

**CHARTER TOWNSHIP OF GARFIELD  
TOWN BOARD MEETING**

Tuesday, September 13, 2016, 6:00 pm  
Garfield Township Hall  
3848 Veterans Drive  
Traverse City, MI 49684  
Ph: (231) 941-1620

**A G E N D A**

**ORDER OF BUSINESS**

**Call meeting to order**

**Pledge of Allegiance**

**Roll call of Board Members**

**1. Public Comment**

**Public Comment Guidelines:**

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

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

**3. Consent Calendar**

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

a. Minutes – August 23, 2016 (Recommend Approval)

b. Bills -

General Fund

\$ 50,370.14

(Recommend Approval)

Gourdie-Fraser	
Developer's Escrow Fund	\$ 2,440.86
Utility Receiving Fund	<u>4,215.00</u>
Total	\$ 6,655.86
(Recommend Approval)	

- c. MTT Update (Receive and File)
- d. Application for Progress Payment for the Crown Booster Station to Elmer's Crane and Dozer in the amount of \$47,895.53 (Recommend Approval)
- e. 2017 Water and Sewer Budgets (Recommend Approval)
- f. 2016 Tax Rate Request – Introduce and schedule for public hearing on Sept. 27, 2016 (Recommend Approval)

**4. Items Removed from the Consent Agenda**

**5. Correspondence**

- a. Grand Traverse Conservation District report for August

**6. Reports**

- a. Construction Report (Gourdie-Fraser)
- b. Sheriff's Report
- c. County Commissioner's Report
- d. Clerk's Report
- e. Supervisor's Report

**7. Unfinished Business**

- a. Public Hearing – 2017 Grand Traverse Metro Fire Department Budget – The property tax millage rate proposed to be levied to support the proposed budget will be the subject of this hearing
- b. Consideration of Resolution 2016-25-T, the 2017 Budget Resolution for Grand Traverse Metro Emergency Services Authority Charter Township of Garfield, County of Grand Traverse, Michigan

**8. New Business**

- a. Consideration of the First Amendment to the Articles of Incorporation for the Recreational Authority
- b. Consideration of Wetland Conservation Easement

**9. Public Comment**

**10. Other Business**

**11. Adjournment**

Lanie McManus, Clerk

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

**CHARTER TOWNSHIP OF GARFIELD**  
**TOWN BOARD MEETING**  
**August 23, 2016**

Chuck Korn called the Town Board Meeting to order on August 23, 2016 at 6:00 p.m. at the Garfield Township Hall, 3848 Veterans Drive, Traverse City, Michigan.

**Pledge of Allegiance**

**Roll call of Board Members**

Present: Molly Agostinelli, Denise Schmuckal, Kit Wilson, Jeane Blood Law, and Chuck Korn

Absent and Excused: Bob Featherstone, Lanie McManus

Also Present: Brian VanDenBrand and Rob Larrea

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

Bill Rokos of Silver Pines Road commented on the proposed disc golf course and was opposed to the idea.

Mary MacDonald of Lake Drive commented on the proposed disc golf course and is opposed to it.

Larry Sparks of NW Silver Lake Road commented on the proposed disc golf course and is against the course.

Rob Dowell of Highland Drive is opposed to the proposed disc golf course.

Kathy Boyd of Lake Drive said she is opposed to the disc golf course.

Todd Lewis is promoting disc golf and said the activity is one for all ages and is a service to the community.

**2. Review and Approval of the Agenda - Conflict of Interest (6:12)**

Korn added New Business item e. – Exterior Building Repairs. Agostinelli asked to move New Business Item e. to be New Business Item f. and make New Business Item e. – Silver Lake Park Master Plan and Discussion. This would make New Business Item g. – Exterior Building Repairs to the Township Hall.

*Agostinelli moved and Wilson seconded to approve the agenda as amended.*

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

*Nays: None*

**3. Consent Calendar (6:15)**

**a. Minutes**

July 26, 2016 Meeting (Recommend Approval)

**b. Bills**

<b>General Fund (Recommend Approval)</b>	<b>\$277,466.42</b>
<b>General Fund (Recommend Approval)</b>	<b>\$115,634.23</b>
<b>Gourdie-Fraser</b>	
Developers Escrow Fund	\$ 660.00
Utility Receiving Fund	<u>16,248.75</u>
	<b>\$ 16,908.75</b>
<b>(Recommend Approval)</b>	

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

**d. Acceptance of documentation for the sanitary Pump Station #1 Improvements and Final Payout Application from Franklin Holwerda Company in the amount of \$62,000.00 (Recommend Approval)**

**e. PD 2016-54 – Correction of legal notice of Zoning Ordinance amendment (Recommend Approval)**

Wilson asked to remove the MTT update to Item #4.

*Schmuckal moved and Wilson seconded to adopt the consent calendar as amended.*

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

*Nays: None*

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

**a. MTT Update**

Wilson shared concerns with pending appeals and noted that some are PILOT projects. She asked that the committee on appeals meet to discuss the matter.

**5. Correspondence**

- a. Email from Dan Cline regarding West Boardman Lake Trail Completion Project
- b. Note from Swartzendruber regarding lack of sidewalks along Veterans Drive
- c. Email from Michelle regarding article in paper
- d. Letter from Jennifer Hodges regarding DNR Aquatic Habitat Grant Program
- e. Email from Stuart Saints regarding good use of taxpayer money
- f. Email from Lisa McManus regarding development in green area
- g. Email from David Worthington (DEQ) regarding SAW grants

## **6. Reports**

### **a. Road Commission Report (6:22)**

Road Commission Manager Jim Cook updated board members on projects that were funded this season in the county. The percentage of roads in good condition continues to go up. He added that they will ask for a millage renewal this fall during the general election.

### **b. Construction Report (6:26)**

Jennifer Hodges from Gourdie-Fraser reported that the Crown Booster Station is completed and the Northwest water project is moving forward. The township has received notification that a SAW Grant application that was submitted three years ago has been funded. She continues with plan reviews. She noted a letter under correspondence and said she will be submitting a pre-proposal for a DNR aquatic habitat grant as well.

### **c. Sheriff's Department Report (6:29)**

Deputy Chris Barsheff said that there is an issue with reporting the monthly stats at the present time. Active shooter training has been popular for businesses in the townships. The Sheriff's department will be in the schools to discuss social media and a few other issues. On September 8<sup>th</sup> Target will be hosting a Prepare Fair and the public can help to plan for an emergency. It will be a great opportunity for the community.

### **d. Metro Fire Report (6:32)**

Metro Chief Pat Parker reported that there were 28 significant calls this month and lots of car accidents. The department is down 100 calls, but that is due to the huge storm from last year. Station 12 will be receiving a new boat for water rescues.

### **e. County Commissioner's Report (6:35)**

Alisa Kroupa reported that the Comprehensive Annual Financial Report shows that the county is still negative by about 4 million dollars. They are moving forward with plans to move out of debt and the pension board will begin its work soon. The county is also excited about the Prepare Fair hosted by Target. The County Emergency Management team has helped to put it together. She added that Grand Traverse County is supporting Operation Cherry Tree which is a 25 county pilot program focusing on delivering veteran benefits locally.

Christine Maxbauer encouraged the public to attend the Prepare Fair on Sept. 8 from 4 p.m. to 7 p.m. She is also encouraged by those chosen to serve on the Pension Board. She mentioned an erroneous mailing on behalf of the COA Loan Closet and said it is not true that the Loan Closet is closing and that a follow-up letter will be sent out.

**f. Clerk's Report (6:48)**

Submitted in writing.

**g. Supervisor's Report (6:48)**

Korn reported that Metro Budget has been worked on. Discussions with the City on water and sewer contracts are ongoing. He visited Bob Featherstone at his home and said that Bob is doing better.

**7. Unfinished Business****a. Discussion regarding the Oak Terrace Road project (6:49)**

Korn said that the Oak Terrace Road project bids came in much too high. The difference was well over 5% of the expected cost. The township decided to wait and rebid the project this fall to be done first thing in the spring season. The residents of Oak Terrace will be notified.

**8. New Business****a. Grand Traverse Metro Fire Department 2017 Budget Timelines and introduction of Resolution 2016-25-T, approving 2017 Budget Resolution for Grand Traverse Metro Emergency Services Authority, Charter Township of Garfield, County of Grand Traverse, Michigan (6:52)**

Pat Parker presented the 2017 budget for Grand Traverse Metro Fire Department. They are still asking for the same 2.35 mills that was proposed in 2016. The budget proposes a 2% in wage increases and there was not much of an increase in health care premiums. Another squad is needed at Station 12 and they would like to replace it with a pick-up truck. The proposed budget also adds \$50,000 into the public improvement fund. Future projects include about \$350,000 in improvements to Station 11 that have been identified. A public hearing on the proposed budget is set for September.

**b. Consideration of Resolution 2016-24-T, a resolution adopting Michigan Township Participating Plan Risk Reduction Grant Program application (6:56)**

Blood Law informed board members that she would like to have approval to write a Par Plan Grant application for video cameras which would possibly be located in the Township Hall and in the Silver Lake park. The grant would cover up to \$5,000 of the costs associated with the cameras.

*Agostinelli moved and Schmuckal seconded to adopt Resolution 2016-24-T, a resolution adopting Michigan Township Participating Plan Risk Reduction Grant Program application.*

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

*Nays: None*

**c. Request to allow mobile food vending for events in Township parks (7:01)**

VanDenBrand said that if the Board is supportive of such a concept to allow food vendors at special events in the Township park, rules could be considered. Board members decided that the Parks and Recreation Commission should discuss the matter and then bring a recommendation forward to the Township Board. Board members also shared concerns with hours of operation, a limit on the number of vehicles and trash.

**d. Presentation regarding the Boardman Lake Trail and consideration of Resolution 2016-26-T, a resolution of support for the Boardman Lake Trail (7:05)**

Julie Clark, Executive Director of TART Trails briefed board members on the preliminary design and reminded them that they are not being asked to commit any funds at this time. She talked about the trail and the history of it and reviewed its connections to the regional system. Scott Post and Matt Levandoski of Prien and Newhof Designs talked about completing the loop beginning at 14<sup>th</sup> Street and ending at Medalie Park. They discussed each of the four sections and what they include and involve. Julie then talked about budgets and cost scenarios and said that the trail would cost approximately 5.3 million dollars to fund. She also talked about trail maintenance and gave the board three possible options to fund maintenance. Board members discussed the designs and the funding. She added that the resolution was simply needed so that the design process could move forward.

*Agostinelli moved and Wilson seconded to adopt Resolution 2016-26-T, a resolution of support for the Boardman Lake Trail.*

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

*Nays: None*

**e. Discussion regarding Master Plan of Silver Lake Recreation Area and Discussion (7:52)**

Agostinelli said that trees are being taken down in Silver Lake Recreation Area to make way for a Disc Golf course but the Township Board never approved such a project. A contract for tree services was entered into without full board approval of such a project. It also was discussed that the Parks and Recreation Commission did not approve a revised Master Plan for the Silver Lake Recreation Area. Board members questioned if the proper process was followed for such an error to occur. An agreement was signed and no one on the board approved such a contract. Board members also noted that the public never got a chance to weigh in on the decision to place a disc golf park in the Silver Lake Recreation Area. The Planning Department said that the project is on hold right now and all work has been stopped. They will stabilize the soil while working towards a solution to the problem. Board members asked if DEQ could evaluate the site and said that the Board has set guidelines for what are administrative decisions. Board members agreed to discuss the use first and then move



forward with what is decided. For the future, Board members also suggested that a member of the Parks and Recreation Commission give a report at the Township Board meetings and include their minutes in the Township Board packets.

**f. PD 2016-53 – Discussion regarding a Disc Golf Course at Silver Lake Recreation Area (8:15)**

Board Members and staff agreed to go back to the drawing board on the Disc Golf project to gain public input and study the Parks and Recreation Master Plan.

**g. Building Repairs (8:15)**

Korn said that repairs to the stucco and columns are needed and three bids were included for Board action. Korn recommends that the low bid of \$17,950 from Surfaces, Inc. be accepted.

*Wilson moved to accept the bid in the amount of \$17,950 from Surfaces, Inc. for exterior repairs to the Garfield Township Hall. Schmuckal supported the motion.*

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

*Nays: None*

**9. Public Comment: (8:17)**

Dr. Tom Auer of Franklin Woods Drive commented on the TART trail on Boardman Lake.

Richard Little of Long Lake Road commented on the proposed disc golf course.

Lisa McManus appreciated that the board has worked to make things transparent.

She also said a master plan needs to be followed.

Valerie Handy, Chair of the Parks and Rec Commission let board members know the background of what happened. She looks forward to the full process.

Todd Lewis commented that the Master Plan does need to be looked at and studied and said that recreation is important to a community and people of all ages play the sport.

Shawna Bradford of NW Silver Lake Road thanked the board members for their actions on the disc golf course and any changes in the Master Plan need to respect the quiet area.

Eric Kluzak supports the disc golf course.

Dale Hansen of South Silver Lake Road commented on the proposed disc golf course.

Devon Johnson of Boone Road commented on the proposed disc golf course.

Chester Deet supports Boardman Lake Trail and said it is vital for the community.

Paul Wylie of NW Silver Lake Road asked for a recent copy of the master plan for Silver Lake Recreation Area.

Matt Powers commented on the proposed disc golf course.

Alisa Kroupa commented on the Amendment to the Master Plan for Silver Lake Park and also commented on the need for a Parks Ordinance.

Kathy Boyd of Lake Drive commented on the proposed Disc Golf Course.

Travis Lund commented on the disc golf course.

**10. Other Business (8:51)**

*Schmuckal moved and Blood Law supported to move the November meeting dates to the 15<sup>th</sup> and the 29<sup>th</sup> due to the election and the Thanksgiving holiday.*

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

*Nays: None*

Agostinelli would like to see that the Board has more updates and information brought forward from other parties involved in the township governing process. She added that maybe a Board member should serve on the Parks and Recreation Commission. Korn made note that there would be openings on December 31st.

**11. Adjournment (8:54)**

Korn adjourned the meeting at 8:54pm.

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

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

Check Date Bank Check Vendor Vendor Name Description Amount

Bank GEN General

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
08/18/2016	GEN	35252	0690	FIRST CHRISTIAN CHURCH	AUGUST PRIMARY	150.00
08/18/2016	GEN	35253	0209	STATE OF MICHIGAN (P)	ANNUAL RETURN	400.00
08/22/2016	GEN	35254	0082	GRAND TRAVERSE COUNTY	SILVER LAKE PARK SOIL EROSION PERMIT	400.00
08/22/2016	GEN	35255	0145	PRIORITY HEALTH	EMPLOYEE HEALTH	14,404.14
08/23/2016	GEN	35256	0375	FIFTH THIRD BANK	5473785400032465	791.48
08/23/2016	GEN	35257	0375	FIFTH THIRD BANK	5473785478000162	462.00
08/23/2016	GEN	35258	0434	LAND INFORMATION ACCESS ASSOC	WEBSITE HOSTING	532.00
08/23/2016	GEN	35259	0481	MARSHALL & SWIFT	SUBSCRIPTION	671.40
08/23/2016	GEN	35260	0896	PICTOMETRY INTERNATIONAL CORP.	LICENSE	7,189.59
08/23/2016	GEN	35261	0926	PLIC - SBD GRAND ISLAND	EMPLOYEE HEALTH	1,280.88
08/23/2016	GEN	35262	0928	SECURITY SANITATION, INC	RISERS FOR PARK SEPTIC	1,806.20
08/23/2016	GEN	35263	0919	TC OFFICE EXPRESS	INK	23.50
08/23/2016	GEN	35264	0038	UNEMPLOYMENT INSURANCE AGENCY	UNEMPLOYMENT QUARTERLY TAX	1,642.19
08/30/2016	GEN	35265	0130	ANNE WENDLING	CONTRACTED SVCS	227.00
08/30/2016	GEN	35266	0065	CHERRYLAND ELECTRIC COOP.	ELECTRIC	2,627.31
08/30/2016	GEN	35267	0065	CHERRYLAND ELECTRIC COOP.	ELECTRIC	285.58
08/30/2016	GEN	35268	0064	CITY OF TRAVERSE CITY	170975-120456	36.00
08/30/2016	GEN	35269	0848	CLUFF WELL DRILLING COMPANY	DISCONNECT WELL	365.35
08/30/2016	GEN	35270	0001	GARFIELD CHARTER TOWNSHIP	HSA	155.00
08/30/2016	GEN	35271	0569	GBS INC	CARD CODING 8.2.16	1,680.00
08/30/2016	GEN	35272	0050	INTEGRITY BUSINESS SOLUTIONS	SUPPLIES	2.37
08/30/2016	GEN	35273	0842	KRISTEN STEGER	EDUCATION	109.72
08/30/2016	GEN	35274	0867	LAUTNER IRRIGATION INC	TOWNHALL SPRING START-UP & SUPPLIES	1,247.07
08/30/2016	GEN	35275	0557	MAPLE RIVER DIRECT MAIL	AV APP MAILING-FEE	1,170.30
08/30/2016	GEN	35276	0568	NORTHERN OFFICE EQUIP	SVC CONTRACT	356.22
08/30/2016	GEN	35277	0167	STATE OF MICHIGAN	MTT FEES	100.00
08/30/2016	GEN	35278	0209	STATE OF MICHIGAN (P)	SITW	2,497.25
08/30/2016	GEN	35279	0915	SUPERFLEET	GAS	192.84
08/30/2016	GEN	35280	0051	THE COPY SHOP	AV ENVELOPES	160.00
08/30/2016	GEN	35281	0391	THE GUARDIAN	LIFE INSURANCE	925.30
08/30/2016	GEN	35282	0202	UNITED WAY	UNITED WAY	85.00
08/30/2016	GEN	35283	0006	VRIAC	DEFERRED COMP	1,909.00
08/31/2016	GEN	35284	0048	CONSUMERS ENERGY	100018131597	146.44
08/31/2016	GEN	35285	0375	FIFTH THIRD BANK	5473785400027192C	241.77
08/31/2016	GEN	35286	0019	JEANE BLOOD LAW	MILEAGE	48.06
08/31/2016	GEN	35287	0472	RUBY CLEANING SERVICE	CONTRACTED SVCS	1,150.00
08/31/2016	GEN	35288	0472	RUBY CLEANING SERVICE	CONTRACTED SVCS	225.00
08/31/2016	GEN	35289	0924	WADE TRIM	BUFFALO RIDGE TRAIL PHASE II	4,674.18

GEN TOTALS:

Total of 38 Checks:  
 Less 0 Void Checks:

50,370.14  
 0.00

Total of 38 Disbursements:

50,370.14



Engineering  
Surveying  
Testing &  
Operations

123 West Front Street  
Traverse City, Michigan 49684  
231 946 5874 (P)  
231 946 3703 (F)

3. b.

August 31, 2016

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

**I. Developer's Escrow Fund**

1. Engineering services for plan review and construction services. <b>The Ridges at 45 (Formally know as Maple Ridge Apartments)</b>	
Project# 15237 Invoice No. 1523704	380.00
2. Engineering services for plan review and construction services. <b>Hammond Industrial (Commerce) Sewer &amp; Water Extension</b>	
Project# 16083 Invoice No. 1608302	720.86
3. Engineering services for plan review, Part 41 permit assistance and construction services. <b>North Bay Produce Campout Development - Sewer Extension</b>	
Project# 16219 Invoice No. 1621902	390.00
4. Engineering services for construction administration, observation, materials testing and project turn over for the existing forcemain, gravity sewer modifications. <b>Oleson's Services Drive</b>	
Project# 16290 Invoice No. 1629001	200.00
5. Engineering consulting services for storm water site review. <b>Serra Auto</b>	
Project# 16029C Invoice No. 160293125	750.00
Total	2,440.86

**II. Utility Receiving Fund**

1. Engineering, survey and construction consulting services for <b>Crown Temporary Water Booster Station</b>	
Project# 14416 Invoice No. 1441606	2,115.00
2. Engineering consulting services for <b>Boardman Valley Nature Preserve RFP</b>	
Project# 16029C Invoice No. 160293124	585.00
3. Engineering consulting services for <b>Cass Road Drainage District</b>	
Project# 16029C Invoice No. 160293126	1,065.00
4. Engineering consulting services for <b>Buffalo Ridge PUD</b>	
Project# 16029C Invoice No. 160293127	450.00
Total	4,215.00

**GRAND TOTAL** **\$6,655.86**

Invoice



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

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

September 6, 2016  
Project No: 15237  
Invoice No: 1523704

Re: The Ridges at 45, (Formally know as Maple Ridge Apartments)

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

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

**Professional Services from March 27, 2016 to August 27, 2016**  
**Fee**

Billing Phase	Fee	Percent Complete	Earned	Previous Fee Billing	Current Fee Billing
Plan Review	1,500.00	100.00	1,500.00	1,500.00	0.00
Add'l Escrow Easement Assistance	750.00	100.00	750.00	750.00	0.00
Construction Observation/Inspection	2,000.00	100.00	2,000.00	1,620.00	380.00
Close Out/Project Turnover	500.00	0.00	0.00	0.00	0.00
Total Fee	4,750.00		4,250.00	3,870.00	380.00
<b>Total Fee</b>					<b>380.00</b>
<b>Total this Invoice</b>					<b>\$380.00</b>

Invoice



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

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

September 6, 2016  
Project No: 16083  
Invoice No: 1608302

Re: Hammond Industrial (Commerce) Sewer & Water Extension

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

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

Professional Services from May 1, 2016 to August 27, 2016

Fee

Billing Phase	Fee	Percent Complete	Earned	Previous Fee Billing	Current Fee Billing
Plan Review	1,500.00	100.00	1,500.00	1,500.00	0.00
Construction Observation/Inspection	945.00	75.00	708.75	0.00	708.75
Close Out/Project Turnover	1,000.00	0.00	0.00	0.00	0.00
Total Fee	3,445.00		2,208.75	1,500.00	708.75
<b>Total Fee</b>					<b>708.75</b>

Reimbursable Expenses

UNITED PARCEL SERVICE					
5/10/2016	UNITED PARCEL SERVICE	MEDQ/BRIAN THURSTON		12.11	
<b>Total Reimbursables</b>				<b>12.11</b>	<b>12.11</b>

**Total this Invoice \$720.86**

Invoice



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

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

September 6, 2016  
Project No: 16219  
Invoice No: 1621902

Re: North Bay Produce Campus Development - Sewer Extension

Services Performed: Engineering services plans review and Part 41 permit assistance. Construction observation and administration. Project turnover to review drawing, reports, close out documents and turnover documentation to township as detailed in letter dated July 1, 2016 to Garfield Township Board of Trustees.

