

**CHARTER TOWNSHIP OF GARFIELD
TOWN BOARD MEETING
January 28, 2025**

Supervisor McManus called the Town Board Meeting to order at the Garfield Township Hall on January 28, 2025 at 6:00 p.m.

Pledge of Allegiance

Roll Call of Board Members

Present: Molly Agostinelli, Chuck Korn, Laurie Lapp, Chloe Macomber, Joe McManus, Lanie McManus and Denise Schmuckal

Also in Attendance: Township Manager Chris Barsheff

1. Public Comment (6:00)
None

2. Review and Approval of the Agenda - Conflict of Interest (6:01)
J. McManus asked to add item 6b(1) - Grand Traverse Road Commission Report and item 8c – Consideration to Approve Rotary Membership for Township Manager.

Schmuckal moved and Agostinelli seconded to approve the agenda as amended.

*Yeas: Schmuckal, Agostinelli, Lapp, Macomber, L. McManus, Korn, J. McManus
Nays: None*

3. Consent Calendar (6:03)

a. Minutes

January 14, 2025 (Recommend Approval)

b. Bills

(i) General Fund \$59,252,88
(Recommend Approval)

(ii) Gourdie-Fraser
Developer's Escrow Fund – Storm Water Reviews,
Utility Plan Review, Oversight and Closeout
\$ 5,195.00
General Utilities 11,633.00
General 5,732.50
Park Funds/DNR Trust Fund 7,030.00

Total \$29,590.50
(Recommend Approval)

- c. **Consideration of Birmley Meadows – Sanitary Sewer and Water Main Extension Close-out and Turnover Documents (Recommend Approval)**
- d. **Consideration of Change Order No. 1 from Molon Excavating Inc. for Copper Ridge Trailhead (Recommend Approval)**
- e. **Consideration of Contractor’s Application for Payment No. 1 from Molon Excavating Inc. for Copper Ridge Trailhead (Recommend Approval)**
- f. **Planning Commission Annual Report for 2024 (Receive and File)**

Agostinelli moved and Korn seconded to adopt the consent calendar as presented.

*Yeas: Agostinelli, Korn, Macomber, Lapp, L. McManus, Schmuckal, J. McManus
Nays: None*

4. Items Removed from the Consent Calendar

None

5. Correspondence (6:06)

- a. Letter from Art Krueger regarding Fox Run Water System Extension

6. Reports

a. Engineering Report/Construction Update (6:06)

Engineer Jennifer Graham stated that her report was included in packets and added that the Siphon Flow at US 31 is at or near capacity and she would be bringing forth plans for its replacement soon. She has drafted the letter to the city regarding the water contracts and it will be finalized and sent shortly. She met with the Planning Department to discuss the Capital Improvements Plan and the stormwater plan.

b. County Commissioner’s Report (6:17)

County Commissioners Lauren Flynn stated that the 911 center is discussing sharing space with the DPW and that the revised Septic Code was presented to the BOC at the study session.

1. Grand Traverse County Road Commission

No report

c. Township Manager’s Report (6:20)

Barsheff stated that he attended a Coffee with the Curling Club event and is working with legal counsel on the Lamar Advertising case. He added that there will be an Emergency Management workshop coming in February and that the Personnel Committee is working on the employee handbook in light of the new sick time laws coming.

d. Supervisor's Report (6:25)

J. McManus reported that he and Barsheff met with the Metro Fire Chief to discuss strategic planning. The Metro Board Meeting was an organizational meeting.

e. Cherry Capital Airport Presentation (6:26)

Kevin Klein, CEO of Cherry Capital Airport, gave a presentation on the Cherry Capital Airport and its history. An addition to the terminal is planned which will begin in 2026 and be completed in 2028. The cost of the new terminal wing will be \$120 million dollars with 50% of that cost coming from the federal government and the rest funded by bonds.

7. Unfinished Business

None

8. New Business

a. Consideration of Resolution 2025-03-T, Soil Erosion and Sedimentation Control Fee Schedule (6:46)

Mike Green Zoning Administrator, brought the proposed Soil Erosion and Sedimentation fee schedule for adoption by the board. He explained the fee schedule to board members.

