

# CHARTER TOWNSHIP OF GARFIELD TOWN BOARD MEETING

Tuesday, April 12, 2016 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 – March 22, 2016 (Recommend Approval)

b. Bills

General Fund  
(Recommend Approval)

\$ 52,690.90

Gourdie-Fraser	
Developer's Escrow Fund	\$ 1,570.00
Utility Receiving Fund	<u>5,985.00</u>
Total	\$ 7,555.00
(Recommend Approval)	

- c. MTT Update (Receive and file)
- d. Consideration of Resolution #2016-09-T(b), a resolution scheduling a public hearing on Special Assessment Roll for Oak Terrace Roads (Recommend Approval)
- e. Grand Traverse Metro Emergency Services Authority 2015 Annual Report (Receive and File)
- f. County Road Improvement Agreement between the Grand Traverse County Road Commission and Garfield Township (Recommend Approval)

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

**5. Correspondence**

**6. Reports**

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

**7. Unfinished Business**

**8. New Business**

- a. Consideration of bids for fertilization and weed control at the Township Hall, the Silver Lake Recreation Area and Woodmere Islands and green space

**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.

**CHARTER TOWNSHIP OF GARFIELD  
TOWN BOARD MEETING  
March 22, 2016**

Chuck Korn called the Town Board Meeting to order on March 22, 2016 at 6:00 p.m. at the Garfield Township Hall, 3848 Veterans Drive, Traverse City, Michigan.

**Pledge of Allegiance**

**Roll call of Board Members**

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

Absent and Excused: Bob Featherstone, Molly Agostinelli, Lanie McManus

Staff Present: Brian VanDenBrand

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

None

**2. Review and Approval of the Agenda - Conflict of Interest (6:02)**

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

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

*Nays: None*

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

**a. Minutes**

March 8, 2016 Meeting (Recommend Approval)

**b. Bills**

General Fund	\$271,762.96
(Recommend Approval)	

**c. 2015 Annual Planning Report (Receive and File)**

**d. Reappointment of Carol Hale to Grand Traverse Commons Joint Planning Commission (Recommend Approval)**

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

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

*Nays: None*

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

None

**5. Correspondence**

None

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

Christine Maxbauer informed board members that Prosecutor Bob Cooney is forming a task force to look at the serious heroin problem in Traverse City and welcomes any ideas. The County is still trying to tackle the issue of unfunded pension liability and Grand Traverse County is one of the worst in the state for the liability. One commissioner mentioned serving on the commission without compensation. After doing more research and asking about how the city has spent road millage funds, Maxbauer said she will vote to have the millage renewal on the ballot in the fall. Wilson commented that leading by example regarding compensation was admirable.

**b. Personnel Committee Report (6:11)**

Schmuckal said the ad has appeared in the Record Eagle for the vacant Zoning Administrator position and the deadline to apply is Friday, March 25<sup>th</sup>. The committee hopes to review applications on Monday March 28th.

**c. Treasurer's Report (6:12)**

Blood Law said that the first state shared revenue payment was down by 3% however, the overall projected funding was still on track.

**d. Clerk's Report (6:13)**

No Report

**e. Supervisor's Report (6:13)**

Korn reported that the DPW, City and township met regarding the proposed bulk water agreement and will continue discussions. He attended the TART Open House for the Boardman Lake Trail and reviewed a plan for ambulance service at the Metro Board meeting. He added that TC Talus has reorganized and has changed their name to Traverse Transportation Coordinating Initiative.

**7. Unfinished Business****a. Public Hearing - Consideration of Resolution 2016-09-T(a), a Resolution to Create Oak Terrace Road Special Assessment District and order preparation of Special Assessment Roll (6:18)**

Korn said that the township can contribute 25% to the project and the Road Commission will match that. Residents are to cover half.

Korn opened the Public Hearing at 6:21pm.

Wayne Fisher shared concerns with the state of the road in an emergency situation.

Steve McPherson of Oak Terrace Drive asked about the financial split among property owners, the width of the street and expressed that he did not wish to pay for others living on the road which connected to Oak Terrace. He also asked the 25 mph sign be posted.

Chris Longcor spoke about a tree on his property that may need to be removed.

Korn closed the Public Hearing at 6:29pm.

Board members discussed how the assessments were derived and the board wanted to ensure that the residents got what they wanted in terms of road width. Board members also discussed the term of the Special Assessment.

*Schmuckal moved and Wilson supported to adopt Resolution 2016-09-T(a), a resolution to Create Oak Terrace Road Special Assessment District with the option for crush and shape for a seven year term.*

*Yeas: Schmuckal, Wilson, Blood Law, Korn  
Nays: None*

*Schmuckal moved and Wilson seconded to ask the Road Commission to post 25 mile per hour speed limit signs on Oak Terrace Drive.*

*Yeas: Schmuckal, Wilson, Blood Law, Korn  
Nays: None*

Blood Law said that after the project is completed, the speed warning machine could be placed on the road to deter speeders as well.

## **8. New Business**

### **a. PD 2016-25 – Consideration of Resolution 2016-12-T, A Resolution establishing a temporary moratorium on C-P, Planned Shopping Center sign permits (6:54)**

VanDenBrand said that the ZBA recently approved three variances which may contradict the Township's goals in regulating mall signage. Signage in the C-P District is subject to Planning Commission approval, but the ordinance does not describe detailed regulations such as size, location, etc. This moratorium would allow the township time to revise the zoning regulations so that the township can retain control of allowable signs in the C-P district. The Planning Commission will review the first draft of ordinance changes on March 23 and may schedule a public hearing on the changes on April 13. Wilson commented that recently, the Planning Commission has been approving a building, but not any signage which was sketched onto the drawing of the building.

*Wilson moved to adopt Resolution 2016-12-T a Resolution Establishing a Temporary Moratorium on C-P Planned Shopping Center Sign Permits. Blood Law supported the motion.*

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

*Nays: None*

**b. Consideration of Memorandum of Understanding for the Boardman Lake Trail (7:00)**

Korn said that his is an agreement that states that Garfield Township will work with TART, the City of Traverse City, and Grand Traverse County to participate in the design process, identify funding sources, and support outreach efforts on behalf of the Boardman Lake Trail. Korn stated that there is no financial commitment in this MOU.

*Blood Law moved and Schmuckal seconded to authorize Supervisor Korn to sign the Memorandum of Understanding for the Boardman Lake Trail on behalf of the township.*

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

*Nays: None*

**c. Consideration of purchase of real estate (recommend going into closed session) (7:03)**

*Korn moved and Schmuckal supported to go into closed session at 7:04 pm.*

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

*Nays: None*

*Wilson moved and Blood Law seconded to return to the Regular meeting at 7:18 pm.*

**9. Public Comment: (7:03)**

None

**10. Other Business (7:18)**

**11. Adjournment**

The Supervisor adjourned the meeting at 7:19 pm.

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Chuck Korn, Supervisor  
 Charter Township of Garfield  
 3848 Veterans Drive  
 Traverse City, MI 49686

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Lanie McManus, Clerk  
 Charter Township of Garfield  
 3848 Veterans Drive  
 Traverse City, MI 49686

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
03/17/2016	GEN	34761	0064	CITY OF TRAVERSE CITY	170975-118686	16.30
03/17/2016	GEN	34762	0870	CORPORATE SETTLEMENT SOLUTIONS	MI-257707 TITLE SEARCH	370.75
03/17/2016	GEN	34763	0082	GRAND TRAVERSE COUNTY	MBOR AD	41.13
03/17/2016	GEN	34764	0047	MICHIGAN ASSOC OF PLANNING	ZONING ADMIN AD	75.00
03/17/2016	GEN	34765	0919	TC OFFICE EXPRESS	INK	157.37
03/21/2016	GEN	34766	0071	86TH DISTRICT COURT	TRAVERSE BAY MARINE, INC	82.00
03/21/2016	GEN	34767	0071	86TH DISTRICT COURT	THORPE LEHMAN CO, INC.	42.00
03/21/2016	GEN	34768	0071	86TH DISTRICT COURT	KEENAN ENTERPRISES, INC.	62.00
03/21/2016	GEN	34769	0071	86TH DISTRICT COURT	COPPER FALLS	82.00
03/21/2016	GEN	34770	0071	86TH DISTRICT COURT	GREAT LAKES STRIPING & SEALING	42.00
03/21/2016	GEN	34771	0053	AFLAC	BQZ32 AFLAC	295.77
03/21/2016	GEN	34772	0375	FIFTH THIRD BANK	5473-7854-7800-0162	1,312.86
03/21/2016	GEN	34773	0569	GBS INC	MASTER CARDS	111.71
03/21/2016	GEN	34774	0920	LANDGREEN LAWN CARE	SNOWBLOW SILVER LAKE / BARNS TRAILS	1,275.00
03/21/2016	GEN	34775	0145	PRIORITY HEALTH	EMPLOYEE HEALTH	13,843.25
03/21/2016	GEN	34776	0509	TEAMSTERS LOCAL 214	UNION DUES	208.00
03/21/2016	GEN	34777	0925	VENTURE NORTH FUNDING & DEVELOPMENT	VENTURE NORTH INVESTMENT	15,000.00
03/22/2016	GEN	34778	0002	13TH CIRCUIT COURT	2010 PERSONAL PROPERTY WRITE OFFS	175.00
03/22/2016	GEN	34779	0714	BETTY TEZAK	POSTAGE	22.95
03/23/2016	GEN	34780	MISC	GOSLING CZUBAK	REIMBURSEMENT OF CHECK RECEIVED	250.00
03/28/2016	GEN	34781	0147	ALWAYS CARE	INSURANCE	1,542.70
03/28/2016	GEN	34782	0017	MAMC	CMC APPLICATION	140.00
03/29/2016	GEN	34783	0071	86TH DISTRICT COURT	THE STEAKOUT GRILL	42.00
03/29/2016	GEN	34784	0071	86TH DISTRICT COURT	JACKSON HEWITT TAX SERVICE	42.00
03/29/2016	GEN	34785	0071	86TH DISTRICT COURT	ROBBY'S TAQUERIA TC	42.00
03/29/2016	GEN	34786	0071	86TH DISTRICT COURT	K & M SERVICE	42.00
03/29/2016	GEN	34787	0071	86TH DISTRICT COURT	NORTHWEST MICHIGAN BIO-DIESEL	42.00
03/29/2016	GEN	34788	0130	ANNE WENDLING	CONTRACTED SVCS	394.50
03/29/2016	GEN	34789	0065	CHERRYLAND ELECTRIC COOP.	ELECTRIC SVCS	2,056.91
03/29/2016	GEN	34790	0065	CHERRYLAND ELECTRIC COOP.	ELECTRIC SVCS	440.58
03/29/2016	GEN	34791	0375	FIFTH THIRD BANK	5473-7854-0003-2465	413.36
03/29/2016	GEN	34792	0001	GARFIELD CHARTER TOWNSHIP	HSA	151.15
03/29/2016	GEN	34793	0569	GBS INC	SUPPLIES	107.88
03/29/2016	GEN	34794	0903	I.T. RIGHT	QVF MONITOR	160.00
03/29/2016	GEN	34795	0568	NORTHERN OFFICE EQUIP	SVC CONTRACT	493.80
03/29/2016	GEN	34796	0915	SUPERFLEET	GAS	86.70
03/29/2016	GEN	34797	0391	THE GUARDIAN	INSURANCE	843.88
03/29/2016	GEN	34798	0202	UNITED WAY	UNITED WAY	85.00
03/29/2016	GEN	34799	0006	VRIAC	DEFERRED COMP	1,911.00
03/29/2016	GEN	34800	0924	WADE TRIM	BUFFALO RIDGE TRAIL	268.46
03/31/2016	GEN	34801	0064	CITY OF TRAVERSE CITY	170975-94720 STREET LIGHTS	645.60
03/31/2016	GEN	34802	0019	JEANE BLOOD LAW	MILEAGE EXPENSE REIMBURSEMENT	61.56
03/31/2016	GEN	34803	0650	LAMIE MCMANUS	EXPENSE REIMBURSEMENT	152.08
03/31/2016	GEN	34804	0139	MICHIGAN TOWNSHIP ASSOCIATION	EDUCATION	162.00
03/31/2016	GEN	34805	0395	SPECTRUM BUSINESS	INTERNET	65.00
03/31/2016	GEN	34806	0080	TRAVERSE CITY FLEET REPAIR	FORD RANGER REPAIR	680.79
04/05/2016	GEN	34807	0022	ALPERS EXCAVATING	SNOWPLOWING SILVER LAKE PARK	315.00
04/05/2016	GEN	34808	0064	CITY OF TRAVERSE CITY	LIGHT & POWER	16.30
04/05/2016	GEN	34809	0048	CONSUMERS ENERGY	ELECTRICITY	23.10
04/05/2016	GEN	34810	MISC	DEERING TREE SERVICE	STUMP GRINDING	200.00
04/05/2016	GEN	34811	0434	LAND INFORMATION ACCESS ASSOC	TV	160.00
04/05/2016	GEN	34812	0472	RUBY CLEANING SERVICE	CONTRACTED SVCS	1,195.00
04/05/2016	GEN	34813	0472	RUBY CLEANING SERVICE	CONTRACTED SVCS	225.00
04/05/2016	GEN	34814	0045	STAPLES CREDIT PLAN	6035 5178 2000 6707	140.06
04/05/2016	GEN	34815	0209	STATE OF MICHIGAN (P)	SITV	3,647.30
04/05/2016	GEN	34816	0071	86TH DISTRICT COURT	JEFFERY SACO	42.00
04/05/2016	GEN	34817	0071	86TH DISTRICT COURT	CLIFF TROXELL	42.00

Bank GEN General



Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
04/05/2016	GEN	34818	0071	86TH DISTRICT COURT	DAN CHESTER	42.00
04/05/2016	GEN	34819	0148	AMERICAN WASTE	3394810	245.98
04/05/2016	GEN	34820	0148	AMERICAN WASTE	3394790	79.00
04/05/2016	GEN	34821	0100	GRAND TRAVERSE COUNTY DPW	WATER	143.17
04/05/2016	GEN	34822	0100	GRAND TRAVERSE COUNTY DPW	WATER	11.50
04/05/2016	GEN	34823	0192	SVEC CONSTRUCTION	SNOWPLOWING	315.00
04/05/2016	GEN	34824	0067	TRAVERSE CITY RECORD EAGLE	ADVERTISING	1,310.45

GEN TOTALS:

Total of 64 Checks: 52,690.90  
 Less 0 Void Checks: 0.00  
 Total of 64 Disbursements: 52,690.90



123 West Front Street  
 Traverse City, Michigan 49684  
 231.946.5874  
 231.946.3703

March 30, 2016

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

**I. Developer's Escrow Fund**

1. Engineering services for plan review and construction services.

**The Ridges at 45 (Formally know as Maple Ridge Apartments)**

Project# 15237 Invoice No. 1523703 1,570.00

Total 1,570.00

**Utility Receiving Fund**

1. Survey services for

**NW Infrastructure Improvements - Survey Services**

Project# 14417 Invoice No. 1441707 4,725.00

2. Engineering consulting services for annual utility report/PC Mtg.

**General Water & Sewer Infrastructure**

Project# 16029C Invoice No. 160293104 240.00

3. Engineering consulting services for Parcel 10, W. Traverse Bay Office Plaza.

**General Water & Sewer Infrastructure**

Project# 16029C Invoice No. 160293105 240.00

4. Engineering consulting services for Cass Road drainage district improvements.

**General Water & Sewer Infrastructure**

Project# 16029C Invoice No. 160293106 780.00

Total 5,985.00

**GRAND TOTAL \$7,555.00**



Gourdie-Fraser, Inc.

123 West Front Street, PO Box 927  
Traverse City, MI 49685-0927

Phone: 231-946-5874, Fax: 231-946-9634

VISA/MASTERCARD Accepted, Due Upon Receipt  
A/R email: melanie@gfa.tc

**Invoice**

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

March 30, 2016  
Project No: 15237  
Invoice No: 1523703

Re: The Ridges at 45, (Formally know as Maple Ridge Apartments)  
Services Performed: Plan review, construction observation, inspection and project close out for the water and sewer extension.  
Project Location: Lafranier Road, Traverse City, Garfield Township, Grand Traverse County, Michigan.

Professional Services from January 1, 2016 to March 26, 2016  
Fee

Billing Phase	Fee	Percent Complete	Earned	Previous Fee Billing	Current Fee Billing
Plan Review	1,500.00	100.00	1,500.00	1,500.00	0.00
Add'l Escrow Easement Assistance	750.00	100.00	750.00	0.00	750.00
Construction Observation/Inspection	2,000.00	81.00	1,620.00	800.00	820.00
Close Out/Project Turnover	500.00	0.00	0.00	0.00	0.00
<b>Total Fee</b>	<b>4,750.00</b>		<b>3,870.00</b>	<b>2,300.00</b>	<b>1,570.00</b>
		<b>Total Fee</b>			<b>1,570.00</b>
				<b>Total this Invoice</b>	<b>\$1,570.00</b>



**Invoice**

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

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

March 29, 2016  
Project No: 14417  
Invoice No: 1441707

Re: NW Infrastructure Improvements - Survey Services  
Services Performed: Research to define any existing easements and right of way. Topographic survey of roads, define private properties and 10 acre parcel for tank/booster station. Limits shall be from row to row (+10') including homes (address/finish floor elevations). Draft proposed easements and project limits for design use.  
Project Location: Zimmerman/Panorama Lane, N. Long Lake Road/Zimmerman Intersection, N. Long Lake from Woda Development, N. Zimmerman Road extension within Robertson property to Harrison Road and Cedar Run Road to Grayhawk. Garfield Township, Grand Traverse County, Michigan.

**Professional Services from December 1, 2015 to March 26, 2016**  
**Fee**

Billing Phase	Fee	Percent Complete	Earned	Previous Fee Billing	Current Fee Billing
Survey Services	31,500.00	100.00	31,500.00	26,775.00	4,725.00
Total Fee	31,500.00		31,500.00	26,775.00	4,725.00
		<b>Total Fee</b>			<b>4,725.00</b>
				<b>Total this Invoice</b>	<b>\$4,725.00</b>



Gourdie-Fraser, Inc.

123 West Front Street, PO Box 927  
Traverse City, MI 49685-0927

Phone: 231-946-5874, Fax: 231-946-9634

VISA/MASTERCARD Accepted, Due Upon Receipt  
A/R email: melanie@gfa.tc

**Invoice**

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

March 30, 2016

Project No: 16029C

Invoice No: 160293104

Re: General Utilities

Services Performed: General engineering consulting services as detailed below.

Professional Services from February 1, 2016 to March 26, 2016

**Professional Personnel**

	<b>Hours</b>	<b>Amount</b>
Sr. Project Manager		
HODGES, JENNIFER	2.00	
Annual Utility Report for PC Meeting		
Totals	2.00	
<b>Total Labor</b>		<b>240.00</b>
	<b>Total this Invoice</b>	<b>\$240.00</b>





Gourdie-Fraser, Inc.

123 West Front Street, PO Box 927

Traverse City, MI 49685-0927

Phone: 231-946-5874, Fax: 231-946-9634

VISA/MASTERCARD Accepted, Due Upon Receipt

A/R email: melanie@gfa.tc

**Invoice**

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

March 30, 2016

Project No: 16029C

Invoice No: 160293106

Re: General Utilities

Services Performed: General engineering consulting services as detailed below.

