

**CHARTER TOWNSHIP OF GARFIELD  
TOWN BOARD MEETING**

Tuesday, June 9, 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 – May 26, 2015 Regular Meeting (Recommend Approval)

b. Bills -

General Fund  
(Recommend Approval)

\$ 287,274.06

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

**4. Correspondence**

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

**5. Reports**

- a. Sheriff's Report
- b. County Commissioner's Report
- c. Building Committee Report
- d. Treasurer's Report
- e. Clerk's Report
- f. Supervisor's Report

**6. Unfinished Business**

**7. New Business**

- a. Consideration of adoption of FOIA Procedures and Guidelines
- b. Consideration of the naming of a new road in Sec. 06, T27N-R11W, Grand Traverse County, MI of "Windy Acres Lane"

**8. Public Comment**

**9. Other Business**

**10. Adjournment**

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Lanie McManus, Clerk

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

**CHARTER TOWNSHIP OF GARFIELD**  
**TOWN BOARD MEETING**  
**May 26, 2015**

Chuck Korn called the Town Board Meeting to order on May 26, 2015 at 6:00 p.m. at the Garfield Township Hall, 3848 Veterans Drive, Traverse City, Michigan.

**Pledge of Allegiance**

**Roll call of Board Members**

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

Absent and Excused: Kit Wilson

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

None

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

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

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

*Nays: None*

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

**a. Minutes**

May 12, 2015

(Recommend Approval)

**b. Bills**

General Fund

\$ 50,831.34

(Recommend Approval)

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

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

*Nays: None*

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

**5. Reports**

**a. County Commissioner's Report (6:03)**

Alisa Kroupa, County Commissioner, said the Commission will continue discussions on hiring a new County Administrator and a new Human Resources

Director. They also have many Brownfield projects to talk about including the Park Place development.

A joint meeting with the Grand Traverse County Road Commission was successful and the County's prosecutor and the Road Commission's attorney will draft a commitment of payment for the Cass Road Bridge. The Road Commission has offered to pay a large portion of the remaining \$488,000 for the bridge project.

Kroupa was very excited to announce that almost \$1 million was approved by the 9-1-1 Board for the upgrade of Central Dispatch. The 9-1-1 Board also approved the purchase of a new radio system and for mobile equipment for first responders. The money raised from the recent surcharge will be used as intended. Radios for first responders will be owned by the county and users will pay into a pool each year for maintenance. Board members thanked her for her work on the Commission.

**b. Treasurer's Report (6:15)**

Blood Law said that an updated revenue sharing report shows that revenue sharing is up by 6.22% over last year. More money will go into the fund balance this year.

**c. Clerk's Report (6:16)**

McManus said that the 2014 Audit will be ready in the next couple of weeks.

**d. Supervisor's Report (6:39)**

Korn said that the CPO contract terms were approved and are being prepared. He added that an MTA Legislative Liaison said that statutory funding is in place.

**6. Unfinished Business (6:17)**

**a. Public Hearing – Consideration of Resolution #2015-08-T(a), a Resolution to Create Forestlane Subdivision Roads Special Assessment District and Order Preparation of Special Assessment Roll**

Korn opened the Public Hearing at 6:18pm.

Charlotte Case of N. Forestlane Drive said she looks forward to the improvements and asked about possible changes at the airport and how any changes would affect her neighborhood.

Korn said there were no immediate plans at the airport, but could not guarantee that changes would not occur in the future. He added that the Road Commission hopes to begin the Forestlane project in July. He explained the entire project to those present and said that a new drainage system that will include swales would be built and then a new road would be put in.

Blood Law said that any billing to residents would not happen until 2016 and if the assessment was paid off before the first bill goes out, then there will be no interest charged.

Mary Gauthier of West Forestlane Drive asked about a plan for the road and was told that the existing road would be crushed and then put back and paved over.

Korn closed the Public Hearing at 6:28pm.

Board members asked about a five or seven year assessment and Blood law said she could do either, but Assessor Amy DeHaan needed to know if an assessment was for five years or seven years.

*Agostinelli moved and Schmuckal seconded to adopt Resolution #2015-08-T(a), a Resolution to Create Forestlane Subdivision Roads Special Assessment District and Order Preparation of Special Assessment Roll.*

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

## **7. New Business**

### **a. Consideration of the City of Traverse City and Charter Township of Garfield Recreational Authority Proposed Comprehensive Annual Budget for Fiscal Year 2015/16 (6:34)**

Matt Cowall presented the Recreation Authority proposed budget for Fiscal Year 2015-16. He added that they have been very fortunate for the first year in terms of their event facilities and have managed deficits that were projected. They will also be retiring a bond fund this year.

*Schmuckal moved and Blood Law seconded to approve the City of Traverse City and Charter Township of Garfield Recreational Authority Proposed Comprehensive Annual Budget for Fiscal Year 2015/16.*

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

### **b. Request to Write-Off Tax Year's 2009-2013 Delinquent Personal Property Taxes (6:39)**

Blood Law said she is requesting to write off tax years 2009-2013. She will not be receiving any more money and the paperwork can be handled all at once for simplification. She will send them to Circuit Court when they are five years delinquent.

*Schmuckal moved and Featherstone seconded to write off delinquent personal property taxes for the years 2009 through 2013 and take them to Circuit Court.*

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

**8. Public Comment: (6:43)**

None

**9. Other Business (6:43)**

Korn said that one end of LaFranier Road is due to be opened in two weeks and U.S. 31 is ahead of schedule. EMS coordination was discussed in light of the LaFranier project. Blood Law asked about the disposal of the old truck. Korn agreed to place it on the agenda for the next meeting.

**10. Adjournment**

*Schmuckal moved and Blood Law seconded to adjourn the meeting at 6:47pm.*

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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						
05/21/2015	GEN	33932	0375	FIFTH THIRD BANK	5473-7854-7800-0495	172.00
05/21/2015	GEN	33933	0867	LAUTNER IRRIGATION INC	LAWN MAINTENANCE	705.11
05/21/2015	GEN	33934	0867	LAUTNER IRRIGATION INC	LAWN MAINT	1,588.92
05/21/2015	GEN	33935	0896	PICTOMETRY INTERNATIONAL CORP.	14GARFMI001	7,189.59
05/21/2015	GEN	33936	MISC	WADE TRIM	PROJECT# CTG200101C	2,831.75
05/26/2015	GEN	33937	MISC	ALL TRAFFIC SOLUTIONS	SPEED DISPLAY	4,700.00
05/26/2015	GEN	33938	0375	FIFTH THIRD BANK	5473-7854-0003-2465	1,315.63
05/26/2015	GEN	33939	0001	GARFIELD CHARTER TOWNSHIP	HSA	232.70
05/26/2015	GEN	33940	0082	GRAND TRAVERSE COUNTY	SHERIFF - 1-3/15	229,764.00
05/26/2015	GEN	33941	0434	LAND INFORMATION ACCESS ASSOC	COMPUTER SUPPORT	130.00
05/26/2015	GEN	33942	MISC	LISA RITTER	MILEAGE	34.51
05/26/2015	GEN	33943	0568	NORTHERN OFFICE EQUIP	CONTRACTED SVCS.	437.70
05/26/2015	GEN	33944	0145	PRIORITY HEALTH	INSURANCE	12,110.00
05/26/2015	GEN	33945	0391	THE GUARDIAN	INSURANCE	914.18
05/26/2015	GEN	33946	0202	UNITED WAY	UNITED WAY	85.00
05/26/2015	GEN	33947	0006	VRIAC	DEFERRED COMP	1,653.00
05/26/2015	GEN	33948	MISC	WEED MAN	CONTRACTED SVCS.	576.00
06/01/2015	GEN	33949	0147	ALWAYS CARE	INSURANCE	1,347.50
06/01/2015	GEN	33950	0130	ANNE WENDLING	CONTRACTED SVCS.	455.00
06/01/2015	GEN	33951	0872	BAY SUPPLY & MARKETING	FLAGS	328.55
06/01/2015	GEN	33952	0064	CITY OF TRAVERSE CITY	ADVERTISING	45.14
06/01/2015	GEN	33953	0905	HOME DEPOT CREDIT SERVICES	WEED CONTROL / CHARGER	72.54
06/01/2015	GEN	33954	MISC	IDS.COM	POSTAGE	2,852.00
06/01/2015	GEN	33955	0050	INTEGRITY BUSINESS SOLUTIONS	SUPPLIES	159.98
06/01/2015	GEN	33956	0650	LANIE MCMANUS	MILEAGE	64.98
06/01/2015	GEN	33957	0867	LAUTNER IRRIGATION INC	CONTRACTED SVC	418.75
06/01/2015	GEN	33958	0498	NORTHERN MI JANITORIAL SUP	SUPPLIES	141.85
06/01/2015	GEN	33959	0151	PALLET PAPERS	PAPER	169.72
06/01/2015	GEN	33960	0915	SUPERFLEET	GAS	250.03
06/03/2015	GEN	33961	0395	SPECTRUM BUSINESS	SERVICES	65.00
06/03/2015	GEN	33962	0065	CHERRYLAND ELECTRIC COOP.	SVCS.	2,145.13
06/03/2015	GEN	33963	0065	CHERRYLAND ELECTRIC COOP.	SVCS.	343.03
06/03/2015	GEN	33964	0064	CITY OF TRAVERSE CITY	SVCS. #170975-120456	36.00
06/03/2015	GEN	33965	0048	CONSUMERS ENERGY	SVCS. #100018131597	65.71
06/03/2015	GEN	33966	MISC	FROHM & WIDMER, INC.	CONTRACTED SVCS.	12,500.00
06/03/2015	GEN	33967	0087	GRAND TRAVERSE COUNTY ROAD	DUST CONTROL	307.31
06/03/2015	GEN	33968	0916	GRID4 COMMUNICATIONS, INC.	SVCS. #012586	1,032.35
06/03/2015	GEN	33969	0085	RICK ROBBINS	CONTRACTED SVCS	33.40

GEN TOTALS:

Total of 38 Checks:  
 Less 0 Void Checks:

287,274.06  
 0.00

Total of 38 Disbursements:

287,274.06



PH 231.946.5874

FAX 231.946.3703

[www.gfa.tc](http://www.gfa.tc)

May 27, 2015

### SUMMARY OF MAY BILLINGS FOR APPROVAL FROM GARFIELD TOWNSHIP

#### I. Developer's Escrow Fund

1. Engineering services for plan review and construction services.

**Brookside Commons P.U.D. Sewer & Water Extension**

Project#	13407	Invoice No. 1340705	1,155.00
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	I. Total	1,155.00
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#### II. Utility Receiving Fund

1. Engineering, survey and construction consulting services for

**General Water & Sewer Infrastructure**

Project#	15029C	Invoice No. 150293117	115.00
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2. Engineering, survey and construction consulting services for

**Zimmerman Road Watermain Extension**

Project#	14283	Invoice No. 1428305	3,392.00
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3. Engineering services for

**Coordination of Utilities w/GT County Road Commission**

Project#	15029C	Invoice No. 150293116 Lafranier Road	460.00
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4. Engineering and construction services for watermain extension.

**Harris and Cedar Run Road**

Project#	15062	Invoice No. 1506203	16,575.00
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5. Engineering and construction services to upgrade existing pumping station.

**Pump Station #3 Upgrades**

Project#	15107	Invoice No. 1510701	3,870.00
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6. Engineering services for utility agreement review.

