK	400.00	400.00	0.00	400.00	0.00
101-215-860.301	MILEAGE - DEPUTY CLERK	400.00	400.00	0.00	400.00	0.00
101-215-956.016	MISCELLANEOUS	500.00	500.00	0.00	500.00	0.00
101-215-960.000	EDUCATION & TRAINING	6,000.00	6,000.00	75.48	5,924.52	1.26
101-215-965.000	DUES & PUBLICATIONS	700.00	700.00	0.00	700.00	0.00
<b>Total Dept 215-TOWNSHIP CLERK</b>		<b>127,693.32</b>	<b>127,693.32</b>	<b>27,155.76</b>	<b>100,537.56</b>	<b>21.27</b>
<b>Dept 247-BOARD OF REVIEW</b>						
101-247-701.400	WAGES - B OF R	1,500.00	1,500.00	0.00	1,500.00	0.00
101-247-701.401	WAGES - B OF R	1,500.00	1,500.00	0.00	1,500.00	0.00
101-247-701.402	WAGES - B OF R	1,500.00	1,500.00	0.00	1,500.00	0.00
101-247-701.403	WAGES - B OF R	1,500.00	1,500.00	0.00	1,500.00	0.00
101-247-960.000	EDUCATION & TRAINING	200.00	200.00	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>0.00</b>	<b>6,200.00</b>	<b>0.00</b>
<b>Dept 253-TOWNSHIP TREASURER</b>						
101-253-701.500	WAGES - TREASURER	71,889.32	71,889.32	16,592.16	55,297.16	23.08
101-253-701.501	WAGES - ASSISTANT	7,000.00	7,000.00	1,156.96	5,843.04	16.53
101-253-701.502	WAGES - DEPUTY TREASURER	40,804.00	40,804.00	9,416.28	31,387.72	23.08
101-253-726.000	SUPPLIES	2,500.00	2,500.00	365.16	2,134.84	14.61
101-253-726.001	POSTAGE	6,000.00	6,000.00	0.00	6,000.00	0.00
101-253-801.000	LEGAL SERVICES	3,000.00	3,000.00	540.00	2,460.00	18.00
101-253-809.000	Bank Fees	300.00	300.00	0.00	300.00	0.00
101-253-860.500	MILEAGE - TREASURER	700.00	700.00	63.13	636.87	9.02
101-253-860.501	MILEAGE - DEPUTY TREASURER	200.00	200.00	118.93	81.07	59.47
101-253-900.000	PRINTING & PUBLISHING	2,000.00	2,000.00	0.00	2,000.00	0.00
101-253-901.000	ADVERTISING	100.00	100.00	0.00	100.00	0.00
101-253-960.000	EDUCATION & TRAINING	4,500.00	4,500.00	236.48	4,263.52	5.26
101-253-965.000	DUES & PUBLICATIONS	500.00	500.00	0.00	500.00	0.00
<b>Total Dept 253-TOWNSHIP TREASURER</b>		<b>139,493.32</b>	<b>139,493.32</b>	<b>28,489.10</b>	<b>111,004.22</b>	<b>20.42</b>
<b>Dept 258-COMPUTER SUPPORT</b>						
101-258-726.000	SUPPLIES	6,000.00	6,000.00	0.00	6,000.00	0.00
101-258-935.015	COMPUTER SUPPORT SYSTEMS	22,000.00	22,000.00	14,267.88	7,732.12	64.85
101-258-935.016	COMPUTER NETWORK	4,000.00	4,000.00	225.00	3,775.00	5.63
<b>Total Dept 258-COMPUTER SUPPORT</b>		<b>32,000.00</b>	<b>32,000.00</b>	<b>14,492.88</b>	<b>17,507.12</b>	<b>45.29</b>
<b>Dept 265-TOWNSHIP HALL</b>						
101-265-701.011	Maintenance Wages	10,000.00	10,000.00	1,892.25	8,107.75	18.92
101-265-726.003	SUPPLIES-MAINTANCE	3,500.00	3,500.00	54.97	3,445.03	1.57
101-265-850.000	TELEPHONE	15,000.00	15,000.00	3,831.49	11,168.51	25.54
101-265-920.601	HEATING / GAS	12,000.00	12,000.00	3,259.18	8,740.82	27.16
101-265-920.602	WATER / SEWER	5,000.00	5,000.00	286.63	4,713.37	5.73