**Professional Services from February 1, 2016 to March 26, 2016**

**Professional Personnel**

	Hours	Amount
Sr. Project Manager		
HODGES, JENNIFER	6.50	
Cass Road Drainage District Improvements: Proposed plan review, meeting with drain commission, township and Spicer Engineering.		
Totals	6.50	
<b>Total Labor</b>		<b>780.00</b>
	<b>Total this Invoice</b>	<b>\$780.00</b>

MTT Update  
Prepared for Garfield Twp Board

By: Amy L DeHaan, MMAO(4) - Assessor  
As of: March 23, 2016

Docket #	Parcel No(s)	Owner	Property Address	Year(s) in Contention	Assessor's Values		Petitioner's Values		Value Differences		Status Notes
					Assessed	Taxable	Assessed	Taxable	Assessed	Taxable	
1 15-001617	008-027-00 008-027-10 008-028-00 900-363-98	Baruch SLS Inc Baruch SLS Inc Baruch SLS Inc Cherry Hill Haven	4841 N Long Lake Rd 4825 N Long Lake Rd 4885 N Long Lake Rd 4885 N Long Lake Rd	2015 2015 2015 2015	\$ 359,400 \$ 141,900 \$ 419,400 \$ 5,500	\$ 359,400 \$ 141,900 \$ 419,400 \$ 5,500	\$ - \$ - \$ - \$ -	\$ - \$ - \$ - \$ -	(\$ 359,400) \$ (141,900) \$ (419,400) \$ (5,500)	(\$ 359,400) \$ (141,900) \$ (419,400) \$ (5,500)	12/9/15 Rec'd order to place case in abeyance until Supreme Court decides on the Segrinaw Co case.
2 15-002433	013-001-00	CMS Corp dba Lucky Jack's	1705 S Garfield Ave	2015	\$ 1,253,200	\$ 1,214,655	\$ 750,000	\$ 750,000	(\$ 503,200)	(\$ 464,655)	3/23/16 Judgment received
3 15-002439	016-054-10 AKA Piza Hut Valuation due: April 2, 2016	Northfield Restaurant Corp Prehearing General Call: June 1-15, 2016	3050 N US 31 South Prehearing General Call: June 1-15, 2016	2015	\$ 278,700 SETTLED:	\$ 206,698	\$ 150,000 \$ 278,700	\$ 850,000 \$ 206,698	(\$ 403,200) \$ (128,700)	(\$ 364,655) \$ (56,698)	3/18/16 Rec'd dismissal
4 15-003858	021-009-00	Wellington Real Estate, Inc Olive Garden	2691 N US 31 South	2015	\$ 903,500	\$ 775,533	\$ 450,000	\$ 450,000	(\$ 453,500)	(\$ 325,533)	3/7/16 Spoke w/atty. He will get back with me.
5 15-004009	021-028-00	Red Lobster Restaurants LLC	2691 N US 31 South	2015	\$ 567,700	\$ 567,700	\$ 350,000	\$ 350,000	(\$ 217,700)	(\$ 217,700)	3/7/16 Spoke w/atty. He will get back with me.
6 14-008072	016-054-10	Northfield Restaurant Corp	3050 N US 31 South	2014 2013 2012 2011 2010 2009 2008	\$ 203,443 \$ 200,240 \$ 195,547 \$ 190,406 \$ 187,224 \$ 187,788 \$ 179,874	\$ 203,443 \$ 200,240 \$ 195,547 \$ 190,406 \$ 187,224 \$ 187,788 \$ 179,874	\$ 191,800 \$ 188,780 \$ 184,356 \$ 179,510 \$ 176,510 \$ 177,050 \$ 169,590	\$ 188,780 \$ 184,356 \$ 179,510 \$ 176,510 \$ 177,050 \$ 169,590 \$ 165,780	(\$ 11,643) \$ (11,460) \$ (11,191) \$ (11,460) \$ (11,284) \$ (10,050)	(\$ 11,643) \$ (11,460) \$ (11,191) \$ (11,460) \$ (10,050)	1/5/15 Rec'd appeal of 4% uncapping based on Merger Documents provided by Northfield. 1/7/15 Answered On May 2-13, 2016 Prehearing General Call
				2007 2008 2009 2010 2011 2012 2013 2014 TOTALS: TOTALS: TOTALS:	\$ 175,830 \$ 179,874 \$ 187,788 \$ 187,224 \$ 190,406 \$ 195,547 \$ 200,240 \$ 203,443 \$ 3,929,300	\$ 175,830 \$ 179,874 \$ 187,788 \$ 187,224 \$ 190,406 \$ 195,547 \$ 200,240 \$ 203,443 \$ 3,690,786	\$ 165,780 \$ 169,590 \$ 177,050 \$ 176,510 \$ 179,510 \$ 184,356 \$ 186,780 \$ 191,800 \$ 1,700,000	\$ 165,780 \$ 169,590 \$ 177,050 \$ 176,510 \$ 179,510 \$ 184,356 \$ 186,780 \$ 191,800 \$ 1,700,000	(\$ 2,229,300) \$ (1,990,786)	(\$ 1,990,786)	Garfield Potential Tax Loss
				2010 2011 2012 2013 2014 2015	\$ (403,200) \$ (364,655) \$ (33,522) \$ (27,501) \$ (28,722) \$ (28,652) \$ (25,477) \$ (26,166) \$ (26,788) \$ (27,211) \$ (3,981,577)	\$ (403,200) \$ (364,655) \$ (33,522) \$ (27,501) \$ (28,722) \$ (28,652) \$ (25,477) \$ (26,166) \$ (26,788) \$ (27,211) \$ (3,981,577)	\$ (403,200) \$ (364,655) \$ (33,522) \$ (27,501) \$ (28,722) \$ (28,652) \$ (25,477) \$ (26,166) \$ (26,788) \$ (27,211) \$ (3,981,577)	\$ (403,200) \$ (364,655) \$ (33,522) \$ (27,501) \$ (28,722) \$ (28,652) \$ (25,477) \$ (26,166) \$ (26,788) \$ (27,211) \$ (3,981,577)	\$ (403,200) \$ (364,655) \$ (33,522) \$ (27,501) \$ (28,722) \$ (28,652) \$ (25,477) \$ (26,166) \$ (26,788) \$ (27,211) \$ (3,981,577)	ACTUAL TWP TAX LOSS	



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

**RESOLUTION #2016-09-T(b)**

**SCHEDULING PUBLIC HEARING ON SPECIAL ASSESSMENT ROLL  
FOR OAK TERRACE ROADS**

WHEREAS, the supervisor and assessing officer of the Township of Garfield has, in accordance with resolution of the township board and the laws and statutes pertinent thereto, prepared a tentative special assessment roll in the estimated amount of \$251,455.17 (total cost, with \$62,000 being covered by the Grand Traverse County Road Commission, \$62,863.79 being covered by the Township and \$126,591.38 to be spread among the property owners) covering all the parcels of land in the Oak Terrace Roads Special Assessment District, according to the relation of the benefit to each parcel of land to the total benefit to all parcels of land in such special assessment district and has affixed thereto his or her certificate as required.

NOW, THEREFORE, BE IT RESOLVED as follows:

1. That said tentative special assessment roll shall be filed with the township clerk and shall be available for public examination during regular working days from the present date until the public hearing upon the same and shall further be examined at such public hearing.
2. That the township board shall meet at 6:00 pm on Tuesday, April 26th, 2016, in the large, upstairs meeting room at the Township hall located at 3848 Veterans Drive, within the township, to hold a public hearing and review such special assessment roll and hear any objections thereto.
3. That the township clerk shall cause notice of such hearing and the filing of such assessment roll to be published twice in the Record Eagle, a newspaper of general circulation in the township prior to the date of the hearing with the first publication being not less than 10 days prior to the hearing and shall further cause notice of such hearing to be mailed by first-class mail to all owners of record or persons of interest in property within the Oak Terrace Roads Special Assessment District as shown in township records.

Moved:

Supported:

Ayes:

Nays:

Absent and Excused:

RESOLUTION 2016-09-T(b) DECLARED ADOPTED.

By: \_\_\_\_\_

Lanie McManus, Clerk  
Charter Township of Garfield

**CERTIFICATE**

I, Lanie McManus, Clerk of the Charter Township of Garfield, do hereby certify that the above is a true and correct copy of a Resolution which was adopted by the Township Board of the Charter Township of Garfield on the 12th day of April, 2016.

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

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

PARCEL	ASSESSMENT NAME	ASSESSMENT	OWNER ADDRESS
28-05-014-073-00	110, OAK TERRACE ROAD	27,691.87	ASPEN HILLS 20505 WEST 12 MILE RD
28-05-014-087-00	110, OAK TERRACE ROAD	3,955.99	AESCHLIMAN FLORENCE P TRUST 2068 LANDVIEW DR
28-05-014-088-00	110, OAK TERRACE ROAD	3,955.98	KING BRENDA 1045 OAK TERRACE DR
28-05-014-089-00	110, OAK TERRACE ROAD	3,955.98	STALBAUM JOHN H 1080 OAK TER
28-05-014-090-00	110, OAK TERRACE ROAD	3,955.98	LONGCOR CHRISTOPHER A 1094 OAK TER
28-05-014-091-00	110, OAK TERRACE ROAD	3,955.98	MILLER JACKIE H & ANNIE F 1108 OAK TER
28-05-014-092-00	110, OAK TERRACE ROAD	3,955.98	PARKER TERRI & KING BRENDA 1516 WHITE OAK LN
28-05-014-093-00	110, OAK TERRACE ROAD	3,955.98	BECKER KIM PO BOX 48
28-05-014-094-10	110, OAK TERRACE ROAD	19,779.90	OAK TERRACE APARTMENTS 605 S CAPITAL AVE
28-05-014-095-00	110, OAK TERRACE ROAD	3,955.98	HARRIS FREDERICK & CAROLYN A 1144 OAK TER
28-05-014-096-00	110, OAK TERRACE ROAD	3,955.98	FRITZ DONALD & SUSAN 1140 OAK TER
28-05-014-097-00	110, OAK TERRACE ROAD	3,955.98	LYNCH ALBERTA M TR 3003 N GARFIELD RD
28-05-014-098-00	110, OAK TERRACE ROAD	3,955.98	KING BRENDA 1045 OAK TER
28-05-014-099-00	110, OAK TERRACE ROAD	3,955.98	MCPHERSON STEVEN M & KERRY L 1101 OAK TER
28-05-014-100-00	110, OAK TERRACE ROAD	3,955.98	MARTINDALE JARED A ESTATE 2506 HOWARD RD
28-05-014-101-00	110, OAK TERRACE ROAD	3,955.98	CHIMNER JONATHAN C 7284 S WEST BAY SHORE DR
28-05-014-102-00	110, OAK TERRACE ROAD	3,955.98	WEATHERS CARL D 1229 OAK TER
28-05-014-103-00	110, OAK TERRACE ROAD	3,955.98	COBALT LLC 4969 N LONG LAKE RD
28-05-014-104-00	110, OAK TERRACE ROAD	3,955.98	CLOUS KEITH PO BOX 6328
28-05-014-105-00	110, OAK TERRACE ROAD	3,955.98	LAKE HOWARD L & HELEN L 1211 OAK TER
28-05-014-106-00	110, OAK TERRACE ROAD	3,955.98	RINCON LLC 4969 NORTH LONG LAKE RD
28-05-014-107-00	110, OAK TERRACE ROAD	3,955.98	TIERRA FOUR PROPERTIES LLC 7257 E HOXIE RD
# OF PARCELS: 22	TOTALS:	126,591.38	

**Oak Terrace Roads  
Special Assessment**

**7 yr plan**

**Total Project Cost:** \$ 251,455.17

**Less Contributions:**

**3/22/2016**

Grand Traverse Co. Rd. Commission (Budget) \$ (62,000.00)

Garfield Charter Township 25% \$ (62,863.79)

**Total Cost to Property Owners:** \$ 126,591.38

**# of Properties** 32

**Cost to Each Property:** \$ 3,955.98

<b>Per Lot Allocation (Total Cost/ # of Lots)</b>
\$ 3,955.98

7-year Plan (10 yr T-bill as of 3/22/16 - 1.74%+1.0)				
@ 2.74% Interest (Est)				
		<b>Payment Amt:</b>		<b>(\$606.99)</b>
	<b>Payment</b>	<b>Principal</b>	<b>Interest</b>	<b>Balance</b>
1	(\$606.99)	(\$606.99)		\$3,348.99
2	(\$606.99)	(\$524.94)	\$ 82.05	\$ 2,824.05
3	(\$606.99)	(\$537.80)	\$ 69.19	\$ 2,286.24
4	(\$606.99)	(\$550.98)	\$ 56.01	\$ 1,735.26
5	(\$606.99)	(\$564.48)	\$ 42.51	\$ 1,170.78
6	(\$606.99)	(\$578.31)	\$ 28.68	\$ 592.47
7	(\$606.99)	(\$592.48)	\$ 14.52	\$ (0.00)
	\$ (4,248.95)	\$ (3,955.98)	\$ 292.97	



# 2015 ANNUAL REPORT

**GRAND TRAVERSE METRO  
EMERGENCY SERVICES AUTHORITY**



897 Parsons Road, Traverse City, Michigan 49686

[www.gtmetrofire.org](http://www.gtmetrofire.org)

# 2015 ANNUAL REPORT

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Report created by Capt. Troy Holliday with information received from the Fire Administration and officers of the department.

Photos shown in this document are special to the Grand Traverse Metro Emergency Services Authority.

*Cover Photo taken during a house fire on M 72 and US 31 North where the occupants sustained burns and had to be airlifted out by North Flight Air due to heavy road construction on US 31 North.*

*Access to this department via the Internet has been achieved through the continued use of the fire department website at [www.gtmetrofire.org](http://www.gtmetrofire.org). The site has pages posted for the Fire Administration, Fire Operations, Fire Prevention Bureau, contact information, station pages, and links to our monthly newsletter as well as our annual reports. A "links" page exists for direct connection to addresses of interest to this department such as the township websites and the county website. The development of this site allows for the taxpayers and other interested persons to learn who we are and what our fire department is all about.*

Check out our monthly newsletter available on our website at [www.gtmetrofire.org](http://www.gtmetrofire.org) for more information about our department.



Follow us on Facebook at <https://www.facebook.com/GTMESA>

Or follow us on Twitter at <https://twitter.com/gtmetrofire>

## MESSAGE FROM THE CHIEF

It is my pleasure to present to you the Grand Traverse Metro Emergency Services Authority's 2015 annual report. On behalf of the 84 men and women of the department, we thank you for your continued support. Our department is filled with dedicated individuals who are committed to enhancing safety and the quality of life in the communities of Acme, East Bay, and Garfield Townships. This report cannot possibly capture all of their individual efforts but does represent an overview of their collective accomplishments.

As you will read, in 2015 the department responded to 4,723 calls for service which is a 2.2% increase from the previous year. Medical calls continue to lead our responses with 69.52% of the calls. Once again it was a challenging year, but our staff rose to the occasion.

The year was filled with many accomplishments and occasions for celebration such as:

1. After more than a decade of poor radio communication, the voters of Grand Traverse County approved a 911 surcharge. With this surcharge, the County agreed to update all emergency responders to the State's Michigan Public Safety Communications System (MPSCS). This system is an 800 MHz digital trunked radio that will greatly improve the interoperability of all first responders.
2. A new squad was delivered to Station 1 in East Bay Township replacing a 10 year old Suburban. This ¾ ton pickup is large enough to pull our many trailers, but also fuel efficient to respond to medical calls instead of large fire trucks.
3. We received a grant from the Grand Traverse Band of Chippewa and Ottawa Indians for a LUCAS external compression device that replaces manual CPR with mechanical. We also received a grant for a 28 foot enclosed trailer which combines our hazardous materials equipment with our search and rescue equipment.
4. The department continues to seek land for a new Acme fire station. The long awaited Meijer retail and grocery project became a reality in late November which will anchor continued growth on our east side.

Accreditation and an improved ISO Public Protection Classification will continue to be an area that we focus our endeavors on again in the next year. Improved property values and increased construction are helping with the budgetary constraints of the past four years.

The department is committed to its mission: ***"to care for, protect, and serve the community."*** We attempt in all of our endeavors to perform our jobs safely and efficiently, so we all can go home to our loved ones. Our motto: ***"Omnis Cedo Domus"*** is Latin for ***"We All Go Home!"***

We are proud to be your fire department and we stand ready to serve you at any time. We look forward to hearing from you as well. If you have any thoughts or ideas on how we can better serve you, please contact me at 947-3000 ext. 1235 or at [pparker@gtmetrofire.org](mailto:pparker@gtmetrofire.org). You can also check us out on the web at [www.gtmetrofire.org](http://www.gtmetrofire.org).

We sincerely thank you for your continued support!

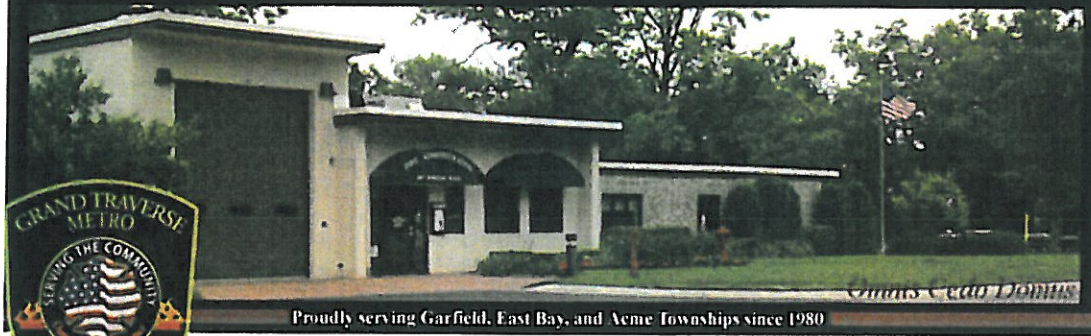
*Patrick Parker* – Fire Chief





# Grand Traverse Metro Fire Department

Chief: Patrick Parker



Proudly serving Garfield, East Bay, and Acme Townships since 1980

## THE DEPARTMENT

Grand Traverse Metro Emergency Services Authority (GTMESSA) provides fire and life safety services to Acme Township, East Bay Charter Township and the Charter Township of Garfield since 1980. The GTMESSA Authority Board governs and sets policy for the Department. The board consists of a township supervisor and trustee from each member township. On September 11, 2008, the department reorganized under Michigan PA 57 which created the Grand Traverse Metro Emergency Services Authority. The three townships believe in the concept of a regionalization and the economies of scale by sharing resources long before it became popular. The Authority has created a business model and foundation that could incorporate all modes of emergency services from Police to EMS. We will continue to do business as the Grand Traverse Metro Fire Department with the Authority as the legal body.

### GTMESSA Fire Board:

**2015 Chairman: Beth Friend, Vice Chairman: Glen Lile**

#### Acme Township

Supervisor Jay Zollinger

Rep. Paul Scott



#### East Bay Township

Supervisor Glen Lile

Rep. Beth Friend



#### Garfield Township

Supervisor Chuck Korn

Rep. Bob Featherstone



Metro Fire is organized into two divisions: Operations and Fire Prevention. The Operations Division is the largest and is responsible for delivery of all emergency services. Those include such things as suppression, EMS, hazardous materials, water rescue, vehicle extrication, wildland interface, homeland security, and many others. The Fire Prevention Bureau is responsible for community fire prevention efforts and focuses on plan reviews, inspections, education, and fire investigations.

## MISSION STATEMENT

To Care For, Protect, and Serve the Community

### Code of Ethics

- We are committed to the protection of life, property, and the environment.
- We believe that the community is the reason for our presence.
- We will foster and sustain the trust of the community, and will protect that confidence through our attitude, conduct, and actions.
- We believe that all members of the community are entitled to our best efforts.
- We will strive for excellence in everything we do.
- We will serve the community with honesty, fairness, and integrity.
- We will pursue safe, effective, timely, and economical solutions.
- We will provide professional, skilled, and courteous customer service at all times.
- We will be sensitive to the diverse and changing needs of the community.

