

**CHARTER TOWNSHIP OF GARFIELD  
TOWN BOARD SPECIAL MEETING  
Boardman Lake Apartments Community Room  
2790 Boardman Lake Drive  
June 23, 2015 at 5:00 p.m.**

**AGENDA**

**ORDER OF BUSINESS**

**Call meeting to order**

**Roll call of Board Members**

1. **Business to come before the Board**
  - a. **Tour of Boardman Lake Apartments**
2. **Public Comment**
3. **Adjournment**

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

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.

Posted June 18, 2015

**CHARTER TOWNSHIP OF GARFIELD  
TOWN BOARD MEETING**

Tuesday, June 23, 2015 at 6:00pm  
Garfield Township Hall  
3848 Veterans Drive  
Traverse City, MI 49684  
Ph: (231) 941-1620

A G E N D A

**ORDER OF BUSINESS**

**Call meeting to order**

**Pledge of Allegiance**

**Roll call of Board Members**

**1. Public Comment**

**Public Comment Guidelines:**

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

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

**3. Consent Calendar**

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

a. Minutes – June 9, 2015 Regular Meeting (Recommend Approval)

b. Bills -

General Fund  
(Recommend Approval)

\$ 328,629.44

- c. Acceptance of Hammond Commerce Center sewer and water main extensions on Industry Drive and turn over to County DPW for operation and maintenance.  
(Recommend Approval)
- d. Application for Progress Payment #4 (Final Payment) for Team Elmers for Zimmerman Road Watermain Extension in the amount of \$36,620.10  
(Recommend Approval)

**4. Correspondence**

**5. Reports**

- a. Construction Report
- b. GT Metro Fire Report
- c. County Commissioner's Report
- d. Building Committee Report
- e. Treasurer's Report
- f. Supervisor's Report

**6. Unfinished Business**

- a. Public Hearing – Consideration of Resolution #2015-08-T(c), a Tentative Special Assessment Roll for Forestlane Subdivision Roads Special Assessment District
- b. Consideration of adoption of FOIA Procedures and Guidelines
- c. Consideration of the naming of a new road in Sec. 06, T27N-R11W, Grand Traverse County, MI of "Windy Acres Lane"
- d. Update on NW Water Storage Project
  - i. Awarding of bid for the Cedar Run/ Harris Road Watermain Extension
  - ii. Approval of survey for water tower

**8. New Business**

- a. Consideration of Resolution 2015-09-T, a resolution to adopt the Annual Exemption Option as set forth in 2011 Public Act 152, the Publicly Funded Health Insurance Contribution Act
- b. Consideration of bids for striping and sealcoating of Town Hall parking lot.

**9. Public Comment**

**10. Other Business**

**11. Adjournment**

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Lanie McManus, Clerk

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**CHARTER TOWNSHIP OF GARFIELD  
TOWN BOARD MEETING  
June 9, 2015**

Chuck Korn called the Town Board Meeting to order on June 9, 2015 at 6:01 p.m. at the Garfield Township Hall, 3848 Veterans Drive, Traverse City, Michigan.

**Pledge of Allegiance**

**Roll call of Board Members**

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

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

None

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

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

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

*Nays: None*

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

**a. Minutes**

May 26, 2015

(Recommend Approval)

**b. Bills**

General Fund	\$287,274.06
(Recommend Approval)	

Gourdie-Fraser

Developer's Escrow Fund	\$ 1,155.00
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Utility Receiving Fund	<u>24,642.00</u>
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Grand Total	\$ 25,797.00
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(Recommend Approval)

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

**d. Reappointment of Michael Grouleau to the City of Traverse City and Charter Township of Garfield Recreational Authority for a term of three (3) years to expire June 30, 2018. (Recommend Approval)**

**e. Consideration of Resolution #2015-08-T(b), a Resolution Scheduling Public Hearing on Assessment Roll for Forestlane Subdivision Roads (Recommend Approval)**

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

*Yeas: Blood Law, Wilson, Schmuckal, Featherstone, Agostinelli, McManus, Korn  
Nays: None*

**4. Correspondence (6:04)**

**a. Grand Traverse Conservation District Staff Report – Activity for May 2015**

**5. Reports**

**a. Sheriff's Report (6:04)**

Deputy Chris Barsheff reported that in May 2015 there were 1,457 calls in Garfield Township. Deputy Shea is working on an embezzlement case from Qdoba of approximately \$14,500. Cases were solved concerning the theft of alcohol from WalMart and vehicles that were broken into, stolen and taken to the Commons last fall. Barsheff added that the AT&T store had been broken into, but there were no leads at this time. The Verizon property final clean up will happen tomorrow. Deputy Halleck spoke at the Traverse Bay Area Security Association annual meeting which discussed active shooters and bank robberies. Community officers will be back on bike patrols later this month. He thanked the board for the new traffic sign which is working well and gave examples of the range of data which can be collected by the sheriff's department.

**b. County Commissioner's Report (6:19)**

Christine Maxbauer, County Commissioner, attended a GFOA Conference and was very excited to learn about open data sets where people make apps for problem solving. She got lots of tips at this conference and was also excited to learn more about results based budgeting and how it works. She thanked Korn for attending the 40<sup>th</sup> Anniversary celebration at Commission on Aging and shared that she learned that Grand Traverse County was the fastest growing county in the state.

**c. Building Committee Report (6:34)**

Board members commented that the parking lot project looked good.

**d. Treasurer's Report (6:35)**

Blood Law said that the finance committee met and received a preliminary audit report. The committee had some figures to review for the next budget cycle and the fund balance will be built up. Blood Law said she gave committee members scenarios of different millage impacts. Board members discussed employee reviews being completed before the budget was passed. Blood Law commented that she would like a list of committed funds for projects as well as a list of possible future projects.

**e. Clerk's Report (6:45)**

McManus said that she spoke with auditors and they are wrapping up the recent audit. When she receives the final audit, she will send it electronically to board members. McManus will be attending the Michigan Municipal Clerks Association meeting and will not be present at the next board meeting.

**f. Supervisor's Report (6:49)**

Korn said that Brownfield developments are being considered downtown. WODA has asked if the Board would be interested in touring the Boardman Lake site. The tour will be two weeks from this evening, June 23<sup>rd</sup> at 5pm, Board members can meet at the site located behind Station 11. The North West water project bidding is out for the next section of pipe. The tower project is moving along and he should have a property purchase agreement to be considered in two weeks.

**6. Unfinished Business (6:50)**

None

**7. New Business****a. Consideration of adoption of FOIA Procedures and Guidelines (6:51)**

Korn said that the FOIA Procedures and Guidelines have been reviewed by MTA's counsel. Board members discussed verbal requests and written requests and talked about the difference between a simple request for information or a FOIA request. All agreed that guidelines were needed in differentiating between the requests and determining when a written request is needed to be submitted. References to the "city" will be cleaned up, as well as, the language pertaining to verbal and written requests and this item will be brought back in two weeks.

**b. Consideration of the naming of a new road in Sec. 06, T27N-R11W, Grand Traverse County, Mi of "Windy Acres Lane" (6:58)**

Board members questioned if this was a private easement or a road and said the proposed road name needed to be approved by most of the property owners before the township board could approve it. Questions were also raised about a possible property split on the proposed road. The matter will be postponed until the next meeting for more information.

**8. Public Comment: (7:02)**

None

**9. Other Business (7:02)**

On Thursday June 18<sup>th</sup> from 4-6 p.m. the Personnel Committee will be attending a meeting on Personal Liability and Employee Suits and Why Employees Quit.

**10. Adjournment**

*Featherstone moved and Wilson seconded to adjourn the meeting at 7:03pm.*

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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
Bank GEN General						
06/04/2015	GEN	33970	0082	GRAND TRAVERSE COUNTY	SHERIFF 4/15 - 6/15	229,764.00
06/04/2015	GEN	33971	0434	LAND INFORMATION ACCESS ASSOC	CONTRACTED SVCS.	300.00
06/04/2015	GEN	33972	0472	RUBY CLEANING SERVICE	CONTRACTED SVCS.	1,150.00
06/04/2015	GEN	33973	0472	RUBY CLEANING SERVICE	CONTRACTED SVCS.	315.00
06/04/2015	GEN	33974	0067	TRAVERSE CITY RECORD EAGLE	ADVERTISEMENTS	712.10
06/04/2015	GEN	33975	MISC	WALGREENS & HONIGMAN, MILLER,	TAX TRIBUNAL	1,976.93
06/09/2015	GEN	33976	0148	AMERICAN WASTE	ACCT #3394830	245.98
06/09/2015	GEN	33977	0148	AMERICAN WASTE	ACCT # 3394790	79.00
06/09/2015	GEN	33978	0914	BAIRD, COTTER & BISHOP, P.C.	CONTRACTED SVCS.	370.00
06/09/2015	GEN	33979	0064	CITY OF TRAVERSE CITY	ACCT. # 170975-118688	661.90
06/09/2015	GEN	33980	0048	CONSUMERS ENERGY	SVCS. ACCT # 1000 0031 1801	6,581.40
06/09/2015	GEN	33981	0102	DTE ENERGY	SVCS. ACCT # 4591 568 0001 1	322.63
06/09/2015	GEN	33982	0001	GARFIELD CHARTER TOWNSHIP	HSA	232.70
06/09/2015	GEN	33983	MISC	LANDGREEN LANCARE	FERTILIZER APPLICATION	413.00
06/09/2015	GEN	33984	MISC	LISA RITTER	MILEAGE	69.02
06/09/2015	GEN	33985	0036	SMITH HAUGHY RICE & ROEGGE	LEGAL SVCS	4,952.45
06/09/2015	GEN	33986	0054	SONDEE, RACINE, DOREN	LEGAL SVCS	105.00
06/09/2015	GEN	33987	0045	STAPLES	ELECTION SUPPLIES	102.69
06/09/2015	GEN	33988	0509	TEAMSTERS LOCAL 214	UNION DUES	203.00
06/09/2015	GEN	33989	0202	UNITED WAY	UNITED WAY	85.00
06/09/2015	GEN	33990	0006	VRAC	DEFERRED COMP	1,838.00
06/10/2015	GEN	33991	0100	GRAND TRAVERSE COUNTY DPW	ACCT. # 5590511	16.07
06/10/2015	GEN	33992	0100	GRAND TRAVERSE COUNTY DPW	ACCT # 5105021	414.70
06/10/2015	GEN	33993	0050	INTEGRITY BUSINESS SOLUTIONS	SUPPLIES	180.67
06/10/2015	GEN	33994	MISC	T. BASCH, INC.	CONTRACTED SVCS.	19,387.50
06/10/2015	GEN	33995	0051	THE COPY SHOP	DOOR HANGERS	40.00
06/10/2015	GEN	33996	0067	TRAVERSE CITY RECORD EAGLE	ADVERTISING	216.50
06/11/2015	GEN	33997	0001	GARFIELD CHARTER TOWNSHIP	HSA	50,400.00
06/16/2015	GEN	33998	0053	AFLAC	BQZ32	197.18
06/16/2015	GEN	33999	0064	CITY OF TRAVERSE CITY	170975-98310	6.52
06/16/2015	GEN	34000	MISC	DEERING TREE SERVICE	CONTRACTED SVCS.	1,575.00
06/16/2015	GEN	34001	0102	DTE ENERGY	4591 568 0005 2	40.95
06/16/2015	GEN	34002	MISC	ECKLER BUILDING SOLUTIONS	OVERPAYMENT FOR BUILDING PERMIT	46.00
06/16/2015	GEN	34003	0082	GRAND TRAVERSE COUNTY	BRUS/YARD WASTE	537.50
06/16/2015	GEN	34004	0082	GRAND TRAVERSE COUNTY	BUFFALO RIDGE TRAIL	487.00
06/16/2015	GEN	34005	0903	I. T. RIGHT	COMPUTER	1,558.35
06/16/2015	GEN	34006	0911	KLM LANDSCAPE	CONTRACTED SVCS.	460.00
06/16/2015	GEN	34007	0911	KLM LANDSCAPE	CONTRACTED SVCS	675.00
06/16/2015	GEN	34008	MISC	NORTHEAST MICHIGAN ASSESSORS ASSOC.	EDUCATION	15.00
06/16/2015	GEN	34009	0140	NORTHWEST MICH ASSESSORS	EDUCATION	105.00
06/16/2015	GEN	34010	0181	OLSON, BZDOK, & HOWARD	LEGAL SERVICES	321.25
06/16/2015	GEN	34011	0079	ROB LARREA	EDUCATION REIMBURSEMENT	1,210.96
06/16/2015	GEN	34012	0919	TC OFFICE EXPRESS	SUPPLIES	99.99
06/16/2015	GEN	34013	0142	VERIZON	ACCT # 783061263-00001	158.50

GEN TOTALS:

Total of 44 Checks:	328,629.44
Less 0 Void Checks:	0.00
<b>Total of 44 Disbursements:</b>	<b>328,629.44</b>



April 17, 2015

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

PH 231.946.5874

FAX 231.946.3703

WWW.gourdiefraser.com

RE: Hammond Commerce Center  
Garfield Township - GFA #11205

Dear Chuck,

The Hammond Commerce Center sewer and water main on Industry Drive has been completed.

Enclosed please find the following items submitted by the contractor in compliance with the Township requirements.

- 1) One-Year Maintenance Bond
- 2) Letter of Guarantee
- 3) Affidavit of Completion/Consent of Surety
- 4) Bill of Sale Information

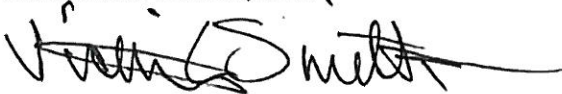
Be sure to have the Township Attorney draft the Bill of Sale for signatures.

Copies of the Record Drawings and Reports have been distributed to the County DPW.

Based on this information, we recommend that the Township accept the facilities and address any escrow monies they have on account.

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

Sincerely,  
GOURDIE-FRASER, INC.



Vicky Smith  
Administrative Assistant

Enclosures

cc John Divozo, Grand Traverse County DPW

**THE CINCINNATI INSURANCE COMPANY**  
CINCINNATI, OHIO

Bond No B1219129

**MAINTENANCE BOND**

KNOW ALL MEN BY THESE PRESENTS, that we Elmer's Crane and Dozer Inc, 3600 Rennie School Road, Traverse City, MI 49685

as Principal and THE CINCINNATI INSURANCE COMPANY, a corporation organized under the laws of the State of Ohio, with principal office at Cincinnati, Ohio, as Surety, are held and firmly bound unto

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

(hereinafter called the Obligee), in the penal sum of Twenty Nine Thousand Two Hundred and no/100— (\$29,200.00)

Dollars, for the payment of which, well and truly to be made, we do hereby bind ourselves, our heirs, executors, administrators, successors and assigns, jointly and severally, firmly by these presents.

Dated this 19<sup>th</sup> day of March 2015


WHEREAS, the said Principal has heretofore entered into a contract with the Obligee above named for Hammond Industrial Center Industry Drive Water Main and Sewer Main Extension

and,

WHEREAS, the work called for under said contract, once completed and accepted by said Obligee;

NOW, THEREFORE, THE CONDITION OF THIS OBLIGATION IS SUCH, That if said Principal shall, for a period of one year(s) from the date of completion and Owner acceptance of the project, indemnify the Obligee against any loss or damage directly arising by reason of any defect in the material or workmanship which may be discovered within the period, aforesaid, then this obligation shall be void; otherwise to be and remain in full force and virtue in law.

PROVIDED, HOWEVER, that in the event of any default on the part of said Principal, written statement of the particular facts showing such default and the date thereof shall be delivered to the Surety by registered mail, at its Home Office in the City of Cincinnati, Ohio, promptly and in any event within ten (10) days after the Obligee or his representative shall learn of such default, and that no claim, suit, or action by reason of any default of the Principal shall be brought hereunder after the expiration of thirty days from the end of the maintenance period as herein set forth.

  
Elmer's Crane and Dozer Inc  
(Principal) (Seal)  
\_\_\_\_\_  
(Title)

THE CINCINNATI INSURANCE COMPANY  
By:   
Robert G Chapman, Attorney-in-fact

THE CINCINNATI INSURANCE COMPANY

Fairfield, Ohio

POWER OF ATTORNEY

KNOW ALL MEN BY THESE PRESENTS: That THE CINCINNATI INSURANCE COMPANY, a corporation organized under the laws of the State of Ohio, and having its principal office in the City of Fairfield, Ohio, does hereby constitute and appoint

David G. Chapman; Robert G. Chapman; Nathan G. Chapman; Marcia J. Miller and/or Cloyd W. Barnes

of Lansing, Michigan its true and lawful Attorney(s)-in-Fact to sign, execute, seal and deliver on its behalf as Surety, and as its act and deed, any and all bonds, policies, undertakings, or other like instruments, as follows: Any such obligations in the United States, up to

Twenty Five Million and No/100 Dollars (\$25,000,000.00)

This appointment is made under and by authority of the following resolution passed by the Board of Directors of said Company at a meeting held in the principal office of the Company, a quorum being present and voting, on the 6th day of December, 1958, which resolution is still in effect:

"RESOLVED, that the President or any Vice President be hereby authorized, and empowered to appoint Attorneys-in-Fact of the Company to execute any and all bonds, policies, undertakings, or other like instruments on behalf of the Corporation, and may authorize any officer or any such Attorney-in-Fact to affix the corporate seal; and may with or without cause modify or revoke any such appointment or authority. Any such writings so executed by such Attorneys-in-Fact shall be binding upon the Company as if they had been duly executed and acknowledged by the regularly elected officers of the Company."

