

Tobin & Co.

The Charter Township of Garfield
Statement of Revenues, Expenditures and Changes in Fund Balance – Budget and Actual
Fire Fund
For the Year Ended December 31, 2014

Schedule 2

	<u>Budgeted Amounts</u>		<u>Actual</u>	<u>Variance</u> <u>Favorable</u> <u>(Unfavorable)</u>
	<u>Original</u>	<u>Final</u>		
<u>Revenues</u>				
Taxes:				
Current Taxes	\$ -	\$ 1,506,108	\$ 1,585,719	\$ 79,611
Charges for Services:				
General Fund	-	-	13,725	13,725
Interest and Rents:				
Interest	-	-	10,891	10,891
Other:				
Unrealized Gains on Investments	-	-	14,315	14,315
Total	-	1,506,108	1,624,650	118,542
<u>Expenditures</u>				
Contracted Services	-	-	1,585,720	-
Total	-	1,506,108	1,585,720	(79,612)
Excess Revenues (Expenditures)	\$ -	\$ -	38,930	\$ 38,930
Fund Balance – Beginning of Year			730,749	
Prior Period Adjustment			1,502,470	
Fund Balance – End of Year			\$ 2,272,149	

Notes to the Basic Financial Statements are an integral part of this statement.

Tobin & Co.

Garfield Charter Township
Statement of Revenues, Expenditures and Changes in Fund Balance – Budget and Actual
Park System Fund
For the Year Ended December 31, 2014

Schedule 3

	<u>Budgeted Amounts</u>		<u>Actual</u>	<u>Variance</u> <u>Favorable</u> <u>(Unfavorable)</u>
	<u>Original</u>	<u>Final</u>		
<u>Revenues</u>				
Current Taxes	\$ 271,000	\$ 271,000	\$ 99,559	\$ (171,441)
Donations	-	-	12,610	12,610
Total	<u>271,000</u>	<u>271,000</u>	<u>112,169</u>	<u>(158,831)</u>
<u>Expenditures</u>				
Capital Outlay	-	-	32,868	-
Community Promotion	-	-	90,209	-
Other	-	-	24,559	-
Total	<u>302,760</u>	<u>302,760</u>	<u>147,636</u>	<u>155,124</u>
<u>Excess Revenues (Expenditures)</u>	<u>(31,760)</u>	<u>(31,760)</u>	<u>(35,467)</u>	<u>(3,707)</u>
<u>Other Financing Sources (Uses)</u>				
Operating Transfers In	-	-	-	-
Operating Transfers (Out)	-	-	-	-
Total	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<u>Excess Revenues (Expenditures) and</u> <u>Other Financing Sources (Uses)</u>	<u>\$ (31,760)</u>	<u>\$ (31,760)</u>	<u>(35,467)</u>	<u>\$ (3,707)</u>
Fund Balance – Beginning of Year			<u>521,546</u>	
Fund Balance – End of Year			<u>\$ 486,079</u>	

Notes to the Basic Financial Statements are an integral part of this statement.

Garfield Charter Township
Combining Balance Sheet
Non-Major Governmental Funds
December 31, 2014

Assets	Special Revenue			Debt Service		Total
	Public Improvement	Budget Stabilization	Street Lighting	Municipal Building	Public Works	
Cash and Cash Equivalents	\$ 1,093,031	\$ -	\$ 9,227	\$ -	\$ 103,343	\$ 1,208,409
Certificates of Deposit	-	80,333	-	-	-	80,333
Taxes Receivable - Current	-	-	-	-	-	1,500
Special Assessments Receivable:						
Current	-	-	11,519	-	-	18,954
Delinquent	-	-	-	-	-	-
Deferred	-	-	-	-	-	-
Restricted Assets:						
Due from Other Funds	93,992	-	-	-	-	93,992
Total Assets	\$ 1,187,023	\$ 80,333	\$ 20,746	\$ 11,743	\$ 103,343	\$ 1,403,188
Liabilities and Fund Equity						
Liabilities:						
Accounts Payable	\$ -	\$ -	\$ 1,472	\$ -	\$ -	\$ 1,472
Due to Other Funds	-	-	1,926	-	-	1,926
Total	-	-	3,398	-	-	3,398
Fund Equity:						
Fund Balance - Committed	-	-	-	-	-	-
Fund Balance - Unassigned	1,187,023	80,333	17,348	-	103,343	1,399,790
Total	1,187,023	80,333	17,348	-	103,343	1,399,790
Total Liabilities and Fund Balance	\$ 1,187,023	\$ 80,333	\$ 20,746	\$ 11,743	\$ 103,343	\$ 1,403,188

The Notes to the Basic Financial Statements are an integral part of this statement.

Garfield Charter Township
Combining Statement of Revenues, Expenditures and Changes in Fund Balance
Non-Major Governmental Funds
December 31, 2014

<u>Revenues</u>	<u>Special Revenue</u>			<u>Debt Service</u>		<u>Total</u>
	<u>Public Improvement</u>	<u>Budget Stabilization</u>	<u>Street Lighting</u>	<u>Municipal Building</u>	<u>Public Works</u>	
Taxes						
Interest & Rents	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other	-	969	1	-	2,000	2,970
	-	-	22,521	-	6,422	48,311
Total	-	969	22,522	-	8,422	51,281
<u>Expenditures</u>						
Public Works	-	-	21,860	-	-	21,860
Debt Service	-	-	-	-	-	16,602
Total	-	-	21,860	-	-	38,462
<u>Excess Revenues (Expenditures)</u>	-	969	662	-	8,422	12,819
<u>Other Financing Sources (Uses)</u>						
Operating Transfers In	700,215	-	-	-	-	700,215
Operating Transfers (Out)	-	-	-	-	-	-
Total	700,215	-	-	-	-	700,215
<u>Excess Revenues (Expenditures) and Other Financing Sources (Uses)</u>	700,215	969	662	-	8,422	713,034
Fund Balance - Beginning of Year	486,808	79,364	5,167	-	94,921	666,544
Prior Period Adjustment	-	-	11,519	-	-	20,212
Fund Balance - End of Year	\$ 1,187,023	\$ 80,333	\$ 17,348	\$ -	\$ 103,343	\$ 1,399,790

The Notes to the Basic Financial Statements are an integral part of this statement.

Tobin & Co.

Garfield Charter Township
Statement of Revenues, Expenditures and Changes in Fund Balance – Budget and Actual
Public Improvement Fund
For the Year Ended December 31, 2014

Schedule 6

	<u>Budgeted Amounts</u>		<u>Actual</u>	<u>Variance Favorable (Unfavorable)</u>
	<u>Original</u>	<u>Final</u>		
<u>Revenues</u>				
Interest and Rents:				
Interest	\$ -	\$ -	\$ -	\$ -
Other:				
Special Assessments	-	-	-	-
Total	-	-	-	-
<u>Expenditures</u>				
Road Construction	-	-	-	-
Debt Service	-	-	-	-
Total	-	-	-	-
<u>Excess Revenues (Expenditures)</u>	-	-	-	-
<u>Other Financing Sources (Uses)</u>				
Operating Transfers In	500,000	500,000	700,215	200,215
Operating Transfers (Out)	-	-	-	-
Total	500,000	500,000	700,215	200,215
<u>Excess Revenues (Expenditures) and Other Financing Sources (Uses)</u>	<u>\$ 500,000</u>	<u>\$ 500,000</u>	700,215	<u>\$ 200,215</u>
Fund Balance – Beginning of Year			486,808	
Fund Balance – End of Year			<u>\$ 1,187,023</u>	

Notes to the Basic Financial Statements are an integral part of this statement.

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Garfield Charter Township
Statement of Revenues, Expenditures and Changes in Fund Balance – Budget and Actual
Budget Stabilization Fund
For the Year Ended December 31, 2014

Schedule 7

	<u>Budgeted Amounts</u>		<u>Actual</u>	<u>Variance Favorable (Unfavorable)</u>
	<u>Original</u>	<u>Final</u>		
<u>Revenues</u>				
Interest and Rents:				
Interest	\$ -	\$ -	\$ 969	\$ 969
Total	-	-	969	969
<u>Expenditures</u>				
Total	-	-	-	-
<u>Excess Revenues (Expenditures)</u>	\$ -	\$ -	969	\$ 969
Fund Balance – Beginning of Year			79,364	
Fund Balance – End of Year			\$ 80,333	

otes to the Basic Financial Statements are an integral part of this statement.

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Garfield Charter Township
Statement of Revenues, Expenditures and Changes in Fund Balance – Budget and Actual
Street Lighting Fund
For the Year Ended December 31, 2014

Schedule 8

	<u>Budgeted Amounts</u>		<u>Actual</u>	<u>Variance</u> <u>Favorable</u> <u>(Unfavorable)</u>
	<u>Original</u>	<u>Final</u>		
<u>Revenues</u>				
Interest and Rents:				
Interest	\$ -	\$ -	\$ 1	\$ 1
Other:				
Special Assessments	-	21,208	22,521	1,313
Total	-	21,208	22,522	1,314
<u>Expenditures</u>				
Public Utilities	-	21,208	21,860	(652)
Total	-	21,208	21,860	(652)
<u>Excess Revenues (Expenditures)</u>	<u>\$ -</u>	<u>\$ -</u>	662	<u>\$ 662</u>
Fund Balance – Beginning of Year			5,167	
Prior Period Adjustment			11,519	
Fund Balance – End of Year			<u>\$ 17,348</u>	

Notes to the Basic Financial Statements are an integral part of this statement.

Tobin & Co.

Garfield Charter Township
Statement of Revenues, Expenditures and Changes in Fund Balance – Budget and Actual
Public Works Fund
For the Year Ended December 31, 2014

Schedule 9

	<u>Budgeted Amounts</u>		<u>Actual</u>	<u>Variance</u> <u>Favorable</u> <u>(Unfavorable)</u>
	<u>Original</u>	<u>Final</u>		
<u>Revenues</u>				
Unrealized Gain on Investments	\$ -	\$ -	\$ 6,422	\$ 6,422
Interest	-	-	2,000	2,000
Total	-	-	8,422	8,422
<u>Expenditures</u>				
Unrealized Loss on Investments	-	-	-	-
Total	-	-	-	-
<u>Excess Revenues (Expenditures)</u>	-	-	8,422	8,422
<u>Other Financing Sources (Uses)</u>				
Operating Transfers In	-	-	-	-
Operating Transfers (Out)	-	-	-	-
Total	-	-	-	-
<u>Less Revenues (Expenditures) and</u>				
<u>Other Financing Sources (Uses)</u>	<u>\$ -</u>	<u>\$ -</u>	8,422	<u>\$ 8,422</u>
Fund Balance – Beginning of Year			94,921	
Fund Balance – End of Year			<u>\$ 103,343</u>	

otes to the Basic Financial Statements are an integral part of this statement.

Tobin & Co.

Garfield Charter Township
Statement of Revenues, Expenditures and Changes in Fund Balance – Budget and Actual
Building Fund
For the Year Ended December 31, 2014

Schedule 10

	<u>Budgeted Amounts</u>		<u>Actual</u>	<u>Variance Favorable (Unfavorable)</u>
	<u>Original</u>	<u>Final</u>		
<u>Revenues</u>				
Current Taxes	\$ _____ -	\$ _____ -	\$ _____ -	\$ _____ -
Total	_____ -	_____ -	_____ -	_____ -
<u>Expenditures</u>				
Debt Service	_____ -	_____ -	_____ -	_____ -
Total	_____ -	_____ -	_____ -	_____ -
<u>Excess Revenues (Expenditures)</u>	_____ -	_____ -	_____ -	_____ -
<u>Other Financing Sources (Uses)</u>				
Operating Transfers In	-	-	-	-
Operating Transfers (Out)	_____ -	_____ -	_____ -	_____ -
Total	_____ -	_____ -	_____ -	_____ -
<u>Less Revenues (Expenditures) and Other Financing Sources (Uses)</u>	\$ _____ -	\$ _____ -	-	\$ _____ -
Fund Balance – Beginning of Year			_____ -	
Fund Balance – End of Year			\$ _____ -	

Notes to the Basic Financial Statements are an integral part of this statement.

Tobin & Co.