## FIRE STATIONS

**Station 1** 843 Industrial Circle, East Bay Township



**Station 8** 6042 Acme Rd, Acme Township



**Station 9** 110 High Lake Rd, East Bay Township



**Station 11** 3000 Albany, Garfield Township



**Station 12** 2025 N. East Silver Lake Rd, Silver Lake Park, Garfield Township



## STATISTICAL SUMMARY

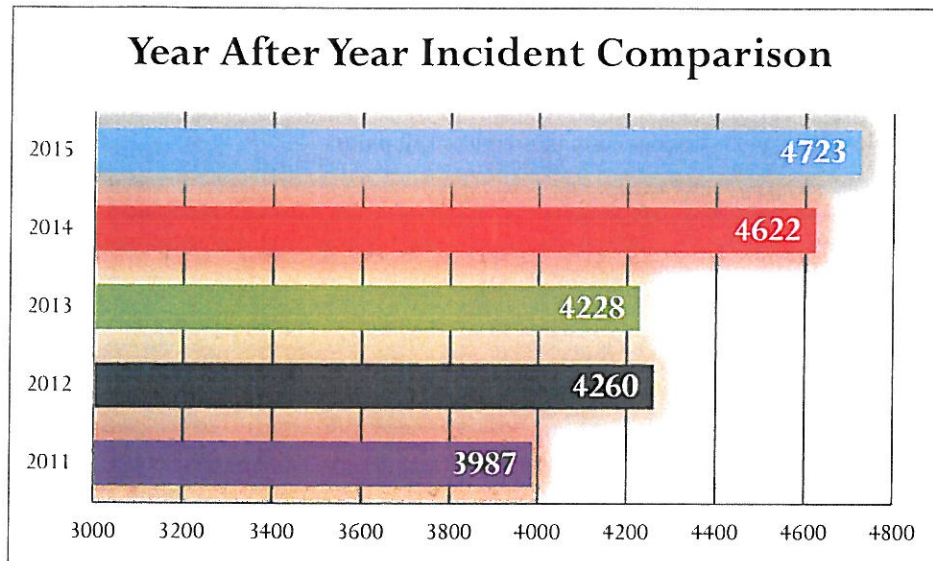
The Grand Traverse Metro Fire Department responded to 4,723 incidents in 2015.

An increase of 2.2% of incidents from 2014.

An increase of 24.8% of incidents since 2010.

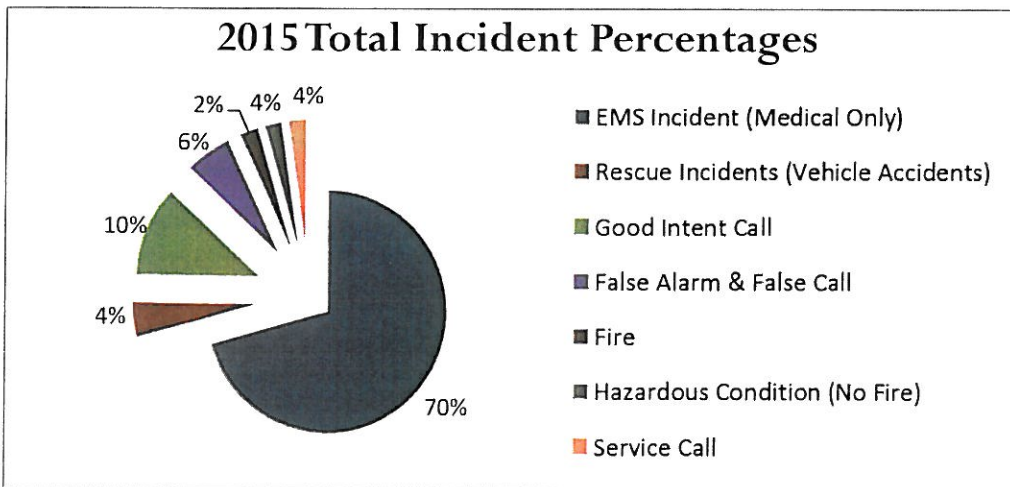


### Year After Year Incident Comparison

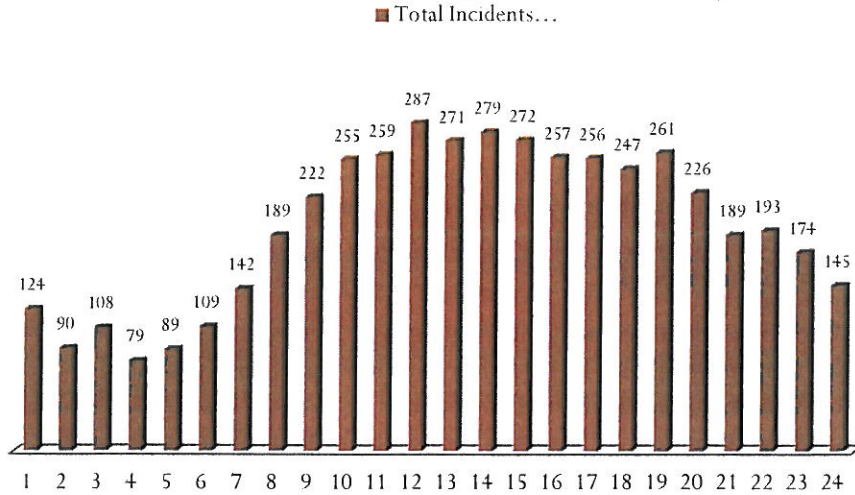


Statistics for the last few years shows our growth of incidents in the Acme, East Bay, and Garfield Townships.

### 2015 Total Incident Percentages



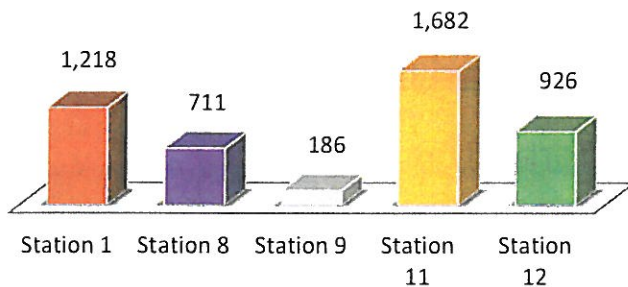
## Total Incidents by Hour of Day



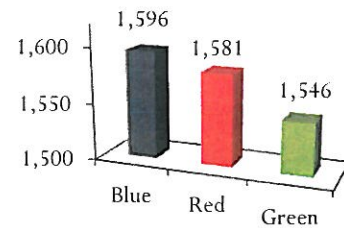
Our busiest time of day appears to be between the hours of 9 am and 8 pm.

Incidents by Station does not represent assistance to the other stations for additional manpower, apparatus, or to cover for multiple incidents.

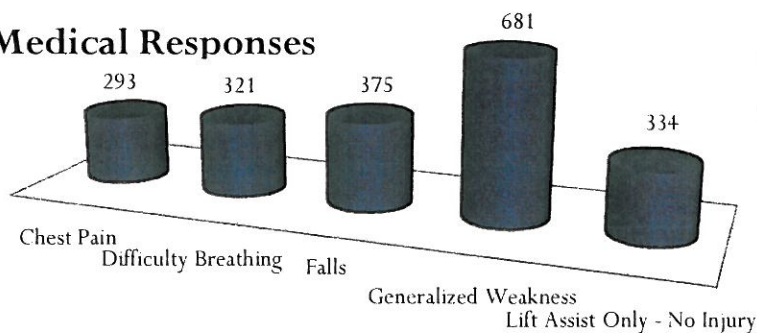
## 2015 Incidents by Station



## Total Incidents By Shift



## Top 5 Medical Responses



**Total Medical Responses for 2015 = 3,281**

## EMERGENCY MEDICAL SERVICES

Of the GTMESA's emergency calls, 69.52% are for medical response. Since 2009, our apparatus are licensed at a Basic Life Support level, which allows our members to provide a higher degree of medical attention to the community. Our members have the ability and training to provide basic life support measures to citizens, which include advanced airways, pre-hospital drug administration, and automatic defibrillation. The suppression personnel are certified as Medical First Responders, Emergency Medical Technicians, and Paramedics. East Bay Township operates a township-operated ambulance service that responds with members from both East Bay EMS and Metro fire personnel. The other four stations operate rescue units that respond and assist North Flight EMS, an Advanced Life Support agency. Three of our stations house a North Flight EMS unit with a paramedic.

Rescue units at each station respond to all motor vehicle accidents with injuries and are equipped with extrication equipment to free victims from entrapment. In 2015, rescue units responded to 200 motor vehicle incidents, which at least 10 of them required extrication of victims.

In 2015 we received another grant from The Grand Traverse Band of Ottawa and Chippewa Indians for the purchase of a LUCAS Chest Compression System for Station 1. This allows us to have this life-saving tool at 4 of the 5 stations in Metro. Station 9's area is equipped through East Bay EMS. We appreciate the opportunity to be awarded such grants that allow us to purchase life saving equipment.



## FIRE SUPPRESSION HIGHLIGHTS OF 2015

by Asst. Chief Terry Flynn

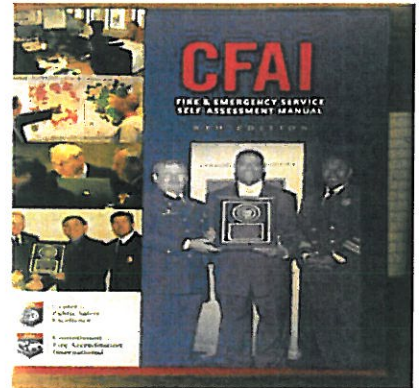
### ACCREDITATION

GTMESA has continued in its quest for accreditation from the Center for Public Safety Excellence (CPSE). We will attempt to push forward again to move into the Registered status of the process. Many of the principles and guidelines suggested by the CPSE have been established by the department such as data analysis and review of the department's training program.

GTMESA hopes to continue on the path toward our goal of accreditation by 2017.

### ISO RATING

GTMESA has seen an improvement in its ISO PPC classification in 2012 from a 6 to a 5. All building owners should have seen a reduction in insurance premiums due to this improvement. GTMESA plans to petition for a re-evaluation of the ISO classification because of the further improvements made to the department.



## STATISTICS

GTMESA saw an increase of 2.2% in its call volume for the 2015 year. Medical calls account for 69.52% of all calls. Fire calls not including alarms were basically even with last year but the department saw the number of grass/brush fires triple from the year prior. Station 11 off Veteran's Drive was again the busiest in the Metro area with 1682 calls for service.

## TRAINING

GTMESA once again increased the amount of training each of its personnel completed in 2015. In addition to the hands on medical and fire training at each of the stations, we have expanded our trainings utilizing our program called Target Solutions. This on-line training augments the current training programs that GTMESA currently provides such as Rope Rescue, Hazardous Materials Response, Water/Ice Rescue in addition to Fire and Medical training. This new training is based on national standards and industry accepted practices for the purpose of bringing all personnel to a higher competency level. The results so far have exceeded expectations. GTMESA will be expanding the special operations training such as rope rescue, search and rescue, and hazardous materials response to more of the personnel in GTMESA to bring the state of readiness to a higher level.



## STAFFING

GTMESA has increased the daily staffing in 2015 slightly to cover the ever increasing calls for service. GTMESA currently staffs the stations with a flexible scheduling method where additional staffing is implemented during peak call times such as special events or inclement weather. This type of scheduling is a big factor in improving our response capability and allows for an increased state of readiness especially in the times of expected stormy weather and busy summer weekends. Normal business hours are usually the busiest time for call volume and GTMESA has 17 personnel on duty during this time period. Station 8 has increased its staffed station hours and now has 1 personnel on duty 24 hours a day with a night-time on-call member to respond to help out, and 1 duty member on 16 hours during the day 7 days a week. This will be changed to 2 firefighters at all times when the new station is built. Stations 11 and 12 currently have at least two personnel on duty 24 hours per day as does Station 1 who also adds a third Firefighter/EMT at peak call times during the week. Station 9 has increased its staffing to every Friday- Sunday throughout the year instead of just the summer months as in previous years. We also have Firefighter/Inspectors working Monday through Friday and can augment the station personnel on an emergency if they are needed. There are also three Chief Officers on duty during normal business hours and at least two of them are on call while away from the office. Station staffing will be monitored periodically in order to maintain the most effective and efficient staffing possible. GTMESA's roster of fire personnel has decreased to 84 in the past year. In April 2015, we added 1 Full-Time Firefighter / EMT to our roster which brought all duty shifts to the same level of full-time firefighters.



## COST RECOVERY PROGRAM

GTMESA at the suggestion of the Fire Board rolled out a new program in 2012 to bring in additional revenue in an attempt to recover those costs associated with certain incidents which are allowed by law. These incidents where costs are recoverable include vehicle crashes, structure fires, vehicle fires, hazardous material releases and calls to down electrical wires. In 2015 GTMESA collected nearly \$60,000 from services provided to citizens and visitors to the three townships. The Cost Recovery Program was instituted by the GTMESA Fire.

## HAZARDOUS MATERIALS RESPONSE

Although there were no major hazardous materials incidents in the GTMESA district in 2015, the department increased the frequency of Hazardous Materials training for all members to comply with the new national standard. The HazMat team participated in a full-scale training exercise in Cadillac in 2015 which consisted of a simulated response to a radiological terrorist event. The exercise was another chance for the GTMESA HazMat Team to work alongside the State of Michigan's 51<sup>st</sup> Civil Support Team. In addition the HazMat Team participated in a series of small simulated chemical release exercises with Tyson Farm. GTMESA has strongly supported the close relationship between public safety agencies and its large business partners in the community.



## HEALTH & WELLNESS INITIATIVE

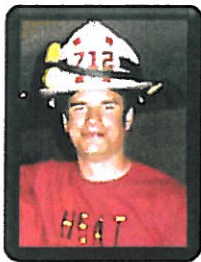
The physical health, Fitness for Duty, and safety of all personnel are priorities of GTMESA. Emergency services are a physically demanding profession which requires all personnel to be minimally fit to perform their duties. Minimum fitness for duty and medical requirements have been established for all employees of GTMESA. The Fitness for Duty component will ensure that all operations personnel can perform those critically essential functions. Our initiatives are broken into 3 categories.

Annual Medical Evaluation – All Metro employees submit to an annual medical evaluation in accordance with NFPA 1582: Standard on Comprehensive Occupational Medical Program. The Department's physician determines if the employee is medically fit for duty and able to wear a respirator in accordance with the Respiratory Protection Plan of the Department.

Wellness Assessment – All full-time and regularly scheduled part-time employees submit to an annual Fitness for Duty assessment by the Wellness Coordinator. All part-time employees are assessed bi-annually. This assessment provides follow-up from the medical evaluation and includes body composition and VO2. This shows the actual fitness level of the employee.

Personal Agility Test – This is a pass/fail evaluation to which each employee is assessed individual stations replicating functions on the fire scene. This is a timed event.

All employees are encouraged to participate in fitness on and off duty. It is our hope that this becomes a lifestyle that employees continue for life. All employees are mandated that they workout 1 hour a day while on duty. It is Metro's absolute goal to never have a Line of Duty Death contributed to an employee's poor health and fitness. Our goal is to All Go Home!



### **STATION 1 NEWS... By Capt. Tony Posey**

Once again, 2015 was another year of changes and expansion for Station 1. Adding additional members, an additional officer, planning direction for our Special Operations Group, and new apparatus were some of the highlights. 2015 saw an increase of 183 calls from 2014 for a total of 1,218 calls for service. This only includes calls within the primary response area of Station 1, and does not include assists to other Metro Stations for medical calls, fire alarms, etc.

Metro Station 1 is centered in the Metro Fire District and is counted upon for Special Operations for Metro Fire. Some of those specialty responses include: Hazardous Materials, Ice/Water Rescue, Rope Rescue, Confined Space Rescue, Heavy Vehicle Extrication, Land Search & Rescue, and Truck Company (ladder) operations. Our assigned staff at Station 1 spends countless hours, both on and off duty, training in these specialty areas while still keeping up on regular training requirements.

The continuation of the Safe Neighborhood campaign was very successful for 2015. We were able to get in and install many alarms in the south end of our district, and also assist Station 9 with alarm installations in their more rural areas. We will continue this program into the future until all of our citizens have working smoke alarms.



With a year under our belts in the Company Inspection program, it is showing many benefits for not only our department, but also our suppression firefighters. Some of our suppression staff who've been trained in doing fire inspections are out and about inspecting businesses in our first due area. This program is very valuable to us because it not only alleviates some of the inspection load on our full time inspectors, but it also allows our suppression personnel to get in and preplan some of our buildings in the event of a fire or other emergency.

Station 1 consisted of 21 members in 2015 under the direction of Captain Tony Posey and Lieutenants Andy Doornbos and Adam Drewery. Two new probationary members were assigned to Station 1 during 2015 and are in various stages of completing their training at this time. Lieutenant Steve Meek was also added as a 3<sup>rd</sup> Lieutenant at Station 1 at the end of 2015 to assist in getting our Special Operations program off the ground.

In March 2015 we took delivery of the first ¾ ton Squad in Metro Fire. This truck not only carries all of our BLS medical equipment, but it also carries some limited Special Operations equipment as well. It has the towing capacity to tow our new Special Operations trailer, which we took delivery on in late summer of 2015. This new trailer was purchased with a generous donation from the Grand Traverse Band of Ottawa and Chippewa Indians. The trailer is set up for Hazardous Materials, Search & Rescue, Confined Space, Trench Rescue, Mobile Air Cascade, etc.

### **STATION 8 NEWS... By Capt. Mark Shaul**

Yes, 2015 was the year of the road construction in East Bay and Acme Township. We had US 31 N. from Three Mile to Holiday Road, M 72 E from Acme corners to Lautner Road, US 31 from Holiday Rd. to the entrance of the Grand Traverse Resort, and the "woods" area of Holiday Hills under construction from April to the beginning of November. There were many days that thorough pre-planning and awareness to the current situation got us through. The County Road Commission, MDOT, Acme Township, North Flight EMS, and contractors all played a hand in keeping us up to date with what was happening that day and what was going to take place in the future. Many incidents had a slower response time because of the traffic congestion that seemed to be unpredictable even with the best information. On September 29<sup>th</sup> our fears came true with a call to a residential structure fire next to the Goodwill store at M72 just east of US 31 N. Because of the heavy road construction a plan was already in place for route of travel into and out of the Acme area. A strategy was also in place due to the delay concerns of transporting by road to Munson to utilize the North Flight helicopter if a medical call of a priority one patient came in. The house had heavy fire showing from the front and the occupant was badly burned laying in the front yard. The old saying of "have a plan and work the plan" couldn't be better said. North Flight transported by helicopter landing and lifting off of M 72 to deliver the patient to Munson Hospital. Engine 8 made a play book attack on the structure fire with Team Elmer's crew clearing a path for



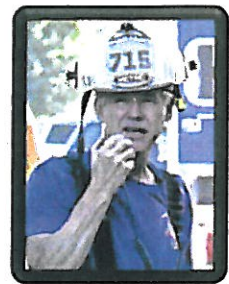
apparatus from Station 1 and Station 9 to assist with the remaining fire. On that day even with the worst road construction the system worked very well and what needed to be accomplished was done.

In the review for 2015 there was hope that we would have that shovel in the ground for a new modern Station 8. With Station 8's response area starting to witness new construction along with more traffic it is time to play catch up with the facility that will have proper accommodations for equipment and personnel. The Grand Traverse Metro Fire Board is working hard to find that right location to best serve the entire area and to provide the correct facility for our needs of the present and future.

In conclusion, our response to our communities' needs are increasing and how we respond is constantly changing. At Station 8 we will continue to achieve the level of expectation that is set forth by the Grand Traverse Metro Fire Board and Chief of the Department, and also by our community we serve. This will include raising the bar again for 2016 and setting the objectives and goals to perform at that level.

### **STATION 9 NEWS... By Capt. Mark Shaul**

Station 9 continues to outpace the other Metro stations with a 23.0% increase vs. 2014 in incidents response. That in itself is not the objective or goal that we at Station 9 strive for, but it does show that our Residency Program works. Station 9's Residency Program has been discussed in previous annual reviews and still to this day has provided the area with the response that is needed for the area that Station 9 covers. Allowing a member of Metro to trade his time for a dorm like accommodation at the station has allowed Grand Traverse Metro Fire to work more efficiently. The efficiency is allowed when the response comes from Station 9 instead of Station 1 or Station 8. Time is crucial for any incident and if the response is from a closer station it can and does make a difference. Also when the response comes from Station 9 it allows for the other stations of GT Metro Fire to be ready or to respond to the next call.



Station 9 and the entire east side of Grand Traverse Metro Fires response area was hit extremely hard by a powerful storm on August 2<sup>nd</sup>. This wind and rain storm resulted in numerous calls for help as trees and power poles and lines were knocked into homes and fell blocking roads. Metro personnel mentioned that it looked and sounded like a war zone with chain saws noise heard in all directions. Clean up from the storm took months and calls for the fire department to check on low hanging or down wires were received for days until the utilities companies made their way through the area. The previously closed Rasha Road recycling area was reopened and used for a brush drop off site to help deter citizens from burning the downed vegetation.