This Power of Attorney is signed and sealed by facsimile under and by the authority of the following Resolution adopted by the Board of Directors of the Company at a meeting duly called and held on the 7th day of December, 1973.

"RESOLVED, that the signature of the President or a Vice President and the seal of the Company may be affixed by facsimile on any power of attorney granted, and the signature of the Secretary or Assistant Secretary and the seal of the Company may be affixed by facsimile to any certificate of any such power and any such power of certificate bearing such facsimile signature and seal shall be valid and binding on the Company. Any such power so executed and sealed and certified by certificate so executed and sealed shall, with respect to any bond or undertaking to which it is attached, continue to be valid and binding on the Company."

IN WITNESS WHEREOF, THE CINCINNATI INSURANCE COMPANY has caused these presents to be sealed with its corporate seal, duly attested by its Vice President this 10th day of May, 2012.



THE CINCINNATI INSURANCE COMPANY

Signature of Stephen A. Justice

Vice President

STATE OF OHIO ) ss:
COUNTY OF BUTLER )

On this 10th day of May, 2012, before me came the above-named Vice President of THE CINCINNATI INSURANCE COMPANY, to me personally known to be the officer described herein, and acknowledged that the seal affixed to the preceding instrument is the corporate seal of said Company and the corporate seal and the signature of the officer were duly affixed and subscribed to said instrument by the authority and direction of said corporation.



Signature of Mark J. Huller

MARK J. HULLER, Attorney at Law
NOTARY PUBLIC - STATE OF OHIO
My commission has no expiration date. Section 147.03 O.R.C.

I, the undersigned Secretary or Assistant Secretary of THE CINCINNATI INSURANCE COMPANY, hereby certify that the above is a true and correct copy of the Original Power of Attorney issued by said Company, and do hereby further certify that the said Power of Attorney is still in full force and effect.

GIVEN under my hand and seal of said Company at Fairfield, Ohio.
this 19th day of March, 2015



Signature of Scott R. Baker

Assistant Secretary

LETTER OF GUARANTEE

DATE: MARCH 3, 2015

11205

PROJECT NO.

OWNER: FARM LANE PROPERTIES  
526 W. 14TH ST. # 221  
TRAVERSE CITY, MI. 49684-4051

PROJECT: HAMMOND COMMERCE CENTRE - WATER & SEWER  
EXTENSION - INDUSTRY DRIVE

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:

  
(Developer/Contractor)

Title: OWNER / PARTNER - FARM LANE PROPERTIES  
(Please Print or Type)

Company Name:

FARM LANE PROPERTIES  
(Please Print or Type)

Address:

526 W. 14TH ST. #221  
TRAVERSE CITY, MI. 49684-4051

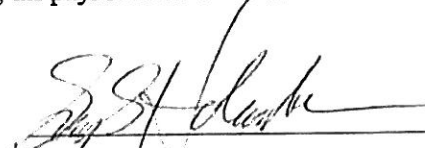
**AFFIDAVIT**

STATE OF MICHIGAN )  
 )SS  
COUNTY OF GRAND TRAVERSE )

Farm Lane Properties member Gary G Holcombe, being first duly sworn, depose and say:

1. We are the owners/developers of the Hammond Commerce Centre, located in the Township of Garfield, County of Grand Traverse, in the State of Michigan.
2. With respect to the sanitary sewer and water main extensions servicing the project, to our personal knowledge, all payments have been made and there are no liens on said system.

DATED: November 12, 2013





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Gary G. Holcombe, Member  
Farm Lane Properties

STATE OF MICHIGAN )  
 )  
COUNTY OF GRAND TRAVERSE )

On this the 12th day of November, 2013, before me, a Notary Public in and for said County, personally appeared Gary G Holcombe, member of Farm Lane Properties, who, being duly sworn, says that he has read the above Affidavit by him signed and declared that the statements contained therein are true to the best of his knowledge, except as to those matters therein stated to be upon information and belief, and as to those matters, he believes same to be true.




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Notary Public  
: Marynell Ripphaus  
Grand Traverse County, MI  
Exp 02/04/17

## BILL OF SALE

Farm Lane Properties, LLC, whose address is 526 W 14<sup>th</sup> Street, #221, Traverse City, MI 49684, (herein referred to as "Seller") for and in consideration of (\$1.00) One Dollar and other good and valuable consideration, does hereby grant, dedicate, transfer, and deliver to The Charter Township of Garfield, whose address is 3848 Veterans Drive, Traverse City, Michigan 49684, (herein referred to as the "Township"), Hammond Commerce Centre Industry Drive Sewer / Water main extension (hereinafter referred to as the "Improvement") more fully described as follows:

### Description of Water Main

Approximately 446 feet of 12" water main along with hydrants, valves and appurtenances the location of which is as follows:

Approximately 446 linear feet of 12" ductile iron watermain beginning at a point south of existing hydrant # 688 along Industry Drive. Including hydrant # 970 and ending at temporary 12 inch blow off and gate valve # 970.

### Description of Sewer Main

Approximately 564 feet of 8" sanitary sewer with manholes to service said sewer the location of which is as follows:

Approximately 564 linear feet of 8" sanitary sewer beginning at manhole # 1107 commencing south 134 linear feet to manhole # 1549 and then commencing south 400 linear feet to manhole #1550, then commencing south with a 30 linear feet stub and cap along Industry Drive.

Seller hereby warrants and certifies to the Township that the Improvement has been acquired, constructed, and completed in accordance with the Plans and Specifications of Elmer's Construction Engineering, Inc. For the Improvement previously approved by the Township, and that no claim, action, or liability exists with respect to the Improvement and its construction and installation.

Seller further warrants and represents to the Township that it is the lawful owner of the Improvement, and that the Improvement is free of all liens and encumbrances of any kind. Seller further represents that it has the authority to transfer the Improvement. All warranties and guarantees pertaining to the Improvement are hereby assigned and transferred to the Township.

Dated: March 30, 2015

Witnessed By:

Rose Overmyer  
Rose Overmyer

By: Gary G. Holcombe  
Gary G Holcombe

Title: Member

**OWNER**

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

**ENGINEER**

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

**CONTRACTOR**

Team Elmers  
3600 Rennie School Road  
Traverse City, MI 49684

**CONTRACT AMOUNT**  
ORIGINAL: \$597,960.00

**COMPLETION DATE**  
ORIGINAL: 11/01/14

**DATES OF ESTIMATES**  
FROM: 02/13/15

REVISED: \$366,200.96

REVISED 05/30/15

TO: 05/07/15

**APPLICATION FOR PROGRESS PAYMENT**

Final Payment No. 4

Project: Zimmerman Road Watermain Extension GFA Project No: 14283

	Description of Item	CONTRACT ITEMS (Original)			CONTRACT ITEMS (Revised)			THIS PERIOD			TOTAL TO DATE		
		Unit	Qty.	Cost/Unit	Unit	Qty.	Cost/Unit	Item Cost	Qty	Item Cost	Item Cost	Qty	%
1	Water Main, 16" C-905	LF	4,900	\$65.00	\$318,500.00	2,084	\$65.00	\$135,460.00			2,084	\$135,460.00	100%
2	Gate Valve & Box, 16"	EA	6	\$6,200.00	\$37,200.00	4	\$6,200.00	\$24,800.00			4	\$24,800.00	100%
3	Connection to Existing	EA	2	\$5,850.00	\$11,700.00	1	\$5,850.00	\$5,850.00			1	\$5,850.00	100%
4	Tapping Sleeve & Valve, 16"	EA	1	\$19,200.00	\$19,200.00	1	\$19,200.00	\$19,200.00			1	\$19,200.00	100%
5	Fire Hydrant Assembly	EA	8	\$4,850.00	\$38,800.00	6	\$4,850.00	\$29,100.00			6	\$29,100.00	100%
6	Tree Replacement	EA	5	\$500.00	\$2,500.00	0	\$500.00	\$0.00			0	\$0.00	100%
7	Drive Replacement	SY	580	\$32.00	\$18,560.00	471.4	\$32.00	\$15,084.80			471.4	\$15,084.80	100%
8	Concrete Curb & Gutter Removal & Replacement	LF	65	\$32.00	\$2,080.00	0	\$32.00	\$0.00			0	\$0.00	100%
9	Traffic Control	LS	1	\$39,100.00	\$39,100.00	0.525	\$39,100.00	\$20,527.50			0.525	\$20,527.50	100%
10	Restoration	LS	1	\$14,500.00	\$14,500.00	0.42	\$14,500.00	\$6,090.00			0.42	\$6,090.00	100%
11	Water Service Lead, 1"	LF	1,360	\$40.50	\$55,080.00	948	\$40.50	\$38,394.00			948	\$38,394.00	100%
12	Corporation, 1"	EA	42	\$695.00	\$29,190.00	31	\$695.00	\$21,545.00			31	\$21,545.00	100%
13	Curb Stop and Box, 1"	EA	42	\$275.00	\$11,550.00	31	\$275.00	\$8,525.00			31	\$8,525.00	100%
14	Change Order #1					1	\$41,624.66	\$41,624.66			1	\$41,624.66	100%
15	Change Order #2 - Final Balancing/Time Extension												
								<b>\$597,960.00</b>	<b>\$366,200.96</b>			<b>\$0.00</b>	<b>\$366,200.96</b>



**APPLICATION FOR PROGRESS PAYMENT**

Final Payment No. 4

Project: Zimmerman Road Watermain Extension

GFA Project No: 14283

Original Contract Amount  
Change Orders  
Adjusted Contract Amount to Date  
Total Cost of Work Performed to date  
MINUS Retainage in Accordance with the Contract  
MINUS Additional Retainage  
Net Amount Earned on Contract and Extra Work to Date  
PLUS Value of Materials Stored at Close of This Period  
Subtotal  
MINUS Amount of Previous Payments

597,960.00  
-231,759.04  
366,200.96  
366,200.96  
0.00  
  
366,200.96  
366,200.96  
329,580.86

Percent Complete: 100%  
0%  
0%

**BALANCE DUE THIS PAYMENT**

**36,620.10**

Balance to Finish, Retainage

0.00

Payment No.	Amount
1	92,920.50
2	182,102.85
3	54,557.51
<b>TOTAL</b>	<b>329,580.86</b>

CHANGE ORDERS	No./Date	Amount
	1/02-13-2015	\$41,624.66
	2/02-13-2015	-\$273,383.70
<b>TOTAL</b>		<b>-\$231,759.04</b>

**Project:** Zimmerman Road Watermain Extension

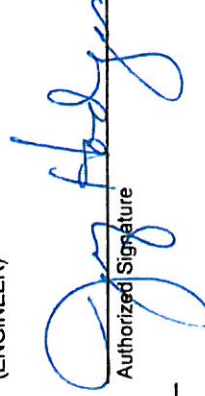
**GFA Project No:** 14283

The undersigned CONTRACTOR certifies that: (1) Any previous progress payments received from OWNER on account of Work done under the Contract referred to above have been applied to discharge in full all obligations of CONTRACTOR incurred in connection with Work covered by prior Applications for Payment; (2) title to all Work, materials, and equipment incorporated in said Work or otherwise listed in or covered by this Application for Payment will pass to OWNER at time of payment free and clear of all liens, claims, security interest and encumbrances (except such as are covered by Bond acceptable to OWNER indemnifying OWNER against any such lien, claim, security interest, or encumbrance); (3) all Work covered by this Application for Payment is in accordance with the Contract Documents and not defective as that term is defined in the Contract Documents; (4) all maintenance and operating instructions, schedules, guarantees, Bonds, certificates of inspection, marked-up record documents and other documents in accordance with the Contract Documents have been delivered to the OWNER and Engineer; (5) all corrections, incomplete, and defective work have been completed to the acceptance of the Owner and Engineer; (6) the final Application for Payment shall be accompanied (except as previously delivered) by: (i) all documentation called for in the Contract Documents, including but not limited to the evidence of insurance required by subparagraph 5.4.13, (ii) consent of the surety, if any, to final payment, and (iii) complete and legally effective releases or waivers (satisfactory to OWNER) of all Liens arising out of or filed in connection with the Work; and (7) this final payment satisfies the Contract terms and conditions.

Thirty six thousand six hundred twenty dollars and ten cents  
Payment of the above AMOUNT DUE THIS APPLICATION is recommended.

Dated: 6-18-2015

**GOURDIE-FRASER**  
(ENGINEER)

  
Authorized Signature

**Team Elmers**  
(CONTRACTOR)

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

Authorized Signature

**Charter Township of Garfield****Construction Update****June 18, 2015****Water Projects****Northwest Service District – Water System Improvements**

GFA is continuing to work on the overall project with our goal to have piping, tank and booster station completed by December 2015.

**Brookside**

GFA has been reviewing shop drawings and conducting oversight inspection of the Brookside utilities and full time inspection of the Township utilities. 75% of the utilities have been installed with remainder anticipated to be completed in 2 weeks.

**Zimmerman Road**

All watermain was installed last fall with restoration and project closeout anticipated to be completed in May. A final site walkthrough was completed including punchlist items. Record drawings have been completed and submitted to the DPW for their files. Attached is the turnover / acceptance letter, closeout documents and final pay application for the board to approve.

**Crown Development**

GFA has submitted project to MDEQ for permits. Project is scheduled to be bid out next week with work to begin in July.

**Harris / Cedar Run Road Watermain Extension**

Bid opening was held Wednesday June 17<sup>th</sup> and work is scheduled to start 2<sup>nd</sup> week of July. A portion of the watermain to be installed along Harris Road is intended to be completed by the end of July to coordinate with the Road Commission Rehabilitation project. Attached for the board to approve is the letter of recommendation to award the contract to Team Elmer's.

**Tank Site Purchase**

GFA has coordinated and completed a survey of the property owned by Scott Barkley (parcel west of Stonefield Subdivision). As approved by the Township board earlier this year, Garfield Township would purchase 3 acres of property to be utilized for the system upgrade with site access obtained from Cedar Run through an access easement with Terry and June Martin. Attached for the boards approval is the property description for the 3 acre purchase. An

agreement is to be drafted up as coordinated with Mr. Barkley and Garfield Township Attorneys. The access easement will be presented to the Board next for approval.

## **General Utilities**

### **GTCRC - Lafranier Road / Garfield Road**

GFA is working with the GTCRC with shop drawing reviews, construction meetings, permit issuance, and construction inspection with respect to the utility adjustments. Two (2) particular projects are occurring next year that will potentially impact the utilities and GFA along with the GTC DPW have been providing assistance.

Lafranier Road: GFA was hired by the GTCRC to conduct full time inspection of the utility adjustments. This portion of the project has now been completed.

Garfield Road: Improvements from south of Birmlay northerly to Hammond Road including undercuts and repairs at the Mitchell Creek Crossing that potential could affect existing watermain and sewer that are in this area. This project just started.

### **Pump Station #3**

Under contract, final design has been completed and permits and bidding anticipated to occur by the end of June

### **Pump Station #1**

Station has been experiencing clogging over the years which has affected the wear ring and face plate. The damage is significant warranted replacement of the entire pumps. GFA has been working with the pump manufacturer to find a better pump selection to prevent this from occurring again.

### **Pump Station #9**

Station has been experiencing clogging over the years which has affected the wear ring and face plate. GFA is working with the pump manufacturer to get parts for replacement. Cost is expected to be covered by the DPW maintenance budget.

### **Cass Road 20" Watermain (exposed)**

A portion of the watermain installed in 2004 that feeds the McCrae tank was found to be exposed in October. The location is at the Miller Creek Crossing within the existing Railroad Right of Way. GFA has been researching and coordinating with the MDEQ, Railroad, Soil Erosion and Conservation District. The circumstances appear to be related to an ongoing bank erosion related to undersized culverts that has been occurring since the 1990s. The Railroad has been uncooperative to work with the Township to correct. It has been the recommendation of GFA to continue to monitor the pipe and insulate during these weather conditions until Spring. At such time, GFA will re-address again with the Railroad.

## **Plan Reviews**

### **Buffalo Ridge**

Construction has begun. GFA has completed shop drawing reviews and construction oversight. Utilities are intended to be complete in the next couple weeks.

### **Carson Square**

MDEQ Permits have been issued. Awaiting construction schedule

### **Maple Ridge Apartments**

A preliminary plan review has been completed by GFA. Currently awaiting final drawings to complete review.

