

# CHARTER TOWNSHIP OF GARFIELD TOWN BOARD MEETING

Tuesday, February 28, 2017 at 6:00pm  
Garfield Township Hall  
3848 Veterans Drive  
Traverse City, MI 49684  
Ph: (231) 941-1620

## AGENDA

### ORDER OF BUSINESS

**Call meeting to order**  
**Pledge of Allegiance**  
**Roll call of Board Members**

#### 1. Public Comment

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

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

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

#### 3. Consent Calendar

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

a. Minutes – February 14, 2017 (Recommend Approval)

b. Bills -

General Fund	\$ 638,992.54
(Recommend Approval)	

Gourdie-Fraser	
Utility Receiving Fund	18,465.00
Total	\$ 18,465.00

(Recommend Approval)

c. Consideration of Resolution #2017-06-T(a), a resolution of intent to create Special Assessment District for Road Improvements to Oak Terrace Drive – Introduce and

schedule for public hearing on March 14, 2017 (Recommend Approval)

- d. Consideration of Completion documents and Final Pay application with Change Order for Pump Station No. 3 for \$18,241.80 to Franklin Howerda Company (Recommend Approval)
- e. 2016 Annual Report of the Planning Commission (Receive and File)

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

**5. Correspondence**

- a. Grand Traverse Conservation District Report - January

**6. Reports**

- a. Construction Report
- b. GT Metro Fire Report
- c. Northflight Report
- d. County Commissioner's Report
- e. Personnel Committee Report
- f. Treasurer's Report
- g. Clerk's Report
- h. Supervisor's Report

**7. Unfinished Business**

- a. Continued Discussion on Old Incochee Farm Trail

**8. New Business**

- a. Consideration of a 2017 Capacity Sharing Agreement
- b. Consideration of Resolution 2017-04-T, a resolution to submit a Michigan Township Participating Plan Risk Reduction Grant Program application
- c. Consideration of Resolution 2017-05-T, a resolution of Agreement for Collection of Summer Property Taxes

**9. Public Comment**

**10. Other Business**

**11. Adjournment**

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Lanie McManus, Clerk

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



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

None

**6. Reports****a. Construction Report**

No report

**b. Sheriff's Report (6:05)**

Deputy Chris Barsheff reported that Garfield had 43% of all calls in the county for the month of January, 2017. He is still getting many requests for active shooter trainings and is looking at retail fraud procedures. Counterfeit bills were passed in several locations and suspects have been caught. He added that overall, crime is down in Grand Traverse County despite the population growth.

**c. Northflight Report**

No report

**d. County Commissioner's Report**

No report

**e. Treasurer's Report (6:17)**

In addition to the reports included in board packets, Blood Law added that Receiving Fund bonds were purchased and the Park Fund decreased due to a property purchase.

**f. Clerk's Report (6:18)**

McManus said her written report was included in packets and applications for absentee ballots will be sent out shortly for the May BATA millage renewal and millage increase election.

**g. Supervisor's Report (6:19)**

Korn said he attended a multi-municipality meeting which discussed the Charter agreements which are up for renewal this year. They talked about improving service and possibly getting concessions on internet service for police, fire and town halls. He also discovered an agreement with Northflight from 2005. The Wastewater Treatment sharing agreement is still being negotiated and the new water agreement with the city is still ongoing.

**h. Personnel Committee (6:22)**

Schmuckal reported that there were twelve applicants for the Deputy Planner position and there would be a meeting on Tuesday to discuss the resumes.

**i. Planning Commission Report (6:23)**

Duell said that the commission passed a sign ordinance amendment which the Board will hear in March and the Planning Commission Annual Report was reviewed and approved. Lucky's Market signage was approved and hotel heights were discussed.



**7. Unfinished Business (6:24)****a. Public Hearing – PD 2017-08 – Consideration of Major Amendment Request – Ashland Park PUD, located to the south of Brimley Road and West of Garfield/Rusch Roads**

Larrea said that the applicant requests an amendment to Phases 2 and 3 of the Ashland Park PUD to allow for more single family homes. They propose to eliminate the multi family homes and replace them with single family lots resulting in an overall reduction of 87 dwelling units. The applicant proposes the addition of sidewalks, trees, and pedestrian connectivity. The Planning Commission has recommended approval.

Dave Sox with Sox construction talked about the development and said that 400 trees will be added and the project will be phased as they go along. Board members asked questions about setbacks, pricepoints, connectivity and the wooded area and discussed the overall project.

Korn opened the Public Hearing at 6:36pm and seeing no one wishing to speak, closed the Public Hearing.

*Schmuckal moved and Walters seconded THAT the Finding of Fact for Application PUD-2001-01-D, in support of the requested amendment to the Ashland Park Planned Unit Development, and as recommended for Adoption by the Planning Commission, BE ADOPTED.*

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

*Schmuckal moved and McManus seconded THAT Application PUD-2001-01-D, submitted by Peach Tree River Investments for an amendment to the Ashland Park Planned Unit Development, BE APPROVED subject to the following conditions (1-3 as indicated in PD 2017-08)*

- 1. The applicant shall provide two (2) full sized plan sets, one (1) 11x17" plan set, and one electronic copy of the full application (in PDF format) with all updates as required by the conditions of this approval and indicating compliance with all provisions of the Zoning Ordinance.*
- 2. The applicant shall record promptly the Report and Decision Order (RDO) and any amendment to such order with the Grand Traverse County Register of Deeds in the chain of title for each parcel or portion thereof to which the RDO pertains. A copy of each recorded document shall be filed with the township within ninety (90) days of final approval by the Township or approval shall be considered to have expired.*
- 3. Except as expressly provided for in this Application, all original requirements, conditions, terms, plans, documents, and findings are hereby reaffirmed and ratified and shall remain in full force and effect. In the event of any conflict or inconsistency between this Application and the terms of any prior agreement, the terms of this approval shall prevail.*

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

**8. New Business**

**a. Consideration of Exterior Lighting Repair and Replacement Bids (6:37)**

Bill Mouser was present to discuss lighting repair and replacement. He outlined three options for the exterior lighting which included replacing new high pressure sodium lamps and ballasts; rewiring existing fixtures for LED lighting; or replacing the entire fixture with new LED light fixtures. Mouser recommended that the Board award a contract to Advantage Electric to rewire the existing fixtures with LED lighting at a cost of \$5,445.00 to be taken from the Building Fund. Duell mentioned an Audit that can be done with the electric company for possible further savings on electricity costs.

*Agostinelli moved and Schmuckal seconded to award a contract to Advantage Electric at a cost of \$5,445 to rewire existing fixtures to accommodate LED lighting and for Mouser to check for any available rebates.*

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

**9. Public Comment: (6:45)**

None

**10. Other Business (6:45)**

Schmuckal asked about the county-owned property at Keystone and Birmley. Larrea said that the County would need to ask the Township for a rezoning of the property in advance of a sale.

Blood Law reminded everyone that taxes are due today at midnight to avoid a 3% penalty.

Duell said that ZBA meetings are now held at 6:00pm and commented on the interior lighting.

**11. Adjournment (6:56)**

*Korn adjourned the meeting at 6:56*

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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
<b>Bank GEN General</b>						
02/14/2017	GEN	35755	0001	GARFIELD CHARTER TOWNSHIP	TAX PAYMENT - 05-030-010-00	1,200.93
02/15/2017	GEN	35756	0022	ALPERS EXCAVATING	SILVER LAKE SNOW PLOWING	756.00
02/15/2017	GEN	35757	0025	BOB PETERSON CODE SERVICES	BUILDING CODE BOOKS/TESTS	240.00
02/15/2017	GEN	35758	0064	CITY OF TRAVERSE CITY	170975-98310	6.52
02/15/2017	GEN	35759	0001	GARFIELD CHARTER TOWNSHIP	HSA	155.00
02/15/2017	GEN	35760	0569	GBS INC	AV A[[S	249.64
02/15/2017	GEN	35761	0435	ICC	CODE BOOK	92.00
02/15/2017	GEN	35762	0434	LAND INFORMATION ACCESS ASSOC	1ST QTR PEG FEES	23,958.74
02/15/2017	GEN	35763	0181	OLSON, BZDOK, & HOWARD	LEGAL FEES	11.50
02/15/2017	GEN	35764	0193	PRINTING SYSTEM	ID CARDS	290.73
02/15/2017	GEN	35765	0509	TEAMSTERS LOCAL 214	UNION DUES	151.00
02/15/2017	GEN	35766	0202	UNITED WAY	UNITED WAY	100.00
02/15/2017	GEN	35767	0142	VERIZON	PHONES	221.02
02/15/2017	GEN	35768	0006	VRIAC	DEFERRED COMP	1,909.00
02/16/2017	GEN	35769	0036	SMITH HAUGHY RICE & ROEGGE	#113542	1,931.50
02/16/2017	GEN	35770	0001	GARFIELD CHARTER TOWNSHIP	DIST #13 METRO	605,474.25
02/16/2017	GEN	35771	0176	KCI	ASSESSMENT / NEWSLETTER PRINTING & MAIL	2,244.71
<b>GEN TOTALS:</b>						
Total of 17 Checks:						638,992.54
Less 0 Void Checks:						0.00
<b>Total of 17 Disbursements:</b>						<b>638,992.54</b>



Engineering  
 Surveying  
 Testing &  
 Operations

123 West Front Street  
 Traverse City, Michigan 49684  
 231 946 5874  
 231 946 3703

3. b.

February 20, 2017

**SUMMARY OF JANUARY & FEBRUARY BILLINGS FOR  
 APPROVAL FROM GARFIELD TOWNSHIP**

**I. Utility Receiving Fund**

1. Engineering consulting services for Pump Station #3 SAW Grant <b>Pump Station #3</b> Project# 17029C Invoice No. 17029302	530.00
2. Engineering consulting services for <b>Lafranier Tank Proposed Work/Rehabilitation</b> Project# 17029C Invoice No. 17029301	1,000.00
3. Engineering services for final design, bidding, construction services. <b>NW Service District Water System Improvements (Water Storage Tank)</b> Project# 16037 Invoice No. 1603704	16,585.00
4. Engineering services for plan review, bidding and construction services. <b>Kings Court Mobile Home Park Water &amp; Sewer Extension</b> Project# 16402 Invoice No. 1640201	350.00
Total	18,465.00
<b>GRAND TOTAL</b>	<b>\$18,465.00</b>

**Invoice**



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

February 20, 2017  
Project No: 17029C  
Invoice No: 17029302

Re: Pump Station #3 SAW Grant

Services Performed: Engineering services to prepare paperwork and processing reimbursement request No. 1  
Professional Services from January 1, 2017 to February 18, 2017

**Professional Personnel**

	Hours	Amount
Sr. Project Manager	4.00	
Administrative Assistant	.50	
Totals	4.50	
<b>Total Labor</b>		<b>530.00</b>
<b>Total this Invoice</b>		<b>\$530.00</b>

**Invoice**



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

February 20, 2017  
Project No: 17029C  
Invoice No: 17029301

Re: Lafranier Tank Rehabilitation

Services Performed: Engineering services for city staff meeting to discuss project. GFA review of work, costs and drafting response letter on township's position.

Professional Services from January 1, 2017 to February 18, 2017

**Professional Personnel**

	Hours	Amount
Sr. Project Manager	8.00	
Totals	8.00	
<b>Total Labor</b>		<b>1,000.00</b>
<b>Total this Invoice</b>		<b>\$1,000.00</b>



**Invoice**

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

Gourdie-Fraser, Inc.  
 123 West Front Street  
 Traverse City, MI 49684  
 Phone: 231-946-5874, Fax: 231-946-9634  
 A/R email: melanie@gfa.tc

February 20, 2017  
 Project No: 16037  
 Invoice No: 1603704

Re: NW Service District Water System Improvements

Services Performed: Engineering and construction services for final design, bidding, construction staking, observation and administration, close out and record drawings for watermain extension.

Project Location: Harris Road and Cedar Run Road, Garfield Township, Grand Traverse County, Michigan.

Professional Services from June 1, 2017 to February 28, 2017

**Fee**

Billing Phase	Fee	Percent Complete	Earned	Previous Fee Billing	Current Fee Billing
<b>WATER STORAGE TANK</b>	0.00	0.00	0.00	0.00	0.00
Research	15,000.00	100.00	15,000.00	15,000.00	0.00
Engineering Design	25,000.00	90.00	22,500.00	18,415.00	4,085.00
Topographic Survey	5,000.00	100.00	5,000.00	5,000.00	0.00
Bidding	5,000.00	0.00	0.00	0.00	0.00
Construction Staking	5,000.00	0.00	0.00	0.00	0.00
Construction Administration	10,000.00	0.00	0.00	0.00	0.00
Construction Inspection	25,000.00	0.00	0.00	0.00	0.00
Record Drawings/Close Out	3,500.00	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00	0.00
<b>WATERMAIN EXTENSIONS</b>	0.00	0.00	0.00	0.00	0.00
Prop. Acquisition/Utility Research	10,000.00	25.00	2,500.00	2,500.00	0.00
Final Design/Permitting	50,000.00	25.00	12,500.00	0.00	12,500.00
Topographic Survey	15,000.00	40.00	6,000.00	6,000.00	0.00
Bidding	6,500.00	0.00	0.00	0.00	0.00
Construction Staking	20,000.00	0.00	0.00	0.00	0.00
Construction Administration	25,000.00	0.00	0.00	0.00	0.00
Construction Inspection	120,000.00	0.00	0.00	0.00	0.00
Record Drawings/Close Out	9,500.00	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00	0.00
<b>INFRASTRUCTURE UPGRADE/BOOSTER STATION</b>	0.00	0.00	0.00	0.00	0.00
Research	25,000.00	25.00	6,250.00	6,250.00	0.00
Final Design/Permitting	69,100.00	0.00	0.00	0.00	0.00
Topographic Survey	15,000.00	0.00	0.00	0.00	0.00
Bidding	6,850.00	0.00	0.00	0.00	0.00
Construction Staking	5,000.00	0.00	0.00	0.00	0.00
Construction Administration	30,000.00	0.00	0.00	0.00	0.00
Construction Inspection	20,350.00	0.00	0.00	0.00	0.00
Record Drawings/Close Out	6,500.00	0.00	0.00	0.00	0.00
<b>Total Fee</b>	<b>527,300.00</b>		<b>69,750.00</b>	<b>53,165.00</b>	<b>16,585.00</b>
		<b>Total Fee</b>			<b>16,585.00</b>
			<b>Total this Invoice</b>		<b>\$16,585.00</b>



**Invoice**



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TRAVERSE CITY, MI 49684

February 20, 2017  
Project No: 16402  
Invoice No: 1640201

Re: Kings Court Mobile Home Park Water & Sewer Extension

Services Performed: Plan review and project close out for the water and sewer extension.

Project Location: W. Side of Lafranier Road south of May Lane, Traverse City, Garfield Township, Grand Traverse County, Michigan.