The Grand Traverse Metro Fire members that are assigned to Station 9 are proud along with the members of the East Bay ambulance service to help with many training and community events that are held at Station 9 throughout the year. One of those events, and which always draws a large number of residents is the annual Station 9 Pancake Breakfast. **The 2016 breakfast will be on May 1<sup>st</sup>** and we all need to mark our calendar so there is no chance to miss this great community happening.

Station 9 along with all the stations of Grand Traverse Metro Fire will strive to answer the call each time with the best response. Our equipment and training is constantly being reviewed and modernized. Nothing broken is left in that condition and if there is a better way we are looking into it. We are here 24/7 to Care For, Protect, and Serve the Community.



## STATION 11 NEWS... By Capt. Brian Bloom

Station 11 finished out 2015 with 1,682 runs. This is a decrease of 70 runs from 2014, but this does not include responses into Station 12 or Station 1's area. This equates to 35.6% of GTMESA's total run volume of the year.

During 2015, Lt Lemcool and FF Chryst continued helping the Fire Prevention Bureau complete inspections on the Company level while on duty. This was a program initiated in 2014 and they complete several inspections each month at various businesses.

In May of 2015, FF Cory Ellis attended "Light and Fight" Fire Training at Illinois Fire Service Institute. This training consisted of several evolutions into live fire conditions. Some of these scenarios were:

1. Advancing a 2 ½" hose line upstairs.
2. Advancing a 2 ½" hose line into the first floor of a warehouse.
3. RIT Maze
4. Two separate evolutions into a tenement fire with one scenario being a rescue situation.

Rescue 11's JAWs equipment was upgraded in 2015, with a new pump being purchased to replace a much older model. The decision to purchase a new pump was made after parts for our older unit became obsolete and we could no longer repair the unit. Water Rescue equipment was also added to Rescue 11 in 2015.

Lt. Kyle Clute was hired on full-time on the suppression staff in early 2015. After the untimely death of Randy Agruda, Lt. Clute was hired on as the Life Safety Public Educator for GTMESA in May. Lt. Clute has many responsibilities including working with school aged children, older adults, and functionally challenged individuals.

Station 11 continues to sponsor car seat inspections for proper installation and safety for the child. These inspections are conducted on the 4<sup>th</sup> Friday of every month at Station 11 free of charge. If you or someone you know needs their car seat inspected, please call 231-922-4843 for an appointment.



## STATION 12 NEWS... By Capt. Troy Holliday

Station 12 ended the year with 20 members with a fluctuating number of probationary candidates throughout the year. Currently, we have four candidates assigned to Station 12 and attending fire school. Station 12 is also the host station for Fire Explorer Post 301 where we have three explorer cadets under the age of 18 years. Capt. Holliday, Lt. Chris Comeaux and Lt. Mike Scanlon worked numerous hours, along with many other dedicated firefighters to ensure our probationary candidates and rookie firefighters are adequately trained and ready to provide all of the services we provide for our community.



Station 12 continues to host numerous events around the station (i.e. Birthday parties, Cub Scout tours, corporate parties at the park with a station tour and education for their employees, Medical First Responder and EMT classes, Sheriff Department Defensive Tactics, and elementary students holding book clubs). We welcome any outside public events to be held here, just contact Captain Troy Holliday at [tholliday@gtmetrofire.org](mailto:tholliday@gtmetrofire.org).

Station 12 continues to host for Precinct #1 Voting for Elections in Garfield Township. The election crew that volunteered the entire day deserves recognition for their hard work in making sure your vote counts! Parking will be a challenge in the upcoming 2016 Presidential Election.

We pushed forward with a large number of smoke detector installations in our response area. It was a pleasure to meet the citizens we serve on a non-emergent basis. A lot of people didn't even realize the new station was right around the corner and didn't realize the services we perform to ensure their safety. Many gave us compliments on all that we do for them. We would like to say "Thank you" to our community for helping keep our areas safe.

Garfield Township is growing and we are expecting our call volume to increase in the upcoming years. In 2012 we responded to 868 calls (just in our response area, not including assisting Station 11). In 2015 we increased by 58 calls for a total of 926 calls.



After having a few non-emergent water rescue incidents at Silver Lake, we have applied for grants that would help fund a water marine boat at Station 12 for quicker response. Lt. Comeaux and Capt. Posey are working hard with the grant writing process. Our hope is to have a water vessel at Station 12 by summer 2016.

# FIRE PREVENTION BUREAU

by Asst. Chief / Fire Marshal Brian Belcher

## **MISSION STATEMENT**

The Grand Traverse Metro Fire Department Fire Prevention Bureau, through education, inspections, and community awareness, strives to safeguard the life and property of the citizens of Acme, East Bay and Garfield Townships from the hazards of fire, explosions, hazardous materials and all other hazards in new and existing buildings, public gatherings, and outdoor venues used for habitation, work or recreation.

## **BUREAU OPERATIONS OVERVIEW – 2015**

Yes, 2015 will go down as the busiest in Fire Prevention Bureau history with construction activity to almost three times above pre-recession levels, company inspection program implementation, continued push of Safe Neighborhood smoke alarm campaign, redevelopment of the youth fire setter program, refocus of public education programs and the increase of special events within the townships.

As our data shows the one area we need to continue focusing on is the problem of unattended cooking in single and multi-family occupancies. This was again our leading fire cause. One area we are already acting on this information is by devising ways to impact our residential properties. These single and multi-family properties are where the majority of our fires occur. We are addressing this problem through our Safe Neighborhoods door-to-door smoke alarm campaign to single family homes and also by reassigning Fire Inspectors and our company fire inspections to inspect multi-family housing complexes including the individual apartments. Occupants of these structures are subject to the actions of their neighbors where many lives are at risk should a fire occur. The impact of inspecting these occupancies will reduce the likelihood of fire and/or injury to a large percentage of our population. Landlords are required by law to maintain safe living conditions with working smoke alarms. Providing education to this group will help strengthen fire safety in all rental properties.

The Plan Reviewer position remains unfilled as the demand for plan reviews had declined during the recent recession. With the continued growth of our communities it is anticipated that this position will need to be filled in the very near future as construction increases. With the increase in programs we have implemented to make our Metro communities a safe place to work, live and play, a decision will need to be made whether to continue providing plan review and inspection services outside our district. In 2015 these services consumed 33% of the Fire Marshal's time. This equates to time not spent on programs for our communities. It must be determined in the near future whether the financial cost recovery outweighs the loss of programming to our residents.

The Bureau continues to be staffed by the Assistant Chief/ Fire Marshal, three Fire Inspectors, a Public and Life Safety Educator, two JFS Counselors (as needed) and a GIS data coordinator (part-time).

## PROGRAM EFFECTIVENESS

Of the 37 reported structure fires in district in 2015, 22 occurred in single family residential occupancies while 8 occurred in multi-family/residential rentals and 7 in commercial/ industrial properties. All fires resulted in a total loss of \$891,213.00 with reported total property valuations of \$112,137,096.00. This represents a total percent of property saved over 99%. Fires in commercial/industrial occupancies (inspected) resulted in losses of \$21,260.00. The largest loss in 2015 was a single family home fire with a loss of \$250,000.00. This home was valued at more than \$470,000.00. The fire cause was a wood burning stove.

There were 16 cooking related fires in 2015. This is our leading fire cause which follows national trends. This shows where our public education messaging needs to focus in the coming year.

2015 saw 2 civilian fire fatalities and 2 civilian injuries with one being critical life altering burns. Contrary to trends both fire fatalities occurred in residences with working smoke alarms. At the time these fires occurred both victims were incapacitated. An elderly male by disabilities and middle aged male by alcohol consumption. The critical injury victim occurred in a building converted from a single family residence to a commercial office building but was being rented as a residence with no smoke alarms. The building appeared as a residence from the exterior thereby missing the inspection which would be required of a commercial building.

The only remedy that would have prevented these injuries and deaths is the installation of residential sprinkler systems.

These low loss numbers can be attributed to the investment in fire prevention and also to the quick, efficient response of suppression crews.

<u>All Fires</u>	<u>Injuries</u>	<u>Fire Related Deaths</u>
Firefighters	3	0
Civilian	2	2

### Occupancy Type Data - # of Fires

Single Family Residential	22	Commercial/Industrial/Retail	5
Multi-Family Residential	8	Assembly/ Restaurants	2

## INSPECTIONS

Three Fire Inspectors currently perform inspections on all 2265 existing occupancies within the district. A total of 1,263 annual inspections were performed, of which 1,109 required re-inspections. There were 122 Firefighter Right to Know updates performed in 2015 by the fire inspectors. Firefighter Right to Know is a law which requires businesses to report any hazardous chemicals used or stored on the property. These are required by law



to be updated every 5 years so this number can vary widely from year to year. A total of 32 phone-in public complaints were investigated last year. Other activities involved witnessing required testing, updating Knox Boxes, meetings with business owners etc. Inspectors continue to inspect all assembly, hotel/motel, target hazards (tier 2) and large box stores on an annual basis. These are the occupancies with large occupant loads where the greatest life safety hazards are present. In 2015, we also saw an increased focus on inspecting multi-family apartment buildings. Historically these are where a majority of our fires occur other than in single family dwellings.

2015 saw the full implementation of the company inspection program where fire suppression crews perform inspections of the smaller occupancies. The software program which allows these inspectors to conduct the inspections from an iPad has shown to be troublesome and required continual IT support. Because of the software troubles company inspectors were not able to conduct as many inspections as program goals, however a solution will be in place in 2016. Early in 2016 a new inspection software program will be implemented which will allow all inspectors to use a Microsoft tablet to complete inspections in the field. This will afford more efficiency and less drive and travel times for the inspectors. These tablets are the same tablets which are being used for the Mobile Data terminals in the apparatus preventing additional costs of purchasing new hardware. It has been a long process but one which will yield excellent long term results.

Inspectors maintained their certifications through continuing education seminars at the Michigan Fire Inspectors Society annual education conference in East Lansing and by attending webinars and other education programs.

## INSPECTION DATA

2014 / 2015	ACME		EASTBAY		GARFIELD		TOTAL	
ANNUAL INSPECTIONS	66	129	62	174	868	960	996	1263
RE-INSPECTIONS	66	129	105	174	816	806	987	1109
FF RIGHT TO KNOW	2	24	0	15	162	83	164	122
PLAN REVIEWS	25	27	0	15	139	116	164	158
PERMIT INSPECTIONS	27	51	12	57	137	235	176	343
SPECIAL EVENTS	5	4	4	9	8	10	17	23
SPECIAL INVESTIGATIVE (INCLUDES COMPLAINTS)	6	6	8	2	11	24	25	32
<b>TOTAL ACTIVITY</b>	<b>197</b>	<b>370</b>	<b>191</b>	<b>446</b>	<b>2141</b>	<b>2234</b>	<b>2529</b>	<b>3050</b>
COMPANY INSPECTIONS	67	149	ANNUAL INSPECTIONS					
	38	113	RE-INSPECTIONS					

**Company Inspections all performed in Garfield in 2015 due to occupancy density**

## PLAN REVIEW

Assistant Chief/Fire Marshal Belcher and Inspector Fordyce continue to perform all plan reviews and related inspections. We have continued our agreement with the Grand Traverse County Construction Code Office for GT Metro's Fire Prevention Bureau to perform plan review and inspections of all fire alarms and fire suppression systems within Grand Traverse County. The Plan Reviewer position has remained unfilled since the promotion of Asst. Chief/Fire Marshal Belcher. It is anticipated that this position will need to be filled in the near future as construction activity increases. A total of 259 plan reviews, not including related inspections, were conducted in 2015. Of those, 179 (66%) were for in-district projects and 89 (33%) were conducted for out-of-district projects. These out-of-district reviews/inspections generated approximately \$29,724.48 in revenue in 2015. In-district revenues for plan reviews for 2015 were \$40,964.87. Beginning January 1<sup>st</sup> 2016, we will provide plan review and permit issuance for Traverse City projects and the Traverse City Fire Department will perform all inspections and acceptance testing of projects in the city. The Metro fee schedule was amended in December 2015 to include Traverse City projects in the 30% discount rate as we will not be performing the inspection work.

## SAFE NEIGHBORHOOD SMOKE ALARM CAMPAIGN

Smoke alarms are the first line of defense in preventing injury and death from fire. This is an area we need to concentrate our efforts by the entire department through awareness and education marketing campaigns. Our Safe Neighborhoods campaign is aimed to reduce injury and death by fire. This program requires on duty firefighters to perform door-to-door neighborhood sweeps to check for working smoke alarms, repair/ replace as needed and leave the occupants with home fire safety checklists to check their homes for fire and life safety hazards. Each of our fire stations is required to spend a minimum of 2 hours per week performing these door to door visits. In addition, whenever a home is encountered without smoke alarms on an emergency call it is policy for responding crews to install working alarms before leaving the property.

In 2015, our fire responses showed 22% of homes did not have smoke alarms and that 4% had smoke alarms but they did not function during the fire. Our data from 2014 fire responses show that 26% of homes with fires did not have any smoke alarms and that 18% had alarms but they did not function during a fire. This equates to 44% of the homes in our area that had fires in 2014 did not have a working smoke alarm. This is an unacceptable number which is up from 2013 and 2012 where 36% percent did not have working smoke alarms.

As you can see this program is making a difference along with our other increased public education efforts in regards to smoke alarms. These numbers for 2015 are an improvement but they still show over one quarter of our homes that had fires did not have working smoke alarms. We will continue this program and focus our efforts in order to make sure every home has working smoke alarms.

Since the inception of the program in 2013, crews have contacted 2,550 homes and either performed the services (checked/replaced batteries/replaced smoke alarms) or left a program door hanger when no one has been home so they may call for services. In 2015, 532 smoke alarms were installed in 281 homes.



There were 486 face to face contacts made with residents during the door-to-door sweeps with 728 door hangers placed if no one was home, this equals 1,214 homes that were visited during the door-to-door Safe Neighborhood campaign in 2015. These are awesome numbers and ones which our entire department can be proud of. One of these visits may save a life, either thru our installation of smoke alarms or a resident reading the door hanger, checking or installing smoke alarms on their own or being more safety conscious. In 2016, we will work to raise the percentage of homes contacted vs. number of alarms installed/checked. The Fire Prevention Bureau continues organizing the paperwork, compiling the data, acquiring the alarms and providing assistance to the suppression crews. The response to this program has been overwhelmingly positive with a majority of the comments heard from residents are "You mean you do this for free?" or "Nobody ever did this where I used to live, thank you so much!" Residents have even called our township offices asking if the program is for real. This program not only provides for the safety of our residents but also provides a positive public image and great public relations for our department.

## **INVESTIGATIONS**

Fire investigations are performed by Inspector Mike Lince, Inspector Mike Scanlon and Assistant Chief/Fire Marshal Belcher. In 2015, we saw a total of 41 investigations performed by Investigators, including both vehicle and structure fires. Of those, 2 fires were intentionally set and resolved with one referral to the Youth Fire setter program and another prosecuted for the crime. These do not represent all fires in 2015 as some fires were investigated by the duty officer or responding Chief. Investigators are not called out to every fire if the damage is limited and the origin and cause are easily identified as accidental. Fire investigations can be a very labor intensive job which requires specific technical knowledge and must only be performed by trained, competent personnel. Investigators continue the partnership formed with the Grand Traverse Sheriff's Office which allows a fire investigation trained Sheriff's Office Evidence Technician to work with Fire Department Investigators to determine origin and cause. This partnership allows for a very effective, seamless investigation culminating in several successful prosecutions in recent years.

## **YOUTH FIRE SETTERS PROGRAM**

This program provides counseling services to juveniles and their families who have a youth fire setter in the home. They are referred to the program by area law enforcement, parents, the juvenile courts and responding firefighters. In 2015 two children were referred to the program. We have filled our Juvenile Fire setter Counselor positions with Capt. Mark Shaul and PE Kyle Clute. Both counselors completed their training this year in order to conduct interventions without assistance. PE Clute attended both in state and National Fire Academy training. Capt. Shaul attended in state training and is awaiting acceptance to the National Fire Academy. This program continues redevelopment in cooperation with the Traverse City Fire Department YFS counselor.

## FIRE AND LIFE SAFETY – PUBLIC EDUCATION by Kyle Clute



The Fire and Life Safety Education Program of Grand Traverse Metro Fire Department has provided public education programs for the citizens of Grand Traverse County, by working in collaboration with community safety agencies, area non-profits, and local businesses. Cooperation and community partnerships continue to ensure success through utilization of existing programs, participating fire personnel/resources, and established networks.

By utilizing the concept of community risk reduction where local and national statistical data is compiled our educational programing targets specific risks to our community. This allows for the development of additional programs and additional populations served. For example, utilizing this concept we continued in our effort to reach more citizens with fire safety messages. Utilizing a partnership with Traverse City Fire Department started in 2012 enabled us to provide four safety messages on the five electronic billboards across our districts. These messages were shown during the months of September, October, November and December and incorporated both holiday appropriate safety messages and what were determined to be high risk community hazards. These included Fire Prevention Weeks theme (*Hear the Beep Where You Sleep*), Halloween safety (*Be Seen Be Safe*), cooking safety (*Stand by your Pan*) and candle safety (*Put Them Out*). Each message was displayed a minimum of 416 times each day across the five billboards. While all fire safety messaging is important, statistical response information in the fire service continues to emphasize both fire and life safety. Seventy percent (70%) of emergency calls that Metro responds to are medical calls the majority of those involving the senior population. This confirms the importance of our Remembering When program which is geared to fire and fall safety in the home for seniors.

By combining our Public Information Officer and Fire and Life Safety Educator positions this past year, Metro Fire was able to reach a larger audience as well as build a strong relationship with our local media.



Using the community risk reduction concept we were able to not only report to the public our news worthy stories but also were able to incorporate educational messaging into each interaction with the media. These interactions allowed for timely and appropriate release of information to the public. They were well received and appreciated

by both the public and media. This relationship also lead to numerous on air appearances including several fire prevention week messages, holiday safety advice and tips as well as a special report on the hazards responders face while driving to emergencies. We look forward to working with our local media in 2016 and already have plans to reach a larger audience with our messages.

## Youth Outreach:

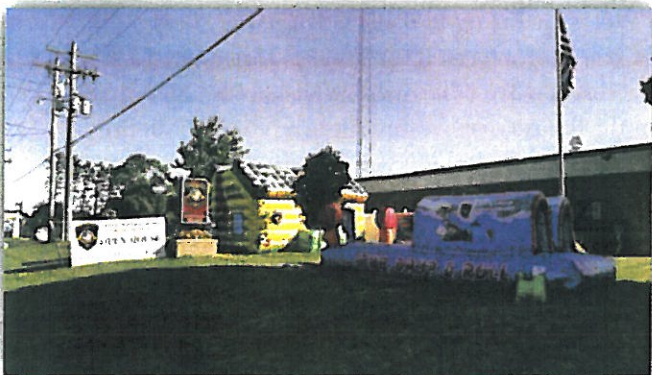
While burns and fire-related death are 2 times more likely for a child under the age of 5, for children ages 14 and under, the number-one health risk is injuries. Each year, unintentional injuries kill more than 6,000 kids and permanently disable more than 120,000.

In 2015 The Grand Traverse Risk Watch Coalition continued its partnership with Safe Kids North Shore to better use local and national resources to support the Risk Watch program. The curriculum remained consistent and continues to be divided into five age-appropriate teaching modules (Pre-K/Kindergarten, Grades 1-2, Grades 3-4, Grades 5-6, and Grades 7-8), each of which addresses the top eight causes of injuries and deaths of youth across the country.