### **Chelsea Park**

GFA was notified final drawings to be submitted shortly to complete a plan review for utility extensions.



# GRAND TRAVERSE METRO FIRE DEPARTMENT

From the Desk of ASSISTANT CHIEF TERRY FLYNN

5. b.

FIRE OFFICE 897 Parsons Road ~ Traverse City, MI 49686

Phone: (231) 947-3000 Fax: (231) 947-8728 ~ Website: [www.gtfire.org](http://www.gtfire.org) Email: [info@gtfire.org](mailto:info@gtfire.org)

## GT MESA 2015

### June Report

#### Incidents of Interest for -

1. Building Fire 3950 Sumac Glen Eagle AFC (Garfield Twp.)
2. Building Fire 876 Manor Lane (Garfield Twp.)
3. Vehicle Accident w/injuries 3620 Country Ln (Garfield Twp.)
4. Grass Fire 8923 Crockett Rd (Acme Twp.)
5. Vehicle Accident w/injuries M72/Cook Rd (Whitewater Twp.)
6. Kitchen Fire Burger King US 31 N (Garfield Twp.)
7. Vehicle Accident w/injuries Three Mile/South Airport (East Bay Twp.)
8. Building Fire 3548 Glorianne Dr (Blair Twp.)
9. Grass Fire 311 N US 31N (Garfield Twp.)
10. Vehicle Accident w/injuries Hammond Place/Hammond (Garfield Twp.)
11. Vehicle Accident w/injuries Hammond /Traversefield (Garfield Twp.)
12. Vehicle Accident w/injuries US 31 S/South Airport (Garfield Twp.)
13. Building Fire GT Resort 6<sup>th</sup> Floor (Acme Twp.)
14. Vehicle Fire GT Mall (Garfield Twp.)

#### Mutual Aid/ Automatic Aid Given (2015) 13    Aid Received (2015) 1

GT Rural	6		
Paradise	1		
Whitewater	5	Elk Rapids	1
Blair	5		
Elmwood	1		
Traverse City	1		

#### Total Calls            2015 YTD- 2098

Sta 11 -721    Sta 1 -552    Sta 8 331    Sta 9- 84    Sta 12- 406    Adm- 4

#### 2014 YTD- 2091

Sta 11- 787    Sta 1- 470    Sta 8 – 317    Sta 9- 65    Sta 12- 452

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# GARFIELD CHARTER TOWNSHIP



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BOARD MEETING 6/23/15

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**TO:** GARFIELD TOWNSHIP BOARD  
**FROM:** JEANE BLOOD LAW  
**SUBJECT:** NO CHARGE YARD WASTE PASS  
**DATE:** 6/15/15

1.) GARFIELD TWP NO CHARGE WASTE PASS

AS OF 6/10/15 PROGRAM COMPLETE RESULTS:

SUMMARY:

94 Passes Issued

54 Passes Turned In

77.50 Cubic yards of Material brought to Site

Plus

150 Bags of Material brought to site

**Total Cost to Township \$ 537.50**

**COMMENTS:** We need to start the Spring program earlier next year we had it too late this year. It was May 26th, 28th, 30th, June 2, 4th, 6th, 9th. Need to move up dates to the middle of May. Also, we will be setting the dates for the fall program October 10, 13, 15, 17, 20, 22, 24.

Jeane Blood Law ,Treasurer

CHARTER TOWNSHIP OF GARFIELD  
GRAND TRAVERSE COUNTY, MICHIGAN

RESOLUTION #2015-08-T(c)

TENTATIVE SPECIAL ASSESSMENT ROLL FOR  
FORESTLANE SUBDIVISION ROADS  
SPECIAL ASSESSMENT DISTRICT

WHEREAS, the Township Board of the Charter Township of Garfield, Grand Traverse County, Michigan, on June 23, 2015, after due and legal notice, has conducted a public hearing upon a proposed assessment roll prepared by the supervisor and assessing officer of the township for the purpose of defraying a portion of the costs of Road Improvements proposed to be installed within the Forestlane Subdivision Roads Special Assessment District as shown on the plans and specifications for such project; and

WHEREAS, such public hearing was preceded by proper notice in the Record Eagle, a newspaper of general circulation in the township, and by first-class mail notice to each property owner of record within said district and upon said assessment roll; and

WHEREAS, (no) written objections were received to said roll and levy; and

WHEREAS, the oral comments received indicated the reasonableness of the following amendments to said assessment roll; and

WHEREAS, a record of those present to protest, and of written protests, submitted at or before the public hearing was made a part of the minutes of the hearing; and

WHEREAS, it is the opinion of the Township Board that no further time should be granted for consideration of the matter because of the time constraints in completing the road improvements before the end of the 2015 construction season; and

WHEREAS, the Township Board has duly inspected the proposed assessment roll and considered all comments and proposed amendments thereto and has found the proposed assessment roll, as amended, to be correct, just and reasonable;

NOW THEREFORE, BE IT HEREBY RESOLVED as follows:

1. The tentative assessment roll submitted by the supervisor and assessing officer of the township (as amended in the within resolution) shall hereafter be designated as Forestlane Subdivision Roads and shall be hereby confirmed as the tentative assessment roll for said Special Assessment District.
2. The assessments in said Forestlane Subdivision Roads shall be divided into seven (7) equal annual installments with the first installment to be due on or before September 1<sup>st</sup>, 2016 and the remaining installments to be due on or before the 1<sup>st</sup> day of the same month each and every year thereafter. All unpaid installments prior to transfer to the tax roll as provided by Michigan Public Act 188 of 1954, as amended, shall bear interest payable annually on each installment due date at the rate of 3.12%\* percent per annum commencing on the first installment due date hereinbefore set forth. Any payments made before such first installment due date shall not bear any such interest. \*The interest rate will be based on the rate of the 10 year Treasury Bill (currently 2.12%), at the time the project is complete, plus 1.00% in accordance with Garfield Township's Special Assessment Rate and Term Policy.



3. Future due installments of an assessment against any parcel of land may be paid to the township treasurer at any time in full with interest accrued through the month in which the final installment is paid in accordance with the Michigan Public Act 188 of 1954, as amended. If any installment of a special assessment is not paid when due, then the installment shall be considered delinquent and there shall be collected, in addition to interest as provided by this subsection, a penalty rate of 1 percent for each month, or fraction of a month, that the installment remains unpaid before being reported to the Township Board for reassessment upon the township tax roll, also in accordance with said PA 188.
4. The assessments made in said special assessment roll are hereby ordered and directed to be collected by the township treasurer, and the township clerk shall deliver said special assessment roll to said treasurer with his/her warrant attached, commanding the treasurer to collect such assessments in accordance with the direction of the Township Board and said PA 188.
5. All resolutions and parts of resolutions insofar as they conflict with the provision of the within resolutions be and the same are hereby rescinded.

Upon roll call vote, the following voted -

Ayes:

Nays:

Absent and Excused:

RESOLUTION 2015-08-T(c) DECLARED ADOPTED.

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

#### CERTIFICATE

I, Lanie McManus, Clerk of the Charter Township of Garfield, do hereby certify that the above is a true and correct copy of a Resolution which was adopted by the Township Board of the Charter Township of Garfield on the 23rd day of June, 2015.

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

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

CHARTER TOWNSHIP OF GARFIELD  
GRAND TRAVERSE COUNTY, MICHIGAN

ASSESSOR CERTIFICATION  
OF FORESTLANE SUBDIVISION ROADS  
TENTATIVE SPECIAL ASSESSMENT ROLL

TO: The Township Board of the Charter Township of Garfield, Grand Traverse  
County, Michigan

In accordance with the resolution of the Garfield Charter Township Board adopted on May 26, 2015, I hereby certify the tentative special assessments as set forth in the attached Forestlane Subdivision Roads Tentative Special Assessment roll for the owners of the properties described in said tentative assessment roll. Such Tentative Special Assessments are based on the estimated costs associated with the project, which amounts will be adjusted once work is complete and the final costs of the project are known. The Final Special Assessments will be payable over seven (7) years, together with such interest and penalties as set forth by resolution and prescribed by statute, and there will be a Public Hearing to allow for protests and/or amendments to the roll at that time.

The first Special Assessment installment is to be billed in June, 2016. Any sums due after September 1<sup>st</sup>, 2016 shall bear interest at the rate defined by the Charter Township of Garfield Special Assessment Rate and Term Policy. Any assessments or portions thereof paid prior to September 1<sup>st</sup>, 2016 shall not bear any interest.

If any installment of a special assessment is not paid when due, there shall be collected, in addition to interest, a penalty at the rate of (1.0%) percent for each month or fraction of a month that the installment remains unpaid before being reported to the Township Board for reassessment upon the Township tax roll under the provision of PA 188 of 1954, as amended.

Dated: 5/27/15

By: Amy L. DeHaan  
Amy L. DeHaan, MMAO(4)  
Assessor  
Charter Township of Garfield

05/27/2015  
09:59 AM

TENTATIVE SPECIAL ASSESSMENT LISTING FOR GARFIELD CHARTER TWP

Page: 1/2  
DB: Garfield1

Population: Special Assessment District (109)

REL	ASSESSMENT NAME	ASSESSMENT	OWNER ADDRESS
05-110-001-00	109, FORESTLANE ROADS	2,777.76	LESIT ALMA L 979 S FORESTLANE DR
28-05-110-002-00	109, FORESTLANE ROADS	2,777.76	HAMPEL THOMAS O & KAREN M 973 S FORESTLANE DR
28-05-110-003-00	109, FORESTLANE ROADS	2,777.76	VANDRAGT COURTNEY Q 963 S FORESTLANE DR
28-05-110-004-00	109, FORESTLANE ROADS	2,777.76	LAKE JAMES DALE & LAKE MARY LOU 1634 RASHO RD
28-05-110-005-00	109, FORESTLANE ROADS	2,777.76	ORTH MAREESA E 953 S FORESTLANE DR
28-05-110-006-00	109, FORESTLANE ROADS	2,777.76	KUZMA NICHOLASS & 538 FIFTH STREET
28-05-110-007-00	109, FORESTLANE ROADS	2,777.76	WHITTEN SHIRLEY 5855 CEDAR RUN RD
28-05-110-008-00	109, FORESTLANE ROADS	2,777.76	GRIEVE RAYA J 935 S FORESTLANE DR
28-05-110-009-00	109, FORESTLANE ROADS	2,777.76	MASSONI MARK & BESSIE 923 S FORESTLANE DR
28-05-110-010-00	109, FORESTLANE ROADS	2,777.76	BUCKS EMILY A 919 S FORESTLANE DR
28-05-110-011-00	109, FORESTLANE ROADS	2,777.76	KILLIAN ELIZABETH ANNE 913 S FORESTLANE DR
28-05-110-012-00	109, FORESTLANE ROADS	2,777.76	MYERS DAVID K & THOMPSON JENNIFER J 909 S FORESTLANE DR
5-110-013-00	109, FORESTLANE ROADS	2,777.76	RIFFLE ELIZABETH 905 W FORESTLANE DR
28-05-110-014-00	109, FORESTLANE ROADS	2,777.76	GAUTHIER MARY S 899 W FORESTLANE DR
28-05-110-015-00	109, FORESTLANE ROADS	2,777.76	LEVALLEY DAVID TR & HILL CHRISTINE 893 W FORESTLANE DR
28-05-110-016-00	109, FORESTLANE ROADS	2,777.76	RAVEN ELAINE L TR 2289 COVE DR
28-05-110-017-00	109, FORESTLANE ROADS	2,777.76	POOLE TONI L 898 W FORESTLANE DR
28-05-110-018-00	109, FORESTLANE ROADS	2,777.76	LALLY MARY JO 904 W FORESTLANE DR
28-05-110-019-00	109, FORESTLANE ROADS	2,777.76	LYON PHILIP A & PATRICIA A 908 N FORESTLANE DR
28-05-110-020-00	109, FORESTLANE ROADS	2,777.76	GREENLAW FRANK & SANDRA TRUST 912 N FORESTLANE DR
28-05-110-021-00	109, FORESTLANE ROADS	2,777.76	DANIELS AMBER I & KENNETH L 918 N FORESTLANE DR
28-05-110-022-00	109, FORESTLANE ROADS	2,777.76	SWAINSTON ROBERT & PATRICIA A 926 N FORESTLANE DR
28-05-110-023-00	109, FORESTLANE ROADS	2,777.76	STAGMAN TAMARA K 932 N FORESTLANE DR
28-05-110-024-00	109, FORESTLANE ROADS	2,777.76	FELLOWS JAMES & STEVEN & PENNY 938 N FORESTLANE DR
05-110-025-00	109, FORESTLANE ROADS	2,777.76	MILLER DALE & MARY 946 N FORESTLANE DR
05-110-026-00	109, FORESTLANE ROADS	2,777.76	SHAW JONATHAN B & GRETCHEN P PO BOX 4668
28-05-110-027-00	109, FORESTLANE ROADS	2,777.76	SALVATION ARMY PO BOX 5228

PARCEL	ASSESSMENT NAME	ASSESSMENT	OWNER ADDRESS
5-110-028-00	109, FORESTLANE ROADS	2,777.76	GIUFFRE MICHAEL & BERNADETTE 966 N FORESTLANE DR
28-05-110-029-00	109, FORESTLANE ROADS	2,777.76	GREER DEBRA I 976 N FORESTLANE DR
28-05-110-030-00	109, FORESTLANE ROADS	2,777.76	GABLER PAUL M & MICHELLE 982 N FORESTLANE DR
28-05-110-031-00	109, FORESTLANE ROADS	2,777.76	LAMIA DARLENE 981 N FORESTLANE DR
28-05-110-032-00	109, FORESTLANE ROADS	2,777.76	CASE CHARLOTTE E 975 N FORESTLANE DR
28-05-110-033-00	109, FORESTLANE ROADS	2,777.76	GRIFFITH MICHAEL & BETH 965 N FORESTLANE DR
28-05-110-034-00	109, FORESTLANE ROADS	2,777.76	BALCEZAK DIANE R 957 FORESTLANE DR N
28-05-110-035-00	109, FORESTLANE ROADS	2,777.76	DEWILDER ALBERT JR & MINDA B 951 N FORESTLANE DR
28-05-110-036-00	109, FORESTLANE ROADS	2,777.76	OLSON THOMAS W & LAURENE A 945 N FORESTLANE DR
28-05-110-037-00	109, FORESTLANE ROADS	2,777.76	GREGG FORREST D & SHARON M 937 N FORESTLANE DR
28-05-110-038-00	109, FORESTLANE ROADS	2,777.76	ALEXANDER PATRICIA L TRUST 933 N FORESTLANE DR
28-05-110-039-00	109, FORESTLANE ROADS	2,777.76	GREGG MATTHEW W 925 N FORESTLANE DR
5-110-040-00	109, FORESTLANE ROADS	2,777.76	IRWIN JOHN T 917 N FORESTLANE DR
28-05-110-041-00	109, FORESTLANE ROADS	2,777.76	SENECAL BETSY A 920 S FORESTLANE DR
28-05-110-042-00	109, FORESTLANE ROADS	2,777.76	WOLFF DIXIE SUE TRUST 924 S FORESTLANE DR
28-05-110-043-00	109, FORESTLANE ROADS	2,777.76	GREEN B KATHLEEN 934 S FORESTLANE DR
28-05-110-044-00	109, FORESTLANE ROADS	2,777.76	GREGG FORREST D & SHARON M 937 S FORESTLANE DR
28-05-110-045-00	109, FORESTLANE ROADS	2,777.76	BUCHHEIM RICHARD W 944 S FORESTLANE DR
28-05-110-046-00	109, FORESTLANE ROADS	2,777.76	BOROWICZ LOTTIE & JAMES 954 S FORESTLANE DR
28-05-110-047-00	109, FORESTLANE ROADS	2,777.76	CHAPPELL NICHOLAS JR & SHARON TOMAR 960 S FORESTLANE DR
28-05-110-048-00	109, FORESTLANE ROADS	2,777.76	ZIMMERMAN SHAWNA S TRUST 964 S FORESTLANE DR
28-05-110-049-00	109, FORESTLANE ROADS	2,777.76	KOUCKY WILLIAM 972 S FORESTLANE DR
28-05-110-050-00	109, FORESTLANE ROADS	2,777.76	WOODRING RODNEY G 980 S FORESTLANE DR
28-05-350-001-00	109, FORESTLANE ROADS	2,777.76	ASH DORIS J 3141 SUNSET LN
28-05-350-002-00	109, FORESTLANE ROADS	2,777.76	JEWELL DEBORAH P 988 S FORESTLANE DR
5-350-006-00	109, FORESTLANE ROADS	2,777.76	OTTO KAY F 2749 S WALTERS DR
# OF PARCELS: 53	TOTALS:	147,221.28	

## The Charter Township of Garfield

### FOIA Procedures and Guidelines

#### Preamble: Statement of Principles

It is the policy of the Charter Township of Garfield that all persons, except those incarcerated, consistent with the Michigan Freedom of Information Act (FOIA), are entitled to full and complete information regarding the affairs of government and the official acts of those who represent them as public officials and employees. The people shall be informed so that they fully participate in the democratic process.