**Brookside Development (WODA)**

Project#	15029C	Invoice No. 150293115	230.00
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	III. Total	24,642.00
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	<b>GRAND TOTAL</b>	<b>\$25,797.00</b>
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**Invoice**



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

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

May 27, 2015  
Project No: 13407  
Invoice No: 1340705

Re: Brookside Commons P.U.D. Sewer and Water Extension  
Services Performed: Plan review, construction observation, inspection and project close for the water main and sewer extension.  
Project Location: Brookside Commons development at the NW intersection of Zimmerman and North Long Lake Road, Traverse City, Garfield Township, Grand Traverse County, Michigan.

**Professional Services from May 3, 2015 to May 23, 2015**  
**Fee**

Billing Phase	Fee	Percent Complete	Earned	Previous Fee Billing	Current Fee Billing
Plan Review	1,750.00	100.00	1,750.00	1,750.00	0.00
Additional Plan Review	1,000.00	100.00	1,000.00	1,000.00	0.00
Construction Observation/Inspection	1,750.00	100.00	1,750.00	595.00	1,155.00
Project Turnover	500.00	0.00	0.00	0.00	0.00
<b>Total Fee</b>	<b>5,000.00</b>		<b>4,500.00</b>	<b>3,345.00</b>	<b>1,155.00</b>
		<b>Total Fee</b>			<b>1,155.00</b>
				<b>Total this Invoice</b>	<b>\$1,155.00</b>

**Invoice**



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

May 27, 2015  
Project No: 15029C  
Invoice No: 150293117

Re: General Water & Sewer Infrastructure

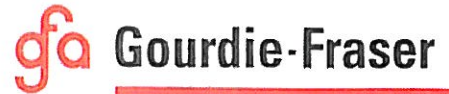
Services Performed: Engineering and survey consulting services as detailed below.

**Professional Services from May 3, 2015 to May 23, 2015**

Professional Personnel	Hours	Amount
Project Manager		
HODGES, JENNIFER	1.00	
Review ability to service lots in Woodcliff Subdivision off US-31 (water/sewer).		
Totals	1.00	115.00
<b>Total Labor</b>		
	<b>Total this Invoice</b>	<b>\$115.00</b>



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

May 27, 2015  
Project No: 14283  
Invoice No: 1428305

Re: Zimmerman Road Watermain Extension  
Services Performed: Engineering, survey and construction services for design, site inspections, final plans, construction administration and close out for the extension of the existing 16" watermain along Zimmerman Road that currently terminates at Panorama Lane and extend to the north side of North Long Lake Road.

**Professional Services from March 28, 2015 to May 23, 2015**  
Fee

Billing Phase	Fee	Percent Complete	Earned	Previous Fee Billing	Current Fee Billing
Preliminary Design	16,000.00	100.00	16,000.00	16,000.00	0.00
Final Design	22,000.00	100.00	22,000.00	22,000.00	0.00
Coordination / Negotiations	3,000.00	100.00	3,000.00	3,000.00	0.00
Construction Staking	3,200.00	52.00	1,664.00	1,664.00	0.00
Construction Observation	43,000.00	59.40	25,542.00	23,650.00	1,892.00
Construction Administration	15,000.00	100.00	15,000.00	15,000.00	0.00
Close Out	3,000.00	100.00	3,000.00	1,500.00	1,500.00
<b>Total Fee</b>	<b>105,200.00</b>		<b>86,206.00</b>	<b>82,814.00</b>	<b>3,392.00</b>
		<b>Total Fee</b>			<b>3,392.00</b>
				<b>Total this Invoice</b>	<b>\$3,392.00</b>

**Invoice**



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

May 27, 2015  
Project No: 15029C  
Invoice No: 150293116

Re: GTC Utility Coordination - Lafranier Road

Services Performed: Engineering and survey consulting services as detailed below.

**Professional Services from May 3, 2015 to May 23, 2015**

Professional Personnel	Hours	Amount
Project Manager		
HODGES, JENNIFER	4.00	
Lafranier Road Construction - Onsite Meeting / Watermain Installation		
Totals	4.00	
<b>Total Labor</b>		<b>460.00</b>
	<b>Total this Invoice</b>	<b>\$460.00</b>



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

May 27, 2015  
Project No: 15062  
Invoice No: 1506203

Re: Harris & Cedar Run Road Watermain Extension  
Services Performed: Engineering, survey and construction services for design, site inspections, final plans, construction administration and close out for the extension of the existing 16" low pressure watermain along Harris Road (between North Long Lake Road and Cedar Run Road) and west along Cedar Run Road to the address of 5256 Cedar Run Road. Installation of 16" low pressure watermain along east Cedar Run Road and connection to the existing Grayhawk watermain. Appurtenances shall include valves, hydrants and water service leads.

**Professional Services from May 3, 2015 to May 23, 2015**

**Fee**

Billing Phase	Fee	Percent Complete	Earned	Previous Fee Billing	Current Fee Billing
Final Design	82,875.00	50.00	41,437.50	24,862.50	16,575.00
Bidding	5,525.00	0.00	0.00	0.00	0.00
Construction Staking	23,250.00	0.00	0.00	0.00	0.00
Construction Observation	113,150.00	0.00	0.00	0.00	0.00
Construction Administration	22,100.00	0.00	0.00	0.00	0.00
Record Drawings / Close Out	18,600.00	0.00	0.00	0.00	0.00
Total Fee	265,500.00		41,437.50	24,862.50	16,575.00
		<b>Total Fee</b>			<b>16,575.00</b>
				<b>Total this Invoice</b>	<b>\$16,575.00</b>

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TRAVERSE CITY, MI 49684

May 27, 2015  
Project No: 15107  
Invoice No: 1510701

Re: Pump Station #3 Upgrades  
Services Performed: Engineering and construction services for design, bidding, observation, administration and closeout services to upgrade existing pumping station to replace the existing pumps, mechanical, electrical and SCADA telemetry.

**Professional Services from May 3, 2015 to May 23, 2015**  
**Fee**

Billing Phase	Fee	Percent Complete	Earned	Previous Fee Billing	Current Fee Billing
Preliminary Design	4,500.00	86.00	3,870.00	0.00	3,870.00
Final Design	7,000.00	0.00	0.00	0.00	0.00
Bidding Services	2,500.00	0.00	0.00	0.00	0.00
Construction Observation	3,500.00	0.00	0.00	0.00	0.00
Construction Administration	4,000.00	0.00	0.00	0.00	0.00
Close Out	2,000.00	0.00	0.00	0.00	0.00
Total Fee	23,500.00		3,870.00	0.00	3,870.00
			<b>Total Fee</b>		<b>3,870.00</b>
				<b>Total this Invoice</b>	<b>\$3,870.00</b>

**Invoice**



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3848 VETERANS DR  
TRAVERSE CITY, MI 49684

May 27, 2015  
Project No: 15029C  
Invoice No: 150293115

Re: Coordination of Utilities with Brookside Development (WODA)  
Services Performed: Engineering and survey consulting services as detailed below.

**Professional Services from May 3, 2015 to May 23, 2015**  
**Professional Personnel**

	Hours	Amount
Project Manager		
HODGES, JENNIFER	2.00	
Review of revised cost for township paid utilities based upon utility layout revisions to accommodate tank site.		
Totals	2.00	230.00
<b>Total Labor</b>		
	<b>Total this Invoice</b>	<b>\$230.00</b>



**MTT Update**  
Prepared for Garfield Twp Board

By: Amy L DeHaan, MMAO(4) - Assessor  
As of: June 1, 2015


Docket #	Parcel No(s)	Owner	Property Address	Year(s) in Contention	Assessor's Values		Petitioner's Values		Value Differences		Status Notes
					Assessed	Taxable	Assessed	Taxable	Assessed	Taxable	
1 15-001617	008-027-00 008-027-10 008-028-00 900-363-98	Baruch SLS Inc Cherry Hill Haven	4841 N Long Lake Rd. 4825 N Long Lake Rd 4885 N Long Lake Rd 4885 N Long Lake Rd	2015 2015 2015 2015	\$ 359,400	\$ 359,400	\$ -	\$ -	\$ (359,400)	\$ (359,400)	6/1/15 New appeal Petitioner owns Cherry Hill Haven, and believes it should be Exempt. COA has ruled otherwise 4/21/15.
					\$ 141,900	\$ 141,900	\$ -	\$ -	\$ (141,900)	\$ (141,900)	
					\$ 419,400	\$ 419,400	\$ -	\$ -	\$ (419,400)	\$ (419,400)	
					\$ 5,500	\$ 5,500	\$ -	\$ -	\$ (5,500)	\$ (5,500)	
					\$ 926,200	\$ 926,200	\$ -	\$ -	\$ (926,200)	\$ (926,200)	
2 14-001336	016-027-50	Inland Western TC Bison Hollow	3333 N US 31 South	2015	\$ 2,655,800	\$ 1,985,366	\$ 1,400,000	\$ 1,400,000	\$ (1,255,800)	\$ (585,366)	5/26/15 New appeal 5/26/15 Petition answered.
3 14-003334	019-002-10	Green Hills Inc Placed on Gen'l Call: 1/4-15/16 Valuation due: 1/1/16	2400 East Crown Dr	2014	\$ 938,700	\$ 937,463	\$ 250,000	\$ 250,000	\$ (688,700)	\$ (687,463)	5/20/15 Based settlement offer on recent MTT judgments, and Green Meadow sale 4/30/15 Added new year to appeal.
				2015	\$ 1,035,600	\$ 952,462	\$ 200,000	\$ 200,000	\$ (835,600)	\$ (752,462)	
					\$ 437,300	\$ 437,300	\$ 437,300	\$ 437,300	\$ (598,300)	\$ (515,162)	
4 14-004442	019-002-20	Hometown Hardware Inc	2701 Zimmerman Rd	2014	\$ 394,400	\$ 353,060	\$ 150,000	\$ 150,000	\$ (244,400)	\$ (203,060)	5/20/15 Made 2nd offer to settle @ \$410,000 (\$40.92/sf) 5/21/15 Rec'd notice that 2015 added to appeal.
				2015	\$ 317,900	\$ 317,900	\$ 150,000	\$ 150,000	\$ (189,400)	\$ (148,060)	
					\$ 150,000	\$ 150,000	\$ 205,000	\$ 205,000	\$ (167,900)	\$ (167,900)	
					\$ 205,000	\$ 205,000	\$ 205,000	\$ 205,000	\$ (112,900)	\$ (112,900)	
					\$ 394,400	\$ 353,060	\$ 150,000	\$ 150,000	\$ (244,400)	\$ (203,060)	
5 455929	021-015-00 021-015-70	Grand Traverse Mall LLC Grand Traverse Mall LLC Placed on Gen'l Call: 7/15/15 Valuation due: 5/1/15	3200 W South Airport Rd W South Airport Rd TOTALS:	2013	\$ 29,511,400	\$ 29,511,400	\$ 11,385,000	\$ 11,385,000	\$ (18,126,400)	\$ (18,126,400)	*2012 Purchase for \$66,000,000 6/1/15 rec'd appraisal - in process of review 4/30/15 MTT granted order extending value disclosure deadline to June 19th.
				2014	\$ 30,706,900	\$ 29,983,582	\$ 11,385,000	\$ 11,385,000	\$ (19,321,900)	\$ (18,598,582)	
				2013	\$ 64,300	\$ 64,300	\$ 15,000	\$ 15,000	\$ (49,300)	\$ (49,300)	
				2014	\$ 75,900	\$ 65,328	\$ 15,000	\$ 15,000	\$ (60,900)	\$ (50,328)	
				2013	\$ 29,575,700	\$ 29,575,700	\$ 11,400,000	\$ 11,400,000	\$ (18,175,700)	\$ (18,175,700)	
				2014	\$ 30,782,800	\$ 30,048,910	\$ 11,400,000	\$ 11,400,000	\$ (19,382,800)	\$ (18,648,910)	
6 15-001533	021-015-00	Grand Traverse Mall LLC	3200 W South Airport Rd	2015	\$ 31,094,300	\$ 30,463,319	\$ 19,137,970	\$ 18,506,989	\$ (11,956,330)	\$ (11,956,330)	5/26/15 Found NEW appeal on-line. Sent to ATY Gen'l. Should have been added to existing appeal. Answered 5/27/15.
7 15-001623	021-015-20	Macy's Inc	3400 W South Airport Rd	2015	\$ 2,457,500	\$ 2,359,250	\$ 1,269,737	\$ 1,269,737	\$ (1,187,763)	\$ (1,089,513)	6/1/15 Found NEW appeal on-line.
8 14-000002	900-385-18	Walgreen Company 4/27/15 STC came out with recommendation re:multipliers for Photo Processing Equipment	3900 N US 31 South	2013	\$ 119,900	\$ 119,900	\$ 102,303	\$ 102,303	\$ (17,597)	\$ (17,597)	5/21/15 Rec'd judgment.
				2012	\$ 107,850	\$ 107,850	\$ 92,580	\$ 92,580	\$ (15,270)	\$ (15,270)	
				2011	\$ 103,300	\$ 103,300	\$ 87,584	\$ 87,584	\$ (15,716)	\$ (15,716)	
				2010	\$ 115,200	\$ 115,200	\$ 87,600	\$ 87,600	\$ (27,600)	\$ (27,600)	
					\$ 101,420	\$ 101,420	\$ 101,420	\$ 101,420	\$ (13,780)	\$ (13,780)	
					\$ 101,400	\$ 101,400	\$ 101,400	\$ 101,400	\$ (13,800)	\$ (13,800)	