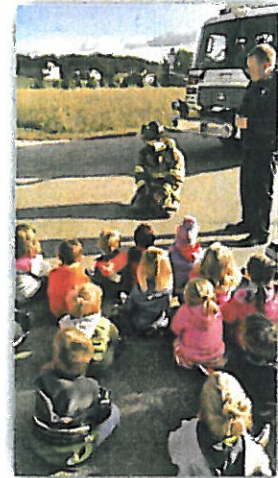
This program is a comprehensive, school-based program, intended for classroom delivery by the teacher with supplemental support by community "Risk Experts". This program serves to expand the scope of unintentional injury education and prevention among young people grades pre-K through grade 8 by providing a safety platform by which community organizations and agencies can provide expertise in their subsequent areas. A Grand Traverse Risk Watch Coalition has been developed and includes the following agencies:

Grand Traverse Metro Fire Dept, The American Red Cross, T.A.R.T., Home Town Health, The Grand Traverse Sheriff's Dept, Safe Kids North Shore, North Flight, The Coast Guard, The Coast Guard Auxiliary, The Grand Traverse Sail and Power Squadron, and Blair Twp. Fire Dept., and the Michigan State Police.

Risk Watch continues to be by invitation and has maintained program relationships with the following area schools; Blair Elementary School, Cherry Knoll Elementary School, Kingsley Elementary School, and the International School - formerly known as Bertha Vos.



In 2015 approximately 3,400 children were served in various locations. Some of which include: Grand Traverse Academy, Courtade Elementary School, Cherry Knoll Elementary School, the International School and several day cares. Not only were we asked to provide education on fire safety in these environments but we here at Metro were able to participate at numerous community events such as: Lowes, Home Depot's safety days, Acme Fall festival and the National Cherry festival. These events not only provide an educational aspect to children but they allow for fire and life safety conversations with their parents. Throughout 2015 almost 1500 adults were reached and engaged in these conversations.



We even provide Santa a ride to Meijer's for Toy's For Tot's.



## Older Adult Outreach

At age 65 and older adults are twice as likely to be killed or injured by fires or falls compared to the population at large. Thirty percent of people age 65 and older are involved in falls each year, the leading cause of death from unintentional injury in the home. In the U.S. and Canada, adults age 65 and older make up about 12 percent of the population – and are the fastest growing segment of the population.

The Fire and Life Safety Public Educator coordinates the delivery of the Remembering When Program as presented by the NFPA and the Center for Disease Control. Remembering When is centered around 16 key safety messages, eight fire prevention and eight fall prevention, developed by experts from national and local safety organizations as well as through focus group testing in high-fire-risk states. The program was designed to be implemented by a coalition comprising of the local fire department, service clubs, social and religious organizations, retirement communities, and others. Coalition members can decide how to best approach the local senior population: through group presentations, or during home visits.

In November of 2015 Metro Fire and The Grand Traverse Commission on Aging were awarded a scholarship to attend the Remembering When conference in Orlando Florida presented by NFPA. At the conference Public Educator Kyle Clute and former COA Director Georgia Durga were taught the program by NFPA staffers as well as others who present the program successfully in their communities. After arrival home in early November from the conference and through steady outreach through the Commission on Aging the Remembering When program has been presented to over 250 older adults in Grand Traverse County. Audiences were reached at some of the following locations or venues: The Grand Traverse Senior Center, The Acme Senior Center, The Northwest Michigan Area Agency on Aging, The Fife Lake Senior Center, The Kingsley Senior Center and of course the Grand Traverse Commission on Aging. The Commission on Aging provides an in-home service with seniors, by incorporating Remembering When's messaging into these visits the conversation on how to avoid fire or fall injuries took place with over 100 seniors while in their homes. The program continues to grow in popularity and other presentations and venues are already scheduled for early 2016 and will continue throughout the year.

## Special Programs and Presentations

### Hoarding

In 2015 Metro continued its participation and partnership with the Traverse Bay Area Hoarding Task Force. The task force was able to coordinate two separate clean-ups in 2015. By providing counseling, support and education several other families have begun their own cleanup efforts and continue to make progress.



Homes that are filled with too many possessions can often lead to rooms that can no longer be used as they were designed, or a home that is so overloaded that everyday life is compromised. These characteristics combined with a person's strong urges to save items, or distress when discarding items, may be more than signs of a messy or extremely cluttered home, they may be symptoms of the condition recognized by the Diagnostic and Statistical Manual of Mental Disorders as Hoarding.

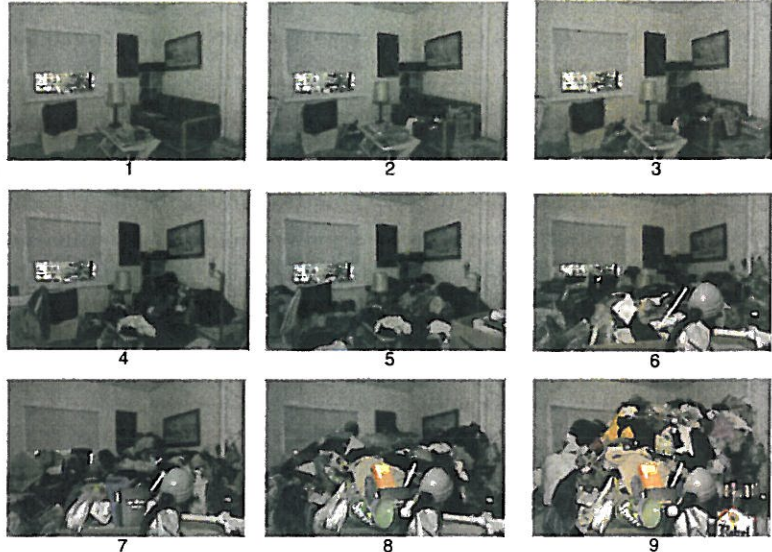
An estimated 3 percent to 5 percent of Americans suffer from Hoarding. But the impact of hoarding extends beyond the afflicted individual and relatives in the home, as the behavior can also put immediate neighbors at risk by creating perfect conditions for explosive house fires, and infestations of insects, rodents, and disease.

Hoarding homes contain an abnormally high fuel load, that not only increases the chances of a fire occurring, but it also increases the fire intensity and extreme fire behaviors should one happen. In addition it creates many other potential dangers such as: blocked ingress and egress for firefighters and first-responders, blocked exits for the residents, disorientation for firefighters while fighting the fire or searching for occupants, and falling or caving of possessions on both the residents and firefighters or first-responders during an emergency of any type.

It seems weekly that a new news article is released in the fire service reporting an incident occurring in a home affected by hoarding and the problems responders faced. Awareness on hoarding across the country has skyrocketed. Departments are teaming up and forming task forces including several this past year in the state of Michigan. Despite hoarding being around for hundreds of years, the fire service has traditionally been reactive to the problem. The concept of being proactive by helping identify and help these families, while protecting first responders is a relatively new one.

### Clutter Image Rating: Living Room

Please select the photo below that most accurately reflects the amount of clutter in your room.



Metro Fire has evolved from a leadership role in the Traverse Bay Area Hoarding Task Force to one of reporting, protecting responders and providing education to both responders and those families affected by hoarding. The task force is currently rewriting its mission and redrafting policies to better establish itself as a resource for the county in 2016. However, a plan is in place to provide first responders with key information when they have been dispatched to a home with a possible hoarding concern. This system should be running in the first quarter of 2016.

*Above: A Clutter Image Rating Scale, as pictured above, aids in the identification and classification of homes with hoarding conditions.*

## RECOGNITION

In 2015, Grand Traverse Metro Fire Department's Fire & Life Safety Education Program received almost \$3,500.00 in support from The American Legion and the family of the late Randy Agruda. These donations were to be used towards the education of the youth of the area. With these donations Metro was able to purchase a Stop, Drop and Roll inflatable. This inflatable was used at community events throughout 2015 and has already helped over a thousand children understand when it's appropriate to Stop, Drop and Roll as well as give them a fun way to practice. It has a life expectancy of over 20 years and will be utilized yearly, potentially providing generations of children a fire safety education, something Randy Agruda had a passion for. His grandson Memphis was the first to use the inflatable.



## FIRE PREVENTION SUMMARY

We continue to strive to deliver our fire prevention messages to our communities in new, innovative and cost effective methods which address the trends and statistics which show where our focus must be placed. It is our goal that nobody in our community dies or is injured by fire. We continue to inspect those places in our community which could have the largest impact due to the number of persons who occupy these structures and events. It is imperative that a strong fire prevention program be in place and be effective in today's fire service. Fire prevention impacts not only those whose fire or injury is prevented but also those who must respond into these structures and place themselves in danger when an emergency occurs. Fire prevention leads the way by giving our firefighters the inside knowledge of these buildings and educating our communities on proper prevention methods and procedures to follow should an emergency occur. 2016 will be another year of continuing to expand our fire prevention programs and insure we are reaching our most vulnerable residents. We will continue to steward partnerships with our business community for the protection of lives and assets. We will not rest on our success but continue to strive to prevent injury and death in our communities.

### Firefighter Class of 2015

New firefighters Jordan Morgan, Joe Sondreal, Cody Carlson, stand with Chief Parker and Chief Flynn after their graduation at Mt. Zion Church.

Congratulations!



## SPECIAL RECOGNITION

### *Lt. Randy Agruda*

After serving Grand Traverse Metro Fire Department for over 22 years, accepted a full-time position as the Fire and Life Safety Public Educator on May 14, 2015. He was extremely excited over his decision to start a new journey with his fire department family.

Later that night, he left us to be with his heavenly father.

On May 22<sup>nd</sup>, family and friends celebrated the life of Lt. Agruda and said goodbye to a true friend.

### *Final Call...*

"Lt. Randy Agruda, 723... answered his final call after twenty two years of serving others. Lt. Agruda has joined his heavenly father and is out of service and back at quarters forevermore. May his soul rest in peace."

*#723forever*





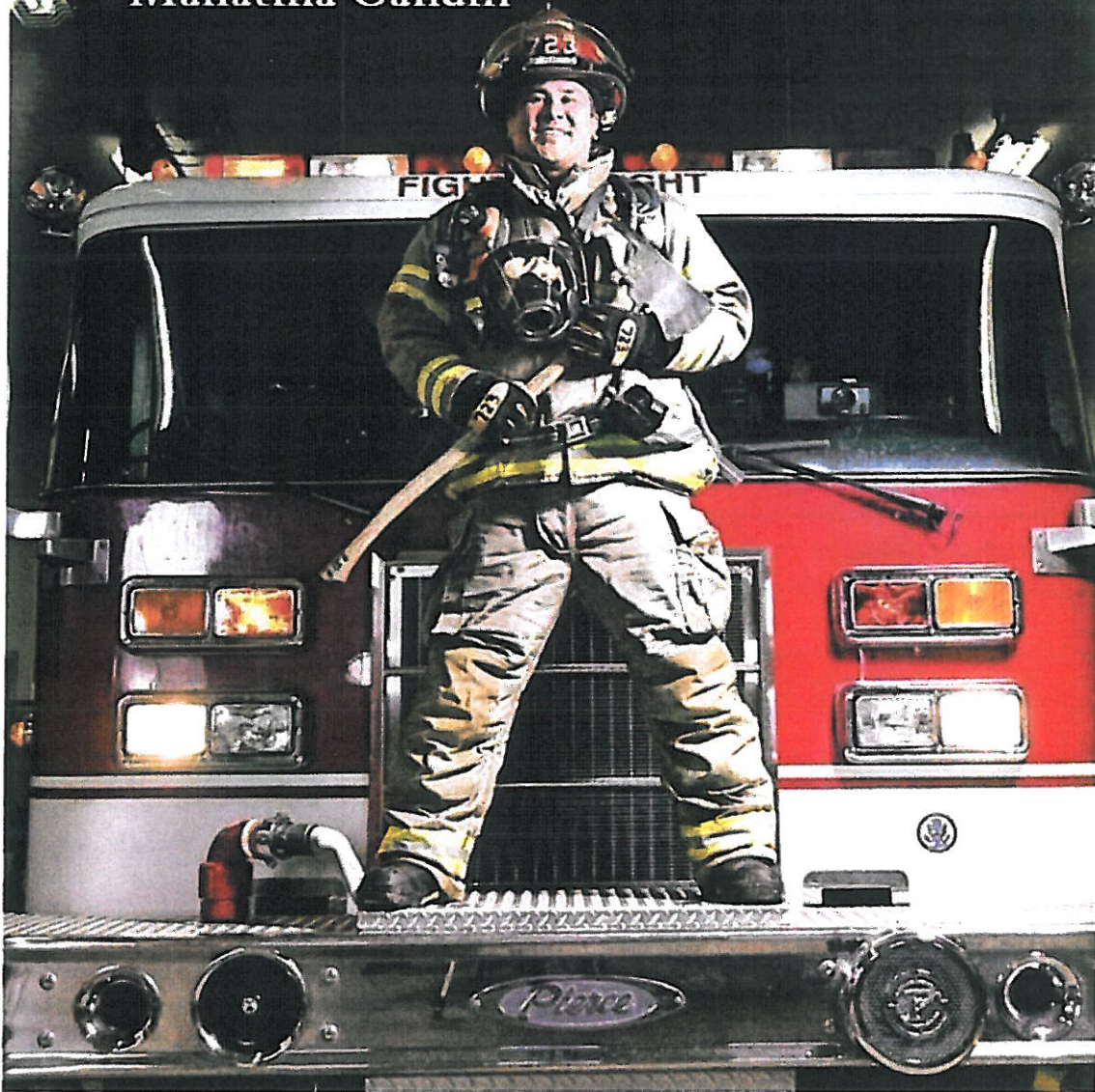
# Randy J Agruda

August 12, 1958 - May 14, 2015

Beloved Father, Son, Friend, and Firefighter

"The best way to find yourself is to lose  
yourself in the service of others."

~ Mahatma Gandhi



## COMMUNITY PARTICIPATION

### 9/11 MEMORIAL

The 9/11 Artifact that Grand Traverse Metro Fire Department retrieved from New York City in 2011 has been permanently placed behind the Grand Traverse Metro Fire Department Admin Office at 897 Parsons Rd, Traverse City MI 49686. This is located at N Three Mile Rd/Parsons Rd in East Bay Township of Grand Traverse County. More information can be found at [www.gt911artifact.com](http://www.gt911artifact.com).

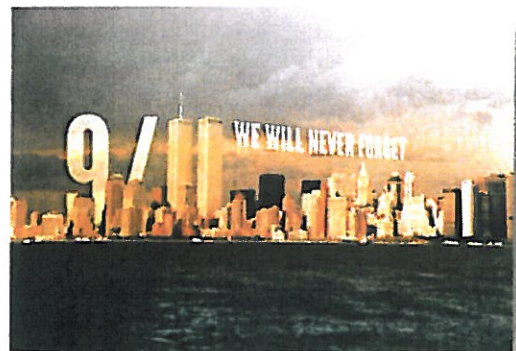


The Ground Breaking Ceremony took place for the 9/11 Artifact at Grand Traverse Metro Fire Administration Office on July 16, 2012. The artifact is available for the community members to view, reflect, and remember in a peaceful and tranquil setting.

Our firefighters will begin construction on the memorial walkway in the spring of 2015. Brick pavers memorializing all 343 firefighters who lost their lives on 9/11/2001 will be installed, so we NEVER FORGET!



Huge thanks to Tony Posey and crew who put down the memorial walkway. It is beautiful and is a great remembrance of those who gave their lives that day. Tony will be cutting in the names yet this fall and continuing the pathway out to the TART Trail. Thanks to all that helped.



## 9/11 MEMORIAL SERVICE

On September 11, 2015 the Metro Fire Department hosted the 14th Anniversary Memorial of the attacks on our Country in New York, the Pentagon, and Shanksville, PA. Over 75 people attended the event which was carried live on WTCM AM & FM. Our speaker was the brother of our own Firefighter Tim Wrede. Pastor Bill, as we call him, is a Lutheran Pastor and ministered to firefighters and citizens alike on September 11, 2001. He then worked on the pile for the next 7 months helping bring hope to those working. Pastor Bill's message was one of hope and remembrance. He painted a picture for us of what he saw and heard that had us all riveted. We can't thank him enough for traveling here from St. Louis, MO to be with us. He has written a paper called, "Grace at Ground Zero" that will be available to read on our web site soon. It is a must read.



Also in conjunction with the Memorial, local Boy Scouts from the President Ford Council honored the day with a 9/11 perpetual Scout Salute from sun up to sun down.

## 2015 GRANTS AWARDED

A special thank you goes out to the following agencies for awarding GTMESA with grant monies for needed equipment for the successful operation of our department.

Grand Traverse Band of Ottawa and Chippewa Indians for the purchase of our final LUCAS Chest Compression Devices for approximately \$11,930.

Grand Traverse Band of Ottawa and Chippewa Indians for the purchase of our Special Operations Trailer for \$9,278.



*Above: LUCAS Chest Compression System that performs chest compressions on patients that is in cardiac arrest.*

## TOYS FOR TOTS

The Grand Traverse Metro Fire Department continues to help out with the Toys for Tots program every year at Meijer's making sure children have a merry Christmas.

Over 50 bicycles were assembled by our firefighters for the Bikes for Tikes program.



## CHILD PASSENGER SEAT SAFETY INSPECTIONS

Motor vehicle accidents are the leading cause of accidental deaths among persons living in Michigan between the ages of 1 – 24 years old. Did you know that 9 out of 10 child passenger seats for children are installed incorrectly? Our certified technicians for Grand Traverse Metro Fire Department through Safe Kids Worldwide and the National Child Passenger Safety Seat Program are Captain Troy Holliday, Captain Tony Posey, and FF Rob Harvey. This allows us to have a certified technician ready to help every shift, every day.

Station 11 hosts a monthly car seat check station for the community through the Safe Kids North Shore coalition program that is free of charge to the public. You may contact Jennifer Ritter at 231-922-4843 for an appointment. Approximately 100 car seat checks are completed and corrected at Station 11 alone each year.



## FIRE CHAPLAIN PROGRAM

When firefighters respond to a burning building and focus attention on saving life and protecting property, the fire chaplain responds alongside but is focused on ministering to the needs of the firefighters and the needs of the crisis victims. Victims of an emergency crisis may be the family who has just been burned out of their home, or the scared and confused spouse of a heart attack patient. They could be the frightened children whose parents are being transported to the hospital after a tragic traffic accident. Firefighters are trained and able to deal with the varied emergency crisis in our modern world. Fire chaplains are equipped and called to deal with the people being affected by those same events. The fire chaplain is a spiritual presence in the world of fire department and emergency services.



## PHOTO HIGHLIGHTS

Photos by various photographers...