EXPENDITURE REPORT FOR GARFIELD TOWNSHIP

PERIOD EN 03/31/2017

2017

ACTIVITY FOR MONTH 03/31/17

GL NUMBER	DESCRIPTION	ORIGINAL BUDGET	2017 AMENDED BUDGET	YTD BALANCE 03/31/2017	ACTIVITY FOR MONTH 03/31/17	AVAILABLE BALANCE	% BDTG USED
<b>Fund 101 - GENERAL OPERATING FUND</b>							
<b>Expenditures</b>							
101-265-920.603	LIGHTS BUILDING	13,500.00	13,500.00	2,814.53	904.20	10,685.47	20.85
101-265-935.601	SNOW PLOWING	10,000.00	10,000.00	1,425.00	420.00	8,575.00	14.25
101-265-935.602	LAWN MAINTENANCE	10,000.00	10,000.00	1,000.00	1,000.00	9,000.00	10.00
101-265-935.603	CLEANING SERVICE	15,000.00	15,000.00	2,300.00	1,150.00	12,700.00	15.33
101-265-935.604	RUBBISH REMOVAL	1,000.00	1,000.00	237.00	79.00	763.00	23.70
101-265-935.605	BUILDING REPAIR	50,000.00	50,000.00	0.00	0.00	50,000.00	0.00
101-265-935.606	ELECTRONIC PROTECTION SYSTEM	1,500.00	1,500.00	354.75	0.00	1,145.25	23.65
101-265-935.608	MAINTENANCE-OTHER	15,000.00	15,000.00	5,253.76	4,596.00	9,746.24	35.03
<b>Total Dept 265-TOWNSHIP HALL</b>		<b>161,500.00</b>	<b>161,500.00</b>	<b>22,709.56</b>	<b>12,194.07</b>	<b>138,790.44</b>	<b>14.06</b>
<b>Dept 301-POLICE SERVICES</b>							
101-301-830.000	POLICE CONTRACT	1,025,365.00	1,025,365.00	0.00	0.00	1,025,365.00	0.00
<b>Total Dept 301-POLICE SERVICES</b>		<b>1,025,365.00</b>	<b>1,025,365.00</b>	<b>0.00</b>	<b>0.00</b>	<b>1,025,365.00</b>	<b>0.00</b>
<b>Dept 371-TOWNSHIP BUILDING INSPECTOR</b>							
101-371-701.703	WAGES - BUILDING	66,600.41	66,600.41	15,369.30	7,684.65	51,231.11	23.08
101-371-701.704	WAGES - BUILDING	22,000.00	22,000.00	3,951.64	2,032.63	18,048.36	17.96
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	43.00	43.00	957.00	4.30
101-371-960.000	EDUCATION & TRAINING	1,000.00	1,000.00	440.00	0.00	560.00	44.00
101-371-965.000	DUES & PUBLICATIONS	700.00	700.00	570.95	343.95	129.05	81.56
<b>Total Dept 371-TOWNSHIP BUILDING INSPECTOR</b>		<b>92,300.41</b>	<b>92,300.41</b>	<b>20,374.89</b>	<b>10,104.23</b>	<b>71,925.52</b>	<b>22.07</b>
<b>Dept 400-PLANNING COMMISSION</b>							
101-400-701.800	WAGES - PLANNING	2,200.00	2,200.00	300.00	100.00	1,900.00	13.64
101-400-701.801	WAGES - PLANNING	2,200.00	2,200.00	300.00	100.00	1,900.00	13.64
101-400-701.802	WAGES - PLANNING	2,200.00	2,200.00	300.00	100.00	1,900.00	13.64
101-400-701.804	WAGES - PLANNING	2,200.00	2,200.00	200.00	0.00	2,000.00	9.09
101-400-701.805	WAGES - PLANNING	2,200.00	2,200.00	300.00	100.00	1,900.00	13.64
101-400-701.806	WAGES - PLANNING	2,200.00	2,200.00	300.00	100.00	1,900.00	13.64
101-400-701.808	WAGES - PLANNING	2,200.00	2,200.00	300.00	0.00	1,900.00	13.64
101-400-801.000	LEGAL SERVICES	20,000.00	20,000.00	0.00	0.00	20,000.00	0.00
101-400-805.000	CONTRACTED AND OTHER SERVICES	6,000.00	6,000.00	155.50	72.00	5,844.50	2.59
101-400-900.000	PRINTING & PUBLISHING	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00
101-400-901.000	ADVERTISING	2,000.00	2,000.00	465.00	287.25	1,535.00	23.25
101-400-960.000	EDUCATION & TRAINING	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00
101-400-965.000	DUES & PUBLICATIONS	500.00	500.00	0.00	0.00	500.00	0.00
<b>Total Dept 400-PLANNING COMMISSION</b>		<b>46,900.00</b>	<b>46,900.00</b>	<b>2,620.50</b>	<b>859.25</b>	<b>44,279.50</b>	<b>5.59</b>
<b>Dept 401-TOWNSHIP PLANNER</b>							
101-401-701.900	WAGES - PLANNER	68,334.91	68,334.91	15,769.62	7,884.81	52,565.29	23.08
101-401-701.901	WAGES - DEPUTY PLANNER	52,148.16	52,148.16	4,110.11	0.00	48,038.05	7.88
101-401-726.000	SUPPLIES	1,000.00	1,000.00	19.49	0.00	980.51	1.95
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	0.00	0.00	150.00	0.00
101-401-900.000	PRINTING & PUBLISHING	2,000.00	2,000.00	370.00	75.00	1,630.00	18.50
101-401-960.000	EDUCATION & TRAINING	4,500.00	4,500.00	0.00	0.00	4,500.00	0.00
101-401-965.000	DUES & PUBLICATIONS	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00