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

Professional Services from July 31, 2016 to August 27, 2016  
Fee

Billing Phase	Fee	Percent Complete	Earned	Previous Fee Billing	Current Fee Billing
Engineering Review	1,500.00	70.00	1,050.00	660.00	390.00
Construction Observation/Inspection	3,500.00	0.00	0.00	0.00	0.00
Construction Administration	750.00	0.00	0.00	0.00	0.00
Close Out Services	500.00	0.00	0.00	0.00	0.00
Total Fee	6,250.00		1,050.00	660.00	390.00
<b>Total Fee</b>					<b>390.00</b>
<b>Total this Invoice</b>					<b>\$390.00</b>

Invoice



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

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

September 6, 2016  
Project No: 16290  
Invoice No: 1629001

Re: Oleson's Service Drive (Escrow Account)

Services Performed: Construction administration, observation, material testing and project turnover for the existing forcemain, gravity sewer modifications.

Project Location: US-31 South, Traverse City, Garfield Township, Grand Traverse County, Michigan.

Professional Services from July 31, 2016 to August 27, 2016  
Fee

Billing Phase	Fee	Percent Complete	Earned	Previous Fee Billing	Current Fee Billing
Construction Observation/Inspection	400.00	50.00	200.00	0.00	200.00
Admin./Close Out/Project Turnover	500.00	0.00	0.00	0.00	0.00
Total Fee	900.00		200.00	0.00	200.00
		<b>Total Fee</b>			<b>200.00</b>
			<b>Total this Invoice</b>		<b>\$200.00</b>



Invoice



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

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

September 6, 2016  
Project No: 16029C  
Invoice No 160293125

Re: General Utilities - Serra Auto

Services Performed: General engineering consulting services as detailed below.

**Professional Services from July 31, 2016 to August 27, 2016**  
**Professional Personnel**

	Hours	Amount
Sr Project Manager HODGES, JENNIFER Serra Auto - Stormwater site review.	4.00	
Design Engineer PURVIS, ANDREW Serra Auto - Stormwater plan review.	3.00	
Totals	7.00	
<b>Total Labor</b>		<b>750.00</b>
<b>Total this Invoice</b>		<b>\$750.00</b>

Invoice



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

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

September 6, 2016  
Project No: 14416  
Invoice No: 1441606

Re: Crown Temporary Water Booster Station

Services Performed: Engineering, survey and construction services for design, topographic survey, bidding, construction administration & observation and close out services of a new temporary water booster station to service the existing Crown development.

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

Professional Services from March 27, 2016 to August 27, 2016

Fee

Billing Phase	Fee	Percent Complete	Earned	Previous Fee Billing	Current Fee Billing
Preliminary Design	5,500.00	100.00	5,500.00	5,500.00	0.00
Final Design	9,000.00	100.00	9,000.00	9,000.00	0.00
Bidding	2,000.00	100.00	2,000.00	2,000.00	0.00
Construction Administration	2,500.00	100.00	2,500.00	2,500.00	0.00
Construction Observation	5,500.00	96.00	5,280.00	4,125.00	1,155.00
Close Out	1,000.00	96.00	960.00	0.00	960.00
Total Fee	25,500.00		25,240.00	23,125.00	2,115.00
<b>Total Fee</b>					<b>2,115.00</b>
<b>Total this Invoice</b>					<b>\$2,115.00</b>

**Invoice**



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

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

September 6, 2016  
Project No: 16029C  
Invoice No: 160293124

Re: General Utilities - Boardman Valley Nature Preserve RFP  
Services Performed: General engineering consulting services as detailed below.

**Professional Services from July 31, 2016 to August 27, 2016**  
**Professional Personnel**

	Hours	Amount
Design Engineer		
KOBYSKI, KYLE	6.50	
Review of proposals for Boardman Valley Nature Preserve, tabulated summary of proposal specifics.		
Totals	6.50	
<b>Total Labor</b>		<b>585.00</b>
		<b>Total this Invoice</b>
		<b>\$585.00</b>

Invoice



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

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

September 6, 2016  
Project No: 16029C  
Invoice No: 160293126

Re: General Utilities - Cass Road Drainage District Improvements / Aquatic Habitat Grant

Services Performed: General engineering consulting services as detailed below.

Professional Services from July 31, 2016 to August 27, 2016  
Professional Personnel

	Hours	Amount
Sr. Project Manager		
HODGES, JENNIFER	4.00	
Aquatic Habitat Grant proposal application submission (Miller Creek Crossing).		
Design Engineer		
WILLIAMS, JOSEPH	6.50	
DNR Aquatic Habitat Grant research, pre-proposal, and memorandum to township.		
Totals	10.50	
<b>Total Labor</b>		<b>1,065.00</b>
	<b>Total this Invoice</b>	<b>\$1,065.00</b>

**Invoice**



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

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

September 6, 2016  
Project No: 16029C  
Invoice No: 160293127

Re: General Utilities - Buffalo Ridge PUD

Services Performed: General engineering consulting services as detailed below.

**Professional Services from July 31, 2016 to August 27, 2016**  
**Professional Personnel**

	Hours	Amount
Design Engineer		
WILLIAMS, JOSEPH	5.00	
Buffalo Ridge cost estimate and quantity breakdown. Work on current costs, material and labor calculations.		
Totals	5.00	
<b>Total Labor</b>		<b>450.00</b>
<b>Total this Invoice</b>		<b>\$450.00</b>

MTT L  
Prepared for Garfield Township Board

Docket #	Parcel No(s)	Owner	Property Address	Year(s) in Contention	Assessor's Values		Petitioner's Values		Value Differences		Status Notes
					Assessed	Taxable	Assessed	Taxable	Assessed	Taxable	
1 15-003456	008-022-20	Brookside Commons LP	4155 Sprucewood Dr	2016	\$ 3,068,500	\$ 3,068,500	\$ 1,800,000	\$ 1,800,000	\$ (1,268,500)	\$ (1,268,500)	8/17/16 Rec'd Order of Dismissal
2 15-001617	008-027-00	Baruch SLS Inc	4841 N Long Lake Rd	2015	\$ 359,400	\$ 359,400	\$ -	\$ -	\$ (359,400)	\$ (359,400)	12/9/15 Rec'd order to place case in abeyance until Supreme Court decides on the Saginaw Co case.
	008-027-10	Baruch SLS Inc	4825 N Long Lake Rd	2015	\$ 141,900	\$ 141,900	\$ -	\$ -	\$ (141,900)	\$ (141,900)	
	008-028-00	Baruch SLS Inc	4885 N Long Lake Rd	2015	\$ 419,400	\$ 419,400	\$ -	\$ -	\$ (419,400)	\$ (419,400)	
	900-363-98	Cherry Hill Haven	4885 N Long Lake Rd	2015	\$ 5,500	\$ 5,500	\$ -	\$ -	\$ (5,500)	\$ (5,500)	
3 15-002433	013-001-00	CMS Corp dba Lucky Jack's	1705 S Garfield Ave	2015	\$ 926,200	\$ 926,200	\$ -	\$ -	\$ (926,200)	\$ (926,200)	3/23/16 Judgment received
	015-025-22	WODA Boardman Lake Ltd Div	2960 Feiger Ln	2016	\$ 708,300	\$ 666,499	\$ 435,000	\$ 435,000	\$ (231,499)	\$ (231,499)	7/19/16 Appeal found on-line
	015-025-30	Boardman Lake Dr	Boardman Lake Dr	2016	\$ 1,739,700	\$ 1,719,441	\$ 1,065,000	\$ 1,065,000	\$ (654,441)	\$ (654,441)	7/20/16 Answered. *
5 15-002439	016-054-10	Northfield Restaurant Corp	3050 N US 31 South	2015	\$ 278,700	\$ 206,698	\$ 150,000	\$ 150,000	\$ (128,700)	\$ (128,700)	8/29/16 Send email to atty requesting appeal be withdrawn.
6 14-008072	016-054-10	Northfield Restaurant Corp	3050 N US 31 South	2014	\$ 203,443	\$ 203,443	\$ 191,800	\$ 191,800	\$ (11,643)	\$ (11,643)	3/18/16 Rec'd dismissal
	021-009-00	Wellington Real Estate, Inc	2691 N US 31 South	2015	\$ 903,500	\$ 775,533	\$ 450,000	\$ 450,000	\$ (453,500)	\$ (453,500)	6/17/16 Judgment rec'd
	021-009-00	Olive Garden	Olive Garden	2016	\$ 762,400	\$ 762,400	\$ 450,000	\$ 450,000	\$ (312,400)	\$ (312,400)	8/30/16 Filed motion to consolidate & award costs
8 15-003585	021-009-00	Darden #0021670	Olive Garden	2016	\$ 21,593,800	\$ 21,483,557	\$ 12,462,460	\$ 12,462,460	\$ (9,131,340)	\$ (9,131,340)	7/19/16 Found appeal on-line
9 016-002436	021-015-00 & Grand Traverse Mall LLC	3200 W South Airport Rd	3200 W South Airport Rd	2016	\$ 89,500	\$ 64,709	\$ 37,540	\$ 37,540	\$ (51,960)	\$ (51,960)	7/20/16 Answered. **
	021-015-70			2016	\$ 21,683,300	\$ 21,548,266	\$ 12,500,000	\$ 12,500,000	\$ (9,183,300)	\$ (9,183,300)	6/9/16 Found appeal on-line & notified Atty Gen
10 16-002684	021-015-10	Airport 31 LLC	3450 W South Airport Rd	2016	\$ 1,816,200	\$ 1,811,919	\$ 1,350,000	\$ 1,350,000	\$ (466,200)	\$ (466,200)	6/13/16 Answered petition
	021-015-30	MC Sports, et al	3300 W South Airport Rd	2016	\$ 1,289,200	\$ 1,282,034	\$ 995,000	\$ 995,000	\$ (294,200)	\$ (294,200)	8/29/16 Emailed atty to get copy of valuation disclosure from merger with Brookside affiliate
11 16-002332	021-015-30	JC Penney Corp	3300 W South Airport Rd	2016	\$ 567,700	\$ 567,700	\$ 350,000	\$ 350,000	\$ (217,700)	\$ (217,700)	6/27/16 Found appeal on-line & answered
12 15-004009	021-028-00	Red Lobster Restaurants LLC	2691 N US 31 South	2015	\$ 583,800	\$ 569,403	\$ 350,000	\$ 350,000	\$ (233,800)	\$ (233,800)	6/9/16 Found appeal on-line
13 16-003409	021-028-00	ARCP RL Portfolio V LLC	2691 N US 31 South	2016	\$ 1,724,600	\$ 1,546,976	\$ 1,000,000	\$ 1,000,000	\$ (724,600)	\$ (724,600)	6/13/16 Answered petition
14 16-002886	021-034-00	19 Props LLC	2577 N US 31 South	2016	\$ 1,320,600	\$ 661,653	\$ 300,000	\$ 300,000	\$ (1,020,600)	\$ (1,020,600)	8/30/16 Filed motion to consolidate & award costs
15 16-003352	021-043-00	Fifth Third Bank	3535 W South Airport Rd	2016	\$ 2,519,200	\$ 2,445,715	\$ 1,500,000	\$ 1,500,000	\$ (945,715)	\$ (945,715)	7/19/16 Found appeal on-line & answered
16 16-002295	022-009-30 & Emerald Creek Partners LLC	2516 Crossing Cir	2516 Crossing Cir	2016	\$ 165,100	\$ 121,266	\$ 100,000	\$ 100,000	\$ (65,100)	\$ (65,100)	6/9/16 Found appeal on-line
	022-009-35			2016	\$ 2,684,300	\$ 2,566,981	\$ 1,600,000	\$ 1,600,000	\$ (1,084,300)	\$ (1,084,300)	6/13/16 Answered petition
	TOTALS:				\$ 3,929,300	\$ 3,690,786	\$ 1,700,000	\$ 1,700,000	\$ (2,229,300)	\$ (2,229,300)	
	TOTALS:				\$ 37,360,900	\$ 36,204,072	\$ 21,845,000	\$ 21,845,000	\$ (15,535,900)	\$ (15,535,900)	
	TOTALS:						\$ 2007		\$ (14,359,072)	\$ (14,359,072)	

**MTT L**  
 Prepared for Garfield Twp Board

By: Amy L De

O(4) - Assessor  
 August 30, 2016

2008			(10,284)
2009			(10,738)
2010			(10,714)
2011			(10,896)
2012			(11,191)
2013			(11,460)
2014			(11,643)
2015		(403,200)	(364,655)
2016			
<b>Garfield Potential Tax Loss</b>			
2007			(33,52)
2008			(27,50)
2009			(28,72)
2010			(28,65)
2011			(25,47)
2012			(26,16)
2013			(26,78)
2014			(27,21)
2015		(3,981.57)	
2016		(28,718.14)	
<b>ACTUAL TWP TAX LOSS</b>			
2007			(33,52)
2008			(27,50)
2009			(28,72)
2010			(28,65)
2011			(25,47)
2012			(26,16)
2013			(26,78)
2014			(27,21)
2015			
2016			

\* 7/20/16 Sent email to Craig Patterson of WODA to try to get an understanding of why they would file an appeal on these properties that have PILTs. I explained that my value is simply a "marker" but means nothing in terms of the fee they pay - which is based on shelter rents. Hopefully, they will drop these two appeals.

\*\* 7/20/16 Spoke with attorney today regarding these appeals. I had provided supporting data for my values back in March, but had not heard back from him. He has shared my data with his clients, and has told them that it appears to be valid. The clients are contemplating whether it will be worthwhile to have an appraisal done, and go through the trial process. He indicated he would press them for an answer and get back with me next week.

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

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

**CONTRACTOR**  
Elmer's Crane and Dozer  
3600 Rennie School Road  
Traverse City, MI 49685

**CONTRACT AMOUNT**  
ORIGINAL: \$47,137.00

**COMPLETION DATE**  
ORIGINAL: 09/07/2016

**DATES OF ESTIMATES**  
FROM: 06/07/16

**REVISED:**

**REVISED**

**TO:** 08/16/16

**APPLICATION FOR PROGRESS PAYMENT**

Payment No. 1

Project: The Crown Booster Station

GFA Project No: 14416

Item	Description of Item	Unit	CONTRACT ITEMS (Original)			CONTRACT ITEMS (Revised)			THIS PERIOD			TOTAL TO DATE		
			Qty.	Cost/ Unit	Item Cost	Qty.	Cost/ Unit	Item Cost	City	Item Cost	%	City	Item Cost	%
1	Water Main, 8" Ductile Iron	LF	50	\$395.00	\$19,750.00	50	\$395.00	\$19,750.00	50	\$19,750.00	100%	50	\$19,750.00	100%
2	Tapping Sleeve & Valve, 8"	EA	2	\$2,706.00	\$5,412.00	2	\$2,706.00	\$5,412.00	2	\$5,412.00	100%	2	\$5,412.00	100%
3	Packaged Booster Station Installation	LS	1	\$8,410.00	\$8,410.00	1	\$8,410.00	\$8,410.00	1	\$8,410.00	100%	1	\$8,410.00	100%
4	Site Electrical	LS	1	\$5,000.00	\$5,000.00	1	\$5,000.00	\$5,000.00	0	\$0.00	0%	0	\$0.00	0%
5	Site Drainage and Restoration	LS	1	\$6,565.00	\$6,565.00	1	\$6,565.00	\$6,565.00	0.85	\$5,580.25	85%	1	\$5,580.25	85%
6	Landscaping	LS	1	\$2,000.00	\$2,000.00	1	\$2,000.00	\$2,000.00	0	\$0.00	0%	0	\$0.00	0%
COM1	Added check valves and fittings		1		\$14,065.00	1		\$14,065.00	1	\$14,065.00	100%	1	\$14,065.00	100%
					\$47,137.00			\$61,202.00		\$53,217.25			\$53,217.25	



## APPLICATION FOR PROGRESS PAYMENT

Payment No. 1

Project: The Crown Booster Station

GFA Project No: 14416

Original Contract Amount	47,137.00			
Change Orders	14,065.00			
Adjusted Contract Amount to Date	61,202.00			
Total Cost of Work Performed to date	53,217.25		87%	
MINUS Retainage in Accordance with the Contract	5,321.73		10%	
MINUS Additional Retainage	47,895.53		0%	
Net Amount Earned on Contract and Extra Work to Date	47,895.53			
PLUS Value of Materials Stored at Close of This Perfor	0.00			
Subtotal				
MINUS Amount of Previous Payments				
<b>BALANCE DUE THIS PAYMENT</b>	<b>47,895.53</b>			

Payment No.	Amount
<b>TOTAL</b>	<b>\$14,065.00</b>

TOTAL 0.00

Payment No. 1

GFA Project No: 14416

Project: The Crown Booster Station

Forty seven thousand eight hundred ninety five and fifty-three cents  
Payment of the above AMOUNT DUE THIS APPLICATION is recommended.

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

Dated:

9/10/16

GOURDIE-FRASER  
(ENGINEER)

ROBERT J. O'BRIEN

*[Signature]*  
Authorized Signature

Date:

9/2/16

Elmer's Crane and Dozer  
(CONTRACTOR)

*[Signature]*  
Authorized Signature



# MEMO

To: Garfield Township  
 From: John Divozzo, DPW Director  
 Date: August 16, 2016  
 Subject: **2017 Water/Sewer Budgets**

The Board of Public Works, upon recommendation of its staff and Finance Committee, respectfully submit the attached proposal for the 2017 Budget for the administration, operation and maintenance of the Garfield Township Water/Sewer Systems.

Below is a table showing budget comparisons for the last three years.

<b>WATER</b>	2014	2015	2016	2017
Revenues	2,199,040	2,087,023	2,200,000	<b>2,035,900</b>
Expenditures	1,395,462	1,582,192	1,563,083	<b>1,641,488</b>
Difference	803,578	504,831	636,917	<b>394,412</b>

<b>SEWER</b>	2014	2015	2016	2017
Revenues	3,210,000	2,955,338	3,210,250	<b>2,855,500</b>
Expenditures	1,122,162	1,824,161	1,644,593	<b>1,558,773</b>
Difference	2,087,838	1,131,177	1,565,657	<b>1,296,727</b>

For the Water System, major differences on the expenditure side include the next phase of the mapping project and a 21% rate increase from the City of Traverse City; cost per 1,000 gallons increased from \$1.10 to \$1.33, adding an additional \$107,500 to the budget.