Garfield Charter Township
Combining Statement of Changes in Assets and Liabilities
All Agency Funds
For the Year Ended December 31, 2014

Schedule 11

Trust and Agency Fund				
	Balance 12/31/13	Additions	Deductions	Balance 12/31/14
<u>Assets</u>				
Cash and Investments	\$ 18,081	\$ 385,965	\$ 353,851	\$ 50,195
Accounts Receivable	-	-	-	-
Total Assets	<u>\$ 18,081</u>	<u>\$ 385,965</u>	<u>\$ 353,851</u>	<u>\$ 50,195</u>
<u>Liabilities</u>				
Accounts Payable	\$ -	\$ -	\$ -	\$ -
Undistributed Taxes and Interest	-	-	-	-
Escrow Deposits	18,081	385,965	353,851	50,195
Total Liabilities	<u>\$ 18,081</u>	<u>\$ 385,965</u>	<u>\$ 353,851</u>	<u>\$ 50,195</u>
Current Tax Collection Fund				
	Balance 12/31/13	Additions	Deductions	Balance 12/31/14
<u>Assets</u>				
Cash	\$ 1,882,488	\$ 31,254,734	\$ 30,952,628	\$ 2,184,594
Due from Other Funds	-	-	-	-
Total Assets	<u>\$ 1,882,488</u>	<u>\$ 31,254,734</u>	<u>\$ 30,952,628</u>	<u>\$ 2,184,594</u>
<u>Liabilities</u>				
Accounts Payable	\$ -	\$ -	\$ -	\$ -
Undistributed Taxes and Interest	1,877,795	31,254,734	30,952,628	2,179,901
Due to Other Funds and Escrow Deposits	4,693	-	-	4,693
Total Liabilities	<u>\$ 1,882,488</u>	<u>\$ 31,254,734</u>	<u>\$ 30,952,628</u>	<u>\$ 2,184,594</u>
Retirement Fund				
	Balance 12/31/13	Additions	Deductions	Balance 12/31/14
<u>Assets</u>				
Cash	\$ 517,174	\$ 31,886	\$ 45,555	\$ 503,505
Due from Other Funds	-	-	-	-
Total Assets	<u>\$ 517,174</u>	<u>\$ 31,886</u>	<u>\$ 45,555</u>	<u>\$ 503,505</u>
<u>Liabilities</u>				
Accounts Payable	\$ -	\$ -	\$ -	\$ -
Undistributed Taxes and Interest	-	-	-	-
Due to Other Funds and Escrow Deposits	517,174	31,886	45,555	503,505
Total Liabilities	<u>\$ 517,174</u>	<u>\$ 31,886</u>	<u>\$ 45,555</u>	<u>\$ 503,505</u>
Flex Medical Insurance Fund				
	Balance 12/31/13	Additions	Deductions	Balance 12/31/14
<u>Assets</u>				
Cash	\$ 10,098	\$ 56,361	\$ 62,486	\$ 3,973
Due from Other Funds	-	-	-	-
Total Assets	<u>\$ 10,098</u>	<u>\$ 56,361</u>	<u>\$ 62,486</u>	<u>\$ 3,973</u>
<u>Liabilities</u>				
Accounts Payable	\$ -	\$ -	\$ -	\$ -
Undistributed Taxes and Interest	-	-	-	-
Due to Other Funds and Escrow Deposits	10,098	56,361	62,486	3,973
Total Liabilities	<u>\$ 10,098</u>	<u>\$ 56,361</u>	<u>\$ 62,486</u>	<u>\$ 3,973</u>

accompanying Notes to Basic Financial Statements

Tobin & Co.

Garfield Charter Township
Combining Statement of Changes in Assets and Liabilities
All Agency Funds
For the Year Ended December 31, 2014

Schedule 11

	Total		
	Balance 12/31/13	Additions	Deductions
<u>Assets</u>			
Cash	\$ 2,427,841	\$ 31,728,946	\$31,414,520
Due from Other Funds	-	-	-
Total Assets	<u>\$ 2,427,841</u>	<u>\$ 31,728,946</u>	<u>\$31,414,520</u>
<u>Liabilities</u>			
Accounts Payable	\$ -	\$ -	\$ -
Undistributed Taxes and Interest	1,877,795	31,254,734	30,952,628
Due to Other Funds and Escrow Deposits	550,046	474,212	461,892
Total Liabilities	<u>\$ 2,427,841</u>	<u>\$ 31,728,946</u>	<u>\$31,414,520</u>

Notes to the Basic Financial Statements are an integral part of this statement.

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Garfield Charter Township
2013 Property Tax Levy and Collections
For the Year Ended December 31, 2014

Schedule 12

	Millage Rate	Adjusted Levy	Collected	Returned Delinquent
County	(1) 6.6433	\$ 5,370,097	\$ 5,224,388	\$ 145,709
State Education	6.0000	4,700,380	4,586,281	114,099
School District	21.1000	10,212,438	9,921,439	290,999
Intermediate School District	2.9312	2,369,432	2,313,692	55,740
Community College	1.4601	2,362,328	2,289,726	72,602
District Library	1.1050	893,577	859,650	33,927
BATA	0.3454	279,169	272,602	6,567
Township:				
General, Police, Parks and Building	2.3372	1,889,265	1,817,526	71,739
Fire Protection	(2) 2.1000	1,504,503	1,443,231	61,272
Recreation Authority	0.3894	315,494	303,523	11,971
Commission on the Aging	0.6000	484,779	466,563	18,216
Special Assessments		29,374	26,938	2,436
Sewer and Water Usage		<u>35,355</u>	<u>23,933</u>	<u>11,422</u>
Total		<u>\$ 30,446,191</u>	<u>\$ 29,549,492</u>	<u>\$ 896,699</u>

Percent of Levy Collected 97.05%

Medical Care Facility (.6595 mill) and Voted Levy and Road Levy (1.000).

Levied on real property only.

Notes to the Basic Financial Statements are an integral part of this statement.

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April 15, 2015

To the Township Board
The Charter Township of Garfield

We have audited the financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of The Charter Township of Garfield for the year ended December 31, 2014. Professional standards require that we provide you with information about our responsibilities under auditing standards generally accepted in the United States of America, as well as certain information related to the planned scope and timing of our audit. We have communicated such information in our letter to you dated January 23, 2015. Professional standards also require that we communicate to you the following information related to our audit.

Significant Audit Findings

Qualitative Aspects of Accounting Practices

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by The Charter Township of Garfield are described in Note 1 to the financial statements. No new accounting policies were adopted and the application of existing policies was not changed during fiscal year 2014. We noted no transactions entered into by The Charter Township of Garfield during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The most sensitive estimates affecting the financial statements were fair value of investments and capital asset depreciation.

Management's estimate of the fair value of investments was based on quoted prices for similar holdings and on the value of investment pool shares; the estimate of capital asset depreciation is based on the estimated useful lives of the Township's capital assets. We evaluated the key factors and assumptions used to develop the fair value of investments and capital asset depreciation in determining that they are reasonable in relation to the financial statements taken as a whole.

The financial statement disclosures are neutral, consistent, and clear.

Difficulties Encountered in Performing the Audit

We encountered no significant difficulties in dealing with management in performing and completing our audit.

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Audit Adjustments

For purposes of this letter, professional standards define an audit adjustment as a proposed correction of the financial statements that, in our judgment, may not have been detected except through our auditing procedures. Management has recorded all of our proposed audit adjustments.

Disagreements with Management

For purposes of this letter, professional standards define a disagreement with management as a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

Management Representations

We have requested certain representations from management that are included in the management representation letter dated April 15, 2015.

Other Issues

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as The Charter Township of Garfield's auditor. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

Other Matters

We applied certain limited procedures to management's discussion and analysis and the budgetary comparison schedules, which are required supplementary information (RSI) that supplements the basic financial statements. Our procedures consisted of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's response to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We did not audit the RSI and do not express an opinion or provide any assurance on the RSI.

We were engaged to report on the combining balance sheet and combining statement of revenues, expenditures, and changes in fund balances for the nonmajor governmental funds, which accompany the financial statements but are not RSI. With respect to the supplementary information accompanying the financial statements, we made certain inquiries of management and evaluated the form, content, and methods of preparing the information to determine that the information complies with accounting principles generally accepted in the United States of America, the method of preparing it has not changed from the prior period, and the information is appropriate and complete in relation to our audit of the financial statements. We compared and reconciled the supplementary information to the underlying accounting records used to prepare the financial statements or to the financial statements themselves.

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Communication Regarding Internal Control

In planning and performing our audit of the financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of The Charter Township of Garfield as of and for the year ended December 31, 2014, in accordance with auditing standards generally accepted in the United States of America, we considered The Charter Township of Garfield's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Township's internal control. Accordingly, we do not express an opinion on the effectiveness of the Township's internal control.

Our consideration of internal control was for the limited purpose described in the preceding paragraph and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies and, therefore, material weaknesses or significant deficiencies may exist that were not identified. In addition, because of the inherent limitations in internal control, including the possibility of management override of controls, misstatements due to error or fraud may occur and not be detected by such controls. However, as discussed below we have identified a deficiency in internal control that we consider to be a material weakness.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A material weakness is a deficiency, or combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the Township's financial statements will not be prevented, or detected and corrected, on a timely basis. We consider the following deficiency to be a material weakness;

Material audit adjustments and financial statement preparation:

Criteria: We identified and proposed several material audit adjustments that management reviewed and approved. Adjustments were recorded to:

- Provide for depreciation on capital assets recorded in the enterprise funds.
- Convert the fund-based data necessary to prepare the government-wide financial statements.

As is the case with many small and medium-sized governmental units, the Township has historically relied on its independent external auditor to assist with the preparation of the financial statements, the related notes, and the management's discussion and analysis as part of its external financial reporting process. Accordingly, the Township's ability to prepare financial statements in accordance with GAAP is based, in part, on its reliance on its external auditor, who cannot, by definition, be considered part of the Township's internal controls. Having the auditor draft the annual financial statements is allowable under current auditing standards and ethical guidelines and may be the most efficient and effective method for preparation of the Township's financial statements. However, when an entity (on its own) lacks the ability to produce financial statements that conform to GAAP, or when material audit adjustments are identified by the auditor, auditing standards require that such conditions be communicated in writing as material weaknesses. This is a repeat finding.

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Cause: This condition was caused by the Township's decision to outsource the preparation of its annual financial statements to the external auditor rather than incur the costs of obtaining the necessary training and expertise required for the Township to perform this task internally because outsourcing the task is considered more cost effective.

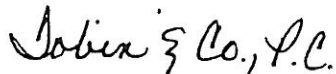
Effect: The Township's accounting records were initially misstated by amounts material to the financial statements. In addition, the Township lacks complete internal controls over the preparation of its financial statements in accordance with GAAP, and, instead, relies, at least in part, on assistance from its external auditor for assistance with this task.

Auditor's Recommendation: We recommend that management continue to monitor the relative costs and benefits of securing the internal or other external resources necessary to develop material adjustment and prepare a draft of the Township's annual financial statements versus contracting with its auditor for these services.

Management Response: Management has made an ongoing evaluation of the respective costs and benefits of obtaining internal or external resources, specifically for the preparation of financial statements, and has determined that the additional benefits derived from implementing such a system would not outweigh the costs incurred to do so. Management will continue to review the draft financial statements and notes prior to approving them and accepting responsibility for their content and presentation.

We did not audit The Charter Township of Garfield's response to the internal control finding described above and, accordingly, we express no opinion on it.

This communication is intended solely for the information and use of the Township Board of The charter Township of Garfield and the State of Michigan Department of Treasury and is not intended to be, and should not be, used by anyone other than these specified parties.



Tobin & Co., P.C.
Certified Public Accountants

CHARTER TOWNSHIP OF GARFIELD FIRE PREVENTION ORDINANCE

ORDINANCE NO. 69

The Township has previously adopted a Township Fire Prevention Code adopting the *International Fire Code 2003 Edition*, which was subsequently amended to adopt the *International Fire Code 2009 Edition* as Ordinance Nos. 45 and 66. The Township wishes to replace the original and amended ordinance with this new updated Township Fire Prevention Ordinance. This new ordinance repeals the original and amended ordinances, adopts provisions that were not contained in the original or amended ordinances and also adopts the *International Fire Code 2012 Edition* with all appendices, as well as all future editions or revisions to the *International Fire Code* or its appendices.

The purpose of this ordinance is to safeguard life and property from fire and explosion hazards to protect property and persons within the Township by regulating the storage, handling and use of hazardous substances, materials and devices and regulating conditions hazardous to life or property relating to the occupancy of buildings and premises in the Township; and providing for the issuance of permits and the collection of fees.

Garfield Township ordains as follows:

SECTION 1. **Adoption of International Fire Code 2012 Edition.** The International Fire Code 2012 Edition, first published in May 2011, including Appendices, as published by the International Code Council, is adopted as the Township Fire Prevention Ordinance and are made a part of this ordinance as if fully set forth in this ordinance or any amendment to this ordinance; subject, however, to the additions, insertions, deletions, and changes prescribed in Section 2 of this ordinance. The regulations, provisions, penalties, conditions and terms of the Township Fire Prevention Ordinance are on file in the office of the Township Clerk and are available for public use and inspection.

SECTION 2. **International Fire Code 2012 Edition changes.** The following sections of the *International Fire Code 2012* edition or any subsequent edition, adopted pursuant to section 1, are changed as follows:

Uniform General Reference. All references in the International Fire Code 2012 to the International Building Code shall be deleted and replaced with the Michigan Stille-Derossett-Hale Single State Construction Code Act ("Michigan Building Code").

101.1 Title. These regulations shall be known as the *Charter Township of Garfield Fire Prevention Ordinance*, referred to below as "this code" or "this ordinance."

103.1 General. The department of fire prevention is established within the jurisdiction of Township. This ordinance shall be implemented, administered, and enforced by the fire code official appointed as set forth herein.