Professional Services from January 1, 2017 to February 18, 2017

Fee

Billing Phase	Fee	Percent Complete	Earned	Previous Fee Billing	Current Fee Billing
Plan Review/Close Out	350.00	100.00	350.00	0.00	350.00
Total Fee	350.00		350.00	0.00	350.00
		<b>Total Fee</b>			<b>350.00</b>
				<b>Total this Invoice</b>	<b>\$350.00</b>

CHARTER TOWNSHIP OF GARFIELD  
GRAND TRAVERSE COUNTY, MICHIGAN

RESOLUTION #2017-06-T(a)

INTENT TO CREATE SPECIAL ASSESSMENT DISTRICT  
FOR ROAD IMPROVEMENTS TO OAK TERRACE DRIVE

BE IT HEREBY RESOLVED that the Charter Township of Garfield does hereby declare its intent to improve the roads within the following described area:

Part of Section 14, Town 27 North, Range 11 West, Grand Traverse County, Michigan, to wit: Commencing at the Southeast corner of the Southeast quarter of the Southeast quarter said Section 14, thence North along the centerline of Garfield Road, 330 feet; thence North 89 degrees 12 minutes West 602.82 feet; thence North 1 degree 56 minutes East, 330.28 feet; thence North 89 degrees 59 minutes West, 1458.66 feet; thence South 0 degrees 23 minutes East 329.05 feet; thence South 89 degrees 57 minutes East, 55 feet; thence South 0 degrees 23 minutes East, 330 feet; thence South 89 degrees 43 minutes East, along South line said section, 1990.89 feet to the point of beginning. Also, Terrace Estates Condominiums, Grand Traverse County Condominium Subdivision Plan No. 125.

*By using an approved method of road improvement, together with the necessary structures and other work incidental thereto, all within the proposed district in accordance with the petitions of property owners therefore.*

BE IT FURTHER RESOLVED that the Township Board does tentatively designate the special assessment district against which the costs of improvements is to be assessed as Oak Terrace Roads, which shall include the lands and premises more particularly described above.

BE IT FURTHER RESOLVED that a hearing on any objections to the improvement, the estimate of costs and to the special assessment district proposed to be established for the assessment of the cost of such improvement shall be held on March 14th, 2017, at a regular meeting of the township board at Garfield Charter Township Hall in the upstairs, large meeting room, at 3848 Veterans Drive, Traverse City, Michigan, commencing at 6:00 p.m.

BE IT FURTHER RESOLVED that the Clerk is instructed to give the proper notice of such hearing by mailing and publication in accordance with law and statute provided.

BE IT FURTHER RESOLVED that all resolutions and parts of resolutions insofar as they conflict with the provisions of this resolution be and the same are hereby rescinded.

Moved:

Supported:

Ayes:

Nays:

Absent and Excused:

RESOLUTION 2017-06-T DECLARED ADOPTED.

By:

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

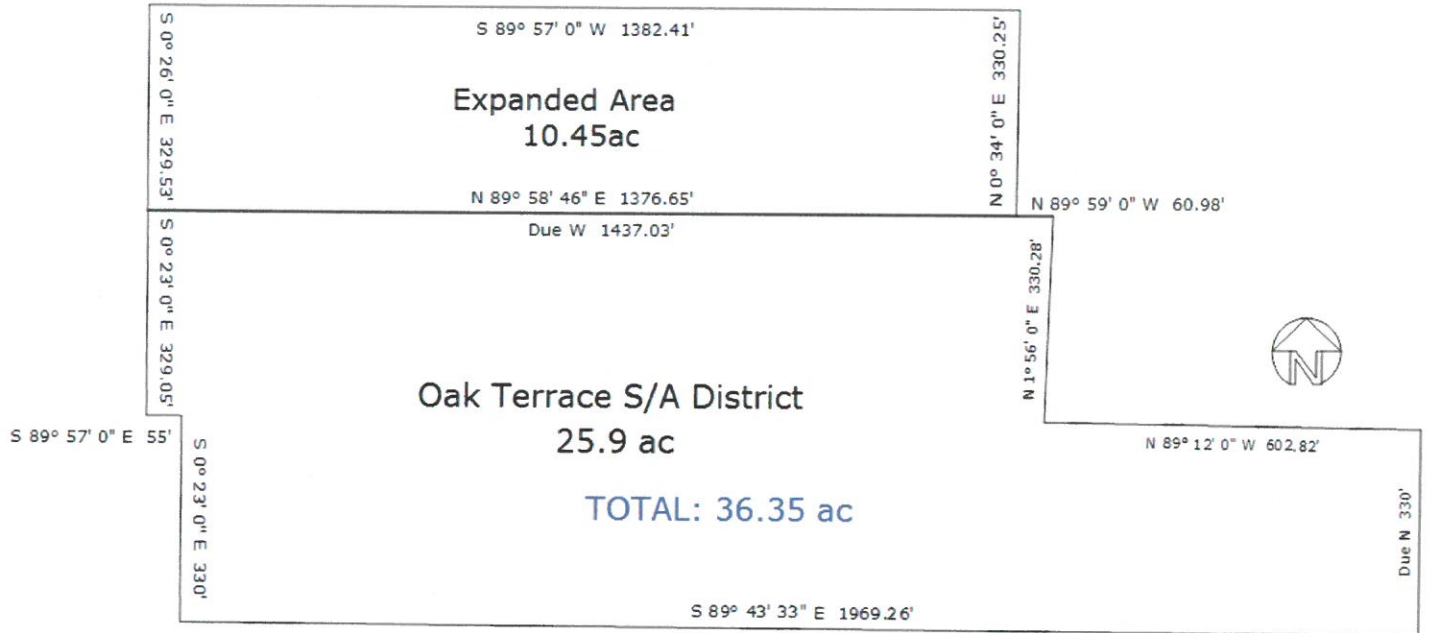
**CERTIFICATE**

I, Lanie McManus, Clerk of the Charter Township of Garfield, do hereby certify that the above is a true and correct copy of a Resolution which was adopted by the Township Board of the Charter Township of Garfield on the 28th day of February, 2017.

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

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

# Proposed Oak Terrace S/A District Map



Garfield Rd





PAT ITEM CODE	ITEM	ESTIMATED QUANTITY	UNIT	DJ McQuestion & Sons, Inc		Team Elmer's	
				UNIT PRICE	ESTIMATED AMOUNT	UNIT PRICE	ESTIMATED AMOUNT
1500001	Mobilization, Max. - \$10,000.00	1	LSUM	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00
2020002	Tree, Rem, 19 inch to 36 inch	4	Ea	\$ 900.00	\$ 3,600.00	\$ 535.00	\$ 2,140.00
2020003	Tree, Rem, 37 inch or Larger	3	Ea	\$ 1,500.00	\$ 4,500.00	\$ 880.00	\$ 2,640.00
2020004	Tree, Rem, 6 inch to 18 inch	9	Ea	\$ 300.00	\$ 2,700.00	\$ 215.00	\$ 1,935.00
2030001	Culv, Rem, Less than 24 inch	1	Ea	\$ 300.00	\$ 300.00	\$ 475.00	\$ 475.00
2030011	Dr Structure, Rem	1	Ea	\$ 300.00	\$ 300.00	\$ 475.00	\$ 475.00
2040020	Curb and Gutter, Rem	40	Ft	\$ 15.00	\$ 600.00	\$ 9.00	\$ 360.00
2040045	Masonry and Conc Structure, Rem	6	Cyd	\$ 50.00	\$ 300.00	\$ 85.00	\$ 510.00
2040050	Pavt, Rem	81	Syd	\$ 10.00	\$ 810.00	\$ 9.25	\$ 749.25
2040060	Structures, Rem	1	LSUM	\$ 800.00	\$ 800.00	\$ 1,100.00	\$ 1,100.00
2040080	Exploratory Investigation, Vertical	40	Ft	\$ 50.00	\$ 2,000.00	\$ 25.00	\$ 1,000.00
2050011	Embankment, LM	100	Cyd	\$ 8.00	\$ 800.00	\$ 13.00	\$ 1,300.00
2050041	Subgrade Undercutting, Type II	100	Cyd	\$ 0.01	\$ 1.00	\$ 21.00	\$ 2,100.00
2057002	Ditching	13	Sta	\$ 350.00	\$ 4,550.00	\$ 575.00	\$ 7,475.00
2080020	Erosion Control, Inlet Protection, Fabric	11	Ea	\$ 125.00	\$ 1,375.00	\$ 50.00	\$ 550.00
2080036	Erosion Control, Silt Fence	100	Ft	\$ 3.00	\$ 300.00	\$ 3.00	\$ 300.00
3020001	Aggregate Base	288	Ton	\$ 16.32	\$ 4,700.16	\$ 13.00	\$ 3,744.00
3050002	HMA Base Crushing and Shaping	5561	Syd	\$ 4.20	\$ 23,356.20	\$ 3.00	\$ 16,683.00
3070001	Approach, CI I	80	Ton	\$ 32.00	\$ 2,560.00	\$ 11.50	\$ 920.00
3070021	Approach, CI II	76	Ton	\$ 32.00	\$ 2,432.00	\$ 12.50	\$ 950.00
3070121	Shoulder, CI II	28	Ton	\$ 32.00	\$ 896.00	\$ 33.00	\$ 924.00
3070200	Trenching	9	Sta	\$ 200.00	\$ 1,800.00	\$ 135.00	\$ 1,215.00
4020600	Sewer, CI E, 12 inch, Tr Det B	495	Ft	\$ 40.00	\$ 19,800.00	\$ 65.00	\$ 32,175.00
4021275	Video Taping Sewer and Culv Pipe	495	Ft	\$ 2.00	\$ 990.00	\$ 2.50	\$ 1,237.50
4030015	Dr Structure Cover, Type C	8	Ea	\$ 820.00	\$ 6,560.00	\$ 685.00	\$ 5,480.00
4030040	Dr Structure Cover, Type G	1	Ea	\$ 420.00	\$ 420.00	\$ 310.00	\$ 310.00
4030050	Dr Structure Cover, Type K	1	Ea	\$ 820.00	\$ 820.00	\$ 685.00	\$ 685.00
4030065	Dr Structure Cover, Type Q	1	Ea	\$ 645.00	\$ 645.00	\$ 520.00	\$ 520.00
4030200	Dr Structure, 24 inch dia	4	Ea	\$ 1,100.00	\$ 4,400.00	\$ 925.00	\$ 3,700.00
4030210	Dr Structure, 48 inch dia	7	Ea	\$ 1,700.00	\$ 11,900.00	\$ 1,625.00	\$ 11,375.00
4030312	Dr Structure, Tap, 12 inch	3	Ea	\$ 300.00	\$ 900.00	\$ 150.00	\$ 450.00
4037050	Sanitary Structure Cover, Adj, Case 1	2	Ea	\$ 500.00	\$ 1,000.00	\$ 350.00	\$ 700.00
4040083	Underdrain, Subgrade, 6 inch	200	Ft	\$ 5.00	\$ 1,000.00	\$ 4.25	\$ 850.00
4040093	Underdrain Outlet, 6 inch	40	Ft	\$ 15.00	\$ 600.00	\$ 9.50	\$ 380.00
4040113	Underdrain, Outlet Ending, 6 inch	4	Ea	\$ 200.00	\$ 800.00	\$ 110.00	\$ 440.00
5010005	HMA Surface, Rem	475	Syd	\$ 3.00	\$ 1,425.00	\$ 6.00	\$ 2,850.00
5010061	HMA Approach	124	Ton	\$ 98.00	\$ 12,152.00	\$ 117.00	\$ 14,508.00
5010703	HMA, LVSP	1,187	Ton	\$ 63.00	\$ 74,781.00	\$ 64.25	\$ 76,264.75
8010005	Driveway, Nonreinf Conc, 6 inch	82	Syd	\$ 60.00	\$ 4,920.00	\$ 63.00	\$ 5,166.00
8020038	Curb and Gutter, Conc, Det F4	40	Ft	\$ 40.00	\$ 1,600.00	\$ 42.00	\$ 1,680.00
8050010	Curb Sloped, HMA	1955	Ft	\$ 1.50	\$ 2,932.50	\$ 1.00	\$ 1,955.00
8070095	Post, Mailbox	10	Ea	\$ 75.00	\$ 750.00	\$ 50.00	\$ 500.00
8120012	Barricade, Type III, High Intensity,	2	Ea	\$ 65.00	\$ 130.00	\$ 71.50	\$ 143.00
8120013	Barricade, Type III, High Intensity,	2	Ea	\$ 1.00	\$ 2.00	\$ 1.10	\$ 2.20
8120140	Lighted Arrow, Type C, Furn	3	Ea	\$ 250.00	\$ 750.00	\$ 275.00	\$ 825.00
8120141	Lighted Arrow, Type C, Oper	3	Ea	\$ 100.00	\$ 300.00	\$ 110.00	\$ 330.00
8120170	Minor Traf Devices (Category 1)	1	LSUM	\$ 15,000.00	\$ 15,000.00	\$ 5,000.00	\$ 5,000.00
8120250	Plastic Drum, High Intensity, Furn	30	Ea	\$ 14.00	\$ 420.00	\$ 15.00	\$ 450.00
8120251	Plastic Drum, High Intensity, Oper	30	Ea	\$ 1.00	\$ 30.00	\$ 1.00	\$ 30.00
8120350	Sign, Type B, Temp, Prismatic, Furn	336	Sft	\$ 3.00	\$ 1,008.00	\$ 3.20	\$ 1,075.20
8120351	Sign, Type B, Temp, Prismatic, Oper	336	Sft	\$ 1.00	\$ 336.00	\$ 1.00	\$ 336.00
8120370	Traf Regulator Control (Category 1)	1	LSUM	\$ 2,000.00	\$ 2,000.00	\$ 10,000.00	\$ 10,000.00
8167011	Slope Restoration	2560	Syd	\$ 3.00	\$ 7,680.00	\$ 5.00	\$ 12,800.00
8230421	Water Shutoff, Adj, Case 1	1	Ea	\$ 250.00	\$ 250.00	\$ 75.00	\$ 75.00
<b>SUBTOTAL OF CATEGORY 1</b>				<b>\$</b>	<b>244,981.86</b>	<b>\$</b>	<b>249,837.90</b>
1500001	Mobilization, Max. - \$10,000.00	1	LSUM	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00
2020002	Tree, Rem, 19 inch to 36 inch	1	Ea	\$ 950.00	\$ 950.00	\$ 535.00	\$ 535.00
2020004	Tree, Rem, 6 inch to 18 inch	2	Ea	\$ 250.00	\$ 500.00	\$ 215.00	\$ 430.00
8120170	Minor Traf Devices (Category 2)	1	LSUM	\$ 9,000.00	\$ 9,000.00	\$ 5,000.00	\$ 5,000.00
8120370	Traf Regulator Control (Category 2)	1	LSUM	\$ 1,500.00	\$ 1,500.00	\$ 20,000.00	\$ 20,000.00
8237001	8-inch Ductile Iron Water Main, CI 52	1231	Ft	\$ 52.00	\$ 64,012.00	\$ 70.00	\$ 86,170.00
8237001	1-inch Water Service Lead, Type "K"	730	Ft	\$ 33.00	\$ 24,090.00	\$ 48.00	\$ 35,040.00
8237050	Wye, 6"	9	Ea	\$ 47.00	\$ 4,230.00	\$ 100.00	\$ 900.00
8237050	Curb Stop and Box, 1"	21	Ea	\$ 800.00	\$ 16,800.00	\$ 200.00	\$ 4,200.00
8237050	8-inch Gate Valve and Box	1	Ea	\$ 1,900.00	\$ 1,900.00	\$ 1,600.00	\$ 1,600.00
8237050	Fire Hydrant Assembly	3	Ea	\$ 4,625.00	\$ 13,875.00	\$ 4,350.00	\$ 13,050.00
8237050	Connection To Existing 8-inch Water	2	Ea	\$ 1,000.00	\$ 2,000.00	\$ 2,350.00	\$ 4,700.00
8237050	Corporation, 1"	21	Ea	\$ 450.00	\$ 9,450.00	\$ 60.27	\$ 1,265.67
8257001	8-inch Sanitary Sewer, PVC, SDR 26	636	Ft	\$ 48.00	\$ 30,528.00	\$ 65.00	\$ 41,340.00
8257001	6-inch Sewer Lead, PVC	355	Ft	\$ 24.00	\$ 8,520.00	\$ 49.50	\$ 17,572.50
8257050	Standard Sanitary Manhole, 48-inch Dia	2	Ea	\$ 3,600.00	\$ 7,200.00	\$ 3,000.00	\$ 6,000.00
8257050	Connect to Existing Sanitary Manhole	1	Ea	\$ 600.00	\$ 600.00	\$ 150.00	\$ 150.00
<b>SUBTOTAL OF CATEGORY 2</b>				<b>\$</b>	<b>205,155.00</b>	<b>\$</b>	<b>247,953.17</b>
<b>TOTAL PRICE (CATEGORY 1 + CATEGORY 2)</b>				<b>\$</b>	<b>450,136.86</b>	<b>\$</b>	<b>497,791.07</b>





February 16, 2017

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

Re: Pump Station No. 3  
GFA Project No. 15107

Dear Chuck:

The project for Pump Station No. 3 has been completed. Enclosed please find the following items submitted by the contractor in compliance with the contract documents.