The Township's policy with respect to FOIA requests is to comply with State law in all respects and to respond to FOIA requests in a consistent, fair, and even-handed manner regardless of who makes such a request.

The Township acknowledges that it has a legal obligation to disclose all nonexempt public records in its possession pursuant to a FOIA request. The Township acknowledges that sometimes it is necessary to invoke the exemptions identified under FOIA in order to ensure the effective operation of government and to protect the privacy of individuals.

The Charter Township of Garfield will protect the public's interest in disclosure, while balancing the requirement to withhold or redact portions of certain records. The Township's policy is to disclose public records consistent with and in compliance with State law.

The Township Board has established the following written procedures and guidelines to implement the FOIA and will create a written public summary of the specific procedures and guidelines relevant to the general public regarding how to submit written requests to the public body and explaining how to understand a public body's written responses, deposit requirements, fee calculations, and avenues for challenge and appeal. The written public summary will be written in a manner so as to be easily understood by the general public.

#### Section 1: General Policies

The Township Board, acting pursuant to the authority at MCL 15.236, designates the Township Clerk as the FOIA Coordinator. He or she is authorized to designate other Township staff to act on his or her behalf to accept and process written requests for the Township's public records and approve denials.

If a request for a public record is received by fax or email, the request is deemed to have been received on the following business day. If a request is sent by email and delivered to a Township spam or junk-mail folder, the request is not deemed received until one day after the FOIA Coordinator first becomes aware of the request. The FOIA Coordinator shall note in the FOIA log both the date the request was delivered to the spam or junk-mail folder and the date the FOIA Coordinator became aware of the request.

**The FOIA Coordinator shall review Township spam and junk-mail folders on a regular basis, which shall be no less than once a month. The FOIA Coordinator shall work with Township Information Technology staff to develop administrative rules for handling spam and junk-mail so as to protect Township systems from computer attacks which may be imbedded in an electronic FOIA request.**

The FOIA Coordinator may, at his or her discretion, implement administrative rules, consistent with State law and these Procedures and Guidelines to administer the acceptance and processing of FOIA requests.

The Township is not obligated to create a new public record or make a compilation or summary of information which does not already exist. Neither the FOIA Coordinator nor other Township staff are obligated to provide answers to questions contained in requests for public records or regarding the content of the records themselves.

The FOIA Coordinator shall keep a copy of all written requests for public records received by the Township on file for a period of at least one year.

The Township will make this Procedures and Guidelines document and the Written Public Summary publicly available without charge. If it does not, the Township cannot require deposits or charge fees otherwise permitted under the FOIA until it is in compliance.

A copy of this Procedures and Guidelines document and the Township's Written Public Summary must be publicly available by providing free copies both in the Township's response to a written request and upon request by visitors at the Township's office.

This Procedures and Guidelines document and the Township's Written Public Summary will be maintained on the Township's website at: [garfield-twp.com](http://garfield-twp.com), so a link to those documents will be provided in lieu of providing paper copies of those documents.

## **Section 2: Requesting a Public Record**

No specific form to submit a request for a public record is required. However the FOIA Coordinator may make available a FOIA Request Form for use by the public.

Requests to inspect or obtain copies of public records prepared, owned, used, possessed or retained by the Township may be submitted on the Township's FOIA Request Form, in any other form of writing (letter, fax, email, etc.).

A request must sufficiently describe a public record so as to enable Township personnel to identify and find the requested public record.

Written requests for public records may be submitted in person or by mail to any Township office. Requests may also be submitted electronically by fax and email. Upon their receipt, requests for public records shall be promptly forwarded to the FOIA Coordinator for processing.

A person may request that public records be provided on non-paper physical media, emailed or otherwise provided to him or her in digital form in lieu of paper copies. The Township will comply with the request only if it possesses the necessary technological capability to provide records in the requested non-paper physical media format.

A person may subscribe to future issues of public records that are created, issued or disseminated by the Charter Township of Garfield on a regular basis. A subscription is valid for up to 6 months and may be renewed by the subscriber.

A person serving a sentence of imprisonment in a local, state or federal correctional facility is not entitled to submit a request for a public record. The FOIA Coordinator will deny all such requests.

## **Section 3: Processing a Request**

Unless otherwise agreed to in writing by the person making the request, the Township will issue a response within 5 business days of receipt of a FOIA request. If a request is received by fax, email or other electronic transmission, the request is deemed to have been received on the following business day.

The Township will respond to a request in one of the following ways:

- Grant the request.
- Issue a written notice denying the request.
- Grant the request in part and issue a written notice denying in part the request.
- Issue a notice indicating that due to the nature of the request the Township needs an additional 10 business days to respond for a total of no more than 15 business days. Only one such extension is permitted.
- Issue a written notice indicating that the public record requested is available at no charge on the Township's website.

***When a request is granted:***

If the request is granted, or granted in part, the FOIA Coordinator will require that payment be made in full for the allowable fees associated with responding to the request before the public record is made available.

The FOIA Coordinator shall provide a detailed itemization of the allowable costs incurred to process the request to the person making the request.

A copy of these Procedures and Guidelines and the Written Public Summary will be provided to the requestor free of charge with the response to a written request for public records, provided however, that because these Procedures and Guidelines, and the Written Public Summary are maintained on the Township's website at: [garfield-twp.com](http://garfield-twp.com), a link to the Procedures and Guidelines and the Written Public Summary will be provided in lieu of providing paper copies of those documents.

If the cost of processing a FOIA request is \$50 or less, the requester will be notified of the amount due and where the documents can be obtained.

If the cost of processing a FOIA request is expected to exceed \$50 based on a good-faith calculation, or if the requestor has not paid in full for a previously granted request, the Township will require a good-faith deposit pursuant to Section 4 of this policy before processing the request.

In making the request for a good-faith deposit the FOIA Coordinator shall provide the requestor with a detailed itemization of the allowable costs estimated to be incurred by the Township to process the request and also provide a best efforts estimate of a time frame it will take the Township to provide the records to the requestor. The best efforts estimate shall be nonbinding on the Township, but will be made in good faith and will strive to be reasonably accurate, given the nature of the request in the particular instance, so as to provide the requested records in a manner based on the public policy expressed by Section 1 of the FOIA.

***When a request is denied or denied in part:***

If the request is denied or denied in part, the FOIA Coordinator will issue a Notice of Denial which shall provide in the applicable circumstance:

- An explanation as to why a requested public record is exempt from disclosure; or
- A certificate that the requested record does not exist under the name or description provided by the requestor, or another name reasonably known by the Township; or
- An explanation or description of the public record or information within a public record that is separated or deleted from the public record; and
- An explanation of the person's right to submit an appeal of the denial to either the Township Board or seek judicial review in the Grand Traverse County Circuit Court; and
- An explanation of the right to receive attorneys' fees, costs, and disbursements as well as actual or compensatory damages, and punitive damages of \$1,000, should they prevail in Circuit Court.
- The Notice of Denial shall be signed by the FOIA Coordinator.

If a request does not sufficiently describe a public record, the FOIA Coordinator may, in lieu of issuing a Notice of Denial indicating that the request is deficient, seek clarification or amendment of the request by the person making the request. Any clarification or amendment will be considered a new request subject to the timelines described in this Section.

***Requests to inspect public records:***

The Township shall provide reasonable facilities and opportunities for persons to examine and inspect public records during normal business hours. The FOIA Coordinator is authorized to promulgate rules regulating the manner in which records may be viewed so as to protect Township records from loss, alteration, mutilation or destruction and to prevent excessive interference with normal Township operations.

***Requests for certified copies:***

The FOIA Coordinator shall, upon written request, furnish a certified copy of a public record at no additional cost to the person requesting the public record.

**Section 4: Fee Deposits**

If the fee estimate is expected to exceed \$50.00 based on a good-faith calculation, the requestor will be asked to provide a deposit not exceeding one-half of the total estimated fee.

If a request for public records is from a person who has not paid the Township in full for copies of public records made in fulfillment of a previously granted written request, the FOIA Coordinator will require a deposit of 100% of the estimated processing fee before beginning to search for a public record for any subsequent written request by that person when all of the following conditions exist:

- The final fee for the prior written request is not more than 105% of the estimated fee;
- The public records made available contained the information sought in the prior written request and remain in the Township's possession;
- The public records were made available to the individual, subject to payment, within the time frame estimated by the Township to provide the records;
- Ninety (90) days have passed since the FOIA Coordinator notified the individual in writing that the public records were available for pickup or mailing;
- The individual is unable to show proof of prior payment to the Township; and
- The FOIA Coordinator has calculated a detailed itemization that is the basis for the current written request's increased estimated fee deposit.



The FOIA Coordinator will not require an increased estimated fee deposit if any of the following apply:

- The person making the request is able to show proof of prior payment in full to the Township;
- The Township is subsequently paid in full for the applicable prior written request; or
- Three hundred sixty five (365) days have passed since the person made the request for which full payment was not remitted to the Township.

#### **Section 5: Calculation of Fees**

A fee may be charged for the labor cost of copying/duplication.

A fee will *not* be charged for the labor cost of search, examination, review and the deletion and separation of exempt from nonexempt information *unless* failure to charge a fee would result in unreasonably high costs to the Township because of the nature of the request in the particular instance, and the Township specifically identifies the nature of the unreasonably high costs.

Costs for the search, examination review, and deletion and separation of exempt from non-exempt information are “unreasonably high” when they are excessive and beyond the normal or usual amount for those services (Attorney General Opinion 7083 of 2001) compared to the costs of the township’s usual FOIA requests, not compared to the township’s operating budget. (*Bloch v. Davison Community Schools*, Michigan Court of Appeals, Unpublished, April 26, 2011)

The following factors shall be used to determine an unreasonably high cost to the Township:

- Volume of the public record requested
- Amount of time spent to search for, examine, review and separate exempt from non-exempt information in the record requested.
- Whether the public records are from more than one Township department or whether various Township offices are necessary to respond to the request.
- The available staffing to respond to the request.
- Any other similar factors identified by the FOIA Coordinator in responding to the particular request.

The Michigan FOIA statute permits the Township to charge for the following costs associated with processing a request:

- Labor costs associated with copying or duplication, which includes making paper copies, making digital copies, or transferring digital public records to non-paper physical media or through the Internet.
- Labor costs associated with searching for, locating and examining a requested public record, when failure to charge a fee will result in unreasonably high costs to the Township.
- Labor costs associated with a review of a record to separate and delete information exempt from disclosure, when failure to charge a fee will result in unreasonably high costs to the Township.
- The cost of copying or duplication, not including labor, of paper copies of public records. This may include the cost for copies of records already on the township’s website if you ask for the township to make copies.
- The cost of computer discs, computer tapes or other digital or similar media when the requester asks for records in non-paper physical media. This may include the cost for copies of records already on the township’s website if you ask for the township to make copies.
- The cost to mail or send a public record to a requestor.

Labor costs will be calculated based on the following requirements:

- All labor costs will be estimated and charged in 15-minute increments, with all partial time increments rounded down. If the time involved is less than 15 minutes, there will be no charge.
- Labor costs will be charged at the hourly wage of the lowest-paid Township employee capable of doing the work in the specific fee category, regardless of who actually performs work.
- Labor costs will also include a charge to cover or partially cover the cost of fringe benefits.
- The Township may add up to 50% to the applicable labor charge amount to cover or partially cover the cost of fringe benefits, but in no case may it exceed the actual cost of fringe benefits.
- Overtime wages will not be included in labor costs unless agreed to by the requestor; overtime costs will not be used to calculate the fringe benefit cost.
- Contracted labor costs will be charged at the hourly rate of \$48.90 (6 times the state minimum hourly wage).

The cost to provide records on non-paper physical media when so requested will be based on the following requirements:

- Computer disks, computer tapes or other digital or similar media will be at the actual and most reasonably economical cost for the non-paper media.
- This cost will only be assessed if the Township has the technological capability necessary to provide the public record in the requested non-paper physical media format.
- The Township will procure any non-paper media and will not accept media from the requestor in order to ensure integrity of the Township's technology infrastructure.

The cost to provide paper copies of records will be based on the following requirements:

- Paper copies of public records made on standard letter (8 ½ x 11) or legal (8 ½ x 14) sized paper will not exceed \$.10 per sheet of paper. Copies for non-standard sized sheets of paper will reflect the actual cost of reproduction.
- The Township will provide records using double-sided printing, if it is cost-saving and available.

The cost to mail records to a requestor will be based on the following requirements:

- The actual cost to mail public records using a reasonably economical and justified means.
- The Township may charge for the least expensive form of postal delivery confirmation.
- No cost will be made for expedited shipping or insurance unless specified by the requestor.

If the FOIA Coordinator does not respond to a written request in a timely manner, the Township must:

- Reduce the labor costs by 5% for each day the Township exceeds the time permitted under FOIA up to a 50% maximum reduction, if **any** of the following applies:
  - The Township's late response was willful and intentional,
  - The written request conveyed a request for information within the first 250 words of the body of a letter facsimile, email or email attachment, or
  - The written request included the words, characters, or abbreviations for "freedom of information," "information," "FOIA," "copy" or a recognizable misspelling of such, or legal code reference to MCL 15. 231, et seq. or 1976 Public Act 442 on the front of an envelope or in the subject line of an email, letter or facsimile cover page.
- Fully note the charge reduction in the Detailed Itemization of Costs Form.

## **Section 6: Waiver of Fees**

The cost of the search for and copying of a public record may be waived or reduced if in the sole judgment of the FOIA Coordinator a waiver or reduced fee is in the public interest because it can be considered as primarily benefitting the general public. The township board may identify specific records or types of records it deems should be made available for no charge or at a reduced cost.

## **Section 7: Discounted Fees**

### ***Indigence***

The FOIA Coordinator will discount the first \$20.00 of the processing fee for a request if the person requesting a public record submits an affidavit stating that they are:

- Indigent and receiving specific public assistance, or
- If not receiving public assistance, stating facts demonstrating an inability to pay because of indigence.

An individual is not eligible to receive the waiver if:

- The requestor has previously received discounted copies of public records from the Township twice during the calendar year; or
- The requestor requests information in connection with other persons who are offering or providing payment to make the request.

An affidavit is sworn statement. The FOIA Coordinator may make a Fee Waiver Affidavit Form available for use by the public.

### ***Nonprofit organization advocating for developmentally disabled or mentally ill individuals***

The FOIA Coordinator will discount the first \$20.00 of the processing fee for a request from:

- A nonprofit organization formally designated by the state to carry out activities under subtitle C of the federal developmental disabilities assistance and bill of rights act of 2000, Public Law 106-402, and the protection and advocacy for individuals with mental illness act, Public Law 99-319, or their successors, if the request meets all of the following requirements:
  - Is made directly on behalf of the organization or its clients.
  - Is made for a reason wholly consistent with the mission and provisions of those laws under section 931 of the mental health code, 1974 PA 258, MCL 330.1931.
  - Is accompanied by documentation of its designation by the state, if requested by the public body.

## **Section 8: Appeal of a Denial of a Public Record**

When a requestor believes that all or a portion of a public record has not been disclosed or has been improperly exempted from disclosure, he or she may appeal to the Township Board by filing an appeal of the denial with the office of the Township FOIA Coordinator.

The appeal must be in writing, specifically state the word "appeal" and identify the reason or reasons the requestor is seeking a reversal of the denial. The Township FOIA Appeal Form (To Appeal a Denial of Records), may be used.

The Township Board is not considered to have received a written appeal until the first regularly scheduled Township Board meeting following submission of the written appeal.

Within 10 business days of receiving the appeal the Township Board will respond in writing by:

- Reversing the disclosure denial;
- Upholding the disclosure denial; or
- Reverse the disclosure denial in part and uphold the disclosure denial in part; or
- Under unusual circumstances, issue a notice extending for not more than 10 business days the period during which the Township Board shall respond to the written appeal. The Township Board shall not issue more than 1 notice of extension for a particular written appeal.

If the Township Board fails to respond to a written appeal, or if the Township Board upholds all or a portion of the disclosure denial that is the subject of the written appeal, the requesting person may seek judicial review of the nondisclosure by commencing a civil action in Circuit Court.

Whether or not a requestor submitted an appeal of a denial to the Township Board, he or she may file a civil action in Grand Traverse County Circuit Court within 180 days after the Township's final determination to deny the request.

If a court that determines a public record is not exempt from disclosure, it shall order the Township to cease withholding or to produce all or a portion of a public record wrongfully withheld, regardless of the location of the public record. Failure to comply with an order of the court may be punished as contempt of court.

If a person asserting the right to inspect, copy, or receive a copy of all or a portion of a public record prevails in such an action, the court shall award reasonable attorneys' fees, costs, and disbursements. If the person or Township prevails in part, the court may, in its discretion, award all or an appropriate portion of reasonable attorneys' fees, costs, and disbursements.