**MTT Update**  
Prepared for Garfield Twp Board

By: Amy L Dehaan, MMAO(4) - Assessor  
As of: June 1, 2015

Year(s) in Contention	Assessor's Values		Petitioner's Values		Value Differences		
	Assessed	Taxable	Assessed	Taxable	Assessed	Taxable	
2007	\$ 175,830	\$ 175,830	\$ 165,780	\$ 169,590	\$ (10,050)	\$ (10,284)	
2008	\$ 179,874	\$ 187,788	\$ 177,050	\$ 177,050	\$ (10,738)	\$ (10,738)	
2009	\$ 302,424	\$ 302,424	\$ 277,930	\$ 277,930	\$ (24,494)	\$ (24,494)	
2010	\$ 115,200	\$ 293,706	\$ 101,420	\$ 267,094	\$ (13,780)	\$ (13,780)	
2011	\$ 103,300	\$ 107,850	\$ 87,584	\$ 92,580	\$ (15,270)	\$ (26,461)	
2012	\$ 107,850	\$ 303,397	\$ 92,580	\$ 276,936	\$ (18,193,297)	\$ (18,193,297)	
2013	\$ 29,695,600	\$ 29,695,600	\$ 11,502,303	\$ 11,502,303	\$ (20,315,900)	\$ (19,539,433)	
2014	\$ 32,115,900	\$ 31,339,433	\$ 11,800,000	\$ 11,800,000	\$ (16,329,593)	\$ (15,477,771)	
2015	\$ 38,487,300	\$ 37,004,497	\$ 22,157,707	\$ 21,526,726	\$ (13,800)	\$ (13,800)	
<b>TOTALS:</b>	<b>\$ 103,300</b>	<b>\$ 293,706</b>	<b>\$ 87,584</b>	<b>\$ 267,094</b>	<b>\$ (15,270)</b>	<b>\$ (26,461)</b>	
<b>TOTALS:</b>	<b>\$ 107,850</b>	<b>\$ 303,397</b>	<b>\$ 92,580</b>	<b>\$ 276,936</b>	<b>\$ (18,193,297)</b>	<b>\$ (18,193,297)</b>	
<b>TOTALS:</b>	<b>\$ 29,695,600</b>	<b>\$ 29,695,600</b>	<b>\$ 11,502,303</b>	<b>\$ 11,502,303</b>	<b>\$ (20,315,900)</b>	<b>\$ (19,539,433)</b>	
<b>TOTALS:</b>	<b>\$ 32,115,900</b>	<b>\$ 31,339,433</b>	<b>\$ 11,800,000</b>	<b>\$ 11,800,000</b>	<b>\$ (16,329,593)</b>	<b>\$ (15,477,771)</b>	
<b>TOTALS:</b>	<b>\$ 38,487,300</b>	<b>\$ 37,004,497</b>	<b>\$ 22,157,707</b>	<b>\$ 21,526,726</b>	<b>\$ (13,800)</b>	<b>\$ (13,800)</b>	
<b>SETTLED VALUES:</b>							
2010			\$ 13,800	\$ 13,800	\$ (13,800)	\$ (13,800)	
2011			\$ 15,700	\$ 15,700	\$ (15,700)	\$ (15,700)	
2012			\$ 15,250	\$ 15,250	\$ (15,250)	\$ (15,250)	
2013			\$ 17,600	\$ 17,600	\$ (17,600)	\$ (17,600)	
2014							
2015							
2007			\$ (33,52)		\$ (33,52)		Garfield Potential Tax Loss
2008			\$ (2,50)		\$ (2,50)		
2009			\$ (28,72)		\$ (28,72)		
2010			\$ (65,51)		\$ (65,51)		
2011			\$ (62,20)		\$ (62,20)		
2012			\$ (61,84)		\$ (61,84)		
2013			\$ (42,521,37)		\$ (42,521,37)		
2014			\$ (45,667,56)		\$ (45,667,56)		
2015			\$ (36,174,65)		\$ (36,174,65)		
<b>2010</b>			\$ (36,91)		\$ (36,91)		<b>ACTUAL TWP TAX LOSS</b>
<b>2011</b>			\$ (36,69)		\$ (36,69)		
<b>2012</b>			\$ (35,64)		\$ (35,64)		
<b>2013</b>			\$ (41,13)		\$ (41,13)		
<b>2014</b>			\$ -		\$ -		
<b>2015</b>			\$ -		\$ -		

 <b>Charter Township of Garfield</b>		General:	<input checked="" type="checkbox"/>
		Budget Related:	<input type="checkbox"/>
		Closed Session:	<input type="checkbox"/>
Department:	Planning	Report No.	PD 2015-44
Prepared:	June 4, 2015	Pages:	Page 1 of 1
Meeting:	June 9, 2015 Township Board	Attachments:	<input type="checkbox"/>
Subject:	Reappointment of Michael Groleau		

### **INTRODUCTION**

Michael Groleau's appointment to the City of Traverse City and Charter Township of Garfield Recreational Authority will expire on June 30, 2015. Mr. Groleau has long served as a valued member of the Authority and has represented the township well in this capacity.

The Township Supervisor has nominated Mr. Groleau for reappointment to a new 3-year term. Township Board action to reappoint Mr. Groleau is therefore requested.

### **ACTION REQUESTED:**

(Motion)

THAT Michael Groleau be appointed to the City of Traverse City and Charter Township of Garfield Recreational Authority for a 3 year term expiring on June 30, 2018.

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

**RESOLUTION #2015-08-T(b)**

**SCHEDULING PUBLIC HEARING ON SPECIAL ASSESSMENT ROLL  
FOR FORESTLANE SUBDIVISION ROADS**

WHEREAS, the supervisor and assessing officer of the Township of Garfield has, in accordance with resolution of the township board and the laws and statutes pertinent thereto, prepared a tentative special assessment roll in the estimated amount of \$262,961.90 covering all the parcels of land in the Forestlane Subdivision Roads Special Assessment District, according to the relation of the benefit to each parcel of land to the total benefit to all parcels of land in such special assessment district and has affixed thereto his or her certificate as required.

NOW, THEREFORE, BE IT RESOLVED as follows:

1. That said special assessment roll shall be filed with the township clerk and shall be available for public examination during regular working days from the present date until the public hearing upon the same and shall further be examined at such public hearing.
2. That the township board shall meet at 6:00 pm on Tuesday, June 26<sup>th</sup>, 2015, in the large, upstairs meeting room at the Township hall located at 3848 Veterans Drive, within the township, to review such special assessment roll and here any objections thereto.
3. That the township clerk shall cause notice of such hearing and the filing of such assessment roll to be published twice in the Record Eagle, a newspaper of general circulation in the township prior to the date of the hearing with the first publication being not less than 10 days prior to the hearing and shall further cause notice of such hearing to be mailed by first-class mail to all owners of record or persons of interest in property within the Forestlane Subdivision Roads Special Assessment District as shown in township records.

Moved:

Supported:

Ayes:

Nays:

Absent and Excused:

RESOLUTION 2015-08-T(b) 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 12th 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, MMAO(4)

Assessor

Charter Township of Garfield

Population: Special Assessment District (109)

PARCEL	ASSESSMENT NAME	ASSESSMENT	OWNER ADDRESS
5-110-001-00	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
05-110-013-00	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
28-05-110-025-00	109, FORESTLANE ROADS	2,777.76	MILLER DALE & MARY 946 N FORESTLANE DR
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

Population: Special Assessment District (109)

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
28-05-110-040-00	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
28-05-350-006-00	109, FORESTLANE ROADS	2,777.76	OTTO KAY F 2749 S WALTERS DR
# OF PARCELS: 53	TOTALS:	147,221.28	

Monthly Parkland Responsibilities

Coordinated trail steward activities, performed routine maintenance on all trails, and performed trailhead maintenance tasks where appropriate.