- 1) One-Year Maintenance Bond
- 2) Letter of Guarantee
- 3) Affidavit of Completion/Consent of Surety
- 4) Certificate of Substantial Completion
- 5) Final Pay Application – Requires approval by the Township Board
- 6) Change Order No. 2 – Requires approval by the Township Board

The Record Drawings and Operations and Maintenance manuals are completed and both paper and CD copies will be delivered to the Grand Traverse County Department of Public Works.

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

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

Sincerely,  
Gourdie Fraser Inc.

Jennifer Hodges, P.E.  
Project Manager

Enclosures

cc: file, John Divozzo, Grand Traverse County DPW

**MAINTENANCE BOND**

Any singular reference to Contractor, Surety, Owner or other party shall be considered plural where applicable.

**CONTRACTOR (Name and Address):**

Franklin Holwerda Company  
2509 29th Street SW  
Wyoming, MI 49519

**SURETY (Name and Address of Principal Place of Business):**

Employers Mutual Casualty Company  
1815 South Meyers Rd.  
Oakbrook Terrace, IL 60181

**OWNER (Name and Address):**

Charter Township of Garfield  
3848 Veterans Dr.  
Traverse City, MI 49684

**CONTRACT**

Date: May 18, 2016

Amount: \*\*One Hundred Ninety Three Thousand One Hundred Fifty 00/100\*\*(\$193,150.00)\*\*

Project Description (Name and Location): Sanitary Sewer Pump Station No. 3 Upgrades

**BOND**

Date (1 year from date of Acceptance by the Municipality): November 17, 2016

Amount: \*\*One Hundred Ninety Three Thousand One Hundred Fifty 00/100\*\*(\$193,150.00)\*\*

Bond Number: S447685

Surety and Contractor, intending to be legally bound hereby, subject to the following terms, to each cause this Maintenance Bond to be duly executed on its behalf by its authorized officer, agent or representative.

KNOW ALL MEN BY THESE PRESENTS,

That we, Franklin Holwerda Company

entered into a Contract with said Obligee for     

      
as Principal, (hereinafter called **Principal**), and  
Empl Mut Cas as Surety (hereinafter called  
**Surety**), are held and firmly bound into  
Charter Twp. of Garfield

in accordance with the General Conditions, the  
Drawings and Specifications, which Contract is  
by reference incorporated herein, and made a  
part hereof, and is referred to as the Contract..

as Obligee (hereinafter called **Obligee**), in the  
penal sum of       
Dollars \$ 193,150 for the  
payment whereof Principal and Surety bind  
themselves, their heirs, executors,  
administrators, successors, and assigns, jointly  
and severally, firmly by these presents

NOW, THEREFORE, the condition of this  
obligation is such that, if said Principal shall  
maintain and remedy any defects due to faulty  
materials or workmanship, and pay for any  
damage to other Work resulting therefrom, and  
additional expense which shall appear within a  
period of 1 year(s) from the date of  
acceptance by the municipality of the Work  
provided for in the Contract, then this obligation

WHEREAS, said Principal has by written  
Agreement, dated May 18, 2016



Sanitary Sewer Pump Station No. 3 Upgrades - Charter Township of Garfield Maintenance Bond

to be void; otherwise to remain in full force and effect.

PROVIDED, HOWEVER, that said Obligee shall give Principal and Surety notice of observed defects with reasonable promptness.

Signed and sealed this 8th day of December, 2016

CONTRACTOR AS PRINCIPAL.  
Company: (Corp. Seal)  
Franklin Holwerda Company

SURETY  
Company: (Corp. Seal)  
Employers Mutual Casualty Company

Signature: *Michelle Holt*  
Name and Title:

Signature: *Lori Fisher*  
Name and Title: Lori Fisher, Attorney-in-Fact  
(Attach Power of Attorney)

(Space is provided below for signatures of additional parties, if required).

CONTRACTOR AS PRINCIPAL.  
Company: (Corp. Seal)

SURETY  
Company: (Corp. Seal)

Signature: \_\_\_\_\_ Signature: \_\_\_\_\_  
Name and Title: \_\_\_\_\_ Name and Title: \_\_\_\_\_

NOTE: Date of Bond must not be prior to date of Substantial Completion. If Contractor is a Partnership, all partners should execute Bond.

IMPORTANT: Surety companies executing Bonds must appear on the Treasury Department's most current list (Circular 570 as amended) and be authorized to transact business in the state where the Project is located.



**CERTIFICATE OF AUTHORITY INDIVIDUAL ATTORNEY-IN-FACT**

KNOW ALL MEN BY THESE PRESENTS, that:

- 1. Employers Mutual Casualty Company, an Iowa Corporation
- 2. EMCASCO Insurance Company, an Iowa Corporation
- 3. Union Insurance Company of Providence, an Iowa Corporation
- 4. Illinois EMCASCO Insurance Company, an Iowa Corporation
- 5. Dakota Fire Insurance Company, a North Dakota Corporation
- 6. EMC Property & Casualty Company, an Iowa Corporation
- 7. Hamilton Mutual Insurance Company, an Iowa Corporation

hereinafter referred to severally as "Company" and collectively as "Companies", each does, by these presents, make, constitute and appoint: LAURA J. NORTHOUSE, JON LUNDERBERG, BRIAN L. MATTILA, PAUL S. BUITEN, V. JEAN NOLF, RANDAL J. BISHOP, LORI FISHER

its true and lawful attorney-in-fact, with full power and authority conferred to sign, seal, and execute its lawful bonds, undertakings, and other obligatory instruments of a similar nature as follows:

In an amount not exceeding Ten Million Dollars.....\$10,000,000.00

and to bind each Company thereby as fully and to the same extent as if such instruments were signed by the duly authorized officers of each such Company, and all of the acts of said attorney pursuant to the authority hereby given are hereby ratified and confirmed.

The authority hereby granted shall expire APRIL 1, 2019 unless sooner revoked.

**AUTHORITY FOR POWER OF ATTORNEY**

This Power-of-Attorney is made and executed pursuant to and by the authority of the following resolution of the Boards of Directors of each of the Companies at a regularly scheduled meeting of each company duly called and held in 1999:

**RESOLVED:** The President and Chief Executive Officer, any Vice President, the Treasurer and the Secretary of Employers Mutual Casualty Company shall have power and authority to (1) appoint attorneys-in-fact and authorize them to execute on behalf of each Company and attach the seal of the Company thereto, bonds and undertakings, recognizances, contracts of indemnity and other writings obligatory in the nature thereof; and (2) to remove any such attorney-in-fact at any time and revoke the power and authority given to him or her. Attorneys-in-fact shall have power and authority, subject to the terms and limitations of the power-of-attorney issued to them, to execute and deliver on behalf of the Company, and to attach the seal of the Company thereto, bonds and undertakings, recognizances, contracts of indemnity and other writings obligatory in the nature thereof, and any such instrument executed by any such attorney-in-fact shall be fully and in all respects binding upon the Company. Certification as to the validity of any power-of-attorney authorized herein made by an officer of Employers Mutual Casualty Company shall be fully and in all respects binding upon this Company. The facsimile or mechanically reproduced signature of such officer, whether made heretofore or hereafter, wherever appearing upon a certified copy of any power-of-attorney of the Company, shall be valid and binding upon the Company with the same force and effect as though manually affixed.

IN WITNESS THEREOF, the Companies have caused these presents to be signed for each by their officers as shown, and the Corporate seals to be hereto affixed this 14th day of NOVEMBER, 2016.

Seals



Bruce G. Kelley  
Bruce G. Kelley, Chairman  
of Companies 2, 3, 4, 5 & 6; President  
of Company 1; Vice Chairman and  
CEO of Company 7

Michael Freel  
Michael Freel  
Assistant Vice President

On this 14th day of NOVEMBER AD 2016 before me a Notary Public in and for the State of Iowa, personally appeared Bruce G. Kelley and Michael Freel, who, being by me duly sworn, did say that they are, and are known to me to be the Chairman, President, Vice Chairman and CEO, and/or Assistant Vice President, respectively, of each of The Companies above; that the seals affixed to this instrument are the seals of said corporations; that said instrument was signed and sealed on behalf of each of the Companies by authority of their respective Boards of Directors; and that the said Bruce G. Kelley and Michael Freel, as such officers, acknowledged the execution of said instrument to be the voluntary act and deed of each of the Companies.  
My Commission Expires October 10, 2019.

Kathy Loveridge  
Notary Public in and for the State of Iowa

**CERTIFICATE**

I, James D. Clough, Vice President of the Companies, do hereby certify that the foregoing resolution of the Boards of Directors by each of the Companies, and this Power of Attorney issued pursuant thereto on NOVEMBER 14, 2016 on behalf of: LAURA J. NORTHOUSE, JON LUNDERBERG, BRIAN L. MATTILA, PAUL S. BUITEN, V. JEAN NOLF, RANDAL J. BISHOP, LORI FISHER

are true and correct and are still in full force and effect.

In Testimony Whereof I have subscribed my name and affixed the facsimile seal of each Company this 8th day of December, 2016 [Signature] Vice President

LETTER OF GUARANTEE

DATE: 12/3/16

15107

PROJECT NO.

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


PROJECT: Sanitary Sewer Pump Station No. 3 Upgrades

Gentlemen:

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

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

This guarantee will remain in effect for a period of one (1) year from the date of ~~acceptance by the Municipality~~ <sup>Substantial</sup> completion, November 17, 2016

Signature:   
(Contractor)  
Title: Project Manager  
(Please Print or Type)

Company Name: Franklin Holwerda Company  
(Please Print or Type)

Address: 2509 29th STREET SW  
WYOMING, MI 49519

**AFFIDAVIT OF COMPLETION/CONSENT OF SURETY**

Franklin Holwerda Company

**Name of Contractor**

2509 29th Street SW, Wyoming, MI 49519

**Address of Contractor**

being duly sworn, deposes and says that they entered into a Contract with Charter Twp of Garfield on the day of May 18th, 2002019, for the Sanitary Sewer Pump Station No. 3 Upgrades Project.

Contractor further says that the said Contract has been completed and all indebtedness incurred by him to Subcontractors, Suppliers, and laborers in their employ has been paid in full. Contractor further says that there are no outstanding or pending Claims, Liens or actions in Law involving this Contract. Contractor further says this affidavit is furnished as an inducement to the Owner to make final payment on said Contract.

**WITNESSES:**

*Josh Whitcomb*  
Josh Whitcomb

Print

**SIGNED:** Franklin Holwerda Company

*Micah Holt*  
Micah Holt

Print

Subscribed and sworn to before me this 28<sup>th</sup> day of December, 2016.

*Raymond W. Holt*  
Print Name  
*Raymond W. Holt*

Notary Public Sign

SEAL

My commission expires: 4-27-2019

**CONSENT OF SURETY**

We, as Surety on the above-described Contract, hereby give our consent to the payment to the Contractor as indicated.

**NAME OF SURETY COMPANY:** Employers Mutual Casualty Company

**PERFORMANCE AND PAYMENT BOND NO.:** S447685

**Date:** December 8, 2016

Signed: *Lori Fisher*

**Name:** Lori Fisher, Attorney-in-Fact



**CERTIFICATE OF AUTHORITY INDIVIDUAL ATTORNEY-IN-FACT**

**KNOW ALL MEN BY THESE PRESENTS, that:**

- 1. Employers Mutual Casualty Company, an Iowa Corporation
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its true and lawful attorney-in-fact, with full power and authority conferred to sign, seal, and execute its lawful bonds, undertakings, and other obligatory instruments of a similar nature as follows:

In an amount not exceeding Ten Million Dollars.....\$10,000,000.00

and to bind each Company thereby as fully and to the same extent as if such instruments were signed by the duly authorized officers of each such Company, and all of the acts of said attorney pursuant to the authority hereby given are hereby ratified and confirmed.

The authority hereby granted shall expire APRIL 1, 2019 unless sooner revoked.

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**IN WITNESS THEREOF**, the Companies have caused these presents to be signed for each by their officers as shown, and the Corporate seals to be hereto affixed this 14th day of NOVEMBER, 2016.

Seals



Bruce G. Kelley  
Bruce G. Kelley, Chairman  
of Companies 2, 3, 4, 5 & 6; President  
of Company 1; Vice Chairman and  
CEO of Company 7

Michael Freel  
Michael Freel  
Assistant Vice President

On this 14th day of NOVEMBER AD 2016 before me a Notary Public in and for the State of Iowa, personally appeared Bruce G. Kelley and Michael Freel, who, being by me duly sworn, did say that they are, and are known to me to be the Chairman, President, Vice Chairman and CEO, and/or Assistant Vice President, respectively, of each of The Companies above; that the seals affixed to this instrument are the seals of said corporations; that said instrument was signed and sealed on behalf of each of the Companies by authority of their respective Boards of Directors; and that the said Bruce G. Kelley and Michael Freel, as such officers, acknowledged the execution of said instrument to be the voluntary act and deed of each of the Companies.  
My Commission Expires October 10, 2019.

Kathy Loveridge  
Notary Public in and for the State of Iowa

**CERTIFICATE**

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are true and correct and are still in full force and effect.

In Testimony Whereof I have subscribed my name and affixed the facsimile seal of each Company this Jan day of December, 2016 [Signature] Vice President



# Certificate of Substantial Completion

Project: Pump Station No. 3 Upgrades

Owner: The Charter Township of Garfield

Owner's Contract No.:

Contract:

Engineer's Project No.: 15107

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

All Work under the Contract Documents:       The following specified portions of the Work:

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November 17, 2016

Date of Substantial Completion

The Work to which this Certificate applies has been inspected by authorized representatives of Owner, Contractor, and Engineer, and found to be substantially complete. The Date of Substantial Completion of the Project or portion thereof designated above is hereby declared and is also the date of commencement of applicable warranties required by the Contract Documents, except as stated below.