### ***No Fried Chicken....***

*Crews responded to a Chicken Coop on fire. Even Chickens practiced their fire evacuation plans and safely got out uninjured.*





*Crews responded to a working vehicle fire with explosions in the parking lot of Target. There was minor damage to vehicles next to the burning vehicle.*

*Right: Residential garage fire during a snow storm. A quick response and fire attack extinguished the fire quickly.*



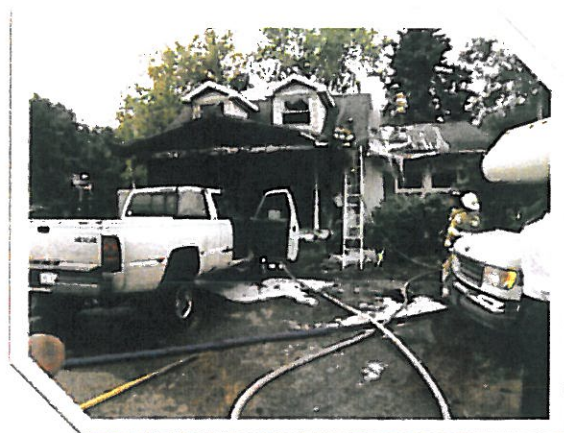
*Left: Open House crew at Station 11...*

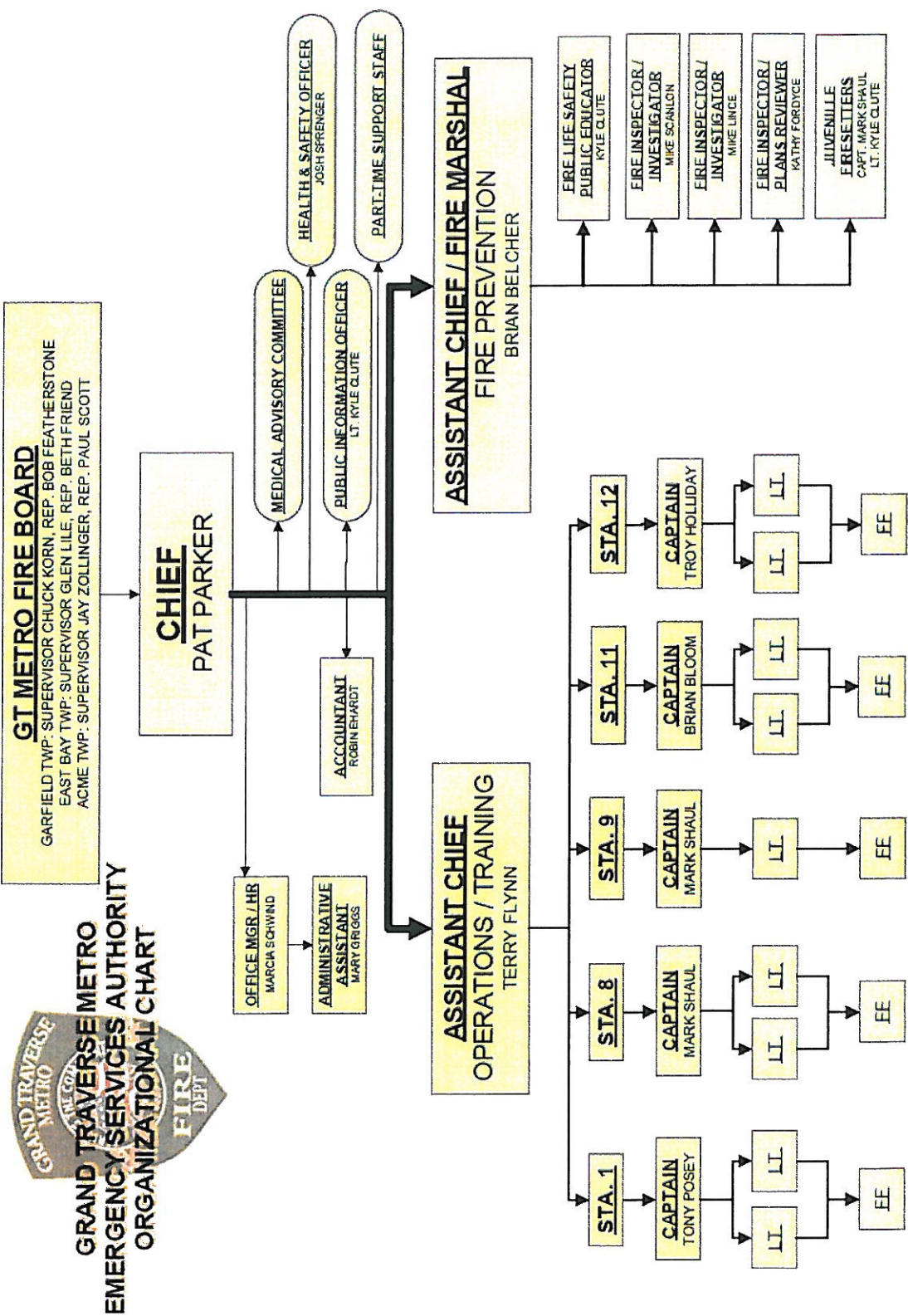
*Right: Crews work on techniques for extinguishing vehicle fires.*



*Left: Nine firefighters participated in a “Light-and-Fight” live fire training at the Illinois Fire Service Institute to gain experience on advancing hose lines in a high rise, search and rescue of victims, and forcible entry under extreme heat and fire conditions.*

*Right: Units responded to a residential fire on M72/US31. Crews lead a quick fire attack to extinguish the fire, even though there was heavy congestion on US 31 due to road construction.*





**GT METRO FIRE BOARD**  
 GARFIELD TWP: SUPERVISOR CHUCK KORN, REP. BOB FEATHERSTONE  
 EAST BAY TWP: SUPERVISOR GLEN LILE, REP. BETH FRIEND  
 ACME TWP: SUPERVISOR JAY ZOLLINGER, REP. PAUL SCOTT



007 2016

## DEPARTMENTAL ROSTER

at end of year

### **Full-Time – Administration**

Fire Chief Pat Parker  
Asst Chief – Operations Terry Flynn  
Asst Chief – Prevention Brian Belcher  
Office Manager/HR Marcia Schwind  
Administrative Asst Mary Griggs

Insp. / Investigator Mike Lince  
Insp. / Invest. Lt. Mike Scanlon (Sta. 12)  
Inspector Kathy Fordyce  
Public Educator Lt. Kyle Clute (Sta. 11)

### **Part-Time – Admin**

Medical Dir. Dr. Larry Stalsonburg  
Lt. /HSO Josh Sprenger  
Accountant Robin Ehardt  
Cartographer Dave Lather  
Admin Support Curt Holliday  
Photographer Terri Newton

### **Full-Time Suppression**

Captain Brian Bloom (Sta. 11)  
Captain Tony Posey (Sta. 1)  
Captain Troy Holliday (Sta. 12)  
Captain Mark Shaul (Sta. 8 & 9)

Lieutenant Gary Francisco (Sta. 9)  
Lieutenant Andy Doornbos (Sta. 1)  
Lieutenant Adam Drewery (Sta. 1)  
Lieutenant Nick Lemcool (Sta. 11)

Lieutenant Chris Comeaux (Sta. 12)  
Firefighter Jeremy Draper (Sta. 11)  
Firefighter Rob Harvey (Sta. 8)  
Firefighter Jake Della Pia (Sta. 8)

### **Fire Department Chaplains**

Jude Younker  
Vicki Lyon

### **Part-Time – Suppression and Support Members**

#### STATION ONE

Lt Steve Meek	FF Jacob Garris	FF Shawn Stinson	Probation John Flynn
FF Jarod Barber	FF Hal Miller	FF Curtis Walters	Probation Bill Krukowski
FF Chris Doornbos	FF Jordan Morgan	FF Michael Winter	
FF Erin Fluharty	FF David Sicotte	Probation Cody Carlson	

#### STATION EIGHT

Lt. Adam Mervau	FF Jacob Della Pia	FF Tom Henkel	FF John Sanborn
FF Mike Bryan	FF Adam Grammer	FF Heather Hess	FF Charles Starkey
FF Mike Courson	FF Brian Haskin	FF Wayne Mervau	Probation Joseph Voilles

#### STATION NINE

Lt. Tim Newton	FF Jeff Carpenter	FF Rick Osburn	
FF Matt Adamek	FF Jack Ferris		

#### STATION ELEVEN

FF Eric Chryst	FF Bryan Ferguson	FF Josh Morgan	
FF Cory Ellis	FF Daren Mansfield	Probation Mike Sherman	

#### STATION TWELVE

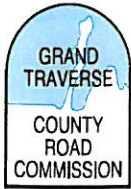
FF Lee Bailey	FF Spencer Scanlon	FF Tim Wrede	Explorer Matthew Holliday
FF Austin Groesser	FF Chase Schelling	Probation Amanda Brown	Explorer Riley Dowling
FF Anthony Hoffman	FF Josh Sprenger	Probation Hannah Steed	
FF Cody Lipe	FF Greg Walker	Probation Mike Thomas	
FF Gene Mayo	FF Rick Worm	Explorer Jordan Query	





*Photo from March 2011 at Live Burn training at hotels in Acme Township. Largest group photo taken.*

**From all of us, Thank You  
for allowing us to  
serve our community!**



**COUNTY ROAD IMPROVEMENT AGREEMENT BETWEEN  
THE GRAND TRAVERSE COUNTY ROAD COMMISSION AND GARFIELD TOWNSHIP**

Mineral Brine

		Estimated	
		Cost	Twp 75%
County Maintained	1.1	431.75	323.8125
Grand Total			\$323.81

- \_\_\_\_\_ Garfield Township has chosen \_\_\_\_\_ (number) applications of brine.
- \_\_\_\_\_ Garfield Township has chosen not to brine.
- \_\_\_\_\_ The road list has been reviewed and there are no changes. (please initial)

The Board of County Road Commissioners' policy is to provide a 25% match for brine application on county maintained gravel roads with the Township paying 75%. The Township will pay 100% for all seasonal and public access roads requested.

This proposal is for the summer of 2016. Please return by April 13, 2016 to schedule the first application. The second application is scheduled for July, weather permitting.

\*The above amounts are based on 2016 bids and are close approximations of costs to be incurred. Invoices will be based on actual costs billed to GTCRC which may vary from the estimates above.

Enclosed are road listings/approximated distances and maps of the areas to be brined. If any discrepancies are discovered, please contact us at your earliest convenience.

\_\_\_\_\_  
Township Supervisor

\_\_\_\_\_  
Dated

\_\_\_\_\_  
Township Clerk

\_\_\_\_\_  
Dated

\_\_\_\_\_  
Manager, GTCRC

\_\_\_\_\_  
Dated

## Garfield Township Gravel Roads

Road Name	From	To	Section	Length (in miles)
Alley N of Floresta	Barlow	Crescent	14	0.1
Dracka Road	Broad	South to end	33 34	0.3
Keystone Drive	Keystone	Boardman View	34	0.2
Kyselka	US-31	So & east to end	28	0.5

Total mileage: 1.1

Grand Traverse Sheriff Department Calls for Service Statistics

Month March Year 2016

Day of Week	Mon	Tues	Weds	Thurs	Fri	Sat	Sun	TOTAL					
		381	500	524	575	393	377	296	3,046				
Hour of Day	0	78	2	3	4	5	6	7	8	9	10	11	136
	12	13	55	39	36	22	21	79	95	127	144	163	136
Location		149	167	148	213	199	182	147	166	166	177	201	136
Citations	Traffic Crashes								*Other	Criminal	Non-Criminal	Traffic Crashes	Total
	Fatal	PIA	PDA	OWI	MIP	Criminal							
01 Acme	19	0	0	18	1	13	10	84	32	32	18	166	
02 Blair	59	0	2	15	0	0	23	261	61	63	17	402	
03 East Bay	34	0	0	22	2	2	17	208	54	68	22	352	
04 Fife Lake	7	0	0	5	0	0	0	41	4	7	5	57	
05 Garfield	91	0	5	60	8	0	66	640	277	360	65	1,342	
06 Grant	2	0	0	1	0	0	0	6	3	3	1	13	
07 Green Lake	16	0	0	12	0	0	3	102	21	37	12	172	
08 Long Lake	9	0	0	10	0	0	1	58	20	38	10	126	
09 Mayfield	4	0	1	5	0	0	6	45	9	4	6	64	
10 Peninsula	5	0	1	4	2	0	0	31	6	27	5	69	
11 Paradise	15	0	0	12	0	0	3	54	10	15	12	91	
12 Union	3	0	0	3	0	0	0	12	3	0	3	18	
13 Whitewater	5	0	1	10	1	0	4	35	17	15	11	78	
29 Fife Lake Vlg	0	0	0	1	0	0	0	8	4	6	1	19	
30 Kingsley Vlg	6	0	0	2	0	0	2	38	13	24	2	77	
66 Traverse City	7	0	0	0	1	0	72	0	0	0	0	0	
84 Out of County	0	0	0	0	0	0	33	0	0	0	0	0	
<b>Totals</b>	282	0	10	180	15	15	240	1,623	534	699	190	3,046	

\*Other Calls for Service Include: 911 Hangups; BOL; Follow-up to Complaints; Motorist Assists; Public Relations; Serving Legal papers; Traffic Stops; Warrant Attempts  
 Ticket stats are based on what District Court has entered as of 4/01/16.  
 Arrest stats are as of 4/03/16.

### Grand Traverse Sheriff Department Calls for Service Statistics

### 1st Quarter Totals

January - March 2016

Day of Week	Mon	Tues	Weds	Thurs	Fri	Sat	Sun	TOTAL					
	0	1	2	3	4	5	6	7					
Hour of Day	1,260	1,283	1,389	1,359	1,226	1,237	1,039	8,793					
	216	141	142	93	98	105	202	291					
	12	13	14	15	16	17	18	19					
	456	457	409	587	565	535	501	490					
Location	Citations			Traffic Crashes			Arrests		*Other	Criminal	Non-Criminal	Traffic Crashes	Total
	Fatal	PIA	PDA	OWI	MIP	Criminal							
01 Acme	58	0	3	50	5	13	19	260	69	85	53	467	
02 Blair	135	0	9	59	5	0	65	636	192	184	68	1,080	
03 East Bay	118	0	5	105	10	3	62	623	188	221	110	1,142	
04 Fife Lake	25	0	4	14	1	0	5	145	14	28	18	205	
05 Garfield	258	0	14	264	24	0	184	1,746	841	912	278	3,777	
06 Grant	3	0	0	7	0	0	0	26	8	8	7	49	
07 Green Lake	47	0	2	49	3	1	14	277	72	109	51	509	
08 Long Lake	24	0	5	36	1	0	9	174	63	107	41	385	
09 Mayfield	21	0	4	16	2	0	13	114	21	26	20	181	
10 Peninsula	12	0	1	15	3	0	5	91	25	76	16	208	
11 Paradise	37	0	2	40	1	0	12	153	35	47	42	277	
12 Union	13	0	1	9	0	0	0	24	8	3	10	45	
13 Whitewater	18	0	2	26	2	0	7	119	33	42	28	222	
29 Fife Lake Vlg	3	0	0	1	0	0	0	26	16	10	1	53	
30 Kingsley Vlg	15	0	0	8	1	0	12	94	28	63	8	193	
66 Traverse City	18	0	0	0	6	0	269	0	0	0	0	0	
84 Out of County	0	0	0	0	1	0	64	0	0	0	0	0	
<b>Totals</b>	805	0	52	699	65	17	740	4,508	1,613	1,921	751	8,793	

\*Other Calls for Service Include: 911 Hangups; BOL; Follow-up to Complaints; Motorist Assists; Public Relations; Serving Legal papers; Traffic Stops; Warrant Attempts  
 Ticket stats are based on what District Court has entered as of 4/01/16.  
 Arrest stats are as of 4/03/16.

# Clerk's Report

For March 31, 2016

Submitted 3/31/16

To The Garfield Township Board;

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

For the month of March in the General Fund, you will find that we had a total of \$417,393.46 Revenues and \$414,922.87 Expenditures. For the year we have a total of \$1,814,207.19 Revenues and \$764,987.29 Expenditures.

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

Lanie McManus

Township Clerk

PERIOD END: 03/31/2016

GL NUMBER	DESCRIPTION	2016		YTD BALANCE 03/31/2016	ACTIVITY FOR MONTH 03/31/2016	AVAILABLE BALANCE
		ORIGINAL BUDGET	AMENDED BUDGET			
Fund 101 - GENERAL OPERATING FUND						
Revenues						
Dept 000						
101-000-403.000	CURRENT REAL PROPERTY TAXES	1,683,700.00	1,683,700.00	1,267,207.82	196,794.20	416,492.18
101-000-414.000	Protested R/E Interest	0.00	0.00	366.46	0.00	(366.46)
101-000-423.000	TRAILER PARK FEES	6,000.00	6,000.00	1,808.00	600.50	4,192.00
101-000-445.000	PENALTIES & INT. ON TAXES	5,000.00	5,000.00	3,101.41	3,101.41	1,898.59
101-000-476.000	BUILDING PERMITS	175,000.00	175,000.00	16,464.00	7,386.00	158,536.00
101-000-476.001	PLANNING FEES	2,500.00	2,500.00	2,100.00	1,750.00	400.00
101-000-476.002	MAINT INSPECTION FEES	500.00	500.00	60.00	60.00	440.00
101-000-476.003	TREASURER FEES	500.00	500.00	0.00	0.00	500.00
101-000-476.004	PARK USE FEES	2,000.00	2,000.00	480.00	260.00	1,520.00
101-000-476.005	ZONING FEES	15,000.00	15,000.00	5,220.00	1,170.00	9,780.00
101-000-574.000	STATE SHARED REVENUE	1,200,000.00	1,200,000.00	422,334.00	205,411.00	777,666.00
101-000-574.001	STATE SHARED REV. - LIQUOR LA	18,000.00	18,000.00	522.50	0.00	17,477.50
101-000-575.000	Road Right of Way	17,000.00	17,000.00	0.00	0.00	17,000.00
101-000-612.000	CHARGES FOR TOWNSHIP SERVICES	7,000.00	7,000.00	230.17	206.17	6,769.83
101-000-627.000	TAX COLLECTION FEES	22,000.00	22,000.00	0.00	0.00	22,000.00
101-000-656.000	Ordinance Enforcement Fees	500.00	500.00	208.34	66.67	291.66
101-000-664.000	EARNED INTEREST	23,000.00	23,000.00	9,956.96	587.51	13,043.04
101-000-668.000	RENTS	55,000.00	55,000.00	0.00	0.00	55,000.00
101-000-668.002	RENTS & ROYALTIES CABLE VIS	250,000.00	250,000.00	67,809.93	0.00	182,190.07
101-000-668.003	RENTS & ROYALTIES CABLE EQUIP	14,000.00	14,000.00	4,311.60	0.00	9,688.40
101-000-670.000	UNREALIZED LOSS ON INVESTMENT	0.00	0.00	11,076.00	0.00	(11,076.00)
101-000-673.000	SALE OF FIXED ASSETS	1,000.00	1,000.00	125.00	0.00	875.00
101-000-676.000	REIMBURSEMENTS	0.00	0.00	825.00	0.00	(825.00)
Total Dept 000		3,497,700.00	3,497,700.00	1,814,207.19	417,393.46	1,683,492.81
TOTAL Revenues		3,497,700.00	3,497,700.00	1,814,207.19	417,393.46	1,683,492.81
Fund 101 - GENERAL OPERATING FUND:						
TOTAL REVENUES		3,497,700.00	3,497,700.00	1,814,207.19	417,393.46	1,683,492.81