If the court determines that the Township has arbitrarily and capriciously violated this act by refusal or delay in disclosing or providing copies of a public record, the court shall order the Township to pay a civil fine of \$1,000.00, which shall be deposited into the general fund of the state treasury. The court shall award, in addition to any actual or compensatory damages, punitive damages in the amount of \$1,000.00 to the person seeking the right to inspect or receive a copy of a public record. The damages shall not be assessed against an individual, but shall be assessed against the next succeeding public body that is not an individual and that kept or maintained the public record as part of its public function.

### **Section 9: Appeal of an Excessive FOIA Processing Fee**

"Fee" means the total fee or any component of the total fee calculated under section 4 of the FOIA, including any deposit.

If a requestor believes that the fee charged by the Township to process a FOIA request exceeds the amount permitted by state law or under this policy, he or she must first appeal to the Township Board by submitting a written appeal for a fee reduction to the office of the Township FOIA Coordinator.

The appeal must be in writing, specifically state the word "appeal" and identify how the required fee exceeds the amount permitted. The Township FOIA Appeal Form (To Appeal an Excess Fee) may be used.

The Township Board is not considered to have received a written appeal until the first regularly scheduled Township Board meeting following submission of the written appeal.

Within 10 business days after receiving the appeal, the Township Board will respond in writing by:

- Waiving the fee;
- Reducing the fee and issuing a written determination indicating the specific basis that supports the remaining fee;
- Upholding the fee and issuing a written determination indicating the specific basis that supports the required fee; or
- Issuing a notice detailing the reason or reasons for extending for not more than 10 business days the period during which the Township Board will respond to the written appeal. The Township Board shall not issue more than 1 notice of extension for a particular written appeal.

Where the Township Board reduces or upholds the fee, the determination must include a certification from the Township Board that the statements in the determination are accurate and that the reduced fee amount complies with its publicly available procedures and guidelines and Section 4 of the FOIA.

Within 45 days after receiving notice of the Township Board's determination of an appeal, the requesting person may commence a civil action in Grand Traverse County Circuit Court for a fee reduction.

If a civil action is commenced against the Township for an excess fee, the Township is not obligated to complete the processing of the written request for the public record at issue until the court resolves the fee dispute.

An action shall not be filed in circuit court unless *one* of the following applies:

- The Township does not provide for appeals of fees,
- The Township Board failed to respond to a written appeal as required, or
- The Township Board issued a determination to a written appeal.

If a court determines that the Township required a fee that exceeds the amount permitted under its publicly available procedures and guidelines or Section 4 of the FOIA, the court shall reduce the fee to a permissible amount. Failure to comply with an order of the court may be punished as contempt of court.

If the requesting person prevails in court by receiving a reduction of 50% or more of the total fee, the court may, in its discretion, award all or an appropriate portion of reasonable attorneys' fees, costs, and disbursements. The award shall be assessed against the public body liable for damages.

If the court determines that the Township has arbitrarily and capriciously violated the FOIA by charging an excessive fee, the court shall order the Township to pay a civil fine of \$500.00, which shall be deposited in the general fund of the state treasury. The court may also award, in addition to any actual or compensatory damages, punitive damages in the amount of \$500.00 to the person seeking the fee reduction. The fine and any damages shall not be assessed against an individual, but shall be assessed against the next succeeding public body that is not an individual and that kept or maintained the public record as part of its public function.

## **Section 10: Conflict with Prior FOIA Policies and Procedures; Effective Date**

To the extent that these Procedures and Guidelines conflict with previous FOIA policies promulgated by Township Board or the Township Administration these Procedures and Guidelines are controlling. To the extent that any administrative rule promulgated by the FOIA Coordinator subsequent to the adoption of this resolution is found to be in conflict with any previous policy promulgated by the Township Board or the Township Administration, the administrative rule promulgated by the FOIA Coordinator is controlling.

To the extent that any provision of these Procedures and Guidelines or any administrative rule promulgated by the FOIA Coordinator pertaining to the release of public records is found to be in conflict with any State statute, the applicable statute shall control. The FOIA Coordinator is authorized to modify this policy and all previous policies adopted by the Township Board or the Township Administration, and to adopt such administrative rules as he or she may deem necessary, to facilitate the legal review and processing of requests for public records made pursuant to Michigan's FOIA statute, provided that such modifications and rules are consistent with State law. The FOIA Coordinator shall inform the Township Board of any change these Policies and Guidelines.

These FOIA Policies and Guidelines become effective July 1, 2015.

## **Section 11: Appendix of the Charter Township of Garfield FOIA Forms**

- Request for Public Records Form
- Notice to Extend Response Time Form
- Notice of Denial Form
- Detailed Cost Itemization Form
- Appeal of Denial of Records Form
- Appeal of Excess Fee Form



Charter Township of Garfield  
Grand Traverse County, MI

## Public Summary of FOIA Procedures and Guidelines

**It is the public policy of the Charter Township of Garfield that all persons (except those persons incarcerated in state or local correctional facilities) are entitled to full and complete information regarding the affairs of government and the official acts of those who represent them as public officials and public employees.**

**Lanie McManus**  
Township Clerk/FOIA Coordinator  
3848 Veterans Drive  
Traverse City, MI 49684  
231.941.1620  
[lmcmamus@garfield-twp.com](mailto:lmcmamus@garfield-twp.com)

Consistent with the Michigan Freedom of Information Act (FOIA), Public Act 442 of 1976, as amended, the following is the Written Public Summary of the Charter Township of Garfield's FOIA Procedures and Guidelines relevant to the general public.

This is only a summary of the Township's FOIA Procedures and Guidelines. For more details and information, copies of the Township's FOIA Procedures and Guidelines are available at no charge at the Township Clerk's Office and on the Township's website: [www.garfield-twp.com](http://www.garfield-twp.com).

### 1. How do I submit a FOIA request to the Charter Township of Garfield?

- A request must sufficiently describe a public record to enable the Township to find it.
- Please include the words "FOIA" or "FOIA Request" in the request to assist the Township in providing a prompt response. The Township has a FOIA Request form for your convenience on their website at [www.garfield-twp.com](http://www.garfield-twp.com).
- Requests to inspect or obtain copies of public records prepared, owned, used, possessed or retained by the Township may be submitted on the Township's FOIA Request form or in any other form of writing (letter, fax, email, etc.).
  - No specific form to submit a written request is required. However a FOIA Request Form and other FOIA-related forms are available for your use and convenience on the Township's website at [www.garfield-twp.com](http://www.garfield-twp.com)

- Written requests may be delivered to the Township Clerk's Office in person or by mail to:  
**Lanie McManus, Clerk; 3848 Veterans Drive; Traverse City, MI 49684**
- Requests may be faxed to: **(231) 941-1588**. To ensure a prompt response, faxed requests should contain the term "FOIA" or "FOIA Request" on the first/cover page.
- Requests may be emailed to: **lmcmanus@garfield-twp.com**. To ensure a prompt response, email requests should contain the term "FOIA" or "FOIA Request" in the subject line.

## 2. What kind of response can I expect to my request?

- Within 5 business days after receiving a FOIA request the Township will issue a response. If a request is received by fax or email, the request is deemed to have been received on the following business day. The Township will respond to your request in one of the following ways:
  - - Grant the request;
    - Issue a written notice denying the request;
    - Grant the request in part and issue a written notice denying in part the request;
    - Issue a notice indicating that due to the nature of the request the Township needs an additional 10 business days to respond; or
    - Issue a written notice indicating that the requested public record is available at no charge on the Township's website
- For instances where the requested public record is available on the Township's website, the Township will so indicate.
- If the request is granted, or granted in part, the Township will ask that payment be made for the allowable fees associated with responding to the request before the public record is made available.
- If the cost of processing the request is expected to exceed \$50, or if you have not paid for a previously granted request, the Township will require a deposit before processing the request.

## 3. What are the Township's deposit requirements?

- If the Township has made a good faith calculation that the total fee for processing the request will exceed \$50.00, the Township may require that you provide a deposit in the amount of 50% of the total estimated fee. When the Township requests the deposit, it will provide you a non-binding best efforts estimate of how long it will take to process the request after you have paid your deposit.
- If the Township receives a request from a person who has not paid the Township for copies of public records made in fulfillment of a previously granted written request, the Township may require a deposit of 100% of the estimated processing fee before it begins to search for the public record for any subsequent written request when **all** of the following conditions exist:
  - The final fee for the prior written request is not more than 105% of the estimated fee;



- The public records made available contained the information sought in the prior written request and remain in the Township's possession;
  - The public records were made available to the individual, subject to payment, within the best effort time frame estimated by the Township to provide the records;
  - Ninety (90) days have passed since the Township notified the individual in writing that the public records were available for pickup or mailing;
  - The individual is unable to show proof of prior payment to the Township; and
  - The Township has calculated an estimated detailed itemization that is the basis for the current written request's increased fee deposit.
- The Township will not require the 100% estimated fee deposit if any of the following apply:
    - The person making the request is able to show proof of prior payment in full to the Township;
    - The Township is subsequently paid in full for all applicable prior written requests; or
    - Three hundred sixty five (365) days have passed since the person made the request for which full payment was not remitted to the Township.

#### **4. How does the Township calculate FOIA processing fees?**

The Michigan FOIA statute permits the Township to charge for the following costs associated with processing a request:

- Labor costs associated with copying or duplication, which includes making paper copies, making digital copies, or transferring digital public records to non-paper physical media or through the Internet.
- Labor costs associated with searching for, locating and examining a requested public record.
- Labor costs associated with a review of a record to separate and delete information exempt from disclosure.
- The cost of copying or duplication, not including labor, of paper copies of public records. This may include the cost for copies of records already on the Township's website if you ask for the Township to make copies.
- The cost of flash drives or other digital or similar media when the requester asks for records in non-paper physical media. This may include the cost for copies of records already on the Township's website if you ask for the Township to make copies.
- The cost to mail or send a public record to a requester.

#### **Labor Costs**

- All labor costs will be estimated and charged in 15-minute increments, with all partial time increments rounded down. If the time involved is less than 15 minutes, there will be no charge.

- Labor costs will be charged at the hourly wage of the lowest-paid Township employee capable of doing the work in the specific fee category, regardless of who actually performs work and will also include a 40% charge to cover or partially cover the cost of fringe benefits.
- Overtime wages will not be included in labor costs unless agreed to by the requester; overtime costs will not be used to calculate the fringe benefit cost.

A labor cost will not be charged for the search, examination, review and the deletion and separation of exempt from nonexempt information unless failure to charge a fee would result in unreasonably high costs to the Township. Costs are unreasonably high when they are excessive and beyond the normal or usual amount for those services compared to the Township's usual FOIA requests, because of the nature of the request in the particular instance. The Township must specifically identify the nature of the unreasonably high costs in writing.

### **Copying and Duplication**

The Township must use the most economical method for making copies of public records, including using double-sided printing, if cost-saving and available.

#### ***Non-paper Copies on Physical Media***

- The cost for records provided on non-paper physical media, such as flash drives or other digital media devices, the actual and most reasonably economical cost for the non-paper media will be charged.

#### ***Paper Copies***

- Paper copies of public records made on standard letter (8 ½ x 11) or legal (8 ½ x 14) sized paper will not exceed \$.10 per sheet of paper.
- Copies for non-standard sized sheets of paper will reflect the actual cost of reproduction.

### **Mailing Costs**

- The cost to mail public records will use a reasonably economical and justified means.
- The Township may charge for the least expensive form of postal delivery confirmation.
- The Township may charge for expedited shipping or insurance if such method of delivery has been requested by the requester.

### **Waiver of Fees**

The cost of the search for and copying of a public record may be waived or reduced if in the sole judgment of the FOIA Coordinator a waiver or reduced fee is in the public interest because it can be considered as primarily benefitting the general public. The Township may identify specific records or types of records it deems should be made available for no charge or at a reduced cost.

### **5. How do I qualify for an indigence discount on the fee?**

The Township will discount the first \$20.00 of fees for a request if you submit an affidavit stating that you are:

- Indigent and receiving specific public assistance; or
- If not receiving public assistance, stating facts demonstrating an inability to pay because of indigence.

You are **not** eligible to receive the \$20.00 discount if you:

- Have previously received discounted copies of public records from the Township twice during the calendar year; or
- Are requesting information on behalf of other persons who are offering or providing payment to you to make the request.

An affidavit is a sworn statement. For your convenience, the Township has provided an Affidavit of Indigence for the waiver of FOIA fees on its website: <http://www.garfield-twp.com>

#### **6. May a nonprofit organization receive a discount on the fee?**

A nonprofit organization advocating for developmentally disabled or mentally ill individuals that is formally designated by the state to carry out activities under subtitle C of the federal developmental disabilities assistance and bill of rights act of 2000, Public Law 106-402, and the protection and advocacy for individuals with mental illness act, Public Law 99-319, may receive a \$20.00 discount if the request meets all of the following requirements in the Act:

- Is made directly on behalf of the organization or its clients.
- Is made for a reason wholly consistent with the mission and provisions of those laws under section 931 of the mental health code, 1974 PA 258, MCL 330.1931.
- Is accompanied by documentation of its designation by the state, if requested by the public body.

#### **7. How may I challenge the denial of a public record or fee?**

##### **Appeal of a Denial of a Public Record**

If you believe that all or a portion of a public record has not been disclosed or has been improperly exempted from disclosure, you may appeal the Township Clerk's decision by filing a written appeal of the denial with the Office of the Township Supervisor at the following: **Charter Township of Garfield; Attn: Township Board; 3848 Veterans Drive; Traverse City, MI 49684.**

The appeal must be in writing, specifically state the word "appeal," and identify the reason or reasons you are seeking a reversal of the denial.

Within 10 business days of receiving the appeal the Township Board will respond in writing by:

- Reversing the disclosure denial;
- Upholding the disclosure denial; or

- Reverse the disclosure denial in part and uphold the disclosure denial in part.

Whether or not you submitted an appeal of a denial to the Township Board, you may file a civil action in Circuit Court.

### **Appeal of a FOIA Processing Fee**

If you believe that the fee charged by the Township to process your FOIA request exceeds the amount permitted by state law, you may appeal the Township Clerk's decision by filing a written appeal for a fee reduction to the Township Board or Circuit Court.

The appeal must specifically state the word "appeal" and identify how the required fee exceeds the amount permitted.

Within 10 business days after receiving the appeal, the Township Board will respond in writing by:

- Waiving the fee;
- Reducing the fee and issue a written determination indicating the specific basis that supports the remaining fee;
- Upholding the fee and issue a written determination indicating the specific basis that supports the required fee; or
- Issuing a notice detailing the reason or reasons for extending for not more than 10 business days the period during which the Township Board will respond to the written appeal.

After receiving notice of the Township Board's determination of the processing fee appeal, you may commence a civil action in Circuit Court for a fee reduction.