Nature Center Visitation

Program Participation month 876  
Drop ins this month 102  
Nature Center Visitation this year 2,287  
Nature Center Visitation since 2008 9,360

Nature Center Visitation May 2014  
Program Participants May 2014  
Drop ins May 2014

Activity Detail	Conservation District Pillar	Location of activity	Property Owner	Staff Lead (initials)
Attended Cherry Capital Foods Open House	Agriculture	Community Partner Location	N/A	JR/LS
Assisted with GT County Household Hazardous Waste and Pesticide Collection	Agriculture	Community Partner Location	Grand Traverse County	JR/LS
Wrote, planned, and submitted GTSI Continuation Grant for 2015-17 grant cycle with GLSI and funded by Great Lakes Fishery Trust	Education	Other	N/A	KMG
Assisted with and documented (video and photo) rain garden planning at The Greenspire School with Perennial Harvest as part of the EPA Education grant with the GLSI (case study as part of the white paper)	Education	In School	N/A	KMG
5/21 - Led invasive discussion "Deep Dive" for Leadership Grand Traverse Fellows (5 present)	Stewardship (Boardman River and Non-parklands ISN)	Boardman River Nature Center	Grand Traverse County	KEG/RR
Pulled 54.5 bags, 60 acres of Garlic Mustard in 4 counties	Stewardship (Boardman River and Non-parklands ISN)	Leslanau/Benzie/Mansiee Counties	N/A	KEG
Attended the TBASD Science Symposium as a guest judge	Education	Community Event/Festival	N/A	TC
217 students served in the month of May for our NEST program.	Education	Boardman River Nature Center	Grand Traverse County	TC
Submitted grant to Sumner Rotary Club for equipment funding	Education	Other	N/A	TC
Completed our Peepers program for the Spring. We had 401 Peepers this year. 2013- 316 Peepers 2014- 220 Peepers 2015- 401 Peepers	Education	Boardman River Nature Center	N/A	TC/TF
Completed requirements of our Doie Invasive Species Education Grant and turned in report. We exceeded our goal of 300 students served by 10.	Education	In School	N/A	TC
Worked with SCORE to plan the TC Ticker event happening in June at the Nature Center	Education	Other	N/A	TC
Coordinated garlic mustard treatment of 5 different populations throughout the Natural Education Reserve	Parklands (including Parklands-based ISN)	Natural Education Reserve/Boardman Valley Nature Preserve	Grand Traverse County	RR
Held a "Greenagers" workbee at Kids Crk. with TC West High School 8th Graders (trail work, new fence sections, new trash can surrounds installed, new dog waste dispensers installed)	Parklands (including Parklands-based ISN)	Kid's Creek Park	Garfield Township	RR
Continued to work with Eagle Scout to developed community project on Parklands	Parklands (including Parklands-based ISN)	Other	Garfield Township	RR/TV
Coordinated and attended Hickory Meadows Advisory Committee Meeting	Parklands (including Parklands-based ISN)	Hickory Meadows	Joint Recreational Authority	TV
Held a volunteer workbee at Hickory Meadows to pull garlic mustard and to work on trail improvement projects	Parklands (including Parklands-based ISN)	Hickory Meadows	Joint Recreational Authority	TV
Continued follow-up efforts to survey and control garlic mustard at Hickory Meadows	Parklands (including Parklands-based ISN)	Hickory Meadows	Joint Recreational Authority	TV
Repaired erosion concerns along limestone pathway at Hickory Meadows	Parklands (including Parklands-based ISN)	Hickory Meadows	Joint Recreational Authority	TV
Attended a walk through of TCL&P utility corridor at Hickory Meadows with L&P and CC Power, who is contracted to replace the utility poles	Parklands (including Parklands-based ISN)	Hickory Meadows	Joint Recreational Authority	TV
Led a follow-up walk through of utility corridor with HM Advisory Committee to go over proposed plans for access and upgrade	Parklands (including Parklands-based ISN)	Hickory Meadows	Joint Recreational Authority	TV
Responded to reports of a fire pit and gathering spot between East and West Meadow	Parklands (including Parklands-based ISN)	Hickory Meadows	Joint Recreational Authority	TV
Updated signage for TCL&P utility work at trailhead kiosk stations	Parklands (including Parklands-based ISN)	Commons Natural Area	Garfield Township	TV
Followed up on reports of campers at the Commons	Parklands (including Parklands-based ISN)	Commons Natural Area	Garfield Township	TV
Repaired broken lock on dog waste dispenser at Long Lk trailhead at Commons	Parklands (including Parklands-based ISN)	Commons Natural Area	Garfield Township	TV
Dropped off woodchips at Greenspire School for trails at the Commons	Parklands (including Parklands-based ISN)	Commons Natural Area	Garfield Township	TV
Coordinated SEEDS to repair fencing up from Greenspire School	Parklands (including Parklands-based ISN)	Commons Natural Area	Garfield Township	TV
Reviewed the Conquer the Village bike race route at Commons	Parklands (including Parklands-based ISN)	Commons Natural Area	Garfield Township	TV
Repaired and maintained boardwalks at Miller Creek	Parklands (including Parklands-based ISN)	Miller Creek Nature Reserve	Garfield Township	TV/RR
Replaced broken trail postmarker at Miller Creek near Arbors	Parklands (including Parklands-based ISN)	Miller Creek Nature Reserve	Garfield Township	TV
Met with Emerald Hills Condo's Board to walk proposed bench trail route at MC	Parklands (including Parklands-based ISN)	Miller Creek Nature Reserve	Garfield Township	TV
Assessed and measured for proposed boardwalk at BVNP	Parklands (including Parklands-based ISN)	Natural Education Reserve/Boardman Valley Nature Preserve	Garfield Township	TV



**Grand Traverse Sheriff Department Calls for Service Statistics**

**Month**  
May

**Year**  
2015

Day of Week	Mon	Tues	Weds	Thurs	Fri	Sat	Sun	TOTAL
	0	1	2	3	4	5	6	7
Hour of Day	473	547	512	528	627	550	551	3,788
	114	74	64	49	60	50	69	116
	12	13	14	15	16	17	18	19
	155	185	201	224	242	227	273	191
Location	<b>Citations</b>							
	<b>Traffic Crashes</b>				<b>Arrests</b>			
	Fatal	PIA	PDA	OWI	MIP	Criminal	<b>*Other</b>	
01 Acme	19	0	1	6	1	0	5	135
02 Blair	55	0	3	22	2	0	47	317
03 East Bay	68	0	4	29	2	2	18	275
04 Fife Lake	16	0	0	7	0	0	2	77
05 Garfield	93	0	6	64	6	1	74	729
06 Grant	1	0	1	3	0	0	1	19
07 Green Lake	11	0	1	11	1	14	9	160
08 Long Lake	10	0	1	9	0	1	3	82
09 Mayfield	8	0	1	6	0	0	5	36
10 Peninsula	1	0	0	1	0	0	0	48
11 Paradise	7	0	1	3	0	4	9	89
12 Union	1	0	0	5	0	0	0	24
13 Whitewater	4	0	1	8	0	0	3	52
29 Fife Lake Vlg	2	0	0	0	1	0	1	14
30 Kingsley Vlg	8	0	1	1	0	0	4	59
66 Traverse City	4	0	0	0	4	2	75	0
84 Out of County	0	0	0	0	0	0	32	0
<b>Totals</b>	308	0	21	175	17	24	288	2,116
								693
								783
								196
								3,788

\*Other Calls for Service Include: 911 Hangups; BOL; Follow-up to Complaints; Motorist Assists; Public Relations; Serving Legal papers; Traffic Stops; Warrant Attempts  
 Ticket stats are based on what District Court has entered as of 6/01/15.  
 Arrest Stats are as of 6/01/15.

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# GARFIELD CHARTER TOWNSHIP



BOARD MEETING 6/9/15

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**TO:** GARFIELD TOWNSHIP BOARD  
**FROM:** JEANE BLOOD, TREASURER  
**SUBJECT:** REVIEW FUND BALANCE AND MILLAGE RATES  
  
**DATE:** 6/2/15

THIS INFORMATION IS A FOLLOW UP TO THE FINANCE COMMITTEE MEETING.

The information provided is a history of our Fund Balance from 2008 - 2014, including the millage rates from 2008 - 2014. It shows the amount of debt paid off and the percentage increase in our fund balance. Please review for future planning of the 2015 Budget. I would be happy to answer any questions.

*Jeane Blood Law*  
Jeane Blood Law, Treasurer

General Fund Balance and Millage Rate Review as of June 2015

Year	Millage Rate	General Fund balance Increased/Decreased by	General Fund Money Only	Committed Funds	Unassigned Unreserved Fund Balance	% of the Total General Fund Expenditures
2008	2.6744	\$ (30,864.00)	\$ 3,516,232.00	\$ 378,385.00	\$ 3,137,847.00	89%
2009	2.6744	\$ 129,721.00	\$ 3,645,953.00	\$ 495,166.00	\$ 3,150,787.00	101%
2010	2.6744	\$ (190,915.00)	\$ 3,455,038.00	\$ 495,166.00	\$ 2,959,872.00	105%
2011	2.3372	\$ 589,953.00	\$ 4,056,108.00	\$ 691,067.00	\$ 3,365,101.00	126%
2012	2.3372	\$ 224,982.00	\$ 4,281,090.00	\$ 681,067.00	\$ 3,600,023.00	133%
2013	2.3372	\$ 762,197.00	\$ 5,239,185.00	\$ 681,067.00	\$ 4,558,118.00	153%
2014	2.3372	\$ 460,158.00	\$ 5,699,343.00	\$ 681,067.00	\$ 5,018,276.00	180%

- \* Decreased Long term Debt \$971,332.00 by paying down Water/Sewer
- \* Decreased Long Term Debt \$ 25,559. by paying down Water/Sewer
- \* Decreased Long Term Debt \$2,154,759. by paying of Water/Sewer
- \* Decreased Long Term Debt \$3,975,000. by paying of Water/Sewer
- \* Decreased Long Term Debt \$2,437,000.00 by paying of Water/Sewer
- \* No Payoff of Debts just decrease of monthly payments
- \* No Payoff of Debts just decrease of monthly payments

Historical Taxable Value and Millage Rates

Year	Total Taxable Value	Millage Rate and Proposed Changes		Township Taxes Collected	Loss Income if Millage is Reduced
		Current	Proposed		
2008	\$ 912,609,850	0.26744%		\$ 2,440,683.78	
2009	\$ 913,051,240	0.26744%		\$ 2,441,864.24	
2010	\$ 868,224,252	0.23372%		\$ 2,029,213.72	
2011	\$ 819,675,224	0.23372%		\$ 1,915,744.93	
2012	\$ 802,061,644	0.23372%		\$ 1,874,578.47	
2013	\$ 833,263,333	0.23372%		\$ 1,947,503.06	
2014	\$ 850,049,954	0.23372%		\$ 1,986,736.75	
2015	\$ 864,875,941	0.23372%		\$ 2,021,388.05	
Proposed	\$ 864,875,941	0.229000%		\$ 1,980,565.90	\$ 6,170.85
Proposed	\$ 864,875,941	0.228000%		\$ 1,971,917.15	\$ 14,819.61
Proposed	\$ 864,875,941	0.227000%		\$ 1,963,268.39	\$ 23,468.37
Proposed	\$ 864,875,941	0.226000%		\$ 1,954,619.63	\$ 32,117.13
Proposed	\$ 864,875,941	0.225000%		\$ 1,945,970.87	\$ 40,765.89

\* Reduced Millage Rate from 2007

\* Reduced Millage Rate from 2008

\* Difference (less income for Township)

\* Difference (less income for Township)

\* Difference (less income for Township)

\* Difference (less income for Township)

\* Difference (less income for Township)

\* Amy ran a simple list on the 401-407 classes (excepting 402 - vacant land) and came up with a total of 5108 parcels with a combined AV for 2015 of \$471,337,200 or an average of \$92,274 AV per home. And, a combined TV for 2015 of \$404,733,938. This would mean an average of \$79,235 per home (TV).

Proposed Millage Rates and Taxpayer Savings (5-Options)

Year	Taxable Value	Current/Millage Rate	Township Taxes	Tax Savings for Taxpayer
2014	\$ 100,000.00	0.23372	\$ 233.72	
2015	\$ 100,000.00	0.229	\$ 229.00	\$ 4.72
2015	\$ 100,000.00	0.228	\$ 228.00	\$ 5.72
2015	\$ 100,000.00	0.227	\$ 227.00	\$ 6.72
2015	\$ 100,000.00	0.226	\$ 226.00	\$ 7.72
2015	\$ 100,000.00	0.225	\$ 225.00	\$ 8.72

\* Difference (Savings for Taxpayer)

\* Difference (Savings for Taxpayer)

\* Difference (Savings for Taxpayer)

\* Difference (Savings for Taxpayer)

\* Difference (Savings for Taxpayer)

General Fund Balance and  
Millage Rate Review  
as of June 2015

**Considerations and Suggestions of Excess Fund Balance \*Our Fund Balance Policy Indicates.**

When Fund Balance approaches its maximum target threshold of 25%, the following measures (in order of priority) shall be used to reduce the fund balance.