PERIOD EN: J3/31/2016

2016  
 ORIGINAL BUDGET  
 AMENDED BUDGET

ACTIVITY FOR MONTH  
 03/31/2016

AVAILABLE BALANCE  
 \* BDCGT USED

GL NUMBER	DESCRIPTION	ORIGINAL BUDGET	AMENDED BUDGET	YTD BALANCE 03/31/2016	ACTIVITY FOR MONTH 03/31/2016	AVAILABLE BALANCE	* BDCGT USED
<b>Fund 101 - GENERAL OPERATING FUND</b>							
<b>Expenditures</b>							
<b>Dept 101-TOWNBOARD</b>							
101-101-701.100	WAGES - TRUSTEE	12,000.00	12,000.00	1,850.00	600.00	10,150.00	15.42
101-101-701.101	WAGES - FILE CLERK	22,575.52	22,575.52	5,073.81	1,967.06	17,501.71	22.47
101-101-701.102	WAGES - TRUSTEE	12,000.00	12,000.00	2,100.00	700.00	9,900.00	17.50
101-101-701.103	WAGES - TRUSTEE	12,000.00	12,000.00	1,350.00	250.00	10,650.00	11.25
101-101-701.104	WAGES - TRUSTEE	12,000.00	12,000.00	1,950.00	500.00	10,050.00	16.25
101-101-701.105	WAGES - OFFICE MANAGER	35,050.32	35,050.32	8,532.04	3,940.81	26,518.28	24.34
101-101-701.106	WAGES - RECEPTIONIST	15,793.26	15,793.26	6,531.68	2,585.40	9,261.58	41.36
101-101-726.000	SUPPLIES	5,000.00	5,000.00	828.16	468.77	4,171.84	16.56
101-101-726.001	POSTAGE	15,000.00	15,000.00	6,748.20	430.03	8,251.80	44.99
101-101-726.002	SUPPLIES - COPIER MAINTENANCE	7,500.00	7,500.00	1,726.20	1,231.74	5,773.80	23.02
101-101-801.002	LEGAL SERVICES - TOWNBOARD	15,000.00	15,000.00	355.00	205.00	14,645.00	2.37
101-101-801.004	LEGAL -Tax Tribunal	10,000.00	10,000.00	0.00	0.00	10,000.00	0.00
101-101-802.000	AUDIT AND ACCOUNTING	16,500.00	16,500.00	0.00	0.00	16,500.00	0.00
101-101-805.000	CONTRACTED AND OTHER SERVICES	5,000.00	5,000.00	936.50	352.00	4,063.50	18.73
101-101-860.000	MILEAGE	500.00	500.00	0.00	0.00	500.00	0.00
101-101-900.000	PRINTING & PUBLISHING	3,500.00	3,500.00	959.76	0.00	2,540.24	27.42
101-101-901.000	ADVERTISING	4,000.00	4,000.00	434.13	287.13	3,565.87	10.85
101-101-960.000	EDUCATION & TRAINING	4,000.00	4,000.00	0.00	0.00	4,000.00	0.00
101-101-965.101	DUES & PUBLICATIONS -TOWNBOAR	1,500.00	1,500.00	980.00	0.00	520.00	65.33
101-101-965.102	DUES - MICHIGAN TOWNSHIP ASSO	6,500.00	6,500.00	0.00	0.00	6,500.00	0.00
<b>Total Dept 101-TOWNBOARD</b>		<b>215,419.10</b>	<b>215,419.10</b>	<b>40,355.48</b>	<b>13,517.94</b>	<b>175,063.62</b>	<b>18.73</b>
<b>Dept 171-TOWNSHIP SUPERVISOR</b>							
101-171-701.201	WAGES - SUPERVISOR	71,177.54	71,177.54	19,136.09	8,212.80	52,041.45	26.89
101-171-701.202	WAGES - ASST. ASSESSOR	49,562.72	49,562.72	13,300.02	5,719.21	36,262.70	26.83
101-171-701.203	WAGES - ASSESSMENT CLERK	12,131.63	12,131.63	2,793.33	1,102.01	9,338.30	23.03
101-171-701.204	WAGES - APPRAISER	49,562.72	49,562.72	13,325.85	5,719.20	36,236.87	26.89
101-171-701.205	WAGES - ASSESSOR	87,115.34	87,115.34	23,420.96	10,051.77	63,694.38	26.89
101-171-726.000	SUPPLIES	2,000.00	2,000.00	478.07	98.37	1,521.93	23.90
101-171-805.000	CONTRACTED AND OTHER SERVICES	20,000.00	20,000.00	0.00	0.00	20,000.00	0.00
101-171-860.200	MILEAGE - SUPERVISOR	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00
101-171-860.201	MILEAGE - ASSESSOR	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00
101-171-900.000	PRINTING & PUBLISHING	5,700.00	5,700.00	85.00	85.00	5,615.00	1.49
101-171-960.000	EDUCATION & TRAINING	6,000.00	6,000.00	1,160.65	1,160.65	4,839.35	19.34
101-171-960.200	EDUCATION - SUPERVISOR	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00
101-171-965.000	DUES & PUBLICATIONS	1,800.00	1,800.00	40.00	0.00	1,760.00	2.22
<b>Total Dept 171-TOWNSHIP SUPERVISOR</b>		<b>308,049.95</b>	<b>308,049.95</b>	<b>73,739.97</b>	<b>32,149.01</b>	<b>234,309.98</b>	<b>23.94</b>
<b>Dept 191-ELECTIONS</b>							
101-191-701.000	WAGES	40,000.00	40,000.00	9,207.64	9,207.64	30,792.36	23.02
101-191-726.000	SUPPLIES	12,000.00	12,000.00	2,104.69	973.66	9,895.31	17.54
101-191-726.001	POSTAGE	8,500.00	8,500.00	1,858.35	65.19	6,641.65	21.86
101-191-860.000	MILEAGE	400.00	400.00	0.00	0.00	400.00	0.00
101-191-901.000	ADVERTISING	400.00	400.00	73.50	73.50	326.50	18.38
101-191-935.010	MACHINE MAINTENANCE	3,000.00	3,000.00	0.00	0.00	3,000.00	0.00
101-191-935.015	COMPUTER SUPPORT SYSTEMS	5,000.00	5,000.00	0.00	0.00	5,000.00	0.00
<b>Total Dept 191-ELECTIONS</b>		<b>69,300.00</b>	<b>69,300.00</b>	<b>13,244.18</b>	<b>10,319.99</b>	<b>56,055.82</b>	<b>19.11</b>
<b>Dept 215-TOWNSHIP CLERK</b>							

PERIOD ENL 3/31/2016

2016 ORIGINAL BUDGET 2016 AMENDED BUDGET YTD BALANCE 03/31/2016 ACTIVITY FOR MONTH 03/31/2016 AVAILABLE BALANCE % BUDGT USED

Fund 101 - GENERAL OPERATING FUND

GL NUMBER	DESCRIPTION	2016 ORIGINAL BUDGET	2016 AMENDED BUDGET	YTD BALANCE 03/31/2016	ACTIVITY FOR MONTH 03/31/2016	AVAILABLE BALANCE	% BUDGT USED
<b>Expenditures</b>							
101-215-701.300	WAGES - CLERK	71,177.54	71,177.54	19,136.09	8,212.80	52,041.45	26.89
101-215-701.301	WAGES - FILE CLERK	8,000.00	8,000.00	0.00	0.00	8,000.00	0.00
101-215-701.302	WAGES - DEPUTY CLERK	40,400.00	40,400.00	10,861.56	4,661.55	29,538.44	26.89
101-215-701.303	WAGES - ACCOUNTANT	10,000.00	10,000.00	1,825.00	0.00	8,175.00	18.25
101-215-726.000	SUPPLIES	1,000.00	1,000.00	843.48	282.26	156.52	84.35
101-215-860.300	MILEAGE - CLERK	400.00	400.00	315.90	123.12	84.10	78.98
101-215-860.301	MILEAGE - DEPUTY CLERK	400.00	400.00	0.00	0.00	400.00	0.00
101-215-956.016	MISCELLANEOUS	500.00	500.00	0.00	0.00	500.00	0.00
101-215-960.000	EDUCATION & TRAINING	6,000.00	6,000.00	1,859.54	140.00	4,140.46	30.99
101-215-965.000	DUES & PUBLICATIONS	700.00	700.00	52.20	0.00	647.80	7.46
<b>Total Dept 215-TOWNSHIP CLERK</b>		<b>138,577.54</b>	<b>138,577.54</b>	<b>34,893.77</b>	<b>13,419.73</b>	<b>103,683.77</b>	<b>25.18</b>

Dept 247-BOARD OF REVIEW

101-247-701.400	WAGES - B OF R	1,500.00	1,500.00	0.00	0.00	1,500.00	0.00
101-247-701.401	WAGES - B OF R	1,500.00	1,500.00	0.00	0.00	1,500.00	0.00
101-247-701.402	WAGES - B OF R	1,500.00	1,500.00	0.00	0.00	1,500.00	0.00
101-247-701.403	WAGES - B OF R	1,500.00	1,500.00	0.00	0.00	1,500.00	0.00
101-247-960.000	EDUCATION & TRAINING	200.00	200.00	0.00	0.00	200.00	0.00
<b>Total Dept 247-BOARD OF REVIEW</b>		<b>6,200.00</b>	<b>6,200.00</b>	<b>0.00</b>	<b>0.00</b>	<b>6,200.00</b>	<b>0.00</b>

Dept 253-TOWNSHIP TREASURER

101-253-701.500	WAGES - TREASURER	71,177.54	71,177.54	19,136.09	8,212.80	52,041.45	26.89
101-253-701.501	WAGES - ASSISTANT	9,185.75	9,185.75	550.99	550.99	8,634.76	6.00
101-253-701.502	WAGES - DEPUTY TREASURER	40,400.00	40,400.00	10,861.56	4,661.55	29,538.44	26.89
101-253-726.000	SUPPLIES	2,500.00	2,500.00	189.55	166.60	2,310.45	7.58
101-253-726.001	POSTAGE	7,000.00	7,000.00	0.00	0.00	7,000.00	0.00
101-253-801.000	LEGAL SERVICES	3,000.00	3,000.00	695.00	695.00	2,305.00	23.17
101-253-809.000	Bank Fees	300.00	300.00	0.00	0.00	300.00	0.00
101-253-860.500	MILEAGE - TREASURER	700.00	700.00	120.96	61.56	579.04	17.28
101-253-860.501	MILEAGE - DEPUTY TREASURER	200.00	200.00	0.00	0.00	200.00	0.00
101-253-900.000	PRINTING & PUBLISHING	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00
101-253-901.000	ADVERTISING	100.00	100.00	0.00	0.00	100.00	0.00
101-253-960.000	EDUCATION & TRAINING	4,500.00	4,500.00	1,151.79	1,140.30	3,348.21	25.60
101-253-965.000	DUES & PUBLICATIONS	500.00	500.00	83.15	0.00	416.85	16.63
<b>Total Dept 253-TOWNSHIP TREASURER</b>		<b>141,563.29</b>	<b>141,563.29</b>	<b>32,789.09</b>	<b>15,488.80</b>	<b>108,774.20</b>	<b>23.16</b>

Dept 258-COMPUTER SUPPORT

101-258-726.000	SUPPLIES	6,000.00	6,000.00	160.00	160.00	5,840.00	2.67
101-258-935.015	COMPUTER SUPPORT SYSTEMS	22,000.00	22,000.00	13,154.00	0.00	8,846.00	59.79
101-258-935.016	COMPUTER NETWORK	4,000.00	4,000.00	260.00	130.00	3,740.00	6.50
<b>Total Dept 258-COMPUTER SUPPORT</b>		<b>32,000.00</b>	<b>32,000.00</b>	<b>13,574.00</b>	<b>290.00</b>	<b>18,426.00</b>	<b>42.42</b>

Dept 265-TOWNSHIP HALL

101-265-701.011	Maintenance Wages	12,000.00	12,000.00	1,125.51	423.33	10,874.49	9.38
101-265-726.003	SUPPLIES-MAINTNANCE	3,500.00	3,500.00	244.19	0.00	3,255.81	6.98
101-265-850.000	TELEPHONE	17,000.00	17,000.00	3,237.05	2,283.89	13,762.95	19.04
101-265-920.601	HEATING / GAS	12,000.00	12,000.00	3,412.08	1,686.25	8,587.92	28.43
101-265-920.602	WATER / SEWER	5,000.00	5,000.00	286.34	143.17	4,713.66	5.73
<b>Total Dept 265-TOWNSHIP HALL</b>		<b>49,500.00</b>	<b>49,500.00</b>	<b>19,305.07</b>	<b>6,456.57</b>	<b>30,143.43</b>	<b>37.58</b>

PERIOD EN: 03/31/2016

2016 AMENDED BUDGET 2016 ORIGINAL BUDGET

GL NUMBER	DESCRIPTION	ORIGINAL BUDGET	AMENDED BUDGET	YTD BALANCE 03/31/2016	ACTIVITY FOR MONTH 03/31/2016	AVAILABLE BALANCE	% BDCY USED
<b>Fund 101 - GENERAL OPERATING FUND</b>							
<b>Expenditures</b>							
101-265-920.603	LIGHTS BUILDING	13,500.00	13,500.00	2,663.73	1,811.36	10,836.27	19.73
101-265-935.601	SNOW PLOWING	10,000.00	10,000.00	1,705.00	600.00	8,295.00	17.05
101-265-935.602	LAWN MAINTENANCE	10,000.00	10,000.00	0.00	0.00	10,000.00	0.00
101-265-935.603	CLEANING SERVICE	15,000.00	15,000.00	2,577.50	1,150.00	12,422.50	17.18
101-265-935.604	RUBBISH REMOVAL	1,000.00	1,000.00	237.00	79.00	763.00	23.70
101-265-935.605	BUILDING REPAIR	100,000.00	100,000.00	444.69	0.00	99,555.31	0.44
101-265-935.606	ELECTRONIC PROTECTION SYSTEM	1,500.00	1,500.00	354.75	0.00	1,145.25	23.65
101-265-935.608	MAINTENANCE-OTHER	15,000.00	15,000.00	1,237.30	204.80	13,762.70	8.25
<b>Total Dept 265-TOWNSHIP HALL</b>		215,500.00	215,500.00	17,525.14	8,381.80	197,974.86	8.13
<b>Dept 301-POLICE SERVICES</b>		1,025,365.00	1,025,365.00	235,251.00	235,251.00	790,114.00	22.94
101-301-830.000	POLICE CONTRACT						
<b>Total Dept 301-POLICE SERVICES</b>		1,025,365.00	1,025,365.00	235,251.00	235,251.00	790,114.00	22.94
<b>Dept 371-TOWNSHIP BUILDING INSPECTOR</b>		65,941.04	65,941.04	17,728.22	7,608.57	48,212.82	26.88
101-371-701.703	WAGES - BUILDING	22,000.00	22,000.00	4,112.50	2,012.50	17,887.50	18.69
101-371-701.704	WAGES - BUILDING	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00
101-371-701.705	WAGES - CONSTRUCTION BOARD	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00
101-371-726.000	SUPPLIES	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00
101-371-850.000	TELEPHONE	0.00	0.00	(199.00)	(199.00)	199.00	100.00
101-371-960.000	EDUCATION & TRAINING	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00
101-371-965.000	DUES & PUBLICATIONS	700.00	700.00	363.95	0.00	336.05	51.99
<b>Total Dept 371-TOWNSHIP BUILDING INSPECTOR</b>		91,641.04	91,641.04	22,005.67	9,422.07	69,635.37	24.01
<b>Dept 400-PLANNING COMMISSION</b>		2,000.00	2,000.00	400.00	100.00	1,600.00	20.00
101-400-701.800	WAGES - PLANNING	2,000.00	2,000.00	400.00	100.00	1,600.00	20.00
101-400-701.801	WAGES - PLANNING	2,000.00	2,000.00	300.00	100.00	1,700.00	15.00
101-400-701.802	WAGES - PLANNING	2,000.00	2,000.00	400.00	100.00	1,600.00	20.00
101-400-701.804	WAGES - PLANNING	2,000.00	2,000.00	400.00	100.00	1,600.00	20.00
101-400-701.805	WAGES - PLANNING	2,000.00	2,000.00	300.00	100.00	1,700.00	15.00
101-400-701.806	WAGES - PLANNING	2,000.00	2,000.00	100.00	0.00	1,900.00	5.00
101-400-701.808	WAGES - PLANNING	2,000.00	2,000.00	8,128.37	2,148.55	1,871.63	81.28
101-400-801.000	LEGAL SERVICES	10,000.00	10,000.00	3,428.50	216.00	1,571.50	68.57
101-400-805.000	CONTRACTED AND OTHER SERVICES	5,000.00	5,000.00	0.00	0.00	5,000.00	0.00
101-400-900.000	PRINTING & PUBLISHING	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00
101-400-901.000	ADVERTISING	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00
101-400-960.000	EDUCATION & TRAINING	2,000.00	2,000.00	1,314.40	1,314.40	685.60	65.72
101-400-965.000	DUES & PUBLICATIONS	500.00	500.00	0.00	0.00	500.00	0.00
<b>Total Dept 400-PLANNING COMMISSION</b>		34,500.00	34,500.00	15,171.27	4,278.95	19,328.73	43.97
<b>Dept 401-TOWNSHIP PLANNER</b>		67,658.33	67,658.33	18,187.40	7,806.72	49,470.93	26.88
101-401-701.900	WAGES - PLANNER	51,631.84	51,631.84	13,884.80	5,959.20	37,747.04	26.89
101-401-701.901	WAGES - DEPUTY PLANNER	1,000.00	1,000.00	102.45	0.00	897.55	10.25
101-401-726.000	SUPPLIES	150.00	150.00	0.00	0.00	150.00	0.00
101-401-860.900	MILEAGE - TOWNSHIP PLANNER	150.00	150.00	0.00	0.00	150.00	0.00
101-401-860.901	MILEAGE - DEPUTY PLANNER	150.00	150.00	0.00	0.00	150.00	0.00
101-401-900.000	PRINTING & PUBLISHING	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00
101-401-960.000	EDUCATION & TRAINING	4,500.00	4,500.00	2,619.00	0.00	1,881.00	58.20

PERIOD ENL 03/31/2016

2016  
 ORIGINAL BUDGET  
 AMENDED BUDGET

GL NUMBER	DESCRIPTION	2016 ORIGINAL BUDGET	2016 AMENDED BUDGET	YTD BALANCE 03/31/2016	ACTIVITY FOR MONTH 03/31/2016	AVAILABLE BALANCE	% BDDT USED
<b>Fund 101 - GENERAL OPERATING FUND</b>							
<b>Expenditures</b>							
101-401-965.000	DUES & PUBLICATIONS	1,000.00	1,000.00	423.50	103.50	576.50	42.35
<b>Total Dept 401-TOWNSHIP PLANNER</b>		<b>1,000.00</b>	<b>1,000.00</b>	<b>423.50</b>	<b>103.50</b>	<b>576.50</b>	<b>42.35</b>
		128,090.17	128,090.17	35,217.15	13,869.42	92,873.02	27.49
<b>Dept 410-ZONING BOARD OF APPEALS</b>							
101-410-701.001	WAGES - ZONING	1,200.00	1,200.00	100.00	0.00	1,100.00	8.33
101-410-701.002	WAGES - ZONING	1,200.00	1,200.00	0.00	0.00	1,200.00	0.00
101-410-701.003	WAGES - ZONING	1,200.00	1,200.00	200.00	100.00	1,000.00	16.67
101-410-701.004	WAGES - ZONING	1,200.00	1,200.00	200.00	100.00	1,000.00	16.67
101-410-701.005	WAGES - ZONING	1,200.00	1,200.00	100.00	100.00	1,100.00	8.33
101-410-801.000	LEGAL SERVICES	10,000.00	10,000.00	2,075.66	1,079.12	7,924.34	20.76
101-410-805.000	CONTRACTED AND OTHER SERVICES	1,000.00	1,000.00	245.50	245.50	754.50	24.55
101-410-901.000	ADVERTISING	1,000.00	1,000.00	559.75	346.75	440.25	55.98
101-410-960.000	EDUCATION & TRAINING	1,000.00	1,000.00	162.00	162.00	838.00	16.20
<b>Total Dept 410-ZONING BOARD OF APPEALS</b>		<b>19,000.00</b>	<b>19,000.00</b>	<b>3,642.91</b>	<b>2,133.37</b>	<b>15,357.09</b>	<b>19.17</b>
<b>Dept 412-ZONING ADMINISTRATOR</b>							
101-412-701.601	WAGES	55,550.00	55,550.00	14,934.62	6,409.62	40,615.38	26.89
101-412-701.602	WAGES ZONING	15,000.00	15,000.00	2,212.27	1,629.72	12,787.73	14.75
101-412-726.000	SUPPLIES	1,000.00	1,000.00	189.96	90.98	810.04	19.00
101-412-860.601	MILEAGE - ZONING ADMIN	150.00	150.00	0.00	0.00	150.00	0.00
101-412-860.602	MILEAGE - DEPT ZONING	150.00	150.00	0.00	0.00	150.00	0.00
101-412-960.000	EDUCATION & TRAINING	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00
101-412-965.000	DUES & PUBLICATIONS	500.00	500.00	0.00	0.00	500.00	0.00
<b>Total Dept 412-ZONING ADMINISTRATOR</b>		<b>74,350.00</b>	<b>74,350.00</b>	<b>17,336.85</b>	<b>8,130.32</b>	<b>57,013.15</b>	<b>23.32</b>
<b>Dept 448-STREET LIGHTS - TOWNSHIP</b>							
101-448-920.005	STREET LIGHTS TOWNSHIP	92,000.00	92,000.00	13,266.22	7,314.74	78,733.78	14.42
<b>Total Dept 448-STREET LIGHTS - TOWNSHIP</b>		<b>92,000.00</b>	<b>92,000.00</b>	<b>13,266.22</b>	<b>7,314.74</b>	<b>78,733.78</b>	<b>14.42</b>
<b>Dept 747-COMMUNITY PROMOTIONS</b>							
101-747-880.003	COM. PROM. - TRAVERSE BAY EDC	15,000.00	15,000.00	15,000.00	15,000.00	0.00	100.00
101-747-880.004	COM. PROM. - TC-TALUS	3,000.00	3,000.00	3,000.00	0.00	0.00	100.00
101-747-880.007	COM. PROM. - COMMUNITY AWAREN	20,000.00	20,000.00	0.00	0.00	20,000.00	0.00
101-747-880.008	COM. PROM. - CONTRACTED SERVI	20,000.00	20,000.00	0.00	0.00	20,000.00	0.00
101-747-880.011	COM. PROM. - P.E.G.	95,000.00	95,000.00	23,440.47	0.00	71,559.53	24.67
101-747-880.017	COM. PROM. - TV BOARD	2,500.00	2,500.00	315.00	190.00	2,185.00	12.60
101-747-880.018	COM. PROM. - MILFOIL	8,000.00	8,000.00	0.00	0.00	8,000.00	0.00
<b>Total Dept 747-COMMUNITY PROMOTIONS</b>		<b>163,500.00</b>	<b>163,500.00</b>	<b>41,755.47</b>	<b>15,190.00</b>	<b>121,744.53</b>	<b>25.54</b>
<b>Dept 806-TOWNSHIP VEHICLES</b>							
101-806-862.000	GAS & CAR WASHES	4,000.00	4,000.00	241.25	146.24	3,758.75	6.03
101-806-863.000	OIL CHANGES	500.00	500.00	0.00	0.00	500.00	0.00
101-806-864.000	MISCELLANEOUS	3,500.00	3,500.00	680.79	680.79	2,819.21	19.45
<b>Total Dept 806-TOWNSHIP VEHICLES</b>		<b>8,000.00</b>	<b>8,000.00</b>	<b>922.04</b>	<b>827.03</b>	<b>7,077.96</b>	<b>11.53</b>