103.2 Appointment. A fire code official shall be appointed by the Fire Chief of the Grand Traverse Metro Emergency Services Authority with approval by the Board of the Grand Traverse Metro Emergency Services Authority (the "Board"), unless those duties are to be

performed by another governmental entity as provided below. If a fire code official is appointed by the Board, the fire code official shall be an employee or agent of the Grand Traverse Metro Emergency Services Authority. The fire code official shall not be removed from office without full opportunity to be heard on specific and relevant reasons by and before the appointing authority. The Grand Traverse Metro Emergency Services Authority is authorized to enter into a contract with another governmental entity or agent, including an Authority created by one or more units of government or a municipal corporation created by one or more units of government, to perform some or all of the duties of a fire code official that otherwise would be performed by an employee or agent of the Grand Traverse Metro Emergency Services Authority.

108. Board of Appeals. Section 108 is modified as follows:

108.1 Board of Appeals established. In order to hear and decide appeals of orders, decisions or determinations made by the fire code official, there shall be and is hereby created a board of appeals. The Township hereby assigns all its authority in regards to the appeals process of this ordinance to Grand Traverse Metro Emergency Services Authority. All reference to the term "Board of Appeals governing body" shall refer to Grand Traverse Metro Emergency Services Authority. The Township retains authority to enforce the ordinance, ticket violations, and collect fines for this Ordinance. This Ordinance adopts Appendix A in its entirety except as modified herein. Added Sections 108.4 and 108.5 as set forth below shall control the Board of Appeals Procedure and the Basis for Appeals.

108.4 Basis for Appeals. An appeal shall be based on a claim that this code or the rules adopted pursuant to this code have been incorrectly applied, the provisions of the code or its rules do not apply, or the fire code official has denied a request for a modification, as authorized by this code, and that the denial was without a rational basis. As noted in the preceding sentence, an appeal regarding a denial of a modification must claim that the fire code officer failed to have a rational basis upon which to deny the modification. There shall be a rebuttal presumption that the fire code official's decision was correct and the burden of proof in the appeal shall be on the appellant. Appeals are not "de novo," but shall be based on the record of information contained in the file of the Fire Code Official, the provisions of this ordinance and other applicable law. The Board of Appeals shall have no authority to waive requirements of this Code.

108.5 Appeal Procedure. A written appeal with all supporting documentation must be filed within 30 days from the date of the written decision of the fire code official's decision that is the subject of the appeal. The appeal shall be filed with the Fire Code Official of the Grand Traverse Metro Emergency Services Authority. The appeal must specify the decision from which the appeal is being taken, the relief that is being requested and the reasons why the appellant's position should be adopted by the board of appeals. If the appeal is because the fire code officer denied a modification request, the appeal shall also specify the reasons why the decision of the fire code officer was without a rational basis. After receiving the appeal, the Fire Code Official shall examine the appeal and all supporting materials to determine whether the information required by this section has been provided. If the required information has not been provided, then the appeal materials shall be deemed incomplete and no hearing on the appeal shall be set. If the appeal materials are incomplete, then the appellant shall be informed in writing of the missing information. Such notification may be delivered personally to the appellant or the appellant's representative or may be sent by first class mail to the last known address of the applicant. The applicant shall have until the end of the 30 day filing period to supply the missing information. If the missing information is not supplied as provided above, then the application shall be deemed

incomplete, no appeal shall be allowed and no new appeal on the same subject matter shall be allowed unless the missing information is provided and the appeal materials are deemed complete by the Fire Code Official within the 30 day time period for filing an appeal. Once the Fire Code Official determines that the appeal materials are complete, then the Fire Code Official shall set with due diligence a public meeting for the hearing of the appeal. The appellant shall be given not less than 14 business day's written notice of the hearing date and such notice may be given by first class mail. When service is given by first class mail as permitted in this ordinance, the appellant shall be deemed served on the date of the mailing. The board of appeals shall adopt rules of procedure regarding the conduct of its meetings.

108.6 Appeals Board Meetings. All meetings shall be subject to Michigan's Open Meetings Act and all findings and decisions shall be in writing and provided to the appellant with a copy to the Fire Code Official.

Appendix A is modified as follows:

Section A101.3 Any member appointed following adoption of these amendments shall be appointed annually and shall serve one year terms.

A101.3.1 Initial appointments. This section is deleted in its entirety. All

other provisions of Section 101.3 shall remain the same.

Section A101.7, A101.9 and A101.10 set forth in Appendix A are removed in their entirety.

105.6.30 Open burning. Open burning is prohibited except as set forth in Section 307.0.

105.6.43a Illustrations. *See Appendix A Illustrations.*

105.6.47 Special Events. A person shall not hold a special event, defined as a fair, festival, trade show, exhibit, public outdoor gathering, concert, sporting event other than at an established sport arena or stadium or any other event that is different from the normal intended use of the property, building or structure significantly impacting the need for emergency services or the accessibility of the property to emergency services without obtaining a permit from the fire code official. This provision shall not apply to private functions not open to the public held entirely on non-commercial, private property.

109.4 Penalties.

A. Municipal Civil Infraction. A person who violates any provision of this code is responsible for a municipal civil infraction, punishable by a maximum fine of \$500.00 plus court costs. Each day that a violation continues after due notice has been served in accordance with this ordinance shall be deemed a separate offense.

B. Failure to Comply. Any person who shall continue any work after having been served with a stop work order, except such work as that person is directed to perform to remove a violation or unsafe condition, is responsible for a municipal civil infraction, punishable by a maximum fine \$500.00 plus court costs. Each day that a violation of the stop work order

continues after due notice has been served shall be deemed a separate offense. The issuance of a municipal civil infraction citation under this section 109.3.B. does not preclude the issuance of a citation under section 109.3.A.

109.4.1. Abatement of Violation. In addition to the penalties described above, the fire code official is authorized to institute civil litigation in a court of competent jurisdiction to prevent unlawful construction in violation of this code; or to restrain, correct or abate a violation of this code; or to prevent illegal occupancy of a structure or premises; or to stop the conduct of business or the occupancy of a structure which is in violation of this code; or to seek such other relief as may be necessary to force compliance with this code.

SECTION 202 GENERAL DEFINITIONS

Sky Lantern. An unmanned device with a combustible fuel source that incorporates an open flame in order to make the device airborne.

307: OPEN BURNING, RECREATIONAL FIRES AND PORTABLE OUTDOOR FIREPLACES

307.1 General. A person shall not kindle or maintain or authorize to be kindled or maintained any open burning unless conducted and approved in accordance with this section 307. The burning of yard waste, grass or wood debris, development clearing, or for lot and land improvements is prohibited.

307.2 Permit Required. A permit shall be obtained from the Fire Code Official prior to kindling a fire for recognized silviculture practices, tree and fruit farming operations, or range or wildlife management practices, prevention or control of disease or pests, or a bonfire. Application for such approval shall only be presented by and permits issued to the owner of the land upon which the fire is to be kindled. No permit shall be issued prior to 10 am on each day. A permit shall be valid for a period of 24 hours, except permits for tree and fruit farming operations may be issued for a period of up to three (3) days if the Fire Code Official determines that atmospheric conditions or local circumstances would not make an extended period hazardous. A separate permit must be obtained for each period and for each location a fire is kindled.

307.3 Extinguishment authority. The fire code official is authorized to order the extinguishment by the permit holder, a person responsible for a fire, or the fire department of any open burning that creates or adds to a hazardous or objectionable situation.

307.6 Fire Department training. Notwithstanding any provision in this section to the contrary, open burning shall be allowed without a permit for the purpose of firefighter training or practice, training of the public by a fire department, or for demonstrations by a fire department when done in accordance with normally accepted practices. The fire code official shall be provided with notice of such training or demonstration prior to conducting any open burning pursuant to this subsection.

308.1.6.3 Sky Lanterns. No person shall release or cause to be released an untethered sky lantern.

408.12 Strip malls and other multi-tenant occupancies (tenant identification). Each occupied tenant space provided with a secondary exit to the exterior or exit corridor shall be provided with tenant identification by business name and address. Letters and numbers shall be posted on the exterior or corridor side of the door, be plainly legible, and contrast with their background.

506.1 Access - Key Box. Where access to or within a structure or an area is restricted because of secured openings or where immediate access is necessary for life-saving or fire-fighting purposes, the fire code official is authorized to require a key box to be installed in an approved location. The key box shall be a Knox Box brand; of a size dictated as appropriate by the fire code official; and contain items as deemed necessary for emergency response operations at the facility, including keys to gain access as required by the fire code official.

907.6.3.1. Location. A Zoning indicator panel and the associated controls shall be provided at the main entrance of any occupancy unless otherwise approved by the fire code official. The visual zone indication shall lock in until the system is reset and shall not be canceled by the operation of an audible alarm-silencing switch.

5704.2.9.6.1 Locations where above-ground tanks are prohibited. Storage of Class I and II liquids in above-ground tanks outside of buildings is prohibited except where authorized by the Township Zoning Ordinance.

5706.2.4.4 Locations where above-ground tanks are prohibited. The storage of Class I and II liquids in above-ground tanks is prohibited except where authorized by the Township Zoning Ordinance.

5806.2 Limitation (Outdoor Storage) Storage of flammable cryogenic fluids in stationary containers outside of buildings is prohibited except where authorized by the Township Zoning Ordinance.

6104.2 Liquefied petroleum gas storage – Maximum capacity within established limits. Unless a different capacity is specified in the Township Zoning Ordinance, the aggregate capacity of any one installation shall not exceed the lesser of a water capacity of 2,000 gallons (7570 L).

SECTION3. Deletion and Substitution, Electrical Code. Any reference to the International Electrical Code appearing in the International Fire Code is deleted and such references therein shall be substituted with the *State of Michigan Electrical Code*.

SECTION4. Fee Schedule. The Grand Traverse Metro Emergency Services Authority shall establish by motion or resolution a fee schedule for the implementation and enforcement of this ordinance and is authorized to amend the fee schedule periodically. A copy of said fee schedule shall be provided to the Clerk of the Township upon approval by the Grand Traverse Metro Emergency Services Authority and shall be adopted by Resolution of the Township.

SECTION5. Prior Ordinances. All other ordinances or parts of ordinances in conflict with or superseded by this ordinance, including the prior Township Fire Prevention Ordinance and any amendment thereto, are repealed except to the extent that any project, condition, violation or prosecution that was subject to the prior Ordinance shall continue.

SECTION 6. Severability. If any section, subsection, sentence, clause or phrase of this ordinance is, for any reason, held to be unconstitutional, unlawful or unenforceable by a court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this ordinance.

SECTION 7. Publication. The Township clerk shall publish this ordinance within 30 days after passage of this ordinance.

SECTION 8. Effective Date. This ordinance and any rules, regulations, provisions, requirements, orders and matters established and adopted hereby shall take effect and be in full force and effect 30 days after the date of publication of this ordinance as provided in Section 7.

This ordinance was adopted by the Charter Township of Garfield on the following date: _____.

CERTIFICATION

I, Lanie McManus, being the duly elected and acting Clerk of the Charter Township of Garfield, Grand Traverse County, Michigan, hereby certify that (1) the foregoing is a true and complete copy of an Ordinance duly adopted by the Township Board at a _____ meeting held on _____, 2015, at which meeting a quorum was present and remained throughout, (2) that an original thereof is on file in the records of the Township, (3) the meeting was conducted, and public notice thereof was given, pursuant to and in full compliance with the Open Meetings Act (Act No. 267, Public Acts of Michigan, 1976), and (4) minutes of such meeting were kept and will be or have been made available as required thereby.

Lanie McManus, Clerk

Attachment A



**WHEN IS A PERMIT FROM THE GRAND TRAVERSE METRO FIRE
DEPARTMENT REQUIRED FOR A TENT, CANOPY,
or AIR SUPPORTED STRUCTURE?**

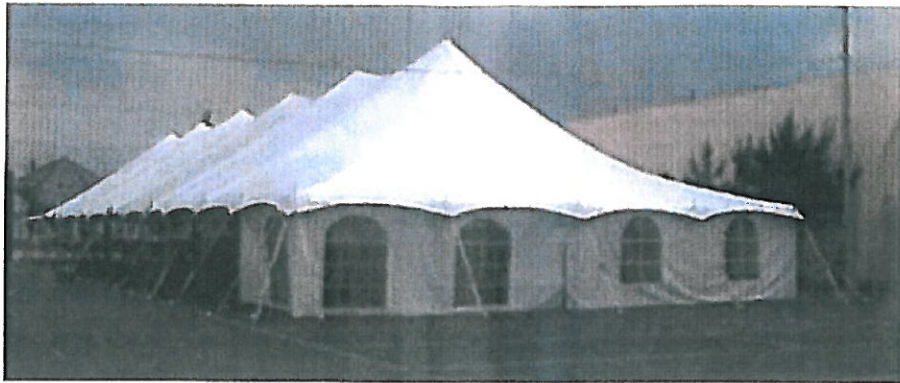
Definitions:

TENT: A structure, enclosure or shelter, with or without sidewalls or drops, constructed of fabric or pliable material supported by any manner except by air or the contents that it protects.