- Eliminate shortfalls in related funds, the Fire, Receiving ect. or any other fund.
- Pay off or move up the debt schedule for existing bond payments to lower township debt burden
- Move up or pay off installment loans
- Pre-fund or accelerate projected capital improvements
- Reduce township millage rates

Done
Done
Done
Option
Option

\* We have added over 2 million dollars to our fund balance since 2010.

\* We have retired over \$9 Million in Bonds and Loans since 2008 and no other bonds at this time can be paid off.

\* Since 2007 the Millage rate has been reduced (2) times. From 3.35 in 2007, 2.6744 in 2008, 2.3372 in 2011.

\* Since 2008 we have more than doubled the % of Total General Fund Expenditures available and increased the unreserved Fund Balance from \$3,137,847. (89%) in 2008 to \$5,018,276. (180%) in 2014.

**ALL INFORMATION COLLECTED FROM AUDIT REPORTS AND BSA REPORTS.**

JEANE BLOOD LAW, TREASURER

# Clerk's Report

For May 2015

Submitted 6/4/15

To The Garfield Township Board;

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

For the month of May in the General Fund, you will find that we had a total of \$305,827.58 Revenues and \$375,522.75 Expenditures. For the year we have a total of \$1,997,054.02 Revenues and \$1,043,018.81 Expenditures.

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

Lanie McManus

Township Clerk

REVENUE REPORT FOR GARFIELD TOWNSHIP

PERIOD END 05/31/2015

2015 ORIGINAL BUDGET  
2015 AMENDED BUDGET

ACTIVITY FOR MONTH  
05/31/2015

AVAILABLE BALANCE

GL NUMBER	DESCRIPTION	2015 ORIGINAL BUDGET	2015 AMENDED BUDGET	YTD BALANCE 05/31/2015	ACTIVITY FOR MONTH 05/31/2015	AVAILABLE BALANCE
<b>Fund 101 - GENERAL OPERATING FUND</b>						
Revenues						
Dept 000						
101-000-403.000	CURRENT REAL PROPERTY TAXES	1,928,007.24	1,928,007.24	1,238,167.03	10,260.63	689,840.21
101-000-407.000	DEL PERSONAL PROP TAXES	0.00	0.00	(1,020.33)	0.00	1,020.33
101-000-412.000	SWAMP TAX COLLECTIONS	40.68	40.68	0.00	0.00	40.68
101-000-414.000	Protested R/E Interest	0.00	0.00	1,908.99	0.00	(1,908.99)
101-000-423.000	TRAILER PARK FEES	6,203.70	6,203.70	3,022.50	607.00	3,181.20
101-000-445.000	PENALTIES & INT. ON TAXES	7,627.50	7,627.50	5,142.78	0.00	2,484.72
101-000-476.000	BUILDING PERMITS	175,000.00	175,000.00	99,818.00	24,337.00	75,182.00
101-000-476.001	PLANNING FEES	6,000.00	6,000.00	2,100.00	100.00	3,900.00
101-000-476.002	MAINT INSPECTION FEES	1,525.50	1,525.50	610.00	0.00	915.50
101-000-476.003	TREASURER FEES	915.30	915.30	150.00	0.00	765.30
101-000-476.004	PARK USE FEES	2,034.00	2,034.00	1,220.00	440.00	814.00
101-000-476.005	ZONING FEES	15,000.00	15,000.00	8,820.00	2,760.00	6,180.00
101-000-574.000	STATE SHARED REVENUE	1,220,400.00	1,220,400.00	412,853.00	194,002.00	807,547.00
101-000-574.001	STATE SHARED REV. - LIQUOR LA	20,340.00	20,340.00	440.00	0.00	19,900.00
101-000-575.000	Road Right of Way	17,859.54	17,859.54	0.00	0.00	17,859.54
101-000-612.000	CHARGES FOR TOWNSHIP SERVICES	15,000.00	15,000.00	444.00	200.00	14,556.00
101-000-627.000	TAX COLLECTION FEES	22,374.00	22,374.00	0.00	0.00	22,374.00
101-000-656.000	Ordinance Enforcement Fees	0.00	0.00	676.69	0.00	(676.69)
101-000-664.000	EARNED INTEREST	15,000.00	15,000.00	12,632.31	124.92	2,367.69
101-000-668.000	RENTS	40,680.00	40,680.00	22,563.95	4,512.79	18,116.05
101-000-668.002	RENTS & ROYALTIES CABLE VIS	250,000.00	250,000.00	131,961.30	64,213.34	118,038.70
101-000-668.003	RENTS & ROYALTIES CABLE EQUIP	14,238.00	14,238.00	8,573.40	4,269.90	5,664.60
101-000-670.000	UNREALIZED LOSS ON INVESTMENT	0.00	0.00	41,340.00	0.00	(41,340.00)
101-000-676.000	REIMBURSEMENTS	0.00	0.00	5,630.40	0.00	(5,630.40)
Total Dept 000		3,758,245.46	3,758,245.46	1,997,054.02	305,827.58	1,761,191.44
TOTAL Revenues		3,758,245.46	3,758,245.46	1,997,054.02	305,827.58	1,761,191.44
<b>Fund 101 - GENERAL OPERATING FUND:</b>						
TOTAL REVENUES		3,758,245.46	3,758,245.46	1,997,054.02	305,827.58	1,761,191.44

User: Lanie DB: Garfield PERIOD END 5/31/2015 2015 AMENDED BUDGET

GL NUMBER	DESCRIPTION	ORIGINAL BUDGET	AMENDED BUDGET	YTD BALANCE 05/31/2015	ACTIVITY FOR MONTH 05/31/2015	AVAILABLE BALANCE	% BDCGT USED
<b>Fund 101 - GENERAL OPERATING FUND</b>							
<b>Expenditures</b>							
<b>Dept 101-TOWNBOARD</b>							
101-101-701.100	WAGES - TRUSTEE	12,000.00	12,000.00	3,150.00	500.00	8,850.00	26.25
101-101-701.101	WAGES - FILE CLERK	22,352.00	22,352.00	10,521.41	1,929.75	11,830.59	47.07
101-101-701.102	WAGES - TRUSTEE	12,000.00	12,000.00	5,400.00	950.00	6,600.00	45.00
101-101-701.103	WAGES - TRUSTEE	12,000.00	12,000.00	3,950.00	500.00	8,050.00	32.92
101-101-701.104	WAGES - TRUSTEE	12,000.00	12,000.00	3,850.00	600.00	8,150.00	32.08
101-101-701.105	WAGES - OFFICE MANAGER	34,703.29	34,703.29	15,228.32	2,601.60	19,474.97	43.88
101-101-726.000	SUPPLIES	6,500.00	6,500.00	257.16	125.13	6,242.84	3.96
101-101-726.001	POSTAGE	12,000.00	12,000.00	3,691.36	2,015.00	8,308.64	30.76
101-101-726.002	SUPPLIES - COPIER MAINTENANCE	7,000.00	7,000.00	3,174.54	437.70	3,825.46	45.35
101-101-801.002	LEGAL SERVICES - TOWNBOARD	15,000.00	15,000.00	8,936.51	1,961.10	6,063.49	59.58
101-101-801.003	LEGAL - WATER & SEWER	3,000.00	3,000.00	0.00	0.00	3,000.00	0.00
101-101-801.004	LEGAL -Tax Tribunal	10,000.00	10,000.00	75.00	25.00	9,925.00	0.75
101-101-802.000	AUDIT AND ACCOUNTING	16,000.00	16,000.00	0.00	0.00	16,000.00	0.00
101-101-805.000	CONTRACTED AND OTHER SERVICES	3,000.00	3,000.00	2,724.37	107.00	275.63	90.81
101-101-900.000	PRINTING & PUBLISHING	3,000.00	3,000.00	1,001.31	209.50	1,998.69	33.38
101-101-901.000	ADVERTISING	3,500.00	3,500.00	1,584.65	0.00	1,915.35	45.28
101-101-960.000	EDUCATION & TRAINING	4,000.00	4,000.00	498.62	498.62	3,501.38	12.47
101-101-965.101	DUES & PUBLICATIONS -TOWNBOAR	1,000.00	1,000.00	980.00	0.00	20.00	98.00
101-101-965.102	DUES - MICHIGAN TOWNSHIP ASSO	6,500.00	6,500.00	5,719.59	5,719.59	780.41	87.99
<b>Total Dept 101-TOWNBOARD</b>		<b>195,555.29</b>	<b>195,555.29</b>	<b>70,742.84</b>	<b>18,179.99</b>	<b>124,812.45</b>	<b>36.18</b>
<b>Dept 171-TOWNSHIP SUPERVISOR</b>							
101-171-701.201	WAGES - SUPERVISOR	70,472.81	70,472.81	29,785.86	5,420.98	40,686.95	42.27
101-171-701.202	WAGES - ASST. ASSESSOR	42,914.81	42,914.81	19,831.20	3,723.20	23,083.61	46.21
101-171-701.203	WAGES - ASSESSMENT CLERK	18,168.12	18,168.12	5,568.77	839.50	12,599.35	30.65
101-171-701.204	WAGES - APPRAISER	49,072.80	49,072.80	20,736.00	3,774.88	28,336.80	42.26
101-171-701.205	WAGES - ASSESSOR	86,252.81	86,252.81	36,443.16	6,634.84	49,809.65	42.25
101-171-726.000	SUPPLIES	1,000.00	1,000.00	2,135.33	658.70	(1,135.33)	213.53
101-171-805.000	CONTRACTED AND OTHER SERVICES	27,326.00	27,326.00	7,189.59	7,189.59	20,136.41	26.31
101-171-860.200	MILEAGE - SUPERVISOR	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00
101-171-860.201	MILEAGE - ASSESSOR	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00
101-171-900.000	PRINTING & PUBLISHING	5,700.00	5,700.00	1,536.74	0.00	4,163.26	26.96
101-171-960.000	EDUCATION & TRAINING	4,075.00	4,075.00	4,560.32	2,699.74	(485.32)	111.91
101-171-960.200	EDUCATION - SUPERVISOR	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00
101-171-965.000	DUES & PUBLICATIONS	1,800.00	1,800.00	249.50	0.00	1,550.50	13.86
<b>Total Dept 171-TOWNSHIP SUPERVISOR</b>		<b>309,782.35</b>	<b>309,782.35</b>	<b>128,036.47</b>	<b>30,941.43</b>	<b>181,745.88</b>	<b>41.33</b>
<b>Dept 191-ELECTIONS</b>							
101-191-701.000	WAGES	15,000.00	15,000.00	8,623.00	8,623.00	6,377.00	57.49
101-191-726.000	SUPPLIES	6,000.00	6,000.00	2,939.24	756.68	3,060.76	48.99
101-191-726.001	POSTAGE	8,000.00	8,000.00	1,807.19	0.00	6,192.81	22.59
101-191-860.000	MILEAGE	400.00	400.00	0.00	0.00	400.00	0.00
101-191-901.000	ADVERTISING	300.00	300.00	80.50	80.50	219.50	26.83
101-191-935.010	MACHINE MAINTENANCE	3,000.00	3,000.00	773.00	773.00	2,227.00	25.77
101-191-935.015	COMPUTER SUPPORT SYSTEMS	3,500.00	3,500.00	0.00	0.00	3,500.00	0.00
<b>Total Dept 191-ELECTIONS</b>		<b>36,200.00</b>	<b>36,200.00</b>	<b>14,222.93</b>	<b>10,233.18</b>	<b>21,977.07</b>	<b>39.29</b>
<b>Dept 215-TOWNSHIP CLERK</b>							
101-215-701.300	WAGES - CLERK	70,472.81	70,472.81	8,101.94	0.00	62,370.87	11.50