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

**The responsibilities between Owner and Contractor for security, operation, safety, maintenance, heat, utilities, insurance and warranties shall be as provided in the Contract Documents except as amended as follows:**

Amended Responsibilities                       Not Amended

Owner's Amended Responsibilities:

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Contractor's Amended Responsibilities:

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The following documents are attached to and made part of this Certificate:

Punch List Dated 11-17-2016

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

  
Executed by GFA 12/2/2016  
Date

  
Accepted by Franklin Howerda Company 12/2/16  
Date

Accepted by Charter Township of Garfield \_\_\_\_\_  
Date



## CONTRACT CHANGE ORDER NO 2 SUMMARY

DATE OF ISSUANCE: 28-Dec-16  
 OWNER: Charter Township of Garfield  
 CONTRACTOR: Franklin Holwerda  
 Project Name: Sanitary Sewer Pump Station No. 3 Upgrades  
 Project No: 15107  
 ENGINEER: Gourdie-Fraser

You are directed to make the following changes in the Contract Documents:

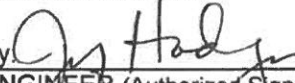
Description: Paint and Restoration Deductions

Reason for Change Order: Final Balancing

Attachments: See breakdown on Page 2

CHANGE IN CONTRACT PRICE:	CHANGE IN CONTRACT TIMES:
Original Contract Price:  <b>\$194,050.00</b>	Original Contract Times: Substantial Completion: _____ Ready for Final Payment: _____ <span style="float: right;">(days or dates)</span>
Net Increase (Decrease) from Previous: Change Orders _____ To _____	Contract Times prior to this Change Order: Substantial Completion: _____ Ready for Final Payment: _____ <span style="float: right;">(days or dates)</span>
Contract Price Prior to this Change Order:  <b>\$194,050.00</b>	Net Increase this Change Order: Substantial Completion: _____ Ready for Final Payment: _____ <span style="float: right;">(days or dates)</span>
Net <b>increase (Decrease)</b> of this Change Order:  <b>\$3,316.00</b>	Contract Times with all Approved Change Orders: Substantial Completion: _____ Ready for Final Payment: _____ <span style="float: right;">(days or dates)</span>
Contract Price with all Approved Change Order:  <b>\$190,734.00</b>	

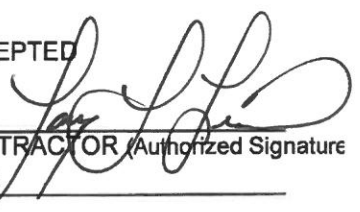
RECOMMENDED:

By:   
 ENGINEER (Authorized Signature)  
 Date: 12-28-2016

APPROVED:

By: \_\_\_\_\_  
 OWNER (Authorized Signature)  
 Date: \_\_\_\_\_

ACCEPTED

By:   
 CONTRACTOR (Authorized Signature)  
 Date: \_\_\_\_\_

CONTRACT CHANGE ORDER NO 2  
(ATTACHMENT)

PROJECT: Sanitary Sewer Pump Station No. 3 Upgrades

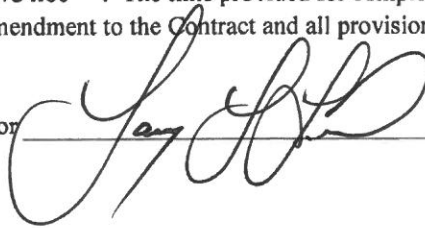
CHANGE ORDER: #2

The following items summarize changes being made to the Contract Documents:

ITEM NO.	COMPLETE DESCRIPTION OF CHANGES	DECREASE CONTRACT	INCREASE CONTRACT
3	Valve Chamber Mechanical Improvements - Paint Deduction	\$ 900.00	
8	Site Restoration - Deduct RotoRooter and Reaction Restoration Invoices for Lake Point Village Apartments (see attached)	\$ 2,416.00	
	<b>Total Decrease</b>	<b>\$3,316.00</b>	
	<b>Net Decrease</b>	<b>\$3,316.00</b>	

The sum of **\$3,316.00** is hereby deducted from the total Contract Price and the total adjusted Contract Price to date thereby is **\$190,734.00**. The time provided for completion in the Contract is unchanged. This document shall become an amendment to the Contract and all provisions of the Contract will apply hereto.

Accepted by Contractor



Date:

12/23/16



123 West Front Street  
 Traverse City, Michigan 49684  
 231.946.5874  
 231.946.3703

**OWNER**  
 Charter Township of Garfield  
 3848 Veterans Drive  
 Traverse City, MI 49686

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

**CONTRACTOR**  
 Franklin Holwerda  
 2506 29th Street, SW  
 Wyoming, MI 49519

**CONTRACT AMOUNT**  
**ORIGINAL: \$194,050.00**

**COMPLETION DATE**  
**ORIGINAL: 10/7/16**

**DATES OF ESTIMATES**  
**FROM: 11/27/2016**

**REVISED: 12/28/2016**

**REVISED 1/8/17**

**TO: 12/28/2016**

**APPLICATION FOR PROGRESS PAYMENT**

**Payment No. 3-FINAL**

**Project: Sanitary Sewer Pump Station No. 3 Upgrades**

**GFA Project No: 15107**

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	Qty	Item Cost	Cost	Qty	Item Cost	%
1	Submersible Pumping System and Panel	LS	1	\$77,250.00	\$77,250.00	1	\$77,250.00	\$77,250.00			1	\$77,250.00	100%	
2	Wet Well Mechanical Improvements	LS	1	\$27,700.00	\$27,700.00	1	\$27,700.00	\$27,700.00			1	\$27,700.00	100%	
3	Valve Chamber Mechanical Improvements	LS	1	\$24,200.00	\$24,200.00	1	\$23,300.00	\$23,300.00			1	\$23,300.00	100%	
4	Wet Well Electrical Improvements	LS	1	\$6,600.00	\$6,600.00	1	\$6,600.00	\$6,600.00			1	\$6,600.00	100%	
5	Valve Chamber Electrical Improvements	LS	1	\$8,200.00	\$8,200.00	1	\$8,200.00	\$8,200.00			1	\$8,200.00	100%	
6	Site Electrical Improvements	LS	1	\$9,600.00	\$9,600.00	1	\$9,600.00	\$9,600.00			1	\$9,600.00	100%	
7	Bypass Pumping	LS	1	\$37,000.00	\$37,000.00	1	\$37,000.00	\$37,000.00			1	\$37,000.00	100%	
8	Site Restoration	LS	1	\$3,500.00	\$3,500.00	1	\$1,084.00	\$1,084.00			1	\$1,084.00	100%	
					<b>\$194,050.00</b>			<b>\$190,734.00</b>				<b>\$2,330.00</b>	<b>\$190,734.00</b>	





Engineering  
Surveying  
Testing &  
Operations

123 West Front Street  
Traverse City, Michigan 49684  
231 946 5874  
231 946 3703

FINAL

**Project: Sanitary Sewer Pump Station No. 3 Upgrades**

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

**GFA Project No: 15107**

Eighteen Thousand Two Hundred Forty One and Eighty Cents  
Payment of the above AMOUNT DUE THIS APPLICATION is recommended.

Dated: 12/28/2016


Date: 12/28/16

GFA  
(ENGINEER)

Authorized Signature

FRANKLIN HOWESDA COMPANY  
(CONTRACTOR)

Authorized Signature

		<b>Charter Township of Garfield Planning Department Report No. 2017-11</b>	
Prepared:	February 23, 2017	Pages:	1 of 14
Meeting:	February 28, 2017	Attachments:	<input type="checkbox"/>
Subject:	2016 Annual Report		

### **Introduction**

This 2016 annual Planning Report was prepared pursuant to the requirements of Section 19(2) of the Michigan Planning Enabling Act, which states:

"A planning commission shall make an annual written report to the legislative body concerning its operations and the status of planning activities, including recommendations regarding actions by the legislative body related to planning and development."

This report is intended to serve as the Planning Commission's report to the Township Board, as required above, and will also outline the activities of the Planning Department in the 2016 year.

### **Boards & Commissions**

The Planning Department participates in various committees and provides support services to various Commissions and Boards, which include:

- Garfield Township Board
- Garfield Township Planning Commission
- Garfield Township Zoning Board of Appeals
- Joint Traverse City and Garfield Township Planning Commission (Grand Traverse Commons)
- Joint Traverse City and Garfield Township Recreation Authority
- Garfield Township Parks & Recreation Commission
- Hickory Hills Advisory Committee
- Traverse Transportation Coordinating Initiative (TTCI) *formerly* TC-TALUS
- Among others

### **Administration**

The Planning Department continues to be very active as it moves towards finalizing the Master Plan, preparing the new Grand Traverse Commons Ordinance, and ensuring that development projects are completed efficiently as required by the Planning Commission and Township Board.



Routine tasks also include dialogue with the development community to ensure that development applications are complete and ready to be brought before the Planning Commission, which can take weeks or months depending on the applicant's consultant. The management and oversight of active Natural Resources Trust Fund projects occupies a substantial amount of Staff time.

As current documents and plans are finalized in 2017, attention will be shifted to successor documents and ordinances to help the Township realize the goals of recently adopted documents. These may include sub-area plans, corridor planning, lake protection plans, etc. This, combined with yet another projected year of strong growth, as well as planning for upcoming grant applications, will continue to demand efficiency in the administration of the Planning Department.

### **Planning Commission**

The Planning Commission meets the second and fourth Wednesday of each month and is responsible for reviewing development applications, preparing plans, and advising the Township Board on development matters and zoning amendments. The meeting schedule allows the Planning Commission to hear, review and decide on projects during the first meeting and to advance the interests of the community by holding a work session during the second meeting of the month. This schedule will continue throughout 2017 as the Commission works to finalize its Master Plan.

### **Garfield Township Zoning Ordinance**

Following several years of work by the Planning Commission, the new Garfield Township Zoning Ordinance was adopted in 2015 and has proven to be far more user friendly than the antiquated ordinance it replaced. Our goal is to continue to address areas of the ordinance that fail to meet the intent of a more efficient and more user friendly ordinance. A brief description of those changes is provided further along in this report.

### **Master Plan**

A community survey was drafted and mailed to a random sampling of Garfield Township residents to solicit public opinion on how we are growing and where we are heading. The information received has assisted the Planning Commission in creating and supporting current and future Master Plan goals and objectives. In addition to public opinion it is very important to collaborate with community leaders, emergency services, schools and other public service entities to understand how their future plans coincide with ours.

Staff has an ongoing discussion with community stakeholders such as TCAPS, BATA, Cherry Capital Airport, GT Metro Fire, and the Sherriff's Office to understand each agency's current and future infrastructure needs and how each need relates to our community now and into the future. In addition to the Master Plan survey, the Planning Commission discussed the current



Future Land Use Map and made adjustments to encourage infill of dilapidated or underutilized properties rather than encouraging the outward growth of our community. Corridor Planning was a big topic of discussion this year as was residential growth and density. The Planning Commission is preparing to bring the document before the public for comment in the first or second quarter of 2017.

### **Continued Collaboration**

#### **Cherry Capital Airport**

Frequent meetings with Kevin Klein (Cherry Capital Airport) have certainly helped Staff understand the long and short term plans associated not only with the airport property but properties within the flight paths as well. The relocation or "bending" of Garfield Road does not appear to be on the radar any longer as the FAA has worked with Mr. Klein on approach lighting and runway expansion concessions. This runway expansion will affect the Michigan Aeronautics Commissions (MAC) Accident Safety Zones, as they are measured from the edge of a runway outward. Staff will continue to monitor the changes and reference the "Compatible Land Use Matrix" provided by the MAC when land use development or redevelopment is proposed within the designated safety zones. The Compatible Land Use Matrix provides land use strategies for addressing density, development guidelines, landscape, height limitations etc.

#### **TCAPS**

Staff continues to meet with Paul Soma (TCAPS) and the TCAPS Board to discuss population shifts and growth patterns within our community. Growth and development patterns can significantly alter the student population from one year to another, so it is important that we have an open dialogue with the school system. For example, the development occurring on LaFranier Road has the potential of increasing the student population at Cherry Knoll or Traverse Heights elementary by several hundred kids over the next 2-3 years. This population increase could prove challenging for administrators if they are not informed in advance of a project of this magnitude. According to TCAPS, Garfield Township is the only community that meets regularly with TCAPS representatives and their Board to discuss growth and we will continue to do so moving forward.

#### **BATA**

BATA has started providing us with ridership numbers so that we can properly plan for an increase in BATA stop locations. According to these numbers, the Grand Traverse Mall is a popular commuter destination. The Planning Commission and Staff continue to encourage multi-modal transportation by requiring developers to incorporate bus stops within mixed use or high density projects. The intent of this regulation is to avoid on-street bus stops on roadways that do not have safe off road pedestrian circulation. We will continue to work with BATA to provide safe transportation alternatives to those in need.

**Grand Traverse County Sherriff**

The Sheriff's post within the township hall continues to be an asset to Staff and residents alike. A continuous dialogue and willingness to assist Staff with violations, crime statistics and plan review continue to prove beneficial.

**Conceptual Reviews**

Conceptual reviews were established in 2010 to allow developers and applicants the ability to appear before the Planning Commission with little more than a concept and basic site plan. This procedure provides the applicant with valuable feedback to gauge the Planning Commission's interest in the project before an application is submitted. This process has been very useful to developers as they are able to discuss a potential project without having to first secure a planner, engineer, surveyor, etc. to complete an application. The following projects were brought before the Planning Commission for discussion in 2016:

1. Crown Golf Course - Transient Dwellings
2. Ashland Park PUD - Major Amendment
3. Grand Traverse Mall - Sign proposal

**Administrative Reviews**

The Director of Planning can now administratively approve projects provided they fall within the confines of the zoning ordinance. This procedure improves efficiency on minor requests. The following requests were administratively reviewed.

1. Reid Day Care - 7-12 Children- (approved)
2. Ashland Park - Minor adjustments to combine units- (approved)
3. GDO Investments - Olesons Grocery Store addition- (approved)
4. Lucky's Market - Building footprint expansion- (approved)
5. Ridges @ 45 PUD Concept for south acreage- (approved)

**Development Reviews**

The Planning Commission reviewed and approved numerous projects in 2016, which included Site Plan Reviews, Planned Unit Developments, Special Use Permits and zoning text and map amendments. A brief description of those reviews follows.

**SUP 2015-01 - The Ridges at 45 – LaFranier Road – (approved)**

The applicant was approved for a 232 unit Multi-Family Residential project along LaFranier Road. The market rate project incorporates a mix of 1, 2 and 3 bedroom units to serve future Garfield Township residents. The applicant worked amicably with the Township and GTCRC to incorporate a bike path along the property and add a center turn lane to LaFranier Road to address both non-motorized and vehicular safety. The Ridges at 45 welcomed their first

residents in December and anticipate having occupancy for the additional 3 buildings by May of 2017.

**SUP- 2016- 03 Bill Marsh Paint / Body Repair - (approved)**

An application to construct a 2,400 square foot used vehicle sales office and a 3,800 square foot addition to an existing body and repair shop located on Barlow Street was approved by the Planning Commission. Although limited vehicle sales are now a permitted use (with conditions) in the I-G (General mixed-use industrial business) district it does require a SUP if those conditions are to be exceeded.

**SUP 1991-10-L - Crown PUD Transient Residential (recommended/ withdrawn)**

The Crown PUD, located on West Silver Lake Road was approved in 1991 as a mixed use residential and commercial project situated around a golf course. The applicant requested approval to construct four "stay and play" transient dwelling units within the project. Following several public meetings, amended applications and two contentious public hearings, the applicant received a positive recommendation to the Township Board. The Township Board, following two public meetings remanded the project back to the Planning Commission for additional discussion on the location of the proposed "stay and play" units. The applicant has since formerly withdrawn the application.

**SPR - 2015-01/ 1990 -04-E Grand Traverse Mall - Dicks Sporting Goods (approved / withdrawn)**

Representatives of the Grand Traverse Mall requested approval to demolish a portion of the mall previously occupied by a movie theater to accommodate a Dicks Sporting Goods store. The applicant received approval by the Planning Commission on January 27, 2016 and quickly made application to the ZBA for a variance request on February 22, 2016. Within days of the Planning Commission approval, staff was provided a copy of a letter from Dicks to the Grand Traverse Mall terminating their agreement with the mall. The approvals are still active however no action is anticipated with Dicks Sporting Goods.