Schmuckal moved and Agostinelli seconded to adopt Resolution 2025-03-T, Soil Erosion and Sedimentation Control Fee Schedule.

Yeas: Schmuckal, Agostinelli, Korn, Lapp, L. McManus, Macomber, J. McManus

Nays: None

b. Consideration of purchasing tablets for the Township Board Trustees (6:51)

Barsheff presented a memo to the board members which outlined choices for tablets. Board members discussed the choices and asked about a policy for tablet use. Barsheff will gather final prices for Apple tablets, e-pencils and covers and come back with a final price and a use policy.

c. Consideration to Approve Rotary Membership for Township Manager (7:06)

L. McManus moved and Korn seconded to approve a Rotary Membership for the Township Manager.

Yeas: L. McManus, Korn, Agostinelli, Schmuckal, Lapp, Macomber, J. McManus

Nays: None

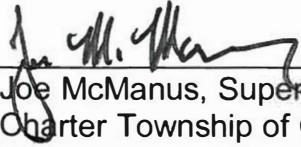
9. Public Comment: (7:07)

None

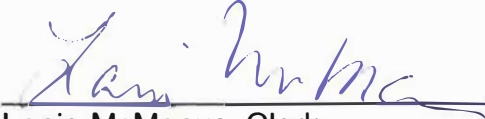
10. **Other Business (7:07)**

11. **Adjournment**

McManus moved to adjourn the meeting 7:08pm.



Joe McManus, Supervisor
Charter Township of Garfield
3848 Veterans Drive
Traverse City, MI 49686



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

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

RESOLUTION 2025-03-T

**RESOLUTION ADOPTING A SOIL, EROSION & SEDIMENTATION CONTROL
FEE SCHEDULE**

WHEREAS, the Charter Township of Garfield Township Board approved Resolution 2025-02-T adopting Ordinance 78, Control of Soil, Erosion and Sedimentation on January 14, 2025; and

WHEREAS, Ordinance 78 has designated the Garfield Township Zoning Department as the municipal enforcing agency and is responsible for the administration and enforcement of this Ordinance; and;

WHEREAS, the Board has reviewed the attached Soil, Erosion & Sedimentation Control 2025 Fee Schedule and has determined that this Fee Schedule is necessary and appropriate for the administration and enforcement of Ordinance 78.

NOW, THEREFORE, BE IT RESOLVED:

THAT the Soil Erosion & Sedimentation Control 2025 Fee Schedule, attached hereto as Exhibit "A" and made a part of this Resolution, is hereby adopted and authorized for implementation by the Charter Township of Garfield; and

THAT the Township may amend the Fee Schedule from time to time by adopting a Resolution of the Charter Township of Garfield Township Board.

Moved: Denise Schmuckal

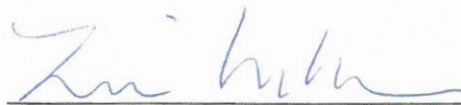
Supported: Molly Agostinelli

Ayes: Schmuckal, Agostinelli, Korn, Lapp, Macomber, L. McManus, J. McManus

Nays: None

Absent and Excused: None

By:



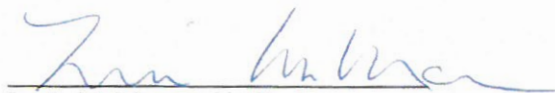
Lanie McManus, Clerk
Charter Township of Garfield

CERTIFICATE

I, Lanie McManus, Clerk of the Charter Township of Garfield, do hereby certify that the above is a true and correct copy of Resolution 2025-03-T which was adopted by the Township Board of the Charter Township of Garfield on the 28th day of January, 2025.