EXPENDITURE REPORT FOR GARFIELD TOWNSHIP

PERIOD END: 5/31/2015

2015 ORIGINAL BUDGET  
 2015 AMENDED BUDGET

ACTIVITY FOR MONTH  
 05/31/2015

YTD BALANCE  
 05/31/2015

AVAILABLE BALANCE

% BDDT USED

GL NUMBER	DESCRIPTION	2015 ORIGINAL BUDGET	2015 AMENDED BUDGET	YTD BALANCE 05/31/2015	ACTIVITY FOR MONTH 05/31/2015	AVAILABLE BALANCE	% BDDT USED
<b>Fund 101 - GENERAL OPERATING FUND</b>							
<b>Expenditures</b>							
101-215-701.302	WAGES - DEPUTY CLERK	41,249.66	41,249.66	38,995.42	8,497.90	2,254.24	94.54
101-215-701.303	WAGES - ACCOUNTANT	10,000.00	10,000.00	3,025.00	0.00	6,975.00	30.25
101-215-726.000	SUPPLIES	500.00	500.00	990.48	0.00	(490.48)	198.10
101-215-860.300	MILEAGE - CLERK	400.00	400.00	0.00	0.00	400.00	0.00
101-215-860.301	MILEAGE - DEPUTY CLERK	400.00	400.00	0.00	0.00	400.00	0.00
101-215-956.016	MISCELLANEOUS	500.00	500.00	0.00	0.00	500.00	0.00
101-215-960.000	EDUCATION & TRAINING	5,500.00	5,500.00	2,299.12	57.82	3,200.88	41.80
101-215-965.000	DUES & PUBLICATIONS	650.00	650.00	151.50	0.00	498.50	23.31
<b>Total Dept 215-TOWNSHIP CLERK,</b>		<b>129,672.47</b>	<b>129,672.47</b>	<b>53,563.46</b>	<b>8,555.72</b>	<b>76,109.01</b>	<b>41.31</b>
<b>Dept 247-BOARD OF REVIEW</b>							
101-247-701.400	WAGES - B OF R	1,500.00	1,500.00	600.00	0.00	900.00	40.00
101-247-701.401	WAGES - B OF R	1,500.00	1,500.00	600.00	0.00	900.00	40.00
101-247-701.402	WAGES - B OF R	1,500.00	1,500.00	600.00	0.00	900.00	40.00
101-247-701.403	WAGES - B OF R	500.00	500.00	0.00	0.00	500.00	0.00
101-247-960.000	EDUCATION & TRAINING	200.00	200.00	0.00	0.00	200.00	0.00
<b>Total Dept 247-BOARD OF REVIEW</b>		<b>5,200.00</b>	<b>5,200.00</b>	<b>1,800.00</b>	<b>0.00</b>	<b>3,400.00</b>	<b>34.62</b>
<b>Dept 253-TOWNSHIP TREASURER</b>							
101-253-701.500	WAGES - TREASURER	70,472.81	70,472.81	29,785.86	5,420.98	40,686.95	42.27
101-253-701.501	WAGES - ASSISTANT	18,168.12	18,168.12	4,873.55	839.53	13,294.57	26.82
101-253-701.502	WAGES - DEPUTY TREASURER	38,608.00	38,608.00	16,310.74	2,969.84	22,297.26	42.25
101-253-726.000	SUPPLIES	2,000.00	2,000.00	927.46	0.00	1,072.54	46.37
101-253-726.001	POSTAGE	7,000.00	7,000.00	0.00	0.00	7,000.00	0.00
101-253-801.000	LEGAL SERVICES	3,000.00	3,000.00	412.00	0.00	2,588.00	13.73
101-253-809.000	Bank Fees	300.00	300.00	10.00	0.00	290.00	3.33
101-253-860.500	MILEAGE - TREASURER	700.00	700.00	402.51	0.00	297.49	57.50
101-253-860.501	MILEAGE - DEPUTY TREASURER	200.00	200.00	36.80	0.00	163.20	18.40
101-253-900.000	PRINTING & PUBLISHING	400.00	400.00	375.00	0.00	25.00	93.75
101-253-901.000	ADVERTISING	100.00	100.00	0.00	0.00	100.00	0.00
101-253-960.000	EDUCATION & TRAINING	4,500.00	4,500.00	522.31	162.00	3,977.69	11.61
101-253-965.000	DUES & PUBLICATIONS	500.00	500.00	0.00	0.00	500.00	0.00
<b>Total Dept 253-TOWNSHIP TREASURER</b>		<b>145,948.93</b>	<b>145,948.93</b>	<b>53,656.23</b>	<b>9,402.35</b>	<b>92,292.70</b>	<b>36.76</b>
<b>Dept 258-COMPUTER SUPPORT</b>							
101-258-726.000	SUPPLIES	5,000.00	5,000.00	1,559.60	38.00	3,440.40	31.19
101-258-935.010	MACHINE MAINTENANCE	3,000.00	3,000.00	0.00	0.00	3,000.00	0.00
101-258-935.015	COMPUTER SUPPORT SYSTEMS	20,000.00	20,000.00	13,357.00	1,383.00	6,643.00	66.79
101-258-935.016	COMPUTER NETWORK	3,500.00	3,500.00	2,860.00	65.00	640.00	81.71
<b>Total Dept 258-COMPUTER SUPPORT</b>		<b>31,500.00</b>	<b>31,500.00</b>	<b>17,776.60</b>	<b>1,486.00</b>	<b>13,723.40</b>	<b>56.43</b>
<b>Dept 265-TOWNSHIP HALL</b>							
101-265-701.011	Maintenance Wages	12,000.00	12,000.00	3,481.47	923.65	8,518.53	29.01
101-265-726.003	SUPPLIES-MAINTANCE	3,000.00	3,000.00	1,034.54	347.53	1,965.46	34.48
101-265-850.000	TELEPHONE	17,000.00	17,000.00	4,523.20	1,135.40	12,476.80	26.61
101-265-920.601	HEATING / GAS	12,000.00	12,000.00	7,461.29	701.20	4,538.71	62.18
101-265-920.602	WATER / SEWER	5,000.00	5,000.00	572.68	143.17	4,427.32	11.45
101-265-920.603	LIGHTS BUILDING	13,500.00	13,500.00	3,304.20	0.00	10,195.80	24.48

GL NUMBER	DESCRIPTION	2015 ORIGINAL BUDGET	2015 AMENDED BUDGET	YTD BALANCE 05/31/2015	ACTIVITY FOR MONTH 05/31/2015	AVAILABLE BALANCE	% BDDT USED
<b>Fund 101 - GENERAL OPERATING FUND</b>							
<b>Expenditures</b>							
101-265-935.601	SNOW PLOWING	8,000.00	8,000.00	1,748.00	0.00	6,252.00	21.85
101-265-935.602	LAWN MAINTENANCE	10,000.00	10,000.00	3,819.92	2,164.92	6,180.08	38.20
101-265-935.603	CLEANING SERVICE	15,000.00	15,000.00	5,260.00	1,685.00	9,740.00	35.07
101-265-935.604	RUBBISH REMOVAL	1,000.00	1,000.00	395.00	79.00	605.00	39.50
101-265-935.605	BUILDING REPAIR	15,000.00	15,000.00	796.00	0.00	14,204.00	5.31
101-265-935.606	ELECTRONIC PROTECTION SYSTEM	1,500.00	1,500.00	1,022.74	0.00	477.26	68.18
101-265-935.608	MAINTENANCE-OTHER	15,000.00	15,000.00	1,675.42	0.00	13,324.58	11.17
<b>Total Dept 265-TOWNSHIP HALL</b>		128,000.00	128,000.00	35,094.46	7,179.87	92,905.54	27.42
<b>Dept 301-POLICE SERVICES</b>							
101-301-830.000	POLICE CONTRACT	942,450.00	942,450.00	234,464.00	234,464.00	707,986.00	24.88
101-301-830.001	POLICE CONTRACT - DETECTIVE	82,915.00	82,915.00	0.00	0.00	82,915.00	0.00
<b>Total Dept 301-POLICE SERVICES</b>		1,025,365.00	1,025,365.00	234,464.00	234,464.00	790,901.00	22.87
<b>Dept 371-TOWNSHIP BUILDING INSPECTOR</b>							
101-371-701.703	WAGES - BUILDING	65,288.16	65,288.16	27,582.34	5,022.16	37,705.82	42.25
101-371-701.704	WAGES - BUILDING	22,000.00	22,000.00	5,842.53	1,204.58	16,157.47	26.56
101-371-701.705	WAGES - CONSTRUCTION BOARD	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00
101-371-726.000	SUPPLIES	600.00	600.00	638.15	59.80	(38.15)	106.36
101-371-960.000	EDUCATION & TRAINING	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00
101-371-965.000	DUES & PUBLICATIONS	500.00	500.00	301.85	0.00	198.15	60.37
<b>Total Dept 371-TOWNSHIP BUILDING INSPECTOR</b>		90,388.16	90,388.16	34,364.87	6,286.54	56,023.29	38.02
<b>Dept 400-PLANNING COMMISSION</b>							
101-400-701.800	WAGES - PLANNING	2,000.00	2,000.00	700.00	100.00	1,300.00	35.00
101-400-701.801	WAGES - PLANNING	2,000.00	2,000.00	600.00	100.00	1,400.00	30.00
101-400-701.802	WAGES - PLANNING	2,000.00	2,000.00	700.00	100.00	1,300.00	35.00
101-400-701.804	WAGES - PLANNING	2,000.00	2,000.00	700.00	100.00	1,300.00	35.00
101-400-701.805	WAGES - PLANNING	2,000.00	2,000.00	600.00	100.00	1,400.00	30.00
101-400-701.806	WAGES - PLANNING	2,000.00	2,000.00	600.00	100.00	1,400.00	30.00
101-400-701.808	WAGES - PLANNING	2,000.00	2,000.00	500.00	100.00	1,500.00	25.00
101-400-801.000	LEGAL SERVICES	10,000.00	10,000.00	13,201.08	7,184.20	(3,201.08)	132.01
101-400-805.000	CONTRACTED AND OTHER SERVICES	5,000.00	5,000.00	3,472.50	76.50	1,527.50	69.45
101-400-900.000	PRINTING & PUBLISHING	1,000.00	1,000.00	182.00	182.00	818.00	18.20
101-400-901.000	ADVERTISING	1,000.00	1,000.00	455.50	0.00	544.50	45.55
101-400-960.000	EDUCATION & TRAINING	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00
101-400-965.000	DUES & PUBLICATIONS	350.00	350.00	0.00	0.00	350.00	0.00
<b>Total Dept 400-PLANNING COMMISSION</b>		33,350.00	33,350.00	21,711.08	8,142.70	11,638.92	65.10
<b>Dept 401-TOWNSHIP PLANNER</b>							
101-401-701.900	WAGES - PLANNER	66,988.45	66,988.45	28,275.53	5,147.92	38,712.92	42.21
101-401-701.901	WAGES - DEPUTY PLANNER	51,120.63	51,120.63	21,599.20	3,932.80	29,521.43	42.25
101-401-726.000	SUPPLIES	1,000.00	1,000.00	1,466.01	308.84	(466.01)	146.60
101-401-860.900	MILEAGE - TOWNSHIP PLANNER	150.00	150.00	34.51	34.51	115.49	23.01
101-401-860.901	MILEAGE - DEPUTY PLANNER	150.00	150.00	0.00	0.00	150.00	0.00
101-401-900.000	PRINTING & PUBLISHING	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00
101-401-960.000	EDUCATION & TRAINING	4,500.00	4,500.00	3,257.64	1,057.64	1,242.36	72.39
101-401-965.000	DUES & PUBLICATIONS	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00