**SPR 2016- 01 - Oleson's Service Drive - US-31 (approved)**

Large acreage parcels along major corridors are required to install a service drive and pedestrian walkway prior to the development of the property. The property is approximately 200 acres and located on the west side US-31 South, between Rennie School Road and Meadow Lane Drive. The service drive was constructed along roughly 1,500 feet of the property's northern road frontage on US-31.

**SPR – 2005-05- F - Lone Tree PUD - Traverse Medical Properties - (approved)**

TC Medical Properties purchased the two vacant commercial office units within the Lone Tree PUD located at the corner of North Long Lake Road and Lone Pine Road. Following a minor amendment to combine the properties, the applicant proposed the new Crystal Lake Medical Center, which is presently under construction and set for a May 2017 opening.

**SPR - 2016-02 - PUD Buffalo Ridge PUD - (Lucky's Market) (approved)**

An amendment to allow a proposed market within the approved Buffalo Ridge PUD was delayed due to the applicant's refusal to resolve an ongoing violation (installing a pedestrian pathway). This appears to be the only incident over the past 8 years that an owner has signed and acknowledged a Report and Decision Order only later to refuse to honor his signature. Once before the Courts, the Judge required the owner to secure an agreement with the township to construct the pathway as agreed to in the document. Following the filing of an application, and review of the approval, the project was approved as a part of the settlement.

**SPR - Storm Water Request - (approved)**

The application was a request to allow onsite storm water containment to be located in the Agricultural zoning district to support the recently rezoned Kings Court expansion (see Z-2016-02 below). The use of this area for storm water containment is permitted due to the split zoning of the property and can be authorized by the Planning Commission pursuant to Section 325.B.7 of the Zoning Ordinance.

**Z-2016-01 - LaFranier Road Rezoning - (withdrawn)**

The subject property is located at the northwest corner of Garfield and Hammond Roads. The property is currently vacant and zoned A-Agricultural. The applicant requested to rezone approximately 19-acres of the 76-acre parcel from the current A-Agricultural District to the C-G General Commercial District, without restriction. Following discussion with the Planning Commission the applicant withdrew the application from future consideration.

**Z-2016-02 Kings Court Expansion - Rezoning - (approved)**

The applicants request to rezone approximately 37 acres of land from the A-Agricultural District to the R-M Mobile Home Residential District, was approved. The application affects two properties to the north of Lloyd Lane, to the west of LaFranier Road and to the east of Keystone Road. (Lloyd Lane was formerly a dead-end of Hammond Road, and was renamed when Hammond Road was extended to Keystone Road in 2010). The applicant is in the process of submitting the project to the State of Michigan for review.

**Zoning Ordinance Text and Map Amendments**

**Amendment #1** - The following changes were presented by Staff, recommended by the Planning Commission and approved by the Township Board.

- To allow multi-family residential within the commercial zoning districts.
- To change the approval process from SUP to Administrative approval for Child Care 7-12 children.
- To reduce setbacks for multi-family projects.
- To allow an increase in density for projects in the R-3 multi-family district.
- To allow additional uses in the C-P Planned Shopping Districts.

**Amendment #2 -**

- Amended the sign portion of the C-P Planned Shopping District to clarify new language.
- Amended the Zoning Map to fix a typo.

**Amendment #3 -**

- Rezoned 30-acre property on LaFranier Road from A-1 to R-3 Multi-family

**Amendment #4 -**

- Amended out Section 611 Group Housing due to it being antiquated and less lenient than the development options available.
- Amended the H-C Highway Commercial district to change reviewing authority to the Planning Commission from ZBA.

**Amendment #5 -** *(introduced 2016, anticipated early 2017 adoption).*

- Amends and simplifies sign approvals within PUDs (Section 630.J) and Planned Shopping Centers (Section 630.G), including allowances for Planning Commission to increase sign size if certain standards demonstrating need are met.
- Eliminates Comprehensive Sign Plan due to non-necessity and the high degree of confusion observed among the one applicant who has attempted this procedure.
- Creates Section 108 to prohibit submittal of more than one pending development application, per parcel or parcels under the same ownership, at the same time.
- Amends and clarifies the review procedure and standards of approval for amendments to PUDs (Section 426.F) and PURDs (Section 427.E).

**Joint Traverse City & Garfield Township Planning Commission**

The Joint Planning Commission is comprised of City and Township residents, appointed from their respective Planning Commissions and one member jointly appointed by both municipalities. John Racine and Terry Clark (retired) have represented the township for several years as have Traverse City's representatives John Serratelli, Jan Warren and jointly appointed Chairwoman Carol Hale.

Following numerous public and stakeholder meetings on the draft Grand Traverse Commons Zoning Ordinance, the joint planning commission unanimously recommended adoption of the document to the City Commission and Township Board. The City Commission and Township Board held a joint meeting on January 23, 2017 to discuss the ordinance and were favorable of the document. This form-based code will regulate the specific Commons area campus and will be separate from the Township's regular Zoning Ordinance.



## Parks & Recreation

### **PARKLAND PROJECTS**

#### BOARDMAN VALLEY NATURE PRESERVE:

The Boardman Valley Nature Preserve (BVNP) is a 200-acre park and natural area located on the Boardman River. Though the park is primarily in a natural state, certain areas have been targeted for improvement to support active and passive recreation

In 2015, the Township submitted a grant application to the Michigan Natural Resources Trust Fund for a grant to make a number of improvements to the Boardman Valley Nature Preserve which included a canoe/kayak ramp, a parking lot with a turn around, vault pit toilets and changing rooms, a pavilion as well as a pickleball court. All of these improvements are on the north end of the site near the old YMCA building.

The 2015 request was successful, and in September of 2016 a fully executed grant agreement was received for \$100,000 from the State, with the Township matching \$100,000. The Township was also awarded a grant from Rotary Charities in the amount of \$40,878 to help fund the pickleball courts, which will go towards the required local match.

Upon receipt of the grant agreement, the Township sought proposals from consulting Civil Engineering & Landscape Architecture firms to provide professional design services for the grant improvements. Four firms submitted proposals.

On October 4, 2016, the Parks and Recreation Commission recommended Prein&Newhof with a bid amount of \$26,000. On October 11, 2016 the Township board accepted the bid and entered





into an agreement for services. It is anticipated that construction will occur in 2017.

At the end of 2015, the Township acquired the Verizon property from the Land Conservancy and the Templeton property through a Trust Fund grant. The purpose was to expand the BVNP whereby accommodating a future parking area as well as a number of potential improvements as indicated above. Existing buildings on the site included a dilapidated farmhouse and agricultural structures that needed to be removed. An existing 2,500-square foot utility building was retained to house Township assets used to support outdoor public recreation, such as sporting equipment or grounds management equipment.

Funding for the farmhouse demolition was allocated in the Township’s 2016 Park budget. The buildings have been demolished and a final reimbursement request to the DNR will be submitted in early January to finalize the project.

The Township also closed on two additional acquisitions to the BVNP; the Balyeat parcel, a small acquisition on the west side of the river, and the Fraser parcel, an additional 10-acres on the east side of the river. Since 2012, the BVNP has more than doubled in acreage, from 92 to just over 200 acres while also expanding to the east side of the river.

MILLER CREEK NATURE PRESERVE:



From 2015 and into 2016, the Park Commission worked with consultant Wade Trim to prepare a conceptual development plan for a new trailhead area, which would be located near Aldi off of South Airport Road. The conceptual plans, if formally adopted into the Park Plan, will become the guideline for the development of this area.

The focal point of these plans is on the most recent addition to this park, the "Hanson" parcel, which is the westernmost parcel on the map at left. The overarching goal is to help the public recognize that this park even exists.

The Park Commission recommended a



general construction budget allocation for 2017 and will research and recommend potential improvements, such as a boardwalk among the Hanson parcel wetlands, a pavilion or gathering area on the uplands, or improved access to a fishing pond.

KIDS CREEK PARK:

As described further below, the most exciting development for this park in 2016 was the completion of Phase II of the Buffalo Ridge Trail. In 2017, the Township will look to contract with the Conservation District to build a connector trail between the two resources, providing users from the YMCA and West Middle School with easy access to this beautiful pocket park.

Unfortunately, the dilapidated power generating structure remains a sticking point. Having previously ruled out the possibility of saving the building, the Township must decide



on how to address this building. There appear to be two possibilities; construct a replica structure on the site, or simply demolish the building and fill the foundation. The reason that this has not yet occurred is because of a desire to protect the remaining power generating mill in the foundation of the building; either through protecting it in place or removing and relocating the equipment to dry storage for the time being.



SILVER LAKE RECREATION AREA:

SLRA is our most popular Township Park, with 113 pavilion reservations for 2016. The busiest months, of course, were June, July and August, with 71 reservations. The ball diamond was used by the little league Saturdays in June. The dog park continues to be very popular, drawing a regular user base from well outside of Grand Traverse County.

After the completion of some additional sidewalks in 2015, the concrete contractor finished up the



project in 2016 with the last completion to a pavilion. Each of the picnic pavilions, as well as the dog park, are now fully accessible to persons of limited mobility. Additionally, the Conservation District completed construction of an additional footpath along the east side of "Hidden Lake," allowing trail users to make a loop of the lake and providing new scenic views.

The Parks Commission was approached this year by a community member who wanted to donate an 18 basket disc golf course to the Township to be placed in this park. The Commission found this proposed use of parkland consistent with the park plan and began working towards the installation of the course. However, the location and positioning of the course arose as a contentious issue with neighbors living near the park. Public input was sought regarding the matter and ultimately the donation was withdrawn by the donor.

GRAND TRAVERSE COMMONS NATURAL AREA:

In early 2016, with the help of the Grand Traverse Regional Land Conservancy, the Township submitted a public use deed to the Michigan DNR to acquire a parcel commonly known as the "State 40."

This property abuts the west line of the Township's 140 acre Grand Traverse Commons Natural Area. Though not known by many members of the public, it is an intrinsic part of the Commons park and trail network. The future public use of this property became imperiled when the DNR placed it on a real-estate "dispose of" list.

In November the Township received notice that the DNR had given preliminary approval to the request, provided that the parcel will be restricted to recreational uses. The Township should hear back soon on final approval. After the property is deeded to the Township, and pending clarification on possible deed restrictions of the existing Natural Area, the Park Commission intends to begin developing a comprehensive, multi-use plan for this complex park.

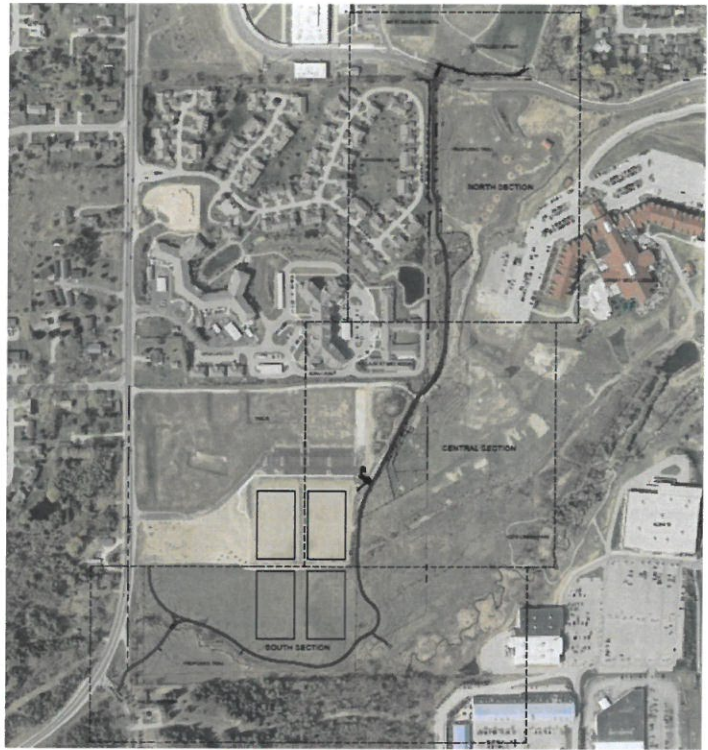


**TRAIL PROJECTS:****BUFFALO RIDGE TRAIL PHASE II:**

The Township finally secured all necessary easements and approvals to build Phase II of the Buffalo Ridge Trail.

The trail was professionally designed by Wade Trim and bid out for construction in 2015. After an unsatisfactory bid result for summer of 2015 construction, this project was rebid and construction was completed in 2016. This would not have happened without partners such as the Grand Traverse Bay YMCA, Oleson Foundation, Great Wolf Lodge, TART, and the Grand Traverse Regional Land Conservancy in making this trail a success.

In 2016, a construction contract was awarded to AJ's Excavating, who promptly and professionally constructed the trail, on time and within budget. The trail is already heavily used and the Township has received great feedback from trail users. In 2017, the Conservation District is expected to construct a connector trail to Kid's Creek Park.

**CITY OF TRAVERSE CITY HICKORY HILLS PARK DEVELOPMENT:**

This property is seen as an integral connector between the Hickory Meadows and Grand Traverse Commons Natural Area properties and as such the Township has continued to participate in discussions regarding the future of this park. Opportunities have arisen to make the park more accessible year-round and to more user groups, which the Parks Commission believes would be a long term benefit to Township residents. The City of Traverse City in conjunction with the non-profit organization Preserve Hickory, have begun a fundraising campaign for the project.



CITY OF TRAVERSE CITY BOARDMAN LAKE TRAIL COMPLETION:

The Township continues to work with the City of Traverse City, Grand Traverse County, and TART to complete the final leg of this trail, which will start at 14th Street and extend south along the western shore to Logan's Landing.

Following an extensive public input process, Prein&Newhof completed professional design plans which, when implemented, will complete the loop around the Boardman Lake Trail and provide enhanced access to the trails farther south along the Boardman River.

Infrastructure Update (NW Corner)

Water storage has been limited in the northwest portion of the township due to changes at the MDEQ level and high growth rate in that area. The township has worked diligently to rectify the water storage issue so that growth can continue without concern. These efforts included coordinating utility projects with the GTCRC road improvements along Cedar Run, Harris and Zimmerman Roads to lower water and sewer installation costs.

The township's ability to secure a high elevation parcel presented another cost saving opportunity as we were able to utilize a ground level tank rather than the more expensive elevated tank alternative. Construction on the tank and final utility installation is anticipated to begin summer of 2017.

Conclusion

2017 should be a very busy and exciting year as we anticipate adoption of the new Garfield Township Master Plan and Grand Traverse Commons Form Based Zoning Ordinance. Following the adoption of the above mentioned documents the Planning Commission will likely be shifting focus to implementing the goals of the Master Plan and identifying roadways

in our community most in need of a corridor plan. It is also expected that development projects will continue to increase.

**RECOMMENDATION:**

The following motion would be appropriate if the Township Board is prepared to accept and file the 2016 Annual Report:

MOTION THAT the 2016 Planning Commission Annual Report, as contained in PD Report No. 2017-11 BE ACCEPTED as required by Section 19(2) of the Michigan Planning Enabling Act.