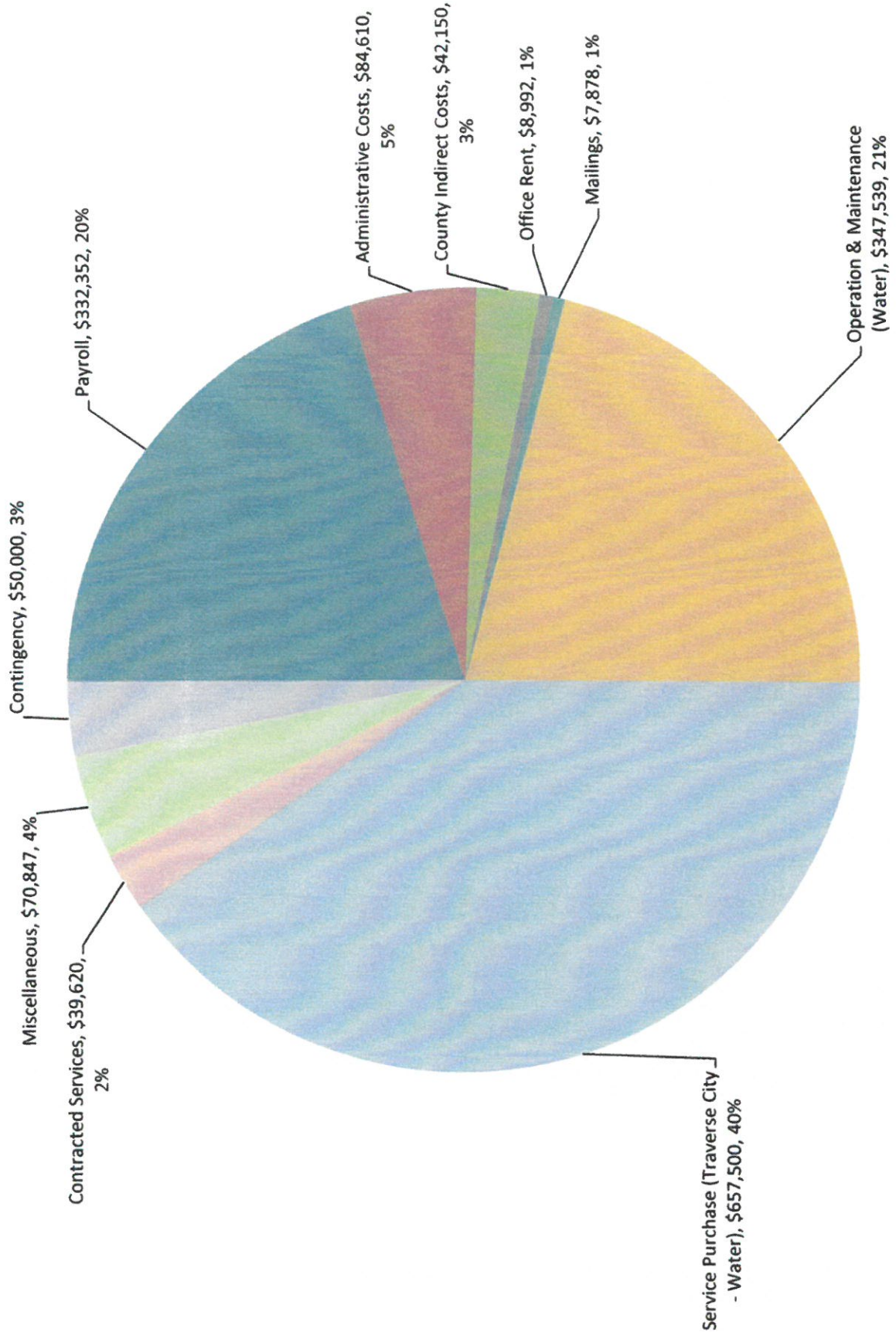
For the Sewer System, the City's membrane replacement project is included in the budget. The 2015 Budget included installation of 3 membranes – moving forward the City is planning on 1 membrane installation per year. The 2016 Budget was amended to include these costs; the 2017 Budget includes similar costs (\$281,000).

Personnel costs were modified slightly to more accurately reflect actual time spent in each system; water costs decreased while sewer costs increased. Moving forward each system should only see slight increases in these amounts due to cost of living increases.

Additional Budget information is also attached. If you have any questions, please do not hesitate to contact me.

Thank you.

# GARFIELD WATER - 2017



07/24/2016

GRAND TRAVERSE COUNTY

2 0 1 7 B U D G E T D E T A I L

DTHOMPS2

690 DEPT OF PUBLIC WORKS

448 DPW - GARFIELD WATER ✓

**WATER**

	2015 ACTUAL EXPENDITURES	2016 BUDGET	2016 YTD EXPENDITURES	2017 REQUESTED	2017 RECOMMENDED
701.00 DEPARTMENT HEAD	15,615.04	16,138.00	8,209.26	14,632.00	
701.01 PER DIEM	98.82	277.00	54.88		
702.00 FULL TIME & REGULAR PART TIME	183,125.41	196,744.00	87,350.32	180,810.00	
702.01 LONGEVITY	1,676.95	1,655.00	.00	2,208.00	
703.00 PART TIME TEMPORARY	.00	.00	.00		
704.00 OVERTIME	5,216.84	7,000.00	4,123.74	7,000.00	
705.00 PERSONAL LEAVE	2,416.87	4,113.00	.00	3,773.00	
715.00 FICA	15,254.77	17,284.00	7,310.98	15,945.00	
716.00 HEALTH, OPTICAL & DENTAL	58,904.29	64,677.00	26,900.68	42,928.00	
716.02 SHORT & L-T DISABILITY	1,640.58	1,998.00	905.71	1,806.00	
716.03 PAYMENT IN LIEU OF INSURANCE	93.33	.00	.00		
717.00 LIFE INSURANCE	601.90	549.00	252.57	504.00	
718.00 RETIREMENT	4,542.92	5,396.00	2,586.28	6,413.00	
718.01 RETIREMENT DC	13,550.98	14,236.00	5,999.38	11,932.00	
718.05 RETIREMENT - DB UAL	39,782.55	38,069.00	17,523.37	39,591.00	
719.00 WORKER'S COMP INS	3,897.07	4,843.00	2,184.67	4,810.00	
720.00 UNEMPLOYMENT COMPENSATION	140.61	.00	4.87		
725.99 PERSONNEL-CONTINGENCY	.00	.00	.00		
	346,558.93	372,979.00	163,396.97	332,352.00	
727.00 OFFICE SUPPLIES	2,743.12	2,892.00	1,698.64	3,087.00	
729.00 PRINTING AND BINDING	270.50	1,996.00	251.60	857.00	
729.02 COPY MACHINE USE	528.36	586.00	110.39	562.00	
730.00 POSTAGE	7,414.25	8,188.00	4,843.79	7,878.00	
742.00 SAFETY EQUIPMENT	7,464.43	879.00	192.88	842.00	
745.00 UNIFORMS & ACCESSORIES	1,621.96	1,522.00	860.92	1,685.00	
745.02 CLOTHING ALLOWANCE	74.15	116.00	.00	112.00	
747.00 SMALL TOOLS & SUPPLIES	1,223.66	879.00	154.99	4,404.00	
748.00 GAS, OIL & GREASE	5,884.97	8,763.00	2,380.94	8,404.00	
748.50 GAS, OIL, GREASE - STATIONS	2,635.08	3,500.00	.00	3,000.00	
753.00 WATER SYSTEM MATERIALS	166,091.14	154,739.00	8,342.30	154,739.00	
753.50 WATER SYS. MAINT & SUPPLIES	30,833.08	36,500.00	7,685.12	39,000.00	
775.00 JANITORIAL SUPPLIES	203.72	145.00	57.81	210.00	
COMMODITIES	219,988.42	220,705.00	26,579.38	224,780.00	
808.00 ATTORNEY FEES	1,504.65	5,860.00	426.90	5,620.00	
810.00 SUBSCRIPTIONS	52.15	87.00	.00	212.00	
810.01 DUES	177.00	316.00	287.94	232.00	
811.00 SERVICE CONTRACTS	.00	.00	.00		
812.00 MIS CHARGES	13,356.44	11,866.00	2,811.41	12,644.00	
812.01 INTERNET ACCESS	303.96	365.00	171.37	350.00	
818.00 CONTRACT SERVICES	1,727.97	23,137.00	5,015.19	39,620.00	
850.00 TELEPHONE	2,111.09	2,197.00	1,139.16	2,107.00	
850.99 TELEPHONE, MOBILE	2,654.28	2,930.00	1,250.34	2,810.00	
852.00 TELEMETER, EXP - GENERAL	3,011.35	3,399.00	1,777.69	3,645.00	

07/24/2016

GRAND TRAVERSE COUNTY

DTHOMPS2

2017 BUDGET DETAIL

690 DEPT OF PUBLIC WORKS

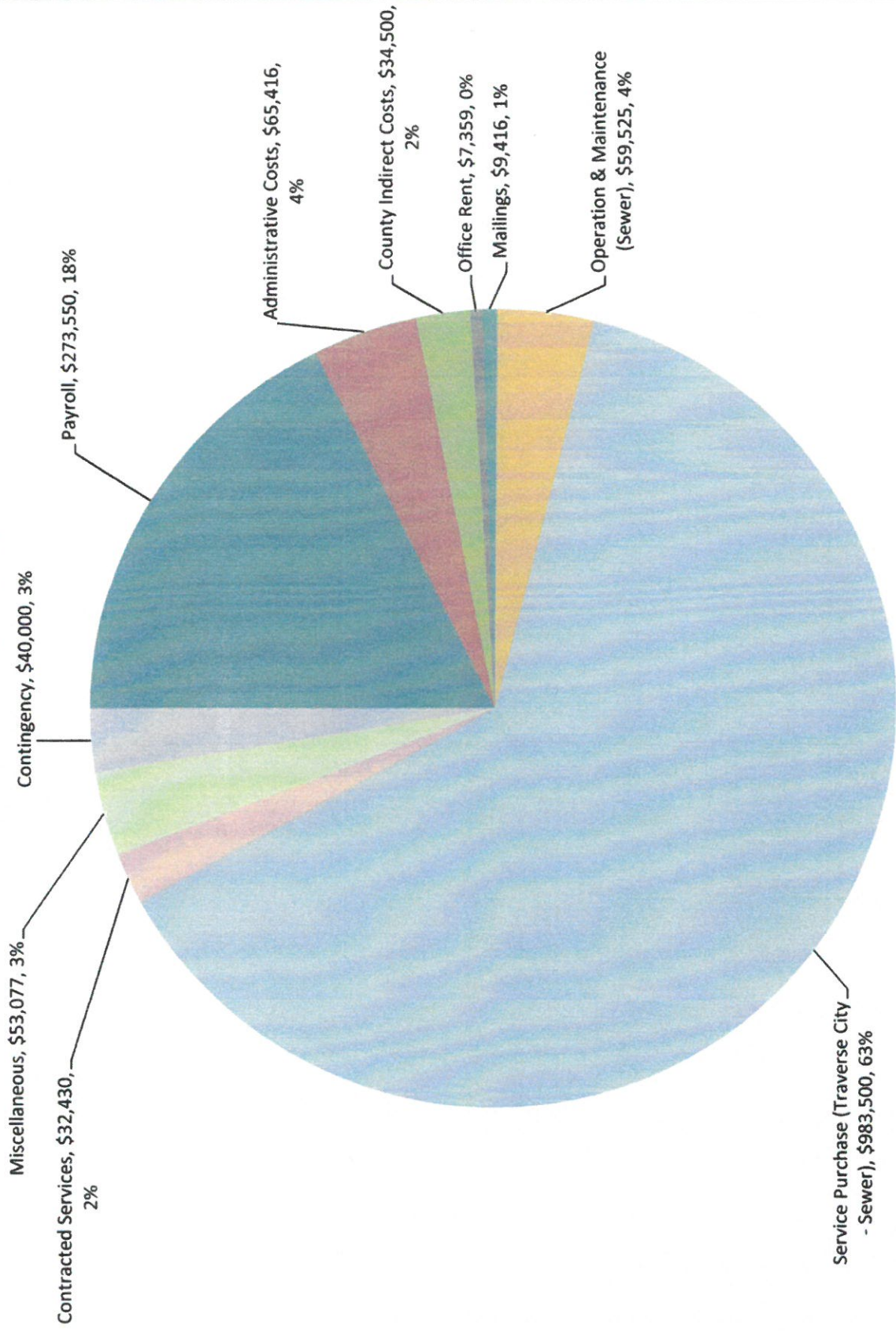
448 DPW - GARFIELD WATER

WATER

	2015 ACTUAL EXPENDITURES	2016 BUDGET	2016 YTD EXPENDITURES	2017 REQUESTED	2017 RECOMMENDED
853.00 MISS DIG SERVICES	1,607.07	1,758.00	1,156.20	1,966.00	
860.00 TRAVEL	13.39	57.00	.00	56.00	
860.01 CONVENTIONS & CONFERENCES	22.17	30.00	5.38	29.00	
CONTRACTUAL SERVICES	26,541.52	52,002.00	14,041.58	69,291.00	
909.00 ADVERTISING	35.70	89.00	.00	140.00	
911.00 INSURANCE PAYMENTS	14,714.96	16,846.00	13,482.25	16,156.00	
920.00 UTILITIES - HEAT	1,526.30	2,637.00	924.32	2,248.00	
921.00 UTILITIES - ELECTRIC	1,184.13	1,317.00	564.34	1,263.00	
923.00 UTILITIES - WATER & SEWER	305.10	350.00	346.38	337.00	
923.83 HYDRANT MAINTENANCE	560.80	7,900.00	4,186.23	1,000.00	
923.85 WATER SYSTEM UTILITY EXP	142,037.71	151,000.00	65,942.51	152,800.00	
923.95 WATER FROM CITY	750,214.74	550,000.00	67,384.04	657,500.00	+ 107,500
924.00 UTILITIES - WASTE COLLECTIONS	348.66	457.00	266.63	481.00	
930.00 BLDG REPAIR & MAINT	1,397.98	2,051.00	455.32	1,685.00	
932.00 EQUIP REPAIR & MAINT	1,859.22	2,930.00	134.24	1,966.00	
932.01 RADIO REPAIR & MAINT	.00	.00	.00	.00	
934.00 VEHICLE REPAIR & MAINT	2,415.19	2,344.00	868.37	2,528.00	
941.00 EQUIP RENT/LEASE	.00	.00	.00	.00	
941.02 SYSTEM SOFTWARE	4,005.83	2,791.00	463.73	2,473.00	
942.01 COUNTY INDIRECT COSTS-G.T.	34,571.28	43,950.00	36,671.00	42,150.00	
943.00 OFFICE SPACE RENTAL	7,864.74	8,790.00	8,447.99	8,992.00	
949.00 ENGINEERING	11,300.26	8,922.00	8,154.14	1,404.00	
956.00 EMPLOYEE TRAINING & DEVELOP.	1,385.19	1,174.00	715.89	1,095.00	
OTHER CHARGES	975,727.79	803,548.00	209,007.38	894,218.00	
975.00 BUILDINGS	5,469.49	5,661.00	5,660.76	5,837.00	
976.01 IMPROVEMENTS	.00	.00	.00	.00	
977.00 MACHINERY AND EQUIPMENT	2,668.01	4,688.00	.00	16,860.00	
977.07 TELEMETERING EQUIPMENT	.00	.00	.00	.00	
978.00 VEHICLE	.00	55,055.00	.00	42,150.00	
982.65 ASSESSMENT - ACT 165	5,237.59	6,000.00	.00	6,000.00	
CAPITAL OUTLAYS	13,375.09	71,404.00	5,660.76	70,847.00	
992.00 CONTINGENCY	.00	42,445.00	.00	50,000.00	
992.50 PERSONNEL-CONTINGENCY	.00	.00	.00	.00	
DEBT SERVICE	.00	42,445.00	.00	50,000.00	
DEPARTMENTAL TOTAL	1,582,191.75	1,563,083.00	418,686.07	1,641,488.00	
GRAND TOTALS	1,582,191.75	1,563,083.00	418,686.07	1,641,488.00	+ 78,405 ✓

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# GARFIELD SEWER - 2017



690 DEPT OF PUBLIC WORKS

446 DPW - GARFIELD SEWER

**SEWER**

	2015 ACTUAL EXPENDITURES	2016 BUDGET	2016 YTD EXPENDITURES	2017 REQUESTED	2017 RECOMMENDED
701.00 DEPARTMENT HEAD	14,046.54	11,253.00	6,615.67	11,977.00	
701.01 PER DIEM	86.76	265.00	48.20		
702.00 FULL TIME & REGULAR PART TIME	127,182.69	137,267.00	71,001.01	147,989.00	
702.01 LONGEVITY	1,372.52	1,155.00	.00	1,807.00	
703.00 PART TIME TEMPORARY	.00	.00	.00	.00	
704.00 OVERTIME	6,868.88	4,000.00	3,311.86	7,000.00	
705.00 PERSONAL LEAVE	1,978.53	2,870.00	.00	3,088.00	
715.00 FICA	11,185.27	11,996.00	5,936.54	13,148.00	
716.00 HEALTH, OPTICAL & DENTAL	38,804.86	45,122.00	21,746.93	35,136.00	
716.02 SHORT & L-T DISABILITY	1,129.24	1,394.00	731.96	1,478.00	
716.03 PAYMENT IN LIEU OF INSURANCE	76.67	.00	.00	.00	
717.00 LIFE INSURANCE	425.95	383.00	204.17	413.00	
718.00 RETIREMENT	4,336.52	3,765.00	2,186.35	5,249.00	
718.01 RETIREMENT DC	8,904.08	9,852.00	4,811.70	9,881.00	
718.05 RETIREMENT - DB UAL	27,808.17	26,560.00	14,213.45	32,404.00	
719.00 WORKER'S COMP INS	2,892.53	3,349.00	1,774.90	3,980.00	
720.00 UNEMPLOYMENT COMPENSATION	206.13	.00	7.13	.00	
725.99 PERSONNEL-CONTINGENCY	247,305.34	259,231.00	132,575.61	273,550.00	
PERSONNEL					
727.00 OFFICE SUPPLIES	2,448.18	2,815.00	1,739.43	2,634.00	
729.00 PRINTING AND BINDING	139.09	2,272.00	275.30	950.00	
729.02 COPY MACHINE USE	485.81	560.00	105.49	459.00	
730.00 POSTAGE	7,515.49	9,200.00	4,733.43	9,416.00	
742.00 SAFETY EQUIPMENT	1,409.98	840.00	200.70	690.00	
745.00 UNIFORMS & ACCESSORIES	1,490.93	1,455.00	822.75	1,380.00	
745.02 CLOTHING ALLOWANCE	50.05	111.00	.00	91.00	
747.00 SMALL TOOLS & SUPPLIES	1,077.67	840.00	69.95	1,150.00	
748.00 GAS, OIL & GREASE	5,411.00	8,374.00	2,275.29	6,878.00	
748.50 GAS, OIL, GREASE - STATIONS	1,447.82	2,000.00	.00	1,600.00	
752.01 SEWER SYSTEM MATERIALS	.00	10,000.00	1,968.78	10,000.00	
752.50 SEWER SYS. MAINT & SUPPLIES	17,853.55	8,000.00	7,524.19	8,000.00	
775.00 JANITORIAL SUPPLIES	187.31	139.00	55.25	172.00	
COMMODITIES	38,516.88	46,606.00	19,770.56	43,421.00	
808.00 ATTORNEY FEES	2,547.73	5,600.00	775.39	4,600.00	
810.00 SUBSCRIPTIONS	47.95	55.00	.00	45.00	
811.00 SERVICE CONTRACTS	.00	.00	.00	.00	
812.00 MIS CHARGES	12,408.23	11,339.00	2,686.68	10,350.00	
812.01 INTERNET ACCESS	279.48	349.00	163.77	287.00	
818.00 CONTRACT SERVICES	1,959.87	21,112.00	4,143.18	32,430.00	
850.00 TELEPHONE	1,941.11	2,099.00	1,088.61	1,724.00	
850.99 TELEPHONE, MOBILE	2,440.52	2,800.00	1,194.89	2,300.00	
852.00 TELEMETER, EXP - GENERAL	2,866.02	2,742.00	1,058.44	2,843.00	
853.00 MISS DIG SERVICES	1,551.44	1,680.00	1,231.33	1,610.00	