CANOPY: A TENT completely open on ALL SIDES

AIR SUPPORTED STRUCTURE: A structure where the shape of the structure is attained by air pressure (examples: Air supported domes; Bounce Houses)

Any tent larger than 400 square feet



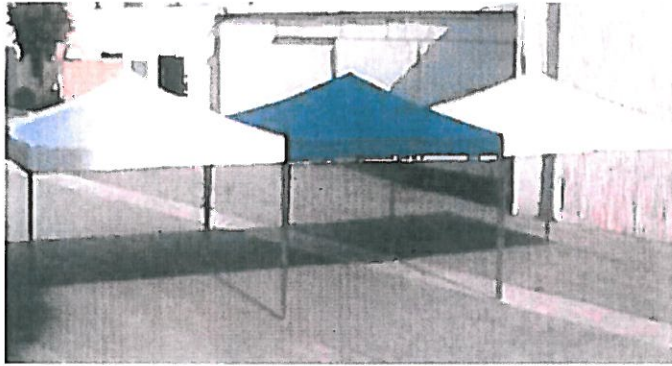
PERMIT REQUIRED

Any canopy of 700 square feet



PERMIT REQUIRED

Does the cumulative size of canopies grouped together exceed 700 square feet?



PERMIT REQUIRED

Because it is closed on one side, this is a TENT, NOT a canopy:



If over 400 square feet,
PERMIT REQUIRED



Bounce House over 400 square feet? **PERMIT REQUIRED**

EXAMPLES:

Lets use as an example several 15x15 square feet canopies
(each canopy is 225 square feet):



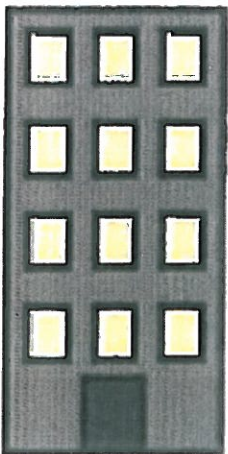
= 675 square feet total = **PERMIT NOT REQUIRED**



= 900 square feet total = **PERMIT REQUIRED**



Is there **at least 12 feet** between groupings of less than 700 square feet?
PERMIT NOT REQUIRED



The canopy or groupings must also be **at least 12 feet** from any building
or a permit is required.

This flyer was put together only to provide general information on when a permit is
required based on the size of the tent, canopy, or grouping.

If it is determined that a permit is required,
all other International Fire Code safety requirements apply.

For further information, contact the Grand Traverse Metro Fire Department,
Fire Prevention Bureau
231-947-3000



GRAND TRAVERSE METRO FIRE DEPARTMENT

FIRE PREVENTION BUREAU

897 Parsons Road ~ Traverse City, MI 49686
Phone: (231) 947-3000 Fax: (231) 947-8728 ~ Website: www.gtmetrofire.org Email: info@gtmetrofire.org

Plan Review, Permit and Inspection Fee Schedule

*** Projects within Metro Fire district (Acme, East Bay and Garfield Townships) reduce fees by 30%.**

New Construction/ Remodel Fire Code Review

0-2000 sq. ft.	\$ 250.00
2001- 5000	\$ 375.00
5001-10,000	\$ 468.75
10,001-50,000	\$ 593.75
50,001- 100,000	\$ 687.50
100,001- 500,000	\$1250.00
Over 500,000	\$1875.00

1 inspection included in inspection fee

Additional inspections charged at \$125.00 per hour, minimum 1 hour charge.

Fire Sprinkler/ Standpipe/ Foam System

1-100 heads	\$375.00
101-200	\$437.50
201-300	\$500.00
301-400	\$562.50
401-500	\$625.00

More than 500 heads \$625.00 + \$.32 per head over the 500

Systems supplied by fire pump add \$375.00 per pump

\$93.75 per standpipe + \$6.25 per hose connection

2 inspections included in permit fee

Additional inspections charged at \$125.00 per hour, minimum 1 hour charge

Minimum permit fee \$125.00 for minor system modifications (at discretion of reviewer)



GRAND TRAVERSE METRO FIRE DEPARTMENT

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Commercial Cooking Hood Suppression System

\$287.50 per control box/ release assembly

1 inspection included in permit fee

Additional inspections charged at \$125.00 per hour, minimum of 1 hour charge

Special Hazard Systems Including dry chemical, wet chemical, clean agent and Total Flood Systems

\$437.50

1 inspection included in permit fee.

Additional inspections charged at \$125.00 per hour, minimum 1 hour charge.

Fire Alarm/ Smoke Detection Systems

Alarm control panel \$ 125.00

Each remote annunciator \$25.00

Each booster power supply \$25.00

Each alarm/ supervisory/ auxiliary device point connection \$7.50

Each notification device/ speaker \$3.75

1 inspection included in permit fee.

Additional inspections charged at \$125.00 per hour, minimum of 1 hour charge.

Minimum permit fee \$125.00 for minor system modifications (at discretion of reviewer)

Special Event Plan Review Fees (available in district only) includes:
temporary tents/membrane structures, carnivals/fairs, exhibits and trade shows,
fireworks displays or any other large assembly function.

\$150.00 per event

Includes plan review and 1 inspection during normal business hours for permit issuance.

For inspection requests during non-normal business hours add
\$100.00 per hour, minimum 2 hour charge to permit fee to be paid prior to inspection.

Additional inspections

\$75.00 per hour, 1 hour minimum during normal working hours

\$115.00 per hour, 2 hour minimum for inspections during non-business hours



GRAND TRAVERSE METRO FIRE DEPARTMENT

FIRE PREVENTION BUREAU

897 Parsons Road ~ Traverse City, MI 49686
Phone: (231) 947-3000 Fax: (231) 947-8728 ~ Website: www.gtmetrofire.org Email: info@gtmetrofire.org

Site Plan Review (available in district only)

\$75.00 Includes 2 reviews

Additional reviews charged at \$75.00 per hour, minimum charge 1 hour

Board of Appeals Hearing Fee


\$400.00 per appeal

Includes 1 appeal board hearing

**** All fees shall be paid before permit can be issued, requests for inspections, or approvals for occupancy.**

Special Note: Performing work without a permit, permit fee is three times the normal applicable fee

Effective May 1, 2015

 Charter Township of Garfield Planning Department Report No. PD 2015-50		
Prepared:	July 9, 2015	Pages: 1 of 2
Meeting:	July 14, 2015	Attachments: <input checked="" type="checkbox"/>
Subject:	Brookside Commons PUD – Major Amendment	
File No.	SUP #2009-01-A	Parcel No. 05-008-022-01
Applicant:	Mansfield Land Use Consultants	
Owner:	WODA	

SUBJECT PROPERTY:

The Brookside Commons Planned Unit Development, which is located to the northwest of the intersection of N. Long Lake and Zimmerman Roads.

PURPOSE OF APPLICATION:

The application requests a major PUD amendment to allow a reduction in setbacks, and a reduction in the number of parking spaces and carports. Major PUD amendment requests are first considered by the Planning Commission but must eventually be approved by the Township Board. The Planning Commission held a public hearing on June 10, 2015, and then recommended approval of the application to the Board at its meeting on June 24, 2015. Before deciding on the application, however, the Township Board must also hold a public hearing.

STAFF COMMENT:

The Brookside Commons PUD was approved by the Garfield Township Board on February 26, 2009 and is currently under construction. As the project is nearing completion, the applicant has proposed some changes in final design, including a reduction in the overall number of parking spaces, a reduction in the amount of covered parking, and improvements to pedestrian/non-motorized circulation. The application also requests a reduction in the side yard setback for the residential buildings (Building Number 1 and 2) located along N. Long Lake Road, which elevates the requests to major amendment status.

All in all, the changes are relatively minor despite this being considered a "Major" amendment. Though fewer parking spaces would be provided compared to what is presently approved, the amount of parking does still slightly exceed what is normally required by the Zoning Ordinance (2 spaces per unit). Carports are not required by zoning - some will remain on site to offer covered parking to residents who wish to pay higher rent for this amenity.

As noted above, the applicant is also making improvements to the sidewalk network by proposing to pave these walkways rather than to use woodchips as originally approved.

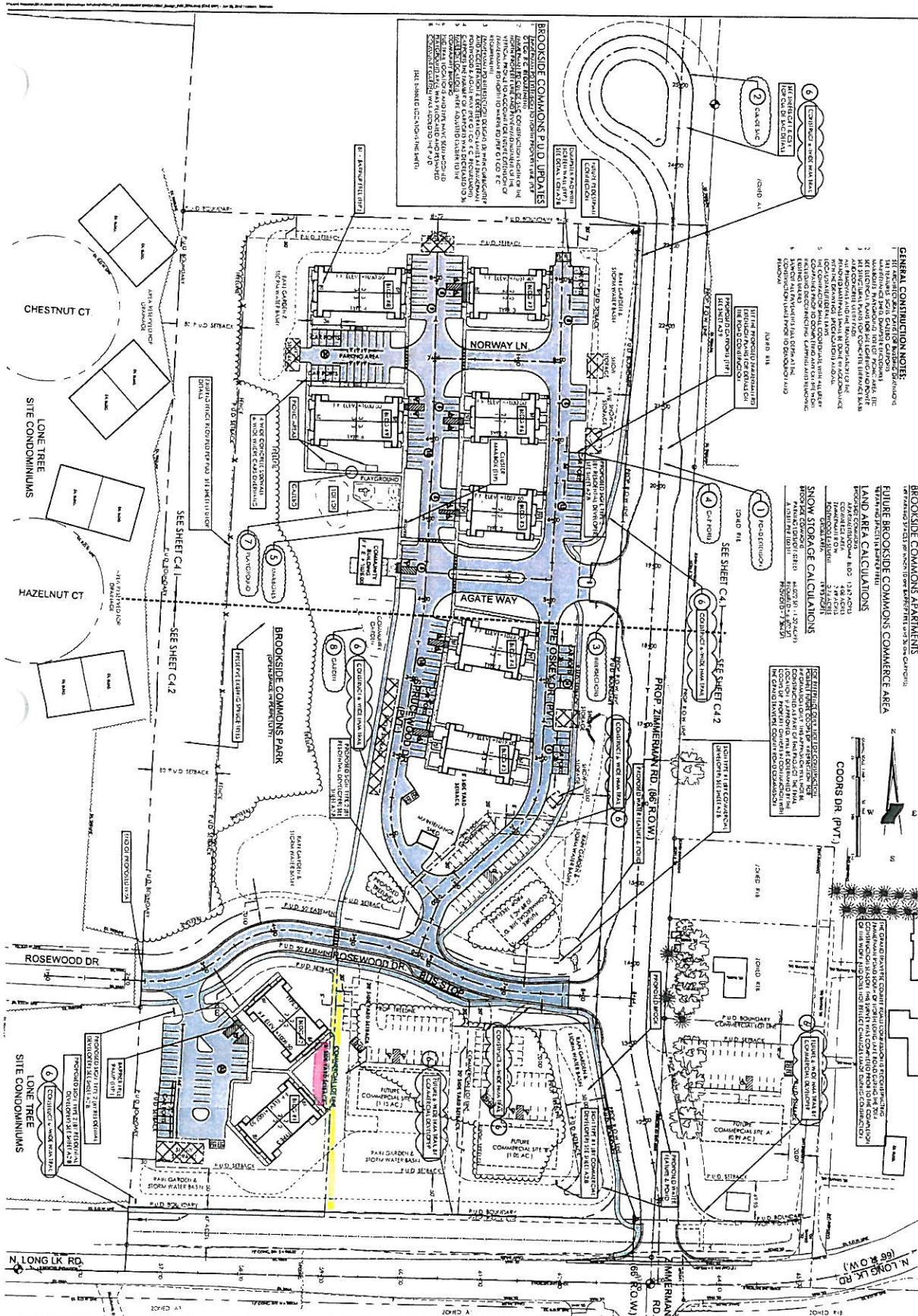
Finally, the setback reduction is more of a housekeeping item. Buildings are not being shifted closer to any exterior property line - this line was actually shown on the original application

drawings, but was somehow omitted when the project was eventually approved. This internal setback line is highlighted on the attached 11x17" site plan.

ACTION REQUESTED:

As noted above, the Board must hold an additional public hearing prior to making any determination on the application. The following action is requested to schedule the required public hearing:

(MOTION) THAT Application #SUP-2009-01-A for a Major Amendment to the Brookside Commons Planned Unit Development be accepted and scheduled for a public hearing at the August 11, 2015 Township Board meeting.



Brookside Commons LDHA Limited Partnership
 Brookside Commons P.U.D.
 OVERALL SITE PLAN
 Section 7, Town 27 North Range 11 West
 Garfield Twp., Grand Traverse County, Michigan

NO.	DATE	DESCRIPTION
1	11/13/13	1.000 Final Submittal
2	11/13/13	2.000 Final Submittal
3	11/13/13	3.000 Final Submittal
4	11/13/13	4.000 Final Submittal
5	11/13/13	5.000 Final Submittal
6	11/13/13	6.000 Final Submittal
7	11/13/13	7.000 Final Submittal
8	11/13/13	8.000 Final Submittal
9	11/13/13	9.000 Final Submittal
10	11/13/13	10.000 Final Submittal

Mansfield
 Land Use Consultants

830 Comstock Dr., Ste. 201
 P.O. Box 4015
 Traverse City, MI 49783
 Phone: 231-944-9310
 www.mansfieldinc.com
 info@mansfieldinc.com

13051
 4.0

2nd Quarter Totals
April - June 2015

*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 7/01/15.
Arrest stats are as of 7/01/15.