Monthly Parkland Responsibilities Nature Center Visitation this Month 373 Nature Center Visitation January 2016 135

Coordinated trail steward activities, performed routine maintenance on all trails, and performed trailhead maintenance tasks where appropriate. Program Participants this month 290 Program Participants January 2016 82

Drop ins this month 83 Drop in January 2016 53

Nature Center Visitation this year 83 Nature Center Visitation since 2008 70,986

Activity Detail	Conservation District Pillar	Location of activity	Property Owner	Staff Lead (initials)
1/19 – “Attended” Play Clean Go webinar subcommittee cor	Stewardship (Boardman River and Non-parklands ISN)	Leelanau/Benzie/Manistee Counties	N/A	KEG
1/27 – Attended camera training for new equipment	Stewardship (Boardman River and Non-parklands ISN)	Leelanau/Benzie/Manistee Counties	N/A	KEG
1/31 – TART subgrant meeting	Stewardship (Boardman River and Non-parklands ISN)	Boardman River Nature Center	Grand Traverse County	KEG
1/31 – Hosted <i>Go Beyond Beauty</i> subcommittee meeting	Stewardship (Boardman River and Non-parklands ISN)	Boardman River Nature Center	Grand Traverse County	EC
Completed landowner contact list for treatments	Stewardship (Boardman River and Non-parklands ISN)	Leelanau/Benzie/Manistee Counties	N/A	FR
Finished submitting 2016 MISIN treatment & survey data	Stewardship (Boardman River and Non-parklands ISN)	Leelanau/Benzie/Manistee Counties	N/A	FR
Completed & submitted USFS CWMA grant proposal	Stewardship (Boardman River and Non-parklands ISN)	Leelanau/Benzie/Manistee Counties	N/A	KEG
Completed & submitted EPA GLRI grant proposal	Stewardship (Boardman River and Non-parklands ISN)	Leelanau/Benzie/Manistee Counties	N/A	KEG
Posted position & interviewed for Communications Specialist	Stewardship (Boardman River and Non-parklands ISN)	Leelanau/Benzie/Manistee Counties	N/A	KEG
Completed draft of Invasive Species curriculum, (6-12 <sup>th</sup> grade)	Stewardship (Boardman River and Non-parklands ISN)	Leelanau/Benzie/Manistee Counties	N/A	EC
Launched revamped website (HabitatMatters.org)	Stewardship (Boardman River and Non-parklands ISN)	Leelanau/Benzie/Manistee Counties	N/A	MO
Scheduled spring ISN Partner Meeting: March 21, 1pm	Stewardship (Boardman River and Non-parklands ISN)	Boardman River Nature Center	Grand Traverse County	EC/KEG
Worked with Suttons Bay schools on setting up nature center in their schools	Education	Other	N/A	TC

Completed two NEST programs serving around 90 students.	Education	Boardman River Nature Center	Grand Traverse County	TC
Submitted Optimist Grant for Education Scholarship fund	Education	Other	N/A	TC
Worked with United Way to wrap up our VISTA program and secure a refund after current VISTA left	Education	Other	N/A	TC
Completed 3 Peepers programs (1 snow day program) servings 45 Peepers	Education	Boardman River Nature Center	Grand Traverse County	TC
Trained 4 new education volunteers on various programming	Education	Other	N/A	TC
Completed 3 Kne High Naturalist programs.	Education	Boardman River Nature Center	Grand Traverse County	TC
Completed summer position descriptions and adjusted budget to reflect needs	Education	Other	N/A	TC
Worked with staff to fine tune GTCD Volunteer policy and procedures	Education	Other	N/A	TC
Attended area volunteer administrators meeting	Education	Other	N/A	TC
Configured and confirmed a plant order for 5000 bareroot seedlings through the DTE grant	Parklands (including Parklands-based ISN)	Brown Bridge Quiet Area	City of Traverse City	RR
Finalized the plant order with Bethlehem Church group as part of their 125th year celebration	Parklands (including Parklands-based ISN)	Brown Bridge Quiet Area	City of Traverse City	RR
Finalized two different plant orders for a spring planting effort at Miller Creek Nature Reserve	Parklands (including Parklands-based ISN)	Miller Creek Nature Reserve	Garfield Township	RR
Connected with the Ruffed Grouse Society and working on collaborating resources for the DNR Wildlife Habitat Improvement Grant	Parklands (including Parklands-based ISN)	Brown Bridge Quiet Area	City of Traverse City	RR
Performed a special request snowplowing of the north access road to enable NRCS to access project site with contractors	Parklands (including Parklands-based ISN)	Brown Bridge Quiet Area	City of Traverse City	RR
Performed routine trail maintenance (clearing downfall), dog waste bag disposal, snowplowing, outhouse upkeep, etc	Parklands (including Parklands-based ISN)	Brown Bridge Quiet Area	City of Traverse City	RR

Attended Sustain Our Great Lakes webinar	Parklands (including Parklands-based ISN)	Other	N/A	RR/TV
Created and dispersed fliers for the Guided Winter Hike scheduled for February 18th	Parklands (including Parklands-based ISN)	Brown Bridge Quiet Area	City of Traverse City	RR
Attended a DNR grants workshop in Cadillac	Parklands (including Parklands-based ISN)	Other	N/A	RR
Began implementating installation of East End Footbridge	Parklands (including Parklands-based ISN)	Brown Bridge Quiet Area	City of Traverse City	RR/TV/SL
Attended regular monthly Joint Recreation Authority Meeting and the study session for 'strategic planning' with partners	Parklands (including Parklands-based ISN)	Hickory Meadows	Joint Recreation Authority	SL/TV
Coordinated and attended the monthly Hickory Meadows Advisory Committee meeting	Parklands (including Parklands-based ISN)	Hickory Meadows	Joint Recreation Authority	TV
Met with members of HM and Hickory Hills Advisory Committees to discuss grant opportunities for green storm water infrastructure	Parklands (including Parklands-based ISN)	Hickory Meadows	Joint Recreation Authority	TV
Followed-up on report of plowed snow pile blocking the Wayne Street gated access	Parklands (including Parklands-based ISN)	Hickory Meadows	Joint Recreation Authority	TV
Performed routine checks on trails and trailheads (trash removal at Randolph, cleared downfall, refilled dog waste bags, etc)	Parklands (including Parklands-based ISN)	Hickory Meadows	Joint Recreation Authority	TV
Met and discussed 2017 Garfield Twp workplan and budget with Valerie Handy, Parks & Rec Commission Chair	Parklands (including Parklands-based ISN)	Garfield Township Parks	Garfield Township	TV
Replaced damage fencing post at Long Lake trailhead and along stairwell near water tower at the Commons	Parklands (including Parklands-based ISN)	Commons Natural Area	Garfield Township	TV,RR
Maintained and shoveled access to trailheads and waste cans at all Garfield Twp parks	Parklands (including Parklands-based ISN)	Garfield Township Parks	Garfield Township	TV
GPS'ed and mapped proposed connector routes from Kids Creek trails to the Buffalo Ridge Trail	Parklands (including Parklands-based ISN)	Kids Creek Park	Garfield Township	TV
Researched grant opportunities for connector trail from Kids Creek trails to the Buffalo Ridge Trail	Parklands (including Parklands-based ISN)	Kids Creek Park	Garfield Township	TV
Planned for trail re-route of social trail along north side of Miller Creek	Parklands (including Parklands-based ISN)	Miller Creek Nature Reserve	Garfield Township	TV



Solicited bids for floating dock and fishing platform at Miller Creek NR	Parklands (including Parklands-based ISN)	Miller Creek Nature Reserve	Garfield Township	TV
Attended a MDNR public meeting regarding a proposed shooting range on state land in the "Wild & Scenic" part of the Boardman River Watershed off Supply Road.	Stewardship (Boardman River and Non-parklands ISN)	Boardman River and its tributaries	N/A	SL
Reviewed and commented on LIAA's draft Boardman River Water Trail Plan-main comment is we need a recreation plan for the Boardman before we know how many users the river can handle before adverse ecological impacts takes place.	Stewardship (Boardman River and Non-parklands ISN)	Boardman River and its tributaries	N/A	SL
Coordinated the delivery of a 54' footbridge from Ranch Rudolf to the project site at Brown Bridge. Worked with GTCD Conservation Team staff, AmeriCorps Members, and volunteers to move the bridge through the woods to where it will be cabled 600' down into the valley and across the River.	Parklands (including Parklands-based ISN)	Brown Bridge Quiet Area	City of Traverse City	SL,RR,TV
Participated in a contractors meeting for the placement of 23 large wood instream habitat structures in the new section of river at Brown Bridge. Elmer's/RCA was awarded the contract through the GT Band.	Stewardship (Boardman River and Non-parklands ISN)	Boardman River and its tributaries	City of Traverse City	SL,RR
Met with Chris DeGood of AECOM and Mike Brennan for Concrete Service regarding stormwater runoff from the site for a grant through the Watershed Center GT Bay.	Education	Boardman River and its tributaries	N/A	SL
Attended regularly scheduled Boardman River Dams Project IT and other related meetings.	Stewardship (Boardman River and Non-parklands ISN)	Boardman River and its tributaries	Grand Traverse County	SL
Gave a Dam Removal Project presentation to a group of graduate students attending CMU's Public Administration Masters Program through NMC. They chose the dam project for their small group focus.	Education	Boardman River and its tributaries	N/A	

Met with City staff regarding their EQIP monies and the bottomlands at Brown Bridge.

Attended a Garfield Township meeting regarding their approval to apply for a Great Lakes Restoration Initiative grant for the failing railroad crossing of Miller Creek.

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

Parklands (including Parklands-based ISN)      Brown Bridge Quiet Area      City of Traverse City

Stewardship (Boardman River and Non-parklands ISN)      Boardman River and its tributaries      Garfield Township      SL



# GRAND TRAVERSE METRO FIRE DEPARTMENT

From the Desk of Assistant Chief Steve Apostal

6. b.

FIRE OFFICE 897 Parsons Road ~ Traverse City, MI 49686

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

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## GTMESSA 2017 February Report

### **Training Items**

Fire —Ice rescue training in East Bay Harbor, Acquired structure City Church Building on S Garfield – Forcible entry, hose leads, search and rescue, haz-mat entry and detection

EMS— GTSO Crime Scene Awareness, pediatrics including med administration

### **Incidents of Interest for the last 30 days**

**Fire alarm with smoke in building**, Eastern Sky, Garfield Jan 22- Crews responded to a fire alarm to find smoke in the commercial building. Investigation revealed a malfunctioning furnace motor which did not cause any more damage to the structure.

**Cooking fire**, Hilltop Court Garfield Jan 23 – Crews responded to an apartment where fried food was on the menu at 1 am. The occupants overheated the grease and nearly started the kitchen on fire. North Flight medics arrived and used an extinguisher to put out the fire and Metro aided in removing burning pot and smoke from the apartment.

**Head on Car Crash**, US31 and 5 Mile, Acme Jan 23-A vehicle crossed the centerline and hit another vehicle requiring the Jaws of Life for extrication. All injuries believed to be minor to moderate in nature.

**Missing kids GT Academy**, East Bay Jan 25-Station 1 units assisted GTSO with the search for two missing 3<sup>rd</sup> graders that walked away from GTA during the afternoon. Security cameras from Oleson's revealed they walked in and left in short order. The children became disoriented in the woods on their return to GTA and walked across 3 Mile and were found in the woods not far from Station 1. They were returned to the school.

**Barn fire**, Hammond & 4 Mile, East Bay Jan 27 -A passerby noticed flames emitting from a barn, upon arrival units found a large barn fully engulfed. Efforts were focused on protecting nearby exposures including a small store and a few other out buildings, one out building had just started on fire and was quickly extinguished. Crews were on scene for over 6 hours.

**Out building fire**, High Lake Rd, East Bay Jan 31-A large chicken coop caught fire due to possible electrical issues. The fire was extinguished and several chickens were placed in another penned area for safe keeping.

**Vehicle crash into power pole**, 3 Mile and S Airport, East Bay Feb 12-A vehicle traveling along 3 Mile lost control on slippery roads and struck a power pole along the side of the road. The pole broke midway up dropping 3 large transformers and the top section of the pole onto the vehicle, causing significant damage. The lone occupant exited the vehicle prior to our arrival and was uninjured. If the circuit had still been energized the driver would've likely been electrocuted and killed. Thankfully the Cherryland circuit performed as designed and shut down power. This circuit also fed the pump station for Grand Traverse DPW, a portable generator on a trailer was brought in to assure it stayed operational during repairs.

**Mutual aid to Rural FD**, Supply Road Feb 12-Tanker 9 and 9A responded to a mutual aid request for a chimney fire which spread into the attic and caused significant damage to the residence. Tanker 9 was used to aid in water supply efforts to extinguish the blaze.

**Vehicle Crash with Extrication**, N. West Silver Lake & Secor, Garfield Feb 18. A vehicle rear ended another vehicle at a high rate of speed during the afternoon hours requiring the response of both Station 12 and 11. Crews worked together to extricate the driver of the vehicle who was transported for their injuries.

**Missing resident with dementia**, Creekside, Garfield Feb 19. An elderly female walked away from her condo on Creekside. North Flight, GTSO and Metro FD searched areas nearby including wooded areas, hiking trails and stores. A deputy located the female an hour after the search had commenced and North Flight transported the patient to Munson to be evaluated.

Mutual Aid Given

Feb 12 Rural FD 17-0536 (in report)

Mutual Aid Received

None

Total Calls

Fire	<u>63</u>
EMS	<u>371</u>
Year Total	<u>667</u>

Station 1	<u>105</u>
Station 8	<u>51</u>
Station 9	<u>10</u>
Station 11	<u>163</u>
Station 12	<u>94</u>



8 2 2 0 6 7 8  
Tx:4118198

7.a.

2017R-01490  
STATE OF MICHIGAN  
GRAND TRAVERSE COUNTY  
RECORDED 10:24:11 AM  
01/26/2017 PAGE 1 OF 3  
PEGGY HAINES REGISTER OF DEEDS

Ye

**DEDICATION OF EASEMENT**

THIS DEDICATION OF EASEMENT is entered into on January 13, 2017 by Incochee Woods Development LLC, a Michigan limited liability company, whose address is 12930 SW Bay Shore Dr., Traverse City, MI 49684, hereinafter "IWD".

**WITNESSETH:**

WHEREAS, IWD is the Developer of Incochee, a site condominium, according to the Master Deed recorded in Document Number 2006C-00012, and all amendments thereto (hereinafter "Master Deed"); and

WHEREAS, within Article IV(A)(8) of the Master Deed recorded in Document Number 2006C-00012, a linear park system, i.e. trail system was dedicated; and

WHEREAS, IWD retained certain rights to dedicate and extend easements under the Incochee Master Deed; and

WHEREAS, IWD now desires to extend the trail system from Old Inchochee Farm Trail to the southern boundary of Incochee across a portion of Unit 74; and

WHEREAS, IWD remains the fee owner of the following described premises:

Unit 74, Incochee, a site condominium, according to the Master Deed recorded in Document Number 2006C-00012, Grand Traverse County Records, as designated as Grand Traverse County Condominium Subdivision Plan No. 301, together with general common elements and limited common elements, as set forth in the above described Master Deed and all amendments thereto, and as described in Act 59 of the Public Acts of 1978, as amended

NOW THEREFORE, IWD in its full capacity as Developer under the Master Deed for Incochee and also as the fee owner of Unit 74, hereby dedicates a non-exclusive easement for Trail purposes as part of the Incochee Trail system over the following described premises situated in the Township of Garfield, County of Grand Traverse, and State of Michigan, to wit:

A trail easement across part of Unit 74 of Incochee, a site condominium, according to the Master Deed recorded in Document Number 2006C-00012, and all amendments thereto, Grand Traverse County Records, as designated as Grand Traverse County Condominium Subdivision Plan No. 301, located in Section 4, Town 27 North, Range 11 West, more fully described as follows: Commencing at the Southwest corner of said Unit 74; thence North 83°54'09" East, 157.86 feet, along the North one-eighth line of said Section 4 and the South line of said Unit 74, to the Point of Beginning; thence North 47°11'33" East, 26.82 feet, to a point on the Southwesterly line of Old Incochee Farm Trail; thence

17-6456  
JAN 26 '17 AM 10:13



South 42°48'27" East, 20.00 feet, along said Southwesterly line of Old Incochee Farm Trail; thence South 83°54'09" West, 33.46 feet, along said North one-eighth line and South line of Unit 74, to the Point of Beginning.