07/24/2016

GRAND TRAVERSE COUNTY

2 0 1 7 B U D G E T D E T A I L

DTHOMPSS2

690 DEPT OF PUBLIC WORKS

446 DPW - GARFIELD SEWER

SEWER

2017  
RECOMMENDED

2017  
REQUESTED

2016 YTD  
EXPENDITURES

2016  
BUDGET

2015 ACTUAL  
EXPENDITURES

860.00 TRAVEL  
860.01 CONVENTIONS & CONFERENCES  
CONTRACTUAL SERVICES

860.00 TRAVEL  
860.01 CONVENTIONS & CONFERENCES  
CONTRACTUAL SERVICES

12.31  
20.39  
26,075.05

55.00  
29.00  
47,860.00

106.33  
13,529.85  
1,403.36  
1,088.76  
1,280.54  
320.58  
37,574.78

106.33  
13,529.85  
1,403.36  
1,088.76  
1,280.54  
320.58  
37,574.78

909.00 ADVERTISING  
911.00 INSURANCE PAYMENTS  
920.00 UTILITIES - HEAT  
921.00 UTILITIES - ELECTRIC  
923.00 UTILITIES - WATER & SEWER  
924.00 UTILITIES - WASTE COLLECTIONS  
924.99 SEWER SYSTEM UTILITY EXP  
925.96 WWTP MEMBRANE INSTALLATION  
925.97 WWTP MEMBRANE REPLACEMENT  
925.99 SEWER SYSTEM DISPOSAL EXP  
930.00 BLDG REPAIR & MAINT  
932.00 EQUIP REPAIR & MAINT  
932.01 RADIO REPAIR & MAINT  
934.00 VEHICLE REPAIR & MAINT  
941.00 EQUIP RENT/LEASE  
941.02 SYSTEM SOFTWARE  
942.01 COUNTY INDIRECT COSTS-G.T.  
943.00 OFFICE SPACE RENTAL  
949.00 ENGINEERING  
956.00 EMPLOYEE TRAINING & DEVELOP.  
963.08 SPECIAL PROJECTS  
OTHER CHARGES

909.00 ADVERTISING  
911.00 INSURANCE PAYMENTS  
920.00 UTILITIES - HEAT  
921.00 UTILITIES - ELECTRIC  
923.00 UTILITIES - WATER & SEWER  
924.00 UTILITIES - WASTE COLLECTIONS  
924.99 SEWER SYSTEM UTILITY EXP  
925.96 WWTP MEMBRANE INSTALLATION  
925.97 WWTP MEMBRANE REPLACEMENT  
925.99 SEWER SYSTEM DISPOSAL EXP  
930.00 BLDG REPAIR & MAINT  
932.00 EQUIP REPAIR & MAINT  
932.01 RADIO REPAIR & MAINT  
934.00 VEHICLE REPAIR & MAINT  
941.00 EQUIP RENT/LEASE  
941.02 SYSTEM SOFTWARE  
942.01 COUNTY INDIRECT COSTS-G.T.  
943.00 OFFICE SPACE RENTAL  
949.00 ENGINEERING  
956.00 EMPLOYEE TRAINING & DEVELOP.  
963.08 SPECIAL PROJECTS  
OTHER CHARGES

113.00  
13,223.00  
1,839.00  
1,034.00  
1,275.00  
394.00  
41,525.00  
28,100.00  
252,900.00  
702,500.00  
1,380.00  
1,610.00  
2,070.00  
2,070.00  
2,035.00  
34,500.00  
7,359.00  
1,150.00  
460.00

.00  
5.14  
12,347.43  
.00  
12,884.08  
883.32  
539.31  
330.99  
254.80  
18,713.89  
.00  
246,932.40  
435.12  
280.41  
829.85  
.00  
35,043.96  
8,073.16  
8,473.75  
507.42  
334,182.46

735,967.00  
1,960.00  
2,800.00  
2,240.00  
2,471.00  
42,000.00  
8,400.00  
9,569.00  
585.00  
868,251.00

1,393,250.92  
1,285.39  
809.63  
2,220.67  
1,988.33  
31,787.01  
7,231.34  
10,901.43  
317.36  
1,504,096.28

975.00 BUILDINGS  
976.01 IMPROVEMENTS  
977.00 MACHINERY AND EQUIPMENT  
977.03 CELLULAR PHONES  
977.07 TELEMETERING EQUIPMENT  
978.00 VEHICLE  
CAPITAL OUTLAYS  
992.00 CONTINGENCY  
992.50 PERSONNEL-CONTINGENCY  
DEBT SERVICE

975.00 BUILDINGS  
976.01 IMPROVEMENTS  
977.00 MACHINERY AND EQUIPMENT  
977.03 CELLULAR PHONES  
977.07 TELEMETERING EQUIPMENT  
978.00 VEHICLE  
CAPITAL OUTLAYS  
992.00 CONTINGENCY  
992.50 PERSONNEL-CONTINGENCY  
DEBT SERVICE

45.00  
24.00  
56,258.00  
113.00  
13,223.00  
1,839.00  
1,034.00  
1,275.00  
394.00  
41,525.00  
28,100.00  
252,900.00  
702,500.00  
1,380.00  
1,610.00  
2,070.00  
2,035.00  
34,500.00  
7,359.00  
1,150.00  
460.00

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5.14  
12,347.43  
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12,884.08  
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539.31  
330.99  
254.80  
18,713.89  
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246,932.40  
435.12  
280.41  
829.85  
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35,043.96  
8,073.16  
8,473.75  
507.42  
334,182.46

5,410.00  
104,480.00  
48,277.00  
158,167.00  
39,678.00  
39,678.00

5,029.00  
3,138.84  
8,167.84  
1,824,161.39

DEPARTMENTAL TOTAL  
GRAND TOTALS

DEPARTMENTAL TOTAL  
GRAND TOTALS

1,092,467.00  
4,777.00  
13,800.00  
34,500.00  
7,359.00  
1,150.00  
460.00  
1,092,467.00

504,285.66  
504,285.66  
504,285.66

1,419,793.00  
1,419,793.00  
1,419,793.00

1,824,161.39  
1,824,161.39

1,558,773.00  
1,558,773.00

2

**2016 TAX RATE REQUEST (This form must be completed and submitted on or before September 30, 2016)**  
MILLAGE REQUEST REPORT TO COUNTY BOARD OF COMMISSIONERS

Carefully ready the instructions on page 2.

This form is issued under authority of MCL Sections 211.24e, 211.34 and 211.34d. Filing is mandatory. Penalty applies.

2016 Taxable Value of ALL Properties in the Unit as of 5-23-16:

841,651,950 (\$38,879,148 Ad Valorem - RZ)

For LOCAL School Districts: 2016 Taxable Value of Non-Homestead and Non-Qualified Agricultural Properties if a millage is Levied Against Them:

County	Grand Traverse
Local Government Unit	Garfield Charter Township

You must complete this form for each unit of government for which a property tax is levied. Penalty for non-filing is provided under MCL Sec 211.119. The following tax rates have been authorized for levy on the 2016 tax roll.

(1) Source	(2) Purpose of Millage	(3) Date of Election	(4) Original Millage Authorized by Election, Charter, etc.	(5)** 2015 Millage Rate Permanently Reduced by MCL 211.34d "Headlee"	(6) 2016 Current Year "Headlee" Millage Reduction Fraction	(7) 2016 Millage Rate Permanently Reduced by MCL 211.34d "Headlee"	(8) Sec. 211.34 Truth in Assessing or Equalization Millage Rollback Fraction	(9) Maximum Allowable Millage Levy *	(10) Millage Requested to be Levied July 1	(11) Millage Requested to be Levied Dec. 1	(12) Expiration Date of Millage Authorized
Charter	Operating	N/A	5.0000	4.5451	1.0000	4.5451	1.0000	4.5451		2.0000	None
Special Asmt District	Fire Op	Annual Public Hearing	10.0000	10.0000	1.0000	10.0000	1.0000	10.0000		2.3500	None

Prepared by: Amy L. DeHaan Telephone Number: (231) 941-1620 Title of Preparer: Township Assessor Date: September 8, 2016

**CERTIFICATION:** As the representatives for the local government unit named above, we certify that these requested tax levy rates have been reduced, if necessary, to comply with the state constitution (Article 9, Section 31), and that the requested levy rates have also been reduced, if necessary, to comply with MCL Sections 211.24e, 211.34 and, for LOCAL school districts which levy a Supplemental (Hold Harmless) Millage, 380.1211(3).

Signature	Date
X Clerk	9/27/16
X Secretary	
X Chairperson	
X President	
Signature	Date
Lanie McManus	9/27/16
Chuck Korn	9/27/16

\* Under Truth in Taxation, MCL Section 211.24e, the governing body may decide to levy a rate which will not exceed the maximum authorized rate allowed in column 9. The requirements of MCL 211.24e must be met prior to levying an operating levy which is larger than the base tax rate but not larger than the rate in column 9.

\*\* IMPORTANT: See instructions on page 2 regarding where to find the millage rate used in column (5).

Monthly Parkland Responsibilities  
 Nature Center Visitation this Month 844

Coordinated trail steward activities, performed routine maintenance on all trails, and performed trailhead maintenance tasks where appropriate.  
 Program Participants this month 566  
 Drop ins this month 278  
 Nature Center Visitation this year 6,032  
 Nature Center Visitation since 2008 68,784

Nature Center  
 Visitation August 2015 655  
 Program Participants August 2015 353  
 Drop in August 2015 302

Activity Detail	Conservation District Pillar	Location of activity	Property Owner	Staff Lead (initials)
Nature Day Camp wrapped up with serving 221 total campers. This is an slight increase over last years number of Education 208.	Education	Boardman River Nature Center	Grand Traverse County TC	
Welcomed Cooper Sigourney onto the EE team. He is the new Americorps VISTA member.	Education	Boardman River Nature Center	Grand Traverse County TC	
Implement and organize the new knee-high Naturalist program(preschool drop off program) 5 currently signed up	Education	Boardman River Nature Center	Grand Traverse County TC	
Completed initial Nature Day Camp Licensing steps with the completion of Environmental Health inspection and Fire Insepction	Education	Boardman River Nature Center	Grand Traverse County TC	
Four Saturdays were open to the public with at total of eight free public programs	Education	Boardman River Nature Center	Grand Traverse County TC	
Started Backpack program for Nature Center. Expected to be completed mid September	Education	Boardman River Nature Center	Grand Traverse County TC	
Continued to assist local growers as they work towards MAEAP verification	Agriculture	On Farm	Private Property	JA/LR
Completed 8 on farm risk assessments	Agriculture	On Farm	Private Property	JA/LR
Attended Hops Integrated Pest Management meeting	Agriculture	On Farm	Private Property	JA/LR
Attended Northwest Farm Bureau meeting on August 22	Agriculture	Other	N/A	JA/LR

Attended Northwest Michigan Horticulture Research Station Open House on August 25. Counted as MAEAP Phase I Event	Agriculture	On Farm	Private Property	JA/LR
Conducted water sampling for MDARD (Michigan Department of Agriculture and Rural Development)	Agriculture	On Farm	Private Property	JA/LR
Met with Brown Bridge Advisory Committee Chair, Deni Scrudato and new BBAC member Michael Vickery to bring him up to speed with Brown Bridge.	Parklands (including Parklands-based ISN)	Brown Bridge Quiet Area	City of Traverse City	SL
Attended several Rotary Friends of the Boardman meetings to plan for the Gourmet Benefit Dinner	Stewardship (Boardman River and Non-parklands ISN)	Boardman River and its tributaries	N/A	SL
Prepared an AmeriCorps application for two potential Conservation Technicians.	Parklands (including Parklands-based ISN)	Other	N/A	SL
Conservation Team worked with the SEEDS crew to install east end footbridge abutments at Brown Bridge	Parklands (including Parklands-based ISN)	Brown Bridge Quiet Area	City of Traverse City	SL/TV/RR
Met with Riverfront property owner Tom McLenathan re: restoration site.	Stewardship (Boardman River and Non-parklands ISN)	Boardman River and its tributaries	Private Property	SL
Prepared draft three-year Resource Management Services Agreements for the City of TC and Garfield Township.	Parklands (including Parklands-based ISN)	Other	N/A	SLTV, RR, MC, TF
Participated in three Friday Night Live events to sell fly-rod raffle tickets and answer questions about District activities.	Education	Community Event/Festival	N/A	SL
Prepared a grant proposal to the MDNR's Aquatic Habitat Program grant for the replacement of the Miller Creek railroad crossing.	Stewardship (Boardman River and Non-parklands ISN)	Boardman River and its tributaries	Garfield Township	SL
Continued to coordinate with the City Manager and consultant Gabe Schnieder regarding the east end bridge project and communication with the National Guard	Parklands (including Parklands-based ISN)	Brown Bridge Quiet Area	City of Traverse City	SL
Met on-site with contractor and Floodplain Reconnection Project engineer at Brown Bridge. Helped get project started.	Stewardship (Boardman River and Non-parklands ISN)	Boardman River and its tributaries	City of Traverse City	SL

Assisted with securing additional grant funding for the Floodplain Reconnection Project at Brown Bridge.	Stewardship (Boardman River and Non-parklands ISN)	Boardman River and its tributaries	City of Traverse City	SL
Repaired and graded Randolph St. Trailhead to maintain universal accessibility	Parklands (including Parklands-based ISN)	Hickory Meadows	Joint Recreational Authority	TV
Monitored for erosion, invasive species, and success of native seeding along the TCL&P utility easement	Parklands (including Parklands-based ISN)	Hickory Meadows	Joint Recreational Authority	TV
Pruned and mowed along trails and trail heads	Parklands (including Parklands-based ISN)	Hickory Meadows	Joint Recreational Authority	TV
Prepared draft of 2017 annual work plan/budget for Garfield Township	Parklands (including Parklands-based ISN)	N/A	Garfield Township	TV
Reconnaissance of trails at the Commons in preparation of United Way Day of Caring	Parklands (including Parklands-based ISN)	Commons Natural Area	Garfield Township	TV/RR
Repaired erosion at Greenspire/ISD Trailhead from significant rainfalls earlier in month	Parklands (including Parklands-based ISN)	Commons Natural Area	Garfield Township	TV
Cleared down trees off of Common trails	Parklands (including Parklands-based ISN)	Commons Natural Area	Garfield Township	TV
Pruned and mowed along Kid's Creek trails and trail heads as needed	Parklands (including Parklands-based ISN)	Kids Creek Park	Garfield Township	TV
Prepared for Day of Caring work event at Silver Lake	Parklands (including Parklands-based ISN)	Silver Lake Recreation Area	Garfield Township	TV
Contracted treatment of phragmites at Silver Lake RA	Parklands (including Parklands-based ISN)	Silver Lake Recreation Area	Garfield Township	RR
Met with contractors on-site to walk boardwalk project at Miller Creek NR	Parklands (including Parklands-based ISN)	Miller Creek Nature Reserve	Garfield Township	TV
Coordinated phragmite treatments with Invasive Species Network (ISN) at Kids Creek and Miller Creek Parks	Parklands (including Parklands-based ISN)	Miller Creek Nature Reserve	Garfield Township	RR
Conducted invasive species surveys at Templeton and Verizon parcels with ISN monitoring crew	Parklands (including Parklands-based ISN)	Boardman Valley Nature Preserve	Garfield Township	TV
Coordinated and constructed abutments with SEEDS crew in preparation of East End Bridge placement	Parklands (including Parklands-based ISN)	Brown Bridge Quiet Area	City of Traverse City	RR/TV

Partially over-seeded Floodplain Reconnectivity project (SEP) with oats and rye in follow-up of bank restoration activities	Parklands (including Parklands-based ISN)	Brown Bridge Quiet Area	City of Traverse City	RR
Held a volunteer plant rescue event in preparation of shallow-water wetland project at Brown Bridge Quiet Area	Parklands (including Parklands-based ISN)	Brown Bridge Quiet Area	City of Traverse City	RR/TV
Met with local Eagle Scout to discuss potential scout projects on Parklands	Parklands (including Parklands-based ISN)	Boardman River Nature Center	N/A	RR/TV
Assisted ISN with planning of Grand Traverse County phragmites treatments	Stewardship (Boardman River and Non-parklands ISN)	Boardman River and its tributaries	N/A	RR
Assisted Grand Traverse Band by providing canoes and assisting with logistics for a tour down the Boardman River	Stewardship (Boardman River and Non-parklands ISN)	Boardman River and its tributaries	N/A	RR
8/16 - Met with Detroit PTV staff regarding PBS feature on PH, JK, & GBB projects	Stewardship (Boardman River and Non-parklands ISN)	Leelanau/Benzie/Manistee Counties	N/A	KEG
8/24 - Presented <i>Habitat Matters</i> at GTCD Summer Camp; 23 students	Stewardship (Boardman River and Non-parklands ISN)	Leelanau/Benzie/Manistee Counties	N/A	EC/MO
8/26 - Interviewed on WTCM regarding fall workbees/workshops; ~5,000 passive contacts	Stewardship (Boardman River and Non-parklands ISN)	Community Partner	N/A	EC
8/29 - Participated in Coastal Wetland Conference; 25 passive contacts	Stewardship (Boardman River and Non-parklands ISN)	Community Partner	N/A	EC
Ticker article published on <a href="#">drones &amp; invasive species</a> (32,000 circulation, 1 direct contact)	Stewardship (Boardman River and Non-parklands ISN)	Other	N/A	EC
NatureChange.org <a href="#">Japanese knotweed VOGD</a> video published (~300 passive contacts)	Stewardship (Boardman River and Non-parklands ISN)	Other	N/A	KEG
Artist for GM paper <a href="#">interviewed on Michigan Radio</a> (~40,000 passive contacts)	Stewardship (Boardman River and Non-parklands ISN)	Other	N/A	KEG
Sent GBB outreach letters; 30 passive contacts	Stewardship (Boardman River and Non-parklands ISN)	Other	N/A	EC
Posted informational sign at Elberta Beach (regarding tarped baby's breath)	Stewardship (Boardman River and Non-parklands ISN)	Leelanau/Benzie/Manistee Counties	N/A	EC

Treated 32.5 acres (117 sites) in Benzie, Grand Traverse, Leelanau, and Manistee counties	Stewardship (Boardman River and Non-parklands ISN)	Leelanau/Benzie/Manistee Counties	N/A	FR/KEG
Surveyed 128.5 acres, 46.5 roadmiles, 8 miles shoreline (123 sites) in Benzie, Grand Traverse, Leelanau, and Manistee counties	Stewardship (Boardman River and Non-parklands ISN)	Leelanau/Benzie/Manistee Counties	N/A	FR/KEG
Forester conducted 12 site visits on 192 acres and made 11 referrals.	Stewardship (Boardman River and Non-parklands ISN)	Other	Private Property	KR

SL = Steve Largent, Conservation Team  
Coordinator/Boardman River Program Coordinator  
TV = Tom Vitale, Parkland Steward  
SS = Sam Shaughnessy, Administrative Assistant  
TF = Tricia Forgrave, Finance & HR Coordinator  
MC = Marsha Barber Clark, Executive Director  
KEG = Katie Grzesiak, ISN Coordinator  
RR = Reb Ratliff, Parkland Steward  
TC = Taryn Carew, Education Director  
KR = Kama Ross, District Forester (GT; Leelanau; Benzie)

EC = Emily Cook, ISN Outreach Specialist  
LR = Laura Rigan, MAEAP Technician  
JA = Jessica Alpers, MAEAP Technician  
FR = Fields Ratliff, ISN Habitat Management Specialist  
MO = Miriam Owsley, ISN Outreach Assistant  
ISN Crew = ISN seasonal employees  
VT = Victoria Tatum, Nature Center Assistant

# Clerk's Report

For August 31, 2016

Submitted 09/06/16



To The Garfield Township Board;

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

For the month of August in the General Fund, you will find that we had a total of \$96,821.11 Revenues and \$368,371.17 Expenditures. For the year we have a total of \$2,621,491.06 Revenues and \$2,020,765.67 Expenditures.