State of Michigan Revenue Sharing - Constitutional

Period For	2008	2009	2010	Period For	2011	Period For	2012	Period For	2013	Period For	2014	EVIP	Period For	2015	EVIP	Total	2014 (%) of Change	Difference From 2014 to 2015
Sept - Oct PD Jan	\$ 172,218.00	\$ 167,242.00	\$ 142,433.00	Sept - Oct PD 1/3/11	\$ 143,672.00	Sept - Oct PD 1/3/12	\$ 198,569.00	Nov - Dec PD 3/14	\$ -	Nov - Dec PD 3/14	\$ -	\$ -	Nov - Dec PD 3/14	\$ -	\$ -	\$ -		\$ -
Nov - Dec PD Mar	\$ 159,910.00	\$ 174,532.00	\$ 158,076.00	Nov - Dec PD 3/31/11	\$ 165,644.00	Nov - Dec PD 3/31/12	\$ 195,800.00	Jan - Feb PD 5/14	\$ 204,759.00	Jan - Feb PD 5/14	\$ 203,556.00	\$ -	Jan - Feb PD 5/14	\$ 211,681.00	\$ 7,170.00	\$ 218,851.00	3.99%	\$ 8,125.00
Jan - Feb PD May	\$ 166,213.00	\$ 164,263.00	\$ 130,412.00	Jan - Feb PD 5/31/11	\$ 141,911.00	Jan - Feb PD 5/31/12	\$ 185,895.00	Mar - April PD 7/14	\$ 182,292.00	Mar - April PD 7/14	\$ 175,885.00	\$ -	Mar - April PD 7/14	\$ 186,832.00	\$ 7,170.00	\$ 194,002.00	6.22%	\$ 10,947.00
Mar - April PD July	\$ 148,698.00	\$ 125,847.00	\$ 149,886.00	Mar - April PD 7/5/11	\$ 178,862.00	Mar - April PD 7/5/12	\$ 189,295.00	May - June PD 9/4	\$ 191,858.00	May - June PD 9/4	\$ 201,953.00	\$ -	May - June PD 9/4	\$ 191,761.00	\$ 7,170.00	\$ 198,931.00	-5.05%	\$ (10,202.00)
ADJ paid July (Census)																		
May - June PD Sept	\$ 149,697.00	\$ 147,024.00	\$ 151,073.00	May - June PD 9/4/11	\$ 199,506.00	May - June PD 9/4/12	\$ 193,290.00	July - Aug PD 11/13	\$ 201,511.00	July - Aug PD 11/13	\$ 208,792.00	\$ -	July - Aug PD 11/13	\$ -	\$ -	\$ -		
July - Aug PD Dec	\$ 164,967.00	\$ 128,010.00	\$ 157,120.00	July - Aug PD 11/3/11	\$ 202,485.00	July - Aug PD 11/3/12	\$ 211,348.00	Sept - Oct PD 12/31/12	\$ 215,927.00	Sept - Oct PD 12/31/13	\$ 220,394.00	\$ 7,170.00	Sept - Oct PD 12/31/14	\$ -	\$ -	\$ -		
Sept - Oct PD Dec	\$ -	\$ -	\$ -		\$ -		\$ 195,734.00		\$ 213,321.00		\$ 223,297.00	\$ 7,170.00						
TOTAL	\$ 951,603.00	\$ 905,908.00	\$ 889,000.00	TOTAL	\$ 1,142,076.00	TOTAL	\$ 1,375,931.00	TOTAL	\$ 1,209,658.00	TOTAL	\$ 1,233,887.00	\$ 14,340.00	TOTAL	\$ 590,274.00	\$ 21,510.00	\$ 611,784.00	1.72%	\$ 8,870.00

\$1,200,000.00	Township Budgeted for 2015
\$ 611,784.00	YTD Received From State
\$ (588,216.00)	DIFFERENCE

\$ 1,336,338.00	State Projected for 2015 (Constitutional \$1,293,315, and CVTRS \$43,023, Total \$1,336,338.)
-----------------	---

3% higher than 2014

5. d.

Clerk's Report

For June 2015

Submitted 7/7/15

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 June in the General Fund, you will find that we had a total of \$71,520.56 Revenues and \$466,303.31 Expenditures. For the year we have a total of \$2,061,501.61 Revenues and \$1,513,309.89 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 CARFIELD TOWNSHIP

PERIOD END: 5/30/2015

2015
ORIGINAL BUDGET
AMENDED BUDGET

ACTIVITY FOR MONTH
06/30/2015
AVAILABLE BALANCE

GL NUMBER	DESCRIPTION	2015 ORIGINAL BUDGET	2015 AMENDED BUDGET	YTD BALANCE 06/30/2015	ACTIVITY FOR MONTH 06/30/2015	AVAILABLE BALANCE
Fund 101 - GENERAL OPERATING FUND						
Revenues						
Dept 000						
101-000-403.000	CURRENT REAL PROPERTY TAXES	1,928,007.24	1,928,007.24	1,257,690.23	19,523.20	670,317.01
101-000-407.000	DEL PERSONAL PROP TAXES	0.00	0.00	524.51	1,544.84	(524.51)
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	3,627.00	604.50	2,576.70
101-000-445.000	PENALTIES & INT. ON TAXES	7,627.50	7,627.50	5,386.55	243.77	2,240.95
101-000-476.000	BUILDING PERMITS	175,000.00	175,000.00	107,568.00	7,750.00	67,432.00
101-000-476.001	PLANNING FEES	6,000.00	6,000.00	2,200.00	100.00	3,800.00
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	525.00	375.00	390.30
101-000-476.004	PARK USE FEES	2,034.00	2,034.00	1,580.00	360.00	454.00
101-000-476.005	ZONING FEES	15,000.00	15,000.00	11,570.00	2,750.00	3,430.00
101-000-574.000	STATE SHARED REVENUE	1,220,400.00	1,220,400.00	412,853.00	0.00	807,547.00
101-000-574.001	Road Right of Way	20,340.00	20,340.00	440.00	0.00	19,900.00
101-000-575.000	CHARGES FOR TOWNSHIP SERVICES	17,859.54	17,859.54	0.00	0.00	17,859.54
101-000-612.000	TAX COLLECTION FEES	15,000.00	15,000.00	6,610.70	6,166.70	8,389.30
101-000-627.000	Ordinance Enforcement Fees	22,374.00	22,374.00	22,102.50	22,102.50	271.50
101-000-656.000	EARNED INTEREST	0.00	0.00	676.69	0.00	(676.69)
101-000-664.000	RENTS	15,000.00	15,000.00	13,769.70	722.36	1,230.30
101-000-668.000	RENTS & ROYALTIES CABLE VIS	40,680.00	40,680.00	31,841.64	9,277.69	8,838.36
101-000-668.002	RENTS & ROYALTIES CABLE EQUIP	250,000.00	250,000.00	131,961.30	0.00	118,038.70
101-000-668.003	UNREALIZED LOSS ON INVESTMENT	14,238.00	14,238.00	8,573.40	0.00	5,664.60
101-000-670.000	REIMBURSEMENTS	0.00	0.00	33,852.00	0.00	(33,852.00)
101-000-676.000		0.00	0.00	5,630.40	0.00	(5,630.40)
Total Dept 000		3,758,245.46	3,758,245.46	2,061,501.61	71,520.56	1,696,743.85
TOTAL Revenues		3,758,245.46	3,758,245.46	2,061,501.61	71,520.56	1,696,743.85

Fund 101 - GENERAL OPERATING FUND:

TOTAL REVENUES	3,758,245.46	3,758,245.46	2,061,501.61	71,520.56	1,696,743.85
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PERIOD END: 6/30/2015

GL NUMBER	DESCRIPTION	2015	2015	YTD BALANCE 06/30/2015	ACTIVITY FOR	AVAILABLE BALANCE	% BDGT USED
		ORIGINAL BUDGET	AMENDED BUDGET		MONTH 06/30/2015		
Fund 101 - GENERAL OPERATING FUND							
Expenditures							
101-215-701.300	WAGES - CLERK	70,472.81	70,472.81	8,101.94	0.00	62,370.87	11.50
101-215-701.302	WAGES - DEPUTY CLERK	41,249.66	41,249.66	47,493.32	8,497.90	(6,243.66)	115.14
101-215-701.303	WAGES - ACCOUNTANT	10,000.00	10,000.00	3,395.00	370.00	6,605.00	33.95
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	2,348.96	49.84	3,151.04	42.71
101-215-965.000	DUES & PUBLICATIONS	650.00	650.00	151.50	0.00	498.50	23.31
Total Dept 215-TOWNSHIP CLERK		129,672.47	129,672.47	62,481.20	8,917.74	67,191.27	48.18
Dept 247-BOARD OF REVIEW							
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
Total Dept 247-BOARD OF REVIEW		5,200.00	5,200.00	1,800.00	0.00	3,400.00	34.62
Dept 253-TOWNSHIP TREASURER							
101-253-701.500	WAGES - TREASURER	70,472.81	70,472.81	35,206.84	5,420.98	35,265.97	49.96
101-253-701.501	WAGES - ASSISTANT	18,168.12	18,168.12	5,713.11	839.56	12,455.01	31.45
101-253-701.502	WAGES - DEPUTY TREASURER	38,608.00	38,608.00	19,280.58	2,969.84	19,327.42	49.94
101-253-726.000	SUPPLIES	2,000.00	2,000.00	1,027.45	99.99	972.55	51.37
101-253-726.001	POSTAGE	7,000.00	7,000.00	2,852.00	2,852.00	4,148.00	40.74
101-253-801.000	LEGAL SERVICES	3,000.00	3,000.00	502.60	90.60	2,497.40	16.75
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	465.76	63.25	234.24	66.54
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	45.14	45.14	54.86	45.14
101-253-960.000	EDUCATION & TRAINING	4,500.00	4,500.00	546.19	23.88	3,953.81	12.14
101-253-965.000	DUES & PUBLICATIONS	500.00	500.00	0.00	0.00	500.00	0.00
Total Dept 253-TOWNSHIP TREASURER		145,948.93	145,948.93	66,061.47	12,405.24	79,887.46	45.26
Dept 258-COMPUTER SUPPORT							
101-258-726.000	SUPPLIES	5,000.00	5,000.00	1,620.80	61.20	3,379.20	32.42
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	14,915.35	1,558.35	5,084.65	74.58
101-258-935.016	COMPUTER NETWORK	3,500.00	3,500.00	2,925.00	65.00	575.00	83.57
Total Dept 258-COMPUTER SUPPORT		31,500.00	31,500.00	19,461.15	1,684.55	12,038.85	61.78
Dept 265-TOWNSHIP HALL							
101-265-701.011	Maintenance Wages	12,000.00	12,000.00	4,149.34	667.87	7,850.66	34.58
101-265-726.003	SUPPLIES-MAINTENANCE	3,000.00	3,000.00	1,378.64	344.10	1,621.36	45.95
101-265-850.000	TELEPHONE	17,000.00	17,000.00	5,714.05	1,190.85	11,285.95	33.61
101-265-920.601	HEATING / GAS	12,000.00	12,000.00	7,824.87	363.58	4,175.13	65.21
101-265-920.602	WATER / SEWER	5,000.00	5,000.00	987.38	414.70	4,012.62	19.75