PERIOD EN: 3/31/2017

2017

ACTIVITY FOR MONTH

GL NUMBER DESCRIPTION ORIGINAL BUDGET 2017 AMENDED BUDGET YTD BALANCE 03/31/2017 AVAILABLE BALANCE % BDGT USED


Fund 101 - GENERAL OPERATING FUND Expenditures

Total Dept 401-TOWNSHIP PLANNER		129,283.07	129,283.07	20,269.22	7,959.81	109,013.85	15.68
Dept 410-ZONING BOARD OF APPEALS							
101-410-701.001	WAGES - ZONING	1,200.00	1,200.00	0.00	0.00	1,200.00	0.00
101-410-701.002	WAGES - ZONING	1,200.00	1,200.00	100.00	0.00	1,100.00	8.33
101-410-701.003	WAGES - ZONING	1,200.00	1,200.00	100.00	0.00	1,100.00	8.33
101-410-701.004	WAGES - ZONING	1,200.00	1,200.00	100.00	0.00	1,100.00	8.33
101-410-701.005	WAGES - ZONING	1,200.00	1,200.00	100.00	0.00	1,100.00	8.33
101-410-801.000	LEGAL SERVICES	10,000.00	10,000.00	1,931.50	0.00	8,068.50	19.32
101-410-805.000	CONTRACTED AND OTHER SERVICES	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00
101-410-901.000	ADVERTISING	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00
101-410-960.000	EDUCATION & TRAINING	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00
Total Dept 410-ZONING BOARD OF APPEALS		20,000.00	20,000.00	2,331.50	0.00	17,668.50	11.66
Dept 412-ZONING ADMINISTRATOR							
101-412-701.601	WAGES	48,985.00	48,985.00	11,304.24	5,652.12	37,680.76	23.08
101-412-701.602	WAGES ZONING	15,000.00	15,000.00	3,080.00	1,619.20	11,920.00	20.53
101-412-726.000	SUPPLIES	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00
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	0.00	0.00	500.00	0.00
Total Dept 412-ZONING ADMINISTRATOR		67,785.00	67,785.00	14,384.24	7,271.32	53,400.76	21.22
Dept 448-STREET LIGHTS - TOWNSHIP							
101-448-920.005	STREET LIGHTS TOWNSHIP	92,000.00	92,000.00	13,615.25	6,360.62	78,384.75	14.80
Total Dept 448-STREET LIGHTS - TOWNSHIP		92,000.00	92,000.00	13,615.25	6,360.62	78,384.75	14.80
Dept 747-COMMUNITY PROMOTIONS							
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	0.00	0.00	20,000.00	0.00
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.E.G.	95,000.00	95,000.00	23,958.74	0.00	71,041.26	25.22
101-747-880.017	COM. PROM. - TV BOARD	2,500.00	2,500.00	280.00	120.00	2,220.00	11.20
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	42,238.74	120.00	121,261.26	25.83
Dept 806-TOWNSHIP VEHICLES							
101-806-862.000	GAS & CAR WASHES	4,000.00	4,000.00	263.80	109.55	3,736.20	6.60
101-806-863.000	OIL CHANGES	500.00	500.00	32.15	32.15	467.85	6.43
101-806-864.000	MISCELLANEOUS	3,500.00	3,500.00	145.00	0.00	3,355.00	4.14
Total Dept 806-TOWNSHIP VEHICLES		8,000.00	8,000.00	440.95	141.70	7,559.05	5.51