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

Lanie McManus

Township Clerk

GL NUMBER	DESCRIPTION	2016		YTD BALANCE 08/31/2016	ACTIVITY FOR MONTH 08/31/2016	AVAILABLE BALANCE
		ORIGINAL BUDGET	AMENDED BUDGET			
Fund 101 - GENERAL OPERATING FUND						
Revenues						
Dept 000						
101-000-403.000	CURRENT REAL PROPERTY TAXES	1,683,700.00	1,683,700.00	1,319,001.99	1,524.54	364,698.01
101-000-407.000	DEL PERSONAL PROP TAXES	0.00	0.00	2,903.02	0.00	(2,903.02)
101-000-414.000	Protested R/E Interest	0.00	0.00	4,897.62	0.00	(4,897.62)
101-000-423.000	TRAILER PARK FEES	6,000.00	6,000.00	4,852.00	1,226.00	1,148.00
101-000-445.000	PENALTIES & INT. ON TAXES	5,000.00	5,000.00	3,895.15	0.00	1,104.85
101-000-476.000	BUILDING PERMITS	175,000.00	175,000.00	135,165.27	13,118.00	39,834.73
101-000-476.001	PLANNING FEES	2,500.00	2,500.00	5,900.00	1,450.00	(3,400.00)
101-000-476.002	MAINT INSPECTION FEES	500.00	500.00	160.00	0.00	340.00
101-000-476.003	TREASURER FEES	500.00	500.00	450.00	0.00	50.00
101-000-476.004	PARK USE FEES	2,000.00	2,000.00	2,480.00	400.00	(480.00)
101-000-476.005	ZONING FEES	15,000.00	15,000.00	18,890.00	2,380.00	(3,890.00)
101-000-574.000	STATE SHARED REVENUE	1,200,000.00	1,200,000.00	806,591.00	0.00	393,409.00
101-000-574.001	STATE SHARED REV. - LIQUOR LA	18,000.00	18,000.00	550.00	0.00	17,450.00
101-000-575.000	Road Right of Way	17,000.00	17,000.00	20,018.91	0.00	(3,018.91)
101-000-612.000	CHARGES FOR TOWNSHIP SERVICES	7,000.00	7,000.00	6,577.85	52.00	422.15
101-000-627.000	TAX COLLECTION FEES	22,000.00	22,000.00	22,247.50	0.00	(247.50)
101-000-656.000	Ordinance Enforcement Fees	500.00	500.00	275.01	66.67	224.99
101-000-664.000	EARNED INTEREST	23,000.00	23,000.00	32,771.38	0.00	(9,771.38)
101-000-668.000	RENTS	55,000.00	55,000.00	0.00	0.00	55,000.00
101-000-668.002	RENTS & ROYALTIES CABLE VIS	250,000.00	250,000.00	204,593.16	69,632.00	45,406.84
101-000-668.003	RENTS & ROYALTIES CABLE EQUIP	14,000.00	14,000.00	12,946.50	4,320.90	1,053.50
101-000-670.000	UNREALIZED LOSS ON INVESTMENT	0.00	0.00	10,691.50	0.00	(10,691.50)
101-000-673.000	SALE OF FIXED ASSETS	1,000.00	1,000.00	2,776.00	2,651.00	(1,776.00)
101-000-676.000	REIMBURSEMENTS	0.00	0.00	2,209.99	0.00	(2,209.99)
101-000-676.001	Reimbursed Treasurer Legal Fees	0.00	0.00	647.21	0.00	(647.21)
Total Dept 000		3,497,700.00	3,497,700.00	2,621,491.06	96,821.11	876,208.94
TOTAL Revenues		3,497,700.00	3,497,700.00	2,621,491.06	96,821.11	876,208.94
Fund 101 - GENERAL OPERATING FUND:						
TOTAL REVENUES		3,497,700.00	3,497,700.00	2,621,491.06	96,821.11	876,208.94

GL NUMBER	DESCRIPTION	2016		YTD BALANCE 08/31/2016	ACTIVITY FOR MONTH 08/31/16	AVAILABLE BALANCE	% BGD USED
		ORIGINAL BUDGET	AMENDED BUDGET				
Fund 101 - GENERAL OPERATING FUND							
Expenditures							
Dept 101-TOWNBOARD							
101-101-701.100	WAGES - TRUSTEE	12,000.00	12,000.00	4,900.00	500.00	7,100.00	40.83
101-101-701.101	WAGES - FILE CLERK	22,575.52	22,575.52	14,892.45	2,117.10	7,683.07	65.97
101-101-701.102	WAGES - TRUSTEE	12,000.00	12,000.00	7,000.00	750.00	5,000.00	58.33
101-101-701.103	WAGES - TRUSTEE	12,000.00	12,000.00	3,950.00	600.00	8,050.00	32.92
101-101-701.104	WAGES - TRUSTEE	12,000.00	12,000.00	5,800.00	600.00	6,200.00	48.33
101-101-701.105	WAGES - OFFICE MANAGER	35,050.32	35,050.32	21,668.04	2,627.20	13,382.28	61.82
101-101-701.106	WAGES - RECEPTIONIST	15,793.26	15,793.26	15,041.96	1,615.88	751.30	95.24
101-101-726.000	SUPPLIES	5,000.00	5,000.00	2,339.87	345.00	2,660.13	46.80
101-101-726.001	POSTAGE	15,000.00	15,000.00	9,691.77	13.11	5,308.23	64.61
101-101-726.002	SUPPLIES - COPIER MAINTENANCE	7,500.00	7,500.00	4,406.48	356.22	3,093.52	58.75
101-101-801.002	LEGAL SERVICES - TOWNBOARD	15,000.00	15,000.00	722.09	0.00	14,277.91	4.81
101-101-801.004	LEGAL -Tax Tribunal	10,000.00	10,000.00	125.00	100.00	9,875.00	1.25
101-101-802.000	AUDIT AND ACCOUNTING	16,500.00	16,500.00	15,457.50	400.00	1,042.50	93.68
101-101-805.000	CONTRACTED AND OTHER SERVICES	5,000.00	5,000.00	1,697.98	135.50	3,302.02	33.96
101-101-860.000	MILEAGE	500.00	500.00	0.00	0.00	500.00	0.00
101-101-900.000	PRINTING & PUBLISHING	3,500.00	3,500.00	1,796.40	0.00	1,703.60	51.33
101-101-901.000	ADVERTISING	4,000.00	4,000.00	2,161.78	286.75	1,838.22	54.04
101-101-960.000	EDUCATION & TRAINING	4,000.00	4,000.00	310.50	260.00	3,689.50	7.76
101-101-965.101	DUES & PUBLICATIONS -TOWNBOAR	1,500.00	1,500.00	1,253.49	0.00	246.51	83.57
101-101-965.102	DUES - MICHIGAN TOWNSHIP ASSO	6,500.00	6,500.00	5,819.50	0.00	680.50	89.53
Total Dept 101-TOWNBOARD		215,419.10	215,419.10	119,034.81	10,706.76	96,384.29	55.26
Dept 171-TOWNSHIP SUPERVISOR							
101-171-701.201	WAGES - SUPERVISOR	71,177.54	71,177.54	46,512.09	5,475.20	24,665.45	65.35
101-171-701.202	WAGES - ASST. ASSESSOR	49,562.72	49,562.72	32,364.05	3,812.81	17,198.67	65.30
101-171-701.203	WAGES - ASSESSMENT CLERK	12,131.63	12,131.63	6,597.36	865.35	5,534.27	54.38
101-171-701.204	WAGES - APPRAISER	49,562.72	49,562.72	32,389.85	3,812.80	17,172.87	65.35
101-171-701.205	WAGES - ASSESSOR	87,115.34	87,115.34	56,926.86	6,701.18	30,188.48	65.35
101-171-726.000	SUPPLIES	2,000.00	2,000.00	578.90	0.00	1,421.10	28.95
101-171-805.000	CONTRACTED AND OTHER SERVICES	20,000.00	20,000.00	7,189.59	7,189.59	12,810.41	35.95
101-171-860.200	MILEAGE - SUPERVISOR	1,000.00	1,000.00	275.40	0.00	724.60	27.54
101-171-860.201	MILEAGE - ASSESSOR	1,000.00	1,000.00	170.69	0.00	829.31	17.07
101-171-900.000	PRINTING & PUBLISHING	5,700.00	5,700.00	85.00	0.00	5,615.00	1.49
101-171-960.000	EDUCATION & TRAINING	6,000.00	6,000.00	5,322.64	485.15	677.36	88.71
101-171-960.200	EDUCATION - SUPERVISOR	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00
101-171-965.000	DUES & PUBLICATIONS	1,800.00	1,800.00	944.40	904.40	855.60	52.47
Total Dept 171-TOWNSHIP SUPERVISOR		308,049.95	308,049.95	189,356.83	29,246.48	118,693.12	61.47
Dept 191-ELECTIONS							
101-191-701.000	WAGES	40,000.00	40,000.00	20,928.64	11,721.00	19,071.36	52.32
101-191-726.000	SUPPLIES	12,000.00	12,000.00	6,180.57	1,600.10	5,819.43	51.50
101-191-726.001	POSTAGE	8,500.00	8,500.00	4,945.51	1,170.30	3,554.49	58.18
101-191-860.000	MILEAGE	400.00	400.00	0.00	0.00	400.00	0.00
101-191-901.000	ADVERTISING	400.00	400.00	147.00	73.50	253.00	36.75
101-191-935.010	MACHINE MAINTENANCE	3,000.00	3,000.00	2,453.00	1,680.00	547.00	81.77
101-191-935.015	COMPUTER SUPPORT SYSTEMS	5,000.00	5,000.00	0.00	0.00	5,000.00	0.00
Total Dept 191-ELECTIONS		69,300.00	69,300.00	34,654.72	16,244.90	34,645.28	50.01
Dept 215-TOWNSHIP CLERK							

EXPENDITURE REPORT GARFIELD TOWNSHIP  
 PERIOD ENDING 8/31/2016

GL NUMBER	DESCRIPTION	2016		ACTIVITY FOR MONTH 08/31/16	YTD BALANCE 08/31/2016	AVAILABLE BALANCE	% BGD USED
		ORIGINAL BUDGET	AMENDED BUDGET				
<b>Fund 101 - GENERAL OPERATING FUND</b>							
<b>Expenditures</b>							
101-215-701.300	WAGES - CLERK	71,177.54	71,177.54	5,475.20	46,512.09	24,665.45	65.35
101-215-701.301	WAGES - FILE CLERK	8,000.00	8,000.00	0.00	0.00	8,000.00	0.00
101-215-701.302	WAGES - DEPUTY CLERK	40,400.00	40,400.00	3,107.70	26,400.06	13,999.94	65.35
101-215-701.303	WAGES - ACCOUNTANT	10,000.00	10,000.00	0.00	2,245.00	7,755.00	22.45
101-215-726.000	SUPPLIES	1,000.00	1,000.00	0.00	850.17	149.83	85.02
101-215-860.300	MILEAGE - CLERK	400.00	400.00	0.00	315.90	84.10	78.98
101-215-860.301	MILEAGE - DEPUTY CLERK	400.00	400.00	0.00	0.00	400.00	0.00
101-215-956.016	MISCELLANEOUS	500.00	500.00	0.00	16.79	483.21	3.36
101-215-960.000	EDUCATION & TRAINING	6,000.00	6,000.00	0.00	3,566.54	2,433.46	59.44
101-215-965.000	DUES & PUBLICATIONS	700.00	700.00	0.00	352.20	347.80	50.31
<b>Total Dept 215-TOWNSHIP CLERK</b>		<b>138,577.54</b>	<b>138,577.54</b>	<b>8,582.90</b>	<b>80,258.75</b>	<b>58,318.79</b>	<b>57.92</b>
<b>Dept 247-BOARD OF REVIEW</b>							
101-247-701.400	WAGES - B OF R	1,500.00	1,500.00	100.00	600.00	900.00	40.00
101-247-701.401	WAGES - B OF R	1,500.00	1,500.00	100.00	600.00	900.00	40.00
101-247-701.402	WAGES - B OF R	1,500.00	1,500.00	100.00	600.00	900.00	40.00
101-247-701.403	WAGES - B OF R	1,500.00	1,500.00	0.00	0.00	1,500.00	0.00
101-247-960.000	EDUCATION & TRAINING	200.00	200.00	0.00	0.00	200.00	0.00
<b>Total Dept 247-BOARD OF REVIEW</b>		<b>6,200.00</b>	<b>6,200.00</b>	<b>300.00</b>	<b>1,800.00</b>	<b>4,400.00</b>	<b>29.03</b>
<b>Dept 253-TOWNSHIP TREASURER</b>							
101-253-701.500	WAGES - TREASURER	71,177.54	71,177.54	5,475.20	46,512.09	24,665.45	65.35
101-253-701.501	WAGES - ASSISTANT	9,185.75	9,185.75	344.37	2,364.68	6,821.07	25.74
101-253-701.502	WAGES - DEPUTY TREASURER	40,400.00	40,400.00	3,107.70	26,400.06	13,999.94	65.35
101-253-726.000	SUPPLIES	2,500.00	2,500.00	196.19	1,217.25	1,282.75	48.69
101-253-726.001	POSTAGE	7,000.00	7,000.00	0.00	2,518.41	4,481.59	35.98
101-253-801.000	LEGAL SERVICES	3,000.00	3,000.00	0.00	1,039.01	1,960.99	34.63
101-253-809.000	Bank Fees	300.00	300.00	0.00	0.00	300.00	0.00
101-253-860.500	MILEAGE - TREASURER	700.00	700.00	48.06	535.14	164.86	76.45
101-253-860.501	MILEAGE - DEPUTY TREASURER	200.00	200.00	0.00	0.00	200.00	0.00
101-253-900.000	PRINTING & PUBLISHING	2,000.00	2,000.00	0.00	583.81	1,416.19	29.19
101-253-901.000	ADVERTISING	100.00	100.00	0.00	59.08	40.92	59.08
101-253-960.000	EDUCATION & TRAINING	4,500.00	4,500.00	202.00	2,221.64	2,278.36	49.37
101-253-965.000	DUES & PUBLICATIONS	500.00	500.00	0.00	70.15	429.85	14.03
<b>Total Dept 253-TOWNSHIP TREASURER</b>		<b>141,563.29</b>	<b>141,563.29</b>	<b>9,373.52</b>	<b>83,521.32</b>	<b>58,041.97</b>	<b>59.00</b>
<b>Dept 258-COMPUTER SUPPORT</b>							
101-258-726.000	SUPPLIES	6,000.00	6,000.00	35.88	195.88	5,804.12	3.26
101-258-935.015	COMPUTER SUPPORT SYSTEMS	22,000.00	22,000.00	532.00	16,880.00	5,120.00	76.73
101-258-935.016	COMPUTER NETWORK	4,000.00	4,000.00	75.00	560.00	3,440.00	14.00
<b>Total Dept 258-COMPUTER SUPPORT</b>		<b>32,000.00</b>	<b>32,000.00</b>	<b>642.88</b>	<b>17,635.88</b>	<b>14,364.12</b>	<b>55.11</b>
<b>Dept 265-TOWNSHIP HALL</b>							
101-265-701.011	Maintenance Wages	12,000.00	12,000.00	760.55	5,208.11	6,791.89	43.40
101-265-726.003	SUPPLIES-MAINTANCE	3,500.00	3,500.00	16.81	1,583.19	1,916.81	45.23
101-265-850.000	TELEPHONE	17,000.00	17,000.00	1,256.27	9,316.33	7,683.67	54.80
101-265-920.601	HEATING / GAS	12,000.00	12,000.00	302.62	6,147.69	5,852.31	51.23
101-265-920.602	WATER / SEWER	5,000.00	5,000.00	322.50	1,899.86	3,100.14	38.00

User: Lanie PERIOD ENDI. 2016 ORIGINAL BUDGET AMENDED BUDGET YTD BALANCE 08/31/2016 ACTIVITY FOR MONTH 08/31/16 AVAILABLE BALANCE % BGD T USED

GL NUMBER	DESCRIPTION	2016 ORIGINAL BUDGET	2016 AMENDED BUDGET	YTD BALANCE 08/31/2016	ACTIVITY FOR MONTH 08/31/16	AVAILABLE BALANCE	% BGD T USED
<b>Fund 101 - GENERAL OPERATING FUND</b>							
<b>Expenditures</b>							
101-265-920.603	LIGHTS BUILDING	13,500.00	13,500.00	8,527.36	2,893.10	4,972.64	63.17
101-265-935.601	SNOW PLOWING	10,000.00	10,000.00	2,020.00	0.00	7,980.00	20.20
101-265-935.602	LAWN MAINTENANCE	10,000.00	10,000.00	4,868.99	3,838.71	5,131.01	48.69
101-265-935.603	CLEANING SERVICE	15,000.00	15,000.00	10,027.50	2,805.00	4,972.50	66.85
101-265-935.604	RUBBISH REMOVAL	1,000.00	1,000.00	632.00	79.00	368.00	63.20
101-265-935.605	BUILDING REPAIR	100,000.00	100,000.00	4,759.97	0.00	95,240.03	4.76
101-265-935.606	ELECTRONIC PROTECTION SYSTEM	1,500.00	1,500.00	1,064.25	0.00	435.75	70.95
101-265-935.608	MAINTENANCE-OTHER	15,000.00	15,000.00	5,878.61	250.00	9,121.39	39.19
<b>Total Dept 265-TOWNSHIP HALL</b>		215,500.00	215,500.00	61,933.86	12,524.56	153,566.14	28.74
<b>Dept 301-POLICE SERVICES</b>							
101-301-830.000	POLICE CONTRACT	1,025,365.00	1,025,365.00	705,753.00	0.00	319,612.00	68.83
<b>Total Dept 301-POLICE SERVICES</b>		1,025,365.00	1,025,365.00	705,753.00	0.00	319,612.00	68.83
<b>Dept 371-TOWNSHIP BUILDING INSPECTOR</b>							
101-371-701.703	WAGES - BUILDING	65,941.04	65,941.04	43,090.12	5,072.38	22,850.92	65.35
101-371-701.704	WAGES - BUILDING	22,000.00	22,000.00	10,487.50	1,400.00	11,512.50	47.67
101-371-701.705	WAGES - CONSTRUCTION BOARD	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00
101-371-726.000	SUPPLIES	1,000.00	1,000.00	31.29	23.50	968.71	3.13
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	700.00	700.00	368.95	0.00	331.05	52.71
<b>Total Dept 371-TOWNSHIP BUILDING INSPECTOR</b>		91,641.04	91,641.04	53,977.86	6,495.88	37,663.18	58.90
<b>Dept 400-PLANNING COMMISSION</b>							
101-400-701.800	WAGES - PLANNING	2,000.00	2,000.00	1,300.00	200.00	700.00	65.00
101-400-701.801	WAGES - PLANNING	2,000.00	2,000.00	1,200.00	200.00	800.00	60.00
101-400-701.802	WAGES - PLANNING	2,000.00	2,000.00	1,000.00	200.00	1,000.00	50.00
101-400-701.804	WAGES - PLANNING	2,000.00	2,000.00	1,300.00	200.00	700.00	65.00
101-400-701.805	WAGES - PLANNING	2,000.00	2,000.00	1,300.00	200.00	700.00	65.00
101-400-701.806	WAGES - PLANNING	2,000.00	2,000.00	1,200.00	200.00	800.00	60.00
101-400-701.808	WAGES - PLANNING	2,000.00	2,000.00	900.00	200.00	1,100.00	45.00
101-400-801.000	LEGAL SERVICES	10,000.00	10,000.00	29,660.25	4,741.65	(19,660.25)	296.60
101-400-805.000	CONTRACTED AND OTHER SERVICES	5,000.00	5,000.00	4,102.00	91.50	898.00	82.04
101-400-900.000	PRINTING & PUBLISHING	1,000.00	1,000.00	15.90	15.90	984.10	1.59
101-400-901.000	ADVERTISING	2,000.00	2,000.00	560.25	0.00	1,439.75	28.01
101-400-960.000	EDUCATION & TRAINING	2,000.00	2,000.00	1,314.40	0.00	685.60	65.72
101-400-965.000	DUES & PUBLICATIONS	500.00	500.00	0.00	0.00	500.00	0.00
<b>Total Dept 400-PLANNING COMMISSION</b>		34,500.00	34,500.00	43,852.80	6,249.05	(9,352.80)	127.11
<b>Dept 401-TOWNSHIP PLANNER</b>							
101-401-701.900	WAGES - PLANNER	67,658.33	67,658.33	44,209.80	5,204.48	23,448.53	65.34
101-401-701.901	WAGES - DEPUTY PLANNER	51,631.84	51,631.84	33,748.80	3,972.80	17,883.04	65.36
101-401-726.000	SUPPLIES	1,000.00	1,000.00	270.78	14.58	729.22	27.08
101-401-860.900	MILEAGE - TOWNSHIP PLANNER	150.00	150.00	0.00	0.00	150.00	0.00
101-401-860.901	MILEAGE - DEPUTY PLANNER	150.00	150.00	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	2,949.72	0.00	1,550.28	65.55
101-401-965.000	DUES & PUBLICATIONS	1,000.00	1,000.00	914.50	491.00	85.50	91.45

GL NUMBER	DESCRIPTION	2016		ACTIVITY FOR MONTH 08/31/16	AVAILABLE BALANCE	% BDC USED
		ORIGINAL BUDGET	AMENDED BUDGET			

Fund 101 - GENERAL OPERATING FUND Expenditures

Total Dept 401-TOWNSHIP PLANNER		128,090.17	128,090.17	9,682.86	45,996.57	64.09
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Dept 410-ZONING BOARD OF APPEALS						
101-410-701.001	WAGES - ZONING	1,200.00	1,200.00	0.00	1,000.00	16.67
101-410-701.002	WAGES - ZONING	1,200.00	1,200.00	0.00	900.00	25.00
101-410-701.003	WAGES - ZONING	1,200.00	1,200.00	0.00	800.00	33.33
101-410-701.004	WAGES - ZONING	1,200.00	1,200.00	0.00	800.00	33.33
101-410-701.005	WAGES - ZONING	1,200.00	1,200.00	0.00	900.00	25.00
101-410-801.000	LEGAL SERVICES	10,000.00	10,000.00	0.00	1,217.70	87.82
101-410-805.000	CONTRACTED AND OTHER SERVICES	1,000.00	1,000.00	0.00	705.50	29.45
101-410-901.000	ADVERTISING	1,000.00	1,000.00	0.00	(375.00)	137.50
101-410-960.000	EDUCATION & TRAINING	1,000.00	1,000.00	0.00	765.64	23.44