Said easement is depicted on the Trail Easement Exhibit attached hereto.

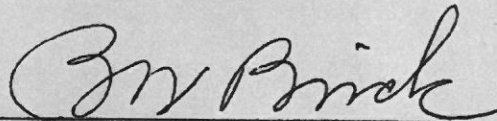
This easement shall be perpetual, appurtenant to and shall run with the lands described herein and shall be for the benefit as prescribed within the Master Deed and a limitation upon all present and future owners. For no consideration.

JK

IN WITNESS WHEREOF, the undersigned has executed this Dedication of Easement the day and year first above written.

Signed and Sealed:

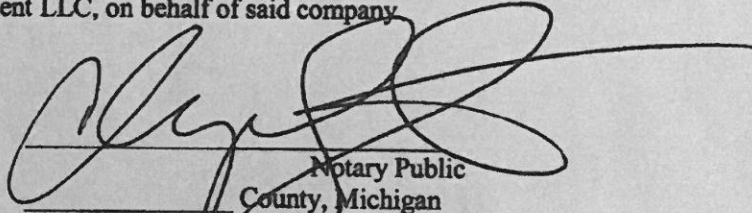
Incochee Woods Development LLC



By: Robert T. Brick  
Its: Member

State of Michigan )  
County of Grand Traverse ) ss.  
)

The foregoing instrument was acknowledged before me this 13<sup>th</sup> day of January, 2017 by Robert T. Brick, Member of Incochee Woods Development LLC, on behalf of said company

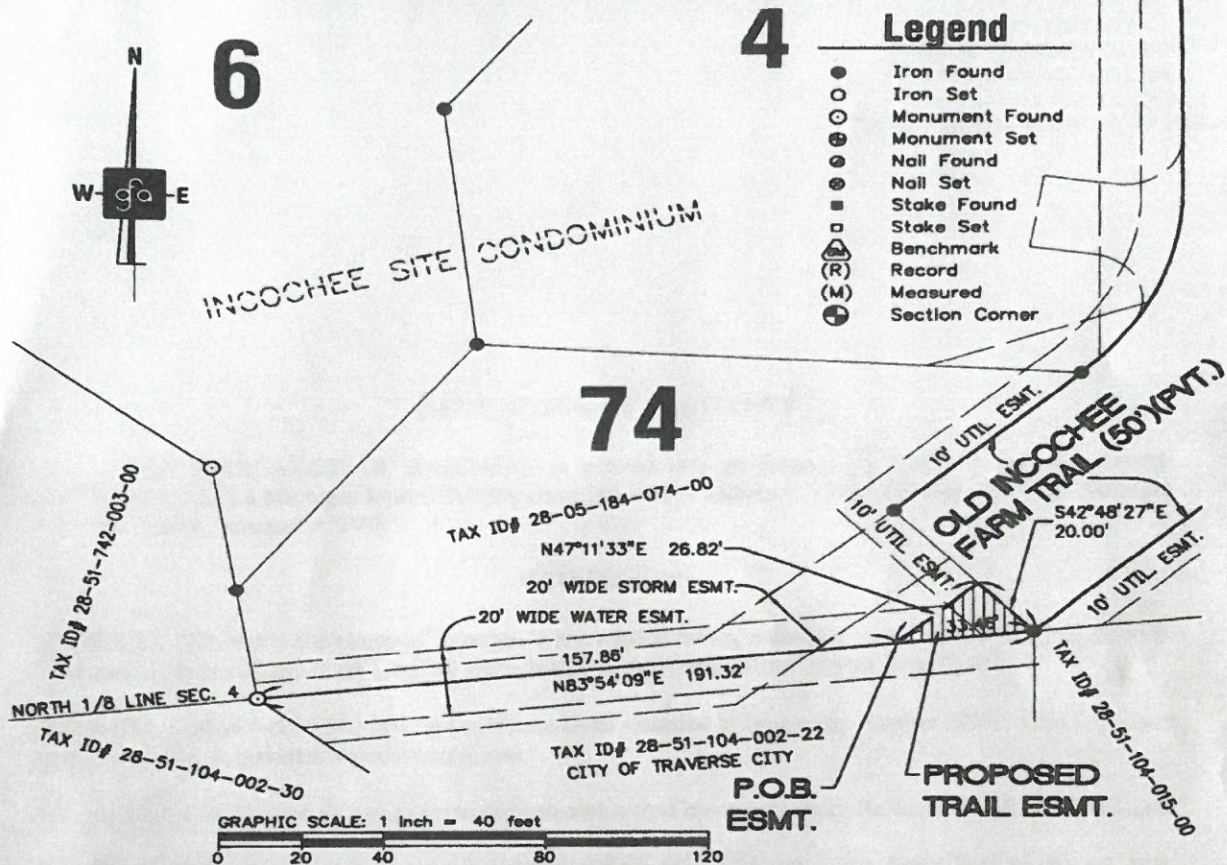
  
Notary Public  
County, Michigan  
Acting in Grand Traverse County  
My commission expires: \_\_\_\_\_

CHRISTOPHER A. LAMBERT, Notary Public  
Grand Traverse County, Michigan  
Acting in Grand Traverse County  
My Commission Expires: 10/22/2019

Prepared by and when recorded return to:  
Robert T Brick  
Incochee Woods Development LLC  
12930 SW Bay Shore Dr.  
Traverse City, MI 49684



# TRAIL EASEMENT EXHIBIT



PREPARED FOR BOB BRICK - REMAX BAYSHORE PROPERTIES

### TRAIL EASEMENT DESCRIPTION

A trail easement across part of Unit 74 of Incochee Site Condominium, Grand Traverse County Condominium Subdivision Plan Number 301, located in Section 4, Town 27 North, Range 11 West, Garfield Township, Grand Traverse County, Michigan, more fully described as follows:

Commencing at the Southwest corner of said Unit 74;  
 thence North 83°54'09" East, 157.86 feet,  
 along the North one-eighth line of said Section 4 and  
 the South line of said unit 74,  
 to the Point of Beginning;  
 thence North 47°11'33" East, 26.82 feet,  
 to a point on the Southwesterly line of Old Incochee Farm Trail;  
 thence South 42°48'27" East, 20.00 feet,  
 along said Southwesterly line of Old Incochee Farm Trail;  
 thence South 83°54'09" West, 33.46 feet,  
 along said North one-eighth line and South line of Unit 74,  
 to the Point of Beginning.

Contains 268 square feet of land, more or less.

Subject to easements or restrictions of records, if any.

PREPARED FOR: **BOB BRICK**

BASIS OF BEARINGS: INCOCHEE SITE CONDOMINIUM

ENGINEERING  
SURVEYING  
TESTING & OPERATIONS



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

Location:

PART OF LOT UNIT 74 OF  
 INCOCHEE SITE CONDOMINIUM  
 SECTION 4, T27N-R11W,  
 GARFIELD TWP., GRAND TRAVERSE CO., MI

DATE: 02-23-16  
 P.M.: JOE ELLIOTT, P.E.  
 DR.: CDL (CDL, MJR)  
**04334G**  
 SHEET 1 OF 1

THESE DOCUMENTS ARE PREPARED IN ACCORDANCE WITH THE TERMS AND CONDITIONS OF THE CONTRACT FOR THIS PROJECT.



## Judith Battle

---

**From:** Chuck Korn  
**Sent:** Thursday, February 23, 2017 11:35 AM  
**To:** Judith Battle  
**Subject:** FW: Map For Garfield Township  
**Attachments:** garfieldboardmap1.pdf; ATT00001.htm

CAN YOU PRINT THIS?

---

**From:** Fern Spence [<mailto:fernspace@gmail.com>]  
**Sent:** Thursday, February 23, 2017 10:47 AM  
**To:** Chuck Korn  
**Subject:** Fwd: Map For Garfield Township

Here's a scaled down map from the large map that was distributed to the board last January. I have labeled the landmarks to assist board members in getting a better understanding of where the trails lead to. I have more attachments on the way: easements, documents, and descriptions of common elements. Thank you for considering my request. In looking at Joint Rec Authority's mission statement it's apparent this lot fits with the goals of Joint Rec Authority. I thank you for looking into this with Garfield Township Board members.

Fern Spence  
231-409-4960

Sent from my iPhone

Begin forwarded message:

**From:** Fern Spence <[fernspace@gmail.com](mailto:fernspace@gmail.com)>  
**Date:** February 22, 2017 at 10:22:28 PM EST  
**To:** Fern Spence <[fernspace@gmail.com](mailto:fernspace@gmail.com)>  
**Subject:** Map For Garfield Township



# MEMO

8. a.

To: Acme, Blair, East Bay, Elmwood, Garfield, and Peninsula Townships  
From: John Divozzo  
Date: February 10, 2017

**Subject: 2017 Capacity Sharing Agreement**

Attached is a revised Capacity Sharing Agreement for review and consideration by each Township Board. This revised agreement was requested and approved by the Board of Public Works to document a change in capacity rights afforded to the BPW (and passed along to the Townships) through negotiation and mediation of the Master Sewer Agreement with the City of Traverse City.

In addition, the Board recommended removing the flow table from the contract and placing this information in an attachment to the document (Exhibit A).

Each year, the townships will be asked to approve revisions to Exhibit A that are based on actual flows metered throughout the system(s). This will allow each board to consider just Exhibit A annually and not require new signatures on the agreement.

The DPW performed the calculations and certifies that each party's percentage is based on actual metered flows. These percentages are used to pay all invoices received from the City regarding wastewater treatment and bond payments associated with the WWTP.

*Treatment costs will be based upon flow (City v. BPW) and bond payments will be based upon Capacity (City v. BPW) – each township will pay its share of both types of expenses per the flow percentages identified in Exhibit A of the Capacity Sharing Agreement.*

I am available to present this at a Township Board meeting upon request.

This has been reviewed by legal counsel, the BPW Finance Committee and the BPW.

If you have any questions, please do not hesitate to contact me.

Thank you.

## Capacity Sharing Agreement

This Capacity Sharing Agreement is made and entered into among the Grand Traverse County Board of Public Works ("BPW") and the Township of Acme, the Township of Blair, the Charter Township of East Bay, the Charter Township of Elmwood, the Charter Township of Garfield and the Township of Peninsula (collectively the "Townships"), and provides as follows:

### RECITALS

- A. The parties to this Capacity Sharing Agreement are parties to the Master Sewer Agreement of 2001 which provides, among other things, a certain amount of capacity at the Traverse City Wastewater Treatment Plant for each of the Townships individually except for Blair which leases a portion of Garfield's capacity, and
- B. The total of the Townships' capacity at the Wastewater Treatment Plant is 45% of the Plant's operating capacity, and
- C. Pursuant to the provisions of the Master Sewer Agreement, the Townships desire to transfer all of their capacity to the BPW in order to be leased back and shared by the Townships and the Septage Treatment Facility pursuant to this Capacity Sharing Agreement, and
- D. The Townships have agreed to receive the benefits of this shared capacity and bear the costs of the capacity in the same proportion as the sewage flows from each township to the total flows from the six townships collectively, and
- E. The parties have agreed to document their agreement in this Shared Capacity Agreement.

### AGREEMENT

#### 1. Capacity Ownership

The Townships, through this Agreement, convey their owned capacity in the Wastewater Treatment Plant to the BPW for the sum of \$1.00 and other consideration in the form of the mutual covenants in this Capacity Sharing Agreement. The BPW agrees to use, lease or convey this capacity only pursuant to the terms and conditions of this Capacity Sharing Agreement.

#### 2. Term

The term of this Capacity Sharing Agreement shall run and expire concurrently with the term of the Master Sewer Agreement.

#### 3. Payment

The Townships shall pay all obligations owed by the BPW due to its ownership of capacity at the Wastewater Treatment Plant as provided for in this Agreement. It is the intention of the parties that the



Townships share the costs of the capacity and fully reimburse the BPW for any expenses charged it due to ownership of the capacity at the Wastewater Treatment Plant, including but not limited to any bond payments, maintenance expenses or capital improvement costs owed under the Master Sewer Agreement and/or as part of the use of Wastewater Treatment Plant. Each Township shall be responsible for its share of the total amount owed based upon its share of the total capacity used by the Township's collectively for the preceding year, as provided in this Agreement. For the convenience of the parties, the Grand Traverse County Treasurer shall be requested to semi-annually bill the Township parties (and the Board of Public Works with respect to the Septage Treatment Facility) for the capacity allocated to the Township as provided in this lease and the Townships and Board of Public Works shall make such payments directly to the Grand Traverse County Treasurer which payments shall be applied to the account of the City of Traverse City.

#### **4. Capacity Sharing**

The Townships shall share the capacity at the Wastewater Treatment Plant as follows: capacity shall be leased to the Townships by the BPW in proportion to their flows into the Traverse City Regional Wastewater Treatment Plant. The BPW shall lease capacity as needed to the Townships with a goal of ensuring the maximum flexibility for capacity sharing among the Townships. In some instances this may lead to the BPW retaining excess capacity for any Township that needs it in the future. Regardless of the amount of capacity retained by the BPW, the Townships agree that they will pay any and all costs associated with the Treatment Plant based on percentage of flow to the Wastewater Treatment Plant.

Total annual flow based on the City's Fiscal Year (July 1 to June 30) will be used to determine each Township's percentage of flow and payment allocation for the proceeding calendar year (January 1 to December 31). The capacity allocation among the Townships and thus the payment allocation is included as **Exhibit A** to this Agreement, which will be updated annually as soon as flow data becomes available.

#### **5. Withdrawal and Capacity Buyback**

Any Township may withdraw from this Agreement and repurchase its capacity in the Wastewater Treatment Plant from the BPW for \$1.00. All remaining Townships shall share the capacity sharing in Paragraph 4 above adjusted accordingly to reflect the reduced total capacity. All other terms and conditions of this Agreement shall remain in full force and effect for the remaining parties. Withdrawal may be accomplished by delivering written notice thereof to the other parties six months in advance of the effective date.

#### **8. Miscellaneous**

##### **A. Integration**

This Capacity Sharing Agreement and the Master Sewer Agreement constitutes the entire understanding between the parties with respect to the subject matter of this Capacity Sharing Agreement and supersedes any prior discussions, negotiations, agreements, and understandings. The intention of this Agreement is to set forth the relationship between the Townships and BPW concerning ownership and leaseback of capacity rights at the Wastewater Treatment Plant. As to the Parties to this agreement, if any provision of this Agreement is inconsistent with the Master Sewer Agreement, this Agreement shall govern to the greatest extent authorized by law.

**B. Choice of law**

This Capacity Sharing Agreement will be governed and controlled in all respects by the laws of the State of Michigan, including interpretation, enforcement, validity, and construction.

**C. Choice of forum**

The parties submit to the jurisdiction and venue of the Circuit Court for the County of Grand Traverse, State of Michigan. The parties stipulate that the venues referenced in this Capacity Sharing Agreement are convenient.

**D. Notices**

All notices and other communications required or permitted under this Capacity Sharing Agreement will be in writing and will be deemed given when delivered personally or by registered or certified mail, return receipt requested, addressed to the party to which notice is to be given at the address set forth above or that is specified in writing by any party.

**E. Waiver**

The failure of any party to exercise a right or remedy or acceptance of a partial or delinquent payment will not operate as a waiver of any of the rights of any party to insist upon full and timely performance of the terms and conditions of this Capacity Sharing Agreement.