<input type="checkbox"/> Cost Estimate
<input type="checkbox"/> Bill



Charter Township of Gayfield  
Grand Traverse County, MI

## Freedom of Information Act Request Itemized Cost Worksheet

Date: \_\_\_\_\_ Prepared for Requester: \_\_\_\_\_ Date Request Received: \_\_\_\_\_

<p><b>The following costs are being charged in compliance with Section 4 of the Michigan Freedom of Information Act, MCL 15.234, according to the Township's FOIA Policies and Guidelines.</b></p>		
<p><b>1. Labor Cost for Copying / Duplication</b></p> <p>This is the cost of labor directly associated with duplication of publication, including making paper copies, making digital copies, or transferring digital public records to be given to the requester on non-paper physical media or through the Internet or other electronic means as stipulated by the requester.</p> <p>This shall not be more than the hourly wage of the Township's lowest-paid employee capable of necessary duplication or publication in this particular instance, regardless of whether that person is available or who actually performs the labor.</p> <p>These costs will be estimated and charged in <b>15 -minute time increments as set by the Township Clerk</b> (or example: 15-minutes or more); all partial time increments must be rounded down. <i>If the number of minutes is less than one increment, there is no charge.</i></p> <p>Hourly Wage : \$ _____          Fringe Benefit Multiplier: <u>40%</u>          Total Hourly Wage with Fringe Benefit Cost: \$ _____ / 4 = \$ _____ (Charge per increment)</p> <p><input type="checkbox"/> Overtime rate charged as stipulated by Requester (<i>overtime is not used to calculate the fringe benefit cost</i>)</p>	<p>Total Time _____</p> <p>Number of 15 minute increments (rounded down) _____</p>	<p>Increment x Charge per increment = <b>1. Labor Cost</b> \$ _____</p>
<p><b>2. Labor Cost to Locate:</b></p> <p>This is the cost of labor directly associated with the necessary searching for, locating, and examining public records in conjunction with receiving and fulfilling a granted written request. <b>This fee is being charged because failure to do so will result in unreasonably high costs to the Township that are excessive and beyond the normal or usual amount for those services compared to the Township's usual FOIA requests.</b></p> <p>The Township will not charge more than the hourly wage of its lowest-paid employee capable of searching for, locating, and examining the public records in this particular instance, regardless of whether that person is available or who actually performs the labor.</p> <p>These costs will be estimated and charged in <b>15 -minute time increments as set by the Township Clerk</b> (for example: 15-minutes or more); all partial time increments must be rounded down. <i>If the number of minutes is less than one increment, there is no charge.</i></p> <p>Hourly Wage : \$ _____          Fringe Benefit Multiplier: <u>40%</u>          Total Hourly Wage with Fringe Benefit Cost: \$ _____ / 4 = \$ _____ (Charge per increment)</p> <p><input type="checkbox"/> Overtime rate charged as stipulated by Requester (<i>overtime is not used to calculate the fringe benefit cost</i>)</p>	<p>Total Time _____</p> <p>Number of 15 minute increments (rounded down) _____</p>	<p>Increment x Charge per increment = <b>2. Labor Cost</b> \$ _____</p>

<p><b>3. Employee Labor Cost for Separating Exempt from Non-Exempt (Redacting):</b></p> <p>The Township will not charge for labor directly associated with redaction if it knows or has reason to know that it previously redacted the record in question and still has the redacted version in its possession.</p> <p><b>This fee is being charged because failure to do so will result in unreasonably high costs to the Township that are excessive and beyond the normal or usual amount for those services compared to the Township's usual FOIA requests.</b></p> <p>This is the cost of labor of a <b>Township employee</b>, including necessary review, directly associated with separating and deleting exempt from nonexempt information. This shall not be more than the hourly wage of the <b>Township's lowest-paid employee</b> capable of separating and deleting exempt from nonexempt information in this particular instance, regardless of whether that person is available or who actually performs the labor.</p> <p>These costs will be estimated and charged in <b>15 -minute time increments as set by the Township Clerk</b> (for example: 15-minutes or more); all partial time increments must be rounded down. <i>If the number of minutes is less than one increment, there is no charge.</i></p> <p>Hourly Wage : \$ _____  Fringe Benefit Multiplier: <b>40%</b>  <b>Total Hourly Wage with Fringe Benefit Cost: \$ _____ / 4 = \$ _____ (Charge per increment)</b></p> <p><input type="checkbox"/> Overtime rate charged as stipulated by Requester (<i>overtime is not used to calculate the fringe benefit cost</i>)</p>	<p>Total Time _____</p> <p>Number of 15 minute increments (rounded down) _____</p>	<p>Increment x Charge per increment = <b>3.</b>  <b>Labor Cost</b>  \$ _____</p>
<p><b>4. Copying / Duplication Cost:</b></p> <p>Copying costs may be charged if a copy of a public record is requested, or for the necessary copying of a record for inspection (<i>for example, to allow for blacking out exempt information, to protect old or delicate original records, or because the original record is a digital file or database not available for public inspection</i>).</p> <p>The Township will utilize the most economical means available for making copies of public records, including using double-sided printing, if cost saving and available.</p> <p>If the public body has included the website address for a record in its written response to the requester, <u>and the requester thereafter stipulates that the public record be provided to him or her in a paper format or non-paper physical digital media</u>, the Township will provide the public records in the specified format and will charge copying costs to provide those copies.</p> <p><b>No more than the actual cost of a sheet of paper or 10 cents per sheet for Letter (8 ½ x 11 -inch) and Legal (8 ½ x 14-inch) sized paper, single and double -sided.</b></p> <p>No more than the <u>actual</u> cost of a sheet of paper for <u>other</u> paper sizes as detailed in the Township's FOIA Policy.</p> <p><b>Actual and most reasonably economical cost of non-paper physical digital media:</b></p> <ul style="list-style-type: none"> <li>- CD/DVD – Actual Cost as determined by Township \$ _____</li> <li>- Flash Drive – Actual Cost as determined by Township \$ _____</li> </ul>	<p><b>a. Number of 8 ½ " x 11" and 8 ½ " x 14 Sized Sheets:</b> _____</p> <p><b>b. Number of Other Paper Size Sheets:</b> _____</p> <p><b>c. Cost of Non-Paper Digital Media:</b> \$ _____</p>	<p>(a. x \$.10) + (b. x \$ _____) + c. = <b>4.</b> Total Copy Cost \$ _____</p>

**5. Mailing Cost:**

The Township will charge the actual cost of mailing, if any, for sending records in a reasonably economical and justifiable manner. Delivery confirmation is not required. The Township **may** charge for the least expensive form of postal delivery confirmation. The Township **cannot** charge more for expedited shipping or insurance unless specifically requested by the requester.

Actual Cost of Envelope or Packaging: \$ \_\_\_\_\_

Actual Cost of Postage: \$ \_\_\_\_\_ per stamp  
 \$ \_\_\_\_\_ per pound

Actual Cost (least expensive) Postal Delivery Confirmation: \$ \_\_\_\_\_

Expedited Shipping or Insurance as Requested: \$ \_\_\_\_\_

Requester has requested expedited shipping or insurance

Cost of Envelope and/or Package  
 +  
 Cost of all Postage  
 =  
 5.  
**Total Mailing Cost**  
 \$ \_\_\_\_\_

**Subtotal Fees Before Waivers, Discounts or Deposits:**

**Estimated Time Frame to Provide Records:**

\_\_\_\_\_ (days or date)

The time frame estimate is nonbinding upon the Township, but the township is providing the estimate in good faith. Providing an estimated time frame does not relieve the Township from any of the other requirements of this act.

1. Labor Cost for Copying: \$ \_\_\_\_\_  
 2. Labor Cost to Locate: \$ \_\_\_\_\_  
 3. Labor Cost to Redact: \$ \_\_\_\_\_  
 4. Copying/Duplication Cost: \$ \_\_\_\_\_  
 5. Mail Cost: \$ \_\_\_\_\_  
 Subtotal: \$ \_\_\_\_\_

**Discount: Indigence**

A public record search **must** be made and a copy of a public record **must** be furnished **without charge for the first \$20.00 of the fee** for each request by an individual who is entitled to information under this act and who:

- 1) Submits an affidavit stating that the individual is indigent and receiving specific public assistance, **OR**
- 2) If not receiving public assistance, stating facts showing inability to pay the cost because of indigence.

If a requester is ineligible for the discount, the public body shall inform the requester specifically of the reason for ineligibility in the public body's written response. An individual is ineligible for this fee reduction if **ANY** of the following apply:

- 1) The individual has previously received discounted copies of public records from the same public body twice during that calendar year, **OR**
- 2) The individual requests the information in conjunction with outside parties who are offering or providing payment or other remuneration to the individual to make the request. A public body may require a statement by the requester in the affidavit that the request is not being made in conjunction with outside parties in exchange for payment or other remuneration.

Eligible for Indigence Discount

**Subtotal Fees After Discount (subtract \$20):** \$ \_\_\_\_\_

<p><b>Discount: <u>Nonprofit Organization</u></b></p> <p>A public record search <b>must</b> be made and a copy of a public record <b>must</b> be furnished <b>without charge for the first \$20.00 of the fee</b> for each request by a nonprofit organization formally designated by the state to carry out activities under subtitle C of the federal Developmental Disabilities Assistance and Bill of Rights Act of 2000 and the federal Protection and Advocacy for Individuals with Mental Illness Act, if the request meets <b>ALL</b> of the following requirements:</p> <ol style="list-style-type: none"> <li>1) Is made directly on behalf of the organization or its clients.</li> <li>2) Is made for a reason wholly consistent with the mission and provisions of those laws under section 931 of the Michigan Mental Health Code, 1974 PA 258, MCL 330.1931.</li> <li>3) Is accompanied by documentation of its designation by the state, if requested by the Township.</li> </ol> <p style="text-align: right;"><input type="checkbox"/> Eligible for Nonprofit Discount</p>	<p><b>Subtotal Fees After Discount (subtract \$20):</b></p>	<p>\$ _____</p>
<p><b>Deposit: <u>Good Faith</u></b></p> <p>The Township will require a good-faith deposit <u>before providing the public records to the requester</u> if the <b>entire fee estimate or charge authorized under this section exceeds \$50.00</b>, based on a good-faith calculation of the total fee. The deposit will total 50% of estimated fee.</p>	<p><b>Date Paid:</b></p> <p>_____</p>	<p><b>Deposit Amount Required:</b></p> <p>\$ _____</p>
<p><b>Deposit: <u>Increased Deposit Due to Previous FOIA Fees Not Paid In Full</u></b></p> <p>After a Township has granted and fulfilled a written request from an individual under this act, if the Township has not been paid in full the total amount of fees for the copies of public records that the Township made available to the individual as a result of that written request, <b>the Township may require an increased estimated fee deposit of up to 100% of the estimated fee before it begins a full public record search or any subsequent written request from that individual if ALL</b> of the following apply:</p> <ol style="list-style-type: none"> <li>1) The final fee for the prior written request was not more than 105% of the estimated fee.</li> <li>2) The public records made available contained the information being sought in the prior written request and are still in the Township's possession.</li> <li>3) The public records were made available to the individual, subject to payment, within the best effort estimated time frame given for the previous request.</li> <li>4) Ninety (90) days have passed since the Township notified the individual in writing that the public records were available for pickup or mailing.</li> <li>5) The individual is unable to show proof of prior payment to the Township.</li> <li>6) The Township calculates a detailed itemization, as required under MCL 15.234, that is the basis for the current written request's increased estimated fee deposit.</li> </ol> <p>A Township <b>can no longer require an increased estimated fee deposit</b> from an individual if <b>ANY</b> of the following apply:</p> <ol style="list-style-type: none"> <li>1) The individual is able to show proof of prior payment in full to the Township, <b>OR</b></li> <li>2) The Township is subsequently paid in full for the applicable prior written request, <b>OR</b></li> <li>3) Three hundred sixty-five (365) days have passed since the individual made the written request for which full payment was not remitted to the Township.</li> </ol>	<p><b>Date Paid:</b></p> <p>_____</p>	<p><b>Percent Deposit Required:</b></p> <p>_____ %</p> <p><b>Deposit Required:</b></p> <p>\$ _____</p>



<p><b><u>Late Response Labor Costs Reduction</u></b></p> <p>If the Township does not respond to a written request in a timely manner as required under MCL 15.235(2), the Township <b>must</b> do the following:</p> <p>a) <b>Reduce the charges for labor costs</b> otherwise permitted by 5% for each day the Township exceeds the time permitted for a response to the request, <b>with a maximum 50% reduction</b>, if <b>EITHER</b> of the following applies:</p> <p>1) The late response was willful and intentional, <b>OR</b></p> <p>2) The written request included language that conveyed a request for information within the first 250 words of the body of a letter, facsimile, electronic mail, or electronic mail attachment, or specifically included the words, characters, or abbreviations for "freedom of information," "information," "FOIA," "copy", or a recognizable misspelling of such, or appropriate legal code reference for this act, on the front of an envelope, or in the subject line of an electronic mail, letter, or facsimile cover page.</p>	<p>Number of Days Over Required Deadline:</p> <p>_____</p> <p><b>Multiply by 5%</b></p> <p><b>= Total Percent Reduction:</b></p> <p>_____</p>	<p><b>Total Labor Costs</b></p> <p>\$ _____</p> <p><b>Minus Reduction</b></p> <p>\$ _____</p> <p><b>= Reduced Total Labor Costs</b></p> <p>\$ _____</p>
<p>The Public Summary of the Township's FOIA Procedures and Guidelines is available free of charge from:          Website: <a href="http://www.garfield-twp.com">www.garfield-twp.com</a> Email: <a href="mailto:lmcmamus@garfield-twp.com">lmcmamus@garfield-twp.com</a>          Phone: 231-941-1620          Address: 3848 Veteran's Drive, Traverse City, MI 49684</p> <p style="text-align: center;"><b>Request Will Be Processed,          But <u>Balance Must Be Paid Before</u> Copies May Be Picked Up, Delivered or Mailed</b></p>	<p>Date Paid:</p> <p>_____</p>	<p><b>Total Balance Due:</b></p> <p>\$ _____</p>

Revised 6/4/15

Lanie McManus  
 Township Clerk/FOIA Coordinator  
 3848 Veterans Dr.  
 Traverse City, MI 49684  
 231.941.1620  
[lmcmamus@garfield-twp.com](mailto:lmcmamus@garfield-twp.com)

**Charter Township of Garfield:** Keep original and provide copies of both sides of each sheet, along with Public Summary, to requester at no charge.



# Charter Township of Garfield

## Grand Traverse County

6. c.

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

To: Township Board

From: Sara Kopriva, AICP, Zoning Administrator

Date: June 18, 2015

RE: Road Naming "Windy Acres Ln"

This request for consideration resulted from the desire to obtain an address for parcel number 05-006-002-40 so that the owner can construct a house.

The Grand Traverse County Ordinance No. 6, Section 3.I.3 states

*A new 'private road' name will be assigned for the following situations:*

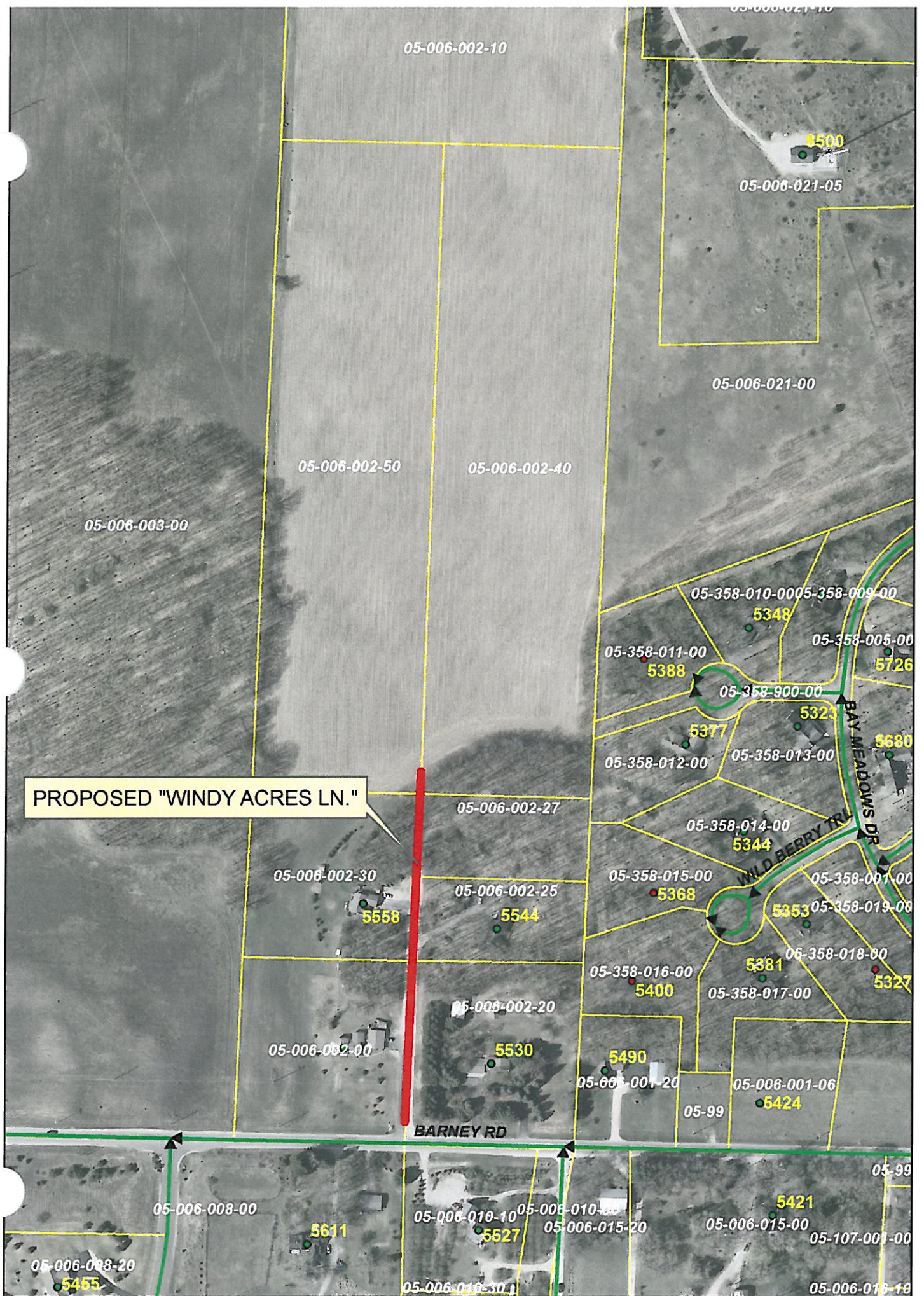
- a. *Where 2 or more parcels of land, located non contiguous to an existing name private/public road, share a common unnamed access.*

This section of the County Ordinance was amended in 1998 and previously only required naming when there were 6 or more parcels. As a result of changing it for any roads with 2 or more parcels, there are non-conformities that exist and why there are requests like this. Rainer Reichert, Grand Traverse County GIS Specialist, said that he does not actively look to name existing private easements but when a new address is requested, the private easements are required to conform and be named.