Total Dept 410-ZONING BOARD OF APPEALS		19,000.00	19,000.00	0.00	6,713.84	64.66
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Dept 412-ZONING ADMINISTRATOR						
101-412-701.601	WAGES	55,550.00	55,550.00	3,269.24	27,478.89	50.53
101-412-701.602	WAGES ZONING	15,000.00	15,000.00	1,098.10	7,855.01	47.63
101-412-726.000	SUPPLIES	1,000.00	1,000.00	18.19	191.00	80.90
101-412-860.601	MILEAGE - ZONING ADMIN	150.00	150.00	0.00	150.00	0.00
101-412-860.602	MILEAGE - DEPT ZONING	150.00	150.00	0.00	150.00	0.00
101-412-960.000	EDUCATION & TRAINING	2,000.00	2,000.00	0.00	2,000.00	0.00
101-412-965.000	DUES & PUBLICATIONS	500.00	500.00	0.00	423.00	15.40

Total Dept 412-ZONING ADMINISTRATOR		74,350.00	74,350.00	4,385.53	38,247.90	48.56
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Dept 448-STREET LIGHTS - TOWNSHIP						
101-448-920.005	STREET LIGHTS TOWNSHIP	92,000.00	92,000.00	7,083.06	49,302.31	46.41

Total Dept 448-STREET LIGHTS - TOWNSHIP		92,000.00	92,000.00	7,083.06	49,302.31	46.41
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Dept 747-COMMUNITY PROMOTIONS						
101-747-880.003	COM. PROM. - TRAVERSE BAY EDC	15,000.00	15,000.00	0.00	0.00	100.00
101-747-880.004	COM. PROM. - TC-TALUS	3,000.00	3,000.00	0.00	0.00	100.00
101-747-880.007	COM. PROM. - COMMUNITY AWAREN	20,000.00	20,000.00	323.81	15,258.38	23.71
101-747-880.008	COM. PROM. - CONTRACTED SERVI	20,000.00	20,000.00	0.00	20,000.00	0.00
101-747-880.011	COM. PROM. - P.E.G.	95,000.00	95,000.00	23,676.08	24,442.98	74.27
101-747-880.017	COM. PROM. - TV BOARD	2,500.00	2,500.00	250.00	1,485.00	40.60
101-747-880.018	COM. PROM. - MILFOIL	8,000.00	8,000.00	0.00	8,000.00	0.00

Total Dept 747-COMMUNITY PROMOTIONS		163,500.00	163,500.00	24,249.89	69,186.36	57.68
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Dept 806-TOWNSHIP VEHICLES						
101-806-862.000	GAS & CAR WASHES	4,000.00	4,000.00	192.84	2,921.65	26.96
101-806-863.000	OIL CHANGES	500.00	500.00	0.00	467.85	6.43
101-806-864.000	MISCELLANEOUS	3,500.00	3,500.00	0.00	2,423.24	30.76

Total Dept 806-TOWNSHIP VEHICLES		8,000.00	8,000.00	192.84	5,812.74	27.34
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GL NUMBER	DESCRIPTION	2016		YTD BALANCE 08/31/2016	ACTIVITY FOR MONTH 08/31/16	AVAILABLE BALANCE	% BDTG USED
		ORIGINAL BUDGET	AMENDED BUDGET				
Fund 101 - GENERAL OPERATING FUND							
Expenditures							
Dept 851-EMPLOYEE BENEFITS & INSURANCES							
101-851-701.000	WAGES	16,000.00	16,000.00	3,858.96	482.37	12,141.04	24.12
101-851-873.001	John Hancock 403B	90,000.00	90,000.00	82,360.44	0.00	7,639.56	91.51
101-851-873.010	SOCIAL SECURITY - EMPLOYER	80,000.00	80,000.00	44,576.64	5,341.37	35,423.36	55.72
101-851-873.020	VACATION & PERSONAL PAYOUT	10,000.00	10,000.00	1,293.64	0.00	8,706.36	12.94
101-851-873.030	INSURANCE - EMPLOYEE HEALTH	250,000.00	250,000.00	189,983.31	15,685.02	60,016.69	75.99
101-851-873.040	INSURANCE - EMPLOYEE LIFE	11,000.00	11,000.00	4,813.23	670.56	6,186.77	43.76
101-851-912.001	INSURANCE - LIABILITY	13,000.00	13,000.00	0.00	0.00	13,000.00	0.00
101-851-912.002	INSURANCE - WORKMENS COMP.	7,500.00	7,500.00	1,642.19	1,642.19	5,857.81	21.90
Total Dept 851-EMPLOYEE BENEFITS & INSURANCES		477,500.00	477,500.00	328,528.41	23,821.51	148,971.59	68.80
Dept 900-CAPITAL OUTLAY							
101-900-970.001	CAPITAL OUTLAY - ELECTIONS	110,000.00	110,000.00	0.00	0.00	110,000.00	0.00
101-900-970.002	CAPITAL OUTLAY - TOWNSHIP HAL	40,000.00	40,000.00	5,995.00	0.00	34,005.00	14.99
101-900-970.003	CAPITAL OUTLAY - COMPUTER	10,000.00	10,000.00	0.00	0.00	10,000.00	0.00
101-900-970.004	CAPITAL OUTLAY - VEHICLES	30,000.00	30,000.00	23,856.00	0.00	6,144.00	79.52
101-900-970.005	CAPITAL OUTLAY - LAND	0.00	0.00	925.98	0.00	(925.98)	100.00
Total Dept 900-CAPITAL OUTLAY		190,000.00	190,000.00	30,776.98	0.00	159,223.02	16.20
TOTAL Expenditures		3,430,556.09	3,430,556.09	2,020,765.67	169,782.62	1,409,790.42	58.90
Fund 101 - GENERAL OPERATING FUND:							
TOTAL EXPENDITURES		3,430,556.09	3,430,556.09	2,020,765.67	169,782.62	1,409,790.42	58.90



# GRAND TRAVERSE METRO FIRE DEPARTMENT

## 2017 BUDGET TIMELINE

Below is the timeline for approving Metro's 2017 Budget:

- June 28, 2016:** Begin discussion regarding 2017 Budget
- July 18, 2016** 2017 Budget Workshop with Metro Board - 10am - Noon
- July 26, 2016** Metro's Board to approve 2017 Budget, pending Townships approval
- August, 2016:** Take Metro's 2017 Budget to Township Boards for approval
- September, 2016** Public Hearings and Final Approval by the Townships
- Sept. 27, 2016:** Final approval of Metro's 2017 Budget by the Board
- Sept. 30, 2016:** Notify GT County of Townships millage rate for Metro!





# GRAND TRAVERSE METRO FIRE DEPARTMENT

## 2017 BUDGET ASSUMPTIONS/ISSUES

Below are assumptions/issues for the 2017 Budget:

- 1) 1.6% increase in Townships real property taxable valuations.  
(at 2.35 mills, this impact is approx \$57,300 of additional revenue from Townships in 2017).
- 2) Wages and Benefits
  - \* Wage increases for firefighters, administrative and fire inspectors
  - \* Increase PT FF hourly rate by \$0.40. Effective 1/1/17, Michigan minimum wage will increase by \$0.40/hour to \$8.90 per hour.
- 3) Purchase new Squad 12 out of PIF funds - \$50,000 (similar to truck purchased in 2016).
- 4) In 2017, final payment for Tanker 12 Cherryland loan will be paid out of the Public Improvement Fund in the amount of \$15,623.
- 5) Lease payment for Engine 8 is \$99,500 per year out of the General Fund. (purchased 2013)
- 6) Metro has budgeted \$50,000 to transfer to the Public Improvement Fund to build it up for future capital expenditures for a new truck and/or Station 8.
- 7) PIF balance at the end of 2016 is projected to be \$258,765. 2011 was the last year Metro moved money to PIF to pay for future capital needs. At the end of 2011, the fund balance in PIF was almost \$882,000.
- 8) Metro proposes keeping the budget at 2.35 mills - resulting in a \$5,058 gain to fund balance.
- 9) Future issues not included in budget:
  - a. \$350,000 Station 11 improvements (repair floor & drains, upgrade work-out room & office)
  - b. Training Tower
  - c. New Station 8 costs



**GRAND TRAVERSE METRO FIRE DEPARTMENT  
2017 BUDGET  
NET TAXABLE VALUE ALLOCATION  
Proposed**

<b>TOTAL BUDGETED EXPENDITURES:</b>	<b>2017</b>
	\$ 3,914,990
<b>LESS: OTHER REVENUE ITEMS:</b>	\$ 250,000
<b>NET EXPENDITURES TO BE ALLOC.</b>	<u>\$ 3,664,990</u>
<b>TOWNSHIP ASSESSED VALUES, net</b>	<u>1,561,722,697</u>
<b>Millage rate to breakeven</b>	<u>2.35</u>
	(5,058) Use of fund balance (reduce to get to 2.35 mills)

<b>ALLOCATION BASED ON TAXABLE VALUE - 2.35 MILLS</b>				
	<b>2017 BUDGETED TWP REVENUE</b>	<b>2016 BUDGETED TWP REVENUE</b>	<b>DIFFERENCE</b>	<b>% CHANGE</b>
<b>ACME</b>	<b>701,927</b>	<b>687,289</b>	<b>14,638</b>	<b>2.13%</b>
<b>EAST BAY</b>	<b>1,181,159</b>	<b>1,159,632</b>	<b>21,527</b>	<b>1.86%</b>
<b>GARFIELD</b>	<b>1,786,962</b>	<b>1,765,827</b>	<b>21,135</b>	<b>1.20%</b>
<b>TOTAL</b>	<b>3,670,048</b>	<b>3,612,748</b>	<b>57,300</b>	<b>1.59%</b>

	<b>2016 TAXABLE VALUE</b>	<b>2015 TAXABLE VALUE</b>	<b>DIFFERENCE</b>	<b>% CHANGE</b>
	<small>(net of personal prop)</small>	<small>(net of personal prop)</small>		
<b>ACME</b>	<b>298,692,271</b>	<b>292,463,461</b>	<b>6,228,810</b>	<b>2.13%</b>
% of total	19.1%	19.0%		
<b>EAST BAY</b>	<b>502,620,876</b>	<b>493,460,516</b>	<b>9,160,360</b>	<b>1.86%</b>
% of total	32.2%	32.1%		
<b>GARFIELD</b>	<b>760,409,550</b>	<b>751,415,592</b>	<b>8,993,958</b>	<b>1.20%</b>
% of total	48.7%	48.9%		
<b>TOTAL</b>	<b>1,561,722,697</b>	<b>1,537,339,569</b>	<b>24,383,128</b>	<b>1.59%</b>

# GRAND TRAVERSE METRO FIRE DEPARTMENT 2017 BUDGET DEPARTMENT SUMMARY



To the Townships  
Metro Board Approved: 7/26/16

Proposed

	Actual	Budget	YTD actual	% Bud	2017	
GRAND TRAVERSE METRO FIRE	2015	2016	June, 2016	2016	GRAND TOTAL	
<b>Fund: 206 - METRO FIRE</b>						
<b>Revenues</b>						
600.001 Acme Township - Cont.	633,189	687,289	666,369	97.0%	701,927	2.35 Mills
600.002 East Bay Twp. Contr	1,077,353	1,159,632	1,098,920	94.8%	1,181,159	2.35 Mills
600.003 Garfield Charter Twp.	1,623,843	1,765,827	1,743,139	98.7%	1,786,962	2.35 Mills
650.000 MI Tax Tribunal Refunds	-13,398	-5,000	-783	15.7%	-5,000	
664.000 Earned Interest	8,730	4,000	3,739	93.5%	5,000	
667.100 Township FF/EMS	152,713	95,810	41,729	43.6%	100,000	
668.100 Simulator Revenue	0	2,000	0	0.0%	0	
668.500 Cost Recovery Revenue	58,794	60,000	37,191	62.0%	55,000	
668.600 911 Memorial Donations	1,262	0	0	#DIV/0!	0	
669.000 Plan Reviews	76,659	60,000	38,139	63.6%	65,000	
669.001 Refunds and Donations	39,984	20,000	14,024	70.1%	25,000	
669.002 Sale of Surplus Equipment	3,375	5,000	15,413	308.3%	5,000	
669.006 Misc. Grant Receipts	27,981	0	0	#DIV/0!	0	
675.000 Debt Proceeds	0	0	0	#DIV/0!	0	
<b>TOTAL REVENUES</b>	<b>3,690,485</b>	<b>3,854,558</b>	<b>3,657,880</b>	<b>94.9%</b>	<b>3,920,048</b>	
	3,768,430	3,768,430				
<b>EXPENDITURES</b>						
<b>Dent: 336 OPERATIONS</b>						
<b>Acct Class: 701 PERSONNEL SERVICES</b>						
701.000 Wages and Salaries	1,140,421	1,249,295	605,154	48.4%	1,307,650	FF and staff wage increases
702.001 Longevity	28,609	32,000	0	0.0%	27,000	
703.000 Metro Firefighters Comp.	40,767	55,000	20,260	36.8%	50,000	
703.001 Metro Fire Officers Salaries	11,100	12,000	6,000	50.0%	12,000	
703.200 Metro FF Wages - part-time	571,182	547,600	265,472	48.5%	584,000	Incr. by \$.40/hour
703.300 Part-time Administrative	40,654	50,000	17,546	35.1%	50,000	
705.000 Personal Day Payout	27,295	29,500	0	0.0%	29,500	
715.000 FICA/Medicare	68,815	74,078	32,883	44.4%	76,992	
716.000 Health/Dental/Optical Ins.	353,089	423,000	227,793	53.9%	423,000	
716.003 Life Ins./LTD/STD	11,316	17,000	9,753	57.4%	20,000	
717.001 AD&D Insurance	9,761	11,000	10,003	90.9%	11,000	
718.000 Retirement	177,152	188,538	90,378	47.9%	197,386	
719.000 Workers Comp. Insurance	58,447	69,000	58,908	85.4%	65,000	
<b>TOTAL PERSONNEL SERVICES</b>	<b>2,538,608</b>	<b>2,758,011</b>	<b>1,344,150</b>	<b>48.7%</b>	<b>2,853,528</b>	
	68.8%	71.6%			72.79%	(labor % of revenue)
<b>Acct Class: 726 SUPPLIES</b>						
727.000 Office Supplies	10,923	13,250	3,168	23.9%	13,250	
729.000 Printing and Binding	4,219	5,000	2,138	42.8%	5,000	
730.000 Postage and Freight	2,431	2,500	677	27.1%	2,500	
743.000 Other Supplies	18,732	21,500	7,983	37.1%	21,500	
745.000 Uniforms and Accessories	18,821	21,500	9,998	46.5%	21,000	
745.002 Fire Gear	28,237	30,000	11,168	37.2%	30,000	
748.000 Fuel, Oil, Grease	40,976	61,000	12,135	19.9%	50,000	
760.000 Medical Supplies	13,124	9,700	1,929	19.9%	12,000	
<b>SUPPLIES</b>	<b>137,463</b>	<b>164,450</b>	<b>49,196</b>	<b>29.9%</b>	<b>155,250</b>	
<b>Acct Class: 800 CONTRACTUAL SERVICES</b>						
801.000 Legal Fees	13,645	15,000	4,237	28.2%	15,000	
810.000 Subscriptions	3,644	4,000	2,662	66.6%	4,000	
810.001 Dues	7,810	7,500	3,950	52.7%	7,500	

# GRAND TRAVERSE METRO FIRE DEPARTMENT 2017 BUDGET DEPARTMENT SUMMARY



To the Townships  
Metro Board Approved: 7/26/16

Proposed

	Actual 2015	Budget 2016	YTD actual June, 2016	% Bud 2016	2017 GRAND TOTAL
<b>GRAND TRAVERSE METRO FIRE</b>					
818.000 Contract Services	33,116	33,600	17,564	52.3%	33,500
830.000 Fire Hydrant Rental	20,055	20,055	0	0.0%	21,555
850.001 Telephone	35,618	35,100	19,647	56.0%	36,000
<b>TOTAL CONTRACTUAL SERVICES</b>	<b>113,888</b>	<b>115,255</b>	<b>48,060</b>	<b>41.7%</b>	<b>117,555</b>
<b>Acct Class: 900 OTHER SERVICES AND CHARGES</b>					
910.000 Fleet & Liability Property Ins	65,138	68,000	58,446	86.0%	66,000
920.000 Heat Utilities	28,855	38,000	15,714	41.4%	32,000
921.000 Electric Utilities	42,786	46,000	17,979	39.1%	45,000
923.000 Sewer and Water Utilities	14,524	16,000	5,732	35.8%	15,000
924.000 Waste Disposal	1,569	2,000	1,220	61.0%	2,000
930.000 Bldg. Repair and Maintenance	63,699	55,000	34,247	62.3%	58,000
932.000 Equipment Repair & Maint.	20,679	15,000	5,336	35.6%	20,000
932.001 Radio/Pager Repair and Maint.	1,010	7,500	125	1.7%	2,000
932.100 SCBA Repair/Maintenance	2,463	10,000	6,375	63.8%	5,000
934.000 Vehicle R&M - labor	55,862	64,000	17,549	27.4%	55,000
934.100 Vehicle R&M - parts	56,486	43,000	14,567	33.9%	56,000
934.500 Special Ops Equipment	549	2,500	0	0.0%	5,000
934.600 911 Memorial Costs	2,555	0	0	0.0%	0
935.000 Ground Care and Maintenance	22,960	28,000	15,843	56.6%	25,000
955.000 Employee Physicals & Wellness	44,114	43,700	15,387	35.2%	45,000
Employee Train. and Develop.	64,104	51,500	36,964	71.8%	55,000
Computer Support	21,110	28,000	22,396	80.0%	25,000
<b>TOTAL OTHER SERVICES AND CHARGES</b>	<b>508,463</b>	<b>518,200</b>	<b>267,880</b>	<b>51.7%</b>	<b>511,000</b>
<b>Acct Class: 970 CAPITAL OUTLAY</b>					
976.001 Building Improvement	30,231	28,500	994	3.5%	30,000
977.000 Machinery and Equipment	85,720	74,500	38,001	51.0%	80,000
978.000 Vehicles Acquisition	36,892	0	6,957	#DIV/0!	0
980.000 Office Equipment	0	2,000	0	0.0%	0
980.100 Computer Replacement	7,630	8,000	2,110	26.4%	8,000
<b>TOTAL CAPITAL OUTLAY</b>	<b>160,473</b>	<b>113,000</b>	<b>48,062</b>	<b>42.5%</b>	<b>118,000</b>
<b>Acct Class: 985 OTHER</b>					
985.100 Transfer to Public Imp. Fund	138,998	60,000	60,000	100.0%	50,000
990.000 Debt Payment	96,600	97,198	48,525	49.9%	97,808
990.005 Interest Expense	2,856	2,259	1,203	53.3%	1,649
992.000 Contingency	0	10,000	0	0.0%	10,000
992.001 Emergency Cont. Fund	0	200	0	0.0%	200
<b>TOTAL OTHER</b>	<b>238,454</b>	<b>169,657</b>	<b>109,728</b>	<b>64.7%</b>	<b>159,657</b>
<b>TOTAL EXPENDITURES</b>	<b>3,697,349</b>	<b>3,838,573</b>	<b>1,867,076</b>	<b>48.6%</b>	<b>3,914,990</b>
<b>NET REVENUE/EXPENDITURES</b>	<b>(6,864)</b>	<b>15,985</b>	<b>1,790,804</b>		<b>\$ 5,058</b>
<b>Fund Balance</b>	<b>1,384,104</b>	<b>1,377,240</b>			<b>1,393,225</b>
<b>End Balance</b>	<b>\$ 1,377,240</b>	<b>\$ 1,393,225</b>			<b>\$ 1,398,283</b>