EXPENDITURE REPORT FOR GARFIELD TOWNSHIP

PERIOD END: /31/2015

2015  
 ORIGINAL BUDGET  
 AMENDED BUDGET

ACTIVITY FOR MONTH  
 05/31/2015

AVAILABLE BALANCE  
 % BDCGT USED

GL NUMBER	DESCRIPTION	ORIGINAL BUDGET	AMENDED BUDGET	YTD BALANCE 05/31/2015	ACTIVITY FOR MONTH 05/31/2015	AVAILABLE BALANCE	% BDCGT USED
<b>Fund 101 - GENERAL OPERATING FUND Expenditures</b>							
Total Dept 401-TOWNSHIP PLANNER		126,909.08	126,909.08	54,632.89	10,481.71	72,276.19	43.05
Dept 410-ZONING BOARD OF APPEALS							
101-410-701.001	WAGES - ZONING	1,200.00	1,200.00	200.00	0.00	1,000.00	16.67
101-410-701.002	WAGES - ZONING	1,200.00	1,200.00	200.00	0.00	1,000.00	16.67
101-410-701.003	WAGES - ZONING	1,200.00	1,200.00	200.00	0.00	1,000.00	16.67
101-410-701.004	WAGES - ZONING	1,200.00	1,200.00	200.00	0.00	1,000.00	16.67
101-410-701.005	WAGES - ZONING	1,200.00	1,200.00	100.00	0.00	1,100.00	8.33
101-410-801.000	LEGAL SERVICES	2,000.00	2,000.00	1,825.73	0.00	174.27	91.29
101-410-805.000	CONTRACTED AND OTHER SERVICES	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00
101-410-901.000	ADVERTISING	1,000.00	1,000.00	41.88	0.00	958.12	4.19
101-410-960.000	EDUCATION & TRAINING	1,500.00	1,500.00	0.00	0.00	1,500.00	0.00
Total Dept 410-ZONING BOARD OF APPEALS		11,500.00	11,500.00	2,767.61	0.00	8,732.39	24.07
Dept 412-ZONING ADMINISTRATOR							
101-412-701.601	WAGES	40,640.00	40,640.00	20,476.90	4,230.76	20,163.10	50.39
101-412-701.602	WAGES ZONING	15,000.00	15,000.00	4,918.21	1,097.55	10,081.79	32.79
101-412-726.000	SUPPLIES	500.00	500.00	657.07	77.98	(157.07)	131.41
101-412-860.601	MILEAGE - ZONING ADMIN	150.00	150.00	0.00	0.00	150.00	0.00
101-412-860.602	MILEAGE - DEPT ZONING	150.00	150.00	0.00	0.00	150.00	0.00
101-412-960.000	EDUCATION & TRAINING	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00
101-412-965.000	DUES & PUBLICATIONS	500.00	500.00	320.00	0.00	180.00	64.00
Total Dept 412-ZONING ADMINISTRATOR		58,940.00	58,940.00	26,372.18	5,406.29	32,567.82	44.74
Dept 448-STREET LIGHTS - TOWNSHIP							
101-448-920.005	STREET LIGHTS TOWNSHIP	92,000.00	92,000.00	26,560.76	5,665.80	65,439.24	28.87
Total Dept 448-STREET LIGHTS - TOWNSHIP		92,000.00	92,000.00	26,560.76	5,665.80	65,439.24	28.87
Dept 747-COMMUNITY PROMOTIONS							
101-747-880.003	COM. PROM. - TRAVERSE BAY EDC	15,000.00	15,000.00	0.00	0.00	15,000.00	0.00
101-747-880.004	COM. PROM. - TC-TALUS	3,000.00	3,000.00	0.00	0.00	3,000.00	0.00
101-747-880.007	COM. PROM. - COMMUNITY AWAREN	15,000.00	15,000.00	3,500.00	0.00	11,500.00	23.33
101-747-880.009	COM. PROM. - TREE CARE	2,500.00	2,500.00	0.00	0.00	2,500.00	0.00
101-747-880.011	COM. PROM. - P.E.G.	90,000.00	90,000.00	46,319.31	0.00	43,680.69	51.47
101-747-880.017	COM. PROM. - TV BOARD	2,000.00	2,000.00	870.00	85.00	1,130.00	43.50
101-747-880.018	COM. PROM. - MILFOIL	8,000.00	8,000.00	0.00	0.00	8,000.00	0.00
Total Dept 747-COMMUNITY PROMOTIONS		135,500.00	135,500.00	50,689.31	85.00	84,810.69	37.41
Dept 806-TOWNSHIP VEHICLES							
101-806-862.000	GAS & CAR WASHES	3,000.00	3,000.00	428.49	0.00	2,571.51	14.28
101-806-863.000	OIL CHANGES	300.00	300.00	0.00	0.00	300.00	0.00
101-806-864.000	MISCELLANEOUS	2,000.00	2,000.00	580.00	0.00	1,420.00	29.00
Total Dept 806-TOWNSHIP VEHICLES		5,300.00	5,300.00	1,008.49	0.00	4,291.51	19.03

PERIOD END: 05/31/2015

2015 ORIGINAL BUDGET AMENDED BUDGET

ACTIVITY FOR MONTH 05/31/2015

AVAILABLE BALANCE % BDDT USED

GL NUMBER	DESCRIPTION	2015 ORIGINAL BUDGET	2015 AMENDED BUDGET	YTD BALANCE 05/31/2015	ACTIVITY FOR MONTH 05/31/2015	AVAILABLE BALANCE	% BDDT USED
<b>Fund 101 - GENERAL OPERATING FUND</b>							
<b>Expenditures</b>							
<b>Dept 851-EMPLOYEE BENEFITS &amp; INSURANCES</b>							
101-851-701.000	WAGES	6,000.00	6,000.00	4,525.00	905.00	1,475.00	75.42
101-851-873.001	John Hancock 403B	80,000.00	80,000.00	80,876.03	0.00	(876.03)	101.10
101-851-873.010	SOCIAL SECURITY - EMPLOYER	80,000.00	80,000.00	28,784.22	5,280.17	51,215.78	35.98
101-851-873.020	VACATION & PERSONAL PAYOUT	2,500.00	2,500.00	1,275.40	0.00	1,224.60	51.02
101-851-873.030	INSURANCE - EMPLOYEE HEALTH	240,000.00	240,000.00	64,611.26	11,912.82	175,388.74	26.92
101-851-873.040	INSURANCE - EMPLOYEE LIFE	10,000.00	10,000.00	4,661.72	914.18	5,338.28	46.62
101-851-912.001	INSURANCE - LIABILITY	13,000.00	13,000.00	2,000.00	0.00	11,000.00	15.38
101-851-912.002	INSURANCE - WORKMENS COMP.	7,000.00	7,000.00	103.00	0.00	6,897.00	1.47
<b>Total Dept 851-EMPLOYEE BENEFITS &amp; INSURANCES</b>		<b>438,500.00</b>	<b>438,500.00</b>	<b>186,836.63</b>	<b>19,012.17</b>	<b>251,663.37</b>	<b>42.61</b>
<b>Dept 900-CAPITAL OUTLAY</b>							
101-900-970.002	CAPITAL OUTLAY - TOWNSHIP HAL	40,000.00	40,000.00	0.00	0.00	40,000.00	0.00
101-900-970.004	CAPITAL OUTLAY - VEHICLES	30,000.00	30,000.00	28,718.00	0.00	1,282.00	95.73
<b>Total Dept 900-CAPITAL OUTLAY</b>		<b>70,000.00</b>	<b>70,000.00</b>	<b>28,718.00</b>	<b>0.00</b>	<b>41,282.00</b>	<b>41.03</b>
<b>TOTAL Expenditures</b>		<b>3,069,611.28</b>	<b>3,069,611.28</b>	<b>1,043,018.81</b>	<b>375,522.75</b>	<b>2,026,592.47</b>	<b>33.98</b>
<b>Fund 101 - GENERAL OPERATING FUND:</b>							
<b>TOTAL EXPENDITURES</b>		<b>3,069,611.28</b>	<b>3,069,611.28</b>	<b>1,043,018.81</b>	<b>375,522.75</b>	<b>2,026,592.47</b>	<b>33.98</b>

## Charter Township of Garfield

### FOIA Procedures and Guidelines

#### **Preamble: Statement of Principles**

It is the policy of 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.

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, in 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: [eastbaytwp.org](http://eastbaytwp.org), 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.), or by verbal request.

Verbal requests for records may be documented by the Township on the Township's FOIA Request Form.

If a person makes a verbal, non-written request for information believed to be available on the Township's website, where practicable and to the best ability of the employee receiving the request, shall be informed of the pertinent website address.

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 other 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 office of the Mayor 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 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**

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 City of Traverse Township'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) 408-3085**. 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: **lmcmamus@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 City 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 City 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 City 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 will 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 City Clerk's decision by filing a written appeal of the denial with the Office of the Township Supervisor at the following: **Chuck Korn, Supervisor; Charter Township of Garfield; 3848 Veterans Drive; Traverse City, MI 49684** or [ckorn@garfield-twp.com](mailto:ckorn@garfield-twp.com).

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 Supervisor 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 Supervisor, 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 office of the Township Supervisor or Circuit Court.

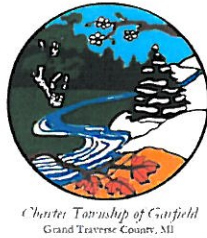
The appeal must specifically state the word "appeal" and identify how the required fee exceeds the amount permitted.

Within 10 business days after receiving the appeal, the Township Supervisor 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 Supervisor's determination of the processing fee appeal, you may commence a civil action in Circuit Court for a fee reduction.

Cost Estimate  
 Bill



## 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 (for example: 15-minutes or more)</b>; 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 = <u>1.</u>  <b>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 (for example: 15-minutes or more)</b>; 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 = <u>2.</u>  <b>Labor Cost</b>  \$ _____</p>

**3. Employee Labor Cost for Separating Exempt from Non-Exempt (Redacting):**

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.

**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.**

This is the cost of labor of a **Township employee**, including necessary review, directly associated with separating and deleting exempt from nonexempt information. This shall not be more than the hourly wage of the **Township's lowest-paid employee** 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.