PERIOD ENI 03/31/2017

GL NUMBER	DESCRIPTION	2017		YTD BALANCE 03/31/2017	ACTIVITY FOR MONTH 03/31/17	AVAILABLE BALANCE	% BDDT USED
		ORIGINAL BUDGET	2017 AMENDED BUDGET				
Fund 101 - GENERAL OPERATING FUND							
Expenditures							
Dept 851-EMPLOYEE BENEFITS & INSURANCES							
101-851-701.000	WAGES	16,000.00	16,000.00	1,447.11	482.37	14,552.89	9.04
101-851-873.001	John Hancock 403B	90,000.00	90,000.00	76,666.35	76,666.35	13,333.65	85.18
101-851-873.010	SOCIAL SECURITY - EMPLOYER	80,000.00	80,000.00	15,143.99	7,279.48	64,856.01	18.93
101-851-873.020	VACATION & PERSONAL PAYOUT	5,000.00	5,000.00	0.00	0.00	5,000.00	0.00
101-851-873.030	INSURANCE - EMPLOYEE HEALTH	250,000.00	250,000.00	61,371.40	15,342.85	188,628.60	24.55
101-851-873.040	INSURANCE - EMPLOYEE LIFE	9,000.00	9,000.00	2,661.32	511.93	6,338.68	29.57
101-851-912.001	INSURANCE - LIABILITY	13,000.00	13,000.00	11,878.00	0.00	1,122.00	91.37
101-851-912.002	INSURANCE - WORKMENS COMP.	7,500.00	7,500.00	1,695.00	1,635.00	5,805.00	22.60
Total Dept 851-EMPLOYEE BENEFITS & INSURANCES		470,500.00	470,500.00	170,863.17	101,917.98	299,636.83	36.32
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	0.00	0.00	40,000.00	0.00
101-900-970.003	CAPITAL OUTLAY - COMPUTER	15,000.00	15,000.00	0.00	0.00	15,000.00	0.00
101-900-970.005	CAPITAL OUTLAY - LAND	0.00	0.00	364.27	364.27	(364.27)	100.00
Total Dept 900-CAPITAL OUTLAY		165,000.00	165,000.00	364.27	364.27	164,635.73	0.22
TOTAL EXPENDITURES		3,320,380.49	3,320,380.49	493,128.34	223,025.44	2,827,252.15	14.85
Fund 101 - GENERAL OPERATING FUND:							
TOTAL EXPENDITURES		3,320,380.49	3,320,380.49	493,128.34	223,025.44	2,827,252.15	14.85



 <b>Charter Township of Garfield</b> <b>Planning Department Report No. 2017-29</b>			
Prepared:	April 5, 2017	Pages:	Page 1 of 2
Meeting:	April 11, 2017 - Township Board	Attachments:	<input checked="" type="checkbox"/>
Subject:	Amendment # 2 to Ordinance # 63 - Public Hearing		

This is a *public hearing* on the proposed Amendment #2 to the Garfield Township Parks and Recreation Commission Ordinance #63. \* *Please note: following attorney review it has been confirmed that Ordinance #63 was established properly and we are clear to move forward with the membership amendment, as advertised.*

STAFF COMMENT:

This proposed Amendment #2 to the Parks and Recreation Commission Ordinance will modify the membership of the commission from five to seven members. This modification will bring the Parks and Recreation Commission (PRC) more in line with other recommending bodies, such as the Planning Commission. This amendment is intended to accommodate both a township board and planning commission member for the two additional positions.

In order to accommodate these new members we are required to amend the Ordinance, in this case Section 2: Establishment (see below). The amendment simply changes the membership from five to seven.

PROPOSED AMENDMENT:

The proposed amendment is a simple addition to the membership section of Ordinance No. 63, as highlighted in yellow below.

Section 2: Establishment

The township board hereby establishes under the Parks and Recreation and Playgrounds Act, Public Act 156 of 1917, MCL 123.51, *et seq.*, the Charter Township of Garfield Parks and Recreation Commission. The Parks and Recreation Commission shall have ~~five~~ **seven** members.

ACTION REQUESTED:

Following an opportunity for Board member discussion and public comment on the proposed amendment, a motion to approve the amendment has been provided for your consideration.

**MOTION THAT** Amendment No. 2 to the Parks and Recreation Commission Ordinance No. 63, as described within and attached to PD Report 2017-29, be approved.