Maintain Fund Balance equal to 4 mont \$ 1,288,330 | \$ -

# GRAND TRAVERSE METRO FIRE DEPARTMENT 2017 BUDGET DEPARTMENT SUMMARY

Proposed



To the Townships  
Metro Board Approved: 7/26/16

	Actual 2015	Budget 2016	YTD actual June, 2016	% Bud 2016	2017 GRAND TOTAL
<b>GRAND TRAVERSE METRO FIRE</b>					
<b>PUBLIC IMPROVEMENT FUND</b>					
664.000 Earned Interest	1,396	2,000	143	7.2%	1,500
675.000 Debt Proceeds	0	2,520,000	0	0.0%	0
699.100 Transfer In - Fund Balance	138,998	60,000	60,000	100.0%	50,000
<b>TOTAL REVENUES</b>	<b>140,394</b>	<b>2,582,000</b>	<b>60,143</b>	<b>2.3%</b>	<b>51,500</b>
<b>EXPENDITURES</b>					
Acct. Class: 970 Capital Outlay					
976.300 Station #8 Construction	7,571	2,520,000	0	0.0%	0
977.000 Machinery and Equipment	68,772	137,544	137,544	100.0%	0
978.000 Vehicles Acquisition	55,522	50,000	48,298	96.6%	50,000
<b>TOTAL SUPPLIES</b>	<b>131,865</b>	<b>2,707,544</b>	<b>185,842</b>	<b>6.9%</b>	<b>50,000</b>
Acct Class: OTHER					
990.000 Debt Payment (tanker)	62,492	62,492	36,453	58.3%	15,623
990.000 Debt Payment Station #8	0	0	0	#DIV/0!	0
990.005 Interest Expense - Station #8	0	0	0	#DIV/0!	0
990.000 Contingency	0	5,000	0	0.0%	5,000
<b>CONTRACTUAL SERVICES</b>	<b>62,492</b>	<b>67,492</b>	<b>36,453</b>	<b>54.0%</b>	<b>20,623</b>
<b>TOTAL EXPENDITURES</b>	<b>194,357</b>	<b>2,775,036</b>	<b>222,295</b>	<b>8.0%</b>	<b>70,623</b>
<b>EXPENDITURES OVER REVENUES</b>	<b>-53,963</b>	<b>-193,036</b>	<b>-162,152</b>	<b>84.0%</b>	<b>-19,123</b>
Fund Balance	505,764	451,801			258,765
<b>Net Fund Balance</b>	<b>451,801</b>	<b>258,765</b>			<b>\$ 239,642</b>

New Squad 12

**BUDGET WORKSHEET**  
Proposed 2017 Metro Budget

MI/GTFX

	Prior Year Actual	Current Year			(6) Requested	(7) Recommended	(8) Adopted	
		Original Budget	Amended Budget	Actual Thru June Estimated Total				
3/30/2016								
206 - METRO FIRE								
revenues								
Dept: 000								
Acct Class: 000 Revenues								
600.001 Acme Township - Cont.	633,189	687,289	687,289	666,369	0	701,927	701,927	0
600.002 East Bay Twp. Contr	1,077,353	1,159,632	1,159,632	1,098,920	0	1,181,159	1,181,159	0
600.003 Garfield Charter Twp.	1,623,843	1,765,827	1,765,827	1,743,139	0	1,786,962	1,786,962	0
650.000 MI Tax Tribunal Refunds	-13,398	-5,000	-5,000	-783	0	-5,000	-5,000	0
664.000 Earned Interest	8,730	4,000	4,000	3,739	0	5,000	5,000	0
667.100 EMS Firefighter Revenue	152,713	95,810	95,810	41,729	0	100,000	100,000	0
668.100 Simulator Revenue	0	2,000	2,000	0	0	0	0	0
668.500 Cost Recovery Revenue	58,794	60,000	60,000	37,191	0	55,000	55,000	0
668.600 911 Memorial Donations	1,262	0	0	0	0	0	0	0
669.000 Plan Reviews	76,659	60,000	60,000	38,139	0	65,000	65,000	0
669.001 Refunds and Donations	39,984	20,000	20,000	14,024	0	25,000	25,000	0
669.002 Sale of Surplus Assets	3,375	5,000	5,000	15,413	0	5,000	5,000	0
669.006 Misc. Grant Receipts	27,982	0	0	0	0	0	0	0
Revenues	3,690,486	3,854,558	3,854,558	3,657,880	0	3,920,048	3,920,048	0
Class: 990 DEBT SERVICE								
Debt Proceeds	0	0	0	0	0	0	0	0
DEBT SERVICE	0	0	0	0	0	0	0	0
Dept: 000	3,690,486	3,854,558	3,854,558	3,657,880	0	3,920,048	3,920,048	0
Total Revenues	3,690,486	3,854,558	3,854,558	3,657,880	0	3,920,048	3,920,048	0
Expenditures								
Dept: 336 METRO FIRE EXPENDITURES								
Acct Class 701 PERSONNEL SERVICES								
702.000 Wages and Salaries	1,140,421	1,249,295	1,249,295	605,154	0	1,307,650	1,307,650	0
702.001 Longevity	28,609	32,000	32,000	0	0	27,000	27,000	0
702.010 Overtime Wages	0	0	0	0	0	0	0	0
703.000 Metro Firefighters Comp.	40,766	55,000	55,000	20,260	0	50,000	50,000	0
703.001 Metro Fire Officers Salaries	11,100	12,000	12,000	6,000	0	12,000	12,000	0
703.200 Metro FF Wages	571,182	547,600	547,600	265,472	0	584,000	584,000	0
703.300 Part-time Administrative	40,654	50,000	50,000	17,546	0	50,000	50,000	0
705.000 Personal Day Payout	27,295	29,500	29,500	0	0	29,500	29,500	0
715.000 FICA/Medicare	68,816	74,078	74,078	32,883	0	76,992	76,992	0
715.001 Medicare/Salaried Only	0	0	0	0	0	0	0	0
716.000 Health/Dental/Optical Ins.	353,089	423,000	423,000	227,793	0	423,000	423,000	0
Life Ins./LTD/STD	11,316	17,000	17,000	9,753	0	20,000	20,000	0
AD&D Insurance	9,761	11,000	11,000	10,003	0	11,000	11,000	0
718.000 Retirement	177,152	188,538	188,538	90,378	0	197,386	197,386	0

**BUDGET WORKSHEET**  
Proposed 2017 Metro Budget

M/GTFX

2016	Prior	Current Year			(6)	(7)	(8)	
	Year	Original	Amended	Actual Thru	Estimated	Requested	Recommended	Adopted
Actual	Budget	Budget	June	Total				
<b>06 - METRO FIRE</b>								
Expenditures								
Dept: 336 METRO FIRE EXPENDITURES								
Acct Class: 701 PERSONNEL SERVICES								
719.000 Workers Comp. Insurance	58,447	69,000	69,000	58,908	0	65,000	65,000	0
<b>PERSONNEL SERVICES</b>	<b>2,538,608</b>	<b>2,758,011</b>	<b>2,758,011</b>	<b>1,344,150</b>	<b>0</b>	<b>2,853,528</b>	<b>2,853,528</b>	<b>0</b>
Acct Class: 726 SUPPLIES								
727.000 Office Supplies	10,923	13,250	13,250	3,168	0	13,250	13,250	0
729.000 Printing and Binding	4,219	5,000	5,000	2,138	0	5,000	5,000	0
730.000 Postage	2,431	2,500	2,500	677	0	2,500	2,500	0
743.000 Other Supplies	18,732	21,500	21,500	7,983	0	21,500	21,500	0
745.000 Uniforms and Accessories	18,821	21,500	21,500	9,998	0	21,000	21,000	0
745.002 Fire Gear & PPE	28,237	30,000	30,000	11,168	0	30,000	30,000	0
748.000 Fuel, Oil, Grease	40,976	61,000	61,000	12,135	0	50,000	50,000	0
760.000 Medical Supplies	13,124	9,700	9,700	1,929	0	12,000	12,000	0
<b>SUPPLIES</b>	<b>137,463</b>	<b>164,450</b>	<b>164,450</b>	<b>49,196</b>	<b>0</b>	<b>155,250</b>	<b>155,250</b>	<b>0</b>
Acct Class: 800 CONTRACTUAL SERVICES								
801.000 Legal Fees	13,645	15,000	15,000	4,237	0	15,000	15,000	0
810.000 Subscriptions	3,644	4,000	4,000	2,662	0	4,000	4,000	0
Dues	7,810	7,500	7,500	3,950	0	7,500	7,500	0
Contract Services	33,116	33,600	33,600	17,564	0	33,500	33,500	0
830.000 Fire Hydrant Maintenance	20,055	20,055	20,055	0	0	21,555	21,555	0
850.001 Telephone	35,619	35,100	35,100	19,647	0	36,000	36,000	0
<b>CONTRACTUAL SERVICES</b>	<b>113,889</b>	<b>115,255</b>	<b>115,255</b>	<b>48,060</b>	<b>0</b>	<b>117,555</b>	<b>117,555</b>	<b>0</b>
Acct Class: 900 OTHER SERVICES AND CHARGES								
910.000 Fleet & Liability Property Ins	65,138	68,000	68,000	58,446	0	66,000	66,000	0
920.000 Heat Utilities	28,855	38,000	38,000	15,714	0	32,000	32,000	0
921.000 Electric Utilities	42,786	46,000	46,000	17,979	0	45,000	45,000	0
923.000 Sewer and Water Utilities	14,524	16,000	16,000	5,732	0	15,000	15,000	0
924.000 Waste Disposal	1,569	2,000	2,000	1,220	0	2,000	2,000	0
930.000 Bldg. Repair and Maintenance	63,699	55,000	55,000	34,247	0	58,000	58,000	0
932.000 Equipment Repair & Maint.	20,679	15,000	15,000	5,336	0	20,000	20,000	0
932.001 Radio/Pager Repair and Maint.	1,010	7,500	7,500	125	0	2,000	2,000	0
932.100 SCBA Repair/Maintenance	2,463	10,000	10,000	6,375	0	5,000	5,000	0
934.000 Vehicle R&M - labor	55,862	64,000	64,000	17,549	0	55,000	55,000	0
934.100 Vehicle R&M - parts	56,486	43,000	43,000	14,567	0	56,000	56,000	0
934.500 Special Ops Equipment	549	2,500	2,500	0	0	5,000	5,000	0
911 Memorial Costs	2,555	0	0	0	0	0	0	0
Ground Care and Maintenance	22,960	28,000	28,000	15,843	0	25,000	25,000	0
955.000 Employee Physicals & Wellness	44,114	43,700	43,700	15,387	0	45,000	45,000	0
956.000 Employee Train. and Develop.	64,104	51,500	51,500	36,964	0	55,000	55,000	0

**BUDGET WORKSHEET**  
Proposed 2017 Metro Budget

MI/GTFX

	Prior Year Actual	Current Year			Estimated Total	(6) Requested	(7) Recommended	(8) Adopted
		Original Budget	Amended Budget	Actual Thru June				
3/30/2016								
206 - METRO FIRE								
Expenditures								
Dept: 336 METRO FIRE EXPENDITURES								
Acct Class: 900 OTHER SERVICES AND CHARGES								
956.001 Computer Support	21,110	28,000	28,000	22,396	0	25,000	25,000	0
OTHER SERVICES AND CHARGES	508,463	518,200	518,200	267,880	0	511,000	511,000	0
Acct Class: 970 CAPITAL OUTLAY								
976.001 Building Improvement	30,231	28,500	28,500	994	0	30,000	30,000	0
977.000 Machinery and Equipment	85,720	134,500	74,500	38,001	0	80,000	80,000	0
978.000 Vehicles Acquisition	36,892	0	0	6,957	0	0	0	0
980.000 Office Equipment	0	2,000	2,000	0	0	0	0	0
980.100 Computer Replacement	7,630	8,000	8,000	2,110	0	8,000	8,000	0
CAPITAL OUTLAY	160,473	173,000	113,000	48,062	0	118,000	118,000	0
Acct Class: 990 DEBT SERVICE								
990.000 Debt payment	96,600	97,198	97,198	48,525	0	97,808	97,808	0
990.005 Interest Expense	2,856	2,259	2,259	1,203	0	1,649	1,649	0
DEBT SERVICE	99,456	99,457	99,457	49,728	0	99,457	99,457	0
Acct Class: 992 CONTINGENCY								
992.000 Contingency	0	10,000	10,000	0	0	10,000	10,000	0
CONTINGENCY	0	10,000	10,000	0	0	10,000	10,000	0
Acct Class: 993 EMERGENCY CONT FUND								
993.001 Emergency Cont. Fund	0	200	200	0	0	200	200	0
EMERGENCY CONT FUND	0	200	200	0	0	200	200	0
Acct Class: 999 TRANSFERS OUT								
985.100 Transfer to Public Imp. Fund	138,998	0	60,000	60,000	0	50,000	50,000	0
TRANSFERS OUT	138,998	0	60,000	60,000	0	50,000	50,000	0
METRO FIRE EXPENDITURES	3,697,350	3,838,573	3,838,573	1,867,076	0	3,914,990	3,914,990	0
Total Expenditures	3,697,350	3,838,573	3,838,573	1,867,076	0	3,914,990	3,914,990	0
METRO FIRE	-6,864	15,985	15,985	1,790,804	0	5,058	5,058	0



**BUDGET WORKSHEET**  
Proposed 2017 Metro Budget

MVGTFX

6/30/2016	Prior Year Actual	Current Year			Estimated Total	(6) Requested	(7) Recommended	(8) Adopted
		Original Budget	Amended Budget	Actual Thru June				
<b>207 - METRO PUBLIC IMPROVEMENT FUND</b>								
<b>Revenues</b>								
Dept: 000								
Acct Class: 000 Revenues								
664.000 Earned Interest	1,396	2,000	2,000	143	0	1,500	1,500	0
669.006 Misc. Grant Receipts	0	0	0	0	0	0	0	0
699.100 Transfer in - Fund Balance	138,998	0	60,000	60,000	0	50,000	50,000	0
<b>Revenues</b>	<b>140,394</b>	<b>2,000</b>	<b>62,000</b>	<b>60,143</b>	<b>0</b>	<b>51,500</b>	<b>51,500</b>	<b>0</b>
Acct Class: 990 DEBT SERVICE								
675.000 Debt Proceeds	0	2,250,000	2,250,000	0	0	0	0	0
<b>DEBT SERVICE</b>	<b>0</b>	<b>2,250,000</b>	<b>2,250,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
Dept: 000	140,394	2,252,000	2,312,000	60,143	0	51,500	51,500	0
<b>Total Revenues</b>	<b>140,394</b>	<b>2,252,000</b>	<b>2,312,000</b>	<b>60,143</b>	<b>0</b>	<b>51,500</b>	<b>51,500</b>	<b>0</b>
<b>Expenditures</b>								
Dept: 337 PIF METRO EXPENDITURES								
Acct Class: 970 CAPITAL OUTLAY								
975.000 Land Acquisition	0	0	0	0	0	0	0	0
976.300 Station #8 Construction	7,571	2,250,000	2,250,000	0	0	0	0	0
000 Machinery and Equipment	68,772	0	137,544	137,544	0	0	0	0
Vehicles Acquisition	55,522	50,000	50,000	48,298	0	50,000	50,000	0
<b>CAPITAL OUTLAY</b>	<b>131,865</b>	<b>2,300,000</b>	<b>2,437,544</b>	<b>185,842</b>	<b>0</b>	<b>50,000</b>	<b>50,000</b>	<b>0</b>
Acct Class: 990 DEBT SERVICE								
990.000 Debt payment	62,492	62,492	62,492	36,453	0	15,623	15,623	0
990.005 Interest Expense	0	0	0	0	0	0	0	0
<b>DEBT SERVICE</b>	<b>62,492</b>	<b>62,492</b>	<b>62,492</b>	<b>36,453</b>	<b>0</b>	<b>15,623</b>	<b>15,623</b>	<b>0</b>
Acct Class: 992 CONTINGENCY								
992.000 Contingency	0	5,000	5,000	0	0	5,000	5,000	0
<b>CONTINGENCY</b>	<b>0</b>	<b>5,000</b>	<b>5,000</b>	<b>0</b>	<b>0</b>	<b>5,000</b>	<b>5,000</b>	<b>0</b>
<b>PIF METRO EXPENDITURES</b>	<b>194,357</b>	<b>2,367,492</b>	<b>2,505,036</b>	<b>222,295</b>	<b>0</b>	<b>70,623</b>	<b>70,623</b>	<b>0</b>
<b>Total Expenditures</b>	<b>194,357</b>	<b>2,367,492</b>	<b>2,505,036</b>	<b>222,295</b>	<b>0</b>	<b>70,623</b>	<b>70,623</b>	<b>0</b>
<b>METRO PUBLIC IMPROVEMENT FUND</b>	<b>-53,963</b>	<b>-115,492</b>	<b>-193,036</b>	<b>-162,152</b>	<b>0</b>	<b>-19,123</b>	<b>-19,123</b>	<b>0</b>
<b>Grand Total:</b>	<b>-60,827</b>	<b>-99,507</b>	<b>-177,051</b>	<b>1,628,652</b>	<b>0</b>	<b>-14,065</b>	<b>-14,065</b>	<b>0</b>

**RESOLUTION 2016-25-T**

**2017 BUDGET RESOLUTION FOR  
GRAND TRAVERSE METRO EMERGENCY SERVICES AUTHORITY  
CHARTER TOWNSHIP OF GARFIELD  
COUNTY OF GRAND TRAVERSE, MICHIGAN**

Minutes of a regular meeting of the Board of the Charter Township of Garfield, held on the \_\_\_\_\_ day of \_\_\_\_\_, 2016, at \_\_\_\_\_ o'clock pm.

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

**WHEREAS,** The Township is an Incorporating Township of the Grand Traverse Metro Emergency Services Authority (“Metro”), incorporated under the authority of Public Act 57 of 1988, and

**WHEREAS,** Article XV of the Articles of Incorporation for Metro provides that Metro’s annual budget will be funded by contributions from each Incorporating Township in the following manner:

“The total taxable value of ad valorem real property taxes of all Incorporating Townships shall be determined for the current year (“annual district taxable value”) and a millage rate shall be determined (“uniform millage rate”) by utilizing the annual district taxable value as if it were the taxable basis for funding the proposed annual budgets of the authority.”

**WHEREAS,** Article XV of the Articles of Incorporation also states that:

“Each Incorporating Township shall be allocated its representative share of contribution by applying the uniform millage rate as determined on all ad valorem real property tax base of that Incorporating Township. The calculation is as follows:

$$\frac{\text{Proposed Budget}}{\text{Annual District Taxable Value}} = \text{“Uniform Millage Rate”}$$

**WHEREAS,** the “Uniform Millage Rate” for Metro’s 2017 Budget is calculated to be **2.35 mills**.

**NOW, THEREFORE,**

**BE IT RESOLVED** that the Township hereby commits to fund Metro an amount equal to 2.35 mills times the Townships ad valorem real property tax value for Metro's 2017 Budget year.

**BE IT FURTHER RESOLVED**, that the Township agrees to distribute all of this revenue to Metro by May 15, 2017.

**BE IT FURTHER RESOLVED**, that the Township can fund Metro's 2017 Budget obligation using any combination of a millage rate and general fund contribution as deemed financially beneficial to the Township.

Ayes: \_\_\_\_\_

Nays: \_\_\_\_\_

Absent and Excused: \_\_\_\_\_

**CERTIFICATE**

I, \_\_\_\_\_, the duly elected and acting Clerk of the Township of Garfield, hereby certify that the foregoing constitutes a true copy of a Resolution of the Township Board for the Township of Garfield, adopted during a meeting of the Township of Garfield Township Board, Grand Traverse County, Michigan held on \_\_\_\_\_, at which meeting \_\_\_\_\_ members were present as indicated in said Minutes and voted as therein set forth and that all signatures affixed thereto are the genuine signatures of those so indicated, and that each signatory was duly authorized to affix his or her signature, that said meeting was held in accordance with the Open Meetings Act of the State of Michigan, and that due and proper notice of the meeting as required by law was given to the members of the Township Board, and that the minutes of said meeting were kept and will be and have been made available as required by said Act.

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

\_\_\_\_\_

Clerk, Township of Garfield  
Grand Traverse County, Michigan

The City of Traverse City and Charter Township of Garfield

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## Communication to the Recreational Authority

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FOR THE MEETING OF SEPTEMBER 7, 2016

DATE: FRIDAY, SEPTEMBER 2, 2016

FROM: MATT COWALL, EXECUTIVE DIRECTOR

SUBJECT: CONSIDERATION OF THE FIRST AMENDMENT TO THE  
ARTICLES OF INCORPORATION FOR THE RECREATIONAL  
AUTHORITY

This is a housekeeping issue that should be taken care of prior to any conveyance of the Conservation Easement to the Michigan Department of Environmental Quality (the subsequent agenda item on Wednesday night).

Namely, there is an inconsistency in the Recreational Authority's Articles of Incorporation regarding the Authority's ability to transfer property. Article III indicates that the Authority may only transfer property to a participating municipality, while Article VI, Section 3 provides that the Authority may transfer property to either a participating municipality or to another person or entity as long as the transfer is also approved by the participating municipalities (i.e., the City and the Township).

Counsel has reviewed the initial drafts of the Articles, and it appears that while the original draft provided that the Authority could only transfer property to a participating municipality, the draft was subsequently amended to include transfers to both participating municipalities and others with the approval of both the City and the Township.