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2016 AMENDED BUDGET

ACTIVITY FOR MONTH 03/31/2016

GL NUMBER	DESCRIPTION	2016 ORIGINAL BUDGET	2016 AMENDED BUDGET	YTD BALANCE 03/31/2016	ACTIVITY FOR MONTH 03/31/2016	AVAILABLE BALANCE	% BDDT USED
<b>Fund 101 - GENERAL OPERATING FUND</b>							
<b>Expenditures</b>							
101-851-701.000	DEPT 851-EMPLOYEE BENEFITS & INSURANCES	16,000.00	16,000.00	1,447.11	482.37	14,552.89	9.04
101-851-873.001	WAGES	90,000.00	90,000.00	82,360.44	0.00	7,639.56	91.51
101-851-873.010	John Hancock 403B	80,000.00	80,000.00	18,117.31	7,682.63	61,882.69	22.65
101-851-873.020	SOCIAL SECURITY - EMPLOYER	10,000.00	10,000.00	1,293.64	0.00	8,706.36	12.94
101-851-873.030	VACATION & PERSONAL PAYOUT	250,000.00	250,000.00	48,631.99	15,385.95	201,368.01	19.45
101-851-873.040	INSURANCE - EMPLOYEE HEALTH	11,000.00	11,000.00	1,520.61	461.77	9,479.39	13.82
101-851-912.001	INSURANCE - EMPLOYEE LIFE	13,000.00	13,000.00	0.00	0.00	13,000.00	0.00
101-851-912.002	INSURANCE - LIABILITY	7,500.00	7,500.00	0.00	0.00	7,500.00	0.00
101-851-912.002	INSURANCE - WORKMENS COMP.						
<b>Total Dept 851-EMPLOYEE BENEFITS &amp; INSURANCES</b>		<b>477,500.00</b>	<b>477,500.00</b>	<b>153,371.10</b>	<b>24,012.72</b>	<b>324,128.90</b>	<b>32.12</b>
<b>Dept 900-CAPITAL OUTLAY</b>							
101-900-970.001	CAPITAL OUTLAY - ELECTIONS	110,000.00	110,000.00	0.00	0.00	110,000.00	0.00
101-900-970.002	CAPITAL OUTLAY - TOWNSHIP HAL	40,000.00	40,000.00	0.00	0.00	40,000.00	0.00
101-900-970.003	CAPITAL OUTLAY - COMPUTER	10,000.00	10,000.00	0.00	0.00	10,000.00	0.00
101-900-970.004	CAPITAL OUTLAY - VEHICLES	30,000.00	30,000.00	0.00	0.00	30,000.00	0.00
101-900-970.005	CAPITAL OUTLAY - LAND	0.00	0.00	925.98	925.98	(925.98)	100.00
<b>Total Dept 900-CAPITAL OUTLAY</b>		<b>190,000.00</b>	<b>190,000.00</b>	<b>925.98</b>	<b>925.98</b>	<b>189,074.02</b>	<b>0.49</b>
<b>TOTAL Expenditures</b>		<b>3,430,556.09</b>	<b>3,430,556.09</b>	<b>764,987.29</b>	<b>414,922.87</b>	<b>2,665,568.80</b>	<b>22.30</b>
<b>Fund 101 - GENERAL OPERATING FUND:</b>							
<b>TOTAL EXPENDITURES</b>		<b>3,430,556.09</b>	<b>3,430,556.09</b>	<b>764,987.29</b>	<b>414,922.87</b>	<b>2,665,568.80</b>	<b>22.30</b>

2016 Mowing & Fertilization –Bid Packets sent to the following companies:

Total Outdoor Maintenance

1024 Rasho Road

Traverse City, MI 49696

Innovative Landscaping & Maintenance

2698 Hammond Pl

Traverse City, MI 49686

Traverse Outdoor

2700 Townline Road

Traverse City, MI 49684

Terra Bella Landscaping

2263 Cass Road

Traverse City, MI 49684

Lesley Outdoor Maintenance

304 W 13<sup>th</sup> Street

Traverse City, MI 49684

KLM Landscape

10591 Bluff Road

Traverse City, MI 49686

True North Landscaping

9355 Bingham Road

Traverse City, MI 49684

Wagoner Landscaping

5308 Marks Lane

Traverse City, MI 49684

# Charter Township of Garfield 2016 Mowing and Fertilization bid tabulation

## Township Building Veterans Drive

	Lesleys Outdoor	KLM	Landgreen
Weekly mowing per season	\$1,560.00	\$1,200.00	no bid
Spring Cleaning	\$150.00	\$100.00	no bid
Plant Material Allowance	\$555.30	\$460.00	no bid
Pruning and Trimming	\$30.00 per hour	\$180.00	no bid
Weed and Fertilization of flower beds	\$30.00 per hour	\$150.00	no bid
Mulch existing beds	\$30.00 per hour	\$450.00	no bid
Monthly Weeding of flower beds	\$30.00 per hour	\$150.00	no bid

## Silver Lake Recreation Area

	Lesleys Outdoor	KLM	Landgreen
Weekly Mowing per season	no bid	\$5,400.00	no bid

### *Fertilization and Weed Control for Silver Lake Recreation Area*

Fertilization weed Control	no bid	\$4,200.00	\$8,921.00
Optional two additional applications to sport fields	no bid	\$800.00	\$826.00

## Logans Landing Median mowing

	Lesleys Outdoor	KLM	Landgreen
Median Mowing per season	\$4,320.00	\$840.00	no bid

Number shown in Red are not per bid request



# Charter Township of Garfield 2016 Mowing and Fertilization bid tabulation

## Woodmere Islands and green space

	Lesleys Outdoor	KLM	Landgreen
Monthly mowing and weeding per month	\$240.00	\$165.00	no bid

Number shown in Red are not per bid request

See attached list of companies that were sent a request for bid.

P R O P O S A L

Lesley's Landscaping Outdoor Maintenance, LLC  
304 West Thirteenth St  
Traverse City, Michigan 49684

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

*Proposal for the following locations for 2016:*

- Garfield Township Offices, Veteran's Drive*
- Logan's Landing Medians, South Airport Road*
- Woodmere Medians, 3 most southern Woodmere*

**Spring Labor:**

\*Cleanup of spring/fall debris, removal of yard waste/trimmings to GTC Recycle to be reimbursed by Township

\*Mulching, Weeding, Tree and Brush Trimming \$30.00/hr per person (2 person maximum)

\*Fertilizing (crab grass application) \$30.00/ hr

**Summer Labor:**

\*plantings (purchased by Township)

\*~~edging~~ <sup>LW</sup> ~~\$30.00/hr~~

**Fall Labor:**

\*weed prevention application \$30.00/hr

**Maintenance Products:**

Spring Crab Grass (Township Office)	1@	\$39.17	(1Bags)	\$39.17
Spring Fertilizer (Township Offices/medians)	2@	\$42.35	(2 Bag)	\$84.70
Mulch 3 locations		\$351.96	(7 yards)	\$351.96
Weed Spray	1@	\$11.75		\$11.75
Fall Fertilizer	2@	\$33.86		<u>\$67.72</u>
				\$555.30

Thank you for the opportunity to bid on these services or any other services you might need. If you have any questions please feel free to contact me immediately. I am insured, and have references.

Lesley Wray  
Lesley's Outdoor Maintenance, LLC  
231-342-3659

CHARTER TOWNSHIP OF GARFIELD

3848 VETERANS DRIVE

TRAVERSE CITY, MI 49684

Phone 231.941.1620 Fax 231.941.1588

	Per Cut	Seasonal Bid
<u>Township Office located at 3848 Veterans Drive</u>	\$ <u>65.00</u>	\$ <u>1,560.00</u>
Provide weekly mowing, edging and Trimming of grass per attached specifications. Note this location is irrigated. Price is based on 24 cuts per season. Per cut price will be used to add or deduct the cost of the work due to weather fluctuations.		
Labor only to provide a Spring Clean up of entire site and planting of annual plant material.		\$ <u>150.00</u>
Allowance for annual plant material-provide a complete breakdown of proposed materials on attached sheet.		\$ _____
Pruning and Trimming of bushes and ornamental trees, service to be performed once.		\$ <u>30.00 per hr.</u>
Weeding and Fertilization of circular flower bed, entry and border plants as required for the season.		\$ <u>30.00 per hr</u>
Provide labor and material to top dress all existing mulch beds with matching material. Coordinate with spring clean- up work.		\$ <u>30.00 per hr.</u>
Monthly weeding of the Township office flower beds, and walks.		\$ <u>30.00 per hr.</u>

**Silver Lake Recreation Area (aka Township Park)**

Per Cut

Seasonal Bid

Weekly mowing of property per attached specifications within paved walking path.

This site is irrigated. Price is based on 24 cuts per season. Price per cut will be used

to add or deduct the cost of the work due to weather fluctuations.

\$ \_\_\_\_\_ \$ \_\_\_\_\_

**Fertilization and Weed Control Program for Silver Lake Recreation Area**

Area of park to be serviced (inside track including sports fields and excluding dog park)

(565,000 sf).

Seasonal Bid

Spring application of granular fertilizer with crabgrass preventer

Early summer application of granular fertilizer and spraying of weeds

Midsummer application of granular fertilizer. Late Summer

application of granular fertilizer. Fall application of granular fertilizer.

\$ \_\_\_\_\_

**Optional**

Two Additional applications of fertilizer to promote health and withstand use

Area to be treated: Softball field 33,000 sf. And Multi Use field 180,000 sf.

\$ \_\_\_\_\_

**Logan's Landing median along South Airport Road**

Per Cut

Seasonal

Weekly mowing of all median areas. Note this area is irrigated.

Price is based on 24 cuts per season. Price per cut will be used

to add or deduct the cost of the work due to weather fluctuations.

\$ 180 \$ 4,320

**Woodmere Islands**

Per Month

Monthly weeding of all median areas. In addition, monthly mowing

of the green space between the sidewalk and curb on Woodmere.

\$ 240

CHARTER TOWNSHIP OF GARFIELD

3848 VETERANS DRIVE

TRAVERSE CITY, MI 49684

PHONE 231.941.1620 FAX 231.941.1588

General Specifications for Mowing and Signature Page

1. Grass at all locations to be mowed to an average height of 2 1/2 " to 3".
2. Grass at the Silver Lake Park Soccer Field and ball field to be mowed to an average height of 1 1/2 to 2 1/2:"
3. Clippings to be blown off drives and walkways.
4. Litter to be removed from lawn prior to mowing.
5. Trimming around all obstacles as needed.
6. Direction of mowing pattern to be altered on a regular basis to avoid worn spots.
7. The Contractor will comply with all federal, state and local regulations, including, but not limited to, all applicable OSHA/MIOSHA requirements and the Americans with Disability Act.
8. Mowing shall be scheduled at Silver Lake Park so that mowing will occur within 48 hours before the following Holidays: Memorial Day weekend, Independence Day, and Labor Day Weekend.
9. Modifications to the contract or schedule require written authorization from the Charter Township of Garfield Supervisor.
10. The contractor has the right to bid part or all of the proposal.
11. The Charter Township of Garfield reserves the right to accept all or part of the bid.
12. Contractor is to maintain Insurance that meets or exceeds the attached requirements.
13. Contract period is for two growing seasons from date of award until November 15<sup>th</sup>, 2017.

Bidding Contractor Information and Signature.

Name of Company: Lesley's Outdoor Maint.  
Street 304 W 13<sup>th</sup> ST  
City/State/Zip Traverse City, MI 49684  
Telephone/Fax 231-342-3659  
Email \_\_\_\_\_  
Signature Lesley Wray  
Print Name and Title Lesley Wray Owner  
Date 3-31-16

CHARTER TOWNSHIP OF GARFIELD

3848 VETERANS DRIVE

TRAVERSE CITY, MI 49684

Phone 231.941.1620 Fax 231.941.1588

	Per Cut	Seasonal Bid
<b><u>Township Office located at 3848 Veterans Drive</u></b>	\$ <u>50.00</u>	\$ <u>1200.00</u>
Provide weekly mowing, edging and Trimming of grass per attached specifications. Note this location is irrigated. Price is based on 24 cuts per season. Per cut price will be used to add or deduct the cost of the work due to weather fluctuations.		
Labor only to provide a Spring Clean up of entire site and planting of annual plant material.		\$ <u>100.00</u>
Allowance for annual plant material-provide a complete breakdown of proposed materials on attached sheet.		\$ <u>460.00</u>
Pruning and Trimming of bushes and ornamental trees, service to be performed once.		\$ <u>180.00</u>
Weeding and Fertilization of circular flower bed, entry and border plants as required for the season.		\$ <u>150.00</u>
Provide labor and material to top dress all existing mulch beds with matching material. Coordinate with spring clean- up work.		\$ <u>450.00</u>
Monthly weeding of the Township office flower beds, and walks.		\$ <u>150.00</u>

**Silver Lake Recreation Area (aka Township Park)**

Per Cut

Seasonal Bid

Weekly mowing of property per attached specifications within paved walking path.

This site is irrigated. Price is based on 24 cuts per season. Price per cut will be used

to add or deduct the cost of the work due to weather fluctuations.

\$ 225.00    \$ 5400.00

**Fertilization and Weed Control Program for Silver Lake Recreation Area**

Area of park to be serviced (inside track including sports fields and excluding dog park)

(565,000 sf).

Seasonal Bid

Spring application of granular fertilizer with crabgrass preventer

Early summer application of granular fertilizer and spraying of weeds

Midsummer application of granular fertilizer. Late Summer

application of granular fertilizer. Fall application of granular fertilizer.

\$ 4200.00

**Optional**

Two Additional applications of fertilizer to promote health and withstand use

Area to be treated: Softball field 33,000 sf. And Multi Use field 180,000 sf.

\$ 800.00

**Logan's Landing median along South Airport Road**

Per Cut

Seasonal

Weekly mowing of all median areas. Note this area is irrigated

Price is based on 24 cuts per season. Price per cut will be used

to add or deduct the cost of the work due to weather fluctuations.

\$ 35.00    \$ 840.00

**Woodmere Islands**

Per Month

Monthly weeding of all median areas. In addition, monthly mowing

of the green space between the sidewalk and curb on Woodmere.

\$ 165.00

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CHARTER TOWNSHIP OF GARFIELD

3848 VETERANS DRIVE

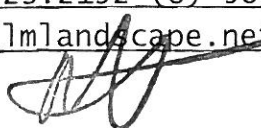
TRAVERSE CITY, MI 49684

PHONE 231.941.1620 FAX 231.941.1588

General Specifications for Mowing and Signature Page

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2. Grass at the Silver Lake Park Soccer Field and ball field to be mowed to an average height of 1 1/2 to 2 1/2."
3. Clippings to be blown off drives and walkways.
4. Litter to be removed from lawn prior to mowing.
5. Trimming around all obstacles as needed.
6. Direction of mowing pattern to be altered on a regular basis to avoid worn spots.
7. The Contractor will comply with all federal, state and local regulations, including, but not limited to, all applicable OSHA/MIOSHA requirements and the Americans with Disability Act.
8. Mowing shall be scheduled at Silver Lake Park so that mowing will occur within 48 hours before the following Holidays: Memorial Day weekend, Independence Day, and Labor Day Weekend.
9. Modifications to the contract or schedule require written authorization from the Charter Township of Garfield Supervisor.
10. The contractor has the right to bid part or all of the proposal.
11. The Charter Township of Garfield reserves the right to accept all or part of the bid.
12. Contractor is to maintain Insurance that meets or exceeds the attached requirements.
13. Contract period is for two growing seasons from date of award until November 15<sup>th</sup>, 2017.

Bidding Contractor Information and Signature.

Name of Company: KLM Landscape  
Street 10591 Bluff  
City/State/Zip Traverse City, MI 49686  
Telephone/Fax 810.523.2192 (O) 586.752.5562 (F)  
Email k1m@k1mlandscape.net and kirk@k1mlandscape.net  
  
Signature \_\_\_\_\_  
Print Name and Title Kirk Knobloch ~ Owner  
Date 04/01/2016



# **LANDGREEN LAWNCARE**

7512 Cedar Run Road, Traverse City, MI 49684  
Phone- (231)357-9968 Email- [chris@landgreenlawncare.com](mailto:chris@landgreenlawncare.com)  
Website- [landgreenlawncare.com](http://landgreenlawncare.com)

To whom it may concern

4-4-16

The fertilizer program submitted for the turf at Silver Lake Park is similar to last year. After having the opportunity to provide weed control and fertilizer in 2015, we have had success and continue to learn what is best for the turf.

The submitted bid is the same program as last year. It produced good results and we received many complements. The only issues were some crabgrass breakthrough and the lawn drying out a little. The crabgrass preventer was applied at the correct time but there is an enormous amount of crabgrass seed in the turf. It was taken care of with an application of post emergent herbicide. This additional ap was done at no charge since we guarantee the effectiveness of the preventer. The irrigation had a difficult time on occasion but the issues seem to have been fixed by repairs and mother nature helping as well. In my opinion, use of the athletic field can begin this year. The extra applications of fertilizer were effective in increasing turf density and should continue. Also, last year it had no competition from crabgrass so it was able fill in nicely.

A large turf area like Silver Lake Park will always have its challenges but with proper care it can be healthy and increase the enjoyment for the community. The overall goal is to create healthy grass. A healthy and dense stand of grass will reduce weed and insect problems. Well cared for turf can also tolerate the wear from foot traffic and drought conditions.

We hope to continue service for the park in 2016.

Sincerely,

Chris Kroupa  
Owner- Landgreen Lawncare (231)357-9968

# LANDGREEN LAWNCARE

7512 Cedar Run Road, Traverse City, MI 49684  
Phone (231) 357-9968 Email [chris@landgreenlawncare.com](mailto:chris@landgreenlawncare.com)  
[landgreenlawncare.com](http://landgreenlawncare.com)

**Property: Silver Lake Park- Garfield Township**

**Bid to provide services as follows:**

**Area of park to be serviced (inside track including sports fields  
and excluding dog park) 565,000 sf**

**Fertilizer and Weed Control Program**

Spring application of granular fertilizer with crabgrass preventer	\$1,655
Early summer application of granular fertilizer and spraying of weeds	\$1,978
Midsummer application of granular fertilizer	\$1,655
Late summer application of granular fertilizer and spraying of weeds	\$1,978
Fall application of granular fertilizer	\$1,655
<b>Total:</b>	<b>\$8,921</b>

**Additional applications for softball field and multi-use field:**

Two additional applications of fertilizer to promote health and withstand use

Area to be treated: Softball field 33,000 sf. Multi-use field 108,000 sf

Fertilizer application- \$413 x 2 aps timed between common area aps **Total: \$826**

**Terms of Bid:**

Payment in full is to be received within 20 days of invoicing. 1.5% surcharge applied to past due balance.

I accept the above and authorize you to do the work specified. Payment will be made as outlined above.

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Contractor Signature

\_\_\_\_\_  
Date