These costs will be estimated and charged in **15 -minute time increments as set by the Township Clerk** (for example: 15-minutes or more); all partial time increments must be rounded down. *If the number of minutes is less than one increment, there is no charge.*

Hourly Wage : \$ \_\_\_\_\_  
 Fringe Benefit Multiplier: **40%**  
 Total Hourly Wage with Fringe Benefit Cost: \$ \_\_\_\_\_ / 4 = \$ \_\_\_\_\_ (Charge per increment)

Overtime rate charged as stipulated by Requester (*overtime is not used to calculate the fringe benefit cost*)

Total Time  
\_\_\_\_\_

Number of 15  
minute  
increments  
(rounded down)  
\_\_\_\_\_

Increment x  
Charge per  
increment =  
**3.**  
**Labor Cost**  
\$ \_\_\_\_\_

**4. Copying / Duplication Cost:**

Copying costs may be charged if a copy of a public record is requested, or for the necessary copying of a record for inspection (*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*).

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.

If the public body has included the website address for a record in its written response to the requester, 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, the Township will provide the public records in the specified format and will charge copying costs to provide those copies.

**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.**

No more than the actual cost of a sheet of paper for other paper sizes as detailed in the Township's FOIA Policy.

**Actual and most reasonably economical cost of non-paper physical digital media:**

- CD/DVD – Actual Cost as determined by Township \$ \_\_\_\_\_
- Flash Drive – Actual Cost as determined by Township \$ \_\_\_\_\_

a. Number of  
8 ½ " x 11" and  
8 ½ " x 14  
Sized Sheets:  
\_\_\_\_\_

b. Number of  
Other Paper  
Size Sheets:  
\_\_\_\_\_

c. Cost of Non-  
Paper Digital  
Media:  
\$ \_\_\_\_\_

(a. x \$.10)  
+  
(b. x \$\_\_\_\_)  
+  
c.  
=  
**4.**  
**Total  
Copy Cost**  
\$ \_\_\_\_\_

<p><b>5. Mailing Cost:</b></p> <p>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 <i>may</i> charge for the <u>least expensive form</u> of postal delivery confirmation. The Township <i>cannot</i> charge more for expedited shipping or insurance unless specifically requested by the requester.</p> <p style="text-align: right;">Actual Cost of Envelope or Packaging: \$ _____</p> <p style="text-align: right;">Actual Cost of Postage: \$ _____ per stamp \$ _____ per pound</p> <p style="text-align: right;">Actual Cost (least expensive) Postal Delivery Confirmation: \$ _____</p> <p style="text-align: right;">Expedited Shipping or Insurance as Requested: \$ _____</p> <p><input type="checkbox"/> Requester has requested expedited shipping or insurance</p>		<p>Cost of Envelope and/or Package + Cost of all Postage = <b>5.</b> <b>Total Mailing Cost</b> \$ _____</p>
<p><b>Subtotal Fees Before Waivers, Discounts or Deposits:</b></p> <div style="border: 1px solid black; padding: 5px; width: fit-content; margin-bottom: 10px;"> <p><b>Estimated Time Frame to Provide Records:</b> _____ (days or date)</p> <p>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.</p> </div> <div style="display: flex; justify-content: space-between;"> <div style="width: 60%;"> <p>1. Labor Cost for Copying: \$ _____</p> <p>2. Labor Cost to Locate: \$ _____</p> <p>3. Labor Cost to Redact: \$ _____</p> <p>4. Copying/Duplication Cost: \$ _____</p> <p>5. Mail Cost: \$ _____</p> <p style="text-align: right;"><b>Subtotal:</b> \$ _____</p> </div> <div style="width: 35%; text-align: right;"> <p>\$ _____</p> <p>\$ _____</p> <p>\$ _____</p> <p>\$ _____</p> <p>\$ _____</p> <p>\$ _____</p> </div> </div>		<p>\$ _____</p> <p>\$ _____</p> <p>\$ _____</p> <p>\$ _____</p> <p>\$ _____</p> <p>\$ _____</p>
<p><b><u>Discount: Indigence</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 an individual who is entitled to information under this act and who:</p> <ol style="list-style-type: none"> <li>1) Submits an affidavit stating that the individual is indigent and receiving specific public assistance, <b>OR</b></li> <li>2) If not receiving public assistance, stating facts showing inability to pay the cost because of indigence.</li> </ol> <p>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 <b>ANY</b> of the following apply:</p> <ol style="list-style-type: none"> <li>1) The individual has previously received discounted copies of public records from the same public body twice during that calendar year, <b>OR</b></li> <li>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.</li> </ol> <p style="text-align: right;"><input type="checkbox"/> Eligible for Indigence Discount</p>	<p><b>Subtotal Fees After Discount (subtract \$20):</b> \$ _____</p>	<p>\$ _____</p>

<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 for any subsequent written request from that individual</b> if <b>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> <ol style="list-style-type: none"> <li>1) The late response was willful and intentional, <b>OR</b></li> <li>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.</li> </ol>	<p>Number of Days Over Required Deadline: _____</p> <p>Multiply by 5% _____</p> <p>= Total Percent Reduction: _____</p>	<p>Total Labor Costs \$ _____</p> <p>Minus Reduction \$ _____</p> <p>= Reduced Total Labor Costs \$ _____</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>Total Balance Due: \$ _____</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.

**Judith Battle**

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**From:** Amy DeHaan  
**Sent:** Thursday, June 04, 2015 8:11 AM  
**To:** Judith Battle  
**Subject:** FW: Proposed new road name in Garfield Twp.  
**Attachments:** WINDY ACRES LN.jpg; WINDY ACRES LN001.pdf

Judy,  
This needs to be approved by the Twp Board, hopefully it's not too late to add it to the agenda?

*Amy L. DeHaan, MMAO(4)*  
Assessor - Garfield Charter Twp.  
Grand Traverse County  
(231) 941-1620

*"Celebrate what you've accomplished,  
but raise the bar a little higher  
each time you succeed ..."*  
- Beth Botke, Assessor - Bath Twp.

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**From:** Rainer Reichert [<mailto:rreicher@grandtraverse.org>]  
**Sent:** Monday, June 01, 2015 10:23 AM  
**To:** Amy DeHaan; Sara Kopriva; [ccomeaux@gtmetrofire.org](mailto:ccomeaux@gtmetrofire.org)  
**Subject:** Proposed new road name in Garfield Twp.

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,

--

**Rainer**

RAINER E. REICHERT  
GRAND TRAVERSE COUNTY  
GIS DEPT  
GIS ANALYST/REMONUMENTATION GRANT ADMINISTRATOR  
231-922-4775



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.

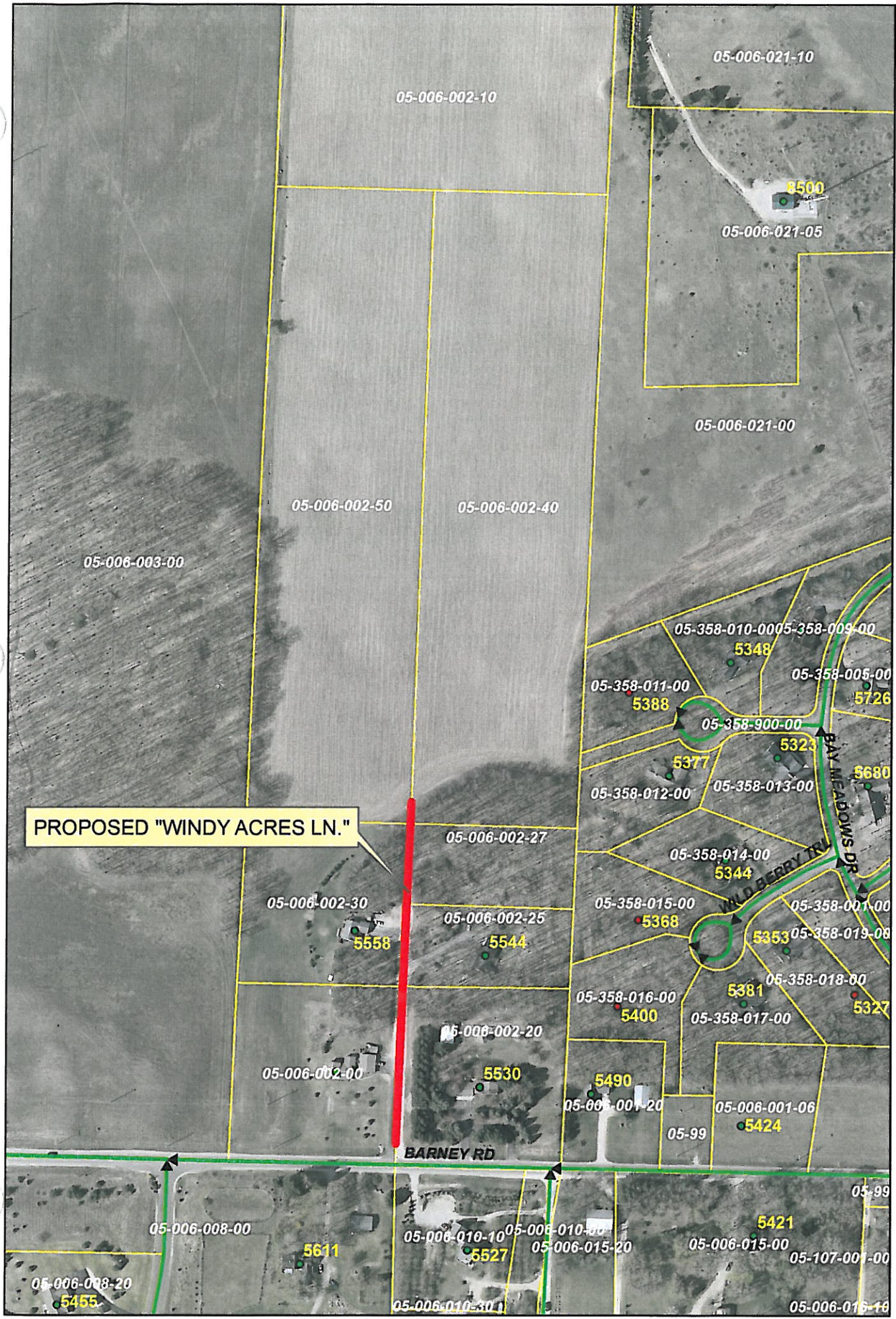
Note: When the proposed development is finalized, appropriate road signage will be required to be installed, by developer/owner's, at the intersection of Barney Rd./Windy Acres Ln., in accordance with the Grand Traverse County "Street & Road and Numbering Ordinance (Ordinance No. 6 - amended 1998).

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



PROPOSED "WINDY ACRES LN."

BARNEY RD

WILD BERRY TRAIL  
BAY MEADOWS DR

05-006-002-10

05-006-021-10

05-006-021-05

05-006-021-00

05-006-002-50

05-006-002-40

05-006-003-00

05-358-010-0005-358-009-00

05-358-011-00

05-358-005-00

05-358-900-00

05-358-012-00

05-358-013-00

05-006-002-27

05-006-002-30

05-006-002-25

05-358-014-00

05-358-015-00

05-358-007-00

05-358-019-00

05-006-002-00

05-006-002-20

05-358-016-00

05-358-017-00

05-358-018-00

05-006-001-20

05-99

05-006-001-06

05-006-008-00

05-006-010-10

05-006-010-00

05-006-015-20

05-006-015-00

05-107-001-00

05-006-008-20

05-006-010-30

05-006-016-10