The original 6 land divisions and private easement were approved in 2002 with the most recent split (05-006-002-27 and 05-006-002-25) taking place in 2008. At this time there are no requests to make any changes to the private easement or any parcel on the easement, except to build a house on parcel 05-006-002-40. If, in the future, additional splits were requested or the easement was extended, the road would be required to be brought up to the standards in place at the time.

Included in the packet is a document in support of the road name, signed by the property owners affected by the change. Parcel 05-006-002-20 did not sign the document because they have a driveway on Barney Rd and their address will not be changing to Windy Acres Ln.

If you have any additional questions about this request, please feel free to contact me.



PROPOSED "WINDY ACRES LN."

BARNEY RD

WILD BERRY TRAIL  
BAY MEADOWS DR

05-006-002-10

05-006-021-05

05-006-021-00

05-006-002-50

05-006-002-40

05-006-003-00

05-358-010-000 05-358-009-00

05-358-011-00  
5388

05-358-005-00  
5726

05-358-900-00  
5323

05-358-012-00  
5377

05-358-013-00  
5680

05-006-002-27

05-358-014-00  
5344

05-006-002-30  
5558

05-006-002-25  
5544

05-358-015-00  
5368

05-358-001-00  
5353

05-358-018-00  
5381  
5327

05-006-002-00

05-006-002-20  
5530

05-358-016-00  
5400

05-358-017-00

05-006-001-20  
5490

05-006-001-06  
5424

05-99

05-006-008-00

5611

05-006-010-10  
5627

05-006-010-00  
05-006-015-20

5421  
05-006-015-00

05-107-001-00

05-006-008-20  
5455

05-006-016-30.1

05-006-016-10



GRAND TRAVERSE COUNTY  
GEOGRAPHIC INFORMATION SYSTEMS  
400 BOARDMAN AVENUE  
TRAVERSE CITY, MICHIGAN 49684-2577  
(231) 922-4775

June 01, 2015

Garfield Township Board  
c/o Lanie McManus  
Township Clerk  
Garfield Charter Twp.  
3848 Veterans Dr.  
Traverse City, MI 49684

Re: Proposed naming of private easement

Dear Township Board Members:

Please be advised that per my conversation with Mr. Chris Comeaux (28-05-006-002-25) regarding naming of a private easement in Section 06, T27N-R11W, that I've reviewed/reserved the following name in the Grand Traverse County Master Street Index (see attached map):

**WINDY ACRES LN.**

Mr. Comeaux has been advised to contact the adjacent land owners, of the ingress/egress easement, to insure they are in agreement with the proposed name.

Note: When the proposed development is finalized, appropriate road signage will be required to be installed, by developer/owner's, at the intersection of Barney Rd./Windy Acres Ln., in accordance with the Grand Traverse County "Street & Road and Numbering Ordinance (Ordinance No. 6 - amended 1998).

If you have any questions or require further assistance regarding this matter, please contact me.

Sincerely yours,

  
Rainer E. Reichert  
Grand Traverse County GIS/Equalization

cc: Chris Comeaux - email  
Amy DeHaan (Garfield Twp. Assessor) & Sara Kopriva (Garfield Zoning) - email

**Sara Kopriva**

---

**From:** Rainer Reichert [rreicher@grandtraverse.org]  
**It:** Monday, June 01, 2015 10:23 AM  
**Subject:** Amy DeHaan; Sara Kopriva; ccomeaux@gtmetrofire.org  
**Attachments:** Proposed new road name in Garfield Twp.  
WINDY ACRES LN.jpg; WINDY ACRES LN001.pdf

To all concerned:

Proposed new road name in Sec. 06, T27N-R11W, Garfield Township, Grand Traverse County, MI. of "Windy Acres Ln.", to be reviewed for adoption by Garfield Township Board. (See attached letter of support and aerial map of site)

Regards,


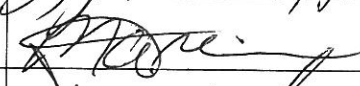

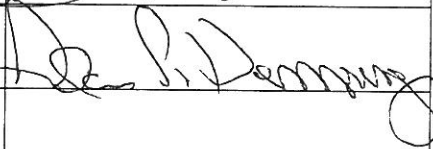
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*Rainer*

RAINER E. REICHERT  
GRAND TRAVERSE COUNTY  
GIS DEPT  
GIS ANALYST/REMONUMENTATION GRANT ADMINISTRATOR  
1-922-4775

June 17, 2015

I support the private easement off of Barney providing access to parcels 28-05-006-002-00, 28-005-006-002-30, 25-05-006-002-50, 28-05-006-002-40, 28-05-006-002-27, 28-05-006-002-25, and 28-006-002-20 being named "Windy Acres Ln".

Name	Address	Signature
Ralph E Johnson	5566 Barney Rd	Ralph E. Johnson
Christopher M. Comeaux	5544 Barney Rd	
Lynn Marie Meininger	5558 Barney Rd	Lynn Marie Meininger
MARK DRESSLER	BARNEY RD - VACANT LOT	
Dan Wilkinson	TBD - BARNEY RD	
<del>Ralph E. Johnson</del> Ralph E. Johnson	5558 Barney Rd	

28-05-006-002-00

✓ JOHNSON RALPH E & CARMELLA TRUST  
5566 BARNEY RD  
TRAVERSE CITY MI 49684-8314

28-05-006-002-20

FRANKLIN BRIAN & MISTY  
5530 BARNEY RD  
TRAVERSE CITY MI 49684-8314

28-05-006-002-25

✓ COMEAUX CHRISTOPHER M & STEFANY L  
5544 BARNEY RD  
TRAVERSE CITY MI 49684-8314

28-05-006-002-27

✓ DRESSLER MARK  
BARNEY RD  
TRAVERSE CITY MI 49684-8314

28-05-006-002-30

✓ HENNING ALAN P & LYNN M  
5558 BARNEY RD  
TRAVERSE CITY MI 49684-8314

28-05-006-002-40

✓ WILKINSON DANIEL M & ANN R  
BARNEY RD  
TRAVERSE CITY MI 49684-8314

28-05-006-002-50

✓ WILKINSON DANIEL M & ANN R  
BARNEY RD  
TRAVERSE CITY MI 49684-8314

June 17, 2015

PH 231.946.5874

FAX 231.946.3703

WWW.gourdiefraser.com

Garfield Township Board of Trustees  
 Charter Township of Garfield  
 3848 Veterans Drive  
 Traverse City, MI 49686

Re: Charter Township of Garfield  
 Letter of Recommendation for the Cedar Run / Harris Road Watermain Extension  
 GFA #15062

Dear Township Board:

We have reviewed the bids received on Wednesday June 17, 2015 for the above referenced project. The Two (2) responsive bidders to the project and their base bid price are summarized as follows:

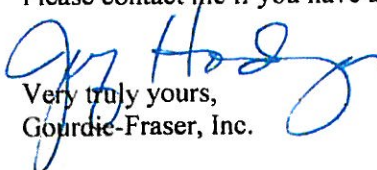
	<b>Bid</b>
1. Team Elmer's	<b>\$1,895,340.00</b>
2. B&L	<b>\$1,945,310.00</b>

The engineers estimate for this project was updated and presented to the Township Board at their requested last September. This portion of the project is one (1) phase of many to complete the overall necessary water system upgrades to the Northwest portion of the Township and was estimated at \$1,850,000. Although review of the bid prices reflects that the project exceeds this estimate it is by a margin of only 2%. The increase in growth and construction has unfortunately affected both the cost of materials and labor recently and contributes to the higher bid prices received.

Gourdie-Fraser reviewed the estimated quantities and costs and has determined that the bid quantities will be reduced to match the actual proposed construction which in turn will provide a savings to the project (contingencies were built in the estimated quantities). Based upon the excess bid quantities and respective prices provided, it is estimated that \$70,000 will not be spent leaving approximately \$25,000 in available contingencies.

Using this information and based upon our past experiences with Team Elmer's, it is our recommendation to the board that they approve Team Elmer's as the low bidder for the bid price amount of \$1,895,000. GFA will be providing all construction oversight including measurements of quantities and all adjustments will be addressed in the pay applications and a balancing change order at the end of the project.

Please contact me if you have any questions.

  
 Very truly yours,  
 Gourdie-Fraser, Inc.

JENNIFER HODGES, P.E.  
 Project Manager



**Charter Township of Garfield**  
**Harris Rd/Cedar Run Rd. Water Main Extension**  
**GFA Project No. 15062**

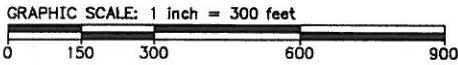
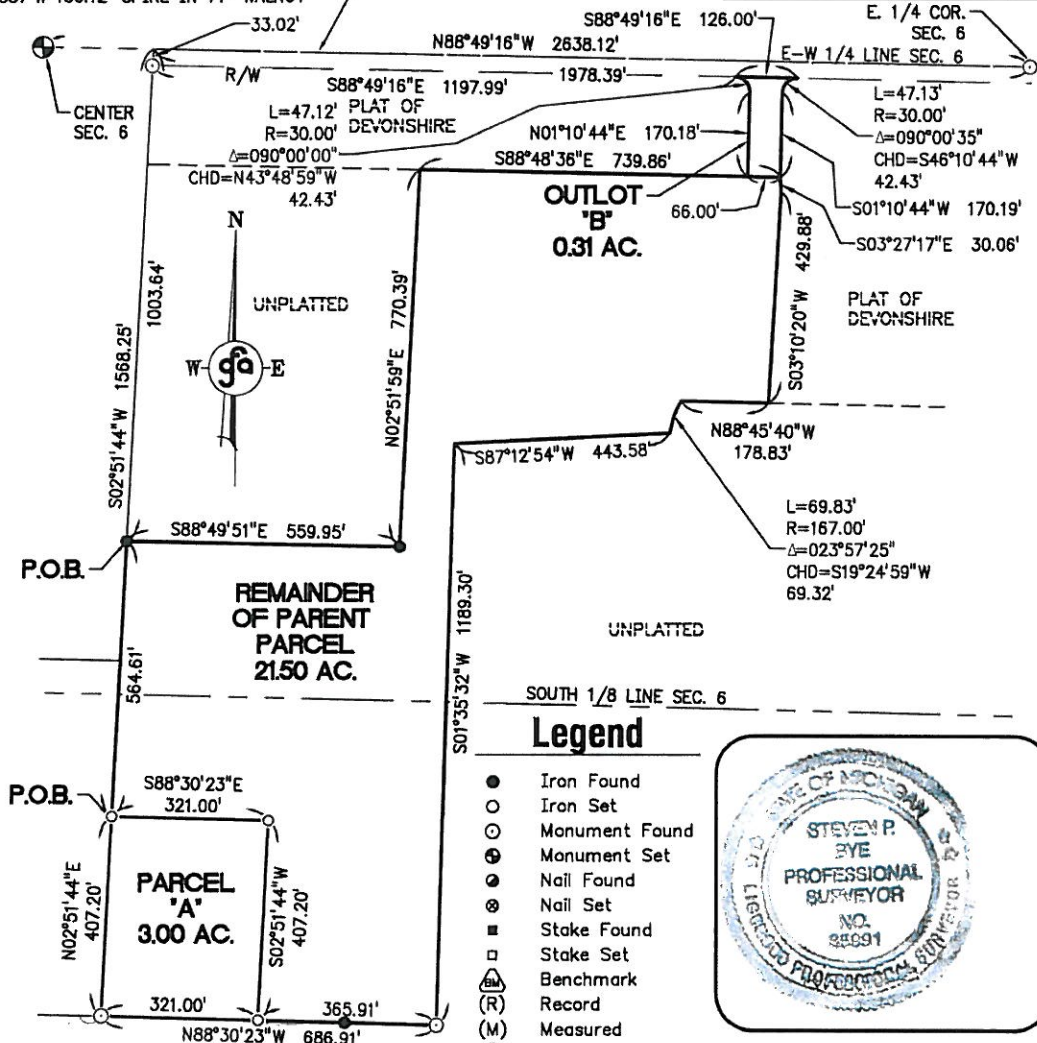
		B & L Excavating				Elmer's Crane & Dozer			
No.	Item	Unit	Est. Qty.	Unit Price	Item Cost	Unit Price	Item Cost	Unit Price	Item Cost
1	Water Main, 16" C905 (Low Pressure)	LF	8,760	\$85.00	\$744,600.00	\$87.00	\$762,120.00		
2	Water Main, 12" C900 (High Pressure)	LF	5,290	\$70.00	\$370,300.00	\$53.00	\$280,370.00		
3	Bore & Jack, In Place, 24"	LF	325	\$350.00	\$113,750.00	\$310.00	\$100,750.00		
4	Bore & Jack, In Place, 30"	LF	400	\$450.00	\$180,000.00	\$365.00	\$146,000.00		
5	Water Service Lead, 1"	LF	230	\$52.00	\$11,960.00	\$26.00	\$5,980.00		
6	Gate Valve and Box, 16"	EA	9	\$8,500.00	\$76,500.00	\$6,535.00	\$58,815.00		
7	Gate Valve and Box, 12"	EA	9	\$4,500.00	\$40,500.00	\$2,410.00	\$21,690.00		
8	Tapping Sleeve and Valve, 12"	EA	1	\$10,800.00	\$10,800.00	\$5,600.00	\$5,600.00		
9	Curb Stop and Box, 1"	EA	22	\$875.00	\$19,250.00	\$185.00	\$4,070.00		
10	Corporation Stop, 1"	EA	22	\$675.00	\$14,850.00	\$345.00	\$7,590.00		
11	Fire Hydrant Assembly	EA	22	\$4,900.00	\$107,800.00	\$6,240.00	\$137,280.00		
12	Connect to Existing Water Main	EA	1	\$6,000.00	\$6,000.00	\$8,000.00	\$8,000.00		
13	Asphalt, Drive Replacement	SY	300	\$32.00	\$9,600.00	\$21.00	\$6,300.00		
14	Asphalt, Shoulder Replacement (Cedar Run Road)	SY	5,000	\$27.00	\$135,000.00	\$7.25	\$36,250.00		
15	Asphalt, Road Replacement (Lone Tree Road)	SY	75	\$32.00	\$2,400.00	\$21.00	\$1,575.00		
16	Concrete Curb	LF	1,200	\$30.00	\$36,000.00	\$16.50	\$19,800.00		
17	Traffic Control	LS	1	\$10,000.00	\$10,000.00	\$175,000.00	\$175,000.00		
18	Tree Replacement	EA	10	\$800.00	\$8,000.00	\$315.00	\$3,150.00		
19	Restoration and Clean-up	LS	1	\$48,000.00	\$48,000.00	\$115,000.00	\$115,000.00		
<b>TOTAL BIDS</b>					<b>\$1,945,310.00</b>		<b>\$1,895,340.00</b>		

# CERTIFICATE OF SURVEY

E. 1/4 COR. SEC. 6 WITNESSES  
 PER L.C.R.C. DOC. NO. 2006L-00069  
 FD. G.T.CO. REMON.  
 S67°W 46.28' FOUND SPIKE IN POLE  
 N67°E 0.57' 3/4" IP FOUND IN MONUMENT BOX  
 (REMOVED DURING EXCAVATION)  
 N44°W 50.24' SPIKE IN POWER POLE  
 S39°E 47.00' SPIKE IN LIGHT POLE  
 N61°E 88.57' FOUND SPIKE IN 10" RED PINE  
 (GOSLING CZUBAK)  
 N57°E 72.42' SPIKE IN 14" RED PINE  
 S87°W 130.12' SPIKE IN 14" WALNUT

**C/L BARNEY ROAD (66')**

THIS SPACE RESERVED FOR REGISTER OF DEEDS



I HEREBY CERTIFY THAT I HAVE SURVEYED AND MAPPED THE HEREON DESCRIBED PARCEL(S) OF LAND; THAT THE RATIO OF CLOSURE OF THE UNADJUSTED FIELD OBSERVATIONS IS 1 IN 5000+ AND WITHIN THE ACCEPTED LIMITS AND THAT I HAVE FULLY COMPLIED WITH THE REGULATIONS OF ACT 132, P.A. 1970, AS AMENDED.

DATE: 06-18-2015  
 (SIGNED) *Steven P. Bye*  
 STEVEN P. BYE  
 Registration No. 35991

THIS PROPOSED PARCEL DIVISION MAY BE SUBJECT TO MUNICIPAL APPROVAL PURSUANT TO THE "LAND DIVISION ACT", P.A. 591, OF 1996, AS AMENDED.