EXPENDITURE REPORT FOR GARFIELD TOWNSHIP

PERIOD END: /30/2015

GL NUMBER	DESCRIPTION	2015		YTD BALANCE 06/30/2015	ACTIVITY FOR MONTH 06/30/2015	AVAILABLE BALANCE	% BDGT USED
		ORIGINAL BUDGET	AMENDED BUDGET				
Fund 101 - GENERAL OPERATING FUND							
Expenditures							
101-265-920.603	LIGHTS BUILDING	13,500.00	13,500.00	4,249.63	945.43	9,250.37	31.48
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	4,698.67	878.75	5,301.33	46.99
101-265-935.603	CLEANING SERVICE	15,000.00	15,000.00	6,410.00	1,150.00	8,590.00	42.73
101-265-935.604	RUBBISH REMOVAL	1,000.00	1,000.00	474.00	79.00	526.00	47.40
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	4,962.22	3,286.80	10,037.78	33.08
Total Dept 265-TOWNSHIP HALL		128,000.00	128,000.00	44,415.54	9,321.08	83,584.46	34.70
Dept 301-POLICE SERVICES							
101-301-830.000	POLICE CONTRACT	942,450.00	942,450.00	464,228.00	229,764.00	478,222.00	49.26
101-301-830.001	POLICE CONTRACT - DETECTIVE	82,915.00	82,915.00	40,487.50	40,487.50	42,427.50	48.83
Total Dept 301-POLICE SERVICES		1,025,365.00	1,025,365.00	504,715.50	270,251.50	520,649.50	49.22
Dept 371-TOWNSHIP BUILDING INSPECTOR							
101-371-701.703	WAGES - BUILDING	65,288.16	65,288.16	32,604.50	5,022.16	32,683.66	49.94
101-371-701.704	WAGES - BUILDING	22,000.00	22,000.00	6,993.81	1,151.28	15,006.19	31.79
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	0.00	(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
Total Dept 371-TOWNSHIP BUILDING INSPECTOR		90,388.16	90,388.16	40,538.31	6,173.44	49,849.85	44.85
Dept 400-PLANNING COMMISSION							
101-400-701.800	WAGES - PLANNING	2,000.00	2,000.00	800.00	100.00	1,200.00	40.00
101-400-701.801	WAGES - PLANNING	2,000.00	2,000.00	700.00	100.00	1,300.00	35.00
101-400-701.802	WAGES - PLANNING	2,000.00	2,000.00	800.00	100.00	1,200.00	40.00
101-400-701.804	WAGES - PLANNING	2,000.00	2,000.00	900.00	200.00	1,100.00	45.00
101-400-701.805	WAGES - PLANNING	2,000.00	2,000.00	800.00	200.00	1,200.00	40.00
101-400-701.806	WAGES - PLANNING	2,000.00	2,000.00	800.00	200.00	1,200.00	40.00
101-400-701.808	WAGES - PLANNING	2,000.00	2,000.00	700.00	200.00	1,300.00	35.00
101-400-801.000	LEGAL SERVICES	10,000.00	10,000.00	18,474.78	5,273.70	(8,474.78)	184.75
101-400-805.000	CONTRACTED AND OTHER SERVICES	5,000.00	5,000.00	4,094.00	621.50	906.00	81.88
101-400-900.000	PRINTING & PUBLISHING	1,000.00	1,000.00	182.00	0.00	818.00	18.20
101-400-901.000	ADVERTISING	1,000.00	1,000.00	837.25	381.75	162.75	83.73
101-400-960.000	EDUCATION & TRAINING	2,000.00	2,000.00	1,210.96	1,210.96	789.04	60.55
101-400-965.000	DUES & PUBLICATIONS	350.00	350.00	0.00	0.00	350.00	0.00
Total Dept 400-PLANNING COMMISSION		33,350.00	33,350.00	30,298.99	8,587.91	3,051.01	90.85
Dept 401-TOWNSHIP PLANNER							
101-401-701.900	WAGES - PLANNER	66,988.45	66,988.45	33,423.45	5,147.92	33,565.00	49.89
101-401-701.901	WAGES - DEPUTY PLANNER	51,120.63	51,120.63	25,532.00	3,932.80	25,588.63	49.94
101-401-726.000	SUPPLIES	1,000.00	1,000.00	1,466.01	0.00	(466.01)	146.60
101-401-860.900	MILEAGE - TOWNSHIP PLANNER	150.00	150.00	138.04	103.53	11.96	92.03
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	0.00	1,242.36	72.39

EXPENDITURE REPORT FOR GARFIELD TOWNSHIP

Page: 4/5

PERIOD END: ,/30/2015

GL NUMBER	DESCRIPTION	2015	2015	YTD BALANCE 06/30/2015	ACTIVITY FOR MONTH 06/30/2015	AVAILABLE BALANCE	% BDG USED
		ORIGINAL BUDGET	AMENDED BUDGET				
Fund 101 - GENERAL OPERATING FUND							
Expenditures							
101-401-965.000	DUES & PUBLICATIONS	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00
Total Dept 401-TOWNSHIP PLANNER		126,909.08	126,909.08	63,817.14	9,184.25	63,091.94	50.29
Dept 410-ZONING BOARD OF APPEALS							
101-410-701.001	WAGES - ZONING	1,200.00	1,200.00	300.00	100.00	900.00	25.00
101-410-701.002	WAGES - ZONING	1,200.00	1,200.00	300.00	100.00	900.00	25.00
101-410-701.003	WAGES - ZONING	1,200.00	1,200.00	300.00	100.00	900.00	25.00
101-410-701.004	WAGES - ZONING	1,200.00	1,200.00	300.00	100.00	900.00	25.00
101-410-701.005	WAGES - ZONING	1,200.00	1,200.00	200.00	100.00	1,000.00	16.67
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	92.00	92.00	908.00	9.20
101-410-901.000	ADVERTISING	1,000.00	1,000.00	145.13	103.25	854.87	14.51
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	3,462.86	695.25	8,037.14	30.11
Dept 412-ZONING ADMINISTRATOR							
101-412-701.601	WAGES	40,640.00	40,640.00	24,707.66	4,230.76	15,932.34	60.80
101-412-701.602	WAGES ZONING	15,000.00	15,000.00	5,885.68	967.47	9,114.32	39.24
101-412-726.000	SUPPLIES	500.00	500.00	776.66	119.59	(276.66)	155.33
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	31,690.00	5,317.82	27,250.00	53.77
Dept 448-STREET LIGHTS - TOWNSHIP							
101-448-920.005	STREET LIGHTS TOWNSHIP	92,000.00	92,000.00	33,678.77	7,118.01	58,321.23	36.61
Total Dept 448-STREET LIGHTS - TOWNSHIP		92,000.00	92,000.00	33,678.77	7,118.01	58,321.23	36.61
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	5,204.81	1,704.81	9,795.19	34.70
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	1,170.00	300.00	830.00	58.50
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	52,694.12	2,004.81	82,805.88	38.89
Dept 806-TOWNSHIP VEHICLES							
101-806-862.000	GAS & CAR WASHES	3,000.00	3,000.00	960.89	532.40	2,039.11	32.03
101-806-863.000	OIL CHANGES	300.00	300.00	40.30	40.30	259.70	13.43
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	1,581.19	572.70	3,718.81	29.83

EXPENDITURE REPORT FOR GARFIELD TOWNSHIP

PERIOD END: 6/30/2015

GL NUMBER	DESCRIPTION	2015		YTD BALANCE 06/30/2015	ACTIVITY FOR MONTH 06/30/2015	AVAILABLE BALANCE	% BDC USED
		ORIGINAL BUDGET	AMENDED BUDGET				
Fund 101 - GENERAL OPERATING FUND							
Expenditures							
Dept 851-EMPLOYEE BENEFITS & INSURANCES							
101-851-701.000	WAGES	6,000.00	6,000.00	5,430.00	905.00	570.00	90.50
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	34,135.77	5,351.55	45,864.23	42.67
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	117,509.08	52,897.82	122,490.92	48.96
101-851-873.040	INSURANCE - EMPLOYEE LIFE	10,000.00	10,000.00	5,575.90	914.18	4,424.10	55.76
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
Total Dept 851-EMPLOYEE BENEFITS & INSURANCES		438,500.00	438,500.00	246,905.18	60,068.55	191,594.82	56.31
Dept 900-CAPITAL OUTLAY							
101-900-970.002	CAPITAL OUTLAY - TOWNSHIP HAL	40,000.00	40,000.00	19,387.50	19,387.50	20,612.50	48.47
101-900-970.004	CAPITAL OUTLAY - VEHICLES	30,000.00	30,000.00	28,718.00	0.00	1,282.00	95.73
Total Dept 900-CAPITAL OUTLAY		70,000.00	70,000.00	48,105.50	19,387.50	21,894.50	68.72
TOTAL Expenditures		3,076,611.28	3,076,611.28	1,513,309.89	466,303.31	1,563,301.39	49.19
Fund 101 - GENERAL OPERATING FUND:							
TOTAL EXPENDITURES		3,076,611.28	3,076,611.28	1,513,309.89	466,303.31	1,563,301.39	49.19

PURCHASE AGREEMENT

This Purchase Agreement ("Agreement") is made on the ____ day of _____, 2015, by and between Barkley Properties, a Domestic Limited Liability Company, having an address at 4138 Mt Maria Road, Hubbard Lake, MI 49747 ("Seller") and the Charter Township of Garfield, a Michigan Municipal Corporation, ("Buyer"). In consideration of an earnest money deposit of Fifty-Four Thousand Dollars (\$54,000.00), the receipt and adequacy of which is hereby acknowledged and which is to be applied to the Purchase Price, the Seller agrees to sell, transfer and convey to the Buyer real property ("Property") approximately 3 acres as described in Exhibit A and on the terms and conditions set forth in this Agreement.

TERMS AND CONDITIONS:

1. **PURCHASE PRICE.** The total purchase price for the Property shall be Fifty-Four Thousand Dollars (\$54,000.00). The amount paid as an earnest money deposit shall be credited to the total purchase price. The purchase price shall be payable in full at closing.
2. **EVIDENCE OF TITLE.** An owner's title insurance commitment for the Property will be provided at Seller's expense. The Seller agrees to work in good faith and in a timely manner to cure any title defects and be able to fulfill all requirements prior to closing. The Buyer agrees to work with the Seller to then extent it can to assist in curing title defects. If Seller does not cure the title defects within thirty (30) days to the Buyer's reasonable satisfaction, the Buyer may terminate this Agreement by written notice, in which case the Seller shall return the earnest money deposit to the Buyer in full immediately.
3. **CLOSING DATE.** Closing shall be within thirty (30) days from the date a title insurance commitment evidencing marketable title is provided to the Buyer. Closing may be held in escrow through an agent designated by the Buyer or at a mutually acceptable place. Documents may be signed in counterparts.
4. **DOCUMENTS FOR CLOSING.** At closing, the Seller shall deliver an executed Warranty Deed, title insurance, and any affidavits or documents required by the title insurance company. The Warranty Deed shall convey good, insurable and marketable title to the property, free and clear of all liens, and subject to any easements, restrictions and other exceptions of record satisfactory to Buyer. The title insurance, deed and other documents for closing must be submitted to Buyer at least five (5) days before closing.
5. **CLOSING EXPENSES.** The Seller shall pay the cost of any transfer tax, title insurance costs, their share of pro-rated taxes, any back taxes and special assessments due, and their own attorney's fees. Buyer shall pay the costs associated with survey of the property, the documents necessary to split the property, the preparation of closing documents, closing costs, recording fees and its own attorney's fees.
6. **TAX PRORATION.** Property taxes shall be prorated to date of closing as provided in MCL 211.2(4).
7. **ASSESSMENTS AND ENCUMBRANCES.** Seller represents and warrants that there are no prior agreements, assessments, liens or encumbrances pertaining to the Property.
8. **PRESERVATION OF PROPERTY.** Seller agrees that the Property herein described shall remain as it now until closing and that Seller will prevent and refrain from any use of the property for any purpose or in any manner which would adversely affect the Buyer's intended use of the Property. In the event of such actions, the Buyer may, without liability, refuse to accept the conveyance of title, in which event the earnest money shall be refunded, without penalty.
9. **ENVIRONMENTAL LIABILITY.** Seller warrants that it has not caused any release of hazardous or toxic substances during its ownership and use of the Property. Seller warrants that it knows of no condition, release, storage, use or disposal of hazardous or toxic substances on the property.

Upon acceptance of this Agreement, the Buyer or its employees, agents, or contractors have the right to enter and inspect the Property and perform a Phase I environmental evaluation, at the Buyer's expense, to be completed prior to closing. If the Phase I evaluation reveals that a Phase II environmental evaluation is warranted, then the Buyer shall notify Seller by writing at least thirty (30) days before closing. Closing may at the Buyer's election be postponed until the Buyer can complete such Phase II study.

If it is determined that the Property contains any "release" or "facility" as defined by Part 201, NEPA, M.C.L. 324.20101 et seq., then the Buyer may: (1) Declare this Agreement null and void and obtain a refund of all earnest money made; or (2) At its expense, cause a Baseline Environmental Assessment to be conducted and filed with the Michigan Department of Environmental Quality ("MDEQ") as provided by Part 201 and proceed with the purchase of the Property.

The Buyer does not accept or assume any condition or liability for any such release or facility, hazardous substances, or any other contamination on the Property that existed before the date of closing, and does not assume any obligation or liability for such condition that has been caused or exacerbated by Seller or other person or entity. Further the Buyer does not release any claim it may have against Seller for any such condition or release, hazardous substances, or contamination. Seller shall defend, hold harmless, and indemnify the Buyer from any claim, demand, suit, order, judgment, or other obligation or liability associated with environmental conditions, releases of hazardous substances or contamination existing on the Property that existed before the date of closing, including any loss, damage, cost, expense, and reasonable attorney fees.

10. **DELIVERY.** Seller shall deliver possession of the Property to Buyer at closing.
11. **RESTRICTIONS.** The Warranty Deed shall grant zero splits to the Buyer and shall prohibit the construction of houses on the Property.
12. **LIABILITY AFTER CLOSING.** Buyer shall assume liability for all claims, damages and suits arising from its activities on the Property.
13. **SELLER'S RIGHT TO CONNECT.** Seller shall have the right to tap into the water main if it chooses to develop its remaining property. If Seller chooses to tap into the water main, it shall be responsible for all costs for connection in the same manner as any other property owner. Seller shall have the right to tap into the onsite Phase 3 power that will be accessible for future development use. Seller shall be responsible for all costs for connection in the same manner as any other property owner.
14. **LIMITED LICENSE.** Buyer shall grant a limited license to the tenant farmer for the harvest of the crops currently planted on the parcel. Limited license is to expire on October 1, 2015 at which time the buyer may commence construction. Seller and tenant farmer shall not make any other alterations or cause any waste to the property except to remove the crops currently planted.
15. **FENCING AND LANDSCAPING.** Buyer is responsible for erecting fencing around the site and landscaping with trees. The type of fencing, the species of trees and the amount of trees planted shall be at the Buyer's discretion.
16. **REMEDIES.** Failure to comply with any term of this agreement shall constitute a breach of this agreement. In addition to any other remedy specifically set forth in this Agreement, the Buyer has the right to enforce the provisions of this Agreement through an action for injunctive relief or damages or other proceedings in law or equity. The election of any one available remedy shall not constitute a waiver of other available remedies.
17. **BINDING EFFECT.** The terms and conditions of this Agreement shall apply to and bind the heirs, executors, administrators, successors, and assigns of the Seller and the Buyer.
18. **ENTIRE AGREEMENT.** This Agreement sets forth the entire Agreement of the parties. It is intended to supersede all prior discussions or understandings.