**F. Severability**

Whenever possible, each provision of this Capacity Sharing Agreement will be interpreted in such a way as to be effective and valid under applicable law. If a provision is prohibited by or invalid under applicable law, it will be ineffective only to the extent of such prohibitions or invalidity, without invalidating the remainder of such provision or the remaining provisions of this Capacity Sharing Agreement. This Capacity Sharing Agreement may not be varied or modified in any manner, except in a subsequent writing executed by an authorized representative of each party.

**G. Force Majeure**

No party will be deemed to be in default or otherwise responsible for delays or failure in performance resulting from acts of God; acts of war or civil disturbance; epidemics; governmental action or inaction; fires; earthquakes; unavailability of labor, materials, power, or communication; or other causes beyond that party's reasonable control.

**H. Titles**

Titles and headings to articles, sections, or paragraphs in this Capacity Sharing Agreement are inserted for convenience of reference only and are not intended to effect the interpretation or construction of the document.

**I. Effective Date**

This Capacity Sharing Agreement shall be effective upon execution by all of the parties hereto but the rights and obligations shall be as set forth herein irrespective of the effective date.

**Parties:**

\_\_\_\_\_  
*Grand Traverse County Board of Public Works*

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

\_\_\_\_\_  
*Township of Acme*

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

\_\_\_\_\_  
*Township of Blair*

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

\_\_\_\_\_  
*Charter Township of East Bay*

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

\_\_\_\_\_  
*Charter Township of Elmwood*

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

\_\_\_\_\_  
*Charter Township of Garfield*

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

\_\_\_\_\_  
*Township of Peninsula*

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





**GRAND TRAVERSE COUNTY  
DEPARTMENT OF PUBLIC WORKS**

PUBLIC SERVICE BUILDING  
2650 LAFRANIER ROAD  
TRAVERSE CITY, MI 49686-8972  
(231) 995-6039 • FAX (231) 929-7226

**EXHIBIT A**

Effective January 1, 2017 to December 31, 2017

**2017**

	<b>Owned</b>	<b>2016 Flow</b>	<b>% of TOTAL</b>	<b>Sharing Agr</b>	<b>Daily Flow</b>	<b>Pooled Flow</b>
<b>Acme</b>	<b>7.71%</b>	89,319,834	10.62%	<b>10.60%</b>	244,712	<b>405,450</b>
<b>East Bay</b>	<b>6.48%</b>	174,352,518	20.72%	<b>20.70%</b>	477,678	<b>791,775</b>
<b>Elmwood</b>	<b>3.86%</b>	66,716,112	7.93%	<b>7.90%</b>	182,784	<b>302,175</b>
<b>Garfield</b>	<b>19.94%</b>	465,588,169	55.34%	<b>55.30%</b>	1,275,584	<b>2,115,225</b>
STF		8,026,431	0.95%	<b>1.00%</b>	21,990	<b>38,250</b>
Blair		7,414,000	0.88%	<b>0.90%</b>	20,312	<b>34,425</b>
<b>Peninsula</b>	<b>2.01%</b>	29,945,850	3.56%	<b>3.60%</b>	82,043	<b>137,700</b>
	<b>40.00%</b>	841,362,914	1.00	100.00%	2,305,104	<b>3,825,000</b>
2017 Purchase	5.00%					
<b>Total</b>	<b>45.00%</b>					
 Plant Total		1,715,916,000		Plant Daily Av	4,701,140	







**CERTIFICATION**

I, Lanie McManus, Clerk of the Charter Township of Garfield, do hereby certify that the above is a true and correct copy of a Resolution which was adopted by the Township Board of the Charter Township of Garfield at a regular meeting held on the 28th day of February, 2017.

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

\_\_\_\_\_  
Lanie McManus, Clerk  
Charter Township of Garfield  
3848 Veterans Drive  
Traverse City, Michigan, 49684



February 7, 2017

Chloe Macomber, Deputy Treasurer  
Charter Township of Garfield  
3848 Veterans Drive  
Traverse City, MI 49684

Re: Grant Application

Dear Project Manager Macomber,

I am writing to inform you that your grant request has been approved for funding. The Board of Directors of the Par Plan has approved a grant in the amount of **\$3,000.00** from the Risk Reduction Grant Program (see item 3 on attached agreement).

Kindly return a signed grant agreement to this office as soon as possible. Once the project is completed, the grantee will be reimbursed upon receipt of bills, invoices, photos and evidence of payment for the specific grant purpose and verification from the Michigan Township Participating Plan risk control department. Invoices for expenditures must be dated after the date of the grant agreement.

**Please note the following information about the time within which a grant is to be used.** The grant's purpose must be completed and the written request for reimbursement must be filed within six (6) months from the date of the grant agreement (**August 7, 2017**). This program does not allow completion date extensions. If the grant project is not completed within the six month time frame stated above; grants will be considered forfeited.

Please provide us your feedback and ideas that can help us improve the grant process.

With best regards,

Ronald E. Reid, Chairman  
MICHIGAN TOWNSHIP PARTICIPATING PLAN

Enclosure: RRGP Grant Agreement

Michigan Township Participating Plan Risk Reduction Grant Program  
Agreement

**Date Agreement entered into February 7, 2017.**

Upon application by **Garfield Charter Township** (hereinafter "Grantee") to the Michigan Township Participating Plan Risk Reduction Grant Program (hereinafter "Grantor"), Grantor agrees to make the following Grant, and Grantee agrees to accept such Grant, in accordance with the terms below and subject to the additional conditions set forth in the grant application attached hereto and made a part hereof:

1. GRANT AMOUNT: **\$3,000.00**
2. GRANT TERMS: To be paid upon receipt of bills, invoices, photos and evidence of payment for the specific grant purpose and verification. Invoices for expenditures must be dated after the date of this agreement.
3. SPECIFIC PURPOSES OF THE GRANT: The Grant shall be used solely for the purposes as outlined.

*Security cameras for township hall parking lot*

4. TIME WITHIN WHICH GRANT IS TO BE USED: The grants purpose must be completed and the written request for reimbursement must be filed within six (6) months from the date of the grant agreement (**August 7, 2017**). There will be no grant extensions. If the grant project is not completed within the six month time frame stated above; grants will be considered forfeited.
5. PHOTO/MEDIA PERMISSION: The grantee authorizes grantor to use photographs or videos either taken by grantor or provided by grantee of the project or program and its participants for promotion and/or advertising related to grantor activities.

Executed by or on behalf of Grantor and Grantee as follows:

GRANTOR:  
Michigan Township Participating Plan  
1700 Opdyke Court  
Auburn Hills, Michigan 48326

By: Ronald E. Reid  
Authorized Signor

Dated: **February 7, 2017**

GRANTEE:  
Project Manager Chloe Macomber, Deputy Treasurer  
Garfield Charter Township  
3848 Veterans Drive  
Traverse City, Michigan 49684

Print Name: Chloe Macomber  
By: Chloe Macomber  
Authorized Signor

Dated: 2/16/17

## Chloe Macomber

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**From:** Evans, Rita [revans@tmhcc.com]  
**Sent:** Thursday, February 16, 2017 10:01 AM  
**To:** Chloe Macomber  
**Subject:** MTPP RRG Grant Award

Hello Chloe,

Please accept this e-mail as written notification the grant award made to Garfield Township in the amount of \$3,000 is for the security cameras (2) outside of your building and the (4) cameras inside your building. This also includes the accompanying equipment, labor and training.

Regards,  
Rita

### Rita Evans

Vice President, Risk Control & MTPP Administrator  
Tokio Marine HCC – Public Risk Group  
[revans@tmhcc.com](mailto:revans@tmhcc.com)  
Tel: 248-371-3657  
[tmhcc.com](http://tmhcc.com)

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

**RESOLUTION # 2016-24-T**

**MICHIGAN TOWNSHIP PARTICIPATING PLAN  
RISK REDUCTION GRANT PROGRAM APPLICATION**

At a regular meeting of the Charter Township of Garfield Board of Trustees held on August 23, 2016 at 6:00 p.m. at the Garfield Township Hall, 3848 Veterans Drive, Traverse City, Michigan, the following resolution was offered for adoption by motion of Molly Agostinelli, and supported by Denise Schmuckal.

**WHEREAS**, the Charter Township of Garfield was made aware of the opportunity to make application to the Risk Reduction Grant Program; and

**WHEREAS**, the Charter Township of Garfield has been a member in good standing with the Par Plan for many years; and

**WHEREAS**, the Township has experienced several incidents of malicious activity at the Silver Lake Recreational Park and officers and staff have received verbal accusations and/or threats during business hours and, the Township desires to maintain a safe environment for our facilities at the Silver Lake, as well as, to further ensure the safety of office staff;

**NOW, THEREFORE, BE IT RESOLVED**, THAT the Board of Trustees of the Charter Township of Garfield, hereby adopts Resolution # 2016-24-T, Michigan Township Participating Plan Risk Reduction Grant Program Application, indicating its sincere interest in providing the safest possible active and passive recreational opportunities for its residents while enacting additional safety measures for the Township officers and staff.

Moved: Molly Agostinelli


Supported: Denise Schmuckal

Ayes: Agostinelli, Schmuckal, BloodLaw, Wilson, Korn

Nays: None

Absent and Excused: None

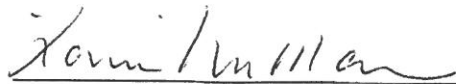
RESOLUTION 2016-24-T DECLARED ADOPTED.

By:   
\_\_\_\_\_  
Chuck Korn, Township Supervisor

**CERTIFICATION**

I, Lanie McManus, Clerk of the Charter Township of Garfield, do hereby certify that the above is a true and correct copy of a Resolution which was adopted by the Township Board of the Charter Township of Garfield at a regular meeting held on the 23rd day of August, 2016.

Dated: 8-24-16



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

CHARTER TOWNSHIP OF GARFIELD

RESOLUTION 2017-05-T

**AGREEMENT FOR COLLECTION OF PROPERTY TAXES FOR SUMMER  
PROPERTY TAXES FOR TRAVERSE CITY AREA PUBLIC SCHOOLS, BAY AREA  
TRANSPORTATION AUTHORITY, TBA INTERMEDIATE SCHOOL DISTRICT AND  
NORTHWESTERN MICHIGAN COLLEGE**

At a regular meeting of the Charter Township of Garfield Board of Trustees held on February 28, 2017 the Charter Township of Garfield Board of Trustees, on a Motion made by \_\_\_\_\_, and seconded by \_\_\_\_\_, passed the following Resolution by a vote of \_\_\_\_\_ in favor and \_\_\_\_\_ opposed:

WHEREAS, Traverse City Area Public School is seeking a two year extension of the summer tax agreement that is currently in place for the 2016 tax year.

WHEREAS, the agreement states the collection fee for 2017 and 2018 will be \$2.50 per parcel.

WHEREAS, the fee includes the cost of collection of TCAPS, Bay Area Transportation Authority, TBA Intermediate School District, and Northwestern Michigan College summer tax levy.

NOW THEREFORE, the Charter Township of Garfield Board of Trustees authorizes the Treasurer to collect all taxes for TCAPS, BATA, NMC and TBA per agreement made on the 28<sup>th</sup> day of February 2017.

Upon roll call vote the following voted

Ayes:

Nays:

Absent:

The Supervisor declared Resolution 2017-05-T adopted.

\_\_\_\_\_  
Chuck Korn, Supervisor

**CERTIFICATE**

I, Lanie McManus, Clerk of the Charter Township of Garfield, do hereby certify that the above is a true and correct copy of Resolution 2017-05-T which was adopted by the Township Board of the Charter Township of Garfield on the 28th day of February, 2017.

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

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





Traverse City Area Public Schools  
**Great Community, Great Schools**

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**Sandra Low**  
Finance Director

Jeane Blood Law, Treasurer  
GARFIELD TOWNSHIP  
3848 Veterans Drive  
Traverse City, MI 49684

January 31, 2017

RE: Agreement for Collection of Summer Property Taxes

Traverse City Area Public Schools (TCAPS) is seeking a two year extension of the summer tax collection agreement that is currently in place (through the 2018 tax year). The enclosed agreement states the collection fee for 2017 and 2018 will be \$2.50 per parcel. The fee includes the cost of collection of the summer tax levy for TCAPS, Bay Area Transportation Authority, TBA Intermediate School District, and Northwestern Michigan College.

Two copies of the agreement are enclosed for you to execute and **return one fully executed copy to our office**. Please feel free to contact me if you have any questions. Thank you.

Sincerely,

TRAVERSE CITY AREA PUBLIC SCHOOLS

  
Sandra Low  
Finance Director

Cc: BATA  
NMC  
TBAISD

Enclosures (2)

**TRAVERSE CITY AREA PUBLIC SCHOOLS  
And  
CHARTER TOWNSHIP OF GARFIELD TOWNSHIP**

**AGREEMENT FOR COLLECTION OF SUMMER PROPERTY TAXES**

AGREEMENT made this 31st day of January, 2017, by and between **TRAVERSE CITY AREA PUBLIC SCHOOLS**, with offices located at 412 Webster Street, Traverse City, MI 49686 (hereinafter "School District") and **CHARTER TOWNSHIP OF GARFIELD**, with office mailing address of 3848 Veterans Drive, Traverse City, MI 49684 (hereinafter "Township"), pursuant to 1976 PA 451, as amended, for the providing for the collection by Township of a summer levy all (100%) of School District property taxes for two (2) years (2017 & 2018). This agreement shall renew annually, unless notification is given by either party prior to December 1. Each year upon renewal, the base fee may reflect any increase over the prior year in postage and any additional cost incurred as a result of any new legislative mandates.

The parties agree as follows:

1. The Township agrees to collect all (100%) of the total school property taxes as certified by the School District for levy on July 1, of each year on property located within the Township.
2. The School District agrees to pay costs for preparation and collection of summer taxes for School District as follows:
  - a. The collection fee for 2017 & 2018 will be \$2.50 per parcel. This fee includes the cost of collection of Bay Area Transportation Authority, TBA Intermediate School District, and Northwestern Michigan College summer tax levy.
  - b. Township to submit billing for tax collection for total number of parcels with first remittance of tax collections and School District Business Office will remit to Township within 10 Business days upon receipt of billing.
3. No later than the second Wednesday in June the School District shall certify to the Township Clerk the school millage to be levied on property for summer tax collection.
4. The Township Treasurer shall account for and remit to the School District not later than 12 o'clock, noon, of the second Business Day following the dates as listed below. The Treasurer may retain a maximum of 10% of the taxes collected the last 15 days of February until the delinquent roll is reconciled by the county treasurer. Business Day is defined as a day, other than Saturday or Sunday, on which commercial banks in Traverse City are not required by law or executive order to remain closed.

July 15	October 1	January 1, 15	April 1
August 1, 15	November 1	February 1, 15	May 1
September 1, 15	December 1, 15	March 1	June 1

Remittance is the third business day, rather than the second, when the 1<sup>st</sup> or 15<sup>th</sup> is a Saturday or Sunday.

5. In consideration of the agreement, the Township shall retain the interest earned by the investment of the tax collections from the date of collection to the calendar day immediately preceding the due date of remittance of said taxes to the School District, in accordance with the schedule set forth in paragraph above.

CHARTER TOWNSHIP OF GARFIELD  
TOWNSHIP:

\_\_\_\_\_  
Jeane Blood Law, Treasurer

SIGNATURE AUTHORIZED BY CHARTER  
TOWNSHIP OF GARFIELD TOWNSHIP TRUSTEES  
RESOLUTION OF

\_\_\_\_\_, 2017.

\_\_\_\_\_  
Chuck Korn, Supervisor

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

TRAVERSE CITY AREA PUBLIC SCHOOLS:

  
\_\_\_\_\_  
Christine Thomas-Hill, Executive Director of  
Finance/Operations

  
\_\_\_\_\_  
Sandra Low, Finance Manager