CHARTER TOWNSHIP OF GARFIELD

ORDINANCE NO. 63

AMENDMENT NO. 2

AN ORDINANCE TO AMEND ORDINANCE 63  
PARKS AND RECREATION COMMISSION ORDINANCE

WHEREAS the Charter Township of Garfield Ordinance No. 63, adopted on July 13, 2010, and as amended on June 12, 2016 established the Charter Township of Garfield Parks and Recreation Commission under the Parks and Recreation and Playgrounds Act, Public Act 156 of 1917, MCL 123.51, *et seq.*, to provide for the composition of that parks and recreation commission and to provide for the powers, duties and limitations of that parks and recreation commission; and

WHEREAS the Township Board has determined that increasing the membership to seven would bring the Parks and Recreation Commission (PRC) more in line with other recommending bodies;

WHEREAS The Charter Township of Garfield Board of Trustees desires to increase the Parks and Recreation Commission membership to seven (7) members.

NOW THEREFORE:

THE CHARTER TOWNSHIP OF GARFIELD ORDAINS:

AMENDMENT NO. 2 TO GARFIELD TOWNSHIP ORDINANCE NO. 63:

That Section 2: Establishment, be amended to provide for 7 members and the section shall read:

Section 2: The township board hereby establishes under the Parks and Recreation and Playgrounds Act, Public Act 156 of 1917, MCL 123.51, *et seq.*, the Charter Township of Garfield Parks and Recreation Commission. The Parks and Recreation Commission shall have ~~five~~ **seven** members.

Amendment No. 2 to the Charter Township of Garfield Ordinance No. 63 shall become effective immediately upon its publication.

MOVED:

SECONDED:

YEAS:

NAYS:

ABSENT AND EXCUSED:

AMENDMENT NO. 2 TO ORDINANCE NO. 63 DECLARED ADOPTED.

CERTIFICATION

I , Lanie McManus, hereby certify that the above is a true copy of an ordinance amendment adopted by the Garfield Township Board at a regular meeting held on \_\_\_\_\_, 2017, pursuant to the required statutory procedures.

---


Lanie McManus, Clerk  
Charter Township of Garfield

Introduced: March 14, 2017

Adopted:

Published:

Effective:

 <b>Charter Township of Garfield</b> Planning Department Report No. 2017- 24		
Prepared:	April 4, 2017	Pages: 1 of 2
Meeting:	April 11, 2017 Township Board	Attachments: <input type="checkbox"/>
Subject:	Miller Creek Boardwalk Bid Decision	

**BACKGROUND**

In 2016, with the assistance of the Conservation District (Tom Vitale) we solicited bids and secured DEQ permits for the Miller Creek Boardwalk project. The bids to construct the boardwalk were reviewed by the Parks and Recreation Commission (PRC) at their October 4, 2016 meeting as indicated by the minutes below.

**d. Miller Creek Nature Preserve construction projects**

The Commission reviewed bids to construct a boardwalk within the Miller Creek Nature Preserve. *Vitale* was asked to ensure that the quotes were comparable. No action was taken;

The PRC, at their October 26, 2016 meeting made a recommendation to the Township Board as indicated by the minutes below;

**d. Miller Creek Nature Preserve construction project**

Tom Vitale provided the Commission with the bid from SEEDS in the amount of \$34,575.20. Staff indicated that money remained in the 2016 parks budget and the project could begin once soil erosion has issued a permit. *Majerczyk moved THAT a recommendation be made to the Township Board to accept the bid received from SEEDS in the amount of \$34,575.20 for Boardwalk at Miller Creek. Remy seconded the motion and the motion carried unanimously*