SELLER:

Barkley Properties, LLC

By: Scott H. Barkley
Its: Registered Agent

STATE OF MICHIGAN

COUNTY OF _____)

Acknowledged before me on this _____ of _____, 2015, by Scott Barkley.

_____, Notary Public
_____, County, Michigan

Acting in the County of _____
My commission expires: _____

BUYER:

Charter Township of Garfield

By: Chuck Korn
Its: Supervisor

STATE OF MICHIGAN

COUNTY OF Grand Traverse

Acknowledged before me on this ____ day of _____, 2015, by Chuck Korn, the Supervisor of the
Charter Township of Garfield.

_____, Notary Public
_____, County, Michigan

Acting in the County of _____
My commission expires: _____

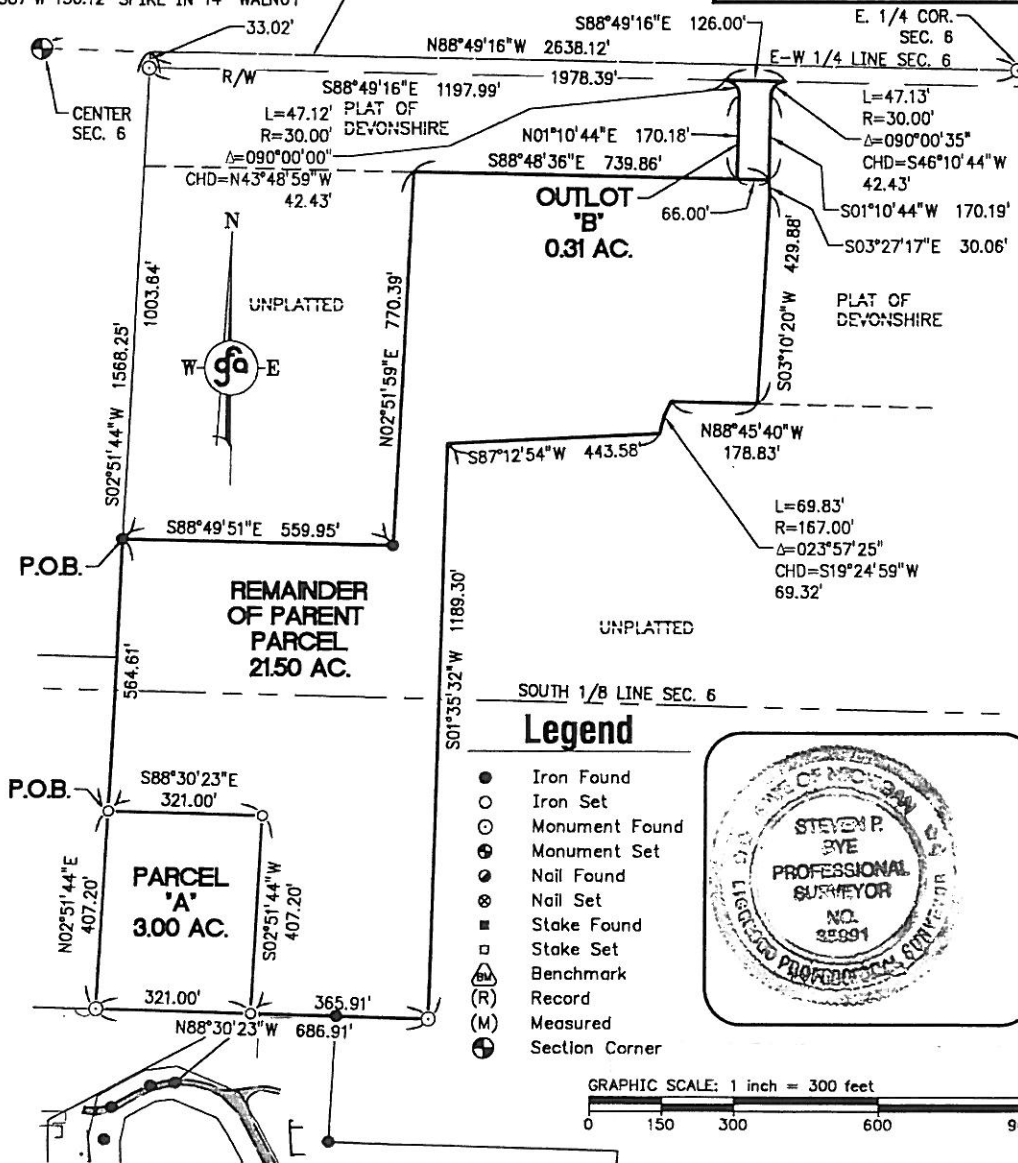
EXHIBIT A
Legal Description

CERTIFICATE OF SURVEY

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

C/L BARNEY ROAD (66')

THIS SPACE RESERVED FOR REGISTER OF DEEDS




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

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

PREPARED FOR: **CHARTER TOWNSHIP OF GARFIELD**

BASIS OF BEARINGS: U.S. STATE PLANE, CENTRAL ZONE, NAD 83

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

PH 231.946.5874 FAX 231.946.3703 WWW.gfa.tn 123 W. Front Street Traverse City, MI 49684	 Gourdie-Fraser Municipal Development Transportation	Location: PART OF THE SE 1/4 OF SEC. 6, T27N-R11W, GARFIELD TWP., GRAND TRAVERSE CO., MI	DATE: 06-18-15 PM: STEVEN P. BYE DR: CDL CG: SpB 14417 SHT 1 OF 2
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THESE DOCUMENTS ARE PREPARED IN ACCORDANCE WITH THE TERMS AND CONDITIONS OF THE CONTRACT FOR THIS PROJECT.

REV:

LEGAL DESCRIPTIONS

PREPARED FOR: CHARTER TOWNSHIP OF GARFIELD

REMAINDER OF PARENT PARCEL

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

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

Contains 21.50 acres of land, more or less.

Subject to easements and restrictions of record, if any.

PARCEL "A"

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


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

Contains 3.00 acres of land, more or less.

Subject to easements or restrictions of record, if any.

PREPARED FOR: **CHARTER TOWNSHIP OF GARFIELD**

BASIS OF BEARINGS: U.S. STATE PLANE, CENTRAL ZONE, NAD 83

PH 231.946.5874 FAX 231.946.3703 WWW.gfa.lc 123 W. Front Street Traverse City, MI 49684	 Gourdie-Fraser Municipal Development Transportation	Location PAR OF THE SE 1/4 OF SEC. 6, T27N-R11W, GARFIELD TWP., GRAND TRAVERSE CO., MI	DATE 06-18-15 P.M. STEVEN P. BYE CR CDL CKD SpB 14417 SHT 2 OF 2
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**PLANNING & DEVELOPMENT**

400 BOARDMAN AVENUE
 TRAVERSE CITY, MI 49684
 (P) 231.922.4676
 (F) 231.922.4636
www.grandtraverse.org/planning

Planning
 Land Bank
 Housing Initiatives
 Economic Development
 Brownfield Redevelopment

To: Charter Township of Garfield Board
 Charter Township of East Bay Board
 City of Traverse City Commissioners
 Grand Traverse County Board of Commissioners
 Traverse City Housing Commission

From: John Sych, AICP, Planning & Development Director

Date: May 6, 2015

Re: Summary of the Joint Housing Task Force

On April 16, 2015, the Joint Housing Task Force concluded its discussions on housing. I would like to provide you with a summary of the Joint Housing Task Force. The Joint Housing Task Force was formed by Garfield Township, East Bay Township, City of Traverse City, Traverse City Housing Commission, and Grand Traverse County. Appointed representatives from each board met several times between October, 2014 and April, 2015 to review and discuss issues related to housing. The attached report summarizes information presented and discussed at the meetings along with four key actions for the task force communities and others to collectively advance.

In addition to the summary report, I am presenting a resolution for the consideration of each board. The attached Community-Wide Proclamation for Housing is intended to foster public-private-nonprofit partnerships for housing development and may be adopted by any interested entity – local unit of government, non-profit organization, private developers, etc. The resolution is non-binding and is demonstrate support for increasing housing choices for residents in our communities.

I look forward to the opportunity to present these items to you at your upcoming meeting. If you have any questions or would like additional information, please feel free to contact me at jsych@grandtraverse.org or at 922-677.



JOINT HOUSING TASK FORCE REPORT

**Grand Traverse County ■ City of Traverse City
Garfield Charter Township ■ East Bay Charter Township
Traverse City Housing Commission**

April 16, 2015

Joint Housing Task Force

East Bay Charter Township

Sue Courtade, Clerk

Tracey Bartlett, Treasurer

Garfield Charter Township

Jeane Blood Law, Treasurer

City of Traverse City

Michael Estes, Mayor

Gary Howe, Commissioner

Grand Traverse County

Christine Maxbauer, Chairperson

Sonny Wheelock, Commissioner

Traverse City Housing Commission

Andy Smits, Chairperson

Staff

Grand Traverse County

John Sych, Planning & Development Director

Jean Derenzy, Planning & Development Deputy Director

City of Traverse City

Penny Hill, Acting City Manager

Russ Soyering, Planning Director

Garfield Charter Township

Rob Larrea, Planning Director

East Bay Charter Township

Leslie Couturier, Planning & Zoning Administrator

Traverse City Housing Commission

Tony Lentych, Executive Director

The communities of Grand Traverse County have long recognized a significant unmet demand for a variety of housing choices in and near job centers. Many residents are aware of the issue from their own experiences. If you or someone you know has moved recently into or around the community, then you may know of this issue firsthand. Even businesses recognize that housing impacts their ability to attract and retain employees. This challenge is expected to compound as the county population has been increasing at a rate of approximately 1,000 new residents every year.

While there have been efforts from local units of government and the private sector to address lack of housing options, what has been lacking to date in addressing the housing issue is a coordinated effort amongst units of government and organizations. The 2013 County Housing Strategy outlines objectives to address the issues. A key objective is to coordinate efforts and improve capacity to address housing issues. By setting a common agenda based on a partnership, the County, local units of government and housing organizations can maximize staff resources, financing and incentive mechanisms, and funding resources to develop and complete housing projects. In many cases, this partnership would work with private developers where public resources are leveraged to create a more desired housing product.

A joint housing task force was formed including representatives from the communities most often faced with this issue. The task force met several times between October, 2014 and April, 2015. This report summarizes information presented and discussed at the meetings along with four key actions for the task force communities and others to move forward.

Four Key Actions

► Market Development Opportunities

Locations throughout the communities have been identified for housing development by each community. All of the communities have a host of planning and zoning incentives for housing development and will be making these readily available to developers. Consideration should be made to improve community policies that expand flexibility in permitting housing developments. Development opportunities should include improvement and upgrading of existing rental housing stock. An array of building types are desired for development including duplexes, triplexes, fourplexes, cottage courts, townhomes, live/work units, courtyard apartments, and mid-rise apartments.

► Partner with Non-Profit and Private Developers

Together, communities in the region have recognized the value of working collaboratively and should continue in this effort. Taking their collaboration to the next level, the best opportunity for action is for communities to partner with local non-profit developers and private developers. HomeStretch and Traverse City Housing Commission are two potential non-profit developers capable of providing resources to build projects that meet community goals. To be successful, non-profits need to recognize communities as true partners in projects while communities need to shepherd projects through review and approval processes. Private developers bring the much needed investment to the project. Three party partnerships are the ideal scenario for success by engaging a private developer, non-profit developer and a community.

► Unite Housing Resources

By uniting resources, communities will see greater results that match their goals. Developing a common policy for PILOT projects will provide consistency and recognize the value that communities afford to projects. The Affordable Housing Trust Fund provides a great mechanism to provide a leveraged, primary resource for projects.

► Maintain Awareness

Community leadership is essential to make housing projects happen. Informing the public and supporting viable, well-designed projects will result in increasing success to achieving community goals.