Dated: _____

1/29/2025



Lanie McManus, Clerk
Charter Township of Garfield

CHARTER TOWNSHIP OF GARFIELD SOIL EROSION & SEDIMENTATION CONTROL FEE SCHEDULE

Site Priority Matrix

Project Priority	Inspection Frequency	Description
High Priority(4)	Twice per Month	Earth change over 5 acres AND has direct connection (immediately adjacent to or point source discharge to) surface water, wetlands or adjacent property OR earth change <5 acres with direct connection to surface waters, wetland, or adjacent properties with Slopes of 20%.
Moderate Priority(3)	Once per Month	Earth Change over 5 acres with no direct connection to surface water or adjacent property OR site under 5 acres with direct connection to surface water or adjacent property OR Slopes of 20% or more.
Low Priority(2)	Once every two months	Earth change <5 acres AND no direct connection to surface water or adjacent property
Very Low Priority(1)	After control measures in place and at time of project closure and stabilization	Earth change <0.5 acre. Flat site, soils not highly erodible, and no direct connection to surface water, wetlands, or adjacent property

RESIDENTIAL Priority Fee Schedule - Permit Fee Assessed After Site Review

Permit duration of 18 months, Scaled Site Plan Required (all fees include a \$50 non-refundable application fee)

Project Type	High Priority(4)	Moderate Priority(3)	Low Priority(2)	Very Low Priority(1)
Residential New Construction	\$650	\$450	\$250	\$200
Existing Residential >1000 ft ² earth change (Garage, Addition, Outbuilding, Driveway, etc.)	\$550	\$350	\$200	\$175
Existing Residential <1000 ft ² earth change	\$450	\$300	\$175	\$150
Minor Residential <500 ft ² earth change	\$300	\$200	\$150	\$100
Septic Systems Replacement (greater than 24 hrs. to stabilize)	\$100	\$100	\$100	\$100

COMMERCIAL Priority Fee Schedule - Permit Fee Assessed After Site Review

Permit duration of 9 months, 2 sets of Sealed Plans & Surety Required

(all fees include a \$200 non-refundable application fee)

Project Type	High Priority(4)	Moderate Priority(3)	Low Priority(2)	Very Low Priority(1)
Commercial Base Fee (up to 1 acre) -includes agricultural sites; extraction sites	\$1200 (Base Fee) \$90/acre (over 1 acre) \$150/mo. > 9 months	\$1000 (Base Fee) \$70/acre (>1acre) \$100/mo. > 9 months	\$700 (Base Fee) \$60/acre(>1acre) \$75/mo. > 9 months	\$600 (Base Fee) \$50/mo. >9 months
Minor Commercial <1000 ft ² earth change	\$600 (Base Fee) \$110/mo. > 9 months	\$450 (Base Fee) \$75/mo. > 9 months	\$350 (Base Fee) \$60/mo. > 9 months	\$250 (Base Fee) \$40/mo. > 9 months

Other Commercial Fees Permit Fee Assessed After Site Review

Permit duration of 9 months, 2 sets of Sealed Plans & Surety Required

(all fees include a \$200 non-refundable application fee)

Farm with NRCS Plan, MEAP verification, or DEQ CAFO. Also includes Public Parks and Trails	\$300 Base fee; \$25/mo >9 months Inspection frequency set by Township based on Site Sensitivity
Utility Installation Projects	\$500 Base fee includes 1 mile (9mo.) \$40 each additional 0.5 mile; \$50/mo >9 months Inspection frequency set by Township based on Site Sensitivity
Extraction Sites	\$200/year

Other Fees

Adjacent Permits – Residential	First permit at full price, up to two additional permits at 50% cost. Parcels must be adjacent with the same contractor and/or owner. Projects must run concurrently and have same start/completion schedule. Eligibility will be determined by Township.
Residential Preliminary Review	\$150, half of fee may be applied to permit application within 1 year
Commercial Preliminary Review	\$350, half of fee may be applied to permit application within 1 year
Permit Amendments	\$40 – administrative only \$100 – requires additional fieldwork
Permit Transfer Fee	\$50, copy of Recorded Warranty Deed Required and Permit Transfer Form required
Special Site Inspections	\$60 (additional inspections required due to compliance violations, certificate of occupancy requests, final inspection requests, etc.)
Residential Permit Extension	½ of the original permit fee for up to 9 months.
After the Fact Permit -earth change prior to receiving permit	Residential - Double permit fee or \$250, whichever is less Commercial – Double permit fee or \$500, whichever is less
Surety	Amount of Surety required to be determined based on the scope of project
Refunds/Cancellations	If a permit is cancelled before issuance, the application fee as stated above is still due to the Township (\$50 for residential, \$200 for commercial). Please note that there are NO REFUNDS once a permit has been issued.