**STAFF COMMENT**

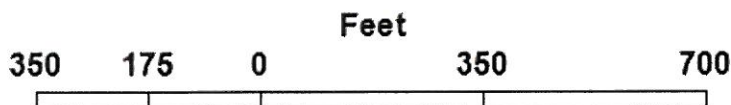
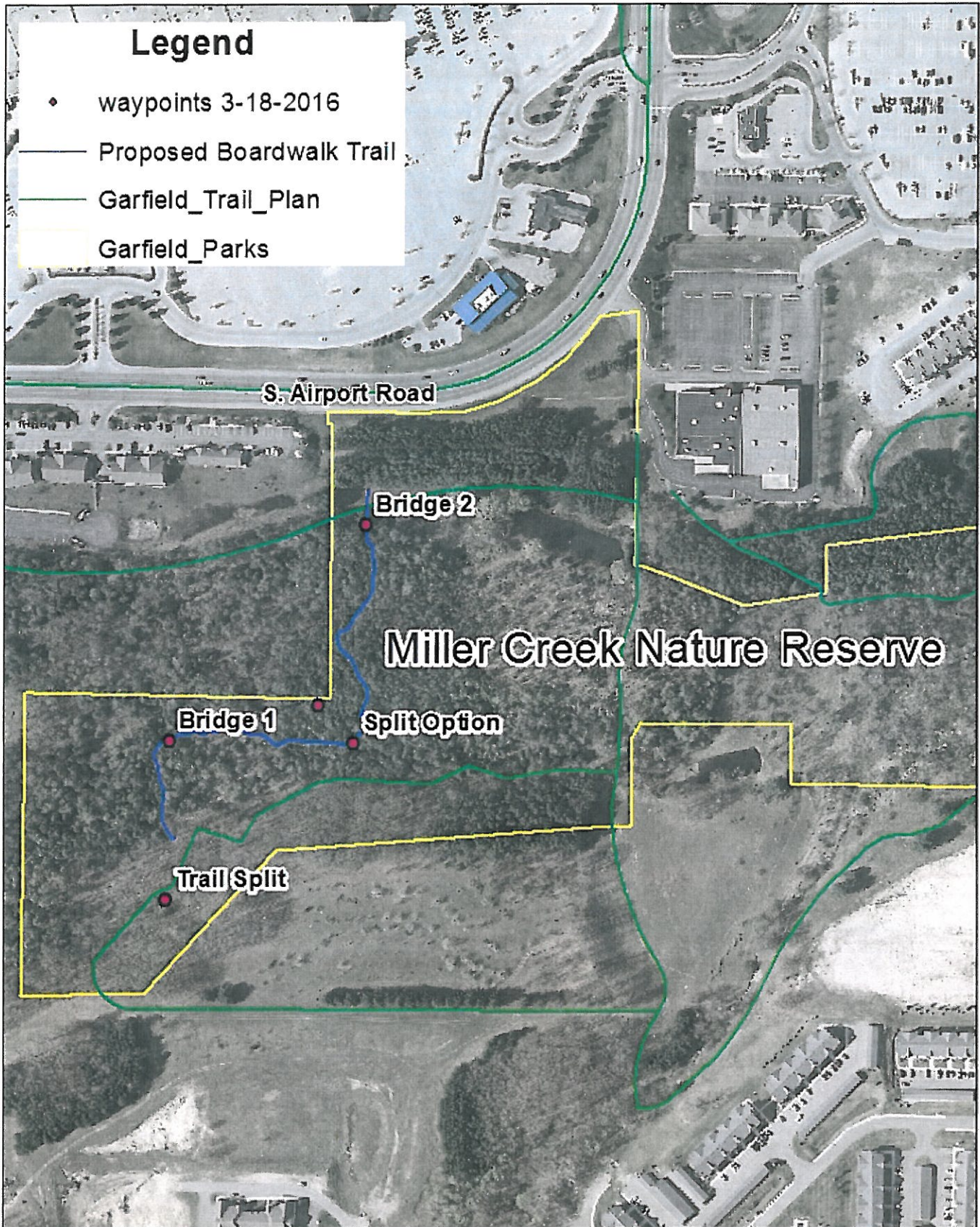
Due to the limited meeting schedule and personnel changes the recommendation to accept the bid was never brought before the township board. We have contacted SEEDS who have confirmed that the bid is still valid and they were anxious to move forward with the project this spring. All permits (MDEQ etc) have been secured and are all valid.

**ACTION REQUESTED**

Based on the review and recommendation by the Parks and Recreation Commission the following motion is provided for consideration:

MOTION THAT the bid provided by SEEDS for the amount of \$34,575.20, to construct the Miller Creek Boardwalk, be accepted as presented.

# Miller Creek Nature Reserve Proposed Boardwalk Trail - 2016



Grand Traverse  
Conservation District

4/05/2016 - T. Vitale

**Charter Township of Garfield**  
3848 Veterans Drive  
Traverse City Michigan 49684  
(231) 941-1620

**Request For Bid**

**Township Hall exterior repairs and maintenance 2017**

**Issue Date:** March 9th 2017

**Acceptance Location:** Garfield Township Hall

Bids to be submitted by April 4 2017 by 2:00 pm  
Public opening to follow immediately

The Charter Township of Garfield is requesting bids for exterior repairs and maintenance work. The project location address is the Charter Township of Garfield Hall located at 3848 Veterans Drive Traverse City Michigan 49684. The extent of work is stated in the Scope Letter attached to the project bid forms.