PREPARED FOR: <b>CHARTER TOWNSHIP OF GARFIELD</b>	BASIS OF BEARINGS: U.S. STATE PLANE, CENTRAL ZONE, NAD 83	Location: <b>PART OF THE SE 1/4 OF SEC. 6, T27N-R11W, GARFIELD TWP., GRAND TRAVERSE CO., MI</b>	DATE: 06-18-15 P.M.: STEVEN P. BYE DR.: CDL C.O.: SpB <b>14417</b> SHT 1 OF 2
PH 231.946.5874 FAX 231.946.3703 WWW.gfa.tc 123 W. Front Street Traverse City, MI 49684			

# LEGAL DESCRIPTIONS

PREPARED FOR: CHARTER TOWNSHIP OF GARFIELD

REMAINDER OF PARENT PARCEL

Outlot B of the Plat of Devonshire and a parcel of land located in the Southeast One-quarter of Section 6, Town 27 North, Range 11 West, Garfield Township, Grand Traverse County, Michigan, more fully described as follows:

Commencing at the East One-quarter Corner of said Section 6;  
 thence North 88°49'16" West, 1978.39 feet,  
     along the East – West One-quarter Line of said Section 6  
     and the centerline of Barney Road;  
 thence South 02°51'44" West, 1003.64 feet,  
     to the Point of Beginning;  
 thence South 88°49'51" East, 559.95 feet;  
 thence North 02°51'59" East, 770.39 feet;  
 thence South 88°48'36" East, 739.86 feet,  
     along the South line of said Plat of Devonshire;  
 thence South 03°27'17" East, 30.06 feet,  
     along the West line of said Plat;  
 thence South 03°10'20" West, 429.88 feet,  
     continuing along said West Plat line;  
 thence North 88°45'40" West, 178.83 feet;  
 thence Southwesterly, 69.83 feet, along the arc of a 167.00 foot radius curve to the left,  
     the central angle of which is 23°57'25" and the long chord of which  
     bears South 19°24'59" West, 69.32 feet;  
 thence South 87°12'54" West, 443.58 feet;  
 thence South 01°35'32" West, 1189.30 feet;  
 thence North 88°30'23" West, 365.91 feet;  
 thence North 02°51'44" East, 407.20 feet;  
 thence North 88°30'20" West, 321.00 feet;  
 thence North 02°51'44" East, 564.61 feet,  
     to the Point of Beginning.

Contains 21.50 acres of land, more or less.

Subject to easements and restrictions of record, if any.


PARCEL "A"

A parcel of land located in the Southeast One-quarter of Section 6, Town 27 North, Range 11 West, Garfield Township, Grand Traverse County, Michigan, more fully described as follows:

Commencing at the East One-quarter Corner of said Section 6;  
 thence North 88°49'16" West, 1978.39 feet,  
     along the East – West One-quarter Line of said Section 6  
     and the centerline of Barney Road;  
 thence South 02°51'44" West, 1568.25 feet,  
     to the Point of Beginning;  
 thence South 88°30'23" East, 321.00 feet;  
 thence South 02°51'44" West, 407.20 feet;  
 thence North 88°30'23" West, 321.00 feet;  
 thence North 02°51'44" East, 407.20 feet,  
     to the Point of Beginning.

Contains 3.00 acres of land, more or less.

Subject to easements or restrictions of record, if any.

PREPARED FOR: <b>CHARTER TOWNSHIP OF GARFIELD</b>		BASIS OF BEARINGS: U.S. STATE PLANE, CENTRAL ZONE, NAD 83	
PH 231.946.5874 FAX 231.946.3703 WWW.gfa.tic  123 W. Front Street Traverse City, MI 49684	 <b>Gourdie-Fraser</b> Municipal   Development   Transportation	Location <b>PAR OF THE          SE 1/4 OF          SEC. 6, T27N-R11W,          GARFIELD TWP., GRAND TRAVERSE CO., MI</b>	DATE 06-18-15 PM STEVEN P. BYE CDL Ckd SpB <b>14417</b> SHT 2 OF 2

CHARTER TOWNSHIP OF GARFIELD  
GRAND TRAVERSE COUNTY, MICHIGAN

7. a.

RESOLUTION # 2015-09-T

RESOLUTION TO ADOPT THE ANNUAL EXEMPTION OPTION AS SET FORTH  
IN 2011 PUBLIC ACT 152, THE PUBLICLY FUNDED HEALTH INSURANCE  
CONTRIBUTION ACT

WHEREAS, 2011 Public Act 152 (the "Act") was passed by the State Legislature and signed by the Governor on September 24, 2011;

WHEREAS, the Act contains three options for complying with the requirements of the Act;

WHEREAS, the three options are as follows:

- 1) Section 3 – "Hard Caps" Option – limits a public employer's total annual health care costs for employees based on coverage levels, as defined in the Act;
- 2) Section 4 – "80%/20%" Option – limits a public employer's share of total annual health care costs to not more than 80%. This option requires an annual majority vote of the governing body;
- 3) Section 8 – "Exemption" Option – a local unit of government, as defined in the Act, may exempt itself from the requirements of the Act by an annual 2/3 vote of the governing body;

WHEREAS, the Charter Township of Garfield Board of Trustees has decided to adopt the annual Exemption Option as its choice of compliance under the Act;

NOW, THEREFORE, BE IT RESOLVED that Board of Trustees of the Charter Township of Garfield elects to comply with the requirements of 2011 Public Act 152, the Publicly Funded Health Insurance Contribution Act, by adopting the annual Exemption Option for the medical benefit plan coverage year July 1, 2015 through June 30, 2016.

Moved:

Supported:

Ayes:

Nays:

Absent and Excused:

RESOLUTION 2015-09-T DECLARED ADOPTED.

By:

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

**CERTIFICATE**

I, Lanie McManus, Clerk of the Charter Township of Garfield, do hereby certify that the above is a true and correct copy of a Resolution which was adopted by the Township Board of the Charter Township of Garfield on the 23rd day of June, 2015.

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

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

All quotes show that the entire parking lot would be machine cleaned.  
 All contractors visited and measured the Parking Lot. Quotes are for the entire surface of the Parking Lot.

	SEAL COATING	CRACK PATCH	STRIPING	MISC REPAIRS	TOTAL
Black Magic	\$1,850.00 Did not indicate the square foot area.	\$550.00 Did not indicate the lineal footage. Called out Hot Rubberized filler.	\$330.00 Will restripe to match current pattern.	\$100.00 Cost of cleaning out, priming and placing hot mix in one pot hole in the entrance .	\$2,830.00
Great Lakes Striping	\$2,480.00 Estimated 31,000 sq ft. of area	\$1,265.00 Estimated 1012 linear feet. Called out Hot Rubber	\$570.00 Quoted 75 spaces and 4 ADA spaces	\$600.00 Cost to clean out, prime and place hot mix in four pot holes.	\$4,915.00
ACE Seal Right	\$1,570.00 Estimated 29,626 sq ft of area.	\$650.00 Estimated 1300 linear feet. Called out Hot Melt Rubber. \$.50 per lin ft	\$355.00 Quoted lines to match and 4 ADA.	\$0.00 Quoted cost to repair two areas.	\$2,575.00
Ace Seal Right Pavement Repairs					
					\$580.00
					\$2,880.00
					\$1,440.00

# Proposal / Cost Estimate

## Black-Magic

Asphalt Sealing & Repair  
 P.O. 511  
 Acme, MI 49610

*Bill Mouser*

PROPOSAL SUBMITTED TO <i>Garfield Township Hall</i>	PHONE	DATE <i>4/15/15</i>
STREET <i>3848 Veterans Dr.</i>	CITY, STATE <i>Traverse City, Mi</i>	

- Power-Clean:** wire-brush, torch cracks, joints and power-blow.
  - Heat-Treat Oil Spots:** torch and prime with *multipurpose primer* which provides greater adhesion to oil spots and peeling areas.
  - Apply Black-Magic Industrial Grade Sealer**
  - Barricade Access** to driveway with **Black-Magic banner** for 24 hours.
- Sealcoating Service**      \$ 1850. (tax included)



**SUN BLOCKER**  
 Prevents blacktop surface deterioration and pitting by forming a tough protective outer skin. Similar to sunscreen.



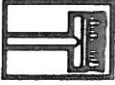
**WEATHERPROOF**  
 Seals the porous blacktop surface, preventing damaging water penetration and freeze/thaw damage.



**RESISTS GAS AND OIL**  
 Protects blacktop from the deteriorating effects of gasoline, oil, deicers, and other harsh chemicals.



**RESTORES APPEARANCE**  
 Provides a fresh, new Black-Magic appearance. Improves the image of any home.



**LOW MAINTENANCE**  
 Provides a surface that makes cleaning easier. Increases pliability to withstand heavy traffic. Absorbs heat which melts ice and snow.



**PERSONAL SERVICE**  
 With Black-Magic you get the personal service and care you deserve.

- Patch Cracks:** **HOT** rubberized crack filler is heated to 400°F. Equivalent process used on highways and city streets. For cracks ¼ to 1½ inches wide, and remains pliable in winter temperatures.
  - Caulk Joints:** **HOT** rubberized joint filler bonds between concrete GARAGE APRON, SIDEWALK, and STREET, preventing costly water damage.
- HOT Crack & Joint Repair**      \$ 550. (tax included)
- Power-Edge** cutting overgrown grass along blacktop. This allows for the sealer to be applied to the edges of the driveway for a manicured finish.
- Power-Edge Grass & Removal** \$ \_\_\_\_\_ (tax included)

- Striping**      \$ 330. (tax included)
- Other 1x18' at Veterans Dr. entrance
- \_\_\_\_\_ \$ 100. (tax included)

.....

**Satisfaction Guaranteed**

• You'll never worry when you deal with Black-Magic. We

• stand behind our work and guarantee your satisfaction.

• If for any reason you are not completely satisfied with

• the results of our application, call us before winter and

• we will return to correct the problem at no extra cost.

.....

*Veterans Dr.*  
*Repair*

**TOTAL** \$ 2830. (tax included)

**Call Black-Magic today to schedule your driveway or mail to address above.**

cell# ~~(231) 929-3660~~ *218-8709*

Thank you. *Steve*

Acceptance of Proposal:

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

## ESTIMATE

**Great Lakes Striping & Sealing, Inc.**

P.O. Box 283

Traverse City, MI 49685-0283

Phone: (231) 946-8269

Fax: (231) 946-6044

www.greatlakesstripingandsealing.com

Billing Name: Charter Township of Garfield		Date: April 9, 2015
Street: 3848 Veterans Drive	Office #	Job Number:
City, State, Zip: Traverse City, MI 49686	Cell # (517) 420-2386	E mail: wmouse@garfield-twp.com
Contact: Bill Mouser	Fax #	
Job Location: 3848 Veterans Drive, TC		

**We Hereby submit specifications and estimate for Commercial Parking Lot Maintenance:****1.) Seal Coat:**

Mechanically edge the grass that covers the asphalt.

Clean the entire asphalt area to be sealed with wire brushes, air blowers and vacuum trucks.

Dry existing gas and oil spots using the oxidation method with 500,000 BTU torches.

Hand apply one coat of "Seal Pave" coal tar emulsion with latex and rubber additives.

Our mix design contains 2lbs of silica sand per gallon of sealer, for traction and durability.

Diamond shield fortifier is added for accelerated curing time and pristine finish.

Estimated square feet....	31,000	=	\$	2,480.00
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**2.) Hot Rubber Crack filler:**

Burn out the cracks using the "Crack Jet" Heat Lance which generates 2800 degrees @ 90CFM

to remove moisture, weeds and debris while etching the asphalt for proper adhesion.

Fill the cracks with 350 degree liquefied rubber.

Estimated linear feet....	1,012	=	\$	1,265.00
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**3.) Asphalt Repair:**

Repair damaged surface by method of Infrared Technology. Heat existing asphalt, scarify surface, add rejuvenator and blend in new asphalt. Vibratory compact the area, seamless repair.

(18x3) area in entranceway is crumbling and forming a long shallow hole along seam with road

(1x1) small hole has formed in entrance

(4x4) area around manhole cover in entrance has sank leaving lip of lid exposed

(2x2) damaged area in parking space

Estimated square feet....	75	=	\$	600.00
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**4.) Stripe Parking Lot As It Exists: Yellow and Blue**

Regular parking spaces: Yellow	75	=	\$	450.00
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Handicap spaces: Blue	4	=	\$	120.00
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Striping Sub-Total	=	\$	570.00
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We hereby propose to furnish materials and labor to complete in accordance with the above specification for the sum of:

<b>GRAND TOTAL</b>	<b>\$</b>	<b>4,915.00</b>
--------------------	-----------	-----------------

Final payment is to be made upon completion. 24% per annum will be charged on past due invoices over 30 days.

All material is guaranteed to be as specified above. All work to be completed in a workman like manner according to standard practices.

Any alteration or deviation from the above specifications involving extra costs will become an extra charge over and above the estimate.

All agreements contingent upon strikes, accidents or delays beyond our control.

The owner is responsible to carry fire, tomado and other necessary insurance.

Our workers are fully covered by workman's compensation insurance.

Estimator: Michael Wilson



Cell # (231) 218-6034

Acceptance of this Estimate - The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Customer Signature: \_\_\_\_\_

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



# Proposal

Page# \_\_\_\_\_ of \_\_\_\_\_ Pages

## ACE SEAL RIGHT

1028 Dyer Lake Rd. • Traverse City, MI 49685

AceSealRight@gmail.com

(231) 499-8988

Phone 941-1620

Date April 8, 2015

PROPOSAL SUBMITTED TO

Charter Garfield Township Bill Meuser

STREET

3848 Veterans Dr.

CITY, STATE, AND ZIP

Traverse City MI 49684

ARCHITECT

Wayne Moran

DATE OF PLANS

We hereby submit specification and estimates for:

Complete machine cleaning of entire driveway. yes

All petroleum deposits to be degreased and treated with special oil spot primer. yes

Apply one coat of coal tar asphalt emulsion sealer. 29,626 sq ft to seal \$1,570.00

Edging yes

Hot Melt Rubber 1,300 linear feet of to be filled that

~~Cold Patch Filler~~ includes filling gap along Heated side walk. 650.00

Cold Patch \_\_\_\_\_

Lines \$275.00 Handicap 4 at 80.00 Arrows \_\_\_\_\_

Power Washing \_\_\_\_\_

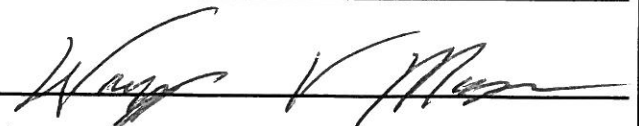
We Propose hereby to furnish material and labor - complete in accordance with the above specifications for the sum of:

dollars (\$ 2,575.00 )

Payments to be made as follows

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from the above specifications involving extra cost will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents, or delay beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workman's Compensation Insurance.

Authorized Signature



Note - this proposal may be withdrawn by us if not accepted within \_\_\_\_\_ days.

**Acceptance of Proposal** - The above policies, specifications, and conditions are satisfactory and hereby accepted.

You are authorized to do the work as specified. Payment will be made as outlined above.

Legal fees and court costs incurred in collection of monies owed according to this contract will be paid by the customers.

Signature \_\_\_\_\_

Date of Acceptance \_\_\_\_\_

Signature \_\_\_\_\_

# Proposal

Page# \_\_\_\_\_ of \_\_\_\_\_ Pages

## ACE SEAL RIGHT

1028 Dyer Lake Rd. • Traverse City, MI 49685

AceSealRight@gmail.com

(231) 499-8988

Phone 941-1620

Date 5-12-15

PROPOSAL SUBMITTED TO

Coarfield Town Ship Hall

STREET

3848 Veterans Drive

Bill

CITY, STATE, AND ZIP

Traverse City MI 49684

ARCHITECT

Wayne Moran

DATE OF PLANS

We hereby submit specification and estimates for:

Complete machine cleaning of entire driveway. yes

All petroleum deposits to be degreased and treated with special oil spot primer. \_\_\_\_\_

Apply one coat of coal tar asphalt emulsion sealer. \_\_\_\_\_

Edging \_\_\_\_\_

Hot Melt Rubber \_\_\_\_\_

Infrared Patchwork ~~#380.00~~ 18x4=72 ~~cut and replace~~ #580.00

~~Cold Patch~~ 9x40 = cut replace = 2880.00

Lines \_\_\_\_\_ Handicap \_\_\_\_\_ Airrows \_\_\_\_\_

Power Washing \_\_\_\_\_

We Propose hereby to furnish material and labor - complete in accordance with the above specifications for the sum of:

dollars (\$ 3460.00 )

Payments to be made as follows

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from the above specifications involving extra cost will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents, or delay beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workman's Compensation Insurance.

Authorized Signature



Note - this proposal may be withdrawn by us if not accepted within \_\_\_\_\_ days.

Acceptance of Proposal - The above policies, specifications, and conditions are satisfactory and hereby accepted.

You are authorized to do the work as specified. Payment will be made as outlined above.

Legal fees and court costs incurred in collection of monies owed according to this contract will be paid by the customers.

Signature \_\_\_\_\_

Date of Acceptance \_\_\_\_\_

Signature \_\_\_\_\_