Summary

Elements of a Successful Community

- Jobs
- ▶ **Housing choices**
- Marketplace
- A variety of ways to travel
- Gathering places
- Municipal services
- Public safety
- Community character

Local Housing Studies and Strategies

- Local studies and strategies focused on housing include the 1996 Grand Traverse County Housing Needs Study, the 2003 and 2009 Grand Traverse County Housing Needs Assessments, the 2008 Regulatory Framework for Workforce Housing in Traverse City, the 2012 Grand Traverse County Housing Inventory, the 2013 Grand Traverse County Housing Strategy, and the 2014 Framework for Housing Choices in Northwest Michigan.
- Key takeaways from the studies include:
 - Renters make up 23.3% of all households
 - 98% occupancy rate for rentals
 - Nearly half of all rental households live in unaffordable housing, including 80% of those earning \$20,000 or less
 - Housing appreciation is rising faster than income appreciation
 - 32% of renter households suffer from overburden
 - Shortages of accessible housing, small rental units
 - 40% of owner-occupied households are “low income”
 - Average household spends 57% of income on combined housing and transportation — over 60% in rural areas
 - 800 homes in the county are in “poor” condition
- Key strategy goals include:
 - Expand location and energy-efficient housing choices
 - Target housing activities toward existing communities
 - Develop greater financial and programmatic capacities to support and enhance housing efforts of existing nonprofits
 - Coordinate planning and zoning policies that encourage greater housing choices
 - Raise awareness and support of affordable housing among the public

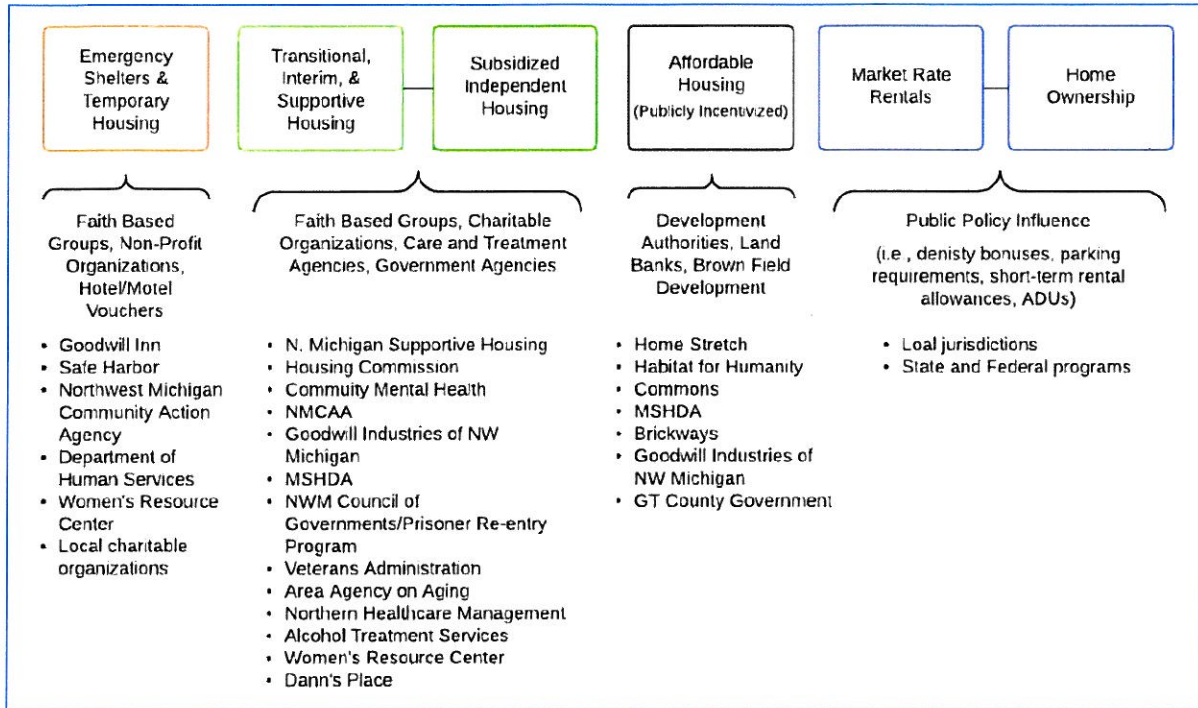
- What is Affordable?
 - **Income.** A housing unit is considered affordable to a household if housing costs total 30% or less of that household's income—with "costs" referring either to rent, or, for ownership units, mortgage interest and principal, taxes, and insurance. When households pay more than 30% of their income for housing, they are considered cost overburdened, a financial strain that creates a higher risk of foreclosure or homelessness.
 - **Income+Transportation.** A housing unit is considered affordable to a household if housing and transportation costs total 45% or less of that household's income.
 - **Income+Transportation+Energy.** Home energy costs, including electricity and heating costs, can account for 20% or more of a household's budget. Low income households spend a greater percentage of their income on energy costs, and are more likely to experience housing instability due to energy costs.
 - The typical household in Grand Traverse County spends 57% of their income on housing and transportation costs combined. In rural areas, home to the County's more "affordable" housing, combined housing and transportation costs total well over 60% of a typical household budget.

Current Housing Development Trends

- City of Traverse City has several housing units under construction, but most of them are high-end developments. Accessory dwelling units are now allowed.
- East Bay Township is working on changing its "growth boundary" area by looking to increase density within it; however, most of the development is happening outside the boundary line. There are two new apartment complexes and another one recently approved.
- Garfield Township has mapped active housing development projects. All levels of income are represented in the projects. Projects include new apartments, some MSHDA funded, single family, mixed-use commercial, duplexes and residential.

Defining Housing Types and Building Types

- The housing continuum illustrates the variation of **housing types** in our community:



- The variety of **building types** for housing need to expand to meet market demand. These often missing building types are called the "missing middle."



- Key elements that make successful “middle missing” housing areas include:
 - Medium density development but good design makes it feel like lower density
 - Small footprint and blended densities
 - Smaller, well-designed units
 - Off-street parking does not drive the site plan
 - Simple construction
 - Creating community
 - Marketability
- There are many developments that have successfully blended market rate housing with affordable housing, i.e. Midtown development in Traverse City. A strong non-profit housing developer is often needed to make such developments work. The Dwelling Place in Grand Rapids is a model for a non-profit housing developer (www.dwellingplacegr.org).

Available Housing Incentives and Tools

- Traverse City’s housing incentives and flexible regulations include:
 - Accessory Dwelling Units (ADU)
 - Neighborhood Enterprise Zone (NEZ)
 - Affordable Housing Density Bonus
 - No minimum dwelling size
 - Narrower lots (35 feet wide)
 - Smaller lots (4,000 to 5,000 square feet)
 - Height bonus (extra floor if residential is incorporated in a mixed use building)
 - Low Parking Requirements (1 per dwelling, 0 for dwellings over commercial/downtown)
- Garfield Charter Township’s housing incentives and flexible regulations include:
 - Permits PILOT projects throughout the Township
 - Encouraging more development closer to the urban core
 - Planned Unit Development (PUD) to allow for flexibility in development
- East Bay Charter Township:
 - New master plan is underway
 - Potential redevelopment sites include: Old Ball World site; northwest corner of Vanderlip and Hammond; the Avenues area; 10-acre ridge east of ice rink; the Clous property on Three Mile Road. The township is interested in alternative approaches to housing development, including cottage housing development.
- Grand Traverse County’s housing incentive tools include:
 - The Land Bank Authority
 - The Brownfield Redevelopment Authority
 - The Affordable Housing Trust Fund. Public-private partnerships need to be improved to complete projects. Items to consider: assign a developer fee or percentage to be put towards the Housing Trust Fund; issue a request for proposal (RFP) for developments; and, market our area for housing projects with these tools as incentives.
- The Traverse City Housing Commission:
 - Housing Choice Voucher Program
 - TCHC offers public housing developments: Riverview Terrace and Orchardview
 - The TCHC is in a reorganization process and has a new Executive Director

Recommended Improvements to Housing Incentives and Tools

- Establish criteria to determine when affordable housing projects receive public incentives
 - Tie to affordable housing trust fund
- Continue to explore use of Accessory Dwelling Units
- Establish common PILOT policy, unified criteria, and ordinance
 - Including provision for emergency services
- Continue to reduce zoning barriers by providing greater flexibility for housing developments

Target Market Analysis

- In 2014, 10 target market analyses were developed by LandUseUSA of Lansing and funded by Michigan State Housing Development Authority (MSHDA) and Networks Northwest as part of the Regional Prosperity Initiative. There is one target market analysis (TMA) for each county in Northwest Michigan.
- What is the difference between a traditional housing market study and a target market analysis?
 - Traditional Housing Market Study. Supply and demand based on the housing choices that existing residents have already made the local market. This approach is limited because it a) relies on the behavior of residents who might not be on the move; and b) fails to consider that demographic groups would make other choices if they had the option. It can also contribute to redundancy in the housing market, and blandness in neighborhoods and communities.
 - Target Market Analysis (TMA). A study of populations that are migrating or moving, and that also have a clear preference for city living and urban housing formats (rather than rural living and suburban formats). A study of their lifestyle preferences and of the types of housing formats that they are choosing in other markets throughout the Upper Midwest.
- What is a lifestyle cluster?
 - For a TMA, consumers are defined by demographics, buying preferences, and other factors into a cluster. LandUseUSA utilized the privately developed MOSAIC Lifestyle database. The MOSAIC Lifestyle database is a geodemographic segmentation system developed by Experian and AGS consisting of 71 Lifestyle Clusters.
 - For Northwest Michigan, 12 of the 71 clusters were targeted for the purpose of each TMA. These 12 target clusters were identified as they are the lifestyle clusters primarily interested in higher density areas and tend to be interested more in attached residential units (i.e., apartment complexes, duplexes, townhomes, etc.).
- What are the results of the TMA?
 - The conservative scenario for the 12 targeted clusters in Grand Traverse County indicates **there is an annual demand through the year 2020 for 1,215 housing units (219 owner units and 996 rental units).**

Utilizing Private/Public Partnerships

- Why form a public/private partnership? A partnership...
 - Reduces risk
 - Draws on each other's strengths
 - Provides additional financial resources
 - Increases access to market based information
 - Encourages private developers to build affordable housing
- What is the role of local government
 - Identify expectations (i.e. duration of participation)
 - Identify incentives available (i.e. Housing Trust Fund, TIF, Brownfield, Land Bank, PILOT)
 - Identify process (Who does the developer work with? What committee(s)? What approvals are needed meaning duration?)
- Why would a private developer partner with local government?
 - Provides for alternative investments
 - Lowers risk
 - Offers reward
 - Affords personal gratification
- Project pro formas identify opportunities and include...
 - Sources and uses
 - Duration of project
 - Return on investment
- How do you encourage partnership
 - Identify gap funding sources
 - Identify process
 - Work with what Committee – If you meet % of units approval
 - Identify obstacles
 - Start Identifying potential private partners
 - Is there agreement/understanding on Boards that public is not going to solve housing crisis – partnerships with private can assist
- How do you reach success?
 - Every partner and every funding source in this community effort — public, private, and nonprofit— is an essential piece of the puzzle

Additional Information available at:

www.grandtraverse.org/planning (Click on “Joint Housing Task Force” on the left)

- JHTF Meeting Agenda Packets and Minutes
- Housing Studies and Reports
 - 1996 Housing Study for Grand Traverse County
 - 2008 A Regulatory Framework for Traverse City
 - 2009 Housing Needs Assessment
 - 2012 Housing Inventory & 2013 Housing Strategy
 - 2014 Northwest Michigan Regional Prosperity Plan - A Framework for Housing Choices
- Meeting Presentations and Handouts
 - Public Private Partnership PowerPoint Presentation
 - Garfield Charter Township Active Development Project Map UPDATED
 - November 20, 2014 JHTF Meeting PowerPoint Presentation
 - Traverse City Housing Incentives and Regulations/Potential Housing Sites PowerPoint Presentation
 - Housing Incentives in Grand Traverse County PowerPoint Presentation
 - Traverse City Housing Commission PowerPoint Presentation
 - Housing Innovations Memorandum from East Bay Township
 - October 23, 2014 JHTF Meeting PowerPoint Presentation

JOINT HOUSING TASK FORCE

Grand Traverse County □ City of Traverse City
Garfield Charter Township □ East Bay Charter Township
Traverse City Housing Commission

In order to foster public-private-nonprofit partnerships, the following proclamation has been drafted to bring together interested parties from the public, private, and nonprofit sectors to address common housing goals:

Community-Wide Proclamation for Housing

WHEREAS, Grand Traverse County is one of the fastest growing areas in Michigan and is faced with several challenges in meeting the needs of its residents and businesses; and,

WHEREAS, the people of Grand Traverse County, particularly the urbanizing area in and around Traverse City, face limited housing options; and,

WHEREAS, the signed organizations wish to improve access to housing that meets the needs of residents in our communities; and,

WHEREAS, the signed organizations share a mutual interest in maximizing limited resources for the development of housing; and,

WHEREAS, the signed organizations have developed this proclamation for the purposes of greater collaboration, coordination, and success in the development of housing; and,

NOW IT IS HEREBY AGREED AS FOLLOWS:

The signed organizations agree to the following goals and objectives in order to meet community housing goals:

- ***Maintain lines of communication*** on housing issues and on shared housing efforts;
- ***Identify opportunities*** to work together;
- ***Partner on projects*** where there is mutual benefit;
- ***Leverage resources*** when feasible; and,
- ***Improve and coordinate processes*** that move projects forward to completion.

This proclamation is at-will and may be signed any organization interested in improving housing conditions and expanding housing options in Grand Traverse County. Nothing in this proclamation shall be construed as creating any legal relationship between the parties. This proclamation is a statement of intent to foster genuine and mutually beneficial cooperation.

POINTS OF CONTACT

For each organization, a point of contact:

Name: Chuck Korn

Title: Supervisor

Organization: Charter Township of Garfield

Address: 3848 Veterans Drive, Traverse City, MI 49684

Telephone: (231) 941-1620

E-mail: www.garfield-twp.com

SIGNATORIES

For each organization:

Date: _____

Signature: _____

Signatory's Name: Chuck Korn

Title: Supervisor

Organization Name: Charter Township of Garfield