**Project Documents**

Request for Bid Form  
Project Scope Letter  
Marked up Garfield Townhall drawings A/6 and A/7  
Bid Submission Form  
Charter Township of Garfield Insurance Requirements.

Request for Bid notifications will be posted on the Charter Township of Garfield website. [www.garfield-twp.com](http://www.garfield-twp.com) as well as the Builders Exchange of Northwest Michigan. Printed documents may be obtained at the Charter Township of Garfield offices located at 3848 Veterans Drive, Traverse City Michigan 49684, during regular business hours.

A site walk through is scheduled for March 21st at 10:00 AM

Bids are to remain open for acceptance for 30 days.

Contractors are responsible for any permits, permit requirements or licenses that may be required.

## **Request For Bid**

### **Township Hall exterior repairs and maintenance 2017**

Following the public opening the three low responsive bidders will be interviewed by the Charter Township of Garfield Building Committee. Following the interview the committee will make a recommendation to the full Township Board. Owner reserves the right to reject bids, to waive irregularities and to accept a bid that is in the best interest of the Owner.

Inquiries or questions should be directed to Bill Mouser at (231) 941-1620

END

## Charter Township of Garfield

### Township Hall exterior repairs and maintenance 2017 Scope of Work

North Elevation page A/6

#### Area A

The intent is to extend the brick wainscot on the single story wing of the building across the two story portion of the building.

- Remove EIFS to CMU substrate in the area to receive brick wainscot
- Provide and install new ledger support for the brick wainscot
- Provide and install new brick wainscot
- Patch and repair the EIFS

Contractor is to provide for a complete job including but not limited to, engineered documentation of all structural elements required for permits, a brick sample for owner review and acceptance.

East Elevation A/6

#### Area B

The EIFS along the window edges show signs of separation and streaking.

- Patch and repair EIFS per manufacturer's details.

Elevations A/6 and A/7

#### Area C

EIFS archways at the side entrances.

- Per manufactures instructions thoroughly clean repair and prep for recoating.
- Repair damaged areas on the archways, repair and replace exposed termination bead at grade, provide manufacturers approved base details and terminations.



**Charter Township of Garfield**  
**Township Hall exterior repairs and maintenance 2017**  
**Scope of Work**

Entire Exterior

- Repair areas with puncture or impact damage. (allow for up to 10 )
- Re caulk all exterior joints including but not limited to EIFS, windows doors and masonry.

Repaint/Re coat EFIS

Upon completion of exterior repairs apply an EIFS approved coating. Recognizing that there are many options at various price points, contractors are encouraged to provide pricing on multiple options for consideration. Color and texture of the new coating to match original.

North Elevation A/7

Alternate 1

Extend the brick veneer from the single story south wing to edge of door marked 24 and from door marked 19 to the north east corner of the two story portion of the building.

- Remove EIFS to CMU substrate in the area to receive brick wainscot
- Provide and install new ledger support for the brick wainscot
- Provide and install new brick wainscot
- Patch and repair the EIFS

**Charter Township of Garfield**

**3848 Veterans Drive**

**Traverse City Michigan 49684**

**Bid Submission Form**

**Township Hall exterior repairs and maintenance 2017**

**EIFS repairs, including all costs associated with removal and repairs of the EIFS associated with the new masonry work.**

Bid Amount Numerical \_\_\_\_\_  
Bid Amount Written \_\_\_\_\_

**Masonry work including all costs of the masonry work as well as any required structural support.**

Bid Amount Numerical \_\_\_\_\_  
Bid Amount Written \_\_\_\_\_

**Caulking the building exterior.**

Bid Amount Numerical \_\_\_\_\_  
Bid Amount Written \_\_\_\_\_

**Recoating all exterior EIFS.**

Bidder recoating option One:

Product offered for option one pricing \_\_\_\_\_  
Bid Amount Numerical \_\_\_\_\_  
Bid Amount Written \_\_\_\_\_

Bidder recoating option two:

Product offered for option two pricing \_\_\_\_\_  
Bid Amount Numerical \_\_\_\_\_  
Bid Amount Written \_\_\_\_\_

**Bid Alternate One**

All costs associated with the work if alternate One is accepted.