Counsel also spoke with Director Lewis, who was integrally involved in the creation of the Authority. Director Lewis's recollection is that the intent was for the Authority to have the ability to transfer property to anyone, provided both the City and the Township approved; there was no intent to restrict transfer to just the participating municipalities.

In this light, the recommendation before you is that Article III be amended to be consistent with Article VI, Section 3.

**Continued →**

A proposed First Amendment to the Articles has been prepared by counsel and is attached for your review. This amendment will provide consistency in the Articles with respect to the Authority's ability to transfer property, and the Township and the City will retain control over any transfer. In other words, if either the Township or the City does not want a transfer to occur, either may prevent it from occurring by voting to not approve the transfer.

Amending the Articles will first require the Recreational Authority Board to approve the amendment. If the Recreational Authority approves the amendment, it will be published in the Traverse City Record-Eagle at least once. Second, the amendment must be approved by the affirmative vote of the majority of the members of the Traverse City City Commission and the Board of Trustees for the Charter Township of Garfield. The Township Board meets on September 13, and the City Commission meets on September 18. If approved by all parties, the amendment has to then be filed with the Secretary of State to be effective.

Karrie Zeits, attorney for the Authority, will also be in attendance on Wednesday night to answer any questions you may have. I recommend approval of the amendment. A sample motion of approval follows:

**That the First Amendment to the Articles of Incorporation for the City of Traverse City and Charter Township of Garfield Recreational Authority be approved.**

**FIRST AMENDMENT TO  
ARTICLES OF INCORPORATION  
FOR  
THE CITY OF TRAVERSE CITY AND CHARTER TOWNSHIP OF GARFIELD  
RECREATIONAL AUTHORITY**

This Amendment to the Articles of Incorporation are adopted, signed, and acknowledged by the participating municipalities for the purpose of amending Article III of the Articles of Incorporation for the City of Traverse City and Charter Township of Garfield Recreational Authority adopted by the City Commission of the City of Traverse City, Michigan, on June 30, 2003, and the Charter Township of Garfield Board on June 30, 2003.

Article III is hereby amended to provide in its entirety as follows:

ARTICLE III

PURPOSE

The Authority is incorporated for the purpose of the acquisition, construction, operation, maintenance, or improvement of public recreation centers, public parks, and public conference centers as may be acquired by the Authority or as may be transferred to it by a participating municipality. The Authority may donate, sell, lease or otherwise transfer facilities so acquired or any part thereof or interest therein to one or both participating municipalities or to any other person or entity upon approval of the participating municipalities. Other than as limited by these Articles, the Authority is incorporated for all purposes as stated in the Recreational Authorities Act, as limited by these Articles and any subsequent amendments.

All other provisions of the Articles of Incorporation for the City of Traverse City and Charter Township of Garfield Recreational Authority shall be and remain the same.

This First Amendment to the Articles of Incorporation for the City of Traverse City and Charter Township of Garfield Recreation Authority shall become effective and be in full force and effect upon filing with the Secretary of State.

IN WITNESS WHEREOF, the participating municipalities have adopted and authorized to be executed this First Amendment to the Articles of Incorporation for the City of Traverse City and Charter Township of Garfield Recreation Authority, on behalf of the City of Traverse City, by the Mayor and City Clerk, and the Charter Township of Garfield, by the Supervisor and the Township Clerk.

CITY OF TRAVERSE CITY, a Michigan  
municipal corporation.

\_\_\_\_\_  
James R. Carruthers, Mayor

\_\_\_\_\_  
Benjamin C. Marentette, City Clerk

CHARTER TOWNSHIP OF GARFIELD, a  
Michigan municipal corporation.

\_\_\_\_\_  
Chuck S. Korn, Supervisor

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

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The foregoing First Amendment to the Articles of Incorporation for the City of Traverse City and Charter Township of Garfield Recreational Authority was adopted by the City Commission of the City of Traverse City, Michigan at a \_\_\_\_\_ meeting duly held on the \_\_\_\_\_ day of \_\_\_\_\_, 2016.

Dated:

\_\_\_\_\_  
Benjamin C. Marentette, City Clerk

The foregoing First Amendment to the Articles of Incorporation for the City of Traverse City and Charter Township of Garfield Recreational Authority was adopted by the Charter Township of Garfield Board at a \_\_\_\_\_ meeting duly held on the \_\_\_\_\_ day of \_\_\_\_\_, 2016.

Dated:

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

Published in the *Record-Eagle* on \_\_\_\_\_, 2016.

Filed with the Secretary of State on \_\_\_\_\_, 2016.



ARTICLES OF INCORPORATION  
FOR  
THE CITY OF TRAVERSE CITY AND CHARTER TOWNSHIP OF GARFIELD  
RECREATIONAL AUTHORITY

These Articles of Incorporation are adopted, signed, and acknowledged by the incorporating units for the purpose of forming a recreational authority under the provisions of Act No. 321, Public Acts of 2000 (the "Recreational Authorities Act").

ARTICLE I

NAME

This authority shall be known as the CITY OF TRAVERSE CITY AND CHARTER TOWNSHIP OF GARFIELD RECREATIONAL AUTHORITY, hereafter referred to as the Authority.

ARTICLE II

PARTICIPATING MUNICIPALITIES

The participating municipalities are the City of Traverse City, a Michigan municipal corporation, and the Charter Township of Garfield, a Michigan municipal corporation. They are hereafter referred to as the participating municipalities.

ARTICLE III

PURPOSE

The Authority is incorporated for the purpose of the acquisition, construction, operation, maintenance, or improvement of public recreation centers, public parks, and public conference centers as may be acquired by the Authority or as may be transferred to it by a participating municipality. The Authority may donate, sell, lease or transfer any such facilities so acquired only

to a participating municipality. Other than as limited by these Articles, the Authority is incorporated for all purposes as stated in the Recreational Authorities Act, as limited by these Articles and any subsequent amendments.

#### ARTICLE IV

##### DURATION

The Authority shall be automatically dissolved within sixty (60) days from and after the election date if the electors of the Authority fail to approve a public recreation tax on all of the taxable property within the territory of the Authority by November, 2004. Notwithstanding the foregoing, if the participating municipalities, acting through their respective governing bodies within such sixty (60) day period, elect to extend its duration, then the Authority shall continue for so long as then specified by the participating municipalities. If the electors so approve such tax, the Authority's duration shall continue for so long as an approved millage remains in effect.

#### ARTICLE V

##### TERRITORY

The territory of the Authority shall be the corporate boundaries of the participating municipalities.

#### ARTICLE VI

##### POWERS AND DUTIES

Section 1 The Authority shall be an authority under Section 6 of Article IX of the State Constitution of 1963. It shall be a body corporate with power to sue and be sued in any court of the State of Michigan. It shall have the powers and duties as established by the Recreational Authorities Act and incidental thereto. MCL 123.1131.

Section 2 The Authority and the participating municipalities shall have the power to acquire and hold, by purchase, lease, option, grant, gift, devise, land contract, installment purchase contract, bequest, or other legal means, real and personal property inside or outside the territory of the Authority. The property may include franchises, easements, or rights of way on, under, or above any property. The Authority may pay for the property from, or pledge for the payment of the property, revenue of the Authority.

Section 3 The Authority shall have the power to donate, sell, lease or otherwise transfer its property or any part thereof or interest therein to one or both participating municipalities or to any other person or entity upon approval of the participating municipalities.

Section 4 The Authority shall have the power to apply for and accept grants and contributions from individuals, the federal government or any of its agencies, the State of Michigan, a municipality, or other public or private agencies to be used for any of the purposes of the Authority.

Section 5 Before adopting by resolution a proposal for a tax authorized by the Recreational Authority Act, the proposed resolution shall be submitted to the participating municipalities and not less than 45 days be allowed for their consideration and comment.

Section 6 The Authority shall operate on a July 1 – June 30 fiscal year and the annual operating

budgets shall be submitted to the participating municipalities for review and approval.

Section 7 The Authority shall have the power to hire full-time or part-time employees and retain professional services.

Section 8 The Authority shall have the power to provide for the maintenance of all of the real and personal property of the Authority.

Section 9 The Authority shall have the power to assess and collect fees for services provided by and expenses incurred by the Authority.

Section 10 The Authority shall have the power to receive revenue as appropriated by the legislature of the State of Michigan or a participating municipality.

Section 11 The Authority shall have the power to enter into contracts incidental to or necessary for the accomplishment of the purposes of the Authority.

Section 12 The Authority's operation of public facilities shall be limited to only those public facilities and lands that it has acquired or that have been transferred to the Authority by a participating municipality. Nothing in these Articles shall obligate a participating municipality to transfer any park, recreation center, or any land or interest therein to the Authority.

## ARTICLE VII

### GOVERNING BODY - OFFICERS

Section 1 The Authority shall be directed and governed by a board of directors of seven members known as the "Board", three members to be appointed by the City

Commission of Traverse City, three members to be appointed by the Garfield Township Board, and one member to be appointed by the Board of Directors of the Grand Traverse Regional Land Conservancy.

Section 2 Members of the legislative body of a participating municipality are eligible for membership or appointment to the Board. At least one (1) member of each participating municipality's legislative body shall be appointed to the Board. Each member of the Board shall be a resident of the participating municipality that appoints that member. The member appointed by the Grand Traverse Land Conservancy shall be a resident of either the City of Traverse City or Garfield Township.

Section 3 The terms of the directors shall be three years. The initial terms of the directors constituting the first Board shall be staggered as follows:

- a. For the three directors appointed by the City of Traverse City:
  - One director shall serve a one-year term.
  - One director shall serve a two-year term.
  - One director shall serve a three-year term.
- b. For the three directors appointed by the Township of Garfield:
  - One director shall serve a one-year term.
  - One director shall serve a two-year term.
  - One director shall serve a three-year term.
- c. The director appointed by the Grand Traverse Regional Land Conservancy shall serve a three-year term.

Section 4 The Board shall designate one of the directors as Chairperson, another of the directors as Secretary, and another as Treasurer.

Section 5 The Board shall adopt and amend by-laws including rules of procedure consistent with the provisions of the Recreational Authorities Act. The by-laws shall provide for regular meetings of the Board, not less frequent than quarterly. The by-laws and any amendment to them shall not be effective until approved by the Traverse City City Manager and the Garfield Township Supervisor.

Section 6 The Chairperson shall preside at meetings of the Board and may sign and execute all Authority-authorized bonds, contracts, and other obligation in the name of the Authority. The Chairperson shall do and perform such other duties as may be fixed by the by-laws and from to time to time assigned by the Board.

Section 7 The Secretary shall perform all the duties fixed by the by-laws. The Secretary shall preside at meetings of the Board in the absence of the Chairperson.

Section 8 The Treasurer shall perform all duties fixed by the by-laws. The Treasurer shall be bonded for the faithful discharge of the duties as Treasurer, the bond to be of such character, form, and in such amount as the Board may require.

Section 9 No member of the Board shall receive compensation for services as a member of the Board but is entitled to reimbursement for reasonable expenses, including expenses for travel authorized by the Board incurred in the discharge of the directors' duties.

Section 10 Vacancies occurring in the office of director shall be filled by the participating municipality or other entity having appointed the vacated director position. Vacancies shall be filled within 30 days of the vacancy for the remainder of the unexpired term.

Section 11 A director may be removed from office as provided by and in accordance with the Recreational Authorities Act.

ARTICLE VIII

PUBLIC BODY

The Authority is a public body and shall comply with the requirements of the Michigan Open Meetings Act, Act 267 of the Public Acts of 1976, as amended, and the Freedom of Information Act, Act 442 of the Public Acts of 1976, as amended.

ARTICLE IX

PUBLICATION

A copy of these Articles of Incorporation shall be published once in the *Traverse City Record-Eagle*, being a newspaper circulated within the participating municipalities prior to adoption by the participating municipalities.

ARTICLE X

ADDITION OR WITHDRAWAL OF PARTICIPATING MUNICIPALITIES

Section 1 A municipality may become a participating municipality in the Authority only upon an affirmative vote of the legislative bodies of the existing participating municipalities and the proposed participating municipality. If the Authority has been authorized to levy a tax, the addition of another participating municipality shall be contingent upon approval by the electors of the proposed municipality of a tax equivalent to that which the Authority has been authorized to levy.

Section 2 A participating municipality may withdraw from the Authority on an affirmative vote of the legislative body of each participating municipality. However, in no event shall a participating municipality withdraw from the Authority during the period for which the Authority has been authorized to levy a tax by the electors of the Authority.

ARTICLE XI

AMENDMENT

Amendments to these Articles of Incorporation shall be made only as authorized by the Recreational Authorities Act. Amendments shall be published in the *Traverse City Record-Eagle* before adoption.

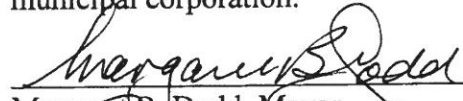
ARTICLE XII

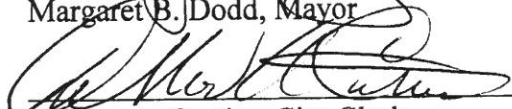
EFFECTIVE DATE

These Articles of Incorporation shall become effective and be in full force and effect upon filing with the Secretary of State.

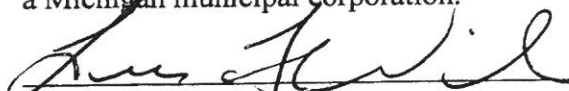
IN WITNESS WHEREOF, the participating municipalities have adopted and authorized to be executed these Articles of Incorporation, in behalf of the City of Traverse City, by the Mayor and the City Clerk, and the Charter Township of Garfield, by the Supervisor and the Township Clerk.

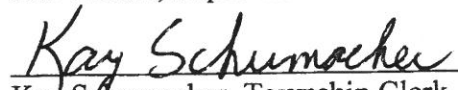
CITY OF TRAVERSE CITY, a Michigan  
municipal corporation.

  
\_\_\_\_\_  
Margaret B. Dodd, Mayor

  
\_\_\_\_\_  
Debbra A. Curtiss, City Clerk

CHARTER TOWNSHIP OF GARFIELD,  
a Michigan municipal corporation.

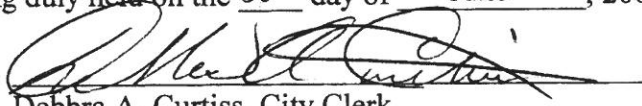
  
\_\_\_\_\_  
Lee Wilson, Supervisor

  
\_\_\_\_\_  
Kay Schumacher, Township Clerk



The foregoing Articles of Incorporation were adopted by the City Commission of the City of Traverse City, Michigan, at a special meeting duly held on the 30 day of June, 2003.

Dated: June 30, 2003

  
Debra A. Curtiss, City Clerk

The foregoing Articles of Incorporation were adopted by the Charter Township of Garfield Board at a special meeting duly held on the 30 day of June, 2003.

Dated: July 8, 2003

  
Kay Schumacher, Township Clerk

Published in the *Record-Eagle* on May 18, 25 and June 29, 2003.

Filed with the Secretary of State on July 15, 2003.

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The City of Traverse City and Charter Township of Garfield

## Communication to the Recreational Authority

FOR THE MEETING OF SEPTEMBER 7, 2016

DATE: FRIDAY, SEPTEMBER 2, 2016

FROM: MATT COWALL, EXECUTIVE DIRECTOR

SUBJECT: CONSIDERATION OF WETLAND CONSERVATION  
EASEMENT

As a condition of the road construction on Silver Drive and the creation of the South Campus Entrance to the Grand Traverse Commons adjacent to Historic Barns Park, the Michigan Department of Environmental Quality (DEQ) required that a certain amount of wetland acreage be restored and placed under conservation easement. Wetland areas to the east (City-owned parkland) and west (in the northeast corner of Historic Barns Park) of the road work were identified as conservation areas.

The conservation area inside Historic Barns Park is under the management auspices of two of the park's Management Entities, the Botanic Garden at Historic Barns Park (BGHBP) and SEEDS. After reviewing draft easement language, the groups had concerns about accommodating planned future activities in that area of the park, specifically a nature/education trail along the tributary of Kid's Creek on the northern border of the park.

During a joint site visit, DEQ suggested that the boundaries of the conservation area could be redrawn to accommodate the desired future uses and still satisfy the acreage amounts required for the conservation easement. The resulting revised survey and description are attached (the revised area is "Area 2").

Approval to grant the conservation easement will also need to be sought from the Township Board and the City Commission. Counsel will also be present on Wednesday night to answer questions. A simple sample motion of approval follows:

**That the wetland conservation easement related to the construction of Silver Drive be granted.**

**LEGEND**



WETLAND PRESERVATION AREA  
(6.77 ACRES PROVIDED > 6.70 ACRES REQUIRED)

REVISION 1, 06/30/16: ADJUSTED BOUNDARY OF WETLAND AREA 2 TO ALLOW 50' CORRIDOR ALONG SOUTH SIDE OF KIDS CREEK TRIBUTARY FOR PEDESTRIAN WALKWAY EASEMENT

E-W 1/  
S89°25'1  
2374.6



N-S 1/4 LINE SEC. 9

S00°02'23"W  
696.62'

POINT OF BEGINNING  
FOR WETLAND AREA #2

KIDS CREEK TRIBUTARY

S64°20'41"E  
88.46'

POINT OF BEG  
FOR WETLAND

50.00'

L67

L68

L35

L34

AREA #2  
PRESERVATION AREA  
2.90 AC

L38

L33

L32

L31

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AREA #1

LINE TABLE		
LINE	BEARING	LENGTH
L1	S89°37'51"E	211.12
L2	S00°00'00"E	405.25
L3	S58°37'08"W	297.91
L4	S58°34'28"W	24.07
L5	S58°44'00"W	297.63
L6	N25°26'32"W	6.48
L7	N00°02'55"W	68.63
L8	N75°43'35"E	16.95
L9	N02°21'38"W	6.88
L10	N77°58'08"W	16.65
L11	N04°49'50"W	35.86
L12	N70°53'48"E	24.00
L13	S37°46'02"E	75.75
L14	S67°20'40"E	48.94
L15	N70°41'13"E	24.35
L16	N02°51'41"W	43.98
L17	N23°17'49"W	31.09
L18	N52°41'08"E	57.97
L19	N26°47'14"E	16.24
L20	N24°20'50"W	5.05
L21	N44°05'48"E	13.37
L22	N37°27'03"E	12.53
L23	N37°27'03"E	13.60
L24	N31°59'58"E	23.73
L25	N31°59'58"E	12.29
L26	N16°09'24"E	10.91
L27	N15°02'56"E	20.27
L28	N07°28'08"E	8.30
L29	N00°23'52"E	19.44
L30	N03°40'47"W	48.49
L31	N07°17'17"W	52.11
L32	N05°18'09"W	27.87
L33	N00°04'41"E	104.25
L34	N37°04'37"E	28.42
L35	N34°49'53"E	29.05

AREA #2

LINE TABLE		
LINE	BEARING	LENGTH
L38	S00°27'20"E	71.59
L39	S05°32'21"W	20.71
L40	S02°36'06"E	33.88
L41	S06°14'34"W	40.47
L42	S06°22'20"W	74.68
L43	S07°20'59"W	18.04
L44	S14°06'36"W	16.96
L45	S24°26'09"W	1.16
L46	S24°34'55"W	18.72
L47	S33°28'33"W	10.87
L48	S35°21'08"W	10.97
L49	S45°40'46"W	5.64
L50	S46°17'49"W	14.89
L51	S54°38'59"W	19.45
L52	S65°01'57"W	1.88
L53	S67°04'21"W	15.55
L54	S68°57'19"W	4.02
L55	S72°59'09"W	17.09
L56	S81°40'17"W	3.98
L57	S85°35'59"W	5.01
L58	S86°17'00"W	7.42
L59	S87°50'23"W	7.75
L60	S84°43'27"W	12.55
L61	S84°41'49"W	9.37
L62	S84°17'14"W	8.55
L63	N67°00'32"E	97.40
L64	N23°20'10"W	20.22
L65	S66°54'26"W	100.49
L66	N00°44'33"E	219.61
L67	N85°24'43"E	161.11
L68	S84°19'00"E	292.54

REVISION 1, 06/30/16: ADJUSTED BOUNDARY OF WETLAND AREA 2 TO ALLOW 50' CORRIDOR ALONG SOUTH SIDE OF KIDS CREEK TRIBUTARY FOR PEDESTRIAN WALKWAY EASEMENT

CLIENT: <b>CITY OF TRAVERSE CITY</b>		DRN: RK	CHK: EKH3	2/10/14	12-0090WP
	1302 E. 40 1/2 ROAD CADILLAC, MI 49601 OFFICE: (231) 342-5012 CELL: (231) 342-9892	PART OF THE SE 1/4 SECTION 9, T27N, R11W CITY OF TRAVERSE CITY GRAND TRAVERSE COUNTY, MICHIGAN			SHEET
					2