Bid Amount Numerical \_\_\_\_\_  
Bid Amount Written \_\_\_\_\_

**Bidding Contractor name** \_\_\_\_\_

**Bidding Contractor Phone** \_\_\_\_\_

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

**Authorized Signature Printed** \_\_\_\_\_

**Date** \_\_\_\_\_

## Garfield Township Insurance Requirements:

The Contractor will maintain at its expense during the term of this Contract, the following insurance:

1. Worker's Compensation Insurance with Michigan statutory limits and Employer's Liability Insurance with a minimum limit of \$100,000 each accident for any employees.
2. Comprehensive General Liability Insurance with a combined single limit of \$1,000,000 each occurrence for bodily injury and property damage. The Township shall be added as an "additional insured" on General Liability policy with respect to the services provided under this contract.
3. Automobile Liability Insurance covering all owned, hired, and non-owned vehicles with Personal Protection Insurance and Property Protection Insurance to comply with the provisions of Michigan No-Fault Insurance Law, including residual liability insurance with a minimum combined single limit of \$1,000,000 each accident for bodily injury and property damage.

**Alternate #1:**

Extend the brick veneer from the single story south wing to the edge of the door marked 24 and from the door marked 19 to the northeast corner of the 2 story building. Including all demolition, ledger support, brick, flashings and EIFS Repairs.

**Added Cost: See Attached Cost Breakdown**

# SURFACES, INC.

9400 South Parker Road

Traverse City, Michigan 49684

231-929-9292

April 4, 2017

Re: Garfield Township Hall Exterior Repairs and Maintenance 2017

Surfaces, Inc. Proposes to furnish and install all labor, materials, equipment, fees and permits to provide the work described in the request for bid dated March 9, 2017. This proposal includes the following:

## General:

- Architectural Fees (JML Design Group):
- Engineering Fees for Brick Ledger (JML Design Group):
- Permits (Allowance)
- Dumpsters / Disposal Fees:

## Area "A"

- Demolition
- New Ledger Support for Brick Wainscot
- Brick to Match Existing
- New Flashings, per revised codes along the transition between the brick & EIFS.
- Patch & Repair of the existing EIF System

## Area "B"

- Patch and Repair the EIF System along the window ledges

## Area "C"

- Clean & Prep
- Patch and Repair the EIFS System, along the archway

## Entire Exterior

- Repair areas with puncture and impact damage (allowance for up to 10 areas)
- Remove and Replace all exterior sealants
- Painting of the entire EIF System

**Proposed Cost: See Attached Cost Breakdown**

**BASE BID COST BREAKDOWN:**

• Architectural Fees (JML Design Group):	\$1,500.00
• Engineered Fees (JML Design Group):	\$1,500.00
• Permits (Allowance):	\$1,000.00
• Dumpster Fees:	\$650.00
• Demolition:	\$1,600.00
• Secondary Moisture Barrier:	\$750.00
• Brick to match existing (Bay Masonry):	\$14,510.00
• Flashings (EIFS to New masonry transition):	\$1,000.00
• EIFS Repairs:	\$6,280.00
• Caulking (Remove & Replace all sealants)	\$9,880.00
• Coatings (Re-paint of entire exterior – ELASTOMERIC COATINGS):	\$12,735.00
• Electrical Allowance (re-set exterior box):	\$500.00
• Landscape & Irrigation repair allowance:	\$1,000.00
• 10% Contractor Fee:	\$5,291.00

TOTAL COST OF BASE BID: \$58,196.00

Note:

- Base Bid includes the use of a standard elastomeric coating. To upgrade this exterior coating to a STO "Lotusan" product, there would be an additional cost of \$6,442.00.

**ALTERNATE #1 COST BREAKDOWN:**

• Dumpster Fees:	\$650.00
• Demolition:	\$1,600.00
• Secondary Moisture Barrier:	\$750.00
• Brick to match existing (Bay Masonry):	\$18,510.00
• Flashings (EIFS to New masonry transition):	\$1,000.00
• EIFS Repairs:	\$5,580.00
• 10% Contractor Fee:	\$2,809.00

TOTAL COST OF ALTERNATE #1: \$30,899.00

Respectfully,

Scott C. Fouch

Surfaces, Inc.

231-313-7992 Mobile

**Alternate #1:**

Extend the brick veneer from the single story south wing to the edge of the door marked 24 and from the door marked 19 to the northeast corner of the 2 story building. Including all demolition, ledger support, brick, flashings and EIFS Repairs.

**Added Cost: See Attached Cost Breakdown**